

Township of Selwyn Regular Council Meeting

Tuesday, April 27, 2021 – 6:00 PM

Virtual Council Meeting

Watch the meeting via livestreaming

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

- **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 meeting of April 13, 2021
- Discussion out of the minutes

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

(a) 6:05 PM - David Britton – Trent Severn Waterway Update

(b) 6:30 PM - Richard Steiginga – Baker Tilley – 2019 Financial Statements

- i) R. Lane Vance, Manager of Financial Services - Audited Financial Statements 2019
 - Attachment - Audited Financial Statements 2019
- (c) 7:00 PM – Public Meetings – Zoning By-law Amendments
 - i) Jeannette Thompson, Planner - Zoning By-law Amendment C-03-21 (734 Tara Road - Ennismore Ward)
 - Attachment - Submission Cover Letter prepared by Vera Payne received February 4, 2021
 - Attachment - Agency/Ministry/Peer Review/Public Comments
 - Attachment - Draft Zoning By-law and Schedule A
 - ii) Jeannette Thompson, Planner - Zoning By-law Amendment C-02-21 (96 Stoney Lake Big Island - Smith Ward)
 - Attachment - Planning Justification Report prepared by EcoVue Consulting Services Inc., dated December 2, 2020
 - Attachment - Agency/Ministry/Peer Review/Public Comments
 - Attachment - Draft Zoning By-law and Schedule A

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) Robert Lamarre, Manager of Building & Planning - Building & Planning Services Review Implementation - Recommendation #16 – Site Plan Review
 - Existing site plan guidelines
 - Official Plan Designated Hamlet and Urban Areas (Bridgenorth, Ennismore, Lakefield and Youngs Point)

- (b) Robert Lamarre, Manager of Building & Planning and Angela Chittick, Manager of Community & Corporate Services/Clerk - Update – Review of Current Township Cannabis Regulations and Consultation - Medical Cannabis Licensing
- (c) R. Lane Vance, Manager of Financial Services - Lakefield Water and Sewer Budget
 - PSAB Compliance Report – Lakefield Water & Sewer
 - Budget Narrative & Worksheet Summary - Department # 30 Lakefield Sewer
 - Sewer Capital Project Sheets and Related Photos
 - Budget Narrative & Worksheet Summary - Department # 31 Lakefield Water
 - Water Capital Projects Sheets and related photos
 - Reserve Summary for Lakefield Water and Sewer

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) R. Lane Vance, Manager of Financial Services - Consolidated Tax Rates 2021 (Woodland Acres rates) By-law
 - Consolidated Tax & Area Rates 2021 Comparison to 2020
- (b) Meaghan Larocque, Communications & Marketing Coordinator - 2020 Strategic Plan Report Card
 - 2020 Strategic Plan Report Card
- (c) Angela Chittick, Manager of Community & Corporate Services/Clerk - Various By-laws
 - Amended Schedule "A" – By-law 2016-026

6. Correspondence for Discussion and/or Decision

(a) Correspondence Report – April 27, 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. The Friends of Lakefield Park – Boating Docks

That the correspondence from the Friends of Lakefield Park requesting that the Township take steps to prevent the installation of docks at the Lakefield Campground be received for information; and

That the Friends of Lakefield Park be advised that given the future utilization of the Campground property is being reviewed in 2021 and that the current Operator has been advised that the operating agreement will not be extended beyond the 2022 camping season, that the current operator is permitted to continue offering docking facilities until the current agreement expires; and further

That the Township will review the area where docks are stored in the winter to ensure that the storage is not encroaching on the trail.

Correspondence for Information

Recommendation:

That the following items of correspondence be received for information:

2. AMO Update – Back to Remote Learning, Connecting Links Funding, and Funeral, Burial and Cremation Services Act Regulation Changes
3. AMO Update – New COVID-19 Enforcement Measures, Two-Week Extension of Emergency Declaration and Emergency Child Care
4. AMO Update – Federal Budget Highlights, Revised COVID Measures and Red Tape Bill
5. Minister of Infrastructure - EORN 1Gig project
6. Kawartha Chamber of Commerce and Tourism – NewsFlash! April 20, 2021
7. Board of Health Meeting Summary – April 14, 2021
8. Township of Essa – Bill 257
9. Township of Terrace Bay - Municipal Insurance Rates
10. Town of Mono - Cannabis Licencing and Enforcement

11. Township of the Archipelago - Road Management on Invasive Phragmites
12. Town of Plympton-Wyoming – Suicide and Crisis Prevention Hotline
13. Town of Cochrane - Support for Fire Departments and Letter to Premier Ford
14. Municipality of Calvin - Carbon Tax for Primary Agriculture Producers
15. City of Cambridge Council – Request for Paid Sick Leave

7. Peterborough County Report

- (a) Peterborough County Report – April 27, 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. CAO First Quarter Activity Report
2. County Official Plan Project Update and Anticipated 2021-2022 Timeline
3. Proposed Revisions to Sign By-law Report and Draft Sign By-law
4. County Official Plan Project: Focus on Natural Heritage Report and Provincial Heritage Mapping System
5. Notice of Construction - Lower Buckhorn Lake Bridge and the Trent Canal Bridge
6. Regular County Council Meeting Minutes - April 7, 2021

8. Committee Reports

- (a) Trail Advisory Committee Minutes - April 6, 2021

Recommendation:

That staff be directed to prepare a report for Council with respect to the Secret Garden proposal, including an update on the status of the barn removal project and related budgetary impacts.

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

None.

12. By-laws

- (a) 2021 – 030 – Zoning By-law Amendment – 96 Big Island – Stoney Lake, Smith Ward
- (b) 2021 – 031 - Zoning By-law Amendment – 734 Tara Road, Ennismore Ward
- (c) 2021 – 036 – Authorizing By-law – Trillium Foundation Funding
- (d) 2021 – 037 – Establish Rates of Taxation for 2021
- (e) 2021 – 038 - Confirming

Adjournment

Corporation of the Township of Selwyn

**Regular Council Meeting
Tuesday, April 13, 2021**

Virtual Council Meeting

A regular meeting of the Council of the Township of Selwyn
was held on Tuesday, April 13, 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
Mike Richardson, Manager of Recreation (arrived at 6:04 PM)
Rick Dunford, Manager of Public Works
Gord Jopling, Fire Chief (left at 7:20 PM)
Kim Berry, HR Coordinator (left at 6:10 PM)
Sarah Hennessey, Chief Librarian/ CEO (left at 6:04 PM)
Jeannette Thompson, Planner
Michelle Thornton, Deputy Treasurer/I. T. Coordinator
Tania Goncalves, Deputy Clerk
Andrew Bowyer, Fire Prevention Officer (left at 7:30 PM)

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

Declaration of Pecuniary Interest

None.

Minutes

Resolution No. 2021 – 084 – Minutes

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –
That the minutes of the regular Council meeting and special Council meeting of
March 23, 2021 (Dashboard Review) be adopted.

Carried.

Deputations and/or Invited Persons and/or Public Meeting

Council welcomed new employee Building Inspector/Plans Examiner Chantal
Simmons to the Township.

Chris Kawalec, Community Development Program Manager for the City of
Peterborough made a presentation to Council regarding the Community Safety and
Wellbeing Plan.

Resolution No. 2021 – 085 – Community Safety & Wellbeing Plan Update

Councillor Anita Locke – Councillor Donna Ballantyne –
That the presentation from Chris Kawalec, Community Development Program
Manager regarding the Community Safety & Wellbeing Plan be received for
information.

Carried.

Gail Moorhouse, Executive Director of Community Futures Peterborough made a presentation to Council regarding the results of the Selwyn Township Business Reopening Program.

Resolution No. 2021 – 086 – CDFC/Selwyn Business Reopening Program

Councillor Anita Locke – Councillor Gerry Herron –

That the report from Gail Moorhouse, Executive Director of Community Futures Peterborough regarding the Selwyn Township Business Reopening Program be received for information.

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 property as well as by way of a sign being posted on the property. 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 5:40 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 26, Concession 13 in the Smith Ward, municipally known as 1961 Fourteenth Line. The subject lands are designated Prime Agricultural; and are zoned Agricultural (A). The Zoning By-law Amendment is a condition of consent to sever application B-5-20, which was imposed by the Township. The severed parcel will be merged with 1984 Thirteenth Line. The purpose of the zoning By-law amendment is to rezone the severed portion from Agricultural (A) Zone to Rural Residential (RR) Zone, to provide for contiguous zones across the merged parcels; and to recognize the proposed residential use of the severed portion. Applicant Marla Sutherland was in attendance in support of the application. No one spoke against the application. There was one (1) member of the public in attendance. The public meeting concluded at 5:43 PM.

Resolution No. 2021 – 087 – ZBA – 1961 Fourteenth Line

Deputy Mayor Sherry Senis – Councillor Anita Locke –

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as being Part of Lot 26, Concession 13 in the Smith Ward (municipally known as 1961 Fourteenth Line) be received for information; and

That By-law 2021-032, being a By-law to rezone certain lands situated in Part of Lot 26, Concession 13 in the Smith Ward from Agricultural (A) Zone to Rural Residential (RR) Zone, 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-5-20.

Carried.

Question Period

Council entertained questions from the public from 5:43 PM to 5:44 PM.

Municipal Officers & Staff Reports – Direction

Resolution No. 2021 – 088 – 2021 Work Plans 1st Quarter Update

Councillor Donna Ballantyne – Councillor Anita Locke –

That the report of the Chief Administrative Officer with regard to the 2021 Work Plan 1st Quarter Update prepared by each Department Manager be received for information.

Carried.

Resolution No. 2021 – 089 – 2021 1st Quarter Financial Update

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That the report of the Manager of Financial Services related to the Financial Statement Review – 2021 1st Quarter be received for information.

Carried.

Resolution No. 2021 – 090 – AMO Gas Tax – One Time Funding 2021

Councillor Anita Locke – Councillor Gerry Herron –

That the report of the Manager of Financial Services regarding the AMO Gas Tax One Time Funding 2021 be received for information; and

That the additional one time federal funding expected from the AMO Gas Tax Program be earmarked to address the current funding deficit related to the Water Street multi-year construction project.

Carried.

Resolution No. 2021 – 091 – Woodland Acres Budget 2021

Councillor Gerry Herron – Deputy Mayor Sherry Senis –

That the report of the Manager of Financial Services regarding the Woodland Acres Budget 2021 be received for information; and

That the Township of Selwyn adopt the Budget Compliance Report for expenses excluded from the 2021 Woodland Acres budget as outlined in and as a requirement of Ontario Regulation 284/09; and

That the 2021 budget for Department # 32 Woodland Acres - Water and Sewer be approved as presented; and

That the respective 2021 flat rate water and sewer charges for the Woodland Acres Water and Sewer Area be included in the 2021 Tax Rate By-law.

Carried.

Resolution No. 2021 – 092 – Proposed Zoning By-law Amendment to Regulate Rooming/Boarding Houses

Councillor Anita Locke – Councillor Gerry Herron –

That the report of the Planner related to the proposed Zoning By-law amendment to regulate rooming/boarding houses be received for information;

That staff be directed to finalize the draft Zoning By-law Amendment to regulate Rooming/Boarding Houses; and

That staff be directed to commence the public consultation period which is to include at least one (1) public open house (virtual); a social media campaign; and a statutory public hearing, in order to solicit public input related to the proposed amendment, and that the promotion of the public meeting focus on Lakefield and Woodland Acres as this is where rooming houses will be permitted.

Carried.

Resolution No. 2021 – 093 – New Official Plan Project Update

Councillor Anita Locke – Councillor Donna Ballantyne –

That the report of the Planner related to the new Official Plan project update be received for information;

That Council direct staff to request that County staff attend Council meetings at key times to provide updates and seek Council's feedback related to the Growth Analysis/Land Needs Assessment project and the new Official Plan project and that a request be made for a County representative to attend a Council meeting in the very near future.

Carried.

Resolution No. 2021 – 094 – Open Air Burning By-law

Councillor Donna Ballantyne – Councillor Anita Locke –

That the report from the Fire Prevention Officer regarding the 2021 Open Air Burning By-law be received for information; and that the passage of the Open Air Burning By-law be deferred to obtain further information; and that staff provide a report to Council no later than the May 11, 2021 Council meeting that includes additional requested information.

Carried.

Resolution No. 2021 – 095 – Smith Landfill Site Tipping Fees

Councillor Gerry Herron – Councillor Donna Ballantyne –

That the report of the Chief Administrative Officer with regard to the Smith Landfill Site tipping fees be received for information; and that Schedule A to By-law 2016-026 be updated as follows:

General Tipping Fees - Phase-in increase over two years as follows \$115/tonne effective June 1, 2021 and to \$130/tonne effective June 1, 2022; and

Minimum Fees - Increase minimum fee to \$5.00 effective June 1, 2021 and that the fee remain at \$5.00 for a minimum of three (3) years; and

Mixed Load Fees (Unsorted) - Establish a mixed load fee which is double the applicable general tipping fee and minimum fee - effective June 1st, 2021; and

Leaf and Yard Fees - Phase-in increase over three (3) years as follows \$65/per tonne for loads greater than 100 kg effective June 1st, 2021; \$85/per tonne effective June 1st, 2022 and \$100/per tonne effective June 1st, 2023; and

Additional Item (Freon) – Establish a cost recovery fee system based on the “actual cost of Freon removal services” - effective June 1st, 2021.

Carried.

Consent

Resolution No. 2021 – 096 – Municipal Officer's and Staff Reports – Information/Housekeeping/Non-Controversial

Councillor Anita Locke – Councillor Donna Ballantyne –

That the report from the Manager of Building and Planning regarding the Heritage Designation of 44 Bridge Street, Lakefield be received for information; and that By-law 2021-026 being a By-law to designate 44 Bridge Street, Lakefield under the Ontario Heritage Act be forwarded to the By-law section of the agenda for consideration; and

That the report of the Planner related to Minister Zoning Orders be received for information; and

That the report of the Manager of Public Works with respect to the Gravel Crushing Tender be received for information; and that the tender of Westone Aggregates Inc., in the amount of \$102,850.00 (HST excluded) for crushing approximately 17,000 tonne of gravel be approved; and

That the report of the Manager of Public Works with respect to the 2021 Surface Treatment tender be received for information; and that, in accordance with the provisions of the tender document, the Township of Selwyn accept its portion of the Peterborough County Tender T-02-2021; and that, the tender of Miller Paving, in the amount of \$425,810.00 (HST excluded) for the 2021 surface treatment requirements be approved; and

That the report of the Manager of Public Works with respect to the 2020 Smith Landfill Annual Report, as prepared by Cambium Environmental, be received for information; and

That the report of the Capital Projects Coordinator and Manager of Financial Services regarding the Streetlight Project – Procurement Update be received for information; and that the bid submission from Dan Healey Electric Ltd. in the amount of \$18,475.50 (HST excluded) be approved; and that By-law 2021-033, to authorize the execution of an Agreement between Dan Healey Electric and the Township of Selwyn for the installation of new streetlight poles & related equipment be forwarded to the By-law section of the agenda for consideration; and

That the report of the Manager of Community & Corporate Services/Clerk regarding various By-laws be received for information; and that By-law 2021-027, a By-law to assume a portion of Arnott Drive in Ennismore into the Township's road system, described as Plan 45M-226 and identified as Property Identification Number 28449-0263; and that By-law 2021-028, a By-law to amend the Lakefield Parking to include a No Parking Zone on Queen Street to facilitate a bus stop in Lakefield's downtown core for "The Link" rural bus service; and that By-law 2021-029, a By-law to authorize the Treasurer to execute a grant agreement for the Court Security and Prisoner Transportation Program on behalf of the Township, be brought forward to the By-law section of the agenda for consideration; and

Correspondence for Information

Recommendation:

That the following items of correspondence be received for information:

1. AMO Update – Long-Term Care Modernization and Expansion, Asset Management Plan Timelines Extended and Age-Friendly Community Planning
2. AMO Update – OPP Detachment Board Composition Process, Personal Support Worker Temporary Pay Extended and By-Name Lists
3. AMO Update – Federal Gas Tax and Updated COVID-19 Regulations
4. AMO Update - One-Time Doubling of Gas Tax Funds in 2021
5. AMO Update – OCLIP Payment, Bill 257 Submission and Amended COVID-19 Orders
6. AMO Update – Provincial Budget Highlights + Bill 257 Referred to Committee
7. AMO Update – Provincial COVID-19 Lock Down, Water Taking Changes and Long-Term Care Medication Safety
8. Peterborough Public Health - Notice of Public Meeting - Sewage Fee Schedule Amendment
9. ORCA – 2020 Annual Report
10. MPAC – 2020 Annual Report
11. Kawartha Chamber of Commerce and Tourism – NewsFlash! March 23rd & 30th and April 6th, 2021
12. Trent Lands & Natural Areas Plan
13. Trent University – News Release and Project Background: Trent and People Care Communities Long-Term Care Home
14. Ministry of Infrastructure - Extended Timelines

Draft Subject to Approval

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15. Ontario Provincial Police - Community Safety and Policing Act Update, Board Proposal Process and Questions / Answers
16. EOWC - News release - Establishes 2021 Priorities
17. Ontario Waterpower Association - Proclaiming June 20th as Waterpower Day
18. EORN - 2021 Ontario Budget
19. Niagara Region - Homelessness, Mental Health and Addiction
20. Grey Region and Edwardsburgh Cardinal – Ontario Fire College Closure
21. Fort Erie - Cannabis Licencing and Enforcement, Advocate the Province of Ontario to Adjust the Capacity Limits, Homelessness, Mental Health and Addiction and McNally House Hospice's Life in Every Moment Campaign
22. Owen Sound - Municipal Insurance Rates
23. Kingsville - Bill C-21 - Firearms Amendment
24. Orangeville - Withdraw Schedule 3 from Bill 257
25. Cochrane - MeeQuam Youth Residence Closure
26. South Glengarry - Provincial Vaccine Rollout
27. Morris -Turnberry - Gravenhurst Fire College
28. Township of Hudson - Support for Fire Departments
29. Town of Caledon - Support for a Suicide and Crisis Prevention Hotline and Ontario Fire College Closure
30. Town of Amherstburg - Universal Paid Sick Days in Ontario and the Agricultural Tile Drainage Installation Act
31. Township of Muskoka - The Decibel Coalition
32. Pickle Lake - Municipal Act and Elections Act; and

County Correspondence for Information

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

1. Media Release - Mayor and Warden United on Need for More Vaccines
2. EORN – Partners with Rogers Communications – News Release, Backgrounder and Q & A
3. County Official Plan Project: Focus on the Built Environment
4. Tender Award – Micro-surfacing
5. Supply and Delivery of Unleaded Gasoline and Diesel Fuel
6. James A. Gifford Causeway, Chemong Bridge & County Road 14 Rehabilitation Consultant Selection
7. Technical Advisory Committee Meeting Minutes – March 11, 2021
8. OPA No. 61 to the Official Plan – 724 Centre Line Selwyn
 - Amendment No. 61
 - Technical Report
 - Township Resolution
9. Regular Council Minutes – March 17, 2021; and

Committee Reports

That the minutes of the Library Board of January 19, 2021 and February 23, 2021 be received for information; and

That the minutes of the Economic Development & Business Committee of February 22, 2021, March 5, 2021 and March 22, 2021 be received for information; and

That the minutes of the Accessibility Advisory Committee meeting of March 24, 2021 be received for information; and that Selwyn Township provide a letter to support the request of the Centre for Equitable Library Access urging the Federal Government to fully restore funding for accessible reading materials; and

That the minutes of the Heritage Committee meeting of March 25, 2021 be received for information; and that the Council of the Township of Selwyn support the recruitment of additional Municipal Heritage Committee members to serve on the Municipal Heritage Committee for the remaining term of Council and that staff be authorized proceed with the recruitment process.

Carried.

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

Deputy Mayor Sherry Senis assumed the Chair.

Resolution No. 2021 – 097 – Responsible Business Protocol

Mayor Andy Mitchell – Councillor Anita Locke -

That the letter from Stuart Harrison, President and CEO, Peterborough Chamber of Commerce requesting equitable safety standards be received for information; and

That the Township of Selwyn supports the Peterborough Chamber of Commerce's request to the Ontario government to establish a Responsible Business Protocol that includes a Safe Operating Framework (by business sector) and a Community Contact Reduction Framework (based on regional virus spread); and

That this protocol be consistent with Public Health and Provincial Guidelines with respect to physical distancing, wearing a mask and any other relevant safety precautions.

Carried.

Mayor Mitchell assumed the Chair.

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

Resolution No. 2021 – 098 – Curfew

Councillor Donna Ballantyne – Councillor Anita Locke –

That the rules of procedure with respect to curfew be dispensed with.

Carried.

Other, New & Unfinished Business

Resolution No. 2021 – 099 – Special Meeting

Councillor Anita Locke – Councillor Donna Ballantyne

That a special meeting of Council be scheduled for May 5th, 2021 at 4:00 PM so that Council may review the initial findings of the Lakefield Campground Utilization Study.

Carried.

By-laws

Resolution No. 2021 – 100 – By-laws First, Second & Third Reading

Councillor Anita Locke – Councillor Donna Ballantyne –

That By-law 2021-026, being a By-law to designate 44 Bridge Street, Lakefield under the Ontario Heritage Act; and

That By-law 2021-027, a By-law to assume a portion of Arnott Drive in Ennismore into the Township's road system, described as Plan 45M-226 and identified as Property Identification Number 28449-0263; and

That By-law 2021-028, a By-law to amend the Lakefield Parking to include a No Parking Zone on Queen Street to facilitate a bus stop in Lakefield's downtown core for The Link rural bus service; and

That By-law 2021-029, a By-law to authorize the Treasurer to execute a grant agreement for the Court Security and Prisoner Transportation Program on behalf of the Township; and

That By-law 2021-032, being a By-law to rezone certain lands situated in Part of Lot 26, Concession 13 in the Smith Ward from Agricultural (A) Zone to Rural Residential (RR) Zone; and

That By-law 2021-033, to authorize the execution of an Agreement between Dan Healey Electric and the Township of Selwyn for the installation of new streetlight poles & related equipment be read a first, second and third time and finally passed.
Carried.

Resolution No. 2021 – 101 – Confirming

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That By-law 2021-035, a By-law to confirm the proceedings of the meeting of Council held on April 14, 2021 be read a first, second and third time and finally passed.

Carried.

Adjournment

Resolution No. 2021 – 102 – Adjournment

Councillor Anita Locke – Deputy Mayor Sherry Senis -

That the meeting be adjourned. (8:11 PM)

Carried.

Now, for tomorrow



Township of Selwyn

**Comparative Analysis
December 31, 2019**

**Council Presentation
April 27, 2021**

Independent Auditor's Report

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Township of Selwyn as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.



Audit Procedures

Review of minutes of council

Substantive Testing

- Sampling
- Analytical review
- Management estimates

Systems documentation and related control testing

- Revenues
- Disbursements
- Payroll
- Journal entries



Audit Overview – Matters of Communication

Audit is complete pending:

- Council approval of financial statements
- Receipt of signed representation letter
- Receipt of legal letters

No significant difficulties encountered during the course of our audit procedures:

- No changes to initial audit plan
- No disagreements or difficulties with management
- Excellent cooperation from management and staff
- Note for the impacts of COVID-19

Uncorrected audit difference noted:

- None

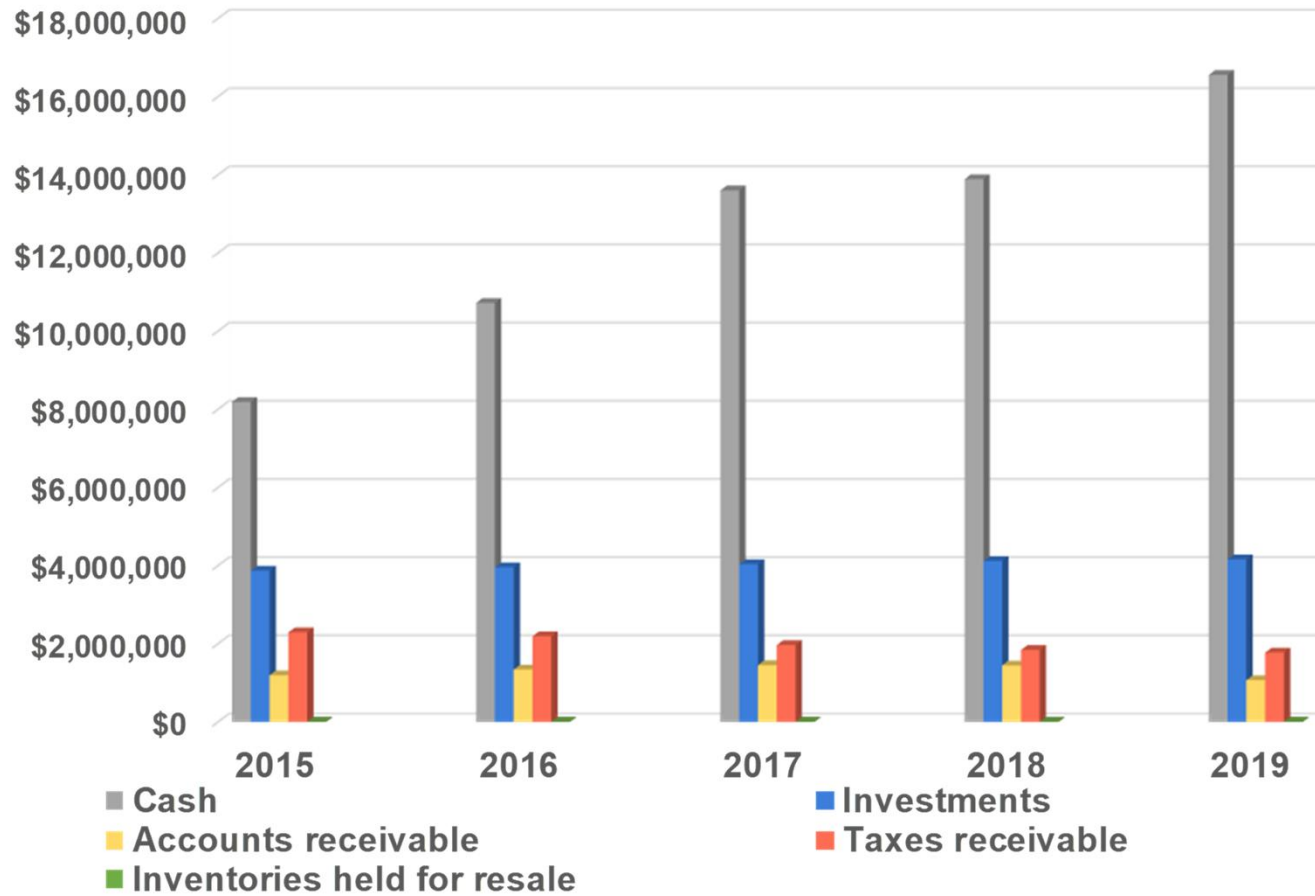


Financial Assets at December 31st

	2019	2018	2017	2016	2015
Cash	\$ 16,556,756	\$ 13,887,727	\$ 13,601,454	\$ 10,722,491	\$ 8,188,268
Investments	4,156,588	4,115,771	4,035,450	3,957,959	3,869,752
Accounts receivable	1,070,271	1,444,417	1,451,607	1,340,560	1,190,531
Taxes receivable	1,775,197	1,841,701	1,966,931	2,190,925	2,292,167
Inventories held for resale	7,640	5,947	6,913	6,782	6,715
	\$ 23,566,452	\$ 21,295,563	\$ 21,062,355	\$ 18,218,717	\$ 15,547,433

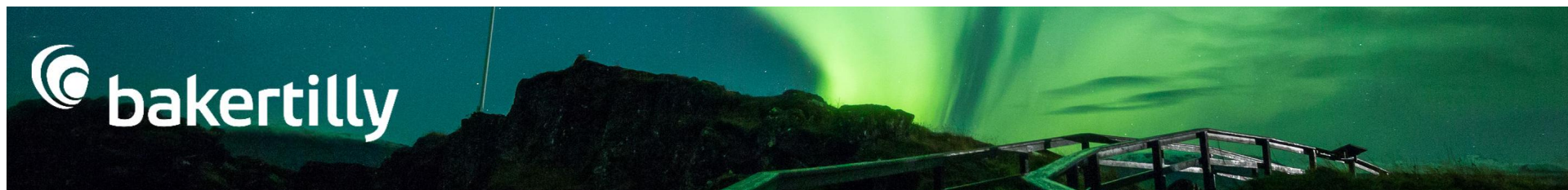


Financial Assets at December 31st

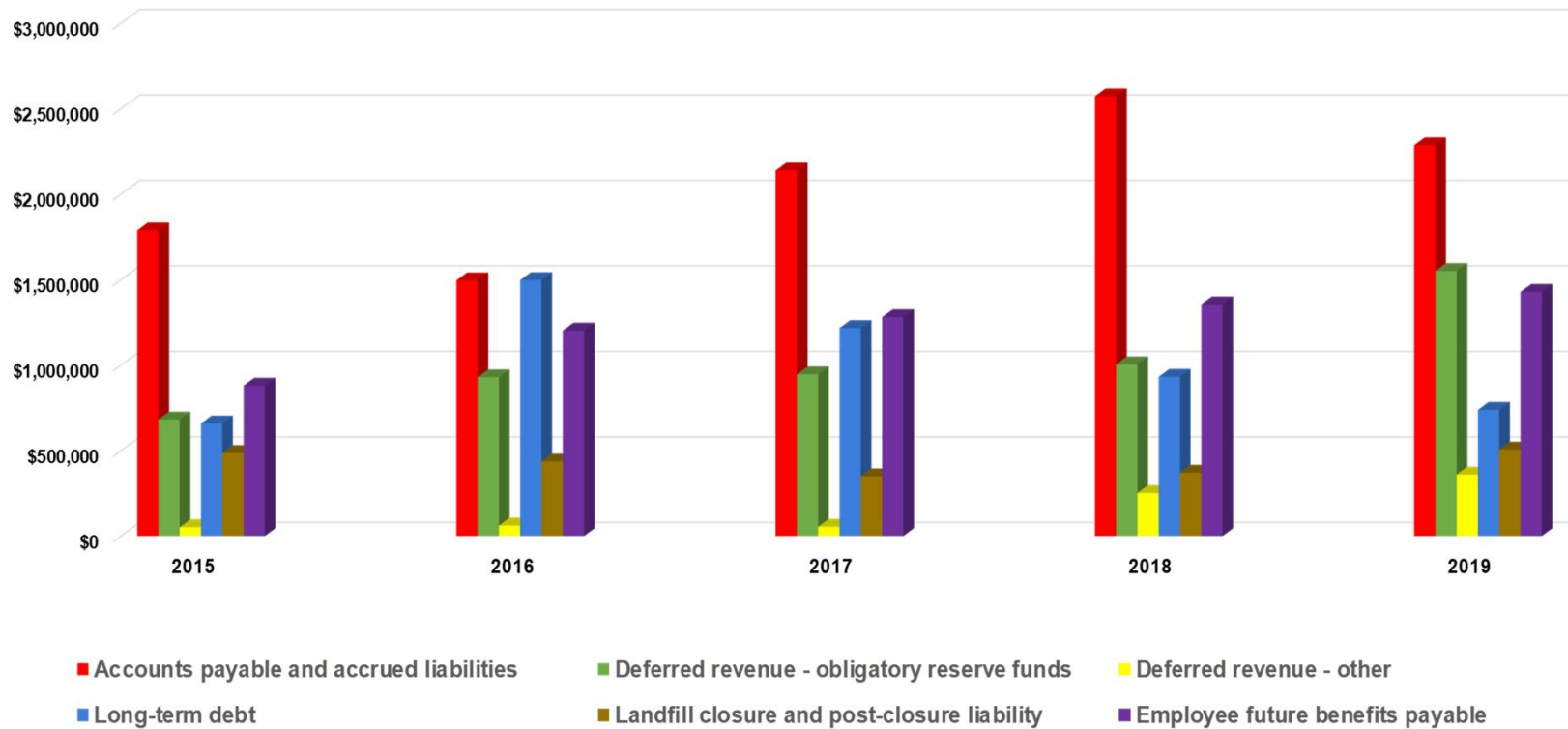


Financial Liabilities as at December 31st

	2019	2018	2017	2016	2015
Accounts payable and accrued liabilities	\$ 2,285,222	\$ 2,572,266	\$ 2,137,826	\$ 1,495,455	\$ 1,787,303
Deferred revenue - obligatory reserve funds	1,550,451	1,004,401	945,372	928,677	681,828
Deferred revenue - other	359,697	251,673	54,661	61,769	51,687
Long-term debt	738,004	931,129	1,216,336	1,496,851	658,619
Landfill closure and post-closure liability	506,000	370,500	350,000	436,261	485,706
Employee future benefits payable	<u>1,427,768</u>	<u>1,355,407</u>	<u>1,279,681</u>	<u>1,201,844</u>	<u>879,293</u>
	<u>\$ 6,867,142</u>	<u>\$ 6,485,376</u>	<u>\$ 5,983,876</u>	<u>\$ 5,620,857</u>	<u>\$ 4,544,436</u>



Financial Liabilities as at December 31st



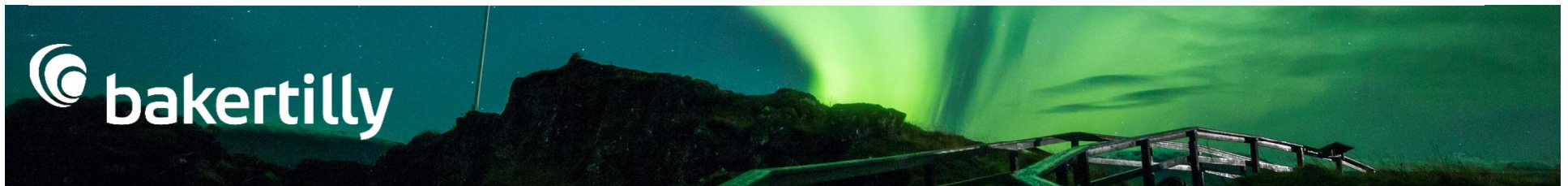
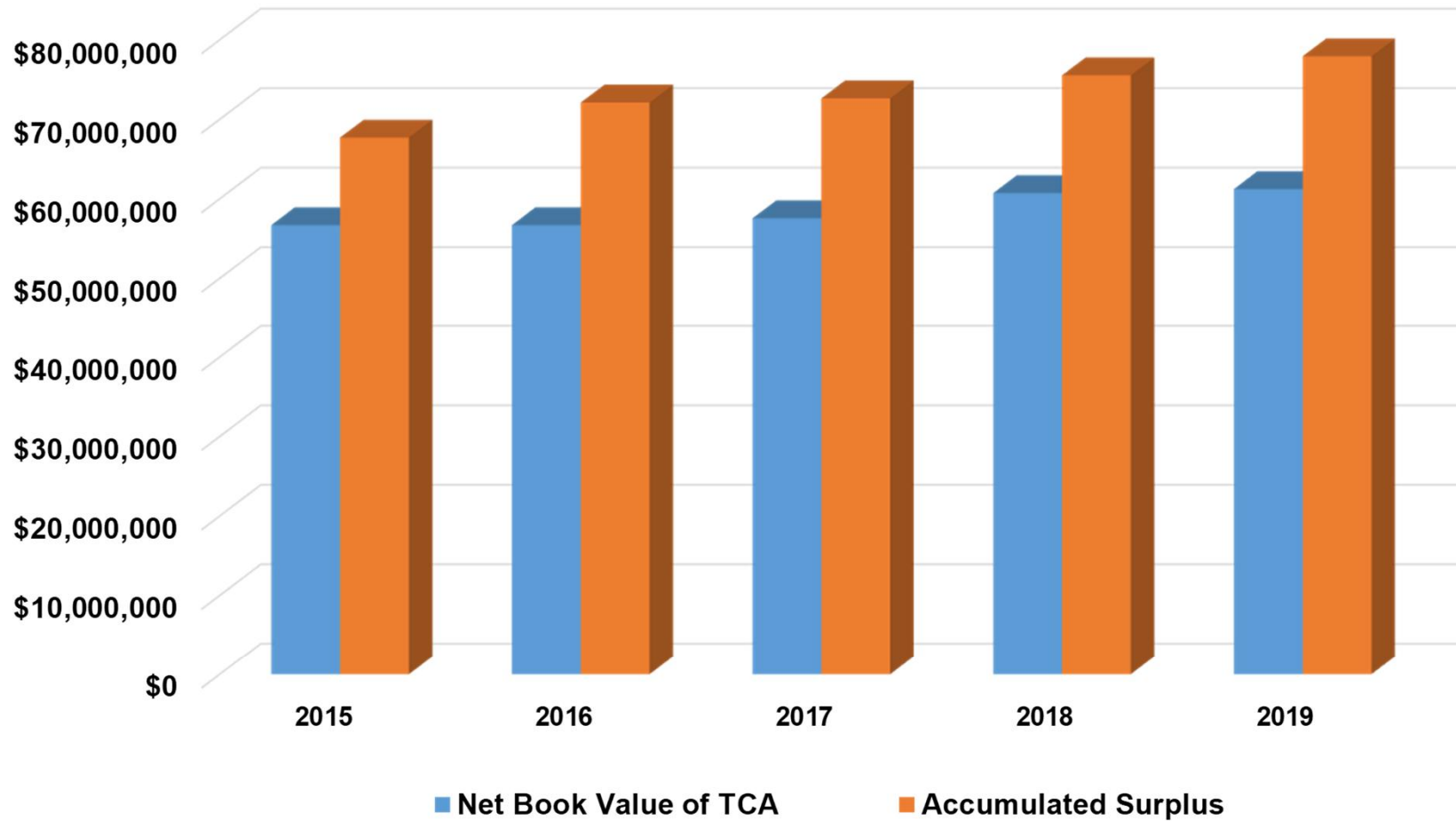
Non-Financial Assets as at December 31st

	2019	2018
Net Financial Assets	\$ 16,699,310	\$ 14,810,187
Non-Financial Assets		
Tangible capital assets	61,221,785	60,712,213
	<u>\$ 77,921,095</u>	<u>\$ 75,522,400</u>

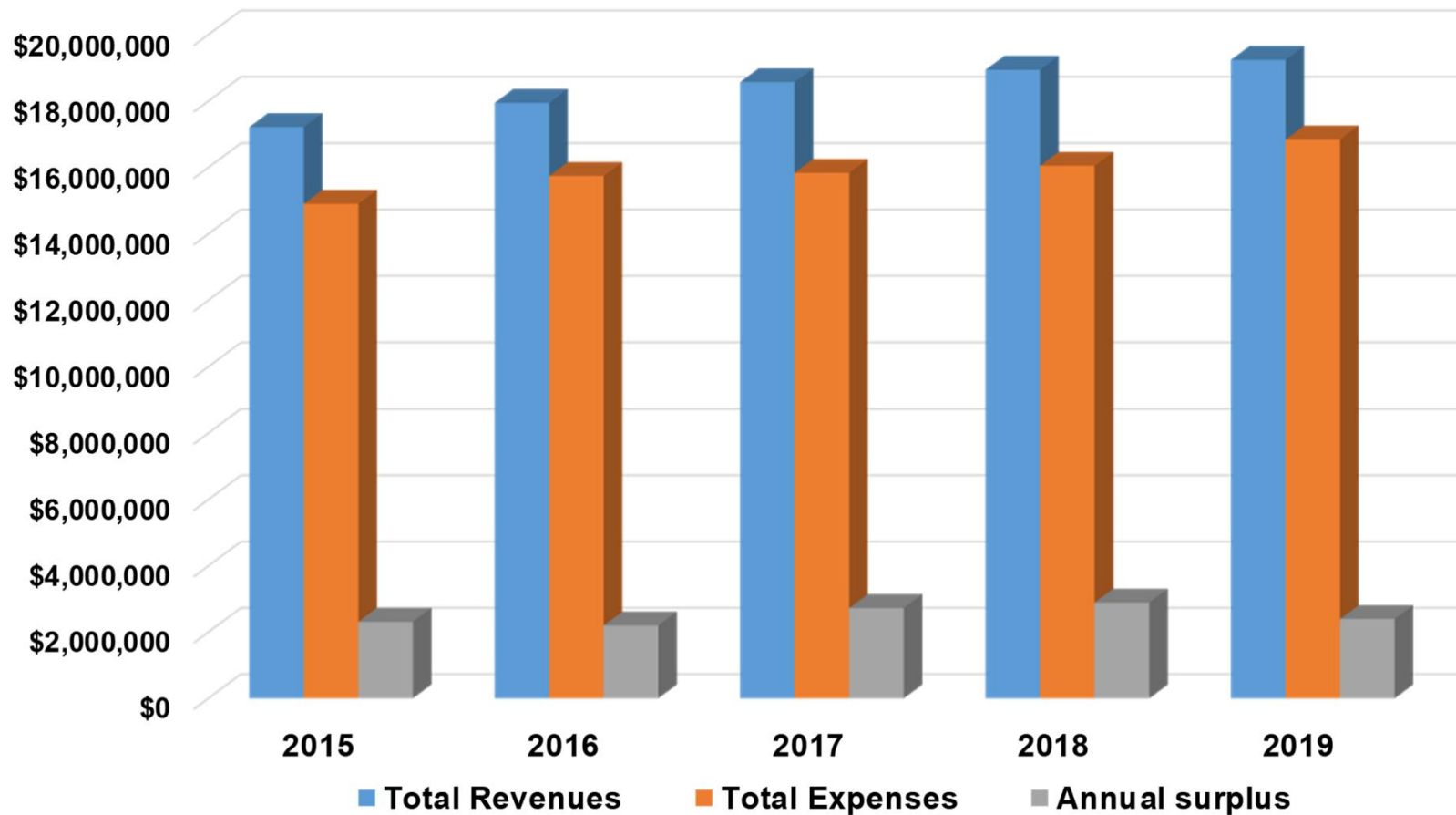
Consolidated Statement of Operations

	2019 Budget	2019 Actual	2018 Actual
Total Revenues	\$ 18,665,362	\$ 19,241,092	\$ 18,942,720
Total Expenses	16,433,526	16,842,397	16,050,315
PSAB Annual surplus	2,231,836	2,398,695	2,892,405
Accumulated Surplus - Beginning		75,522,400	72,629,995
Accumulated Surplus - Ending		<u>\$ 77,921,095</u>	<u>\$ 75,522,400</u>
Operating Surplus Reconciliation	\$ 2,231,836	\$ 2,398,695	\$ 2,892,405
Amortization of tangible capital assets	2,069,206	2,630,625	2,586,081
Purchase of tangible capital assets	(4,627,521)	(3,141,982)	(5,753,931)
Loss/(gain) on disposal of tangible capital assets	-	1,785	(57,250)
Transfer to reserves and reserve funds	(4,636,702)	(5,811,373)	(4,668,081)
Transfer from reserves and reserve funds	5,400,001	4,288,338	5,323,469
Proceeds on sale of tangible capital assets	-	-	64,403
Change in unfunded employee benefits	41,916	72,361	75,726
Change in landfill closure and post-closure liability	-	135,500	20,500
Change in unfunded Lakefield secondary plan	-	(213,819)	-
Reduction in unfinanced capital	(177,673)	(177,673)	(181,524)
Principal repayments of long term debt	(193,125)	(193,125)	(285,207)
Change in surplus/ deficit	(107,938)	10,668	(16,591)
	<u>-</u>	<u>-</u>	<u>-</u>

Accumulated Surplus and Tangible Capital Assets



Total Revenues, Expenses, and Annual Surplus

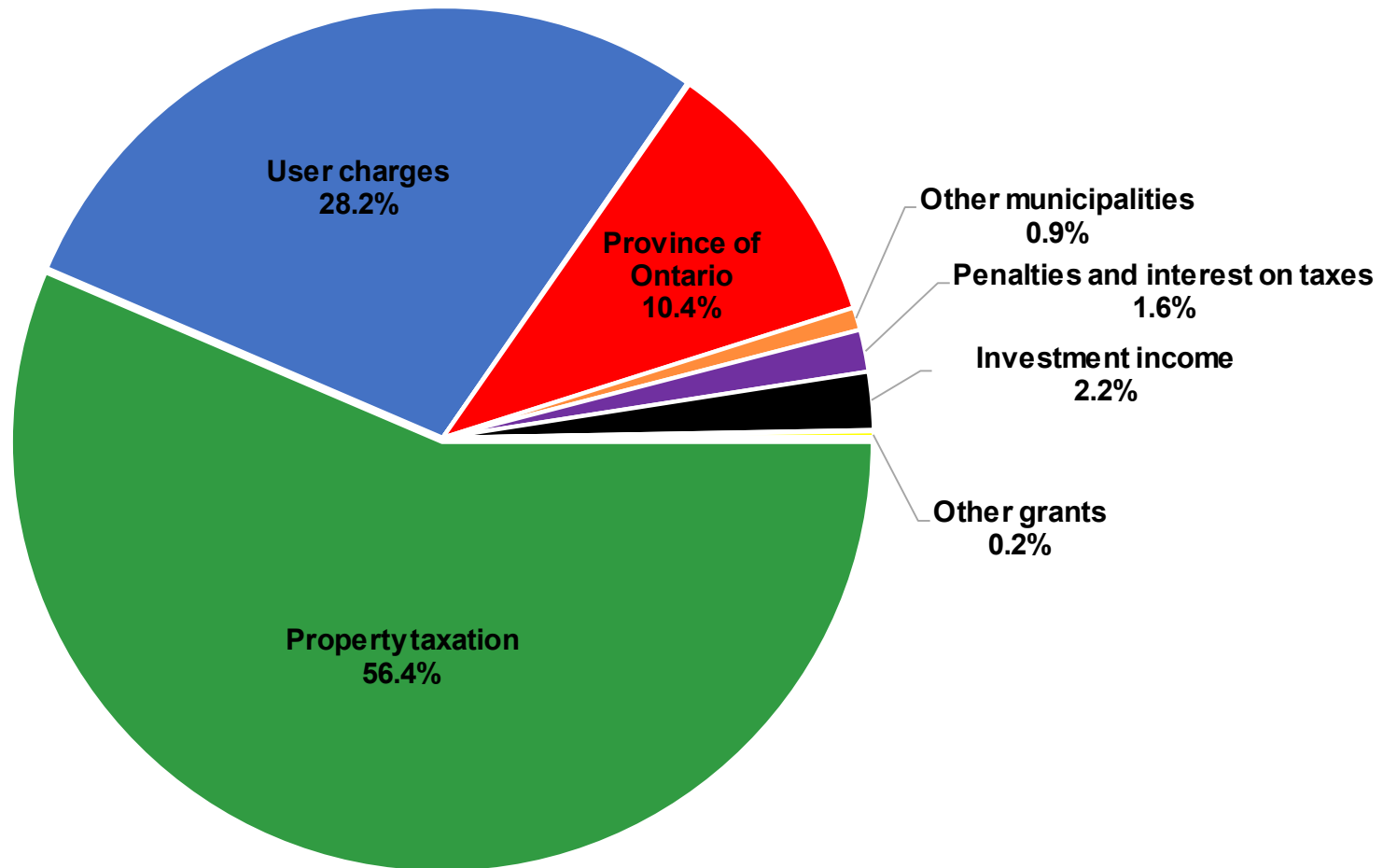


Financial Activities – Revenues

	2019 Budget	2019 Actual	2018 Actual
Property taxation	\$ 10,339,173	\$ 10,446,535	\$ 10,210,265
User charges	5,313,695	5,218,253	5,324,884
Government of Canada	1,197	13,819	156,379
Province of Ontario	1,369,083	1,927,858	1,473,274
Other municipalities	165,850	160,765	162,918
Penalties and interest on taxes	305,000	291,121	298,162
Investment income	364,429	402,707	368,643
Donations	11,000	7,974	75,479
Other grants	40,621	40,081	6,632
Gain/(loss) on disposal of tangible capital assets	-	(1,785)	57,250
Total Revenues	\$ 18,665,362	\$ 19,241,092	\$ 18,942,720



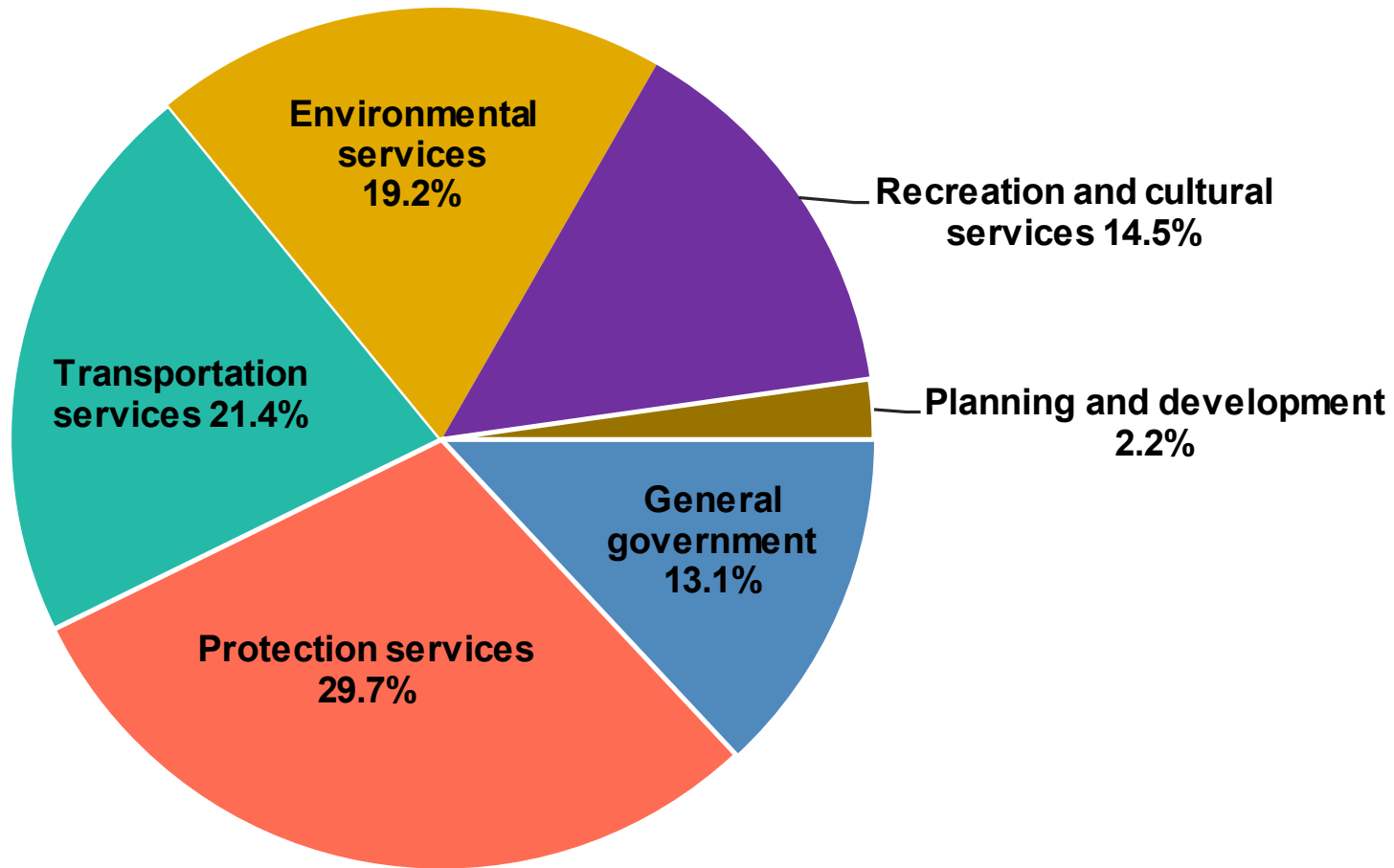
Financial Activities – Revenues



Financial Activities – Expenses

	2019 Budget	2019 Actual	2018 Actual
General government	\$ 2,225,863	\$ 2,199,769	\$ 2,036,551
Protection services	5,357,711	4,997,905	4,970,297
Transportation services	3,222,524	3,597,731	3,537,535
Environmental services	2,804,576	3,231,416	2,739,305
Recreation and cultural services	2,356,701	2,437,154	2,312,772
Planning and development	466,151	378,422	453,855
Total Expenses	<u>\$ 16,433,526</u>	<u>\$ 16,842,397</u>	<u>\$ 16,050,315</u>

Financial Activities – Expenses

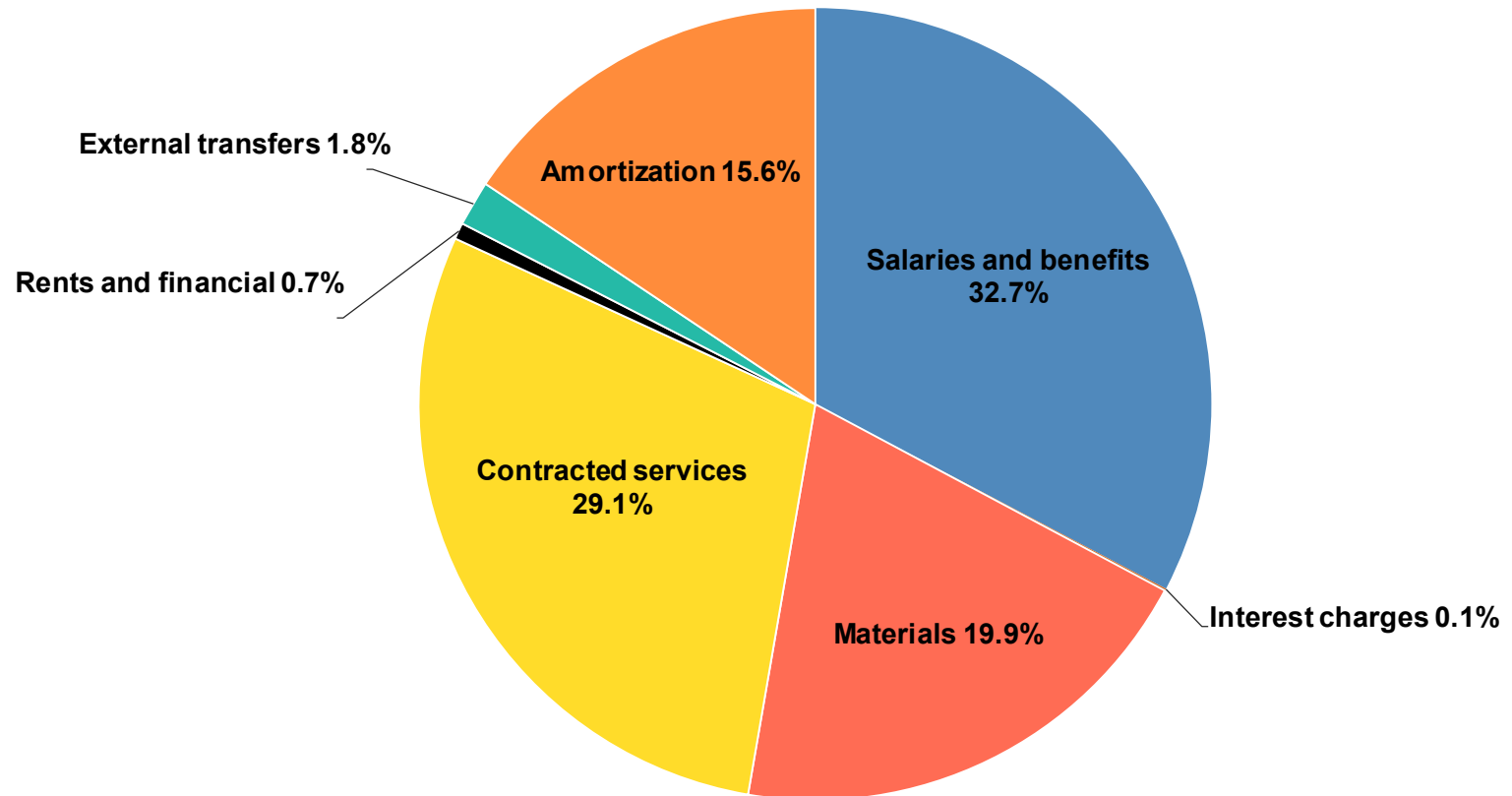


Expenses – Segmented Information

	2019	2019	2018
	Budget	Actual	Actual
Salaries and benefits	\$ 5,672,368	\$ 5,505,678	\$ 5,304,344
Interest charges	17,568	17,568	22,341
Materials	3,621,492	3,354,934	3,309,379
Contracted services	4,627,237	4,908,246	4,372,369
Rents and financial	106,839	114,028	118,321
External transfers	318,816	311,318	337,480
Amortization	2,069,206	2,630,625	2,586,081
Total Expenses	<u>\$ 16,433,526</u>	<u>\$ 16,842,397</u>	<u>\$ 16,050,315</u>



Expenses – Segmented Information

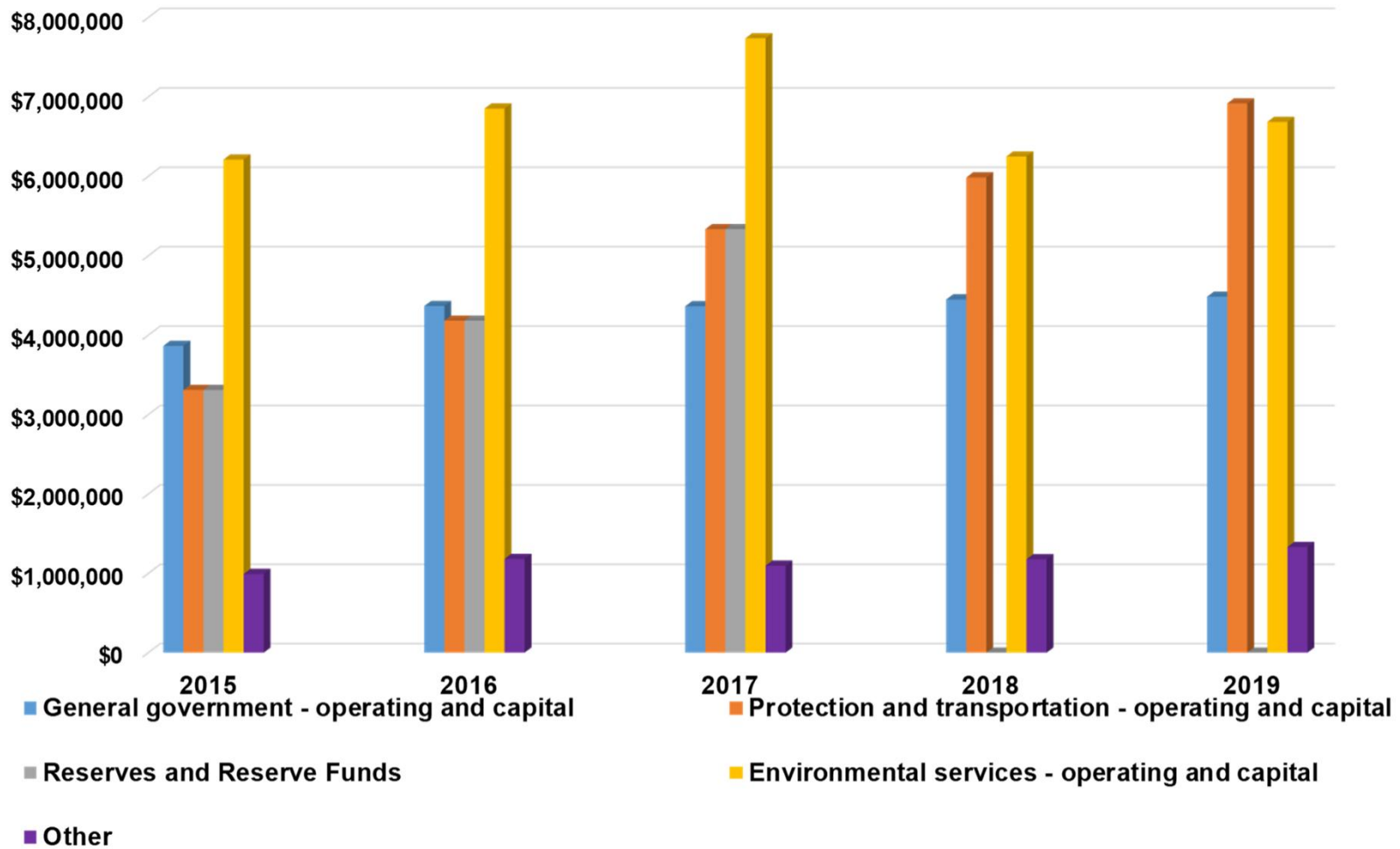


Accumulated Surplus

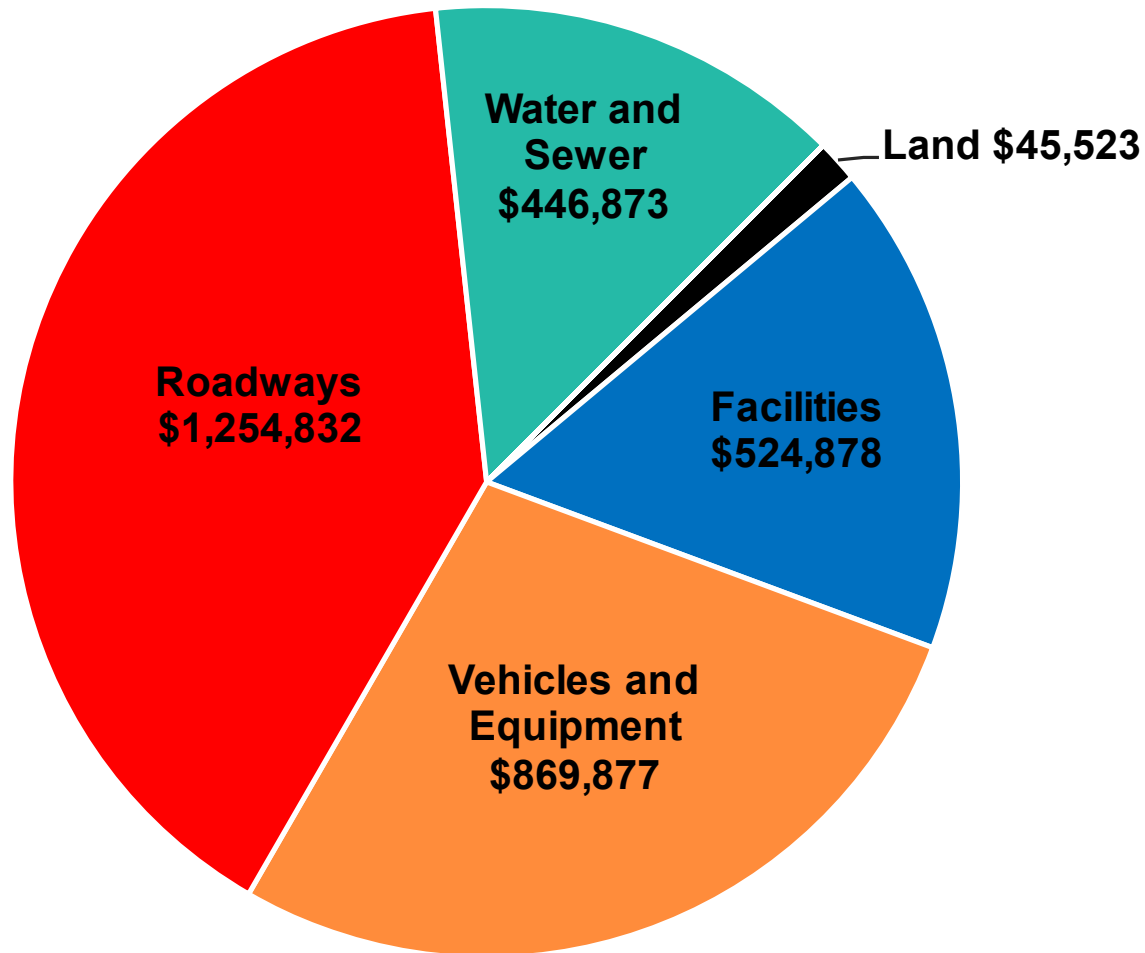
	2019	2018
Surplus (Deficit)		
Invested in capital assets	\$ 60,084,975	\$ 59,204,605
LS Community Centre and Ennismore arena	(118,607)	(107,940)
Unfunded landfill closure and post closure costs	(506,000)	(370,500)
Unfunded employee future benefits	(1,427,768)	(1,355,407)
Unfunded Lakefield secondary plan	-	(213,819)
Surplus	<u>\$ 58,032,600</u>	<u>\$ 57,156,939</u>
Reserves and Reserve Funds		
General government - operating and capital	4,484,562	4,449,676
Protection and transportation - operating and cap	6,917,271	5,985,951
Environmental services - operating and capital	6,684,070	6,249,245
Other	1,332,945	1,178,602
Reserves and Reserve Funds	<u>\$ 19,888,495</u>	<u>\$ 18,365,461</u>
Accumulated Surplus	<u>\$ 77,921,095</u>	<u>\$ 75,522,400</u>



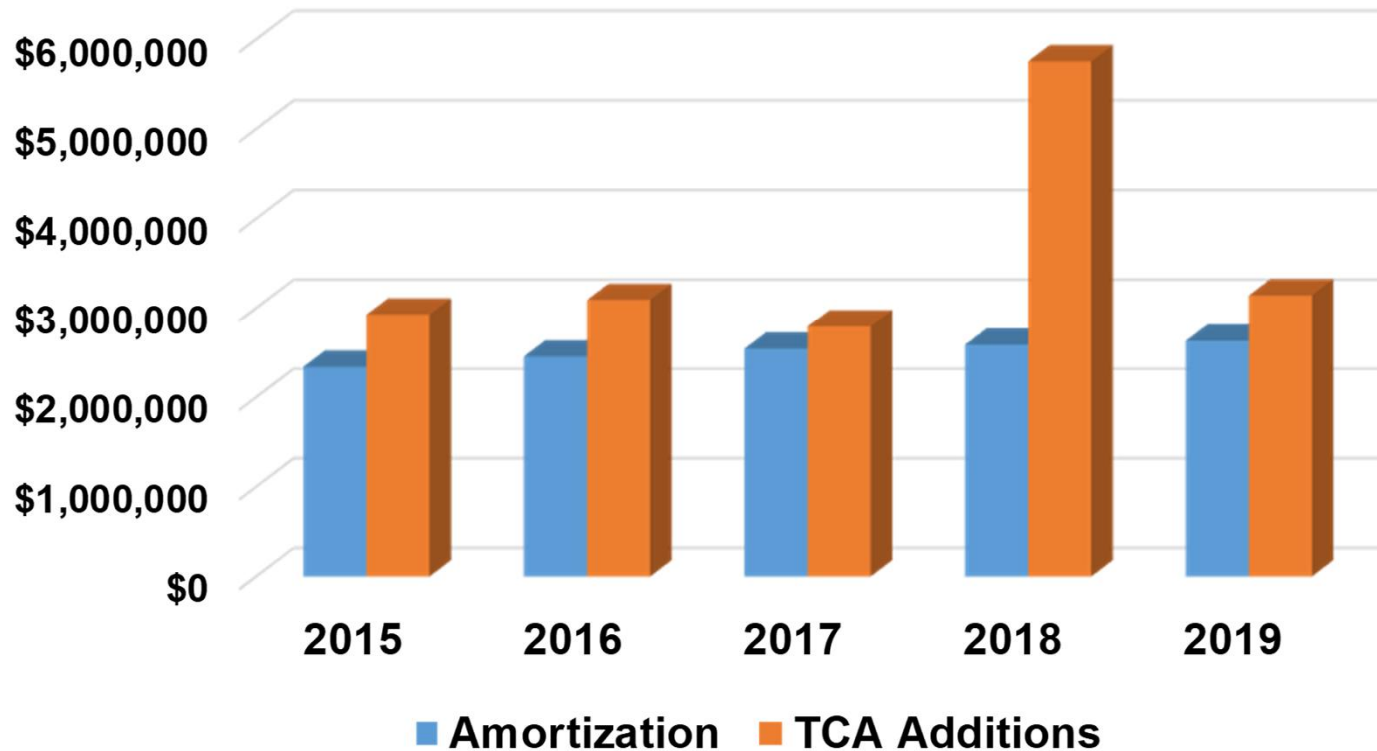
Reserves and Reserve Funds



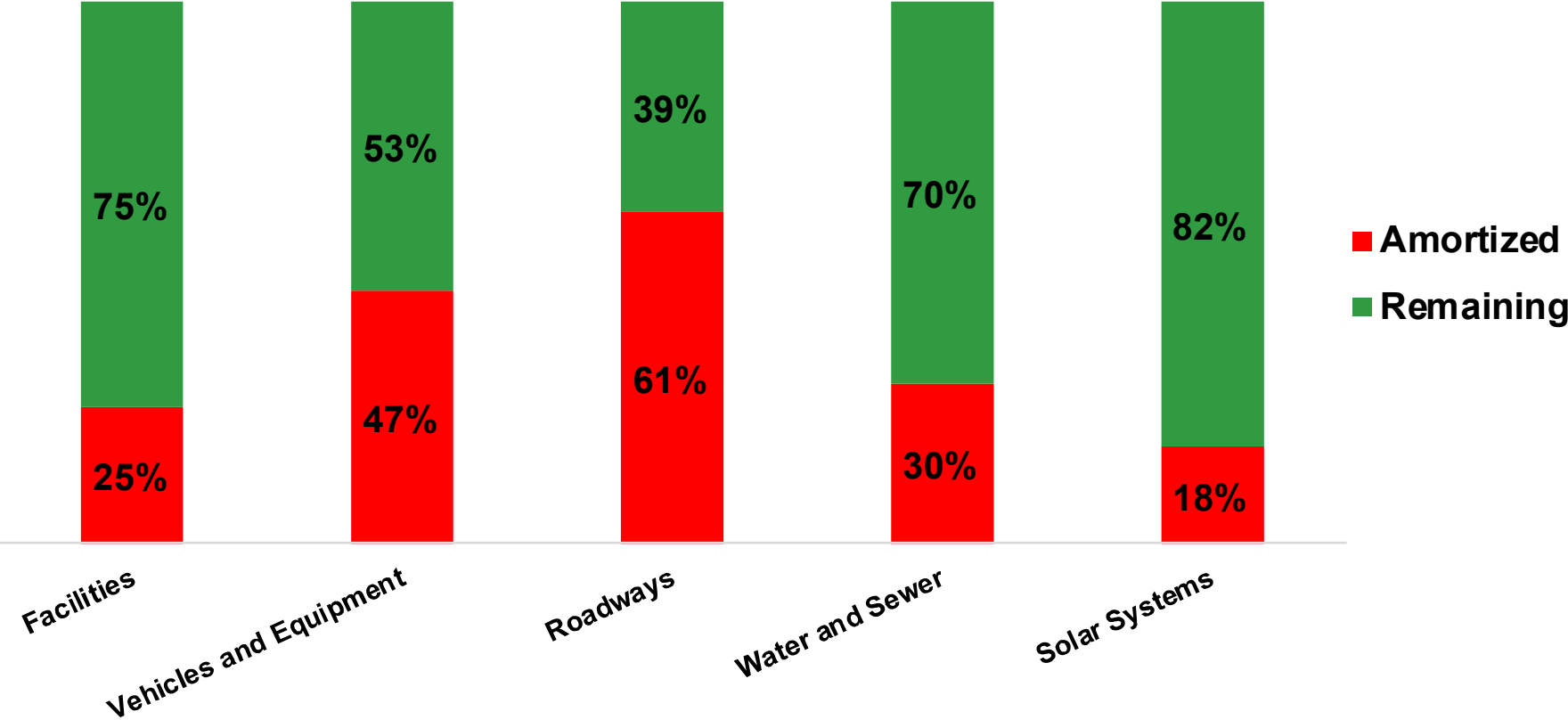
Tangible Capital Assets – Additions



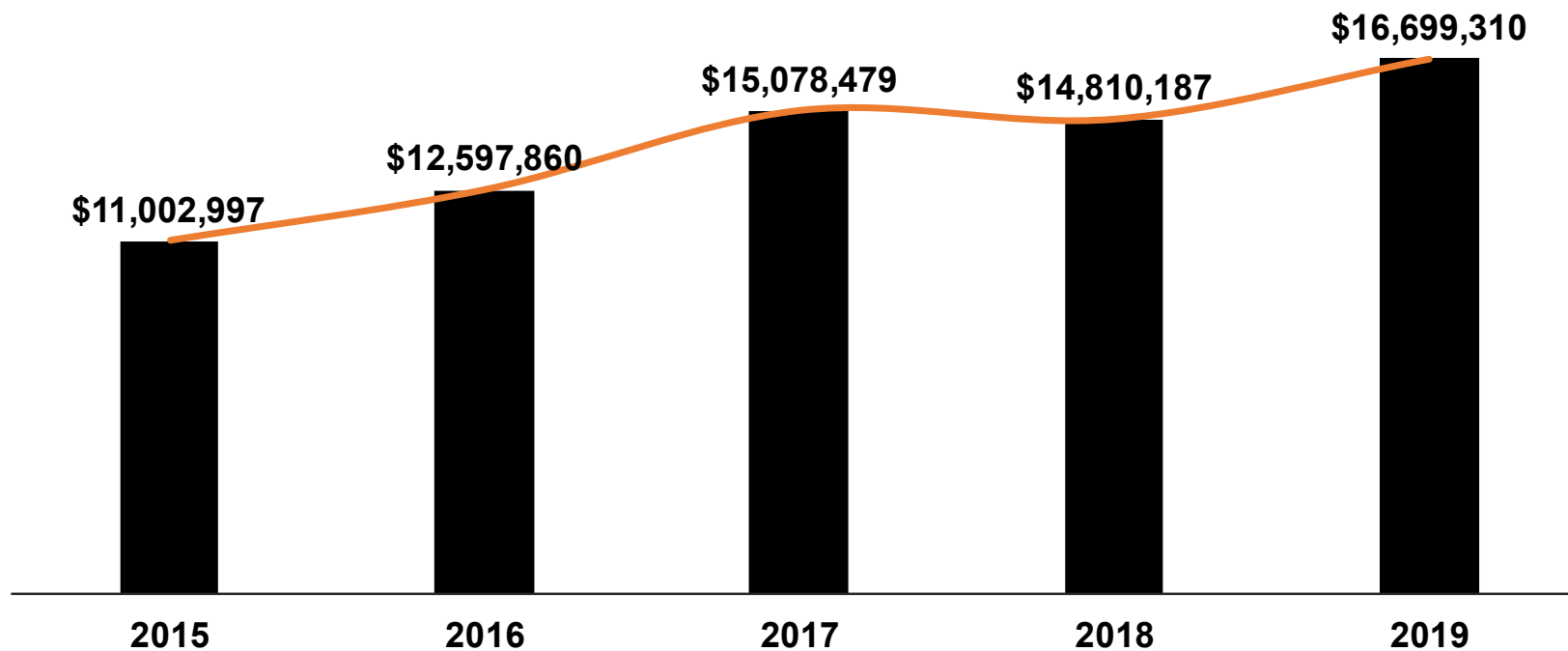
Tangible Capital Asset Additions vs Amortization



Tangible Capital Assets – Average Useful Life



Net Financial Assets – 5 Year Trend





Now, for tomorrow

CORPORATION OF THE TOWNSHIP OF SELWYN

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

Draft April 21, 2021

CORPORATION OF THE TOWNSHIP OF SELWYN

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

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CORPORATION OF THE TOWNSHIP OF SELWYN

For The Year Ended December 31, 2019

MANAGEMENT REPORT

The accompanying consolidated financial statements of the Corporation of the Township of Selwyn are the responsibility of management and have been approved by Council.

The consolidated financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards. Financial statements are not precise since they include certain amounts based on estimates and judgements. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Township maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Township's assets are appropriately accounted for and adequately safeguarded.

The Township's Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving financial statements.

Council reviews and approves the Township's financial statements for issuance to the members of Council, inhabitants and ratepayers of the Corporation of the Township of Selwyn. Council meets periodically with management, as well as the external auditor, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities and to review the financial statements and the independent auditor's report.

The consolidated financial statements have been audited by Baker Tilly KDN LLP in accordance with Canadian generally accepted auditing standards on behalf of the Township. Baker Tilly KDN LLP has full and free access to Council.

Mayor

Treasurer

April 27, 2021

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Township of Selwyn

Opinion

We have audited the consolidated financial statements of the Corporation of the Township of Selwyn and its local board (the Township), which comprise the consolidated statement of financial position as at December 31, 2019, the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2019, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the consolidated financial information of the entities or business activities within the Township to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
April 27, 2021

CORPORATION OF THE TOWNSHIP OF SELWYN

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

At December 31, 2019

	2019	2018
	\$	\$
FINANCIAL ASSETS		
Cash	16,556,756	13,887,727
Investments (note 3)	4,156,588	4,115,771
Accounts receivable	1,070,271	1,444,417
Taxes receivable	1,775,197	1,841,701
Inventories held for resale	7,640	5,947
TOTAL FINANCIAL ASSETS	23,566,452	21,295,563
LIABILITIES		
Accounts payable and accrued liabilities	2,285,222	2,572,266
Deferred revenue - obligatory reserve funds (note 4)	1,550,451	1,004,401
Deferred revenue - other	359,697	251,673
Long-term debt (note 5)	738,004	931,129
Landfill closure and post-closure liability (note 6)	506,000	370,500
Employee future benefits payable (note 8)	1,427,768	1,355,407
TOTAL LIABILITIES	6,867,142	6,485,376
NET FINANCIAL ASSETS	16,699,310	14,810,187
NON-FINANCIAL ASSETS		
Tangible capital assets (note 9)	61,221,785	60,712,213
ACCUMULATED SURPLUS (note 10)	77,921,095	75,522,400

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF SELWYN

CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the Year Ended December 31, 2019

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
REVENUES			
Property taxation	10,339,173	10,446,535	10,210,265
User charges	5,313,695	5,218,253	5,324,884
Government of Canada	1,197	13,819	156,379
Province of Ontario	1,369,083	1,927,858	1,473,274
Other municipalities	165,850	160,765	162,918
Penalties and interest on taxes	305,000	291,121	298,162
Investment income	364,429	402,707	368,643
Donations	11,000	7,974	75,479
Other grants	40,621	40,081	6,632
Developer contributions earned	237,519	191,040	272,273
Federal gas tax earned	517,795	542,724	536,561
Gain/(loss) on disposal of tangible capital assets	-	(1,785)	57,250
TOTAL REVENUES	18,665,362	19,241,092	18,942,720
EXPENSES			
General government	2,225,863	2,199,769	2,036,551
Protection services	5,357,711	4,997,905	4,970,297
Transportation services	3,222,524	3,597,731	3,537,535
Environmental services	2,804,576	3,231,416	2,739,305
Recreation and cultural services	2,356,701	2,437,154	2,312,772
Planning and development	466,151	378,422	453,855
TOTAL EXPENSES	16,433,526	16,842,397	16,050,315
ANNUAL SURPLUS	<u>2,231,836</u>	2,398,695	2,892,405
ACCUMULATED SURPLUS - beginning of year		75,522,400	72,629,995
ACCUMULATED SURPLUS - end of year		77,921,095	75,522,400

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF SELWYN

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS For the Year Ended December 31, 2019

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
ANNUAL SURPLUS	2,231,836	2,398,695	2,892,405
Amortization of tangible capital assets	2,069,206	2,630,625	2,586,081
Purchase of tangible capital assets	(4,627,520)	(3,141,982)	(5,753,931)
Loss/(gain) on disposal of tangible capital assets	-	1,785	(57,250)
Proceeds on sale of tangible capital assets	-	-	64,403
INCREASE/(DECREASE) IN NET FINANCIAL ASSETS	(326,478)	1,889,123	(268,292)
NET FINANCIAL ASSETS - beginning of year	14,810,187	14,810,187	15,078,479
NET FINANCIAL ASSETS - end of year	14,483,709	16,699,310	14,810,187

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF SELWYN

CONSOLIDATED STATEMENT OF CASH FLOWS For the Year Ended December 31, 2019

	2019 \$	2018 \$
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Annual surplus	2,398,695	2,892,405
Items not involving cash		
Amortization of tangible capital assets	2,630,625	2,586,081
Loss/(gain) on disposal of tangible capital assets	1,785	(57,250)
Change in landfill closure and post-closure liability	135,500	20,500
Change in employee future benefits payable	72,361	75,726
Change in non-cash assets and liabilities		
Accounts receivable	374,146	7,190
Taxes receivable	66,504	125,230
Inventories held for resale	(1,693)	966
Accounts payable and accrued liabilities	(287,044)	434,440
Deferred revenue - obligatory reserve funds	546,050	59,029
Deferred revenue - other	108,024	197,012
Net change in cash from operating activities	6,044,953	6,341,329
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(3,141,982)	(5,753,931)
Proceeds on disposal of tangible capital assets	-	64,403
Net change in cash from capital activities	(3,141,982)	(5,689,528)
INVESTING ACTIVITIES		
Purchase of investments	(977,757)	(600,126)
Redemption of investments	936,940	519,805
Net change in cash from investing activities	(40,817)	(80,321)
FINANCING ACTIVITIES		
Debt principal repayments	(193,125)	(285,207)
NET CHANGE IN CASH	2,669,029	286,273
CASH - beginning of year	13,887,727	13,601,454
CASH - end of year	16,556,756	13,887,727

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

The Township of Selwyn is a lower tier municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. SIGNIFICANT ACCOUNTING POLICIES

These consolidated financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies are as follows:

(a) Reporting Entity

These consolidated financial statements reflect the assets, liabilities, revenues and expenses and accumulated surplus of the reporting entity.

The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Township and which are owned and controlled by the Township. These consolidated financial statements include:

- Selwyn Public Library Board

All interfund assets and liabilities and revenues and expenses are eliminated.

(b) Trust Funds

Trust funds and their related operations administered by the Township are not included in these consolidated financial statements but are reported on separately on the Trust Funds Statement of Continuity and Statement of Financial Position.

(c) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Initial costs for tangible capital assets that were acquired or developed prior to 2009 were obtained using historical cost information or using current fair market values discounted by a relevant inflation factor to the point of acquisition. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Facilities	25 to 60 years
Roadways	5 to 60 years
Water and sewer	15 to 100 years
Vehicles and equipment	5 to 20 years
Solar systems	20 years

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

Tangible capital assets categorized as assets under construction are not amortized until they are put into service.

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(d) Recognition of Revenues and Expenses

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

Taxation

Property tax billings are prepared by the Township based on assessment rolls issued by the Municipal Property Assessment Corporation (MPAC) and in accordance with the provisions of the Municipal Act, 2001. The Township's Council establishes the tax rates annually, incorporating amounts to be raised for local services, and amounts the Township is required to collect on behalf of the County and School Boards. From time to time property assessments are adjusted by MPAC through the reconsideration process or by the Assessment Review Board through the appeal process. Additional assessments, referred to as supplementary or omitted assessments, can also be issued by MPAC in accordance with the Assessment Act. These adjustments and additional assessments are reported in the financial statements when amounts can be reasonably determined.

The Township is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

Government Funding

Government funding is recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Other revenue

User charges are recognized as revenue in the year the goods and services are provided, with the exception of building permits which are recognized when the permits are issued.

Investment income is recorded when earned.

Federal gas tax, development charges and parkland fees are recognized in the period in which the related expenditures are recorded.

(e) Non-financial Assets

Tangible capital and other non-financial assets are accounted for as assets by the Township because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Township unless they are sold.

(f) Reserves and Reserve Funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are an adjustment to the respective fund when approved.

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(g) Deferred Revenue

Deferred revenue represents grants, user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

(h) Use of Estimates

Certain items recognized in the financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Township's best information and judgment. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. The Township's significant estimates are:

- The amounts recorded for landfill closure and post-closure care depend on estimates of usage, remaining life and capacity. The provision for future closure and post-closure costs also depends on estimates of such costs;
- The amounts recorded for amortization of tangible capital assets are based on estimates of useful life and residual values; and
- The amounts recorded for employee future benefits payable depend on certain actuarial and economic assumptions.

2. OPERATIONS OF SCHOOL BOARDS AND THE COUNTY OF PETERBOROUGH

During 2019, requisitions were made by the County of Peterborough and School Boards requiring the Township to collect property taxes and payments in lieu of property taxes on their behalf. The amounts collected and remitted are as follows:

	School Boards \$	County \$
Property taxes	6,677,033	11,325,828
Taxation from other governments	1,902	37,378
Amounts requisitioned and remitted	6,678,935	11,363,206

These amounts have not been included in the Consolidated Statement of Operations and Accumulated Surplus.

3. INVESTMENTS

Investments consist of cash and government bonds invested with CIBC Trust Corporation. The bonds have various maturity dates from 2020 to 2029 with interest rates ranging from 1.35% to 4.5% per annum. The investments of \$4,156,588 (2018 - \$4,115,771) are recorded at cost with a market value of \$4,127,511 (2018 - \$4,001,934).

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

4. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of the Chartered Professional Accountants Canada Public Sector Accounting Handbook is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation and external agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Township are summarized below:

	2019 \$	2018 \$
Development charges	415,681	424,049
Parkland fees	597,763	580,352
Federal gas tax	537,007	-
	1,550,451	1,004,401

The continuity of deferred revenue - obligatory reserve funds is as follows:

	2019 \$	2018 \$
Balance - beginning of year	1,004,401	945,372
Add amounts received:		
Development charges received	170,565	247,311
Parkland fees received	-	54,736
Federal gas tax funding received	1,064,091	536,561
Interest received	45,158	29,255
	1,279,814	867,863
Less transfer to operations:		
Development charges earned	191,040	272,273
Federal gas tax funding earned	542,724	536,561
	733,764	808,834
Balance - end of year	1,550,451	1,004,401

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

5. LONG-TERM DEBT

- (a) The balance of long-term debt reported on the Consolidated Statement of Financial Position is made up of the following:

	2019 \$	2018 \$
Debenture from Ontario Infrastructure and Lands Corporation, repayable in blended semi-annual instalments of \$96,856 with interest at 1.46% per annum, due May 15, 2019.	-	96,154
Debenture from Ontario Infrastructure and Lands Corporation, repayable in blended semi-annual instalments of \$56,918 with interest at 2.08% per annum, due October 3, 2026.	738,004	834,975
	<u>738,004</u>	<u>931,129</u>

- (b) The long-term debt in (a) issued in the name of the Township have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

- (c) Interest paid during the year on long-term debt amounted to \$17,568 (2018 - \$22,341).

- (d) The long-term debt reported in (a) of this note is repayable as follows:

	Principal \$	Interest \$	Total \$
2020	98,999	14,838	113,837
2021	101,068	12,769	113,837
2022	103,182	10,655	113,837
2023	105,339	8,498	113,837
2024	107,541	6,296	113,837
2025 and subsequent years	221,875	5,799	227,674
	<u>738,004</u>	<u>58,855</u>	<u>796,859</u>

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

6. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

The estimated liability for landfill closure and post-closure costs for the two sites the Township owns is \$506,000 (2018 - \$370,500). The closure costs include final cover, vegetation and additional monitoring wells. Post-closure costs include monitoring, maintenance of control systems and consulting fees for 25 years after the site is closed. The landfill closure and post-closure liability will be funded from taxation. There are no specific assets designated for settling this liability.

The reported liability is based upon estimates and assumptions with respect to events extending over the remaining life of the landfill. The Township's practice is to cover the landfill cells as they are utilized with material from other Township properties. The remaining capacity of the Smith landfill site is estimated at 114,330 m³ (2018 - 118,870 m³) which is 21.3% (2018 - 22.2%) of the site's total capacity. The total discounted future cash flows for closure and post-closure cost is estimated at \$606,173 (2018 - \$476,176) as at December 31, 2019 using a discount rate of 3% and an inflation rate of 2%. The Smith landfill is expected to reach its capacity in 2035 and the Ennismore landfill was closed by the Township in 2006.

7. PENSION AGREEMENTS

Certain employees of the Township are eligible members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan.

The Actuarial Opinion contained in the 2019 Annual Report disclosed total actuarial liabilities of \$107,687 million in respect of benefits accrued for service with actuarial assets of \$104,290 million indicating an actuarial deficit of \$3,397 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Township does not recognize any share of the OMERS pension surplus or deficit.

The Township's required contributions to OMERS in 2019 were \$366,593 (2018 - \$346,649).

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

8. EMPLOYEE FUTURE BENEFITS PAYABLE

The Township provides certain employees amounts that will require funding in future periods.

	2019	2018
	\$	\$
Accrued benefit obligation	1,018,400	1,241,527
Unamortized actuarial gain	322,700	59,976
Vacation pay entitlements	86,668	53,904
Employee future benefits payable	1,427,768	1,355,407

Township employees can accumulate vacation entitlements that can be carried over to the following year.

The Township sponsors benefit plans to pay costs of extended health, vision benefits and dental for eligible employees after they retire. All benefits are provided upon retirement and continue for a period of 10 years, but not beyond the age of 65, at which time the benefits cease. In the event of the death of a former eligible employee, the benefit coverage continues to the surviving spouse for a period of 2 years. The accrued benefit obligation includes the succession management plan benefit that can be obtained by employees if they provide the Township with 6 months' notice before retirement. The plans are not funded by the Township until paid.

The actuarial valuation as at December 31, 2019 was based on a number of assumptions about future events, such as inflation rates, interest rates, medical inflation rates, wage and salary increases and employee turnover and mortality. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses related to the past service of employees are amortized over the expected average remaining service life of the employee group, which was 15 years. The assumptions used reflect management's best estimate. The main actuarial assumptions employed for the valuation are as follows:

Expected inflation rate	3.0%
Future health care premiums rates - first year 2019	5.7%
- decreasing over 21 years to	4.5%
Future dental care premiums rates - first year 2019	6.15%
- decreasing over 11 years to	4.5%
Interest rate	2.9%

The employee future benefits expense is reported on the Consolidated Statement of Operations and Accumulated Surplus and is comprised of the following:

	2019	2018
	\$	\$
Current service costs	75,100	74,143
Amortized actuarial gain	(29,000)	(4,998)
Interest on accrued benefit obligation	30,600	35,605
Vacation pay	32,764	5,333
Employee future benefits expense	109,464	110,083

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

9. TANGIBLE CAPITAL ASSETS

The net book value of the Township's tangible capital assets are:

	2019	2018
	\$	\$
General		
Land	6,297,084	6,242,506
Facilities	15,537,873	15,370,475
Vehicles and equipment	5,679,647	5,607,714
Infrastructure		
Roadways	14,097,007	13,862,260
Water and sewer	18,463,785	16,267,462
Solar systems	942,062	999,401
	61,017,458	58,349,818
Assets under construction	204,327	2,362,395
	61,221,785	60,712,213

For additional information, see the Consolidated Schedule of Tangible Capital Assets.

During the year there were no write-downs of assets (2018 - \$Nil) and no interest capitalized (2018 - \$Nil).

Tangible capital assets allocated by segment are as follows:

	2019	2018
	\$	\$
General government	4,165,421	4,217,323
Protection services	3,456,358	3,557,450
Transportation services	18,758,758	17,816,057
Environmental services	19,588,217	19,719,191
Health services	1	1
Recreation and cultural services	15,253,030	15,402,191
	61,221,785	60,712,213

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

10. ACCUMULATED SURPLUS

(a) Accumulated surplus consists of the following:

	2019	2018
	\$	\$
Surplus/(Deficit)		
Lakefield-Smith Community Centre	(36,724)	(50,823)
Ennismore arena	(81,883)	(57,117)
Unfunded landfill closure and post-closure costs	(506,000)	(370,500)
Unfunded employee future benefits	(1,427,768)	(1,355,407)
Unfunded Lakefield secondary plan	-	(213,819)
	(2,052,375)	(2,047,666)
Invested In Capital Assets		
Tangible capital assets - net book value	61,221,785	60,712,213
Long-term debt	(738,004)	(931,129)
Unfunded capital projects - see (b) below	(398,806)	(576,479)
	60,084,975	59,204,605
Surplus	58,032,600	57,156,939
Reserves		
General government - operating	875,033	297,026
General government - capital	3,609,529	4,152,653
Protection to persons and property - operating	3,570,820	3,103,898
Protection to persons and property - capital	316,696	253,632
Transportation services - operating	200,257	164,560
Transportation services - capital	2,829,498	2,463,861
Environmental services - operating	414,088	389,285
Environmental services - capital	6,269,982	5,859,958
Health services - operating	44,709	47,157
Recreation and cultural services - operating	279,020	241,952
Recreation and cultural services - capital	674,569	611,222
Planning and development - operating	164,842	110,071
Planning and development - capital	169,805	168,200
Total Reserves	19,418,848	17,863,475

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

10. ACCUMULATED SURPLUS, continued

	2019 \$	2018 \$
Reserve Funds		
For acquisition of recreation and cultural services capital assets	390,046	424,704
Parking	79,601	77,282
Total Reserve Funds	469,647	501,986
	77,921,095	75,522,400
(b) Unfunded capital projects consist of:		
	2019 \$	2018 \$
Sanitary sewer and waterworks - Woodland Acres	(272,185)	(397,102)
Solar systems	(47,530)	(62,459)
Streetlights	(79,091)	(116,918)
	(398,806)	(576,479)

11. EXPENSES BY OBJECT

The expenses for the year reported on the Consolidated Statement of Operations and Accumulated Surplus by object are as follows:

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
Salaries and benefits	5,672,368	5,505,678	5,304,344
Interest charges	17,568	17,568	22,341
Materials	3,621,492	3,354,934	3,309,379
Contracted services	4,627,237	4,908,246	4,372,369
Rents and financial	106,839	114,028	118,321
External transfers	318,816	311,318	337,480
Amortization	2,069,206	2,630,625	2,586,081
	16,433,526	16,842,397	16,050,315

12. CREDIT FACILITY AGREEMENT

The Township has a revolving credit facility agreement with its main financial institution. The amount available at any time is limited to \$500,000 via an overdraft or demand note. Any balance borrowed will accrue interest at the bank's prime lending rate. Council authorized the temporary borrowing limit by By-law 2019-004. At December 31, 2019 there was no balance outstanding (2018 - \$Nil).

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

13. TRUST FUNDS

Trust fund administered by the Township amounting to \$45,578 (2018 - \$45,578) has not been included in the Consolidated Statement of Financial Position nor has its operations been included in the Consolidated Statement of Operations and Accumulated Surplus. As such balances are held in trust by the Township for the benefit of others, they are not presented as part of the Township's financial position or operations.

14. COMPARATIVE FIGURES

Certain comparative figures were restated, where required, to conform with the current year presentation.

15. BUDGET FIGURES

The budget, approved by the Township, for 2019 is reflected on the Consolidated Statement of Operations and Accumulated Surplus and the Consolidated Statement of Change in Net Financial Assets. The budget established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with PSA reporting requirements. Budget figures are not subject to audit.

16. SEGMENTED INFORMATION

The Township of Selwyn is a municipal government organization that provides a range of services to its residents. Township services are reported by function and their activities are separately disclosed in the segmented information.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes and certain unconditional government transfers are apportioned based on each segment's net requirements.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Consolidated Schedule of Segment Disclosure.

General Government

General government consists of the activities of Council and general financial and administrative management of the Township and its programs and services and emergency planning.

Protection Services

Protection services include police, fire, conservation authority and protective inspection and control.

Transportation Services

The activities of the transportation function include construction and maintenance of the Township's roadways, winter control and street lighting.

CORPORATION OF THE TOWNSHIP OF SELWYN

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2019

16. SEGMENTED INFORMATION, continued

Water and Sewer

This function is responsible for providing water and sewer services in specified areas of the Township.

Other Environmental Services

This function is responsible for providing waste collection and waste disposal services to ratepayers.

Recreation and Cultural Services

The recreation and cultural services function provides indoor and outdoor recreational facilities and library services.

Planning and Development

The planning and development services function manages commercial, industrial and residential development within the Township.

17. SUBSEQUENT EVENTS

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social impact.

During Fiscal 2020, the Township has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Temporarily closed most facilities for walk-in access;
- Penalty charges on outstanding property tax balances were waived temporarily;
- Working from home requirements were set up temporarily for those able to do so;
- Reduced revenues from user charges;
- Expected decline in investment income;
- Additional costs for enhanced facility cleaning and acquisition of personal protective equipment; and
- Additional costs for retrofitting offices and facilities in preparation for reopening to the public.

The Township plans to mitigate any additional operating costs with committed Provincial government funding, cost savings in other budget areas and tight controls over operating expenses.

At this time these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities in subsequent years and may have a significant impact on future operations.

CORPORATION OF THE TOWNSHIP OF SELWYN

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS For the Year Ended December 31, 2019

	General			Infrastructure			Assets Under Construction	Totals
	Land \$	Facilities \$	Vehicles and Equipment \$	Roadways \$	Water and Sewer \$	Solar Systems \$	\$	\$
COST								
Balance, beginning of year	6,242,506	20,271,616	10,408,479	35,133,636	23,547,001	1,146,771	2,362,395	99,112,404
Add: additions during the year	45,523	513,827	746,792	1,225,602	446,873	-	163,365	3,141,982
Less: disposals during the year	-	-	471,509	-	-	-	-	471,509
Internal transfers	9,055	29,292	-	25,193	2,257,893	-	(2,321,433)	-
Balance, end of year	6,297,084	20,814,735	10,683,762	36,384,431	26,251,767	1,146,771	204,327	101,782,877
ACCUMULATED AMORTIZATION								
Balance, beginning of year	-	4,901,141	4,800,765	21,271,376	7,279,539	147,370	-	38,400,191
Add: additions during the year	-	375,721	673,074	1,016,048	508,443	57,339	-	2,630,625
Less: disposals during the year	-	-	469,724	-	-	-	-	469,724
Balance, end of year	-	5,276,862	5,004,115	22,287,424	7,787,982	204,709	-	40,561,092
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	6,297,084	15,537,873	5,679,647	14,097,007	18,463,785	942,062	204,327	61,221,785

CORPORATION OF THE TOWNSHIP OF SELWYN

CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE

For the Year Ended December 31, 2019

	General Government \$	Protection Services \$	Transportation Services \$	Water and Sewer \$	Other Environmental Services \$	Recreation and Cultural Services \$	Planning and Development \$	Consolidated \$
Revenues								
Property taxation	1,835,824	4,361,937	2,686,630	-	418,978	1,014,299	128,867	10,446,535
User charges	295,890	829,573	72,259	2,568,374	405,552	960,085	86,520	5,218,253
Government transfers - operating	740,301	39,280	998,545	1,422	-	154,729	-	1,934,277
Government transfers - capital	-	-	-	1,421	-	5,979	-	7,400
Other municipalities	-	145,870	14,895	-	-	-	-	160,765
Penalties and interest on taxes	291,121	-	-	-	-	-	-	291,121
Investment income	291,270	-	-	-	97,255	14,182	-	402,707
Donations	-	-	-	-	-	7,974	-	7,974
Other grants	-	-	-	-	-	40,081	-	40,081
Developer contributions earned	-	17,197	36,181	-	-	64,615	73,047	191,040
Federal gas tax earned	-	-	542,724	-	-	-	-	542,724
Gain/(loss) on disposal of tangible capital assets	-	-	(1,785)	-	-	-	-	(1,785)
Total revenues	3,454,406	5,393,857	4,349,449	2,571,217	921,785	2,261,944	288,434	19,241,092
Expenses								
Salaries and benefits	1,527,371	860,116	1,329,838	101,315	241,380	1,205,059	240,599	5,505,678
Interest charges	16,866	-	-	-	-	702	-	17,568
Materials	524,583	717,751	811,703	212,528	256,350	818,740	13,279	3,354,934
Contracted services	58,896	2,858,978	113,955	1,353,909	471,523	9,031	41,954	4,908,246
Rents and financial	58,240	27,778	3,508	23,229	-	1,273	-	114,028
External transfers	14,529	229,699	-	-	-	-	67,090	311,318
Amortization	105,618	255,335	1,338,727	510,390	18,206	402,349	-	2,630,625
Internal transfers	(106,334)	48,248	-	42,586	-	-	15,500	-
Total expenses	2,199,769	4,997,905	3,597,731	2,243,957	987,459	2,437,154	378,422	16,842,397
Net surplus/(deficit)	1,254,637	395,952	751,718	327,260	(65,674)	(175,210)	(89,988)	2,398,695

CORPORATION OF THE TOWNSHIP OF SELWYN

CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE

For the Year Ended December 31, 2018

	General Government \$	Protection Services \$	Transportation Services \$	Water and Sewer \$	Other Environmental Services \$	Recreation and Cultural Services \$	Planning and Development \$	Consolidated \$
Revenues								
Property taxation	1,131,089	4,340,262	2,645,922	-	378,226	1,585,899	128,867	10,210,265
User charges	306,195	681,668	49,498	2,855,488	398,464	945,384	88,187	5,324,884
Government transfers - operating	242,027	49,473	569,076	150,854	73,373	544,850	-	1,629,653
Other municipalities	-	148,301	14,617	-	-	-	-	162,918
Penalties and interest on taxes	298,162	-	-	-	-	-	-	298,162
Investment income	281,353	-	-	71,361	-	15,929	-	368,643
Donations	-	-	-	-	-	75,479	-	75,479
Other grants	-	-	-	-	-	6,632	-	6,632
Developer contributions earned	35,977	21,653	178,765	-	-	35,878	-	272,273
Federal gas tax earned	-	-	536,561	-	-	-	-	536,561
Gain/(loss) on disposal of tangible capital assets	-	-	58,565	(7,152)	-	5,837	-	57,250
Total revenues	2,294,803	5,241,357	4,053,004	3,070,551	850,063	3,215,888	217,054	18,942,720
Expenses								
Salaries and benefits	1,422,364	880,645	1,252,591	105,750	245,944	1,134,871	262,179	5,304,344
Interest charges	18,852	-	-	-	-	3,489	-	22,341
Materials	386,916	734,190	861,442	306,590	215,602	787,174	17,465	3,309,379
Contracted services	139,204	2,813,429	71,087	921,355	357,451	13,988	55,855	4,372,369
Rents and financial	55,110	26,968	4,619	30,747	-	877	-	118,321
External transfers	12,925	221,521	-	-	-	-	103,034	337,480
Amortization	104,220	247,577	1,347,796	495,909	18,206	372,373	-	2,586,081
Internal transfers	(103,040)	45,967	-	41,751	-	-	15,322	-
Total expenses	2,036,551	4,970,297	3,537,535	1,902,102	837,203	2,312,772	453,855	16,050,315
Net surplus/(deficit)	258,252	271,060	515,469	1,168,449	12,860	903,116	(236,801)	2,892,405

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Township of Selwyn

Opinion

We have audited the financial statements of the Trust Fund of the Corporation of the Township of Selwyn (the Trust Fund), which comprise the statement of financial position as at December 31, 2019, the statement of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trust Fund as at December 31, 2019, and the continuity of the Trust Fund for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust Fund in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust Fund's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Fund or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Fund's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Fund to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
April 27, 2021

CORPORATION OF THE TOWNSHIP OF SELWYN

TRUST FUND STATEMENT OF FINANCIAL POSITION At December 31, 2019

	2019 Ontario Home Renewal Program \$	2018 Ontario Home Renewal Program \$
FINANCIAL ASSETS		
Cash	5,671	5,562
Loans receivable (note 2)	6,881	6,881
Due from Township	33,026	33,135
	45,578	45,578
FUND BALANCE	45,578	45,578

TRUST FUND STATEMENT OF CONTINUITY For the Year Ended December 31, 2019

	2019 Ontario Home Renewal Program \$	2018 Ontario Home Renewal Program \$
BALANCE - beginning of year	45,578	45,578
RECEIPTS		
Interest earned	109	85
EXPENSES		
Administration fee	109	85
BALANCE - end of year	45,578	45,578

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF SELWYN

TRUST FUND NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook.

(a) Basis of Accounting

Receipts and expenses are reported on the accrual basis of accounting which recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period and are based on the Township's best information and judgment. Actual results could differ from these estimates.

2. ONTARIO HOME RENEWAL PROGRAM LOANS

The Ontario Home Renewal Program was established by the Ontario Ministry of Housing to provide grants for municipalities to make loans to assist owner occupants to repair, rehabilitate and improve their homes to local property standards. Individual loans are limited to \$7,500 of which the maximum forgivable is \$4,000. Loan forgiveness is earned and recorded at a rate of up to \$600 per year of continued ownership and occupancy. In the event of the sale or lease of the home or in the event of the homeowner ceasing to occupy the home, the balances of the repayable loan and the unearned forgivable loan immediately become due and payable by the homeowner.

Ontario Home Renewal Program loans receivable at December 31, 2019 are comprised of repayable loans of \$6,881 (2018 - \$6,881).

The Province of Ontario cancelled the Ontario Home Renewal Program as of July 16, 1993. As of that date, no new loans are to be issued and surplus funds are to be returned to the Province annually.

**CORPORATION OF THE TOWNSHIP OF
SELWYN**

SELWYN PUBLIC LIBRARY BOARD

FINANCIAL STATEMENTS

DECEMBER 31, 2019

INDEPENDENT AUDITOR'S REPORT

To the Members of the Selwyn Public Library Board, the Members of Council, Inhabitants and Ratepayers of the Corporation of the Township of Selwyn

Qualified Opinion

We have audited the financial statements of the Selwyn Public Library Board of the Corporation of the Township of Selwyn (the Board), which comprise the statement of financial position as at December 31, 2019, the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Qualified Opinion

In common with many Public Library Boards, the Board derives revenue from user charges, fundraising and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Board. Therefore, we were not able to determine whether any adjustments might be necessary to user charges, fundraising and donations revenue, annual surplus/(deficit), assets and accumulated surplus.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
April 27, 2021

CORPORATION OF THE TOWNSHIP OF SELWYN

SELWYN PUBLIC LIBRARY BOARD STATEMENT OF FINANCIAL POSITION At December 31, 2019

	2019	2018
	\$	\$
FINANCIAL ASSETS		
Cash	515	515
Due from the Township of Selwyn	664,907	636,029
Accounts receivable	677	-
TOTAL FINANCIAL ASSETS	666,099	636,544
LIABILITIES		
Deferred revenue	2,000	7,000
NET FINANCIAL ASSETS	664,099	629,544
NON-FINANCIAL ASSETS		
Tangible capital assets (note 2)	230,643	228,456
ACCUMULATED SURPLUS (note 3)	894,742	858,000

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF SELWYN

SELWYN PUBLIC LIBRARY BOARD STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS For the Year Ended December 31, 2019

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
REVENUES			
Township of Selwyn contribution			
Levy	478,658	478,658	473,174
Development charges earned	24,092	24,092	35,320
Provincial grants	37,113	42,869	44,972
Federal grants	1,197	1,960	5,040
Other grants	7,974	8,974	6,632
User charges	14,071	14,548	15,547
Fundraising	37,100	44,273	42,672
Interest income	-	16,515	15,929
Donations	1,000	1,861	2,210
TOTAL REVENUES	601,205	633,750	641,496
EXPENSES			
Salaries and benefits	382,715	364,512	347,082
Materials, periodicals and audio	15,100	14,703	13,861
Office and administration	70,100	68,144	54,467
Insurance	8,783	8,606	8,527
Maintenance and utilities	46,900	43,767	44,405
Fundraising	14,050	16,373	17,374
Equipment and furnishings	28,515	10,240	11,134
Amortization	44,397	56,992	55,487
Contribution to Township reserve	13,671	13,671	21,415
TOTAL EXPENSES	624,231	597,008	573,752
ANNUAL SURPLUS/(DEFICIT)	<u>(23,026)</u>	36,742	67,744
ACCUMULATED SURPLUS - beginning of year		858,000	790,256
ACCUMULATED SURPLUS - end of year		894,742	858,000

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF SELWYN

SELWYN PUBLIC LIBRARY BOARD STATEMENT OF CHANGE IN NET FINANCIAL ASSETS For the Year Ended December 31, 2019

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
ANNUAL SURPLUS/(DEFICIT)	(23,026)	36,742	67,744
Amortization of tangible capital assets	44,397	56,992	55,487
Acquisition of tangible capital assets	(55,000)	(59,179)	(60,666)
INCREASE/(DECREASE) IN NET FINANCIAL ASSETS	(33,629)	34,555	62,565
NET FINANCIAL ASSETS - beginning of year	629,544	629,544	566,979
NET FINANCIAL ASSETS - end of year	595,915	664,099	629,544

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF SELWYN

SELWYN PUBLIC LIBRARY BOARD STATEMENT OF CASH FLOWS For the Year Ended December 31, 2019

	2019	2018
	\$	\$
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Annual surplus	36,742	67,744
Items not involving cash		
Amortization of tangible capital assets	56,992	55,487
Change in non-cash assets and liabilities		
Due from the Township of Selwyn	(28,878)	(59,531)
Accounts receivable	(677)	-
Deferred revenue	(5,000)	(3,034)
Net change in cash from operating activities	59,179	60,666
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(59,179)	(60,666)
NET CHANGE IN CASH	-	-
CASH - beginning of year	515	515
CASH - end of year	515	515

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF SELWYN

SELWYN PUBLIC LIBRARY BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Recognition of Revenue and Expenses

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which the transactions of events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

Government funding and other grants are recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

User charges, donations and fundraising are recorded as received, or as receivable if the amount can be reasonably determined and if collection is reasonably assured.

Interest income is recorded annually on the reserve and reserve fund balances based on an allocation from the Township using annual average bank rate which was 3.0% for 2019.

(b) Use of Estimates

Certain items recognized in the financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Board's best information and judgment. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. The Board's significant estimates are:

- The amounts recorded for amortization of tangible capital assets are based on estimates of useful life.

(c) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Books	7 years
-------	---------

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

(d) Deferred Revenue

Deferred revenue represents grants, user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

CORPORATION OF THE TOWNSHIP OF SELWYN

SELWYN PUBLIC LIBRARY BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(e) Non-financial Assets

Tangible capital assets and other non-financial assets are accounted for as assets by the Board because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Board unless they are sold.

(f) Reserves and Reserve Funds

Certain amounts, as approved by the Board, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are an adjustment to the respective fund when approved.

(g) Inter-Entity Transactions

The Selwyn Public Library Board is a Board of the Township of Selwyn and is consolidated with the Township's financial statements.

Allocated costs and recovery of costs are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Township.

2. TANGIBLE CAPITAL ASSETS

The net book value of the Board's tangible capital assets are:

	2019 Books \$	2018 Books \$
COST		
Balance, beginning of year	398,945	388,410
Add: additions during the year	59,179	60,666
Less: disposals during the year	59,785	50,131
Balance, end of year	398,339	398,945
ACCUMULATED AMORTIZATION		
Balance, beginning of year	170,489	165,133
Add: additions during the year	56,992	55,487
Less: disposals during the year	59,785	50,131
Balance, end of year	167,696	170,489
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	230,643	228,456

CORPORATION OF THE TOWNSHIP OF SELWYN

SELWYN PUBLIC LIBRARY BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2019

3. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

	2019 \$	2018 \$
Invested In Capital Assets		
Tangible capital assets - net book value	230,643	228,456
Surplus	230,643	228,456
Reserves		
Working capital	97,081	82,647
Acquisition of capital assets	338,763	325,290
Total Reserves	435,844	407,937
Reserve Fund		
Acquisition of capital assets	228,255	221,607
	894,742	858,000

4. INTER-ENTITY TRANSACTIONS

During the year, the Board entered into transactions with the Township of Selwyn.

The interest income reported on the Statement of Operations and Accumulated Surplus is an allocation from the Township in the amount of \$16,515 (2018 - \$15,929) on the reserve and reserve funds.

As part of the budgeting process, the Township approves a contribution to the Board which is identified on the Statement of Operations and Accumulated Surplus.

Details of the inter-entity expense transactions are as follows:

	2019 \$	2018 \$
Allocated costs:		
Insurance	8,606	8,527
	8,606	8,527

In addition, the following services are provided to the Board by the Township at no cost:

- Accounting and administrative services
- Professional services
- Rental of buildings

All balances with the Township of Selwyn have been identified on the Statement of Financial Position. Due from (to) balances are unsecured, without interest and have no terms of repayment.

CORPORATION OF THE TOWNSHIP OF SELWYN

SELWYN PUBLIC LIBRARY BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2019

5. BUDGET FIGURES

The operating budget, approved by the Board, for 2019 is reflected on the Statement of Operations and Accumulated Surplus and the Statement of Change in Net Financial Assets. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with PSA reporting requirements. Budget figures are not subject to audit.

6. SUBSEQUENT EVENT

On March 11, 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Board's environment and in the global markets, possible disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus (such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing) could have a material impact on the Board's operations. The extent of the impact of this outbreak and related containment measures on the Board's operations cannot be reliably estimated at this time.

Draft April 21, 2021



Date: April 27, 2021

To: Mayor Andy Mitchell and Council Members

From: R. Lane Vance, Manager of Financial Services

Subject: Audited Financial Statements 2019

Status: For Endorsement

Recommendation

That the report of the Manager of Financial Services regarding the audited financial statements for the year ending December 31, 2019 be received for information; and

That the statements as presented by Baker Tilly KDN LLP - Chartered Accountants at the April 27, 2021 regular Council meeting be approved and prepared for posting on the Township website.

Information

As required by the Ontario Municipal Act, the Township financial records are reviewed by an independent auditing firm on an annual basis. The audit is completed in accordance with generally accepted accounting principles. The impact of the COVID-19 pandemic resulted in a significant delay in the completion of the 2019 Financial Statements.

It is the responsibility of management to work with the auditing firm ensuring that the annual review is completed in an effective and efficient manner, and that the resulting financial statements fairly represent the financial position of the municipality at yearend.

The consolidated financial statements as prepared and provided by our auditing firm Baker Tilly KDN LLP - Chartered Accountants are attached. The statements as presented are at a high level of consolidation; however the notes included are an integral part of interpreting the statements.

Presentation

Council will be receiving a PowerPoint presentation from representatives of Baker Tilly KDN LLP at the meeting.

Of particular note in the Collins Barrow presentation, there has been a significant increase in Cash balances over the past few years with a corresponding increase in Township reserves.

Staff acknowledges that this cash could possibly be converted into mid-term investments to garner marginally better rates of return. An Investment Policy was approved by Council in late 2019, however we were unable to complete the work required to secure the necessary agreements in 2020. This item is a priority for 2021.

Strategic Plan Reference

Goal # 2 - Achieve excellence in governance and service delivery.

While the annual audit is a review for materiality on a test basis, it also provides an independent assessment of the accounting practices used by management and provides an avenue for the auditors to evaluate and report to Council on overall financial reporting.

Financial Impact

No adverse financial impact by approving the above noted recommendation.

Environmental Impact

No environmental impact by approving the above noted recommendation.

Attachment

- Audited Financial Statements 2019

R. Lane Vance

Prepared By: R. Lane Vance
Manager of Financial Services/Treasurer

Janice Lavalley

Approved By: Janice Lavalley
CAO

Selwyn Township

Att: Jeannette Thompson

Dear Jeannette

Thank you for taking the time to check for Steve and I that this idea of a bed & breakfast and 10 person elopement was something we could do. I believe you wanted a cover letter to go over what our plan was for this.

I will put this in an item form just to show a guide line.

Bed & Breakfast for overnight guests, the guest's will not exceed 8 people. This will include a breakfast in a basket that they can have at their own leisure. They will have to book a stay of two night minimum and not exceed four nights. They have full use of the home and our outside sitting areas. There are two bathrooms and four bedrooms.

Elopement Weddings

We are planning on doing a ten person elopement wedding plus approximately four people extra to subcontract if they want pictures, a dinner, music as well as officiant. We are only supplying wine with their meal, they are allowed to bring their alcohol if they choose. As in above we are only capable of eight overnight guests so that is the amount of people that would be allowed to stay overnight. We think only one night for wedding guest's unless wedding couple would like to stay extra nights.

We are not planning on doing this year round, would like to do this when it is convenient for Steve and I. I feel that this is something our area needs to fill a void for people wanting to stay in our area and to also have an area in our community to host small intimate weddings, especially in these trying times.

Thank you so much, Sincerely Steve & Vera Payne

22 April 2021

Angela Chittick, Clerk
Township of Selwyn
1310 Centre Line, Box 270
Bridgenorth, ON
K0L 1H0

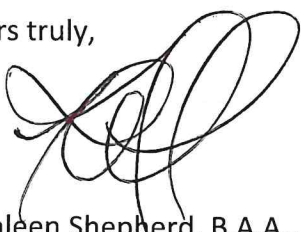
Dear Ms. Chittick:

**RE: Proposed Zoning By-Law Amendment #C-03-21
Part Lot 6, Concession 5, 734 Tara Road
Township of Selwyn, Ward of Ennismore, County of Peterborough**

This office has no objection to the above Zoning By-Law Amendment, provided the owner applies and is approved for an existing sewage system permit prior to the issuance of a building permit. In addition, due to the nature of the proposed business the facilities will need to be inspected and meet the minimum requirements under the Food Premises Legislation made under the Health Protection and Promotion Act and the water supply must comply with the small drinking water regulation. Site plans, floor plans and existing sewage system review are required by this office.

If you have any questions I can be contacted weekdays between the hours of 8:30 and 9:30 a.m.

Yours truly,



Kathleen Shepherd, B.A.A., C.P.H.I. (C)
Public Health Inspector

:pp

The Corporation of the
Township of Selwyn

By-law Number 2021-031

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 situated Part of Lot 6, Concession 5 in the Smith Ward, municipally known as 734 Tara Road, Ennismore.

The proposed Zoning By-Law Amendment related to the subject lands will change the zone category of the subject lands to ***“Rural Residential Exception 583 (RR-583) Zone”***. The Zoning By-law Amendment will have the effect of placing a site-specific exception zone category on the subject lands, in order to permit the small weddings (limited to 10 participants). The gatherings would be limited in hours (i.e., 11:00 curfew); and the employees would be limited to a photographer, musician, caterer, server, etc. Limited accommodations for overnight guests may be provided. No new buildings or structures are being proposed.

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 6, Concession 5 in the Ennismore Ward (734 Tara Road) from ***“Rural Residential (RR) Zone”*** to ***“Rural Residential Exception 583 (RR-583) 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 addition of a new subsection, namely 583, which shall read as follows:

“Notwithstanding the provisions of the Rural Residential (RR) Zone to the contrary, in the RR-583 Zone, the following shall apply:

Permitted Uses:

- i) Those uses permitted in Section 4.12.1
- ii) A small wedding venue subject to the regulations below.

Regulations:

- i) Maximum number of participants, wedding venue 10
- ii) Noise Curfew, amplified music 11:00 pm
- iii) Maximum number of employees 5
- iv) Accommodations for up to eight (8) overnight guests may be provided.

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 27th day of April, 2021.

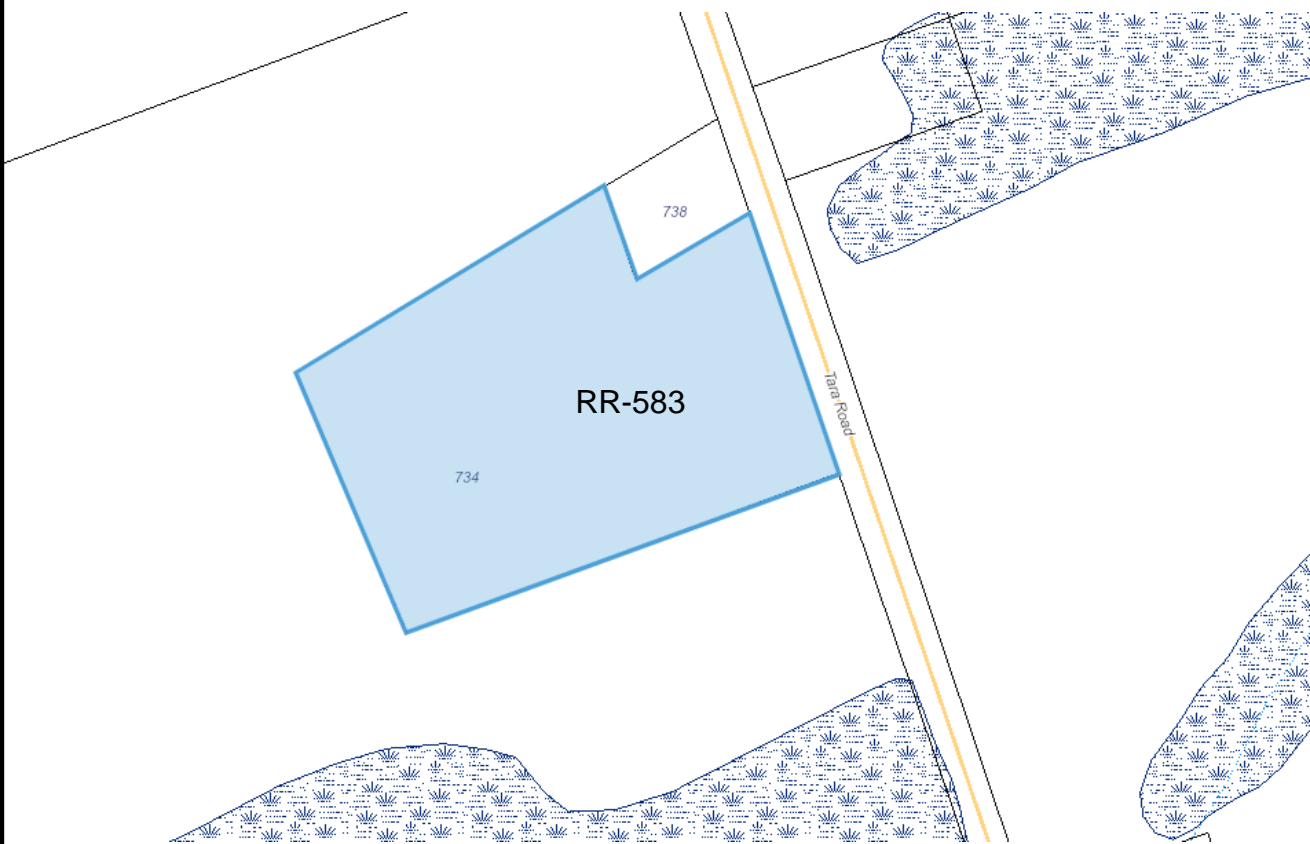
Andy Mitchell, Mayor

Angela Chittick, Clerk

Corporate Seal

The Corporation of the
Township of Selwyn

Schedule 'A' to By-law No. 2021-031



RR-583

Lands to be rezoned from ***Rural Residential (RR) Zone*** to ***Rural Residential Exception 583 (RR-583) Zone***.

Certificate of Authentication
This is Schedule 'A' to By-law No.
2021-031 passed this 27th day of
April, 2021.

Andy Mitchell, Mayor

Angela Chittick, Clerk

Corporate Seal



Date: April 27, 2021

To: Mayor Andy Mitchell and Council Members

From: Jeannette Thompson, Planner

Subject: Zoning By-law Amendment
(Part of Lot 6, Concession 5 (Ennismore Ward)
- 734 Tara Road)

Status: For Direction

Recommendation

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as Part of Lot 6, Concession 5 in the Ennismore Ward (734 Tara Road) be received for information; and

That By-law 2021-031, being a By-law to change the zone category of certain lands in Part of Lot 6, Concession 5 in the Ennismore Ward to "Rural Residential Exception 583 (RR-583) Zone, in order to permit additional uses of the subject land, namely small weddings, be brought forward to the by-law section of the agenda for consideration.

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 6, Concession 5 in the Ennismore Ward, municipally known as 734 Tara Road (Figure 1).

The property owners are proposing to operate a home-based business on the subject lands, which would fall outside of the scope of what would be permitted as a home occupation and/or a bed and breakfast. The proposal includes the hosting of small weddings (the applicant has termed them as 'elopement weddings'). An 'elopement wedding' will host a maximum of ten (10) guests; and is intended to be seasonal in nature. Additional persons on site during the 'elopement wedding' may include: a photographer, musicians, an officiant, caterer, etc.. The proposal includes up to eight (8) overnight guests which would be similar to a bed and breakfast (i.e. 4 bedrooms available). The proposal does not include an expansion of the existing dwelling, nor the construction of any additional buildings on the subject lands. The bed and breakfast component of the proposal would be subject to our normal licensing process (which would ensure that there are adequate services to accommodate the proposed use (i.e. septic system). The property is able to accommodate the additional parking requirements.

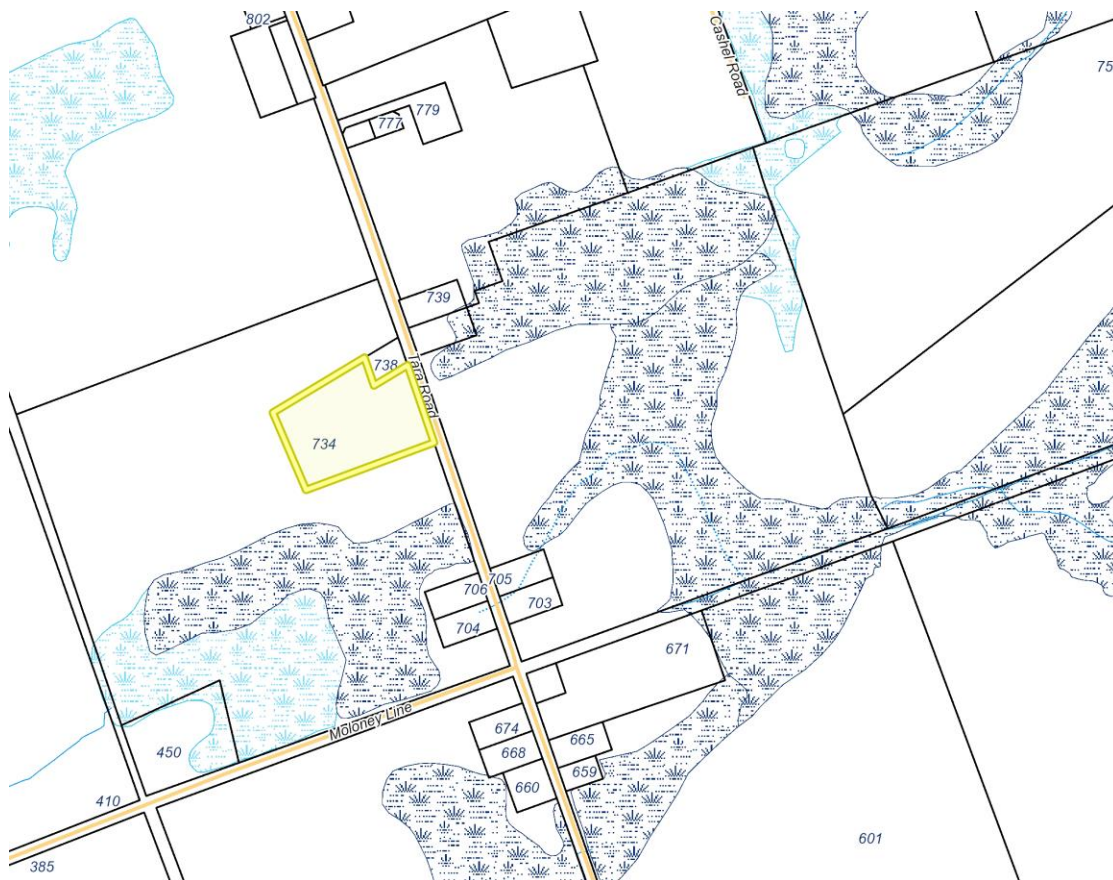


Figure 1: Location Plan

Presently the lands are designated '**Rural**'; and zoned "**Rural Residential (RR)**".

The **Rural** designation permits "*limited small-sale commercial uses*" and "*bed and breakfast establishments*". The proposed business would be considered a small-scale commercial use, and is therefore permitted within the **Rural** designation.

The property is zoned "**Rural Residential**". Home occupations and bed and breakfast establishments are permitted with the RR Zone; however, the scale of the development proposal is beyond the scope of would be considered a home occupation. Further, the bed and breakfast establishment would have additional rooms above the maximum permitted within the zoning by-law. Therefore, the application proposes to rezone the subject lands to an exception zone, which would permit the proposed use, subject to site specific zone regulation.

In support of the application, the applicant provided a brief description of the proposed business (attached).

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).

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,

Response to Circulation of Notice

The Township provided Notice of a Complete Application and a Public Meeting on April 6, 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 April 19, 2021– no issues or concerns

Peterborough Public Health dated April 16, 2021– no issues or concerns; however, noted additional requirements related to Health Protection and Promotion Act (i.e. food preparation, water supply).

Public Comments

No comments from the public have been received to date.

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

- Submission Cover Letter prepared by Vera Payne received February 4, 2021.
- Agency/Ministry/Peer Review/Public Comments
- 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-03-21

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 6, Concession 5 in the Ennismore Ward, municipally known as 734 Tara Road (Figure 1).

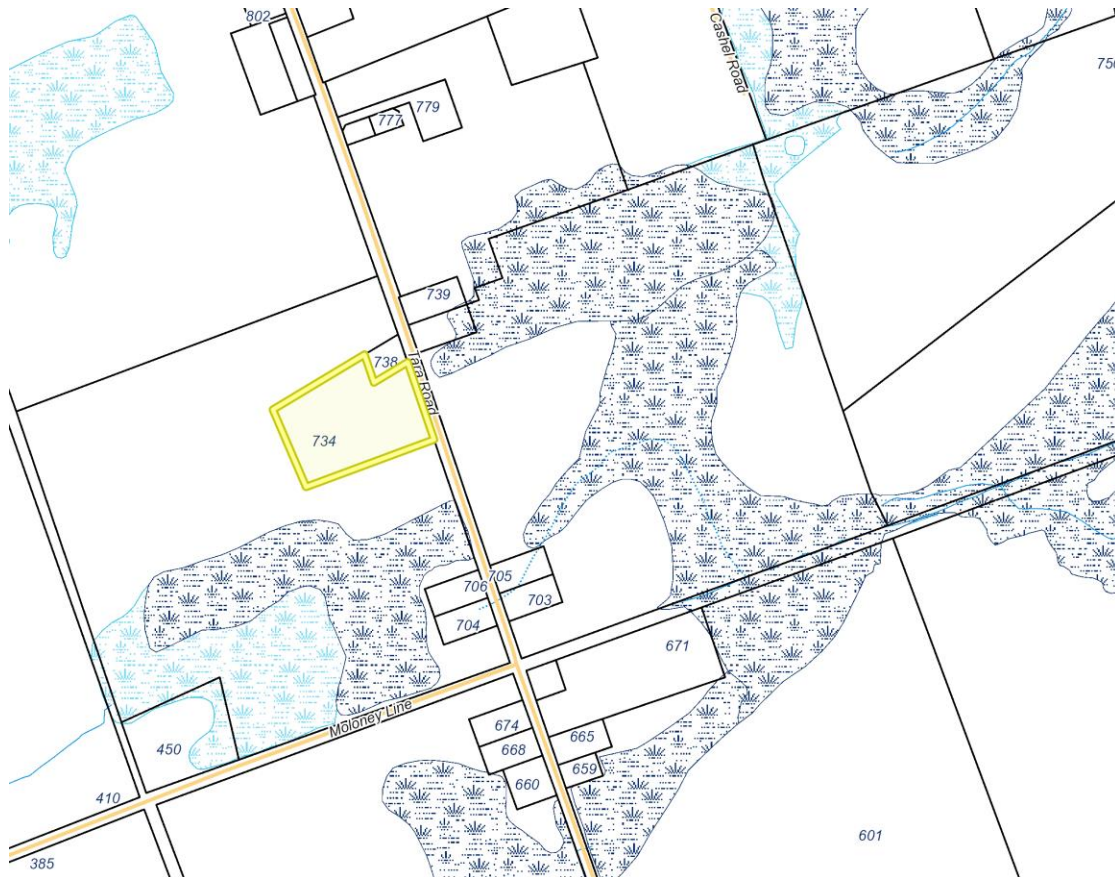


Figure 2: Location Plan

The property owners are proposing to operate a home-based business on the subject lands, which would fall outside of the scope of what would be permitted as a home occupation and/or a bed and breakfast. The proposal includes the hosting of small weddings (the applicant has termed them as 'elopement weddings'). An 'elopement

wedding' will host a maximum of ten (10) guests; and is intended to be seasonal in nature. Additional persons on site during the 'elopement wedding' may include: a photographer, musicians, an officiant, caterer, etc.. The proposal includes up to eight (8) overnight guests which would be similar to a bed and breakfast (i.e. 4 bedrooms available). The proposal does not include an expansion of the existing dwelling, nor the construction of any additional buildings on the subject lands. The bed and breakfast component of the proposal would be subject to our normal licensing process (which would ensure that there are adequate services to accommodate the proposed use (i.e. septic system). The property is able to accommodate the additional parking requirements.

Presently the lands are designated '**Rural**'; and zoned "***Rural Residential (RR)***".

The **Rural** designation permits "*limited small-sale commercial uses*" and "*bed and breakfast establishments*". The proposed business would be considered a small-scale commercial use, and is therefore permitted within the **Rural** designation.

The property is zoned "***Rural Residential***". Home occupations and bed and breakfast establishments are permitted with the RR Zone; however, the scale of the development proposal is beyond the scope of would be considered a home occupation. Therefore, the application proposes to rezone the subject lands to an exception zone, which would permit the proposed use.

In support of the application, the applicant provided a brief description of the proposed business (attached).

Property Description and Surrounding Land Uses

The subject lands are approximately 3 hectares (7.5 acres) in area with 3126 metres (415 feet) of frontage along Tara Road. The subject property is presently developed with a two-storey dwelling, garage, swimming pool, pool house, gravel laneway and parking area, as well as grassed/landscaped lands (refer to Figure 2).

Surrounding land uses include limited rural residential; and rural/agricultural uses (refer to Figure 3).

Analysis

The Provincial Policy Statement

The Provincial Policy Statement (PPS) 2020, as issued under the authority of Section 3 of The Planning Act, came into effect on May 1, 2020. Further, Section 3 of The Planning Act requires that planning authorities "shall be consistent with" the PPS. The

intent of the PPS is to provide direction on matters related to land use planning and development. Within the context of the proposal, certain provisions of the PPS are considered to have relevance.



Figure 2: Existing Land Uses

This report assesses 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.

The subject site 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).

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 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). The proposal can be considered a home occupation/bed and breakfast; can be sustained on existing rural service levels; and is not anticipated to conflict with surrounding land uses. Furthermore, Section 1.1.5.3 states "... economic opportunities should be promoted". The development of the home occupation will contribute to the local rural economy by providing a service for residents and tourists alike. Therefore, the development proposal is consistent with the PPS.

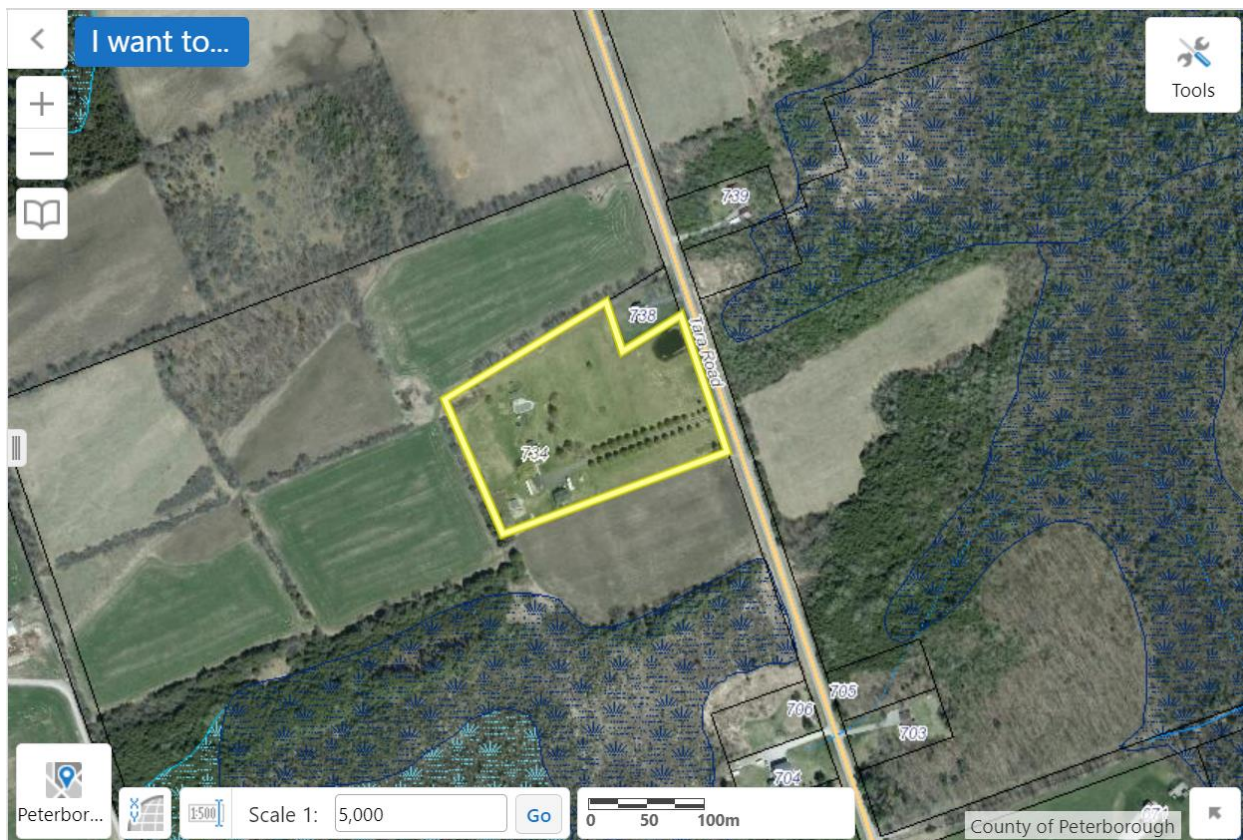


Figure 3: Surrounding Land Uses

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.

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. The proposed ZBLA is considered to be 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 **Rural** designation permits “*limited small-sale commercial uses*”. The property owner(s) are proposing a small-scale operation which could be considered an expanded home occupation; and would be consistent with a small-scale commercial use. Further,

a bed and breakfast is a permitted use within the Rural designation. The proposed use conforms with the Official Plan.

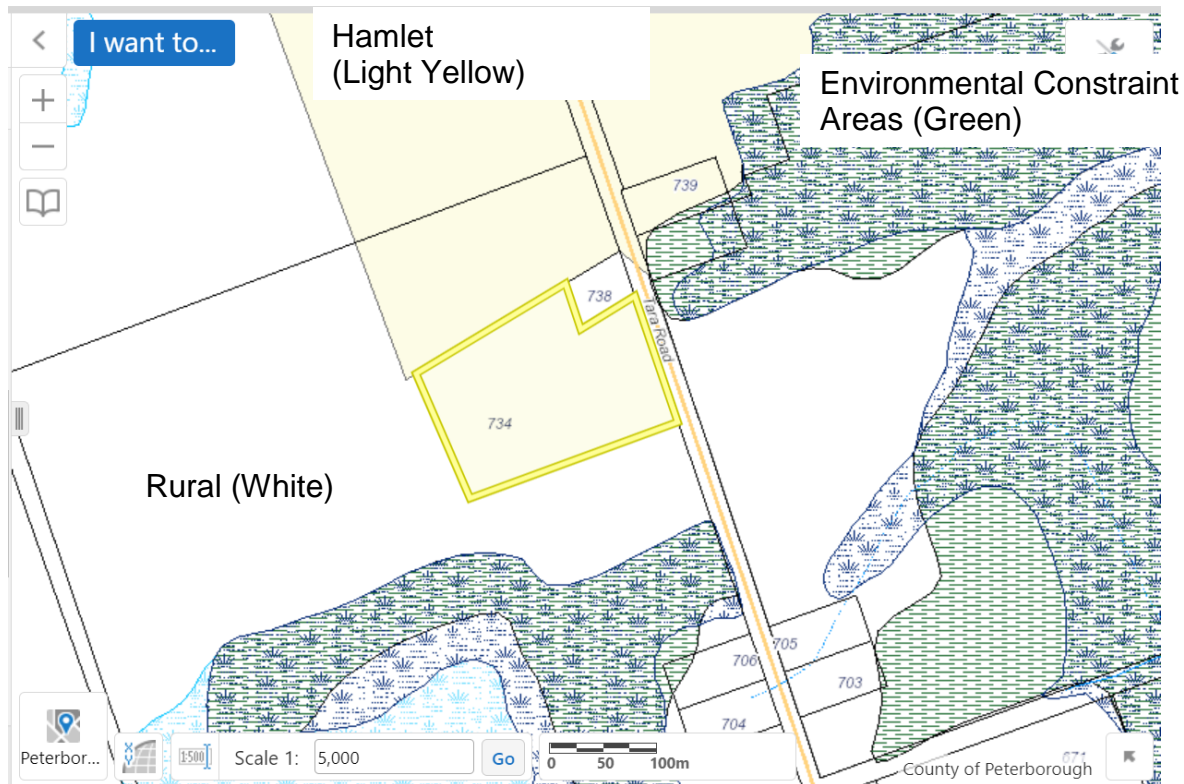


Figure 4: Excerpt from County of Peterborough Official Plan, 2008

Section 7.14 outlines a list of criteria that should be considered when considering a commercial, industrial and institutional development.

(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-582. As described in this report, the additional permitted use in the RR-582 will be a small wedding venue, which would permit a maximum of ten (10) guests; and Bed & Breakfast establishment.

(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 Tara Road.

(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.

Due to the limited scale of the proposal and the size of the subject lands, it is not anticipated that the proposed use will conflict with the surrounding land uses.

(4) Proposals which will create a substantial increase in traffic along local roads travelling through existing or potential residential areas shall not be permitted.

It is not anticipated that there will be a substantial increase in traffic, given the limited number of guests.

(5) All proposals located adjacent to residential uses shall be separated by a buffer strip, as set out in the implementing Zoning By-law.

Vegetated buffer presently exists.

(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.

Signage will be as per the Township's ZBL and Sign By-law.

(8) Open storage of goods or materials shall be permitted provided storage is suitably screened from adjacent uses from public view.

Not applicable.

(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 a predominately rural area; however it is adjacent to the limits of a rural settlement area (i.e. Ennismore).

(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.

Not applicable.

(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.

Not applicable.

(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 (RR)**" (refer to Figure 5). The ZBLA will change the zone category to "**Rural Residential Exception 583 (RR-583)**".

As previously noted, the development proposal is beyond the scope of would be considered a home occupation and a bed and breakfast establishment as permitted within the Township's ZBL. Therefore, the exception zone would add the small-scale commercial use as a small wedding venue with a limited capacity of ten (10) guests. Further, the exception zone would allow for a bed and breakfast with a maximum of four (4) rooms/eight (8) guests, be established.

The draft by-law has been attached for Council's review.

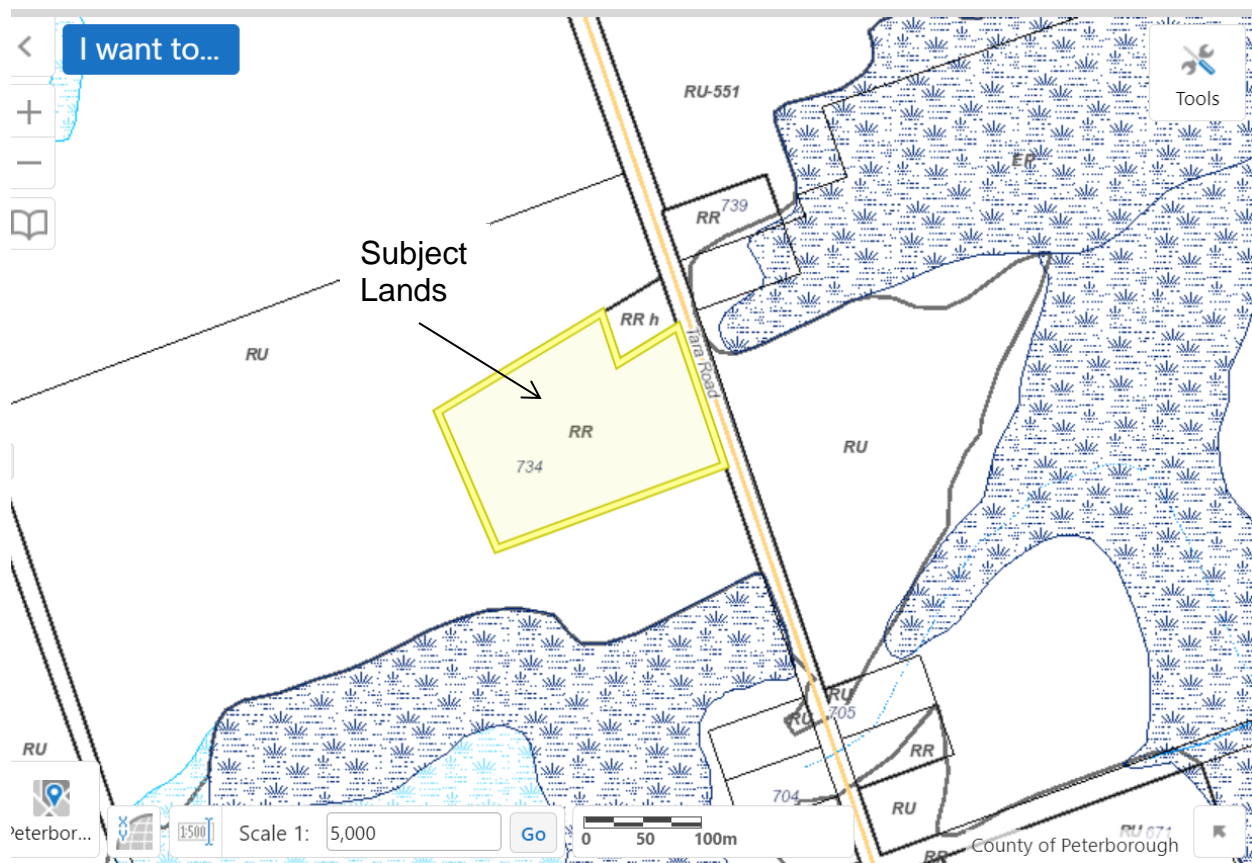


Figure 5: Excerpt from Zoning By-law 2009-021

Conclusion

The proposed Zoning By-Law Amendment related to the subject lands rezone the lands to **“Rural Residential Exception 583 (RR-583)” Zone**. This would permit additional uses, together with outlining site-specific zone regulations. In conclusion, 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 represents good planning.

Jeannette Thompson

Jeannette Thompson, BSc, MCIP, RPP



Planning Justification Report

In support of a Zoning By-law Amendment

**96 Stoney Lake - Big Island, Plan 44 Lot 19 and Pt Lot 18; RP 45R-11600, Parts 3 & 4
Geographic Township of Smith, Township of Selwyn, County of Peterborough**

Prepared for: David Newton and Michelle Hauswirth

EcoVue Reference No.: 19-1935

Date: December 2, 2020

A large, light-colored, stylized tree graphic is positioned on the left side of the page, extending from the bottom to the middle. It has a thick trunk and a full, rounded canopy with many small, leaf-like shapes.

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1.0 BACKGROUND

This Report is being submitted on behalf of David Newton and Michelle Hauswirth in support of an application for a Zoning By-law Amendment on a property located at Part of Lot 18 and Lot 19, Plan 44, in the Geographic Township of Smith (see **Figure 1 – Site Location**). The subject property is known municipally as 96 Stoney Lake – Big Island, Smith Ward in the Township of Selwyn, and is located on an island (Big Island) within Clear Lake.

1.1 Description of the Proposal and Reason for Amendment

The applicant is proposing to reconstruct and expand the existing boat house on the subject property. As described in the Township of Selwyn Comprehensive Zoning By-law, the total building area of a boat house cannot exceed 85 square metres. The existing boat house is approximately 40.6 square metres (437 square feet) and is located on the shoreline of Clear Lake. The proposed reconstructed boat house will have a total area of approximately 108.2 square metres (1,164.7 square feet). The footprint of the proposed boat house can be seen on **Figure 2**. Therefore, the expanded boat house will not meet the maximum size provisions for boat houses in the Township Zoning By-law.

The subject property is zoned Lakeshore Residential (LR) and Environmental Protection (EP) as per Schedule 'A' to the Township of Selwyn Comprehensive Zoning By-law (2009-021). The proposed amendment will rezone the property from the Lakeshore Residential (LR) Zone to a site-specific Lakeshore Residential (LR-XX) Zone in order to permit the reconstruction and expansion of the existing boat house. There are no proposed changes to the EP Zone. This report will examine the proposed amendment in the context of the applicable land use planning policies.

1.2 Description of Property and Surrounding Land Uses

The subject property is approximately 0.3 hectares (0.8 acres). As stated above, the subject property is located on Big Island, and is surrounded to the North, East and South by Clear Lake. The property contains an existing recreational dwelling, two (2) sleeping cabins, and a boat house. The property is generally tree covered, with the exception of clearing where the existing buildings are located.



Figure 1 - Site Location
Newton Boathouse

David Newton / Michelle Hauswirth

96 Big Island
 Fronting Parts 3 and 4, Plan 45R-11600
 Township of Selwyn
 County of Peterborough



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PROJECT NO: 19-1935

DATE: AUGUST 07 2020

HORIZ. SCALE: 1:10,000

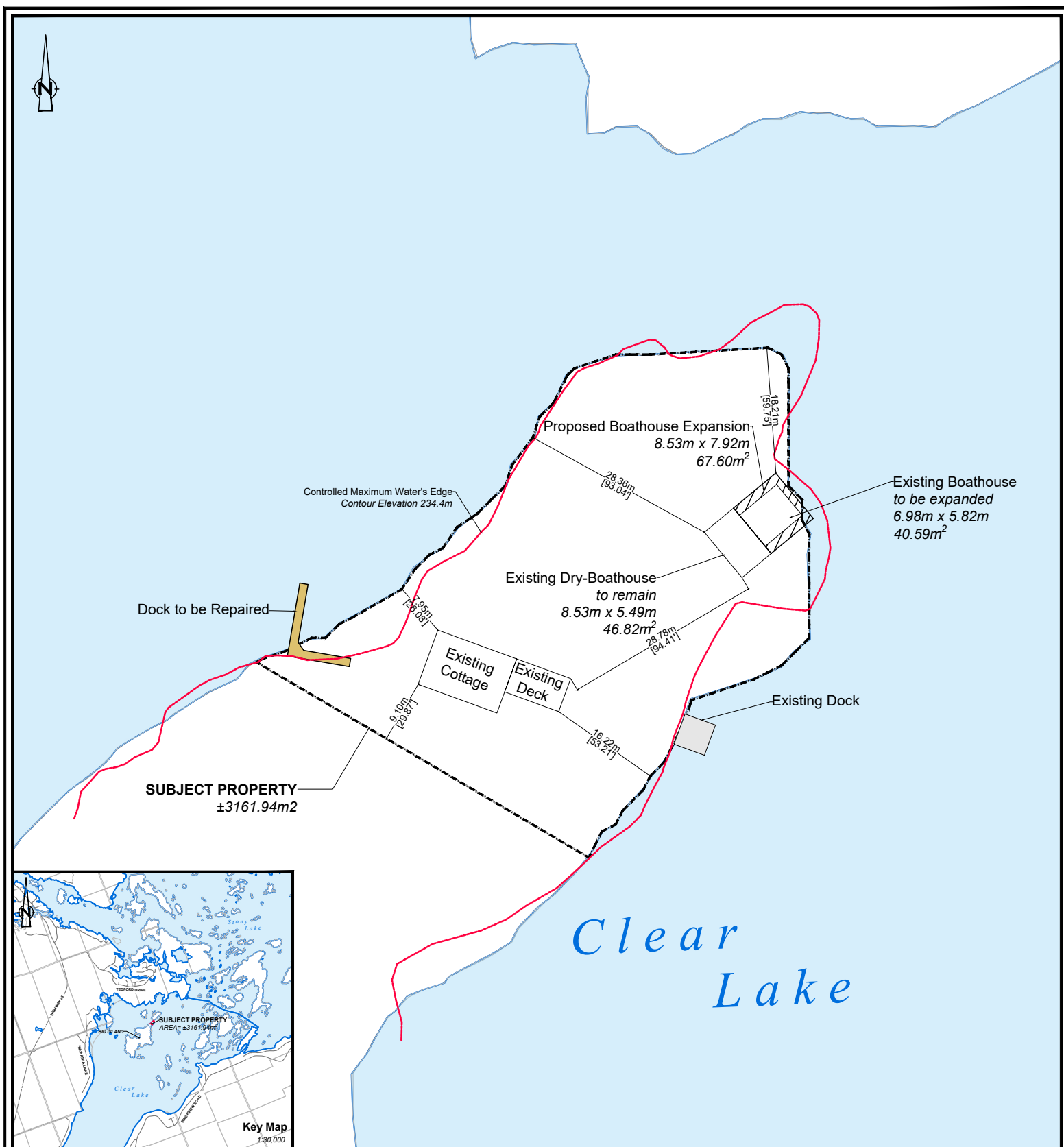


Figure 2 - Concept Plan
Newton Boathouse

David Newton / Michelle Hauswirth

96 Big Island
Fronting Parts 3 and 4, Plan 45R-11600
Township of Selwyn
County of Peterborough



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DATE: DECEMBER 01 2020

HORIZ. SCALE: 1:750

The subject property is water-access only, accessed via private dock on the property. On the mainland, the property owner docks their boat at Kawartha Park Marina, located at 2545 Hiawatha Lane, Lakefield.

Surrounding uses to the west on Big Island are seasonal recreational, containing on-land and in-water structures similar to those on the subject property. Neighbouring shoreline lots on the mainland are also mainly used for seasonal recreational purposes, but include some permanent residential uses.

1.3 Pre-consultation with the Township of Selwyn

A Pre-consultation meeting with the applicant and Township staff occurred on November 20, 2019. The Township indicated that, along with a Planning Justification Report, an Archaeological Assessment must be submitted to the Township of Selwyn in support of the Zoning By-law Amendment application. As such, a Stage 1 & 2 Archaeological Assessment (Earthworks) has been provided.

2.0 POLICY CONSIDERATIONS

Land use policies and regulations affecting the subject lands at the Provincial level include the *Planning Act* and the associated 2020 Provincial Policy Statement (PPS), the *Places to Grow Act*, 2005 and the associated 2019 A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan). At the Municipal level, policies from the County of Peterborough Official Plan and the Township of Selwyn Comprehensive Zoning By-law (2009-021) affect the subject lands. In this section of the Report, the planning application will be reviewed in the context of the policies and provisions contained in these documents.

2.1 Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS) provides a policy framework for land use planning within the Province of Ontario. It is the responsibility of the local planning authority, in this case the County of Peterborough and the Township of Selwyn to uphold the policies of the PPS pertaining to land use planning and development. In particular, the planning authorities must ensure that their decisions are consistent with key provincial interests including policies related to settlement areas in urban and rural communities, the wise use and management of resources and public health and safety.

2.1.1 Rural Areas in Municipalities

The subject property is not located in a settlement area and is therefore subject to Section 1.1.4 (Rural Areas in Municipalities) of the PPS. It is stated in this Section that “[r]ural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas”. The subject property is considered to be part of the *rural lands* as identified in Section 1.1.4.4 and growth and development may be directed to these areas in accordance with Section 1.1.5 (Rural Lands in Municipalities) of the PPS. Section 1.1.5.2 states that permitted uses on Rural Lands include “*resource-based recreational uses (including recreational dwellings); residential development including lot creation that is locally appropriate; home occupations and home industries; and other rural land uses.*”

The boat house proposed for reconstruction is considered an accessory use to the existing recreational dwelling on the subject property. Additionally, the surrounding properties mostly feature extensive shoreline development, including boat houses. Therefore, the proposed development and Zoning By-law Amendment is consistent with Section 1.1.5 of the PPS.

2.1.2 Natural Heritage

Section 2.1 of the PPS states that natural features and areas shall be protected for the long term, and that development and site alteration shall not be permitted within significant natural areas and significant habitat of endangered or threatened species. The subject property is situated on Clear Lake, and is therefore subject to the policies under Section 2.1 of the PPS.

As per Section 2.1, development shall not be permitted in: “*significant wetlands in Ecoregions 6E (Section 2.1.4), fish habitat (2.1.6), habitat of endangered species and threatened species (2.1.7) or adjacent lands to the natural heritage features (2.1.8)*”, unless it has been demonstrated that there will be “*no negative impacts on the natural features or on their ecological functions*”.

The majority of the subject lands are tree-covered with clearings for the four (4) existing buildings. The reconstruction of the boat house is occurring in an area that has already been disturbed by the existing boat house, ensuring very minimal disturbance associated with the minor expansion.

Due to the area proposed for reconstruction being previously disturbed, there will be no negative impacts on natural heritage or surrounding uses associated with the development.

Therefore, it is our opinion that the proposed Zoning By-law Amendment is consistent with Section 2.1 of the PPS.

2.1.3 Natural Hazards

Section 3.1 of the PPS prohibits development within areas that could be rendered inaccessible due to erosion or flooding, or pose a threat to human health and safety. As per Section 3.1.2,

“[d]evelopment and site alteration shall not be permitted within: [...] (c) areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard; and (d) a floodway regardless of whether the area of inundation contains high points of land not subject to flooding.”

The applicant gains access to the subject property by boat, which is stored on-site. As the property is water-access only via Clear Lake, the presence of a boat house for storage on the subject property is appropriate. Since a boat house is located on the shoreline, it is understood that it must be located within the floodplain of the lake. However, the boat house does not constitute habitable space. Furthermore, proper storage of the boat ensures safe access for the applicant to the mainland in times of high-water levels. Therefore, it is our opinion that the proposed ZBA to permit the reconstruction of the boat house is consistent with Section 3.1 of the PPS.

2.2 A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019)

The Township of Selwyn is located within the Growth Plan Area of the Greater Golden Horseshoe, prepared under the *Places to Grow Act, 2005*, and is therefore subject to the 2019 A Place to Grow: Growth Plan for the Greater Golden Horseshoe. The Growth Plan, administered by the Ministry of Municipal Affairs and Housing (MMAH), is intended to guide decisions respecting transportation, infrastructure planning, land-use planning, housing, natural heritage and resource protection. Although the PPS provides overall policy direction on matters of provincial interest related to land use and development, the Growth Plan prevails where there is a conflict, with two exceptions: natural environment and human health. In these scenarios, the PPS takes precedent.

2.2.1 Protecting What is Valuable

As discussed in Section 2.1.1 of this Report, the subject property is not located within a settlement area. Section 2.2.9.3 of the Growth Plan states that, subject to the *“Protecting What is Valuable”* policies in Section 4, development outside of settlement areas may be permitted on rural lands for *“resource-based recreational uses”* and for *“other rural uses that are not appropriate for settlement areas”* that 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 and aggregate uses. The proposed Zoning By-law Amendment will not change the existing resource-based recreation use already established on the property. Additionally, the proposal will not affect agricultural or aggregate uses. Therefore, the proposed development and Zoning By-law Amendment is consistent with Section 2.2.9.3 of the Growth Plan.

2.2.2 Natural Heritage System

The policies in Section 4.2.3 of the Growth Plan address development within key hydrologic features, key hydrologic areas, and key natural heritage features. Section 4.2.3.1 states: *“[o]utside of settlement areas, development or site alteration is not permitted in key natural heritage features that are part of the Natural Heritage System for the Growth Plan or in key hydrologic features”*.

However, Section 4.2.3 e) states that *“expansions to [...] accessory structures and uses [...], subject to demonstration that the use does not expand into the key hydrologic feature or key natural heritage feature or vegetative protection zone unless there is no other alternative, in which case any expansion will be limited in scope and kept within close geographical proximity to the existing structure”*. The proposed reconstruction and expansion will be located within the previously cleared area, which will ensure that construction will not interfere with the interior forest area or habitat within the lake. This is important as the expansion will avoid potential impacts on interior forest species habitat.

Therefore, it is our opinion that the proposed reconstruction conforms with the Growth Plan.

2.3 County of Peterborough Official Plan

The County of Peterborough Official Plan (CPOP) does not contain land use designations, outside of those municipalities that subject to the Local Plan policies of Section 6 and 7. However, Section 4 of the

CPOP identifies “Watershed Strategic Components”, which includes policies related to the Natural Environment (Section 4.1) and Shoreland Areas and Waterfront (4.4).

Policies directing development on lands that are located within flood plains can be found in Section 4.1.3.2, which states that lands that could become inaccessible to people and vehicles in times of flooding, erosion, or dynamic beach hazards will be precluded from development in local plans. However, this policy goes further to say *“unless it has been demonstrated that the area has safe access that is appropriate for the nature of the development and the natural hazard”*. As stated above, access is gained to the property by boat on Clear Lake, and the existing boat house is located within the flood plain of Clear Lake. Although the proposed reconstructed boat house will be expanded, no further development is proposed. Additionally, all other structures on the subject property are located outside of the floodplain. Therefore, the proposed ZBA is consistent with Section 4.1.3.2 of the CPOP.

It is stated in Section 4.4 that all lands within 150 metres of the high-water mark of any lake, river, or waterway are considered to be Shoreline Areas and the Waterfront.

Section 4.4.3 provides a list of policies that are to be considered when evaluating development in Shoreland Areas and the Waterfront. The policies that are applicable to the proposed reconstruction/expansion on the subject property include the following:

“[l]ands which form the bed of a waterbody should generally be open, free and clear from buildings or structures, except for approved shoreline improvements or like works and the location of approved accessory buildings and structures as identified in local Official Plans”.

As stated above, the CPOP provides language regarding accessory structures within the Shoreland Areas and the Waterfront. The character of the shoreline will not be altered or impacted by the proposed development and will not create additional visual impacts beyond the existing visual impacts created by the existing boat house, as well as neighbouring boat houses on Clear Lake. The proposed boat house will also not result in any negative impacts to any of the existing features on the property.

Additionally, the proposed reconstruction must be evaluated according to the policies found in the Local Component of the Official Plan for the Township of Selwyn, which are discussed further, below.

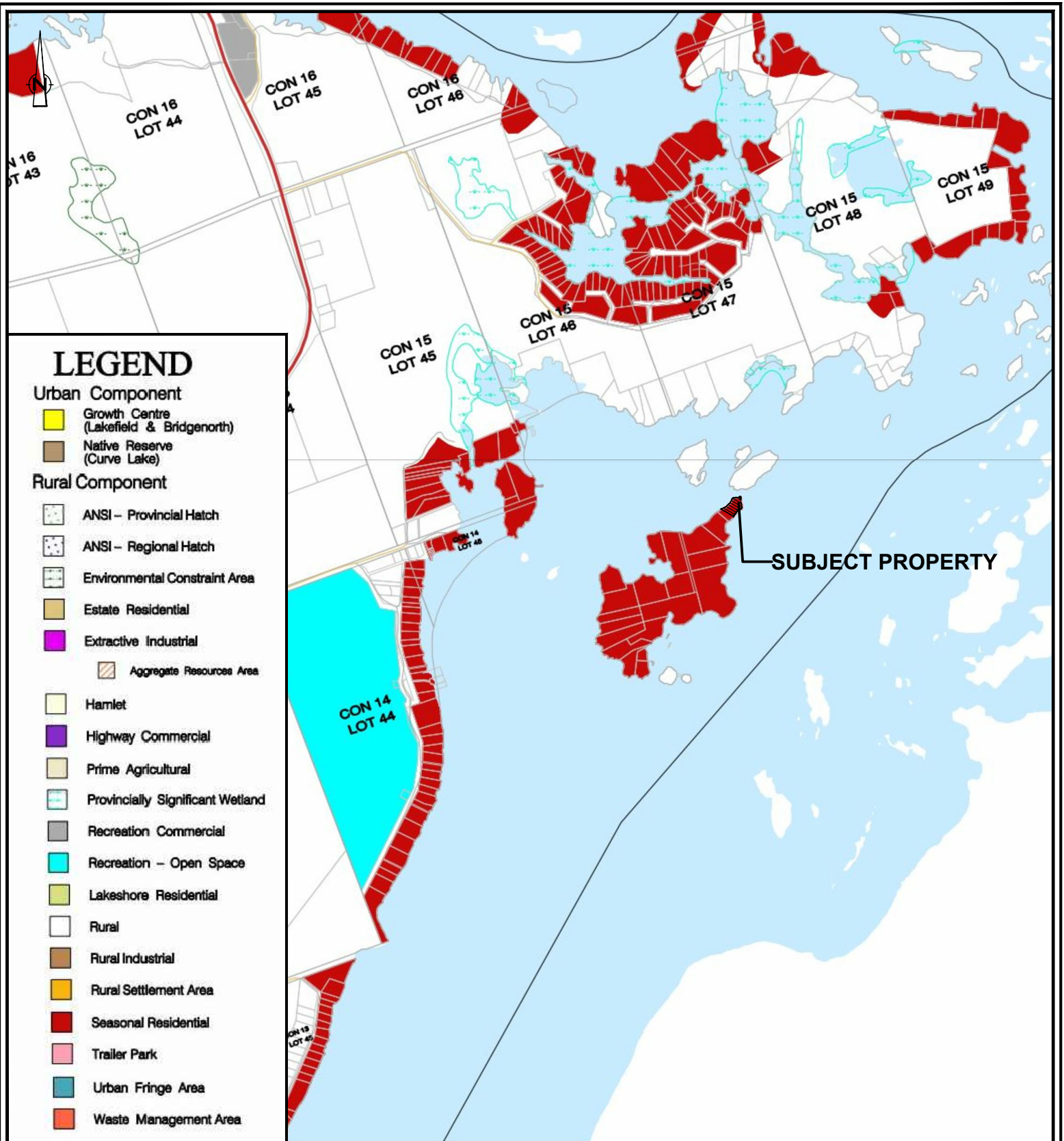


Figure 3 - The Corporation of the Municipality of Smith-Ennismore-Lakefield

SCHEDULE "A1"
LAND USE PLAN - RURAL COMPONENT

Newton Boathouse

David Newton / Michelle Hauswirth

96 Big Island
Fronting Parts 3 and 4, Plan 45R-11600
Township of Selwyn
County of Peterborough



www.ecovueconsulting.com

PROJECT NO: 19-1935

DATE: AUGUST 07 2020

HORIZ. SCALE: 1:10,000

2.3.1 Local Component - Selwyn

The CPOP functions as the lower-tier Official Plan for the Township of Selwyn. Sections 6 and 7 of the CPOP speak to Local Plan Policies that are directly applicable to the Townships of Selwyn, Asphodel-Norwood, Douro-Dummer and North Kawartha. The Local Plan Policies take the place of a separate, local Official Plan for each of the aforementioned municipalities. The Local Plan Policies include land use designations and general development policies.

According to Schedule A4 of the CPOP (**Figure 3 – County of Peterborough – Local Official Plan Schedule A1 (Township of Selwyn)**), the subject property is located within the Seasonal Residential designation. Policies related to the Seasonal Residential designation are described in Section 6.2.5 of the CPOP. The primary permitted use of land within the Seasonal Residential designation is seasonal cottages. Within this designation, Section 6.2.5.3 states that “[n]otwithstanding anything in this section to the contrary, structures such as [...] boat houses [...] shall be a permitted use and may encroach into the 30 metre setback without a minor variance provided that the property owner can demonstrate [...] that it does not negatively affect the waterfront environment. If addressed in the Zoning By-law, applicable standards must be met (i.e. deck width, area, etc.)”. Based on this policy, the reconstruction of a boat house within the 30-metre setback of the Seasonal Residential designation is permitted, subject to the provisions of the applicable Zoning By-law. The proposed reconstruction has been reviewed according to the provisions of the Township of Selwyn Zoning By-law, which can be found in Section 2.4 of this report.

Therefore, the proposed Zoning By-law Amendment is consistent with Section 6.2.3 of the CPOP.

2.4 Township of Selwyn Comprehensive Zoning By-law 2009-021

The subject property is zoned the Lakeshore Residential (LR) and Environmental Protection (EP) Zones according to Schedule “A” to the Township of Selwyn Comprehensive Zoning By-law (TSZBL) (**Figure 4**). As discussed above, there are no proposed changes to the Environmental Protection (EP) Zone.

It is stated in Section 4.13 of the TSZBL that a seasonal dwelling is a permitted use within the LR Zone. Furthermore, Section 4.13.1.3 states that “[u]ses, buildings or structures accessory to any of the

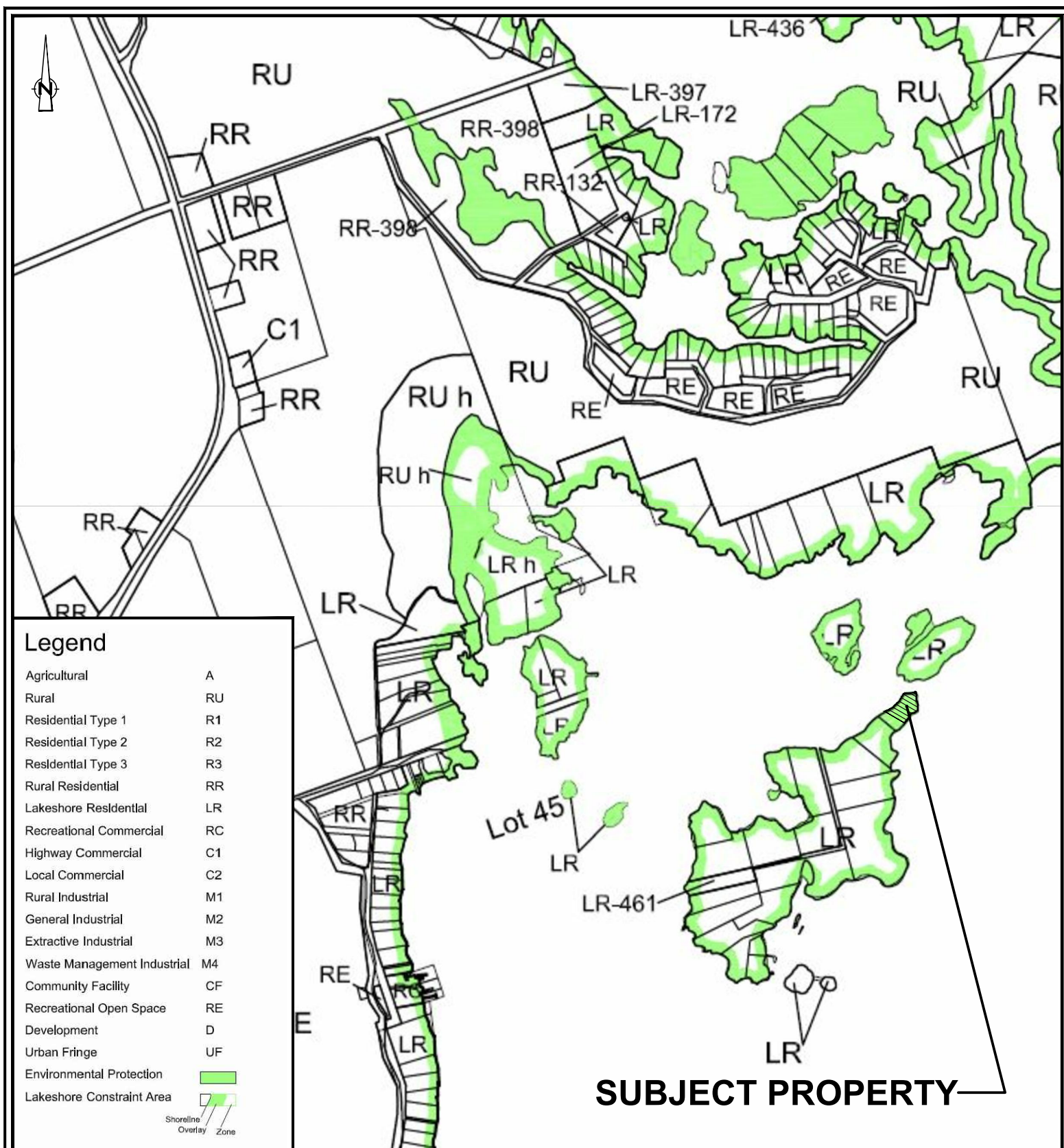


Figure 4 - Smith-Ennismore-Lakefield

ZONING BY-LAW No. 2009-021
SCHEDULE 'A' MAP 4
SMITH - NORTH

Newton Boathouse

David Newton / Michelle Hauswirth

96 Big Island
Fronting Parts 3 and 4, Plan 45R-11600
Township of Selwyn
County of Peterborough



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DATE: AUGUST 07 2020

HORIZ. SCALE: 1:12,500

foregoing permitted uses” are permitted within the LR Zone, *“in accordance with the provisions of Section 3.1 of this By-law”*.

Section 3 of the TSZBL addresses the General Provisions applicable to all zones within the Township of Selwyn. Policies regarding Accessory Structure Encroachments, specifically *Boat Houses and Pump Houses* as Accessory Buildings can be found in Section 3.1.5.1. The proposed reconstruction will be reviewed in the context of these policies, below (non-applicable policies have been omitted).

- a) *Notwithstanding any other provision of this By-law to the contrary, a boat house or pump house may be erected and used to the high-water mark except that such accessory building or structure may not be located closer than 10 m to the interior side lot line.*

As shown in **Figure 1**, the subject property is located on an island. As defined in the Zoning By-law, an island lot does not contain side or rear yards. The boat house will continue to be located along the shoreline of the property and will meet this provision.

- b) *The maximum height of a boat house or pump house shall be 5.0 m (one storey), which shall be measured from the grade adjacent to the building elevation which is facing the water to the average point between the eaves and the peak.*

The existing boat house is one storey in height. The proposed boat house will not exceed the existing height.

- c) *A maximum of one (1) boat house may be permitted on a lot.*

The proposed reconstructed boat house will be the only boat house on the subject property.

- d) *A boat house or pump house shall not have any facilities for the preparation of meals on the premises, nor shall it have any sleeping or sanitary facilities.*

The primary use of the boat house will be for boat storage. The boat house will not contain any sleeping, sanitary or eating facilities.

- e) *That the total building area of a boathouse shall not exceed 85 square metres; nor shall the width of the structure parallel to the shore exceed 10 metres or 25% of the shoreline frontage, whichever is less.*

The boat house being proposed by this application is 108.2 square metres, which represents a 23.2 square metre increase over the required maximum. ***The purpose of the Zoning By-law amendment is to allow relief from this requirement.***

g) There shall be no decks, patios, balconies or similar components attached or appurtenant to the structure.

The reconstructed boat house will not have any decks, patios, balconies, or similar components attached or appurtenant to the structure.

As stated above, the Zoning By-law Amendment is being requested in order to permit the construction of a boat house that exceeds 85 square metres, as per Section 3.1.5.1 e). It is proposed that the subject property be rezoned to a Lakeshore Residential Exception (LR-XX) Zone to permit the reconstruction and expansion of the existing boat house. In our opinion, the increase of 23.2 square metres, which represents a 21.4% increase over the maximum building area for a boat house, is relatively minor in nature from a numerical perspective. Furthermore, the increase will not result in additional disturbance to the shoreline as the expanded footprint will cover portions of the site that have already been disturbed.

The below **Table 1** outlines the Zoning Regulations for Island Lots in the Lakeshore Residential (LR) Zone and the proposed provisions of the Lakeshore Residential Exception (LR-XX) Zone:

Table 1: Zoning Requirements for the Lakeshore Residential (LR) Zone

Provision	LR Zone	Proposed LR-XX Zone
Lot Area (Minimum)	6,000 sq. metres	3161.94 sq. m
Water Frontage (Minimum)	45 metres	~233.35 m
Building Height (Maximum)	10 metres	10 metres
Front Yard (Minimum)	15 metres	~55.85 metres
Rear Yard (Minimum)	15 metres	9.10 metres
Floor Area (Minimum)	100 sq. metres	101.3 sq. m
First Storey Floor Area	60 sq. metres	101.3 sq. m

(Minimum)		
Maximum Lot Coverage (all buildings and structures)	20%	~8%
Dwellings Per Lot (Maximum)	One	One

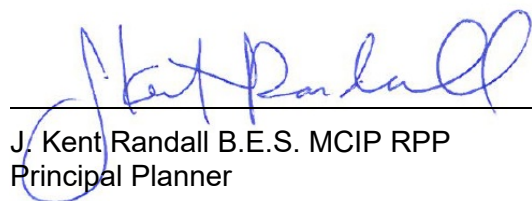
As seen in the above Table, the existing lot does not meet all of the zone requirements for the LR Zone – specifically, minimum lot area and minimum rear yard setback (bolded above). By creating a site-specific zone for the property, all existing deficiencies can be captured (in addition to the boat house area relief) and ensure that the property is in conformity with the Township of Selwyn Zoning By-law. This site-specific zone will address the minimum lot area, minimum rear yard, and the provisions of Section 3.1.5.1.

3.0 SUMMARY

Based in the foregoing review of relevant policy considerations and a detailed investigation of site suitability, this Report concludes that the Zoning By-law amendment on the subject property is consistent with both provincial and municipal planning policies and documents, and constitutes good planning.

Respectfully Submitted,

ECOVUE CONSULTING SERVICES INC.



J. Kent Randall B.E.S. MCIP RPP
Principal Planner



16 April 2021

Jeannette Thompson
Secretary-Treasurer, Committee of Adjustment
1310 Centre Line, Box 270
Bridgenorth, ON
K0L 1H0

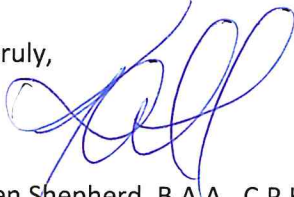
To whom it may concern:

RE: Application of Proposed Zoning By-Law Amendment
 96 Big Island, Plan 44, Lot 19
 Township of Selwyn, Ward of Smith, County of Peterborough

This office has no objection to the proposed Zoning By-law Amendment, provided the owner applies and is approved for an existing sewage system permit prior to the issuance of a building permit.

If you have any questions I can be contacted weekdays between the hours of 8:30 and 9:30 a.m.

Yours truly,



Kathleen Shepherd, B.A.A., C.P.H.I (C)
Public Health Inspector

:pp

**The Corporation of the
Township of Selwyn**

By-law Number 2021-030

**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 situated Plan 44, Lot 18, Part Lot 19 in the Smith Ward (96 Stoney Lake – Big Island).

The proposed Zoning By-Law Amendment related to the subject lands will change the zone category of the subject lands to **“*Lakeshore Residential Exception 584 (RR-584) Zone*”**. The Zoning By-law Amendment will have the effect of placing a site-specific exception zone category on the subject lands, in order to permit the construction of a 108 square metre boathouse.

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 Plan 44, Lot 18, Part Lot 19 in the Smith Ward (96 Stoney Lake – Big Island) from **“*Lakeshore Residential (LR) Zone*”** to **“*Lakeshore Residential Exception 584 (LR-584) 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 addition of a new subsection, namely 584, which shall read as follows:

“Notwithstanding the provisions of the Lakeshore Residential (LR) Zone to the contrary, in the LR-584 Zone, the following shall apply:

- i) Maximum building area of a boathouse shall not exceed 108.2 square metres.”

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 27th day of April, 2021.

Andy Mitchell, Mayor

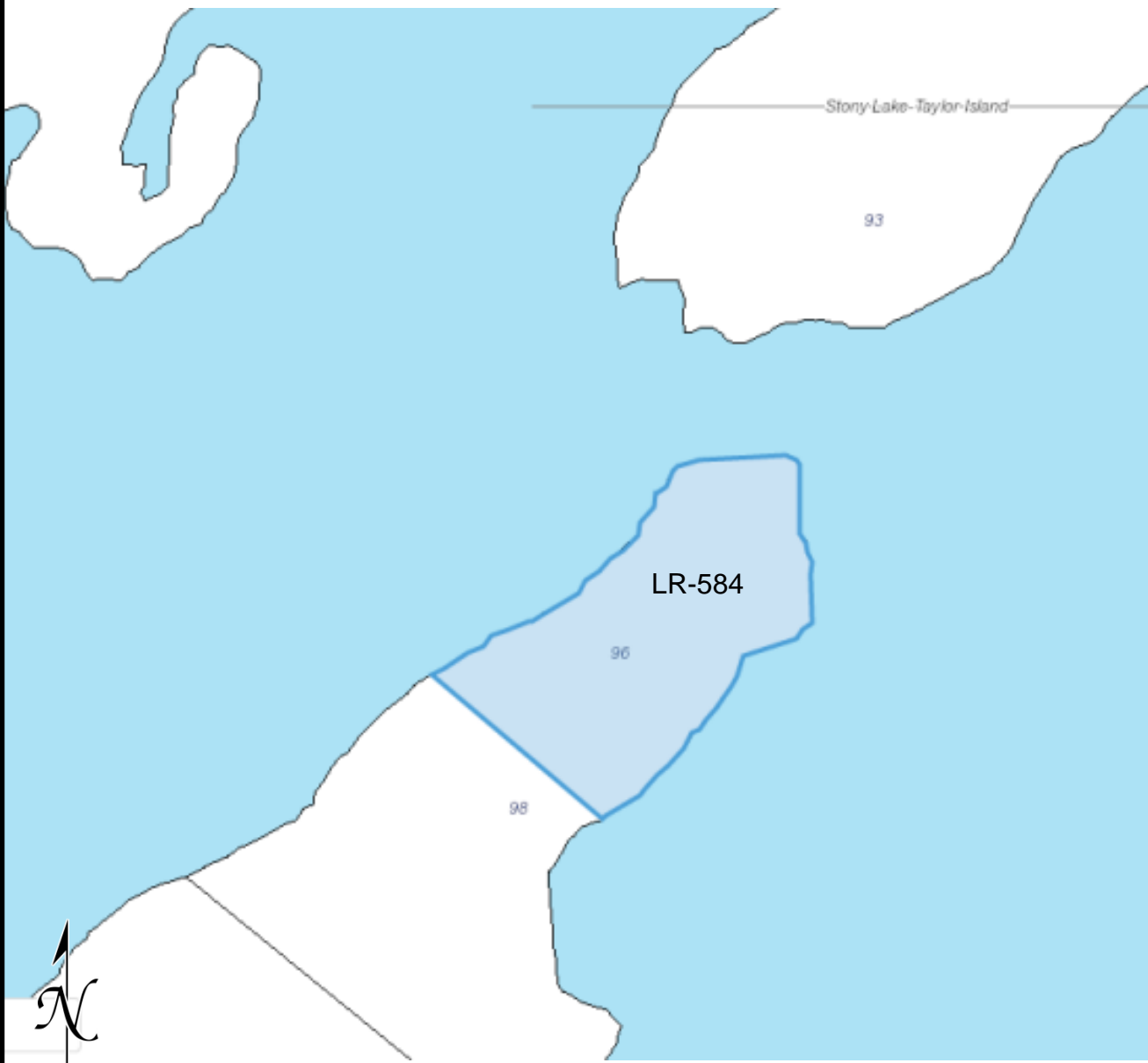
Angela Chittick, Clerk

Corporate Seal

DRAFT

The Corporation of the
Township of Selwyn

Schedule 'A' to By-law No. 2021-030



LR-584

Lands to be rezoned from **Lakeshore Residential (LR) Zone** to **Lakeshore Residential Exception 584 (LR-584) Zone**.

Certificate of Authentication
This is Schedule 'A' to By-law No. 2021-031 passed this 27th day of April, 2021.

Andy Mitchell, Mayor

Angela Chittick, Clerk

Corporate Seal



Date: April 27, 2021

To: Mayor Andy Mitchell and Council Members

From: Jeannette Thompson, Planner

Subject: Zoning By-law Amendment
(Plan 44, Lot 18, Part Lot 19 (Smith Ward)
- 96 Stoney Lake – Big Island)

Status: For Direction

Recommendation

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as Plan 44, Lot 18, Part Lot 19 in the Smith Ward (96 Stoney Lake – Big Island) be received for information); and

That By-law 2021-030, being a By-law to change the zone category of certain lands in Plan 44, Lot 18, Part Lot 19 in the Smith Ward to “Lakeshore Residential Exception 584 (LR-584) Zone, in order to permit the reconstruction and expansion of the existing boathouse, and to establish site specific zone regulations, be brought forward to the Bylaws section of the agenda for passage..

Information

Summary of Application

The Township has received a complete application for a Zoning By-law Amendment (ZBLA), for the lands described as Plan 44, Lot 18, Part Lot 19 in the Smith Ward (96 Stoney Lake – Big Island) (Figure 1).

The property owners are proposing to reconstruct and expand the existing boathouse situated on the subject property. The existing boathouse is 40.6 square metres and is situated along the shoreline. The proposed reconstructed boathouse will have a total area of 108 square feet (1,165 square feet).

Presently the lands are designated ‘**Seasonal Residential**’ and ‘**Environmental Constraint Area**’; and zoned “**Lakeshore Residential (LR)**” and “**Environmental Protection (EP)**”.

The **Seasonal Residential** designation permits residential uses and those uses accessory to residential uses.

Section 3.1.5.1 of the Township's Zoning By-law permits a maximum building (boathouse) area of 85 square metres, therefore an amendment to the zoning by-law is required.

The proposed amendment will place a site specific exception zone on the property, to permit the reconstruction and expansion of the existing boathouse to a maximum building area of 108 square metres. The Environmental Protection area will remain the same.

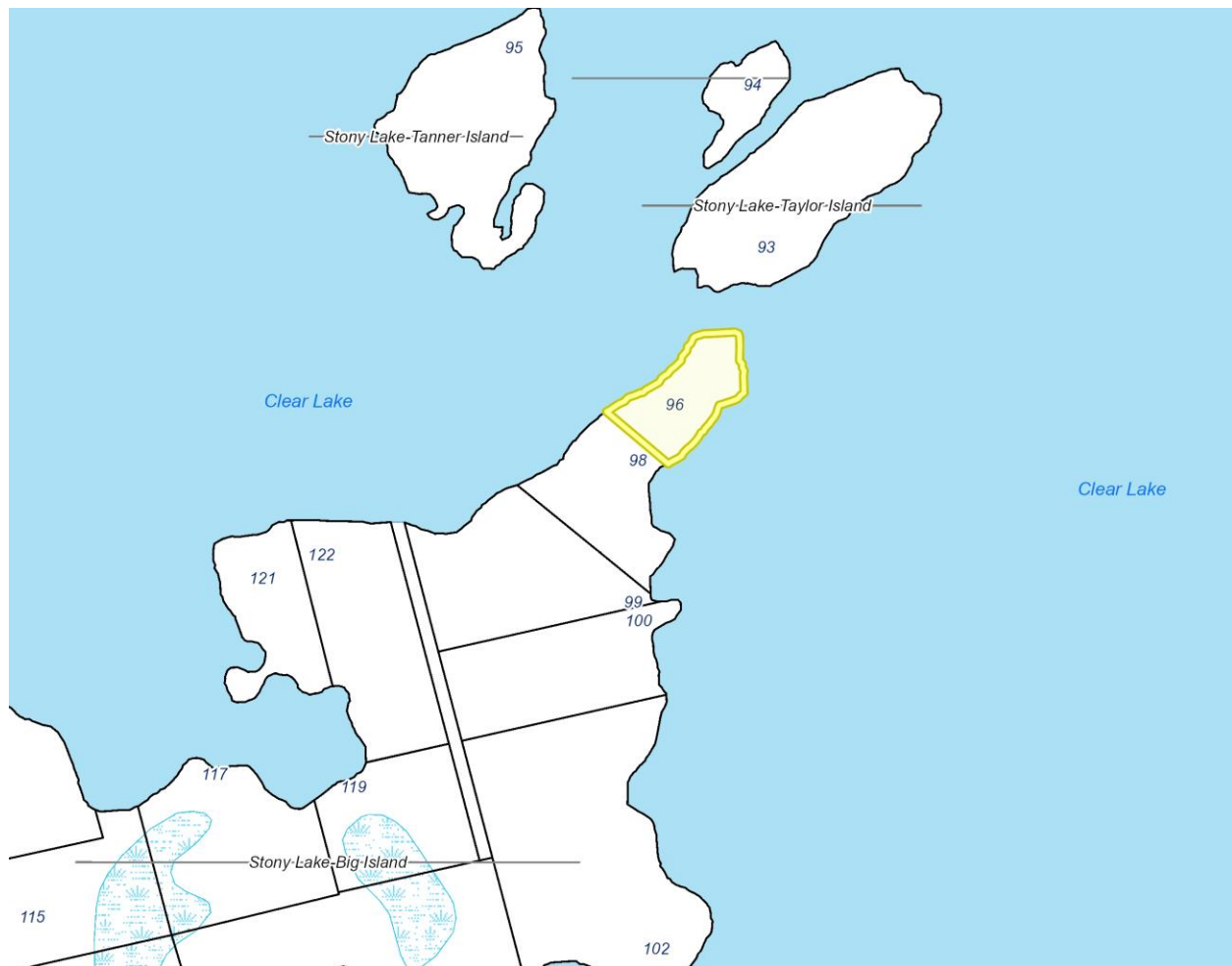


Figure 1: Location Plan

In support of the application a Planning Justification Report was prepared by EcoVue Consulting Services Inc.. Further, an Archaeological Assessment was completed by Earthworks Archaeological Services Inc.

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).

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,

Response to Circulation of Notice

The Township provided Notice of a Complete Application and a Public Meeting on April 6, 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 April 19, 2021– no issues or concerns

Peterborough Public Health dated April 16, 2021– no issues or concerns

Public Comments

No comments from the public have been received to date.

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 December 2, 2020.
- Agency/Ministry/Peer Review/Public Comments
- 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-02-21

The Application & the Development Proposal

The Township has received a complete application for a Zoning By-law Amendment (ZBLA), for the lands described as Plan 44, Lot 18, Part Lot 19 in the Smith Ward (96 Stony Lake – Big Island) (Figure 1).

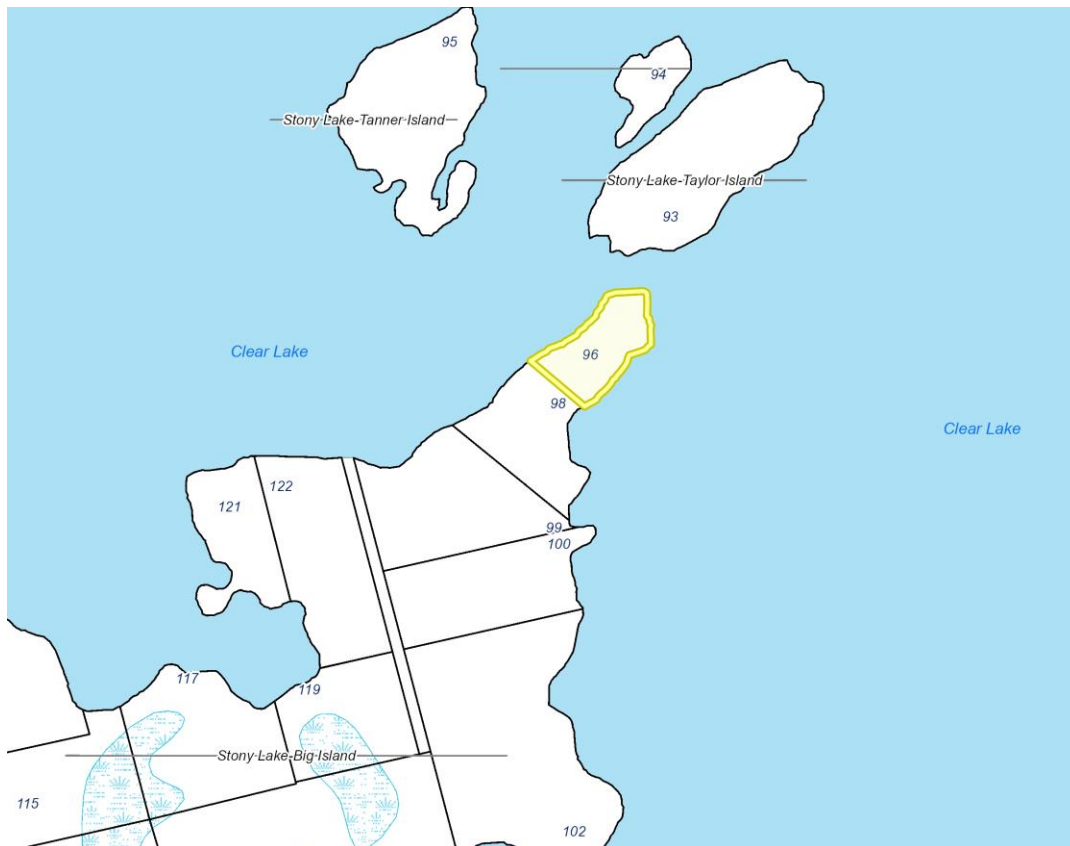


Figure 2: Location Plan

The property owners are proposing to reconstruct and expand the existing boathouse situated on the subject property. The existing boathouse is 40.6 square metres and is situated along the shoreline. The proposed reconstructed boathouse will have a total area of 108 square feet (1,165 square feet).

Presently the lands are designated '**Seasonal Residential**' and '**Environmental Constraint Area**'; and zoned "**Lakeshore Residential (LR)**" and "**Environmental Protection (EP)**".

The **Seasonal Residential** designation permits residential uses and those uses accessory to residential uses.

Section 3.1.5.1 of the Township's Zoning By-law permits a maximum building (boathouse) area of 85 square metres, therefore an amendment to the zoning by-law is required.

The proposed amendment will place a site specific exception zone on the property, to permit the reconstruction and expansion of the existing boathouse to a maximum building area of 108 square metres (refer to Figure 2).

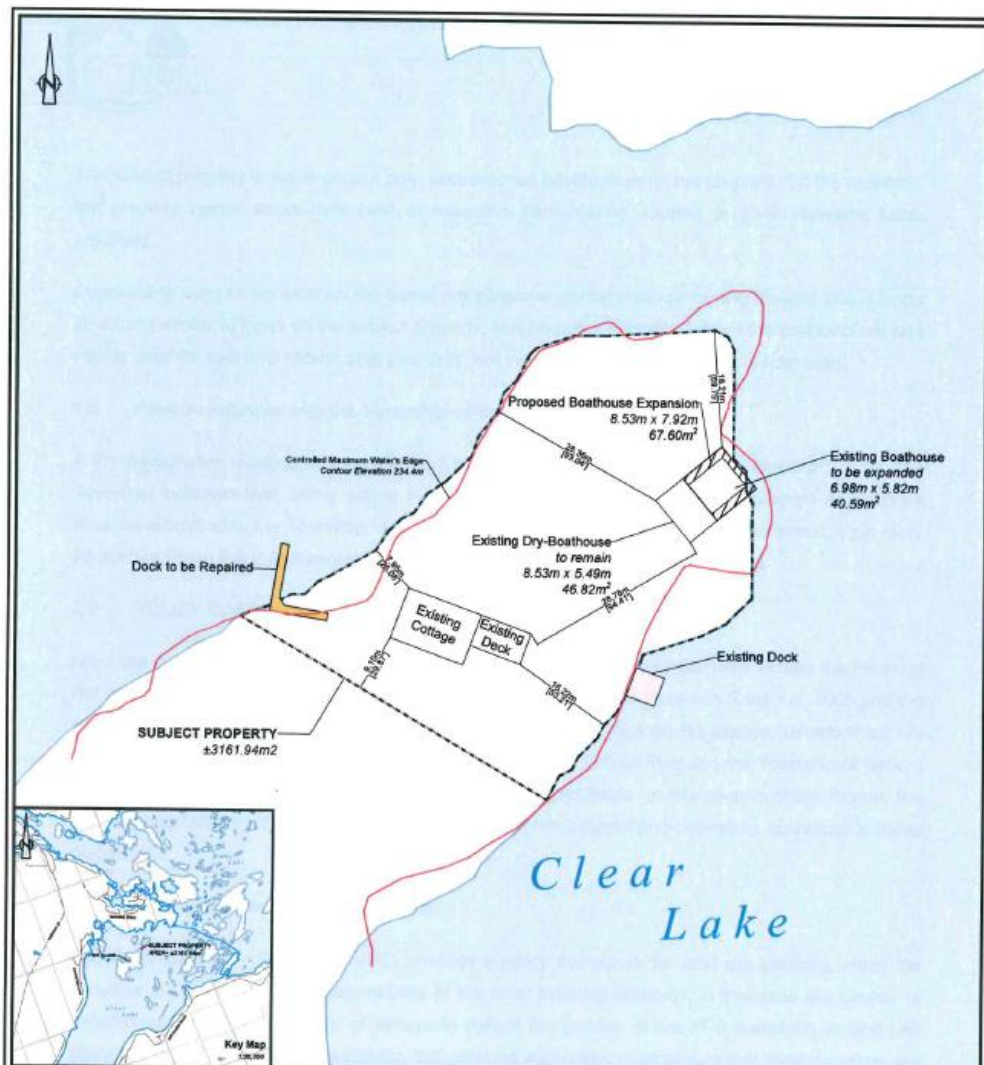


Figure 2: Existing land uses and proposed development plan

In support of the application a Planning Justification Report was prepared by EcoVue Consulting Services Inc.. Further, an Archaeological Assessment was completed by Earthworks Archaeological Services Inc.

Property Description and Surrounding Land Uses

The subject lands are approximately 0.3 hectares (0.8 acres) in area. The subject lands are located on Big Island; and are surrounded by Clear Lake to the north, west and east. Seasonal residential uses are situated to the south. Existing structures include, a dwelling (i.e. cottage); two (2) sleeping cabins and a boathouse (refer to Figure 2). The property is generally tree covered, with the exception of the cleared areas related to the existing structures. The lands are water-access only.

Surrounding land uses include seasonal residential uses on island lots; and a mix of seasonal and permanent residential along the mainland. (refer to Figure 3).



Figure 3: Surrounding lands uses

Analysis

The Provincial Policy Statement

The Provincial Policy Statement (PPS) 2020, as issued under the authority of Section 3 of The Planning Act, came into effect on May 1, 2020. Further, Section 3 of The Planning Act requires that planning authorities “shall be consistent with” the PPS. The intent of the PPS is to provide direction on matters related to land use planning and

development. Within the context of the proposal, certain provisions of the PPS are considered to have relevance.

This report assesses 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.

The subject site 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).

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 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). The proposal is to reconstruct and expand an existing boathouse – which would be considered accessory to a recreational dwelling.

Sections 2.1 (Natural Heritage) and 3.1 (Natural Hazards) must also be considered. Section 2.1.8 indicates that development and site alteration is not to be permitted on adjacent lands (i.e. within 120 metres of a provincially significant wetland) unless it has been demonstrated that there will be no negative impact on the natural feature. As the area proposed for the reconstruction has been previously disturbed, there is not anticipated to be any additional impacts on the natural feature. Section 3.1 indicates that development should not occur in floodplains. The boathouse is situated at the shoreline, and is therefore slightly impacted by the floodplain. A boathouse by its very nature, is required to be situated at the water edge. However, the boathouse is not considered habitable space and does not represent a risk to public health or safety.

The development proposal is considered to be consistent with the PPS.

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.

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. The proposed ZBLA is considered to be consistent with the Growth Plan, 2019.

County of Peterborough Official Plan

In the County Official Plan, the subject property is identified as “**Shoreline Areas and the Waterfront**”. The goal of this designation is “*to improve and protect the waterfront areas in Peterborough County as a significant cultural, recreation, economic and natural environment resource and enhance land areas adjacent to the shore*” 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 **Seasonal Residential** (refer to Figure 4).

The **Seasonal Residential** designation permits residential uses and those uses accessory to residential uses. The proposed use conforms with the Official Plan.

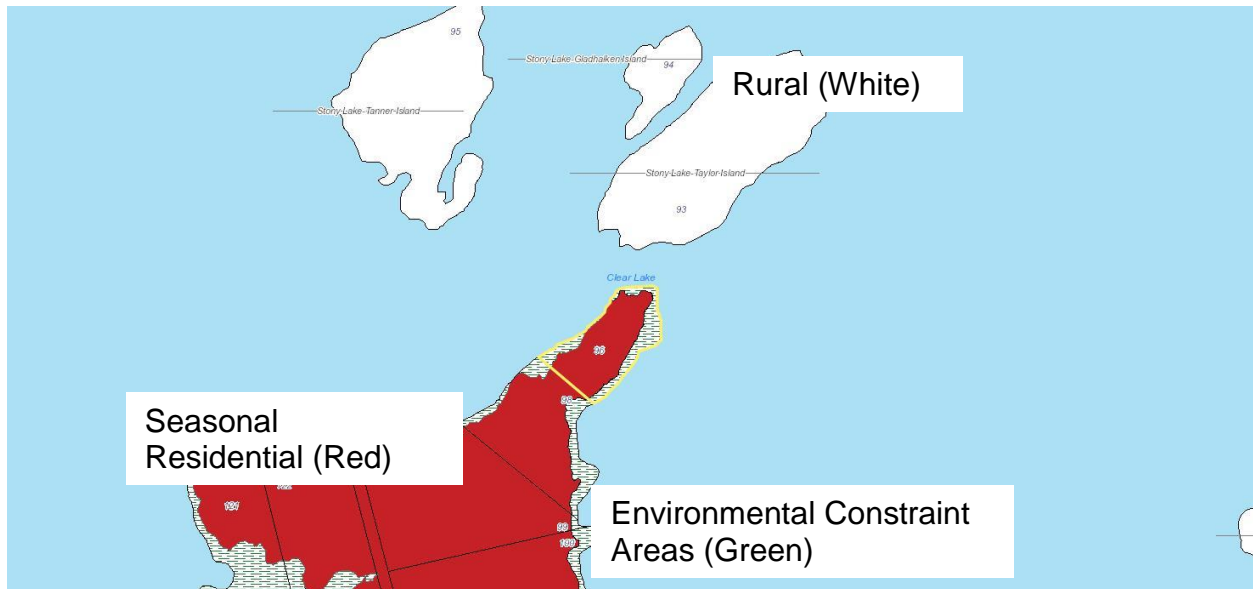


Figure 4: Excerpt from County of Peterborough Official Plan, 2008

Township of Selwyn Comprehensive Zoning By-law No. 2009-021

According to Schedule 'A', the subject lands are zoned "**Lake Residential (RR)**" (refer to Figure 5). The ZBLA will change the zone category to "**Lakeshore Residential Exception 584 (LR-584)**".

As previously noted, the property owners are proposing to reconstruct and expand the existing boathouse situated on the subject property. The existing boathouse is 40.6 square metres and is situated along the shoreline. The proposed reconstructed boathouse will have a total area of 108 square feet (1,165 square feet). Section 3.1.5.1 of the Township's Zoning By-law permits a maximum building (boathouse) area of 85 square metres, therefore an amendment to the zoning by-law is required.

The proposed amendment will place a site specific exception zone on the property, to permit the reconstruction and expansion of the existing boathouse to a maximum building area of 108 square metres.

The draft by-law has been attached for Council's review.

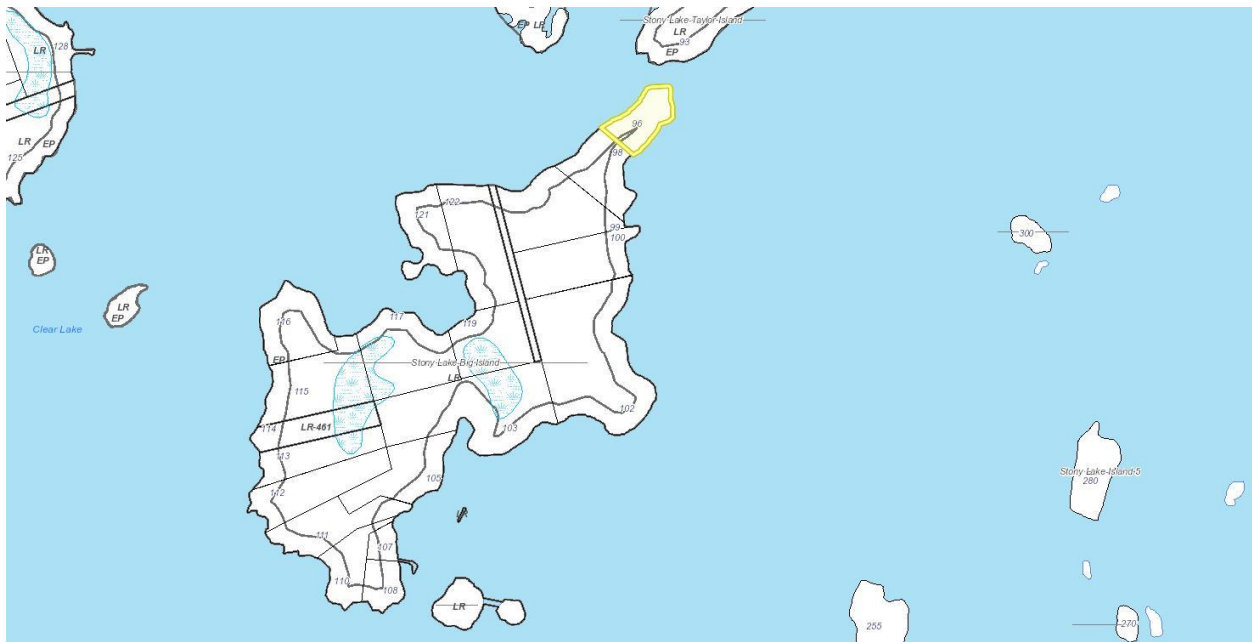


Figure 5: Excerpt from Zoning By-law 2009-021

Conclusion

The proposed Zoning By-Law Amendment related to the subject lands rezone the lands to **“Lakeshore Residential Exception 584 (LR-584)” Zone**. This would permit the construction of a 108 square metre boathouse. In conclusion, 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 represents good planning.

Jeannette Thompson

Jeannette Thompson, BSc, MCIP, RPP

Meaghan Larocque

From: Ashley Henderson
Sent: April 19, 2021 11:03 AM
To: Selwyn Planning Department
Subject: FW: ZBLA Notices of Public Meeting - April 27, 2021



Ashley Henderson
Township of Selwyn
P.O. Box 270
Bridgenorth, ON K0L 1H0
P: (705) 292-9507 Ext. 210
F: (705) 292-8964

www.selwyntownship.ca
www.facebook.com/SelwynTownship
www.twitter.com/selwyntownship

From: Municipal Planning <MunicipalPlanning@enbridge.com>
Sent: April 19, 2021 10:22 AM
To: Ashley Henderson <ahenderson@selwyntownship.ca>
Subject: RE: ZBLA Notices of Public Meeting - April 27, 2021

Thank you for your circulation.

Enbridge Gas Inc. does not object to the proposed application however, we reserve the right to amend our development conditions.

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Regards,

Casey O'Neil
Sr Analyst Municipal Planning
Long Range Distribution Planning
—

ENBRIDGE GAS INC.
TEL: 416-495-5180
500 Consumers Rd. North York, Ontario, M2J 1P8

enbridge.com
Safety. Integrity. Respect.

From: Ashley Henderson <ahenderson@selwyntownship.ca>

Sent: Wednesday, April 7, 2021 1:01 PM

To: Aaron Teper <aaron.teper@ontario.ca>; Angela Chittick <achittick@selwyntownship.ca>; Alanna Boulton <alanna.boulton@pc.gc.ca>; Andy Mitchell <amitchell@selwyntownship.ca>; Anita Locke <alocke@selwyntownship.ca>; Ashley Henderson <ahenderson@selwyntownship.ca>; Bell <circulations@mmm.ca>; Cheryl Tolles <Cheryl.Tolles@ontario.ca>; Conseil Scolaire de District Catholique Centre-Sud <planification@csdccc.edu.on.ca>; Damien Schaefer <damien.schaefer@ontario.ca>; Donna Ballantyne <dballantyne@selwyntownship.ca>; Municipal Planning <MunicipalPlanning@enbridge.com>; Gerry Herron <gherron@selwyntownship.ca>; Greg Cowie <chiefcowie@hiawathafn.ca>; jclinesmith@otonabeeconservation.com; Jeannette Thompson <jthompson@selwyntownship.ca>; Jordon MacArthur <JordonM@curvelake.ca>; Julie Kapyrka <juliek@curvelake.ca>; Kevin Hickey <kevhickey@pvnccdsb.on.ca>; KPRDSB Planning Dept. <planning_info@kprdsb.ca>; Imoloney@otonabeeconservation.com; Ontario Power Generation <executivevp.lawanddevelopment@opg.com>; Pam Pressick <ppressick@pcchu.ca>; Peterborough County <planning@ptbocounty.ca>; Sherry Senis <ssenis@selwyntownship.ca>; tcox@otonabeeconservation.com; Williams Treaty First Nations Claims <k.a.sandy-mckenzie@rogers.com>

Cc: Selwyn Planning Department <planning@selwyntownship.ca>

Subject: [External] ZBLA Notices of Public Meeting - April 27, 2021

EXTERNAL: PLEASE PROCEED WITH CAUTION.

This e-mail has originated from outside of the organization. Do not respond, click on links or open attachments unless you recognize the sender or know the content is safe.

Good Afternoon,

Please find the attached two (2) Notices of Public Meeting Concerning a Proposed Zoning By-law Amendment regarding 96 Stoney Lake – Big Island and 734 Tara Road that were sent out in today's mail for consideration at the April 27th, 2021 Council meeting.

If you have any questions or concerns, please feel free to contact the office directly.

Sincerely,

Ashley Henderson



Ashley Henderson

Administrative Assistant

Township of Selwyn

P.O. Box 270

Bridgenorth, ON K0L 1H0

P: (705) 292-9507 Ext. 210

F: (705) 292-8964

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www.facebook.com/SelwynTownship
www.twitter.com/selwyntownship

Introduction

Site plan control is a form of development control provided to municipalities by Ontario's Planning Act. No one can undertake any development which is subject to site plan control unless the Township has reviewed and approved certain plans. Site plan applications require an agreement registered on title. This agreement contractually binds the owner to develop and maintain a site in accordance with the approved plans and the terms of the agreement.

Building permits are not generally issued until site plan control requirements are addressed. However, Township's Building Services will accept applications prior to the final approval and registration of the site plan subject to the applicant entering into an agreement with the municipality which outlines that the applicant is aware of the risks of submitting the building permit application prior to final approval.¹

The Site Plan Control process allows for the orderly development of non-residential properties, including:

- Building siting and site design;
- Building massing;
- The relationship of the proposal to surrounding land uses;
- Driveways, curbing and traffic direction signs;
- Loading and parking facilities;
- Parking area surface treatments;
- Emergency vehicle routes;
- All pedestrian accesses, such as walkways and ramps, and their proposed surfacing;
- Landscaping for the site and for the protection of adjoining lands;
- Refuse and other waste material storage and

collection areas;

- Grading and servicing;
- Exterior design of buildings, including character, scale, and appearance; and
- Signage and lighting.

Further, Site Plan Control ensures that Township, County and other agency standards and requirements are met.

This document is intended to provide guidelines for the public, property owners, and builders, to assist in the preparation, submission, review and approval of new developments in the Township of Selwyn.

Section 41 of The Planning Act, R.S.O. 1990 (as amended), provides the legislative basis for the use of Site Plan Control.

In accordance with Section 41 of The Planning Act, R.S.O. 1990 (as amended) the Council of the Township of Selwyn has declared its entire land area to be subject to Site Plan Control. Those seeking to develop property within the Township may be required to submit Site Plans, Building Elevations, Grading and/or Landscaping Plans as specified herein, to be approved by Council or by the delegated approval authority.

These guidelines have been created/designed in order to aid the applicant with the Site Plan process by providing an overview of the process itself and by outlining the required elements of a Site Plan as specified in The Planning Act.

¹ This statement has been added to the guidelines as a result of the new formal process to accept building permit application prior to the final approval of the site plan.



Further, the Township recognizes that it is comprised of distinctly rural and urban components; and therefore, guidelines have been designed to ensure that both the rural and urban components of the Township have been adequately addressed.

The Site Plan Process

Site Plan Control is utilized in order to ensure:

- Safe, orderly and functional development;
- Safety and efficiency of vehicular and pedestrian traffic;
- Land use compatibility between new and existing developments;
- The provision of functional attractive site amenities and facilities to achieve urban, rural and waterfront development design objectives;
- Retention and protection of valuable and sensitive natural features within development sites;
- The provision and appropriate placement of required infrastructure and services within development sites;
- The provision of easements or grading and site alterations needed to provide public utilities and site drainage; and
- The construction and maintenance of the development as approved by the Township.

To support an application for Site Plan Approval, drawings are prepared and submitted illustrating the spatial (physical) arrangement of property elements, such as buildings, driveways, parking areas, pedestrian sidewalks, landscaping, natural features, fences, lighting, signs, drainage patterns, wells, septic systems or municipal services, etc. Other supporting information, such as stormwater management and traffic impact studies may be required.

Further, Township Council, to compliment the Township's Community Improvement Plan, have endorsed Village and Hamlet Core Design Guidelines (May 2012). The purpose of the Design Guidelines is to articulate the Township's

expectation for development review and are intended to facilitate high quality of design within the Township. They are intended to be flexible and most appropriately apply to development of commercial and mixed use buildings. Please refer to the Guidelines, and incorporate the guidelines where appropriate.

Submit a Preliminary Site Plan Layout Plan and Meet with Staff

The submission of a preliminary site plan should be done early in the design process, before any substantial investment of time and expense for the completion of detailed landscape and site engineering plans. An early staff review of the preliminary site plan will minimize the time and expense of revisions. This step is often combined with the pre-consultation.

Pre-consultation

Applicants are required to request a pre-consultation meeting with Township Planning staff, prior to the submission of the application, in order to gain a preliminary planning review and direction.

Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. A failure to participate in pre-consultation may result in processing delays, as Planning staff may be unable to determine the accuracy and completeness of the application.

Staff is available to explain the process, indicate the feasibility of the proposed development and may be able to point out any special considerations for the property. Staff may also recommend the applicant consult with other Township staff, the County of Peterborough, the Otonabee Conservation Authority, Curve Lake First Nations and/or any other Ministries and Agencies which may further assist applicant.



Effective, January 1st, 2016, applicants may be required to provide Notice of Request to Consult to both the Curve Lake First Nation's Land Resource Consultation Workers and the Curve Lake First Nation's Chief. For information on applications that may require First Nations consultation, visit the Township website.

Submit the Required Site Plan Information

The applicant finalizes the site plan (including any revisions/suggestions made by the Township during the pre-consultation) and completes the list of requirements set out in this Site Plan Guide.

This will include building elevations, landscape design, drainage, servicing and engineering design plans.

Township staff and any relevant ministries and/or agencies will then review the completed information and any required revisions to the site plans/information provided will be relayed to the applicant for further submission.

Applications are reviewed for compliance with the applicable regulations of the Township Comprehensive Zoning By-law and circulated to the necessary Township Departments and outside agencies. The outcome of the circulation may result in a list of requirements to complete prior to the approval of the Site Plan. These requirements are specific to each property.

Depending on the complexity of the application and the supporting technical reports, the Township may require that an independent peer review of the reports be undertaken at the expense of the applicant.

***Note:** A "Peer Review" is where the professional work submitted, as part of the site plan application, is evaluated by others in the same field.

Processing Times

To ensure a timely and complete review, all required information should be submitted at the time of application. Comment from circulated Township Departments and external agencies are typically requested within 15 business days.

Depending up the scale, complexity and information requirements of an application, the approval process can be completed in 4 to 8 weeks. Complex applications that involve detailed agency review, public participation, multiple revisions may take up to 6 months.

If any portion of the application is missing, incomplete or if the plan is changed in any way, processing times may increase.

Finalize the Approval

Major site plans (building area greater than 500 square metres) are submitted to Council for approval on the advice of the Manager of Planning and Building and/or the Township Planner.

Staff have been delegated with the authority to approval minor site plans (building area less than 500 square metres).

Approval will generally be conditional upon the applicant providing a performance security to the Township in the form of a letter of credit in order to ensure completion of the site development in accordance with approved plans.



Site Plan Drawing Standards

Section 41(4) of the Planning Act identifies site plan drawing requirements, which include:

- Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided;
- Plans illustrating the elevations and cross-section views for each building to be erected;
- The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
- The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- Matters relating to exterior design including but not limited to the character, scale, appearance and design features of buildings;
- Design elements on any adjoining highways, including but not limited to trees, shrubs, hedges, plantings or ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- Facilities are to have regard for accessibility for persons with disabilities.

Further, Section 41(7) of The Planning Act identifies a number of items which are to be completed to the satisfaction of and at no expense to the Township. These items will be identified and addressed in Section 3.2.3 of these Guidelines.

Further, the Township of Selwyn's Zoning By-law addresses the minimum and maximum building size permitted on residential, agricultural, commercial and industrial zoned properties. To view the Zoning By-law, visit the Township website.²

Plans and Drawings

All plans and drawings where applicable must be in metric units only, preferably at a minimum scale of 1:300, and provide the following information.

***Note:** *these drawing elements may be combined on one drawing as opposed to several plans, depending on the complexity of the subject property and proposed development.*

Applicants may use their own resources to create site plans and drawings, as long as they meet all of the requirements listed below. These site plans and drawings must then be certified by a professional.

General Submission Requirements

- Completed application form
- Application processing fees:
 - Minor Applications - \$1,081.34
 - Waterfront Lots - \$ 540.67
 - Major Applications - \$2,162.68*
 - Peer Review Deposit - \$3,784.74**
 - Registration Fee - \$ 626.69

***Note:** *Major applications involve building areas in excess of 500 m².*

****Note:** *Deposit may be used for any additional work that may be required. The remainder of the deposit will be returned upon completion of the process.*

- For major applications, a Letter of Credit is required ranging from \$10,000 to \$50,000 depending on the scope of the project
- Five (5) complete sets of drawings and a digital copy (.pdf) of all drawing sheets; and

All plans must include the following:

- Key plan, illustrating the location of the subject property, relative to the street layout within the surrounding area;
- Ownership name, project name, municipal address, legal description, date of submission and revision box;



- North arrow and scale;
- Complete boundary details, illustrating future streets, property and division lines;
- Area of property, proposed or planned division of property; and
- Matrix indicating zone requirements and actual site statistics

Existing Conditions Plan

- Exact location and description of existing buildings or structures on abutting properties;
- Abutting roads including the location and width of any utility poles, fire hydrants, and sidewalks, where applicable;
- All existing driveway entrances to the subject property as well as existing access and driveway entrances of the adjacent properties, including those of the properties on the opposite side of the road to the subject site;
- Type and extent of easements or right-of-ways, both on and adjacent to the property;
- All existing utility services are to be shown;
- Existing trees, watercourses and rock out-croppings, swales ditches, etc with exact locations;
- Existing grades over entire property by:
 - Contour lines at minimum one metre intervals, and contours of a reasonable portion of adjacent properties, or
 - The equivalent in spot elevations; and
 - The elevations of the crown of adjacent roads and public sidewalks.

Site Plan Drawings

Access Facilities

It is the intent of the Township to ensure that the access to the proposed development is located so that the safety and convenience of vehicular and pedestrian traffic to and from the property is assured and that the safety and traffic flow on public roads is not unnecessarily impeded. This will be

accomplished through the following:

- a) The location and construction of any access to a road required approval from the agency which has jurisdiction over the road abutting the property (i.e. Ministry of Transportation, County of Peterborough. Township of Selwyn).
- b) Only one access from each street abutting the property will generally be permitted. Exceptions may be granted for automobile service stations and major developments with substantial road frontage, or is otherwise agreed to by the Township of Selwyn.
- c) The access driveways shall be constructed so that no surface water is discharged onto the travelled portion of the road.
- d) Where the expected traffic generated by a new development requires additional turning and
- e) storage lands abutting the new development or traffic direction signs, the Township may require that these be constructed at the applicants'/owners' expense.
- f) The access driveway located within the road right-of-way shall be paved.
- g) Where the road adjacent to the property is constructed with curbs and gutters or sidewalks, the access driveway located within the road right-of-way shall be constructed with pour-in-place concrete curb. The cost of altering the existing sidewalk is to be borne by the applicant/owner.

Off Street Vehicular Loading and Parking Facilities

Where possible, it is the intent of the Township that off street parking and loading facilities be provided, which ensures convenience to users; together with orderly and safe vehicular and pedestrian movement. The parking area shall be designed in such a manner that emergency access routes for all emergency vehicles are provided.



The following shall be taken into consideration:

- a) Parking, loading and access areas as required in the applicable Comprehensive Zoning By-law shall be provided with a suitable foundation and surface (i.e. interlocking brick, asphalt, or concrete).
- b) An adequate roadway/route shall be provided and maintained to provide access for firefighting equipment. This roadway/route shall be designed and constructed in accordance with the Ontario Building Code – and shall be illustrated on the site plan.
- c) All parking, loading and access areas shall be properly drained, and the surface water collected on the site and, if possible, brought to an outlet approved by the agency having jurisdiction over drainage.
- d) The dimensions of individual parking spaces shall
- e) be as required by the applicable Comprehensive Zoning By-law. Parking areas shall be designed to provide safe and convenient access to each parking space. Parking spaces are to be clearly marked.
- f) Gradients and cross-slopes for parking areas are as follows:
 - i. Maximum gradient – 6%
 - ii. Maximum cross-slope – 6%
 - iii. When the grade is less than 1.5%, the minimum cross-slope shall not be less than 1.5%
- g) Parking areas for residential development should not be located so as to impair the view from living room windows and should not be less than 3 metres (10 ft.) from a window for a habitable room at or below grade, and not less than 1.8 m (6 ft.) from a wall containing a window to a habitable room where the sill is 1.8 m (6 ft.) or more above grade.
- h) Where a parking area is adjacent to a blank wall or a wall having windows to a non-habitable room only, provision shall be made for suitable curbs or stops to prevent damage to the wall.
- i) Parking areas adjacent to major walkways require permanent curbs to prevent parked vehicles from overhanging the walkway.
- j) Permanent effective vehicle barriers may be required for parking or loading areas to prevent encroachment on walkways, privacy areas, adjacent properties, public roads, etc. by parked or moving vehicles.
- k) Curb Cuts to Accommodate Disabled Persons
 - l) Where raised walkways are placed alongside a vehicular route, a break in the curb surface in the form of a curb cut shall be constructed to help disable persons negotiate such changes in the surface level:
 - i. The entire surface of the curb cut shall have a textual change to act as detectable change.
 - ii. Curb cuts shall have a maximum slope of 1:12 on the main ramp with flared sides having a suggested slope of 1:10 but not to exceed 1:8.
 - iii. There shall be a minimum width of 1 m (39 in.) between flared sides of the curb cut.
 - iv. Where there is a drop at the edge of the curb cut, the drop shall be no greater than 13 mm (0.5 in.) and not less than 6 mm (0.25 in.).
 - l) Daylighting triangles shall be maintained to prevent the parking of vehicles (even temporary in nature) in these locations in order to allow for clear site lines at intersections.
 - m) Any loading facilities shall be constructed to sufficient capacity to support the heaviest



anticipated service vehicle.

- n) All loading facilities shall be designed so that vehicles can enter and leave the property in a forward motion.
- o) Driveway and aisle width shall be in accordance with the requirements of the applicable Comprehensive Zoning By-law.
- p) Short term parking areas, such as those for fast food outlets, gas stations, and banks, shall be designed as to not obstruct exit/access driveways or to interfere with daylighting triangles.

Barrier Free Parking Requirements

Parking spaces and passenger loading zones for disabled persons shall be provided as outlined in the applicable zoning by-law.

Parking spaces shall be located adjacent to the accessible entrance to a building so that disabled persons do not need to pass behind parked cars.

Parking spaces shall have a firm level surface with a slope not exceeding 1%.

The passenger loading zone shall provide a safe exit from vehicles away from road or sidewalk traffic and shall be visible from the entrance. The distance between a building entrance and the drop-off zone shall not exceed 30 m (100 ft.); and shall be firm and level at a 1% grade.

Parking spaces and passenger loading zones for disabled persons shall be prominently identified by property signage – designated by the symbol of International Accessibility mounted both vertically on a sign as well as marked on the surface of the parking spaces in fluorescent blue.

Walkways and Other Means of Pedestrian Access

It is the intent of the Township to provide safe and convenient walkways serving points of access to and from all site facilities. This will be accomplished

through the following:

- a) Walkway or combined walk and driveways shall be provided from the entrances of a residential building to a parking area and adjacent public street and recreational facilities.
- b) Walkways should be designed with a minimum of conflict between pedestrian and vehicular traffic and be co-ordinated with the grading plan to prevent the passage of large flows of water on or across the walkways.
- c) Minimum width of on-site walkways should be:
 - i) Main Walkways – 1.5 m
 - ii) Secondary Walkways – 1.0 m
- d) Major walkways for commercial or residential developments shall be constructed with a hard surface (including brick or brushed concrete) other than asphalt.

Facilities for Lighting

It is the intent of the Township to provide adequate on-site lighting for the safety of vehicular and pedestrian traffic without interfering with the enjoyment of adjacent properties or with the traffic on adjacent roads and to foster a greater sense of

security for the public. This will be accomplished through the following:

- a) The applicant/owner shall provide adequate on-site lighting for the safety of vehicular and pedestrian traffic in public areas such as parking areas, walkways, building entrances and access points.
- b) Light standards, flood lighting and lighted signs must be located and directed so as to not interfere with the traffic on the adjacent roadways.
- c) Flood lights and lighted signs may not be directed to windows of habitable rooms on adjacent properties.



d) Special emphasis should be given to avoid glare on adjacent residential properties.

e) Light standards for pedestrian and parking areas should be designed to avoid excessive glare on adjacent roads and properties, to address the scale of the site and to respect natural night lighting.

f) Lighting shall be energy efficient and dark sky compliant (refer to Appendix C for examples of good and bad lighting).

Vaults, Central Storage and Collection Areas

It is the intent of the Township to provide for waste storage facilities adequate to accommodate the potential on-site needs in a suitable location without creating public health hazard or nuisance to adjacent properties. This shall be accomplished through the following:

a) Outside waste disposal enclosures should conform to the same setbacks as those required for accessory buildings as outlined in the applicable Comprehensive Zoning By-law.

b) Water disposal enclosures shall be properly screened and located outside main public view.

c) The waste disposal storage area must be conveniently located with proper access.

d) Any outside disposal facility must:

- i. Be enclosed by a 2.0 m (6.6 ft.) high fence (i.e. wood or masonry wall) which shall be higher than the garbage container;
- ii. Contained on a concrete pad;
- iii. Ensure protection and freedom from vermin and rodent infestation;
- iv. Blend with landscaped areas and be surrounded by evergreen shrubs at least 1.2 m (4 ft.) in height when planted;
- v. Contain areas for clearly labelled storage of recyclable materials;

vi. Provide grease traps, if necessary; and

vii. Be properly maintained at all times.

Grading and Stormwater Management

It is the intent of the Township to prevent grading or changes in elevation or contours of the land which could result in the obstruction of natural or artificial drainage courses, discharge of surface water on adjacent lands or public highways or a detrimental visual or physical impact on adjacent properties which could result in the destruction of unique natural features of the site. This shall be accomplished through the following:

a) Where the proposed grading or change in elevation will change the natural drainage pattern, the applicant/owner must provide clear evidence that these changes will not result in the blockage of natural drainage, ponding of water on adjacent properties or the discharge of surface water on adjacent properties or roadways.

b) All surface water collected on the site must be discharged into an outlet approved by the agency having jurisdiction.

c) The rate of storm sewer discharge should not exceed the rate under existing predevelopment conditions.

d) The drainage of the adjacent properties must not be affected during site preparation nor after construction is complete.

e) The natural drainage patterns of existing ditches, channels, streams and creeks shall not be changed if changes would affect not only the site but also adjacent properties. In addition, the combined effect of the proposed development and other approved development in the vicinity should not exceed the capacity of these existing drainage courses.

f) Storm water runoff from impervious areas such



as parking lots and driveways shall be handled within the site and should not flow onto areas such as public roads or sidewalks.

- g) The design of storm water drainage and storm water storage facilities may include: roof top storage, underground storage tanks, surface detention basins, trench drains, planted swale areas, bermed areas, or where acceptable soil and ground water conditions exist, recharge basins, dry wells, porous pavement, or any other innovative techniques, or combination of the above as approved by the Township of Selwyn and/or Otonabee Region Conservation Authority.

Landscaping

The Township strives to ensure the protection of the site's unique natural features, to improve functionality and beauty of proposed developments, to enhance the image of the Township.

In addition to improving and enhancing the Township's image, landscaping should be considered in terms of its proposed use:

- a) Aesthetic - To enhance main roads and highways and to buffer or screen conflicting uses including parking areas, service areas and waste disposal areas.
- b) Engineering/Environmental - To control glare, reflection, noise, wind, erosion, drainage, shading and snow drifting, to re-vegetate areas and to protect environmentally sensitive areas.
- c) Architectural - To enhance public areas and entrances to buildings and sites, to diminish the impact of blank walls, and to create private and semi-private spaces, with landscape characteristics of the area.
- d) Pavement or parking shall be avoided in areas designated for landscaping.

- e) All of the property not used for pedestrian or vehicular circulation, parking/loading, designated snow storage areas or buildings shall be landscaped. Snow should not be stored so as to adversely affect landscaped areas.
- f) The applicant/owner shall identify unique natural features of the site on the plans. These unique natural features, such as trees, creeks, or scenic views, are to be protected during site preparation and building construction. Abutting parkland, greenbelt and landscaped areas of other properties should also be protected.
- g) At least 40-60% of all trees and shrubs should be of the coniferous type to provide year-round landscaping. There should be a combination of flowering types, with varying types of ground cover, and low shrubs.
- h) Special landscape designs are encouraged to enhance property entrances, and access boulevards.
- i) Special landscape designs such as cedar hedges are required along blank walls to offer visual relief and compliment building designs.
- j) The landscape design must consider the existing streetscape character and landscape of the surrounding properties.
- k) Development should ensure that site design provides protection of valuable open spaces, landscape elements, recreational areas, historic landmarks, scenic views to natural areas, waterfront or manmade landmarks, and of any other architectural or natural attributes of the site and its surrounding area.
- l) All trees and shrubs shall meet the specifications for nursery stock as set out by the Canadian Nursery Trades Association and shall be planted according to accepted nursery trade practices.

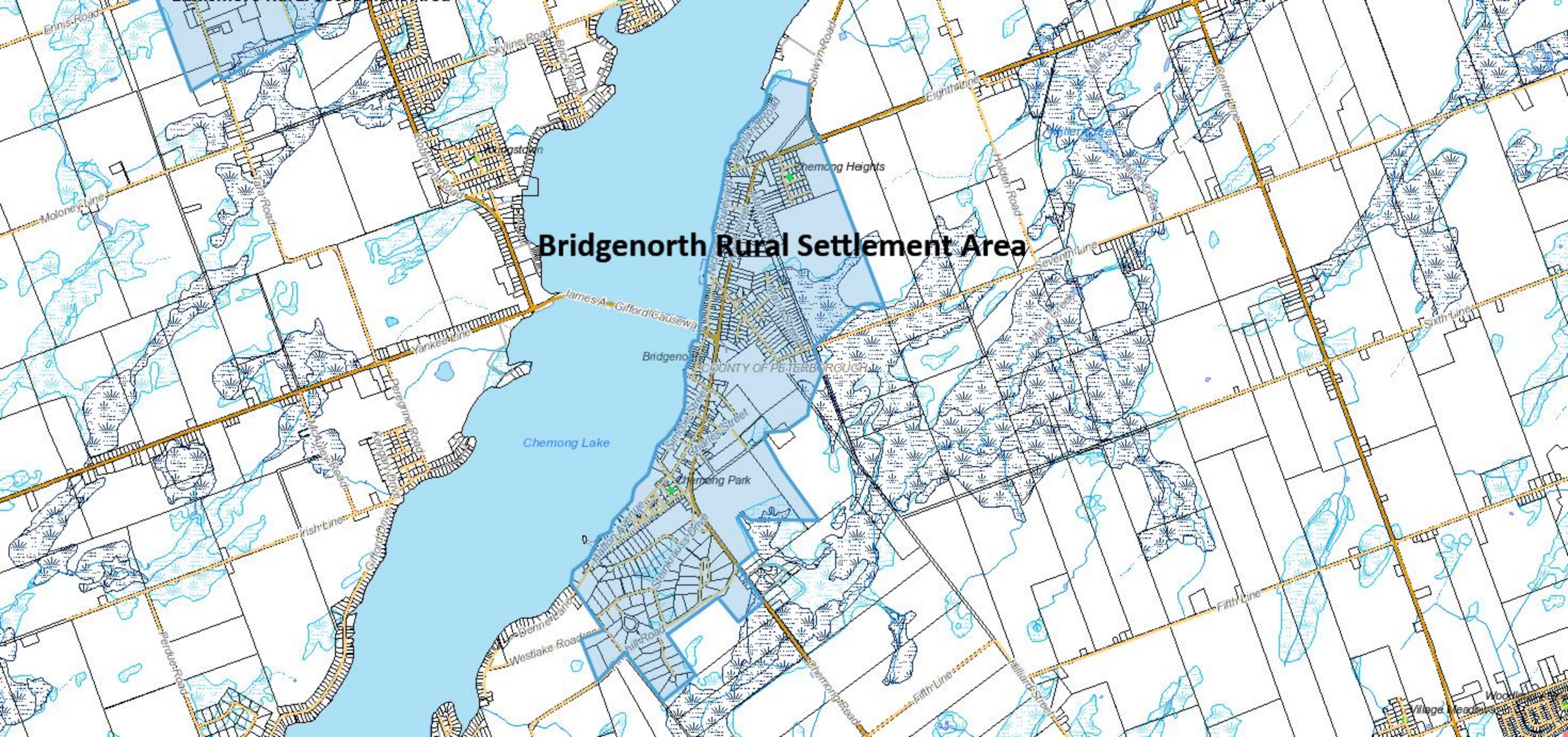


When possible, all plant material shall be native Ontario material. Trees are to be nursery grown stock with trunks, limbs, and basic shape typical of its species. Trees shall have straight trunks, be well branched and be balanced with a strong central leader. Trees shall be maintained so as to be free from insects, disease, and all physical injury.

This pamphlet has no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect. The Township of Selwyn accepts no responsibility to persons relying solely on this information.

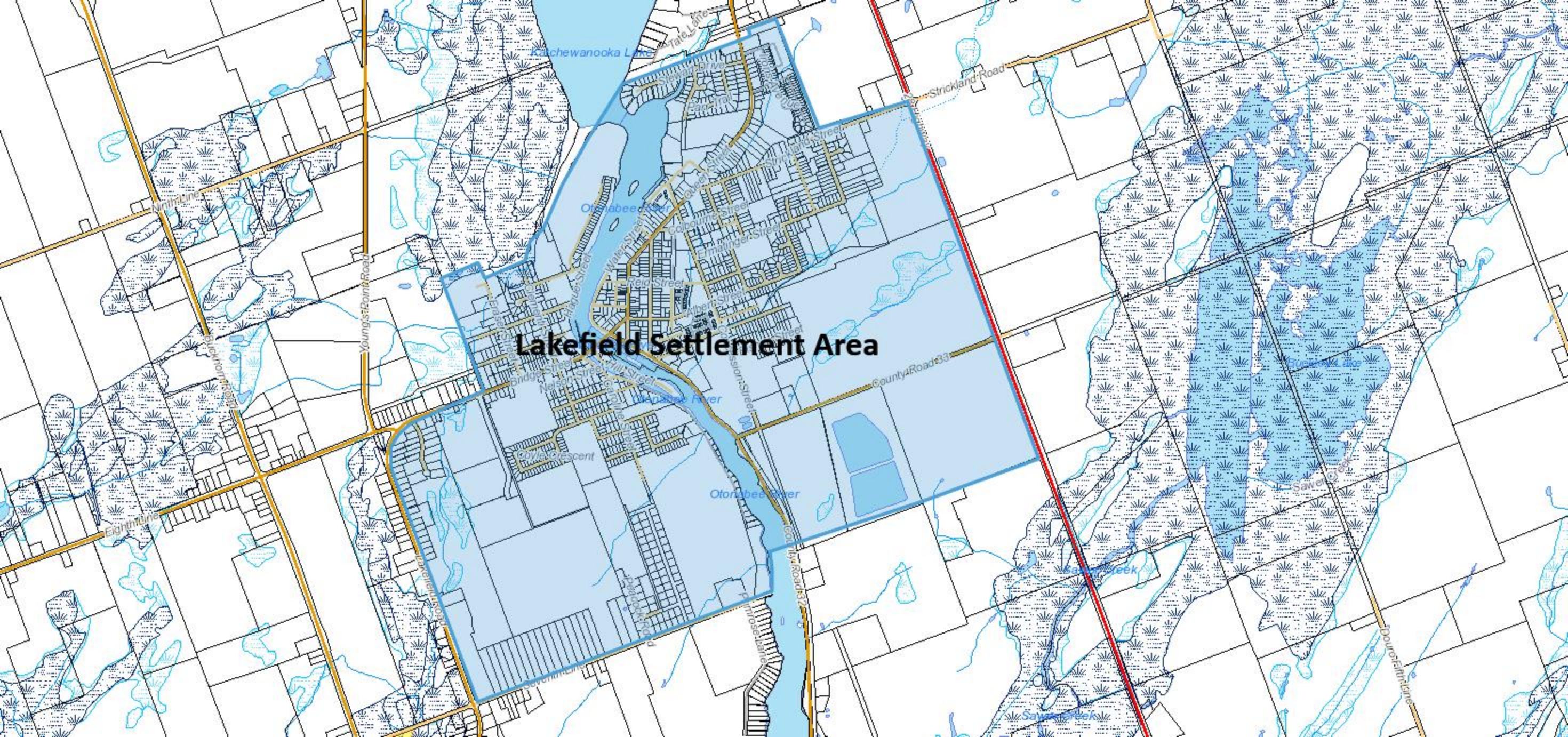
Pamphlets are updated periodically. Contact the Building & Planning Department at 705.292.9507 to determine if you have the most recent edition.

For further information on Site Plan Applications, or to book an appointment please contact the Building & Planning Department at (705) 292-9507.



Bridgenorth Rural Settlement Area

The map displays the Ennismore Rural Settlement Area, which is highlighted in light blue. The area is bounded by Ennis Road to the north and east, and Mooney Drive to the south. To the west, the area is adjacent to a large body of water, Chemong Lake. The map shows a network of roads including Ennis Road, Waterford Road, and Ennis Road. Other roads visible include Mooney Drive, 2nd Street, Joseph Street, Young Street, Alexander Drive, and Turtle Bay Boulevard. The map also shows various water bodies and wetlands, indicated by blue shading and patterns.



Lakefield Settlement Area



This map shows the Young's Point Rural Settlement Area, which is outlined in blue. The area is situated between Clear Lake to the north and Young's Point Lake to the south. A red line, likely a railway, runs through the settlement. Several roads are shown, including Highway 28 at the top, and Young's Point Road, Inelgar Road, South Beach Road, Birchview Road, and Dourno Road. The map also features contour lines and various geographical features like water bodies and vegetation.

Young's Point Rural Settlement Area

Clear Lake

Young's Point Road

Inelgar Road South Beach Road

Birchview Road

Rishor Avenue

Edwards Lane

Dourno Road

Dourno Road

Young's Point Lake



Date: April 27, 2021
To: Mayor Andy Mitchell and Council Members
From: Robert Lamarre, Manager of Building/Planning
Subject: Building & Planning Services Review Implementation Recommendation #16 – Site Plan Approval
Status: For Direction

Recommendation

That the report of the Manager of Building and Planning related to Building & Planning Services Review Implementation Recommendation #16, being a recommendation to develop a site plan approval policy which would outline minimum service standards in urban and rural areas, be received for information; and

That Council provide feedback on the proposed recommendations, following which staff will make the necessary amendments the Township's Site Plan Guideline document and current Site Plan By-law and that a report be brought back to Council for consideration to a future meeting to implement the final policies.

Information

As Council will recall, the report prepared by Performance Concepts Consulting made the following recommendation:

Council should address Township staff to bring forward a report (supported by appropriate mapping) to set-out growth and non-growth catchment areas for Site Plan approvals. The report should also codify growth area service standards such as paved parking and other appropriate amenities. This report should be received by Council no later than Q1 2021.

At its Special Council meeting of September 29, 2020, Council resolved the following:

Resolution No. 2020 – 162 – Building and Planning Service Review – Site Plan Approval Policy

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That staff prepare a report for Council's consideration in Q1 2021 that provides recommendations with respect to a site plan approval policy that outlines service standards that may vary to account for location and other relevant context ensuring that, in the rural area, the default requirements do not include paved parking areas.

Carried.

The Township's current Site Plan Development guidelines do not make a distinction between urban and rural settings. As a matter of practice, staff does apply modified site development criteria that account for all of the aspects that differentiate rural from urban developments. The approach we have taken when reviewing site development proposals, recognises that the density/scale of development, the available amenities (utilities, storm sewers etc.) and the surrounding land use context etc. can vary significantly from application to application. Further details with respect to these settings and site differences and how they impact design are reviewed later in the report.

Background

The intent of the site plan control process is to establish both the design and technical aspects of a development proposal. It also ensures that the project blends with the character of the neighbourhood or local business area, is consistent with relevant policies and design and engineering standards and meets the Township's development requirements. The goals of the process can be summarised as follows:

- 1) To provide consistent standards and guidelines that promote safe, functional and attractive developments for the use and enjoyment of tenants and customers.
- 2) To ensure that off-street parking and loading facilities are properly located, constructed and maintained during all seasons.
- 3) To ensure the safety and convenience of automobile and pedestrian traffic to, from and on a new development or redevelopment.
- 4) To continuously develop an efficient transportation system by widening existing roads through land and easement dedications and through different public and private projects related to the specific proposal.
- 5) To ensure that the applicant/owner assumes all of the costs associated with the development.
- 6) To provide a barrier free environment by applying specific development standards.
- 7) To protect environmentally sensitive areas through the appropriate location of buildings, roads, parking and landscaping.

These goals are achieved through the use of the authority granted to the Township under Section 41 of the Planning Act. The Act gives Council the authority to designate the whole or part of the Township as a site plan control area. Council has designated the entire Township. Under the legislation, when development, as defined in the Act, is proposed anywhere in the Township, it must comply with Site Plan requirements

depicting a prescribed list of items which includes the locations of all facilities and works (parking, loading, walkways, barrier free design, lighting etc.), elevation drawings showing massing and conceptual design, landscape plans, vehicular and pedestrian access, grading and drainage.

These plans are reviewed by relevant Township departments, the Accessibility Committee, relevant commenting agencies, such as the County of Peterborough, the Conservation Authority, Curve Lake First Nation, relevant utilities and other road authorities if required etc. Adjacent land owners are also afforded an opportunity to provide comment on the proposal.

The process culminates with the execution of a Site Plan Agreement which obligates the land owner to develop the subject property in accordance with the plans and reports that were provided, reviewed and deemed satisfactory.

Currently, the site plan process is split into three types of applications:

- **Major** – applications consisting of structures greater than 500 square metres (5,382 square feet); and subject to Council's approval.
- **Minor** – applications with structures less than 500 square metres (5,382 square feet); with the approval being delegated to staff.
- Residential **Waterfront Applications**, which are minor; and approved at a staff level*.

**Note: Waterfront Applications are specific to three waterfront residential developments situated north of the seventeenth line. Each of these residential developments have specific environmental protection recommendations associated with them, which are implemented through site plan control.*

The Township's current site plan guidelines provide submission requirements and general design guidance. The design objectives outline the intention for each objective followed by additional details and standards. The objectives can be achieved using a variety of methods which are to be selected at the discretion of the designer and his client. The design is evaluated against the objectives.

The following table summarizes the provisions to be considered for both **Major** and **Minor** Site Plans (*Waterfront Applications follow the specific guidelines developed relative to three site special residential developments*).

Design Objective	Intention/Purpose
Access Facilities	<i>Safe and convenient access for vehicles and pedestrians to and from the property as well as safe traffic flow on public roads.</i>
Off Street Vehicular Loading and Parking Facilities	<i>Suitable off street parking and loading facilities be provided, which ensures convenience to users; together with orderly and safe vehicular and pedestrian movement. Parking area to be designed to provide emergency access routes for all emergency vehicles.</i>
Barrier Free Parking Requirements	<i>Accessible parking spaces and passenger loading zones to comply with the zoning by-law and AODA.</i>
Walkways and Other Means of Pedestrian Access	<i>Safe and convenient walkways serving points of access to and from all site facilities.</i>
Facilities for Lighting	<i>Adequate on-site lighting for the safety of vehicular and pedestrian traffic without interfering with the enjoyment of adjacent properties or with the traffic on adjacent roads.</i>
Vaults, Central Storage and Collection Areas	<i>Adequate waste storage facilities to accommodate potential on-site needs without creating public health hazard or nuisance to adjacent properties.</i>
Grading and Stormwater Management	<i>Ensure grading or changes in elevation or contours of the land do not result in the obstruction of natural or artificial drainage courses or improper discharge of surface water on adjacent lands or public highways. Ensure there is no detrimental visual or physical impact on adjacent properties which could result in the destruction of unique natural features of the site.</i>
Landscaping	<i>Ensure the protection of the site's unique natural features, improve functionality and enhance the image of the Township.</i>

These design objectives are intended to provide an appropriate balance between the needs of the applicant, their tenants and customers, the adjacent land owners and the broader community. They are applicable to all development proposals, urban or rural. In addition, the guidelines provide more detailed regulatory criteria or standards that are intended to inform the designer in their efforts to achieve the objective.

As has been noted, Council has directed that the Site Plan Policies be modified to reflect specific circumstances between **rural** and **urban** areas, particularly as it relates to the surface characteristics of driveways and parking areas, ie. *in the rural area, the default requirements do not include paved parking areas.*

Site Plan Review Approach

There are numerous factors that inform site design including:

- proposed land use (industrial, institutional, commercial or residential)
- the scope and scale of the proposal
- geographical/community context
- available utilities (ie. water, mains, sanitary and storm sewer)

The broad differences between Rural and Urban developments include:

Rural Developments	Urban Developments
<ul style="list-style-type: none">- Larger lots- Private well and septic- Storm water systems tend to be larger (ponds)- Need to provide water storage for fire fighting purposes	<ul style="list-style-type: none">- Smaller lots- Serviced municipal water, sanitary and storm sewers.- Storm water systems are more compact (tend to be underground)- Fire hydrants for firefighting)
<ul style="list-style-type: none">- Zoning setbacks tend to be greater and permit lower lot coverage percentages	<ul style="list-style-type: none">- Zoning setbacks are tighter and permit higher lot coverage percentages.
<ul style="list-style-type: none">- Land use compatibility is less of an issue (greater distances between properties)	<ul style="list-style-type: none">- Higher density increases the likelihood of land use compatibility issues.- More attention is placed on mitigating possible impacts (fences or vegetative buffers) grading (no adverse effects on abutting land owners) etc.
<ul style="list-style-type: none">- Sites typically front onto high speed high traffic roads (county or highway).- The design of the ingress and egress is critical to safety and can require improvements within the road allowance	<ul style="list-style-type: none">- Typically front on reduced speed roads and are less likely to require improvements within the road allowance.

Recommendations

It is recommended that the Urban/Rural distinction be made using the Official Plan identified settlement area boundaries (*Hamlet and Urban Areas Bridgenorth, Ennismore*

Hamlet, Lakefield and Young's Point). This distinction aligns with our policies and provides the additional benefit of existing mapping that can be easily referenced.

The following recommendations provide for relaxed standards in a number of the site plan components in the rural areas (the Urban Section represents the current requirements that would remain as is):

Design Objective	Rural Developments	Urban Developments <i>Bridgenorth, Ennismore Hamlet, Lakefield and Young's Point</i>)
Parking	<i>Parking, loading and access areas as required may use alternative surface solutions if the alternative can be shown to achieve the Township's objectives and satisfy agency and regulatory requirements.</i>	<i>Parking, loading and access areas as required in the applicable Comprehensive Zoning By-law shall be provided with a suitable foundation and surface (i.e. interlocking brick, asphalt, concrete, low impact development (LID) solution (eg. permeable pavement).</i>
Vaults, Central Storage and Collection Areas	<i>The outside disposal facility must be constructed to provide an adequate visual shield of the garbage container and be properly maintained at all times.</i>	Any outside disposal facility must: <ul style="list-style-type: none"> i. Be enclosed by a 2.0 m (6.6 ft.) high fence (i.e. wood or masonry wall) which shall be higher than the garbage container; ii. Contained on a concrete pad; iii. Ensure protection and freedom from vermin and rodent infestation; iv. Blend with landscaped areas and be surrounded by evergreen shrubs at least 1.2 m (4 ft.) in height when planted; v. Contain areas for clearly labelled storage of recyclable materials; vi. Provide grease traps, if necessary; and vii. Be properly maintained at all times.
Landscaping	<i>Standards a), b), d), f), and h) will apply.</i>	<i>Standards – all items a) to l)</i>

In addition, it is recommended that the Site Plan Approval application be modified to include a reference to the fact that approval of Minor Application submissions has been delegated to staff however; applicants may request that the approval of their application be made by Council. This would provide applicant's with additional knowledge of the options available to them as it relates to final approval of their submission.

Strategic Plan Reference

- Achieve excellence in governance and service delivery.

Environmental Impact

The recommendation in this report has no environmental impact.

Financial Impact

The recommendation in this report has no environmental impact.

Attachments

- Existing site plan guidelines.
- Proposed areas to be subject to design parameters presently in place.

Robert Lamarre

Prepared By: Robert Lamarre, Manager of Building & Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Date: April 27, 2021

To: Mayor Mitchell and Council Members

From: Robert Lamarre, Manager of Building & Planning and Angela Chittick, Manager of Community & Corporate Services/Clerk

Subject: Update – Review of Current Township Cannabis Regulations and Consultation - Medical Cannabis Licensing

Status: For Direction

Recommendation

That the report of the Managers of Building & Planning and Community & Corporate Services/Clerk providing an update on the review of the Township's current cannabis regulatory By-law and the consultation process for medical cannabis licensing be received for information; and

That the following comments be submitted to Health Canada by the Township of Selwyn related to medical cannabis licensing:

- Health Canada stop allowing for the pooling of licences; allow 1 license per property.
- Discontinue the opportunity to split addresses into units; allow 1 license per property.
- That physician scrutiny be a larger part of the approval process; limiting the amount of prescribed cannabis per day.
- Health Canada revisit the yield calculation amounts when determining the number of allowable plants from 150 grams per plant to at least 450 grams and possibly up to 900 grams to result in significantly less plants being grown under a licence.
- Requiring a licensee to comply with Building Code requirements for any amendments made to a structure to support the production of medical cannabis e.g. ventilation sufficient to remove excess moisture and humidity to prevent mould; changes to the structure or electrical system, etc....
- Requiring a licensee to safely handle any chemical products, such as pesticides, to manage environmental impacts.
- Requiring licensee to safely manage solvents etc.. that pose significant safety risks, such as fire and explosion.
- Health Canada to implementing an inspection mechanism to confirm compliance with requirements and the ability to revoke/suspend licences that do not comply.

Information

Cannabis Production and Processing – Review of Township Regulations

Council authorized a review of the Township's zoning By-law 2020 – 002, that regulates cannabis production and processing. Meridian Planning Consultants have been engaged to complete a best practices review. A special meeting has been scheduled on May 13, 2021 at 3:30 PM at which time Meridian will provide an update on the research that they have collected on best practices as well as some of their initial recommendations in order to obtain feedback from Council. The meeting will be virtual and livestreamed for anyone wishing to watch the meeting.

Meridian is reviewing opportunities to provide further controls over minimum distance setbacks in particular in areas adjacent to residential/rural areas; managing light pollution; further defining vegetative buffers; management of waste cannabis by-products; irrigation practices; odour management etc... Meridian is also reviewing best practices about indoor cultivation and production. This work along with the technical analysis regarding odour mitigation are well underway. The intention is that this review will result in some recommendations for change to the Township's current cannabis By-law.

It is important to reiterate that any modified regulations would apply to inform the development of all future proposals and could not apply retroactively to developments that existed prior to the passing of the new regulations.

Feedback on Medical Cannabis Licencing

Health Canada announced a consultation process related to medical cannabis operations. The link is noted below and was also circulated to residents in the area of Cork Line that have contacted the Township about the potential for a cannabis operation in the area so that they could provide feedback.

<https://www.canada.ca/en/health-canada/programs/consultation-guidance-personal-production-cannabis-medical-purposes.html>

Under the Cannabis Act and Cannabis Regulations, patients with a signed medical document from their health care practitioner can access cannabis for medical purposes by:

- purchasing quality-controlled cannabis from federally licensed sellers inspected by Health Canada
- producing a limited amount of cannabis for their own medical purposes as authorized by their health care practitioner ("personal production")
- designating someone to produce it for them ("designated production")

As of September 2020, approximately 420,000 Canadians have an authorization from a health care practitioner to use cannabis for medical purposes. While most patients buy their cannabis from federally licensed sellers (approximately 377,000), 10% (approximately 43,000) are registered with Health Canada to produce cannabis for themselves or to have someone produce it on their behalf.

Health Canada notes that it is committed to protecting patients' rights to access cannabis for medical purposes and recognizes that most patients are using the program for its intended purposes, however Health Canada has noted a concerning trend with the size of certain personal and designated production sites associated with medical grow licences. For example:

- Increase in daily use for those growing their own medical cannabis vs. those who obtain medical cannabis from a federally licenced seller. Stats indicate that 36 grams per day is used by those growing their own medical cannabis vs. 2 grams per day from those who purchase medical cannabis.
- Issues of non-compliance during inspections of personal and designated production sites, including unauthorized individuals tending to plants, security obligations not being met, unauthorized outdoor production, and plant counts beyond authorized amounts.
- In recent months, there has also been an increase in law enforcement activities at some personal and designated production sites including weapons charges and the use of a legal licence to conduct large-scale illegal productions and sales.

Health Canada recognizes that the abuse of the medical purposes framework undermines the integrity of the system that many patients and health care practitioners rely on to access cannabis to address their medical needs.

A personal medical licence can permit between 100 and 400 plants. The provisions also allow for a licence holder to designate someone else to grow the product on their behalf. This provides the potential for a person to grow for themselves and 2 others for a total of 3 licenses (300 to 1200 plants). A maximum of four registrations can be authorized at any one site

The OPP has also noted concerns that align with the above.

It is recommended that the following be submitted by the Township requesting that Health Canada consider the following:

- Health Canada stop allowing for the pooling of licences. If they were only allowed 1 license per property it would make it less profitable for the illicit growers.

- Discontinue the opportunity to split addresses into units. The police note that the same address is being used but is split into suites/units e.g. 121 Main St and 121 Main St B or unit 2.
- That physician scrutiny be a larger part of the approval process; limiting the amount of prescribed cannabis per day.
- That Health Canada revisit the yield calculation amounts. Health Canada calculates a plant's yield to be less than 150 grams per plant, however most plants seized by police easily yield 450-900 grams. A recalculation based on actual yield would result in significantly less plants being grown under a licence.
- Requiring a licensee to comply with Building Code requirements e.g. ventilation sufficient to remove excess moisture and humidity to prevent mold; changes to the structure or electrical system, etc....
- Requiring a licensee to safely handle any chemical products, such as pesticides, to manage environmental impacts.
- Requiring licensee to safely manage solvents etc.. that pose significant safety risks, such as fire and explosion.
- Implementing an inspection mechanism to confirm compliance with requirements and the ability to revoke/suspect licences that do not comply.

Environmental Impact

No specific impact related to this recommendation.

Strategic Plan Reference

Achieve excellence in governance and service delivery

Angela Chittick

Prepared By: Angela Chittick, Manager of Community & Corporate Services/Clerk

Robert Lamarre

Prepared By: Robert Lamarre, Manager of Building and Planning

Janice Lavalley

Reviewed By: Janice Lavalley, Chief Administrative Officer



Date: April 27, 2021

To: Mayor Andy Mitchell and Council Members

From: Adam Tobin, Project Coordinator – Water and Sewer
R. Lane Vance, Manager of Financial Services

Subject: Lakefield Water & Sewer Budget 2021

Status: For Endorsement.

Recommendation

That the report related to the Lakefield Water & Sewer Budget 2021 be received for information; and

That Council adopt the Budget Compliance Report for expenses excluded from the 2021 Lakefield Water & Sewer budget as outlined in and as a requirement of Ontario Regulation 284/09; and

That the Department # 30 Lakefield Sewer and Department # 31 Lakefield Water Budget 2021 be approved as presented.

Information

Staff are pleased to present the proposed budgets for department # 30 Lakefield Sewer and department # 31 Lakefield Water for Council's consideration.

As Council will recall we have increased rates in recent years to keep abreast of the increasing costs from Peterborough Utilities Services for the management and operation of the respective systems. The rates were increased in January 2020 in accordance with Council approval of the required by-laws in the fall of 2019.

Based on existing rates in place at this juncture, typical hydro savings and the status of the respective accumulated revenue for both utilities, staff are not recommending a change in rates at this time.

The next review of the adequacy of reserve contributions will come as part of the implementation of the updated Asset Management Plan expected in 2021.

Strategic Plan Reference

Goal # 2 - Achieve excellence in governance and service delivery.

Goal # 3 - Support a sustainable, balanced, and investment-ready community

The annual budget process demonstrates *fiscal responsibility* and ensures that resources are managed responsibly and that taxpayers in the affected area continue to receive the best value for their service area charge.

Financial Impact

No changes are proposed to water and sewer rates at this time.

When the updated Asset Management Plan is presented to Council for discussion, a new capital investment model and corresponding financial strategy will be included.

Attachments

- PSAB Compliance Report – Lakefield Water & Sewer
- Budget Narrative & Worksheet Summary - Department # 30 Lakefield Sewer
- Sewer Capital Project Sheets and Related Photos
- Budget Narrative & Worksheet Summary - Department # 31 Lakefield Water
- Water Capital Projects Sheets and related photos
- Reserve Summary for Lakefield Water and Sewer

Adam Tobin

Prepared By: Adam Tobin
Project Coordinator – Water and Sewer

R. Lane Vance

Prepared By: R. Lane Vance
Manager of Financial Services/Treasurer

Janice Lavalley

Approved By: Janice Lavalley
CAO

Township of Selwyn
2021 PSAB Budget Reconciliation
For Ontario Regulation 284/09

Description	Lakefield
Non Water & Sewer Rates per water & sewer budgets	1,837,745
Water & Sewer Rates	2,006,419
Total Township revenues per budget	<u>3,844,164</u>
Less transfer from reserves - water & sewer budgets	-1,734,306
Less increase in Unfunded Capital	-----
Total PSAB revenues	<u>2,109,858</u>
Total Township expenses per Water & Sewer budgets	3,844,164
Add Annual Amortization (using audit wkg.paper as estimate)	547,838
Less TCA costs in budget (from below)	-1,408,709
Less transfer to reserves - water & sewer budgets	-1,016,896
Less reduction in unfunded capital	0
Total PSAB expenses	<u>1,966,397</u>
Annual surplus in PSAB format	<u>143,461</u>

2021 Budgeted TCA Costs

Sewer - Plant & Collection	791,452
Water - Plant & Distribution	617,257
Total	<u>1,408,709</u>

Department 30 – Lakefield Sewer

Overview

This Department captures all costs related to sanitary sewer in the Lakefield service area and is funded through user fees of the respective sewer ratepayers.

The system uses a combination of gravity sewer mains, coupled with five (5) local pumping stations, to collect and direct wastewater to the main pumping station. The main pumping station located on Water Street is equipped to pump wastewater through one of two forcemains to the lagoon for treatment.

The lagoon consists of an aerated south cell and a non-aerated north cell. The aerated south cell accepts sewage from the pumping station and allows for the majority of treatment through aeration and settling. The north cell operates as a polishing pond to allow for additional settling and passive chemical treatment. All treated effluent is then directed through a bank of ultraviolet lights for final disinfection and then discharged in accordance with strict provincial guidelines.

Revenue

The sewer ratepayers of Lakefield pay their respective costs in their service area through monthly utility billings provided by Peterborough Utilities Services. This aspect of the bill is managed by PUS Customer Services for a flat fee per bill. The majority of ratepayers are billed by flat rate. Large commercial, industrial and institutional customers are billed based on volumes related to the water meter.

The Lakefield College School and SGS Lakefield Research are billed directly by the Township based on existing agreements that have been in place for many years. The actual rates are now updated annually based on sewer rates established by Council through by-law.

The flat rates for 2021 were already approved by Council and reflect a 0% increase over the 2020 levels.

Expenditures

The majority of the operating expenses that the Township needs to recover are those costs paid to Peterborough Utilities Services for operating & managing the system and providing related billing services.

In addition to costs paid directly to PUS through agreements, additional costs are also budgeted to offset unforeseen expenses, emergency call-ins and specific capital maintenance items.

Given the significant capital expenditures over the last couple of years, reserve levels have experienced a decline, however through ongoing annual reserve contributions the sewer utility will be prepared for future expenditures planned or unexpected.

Department 30 – Lakefield Sewer

In addition, a portion of the George Street Pumping Station project and the LSDA sewer connection will be eligible for development charge funding. These figures are currently being updated and any eligible amounts will be repaid to the sewer reserve as they become available or adjusted at the completion of the project.

Capital Projects

The various components of the Lakefield sanitary sewer collection system are documented in the Township's Tangible Capital Asset data register and in the Selwyn Township Asset Management Plan. As staff is able to work through capital planning by components with the Township engineering firm, asset data is becoming more complete and refinements are improving long term capital budget plans.

The Township continues to reinvest in maintenance and upgrade activities to assure the long term reliability of the wastewater system. The back-up generator replacement at the Main Pumping Station is a great example of such investments.

In terms of expansion, with the completion of the George Street Pumping Station, this year's significant project is the sewer main link for the Lakefield South Development Area.

Please see the attachments for more details on these important system improvements.



Department 30 - Lakefield Sewer

GL Account	Details	2019 Year End Actuals	2019 Approved Budget	2020 Year to Date Actuals	2020 Approved Budget	2021 Proposed Budget
<u>Revenues</u>						
<u>Grants and Receipts</u>						
1-3100-3100	Provincial Grants	1,422	0.00	23,317	23,229	0
<u>Operating Sales - Revenues & Fees</u>						
1-3200-3200	Bank & Investment Interest	14,182	13,500	0.00	12,806	6,824
1-3400-3400	Miscellaneous Receipts	31,872	31,862	0.00	0.00	0
1-3600-3601	Res. & Comm. Sewer Rates	930,996	1,090,471	1,017,346	940,306	963,921
1-3600-3603	Other Municipalities Rate	28,169	28,559	17,781	28,451	23,500
<u>Transfers In</u>						
1-3900-3970	From Accumulated Revenue	70,468	70,468	63,891	63,891	66,184
1-3900-3990	From Reserves	650,406	957,468	75,572	66,988	934,952
Total Revenue		1,727,516	2,192,328	1,197,907	1,135,671	1,995,381
<u>Expenditures</u>						
<u>Operations & Overhead</u>						
1-4000-5100	Salaries & Wages	39,195	47,546	44,408	49,091	42,000
1-4000-5101	P/T - Contract & Student Wages	0.00	0.00	1,976	0.00	0
1-4000-5150	Payroll Benefits	13,518	13,665	15,065	14,110	14,000
1-4000-5180	Mileage	328	750	0.00	750	750
1-4000-5190	Training & Seminars	1,422	2,500	255	2,500	2,500
1-4000-6250	Memberships	402	200	125	200	200
1-4000-6260	Office Supplies	57	1,500	0.00	1,500	1,500
1-4000-6280	Advertising	254	1,000	18	1,000	1,000
1-4000-6310	Audit Fees	2,000	2,000	2,000	2,000	2,000
1-4000-6320	Consulting Fees	0.00	5,000	23,631	28,229	5,000
1-4000-6326	Utility Billing Costs	22,658	22,702	23,529	23,337	23,952
1-4000-6330	Insurance	10,668	10,668	12,877	12,877	10,675

GL Account	Details	2019 Year End Actuals	2019 Approved Budget	2020 Year to Date Actuals	2020 Approved Budget	2021 Proposed Budget
1-4000-6515	Permits/Licences	631	631	631	631	631
1-4000-6750	Telephone	135	135	172	135	175
1-4000-6840	Taxes/Easements/PILs	17,498	14,750	19,511	17,750	19,998
1-4600-6320	Sewer - General - Lab Fees	9,036	7,500	9,127	7,500	9,300
1-4600-6325	Sewer - General - PUS Operating Agreement	400,382	415,866	412,381	412,394	424,766
1-4601-6560	Main Sewage Pumping Station - Equipment Maintenance	8,853	7,500	1,199	7,500	5,000
1-4601-6800	Main Sewage Pumping Station - Hydro	-11,996	-5,675	-7,508	-5,500	-5,000
1-4602-6560	Pumping Stations - Equipment Maintenance	6,681	5,000	5,401	5,000	5,000
1-4602-6800	Pumping Stations - Hydro	-3,007	-1,115	-1,656	-1,000	-1,000
1-4603-5100	Lagoon - Salaries & Wages	878	2,500	1,168	4,000	2,000
1-4603-6200	Lagoon - Materials/Supplies	1,922	5,750	45	5,000	0
1-4603-6560	Lagoon - Equipment Maintenance	7,831	12,500	9,301	17,500	12,000
1-4603-6800	Lagoon - Hydro	-25,549	-12,437	-13,719	-12,000	-12,000
1-4604-5100	Sewer Mains & Connections - Salaries & Wages	570	2,500	0.00	2,500	1,000
1-4604-6360	Sewer Mains & Connections - Sub-Contract	4,115	13,500	36,309	20,000	25,000
1-4604-6500	Sewer Mains & Connections - Equipment Rental	636	2,000	0.00	2,000	1,000
<u>Capital Purchases</u>						
2-4601-6360	Main Sewage Pumping Station - Sub-Contract	7,023	15,000	0.00	6,815	159,448
2-4602-6360	Pumping Stations - Sub-Contract	164,936	329,248	22,530	31,176	55,984
2-4602-6370	Pumping Stations - Engineering/Consulting	36,427	54,185	1,755	0.00	0
2-4603-6360	Lagoon - Sub-Contract	441,352	528,973	0	0.00	0
2-4603-6370	Lagoon - Engineering/Consulting	668	0.00	0.00	0.00	0
2-4604-6360	Sewer Mains & Connections - Sub-Contract	0.00	0.00	26,320	11,234	666,922
2-4604-6370	Sewer Mains & Connections - Engineering/Consulting	13,627	30,062	28,174	17,763	52,598
<u>Transfers Out</u>						
1-4900-6960	To Other Depts	21,293	21,293	21,698	21,698	22,023
1-4900-6970	To Accumulated Revenue	63,891	60,131	66,184	65,175	66,959
1-4900-6990	To Reserves	469,182	575,000	435,000	362,806	380,000
Total Expenses		1,727,516	2,192,328	1,197,907	1,135,671	1,995,381
Balance		0	0	0	0	0

Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4601.6360**

Capital Project Name: **Generator Replacement - Water Street Sewage Pumping Station**

Description:

Replace existing 125 kW indoor generator with 200 kW stand alone unitl

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

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. Having regard for future upgrade requirements at the Sewage Pumping Station the generator was oversized to meet expected future demand.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$159,448

Costs in Current Year's Budget

\$159,448

Financial Plan:

Oversizing of the generator unit will be recovered though future development charges. The remaining funding for these improvements will come from the Lakefield Water reserve .

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Existing 125 kW Water Street SPS Generator



Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4602.6360**

Capital Project Name: **Park Sewage Pumping Station Control Panel Replacement & George Street SPS Radio Re-direct**

Description:

Existing Park SPS panel and associated components to be replaced. Antenna at George Street SPS to be re-directed from Elevated Tank to communicate directly with Water Treatment Plant. Re-direction includes installation of new communication equipment.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Existing panel and some components have reached end of useful life and require replacement. Existing panel has been leaking for quite some time and prone to wildlife nesting in cabinet. Pumping station is 45 years old and has required very little capital maintenance to this point. Panel component was originally approved in 2020 budget, due to COVID related backlogs with panel manufacturers and electrical installers this project was not completed in 2020. New panel will include radio communication for flow and alarm monitoring, as well as a Generlink socket mounted transfer switch to connect back-up power supply. Since commissioning intermittent communication has been experienced with the current radio alignment at the George Street SPS. Consultation with radio installers determined that re-directing signal back to the WTP and using different equipment will increase reliability.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$55,984

Costs in Current Year's Budget

\$55,984

Financial Plan:

This project is capital maintenance and as such is being funded through Sewer Reserves.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Park SPS



Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4604.6360**

Capital Project Name: **Lakefield Sanitary Sewer Extension**

Description:

Existing dead end sanitary manhole on Bridge Street, provided for future connection of the Lakefield South Development Area, will be extended North to Smith Street and East along Smith to Fraser Street.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

As identified in the Lakefield Sanitary Servicing Upgrades, Schedule B Municipal Class Environmental Assessment (June, 2016), the majority of greenfield development lands for the community of Lakefield are within the Lakefield South Development Area (LSDA). Through this assessment various servicing options were reviewed in detail, ultimately recommending "Alternative 5a". The installation route of the new sanitary main will also afford residents on Smith, and a portion of Bridge Street, the opportunity to connect to the municipal wastewater system

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$697,241

Costs in Current Year's Budget

\$697,241

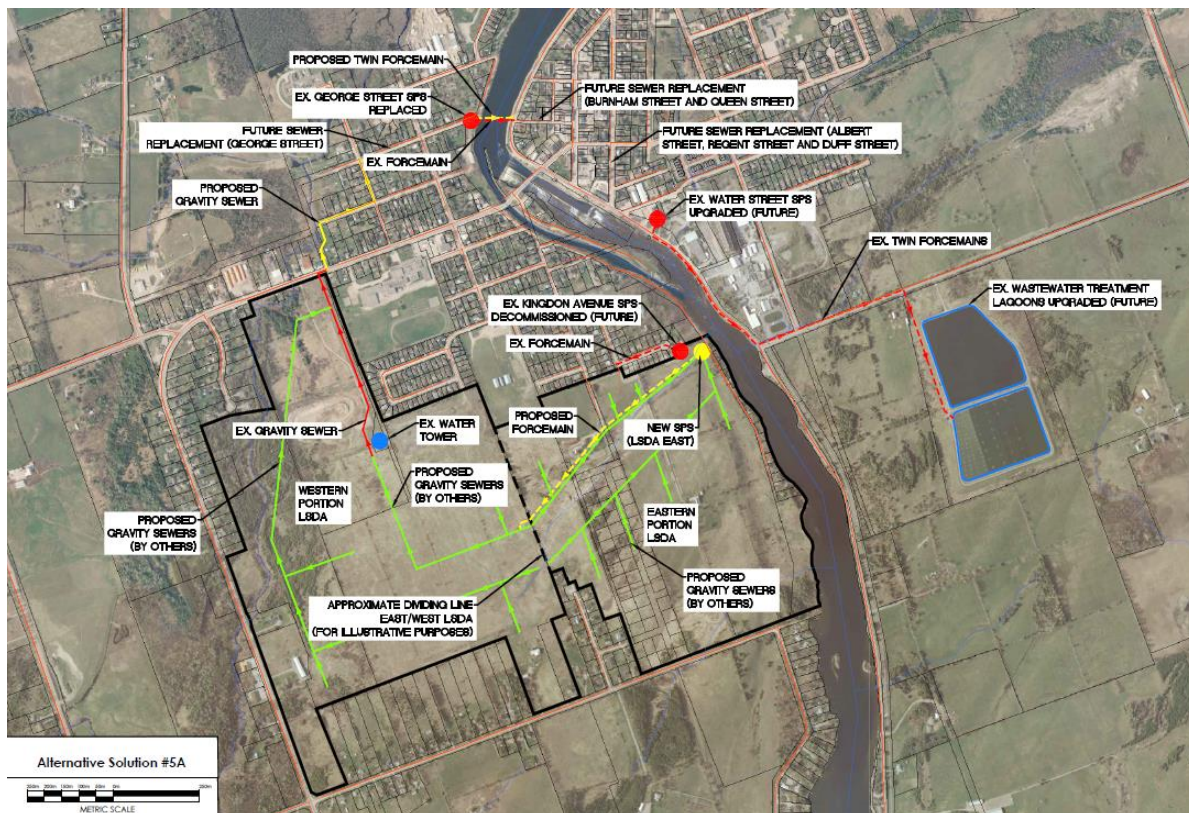
Financial Plan:

This project will impact multiple department budgets including water, sewer, storm sewer and roads. The majority of work will be funded through reserves but will also see contributions from a special service area charge for new sanitary laterals installed along Smith Street. As this project is driven by servicing the Lakefield South Development Area, development charges will also be collected to recover a portion of these costs.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)



Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4604.6360**

Capital Project Name: **Strickland St. Sewer Service Repair**

Description:

Install sanitary clean-out for access and install Cured-In-Place Pipe (CIPP) in failing sanitary lateral

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Municipal portion of sanitary lateral is failing , CIPP offers a trenchless solution and minimizes damage to yard/laneway. Project is marginally more than routine maintenance cost, therefore included as a capital invetsmnet.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$5,088

Costs in Current Year's Budget

\$5,088

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Sewer Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Cured-In-Place Pipe (CIPP)



Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4604.6360**

Capital Project Name: **Lagoon Outfall Pipe - Section Replacement**

Description:

Replacing approximately 10 m section of Lagoon discharge piping under road allowance on Water Street with PVC, existing material identified in CCTV as Corrugated Steel Pipe (CSP).

Attachments:

Supporting Rationale:

Sub-Committee Support: Not Applicable

Lagoon outfall piping is critical discharge point for treated effluent from the Lakefield Sanitary System. CSP piping is commonly used for entranceway culverts but not common in municipal wastewater systems. Failure in this section of pipe would create surcharge conditions in upstream structures and roadway.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$17,191

Costs in Current Year's Budget

\$17,191

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Sewer Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Township of Selwyn
2021 PSAB Budget Reconciliation
For Ontario Regulation 284/09

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Annual surplus in PSAB format	<u>143,461</u>

2021 Budgeted TCA Costs

Sewer - Plant & Collection	791,452
Water - Plant & Distribution	617,257
Total	<u>1,408,709</u>

Department 30 – Lakefield Sewer

Overview

This Department captures all costs related to sanitary sewer in the Lakefield service area and is funded through user fees of the respective sewer ratepayers.

The system uses a combination of gravity sewer mains, coupled with five (5) local pumping stations, to collect and direct wastewater to the main pumping station. The main pumping station located on Water Street is equipped to pump wastewater through one of two forcemains to the lagoon for treatment.

The lagoon consists of an aerated south cell and a non-aerated north cell. The aerated south cell accepts sewage from the pumping station and allows for the majority of treatment through aeration and settling. The north cell operates as a polishing pond to allow for additional settling and passive chemical treatment. All treated effluent is then directed through a bank of ultraviolet lights for final disinfection and then discharged in accordance with strict provincial guidelines.

Revenue

The sewer ratepayers of Lakefield pay their respective costs in their service area through monthly utility billings provided by Peterborough Utilities Services. This aspect of the bill is managed by PUS Customer Services for a flat fee per bill. The majority of ratepayers are billed by flat rate. Large commercial, industrial and institutional customers are billed based on volumes related to the water meter.

The Lakefield College School and SGS Lakefield Research are billed directly by the Township based on existing agreements that have been in place for many years. The actual rates are now updated annually based on sewer rates established by Council through by-law.

The flat rates for 2021 were already approved by Council and reflect a 0% increase over the 2020 levels.

Expenditures

The majority of the operating expenses that the Township needs to recover are those costs paid to Peterborough Utilities Services for operating & managing the system and providing related billing services.

In addition to costs paid directly to PUS through agreements, additional costs are also budgeted to offset unforeseen expenses, emergency call-ins and specific capital maintenance items.

Given the significant capital expenditures over the last couple of years, reserve levels have experienced a decline, however through ongoing annual reserve contributions the sewer utility will be prepared for future expenditures planned or unexpected.

Department 30 – Lakefield Sewer

In addition, a portion of the George Street Pumping Station project and the LSDA sewer connection will be eligible for development charge funding. These figures are currently being updated and any eligible amounts will be repaid to the sewer reserve as they become available or adjusted at the completion of the project.

Capital Projects

The various components of the Lakefield sanitary sewer collection system are documented in the Township's Tangible Capital Asset data register and in the Selwyn Township Asset Management Plan. As staff is able to work through capital planning by components with the Township engineering firm, asset data is becoming more complete and refinements are improving long term capital budget plans.

The Township continues to reinvest in maintenance and upgrade activities to assure the long term reliability of the wastewater system. The back-up generator replacement at the Main Pumping Station is a great example of such investments.

In terms of expansion, with the completion of the George Street Pumping Station, this year's significant project is the sewer main link for the Lakefield South Development Area.

Please see the attachments for more details on these important system improvements.



Department 30 - Lakefield Sewer

GL Account	Details	2019 Year End Actuals	2019 Approved Budget	2020 Year to Date Actuals	2020 Approved Budget	2021 Proposed Budget
<u>Revenues</u>						
<u>Grants and Receipts</u>						
1-3100-3100	Provincial Grants	1,422	0.00	23,317	23,229	0
<u>Operating Sales - Revenues & Fees</u>						
1-3200-3200	Bank & Investment Interest	14,182	13,500	0.00	12,806	6,824
1-3400-3400	Miscellaneous Receipts	31,872	31,862	0.00	0.00	0
1-3600-3601	Res. & Comm. Sewer Rates	930,996	1,090,471	1,017,346	940,306	963,921
1-3600-3603	Other Municipalities Rate	28,169	28,559	17,781	28,451	23,500
<u>Transfers In</u>						
1-3900-3970	From Accumulated Revenue	70,468	70,468	63,891	63,891	66,184
1-3900-3990	From Reserves	650,406	957,468	75,572	66,988	934,952
Total Revenue		1,727,516	2,192,328	1,197,907	1,135,671	1,995,381
<u>Expenditures</u>						
<u>Operations & Overhead</u>						
1-4000-5100	Salaries & Wages	39,195	47,546	44,408	49,091	42,000
1-4000-5101	P/T - Contract & Student Wages	0.00	0.00	1,976	0.00	0
1-4000-5150	Payroll Benefits	13,518	13,665	15,065	14,110	14,000
1-4000-5180	Mileage	328	750	0.00	750	750
1-4000-5190	Training & Seminars	1,422	2,500	255	2,500	2,500
1-4000-6250	Memberships	402	200	125	200	200
1-4000-6260	Office Supplies	57	1,500	0.00	1,500	1,500
1-4000-6280	Advertising	254	1,000	18	1,000	1,000
1-4000-6310	Audit Fees	2,000	2,000	2,000	2,000	2,000
1-4000-6320	Consulting Fees	0.00	5,000	23,631	28,229	5,000
1-4000-6326	Utility Billing Costs	22,658	22,702	23,529	23,337	23,952
1-4000-6330	Insurance	10,668	10,668	12,877	12,877	10,675

GL Account	Details	2019 Year End Actuals	2019 Approved Budget	2020 Year to Date Actuals	2020 Approved Budget	2021 Proposed Budget
1-4000-6515	Permits/Licences	631	631	631	631	631
1-4000-6750	Telephone	135	135	172	135	175
1-4000-6840	Taxes/Easements/PILs	17,498	14,750	19,511	17,750	19,998
1-4600-6320	Sewer - General - Lab Fees	9,036	7,500	9,127	7,500	9,300
1-4600-6325	Sewer - General - PUS Operating Agreement	400,382	415,866	412,381	412,394	424,766
1-4601-6560	Main Sewage Pumping Station - Equipment Maintenance	8,853	7,500	1,199	7,500	5,000
1-4601-6800	Main Sewage Pumping Station - Hydro	-11,996	-5,675	-7,508	-5,500	-5,000
1-4602-6560	Pumping Stations - Equipment Maintenance	6,681	5,000	5,401	5,000	5,000
1-4602-6800	Pumping Stations - Hydro	-3,007	-1,115	-1,656	-1,000	-1,000
1-4603-5100	Lagoon - Salaries & Wages	878	2,500	1,168	4,000	2,000
1-4603-6200	Lagoon - Materials/Supplies	1,922	5,750	45	5,000	0
1-4603-6560	Lagoon - Equipment Maintenance	7,831	12,500	9,301	17,500	12,000
1-4603-6800	Lagoon - Hydro	-25,549	-12,437	-13,719	-12,000	-12,000
1-4604-5100	Sewer Mains & Connections - Salaries & Wages	570	2,500	0.00	2,500	1,000
1-4604-6360	Sewer Mains & Connections - Sub-Contract	4,115	13,500	36,309	20,000	25,000
1-4604-6500	Sewer Mains & Connections - Equipment Rental	636	2,000	0.00	2,000	1,000
<u>Capital Purchases</u>						
2-4601-6360	Main Sewage Pumping Station - Sub-Contract	7,023	15,000	0.00	6,815	159,448
2-4602-6360	Pumping Stations - Sub-Contract	164,936	329,248	22,530	31,176	55,984
2-4602-6370	Pumping Stations - Engineering/Consulting	36,427	54,185	1,755	0.00	0
2-4603-6360	Lagoon - Sub-Contract	441,352	528,973	0	0.00	0
2-4603-6370	Lagoon - Engineering/Consulting	668	0.00	0.00	0.00	0
2-4604-6360	Sewer Mains & Connections - Sub-Contract	0.00	0.00	26,320	11,234	666,922
2-4604-6370	Sewer Mains & Connections - Engineering/Consulting	13,627	30,062	28,174	17,763	52,598
<u>Transfers Out</u>						
1-4900-6960	To Other Depts	21,293	21,293	21,698	21,698	22,023
1-4900-6970	To Accumulated Revenue	63,891	60,131	66,184	65,175	66,959
1-4900-6990	To Reserves	469,182	575,000	435,000	362,806	380,000
Total Expenses		1,727,516	2,192,328	1,197,907	1,135,671	1,995,381
Balance		0	0	0	0	0

Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4601.6360**

Capital Project Name: **Generator Replacement - Water Street Sewage Pumping Station**

Description:

Replace existing 125 kW indoor generator with 200 kW stand alone unitl

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

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. Having regard for future upgrade requirements at the Sewage Pumping Station the generator was oversized to meet expected future demand.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$159,448

Costs in Current Year's Budget

\$159,448

Financial Plan:

Oversizing of the generator unit will be recovered though future development charges. The remaining funding for these improvements will come from the Lakefield Water reserve .

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Existing 125 kW Water Street SPS Generator



Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4602.6360**

Capital Project Name: **Park Sewage Pumping Station Control Panel Replacement & George Street SPS Radio Re-direct**

Description:

Existing Park SPS panel and associated components to be replaced. Antenna at George Street SPS to be re-directed from Elevated Tank to communicate directly with Water Treatment Plant. Re-direction includes installation of new communication equipment.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Existing panel and some components have reached end of useful life and require replacement. Existing panel has been leaking for quite some time and prone to wildlife nesting in cabinet. Pumping station is 45 years old and has required very little capital maintenance to this point. Panel component was originally approved in 2020 budget, due to COVID related backlogs with panel manufacturers and electrical installers this project was not completed in 2020. New panel will include radio communication for flow and alarm monitoring, as well as a Generlink socket mounted transfer switch to connect back-up power supply. Since commissioning intermittent communication has been experienced with the current radio alignment at the George Street SPS. Consultation with radio installers determined that re-directing signal back to the WTP and using different equipment will increase reliability.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$55,984

Costs in Current Year's Budget

\$55,984

Financial Plan:

This project is capital maintenance and as such is being funded through Sewer Reserves.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Park SPS



Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4604.6360**

Capital Project Name: **Lakefield Sanitary Sewer Extension**

Description:

Existing dead end sanitary manhole on Bridge Street, provided for future connection of the Lakefield South Development Area, will be extended North to Smith Street and East along Smith to Fraser Street.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

As identified in the Lakefield Sanitary Servicing Upgrades, Schedule B Municipal Class Environmental Assessment (June, 2016), the majority of greenfield development lands for the community of Lakefield are within the Lakefield South Development Area (LSDA). Through this assessment various servicing options were reviewed in detail, ultimately recommending "Alternative 5a". The installation route of the new sanitary main will also afford residents on Smith, and a portion of Bridge Street, the opportunity to connect to the municipal wastewater system

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$697,241

Costs in Current Year's Budget

\$697,241

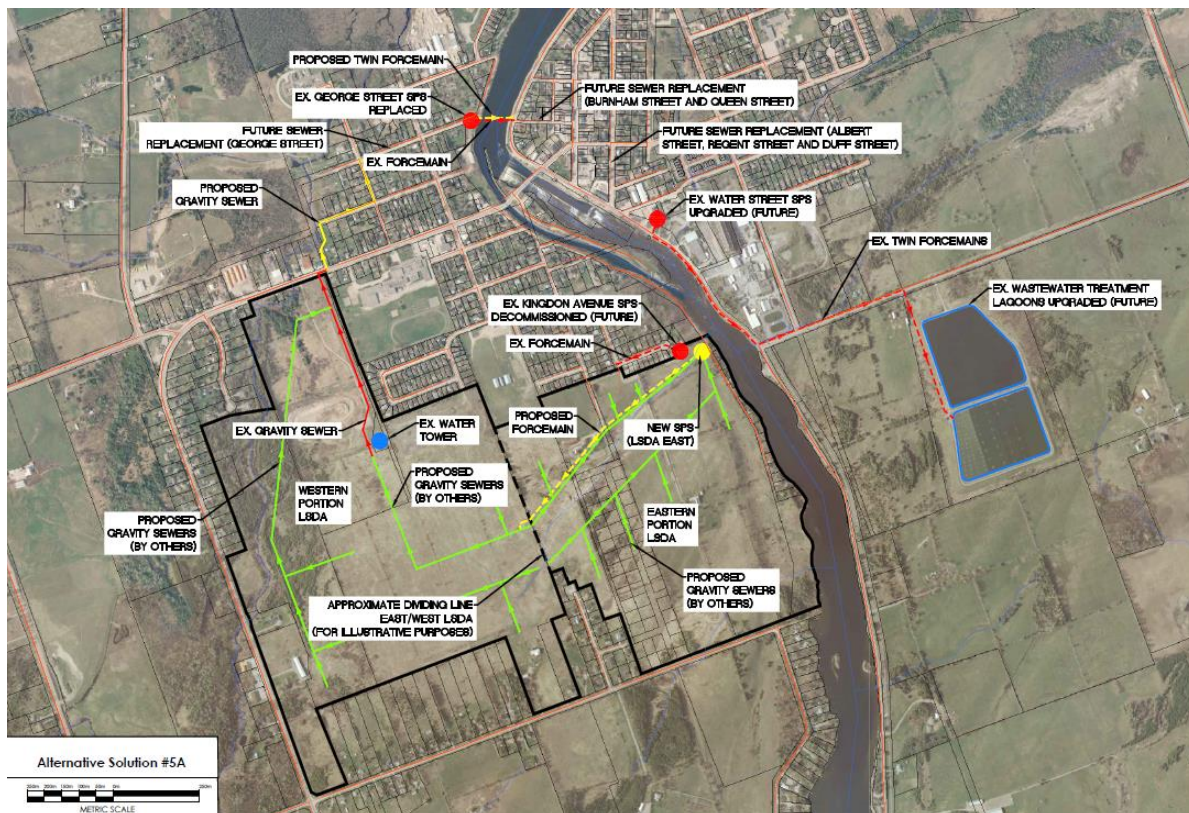
Financial Plan:

This project will impact multiple department budgets including water, sewer, storm sewer and roads. The majority of work will be funded through reserves but will also see contributions from a special service area charge for new sanitary laterals installed along Smith Street. As this project is driven by servicing the Lakefield South Development Area, development charges will also be collected to recover a portion of these costs.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)



Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4604.6360**

Capital Project Name: **Strickland St. Sewer Service Repair**

Description:

Install sanitary clean-out for access and install Cured-In-Place Pipe (CIPP) in failing sanitary lateral

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Municipal portion of sanitary lateral is failing , CIPP offers a trenchless solution and minimizes damage to yard/laneway. Project is marginally more than routine maintenance cost, therefore included as a capital invetsmnet.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$5,088

Costs in Current Year's Budget

\$5,088

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Sewer Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Cured-In-Place Pipe (CIPP)



Capital Budget 2021

Department Name: **Sewer**

General Ledger Code(s): **2.30.4604.6360**

Capital Project Name: **Lagoon Outfall Pipe - Section Replacement**

Description:

Replacing approximately 10 m section of Lagoon discharge piping under road allowance on Water Street with PVC, existing material identified in CCTV as Corrugated Steel Pipe (CSP).

Attachments:

Supporting Rationale:

Sub-Committee Support: Not Applicable

Lagoon outfall piping is critical discharge point for treated effluent from the Lakefield Sanitary System. CSP piping is commonly used for entranceway culverts but not common in municipal wastewater systems. Failure in this section of pipe would create surcharge conditions in upstream structures and roadway.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$17,191

Costs in Current Year's Budget

\$17,191

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Sewer Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Department 31 – Lakefield Water

Overview

This Department captures all costs related to water in the Lakefield service area and is funded through user fees of the respective water ratepayers.

The water distribution system consists of water mains, hydrants, a booster station, a standpipe and elevated storage tank (water tower). The standpipe and elevated storage tank allow the system to operate as one pressure zone, save and except a small area adjacent to the base of the standpipe which operates in isolation with assistance from the booster station.

The water treatment plant is located at Water Street North and consists of an intake from the Otonabee River, a low lift pumping system located within the water treatment plant, and a treatment process using coagulation, sedimentation, filtration and disinfection. The plant has a two-celled baffled clearwell and a high lift pumping facility discharging to the distribution system.

Revenue

The water ratepayers of Lakefield pay their respective costs in their service area through monthly utility billings provided by Peterborough Utilities Services. This aspect of the bill is managed by PUS customer service for a flat fee per bill. The majority of ratepayers are billed by flat rate. Large commercial, industrial and institutional customers are billed based on volumes captured through water meters.

The Lakefield College School is billed directly by the Township based on an existing arrangement that has been in place for many years at the request of the Ministry of the Environment. The rates are now updated annually based on water rates established by Council through by-law.

The flat rates for 2021 were already approved by Council and reflect a no increase over the 2020 levels. These rates approved by by-law in the fall of 2019 have been in effect as of the January 2021 billing cycle. No additional rate increase is proposed at this time.

Expenditures

The majority of the operating expenses that the Township needs to recover are those costs paid to Peterborough Utilities Services for operating & managing the system and providing related billing services.

Department 31 – Lakefield Water

In addition to costs paid directly to PUS through agreement, additional costs are also budgeted to offset unforeseen expenses, emergency call-ins and specific capital maintenance items.

In comparison to the sewer system, the water system typically includes more additional charges including auto-dialer call outs for fluctuating readings, watermain breaks and related restoration costs.

Capital Projects

As previously noted in the narrative for the sewer department, the various components of the Lakefield water distribution system are also documented in the Township's Tangible Capital Asset data register and in the Selwyn Township Asset Management Plan.

There are a number of significant investments this year as critical pieces of equipment have reached their end of useful life.

Please see the attachments for more details on these important system improvements.



Department 31 - Lakefield Water

GL Account	Details	2019 Year End Actuals	2019 Approved Budget	2020 Year to Date Actuals	2020 Approved Budget	2020 Approved Budget
<u>Revenues</u>						
<u>Grants and Receipts</u>						
1-3100-3100	Provincial Grants	1,422	0	24,001	24,177	0
<u>Operating Sales - Revenues & Fees</u>						
1-3200-3200	Bank & Investment Interest	80,740	60,000	0	56,923	60,426
1-3400-3400	Miscellaneous Receipts	11,000	11,000	253,776	253,560	11,000
1-3700-3701	Res. & Comm. Water Rates	979,955	1,144,412	1,101,956	989,754	1,014,498
1-3700-3703	Water - LCS	36,984	44,842	24,096	37,354	28,000
1-3700-3704	Penalty Charges	3,530	4,071	1,122	3,565	1,000
1-3700-3705	Local Imprvt./Special Charges	689	689	689	689	689
<u>Transfers In</u>						
1-3900-3970	From Accumulated Revenue	134,341	134,341	112,401	112,401	96,281
1-3900-3990	From Reserves	249,217	246,347	43,178	67,397	636,889
Total Revenue		1,497,877	1,645,702	1,561,218	1,545,820	1,848,783
<u>Expenditures</u>						
<u>Operations & Overhead</u>						
1-4000-5100	Salaries & Wages	36,126	39,146	43,582	40,691	42,000
1-4000-5101	P/T - Contract & Student Wages	0.00	0.00	229	0.00	0
1-4000-5150	Payroll Benefits	11,028	12,619	11,085	13,080	14,000
1-4000-5180	Mileage	604	1,250	275	1,250	1,250
1-4000-5190	Training & Seminars	3,925	2,500	215	2,500	2,500
1-4000-6250	Memberships	725	750	789	774	774
1-4000-6260	Office Supplies	0.00	1,500	32	1,500	1,500
1-4000-6280	Advertising	52	1,000	66	1,000	1,000
1-4000-6310	Audit Fees	4,311	4,500	4,967	4,500	4,500
1-4000-6320	Consulting Fees	0.00	5,000	24,316	29,177	19,632

GL Account	Details	2019 Year End Actuals	2019 Approved Budget	2020 Year to Date Actuals	2020 Approved Budget	2020 Approved Budget
1-4000-6326	Utility Billing Costs	23,582	23,675	24,005	24,290	24,924
1-4000-6330	Insurance	11,992	11,992	15,045	15,045	20,772
1-4000-6515	Permits/Licences	1,489	739	739	739	739
1-4000-6750	Telephone	135	135	172	135	175
1-4000-6840	Taxes/Easements/PILs	10,203	9,950	9,377	10,300	9,611
1-4700-6320	Water Expenses - General - Consulting Fees	10,105	8,000	9,971	8,000	10,100
1-4700-6325	Water Expenses - General - PUS Operating Agreement	420,011	424,890	430,509	432,611	445,589
1-4700-6811	Water Expenses - General - Excess Flows	-12,427	0.00	-7,729	0.00	0
1-4701-6560	Water Treatment Plant - Equipment Maintenance	4,651	30,500	6,167	30,500	10,000
1-4701-6800	Water Treatment Plant - Hydro	-50,661	-24,447	-25,494	-24,000	-24,000
1-4702-6560	Water Booster Station - Equipment Maintenance	0.00	1,500	0.00	1,500	0
1-4702-6800	Water Booster Station - Hydro	-800	-640	-150	-400	-250
1-4703-6560	Water Tower/Standpipe - Equipment Maintenance	0.00	5,000	0.00	5,000	10,000
1-4703-6800	Water Tower/Standpipe - Hydro	-5,008	-2,046	-2,491	-2,250	2,250
1-4704-6360	Watermains & Connections - Sub-Contract	704	10,000	1,490	12,500	2,500
1-4705-6360	Watermain Breaks - Sub-Contract	7,372	45,000	13,986	40,000	30,000
1-4706-6360	Water Meters - Sub-Contract	1,106	4,500	13,911	4,500	5,000
1-4707-6360	Water Hydrants - Sub-Contract	0.00	5,000	0.00	5,000	5,000
<u>Capital Purchases</u>						
2-4701-6360	Water Treatment Plant - Sub-Contract	244,811	234,566	38,090	34,566	280,385
2-4701-6370	Water Treatment Plant - Engineering/Consulting	4,405	11,781	0.00	0.00	2,500
2-4703-6360	Water Tower/Standpipe - Sub-Contract	0.00	0.00	5,088	0.00	5,000
2-4703-6370	Water Tower/Standpipe - Engineering/Consulting	0.00	0.00	0.00	10,000	14,572
2-4704-6360	Watermains & Connections - Sub-Contract	0.00	0.00	0.00	13,475	275,036
2-4704-6370	Watermains & Connections - Engineering/Consulting	0.00	0.00	0.00	9,356	24,500
2-4707-6360	Water Hydrants - Sub-Contract	0.00	0.00	0.00	0	15,264
<u>Transfers Out</u>						
1-4900-6960	To Other Depts	21,293	21,293	21,698	21,698	22,023
1-4900-6970	To Accumulated Revenue	112,401	136,049	96,281	100,000	94,937
1-4900-6990	To Reserves	635,740	620,000	825,000	698,783	475,000
Total Expenses		1,497,877	1,645,702	1,561,218	1,545,820	1,848,783
Balance		0	0	0	0	0

Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **1.31.4000.6320**

Capital Project Name: **Cross Connection Control Program**

Description:

Creation of a Cross-Connection Control Program for implementation in the Lakefield water service area.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Backflow into a public water system can pollute or contaminate the water in that system. A Cross Connection Control Program (CCCP) applies to existing industrial, commercial and institutional buildings as well as many home businesses. New buildings or those under renovation are covered by protection from contamination requirements in the Ontario Building Code. Due to limited training options in 2020, related to COVID-19 restrictions, this program was unable to move forward. Staff will be working with local professionals to complete the initial survey stages of this program.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$37,992

Costs in Current Year's Budget

\$14,633

Financial Plan:

This is a new program within the water department and initial set up & related training is being funded from the Lakefield Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

This would be a multi-year project with expenses extending into 2022.



Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4701.6360**

Capital Project Name: **Generator Replacement - Water Treatment Plant**

Description:

Replace existing 100 kW indoor diesel generator with new 200 kW stand alone model.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

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. Having regard for future upgrade requirements at the Water Treatment Plant the generator was oversized to meet expected future demand.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$146,909

Costs in Current Year's Budget

\$146,909

Financial Plan:

Oversizing of the generator unit will be recovered through future development charges. The remaining funding for these improvements will come from the Lakefield Water reserve .

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Generator system replacement at these facilities will improve emissions as new units are built to current standards

Existing Water Treatment Plant Generator System



Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4701.6360**

Capital Project Name: **Actiflo Sand Recirculation Pump Replacement**

Description:

Replacement of one Actiflo Sand Recirculation Pump and fittings.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Sand recirculation pump is original from Actiflo package plant system installed in 2000. One of the two original sand pumps failed and was subsequently replaced in the spring of 2020.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$17,261

Costs in Current Year's Budget

\$17,261

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Original Sand Recirculation Pumps



Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4701.6360**

Capital Project Name: **Actiflo Lamella Tube Settlers**

Description:

Replace existing Lamella packs in Actiflo Trains 1 & 2

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Lamella tube settlers are a key component to the Actiflo system, they encourage floc formations to settle and allow clarified water to pass through to the filters. The packs that are currently in use are original with the Actiflo installation in 2000. The tubes are made of PVC and have fatigued over the years, they are now brittle and pieces are prone to breaking off and interfering with other process equipment. While replacing the tube settlers staff will work with a local contractor to set up and test less invasive solutions to cleaning tubes as part of a maintenance program.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$23,151

Costs in Current Year's Budget

\$23,151

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)



Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4701.6360**

Capital Project Name: **Low lift Pump Replacement**

Description:

Replace existing low lift pump with larger model complete with variable frequency drive (VFD).

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Existing low lift pumps are 1980's vintage and have reached end of useful life. Consideration for future plant demand given for selected replacement pump. Incorporation of a variable frequency drive with motor will allow operational flexibility and increase efficiency.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$50,832

Costs in Current Year's Budget

\$50,832

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)



Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4701.6360**

Capital Project Name: **Radio Communication Upgrade**

Description:

Installation of new sectoral antenna and GE Orbit radio modem.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Existing radio communication network between connected Lakefield facilities uses MDS inet-II radios, these radios have been discontinued and will be no longer supported in a few years. Integrating facilities with new GE Orbit radios and a new sectoral antenna installation at the Water Treatment Plant will allow for communication between both platforms, positioning the system well for future replacement of the remaining MDS inet-II radios.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$5,912

Costs in Current Year's Budget

\$5,912

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Proactive integration of new radio platform will reduce operational down time.

Existing WTP Radio Antenna and Mast



Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4701.6360**

Capital Project Name: **Sodium Hypochlorite Pump and Panel Replacement**

Description:

Replace existing solenoid pumps and panel with new packaged pump panel.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Sodium Hypochlorite pump and panels were installed during plant expansion in 2003. Pumps and panel components have since reached end of useful life and due for replacement. Multiple parts have been replaced in original solenoid pumps and panel fittings have developed slow leaks. Peristaltic pumps offer better reliability and consistent dosing. New panel to incorporate ChemFlare fittings which are more chemical resistant.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$17,875

Costs in Current Year's Budget

\$17,875

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Proactive replacement of these components will reduce emergency repairs and operational downtime.

Sodium Hypochlorite Pump and Panel Replacement

2021

Existing pumps and panel



Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4701.6360**

Capital Project Name: **Turbidimeter Replacement**

Description:

Replace existing HACH TU5300 Actiflo and Clarifier turbidimeters with submersible in-line analyzers.

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

These process sampling locations are a better suited for a submersible analyzer. Replacing current units will allow operations to use the TU5300 models as replacements for discontinued 1720E models currently being used for regulatory filter effluent sampling.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$18,445

Costs in Current Year's Budget

\$18,445

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Water Reserve.

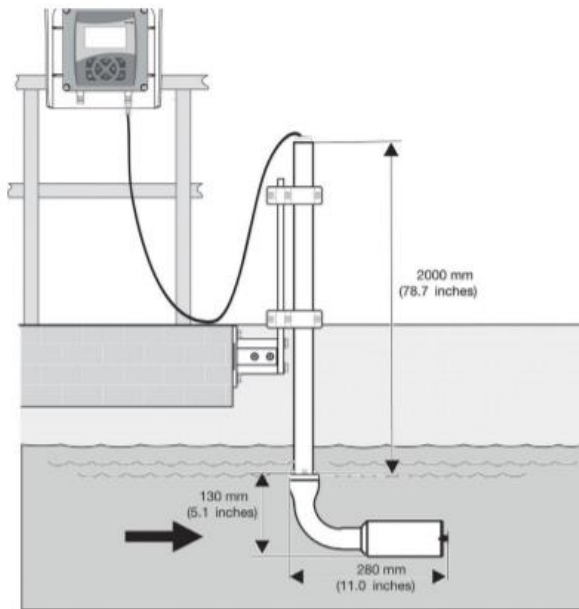
Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Proactively installing these units will give operations on-site inventory to replace discontinued models as required, reducing operational down time.

Solitax Immersion Sensor - compatible with existing SC200 controller.







Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4703.6370**

Capital Project Name: **Standpipe Repair - Engineering**

Description:

Consultation with engineering firm familiar with design and operation of Lakefield water system to determine next steps in repair and operation of the Strickland Street Standpipe.

Attachments:

Photo

Supporting Rationale:

Sub-Committee Support:

Not Applicable

The standpipe was refurbished in 2012 and subsequently sustained internal ice damage the following year. Cause determined to be lack of turnover in the system creating ice formation within structure. Implementation of new control narrative at Water Treatment Plant has demonstrated adequate levels of daily turnover in distribution storage. This should now allow for safe operation of the Standpipe when repairs are completed. Consultation noted above will involve a full discussion on a range of repair options.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$14,572

Costs in Current Year's Budget

\$14,572

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4704.6360**

Capital Project Name: **Lakefield Sanitary Extension - Watermain Component**

Description:

As part of the Lakefield Sanitary Sewer Extensions project the watermain on Smith Street will be upgraded to 200mm and looped to Bridge Street.

Attachments: Map

Supporting Rationale: Sub-Committee Support: Not Applicable

Oversizing and looping the watermain as part of this project both; reduces a dead end in the distribution system and adds a secondary feed from the George Street river crossing to the Lakefield South Development Area

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$331,140

Costs in Current Year's Budget

\$299,536

Financial Plan:

Oversizing of the watermain will be recovered though future development charges. The remaining funding for these improvements will come from the Lakefield Water reserve.

Part of Long Term Replacement Schedule: Capital Project

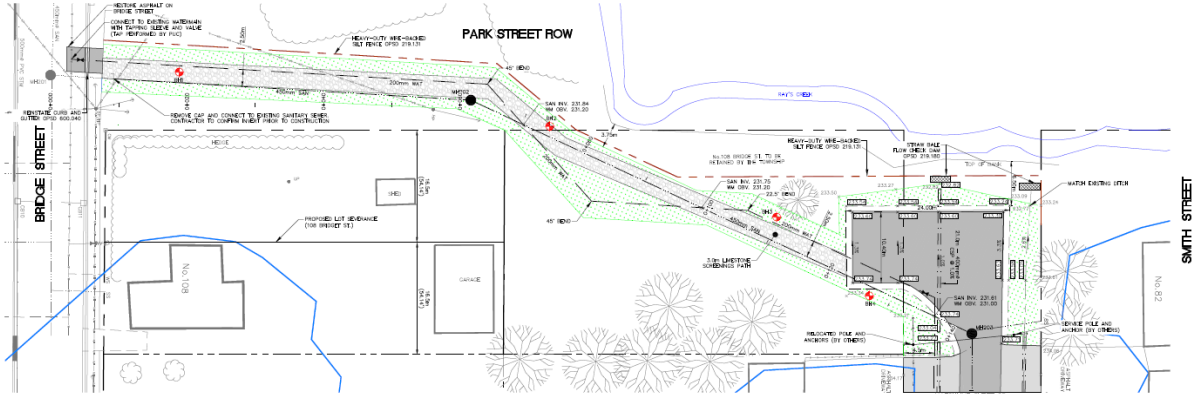
Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

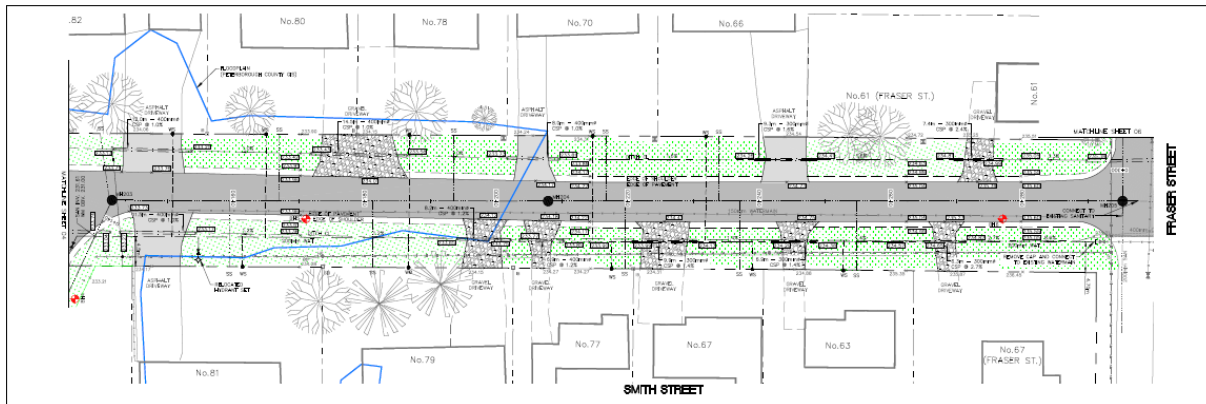
Lakefield Sanitary Extension – Watermain Component

2021

Park Street ROW



Smith Street



Capital Budget 2021

Department Name: **Water**

General Ledger Code(s): **2.31.4707.6360**

Capital Project Name: **Chippewa Avenue Hydrant Replacement**

Description:

Replace hydrant set and isolation valve on Chippewa Avenue

Attachments: Photo

Supporting Rationale: Sub-Committee Support: Not Applicable

Hydrant has a leak that surfaces in ditch during winter months when the ground freezes. PUS operations staff have isolated and bagged the hydrant "out of service" for the past five winters. Seasonally removing this hydrant from service limits fire protection in the area and specifically the adjacent apartment building.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$15,264

Costs in Current Year's Budget

\$15,264

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)



Township of Selwyn
Lakefield Sewer and Water Reserves
Budget Worksheets 2021

Dept. #	Details	Balance Jan. 1, 2021	Transfers Into Reserves	(revenue) Transfers from Reserves	(capital) Transfers from Reserves	Balance Dec. 31, 2021
<u>Working Funds:(Accumulated Revenue)</u>						
Dept. 30	Lakefield Sewer	66,184	66,959	-66,184		66,959
Dept. 31	Lakefield Water	96,281	94,937	-96,281		94,937
	Total Working Funds	162,465	161,896	-162,465	0	161,896
<u>Specific Reserves:</u>						
Dept. 30	Lakefield Sewer	1,100,888	380,000	0	-934,952	545,936
Dept. 31	Lakefield Water	5,003,071	475,000	0	-636,889	4,841,182
	Total Reserves	6,103,959	855,000	0	-1,571,841	5,387,118
	Grand Total	6,266,424	1,016,896	-162,465	-1,571,841	5,549,014



Date: April 27, 2021

To: Mayor Andy Mitchell and Council Members

From: R. Lane Vance, Manager of Financial Services

Subject: 2021 Consolidated Tax Rates

Status: For Endorsement.

Recommendation

That the report of the Manager of Financial Services regarding the 2021 Consolidated Tax Rates be received for information; and

That By-law # 2021-037, being a By-law To Establish the Rates of Taxation for the Year 2021, be forwarded to the by-law section of the agenda for Council consideration.

Information

Further to Council's direction in the 2021 municipal budget process, this report is provided for Council's information and approval.

With the municipal budget adopted, inclusive of the PSAB compliance report, staff are pleased to advise that all of the applicable County and education tax rates have now been approved. It is now in order to bring forward the consolidated 2021 tax and area rate by-law for approval.

Tax billing processes are scheduled to begin later in May and the annual final tax billing/uploading/mailling will be completed in June.

Minimum Billings

Council approved a staff recommendation in 2019 to implement the minimum tax bill adjustment from \$10 to \$25 and that the interim billing be waived in favour of a final bill of \$25. The increase, while relatively small, has been delayed in light of the challenges that are being experienced due to COVID19. More updates on this best practice modification will be provided in a future Council report.

Strategic Plan Reference

As the guiding financial document, the budget touches on all overarching goals of the corporate strategic plan;

Goal # 1 – Foster a healthy, engaged and connected community.

Goal # 2 - Achieve excellence in governance and service delivery.

Goal # 3 - Support a sustainable, balanced, and investment-ready community.

Goal # 4 – Cultivate partnerships and promote collaboration.

Financial Impact

The attachments to this report includes overall consolidated tax rate impacts on the typical homeowner in the rural wards and Lakefield ward.

The consolidated tax rate comparison year over year demonstrates the impact on the typical homeowner when the new residential tax rates are applied.

After all rates are applied, a typical house in the rural ward with an assessed value of 314,173 would expect an increase of \$39.58. That same house in the village ward would expect an increase of \$14.75. The primary reason for different tax changes is the greater decrease in the Village police area rate.

Attachment

- Consolidated Tax & Area Rates 2021 Comparison to 2020

R. Lane Vance

Prepared By: R. Lane Vance
Manager of Financial Services
Treasurer

Janice Lavalley

Approved By: Janice Lavalley
CAO

Township of Selwyn
Impact on Residential Tax Rate

Comparison of 2020 Municipal Tax Rates to Proposed 2021 Tax Rates:

Smith-Ennismore, Douro-Dummer Wards: (Rural)

Consolidated Tax Rate - Rural - 2020		<u><u>0.799538%</u></u>
--------------------------------------	--	-------------------------

Total Property Taxes - 2020 - average home	314,173	<u><u>2,511.93</u></u>
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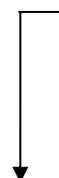
Consolidated Tax Rate - Rural - 2021		<u><u>0.812042%</u></u>
--------------------------------------	--	-------------------------

Total Property Taxes - 2021 - average home	314,173	<u><u>2,551.22</u></u>
--	---------	------------------------

Total Consolidated Tax Rate - Rural - % increase from 2020		<u><u>1.56%</u></u>
--	--	---------------------

Total Property Tax Increase in Dollars over 2020		<u><u>\$39.28</u></u>
--	--	-----------------------

Total Property Tax Increase in Percentage over 2020		<u><u>1.56%</u></u>
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Property Tax	Tax \$\$ increase
Municipal	\$20.39
ORCA	\$0.11
Police - OPP	(\$3.68)
County	\$22.46
Education	\$0.00
	<u><u>\$39.28</u></u>

Township of Selwyn
Impact on Residential Tax Rate

Comparison of 2020 Municipal Tax Rates to Proposed 2021 Tax Rates:

Lakefield Ward: (Village)

Consolidated Tax Rate - Village - 2020 0.899368%

Total Property Taxes - 2020 - average home 314,173 2,825.57

Consolidated Tax Rate - Village - 2021 0.904064%

Total Property Taxes - 2021 - average home 314,173 2,840.32

Total Consolidated Tax Rate - Village - % increase over 2020 0.52%

Total Property Tax Increase in Dollars over 2020 \$14.75

Total Property Tax Increase in Percentage over 2020 0.52%



Property Tax	Tax \$\$ increase
Municipal	\$20.39
ORCA	\$0.11
Police - Lakefield	(\$28.22)
County	\$22.47
Education	\$0.00
	<u><u>\$14.75</u></u>

**The Corporation of the
Township of Selwyn**

By-law Number 2021 – 037

Being a By-law To Establish the Rates of Taxation for the Year 2021.

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c. 25 section 312, as amended, provides that the Council of a local municipality shall, after the adoption of the estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class; and

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c. 25 section 290, as amended, provides that the Council of a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality; and

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c. 25 section 355, as amended, provides that the Council may provide for a minimum tax; and

Whereas certain tax and assessment related regulations require reductions in certain tax rates for certain classes or subclasses of property; and

Whereas the Council of the County of Peterborough, being the upper tier municipality, approved by-laws at its April 7, 2021 regular meeting to establish the various tax ratios and County tax rates for the County of Peterborough and for use by its respective lower tier municipalities; and

Whereas the Province approved Ontario Regulation 46/21 under the Education Act, amending Ontario Regulation 400/98, to prescribe the education rates for the assessment in each property class for 2021; and

Whereas the Council of the Corporation of the Township of Selwyn deliberated in accordance with the approved budget schedule and approved the final 2021 tax and area rates budget document; and

Whereas the Council of the Corporation of the Township of Selwyn adopted the Budget Compliance Report for expenses excluded from the 2021 budgets as outlined in and as a requirement of Ontario Regulation 284/09 at its meeting held February 9, 2021; and

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c. 25, Section 326, as amended, provides that the council of a local municipality may by by-law identify a special service and determine the area for this special service; and

Whereas the Council of the Corporation of the Township of Selwyn has established water and sewer services in the expanded Woodland Acres Area water and sewer service area; and

Whereas the Council of the Corporation of the Township of Selwyn approved the 2021 budget for new Woodland Acres Water and Sewer Service Area at the Council meeting held on April 13, 2021;

Now Therefore the Council of the Corporation of the Township of Selwyn hereby enacts as follows:

1. That the estimates of the following sums required during the year 2021 for the purposes of the municipality are hereby adopted:

- i. a levy of \$7,819,438 for general municipal purposes
 - ii. a levy of \$234,011 for the Selwyn share of the ORCA levy
 - iii. a levy of \$2,113,437 for an area policed by the O.P.P.
 - iv. a levy of \$665,361 for an area policed by the Peterborough Police.
- 2. That the tax rates, as set out in **Schedule 1** attached hereto, be adopted and applied against the whole of the assessment for real property in each of the respective classes.
- 3. That a Special Fire Rate be charged to Bailey's Bay Resort in the amount of \$400.00.
- 3.1 That the following flat rates (operating) be charged for the Woodland Acres Water and Sewer Area for water and sewer services;

For each single detached dwelling	\$1,168.39
For each townhouse dwelling unit	\$1,168.39
For each secondary dwelling unit	\$1,168.39
For each apartment building	\$2,123.56
For the Wayside Academy	\$7,348.77
- 4. That every owner shall be taxed according to the tax rates in this by-law and such tax shall become due and payable in two installments as follows;

50 percent of the final levy shall be due and payable on the 9th day of August, 2021; and the balance of the final levy shall become due and payable on the 4th day of October, 2021 and non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.
- 5. That where the sum of taxes for which any person is chargeable in any year for municipal, County, education, area rate, local improvements and other purposes, upon any real property assessed in one parcel to the same owner would according to the assessment thereon be less than \$10.00, the sum of such taxes shall be deemed to be \$10.00.
- 6. That the Treasurer, and more specifically his designate(s), are hereby authorized to mail the notice of taxes due to the address of the property indicated on the last revised assessment roll or such mailing address as updated by the current owner of said property; or where the property owner has enrolled in electronic notifications, are hereby authorized to send an electronic copy of the notice of taxes due to Virtual Town Hall and notify the owner by email using the email address provided.
- 7. That the taxes are payable at the municipal office of the Township of Selwyn, through pre-authorized payment services, telephone/computer banking services, or online payment services through Virtual Town Hall.
- 8. That, on all taxes of the levy which are in default, there shall be added a penalty of 1 ¼ percent per month on the 1st day of the default and thereafter each and every month, on the first day of the month, until December 31, 2021.
- 9. That, on all taxes of the levy which are in default on January 1, 2022, there shall be added interest of 1 ¼ per cent per month on the 1st day of the month and thereafter each and every month in which the default continues.

10. Penalties and interest added shall become due and payable as if they had originally been imposed and shall form part of the unpaid tax levy.
11. The Treasurer, and more specifically his designate(s), are hereby empowered to accept part payment from time to time on account of any taxes due. Payments shall be credited first to all other charges, then to penalties and interest (oldest to newest), and then to the taxes (oldest to newest).
12. That this by-law shall come into force and effect upon the date of final reading.

Read A First, Second And Third Time And Finally Passed This 27th Day Of April A.D., 2021.

Mayor
Andy Mitchell

Clerk
Angela Chittick

Corporate Seal



Date: April 27, 2021

To: Mayor Andy Mitchell and Council Members

From: Meaghan Larocque, Communications & Marketing Coordinator

Subject: 2020 Strategic Plan Report Card

Status: For Information

Recommendation

That the report of the Communications & Marketing Coordinator regarding the 2020 Strategic Plan Report Card be received for information.

Information

For many, 2020 was a year of adjusting, pivoting and finding new ways to do business, accomplish goals and meet expectations. Many departments within the Corporation of the Township of Selwyn had to do the same.

The 2020 Strategic Plan Report Card highlights several ways where Selwyn Township, its staff and Council had to change the way it does business to continue to provide the high level of service that is expected from its ratepayers. The Report Card highlights a number of accomplishments ranging from communications measures and green initiatives, as well as COVID-19 recovery measures that were introduced in 2020.

The 2020 Strategic Plan Report Card will be posted on the Township website and promoted through social media and the Township's eNewsletters.

Definitions

- **Opens** - Number of times an email has been opened.
- **Open Rate** - Percentage rate at which emails are opened.
- **Clicks** – Number of times a link or image within an email has been clicked on.
- **Click Rate** - Percentage of people who click on a link or image within an email (also known as click-through rate).
- **Sector average** – based on other 'Government Service' organizations that have eNewsletters through Constant Contact.
- **Engaged Users** – Total number of people who have clicked on your content.
- **Total Reach** - Total number of unique people who see your content.
- **Tweet Impressions** - Total number of times that a Tweet has been seen.

Strategic Plan Reference

Achieve excellence in governance and service delivery.

Attachment

- Strategic Plan 2020 Report Card

Meaghan Larocque

Prepared By: Meaghan Larocque, Communications & Marketing Coordinator

Angela Chittick

Reviewed By: Angela Chittick, Manager of Community & Corporate Services/Clerk

Janice Lavalley

Reviewed By: Janice Lavalley, Chief Administrative Officer



2020 | Selwyn Township
**Annual
Report Card**

This page is intentionally left blank.

COVID-19 Response

- ✓ Promoted Selwyn's businesses & community organizations through a Multimedia Marketing Campaign.
- ✓ Doubled the 2020 Municipal Grant amounts and provided financial support to Food Banks & Community Care offices.
- ✓ Interest and penalty relief on property tax payments for Selwyn Township residents, valued at \$150,000.
- ✓ Assisted local organizations through no charge rental cancellations, reduced rent for Farmers' Markets and free rent to Township Not-For-Profit lessees.

**\$561,700
Committed
to Recovery
in 2020**



**\$3.2 Million
Construction
Value**

Waived Building Permit Fees

From June 1st to October 31st, building permit fees were waived for projects valued under \$75,000.

This helped to support 'do-it-yourselfers', small contractors and homeowners with renovation projects, while supporting local businesses!

Building Permit Fees Waived - \$55,282.43

Selwyn Business Re-opening Program

Selwyn Township, in partnership with Community Futures Peterborough, developed the Business Re-opening Program to assist Selwyn businesses with immediate recovery costs, **valued at \$250,000.**

Businesses received up to \$2,500 to go towards COVID-19 related adaptation expenses such as: PPE, screens, signage, floor markings, etc.

**112
Businesses
Received
Support**

Governance



Virtual Council Meetings



In response to the COVID-19 pandemic, Selwyn Township conducted 25 of its 2020 Council meetings virtually through Zoom. These meetings are also livestreamed through the Township's YouTube channel and recordings are made available for the community to watch from home. **In fact, these Council meeting videos have been viewed 1,337 times!**

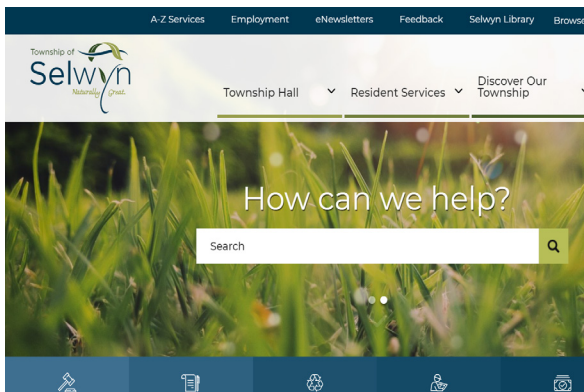


Mayoral Weekly Video Updates

Since March 27, 2020, at the onset of the COVID-19 pandemic, Mayor Andy Mitchell has recorded 42 weekly videos that provided the community with valuable updates and key messages on behalf of Selwyn Township!

These videos were viewed 2,037 times!

Virtual Citizen Engagement



In the ever-changing environment that the COVID-19 pandemic has created, many community members turned to the Selwyn Township website to get the most up-to-date information.

In 2020, there were 33,501 searches on our website, with the most popular being: fire ban, building permits, recycling and zoning.

Communications



eNewsletters

- 1,327 new subscribers
- 15,762 opens (58% open rate)
30% greater than sector average
- 2,318 clicks (15% click rate)
12% greater than sector average



Facebook @SelwynTownship

- 843 new page followers
- 136,192 engaged users
- 1,629,943 total reach
(number of people who viewed Selwyn Township content)



Twitter @SelwynTownship

- 346 new followers
- 1,591 total tweets
- 839,600 tweet impressions



YouTube @SelwynTownship

- 68 subscribers
- 5,353 videos views
- 452.5 hours of watch time

Selwyn Municipal App

Launched on December 7, 2020, the Selwyn Township Municipal App is intended to make the information on the Selwyn Township website more functional for a smartphone/tablet user. Key messaging and push notifications can also be added to the App depending on the time of year or for specific events e.g. election time; spring flooding messaging; holiday waste collections, etc.

Download the App today!

Recreation

Although the Parks & Recreation Department has been highly affected during the pandemic, a number of positives came out of 2020.

Outdoor and indoor fitness classes offered by community partners, when permitted, were at maximum capacity throughout summer and fall.

Local Minor Hockey Associations saw an increase in player registrations and as a result, more hours were booked at the Selwyn Township arenas between October and December, over any year in the last decade!



Increase in Participation

From January to March 2020, the number of participants increased by 25-30% for general public skating and 50% for senior public skating.

From April to December 2020, trail use in Selwyn Township increased by more than 50%, as residents looked to outdoor options for exercise.



Lakefield Marina

The Lakefield Marina was at full capacity for seasonal rentals during the 2020 boating season.

There was also an increase in transient rentals by local boaters.

Finance



Property Tax Payment Types

- Pre-Authorized Plan (PAP): **29.07%**
- Online/Telephone Banking: **45.09%**
- Mortgage Company Payments: **9.39%**
- Counter/Mail Payment: **12.01%**
- Post-Dated Cheques: **4.44%**

Virtual Town Hall is an online payment portal and account manager and is one of the many ways Selwyn Township is improving efficiencies.



Virtual Town Hall

Launched on December 7, 2020, Virtual Town (VTH) allows users to view and pay property taxes, general receivables (facility rentals, etc.) and dog tag renewal invoices.

VTH allows you to change your mailing address, customize your paperless notification settings, and start, stop or change a property tax Pre-Authorized Payment Plan (PAP) right from home!

Be sure to sign up for your VTH account today!

Economic Development

Community Improvement Plan

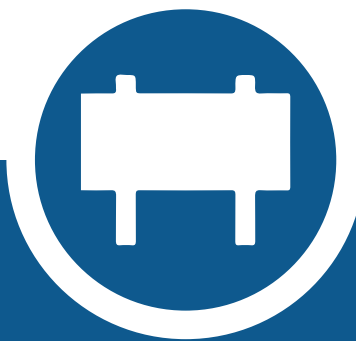
Since the inception of the Community Improvement Plan (CIP) in 2013, Selwyn Township has provided approximately \$381,370.67 in grant funds with an approximate project value of \$1,109,709.51 (as of December 2020).

For every Township \$1, businesses are investing over \$3!



Facade Improvement Grant

- Three (3) grants approved totalling \$41,141.46.
- Three (3) grants were paid out totalling \$49,832.62.



Ground Signage Improvement Grant

- Three (3) grants approved totalling \$4,828.19.



Landscaping Improvement Grant

- Three (3) grants approved totalling \$11,144.93.
- Four (4) grants were paid out totalling \$14,394.93.

Total Approved CIP Grants in 2020 - \$121,342.13

Business eNewsletter



Selwyn Township introduced a monthly Business eNewsletter in February 2020 and it quickly became an integral method of communicating with local businesses, especially during the COVID-19 pandemic.

As of December 2020, the monthly Business eNewsletter has a total of 404 subscribers!

- 12 Business eNewsletters sent in 2020, including two editions in April and December as a direct result of the pandemic and changing regulations for businesses
- 1,984 opens (33% open rate)
- 293 clicks (11% click rate)

Did You Know...

- **The Lakefield Water System saw a 10% increase in flows in 2020 over 2019!**

This is most likely related to the stay-at-home orders and an increase in people working from home due to COVID-19.

- During warm/dry summer months, the Lakefield Lagoon can lose on average 540 m³/day to evaporation. **That's 540,000 litres of water, or the equivalent water usage of approximately 280 households!**



The Public Works Department resurfaced **approximately 25 kilometres** of Selwyn Township roads in 2020.

Winter Snow Plowing Facts

- There are 10 snow plow routes that each take 7 hours to complete.
- A snow plow uses 125 litres of fuel per route.
- Each truck is loaded with a little over \$300 worth of treated sand.



\$785

Cost of a snow plow
completing one pass of its
plowing route.

Sustainability

There are many green initiatives that are on-going in Selwyn Township that benefit the environment and our community; and align with Selwyn's Climate Change Action Plan. For more information on these initiatives, visit selwylntownship.ca/greeninitiatives.

Building Renovation Projects

Several renovations focused on extending the useful life of our buildings and targeted energy conservation. We will monitor the performance of these buildings to see what impact we have on energy consumption and operating costs.

Bridgenorth Fire Hall

- New septic system was installed to replace the holding tank, eliminating the need for frequent pump outs and associated ongoing operational costs
 - This one-time capital investment requires routine pump outs only once every 3 to 5 years

Ennismore Seniors Centre

- New insulated roof membrane was installed to replace the flat roof
 - Improved insulation will reduce heat loss and associated heating costs

Lakefield Marina

- Boardwalk light fixtures have been upgraded to energy efficient LED heads
 - LED lighting reduces electrical consumption, operational costs and GHG emissions

Green Fleet Strategy

In the summer of 2020, the Township received federal funding through FCM's Green Municipal Fund to lease a plug-in hybrid electric vehicle (PHEV) for the Building & Planning Department and install a Level 2, 240-volt charging station at the Municipal Office.

This charging station is available for public use at no cost from 8:30AM to 4:00PM, Monday to Friday.

The PHEV will help reduce the Township's reliance on fossil-fuels and lower operating and maintenance costs associated with the municipal fleet.



Digester & ReLeaf Program

Through funding from Frank Cowan Company, the Township provided 52 maple trees and 30 backyard digesters at no cost to residents!

- The trees will divert 3 tonnes of GHG emissions from the atmosphere!
- The digesters will divert approx. 9 tonnes of food waste from the landfill in one year.

Waste Audits

In December 2020, Township staff conducted waste audits of the Arenas, Fire Halls and Municipal Office to identify areas for improvement.

In 2021, the Township will continue waste audits of other facilities and implement a number of improvements related to recycling, public education and promotion of diversion programs.



Closing the Loop on Food and Organic Waste

**“Closing the Loop on Food and Organic Waste at Lakefield District Public School”
funded by TD Friends of the Environment Fund is on-going!**

Despite having experienced challenges through 2020, teachers, students and project partners, Nourish Lakefield and the Peterborough Master Gardens, remain engaged! In 2020, students conducted waste audits and sustainably diverted food waste through traditional composting and vermicomposting (worms!). The compost was then used to plant vegetable gardens at the School.

In early 2021, virtual programming on food waste reduction and diversion will be provided school-wide and more vegetable gardens will be planted in the spring.

Tree Plantings

Selwyn Township partnered with the Otonabee Region Conservation Authority (ORCA) to plant more than 1,800 trees to restore the Ennismore and Preston Pits!

- 680 mixed native, coniferous trees were supplied by ORCA, with 300 planted in the Preston Pit and 380 planted along Preson Road to replace the roadside trees that were removed.
- 1,200 trees were planted in the Ennismore Pit by ORCA and Township Staff, as well as staff and students from the Youth Leadership in Sustainability Program,

Selwyn Public Library

Virtual Resources

- Mango Languages
- Ancestry Library (Genealogy)
- Hoopla (eMovies, eMusic, eBooks, eAudiobooks)
- CloudLibrary (eBooks & eAudiobooks)

Virtual Programs

- **659 programs offered in 2020 (60% were offered virtually)**
- Genealogy programs, Online Book Clubs, Scavenger Hunts, Online Story Times, Trivia Nights, Photo Contests, Virtual LEGO Builds, Take & Make Bags, BINGO

CloudLibrary Stats

- **eBook circulation: 33,235**
- **eAudiobook circulation: 8,355**
- **New CloudLibrary patrons: 999**

School Outreach

When the Selwyn Public Library was unable to offer in-person programming for schools, they pivoted and offered remote opportunities like Classroom Book Bags and School Story Walks!

Since June 1st, the Selwyn Public Library branches have offered curbside pick-up to its patrons.

From June 1st to August 15th, there were 5,781 checkouts done through curbside pick-up.



Fire Department



2020 Statistics

- **92 Volunteer Firefighters**
- **1,244 response calls**
 - 842 medical calls
 - 103 fire calls
 - 62 motor vehicle accidents
 - 48 false alarms
 - 29 CO alarms
 - 160 miscellaneous calls

Fire Prevention

Although all in-person events were cancelled in 2020, the Selwyn Fire Department established new ways to get the message out to the community.

Selwyn Fire partnered with Community Safety Net to provide educational safety books to the public at no cost.

Selwyn Fire's "Serve up Fire Safety in the Kitchen" YouTube video included important safety tips, and a tour of their apparatus and Personal Protective Equipment.

Over the holidays, Selwyn Fire teamed up with Peterborough Fire Services for the annual 12 Days of Holiday Safety radio messages; and 550 Holiday Safety brochures were distributed throughout the Township.



1310 Centre Line
Selwyn ON

705-292-9507
1-877-213-7419

www.selwyntownship.ca
info@selwyntownship.ca



Date: April 27, 2021

To: Mayor Mitchell and Council Members

From: Angela Chittick, Manager of Community & Corporate Services/Clerk

Subject: Various By-laws

Status: For Direction

Recommendation

That the report of the Manager of Community & Corporate Services/Clerk regarding various By-laws be received for information; and

That By-law 2021-036, a By-law to authorize the execution of a funding agreement with the Ontario Trillium Foundation, project # RF111144, be brought forward to the By-law section of the agenda for consideration; and

That Schedule "A" of By-law 2016-026, being the Township's Tariff of Fees By-law be received for information.

Information

Funding Agreement

A By-law is required to authorize the execution of a funding agreement with the Ontario Trillium Foundation. The execution of the agreement is contingent on finalizing the approval process. Upon signing the agreement a formal announcement can be made about the grant and the particulars of the project.

Smith Landfill Tipping Fees

At the April 13th, 2021 Council meeting, Council reviewed the report of the CAO pertaining to various landfill fees. The report recommended a number of changes that were based on the Service Review conducted by Cambium Inc. in 2020. Council agreed to a number of amendments and passed the below resolution. Schedule "A" of By-law 2016-026 has been updated to reflect these changes and is attached for information.

Resolution No. 2021 – 095 – Smith Landfill Site Tipping Fees

Councillor Gerry Herron – Councillor Donna Ballantyne –

That the report of the Chief Administrative Officer with regard to the Smith Landfill Site tipping fees be received for information; and that Schedule A to By-law 2016-026 be updated as follows:

General Tipping Fees - Phase-in increase over two years as follows \$115/tonne effective June 1, 2021 and to \$130/tonne effective June 1, 2022; and

Minimum Fees - Increase minimum fee to \$5.00 effective June 1, 2021 and that the fee remain at \$5.00 for a minimum of three (3) years; and

Mixed Load Fees - Establish a mixed load fee which is double the applicable general tipping fee and minimum fee - effective June 1st, 2021; and

Leaf and Yard Fees - Phase-in increase over three (3) years as follows \$65/per tonne for loads greater than 100 kg effective June 1st, 2021; \$85/per tonne effective June 1st, 2022 and \$100/per tonne effective June 1st, 2023; and

Additional Item (Freon) – Establish a cost recovery fee system based on the “actual cost of Freon removal services” - effective June 1st, 2021.

Carried.

Attachments

- Amended Schedule “A” – By-law 2016-026

Environmental Impact

No specific impact related to this recommendation.

Strategic Plan Reference

Achieve excellence in governance and service delivery

Angela Chittick

Prepared By: Angela Chittick, Manager of Community & Corporate Services/Clerk

Janice Lavalley

Reviewed By: Janice Lavalley, Chief Administrative Officer

12. Landfill Rates			By-law 2019-088
General Tipping (Sorted) includes waste, large appliances, large furnishings, construction debris, brush, compactor waste			
Weighing Less Than 50 kgs (minimum charge)	\$3.50 - effective until May 31, 2021	\$3.50	Resolution No. 2021 – 095
	\$5.00 - effective June 1, 2021 (no increase for a minimum of three years)	\$5.00	
Weighing More Than 50 kgs	\$100.00/tonne - effective until May 31, 2021	\$100.00	
	\$115.00/tonne - effective June 1, 2021	\$115.00	Resolution No. 2021 – 095
	\$130.00/tonne - effective June 1, 2022	\$130.00	Resolution No. 2021 – 095
Unsorted loads includes Opaque Bags as of Sept 1st , 2021			
Double the applicable general tipping fee and minimum fee - effective June 1st, 2021			
Leaf and Yard Waste			
Leaf and Yard Waste Less Than 100 kg's	No Charge	No Charge	
Leaf and Yard Waste 100 kg's and More	\$45.00/tonne - effective until May 31, 2021	\$45.00	
	\$65.00/tonne - effective June 1, 2021	\$65.00	Resolution No. 2021 – 095
	\$85.00/tonne - effective June 1, 2022	\$85.00	Resolution No. 2021 – 095
	\$100.00/tonne - effective June 1, 2023	\$100.00	Resolution No. 2021 – 095
Various Other Landfill Rates			
Appliances containing Freon surcharge plus per tonne rate	Cost Recovery Fee – Fee is based on the "actual cost of Freon removal services" - effective June 1st, 2021	Cost Recovery	Resolution No. 2021 – 095
Aquatic Vegetation (including wild rice) - all weights	No Charge	No Charge	Resn 2017-225
Asbestos material	\$250.00/tonne	\$250.00/tonne	
Bag Tags (each)	\$4.00	\$4.00	
Disaster Debris	40% of the current approved rates		
Mattresses and Box Springs	No longer accepted (must dispose of at the Bensfort Road landfill)		
Replacement Landfill Cards	\$10.00	\$10.00	
Vehicle Weights	\$10.00	\$10.00	

April 12, 2021

His Worship Andy Mitchell
Mayor, Selwyn Township
1310 Centre Line
Selwyn, Ontario K9J 6X5

Dear Mayor Mitchell;

I am writing on behalf of the community organization known as The Friends of Lakefield Park.

Over the years, substantial private boating docks have been installed by the contractor of the Lakefield Campground in, or in close proximity to, the provincially significant wetland known as the Lakefield Marsh.

Based on our review of the contract entered into by the Township with the contractor, it is our view that no authorization exists for the installation of private boating docks by the contractor of the Lakefield Campground. If the Township has a different interpretation, I would request that you advise us. Further, Resolution 2002-321 of SEL Township prohibits encroachment of private property on public owned waterfront lands; and requires that private property shall be removed from public owned waterfront lands.

Accordingly, we are requesting that the Township take steps to prohibit the installation of boating docks by the Lakefield Campground this year. This is a timely matter in that the installation typically takes place in early May.

We are also requesting that the Campground docks no longer be stored on the lands designated for the Lakefield Trail, as is currently the case.

We would appreciate a timely response.

Sincerely,

Guy Hanchet

AMO Policy Update – Back to Remote Learning, Connecting Links Funding, and *Funeral, Burial and Cremation Services Act* Regulation Changes

Schools Move to Remote Learning and Reintroduction of Emergency Child Care

As a result of the current COVID-19 conditions, the government has decided to move elementary and secondary schools back to remote learning following the April break, effective April 19, 2021. A decision about when it is safe to again resume in-person learning will be made as the situation requires. Child care for non-school aged children will remain open, before and after school programs will be closed, and free emergency child care for the school-aged children of eligible health care and frontline workers will be provided.

2020-21 Connecting Links Funding

The Honourable Caroline Mulroney, Minister of Transportation, announced funding for 14 municipalities from the Ontario Connecting Links funding program. Ontario is providing \$30 million for eligible capital costs on successful connecting links funding application as previously announced. Connecting links are municipal roads and bridges that connect provincial roads, forming an important part of the Province's transportation network. Municipalities are eligible for up to \$3 million in funding for these projects, increasing to \$5 million in 2021-22.

Changes to Ontario Reg 30/11 under the *Funeral, Burial and Cremation Services Act*

Changes have been announced this month regarding Ontario Regulation 30/11 under the *Funeral, Burial and Cremation Services Act*. Changes to license display requirements and the price list and consumer information guide will come into force on July 1st, 2021, while additional changes to the cemetery care and maintenance funds and accounts will come into force on January 1st, 2022. Information on the regulatory changes can be found on the e-Laws website at O. Reg. 258/21: GENERAL; O. Reg. 259/21: GENERAL and any questions can be sent to at info@thebao.ca.

AMO Policy Update – New COVID-19 Enforcement Measures and Two-Week Extension of Emergency Declaration, and Emergency Child Care

New COVID-19 Enforcement Measures and Extension of Emergency Declaration

Late this afternoon the Province announced that the province-wide emergency declaration will be extended by an additional two weeks, effective immediately. New enforcement measures and restrictions are being implemented to help Ontario manage through the third wave of COVID-19 in order to protect the health and safety of Ontarians.

As of 12:01 a.m. on April 18th, the new restrictions will apply province-wide:

- Outdoor gatherings will be strictly limited to members of the same household only, or with one other household if that individual lives alone.
- In-person shopping at stores that primarily sell food and pharmaceutical goods, grocery, and “big box” stores will be restricted to 25% occupancy.
- Only essential construction will be able to continue (e.g., assessment centres, hospitals, long-term care homes). Non-essential construction (e.g., shopping malls, office towers, and hotels) is not allowed.
- All outdoor amenities will be closed (e.g., playgrounds, basketball courts).

As of 12:01 a.m. on April 19th, additional changes will include:

- Restricting indoor participation at places of worship, funerals, and weddings to 10 people.
- Checkpoints will be created to restrict mobility at interprovincial borders between Quebec and Manitoba, with exceptions for work, transportation of goods, and medical appointments.

To accompany these restrictions, the Ministry of Labour has increased the number of inspectors for workplaces, to ensure that any employee that is not required to work outside of the home, stays at home.

The Ministry of the Solicitor General has also provided new temporary enforcement powers of by-law, *Provincial Offences Act* (POA), First Nation Constables, and police officers. Some of these powers include the ability to ask Ontarians to provide the purpose of being outside the home, to ask their personal address, and police officers will be able to stop cars to inquire into why they are outside the home.

Regarding vaccine distribution, the Province continued to call on the federal government to increase its supply of vaccines. With that supply, the Province announced that 25% of future vaccine supply will be targeted to the “hotspot” neighborhoods. The Minister of Health defined those as 12 Public Health Units that have historical and ongoing high rates of deaths, transmission, and spread of COVID-19. It was noted that 80% of the current COVID-19 cases are occurring in 20% of the province and they want these areas targeted.

Additional information will be shared with members as soon as it becomes available and it is expected that further provincial details on all of the above, especially with respect to the enhanced enforcement provisions, essential services under these orders, and the accompanying *Emergency Management and Civil Protection Act* (EMCPA) regulations will be provided likely early next week.

Emergency Child Care for Health Care and Other Frontline Workers

The government announced it is, again, funding free emergency child care, available for school-aged children of health care and other frontline workers. These include many categories of municipal staff. The list published today includes occupations such as police, firefighters, paramedics, nurses in long-term care and some staff delivering transit, waste, and water services.

To confirm a specific occupation and for a full list of eligible workers, see the Ontario website. Note this list could potentially be modified at any time. The government is advising parents with a school-aged child or children and on the eligibility list looking to access an emergency child care program, to contact the local municipal service system manager for information on availability, program locations, and registration.

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.

AMO Policy Update – Federal Budget Highlights, Revised COVID-19 Measures, and Red Tape Bill

Canada Budget 2021: Highlights for Ontario Municipal Governments

The Honourable Chrystia Freeland, Deputy Prime Minister and Minister of Finance, brought down her first Budget today and the federal government's first Budget since before the beginning of the pandemic.

Budget 2021 includes significant new spending on policies of interest to Ontario municipal governments including: affordable childcare and housing; broadband internet expansion; support for the tourism sector; and climate change, greenhouse gas reduction and the circular economy. It also makes new commitments to extend sickness benefits through Employment Insurance and extension of rent supplements and hiring benefits; increasing Old Age Security for seniors over 75.

Items of interest to Ontario municipal governments include:

Childcare and Early Learning: Moving forward on the Throne Speech commitment to establish a national early learning and childcare system, the government is committing to provide funding to provinces and territories to subsidize and make childcare more affordable. The plan will aim to reduce fees for parents with children in regulated childcare by 50 per cent on average, by 2022, with a goal of reaching \$10 per day on average by 2026, everywhere outside of Quebec. \$30 billion will be spent over 5 years starting in 2021 with \$8.3 billion ongoing to support the government vision.

Housing and Homelessness Prevention: The government is making additional commitments under the National Housing Strategy. There are targets and plans for a variety of measures to help build, repair, and support 35,000 affordable housing units for vulnerable Canadians. This will be achieved through an investment of \$2.5 billion and a reallocation of \$1.3 billion in existing funding to speed up assistance. Funding will maintain the increases to the Reaching Home program to address homelessness for a further two years. A new tax on unproductive use of housing by foreign non-resident owners.

Broadband: The government has proposed to provide another \$1 billion over six years for the Universal Broadband Fund, to help connect rural and remote communities to high-speed internet faster. This increases the overall size of the Fund to \$2.75 billion and sets them on track to achieve their 98% high-speed coverage initiative by 2026.

Long-Term Care: The government is proposing to provide \$3 billion over five years, starting in 2022-23, to support provinces and territories in ensuring standards for long-term care are applied. Work is underway to develop national standards.

Tourism: The Budget provides \$1 billion to support tourism sector businesses including supports for events and festivals. This includes \$200 million for major festivals through Canada's Regional Development Agencies, \$200 million in support for community festivals and \$500 million to support tourism-based businesses through a Tourism Relief Fund.

Transit: The Budget commits to the earlier announcement of permanent infrastructure funding for transit of \$15 billion including subway development, fleet electrification and zero-emission transit vehicles.

Climate Change/Greenhouse Gas (GHG) Reduction: The Budget commits to the goal of net zero emissions for Canada by 2050. Significant investments in climate change and GHG reduction including \$5 billion over seven years for the Net Zero Economy Accelerator to invest in decarbonizing major emitters such as cement, aluminum, and steel sector businesses to allow them to adopt cleaner technology.

The Budget provides \$4.4 billion for CMHC zero interest loans to homeowners, up to \$40,000, for deep energy retrofits on existing housing stock to reduce energy consumption and GHG emissions.

The Disaster Mitigation and Adaptation Fund will be provided with \$1.4 billion over 12 years to support climate adaptation and disaster mitigation projects that protect people and communities from climate change impacts. Of this, \$670 million is for small projects between \$1 million and \$20 million. AMO has long called for more dedicated funding for climate adaptation projects including extending this funding. In addition, the Budget will provide \$63.8 million to improve flood mapping, a key recommendation of AMO's recent flooding paper.

\$54.8 million is committed over two years to help the forestry industry and communities to take advantage of bio-economy opportunities in areas such as biofuels and building materials that can improve sustainable economic development.

\$319 million over seven years for carbon capture and storage initiatives and demonstration projects to help reduce GHGs from large emitters. The Budget also proposes to consult on tax incentives for these projects.

\$1.5 billion over five years for clean fuels through the Clean Fuels Fund to support such initiatives as hydrogen fuel adoption and biomass.

Provincial Stay-at-Home Order Revisions

Late Friday, April 16th the Province announced additional enforcement, travel restrictions, and public health measures. Additional enforcement tools came into force at 12:01 a.m. on Saturday, April 17th, 2021.

Since then, provincial amendments to regulations were made to clarify that playgrounds will remain open and that police officers and other provincial offences officers, including municipal bylaw officers, will not have as much enforcement authority as announced on April 16th to support enforcement under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.

Reducing Red Tape Bill

Bill 276, Supporting Recovery and Competitiveness Act, 2021 was introduced for 1st reading on April 15th and contains 28 schedules impacting a wide range of matters. A general overview is available.

From a municipal government perspective, the following schedules are of interest:

Schedule 9 Changes to Designate Long-Term Care Homes: *French Language Services Act*

The Schedule changes the definition of “government agency” in the *French Language Services Act* to permit the designation of municipal long-term care homes and joint homes as public service agencies delivering services in the French language.

Schedule 21 Changes to Delivery Roles: *Ontario Works Act, 1997*

Earlier this year, the government announced a new social assistance vision. Once fully realized, there will be a significant change in municipal roles and responsibility for Ontario Works delivery. Municipal governments will focus on frontline casework helping people to access the life stabilization services that they need in the community to become more independent and ready for employment. The Province would assume responsibility for financial assistance delivery.

The Bill’s proposal would provide authority to the Minister and the government to make these changes. The details will be worked out in subsequent regulations.

Schedule 23 Energy Transmission Projects: *Planning Act*

Section 62 of the *Planning Act, 1990* currently exempts Hydro One’s transmission projects that are approved under the *Environmental Assessment Act* from the *Planning Act, 1990* in its entirety. This exemption was introduced in 1983, before

the energy market was restructured, at a time when Hydro One was part of the fully integrated, Crown-owned Ontario Hydro.

The Bill's proposal would apply Hydro One's exemption to all transmitters whose transmission projects undergo Comprehensive or Streamlined Environmental Assessment processes.

Schedule 24 Changes to Consents and Subdivisions: *Planning Act*

This schedule alters many elements of Section 50 to 57. This includes stopping merging of lots as a result of the death of one of the joint tenants; interests in land acquired for an energy line would be allowed to be disposed of but only to owners of abutting land, some administrative matters to clarify validation and issuing certificates, circulation, use of part lot control, leases for uses ancillary to a building, amending and cancelling consents, and applicant would be able to apply to the consent granting authority to request a one-time extension of up to one year (2 years total) in which to satisfy the conditions of approval for the consent.

Many of these proposals are addressing longstanding problems with the consent and subdivision process. AMO will continue to work with the province when any regulatory changes come forward.

His Worship Andy Mitchell, Mayor
Township of Selwyn

Dear Mayor Mitchell:

Thank you for writing regarding the need for reliable broadband in eastern Ontario and support for the EORN 1Gig project.

Ontario is moving as fast as it can to bridge the digital divide.

That is why Ontario continues to build on previous commitments our government made as part of our 2019 Broadband and Cellular Action Plan.

The 2021 Budget commits a historic new investment of \$2.8 billion in broadband infrastructure to ensure that every region in the province has access to reliable broadband by the end of 2025. This brings Ontario's total investment to nearly \$4 billion over six years. This proactive approach is the largest single investment in broadband, in any province, by any government in Canadian history.

On April 12, 2021, our government passed the *Supporting Broadband and Infrastructure Expansion Act, 2021* which will help connect more communities to reliable, high-speed internet sooner by reducing the regulatory barriers and costs affiliated with building broadband infrastructure.

By taking this step, our government is helping to speed up Ontario's broadband expansion, increase our competitiveness, strengthen communities, and make life more convenient for families and individuals. The *Supporting Broadband and Infrastructure Expansion Act, 2021* will get our infrastructure working better for Ontario.

Our government is committed to ensuring that communities across Ontario have access to critical broadband and cellular connectivity as evidenced by our ongoing partnership with EORN on supporting broadband access in eastern Ontario.

Thank you again for writing and please know that I am working as fast as possible to bridge the digital divide across all of Ontario. That is my commitment to you and every person who needs to be connected.

Sincerely,

The Honourable Laurie Scott
Minister of Infrastructure

c: Dave Smith, MPP, Peterborough-Kawartha

kawartha

CHAMBER of COMMERCE & TOURISM

In this NewsFlash:

- Chamber Updates
- Member News & Updates
- Business News & Resources

CHAMBER UPDATES

CALL FOR NOMINATIONS

Kawartha Chamber Awards of Excellence

The Kawartha Chamber invites you to submit nominations recognizing excellence in the local business community. A pat on the back for a job well done is a great way to show your support during this difficult time.

Nominations are not limited to Chamber members. Businesses, organizations and individuals in Peterborough County or City can be nominated. Encourage your colleagues, customers and neighbours to also submit a nomination. Self-nominations are welcome.

Nomination Deadline: May 12, 2021

[NOMINATE HERE!](#)



A dark-themed poster for the Kawartha Chamber Awards of Excellence. At the top is the Kawartha Chamber of Commerce & Tourism logo. Below it, the text 'Call For Nominations!' is flanked by horizontal lines. The main title 'Awards of Excellence' is in a large, white serif font. Underneath, the website 'kawarthachamber.ca/nominations' and the deadline 'Nomination Deadline May 12, 2021' are listed. At the bottom, the 'HOST SPONSOR' is identified as 'BALL Real Estate Inc. Brokerage', with a small globe icon between the words 'HOST' and 'BALL'.

kawartha
CHAMBER of COMMERCE & TOURISM

— Call For Nominations! —

**Awards of
Excellence**

kawarthachamber.ca/nominations
Nomination Deadline May 12, 2021

HOST SPONSOR  **BALL**
Real Estate Inc. Brokerage

VOLUNTEER APPRECIATION

Recap & Recording



This week is National Volunteer Week, we hosted our Volunteer Appreciation event last Wednesday! We had so much fun celebrating our volunteers and hearing from Shawn of [Peterborough Humane Society](#) and Pixie & Alice of Peterborough Police Service.

It was a joy to see our volunteers and their furry friends all together!

For those who missed or would like to re-watch our Paws for Appreciation event - it is now up on our [YouTube channel](#) and a recap can be found on our [blog page](#)!

Thanks to our volunteers for all that you do!

MAY BUSINESS AFTER HOURS HOP

Not Your Typical Hop

Join us for our first ever Virtual Hop! Although we are not able to visit businesses in-person, we are making the most of our virtual format and 'visiting' businesses we wouldn't usually get to! The Zoom platform will allow us to 'visit' more locations and let us to see behind the scenes of some great businesses. There will also be the opportunity to network and connect with businesses in our community. Join us May 12, 2021 for this exciting event!

Guest Businesses:
[rPM3 Solutions Canada Inc.](#)
[Living Local Box](#)
[Strexer Harrop](#)
[Organized By Design](#)
[Lake Field Music Inc.](#)

[Register Here!](#)



KAWARTHA CHAMBER UPDATES

#KeepingYouUpdated

The Kawartha Chamber is dedicated to keeping you up to date on news and resources during these difficult times.

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
membership@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](#)



CONVO WITH PUBLIC HEALTH AGENCY OF CANADA

Canadian Chamber of Commerce



Join Canadian Chamber President and CEO, Perrin Beatty, and President of the Public Health Agency of Canada, Iain Stewart, for a fireside chat and live Q&A on the ongoing COVID-19 pandemic.

The Government of Canada recognizes the important role industry has played during the pandemic and the opportunities for partnerships between governments and industry in the pandemic response.

Topics to be discussed will include vaccination, return to work, borders and other emerging issues. Participants will have an opportunity to ask questions during the live Q&A portion.

[Register Here](#)

GUEST BLOG - SELWYN TOWNSHIP

Save The Date For The Link

Save the Date! The Link rural bus service launches May 3, 2021!

The service will provide access to and from major hubs within Selwyn Township and Curve Lake First Nation with a connection to Peterborough Transit at Trent University. The service will operate Monday to Friday, with runs as early as 6:50 AM and as late as 11:00 PM.

Read all about The Link in our latest guest blog by [Selwyn Township](#)!

[Read Blog](#)



MEMBER NEWS & UPDATES

SEEDLING FUNDRAISER

Lakefield Village Lions Club



[Lakefield Village Lions \(LVL\)](#) is holding a Nursery Tree/Shrub Seedling Fundraiser in support of projects in our community!
Environment is one of the six Global Causes promoted by Lions International. Planting trees and shrubs will support our environment – and also bring beauty to your environment.

Orders must be placed by Tuesday, May 11, 2021.
To place an order please call Lion Arlene at 705-933-9003
Cash only please (email addresses required).

Pickup your purchase on Saturday May 22 from 9am-12noon at Memorial (Cenotaph) Park.
Covid-19 Protocol in effect for safe pickup.

Funds raised go back to supporting projects in our community. This past year's restrictions have made fundraising projects challenging. Creative ways to raise funds are the way to continue with our community support!

SELWYN TOWNSHIP HIRING

Multiple Positions Posted

The Township of Selwyn is currently hiring for the following positions:

- [Planner](#)
- [Permit Intake Technician](#)
- [Development Approvals Technician](#)
- [Lakefield Marina Dock Attendant](#)
- [By-Law Enforcement Officer](#)



Find these and other employment opportunities on our [Job Postings](#) page!

SEND A SPRINGRAM

Lang Pioneer Village Museum

Brighten someone's day while supporting [Lang Pioneer Village Museum](#) at the same time! While we may not be able to visit each other right now, Lang is offering a Springram program to send a "Sign of Spring" to someone you love.



For \$17.00 you can send a Springram to your loved one and support Lang Pioneer Village Museum at the same time. Springrams include a stuffed animal of your choosing, a sweet treat and a personalized Lang Postcard which will be mailed directly to your loved one.

They have created a [video](#) to show how easy it is to send some love to those special people in your life!

[Send a Springram!](#)

CANADIAN CANOE MUSEUM

Virtual Public Meeting

The community is invited to a virtual public meeting regarding the new Canadian Museum project at 2077 Ashburnham Drive (Johnson Property) in Peterborough, ON on **April 28th at 6:30 PM.**

The museum is excited to share inspiring renderings of the new museum and their vision for how The Canadian Canoe Museum will become a vibrant community hub on the waterfront of Little Lake. The new museum design and landscape plan takes full advantage of its on-water location and nestles seamlessly into the natural surrounding area of the Johnson Property.

The public meeting will be held as a Zoom webinar and feature a presentation, followed by a question-and-answer period.

[Event Info](#)



LAKEFIELD CAMPGROUND SURVEY

Township of Selwyn Seeking Input

[The Township of Selwyn](#) has launched a public survey in order to gather input on the future use of the Lakefield Campground property, located at Hague Point in the Village of Lakefield.



A “[Lakefield Campground Utilization Study](#)” is presently underway to assess the role of the Township in providing campground services. You can help inform the plan for the future of the Lakefield Campground by completing a short survey, which should take you 5-10 minutes. Your responses will be kept confidential and feedback will be reproduced in summary form only. **Please complete the survey by April 30.**

[Take the Survey!](#)

BUSINESS NEWS & RESOURCES

STAY-AT-HOME ORDER EXTENDED

Ontario Announces New Lockdown Measures

The Ontario government is strengthening enforcement of the province's Stay-at-Home order while imposing new travel restrictions and further strengthening public health measures.

Both the provincial declaration of emergency and the Stay-at-Home order have been extended for an additional two weeks to help stop the spread of COVID-19. The Stay-at-Home order currently in effect requires everyone to remain at home except for specified purposes, such as going to the grocery store or pharmacy, accessing health care services (including getting vaccinated), for outdoor exercise, or for work that cannot be done remotely.

Key Details from the Ontario Government Release:

- Closing all non-essential construction
- Capacity limits in-person shopping at 25% (includes grocery, convenient stores, indoor farmer' markets)
- All outdoor recreation amenities are closed – golf courses, basketball courts and soccer fields with limited exceptions
- Prohibit all outdoor social gatherings excepts for people in the same household
- Funerals, weddings, and religious rites ceremonies limited to 10 people indoors or outdoors
- 25% more future vaccine allocations to hot spot communities
- Restricted travel into Ontario from Quebec and Manitoba

[Read Release](#)

TSW TRAIL TOWNS SITE NOW LIVE!

Trent-Severn Trail Towns

RTO8 is excited to announce the launch of tswtrailtowns.ca to support the Trent-Severn Trail Towns program. The consumer facing website will become the online hub for TSW Trail Towns containing community profiles, blogs, event listings, links to partners and more. They will continue to build on this content with more features to be added this year and beyond.

[Check It Out!](#)



ONTARIO BY BIKE WEBINAR

Welcome Cyclists: Kawartha Lakes, PTBO & the Kawarthas

The Ontario By Bike Network certifies tourism businesses and locations as bicycle friendly, helping businesses reach the growing number of cycle tourists in Ontario, promoting and further developing cycle tourism in destinations across Ontario.

As part of their mission to increase awareness of their bicycle friendly business certification network and program renewal for Ontario By Bike Network regions, they are hosting a Cycle Tourism Development Webinar for Kawarthas Northumberland this spring. With an increasing popularity in local cycle tourism activities, now more than ever is a great time to get updated on the program, familiarize yourself with the cycle tourism market, and find out how welcoming cyclists can be good for your business.

April 21, 2021 @ 10AM

[Register Here](#)



COMMUNITY BUILDING FUND

Applications Close Soon!

The Community Building Fund supports arts and culture, heritage, tourism, sport and recreation non-profits and Indigenous communities that operate facilities and/or deliver experiences or programs for the public.

The fund will enable organizations to remain viable so they can continue to improve quality of life and provide services, jobs, educational opportunities, and programming for Ontarians.

The fund is being delivered by the Ontario Trillium Foundation across two distinct funding streams - Operating and Capital. Note: Information about the Capital stream will be available later in 2021.

Community Building Fund - Operating Stream Application deadline is April 28, 2021 at 5:00 PM EST

[More Information](#)

WEBINARS

Information for Businesses

April 21 @ 10AM: [Welcoming Cyclists in Kawartha Lakes, Peterborough & the Kawarthas](#)

April 22 @1PM: [The Big Shift: Changes in Canadian Manufacturing](#)

April 22 @ 3PM: [Green Economy Peterborough Launch](#)

April 28 @ 2:30PM: [The SME Skills Gap: Innovative Approaches to Responding](#)

May 5 @ 1PM: [FIR and Getting Canadians Back to Work](#)



Board of Health Meeting Summary

April 14, 2021

Board of Health Chair Report

Board of Health chair Mayor Andy Mitchell thanked Peterborough Public Health (PPH) staff for their hard work and continuous efforts addressing the Herculean task of managing the COVID-19 pandemic outbreak in our community. He noted that things had dramatically changed since mid-February when businesses were starting to reopen to now with the April stay at home order and school closures across the province. Our community has not been spared the effects of the third wave: in the first 13 days of April, we have seen 13% of all total cases of the pandemic to date. When this emergency is over, there will be significant load on the board to address items that have been set aside in order to focus on the pandemic.

COVID-19 Update

Dr. Salvaterra reported that the exceptional number of cases and high-risk contacts presently indicates that this third wave is going to be our worst. In April, PPH has seen its highest single-day case count and highest weekly case count since the beginning of the pandemic. The community is also experiencing the most outbreaks to date, fortunately fewer have been in seniors congregate living settings in comparison to last year. There are large numbers of high- and low-risk contacts linked to school cohorts. All PPH staff are fully deployed. PPH is experiencing now what we thought would happen last spring. For the week of April 4-10, the local case incidence rate is 53 cases per 100,000, the reproductive rate is over 1, and test positivity rate is 2.3%. Wastewater surveillance is now part of our surveillance efforts to help us predict in a non-invasive and equitable way how the outbreak is unfolding by detecting the virus in wastewater samples. PPH is targeting certain locations such as Trent University and three retirement homes. It has never been more dangerous for people to go outside their

homes. The number of cases where there is no known epidemiological link (i.e. not exposed from a high-risk contact) have doubled over the past week.

COVID-19 Vaccine Rollout

Peterborough's vaccination plan follows the same framework as the Ontario plan. Phase 1 is not completed yet as the second dose interval has been extended. All residents in long-term care homes, retirement homes and other seniors' congregate settings have been offered vaccinations. Close to 9,000 healthcare workers have received their first dose including staff in long-term care and retirement homes. Second-dose clinics were completed in Curve Lake First Nation; second-dose clinics in Hiawatha First Nation will be done before the end of April. PPH staff are waiting for lists from the Central East LHIN of chronic home care recipients that require in-home vaccination. Those who are mobile are booked into the Peterborough Regional Health Centre clinic, and those who remain housebound will be vaccinated by PPH mobile teams.

Phase 2 was supposed to start when vaccines began to flow in more abundance, but we have not experienced this yet. PPH is 12,000 doses short this month in order to complete 60+ adults by April 30. AstraZeneca supplies are going out through pharmacies and primary care providers. Those with highest-risk health conditions are starting to receive vaccine, and PPH is planning a clinic in the new Brock Mission for the homeless population. Earlier this week the province extended eligibility for special education teachers. Some of these teachers are booking into May, and others are on the list of "last call" doses at the end of a clinic should vaccine be available to avoid wastage. Clinics have taken place in the County in Norwood, Apsley and Buckhorn. PPH has administered more than 42,600 doses to date, this includes doses given to those who live in other regions. Nearly 39,000 local residents have received their first dose, and 2,400 have received both first and second dose. Approximately one-third of the total eligible population has been vaccinated in our region with at least one dose.

The Evinrude clinic will soon reduce to four days/week due to limited vaccine supplies. Every vaccination appointment is booked up until May 14.

COVID-19 Public Education Efforts

PPH holds two media briefings each week that are well attended by media and local elected officials and First Nations partners. These keep our key messages in the news and are posted afterwards on the [PPH YouTube channel](#). PPH has also partnered with the County and City to deliver an ongoing marketing campaign that adjusts messaging as COVID-19 communications needs evolve. Currently there are two campaigns in market, one focuses on the stay at home order/safe shopping guidance, the second one promotes the [Notify Me](#) system. This system enables residents to sign up to receive an email notification when it's their turn to get vaccinated. So far 18,700 people have signed up, and notifications have gone out to more than 10,000 residents. These communication efforts are in addition to sector-specific education delivered by the Operations Team.

Fourth Quarter 2020 Opioid Harms Status Report

The board also received the [latest report](#) on the effect of the opioid harms in the community from the period of October 1 to December 31, 2020. It covers the number of paramedic calls, visits to the Emergency Department, and deaths due to opioid poisonings.

Next meeting: The Board of Health meets next virtually on Wednesday, May 12, 2021 at 5:00 p.m. Please click [here](#) for a list of Board of Health meeting dates and location details.

Corporation of the Township of Essa
5786 County Road 21
Utopia, Ontario
L0M 1T0



Telephone: (705) 424-9917
Fax: (705) 424-2367
Web Site: www.essatownship.on.ca

April 9, 2021

Town of Orangeville
87 Broadway
Orangeville ON
L9W 1K1

Re: Support – Bill 257, Schedule C

Please be advised that at its meeting of April 7, 2021, Council of the Township of Essa received a copy of the Town of Orangeville's resolution pertaining to the request to remove Schedule 3 from Bill 257.

Please be advised that Council of the Township of Essa shares the same concerns and hereby supports this resolution as presented.

Sincerely,

A handwritten signature in black ink, appearing to read 'Krista Pascoe', is located below the word 'Sincerely,'.

Krista Pascoe,
Deputy Clerk

cc:

Doug Ford, Premier of Ontario
Jim Wilson, MPP Simcoe-Grey
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Laurie Scott, Minister of Infrastructure
Association of Municipalities of Ontario (AMO)
Nottawasaga Valley Conservation Authority



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

April 9, 2021

The Honourable Doug Ford, Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON
M7A 1Y7

Dear Premier Doug Ford,

Please be advised that Council of The Corporation of the Township of Terrace Bay at the Regular Council Meeting of April 6, 2021 resolved as follows:

That the resolution received from the Corporation of the Municipality of West Grey
Re: Municipal Insurance Rates

Resolution: 77-2021

Moved By: Councillor Moore
Seconded By: Councillor Johnson

RESOLVED THAT Council hereby supports the correspondence from the Municipality of West Grey (dated February 24, 2021) received at the March 15, 2021 Regular Meeting of Council, regarding Municipal Insurance Premiums

AND THAT Council further directs Administration to circulate this resolution to the Premier of Ontario, Minister of Finance, Attorney General of Ontario, MPP for Thunder Bay Superior North and all Municipalities in Ontario.

CARRIED

Thank you for your consideration.

Sincerely,

Jonathan Hall
CAO/Clerk

CC: Minister of Finance
Attorney General of Ontario -
MPP – Thunder Bay Superior North
Ontario Municipalities



April 16, 2021

Hon. Patty Hajdu
House of Commons
Ottawa, ON
Canada
K1A 0A6

Honourable Minister Hajdu:

Re: Cannabis Licencing and Enforcement

Council for the Town of Mono passed the following resolution in open council on March 23, 2021.

Resolution #11-6-2021

Moved by Sharon Martin, Seconded by John Creelman

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;

AND 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;

AND 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;

AND WHEREAS the Town of Mono has not been consulted by Health Canada prior to the issuance of licenses for properties not in compliance with municipal zoning by-laws.

BE IT RESOLVED THAT the Town of Mono 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 jurisdiction;*
- 3. Provide dedicated communication with local governments and Police services;*
- 4. Provide lawful authority to Police agencies to lay charges when registered or licenced 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 this motion be sent to the local MP and MPP; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; and all municipalities in Ontario, requesting 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.

"Carried"

Regards,

Fred Simpson
Clerk

cc: Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food
Honorable Kyle Seebach, MP Dufferin-Caledon
Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Honourable Sylvia Jones, Solicitor General and MPP Dufferin-Caledon
All Ontario Municipalities



Township of The Archipelago

9 James Street, Parry Sound ON P2A 1T4

Tel: 705-746-4243/Fax: 705-746-7301

www.thearchipelago.on.ca

April 9, 2021

21-073

Moved by Councillor Barton
Seconded by Councillor Manner

RE: Road Management Action On Invasive Phragmites

WHEREAS *Phragmites australis* (*Phragmites*) is an invasive perennial grass that continues to cause severe damage to wetlands and beaches in areas around the Great Lakes including Georgian Bay; and

WHEREAS *Phragmites australis* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is an allelopathic plant that secretes toxins from its roots into the soil which impede the growth of neighboring plant species; and

WHEREAS *Phragmites australis* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, an increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches; and

WHEREAS invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and AgriFood Canada; and

WHEREAS the Ontario government has made it illegal to import, deposit, release, breed/grow, buy, sell, lease or trade invasive *Phragmites* under the Invasive Species Act; and

WHEREAS *Phragmites* occupy over 4,800 hectares of land around Lake St. Clair alone, while 212 hectares of *Phragmites* occupy land along the St. Lawrence River. The Georgian Bay Area is particularly affected by *Phragmites australis*, with more than 700 stands along the shorelines and multiple visible stands on the highways and roads that threaten valuable infrastructure and wetland areas; and

WHEREAS volunteers, non-governmental organizations, and various municipalities have invested tens of thousands of dollars in investments and labour annually for more than eight years in executing managements plans to control invasive *Phragmites* on roads, coasts, shorelines and in wetlands; and

WHEREAS roads and highways where *Phragmites* that are left untreated become spread vectors that continually risk new and treated wetlands and coastal shoreline areas; and

WHEREAS according to “Smart Practices for the Control of Invasive Phragmites along Ontario’s Roads” by the Ontario Phragmites Working Group, best road management practices for Phragmites australis include early detection, herbicide application, and cutting; and

WHEREAS these best management practices are most effective when used in a multi-pronged approach as opposed to when used as stand-alone control measures; and

WHEREAS mother nature does not recognize political boundaries. Therefore, it is imperative that Municipalities, Districts, the Province, and the Federal government work together in collaboration to eradicate Canada’s worst invasive plant species Phragmites australis;

NOW THEREFORE BE IT RESOLVED that Council for the Corporation of the Township of The Archipelago directs its staff to implement best management practices to promote early detection of invasive Phragmites, and to implement best management practices for invasive Phragmites, and to join the Ontario Phragmites Working Group to collaborate on the eradication of Phragmites in Ontario.

BE IT FURTHER RESOLVED that Council for the Corporation of the Township of The Archipelago directs staff to insert clean equipment protocols into tenders and that there is oversight that the protocols are followed; and

BE IT FURTHER RESOLVED that Council for the Corporation of the Township of The Archipelago requests the Ontario Ministry of Transportation to map and treat invasive Phragmites annually on all its highways; and

BE IT FURTHER RESOLVED that the Ontario Ministry of Transportation (MTO) communicates the strategy on mapping (detecting sites) and controlling invasive Phragmites on provincial highways, the specific highway management plans and results by each MTO region and each highway in the region and work in coordination with the Township of The Archipelago; and

BE IT FURTHER RESOLVED that Council for the Corporation of the Township of The Archipelago directs its staff to send this resolution to all municipalities that are part of the Georgian Bay watershed, to all municipalities in the Great Lakes watershed, to the Minister of Transportation, Christopher Balasa the Manager, Maintenance Management Office, and MPP Norman Miller.

BE IT FINALLY RESOLVED that Council for the Corporation of the Township of The Archipelago requests all levels of government to consider funding support to aid the Township of The Archipelago in managing invasive phragmites; and directs staff to send a copy of this resolution to the Ontario Minister of Environment, Conservation and Parks and the Minister of Environment and Climate Change Canada.

Carried.



The Honourable Patty Hajdu
Federal Minister of Health
House of Commons
Ottawa, ON K1A 0A6
Via email: Patty.Hajdu@pal.gc.ca

April 20th 2021

Sent via e-mail

Re: Support for 988, a 3-Digit Suicide and Crisis Prevention Hotline

Please be advised that on April 14th 2021 the Town of Plympton-Wyoming Council passed the following motion to support The Town of Caledon letter endorsing the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help.

Motion #16 – Moved by Tim Wilkins, Seconded by Mike Vasey that Council support correspondence item 'o' from the Town of Caledon regarding support for 988, a 3-digit suicide crisis prevention hotline.

Motion Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak
Clerk

Town of Plympton-Wyoming

cc. The Honourable Christine Elliott, Minister of Health, Ontario - christine.elliott@ontario.ca
Marilyn Gladu, MP Sarnia-Lambton, marilyn.gladu@garl.gc.ca
Bob Bailey, MPP Sarnia-Lambton, bob.baileyco@pc.ola.org
Ian Scott, Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications Commission (CRTC), iscott@telesat.com
All Ontario Municipalities



Allan Thompson
Mayor

Sent via E-Mail to: Patty.Hajdu@parl.gc.ca

March 31, 2021

The Honourable Patty Hajdu
Federal Minister of Health
House of Commons
Ottawa, ON K1A 0A6

Dear Ms. Hajdu,

RE: SUPPORT FOR 988, A 3-DIGIT SUICIDE AND CRISIS PREVENTION HOTLINE

I am writing to advise that at the Town Council meeting held on March 30, 2021, Council adopted a resolution endorsing the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help.

The resolution reads as follows:

Whereas the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

Whereas the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%;

Whereas existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

Whereas in 2022 the United States will have in place a national 988 crisis hotline;

Whereas the Town of Caledon recognized that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

Now therefore be it resolved that the Town of Caledon endorses this 988 crisis line initiative; and

That a letter demonstrating Caledon's support be sent to Kyle Seebach, MP, Dufferin-Caledon, the Honourable Sylvia Jones, MPP, Dufferin-Caledon, the Honourable Patty Hajdu, Federal Minister of Health, the Canadian Radio-television and Telecommunications (CRTC) and all municipalities in Ontario.

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | allan.thompson@caledon.ca



Allan Thompson
Mayor

Thank you for your attention to this very important matter. We look forward to hearing from you.

Sincerely,

Allan Thompson
Mayor

Cc. Kyle Seeback, MP Dufferin-Caledon, Kyle.Seeback@parl.gc.ca
Honourable Sylvia Jones, MPP Dufferin-Caledon, sylvia.jones@pc.ola.org
Ian Scott, Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications Commission (CRTC), iscott@telesat.com
All Ontario Municipalities

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
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THE TOWN OF COCHRANE

171 Fourth Avenue
Cochrane, Ontario, Canada, P0L 1C0
T: 705-272-4361 | F: 705-272-6068
E: townhall@cochraneontario.com



ONTARIO, CA

COCHRANE

WONDERFULLY UNEXPECTED

"VIA EMAIL"

April 21, 2021

The Corporation of the Township of Hudson
903303 Hanbury Road
New Liskeard, ON
P0J 1P0

Attention: Jordan Kemp – Clerk/Treasurer

Dear Ms. Kemp:

Re: Support for Fire Departments

This will acknowledge receipt of your letter and resolution dated March 31, 2021 pertaining to the above noted.

This will also serve to advise you that your correspondence was received by Council at its regular meeting held Tuesday, April 13th, 2021 and the following resolution was passed:

"Resolution No.: 103-2021

Moved by: Councillor Daniel Bélisle Seconded by :Councillor Shea Henderson

BE IT RESOVLED THAT the Council of the Corporation of the Town of Cochrane endorses and supports the resolution from the Township of Hudson that the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters.

CARRIED"

Trusting that this action of Council will be of assistance, I remain

Yours truly,

THE CORPORATION OF THE TOWN OF COCHRANE

Alice Mercier
Clerk

/am



THE TOWN OF COCHRANE

171 Fourth Avenue
Cochrane, Ontario, Canada, P0L 1C0
T: 705-272-4361 | F: 705-272-6068
E: townhall@cochraneontario.com



ONTARIO, CA

COCHRANE

WONDERFULLY UNEXPECTED

"Via Email: premier@ontario.ca

April 21, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON
M7A 1A1

Dear Premier Ford:

Re: Support for Fire Departments

This will serve to advise you that Council, at its regular meeting held Tuesday, April 13th, 2021 passed the following resolution in support of the Township of Hudson's resolution pertaining to the above noted:

"Resolution No.: 103-2021

Moved by: Councillor Daniel Bélisle

Seconded by: Councillor Shea Henderson

BE IT RESOVLED THAT the Council of the Corporation of the Town of Cochrane endorses and supports the resolution from the Township of Hudson that the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters.

CARRIED"

Your attention to this matter is greatly appreciated!

Yours truly,

THE CORPORATION OF THE TOWN OF COCHRANE

Alice Mercier
Clerk

/am

c.c.: Hon. Steve Clark, Minister of Municipal Affairs and Housing, Hon. Laurie Scott, Minister of Infrastructure, Charlie Angus, MP, Timmins – James Bay, John Vanthof, MPP, Timiskaming – Cochrane, Jon Pegg, Ontario Fire Marshal, Ontario Association of Fire Chiefs, Ontario Municipalities.



CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution


DATE: April 13, 2021 NO. 2021-097

MOVED BY Heather Olmstead

SECONDED BY Sandy Cross

“THAT the Council of the Corporation of the Municipality of Calvin supports the Norfolk County Agricultural Advisor Board’s letter dated December 20, 2020 regarding the application of the carbon tax on primary agriculture producers, and;

THAT this resolution be sent to the Premier of Ontario, the Minister of Environment and Climate Change, the Honourable Vic Fedeli, MPP and circulated to all municipalities in Ontario. ”

CARRIED  _____

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	<u>X</u>	<u> </u>
<u>Coun Maxwell</u>	<u>X</u>	<u> </u>
<u>Coun Olmstead</u>	<u>X</u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u>Mayor Pennell</u>	<u>X</u>	<u> </u>



Norfolk County
Officer of the Mayor
Governor Simcoe Square
50 Colborne St., S.
Simcoe, Ontario N3Y 4H3
519-426-5870
Fax: 519-426-7633
norfolkcounty.ca

February 23, 2021

The Honourable Jonathan Wilkinson
Minister of Environment and Climate Change
House of Commons
Ottawa, ON K1A 0A6

The Honourable Marie-Claude Bibeau
Minister of Agriculture and Agri-Food
House of Commons
Ottawa, ON K1A 0A6

Dear Ministers,

I am writing to advise that Norfolk County Council supports the attached Norfolk County Agricultural Advisory Board's letter regarding the application of the carbon tax on primary agriculture producers. It is the recommendation of Norfolk County Council that the Federal Government consider the concerns of the agricultural community and move to exempt all primary agriculture producers from current and future carbon taxes. Please find attached the full recommendation.

Thank you for your attention,

Yours truly,

A handwritten signature in black ink that reads "Kristal Chopp".

Kristal Chopp
Mayor, Norfolk County

P.c. Norfolk County Council
Association of Municipalities of Ontario
Federation of Canadian Municipalities
Ontario Municipalities

Dec 7, 2020

The Honourable Marie-Claude Bibeau, MP
Minister of Agriculture and Agri-Food House of Commons
Ottawa, Ontario
K1A 0A6

Dear Minister Bibeau

Our agricultural advisory board (AAB) who represents the agricultural sector in Norfolk County, Ontario is very concerned about the federal government's current carbon pricing policies. It is our hope that you consider our concerns and move to exempt all primary agriculture producers from current and future carbon taxes.

Carbon tax remains as a major cost of production for producers in Norfolk County. Although some farm fuel purchases are exempt, it is selective and does not meet the needs of the entire agriculture industry. Currently crop drying, heating/cooling of livestock barns and cooling of perishable commodities are still subject to full carbon taxes.

Currently there are no replacements for fossil fuels in agricultural production. As a result, carbon tax policies are not appropriate for the agricultural sector and only decrease farm margins.

Norfolk County which is known as Ontario's garden is home to one of the country's largest diversity of crop production. In addition to the extensive vegetable, fruit and grain production it boasts some of the highest ecological diverse natural habitats, plants and animals in Canada. There is approximately 25% tree cover in the county which is the highest percentage of forested land in Southwestern Ontario. Norfolk County It is also home to over 10,000 acres of woodlots and wetlands protected under Long Point Conservation Authority. In addition to the natural woodlots and wetlands there is also extensive fruit production with 2000 acres of apples and 1000 acres of sour cherries. A mature orchard can fix upwards of 18 mt of CO₂ annually.

The adoption of production practices to protect the soil and environment are advanced in Norfolk County. There has been a wide implementation of cover cropping, planting green and reduced tillage practices all of which sequester carbon. Additional farming practices of 4R nutrient management coupled with precision technology ensure that appropriate nutrients are applied at the right time, place and rate. In many cases sensitive water sources around ponds and wetlands are planted with buffer strips and soil erosion control measures of grassed waterways and windbreaks are also common practices. ALUS (alternative land use) programs have been embraced across the county, taking unproductive land out of production, and returning it to natural native grass plantings, trees and constructed wetlands. Currently there are 1148 active projects with 189 producers covering 1573 acres in Norfolk County managed under the ALUS program.

The agriculture industry has made great strides to protect the environment and will continue to improve production practices that reduces the carbon footprint in food production.

The AAB board believes that all on farm fuels used in agricultural production should be exempt from carbon tax. This should include natural gas, propane, gas, and diesel. We strongly urge the government to be consistent with a sector wide exemption to current carbon tax policies.

Sincerely,

Dustin Zamecnik
Chair of Norfolk County Agriculture Advisory Board

**The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext 4585
mantond@cambridge.ca**

April 21, 2021

Re: Resolution - City of Cambridge Council – Request for Paid Sick Leave

At the Special Council Meeting of April 20, 2021, the Council of the Corporation of the City of Cambridge passed the following motion:

Mover: Councillor Wolf
Seconder: Councillor Reid

WHEREAS as a result of the COVID-19 pandemic and the increase in cases in Ontario, our hospitals and Intensive Care Units are overrun with people sick with the virus;

AND WHEREAS according to the Provincial Science Advisory Table on COVID-19 we need to protect essential workers and support them with paid sick leave;

AND WHEREAS it is being reported that the drivers of transmission are indoor work places, particularly industrial workplaces, warehouses, and distribution centres;

AND WHEREAS the COVID-19 crisis has unmasked the inequalities in our Province as most of the people now getting sick are the most vulnerable in our society and are those who cannot afford to stay home and often live and work in crowded conditions;

AND WHEREAS Workers who are denied paid sick days do not avoid illness, they bring the infections to work with them, and they transmit them to their coworkers, employees without paid sick leave;

THEREFORE BE IT RESOLVED that Cambridge Council urge the Honourable Doug Ford, Premier to require Ontario employers to provide no less than five paid sick days annually to workers — after three months of employment — by amending the

Employment Standards Act, 2000, or through a different mechanism and to provide necessary funding, fiscal relief and/or support to employers so that all workers in Ontario have access to no less than 10 paid sick days annually in the event of a declared infectious disease emergency, such as the COVID-19 pandemic and ensure all Ontario workers have access to protected and paid emergency leave so care can be provided to children, parents, and/or other family members who may become ill and that all workers may receive paid time off to enable them to receive the COVID-19 Vaccine.

AND FURTHER that upon Council's approval of this motion that it be forwarded to the Association of Municipalities of Ontario, the Provincial Minister of Labour, the Premier, and each Ontario municipality.

Should you have any questions related to the approved resolution, please contact me.

Yours truly,



Danielle Manton
City Clerk



Council Report

Meeting Date:	April 21, 2021
Report Number:	CAO 2021-012
Title:	CAO First Quarter Activity Report
Author:	Karla Sampson, Executive Assistant to the CAO and Warden/Special Projects Lead
Approval:	Sheridan Graham, CAO

Recommendation

That this report be received for information.

Overview

The purpose of this report is to provide Council with information that serves to highlight the Corporate/Departmental work activities that have been undertaken to advance projects and priorities.

Background

Historically, a report such as this has been provided at the conclusion of each operating quarter through the calendar year.

Analysis

The first quarter of 2021 was extremely productive, despite the ongoing COVID-19 pandemic situation.

The 2021 budget was passed in early February, with a very fiscally responsible rate of 2.23%. This increase also includes a dedicated infrastructure levy of 2.5%.

The month of February also saw the appointment of Sheridan Graham as the permanent CAO, Deputy Clerk, Deputy Treasurer and organizational restructuring, as well as the now well implemented work on the Organizational and Service Delivery Review; which includes regular meetings of the six sub committees, as well as the Working Group, and regular update reports to Council.

During the first quarter of 2021, we held a virtual All Staff Meeting, which was well received by numerous staff in attendance. The video has been shared out to all staff, for those that were not able to attend.



Council Report

The following provides an overview of department initiatives during the first quarter of 2021:

Administration

CAO

- Attended virtual EOWC CAO Planning meetings and Warden's meetings (including the Inaugural meeting, EOWC/EORN joint meeting with MP's and MPP's), as well as AMO/LAS and PKED Board of Directors Meetings and EORN meetings, including Broadband Expansion Funding, Negotiation Team, Gig Submission Rollout, Contract Announcements.
- Participated in the virtual ROMA Conference and attended the EOWC Multi-Ministers Meeting and EOWC Delegation with the NDP Caucus
- Attended the following regularly scheduled meetings:
 - Leadership Team meetings (including special meeting re: Provincial Declaration and strategy session)
 - Agenda setting, Pre-council and Council meetings (incl. Special Budget Meeting)
 - PKED Board meetings
 - Peterborough Regional Liaison Committee Administrative Agenda Review, and Committee meetings (including special housing meeting)
 - CAO's meetings with Townships
 - Touch base sessions with City CAO & Mayor, and Warden (conception of regularly scheduled monthly touch-base meetings)
 - Weekly touch base sessions with Chief of Paramedics/Deputy CAO Randy Mellow
- Organizational / Service Delivery Review Work:
 - Managed and lead all Working Group & Sub-Committees
 - PPW SDR Discussions/meetings
 - ECS Stakeholder Interview - Jonathan Black / Sheridan Graham
 - PRIME Business Process Mapping software demo
 - PW Council and LT SWOT Sessions
- Participated in several internal meetings and discussions including:
 - Organizational Structure/Future Direction changes
 - Grant Submission Municipal Modernization Funding 2nd intake

Council Report

- EIO Implementation Stream Submission
- CMOG Technology Funding Discussion
- Housing Discussions
- PW Meetings:
 - Westwood Bridge, CR 20
 - Causeway
 - Office space needs and staff
- HR Meetings:
 - Grievance Meetings
 - Work from home options discussions
 - Job Description reviews/updates
- Corporate Services Meetings:
 - Records Project Discussions
 - Awards and Bursaries Committee meeting
 - Communications & Strategic Initiatives meetings
 - Sign by-law Concerns discussion
 - Parking enforcement discussion
- Finance Meetings:
 - Budget presentation walkthroughs
 - Paramount Discussion
 - Purchasing Policy revision Discussions
 - Asset Management Financing Strategy
- Participated in meetings and discussions with Township staff including:
 - CM Fire Hall/Paramedic Base
 - Internet Opportunities in NK
 - NK Service Delivery Review Consultation
 - HBM Planning Services Request
 - TL Technology
 - Douro School Safety
 - DD Building Department
 - SEL Sign By-law
 - Discuss County IT and LSS Training with DD
- Participated in meetings, discussions and events with external partners including:
 - Physician recruitment meetings
 - Quarterly meeting with Ellen Armstrong
 - Discussions re Courthouse Heritage Designation & CH discussions and Peterborough Architectural Conservation Advisory Committee meeting
 - Development Working Group meetings & pre meetings and discussions



Council Report

- Municipal Accommodation Tax Meeting
- Media Interview re: being appointed CAO
- Discussion with Trent Student re: a Community Based Research Project with Transition Town Peterborough
- Discussions re: Peterborough Housing Corporation
- Kawartha Chamber of Commerce AGM
- Sustainable Development Goals - Evening Program - Leaving No One Behind: Advancing the SDGs in Nogojiwanong/Peterborough
- Discussion with ORCA and Peterborough County re: Tree Planting
- Fleming International Business Management & Global Business Management Program Advisory Committee Meeting
- Sustainable Peterborough Meetings
- Participated in several COVID-19 related meetings including:
 - County Control Group meetings
 - Internal and external discussions re support for PPH / Vaccine rollout Public Enquiry Center
 - AV Upgrades discussion
 - Paid sick time (COVID days)
 - Vaccine Distribution Update with Ontario Mayors
 - CAO's Meeting re: review of Provincial Announcements Focus on Rec and Re-Opening

Clerk's Division

In addition to the normal cyclical functions of the Clerk's Division as Council secretariat:

- Special County Council Meeting February 3rd for a Public Budget Meeting held during the evening
- Attended Lean Six Sigma White Belt training
- Created new report guidelines, recommendation samples and templates to improve staff reporting to Council
- Conducted research and provided reporting to OSDR committees regarding Warden/Deputy Warden positions

Corporate Division

- Website – AODA Updates



Council Report

- Development of StoryMaps - for All Staff Meeting and Budget
- Held 1st quarter Communications Team Meeting
- Participated in COVID-19 media/radio ad brainstorming and development joint with City of Peterborough and Peterborough Public Health
- Developed Easter Waste Management social media posts
- Developed Leaf and Yard Flyers for HBM Township
- Clean Marine Committee Meetings

Lang Pioneer Village

- 1 full-time and 4 part-time staff at Lang have been redeployed to support the PPH vaccine roll-out. Remaining staff have reallocated work assignments to ensure priority work is completed but plans for a May opening are now on hold.
- Despite the challenges of the 2020 season, the Museum closed the 2020 year with a surplus of \$225,625.
- The Museum received the following funding in the 1st Quarter:
 - Anonymous Foundation - \$75, 000 final payment for Mitchell Building renovation
 - Peterborough & Kawarthas Economic Development - \$8984 for the implementation of digital tools for the creation of virtual programming
 - Regional Tourism Organization 8 - \$5719 to support marketing initiatives for the 2021 season as well as purchase of MP3 players for drive-through tours
 - CMOG – “TOP UP Funding” - \$24, 416 to support resources required for digitization of the collection and virtual programming development and promotion.
 - Young Canada Works – \$5443 to support Story Mapping virtual programming for increase Village accessibility
- The Museum launched their new virtual programming including the Aabaamnigan video (partnership with Curve Lake and Hiawatha First Nations), and numerous virtual videos for schools and homeschool's as well as our Live Q & A Programming. Bookings are ramping up and the feedback has been very positive.

IT

- Ongoing support of remote working employees.
- Completed RFQ for 2021 Computer Replacements for Township of Cavan Monaghan.



Council Report

- Order placement for 2021 Computer Replacements for County of Peterborough.
- Initial implementation stage of Intune, Auto Pilot and Windows Virtual Desktop project.
- Hafnium Exploit - patching and investigation of Cavan Monaghan, North Kawartha and Trent Lakes on premise Exchange Servers.

GIS & Enterprise

- Significant ArcGIS Online support, including [2021 Budget](#) & Public Works [Capital Works Projects 10-Year Forecast Dashboard](#)
- FME training begun and projects underway to streamline data management for MTO Collisions
- GIS Technology Steering Committee has been launched with input & discussions from staff
- Org Restructuring has led to research on comparator job descriptions, structures & roles
- Draft Official Plan map schedules continue to be developed
- Ongoing GIS support to EORN

Finance

- 2021 budget completed and presented to Council – Budget was approved
- 1st Budget Open House Meeting Held in February 2021
- Onboarding of new Deputy Treasurer
- Finalized 2021 County Tax policy and Report.
- Preparation for the 2020 year-end financial audit was mostly complete by end of first quarter 2020.
- Completed Federal and Provincial Gas Tax annual reporting
- RFP Completed and awarded DC By-Law Update and Growth Analysis Study
- Completed and Awarded RFQ for Tax Policy Review
- Completed and Awarded RFW for Post Employment Benefits Review
- Prepared and issued 2020 T4A's to vendors as required
- Completed CMOG Reporting for Land Pioneer Village
- Completed OCIF Reporting
- Assisting with Pandemic Measures
- Completed Pandemic Pay Reporting
- Completed COVID-19 Transit Fund Reporting



Council Report

- Assisting with ISD Organizational Review
- Implementation in process for Questica Budgeting Software and Paramount Procurement Software

Human Resources

Payroll, Pension and Benefits:

- We are pleased to have met multiple deadlines for payroll year end submissions including;
 - Issuing electronic/password protected T4's to 174 full-time and 154 part-time employees
 - Calculating and submitting the OMERS form 119 2020 annual reconciliation
 - EHT Annual Return and WSIB Annual Reconciliation.
 - processed 869 Behind pay advices and 823 PCCP pay advices and implemented password to pay advice slips – making them more secure
 - Processed and submitted public sector salary disclosure
 - Added 2021 entitlements to full-time employees
 - Calculated retro pay for Non-Union employees.
 - Processed Leave of Absence claims (Short/Long Term disability; pregnancy / parental leaves)
 - Prepared Return to Work Plans for modified work

Labour Relations including;

- grievances/employee relations/Collective Agreement interpretation
- Continued review of Non-Union Terms and Conditions
- All staff meeting planning

Health & Safety:

- Processed WSIB claims
- JHSC meetings
- Development of the annual Health & Safety comparison stats report from 2020
- Continuous monitoring of the Covid-19 Screening Application
- Continued to ensure the appropriate procedures were in place to ensure employees were safe
- Wellness e-blasts: Bell Let's talk Day and Random Acts of Kindness and Wellness Zone

Systems:

- Continued with implementation of attendance management system configuration and training (HRISMyWay). Launching in April!



Council Report

- Manulife system work and audit for full-time employees

Recruitment/Position Changes:

Service Delivery and Organization Review implementation (job description development/changes, job evaluations, pay changes, title changes, letters, etc.)

- Including the promotion of one of our HR Team members (Heather Douglas to Payroll Supervisor)
- Public Works Spring/Winter planning and changes
- Launched the Peterborough County LinkedIn account for job postings
- Seasonal orientation planning (online)
- Recruitments and Onboarding (full time, seasonal and contract):
 - Full-time / Permanent Recruitments: 5
 - Part-time / Temporary Recruitments: 7
 - PCCP internal contracts: 42
 - Seasonal recruitment: 5
- Part-time Permanent Paramedic Recruitment
 - 200 Applicants
 - Written Test Facilitation/Marking – 100
 - Interviews – 40
 - Scenario Testing - 18

PCCP

- Professional Standards and Operations have been working hard to procure, train staff and rollout Powered Air Purifying Respirators (PAPRs) for advance protection of frontline staff.
- New Zoll defibrillators have been rolled out to paramedic staff, replacing the outdated LP15 models.
- Spring CME coordination and delivery for both in-service and Base Hospital requirements
- Hiring of Part-time paramedics underway; completion of testing and scenarios. 2 new part-time Supervisors hired and on boarded to cover time off requirements of Full-time.
- Ongoing meetings – CCG, COVID meetings with Labour, JHSC, Labour Management/grievances, variety of COVID meetings with various stakeholders across the province and locally
- 2 New driver instructors trained and ready to deliver program to staff
- 2 new community paramedic programs were launched these services will support care that is better integrated and more responsive to the person's changing needs and provide more continuity with consistent care providers and access to an



Council Report

integrated team of care professionals. Patients will see improved health outcomes, including clients remaining in home settings longer, reduced Emergency Department (ED) and hospital admissions, and fewer long-term care home placements

- SUAPP Substance Use and Addictions Program Paramedic, works within the collaborative team made up of Fourcast & the Peterborough Aids Resource Network (PARN) members. The Paramedic is part of an integrated team that provides assertive community engagement, interventions, system navigation and advocacy for those referred to the program.
- Continue to work with CKL for ongoing operations and find efficiencies between the two services.
- Service Review 90 day noticed received; staff are preparing for June submission for partial Service Review. Completion of outstanding requirements once COVID ends as face to face required.

Public Works and Planning:

Capital Projects

- Continuation of Tender T-21-2019 Peter's Island Bridge – interim opening of new bridge
- Commenced Tender No. T-12-2020 – Baxter Creek Bridge Rehabilitation
- Commenced Tender No. T-16-2020 – Westwood bridge Replacement
- Awarded ICIP design Proposal No. P-03-2021 – Causeway-Yankee Line-Chemong Br. Rehabilitation
- Completed T-13-2018 – James. A. Gifford Causeway pre-load contract
- Commenced 2021 miscellaneous bridge maintenance repairs
- Finalized design of damage repairs to Gannon's Narrows Bridge – daily closure dates June 7-30
- Continued preparation of Transportation Master Plan Update
- Continued review of new Sign By-law 2020-70
- Continued preparation of EA & design of P-01-2017 – County Road 48 Reconstruction
- Continued design preparation of surface water drainage channel restoration – County Road 4 Warsaw

Engineering & Design



Council Report

- Tender preparation and issuance for:
 - Hot Mix Asphalt,
 - Surface Treatment
 - Microsurfacing
- Continuation of the Transportation Master Plan (TMP)
- Continuation of the CR 18 / 5th Line Intersection Enhancement project
- Implementation of traffic calming (pavement markings) in Ennismore
- Implementation of crosswalks at CR 8 / Douro 4th Line
- Installation of a street light at the intersection of CR 20 (Selwyn Road) / CR 18

Operations

- Hiring of a Manager of Operations
- Winter maintenance i.e. patrolling, plowing/ sanding, - spring melt was excellent this year with minimal washout damage
- Brushing on County Rd 32, as well as various locations
- Signage installation and repair, signage for half load restrictions started March 1st ending May 1st
- Commencement of snow fence removal
- Spring sweeping operations started and will continue throughout April to mid May
- Official end of winter hours (April 8th); summer hours will start April 12th

Waste Management

- Townships Adopting Clear Bags – North Kawartha (June 1), Havelock-Belmont-Methuen (July 1), Selwyn (Sept 1). The County will be 100% Clear Bags in 2021.
- County Organics Strategy – Started early January and ongoing with consultant. Update to Council expected in May prior to public consultation phase currently scheduled for June.
- Seasonal Students – Hired 6 summer students to assist with seasonal waste services.
- Environment Days – Return to pre-covid service offering. Collaboratively planning Covid considerations with Townships.
- Seasonal Hazardous Waste Collection – Return to pre-Covid service level June 1st – Labour Day. Possibility to extend service until Thanksgiving dependent on student availability and to be determined. Covid safety protocols implemented.



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- Garbage 2 Garden Program – Backyard composter/digester installation service will be available when Covid level below “red”. Covid safety protocols implemented.
- Spring Curbside Leaf & Yard Collection – Extended from 3 weeks to 4 weeks in anticipation of increased volumes due to Covid.

Planning/Land Division

- 29 Consent (Severance) applications received
- Cheshier – Subdivision and Common Elements Condominium Draft Plan approved – Trent Lakes
- Veltri Subdivision – Final Approved – Cavan Monaghan
- OPA No. 6 - Commercial (Millbrook) – Approved – Cavan Monaghan
- 6 OPA's received and in process (various Townships)
- 1 Plan of subdivision received and in process (Selwyn)
- 23 Pre-consultation meetings (proposed subdivisions, OPA's, severances)
- County Official Plan – 5 information/education reports to Council
 - Mapping review initiated with Townships
 - 2 TAC meetings
- Lands Needs Analysis/Growth Plan Study RFP was tendered and awarded to Hemson Consulting

Financial Impact

Not applicable.

Anticipated Impacts on Local and/or First Nations Communities

Not applicable.

Link to County of Peterborough Strategic Plan Priorities Check all that apply.

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 type="checkbox"/> Industry & Business |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:



Council Report

1. Sheridan Graham, CAO

Communication Completed/required: None

Attachments None

Respectfully Submitted,

Karla Sampson

Executive Assistant to the CAO and Warden/Special Projects Lead

For more information, please contact:

Karla Sampson, Executive Assistant to the CAO and Warden/Special Projects Lead

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705-743-0380 Ext. 2103



Council Report

Meeting Date:	April 21, 2021
Report Number:	PLG 2021-012
Title:	County Official Plan Project Update
Author:	Bryan Weir, Director of Planning and Public Works
Approval:	Sheridan Graham, CAO

Recommendation

That County Council receive Report PLG 2021-012 “County Official Plan Project Update” 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 an update on the County Official Plan process.

Background

Council last received an update on the Official Plan Project in August through report PLG 2020-012. Since that time, significant progress has been made despite the ongoing challenges that the pandemic has presented.

Currently, all eight local Municipalities have opted into the new County Official Plan. While this does mean a higher workload in the development phase of the Official Plan, there are efficiencies once the Plan is in effect (e.g. only one Amendment for Provincial conformity exercises or Countywide policy changes, a consistent set of mapping standards across all Townships etc.).

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 continued to meet using online technologies. To date the TAC has held 24 meetings. Minutes from each of the TAC meetings can be found on the County website and are also provided directly to TAC members for their use thereby keeping everyone up-to-date on the progress of the project.



Council Report

Analysis

One of the primary functions of the TAC is to review and provide input and feedback on draft policy and highlight particular areas or issues of importance in their communities. While it is understood that many of the policies are dictated by the provincial legislation, there is some flexibility in the way in which some of those policies are applied on the ground, and it is these policies in which the TAC is providing direction in addition to ensuring interpretation of Provincial policies is consistent. TAC meetings have proven to be a helpful forum for discussion of common issues with the existing policy environment, finding approaches to dealing with those issues and developing policy that adequately supports Municipal objectives going forward. To-date, much of the draft policy has been written albeit with some large gaps owing to direction needed from the mandated Growth Analysis/Land Needs Assessment. Some of the draft policies will also need to be re-visited after the completion of the Assessment to ensure the recommendations are being properly implemented.

Since the last update report to Council, the TAC has also reviewed and commented on the Provincial Natural Heritage System. Currently, the Province has provided a draft Natural Heritage System to be included in the new Official Plan with the opportunity for it to be refined locally at the time of a municipal comprehensive review. County staff and TAC members have long felt that the Provincial Natural Heritage System was excessive and didn't take local context into consideration. In this mapping, the entire north end of the County has been identified as falling entirely within the System. The proposed refinement supported by the TAC utilizes mapping produced as part of the Kawarthas Naturally Connected (KNC) project. The KNC mapping was developed locally through an active stakeholder engagement process and included the County of Peterborough, all eight lower-tier Municipalities, two local Conservation Authorities, local First Nations communities, Ontario Ministry of Natural Resources, Ontario Ministry of Tourism, Culture and Sport, Parks Canada (Trent-Severn Waterway), neighbouring Municipalities and several other local conservation organizations and cottage associations. In December 2020 this proposed refinement was sent to the Ministry of Natural Resources and Forestry for a preliminary review to determine if the approach is acceptable. To date we have not received a response from the province on the acceptability of this approach.

More recently, County staff have been working one on one with local Municipal staff to prepare draft land use schedules. These are being developed by converting existing land use designations in effect today into an equivalent land use designation from the new Official Plan, and then further refining the mapping by addressing known errors, matching designations to parcel fabric where it's appropriate and implementing the Provincial



Council Report

Agricultural Systems mapping. This process will result in a solid initial draft for consideration by Council and the public once they have been revised to include any changes necessary as a result of the Land Needs Assessment, which will identify lands for employment uses, settlement area expansions and excess lands (if applicable).

As Council is aware, an RFP for a Growth Analysis (which includes the provincial Land Needs Assessment (LNA)) together with an update to the Development Charges By-Law closed at the end of February 2021. The contract has been awarded to Hemson Consulting. The primary objectives of the Growth Analysis are to:

- Forecast the change in population to 2051 as outlined in the Provincial Growth Plan;
- Forecast the anticipated change in household size;
- Forecast the amount and type of employment growth to 2051;
- Evaluate employment trends and determine the key sectors and other priority areas for economic development planning;
- Determine the amount of land required to accommodate population and employment projections;
- Determine if Provincial greenfield and intensification targets are appropriate and, if not, recommend alternative targets;
- Determine if sufficient residential and employment lands are available to accommodate the projected growth or if excess land exists; and
- Allocate population and employment for each lower-tier municipality.

As part of their contract, Hemson will be developing and implementing a fulsome consultation and community engagement program. This consultation includes attending at least four TAC meetings and three County Council meetings, together with at least three open houses throughout the County (unless prohibited by the pandemic).

In advance of the Growth Analysis being completed and a larger public consultation taking place later this year, the TAC is preparing to engage the public this spring through a series of questionnaires. A working group of the TAC, comprised of County staff and four local Municipal staff, developed the material with the goal of not only re-engaging the public and reminding them that this process is ongoing, but also to determine if there are other issues that have not yet been considered and to also educate the broader community about the legislative framework in which we are working. These questionnaires will be available online and circulated using distribution lists, the County website and all Municipal social media platforms. We also acknowledge that not everyone has access to technology and will be providing paper copies at key locations



Council Report

throughout our communities to ensure we are accessible to as many people as possible. All Council members are encouraged to participate.

County staff and the Technical Advisory Committee also acknowledge that the deadline for Growth Plan conformity is fast approaching, with Official Plan conformity required by July 1, 2022. To plan for the year ahead and gain a better understanding of the work in-store, a high-level timeline that focuses on key milestones has been developed and is attached to this report. Some unknowns remain that have potential to impact these timelines, such as the effect of the ongoing pandemic on the public consultation process and response times from Provincial ministries, but County staff and TAC members are committed to meeting these goals as best we can.

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. 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.



Council Report

Attachments:

1. 2021 – 2022 Anticipated Timeline

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

Anticipated 2021-2022 Timeline for County OP Project

1st Quarter
2021

- RFP for Growth Analysis ends and contract awarded
- Begin Land Use Schedule Review with Technical Advisory Committee (TAC) Members (on individual/Township basis)
- Regularly scheduled TAC Meetings (2)
- Prepare focus reports for County Council

2nd Quarter
2021

- Growth Analysis begins, assist consultant as needed with background information, mapping
- Continue and finalize Land Use Schedule Review with TAC Members
- Regularly Scheduled TAC Meetings (3)
- Prepare focus reports for County Council
- Preparation and release of public/Council outreach and education (questionnaire)
- Consult with PKED/local Economic Development Officers, Housing Services for input on OP objectives
- Response expected from Province in regards to Natural Heritage System (NHS Mapping, submitted Dec. 2020) and questions asked (Feb. 2021) - meet with Province if necessary

3rd Quarter
2021

- Growth Analysis nearing completion, consultant led consultation with Council, TAC, public
- Regularly scheduled TAC Meetings (at least 1)
- Seek input from County and local Councils
- Prepare appendices and environmental schedules for OP
- Preparation for public consultation

4th Quarter
2021

- Growth Analysis completed and adopted by Council
- Update draft OP and Land Use Schedules based on outcome of Growth Analysis and review with TAC
- Regularly scheduled TAC Meetings (3)
- Presentation to County Council in preparation for release of final draft OP
- Pre-circulation to Province (requires 90 days prior to notice of public meeting)
- Public consultation

1st Quarter
2022

- Formal public meeting and adoption of OP by County Council
- Update OP with any changes resulting from public consultation and public meeting, if necessary
- Send OP to Province for approval



Council Report

Meeting Date:	April 21, 2021
Report Number:	INF 2021-011
Title:	Proposed Revisions to Sign By-law – Signs on County Roadways
Author:	Peter Nielsen, Manager, Capital Projects
Approval:	Sheridan Graham, CAO

Recommendation

That report INF 2021-11 “Proposed Revisions to Sign By-law – Signs on County Roadways” be received; and,

That Council pass a By-law to prohibit and regulate the placing and erecting of signs, notices and advertising devices upon any County of Peterborough road or road allowance, for public reading and repeal Sign By-law No. 2020-70.

Overview

At the October 21, 2020, meeting, Council approved Sign By-law 2020-70 to prohibit and regulate the placing and erecting of signs, notices and advertising devices upon any County of Peterborough road or road allowance.

Since that time, staff have been implementing Sign By-law 2020-70 and have identified revisions that are required in order to improve the ability for staff to regulate the new Sign By-law.

Background

Through 2019/2020, a review of the County’s Sign By-law 2007-55 was conducted by the Sign By-law Working Committee.

The Committee was comprised of residents and business owners with interest in the regulation of private signs placed along and adjacent to County roadways.

The Committee completed their mandate culminating with the presentation of their report to Council on May 6, 2020, complete with a new draft Sign By-law.

As directed by Council, the draft Sign By-law was circulated to the lower tier municipalities in the County for review and comments which were then presented to Council on August 26, 2020.



Council Report

Through direction provided by Council on August 26, 2020, the draft Sign By-law was revised to prepare a separate By-law to regulate of signs installed on County roadways and excluded election signs and signs on private property.

The revised draft Sign By-law was approved by Council on October 21, 2020.

While implementing Sign By-law 2020-70, staff have identified revisions that are required to clarify and improve the ability for staff to regulate the placement of private signs on County roadways.

Analysis

Implementation of a new By-law can take a period of time and, on occasion, amendments or corrections may be necessary to clarify By-law content and processes.

With the implementation of Sign By-law 2020-70, the new requirement for the County to enforce construction design standards for sign structures has been questioned by Sign Permit applicants.

The May 6, 2020, draft Sign By-law identified that:

“support structures for Signs shall be designed and constructed in accordance with a design standard approved by the Director.”

It was determined through the continued staff review of the draft Sign By-law that this requirement would place added risk and liability onto the County through approval of construction design standards by a Director of the Corporation.

In an effort to mitigate this risk, the requirement for Sign Permit applicants to provide a construction design standard was introduced into the October 21, 2020, draft Sign By-law, as follows:

“Signs and Sign Structures shall designed and inspected by a BCIN designer”

This new step in the Sign Permit application process proved to be onerous for applicants and County staff were requested to consider eliminating this step.

As part of this consideration, Aird & Berlis LLP was requested to review the requirement for applicants to provide Building Code Identification Number (BCIN) certification and inspection of sign structures.

Aird & Berlis confirmed that the County is allowed under the Municipal Act to include this requirement in Sign By-law 2020-70.



Council Report

However, they advised that it is not necessary for the County to implement the BCIN design standard as the County is not enforcing the Ontario Building Code standards for signs installed on County roadways.

Aird & Berlis advised that risk and liability would be retained by Sign Permit holders through Certificates of Insurance collected from Sign Permit applicants. It was noted that the County would be sufficiently protected from damage through naming the County of Peterborough as additional insured on Certificates of Insurance.

In addition, Sign Permit applicants are required to acknowledge and agree to indemnify the County from any damages associated with private signs installed on a County road allowance.

On this basis, a revised By-law has been prepared for the consideration of County Council with the elimination of references to design standards.

Additional revisions have been incorporated into the Sign By-law, including:

- Removal of "BCIN" from Definitions;
- Delete all references "to the satisfaction of the Director";
- Inclusion of specification of 300 metre spacing of signs installed on one side of the road or the other facing the direction of traffic.

Financial Impact

None identified.

Anticipated Impacts on Local and/or First Nations Communities

None identified.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|---|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Industry & Business |
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Sheridan Graham, CAO
2. Bryan Weir, Director, Planning and Public Works



Council Report

3. Doug Saccoccia, Manager, Engineering & Design
4. Martin O'Grady, Engineering & Design Coordinator
5. Ajay Gajaria, Aird & Berlis LLP

Communication Completed/required:

- Lower tier municipal Councils, CAO's, Clerks and Chief Building Officials

Attachments

Appendix A – draft Sign By-law

Respectfully Submitted,

Peter Nielsen, Manager, Capital Projects

For more information, please contact:
Peter Nielsen, Manager, Capital Projects
pnielsen@ptbocounty.ca
705-775-2737 ext. 3200

The Corporation of the County of Peterborough

Sign By-law – Signs on County Roadways

By-law No. 2021 - XX

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Being a By-law prohibiting and regulating the placing and erecting of signs, notices and advertising devices upon any County of Peterborough road or road allowance

Whereas Section 11(3) of the Municipal Act, 2001, as amended (the “Act”) permits an upper-tier municipality to pass by-laws, subject to the rules set out in subsection (4), respecting structures, including fences and signs;

And Whereas Sections 9, 10 and 23.1 to 23.5, and 284.1 of the Act authorize a municipality to delegate its powers and duties, subject to certain restrictions, and authorize a municipality to provide for a review or appeal of a decision made by a person or body in the exercise of power or duty delegated to him, her or it;

And Whereas Section 59 of the Act provides that, without limiting Sections 9, 10 and 11, an upper-tier municipality may prohibit or regulate the placing and erecting of any sign, notice or advertising device within 400 metres of any limit of an upper-tier highway;

And Whereas Section 63 of the Act provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

And Whereas Section 391(1) of the Act, as amended, provides that without limiting Sections 9, 10 and 11, those Sections authorize a municipality to impose fees or charges on persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control;

And Whereas Section 445 of the Act provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correction the contravention;

And Whereas Section 446 (1) of the Act provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done by the person directed or required to do it, the matter or thing shall be done at the person’s expense;

And Whereas Section 446 (2) of the Act provides for the purposes of Section 446 (1) the municipality may enter upon land at any reasonable time;

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And Whereas in the opinion of Council, the power being delegated to authorize sign variances is of a minor nature, having regard to the number of people, the size of the geographic area and the time period affected by an exercise of the power;

And Whereas the Council of the Corporation of the County of Peterborough desires to regulate the placing and erecting of signs, notices and advertising devices upon to County roads;

Now Therefore the Council of The Corporation of the County of Peterborough hereby enacts as follows:

1. Short Title

1.1 This By-law may be cited as the “Sign By-law – Signs on County Roadways”.

2. Definitions

2.1 In this By-law:

2.1.1 “Applicant” means a Person applying for a Sign Permit.

2.1.2 “Building” means structure as defined under the Ontario Building Code

2.1.3 “Council” means the Council of The Corporation of the County of Peterborough.

2.1.4 “County” means The Corporation of the County of Peterborough.

2.1.5 “Director” means the Director, Planning and Public Works Department for the Corporation of the County of Peterborough.

2.1.6 “Electrical Safety Code” means the electrical safety regulation for the Province of Ontario. This code protects electrical workers and the general public by regulating electrical equipment installations and by placing a certain level of standards that help prevent electrical accidents caused from electric shock and fire hazards.

2.1.7 “Encroachment Agreement” is a legally binding document signed by neighboring property owners when a property encroachment is found to exist. It states the agreed-upon resolution to the encroachment, which shall become binding between the two properties.

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- 2.1.8 “First Nation” means either Alderville First Nation, Beausoleil First Nation, Chippewas of Rama First Nation, Curve Lake First Nation, Georgina Island First Nation, Hiawatha First Nation or Mississaugas of Scugog Island First Nation.
- 2.1.9 “Lower Tier Municipality” means any of the Corporations of the Township of Asphodel-Norwood, Township of Cavan Monaghan, Township of Douro-Dummer, Township of Havelock-Belmont-Methuen, Township of North Kawartha, Township of Otonabee-South Monaghan, Township of Selwyn and the Municipality of Trent Lakes.
- 2.1.10 “Municipal Freedom of Information and Protection of Privacy Act” means that regulation that provides the right of the public to access municipal records, subject to certain limitations and exemptions and also provides the right to access one’s own personal information and to correct it.
- 2.1.11 “Occupational Health and Safety Act” means the Ontario law that protects workers from health and safety hazards at work.
- 2.1.12 “Ontario Building Code” means a regulation made under the *Building Code Act, 1992* and sets out technical requirements for the construction (including renovation) and demolition of buildings, the change of use where the change would result in an increase in hazard and the maintenance and operation of on-site sewage systems.
- 2.1.13 “Ontario Traffic Manual” means those publications that provide information and guidance to transportation practitioners and to promote the uniformity of treatment in the design, application and operation of traffic control devices and systems across Ontario.
- 2.1.14 “Owner” means any person described on the Sign and/or Sign Permit, or whose name or address or telephone number appears on the Sign, or who installed the Sign, or who is in lawful control of the Sign, or who benefits from the message on the Sign, and for the purposes of this By-law there may be more than one Owner of a Sign.
- 2.1.15 “Person” includes an individual, association, firm, partnership, corporation, trust, organization, trustee or agent, and their heirs, executors or legal representatives.
- 2.1.16 “Private Property” means those lands under private ownership located adjacent to a County Road Allowance for a distance of 400 metres and not forming part of a Road Allowance.

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- 2.1.17 “Professional Engineer” means an individual, who is currently registered and has fulfilled education and experience requirements and passed rigorous exams that permits them to offer engineering services directly to the public, in accordance with the Ontario Professional Engineers Act.
- 2.1.18 "Road Allowance" means a County road allowance and includes all lands and structures contained within the limits of the allowance including grassed areas, ditches, curbs, gutters, sidewalks and other structures and includes a “Highway” as defined under the Ontario Highway Traffic Act which is under the jurisdiction of the County.
- 2.1.19 "Settlement Area” means land areas designated and identified in the County Official Plan that can accommodate property development and population growth through an appropriate range and mix of employment opportunities, housing, commercial, industrial, institutional and other land uses.
- 2.1.20 “Sight Triangle” means the triangular area within a property formed by the intersection of two streets, a street and a driveway or a street and a railway level crossing and may include projections thereof on the Road Allowance.
- 2.1.21 “Sign” means any device or display upon which there is printed, projected or attached any announcement, declaration or insignia used for direction, information, advertisement or business promotion of products or availability of services whether intended to be permanent or temporary, capable of being readily moved or relocated and includes inflatable devices, banners and immobile vehicles or trailers used strictly as advertising devices, including Sign Structure, Sign Face or other component parts, which is used or is capable of being used to attract attention to a specific subject matter for identification, information or advertising purposes but does not include window displays; flags or emblems of patriotic, civic, educational, religious organizations or private clubs; and shall not include Signs installed on Buildings.
- 2.1.22 “Sign Area” means the area of the copy surface for a singular Sign Face.
- 2.1.23 “Sign Face” means that portion of a Sign on which a message is intended to be displayed.

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- 2.1.24 “Sign Structure” means those parts of a Sign consisting of the supports or framework for the support of a Sign whether embedded into or mounted directly on the ground but not including a Building.
- 2.1.25 “Sign Permit” means any permit prepared and issued as a separate form by the Director pursuant to this By-law.
- 2.1.26 “Sign Type” means the category of types of Signs that are to be considered under this By-law, including:
- i. “Abandoned Sign” means a Sign which becomes vacant and unoccupied for a period of ninety (90) days or more, or any Sign which pertains to a time, event or purpose seven (7) days after which it no longer applies;
 - ii. “Animated Sign” meaning a Sign whose Sign Face moves in whole or in part and includes a flashing or moving electronic display, chase lighting or rotating electronic message which is stagnant for twenty (20) seconds or less but does not include a clock, time, date or temperature display;
 - iii. “Banner Sign” means a Sign made of vinyl, cloth, canvas or other like material;
 - iv. “Billboard Sign” means a Sign and Sign Structure (e.g. pylon or other engineered support structure including ground mounted) to which advertising copy is fastened in such a manner as to permit its periodic replacement through Sign Permit approval and which displays information concerning goods, products, services or facilities that are not available at the location of the sign and which directs or invites a person to a location different from which the Sign is located;
 - v. “Bush Country Sign” means a Sign erected within a designated County Road Allowance by a third-party owner or Person under the authority of a Sign Permit that is intended to function as a Billboard Sign to advertise a business, profession, goods, products, services or facilities conducted at another location (reference Schedule “A”);
 - vi. “Civic Address Sign” means a standardized Sign designed and supplied by a Lower Tier Municipality which is installed at or near the property limit of the Road Allowance”;

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- vii. “Contractor’s Sign” means a single or double faced Sign erected on a private property, containing the name of a contractor or the name of a product being used in an on-going construction, renovation or maintenance project on a private property where such a Sign shall be removed upon completion of the project.
- viii. “Developer’s Sign” means single or double faced Sign erected on a private property, site or subdivision to identify a development or redevelopment project where such a Sign shall be removed upon completion of the project and shall be subject to the same requirements as an “Own-Premises Billboard Sign”.
- ix. “Directional Sign” means a Sign that may be acquired from the County by an Owner for a set fee and contains only the name of a business, its logo and an arrow or other form of directional indicator, which Sign shall not exceed 0.74 square metres (7.96 square feet) in size (alternatively referenced as a “Brown & White” Sign);
- x. “Double Faced Sign” means a Sign having two (2) Sign Faces of equal area and proportions as identified in this By-law which are located exactly opposite each other on the Sign Structure;
- xi. “Election Sign” means a Sign erected in connection with a Federal, Provincial or Municipal election or referendum;
- xii. “Farm Produce Sign” means a Sign erected in advertise the sale of fresh farm products.
- xiii. “Inflatable Signs” means a Sign designed to be airborne and tethered to the ground, a vehicle or any other structure and shall include balloons and any other inflatable Signs;
- xiv. “Mobile Sign” means a Sign functioning as an Official Sign that is specifically designated or intended to be readily moved, relocated or towed from one location to another, designed to accommodate changeable letters or graphics and that does not rely on a Building, Sign Structure or fixed foundation for its structural support but does not include a “Vehicle or Towable Trailer Mounted Sign”;
- xv. “Official Sign” means a Sign required by or erected under any statute, regulation, By-law or directive of any Federal, Provincial or Municipal government or agency, board or commission;

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- xvi. “Off-Premises Billboard Sign” means a Sign and Sign Structure, erected on privately owned property and not upon a County Road Allowance, to which advertising copy is fastened in such a manner as to permit its periodic replacement with Sign Permit approval and which displays or advertises a business, profession, goods, products, services or facilities that are not available on the property at the location of the sign and/or which directs or invites a Person to a location different from which the Sign is located;
- xvii. “Own-Premises Billboard Sign” means a Sign and Sign Structure, erected on privately owned property and not upon a County Road Allowance, to which advertising copy is fastened in such a manner as to permit its periodic replacement with Sign Permit approval and which displays or advertises a business, profession, goods, products, services or facilities that are available on the property at the location of the sign and/or which directs or invites a Person to enter the location at which the Sign is located;
- xviii. “Private Warning Sign” means a single face Sign, erected on privately owned property and not upon a County Road Allowance, that directs a warning to the public such as no trespassing, beware of dog, no hunting or other such warning;
- xix. “Programmable Reader Board Sign” means an electronic Official Sign with a rotating electronic text message that is stagnant for a prearranged sequence of not less than the twenty (20) seconds;
- xx. “Public Information Sign” means a Sign which is intended to advertise a community event, civic project, erected by the County, Lower Tier Municipality or First Nation as part of an infrastructure renewal project or undertaking or a Sign to promote patriotic, religious or charitable event;
- xxi. “Real Estate Sign” means a Sign, erected on privately owned property and not upon a County Road Allowance to advertise the sale, rent or lease of a lot, building or structure located thereon;
- xxii. “Single Faced Sign” means a Sign having one (1) Sign Face of area and proportion as identified in this By-law;
- xxiii. “Temporary Public Information Sign” means a Sign used in conjunction with a special event sponsored by a municipal, charitable, service club or community group or non-profit

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organization, which Sign shall be removed within seven (7) days of the conclusion of the special event;

xxiv. “Temporary Posted Sign” means a Sign having no permanent attachment to a building or to the ground and is affixed by a person to a utility pole, light standard, temporary or mobile frame, fence post, tree, bridge, structure or painted or pasted onto a rock surface;

xxv. “TODS” means Tourism-Oriented Directional Signing intended to provide directional information to a broad range of tourist operators, food, fuel and accommodation services and may include Wayfinding Signs.

xxvi. “Traffic Guiding Sign” means a Sign guiding traffic to enter or exit a private property but bearing no advertising or third-party information, such as “entrance”, “exit”, “one way”, “open” or “closed”;

xxvii. “Vehicle or Towable Trailer Mounted Sign” means a Sign as erected or painted on a vehicle or trailer, where the principal use of the vehicle is the transportation of people, goods and other material and where the vehicle or towable trailer is not in daily operation and is parked in a manner on private property so as to make the Sign visible from a Road Allowance for the purpose of functioning as an identification, information or advertising Sign;

xxviii. “Wayfinding Sign” means a sign designed and installed as a component of a system of Official Signs for the purpose of identifying directions to major public destinations and functioning as directional signage to guide visitors to attractions within the County.

2.1.27 “Sign Variance” means a minor change to this By-law for a specific Sign Permit application.

2.1.28 “Traffic Control Sign” means any Official Sign used to indicate or reinforce traffic laws, regulations or requirements which apply either at all times or at specified times or places upon a street or highway, the disregard of which may constitute a violation, or Signs in general that regulate public behavior in places open to the public.

2.1.29 “Traffic Control Signal” means any power operated traffic control device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed.

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3. General Provisions

3.1 Scope

3.1.1 Unless otherwise specifically exempted, all Road Allowances owned and operated by the Corporation of the County of Peterborough within the geographic limits of the County of Peterborough shall be subject to the provisions of this By-law.

3.1.2 This By-law does not apply to Official Signs or Election Signs placed within a County Road Allowance or Signs placed on Private Property within 400 metres a County Road Allowance.

3.2 Administration

This By-law shall be administered by the Director or their designate.

3.3 Interpretation

3.3.1 Words importing the singular number only include more persons, parties or things of the same kind than one.

3.3.2 The requirements of this by-law are provided in metric units.

3.3.3 Where a distance is used in this by-law, as part of a sign location regulation, such distance shall be measured in a straight horizontal line parallel to the ground; and

- i. where the specified distance is referenced from an intersection, shall be measured from the projection of the closest curb line of the intersecting highway, to the nearest part of the said sign; and
- ii. where the specified distance is referenced from a street line, property line, or other sign, object, structure, or property, shall be measured from the nearest part of the said reference to the nearest part of any sign, in all directions.

3.4 Enforcement

This By-law shall be enforced by that Person, persons, agency or authority appointed by the Council of the Corporation of the County of Peterborough, including:

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- i. the Director or their designate;
- ii. each person from time to time appointed as a municipal law enforcement officer to enforce any or all of the County's by-laws;
- iii. a police officer employed by the Peterborough Police Service, the Ontario Provincial Police or the Royal Canadian Mounted Police.

3.5 Sign Permit

3.5.1 An Applicant seeking a Sign Permit shall submit an application on an acceptable form to the Director or their designate at their discretion, together with the following information:

- i. Plan showing the general layout of the proposed Sign design showing sufficient information and details of the proposed design;
- ii. Type, dimension, size, colours, minimum and maximum clear height and weight of the Sign;
- iii. Message and wording to be displayed on the Sign;
- iv. Method, type and operation of any form of illumination that will satisfy the requirements of Section 8 of this Bylaw, if any;
- v. Means of support of the Sign and Sign Structure and manner of erection of the Sign or the mobile conveyance which is to support a Mobile Sign;
- vi. Other information as determined by the Director or their designate in their discretion.

3.5.2 An Applicant seeking a Sign Permit shall submit plans or details depicting:

- i. A site plan showing the general location of the Road Allowance upon which the proposed Sign is to be located containing sufficient information and details of relevant features and fixtures including the property line and any features or Signs situated on the Road Allowance;
- ii. The shape and dimensions of the Road Allowance on which the proposed Sign is to be erected;

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- iii. Reflectivity of any Sign shall not exceed the specification for Engineer Grade Reflective Sheeting typically meeting ASTM D4956 Type 1 standards at a maximum coverage of 20% of the measured area of a Sign;
- iv. Closest available municipal address;
- v. Name, address and contact information and authorization of the Owner of the Sign;
- vi. Name, address and contact information of the erector of the sign;
- vii. Signs shall show thereon the name of either the person or owner of the Sign responsible for the erection and maintenance thereof and for the payment of fees;
- viii. The Owner of the Sign shall hold harmless and indemnify the Corporation of the County of Peterborough from any and all claims arising from negligence in or nuisance caused by the erection or maintenance of the Sign.

3.5.3 Where a proposed Sign conforms in all respects with the provisions of this By-law and all other applicable By-laws and legislation, the County shall issue a Sign Permit.

3.6 Inspection

- 3.6.1 Upon receipt of a Sign Permit application, the Director or his/her designate shall inspect the location and Road Allowance upon which the proposed Sign is to be erected, displayed, altered or repaired and make their determination as to the conformity of the proposed Sign and location with the provisions of this By-law and for issuance of a Sign Permit.
- 3.6.2 Upon completion of the erection, display, alteration or repair of a Sign authorized to be installed under an appropriate Sign Permit, the Director or their designate shall inspect the Sign and Road Allowance within thirty (30) days from the date of receipt of notice to ensure that the Sign has been erected, displayed, altered or repaired in accordance with the Sign Permit as issued.
- 3.6.3 If, upon inspection, it is apparent that a Person:
 - i. has erected, displayed, altered or displayed a Sign without first having obtained a Sign Permit to do so; or

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- ii. has erected, displayed, altered or displayed a Sign that does not conform in all respects with the Sign Permit application and supporting material furnished in order to obtain a Sign Permit; or
- iii. has erected, displayed, altered or displayed a Sign that constitutes a danger to the public or that interferes with vehicular traffic; or
- iv. has erected, displayed, altered or displayed a Sign that fails to conform to the provisions of this By-law and all other applicable By-laws and legislation, the County may:
 - a. require such person to make such alterations to the Sign or to its Sign Structure or to the mobile conveyance to which this Sign is attached as are required to bring the Sign into conformity with the application, applicable By-laws and applicable legislation; or
 - b. give written notice to such Persons requiring such person to remove such Sign within a period of seven (7) days; or
 - c. authorize the Sign to be dismantled and removed at such Person's expense.
- v. Removal shall be conducted in accordance with Section 13 of this By-law.

3.6.4 Where any approved Sign is to be moved from one location to another or altered, a Sign Permit shall be obtained for the new proposed location and the Applicant for the Sign Permit shall comply with the provisions of this By-law.

3.7 Fee

An Applicant for a Sign Permit shall pay the fee as prescribed in the County's Tariff of Fees By-law, as amended.

4. Prohibitions

- 4.1 Notwithstanding any other provisions of this By-law, no Person shall erect, install, post, display, maintain, alter or keep a Sign:

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- 4.1.1 Within the Road Allowance of any Bush Country Road without first obtaining a Sign Permit from the Director as provided in Schedule “A” of this By-law;
- 4.1.2 Within the Road Allowance of any County Road except as specifically set out in this By-law by:
 - i. Creating a safety hazard;
 - ii. Impeding or obstructing maintenance or construction operations;
 - iii. Impeding access to or obstructing a fire hydrant;
 - iv. Impeding or obstructing vehicular traffic or the passage of pedestrians where they are reasonably expected to walk;
 - v. Impairing or obstructing the visibility of vehicular or pedestrian traffic or within 30 metres (100 feet) of a public trail, driveway, entranceway, railway level crossing;
 - vi. Interfering with or obstructing the view of or obscuring or detracting from the visibility or effectiveness an authorized Traffic Control Sign, Traffic Control Signal or an Official Sign or any Sign capable of being confused with such authorized Traffic Control Sign, Traffic Control Signal or an Official Sign;
 - vii. Obstructing the view of any pedestrian or motor vehicle operator so as to cause an unsafe condition;
 - viii. Obstructing the flow of water in a drain, ditch or watercourse.
- 4.1.3 That obstructs, interferes with any maintenance or construction operations provided by or which does not comply with this By-law or with any applicable By-law of the County, Lower Tier Municipality or First Nation;
- 4.1.4 That interferes with or may damage any above or below ground municipal or utility services which have been lawfully placed at the location;
- 4.1.5 That overhangs the road allowance of a County Road allowance except as specifically set out in this By-law;

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- 4.1.6 Any Sign or part of a Sign on or within a County Road Allowance unless authorized through an Encroachment Agreement;
- 4.1.7 Having obtained a Sign Permit,
- i. Erect a Sign between the edge of the pavement and the centre line of the ditch or in such manner as to impede drainage within the Road Allowance; or
 - ii. fail to erect the Sign as close to the limit of the road allowance or fence line as possible.
- 4.1.8 That resembles an Official Sign or a Traffic Control Sign or device in colour, shape, wording, content or location;
- 4.1.9 That, so illuminated, interferes with the effectiveness of or obscures a Traffic Control Sign or Traffic Control Signal;
- 4.1.10 No person shall attach or display any Temporary Posted Sign within a County road allowance, on a utility pole, light standard, fence post, tree, bridge, structure, Official Sign or painted or pasted onto a rock surface, except for a Sign erected by a government or municipal agency or body pertaining to public safety;
- 4.1.11 Which does not comply with the provisions of the Ontario Building Code, Electrical Safety Code or the Occupational Health and Safety Act;
- 4.1.12 That contains or is accompanied with a device that creates noise;
- 4.1.13 That is obsolete and advertises an event that is concluded, a business or enterprise that is no longer conducted, or an activity, product, service or facility is no longer provided;
- 4.1.14 Any Sign or Sign structure in a state of disrepair or in an unsafe, damaged or hazardous condition;
- 4.1.15 Sign Structure anchored with any hazardous objects;
- 4.1.16 Any Sign that obstructs or interferes with a fire escape plan, fire exit, fire hydrant or standpipe;

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4.1.17 Any Sign placed in a Road Allowance and found to be in violation of this By-law shall be subject to seizure by the County and such seized sign shall be stored for up to seven (7) days after the date of removal by the County. The Owner may retrieve a Sign stored by the County but, after a period of seven (7) days the County may and without notice or compensation to any Person, destroy or otherwise dispose of any Sign that has not been retrieved within the aforementioned period.

4.1.18 That in the Director's sole opinion, interferes with the safe movement of traffic, including but not limited to the obstruction of sight lines at intersections where road alignment or grade changes, or the impediment of snow removal operations.

4.2 The prohibitions hereinbefore contained shall not extend to or affect the right of the County to erect or remove Signs within the Road Allowance.

5. Permitted Signs

This By-law applies to the Erection of the following Signs upon a County Road Allowance as specifically set out in this section. Signs expressly permitted by this By-law through the issuance of a Sign Permit by the Director are, without limiting the generality of the foregoing, as follows:

- i. Bush Country Sign – a Sign functioning as a Billboard Sign as defined in Section 2 of this By-law and subject to the requirements of Schedule "A" of this By-law;
- ii. Mobile Sign – a Sign functioning as an Official Sign as defined in Section 2 of this By-law;
- iii. Programmable Reader Board Sign – a Sign functioning as an Official Sign as defined in Section 2 of this By-law and subject to the requirements of Section 8 of this By-law;
- iv. Public Information Sign - a Sign functioning as a Public Information Sign as defined in Section 2 of this By-law and provided the Sign does not exceed 0.5574 square metres (6 square feet) in total area;
- v. Temporary Public Information Sign - a Sign functioning as a Temporary Public Information Sign as defined in Section 2 of this By-law and provided the Sign does not exceed 0.5574 square metres (6 square feet) in total area used in conjunction with a special event sponsored by a municipal, charitable, service club or community group

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or non-profit organization, which Sign shall be removed within seven (7) days of the conclusion of the special event;

6. Exempted Signs

6.1 This By-law does not apply to the Erection of the following Signs except as specifically set out in this section. The following Signs are exempted from the fees, Permits and set back provisions of this By-law unless otherwise noted.

- i. Directional Sign – being a Sign that may be acquired from the County for a set fee, for installation at a location within the Road Allowance as subject to the approval of the Director and subject to the requirements of the County's Tariff of Fees By-law;
- ii. Election Sign – per Section 3.1.2, Election Signs are exempt from this By-law and are referred to a separate County By-law;
- iii. Farm Produce Sign - provided that a maximum number of two (2) Signs are installed, not exceeding a total area of 1.5 square metres (16 square feet) in total area and not installed between the edge of pavement and the edge of the road shoulder;
- iv. Official Sign - as erected or approved by the County, a Federal, Provincial or Municipal government or agency, school, board or commission for the regulation, safety or guidance of traffic or to provide public information which contain no advertising, such as street name and number Signs, street or Civic address Signs, 911 emergency response addresses, mailbox numbers, estate names and/or occupants' names, such as Traffic Control Signs and Traffic Control Signals, radar speed Signs and other types of Signs used as a traffic calming device, wildlife crossing Signs, railroad crossing Signs, safety Signs, commemorative Signs or tablets, Neighbourhood Watch Signs, trail and trail crossing Signs, government agency permit Signs, Signs for the purpose of providing information concerning any public proceeding including a Sign that advertises Planning Act applications on a temporary basis;
- v. Private Property - per Section 3.1.2, Signs placed on Private Property within 400 metres a County Road Allowance are exempt from this By-law and are referred to a separate County By-law;

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- vi. TODS or Wayfinding Signs – being a Sign erected for the promotion of recreation and tourism;
- vii. Traffic Guiding Signs - a maximum number of two (2) Signs may be installed provided a Sign does not exceed 0.3716 square metres (4 square feet) in total area, does not include any information other than the name of the business and a directional or some other form of pointer and a distance measure, are not erected nearer than 45 metres (150 feet) to and any farther than 100 metres (328 feet) from the entrance to the business and do not impact public safety or obstruct of sight lines at an intersection, public trail, driveway, entranceway or railway crossing;

7. Prohibited Signs

- 7.1 Any Sign not expressly permitted by this By-law through the issuance of a Sign Permit by the Director is prohibited and, without limiting the generality of the foregoing, the following Signs are specifically prohibited from being erected upon a County Road Allowance, including:

- i. Abandoned Sign;
- ii. Animated Sign;
- iii. Banner Sign;
- iv. Contractor's Sign;
- v. Developer's Sign;
- vi. Inflatable Sign;
- vii. On-Premises and Off-Premises Billboard Sign;
- viii. Private Warning Sign;
- ix. Real Estate Sign;
- x. Temporary Posted Sign;
- xi. Vehicle or Towable Trailer Mounted Sign;

The Corporation of the County of Peterborough

Sign By-law – Signs on County Roadways

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- xii. Any Sign that does not comply with the provisions of this By-law.

8. Prohibitions – Illumination

- 8.1 Notwithstanding any other provisions of this By-law, no Person shall install, post, display, maintain or keep a Sign, with the exception of those Signs specifically stated as exempt as provided under Section 6 of this By-law:
- 8.1.1 That is Illuminated without first obtaining a Sign Permit;
- 8.1.2 Illumination shall be limited to spot lights or back lighting;
- 8.1.3 Illuminated Sign brightness shall not exceed a maximum illumination level of seven hundred (700) cd/m² or Nits;
- 8.1.4 Flashing, moving, electronic, mechanical signs or chase lighting shall be prohibited for use on any Sign;
- 8.1.5 Moving messages for Programmable Reader Board Signs shall be static in appearance for a duration of not less than twenty (20) seconds, shall be of a constant intensity of illumination during a message cycle and shall be equipped with automatic dimming technology that adjusts the Sign's brightness in direct correlation with ambient light conditions.

9. Content of Signs

- 9.1 The message, logos, graphics displayed on any Sign shall not promote violence, hatred and discrimination in any form or manner.
- 9.2 The message, logos, graphics displayed on any Sign shall not be disrespectful and shall not contain any profanity, obscenity or promote an unlawful activity.

10. Maintenance and Condition of Signs

- 10.1 All Signs which are permitted by this By-law shall, at all times, be maintained by the Sign Owner in a state of good repair.
- 10.2 No Person having Erected a Sign shall fail to maintain the Sign in good structural and legible condition.

The Corporation of the County of Peterborough

Sign By-law – Signs on County Roadways

By-law No. 2021 – XX

- 10.3 Where, in the Director's sole opinion, a Person fails to maintain a Sign that is permitted by this By-law, the Director may require the immediate repair or removal of a Sign by that Person, at their expense.

11. Sign Variance

- 11.1 Any Person wishing to Erect a Sign not permitted by this By-law may apply for a Sign Variance.
- 11.2 An application for a Sign Variance shall be made in writing to the Director who may prescribe any information to be given therein and other necessary documentation to be completed or submitted by the applicant in conjunction with the application.
- 11.3 Every Sign Variance application shall be submitted to the Director and be accompanied by:
- (a) the appropriate non-refundable fee as set out in Tariff of Fees By-law, as amended;
 - (b) if the Applicant is a corporation, a copy of the incorporating document and a copy of the last annual information filed or, if a registered partnership, a copy of the registered declaration of partnership and a copy of the business name registration; and
 - (c) plans detailing the Sign proposed to be erected.
- 11.4 Where, in the Director's opinion, the requested Sign Variance is minor, satisfies the intention of this By-law and is appropriate, the Director shall issue a Sign Permit for the Sign.

12. Offences

- 12.1 Each Person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine of:
- i. not less than \$250 for a first conviction of a offence;
 - ii. not less than \$500 for a second conviction of the same offence; and
 - iii. not less than \$1,000 for a third or subsequent conviction of the same offence.

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- 12.2 Prosecution under this By-law shall not preclude any other legal actions required to recover damages required to repair, replace or restore damaged real or personal property as the case may be.

13. Sign Permit Revocation and Sign Removal

- 13.1 The Director may revoke a Sign Permit where, in their sole opinion, the Applicant is not complying with the provisions of this By-law.
- 13.2 Where the Director revokes a Sign Permit, the Applicant shall immediately remove the Sign within seven (7) days notice from the Director.
- 13.3 Where the Director revokes a Sign Permit and the Applicant fails to remove the Sign after having been notified in writing by the Director, the County may remove the Sign.
- 13.4 Where a Sign has been removed by the County, the County shall charge a fee for the cost of the removal of the Sign pursuant to Tariff of Fees By-law.
- 13.5 Where a Sign Permit is revoked, the applicant shall not be entitled to a return of any fee paid to obtain the Sign Permit.
- 13.6 Notwithstanding, where a Sign Permit is revoked, the Applicant may apply for a new Sign Permit.
- 13.7 Where a Sign that does not comply with this By-law is erected on, over, partly, on or partly over Road Allowance owned by or under the jurisdiction of the County, the Sign may be removed immediately by the County without notice or compensation to the Owner of the Sign.
- 13.8 The Director, in their sole opinion, shall determine whether any Sign is in compliance with this By-law and where the Owner is not complying with the provisions of this By-law.
- 13.9 The County shall not be liable for any damages or loss to the Owner of any Sign whether or not that Sign was displayed in accordance with this By-law or that was removed by the County pursuant to the provisions of this By-law.

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Sign By-law – Signs on County Roadways

By-law No. 2021 – XX

14. Conflict

- 14.1 This By-law shall not be construed to reduce or mitigate any restrictions or regulations lawfully imposed by the County or by any governmental authority having jurisdiction to make such restrictions or regulations.
- 14.2 If there is a conflict between a provision of this By-law and a provision of any other County By-law, the provision that establishes the higher standard to protect the health and safety of the public and to maintain a clean and tidy condition on land shall apply.

15. Severability

- 15.1 If any provision or part of a provision of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in certain circumstances, the balance of the By-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

16. Applicability

- 16.1 Any Sign that is lawfully erected or displayed on or before the day this By-law comes into force, but does not comply with this By-law, shall be allowed to remain in place until January 1, 2023, so long as it is not in any way substantially altered, provided that the maintenance and repair of the Sign or a minor change in the message displayed shall not constitute an alteration.
- 16.2 Where, in the Director's opinion, a Sign that is lawfully erected or displayed on or before the day this By-law comes into force, is determined to be non-compliant with this By-law, that existing Sign shall be brought into compliance with this By-law on or before January 1, 2023.

17. Freedom of Information

- 17.1 Personal information collected pursuant to the Municipal Freedom of Information and Privacy Act will only be used for the purpose of this By-law. Personal information will not be released except in accordance with the Municipal Freedom of Information and Privacy Act.

The Corporation of the County of Peterborough

Sign By-law – Signs on County Roadways

By-law No. 2021 – XX

18. Effective Date

18.1 This By-law shall come into full force and effect on the day of passage.

18.2 By-law No. 2020-70 be repealed.

Read and passed this 21st day of April, 2021.

Warden, J. Murray Jones

Clerk, Lynn Fawn

The Corporation of the County of Peterborough

Sign By-law – Signs on County Roadways

By-law No. 2021 – XX

Schedule “A” – Bush Country Signs

1. Pursuant to Section 4.1 of this By-law, Signs may be erected within the County road allowance of the following roads under the jurisdiction of the County by an Applicant having first obtained an appropriate Sign Permit from the County:

Bush Country Road	Description
36	Provincial Highway 28 to City of Kawartha Lakes Boundary
37	County Road 16 to County Road 23/36
44	County Road 46 to Township of Douro Dummer Boundary
46	County Road 44 to County Road 504
47	County Road 46 to County Road 44
49	City of Kawartha Lakes Boundary to County Road 121
52	County Road 504 to Fire Route 88
54	County Road 620 east to Chandos Lake
56	Provincial Highway 28 to County Road 6
121	County Road 49 to City of Kawartha Lakes Boundary
503	City of Kawartha Lakes Boundary to County of Haliburton Boundary
504	Provincial Highway 28 to County of Hastings Boundary
507	County Road 36 to the County of Haliburton Boundary
620	Provincial Highway 28 to County of Hastings Boundary

2. A Sign may be erected upon a Road Allowance of any road under the jurisdiction of the County identified in this Schedule “A”, subject to the following conditions:
- execution of a Sign Permit with the County;
 - payment of the Sign Permit application fee as prescribed in the Tariff of Fees By-law, as amended;

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Sign By-law – Signs on County Roadways

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- iii. submission of required information in accordance with this By-law describing the Sign proposed to be erected;
- iv. Signs shall not be permitted to be installed within a Settlement Area;
- v. Signs shall be of a maximum size of 5.9 square metres (64 sq. ft.);
- vi. Signs shall be erected on a firm foundation firmly secured into or on the ground;
- vii. illumination of Bush Country Signs shall not be permitted;
- viii. the location of Signs shall be selected on the basis of mitigating impacts to the natural environment in order to minimize vegetation removal and impacts to other natural features;
- ix. Signs shall not be erected closer than 300 metres (984 ft.) to each other, shall not be located on the left hand of the road facing the motorist, shall be installed on one side of the road or the other facing the direction of traffic and shall not be installed opposite each other, at the discretion of Director or their designate;
- x. Signs shall be placed as close to the property limit of the Road Allowance as possible;
- xi. no Sign will be allowed to be erected between the edge of the pavement and the centre-line of the ditch or in such a manner as to impede drainage or cause an impact to public safety;
- xii. no Sign will be permitted to be installed along the frontage of properties with less than 100 metres (328 feet) of frontage along a County Road Allowance and within the sight visibility of a residential home, at the sole discretion of the Director or designate;
- xiii. only Single Faced Signs will be permitted to be installed at a maximum 45 degree angle to the on-coming direction of traffic;
- xiv. the Applicant acknowledges that issuance of a Sign Permit is for permission the use, occupancy and maintenance of the County property immediately surrounding the Sign;

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Sign By-law – Signs on County Roadways

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- xv. proof of commercial general liability insurance in an amount no less than \$5,000,000, naming the County as an additional insured and containing a cross liability clause shall be submitted to the County on an annual basis;
 - xvi. an indemnification and hold harmless undertaking in favour of the County and signed by the Applicant or by a Person having the authority to bind the Applicant, and;
 - xvii. other such information as the Director may require.
3. All other provisions contained in this By-law shall apply to this Schedule “A”.
 4. Receipt of an application and/or a fee for a Sign Permit by the County shall not represent approval of the application for the issuance of a Sign Permit nor shall it obligate the County to issue a Sign Permit.
 5. No Person shall transfer or assign their Sign Permit. In the event that a Person attempts to transfer or transfers their Sign Permit, the Sign Permit shall be deemed to be void and there shall be no return of any fee paid to the County.
 6. Every Sign shall show thereon the name of either the Person or Owner of the Sign responsible for the erection and maintenance thereof and for the payment of fees.
 7. Where a Sign Permit has been issued and no activity associated with the installation of said Sign has commenced after ninety (90) days of issuance of a Sign permit, the Sign Permit shall be deemed to be void and cancelled and there shall be no return of any fee paid to the County.
 8. Any Sign placed in the County Road Allowance and found to be in violation of this By-law shall be subject to seizure by the County and such seized sign shall be stored for up to seven (7) days after the date of removal by the County. The Owner may retrieve a Sign stored by the County but, after a period of seven (7) days the County may and without notice or compensation to any Person, destroy or otherwise dispose of any Sign that has not been retrieved within the aforementioned period.
 9. The Sign removal fee for costs incurred by the County shall be pursuant to provisions of the Tariff of Fees By-law, as amended.
 10. The County reserves the right to remove any offending Sign, any Sign placed within a County Road Allowance that is deemed to be a hazard or otherwise that is in non-compliance with this By-law without notice to any Person and without compensation to the Owner of the Sign.

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Sign By-law – Signs on County Roadways

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11. The County shall not be liable for any damages or loss to a Sign that was removed by the County or any Person pursuant to the provisions of this By-law.
12. Issuance of a Sign Permit by the County represents authorization granted to an Owner by the County to occupy an area of land within a County Road Allowance only, subject to the requirements of this By-law. By issuing a Sign Permit, the County does not guarantee to an Owner continued use or occupancy of said land and retains the right to revise, amend, remove, relocate, terminate or otherwise modify the terms and condition under which any Sign Permit may be issued.
13. Payment of any Sign Permit fee as prescribed in Tariff of Fees By-law shall apply only for that calendar year in which it is issued and shall be deemed to have expired as of December 31 in each year. A Sign Permit may be renewed annually by an Owner through the payment of a Sign Permit maintenance fee as prescribed in Tariff of Fees By-law unless the continuation of a Sign Permit is prohibited or discontinued by the County. Fees shall not be pro-rated or refunded.
14. Bush County Sign Permits shall lapse and shall be deemed to have expired immediately upon the date of passage of five (5) years (1825 days) from the date of issuance of the Sign Permit by the County or from the date of passage of this By-law, whichever date is determined to be the applicable date. The Owner of a lapsed Sign Permit may re-apply for a new Sign Permit in accordance with the provisions of this By-law and shall maintain the first right-of-refusal for the current Sign location upon renewal at the end of the period of approval of the Sign Permit as issued by the County.



Council Report

Meeting Date:	April 21, 2021
Report Number:	PLG 2021-011
Title:	County Official Plan Project: Focus on Natural Heritage
Author:	Bryan Weir, Director of Planning and Public Works
Approval:	Sheridan Graham, CAO

Recommendation

That County Council receive Report PLG 2021-011 "County Official Plan Project: Focus on Natural Heritage" 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

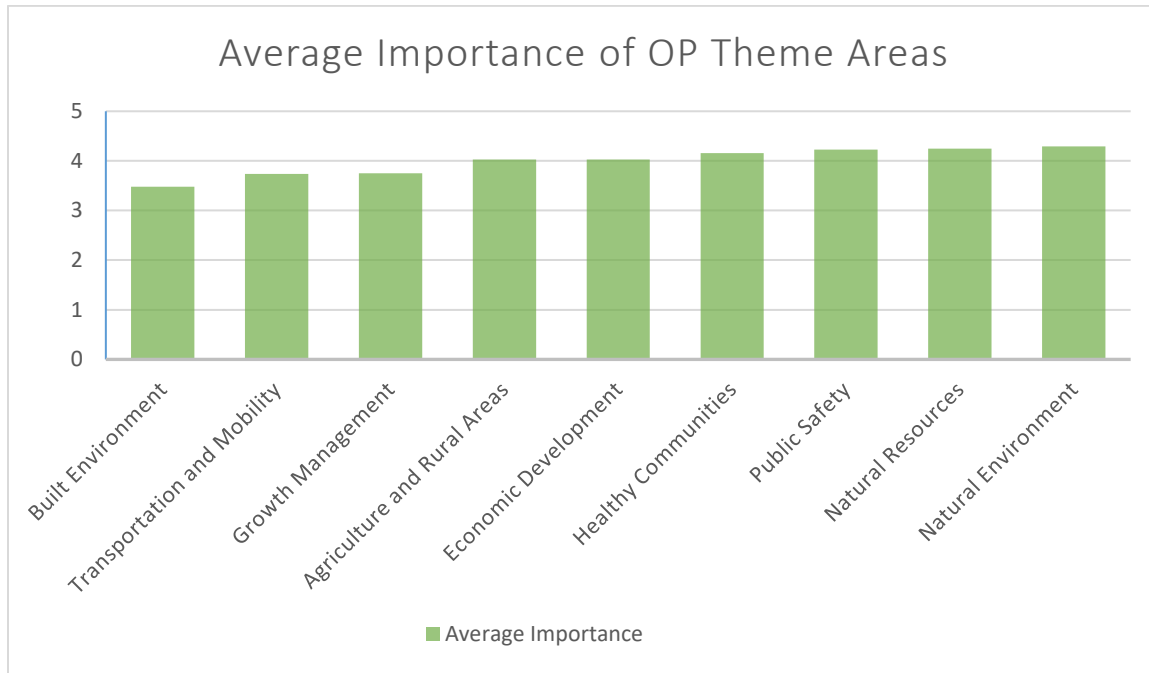
This report is intended to provide Council with information on the inclusion of policies and mapping that provide protection to natural heritage features in the new County Official Plan.

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 eighth report in a series and relates to the OP theme area 'Natural Environment'.



Council Report

Key Policy Objectives from Existing Official Plan(s)

- Identify, preserve and enhance natural areas and ecosystems.
- Protect natural heritage features and areas from incompatible development.
- Restrict development in areas having natural or human-made constraints to development, and to permit only those land uses which do not pose a danger to public safety or health, or result in property damage or environmental degradation.
- Maintain, improve and where possible, restore the health, diversity, size and connectivity of natural heritage features, hydrologically sensitive features, and related ecological functions.
- Maintain shorelines in their natural state and promote property stewardship in developed or developing areas.

All of the in effect Official Plans provide protection to provincially significant natural heritage features, which is consistent with the Provincial Policy Statement. As well, all Official Plans implement a 30-metre water setback in accordance with the requirements of the County Official Plan. However, some Official Plans are not as up to date as others with respect to identifying and protecting other features, such as areas of natural and scientific interest that are not provincially significant or unevaluated wetlands, and Natural Heritage Systems.

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) has remained quite consistent in terms of its approach to the protection of natural heritage features. Most notably, the PPS prohibits development, including the creation of new lots, within provincially significant wetlands – a policy that has been in place since 2005. Development is also not permitted in provincially significant areas of natural and scientific interest, significant wildlife habitat, or significant woodlands unless it is demonstrated (by means of a study) that the proposed use will not have a negative impact on the natural features or their ecological functions. Development on lands adjacent to these features (within 120 metres) also requires a study to be completed in support of the application.

The PPS also requires planning authorities to protect, improve or restore the quality and quantity of water by identifying water resource systems and maintaining their linkages and related functions. Water resource systems consist of ground water features, hydrologic functions, natural heritage features and areas, and surface water features including



Council Report

shoreline areas, which are necessary for the ecological and hydrological integrity of the watershed. In addition, planning authorities must evaluate and prepare for the impacts of a changing climate on water resource systems at the watershed level and ensure consideration of environmental lake capacity. Impacts of a changing climate are the present and future consequences from changes in weather patterns at local and regional levels including extreme weather events, drought, prolonged heat waves, and increased lake water temperature.

The Growth Plan (2019) has introduced a number of significant changes as it relates to natural heritage features and key hydrologic features that have already had an impact on development within the County, particularly the creation of new lots.

First, the Growth Plan introduced a Natural Heritage System (NHS) which must be implemented in the upper-tier Official Plan. The NHS has been mapped by the Province (see mapping attached to this report), with an opportunity to refine the System at the time of initial implementation in the new Official Plan; any further refinement can only take place as part of a municipal comprehensive review. Should a property or development be located within the Natural Heritage System, it must be demonstrated that specific criteria have been met and some natural heritage features (life science areas of natural and scientific interest, or habitat of endangered or threatened species for example) are given a higher level of protection compared to those outside of the System.

In addition, the Growth Plan prohibits development, including the creation of new lots, within key natural heritage features inside the NHS and within key hydrologic features. Development is also prohibited within a minimum 30-metre vegetation protection zone (buffer) surrounding these features. Key hydrologic features are defined in the Growth Plan as “permanent streams, intermittent streams, inland lakes and their littoral zones, seepage areas and springs, and wetlands.” It is important to note that this definition does not distinctly reference provincially significant wetlands the same way the Provincial Policy Statement does, but rather applies to all wetlands. Given that a large portion of the County is covered by wetlands, streams, creeks, lakes, ponds and other sources of water, the potential for lot creation within or through these features no longer exists, even when a sufficient building envelope may be available on the lot to be created that is outside of the feature and its 30-metre vegetation protection zone (VPZ); to obtain conformity, the entirety of the new lot must be outside of the feature and VPZ. These new policies have had the most significant impact on development in the County since they came into effect and are required to be implemented in the new Official Plan. For absolute clarity, these policies in the Growth Plan are applicable to all development proposals that require a Planning Act application today since the Growth Plan takes precedence over local planning documents.



Council Report

Although the implementation of the Natural Heritage System and restrictions on development in key natural heritage and key hydrologic features are limiting development opportunities, neither of these policies are applicable in settlement areas. Instead, the policies of the Provincial Policy Statement prevail in settlement areas. This not only serves to provide much greater protection to the natural environment, but also enforces one of the main objectives of the Growth Plan, which is to ensure that settlement areas are the primary focus of future growth.

Key Considerations

In implementing the Provincial policies described above, the TAC must carefully consider the following:

- Providing clear direction for development that is proposed within or adjacent to key natural heritage features and key hydrologic features.
- The restriction on lot creation within key hydrologic features is currently impacting the ability for lot creation, and this trend will continue as the new Official Plan implements the Growth Plan policies. Together with the implementation of the Provincial Agricultural Systems mapping, lot creation will be even further restricted outside of settlement areas.
- The need to be up-front and transparent about where development is not permitted.
- Balancing the need for development within settlement areas with an appropriate level of protection for natural heritage and hydrologic features to ensure ecological continuity across settlement area boundaries.
- Recognizing the need to maintain a 30-metre water setback from lakes and rivers, which implements a vegetation protection zone in accordance with the Growth Plan.

The submission from Peterborough Public Health contains a recommendation to ensure greater quantity and quality of green and open spaces including environmentally sensitive areas, recognizing that the maintenance of natural heritage features can assist in dealing with impacts of a changing climate and create healthier lifestyles for residents by protecting them from poor air quality, noise pollution and extreme weather events.

A goal of the Greater Peterborough Area Sustainability Plan is to preserve, enhance and restore the areas natural assets to maintain ecological health and recommends adopting the Kawarthas, Naturally Connected natural heritage system into the Official Plan. The Sustainability Plan also aims to improve water quality and quantity, by recognizing and



Council Report

protecting the ecological functions of waterbody shorelines and protecting our watersheds.

Likewise, the Greater Peterborough Area Climate Change Action Plan recognizes the important role of natural heritage features and their ability to mitigate impacts of climate change. As such, the Climate Change Action Plan recommends developing and implementing a Natural Heritage System that leverages work of the Kawarthas, Naturally Connected initiative.

What to Expect Going Forward

County staff, together with the TAC, will be developing policies and mapping based on the Provincial policies and recommendations of the Council-endorsed community plans. Working with the County GIS department for preparation of the mapping, the TAC has supported a proposed refinement to the Provincial Natural Heritage System which utilizes mapping produced through the Kawarthas, Naturally Connected (KNC) project. The KNC project and associated mapping was developed locally and involved the County, all eight local Municipalities and local First Nations communities, as well as numerous other stakeholder groups. It was scientifically produced and vetted, with consideration given to several regional priorities such as environmental, economic and social significance, and has been recommended in the community plans as outlined above. In December 2020, the proposed mapping refinement was sent to the Province for a preliminary review to determine if the approach is acceptable. To date we have not received a response from the Province.

Recognizing the need to maintain a 30 metre setback from waterbodies, the TAC will be reviewing existing policy in the current Official Plan and finding opportunities for improvement. Water setback policies will be included in the new Official Plan that aim to simplify the language from what's existing today and provide greater clarity and direction for development in these waterfront areas.

It will also be important to make it clear where the Growth Plan does and doesn't permit development, particularly as it relates to key features. In that respect, the TAC intends to recognize Natural Core Areas on the land use designation schedules which reflect the protective Growth Plan policies around wetlands, streams, rivers and their associated 30 metre vegetation protection zones. With this information clearly visible on a land use schedule, it will be easy for end users to see at a glance where constraints on the property are located. In settlement areas, the Natural Core Area designation is intended to be maintained but with a reduced vegetation protection zone.



Council Report

Policies related to all key natural heritage and key hydrologic features will be developed to be as clear and concise as possible, while at the same time implementing the policies of both the PPS and Growth Plan. Where it is determined that a Natural Heritage Evaluation is required to support a development proposal, the new Official Plan will provide direction on what information is to be included in that study in an effort to streamline the peer review process.

Financial Impact

None at this time.

Anticipated Impacts on Local and/or First Nations Communities

First Nations communities have rights and interests in key natural heritage and key hydrologic features. 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.

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 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:

1. Provincial Natural Heritage System Mapping



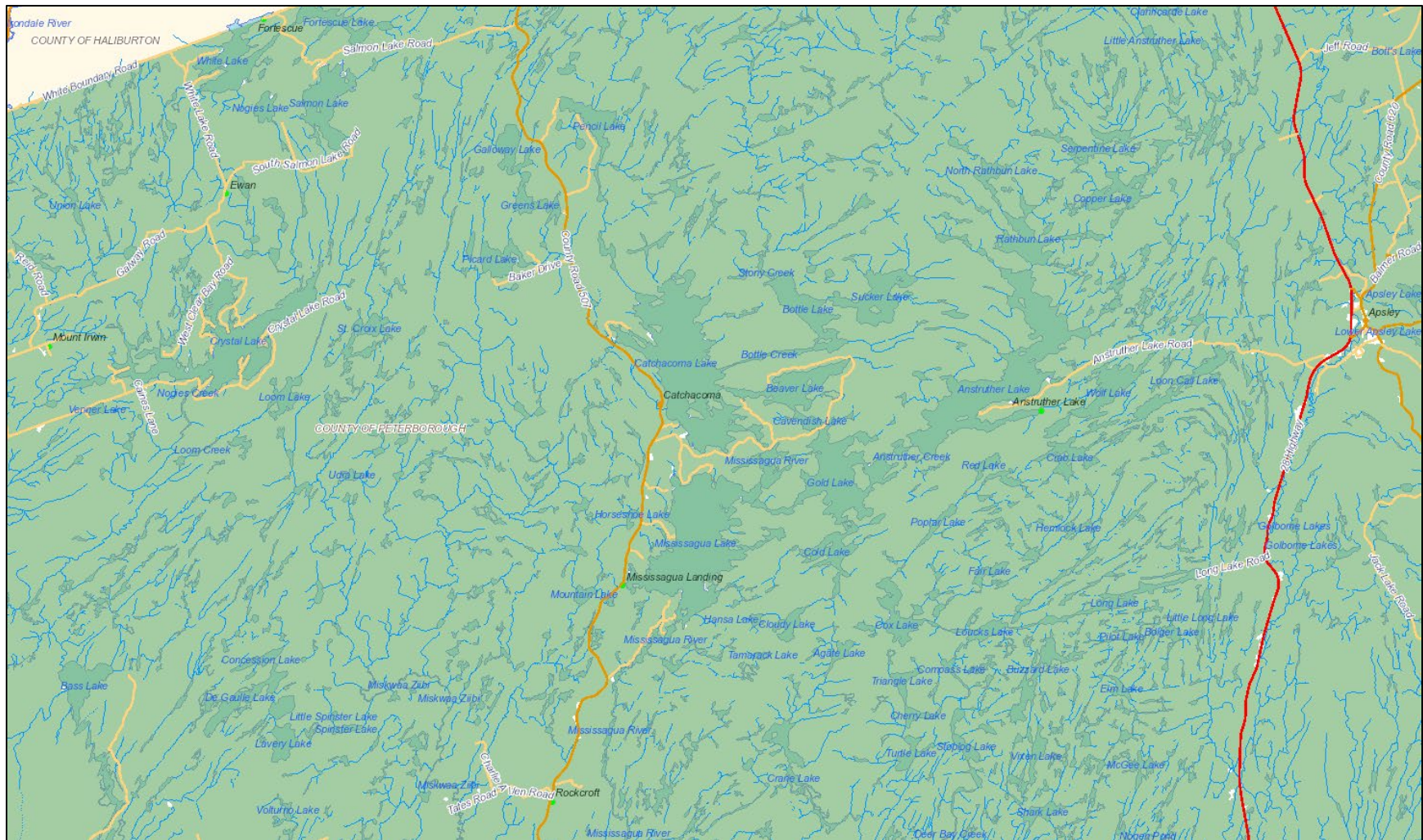
Council Report

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

Provincial Natural Heritage Systems Mapping

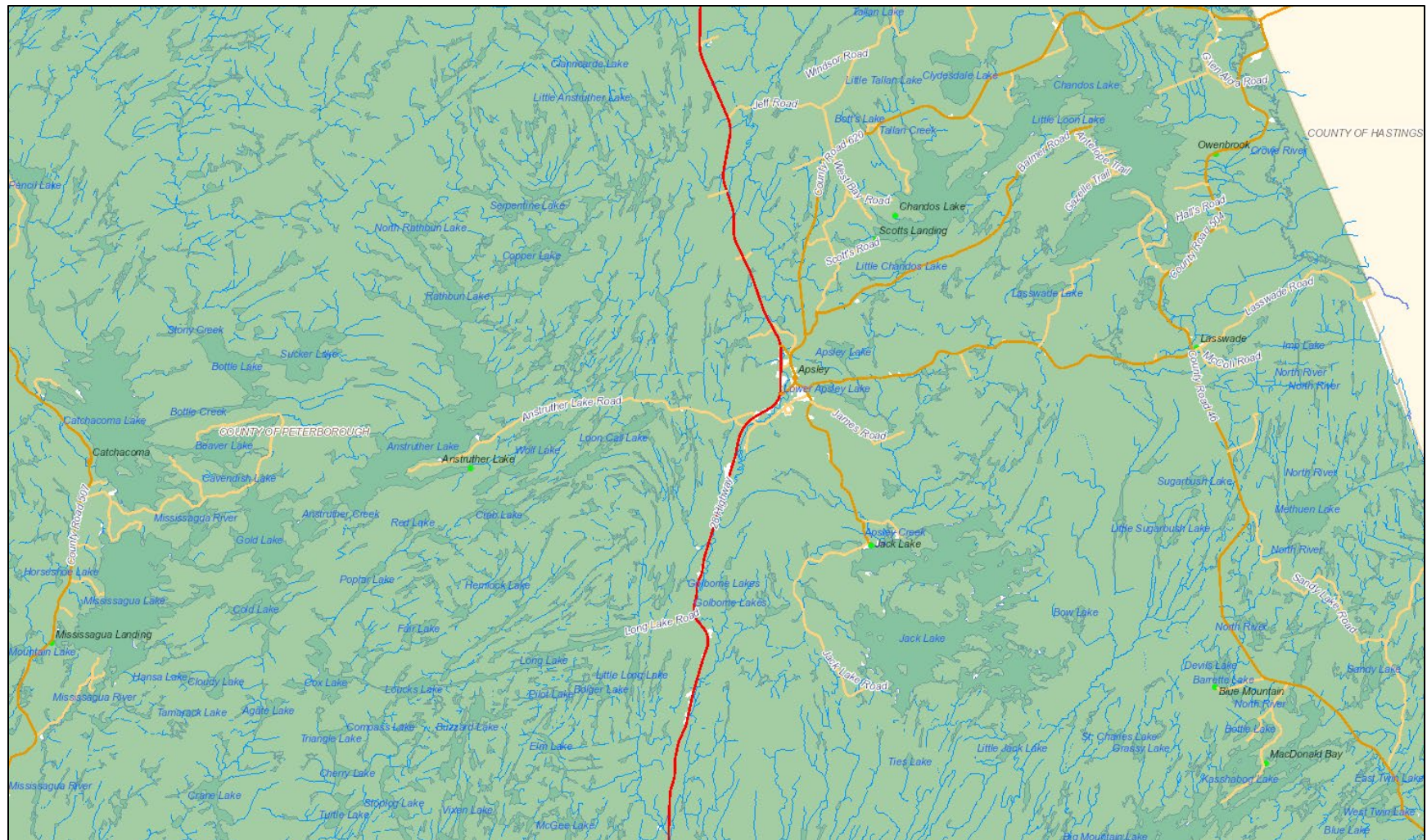


Northwest side of County, Trent Lakes and North Kawartha



Provincial Natural Heritage System

Provincial Natural Heritage Systems Mapping

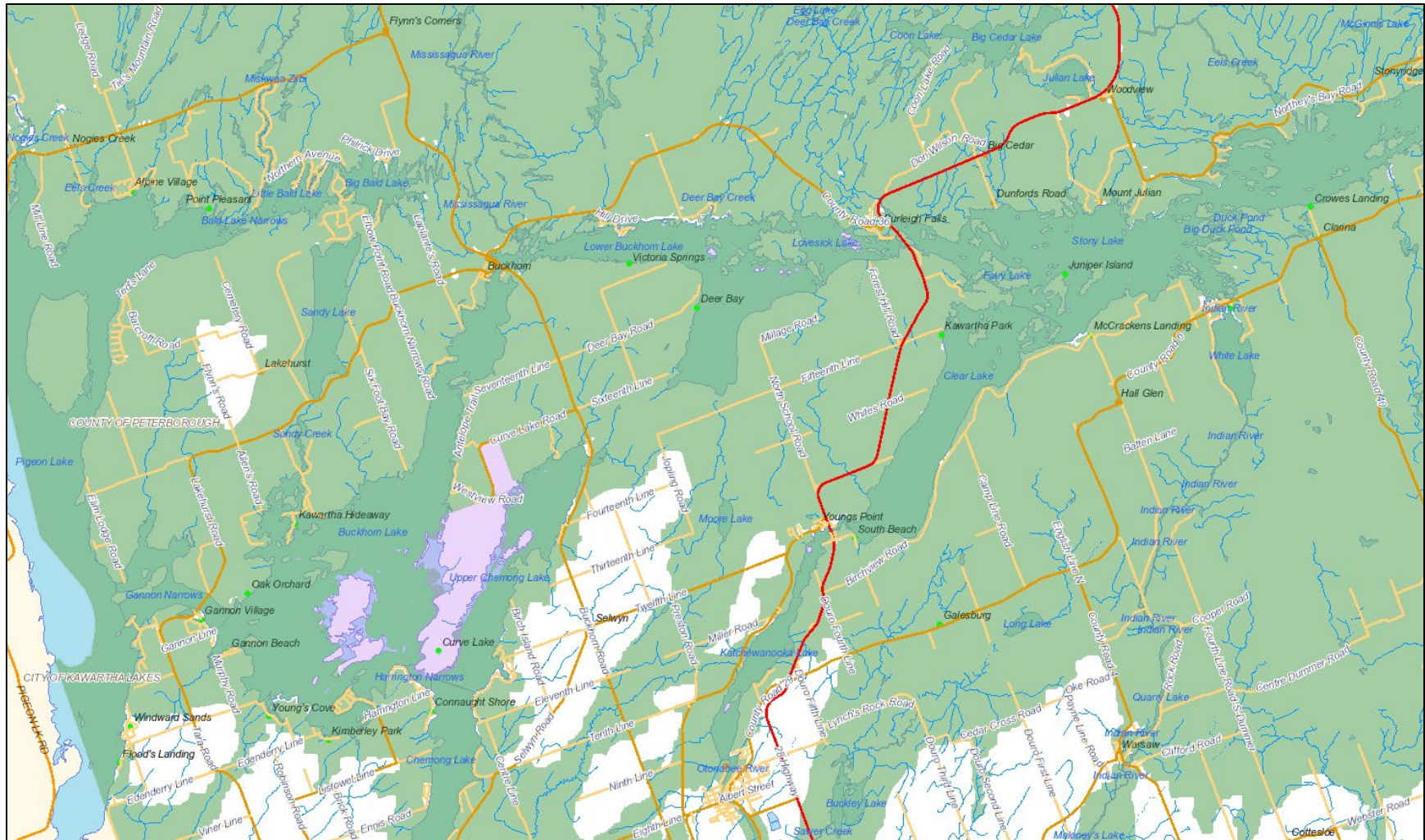


Northeast side of County, Trent Lakes, North Kawartha and Havelock-Belmont-Methuen



Provincial Natural Heritage System

Provincial Natural Heritage Systems Mapping

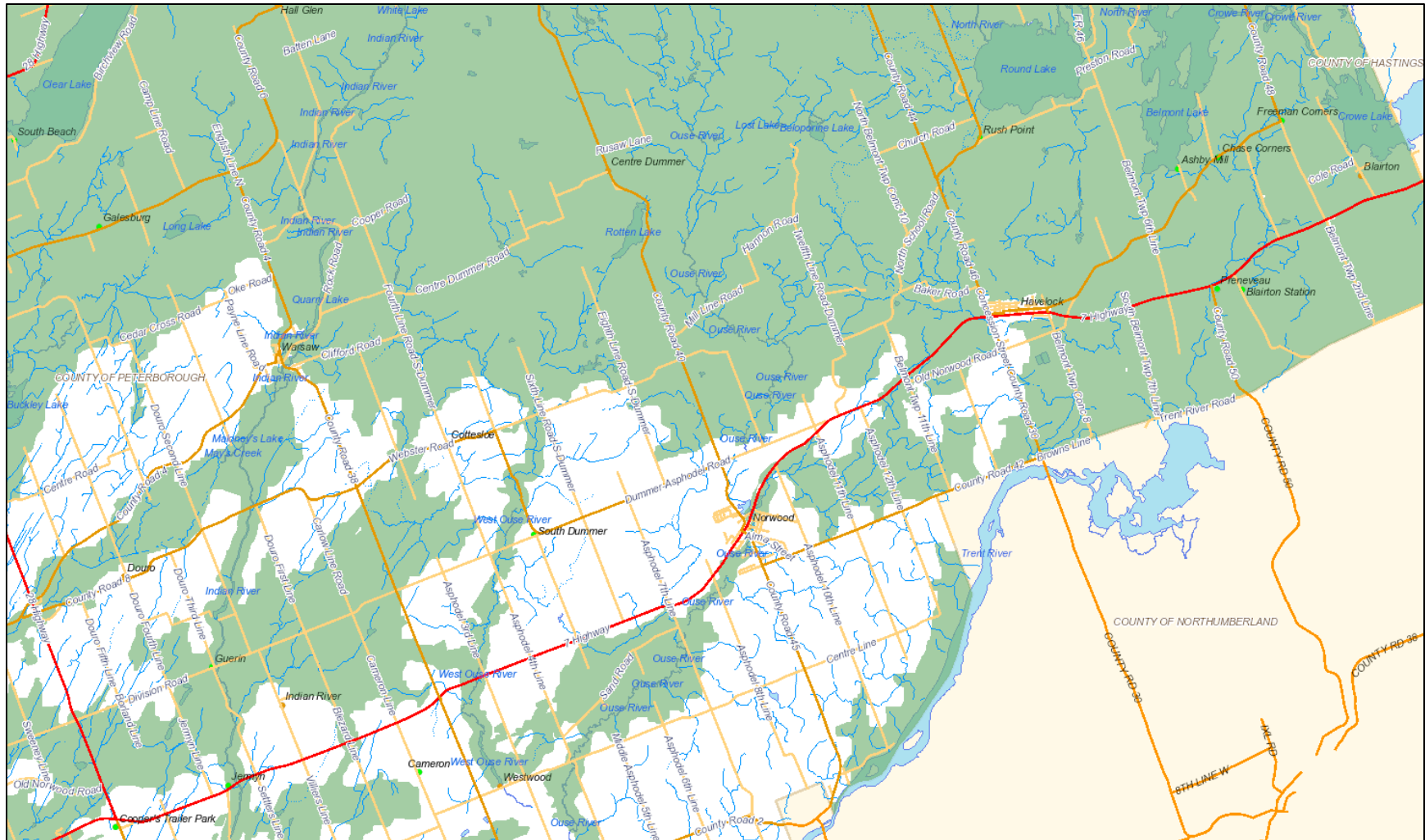


Central County, Douro-Dummer, Selwyn and Trent Lakes



Provincial Natural Heritage System

Provincial Natural Heritage Systems Mapping

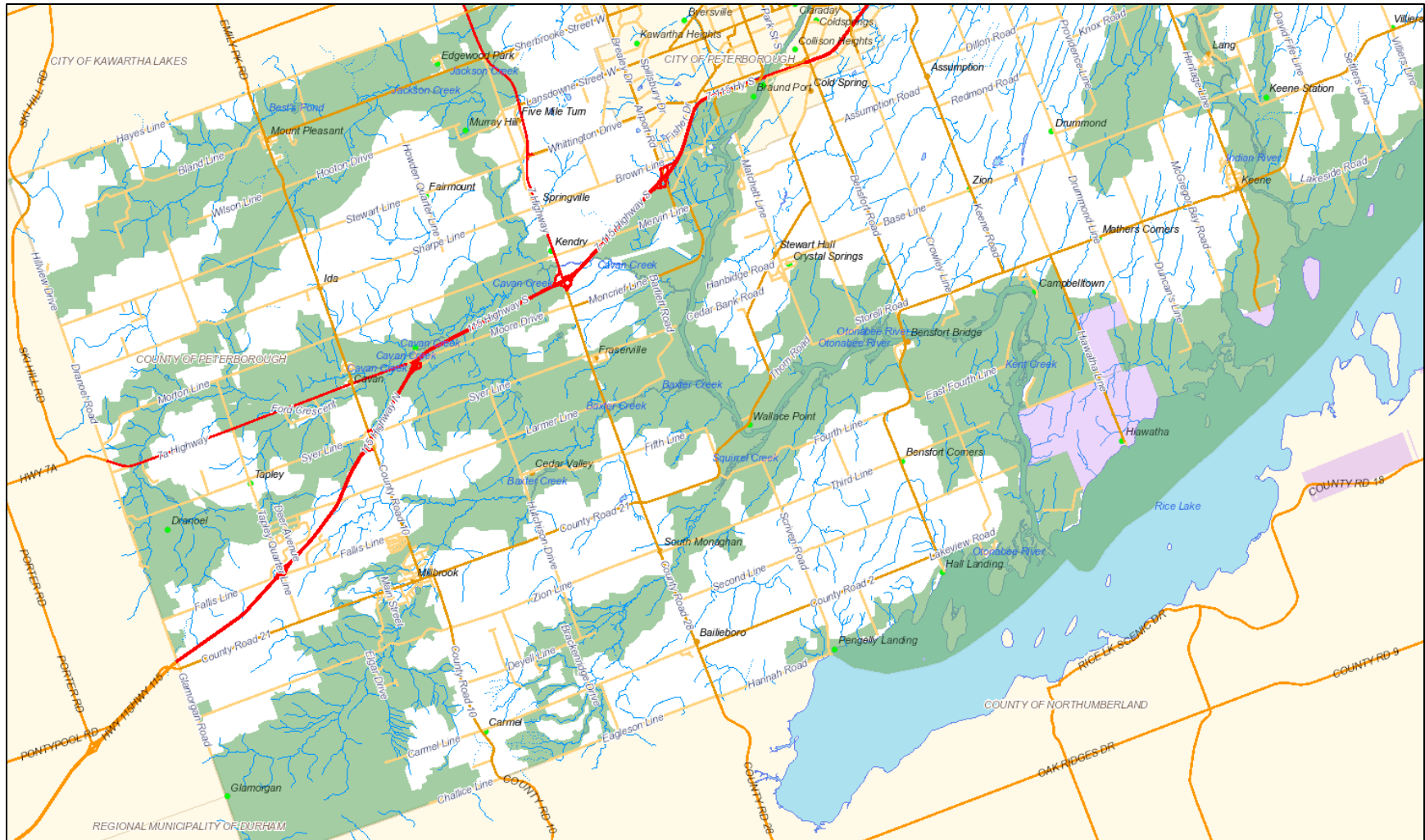


Southeast side of County, Otonabee-South Monaghan, Asphodel-Norwood, Douro-Dummer and Havelock-Belmont-Methuen



Provincial Natural Heritage System

Provincial Natural Heritage Systems Mapping



Southwest side of County, Cavan Monaghan and Otonabee-South Monaghan

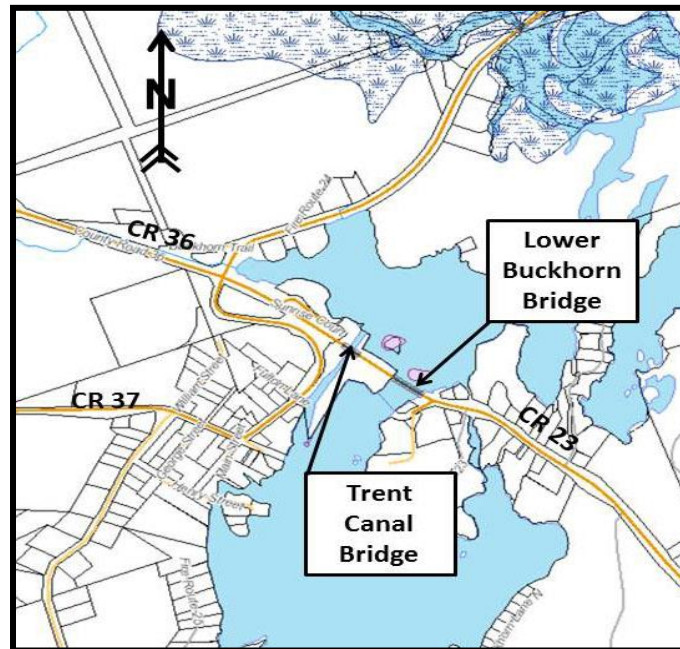


Provincial Natural Heritage System

County of Peterborough
Notice of Construction for the Lower Buckhorn Lake
Bridge And the Trent Canal Bridge



Please be advised that construction activities for the Lower Buckhorn Lake Bridge (Township of Selwyn) and the Trent Canal Bridge (Municipality of Trent Lakes) both located on County Road 23 approximately 500 meters southeast of County Road 36 within the settlement area of Buckhorn in the County of Peterborough will commence April 19th, 2021 with tentative completion by May 21st, 2021.



During the remaining bridge works, one lane will be open at all times under daily flagging and/or temporary signal operations with both lanes open prior to closing down operations each day.

Please circulate this notice to interested parties within your respective agencies.

The County of Peterborough, AECOM and National Structures Inc. appreciates your patience and understanding during the construction phase of this project.

Thank you, in advance, for your continued support during the rehabilitation of these bridges. For further information concerning this project, please contact the following individuals:

Doug Saccoccia, P.Eng.
Manager, Engineering & Design
County of Peterborough
310 Armour Road
Peterborough, ON K9H 1Y6
Phone: (705) 775-2737 Ext 3201
Fax: (705) 749-2551
Email: dsaccoccia@ptbocounty.ca

Matt Yates, P.Eng.
Manager, Construction
AECOM
300 Water Street
Whitby, ON L1N 9J2
Phone: (905) 242-3531
Email: matt.yates@aecom.com

Minutes County Council - Regular Meeting



9:30 AM - Wednesday, April 7, 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 ([Part 1](#) and [Part 2](#)).

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, Jim Whelan, and Ron Windover

Regrets:

Staff Present: Chris Allen, Purchasing Supervisor; Trena DeBruijn, Director of Finance/Treasurer; Lynn Fawn, Director, Corporate Services; Michelle Fisher, Deputy Treasurer; Sheridan Graham, Chief Administrative Officer; Randy Mellow, Chief of Paramedics/Deputy CAO; Iain Mudd, Manager of Planning; Peter Nielsen, Manager of Capital Projects; Mary Spence, Director of Human Resources; Kari Stevenson, Manager, Legislative Services/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

Council observed a moment of silence to reflect on the duties and responsibilities required as Peterborough County Councillors.

4. Adoption of Agenda ([Link to April 7, 2021 Agenda](#))

155-2021

Moved by Councillor Martin
Seconded by Councillor Senis

That the agenda be adopted as amended.

Carried

5. Disclosure of Interest

There were no disclosures of interest.

6. Adoption of Minutes

156-2021

Moved by Councillor Bonneau
Seconded by Councillor Clark

That the minutes of the Regular Council meeting of March 17, 2021 be adopted as circulated.

Carried

7. Delegations and Presentations

- a. **Heather Templeton, WSP, Consultant Project Manager and Greg Moore, WSP, Consultant Environmental Planning**
Re: Highway 7A and County Road 10 Intersection Improvements

157-2021

Moved by Councillor McFadden
Seconded by Councillor Whelan

That County Council ask the consultant to reconsider all the original options due to the lack of adequate public consultation prior to their removal and that the consultant come back to County Council at a future meeting date not to exceed this fall.

Councillor McFadden called for recorded vote.

Ayes: Jones, Mitchell, Amyotte, Bonneau, Burt, Clark, Clarkson, Gerow, Graham, Martin, McFadden, Moher, Senis, Taylor, Whelan, and Windover

CARRIED. 20-0 on a recorded vote

158-2021

Moved by Councillor Bonneau
Seconded by Councillor Amyotte

That the presentation from the MTO and WSP regarding Highway 7A and County Road 10 Intersection Improvements, Preliminary Design and Class Environmental Assessment Study be received.

Carried

At 10:10 a.m., Council dealt with Item 16 – Closed Session, however, the Minutes reflect the order of the agenda.

8. Business Arising from a Previous Meeting

9. Staff Reports

a. Planning

Iain Mudd, Manager of Planning

Re: PLG 2021-010 County File 15OP-20008 being Official Plan Amendment No. 61 to the County Official Plan - 724 Centre Line, Township of Selwyn

159-2021

Moved by Councillor Senis
Seconded by Councillor Moher

That Report PLG 2021-010 County File 15OP-20008 being Official Plan Amendment No. 61 to the County of Peterborough Official Plan – 724 Centre Line, Township of Selwyn be received;

That Official Plan Amendment No. 61 to the County of Peterborough Official Plan be approved, and the required notice of decision be circulated in accordance with the provisions of The Planning Act; and

That the Director of Planning and Public Works be authorized to sign the approval certificate if no appeals are received at the conclusion of the appeal period.

Carried

b. Finance

Trena DeBruijn, Director of Finance/Treasurer

Re: FIN 2021-015 2021 Tax Policy

160-2021

Moved by Councillor Martin
Seconded by Councillor Burt

That the 2021 Tax Policy set out in Report FIN 2021-015 be approved for the 2021 taxation year.

Carried

- c. Finance**
Chris Allen, Purchasing Supervisor
Re: FIN 2021-16 Tender Award - T-01-2021 - Microsurfacing

161-2021

Moved by Councillor Taylor
Seconded by Councillor Graham

That Report FIN 2021-016 – Approval to Award T-01-2021 Microsurfacing be received;

That Tender T-01-2021 Microsurfacing be awarded to Miller Paving Limited in the amount of \$1,401,218.65 (including HST); and

That a by-law be passed to authorize the County of Peterborough to enter into an Agreement with Miller Paving Limited for Tender T-01-2020 Microsurfacing.

Carried

- d. Finance**
Chris Allen, Purchasing Supervisor
Re: FIN 2021-017 Approval to Award for Supply & Delivery of Fuel

162-2021

Moved by Councillor Moher
Seconded by Councillor Amyotte

That Report FIN 2021-017 Approval to Award the Supply and Delivery of Unleaded Gasoline and Diesel Fuel be received;

That the City of Peterborough's Request for Tender No. ITT-12-21 for the Supply and Delivery of Unleaded Gasoline and Diesel Fuel be awarded to W.O. Stinson & Son Limited; and

That a by-law be passed to authorize the County of Peterborough to enter into a five-year Agreement with W.O. Stinson & Son Limited for the City of Peterborough's Request for Tender No. ITT-12-21 for the Supply and Delivery of Unleaded Gasoline and Diesel Fuel.

Carried

10. Staff Reports - Information Only

- a. **Administration - Clerk's Division**
Sarah Boyd, Administrative Services Assistant
Re: CPS 2021-014 Correspondence Report
- b. **Planning**
Bryan Weir, Director of Planning and Public Works
Re: PLG 2021-009 County Official Plan Project: Focus on the Built Environment
- c. **Public Works - Engineering & Design**
Peter Nielsen, Manager, Capital Projects
Re: INF 2021-010 James A. Gifford Causeway, Chemong Bridge & County Road 14 (Yankee Line) Rehabilitation - Consultant Selection
- d. **Planning**
Ann Hamilton, Secretary-Treasurer, Land Division Committee
Re: PLG 2021-008 Land Division Committee Report January to December 2020

163-2021

Moved by Councillor Graham
Seconded by Councillor Gerow

That Staff Reports - Information Only items 10. a. through d. be received.

Carried

11. Action Correspondence

- a. **Municipality of Halton resolution dated February 17, 2021**
Re: Extend Regional Official Plan Review

164-2021

Moved by Councillor Moher
Seconded by Councillor Burt

That the Municipality of Halton's resolution dated February 17, 2021 regarding the extension of Regional Official Plan Review be received.

Carried

- b. **Township of South Glengarry resolution dated March 1, 2021**
Re: Provincial Rollout of COVID-19 Vaccines

165-2021

Moved by Councillor Clarkson

Seconded by Councillor Windover

That the Township of South Glengarry's resolution dated March 1, 2021 regarding Provincial rollout of COVID-19 vaccines be supported.

Defeated.

166-2021

Moved by Councillor Senis

Seconded by Councillor Amyotte

That the Township of South Glengarry's resolution dated March 1, 2021 regarding Provincial rollout of COVID-19 vaccines be received.

Carried

- c. City of Burlington resolution dated March 3, 2021
Re: COVID-19 Emergency Response - Restaurant Community**

167-2021

Moved by Councillor Moher

Seconded by Councillor Graham

That the City of Burlington's resolution dated March 3, 2021 regarding COVID-19 Emergency Response - Restaurant Community be received.

Carried

- d. Town of Plympton-Wyoming resolution dated March 10, 2021
Re: Carbon Tax**

168-2021

Moved by Councillor Burt

Seconded by Councillor Bonneau

That the Town of Plympton-Wyoming resolution dated March 10, 2021 regarding Carbon Tax be supported.

Carried

- e. Town of Fort Erie resolution dated March 22, 2021
Re: Town of Lincoln - McNally House Hospice's Life in Every Moment Campaign**

169-2021

Moved by Councillor Burt

Seconded by Councillor Whelan

That the Town of Fort Erie's resolution dated March 22, 2021 regarding the Town of Lincoln's McNally House Hospice's Life in Every Moment Campaign be received.

Carried

- f. City of Peterborough Letter dated March 11, 2021
Re: Affordable Housing Definition**

170-2021

Moved by Councillor Clark
Seconded by Councillor Windover

That the City of Peterborough's letter dated March 11, 2021 regarding Affordable Housing Definition be received.

Carried

- g. Municipality of Calvin resolution dated March 9, 2021
Re: Universal Paid Sick Days**

171-2021

Moved by Councillor Moher
Seconded by Councillor Whelan

That the Municipality of Calvin's resolution dated March 9, 2021 regarding Universal Paid Sick Days be received.

Carried

- h. Town of Orangeville resolution dated March 22, 2021
Re: Planning Act, Schedule 3, Bill 257**

172-2021

Moved by Councillor Taylor
Seconded by Councillor Graham

That the Town of Orangeville's resolution dated March 22, 2021 regarding Planning Act, Schedule 3, Bill 257 be received.

Carried

- i. Town of Kingsville resolution dated March 8, 2021
Re: Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms)**

173-2021

Moved by Councillor Gerow

Seconded by Councillor Amyotte

That the Town of Kingsville's resolution dated March 8, 2021 regarding Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms) be supported.

Defeated

174-2021

Moved by Councillor Taylor
Seconded by Councillor Graham

That the Town of Kingsville's resolution dated March 8, 2021 regarding Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms) be received.

Carried

- j. **Town of Cochrane resolution dated March 23, 2021**
Re: MeeQuam Youth Residence Closure

175-2021

Moved by Councillor Bonneau
Seconded by Councillor Moher

That the Town of Cochrane's resolution dated March 23, 2021 regarding MeeQuam Youth Resident Closure be received.

Carried

12. Committee Minutes

- a. **Councillor Amyotte**
Accessibility Advisory Committee
Re: Minutes of March 24, 2021

176-2021

Moved by Councillor Amyotte
Seconded by Councillor Taylor

That the minutes of the Accessibility Advisory Committee meeting of March 24, 2021 be adopted.

Carried

- b. **Councillor McFadden**
Peterborough Regional Liaison Committee
Re: Verbal Update
No update was provided.

- c. **Councillor Graham**
Finance Committee
Re: Minutes of March 16, 2021

177-2021

Moved by Councillor Clark
Seconded by Councillor Whelan

That the minutes of the Finance Committee meeting of March 16, 2021 be adopted.

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 Public Health** - Deputy Warden Mitchell
[Peterborough Public Health Board of Health Meeting Summary - March 10, 2021](#)

178-2021

Moved by Deputy Warden Mitchell
Seconded by Councillor Graham

That the Liaison Representative Reports and supporting documentation be received.

Carried

- e. **Referrals to Peterborough Regional Liaison Committee** (if applicable)

14. Notices of Motion

- a. **Seizure of Property**

Councillor Bonneau withdrew the Notice of Motion.

15. Announcements

- a. Council expressed satisfaction and gratitude towards Peterborough Public Health and all volunteers working with them, including County staff and PCCP staff for their diligent work during the COVID-19 pandemic.

The Warden announced that CAO, Sheridan Graham, has been recognized this week as a leader in modern governance. The Diligent Corporation announced the honorees of the Inaugural Modern Governance 100 Community

Boards, a program dedicated to the recognition of community governance leaders who are committed to driving positive organizational change. In a year of unprecedented challenges, the program shines a light on publicly elected boards and councils as well as the professionals that support them.

16. Closed Session - 10:10 a.m.

179-2021

Moved by Councillor Senis
Seconded by Councillor Gerow

That under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, s. 239(2) County Council move into closed session at 10:10 a.m. to consider:

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Open Insurance Claims update).

Carried

17. Rise from Closed Session

180-2021

Moved by Councillor Burt
Seconded by Councillor Senis

That Council rise from closed session at 11:22 a.m.

Carried

18. Matters Arising from Closed Session

181-2021

Moved by Councillor Clark
Seconded by Councillor Graham

That Peterborough County Council affirms the need for Social and Affordable Housing in Peterborough as a priority for our community; and

That Council directs the CAO to instruct our legal counsel to issue a legal letter to the City of Peterborough with respect to the City's decisions regarding housing.

Carried

182-2021

Moved by Councillor Bonneau

Seconded by Councillor Gerow

That Council adopts the Closed Session minutes dated March 17, 2021.

Carried

19. By-laws

- a. By-law No. 2021-24 being, "A by-law to appoint area Weed Inspectors for the County of Peterborough and to establish remuneration" (annual by-law required by OMAFRA).
- b. By-law No. 2021-25 being, "A by-law to adopt optional tools for the purposes of administering limits for eligible properties within the meaning of Section 331 of the Municipal Act, 2001, as amended (New Construction) for the commercial and industrial property classes" (refer to item 9.b.).
- c. By-law No. 2021-26 being, "A by-law to establish the tax rates for the County of Peterborough for the Year 2021" (refer to item 9.b.).
- d. By-law No. 2021-27 being, "A by-law to establish the tax ratios and tax reduction for prescribed property classes for the County of Peterborough and for local municipal purposes for the taxation year 2021" (refer to item 9.b.).
- e. By-law No. 2021-28 being, "A by-law to establish 2021 tax decrease limits for property in commercial and industrial property classes" (refer to item 9.b.).
- f. By-law No. 2021-29 being, "A by-law to adopt County of Peterborough Official Plan Amendment No. 61 – File No. 15OP-20008, Part Lot 18, Concession 4, Smith Ward, in the Township of Selwyn, municipally known as 724 Centre Line". (refer to Item 9.a.)

183-2021

Moved by Councillor Bonneau
Seconded by Councillor Whelan

That Council passes By-law Nos. 2021-24, 2021-25, 2021-26, 2021-27, 2021-28 and 2021-29.

Carried

20. Confirming By-law

184-2021

Moved by Councillor Senis
Seconded by Councillor Clark

That 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.

Carried

21. Adjournment

185-2021

Moved by Councillor Clark
Seconded by Councillor Martin

That the Council meeting adjourn at 12:33 p.m.

Carried

J. Murray Jones, Warden

Kari Stevenson, Clerk

Minutes

Trail Advisory Committee
Tuesday, April 6, 2021
Township of Selwyn

**** Members and staff participated virtually****

Present: David Walsh
Ian Deslauriers
Tony Davidson
James (Jim) Nelson
Michele Kadwell-Chalmers

Staff: Mike Richardson, Recreation Manager
Tania Goncalves, Deputy Clerk

Regrets: Yvonne Spradbrow
Gerry Herron

Call to Order

Due to Technical difficulties Chair Yvonne Spradbrow had to leave the meeting. Mike Richardson called the meeting to order at 2:35 PM.

Declaration of Pecuniary Interest

None

1. Deputations and/or Invited Persons

None.

2. Minutes

Committee members received the minutes of the February 8, 2021 meeting for information.

3. Question Period

None

4. Correspondence for Discussion and/or Decision

None

5. Reports/Updates

a) General COVID 19 update and General Q&A

Mike reviewed the many operational changes as a result of Provincial COVID19 regulations. He noted that outdoor recreational opportunities such as Trail are still permitted for use as long as people are practicing social distancing and adhering to COVID19 restrictions.

b) Lakefield Campground – Survey

Mike provided the Committee with a high level description of the Lakefield Campground land-use review. He advised that the consultants have drafted a survey to gather input from various stakeholders. The survey will be launched to the public next week and will be email to Committee members. Committee members were encouraged to speak to community members about the project and promote the survey.

c) Ennismore Barn – Secret Garden Project

In follow-up to the Committee's site visit at the Ennismore Barn, Ian provided an update on the "Secret Garden" project proposed by the Ennismore Garden Club. The project would see the stone walls of the barn retained, repaired and a garden developed within and around the stone walls. The "Secret Garden" would become an extension of the Ennismore Waterfront Park/Trail. The Ennismore Garden Club will be providing volunteers and the plantings needed to establish and maintain the Garden. Ian also discussed the proposed budget with the Committee which included support from the Township in terms of site preparation and excavation. Ian advised that the Ennismore Garden Club is applying for Federal funding to support the project.

Ian advised that the Ennismore Garden Club is requesting Committee support for the project, following which, they will seek Council endorsement.

Resolution No. 2021-001 – Ennismore "Secret Garden"

Ian Deslauriers - James (Jim) Nelson –

That the Selwyn Trail's Advisory Committee support the request from the Ennismore Garden Club to develop a "Secret Garden" located at the Ennismore Barn; and that the Trail Committee request that the Council of the Township of Selwyn endorse the project for implementation in 2021/2022.

Carried.

6. Adjournment and Next Meeting

- The Committee's next regular meeting will be June 7 at 2:30 pm

The Trails Committee meeting adjourned at 3:15 pm.