

# **Township of Selwyn Regular Council Meeting**

**Tuesday, May 11, 2021 – 5:00 PM**

Virtual Council Meeting

Watch the meeting via livestreaming

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

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## **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 27, 2021 and the special meeting of May 5, 2021 (Lakefield Campground Utilization Study)
- Discussion out of the minutes

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

#### **(a) 5:05 PM - Library Board – Annual Report**

#### **(b) 5:20 PM - Municipal Heritage Committee – Council Update**

- i) Robert Lamarre, Manager of Building and Planning – Heritage Register Policy and Listings
  - Municipal Heritage Register Policy and Designation List

(c) 5:35 PM - Ed Paleczny, Friends of the Lakefield Park

- Williams Treaties First Nations
- Parks for Public Health
- Response to Public Questions
- Technical Review

(d) 5:50 PM – MPP Dave Smith, Annual Update

### **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 Approval
  - Attachment - Existing Site Plan Guidelines
  - Attachment - Official Plan Designated Hamlet and Urban Areas (Bridgenorth, Ennismore, Lakefield and Young's Point)
- b) Andrew Bowyer, Fire Prevention Officer – Open Air Burning By-law
  - Attachment - Draft Open Air By-law 2021-034
  - Attachment - Fire Containers and Campfire Diagram
  - Attachment - Q & A Sheet
- c) Mike Richardson, Manager of Recreation Services - Lakefield Chiefs Agreements
  - Attachment - Draft MOU
  - Attachment - Draft Sponsorship Agreement
- d) R. Lane Vance, Manager of Financial Services – Benefit Cost Increases 2021
  - Attachment - Employee Benefits

## **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) Ashley Henderson, Administrative Assistant – 2021 Municipal Grant
  - Attachment - Applications Summary
- (b) Angela Chittick, Manager of Community & Corporate Services/Clerk - Various By-laws
- (c) Angela Chittick, Manager of Community & Corporate Services/Clerk – Stop and Close Road Allowance Request – 1724 Poplar Point Road

### **6. Correspondence for Discussion and/or Decision**

- (a) Correspondence Report – May 11, 2021

#### **Correspondence for Direction**

None.

#### **Correspondence for Information**

#### **Recommendation:**

That the following items of correspondence be received for information:

1. AMO Update – Ministry of Transportation Bill, CSPA Regulations, Municipal Act Clarification and Delegation Requests
2. AMO Update – Reports on Long-Term Care Pandemic Response
3. AMO Update – Province Introduces Paid COVID-19 Leave
4. AMO Update – Long-Term Care Commission Report Overview and Digital Ontario
5. Maryam Monsef - Government Invests \$2.5 million to Youth Jobs
6. PKED - 2021 AGM Media Release
7. Kawartha Chamber of Commerce and Tourism – NewsFlash! April 27<sup>th</sup> and May 4<sup>th</sup> 2021
8. Peterborough Distribution – Goodbye Postcard

9. Hydro One - Peterborough - Welcome Postcard, Backgrounder and FAQ's
10. Hague Point Lakefield Campground – Resident Letter 1 and 2
11. City of Brantford - Prohibition on Golfing and Other Outdoor Recreational Activities
12. Fort Erie - Road Management Action on Invasive Phragmites and Source Water Protection
13. Kawartha Lakes - Pigeon Lake Management Plan
14. South Bruce Peninsula - Lottery Licencing to Assist Small Organizations
15. City of Port Colborne - Cannabis Licensing and Enforcement
16. Town of Amherstberg - Planning Act Timelines
17. Municipality of Calvin - 3 Digit Suicide Line and Support for Fire Departments
18. Perth - Provincial Hospital Funding of Major Capital Equipment
19. Aurora – Suicide Crisis Prevention Hotline

## **7. Peterborough County Report**

- (a) Peterborough County Report – May 11, 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. Notice of Initiation of Projects - County Road 14 (Yankee Line) Rehabilitation, James A. Gifford Causeway Rehabilitation and Chemong Bridge Rehabilitation
2. Peterborough and the Kawarthas Economic Development – 1<sup>st</sup> Quarter Metrics
3. Staff Reporting to Council and Amendments to Procedure By-law Report
4. Warden and Deputy Warden Election and Term Report
5. Infrastructure Services Dept. - Service Delivery Review - Project Status Report
6. CAO Organizational and Service Delivery Review (OSDR) Working Group – Recommendations to Council Report
  - OSDR Sub Committee Activities
  - OSDR Communications/Governance Sub-Committee Action Items
7. Clean Marine Working Group Recommendations Report
  - Causeway Concerns – Moving Forward Report



- Working Group 2020/21
- 8. Parking/By-law Enforcement Report
  - City of Peterborough - Parking Administrative Monetary Penalty System
  - Education and Warning Campaign for Parking Regulation By-law
- 9. Regular County Council Minutes – April 21, 2021

## **8. Committee Reports**

- (a) Peterborough Police Service Board Minutes – April 7, 2021
- (b) Heritage Committee Minutes - April 29, 2021
- (c) Smith-Ennismore Police Services Board Minutes – April 26, 2021
  - i) Janice Lavalley, Chief Administration Officer – OPP Board Composition

## **9. Petitions**

None.

## **10. Council Portfolio Updates**

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

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

## **11. Other, New & Unfinished Business**

- (a) AMO Conference 2021 – Delegation Requests – Due June 4, 2021

## **12. By-laws**

- (a) 2021-034 – Open Air Burning Bylaw
- (b) 2021-040 – Deeming By-law - 193 Arnott Drive
- (c) 2021-041 – Heritage Registry Policy

- (d) 2021-042 – By-law to Authorise Various Agreements – Lakefield Chiefs
- (e) 2021-043 – Confirming

## **Adjournment**

**Corporation of the Township of Selwyn**

**Regular Council Meeting  
Tuesday, April 27, 2021**

**Virtual Council Meeting**

A regular meeting of the Council of the Township of Selwyn  
was held on Tuesday, April 27, 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  
Rick Dunford, Manager of Public Works  
Jeannette Thompson, Planner  
Michelle Thornton, Deputy Treasurer/I. T. Coordinator  
Tania Goncalves, Deputy Clerk  
Meaghan Larocque, Communications & Marketing Coordinator

The Council meeting commenced at 6:00 PM with Mayor Mitchell in the Chair.

**Declaration of Pecuniary Interest**

None.

**Minutes**

**Resolution No. 2021 – 103 – Minutes**

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That the minutes of the regular Council meeting of April 13, 2021 be adopted.

Carried.

**Deputations and/or Invited Persons and/or Public Meeting**

Director of Ontario Waterways for Parks Canada David Britton made a presentation to Council to provide an update on the challenges surrounding wild rice harvesting on Pigeon Lake. Mr. Britton advised that Parks Canada is working to find a balance between the harvesting rights of the Indigenous community while understanding the concerns of the shoreline property owners.

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

Deputy Mayor Sherry Senis assumed the Chair.

**Resolution No. 2021 – 104 – Parks Canada and Pigeon Lake**

Mayor Andy Mitchell – Councillor Donna Ballantyne –

Whereas the desire to develop a management plan for Pigeon Lake has been a long standing request; and

Whereas the development of the management plan needs to recognize the Treaty and inherent rights of Indigenous communities; and

Whereas many of our residents have interests in the waters of Pigeon Lake and own adjacent property; and

Whereas any plan needs to be negotiated in a government to government process between the Government of Canada and Treaty 20 First Nations; and

Whereas progress on this issue has been very slow;

Now therefore be resolved that the Township of Selwyn send correspondence to the Minister of the Environment and Climate Change, copied to Parks Canada, MP Monsef, and surrounding Townships, calling on the Government of Canada to develop a lake management plan for Pigeon Lake with Curve Lake First Nation and other Treaty 20 First Nations and that the plan addresses, among other things, the issue of planting and harvesting of wild rice and that it is consistent with Treaty and inherent Indigenous rights and takes into account the interests of local residents; and

Further, that Selwyn Township send correspondence to Parks Canada urging them to monitor and enforce regulations that ensure safe boating for all practices that are exercised on Pigeon Lake; and

Further, that Selwyn Township requests that Parks Canada organize a meeting with representatives of local municipal governments prior to June 30, 2021 and that the meeting discusses issues relating to a proposed management plan and that the meeting be used to provide Parks Canada a further understanding of the matters raised by residents and that the matters identified be communicated in their negotiations with First Nation governments.

Carried.

Mayor Mitchell resumed the Chair.

Director of Ontario Waterways for Parks Canada David Britton continued his presentation to Council and provided updates regarding the vegetation removal permitting process, the 2021 operating season and infrastructure projects.

**Resolution No. 2021 – 105 – Parks Canada Update**

Councillor Anita Locke – Councillor Donna Ballantyne –

That the report from Director of Ontario Waterways for Parks Canada David Britton regarding various Parks Canada updates be received for information.

Carried.

Richard Steiging of Baker Tilly KDN LLP made a presentation to Council regarding the 2019 Financial Statements.

**Resolution No. 2021 - 106 - 2019 Financial Statements**

Deputy Mayor Sherry Senis – Councillor Gerry Herron –

That the presentation by Richard Steiging of Baker Tilly KDN LLP regarding the 2019 Financial Statements be received for information; and

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.

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 7:07 PM to amend the Township's Comprehensive Zoning By-law in accordance with Section 34 of The Planning Act. The amendment relates to property described as being Part of Lot 6, Concession 5 in the Ennismore Ward, municipally known as 734 Tara Road. The subject lands are designated Rural; and zoned Rural Residential (RR). 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'). The zoning By-law amendment proposes to rezone the subject lands to Rural Residential Exception 583 (RR-583), which would permit the proposed use, subject to site specific zone regulations. Applicant Vera Payne was in attendance in support of the application. No one spoke against the application. There were three (3) members of the public in attendance. The public meeting concluded at 7:13 PM.

**Resolution No. 2021 – 107 – ZBA – 734 Tara Road**

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

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, municipally known as 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.

Carried.

A public meeting commenced at 7:13 PM to amend the Township's Comprehensive Zoning By-law in accordance with Section 34 of The Planning Act. The amendment relates to property described as being Part of Lot 6, Concession 5 in the Ennismore Ward, municipally known as Plan 44, Lot 18, Part Lot 19 in the Smith Ward (96 Stoney Lake – Big Island). The property owners are proposing to reconstruct and expand the existing boathouse situated on the subject property. Presently the lands are designated Seasonal Residential and Environmental Constraint Area; and zoned Lakeshore Residential (LR) and Environmental Protection (EP). 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. Agent Ashlyn Kennedy from EcoVue Consulting was in attendance in support of the application. No one spoke against the application. There were two (2) members of the public in attendance. The public meeting concluded at 7:16 PM.

**Resolution No. 2021 – 108 – ZBA – 96 Stoney Lake – Big Island**

Councillor Gerry Herron – Councillor Anita Locke –

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 forwarded to the By-law section of the agenda for consideration.

Carried.

**Question Period**

Council entertained questions from the public from 7:23 PM to 7:32 PM.

**Municipal Officers & Staff Reports – Direction**

**Resolution No. 2021 – 109 – Building & Planning Services Review Implementation – Site Plan Approval**

Councillor Donna Ballantyne – Councillor Anita Locke –

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 the report be deferred in order to provide Council additional time to review the proposed recommendations for discussion at the next Council meeting.

Carried.

**Resolution No. 2021 – 110 – Cannabis Regulations and Consultation – Medical Cannabis Licensing**

Councillor Donna Ballantyne – Deputy Mayor Sherry Senis –

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 (one) 1 license per property;
- Discontinue the opportunity to split addresses into units; allow (one) 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 and store 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 implement an inspection mechanism to confirm compliance with requirements and the ability to revoke/suspend licences that do not comply - note that there have been no inspections completed in 2020);

- Prior to Health Canada issuing a licence, the licensee be required to comply with the Township's Zoning By-law related to cannabis cultivation and processing including relevant set-back requirements, by ensuring that local municipal authorities are part of the approval process for medical cannabis licenses;
- Health Canada suspend the issuance of any new medical cannabis licensing until such time as this review is complete and in place and further that any existing medical cannabis licences already issued be required to comply with the final amendments that Health Canada approves.

Carried.

**Resolution No. 2021 – 111 – Lakefield Water & Sewer Budget 2021**

Councillor Anita Locke – Councillor Gerry Herron –

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

That the Township of Selwyn 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.

Carried.

**Resolution No. 2021 – 112 – Town of Plympton-Wyoming - Suicide and Crisis Prevention Hotline**

Deputy Mayor Sherry Senis – Councillor Anita Locke –

That the Township of Selwyn supports the motion passed by the Town of Plympton-Wyoming pertaining to the resolution passed by the Town of Caledon in support of 988, a 3-Digit Suicide and Crisis Prevention Hotline.

Carried.

**Consent**

**Resolution No. 2021 – 113 – Municipal Officer's and Staff Reports – Information/Housekeeping/Non-Controversial**

Councillor Anita Locke – Councillor Donna Ballantyne –

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 consideration; and

That the report of the Communications & Marketing Coordinator regarding the 2020 Strategic Plan Report Card be received for information; and

That the report of the Manager of Community & Corporate Services/Clerk regarding various By-laws be received for information; and that By-law 2021-036, 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; and

**Correspondence for Direction**

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; and

### **Correspondence for Information**

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 25
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; and

### **County Correspondence for Information**

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; and

### **Committee Reports**

That the minutes of the Trail Advisory Committee of April 6, 2021 be received for information; and 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

Carried.



**Petitions**

None.

**Council Portfolio Updates**

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

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

**Other, New & Unfinished Business**

**Resolution No. 2021 – 114 – Special Meeting**

Councillor Anita Locke – Councillor Donna Ballantyne

That a special meeting of Council be scheduled for May 13<sup>th</sup>, 2021 at 5:00 PM so that Council may receive an update on the County Official Plan update process.

Carried.

**By-laws**

**Resolution No. 2021 – 115 – By-laws First, Second & Third Reading**

Councillor Anita Locke – Councillor Gerry Herron –

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; 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; and

That By-law 2021-036, being a By-law to authorize the execution of a funding agreement with the Ontario Trillium Foundation, project # RF111144; and

That By-law 2021-037, being a By-law to establish the rates of taxation for the year 2021 be read a first, second and third time and finally passed.

Carried.

**Resolution No. 2021 – 116 – Confirming**

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That By-law 2021-038, a By-law to confirm the proceedings of the meeting of Council held on April 27, 2021 be read a first, second and third time and finally passed.

Carried.

**Adjournment**

**Resolution No. 2021 – 117 – Adjournment**

Councillor Gerry Herron – Councillor Donna Ballantyne –

That the meeting be adjourned. (8:28 PM)

Carried.

**Corporation of the Township of Selwyn**

**Special Council Meeting  
Wednesday, May 5, 2021**

**Virtual Council Meeting**

A special meeting of the Council of the Township of Selwyn was held on Wednesday, May 5, 2021 to discuss the Lakefield Campground Utilization Study – Interim Update

**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  
Robert Lamarre, Manager of Building and Planning  
R. Lane Vance, Manager of Financial Services/Treasurer  
Mike Richardson, Manager of Recreation Services  
Tania Goncalves, Deputy Clerk

The Council meeting commenced at 4:00 PM with Mayor Mitchell in the Chair.

**Declaration of Pecuniary Interest**

None.

**Minutes**

None.

**Deputations and/or Invited Persons and/or Public Meeting**

Anand Desai of Monteith Brown Consulting made a presentation to Council regarding the Lakefield Campground Utilization Study. Mr. Desai reviewed initial findings from the interim research study and discussed current camping trends and research related to other municipal campground models. Mr. Desai presented Council with an analysis of four options related to options for the Lakefield Campground property. Todd Brown and Kent McVittie from Monteith Brown Consulting were also in attendance to answer any questions.

**Resolution No. 2021 – 118 – Lakefield Campground Property Options**

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

Whereas the presentation by Monteith Brown identified four (4) study options for the Lakefield Campground property;

Be it resolved that option three (3), whereby the Township would assume operations of the Lakefield Campground, be eliminated as a possible study option.

Carried.

**Question Period**

Council entertained questions from the public from 5:16 PM to 5:41 PM.

**Municipal Officers & Staff Reports – Direction**

## Draft Subject to Approval

1. a)  
Special Council Meeting  
May 5, 2021  
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None.

### **Consent Items**

None.

### **Petitions**

None.

### **Council Portfolio Updates**

None.

### **Other, New & Unfinished Business**

None.

### **By-laws**

#### **Resolution No. 2021 – 119 – Confirming**

Councillor Donna Ballantyne – Councillor Anita Locke –

That By-law 2021-039, a By-law to confirm the proceedings of the special meeting of Council held on May 5, 2021 be read a first, second and third time and finally passed.

Carried.

#### **Resolution No. 2021 – 120 – Presentation – Monteith Brown – Lakefield Campground Property**

Councillor Anita Locke – Councillor Donna Ballantyne –

That the presentation by Monteith Brown Consulting regarding the Lakefield Campground Utilization Study – Interim Update be received for information.

Carried.

### **Adjournment**

#### **Resolution No. 2021 – 121 – Adjournment**

Councillor Gerry Herron – Councillor Anita Locke –

That the meeting be adjourned. (5:44 PM.)

Carried.



# 2020

## Annual Report

Read, learn, connect, be inspired

### Adapting in the Time of COVID-19

#### 2019-2023 Library Board Members

Julie Dillon, Chair  
Kerri Davies, Vice-Chair  
Andy Mitchell, Mayor  
Anna Thompson  
Barb Jinkerson  
Donna Ballantyne, Councillor  
Judy Hyland  
Kathie Whiteley  
Rosellen Hickey



#### 2021-2025 Strategic Goals

##### Service Delivery

Develop and strengthen the library's human resources

##### Services

Expand access to programs, services, and collections

##### Facilities

Provide versatile, welcoming, and safe spaces

##### Community

Engage the community in developing and promoting resources and partnership opportunities

#### Library Staff

Sarah Hennessey	CEO / Chief Librarian
Heather Jamieson	Bridgenorth Librarian
Kacie Gardiner	Lakefield Librarian
Sarah Jones	Ennismore Librarian
Kathleen Charlton	Children's Programming Coordinator
Heidi Eshikaty	Technology & Training Coordinator
R. Lane Vance	Recording Secretary, Treasurer

#### Library at a Glance

##### 3 Branches

160+ Library and Store volunteers

2,339 Newsletter subscribers

#### Library Locations

##### Bridgenorth

P.O. Box 500, 836 Charles St.,  
Bridgenorth, ON, K0L 1H0  
705-292-5065  
FAX 705-292-6695  
[hjamieson@MyPublicLibrary.ca](mailto:hjamieson@MyPublicLibrary.ca)

##### Ennismore

551 Ennis Road,  
Ennismore, ON, K0L 1T0  
705-292-8022  
FAX 705-292-8687  
[sjones@mypubliclibrary.ca](mailto:sjones@mypubliclibrary.ca)

##### Lakefield

P.O. Box 2200, 8 Queen  
Street, Lakefield, ON, K0L 2H0  
705-652-8623  
FAX 705-652-8878  
[kgardiner@MyPublicLibrary.ca](mailto:kgardiner@MyPublicLibrary.ca)

# 2020



**454**

**New Members**

**8,759**

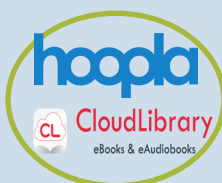
**Library  
Card Holders**

**999**

**New eBook Users**



+



+



=

**93,922**

**Items Borrowed**

**WE ♥ VOLUNTEERS**



**June 1st-August 15th**  
**5,781 checkouts**

**191**

**Web Registrations**

**49.75%**

**More  
Digital Checkouts**

**Electronic Collections**

eMovies  
eMusic  
eBooks  
eAudiobooks  
eMagazines

**Top Books**

**Where the  
Crawdads Sing (Adult)**  
by Delia Owens

**Light a Candle (Children)**  
by Godfrey Nkongolo

**Top DVD**  
**Joker**

**659**

**Programs Offered**



**Virtual Programs:**

Online Story Times, Genealogy Workshops, Trivia Nights, Online Book Clubs, Colouring and Photography Contests, Lakefield Library Blog, Virtual Concerts, Yoga for Kids, Virtual LEGO Builds, Sharing Dance

**School Outreach:**

School Story Walks & Classroom Book Bags

Thank you so much for all the time and effort you have put into all the interactive activities for our children. So thankful to be a part of such a great community!

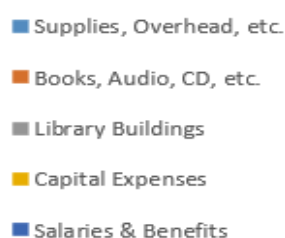
Thank you for modifying your programs to offer great virtual programming during COVID-19

Really enjoying trivia and have got lots of my family involved as teams too. Thanks for the great job.

## REVENUES



## EXPENSES



<b>Subject:</b> Heritage Register Policy	<b>Effective Date:</b>
	<b>Review Date:</b>
<b>Page: 1 of 4</b>	

## Heritage Register Policy

### ***Purpose:***

The Heritage Register Policy provides a process to review/consider requests pertaining to the Municipal Register of Cultural Heritage Properties – Non-Designated Properties, specifically:

1. **Corrections** to listed information on the Municipal Register;
2. **Removal** of properties listed on the Municipal Register;
3. **Assessment** of a potential property to be considered for the Municipal Register;
4. **Demolition** of properties or portion of properties listed on the Municipal Register.

### ***Scope:***

#### **Municipal Register**

The Municipal Register is the official list of cultural heritage properties that has been identified as being important to the community. It is an important tool to help municipalities monitor its cultural heritage resources and plan for their conservation.

Every municipality in Ontario, under Section 27 of the *Ontario Heritage Act*, is required to maintain a Municipal Register that lists all formally designated heritage properties. A municipal Council may expand the Register to also include “non-designated” properties that it believes to be of cultural heritage value or interest (Appendix A).

Regulation 9/06 of the *Ontario Heritage Act* (Appendix B) sets out the criteria for determining cultural heritage value or interest. Under the legislation, a property is required to meet one of the criteria to be considered a cultural heritage resource. The decision to include a “non-designated” property rests with municipal Council upon consultation with the Municipal Heritage Committee.

The Municipal Register can include two lists:

#### **1. Designated Properties**

This list includes key information on all the buildings, structures, landscapes and districts that have been designated under the *Ontario Heritage Act*.

#### **2. Non-Designated Properties**

As per Section 27 (1.2) *Ontario Heritage Act*, in addition to the property listed in the register under Subsection 27 (1.1), the register may include property that has not been designated but that the Council of the municipality believes to be of cultural heritage value or interest.

This list includes “non-designated” properties that have cultural heritage value or interest. The listing of non-designated properties provides interim protection for sites undergoing change by requiring owners to provide Council at least 60 days’ notice of their intention to demolish or remove a building or structure on the property. This notice period allows time for the municipality to make a well informed decision about whether long term protection of the property should be sought through the formal designation process.

## ***Applicable Legislation/Policy:***

- Ontario Heritage Act, R.S.O. 1990, c. O.18

## ***Procedures:***

### **Process for Listing Properties**

1. The Municipal Heritage Committee, or in the absence of a Municipal Heritage Committee, Council will identify properties that have cultural heritage value or interest as per Regulation 9/06 of the *Ontario Heritage Act*. Community members, through the Municipal Register Application Form (Appendix C) may also chose to identify properties that have cultural heritage value or interest.
2. A report is to be prepared including the street address, complete legal description, date and a brief rationale based on Regulation 9/06 of the *Ontario Heritage Act*.
3. A representative from the Municipal Heritage Committee, or in the absence of a Heritage Committee, Staff will notify the property owner of the proposal to include their property on the Municipal Register non-designation status.
4. The report will be reviewed by Council. A property will become listed as a cultural heritage “non-designated” property by way of Council resolution and added to the Municipal Register.

### **Removal of Listed Properties**

If a property is listed as a “non-designated” property and a property owner disagrees with the information included on the Municipal Register they can request for consideration for removal of their property on the Municipal Register on the basis that it does not meet any of the criteria for determining cultural heritage value or interest prescribed under Regulation 9/06 of the *Ontario Heritage Act*.

The property owner may request the property to be removed from the “non-designated” listing by completing the Municipal Register Application Form (Appendix C) and submitting it to the Municipal Clerk. Following receipt of the Application Form:

1. Staff will review the Application to ensure that the information is complete. Applications will not be processed until all required information and material is submitted with the Application form.
2. Once a complete Application is received, Staff will consult with the Municipal Heritage Committee and prepare a recommendation for Council. The Municipal Heritage Committee meetings are open to the public and applicants may attend the meeting and present the rationale for their request.
3. A report to Council will be prepared inclusive of the property owner's request and the Municipal Heritage Committee's recommendation. A property may be removed from the list of cultural heritage "non-designated" properties within the Municipal Register by way of Council resolution.

### **Request for Demolition**

As per Section 27 (3)-(5) of the *Ontario Heritage Act* the owner of a non-designated listed property shall not demolish or remove a building or structure on the property or permit the demolition or removal of the building or structure unless the owner gives the Council of the municipality at least 60 days' notice in writing of the owner's intention to demolish or remove the building or structure or to permit the demolition or removal of the building or structure. 2006, c. 11, Sched. B, s. 11 (2).

1. The property owner must submit the Municipal Register Application Form (Appendix C) and sketch the Chief Building Official.
2. Once a complete Application had been submitted, the Chief Building Official will submit the Application and Letter of Intent to the Staff member associated with the Municipal Heritage Committee. Staff will consult with appropriate managers and the Municipal Heritage Committee to prepare a report to Council.
3. Once the report and supporting documents are included as part of the Council Agenda, the property owner will be notified.
4. The 60 day period will commence on the date of the Council Meeting in which the documentation is included as part of the agenda.
5. Based on the information submitted, Council may:
  - a. Approve the application for demolition and remove the property from the Municipal Register; or
  - b. Work with the property owner and/or Municipal Heritage Committee to find alternative options; or
  - c. Issue a Notice to Designate as per Section 29 of the *Ontario Heritage Act*;



6. If no alternative options are agreed upon and/or no decision is made by day 61, the property owner has met the obligation under Section 27 and may proceed as per the Building Code.

***Related Documents:***

- Heritage Register Obligations for Listed Non-Designated and Designated Properties
- Criteria for Determining Cultural Heritage Value or Interest Ontario Regulation 9/06 made Under The Ontario Heritage Act
- Municipal Register Application Form

Appendix A:

**Heritage Register Obligations for Listed Non-Designated and Designated Properties**

<b>Heritage Register</b>	<b>Listed Non-Designated Cultural Heritage Properties</b>	<b>Designated Heritage Property (Township By-law)</b>
<b>Legislation</b>	<p><b><i>Ontario Heritage Act (OHA)</i></b> Sections 27 (Part IV) and 39.2 (Part V)</p> <p><b><i>Building Code Act</i></b></p>	<p><b><i>Ontario Heritage Act</i></b> Sections 29 (Part IV)</p> <p><b><i>Building Code Act</i></b></p>
<b>Requirement for Heritage Permit</b>	<b>No</b>	<p><b>Yes</b> Permits required for alterations to property designated under Parts IV and V of the OHA – Sections 33 and 42</p>
<b>Information Required for Heritage Register</b>	<b>Property Description</b>	<ul style="list-style-type: none"> <li>• Property Legal Description</li> <li>• Ownership</li> <li>• Statement of Cultural Heritage Value or Interest</li> <li>• Description of Heritage Attributes</li> </ul>
<b>Criteria for determining cultural heritage value or interest</b>	<b>None</b>	Criteria prescribed by Regulation 9/06 under Section 29(1) of the OHA
<b>Demolition Permit Application</b>	<p><b>Delay</b></p> <p>Township must be provided with 60 days notice of intent to demolish, providing time for consideration of options with respect to heritage conservation (e.g. designation) – Section 27.3 of the OHA</p>	<p><b>Refusal</b> (with right of appeal)</p> <p>Township can refuse to issue permit to demolish and this decision can be appealed to the Ontario Municipal Board – Section 34 of the OHA</p>
<b>Development Application</b>	Property “flagged” for consideration for Provincial Policy Statement Heritage Conservation Policies	<p>Requirement for Heritage Permit Under Sections 33 and 42 of OHA;</p> <p>Application of Provincial Policy Statement Heritage Conservation Policies</p>
<b>Registration</b>	No Registration on Title	Designation By-law Registered on Title

## Appendix B

### **Criteria for Determining Cultural Heritage Value or Interest Ontario Regulation 9/06 made Under The Ontario Heritage Act**

#### **Criteria**

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act. O. Reg. 9/06, s. 1 (1).

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it,
  - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
  - ii. displays a high degree of craftsmanship or artistic merit, or
  - iii. demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it,
  - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
  - ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
  - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
3. The property has contextual value because it,
  - i. is important in defining, maintaining or supporting the character of an area,
  - ii. is physically, functionally, visually or historically linked to its surroundings, or
  - iii. is a landmark. O. Reg. 9/06, s. 1 (2).

#### **Transition**

2. This Regulation does not apply in respect of a property if notice of intention to designate it was given under subsection 29 (1.1) of the Act on or before January 24, 2006. O. Reg. 9/06, s. 2.

Proposed - Register	
<b>Lakefield</b>	
15	<a href="#">Albert Street</a>
58	<a href="#">Bridge Street</a>
9	<a href="#">Burnham Street</a>
15	<a href="#">Burnham Street</a>
42	<a href="#">Caroline Street</a>
11	<a href="#">Charlotte Street</a>
15	<a href="#">Charlotte Street</a>
13	<a href="#">Ermatinger Street</a>
23	<a href="#">Ermatinger Street</a>
115	<a href="#">Ermatinger Street</a>
15	<a href="#">Katherine Street</a>
7	<a href="#">King Street</a>
17	<a href="#">Queen Street</a>
33	<a href="#">Queen Street</a>
58	<a href="#">Queen Street</a>
86	<a href="#">Queen Street</a>
96	<a href="#">Queen Street</a>
200	<a href="#">Queen Street</a>
217	<a href="#">Queen Street</a>
34	<a href="#">Reid Street</a>
93	<a href="#">Reid Street</a>
1907	<a href="#">River Road</a>
132	<a href="#">Water Street</a>
<b>Smith</b>	
788	<a href="#">Edmison Road</a>
764	<a href="#">Hunter Street</a>
124	<a href="#">Lily Lake Road</a>
272	<a href="#">Lily Lake Road</a>
646	<a href="#">Lily Lake Road</a>
734	<a href="#">Lily Lake road</a>
525	<a href="#">Lindsay Highway</a>
570	<a href="#">Lindsay Highway</a>
981	<a href="#">Ward Street</a>
<b>Ennismore</b>	
472	<a href="#">Ennis Road</a>
816	<a href="#">Tara Rd</a>

Current List - Register	
<b>Lakefield</b>	
16	Albert Street
567	Carnegie Avenue
38	Caroline Street
24	Clementi Street
5	Katherine Street South
21	Katherine Street
27	Katherine Street
56	Queen Street
11	Queen Street
76	Queen Street
8	Regent Street
35	Regent Street
36	Regent Street
47	Regent Street
4	Reid Street
16	Smith Street
<b>Smith</b>	
1444	5th Line - Dwelling & Accessory Building
1856	8th Line
1896	Chemong Road
1927	Chemong Road
250	Lindsay Road
1354	Young's Point Road
1466	Young's Point Road
<b>Ennismore</b>	

Current List - Designation	
<b>Lakefield</b>	
Lakefield Post Office: 1914-1976	
The Pavilion, Lakefield: 1909	
46 Queen Street West, Lakefield: 1861/64	
Christ Church and Cemetery, Lakefield: 1853/54	
Memorial Hall, Lakefield: 1920	
59 Clementi Street, Lakefield: 1869	
33 Caroline Street, Lakefield	
44 Bridge Street, Lakefield	
<b>Smith</b>	
<b>Ennismore</b>	
St. Martin's Parish Hall, Ennismore: 1904	



**Date:** May 11, 2021

**To:** Mayor Andy Mitchell and Council Members

**From:** Robert Lamarre, Manager of Building and Planning

**Subject:** Heritage Registry Policy & Listings

**Status:** For Direction

---

## Recommendation

That the presentation of the Municipal Heritage Committee and the report of the Manager of Building and Planning regarding the proposed Heritage Registry Policy and Listings be received for information; and that By-law 2021-041, being a By-law to adopt a Heritage Register Policy to provide a process to review/consider requests pertaining to the Municipal Register of Cultural Heritage Properties –Non-Designated Properties, subject to any amendments made by Council, be forwarded to the By-law section of the agenda for consideration; and

That the Council of the Township of Selwyn endorse the 2021 draft Registry List prepared by the Heritage Committee, and that the staff proceed with contacting the property owners for the proposed 34 Township properties to be included on the Register.

## Information

The Heritage Register is the official list of cultural heritage properties that has been identified as being important to the community. It is an important tool to help municipalities monitor its cultural heritage resources and plan for their conservation.

Regulation 9/06 of the *Ontario Heritage Act* sets out the criteria for determining cultural heritage value or interest. Under the legislation, a property is required to meet one of the criteria to be considered a cultural heritage resource. The decision to include a “non-designated” property rests with municipal Council upon consultation with the Municipal Heritage Committee (MHC).

The Municipal Register can include two lists:

- 1. Designated Properties**

This list includes key information on all the buildings, structures, landscapes and districts that have been designated under the *Ontario Heritage Act*.

- 2. Non-Designated Properties**

As per Section 27 (1.2) *Ontario Heritage Act*, in addition to the property listed in the register under Subsection 27 (1.1), the register may include property that has

not been designated but that the Council of the municipality believes to be of cultural heritage value or interest.

This list includes “non-designated” properties that have cultural heritage value or interest. The listing of non-designated properties provides interim protection for sites undergoing change by requiring owners to provide Council at least 60 days’ notice of their intention to demolish or remove a building or structure on the property. This notice period allows time for the municipality to make a well informed decision about whether long term protection of the property should be sought through the formal designation process.

Council will recall that the Municipal Heritage Committee (MHC) introduced the notion of creating a Heritage Register for non-designated properties in June of 2018. Council resolved that the Heritage Committee move forward with the development of that heritage register.

In accordance with Council’s direction, Township staff held a public information session, and invited all owners of properties proposed for inclusion on the Heritage Register, as well as members of the public in general, to attend. This provided an opportunity for property owners and residents to receive information on the purpose and implications related to inclusion on the Heritage Register.

Following the public information session, a report was presented to Council that resulted in the approval of a Heritage Register of non-designated properties with a list of 24 structures (appended to this report). In addition, Council requested that the Municipal Heritage Committee develop a Heritage Register Maintenance Protocol to manage periodic additions to and removals from the register for Council’s consideration.

In accordance with Council’s direction, the MHC has developed a Heritage Registry Policy and application which provides a process to review/consider requests pertaining to the Municipal Register of Cultural Heritage Properties – Non-Designated Properties, specifically:

1. **Corrections** to listed information on the Municipal Register;
2. **Removal** of properties listed on the Municipal Register;
3. **Assessment** of a potential property to be considered for the Municipal Register;
4. **Demolition** of properties or portion of properties listed on the Municipal Register.

The Heritage Registry Policy and application has been attached to this report for consideration by Council.

In addition, the Municipal Heritage Committee has developed a list of 34 additional

properties that are being recommended for inclusion on the Register as non-designated properties. It is proposed that the Committee proceed with notification of the respective property owners to ensure they are aware of this recommendation. A subsequent report would be provided for Council's consideration, including any feedback received from the property owners, to seek final endorsement of the list of properties to be added to the Register.

**Financial Impact**

No additional financial impact related to this recommendation.

**Strategic Plan Reference**

Achieve excellence in governance and service delivery

**Environmental Impact**

No specific impact related to this recommendation.

**Attachment**

1. Attch 1 – Heritage Registry Policy - Non-Designated Properties
2. Attch 2 – Application Form
3. Attch 3 – Heritage Registry (Including Proposed 2021 Additions)

Robert Lamarre

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Prepared By: Robert Lamarre, Manager of Building and Planning

***Janice Lavalley***

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Reviewed By: Janice Lavalley, Chief Administrative Officer



# **Municipal Heritage Committee Update to Council**

**May 11, 2021**

**Celebrating Our Past  
Preserving Our Future**



# What We Do



- Advises and assists Council on matters relating to heritage conservation and identifies individual structures of historical and/or architectural significance.
- Support the conservation of archaeological resources and cultural landscape features.
- Advises Council on matters related to the Ontario Heritage Act, and broadens the scope of information available to it when making decisions about heritage that impact our community.



# Who We Are



- Stephen Gavard (Chair)
- Grant Murphy (Vice Chair)
- James Forrester
- Councillor Anita Locke
- Robert Lamarre - Staff
- Tania Goncalves - Staff




# Activities and Events



- Maintain the Heritage Property register across the Township
- Assessment and designation of 44 Bridge Street in Lakefield
- Oversight of Heritage Property Tax Relief By-law
- Shared information pamphlet with Selwyn property owners
- Partner with local heritage associations, such as Lakefield Historical Society, Curve Lake First Nation, Smith-Ennismore Historical Society, Trent Valley Archives and others

# Heritage Register and Heritage Designation

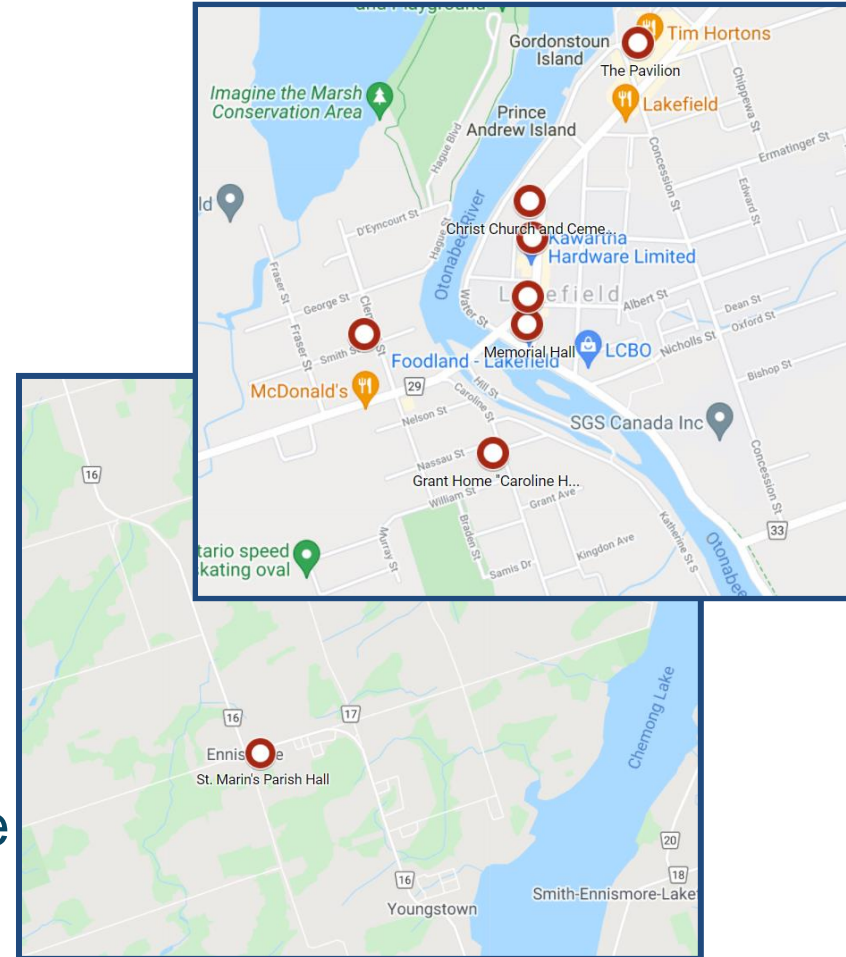


- Basic information is gathered with the potential to be designated in future.
  - Registration **may** lead to designation and protection by the Council.
  - Designation requires a professional to research and complete a designation brief.
  - Council needs to pass a By-law **before** it is designated.
- 

# Designated Properties in Selwyn



- ***44 Bridge Street (new in 2021)***
- Christ Church and Cemetery
- 59 Clementi Street, Lakefield
- 46 Queen Street West, Lakefield
- 33 Caroline Street, Lakefield
- The Pavilion, Lakefield
- Memorial Hall, Lakefield
- St. Martin's Parish Hall, Ennismore
- Lakefield Post Office



# 2021 Designation

## 44 Bridge Street, Lakefield



### Statement of Significance

44 Bridge Street has cultural heritage value as a unique example of a Georgian house constructed in stone in Lakefield and in its associations with prominent local figures, Frank Hyde D'Arcy and John Hull. The house, which was built in 1858, is the only example of a Georgian residence constructed in stone in the village and displays the key characteristics of this architectural style which was popular in Ontario from the late eighteenth to the mid-nineteenth century. Although it has a number of later additions, the main body of the house retains its Georgian features and styling which include: symmetrical, three-bay massing; a gable roof with matching chimneys; 6-over-6 sash windows; limited ornamentation; and an overall simplicity of design. Historically, the house has direct associations with prominent local men Frank Hyde D'Arcy and John Hull, who consecutively owned and operated both the house and the grist mill located in the west side of the Otonabee River. The mill was the only mill located on the west side of the Otonabee River and the only grist mill in the village at the time of its construction in 1858. The construction of the mill had a direct impact on the economic growth of Lakefield in the middle of the nineteenth century and the subject property is related to and yields information regarding this period of economic and industrial growth in the village. The house also has contextual significance as part of the wider nineteenth century landscape of Lakefield as a whole and in its historic relationship to the mill property and the Otonabee River. The house is also a well-known local landmark and recognized by local residents as such.

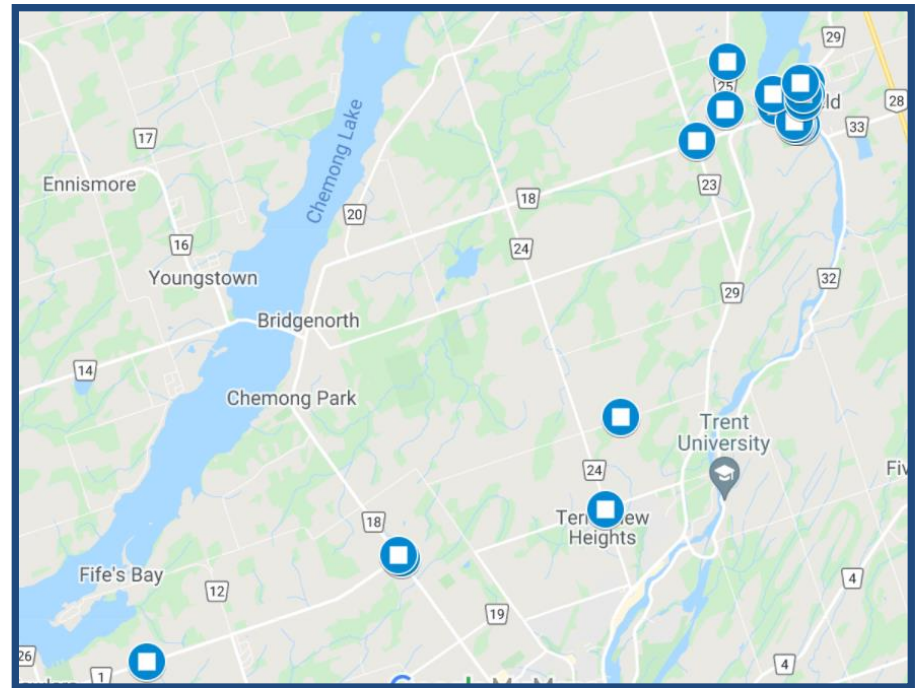




# Municipal Heritage Register



- In 2018, the Committee created the Heritage Register by collecting information about properties of historical value within the Township.
- Following Council approval and public consultation, 23 properties were added to the Register in 2018.



# 2021 Updates to Municipal Heritage Register



In 2020 and 2021 the Committee has researched and identified 34 properties of historical interest to be considered for the Register:

- 23 in Lakefield
- 9 in Smith
- 2 in Ennismore

(Detailed address lists are included in the staff report.)



# Heritage Registry Policy



- In 2019 Council requested that the Municipal Heritage Committee develop a Heritage Register Policy to manage periodic additions to and removals from the registry.
- As a result, the Municipal Heritage Committee has developed a Heritage Registry Policy and application form which will act as a guiding document for Committee members, staff and the public.
- The Policy provides clear direction and expectations for adding, removing or demolishing properties to/from the List.



- 



# Questions



Thank you once again for the opportunity to provide you with an update on our actions.

We salute the outstanding municipal staff who provide our support and specifically:

Robert Lamarre

Tania Goncalves

We look forward to continuing our work in 2021 and 2022.

We would be happy to take questions.



# Proposed Resolution



- That the report of the Manager of Building and Planning regarding the proposed Heritage Registry Policy and Application be received for information; and that By-law 2021-041, being a By-law to adopt a Heritage Register Policy to provide a process to review/consider requests pertaining to the Municipal Register of Cultural Heritage Properties –Non-Designated Properties, subject to any amendments made by Council, be forwarded to the By-law section of the agenda for consideration; and
- That the Council of the Township of Selwyn endorse the 2021 draft Registry List prepared by the Heritage Committee, and that the staff proceed with contacting the property owners for the proposed 34 Township properties to be included on the Register.

April 29, 2021



Ed Paleczny

705-875-8489    StoneyLakeTimber@gmail.com    59 Clementi Street, Lakefield, Ontario K0L 2H0

Tiffany Jacobs  
Administrative Assistant - Parks & Recreation  
Township of Selwyn  
P.O. Box 270, Bridgenorth, Ontario, K0L 1H0  
Email: [tjacobs@selwyntownship.ca](mailto:tjacobs@selwyntownship.ca)  
Tel: (705) 292-9507 ext. 243

Subject: Support to Restore Hague Point as a Public Park for All.

As a voting and tax paying resident of Selwyn Township, I would like to formalize my input into the public review of the options for the Lakefield Campground and RV Trailer Park.

The "A Technical Review of Current and Future Uses of Hague Point" (attached), outlines the many current issues, liabilities and recommendations to support our Mayor and Council to make a decision to decommission the campground / trailer park in 2022 and engage the community in developing a vision to restore Hague Point as public park for all.

Public opinion and policy are shifting in a post-pandemic world to recognize the importance of protecting green space in our towns and cities (see Appendix C for links to current studies and reports). "This is a wake-up call to prioritize the design and protection of our green spaces. Parks and green space are of value to public health, environment, economic and social well being. Doing nothing is not an option any more. The potentially catastrophic effects of climate change and biodiversity loss on green spaces and health creates a preoccupation with livelihoods and the resilience and adaptability of our social-ecological systems. As well, all levels of government and watershed management agencies will continue to face the escalating costs of climate change impacts to traditional infrastructure, our economy and health care systems."

This is a great opportunity for the Mayor and Council and our Community to lead by example. Together we can engage local residents in creating a sustainable vision to restore Hague Point as an important natural heritage feature for Lakefield that will enhance the social, economic and environmental benefits to the community over the long-term.

My vote in the 2022 municipal elections will be for a Mayor and Council that moves forward with a vision to restore Hague Point as a public park and natural area.

Sincerely yours,

*Ed Paleczny*

c.c. Mayor Andy Mitchell and Councillors, Selwyn Township

## Appendix A

### Williams Treaties First Nations



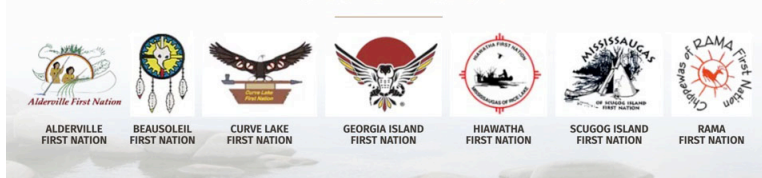
#### About Williams Treaties First Nations

The Williams Treaties First Nations are the Chippewas of Beausoleil, Georgina Island and Rama and the Mississaugas of Alderville, Curve Lake, Hiawatha, Scugog Island. These seven First Nations are signatories to various 18th and 19th century treaties that covered lands in different parts of south central Ontario. In 1923, the Chippewas and Mississaugas signed the Williams Treaties and together, over 90 years later, the Williams Treaties First Nations have joined to ensure their rights to and the relationship with the land is respected.

[LEARN MORE](#)



#### The Seven Nations



The Williams Treaties First Nations are the Chippewas of Beausoleil, Georgina Island and Rama and the Mississaugas of Alderville, Curve Lake, Hiawatha, Scugog Island. These seven First Nations are signatories to various 18th and 19th century treaties that covered lands in different parts of south central Ontario. In 1923, the Chippewas and Mississaugas signed the Williams Treaties and together, over 90 years later, the Williams Treaties First Nations have joined to

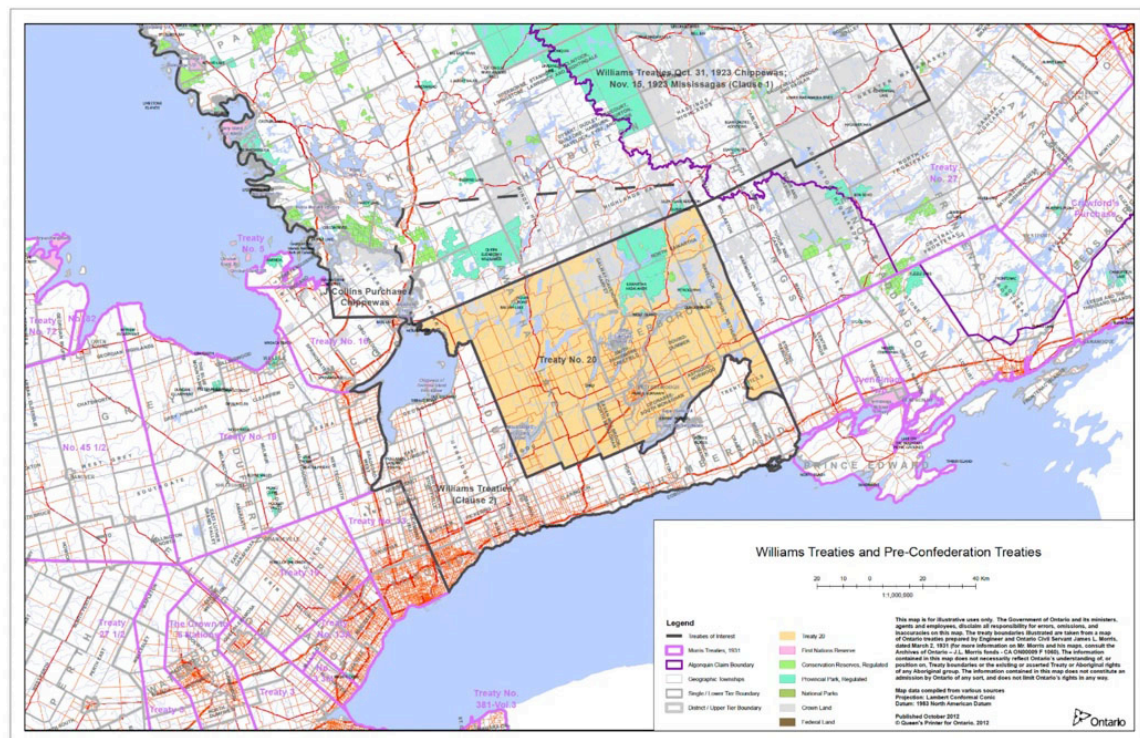
ensure their rights to and the relationship with the land is respected.

The Williams Treaties First Nations support relationship building and an open dialogue on a government to government basis as it relates to processes of consultation. Consultation and accommodation are critical in ensuring that the rights and interests of the First Nations are prioritized. The Government of Canada, the government of Ontario and at times municipalities, developers and proponents must consult with First Nations when any activity may have an adverse impact on Aboriginal and treaty rights.





## Map of Williams Treaties and Pre-Confederation Treaties



## Harvesting Rights protected in Williams Treaties areas

Harvesting rights are now constitutionally protected for Williams Treaties First Nations members in certain portions of Treaties 5, 16, 18, 20, 27 and 27¼ for food, social and ceremonial purposes. The First Nations continue to work toward the development of mapping on the specific boundary descriptions of the Williams Treaties First Nations harvesting areas.

Aboriginal and treaty harvesting rights are protected under the Constitution 1982. The Williams Treaties Settlement Agreement affirms that harvesting



rights are recognized in Treaties 5, 16, 18, 20, 27, and 27 1/4 continue for food, social and ceremonial purposes. In terms of emergency measures, the current provincial and federal responses to the pandemic do not prevent the exercise of harvesting rights and Williams Treaties First Nation members may continue to harvest. The Williams Treaties First Nations does support the restrictions regarding social distancing, masks, sanitization, etc. to ensure our communities remain safe and help in controlling the spread of infection of the COVID-19 virus. Please continue to harvest in a safe manner and be mindful of these additional measures to protect the health of ours and others communities. In the event that harvesting is planned in Crown lands or Provincial/federal parks, it is helpful to notify us so that we can assist in notifying relevant enforcement/superintendents that Williams Treaties First Nations members are in area exercising harvesting rights and not in contravention of emergency measures.

The Ministry of Natural Resources has worked with Conservation Officers to advise them of these changes.

As always, please respect the communal nature of our right to harvest. Take what you need and keep conservation in mind at all times. Our ability to conserve and be positive stewards of our lands, resources and harvesting rights, are important aspects of having our rights constitutionality protected and respected by the province of Ontario and the public.

If you have any questions, please contact [communications@williamstreatiesfirstnations.ca](mailto:communications@williamstreatiesfirstnations.ca) or [inquiries@williamstreatiesfirstnations.ca](mailto:inquiries@williamstreatiesfirstnations.ca)

<https://williamstreatiesfirstnations.ca/>

## APPENDIX B

Current studies and reports from numerous doctors, experts and municipalities all highlight the important benefits of public parks to our health and well being.

### U of T News, A Walk in the park?

#### How Spending Time in Nature can Boost Mental Health, by Yanan Wang

<https://www.utoronto.ca/news/walk-park-how-spending-time-nature-can-boost-mental-health>

"With the pandemic, every park, conservation area and woodlands around the Greater Toronto Area has had more visitors than I have ever seen. Humans have long been arrogant about our relationship to nature, as if we are above it, but COVID was a tipping point because there was nothing else to do and we realized the beauty of nature. This summer, I saw so many people walking out in the street in my neighbourhood. Everyone was drawn to the green spaces – the streets with more trees. ***This is a wake-up call to prioritize the design and protection of our green spaces.***" Starting today, Ontario health-care providers can offer prescriptions for nature.

The new [Park Prescriptions](#) program offers roughly 200 pre-registered health-care providers prescriptions with unique codes and instructions on how to prescribe and log nature prescriptions for their patients. These prescriptions incorporate evidence-based recommendations for spending time in nature: two hours a week with a minimum of 20 minutes a day. They also have printable patient handouts on the health benefits of nature organized by medical issues.

### Ontario Expanding Protection and Preservation of Green Spaces, March 15, 2021

<https://news.ontario.ca/en/release/60714/ontario-expanding-the-protection-and-preservation-of-green-spaces>

The Ontario government is investing \$20 million over the next four years in the Greenlands Conservation Partnership to help secure land of ecological importance and promote healthy, natural spaces. The funding will enable the Nature Conservancy of Canada and the Ontario Land Trust Alliance to conserve, restore and manage natural areas such as wetlands, grasslands and forests. This initiative will help mitigate the effects of climate change, a key commitment in the province's Made-in-Ontario Environment Plan and increase the number of conserved natural spaces for the public to enjoy.

**"We are expanding the amount of conserved green space across the province, not only to help preserve the environment, but to promote physical activity such as hiking and improving our mental health,"** said Jeff Yurek, Minister of the Environment, Conservation and Parks. "By taking this approach, our government will be leaving a magnificent legacy for the benefit of future generations. It has been wonderful to be working with outstanding conservation leaders like the Nature Conservancy of Canada and the Ontario Land Trust Alliance to achieve our shared goals."

## Green Spaces Crucial ... 2020 Parks Report, Canadian Geographic, by Angelic Haggert

<https://www.canadiangeographic.ca/article/green-spaces-crucial-challenge-says-2020-parks-report>

There's an increase in recognition from municipal leadership of the value of parks to public health — and to peoples' own crisis resiliency. The national **2020 Canadian City Parks Survey** was conducted before March 2020 and ... an appendix survey to ensure impacts related to the pandemic were captured.

**"Our cities' green spaces have never been more important as communities grapple with the realities of a global pandemic,"** says Tamara Rebanks, chair of the W. Garfield Weston Foundation, in the final report's foreword.

### Nature and biodiversity

The survey shows that 70 per cent of cities are reporting increasing demand for more naturalized spaces and projects, plus a growing demand for green infrastructure such as rain gardens (essentially stormwater retention solutions). Urban biodiversity has also become even more important to the masses, and nature is something even **prescribed by some doctors** as a course of treatment.

In the report, Don Carruthers Den Hoed, researcher at Calgary's Mount Royal University and manager of the **Canadian Parks Collective for Innovation and Leadership**, argues that the importance of parks to people's well-being can be a "doorway" to get more people involved in conversations about parks and biodiversity — but few are planning parks with this in mind. "It's one of the really important values people come to nature for, and yet it's just kind of shuffled to the side of the table," he says.

## How Cities can add Accessible Green Space in a Post-Coronavirus World

<https://theconversation.com/how-cities-can-add-accessible-green-space-in-a-post-coronavirus-world-139194>

Natural features and diverse urban forests are essential for cities to be more resilient and resistant to future challenges, such as invasive species. They are also imperative to how cities can prepare for climate change emergencies by helping manage stormwater, heat stress and air quality.

Urban green space patches are critically important — and always have been — for biodiversity conservation. But only recently do we seem to appreciate their value and presence. In fact, research has shown that gazing at trees has psychological benefits. Improving green spaces means making use of traditionally grey infrastructure spaces and infusing them with green.

To do this properly, cities need to adopt an ecosystem planning approach that incorporates nature-based design to make them more liveable and resilient. It also means managing cities as ecosystems.

In our field of ecosystem restoration, we talk about patch size and quality, corridors and matrices of green space when we assess landscapes for their ability to support biodiversity. Cities that map these spaces are finding increasing trends (e.g. community stewardship, tree planting initiatives) connecting people and nature. Some cities map the green dots of tree canopy cover to ensure the urban forest is well-managed and to prepare for consequences of climate change.

**Urban green space matters even more in pandemic**, June 11, 2020 by Dave Harvey and Andrea Barrack, Toronto.com

<https://www.toronto.com/opinion-story/10016225-urban-green-space-matters-even-more-in-pandemic/>

Parks give people the space to breathe, move, relax and connect to nature and to each other. Research has shown time and time again that our city parks make us happier and are vital for our physical and mental health.

Green spaces matter because they are a key part of making our cities resilient. With the pandemic affecting almost every facet of life as we know it, the interconnectedness of health, social, economic and environmental issues have never been clearer. For that reason, we need to address the pandemic holistically and develop a community response that balances managing immediate urgent community needs, like health care and food security, with consideration for long-term impacts, like the environment and the role of green spaces in the resilience of our cities.

**Why City Parks Matter, Resource**, Jan. 29, 2018

<https://parkpeople.ca/resources/en/resource/954/why-city-parks-matter>

- ♦ Environmental Value

Green spaces are important counter-forces against processes of environmental degradation and climate change that are often experienced most acutely in cities. Parks and their greenery help to clean the air, keep cities cool in warmer months, preserve essential natural ecosystems, and absorb stormwater runoff that could otherwise overwhelm city infrastructure. In addition to these direct environmental benefits, green spaces—especially when they form well-connected green corridors—encourage ecofriendly transportation choices by providing safe and pleasant alternative pathways for pedestrians and cyclists to get from place to place. Making the Case:

- ♦ A [review of international research](#)
- ♦ 33“ecological services” that some studies have translated into economic benefits.

- ♦ green infrastructure—which should be established before roads, land subdivision, and building plans
  
- ♦ Public health value
 

Parks make cities healthier and happier. Studies show that simply having access to green space is associated with higher levels of physical activity. Better yet, parks with varied amenities—like playgrounds, adult exercise equipment, and walking trails—and mixed programming—from organized sports to tai chi—invite everyone, from toddlers to seniors, to lead a more active lifestyle. Regular physical activity decreases risk of heart disease, diabetes and obesity. On top of the physical benefits, studies have shown that exposure to green space contributes to psychological restoration, improved mood, reduced stress and anxiety, enhanced cognitive abilities and attention, and stronger self-control. These benefits are especially important in cities, as urban living is associated with higher levels of stress and distraction, which can lead to mental fatigue. Making the Case:

  - ♦ One [study](#) found that green space can level health inequalities.
  - ♦ The physical health benefits of parks are especially crucial given that physical inactivity costs Canadian taxpayers an [estimated](#) \$6.8 billion per year in healthcare expenses.
  - ♦ [Research](#) indicates that proximity to natural environments is the best predictor of people’s physical activity, more so than proximity to community centres or indoor gyms.
  
- ♦ Economic value
 

Parks make neighbourhoods desirable places to live, work, and visit: they draw in residents, businesses, investors and tourists alike, giving an economic boost to the community. Cities with great parks have a competitive advantage in attracting high-skilled knowledge workers from across the world, as green spaces are increasingly appreciated as vital amenities for quality of life. Some economic benefits are more directly experienced by community members. Parks can create jobs in construction, maintenance, programming, and community organizing, which can be especially critical in underserved, low-income neighbourhoods if local residents are hired. Creative community groups have initiated markets in the park that allow residents to earn a modest income by selling their homemade food and crafts. Even simple activities like volunteering with a local “Friends of” group or meeting new neighbours at a park event can introduce community members to new skills and networks that may enhance their access to job opportunities. Parks are also associated with an impressive range of public savings:

  - ♦ Parks make safer communities, reducing demand for fire and police services
  - ♦ Parks boost public health, preventing diseases that are costly to the healthcare system
  - ♦ Parks help the environment, reducing infrastructure and building maintenance costs that result from air pollution and stormwater management challenges
  
- ♦ Social value
 

Parks are social spaces where we can get to know our neighbours, build a sense of belonging, and

learn to understand each other better. Since they are free, open, and accessible, parks offer potential as community hubs where people of different ages, backgrounds, and abilities can come together. The social benefits of parks are especially valuable in underserved neighbourhoods—like Toronto’s inner suburban tower communities—where residents often lack adequate community spaces and live with higher levels of social isolation. Thoughtful programming can bring out a diversity of groups—from newcomers to youth to older adults—and facilitate meaningful intergenerational exchanges across socioeconomic divides. When parks become vibrant social spaces, the local community enjoys a ripple effect of positive externalities, including reduced crime, and a stronger sense of community, pride, hope, ownership, and agency amongst neighbours. When these benefits are realized, parks create communities that are more connected to each other, and to their neighbourhood. For more, read Park People’s [Sparkling Change](#) report. Making the Case:

- ♦ 62% of respondents in [one UK study](#) agreed that a context of “strong networks of relationships and support between people in a community” facilitates community well-being. The top strategies respondents recommended to achieve these networks related to “reclaiming the public realm,” which could include organizing events or rallying for improvements in a local park.
- ♦ Park features can be designed to reflect and celebrate a city’s culture and history, including those that have systematically been erased. For example, some parks in Canada incorporate gardens where traditional Indigenous plants and medicinal herbs are grown, such as Hillcrest Park in Toronto.
- ♦ Food-based park programming and amenities—like community gardens or bake ovens—can go a long way in bringing together diverse community members since food is universally enjoyed and facilitates conversation. Sharing traditional foods with people of different cultural backgrounds can also be a fun and rewarding way for people to learn about each other’s cultures. Read about how food supports community development in Park People’s [Sparkling Change](#) report.

## **Leveraging the Benefits of Green Space for Environmental and Public Health Benefits, A Casebook of Ontario Initiatives, Feb. 2017, Dr, Karen Morrison, York U.**

[https://static1.squarespace.com/static/5c3cebfd45776eee4408f72d/t/5ccd016d652deaddf2d9033a/1556939121047/Leveraging\\_the\\_Benefits\\_of\\_Greenspace\\_2-compressed.pdf](https://static1.squarespace.com/static/5c3cebfd45776eee4408f72d/t/5ccd016d652deaddf2d9033a/1556939121047/Leveraging_the_Benefits_of_Greenspace_2-compressed.pdf)

In addition to providing a wide variety of recreational opportunities and biodiversity, green spaces also deliver important ecological functions such as cooling, improving air and water quality, storing water during droughts, recharging groundwater and many more.

We are increasingly recognizing the important role that green spaces play in improving and protecting the environment and our own well-being. There is a growing library of literature linking biodiversity to

human health and revealing how ecological features and forces impact us and shape our lives. Many studies highlight the important functions that green spaces serve in our communities, as well as the need for increased research, capacity building and political attention to the potential co-benefits that can be realized by thinking about green spaces as settings for health and well-being at various scales.

The consequences of climate change are creating a more urgent need for new frameworks and perspectives to give shape and structure to innovative strategies and opportunities that not only support, but also improve our quality of life. Linking green space planning and management explicitly to the protection and enhancement of human health and wellbeing has the potential to help us reduce or mitigate the wide ranging and escalating impacts of climate change to the environment and our own well-being.

**Doing nothing is not an option any more.** The potentially catastrophic effects of climate change and biodiversity loss on green spaces and health creates a preoccupation with livelihoods and the resilience and adaptability of our social-ecological systems. As well, all levels of government and watershed management agencies will continue to face the escalating costs of climate change impacts to traditional infrastructure, our economy and health care systems.

EcoHealth Ontario recognizes the urgency of the problem and the full range of potential benefits that green spaces can provide. At whatever scale, green spaces help to address these impacts and improve the physical and mental well-being of people. What we need is a more fulsome accounting of the benefits of protecting and enhancing of green spaces in the years to come.

Ecohealth Ontario is made up of a collection of practical practitioners, planners, academics, researchers, educators and many more, committed to sharing information, developing the science, exploring the research and kick starting discussion on the important connections between the environment and our own well-being.

This report presents a casebook of Ontario-based initiatives that explore practices and policies that are helping to protect and/or enhance green spaces. It looks at street trees, hospital gardens, school greening, unique hiking initiative, benefits of trails, urban forests, the Greenbelt, watershed management and regional deforestation. While these case studies originate in Ontario, they are not unique to this region. They can be implemented anywhere to address the same conditions which occur worldwide.

The goal of this casebook is twofold: to figure out how to better assess the benefits of green spaces and to encourage us all to connect public health and well-being with our natural environment more effectively. This collection of ten case examples is designed as a tool to support educational programs, including high school and university seminars and short workshops for professionals. It features cases from a variety of scales and across a range of sectors including planning, environmental science, public health, parks and recreation, law and policy. The case studies are short and user-friendly.

Health is a powerful frame. If we want to support broader changes to socio-ecological systems - which we need to do in the face of serious global threats - then we need to shift the frame of our discourse and connect nature with people much more closely.



**Date:** Novmber 10, 2020

**To:** Mayor Andy Mitchell and Council Members

**From:** Mike Richardson, Manager of Recreation Services

**Subject:** Lakefield Campground – Response to Public Questions

**Status:** For Information

## Recommendation

That the report of the Manager of Recreation Services regarding questions posed at the October 13, 2020 Council meeting about the Lakefield Campground be received for information; and

That residents that posed the questions be provided with a copy of this report which provides a response to these questions.

## Information

On October 13, 2020 a report was brought forward to Council with a recommendation that the Township advise the current operator that it did not wish to automatically extend the Lakefield Campground Operating agreement. Council endorsed the recommendation. The current operator will continue to operate the Campground until October 2022 providing a two-year window to examine alternatives for this facility.

At this meeting, three members of the public asked questions during Question Period. Time constraints and the complexity of some of the questions posed did not allow for a fulsome response. As such this report is provided to respond to those questions. The plan of the Campground is shown below and is attached to this report. The area in pink shows the extent of the Campground area that is subject to the agreement. The blue area was added in 2011 as a new rental area for unserviced camping during peak camping periods (long weekends).





**Questions: Debbie Jenkins**

On page 2 of the Lakefield Campground Operation Agreement submission by M. Richardson, it indicates that 'the operator would continue to operate the campground until October 15th, 2022 under the current agreement.

Notably, the current agreement has not been followed. For example, Schedule A, indicates that the Owner is responsible for all tree removal and trimming, as it relates to camp sites (section 2.1.b) and the grounds/turf area (section 2.1.c), and that trees must not be damaged, pruned, cut, nailed or run down, ... please respect nature (#9. Schedule C). Further, Schedule B identifies serviced and unserviced areas, and just recently services, including massive hydro infrastructure, has been expanded into areas beyond those identified; expanded to the detriment of the environment. Indeed, degradation of the environment and wildlife habitat is extensive, including the cutting of old grow maple and cedar, loss of understory vegetation, soil compaction and grading, development of large rumble and compost piles (throughout natural areas), and extensive construction for subsurface infrastructure. ***My question relates to these contraventions and how they are been addressed, what enforcement measures are being applied, and the development of plans to re-wild and restore these areas? Importantly, and to the first point, should the operator, given these contraventions, with environmental impacts across large areas, even be permitted to continue operating the campground as presented here?***

**Response:**

The Township agrees that the tree cutting was unacceptable and as soon as the Township was made aware of the tree cutting, staff attended and the work was stopped. 7 trees were removed (1 ironwood was rotted and did need to be removed; 2 cedars and 4 maples, 2 of which were mature). The Campground Operator will be planting 12 maple trees (min 10') next spring to replace the trees that were cut down.

The Township has provided notice to the Operator that it will not automatically extend the current operating agreement beyond October 2022. The Township did not invoke the immediate termination of the agreement.

Further, although the tree cutting is now stopped, and I appreciate the swift actions of Council, it is unclear what enforcement measures are being applied, and if there are any plans (documented plans) to re-wild and restore these areas. If a formal plan exists, I am requesting it for review. Importantly, and to the first point, these contraventions, with environmental impacts across large areas, highlight that the Operator may be unfit to continue operating the campground until Oct 2022. The Agreement appears to deal with such issues, indicating in Section 5.0 (Cancellation and Termination) that "any breach or default of any of the covenants and agreements herein contained or any failure on the part of the Operator to perform in a manner satisfactory to the Owner shall result in the immediate termination of this agreement." ***Can you please let me know if Park operations will be extended to the current operator under the current agreement, if any measures are being taken to ensure that environmental protections are***

***respected and honoured, and whether land use planning items regarding serviced and unserved areas will/are being honoured?***

**Response:**

The current Operator will be required to replant 8 trees. The stumps were also removed by the Operator and the area was made safe. The Township acknowledges that the actions of the operator were unacceptable. The Township has provided notice to the Operator that it will not automatically extend the current operating agreement beyond October 2022. The Township did not invoke the immediate termination of the agreement.

At the Council Meeting of October 13, 2020, the Manager of Recreational Services indicated that he approved expansion of infrastructure at the Park. This expansion changes the human footprint across the park, and has led to significant and long-term environmental degradation. As well, it does not appear to be in keeping with the formal documentation that was provided to me. ***Indeed, Schedule B identifies the serviced and unserved areas of the Park and I am unaware of any formal plans or reviews or process in which this expansion was approved. Additionally, this expansion is occurring at the same time that the Park is under review, and in my opinion, compromises the authenticity of the review process.***

**Response:**

The electrical work is not creating/expanding the number of campsites. Five existing sites which have previously been serviced with temporary electrical cords and water hoses were upgraded with new electrical services and water lines. The Campground Operator requested permission to conduct this work in 2018. This approved work did not commence until the Fall of 2020.

Notably, it was indicated that this expansion was in response to the use of extension cords at the Park. However, the Agreement deals with this, identifying areas as serviced or unserved (Schedule A and B). Thus if extension cords were occurring in unserved areas they could simply have been removed in accordance with the Agreement. ***Again, this is of particularly importance, given that there is a formal review process in which the potential need or desire for further servicing in the park could be considered and evaluated.***

**Response:**

The five unserved campsites have been used for more the five years as 'serviced' sites to respond to visitor demand. These sites were being serviced with temporary electrical cords and water hoses. The Lakefield Park Configuration Plan was not amended to note the change in the # of unserved to serviced sites. The overall net number of sites however was not expanded and will not be expanded.

Finally, Section 4.09 of the Agreement identifies permissions related to capital improvement at the Park and does not include expansion of the serviced area. ***Notably, item 4.13 indicates that "The Operator shall make any requests of the Owner, in***

***detail and in writing" and in accordance with the above, I am interested in any detailed documentation, and understanding the review and approval process that was allotted to this expansion and change in land use.***

**Response:**

The Campground Operator did make a formal request in April 2018 (see attached letter) to improve electrical and water services to Lots 91 to 95 at their expense. The Township agreed to the improvements. Permission was given in 2018 but the operator waited until 2020 to complete the work.

The most recent copy of the Operator Agreement is dated 2013 and is in the name of Earl Chatten. Notably, the clerk identified that Earl Chatten does not actively manage the site – he has delegated this authority to Cindy Cowan who acts as the day-to-day operator. This is confusing to me as the Agreement (Section 8 Assignment and Subletting) indicates that "the Operator shall not sublet the premises governed by this agreement or assign the within agreement without the prior written consent of the Owner." It seems to me that this clause is important, as accountability may be compromised if the signatory and the Operator are different. ***Thus, I am interested in any formal documentation that addresses this, and admit that I expected that if it existed, it would be appended to the formal Agreement which was provided to me yesterday.***

**Response:**

The Operator officially changed its legal operating name in 2017 to 2376772 Ontario Ltd. Corporation. This documentation was provided to the Township. Cindy Cowan has been employed by the operator for many years and is an officer of the 2376772 Ontario Ltd. Corporation, therefore there is no subletting.

Questions from other members of the Council meeting audience: As you know, other members of the audience asked questions that are relevant to this conversation - questions related to audits, cost/benefit analysis, ***the financial benefits to the Operator vs the Township i.e. the ratio of profits between parties, as well as questions regarding the Park review and what options are being considered. Time limitations at the meeting did not allow these questions to be answered in full and I am interested in and requesting these details.***

**Response:**

The Township does not have the Operator's Financial Statements to provide a response to the financial benefits to the Operator. The Township has leased the operations of the Campground to a private operator since 1996. Compensation since 1996 has been based on an annual payment to the Township with annual increases built into the term of the contract. This payment covers the annual capital and opening and closing costs that the Township is responsible for, as well as a capital contribution of \$10,000. The net revenues are used to offset parks maintenance costs for all park areas i.e. net

revenue from the Lakefield Campground operation supports Selwyn's parks operations reducing the tax burden to support these facilities for all Selwyn taxpayers.

In 2020, the Contractor's base payment to the Township is \$45,667.06. In addition, the Township also receives a 50% share of the revenues derived from the rental of 'peak period' campsites (area identified in blue highlight on the Campground configuration plan). In 2019, this revenue share for the Township was \$17,000. These peak period campsites were added to the Campground agreement in 2011.



The Township spends approximately \$9,500 to \$11,000 annually on capital and opening and closing maintenance. \$10,000 from the Operator's payment is directed to a reserve to fund capital needs at the Campground.

In general the proceeds from the Campground agreement:

- contribute approximately \$45,000 annually in support of all parks maintenance for Selwyn Township.
- contribute annually between \$9,500 to \$11,000 to opening and closing maintenance costs and any capital needs to maintain the Campground facility itself (a Township asset).
- contribute \$10,000 to reserve to fund capital needs at the Campground.

In summary, the current expansion of services and infrastructure at the Park along with associated environmental degradation, highlights questions of stewardship and values placed on natural spaces, including the Hague Peninsula overall, the Park and the associated Provincially Significant Wetland, Conservation Area, water bodies, and the wildlife that inhabit or stops-over in these areas (i.e. over 120 bird species). Of importance is a natural buffer for the Provincially Significant Wetland, which is 120 m as identified by the Provincial Policy Statement and regulation (here the buffer is being developed). ***Further, the on-going expansion, whether formalized or not, highlights questions regarding the formality and rigor of operations, management and planning, and the validity of a Park review process that is underway with reports expected in a month.***

**Response:**

The current draft Service Delivery Review (SDR) outlines the need to review options for the Lakefield Campground. Council will formally receive the draft SDR at a special meeting on November 16th. Pending Council's approval of the SDR recommendation related to the Campground component, it is expected that a thorough analysis of options for the Campground will be explored commencing in 2021. This work would include public consultation, an analysis of financial implications/opportunities to continue the operation of a Campground, the type of operating model, etc...

**Questions: Stephanie Forrester**

Having read the terms of the between publicly available document "Agreement between the Corporation of the Township of Smith-Ennismore-Lakefield Owner, and Earl Chatten, Operator" 25 October 2011, updated in 2013 with the newly re-named Selwyn Township with a two year extension to Oct. 2015. The original agreement with Mr. Chatten appears to be Jan. 4, 2000. More recently the contract has been rolling over automatically on Oct 15 in 2 year increments. And, having had two discussions with Mike Richardson very recently, I would like the opportunity to ask a question. One of the terms in this detailed contract listing the responsibilities and rights of both Owner and Operator states, under 3.0 Compensation and Security, 3.04 "The records of the Operator shall be open for review and/or audit by the Owner at all times throughout the term of this agreement."

***Have the Operator's records been periodically thoroughly reviewed and/or audited, as allowed under the contract, and has a cost/benefit analysis ever been done? In other words, is this current arrangement with the Operator of any financial benefit to the Township and taxpayers or is it a drain on resources, given that the Township's responsibilities are extensive?***

**Response:**

There has not been a formal audit of the Operator's records. The current Campground agreement does benefit all taxpayers in the Township as noted above through the use of net Campground revenues funding Selwyn Parks operations. The proceeds from the Campground agreement contribute approximately \$45,000 annually to support parks maintenance for all Selwyn parks; approximately \$10,000 to annual costs to open/close and maintain the facility as well as a \$10,000 contribution to reserve to fund capital needs at the Campground.

An analysis of cost/benefits will be more fully examined should Council endorse the recommendation in the draft SDR to explore options for the Campground operations.

***First, when I asked about financial reviews of the arrangement with Mr. Chatten, Mike Richardson said yes, there are reviews every year. Are those documents available to the public and if so may I please see them?***

**Response:**

This response was in reference to the cost sharing arrangement that was added to the lease in 2011. Sites in the area identified in blue highlight are rented during peak times (e.g. long weekends). Each year the contractor provides a summary of these revenues to determine the 50% revenue sharing.



***As to the question of a cost/benefit analysis, no answer was offered so should it be assumed that the answer is no?***

**Response:**

The current Campground agreement does benefit all taxpayers in the Township. The proceeds from the Campground agreement contribute approximately \$45,000 annually to support parks maintenance for all Selwyn parks; approximately \$10,000 to annual costs to open/close and maintain the facility as well as a \$10,000 contribution to reserve to fund capital needs at the Campground.

This analysis work will be expanded pending the approval of the draft SDR recommendation to review future operations for the Campground.

**Questions: Guy Hanchet**

Current Operations. Cutting down trees without approval of the Township may not be a serious enough breach of the terms of the contract to cancel the contract outright, and I am very pleased that the Township moved so quickly to prevent further damage. But this violation does expose the intent of the current operator to continue to gradually expand the scale of operation of the trailer park and it does open the door to talk about remediation of the damages that they have already caused. When you walk past the sites on the west side near the marsh you feel like you are in someone's living room, and not in a public space.

1. While waiting for the consultation will you consider putting a stop to the gradual expansion of the infrastructure to support more trailer spots?

**Response:**

There are no more sites being added to the Campground nor are there plans to add more. As noted, five (5) existing unserviced sites are being converted to serviced sites.



2. Will you consider moving the west-most spots back away from the trail or leaving them empty?

**Response:**

Assuming this refers to the peak camping sites in blue highlight. The use of these sites was added to the Operating agreement in 2011 with a 50/50 revenue sharing agreement. These sites have no permanent services and there are no plans to provide permanent services. This 'peak camping area' will remain in place for the remainder of the term of this agreement (October 2022)

3. In your role of managing the existing contract would you consider moving towards eliminating the over-wintering of trailers sooner, rather than waiting for the two years after notice is given?

**Response:**

The winter storage of trailers will remain in place for the remainder of the term of this agreement (October 2022)

4. **Public Consultation - scope and timetable.** The report presented tonight refers to a report from Monteith Brown that will be complete in November, 2020. The Monteith Brown report mentions alternatives that emphasize service delivery methods for a campground and only vaguely describes other possible uses of the land. Tonight's report refers to a "future operational models" but does say much about the scope of options that will be considered. Many citizens who have contacted me want the alternatives to include dramatic changes from the current campground use, including rewilding the land, reverting it to a nature park, or something much less intrusive than a trailer campground where many trailers are permanently installed and stay through the winter. ***a) What alternatives are being considered for the public consultation? b) Will they include changes such as reverting at least some of the area to a natural preserve? c) What is the expected timetable for a public consultation?***

**Response:**

The draft SDR that will be presented to Council on November 16th will include options for the Campground. As noted, pending Council's approval a review of future operations for the Campground will commence in 2021. This review would include public consultation and the examination of alternative options for the property.

## Financial Impact

None as a result of this report

## **Strategic Plan Reference**

Our Goal is to:

- Cultivate partnerships and promote collaboration
- Foster a healthy, engaged and connected community

## **Environmental Impact**

This report is provided to respond to questions and as such there is no environmental impacts.

## **Attachments**

- Lakefield Campground Configuration Plan
- Operator Request to Service Sites 91 - 95

**Mike Richardson**

**Prepared By: Mike Richardson, Manager of Parks and Recreation**

***Janice Lavalley***

**Reviewed By: Janice Lavalley, CAO**





*View from Lakefield Marina of Hague Point and the Campground / Trailer Park. Photo taken April 2021.*

# **A Technical Review of Current and Future Use of Hague Point Lakefield, Ontario**



*View from Lakefield Marina of Hague Point without RV/trailer park in picture.*

Prepared For:  
Residents of Selwyn Township and Community Interest Groups that support a Vision of  
“A Public Park for All at Hague Point”

By: Ed Paleczny  
Updated May 3, 2021

## **Note about the Author**

As a retired conservation biologist and manager of conservation programs, I have gained substantial field experience in fisheries and wildlife management, Great Lakes restoration programs, biodiversity monitoring, species at risk recovery planning and invasive species management and land conservation initiatives. My work experience managing and operating Provincial and National Parks as the Resource Conservation Manager at Pacific Rim National Park, Operations Supervisor at Algonquin Park operations supervisor and Park Superintendent for Balsam Lake and Queen Elizabeth II Wildlands is particularly relevant here. In these positions, I was responsible for the management and oversight of both small and large scale contracts for campground operations and services (including water, septic and facilities and associated legislation and regulations).

I have compiled this report as a volunteer and a proud resident of Lakefield. Like so many residents of Lakefield, I am personally committed to contributing to community efforts to restore, protect and sustain both the cultural and natural heritage of Lakefield. As evident in the name 'Lakefield' the land and the water are strongly linked to our natural and cultural heritage. It is my hope, that as a community we can come together with a common vision to restore and protect Hague Point as a public park and nature area that is accessible to all. This will help to sustain the social, economic and environmental benefits of Hague Point that keep Lakefield as a vibrant community that appreciates and sustains our natural heritage for many generations to come.

I have reviewed the Township of Selwyn Service Delivery Review for the Parks and Recreation Department and consulted with the Friends of Lakefield Park to gather information so that I could better understand and assess the many issues to inform this review and recommendations.

## **Review of this Report**

Review and input by the 'Friends of the Lakefield Park' has been crucial to consolidate the history, timelines and extensive information and communications about the management and operations of the Campground / trailer park over the last 30 years. We have done our best to consolidate and represent the facts as we know them and are always open to receiving updated information or corrections where documentation can be provided.

## **Endorsement and Use of Information in this Report**

This report is being circulated widely to Selwyn Township residents and businesses, to Curve Lake First Nation (as one of the 7 Williams Treaties First Nations - see *Appendix A regarding Williams Treaties First Nations in Treaty 20*), to other community groups (Friends of Lakefield Trail, Imagine the Marsh) and Selwyn Township. It is intended to raise awareness of the many issues with the operation of any type of campground / trailer park at Hague Point. It may be used by individuals or community groups to inform their input to Selwyn Township. Broad endorsement of the report is intended to support the Mayor and Council in making a decision that benefits a community vision of restoring Hague Point as a public park and nature area accessible to all.

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## **Executive Summary**

The use of Hague Point as a campground and now campground/trailer park has expanded use and services over the last 30 years with limited community input. The most extensive consultation with the residents of Lakefield was done in 1991 by the Ontario Association of Architects to develop a vision for growth that sustains the natural and cultural heritage that so many residents of the town value. Their report to the Village of Lakefield recommended that the campgrounds should be removed and that this prime waterfront and environmentally sensitive area be maintained as public land.

The purpose of this technical review is to consolidate information about the multiple issues pertaining to the existing use and oversight of Hague Point as an Campground / trailer park; provide a position on the four options currently being considered 'Campground Utilization Study' being compiled for Selwyn Township; and provide recommendations to Selwyn Township and the Mayor and Council of Selwyn Township on the benefits of decommissioning the RV/trailer park and moving forward with a community vision and future use of Hague Point as a public park accessible to all.

The Friends of Lakefield Park has recently formed and launched a website to share information about Hague Point and the campground / trailer park developments. They provide a detailed outline of the history and timelines for the campground. It is evident that there is complex history with many outstanding questions about the management and operation of the campground / trailer park, including infrastructure upgrades (docks, boat ramps and extension of premium campsites); actual costs to Selwyn Township; risk and liability of operating a campground on municipal property; degradation of the natural environment of Hague Point and associated wetlands; and reduced public access to prime waterfront land in the village of Lakefield.

The benefits of restoring Hague Point as a public park and natural area include: substantial cost savings on infrastructure; making prime waterfront accessible to all; improved social and health benefits to the community; implementing a vision for sustainable growth that protects natural heritage; sustained business opportunities; supports compatible uses at Hague Point; contributes to climate change mitigation; increases wildlife viewing and nature tourism; enhances outdoor education and awareness of natural heritage; enhances community pride and volunteerism in the community; increases economic benefits to local private campground operators and disentangles the municipality from the business and many complications of managing and oversight of a campground / trailer park within town limits.

Based on the analysis completed in this technical review, it is abundantly clear that most residents in the community do not support any options for the continued operation of any type of campground / trailer park on Hague Point. The only sustainable option is to decommission the campground / trailer park after the current contract expires in 2022 and restore this land as a public park and nature area that is accessible to all. Recommendations are made to Council and broad endorsement of this report is being sought to support a decision by Council to move forward with a community vision of restoring Hague Point as a public park and nature area for all.

# 1. Background

The use of Hague Point has changed gradually over the last 30 years from a campground to a trailer park with more sites and increased services (hydro, water and sewer) offered to accommodate permanent trailers and RVs with gravelled sites, decks and sheds. It has also expanded beyond the boundaries of the campground contract to install a boat ramp and docks without approval. These changes have degraded the natural environment and public use of Hague Point.

Significant changes to the operation have often been made with no community input or in contradiction to previous community input. In many cases, the actual expansion and/or upgrade of services is either beyond the original approval or has potentially been done without approval by the appropriate responsible government agency.

The most extensive consultation with the residents of Lakefield about the future use of the campground was done in 1991. A report, known as Community Assist For an Urban Design (CAUSE) was completed by Ontario Association of Architects (OAA) and submitted to the Village of Lakefield on May 13th, 1991. The purpose of the study was to develop a vision for growth that sustains the natural and cultural heritage that so many residents of the town value. The recommendations note that the trailer park is on prime waterfront land and that:

- The waterfront and Lakefield Park should be maintained as public land.
- Campers should be removed.
- The complete marsh area is environmentally sensitive.
- Lake Katchewanooka has limited accessibility to residents of Lakefield.
- The trailer park is not the most appropriate use for this Village land. The aesthetics of trailers in this highly visible location is not appropriate.
- Trailer park creates poor image/views.

The Hague Point Advisory Committee held a public meeting on Oct. 10, 1995 to seek community input on four options for the future use of the Lakefield Campground's 150 plus sites, including:

- Option 1: Status Quo – maintain the trailer and overnight camping sites as they now exist.
- Option 2: Tent & Trailer Use with Perimeter Greenbelt.
- Option 3: Eco-Park/Green space – remove all camping and trailer use to return to open park.
- Option 4: Hotel/Convention Centre – sell the campground space to private developer.

Following the public meeting Village Council decided to remove 38 trailer sites on the west side facing the Marsh, as well as the east side near the beach, to provide a setback buffer from the water, as well as room to extend the Lakefield Trail around the point and along the marsh. All campground docks were removed as well as permanent decks attached to the trailers. The docks and decks are now increased and the trailer sites on the west side of Hague Point that were removed have been upgraded to 'Premium' sites.

Since 1995/96 there has been no consultation on the use and expansion of the number of campground sites, upgraded services and ongoing investment of residents tax dollars in capital infrastructure development for the campground / trailer park.

It is also important to recognize that Curve Lake First Nation (as one of the 7 Williams Treaties First Nations) has constitutionally protected rights in Treaty 20 to access the lake, wetlands in exercising Section 35 rights for food, social and ceremonial purposes (i.e. manoomin) See Appendix A. Selwyn Township has a duty to consult on options about current and future uses of Hague Point which may infringe upon those rights in Treaty 20.

## **Purpose of this Technical Review**

1. To consolidate and verify information and facts about the multiple issues pertaining to use and oversight of Hague Point as an Campground / trailer park, including:
  - A history and timeline of the community input, management and use of Hague Point as it evolved into its primary use today as a trailer park,
  - The need for a full cost accounting of actual total costs to Selwyn Township for the management and oversight of the Campground / trailer park,
  - The need to assess and consider the high risks of operating a trailer park and the financial liabilities to Selwyn Township and its residents.
  - Consolidating input and concerns from Lakefield residents about the ongoing expansion and use as a permanent trailer park that is degrading the natural heritage of Hague Point and impeding public access to prime water front land in the community,
2. Highlight the benefits of restoring Hague Point as a public park and nature area that is accessible to all.
3. Identify questions, concerns and provide consolidated public input to the Lakefield Campground Utilization Study (<https://www.selwynthownship.ca/en/discover-our-township/lakefield-campground.aspx>) being undertaken for Selwyn Township.
4. Provide recommendations to Selwyn Township and the Mayor and Council of Selwyn Township to decommission the campground / trailer park and to develop a community vision for the future use of Hague Point as a public park accessible to all.

## **History and Timeline of Lakefield Park**

A detailed summary of the history and timelines of activities and planning decisions related to the Lakefield Park has been completed and posted on the Friends of Lakefield Park website (<https://www.friendsoflakefieldpark.ca/history-of-hague-point/modern-history>) and is attached.

This is our best assessment and detailed outline of the sequence of events that have occurred. While the history is complex we welcome input from both the community and Selwyn Township to clarify or provide missing information to ensure that we are all working with accurate information to inform future decisions.

## 2. Issues and Concerns with a Campground / trailer park on Hague Point

### No Approvals for Some Major Infrastructure Upgrades

In the review of the history and timeline, it is evident that a number of the infrastructure and service upgrades were installed without approval, including:

- a) **Boat Ramp** — A boat ramp was installed in the 1990's on the west side of Hague Point in a Provincially significant wetland, outside the area of the campground contract and in Federally owned lands and waters of the Trent-Severn Waterway (TSW).

Installation of any structure in the TSW is subject to application and approval under the Federal Fisheries Act (DFO) that is administered by the Trent-Severn Waterway (TSW) on behalf of the Department of Fisheries and Oceans. Any work on shorelines is also subject to approval by Otonabee Region Conservation Authority (ORCA) on behalf of Selwyn Township to ensure compliance with Provincial legislation to protect the environment. Based on numerous requests for information and the lack of any documentation to prove otherwise, it is surmised that these docks were installed by the trailer park contractor without application or approval of Selwyn Township, ORCA or TSW that administer Provincial and Federal Legislation and Regulations to protect fisheries and the environment.

The installation of the boat launch without appropriate approvals of the responsible agencies may be in contravention of Provincial and Federal Legislation and Regulations that are in place to protect and mitigate impacts to the environment. If no approvals were obtained for this activity, then removal of the boat launch and restoration of the site would normally be the responsibility of the person(s) who did the work and the property owner.



(Above) Broken up cement pieces discarded on the shoreline adjacent to the boat ramp.

**Recommended Action:** The boat launch is a potential legal and financial liability to the Township and should be removed and restored ASAP at the expense of the Campground / trailer park contractor.

- b) **Cement Pad / Boat Docks** - A cement pad was installed along the shoreline to connect several docks on the west side of Hague Point in a Provincially significant wetland, outside the area of the campground contract and in Federally owned lands and water of the Trent-Severn Waterway. The number and area of docks has been expanded in recent years to include a large

network of docks. Based on numerous requests for information and the lack of any documentation to prove otherwise, it is surmised these docks were installed by the Campground / trailer park contractor without application or approval of Selwyn Township, ORCA or TSW that administer Provincial and Federal Legislation and Regulations to protect fisheries and the environment.

In response to concerns raised about the docks in the campground raised at a public meeting in Oct. 1995, Lakefield Council made a decision to remove all campground docks.

Furthermore, Selwyn Township Resolution 2002-321 (see Attachment 1) state “that the Township of Smith-Ennismore-Lakefield as a policy reclaim all publicly owned waterfront properties within the Township; and that the said policy shall be enforced upon notification of encroachment of private property on public owned waterfront lands.” The campground docks are on a Federal waterway and encroach on public owned lands and are in contravention to this resolution made by Selwyn Township. This resolution provides the mechanism for the Township to exercise its riparian rights to reclaim all public land on public waterfront including the removal of existing campground docks and structures (e.g., cement pad and boat ramp).

Docks are not mentioned (at all) in the Lakefield RV/Trailer Park contracts, so any profits go directly to the Operator (estimates based on 2018 rates posted on campground website, plus winter storage of boats is \$19,360 per year). This is a private individual profiting from an unapproved installation of docks and use of public riparian lands owned by the Township and in a Federal waterway.

The installation of the boat docks without appropriate approvals of the responsible agencies may be in contravention of Provincial and Federal Legislation and Regulations that are in place to protect and mitigate impacts to the environment including in this case a Provincially significant wetland. The installation of the docks without approvals is a potential legal and financial liability to the Township and should be stopped and removed ASAP at the expense of the Campground contractor.

**Recommended Action:** The docks and cement pad have been installed in a Provincially significant wetland without the required municipal or federal approvals. They are a potential legal and financial liability to the Township and should be removed and restored ASAP at the expense of the Campground / trailer park contractor.

c) **Area of “Overflow” Sites has doubled and upgraded to “Premium” Sites -**

Over the last few years the total area of designated “Overflow” sites has doubled. In addition, the “Overflow” area has been upgraded by the campground contractor to “premium” sites with hydro and water services. Questions were raised at the Oct. 13, 2020 Council Meeting to which a response was provided in writing to Council (Appendix C) on Nov. 10, 2020.

We can surmise from this correspondence that Selwyn Township provided for some of this work approval, however, we have not been able to obtain documentation of the approval to confirm that actual number of campsites installed and upgraded.

This is the same area that was decommissioned by Selwyn Township in 1996 based on public review and concerns raised in a public meeting on October 10, 1995. Furthermore, the area



approved by the Township as “overflow” sites is about half the area of what is now the expanded area of “premium” sites with hydro and water services.



Documentation of the actual approval by Selwyn Township is needed to verify what was actually approved. There is significant concern from the community of how and why this would be done without appropriate community consultation or approval of the Mayor and Council. It appears that a staff member decision to allow this expansion reversed a previous decision by Council in 1995 to remove sites along the west side of Hague Point.

**Recommended Action:** The expansion of “premium” sites including water and hydro services along the full west side of Hague Point increase pressure and potential conflicts in the public access and use of Hague Point and the Lakefield Trail. Given that this was done counter to a previous public consultation and a Council decision to remove these sites and that there is insufficient documentation of the approval of the expansion and upgrades in the “overflow” and that the area of expansion exceeds what was actually approved, then all service upgrades and the addition of premium sites along the west side of Hague Point should be removed at the cost of campground / trailer park contractor.

## Not Financially Sustainable

There are few, if any, government operated campgrounds that actually generate revenue once a full cost accounting is done. Once all costs are incorporated it is likely that a significant amount of residential and business taxes are already supplementing the cost of the campground / trailer park.

The current and previous campground contracts states: 3.04 "The records of the Operator shall be open for review and/or audit by the owner at all times throughout the term of this agreement". A question from Oct. 13, 2020 Council Meeting and response provided on Nov. 10, 2020 (Appendix C) was raised about whether audits of the financial records of the campground contractor have been completed. The response confirms that there have been no formal audits of the campground contractor records.

Based on the Selwyn Township responses about the financial benefits included in Appendix C. We can surmise, that if only \$10,000 per year set aside in reserve to fund capital needs at the campground, and \$800,000 is needed for sewer upgrades then it would take 80 years to recover this capital investment. As noted in the Township responses, a more detailed financial analysis needs to be completed of all costs to the Township to assess options for ongoing investments in capital infrastructure to sustain an Campground / trailer park.

A detailed financial accounting of all past infrastructure investments, current and future costs, including direct and indirect costs incurred by the Township for the management, operations, oversight, infrastructure upgrade and annual maintenance is needed to properly assess actual costs to Selwyn Township and taxpayers. Based on my experience in park operations, the infrastructure costs alone will far exceed the reported \$45,000. that the Township receives annually from the campground contractor. This includes costs and financial planning that are normally associated with the management and operation of a campground / trailer park, including:

- **Capital Infrastructure** - A summary of capital infrastructure investments to date and a short-term (5 year) and long-term (20 year) capital infrastructure plan with cost estimates for the operation and ongoing maintenance of infrastructure for Campground / trailer park, is needed to determine actual costs to Selwyn Township. These costs are costs (at current construction costs that have recently increased substantially since COVID) for the installation, maintenance and upgrades to:
  - **Water Distribution System** including water main lines to the park and distribution lines to each campsite, water treatment and water quality testing costs for this increased water volume is provided by Selwyn Township. While Selwyn residents pay a utility fee for water supply, taxpayers are actually supplementing the Campground / trailer park for the supply of water.
  - **Sewer Lines** including main lines to accommodate 135 + sites, and sewer lines to campsites. Only a portion of the sites along the east side of Hague Point are currently serviced by municipal sewer lines. The consultants report, projects a \$600,000 - \$800,000 cost for sewer upgrades but it is not clear what is included or not included in this estimate. While Selwyn residents pay a utility fee for sewers, taxpayers are actually supplementing the Campground / trailer park for sewer lines.
  - **Hydro Lines** - Hydro One normally provides services to the edge of a property, the landowner (i.e., Selwyn Township) would be responsible for high voltage lines running into the Campground / trailer park, transformers, breaker panels and underground wires to each campsite. RV electrical needs are increasing and upgrades from 15 amp to 30 amp services to sites to accommodate bigger RV's is common. While An electrical system of this scale usually requires hiring expert services of a master electrician and high voltage technicians to install and provide regular maintenance (e.g., dealing with broken lines and stray voltage issues). Selwyn residents pay delivery and usage fee based on the amount of hydro used while campers or the Campground / trailer park contractor do not pay a hydro fee.
- **Township Staffing** - Township staff costs for planning and contract management including inspection and compliance monitoring and operational support during start up and closing.
- **Consulting Services** - The costs to hire consultants (approx.\$30,000 for the current review in progress) are part of the costs of planning and managing a trailer park at this site.
- **Public Liability** - including liability for incidents (e.g., tree blowdown) and oversight and compliance monitoring for the application of the Occupational Health and Safety Act in all campground / trailer park operations that increase financial risk to the Township and its residents.



- **Hazard Tree Removal** - hiring an arborist to assess and remove potential hazards in a high density campground with RV/trailers.
- **Restoration of Campground and Shoreline Areas** - The campground area has been impacted and degraded by ongoing spreading of gravel on sites, the installation of boat launch and extensive docking system, extensive tree cutting and heavy use of the site.

One option put forward by the consultant report/Township is for Otonabee Region Conservation Area (ORCA) to take over as the third party operator of the Lakefield Trailer Park. ORCA would operate this as part of their Conservation Lands programs which in their 2017 budget for managing Conservation Lands program for Otonabee Region Conservation Authority over \$100,000 was supplemented by tax payers levies. Warsaw Caves Campground, operated by ORCA, like most other public campgrounds are supplemented through tax levies on local residents.

### **Recommended Actions:**

- a) A detailed financial accounting of all past infrastructure investments, current and future infrastructure costs, and all direct and indirect costs incurred by the Township for the management, operations, consulting services, oversight, infrastructure upgrades, arborist and hazard tree removal costs and annual maintenance is needed to properly assess actual costs to Selwyn Township and taxpayers.
- b) A short-term (5 year) and long-term (20 year) capital plan that includes cost estimates for all sewer, water and hydro upgrades, maintenance and repairs is needed to assess the real cost to the Township and taxpayers.
- c) The estimates for sewer upgrades including costs and details of what the estimate includes should be included in the information gathered for the public review to clarify actual expected costs. These costs will likely far exceed the current estimate of \$600,000 - 800,00 for sewer upgrades alone and clearly demonstrate that this it is not financially sustainable. Recent updates of the estimate suggest that the new estimate is now \$400,000 - 600,000 but it is still unclear what this includes. It also very surprising, especially in COVID construction boom that a cost estimate is not \$200,000 lower than an estimate completed 1 year ago.
- d) A summary of the management oversight protocols that are in place to ensure compliance with the following legislation and regulations: Ontario Health and Safety Act, Environmental Protection Act (re: is a Provincial sewage inspection and certificate of approval requirements and protection of a provincially significant wetland), Federal Fisheries Act (re: harmful alteration, disruption or destruction of fish habitat), Federal Special at Risk Act and other provincial or federal legislative or regulatory responsibilities with operating a campground / trailer park.
- e) Decommission the trailer park to reduce the high financial costs and risks to Selwyn Township and restore Hague Point as a public park for all.

## High Risk and Liability

The operation of a trailer park comes with relatively high risk activities that create liability and financial risks for Selwyn Township as the property owner. My experience in the management of both Provincial and National Parks is that incidents and accidents are very common and often result in lawsuits against the government responsible for contracting out campgrounds. These can have significant financial implications for Selwyn Township, including policing costs.



For example, Warsaw Caves campground has experienced a number of serious illegal activities and natural disasters, which increase risk and financial liability to the Township of Selwyn. Some recent examples of risk / liability concerns at Warsaw Caves include: 2019 - suspected arson investigation; 2016 peeping Tom found dead in the vault of an outhouse, 2012 (?) - death of a camper from tree blowdown during a summer storm.

How many incidents have occurred at the Lakefield campground / trailer park over the last 25 years of operation? Is there an increased risk of severe storm and tree blow downs related to climate change that will increase risk and liability for the Township? Has this been factored into the costs incurred by the Township?

In addition, under the Ontario Health & Safety Act (OHSA) the Township has the overriding responsibility for Health & Safety of all activities and work that is being done by the campground / trailer park contractor and his staff. The Township is responsible to ensure appropriate training and compliance monitoring to ensure that safety standards are being met. Any accidents or violations have implications to the Township under this Act. What are the current Township staff costs to monitor, audit and ensure compliance with the OH&SA?

**Recommended Action:** A summary of the risks and liabilities of operating a campground should be completed and shared as part of the public review. This should include a summary of the number of and types of incidents, police responses over the last 10 years and any financial implications. Degradation of the Environment of Hague Point

## Degradation of Hague Point Environment

In addition to the installation of docks, a cement boat ramp and the expanded area of upgrade of "overflow" sites to "premium" sites (noted earlier), there has been unfettered expansion and uses that impact the natural features and environment of Hague Point including:

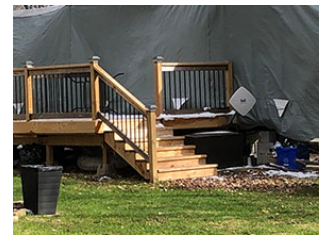
- i) cutting trees without approval (refer to Appendix C), and extensive cutting to expand campsites,
- ii) spreading gravel and ground compaction at campsites, which in some cases cover an entire trailer site,
- iii) possible cases of improper sewage disposal (sewage pipes from a trailer empty into two open pits),
- iv) Potential impacts to water quality - Hague Point falls within a "Source Water Protection Zone" that is upstream of the Lakefield drinking water intake and Lakefield beach. The trailer park

sewage/dumping system, potential grey water pits, may be impacting the overall water quality in an area and Lakefield's drinking water and the swimming beach. The current sewer link and holding tank that services 53 sites along the east side of the campground was constructed in 1976 (now 45 years old). The drainage area from the east side of the trailer park (near the holding tank), outflows into the lake immediately upstream of the public beach. The grass in this drainage ditch is very dark green which is a common sign of high nutrients normally associated with sewage outflow. A septic inspection by the Peterborough Health Unit is needed ASAP for the continued operation of this septic system. Information should be provided for the public review on past septic inspections and whether there is a certificate of approval for the campground septic system. Water quality testing should be done upstream, near the boat launch/docks and downstream of the outflow surface pipe from the campground / trailer park. Further review is required by Selwyn Township to determine if the trailer park use is compatible with the County Official Plan and designation of Hague Point as "Vulnerable" in a "Source Water Protection Area".



Lakefield Campground, April 2021, canoe covering two pits (above) for outflow of sewer pipes (below) from under the trailer.

- v) Expanding parking and tent sites to areas on the north and west side of the tennis courts and winter storage of derelict trailers or equipment (as observed over the years). Summer 2020 during COVID restrictions we noticed expanded tent camping beyond existing sites.
- vi) Using the Lakefield Trail as road access to the Campground / trailer park when the campground gate is locked.
- vii) The installation of decks. Selwyn Township residents are subject to application, inspection and building permit by Selwyn Township staff to construct a deck to ensure that it meets the standards of the Provincial Building Code to reduce risks of injury or death. We understand that this is left to the discretion of the trailer park contractor and does not require actual building permit application, approval or inspection. In 1995-96, Lakefield Council had previously required that permanent decks be removed in the campground to address these concerns.



These activities have high impact to Hague Point, fish and aquatic ecosystems, wildlife and water quality which decreases the value of this waterfront property to the community.



**Recommended Actions:**

- a) Any continued operation of a trailer park this year must be brought into compliance with all Municipal, Provincial and Federal Regulations including septic inspection, Federal approval for all works in water and building permits and Township Planning approvals.
- b) Water quality testing should be done upstream, near the boat launch/docks and downstream of the outflow surface pipe from the campground / trailer park.
- c) A septic inspection by the Peterborough Health Unit is needed before opening the campground in 2020 to evaluate the integrity of an aging septic system. Information on past septic inspections and certificates of approval for the campground septic system need to be included in the Campground Utilization Study and made available to the community.
- d) A full review of the County of Peterborough Official Plan to ensure the trailer park septic system is allowed within a vulnerable area for Source Water Protection.

**Reduced Public Access to Prime Waterfront Land in the Village of Lakefield**

Seasonal use as a trailer park provides exclusive access to long-term trailer sites which impedes and discourages use by day users and residents of the community. There are cases of campers telling residents to get off the trailer park land that it is “private land”, and going so far as to have the police question residents for walking on this public land. Trailer park use and development over the last 25 years has severely impacted the natural values of this land and the ability of residents to enjoy the public space. The growth of Lakefield, with new sub-divisions, increased year round cottaging and day visitors to Lakefield Beach is increasing the pressure and need for more publicly accessible parks.

**Recommended Action:** Restore Hague Point as a public park that is accessible to all.

**3. Benefits to Restoring Hague Point as a Public Park and Natural Area**

There are numerous substantial benefits to Selwyn Township and the community to decommission the campground / trailer park after the current contract expires in 2022 and to restoring it as a natural public park that is accessible to the residents of the community and the many day use visitors to Lakefield Park beach. There are many social, environmental and economic benefits to restoring Hague Point as a public park and nature area, including:

**Economic Benefits:**

- a) **Significant Cost Saving to Selwyn Township Taxpayers** - elimination of capital infrastructure required to maintain and upgrade services to an RV/trailer park will represent a significant cost savings to residents of Selwyn Township. A small fraction of this would be needed to restore this area as a natural park and remove the need for long-term capital infrastructure funds.

- b) **Sustainable Growth that Sustains and Enhances Business** - Most residents of the town are proud supporters of our local small businesses. Business activity is thriving with the growth in the community from several new sub-divisions that have been built or planned for Lakefield in the near future. As well, we have seen a significant increase in the year round presence of cottagers (especially during COVID) that are shopping in Lakefield and surrounding area. With COVID and in a post pandemic world, we are seeing an increased number of day users to Lakefield Beach and trails. Given the current growth projections in new housing developments and increase in day visitors to the Town, it is unlikely that the decommissioning of the the trailer park will have any detectable affect on the rapidly growing business activity in the area.
- c) **Supports Selwyn Township in meeting the Ontario Planning Act Requirements for Parkland with Planned Growth** - currently there is a shortage of open space parkland in Lakefield. Selwyn Township website indicates that there are up to 2000 low density lots available for development in Lakefield South planning area currently zoned as low-density residential. Ongoing growth and expansion in Lakefield South will increase demands on Lakefield public parks.

Selwyn Township has posted a draft plan of subdivision and the planning report for Tripple T Holdings Inc., a developer seeking Selwyn Township approval for Ontario Planning Act and rezoning amendments. They are seeking relief form Selwyn Township to increase from low density residential to medium density residential (including a multiple residential exception to allow apartment and condo blocks and up to 8,500 sq. m. of commercial floor space) and commercial areas in a 10 phase build out plan. The draft plan of subdivision and rezoning as outlined in the following:

- ([https://www.selwyntownship.ca/en/township-hall/resources/Building\\_Planning/Current-Planning-Applications/C-15-20/Triple-T---Draft-Plan.pdf](https://www.selwyntownship.ca/en/township-hall/resources/Building_Planning/Current-Planning-Applications/C-15-20/Triple-T---Draft-Plan.pdf))
- [https://www.selwyntownship.ca/en/township-hall/resources/Building\\_Planning/Current-Planning-Applications/C-15-20/Triple-T---Planning-Report.pdf](https://www.selwyntownship.ca/en/township-hall/resources/Building_Planning/Current-Planning-Applications/C-15-20/Triple-T---Planning-Report.pdf)

According to the Planning Act (<https://www.ontario.ca/laws/statute/90p13#BK66>), Section 42 there are requirements that; for every 300 residential dwelling units there is to be 1 hectare of Open Space Parkland. There already are growing pressures on our limited public parks in Lakefield. Public park land like Hague point is important to sustain responsible growth and development for Lakefield South.

- d) **Increased Economic Benefit to Local Private Campground Operators** - There are a number of private campgrounds in operation (Ennismore, Warsaw, Lovesick Lake, Lindsay, Bancroft, Omemee, Keene, Peterborough, Apsley) that would benefit economically from increased business resulting from the closure of the Lakefield/Campground / trailer park.
- e) **Numerous Private Campgrounds Available to Provide RV/Camping Opportunities** - There are numerous Provincial and Federal campgrounds in the area that are already supplemented by tax levies including those operated by Otonabee Region Conservation Authority (ORCA). The business of RV/trailer parks does not generate revenue especially at this scale and is better left to the private sector or other levels of government that have the capacity and expertise in the oversight and management of park operations on a Provincial and National scale.

### Environmental Benefits:

- a) **Restoring a Public Park as a Natural Area Contributes to Climate Change Mitigation** - Restoring and protecting this area could be part of Selwyn Township contribution to mitigating climate change by reducing impacts on the land, revegetating a large area of impacted land, increasing park land, trails and restoring habitat for numerous species at risk that are declining in the area. Refer to articles and studies in Appendix C.



- b) **Community Growth that Sustains Natural Heritage** - Protecting Hague Point as a Public Park, is consistent with a community vision for growth that sustains both the natural and cultural heritage that so many residents of the town value. Lakefield is rapidly expanding with the 'Lilacs' and multiple subdivision plans underway. People choose to move to Lakefield to enjoy both the significant natural and cultural heritage of the village. The ongoing development of several new subdivisions will increase day use pressure on Hague Point, user conflicts and increase the need for more access to green space and parks within the village. This vision requires immediate action to restore Hague Point as a public park connecting the Lakefield Trail, beach and playgrounds and Imagine the Marsh area that is accessible to all.

### Social Benefits:

- a) **Prime Waterfront and Park Area will be Accessible to All** - Hague Point is prime waterfront public land with significant natural heritage values including Imagine the Marsh which includes a Provincially significant wetland and the Lakefield Trail. As such, all of Hague Point, should be accessible to all residents or day time visitors to the community to enjoy. Over recent years and especially since COVID, public park lands, including Lakefield beach, are under increased pressure as a day use park. This prime waterfront and natural heritage area should be accessible to all residents and day time visitors of Lakefield. Restoring Hague Point as a public park would add 5 ha of public park land to help meet the shortfall of public parks (18.6 ha) identified in the Selwyn Township Parks and Recreation Strategy.
- b) **Access to Public Parks Enhances our Health especially during a Pandemic** - public opinion and policy is shifting in a post-pandemic world to recognize the importance of protecting green space in our towns and cities (see Appendix B for a summary and links to current studies and reports). "This is a wake-up call to prioritize the design and protection of our green spaces. Parks and green space are of value to public health, environment, economic and social well being. Doing nothing is not an option any more. The potentially catastrophic effects of climate change and biodiversity loss on green spaces and health creates a preoccupation with livelihoods and the resilience and adaptability of our social-ecological systems. As well, all levels of government and watershed management agencies will continue to face the escalating costs of climate change impacts to traditional infrastructure, our economy and health care systems."
- c) **A Vision that Connects Compatible Uses of Hague Point as a Public Park Accessible to All** - A community vision of Hague Point as a public park connects to other compatible uses including the Lakefield Trail and Imagine the Marsh. Hague Point offers a unique natural area with a



Provincially significant wetland, vegetation, shorelines, trails, aquatic ecosystems, fish and wildlife that is a central feature which attracts people to live in Lakefield. This supports a long-term vision for our community that prides itself in both the cultural and natural heritage of the area.

- d) **Increased Wildlife Viewing and Tourism** - Restoring habitat will increase wildlife use and viewing opportunities for the growing number of naturalists and outdoor enthusiasts in the area. A thriving natural heritage feature like Hague Point will actually attract people to the town for both day use and as a beautiful place to live.
- e) **Enhances Outdoor Education and Awareness of Natural Heritage** - It provides an outdoor education and recreation venue to communicate and increase awareness about the natural and cultural heritage to the community of Lakefield.
- f) **Enhances Community Pride and Volunteerism** - Restoring the park is rallying point for residents of the community. Many residents of the community have already expressed an interest and willingness to volunteer their expertise, support and time to contribute to restore the natural habitats of Hague Point. This community vision inspires action that creates pride in our village.



**Recommended Action:** Restore Hague Point as a public park that is accessible to all.

#### **4. Concerns about the Validity of the Lakefield Campground Utilization Study, April 2020**

##### **Public On-line Survey is Inadequate and Unreliable**

The Lakefield Campground Utilization Study currently underway is using an on-line survey to seek input from the public and investigate options for the Lakefield Campground. While the Township is taking the right steps to undertake a public review, there are many concerns being raised in the community about the inadequacy of the questions and unreliable methods used in survey, including:

- There is no way to verify if the input is from a resident of Selwyn or a trailer park tenant or general public,
- The survey can be completed multiple times by the same person thereby skewing results in favour of a particular interest group ( refer to research on this topic: Konstan, J. A., Rosser, B. R. S., Ross, M. W., Stanton, J., & Edwards, W. M. (2005). The story of subject naught: A cautionary but optimistic tale of Internet survey research. Journal of Computer-Mediated Communication, 10 (2), article 11.
- The questions are focussed mostly on camping and RV preferences which is for the most part irrelevant. There is little about the potential future use to restore it as a public park accessible to all.

- There were no questions about preferences and uses as a public park or natural area.

**Recommended Action:** The current on-line survey is invalid and unreliable and should not be used to inform decisions about the future use of Hague Point.

### **Lack of Consultation with the Residents of Selwyn Township and Curve Lake First Nation**

Concerns have been raised as to why Curve Lake First Nation and residents of the community are not being consulted directly and that the on-line survey is invalid and is not an effective way to engage the local communities. Also, input from the current campground contractor should not be considered due to the conflict of interest and opportunity for significant financial gain.

It would help if more information could be provided about the public engagement process, including:

- How will you seek input from local residents of Selwyn Township going forward?
- Will a financial review with full cost accounting of all direct and indirect costs to the Township be done and shared publicly?
- How and who will be involved in the public information session to obtain feedback on the refined options?
- What other campground operators are being consulted and why?
- Why is public engagement being done before Campground Utilization study is completed?

### **Recommended Actions:**

- a) It is important to recognize that Curve Lake First Nation (as one of the 7 Williams Treaties First Nations) has rights to access the wetlands for food social and ceremonial purposes and Selwyn Township should involve and consult them on options about current and future uses of Hague Point.
- b) Adopt similar principles and approach for community engagement as used by Perth to develop an advisory committee to involve residents and business community of Selwyn Township.
- c) Once the Campground Utilization Study is completed, there needs to be a more effective way to consult and engage residents of Selwyn Township in a meaningful discussions about costs and preferred options for the community and all residents of Selwyn Township.

### **Use Pertinent Comparable Campground Case Studies**

The Lakefield Campground Utilization Study refers to comparable municipal operated as trailer parks. Many of the comparable parks are not located in the Kawartha's or managed by a relatively small municipality or township.

In order to understand and evaluate similar scale operations, issues raised by other communities during consultation and outcomes that resulted in decommissioning trailer parks to restore public land, then

- A comparable situation in Bobcaygeon, where city staff recommend discontinuation of trailer park operations in Bobcaygeon's Beach Park at end of 2017:

<https://www.mykawartha.com/news-story/6995542-city-staff-recommend-discontinuation-of-trailer-park-operations-in-bobcaygeon-s-beach-park-at-end-of-2017/>

- The Town of Perth created the Last Duel Park Advisory Panel in 2020 to create a plan for the future of the trailer park. The principles of their approach include: be connected, be inclusive, be environmentally responsible, be a cultural and historical landmark, support reconciliation, be a destination and be financially sustainable. It is a good example of how a community should be engaged:

<https://www.perth.ca/en/explore-perth/last-duel-park-boating-and-docks.aspx#>

**Recommended Action:** The consultation and decommissioning of trailer parks in recent years by both Perth and Bobcaygeon should be investigated and included in the study as comparable examples. This will help to shed light on the issues, concerns and effective community engagement that led to a decision to decommission trailer parks and restore them as public parks accessible to all.

## 5. Lakefield Campground Utilization Study, April 2021

Based on this review, my assessment of the four options presented in the Lakefield Campground Utilization Study, April 2021, are as follows:

1. Continuing to outsource day-to-day management of the campground to a private sector operator;

This is not an acceptable option. The current campground contractor has acted unilaterally to develop and use the site for personal financial gain without consideration of residents concerns voiced in the past or in some cases government legislation and regulations, including:

- The campground / trailer park is a small scale operation with significant social and environmental impacts and negligible if any economic gain to the community.
- Once all capital costs (water, sewer, hydro, buildings) are included in the financial analysis, it will become abundantly clear that operating a trailer park on Township property is not sustainable and in fact will result in exorbitant costs to resident taxpayers.
- Operation of campgrounds and trailer parks is a high risk / liability environment that increases financial risks to local taxpayers.
- The track record shows an ongoing expansion of sites and services without approvals or consideration of the community interests and often to the detriment of the natural environment of Hague Point.
- Doubled the area of "overflow" sites and installed water and hydro services to increase "Premium" sites along the west side of Hague Point. An area decommissioned in 1996.
- Did not obtain approvals for installation of a cement boat ramp and docks which are now a legal and financial liability for the Township.
- There has been no active compliance monitoring, auditing or reporting to ensure that operations are in compliance with the current contract requirements.
- Is not receptive to public use of the Lakefield Trail or compatible uses in the area.

- The Campground / trailer park is a small scale operation with significant social and environmental impacts and negligible if any economic gain to the community.
- It is financially unsustainable for Selwyn Township to pay ongoing capital infrastructure costs
- It involves the privatization and exclusive use of 5 ha of valuable public waterfront for 117+ permanent trailer sites.
- It excludes access and use of prime waterfront park land by residents and tourists to the area.
- It does not support the Selwyn Township Recreation Strategy objective to meet a shortfall in public park lands.
- It does not support a forward looking vision to create public parks that are accessible to all especially, in COVID times when public opinion is shifting about the importance of public parks to both our mental and physical health.

2. Investigating the interest of the Otonabee Region Conservation Authority (ORCA) to manage the campground on behalf of the Township (ORCA has an agreement with the City of Peterborough to manage the municipal campground there);

This is not an acceptable option.

- Same as above, plus:
- ORCA campground operations is supplemented by tax levies to local municipalities.
- This would not address the numerous financial and risk and liability concerns raised in this document. A full cost accounting is still needed to evaluate the financial impact of this option.
- It would require significant and ongoing investment of capital infrastructure that is not acceptable to taxpayers.
- This option goes against the vision and principle that the prime waterfront land should be accessible to the public at large and not just accessible by 135+ trailer sites for spring, summer and fall seasons.

3. Having the Township's Parks & Recreation Department manage the day-to-day operation of the campground; and

This is definitely not an acceptable option. Same reasons as option 2 above.

- The Campground / trailer park is a small scale operation with significant social and environmental impacts and negligible if any economic gain to the community.
- The relatively small scale of the operation, requires a disproportionately large investment of resources (staff time, tax dollars and infrastructure) to manage and maintain a campground operation. It is even less economically viable for the Township to manage the operations of the RV Trailer site.
- There are already many existing challenges and concerns with the management and oversight for the operations of campground / trailer park at this site.
- It is not a priority for the residents of Lakefield or likely residents of all Selwyn Township to have a Campground / trailer park operation in the Village of Lakefield.

4. Getting out of the campground business and converting the land to public open space is the only viable option to:
  - Address the many ongoing and outstanding financial, operational and risk/liability issues with operating this site as a campground / Campground / trailer park,
  - Respond to growing day use pressures already seen at the public beach, walking trail and Hague Point,
  - It creates a public park and green space that is compatible with growing community needs and a vision to protect the natural heritage of Hague point as a public park,
  - Reduces current and future user conflicts and policing resources associated with operating a Campground / trailer park.

## **6. Overall Recommendations**

1. The consultants incorporate the issues and concerns, the assessment of options and all the recommendations included in this review as input into the Campground Utilization Study, Apr 2021.
2. Any current uses or improvements to the site that were not subject to public review, Provincial or Federal approvals or Township planning approvals are a liability to Selwyn Township and its residents and should be removed ASAP at the cost of the RV/Trailer Park Contractor. This includes the removal of: a) the “premium” sites that are outside the original “overflow” area, and b) all docks and the cement boat ramp installed on the west side of Hague Point.
3. Furthermore, to ensure that Selwyn Township is in compliance with the Federal Fisheries Act and with Selwyn Township resolution 2002-321 that applies to all landowners in Selwyn Township, then Selwyn Township will need to issue an order (this year) for the RV/Trailer Park Contractor to remove all docks and the cement boat ramp installed without approval, at their cost.
4. A detailed financial accounting of all actual costs (i.e., direct and indirect costs, long-term capital infrastructure, liability costs) required by the Township to manage and provide full oversight for all operations of the campground / trailer park should be completed and shared publicly. This report should include reporting on audits and updates as required in the campground contract.
5. The high risk, public liability and Occupational Health and Safety Act liability to Selwyn Township and its residents arising from its responsibilities for managing and oversight of an campground / trailer park operation needs to fully evaluated and considered in the decision making.
6. Upon expiry of the current Campground / trailer park contract in 2022, the campground / trailer park should be decommissioned to remove existing infrastructure (septic and hydro services to campsites, gravel roads and campsites). Costs of removal should be paid by the contractor who has received significant financial benefit from their installation over the last 25 years.
7. Establish a Hague Point Park Advisory Committee to engage the Lakefield community and Curve Lake First Nation input into the planning, restoration and operation of Hague Point as a public park and natural area that is accessible to all. The advisory committee would provide advice on the linkages with Lakefield Trail, Imagine the Marsh, Lakefield Beach, outdoor recreation facilities (ball diamond, tennis courts) and the operation of the Marshland Centre and public washrooms.

## 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.<sup>1</sup>**

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.

<sup>1</sup> 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 1<sup>st</sup>, 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.<sup>2</sup>

## 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 m<sup>2</sup>.***

***\*\*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.



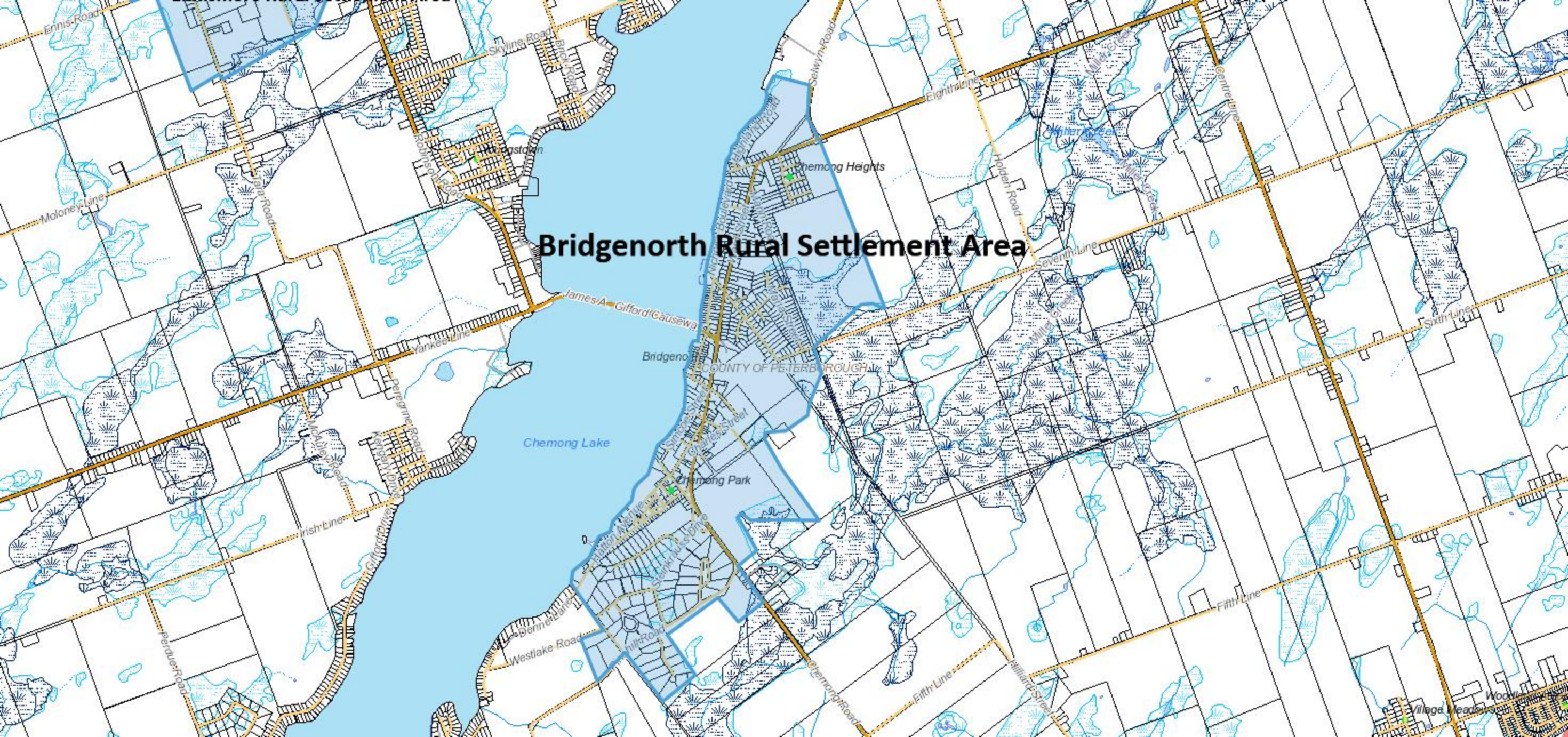
When possible, all plant material shall be native Ontario material. Trees are to be nursery grown stock with trunks, limbs, and basic shape typical of its species. Trees shall have straight trunks, be well branched and be balanced with a strong central leader. Trees shall be maintained so as to be free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

Chemong Lake

Bridgenorth

COUNTY OF PETERBOROUGH

Chemong Park

James A. Gifford Causeway

Westlake Road

Fifth Line

Fifth Line

Sixth Line

Seventh Line

Eighths Line

Moloney Line

Irish Line

Ennis Road

Skyline Road

Selwyn Road

Ennis Road

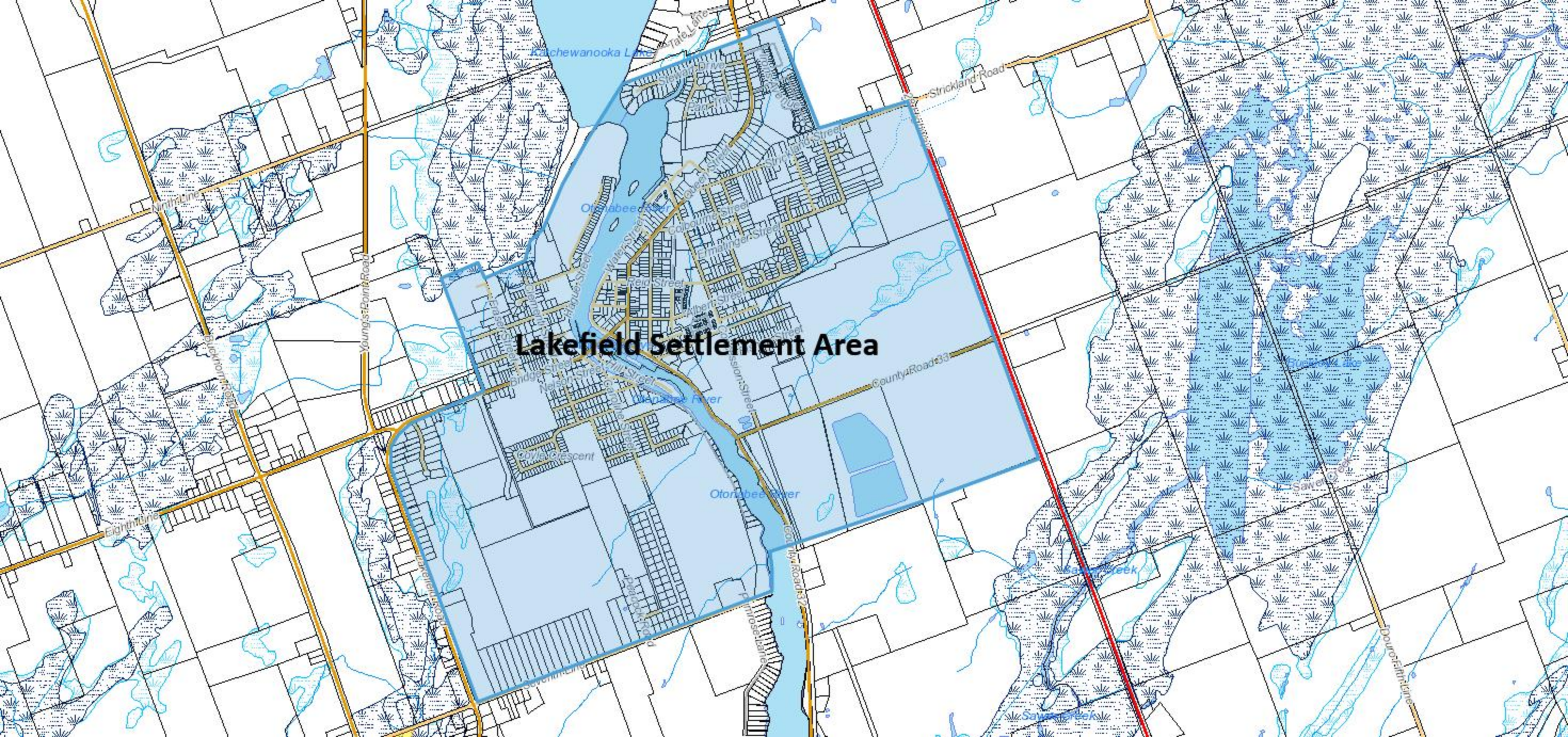
Wood

Village Meadows



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 settlement area is adjacent to a large body of water, Chemong Lake. The map shows a network of roads including Ennis Road, Waterford Road, Ennis Road, and Mooney Drive. Other roads visible include 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. The text 'Ennismore Rural Settlement Area' is prominently displayed in the center of the map.





## Lakefield Settlement Area





This map shows the Young's Point Rural Settlement Area, which is outlined in blue. The area is situated between two bodies of water: a large lake to the north and a smaller 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 various local roads like Young's Point Road, Inelgar Road, South Beach Road, and others. The surrounding landscape is depicted with contour lines and vegetation symbols.

## Young's Point Rural Settlement Area

Clear Lake

Young's Point Road

Inelgar Road South Beach Road

Birchview Road

Rishor Avenue

Edwards Lane

Douro Road

Douro Road





**Date:** ~~April 27, 2021~~ – Deferred to May 11, 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

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## 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*).

<b>Design Objective</b>	<b>Intention/Purpose</b>
<b>Access Facilities</b>	<i>Safe and convenient access for vehicles and pedestrians to and from the property as well as safe traffic flow on public roads.</i>
<b>Off Street Vehicular Loading and Parking Facilities</b>	<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>
<b>Barrier Free Parking Requirements</b>	<i>Accessible parking spaces and passenger loading zones to comply with the zoning by-law and AODA.</i>
<b>Walkways and Other Means of Pedestrian Access</b>	<i>Safe and convenient walkways serving points of access to and from all site facilities.</i>
<b>Facilities for Lighting</b>	<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>
<b>Vaults, Central Storage and Collection Areas</b>	<i>Adequate waste storage facilities to accommodate potential on-site needs without creating public health hazard or nuisance to adjacent properties.</i>
<b>Grading and Stormwater Management</b>	<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>
<b>Landscaping</b>	<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"><li>- Larger lots</li><li>- Private well and septic</li><li>- Storm water systems tend to be larger (ponds)</li><li>- Need to provide water storage for fire fighting purposes</li></ul>	<ul style="list-style-type: none"><li>- Smaller lots</li><li>- Serviced municipal water, sanitary and storm sewers.</li><li>- Storm water systems are more compact (tend to be underground)</li><li>- Fire hydrants for firefighting)</li></ul>
<ul style="list-style-type: none"><li>- Zoning setbacks tend to be greater and permit lower lot coverage percentages</li></ul>	<ul style="list-style-type: none"><li>- Zoning setbacks are tighter and permit higher lot coverage percentages.</li></ul>
<ul style="list-style-type: none"><li>- Land use compatibility is less of an issue (greater distances between properties)</li></ul>	<ul style="list-style-type: none"><li>- Higher density increases the likelihood of land use compatibility issues.</li><li>- More attention is placed on mitigating possible impacts (fences or vegetative buffers) grading (no adverse effects on abutting land owners) etc.</li></ul>
<ul style="list-style-type: none"><li>- Sites typically front onto high speed high traffic roads (county or highway).</li><li>- The design of the ingress and egress is critical to safety and can require improvements within the road allowance</li></ul>	<ul style="list-style-type: none"><li>- Typically front on reduced speed roads and are less likely to require improvements within the road allowance.</li></ul>

### 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):

<b>Design Objective</b>	<b>Rural Developments</b>	<b>Urban Developments</b> <i>Bridgenorth, Ennismore Hamlet, Lakefield and Young's Point</i>
<b>Parking</b>	<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>
<b>Vaults, Central Storage and Collection Areas</b>	<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"> <li><i>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;</i></li> <li><i>ii. Contained on a concrete pad;</i></li> <li><i>iii. Ensure protection and freedom from vermin and rodent infestation;</i></li> <li><i>iv. Blend with landscaped areas and be surrounded by evergreen shrubs at least 1.2 m (4 ft.) in height when planted;</i></li> <li><i>v. Contain areas for clearly labelled storage of recyclable materials;</i></li> <li><i>vi. Provide grease traps, if necessary; and</i></li> <li><i>vii. Be properly maintained at all times.</i></li> </ul>
<b>Landscaping</b>	<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**

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**Prepared By:** Robert Lamarre, Manager of Building & Planning

***Janice Lavalley***

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**Reviewed By:** Janice Lavalley, CAO

**The Corporation of  
The Township of Selwyn**

**By-law No. 2021 - XXX**

**Being a By-law to Regulate the Setting of Fires in the Open Air in  
The Township Of Selwyn**

**Whereas** the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, provides:

- in subsection 7.1(1)(a) that a council of a municipality may pass By-laws regulating fire prevention, including the prevention of the spreading of fires;
- in subsection 7.1(1)(b) that a council of a municipality may pass By-laws regulating the setting of open air fires, including the times during which open air fires may be set;
- in subsection 7.1(3) that a By-law passed under section 7.1 may deal with different areas of the municipality differently; and

**Whereas** the Municipal Act, 2001, S.O. 2001 c. 25, section 128(1), as amended provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are, or could become or cause public nuisances:

**Whereas** Council considers excessive smoke, smell, airborne sparks or embers to be or could become or cause public nuisances by creating negative health effects on neighboring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighboring properties and generating false alarms;

**Whereas** Council deems it is advisable to repeal Township of Smith-Ennismore-Lakefield By-law 2010 -054;

**Now Therefore** the Council of The Corporation of the Township of Selwyn enacts as follows:

## **Section 1 – Definitions and Interpretations**

1.1 For the purpose of the By-law:

**“Barbeque”** means a manufactured device or structure with a grill which is designed, intended and used solely for the purpose of cooking food outdoors, and includes a hibachi, but does not include devices or structures designed for personal warmth, fire pits, or Outdoor Fire Containers;

**“Built Up Area”** means an area with buildings or structures in close proximity where appropriate clearances cannot be met to permit safe open air burning as determined by the Fire Chief or designate;

**“Burn Ban”** means a temporary measure put in place by the Fire Chief or designate, to prevent human-caused fires when the fire hazard is extreme or when firefighting resources are limited;

**“Brushfire”** means dry tree trunks (excluding stumps), tree branches and tree limbs that have fallen down, been cut down, pulled out, and/or pulled up;

**“Campfire”** means a small contained fire, which is supervised at all times and which is used to cook food or provide warmth;

**“Certified Gas Fueled Outdoor Appliance”** means an approved appliance for use by the Technical Standards and Technical Safety Authority of Ontario (T.S.S.A.) or other approval agency and is operated as per the certified instruction manual;

**“Corporation”** means The Corporation of the Township of Selwyn;

**“Extinguishing Agent”** means a source of extinguishment in which to quickly and effectively suppress the fire. Examples of which may be; water hose, buckets of water, fire extinguisher, tractor backhoe;

**“Fire Chief”** means the person appointed by Council to act as Fire Chief for the Corporation as defined in the *Fire Protection and Prevention Act*, 1997, or their designate;

**“Ground Cover”** includes, but is not limited to, leaves, long/dry grasses, weeds, tree needles, or wood chips on the ground;

**“Noxious Materials”** includes, but is not limited to petroleum products, tires, plastics, rubber products, drywall, demolition waste, construction waste, tar, asphalt products, pressure-treated wood, creosote-treated wood and painted wood;

**“Nuisance”** means excessive smoke, smell, airborne sparks or embers that are likely to disturb others, or is likely to reduce visibility on the roads in the vicinity of the Open Air Burning;

**“Officer”** means the Fire Chief, Fire Prevention Officer, or designate of the Selwyn Fire Department;

**“Open Air Burning”** means a fire set outside of a building or structure;

**“Outdoor Fire Container”** means a non-combustible container used to hold a small fire, and includes, but is not limited to, chimineas and outdoor brick fireplaces, fire pits, but does not include a burn barrel;

**“Owner”** means the registered owner or any person, firm, or corporation having control over, or possession of any portion of the building or property under consideration and includes the persons in the building or property;

**“Permit”** means a Permit issued by the Fire Chief or their designate to set a fire in the Open Air for a specified time period;

**“Person”** includes an individual, business, a partnership, or a corporation;

**“Ratio for Fire Safe Distance”** means a predetermined calculation for safe distance from the fire to any trailer, building, structure, property line, tree, hedge, fence, roadway, overhead wire, combustible article, or combustible ground cover in all directions. The ratio is set at 31 centimeters (1 foot) of fire in all directions x 3 meters (10 feet) of clearance from any trailer, building, structure, property line, tree, hedge, fence, roadway, overhead wire, combustible article, or combustible ground cover in all directions. An example of which would be a 92 centimeter (3 foot) fire in all directions would require 9.1 meters (30 feet) of clearance in all directions.

**“Smog Alert”** means an alert issued by the Ministry of the Environment with respect to air quality and/or high humidity air value.

**“Trailer”** means any vehicle constructed to be attached and propelled by a motor vehicle and that is capable of being used by persons for living, sleeping or eating, even if the vehicle is jacked-up or its running gear is removed and has affixed to it, a Recreation Industry Certification sticker, and/or CSAZ241 certified and includes a self-propelled recreational vehicle.

**“Seasonal trailer park”** means a parcel of land made available to members of the public containing sites upon which to locate trailers, tents or recreational vehicles, and includes a campground. Any parcel of land with more than three trailers or tents erected or stored constitutes a “trailer park”, with the exception of the land of any lawful commercial operation which wholesales or retails trailers, tents or recreational vehicles. It includes parks where there is a combination of seasonal and permanent trailer sites.

- 1.2 In this By-law, a word interpreted in the singular number has the corresponding meaning when used in the plural and gender will be read according to the relevant context.

## **Section 2 – Exemptions**

2.1 This By-law shall not apply to;

- a) a person using a Barbeque to cook food;
- b) a person using a fire in a device installed outside of a building that is used as a source of heat or power for the building, and provided that such device is certified for the purpose by a recognized agency;
- c) a person conducting fire extinguisher training who has obtained prior approval of the Fire Chief or designate;
- d) a Fire Department Officer for the purposes of education and training individuals, with prior approval of the Fire Chief or designate;
- e) a Certified Gas Fueled Outdoor Appliance that is approved for use by the Technical Standards and Technical Safety Authority of Ontario (T.S.S.A.) or other approval agency and is operated as per the certified instruction manual.

## **Section 3 – General Conditions for All Open Air Burning**

- 3.1 No person shall set, maintain, or cause to be set or maintained, Open Air Burning except as authorized by this By-law.
- 3.2 No person shall set, maintain or cause to be set or maintained, Open Air Burning, even if a permit has been issued under this By-law, when a Burn Ban has been issued by the Fire Chief or designate.
- 3.3 Every person who applies for and receives a Permit acknowledges having read and understood the rules specified in this By-law and assumes all responsibility and liability in connection with the Open Air Burning Permit.
- 3.4 Every person setting, permitting to be set, maintaining, or permitting to be maintained, an Open Air Burning authorized under this By-law shall comply with the following conditions:
  - a) Allow, at any time, an Officer to inspect the location or proposed location of the Open Air Burning;
  - b) Only burn commercially produced charcoal, briquettes, or clean, dry, seasoned wood or brush;
  - c) Not burn Noxious Materials, as defined;
  - d) Not burn leaves, grass clippings, or compost;
  - e) Have an effective extinguishing agent of sufficient size and with the capacity of extinguishing the Open Air Burning immediately available for use;
  - f) Ensure that the fire is attended at all times by a responsible person at least 18 years of age and shall ensure that such person attends to such fire until the fire is completely extinguished by water, burying, or complete burn out;

- g) Ensure the wind speed is not in excess of 15 km per hour during the Open Air Burning according to Environment Canada for the Peterborough area;
- h) Ensure wind direction does not cause the smoke from the Open Air Burning to create a discomfort to the persons residing in the immediate area of the Owner who has been issued the permit;
- i) Not burn if it is foggy;
- j) Not burn if an Smog Alert has been declared;
- k) Protect the adjacent properties from the potential spread of fire;
- l) Ensure that Open Air Burning does not create a Nuisance as defined;
- m) Not burn in a burn barrel;
- n) Not burn in a built up area as defined which includes the Village of Lakefield, the hamlet of Bridgenorth, Woodland Acres, the hamlet of Ennismore, the hamlet of Young's Point or as determined by an officer of the Fire Department;

### **3.5 Permits**

- a) A Permit is not required for an Outdoor Fire Container/Campfire, provided the fire complies with Section 3 and Section 4 as set out in this By-law.
- b) A Permit must be obtained for Open Air Burning as set out in Section 5.
- c) An application for a Permit of Open Air Burning must be completed on the forms provided by the Fire Department and to be valid must be signed by the Fire Chief or his designate.
- d) A Permit for Open Air Fires shall only be valid for the date(s) indicated on the Permit.
- e) A Permit will be revoked if an Officer has determined that the By-law has been contravened.
- f) The Fire Chief or designate may refuse to issue a Permit:
  - i. if the proposed Open Air Burning would contravene this By-law; or
  - ii. if the Owner or Permit holder has previously contravened any provisions of this By-law or previous By-laws.

## **Section 4 – Outdoor Fire Containers – Campfire, Chiminea or Outdoor Brick Fireplace (Permit Not Required)**

- 4.1 A person may conduct a fire in an Outdoor Fire Container if the person complies with all the conditions set out in this Section and Section 3.

### **4.2 Outdoor Fire Container – Residence:**

A person conducting Open Air Burning located at a residence by way of an Outdoor Fire Container shall:

- a) Only use an Outdoor Fire Container that is constructed from non-combustible material;

- b) Not burn or attempt to burn volumes of materials that exceed the container's capacity;
- c) Contain the fire within the Outdoor Fire Container at all times;
- d) Be responsible for the fire at all times;
- e) Locate the Outdoor Fire Container and comply with the defined ratio for fire distance to meet clearance requirements between any trailer, building, structure, line, tree, hedge, fence, roadways, overhead wires, or other combustible article, or as otherwise deemed acceptable by the Fire Chief or designate;
- f) Maximum Size

**In the case of a Chiminea or Outdoor Brick Fireplace;**

- i. Ensure that the chiminea or outdoor brick fire place is not greater than 92 centimeters (3 feet) in all directions;
- ii. Locate the Chiminea or Outdoor Brick Fireplace on a non-combustible surface that extends beyond the unit to a dimension equal to the height of the Chiminea or Outdoor Brick Fireplace or;
- iii. Ensure combustible ground cover is cleared from around the unit a dimension equal to the height of the Chiminea or Outdoor Brick Fireplace;

**In the case of a Camp Fire;**

- i. Ensure that the fire does not exceed 92 centimeters (3 feet, maximum) in all directions;
- ii. Is located in compliance with the ratio for fire safe distance;
- iii. Is constructed in such a manner to contain the fire.

#### 4.3 **Outdoor Fire Container – Campground or Seasonal Trailer Park**

The Campground Owner/Operator and any Person (tenant) conducting Open Air Burning located at a seasonal campground or seasonal trailer park by way of an Outdoor Fire Container shall:

- a) Comply with Section 3 – General Rules, with the exception of Section 3.4 n)
- b) Only conduct Open Air Burning during approved hours regulated by campground or park;

**Effective April 1, 2022**

- c) Locate Outdoor Fire Container and comply with the ratio for fire distance between any trailer, building, structure, line, tree, hedge, fence, roadways, overhead wires, or other combustible article, or as otherwise deemed acceptable by the Fire Chief or designate;
- d) Only use an Outdoor Fire Container that is constructed from non-combustible material, that has been provided by the campground or park



that has been provided or approved by the campground or park owner and/or management;

e) Maximum Size

- i) Ensure that the fire does not exceed 92 centimeters (3 feet, maximum) in all directions;
- ii) Is located in compliance with the ratio for fire safe distance;
- iii) Is constructed in such a manner to contain the fire.

## **Section 5 – Open Air Fires – Brush Fires (Permit Required)**

5.1 A person may conduct Open Air Burning if the person has been issued a Permit, and if the person complies with all the conditions set out in Section 3 and Section 5 of the By-law;

5.2 A person conducting Open Air Burning shall;

- a) Contact the Fire Department prior to any Open Air Burning to confirm that burning can take place;
- b) Produce the Permit on demand to an Officer conducting an inspection of the Open Air Burning;
- c) Only conduct the Open Air Burning between sunrise and sunset;
- d) Locate the open air burning in compliance with the ratio for fire safe distance as defined to ensure clearance from any trailer, building or structure, property line, tree, hedge, fence, roadways, overhead wires, or other combustible article, or as otherwise deemed acceptable by the Fire Chief or designate;
- e) Adhere to any additional requirements or exemptions the Fire Chief or designate considers necessary in the interest of public safety, or to minimize inconvenience to the general public, or advisable in the circumstances, or give effect to the objects of the By-law.
- f) Size
  - i) Fires 7.6 meters (25 feet ), or less, in all directions cannot be more than 3 meters (10 feet) high;
  - ii) Fires greater than 7.6 meters (25 feet ) in all directions cannot be more than 3 meters (10 feet) high and must be inspected by the Fire Chief or designate prior to any Open Air Burning taking place;
  - iii) Fires shall not be greater than 15.2 meters (50 feet) in all directions and cannot be more than 3 meters (10 feet) high.

## **Section 6 – Order to Extinguish**

- 6.1 If an Officer is satisfied that this By-law has been contravened, the Officer may order the Permit holder or Owner to extinguish the fire.
- 6.2 If the Permit holder or Owner refuses to extinguish the fire or the Officer feels that correct action will not or cannot be taken to extinguish the fire, the Officer will extinguish the fire using resources at the Officer's disposal.

## **Section 7 - Severability**

- 7.1 Should any section of this By-law be declared by a court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining Sections shall nevertheless remain valid and binding, and shall be read as if the offending section or Section had been struck out.

## **Section 8 – Penalty and Costs**

- 8.1 Any person setting, maintaining or allowing to burn a fire, and all Owners of the property upon which a fire is set, maintained or allowed to burn who contravenes any provision of this By-law shall:
  - a) Be responsible for any damages to property occasioned by said fire; and
  - b) Be liable for the cost of any firefighting equipment and personnel necessary to extinguish said fire, including the aid of neighboring departments, which cost will be calculated in accordance with a cost schedule to be established from time to time by the Council of the Township of Selwyn in accordance with the Township's current Tariff of Fees By-law; and
  - c) Be responsible for the inspection fees incurred by the Township related to the administration and enforcement of the Township's Open Air Burning By-law in accordance with the Township's current Tariff of Fees By-law.
- 8.2 The Corporation shall, if such amounts remain unpaid sixty (60) days following notification of the amounts owing, have the right to collect any unpaid costs, including interest, as authorized by this By-law by adding such charges to the tax roll where they may be collected in a like manner as municipal taxes, all of which is in accordance with Section 398 of the Municipal Act, 2001, c. 25, as amended;
- 8.3 The Corporation shall, prior to adding any amounts owing to the tax roll of any property, provide at least ten (10) days written notice of its intention to do so.
- 8.4 Any person who contravenes any provision of the By-law is guilty of an offence and liable on conviction to a penalty not exceeding \$5000, exclusive of costs, and the provisions of the Provincial Offences Act, R.S.O. 1990, c. P. 33 as amended, shall apply to said fine.

## Section 9 - Miscellaneous

### Repeal

- 9.1 Upon the passage of this By-law, By-law 2010 -0054 and all amendments thereto shall be repealed;

### Short Title

- 9.2 This By-law may be referred to as the *Open Air Burning By-law*.

## Section 10 – Enactment

- 10.1 That this By-law shall come into force and effect immediately upon the final passing thereof. Sections 4.3 c) d) and e) shall come into effect as of April 1, 2022.

Read a first, second and third time this \_\_\_\_\_ day of \_\_\_\_\_, 2021

The Corporation of the Township of Selwyn

\_\_\_\_\_  
Mayor

Andy Mitchell

\_\_\_\_\_  
Clerk

Angela Chittick

c/s

DRAFT

Outdoor Fire Containers and Campfires **MUST:**

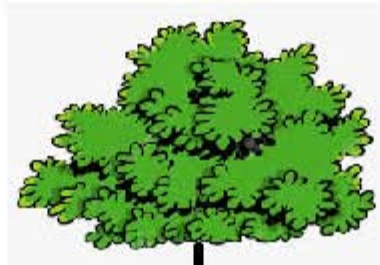
- ✓ Follow the **1:10 Fire Safe Ratio** as set out in the By-Law
- ✓ Be a maximum of **3 feet** in all directions
- ✓ Be attended by an **adult at all times**
- ✓ Have an effective **extinguishing agent**



For a more detailed description please refer to the Open Air Burning By-Law or contact Selwyn Fire Department



705-292-7282 or  
[fire@selwintownship.ca](mailto:fire@selwintownship.ca)



20 feet

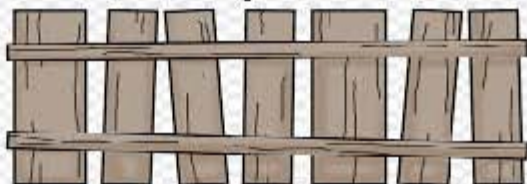


2 feet



2 feet

20 feet



Outdoor Fire Containers and Campfires **MUST NOT:**

- ✗ Burn during wind speed in excess of **15km/hour**
- ✗ Create a **discomfort** and/or **nuisance** as defined
- ✗ Burn **noxious materials, leaves, grass clippings** and/or **compost**
- ✗ Burn in a **built up area** as defined in By-Law
- ✗ Burn during a **burn ban**



The Diagram pictured is an an example of campfire in compliance with the By-Law by following the **1:10 Fire Safe Ratio** and all other requirements as set out in Sections 3 and 4 of By-Law

**Question 1 – Is there a standard with which the ratio for fire safe distance is established?**

**Answer - Forest Fire Prevention Act**

**O. Reg. 207/96 Outdoor Fires**

**8.4.2, 3**

No person shall set a wood fire in a permanent fire installation in a campground described in section 8.7 in a restricted fire zone unless all of the following conditions are met:

2. The fire is at least three metres (9.8 feet) from any forest area, and the area within the three-metre radius is completely free of flammable material.
3. The space immediately above the fire installation is at least three metres (9.8 feet) from any overhanging vegetation.

**Question 2 – Can Open Air Burning By-laws from neighboring municipalities be submitted for comparison?**

**Answer – Yes.**

Please note, that in the cases of Trent Lakes and Douro-Dummer that these Townships fall under MNR Restricted Fire Zones, which the Township of Selwyn does not.

**Douro-Dummer By-law**

Regulates open air burning in line with MNR as they fall under a Restricted fire zone.

Douro-Dummer in following the standard set by the Forest Fire Prevention Act which governs open air burning, allows for a campfire with no size restriction having a minimum of 3 meters (9.8 feet) of clearance. In comparison, Selwyn's new By-law will only allow campfires 1-3 feet in size and must follow the ratio – 1 foot fire with 10 feet of clearance, 2-foot fire with 20 feet of clearance and (maximum) 3-foot fire with 30 feet of clearance.

**Port Hope By-law**

**Recreational burn permit:**

- Must have a base size no larger 1 x 1 x 1 metre / 1 cubic metre or 3.3 x 3.3 x 3.3 feet
- Must be at least 5 m (16 ft) away from any structure
- Must be at least 15 m (50 ft) away from property line, any overhead wire or roadway
- Must be at least 5 m (16 ft) away from flammable vegetation in all directions
- Permit cost is \$25

**Open Air Burning Permit:**

- Must not exceed 3 m x 3 m x 3 m / 27 cubic metres or (9.8 feet x 9.8 feet x 9.8 feet)
- Must be a minimum radius of 7.5 metres (24.5 feet) around burn site from cleared vegetation
- Must be a minimum of 15 metres (50 feet) away from the property line,

- street/road/highway, any overhead wires, all structures, trees and hedges
- Permit cost \$30
- Must not exceed 6 x 6 x 6 metres / 216 cubic metres or (19.7 x 19.7 x 19.7 feet)

**Oversized burn permit:**

- Must be a minimum radius of 7.5 metres (24.5 feet) around burn site clear of vegetation
- Must be a minimum of 30 metres (100 feet) away from the property line,
- street/road/highway, any overhead wires, all structures, trees, and hedges
- Must be located on at least 10 acres of land
- Limited to burning between the hours of 0800 and 1800 hours daily
- Fires must be out after 1800 hours (6:00 p.m.)
- A piece of large equipment must be on-site and available for use
- Permit cost \$75

Port Hope is not under a restricted fire zone. They have divided open air burning into three sections based on size. By comparison, Selwyn only has two. Anything larger than 3 feet requires a permit and falls under brush fire burns.

**Trent Lakes By-law**

- You can only have an Open-Air fire between 6 p.m. and 8 a.m. from April 1 to October 31
- Fires must be 0.61 m (2 feet) wide by 0.61 m (2 feet) deep and 0.61 m (2 feet) tall
- The fire must be placed 7.6 m (25 feet) from any lot lines, buildings, structures, trees or combustible materials
- You must attend and watch the fire at all times
- You must have equipment available to put out the fire

Trent Lakes, like Douro-Dummer is a restricted fire zone. The time frame for open air burning is due to aviation regulations for restricted fire zones only.

Question 3 – Has the Township insurer been advised of the proposed amendments, and what is their response? Do they have any concerns?

Answer – Yes, they have been contacted and the By-law, report, and diagram were sent to them. Here is their reply:

“Further to your request below, please see the comments from our Risk Analyst below:

“We do not believe that changing this bylaw will expose the municipality to any new liabilities.

The by-law mandates that the permit process is still in place for open burning. We would encourage, as part of the open burn policy, that the homeowners show that they have a liability (homeowners' or farm) policy in place to be able to address any liability concerns should an open burn cause damage. It could be as simple as asking "Do you have a valid insurance homeowners/farm policy insuring the property where the burn will take place?"

The fire department has provided their expert guidance here so it appears that the ratios etc. are well-reasoned.

The Fire Protection and Prevention Act, 1997 - Section 2 (1)(a) directs the municipality to "establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention." To that end, we recommend that the Township take this opportunity to review the different channels of communication that are being used to disseminate the proposed new changes. It would be helpful if, for instance, the same channels are used when a fire ban is enacted. This will prevent miscommunication as well as any allegation of "I didn't know!" when faced with an issue or a breach of the new by-laws. Given the rustic environment (for those that have waterfront cottages, for instance), simply posting things on the Township's website, may not be adequate to push out a full understanding of the changes.

Establishing a clear mode of communication to all residents and visitors can, of course, be vital to not only communicate by-law enhancements and changes, but also emergency directions.

This proposed change to the bylaw may serve as an opportunity to bolster those lines of communication.

Should you have any further questions or concerns, please let us know."

Melanie Marsh, CIP, CRM, Risk Analyst"





**Date:** May 11, 2021

**To:** Mayor Andy Mitchell and Council Members

**From:** Andrew Bowyer, Fire Prevention Officer

**Subject:** Open Air Burning By-law

**Status:** For Direction

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## Recommendation

That the report from the Fire Prevention Officer regarding the 2021 Open Air Burning By-law be received for information; and

That By-law 2021-034, a Bylaw to regulate the setting of fires in the open air in the Township of Selwyn, be brought forth for passage under the By-laws section of the agenda.

## Information

The Fire Protection and Prevention Act, 1997, 2.7.1.(1).(a),(b) and 2.7.1.(3) grants authority to municipalities to pass By-laws regulating fire prevention, the spreading of fires, setting of open air fires, times in which open air burning may be set and the scope within the municipality.

As the Township of Selwyn continues to grow, Selwyn Fire Department has seen the need for an updated version of this By-law to be implemented. Many parts of the municipality encompass what is deemed as "cottage country" and residents, whether local, seasonal, or renters enjoy the outdoors that our township is greatly known for. With that, some areas of the previous By-law required an update, such as the size and location of campfires/brush fires, inclusion of trailer parks/seasonal campgrounds, and adding certified gas fueled outdoor appliances. This proposed By-law has been drafted to provide a balance to those eligible properties to conduct open air burning, while also respecting the rights of fellow residents and upholding the life safety of the community.

The reasons for the proposed amendments are noted below:

- Campgrounds were not included in the Open Air By-law and this needed to be addressed.
- Campfire and Brush fire regulations were outdated
- Certified Gas Fueled Outdoor appliances have become more popular and needed to be defined. These are widely sold and members of the public are purchasing and using them.

- Outdoor fire containers have become very popular and are sold widely to members of the public who are purchasing and using them. These needed to be regulated.
- COVID rules requiring individuals to Stay at Home have also increased the desire to have a campfire

A ratio for fire safe distance (1.1 – Definitions) has been established to ensure that both residents and fire personnel understand what are approved distances when conducting any type of open air burning within the Township. The ratio, as defined in the By-law, is 1:10, meaning that for every 1 foot of fire in all directions, there must be 10 feet of clearance in all directions.

The previous conditions for campfires and outdoor fire containers (Section 4) for residential use have been changed to be in line with the ratio for fire safe distance. Those having a campfire or conducting a fire in an outdoor fire container must adhere to the conditions set out in the new proposed By-law (s 3.4). Residents must attend to the fire at all times and the maximum size of a campfire shall not exceed 3 feet (4.2.(f)). In addition there are no time restrictions on campfires and outdoor fire containers.

There were three items noted for follow-up/additional information that were requested by Council at the April 13, 2021 meeting. Detailed answers are noted in the attachment:

**Question 1** – Is there a standard with which the ratio for fire safe distance is established?

- Answer – Yes. The Forest Fire Prevention Act, O. Reg. 207/96 Outdoor Fires 8.4.2, 3 was used to establish the ratio. Please see attached answer sheet under question 1 for details.

**Question 2** – Can Open Air Burning By-laws from neighboring municipalities be submitted for comparison?

- Answer – Yes. Please see attached answer sheet under question 2 for details.

Please note, in the cases of Trent Lakes and Douro-Dummer that these Townships fall under MNR Restricted Fire Zones. Township of Selwyn is **not** in the MNR Restricted Fire Zones.

**Question 3** – Has the Township insurer been advised of the proposed amendments, and what is their response? Do they have any concerns?

Answer – Yes they have been contacted and the By-law, report, and diagram were sent to them. They have no concerns. Please see attached answer sheet under question 3 for their reply in its entirety.

There are approximately 7,000 properties in Selwyn Township, of which 1/3 are in a built-up area (prohibited from open air burning). The eligible properties permitted to burn must comply with all conditions outlined in the By-law 3.4 a-n, and the ratio for fire safe distance.

Any contraventions of the By-law including nuisance complaints by neighbours will be responded to by the Fire Department to investigate.

The intent of the By-law update is to recognize the current demand and use of outdoor fires (campfires and use of gas appliances). The By-law requirements (distances, nuisance measures etc... ) are designed to ensure that a safe fire can take place that does not cause a nuisance.

There have been no fires that the Township has had to respond to as a result of a fire from a campfire/outdoor container, including from Trailer Parks. The Township has had to respond to fires from brush burning in the past. Please see attached chart from OFM February, 2021 Structure Fire Loss Ignition Sources for further information about fire causes.

### **Notable Changes**

- Burn barrels, once again, are not permitted.
- This ratio for fire safe distance will apply immediately to residential campfires and brush fires, and will go into effect April 1, 2022 for seasonal trailer parks and campgrounds (4.3.(c),(d),(e)).
- Seasonal trailer parks and campgrounds are now included in the By-law. The previous By-law had no regulations regarding campfires. Section 4.3 has been added and will provide consistency for all seasonal trailer parks and campgrounds in the Township. This section requires adherence to the ratio for fire safe distance and places the onus on Park owners, management, and renters to abide by the By-law. This particular portion of the By-law would not go into effect until April 1, 2022. This will provide for a period of advanced notice to campgrounds and trailer parks and time for the Fire Department to provide education to the owners and assist with implementation plans.
- The size of brush fire piles has been increased (5.2.(f)). It has long been observed that the vast majority of brush piles are much larger than what is allowed in the current By-law. Those who wish to purchase a permit must comply with all conditions stated in the By-law (3.4) as well as maintain the ratio for fire safe distance. For brush fires greater than 25 feet, approval must be granted by the Fire Chief or designate after an inspection of the location to confirm that all fire and life safety concerns are addressed. The maximum size of a brush fire shall not exceed 50 feet (5.2.(f)). Brush piles may only

burn between sunrise and sunset (5.2.(c)). In addition, permit holders will be asked to provide proof of insurance.

- Certified gas fueled outdoor appliances are better defined and included in the new draft.
- Built up areas as defined (1.1) and (3.4.(n)) have not changed and burning in these areas continues to be prohibited by the By-law. However, residents in built up areas are permitted to use a certified gas fueled outdoor appliance.
- The previous use of a consolidated version of the By-law will not be used. This confused residents who believed that the consolidated version was the By-law in its entirety. A diagram (attached) has been prepared to help understand the By-law. It will be posted online and available as a hand-out when permits are issued.
- Set penalty and costs has been updated to include reference to the recently established inspection fees. Fees related to contravention of the Bylaw are established in the Tarriff of Fees Bylaw.

The new draft By-law was discussed at length with all Captains and Senior Officers of the Selwyn Fire Department before the final recommended adjustments were added. Chief Fire Officials throughout the county were also contacted regarding both the size of campfires and brush piles, the ratio for fire safe distance, and time restrictions, all with very favourable responses.

The Selwyn Fire Department feels very confident with these recommendations. It is our hope that these changes will provide clarification to residents, and allow them to enjoy this community, while still providing the utmost in fire and life safety that the Department takes great pride in.

Should Council adopt the new By-law, the Fire Prevention Officer will be working directly with the Campground Operators about the Campground rules. In addition to posting information on the Township website, we will widely promote the Open Air Burning requirements through social media, advertising, Township signage and through our Council Communicator which is mailed to all Township ratepayers. We will also request the homeowner verify that they have valid insurance when we issue a burn permit.

## **Strategic Plan Reference**

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

## **Financial Impact**

There is no financial impact related to this report.

## **Attachment**

- Draft Open Air Burning By-law
- Open Air Burning Diagram
- Q&A Sheet

***Andrew Bowyer***

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Prepared By: Andrew Bowyer, Fire Prevention Officer

***Gord Jopling***

---

Reviewed By: Gord Jopling, Fire Chief

***Janice Lavalley***

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Reviewed By: Janice Lavalley, Chief Administrative Officer

## **Agreement**

This Agreement dated April 30<sup>th</sup>, 2021

### **Between**

The Corporation of the Township of Selwyn – “The Township”

### **and**

The Lakefield Chiefs Junior Hockey Club – “The Chiefs”

This Agreement (Agreement) relates to the use of the Lakefield-Smith Community Centre (LSCC) at 20 Concession Street, Lakefield, Ontario by the Lakefield Chiefs Junior “C” Hockey Club.

Further, the intent of the Agreement is to specifically identify operational responsibilities as it relates to The Chiefs Dressing Room. This “addition” to the original facility was approved by the former Village of Lakefield Council in 2000. All funds for the construction were secured by The Chiefs. The purpose of this facility addition was to provide The Chiefs with a dedicated and exclusive dressing room and the required space for the amenities necessary to facilitate team operations.

Further, The Chiefs acknowledge the current state and capacity of the LSCC to host hockey events and that no representation been brought forward by The Township to alter or enhance the facility’s existing services or capabilities, excluding those agreed to in this Agreement.

**It is hereby acknowledged** that the following items shall be the responsibility of the respective party and fully acknowledged in this Agreement.

### **The Chiefs will:**

- a. Adhere to this Agreement and the Facility Rental Agreement conditions; including all applicable Federal, Provincial and Municipal regulations specifically, but not limited to, careful adherence to the Municipal Alcohol Policy prohibiting alcohol in any areas within the LSCC.
- b. Provide the Township with a listing of all equipment and associated items located in the assigned dressing room and to provide updates to this listing as needed.
- c. Regularly clean and keep in good repair, The Chiefs dressing room and associated areas. The Chiefs are responsible for all costs involved in all maintenance, approved alterations and upkeep of The Chiefs dressing room.
- d. Acknowledge that no alterations whatsoever will be permitted to The Chiefs dressing rooms or any other components of the facility without a written request



being received by the Manager of Recreation Services and subsequently written authorization being issued.

- e. Ensure that, upon completion of the hockey season, The Chiefs dressing room shall be in a condition consistent with the condition which it assumed these facilities prior to commencement of each season's activities.
- f. Reimburse the Township for any damage to the LSCC by any member of The Chiefs or their executive. Also, assist The Township in recovering any expenses for repairs caused by the visiting teams up to and including Jr C League executive involvement, if necessary.
- g. Pay any costs associated with approved upgrades/renovations to The Chiefs dressing room.
- h. Ensure there is no sub-letting of The Chiefs dressing room and associated area to any other group except when in support of another ice rental that is authorized by The Township.
- i. As needed, provide/authorize access to the dressing room by Township Staff for the purpose of conducting repairs and/or mandated inspections by third party organizations (ESA, contractors, Public Health Unit, etc.)
- j. Pay any and all applicable license fees and taxes, including goods and services tax, Harmonized Sales tax and retail sales tax, in connection with The Chiefs operations.
- k. Ensure that The Chiefs have all necessary insurance coverage as set out in the Agreement section named Insurance.
- l. Provide the Township with an updated emergency contact list for The Chiefs representatives at the beginning of each season.

#### **The Township will:**

- a. Make available the ice surface, surrounding area and The Chiefs dressing room for ice rentals in accordance with the ice installation during the fall, depending on the arena ice installation schedule, through to completion of any post-season playoff schedules.
- b. Maintain in good repair all areas of the LSCC covered in the Agreement needed by The Chiefs for safe operations of their junior hockey activities.
- c. Provide the required utilities for safe operations of The Chiefs dressing room including; heat, hydro, water and sewage services.
- d. Have the right to access The Chiefs dedicated dressing room space for repairs or other emergency work. Township staff will make reasonable effort to notify the designated Chiefs representative prior to accessing The Chiefs dressing room.
- e. Provide The Chiefs with the updated emergency contact list for Township representatives.

#### **Indemnification**

The Chiefs shall defend, indemnify and save harmless the Township its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal

costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by The Chiefs in accordance with this Agreement, and shall survive this Agreement.

## **Insurance**

The Chiefs shall arrange for insurance coverage as described below and provide proof of their insurance to The Township in the form of a certificate of insurance which includes 30 days notice of cancellation.

### **Commercial General Liability Insurance**

#### **Coverage:**

The Chiefs shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to The Township and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- a. A limit of liability of not less than \$5,000,000 per occurrence.
- b. Add The Township as an additional insured with respect to the operations of the Named Insured (The Chiefs).
- c. The policy shall contain a provision for cross liability & severability of interest in respect of The Township.
- d. Broad Form Property Damage
- e. Contractual Liability
- f. The policy shall provide 30 days prior (written) notice of cancellation or material change.

## **Term**

The Agreement will be in effect commencing May 1<sup>st</sup>, 2021.

## **Termination**

In the event that The Chiefs contravene any of the terms of the Facility Rental Agreement, this Agreement, the Municipal Alcohol Policy and any other applicable law, the Township will have the right to terminate this Agreement which will be effective 30 days from the written notice.

In the event that the Township decides to sell, dispose or re-purpose the property known as 20 Concession, the Township will give one year's notice in writing to The Chiefs of such intent.

In the event that The Chiefs resolve to dissolve and/or discontinue operations at LSCC, it will give written notice to the Township by May 31st in the year it intends to dissolve its operations and the Agreement shall be at an end, commencing September 1st from the date of the said written notice.

In the event The Chiefs Dressing Room becomes vacant and so remains for a period of thirty days, it shall be presumed that The Chiefs have abandoned the property and the Township may re-enter and take immediate possession of the Dressing Room.

In the event of damage to the premises by fire, lightning or tempest, the Agreement shall cease until the premises are rebuilt, if in the opinion of the Township a rebuild is in its sole and best interest. The Township shall not be responsible for the providing of alternate accommodations until the premises are rebuilt.

**In Witness Whereof** the parties have duly executed this Agreement.

**The Corporation of the  
Township of Selwyn**

\_\_\_\_\_  
Andy Mitchell  
Mayor

\_\_\_\_\_  
Angela Chittick  
Clerk

**The Lakefield Chiefs**

\_\_\_\_\_  
Authorized Signing Officers

Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signing Officers

Name: \_\_\_\_\_

## **Partnership Agreement**

This Agreement dated April 30<sup>th</sup>, 2021

### **Between**

The Corporation of the Township of Selwyn – the “Township”

### **and**

Lakefield Chiefs Junior Hockey Club – the “Chiefs”

This Agreement relates to sponsorship and advertising and other considerations hereinafter outlined regarding sponsorships and advertising at 20 Concession Street, Lakefield, which will be referred to as LSCC hereinafter.

**It is hereby acknowledged** that the following items shall be the responsibility of the respective party and fully acknowledged in this Agreement.

### **The Chiefs agrees to:**

- a) Pay to the Township an agreed share of sponsorship and advertising revenues that are placed within and on the property of the facility at LSCC. The agreed payments commence on May 1st, 2021 and will increase annually on May 1st as set out on Schedule A.
- b) The base payment amount shall be paid to the Township by October 31<sup>st</sup> each year and the additional percentage share shall be paid by April 30<sup>th</sup> of the following year.
- c) Refrain from placing advertising of offensive or inappropriate material that may cause patrons, users, and staff of the facility to be offended or feel uncomfortable.
- d) Refrain from placing advertising in areas that may be dangerous for users, patrons, and staff of the facility.
- e) Refrain from placing advertising in areas that would obstruct the view for patrons, users, and staff of the facility.
- f) Keep organized records of all sponsors and advertisers that utilize the facility and send annual reports to the Manager of Recreation Services at the Township.
- g) Collect and record all billings associated with sponsorships and advertising in the LSCC as set out herein.
- h) Maintain the Township's existing LSCC advertising relationships and not alter pricing for the remainder of the term in these existing agreements that are in place between these advertisers and the Township.
- i) Engage suitable third-party contractors to professionally install all work that is

preapproved by the Township.

- j) Pay all costs associated with the production, installation, maintenance and repair of all advertising properties. In-ice logos will be contracted to the Township for install with all costs for in-ice logos to be paid by the Chiefs.
- k) Provide to the Township notice of new advertisers that might be interested in other Township advertising and sponsorship opportunities

### **The Township agree to:**

- a) Maintain the LSCC in a good state of repair.
- b) Not remove advertising without consulting the Chiefs prior to doing so.
- c) To refer all advertisers interested in the LSCC to the Chiefs.
- d) To transfer all existing LSCC advertising agreements to the Chiefs.

### **Advertising Locations**

Advertising locations are defined below:

#### **Pre- Approved locations include:**

- Rink Boards (3'x8') – maximum of 32 spots on east side and north and south ends of rink.
- Wall Boards (4'x8') – 24 existing locations (new locations to be agreed upon with the Township)
- Score Clock – Only the centre logo (3'x5') is available. Existing Pepsi signs are exempt entirely from this agreement.
- Ice logos on the ice surface – 1 Centre ice (16'x16') and maximum of 8 spots (6'x6') at agreed upon locations.
- Ice resurfer – 3 surfaces including the two sides and top of machine
- Stair risers - size to be determined
- Dressing room doors – size to be determined
- Chiefs Dressing room walls and doors – number and locations to be determined by the Chiefs.

#### **Potential locations include:**

Any potential advertising locations will be discussed and approved by the Manager of Recreation Services prior to any sales and installation as noted below. The Township will review these requests within a reasonable time frame in order to accommodate the Chiefs sales opportunities.

- Playing surface glass – size to be determined
- Concourse walls – size to be determined
- Facility doors and windows – size to be determined
- Grandstands and stairwells – size to be determined

## **General**

- a) This Agreement shall be in place commencing on May 1, 2021 until April 30, 2024. The agreement shall be automatically renewed each year thereafter unless either party gives 90 days notice in writing. Schedule A – Payment will be updated and attached to this Agreement.
- b) Annually in April of each year, the Chiefs and the Township will meet to review the Chiefs sponsorship and advertising programs and to review the reconciled payments owed to the Township in accordance with Schedule A.
- c) This agreement only applies to the LSCC and advertising locations as outlined herein. Other rentals or Township hosted events, including any sponsorship revenue will be at the discretion and responsibility of the Township and/or the applicable renter.
- d) This agreement does not also include revenue sharing for any Chiefs events hosted outside of the LSCC.
- e) This agreement shall inure to the benefit of and be binding upon the parties hereto, and their respective heirs, executors, administrators, successors and assigns, and that all covenants herein contained shall be construed as being joint and several, and that when the context so requires or permits the singular number shall be read as if plural were expressed and the masculine gender as if the feminine or neuter, as the case may be, were expressed.
- f) The Township and the Chiefs may, acting reasonably, change terms outlined in this agreement or as subsequently agreed to in writing, upon providing reasonable prior written notice. Such changes will be agreed to in writing and attached hereto as a memorandum of understanding.
- g) Changes to this agreement may result from a failure/event that is caused and beyond reasonable control of the parties. Without limiting the generality of the foregoing, the parties agree that force majeure events shall include fire/damage, natural disasters, acts of war, insurrection, pandemic and terrorism. If a party seeks to excuse itself from its obligations under the agreement due to a force majeure event, that party shall immediately notify the other party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance.



**In Witness Whereof** the parties have duly executed this Agreement.

**The Corporation of the  
Township of Selwyn**

\_\_\_\_\_  
Andy Mitchell  
Mayor

\_\_\_\_\_  
Angela Chittick  
Clerk

Corporate Seal

**The Lakefield Chiefs**

\_\_\_\_\_  
Authorized Signing Officers

Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signing Officers

Name: \_\_\_\_\_

### Schedule A - Payment

<b>Year</b>	<b>Base Payment (based on \$11,550 plus 5% annual increase)</b>	<b>Addition 5% \$11,550 to \$25,000</b>	<b>Addition 7.5% \$25,000 to \$50,000</b>	<b>Over \$50,000</b>
<b>2021</b>	\$11,550.00	$(\$25,000^1 - \$11,550) * 5\%$	$(\$50,000^2 - \$25,000) * 7.5\%$	( <sup>3</sup> to be negotiated)
<b>2022</b>	\$12,127.50	$(\$25,000^1 - \$12,127.50) * 5\%$	$(\$50,000^2 - \$25,000) * 7.5\%$	( <sup>3</sup> to be negotiated)
<b>2023</b>	\$12,733.87	$(\$25,000^1 - \$12,733.87) * 5\%$	$(\$50,000^2 - \$25,000) * 7.5\%$	( <sup>3</sup> to be negotiated)

<sup>1</sup> The revenue generated between the amount of \$25,000 and the base amount for the year would initiate a payment to the Township from the Chiefs of 5% for every dollar generated up to the limit of \$25,000, at the end of that term (April 30<sup>th</sup>). This figure is based on total revenue from the proceeds of selling sponsorship and advertising at LSCC.

<sup>2</sup> The revenue generated between the amount of \$50,000 and \$25,000 for the year would initiate a payment to the Township from the Chiefs of 7.5% for every dollar generated up to the limit of \$50,000, at the end of that term (April 30<sup>th</sup>). This figure is based on total revenue from the proceeds of selling sponsorship and advertising at LSCC.

<sup>3</sup> The share of total revenues for sponsorship and advertising generated by the Chiefs in excess of \$50,000 will be negotiated between the parties.



**Date:** May 11<sup>th</sup>, 2021  
**To:** Mayor Andy Mitchell and Council Members  
**From:** P. Mike Richardson, Manager of Recreation Services  
**Subject:** Lakefield Chiefs Agreements  
**Status:** For Direction

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## **Recommendation**

That the report of the Manager of Recreation Services entitled Lakefield Chiefs Agreements be received for information; and

That Bylaw 2021-042, A Bylaw to authorize the execution of agreements with the Lakefield Chiefs related to the use of the dedicated dressing room space and the Partnership Agreement related to sponsorship/advertising revenues, be brought forth under the Bylaws section of the agenda for passage.

## **Information**

Council will recall that the Township completed the Service Delivery Review (SDR) for the Recreation Services department in 2020 through the consulting services of Monteith Brown with financial support of the Provincial Modernization and Efficiency Grant. On November 16, 2020, Council approved the final report from the SDR which included twenty-four (24) recommendations for the modernization and operational efficiency of the Recreation Services department.

Recommendation #18 addressed developing a formal agreement with the Lakefield Chiefs and stated that the Township will;

*Enter into a formal agreement or Agreement with the Lakefield Chiefs to help offset associated costs specifically with their team's operations, as previously articulated in a Staff Report to Council in December 2019 (Staff Report to Township Council entitled Arena Deficits dated December 19, 2019) Exclusive use of municipal space by an independent organization typically warrants a written agreement that outlines roles, responsibilities and liability mitigation measures (e.g. insurance requirements).*

This recommendation is consistent with the initiatives established as part of the 2018 Strategic Plan and the Recreation Services Plan which was approved in 2012 and updated in 2017.

The Lakefield Chiefs have been in operation since the 1970s with the Lakefield Smith Community Centre (LSCC) as their home. The Jr C Hockey Club has exclusive use of the approximately 1200 sq. ft. Lakefield Chiefs' dressing room constructed and paid for

by their club in the late 1990s. There are no rental fees for the exclusive space nor operational costs specifically billed back to the Chiefs to cover their operational expenses. The Chiefs pay the approved ice rates for all of their ice time through the Township's Facility Rental Agreement that all ice user groups execute.

The Lakefield Chiefs Agreement has been developed in consultation with the Chiefs, and is attached hereto for your information. The agreement establishes the responsibilities of both the Chiefs and the Township as related to their exclusive use of the dressing room space. Township staff contacted six other municipalities that also have Jr C Hockey clubs as primary tenants. Their arrangements appear very similar to our own with exclusive dressing room space being provided at no additional cost to the team.

Staff have proposed some changes to the facility rental fee structure which the Chiefs have indicated that they are agreeable to. These include a rental of 3 hours instead of 2.5 hours on game nights. This is more reflective of the actual rental length and associated costs to the Township and is similar to the practices seen in the other municipalities. Staff are also recommending a new playoff ice rate to be established as part of the Fees By-Law update to be completed as part of the 2022 budget consideration. While we are very pleased to see the Chiefs do well in regular season play and go deep into the playoffs, the reality is that this success leads to increased deficits for the Township. The extended season provides benefits to the Chiefs from increased gate receipts. This new rate, proposed to include a 15% premium charge, would help to offset additional costs related to maintaining the ice to accommodate the playoff which can run well into April.

The Chiefs executive had previously proposed a Partnership Agreement related to sponsorship and advertising opportunities at the LSCC. Council referred this matter to staff to discuss in conjunction with the development of the dressing room agreement. Staff have worked with the Chiefs to develop a Partnership Agreement which is satisfactory and beneficial to both parties, a copy of which is attached hereto. This Agreement provides for the Chiefs to pay a base amount each year, which is equal to the current total advertising revenues for the LSCC in the first year and increasing by 5% each year thereafter. In addition the Township would receive a share of additional sponsorship /advertising revenues as set out in the Schedule A of the Partnership Agreement. This agreement provides for annual growth to typical advertising revenues and provides the opportunity for increased revenues through sharing of the sponsorship/advertising revenues achieved by the Chiefs.

## **Financial Impact**

The Partnership Agreement provides for guaranteed moderate annual growth in the typical advertising amount as well as the opportunity for additional revenues through the sharing of additional sponsorship/advertising revenues achieved. The adjustments in the facility rental rates will assist in offsetting the costs related to the Chiefs games both throughout the season and into the playoffs. These opportunities for additional revenue will help to reduce the ongoing operating deficit experienced at this facility.

## Strategic Plan Reference

Implementation of the various items outlined in this report has the potential to impact various areas of the strategic plan.

- *Foster a healthy, engaged and connected community*
- *Achieve excellence in governance and service delivery.*
- *Cultivate partnerships and promote collaboration.*

## Environmental Impact

There would be no environmental impact or change due to the Lakefield Chiefs Agreement or Partnership Agreement.

## Attachments

- Dressing Room Use Agreement
- Partnership Agreement

*P. Mike Richardson*

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**Prepared By: P. Mike Richardson**  
**Manager of Recreation Services**

*Janice Lavalley*

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**Approved By: Janice Lavalley**  
**CAO**

<b>Section:</b> Compensation & Benefits	<b>Policy Number:</b> 3.2
<b>Subject:</b> Employee Benefits	<b>Effective Date:</b> April 1, 2008
	<b>Revision Date:</b> December 2019
<b>Page:</b> 1 of 2	

## Employee Benefits

### ***Purpose:***

The Township is committed to the well-being of its employees and as such offers a full benefits package to all permanent full-time employees.

### ***Scope:***

This policy applies to all employees classified as permanent full-time. Contract and permanent part-time employees may also join the benefits program under the conditions outlined in this policy.

### ***Policy:***

1. OMERS Pension Plan: All permanent full-time employees shall, as a condition of employment, become members of OMERS effective on the date of hire. The Township will pay the required employer contribution into the OMERS plan for each contributing employee.

The OMERS plan is optional for other than continuous full-time employees once the eligibility criterion in each of the two (2) years prior to application has been met:

- the employee has earned at least 35% of the Years Maximum Pensionable Earnings (YMPE); or,
- the employee has worked 700 hours.

As per previous practice, should OMERS provide a Contribution Holiday the Township of Selwyn will match an employee contribution of up to 4% of the employee's wages to the CIBC Group RSP.

2. Medical Services: Drug Plan to be paid 100% by employer and Dental Plan to be paid 100% by employer. Vision Care Maximum of \$250.00 per child each year and \$250 per adult every 2 years. Dental Care 100% coverage based on the current year Ontario Dental Association Schedule of Fees. Deluxe Travel coverage to be paid 100% by the employer. Employee Assistance Program to be paid 100% by the employer. Any applicable deductible will be reimbursed to the employee upon submission of a receipt.



Permanent part-time and contract employees are eligible to participate in the plan provided they meet the criteria for OMERS participation. These employees must pay 50% of the cost of the benefits program. Payment is processed through payroll deduction. If these employees are off work for a period longer than one month for any reason, they must continue payments for benefits through post-dated cheques.

Eligible active permanent full time employees participating in the Township plan shall be covered beyond the age of 65 as outlined below:

- Health Benefits have no age limit, however at age 65 the Ontario Drug Benefit becomes the first payor of the benefits.
- Dental Benefits has no age limit.
- Travel coverage terminates at age 70
- Employee Assistance Program has no age limit for active employees
- LTD coverage terminates 3 months before 65th birthday
- Short Term Disability coverage terminates at age 65
- Life Insurance and A.D&D coverage terminates at age 71, however at age 65 benefits reduce by 50% to a maximum of \$175,000.

Permanent active part-time employees and Council members participating in the Township plan pay 50% of the premium cost of their benefits. These employees are only eligible for Health, Dental and travel. As above, Health and Dental have no age limit, however Travel terminates at age 70.

### 3. Retirement Benefits:

- a) Employees retiring to an OMERS pension should contact OMERS to confirm their planned retirement date to ensure a continuity of income. The effective date of a normal retirement pension will be the first day of the month following the month of the member's retirement. OMERS pensions are payable in equal monthly instalments on the first day of the month, for that month (that is, not in arrears).
- b) Upon retirement of an employee to an OMERS pension and provided that the employee has worked for the Corporation, which includes the former municipalities that now make up the Corporation, for a minimum of fifteen (15) years, the semi-private hospital care, extended health plan, vision care, dental and deluxe travel plans as set out in Sections 2 and 6 will continue to be paid by the employer. This coverage shall remain in effect from the date of retirement for a period of ten (10) years or to age 65.
- c) A permanent employee who is retiring to an OMERS pension and who provides 6 months written notice to their supervisor of his/her pending retirement will be provided with a monetary retirement benefit calculated based upon his/her annual vacation entitlement as of January 1<sup>st</sup> of the retirement year. This monetary benefit is intended to act as an incentive for retiring employees and to provide working notice to the Corporation. Employees are not entitled to take this benefit as vacation time in lieu of payment.

4. Life Insurance: Two times annual salary.
5. Accidental Death and Dismemberment: Two times annual salary.
6. Semi-Private Hospital Coverage: 100% Coverage
7. Sick Leave, Weekly Indemnity and Long Term Disability are provided as outlined in the Sick and other Medical Leave Policy 3.10.

***Related Documents:***

- Sick and other Medical Leave Policy 3.10
- Benefits Booklets



**Date:** May 11, 2021

**To:** Mayor Andy Mitchell and Council Members

**From:** R. Lane Vance, Manager of Financial Services

**Subject:** Benefit Cost Increases 2021

**Status:** For Information.

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## Recommendation

That the report of Manager of Financial Services regarding Benefit Cost Increases 2021 be received for information.

## Information

A key component of the Township's overall remuneration package for its staff complement is the Employee Benefits package as outlined in section 3.2 of the Organization Policy. In addition to the OMERS pension plan and Retirement Benefits, the Township also provides various medical and insurance coverages.

The plan for these coverages consists of two components:

1. Medical Services, healthcare, dental benefits, vision care and travel insurance
2. Short term Disability, Long Term Disability, Life Insurance and A.D.D. overage.

Actual coverages have not changed substantially since amalgamation, and any plan format changes or minor tweaks have been approved through Council reports that are normally provided once per term.

Both of the plan components outlined above are reviewed and renewed annually through an insurance broker. The Township has a good working relationship with our broker, TCB Group - Liiz Steele insurance (formerly Gagne Insurance Brokers).

While both components of the plan are affected by usage and experience, our broker has consistently been able to use the strength of their client pool to mitigate premium increases or use one component of the coverage to offset increases in the other component.

The insurance aspects of the plan (noted as item 2 above) have been particularly utilized over the last few years. In addition, the number of claims has compounded the impact of the claims on the insurance provider.

As a result, the 2021 renewal is seeing premium increases never before experienced by Selwyn Township. Rates are increasing overall by 33%, driven in large part by the LTD premium increase of 241%.

Even more disturbing, our broker has been unable to get any other carriers to provide alternate quotes for our business. This is an unfortunate situation based on a couple of years of poor history of employees requiring coverage. As Council can appreciate, given the confidential nature of the claims and experience history, staff are not able to provide any detailed information, especially in open session.

The Selwyn benefits review team has been working with the broker to consider other options, appeals to the carriers, multi-year guarantees and even self-insuring certain aspects of the insurance coverage.

While the Township needs to maintain a continuity of service for the staff complement, this report is provided to inform Council of the increases and that the Township benefits team is working through all options to mitigate these increases.

## **Strategic Plan Reference**

*Achieve excellence in governance and service delivery.*

## **Environmental Impact**

No adverse environmental impact by approving the above noted recommendation.

## **Financial Impact**

The increase in benefit premiums effective May 2021 is approximately \$11,750 per month. This is a substantial increase and significantly over the nominal annual increase that is typically budgeted.

Additional financial impacts and mitigation measures will be provided as part of the Financial Statement Q2 Report in the summer of 2021.

## **Attachment**

- 3.2 Employee Benefits

*R. Lane Vance*

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**Reviewed By: R. Lane Vance, Manager of Financial Services**

*Janice Lavalley*

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**Approved By: Janice Lavalley, C.A.O.**



**Date:** May 11, 2021  
**To:** Mayor Mitchell and Members of Council  
**From:** Ashley Henderson, Administrative Assistant  
**Subject:** 2021 Municipal Grant & Recognition Awards  
**Status:** For Direction

## Recommendation

That the report of the Administrative Assistant with respect to the 2021 Municipal Grants & Recognition Awards be received for information; and

That \$100.00 be allocated to Thomas A. Stewart Secondary School (T.A.S.S.) for the Community Service Award recipient to recognize a Selwyn student; and

That the following groups be allocated a Municipal Grant for the year 2021.

Organization	Grant \$
1. Abbeyfield House Society of Lakefield	\$275.00
2. Beautiful Buckhorn Foundation Inc.	\$275.00
3. Bridgenorth Beautification Committee	\$275.00
4. Buckhorn Community Centre & Athletic Association	\$275.00
5. Buckhorn District Tourist Association	\$275.00
6. Christ Church Community Museum	\$275.00
7. Community Care - Buckhorn Office	\$275.00
8. Community Care - Chemung Office	\$275.00
9. Community Care - Lakefield Office	\$275.00
10. Ennismore and District Horticultural Society	\$275.00
11. Kawartha Lake Stewards Association	\$275.00
12. Lakefield Community Garden	\$275.00
13. Lakefield & District Horticultural Society	\$275.00
14. Lakefield & District Lion's Club	\$275.00
15. Lakefield Farmer's Market	\$275.00
16. Quilts for Cancer Peterborough County	\$275.00
17. Smith-Ennismore Senior Citizen's Club	\$275.00
18. United Way Peterborough & District	\$275.00

## Information

Each year during the budget process Council establishes the amount of funding available for allocation as Municipal Grants and Recognition Awards. The purpose and objectives of the Municipal Grants/Recognition Awards Policy are as follows:

1. To provide financial assistance, supplementary to the main sources of revenue, for organizations that have demonstrated the ability to provide services that are of general benefit to the community.
2. To recognize the value of the volunteers and organizations whose programs promote well-being and enhance the quality of life in this community.
3. To assist other communities who are facing specific crisis situations of an overwhelming magnitude, e.g. 1998 ice storm.
4. To provide recognition to individuals or teams making extraordinary accomplishments.

Each year, eligible members of the municipality are given the opportunity to submit an application for Municipal Grant funding, and throughout the year, community members are welcome to submit applications for a Recognition Award.

## Strategic Plan Reference

Supporting community groups through the Township's Municipal Grants program aligns with the Strategic Plan's Goal to foster a healthy, engaged and connected community.

## Financial Impact

The budgeted amount for the Municipal Grants program in 2021 is \$5,000.00. Eighteen (18) applications for Municipal Grants have been received for 2021, which allows for \$275.00 to be granted per applicant. In 2020 there were twenty (20) applications received.

## Attachment

- Schedule A - Municipal Grant Applications Detailed Information

*Ashley Henderson*

**Prepared By:** Ashley Henderson, Administrative Assistant

*Angela Chittick*

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

*Janice Lavalley*

**Approved By:** Janice Lavalley, Chief Administrative Officer



## Schedule A - Municipal Grant Applications Detailed Information

### 1. Abbeyfield House Society of Lakefield

**Mission Statement:** The Abbeyfield House Society of Lakefield is a not-for-profit incorporated charity developing partnership to secure funding to build a middle-income Abbeyfield house in Lakefield.

**Proposed Use:** To fund a Capital Campaign launch event such as a dinner or concert depending on COVID restrictions this fall.

### 2. Beautiful Buckhorn Foundation Inc.

**Mission Statement:** Our foundation is committed to beautifying the Buckhorn area and to enhancing the areas visual appeal for businesses, residents and visitors. Our foundation, its volunteers and the surrounding communities believe this enhancement has an incredibly positive impact on tourism in the entire Buckhorn area. We are a not-for-profit organization operated entirely by volunteers. In addition to the geraniums, we have been preserving and maintaining the iconic Buckhorn Buck since we purchased it in 1985. The Buckhorn Buck and the barrels of geraniums are among the most recognizable and popular landmarks and tourist attractions in the Buckhorn area.

**Proposed Use:** For the purchase of geranium plants, soil and maintenance and watering of geraniums in the Township of Selwyn side of Buckhorn and the replacement of stolen plants and planting barrels. Purchase of water being trucked and delivered from Omemee.

### 3. Bridgenorth Beautification Committee

**Mission Statement:** To create, maintain, update and multiply gardens in the Hamlet of Bridgenorth for the purpose of instilling civic pride within the community, encouraging tourism and creating economic development.

**Proposed Use:** To hire a student gardener, pay for hanging baskets in heritage park, inserts for planters to be placed in front of businesses on Ward street, pay for annuals to be planted in Heritage Park, Christopher garden, the LCBO garden and Bell's Church garden. For new or replacement perennials in all of our gardens, to maintain the islands by killing the weeds, for a planter box under the "Welcome to Bridgenorth" sign, purchase new planter boxes for Ward street to allow for two inserts per year (winter and summer), plant new perennials in Champlain Park, design and install street flags and/or winter decorations on posts on Ward street.

### 4. Buckhorn Community Centre & Athletic Association

**Mission Statement:** The BCC is a busy, multi-use facility, offering special events and active programs to meet recreational, social and cultural needs of people in our community.

**Proposed Use:** To ensure the viability of the BCC to continue to provide recreational, social and cultural activities over the short and long term by adaptations made in all facility and program delivery areas to meet the safety needs of our participants and volunteers.

## 5. Buckhorn District Tourist Association

**Mission Statement:** To promote local businesses, provide opportunities for businesses and their growth, assist community organizations and promote tourism in the Buckhorn area.

**Proposed Use:** For advertising costs to promote tourism in our township and for decorations/flowers in the Selwyn portion of Buckhorn.

## 6. Christ Church Community Museum

**Mission Statement:** To restore and preserve the Church and the graveyard. To be open to the public for viewing, research and education.

**Proposed Use:** For the second phase of masonry repairs.

## 7. Community Care – Buckhorn Office

**Mission Statement:** Powered by Volunteers and Staff, Community Care Peterborough supports the health and well-being of individuals, caregivers and communities. As a trusted health care partner, our high-quality programs allow people across our rural and urban region to maintain their independence and dignity.

**Proposed Use:** To support our unfunded programs such as Information and Referral, Health and Wellness Clinics, Medical Equipment Loan and Outreach. Used to support operational costs relating to funded programs such as transportation, Caremobile, Home Help & Maintenance Personal Distress Alarms, Reassurance Checks, Meals on Wheels, Social and Congregate Dining and Friendly visiting.

## 8. Community Care – Chemung Office

**Mission Statement:** Powered by Volunteers and Staff, Community Care Peterborough supports the health and well-being of individuals, caregivers and communities. As a trusted health care partner, our high-quality programs allow people across our rural and urban region to maintain their independence and dignity.

**Proposed Use:** To promote and provide services at no cost to our clients such as exercise and fall prevention classes, blood pressure clinics and social drop-ins. Equipment such as stethoscopes, blood pressure cuffs, small weights, resistance bands, Nordic poles and sanitizing/cleaning products for equipment.

## 9. Community Care – Lakefield Office

**Mission Statement:** Powered by Volunteers and Staff, Community Care Peterborough supports the health and well-being of individuals, caregivers and communities. As a trusted health care partner, our high-quality programs allow people across our rural and urban region to maintain their independence and dignity.

**Proposed Use:** Applied to the provision of home support programs for those living in the Township.

## **10. Ennismore and District Horticultural Society**

**Mission Statement:** Fostering the love of gardening while enhancing the natural beauty of Ennismore.

**Proposed Use:** Purchasing of flowers, plants and shrubs for our 6 community gardens. Additional cost this year is our Zoom licence to host our general and board meetings.

## **11. Kawartha Lakes Stewards Association**

**Mission Statement:** The Kawartha Lakes Stewards Association is a volunteer, non-profit organization of cottagers, year-round residents and local businesses formed to monitor the water quality of the Kawartha Lakes, to educate the public, and to conduct research in new areas of public concern. With strong links to governments, academic institutions, conservation authorities and many local organizations, KLSA is now in its nineteen year of operation.

**Proposed Use:** Volunteer collection of water samples at a total of 69 sites spread across 11 lakes, for the analysis in local labs. Monitoring water samples, reporting what is entering water systems, educating community, publishing annual Report on Water Quality, distributing free publications, etc.

## **12. Lakefield Community Garden**

**Mission Statement:** To provide a space to garden, to provide a stream of fresh reliable produce, a place to relax, a place to learn and to experience the benefits of gardening.

**Proposed Use:** The funds will be used to purchase triple mix and to create a new bed and renew plots #14 - #18.

## **13. Lakefield & District Horticultural Society**

**Mission Statement:** The aim of the Society is to encourage beautification in our village and to further foster interest and improvements in horticultural education.

**Proposed Use:** Funding 5-6 garden beds, 19 hanging baskets and 12 planters around the village. To fund experienced speakers for educational purposes.

## **14. Lakefield & District Lions Club**

**Mission Statement:** To empower volunteers to serve their community, meet humanitarian needs, encourage peace and promote international understanding.

**Proposed Use:** To assist people in need in the community, to assist community leaders in the betterment of the community and to assist youth where needed.

### 15. Lakefield Farmer's Market

**Mission Statement:** The goal of the LFM is to strengthen the infrastructure critical to local food security in Selwyn township by bringing together local producers and consumers in an inclusive space where community can be built, centred around the sale of local produce and artisanal products.

**Proposed Use:** The funds granted will be used to help offset operating costs, including advertising, protocols relating to COVID safety and to grow the market by attracting new customers.

### 16. Quilts for Cancer Peterborough County

**Mission Statement:** Quilts for cancer is a volunteer organization whose mission is to make and deliver quilts to cancer patients in our community. Quilts are provided at no cost.

**Proposed Use:** Funds will be used to purchase fabric and flannel backing.

### 17. Smith-Ennismore Senior Citizens Club

**Mission Statement:** To provide a venue for persons 50 years of age and over. To pursue hobbies and similar interests as provided by the club. To provide a social atmosphere to interact with peers, an outlet for their talents, etc.

**Proposed Use:** To offset expenses and assist in providing supplies for activities, etc.

### 18. United Way of Peterborough and District

**Mission Statement:** Our focus includes meeting the basic needs of the most vulnerable people in our communities and building the capacity of individuals to engage in employment, education and/or skills training opportunities.

**Proposed Use:** To purchase backpacks for students at Lakefield Public School, St. Paul's Catholic Elementary School, Chemong Public School and St. Martin's Catholic School, as well as students attending secondary school in Peterborough.



**Date:** May 11, 2021

**To:** Mayor Mitchell and Council Members

**From:** Angela Chittick, Manager of Community & Corporate Services/Clerk

**Subject:** Various By-laws

**Status:** For Direction

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## **Recommendation**

That the report of the Manager of Community & Corporate Services/Clerk regarding various By-laws be received for information; and

That By-law 2021-040, a By-law to deem Lot 1 on Registered Plan No. 11 Ennismore Ward, Township of Selwyn, be brought forward to the By-law section of the agenda for consideration.

## **Information**

### **Deeming By-law – 193 Arnott Drive**

Council may recall that in late 2020, the Township deemed a portion of the Arnott Drive road allowance surplus to its needs and sold the lands to the adjacent landowners – Kevin and Denise Noonan of 193 Arnott Drive. In order to merge the road allowance to the Noonan property, a Deeming By-law is required. By-law 2021-040, will merge Lot 1 on Registered Plan 11, Ennismore Ward to the surplus portion of the road allowance.

## **Attachments**

- None

## **Environmental Impact**

No specific impact related to this recommendation.

## **Strategic Plan Reference**

Achieve excellence in governance and service delivery

*Angela Chittick*

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

***Janice Lavalley***

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Reviewed By: Janice Lavalley, Chief Administrative Officer



**Date:** May 11, 2021

**To:** Mayor Andy Mitchell and Council Members

**From:** Angela Chittick, Manager of Community & Corporate Services/Clerk

**Subject:** Stop and Close Shoreline Road Allowance – Applicant Dave Pearson

**Status:** For Direction

## Recommendation

That the report of the Manager of Community & Corporate Services/Clerk regarding the request to stop up and close a portion of the unopened shoreline road allowance at 1724 Poplar Point Road be received for information; and

That the unopened portion of the shoreline road allowance described as PIN 28399-0023 (LT), be deemed as surplus lands with the intent to sell the lands to Dave Pearson, and that the process to stop-up, close and dispose of these lands be commenced with all costs of the said process being paid for by the applicant, in addition to the costs of the lands as determined by the Township's Procedure for Closure and Disposal of Road Allowances; and

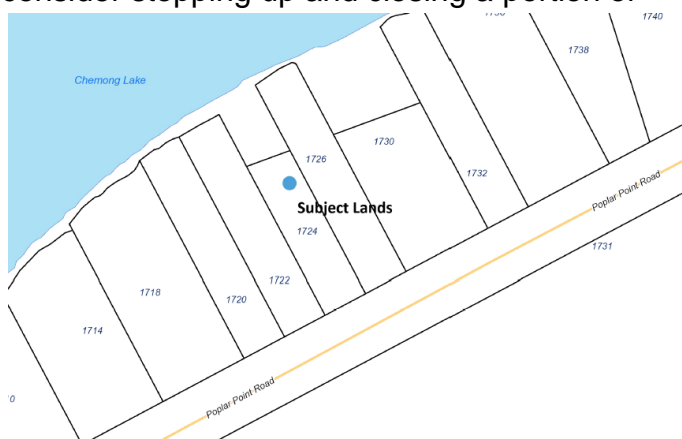
That a By-law be brought forward to a future Council meeting to authorize and facilitate the execution of necessary documents to complete the transaction.

## Information

Dave Pearson is requesting that Council consider stopping up and closing a portion of the Shoreline Road Allowance that lies adjacent to his property at 1724 Poplar Point Road, Smith Ward.

The original road allowance runs through the upper portion of his property and is shown adjacent.

The stop up and closure will proceed in accordance with the Township's approved policy.



## Strategic Plan Reference

Achieve excellence in governance and service delivery

### **Financial Impact**

All costs related to the process will be borne by the applicant. The applicant will also purchase the portion of the unopened road allowance in accordance with the valuation established in the Township's Procedure for Closure and Disposal of Road Allowances; expected to be approximately \$2,500.00.

### **Attachment**

- None

*Angela Chittick*

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

***Janice Lavalley***

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Reviewed By: Janice Lavalley, Chief Administrative Officer





**Date:** May 11, 2021  
**To:** Mayor Andy Mitchell and Council Members  
**From:** Angela Chittick, Manager of Community & Corporate Services/Clerk  
**Subject:** Correspondence Report  
**Status:** For Direction and Information

### Correspondence for Direction

**Recommendation:**

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

None.

### Correspondence for Information

**Recommendation:**

That the following items of correspondence be received for information:

1. AMO Update – [Ministry of Transportation Bill, CSPA Regulations, Municipal Act Clarification and Delegation Requests](#)
2. AMO Update – [Reports on Long-Term Care Pandemic Response](#)
3. AMO Update – [Province Introduces Paid COVID-19 Leave](#)
4. AMO Update – [Long-Term Care Commission Report Overview and Digital Ontario](#)
5. Maryam Monsef - [Government Invests \\$2.5 million to Youth Jobs](#)
6. PKED - [2021 AGM Media Release](#)
7. Kawartha Chamber of Commerce and Tourism – NewsFlash! [April 27<sup>th</sup>](#) and [May 4<sup>th</sup>](#) 2021
8. Peterborough Distribution – [Goodbye Postcard](#)
9. Hydro One - Peterborough - [Welcome Postcard](#), [Backgrounder](#) and [FAQ's](#)
10. Hague Point Lakefield Campground – Resident [Letter 1](#) and [2](#)
11. City of Brantford - [Prohibition on Golfing and Other Outdoor Recreational Activities](#)
12. Fort Erie - [Road Management Action on Invasive Phragmites](#) and [Source Water Protection](#)
13. Kawartha Lakes - [Pigeon Lake Management Plan](#)
14. South Bruce Peninsula - [Lottery Licencing to Assist Small Organizations](#)
15. City of Port Colborne - [Cannabis Licensing and Enforcement](#)
16. Town of Amherstberg - [Planning Act Timelines](#)
17. Municipality of Calvin - [3 Digit Suicide Line](#) and [Support for Fire Departments](#)
18. Perth - [Provincial Hospital Funding of Major Capital Equipment](#)
19. Aurora – [Suicide Crisis Prevention Hotline](#)

Angela Chittick

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

Janice Lavalley

Reviewed By: Janice Lavalley, CAO

## **AMO Policy Update – Ministry of Transportation Bill, CSPA Regulations, *Municipal Act* Clarification and Delegation Requests**

### **New Road Safety Legislation**

The Minister of Transportation, the Honourable Caroline Mulroney, introduced new road safety legislation in the Ontario Legislature yesterday. The Bill focuses on increasing and escalating penalties for stunt driving and street racing including higher fines, vehicle impoundment, demerit points, license suspensions, and mandatory courses.

The Bill also includes new changes aimed at regulating Ontario's towing industry, introducing a Director of Towing in the Ministry of Transportation (MTO), company, driver and vehicle standards, and protections for consumers. Currently some municipalities license tow truck operators to protect consumers. These local regimes will continue but could potentially be replaced by the provincial regulator in the coming years. MTO will be consulting with affected municipalities.

The Bill makes changes, also, to the incident collection requirements to track car doors hitting cyclists and electric scooters, and redefines power assisted bicycles. While AMO was hopeful that changes requested by municipal governments to increase *Highway Traffic Act* fines would be brought forward, these changes were not included in the Bill at this time. However, MTO is working to allow Administrative Monetary Penalties for red-light and Automated Speed Enforcement technology infractions under section 21.1 of the Act to be in place by July 1, 2022.

### ***Community Safety and Policing Act, 2019 (CSPA) Regulations***

The Ministry of the Solicitor General is consulting on new regulatory proposals that are necessary to bring the Act into force. Additional regulatory proposals will be posted in the future. The first five proposals are:

1. Oaths and affirmations for police officers, First Nation Officers, special constables, auxiliaries, and police service board members,
2. Composition of the Ontario Provincial Police (OPP) Governance Advisory,

3. A review and revision period for community safety and well-being (CSWB) plans,
4. Suspension without pay, and
5. Chief's referral to the Law Enforcement Complaints Agency.

Comments will be accepted until June 7, 2021. AMO will be reviewing and providing general comments on these regulations and members are encouraged to examine them and submit comments as appropriate.

### ***Municipal Act*, Section 357 (1) d and 323 (1) d Clarification**

The Ministry of Finance has issued a clarification on Section 357 (1) d and 323 (1) d of the *Municipal Act* regarding property tax refund applications related to business shutdowns. AMO understands that a number of municipalities have received applications related to refund requests as a result of shut down orders to limit the spread of COVID-19.

The Ministry has informed AMO and other municipal associations that:

“While it is the responsibility of each local municipality to interpret and administer these sections for itself, it is the Ministry’s view that sections 357(1)(d) and 323(1)(d) are not intended to provide relief in a situation where a property **has not been physically damaged or demolished.**”

The Ministry notes that businesses affected by the shutdown may be able to apply for provincial property tax and energy rebates as well as the federal Canada Emergency Rent Subsidy (CERS) programs.

### **AMO Conference Delegation Meetings Open**

**Delegation meetings are a key feature of the AMO Conference. To request delegation meetings as part of your AMO 2021 Conference experience, please [click here](#).** As an AMO Conference delegate, you can request a virtual meeting with a Minister or Parliamentary Assistant at the AMO Conference. The deadline to submit your request is **June 4, 2021**.

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](mailto:covid19@amo.on.ca).

For the attention of the Council and staff of the Township of Selwyn.

April 27th, 2021.

We are writing to state our support to close the operation of a campsite on public parkland on Hague Blvd. We believe that the return of this area to open and accessible public use best serves our community now and for the future.

Our family enjoyed camping when our children were growing up and to this day they continue to enjoy camping under canvas and with a Recreational Vehicle (RV).

However, we believe that the location of this campsite in the heart of the village is incompatible in a natural area within the village.

We believe that the Hague Point parkland should be reclaimed for public use. Currently there are over one hundred seasonal trailers with permanent structures in place, such as, large decks, patio platforms, platforms for shade shelters and storage sheds to name just a few. We believe that the establishment of these structures goes against the original intent for this seasonal campsite and, more importantly, for the original vision for this parkland.

In addition, every year docks on Hague Point continue to encroach further into the Lakefield Marsh – a Class I Provincially Significant Wetland (PSW).

We wonder if these docks have a permit from the Trent-Severn Waterway? or if the operator has taken it upon himself to use the shoreline as he has the park site itself to basically do what best serves his interests. A recent example of this was the cutting down of trees without consultation with the Township in order to expand rental areas for trailers. We noticed while walking on the trail around Hague Point this spring that the operator has rented out one of these illegally created spots – surely ignoring bylaws should not have benefits.

The parkland should be open and accessible to everyone, it would also be a tourism draw for the many visitors to Lakefield who love nature and those who do not have easy access to the natural environment where they live. We suspect that there will be many wonderful ideas put forth by those who respond to the online survey.

The Lakefield community has a strong volunteer base and we've no doubt, that given the chance, they would 'rise to the occasion' by collaborating and fundraising with the municipality in restoration efforts and in the creation of more passive recreational use of this public parkland.

Thank you for your consideration.  
Eileen Nolan & Lorne Kelsey.

May 2, 2021

Mayor Andy Mitchell  
Selwyn Township  
1310 Centre Line  
Selwyn ,Ontario  
K9J 6X5

Dear Mayor Mitchell and members of Council,

We are writing to you about the trailer park and campground at Hague Point.

As residents of Lakefield for three decades and frequent users of the park, we are familiar with the controversy that has surrounded this property for many years, particularly as it pertains to the leasing of this public land to a private trailer campground operator. Although never popular with a large segment of Villagers, it seems that this arrangement was tolerated in the past - perhaps because of the resulting revenue. Our community has changed now though - the tax base has grown with the creation of new housing developments which means there's less need for trailer park revenue but, at the same time, a greater need for green space, particularly during these troubled times.

This letter is not about the people who live in the trailers - its about the trailers themselves. We understand that the infrastructure of this enterprise is deteriorating and is in need of major repairs however the costs associated with this should not be borne by taxpayers.

It appears that the trailer park operator (it is a misnomer to refer to it as a campground) has flagrantly disregarded the terms of the contract as witnessed by the expansion of sites perilously close to the fragile wetlands and abutting the pickle ball/tennis courts. Additionally, the operator has chosen to put in docks, a concrete pier and cut trees! Do these actions not violate the terms of the contract?

Also these actions highlight yet another concern and that is for our environment. We are aware that our community's drinking water intake is located directly across from the ever-expanding number of trailers with their aging and worsening systems. A spill or leakage from them could be devastating for our village! And this surely brings up the issue of liability as well. Furthermore, the large chunks of styrofoam which is breaking away from the docks and floating in marshland waters are a huge concern for fish and wildlife.

We are no longer tolerant of this situation but instead are angry and concerned. The longer we allow the denigration of this environmentally fragile and beautiful park to continue, the greater the risk to the land and surrounding waters - all this while the needs of Village residents for parkland increases.

Over the years, numerous recommendations regarding the use Hague Point have been made by scholars, consultants, citizen advisory groups, etc. These recommendations have clearly stated that the best and highest use of this property is the discontinuation of the "campground" and, instead, that the property be allowed to naturalize and provide a peaceful, tranquil and environmentally healthy park for residents and visitors to enjoy.



Here is a timeline with just some of the recommendations:

1911- From Nelson Falls to Lakefield - Hague Property sold to Lakefield for "park purposes"

1950s-1970s - Friends of Lakefield Park, website

150 "seasonal camp sites", (on Hague Point) with leaching pits and grey water dumping takes place in campground

1991 -Lakefield Community Assist for an Urban Design Effort (CAUSE) A Program of the Ontario Association of Architects  
Waterfront and Recreational space

P.5. *The waterfront and Lakefield Park should be maintained as public land.*

P.6. *Campers should be removed.*

*P.7. The Peninsula is located west of the Village. A low-density trailer park and cottages occupy the peninsula. The trailer park use is not the best use for this village land. The aesthetics of trailers in this highly visible location is not appropriate. (The) trailer park creates poor image/view*

1992 - Village of Lakefield Community Improvement Plan (as Adopted December 21, 1992)  
Scope of Improvements: Waterfront area improvements : 3. 2.

*As in the case of the east sector, an opportunity exists in the west sector of the Village of Lakefield to enhance and strengthen the recreational resource base and open space elements adjacent to the waterfront and in the area generally known as Hague Point.*

*The property not only provides a significant recreational open space area adjacent to the shoreline of the Otonabee River but also serves as an important environmental function in providing for a transitional area between the urbanized areas of the Village and the environmentally sensitive areas associated with the Lakefield Marsh, a Provincially Significant wetland located at the southern extremity of Lake Katchewanooka north and west of Ray's Creek*

1995 - The Friends of Lakefield Park plus personal recollections and personal communication: Final report of the Hague Point Advisory Committee and public meeting to discuss options for future of Hague Point:

1. *trailers and tents to remain*
2. *trailers and tents remain but buffer zone around perimeter to be established*
3. *eco space/green space*
4. *hotel/convention centre*

Tonnes of opposition to # 4 plus many community members in favour of # 3 - reverting to eco/ green space

1996 - 38 trailers removed to create buffer from water, trail is extended, campground docks are removed, permanent decks attached to trailers are removed.

1995 Imagine the Marsh Case Statement by Common Ground

*Imagine the Marsh would be part of the effort to enhance recreational and ecotourism opportunities and economic growth for the Village and surrounding areas.*

2002 Township of Smith Ennismore Lakefield Parks and Recreation Services Plan. Final Report by DMA Planning Management Services

P. 31. 4.2.3. *...the campground uses may not represent the best uses of this site for the future, as the population of Lakefield grows and the tourism potential of the area expands.*

P.32.-Recommendations for Hague Point Park: Longer Term Recommendations

#49. *Over the long term, the Township should phase out the campground uses and redevelop Hague Point as a public parkland. A master plan should be developed for the site that includes a through investigation of potential new uses in consideration of the environmental issues.*

2020 -Monteith Brown Service Delivery Review, Nov. 16, 2020

P.7.-in 2017 : Parks for All, An Action Plan for Canada's Parks Community: Framework for Recreation in Canada

*In 2015, the Framework for Recreation in Canada (FRC) was developed by the Canadian Parks and Recreation Association together with Provincial / Territorial Governments and their supporting Parks and Recreation Associations. The FRC supports coordinated policies and practices in recreation and related sectors in Canada. Its aim is to improve the wellbeing of individuals, communities and the built and natural environments. The goals and related actions of the Framework should be considered by the Township of Selwyn in the establishment of strategic actions and decision making related to parks and recreation services. Several municipalities are formalizing the goals of the FRC through development of, or updates to their Parks and Recreation Master Plans.*

*The goals of the Framework for Recreation in Canada consist of: Active Living; Inclusion and Access; Connecting People and Nature; Supportive Environments; and Recreation Capacity. Parks for All Published in 2017, Parks for All is An Action Plan for Canada's Parks Community. The project was a result of collaboration between the Canadian Parks Council and the Canadian Parks and Recreation Association. This document aligns with and supports Connecting Canadians with Nature as well as the Framework for Recreation in Canada, particularly the Framework's third goal "Connecting People and Nature." The Action Plan focuses on how all Canadians benefit from healthy parks and natural areas and shares the community's vision and goals for our parks. Parks for All includes a variety of perspectives that helped form a distinct set of responsibilities and practices moving forward.*

In closing, we'll say that your term in Council is coming to an end soon. Let your legacy be that you were astute enough, smart enough, responsible and forward thinking enough to allow these public lands to revert back to a natural state so that they may be enjoyed by local residents and visitors to our community alike.

Thank you,

Sincerely,  
Janice Wuerch

John Britton





April 30, 2021

Hon. Doug Ford, Premier  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford,

Please be advised that at the Brantford City Council Meeting held April 27, 2021, the following resolution was adopted:

**Request - Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities**

WHEREAS COVID-19 restrictions have had significant impacts; and

WHEREAS many forms of socializing, recreation and sport have been curtailed; and

WHEREAS the game of golf can be enjoyed while maintaining proper social distancing;

THEREFORE BE IT RESOLVED THAT The Corporation of The City of Brantford recommends:

- A. THAT The Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities which can be enjoyed while maintaining proper social distancing; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the Premier of Ontario; Will Bouma, MPP, Brantford-Brant, the Association of Municipalities of Ontario, Ontario Big City Mayors; and the list of other Municipalities in Ontario.

Yours truly,

Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc MPP Will Bouma, Brantford-Brant  
Association of Municipalities of Ontario (AMO)  
Ontario Big City Mayors  
All Ontario Municipalities



## Community Services

### Legislative Services

April 27, 2021

File #120203

Sent via email: [caroline.mulroney@pc.ola.org](mailto:caroline.mulroney@pc.ola.org)

The Honourable Caroline Mulroney, Minister of Transportation  
5th Floor, 777 Bay Street  
Toronto, ON M7A 1Z8

Honourable and Dear Madam:

**Re: Township of The Archipelago - Road Management Action on Invasive Phragmites**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of April 26, 2021 received and supported correspondence from the Township of The Archipelago dated April 9, 2021 requesting the Ontario Ministry of Transportation (MTO) to communicate 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 requests all levels of government to consider funding support to aid the Township of The Archipelago in managing invasive phragmites.

Attached please find a copy of the Township of The Archipelago's correspondence dated April 9, 2021.

Thank you for your attention to this matter.

Yours very truly,

Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk

[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

CS:dlk

Attach

c.c.

The Honourable Jeff Yurek, Minister of Environment, Conservation and Parks [jeff.yurekco@pc.ola.org](mailto:jeff.yurekco@pc.ola.org)

The Honourable Jonathan Wilkinson, Minister of Environment and Climate Change Canada [ec.ministre-minister.ec@canada.ca](mailto:ec.ministre-minister.ec@canada.ca)

Christopher Balasa, Manager, Maintenance Management Office [Christopher.balasa@ontario.ca](mailto:Christopher.balasa@ontario.ca)

Wayne Gates, MPP, Niagara Falls [wgates-co@ndp.on.ca](mailto:wgates-co@ndp.on.ca)

MPP Norman Miller. [Norm.miller@pc.olg.org](mailto:Norm.miller@pc.olg.org)

Maryann Weaver, Municipal Clerk, Township of The Archipelago [mweaver@thearchipelago.on.ca](mailto:mweaver@thearchipelago.on.ca)

Ontario Municipalities

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Mailing Address:

The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterie.ca](http://www.forterie.ca)



## Community Services

### Legislative Services

April 27, 2021

File #120203

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

The Honourable Doug Ford, Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Honourable and Dear Sir:

**Re: Province Investigating and Updating Source Water Protection Legislation**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of April 26, 2021 passed the following resolution:

**Whereas** the Municipal Council of the Town of Fort Erie passed a resolution on October 21st, 2019 identifying that 1,100 private water wells were in operation in the Town of Fort Erie, of which 75% were used for domestic purposes including human and livestock consumption, and

**Whereas** the Municipal Council of the Town of Fort Erie further identified in that resolution that Council requires the protection of water in the aquifer supplying water to those wells from contamination as the result of any remediation of Pit One owned by the Port Colborne Quarries in the City of Port Colborne, and further

**Whereas** Report No. PDS-23-2021, approved by Council on March 22, 2021, identified that while the Niagara Peninsula Conservation Authority, The Regional Municipality of Niagara and Local Area Municipalities work together to protect source water, these plans do not generally apply to private servicing, and

**Whereas** Report No. PDS-23-2021 further identified efforts undertaken by the Town of Fort Erie through available provincial planning policy, regulation and legislation to protect source water within the Town of Fort Erie without any explicit ability to designate source water protection for private services, and

**Whereas** on July 28, 2010, through Resolution 64/292, the United Nations General Assembly explicitly recognized the human right to water and sanitation and acknowledged that clean drinking water and sanitation are essential to the realization of all human rights, and

.../2

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Mailing Address:

The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterie.ca](http://www.forterie.ca)

**Whereas** it would be desirable to ensure that those in our community who rely on wells and other private servicing for clean drinking water are afforded the same source water protection as municipal drinking water systems;

**Now therefore it be resolved,**

**That:** The Municipal Council of the Town of Fort Erie recognizes and acknowledges that clean drinking water and sanitation are basic human rights and essential to the realization of all human rights, and further

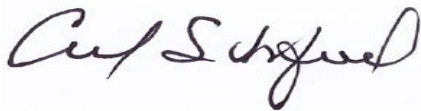
**That:** The Municipal Council of the Town of Fort Erie requests that the Ministry of Environment, Conservation and Parks consider legislative changes that would permit the expansion of source water protection to aquifers and private services, and further

**That:** This resolution be circulated to The Honourable Doug Ford, Premier of Ontario, the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks, Wayne Gates, MPP Niagara Falls, Jeff Burch, MPP Niagara Centre, Jennifer Stevens, MPP St. Catharines and Sam Oosterhoff, MPP Niagara West, and further

**That:** This resolution be circulated to all Conservation Authorities and Municipalities in Ontario for their endorsement and support.

Thank you for your attention to this matter.

Yours very truly,



Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk

[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

CS:dlk

C.C.

The Honourable Jeff Yurek, Minister of Environment, Conservation and Parks [jeff.yurekco@pc.ola.org](mailto:jeff.yurekco@pc.ola.org)

Jeff Burch, MPP, Niagara Centre [jburch-gp@ndp.on.ca](mailto:jburch-gp@ndp.on.ca)

Sam Oosterhoff, MPP, Niagara West [sam.oosterhoff@pc.ola.org](mailto:sam.oosterhoff@pc.ola.org)

Jennifer Stevens, MPP, St. Catharines [JStevens-co@ndp.on.ca](mailto:JStevens-co@ndp.on.ca)

Wayne Gates, MPP, Niagara Falls [wgates-co@ndp.on.ca](mailto:wgates-co@ndp.on.ca)

Ontario Conservation and all Ontario Conservation Authorities: [kgavine@conservationontario.ca](mailto:kgavine@conservationontario.ca); [bhomer@abca.ca](mailto:bhomer@abca.ca); [kfurlanetto@crca.ca](mailto:kfurlanetto@crca.ca); [generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca); [@cloca.com](mailto:@cloca.com); [mvytyvtskyv@hrca.on.ca](mailto:mvytyvtskyv@hrca.on.ca); [deb.martindowns@cvc.ca](mailto:deb.martindowns@cvc.ca); [tim.pidduck@croweallevy.com](mailto:tim.pidduck@croweallevy.com); [tbyrne@erca.org](mailto:tbyrne@erca.org); [llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca); [karmstrong@grandriver.ca](mailto:karmstrong@grandriver.ca); [t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca); [Lisa.Burnside@conservationhamilton.ca](mailto:Lisa.Burnside@conservationhamilton.ca); [mmaichrowski@kawarthaconservation.com](mailto:mmaichrowski@kawarthaconservation.com); [elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca); [cullen@lsrca.on.ca](mailto:cullen@lsrca.on.ca); [tammy@lakeheadca.com](mailto:tammy@lakeheadca.com); [jmaxwell@lprca.on.ca](mailto:jmaxwell@lprca.on.ca); [mark.peacock@ltvca.ca](mailto:mark.peacock@ltvca.ca); [kelly.vandette@ltc.on.ca](mailto:kelly.vandette@ltc.on.ca); [beard@mvca.on.ca](mailto:beard@mvca.on.ca); [David.Vallier@mattagamiregion.ca](mailto:David.Vallier@mattagamiregion.ca); [smcintyre@mvc.on.ca](mailto:smcintyre@mvc.on.ca); [csharma@npca.ca](mailto:csharma@npca.ca); [carl.jorgensen@conservationsudbury.ca](mailto:carl.jorgensen@conservationsudbury.ca); [brian.tayler@nbmca.ca](mailto:brian.tayler@nbmca.ca); [dhevenor@nvca.on.ca](mailto:dhevenor@nvca.on.ca); [dlandry@otonabeeconservation.com](mailto:dlandry@otonabeeconservation.com); [bmcnevin@quinteconservation.ca](mailto:bmcnevin@quinteconservation.ca); [richard.pilon@rrca.on.ca](mailto:richard.pilon@rrca.on.ca); [sommer.casgrain-robertson@rvca.ca](mailto:sommer.casgrain-robertson@rvca.ca); [j.stephens@svca.on.ca](mailto:j.stephens@svca.on.ca); [cbarrett@ssmrca.ca](mailto:cbarrett@ssmrca.ca); [acoleman@nation.on.ca](mailto:acoleman@nation.on.ca); [bmcdougall@scrca.on.ca](mailto:bmcdougall@scrca.on.ca); [John.MacKenzie@trca.ca](mailto:John.MacKenzie@trca.ca); [annett@thamesriver.on.ca](mailto:annett@thamesriver.on.ca)

Ontario Municipalities

-----Original Message-----

From: Ron Ashmore

Sent: April 27, 2021 6:08 AM

To: Councillors

Cc: Save Pigeon Lake

Subject: Pigeon Lake Management

Dear Mayor and Members of Selwyn Council:

Please find attached a resolution from Kawartha Lakes Council which was passed very recently. This resolution clearly spells out our stand on this issue.

As your neighbours and partners in Lake Management we are very concerned about this issue. We feel it is imperative that a mutually accepted agreement be formulated and acted upon in 2021.

We ask that you join us in working with all stakeholders including TSW, residents, property owners and First Nations to come to an agreement that generations to come will be proud of. The people who elected us are counting on us to solve this problem to the betterment of all involved.

Yours Truly,

Ron Ashmore

Councillor Ward 6

City of Kawartha Lakes

Date: March. 9, 2021  
To: Mayor & Council  
From: Ron Ashmore                      Councillor Ward 6  
Tracy Richardson                      Councillor Ward 8  
Re: Pigeon Lake Management Plan Support

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### **Recommendation**

**THAT:** The Memo from Councillor Ron Ashmore & Councillor Tracy Richardson be received

**THAT:** Council give support for a multilateral agreement between all parties and find a solution.

#### **Rationale:**

During the past two years a multitude of groups including First Nations, Save Pigeon Lake, residential owners and businesses have been working tirelessly to come to an agreement on Wild Rice through the formulation of a Lake Management Plan.

The Save Pigeon Lake group believes that through respect for each other a plan can be developed that will meet the needs of the Curve Lake First Nations as well as the traditional use of the waterfronts.

There is presently a plan in the process by all stakeholders around Pigeon Lake which will ensure the First Nations have sufficient rice stands to meet their needs for a food resource as well as ceremonial, spiritual and medicinal purposes. The proposed plan would then be reviewed by Parks Canada. The hope is that Parks Canada will formulate a proposal, take it to Curve Lake First Nations, and an agreement will be reached by the 2021 harvesting season.





April 23, 2021

Doug Downey  
Attorney General  
McMurtry-Scott Building  
720 Bay Street, 11<sup>th</sup> Floor  
Toronto ON M7A 2S9

Dear Honorable Mr. Downey:

**Re: Lottery Licensing to Assist Small Organizations**

Small organizations are the foundation of rural Ontario. Thousands of hours of selfless volunteerism are logged each year by organizations who may not necessarily be considered not-for profit or charitable. That doesn't mean that they don't contribute to our communities; small organizations cook for the homeless, clean up parks and flower beds, read to young people, teach life skills to young adults, organize parades, put on concerts...the list goes on.

Many of these small organizations are not eligible to receive a lottery license. This makes it impossible for them to continue to be successful as their fundraising capabilities are extremely limited.

Through this correspondence, we request that you give serious consideration to instituting an additional level of lottery licensing which would enable small organizations to obtain a lottery license. Those who are not able to sustain a non-profit or charitable status could still receive a lottery license if their proceeds benefit the community. Thresholds could be placed on the prize values and perhaps even the number of events which could be held in a calendar year.

We hear over and over again about the hardships in our community and we know that there are organizations who have the ability to help and are not permitted to. Understanding this, Council adopted a resolution seeking your consideration.

**R-226-2021**

*It was **Moved** by J. Kirkland, **Seconded** by K. Durst and **Carried***

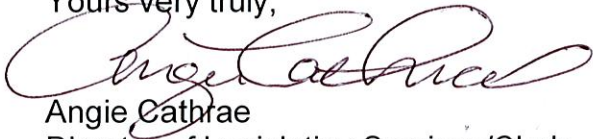
***That** staff are directed to contact the Ministry responsible for Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations;*



***And further that*** all municipalities in Ontario are sent this resolution to seek their assistance in lobbying the Ministry.

We look forward to your consideration of our request.

Yours very truly,

A handwritten signature in dark ink, appearing to read "Angie Cathrae", written in a cursive style.

Angie Cathrae  
Director of Legislative Services/Clerk  
519-534-1400 ext 122  
Tol Free 1-877-534-1400  
[angie.cathrae@southbrucepeninsula.com](mailto:angie.cathrae@southbrucepeninsula.com)

cc: MPP Bill Walker, All Ontario Municipalities



## PORT COLBORNE

Corporate Services Department  
Clerk's Division

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905.835.2900 ext 106 F 905.834.5746  
E [amber.lapointe@portcolborne.ca](mailto:amber.lapointe@portcolborne.ca)

April 26, 2021

Honourable Patty Hajdu  
Federal Minister of Health  
705 Red River Road, Suite 3  
Thunder Bay, ON P7B 1J3

Sent via E-mail: [Patty.Hajdu@parl.gc.ca](mailto:Patty.Hajdu@parl.gc.ca)

Dear Honourable Minister:

**Re: Resolution – Cannabis Licensing and Enforcement**

Please be advised that, at its meeting of April 12, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence from the Township of Brock regarding Cannabis Licensing and Enforcement, be supported.

A copy of the above noted resolution is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe  
City Clerk

ec: Health Canada  
Honourable Christine Elliott, Minister of Health  
Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food  
Vance Badawey, MP Niagara Centre  
Jeff Burch, MPP Niagara Centre  
Board Members, Niagara Police Services Board  
Association of Municipalities of Ontario (AMO)  
Ontario Municipalities



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
705-432-2355

March 2, 2021

The Honourable Patty Hajdu  
Minister of Health Canada  
Via email: [Patty.Hajdu@parl.gc.ca](mailto:Patty.Hajdu@parl.gc.ca)

Health Canada  
Ottawa, Ontario  
via email: [hcinfo.infosc@canada.ca](mailto:hcinfo.infosc@canada.ca)

Dear Honourable Madam:

Re: Cannabis Licencing and Enforcement

---

Please be advised that the Council of the Township of Brock, at their meeting held on February 22, 2021 adopted the following resolution:

**Resolution Number 22-2**

MOVED by **Michael Jubb** and SECONDED by **Cria Pettingill**

WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

WHEREAS the police have not been given lawful authority to lay charges under the Cannabis Act to appropriately respond to violations of Health Canada Registrations and Licenses;

WHEREAS there is no direct communication or dedicated effort to provide a communication channel between Municipal government staff or Police Agencies for dealing with Health Canada Registrations and Licenses;

WHEREAS the Township of Brock has not been consulted by Health Canada prior to the issuance of licenses for properties not in compliance with municipal zoning by-laws;the future;

BE IT RESOLVED THAT the Township of Brock requests that Health Canada:

1. Require Federal Licenses and Registrations for Designated Growers to conform with local zoning and control by-laws;
2. Ensure local authorities are provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation within their region;

3. Provide dedicated communication with local governments and Police services;
4. Provide lawful authority to Police agencies to lay charges when registered or licences operations grow in excess of their registration or licence through Health Canada; and,
5. Provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to Cannabis.

AND FURTHER BE IT RESOLVED THAT the Township of Brock will forward this motion by email to the following partners: All municipalities in Ontario; the MP and MPP of Haliburton-Kawartha Lakes-Brock; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; and the Durham Region Police Services with the request that the Federal government enact legislation to better support local governments with land use management and enforcement issues as they relate to Cannabis Production and Processing.

**MOTION CARRIED**

Thank you for your consideration. Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK



Becky Jamieson  
Municipal Clerk

BJ:dh

cc. The Honourable Christine Elliott, Minister of Health, Ontario –  
christine.elliott@ontario.ca  
The Honourable Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock -  
laurie.scottco@pc.ola.org  
Jamie Schmale, MP, Haliburton-Kawartha Lakes-Brock - Jamie.schmale@parl.gc.ca  
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs –  
minister.omafra@ontario.ca  
The Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food - Marie-  
Claude.Bibeau@parl.gc.ca  
Inspector Ryan Connolly, DRPS - northdivision@drps.ca  
Ontario municipalities



# The Corporation of The Town of Amherstburg

May 3, 2021

Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
Email: [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

VIA EMAIL

## **Re: Planning Act Timelines**

Dear Hon. Steve Clark,

At its meeting held on April 12, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210412-120

***“That Administration BE DIRECTED to send correspondence in support of the City of Kitchener’s resolution regarding Planning Act Timelines.”***

Enclosed is a copy of the correspondence from the City of Kitchener for convenience and reference purposes.

Regards,

Tammy Fowkes  
Deputy Clerk, Town of Amherstburg  
(519) 736-0012 ext. 2216  
[tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca)

cc:

Taras Natyshak – MPP, Essex, Ontario  
[tnatyshak-co@ndp.on.ca](mailto:tnatyshak-co@ndp.on.ca)

Chris Lewis – MP, Essex, Ontario  
[Chris.Lewis@parl.gc.ca](mailto:Chris.Lewis@parl.gc.ca)

Federation of Canadian Municipalities (FCM)  
[info@fcm.ca](mailto:info@fcm.ca)

Association of Municipalities Ontario (AMO)  
[amo@amo.on.ca](mailto:amo@amo.on.ca)

All Ontario Municipalities



CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2<sup>nd</sup> Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)

TTY: 519-741-2385

March 31, 2021

Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
17<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M5G 2E5

Dear Mr. Clark:

This is to advise that City Council, at a meeting held on March 22, 2021, passed the following resolution regarding Planning Act Timelines:

“WHEREAS the City of Kitchener, like many Ontario municipalities, is experiencing significant growth; and,

WHEREAS the City of Kitchener has conducted extensive work through its Development Services Review to remove red tape and improve public engagement; and,

WHEREAS the Province of Ontario's Planning Act provides a legislative framework for processing development applications including established timeframes which permit applicants to appeal to the Local Planning Appeal Tribunal if a Council fails to make a decision within a prescribed timeline; and,

WHEREAS the passing of Bill 108 in 2019 reduced the timelines for processing development applications before they can be appealed to the Local Planning Appeals Tribunal (LPAT) for a non-decision from those outlined in Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017 as follows:

- from seven months (210 days) to four months (120 days) for Official Plan amendments;
- from five months (150 days) to three months (90 days) for Zoning By-law amendments; and
- from six months (180 days) to four months (120 days) for Plans of Subdivision; and

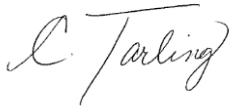


WHEREAS the shortened timeframes create unreasonable pressures on municipalities, even outside the context of navigating city business in a global pandemic, and result in reduced opportunities for meaningful public engagement and limited time for the public to provide written submissions on a development application;

THEREFORE BE IT RESOLVED that Kitchener City Council urge the Province of Ontario to review and reconsider the current timelines established for review of Planning Act applications before an appeal is permitted to the Local Planning Appeals Tribunal and to return to the timelines that were in effect under Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017;

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Ontario Minister of Municipal Affairs and Housing, to the local MP's and MPP's, to the Federation of Canadian Municipalities, to the Association of Municipalities Ontario, and all other municipalities in Ontario."

Yours truly,



C. Tarling  
Director of Legislated Services  
& City Clerk

c: Honourable Tim Louis, M.P.  
Honourable Raj Saini, M.P.  
Honourable Marwan Tabbara, M. P.  
Honourable Bardish Chagger, M.P.  
Honourable Bryan May, M.P.  
Honourable Amy Fee, M.P.P.  
Honourable Catherine Fife, M.P.P.  
Honourable Belinda Karahalios, M.P.P.  
Honourable Mike Harris, M.P.P.  
Honourable Laura Mae Lindo, M.P.P.  
Bill Karsten, President, Federation of Canadian Municipalities  
Monika Turner, Association of Municipalities of Ontario  
Rosa Bustamante, Director, Planning, City of Kitchener  
Ontario Municipalities

CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE: April 27, 2021 NO. 2021-109

MOVED BY Heather Olmstead

SECONDED BY Sandy Cross

"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 Corporation of the Municipality of Calvin endorses this 988 crisis line initiative; and

That this resolution be sent to the Honourable Vic Fedeli, MPP, Federal Minister of Health, the Canadian Radio-television and Telecommunications (CRTC) and 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>Coun Maxwell</u>	<u>X</u>	_____
<u>Coun Olmstead</u>	<u>X</u>	_____
<u>Mayor Pennell</u>	<u>X</u>	_____

CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE: April 27, 2021 NO. 2021-110

MOVED BY Dan Maxwell

SECONDED BY Heather Olmstead

**"WHEREAS** the role of Ontario's 441 fire departments and their approximate 30,000 full, part-time, and volunteer firefighters is to protect Ontarians and their property; and

**WHEREAS** according to the Ontario Fire Marshal and Emergency Management's latest data, in Ontario there was over 11,000 number of loss fires, 9,500 no loss fires, 784 injuries, 91 fatalities, and over \$820 million dollars of estimated loss in 2018; and

**WHEREAS** fire emergencies only make up a portion of the total calls for help received by fire and emergency service departments as they respond to nearly every public emergency, disaster, or 9-1-1 call; and

**WHEREAS** Ontario's fire department infrastructure deficit continues to grow annually and is almost entirely borne by the municipality and local taxpayers with the majority having populations under 25,000; and

**WHEREAS** due to antiquated structures and equipment that do not meet current industry standards the safety of the Ontario public and Ontario firefighters is being jeopardized;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Calvin resolves as follows:

1. **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; and
2. **THAT** this resolution be forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Laurie Scott, Minister of Infrastructure, local MPP, local MP, the Ontario Fire Marshal, Jon Pegg, the Ontario Association of Fire Chiefs, and all Ontario Municipalities."

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>Mayor Pennell</u>	<u>X</u>	<u>      </u>



**THE CORPORATION OF  
THE TOWN OF PERTH**

80 Gore Street East  
Perth, Ontario K7H 1H9  
Phone: (613) 267-3311  
Fax: (613) 267-5635

April 30, 2021

Honourable Premier Doug Ford  
Premier of Ontario  
Legislative Building  
Queens Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**Sent via Email:** [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Provincial Hospital Funding of Major Capital Equipment**

The Town of Perth is requesting that further consideration be given to having the province be financially responsible for the replacement costs associated with all major capital equipment in hospitals, as municipalities across the province are facing major shortfalls in meeting their financial obligations. As set out in their asset management plans and cannot afford to directly absorb the financial responsibility for the replacement costs of the hospitals' major capital equipment without jeopardizing their financial sustainability.

As well, if the province is unwilling to assume the full responsibility for funding local hospitals completely, the Town of Perth requests that the province must develop a legislative framework as to how counties and municipalities should best address the financial shortfalls facing hospitals throughout Ontario, specifically the funding of major capital equipment;

Sincerely,

  
John Fenik  
Mayor of Perth

cc: Ontario Municipalities  
AMO – [amo@amo.on.ca](mailto:amo@amo.on.ca)

*Aged to Perfection!*



Legislative Services  
Michael de Rond  
905-726-4771  
clerks@aurora.ca

Town of Aurora  
100 John West Way, Box 1000  
Aurora, ON L4G 6J1

May 3, 2021

**Delivered by email**  
**Patty.Hajdu@parl.gc.ca**

The Honourable Patty Hajdu  
Minister of Health  
House of Commons  
Ottawa, Ontario K1A 0A6

Dear Minister:

**Re: Town of Aurora Council Resolution of April 27, 2021**

**Re: Correspondence from Mayor Allan Thompson, Town of Caledon; Re: Support for 988, a 3-Digit Suicide and Crisis Prevention Hotline**

Please be advised that this matter was considered by Council at its meeting held on April 27, 2021, and in this regard Council adopted the following resolution:

- 1. That the memorandum regarding Correspondence from Mayor Allan Thompson, Town of Caledon; Re: Support for 988, a 3-Digit Suicide and Crisis Prevention Hotline, be received; and**
- 2. That Council support the Town of Caledon initiative regarding 988, a 3-Digit Suicide and Crisis Prevention Hotline; and**
- 3. That a letter demonstrating Aurora Council's support be sent to Leona Alleslev, MP Aurora—Oak Ridges—Richmond Hill, Tony Van Bynen, MP Newmarket—Aurora, Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill, Hon. Christine Elliott, MPP Newmarket—Aurora, Hon. Patty Hajdu, Federal Minister of Health, the Canadian Radio-television and Telecommunications Commission (CRTC), and all Ontario municipalities.**

The above is for your consideration and any attention deemed necessary.

Town of Aurora Council Resolution – Support for 988, a 3-Digit Suicide and Crisis  
Prevention Hotline  
May 3, 2021  
Page 2 of 2

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Michael de Rond', written in a cursive style.

Michael de Rond  
Town Clerk  
The Corporation of the Town of Aurora

MdR/lb

Attachment: Correspondence dated March 31, 2021, from Mayor Allan Thompson,  
Town of Caledon; Re: Support for 988, a 3-Digit Suicide and Crisis  
Prevention Hotline

Copy: Leona Alleslev, MP Aurora—Oak Ridges—Richmond Hill  
Tony Van Bynen, MP Newmarket—Aurora  
Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill  
Hon. Christine Elliott, MPP Newmarket—Aurora  
Canadian Radio-television and Telecommunications Commission (CRTC)  
All Ontario Municipalities



Attachment

*Allan Thompson*  
Mayor

Sent via E-Mail to: [Patty.Hajdu@parl.gc.ca](mailto: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](http://www.caledon.ca) | [allan.thompson@caledon.ca](mailto: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](mailto:Kyle.Seeback@parl.gc.ca)  
Honourable Sylvia Jones, MPP Dufferin-Caledon, [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)  
Ian Scott, Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications Commission (CRTC), [iscott@telesat.com](mailto:iscott@telesat.com)  
All Ontario Municipalities

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**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](http://www.caledon.ca) | [allan.thompson@caledon.ca](mailto:allan.thompson@caledon.ca)

April 28, 2021

## **AMO Policy Update – Reports on Long-Term Care Pandemic Response**

The Office of the Auditor General (AG) of Ontario released a special report on Pandemic Readiness and Response in Long-Term Care. It is the result of an initiated audit which sought to assess whether the Ministry of Long-Term Care and the long-term-care homes were sufficiently positioned, prepared, and equipped to respond to the issues created by the pandemic in an effective and expedient way.

The general conclusion reached by the AG is that they were not. It was also concluded that the Province implemented several measures to deal with the impact of COVID-19. However, some unintended consequences on the homes' residents and staff further contributed to crowding and staffing shortages. The AG has provided 16 recommendations. The Province has responded that it will consider them along with other recommendations from other sources.

The independent Long-Term Care COVID-19 Commission has announced that it will provide its report to the Ministry of Long-Term Care this week by April 30, 2021. After this it will be up to the government to release the report publicly. AMO provided a written submission and testimony to the Commission.

Ontario's Ombudsman is also expected to issue a report at some point based on its own investigation.

Once the reports have been released, AMO will send a members' communication with explanation of each and analysis of the implications.

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](mailto:covid19@amo.on.ca).

April 29, 2021

## **AMO Policy Update – Province Introduces Paid COVID-19 Leave**

The Province introduced legislation today to create a temporary COVID-19 focused provincial sick day program. This legislation, if passed, will require employers to provide workers with up to three days of pay, up to \$200 per day, if missing work because of COVID-19. This will be retroactive to April 19, 2021 and effective until September 25, 2021, the same date the Canada Recovery Sickness Benefit (CRSB) program will expire.

The WSIB will administer the program but it will be funded by the Province, not by the WSIB who relies on employers to fund their programs. At the time of writing the draft legislation was not available on the Legislative Assembly website, but when it is posted it should be found here.

The Province has also offered to provide funding to the federal government to double CRSB payments to Ontario residents, adding an additional \$500 per week to eligible individuals for a total of \$1,000 per week. It is understood that federal-provincial discussions are currently occurring on creating a bridge between these programs and making it easier for employees to navigate between them when needed. The two programs, once up and operating together, are not to be used in the same week.

It has been stated by the Province that these temporary sick days, when passed into law, are not be stacked on top of employer provided benefits if those benefits already provide for 3 or more sick days as part of the employment entitlements. As the employer is to manage the provision of these temporary COVID-19 focused provincial sick days, it is presumed that the employer will make sure this does not occur.

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](mailto:covid19@amo.on.ca).

## **AMO Update – Long-Term Care Commission Report Overview and Digital Ontario**

### **Ontario's Long-Term Care COVID-19 Commission Releases Report**

The Long-Term Care COVID-19 Commission has publicly released a final report fulfilling their mandate to examine the pandemic response for long-term care in Ontario. The 322-page report contains the following:

- the state of long-term care before COVID-19, including the longstanding challenges concerning staffing, quality of resident care, oversight, funding, and infrastructure
- the deficiencies in Ontario's pandemic preparedness
- the COVID-19 crisis in long-term care and its devastating impacts
- best practices and promising ideas that can be adopted and expanded to improve long-term care, and
- final recommendations that build on the interim recommendations provided in October and December 2020.

The Commissioners' overall conclusion was that there was a lack of planning for a pandemic and that the response to COVID-19 was insufficient. The government is being urged to make changes to protect against outbreaks of infectious disease and any future pandemics.

AMO was active in the inquiry providing both testimony and written submissions to the Commissioners. A response to the government about this report, and the recent Auditor General's Report, will be developed and communicated to AMO members after further analysis of the recommendations and implications. The report provides the foundation for a critically needed discussion on how to effectively transform long-term care in Ontario.

## **Building a Digital Ontario**

The Ontario Government introduced its first Digital and Data Strategy, Building a Digital Ontario, on Friday, April 30th. This Strategy is the result of over two years of consultation and includes over two dozen new and established initiatives to equip people and businesses to succeed and, is to play a role in keeping Ontarians safe and secure, connected, and supported in the digital world. This strategy is an extension of Ontario Onwards: Ontario's COVID-19 Action Plan for a People-Focused Government.

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](mailto:covid19@amo.on.ca).



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Maryam Monsef*

Member of Parliament  
Peterborough-Kawartha

**For Immediate Release**

**May 5, 2021**

## **Government of Canada invests \$2.5 million to create over 700 youth jobs in Peterborough-Kawartha**

**Peterborough-Kawartha** – Today, Maryam Monsef, Member of Parliament for Peterborough-Kawartha, announced that the Government of Canada is investing \$2,503,845 through the Canada Summer Jobs Program to create 711 jobs for youth between the ages of 15-30 in Peterborough—Kawartha.

This year's commitment represents more than a doubling of the annual funding support offered and number of jobs created, and more flexible terms for employers in the region. For the first time, positions can be part-time and extend beyond the traditional summer season, and in recognition of the financial difficulties some employers continue to face due to the ongoing COVID-19 pandemic, the maximum wage subsidy for employees will be 75% instead of the normal 50%, with charities and not-for-profits receiving a 100% subsidy.

Since 2016, the program has supported over 2200 youth summer jobs in Peterborough-Kawartha and approved funding to more than 125 local employers annually.

Canada Summer Jobs is an initiative of the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help young Canadians develop skills and gain paid work experience to successfully transition into the labour market.

The 2021 Canada Summer Jobs program has an important role to play in supporting employers and young people during these difficult times. The program strives to give young Canadians between the ages of 15 and 30 paid work opportunities so that they can grow professionally and improve their skills in the not-for-profit, small business and public sectors. It also supports the delivery of key community services to Canadians.

Youth who are interested in available employment opportunities are encouraged to check Canada's [Job Bank](#) website regularly for available employment opportunities.

#### **Quotes:**

"Creating opportunities for young people to earn money, grow professionally and succeed in the workforce has always been a hallmark of the Government of Canada's Youth Employment and Skills Strategy. Young Canadians today face unparalleled challenges finding good-quality jobs that they are passionate about. The Canada Summer Jobs program provides a pathway for youth who want to help in our community, get involved, and get valuable real-world work experience while also providing financial support to businesses during these difficult times."

*Maryam Monsef, Member of Parliament for Peterborough—Kawartha*

#### **Quick Facts:**

- The Canada Summer Jobs program objectives align with the redesigned Youth Employment and Skills Strategy and are as follows:
  - provide quality work experiences for youth
  - respond to national and local priorities to improve access to the labour market for youth who face unique barriers
  - provide opportunities for youth to develop and improve their skills
- For CSJ 2020, the department introduced temporary flexibilities to respond to the needs of employers and youth in the context of the COVID-19 pandemic. The program will continue to offer these temporary flexibilities for 2021 in order to continue to support employers and youth. The following temporary flexibilities will be in place for CSJ 2021:
  - Wage subsidies: Funded public and private sector employers will be eligible to receive a wage subsidy reimbursement of up to 75% of the provincial or territorial minimum hourly wage. Under regular rules, private and public sector employers are only eligible to receive up to 50% of the provincial or territorial minimum wage.
  - Part-time employment: All funded employers may offer part-time placements (for example, fewer than 30 hours per week). Under regular rules, all CSJ-funded employment has to be full time (a minimum of 30 hours per week).
  - Employment period: All funded employers may offer job placements between April 26, 2021 and February 26, 2022. Under regular rules, all CSJ-funded positions have to be completed during the summer months.



- Changes to project and job activities: All funded employers may amend project and job activities if the proposed project is impacted by COVID-19 restrictions after an agreement is signed. In such cases, the employer should contact Service Canada to discuss potential amendments. All changes must be approved by Service Canada.

#### **Budget 2021 Support for Youth:**

- Budget 2021 proposes to invest [\\$721 million in the next two years](#) to provide young people with quality employment opportunities in local communities across the country.
  - **Canada Summer Jobs:** An historic investment of \$371.8 million in new funding for Canada Summer Jobs in 2022-23 to support approximately 75,000 new job placements in the summer of 2022. This means a total of 100,000 CSJ placements will be created in summer 2022, and that our government will have created more placements than ever before with 220,000 jobs over 2 years through CSJ.
  - **Youth Employment and Skills Strategy:** \$109.3 million in 2022-23 for the Youth Employment and Skills Strategy to support vulnerable youth facing multiple barriers to employment. This funding will create over 7,000 additional job placements for youth, in addition to the 30,600 placements created through the Fall Economic Statement in 2020.
  - **Student Work Placements Program:** \$239.8 million in the Student Work Placement Program in 2021-22 to support work-integrated learning opportunities for post-secondary students. 20,000 more students will access this work experience, for a total of 50,000 placements this year.

#### **Associated Links:**

[Canada's Job Bank: Summer Jobs Positions](#)

[Budget 2021: Job Creation](#)

[Budget 2021: Young Canadians](#)

-30-

#### **For more information:**

Peter Mitchell  
Chief of Staff to the Hon. Maryam Monsef  
Member of Parliament for Peterborough-Kawartha  
Cell: 705-750-8548  
Peter.Mitchell.484@parl.gc.ca

**MEDIA RELEASE – Thursday, April 29, 2021.**

**PKED WELCOMES NEW BOARD MEMBERS, RELEASES ANNUAL REPORT AT AGM**

[PETERBOROUGH, ON]: Peterborough & the Kawarthas Economic Development (PKED) held the corporations annual general meeting (AGM) virtually Thursday morning, welcoming three new board members and released an annual report summarizing the key activities undertaken by the region's lead economic development agency in 2020, during the COVID-19 pandemic.

The PKED Board of Directors welcomed three new board members; Jonathan Drew, Burton Lee and Ian Almond who will be replacing Karen Beamish, Tracey Randall and Dana Empey, who were thanked for their countless hours of service to the organization and their valuable contributions to the local community. Remaining board members include Sandra Dueck, Lori Neill, Sandra Clancy, Sheridan Graham, Asaf Zohar, Bob Gauvreau, Erin McLean, Maureen Adamson, Terry McCullough, and Nicole Stephenson.

In addition to regular business, Board Chair, Sandra Dueck provided a review of PKED's key activities in 2020, captured in the corporation's annual report which can be viewed at [www.peterboroughed.ca/reports](http://www.peterboroughed.ca/reports)

"As we look back on 2020, it is hard to believe that it was one year ago that we began to see the full impacts brought about by COVID-19. One year later there are many similarities, much of the same challenges and yet some positive momentum as well." Sandra Dueck said.

"This has been a tough year. We acknowledge how difficult it has been and the toll that it is taking on small business owners, the hundreds of tough decisions made, the thousands of changes needed, the countless nights of worry. We are grateful for the passionate and ongoing commitment by this community to support local, it is a lifeline for local businesses." she added.

President & CEO Rhonda Keenan presented a summary of key projects and initiatives identified in the 2021 business plan presented to councils earlier this year. Overall, the focus will remain on recovering and rebuilding the local economy which includes a 2<sup>nd</sup> Annual Business Count, execution of a newly developed Culinary Tourism Strategy and increased support for small businesses through the Business Advisory Centre as examples.

"Although we were looking forward to a fresh start in 2021, the pandemic continues to present ongoing challenges. Despite this, Peterborough & the Kawarthas remains a resilient community, led by resilient businesses. COVID-19 has certainly been a strong adversary, but Peterborough & the Kawarthas is up for the challenge." said President & CEO Rhonda Keenan.

-30-

For media inquiries contact Kelly Jessup, Director of Marketing & Communications, 705.743.0777 Ext. 2130 or [kjessup@peterboroughed.ca](mailto:kjessup@peterboroughed.ca)

## **About PKED**

Peterborough & the Kawartha Economic Development (PKED) is the lead regional economic development agency for the City and County of Peterborough, Ontario, Canada. Established in 1999, PKED is a not-for-profit organization that is funded to deliver economic development and tourism services through a Memorandum of Understanding with the City of Peterborough and the County of Peterborough and is governed by a volunteer board of directors made of up to 13 members of the local community, including Chief Administrative Officers for the County and City of Peterborough.

## **PKED's Mandate**

To facilitate an environment which will contribute to the creation of wealth, the growth of new employment and the development of an improving quality of life for area residents. PKED will promote, facilitate, and develop a strong unified economic development presence for the Greater Peterborough area (being the entire geographic region consisting of the County of Peterborough and the City of Peterborough). PKED will work cooperatively with local municipalities and other organizations to ensure that investment opportunities throughout the region are effectively developed. PKED, in working to fulfill its general mandate, will be guided by the corporations' strategic plan.

# 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 poster features the Kawartha Chamber of Commerce & Tourism logo at the top. Below it, the text 'Call For Nominations!' is written in a serif font. The main title 'Awards of Excellence' is in a large, bold, serif font. Below the title, the 'HOST SPONSOR' is listed as 'BALL Real Estate Inc., Brokerage' with a logo. At the bottom, the 'CITIZEN OF THE YEAR SPONSOR' is listed as 'Herod Financial Services'.

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!](#)**

Citizen of the Year Sponsor - [Herod Financial Services](#)  
Host Sponsor - [BALL Real Estate Inc., Brokerage](#)

---

## MAY BUSINESS AFTER HOURS

### 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!

[Register Here!](#)

Networking Sponsor - [Herod Financial Services](#)



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## 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](mailto:membership@kawarthachamber.ca) or [generalmanager@kawarthachamber.ca](mailto: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](mailto:info@kawarthachamber.ca)

[@KawarthaChamber](#)



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## THE SME SKILLS GAP

### Ontario Chamber Webinar

While many discussions of skills and employment are dominated by large employers, evidence shows that small- and medium-sized enterprises (SMEs) and micro-enterprises have been disproportionately affected by COVID-19. Meanwhile, businesses owned by members of equity-seeking groups are most likely to be under-financed and operating in sectors at risk.

How has COVID-19 affected these businesses, and what skills and talent do these businesses need to survive? And how can educational institutions adapt to respond to these challenges?

Join OCC President and CEO, Rocco Rossi, Ryerson's Diversity Institute, and the Future Skills Centre on **Wednesday, April 28 at 2:30PM** for an expert discussion of the most pressing skills issues facing small businesses and business-owners from underrepresented groups.

[Register Here](#)



**PANEL DISCUSSION**

## The SME Skills Gap

Innovative Approaches to Responding

 **Wednesday, April 28**  
2:30–4:00pm ET

TED ROGERS SCHOOL OF MANAGEMENT **DIVERSITY INSTITUTE** FUTURE SKILLS CENTRE ONTARIO CHAMBER OF COMMERCE

## MEMBER NEWS & UPDATES

### PETERBOROUGH HUMANE SOCIETY FUNDRAISER

#### Meet Anne Innis Dagg - The Woman Who Loves Giraffes!

[Peterborough Humane Society](#) invites you to a unique virtual event where you can meet a Canadian icon while supporting the animals in need at PHS! Join them for a chat with groundbreaking Canadian Zoologist and Order of Canada recipient, Anne Innis Dagg.



From the comfort of your own home, you will have the opportunity to watch Anne's documentary – The Woman Who Loves Giraffes – as she retraces her steps of her 1956 journey to South Africa to study giraffes in the wild. Your ticket price includes a **special live Zoom Q&A with Anne Dagg and her daughter Mary, Sunday, May 2nd from 12pm-1pm**. All tickets sales come back to support the animals in need at PHS!

[Get Tickets!](#)

## COUNTY OF PETERBOROUGH HIRING

### Multiple Positions Posted

The [County of Peterborough](#) is hiring for two (2) positions within the Corporate Services Department:

- [Records & Information Management Coordinator](#) (full-time, permanent)
- [Administrative Services Assistant - Records](#) (full-time, temporary 12 month contract)

Applications are being accepted until May 13, 2021 at noon.

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## BUCKHORN COMMUNITY CENTRE

### Virtual Buckhorn Spring Craft Show



The [Buckhorn Community Centre](#) Presents: The Virtual Buckhorn Spring Craft Show 2021

**May 21-24, 2021**

Please join the BCC May 21 to 24, 2021 to support an amazing line up of crafters and makers. They will have fun, interactive webinars, prizes and more.

More information will be shared on the [website](#) shortly! Stay tuned!

---

## MOTHER'S DAY MARKET

### Lakefield Farmers' Market



The [Lakefield Farmers' Market](#) will be holding a **“Special Mother’s Day Market” on Sunday, May 9 from 9am – 1pm** in the Municipal Parking Lot next to the Village Inn in Lakefield.

The Lakefield Farmers' Market is pleased to try this new special Mother’s Day market this year. Customers are looking forward to once again buying local food and products. Mother’s Day provides a time to celebrate and what better way than enjoying some time outdoors and purchasing some food and gifts from great vendors. Vendors and volunteers will once again be providing the COVID safe and welcoming environment that customers depend on.



#### [Event Info](#)

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## LAKEFIELD YOUTH UNLIMITED

### Online Fundraiser May 4

[Lakefield Youth Unlimited](#) is hosting an **online fundraiser on Tuesday, May 4 at 7PM.**

With 17 years of history in the village of Lakefield, LYU Programs offer students opportunities to grow personally and spiritually. LYU looks for unique and creative ways to meet students' physical, emotional, academic and spiritual needs, all the while encouraging them to discover their God-given potential.

Links will be available on the [website](#) the day of, stay tuned for details!



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## BUSINESS NEWS & RESOURCES

## STOP THE SPREAD BUSINESS INFORMATION LINE

### Government of Ontario



Businesses who have questions about closures of workplaces or how emergency measures impact their business or employment can call the Stop the Spread Business Information Line at **1-888-444-3659**.

Help is available from Monday to Sunday from 8:30 AM - 5:00 PM.

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## HELPING WORKPLACES REOPEN SAFELY

### Resources From The Government of Ontario

The Ontario government is launching new health and safety education campaigns focusing on helping small businesses across the province reopen safely. The on-the-ground assistance includes a comprehensive suite of resources business owners can access at no cost to ensure they are helping prevent the spread of COVID-19 in the workplace.



These include:

- [Free webinars on how to operate a business safely](#), and comply with health and safety requirements, during COVID-19.
- A [free 30-minute online course on infection prevention and control](#) provided by the Public Services Health and Safety Association.

For more information on these tools, visit the [Ontario Government website](#)

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## TRI-ASSOCIATION MANUFACTURING CAREER FAIR

### Virtual Manufacturing Career Fair - May 6

The Tri-Association is excited to announce their first virtual manufacturing career fair hiring graduating students from across Eastern Ontario on May 6, 2021.

Students in specific trades, manufacturing and related industry programs have been invited to apply for jobs of over 35 local manufacturers.

They have invited graduating students from all across Eastern Ontario, including those graduating from high school to join in to learn about the industry, apply for jobs, be inspired by keynote speaker, Marlon Shaw and enjoy a plant tour with Charlotte Products. Overall, a one stop shop to learn everything you can about careers in this advanced industry.

[More Info](#)

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## TASTE OF THE TSW

### Calling All Culinary Providers Within Kawarthas Northumberland

Reginal Tourism Organization 8 (RTO8) is reaching out to all food & beverage producers and providers within Kawartha Lakes, Peterborough City and County and Northumberland County to get creative and showcase a culinary product created to commemorate the 101st anniversary of through navigation on the Trent-Severn Waterway National Historic Site of Canada. They are pleased to partner with Parks Canada for this year of commemoration and they'd love to feature your business as part of the campaign.

What you need to do to participate:

- Create a new culinary item or re-name an existing item that highlights/celebrates the Trent-Severn Waterway Centennial + 1
- Sign-up with RTO8 to have your item featured on the #TasteoftheTSW webpage

[More Information](#)



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## WEBINARS

### Information for Businesses

**April 28 @ 2:30PM:** [The SME Skills Gap: Innovative Approaches to Responding](#)

**May 4 @ 1PM:** [Canadian Survey on Business Conditions Discussion](#)

**May 5 @ 1PM:** [FIR and Getting Canadians Back to Work](#)

**May 12 @ 10AM:** [Re-globalization in a Business-led Recovery](#)

**May 12 @ 5PM:** [Not Your Typical Hop](#)

# kawartha

## CHAMBER of COMMERCE & TOURISM

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## CHAMBER UPDATES

### CALL FOR NOMINATIONS - AWARDS OF EXCELLENCE

**Just One Week Left To Nominate! Submit Today!**

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!\*\*](#)



kawartha  
CHAMBER of COMMERCE & TOURISM

HOST SPONSOR  BALL  
Real Estate Inc. Brokerage

# Awards of Excellence

— Call For Nominations! —

CITIZEN OF THE YEAR SPONSOR  HEROD  
Financial Services

Citizen of the Year Sponsor - [Herod Financial Services](#)  
Host Sponsor - [BALL Real Estate Inc., Brokerage](#)

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## MAY BUSINESS AFTER HOURS

### 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!

[Register Here!](#)

Networking Sponsor - [Herod Financial Services](#)



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### #KeepingYouUpdated

[COVID-19 Updates Page](#)

[info@kawarthachamber.ca](mailto:info@kawarthachamber.ca)

[@KawarthaChamber](#)



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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](mailto:membership@kawarthachamber.ca) or [generalmanager@kawarthachamber.ca](mailto:generalmanager@kawarthachamber.ca)

Also visit our COVID-19 Local Updates webpage, email us your updates and questions, and follow us on social media!

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## APRIL MEMBER OF THE MONTH - CHAMBER CHAT

### Herod Financial Services

Kawartha Chamber April Member of the Month – [Herod Financial Services](#).

To wrap up the month, Kevan Herod and Chris Koschman joined us virtually for a Chamber Chat to discuss their amazing work and support for the community!

Check it out on the KCCT [YouTube Channel](#)! You can also read Herod's Member Spotlight on our [blog](#)!



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## DIGITAL SERVICE SQUAD IS BACK!

### Work with the Squad Members

The Digital Service Squad is back and ready to serve you! They are able to help you with many different digital services, check out the new [Digital Service Squad Menu](#), outlining everything the Squad can help you with! As a reminder all the services are free thanks to the Ontario Digital Main Street Initiative, delivered by the Kawartha Chamber of Commerce and Tourism and acorn30.

To learn more, please [visit the website](#)!



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## MEMBER NEWS & UPDATES

### NEW MEMBER

**Safe Harbour Homes Developments Inc.**

**Business Name:** Safe Harbour Homes Developments Inc.  
**Rep:** Jason Ross





**Website:** <https://shdi.ca/>  
**Facebook:** [@SHDI.ca](#)

Safe Harbour Homes Developments Inc. is a local housing developer. The mission of Safe Harbour Homes is to enrich the lives of their homeowners by seeking new opportunities to help create communities. Their project managers oversee every aspect of the build and provide reassurance for customers at each stage. Their team is committed to working hard to provide their clients with the best customer experience possible. Safe Harbour Homes Developments Inc is the developer behind the Burnham Meadows Community. "This active living community balances the need to preserve the existing natural features while providing connectivity within its places to live, meet, play, shop and relax, all with a high level of design and architecture.

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## MOTHER'S DAY MARKET

### Lakefield Farmers' Market



The [Lakefield Farmers' Market](#) will be holding a **“Special Mother’s Day Market” on Sunday, May 9 from 9am – 1pm** in the Municipal Parking Lot next to the Village Inn in Lakefield.

The Lakefield Farmers' Market is pleased to try this new special Mother's Day market this year. Customers are looking forward to once again buying local food and products. Mother's Day provides a time to celebrate and what better way than enjoying some time outdoors and purchasing some food and gifts from great vendors. Vendors and volunteers will once again be providing the COVID safe and welcoming environment that customers depend on.

[Event Info](#)

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## NEW JOB POSTING

### Agilec Hiring!

[Agilec](#) is hiring for Employment Coach / Employer Liaison!

The Employment Coach / Employer Liaison assists individuals from diverse backgrounds with differing needs and barriers, including persons with disabilities, by conducting on-the-job assessments, coaching, developing, and implementing action plans that moves the individual towards their employment goals. Additionally, the incumbent supports candidates by connecting with employment opportunities while working directly with employers to promote



Agilec's services, determine employer needs, and propose solutions through job matching and placement of clients.

Closing Date: May 17, 2021

[Job Posting](#)



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## THE LINK HAS LAUNCHED

### Free For The Month of May

Monday, May 3rd, 2021, marks the launch of The Link rural transportation system! To celebrate, **the community is invited to enjoy rides on The Link free-of-charge for the entire month of May!** This will include a one-time transfer, if required, to a Peterborough Transit trip.

#### 'Spot the Bus' Social Media Contest

Want to win a free 10-Ride bus pass? Submit a selfie on the bus, with the bus or a photo of the bus along The Link transit route and be entered for a chance to win one of three free 10-day bus passes! Deadline to enter is May 31st, 2021!

How to Enter:

- Post your photo on social media (Facebook, Twitter or Instagram) using the hashtag #RideTheLink and tag 'Selwyn Township'
- Comment with your photo on Selwyn Township's 'Spot the Bus' contest posts on social media



More information on The Link and contest can be found [here!](#)

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## GRAND OPENING!

### The Greenhouse on the River

Beginning Wednesday May 5, [The Greenhouse on the River](#) will be open for in-the-Greenhouse shopping for customers with an appointment. Appointments, which are limited to 40 minutes each, can only be booked using the [online booking system](#).

Booking an available start time will give you access to the retail space to view the available stock, then purchase and take home your plants.



When you come for your appointment, it is asked that you:

- Prepare your shopping list ahead of time - [2021 Plant List](#)
- Bring your own mask
- Sanitize your hands upon entry
- Maintain a minimum distance of 6 feet from other customers and staff at all times

## BUSINESS NEWS & RESOURCES

### TASTE OF THE TSW

#### Calling All Culinary Providers Within Kawarthas Northumberland

Reginal Tourism Organization 8 (RTO8) is reaching out to all food & beverage producers and providers within Kawartha Lakes, Peterborough City and County and Northumberland County to get creative and showcase a culinary product created to commemorate the 101st anniversary of through navigation on the Trent-Severn Waterway National Historic Site of Canada. They are pleased to partner with Parks Canada for this year of commemoration and they'd love to feature your business as part of the campaign.

What you need to do to participate:

- Create a new culinary item or re-name an existing item that highlights/celebrates the Trent-Severn Waterway Centennial + 1
- Sign-up with RTO8 to have your item featured on the #TasteoftheTSW webpage

[More Information](#)



## SUPPORT FOR OVERDUE ENERGY BILLS

### Ontario Energy Board

The Ontario government provides an on-bill credit to eligible residential, small business, and registered charity customers with overdue energy bills. **Small business and Registered Charities can receive up to \$1500 for their electricity and natural gas bills.**



**Residential Customers:** [learn how to apply for the COVID-19 Energy Assistance Program \(CEAP\)](#)

Electricity and natural gas utilities and unit sub-meter providers began accepting applications for CEAP on July 13, 2020.

**Small Business and Registered Charity Customers:** [learn how to apply for the COVID-19 Energy Assistance Program – Small Business \(CEAP-SB\)](#)

Electricity and natural gas utilities and unit sub-meter providers began accepting applications for CEAP-SB on August 31, 2020.

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## PETERBOROUGH UTILITIES TRANSITIONING

### Changing Over To Hydro One



**Beginning on June 1, 2021, all Peterborough Distribution customers will start to receive their electricity service from Hydro One Networks Inc.**

There's no action required at this time, but you can visit [HydroOne.com/Peterborough](https://HydroOne.com/Peterborough) to learn more about the transition to Hydro One.

Between now and May 31, 2021, please continue to contact Peterborough Distribution at 705-748-6900, Monday to Friday between 8:30 a.m. to 4:30 p.m., or after hours at 705-748-9300, to report a power outage or discuss your Peterborough Distribution service.

Peterborough Distribution served the customers and communities in Lakefield with safe and reliable power, and are thanked for their commitment and dedication.

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## EXPANDING COVID-19 VACCINATION BOOKING

### Government of Ontario

Due to a stable and reliable increase in vaccine supply, the Ontario government will further expand booking eligibility for COVID-19 vaccination appointments across the province.

As of Monday, May 3, 2021, individuals who are 18 and over in 2021 and live in one of the [114 hot spot communities](#) will be eligible to book a COVID-19 vaccine appointment at a mass immunization clinic through the provincial online booking system or directly through public health units that use their own booking system.

In addition, beginning Thursday, May 6, 2021, the following groups throughout the province will be eligible to book a COVID-19 vaccine appointment:

- Individuals turning 50 and over in 2021;
- Individuals with high-risk health conditions;
- People who cannot work from home who fall under Group One (including remaining elementary and secondary school workers); and
- First Nations, Inuit and Métis individuals in addition to the other channels previously available to book their appointment.

[More Information](#)

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## WEBINARS

### Information for Businesses

**May 12 @ 10AM:** [Re-globalization in a Business-led Recovery](#)

**May 12 @ 5PM:** [Not Your Typical Hop](#)

**May 20 @ 1PM:** [Join Canada's 5G Revolution, with PwC Canada](#)

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Dear Valued Customer,

On August 1, 2020, Hydro One Inc. acquired the business assets of Peterborough Distribution Inc. We are working to bring our businesses together, to ensure that our customers continue to receive great service. We are writing to inform you that this is the last electricity bill you will receive from Peterborough Distribution before you transition to Hydro One Networks Inc. ("Hydro One").



### Important information about closing your Peterborough account

This is your last Peterborough Distribution bill. Please pay your balance to Peterborough Distribution by the due date. If you have an outstanding balance as of May 31, 2021, it will be transferred to your Hydro One account.

If you are enrolled in the following programs, they will be automatically transferred to your new Hydro One account:

- Pre-Authorized Payment
- Budget Billing
- e-billing
- Ontario Electricity Support Program (OESP)
- Installment Billing through Arrears Management Plan (AMP)

Your Peterborough Distribution Weekly Energy Report is ending, and if you require your historical data it must be saved by May, 31, 2021.

Your Peterborough Distribution online Self-Service Portal for electricity service and records will no longer be available after June 30, 2021. If you require your historical records, please save them before this date. You will have access to Hydro One's myAccount service when you receive your first Hydro One bill.



### Your new Hydro One Account

Your next bill will be from Hydro One. It will include your new Hydro One account number.

Your first Hydro One bill will be for a longer billing period than normal by about 13 days. Hydro One and Peterborough Distribution use different billing systems. Hydro One will bill you closer to the time when your meter is read than Peterborough Distribution, and this one-time change will occur when the transition happens. To learn more, visit [HydroOne.com/Peterborough](https://HydroOne.com/Peterborough).

Hydro One is ready to help by offering an interest-free payment plan to spread the cost of the additional usage over multiple bills. Please call Hydro One at 1.888.664.9376 once you receive your first bill to set up a payment plan.



### Continuing to put customers first

From now until May 31, 2021, please continue to contact Peterborough Distribution at 705-748-6900, Monday to Friday between 8:30 a.m. to 4:30 p.m. or after hours at 705-748-9300, to report a power outage or to discuss your Peterborough Distribution service.

Take a tour of Hydro One's customer service offerings and learn more about the transition at [HydroOne.com/Peterborough](https://HydroOne.com/Peterborough). Hydro One will provide you with a welcome package and more information with your first bill in June.

We have proudly supplied the communities of Peterborough, Lakefield and Norwood with safe and reliable electricity. It has been our privilege and we thank you.

Sincerely,

Arnold Parcels  
General Manager

Peterborough Distribution (1937680 Ontario Inc.)



## We're proud to welcome you as a customer

Hi, Peterborough, Lakefield and Norwood!  
We're excited to join your communities, and we look forward to continuing to energize life for years to come. We'd like to take this opportunity to welcome you to Hydro One.

At Hydro One, we're committed to building a better and brighter future for Ontarians and the communities where we work and live. Our team's top priority is to deliver safe and reliable power to our customers.

Your personal Hydro One account information is on the way. Keep this postcard on hand until your first bill and welcome package arrive.

This message applies to Peterborough Distribution Inc. customers.





## More information is on the way!

Over the next month, you'll receive a welcome letter and our official welcome package, followed by your first bill. The welcome package is full of important information on how to read your bill, set up your new account online, and sign up for Hydro One's convenient self-service options, through *myAccount* – stay tuned!

## What to do during a storm or outage:

- For power outages and emergencies, please call 1.800.434.1235, anytime day or night
- Visit our storm centre online, at [StormCentre.HydroOne.com](https://StormCentre.HydroOne.com)
- Download our outage mobile app through Google Play or the Apple Store.

## Save energy, save money

For tips and tricks on how to save energy in your home, visit [HydroOne.com/TipsandTricks](https://HydroOne.com/TipsandTricks).

This message applies to Peterborough Distribution Inc. customers.



hydro  
one



### FOLLOW US

FACEBOOK @HydroOneOfficial

LINKEDIN @HydroOne

INSTAGRAM @HydroOneOfficial

TWITTER @HydroOne





## Peterborough Distribution Customer Integration Update

Hydro One is thrilled to join the communities of Peterborough, Lakefield and Norwood, and looks forward to energizing life for years to come. Peterborough Distribution and Hydro One have continued to work closely together and look forward to reaching a significant milestone on the completion of integration on June 1, 2021.

In advance of June 1 and beginning this week, our efforts will focus on communicating key customer transition requirements, including what customers can expect on their last Peterborough Distribution bill, and first Hydro One bill.

### Upcoming integration activities

- Beginning April 28, 2021 and throughout May, customers will begin to receive their last Peterborough Distribution electricity statement along with a goodbye letter.
- There is no action required from Peterborough Distribution customers at this time.
- Online customers who are interested in saving their historical account data must do so before May 31, 2021.
- Customers will receive their first bill from Hydro One in June.
  - Their first billing period will be extended by up to 13 additional usage days, as Peterborough Distribution and Hydro One's billing systems sync up.
  - This is a one-time adjustment that will reflect customers' actual electricity use during this longer period. There are no additional costs or fees.
  - Hydro One is here to help. When customers receive their first Hydro One bill, they can call Hydro One to set up an interest-free payment plan, and spread the additional cost across multiple bills.
- On June 1, customers will start to receive their electricity service from Hydro One, and be seamlessly transferred into the same services and financial assistance programs, and have access to Hydro One's additional customer service offerings.
- From now until May 31, 2021, customers should continue to contact Peterborough Distribution to discuss their electricity service or report a power outage.

## Customer Communication Roadmap

The roadmap below highlights the integrated direct customer communication and broader communication tactics Hydro One will be using to share information with customers.



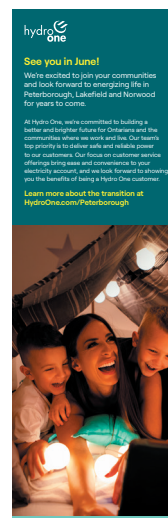
## Print ads

All print ads in the following publications will run for one week:

Peterborough Examiner: starting April 29, 2021

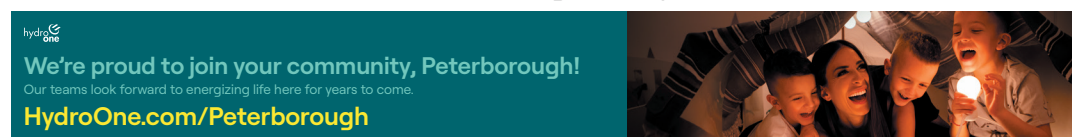
Peterborough This Week: starting April 29, 2021

Lakefield Herald: starting April 30, 2021



## Transit ads

Transit ads will run for one month starting on May 1



## Contact information for Mayors and Councillors

For general inquiries, please continue to contact Hydro One Community Relations:

Dana Gardner at [Dana.Gardner@HydroOne.com](mailto:Dana.Gardner@HydroOne.com) or 416-567-5947

Ani Bekmezian at [Ani.Bekmezian@HydroOne.com](mailto:Ani.Bekmezian@HydroOne.com) or 416-357-6748

After June 1, 2021, Mayors and Councillors can contact Hydro One's after hours and weekend line, for elected officials and media.

## Frequently Asked Questions



Hydro One Networks Inc.

HydroOne.com

**1. I've received my last Peterborough Distribution bill with a goodbye letter.  
What action do I have to take?**

No action is required from customers at this time, unless you're an online customer and would like to save your account information before May 31, 2021.

**2. When will I receive my first Hydro One bill?**

Customers will receive their first Hydro One bill in June. It will arrive after you've received your Hydro One welcome package, so you'll have the information you need, including your account number, to understand your bill.

**3. Why will my first Hydro One bill include up to 13-days of additional usage?**

Your first billing period will be extended by up to 13 additional days, as Peterborough Distribution and Hydro One's billing systems sync up. This is a one-time adjustment that will reflect your actual electricity use during this longer period. There are no additional costs or fees.

**4. Why does the billing delay exist?**

Peterborough Distribution's billing system allows for preparation time between when a meter is read, and when a bill is issued. Hydro One does not require this preparation time, and bills customers closer to the end of their actual consumption period. In order to align the billing systems, a one-time adjustment is required.

**5. The additional usage of up to 13-days will cost more than normal.  
Does Hydro One offer payment plans?**

Yes. Hydro One is here to help. When you receive your first Hydro One bill, you can call Hydro One's Customer Care team to set up an interest-free payment plan, and spread the additional cost across multiple bills.

**6. Who do I contact to discuss my electricity service or report an outage?**

Between now and May 31, 2021, please continue to contact Peterborough Distribution at 705-748-6900, Monday to Friday between 8:30 a.m. to 4:30 p.m., or after hours at 705-748-9300, to report a power outage or discuss your Peterborough Distribution service.

**7. What happens if I have an outstanding balance on my Peterborough  
Distribution electricity account?**

All accounts with an outstanding balance will be transferred to Hydro One.

## 8. What happens if I am enrolled in services at Peterborough Distribution?

### Will I have to sign up for them at Hydro One?

No. Customers who are enrolled in, or eligible for the following service offerings will be transitioned seamlessly to Hydro One:

- Pre-authorized payment
- E-billing
- Budget billing
- Ontario Electricity Support Program (OESP)
- Installment Billing through Arrears Management Plan (AMP)

Customers will also have access to Hydro One's customer service offerings:

- Choose their due date
- Monitor electricity consumption
- Improved outage communications
- Access to new energy saving products and services

## 9. Where can I learn more about Hydro One?

Visit [HydroOne.com/Peterborough](https://HydroOne.com/Peterborough) to learn more about the transition to Hydro One.

## 10. When are you building the new operations centre and fleet maintenance facility?

Hydro One is thrilled to expand in the Peterborough region. The development of a new regional operations centre and fleet maintenance facility are still in the planning stages, and Hydro One is committed to sharing updates with you when they are available.

## 11. What other rate changes will customers expect?

The Ontario Energy Board (OEB) typically issues a commodity rate change twice a year, in May and November.

On May 1, 2021 customers will switch from winter Time-of-Use (TOU) rates to summer TOU rates. For a typical residential customers in Peterborough on a TOU price plan, we expect there will be little to no change on bills per month. This rate change applies to customers of all utilities in Ontario.







**Date:** May 11, 2021  
**To:** Mayor Andy Mitchell and Council Members  
**From:** Angela Chittick, Manager of Community & Corporate Services/Clerk  
**Subject:** Peterborough County Report  
**Status:** For Direction and Information

---

**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. [Notice of Initiation of Projects](#) - County Road 14 (Yankee Line) Rehabilitation, James A. Gifford Causeway Rehabilitation and Chemong Bridge Rehabilitation
2. Peterborough and the Kawarthas Economic Development – [1<sup>st</sup> Quarter Metrics](#)
3. Staff Reporting to Council and Amendments to Procedure By-law [Report](#)
4. Warden and Deputy Warden Election and Term [Report](#)
5. Infrastructure Services Dept. - Service Delivery Review - Project Status [Report](#)
6. CAO Organizational and Service Delivery Review (OSDR) Working Group – Recommendations to Council [Report](#)
  - OSDR [Sub Committee Activities](#)
  - OSDR [Communications/Governance Sub-Committee Action Items](#)
7. Clean Marine Working Group Recommendations [Report](#)
  - Causeway Concerns – [Moving Forward Report](#)
  - [Working Group 2020/21](#)
8. Parking/By-law Enforcement [Report](#)
  - City of Peterborough - [Parking Administrative Monetary Penalty System](#)
  - [Education and Warning Campaign for Parking Regulation By-law](#)
9. Regular County Council Minutes – [April 21, 2021](#)

Angela Chittick

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

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



## Notice of Initiation of Projects

### County Road 14 (Yankee Line) Rehabilitation, James A. Gifford Causeway Rehabilitation and Chemong Bridge Rehabilitation

#### Introduction

The County of Peterborough has retained BT Engineering Inc./Entuitive to complete the design for the rehabilitation of the James A. Gifford Causeway, County Road 14 (Yankee Line) and Chemong Bridge. Investing in Canada Infrastructure Program (ICIP) funding has been obtained by the County to fund these projects.

#### Project Process

**Project 1:** The County Road 14 (Yankee Line) rehabilitation is being conducted as a Schedule A+ Environmental Assessment (EA) Study under the Municipal Class Environmental Assessment (MCEA) (2015). Schedule A+ projects are pre-approved for construction, with mandatory public notification of the project. The rehabilitation will consider active (cycling and walking) transportation and road surface drainage improvements.

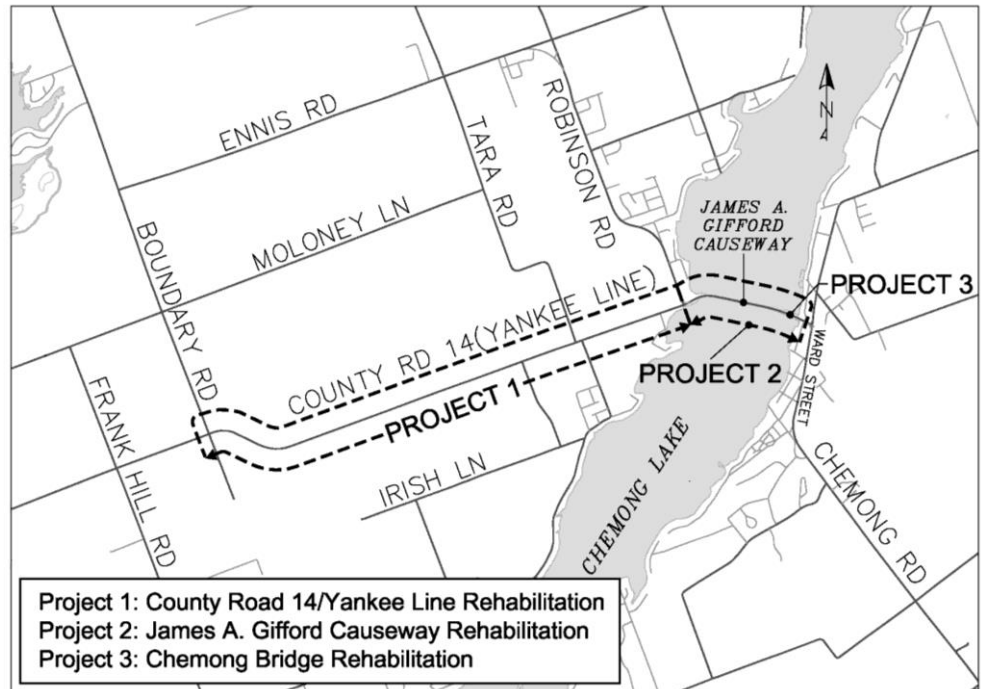
**Project 2:** A Schedule C EA was completed for the James A. Gifford Causeway rehabilitation was completed in 2012. The proposed design will include active transportation and road surface improvements as recommended by the EA.

**Project 3:** The Chemong Bridge project will involve major rehabilitation of the bridge superstructure (bridge deck, railing, sidewalk, etc.) to achieve a minimum 35-year extension of service life to the bridge. Traffic will be maintained across the bridge during construction by means of single-lane traffic control signals. The proposed rehabilitation is classified as Schedule A+ under the MCEA (2015)

#### Public Consultation

Public consultation will be facilitated by means of Public Information Centre(s) and Community Engagement Meetings. The format of these events will be subject to the Province of Ontario's COVID-19 Emergency Measures in place at the time.

There is an opportunity at any time during the Class EA process for interested persons to provide comments. Early identification of individual and group concerns greatly aids in addressing these concerns. All information will be collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (2009). With the exception of personal information, all comments will become part of the public record.



Notice of the PIC(s) will be provided by means of a Notice placed in local newspapers and directly by means of email and letters to those providing their contact information to one of the Project Managers listed below.

For more information, or to be placed on the project's email/postal mailing list or if you wish to be removed from the contact list, please contact either:

**Steve Taylor, P.Eng.**  
**Consultant Project Manager**  
**BT Engineering Inc.**  
100 Craig Henry Drive, Suite 201  
Ottawa, Ontario K2G 5W3  
Phone: 613-228-4813  
Email: [steven.taylor@bteng.ca](mailto:steven.taylor@bteng.ca)

**Peter Nielsen, CET**  
**Project Manager, Capital Projects**  
**County of Peterborough**  
470 Water Street  
Peterborough, Ontario K9H 3M3  
Phone: 705-775-2737 ext. 3200  
Email: [pnielsen@ptbocounty.ca](mailto:pnielsen@ptbocounty.ca)

### **Project Updates**

Project updates are available on the County website at:

<https://www.ptbocounty.ca/en/living/james-a-gifford-causeway.aspx>

This notice issued on April 15, 2021.





# Peterborough & THE KAWARTHAS

ECONOMIC DEVELOPMENT

## Q1 Quarterly 2021 Update



### QUARTERLY METRICS SUMMARY



16

Number of  
Businesses  
Started



386

Number of  
Business Assistance  
Interactions



62

Number of  
Visitors  
Served  
(virtually)



11

Number  
of Leads  
Generated



602

Number of Active  
Local Job Postings  
(as of March 31st, 2021)  
source: wdb.ca



## A Note from PKED's Board Chair

On behalf of the Board of Directors, I am pleased to present the first quarter activities for Peterborough & the Kawarthas Economic Development (PKED) in 2021.

Throughout Q1, the Board remained committed to strengthening our regional economy. Elevating the need for employment lands as the City and the County advance their Official Plans, in addition, the Board is also focusing on workforce development strategies to help bridge the gap between job seekers and our local employers. As this region continues to grow, we want to ensure that there is enough space and the right talent available to welcome new industry leaders and future employers to Peterborough & the Kawarthas. The effects of COVID-19 have hit small businesses hard, especially tourism dependent businesses. From partnering with Community Futures Peterborough to deliver much needed funding, launching a new Culinary Tourism Strategy and refreshed Kawartha Choice Farm Fresh website, PKED is helping to strengthen and retain our local companies in key sectors. Starting this quarter, PKED is changing the way information is presented not only to City and County Council, but to the broader community as well. We hope that you enjoy the new format which is intended to help us share our activities and provide a better understanding of the type of work that PKED is undertaking as an organization.

**Sandra Dueck**, PKED Board  
Chair

## UPDATE S FROM PKED BOARD

### First Quarter City and County Presentations to

2021 Business Plan presentations were made to the Peterborough Regional Liaison Committee (PRLC) on Feb 11th, County Council on Feb 17th and City Council on March 1st.

2020 Business Count Survey results were presented to City Council on Feb 8th and County Council on Feb 17th.

### First Quarter Public Presentations Events

- Economic Development Round table
- Trent Lakes Council
- Millbrook BIA
- Selwyn Economic Development Committee
- Start up Visa Program
- Women Breaking Barriers cohort
- Kawartha Chamber of Commerce & Tourism AGM





# Workforc e



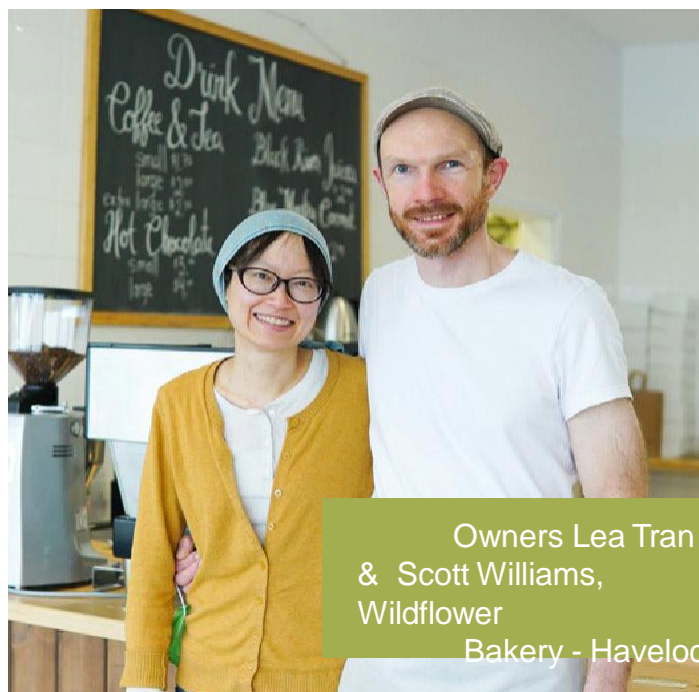
## *From the Desk of CEO* **Rhonda Keenan**

Workforce is every company's most valued asset. With a top team of talent, a company performs well. However, when a company is missing important talent or making do with an under-skilled team, the company struggles to grow and realize its full potential.

In a community where several businesses are not reaching their full potential because the right talent and workforce is not available, the local economy struggles to grow and thrive as well.

In Peterborough & the Kawarthas, we have workforce challenges that are impacting the prosperity of the local economy. The region has a lower participation rate than many other communities in Ontario, meaning that we have a higher proportion of working-aged people that are not actively working, nor are they actively

find work. At the same time, we are seeing hundreds of companies offering full-time job postings which are not being filled, including a significant number of good paying jobs with growth opportunity. These jobs can be found on the Workforce Development Board's job board which identifies the number of full-time, part-time, seasonal and permanent jobs available in the region.



Owners Lea Tran  
& Scott Williams,  
Wildflower  
Bakery - Havelock



Owner, Daniel  
Biro, Rapids End  
Coffee Roastery -  
Peterborough

Certainly, the impacts of COVID-19 have exacerbated this problem, however, this trend existed prior to the pandemic. While this may seem like a daunting problem to overcome, it is important to note that a lot of work is happening behind the scenes to build a long-term job ready workforce of the future. Many programs are being built in collaboration with industry and academia:

**Junior Achievement Northern and Eastern Ontario** is working with key industry leaders and local school boards to build connections and improve work readiness in students. Educating students (and more importantly, parents) on the career paths and earning potential of pursuing a career in skilled trades.

The **Muskoka-Kawarths Service System Manager** at Fleming College is a new pilot program intended to remove barriers to employment and improve job retention.

**Fleming College** is supporting several local companies with specialized programs to provide soft skills and basic training programs for industry, such as aerospace, steel and aluminum manufacturing with more programming under development.

Trent University has **CareerSpace** to help students connect with local employers and create meaningful experiential learning opportunities. While there is a significant amount of work to do, today's employees no longer expect to enter a job or career that will be maintained until retirement. In Peterborough & the Kawarths, we are working hard to build a culture that is open to and encouraging of life-long learning, so workers can keep up with changes in the economy and advance in their careers if they wish, allowing them to reach their full potential, which will allow local businesses and the community at large to reach their full potential as well.





## STRATEGIC PLAN OBJECTIVE 1

# Promote Peterborough & the Kawarthas as a destination of choice for visitors, business, entrepreneurs, investors and students

Throughout the first quarter of 2021, PKED continued to reach out to key local markets through monthly Small Business Newsletters and Tourism Business Bulletins.

In March, a Spring Visitor Insider Newsletter was distributed to our traveller database reinforcing the health information and the Tourism Resiliency Funding Program. The importance of staying home and staying safe, while continuing to use virtual visitor services for future travel planning when it is safe to do so again.



Ultimate Ontario Blog:  
10 Great Things to Do  
In Peterborough,  
Ontario

## HIGHLIGHT TO

DATA



Sharing the 2020  
Business Count  
survey results

## SMALL BUSINESS



Promoting the Small  
Business Centres  
Ontario programming  
free e-learning  
sessions in support of  
small business.

## WORKFORCE



Pushing the  
Workforce  
Development Board  
Worker Impact  
Survey to hear from  
people looking to re-  
enter the workforce

## BUSINESS



Highlighting COVID-19 workplace guidelines for business from Peterborough Public Health (PPH)



## YOUTH



Promoting applications for the Summer Company Program to students between the ages of 15 and



## SUCCESS STORIES



Profiling local business success stories such as Katie Jackson's Waderlight Alpaca Experience, near



## Virtual Visitor Services

Promoting virtual visitor services for future travel planning opportunities offered through Peterborough & the Kawarthas Tourism including live chat, the AR powered Dream Book as well as takeout and delivery options for food & drink and online shopping opportunities locally.

Watch the *Absence Makes the Heart Grow Fonder*



Video

## Great Taste of Ontario Road Trip

Peterborough & the Kawarthas Tourism continues to participate in a provincial culinary tourism recovery initiative called The Great Taste of Ontario Road Trip, which features ideas, trips and stories to help

Ontarians fall in love with Ontario again and

Objective planning when it is safe to travel  
3/Highlights



## TOURISM

## TOURISM





## Agriculture

Promotion of agriculture online workshops, an agriculture inventory survey and the launch of a new and improved Kawartha Choice Farm Fresh website.

# Kawartha Choice FARM FRESH



### BLOG SERIES



[Chef and co-owner,  
Glen Ford, Island  
Cream -  
Peterborough](#)



## Dining Around the World in Peterborough & the Kawarthas

New insider blog series written by travel writer Tim Johnson, showcasing local restaurants featuring authentic international food.

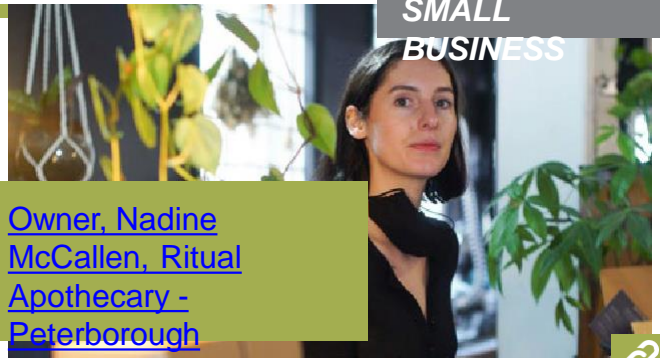
### MANUFACTURING



## National Engineering Month

New blog highlighting many unique products designed and engineered in the region.

### SMALL BUSINESS



[Owner, Nadine  
McCallen, Ritual  
Apothecary -  
Peterborough](#)



## Business Profiles

An ongoing series has been developed highlighting local companies, including those who have recently graduated from the Starter Company Plus program, including Kawartha Spice Co. and Ritual Apothecary.

### PARTNERSHIP



## Lansdowne Place

Partnered with Lansdowne Place to encourage locals to explore their own backyard via centre court banner.





[Owner, Jesse Bateson, Solid Leather - Peterborough](#)



## STRATEGIC PLAN OBJECTIVE 2

# Leverage the Region's Mix of Rural and Urban Assets and Businesses

## Mandate for Growth

Business retention and expansion is the foundation of core economic development activities. We continue to meet with the local existing business base, across all key sectors throughout the region with a focus on the collection and analysis of data and relationship building as well as the

identification and response to challenges and opportunities.

### HIGHLIGHT

## FeastON Certification

FeastON is a certification program that recognizes businesses committed to sourcing and celebrating Ontario grown food and drink. To date, Peterborough & the Kawarthas has 5 FeastON certified businesses, (Elmhirst's Resort, Kitchen Farmacy,

Publican House, Rare and BE Catering).



# BUSINESS INTERACTIONS

There were **386 interactions** completed by PKED with local companies in the first quarter of 2021.

Activities have been for business plan support, advising of the Tourism Resiliency Project funding availability, product development opportunities and following up from 2020 Business Count surveys for companies that wish to expand.

### FUNDING



## Tourism Resiliency Fund Program

In partnership with Community Futures Peterborough, PKED was able to provide funding to 49 local businesses ranging from \$2,500 up to \$20,000 in Q1.

## Mandate for Attraction

Attracting new investment and assessment is a focus throughout the region. Working in alignment with each municipality in the City and County of Peterborough, we focus attraction efforts on the region's established key sectors: Agriculture, Aerospace, Clean Technology, Manufacturing and Tourism.

### TOURISM

## Culinary Tourism Strategy

In Q1 the development of a three- year culinary tourism strategy for Peterborough & the Kawartha was completed, as part of the national Elevating Canadian Experiences project with the Tourism Industry Association of Canada and the Culinary Tourism Alliance. More information will be released in Q2.



### HEALTH &

## Safe Travels Stamp

Consumer confidence will continue to be a challenge and significant work was undertaken to encourage tourism-based businesses to adopt worldwide industry protocols created through the World Travel and Tourism Council (WTTTC) – the Safe Travels Stamp. To date 19 local businesses have received the Safe Travels Stamp, a designation to identify for visitors that the business is committed to safe health and safety practices and cleaning protocols.



1. Beachwood Resort,
2. Best Western Plus Otonabee Inn,
3. Burleigh Falls Inn & Suites,
4. Elmhursts Resort
5. Holiday Inn Peterborough Waterfront
6. Shambhala Bed and Breakfast
7. Southview Cottage Resort
8. Peterborough Inn & Suites
9. Pine Vista Resort
10. The Village Inn of Lakefield
11. Westwind Inn on the Lake
12. 4th Line Theatre
13. Lang Pioneer Village Museum
14. The Canadian Canoe Museum
15. Blackhoney Dessert & Coffee House
16. Millbrook Mercantile

Rare Objective  
3/Highlights  
I Watch Animal Resort  
Peterborough & the Kawartha Visitor Centre

## LEAD

PKED worked a total of **11 Leads** in Q1, 6 of which are still in progress and 5 of which were lost.

As of January 1, 2020 PKED is **actively working with 98 companies**. 55 are expansion projects, 34 are attraction efforts and 5 are considered start ups.

## VISITOR

62 visitors were served virtually in Q1

### Most requested information:

Peterborough & the Kawartha's Relocation Guide, Sports and Recreation, Parks and Trails, Resorts and Cottages,

Shopping and Food & Drink.  
COVID-19 continues to impact visitor inquiries as **non-essential travel from outside the area is strongly discouraged at this time.**



## STRATEGIC PLAN OBJECTIVE 3

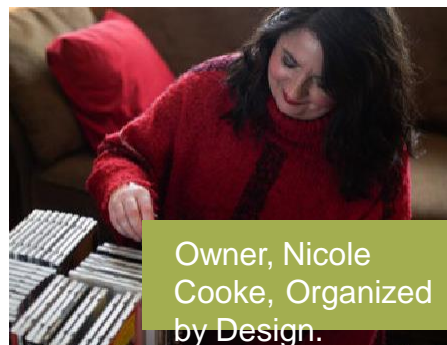
# Building a job-ready, highly skilled and innovative workforce for the future.

As of March 31, 2021, posted on the WDB Local Job Listings Board there were **602 active listings**

Of those 602 jobs: **506** were Full-Time positions

Skill Levels for the Full-Time posted positions:

- 62** Labouring and Elemental (57 permanent)
- 176** Intermediate (152 permanent)
- 156** Technical and Skilled Occupations (126 permanent)
- 47** Professional (34 permanent)



Owner, Nicole Cooke, Organized by Design.

PKED is participating in a number of workforce development initiatives and on committees to address the shortage in skills. Reskilling and upskilling programming will need to be created to address these skills shortages. Additional local workforce research is underway and will be shared in future PKED Quarterly Reports.

## HIGHLIGHTS

### Provost Award for Academic Achievement in a Community Setting Award.

This award goes to the research project that best demonstrates rigorous community-based research practices to produce results of particularly high academic merit. Trent University International Development Studies students Emmanuel Pinto and Duc "Felix" Tran won for their project with PKED entitled: Economic Impact of Financial Institution Closures to Rural Communities

*When the only financial institution in a rural community leaves town, it can create social and economic upheaval. Student researchers Emmanuel Pinto and Duc Tran teamed up with Peterborough & the Kawartha Economic Development (PKED) to figure out what it means for those left behind. Community Research Centre (TCRC)*





PKED actively supports partner programming such as Junior Achievement (JA) and their World of Choices event, in addition to their ongoing education campaigns for careers in the Skilled Trades. PKED also partnered with JA, KPR and PVNCCD School Boards to submit a Skills Development Fund project proposal to support students and young adults navigate a career path in the skilled trades. Research shows that students require additional support and wrap around services to enter the skilled trades. This funding proposal, led by JA, will seek to ultimately improve the number of students considering a career in the trades.

***PKED recently received a presentation from Riipen, a new program that is integrating work and education, creating student experiential learning opportunities within companies. Businesses are encouraged to post projects so they can place students. Visit [riipen.com](https://riipen.com) for more information.***

PKED presented a number of manufacturing challenges to Fleming College and the Ministry of Labour, Training and Skills Development to pitch several projects to help support the manufacturing skills shortage in the region. PKED is also in discussion with Skills Ontario regarding the use of a roundtable related to manufacturing pain points, seeking HR managers from the region to speak to the issues.

## HIGHLIGHTS

### ENGINEERING



PKED met with Ontario Tech University to discuss student placements and graduating students in the field of engineering to help address engineering related workforce challenges.

### AEROSPACE



PKED participated in Skills Advance Ontario for Aerospace Advisory Committee.

### TRAINING



Letters of support have been provided for two training programs under development at Fleming College.

# STRATEGIC PLAN OBJECTIVE 4 Support all Phases of Entrepreneurship



## Mandate for Entrepreneurship

High performing economic growth will be driven by start ups and entrepreneurs. For business to realize its full potential, we must support businesses through the start up and early growth phases (years 2-5).



Starter Company Plus is a program offered through the Peterborough & the Kawartha Business Advisory Centre with funding from the Government of Ontario. This program is designed to provide business training for entrepreneurs (from aspiring to experienced), aged 18 and over in the City and County of Peterborough who are launching a business or expanding an existing business (that has been operating for five years or less).

Q1 included the Winter Intake for Starter Company Plus. 12 companies participated and 6 grant winners were announced on March 22,

### 1. Get to know:

Verminix – Pest Control Company

Full Bloom Daily Development Health

Tragically Dipped Donuts

The K9 Clipper

Elemental Tree Care

## Applications are now open for Summer Company



This is the Government of Ontario's flagship youth entrepreneurship program, delivered locally through Peterborough & the Kawartha Business Advisory Centre. This program is perfect for self-motivated, entrepreneurial-minded youth looking to try their hand at business ownership.

## Number of Workshops/Courses offered by PKED in Q1: 16

10 Farms to Retail Business  
6 Farm Financials Series

47 Bootcamp Series  
E-Learning Courses Registrations in Q1

Branding & Marketing

Business Planning E-Learning

New Venture Online





## Top Challenges Inhibiting Economic Growth

As previously noted, a number of workforce issues have been identified in the local economy. These challenges will need to be addressed in order to remain competitive and ensure that companies are considering this region for relocation and expansion. Closing the skills gap



and improving the low participation rate will be critical. Both technical and soft skills have been identified as employment gaps by industry.



COVID-19 challenges continue to burden many local businesses, especially those in the restaurant, retail, personal service and hospitality sectors. Ongoing support for these businesses and advocacy for all sectors continues at all levels of Government.



Increasingly, PKED is receiving more investment inquiries that are unable to be advanced due to a lack of available lands and buildings to suit investment and growth inquiries. Discussions are underway with City and County staff related to this issue.



The COVID-19 pandemic has further highlighted the crisis in rural internet access and capacity. It has impacted businesses, student learning, healthcare and Government services. EORN is proposing a project to deliver ultra-fast internet to homes and businesses in the region.



# A LOOK

what's coming up for PKED in the next quarter.



**April 7-9**



CSTA Sport  
Events  
Congress



**April 29**



PKED Annual  
General  
Meeting  
(Zoom).



**April 19**



2021 Business  
Summit:  
Forward  
Thinking



**May 6**



Tri-  
Association  
Manufacturin  
g Career Fair



**April  
21**



Ontari  
o By  
Bike



**May 9-  
15**



International  
Economic  
Developmen  
t Week



**April 22**



Green  
Economy Earth  
Day



**May 23-  
30**



Tourism  
Week in  
Canada



## Who We Are

**Peterborough & Kawarthas Economic Development (PKED)** is the lead regional economic development agency for the City and County of Peterborough, Ontario, Canada. Established in 1999, PKED is a not-for-profit organization that is funded to deliver economic development and tourism services through a Memorandum of Understanding with the City of Peterborough and the County of Peterborough and is governed by a volunteer board of directors made up of 12 members of the local community, including Chief Administrative Officers for the County and City of Peterborough.

## What We Do

**PKED** promotes and positions Peterborough & the Kawarthas as a destination of choice to live, work, invest, study and visit.

**PKED** focusses on growing the local economy through key economic sectors including Aerospace, Agriculture, Advanced Manufacturing, Tourism and Small Business (Entrepreneurship) in order to support industry in creating quality, sustainable jobs.

**PKED** promotes and facilitates business opportunities to create a thriving economy for our residents and communities, resulting in regional prosperity for the City and County of Peterborough.

**PKED** has the responsibility for tourism activities for the region as the Official Destination Marketing Organization through Peterborough & the Kawarthas Tourism, which also operates the regional Visitor Centre.

**Working** collaboratively with businesses, government, academic institutions, and industry partners, PKED supports the retention and growth of existing businesses, attraction of new businesses and investment and strives to support local companies in accessing the talent, knowledge, resources, and economic conditions they need to thrive.

**PKED** has a robust entrepreneurship development program through the Business Advisory Centre, providing consulting services for entrepreneurs and small business operators throughout the region.

# About Peterborough & the Kawarthas Economic



## Our Mandate

To facilitate an environment which will contribute to the creation of wealth, the growth of new employment and the development of an improving quality of life for area residents. PKED will promote, facilitate and develop a strong unified economic development presence for the Greater Peterborough area (being the entire geographic region consisting of the County of Peterborough and the City of Peterborough). PKED will work cooperatively with local municipalities and other organizations to ensure that investment opportunities throughout the region are effectively developed. PKED, in working to fulfill its general mandate, will be guided by the corporations' strategic plan.

OUR  
innovative  
Ontario.

To be the most **sustainable and**  
community and economy in





## Staff Report

**To:** OSDR Working Group

**Meeting Date:** April 21, 2021

**Title:** Staff Reporting to Council and Amendments to Procedure By-law No. 2020-004

**Author:** Kari Stevenson, Manager, Legislative Services/Clerk

**Approval:** Sheridan Graham, CAO

**Recommendation:** That the report titled, “Staff Reporting to Council and Amendments to Procedure By-law No. 2020-04” submitted by the Manager, Legislative Services/Clerk on behalf of the Communications/Governance Subcommittee to the OSDR Working Group be received;

That the draft documents attached to the report as Appendix 1, Appendix 2 and Appendix 3 be forwarded to Leadership Team for consideration to be utilized by staff moving forward for a consistent approach to report and recommendation drafting; and

That the OSDR Working Group recommends to Council that amendments be made to the Procedure By-law No. 2020-04 as set out in the draft Procedure By-law attached to this report as Appendix 4.

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## Background

### A. Staff reporting to Council

Stemming from the Organizational Services Delivery Review (OSDR), the subcommittee for Communications/Governance was tasked with reviewing communications between staff and Council through reports at Council meetings.

The subcommittee had a discussion regarding this matter at their meeting on December 16, 2020. They subsequently received three draft documents prepared by staff with the intent to improve and standardize the reporting process. A final report and documents were received and supported at their meeting held April 9, 2021.



## Staff Report

### **1. Appendix 1 – Report Template**

The draft report template provides staff with guidance on completing the report which is highlighted in yellow. The blue highlight needs to be filled out and the highlighting removed. Throughout the document, there are references to further guiding documents (appendices 2 and 3 to this report) which will be hyperlinked in the final template.

A change has been made to the section, Alignment to County of Peterborough Strategic Plan Priorities. Each of the six priorities are set out with their description from the plan. Only the relevant priority(s) will stay with the remaining to be deleted. Staff are then instructed to provide Council with one or two sentences on how the recommendation aligns with the priority(s).

### **2. Appendix 2 – Report Writing Reference Guide**

The report writing reference guide was created by staff to assist with the creation of a solid report to Council that a good decision can be made from.

Page 11, Notes, reminds staff that if the matter is complex, impacts the community or Corporation and is the first time Council is receiving the information, the recommendation will be to receive it, to provide staff with comments by a specific date and to bring forward to a future Council meeting for consideration.

Leadership Team will be responsible for deciding what report needs to be received and brought forward at a future meeting when they are participating in their agenda review meetings. Leadership Team may add reports to an agenda under Staff Reports that are not controversial, complex or impact the community/Corporation but does require a motion from Council or a matter that urgently needs a motion from Council.

It is the subcommittee's recommendation that the follow up report be placed on the agenda under Business Arising from a Previous Meeting. If comments and questions were received on the initial report, a brief report should be provided by staff to deliver this information to Council and the public. If no comments or questions were received, the initial report can be placed on the agenda instead of a new report. It will be the Directors' responsibility to decide how to bring the matters back to Council.

After the consideration and approval of Appendices 1, 2 and 3, staff will attend a Leadership Team meeting with these documents for their review, amendment and approval to be used moving forward. Directors will be responsible for meeting with their staff that draft Council reports to ensure they know what is expected. They will also be





## Staff Report

able to assist their staff with aligning the report and recommendation with Council's strategic plan priorities.

### **3. Appendix 3 – Council Report Recommendation Templates**

Staff created this document to assist with the formation of recommendations for Council that are clear, concise and meaningful, to be moved as a motion. Tips are provided to staff together with examples for different types of reports. Also, the former wording of "Whereas" and "Be it resolved" is now replaced with "That".

#### **B. Procedure By-law**

On March 15, 2021, the OSDR Working Group supported the subcommittee's recommendations in the report, "Warden and Deputy Warden Election and Term" and a report will be going to Council in May recommending the following changes to the Procedure By-law.

Staff have additional amendments they would like made to the by-law and would prefer one amendment. The subcommittee recommends a report coming forward to the same meeting of Council as the Warden and Deputy Warden report. Both of these reports would be for information and provide a comment period to be brought forward to a future meeting for consideration of the amended by-law.

#### **Suggested changes to the Procedure By-law supported by the subcommittee**

##### **1. Minor Errors**

The addition of a section that reads,

The Clerk is hereby authorized to effect any minor modifications or corrections solely of an administrative, numerical, grammatical, semantical or descriptive nature or kind to this or any by-law, motion, resolution and/or minutes as may be determined to be necessary for the purpose of ensuring correct and complete implementation of the actions of Council.

would provide a needed efficiency measure and avoid unnecessary matters being added to a Council agenda.



## Staff Report

### **2. Time of Inaugural Meeting**

For the Regular Year and the Non-election Year, the Inaugural Meeting of Council is held on the second Wednesday of December beginning at 2:00 p.m. The subcommittee recommends that the commencement of these two meetings be changed to 9:30 a.m. and that the past practice of a Council gathering not take place in the future for transparency reasons. The Procedure for Election of Warden, set out in Schedule "C", does allow for every candidate to provide an address to Council which should be sufficient.

### **3. Location**

It is currently written in the Procedure By-law that all meetings of Council shall be held in the Council Chambers in the County Court House located at 470 Water Street. The wording has been amended to remove the address of the Council Chambers and to allow Council to change the location of the meeting noting the location on the meeting agenda.

### **4. Staff Reports**

On the Council agenda, there are two sections for Staff Reports. One that requires action or that is being presented to Council and one that is for information only. Staff have started to provide Council with reports that will require action but to provide Council and the public with time to review and consider the information, the report is brought back to a future Council meeting for action. This has seemed to cause some confusion and a slight wording change to Section 18, Business Arising from a Previous Meeting, will provide for clarity that the subsequent report will be added to this section of the agenda.

### **5. Correspondence**

Council receives a lot of correspondence that does not always apply to the County of Peterborough. The subcommittee is recommending a change to Section 20 of the Procedure By-law to have Action Correspondence read: Currently, the County's Procedure By-law reads:

#### **20.1 Correspondence**

20.1.1 All correspondence addressed to Council received by the Clerk no later than 12:00 noon, eight (8) calendar days prior to the next Regular Meeting will be added to a Correspondence Report. A correspondence report will be prepared and included in each agenda and will be divided into two sections; Correspondence and Information Only. All correspondence will be received for information, however, any member of





## Staff Report

Council may request an item be separated from the correspondence report and be dealt with separately.

20.1.2 Notwithstanding 20.1.1, any correspondence received from one of the eight lower-tier municipalities requesting support will be added to the agenda under Correspondence.

Section 10, Order of Business, will be amended to remove the word Action from k) and it will just read Correspondence. The correspondence report will be added to this section instead of Staff Reports – Information Only.

### **6. Warden's Election**

Currently the County's procedure for Warden's Election includes the participation of the County Auditor and the County Solicitor. To be financially responsible, the subcommittee is recommending adding an "or" to read "County Solicitor and/or County Auditor". Closer to the time of the election, the Clerk and CAO, or Clerk and Warden, would decide if one or both are needed and if just one, choose the one most appropriate at that time.

### **Analysis**

Regarding the reporting to Council information set out under A in this report, it is the subcommittee's recommendation that the draft documents created by staff be sent to Leadership Team for their review and implementation throughout their departments.

Regarding the changes to the Procedure By-law set out under B in this report, it is the subcommittee's opinion that the amendments set out in Appendix 4 are necessary administratively and also to run a more efficient Council meeting. There may be further changes made that are not set out in this report as staff are reviewing the by-law in its entirety. All changes will be set out in the report to Council.

### **Financial Impact**

Savings will be seen with the removal of the Council gathering prior to the biennial Warden's Election and only requiring the attendance of either the County Auditor or the County Solicitor at the Warden's Election.

### **Anticipated Impacts on Local and/or First Nations Communities**

None anticipated.



## Staff Report

### **Alignment to County of Peterborough Strategic Plan Priorities**

To provide high quality services to residents, businesses and Townships:

**Communications** – To elevate the County of Peterborough’s profile, enhance community engagement, and communicate proactively. The report writing documents will provide staff with the tools to communicate with Council, and the public through the agenda, in a more consistent and fulsome manner. Amendments being made to the County’s Procedure By-law will increase Council’s transparency and accountability methods.

**Financial Responsibility** – To ensure evidence-informed planning and approaches to achieve financial sustainability and accountability, while keeping ratepayers top of mind. Cancelling the election gathering and only requiring either the solicitor or auditor attend the election is financially responsible.

**Organizational Development** – To invest in our people and systems to foster a resilient, thriving organizational culture. Directors working with their staff and providing them tools to be more efficient and write effective reports supports the development of the organization and its staff.

**Communication Completed/required:** None at this time.

### **Attachments**

Appendix 1 – draft report template

Appendix 2 – draft report writing reference guide

Appendix 3 – draft Council report recommendations template

Appendix 4 – draft Procedure By-law changes

Respectfully Submitted,

Kari Stevenson  
Manager, Legislative Services/Clerk



## Staff Report

**Meeting Date:** Insert Date  
**To:** County Council  
**Report Number:** Insert Report Number DEP 2021-XX  
**Title:** Insert title  
**Author:** Insert name and title of the author(s)  
**Approval:** Sheridan Graham, CAO  
**Recommendation:** This will be the Resolution wording you want to receive from Council. Include the report number and title in the first recommendation to remove the need for “Whereas” statements. Council Report **Recommendation Templates** can be found [here](#). Remember, if this is the first time Council is receiving information about a complex matter or one that impacts the community/corporation, this report will be received for information and brought back to a future meeting.

**\* Fill in the Blue and then delete the highlighting. Delete all highlighted in yellow.**

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### Overview

Explain why this report is coming to Council and keep it to a couple of sentences.

### Background

Provide any previous history of the matter, past direction from Council, research conducted to write the report, options or alternatives for consideration, etc.

### Alternatives/Options for Consideration

(You may not need this section or you may need to include a different section.)

This section should be used to introduce and explain options and/or alternatives available for Council's consideration. With each alternative, a draft resolution should be provided, where possible.

### Analysis

Provide analysis of the issue and what leads you to your recommendation(s). If this report is the first time Council is receiving the information and it will need to come back to a future meeting to be considered by Council, you can also include what your recommendation will be in this section (if applicable).



## Council Report

### Financial Impact

Include any financial impact or insert "Not applicable".

### Anticipated Impacts on Local and/or First Nations Communities

Include which local municipalities, First Nations communities, Ministries, etc. were consulted or what impacts may arise to those governments/agencies or, insert "Not applicable".

**Alignment to County of Peterborough Strategic Plan Priorities** Delete the strategies listed below that do not apply. Construct one or two sentences after the description explaining to Council in your own words how it relates to the priority(s).

**To provide high quality services to residents, businesses and Townships:** This line stays

**Communications** – To elevate the County of Peterborough's profile, enhance community engagement, and communicate proactively.

**Financial Responsibility** – To ensure evidence-informed planning and approaches to achieve financial sustainability and accountability, while keeping ratepayers top of mind.

**Infrastructure** – To efficiently address current infrastructure demands, while maintaining the vision and planning necessary to meet future needs.

**Organizational Development** – To invest in our people and systems to foster a resilient, thriving organizational culture.

**Housing** – To engage in partnership and planning in support of meeting the housing needs of our community.

**Industry & Business** – To support the attraction, retention and growth of local business and industry.

**In consultation with:** Add internal and external individuals consulted for this report.

- 1.
- 2.

**Communication Completed/required:** Add the communication information, if any.

**Attachments** List attachments. If no attachments, insert "None". Remember – your attachments should be referenced in your report as Appendices.

Appendix A – Brief Description

Appendix B – Brief Description

Respectfully Submitted,



## Council Report

Staff Name, Title

For more information, please contact:

Name, Title

email

phone number



# Report Writing

Outline

Slide 2

Research

Slide 3

Writing the Report

Slides 4 to 8

Proof Reading and Editing

Slides 9 to 10

Notes

Slide 11

References

Slide 12



# Outline

The goal is for council to make an informed decision from your report.

Create an outline and list points and questions that you will try to answer in the report, such as:

- why is the report being written and who requested it
- history or background of topic or issue
- what are the decisions to be made from the report
- what additional research will need to be done to fully understand the report
- are there similar reports written that can be referenced
- distinguish what the subject line should be using key words people would use to search for a topic

# Research:

- researching equals a better understanding of the subject and educates you to write a more effective report
- allows you to present your report and answer questions confidently
- helps to identify issues leading to possible alternatives, options and exceptions
- reference any legislation, policies and procedures relevant to the subject
- consult with other staff and other departments
- search for effective actions or policies from other municipalities
- provides for a strong and well educated recommendation to Council allowing them to make an informed decision

# Writing the Report – Background and Analysis

Look at all sides of the topic before taking a stand, then:

- state the problem and the goal
- describe how large (or not) the issue is
- discuss the impact on the Corporation and/or the community
- identify costing, staffing and other resource alternatives
- provide all options and alternatives for consideration (which may include status quo) explaining the advantages/benefits and the disadvantages/costs of each
- set out any exceptions to an option or alternative

# Writing the Report – Background and Analysis Continued:

- avoid creating statements that cannot be supported or defended
- be concise and build arguments logically, step by step
- set out the research conducted and evidence that supports the report, the options and alternatives
- ensure the supporting references are valid, relevant, sufficient and convincing
- provide your recommendation or conclusion and clearly state the argument supporting the recommendation

# Writing the Report – Recommendation

After the research and evidence you have obtained, provide Council with a recommendation that:

- includes the report number and title for future reference and to avoid the use of “whereas statements”
- is detailed and precise
- lists the actions to take in order of importance
- can stand alone
- if passed, a member of the public would be able to read in the minutes and understand what and/or why decision was made
- reference the Council Report Recommendation Templates document for the structure of the recommendation

# Writing the Report - Writing Tips from the Province of Ontario:

- write for a grade 6-7 reading level
- use a tone that is friendly, simple, authoritative and helpful
- use an active voice instead of passive, speaking to the reader
- use short and to the point sentences
- keep paragraphs short with one to five sentences
- avoid abbreviations (don't, isn't, can't, etc.)
- use language like “for example”, not “e.g.”
- to emphasize a word or phrase, use **boldface** font, not caps or underline
- use descriptive, friendly links instead of a complete URL
- if using an acronym in the report content, spell it out the first time
- try to avoid writing more than 4 pages using Arial font with size 12



# Writing the Report - Use of Bullet Points and Attachments

When creating a **bulleted list**:

- introduce the list with a lead-in sentence and a colon
- use lower-case at the start of the bullet (unless a name)
- don't use a comma or semi-colon at the end of a bullet
- don't put "or" or "and" after a bullet
- bullet points should be short, concise and to the point

When an **attachment** is required to support a report or provide history:

- attachments should be identified as either "Appendix A" or "Appendix 1"
- attachments should be incorporated in the body of the report with what is being referenced
- avoid attachments in the recommendation

# Proof Reading and Editing

When proof reading your report, ask yourself:

- is the report in order of events
- does the report read from a readers point of view
- have I presented all the reasonable options or alternatives for Council's consideration
- are the options or alternatives presented objectively, explaining the advantages/benefits and the disadvantages/costs of each
- is the recommendation(s) substantiated
- can the recommendation stand alone
- would I be confident using this report to make a decision if I were a member of Council

# Proof Reading and Editing Continued:

- step away from the report and look at it again with fresh eyes
- use the Accessibility Checker and fix any issues identified
- have your direct manager approve your report
- the CAO will be final approval of the report.

# Notes

If this matter is complex, impacts the community or Corporation and is the first time Council is receiving this information, the recommendation will be to receive it, to provide staff with comments by a specific date and to bring forward to a future Council meeting for consideration. This allows Council time to process the information and make a decision. It also allows the public time to know Council is considering a matter and to request to be a delegation regarding that matter.

The follow-up report should list all comments or questions received since the initial report. If no comments/questions, the initial report could be placed back on the agenda.

When presenting the report, remember that Council has already read it and that you lose an audience after ten minutes, so just hit the important pieces.

# References:

- Craig, J. (2016, November). *Report writing for municipalities a two part webinar series* [Webinar]. AMCTO.
- Ontario Government. (2021). *Ontario.ca style guide*. Received from <https://www.ontario.ca/page/ontarioca-style-guide>



## Appendix 3



## Council Report Recommendation Tips

### 1. Basic Tips

A recommendation from staff for Council's consideration becomes the resolution once adopted. Therefore, think about the wording of the Council resolution you want to receive when you are drafting the recommendation.

Council Resolutions must be clear, concise and meaningful.

Council Resolutions must be able to stand alone. Ask yourself this, if you were reading the Council Minutes in ten years, would you know what action was taken by Council and what the intent was if you did not have a copy of the supporting report?

#### Tips:

- the report title inserted in the resolution should match the report title shown in the header of the report and all other locations (draft by-law, etc.)
- do **not** use "That Council..." as Council does not need to direct itself.
- all dollar values should be formatted with dollars and cents: \$\_\_\_\_.00
- do not use special characters (@ ? / \$ % & ^ # \* < > " ' ) in your resolution
- you only need "; and" before the final "That"
- keep formatting consistent

### 2. Draft Recommendations

#### a) Information Only Reports

That Report **DEP YEAR-XX, Insert Report Title**, be received.

Example – That Report CSP 2021-04, Parking Regulation By-law Consolidation, be received.

#### b) Information Reports to be brought back to Council for approval

That Report **DEP YEAR-XX, Insert Report Title**, be received; and

That Council provides staff with any comments on the draft **Parking Regulation By-law by February 22, 2021.**



**c) Appointments to Committees of Council**

That Report **DEP YEAR-XX, Insert Report Title**, be received; and

That the following members of the public be appointed to the **Name of Committee**:

**First and Last Name**, for a 3 year term ending December 31, 2022

**First and Last Name**, for a 1 year term ending December 31, 2020

**Note:** If the vacancy is the result of a resignation, include an additional part:

That the resignation of **First and Last Name** from the **Accessibility Advisory Committee** be accepted and he/she be thanked for his/her participation on the Committee.

**d) Agreements**

That Report **DEP YEAR-XX, Insert Report Title**; be received;

That the agreement between the Corporation of the County of Peterborough and **Insert Name of Other Party(s)** for **Insert purpose of the agreement and any reference name or number, ie Tender T-08-2020**, attached as **Appendix 1 to Report DEP YEAR-XX**, be approved; and

That the **(Warden and Clerk) or (Chief Administrative Officer, Treasurer, etc)** be authorized to execute any documents and agreements required by the approval of this agreement.

**3. Council Policies**

**a) New Council Policy**

That Report **DEP YEAR-XX, Insert Report Title**, be received; and

That **(Policy No. and Name)**, attached as Appendix **X** to Report **DEP YEAR-XX** be adopted.

**b) Replace a Council Policy**

That Report **DEP YEAR-XX, Insert Report Title**, be received; and

That **(Policy No. and Name)**, attached as Appendix **X** to Report **DEP YEAR- XX**, be adopted, replacing all previous versions.

**c) Amend a Council Policy**

That Report **DEP YEAR- XX, Insert Report Title**, be received; and

That the amendments to **(Policy No. and Name)** set out in the report be approved.

**4. By-laws**

**a) By-law Required for Action Approved**

That Report **DEP YEAR-XX, Insert Report Title**, be received;

That **(describe the action or decision to be adopted by by-law)**, be approved; and

That the necessary by-law be brought forward for adoption.

**b) Replace a by-law**

That Report **DEP YEAR-XX, Insert Report Title**, be received;

That **(describe the action or decision to be adopted by by-law)**, be approved;

That the necessary by-law be brought forward for adoption; and

That a by-law to repeal **(Insert By-law no.)** be brought forward for adoption.

**c) Replace a by-law (by-law with track changes attached)**

That Report **DEP YEAR- XX, Insert Report Title**, be received;

That **(describe the action or decision to be adopted by by-law)**, be approved; and

That the by-law, substantially in the form attached as Appendix **X** to the report be brought forward for adoption.

**d) Amend a by-law**

That Report **DEP YEAR-XX, Insert Report Title**, be received;

That Section **X**, of By-law No. **(insert by-law number)** be amended to read:

**(Insert revised wording for insertion into the by-law)**; and

That the necessary amending by-law be brought forward for adoption.

## 5. Draft Resolutions- Procurement

### a) Tender Award

That Report DEP YEAR-XX, Insert Report Title, be received;

That (Insert Company) be selected for the award of Tender or Request for Proposal (Insert Tender or RFP Number and Name) for the Tender/RFP price of \$\_.00, plus HST;

That subject to the receipt of the required documents, the Warden and Clerk (or CAO, Treasurer, etc.) be authorized to execute the agreement to award Tender (Insert Tender Number); and

That the Purchasing Division be authorized to issue a purchase order.

### b) Single Source Award

That Report DEP YEAR-XX, Insert Report Title, be received;

That the single source procurement of (Insert Details) from (Insert Company) for a cost of \$\_.00, plus HST, be approved; and

That the Purchasing Division be authorized to issue a purchase order.

### c) Emergency Procurement

That Report DEP YEAR-XX, Insert Report Title, be received; and

**Note:** If resolution comes forward before work commences:

That the emergency work for (Insert Details) in an amount of up to \$\_.00, be approved and funded from (Insert Funding Source).

**Note:** If resolution comes forward after work commences:

That the emergency work for (Insert Details) in an amount of up to \$\_.00, be funded from (Insert Funding).

## 6. Draft Resolutions- Project Extensions

That Report DEP YEAR-XX, Insert Report Title, be received; and

That the required completion date of (Insert current completion date) for Project (Insert Project Number), (Insert Project Name), be revised to the expected completion of (Insert New Completion Date).

**7. Draft Resolutions- Budget Items / Release of Funds**

**a) Increase of Funds**

That Report DEP YEAR-XX, Insert Report Title, be received; and

That the budget for (Insert Project or Service) be increased to \$\_.00 with the additional required funding of \$\_.00 to be funded from (Insert Funding Source).

**Note:** If there are future budget implications, include an additional “That” in your resolution:

That the (Insert Details) be incorporated in future budgets for Council’s consideration.

**b) Release of Funds from Reserve**

That Report DEP YEAR-XX, Insert Report Title, be received; and

That funds in the amount of \$\_.00 be released from the (Insert Reserve) for the purpose of (Insert Purpose).

**8. Draft Resolutions- Engineering**

**a) Environmental Assessment Report**

That Report DEP YEAR-XX, Environmental Assessment Report for (Insert Project Name), be received;

That the preferred solution for the (Insert Project Name), as included in (Insert Engineering Firm)’s (Insert Report Date) report entitled, Environmental Assessment Report (Insert Project Name), be endorsed; and

That staff be authorized to file the Environmental Assessment Report for the legislated 30 day comment period.

**b) Environmental Screening Report for Bridge**

That Report ENG201 YEAR-XX, Environmental Screening Report for (Insert Bridge Name) Bridge, be received; and

That the preferred solution and preferred design for the (Insert Name of Bridge) Bridge, identified as Alternative \_ to (description of work) as included in Screening Report (insert Bridge Name) Bridge, be endorsed.

## **9. Draft Resolutions - Planning**

### **a) Site Plan Control Exemption**

That Report DEP YEAR-XX, request to exempt (insert applicant) from Site Plan Control (Insert Application Number) for a (Insert proposal details), (Insert address or location), be received; and

That the (Insert proposal details) proposed at (Insert address or location), as generally shown in Appendix X to Report DEP YEAR-XX, be exempted from Site Plan Control.

### **b) Official Plan Amendments**

That Report DEP YEAR-XX, Official Plan Amendment Application (D01 YEAR-XX), (Owner/Applicant), (Insert Address), (Insert Township), be received;

That Official Plan Amendment Application D01 YEAR-XX, respecting (Insert Address), (Insert Township), be supported;

That the Warden and Clerk (or Director of Planning) check the (delegation by-law) authorized to execute any documents and agreements required by approval of this application.

### **c) Part Lot Control Exemption**

That Report DEP YEAR-XX, Part Lot Control Exemption (D05 YEAR-XX) for blocks \_ to \_ , Registered Plan 45M- \_ under Section 50(5) of the Planning Act (Insert Owner/Applicant), (Insert Address), (Insert Township), be received;

That the exemption from Part Lot Control (D05 YEAR-XX) for Block \_ to \_ , Registered Plan 45M- \_ under section 50(5) of the Planning Act, (Insert Owner/Applicant), (Insert Township), be approved;

That a by-law, substantially in the form attached as Appendix X to Report DEP YEAR-XX be brought forward for adoption; and

That the Warden and Clerk be authorized to execute any documents and agreements required by the approval of these applications and decision.



**The Corporation of the  
County of Peterborough**

**The Procedure By-law**

**By-law No. 2021-XX**



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# **The Corporation of the County of Peterborough**

## **By-law No. 2021-XX**

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### **A by-law to govern the proceedings of the Council of the Corporation of the County of Peterborough**

Whereas the Municipal Act, 2001, as amended, authorizes the Council of every Municipality to pass by-laws for governing the proceedings of its Council, the conduct of its Members and the calling of meetings;

And Whereas Section 238 (2) further indicates that every County and local board shall pass a Procedure By-law for governing the calling, place and proceedings of meetings;

Now therefore be it resolved that the Council of The Corporation of the County of Peterborough enacts as follows:

#### **Section 1 - Short Title**

This By-law may be referred to as the “Procedure By-law”.

#### **Section 2 - Definitions**

“**Act**” means the Ontario Municipal Act, 2001, as amended, from time to time.

“**Ad Hoc Committee**” means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required.

“**Area Municipalities**” means the eight (8) lower-tier municipalities which make up the County of Peterborough as follows:

- a) Township of Asphodel-Norwood;
- b) Township of Cavan Monaghan;
- c) Township of Douro-Dummer;
- d) Township of Havelock-Belmont-Methuen;
- e) Township of North Kawartha;
- f) Township of Otonabee-South Monaghan;
- g) Township of Selwyn; and
- h) Municipality of Trent Lakes.

“**Chair**” means the Warden or Deputy Warden or Chairperson being the person in a meeting who is actually presiding at the time that the meeting is being held.

“**Clerk**” means the Clerk of the County of Peterborough authorized by the Municipal Act, 2001, as amended and appointed by By-law.

“**Committee**” means an advisory, standing or special committee established by Council, or a subcommittee of them, of which at least one member is also a member of Council.

**“Council”** means Elected Members of Councils within “Area Municipalities” of the County of Peterborough whom were elected by registered voters or who have been appointed by virtue of a vacancy.

**“Deputy Warden”** means the County Councillor appointed by by-law, to act in the place of the Head of Council (Warden) when the Head is absent or refuses to act, or when the office of the Head of Council is vacant, and while so acting, such member has all the powers and duties of the Head of Council.

**“Electronic Participation”** includes telephone, video, audio or audio-visual conferencing, or any other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.

**“Ex-Officio”** means the Warden who by virtue of the office shall be a Member of all Committees and shall have the same duties, rights and privileges as other Members of the respective Committees.

**“Inaugural Meeting”** means the First Meeting of a new Council after a regular election where Members take their Declaration of Office.

**“Local Board”** means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

**“Meeting”** means any regular, special, committee, or other meeting of a Council, of a local board or of a committee of either of them where a quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

**“Members”** means an Elected Member of the Council of The County of Peterborough.

**“Municipal Corporation”** means The Corporation of The County of Peterborough.

**“Notice of Motion”** means a notice given by a Member of Council that requires action or additional review by Council at a subsequent meeting.

**“Parliamentary Authority”** means the Standard Code of Parliamentary Procedure, 4th Edition.

**“Pecuniary Interest”** means a direct or indirect interest of a Member of Council within the meaning of the Municipal Conflict of Interest Act.

**“Point of Information”** means a request through the Chair, for information relevant to the business at hand, but not related to parliamentary procedure.

**“Point of Order”** means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council.

**“Question of Privilege”** means a matter that a Member considers to question their integrity or the integrity of Council, which relates to the rights and privileges of the assembly or any of its Members to be brought up for possible immediate consideration because of its urgency.

**“Recorded Vote”** means the making of a written record of the names and the vote of each Member who votes on a formal question.

**“Resolution”** means a motion presented to Council on a definite subject for action.

**“Standing Committee”** means a committee appointed by Council that has a continuing existence from one term of Council to another.

**“Warden”** means the Head of the County Council.

## **Section 3 - General Provisions**

### **3.1 Rules**

The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and Committees of Council and shall be the rules and regulations for the order and dispatch of business in Council and Committees of Council meetings.

**3.1.1** The rules and regulations contained herein may be suspended by a two-thirds (2/3) vote of Members of the Council present and voting, in any case for which provision is not made herein and shall not be debatable or amendable.

### **3.2 Parliamentary Authority**

The governing legislation, the Procedure By-law, or any standing or special rules of order adopted by The County of Peterborough shall govern the procedures of the Council. Where inconsistencies exist, “The Standard Code of Parliamentary Procedure, 4<sup>th</sup> Edition” shall be the parliamentary authority, which governs the proceedings of The County of Peterborough.

### **3.3 Severability**

If any provision or provisions of this By-law shall be held to be invalid, illegal, un-enforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

### **3.4 Gender**

Any use of the male or female pronouns in this by-law, shall have no significance in the interpretation and application of the terms, provisions and conditions of this By-law, such use being solely for the sake of convenience.

### **3.5 Appointment to County Council**

Prior to taking a seat on County Council, every Member shall first provide the Clerk with a Certificate of Election duly signed and sealed by the respective Clerk of the Area Municipality from which the Member was elected and which forms part of The County of Peterborough.

### **3.6 Minor Errors**

The Clerk has the authority to correct any minor error(s) within the By-laws and/or minutes, without changing the intent of the Bylaws and/or Resolutions adopted by Council. The Clerk is hereby authorized to effect any minor modifications or corrections solely of an administrative, numerical, grammatical, semantical or descriptive nature or kind to this or any by-law, motion, resolution and/or minutes as may be determined to be necessary for the purpose of ensuring correct and complete implementation of the actions of Council.

## **Section 4 - Meetings**

### **4.1 Inaugural – Regular Election Year**

The Inaugural Meeting of County Council after a regular municipal election shall be considered Council's First meeting and shall be held on the second Wednesday of December beginning at 2:00 p.m 9:30 a.m. in the Council Chambers, in accordance with the Act. The purpose of the meeting is to swear in Council-elect and for conducting the Elections for Warden (two year term) and the Nominating Committee (two year term).

#### **4.1.1 Inaugural Agenda – Order of Proceedings**

The content of the Agenda of the Inaugural Meeting and its proceedings shall be as follows:

- a) Call to Order by Clerk;
- b) National Anthem;
- c) Land Acknowledgment;
- d) Acknowledgement of Township Clerks' Certificates;
- e) Oath of Office from Members of County Council;
- f) Roll Call;
- g) Introduction of CAO, Deputy Clerk, County Solicitor and/or County Auditor;
- h) Procedure for Nomination of County Warden;
- i) Procedure for the Election of County Warden/Acclamation;
- j) Warden Election Results;
- k) Oath of Office of newly elected/acclaimed Warden;
- l) Warden's Address;
- m) Greetings from Dignitaries;
- n) Election of Nominating Committee;
- o) Warden's Invitation for Deputy Warden candidates;
- p) Confirming By-law;
- q) Adjournment.

### **4.2 First Meeting – Non-election Year**

The first meeting of County Council in Year three (3) shall be held on the second Wednesday of December beginning at 2:00 p.m 9:30 a.m. in the Council Chambers. The purpose of the meeting is to conduct the Elections for Warden (two year term) and the Nominating Committee (two year term).

#### **4.2.1 First Meeting Agenda – Non-election Year - Order of Proceedings**

The content of the Agenda of the first meeting (Year 3) and its proceedings shall be as follows:

- a) Call to Order by Clerk;
- b) National Anthem;

- c) Land Acknowledgment;
- d) Roll Call;
- e) Introduction of CAO, Deputy Clerk, County Solicitor and/or County Auditor;
- f) Procedure for Nomination of County Warden;
- g) Procedure for the Election of County Warden/Acclamation;
- h) Warden Election Results;
- i) Oath of Office of newly elected/acclaimed Warden;
- j) Warden's Address;
- k) Greetings from Dignitaries;
- l) Election of Nominating Committee;
- m) Warden's Invitation for Deputy Warden candidates;
- n) Confirming By-law;
- o) Adjournment.

#### **4.3 Location**

All meetings of Council shall be held in the Council Chambers in the County Court House, located at 470 Water Street, Peterborough or at such other place as Council from time to time may establish which will be set out on the meeting Agenda.

#### **4.4 Date and Time**

All Regular Meetings of County Council shall be held on the first and third Wednesday of every month at the hour of 9:30 a.m. unless otherwise specified by resolution of Council. During the fourth quarter of each calendar year, the Clerk shall prepare a report to Council identifying the following year's meeting dates to be adopted by Council and posted on the County's website.

##### **4.4.1 Cancellation of Meeting**

The Clerk, with the approval of the Warden, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so.

#### **4.5 Notice of Regular Council Meeting**

No notice shall be given of any Regular Council meeting unless the day of the meeting is other than provided for in Section 4.4 or as adopted by Council. The Agenda shall be considered as adequate notice of regular, special or emergency meetings and will state where the meeting will be held.

#### **4.6 Exceptions to Regular Meeting Schedule**

- a) **Second meeting in June** – The Regular meeting scheduled for the third Wednesday in June of each year, shall be held on the last Wednesday of June.
- b) **Summer recess** – There shall be no Regular meeting held in the month of July. Meetings of a time sensitive matter may be at the call of the Chair, if required.
- c) **Second meeting in August** – The Regular meeting scheduled for the third Wednesday in August of each year, shall be rescheduled to the fourth Wednesday in August.
- d) **December meetings of even-numbered years** – The Regular meeting scheduled for the first and third Wednesdays in December of even numbered years, shall be cancelled, and rather, the meeting shall be held on the Friday following the Warden's Election.

#### **4.7 Special Meetings – Warden**

In addition to Regular Meetings, the Warden, may at any time, summon a Special Meeting of Council, by giving direction to the Clerk stating the date, time and purpose of the Special meeting.

##### **4.7.1 Special Meetings – Members of Council**

Upon request by the majority of the Members, the Clerk shall summon a special meeting for the purpose and at the date and time mentioned in the petition.

##### **4.7.2 Notice of Special Meeting**

The Clerk shall give all Members notice of a Special meeting of Council at least forty-eight (48) hours before the time appointed for such meeting.

##### **4.7.3 Delivery Notice of Special Meeting**

Notice may be given to Members by delivering a notice personally by leaving such notice at their residence or place of business, or by facsimile transmission, or by electronic mail or by telephone.

##### **4.7.4 Nature of Business**

The written or verbal notice to be given shall indicate the nature of the business to be considered at the special meeting and, the date, time and place.

##### **4.7.5 No Other Business**

No business other than that stated in the notice shall be considered at the special meeting.

##### **4.7.6 Posting of Public Notice of Special Council Meeting**

Posting of all public notices will be accomplished by any one of the following three methods, with a minimum of twenty-four (24) hours' notice:

- a) The County's official website;
- b) Included in a printed publication or newspaper having general circulation;
- c) Declared at an open meeting of Council that the subject will be placed on the next regularly scheduled meeting of the Council.

#### **4.8 Emergency Meeting**

Notwithstanding any other provision of this by-law, an Emergency meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk, or designate, to notify the Members about the meeting as soon as possible and in the most expedient manner available.

##### **4.8.1 Location**

All Council meetings shall be held within the Council Chambers in the County Court House. In the event of an Emergency being declared by the Head of Council or any other Lead Agency as identified within the Emergency Management Act within the confines of a declared emergency, where Council Chambers is not accessible, the Council shall be asked to meet at an identified location accessible by all Members of Council.

#### **4.9 Meetings Open to Public**



Meetings of the Council and its Committees, shall be open to the public with the exception of those meetings as provided within Sections 4.10 and as provided for under Section 239 of the Municipal Act, 2001, as amended.

#### **4.10 Closed to Public – Meeting Subject Matters**

A meeting or part of a meeting of the Council or Committees may be closed to the public if the subject matter being considered is:

- a) The security of the property of the County or local board;
- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the County or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the County or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) Information explicitly supplied in confidence to the County or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the County or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the County or local board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the County or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

#### **Other criteria**

- l) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- m) An ongoing investigation respecting the County, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

#### **Educational or training sessions**

- n) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
  - (i) the meeting is held for the purpose of educating or training the Members.

- (ii) at the meeting, no Member shall discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

#### **4.11 Closed Resolution**

Prior to holding a meeting which is closed to the public, Council or the Committee shall pass a resolution stating the purpose of the holding of the closed meeting and including the general nature of the matter to be considered at the closed meeting.

##### **4.11.1 Vote in Closed**

No vote may be taken except on a procedural matter or for giving of directions or instruction to officers, employees or agents of the County or persons retained by or under contract with the County, on a matter that can be discussed in Closed Session set out in Section 4.10 and the Act.

##### **4.11.2 Rise from Closed Session**

Upon rising from Closed Session, Council shall bring forward any matter to be voted on in Open Session that did not fall under the exemptions in Section 239 (6) of the Act.

#### **4.12 Closed to Public (Education and Training)**

In the case of a meeting under Section 4.10 n), "Education or Training Sessions", the fact of the holding of the Closed meeting, the general nature of its subject matter and that it is to be closed under that section shall be declared within the Resolution required under section 4.10.

#### **4.13 Confidential Matters**

Members are to ensure that confidential matters disclosed to them during meetings closed to the public, are kept confidential. All deliberations while in Closed session shall remain confidential unless otherwise agreed upon by the majority vote of Council. Only the final results of the deliberations may be made public when such disclosure is authorized by Council. Any Member, who contravenes the confidentiality clause, may be subject, by majority vote of the Council, to penalties in accordance to the County's adopted "Code of Conduct for Council and Local Boards" policy.

#### **4.14 Workshops, Orientation and Information Sessions with outside Participants**

Workshops and information sessions are informal and broad discussions among a quorum or non-quorum of Members with the assistance of staff and, as appropriate, with guests or attendee participation beyond the Members of County Council. Sessions of this nature are for the purpose of educating or training the members and to seek Council insight and feedback. At no time shall a workshop or information session materially advance the business or decision-making of the Council or Committee.

#### **4.15 Electronic Participation – Quorum and Voting**

Members of Council, local boards and committees may participate electronically in open and closed regular and special meetings, may be counted for purposes of quorum and shall be permitted to vote.

### **Section 5 - Duties**

#### **5.1 Preparation by Members**

Members of Council shall make every effort to come prepared to Council meetings by having reviewed all the material supplied, including agendas and reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Members shall make appropriate inquiries to administration staff when seeking clarification of material provided.

#### **5.1.1 Leave Meeting**

Whenever possible, Members shall provide the Clerk with notice prior to the commencement of the Council Meeting of their intent to leave the meeting early.

### **5.2 Report Requests**

All requests for substantive reports from Members of the administration shall be by Council resolution, which shall identify the appropriate Department or Director and objectives of the report.

### **5.3 Interference**

No Members(s) shall have the authority to direct or interfere with the performance of any work by administration of the County. All inquiries shall be directed through the office of the Chief Administrative Officer.

### **5.4 Order**

The Warden or Committee Chair shall preside over the conduct of meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council or Committee, as the case may be and to enforce the Rules of Procedure.

### **5.5 Speakers**

The Warden or Committee Chair shall recognize any Member of Council or Committee (as the case may be) who wishes to speak and determines the order of the speakers.

### **5.6 Motions**

The Warden or Committee Chair shall receive and submit in the proper manner, all motions presented by the Members and to put to vote all questions, which are duly moved, and to announce the result.

### **5.7 Warden/Committee Chair – Motion and Debate**

The Warden or Committee Chair may speak and/or vote on any question, but if they wish to make a motion, they shall first leave the Chair by designating the Deputy Warden or Vice-Chair to Chair the meeting. Should the Deputy Warden or Vice-Chair be absent, another Member shall be designated to act in their stead until such time as the motion(s) and any amending motion to the main question has been decided upon and after which they shall resume the Chair.

### **5.8 Restrains Member**

It shall be the duty of the Warden or Committee Chair to restrain the Members, within the rules and procedures when engaged in debate.

### **5.9 Authentication**

It shall be the duty of the Warden or Committee Chair to authenticate, by signature when necessary, all By-laws, resolutions and minutes approved by the Council.

## **Section 6 - Conduct During Meetings**

### **6.1 Sovereign – Royal Family**

No Member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Provincial representative or any Members of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

### **6.2 Members of Council – County Administration**

No Member shall speak disrespectfully nor shall they use offensive words in or against Members of the Council or any Member thereof including employees of the County of Peterborough.

### **6.3 Decisions of Council**

No Member shall criticize any decision of the Council except for the purpose of moving that the question be reconsidered. Members may indicate the manner in which they voted and the reasons why.

### **6.4 Breach of Rules**

Members shall refrain from harmful conduct to the County or its purposes. No Member shall breach the rules of the Council, or a decision of the Chair or of the Council as a whole on questions of order or practice, or upon the interpretation of the rules of Council and its rules of procedure. In the case where a Member persists in any such breach after having been called to order by the Chair, the Chair may order that such Member leave their seat for the duration in which the meeting is being held; but if the Member apologizes, they shall be permitted, by vote of the Council to retake their seat.

### **6.5 Disorder of Meeting**

It shall be the duty of the Chair to adjourn the meeting without the question being put or to suspend or recess the sitting for a time to be named if considered necessary because of grave disorder arising in the meeting.

### **6.6 Power to Expel**

The Warden or other Presiding Officer may expel any person for improper conduct at a meeting.

### **6.7 Discriminatory**

No Member shall speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation/identification, age, colour, marital status, family status or disability.

### **6.8 Respect to the Chair**

Any person, while attending a meeting in session and who must withdraw themselves from the Council Chambers, shall not do so without first turning towards the Chair as they withdraw and bow in such a manner that any person in attendance may know their intention is to withdraw from the Council Chambers.

### **6.9 Food within the Chambers**

There shall be no food permitted within the Council Chambers while a meeting is in session.

### **6.10 Recording of Meetings**

Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record open session proceedings of Council and Committees. These devices may not be used in such a way as to obstruct or disrupt the proceedings of the meeting.

At such time that Council deems appropriate, all Council meetings will be recorded by County staff and either live streamed and/or posted on the County's website following the meeting, with the exclusion of closed session meetings.

### **6.11 Public Participation at Meetings**

An attendee shall not participate in a Meeting, unless listed on the Agenda as a Delegation or Presentation and shall be subject to the rules and procedures of this by-law.

## **Section 7 - Rules of Debate**

### **7.1 Addressing the Chair**

Any Member, previous to speaking on any motion, shall indicate their desire to speak by raised hand and shall not speak until recognized by the Chair.

### **7.2 Speaking Through the Chair**

The Chair shall recognize the Members in the order they indicate their desire to speak; be acknowledged by the Chair; and shall address all questions, "Through the Chair".

### **7.3 Interruption**

When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a question of privilege, appeal the decision of the Chair or raise a point of order.

### **7.4 Point of Order – Inform Members**

It shall be the duty of the Chair to inform the Members on any point of order.

### **7.5 Subject of Debate**

No Member shall speak on any subject other than the subject that is currently being debated.

### **7.6 Motion Read**

Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

### **7.7 Time Limit**

No Member of Council shall speak more than twice to the main question and no longer than five (5) minutes on any question, except in explanation of a material part of the debate, which may have been misunderstood, but they may not introduce new matter. A right of reply may be allowed to a Member who has made a substantive motion to Council, and no Member shall speak to the same question or in reply, without permission of Council.

### **7.8 Question on Motion**

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

### **7.9 Question Integrity of Employees**

A Member, while asking questions through the Chair, shall at no time, put into question the municipal employee's personal or professional integrity.

### **7.10 Motion Seconded Before Debate**

All motions shall be seconded before being debated and voted on.

## **Section 8 - Quorum**

### **8.1 Call to Order – Quorum Present**

As soon after the hour fixed for holding the meeting of the Council, as there is a quorum present, the Chair shall call the Meeting to order.

### **8.2 Quorum**

A majority of the Members elected (50% + 1) shall constitute a quorum.

### **8.3 Non-Quorum Time Limit**

If there should be no quorum present within thirty (30) minutes after the time fixed for holding the meeting of the Council, the Warden shall call the roll and the Clerk shall take down the names of the Members present.

#### **8.3.1 Permitted Motions Without Quorum**

Should there be no quorum at a duly called meeting, **one** of the following three motions can be legally called:

- a) **Motion to Adjourn** - By calling this motion, all matters listed on the agenda shall be brought forward at the next regularly scheduled meeting.
- b) **Motion to Recess** - The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.
- c) **Motion to Set the time to which to re-adjourn the meeting** - The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.
- d) There can be no other motion that would advance the business of the Council or Committee legally permitted.

### **8.4 Warden Absent**

Where the Warden has not previously advised of an absence or lateness, and in the case of the Warden not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Deputy Warden shall take the Chair and call the meeting to order; and shall preside until the arrival of the Warden. The Deputy Warden shall have the same authority as the Warden while presiding the meeting.

### **8.5 Deputy Warden Also Absent**

In the absence of the Warden and Deputy Warden, and if a quorum is present, the Clerk shall call the meeting to order and shall call on the Immediate Past Warden, who is a Member of County Council and who shall preside until the arrival of the Warden or Deputy Warden. When presiding, the Immediate Past Warden, shall have the same authority as the Warden while presiding the meeting.

**8.5.1** Should the Immediate Past Warden not be a Member of County Council; the Clerk shall call the meeting to order and the Members shall appoint a Chairperson amongst themselves to Preside until the arrival of the Warden or Deputy Warden. The selected Chairperson, shall have the same authority as the Warden while presiding the meeting.

## **8.6 Remedy for Lack of Quorum – Municipal Conflict of Interest Act**

Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two (2).

## **Section 9 - Minutes**

### **9.1 Contents Recorded by Clerk**

The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:

- a) The place, date and time of the meeting;
- b) The name of the presiding officer or officers and the record of the attendance of the Members;
- c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes;
- d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- e) To record all publicly declared conflict of interests made by Members and identify that the Member has recused themselves from discussion or vote on the declared matter, when the subject matter is brought up for debate;
- f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question.

### **9.2 Minutes – Closed Session meeting**

Minutes of closed meetings shall be adopted after rising from Closed Session with a resolution in Open Session. The contents of the minutes need not be disclosed but shall include the following:

- a) The time and place of the meeting;
- b) Those Members in attendance and the presiding officer/Chair;
- c) Disclosures of pecuniary interest, if any, but not the general nature thereof; and
- d) Directions given to officers, employees or agents of the County or persons retained by or under contract with the County.

## **Section 10 - Order of Business - Agenda**



## **10.1 Agenda – Content**

Agendas for Regular Council meetings shall be generally formatted by the Clerk under the following headings but modifications to the order of business may be affected by the Clerk without an amendment to this by-law.

**10.1.1** The business of the Council, for a regular meeting shall in all cases, be taken up in the following order, once the Chair has brought the meeting to order, unless otherwise decided by a majority vote of the Members present and voting.

- a) Call to Order;
- b) Land Acknowledgement;
- c) Moment of Silent Reflection/Silence;
- d) Adoption of Agenda;
- e) Disclosure of Interest;
- f) Adoption of Minutes;
- g) Delegations and Presentations;
- h) Business Arising from a Previous Meeting;
- i) Staff Reports;
- j) Staff Reports – Information Only;
- k) ~~Action~~ Correspondence;
- l) Committee Minutes;
- m) Liaison Reports from External Committees, Boards and Agencies;
- n) Notices of Motion;
- o) Announcements;
- p) Closed Session;
- q) Rise from Closed Session;
- r) Matters Arising from Closed Session;
- s) By-laws;
- t) Confirming By-law;
- u) Adjournment.

## **10.2 Delivery of Agenda**

The agenda shall be delivered electronically to each Member of Council by the Clerk's Office no later than 12:00 noon, five (5) calendar days prior to the scheduled Regular Council meeting and will be posted on the County website.

## **Section 11 - Call to Order**

**11.1** Upon confirming that a quorum of Members are present and after the hour fixed for the holding of the meeting, the Warden shall call the meeting to order.

## **Section 12 - Land Acknowledgement**

**12.1** The Council Meeting shall commence with the following land acknowledgement statement read by the Chair:

Before we begin our meeting today, I would like to formally recognize the traditional keepers of this land and, specifically our neighbours of Curve Lake First Nation and Hiawatha First Nation with a formal territorial acknowledgement.

“We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishnaabeg nation. We offer our gratitude to our First Nation peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

The Council of the County of Peterborough recognizes the principles contained in our Constitution and the Canadian Charter of Rights and Freedoms.

We will now take 30 seconds to reflect on these principles and our duties and responsibilities as Peterborough County Councillors.”

## **Section 13 - Moment of Silent Reflection/Silence**

**13.1** The Chair shall ask Council to join in a moment of silent reflection. If required, a moment of silence will be observed in recognition of the passing of a current or former Member of County Council, a Member of Parliament, or a Member of Provincial Parliament.

## **Section 14 - Adoption of Agenda**

**14.1** By majority vote, the agenda shall be adopted by Members of Council as presented, modified or in its amended form.

## **Section 15 - Disclosure of Interest**

### **15.1 Disclosing**

All Members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance to the Municipal Conflict of Interest Act. It is further the responsibility of all Members to identify and publicly disclose any interest.

### **15.2 No Influencing**

The Members shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part (with the exceptions as noted under Sec.5.2 (1) of the “Conflict of Interest Act”) in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

### **15.3 Closed Session**

Where the meeting is not open to the public, the Member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

### **15.4 Absent from a Meeting**

Where a Member is absent from a meeting, which includes a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.

### **15.5 Written Declaration**

The declaration of interest shall be provided in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be) and shall be recorded in the

minutes of the meeting and where the meeting was open to the public, the general nature of such declaration.

#### **15.6 Declaration – Record – Meeting Closed to the Public**

Where the declaration of interest is made on a matter that is not open to the public, the Members shall provide in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be), declare the interest, but not the general nature of that interest and shall be recorded in the minutes of the next meeting that is open to the public.

#### **15.7 Maintaining Registry**

A Registry shall be kept by the Clerk on every written statement made by Members of the general nature of the declared interest and the Registry shall be available for public inspection.

#### **15.8 Non-Compliance**

The failure of one or more Members to comply with this section shall not affect the validity of the meeting in regard to the said matter. In the event that a Member inadvertently fails to disclose an interest at the meeting of the subject matter, the Member shall disclose at the next available meeting, offer an apology and same shall be recorded in the minutes.

### **Section 16 - Adoption of Minutes**

#### **16.1 Last Meeting(s)**

Minutes of the last regular meeting of Council and of all Special or Emergency Council meetings held subsequent to the last regular meeting, shall be included in the agenda and may be adopted by Council without having been publicly read at the meeting at which the question of their adoption is considered. By prior distribution of the minutes to all Members, it is understood that the minutes have been read. Once the minutes have been adopted, they shall be signed by the Warden and the Clerk and sealed by the Corporate Seal.

### **Section 17 - Delegations and Presentations**

#### **17.1 Delegation and Presentation Request Deadline**

Persons desiring to address Council for the purpose of making a presentation with respect to items for Council consideration that fall under the Council's mandate shall be heard at a Council meeting, with those delegations having submitted their request in writing to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the meeting of Council. The Clerk shall determine the order in which they appear on the agenda. Delegation requests to address a matter on an agenda which has been posted is set out in Section 17.4.

#### **17.2 Number of Presentations and/or Delegations**

On any given Regular Council meeting, the number of delegations shall be limited to three (3). Any future delegations would then be invited to a subsequent meeting of Council. The Clerk, upon consultation with the Warden, may increase the number of permitted delegations due to the nature and/or timing requirements of the matter.

#### **17.3 Material**

Where possible, written material to be distributed to Council shall be submitted to the Clerk within the same timeframe as in Section 17.1, along with their request to appear as a Delegation. The notice shall clearly specify the business to be presented, who the spokesperson(s) shall be and the date at which the delegation wishes to be entertained, in order that the material can be circulated with the agenda.

#### **17.4 Matter on Agenda**

Once an Agenda has been posted and a person or group deems it necessary to address Council on a matter that is on the published agenda, they shall submit a request to appear before Council as a delegation no later than 12:00 noon two (2) calendar days prior to the meeting of Council. Only in circumstances where this day falls on a statutory holiday, the timeline will be extended to 12:00 noon the following day. The request shall have all written material to be distributed to Council included with the submission.

#### **17.5 Delegation Time Limit**

Delegations and presentations shall be limited to a maximum of ten (10) minutes. This does not include answering questions from Council. Upon request and due to special circumstances, the time limit may be extended at the discretion of the Warden.

**7.5.1** An organized body wishing to address Council as a delegation, regardless of the number of spokespersons, shall be limited to a maximum of ten (10) minutes.

**17.5.2** Individual Members of Council shall each be permitted a question period for each delegation of a maximum of five (5) minutes. Members shall be permitted to ask clarifying questions but **shall not make statements** nor enter into debate with such persons.

#### **17.6 Reappear Before Council**

Once a delegation has made a presentation to Council on an issue, they shall not address Council on the same issue within a twelve (12) month period unless, in the opinion of the Clerk, there is new information that is pertinent to the matter.

#### **17.7 Delegation Deemed Inappropriate for Council**

When it is deemed inappropriate that a delegation address Council, the Clerk shall so notify the delegation and Council with a supporting explanation. Such written explanation shall be delivered with the Agenda and the Council, if it so wishes to hear the delegation, shall, by two-thirds vote of the Council Members present and voting, introduce a motion to suspend the rules to allow the delegation to be heard.

#### **17.8 Statements Unsubstantiated**

Should a delegation in its deputation offer a statement in error, any Member of Council or Official may be recognized by the Chair on a "Point of Order" whereby the Members of Council or Official so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the delegation.

#### **17.9 Presentations**

Presentations will differ from delegations as they will be presenting information to Council such as updates from municipal partners, agencies, auditors, solicitors, consultants, other levels of government, etc.

**17.9.1** Presenters will be asked to keep their presentation to a maximum of ten (10) minutes but, due to the nature of the information they are presenting, may request more time from the Clerk up to a maximum of twenty (20) minutes.

**17.9.2** Council Members shall be permitted a question period for each presentation of a maximum of twenty (20) minutes. Members shall be permitted to ask clarifying questions but **shall not make statements** nor enter into debate with such persons.

#### **17.10 Requests for Action Referred**

Delegations or presentations which request action to be taken by the Council should be referred to administration by majority vote for a report that shall be presented to Council at a subsequent Council Meeting.

### **Section 18 - Business Arising from a Previous Meeting**

**18.1** All matters referred to staff through Council resolution for a report back to Council, **including a follow-up staff report**, shall be listed in this section and/or any unfinished business from a previous Council meeting.

### **Section 19 - Staff Reports**

**19.1** Any staff report presented to Council for its consideration shall be listed on the Agenda together with the staff recommendation.

**19.2** Staff reports for Information Only shall be introduced with one motion, however, a Member may request to deal with any report(s) separately.

**19.3** Staff reports that are returning to Council and had been received for information at a previous meeting shall be listed on the Agenda under Business Arising from a Previous Meeting.

**19.4** Reports shall be delivered to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the next Council meeting.

### **Section 20 - Correspondence, Petitions and Committee Minutes**

#### **20.1 Action Correspondence**

**20.1.1** All correspondence addressed to Council received by the Clerk no later than 12:00 noon, eight (8) calendar days prior to the next Regular Meeting will be added to a Correspondence Report. A correspondence report will be prepared and included in each agenda and will be divided into two sections; Correspondence and Information Only. All correspondence will be received for information, however, any member of Council may request an item be separated from the correspondence report and be dealt with separately.

**20.1.2** Notwithstanding 20.1.1, any correspondence received from one of the eight lower-tier municipalities requesting support will be added to the agenda under Correspondence.

## **20.2 Petitions**

All petitions addressed or presented to Council shall be provided to the Clerk within the time limits set out in 20.1.

**20.2.1** The petitions shall be presented to Members on an agenda and shall be referred through resolution of Council to administration for review and report.

**20.2.2** Members of Administration shall consult with affected Townships and undertake assessment where necessary.

**20.2.3** A subsequent report prepared by administration, responding to the petition shall be presented to Members of Council at a future Council meeting.

## **20.3 Committee Minutes**

Committees shall report regularly to Council and their minutes shall be posted on the Council agenda.

**20.3.1** Any Member of the Council may question Committee Chairs on matters not necessarily included within the submitted minutes of the Committee.

## **20.4 Liaison Reports from External Committees, Boards and Agencies**

Minutes from the external committees and boards will be included within the Agenda at the first available meeting after having been received from the appropriate committee and/or board. The liaison representative on that committee or board may provide additional comments by providing a summary report to the Clerk no later than 12:00 noon, eight calendar days prior to the date of the next Regular meeting for inclusion on the Agenda.

## **Section 21 - Notice of Motion**

**21.1** Each matter listed under Notice of Motion on an Agenda shall be dealt with individually.

### **21.2 Introduction at a Council Meeting**

A Member of Council may introduce a Notice of Motion at a meeting regarding a matter that would not otherwise be considered by Council at such meeting by reading the motion at the appropriate time and delivering a written copy of the motion, signed by the mover and seconder, to the Clerk. The Notice of Motion shall not be considered or debated until the next Regular Council meeting which the member who moved the motion is in attendance. Should the seconder of the Notice of Motion be absent from the meeting when the Chair calls for the Notice of Motion, any Member may second the Notice of Motion.

#### **21.2.1 Two-thirds Vote to Consider Notice of Motion**

A Notice of Motion regarding a time sensitive matter introduced under Section 21.2 may be introduced without notice if Council, without debate, dispenses with the notice requirements in Section 21.2, on the affirmative vote of at least two-thirds (2/3) of the members present and voting.

### **21.3 Notice of Motion – Delivered for Agenda**

To be included on a published Agenda, any Member of Council may deliver a Notice of Motion to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the date of the next Regular meeting. The Notice of Motion must be signed by the mover and a seconder. Should the seconder of the Notice of Motion be absent from the meeting when the Chair calls for the Notice of Motion, any Member may second the Notice of Motion.

## **Section 22 - Announcements**

**22.1** Members of the Council, who wish to make a public announcement on matters of public or community interest may, once recognized by the Chair, provide the announcement. The announcements shall not require future action by Administration and no motion is required.

## **Section 23 - Closed Session**

**23.1** Council may move into Closed Session under Section 239 of the Act or relevant sections of this By-law by first passing a resolution in Open Session stating the purpose of holding the closed meeting and the general nature of the matter to be considered.

**23.2** Upon rising from Closed Session, Council shall bring forward any matter to be voted on in Open Session that did not fall under the rules of the Act in Section 239 (6).

## **Section 24 - By-laws**

### **24.1 Description – number of readings – listed on Agenda**

All by-laws, together with a brief description shall be listed on the agenda for the meeting at which they are to be read.

### **24.2 Readings**

Every by-law caption shall be read prior to it being passed and endorsed by the Council. Every by-law shall be passed without receiving first, second and third readings unless otherwise directed by legislation or Council.

### **24.3 Debate and Amendment**

A by-law may be debated or amended before final adoption by Council and is subject to amendments or referred for future consideration.

### **24.4 Signed and Sealed**

Every by-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Corporation and signed by the Warden and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

### **24.5 Confirming By-law**

At the conclusion of all Regular Council Meetings and prior to adjournment, a by-law shall be brought forward to confirm the actions of the Council at the meeting in respect of each motion, resolution and other action taken that consolidates and includes the provisions of any by-law previously passed by the Council.

**24.5.1** A Confirming By-law when introduced shall be taken as read and finally adopted without debate.



## **Section 25 - Voting**

### **25.1 Chair – Vote**

The Chair shall vote as any other Member when the vote is to be recorded. In all other cases, the Chair, may (but is not obliged to) vote whenever their vote will affect the result. The Chair may vote either to break or to cause a tie; or, in the case of a two-thirds vote requirement, the Chair may vote either to cause or to block the attainment of the necessary two-thirds vote.

### **25.2 Members Vote**

Every Member present at a meeting, with the exception to Section 25.1, when a question is put, may vote thereon unless disqualified to vote on the question.

### **25.3 Vote Deemed Negative**

Failure to vote by a Member present at the meeting at the time of the vote and who is not disqualified to vote shall be deemed to be a negative vote.

### **25.4 Motion – Simple majority**

The vote required to pass a motion shall be a majority (50% + 1) except as otherwise provided in this By-law or by Statute or by Parliamentary Authority.

### **25.5 Motion Deemed Negative**

In the case of a tie vote on a motion, the motion shall be deemed to have been decided in the negative and defeated.

### **25.6 Show of Hands**

The manner of determining the desire of the Council on an unrecorded vote to a motion shall be by show of hands.

### **25.7 Recorded by Request**

Where a vote is taken for any purpose and a Member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting, shall announce their vote openly; and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote, and the Clerk shall record the name and the vote of each Member.

### **25.8 Division – Separate Vote**

At the request of a Member of Council, a motion containing distinct proposals that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

### **25.9 Procedures During Vote**

When a vote is being called on a question, each Member shall occupy their seat and shall remain there until the result of the vote has been declared by the Chair. During such time no Member shall walk across the Chambers or speak to a Member or any other person or make any noise or disturbance.

### **25.10 Members Not in Seat**

A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

### **25.11 Recorded Vote Order of Voting**

The Member who made the request for a recorded vote shall vote first followed by:

- a) The Mayor of the Township of Selwyn;
- b) The Deputy Mayor of the Township of Selwyn;
- c) The Mayor of the Municipality of Trent Lakes;
- d) The remaining Members who have not yet voted shall vote in alphabetical order of the Township name until all Members have voted, with the exception of the Warden;
- e) The Warden.

### **25.12 Declaration of Chair**

Should a Member disagree with the announcement of the Chair, they may immediately after the declaration, request that a standing vote be taken on the question.

### **25.13 Weighted Vote**

At the beginning of each the term of Council, the Clerk shall advise Members of Council the number of votes each Member has.

Each Member of County Council shall have one (1) vote with the exception of:

- a) The Head of the Township of Selwyn, who shall have three (3) votes;
- b) The Deputy Head of the Township of Selwyn, who shall have two (2) votes;  
and
- c) The Head of the Municipality of Trent Lakes who shall have two (2) votes.

### **25.14 Calculation of Two-thirds (2/3) Vote**

A two-thirds vote means that two-thirds (2/3) of the weighted votes cast determine the vote.

For example: 14 of 20 votes cast is required to satisfy a two-thirds (2/3) vote when all members are presenting and voting.

**25.14.1** The Calculation of two-thirds (2/3) vote shall be rounded upwards to the next highest (full) decimal.

### **25.15 Announcing Results**

The Chair shall announce the result of every vote.

## **Section 26 - Point of Order/Privilege**

### **26.1 Procedure to Raise a Point of Order**

A member raising a point of order may interrupt the proceedings, including interrupting a member speaking. The Chair will ask the member to state the point of order. After the point of order is stated, the Chair shall decide the point of order.

**26.1.1** The decision of the Chair is final, unless a member appeals the ruling of the chair, and another member seconds the appeal.

**26.1.2** If a Member appeals to Council on a point of order and another member seconds the appeal, Council shall hear the reason for the appeal from the

appellant and the reason for the decision from the Chair. The Council shall decide the question, "Shall the ruling of the chair be sustained," without further debate.

**26.1.3** The decision of Council is final.

## **26.2 Procedure to Raise a Point of Privilege**

Where a Member considers that the integrity of any member or the integrity of the Council as a whole has been impugned, the member may interrupt the proceedings or interrupt a member speaking to raise a point of privilege. With the Chair's consent the member will explain the privilege being tainted or damaged to Council.

**26.2.1** When a point of privilege is raised, it shall be considered and decided by the Chair immediately.

**26.2.2** The decision of the Chair on a point of privilege is final.

## **Section 27 - Motions**

### **27.1 Processing a Motion**

- a) A member wishing to move or speak to a motion must seek recognition from the chair before speaking.
- b) A motion, requiring a second, shall be formally seconded before the chair states the motion.
- c) The chair shall state the motion, which places the motion under the authority of Council or the committee, who will decide the disposition of the motion.
- d) The member moving the motion has first right to speak to the motion. Other members will in turn be recognized by the chair to speak to the motion.
- e) When the debate is completed, the chair will take the vote, and announce the result.

#### **27.1.1 Beyond Jurisdiction of Council**

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

### **27.2 Order of Precedence of Motions (Ranking)**

Main Motions, lowest in rank, can only be moved when no business is pending:

- a) Amend the main motion;
- b) Refer to Committee;
- c) Postpone to a Certain Time;
- d) Limit or Extend Debate;
- e) Close Debate and Vote Immediately;
- f) Postpone Temporarily (Table);
- g) Question of Privilege;
- h) Recess;
- i) Adjourn (Highest Rank).

The following motions do not have a rank but can be moved as necessary:

- j) Point of Order – Used when a member wishes to correct an error in procedure;

- k) Parliamentary Inquiry – Used to ask a question regarding procedure;
- l) Withdraw – Used by a member to request the member's motion be withdrawn;
- m) Division of a Question – Used to split a motion into two or more parts;
- n) Division of the Assembly – Used to ask the chair to take the vote again;
- o) Appeal the Decision of the Chair – Used to challenge a ruling of the chair;
- p) Consider Informally – Used to relax the debate rules;
- q) Suspend the Rules – Used to disregard procedure rules that are preventing the members from taking a specific action.

### **27.3 Specific Rules Related to Motions**

Moving a motion does not permit a member to interrupt the proceedings or a member speaking, unless the description of the motion permits an interruption.

**27.3.1 Main Motion** – Introduces a substantive matter to the assembly for decision. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt, and may be reconsidered.

**27.3.2 Amend** – Used to change the wording of a main motion. Requires a second, is amendable (an amendment to the amendment), is fully debatable, requires a majority vote to adopt, and may not interrupt. Amend is used to, i) insert new wording, ii) strike out wording, iii) strike out and insert other wording, iv) substitute one main motion with another main motion provided the substitute is on the same subject matter. An amendment must be germane (relevant) to the subject matter under discussion.

**27.3.3 Refer to a Committee** – Used to send an item of business to a standing or ad hoc committee where the item will receive additional, in-depth consideration. Requires a second, is amendable, is debatable as to sending it to a committee, and requires a majority vote to adopt. If the referral is to a standing committee, Council may provide instructions to the committee, including when it is expected to report back to Council. If the referral is to a new ad hoc committee, it can, in addition to providing instructions, provide the structure of the committee, including number of members, how they are appointed, how the chair is appointed, or who will specifically chair the ad hoc committee.

**27.3.4 Postpone to a Certain Time** – Used to delay the consideration of a main motion and to fix a definite date or time (within the current meeting or to the next regular meeting) for consideration. This requires a second, is amendable, debate is restricted as to the merits of postponing and to the time to which to postpone, and requires a majority vote to adopt.

**27.3.5 Limit or Extend Debate** – Extend debate is used to permit members to speak more times or for a longer time. Limit debate is used to restrict the number of times members may speak or to reduce the length of speaking. May only be applied to debatable motions. Requires a second, is amendable, is not debatable and requires a two-thirds vote to adopt.

**27.3.6 Close Debate and Vote Immediately** – Used to close debate on an immediately pending motion or on a series of consecutive pending motions.

Requires a second, is not amendable, is not debatable, and requires a two-thirds vote to adopt. When adopted, the Chair should immediately take the vote on the affected motion or motions. When adopted, the making of amendments on the affected motions stops.

**27.3.7 Postpone Temporarily (Table)** – Used to set an item of business (a main motion) aside temporarily, when something more urgent has arisen or members may need some other information on the main motion which is not currently or readily available. Requires a second, is not amendable, is not debatable, and requires a majority vote to adopt, but the motion laid on the table may be “taken from the table” by majority vote, without debate. The main motion if not taken from the table by the end of the current meeting is terminated. The item of business can be introduced through regular processes at a future meeting.

**27.3.8 Recess** – Used to take a break in the meeting and to set a time for continuing the meeting. The motion requires a second, is amendable (restricted), is debatable only as to taking a break and the time to return, and requires a majority vote to adopt. The motion can be used to continue the meeting to another day.

**27.3.9 Adjourn** – Used to conclude the meeting. The motion requires a second, is debatable when moved with no business pending, otherwise it is not debatable, can be amended, and requires a majority vote to adopt. It is the duty of the Chair to ensure no important business has been overlooked that should be taken care of before adjournment. In addition, the motion should not be allowed if a member has already indicated the wish to speak on the pending matter, or if a member is currently speaking or if a vote has begun, or the motion to close debate has been adopted. Upon the vote being taken, the meeting is not concluded until the Chair announces the adjournment.

The motion to adjourn may be amended to set the time for a continued meeting. If the amendment is adopted and adjournment is adopted, the meeting which takes place in the future is the same legal meeting, and simply continues the agenda. It is in essence a recess.

**27.3.10 Parliamentary Inquiry** – Used by a member to ask questions about the rules of procedure in the current meeting situation. It can also be used by a member to ask questions of the mover of the motion or to a speaker regarding the business at hand.

**27.3.11 Withdraw** – A member may request that their motion be withdrawn and, on hearing no objection the Chair will announce that the motion is withdrawn. If a single member objects to the withdrawal of the motion or the Chair disallows the withdrawal, the motion to withdraw can be moved formally by any member and shall be voted on by Council, without debate, as follows, “Shall the Member’s motion be withdrawn?” It does not require a second, is not debatable and a majority vote adopts the motion to Withdraw.

If a motion has not been stated by the Chair, the member who moved the motion may withdraw the motion without permission from the Chair or Council.

**27.3.12 Division of a Question** – A main motion that is composed of two or more independent parts may be split into two or more individual motions and discussed and voted on separately. The member should indicate how the main motion is to be divided and if the Chair agrees, they will be dealt with separately. If the Chair disagrees that the main motion can be divided the member may move a motion to divide, and the assembly will decide by majority vote. This motion requires a second, is not amendable and is not debatable.

**27.3.13 Division of the Assembly** – Allows the meeting to take an indecisive vote again, by rising or a show of hands, or a counted vote. This motion may interrupt because it requires an immediate decision. The Chair has the duty to ensure a vote is taken properly, so the chair can always take the vote again without permission. If the Chair fails to do so on an indecisive vote, any member has the right to interrupt and call for a division, which must be allowed. No debate is permitted and the vote is taken again.

**27.3.14 Suspend the Rules** – Allows the members to set aside temporarily the rules of procedure contained in this By-law or in the Standard Code of Parliamentary Procedure to take some action contrary to the rules. It cannot be used to suspend rules in higher documents of authority, including the law, unless the rule in the higher document of authority permits it to be suspended. When stating the motion the member need not specify the rule being suspended, only the action he wishes to be taken. When the actions have been taken, the Council will return to its regular rules of order.

Only rules of order may be suspended, such matters as voting requirements, quorum rules, rules specifying notice requirements, and fundamental rights of a member cannot be set aside or suspended.

The motion to suspend cannot interrupt a speaker, requires a second, is not debatable, cannot be amended, and requires a two-thirds (2/3) vote of the members present and voting.

**27.3.15 Reconsider a Vote** – Used in a meeting to bring back an adopted or defeated main motion for additional discussion and a new vote. Any member who voted on the main motion may give a notice of motion to reconsider the vote at the same meeting. A majority vote will adopt the notice of motion to reconsider the vote.

No motions other than a main motion can be reconsidered. An amendment which has already been applied to the main motion can only be reconsidered in conjunction with the main motion reconsideration.

When the motion to reconsider the vote on the main motion is pending, it requires a second, it is not amendable and discussion can only go into the merits of whether or not to bring back the main motion for discussion and a new vote, and it requires a majority vote to adopt. If the motion to reconsider the vote is adopted, it will bring back to Council the main motion as it was when it was originally voted on. The original vote is nullified.

**27.3.16 Rescind a Vote** – Used to cancel, nullify or void a main motion adopted at a previous meeting. The rescission affects the present and future only, it is not retroactive. It can only be moved when no business is pending, requires a second, is debatable, is not amendable, requires the same vote to rescind as was required to adopt the main motion in the first place. Notice is required to rescind if notice was required for the adoption of the main motion. A motion to rescind a defeated main motion is not in order.

**27.3.17 Priority of Disposition** – A motion properly before Council for decision must receive disposition before any other motion can be received, except motions which are of higher rank as listed in Section 27.2.

## **Section 28 - Term of Office and Nominations**

### **28.1 Warden / Deputy Warden**

The Term of Office for the position of Warden of the County of Peterborough shall be for a period of two (2) years. The Term of Office for the position of Deputy Warden shall be for a period of two (2) years or upon the resignation of the Warden if in the first eighteen (18) months of the term.

**28.1.1** At no time shall the Warden and Deputy Warden chosen be from the same area municipality.

**28.1.2** No member shall hold the position of Warden for more than two (2) consecutive two (2) year terms.

**28.1.3** No member shall hold the position of Deputy Warden for more than two (2) consecutive two (2) year terms.

**28.1.4** Years one and two, (first two-year mandate), shall begin at the First Meeting (Inaugural) in December of an Election Year and continue with an expiration date of November 30<sup>th</sup> within the second year of a four-year mandate.

**28.1.5** Years three and four (second two-year mandate), shall begin at the first meeting in December at the end of the first two-year mandate, and continue until the 14<sup>th</sup> of November of an Election Year.

### **28.2 Certificate of Election – Warden**

Prior to holding Nominations for the position of Warden, following a municipal election, the Clerks of each area municipality, within the County of Peterborough shall provide the Clerk of the County of the upper-tier municipality, a copy of the Certificate of Election.

### **28.3 Nomination Process for Warden – Municipal Election Year**

In early November after a regular election, the Clerk shall provide a nomination form for the position of County Warden to all newly-elected heads and deputy heads of each area municipality as set out in Schedule “A” forming part of this By-law.

**28.3.1 Valid Nomination** – To be considered a valid nomination, the Nomination form shall be signed by the Warden nominee and have the signed support of two members of County Council elect and shall be submitted to the County Clerk no later than 4:30 p.m. on the second Friday of November (Close of Nominations).



**28.3.2 Nomination Results** – At the second Regular County Council Meeting in November, the Clerk shall:

- a) Report to County Council on the valid nominations received for the position of Warden;
- b) Ask each Warden candidate present at the meeting to confirm they wish their name to remain on the ballot;
- c) Advise County Council of the responses received from any Warden candidate not present at the meeting;
- d) Advise County Council whether an election or an acclamation will occur at the First Meeting of Council.

**28.3.3** At the First Meeting of Council the Clerk shall:

- a) Ask the mover and seconder of each nomination for the position of Warden to verbally confirm their moving or seconding of the nomination.
- b) Ask each candidate for the position of Warden to confirm they wish their name to remain on the ballot.

#### **28.4 Nomination Process for Warden – Non-Election Year**

At the first Regular County Council Meeting in November of a non-election year (in Year 3), the Clerk shall provide each member of County Council with a nomination form for the position of County Warden as set out in Schedule “B” forming part of this By-law.

**28.4.1 Valid Nomination** – To be considered a valid nomination, the Nomination form shall be signed by the Warden nominee and have the signed support of two members of County Council and shall be submitted to the County Clerk no later than 4:30 p.m. on the second Friday of November (Close of Nominations).

**28.4.2 Nomination Results** – At the second Regular County Council Meeting in November, the Clerk shall:

- a) Report to County Council on the valid nominations received for the position of Warden;
- b) Ask each Warden candidate present at the meeting to confirm they wish their name to remain on the ballot;
- c) Advise County Council of the responses received from any Warden candidate not present at the meeting;
- d) Advise County Council whether an election or an acclamation will occur at the first meeting of Council.

**28.4.3** At the first meeting of Council (in Year 3) the Clerk shall:

- a) Ask the mover and seconder of each nomination for the position of Warden to verbally confirm their moving or seconding of the nomination.
- b) Ask each candidate for the position of Warden to confirm they wish their name to remain on the ballot.

#### **28.5 Procedure for Election of Warden**

The Procedure for the Election of County Warden is set out in Schedule “C” forming part of this By-law.

#### **28.6 Election or Acclamation**

In the event of an acclamation to the position of Warden, the Clerk shall notify the Council at its second regular meeting of November, without the need to proceed to an election.

#### **28.7 Nominating Committee – Election**

The Procedure for the Election of the Nominating Committee for a two (2) year term is set out in Schedule “D” for part of this By-law.

#### **28.8 Appointment of Deputy Warden**

Following the election/acclamation of the Warden and prior to the first regular County Council meeting in December, Councillors of the County of Peterborough, shall be invited to inform the Warden, in confidence, of their desire to serve as Deputy Warden for a period of two (2) years.

##### **28.8.1 Selection of Deputy Warden**

During the first regular meeting of County Council in December, the Warden shall publicly declare the Warden’s selection for the position of Deputy Warden.

**28.8.2** The County Councillor selected, shall be requested to publicly declare and confirm their intent to serve as Deputy Warden for the following two years.

**28.8.3** Upon confirmation, the Warden shall request a confirming resolution by County Council.

**28.8.4** The appointed Deputy Warden, shall be sworn-in at the first regular meeting of County Council in January of the following year and the Council shall confirm the appointment with an appointing By-law at the same meeting.

### **Section 29 - Resignations, Vacancies, Absences**

#### **29.1 Resignation**

A Member of Council may resign from office by providing a written notice that has been signed, and filed with the Clerk of the Corporation within which they were elected, subject to provisions under Section 260 of the Municipal Act, 2001, as amended.

#### **29.2 Temporary Vacancy**

Subject to Section 267(1) of the Act, if a person who is a Member of the Council of an area municipality and the Council of the County of Peterborough is unable to act as a Member of those Councils for a period exceeding one month, the Council of the area municipality may appoint one of its Members as an alternate Member to the County of Peterborough to act in place of the Member until the Member is able to resume acting as a Member of those Councils. A temporary vacancy resulting from a pregnancy or parental leave shall be in accordance with the County’s adopted Pregnancy and Parental Leave Policy.

#### **29.3 Temporary Vacancy – Alternate Member**

Subject to Section 267(2) of the Act, if the offices of a person who is a Member of the Council of both the area municipality and the Council of the County of Peterborough

becomes vacant and the vacancy will not be filled for a period exceeding one month, the area municipality may appoint one of its Members as an alternate Member of the Council of the County of Peterborough until the vacancy is filled permanently.

#### **29.4 Appointment to a Vacancy – position of Warden**

The appointment of an alternate Warden for the County of Peterborough is not authorized.

**29.4.1** Should the Warden not be able to complete the two (2) year term within the first eighteen (18) months of the term, the Clerk shall schedule a Special Council meeting to hold an election of the position of Warden using the same procedure as set out in Schedule “C”. The newly elected Warden may choose to have the current Deputy Warden continue in that role or may appoint a new Deputy Warden. If a new Deputy Warden will be appointed, following the election of the Warden and during that meeting, Councillors of the County of Peterborough shall be invited to inform the Warden, in confidence, of their desire to serve as Deputy Warden for the remainder of that term.

**29.4.2** If a new Deputy Warden is selected, at the next meeting of Council (Regular or Special) the County Councillor selected as Deputy Warden, shall be requested to publicly declare and confirm their intent to serve as Deputy Warden for the remainder of the term. Upon confirmation, the Warden shall request a confirming resolution by County Council. The appointed Deputy Warden, shall then be sworn-in at that meeting and no by-law appointing the Member as Deputy Warden shall be required.

**29.4.3** The period of time that these two Members of Council hold the positions of Warden and Deputy Warden will not be included in the restrictions set out in subsection 28.1, nor will the period of time that the Deputy Warden who did not continue in that role after an election held pursuant to subsection 29.4.1.

**29.4.4** Should the Warden not be able to complete the two (2) year term within the last six (6) months of the term, the Deputy Warden shall assume the Warden’s position. At the next meeting of Council (Regular or Special) the Deputy Warden shall be appointed Warden by Resolution of Council. Following the appointment of Warden and during that meeting, Councillors of the County of Peterborough shall be invited to inform the Warden, in confidence, of their desire to serve as Deputy Warden for the remainder of that term.

**29.4.5** At the next meeting of Council (Regular or Special) the County Councillor selected as Deputy Warden, shall be requested to publicly declare and confirm their intent to serve as Deputy Warden for the remainder of the term. Upon confirmation, the Warden shall request a confirming resolution by County Council. The appointed Deputy Warden, shall then be sworn-in at that meeting and no by-law appointing the Member as Deputy Warden shall be required.

**29.4.6** The period of time that these two Members of Council hold the positions of Warden and Deputy Warden will not be included in the restrictions set out in subsection 28.1.

#### **29.5 Temporary Replacement – Alternate Member**

Subject to Section 268 of the Act, the appointment of an alternate member of County Council by an area municipality when a Member is unable to attend a meeting shall comply with County policy.

### **29.6 Absence of Warden**

In the event of an extended absence of the Warden due to health and/or unforeseen circumstances, the Deputy Warden shall assume the Warden's responsibilities.

**29.6.1** Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within the first eighteen (18) months of the term, subsections 29.4.1, 29.4.2 and 29.4.3 shall apply.

**29.6.2** Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within the last six (6) months of the term, subsections 29.4.4, 29.4.5 and 29.4.6 shall apply.

### **29.7 Absence of Deputy Warden**

In the absence of the Deputy Warden, the Immediate Past Warden who is a Member of the County Council shall assume the Warden's responsibilities on a temporary basis. Should there be no Immediate Past Warden, Members of County Council shall select a person to assume the duties amongst themselves.

## **Section 30 - Committees**

### **30.1 Rules**

As set out in Section 3.1, the rules of this By-law shall be observed by Committees of Council and the order and dispatch of business in Committee meetings. All meetings shall be open to the public, save and except for matters falling under Section 239 of the Act. Minutes of open and closed committee meetings must be kept pursuant to the Act and provided to Council through the Clerk. A separate by-law may be passed by Council to adopt a simpler Procedure for a Committee(s).

#### **30.1.1 Agenda**

The content and order of agenda business may be determined by the Chair and/or Committee and differ from Council's agenda content as set out in this By-law.

### **30.2 Nominating Committee**

The Procedure for the Election of the Nominating Committee and its mandate is set out in Schedule "D" forming part of this By-law. The appointments shall be endorsed by by-law.

### **30.3 Appointments by Nominating Committee**

The appointed Nominating Committee shall make recommendations to the Council for final approval. Appointments to various Committees is for a two (2) year term. Some exceptions to a two (2) year term may apply. Refer to the County's Committee Appointment By-law.

### **30.4 Warden's Advisory Committee**

The Warden may recommend to Council the creation of a Warden's Advisory Committee and shall recommend the size and mandate of the Committee to the Nominating Committee.

### **30.5 Chair**

The Committee shall appoint a Chair and Vice-Chair at its first meeting by the vote of a majority of the Committee Members present and voting. The Chair shall preside at the Committee meetings and may vote on all questions submitted.

In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, one of the other Members shall be elected to preside pro-temp, who shall discharge the duties of the Chair during the meeting or until the arrival of the Chairperson.

### **30.6 Quorum**

The quorum of a Committee shall consist of a majority (50% + 1) of the total members. If a quorum is not present thirty (30) minutes after the time appointed for the meeting, the meeting shall stand adjourned. The Committee Chair may summon a Special Meeting.

### **30.7 Neglect of Member, Chair or Committee**

Should any Member(s) of a Committee neglect or refuse to attend the properly summoned meetings of their Committees, the Chair shall report such neglect or refusal to the Council who may remove the said Member(s) of their place; or should any Committee neglect or refuse to give due attention to all business or matters before them, the Council may, by resolution discharge such Committee and appoint another in its stead.

Should a Chair of any Committee neglect or refuse to call a meeting of its Committee at such time or with such frequency as the proper dispatch of the business entrusted to the Committee requires, or do the business of the Committee without the knowledge or consent of the majority of its Members, contrary to their wishes or approved recommendations, the Committee may report such neglect, refusal or action to the Council who may remove said Chair from the Committee and appoint another Member in its place.

## **Section 31 - Repeal / Enactment**

### **31.1 Repeal**

By-law Nos. 2020-04 and 2020-63 are hereby repealed.

### **31.2 Effective Date**

This by-law shall come into force and effect on the date of passing.

Read and passed this day of 2021.

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J. Murray Jones, Warden

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Kari Stevenson, Clerk

**The Corporation of the County of Peterborough**

**Schedule “A” to By-law No. 2021 - XX**

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**Nomination Form  
Warden - Peterborough County Council  
(Municipal Election Year)**

A completed Nomination Form is the responsibility of individual Nominees for the position of Warden to the Council of the County of Peterborough.

Nominations will be accepted by the Clerk of the Corporation of the County of Peterborough by delivering the completed form to 470 Water Street, Peterborough, Ontario or sent electronically to [clerksoffice@ptbocounty.ca](mailto:clerksoffice@ptbocounty.ca), no later than 4:30 p.m. on the 2<sup>nd</sup> Friday of November, or if being held under Section 29.4, eight (8) calendar days prior to the scheduled election.

Nominees shall be officially confirmed at the First Meeting (Inaugural) of Council in December.

Nominee's Name: \_\_\_\_\_  
(Please print)

Each nomination shall be supported by two County Councillors-elect.

**Declaration of support**

I, (please print) \_\_\_\_\_, being a Peterborough County Councillor-elect, listed in the Township Clerk's Certificate of Election provided to the County Clerk, hereby declare my support for the nominee stated above.

Signed the    day of , 20

\_\_\_\_\_

**Declaration of support**

I, (please print) \_\_\_\_\_, being a Peterborough County Councillor-elect, listed in the Township Clerk's Certificate of Election provided to the County Clerk, hereby declare my support for the nominee stated above.

Signed the    day of , 20

\_\_\_\_\_

## **Consent of Nominee and Statement of Qualification**

I, (please print) \_\_\_\_\_ the Nominee for Warden for the County of Peterborough, hereby consent to such nomination and declare that I am qualified to be elected and to hold the office of Warden for which I am nominated due to my recent election as Mayor or Deputy Mayor of the Township of \_\_\_\_\_.

Signed the    day of , 20

\_\_\_\_\_



**The Corporation of the County of Peterborough**

**Schedule “B” to By-law No. 2021 - XX**

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**Nomination Form  
Warden - Peterborough County Council  
(Non-Election Year)**

A completed Nomination Form is the responsibility of individual Nominees for the position of Warden to the Council of The County of Peterborough.

Nominations will be accepted by the Clerk of the Corporation of the County of Peterborough by delivering the completed form to 470 Water Street, Peterborough, Ontario or sent electronically to [clerksoffice@ptbocounty.ca](mailto:clerksoffice@ptbocounty.ca), no later than 4:30 p.m. on the 2<sup>nd</sup> Friday of November or if being held under Section 29.4, eight (8) calendar days prior to the scheduled election.

Nominees shall be officially confirmed at the First Meeting (in Year 3) of Council in December.

Nominee’s Name: \_\_\_\_\_  
(Please print)

Each nomination shall be supported by two current County Councillors.

**Declaration of support**

I, (please print) \_\_\_\_\_, being a current Peterborough County Councillor hereby declare my support for the nominee stated above.

Signed the    day of , 20

\_\_\_\_\_

**Declaration of support**

I, (please print) \_\_\_\_\_, being a current Peterborough County Councillor hereby declare my support for the nominee stated above.

Signed the    day of , 20

\_\_\_\_\_

## **Consent of Nominee and Statement of Qualification**

I, (please print) \_\_\_\_\_ Nominee for Warden for the County of Peterborough, hereby consent to such nomination and declare that I am qualified to be elected and to hold the office of Warden for which I am nominated due to my current position as Mayor or Deputy Mayor of the Township of \_\_\_\_\_.

Signed the    day of , 20

\_\_\_\_\_

# **The Corporation of the County of Peterborough**

## **Schedule “C” to By-law No. 2021 - XX**

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### **Procedure for Election of Warden**

#### **Review Process**

1. The County Clerk shall be responsible to:
  - a) call the meeting to order;
  - b) roll call;
  - c) conduct the election for Warden; and
  - d) answer any questions as to the process of the election.
2. The Chief Administrative Officer (CAO) shall state to the Members of Council, the procedures for the election of Warden by reading Schedule “C”.

#### **Voting Process**

3. Weighted voting shall not apply for the election of Warden
4. Each Member of Council shall have one (1) vote only.

#### **Ballots**

5. A supply of ballots shall be prepared on paper of equal size showing the names of all candidates in alphabetical order by surname.

#### **Candidate Address**

6. Each candidate nominated for the position of Warden shall be allowed a total of five (5) minutes to address Council. The candidates shall address Council in alphabetical order.
7. The Clerk shall time the address and shall signal the candidate when he/she has one (1) minute remaining and again when the candidate has thirty (30) seconds remaining.

#### **Polling**

8. At the conclusion of the candidates addresses, the Clerk shall distribute the ballots to all Members of Council, present and voting and request that they mark their ballot by voting for one (1) candidate only. Once their votes are cast, they will be invited to deposit their ballot within a secured ballot box.
9. The Clerk, CAO, the County Solicitor and/or Auditor and any appointed scrutineers shall leave the Chambers with the secured ballot box for the purpose of counting the ballots.

## **Scrutineers**

10. Each candidate may appoint one Member of Council to act as his or her scrutineer during the counting of the ballots, provided the candidate's name continues to appear on the ballot.

## **Election of Warden and Elimination of Candidates**

11. In order to be elected as Warden of the County of Peterborough, a candidate must receive a number of votes greater than 50% of the total votes of the entire Council.
12. In the event that one candidate has received more than 50% of the votes of the Council, the Clerk shall return to the Chambers and declare the candidate elected to the office of Warden.
13. Should there be no candidate receiving the required number of votes to be declared elected, the Clerk shall return to the Chambers and advise the Council of such and shall further advise that the candidate who has received the fewest votes, shall be removed from the ballot, and the vote shall be re-taken with the remaining candidates.
14. At no time and by no person who attended the count of ballots, shall they reveal the number of votes received by any candidate.

## **Tie for Fewest Number of Votes**

15. In the event that there is a tie among the candidates receiving the fewest number of votes, the names of those candidates so tied, shall be removed from the ballot.
16. Should the removal of tied names from the ballot, result in only one candidate remaining, the Clerk shall conduct a lottery by placing the names of the candidates so tied on paper of equal size and place them in a box. The Clerk shall then call upon the County Solicitor to draw a name from the box. The name of the person drawn from the box, shall be removed from the ballot.
17. The Clerk shall proceed to conduct successive ballots using the procedure as set out above until such time as one candidate receives more than 50% of the votes of the entire Council.

## **Tie for Election of Warden**

18. Should there be only two candidates remaining and each has received the same number of votes, the Clerk shall conduct a lottery by placing the names of the two candidates on paper of equal size and placing them in a box. The Clerk shall then call upon the County Solicitor or Auditor to draw a name from the box. The name of the person drawn shall be deemed to be elected to the position of Warden.

### **Confirmation of Results / Destruction of Ballots**

19. Immediately following the announcement by the Clerk of the successful candidate for Warden, the Clerk shall request for a motion by Members of Council to confirm the results of the election.
20. The Clerk shall ask for a Motion to destroy the ballots.

### **Swearing in / Oath of Office**

21. The Warden-elect will retire from the Chambers to be robed in the presence of the Chief Administrative Officer, the Clerk and the mover and seconder of the Warden's nomination.
22. Upon returning to the Chambers, the Clerk shall administer to the Warden, the Oath of the Declaration of Office and Allegiance to the Queen.
23. The Immediate Past Warden shall present the Warden with the Chain of Office and the Warden's Pin. Should the Immediate Past Warden no longer be a Member of Council, the most recent Past Warden on Council shall make the presentation to the newly elected Warden.
24. The Clerk shall declare the Council legally constituted and turn control of the meeting to the Warden.

# **The Corporation of the County of Peterborough**

## **Schedule “D” to By-law No. 2021 - XX**

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### **Procedure for Election of Nominating Committee**

#### **Mandate of the Nominating Committee**

1. The mandate of the Nominating Committee is to recommend to the County Council, the appointment of elected representation on Committees, boards and agencies. The Nominating Committee may also participate in recommending the appointment of non-elected individuals when circumstances warrant.
  - 1.1 Notwithstanding Section 1 above, when time is of the essence, the Warden and/or Council may by-pass the Nominating Committee and make appointments directly.
2. The Nominating Committee shall be chaired by the Immediate Past Warden. In the event that the Immediate Past Warden is no longer on Council, the Committee shall select a Chair from among its Members prior to commencing business.
3. In addition to the Chair, the Committee shall be comprised of the Warden and three other Members of County Council.
4. The Clerk of the County shall record the minutes of the Nominating Committee meetings.

#### **Method of Selecting the Nominating Committee**

5. The Warden shall call for nominations to the Nominating Committee. A nomination must be moved and seconded. Prior to being considered as a candidate, the nominated Member of Council, shall indicate acceptance of the nomination and the Clerk shall record the nomination.
6. The Warden shall ask for further nominations from the floor. Should there be no further nominations received, the Warden shall ask an additional two times for further nominations.
7. Should no further nominations be received after the third call for nominations, the Warden shall request a motion to close nominations.
8. The Clerk shall prepare a ballot showing all candidates listed alphabetically by surname.
9. The ballot shall then be circulated to all Members of Council, who will then be instructed to vote as follows:

- 9.1 A maximum of three (3), if the Immediate Past Warden is still a Member of Council; (or)
  - 9.2 A maximum of four (4), if the Immediate Past Warden is no longer a Member of Council.
10. The Clerk shall collect the ballots and shall conduct a count in the presence of the CAO, and the County Solicitor and/or Auditor. The three (3) or four (4) candidates, as the case may be, who receive the highest number of votes, shall be declared elected to the Nominating Committee.

#### **In the event of a Tie**

11. In the event that it cannot be determined completely which candidates will form the Nominating Committee, due to a tie or multiple ties, the candidate or candidates that have received a majority of votes shall be declared elected. The Clerk shall then undertake the conduct of a lottery by placing the names of the candidates that are tied into a box and cause the drawing out of the required number of names to fill the remaining vacancies on the Committee. The names drawn shall be declared elected to the Committee.

#### **Confirmation of Results and Destruction of Ballots**

12. Immediately following the results of the election or lottery, the Warden shall request for a motion from Council to confirm the results of the election.
13. The Warden shall ask for a Motion to destroy the ballots.
14. The Members of the Nominating Committee shall be provided with the Nominating Committee agenda package at the conclusion of the Council meeting.

#### **Nominating Committee Meetings**

15. The Nominating Committee will meet on the Thursday following the first meeting of Council at 9:30 a.m. to review the Committee selections made by the Members.
16. The Nominating Committee shall select the Committee Members for the two-year term through recommendations to County Council for Council's consideration at the first regular meeting in December.





## OSDR Working Group Report

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<b>Meeting Date:</b>	<b>March 15, 2021</b>
<b>Title:</b>	<b>Warden and Deputy Warden Election and Term</b>
<b>Author:</b>	<b>Kari Stevenson, Manager, Legislative Services/Clerk, on behalf of the Communications/Governance Subcommittee</b>
<b>Approval:</b>	<b>Sheridan Graham, CAO</b>

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### Recommendation

That the report titled, “Warden and Deputy Warden Election and Term” submitted by the Manager, Legislative Services/Clerk on behalf of the Communications/Governance Subcommittee to the OSDR Working Group be received; and

That the OSDR Working Group recommends to County Council that amendments be made to its Procedure By-law to:

1. add consecutive term restrictions for Warden and Deputy Warden;
2. prohibit a Warden selecting a Deputy Warden from the same lower-tier municipality;
3. add provisions for a vacancy of the Warden’s position;
4. add provisions for a Warden’s refusal to act;

as set out in the draft Procedure By-law attached to this report.

### Background

At the January 13, 2021 Regular Council meeting the following Resolution was passed:

Moved by Councillor Clarkson  
Seconded by Councillor Lambshead

Whereas the current practice for the selection of a Warden is a time consuming process for staff;

And whereas the current practice of holding a mid-term election for the Warden can be both a distraction and disruption to a Council;

And whereas many municipal jurisdictions across the Province have recently reconsidered and implemented different processes for the selection of their Heads of Council;



## Communications/Governance Subcommittee Report

Therefore be it resolved that the matter of the selection of Warden be referred to the Communications/Governance sub-committee of the Organizational & Service Delivery Review process.

The Communications/Governance Subcommittee received a report at their meeting on March 5, 2021 that consider options for the following five questions stemming from the Council resolution above being:

1. Length of term of Warden
2. Do we introduce term limits to the Warden position
3. Do we rotate the position of Warden amongst the Townships
4. The election process for the Warden
5. The election process for the Deputy Warden

Staff on the subcommittee began the process of gathering information by reaching out to all Ontario upper-tier Clerks asking the five questions set out above. Appendix 1 attached hereto was attached to their March 5th report. It sets out the answers of the twenty-one responding upper-tier municipalities. No upper-tier responding to the survey has a policy regarding Warden or Deputy Warden term lengths, however, Stormont, Dundas, Glengarry's Procedure By-law states that the Warden cannot serve more than two consecutive terms and their term length is one year.

Appendix 2 attached hereto was attached to the March 5<sup>th</sup> report. It is a table with a summary of options, including advantages and disadvantages for each option, regarding the five questions set out in the Overview above. The Chair of the subcommittee provided input and assisted with the preparation of the summary of options and setting out the advantages and disadvantages.

The subcommittee reviewed the two appendices and after great discussion provided staff with direction on suggested amendments to the Procedure By-law to be able to enact:

1. the Warden continue being elected by County Councillors with no change to the process;
2. the Deputy Warden continue being selected by the Warden;
3. the Warden and Deputy Warden cannot be from the same lower-tier municipality;
4. the term of County Council remain at two years;
5. a member cannot hold the position of Deputy Warden for longer than two consecutive terms;
6. if the Warden's position becomes vacant, procedures be available for the election or appointment of Warden.



## Communications/Governance Subcommittee Report

The subcommittee members felt it very important that the Warden be able to choose a Deputy Warden that they felt they would be able to have a good working relationship. This is the reason for the wording in subsection 29.4.1 in the draft Procedure By-law. The wording is also there to allow a member to run for Warden if the current Deputy Warden is from their lower-tier municipality.

Attached to this report as Appendix 3 is a draft of the Procedure By-law with the proposed changes highlighted in yellow. The subcommittee members are recommending these changes be reviewed by the OSDR Working Committee and a subsequent report be forwarded onto County Council for their review.

### **Financial Impact**

There are additional costs associated with holding an election of Warden which would be increased if the County moved to a one year term and decreased if extended to a four year term. It is important to note that an election was held during the COVID-19 pandemic which was held electronically with no luncheon and no ceremony. No additional costs were incurred to hold the election in this manner.

### **Anticipated Impacts on Local and/or First Nations Communities**

Council's decision to increase or decrease the term of Warden and/or Deputy Warden and any change to the election process would impact the lower-tier municipalities and First Nation communities. The reasons and impacts can be found in Appendix 2 attached hereto.

### **Link to County of Peterborough Strategic Plan Priorities**

**To provide high quality services to residents, businesses and Townships.**

☒ Communications

☒ Financial Responsibility

☐ Housing

☐ Industry & Business

☐ Infrastructure

☒ Organizational Development

### **In consultation with:**

**1. Chair, Andy Mitchell**

**Communication Completed/required:** None at this time.



## Communications/Governance Subcommittee Report

### **Attachments**

Appendix 1 – Survey results

Appendix 2 – Options for consideration

Appendix 3 – Draft Procedure By-law changes

Respectfully Submitted,

Kari Stevenson  
Manager, Legislative Services/Clerk

County/Region	Warden elected by Council or electors?	Is it full term of Council? What is the Warden's Term?	How is your Deputy Warden Elected?	Does your Deputy Warden change during the term of your Warden?	Do you have a Policy relating to the Warden and/or Deputy Warden positions
Bruce	Council	annual election	No Deputy Warden		No
Dufferin	Council	annual election	No Deputy Warden - Chair of General Services is Acting Warden		No
Essex	Council	4 year term	by Council elects at the same time as Warden	4 year term	No - had one Warden hold office for two consecutive terms
Frontenac	Council	annual election	1 of the 4 Mayors of the 4 municipalities (deputy mayors sit on county council as well) can be elected as Warden. Same election wording for Deputy Warden. Past practice of last two terms has been a "gentlemen's agreement" allowing each Mayor their turn as Warden but this is not a rule.	Elected annually	No
Grey	Council	annual election	Deputy Warden is the most immediate past Warden	Yes (depending on election of Warden)	No
Halton	Electors	4 year term	No Deputy Warden - rotating Acting Chair		No - current Regional chair serving 4th consecutive term
Hastings	Council	2 year term	by Council every 2 years with the Warden's election	2 years with Warden's	No
Huron	Council	2 year term	No Deputy Warden - most past Warden chairs in their absence		No
Lambton	Council	2 year term	by Council, secret ballot, no need for majority just most votes	2 years with Warden's	No
Lanark	Council	annual election	No Deputy Warden		No
Lennox and Addington	Council	annual election	No Deputy Warden		No
Middlesex	Council	annual election	Deputy Warden is the most current past Warden still sitting on council	Yes, annually with Warden election	No
Niagra Region	Council	4 year term	Appointed by by-law, in alphabetical order, each member of Council to serve for 1 month period as Acting Chair		No
Northumberland	Council	annual election	by Council	Elected annually	No
Oxford	Council	4 year term	Members of Council elect annually	Elected annually	No
Peel	Council	4 year term	No Deputy Warden - monthly rotation of Regional Councillors to act as Presiding Officer if chair cannot attend meeting		no
Renfrew	Council	Annual election. Coucil currently debating 2 year term as most sit more than 1 year	Warden's Discretion to appoint a Deputy Warden. No Deputy Warden currently. There is provision for one however position is mostly cermonial.	term of Warden, if appointed	No
Simcoe	Council	2 year term	by Council, secret ballot	2 years with Warden's	No
Stormont, Dundas and Glengarry	Council	annual election	Warden appoints a monthly rotating "Acting Warden", from members willing to do so		Procedure By-law states Warden cannot serve more than 2 consecutive terms
Waterloo	Electors	4 year term	No Deputy Warden		No
Wellington	Council	2 year term	No Deputy Warden - immediate past Warden chairs in absence		No

## 21 Respondents

## 1. Election of Warden

a. By Council 19

b. By Electors 2

## 2. Term of Warden

a. Annual 10

b. Two Years 5

c. 4 Years 6

## 3. Deputy Warden

a. Appointed by Warden 1

b. Elected by Council 6

c. No Deputy Warden 9

d. Other 5

## 4. Deputy Warden Term

a. Same as Warden 10

b. Not applicable 11

## 5. Policy?

a. No policy 20

b. Procedure By-law 1

Issue	Objective	Options	% Used (from survey)	Advantages	Disadvantages
Length of Term of Warden	Strike balance between allowing more Councillors to serve as Warden with the need to provide continuity and experience in the role	Option 1 One Year Term	45%	<ul style="list-style-type: none"><li>• Warden has a greater incentive to be responsive to Council</li><li>• more Councillors likely to have an opportunity to serve as Warden</li><li>• more townships likely to have opportunity to have their Councillor serve as Warden</li></ul>	<ul style="list-style-type: none"><li>• mitigates against gaining experience</li><li>• administrative costs of annual elections</li><li>• lack of continuity</li><li>• disadvantage with respect to the Mayor of Peterborough City sitting 4 years</li></ul>
		Option 2 Two Year Term	24%	<ul style="list-style-type: none"><li>• provides some opportunity for turnover</li><li>• allows an incumbent to gain experience</li><li>• moderate level of continuity</li></ul>	<ul style="list-style-type: none"><li>• requires two elections per term</li><li>• may interrupt complex and long horizon initiatives</li><li>• disadvantages with respect to a Mayor sitting 4 years</li></ul>
		Option 3 Four Year Term	28%	<ul style="list-style-type: none"><li>• ability of Warden to gain experience on the job requirements</li><li>• continuity on key policy issues</li><li>• decreased administrative burden</li></ul>	<ul style="list-style-type: none"><li>• limits the number of members who may serve as Warden</li><li>• lack of change may frustrate some members</li><li>• may lead to complacency and a lack of responsiveness</li></ul>
Introduce Term Limits	Ensure one member of council does not occupy the position for a long period of time	Option 1 One Term	0%	<ul style="list-style-type: none"><li>• allows more council members to fill the role</li><li>• allows for the frequent introduction of new ideas and approaches</li><li>• facilitates the Warden position being filled by members from multiple townships</li><li>• emphasizes role of Warden as chair of Council and less as leader of the community</li></ul>	<ul style="list-style-type: none"><li>• mitigates against gaining experience</li><li>• limits Council members from choosing who they may prefer</li><li>• lack of continuity</li><li>• requires continuous learning curve for new incumbents</li><li>• may limit the authority of incumbent towards the end of their term</li><li>• individuals doing a good/excellent job may be required to vacate the position</li></ul>
		Option 2 Two consecutive terms	1%	<ul style="list-style-type: none"><li>• provides a balance between turnover and opportunity to gain experience</li></ul>	<ul style="list-style-type: none"><li>• limits Council members from choosing who they may prefer</li></ul>

Issue	Objective	Options	% Used (from survey)	Advantages	Disadvantages
Rotating the Warden's position through Townships				<ul style="list-style-type: none"><li>allows for the periodic introduction of new ideas and approaches</li><li>provides an opportunity for the Warden to gain experience in the role</li><li>provides a degree of continuity in external relations (City, EOWC, MPP, MP)</li></ul>	<ul style="list-style-type: none"><li>may limit the authority of the incumbent towards the end of their term</li><li>individuals doing a good/excellent job may be required to vacate the position</li><li>may limit incentive to take on longer term strategic projects</li></ul>
	Option 3 Unlimited		99%	<ul style="list-style-type: none"><li>allows members of Council an unfettered choice when electing Warden</li><li>provides an opportunity for the Warden to gain extensive experience in the role</li><li>provides continuity in external relations (City, EOWC, MPP, MP)</li></ul>	<ul style="list-style-type: none"><li>limits the number of Council members who could serve as Warden</li><li>limits the number of townships whose Councillors may serve as Warden</li><li>may limit the introduction of new ideas and approaches</li><li>may blur the line between governance and management</li></ul>
	Ensure each individual Township has a regular opportunity for one of their council members to serve as Warden	Option 1 Introduce a rotation of which Township will hold the Warden's position	n/a	<ul style="list-style-type: none"><li>ensures every township has an opportunity to occupy the Warden's position</li><li>encourages new ideas and new approaches</li><li>emphasizes role of Warden as Chair of Council and less leader of the community</li></ul>	<ul style="list-style-type: none"><li>may require an individual who does not want or have the skills to serve in the position of Warden</li><li>mitigates against having an experienced Warden</li><li>lack of continuity in the role</li><li>may limit the incentive to take on longer term projects</li><li>need to determine a method as to whether the Mayor or Deputy Mayor will serve</li></ul>
	Option 2 Allow term limits to encourage rotation		n/a	<ul style="list-style-type: none"><li>accomplishes the objective without introducing an additional mandate</li><li>allows Council a large degree of choice in selecting the Warden</li></ul>	<ul style="list-style-type: none"><li>does not ensure every township has an opportunity</li><li>limits Council members from choosing who they may prefer</li><li>lack of continuity</li></ul>



Issue	Objective	Options	% Used (from survey)	Advantages	Disadvantages
Direct Election of Warden				<ul style="list-style-type: none"> <li>allows for the periodic introduction of new ideas and approaches</li> </ul>	<ul style="list-style-type: none"> <li>requires continuous learning curve for new incumbents</li> <li>may limit the authority of the incumbent</li> </ul>
	Have the Warden elected by eligible voters in the County	<b>Option 1</b> Hold a direct election of Warden at the time of the quadrennial municipal elections	10%	<ul style="list-style-type: none"> <li>very democratic approach</li> <li>provides a mandate to the Warden similar to that of individual Mayors</li> <li>source of Warden's authority is independent of council</li> <li>allows for public debate of key issues facing the County</li> <li>may enhance standing of Warden in dealing with external political entities</li> </ul>	<ul style="list-style-type: none"> <li>requires a triple majority to implement</li> <li>costs associated with direct elections</li> <li>fundamentally changes the role of Warden</li> <li>Warden would no longer be an elected member from an individual township</li> </ul>
Selection of Deputy Warden	Provide a method of selection that is independent of the Warden	<b>Option 1</b> Status quo – selected by Warden	1%	<ul style="list-style-type: none"> <li>low cost option</li> <li>simple approach</li> <li>reflects the lack of statutory authority of Deputy Warden</li> <li>facilitates co-operation between the Warden and Deputy Warden</li> </ul>	<ul style="list-style-type: none"> <li>does not provide input from the wider Council</li> <li>creates a dependency between the Warden and Deputy Warden</li> <li>creates an informal succession plan not influenced by Council</li> </ul>
		<b>Option 2</b> Eliminate the position	43%	<ul style="list-style-type: none"> <li>lowest cost option</li> <li>eliminates the need for administrative support</li> <li>obviates the need to consider an alternative selection process</li> <li>more consistent with other upper-tiers</li> </ul>	<ul style="list-style-type: none"> <li>increases work load of Warden</li> <li>eliminates resource to attend events</li> <li>eliminates a position through which a Council member can gain experience in the role of Warden</li> <li>limits participation in executive oversight of staff</li> </ul>
		<b>Option 3</b> Election by Council	28%	<ul style="list-style-type: none"> <li>provides direct input from Council on selection of Deputy Warden</li> </ul>	<ul style="list-style-type: none"> <li>incurs the cost of an election</li> <li>may contribute to a divisive relationship between Warden and Deputy Warden</li> </ul>

Issue	Objective	Options	% Used (from survey)	Advantages	Disadvantages
		Option 4 Direct Election	0%	<ul style="list-style-type: none"><li>• eliminates any perceived favoritism being exercised by Warden</li><li>• can be seen to enhance the authority of the position</li><li>• provides the Deputy Warden a mandate independent of the Warden</li></ul>	<ul style="list-style-type: none"><li>• Would require same term limitations as those opposed on Warden with similar disadvantages</li><li>• Fundamentally changes role and purpose of Deputy Warden</li></ul>
				<ul style="list-style-type: none"><li>• very democratic approach</li><li>• provides a mandate to the Deputy Warden similar to that of individual Mayors</li><li>• source of Warden's authority is independent of Council</li><li>• allow for public debate of key issues facing the County</li><li>• may enhance standing of Warden in dealing with external political entities</li></ul>	<ul style="list-style-type: none"><li>• requires a triple majority to implement</li><li>• largely unprecedented</li><li>• costs associated with direct elections</li><li>• fundamental change to role of Deputy Warden</li><li>• Deputy Warden would no longer be an elected member from an individual township</li><li>• Warden and Deputy Warden more likely to pursue different and sometimes opposing positions</li></ul>



**The Corporation of the  
County of Peterborough**

**The Procedure By-law**

**By-law No. 2021-XX**

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# **The Corporation of the County of Peterborough**

## **By-law No. 2021-XX**

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### **A by-law to govern the proceedings of the Council of the Corporation of the County of Peterborough**

Whereas the Municipal Act, 2001, as amended, authorizes the Council of every Municipality to pass by-laws for governing the proceedings of its Council, the conduct of its Members and the calling of meetings;

And Whereas Section 238 (2) further indicates that every County and local board shall pass a Procedure By-law for governing the calling, place and proceedings of meetings;

Now therefore be it resolved that the Council of The Corporation of the County of Peterborough enacts as follows:

#### **Section 1 - Short Title**

This By-law may be referred to as the “Procedure By-law”.

#### **Section 2 - Definitions**

“**Act**” means the Ontario Municipal Act, 2001, as amended, from time to time.

“**Ad Hoc Committee**” means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required.

“**Area Municipalities**” means the eight (8) lower-tier municipalities which make up the County of Peterborough as follows:

- a) Township of Asphodel-Norwood;
- b) Township of Cavan Monaghan;
- c) Township of Douro-Dummer;
- d) Township of Havelock-Belmont-Methuen;
- e) Township of North Kawartha;
- f) Township of Otonabee-South Monaghan;
- g) Township of Selwyn; and
- h) Municipality of Trent Lakes.

“**Chair**” means the Warden or Deputy Warden or Chairperson being the person in a meeting who is actually presiding at the time that the meeting is being held.

“**Clerk**” means the Clerk of the County of Peterborough authorized by the Municipal Act, 2001, as amended and appointed by By-law.

“**Committee**” means an advisory, standing or special committee established by Council, or a subcommittee of them, of which at least one member is also a member of Council.

**“Council”** means Elected Members of Councils within “Area Municipalities” of the County of Peterborough whom were elected by registered voters or who have been appointed by virtue of a vacancy.

**“Deputy Warden”** means the County Councillor appointed by by-law, to act in the place of the Head of Council (Warden) when the Head is absent or refuses to act, or when the office of the Head of Council is vacant, and while so acting, such member has all the powers and duties of the Head of Council.

**“Electronic Participation”** includes telephone, video, audio or audio-visual conferencing, or any other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.

**“Ex-Officio”** means the Warden who by virtue of the office shall be a Member of all Committees and shall have the same duties, rights and privileges as other Members of the respective Committees.

**“Inaugural Meeting”** means the First Meeting of a new Council after a regular election where Members take their Declaration of Office.

**“Local Board”** means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

**“Meeting”** means any regular, special, committee, or other meeting of a Council, of a local board or of a committee of either of them where a quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

**“Members”** means an Elected Member of the Council of The County of Peterborough.

**“Municipal Corporation”** means The Corporation of The County of Peterborough.

**“Notice of Motion”** means a notice given by a Member of Council that requires action or additional review by Council at a subsequent meeting.

**“Parliamentary Authority”** means the Standard Code of Parliamentary Procedure, 4th Edition.

**“Pecuniary Interest”** means a direct or indirect interest of a Member of Council within the meaning of the Municipal Conflict of Interest Act.

**“Point of Information”** means a request through the Chair, for information relevant to the business at hand, but not related to parliamentary procedure.

**“Point of Order”** means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council.

**“Question of Privilege”** means a matter that a Member considers to question their integrity or the integrity of Council, which relates to the rights and privileges of the assembly or any of its Members to be brought up for possible immediate consideration because of its urgency.

**“Recorded Vote”** means the making of a written record of the names and the vote of each Member who votes on a formal question.

**“Resolution”** means a motion presented to Council on a definite subject for action.

**“Standing Committee”** means a committee appointed by Council that has a continuing existence from one term of Council to another.

**“Warden”** means the Head of the County Council.

## **Section 3 - General Provisions**

### **3.1 Rules**

The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and Committees of Council and shall be the rules and regulations for the order and dispatch of business in Council and Committees of Council meetings.

**3.1.1** The rules and regulations contained herein may be suspended by a two-thirds (2/3) vote of Members of the Council present and voting, in any case for which provision is not made herein and shall not be debatable or amendable.

### **3.2 Parliamentary Authority**

The governing legislation, the Procedure By-law, or any standing or special rules of order adopted by The County of Peterborough shall govern the procedures of the Council. Where inconsistencies exist, “The Standard Code of Parliamentary Procedure, 4<sup>th</sup> Edition” shall be the parliamentary authority, which governs the proceedings of The County of Peterborough.

### **3.3 Severability**

If any provision or provisions of this By-law shall be held to be invalid, illegal, un-enforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

### **3.4 Gender**

Any use of the male or female pronouns in this By-law, shall have no significance in the interpretation and application of the terms, provisions and conditions of this By-law, such use being solely for the sake of convenience.

### **3.5 Appointment to County Council**

Prior to taking a seat on County Council, every Member shall first provide the Clerk with a Certificate of Election duly signed and sealed by the respective Clerk of the Area Municipality from which the Member was elected and which forms part of The County of Peterborough.



### **3.6 Minor Errors**

The Clerk has the authority to correct any minor error(s) within the By-laws and/or minutes, without changing the intent of the Bylaws and/or Resolutions adopted by Council.

## **Section 4 - Meetings**

### **4.1 Inaugural – Regular Election Year**

The Inaugural Meeting of County Council after a regular municipal election shall be considered Council's First meeting and shall be held on the second Wednesday of December beginning at 2:00 p.m. in the Council Chambers, in accordance with the Act. The purpose of the meeting is to swear in Council-elect and for conducting the Elections for Warden (two (2) year term) and the Nominating Committee (two (2) year term).

#### **4.1.1 Inaugural Agenda – Order of Proceedings**

The content of the Agenda of the Inaugural Meeting and its proceedings shall be as follows:

- a) Call to Order by Clerk;
- b) National Anthem;
- c) Land Acknowledgment;
- d) Acknowledgement of Township Clerks' Certificates;
- e) Oath of Office from Members of County Council;
- f) Roll Call;
- g) Introduction of CAO, Deputy Clerk, County Solicitor and County Auditor;
- h) Procedure for Nomination of County Warden;
- i) Procedure for the Election of County Warden/Acclamation;
- j) Warden Election Results;
- k) Oath of Office of newly elected/acclaimed Warden;
- l) Warden's Address;
- m) Greetings from Dignitaries;
- n) Election of Nominating Committee;
- o) Warden's Invitation for Deputy Warden candidates;
- p) Confirming By-law;
- q) Adjournment.

### **4.2 First Meeting – Non-election Year**

The first meeting of County Council in Year three (3) shall be held on the second Wednesday of December beginning at 2:00 p.m. in the Council Chambers. The purpose of the meeting is to conduct the Elections for Warden (two (2) year term) and the Nominating Committee (two (2) year term).

#### **4.2.1 First Meeting Agenda – Non-election Year - Order of Proceedings**

The content of the Agenda of the first meeting (Year 3) and its proceedings shall be as follows:

- a) Call to Order by Clerk;
- b) National Anthem;
- c) Land Acknowledgment;
- d) Roll Call;
- e) Introduction of CAO, Deputy Clerk, County Solicitor and County Auditor;
- f) Procedure for Nomination of County Warden;
- g) Procedure for the Election of County Warden/Acclamation;

- h) Warden Election Results;
- i) Oath of Office of newly elected/acclaimed Warden;
- j) Warden's Address;
- k) Greetings from Dignitaries;
- l) Election of Nominating Committee;
- m) Warden's Invitation for Deputy Warden candidates;
- n) Confirming By-law;
- o) Adjournment.

#### **4.3 Location**

All meetings of Council shall be held in the Council Chambers in the County Court House, located at 470 Water Street, Peterborough or at such other place as Council from time to time may establish by resolution or as set out in this By-law.

#### **4.4 Date and Time**

All Regular Meetings of County Council shall be held on the first and third Wednesday of every month at the hour of 9:30 a.m. unless otherwise specified by resolution of Council. During the fourth quarter of each calendar year, the Clerk shall prepare a report to Council identifying the following year's meeting dates to be adopted by Council and posted on the County's website.

##### **4.4.1 Cancellation of Meeting**

The Clerk, with the approval of the Warden, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so.

#### **4.5 Notice of Regular Council Meeting**

No notice shall be given of any Regular Council meeting unless the day of the meeting is other than provided for in Section 4.4 or as adopted by Council. The Agenda shall be considered as adequate notice of regular, special or emergency meetings.

#### **4.6 Exceptions to Regular Meeting Schedule**

- a) **Second meeting in June** – The regular meeting scheduled for the third Wednesday in June of each year, shall be held on the last Wednesday of June.
- b) **Summer recess** – There shall be no regular meeting held in the month of July. Meetings of a time sensitive matter may be at the call of the Chair, if required.
- c) **Second meeting in August** – The regular meeting scheduled for the third Wednesday in August of each year, shall be rescheduled to the fourth Wednesday in August.
- d) **December meetings of even-numbered years** – The regular meeting scheduled for the first and third Wednesdays in December of even numbered years, shall be cancelled, and rather, the meeting shall be held on the Friday following the Warden's Election.

#### **4.7 Special Meetings – Warden**

In addition to Regular Meetings, the Warden, may at any time, summon a Special Meeting of Council, by giving direction to the Clerk stating the date, time and purpose of the Special meeting.

##### **4.7.1 Special Meetings – Members of Council**

Upon request by the majority of the Members, the Clerk shall summon a special meeting for the purpose and at the date and time mentioned in the petition.

#### **4.7.2 Notice of Special Meeting**

The Clerk shall give all Members notice of a Special meeting of Council at least forty-eight (48) hours before the time appointed for such meeting.

#### **4.7.3 Delivery Notice of Special Meeting**

Notice may be given to Members by delivering a notice personally by leaving such notice at their residence or place of business, or by facsimile transmission, or by electronic mail or by telephone.

#### **4.7.4 Nature of Business**

The written or verbal notice to be given shall indicate the nature of the business to be considered at the special meeting and, the date, time and place.

#### **4.7.5 No Other Business**

No business other than that stated in the notice shall be considered at the special meeting.

#### **4.7.6 Posting of Public Notice of Special Council Meeting**

Posting of all public notices will be accomplished by any one of the following three methods, with a minimum of twenty-four (24) hours' notice:

- a) The County's official website;
- b) Included in a printed publication or newspaper having general circulation;
- c) Declared at an open meeting of Council that the subject will be placed on the next regularly scheduled meeting of the Council.

### **4.8 Emergency Meeting**

Notwithstanding any other provision of this By-law, an Emergency meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk, or designate, to notify the Members about the meeting as soon as possible and in the most expedient manner available.

#### **4.8.1 Location**

All Council meetings shall be held within the Council Chambers in the County Court House. In the event of an Emergency being declared by the Head of Council or any other Lead Agency as identified within the Emergency Management Act within the confines of a declared emergency, where Council Chambers is not accessible, the Council shall be asked to meet at an identified location accessible by all Members of Council.

### **4.9 Meetings Open to Public**

Meetings of the Council and its Committees, shall be open to the public with the exception of those meetings as provided within Sections 4.10 and as provided for under Section 239 of the Municipal Act, 2001, as amended.

### **4.10 Closed to Public – Meeting Subject Matters**

A meeting or part of a meeting of the Council or Committees may be closed to the public if the subject matter being considered is:

- a) The security of the property of the County of local board;
- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the County or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the County or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) Information explicitly supplied in confidence to the County or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the County or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the County or local board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the County or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

#### **Other criteria**

- l) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- m) An ongoing investigation respecting the County, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

#### **Educational or training sessions**

- n) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
  - (i) the meeting is held for the purpose of educating or training the Members.
  - (ii) at the meeting, no Member shall discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

#### **4.11 Closed Resolution**

Prior to holding a meeting which is closed to the public, Council or the Committee shall pass a resolution stating the purpose of the holding of the closed meeting and including the general nature of the matter to be considered at the closed meeting.

#### **4.11.1 Vote in Closed**

No vote may be taken except on a procedural matter or for giving of directions or instruction to officers, employees or agents of the County or persons retained by or under contract with the County, on a matter that can be discussed in Closed Session set out in Section 4.10 and the Act.

#### **4.11.2 Rise from Closed Session**

Upon rising from Closed Session, Council shall bring forward any matter to be voted on in Open Session that did not fall under the exemptions in Section 239 (6) of the Act.

#### **4.12 Closed to Public (Education and Training)**

In the case of a meeting under Section 4.10 n), "Education or Training Sessions", the fact of the holding of the Closed meeting, the general nature of its subject matter and that it is to be closed under that section shall be declared within the Resolution required under section 4.10.

#### **4.13 Confidential Matters**

Members are to ensure that confidential matters disclosed to them during meetings closed to the public, are kept confidential. All deliberations while in Closed session shall remain confidential unless otherwise agreed upon by the majority vote of Council. Only the final results of the deliberations may be made public when such disclosure is authorized by Council. Any Member, who contravenes the confidentiality clause, may be subject, by majority vote of the Council, to penalties in accordance to the County's adopted "Code of Conduct for Council and Local Boards" policy.

#### **4.14 Workshops, Orientation and Information Sessions with outside Participants**

Workshops and information sessions are informal and broad discussions among a quorum or non-quorum of Members with the assistance of staff and, as appropriate, with guests or attendee participation beyond the Members of County Council. Sessions of this nature are for the purpose of educating or training the members and to seek Council insight and feedback. At no time shall a workshop or information session materially advance the business or decision-making of the Council or Committee.

#### **4.15 Electronic Participation – Quorum and Voting**

Members of Council, local boards and committees may participate electronically in open and closed regular and special meetings, may be counted for purposes of quorum and shall be permitted to vote.

### **Section 5 - Duties**

#### **5.1 Preparation by Members**

Members of Council shall make every effort to come prepared to Council meetings by having reviewed all the material supplied, including agendas and reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Members shall make appropriate inquiries to administration staff when seeking clarification of material provided.

##### **5.1.1 Leave Meeting**

Whenever possible, Members shall provide the Clerk with notice prior to the commencement of the Council Meeting of their intent to leave the meeting early.

## **5.2 Report Requests**

All requests for substantive reports from Members of the administration shall be by Council resolution, which shall identify the appropriate Department or Director and objectives of the report.

## **5.3 Interference**

No Members(s) shall have the authority to direct or interfere with the performance of any work by administration of the County. All inquiries shall be directed through the office of the Chief Administrative Officer.

## **5.4 Order**

The Warden or Committee Chair shall preside over the conduct of meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council or Committee, as the case may be and to enforce the Rules of Procedure.

## **5.5 Speakers**

The Warden or Committee Chair shall recognize any Member of Council or Committee (as the case may be) who wishes to speak and determines the order of the speakers.

## **5.6 Motions**

The Warden or Committee Chair shall receive and submit in the proper manner, all motions presented by the Members and to put to vote all questions, which are duly moved, and to announce the result.

## **5.7 Warden/Committee Chair – Motion and Debate**

The Warden or Committee Chair may speak and/or vote on any question, but if they wish to make a motion, they shall first leave the Chair by designating the Deputy Warden or Vice-Chair to Chair the meeting. Should the Deputy Warden or Vice-Chair be absent, another Member shall be designated to act in their stead until such time as the motion(s) and any amending motion to the main question has been decided upon and after which they shall resume the Chair.

## **5.8 Restrains Member**

It shall be the duty of the Warden or Committee Chair to restrain the Members, within the rules and procedures when engaged in debate.

## **5.9 Authentication**

It shall be the duty of the Warden or Committee Chair to authenticate, by signature when necessary, all By-laws, resolutions and minutes approved by the Council.

# **Section 6 - Conduct During Meetings**

## **6.1 Sovereign – Royal Family**

No Member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Provincial representative or any Members of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

## **6.2 Members of Council – County Administration**

No Member shall speak disrespectfully nor shall they use offensive words in or against Members of the Council or any Member thereof including employees of the County of Peterborough.

## **6.3 Decisions of Council**

No Member shall criticize any decision of the Council except for the purpose of moving that the question be reconsidered. Members may indicate the manner in which they voted and the reasons why.

## **6.4 Breach of Rules**

Members shall refrain from harmful conduct to the County or its purposes. No Member shall breach the rules of the Council, or a decision of the Chair or of the Council as a whole on questions of order or practice, or upon the interpretation of the rules of Council and its rules of procedure. In the case where a Member persists in any such breach after having been called to order by the Chair, the Chair may order that such Member leave their seat for the duration in which the meeting is being held; but if the Member apologizes, they shall be permitted, by vote of the Council to retake their seat.

## **6.5 Disorder of Meeting**

It shall be the duty of the Chair to adjourn the meeting without the question being put or to suspend or recess the sitting for a time to be named if considered necessary because of grave disorder arising in the meeting.

## **6.6 Power to Expel**

The Warden or other Presiding Officer may expel any person for improper conduct at a meeting.

## **6.7 Discriminatory**

No Member shall speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation/identification, age, colour, marital status, family status or disability.

## **6.8 Respect to the Chair**

Any person, while attending a meeting in session and who must withdraw themselves from the Council Chambers, shall not do so without first turning towards the Chair as they withdraw and bow in such a manner that any person in attendance may know their intention is to withdraw from the Council Chambers.

## **6.9 Food within the Chambers**

There shall be no food permitted within the Council Chambers while a meeting is in session.

## **6.10 Recording of Meetings**

Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record open session proceedings of Council and Committees. These devices may not be used in such a way as to obstruct or disrupt the proceedings of the meeting.



At such time that Council deems appropriate, all Council meetings will be recorded by County staff and either live streamed and/or posted on the County's website following the meeting, with the exclusion of closed session meetings.

#### **6.11 Public Participation at Meetings**

An attendee shall not participate in a Meeting, unless listed on the Agenda as a Delegation or Presentation and shall be subject to the rules and procedures of this by-law.

### **Section 7 - Rules of Debate**

#### **7.1 Addressing the Chair**

Any Member, previous to speaking on any motion, shall indicate their desire to speak by raised hand and shall not speak until recognized by the Chair.

#### **7.2 Speaking Through the Chair**

The Chair shall recognize the Members in the order they indicate their desire to speak; be acknowledged by the Chair; and shall address all questions, "Through the Chair".

#### **7.3 Interruption**

When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a question of privilege, appeal the decision of the Chair or raise a point of order.

#### **7.4 Point of Order – Inform Members**

It shall be the duty of the Chair to inform the Members on any point of order.

#### **7.5 Subject of Debate**

No Member shall speak on any subject other than the subject that is currently being debated.

#### **7.6 Motion Read**

Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

#### **7.7 Time Limit**

No Member of Council shall speak more than twice to the main question and no longer than five (5) minutes on any question, except in explanation of a material part of the debate, which may have been misunderstood, but they may not introduce new matter. A right of reply may be allowed to a Member who has made a substantive motion to Council, and no Member shall speak to the same question or in reply, without permission of Council.

#### **7.8 Question on Motion**

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

#### **7.9 Question Integrity of Employees**

A Member, while asking questions through the Chair, shall at no time, put into question the municipal employee's personal or professional integrity.

### **7.10 Motion Seconded Before Debate**

All motions shall be seconded before being debated and voted on.

## **Section 8 - Quorum**

### **8.1 Call to Order – Quorum Present**

As soon after the hour fixed for holding the meeting of the Council, as there is a quorum present, the Chair shall call the Meeting to order.

### **8.2 Quorum**

A majority of the Members elected (50% + 1) shall constitute a quorum.

### **8.3 Non-Quorum Time Limit**

If there should be no quorum present within thirty (30) minutes after the time fixed for holding the meeting of the Council, the Warden shall call the roll and the Clerk shall take down the names of the Members present.

#### **8.3.1 Permitted Motions Without Quorum**

Should there be no quorum at a duly called meeting, **one** of the following three motions can be legally called:

- a) **Motion to Adjourn** - By calling this motion, all matters listed on the agenda shall be brought forward at the next regularly scheduled meeting.
- b) **Motion to Recess** - The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.
- c) **Motion to Set the time to which to re-adjourn the meeting** - The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.
- d) There can be no other motion that would advance the business of the Council or Committee legally permitted.

### **8.4 Warden Absent**

Where the Warden has not previously advised of an absence or lateness, and in the case of the Warden not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Deputy Warden shall take the Chair and call the meeting to order; and shall preside until the arrival of the Warden. The Deputy Warden shall have the same authority as the Warden while presiding the meeting.

### **8.5 Deputy Warden Also Absent**

In the absence of the Warden and Deputy Warden, and if a quorum is present, the Clerk shall call the meeting to order and shall call on the Immediate Past Warden, who is a Member of County Council and who shall preside until the arrival of the Warden or Deputy Warden. When presiding, the Immediate Past Warden, shall have the same authority as the Warden while presiding the meeting.

**8.5.1** Should the Immediate Past Warden not be a Member of County Council; the Clerk shall call the meeting to order and the Members shall appoint a

Chairperson amongst themselves to Preside until the arrival of the Warden or Deputy Warden. The selected Chairperson, shall have the same authority as the Warden while presiding the meeting.

#### **8.6 Remedy for Lack of Quorum – Municipal Conflict of Interest Act**

Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two (2).

### **Section 9 - Minutes**

#### **9.1 Contents Recorded by Clerk**

The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:

- a) The place, date and time of the meeting;
- b) The name of the presiding officer or officers and the record of the attendance of the Members;
- c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes;
- d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- e) To record all publicly declared conflict of interests made by Members and identify that the Member has recused themselves from discussion or vote on the declared matter, when the subject matter is brought up for debate;
- f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question.

#### **9.2 Minutes – Closed Session meeting**

Minutes of closed meetings shall be adopted after rising from Closed Session with a resolution in Open Session. The contents of the minutes need not be disclosed but shall include the following:

- a) The time and place of the meeting;
- b) Those Members in attendance and the presiding officer/Chair;
- c) Disclosures of pecuniary interest, if any, but not the general nature thereof; and
- d) Directions given to officers, employees or agents of the County or persons retained by or under contract with the County.

### **Section 10 - Order of Business - Agenda**

#### **10.1 Agenda – Content**

Agendas for Regular Council meetings shall be generally formatted by the Clerk under the following headings but modifications to the order of business may be affected by the Clerk without an amendment to this by-law.

**10.1.1** The business of the Council, for a regular meeting shall in all cases, be taken up in the following order, once the Chair has brought the meeting to order, unless otherwise decided by a majority vote of the Members present and voting.

- a) Call to Order;
- b) Land Acknowledgement;
- c) Moment of Silent Reflection/Silence;
- d) Adoption of Agenda;
- e) Disclosure of Interest;
- f) Adoption of Minutes;
- g) Delegations and Presentations;
- h) Business Arising from a Previous Meeting;
- i) Staff Reports;
- j) Staff Reports – Information Only;
- k) Action Correspondence;
- l) Committee Minutes;
- m) Liaison Reports from External Committees, Boards and Agencies;
- n) Notices of Motion;
- o) Announcements;
- p) Closed Session;
- q) Rise from Closed Session;
- r) Matters Arising from Closed Session;
- s) By-laws;
- t) Confirming By-law;
- u) Adjournment.

## **10.2 Delivery of Agenda**

The agenda shall be delivered electronically to each Member of Council by the Clerk's Office no later than 12:00 noon, five (5) calendar days prior to the scheduled Regular Council meeting and will be posted on the County website.

## **Section 11 - Call to Order**

**11.1** Upon confirming that a quorum of Members are present and after the hour fixed for the holding of the meeting, the Warden shall call the meeting to order.

## **Section 12 - Land Acknowledgement**

**12.1** The Council Meeting shall commence with the following land acknowledgement statement read by the Chair:

Before we begin our meeting today, I would like to formally recognize the traditional keepers of this land and, specifically our neighbours of Curve Lake First Nation and Hiawatha First Nation with a formal territorial acknowledgement.

"We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishnaabeg nation. We offer our gratitude to our First Nation peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

The Council of the County of Peterborough recognizes the principles contained in our Constitution and the Canadian Charter of Rights and Freedoms.

We will now take 30 seconds to reflect on these principles and our duties and responsibilities as Peterborough County Councillors.”

## **Section 13 - Moment of Silent Reflection/Silence**

**13.1** The Chair shall ask Council to join in a moment of silent reflection. If required, a moment of silence will be observed in recognition of the passing of a current or former Member of County Council, a Member of Parliament, or a Member of Provincial Parliament.

## **Section 14 - Adoption of Agenda**

**14.1** By majority vote, the agenda shall be adopted by Members of Council as presented, modified or in its amended form.

## **Section 15 - Disclosure of Interest**

### **15.1 Disclosing**

All Members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance to the Municipal Conflict of Interest Act. It is further the responsibility of all Members to identify and publicly disclose any interest.

### **15.2 No Influencing**

The Members shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part (with the exceptions as noted under Sec.5.2 (1) of the “Conflict of Interest Act”) in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

### **15.3 Closed Session**

Where the meeting is not open to the public, the Member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

### **15.4 Absent from a Meeting**

Where a Member is absent from a meeting, which includes a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.

### **15.5 Written Declaration**

The declaration of interest shall be provided in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be) and shall be recorded in the minutes of the meeting and where the meeting was open to the public, the general nature of such declaration.

### **15.6 Declaration – Record – Meeting Closed to the Public**

Where the declaration of interest is made on a matter that is not open to the public, the Members shall provide in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be), declare the interest, but not the general nature of that interest and shall be recorded in the minutes of the next meeting that is open to the public.

### **15.7 Maintaining Registry**

A Registry shall be kept by the Clerk on every written statement made by Members of the general nature of the declared interest and the Registry shall be available for public inspection.

### **15.8 Non-Compliance**

The failure of one or more Members to comply with this section shall not affect the validity of the meeting in regard to the said matter. In the event that a Member inadvertently fails to disclose an interest at the meeting of the subject matter, the Member shall disclose at the next available meeting, offer an apology and same shall be recorded in the minutes.

## **Section 16 - Adoption of Minutes**

### **16.1 Last Meeting(s)**

Minutes of the last regular meeting of Council and of all Special or Emergency Council meetings held subsequent to the last regular meeting, shall be included in the agenda and may be adopted by Council without having been publicly read at the meeting at which the question of their adoption is considered. By prior distribution of the minutes to all Members, it is understood that the minutes have been read. Once the minutes have been adopted, they shall be signed by the Warden and the Clerk and sealed by the Corporate Seal.

## **Section 17 - Delegations and Presentations**

### **17.1 Delegation and Presentation Request Deadline**

Persons desiring to address Council for the purpose of making a presentation with respect to items for Council consideration that fall under the Council's mandate shall be heard at a Council meeting, with those delegations having submitted their request in writing to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the meeting of Council. The Clerk shall determine the order in which they appear on the agenda. Delegation requests to address a matter on an agenda which has been posted is set out in Section 17.4.

### **17.2 Number of Presentations and/or Delegations**

On any given Regular Council meeting, the number of delegations shall be limited to three (3). Any future delegations would then be invited to a subsequent meeting of Council. The Clerk, upon consultation with the Warden, may increase the number of permitted delegations due to the nature and/or timing requirements of the matter.

### **17.3 Material**

Where possible, written material to be distributed to Council shall be submitted to the Clerk within the same timeframe as in Section 17.1, along with their request to appear as a Delegation. The notice shall clearly specify the business to be presented, who the spokesperson(s) shall be and the date at which the delegation wishes to be entertained, in order that the material can be circulated with the agenda.

### **17.4 Matter on Agenda**

Once an Agenda has been posted and a person or group deems it necessary to address Council on a matter that is on the published agenda, they shall submit a request to

appear before Council as a delegation no later than 12:00 noon two (2) calendar days prior to the meeting of Council. Only in circumstances where this day falls on a statutory holiday, the timeline will be extended to 12:00 noon the following day. The request shall have all written material to be distributed to Council included with the submission.

### **17.5 Delegation Time Limit**

Delegations and presentations shall be limited to a maximum of ten (10) minutes. This does not include answering questions from Council. Upon request and due to special circumstances, the time limit may be extended at the discretion of the Warden.

**7.5.1** An organized body wishing to address Council as a delegation, regardless of the number of spokespersons, shall be limited to a maximum of ten (10) minutes.

**17.5.2** Individual Members of Council shall each be permitted a question period for each delegation of a maximum of five (5) minutes. Members shall be permitted to ask clarifying questions but **shall not make statements** nor enter into debate with such persons.

### **17.6 Reappear Before Council**

Once a delegation has made a presentation to Council on an issue, they shall not address Council on the same issue within a twelve (12) month period unless, in the opinion of the Clerk, there is new information that is pertinent to the matter.

### **17.7 Delegation Deemed Inappropriate for Council**

When it is deemed inappropriate that a delegation address Council, the Clerk shall so notify the delegation and Council with a supporting explanation. Such written explanation shall be delivered with the Agenda and the Council, if it so wishes to hear the delegation, shall, by two-thirds vote of the Council Members present and voting, introduce a motion to suspend the rules to allow the delegation to be heard.

### **17.8 Statements Unsubstantiated**

Should a delegation in its deputation offer a statement in error, any Member of Council or Official may be recognized by the Chair on a "Point of Order" whereby the Members of Council or Official so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the delegation.

### **17.9 Presentations**

Presentations will differ from delegations as they will be presenting information to Council such as updates from municipal partners, agencies, auditors, solicitors, consultants, other levels of government, etc.

**17.9.1** Presenters will be asked to keep their presentation to a maximum of ten (10) minutes but, due to the nature of the information they are presenting, may request more time from the Clerk up to a maximum of twenty (20) minutes.

**17.9.2** Council Members shall be permitted a question period for each presentation of a maximum of twenty (20) minutes. Members shall be permitted to ask clarifying questions but **shall not make statements** nor enter into debate with such persons.



### **17.10 Requests for Action Referred**

Delegations or presentations which request action to be taken by the Council should be referred to administration by majority vote for a report that shall be presented to Council at a subsequent Council Meeting.

## **Section 18 - Business Arising from a Previous Meeting**

**18.1** All matters referred to staff through Council resolution for a report back to Council shall be listed in this section and/or any unfinished business from a previous Council meeting.

## **Section 19 - Staff Reports**

**19.1** Any staff report presented to Council for its consideration shall be listed on the Agenda together with the staff recommendation.

**19.2** Staff reports for Information Only shall be introduced with one motion, however, a Member may request to deal with any report(s) separately.

**19.3** Reports shall be delivered to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the next Council meeting.

## **Section 20 - Correspondence, Petitions and Committee Minutes**

### **20.1 Action Correspondence**

Every written communication addressed to Council shall be signed by at least one person, including their full name and mailing address, and received by the Clerk no later than 12:00 noon, eight (8) calendar days prior to the next Regular Meeting. The Clerk may add action correspondence after the permitted time period due to the nature and/or timing requirements of the matter.

### **20.2 Petitions**

All petitions addressed or presented to Council shall be provided to the Clerk within the time limits set out in 20.1.

**20.2.1** The petitions shall be presented to Members on an agenda and shall be referred through resolution of Council to administration for review and report.

**20.2.2** Members of Administration shall consult with affected Townships and undertake assessment where necessary.

**20.2.3** A subsequent report prepared by administration, responding to the petition shall be presented to Members of Council at a future Council meeting.

### **20.3 Committee Minutes**

Committees shall report regularly to Council and their minutes shall be posted on the Council agenda.

**20.3.1** Any Member of the Council may question Committee Chairs on matters not necessarily included within the submitted minutes of the Committee.

## **20.4 Liaison Reports from External Committees, Boards and Agencies**

Minutes from the external committees and boards will be included within the Agenda at the first available meeting after having been received from the appropriate committee and/or board. The liaison representative on that committee or board may provide additional comments by providing a summary report to the Clerk no later than 12:00 noon, eight calendar days prior to the date of the next Regular meeting for inclusion on the Agenda.

## **Section 21 - Notice of Motion**

**21.1** Each matter listed under Notice of Motion on an Agenda shall be dealt with individually.

### **21.2 Introduction at a Council Meeting**

A Member of Council may introduce a Notice of Motion at a meeting regarding a matter that would not otherwise be considered by Council at such meeting by reading the motion at the appropriate time and delivering a written copy of the motion, signed by the mover and seconder, to the Clerk. The Notice of Motion shall not be considered or debated until the next Regular Council meeting which the member who moved the motion is in attendance. Should the seconder of the Notice of Motion be absent from the meeting when the Chair calls for the Notice of Motion, any Member may second the Notice of Motion.

#### **21.2.1 Two-thirds Vote to Consider Notice of Motion**

A Notice of Motion regarding a time sensitive matter introduced under Section 21.2 may be introduced without notice if Council, without debate, dispenses with the notice requirements in Section 21.2, on the affirmative vote of at least two-thirds (2/3) of the members present and voting.

### **21.3 Notice of Motion – Delivered for Agenda**

To be included on a published Agenda, any Member of Council may deliver a Notice of Motion to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the date of the next Regular meeting. The Notice of Motion must be signed by the mover and a seconder. Should the seconder of the Notice of Motion be absent from the meeting when the Chair calls for the Notice of Motion, any Member may second the Notice of Motion.

## **Section 22 - Announcements**

**22.1** Members of the Council, who wish to make a public announcement on matters of public or community interest may, once recognized by the Chair, provide the announcement. The announcements shall not require future action by Administration and no motion is required.

## **Section 23 - Closed Session**

**23.1** Council may move into Closed Session under Section 239 of the Act or relevant sections of this By-law by first passing a resolution in Open Session stating the purpose of holding the closed meeting and the general nature of the matter to be considered.

**23.2** Upon rising from Closed Session, Council shall bring forward any matter to be voted on in Open Session that did not fall under the rules of the Act in Section 239 (6).

## **Section 24 - By-laws**

### **24.1 Description – number of readings – listed on Agenda**

All by-laws, together with a brief description shall be listed on the agenda for the meeting at which they are to be read.

### **24.2 Readings**

Every by-law caption shall be read prior to it being passed and endorsed by the Council. Every by-law shall be passed without receiving first, second and third readings unless otherwise directed by legislation or Council.

### **24.3 Debate and Amendment**

A by-law may be debated or amended before final adoption by Council and is subject to amendments or referred for future consideration.

### **24.4 Signed and Sealed**

Every by-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Corporation and signed by the Warden and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

### **24.5 Confirming By-law**

At the conclusion of all Regular Council Meetings and prior to adjournment, a by-law shall be brought forward to confirm the actions of the Council at the meeting in respect of each motion, resolution and other action taken that consolidates and includes the provisions of any by-law previously passed by the Council.

**24.5.1** A Confirming By-law when introduced shall be taken as read and finally adopted without debate.

## **Section 25 - Voting**

### **25.1 Chair – Vote**

The Chair shall vote as any other Member when the vote is to be recorded. In all other cases, the Chair, may (but is not obliged to) vote whenever their vote will affect the result. The Chair may vote either to break or to cause a tie; or, in the case of a two-thirds vote requirement, the Chair may vote either to cause or to block the attainment of the necessary two-thirds vote.

### **25.2 Members Vote**

Every Member present at a meeting, with the exception to Section 25.1, when a question is put, may vote thereon unless disqualified to vote on the question.

### **25.3 Vote Deemed Negative**

Failure to vote by a Member present at the meeting at the time of the vote and who is not disqualified to vote shall be deemed to be a negative vote.

### **25.4 Motion – Simple majority**

The vote required to pass a motion shall be a majority (50% + 1) except as otherwise provided in this By-law or by Statute or by Parliamentary Authority.

#### **25.5 Motion Deemed Negative**

In the case of a tie vote on a motion, the motion shall be deemed to have been decided in the negative and defeated.

#### **25.6 Show of Hands**

The manner of determining the desire of the Council on an unrecorded vote to a motion shall be by show of hands.

#### **25.7 Recorded by Request**

Where a vote is taken for any purpose and a Member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting, shall announce their vote openly; and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote, and the Clerk shall record the name and the vote of each Member.

#### **25.8 Division – Separate Vote**

At the request of a Member of Council, a motion containing distinct proposals that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

#### **25.9 Procedures During Vote**

When a vote is being called on a question, each Member shall occupy their seat and shall remain there until the result of the vote has been declared by the Chair. During such time no Member shall walk across the Chambers or speak to a Member or any other person or make any noise or disturbance.

#### **25.10 Members Not in Seat**

A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

#### **25.11 Recorded Vote Order of Voting**

The Member who made the request for a recorded vote shall vote first followed by:

- a) The Mayor of the Township of Selwyn;
- b) The Deputy Mayor of the Township of Selwyn;
- c) The Mayor of the Municipality of Trent Lakes;
- d) The remaining Members who have not yet voted shall vote in alphabetical order of the Township name until all Members have voted, with the exception of the Warden;
- e) The Warden.

#### **25.12 Declaration of Chair**

Should a Member disagree with the announcement of the Chair, they may immediately after the declaration, request that a standing vote be taken on the question.

#### **25.13 Weighted Vote**

At the beginning of each the term of Council, the Clerk shall advise Members of Council the number of votes each Member has.

Each Member of County Council shall have one (1) vote with the exception of:

- a) The Head of the Township of Selwyn, who shall have three (3) votes;
- b) The Deputy Head of the Township of Selwyn, who shall have two (2) votes;  
and
- c) The Head of the Municipality of Trent Lakes who shall have two (2) votes.

#### **25.14 Calculation of Two-thirds (2/3) Vote**

A two-thirds vote means that two-thirds (2/3) of the weighted votes cast determine the vote.

For example: 14 of 20 votes cast is required to satisfy a two-thirds (2/3) vote when all members are presenting and voting.

**25.14.1** The Calculation of two-thirds (2/3) vote shall be rounded upwards to the next highest (full) decimal.

#### **25.15 Announcing Results**

The Chair shall announce the result of every vote.

### **Section 26 - Point of Order/Privilege**

#### **26.1 Procedure to Raise a Point of Order**

A member raising a point of order may interrupt the proceedings, including interrupting a member speaking. The Chair will ask the member to state the point of order. After the point of order is stated, the Chair shall decide the point of order.

**26.1.1** The decision of the Chair is final, unless a member appeals the ruling of the chair, and another member seconds the appeal.

**26.1.2** If a Member appeals to Council on a point of order and another member seconds the appeal, Council shall hear the reason for the appeal from the appellant and the reason for the decision from the Chair. The Council shall decide the question, "Shall the ruling of the chair be sustained," without further debate.

**26.1.3** The decision of Council is final.

#### **26.2 Procedure to Raise a Point of Privilege**

Where a Member considers that the integrity of any member or the integrity of the Council as a whole has been impugned, the member may interrupt the proceedings or interrupt a member speaking to raise a point of privilege. With the Chair's consent the member will explain the privilege being tainted or damaged to Council.

**26.2.1** When a point of privilege is raised, it shall be considered and decided by the Chair immediately.

**26.2.2** The decision of the Chair on a point of privilege is final.

### **Section 27 - Motions**

#### **27.1 Processing a Motion**

- a) A member wishing to move or speak to a motion must seek recognition from the chair before speaking.
- b) A motion, requiring a second, shall be formally seconded before the chair states the motion.
- c) The chair shall state the motion, which places the motion under the authority of Council or the committee, who will decide the disposition of the motion.
- d) The member moving the motion has first right to speak to the motion. Other members will in turn be recognized by the chair to speak to the motion.
- e) When the debate is completed, the chair will take the vote, and announce the result.

#### **27.1.1 Beyond Jurisdiction of Council**

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

### **27.2 Order of Precedence of Motions (Ranking)**

Main Motions, lowest in rank, can only be moved when no business is pending:

- a) Amend the main motion;
- b) Refer to Committee;
- c) Postpone to a Certain Time;
- d) Limit or Extend Debate;
- e) Close Debate and Vote Immediately;
- f) Postpone Temporarily (Table);
- g) Question of Privilege;
- h) Recess;
- i) Adjourn (Highest Rank).

The following motions do not have a rank but can be moved as necessary:

- j) Point of Order – Used when a member wishes to correct an error in procedure;
- k) Parliamentary Inquiry – Used to ask a question regarding procedure;
- l) Withdraw – Used by a member to request the member's motion be withdrawn;
- m) Division of a Question – Used to split a motion into two or more parts;
- n) Division of the Assembly – Used to ask the chair to take the vote again;
- o) Appeal the Decision of the Chair – Used to challenge a ruling of the chair;
- p) Consider Informally – Used to relax the debate rules;
- q) Suspend the Rules – Used to disregard procedure rules that are preventing the members from taking a specific action.

### **27.3 Specific Rules Related to Motions**

Moving a motion does not permit a member to interrupt the proceedings or a member speaking, unless the description of the motion permits an interruption.

**27.3.1 Main Motion** – Introduces a substantive matter to the assembly for decision. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt, and may be reconsidered.

**27.3.2 Amend** – Used to change the wording of a main motion. Requires a second, is amendable (an amendment to the amendment), is fully debatable, requires a majority vote to adopt, and may not interrupt. Amend is used to, i) insert new wording, ii) strike out wording, iii) strike out and insert other wording, iv) substitute one main motion with another main motion provided the substitute is on the same subject matter. An amendment must be germane (relevant) to the subject matter under discussion.

**27.3.3 Refer to a Committee** – Used to send an item of business to a standing or ad hoc committee where the item will receive additional, in-depth consideration. Requires a second, is amendable, is debatable as to sending it to a committee, and requires a majority vote to adopt. If the referral is to a standing committee, Council may provide instructions to the committee, including when it is expected to report back to Council. If the referral is to a new ad hoc committee, it can, in addition to providing instructions, provide the structure of the committee, including number of members, how they are appointed, how the chair is appointed, or who will specifically chair the ad hoc committee.

**27.3.4 Postpone to a Certain Time** – Used to delay the consideration of a main motion and to fix a definite date or time (within the current meeting or to the next regular meeting) for consideration. This requires a second, is amendable, debate is restricted as to the merits of postponing and to the time to which to postpone, and requires a majority vote to adopt.

**27.3.5 Limit or Extend Debate** – Extend debate is used to permit members to speak more times or for a longer time. Limit debate is used to restrict the number of times members may speak or to reduce the length of speaking. May only be applied to debatable motions. Requires a second, is amendable, is not debatable and requires a two-thirds vote to adopt.

**27.3.6 Close Debate and Vote Immediately** – Used to close debate on an immediately pending motion or on a series of consecutive pending motions. Requires a second, is not amendable, is not debatable, and requires a two-thirds vote to adopt. When adopted, the Chair should immediately take the vote on the affected motion or motions. When adopted, the making of amendments on the affected motions stops.

**27.3.7 Postpone Temporarily (Table)** – Used to set an item of business (a main motion) aside temporarily, when something more urgent has arisen or members may need some other information on the main motion which is not currently or readily available. Requires a second, is not amendable, is not debatable, and requires a majority vote to adopt, but the motion laid on the table may be “taken from the table” by majority vote, without debate. The main motion if not taken from the table by the end of the current meeting is terminated. The item of business can be introduced through regular processes at a future meeting.

**27.3.8 Recess** – Used to take a break in the meeting and to set a time for continuing the meeting. The motion requires a second, is amendable (restricted), is debatable only as to taking a break and the time to return, and requires a majority vote to adopt. The motion can be used to continue the meeting to another day.



**27.3.9 Adjourn** – Used to conclude the meeting. The motion requires a second, is debatable when moved with no business pending, otherwise it is not debatable, can be amended, and requires a majority vote to adopt. It is the duty of the Chair to ensure no important business has been overlooked that should be taken care of before adjournment. In addition, the motion should not be allowed if a member has already indicated the wish to speak on the pending matter, or if a member is currently speaking or if a vote has begun, or the motion to close debate has been adopted. Upon the vote being taken, the meeting is not concluded until the Chair announces the adjournment.

The motion to adjourn may be amended to set the time for a continued meeting. If the amendment is adopted and adjournment is adopted, the meeting which takes place in the future is the same legal meeting, and simply continues the agenda. It is in essence a recess.

**27.3.10 Parliamentary Inquiry** – Used by a member to ask questions about the rules of procedure in the current meeting situation. It can also be used by a member to ask questions of the mover of the motion or to a speaker regarding the business at hand.

**27.3.11 Withdraw** – A member may request that their motion be withdrawn and, on hearing no objection the Chair will announce that the motion is withdrawn. If a single member objects to the withdrawal of the motion or the Chair disallows the withdrawal, the motion to withdraw can be moved formally by any member and shall be voted on by Council, without debate, as follows, “Shall the Member’s motion be withdrawn?” It does not require a second, is not debatable and a majority vote adopts the motion to Withdraw.

If a motion has not been stated by the Chair, the member who moved the motion may withdraw the motion without permission from the Chair or Council.

**27.3.12 Division of a Question** – A main motion that is composed of two or more independent parts may be split into two or more individual motions and discussed and voted on separately. The member should indicate how the main motion is to be divided and if the Chair agrees, they will be dealt with separately. If the Chair disagrees that the main motion can be divided the member may move a motion to divide, and the assembly will decide by majority vote. This motion requires a second, is not amendable and is not debatable.

**27.3.13 Division of the Assembly** – Allows the meeting to take an indecisive vote again, by rising or a show of hands, or a counted vote. This motion may interrupt because it requires an immediate decision. The Chair has the duty to ensure a vote is taken properly, so the chair can always take the vote again without permission. If the Chair fails to do so on an indecisive vote, any member has the right to interrupt and call for a division, which must be allowed. No debate is permitted and the vote is taken again.

**27.3.14 Suspend the Rules** – Allows the members to set aside temporarily the rules of procedure contained in this By-law or in the Standard Code of Parliamentary Procedure to take some action contrary to the rules. It cannot be used to suspend rules in higher documents of authority, including the law, unless

the rule in the higher document of authority permits it to be suspended. When stating the motion the member need not specify the rule being suspended, only the action he wishes to be taken. When the actions have been taken, the Council will return to its regular rules of order.

Only rules of order may be suspended, such matters as voting requirements, quorum rules, rules specifying notice requirements, and fundamental rights of a member cannot be set aside or suspended.

The motion to suspend cannot interrupt a speaker, requires a second, is not debatable, cannot be amended, and requires a two-thirds (2/3) vote of the members present and voting.

**27.3.15 Reconsider a Vote** – Used in a meeting to bring back an adopted or defeated main motion for additional discussion and a new vote. Any member who voted on the main motion may give a notice of motion to reconsider the vote at the same meeting. A majority vote will adopt the notice of motion to reconsider the vote.

No motions other than a main motion can be reconsidered. An amendment which has already been applied to the main motion can only be reconsidered in conjunction with the main motion reconsideration.

When the motion to reconsider the vote on the main motion is pending, it requires a second, it is not amendable and discussion can only go into the merits of whether or not to bring back the main motion for discussion and a new vote, and it requires a majority vote to adopt. If the motion to reconsider the vote is adopted, it will bring back to Council the main motion as it was when it was originally voted on. The original vote is nullified.

**27.3.16 Rescind a Vote** – Used to cancel, nullify or void a main motion adopted at a previous meeting. The rescission affects the present and future only, it is not retroactive. It can only be moved when no business is pending, requires a second, is debatable, is not amendable, requires the same vote to rescind as was required to adopt the main motion in the first place. Notice is required to rescind if notice was required for the adoption of the main motion. A motion to rescind a defeated main motion is not in order.

**27.3.17 Priority of Disposition** – A motion properly before Council for decision must receive disposition before any other motion can be received, except motions which are of higher rank as listed in Section 27.2.

## **Section 28 - Term of Office and Nominations**

### **28.1 Warden / Deputy Warden**

The Term of Office for the position of Warden of the County of Peterborough shall be for a period of two (2) years. The Term of Office for the position of Deputy Warden shall be for a period of two (2) years or upon the resignation of the Warden if in the first eighteen (18) months of the term.

**28.1.1** At no time shall the Warden and Deputy Warden chosen be from the same area municipality.

**28.1.2** No member shall hold the position of Warden for more than two (2) consecutive two (2) year terms.

**28.1.3** No member shall hold the position of Deputy Warden for more than two (2) consecutive two (2) year terms.

**28.1.4** Years one and two, (first two-year mandate), shall begin at the First Meeting (Inaugural) in December of an Election Year and continue with an expiration date of November 30<sup>th</sup> within the second year of a four-year mandate.

**28.1.5** Years three and four (second two-year mandate), shall begin at the first meeting in December at the end of the first two-year mandate, and continue until the 14<sup>th</sup> of November of an Election Year.

## **28.2 Certificate of Election – Warden**

Prior to holding Nominations for the position of Warden, following a municipal election, the Clerks of each area municipality, within the County of Peterborough shall provide the Clerk of the County of the upper-tier municipality, a copy of the Certificate of Election.

## **28.3 Nomination Process for Warden – Municipal Election Year**

In early November after a regular election, the Clerk shall provide a nomination form for the position of County Warden to all newly-elected heads and deputy heads of each area municipality as set out in Schedule “A” forming part of this By-law.

**28.3.1 Valid Nomination** – To be considered a valid nomination, the Nomination form shall be signed by the Warden-nominee and have the signed support of two members of County Council-elect and shall be submitted to the County Clerk no later than 4:30 p.m. on the second Friday of November (Close of Nominations)

**28.3.2 Nomination Results** – At the second Regular County Council Meeting in November, the Clerk shall:

- a) Report to County Council on the valid nominations received for the position of Warden;
- b) Ask each Warden candidate present at the meeting to confirm they wish their name to remain on the ballot;
- c) Advise County Council of the responses received from any Warden candidate not present at the meeting;
- d) Advise County Council whether an election or an acclamation will occur at the First Meeting of Council.

**28.3.3** At the First Meeting of Council the Clerk shall:

- a) Ask the mover and seconder of each nomination for the position of Warden to verbally confirm their moving or seconding of the nomination.
- b) Ask each candidate for the position of Warden to confirm they wish their name to remain on the ballot.

## **28.4 Nomination Process for Warden – Non-Election Year**

At the first Regular County Council Meeting in November of a non-election year (in Year 3), the Clerk shall provide each member of County Council with a nomination form for the position of County Warden as set out in Schedule “B” forming part of this By-law.

**28.4.1 Valid Nomination** – To be considered a valid nomination, the Nomination form shall be signed by the Warden-nominee and have the signed support of two members of County Council and shall be submitted to the County Clerk no later than 4:30 p.m. on the second Friday of November (Close of Nominations).

**28.4.2 Nomination Results** – At the second Regular County Council Meeting in November, the Clerk shall:

- a) Report to County Council on the valid nominations received for the position of Warden;
- b) Ask each Warden candidate present at the meeting to confirm they wish their name to remain on the ballot;
- c) Advise County Council of the responses received from any Warden candidate not present at the meeting;
- d) Advise County Council whether an election or an acclamation will occur at the first meeting of Council.

**28.4.3** At the first meeting of Council (in Year 3) the Clerk shall:

- a) Ask the mover and seconder of each nomination for the position of Warden to verbally confirm their moving or seconding of the nomination.
- b) Ask each candidate for the position of Warden to confirm they wish their name to remain on the ballot.

## **28.5 Procedure for Election of Warden**

The Procedure for the Election of County Warden is set out in Schedule “C” forming part of this By-law.

## **28.6 Election or Acclamation**

In the event of an acclamation to the position of Warden, the Clerk shall notify the Council at its second regular meeting of November, without the need to proceed to an election.

## **28.7 Nominating Committee – Election**

The Procedure for the Election of the Nominating Committee for a two (2) year term is set out in Schedule “D” for part of this By-law.

## **28.8 Appointment of Deputy Warden**

Following the election/acclamation of the Warden and prior to the first regular County Council meeting in December, Councillors of the County of Peterborough, shall be invited to inform the Warden, in confidence, of their desire to serve as Deputy Warden for a period of two (2) years.

### **28.8.1 Selection of Deputy Warden**

During the first regular meeting of County Council in December, the Warden shall publicly declare the Warden's selection for the position of Deputy Warden.

**28.8.2** The County Councillor selected, shall be requested to publicly declare and confirm their intent to serve as Deputy Warden for the following two years.

**28.8.3** Upon confirmation, the Warden shall request a confirming resolution by County Council.

**28.8.4** The appointed Deputy Warden, shall be sworn-in at the first regular meeting of County Council in January of the following year and the Council shall confirm the appointment with an appointing By-law at the same meeting.

## **Section 29 - Resignations, Vacancies, Absences**

### **29.1 Resignation**

A Member of Council may resign from office by providing a written notice that has been signed, and filed with the Clerk of the Corporation within which they were elected, subject to provisions under Section 260 of the Municipal Act, 2001, as amended.

### **29.2 Temporary Vacancy**

Subject to Section 267(1) of the Act, if a person who is a Member of the Council of an area municipality and the Council of the County of Peterborough is unable to act as a Member of those Councils for a period exceeding one month, the Council of the area municipality may appoint one of its Members as an alternate Member to the County of Peterborough to act in place of the Member until the Member is able to resume acting as a Member of those Councils. A temporary vacancy resulting from a pregnancy or parental leave shall be in accordance with the County's adopted Pregnancy and Parental Leave Policy.

### **29.3 Temporary Vacancy – Alternate Member**

Subject to Section 267(2) of the Act, if the offices of a person who is a Member of the Council of both the area municipality and the Council of the County of Peterborough becomes vacant and the vacancy will not be filled for a period exceeding one month, the area municipality may appoint one of its Members as an alternate Member of the Council of the County of Peterborough until the vacancy is filled permanently.

### **29.4 Appointment to a Vacancy – position of Warden**

The appointment of an alternate Warden for the County of Peterborough is not authorized.

**29.4.1** Should the Warden not be able to complete the two (2) year term within the first eighteen (18) months of the term, the Clerk shall schedule a Special Council meeting to hold an election of the position of Warden using the same procedure as set out in Schedule "C". The newly elected Warden may choose to have the current Deputy Warden continue in that role or may appoint a new Deputy Warden. If a new Deputy Warden will be appointed, following the election of the Warden and during that meeting, Councillors of the County of Peterborough shall be invited to inform the Warden, in confidence, of their desire to serve as Deputy Warden for the remainder of that term.

**29.4.2** If a new Deputy Warden is selected, at the next meeting of Council (Regular or Special) the County Councillor selected as Deputy Warden, shall be requested to publicly declare and confirm their intent to serve as Deputy Warden for the remainder of the term. Upon confirmation, the Warden shall request a confirming resolution by County Council. The appointed Deputy Warden, shall then be sworn-in at that meeting and no by-law appointing the Member as Deputy Warden shall be required.

**29.4.3** The period of time that these two Members of Council hold the positions of Warden and Deputy Warden will not be included in the restrictions set out in subsection 28.1, nor will the period of time that the Deputy Warden who did not continue in that roll after an election held pursuant to subsection 29.4.1.

**29.4.4** Should the Warden not be able to complete the two (2) year term within the last six (6) months of the term, the Deputy Warden shall assume the Warden's position. At the next meeting of Council (Regular or Special) the Deputy Warden shall be appointed Warden by Resolution of Council. Following the appointment of Warden and during that meeting, Councillors of the County of Peterborough shall be invited to inform the Warden, in confidence, of their desire to serve as Deputy Warden for the remainder of that term.

**29.4.5** At the next meeting of Council (Regular or Special) the County Councillor selected as Deputy Warden, shall be requested to publicly declare and confirm their intent to serve as Deputy Warden for the remainder of the term. Upon confirmation, the Warden shall request a confirming resolution by County Council. The appointed Deputy Warden, shall then be sworn-in at that meeting and no by-law appointing the Member as Deputy Warden shall be required.

**29.4.6** The period of time that these two Members of Council hold the positions of Warden and Deputy Warden will not be included in the restrictions set out in subsection 28.1.

## **29.5 Temporary Replacement – Alternate Member**

Subject to Section 268 of the Act, the appointment of an alternate member of County Council by an area municipality when a Member is unable to attend a meeting shall comply with County policy.

## **29.6 Absence of Warden**

In the event of an extended absence of the Warden due to health and/or unforeseen circumstances, the Deputy Warden shall assume the Warden's responsibilities.

**29.6.1** Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within the first eighteen (18) months of the term, subsections 29.4.1, 29.4.2 and 29.4.3 shall apply.

**29.6.2** Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within the last six (6) months of the term, subsections 29.4.4, 29.4.5 and 29.4.6 shall apply.

## **29.7 Absence of Deputy Warden**

In the absence of the Deputy Warden, the Immediate Past Warden who is a Member of the County Council shall assume the Warden's responsibilities on a temporary basis. Should there be no Immediate Past Warden, Members of County Council shall select a person to assume the duties amongst themselves.

## **Section 30 - Committees**

### **30.1 Rules**

As set out in Section 3.1, the rules of this By-law shall be observed by Committees of Council and the order and dispatch of business in Committee meetings. All meetings shall be open to the public, save and except for matters falling under Section 239 of the Act. Minutes of open and closed committee meetings must be kept pursuant to the Act and provided to Council through the Clerk. A separate by-law may be passed by Council to adopt a simpler Procedure for a Committee(s).

#### **30.1.1 Agenda**

The content and order of agenda business may be determined by the Chair and/or Committee and differ from Council's agenda content as set out in this By-law.

### **30.2 Nominating Committee**

The Procedure for the Election of the Nominating Committee and its mandate is set out in Schedule "D" forming part of this By-law. The appointments shall be endorsed by by-law.

### **30.3 Appointments by Nominating Committee**

The appointed Nominating Committee shall make recommendations to the Council for final approval. Appointments to various Committees is for a two (2) year term. Some exceptions to a two (2) year term may apply. Refer to the County's Committee Appointment By-law.

### **30.4 Warden's Advisory Committee**

The Warden may recommend to Council the creation of a Warden's Advisory Committee and shall recommend the size and mandate of the Committee to the Nominating Committee.

### **30.5 Chair**

The Committee shall appoint a Chair and Vice-Chair at its first meeting by the vote of a majority of the Committee Members present and voting. The Chair shall preside at the Committee meetings and may vote on all questions submitted.

In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, one of the other Members shall be elected to preside pro-temp, who shall discharge the duties of the Chair during the meeting or until the arrival of the Chairperson.

### **30.6 Quorum**

The quorum of a Committee shall consist of a majority (50% + 1) of the total members. If a quorum is not present thirty (30) minutes after the time appointed for the meeting, the meeting shall stand adjourned. The Committee Chair may summon a Special Meeting.

### **30.7 Neglect of Member, Chair or Committee**

Should any Member(s) of a Committee neglect or refuse to attend the properly summoned meetings of their Committees, the Chair shall report such neglect or refusal to the Council who may remove the said Member(s) of their place; or should any Committee neglect or refuse to give due attention to all business or matters before them, the Council may, by resolution discharge such Committee and appoint another in its stead.

Should a Chair of any Committee neglect or refuse to call a meeting of its Committee at such time or with such frequency as the proper dispatch of the business entrusted to the Committee requires, or do the business of the Committee without the knowledge or consent of the majority of its Members, contrary to their wishes or approved recommendations, the Committee may report such neglect, refusal or action to the Council who may remove said Chair from the Committee and appoint another Member in its place.

## **Section 31 - Repeal / Enactment**

### **31.1 Repeal**

By-law Nos. 2020-04 and 2020-63 are hereby repealed.

### **31.2 Effective Date**

This by-law shall come into force and effect on the date of passing.

Read and passed this day of 2021.

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J. Murray Jones, Warden

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Kari Stevenson, Clerk



**The Corporation of the County of Peterborough**

**Schedule "A" to By-law No. 2021 - XX**

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**Nomination Form  
Warden - Peterborough County Council  
(Municipal Election Year)**

A completed Nomination Form is the responsibility of individual Nominees for the position of Warden to the Council of the County of Peterborough.

Nominations will be accepted by the Clerk of the Corporation of the County of Peterborough by delivering the completed form to 470 Water Street, Peterborough, Ontario or sent electronically to [clerksoffice@ptbocounty.ca](mailto:clerksoffice@ptbocounty.ca), no later than 4:30 p.m. on the 2<sup>nd</sup> Friday of November, or if being held under Section 29.4, eight (8) calendar days prior to the scheduled election.

Nominees shall be officially confirmed at the First Meeting (Inaugural) of Council in December.

Nominee's Name: \_\_\_\_\_  
(Please print)

Each nomination shall be supported by two County Councillors-elect.

**Declaration of support**

I, (please print) \_\_\_\_\_, being a Peterborough County Councillor-elect, listed in the Township Clerk's Certificate of Election provided to the County Clerk, hereby declare my support for the nominee stated above.

Signed the    day of , 20

\_\_\_\_\_

**Declaration of support**

I, (please print) \_\_\_\_\_, being a Peterborough County Councillor-elect, listed in the Township Clerk's Certificate of Election provided to the County Clerk, hereby declare my support for the nominee stated above.

Signed the    day of , 20

\_\_\_\_\_

## **Consent of Nominee and Statement of Qualification**

I, (please print) \_\_\_\_\_ the Nominee for Warden for the County of Peterborough, hereby consent to such nomination and declare that I am qualified to be elected and to hold the office of Warden for which I am nominated due to my recent election as Mayor or Deputy Mayor of the Township of \_\_\_\_\_.

Signed the    day of , 20

\_\_\_\_\_

**The Corporation of the County of Peterborough**

**Schedule “B” to By-law No. 2021 - XX**

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**Nomination Form  
Warden - Peterborough County Council  
(Non-Election Year)**

A completed Nomination Form is the responsibility of individual Nominees for the position of Warden to the Council of The County of Peterborough.

Nominations will be accepted by the Clerk of the Corporation of the County of Peterborough by delivering the completed form to 470 Water Street, Peterborough, Ontario or sent electronically to [clerksoffice@ptbocounty.ca](mailto:clerksoffice@ptbocounty.ca), no later than 4:30 p.m. on the 2<sup>nd</sup> Friday of November or if being held under Section 29.4, eight (8) calendar days prior to the scheduled election.

Nominees shall be officially confirmed at the First Meeting (in Year 3) of Council in December.

Nominee's Name: \_\_\_\_\_  
(Please print)

Each nomination shall be supported by two current County Councillors.

**Declaration of support**

I, (please print) \_\_\_\_\_, being a current Peterborough County Councillor hereby declare my support for the nominee stated above.

Signed the    day of , 20

\_\_\_\_\_

**Declaration of support**

I, (please print) \_\_\_\_\_, being a current Peterborough County Councillor hereby declare my support for the nominee stated above.

Signed the    day of , 20

\_\_\_\_\_

## **Consent of Nominee and Statement of Qualification**

I, (please print) \_\_\_\_\_ Nominee for Warden for the County of Peterborough, hereby consent to such nomination and declare that I am qualified to be elected and to hold the office of Warden for which I am nominated due to my current position as Mayor or Deputy Mayor of the Township of \_\_\_\_\_.

Signed the    day of , 20

\_\_\_\_\_

# **The Corporation of the County of Peterborough**

## **Schedule “C” to By-law No. 2021 - XX**

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### **Procedure for Election of Warden**

#### **Review Process**

1. The County Clerk shall be responsible to:
  - a) call the meeting to order;
  - b) roll call;
  - c) conduct the election for Warden; and
  - d) answer any questions as to the process of the election.
2. The Chief Administrative Officer shall state to the Members of Council, the procedures for the election of Warden by reading Schedule “C”.

#### **Voting Process**

3. Weighted voting shall not apply for the election of Warden
4. Each Member of Council shall have one (1) vote only.

#### **Ballots**

5. A supply of ballots shall be prepared on paper of equal size showing the names of all candidates in alphabetical order by surname.

#### **Candidate Address**

6. Each candidate nominated for the position of Warden shall be allowed a total of five (5) minutes to address Council. The candidates shall address Council in alphabetical order.
7. The Clerk shall time the address and shall signal the candidate when he/she has one (1) minute remaining and again when the candidate has thirty (30) seconds remaining.

#### **Polling**

8. At the conclusion of the candidates addresses, the Clerk shall distribute the ballots to all Members of Council, present and voting and request that they mark their ballot by voting for one (1) candidate only. Once their votes are cast, they will be invited to deposit their ballot within a secured ballot box.
9. The Clerk, County Solicitor, County Auditor, the County’s Chief Administrator and any appointed scrutineers shall leave the Chambers with the secured ballot box for the purpose of counting the ballots.

## **Scrutineers**

10. Each candidate may appoint one Member of Council to act as his or her scrutineer during the counting of the ballots, provided the candidate's name continues to appear on the ballot.

## **Election of Warden and Elimination of Candidates**

11. In order to be elected as Warden of the County of Peterborough, a candidate must receive a number of votes greater than 50% of the total votes of the entire Council.
12. In the event that one candidate has received more than 50% of the votes of the Council, the Clerk shall return to the Chambers and declare the candidate elected to the office of Warden.
13. Should there be no candidate receiving the required number of votes to be declared elected, the Clerk shall return to the Chambers and advise the Council of such and shall further advise that the candidate who has received the fewest votes, shall be removed from the ballot, and the vote shall be re-taken with the remaining candidates.
14. At no time and by no person who attended the count of ballots, shall they reveal the number of votes received by any candidate.

## **Tie for Fewest Number of Votes**

15. In the event that there is a tie among the candidates receiving the fewest number of votes, the names of those candidates so tied, shall be removed from the ballot.
16. Should the removal of tied names from the ballot, result in only one candidate remaining, the Clerk shall conduct a lottery by placing the names of the candidates so tied on paper of equal size and place them in a box. The Clerk shall then call upon the County Solicitor to draw a name from the box. The name of the person drawn from the box, shall be removed from the ballot.
17. The Clerk shall proceed to conduct successive ballots using the procedure as set out above until such time as one candidate receives more than 50% of the votes of the entire Council.

## **Tie for Election of Warden**

18. Should there be only two candidates remaining and each has received the same number of votes, the Clerk shall conduct a lottery by placing the names of the two candidates on paper of equal size and placing them in a box. The Clerk shall then call upon the County Solicitor to draw a name from the box. The name of the person drawn shall be deemed to be elected to the position of Warden.

## **Confirmation of Results / Destruction of Ballots**

19. Immediately following the announcement by the Clerk of the successful candidate for Warden, the Clerk shall request for a motion by Members of Council to confirm the results of the election.
20. The Clerk shall ask for a Motion to destroy the ballots.

### **Swearing in / Oath of Office**

21. The Warden-elect will retire from the Chambers to be robed in the presence of the Chief Administrative Officer, the Clerk and the mover and seconder of the Warden's nomination.
22. Upon returning to the Chambers, the Clerk shall administer to the Warden, the Oath of the Declaration of Office and Allegiance to the Queen.
23. The Immediate Past Warden shall present the Warden with the Chain of Office and the Warden's Pin. Should the Immediate Past Warden no longer be a Member of Council, the most recent Past Warden on Council shall make the presentation to the newly elected Warden.
24. The Clerk shall declare the Council legally constituted and turn control of the meeting to the Warden.

# **The Corporation of the County of Peterborough**

## **Schedule “D” to By-law No. 2021 - XX**

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### **Procedure for Election of Nominating Committee**

#### **Mandate of the Nominating Committee**

1. The mandate of the Nominating Committee is to recommend to the County Council, the appointment of elected representation on Committees, boards and agencies. The Nominating Committee may also participate in recommending the appointment of non-elected individuals when circumstances warrant.
  - 1.1 Notwithstanding Section 1 above, when time is of the essence, the Warden and/or Council may by-pass the Nominating Committee and make appointments directly.
2. The Nominating Committee shall be chaired by the Immediate Past Warden. In the event that the Immediate Past Warden is no longer on Council, the Committee shall select a Chair from among its Members prior to commencing business.
3. In addition to the Chair, the Committee shall be comprised of the Warden and three other Members of County Council.
4. The Clerk of the County shall record the minutes of the Nominating Committee meetings.

#### **Method of Selecting the Nominating Committee**

5. The Warden shall call for nominations to the Nominating Committee. A nomination must be moved and seconded. Prior to being considered as a candidate, the nominated Member of Council, shall indicate acceptance of the nomination and the Clerk shall record the nomination.
6. The Warden shall ask for further nominations from the floor. Should there be no further nominations received, the Warden shall ask an additional two times for further nominations.
7. Should no further nominations be received after the third call for nominations, the Warden shall request a motion to close nominations.
8. The Clerk shall prepare a ballot showing all candidates listed alphabetically by surname.
9. The ballot shall then be circulated to all Members of Council, who will then be instructed to vote as follows:



- 9.1 A maximum of three (3), if the Immediate Past Warden is still a Member of Council; (or)
  - 9.2 A maximum of four (4), if the Immediate Past Warden is no longer a Member of Council.
10. The Clerk shall collect the ballots and shall conduct a count in the presence of the County Chief Administrative Officer, the County Solicitor, the County Auditor. The three (3) or four (4) candidates, as the case may be, who receive the highest number of votes, shall be declared elected to the Nominating Committee.

#### **In the event of a Tie**

11. In the event that it cannot be determined completely which candidates will form the Nominating Committee, due to a tie or multiple ties, the candidate or candidates that have received a majority of votes shall be declared elected. The Clerk shall then undertake the conduct of a lottery by placing the names of the candidates that are tied into a box and cause the drawing out of the required number of names to fill the remaining vacancies on the Committee. The names drawn shall be declared elected to the Committee.

#### **Confirmation of Results and Destruction of Ballots**

12. Immediately following the results of the election or lottery, the Warden shall request for a motion from Council to confirm the results of the election.
13. The Warden shall ask for a Motion to destroy the ballots.
14. The Members of the Nominating Committee shall be provided with the Nominating Committee agenda package at the conclusion of the Council meeting.

#### **Nominating Committee Meetings**

15. The Nominating Committee will meet on the Thursday following the first meeting of Council at 9:30 a.m. to review the Committee selections made by the Members.
16. The Nominating Committee shall select the Committee Members for the two-year term through recommendations to County Council for Council's consideration at the first regular meeting in December.

**Peterborough County**  
**ISD Service Delivery Review**  
**Project Status Report**

<b>Project</b>	ISD Service Delivery Review				
<b>Date</b>	March 1, 2021	<b>Reporting Period</b>	February 1, 2020	<b>To</b>	February 28, 2021

**Distribution List**

<b>Project Authority</b>	<i>Sheridan Graham, Interim CAO ISD Committee</i>	<b>WSCS Project Lead</b>	Tammy Carruthers, Principal
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**1. Overall Project Status**

<b>Scope</b>	As agreed upon with Project Authority	
<b>Budget</b>	As agreed upon with Project Authority	See Appendix A of status report for budget details.
<b>Schedule</b>	As agreed upon with Project Authority	

**2. Major Milestones/Deliverables Performance**

Milestone / Deliverable	Planned Completion Date	Date Completed	Status
<b>Planning Phase</b>			
Kick-off meeting/ Project Plan for planning phase	November 30, 2020	December 15, 2020	Complete
Stakeholder Register	January 11, 2021	January 12, 2021	Complete
Documentation Review	<b>February 28, 2021</b>		Underway
SWOT Sessions	March 30, 2021		Virtual
LEAN SS Training	February 26, 2021	February 25, 2021	Completed 4 sessions 31 ISD staff Attended, 36 other PB staff Recorded for staff unable to attend
Surveys	March 31, 2021		3 Surveys draft developed – To be Administered until March 31 <sup>st</sup> .
Consultations – County	April 30, 2021		Interview scheduling to coincide with

## 2. Major Milestones/Deliverables Performance

Milestone / Deliverable	Planned Completion Date	Date Completed	Status
			Survey results.
Consultations – Local Municipalities	April 30, 2021		
Consultations – Other Stakeholders	April 30, 2021		
Service Profiles	March 31, 2021		
Benchmarking	April 15, 2021		
Current State Analysis	June 26, 2021		
Current State Validation	July 16, 2021		
Interim Report	July 26, 2021		
Opportunity Identification & Validation Session	August 13, 2021		
Draft Final Report to Steering Committee	August 31, 2021		
Final Report to Council	September 9, 2021		
Final Changes to Report and Project Close out	September 30, 2021		
<ul style="list-style-type: none"> <li>GREEN – On target to achieve Planned Delivery Date.</li> <li>AMBER – Planned Target Delivery Date is in danger of not being achieved but a managed solution capable</li> </ul>			

## 2. Activities & Risks/Issue Monitoring

Activity Description	Date of Completion
<b>Key Activities Completed over the Reporting Period</b>	
<ul style="list-style-type: none"> <li>Documentation being gathered and analysed.</li> <li>Survey Development – Draft complete</li> <li>LEAN SS training delivered – 4 sessions, 67 attendees</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing – Still require information</li> <li>February 28, 2021</li> <li>February 25, 2021</li> </ul>
<b>Key Activities Planned for Next Reporting Period – March 1- March, 2021</b>	
<ul style="list-style-type: none"> <li>Interviews and consultations</li> <li>Survey administration</li> <li>Benchmarking</li> </ul>	
<b>Risks/Issue Management</b>	

## 2. Activities & Risks/Issue Monitoring

No.	Risk/Issue Description	Mitigation Strategy	Date Approved by Project Authority
1	Documentation availability	Interviews to assess additional requirements	

## Appendix A

Budget reporting – work completed versus budget spent to date, as at February 28, 2021.

Appendix A: Budget			ACTUALS TO DATE	REMAINING BUDGET	FORECAST FOR COMPLETION	COMMENTS
Stage	Hours	Cost				
Stage 1: Planning	27	\$3,944	\$2,928	\$1,016	\$3,602	
Stage 2: Documentation Review and Service Exploration	18	\$2,308	\$2,650	-\$342	\$2,650	
Stage 3: Consultations	96	\$12,673	\$1,850	\$10,823	\$12,673	Number of consultations is higher than anticipated
Stage 4: Benchmarking and Research	21	\$2,345	\$252	\$2,093	\$2,345	
Stage 5: Current State Analysis	56	\$7,329	\$0	\$7,329	\$7,329	
Stage 6: Development of Opportunities/Recommendations	30	\$3,702	\$0	\$3,702	\$3,702	
Stage 7: Reporting	104	\$13,527	\$0	\$13,527	\$13,527	
Other Costs		\$7,000	\$3,570	\$3,430	\$7,000	
Total Hours and Cost (before HST)	352	\$52,828	\$11,250	\$41,578	\$52,828	

**Peterborough County**  
**ISD Service Delivery Review**  
**Project Status Report**

<b>Project</b>	ISD Service Delivery Review				
<b>Date</b>	April 1, 2021	<b>Reporting Period</b>	March 1, 2020	<b>To</b>	March 31, 2021

**Distribution List**

<b>Project Authority</b>	<i>Sheridan Graham, Interim CAO ISD Committee</i>	<b>WSCS Project Lead</b>	Tammy Carruthers, Principal
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**1. Overall Project Status**

<b>Scope</b>	As agreed upon with Project Authority	
<b>Budget</b>	As agreed upon with Project Authority	See Appendix A of status report for budget details.
<b>Schedule</b>	As agreed upon with Project Authority	

**2. Major Milestones/Deliverables Performance**

Milestone / Deliverable	Planned Completion Date	Date Completed	Status
<b>Planning Phase</b>			
Kick-off meeting/ Project Plan for planning phase	November 30, 2020	December 15, 2020	Complete
Stakeholder Register	January 11, 2021	January 12, 2021	Complete
Documentation Review	<b>February 28, 2021</b>		Underway
SWOT Sessions	March 30, 2021	March 30, 2021	Complete
LEAN SS Training	February 26, 2021	February 25, 2021	Completed 4 sessions 31 ISD staff Attended, 36 other PB staff Recorded for staff unable to attend
Surveys	March 31, 2021	April 9, 2021 (leaving open until interviews complete)	Staff (47 responses) and Council (11 responses) Surveys being Administered

## 2. Major Milestones/Deliverables Performance

Milestone / Deliverable	Planned Completion Date	Date Completed	Status
Consultations – County	April 30, 2021		All Managers interviewed (5) Staff interviews underway (21 Complete)
Consultations – Local Municipalities	April 30, 2021		
Consultations – Other Stakeholders	April 30, 2021		
Service Profiles	May 15, 2021		
Benchmarking	May 15, 2021		
Current State Analysis	June 26, 2021		
Current State Validation	July 16, 2021		
Interim Report	July 26, 2021		
Opportunity Identification & Validation Session	August 13, 2021		
Draft Final Report to Steering Committee	August 31, 2021		
Final Report to Council	September 9, 2021		
Final Changes to Report and Project Close out	September 30, 2021		
<ul style="list-style-type: none"> <li>GREEN – On target to achieve Planned Delivery Date.</li> <li>AMBER – Planned Target Delivery Date is in danger of not being achieved but a managed solution capable</li> </ul>			

## 2. Activities & Risks/Issue Monitoring

Activity Description	Date of Completion
<b>Key Activities Completed over the Reporting Period</b>	
<ul style="list-style-type: none"> <li>Survey results analyzed</li> <li>SWOT Sessions complete</li> <li>Staff and Management Interviews</li> </ul>	<ul style="list-style-type: none"> <li>March 29, 2021</li> <li>March 30, 2021</li> <li>Ongoing until April 9, 2021</li> </ul>
<b>Key Activities Planned for Next Reporting Period – April 1- April 30, 2021</b>	
<ul style="list-style-type: none"> <li>Interviews and consultations – staff, local municipalities and Council</li> <li>Finalize Survey administration</li> </ul>	

## 2. Activities & Risks/Issue Monitoring

- Benchmarking
- Analysis

### Risks/Issue Management

No.	Risk/Issue Description	Mitigation Strategy	Date Approved by Project Authority
1	Documentation availability	Interviews to assess additional requirements	



## Appendix A

Budget reporting – work completed versus budget spent to date, as at March 31, 2021.

Appendix A: Budget		ACTUALS TO DATE	REMAINING BUDGET	FORECAST FOR COMPLETION	COMMENTS
Stage	Cost				
Stage 1: Planning	\$3,944	\$3,453	\$491	\$3,602	
Stage 2: Documentation Review and Service Exploration	\$2,308	\$2,650	-\$342	\$2,650	
Stage 3: Consultations	\$12,673	\$11,837	\$836	\$12,673	Number of consultations is higher than anticipated
Stage 4: Benchmarking and Research	\$2,345	\$252	\$2,093	\$2,345	
Stage 5: Current State Analysis	\$7,329	\$0	\$7,329	\$7,329	
Stage 6: Development of Opportunities/Recommendations	\$3,702	\$0	\$3,702	\$3,702	
Stage 7: Reporting	\$13,527	\$0	\$13,527	\$13,527	
Other Costs	\$7,000	\$3,570	\$3,430	\$7,000	
Total Hours and Cost (before HST)	\$52,828	\$21,762	\$31,066	\$52,828	

OSDR Sub Committee Activities

Thursday, April 15, 2021

Communications/Governance Sub Committee								
Task Name	Bucket Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
NEW - Declaration/Proclamation Process	In Progress	In progress	Medium	Fawn, Lynn	04/09/2021	05/07/2021	To review at May meeting	
I4 - Develop KPI's for All Departments	On Hold/Strat Plan	In progress	Medium	Graham, Sheridan			External Declaration/Proclamation Processes - what to do with? Current State: - On hold - KPI's should be linked to NEW Strat Plan 2021  Planning: Very Preliminary Discussion with Managers - PCCP: launched O-KPI suite in 2018. Clinical KPI's are in development with anticipated launch in Q1 2021  - Tied to Strat. Plan	Each deparment should develope measurable KPI's that are aligned with strategic priorities
B4 - Strengthen Alignment Between Departmental Business Plans and County Strategic Priorities	On Hold/Strat Plan	In progress	Medium	Graham, Sheridan			2021 Budget	Replace strategic priority posters from 2015-2019 in County buildings;Update current "placemat"
B3 - Create One Page "Placemat" to Communicate Strategic Priorities	On Hold/Strat Plan	Not started	Medium	Graham, Sheridan			2021 Budget	
B1 - Conduct Virtual Townhall and Provide Recordings to Refresh Strategic Priorities	On Hold/Strat Plan	Not started	Low	Graham, Sheridan			2021 Budget	
A4 - Consider Options to Streamline and Simplify the County's 20 Working & Advisory Committees	Approved for Implementation	In progress	Medium	Graham, Sheridan;Fawn, Lynn;Stevenson, Kari	12/16/2020		Current State: Employee Performance Appraisal Under Review to Include Strategic Plan as Part of the Appraisal Process Recommendation Approved by OSDR WG – March 3/21 Recommendation Approved by Council – March 17/21:  Recommendations to OSDR Working Group: (next meeting - March 5/21)  That where we have multiple County members on an external board or committee, we examine ways we can streamline including having those boards consider having weighted voting for the County.  That for external advisory committees, we ensure that the County's interests are being served on the committees.  That the composition of Land Division Committee and Accessibility Advisory Committee not be altered in any way.  That for internal County committees, we provide members with the ongoing ability to attend virtually in order to provide efficient, accessible and quality services.  That a full Council compensation review be included as part of the non union management compensation review.  Need to be prudent with the number of committees we have	Send survey to Council re: committee/board committments;Bring back a list of all committees (review mandate, scope, TOR's, \$\$ etc.)

A3 - Work with Council to Strengthen Communication and Reporting Expectations	In Progress	In progress	Important	Graham, Sheridan;Fawn, Lynn;Stevenson, Kari	01/04/2021		<p>Recommendation Approved by OSDR WG – March 3/21 Recommendation Approved by Council – March 17/21:</p> <p>That the new Council report template and motion manuals be implemented, and that staff be provided with training; and that where possible, staff reports limited to 4 pages, with additional information as appendices.</p> <p>That Council reports that involve complex and/or impactful decisions pertaining to service delivery, policy, resident impacts and/or technical matters shall be brought forward at the first meeting for information and discussion, and for approval at a subsequent meeting.</p> <p>Report expectations (Council's expectations) - Receive all relevant info with reports - Review template for items to include in reports (create check list) - Offer recommendations if possible - Report writing training (refresher/new staff) - Better planning for staff - bring forward first, ask for decision at next meeting</p> <p>Current State: Communications Strategy Approved by Council (Sept. 2020) Shared Public Engagement Platform (2021) Website Update (2021)</p>	Develop effective communication processes when there are County wide program rollouts/policies;Establish protocols to engage Townships in consultation sessions;Facilitate a working session with Council to clarify expectations for reporting;Kari to bring back sample of new Agenda template (sample from NK)
A2 - Write and Develop Meeting Protocols Including Requirements for Advance Clarification and Questions	Approved for Implementation	In progress	Medium	Graham, Sheridan;Fawn, Lynn;Stevenson, Kari	03/05/2021		<p>Meeting Protocols are needed (ask questions before meeting rather than bombarding at meeting) Lengthy Preamble not necessary :) Questions asked - answers to go to all council members Council &amp; Staff Relations Policy Procedural By-law - consideration for (ie 5 min. per person/topic)</p> <p>Action item: Create Meeting Protocol and bring back to next meeting</p>	
A1 - Conduct Council Orientation on Role and Governance	Approved for Implementation	In progress	Medium	Graham, Sheridan;Fawn, Lynn;Stevenson, Kari	10/01/2020	06/07/2021	<p>New process for Council reports - first meeting info only ; second report direction/approval Recommendation Approved by OSDR WG – Jan. 19/21 Recommendation Approved by Council – Feb. 3/21:</p> <p>THAT an annual governance refresher be held for Council (similar to the recent Integrity Commissioner Session).</p> <p>Create videos etc. Do session at the beginning of new Council and a refresher (1/2 way through) Web page dedicated (look at Bruce County)</p>	Establish value added role of Council - engaging rather than micromanaging/rubber stamping;Reinforce fiduciary duty to represent County (not Township) interests
NEW - Review Warden's Election & Deputy Warden Selection Process (Council Motion Jan 13/21)		Completed	Important	Graham, Sheridan;Fawn, Lynn;Stevenson, Kari	02/02/2021	12/31/2021	<p>April 1/21 - Report Endorsed by the OSDR Working Group. Will go to Council in May.</p> <p>Main focus for March meeting.</p> <p>Notices of Motion – January 13, 2021 Moved by Councillor Clarkson Seconded by Councillor Lambshead</p> <p>Whereas the current practice for the selection of a Warden is a time consuming process for staff;</p> <p>And whereas the current practice of holding a mid-term election for the Warden can be both a distraction and disruption to a Council;</p> <p>And whereas many municipal jurisdictions across the Province have recently reconsidered and implemented different processes for the selection of their Heads of Council;</p> <p>Therefore be it resolved that the matter of the selection of Warden be referred to the Communications/Governance sub-committee of the Organizational &amp; Service Delivery Review process.</p>	Kari to do research and bring report back on what other Municipalities in the EOWC are doing

NEW: Develop Mission Statement	Completed	Medium					Recommendation Approved by OSDR WG – March 3/21 Recommendation Approved by Council – March 17/21:	
B2 - Conduct Mapping Exercise Between Service Delivery & Strategic Priorities	Assigned to the OSDR Working Group	Medium		Graham, Sheridan			THAT the following mission statement be approved: We are committed to providing more efficient, accessible and quality services and infrastructure through effective governance and innovation. (Tagline = Let’s work smarter!) Recommendation Approved by OSDR WG – Jan. 19/21 Recommendation Approved by Council – Feb. 3/21:	
H1 - Proceed to Amend By-laws and Governance by Reducing Council to 8 Members, Being the Mayors of Each Township	Completed	Low					Consensus of this Committee is to conduct the County’s strategic planning re-write after the completion on the OSDR.  Task to be moved to the OSDR Working Group Recommendation Approved by OSDR WG – Jan. 19/21 Recommendation Approved by Council – Feb. 3/21:	
							THAT the Communications/Governance Subcommittee recommends to the OSDR Working Group that no change be made to Council composition at this time.  Consensus of this Committee is that they do not want to proceed at this time. Committee has considered what has been discussed at Council.	
D1 - Implement Commitment and Budgeting Modules in Great Plains Applications	Assigned to the Finance Committee	Important			09/09/2020		- Would lead to reconstituting and streamlining committee structure to reflect fewer Councillors - Would require compensation review See J1-4 for more Financial Info  Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.	Establish/agree to a schedule of advanced disclosure/budget estimates, prior to setting final numbers
D2 - Support Roll Out With Training And Use Tracking	Assigned to the Finance Committee	Important			09/09/2020		Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.	Conduct budget estimation training for Finance staff once the procurement system is operational
M1 - Establish IT/GIS Steering Committee	Assigned to IT/GIS Technology S.C.	Important					Current State: Not Started	Govern processes, manage project/data commitments
N3 - Improve Tracking of Purchasing and Progress Commitments	Assigned to the Finance Committee	Important					Training project that does not require Excel transformation	Improve reporting from Great Planes - using either GP Management Reporter or Power BI; Engage Steering Committee to plan a training project for staff to generate structured reports
O3 - Broaden GIS Services to Support All Departments	Assigned to Shared/Managed Services S.C.	Important					Current State: Not Started	
R1 - Reduce Consulting Expenditures by Insourcing	Assigned to PW Review Committee	Medium					Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.	
R2 - Strengthen Capacity to Implement Capital Plan, Including New FTE in Engineering & Design	Assigned to PW Review Committee	Medium					Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.	
R3 - Focus Effort on Core Capital Planning Function	Assigned to PW Review Committee	Medium					Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.	

PW Review Committee								
Task Name	Bucket Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
R3 - Focus Effort on Core Capital Planning Function	Pending PW SDR	Not started	Medium	Weir, Bryan	03/01/2020	06/01/2021	ON HOLD: Pending ISD Review	related to R2
							Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.	

R2 - Strengthen Capacity to Implement Capital Plan, Including New FTE in Engineering & Design	Pending PW SDR	In progress	Medium	Weir, Bryan	11/01/2020	06/01/2021	ON HOLD: Pending ISD Review	Design support and technical oversight requirements;Closing the Infrastructure Gap - funding requirements;Project coordination requirements;Develop Budget Issue Paper for resourcing
R1 - Reduce Consulting Expenditures by Insourcing	Pending PW SDR	Not started	Medium	Weir, Bryan		06/01/2021	Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work. ON HOLD: Pending ISD Review	Consultant roster and skill requirements;Review Engineering work plan with ISD Review Committee;Succession planning and external factors;Current staff complement review;Discuss technical competency and project coordination
Q3 - Consider Innovative Procurement Models Such As Design Build	Pending PW SDR	Not started	Low	Weir, Bryan	06/01/2021	06/01/2021	Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work. ON HOLD: Pending ISD Review	Likely candidates are ones which are large, complex, not well defined projects;Design Build projects are few for the County;Facilities and bridge projects consideration
Q2 - Leverage Procurement Services/Build Buying Co-ops	Pending PW SDR	In progress	Medium	Weir, Bryan	11/30/2020	12/31/2021	Current State: Review With E&D and Purchasing to Identify Opportunities in 2021 Add to: Streamlining and Efficiencies Comm.	E&D - construction tenders for capital road rehab or line painting;operations - joint purchases of material, (e.g. salt, sand)
Q1 - Bundle Work/Consider Multi-Year Contracts to Create Larger Purchases	Pending PW SDR	Not started	Low	Weir, Bryan	11/01/2021	12/24/2021	Current State: Review With E&D and Purchasing to Identify Opportunities in 2021	;develop township commitment and shared agreements;Share ideas with other municipalities;E&D - project management and consulting on specific road re-build projects;Develop list of existing joint activities
P3 - Risk Managment Procedures	Pending PW SDR	Not started	Medium	Weir, Bryan			Add to: Streamlining & Efficiencies Committee  Consider "lowest responsible price" vs "lowest price"  Current State: Review With E&D and Purchasing to Identify Opportunities in 2021 On Hold Pending ISD Review	Identify likely project types which would benefit from bundling;Pre qualify vendors;Ensure County work is priority by selected contractors
P2 - Documented Work Flows	Pending PW SDR	Not started	Medium	Weir, Bryan			Current State: Not Started - Submitted Budget Issue Paper for 2021. Require External Resources to Assist Staff. On Hold Pending ISD Review	Develop processes and tools to identify, monitor and mitigate project risk
P1 - Common Processes and Policies	Pending PW SDR	Not started	Medium	Weir, Bryan			Current State: Not Started - Submitted Budget Issue Paper for 2021. Require External Resources to Assist Staff. See P2. On Hold Pending ISD Review	Document methodology and processes
K3 - Additional Consultation for Capital Plan	Pending PW SDR	In progress	Important	Weir, Bryan			Current State: Not Started - Submitted Budget Issue Paper for 2021. Require External Resources to Assist Staff. County led workshops - prior to finalizing capital plan	Allow for additional review & consultation cycles with twp staff through a series of workshops;Provided draft 2021 capital project schedule to all townships - Nov 20
K2 - Modify Delivery of Winter Operations to Adhere to Provincial MMS	Pending PW SDR	Not started	Medium	Weir, Bryan			Current State: Not Started - Submitted Budget Issue Paper for 2021 On Hold Pending ISD Review	refer to K1
K1 - Adjust Service Levels to Minimum Required Standards Unless There is a Clear Business Case or Public Need For Enhanced Services	Pending PW SDR	In progress	Important	Weir, Bryan	11/18/2020	07/01/2021	Current State: Not Started - Longer Term Strategy. Require New Operations Managers On Hold Pending ISD Review	Review tasks and project schedule;Develop service level schedule of vaules to identify incremental costs;Begin assignment;Hire external consultant ;Communicate with staff
I3 - Review Ops Work Methods & Task Planning to Reduce Overtime	Pending PW SDR	Not started	Important	Weir, Bryan			Current State: Not Started - Longer Term Strategy. Require New Operations Managers On Hold Pending ISD Review	Undertake a review of the overtime & workload driving tasks to target meaningful reductions;refer to K1 - hire consultant to complete analysis
F4 - Prepare A County Facilities Plan That Outlines Future Needs and Innovative Options to Address Requirements	Pending PW SDR	Not started	Low	Weir, Bryan			Current State: Not Started / Require Operations Manager to Review Status (Planned for 2021)	
F3 - Consider Public Tender of Facilities Contract	Pending PW SDR	Not started	Low	Weir, Bryan			Consultant? Current State: Not Started / Defer Until 2021	
F2 - Potentially Hire Full Time Facility Maintenance Person to Reduce Outsourcing Costs	Pending PW SDR	Not started	Medium	Weir, Bryan			Current State: Not Started / Defer Until 2021	
F1 - Benchmark Facilities Costs	Pending PW SDR	Not started	Low	Weir, Bryan			Current State: Not Started / Defer Until 2021	Investigate potential disposal/reuse of Courthouse if/when courts issue notice of leaving

E2 - Investigate Other Areas of County Services That Have Third Part Costs to Assess Business Case for Insourcing Work	Pending PW SDR	Not started	Medium	Weir, Bryan		
E1 - Hire An Additional Engineer and Admin Support for Infrastructure Services	Pending PW SDR	Not started	Medium	Weir, Bryan		refer to R1, R2, R3
C4 - Optimize Roads Maintenance & Fleet Utilization with Townships	Pending PW SDR	Not started	Medium	Weir, Bryan	Example: Service yards - there is a potential for joint usage, but there is not a unified agreement with all townships to act.  Current State: Not Started - Defer Until 2022. Requires New Operations Manager to Undertake Organics program may be a good place to start Assign to WMC (with or without the City) to conduct research and analysis ; report back to this committee	refer to K1 - consultant engagement;Find more active/collaborative approaches for use of facilities, road maintenance and others;Lead a shared services initiative with all TWPS to reduce costs via analysis and business case
C2 - Consolidate all Waste Management Services at the County	Pending PW SDR	In progress	Important	Weir, Bryan	Current State: Not Started / Defer	Collect garbage once every 2 weeks (alternate household waste & recyclables each week);Scale economies for third party contracts;Bag tag program - encourages reduction/diversion;Prepare Waste Management Plan;Consolidate all waste management at the County

IT/GIS Technology Sub Committee

Task Name	Bucket Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
Establish HR Systems Modernization Project	23/24 Modernize HR Systems	Not started	Medium		01/01/2023		Initiate project to select and implement an enterprise Human Resources Information System solution in accordance with practices adopted by the Steering Committee.	
Define Requirements	23/24 Modernize HR Systems	Not started	Medium		01/01/2023		Define and document functional requirements for Human Resources management, including an enterprise Time Tracking and Payroll solution. (est. cost - \$10,000 consulting support)	
Issue Request for Information (RFI)	23/24 Modernize HR Systems	Not started	Medium		01/01/2023		Conduct Market Scan, identify a long list of potential candidate solutions; issue RFI to vendors (est. cost - \$5,000 consulting support)	
Determine Shortlist	23/24 Modernize HR Systems	Not started	Medium		01/01/2023		Evaluate RFI responses and prepare shortlist of candidate solutions (est. cost - \$7,000 consulting support)	
Conduct Demonstrations	23/24 Modernize HR Systems	Not started	Medium		01/01/2023		Prepare demonstration evaluation criteria; invite shortlisted vendors to demonstrate solutions and evaluate based on per-determined criteria. (est. cost - \$7,500 consulting support)	
Select Platform and Negotiate Contract	23/24 Modernize HR Systems	Not started	Medium		01/01/2023		Finalize solution selection; negotiate software subscription as well as implementation services contract.	
Implement Solution	23/24 Modernize HR Systems	Not started	Medium		01/01/2023		Strike a separate implementation project with a detailed work plan. Configure solution; conduct testing and training; migrate data; final acceptance.	
Develop Minimum Viable Product (MVP) Design	23/24 Implement Collaborative Land Development Tracking Application	Not started	Medium		01/01/2023		Collaboratively design a Minimum Viable Product (MVP) and develop prototype for Map-based solutions. (est. cost - \$0 to \$5.000 consulting support)	
Set Up Information Exchange	23/24 Implement Collaborative Land Development Tracking Application	Not started	Medium		01/01/2023		Develop specific partnership agreements and processes for information exchange to support design.	
Integrate Data	23/24 Implement Collaborative Land Development Tracking Application	Not started	Medium		01/01/2023		Carry out initial data preparation and integration (est. cost - \$0-\$5,000 consulting support)	
Implement Interim Solution	23/24 Implement Collaborative Land Development Tracking Application	Not started	Medium		01/01/2023		Develop and implement version 1 of the Land Development Tracking solution (est. cost - \$0-\$20,000 consulting support)	
Develop Plan for Enhancements	23/24 Implement Collaborative Land Development Tracking Application	Not started	Medium		01/01/2023		Work with users to document opportunities for streamlining and identify any pain points.	
Implement Version 2	23/24 Implement Collaborative Land Development Tracking Application	Not started	Medium		01/01/2023		Implement interim enhancements - version 2 of the solution (est. cost - \$10,000 consulting support)	
Develop Longer Term Strategy	23/24 Implement Collaborative Land Development Tracking Application	Not started	Medium		01/01/2023		Develop a multi-phase long-term strategy for additional capabilities (est. cost - \$0 - \$10,000 consulting support)	
Complete Implimentation of Electronic Document Management (EDM) Project	Other 2022-23 Projects	Not started	Medium				Pause EDM project for Year 1. Proceed with implementation using project management and governance processes adopted by the Steering Committee. Ensure process changes and change management/training are an integral part of the implementation.	
GIS Request Tracking System	Other 2022-23 Projects	Not started	Medium				Leverage IT Ticketing system as a GIS request tracking system as well.	
Refresh and Develop Partnerships and Service Level Agreements with Townships	Other 2022-23 Projects	Not started	Medium				Build on new governance framework and the new Planning GIS applications in Year 1 to enhance partnerships with Townships. Expand use of Open Data and ArcGIS Online.	

Establish Asset Management/Work Management Project	22/23 Implement Enterprise Solution for Asset Management and Work Management	Not started	Medium	01/01/2022	Initiate project to select and implement an enterprise Asset Management and Work Management Solution in accordance with practices adopted by the Steering Committee.
Define Requirements	22/23 Implement Enterprise Solution for Asset Management and Work Management	Not started	Medium	01/01/2022	Define and document functional requirements for asset management and work management. These may include Customer Relationship Management (CRM) needs or requirements to integrate with CRM. (est. cost - \$20,000 consulting support)
Issue Request for Information (RFI)	22/23 Implement Enterprise Solution for Asset Management and Work Management	Not started	Medium	01/01/2022	Conduct Market Scan, identify a long list of potential candidate solutions; issue RFI to vendors. (est. cost - \$8, 000 consulting support)
Determine Shortlist	22/23 Implement Enterprise Solution for Asset Management and Work Management	Not started	Medium	01/01/2022	Evaluate RFI responses and prepare shortlist of candidate solutions. (est. cost - \$12, 000 consulting support)
Conduct Demonstrations	22/23 Implement Enterprise Solution for Asset Management and Work Management	Not started	Medium	01/01/2022	Prepare demonstration evaluation criteria; invite shortlisted vendors to demonstrate solutions and evaluate based on per-determined criteria. (est. cost - \$10,000 consulting support)
Select Platform and Negotiate Contract	22/23 Implement Enterprise Solution for Asset Management and Work Management	Not started	Medium	01/01/2022	Finalize solution selection; negotiate software subscription as well as implementation services contract. (est. cost - \$15,000 - 50,000 for annual enterprise subscription)
Impliment Solution	22/23 Implement Enterprise Solution for Asset Management and Work Management	Not started	Medium	01/01/2022	Strike a separate implementation project with a detailed work plan. Configure solution; build and link asset data; conduct testing and training; final acceptance. (est. cost - \$50, 000 - 10, 000 consulting support + 1 FTE ongoing)
Impliment Property Viewer Application	Enhance Planning GIS Applications	Not started	Medium		Using current GIS infrastructure and licenses, define requirements, design, develop, test and deploy self-serve Property Viewer
Impliment Land Development Status Viewer Application	Enhance Planning GIS Applications	Not started	Medium		Using current GIS infrastructure and licenses, define requirements, design, develop, test and deploy self-serve Land Development Status Viewer
Implement Road Operations Viewer Application	Enhance Planning GIS Applications	Not started	Medium		Using current GIS infrastructure and licenses, define requirements, design, develop, test and deploy self-serve Road Operations Viewer
Implement EOC Common Operating Picture	Enhance Planning GIS Applications	Not started	Medium		Using current GIS infrastructure and licenses, define requirements, design, develop, test and deploy self-serve EOC Common Operating Picture
Perform a Thorough Content Audit	Develop Plan for Microsoft 365 Evolution	Not started	Medium		Identify exactly what data will be migrated to M365, inventory its current location and data volume. Plan for data migration into Teams and Channels that will replace Legacy Network Shared Drives with Team Library Drives (est. cost - \$12,000 consulting support/QA)
Review and Create a Requirements Plan	Develop Plan for Microsoft 365 Evolution	Not started	Medium		Plan the technical configuration of M365 based on a business-case model of requirements mapping to features / configuration. Develop and review the migration method, authentication method, and configuration plan. (est. cost \$20,000 consulting s support)
Review and Configure Infrastructure and End-Point Network Access	Develop Plan for Microsoft 365 Evolution	Not started	Medium		Using Microsoft's network assessment checklist for M365, test all end-points, consider routing M365 traffic directly through the WAN at the end-point instead of funneling all Microsoft 365 traffic through the courthouse, as it is today. (est. cost - \$15,000 consulting support/QA)
Create a Continuous Training Plan Available to All Employees to Address Constant Change of the Platform	Develop Plan for Microsoft 365 Evolution	Not started	Medium		Consider a training service that provides on-demand training videos that support users staying up to-date. (est. cost - \$6,000 annual training subscription)
Consider Centralization of GIS Function with IT - or If Not Centralized; Determine Coordination Process	Implement Organizational Changes	Not started	Medium		Select organization structure for technology function from options presented in this document. Note that Option 2 is the recommended option. See Addendum for details.
Revisit Roles and Job Descriptions	Implement Organizational Changes	Not started	Medium		Finalize job descriptions and salary ranges for Manager Enterprise Applications role and Systems Integration Specialist role; obtain approval for positions
Fill New Positions	Implement Organizational Changes	Not started	Medium		Recruit and/or transition existing staff members into new positions positions (est. cost - \$91,000 fully loaded cost for 1 new FTE. Could change depending on decisions by County)
Monitor and Report Regularly on User Activity	Stabilize Microsoft 365 Implementation	Not started	Medium	Lee, Christopher	Recommendation: Note that both potential organization structure options presented in the Addendum involve recruiting one (1) System Integration Specialist. This is required to achieve the minimum staff complement that the Technology team will require to deliver on the Technology Master Plan. Monitor and report on M365 usage analytics regularly with the migration team. Keep tabs on what users are doing in the current Monitor and report regularly on user implementation, prioritize support and stabilization of the areas N/A activity most currently utilized. Identify most active and least actively engaged departments and personnel on the platform to focus.
Identify Key Personnel to Become Champions	Stabilize Microsoft 365 Implementation	Not started	Medium	Lee, Christopher	From each department identify the staff who will be first to complete training and become masters of the program.
Restrict Users from Creating New Groups and Teams Ad-Hoc	Stabilize Microsoft 365 Implementation	Not started	Low	Lee, Christopher	Prohibit users from creating new data silos until a plan can be established to migrate legacy data and content into a structure of Teams and Channels prescribed by the project committee (now the migration team, later the Steering Committee).

Implement Restrictive Sharing Controls For External Users	Stabilize Microsoft 365 Implementation	Not started	Medium	Lee, Christopher			2022		
Re-Visit Backup Systems if Necessary	Stabilize Microsoft 365 Implementation	Not started	Medium	Lee, Christopher				Until an external sharing policy is established, prevent leakage of data by limiting user's ability to share files and folders outside of the organization. Records Management	
Assemble a M365 Migration Team	Stabilize Microsoft 365 Implementation	In progress	Medium	Lee, Christopher				Microsoft provides no guarantees that data on M365 is protected from deletion or accidental change. Validate and test backup systems that are in place before proceeding to full implementation. NOTE — this may have been done. Records Management New Hire to be part of this	
Modify Great Plains Configuration	Improve Financial Controls	Not started	Low	Lee, Christopher				As a precursor to the establishment of the Steering Committee, form a migration team of a similar structure, cross-departmental representatives to specifically address the M365 Migration. Do not proceed with any activities until this is done. Implement any changes to Great Plains configuration that are required based on outcomes from Step 2. Does not include modifying the Chart of Accounts. (est. cost - \$24,000 consulting support)	Future processes audited
Implement Paramount Purchasing Add-On	Improve Financial Controls	In progress	Medium	Lee, Christopher	04/09/2021	06/30/2021		Implement and configure the Paramount solution to support the defined requirements for purchasing and commitments tracking. (est. costs - \$15,000 consulting support)	
Implement Questica Budgeting Add-On	Improve Financial Controls	In progress	Important	Lee, Christopher	04/09/2021	04/30/2021		Implement and configure the Questica solution to support the defined requirements for budgeting. (est. cost - \$15,000 consulting support)	
Select and Implement Self-Serve Reporting Capacity	Improve Financial Controls	Not started	Low	Lee, Christopher				Determine if Power BI or GP Management Reporter is the appropriate solution based on the functional requirements; long-term sustainability and cost. Implement solution and develop self-serve reports. (est. cost - NA - assuming new resource has skills)	
Conduct User Training	Improve Financial Controls	In progress	Medium	Lee, Christopher				Prepare training materials and conduct user training for using the new functionality in support of the new processes for purchasing, budgeting and reporting (est. costs - \$8000 consulting report)	Christopher to circle back around to Janet & Chris Allen
Develop IT Policy Handbook	Establish Governance Framework / TSC	In progress	Medium	Lee, Christopher	05/20/2021	07/22/2021		Will revisit with Committee, then to LT	
Adopt Project Management Guidelines	Establish Governance Framework / TSC	In progress	Medium	Lee, Christopher;Sikma, Tammy				Prepare and adopt refreshed IT policies appropriate to an organization of the County's size and publish an IT Policy Handbook. (est. cost - \$15,000 consulting support)	
Establish Software Selection and Procurement Process	Establish Governance Framework / TSC	Not started	Medium	Lee, Christopher;Sikma, Tammy	06/18/2021	08/31/2021		Document and adopt basic project management guidelines based on Project Management Book of Knowledge (PMBOK) best practices (est. cost - \$15,000 consulting support)	Potential involvement with Fleming? Tammy to Follow Up
Establish Project Intake Process	Establish Governance Framework / TSC	In progress	Medium	Lee, Christopher;Sikma, Tammy	04/15/2021	06/30/2021		A process for selecting and procuring software that the technology team is expected to support should be defined and adopted (est. cost - \$15,000 consulting support)	
Adopt Guiding Principles	Establish Governance Framework / TSC	In progress	Medium	Lee, Christopher;Sikma, Tammy				To come to April 15th meeting	
Establish Technology Steering Committee	Establish Governance Framework / TSC	In progress	Medium	Lee, Christopher;Sikma, Tammy				Define process for submitting project requests; evaluating requests; and approving projects including value/cost thresholds (est. cost - \$15,000 consulting support) Coming to April 15th meeting adding Architectural Principles to the Project Charter	
O3 - Broaden GIS Services to Support All Departments	To do	In progress	Important	Sikma, Tammy	02/15/2021	06/30/2021		Committee to adopt Guiding Architectural Principles recommended in the Future State report with a 5 year horizon Prepare Terms of Reference including adoption of a centralized technology governance model; clearly establish that GIS direction is within the purview of the Steering Committee; establish membership; Obtain Council approval if required; hold kick-off meeting (est. cost - TBD - Committee may require consulting support for initial period)	Establish that GIS direction
								Recommendation Approved by OSDR WG – March 2/21 Recommendation Approved by Council – March 17/21:	Tammy to present to Finance ;GIS Presentation to be recorded;Tammy to present to PPW;Tammy to present to Lang;Distribute to recording to Townships (to Staff), PKED etc. Need to prioritize requests/train others
								THAT the GIS overview presentation be provided and recorded, and to be shared with local townships and economic development entities to communicate opportunities within the County GIS.	
								Tammy presenting to all OSDR Sub-Committees re: functionality and opportunities	
								To Consider: Infrastructure & Connectivity Informational update/presentation to Streamlining & Efficiencies Committee Copy info to CBO's & PW (potentially through CAO's) Sheridan to reach out to Twps. re new technology To begin following establishment of Tech Steering Committee	
								Set up sessions / distribute training videos	



O1 - Implement 5 year Technology/GIS Plan	To do	In progress	Important	Graham, Sheridan;Lee, Christopher;Sikma, Tammy	06/28/2021	Refer to the 5 year Technology Master Plan developed by MNP, which includes projects, sequencing, costs and governance/organizational changes. Recommendation is to implement this Strat. Plan over 5 years, under the direction of the recommended Technology Steering Committee.	Effective & efficient processes;Develop a 5 year Strategic approach to technology (Plan);improved reporting to Council;Effective governance and IT capacity;Modern & flexible infrastructure;Collaboration and information sharing with Townships;Stable, secure and supported applications;Improve operations and organizational agility Finalize budget requests for both software and devices (tablets, laptops, server, networks etc.)
M3 - Manage & Prioritize IT/GIS Procurement	To do	In progress	Important	Graham, Sheridan		Refer to Tech. Steering Committee  Identified in Tech. Steering Committee  Including intake, approval of procurement and implementation of technology solutions	
M2 - Set Strategy & Direction for Technology	To do	In progress	Important	Graham, Sheridan		Integrated into Paramount Work System Follow best practices & comparable strategies implemented in other Municipalities (ie - Town of Whitby)	Make technology capacity fit for purpose (incl. people, process and budget);Support service level agreements externally (townships);Support service level agreements internally (cross department)
Design Improved Purchasing, Budgeting and Reporting Processes and Functional Requirements	Improve Financial Controls	Completed	Medium			TSC Project Charter  New purchasing, budgeting and reporting processes that satisfy corporate goals will be defined including workflows and approval steps; detailed functional requirements that flow from the defined processes will be documented and approved. (est. costs - \$24,000 consulting support) Assign to Finance Committee	Assign to Finance Committee (Questica)
Establish Financial Controls Project	Improve Financial Controls	Completed	Medium			Use the Financial Controls project to institutionalize the new governance model (could be done in parallel with the Governance Framework). FOCUS for March meeting  Systems Integration Specialist (recommended FTE)	Assign to Finance Committee
O2 - Review Recommended Staff & Structural Changes		Completed	Medium	Graham, Sheridan;Weir, Bryan	01/11/2021	02/28/2021	Waiting for costing from Mary Spence
M1 - Establish IT/GIS Steering Committee		Completed	Urgent	Graham, Sheridan	02/01/2021	02/01/2021	Govern processes, manage project/data commitments
N2 - Improve Financial Controls		Assigned to Finance Committee	Important			Look at: Data Integration Integration with Municipalities	Complete implementation of Paramount to support purchasing and tracking of commitments;A user training project planned by the Finance Steering Committee must be part of the implementation;Ensure appropriate implementation resources are engaged eg. Consultants or Temps
J1 - Leverage Great Plains Budgeting Module		Assigned to Finance Committee	Important			See D1-2 for more Financial Info  Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.	
N1 - Leverage Great Plains Capabilities		Assigned to Finance Committee	Important				Optimize workflows and procedures to improve user experience for depts. ;Review capabilities to see if they can be better utilized;Ensure appropriate controls are in place to achieve cost savings through process efficiency
N3 - Improve Tracking of Purchasing and Progress Commitments		Assigned to Finance Committee	Important			Training project that does not require Excel transformation	Improve reporting from Great Plains - using either GP Management Reporter or Power BI;Engage Steering Committee to plan a training project for staff to generate structured reports

Shared/Managed Services Sub Committee								
Task Name	Bucket Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
NEW - Other Shared Opportunities	Approved for Implementation	In progress	Medium	Graham, Sheridan			Feb. 8/21: Motion passed for Sheridan to reach out to Township CAO's •Iron Mountain file storage – Sheridan has reached out; HMB may be interested.	Sheridan to circulate list to all CAO's to see if they are interested in getting involved

O3 - Broaden GIS Services to Support All Departments	Approved for Implementation	In progress	Medium	Weir, Bryan	<p>Recommendation Approved by OSDR WG – March 3/21 Recommendation Approved by Council – March 17/21:</p> <p>THAT staff be directed to go out for an RFI for a contracted Drone Service Provider, to provide on demand (emergency management) and planned use services, with the potential to partner for the services.</p> <p>Drone: Insurance has been removed (\$1100/year) no staff licensed to operate</p> <p>ACTION: Tammy to present to all OSDR Sub-Committees (in progress)</p> <p>Recommendation to IT/GIS Technology Sub Committee: (next meeting – March 5): That Tammy’s presentation be recorded and share it out. Presentation to go to the next Streamlining and Efficiencies Committee.</p> <p>Tammy reaching out to TWPS to provide GIS knowledge re: capabilities/services Educational seminars for all GIS users are occurring (internal and external partners) Communications re capabilities = important Recommendation Approved by OSDR WG – March 3/21 Recommendation Approved by Council – March 17/21:</p> <p>THAT a report and presentation regarding Assessment Review be brought to the Streamlining and Efficiencies Committee, identifying ways to break up the structures by size.</p> <p>Suggested Next Steps: Bring this back to the Streamlining and Efficiencies Committee – identifying structures over 1000 sq feet Maybe request a RFI (structure and cost to look at) Can get started on smaller things - decks, additions, pools etc. (less challenges). Bryan, Tammy and Sheridan to brainstorm and come back to the committee at the next meeting</p> <p>Current State: Meetings Held Previously with Local Municipalities; on Hold Pending SDR Action 800+ cases</p> <p>Need to know what twps are interested (or not). May look at higher sq. ft structures first</p> <p>Action Items: Presentation from Tammy at next meeting; then get direction from this sub-committee re contacting twps CAO/CBO Meeting to discuss further? (future item) Update: The City has been advised of our appointees (Senis, Bonneau, Clark &amp; Graham) and we are waiting for City Council to approve whether they will participate in the Waste Management Committee.</p> <p>Recommendation to Council - Feb. 3, 2021: a)Consolidate all Waste Management Services. It is requested that an ISD report will come to Council regarding what others are doing (outline twp. contract dates, costs paid etc.).</p> <p>Recommendation: that this matter be referred to the ISD Review Sub-Committee for follow-up.</p> <p>b)Request that the Waste Management committee be re-established.</p> <p>Recommendations to PRLC: 1) Request that the Waste Management committee be re-established 2) Warden/Mayor and CAO's to meet more frequently re: Communications (tipping fees, road closures, WM, public daycare etc.)</p> <p>Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.</p>	<p>Issue Rfi for drone;Tammy to present to all OSDR Sub Committees;Drone. Who has it, and who has operators licence?</p> <p>Presentation from Tammy at next meeting; then get direction from this sub-committee re contacting tw;Support TWPS to conduct more rigorous investigations &amp; enforcement to capture lost tax revenues;Support TWPS to ensure building code compliance &amp; support a fairer distribution of tax burden;CAO/CBO Meeting to discuss further? (future item);Karla to create Sharepoint; Tammy to populate</p> <p>Provide Recommendations to PRLC (see notes above)</p>
L1 - Immediately Enforce Building Permit By-laws for Structures That Have Been Built Without Permits	To do	In progress	Important	Weir, Bryan		
J2 - Request Advance Notice of Shared Services Costs from The City	To do	In progress	Important	Graham, Sheridan		

I2 - Expand Community Based Paramedicine to Reduce Use of Ambulance Services	Approved for Implementation	In progress	Important	Mellow, Randy		<ul style="list-style-type: none"> <li>- PCCP partner on PTBO OHT which has CP Program established as priority (seeking funding)</li> <li>- PCCP partnering on Eastern Ontario Paramedic Service Community Paramedic business case submission for base funding to Ontario Health</li> <li>- PCCP invited to provide proposal for Community Paramedic positions in PTBO Opioid CTS (full funding - 2 FTE)</li> </ul>	Improve staff moral to reduce costs associated with high employee turnover
I1 - Investigate New PCCP Funding Model	CMSM - 2024	In progress	Low	Graham, Sheridan		Was done with CMSM.	Renegotiate cost sharing agreement with the City to more accurately reflect service usage
C4 - Optimize Roads Maintenance & Fleet Utilization To do with Townships		In progress	Medium	Graham, Sheridan		<ul style="list-style-type: none"> <li>- Successful joint application for Substance Use &amp; Addiction Program (31 months 100% funded)</li> <li>- PCCP obtained temporary funding for COVID response team</li> <li>- Service sharing agreement and opportunities analysis launched with CKL</li> </ul> Cross over with PW SDR Communication with each twp. Learning future needs/plans for twps  Action: Sheridan to draft survey out to twps. Will bring back to this committee.	Find more active/collaborative approaches for use of facilities, road maintenance and others;Lead a shared services initiative with all TWPS to reduce costs via analysis and business case
C3 - Expand IT, HR, Finance & Planning Shared Services Amongst Townships and County	To do	In progress	Medium	Graham, Sheridan;Spence, Mary	05/07/2021	Example: Service yards - there is a potential for joint usage, but there is not a unified agreement with all townships to act.  Current State: Not Started - Defer Until 2022. Requires New Operations Manager to Undertake Action: Bring forward a list of training requirements, identifying what is legislated and County to next meeting.	Bring forward a list of training requirements, identifying legislated & County to next meeting
C2 - Consolidate all Waste Management Services at the County	To do	Not started	Low	Weir, Bryan		IT Current: 3 twps Opening the door and letting townships know they can reach out to the County for support Need to reassess capacity for support HR - Training requirements Roads School training H&S / small equipment ISD training (ie. chainsaw, high climbs etc.)  Current State: HR Currently Provides HR Services to Douro ON HOLD pending recommendations from the PW Review  Different needs/requirements per municipalities City and County working on WM Master Plans Multi collection vehicles? (are they available?) Impending Bluebox transition  Suggested Action: 1) ISD Educational Comms piece to Council re: pros & cons / what others are doing (outline twp contract dates, costs paid etc.) 2) Recommendation to potentially look at this in the future	Collect garbage once every 2 weeks (alternate household waste & recyclables each week);Scale economies for third party contracts;Bag tag program - encourages reduction/diversion;Prepare Waste Management Plan;Consolidate all waste management at the County
C1 - Investigate Feasibility of Shared Permit Portal to Streamline and Digitize Land Use and Building Permit Applications	To do	In progress	Medium	Graham, Sheridan;Weir, Bryan		Current State: Not Started / Defer Update: Applied for Municipal Modernization Funding - 2nd intake. In partnership with HBM, NK, TL.  IT/GIS Comm as well 3 Municipis taking part in the same permitting system. Let other Municipis know through CAO's Meeting	
D2 - Support Roll Out With Training And Use Tracking		Assigned to Finance Committee	Medium	Graham, Sheridan	09/09/2020	Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.	Conduct budget estimation training for Finance staff once the procurement system is operational
O1 - Implement 5 year Technology/GIS Plan		Assigned to IT/GIS Tech S.C.	Important	Graham, Sheridan		Refer to the 5 year Technology Master Plan developed by MNP, which includes projects, sequencing, costs and governance/organizational changes. Recommendation is to implement this Strat. Plan over 5 years, under the direction of the recommended Technology Steering Committee.  Current State: Not Started	Effective & efficient processes;Develop a 5 year Strategic approach to technology (Plan);Improved reporting to Council;Effective governance and IT capacity;Modern & flexible infrastructure;Collaboration and information sharing with Townships;Stable, secure and supported applications;Improve operations and organizational agility

A4 - Consider Options to Streamline and Simplify the County's 20 Working & Advisory Committees	Assigned to Comms/Governance S.C.	Medium	Graham, Sheridan				
D1 - Implement Commitment and Budgeting Modules in Great Plains Applications	Assigned to Finance Committee	Important		09/09/2020	See J1-4 for more Financial Info		Establish/agree to a schedule of advanced disclosure/budget estimates, prior to setting final numbers
L2 - Increase Landfill Tipping Fees	Completed	Medium	Graham, Sheridan		Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software. To encourage waste diversion and increase revenues		
					Current State: Approved Increased Tipping Fees by PRLC in Sept. 2020		

Finance Committee								
Task Name	Bucket Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
D2 - Support Roll Out With Training And Use Tracking	Approved for Implementation	In progress	Important	DeBruijn, Trena	09/09/2020		Paramount (financial) - Internal training done. Budget docs uploaded. Currently doing cross training with Paramount and Pearl. Have created training tools for staff. Chris Allen to present to this Committee; training to roll out to staff within the next 2 months.  Questica (budget) - next steps are on hold; as year end is wrapped up. 2022 budget prepared in Excel, will use Questica as well running parallel (transition year) Next Steps - look at reporting that can be pulled Presentation of software to Committee to come Plan will be fully functional with preparation of 2023 budget  Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.	Staff training for Paramount to roll out over the next 2 months;Chris Allen to present Paramount to this Committee;Staff training for Questica;Chris Allen to present Questica to this Committee ;Create timeline (high level) for roll out of Paramount and Questica;Conduct budget estimation training for Finance staff once the procurement system is operational
Q3 - Consider Innovative Procurement Models Such As Design Build	Tasks	In progress	Medium	DeBruijn, Trena			Current State: Review With E&D and Purchasing to Identify Opportunities in 2021	
Q2 - Leverage Procurement Services/Build Buying Co-ops	Approved for Implementation	In progress	Medium	Graham, Sheridan;DeBruijn, Trena			Also working on through Streamlining & Efficiencies Committee and Shared/Managed Services OSDR Sub-Committee  Next Steps: Sheridan to bring back information over the next couple of months  Current State: Review With E&D and Purchasing to Identify Opportunities in 2021	
Q1 - Bundle Work/Consider Multi-Year Contracts to Create Larger Purchases	Tasks	In progress	Medium	DeBruijn, Trena			In progress, however need to consider other alternatives.  Consider "lowest responsible price" vs "lowest price"  Current State: Review With E&D and Purchasing to Identify Opportunities in 2021 Refer back to Paramount Software task	Pre qualify vendors ( do more of);Ensure County work is priority by selected contractors
N3 - Improve Tracking of Purchasing and Progress Commitments	Approved for Implementation	In progress	Important	DeBruijn, Trena			Training project that does not require Excel transformation Tied to Paramount Task	Improve reporting from Great Planes - using either GP Management Reporter or Power BI;Engage Steering Committee to plan a training project for staff to generate structured reports
N2 - Improve Financial Controls	Approved for Implementation	In progress	Important	DeBruijn, Trena				Complete implimentation of Paramount to support purchasing and tracking of cimmitments;Training for Council - reports, metrics etc. ;A user training project planned by the Finance Steering Committee must be part of the implimentation;Ensure appropriate implimentation resources are engaged eg. Consultants or Temps
N1 - Leverage Great Plains Capabilities	Tasks	Not started	Important	DeBruijn, Trena				Optimize workflows and procedures to improve user experience for depts. ;Review GP capabilities to see if they can be better utilized;Ensure appropriate controls are in place to achieve cost savings through process efficiency

K3 - Additional Consultation for Capital Plan	Tasks	In progress	Important	Graham, Sheridan;DeBruijn, Trena;Weir, Bryan		County led workshops - prior to finalizing 10 year capital plan Opportunity to integrate with lower tier? Connect with MTO? Connect with other Municipips?	Allow for additional review & consultation cycles with twp staff through a series of workshops
J4 - Conduct Quarterly Adjustments to Budgets Based on Actuals in Order to Reduce Unnecessary Surpluses	Tasks	Not started	Medium	DeBruijn, Trena		Current State: Not Started - Submitted Budget Issue Paper for 2021 We do not adjust budget To look at after procurement software is implemented to improve current reporting	
J2 - Request Advance Notice of Shared Services Costs from the City	Tasks	Completed	Important	Graham, Sheridan;DeBruijn, Trena		Transferred to the Shared/Managed Services Sub Committee  Communications / work in progress - PRLC Need for better reciprocation from the City	
D1 - Implement Commitment and Budgeting Modules in Great Plains Applications	Approved for Implementation	In progress	Important	DeBruijn, Trena	09/09/2020	Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software. See J1-4 for more Financial Info	Establish/agree to a schedule of advanced disclosure/budget estimates, prior to setting final numbers
C1 - Investigate Feasability of Shared Permit Portal to Streamline and Digitize Land Use and Building Permit Applications	Tasks	In progress	Medium	Graham, Sheridan;Weir, Bryan		Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software. Move to Shared Services (and close here)  Application has been submitted for potential funding	
C4 - Optimize Roads Maintenance & Fleet Utilization with Townships		Assigned to PW Review Committee	Medium	Graham, Sheridan;DeBruijn, Trena;Weir, Bryan		Current State: Not Started; Awaiting Direction from OSDR Working Group Assigned to PW Review Committee and Shared/Managed Services Sub Committee  Example: Service yards - there is a potential for joint usage, but there is not a unified agreement with all townships to act.	Find more active/collaborative approaches for use of facilities, road maintenance and others;Lead a shared services initiative with all TWPS to reduce costs via analysis and business case
C3 - Expand IT, HR, and Finance Shared Services Amongst Townships and County		Assigned to Shared/Managed Services S.C.	Medium	Graham, Sheridan;DeBruijn, Trena		Current State: Not Started - Defer Until 2022. Requires New Operations Manager to Undertake Transferred to the Shared/Managed Services Sub Committee  Also in Shared/Managed Services OSDR Sub Committee Tied to PW SDR On going	
C2 - Consolidate all Waste Management Services at the County		Assigned to PW Review Committee	Important	Graham, Sheridan;DeBruijn, Trena;Weir, Bryan		Current State: HR Currently Provides HR Services to Douro Transferred to PW Review Committee  On radar of PW SDR  Organics program - may be a good place to start  Assign to WMC (with or without City) to conduct research and analysis ; report back to this committee	Collect garbage once every 2 weeks (alternate household waste & recyclables each week);Scale economies for third party contracts;Bag tag program - encourages reduction/diversion;Prepare Waste Management Plan;Consider consolidating all waste management at the County
J3 - Conduct Budget Estimation Training for Finance Staff		Completed	Important	DeBruijn, Trena		Current State: Not Started / Defer Questica training for staff & this committee  Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.	

J1 - Leverage Great Plains Budgeting Module	Completed	Important	DeBruijn, Trena	Tied into Questica
				See D1-2 for more Financial Info
				Current State: Hiring is Underway for the Deputy Treasurer Position and Implementation is Ongoing for Procurement Software and Questica Budgeting Software.
R1 - Reduce Consulting Expenditures by Insourcing	Completed	Medium		Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.
R2 - Strengthen Capacity to Impliment Capital Plan, Including New FTE in Engineering & Design	Completed	Medium		Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.
R3 - Focus Effort on Core Capital Planning Function	Completed	Medium		Current State: Submitted Budget Issue Paper for 2021, Recommending Insourcing Work.

### Lang Advisory Committee

Task Name	Bucket Name	Progress	Priority	Assigned To	Start Date	Due Date	Description	Checklist Items
G2 - Consider "Passive Use" of Facility to Reduce Staff Costs	Approved for Implemenation	In progress	Medium	Graham, Sheridan	11/24/2020	12/01/2021	Implemented closure on Monday & Tuesday Tours for 2020; however COVID impacted this season and will re-try this in 2021. Have secured funding for ipads for self-guided tours targeted for accessibility option.	
G1 - Proceed with Focussed Effort to Generate More Commercial Revenues	Approved for Implemenation	In progress	Low	Graham, Sheridan	12/01/2020	12/01/2021	Recommendation to the OSDR Working Group: That further analysis be completed by staff to identify revenue generating and cost reduction opportunities;  Delayed due to Covid-19  Rental rates for weddings/events in the Village have increased Photography packages have been created	
G3 - Investigate Disposition of Lang Pioneer Village Museum		Completed	Medium	Graham, Sheridan	11/24/2020	04/01/2021	Recommendation to OSDR Working Group: That further investigation as to the feasibility of a County staff facility be pursued for the site.  Working with County planning to review other land uses/development. Will report back to LPVAC	

# Peterborough County OSDR

## Communications/Governance Sub-Committee

### Action Items


Status Key:


- ☐ In discussion/investigation phase
- ☒ Progressing well, no barriers to providing outcomes or solutions
- ☐ Progressing with some minor challenges or barriers impeding a positive outcome or solution
- ☐ Stalled, unable to find outcome or solution to issue or challenge, not resolved
- ✓ Resolved/Complete

Tasks	Details, Updates & Recommendations	Assigned to	Status
1. Develop Communication Mission Statement	<p><b>Recommendation endorsed by OSDR WG - March 2/21</b>  <b>Recommendation Approved by Council - March 17/21:</b></p> <p>That the following mission statement be approved: We are committed to providing more efficient, accessible and quality services and infrastructure through effective governance and innovation.</p> <p>Tagline = Let's work smarter!</p>	All	✓

	Good governance is not just financial savings. It is about working smarter and accomplish more in the allotted time. Not necessarily about working harder, but working smarter.		
2. Standing items to be added to agenda for future meetings	1) Communications 2) Task Assignments	Sheridan Karla	✓
3. Monitor communication engagement	To be done through KPI's (I4)	All	○
4. H1 – Proceed to Amend By-laws and Governance by Reducing Council to 8 Members, Being the Mayors of Each Township	<p>Consensus of this Committee is that they do not want to proceed at this time. Committee has considered what has been discussed at Council.</p> <p><b>Recommendation endorsed by OSDR WG – Jan. 19/21</b>  <b>Recommendation Approved by Council – Feb. 3/21:</b></p> <ul style="list-style-type: none"> <li>That the Communications/Governance Subcommittee recommends to the OSDR Working Group that no change be made to Council composition at this time.</li> </ul>	All	✓
5. A4 – Consider Options to Streamline and Simplify the County's 20 Working & Advisory Committees	<p>Bring back a list of all County Committees to review mandate, meeting frequency, scope, ToR's, financial commitment for each committee/board etc. (complete)</p> <p>Create Survey for council members to provide input about the committee/board they are on – time commitment, efficacy of the committee etc. (complete)</p> <p><b>Recommendation endorsed by OSDR WG - March 2/21</b>  <b>Recommendation Approved by Council - March 17/21:</b></p>	Lynn Kari	●



	<p>That where we have multiple County members on an external board or committee, we examine ways we can streamline including having those boards consider having weighted voting for the County.</p> <p>That for external advisory committees, we ensure that the County's interests are being served on the committees.</p> <p>That the composition of Land Division Committee and Accessibility Advisory Committee not be altered in any way.</p> <p>That for internal County committees, we provide members with the ongoing ability to attend virtually in order to provide efficient, accessible and quality services.</p> <p>That a full Council compensation review be included as part of the non union management compensation review.</p>		
<p>6. A3 – Work with Council to Strengthen Communication and Reporting Expectations.</p> <p>Council Reports:</p>	<p>Develop/Update Council Report expectations document/template to include the following:</p> <ul style="list-style-type: none"> <li>• Receive all relevant information</li> <li>• Offer recommendations if possible</li> </ul> <p>New process for Council reports – first meeting FYI only; second report direction/approval (better planning for staff)</p> <p>Consider change to report process:</p> <ol style="list-style-type: none"> <li>1. Reports requiring decision of Council</li> <li>2. Reports for information (but presentation)</li> <li>3. Reports strictly for info on consent</li> </ol> <p>Review/Update Report template (create checklist)</p>	<p>Sheridan Lynn Kari</p>	

	<p><b>Recommendation endorsed by OSDR WG - March 2/21</b>  <b>Recommendation Approved by Council - March 17/21:</b></p> <p>That the new Council report template and motion manuals be implemented, and that staff be provided with training; and that where possible, staff reports limited to 4 pages, with additional information as appendices.</p> <p>That Council reports that involve complex and/or impactful decisions pertaining to service delivery, policy, resident impacts and/or technical matters shall be brought forward at the first meeting for information and discussion, and for approval at a subsequent meeting.</p> <p><b>Recommendation going to OSDR WG – April 21/21</b>  <b>Recommendation going to Council – May 5/21:</b></p> <p>That the report titled, “Staff Reporting to Council and Changes to Procedure By-law No. 2020-04” submitted by the Manager, Legislative Services/Clerk on behalf of the Communications/Governance Subcommittee to the OSDR Working Group be received;</p> <p>That the draft documents attached to the report as Appendix 1, Appendix 2 and Appendix 3 be forwarded to Leadership Team for consideration to be utilized by staff moving forward for a consistent approach to report and recommendation drafting; and</p> <p>That the OSDR Working Group recommends to Council that amendments be made to the Procedure By-law No. 2020-04 as set out in the draft Procedure By-law attached to this report as Appendix 4.</p>	Kari	
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7. A1 – Conduct Council Orientation on Role and Governance	<b>Recommendation Approved by OSDR WG – Jan. 19/21</b> <b>Recommendation Approved by Council – Feb. 3/21:</b> <ul style="list-style-type: none"> <li>• THAT an annual governance refresher be held for Council (similar to the recent Integrity Commissioner Session).</li> </ul> <p>Web page dedication (look at Bruce County)</p>	Sheridan Lynn Kari	✓
8. B2 – Conduct Mapping Exercise Between Service Delivery & Strategic Priorities	<b>Recommendation Approved by OSDR WG – Jan. 19/21</b> <b>Recommendation Approved by Council – Feb. 3/21:</b> <ul style="list-style-type: none"> <li>• Consensus of this Committee is to conduct the County's strategic planning re-write after the completion on the OSDR.</li> </ul> <p>Task to be moved to the OSDR Working Group</p>	Sheridan Karla	✓
9. B2 - Strategic Planning	Consensus of this Committee is to conduct our strategic planning re-write after the completion on the OSDR.	OSDR Working Group	✓
10. New Task – Warden's Election & DW Selection/Election Review Process	<b>Recommendation endorsed by OSDR WG – April 1/21</b> <b>Recommendation going to Council – May 5/21:</b> <p>That the report titled, "Warden and Deputy Warden Election and Term" submitted by the Manager, Legislative Services/Clerk on behalf of the Communications/Governance Subcommittee to the OSDR Working Group be received; and</p> <p>That the OSDR Working Group recommends to County Council that amendments be made to its Procedure By-law to:</p>	Kari	●

	<ol style="list-style-type: none"> <li>1. add consecutive term restrictions for Warden and Deputy Warden;</li> <li>2. prohibit a Warden selecting a Deputy Warden from the same lower-tier municipality;</li> <li>3. add provisions for a vacancy of the Warden's position;</li> <li>4. add provisions for a Warden's refusal to act;</li> </ol> <p>as set out in the draft Procedure By-law attached to this report.</p> <p><b>Notices of Motion – January 13, 2021</b>  <b>Moved by Councillor Clarkson</b>  <b>Seconded by Councillor Lambshead</b></p> <p>Whereas the current practice for the selection of a Warden is a time consuming process for staff;</p> <p>And whereas the current practice of holding a mid-term election for the Warden can be both a distraction and disruption to a Council;</p> <p>And whereas many municipal jurisdictions across the Province have recently reconsidered and implemented different processes for the selection of their Heads of Council;</p> <p>Therefore be it resolved that the matter of the selection of Warden be referred to the Communications/Governance sub-committee of the Organizational &amp; Service Delivery Review process.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Kari to do research and bring report back on what other Municipalities in the EOWC are doing</li> </ul>		
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	<ul style="list-style-type: none"> <li>To be the focus of the next meeting.</li> </ul>		
11. GIS Technology Presentation	Tammy to present to Committee on GIS functionality and opportunities.	Tammy	✓
12. Records Management Process (Info Pro)	Kari to present to Committee on the new records management process.	Kari	✓

# Peterborough County OSDR

## ISD Review Committee

### Action Items

Status Key:

- ☐ In discussion/investigation phase
- ☒ Progressing well, no barriers to providing outcomes or solutions
- ☒ Progressing with some minor challenges or barriers impeding a positive outcome or solution
- ☒ Stalled, unable to find outcome or solution to issue or challenge, not resolved
- ✓ Resolved/Complete

Tasks	Details, Updates & Recommendations	Assigned to	Status
<b>December 15, 2020</b>			
1. General Comments	<ul style="list-style-type: none"> <li>• Would like to see projects split up.</li> <li>• What were we given government grants for?</li> <li>• Infrastructure Deficit – how can we look at this in a different way?</li> <li>• Disappointed in the service delivery that went through; senior staff reviewed consultation on final piece, however not with other staff, public and First Nations.</li> <li>• Public Works – Township and County should be working together; need to make better use of facilities and equipment.</li> <li>• Contracting – Pros and cons. What is better? (Do we have the right structure?)</li> </ul>	All	<input type="radio"/>

	<ul style="list-style-type: none"> <li>• Goal – To make county more effective in delivering services to our residents.</li> <li>• Communications with staff (informed; not scared); engagement = important</li> <li>• Working with partners</li> <li>• Involve Township CAO's</li> <li>• Service levels need to be defined, so expectations will be much clearer</li> <li>• What are the public ready to pay for? What are their expectations?</li> <li>• We need to deliver a service level</li> <li>• Community needs to be more involved. We need to give them the information for the value. So they understand.</li> <li>• Would like to see how to be more efficient, cost savings, and doing our job better.</li> <li>• Is looking for a standard, and boundary for service levels</li> <li>• Asset Management – would like to build on</li> <li>• Software and maintenance programs on dealing with maintenance etc.</li> <li>• Having service contractors most efficient or more staff?</li> <li>• Joint services opportunities with the townships and other municipalities</li> </ul>		
2. Next Steps	<ul style="list-style-type: none"> <li>• Tammy to send out Stakeholder register for Grant and Sheridan to complete.</li> <li>• Then council</li> <li>• This will help build the communications strategy.</li> <li>• Other Stakeholders: <ul style="list-style-type: none"> <li>○ Townships</li> <li>○ City of Peterborough</li> <li>○ CKL and neighbouring areas</li> </ul> </li> </ul>	Sheridan Grant	●





	<p>environment (will respect your Covid requirements).</p> <p>Tammy would suggest:</p> <ul style="list-style-type: none"> <li>• Council and staff survey (ie survey monkey)</li> <li>• Register and list of documents</li> <li>• We can get an agreement by email of the committee if need be</li> <li>• Detailed workplan before the holidays</li> </ul>	<p>Consultant Sheridan Grant Karla</p>	
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# Peterborough County OSDR

## IT/GIS Technology Sub-Committee

### Action Items

Status Key:

- ☐ In discussion/investigation phase
- ☒ Progressing well, no barriers to providing outcomes or solutions
- ☒ Progressing with some minor challenges or barriers impeding a positive outcome or solution
- ☒ Stalled, unable to find outcome or solution to issue or challenge, not resolved
- ✓ Resolved/Complete

Tasks	Details, Updates & Recommendations	Assigned to	Status
1. ToR Updates	<ul style="list-style-type: none"> <li>Pg. 4 – Governance. Considered by County Council</li> <li>Add “Working with the Municipalities” (and reach out to let them know we are doing this)</li> </ul>	Sheridan Karla	✓
2. GIS Discussion	<p>Tammy to present to Committee on GIS functionality and opportunities</p> <p><b>Recommendation endorsed by OSDR WG - March 2/21</b>  <b>Recommendation Approved by Council - March 17/21:</b></p>	Tammy	✓

	<p>That the GIS overview presentation be provided and recorded, and to be shared with local townships and economic development entities to communicate opportunities within the County GIS.</p> <p>Tammy to bring Slim Jim to an upcoming meeting</p>		○
3. Structure Change (O2)	<p>Bryan and Sheridan to bring back a report re: changing organizational structure</p> <p>Focus for next meeting (structure changes)</p>	Bryan Sheridan	○
4. Project Charter Updates	<ul style="list-style-type: none"> <li>Update IT/GIS “Technology Steering Committee” terminology throughout document</li> <li>Goals: Update #4 &amp; 5 to ensure language is broad enough to include “data”. Tammy to update this piece.</li> </ul> <p>Bring updated Charter back to next meeting</p> <p><b>Update:</b> TSC will forward recommendations to this committee.</p>	<p>Sheridan Karla</p> <p>Tammy</p> <p>Karla</p>	●
5. Technology Steering Committee participants	<p>Email to Directors to identify participants from a broad level across the organization.</p> <p>To be lead by IT &amp; GIS Managers.</p> <p>Bring others in on an as needed basis (ie PKED, Lower Tiers, guest speakers)</p> <p>Tech. Steering Committee (TSC) to establish meeting timeframe</p>	Sheridan	✓
6. Records Management Project (Info Pros)	Kari to present Info Pros to sub-committee	Kari	✓

	Kari and Christopher head up implementation committee Info Pros to assist in setting up Sharepoint		○
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# Peterborough County OSDR

## Shared/Managed Services Sub Committee

### Action Items

Status Key:

- ☐ In discussion/investigation phase
- Progressing well, no barriers to providing outcomes or solutions
- Progressing with some minor challenges or barriers impeding a positive outcome or solution
- Stalled, unable to find outcome or solution to issue or challenge, not resolved
- ✓ Resolved/Complete

Tasks	Details, Updates & Recommendations	Assigned to	Status
1. Communications	<p>Communications to staff are important (to ease anxiety)            HR/Union/Communications are also very important</p> <ul style="list-style-type: none"> <li>Comms piece sent out for ISD SDR re: consultation process with consultant</li> </ul>	All	<span style="color: green;">●</span> ✓
2. Broaden GIS Services (O3)	<p>Tammy to present to all OSDR Sub Committees.</p> <p>Set up Tammy to present to this committee at next meeting.</p> <p><b>Recommendation (through IT/GIS Technology Sub Committee) endorsed by OSDR Working Group, then approved by Council on March 17/21:</b></p>	Bryan	<span style="color: green;">●</span> ✓

	<p>THAT Tammy's presentation be recorded and share it out. Presentation to go to the next Streamlining and Efficiencies Committee.</p>		
3. Drone (O3)	<p>Investigate into where this is at, and who has a licence to use it, and are their opportunities to loan our drone to Townships if they have licensed operators.</p> <p><b>Recommendation endorsed by OSDR WG - March 2/21</b>  <b>Recommendation Approved by Council - March 17/21:</b></p> <p>THAT staff be directed to go out for an RFI for a contracted Drone Service Provider, to provide on demand (emergency management) and planned use services, with the potential to partner for the services.</p>	Bryan	●
4. Enforce Building Permit By-laws for Structures Built without Permits (L1)	<p>Tammy to present at next meeting; then get direction from this Sub Committee on contacting Townships.</p> <p>CAO/CBO's Meeting to discuss further (future item)</p> <p>Create Sharepoint file for sharing of information with CAO/Director/Staff (Tammy to populate)</p> <p><b>Recommendation endorsed by OSDR WG - March 2/21</b>  <b>Recommendation Approved by Council - March 17/21:</b></p> <p>THAT a report and presentation regarding Assessment Review be brought to the Streamlining and Efficiencies Committee, identifying ways to break up the structures by size.</p>	<p>Bryan</p> <p>Sheridan</p> <p>Karla/ Tammy</p>	<p>●</p> <p>✓</p>
5. Recommendation to PRLC (J2)	<p>Request that the Waste Management committee be re-established</p> <p>- Meeting has been set with PRLC</p>	Sheridan	●

	<ul style="list-style-type: none"> <li>- Message sent to City to start discussions</li> </ul> <p>Council recommendation sent to PRLC for Feb. 11<sup>th</sup> meeting.</p> <p>County WM Committee Members:</p> <ol style="list-style-type: none"> <li>1) Sherry Senis</li> <li>2) Matthew Graham</li> <li>3) Rodger Bonneau</li> <li>4) Bonnie Clark</li> </ol> <p>The City has been advised of our appointees and we are waiting for City Council to approve whether they will participate in the Waste Management Committee.</p>		
6. Recommendation to PRLC (J2)	<p>Warden/Mayor and CAO's to meet more frequently re: Communications (tipping fees, road closures, WM, public daycares etc.)</p> <ul style="list-style-type: none"> <li>- Monthly County/City – CAO/Warden/Mayor meetings scheduled</li> </ul> <p><b>Update: Meetings are scheduled for the first Friday of every month.</b></p>	Sheridan	✓
7. Future ISD needs/plans for Townships ie: Service Yards (C4)	<p>Sheridan to draft survey to go out to Townships. Will bring back to this Committee.</p> <p>This crosses over with the ISD SDR as well.</p>	Sheridan	○
8. Training opportunities (C3)	<p>Bring forward a list of training requirements, identifying what is legislated and County to next meeting.</p>	Mary	○

9. Consolidate all WM Services (C2)	<p>ISD Educational Communications piece to Council re: pros &amp; cons / what others are doing (outline twp contract dates, costs paid etc.)</p> <p>Recommendation to potentially look at this in the future</p>	Sheridan	○
10. Shared Permit Portal (C1)	<p>Sheridan to make other Municipalities aware of this system (there are currently 3 taking part in the same system), through an upcoming CAO meeting.</p> <p>This crosses over with the IT/GIS Technology Sub Committee as well.</p> <p><b>Update:</b> Being considered for Municipal Modernization Funding.</p>	Sheridan	●
11. NEW - Other Shared Opportunities	<p>Sheridan to circulate list from Chris Allen to Township CAO's to see if they are interested in any shared procurement opportunities.</p> <ul style="list-style-type: none"> <li>Iron Mountain file storage – Sheridan has reached out; HMB may be interested.</li> </ul>	Sheridan	○ ✓





## Council Report

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<b>Meeting Date:</b>	<b>May 5, 2021</b>
<b>Report Number:</b>	<b>CAO 2021-14</b>
<b>Title:</b>	<b>CAO Organizational and Service Delivery Review Working Group – Recommendations to Council</b>
<b>Author:</b>	Karla Sampson, Executive Assistant to the CAO and Warden/Special Projects Lead
<b>Approval:</b>	<b>Sheridan Graham, CAO</b>

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### Recommendation

That Council receive report CAO 2021-14 regarding the Organizational and Service Delivery Review (OSDR) Sub-Committee recommendations, which have been endorsed by the OSDR Working Group for consideration to Council; and

That Council endorse the recommendations of the OSDR Working Group, being:

1. That the report titled, “Warden and Deputy Warden Election and Term” submitted by the Manager, Legislative Services/Clerk on behalf of the Communications/Governance Subcommittee to the OSDR Working Group be received; and

That the OSDR Working Group recommends to County Council that amendments be made to its Procedure By-law to:

1. add consecutive term restrictions for Warden and Deputy Warden;
2. prohibit a Warden selecting a Deputy Warden from the same lower-tier municipality;
3. add provisions for a vacancy of the Warden’s position;
4. add provisions for a Warden’s refusal to act;

as set out in the draft Procedure By-law attached to this report.

2. That the report titled, “Staff Reporting to Council and Changes to Procedure By-law No. 2020-04” submitted by the Manager, Legislative Services/Clerk on behalf of the Communications/Governance Subcommittee to the OSDR Working Group be received;

That the draft documents attached to the report as Appendix 1, Appendix 2 and Appendix 3 be forwarded to Leadership Team for consideration to be utilized by



## Council Report

staff moving forward for a consistent approach to report and recommendation drafting; and

That the OSDR Working Group recommends to Council that amendments be made to the Procedure By-law No. 2020-04 as set out in the draft Procedure By-law attached to this report as Appendix 4.

### **Overview**

This report is to provide Council with an update on the Service Delivery & Organizational Review (OSDR) Working Group and respective sub-committee's meetings. It is intended that monthly reports in this format will be brought to Council for consideration containing the recommendations of the OSDR Working Group (on behalf of the sub-committees).

### **Background**

Council will recall that the OSDR Working Group was initiated to review and make recommendations to Council with respect to recommendations as outlined in the OSDR, IT/GIS Master Plan and Capital Projects Review.

This report will provide a brief update for each sub-committee and will identify the recommendations made by each sub-committee to the OSDR Working Group.

Further details are provided in the attached OSDR Sub-Committee Activities Summaries and the Detailed Task List.

### **Public Works Service Delivery Review Committee**

Organizational Structure changes have been implemented. Bryan and Sheridan continue to work with WSCS Consultants on the Service Delivery Review. Lean Six Sigma White belt training has taken place, and the following has been completed:

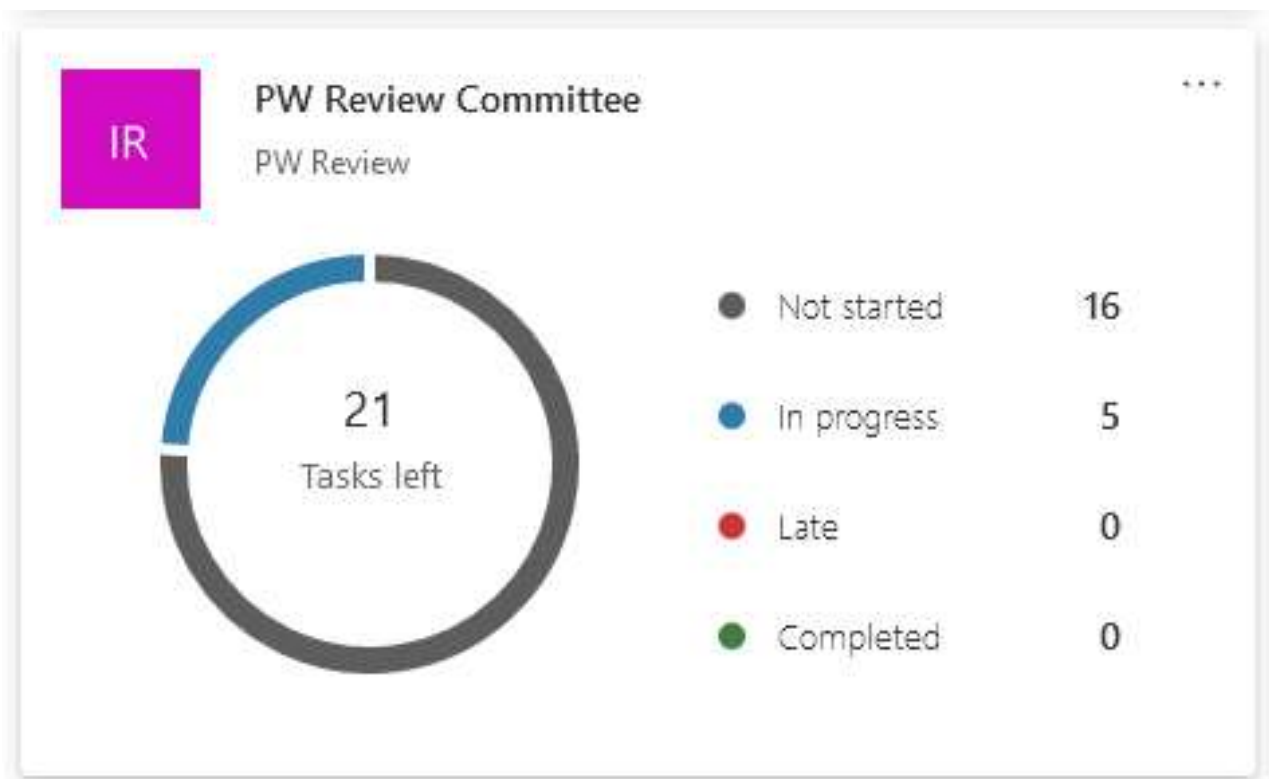
- Staff surveys and Council surveys
- SWOT for Council and LT (2 separate sessions)
- Staff interviews

Next steps include:

## Council Report

- Township and First Nations interviews
- Documentation Reviews

Items identified in the sub-committee task list will form a part of the overall review and will be updated, pending the review. Please see attached the project updates for March and April, from WSCS.



### Communications/Governance Subcommittee

Meeting Date: March 5, 2021 and April 9, 2021

The March Communications/Governance Sub-Committee meeting was focused entirely on the January 13, 2021 Notice of Motion re: Warden's Election & Deputy Warden Selection/Election Review Process (see Recommendation below).

Updates from the April Communications/Governance Sub-Committee meeting include:

## Council Report

- Further discussions regarding Council report template, motion manual and agenda process for staff reports
- Proposed amendments to the Procedural By-law



### Recommendations to OSDR Working Group:

1. That the report titled, "Warden and Deputy Warden Election and Term" submitted by the Manager, Legislative Services/Clerk on behalf of the Communications/Governance Subcommittee to the OSDR Working Group be received; and

That the OSDR Working Group recommends to County Council that amendments be made to its Procedure By-law to:

1. add consecutive term restrictions for Warden and Deputy Warden;
2. prohibit a Warden selecting a Deputy Warden from the same lower-tier municipality;



## Council Report

3. add provisions for a vacancy of the Warden's position;
4. add provisions for a Warden's refusal to act;

as set out in the draft Procedure By-law attached to this report.

2. That the report titled, "Staff Reporting to Council and Changes to Procedure By-law No. 2020-04" submitted by the Manager, Legislative Services/Clerk on behalf of the Communications/Governance Subcommittee to the OSDR Working Group be received;

That the draft documents attached to the report as Appendix 1, Appendix 2 and Appendix 3 be forwarded to Leadership Team for consideration to be utilized by staff moving forward for a consistent approach to report and recommendation drafting; and

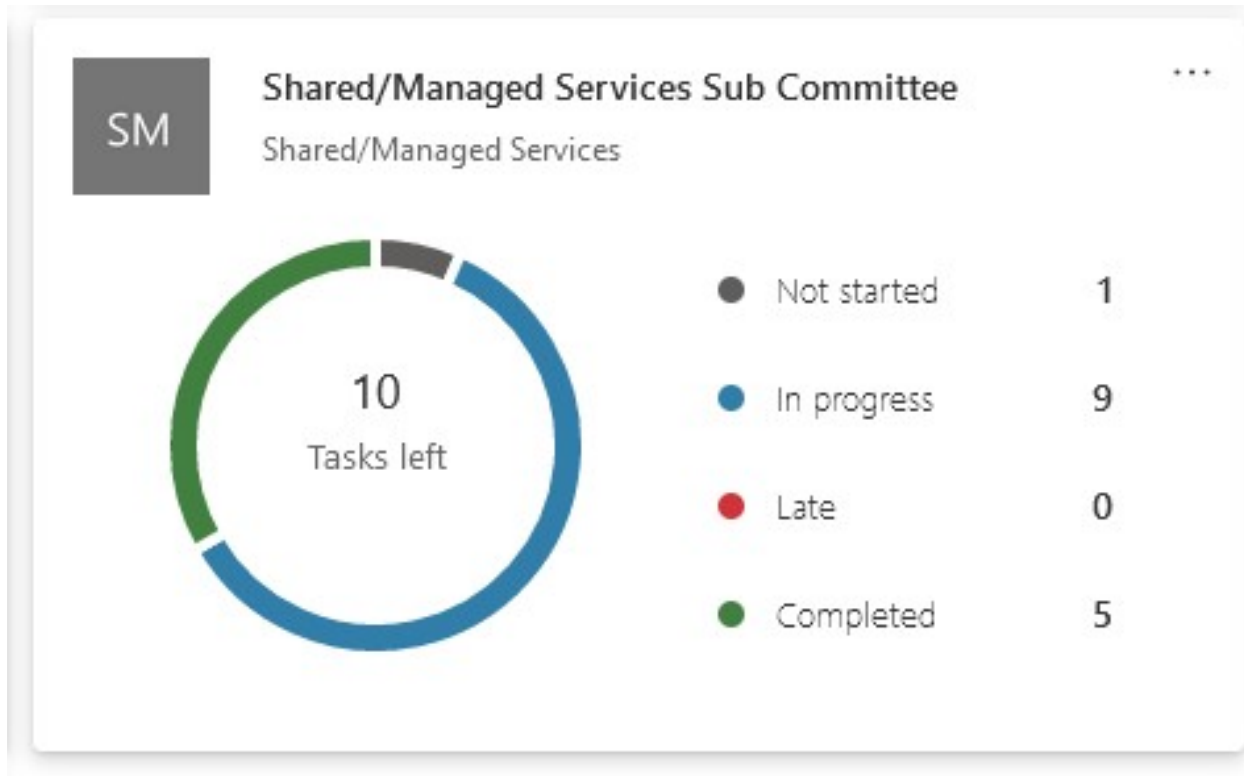
That the OSDR Working Group recommends to Council that amendments be made to the Procedure By-law No. 2020-04 as set out in the draft Procedure By-law attached to this report as Appendix 4.

### **Shared/Managed Services:**

The following items continue on the radar for this sub-committee:

- Human Resources to provide a list of all corporate training to the subcommittee with an intent to look to working with local Townships for shared training opportunities
- Ongoing discussions with Townships, with respect to shared services

## Council Report



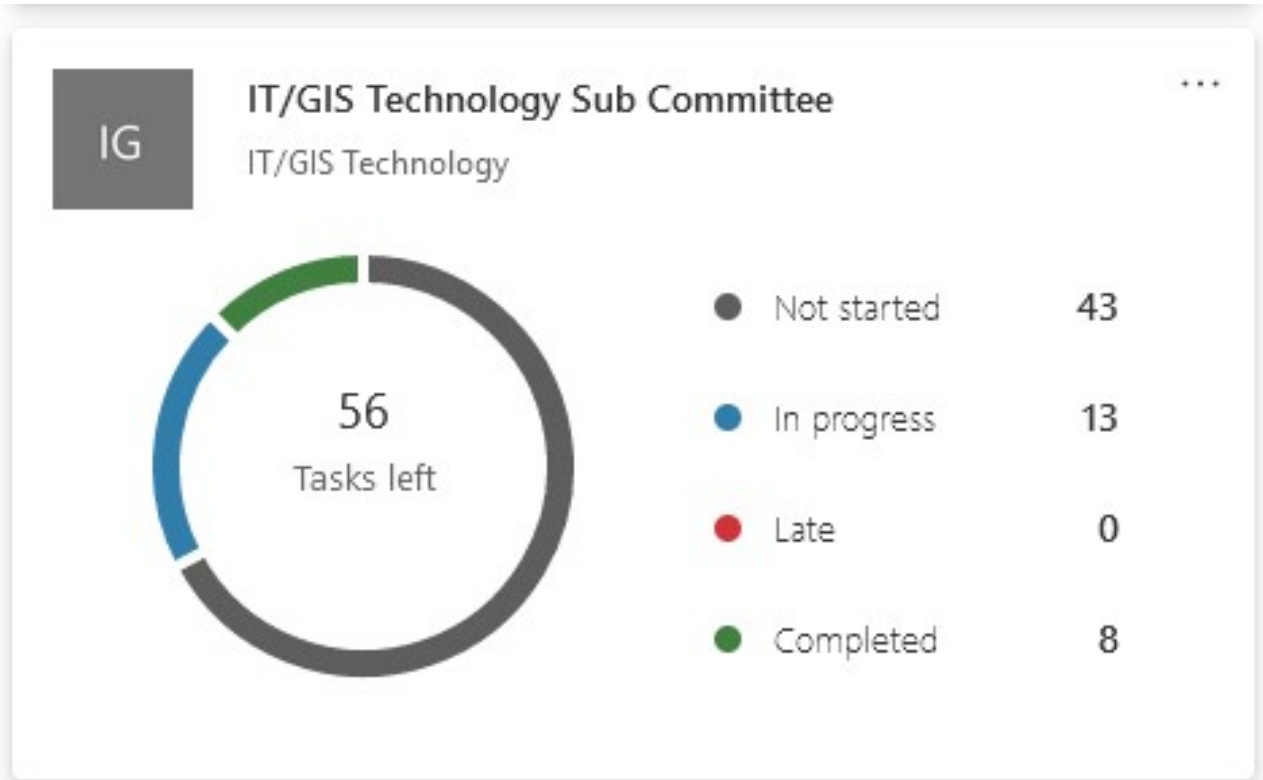
**Recommendations to OSDR Working Group:** None at this time. Refer to task list for task status and progress.

### IT/GIS Technology Sub-Committee

Staff are reviewing complete list of recommendations of the IT/GIS Master Plans and will be reviewing at the next sub-committee meeting.

As a reminder, many of the items in the IT/GIS Master Plan will be reviewed and implemented by the Technology Steering Committee (TSC).

## Council Report

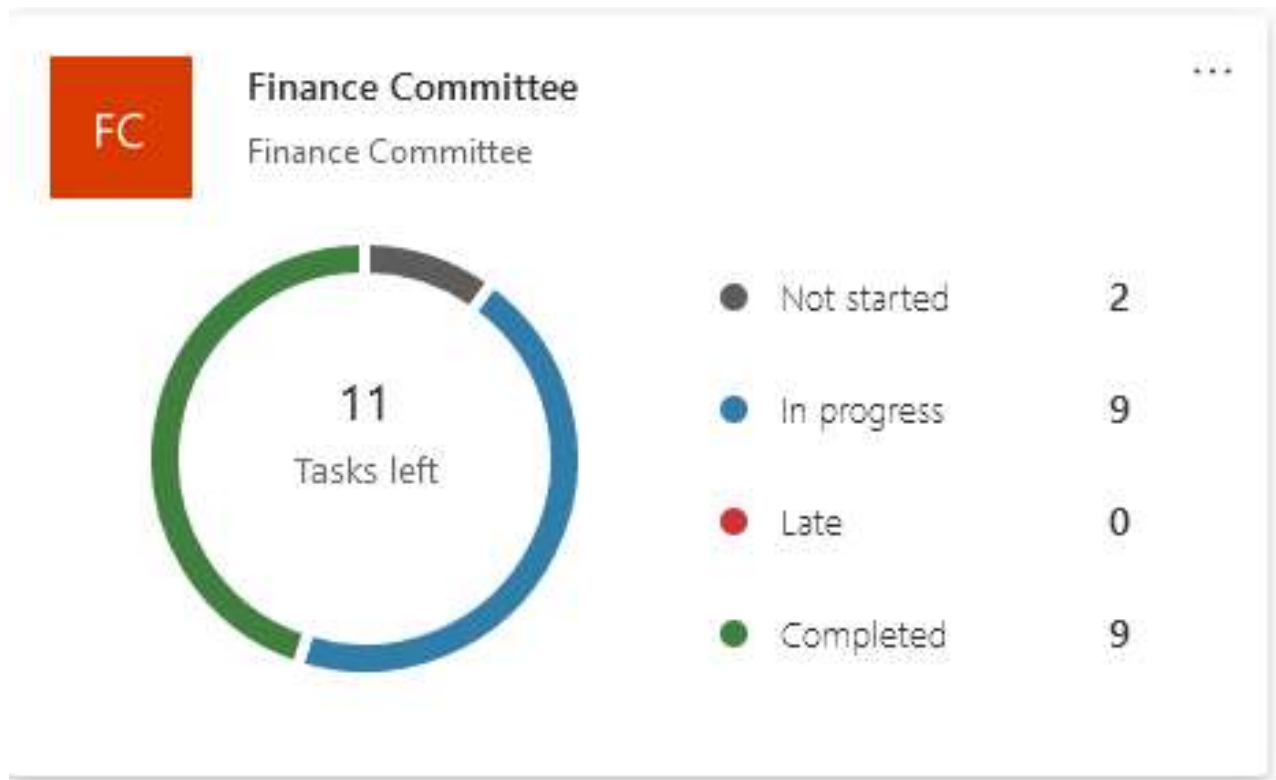


**Recommendations to OSDR Working Group:** None at this time. Refer to task list for task status and progress.

### Finance Committee:

With the 2021 budget receiving Council approval on February 17<sup>th</sup>, the items identified in the OSDR have been added as a standing item to the Finance Committee Agenda. The first discussion took place at the March 16<sup>th</sup> Committee Meeting. All recommendations of the OSDR were reviewed and updated on the task list attached.

## Council Report



**Recommendations to OSDR Working Group:** None at this time. Refer to task list for task status and progress.

### Lang Pioneer Village Advisory Committee:

The items identified for review in the OSDR related to Lang Pioneer Village Museum have been referred to the Lang Pioneer Village Advisory Committee, and have been approved for implementation, however full analysis and implantation cannot be completed until after COVID-19 restrictions are lifted.



## Council Report



**Recommendations to OSDR Working Group:** None at this time. Refer to task list for task status and progress.

### Anticipated Impacts on Local and/or First Nations Communities

The process outlined above will ensure input from County residents, Townships and First Nations.

### Link to County of Peterborough Strategic Plan Priorities

**To provide high quality services to residents, businesses and Townships.**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Communications | <input checked="" type="checkbox"/> Financial Responsibility |
| <input checked="" type="checkbox"/> Housing        | <input checked="" type="checkbox"/> Industry & Business      |



## Council Report

☒ Infrastructure

☒ Organizational Development

### In consultation with:

1. OSDR Working Group
2. Leadership Team

**Communication Completed/Required:** None at this time. The OSDR Working Group through the individual sub-committees will recommend future communication and engagement plans to Council.

A County webpage has been dedicated to this project: [www.ptbocounty.ca/OSDR](http://www.ptbocounty.ca/OSDR)

Project updates will be posted to the website as approved by Council.

### Attachments

1. OSDR Subcommittee Activities Summaries
2. Master Task List
3. WSCS Project Updates
4. Warden and Deputy Warden Election and Term
5. Staff Reporting to Council and Changes to Procedure By-law No. 2020-04, including appendixes 1-4

Respectfully Submitted,

Sheridan Graham, CMO  
CAO

For more information, please contact;  
Sheridan Graham, CMO  
CAO

E: [sgraham@ptbocounty.ca](mailto:sgraham@ptbocounty.ca)

T: 705.743.0380 ext. 2500

## Staff Report

### County Council

To: Warden and Members of Council  
From: Sheridan Graham, A/CAO, Director, Corporate Projects and Services  
Date: September 9, 2020

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**Subject:** CPS 2020 040 Causeway Concerns – Moving Forward

**Recommendation:** That the south portion (from Garthorne Avenue to the bridge) at the James A. Gifford Causeway be posted No Trespass due to safety concerns; and further

That, No Camping signs be posted at the James A. Gifford Causeway and at the Gannon's Narrows Causeway in accordance with County By-law 2019-69; and further

That, the Clerk be directed to amend the Parks By-law to reflect these recommendations; and further

That the Acting CAO shall form a Clean Marine working group including industry partners to further implement the Clean Marine Program including the implementation of County By-laws and County By-law enforcement as well as a Communication Plan and other strategies/improvements with a plan for reducing the amount of litter in affected areas of the County, including new and improved signage which directs anglers to areas that are safe and can be maintained by County staff and any other strategies/initiatives identified by the Clean Marine Working Group with a report back to Council by late winter; and further

That for the remainder of 2020, the north portion (from Kelly Boulevard to the bridge) of the James A. Gifford Causeway shall be posted as No Trespass due to lack of physical distancing concerns with respect to COVID-19 and to allow for sufficient time for the Clean Marine Working Group to review and make recommendations that would enable a reopening if possible.

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## Staff Report

### Overview

The purpose of this report is to provide a report and recommendations from the Acting CAO to Council to attempt to address the concerns that have been raised regarding the James A. Gifford Causeway, the Gannon's Narrows Causeway and the Buckhorn Dam area. We live in a region that offers a great quality of life and that we need to balance concerns and responses appropriately while ensuring our area remains welcoming and beautiful. It is a shame that the actions of the few affect the many.

### Background

At the Council meeting of August 26<sup>th</sup>, Council received correspondence from concerned citizens with respect to various issues at locations in the County.

280-2020

Moved by Deputy Warden Mitchell

Seconded by Councillor Graham

Be it resolved that County Council receives the Citizens of Selwyn Township emails received August 24, 2020 regarding Fishing on the James A. Gifford Causeway; and further

That the Acting CAO examine the issues and look for collaboration with industry partners and bring back a report to Council at the September 9th, 2020 Council meeting outlining future recommendations; and further

That in the interim, engage with any and all enforcement agencies to ensure the issues identified by the business owners are addressed through enforcement immediately.

Carried

## Staff Report

### Analysis

Staff attended site visits to the affected areas on Friday, August 28. The site visit included representatives from the County, OPP and local business owners. Some groups that are interested in participating in the collaborative Clean Marine Working Group were not able to attend due to the tight timelines but are very interested in working with us.

In order to address all the concerns, I would suggest that we address them in themes:



Communications



Education



Enforcement

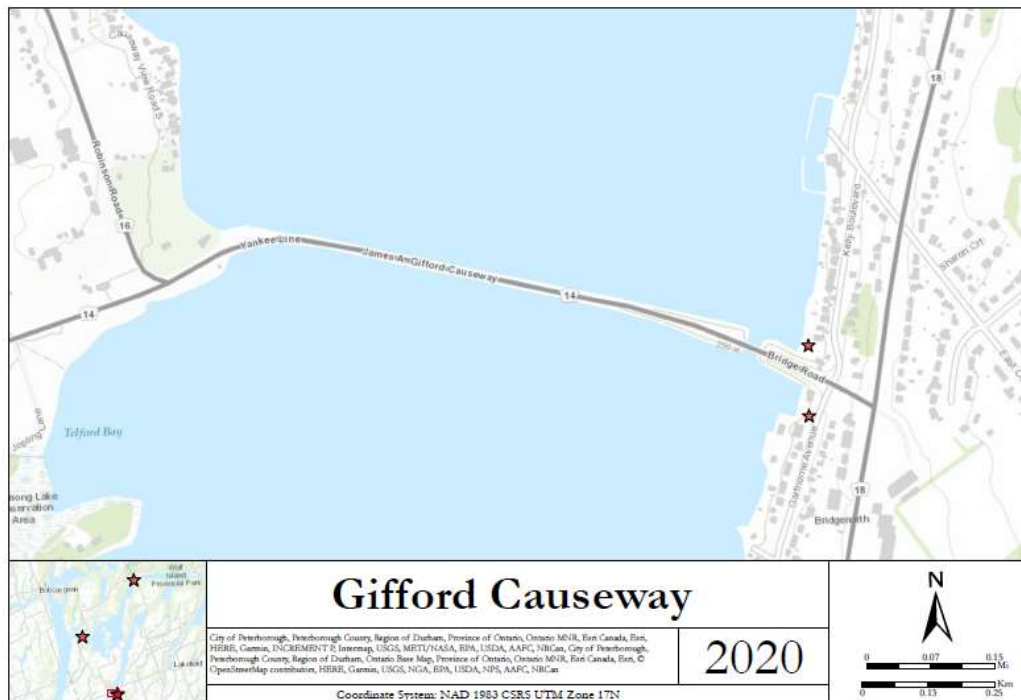


Resources



Risk

### James A. Gifford Causeway Concerns



**Risk:** The first site the group attended was the area adjacent to the south area of the Causeway at the Chemong Shores Marina. From this visit, staff were able to see that access to this area is a safety/risk management concern for the County. There is a steep embankment (see Figure 2) with direct high slope to the rocks and waters edge. In

## Staff Report

discussions with the OPP, it is being recommended that this area be closed for access under the Access to Trespass Act due to these safety concerns. In addition, it is recommended that staff install a chain to block access and post appropriate No Trespassing Signage (see figure 3).



Figure 1



Figure 2



## Staff Report

**Enforcement:** In addition, concerns with respect to camping at the locations noted was raised. To address these concerns, staff are recommending that the James A. Gifford Causeway be posted as No Camping in accordance with By-law #2019-69.

**Communication & Education:** Staff also recommended to the marina owners to post signage and other deterrents such as gates on their private property to deter persons attending the site. As well, they were advised to call the OPP if trespassers are on their property or when they have concerns for their, or their patrons' safety.



Figure 3



## Staff Report

The north side of the Causeway is the most highly used and more easily traversed. There was a significant amount of garbage (see Figure 4) that was collected by ISD Waste Management staff on the day we were on site. It is recommended that due to the concerns raised, that this area be closed for the remainder of the year to allow for the Clean Marine Working Group to consider alternatives for the site as part of their overall mandate, with a report back to Council for consideration.

**Enforcement, Education, Communication:** Concerns have been raised of litter and other issues at this location. Staff are suggesting that the Clean Marine Working Group concentrate on addressing these concerns through an expanded education and communication program using our Clean Marine brand.

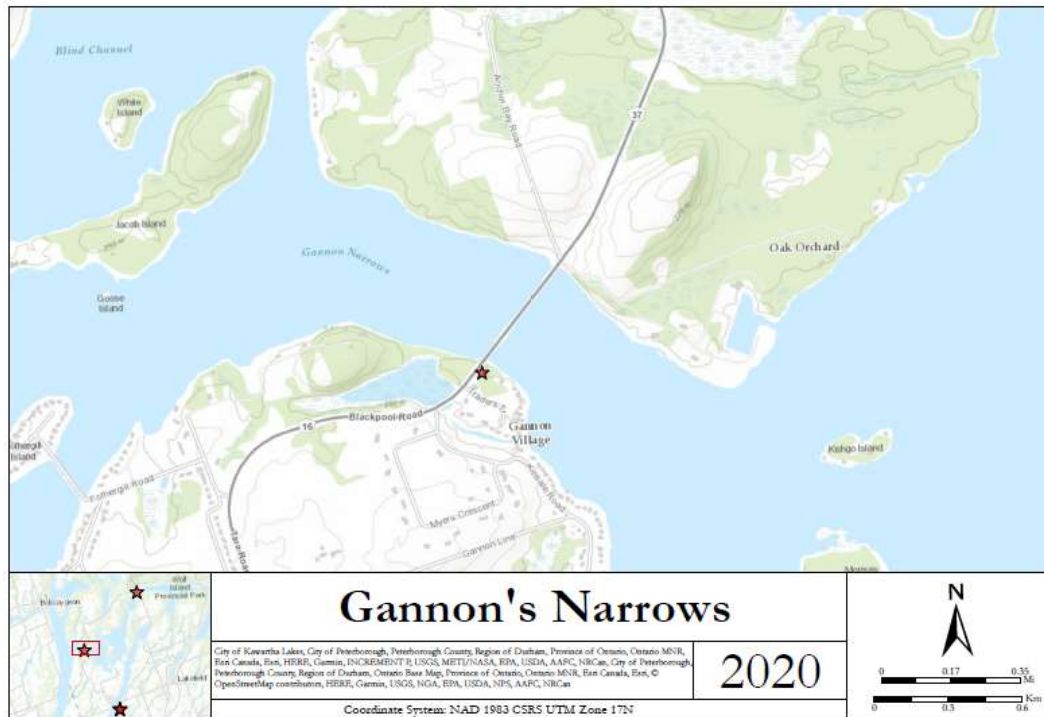


Figure 4



## Staff Report

### Gannon's Narrows Concerns



The concerns raised with respect to this site were mainly focussed on fishing in areas where signage is posted already, litter and other public nuisance issues as well safely concerns with persons near vehicles.

**Enforcement:** Council will be considering a No Parking By-law on County Road 37 at this location at this meeting. Enforcement is planned to be included in the full By-law Enforcement project of the County. It is suggested that the County increase security attendance at the site and ensure fishing is being done in the appropriate areas. In addition, any resident with a concern with regards to behavior, impacts on private property or safety are encouraged to contact the OPP.

### Risk, Communication, Education & Resources:

The site visit to Gannon's Narrows identified opportunities for the Clean Marine Working Group to have greater discussion and bring back a fulsome plan for consideration. This could include identifying resources to build a proper walkway (Figure 5) adjacent to and inside the guiderail for safety concerns. It will also be discussed as part of the larger collaborative Clean Marine Working Group and the Clean Marine strategy.

In addition, concerns with respect to camping at the locations noted was raised. To address these concerns, staff are recommending that the Gannon's Narrows Causeway be posted as No Camping in accordance with By-law #2019-69.

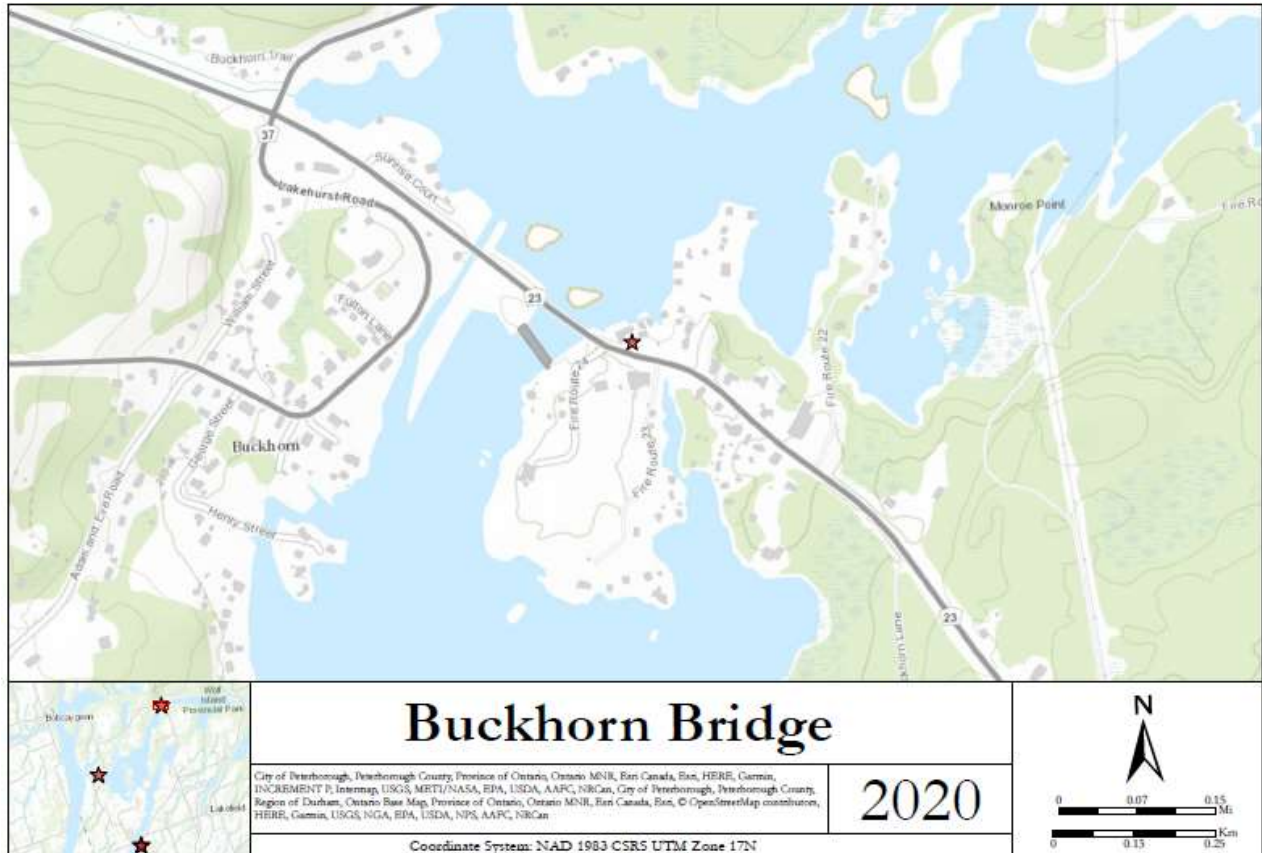


Figure 5



## Staff Report

### Buckhorn Bridge Location Concerns



The site discussed here is owned and operated by Parks Canada and is a parking lot that provides access to the dam and areas along the waterway for fishing. There has been a marked increase of attendance at the site which includes people parking along a County Right of Way (FR70) which has at times blocked access to a property owners' residence. The County has no specific control at the actual location other than the road access. In addition, littering and other public nuisance acts have been increasing at the property. A local volunteer couple have been attending the site to "clean up", but the volume has increased so much they are frustrated.

**Enforcement:** Council will consider a No Parking By-law along this road at this meeting. Another option would be to transfer ownership of this section to the private landowner who would be required to provide easement access by public authorities (County, Parks Canada, etc.) and as such could close the road. Additionally, Parks Canada could block access to the parking area, but it was felt that this would further increase the number of cars on the road.



## Staff Report

**Education/Communications:** It was discussed that the volunteers would welcome the ability to be a part of a collaborative approach to addressing the issues. It is suggested that this site form a part of the sites addressed with the Clean Working Group.



**Resources:** It was felt that some site clean up of brush and trees may deter some of the actions happening on site. Parks Canada staff were going to follow up on this request.

### Clean Marine Working Group

The issues and concerns raised by the residents and businesses in the area are important. They provide an opportunity to work together to address concerns and identify areas and solutions where we can do better. Some of these issues are clearly safety/risk concerns that need to be addressed from a County corporate perspective. Others are areas that may be able to be addressed through various modes. The vision of the Clean Marine Working Group is to bring various partners together to discuss alternatives. Currently, we have interest in participating collaboratively with the County from:

- Townships
- Parks Canada

## Staff Report

- OPP
- Ontario Federation of Anglers and Hunters
- Canadian Sportfishing Industry Association
- Others TBD



It is recommended that County Council provide the opportunity to work with these partners (and more) and bring back a fulsome report to Council in late winter with opportunities and a path forward identified.

The foregoing report and recommendations have been reviewed with County legal counsel and the OPP.

### Financial Impact

There will be additional costs incurred for the increase in security attendance at the sites. In addition, material and labour costs for increased signage and any other security/no trespass devices installed.

### Anticipated Impacts on Local and/or First Nations Communities

Our communications plans will include consultation with local Townships and the First Nations Communities.

### Link to County of Peterborough Strategic Plan Priorities

#### To provide high quality services to residents, businesses and Townships.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Communications | <input checked="" type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing                   | <input checked="" type="checkbox"/> Industry & Business      |
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development          |

#### In consultation with:

1. Grant Murphy, Director of Infrastructure Services
2. Karen Jopling, Manager, Corporate Projects & Services
3. Lisa Darling, OPP Detachment Commander
4. Lynn Fawn, Clerk
5. Kari Stevenson, Deputy Clerk
6. Mike Melnik, Canadian Sport Fishing Industry Association

**Communication Completed/required:** The Clean Marine program will be used as the baseline for our communications. A full communication strategy will be developed by the

## Staff Report

Clean Marine Working Group which will identify strategies and cost/resource implications tied to them.

### **Attachments**

1. A draft by-law amending the Parks and Facilities By-law No. 2019-69

Respectfully Submitted,  
Original Signed by:  
Sheridan Graham  
Acting CAO, Director, Corporate Projects & Services

For more information, please contact  
Sheridan Graham, Acting CAO, Director, Corporate Projects & Services  
sgraham@ptbocounty.ca  
705-743-0350 ext. 2500

## Appendix B

### Clean Marine Working Group 2020/21

#### Mandate of Committee

The mandate of the Clean Marine Working Committee (Committee) is to provide strategic advice and recommendations to the County of Peterborough Council and Municipal Councils in Selwyn and Trent Lakes (Council) on strategies and initiatives to address local area concerns related to litter and abuse of lands.

The Clean Marine Working Group will consider strategies that balance and support local tourism as well as the development of equitable solutions intended to support small businesses located in the County of Peterborough.

<b>Representing</b>	<b>Name</b>	<b>Position</b>
Peterborough County Council	Joe Taylor	Chair
PKED/PKT	Rhonda Keenan	Vice Chair
Selwyn Township	Angela Chittick	Member
Municipality of Trent Lakes	Adele Arbour	Member
OFAH	Adam Weir	Member
Community/private business	Gerry Young	Member
Cdn Sport Fishing Industry Assoc.	Mike Melnik	Member
Parks Canada	Chad Buchner	Member
Community Member	Judy McWhirter	Member
OPP	Christopher Galeazza	Member
Community Member/RT OPP	Ivars Krumins	Member
Community Member	Janet Clarkson	Member
Parks Canada	Greg Stencell	Member
Peterborough County Staff	Lily Hamill	Staff
Peterborough County Staff	Karen Jopling	Staff





## Council Report

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<b>Meeting Date:</b>	<b>2021-05-05</b>
<b>Report Number:</b>	<b>CPS 2021-019</b>
<b>Title:</b>	<b>Clean Marine Working Group Recommendations</b>
<b>Author:</b>	<b>Karen Jopling, Manager, Communications &amp; Strategic Initiatives</b>
<b>Approval:</b>	<b>Sheridan Graham, CAO</b>

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### Recommendation

That Report CPS-2021-019 - Clean Marine Working Group Recommendations be received and the following recommendations be endorsed:

1. As per the report from the CAO and Clerk - support the County's Education and Communications Campaign (with appropriate contracted service provider) this year as we transition to the Administrative Monetary Penalties (AMP) system for full by-law enforcement if approved by County Council.
2. That the areas on the Bridgenorth sides of the James A. Gifford Causeway remain as No Trespass areas as they are a safety concern and that appropriate fencing and no trespass signs be installed.
3. That, the County, Peterborough & the Kawarthas Economic Development, ORCA, Townships and Parks Canada continue to work together to come up with options on the various properties and how to promote.
4. That the County recognize community partners, organizations, individuals who are working hard to ensure the areas are kept clean.
5. That the County ask Parks Canada to continue to be engaged with the County and partners to increase the education component of the use of their property.
6. That the County suggests to Parks Canada to investigate the installation of a surveillance camera in the Buckhorn area on the south side of bridge (parking lot area)
7. That Peterborough & the Kawarthas Economic Development will communicate about areas that are open on their website – including a QR code option; and

That Council offers our sincere thanks to the group of volunteers of the Clean Marine Working Group for their commitment to our community and work on this group.

### Overview

The purpose of this report is to bring forward recommendations from the Clean Marine Working Group as directed by County Council at its meeting held September 9<sup>th</sup>, 2020.





## Council Report

### Background

At the Council meeting of August 26<sup>th</sup>, 2020, Council received correspondence from concerned citizens with respect to various issues at locations in the County.

280-2020

Moved by Deputy Warden Mitchell  
Seconded by Councillor Graham

Be it resolved that County Council receives the Citizens of Selwyn Township emails received August 24, 2020 regarding Fishing on the James A. Gifford Causeway; and further

That the Acting CAO examine the issues and look for collaboration with industry partners and bring back a report to Council at the September 9<sup>th</sup>, 2020 Council meeting outlining future recommendations: and further

That in the interim, engage with any and all enforcement agencies to ensure the issues identified by the business owners are addressed through enforcement immediately.

Carried

On September 9<sup>th</sup>, 2020, The Acting CAO presented a report to Council titled "CPS 2020 040 Causeway Concerns – Moving Forward, attached as Appendix A to this report.

At that meeting, Council passed the following resolution:

**296-2020**

Moved by Councillor Senis  
Seconded by Councillor Burt

Be it resolved that the south-west portion (from Garthorne Avenue to the bridge) at the James A. Gifford Causeway be closed for access under the Access to Trespass Act due to safety concerns; and further

That, staff be directed to post appropriate No Trespassing signage and block access to that section of the James A. Gifford Causeway; and further

That the Acting CAO form a Clean Marine working group including industry partners to further implement the Clean Marine Communication Plan and other strategies/improvements with a plan for reducing the amount of litter in affected areas of the County, including new and improved signage which directs anglers to areas that are safe and can be maintained by County staff and any other strategies/initiatives identified



## Council Report

by the Clean Marine Working Group with a report back to Council by late winter; and further,

That until such time as the County has appropriate By-law enforcement, that staff further enhance the services of the security firm that patrols the Gifford Causeway and the Gannon's Narrows Causeway to direct anglers to the appropriate areas for safe recreation.

**Carried**

The Clean Marine Working Group was formed and covered a cross-section of those impacted by the requests of County Council. A Terms of Reference was approved by the group and Councillor Joe Taylor was elected Chair of the Clean Marine Working Group. The group had fulsome discussions on many of the issues in the areas and great ideas and solutions were shared. The chart below summarizes the recommendations of the Clean Marine Working Group and updates on the status and future opportunities under each. Where enforcement was discussed that topic is referred to in the Council Report from the Clerk and CAO on this same agenda for consideration of Council. Those recommendations contained in that report align with the discussions and recommendations of the Clean Marine Working Group.

### Recommendations from the Clean Marine Working Group:

#	Recommendation	In Progress	Future Opportunity
1	As per the report from the CAO and Clerk - support the County's Education and Communications Campaign (with appropriate contracted service provider) this year as we transition to the Administrative Monetary Penalties (AMP) system for full by-law enforcement if approved by County Council	<ul style="list-style-type: none"> <li>• Will continue to promote the Clean Marine awareness campaign.</li> <li>• Work with Peterborough &amp; the Kawarthas Economic Development/Peterborough &amp; Kawarthas Tourism on a visitor pledge</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement Awareness/education Campaign</li> <li>• Continue to use social media to promote Clean Marine awareness</li> </ul>

## Council Report

#	Recommendation	In Progress	Future Opportunity
2	That the areas on the Bridgenorth sides of the James A. Gifford Causeway remain as No Trespass areas due to concerns of safety and that appropriate fencing and no trespass signs be installed	<ul style="list-style-type: none"> <li>• We currently have No trespassing (in certain areas where it is not safe) at both the Gannon's Narrows Causeway and the Gifford Causeway.</li> <li>• Gannon's Narrows has some fencing on the south end of the bridge area.</li> <li>• Will post No Trespassing Signs at both locations from roadway and waterway.</li> <li>• Planning/Public Works have been in contact with fencing contractors and will schedule the fencing work at the causeway once approved by Council.</li> </ul>	
3	PKED, ORCA, County, Townships and Parks Canada work together to come up with options on the various properties and how to promote.		<p>Gannon's Narrows - Suggestions were made about the ORCA and Parks Canada for solutions for these properties so they stay in alignment with our objectives for the County.</p> <p>Need to engage with ORCA</p> <p>Topics to address:</p> <ul style="list-style-type: none"> <li>Parking/walkway options</li> <li>Fishing location options</li> </ul>
4	Recognize community partners, organizations, individuals who are working hard to ensure the areas are kept clean.		<p>County Awards -</p> <p>Highlight the many individual volunteers and organizations who have taken litter clean up into their own hands for many waterfront properties, and parks within Ptbo County.</p>

## Council Report

#	Recommendation	In Progress	Future Opportunity
5	Ask Parks Canada to increase the education component of the use of their property		Parks Canada was part of this working group and it was valuable for them to hear from the residents and learn of the many issues. They are going to continue to work with us on the Clean Marine Awareness and education and also define what "passive recreation" means and will post to their websites and have available at their locations.
6	Suggest to Parks Canada about installation of a surveillance camera in the Buckhorn area on the south side of bridge (parking lot area)		Parks Canada is aware that this was suggested.
7	Peterborough & the Kawarthas Economic Development will communicate about areas that are open on their website – including a QR code option	<p>We will continue to work closely with PKED/PKT on the visitor pledge and explore the QR code option to be placed on the educational "ticket"</p> <p>The QR code could also be placed on signage on the fence at James A. Gifford Causeway, Gannon's Narrows and any other locations needing this information.</p> <p>Best for this to go out in our Awareness/education campaign - digital and print</p>	

### Financial Impact

Description	Approximate Cost
fencing	Approx. \$52,500 (\$350/m x150m required)

As this cost is an unbudgeted item, but is viewed as a safety consideration, it is suggested that funds be utilized from the corporate contingency account.

Any other costs will be integrated into operational budgets in corporate communications and operations.



## Council Report

### **Anticipated Impacts on Local and/or First Nations Communities**

Our communications plan will include consultation with local Townships and the First Nations Communities

### **Peterborough County Strategic Plan Priorities**

**To provide high quality services to residents, businesses, and Townships.**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Communications | <input checked="" type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing                   | <input checked="" type="checkbox"/> Industry & Business      |
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development          |

### **In consultation with:**

1. Clean Marine Working Group (see attached list of members)
2. Bill Linnen, Manager, Public Works
3. Bryan Weir, Director, Planning & Public Works
4. Lynn Fawn, Director, Corporate Services

### **Communication Completed/required:**

The Clean Marine program will be used as the baseline for our communications. A full communication strategy will be developed by staff in partnership with PKED, the Townships and First Nations which will identify strategies and cost/resource implications tied to them.

### **Attachments**

Appendix A – September 9, 2020 Council Report - CPS 2020 040 Causeway Concerns – Moving Forward

Appendix B – Clean Marine Working Group – List of Members

Respectfully Submitted,

Karen Jopling, Manager, Communications & Strategic Initiatives

For more information, please contact:

Karen Jopling, Manager, Communications & Strategic Initiatives

[kjopling@ptbocounty.ca](mailto:kjopling@ptbocounty.ca)

705.743.0380 ext. 2502



**City of  
Peterborough**

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**To: Members of the General Committee**

**From: Cynthia Fletcher, Commissioner  
Infrastructure and Planning Services**

**Richard Freymond, Commissioner  
Corporate and Legislative Services**

**Meeting Date: October 5, 2020**

**Subject: Report CLSOCS20-003  
Parking Administrative Monetary Penalty System**

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## **Purpose**

A report to recommend by-laws to establish a parking administrative monetary penalty (AMP) system.

## **Recommendations**

That Council approve the recommendations outlined in Report CLSOCS20-003, dated October 5, 2020, of the Commissioner of Infrastructure and Planning Services and the Commissioner of Corporate and Legislative Services, as follows:

- a) That Council pass by-laws in the forms comprising Appendices A to E, inclusive, to Report CLSOCS20-003 as follows:
  - i) Appendix A, Administrative Penalty System By-law;
  - ii) Appendix B, Hearing Officer By-law;
  - iii) Appendix C, Enforcement By-law;
  - iv) Appendix D, By-law to amend User Fees By-law; and
  - v) Appendix E, By-law to amend Parking By-law;
- b) That the CAO report back to Council recommending one or more candidates for appointment as Hearing Officers;
- c) That each Hearing Officer be compensated on an as-needed basis at the rate of:

- i) \$350 for hearings, individually or collectively, exceeding 3.5 hours on any day; and
- ii) \$275 for hearings, individually or collectively, not exceeding 3.5 hours on any day; and
- d) That the Mayor and Clerk be authorized to execute inter-municipal service agreements with Ontario municipalities on terms acceptable to the CAO in consultation with the Commissioner of Infrastructure and Planning Services and the Commissioner of Corporate and Legislative Services and in forms acceptable to the City Solicitor pursuant to which the City of Peterborough may administer those municipalities' administrative monetary penalty systems.

## Budget and Financial Implications

The proposed parking AMP system will be implemented with current staff resources and within existing budgets for technology requirements.

It is proposed that Hearing Officers would be remunerated on an as-needed basis at \$350 for any day of hearings exceeding 3.5 hours and at \$275 for any day of hearings not exceeding 3.5 hours. Generally, a parking AMP appeal will be determined on the first appearance before the Hearing Officer. An average of one day of hearings per month is anticipated for parking AMP appeals.

The proposed Hearing Officer remuneration rates are comparable to those established by other municipalities. By contrast, presently for **Provincial Offences Act** (POA) parking prosecutions, the cost for a Justice of the Peace of the Ontario Court of Justice is \$300 per hour. Further, a POA parking prosecution may include several Court appearances before the matter is determined. Accordingly, a municipal AMP system is a more cost effective and efficient alternative than traditional POA prosecutions.

It is proposed that Hearing Officer remuneration be recorded in Court Services Account 570005, "Contractual Services".

The proposed parking AMP system includes proposed administrative fees which are overviewed in the section below entitled "Standards for the Administration of an AMP System" and are set out in Appendix D.

Recommendation d) contemplates inter-municipal service agreements for which the City would be compensated for other municipalities' use of the City's AMP system.

## Background

### Statutory Authority and Rationale for Administrative Monetary Penalty (AMP) Systems

Traditional enforcement of municipal by-laws includes proceedings in the Ontario Court of Justice pursuant to the POA and proceedings in the Superior Court of Justice seeking injunctive and other relief.

Municipalities' enforcement of their by-laws has been challenged in several ways:



- Superior Court proceedings consume significant resources and, generally, are reserved for the most egregious of contraventions.
- POA prosecutions similarly consume significant resources requiring the services of a lawyer or a licensed paralegal as a prosecutor who is required to prove beyond a reasonable doubt each element of an offence in a quasi-criminal proceeding before a Justice of the Peace or a judge of the Ontario Court of Justice, sometimes requiring several appearances before these judicial officers before the prosecutions are determined.
- POA prosecutions can be hampered by the lack of judicial and other resources in the Ontario Court of Justice sometimes resulting in significant delays. Delay in prosecutions hinders their effectiveness as a means of encouraging compliance and, if the delay is significant, can compromise their outcome.

On January 1, 2007, Bill 130, the **Municipal Statute Law Amendment Act, 2006**, further amended the **Municipal Act, 2001** including in relation to licensing and enforcement. One of the changes was to specifically permit systems of AMPs for licensing by-laws and for parking by-laws. Section 102.1 of the **Municipal Act, 2001** authorizes a municipality to establish a system of parking AMPs, subject to Ontario Regulation 333/07 (Parking Regulation). The Parking Regulation prescribes minimum requirements for a system of municipal parking AMPs. Since January 1, 2007, several Ontario municipalities have implemented AMP systems.

In its August, 2011 report, **Modernization of the Provincial Offences Act** (<https://www.lco-cdo.org/wp-content/uploads/2011/10/POA-Final-Report.pdf>), the Law Commission of Ontario (LCO) considered how AMP systems may contribute to a more effective and efficient use of court resources:

“Given the volume of minor Part I and II [parking] offences heard by the Ontario Court of Justice, the cost of administering POA courts, and the increasing use of AMP systems in Canada and elsewhere, one must ask whether Ontario’s POA regime should rely more heavily on AMPs as an alternative to the court process. Another key consideration is whether respect for our judicial system is promoted when court resources are used to hear very minor offences.”

One of LCO’s recommendations was that Part II of the POA (parking prosecutions) be repealed and that municipalities be compelled to establish parking AMP systems. LCO’s report was submitted to the Ministry of the Attorney General. While Part II of the POA has, to date, not been repealed, the LCO report’s analysis and its recommendation underscore the importance of parking AMP systems in particular as an appropriate alternative to POA prosecutions.

On May 30, 2017, Bill 68, **Modernizing Ontario’s Municipal Legislation Act, 2016** received Royal Assent. Among its amendments was the addition of a new section 434.1 to the **Municipal Act, 2001** expressly authorizing municipalities to establish AMP systems for failure to comply with any **Municipal Act, 2001** by-law.

On December 14, 2017, Bill 177, **Stronger, Fairer Ontario Act (Budget Measures), 2017** received Royal Assent. It included amendments to the **Building Code Act, 1992**



(Building Code Act) to establish AMP systems for the enforcement of property standards by-laws and property standards orders.

The proposed by-laws comprising Appendices A to D to this report will establish a system that enables the use of AMPs as an additional tool to encourage compliance with various City by-laws. Future reports will recommend amendments to specific by-laws to establish AMPs for those by-laws.

The proposed by-law to amend the Parking By-law (Appendix E) would establish parking AMPs to replace POA prosecutions for contraventions of the Parking By-law.

A key feature of the proposed AMP system is that individuals to whom a penalty notice is given will have an opportunity to have the penalty notice reviewed by a Screening Officer and another opportunity to have the Screening Officer's decision reviewed on an appeal to a Hearing Officer, each of whom has the jurisdiction to cancel, vary or extend the time for payment of the penalty notice and any related administrative fees.

The Parking Regulation establishes minimum standards for parking AMP systems. The following sections of this report overview the proposed AMP system in relation to those standards.

### **Monetary Limit**

The Parking Regulation originally imposed a cap of \$100 for a parking AMP but was amended to delete that cap. The Parking Regulation now requires only that a parking AMP not be "punitive" in nature and must not exceed the amount reasonably required to promote compliance with a parking by-law.

The proposed by-law to amend the Parking By-law (Appendix E) establishes each AMP at the same rate as currently established by set fine order for POA prosecutions under the Parking By-law and satisfies the Parking Regulation's requirements respecting monetary limits.

### **Standards for the Administration of an AMP System**

The Parking Regulation requires a municipality to develop standards relating to the administration of a parking AMP system. The following subsections overview certain standards and how they are addressed in the proposed AMP system.

#### **1. Prevention of Political Interference**

The Parking Regulation requires a parking AMP system to include policies and procedures to prevent political interference in the administration of the system. This requirement is consistent with the City's obligations pursuant to an agreement dated September 13, 2000 between the City and the Province respecting the City's administration of the POA Courts. The requirement is also consistent with individual Councillors' obligations under the Council Code of Conduct.

This requirement is addressed in the Hearing Officer By-law (Appendix B) and the Enforcement By-law (Appendix C) as more specifically summarized under those headings below.

## **2. Prevention of Conflicts of Interest**

The Parking Regulation requires a municipal parking AMP system to include guidelines to define what constitutes a conflict of interest in relation to the administration of the system, to prevent such conflicts of interest and to redress such conflicts should they occur.

The Hearing Officer By-law (Appendix B) and Enforcement By-law (Appendix C) also include a number of measures to prevent and redress conflicts of interest, as more particularly summarized under those headings below.

## **3. Financial Management**

The Parking Regulation requires a parking AMP system to include policies and procedures regarding financial management. The proposed AMP system addresses this requirement as follows:

- A person who does not pay a parking AMP within 15 days of its date must pay an administrative fee for the City's search of the records of the Ontario Ministry of Transportation: (Appendix A: 6.l) and 11).
- There is no fee for requesting a review of a parking AMP by a Screening Officer or for appealing to a Hearing Officer against a decision of the Screening Officer.
- A person's obligation to pay a parking AMP and any administrative fees is subject to the person's right to a review by a Screening Officer and to an appeal to a Hearing Officer: (Appendix A: 12 and 13.l))
- A person who requests a review of a parking AMP, elects to meet with a Screening Officer and then does not attend or remain at the meeting with the Screening Officer must pay an administrative fee: (Appendix A: 6.m) and 13.i)iii)).
- A person who exercises a right of appeal to a Hearing Officer and then does not attend or remain at the hearing of the appeal must pay an administrative fee: (Appendix A: 6.i) and 14.h)iv)).
- The City must refund the amount of any parking AMP or administrative fee that is cancelled or reduced on review or appeal: (Appendix A: 20).
- A parking AMP (as it may be reduced on review or appeal) constitutes a debt to the City: (Appendix A: 19).
- A person who does not pay a parking AMP or any administrative fee within 15 days of their due date must pay a late payment fee: (Appendix A: 6.j) and 21).
- A person who does not pay a parking AMP or any administrative fee within 30 days of their due date must pay a fee for the City's notification to the Registrar of Motor Vehicles: (Appendix A: 6.k) and 22).
- Appendix D is the form of by-law that would amend the User Fees By-law to include the administrative fees related to the proposed AMP system.

#### **4. Complaints**

The Parking Regulation requires a municipal parking AMP system to include procedures for the filing and processing of complaints made by the public with respect to the administration of the system.

The proposed AMP system contemplates that complaints and comments respecting the administration of the AMP system are given to the City's Supervisor, Enforcement Services, and then considered by the Commissioner, Infrastructure and Planning Services and the Commissioner, Corporate and Legislative Services, in relation to potential improvements to the AMP system (Appendix A: 23).

#### **Procedural Requirements**

The Parking Regulation requires a parking AMP system to include certain procedural requirements. The following subsections overview the required procedures and how they are addressed in the proposed AMP system.

##### **1. Notice**

The owner of the vehicle must be provided with reasonable notice that a parking AMP is payable. The proposed AMP system addresses the notice requirement as follows:

- A penalty notice must be given to the person as soon as is practicable: (Appendix A: 7, 8 and 10).
- The penalty notice must include certain information including respecting the process by which a person may request that the AMP be reviewed and stating that the AMP will, unless cancelled or reduced pursuant to the review or appeal processes, constitute a debt of the person to the City: (Appendix A: 10).
- Specific methods of giving notice to the person are prescribed: (Appendix A: 15 and 16).

##### **2. Payment**

The Parking Regulation requires that the individual issuing a parking AMP penalty notice may not accept payment of the parking AMP: (See Appendix A: 18).

##### **3. First Level Review of Penalty**

The Parking Regulation requires that a person receiving a parking AMP penalty notice have a right to request a review of the AMP by a "screening officer" appointed by the municipality. The screening officer may cancel, affirm or vary the AMP, including any administrative fee, on grounds set out in the municipal by-law.

The proposed parking AMP system addresses these requirements as follows:

- A person who is given a penalty notice may request that the AMP be reviewed by a "Screening Officer": (Appendix A: 6.z) and 12).
- The review process is set out in detail (Appendix A: 13).

- The person may elect to (1) meet electronically with the Screening Officer, (2) meet with the Screening Officer in person, or (3) have the review undertaken by the Screening Officer without a meeting: (Appendix A: 13.c)v)).
- The Screening Officer may cancel, reduce or extend the time for payment of the AMP and any administrative fee where (1) there is reason to doubt that a contravention occurred (2) the person took all reasonable steps to prevent the contravention, or (3) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship: (Appendix A: 13.j)iii)).

#### **4. Second Level Review by Hearing Officer**

The Parking Regulation requires that a person who receives notice of the screening officer's decision must be given a right to a review of that decision by a "hearing officer" appointed by the municipality. This right to a review includes a right to be heard by the hearing officer. The hearing officer may cancel, affirm or vary the decision of the screening officer, on grounds set out in the municipal by-law.

The proposed parking AMP system addresses these requirements as follows:

- A person who is given a "Screening Decision" may appeal to a Hearing Officer: (Appendix A: 6.x) and 13.l)).
- The appeal process is set out in detail: (Appendix A: 14).
- The person may elect for the appeal to be heard by the Hearing Officer (1) electronically or, (2) in person: (Appendix A: 14.d)v)).
- The Hearing Officer may cancel, reduce or extend the time for payment of the AMP and any administrative fee where (1) there is reason to doubt that a contravention occurred (2) the person took all reasonable steps to prevent the contravention, or (3) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship: (Appendix A: 13.j)iii) and 14.j)).

#### **5. Procedural Requirements re Hearing Officer**

The Parking Regulation requires the hearing officer's appointment to be consistent with conflict of interest guidelines referred to above. This requirement is more specifically addressed under the heading, "Hearing Officer By-law", below.

The Parking Regulation also requires the hearing officer to conduct hearings in an impartial manner and pursuant to the **Statutory Powers Procedure Act** and provides that the decision of a hearing officer is final. The proposed parking AMP system meets these requirements: (Appendix B: 17 and Appendix A: 14.k)).

#### **6. Extensions of Time**

The Parking Regulation requires a parking AMP system to establish procedures to permit a person to obtain extensions of time for requesting a review by a screening officer, for requesting a review by a hearing officer and for paying an AMP. The procedures must also provide for the suspension of enforcement mechanisms where an extension has been granted.

The proposed parking AMP system addresses these requirements as follows:

- Where a person's right to a review of an AMP has expired, the person may request the Screening Officer to extend the time to request a review and the Screening Officer has the jurisdiction to grant an extension: (Appendix A: 13.b), c) and j)ii)).
- Where a person's right to appeal to a Hearing Officer against a Screening Decision has expired, the person may request the Hearing Officer to extend the time to appeal and the Hearing Officer has the jurisdiction to grant an extension: (Appendix A: 14.c), d) and j)i)).
- A person's obligation to pay an AMP and related administrative fees does not arise until the person's rights respecting a review by a Screening Officer or an appeal by a Hearing Officer have expired or, alternatively, have been exercised within the time limited for doing so and determined by the Screening Officer or the Hearing Officer. Accordingly, any enforcement of an obligation to pay is correspondingly delayed and, ultimately, dependent on the outcome of a review or appeal, as applicable.

## **7. Hardship**

The Parking Regulation requires a parking AMP system to establish procedures to permit persons to be excused from paying all or part of an AMP and related administrative fees in circumstances of "undue hardship".

As noted above, the proposed parking AMP system confers on each of the Screening Officer and the Hearing Officer the jurisdiction to cancel, reduce or extend the time for payment of an AMP in certain circumstances including to "relieve undue financial hardship": (Appendix A: 13.j)iii)(3) and 14.j)ii)).

## **Hearing Officer By-law**

As noted, the Parking Regulation requires a municipality to develop standards relating to the administration of the system of parking AMPs including "policies and procedures to prevent political interference in the administration of the system" and "guidelines to define what constitutes a conflict of interest in relation to the administration of the system, to prevent such conflicts of interest and to redress such conflicts should they occur".

The following subsections overview how the required standards and guidelines are addressed by the proposed Hearing Officer By-law (Appendix B):

### **1. Qualifications**

Each Hearing Officer is appointed by Council on the recommendation of the CAO in consultation with the City Solicitor which recommendation gives preference to an eligible candidate who is of "good character" and who "has knowledge of and experience in administrative law": (Appendix B: 7).



## **2. Conflicts of Interest**

City employees, Councillors and their respective parents, spouses and children are ineligible for appointment as a Hearing Officer. Debtors of the City (other than in respect of current real property taxes or pursuant to an agreement in good standing) are also ineligible: (Appendix B: 8).

## **3. Independence of Hearing Officer**

It is an offence for a person who attempts, directly or indirectly, to communicate with or influence a Hearing Officer respecting the determination of an issue in a proceeding that is or will be pending before the Hearing Officer, except a person who is entitled to be heard in the proceeding and only by that person during the hearing of the proceeding in which the issue arises: (Appendix B: 18).

### **Enforcement By-law**

The proposed Enforcement By-law also addresses the Parking Regulation's requirement for standards related to political interference and guidelines respecting conflicts of interest by prescribing standards for investigations and enforcement as follows:

- Investigations and enforcement must be undertaken “with regard to the evidence, with a view to compliance with Municipal Standards by the most efficient and effective means and independently of political or other external influences” and “diligently, fairly, and in a manner consistent with the public interest...”: (Appendix C: 11 and 12).
- Each Officer must not accept a fee, gift or personal benefit, except compensation authorized by law, which is connected directly or indirectly with the performance of their duties: (Appendix C: 14).
- Each Officer must disclose to the Officer's supervisor any attempt at improper influence or interference, financial, political or otherwise, respecting the Officer's performance of the Officer's duties: (Appendix C: 15, 16 and 17).
- Each Officer must disclose to the Officer's supervisor any actual or reasonably perceived conflict of interest: (Appendix C: 18).
- Officers who make these required disclosures and those to whom they are made or referred are protected: (Appendix C: 19).

Similar standards are prescribed for POA prosecutions: (Appendix C: 20-28).

### **Parking By-law**

As noted, the proposed by-law to amend the Parking By-law (Appendix E) would establish parking AMPs to replace POA prosecutions for contraventions of the Parking By-law.

It is proposed that, at this time, the parking AMPs be set at the same rate as currently is established by set fine order for POA prosecutions of the Parking By-law.

The Parking Regulation provides that the POA does not apply to the contravention of a parking by-law when the parking by-law has been “designated” by a municipality as a by-law to which a system of parking AMPs applies. As a practical matter, that means that a municipality must be prepared to “go live” with its parking AMP system on the first day on which the designation is effective, because, on that date, the municipality may no longer rely on the POA to enforce the parking by-law. Accordingly, it is proposed that the authority to determine the effective date of the amendments to the Parking By-law be delegated to the Mayor and City Clerk in consultation with the CAO to facilitate an orderly implementation of the parking AMP system: (Appendix E: 2, 3)

### **Inter-Municipal Service Agreements**

Recommendation d) seeks Council’s authority for inter-municipal service agreements with other municipalities pursuant to which the City may administer those municipalities’ AMP systems. The City is well positioned in several ways to consider mutually beneficial terms on which the City’s proposed AMP system may also serve the needs of neighbouring Townships and other municipalities.

### **Summary**

Municipalities have had the jurisdiction to establish municipal AMP systems for almost 14 years. Municipal AMP systems are an additional tool to more efficiently and effectively encourage compliance with municipal standards in circumstances where a quasi-criminal POA prosecution may be more than what is required. Parking AMP systems are particularly efficient and effective in contrast to POA prosecutions.

The proposed parking AMP system meets or exceeds all requirements of the Parking Regulation.

Staff will explore the opportunity for inter-municipal service agreements with other municipalities pursuant to which the City may administer those municipalities' AMP systems on mutually beneficial terms.

Submitted by,

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**Attachments**

Appendix A: AMP System By-law  
Appendix B: Hearing Officer By-law  
Appendix C: Enforcement By-law  
Appendix D: By-law to Amend Fees By-law  
Appendix E: By-law to Amend Parking By-law





## Appendix A to Report CLSOCS20-003

### The Corporation of the City of Peterborough

#### By-Law Number 20-xxx

Being a by-law to establish an administrative penalty system.

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#### Whereas

1. The **Municipal Act, 2001**, section 102.1 authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles.
2. The **Municipal Act, 2001**, section 434.1 authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the **Municipal Act, 2001**.
3. The **Building Code Act, 1992**, section 15.4.1 authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the municipality's property standards by-law or with a property standards order.
4. Council intends by this By-law to establish the system pursuant to which administrative penalty notices are given and may be reviewed and appealed.

**Now therefore**, The Corporation of the City of Peterborough by its Council enacts as follows:

### **Short Title**

1. This By-Law may be referred to as the "AMP System By-law".

### **Interpretation**

2. Unless otherwise stated:
  - a) a reference to any statute or regulation refers to a statute or regulation of Ontario as it may be amended or replaced from time to time;
  - b) a reference to a by-law refers to a by-law of the City as it may be amended or replaced from time to time; and
  - c) a reference to a section, paragraph, clause, subclause or schedule is a reference to this By-law's section, paragraph, clause, subclause or schedule.
3. The table of contents and headings in this By-law are for convenience only and do not form part of this By-law.
4. If any part of this By-law is determined to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.
5. This By-law does not limit the City's right to enforce a Designated By-law or a Property Standards Order by all legal means.
6. In this By-law:
  - a) "Administrative Fee" means an administrative fee respecting an Administrative Penalty established by the Fees By-law including:
    - i) Fee – Appeal No-Show
    - ii) Fee – Late Payment
    - iii) Fee – MTO Plate Denial
    - iv) Fee – MTO Plate Search; and
    - v) Fee – Screening No-Show.
  - b) "Administrative Penalty" means an administrative penalty established by a Designated By-law.
  - c) "By-law" means this by-law and any schedule to this by-law as they may from time to time be amended.
  - d) "CAO" means the City's Chief Administrative Officer.
  - e) "City" means The Corporation of the City of Peterborough or the geographic area of the City of Peterborough as the context requires.
  - f) "City Clerk" means the City's Clerk.
  - g) "Council" means the City's Council.

- h) "Designated By-law" means each by-law that is designated by the City or by a Municipality as a by-law to which this By-law applies.
- i) "Fee – Appeal No-Show" means an administrative fee from time to time established by the Fees By-law in respect of a Person's failure to appear at the time and in the manner scheduled for a hearing before a Hearing Officer.
- j) "Fee – Late Payment" means an administrative fee from time to time established by the Fees By-law in respect of a Person's failure to pay an Administrative Penalty by the date on which it is due and payable.
- k) "Fee – MTO Plate Denial" means an administrative fee from time to time established by the Fees By-law for notifying the Registrar of Motor Vehicles for the purposes of plate permit denial.
- l) "Fee – MTO Plate Search" means an administrative fee from time to time established by the Fees By-law for searching the records of the Ontario Ministry of Transportation.
- m) "Fee – Screening No-Show" means an administrative fee from time to time established by the Fees By-law in respect of a Person's failure to appear at the time and in the manner scheduled for a review by a Screening Officer.
- n) "Fees By-law" means the City's User Fees By-law.
- o) "Hearing Officer" means each hearing officer from time to time appointed pursuant to the City's Hearing Officer By-law.
- p) "Municipality" means a municipality in Ontario other than the City that is a party to an agreement with the City respecting the City's administration of the municipality's administrative penalty system.
- q) "Officer" means:
  - i) the Supervisor;
  - ii) each person from time to time appointed as a municipal law enforcement officer to enforce a City by-law or a by-law of a Municipality;
  - iii) each assistant to the Fire Marshal employed by the City or by a Municipality; and
  - iv) a police officer employed by Peterborough Police Service, the Ontario Provincial Police or the Royal Canadian Mounted Police.
- r) "Parking Administrative Penalty" means an Administrative Penalty established by a Designated By-law with respect to parking, standing or stopping of vehicles.
- s) "Penalty Notice" means a notice given pursuant to sections 8 and 10.
- t) "Penalty Notice Date" means the date specified on the Penalty Notice pursuant to paragraph 10.a).
- u) "Penalty Notice Number" means the number specified on the Penalty Notice pursuant to paragraph 10.b).

- v) "Person" includes an individual, partnership, association, firm or corporation and, where a Penalty Notice has been given to more than one Person, includes each such Person.
- w) "Property Standards Order" means an order made pursuant to subsection 15.2(2) of the **Building Code Act, 1992** as deemed confirmed or as confirmed or modified by the City's Property Standards Committee, by a Municipality's Property Standards Committee or by a judge of the Superior Court of Justice pursuant to section 15.3 of the **Building Code Act, 1992**.
- x) "Screening Decision" means a decision made by a Screening Officer pursuant to paragraph 13.i)iv).
- y) "Screening Decision Date" means the date on which a Screening Decision is made pursuant to paragraph 13.i)iv).
- z) "Screening Officer" means each person from time to time performing the functions of a Screening Officer pursuant to this By-law.
- aa) "Supervisor" means:
  - i) for Parking Administrative Penalties, the City's Parking Operations Coordinator; and
  - ii) for Administrative Penalties other than Parking Administrative Penalties, the City's Supervisor, Enforcement Services.

### **Penalty Notice**

7. Each Person who contravenes a provision of a Designated By-law or a Property Standards Order is, when given a Penalty Notice in accordance with section 8, liable to pay to the City an Administrative Penalty in the amount specified by the Designated By-law for each day or part of a day on which the contravention occurs or continues.
8. An Officer who has reason to believe that a Person has contravened any provision of a Designated By-law or a Property Standards Order may give to the Person a Penalty Notice.
9. The Supervisor may, before 4:30 pm of the tenth (10<sup>th</sup>) day after the Penalty Notice Date, cancel the Penalty Notice if the Supervisor determines that the Penalty Notice was issued in error.
10. The Penalty Notice must be given to the Person as soon as is reasonably practicable and must include the following information:
  - a) the date of the Penalty Notice;
  - b) a reference number that is unique to that Penalty Notice;
  - c) particulars of the contravention;
  - d) the amount of the Administrative Penalty;



- e) such information as the Supervisor determines is appropriate respecting the process by which the person may exercise the Person's right to request a review of the Administrative Penalty; and
  - f) a statement advising that an Administrative Penalty will, unless cancelled or reduced pursuant to the review and appeal processes, constitute a debt of the Person to the City.
11. A Person who is given a Penalty Notice respecting a Parking Administrative Penalty and who does not pay to the City the amount of the Parking Administrative Penalty within fifteen (15) days of the Penalty Notice Date must pay to the City a Fee – M.T.O. Plate Search.
12. A Person who is given a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer pursuant to section 13.

### **Review by Screening Officer**

13. The following applies to reviews of an Administrative Penalty by a Screening Officer:
- a) A Person's right to request a review expires if it has not been exercised in the manner prescribed in paragraph c) before 4:30 p.m. on the twenty-first (21st) day after the Penalty Notice Date.
  - b) A Person's right to request an extension of the time to request a review expires if it has not been exercised in the manner prescribed in paragraph c) before 4:30 p.m. on the forty-second (42nd) day after the Penalty Notice Date at which time:
    - i) the Person is deemed to have waived the right to request a review;
    - ii) the Administrative Penalty is deemed to be affirmed; and
    - iii) the Administrative Penalty and each Administrative Fee are not subject to review, including review by any Court.
  - c) A Person's rights to request a review and to request an extension of time to request a review are exercised by giving to the City written notice of the request to review that includes:
    - i) the Penalty Notice Number;
    - ii) the Person's mailing address, e-mail address and, if applicable, facsimile transmission number;
    - iii) in the case of a request to extend the time to request a review, the reasons, if any, for having failed to exercise the right to request a review within the time limited by paragraph a);
    - iv) particulars of all grounds upon which the request to review is based; and
    - v) the Person's election to:
      - (1) meet with a Screening Officer electronically for the review;
      - (2) meet with a Screening Officer in person for the review; or to

- (3) have the review undertaken by a Screening Officer without meeting the Screening Officer.
- d) The City Clerk may establish standards and procedures that, in the opinion of the City Clerk, reasonably enables a Person and a Screening Officer to meet electronically for the purposes of this section 13.
- e) If the Penalty Notice has been given to more than one Person and any Person's election pursuant to clause c)v) is not the same as another Person's election, all such Persons will be deemed to have elected to meet with a Screening Officer in person for the review pursuant to subclause c)v)(2).
- f) The Person's right to a review is limited to the particulars provided pursuant to clause c)iv).
- g) Where the Person elects to meet electronically with a Screening Officer pursuant to subclause c)v)(1), the Person must be given notice of the date and time of the meeting for the review and particulars of the electronic means by which the person will meet electronically with the Screening Officer.
- h) Where the Person elects to meet in person with a Screening Officer pursuant to subclause c)v)(2), the Person must be given notice of the date, time and place of the meeting for the review.
- i) Where the Person elects to meet electronically with a Screening Officer pursuant to subclause c)v)(1) or in person with a Screening Officer pursuant to subclause c)v)(2), the Person must attend the meeting for the review pursuant to the notice and remain in or at the meeting until the Screening Officer has made a Screening Decision respecting the Administrative Penalty the subject of the Person's request for the review failing which:
  - i) the Person is deemed to have abandoned the request for the review;
  - ii) the Administrative Penalty is deemed to be affirmed;
  - iii) the Person must pay to the City a Fee - Screening No-Show; and
  - iv) the Administrative Penalty and each Administrative Fee are not subject to review, including review by any Court.
- j) Subject to paragraphs b) and i), the Screening Officer may:
  - i) confirm the Administrative Penalty and any Administrative Fees;
  - ii) extend the time to request a review; and may
  - iii) cancel, reduce or extend the time for payment of the Administrative Penalty and any Administrative Fees where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and that:
    - (1) there is reason to doubt that the person contravened the Designated By-law or the Property Standards Order;
    - (2) the Person took all reasonable steps to prevent the contravention; or that

- (3) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.
- k) The Screening Decision must be given to the Person.
- l) The Person may appeal to a Hearing Officer against the Screening Decision pursuant to section 14.

### **Appeal to Hearing Officer**

14. The following applies to appeals to a Hearing Officer against Screening Decisions:

- a) The right to appeal is limited to the following:
  - i) the Person who has been given a Screening Decision pursuant to paragraph 13k); and
  - ii) the Supervisor.
- b) The Person's right to appeal expires if it has not been exercised in the manner prescribed in paragraph d) before 4:30 p.m. on the twenty-first (21st) day after the Screening Decision Date.
- c) A Person's right to request an extension of the time to appeal expires if it has not been exercised in the manner prescribed in paragraph d) before 4:30 p.m. on the forty-second (42nd) day after the Screening Decision Date at which time:
  - i) the Person is deemed to have waived the right to appeal;
  - ii) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision are deemed to be affirmed; and
  - iii) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision are not subject to review, including review by any Court.
- d) A right to appeal is exercised by giving to the City written notice of the appeal that includes:
  - i) the Penalty Notice Number;
  - ii) the Person's mailing address, e-mail address and, if applicable, facsimile transmission number;
  - iii) in the case of a request to extend the time to appeal, the reasons, if any, for having failed to exercise the right to appeal within the time limited by paragraph b);
  - iv) particulars of all grounds directly related to the Screening Decision upon which the appeal is made; and
  - v) the Person's election for the appeal to be heard by the Hearing Officer
    - (1) electronically; or
    - (2) in person.
- e) The Person's right of appeal is limited to:

- i) grounds directly related to the Screening Decision; and to
- ii) the particulars provided pursuant to clause d)iv).
- f) Where the Person elects to have the appeal heard by the Hearing Officer electronically pursuant to subclause d)v)(1), the Person must be given no fewer than seven (7) days' notice of the date and time of the electronic hearing of the appeal and particulars of the electronic means by which the person will attend the electronic hearing of the appeal.
- g) Where the Person elects to have the appeal heard by the Hearing Officer in person pursuant to subclause d)v)(2), the Person must be given no fewer than seven (7) days' notice of the date, time and place of the hearing of the appeal.
- h) The Person must attend the hearing of the appeal pursuant to the notice and remain in or at the hearing of the appeal failing which:
  - i) the Person is deemed to have abandoned the appeal;
  - ii) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision are deemed to be affirmed;
  - iii) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision are not subject to review, including review by any Court; and
  - iv) the Person must pay to the City a Fee - Appeal No-Show.
- i) A Hearing Officer may not make any decision respecting an appeal unless the Hearing Officer has given each of the Person, a Supervisor and the Officer who gave the Penalty Notice an opportunity to be heard at the time and place scheduled for the hearing of the appeal.
- j) Subject to paragraphs c), h) and i) a Hearing Officer may:
  - i) extend the time to request an appeal; and may
  - ii) make any decision that the Screening Officer could have made pursuant to this By-law.
- k) The decision of a Hearing Officer is final and not subject to review including review by any Court.

### **Methods of Giving Notice**

15. Subject to section 17, any notice or document respecting this By-law may be given to a Person in writing in any of the following ways and is effective:
- a) when a copy is placed on or affixed in any manner to a Person's vehicle;
  - b) when a copy is delivered to the Person to whom it is addressed;
  - c) on the third (3rd) day after a copy is sent by registered mail or by regular lettermail to the Person's last known address;
  - d) upon the conclusion of the transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number; or



- e) upon the sending of the notice or document or a copy thereof by e-mail transmission to the Person's last known e-mail address.
- 16. For the purpose of section 15, a Person's last known address, last known facsimile transmission number and last known e-mail address are deemed to include those provided by the Person pursuant to clauses 13.c)ii) and 14.d)ii).
- 17. Any notice or document respecting this By-law to be given to the City must be in writing, must be given in any of the following ways and is effective:
  - a) when a copy is delivered to the Office of the City Clerk, City of Peterborough, during regular business hours at Main Floor, 500 George Street North, Peterborough, Ontario;
  - b) on the third (3rd) day after a copy is sent by registered mail or by regular lettermail to "Administrative Penalties, City of Peterborough, 500 George Street North, Peterborough, Ontario K9H 3R9";
  - c) upon the conclusion of the transmission of a copy by facsimile transmission to (705) 742 4138; or
  - d) upon the sending of the notice or document or a copy thereof by e-mail transmission to "AMPs@peterborough.ca".

### **Financial Administration**

- 18. An Officer who gives a Penalty Notice must not accept payment of the Administrative Penalty respecting that Penalty Notice.
- 19. An Administrative Penalty that is affirmed or reduced or in respect of which the time for payment has been extended pursuant to this By-law is due and payable and constitutes a debt to the City of each Person to whom or to which the Penalty Notice was given.
- 20. Where a Person has paid an Administrative Penalty or an Administrative Fee that is then cancelled or reduced pursuant to this By-law, the City must refund the amount cancelled or reduced.
- 21. Where an Administrative Penalty or any Administrative Fee respecting that Administrative Penalty are not paid within fifteen (15) days after the date that they become due and payable, each Person to whom the Penalty Notice was given must pay to the City a Fee - Late Payment.
- 22. Where a Parking Administrative Penalty or any Administrative Fee respecting that Parking Administrative Penalty are not paid within thirty (30) days after the date that they become due and payable, each Person to whom the Parking Administrative Penalty Notice was given must pay to the City a Fee – MTO Plate Denial.

### **Complaints and Comments**

- 23. Complaints and comments respecting the administration of the City's system of administrative penalties may be given to the Supervisor. The City's Commissioner, Infrastructure and Planning Services and Commissioner, Corporate and Legislative Services, will consider each such complaint or comment in relation to the

Commissioners' consideration of potential improvements to the City's system of administrative penalties.

**General**

24. The CAO may, in consultation with the City Solicitor, appoint as Screening Officers such individuals and on such terms as the CAO considers appropriate.
25. It is Council's opinion that the delegations in this By-law to the CAO, the City Clerk, the Supervisor, Hearing Officers and to Screening Officers are of a minor nature. In forming this opinion, Council has had regard to the number of people, the size of geographic area and the time period affected by the exercise of each delegated power.
26. No proceeding for damages or otherwise may be commenced against the City, a member of Council or an officer, employee or agent of the City or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this By-law or for any alleged neglect or default in the performance in good faith of the duty or authority.

**Effective Date**

27. This By-law is in effect on the day on which it is passed.

By-law passed this 26<sup>th</sup> day of October, 2020.

(Sgd.) Diane Therrien, Mayor [Draft]

(Sgd.) John Kennedy, City Clerk [Draft]



## The Corporation of the City of Peterborough

### By-Law Number 20-xxx

Being a by-law to establish the position of Hearing Officer.

#### Whereas

1. Council intends by this By-law to establish the position of Hearing Officer to whom may be delegated quasi-judicial and other authority under various City by-laws.

**Now therefore**, The Corporation of the City of Peterborough by its Council enacts as follows:

#### Short Title

1. This By-Law may be referred to as the "Hearing Officer By-law".

#### Interpretation

2. Unless otherwise stated:
  - a) a reference to any statute or regulation refers to a statute or regulation of Ontario as it may be amended or replaced from time to time;
  - b) a reference to a by-law refers to a by-law of the City as it may be amended or replaced from time to time; and
  - c) a reference to a section, paragraph, clause or schedule is a reference to this By-law's section, paragraph, clause or schedule.
3. The headings in this By-law are for convenience only and do not form part of this By-law.
4. If any part of this By-law is determined to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.
5. In this By-law:
  - a) "Administrative Penalty" means an administrative penalty established by a Designated By-law.
  - b) "By-law" means this by-law and any schedule to this by-law as they may from time to time be amended.
  - c) "CAO" means the City's Chief Administrative Officer.
  - d) "Child" means a child born within or outside marriage and includes

- i) an adopted child; and
- ii) a person whom another person has demonstrated a settled intention to treat as a child of the other person's family.
- e) "City" means The Corporation of the City of Peterborough or the geographic area of the City of Peterborough as the context requires.
- f) "City Clerk" means the City's Clerk.
- g) "Council" means the City's Council.
- h) "Delegated Power of Decision" means a power or right conferred by or under a City By-law to make a decision deciding or prescribing:
  - i) the legal rights, powers, privileges, immunities, duties or liabilities of any person or party; or
  - ii) the eligibility of any person or party to receive, or to the continuation of, a benefit or licence, whether the person is legally entitled thereto or not.
- i) "Hearing Officer" means each person from time to time appointed pursuant to section 7.
- j) "Municipality" means a municipality in Ontario other than the City that is a party to an agreement with the City respecting the City's administration of the municipality's administrative penalty system.
- k) "Parent" means a person who has demonstrated a settled intention to treat a child as a member of the person's family whether or not that person is the natural parent of the child.
- l) "Proceeding" means a proceeding before a Hearing Officer and includes a hearing.
- m) "Spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside of marriage.

### **Appointment and Eligibility**

- 6. The positions of Hearing Officers are established for the purpose of exercising Delegated Powers of Decision.
- 7. Hearing Officers may be appointed by Council on the recommendation of the CAO in consultation with the City Solicitor which recommendation must give preference to eligible candidates:
  - a) with knowledge of and experience in administrative law; and
  - b) of good character.
- 8. The following are not eligible for appointment as a Hearing Officer:
  - a) an employee of the City or of a Municipality;
  - b) a member of Council or of a Municipality's council;
  - c) the Child of a person referenced in paragraphs a) or b);



- d) the Parent of a person referenced in paragraphs a) or b);
  - e) the Spouse of a person referenced in paragraphs a) or b); or
  - f) a person indebted to the City other than:
    - i) in respect of current real property taxes; or
    - ii) pursuant to an agreement with the City with which the person is complying.
9. Each Hearing Officer will hold office until the earlier of the date on which the Hearing Officer resigns and the date on which the appointment is revoked by Council.
10. Each Hearing Officer will be remunerated at the rate from time to time established by Council.

### Hearings

11. The City Clerk may determine the scheduling of Proceedings before a Hearing Officer with regard to the efficiency and timeliness of hearings processes and to the availability of Hearing Officers.
12. Proceedings before a Hearing Officer may be undertaken in person or electronically. The City Clerk may establish standards and procedures that, in the opinion of the City Clerk, reasonably enables a Proceeding to be undertaken electronically.
13. In any Proceeding, a statement respecting any matter related to the Proceeding purporting to be signed by a person authorized by a City by-law or by a Municipality's by-law to undertake inspections or enforcement is, without proof of the office or signature of such person, receivable in evidence as proof, in the absence of evidence to the contrary, of the facts stated in the statement for all purposes in the Proceeding.
14. A representative may act on behalf of and represent a person in respect of a Proceeding where the Hearing Officer is satisfied that:
- a) the person is entitled to be heard by the Hearing Officer;
  - b) the representative is a lawyer, a licensed paralegal or a person who is exempt from the requirement to be licensed by by-law passed pursuant to the **Law Society Act**;
  - c) the person has authorized in writing the representative to act on behalf of and to represent the person in the particular Proceeding;
  - d) the written authorization specifies the representative's qualification for the purpose of paragraph b) including, in the case of a representative who claims to be exempt from the requirement to be licensed, the particular ground prescribed by by-law passed pursuant to the **Law Society Act** upon which the representative purports to be exempt; and
  - e) the written authorization has been filed in the Proceeding and remains in effect.
15. If a person requires an interpreter for the purpose of any Proceeding before a Hearing Officer, the person must provide the interpreter at the person's own expense.

16. No person may take or attempt to take a photograph, motion picture, video recording, or other recording capable of producing visual or aural representations by electronic means or otherwise, at any Proceedings otherwise open to the public, except in the following circumstances:

- a) no fewer than three (3) days prior to the Proceeding, the person gives written notice to the City of the person's intention to request the Hearing Officer for permission to record the Proceeding which notice specifies the proposed means of recording;
- b) the person bears all costs related to the proposed recording;
- c) where the person proposes verbatim transcription:
  - i) the recording is undertaken by a qualified verbatim reporter;
  - ii) all testimony and submissions respecting the Proceeding are recorded; and
  - iii) the person delivers to the City no fewer than two (2) certified copies of the transcript prepared by the qualified verbatim reporter within three (3) days of the reporter's completion of the transcript;
- d) the Hearing Officer determines that the Proceeding will not be disrupted or delayed if approval is given;
- e) the Hearing Officer determines that the approval will not result in any prejudice to any party to the Proceeding;
- f) prior to the commencement of the Proceeding, the Hearing Officer authorizes the recording and has not revoked the authorization; and
- g) the recording is undertaken only in accordance with the Hearing Officer's approval including any terms or conditions to such approval.

17. Proceedings before Hearing Officers are subject to the **Statutory Powers Procedure Act**.

#### **Independence of Hearing Officer**

18. No person may attempt, directly or indirectly, to communicate with or influence a Hearing Officer in any way related to the determination of an issue respecting a Delegated Power of Decision in a Proceeding that is or will be pending except a person who is entitled to be heard in the Proceeding or the person's lawyer or licensed paralegal and only by that person or the person's lawyer or licensed paralegal during the hearing of the Proceeding in which the issue arises. Failure to comply with this section constitutes an offence.

19. Section 18 does not prevent a Hearing Officer from seeking and receiving legal advice including from a lawyer in the City's Legal Services.

#### **General**

20. The functions of a secretary-treasurer will be provided for Hearing Officers by City civic administration including the making and keeping of minutes and records of all applications and the decisions thereon and of all other official business of Hearing Officers.

21. Section 253 of the **Municipal Act, 2001** respecting the inspection of records applies with necessary modifications to documents made or kept pursuant to section 20.
22. No proceeding for damages or otherwise may be commenced against the City, a member of Council or an officer, employee or agent of the City or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this By-law or for any alleged neglect or default in the performance in good faith of the duty or authority.

By-law passed this 26<sup>th</sup> day of October, 2020.

(Sgd.) Diane Therrien, Mayor [Draft]

(Sgd.) John Kennedy, City Clerk [Draft]



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**The Corporation of the City of Peterborough****By-Law Number 20-xxx**

Being a by-law to establish a transparent, consistent, fair, unbiased, and effective process for the enforcement and prosecution of alleged contraventions of municipal standards.

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**Whereas:**

1. Under the **Municipal Act, 2001**, municipalities may specify when a contravention of a by-law is an offence, establish a system of fines for offences under by-laws, establish systems of administrative penalties and exercise other enforcement powers.
2. The City of Peterborough administers, enforces and prosecutes alleged contraventions of its by-laws and other applicable provincial legislation within its mandate.
3. The goal of the City's enforcement activities is compliance with standards established by the City's by-laws and applicable provincial legislation employing the most efficient and effective means.
4. Prosecutors have the responsibility to ensure that every prosecution is carried out in a manner that is fair, dispassionate and moderate, consistent with the public interest, and that shows no signs of partisanship. As a fundamental principle, prosecutors must carry out their responsibilities independent of any partisan political influences.
5. The Transfer Agreement between the Province of Ontario and the City respecting courts administration, court support, prosecutions and appeals under the **Provincial Offences Act** and the **Contraventions Act** (Canada) requires the City to ensure that prosecutions are conducted in a manner consistent with various principles including prosecutorial independence.
6. Council considers it appropriate to ensure the proper administration of justice, to respect the roles of Council members, complainants, investigators and prosecutors in the administration, investigation, enforcement and prosecution of alleged contraventions of municipal by-laws and other applicable provincial legislation, and to ensure that such investigations, enforcement proceedings and prosecutions occur in a fair and unbiased way, free from any improper influence or interference.



**Now therefore**, The Corporation of the City of Peterborough by its Council enacts as follows:

### **Short Title**

1. This By-Law may be referred to as the “Enforcement By-law”.

### **Interpretation**

2. Unless otherwise stated:
  - a) a reference to a statute or regulation refers to a statute or regulation of Ontario as it may be amended or replaced from time to time;
  - b) a reference to a by-law refers to a by-law of the City as it may be amended or replaced from time to time; and
  - c) a reference to a section, paragraph, clause or schedule is a reference to this By-law’s section, paragraph, clause or schedule.
3. The headings in this By-law are for convenience only and do not form part of this By-law.
4. If any part of this By-law is determined to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.
5. Nothing in this By-law limits the City’s right to enforce Municipal Standards by any legal means.
6. In this By-law:
  - a) “By-law” means this By-law and any schedule to this By-law as they may from time to time be amended.
  - b) “CAO” means the City’s Chief Administrative Officer.
  - c) “City” means The Corporation of the City of Peterborough or the geographic area of the City of Peterborough as the context requires.
  - d) “Chief” means, in relation to
    - i) enforcement under the **Fire Protection and Prevention Act, 1997**, the City’s Fire Chief or the City’s Chief Fire Prevention Officer; and to
    - ii) enforcement under the **Building Code Act, 1992** and to all other enforcement by or on behalf of the City, the City’s Chief Building Official.
  - e) “Council” means the City’s Council.
  - f) “Municipal Standard” means a standard established by by-law of Council or by provincial legislation for which the by-law or legislation, as applicable, provides that contravention of the standard is an offence or otherwise provides for enforcement of the standard.
  - g) “Officer” means
    - i) the Chief;

- ii) each person from time to time appointed as a municipal law enforcement officer to enforce all or any of the City's by-laws;
  - iii) each assistant to the Fire Marshal employed by the City; and
  - iv) a police officer employed by Peterborough Police Service, the Ontario Provincial Police or the Royal Canadian Mounted Police.
- h) "Prosecutor" means each person from time to time performing the function of prosecuting an alleged contravention of a Municipal Standard, including before a court or tribunal.
- i) "Supervisor" means
- i) for any purpose related to the City's system of parking administrative penalties, the City's Parking Operations Coordinator; and
  - ii) for any other purpose, the City's Supervisor, Enforcement Services.

### **Roles**

7. Members of the public and individual members of Council may:
- a) make complaints to the City regarding alleged contraventions of Municipal Standards; and
  - b) be summonsed to testify before a court or tribunal in the prosecution of an alleged contravention of a Municipal Standard.
8. Council may:
- a) from time to time establish, amend and repeal Municipal Standards that are governed by by-law of Council;
  - b) establish the budget for and policies related to the enforcement of Municipal Standards; and
  - c) at meetings of Council or of one its Standing Committees, ask questions of, and receive information from, a Chief on general questions relating to the enforcement of Municipal Standards.
9. Officers may, subject to the directions of the Chief or the Supervisor, as applicable:
- a) receive complaints regarding alleged contraventions of Municipal Standards;
  - b) screen complaints to determine if the subject matter of the allegation(s) falls within their jurisdiction;
  - c) undertake investigations into alleged contraventions of Municipal Standards either in response to complaints or proactively;
  - d) conclude investigations by making one of the following determinations:
    - i) there is insufficient evidence to proceed with enforcement in response to the complaint;
    - ii) the Municipal Standard the subject of the complaint has been brought into compliance;

- iii) the complaint is trivial, frivolous, vexatious or made in bad faith; or
- iv) the matter the subject of the complaint should be enforced; and
- e) for such matters for which a determination has been made pursuant to paragraph d)iv), cause to be undertaken enforcement by such means as may result in compliance with the Municipal Standard as efficiently and effectively as possible including, as applicable, by:
  - i) request;
  - ii) administrative order;
  - iii) municipal remedial work;
  - iv) administrative penalty;
  - v) commencing a proceeding under Part I of the **Provincial Offences Act**;
  - vi) referral to the City's Legal Services for prosecution under Part III of the **Provincial Offences Act**; and
  - vii) referral to the City's Legal Services for applicable relief by way of action or application in the Superior Court of Justice.

10. Prosecutors may, subject to the City Solicitor's directions:

- a) screen referrals for prosecution to determine whether there is a reasonable prospect of conviction or whether the prosecution of the alleged contravention of the Municipal Standard is in the public interest;
- b) initiate prosecutions of alleged contraventions of Municipal Standards;
- c) attend and conduct motions, trials, appeals and hearings before courts or tribunals related to prosecutions of alleged contraventions of Municipal Standards;
- d) enter into resolution discussions, negotiations and agreements; and
- e) withdraw prosecutions where there is no longer a reasonable prospect of conviction, where it is in the public interest to do so or where a withdrawal furthers the administration of justice.

### **Investigations**

- 11. All investigations and enforcement respecting alleged contraventions of Municipal Standards must be undertaken on a case-by-case basis, pursuant to any directions of the Chief or the Supervisor, as applicable, with regard to the evidence, with a view to compliance with Municipal Standards by the most efficient and effective means and independently of political or other external influences.
- 12. Officers must act on complaints as quickly as reasonably possible and undertake their investigations diligently, fairly, and in a manner that is consistent with the public interest and any direction of the Chief or the Supervisor, as applicable.

13. Officers must not disclose any confidential information including personal information gained in the execution of their duties except as required for prosecution purposes or otherwise in accordance with law.
14. Officers must not accept a fee, gift, or personal benefit, except compensation authorized by law, which is connected directly or indirectly with the performance of their duties.
15. Each Officer must disclose to the Officer's Chief or the Supervisor, as applicable, any attempt at improper influence or interference, financial, political or otherwise, respecting the Officer's performance of the Officer's duties.
16. Each Officer who is contacted by a member of Council with respect to an outstanding complaint or investigation matter, other than a complaint made by or against the Council member or in which the Council member is a witness, must immediately disclose such contact to the Officer's Chief or the Supervisor, as applicable.
17. The Chief or the Supervisor, as applicable, must disclose to the City Solicitor the particulars of each disclosure provided to the Chief or the Supervisor pursuant to sections 15 and 16. The City Solicitor will consult with the CAO and may report the particulars to Council.
18. Each Officer must disclose any actual or reasonably perceived conflict of interest as soon as possible to the Officer's Chief or the Supervisor, as applicable.
19. No action may be taken against an Officer, a Chief, the Supervisor or the City Solicitor, as the case may be, who discloses or reports in good faith pursuant to sections 15, 16, 17 or 18.

### **Prosecutions**

20. Prosecutors must ensure that each prosecution is carried out in a manner that is fair, dispassionate and moderate, consistent with the public interest and independent of political or other external influences.
21. Prosecutors must not disclose information that is gained in the execution of the Prosecutor's office and is not available to the public, except in accordance with law. Prosecutors must not use such information to further or seek to further the Prosecutor's financial, political, or personal interest.
22. Prosecutors must not accept a fee, gift or personal benefit, except compensation authorized by law, which is connected directly or indirectly with the performance of the Prosecutor's duties.
23. Prosecutors must not act or be directly or indirectly involved as counsel or agent for any other person in respect of any offence charged against the other person under a Municipal Standard.
24. Prosecutors must disclose to the City Solicitor any attempt at improper influence or interference, financial, political or otherwise, respecting the performance of the Prosecutor's duties.

25. Prosecutors who are contacted by a member of Council with respect to a prosecution matter must immediately disclose such contact to the City Solicitor.
26. Prosecutors must disclose to the City Solicitor any actual or reasonably perceived conflict of interest as soon as possible.
27. The City Solicitor will consult with the CAO and may report to Council the particulars of any disclosure made pursuant to sections 24, 25 or 26.
28. No action may be taken against a Prosecutor or the City Solicitor, as the case may be, who discloses or reports in good faith pursuant to sections 24, 25, 26 or 27.

By-law passed this 26<sup>th</sup> day of October, 2020.

(Sgd.) Diane Therrien, Mayor [Draft]

(Sgd.) John Kennedy, City Clerk [Draft]





**Appendix D to  
Report CLSOCS20-003**

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**The Corporation of the City of Peterborough**

**By-Law Number 20-xxx**

Being a By-law to amend 2020 User Fee By-law 20-002

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**Whereas** on October 13, 2020, General Committee approved recommending to Council staff's recommendation that 2020 User Fee By-law 20-002 be amended as set out in Report CLSOCS20-003.

**Now Therefore**, The Corporation of the City of Peterborough by the Council thereof hereby enacts as follows:

1. That the 2020 User Fee By-law 20-002 be amended by adding the Form 6 schedule of User Fees and Charges for a system of administrative penalties as set out in Schedule A to this By-law.
2. This By-law is in effect on the day on which it is passed.

By-law passed this 26<sup>th</sup> day of October, 2020.

(Sgd.) Diane Therrien, Mayor [Draft]

(Sgd.) John Kennedy, City Clerk [Draft]

# Schedule A

2020

# Form 6

## User Fees and Charges - 2020

<b>Department</b>	<b>Legal Services</b>
<b>Division</b>	<b>Provincial Offences Office</b>
<b>Activity</b>	<b>Provincial Offences Office</b>

G/L Account Number	User Fee Name and Description C2	Rationale for Fee (ie. Government mandated, recover all or part of cost to deliver service, recovery of admin charges, etc) C3	pa
C1			
	AMPS - Appeal - No Show	To partially recover staff preparation time	



## Appendix E to Report CLSOCS20-003

### The Corporation of the City of Peterborough

#### By-Law Number 20-xxx

Being a By-law to amend Parking By-law 09-136 to designate the Parking By-law as a by-law to which the City's system of administrative monetary penalties is to apply.

**Whereas** on October 13, 2020, General Committee approved recommending to Council staff's recommendation that Parking By-law 09-136 be amended as set out in Report CLSOCS20-003 to designate the Parking By-law as a by-law to which the City's system of administrative monetary penalties is to apply.

**Now Therefore**, The Corporation of the City of Peterborough by the Council thereof enacts as follows:

1. Parking By-law 09-136 is amended as follows:
  - a) By deleting clauses 2.2(b)ii. and iii.;
  - b) By deleting the text of section 15.2 and by substituting the following text:
 

"Penalties Created: Each person who permits a VEHICLE to be parked, stopped or standing contrary to a part of this By-law that is designated pursuant to section 15.2.1 and each OWNER of that VEHICLE are, when given a Penalty Notice in accordance with the City's AMP System By-law, liable to pay to the City an administrative penalty in the amount specified in Schedule X to this By-law, for each day or part of a day on which the contravention occurs or continues.";
  - c) By adding a new section 15.2.1 as follows:
 

"Designation re Administrative Penalties: Section 15.2, Schedule X and the parts of this By-law to which that Schedule relates are designated as parts of this By-law to which the City's system established by the City's AMP System By-law applies.";
  - d) By deleting in section 16.2 the text, "and, subject to the date that the Regional Senior Justice of the Ontario Court of Justice approves each set fine as set out in Schedule X for PARKING infractions under this by-law,"; and by
  - e) Deleting Schedule X and by substituting as Schedule X the form of schedule attached to this By-law as Appendix A.



2. The Mayor and City Clerk are authorized to determine the day on which this By-law is in effect and may pass a by-law to amend this By-law to specify that day. Their determination must be in consultation with the Chief Administrative Officer with regard to the City's readiness to commence administration of the City's system of parking administrative penalties.
3. This By-law is in effect on a day to be determined in accordance with section 2 of this By-law.

By-law passed this 26<sup>th</sup> day of October, 2020.

(Sgd.) Diane Therrien, Mayor [Draft]

(Sgd.) John Kennedy, City Clerk [Draft]



## **Education and Warning Campaign for Parking Regulation By-law No. 2021-20**

On March 3, 2021, the Council of the Corporation of the County of Peterborough passed Parking Regulation By-law No. 2021-20 which you and/or your vehicle are in contravention of Section \_\_\_\_.

Please move your vehicle immediately. You are not receiving a ticket for this contravention as Council has approved an Education and Warning Campaign for use in 2021 under Resolution No. XXX-2021.

Under Section 15 of By-law No. 2021-20, the County of Peterborough has the authority to tow your vehicle. Please move your vehicle immediately. You would incur a cost of approximately \$250.00 if your vehicle was to be towed.

If you have questions or concerns regarding this Education and Warning Campaign, or if you would like to obtain a copy of By-law No. 2021-20, please email [clerksoffice@ptbocounty.ca](mailto:clerksoffice@ptbocounty.ca) or call 705-743-0380 extension XXX. You can also obtain a copy of the By-law from the County's website [www.ptbocounty.ca](http://www.ptbocounty.ca).

Office use only:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Issuing Officer: \_\_\_\_\_

Location of ticket issued: \_\_\_\_\_



## **Staff Report**

**To:** County Council

**Meeting Date:** May 5, 2021

**Report Number:** CPS 2021-17

**Title:** Parking/By-law Enforcement

**Author:** Sheridan Graham, CAO and Kari Stevenson, Manager,  
Legislative Services/Clerk

**Recommendation:** That report CPS 2021-17, Parking/By-law Enforcement be received; and  
  
That Council provide comments to staff prior to May 12, 2021.

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### **Overview**

Council recently updated the County's Parking Regulation By-law by merging two by-laws, with many amendments to each, into one document. Last year, Council requested staff review the County's options for enforcement of this and other enforceable by-laws.

### **Background**

On March 3, 2021, Council passed Parking Regulation By-law No. 2021-20. Staff have been investigating the most efficient and effective way to enforce this by-law to alleviate safety concerns from parking on some restricted portions of the County's roads.

Currently, the penalties and enforcement in this by-law are under Part II of the Provincial Offences Act ("POA"). Staff have reviewed the County's options for enforcement of the current Parking Regulation By-law. To do so, the County would need to create Part II offences ticket books, retain and appoint a third-party by-law enforcement agency and hire one administrative staff person. As the time and cost of enforcement for the County roads is unknown, the County will also need to issue a Request for Quotation to retain a third-party by-law enforcement agency to comply with its Purchasing Policy.

If the County proceeded under the POA, as stated above, the retention of an additional staff member would be required for the administration of the Part II offences. The County would also be required to enter into an agreement with the Ministry of Transportation to access their Authorized Requester Information System (ARIS) to obtain the mailing



## Staff Report

address assigned to the licence plate of the vehicle in contravention of the parking by-law to issue a further notice by the mail.

As Council is aware, Part II offences if unpaid or if the defendant requests a trial, become a proceeding in the Ontario Court of Justice. Currently, this Court is behind in proceedings by twelve to eighteen months. POA prosecutions take significant resources and require the issuing officer to attend the trial.

### **Alternatives/Options for Consideration**

After researching enforcement staff are of the opinion that Council has the following options for consideration.

#### **1. Provincial Offences Act:**

Council has the option to proceed with directing staff to enforce the current by-law under the POA however, staff are not recommending this option based on the time, expense, resources and effort it would require.

#### **2. City of Peterborough Administration Monetary Penalty System (AMP):**

The City of Peterborough (the "City") Council has approved the recommendations outlined in Report CLSOCS20-003, dated October 5, 2020, from the Commissioner of Infrastructure and Planning Services and the Commissioner of Corporate and Legislative Services to establish a parking administrative monetary penalty ("AMP") system. This report is attached hereto as Appendix A. Appendices A - E of that report are the documents required under Section 102.1 of the *Municipal Act, 2001* to establish the AMP.

The *Municipal Act, 2001* has two sections that authorize a municipality to create an AMP system. Section 102.1 governs the AMP system requirements for parking and section 434.1 authorizes an AMP system for other matters under the municipality's regulatory jurisdiction, for example, a sign by-law. For parking matters, a municipality is required to follow the rules set out in O. Reg. 333/07.

Staff reached out to the City in 2020 and have had many discussions regarding the ability of the County to enter into an agreement with the City to administer the AMP system on behalf of the County.

Staff are recommending that Council not proceed with the implementation of traditional by-law enforcement of the current Parking Regulation By-law but wait until the City has established its AMP system and is ready to enter into an inter-municipal service agreement with the County.

To transition to using the City's AMP system will require a number of by-law amendments to comply with the regulation and *Municipal Act, 2001*.



## Staff Report

The County is required to designate all or a portion of its parking by-law to fall under the AMPs system in compliance with O. Reg. 333/07. The County will also need to establish its own Council approved policies as required by section 7 of O. Reg. 333/07, including: avoiding political interference, an AMP parking specific guideline on conflicts of interest, financial management and reporting and processing complaints. County staff will consult with City staff to ensure that the County's and the City's policies align for the purposes of O.Reg. 333/07 and the proposed inter-municipal service agreement between the County and the City.

Following the required by-law amendments, enactment of policies and agreement with the City, the County would be able to utilize the resources of the City's program, their administrative staff and their Hearing Officer for not only the Parking Regulation By-law, but other administrative penalty by-laws. The cost of this service is currently unknown and a further report will come back to Council for direction on transition to use the City's system however, it is known that the County would be responsible for the retention of its own by-law enforcement officers (contractable).

Parking enforcement and penalties are not intended to be a revenue generator for a municipality and in the majority of municipalities, is an expense. The City staff advised that they are unsure of how the cost/revenue of this inter-municipal service agreement will be set-up but is, in staff's opinion, a more efficient and effective way to proceed with enforcement than the POA and Ontario Court of Justice which is costly and administratively cumbersome.

### **Education and warning campaign for 2021:**

While waiting for the City to complete a trial run of technology and the AMP system, staff are further recommending the implementation of an **Education and Warning Campaign** for 2021 to start as soon as possible. Due to COVID-19 travel restrictions, the Peterborough & Kawartha Economic Development is anticipating a surge in tourism to our area. The County has initiated a Tourism Strategy group which involves Peterborough and The Kawartha Economic Development as well as the Townships and First Nations to discuss strategies and joint communications initiatives in an attempt to lessen the impact of the anticipated surge of tourists to the area this summer.

With the volume of visitors expected this year due to COVID\_19, staff are recommending the use of up to \$30,000.00 of COVID-19 Safe Restart funding to cover the cost of this campaign and to communicate with the public that the County will be enforcing this by-law in the near future. This education and warning campaign will also address the recommendations that have been put forward by the Clean Marine Working Group (per the report to County Council on today's agenda) Staff are also recommending that a third



## Staff Report

party by-law enforcement firm be retained to issue these notices, keeping track of where, when and what time the notices are issued. The Notices will be numbered and the County will be able to report to Council on the where, when and time, together with how many notices are issued, how much money could be collected in fines and the cost of the by-law enforcement. Attached to this report as Appendix B is a draft Notice that would be issued, tracked and reported to Council for 2022 budget purposes.

Staff are aware of the problem areas for parking that currently exist within the County and would request that these areas be checked on more frequently than others. Staff have also reached out to the eight lower tier municipalities and there is some interest in partnering with the retention of the third-party by-law enforcement agency.

### **Analysis**

Staff are recommending that Council authorize staff to commence an Educational and Warning Campaign, and the retention of third-party by-law enforcement services, for use during the remainder 2021 until the City of Peterborough's AMP system is ready to be utilized by the County.

Staff are recommending Council direct staff to negotiate with the City with an intent to enter into an agreement with the City to join their AMP program, with a report brought back to Council in this regard. Staff will continue to work with the County solicitor and City staff to determine what is required of both parties to ensure the establishment of aligned by-laws, penalties and policies for a seamless transition. At that time, an agreement will be finalized regarding the cost to the County for the use of the City's AMP system and what percentage of the fine will be returned to the County. Staff will be further analyzing other County by-laws (such as the Sign By-law and others, for inclusion in the AMP system in the future.

It should be noted that the Townships may also be able to leverage the City's AMP system, but that each municipality will need to enter into their own agreement with the City for the services. The County and Townships can partner for third party by-law enforcement services.

### **Financial Impact**

If Council approves and directs staff to move forward with the Education and Warning Campaign for 2021, funds received from the COVID-19 Safe Restart program an estimated \$30,000 will be utilized to cover the cost of the third party by-law enforcement company, the education and communication campaign costs and the Notices to be issued.



## Staff Report

For the 2022 budget, staff will be able to report back to Council in the fall of 2021 with a fulsome report from the Education and Warning Campaign (detailing ticket locations, volumes and total fine amounts) and suggest a budget amount for the cost of the AMP program. As the 2022 budget process will be starting again soon, staff are suggesting an amount of \$20,000 be allocated to the AMP enforcement program until such time as we can provide a more informed budget estimate.

### **Anticipated Impacts on Local and/or First Nations Communities**

Staff will reach out to the eight lower-tier municipalities to advise of the direction given by Council with regards to which enforcement road they take, the POA or the AMP system.

Staff will also further explore the joint retention of a third-party by-law enforcement agency.

### **Alignment to County of Peterborough Strategic Plan Priorities**

#### **To provide high quality services to residents, businesses and Townships:**

**Communications** – To elevate the County of Peterborough's profile, enhance community engagement, and communicate proactively. Communicating to the community residents and the individuals visiting the area that the County will be enforcing its Parking Regulation By-law will be complete through this Education and Warning Campaign.

**Financial Responsibility** – To ensure evidence-informed planning and approaches to achieve financial sustainability and accountability, while keeping ratepayers top of mind. The County has had a Parking Regulation By-law in place for many years but has not enforced it. It will cost the County money to enforce this by-law but it will help to ensure the safety of the community.

#### **In consultation with:**

1. **Ajay Gajaria, Aird & Berlis LLP**
2. **Bryan Weir, Director of Planning and Public Works**
3. **Peter Nielsen, Manager, Infrastructure Projects**
4. **Lynn Fawn, Director, Corporate Services**

#### **Communication Completed/required:**

The Corporate Communications Division will develop the Education and Warning Campaign, if approved by Council.

A draft notice is attached hereto as Appendix B.

#### **Attachments**



## Staff Report

Appendix A – City of Peterborough Report CLSOCS20-003

Appendix B – Draft Notice for Education and Warning Campaign

Respectfully Submitted,

Sheridan Graham, CAO

Kari Stevenson, Manager, Legislative Services/Clerk

For more information, please contact:

[sgraham@ptbocounty.ca](mailto:sgraham@ptbocounty.ca) or [kstevenson@ptbocounty.ca](mailto:kstevenson@ptbocounty.ca)



# Minutes County Council - Regular Meeting



9:30 AM - Wednesday, April 21, 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. ([Link to meeting](#))

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**Present:** Warden J. Murray Jones, Deputy Warden Andy Mitchell, Councillors Carolyn Amyotte, Rodger Bonneau, Lori Burtt, 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:** Chief Administrative Officer Sheridan Graham; Chief of Paramedics/Deputy CAO Randy Mellow; Deputy Treasurer Michelle Fisher; Director of Corporate Services Lynn Fawn; Director of Finance/Treasurer Trena DeBruijn; Director of Human Resources Mary Spence; Director of Planning and Public Works Bryan Weir; Executive Assistant to Planning & Public Works Elizabeth King; Manager of Legislative Services/Clerk Kari Stevenson; Manager of Operations Bill Linnen; Purchasing Supervisor Chris Allen; Asset Management Analyst Dan Sutherland

**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 9:31 a.m.

## 2. Land Acknowledgement

The Warden recited the Land Acknowledgement.

### **3. Moment of Silent Reflection/Silence**

A moment of silence was held in memory of the late Prince Philip, Duke of Edinburgh, who passed away on April 9, 2021.

### **4. Adoption of Agenda ([Link to April 21, 2021 Agenda](#))**

#### **Resolution No. 186-2021**

Moved by Councillor Moher  
Seconded by Councillor Burt

That the agenda be adopted as circulated.

**Carried**

### **5. Disclosure of Interest**

There were no disclosures of interest.

### **6. Adoption of Minutes**

#### **Resolution No. 187-2021**

Moved by Councillor Windover  
Seconded by Councillor Clark

That the minutes of the Regular Council meeting of April 7, 2021 be adopted as circulated.

**Carried**

## **7. Delegations and Presentations**

- a. **Bryan Weir, Director of Planning and Public Works**  
**Re: Staff Introduction**
  
- b. **Tracey Randall, General Manager, Paul Rellinger, Board Chair and Tracy Condon, Vice Chair**  
**Re: Peterborough Musicfest Emergency Strategic Plan 2021-2023**

### **Resolution No. 188-2021**

Moved by Councillor Clarkson  
Seconded by Councillor Amyotte

That Council receives the delegation from Tracey Randall, General Manager, Paul Rellinger, Board Chair and Tracy Condon, Vice Chair regarding Peterborough Musicfest Emergency Strategic Plan 2021-2023.

**Carried**

## **8. Business Arising from a Previous Meeting**

## **9. Staff Reports**

- a. **Planning**  
**Bryan Weir, Director of Planning and Public Works**  
**Re: PLG 2021-013 Further Streamlining Development Approvals under The Planning Act**

### **Resolution No. 189-2021**

Moved by Councillor Taylor  
Seconded by Councillor Senis

That Report PLG 2021-013, Further Streamlining Development Approvals under The Planning Act, be received; and

That By-law No. 2020-60 be amended to include the delegation of approval by Council to the Director of Planning and Public Works and to the Manager of Planning for all decisions and actions related to "straight-forward" consent applications.

**Carried**

- b. Public Works - Operations**  
**Peter Nielsen, Manager of Capital Projects**  
**Re: INF 2021-011 Proposed Revisions to Sign By-law - Signs on County Roadways**

**Resolution No. 190-2021**

Moved by Councillor Gerow  
Seconded by Councillor Graham

That Report INF 2021-011, 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.

**Carried**

## **10. Staff Reports - Information Only**

- a. Administration - CAO**  
**Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer**  
**Re: CAO 2021-012 First Quarter Report**
  
- b. Finance**  
**Trena DeBruijn, Director of Finance/Treasurer**  
**Re: FIN 2021-018 2020 Treasurers Statement of Development Charges Deferred Revenue**
  
- c. Finance**  
**Chris Allen, Purchasing Supervisor**  
**Re: FIN 2021-019 Purchasing Awards - March 2021**
  
- d. Planning**  
**Bryan Weir, Director of Planning and Public Works**  
**Re: PLG 2021-011 Information Report on County OP - Natural Heritage**

- e. **Planning**  
**Bryan Weir, Director of Planning and Public Works**  
**Re: PLG 2021-012 County OP Project Update**

- f. **Clerk's Division**  
**Sarah Boyd, Administrative Services Assistant**  
**Re: CPS 2021-015 Correspondence for Information**

**Resolution No. 191-2021**

Moved by Councillor Graham  
Seconded by Councillor McFadden

That the staff reports for information only items 10. a through f be received.

**Carried**

## **11. Action Correspondence**

- a. **Town of Caledon resolution dated March 30, 2021**  
**Re: Support for 988, a 3-digit suicide and crisis prevention hotline**

**Resolution No. 192-2021**

Moved by Councillor Senis  
Seconded by Councillor Amyotte

That the Town of Caledon's resolution dated March 30, 2021 regarding  
Support for 988, a 3-digit suicide and crisis prevention hotline be supported.

**Carried**

- b. **Township of Hudson resolution dated March 3, 2021**  
**Re: Support for Fire Departments**

**Resolution No. 193-2021**

Moved by Councillor Clark  
Seconded by Councillor Clarkson

That the Township of Hudson's resolution dated March 3, 2021 regarding support for fire departments be supported.

**Carried**

**c. City of Kitchener resolution dated March 22, 2021  
Re: Planning Act Timelines**

**Resolution No. 194-2021**

Moved by Councillor Moher  
Seconded by Councillor Windover

That the City of Kitchener's resolution dated March 22, 2021 regarding Planning Act timelines be received and supported.

**Defeated**

**Resolution No. 195-2021**

Moved by Councillor McFadden  
Seconded by Deputy Warden Mitchell

That the City of Kitchener's resolution dated March 22, 2021 regarding Planning Act timelines be received.

**Carried**

**d. Town of Whitchurch-Stouffville resolution dated March 23, 2021  
Re: Cannabis (Marijuana) Production Facilities**

**Resolution No. 196-2021**

Moved by Councillor Taylor  
Seconded by Councillor Graham

That the Town of Whitchurch-Stouffville's resolution dated March 23, 2021 regarding cannabis (marijuana) production facilities be received.

**Carried**

**e. Richard J. Taylor letter dated April 8, 2021  
Re: Need for Warehouse Space**

#### **Resolution No. 197-2021**

Moved by Councillor McFadden

Seconded by Councillor Martin

That the letter from Richard J. Taylor dated April 8, 2021 regarding the need for warehouse space be received and the Director of Planning and Public Works be directed to provide a copy of the letter to the County's Growth Analysis consultants.

**Carried**

### **12. Committee Minutes**

### **13. Liaison Reports from External Committees, Boards and Agencies**

- a. Referrals to Peterborough Regional Liaison Committee (if applicable)

### **14. Notices of Motion**

#### **Resolution No. 198-2021**

Moved by Councillor Clarkson

Seconded by Councillor Graham

Whereas the County of Peterborough believes it is the highest priority for all Canadians to end the Covid-19 pandemic,

Whereas the County of Peterborough is appreciative for the continued support the Province of Ontario is providing municipalities to address the tremendous difficulties they are facing due to the pandemic,

Whereas the County of Peterborough appreciates and supports the on-going and dedicated work of those recognized as essential workers,

Whereas essential workers are continuing to work in circumstances and work environments that subject these individuals to significant risk of both contracting and spreading Covid-19,

Whereas a significant amount of these workers are precariously employed and of a lower income demographic and are less capable of being able to

afford to miss work and the wages earned by staying home when feeling sick or exhibiting symptoms of illness,  
Whereas there is a growing consensus among experts in the global medical community that expanding the availability of paid sick days to essential workers would be of significant benefit to limiting the spread of Covid-19  
Therefore, be it resolved that the County of Peterborough request:

1. That the Province of Ontario take immediate action to provide access to paid sick days to essential/precariously employed workers during the remaining fight against the covid-19 pandemic
2. That a copy of this motion be forwarded of the Honorable Premier of Ontario, the Minister of Labour, the Minister of Health and the municipalities in the Province of Ontario

**Carried.**

## **15. Announcements**

Councillor Amyotte advised that North Kawartha Township put out the call to Help Community care after the loss of the Apsley Grocery store in December 2020. Over \$70,000 was raised through there Be A Life Line for Apsley campaign, in support of food insecurity and transportation issues. This will go a long way in supporting our community until the grocery store is rebuilt. A big thank you to all who were able to support this campaign and the community of Apsley.

## **16. Rise from Closed Session**

## **17. Matters Arising from Closed Session**

## **18. Closed Session**

## **19. By-laws**

## **20. Confirming By-law**

**Resolution No. 199-2021**

Moved by Councillor Clark  
Seconded by Councillor Whelan



That 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 be adopted.

**Carried**

## **21. Adjournment**

### **Resolution No. 200-2021**

Moved by Councillor Amyotte  
Seconded by Councillor Bonneau

That the Council meeting adjourn at 11:13 a.m.

**Carried**

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J. Murray Jones, Warden

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Kari Stevenson, Clerk

## **Peterborough Police Services Board**

### **April 7, 2021 – Public Minutes**

Minutes of the public meeting of the Peterborough Police Services Board held in the Hugh Waddell Boardroom and via Teams.

**Members Present:**  
(Via Teams)                      Bob Hall, Chair  
   Les Kariunas, Vice-Chair  
   Mayor Diane Therrien  
   Councillor Gary Baldwin  
   Mrs. Mary ten Doeschate

**Also Present:**  
(In the Boardroom)              Scott Gilbert, Chief of Police  
   Tim Farquharson, Deputy Chief of Police  
   Inspector John Lyons  
   Lisa Wilson, Executive Assistant

**Regrets:**                              Councillor Anita Locke, Advisor for Lakefield  
   Mayor Scott McFadden, Advisor for Cavan Monaghan

1.     The Chair called the meeting to order at 4:05 pm.

2.     Approval To Go In-Camera

Moved by Diane Therrien  
Seconded by Les Kariunas

That the Peterborough Police Services Board move in-camera to discuss items contained in the agenda package. –  
CARRIED

**Police Services Act:**

35 (4): The board may exclude the public from all or part of a meeting or hearing if it is of the opinion that,

- (a)     matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
- (b)     intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. R.S.O. 1990, c. P.15, s. 35.

The Chair reconvened the public meeting at 6:45 pm.

3.     Approval of the Agenda

Moved by Les Kariunas  
Seconded by Diane Therrien

That the agenda of the Peterborough Police Services Board public meeting of April 7, 2021 be approved as circulated. –  
CARRIED

4. A declaration of conflict of interest was not noted.

5. Approval of the Minutes

Moved by Gary Baldwin  
Seconded by Les Kariunas

That the Minutes of the March 16, 2021 public meeting be approved as circulated. –  
CARRIED

6. Chief's Remarks

Moved by Diane Therrien  
Seconded by Les Kariunas

That the Board receive the Chief's verbal remarks. -  
CARRIED

Chief Gilbert informed the Board that today is Inspector John Lyons' 35<sup>th</sup> anniversary in policing. He thanked Inspector Lyons for 35 years of service to the community.

Chief Gilbert acknowledged the great work of Deputy Farquharson and his team putting together another successful Stand With Tim fundraiser this year. Deputy Farquharson thanked the Board for their generous donation from the auction fund.

Mayor Therrien noted the new stay at home order and asked what the process will look like. There have been questions from the community about enforcement; some small businesses feel they have been unfairly targeted. Inspector Lyons advised that police response will be complaint driven and will be approached from an education and awareness point of view. Police will listen to concerns and work in unison with Public Health, who will be taking the lead in compliance re: businesses. Police will support Public Health in their investigations with the same approach and will not be quick to judge or give tickets. At City Hall Saturday morning protests, police have spoken to the folks there and taken an awareness approach – the only people ticketed are the ones who have been spoken to numerous times. Police have had a good rapport with the community since the beginning and compliance has been good. There are weekly reports filed with the Ministry; most recently 2 tickets were issued with 30-40 warnings. Police will continue to work within the guidelines of the legislation.

Mayor Therrien inquired about mental health services available to the community. Inspector Lyons advised that residents have been calling 911 with mental health issues and that mental health calls have increased both in Peterborough and country wide. The Mobile Crisis Intervention Team has been very active. Police provide some level of conversation about what the person is going through and alternative choices. Police have a good relationship with CMHA and Social Services, driving people towards these services. Police, Public Health and Social Services came up with a phenomenal strategy to deal with the Victoria Park situation, helping people move into housing, and will continue on that route. Inspector Lyons advised the Board that he is on a committee and has a great relationship with the heads of the Psychiatric Department at the hospital. Telecare Peterborough and Telehealth Ontario are often forwarded to the folks police encounter.

7. Chair's Remarks

Moved by Gary Baldwin  
Seconded by Mary ten Doeschate

That the Board receive the Chair's verbal remarks. -  
CARRIED

Chair Hall would like to thank and brag about the excellent people working with the Board and thanked Deputy Farquharson on behalf of the Board for his community work. Chair Hall also thanked Inspector Lyons on behalf of the Board for many years of serving the community so well. He also recognized and thanked the Board's new Executive Assistant on behalf of the Board; she has been a quick learner and competent and was the right choice for the Board.

Chair Hall recognized and congratulated Chief Gilbert on 40 years of service and outlined his distinguished career with Toronto Police Service. He was the unanimous choice of the Board and stood out amongst the other applicants after a nation-wide search; we are fortunate to have him. Chair Hall presented Chief Gilbert with an Exemplary Service Award certificate in recognition of 40 years of loyal and exemplary service to public safety in Canada from the Governor General.

8. Delegations and Presentations

Nil

9. Correspondence

Moved by Les Kariunas  
Seconded by Diane Therrien

That the following correspondence be received as one omnibus motion:

- a) Ministry of the Solicitor General
  - i. Memo dated March 12, 2021 re: Voluntary Early Release Programs for Rental Car Companies.
  - ii. Memo dated March 12, 2021 re: **Highway Traffic Act** Regulatory Amendments to Remove Paper-Barriers for the Commercial Vehicle Industry.
  - iii. Memo dated March 12, 2021 re: Status of Onsite Training at the Ontario Police College.
  - iv. Memo dated March 12, 2021 re: 2021 COVID-19 Relief Funding for Municipalities.
  - v. Memo dated March 15, 2021 re: Digital Version of the "Request for Driver's License Review Form".
  - vi. Memo dated March 18, 2021 re: 2021 Promotional Exams.
  - vii. Memo dated March 19, 2021 re: Reduced Suspension with Ignition Interlock Conduct Review Program and Measures as a Result of COVID-19.
  - viii. Memo dated March 23, 2021 re: Amendments to Orders under the **Reopening Ontario (A Flexible Response to COVID-19) Act, 2020**.
  - ix. Memo dated March 26, 2021 re: Administrative Forfeiture.

- x. Memo dated March 29, 2021 re: Migration of MTO Collision Application to Cloud.
- xi. Memo dated March 30, 2021 re: Amendments to Orders under the **Reopening Ontario (A Flexible Response to COVID-10) Act, 2020.**

b) Trent University

Letter dated March 1, 2021 from Professor P. Dummitt, Chair, Committee of Trustees re: Donation to the Symons Trust for Canadian Studies.

CARRIED

10. 2020 Annual Report on Missing Persons and the Service's Use of Urgent Demands

Moved by Diane Therrien

Seconded by Les Kariunas

That the Board receive the 2020 Annual Report on Missing Persons and the Service's Use of Urgent Demands from Inspector Collins, and Chief Gilbert. –  
CARRIED

11. 2020 Divisional Reports and Presentation

Moved by Mary ten Doeschate

Seconded by Diane Therrien

That the Board receive the following 2020 Divisional Reports:

- a) The Operations report from Inspector John Lyons.
- b) The Investigative Services report from Inspector Neil Collins.
- c) The Administrative Support Services report from Inspector Jamie Hartnett.
- d) The Human Resources report from Karen Howran, Human Resources Manager.
- e) The 911 Communications report from Alison Kirkland, Manager of 911 Communications.
- f) The Financial report from Tia Nguyen, Finance Manager.
- g) The presentation from the Inspectors and Managers. -

CARRIED

**Operations Report – Inspector Lyons**

- The Service has a great commitment to problem oriented and community-based policing and is trying to address areas of concern proactively.
- The Service is down in Auxiliary Unit members and there will be a drive this fall. The Auxiliary Unit is active with various programs, eg: Homeguards Program, car seat clinics, crime prevention through environmental design.
- The Service will lose its chaplain due to retirement and will be looking for the next person to fill this important role.
- An out-facing TV screen has just been installed at the bus terminal location and there is a large audience for messages – the Service can put safety messaging there.
- Chief Gilbert noted there has been a change in criminal activity due to Covid; a lot of businesses are closed and so individuals are now being targeted, ie: porch pirates. There has also been a significant increase in traffic complaints, from 2195 in 2019 to 4292 in 2020.

**Investigative Services – Inspector Collins**

- Covid has had a similar effect on these numbers.
- There have been six homicides with one cleared. A homicide can take a year to solve and draws on a lot of resources.
- 2020 saw a highlighted commitment to human trafficking and child exploitation.
- We have increased members in criminal analysis.
- We are now able to put resources towards these areas and are seeing positive results.
- Moving Crimestoppers to the bus terminal has been positive; PC Calderwood has good connections within the community. The Crimestoppers tip line plays a part in arrests and seizure of contraband, but investigative services needs to source information to get a search warrant.
- Asset forfeiture numbers are up and on par with London.

**Administrative Support Services – Inspector Hartnett**

- These members work behind the scenes but are vital to the organization.
- There have been a number of absences, but we continue to provide services.
- Online appointments have been well received by the community and will likely continue after the pandemic.
- There is a revenue generator with record checks, taxis and limos.
- Courts have been a big challenge and we have had to adapt; the station has become a third courthouse.
- Special Constables have been moved to the station for prisoner care; this has been valuable to the Service.

**Human Resources – Chief Gilbert (for Karen Howran)**

- It has been a busy year due to retirements and resignations and we are working diligently through hiring processes.
- The Service has worked hard to recruit great replacements for women leaders who have retired; there are 2 female recruits at OPC and 3 more have been hired recently.
- There have been Special Constable additions – some have become Constables and two more will in 2021.
- Member wellness is key and there are a number of initiatives that will benefit members' wellbeing and mental health.

**911 Communications – Deputy Farquharson (for Alison Kirkland)**

- The biggest challenge is NG911 and the uncertainty and time commitment it brings over the next five years.
- There are four part-time communicators – they are our lifeline. There are 120,000 calls for service each year including 30,000 911 calls.
- Great work by Allison and her team.

**Financial Report – Tia Nguyen**

- Between Facilities, Fleet and Quartermaster we as a team have been able to complete the initiatives listed in the report.

12. Request for Funding from the Social Contract Reserve Account

Moved by Gary Baldwin  
Seconded by Mary ten Doeschate

a) That the Board receive the report from the Executive Assistant and the submission from the Gym Committee to purchase equipment for the gym from the Social Contract Reserve Account.

b) Further, that the Board approve the purchase of equipment up to an amount of \$6200.00, inclusive of HST, to be paid from the Social Contract Reserve Account and that the Chair be authorized to sign the MOU. -

CARRIED

13. Limousine Licensing Renewals

Moved by Gary Baldwin  
Seconded by Mary ten Doeschate

That the Board receive the memo and information from the Executive Assistant regarding the limousine licensing deferral.

Further, that the Board approve the recommendation to defer the limousine licensing renewals to the next regular annual renewal date of November 30, 2021 due to the Covid-19 pandemic. -

CARRIED

14. 2020 Year End Financial Report for the Service

Moved by Mary ten Doeschate  
Seconded by Les Kariunas

That the Board receive the verbal update from the Executive Assistant and Chief Gilbert regarding the status of the 2020 Year End Financial Report for the Service. -

CARRIED

15. Auction Fund Announcement – Grant to St. John’s Anglican Church, One Roof Community Centre

A public announcement that on March 16, 2021, the Board approved an auction fund grant in the amount of \$1000.00 to St. John’s Anglican Church, One Roof Community Centre, Peterborough, in support of the “Stand With Tim” fundraising event held on March 26, 2021.

The Chair recessed the public meeting at 7:45 pm and the Board returned to closed session.

The Chair reconvened the public session at 8:41 pm.

16. Ratification and Adjournment

Moved by Diane Therrien  
Seconded by Gary Baldwin

That the Board ratify all actions of today's date. –  
CARRIED

Moved by Les Kariunas  
Seconded by Diane Therrien

That the public meeting be adjourned at 8:42 pm. –  
CARRIED

Read and approved this 27<sup>th</sup> day April, 2021.

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Lisa Wilson, Executive Assistant

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Bob Hall, Chair



**Township of Selwyn Municipal  
Heritage Committee Minutes  
Thursday, April 29, 2021 at 5:00 pm**

**Electronic Participation by Committee Members and Staff**

Present: Stephen Gavard  
Anita Locke, Councillor  
James (Jim) Forrester  
Grant Murphy  
Robert Lamarre, Manager of Building and Planning  
Tania Goncalves, Deputy Clerk

**1. Call to Order**

Chair Stephen Gavard called the meeting to order at 5:00 pm.

**2. Declaration of Pecuniary Interest**

None.

**3. Minutes**

**Resolution No. 2021-017 – Minutes**

Councillor Anita Locke – Grant Murphy –

That the minutes of the regular meeting of March 25, 2021 be approved.

Carried.

**4. Deputations/Presentations**

None.

**5. Correspondence**

None.

**6. New or Unfinished Business**

- Designations
  - 44 Bridge Street – Rob provided the Committee with a verbal update on the designation of 44 Bridge Street. Rob noted that the By-law was passed by Council on April 13, 2021 and sent to the Ontario Heritage Trust. The website has been updated to reflect the designation.
  - 2080 Chemong Road – Rob advised the Committee that the owner of the property is keen on having his home designated. The Committee agreed to proceed with the designation and to enlist Emily Turner to proceed with the Heritage Brief.
- Proposed Properties for the Registry

- Tania provided the Committee with the updated registry list. The Committee had a general discussion regarding some of the missing information and agreed to have data provided to Tania by Tuesday. The Committee agreed that any properties missing information by Tuesday will be removed from the list and added to the next round of submissions.

**Resolution No. 2021-018 – 2021 Registry List**

Councillor Anita Locke – James Forrester –

That the proposed 2021 Registry List, as amended, be brought forward for Council's consideration at the May 11, 2021 Council meeting.

Carried.

- Heritage Committee Presentation to Council –
  - Committee members reviewed the proposed Power Point to be presented to Council on May 11, 2021.
- Committee Recruitment – Rob advised that Council endorsed recruiting additional Committee members. The recruitment process will commence next week.

**7. Next Meeting** – May 27, 2021 at 5PM

**8. Adjournment**

**Resolution No. 2021-019 – Adjournment**

Grant Murphy – James Forrester –

That the meeting be adjourned at 5:50 PM

Carried.



**Date:** May 11, 2021

**To:** Mayor Andy Mitchell and Council Members

**From:** Janice Lavalley, C.A.O.

**Subject:** OPP Detachment Board Proposal

**Status:** For Direction

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## **Recommendation**

That the report of the Chief Administrative Officer with regard to the OPP Detachment Board Proposal be received for information, and

That the Township of Selwyn endorse the recommendation of the Smith-Ennismore Police Services Board wherein the proposal submitted for the Peterborough County OPP Detachment would provide for one Board, as outlined in the report, consisting of 15 members, with one representative from each of the municipalities/First Nations served along with 3 community representatives, to be chosen based on complimentary skill set, and the required 3 Provincial representatives; and

That the Ministry of the Solicitor General be requested to provide a formal extension to the due date for the proposals to be received to September 1, 2021.

## **Information**

As part of the recent amendments to the Police Services Act, now known as the Community Safety and Policing Act, 2019 (CSPA), the Province has directed that the municipalities and First Nations served by each OPP detachment in the Province submit one joint proposal to establish the composition of the newly established Detachment Board.

The CAO group representing the 7 Peterborough County municipalities with OPP contracted services, Curve Lake First Nation and Hiawatha First Nation were tasked with developing a proposed board composition for consideration by the Police Service Boards and ultimately by the Councils of each community. The proposal will be discussed by the PSBs at their April meetings and by the Councils in May in order to have the required proposal form submitted to the Province by the deadline of June 7, 2021.

### Provincial Criteria

- There must be one proposal submitted for the Detachment area.

- If more than one board is requested there must be rationale included to justify the request.
- Minimum size of board – 5 members. No maximum size.
- 20% of board must be community representatives.
- 20% of board must be Provincial appointees.
- The proposal must be submitted by June 7<sup>th</sup>, 2021 and must meet the requirements set out or the Ministry will determine the composition of the Board.

Since the time of receiving the Provincial direction it has been noted that there is some flexibility to the June 7<sup>th</sup> date subject to providing a reason why the deadline cannot be met. A number of local municipalities have passed a resolution to request a formal extension to September 1, 2021 to ensure there is sufficient time to complete this work and I would recommend that this request be supported as well.

#### Proposal Requirements

- Identify Detachment and all communities served.
- Number of detachment boards – must provide justification for more than one.
- Total number of seats on board.
- Number of seats allocated to each Municipality/First Nation.
- Number of community representatives on board.

#### Recommended Board Composition

In order to provide representation from each of the communities served, and to meet the Provincial criteria, the board will need to be comprised of 15 members. The recommended composition is as follows:

Municipal/First Nation Representatives	1 per Municipality/First Nation – elected or non-elected appointee at discretion of each Council	9
Community Representatives	Must be 20% of total board. To be appointed based on complimentary knowledge and/or experience <u>not</u> geographic area, eg. mental health, youth services, education, etc.	3
Provincial Appointees	Must be 20% of total board.	<u>3</u>
	Total	15

This recommendation was circulated to all Police Service Boards (PSBs) and First Nations for consideration.

The Smith-Ennismore Police Services Board considered this matter at their meeting of April 26<sup>th</sup>, 2021 and passed a resolution to support the proposal, recommending the establishment of one Board for the Peterborough County Detachment area in accordance with composition outlined above.

### **Financial Impact**

There is no financial impact directly related to this report.

### **Environmental Impact**

There are no environmental impacts related to this report.

### **Strategic Plan Reference**

- Achieve excellence in governance and service delivery.

### **Attachments**

None

***Janice Lavalley***

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**Prepared By:** Janice Lavalley, CAO

## **Smith-Ennismore Police Services Board Meeting Minutes**

Monday, April 26, 2021 - 1:00 PM  
Electronic Meeting via Zoom

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- Present:** Steve Connolly - Chair & Municipal Appointee  
Ron Black - Vice - Chair & Provincial Appointee  
Donna Ballantyne - Ennismore Ward Councillor & Council Appointee  
Inspector Lisa Darling - O.P.P. Detachment Commander  
Staff Sergeant Chris Galeazza - O.P.P. Detachment Manager  
Val Austin – Chair Smith-Ennismore Community Policing  
Janice Lavalley – Township Staff (left at 1:40 PM)  
Tania Goncalves – Township Staff
- Regrets:** Barbara Choronus – Vice-Chair Smith-Ennismore Community Policing
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### **1. Call to Order**

Chair Steve Connolly called the meeting to order at 1:00 p.m.

### **2. Declaration of Pecuniary Interest**

None.

### **3. Adoption of Agenda Items**

#### **Resolution No. 12/21 – Agenda**

Ron Black – Donna Ballantyne –

That the Smith-Ennismore Police Services Board Agenda for the meeting of Monday, April 26, 2021 be adopted.

Carried.

### **4. Minutes**

#### **Resolution No. 13/21 – Minutes**

Donna Ballantyne – Ron Black –

That the minutes of the Smith-Ennismore Police Services Board regular meeting of January 26, 2021 be approved.

Carried.

### **5. Delegations/Guests**

None

Selwyn CAO Janice Lavalley provided the Board with a high level overview of the Province's request to consider transitioning to a new OPP detachment board framework for municipalities and First Nations across Ontario. Janice advised that she has been working with CAO's from various Peterborough County Municipalities and First Nations to develop a new proposed composition which would see one Board for the Detachment with representation from each municipality and First Nations. Board Members had a general discussion regarding the proposal and asked a series of questions. Selwyn CAO Janice Lavalley advised that the Province is seeking feedback by June 7, 2021.

**Resolution No. 14/21 – Board Composition**

Ron Black – Donna Ballantyne –

That the Smith-Ennismore Police Services Board supports the proposal as outlined in the "OPP Detachment Board Composition Proposal Summary" dated April 16, 2021, whereby the municipalities and First Nations within Peterborough County would be served by one (1) County-wide Police Services Board.

Carried.

Staff Sergeant Chris Galeazza provided the Board with an overview of the changes to the Highway Traffic Act pertaining to ATV/Off Road Vehicles on municipal roads. Chris advised that the changes require municipalities to pass a By-law to prohibit the use of ATV/Off Road Vehicles on municipal roads. Selwyn CAO Janice Lavalley advised the local municipalities will be meeting as part of the County Transportation Master Plan to discuss options related to developing policies, enforcement challenges and implementation. The Board agreed that having the same/similar rules for all Peterborough County municipalities would support enforcement and minimize confusion among the community.

**6. Reports**

**a) O.P.P. Detachment Commander Reports - SE-PSB – 2021 1<sup>st</sup> Quarter DC, Calls for Service Report & Black Cat Report**

- Staff Sergeant Chris Galeazza reviewed the 2021 1<sup>st</sup> Quarter DC, Calls for Service and Black Cat Report.
- Foot Patrol Hours were noted at 141.50 and Cruiser Patrol Hours at 632 in Q1.
- Calls for Service are down in general
- Motor Vehicle Collisions are down slightly
- 911 calls are up which seems to be the case across the Province
- Board members requested that the Black Cat report be condensed and summarized in order to make it easier to read.

**Resolution No. 15/21 - Detachment Commander Reports including the Black Cat Report**

Donna Ballantyne – Ron Black –

That the Detachment Commander 2021 1<sup>st</sup> Quarter Reports for the Smith-Ennismore Police Services Board be received for information.

Carried.

**b) Community Policing Reports - SECP PSB 2021 Q1 Report**

- Smith-Ennismore Community Policing Chair Val Austin reviewed the 2021 Q1 Report and advised that the COVID19 lockdown has resulted in operations being slow.

**Resolution No. 16/21 – Community Policing Reports**

Donna Ballantyne – Ron Black –

That the Smith-Ennismore Community Policing Committee Report be received for information.

Carried.

**7. Unfinished and New Business**

**a) COVID 19 Enforcement**

Staff Sergeant Chris Galeazza advised that the OPP has developed a new online tool to support staff in enforcing/educating on COVID19 Regulations. The tool provides officers with up-to-date information on what rules/restrictions are in place.

**b) Social Media**

Staff Sergeant Chris Galeazza noted that social media accounts for the OPP are all handled at the corporate level which can make it difficult to push out local information. Chris was looking for feedback from Board members on developing a Board specific social media account. The local account would allow for tailored messaging and community based information. Ron Black advised that social media is a great platform to get information out to the community. Members asked a series of questions including who would manage the account. The Board agreed that one social media account for all local OPP Police Services Boards would be beneficial. Chris will work with staff to coordinate the details.

**Resolution No. 17/21 – Social Media**

Donna Ballantyne – Ron Black –

That the Smith-Ennismore Police Services Board supports, in principle, the development of a social media account to represent all Peterborough County Police Services Boards.

Carried.

**c) Speed Awareness Policy**

The Board was advised that the Speed Awareness Policy was approved by Council on April 13, 2021.

**8. Correspondence**

**a) Correspondence Report Summary**

**Correspondence for Direction**

None.



## **Correspondence for Information**

### **Resolution No. 18/21 - Correspondence for Information**

Ron Black – Donna Ballantyne –

That the following items of correspondence be received for information:

1. Inspector Lisa Darling - Temporary Assistance - Brant County OPP
2. OAPSB – 2021 AGM & Resolutions
3. OAPSB – February news & 2021 Spring Conference & AGM
4. OPP News Release – OPP Officers Save Over 200 Lives By Administering Naloxone
5. OPP News Release – OPP Looking For Assistance In Identifying Robbery Suspects
6. OPP News Release – Traffic Stop Leads To Multiple Charges
7. OPP News Release – Off-Road Vehicle Usage In Peterborough County
8. OPP News Release – Child Sexual Exploitation Unit
9. County Road 20/Selwyn Road – Speeding Concerns
  1. Peterborough County Report – February 3, 2021
  2. Peterborough County Report – February 17, 2021
  3. Speed Reduction By-law 2021-13

Carried.

## **9. In camera**

None

## **10. Adjournment/Next Meeting**

Next Meeting July 26, 2021, 1:00 PM

### **Resolution No. 19/21 - Adjournment**

Donna Ballantyne – Ron Black –

That the meeting be adjourned (2:35 PM)

Carried.