

**Township of Selwyn
Regular Council Meeting**

Tuesday, November 9, 2021 – 5:00 PM

Council Chambers
1310 Centre Line
Township of Selwyn

Please Note:

Limited numbers can be present in the Council Chambers at one time. If you wish to attend in person please send an [email](#) to register your attendance.

OR

Watch the meeting via livestreaming

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

Land Acknowledgment

We respectfully acknowledge that we are on the treaty and traditional territory of the Michi Saagiig Anishinaabeg. We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

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 October 26, 2021
- Discussion out of the minutes

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

(a) 5:00 PM – Public Meeting – Revised Building Permit Fee Schedule

i) Robert Lamarre, Manager of Building and Planning - Revised Building Permit Fee Schedule

- Attachment - Building Permit Fee Review Document

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) Janice Lavalley, Chief Administrative Officer - Organizational Updates

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) Angela Chittick, Manager of Community & Corporate Services/Clerk - Council Schedule 2022 and 2023 Budget Schedule

(b) Tania Goncalves, Deputy Clerk – Various By-laws
i) Attachment – Set-Fines Order
ii) Attachment – Fireworks Policy

(c) Kim Berry, HR Coordinator – Staffing Updates

6. Correspondence for Discussion and/or Decision

(a) [Correspondence Report – November 9, 2021](#)

7. Peterborough County Report

- (a) [Peterborough County Report – November 9, 2021](#)

8. Committee Reports

- (a) Economic Development and Business Committee Minutes - September 27, 2021 & October 25, 2021

Request for Endorsement:

Physician Recruitment Supports

Moved by: Sherry Senis; Seconded by: Pat Smith

That the EDBC recommend that Council lobby the Provincial government to address physician recruitment grants so that Selwyn can be competitive in its physician recruitment efforts. Carried.

EDBC Recruitment

Moved by: Rick Hickson; Seconded by: Pat Smith

That the EDBC recommend that Selwyn Council recruit up to 2 new members to join the Economic Development & Business Committee for the remainder of this term (until December 2022). Carried.

- (b) Selwyn Public Library Board – Minutes – July 20, 2021 (Special) & September 28, 2021 (Regular)
- (c) Municipal Heritage Committee Minutes – September 23, 2021
- (d) Smith-Ennismore Police Services Board Minutes – October 13, 2021 - Budget meeting

Request for Endorsement:

Resolution No. 28/21 – Proposed 2022 SE PSB Budget

Ron Black – Donna Ballantyne –

That the Smith Ennismore Police Services Board recommend that Council consider including \$6000 in the proposed 2022 budget for the purchase of traffic calming tools including, but not limited to, a portable speed awareness board and necessary mounting equipment.

- (e) Peterborough Police Services Board – October 13, 2021 (Minutes) & 2021 Q3 Financial Report
- (f) Accessibility Advisory Committee Minutes – October 27, 2021

9. Petitions

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) 2022 ROMA Delegations – November 15, 2021 – Additional Ideas

12. By-laws

- (a) 2021 – 083 - Amend Schedule for By-law 2021-065 - Rooming, Boarding and Lodging Houses
- (b) 2021 – 084 - Adopt a Fireworks Policy
- (c) 2021 – 085 - Confirming By-law

Adjournment

Corporation of the Township of Selwyn

**Regular Council Meeting
Tuesday, October 26, 2021**

A regular meeting of the Council of the Township of Selwyn was held on Tuesday, October 26, 2021.

Council Present: Mayor Andy Mitchell
(in-person) Deputy Mayor Sherry Senis
Councillor Donna Ballantyne
Councillor Gerry Herron
Councillor Anita Locke

Staff Present: Janice Lavalley, Chief Administrative Officer
(virtually) Rick Dunford, Manager of Public Work

Staff Present: Angela Chittick, Manager of Community & Corporate Services /Clerk
(in-person) R. Lane Vance, Manager of Finance/Treasurer
Robert Lamarre, Manager of Building and Planning
Tania Goncalves, Deputy Clerk

The Council meeting commenced at 6:10 PM with Mayor Mitchell in the Chair.

Declaration of Pecuniary Interest

None.

Minutes

Resolution No. 2021 – 269 – Minutes

Councillor Anita Locke – Councillor Donna Ballantyne –

That the minutes of the regular Council meeting of October 12, 2021 be adopted.

Carried.

Deputations and/or Invited Persons and/or Public Meeting

Manager of Community & Corporate Services /Clerk Angela Chittick announced that the Township of Selwyn is holding a public meeting to consider a request to have portions of unopened road allowances abutting 1724 Poplar Point and 157 Arnott Drive stopped-up, closed and disposed of. The purpose of the public meeting is to provide an opportunity for anyone who feels that their land will be adversely affected by the closure of the portions of the road allowances to express concerns/seek clarification. The applicants have followed the Township's Procedure for Closure and Disposal of Road Allowances and the public notice was provided in accordance with the Township's Disposal of a Road Allowances Policy. No one spoke in favour of or in opposition to the applications. There were no members of the public in attendance. The public meeting concluded at 6:12 PM.

Resolution No. 2021 – 270 – Stop and Close Shoreline Road Allowance

Councillor Donna Ballantyne – Deputy Mayor Sherry Senis –

That the report of the Manager of Community & Corporate Services/Clerk regarding the requests to have portions of unopened road allowances abutting 1724 Poplar Point and 157 Arnott Drive which were deemed surplus to the Township's needs be received for information; and

That By-law 2021-081, a By-law to stop-up, close and sell the following to the abutting land owners

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- David Pearson - lands described as part of the road allowance between Concession 9 and 10, Smith Ward, Part 1 on R-Plan 45R-17196, PIN 28399-0301 (LT); and
- Craig and Susan Mace – lands described as part of the road allowance along Concession 1, Part 3, on R-Plan 45R-17214, PIN 28449-0263 (LT) Ennismore Ward,

Be forwarded for consideration under the By-law section of the agenda.

Carried.

Question Period

None.

Municipal Officers & Staff Reports – Direction

Resolution No. 2021 – 271 – Financial Statements – 3rd Quarter 2021

Councillor Gerry Herron – Councillor Anita Locke –

That the report of the Manager of Financial Services entitled 3rd Quarter Financial Update be received for information.

Carried.

Resolution No. 2021 – 272 – Support Resolution – Township of Enniskillen

Councillor Donna Ballantyne – Councillor Anita Locke –

That the Township of Selwyn support the resolution from the Township of Enniskillen regarding the licencing process for medical or commercial cannabis production as well as a review of the inspection requirements for cannabis facilities.

Carried.

Resolution No. 2021 – 273 – City of Peterborough – New Official Plan

Deputy Mayor Sherry Senis – Councillor Gerry Herron –

That correspondence be sent to the City of Peterborough regarding their draft Official Plan, advising the City that the Council members of Selwyn Township have had an initial review of the City's draft Official Plan and wish to note their concerns regarding the future municipal roadway corridors identified in the Plan that may have an impact on Township infrastructure and residents, and create traffic flow issues beyond the boundaries of the corridor; and that the Township requests that the City extend the current November 1st, 2021 Official Plan commenting deadline to allow for further discussion regarding this matter; and further that the City ensure that the Township of Selwyn be consulted early in the planning process and in a thorough manner, when the City moves forward with future reviews of its Transportation Plan given the long-term impacts on the Township.

Carried.

Consent

Resolution No. 2021 – 274 – Municipal Officer's and Staff Reports – Information/Housekeeping/Non-Controversial

Councillor Anita Locke – Councillor Gerry Herron –

That the report of the HR Coordinator entitled Organizational Policy Update be received for information; and that the Organizational Policies be updated as provided in the report; and

That the report of the HR Coordinator entitled Staffing Update – Public Works Equipment Operator/Labourer 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:

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1. Toronto Garlic Festival Association – Ontario Garlic Week

That correspondence from Peter McClusky, founder of the Toronto Garlic Festival regarding Ontario Garlic Week be received for information; and that the Township of Selwyn recognize October 29th to November 7th as Ontario Garlic Week, and further that the Township promote the event on the Township's various social media platforms; and

Correspondence for Information

That the following items of correspondence be received for information:

1. AMCTO – Municipal Modernization Program and Internships
2. AMO Policy Update – Increased Staffing in Long-Term Care & Red Tape Reduction Bill
3. AMO Policy Update – Phase I Regulations of Conservation Authorities Act Released
4. Board of Health – October 13 Meeting Summary
5. Ministry of the Environment, Conservation and Parks – Regulations under the Conservation Authorities Act
6. Ministry of the Solicitor General – Community Safety Plan Update
7. Kawartha Chamber:
 - Awards of Excellence VIP Pre-Show
 - NewsFlash – October 12, 2021
 - NewsFlash – October 19, 2021
8. City of Peterborough – Response on Community Safety and Well-being Plan
9. Municipality of Grey Highlands – Lottery Licensing for Small Organizations
10. Municipality of Leamington – Long Term Care Homes
11. Township of Adelaide Metcalfe – Rural Infrastructure Projects
13. City of Vaughan – National Teen Driver Safety Week
14. Municipality of Trent Lakes – OHIP Eye Care
15. Enbridge - 2022 FCPP; and

Committee Reports

None.

Carried.

Petitions

None.

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

Other, New & Unfinished Business

Council requested that the Township apply for a delegation at the 2022 ROMA Conference with the Ministry of Long-Term Care regarding the need for additional long-term care beds in Selwyn. Mayor Mitchell requested that Council consider any additional delegation requests and provide them at the November 9th, 2021 Council meeting.

By-laws

Resolution No. 2021 – 275 – By-laws First, Second & Third Reading

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Councillor Donna Ballantyne – Councillor Gerry Herron –
That By-law 2021-081, being a By-law to stop-up, close, and sell the lands described as part of the road allowance between Concession 9 and 10, Smith Ward, Part 1 on R-Plan 45R-17196, PIN 28399-0301 (LT); and part of the road allowance along Concession 1, Part 3, on R-Plan 45R-17214, PIN 28449-0263 (LT) Ennismore Ward be read a first, second and third time and finally passed.

Carried.

Resolution No. 2021 – 276 – Confirming

Deputy Mayor Sherry Senis – Councillor Anita Locke –
That By-law 2021-082, being a By-law to confirm the proceedings of the meeting of Council held on October 26, 2021 be read a first, second and third time and finally passed.

Carried.

Adjournment

Resolution No. 2021 – 277 – Adjournment

Councillor Gerry Herron – Councillor Donna Ballantyne –
That the meeting be adjourned. (6:51 PM)

Carried.



Date: October 12, 2021

To: Mayor Andy Mitchell and Council Members

From: Paul Monks, Deputy Chief Building Official

Subject: Building Permit Fee Restructuring

Status: For Direction

Recommendation

That the report prepared by the Deputy Chief Building Official be received; and

That Council endorse the proposed Building Permit Fee rates as detailed in the body of this report as Schedule A for the purposes of the required public consultation; and

That staff move forward to advertise the proposed change in fees as prescribed by the Building Code Act and Regulations and that the requisite public meeting be held on November 9th, 2021.

Background

Performance Concepts Consulting (PCC) presented their final report to the Council of the Township of Selwyn on July 14, 2020 for the comprehensive services review of the Building and Planning Department. The report was to provide a critical review of the services delivered by the Township of Selwyn Building and Planning Department.

The PCC report review resulted in the recommendation that the current permit fee structure based on a percentage of construction value (value-based approach) should be amended to a fee structure based on a standardized cost per area (square metre/square foot) of construction. This approach would fall within what PCC considered to be a best practice approach across Ontario.

In addition to the best practice approach, the desired outcome of this change to the permit fee structure is to achieve revenue neutrality as legislated under the Building Code Act section 7.(1)(c) and 7.(2).

At the Special Council Meeting held on September 29, 2020 to discuss the Building and Planning Services Review Implementation Process, the following resolution was passed:

**Resolution No. 2020 – 155 – Building and Planning Service Review –
Building Fees and Calculation Model**

Councillor Anita Locke – Councillor Donna Ballantyne -

That there be no CPI increase in the current building permit fee schedule provided for in the 2021 budget; and

That staff provide a report in late Q3 2021 outlining a proposed “per square metre” building permit fee model, based upon achieving approximate revenue neutrality for the Township, and that these fees be implemented January 1, 2022 and remain at that level through 2023.

Carried.

This report is provided in response to Council’s resolution and is intended to provide a clear and concise approach to the Township of Selwyn Building Department permit fee structure amendment to address the Council’s resolution; while maintaining the legislated requirements of the Building Code Act Section 7.(6), 7.(7), 7.(8) and Regulation of the Ontario Building Code as stated in Division C Part 1 article 1.9.1.2.

Service Delivery Cost

The Township’s stated goal as it relates to permit fee levels is to collect 100% of the costs associated with delivering the service. These costs are primarily made up of direct costs such as salaries and benefits, legal fees and insurance, education and training, vehicle expenses and mileage; and indirect costs such as admin/IT, association dues and distributed overhead.

A new cost that we have begun to incur this year, in an effort to improve the customer experience, are credit card transaction fees. These fees have been averaging approximately 2.5%. More and more people are choosing this as an option to pay for their permit and these costs should be accounted for.

In 2021 the aforementioned costs resulted in the need to generate \$567,000.00 in revenue to reach our goal of being revenue neutral. Maintaining our goal of revenue neutrality in 2022, we would assume that our costs to deliver the service would increase by approximately 4% (1% is required to account for credit card fees) which would equate to the need to generate \$589,700.00. It is from this figure we generated the proposed building area fee values.

Building Area Data Calculation Methodology and Fee Rationale

A study was undertaken to assess the historical data related to collected building permit fees from the 2018, 2019, and 2020 year. These three years were chosen as they provide recent data and represent what would be considered a revenue high (above service delivery cost), revenue low (below service delivery cost), and revenue medium (approximate revenue neutrality) calendar year. This approach was crucial to collate historical data and utilize an empirical average approach of calculating data.

The average of the total collected building permit fees for the three years was \$561,534.43. Additionally, we considered the total area of building construction resulting from this three year period. The average area of construction was 987,723.67 square feet (91,795.88 square metres) for all major occupancy/construction categories.

From this yearly average revenue of \$561,543.43 and 987,723.67 square feet (91,795.88 square metres) we could assess individual categories of construction to

determine the percentage of contribution made from each category towards the total building permit fee revenue collected.

The verified data was broken down into the following categories of construction: residential new construction, residential renovations, residential accessory structures (decks, garage, sheds, etc.), residential plumbing, I.C.I. (institutional, commercial, industrial) new construction, I.C.I. renovation, I.C.I. plumbing, demolition structures, solar panel installations, private pool structures, signs, and miscellaneous structures (woodstove/fireplace, change of use, etc.).

From these construction categories we could conclusively summarize the number of permits, fees collected, area of construction (where applicable) to arrive at the individual percentage of contribution.

The result of all the collected data is reflected in the category of total construction fee percentages. Please refer to Appendix A: Figure 1 – Category of Total Construction Fee Percentages vs. Total Fees, for detailed information. The data contained within Appendix A: Figure 1 indicates the percentage of total fee contributions made by each category of construction. This data provides us with a good understanding of the scope and scale of the construction activity that has taken place in the study years and what we might expect moving forward.

Council will note that our proposed fee structure has broken down the Institutional, Commercial and Industrial category (I.C.I.) into sub-categories based on Group Classification as identified in the Ontario Building Code; In addition, we've also provided a fee structure that accounts for the level of finish for each proposed structure. An example of this approach follows: A strip plaza - Group E – Mercantile Occupancy is proposed to be an unfinished, or "shell" permit from a developer. The cost of the permit is therefore based on an unfinished or "shell" cost of construction. This would benefit the developer as the cost would be based on \$1.25/square foot (\$13.45/square metre). The cost of finishing the individual tenant space in said Plaza would be \$0.25/square foot (\$2.69/square metre) collected under a future separate permit. Should the developer decide to completely finish the Plaza for each tenant space the permit fee would be based on a cost of \$1.50/square foot (\$16.14/square metre).

As indicated in the example of the hypothetical plaza project noted above; providing a categorized fee structure based on the proposed occupancy and finish level of construction avoids a single fee charge. The result is a refined and nuanced permit fee structure. This will be a further improvement to our current fee structure that is based on one construction valuation for building types regardless of level of finish or major occupancy/construction category.

When developing the appropriate square foot figure to be charged within each of the categories, we used the aforementioned collected historical data while also attempting to find values that would reasonably align with the fees charged by our comparator municipalities and those surrounding us bearing in mind that the mix or development types they experience and cost recovery goals they have set may differ significantly from ours.

Square foot or "sq.ft." is the gross area of all floors at or above or below grade measured from the outer face of exterior walls, outer limits of other supporting structure, and as noted otherwise and includes mezzanines, lofts and habitable attics and attached garages (metric equivalents have also been provided for information purposes).

To this end, we have attached the proposed Schedule “A” amendment to By-Law No. 2014-008 to represent changes to the fee structure. Please refer to Appendix B: Figure 1 – Schedule “A” To By-Law No. 2014-008 for detailed information. The values contained within the proposed Schedule “A” have been used for cost comparative studies presented later in this report.

Comparative Studies with Direct Comparators

To further demonstrate the advantages to the proposed changes to the fee structure, we have completed multiple fee studies for various categories of construction that represent the current fee structure pricing vs. the proposed fee structure pricing vs. that of both our local peers and direct comparators.

It should be noted that our direct comparators, as described as the Township of Springwater, Town of Pelham, Township of Clearview, Township of Wilmot, and the Town of Greater Napanee; have all been previously identified as such due to their demographics closely resembling that of The Township of Selwyn; i.e. project growth rate, population, density, etc.

Please refer to Appendix C: Figure 1 through 6 for the detailed sample studies based on building classification and type.

Council will note that the fees generated using our proposed methodology when applied to high value Custom Residential dwellings are significantly lower than those generated by our current methodology. Refer to Appendix C: Figure 1: Sample Study #1 – Group C Construction – New Custom Residential Dwelling Unit for further information.

Conversely, the fees generated by the new methodology when applied to lower value tract houses will result in higher fees than what would be collected today. This is demonstrated by Appendix C: Figure 1: Sample Study #1 – Group C Construction – New Custom Residential Dwelling Unit for further information and Appendix C: Figure 2: Sample Study #2 – Group C Construction – New Tract House Residential Dwelling Unit respectively.

Comparative Studies with Local Peers

The identical six sample studies were also conducted drawing comparison to our local peers. As has been noted earlier in the report, the level of service provided by each municipality and their cost recovery objectives are not known to us. These differences in service level and cost recovery may account for differences in fees rates.

Our local peers are identified as the Township of Douro-Dummer, Township of North Kawartha, Otonabee-South Monaghan Township, Municipality of Trent Lakes, Township of Cavan-Monaghan, Township of Havelock-Belmont Methuen, Township of Asphodel-Norwood, and the City of Peterborough respectively.

Please refer to Appendix D: Figure 1 through 6 for the detailed sample studies based on building classification and type.

The results of these comparison studies of both the five (5) typical direct comparator municipalities and the eight (8) local peers indicate that our proposed fee structure is reasonable and in line with what is collected by demographically similar municipalities

as well as our local peers. For the most part, the fees generated by the proposed structure are slightly above or below the average of the fees generated by the municipalities in each grouping.

When tested against permit applications that we have recently received, we have established that application fees in certain categories of construction, typically higher value projects, will be reduced. This reduction will be made up in part by slightly higher fees collected on traditionally lower value projects such as tract homes.

We are confident that the fees collected using the proposed structure will generate sufficient funds to offset the anticipated costs associated with delivering the service in 2022. Revenues should be monitored throughout the year and a review of the fee be conducted in the 4th quarter in an effort to establish whether or not modifications to the fees structure are warranted for implementation in 2023.

Next Steps

The proposed changes are consistent with the recommendations made in the Performance Concepts Consulting (PCC) report in achieving a standardized cost per area best practice approach in a manner that is intended to be revenue neutral.

Endorsement of the proposed fee schedule is recommended for the purposes of moving forward with the public meeting, as required by Section 7(6) of the Building Code Act, to be held November 9, 2021. The public meeting will provide an opportunity for public and industry input on the proposed fee changes which, in accordance with Council's previous direction are intended to be implemented on January 1, 2022.

Financial Impact

The stated goal of this exercise is to develop a Building Permit Fees methodology that is revenue neutral when compared to our current methodology and results in the collection of sufficient revenue to offset the costs associated with delivering the service.

Strategic Plan Reference

Achieve excellence in governance and service delivery

Environmental Impact

No specific impact related to this recommendation.

Attachments

Appendix A: Figure 1 - Category of Total Construction Fee Percentages vs. Total Fees

Appendix B: Figure 1 - Schedule "A" To By-Law No. 2014-008

Appendix C: Comparative Studies with Direct Comparators:

- Figure 1: Sample Study #1 – Group C Construction – New Custom Residential Dwelling Unit
- Figure 2: Sample Study #2 – Group C Construction – New Tract House Residential Dwelling Unit

- Figure 3: Sample Study #3 – Group C Construction – Detached Garage Structure
- Figure 4: Sample Study #4 – Group C Construction – Residential Deck Structure
- Figure 5: Sample Study #5 – Group D Construction – ICI Commercial Office Building Structure
- Figure 6: Sample Study #6 – Group E Construction – ICI Mercantile (Retail) Building Structure

Appendix D: Comparative Studies with Local Peers:

- Figure 1: Sample Study #1 – Group C Construction – New Custom Residential Dwelling Unit
- Figure 2: Sample Study #2 – Group C Construction – New Tract House Residential Dwelling Unit
- Figure 3: Sample Study #3 – Group C Construction – Detached Garage Structure
- Figure 4: Sample Study #4 – Group C Construction – Residential Deck Structure
- Figure 5: Sample Study #5 – Group D Construction – ICI Commercial Office Building Structure
- Figure 6: Sample Study #6 – Group E Construction – ICI Mercantile (Retail) Building Structure

Paul Monks

Prepared By: Paul Monks, Deputy Chief Building Official

Robert Lamarre

Reviewed By: Robert Lamarre, Manager of Building and Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO

Appendix A:

Figure 1: Category of Total Construction Fee Percentages vs. Total Fees

Category of Total Construction Fee Percentages vs. Total Fees:	
Total Accessory Structure Fee (Boathouse + Det. Garages + Sheds):	2.50%
Agricultural Structure Fee:	3.00%

2. a) i) Attachment

Deck and Porch Structure Fee:	1.75%
Trailer Deck Structure Fee:	1.25%
Residential New Construction Fee:	60.00%
Residential Dwelling Plumbing Fee:	N/A
ICI New Structure Fee:	18.00%
ICI Reno Structure Fee:	3.00%
Plumbing Only - Non Residential Fee:	N/A
Plumbing Only - Residential Fee:	N/A
Residential Renovation Structure Fee:	6.00%
Sign Structure Fee:	0.05%
Solar Panel Structure Fee:	0.50%
Temporary Structure Fee:	0.20%
Pool Structure Fee:	1.00%
Demolition Structure Fee:	1.00%
Miscellaneous Fee Woodstove:	0.25%
Miscellaneous Fee Foundation Only:	0.50%
Miscellaneous Fee Utility Shed/Bunkie:	0.50%
Miscellaneous Fee Change of Use:	0.50%
Total:	100.00%
Note: N/A = Not applicable as items are priced per unit (i.e. \$25.50 / plumbing fixture)	

Appendix B:

Figure 1: Proposed New Schedule "A" To By-Law No. 2014-008 (Permit Fees)

Schedule "A"				
To By-Law No. 2014-008				
Class of Permits		Permit Fee		
		Fee (per square)	Fee (per square)	Fee (per unit)
Group A - Assembly	All Assembly Classifications	\$2.00	\$21.52	
	Portable Classroom			\$500.00
Group B - Institutional	All Institutional Classifications	\$2.00	\$21.52	
Group C - Residential	Dwelling (SDD, Semi, Row, Duplex, Triplex, etc.)			
	Finished	\$1.50	\$16.14	
	Unfinished	\$1.00	\$10.76	
	Creation of New Dwelling Unit within an Existing Building	\$1.00	\$10.76	
	Garage, Carport, Shed, Deck	\$0.75	\$8.07	
Group D - Business and Personal Service	Shell	\$1.50	\$16.14	
	Finished	\$1.75	\$18.83	
	Finishing of Existing Shell	\$0.25	\$2.69	
Group E - Mercantile	Shell	\$1.25	\$13.45	
	Finished	\$1.50	\$16.14	
	Finishing of Existing Shell	\$0.25	\$2.69	
Group F - Industrial	Shell	\$0.75	\$8.07	
	Finished	\$0.90	\$9.68	
	Finishing of Existing Shell	\$0.25	\$2.69	
Agricultural	Farm Building	\$0.40	\$4.30	
	Silo, Manure Tank or Pit, etc.			\$250.00
Miscellaneous	Fireplace / Wood Stove			\$250.00
	Retaining Wall	\$2.00	\$21.52	
	Temporary Event Tent			\$125.00
Alterations / Renovations	Minor	\$0.25	\$2.69	
	Major	\$0.40	\$4.84	
Change of use	No Construction Proposed			\$250.00
Alternative Solution	All Classifications			\$500.00
Plumbing	Each Fixture			\$25.50
	Each Service			\$40.00
Minimum fee for all classes of permits listed above				\$125.00
Demolition	Demolition of a Building or Part Thereof			\$125.00
	Demolition of a Building or Part Thereof which requires a Professional Engineer			\$150.00
Construction without a permit	Normal Fee will be doubled.	Fee x 2		
Revision to examined plans (All permit classifications)	Minor Revision			\$100.00
	Major Revision (Minimum Fee \$250.00)	\$0.05	\$0.54	
Building permit transfer	All Classifications			\$200.00
Building permit renewal fee	All Classifications			\$200.00
Additional inspections	Fee per inspection deemed necessary by the Chief Building Official or for call-back inspections where the work was not complete/failed inspection (applicable to existing buildings or defective/deficient new/altere			\$150.00
Public swimming pools / spas	As defined in the O.B.C. section 3.11 and 3.12 respectively			\$500.00

Appendix C:

Comparative Studies with Direct Comparators:

Figure 1: Sample Study #1 - Group C Construction – New Custom Residential Dwelling Unit.

Direct Comparator Comparison – Group C- New Dwelling Sample – Existing and Proposed Permit Fees Custom House			
Municipality	Permit Fee Structure (Based on most recent data provided)	Sample Project: Single Detached Dwelling (Including Finished Basement) 3000 sq.ft. Total Gross Area (Finished) + 400sq.ft. Garage (unfinished) + 12 Plumbing Fixtures & Construction Valuation of \$600,000.00)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value & Plumbing Fee = \$25.50/Fixture	Building Fee = \$8724.00 & Plumbing Fee = \$306.00	\$9,030.00
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$1.50/sq.ft. (Finished) + \$0.75/sq.ft. (Garage) & Plumbing Fee = \$25.50/Fixture	Building Fee = \$4900.00 & Plumbing Fee = \$306.00	\$5,106.00
Township of Springwater (Current Fee Structure)	Building Fee = \$1.15/sq.ft. (Finished & Unfinished) & Plumbing Fee = \$23.00/Fixture	Building Fee = \$3910.00 & Plumbing Fee = \$276.00	\$4,186.00
Town of Pelham (Current Fee Structure)	Building Fee = \$1.49/sq.ft.(Finished & Unfinished) & Plumbing Fee = \$263/6 Fixtures + \$10.50/Fixture above 6.	Building Fee = \$5066.00 & Plumbing Fee = \$326.00	\$5,392.00
Township of Clearview (Current Fee Structure)	Building Fee = \$2718.00 up to 2200 sq.ft. + \$1.22/sq.ft. above 2200 & Plumbing Fee = \$170.00 Flat Fee	Building Fee = \$4182.00 & Plumbing Fee = \$170.00	\$4,352.00
Township of Wilmot (Current Fee Structure)	Building Fee = \$1.43/sq.ft.(Finished) + \$0.46/sq.ft. (Garage) & Plumbing Fee = \$15.35/Fixture + \$40.92 Service Fee (Min. Fee \$255.75)	Building Fee = \$4474.00 & Plumbing Fee = \$255.75	\$4,729.75
Town of Greater Napanee (Current Fee Structure)	Building Fee = \$11/\$1000.00 of Construction Value & Plumbing Fee = \$10.00/fixture (Min. Fee \$100.00)	Building Fee = \$6600.00 & Plumbing Fee = \$120.00	\$6,720.00
The average of the 5 permit fees collected by the comparator municipalities is:			
\$5,074.00			

Appendix C:

Comparative Studies with Direct Comparators

Figure 2: Sample Study #2 - Group C Construction – New Tract House Residential Dwelling Unit.

Direct Comparator Comparison – Group C- New Dwelling Sample – Existing and Proposed Permit Fees Tract House			
Municipality	Permit Fee Structure (Based on most recent data provided)	Sample Project: Single Detached Dwelling (Including Finished Basement) 2380 sq.ft. Total Gross Area (Finished) + 439sq.ft. Garage + 10 Plumbing Fixtures & Construction Valuation of \$209,125.00)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value & Plumbing Fee = \$25.50/Fixture	Building Fee = \$3040.68 & Plumbing Fee = \$255.00	\$3,295.68
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$1.50/sq.ft. (Finished) + \$0.75/sq.ft. (Garage) & Plumbing Fee = \$25.50/Fixture	Building Fee = \$3,789.50 & Plumbing Fee = \$255.00	\$4,154.25
Township of Springwater (Current Fee Structure)	Building Fee = \$1.15/sq.ft. (Finished & Unfinished) & Plumbing Fee = \$23.00/Fixture	Building Fee = \$2738.00 & Plumbing Fee = \$230.00	\$2,967.00
Town of Pelham (Current Fee Structure)	Building Fee = \$1.49/sq.ft.(Finished & Unfinished) & Plumbing Fee = \$263/6 Fixtures + \$10.50/Fixture above 6.	Building Fee = \$3546.20 & Plumbing Fee = \$305.00	\$3,851.20
Township of Clearview (Current Fee Structure)	Building Fee = \$2718.00 up to 2200 sq.ft. + \$1.22/sq.ft. above 2200 & Plumbing Fee = \$170.00 Flat Fee	Building Fee = \$2937.60 & Plumbing Fee = \$170.00	\$3,107.60
Township of Wilmot (Current Fee Structure)	Building Fee = \$1.43/sq.ft.(Finished) + \$0.46/sq.ft. (Garage) & Plumbing Fee = \$15.35/Fixture + \$40.92 Service Fee (Min. Fee \$255.75)	Building Fee = \$3605.34 & Plumbing Fee = \$255.75	\$3,861.09
Town of Greater Napanee (Current Fee Structure)	Building Fee = \$11/\$1000.00 of Construction Value & Plumbing Fee = \$10.00/fixture (Min. Fee \$100.00)	Building Fee = \$2300.38 & Plumbing Fee = \$120.00	\$2,420.38
The average of the 5 permit fees collected by the comparator municipalities is:			
\$3,241.45			

Appendix C:

Comparative Studies with Direct Comparators

Figure 3: Sample Study #3 - Group C Construction – Detached Garage Structure.

Direct Comparator Comparison - Group C - Accessory Structure Sample - Building Permit Fee Matrix 2021			
Municipality	Permit Fee Structure (Based on most recent data provided)	Sample Project: Accessory Detached Garage (Unfinished) 600 sq.ft. Total Gross Area & Construction Valuation of \$50,000.00)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value	Building Fee = \$727.00	\$727.00
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$0.75/sq.ft. (Garage)	Building Fee = \$300.00	\$450.00
Township of Springwater (Current Fee Structure)	Building Fee = \$0.44/sq.ft.	Building Fee = \$264.00	\$264.00
Town of Pelham (Current Fee Structure)	Building Fee = \$0.80/sq.ft. + \$263.00 Flat Fee	Building Fee = \$743.00	\$743.00
Township of Clearview (Current Fee Structure)	Building Fee = \$436.00 up to 300 sq.ft. + \$0.58/sq.ft. above 300	Building Fee = \$610.00	\$610.00
Township of Wilmot (Current Fee Structure)	Building Fee = \$0.46/sq.ft.	Building Fee = \$276.00	\$276.00
Town of Greater Napanee (Current Fee Structure)	Building Fee = \$11/\$1000.00 of Construction Value	Building Fee = \$550.00	\$550.00
The average of the 5 permit fees collected by the comparator municipalities is:			\$488.60

Appendix C:

Comparative Studies with Direct Comparators

Figure 4: Sample Study #4 - Group C Construction – Residential Deck Structure.

Direct Comparator Comparison - Group C - Deck Structure Sample - Building Permit Fee Matrix 2021			
Municipality	Permit Fee Structure (Based on most recent data provided)	Sample Project: Uncovered Residential Deck 250 sq.ft. Total Gross Area & Construction Valuation of \$12,500.00)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value	Building Fee = \$181.75	\$181.75
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$0.75/sq.ft. (Deck)	Building Fee = \$125.00	\$187.50
Township of Springwater (Current Fee Structure)	Building Fee = \$10.86/\$1000 of Construction Value	Building Fee = \$135.75	\$135.75
Town of Pelham (Current Fee Structure)	Building Fee = \$0.80/sq.ft. + \$263.00 Flat Fee	Building Fee = \$463.00	\$463.00
Township of Clearview (Current Fee Structure)	Building Fee = \$170.00 up to 300 sq.ft. + \$0.58/sq.ft. above 300	Building Fee = \$170.00	\$170.00
Township of Wilmot (Current Fee Structure)	Building Fee = \$0.46/sq.ft.	Building Fee = \$115.00	\$115.00
Town of Greater Napanee (Current Fee Structure)	Building Fee = \$11/\$1000.00 of Construction Value	Building Fee = \$137.00	\$137.00
The average of the 5 permit fees collected by the comparator municipalities is: \$204.00			

Appendix C:

Comparative Studies with Direct Comparators

Figure 5: Sample Study #5 - Group D Construction – I.C.I. Commercial Office Building Structure.

Direct Comparator Comparison - Group D - Office Building Sample - Building Permit Fee Matrix 2021			
Municipality	Permit Fee Structure (Based on most recent data provided)	ICI New Construction Project - Commercial Office Building (Finished & Unfinished) Sample Project = 4000 sq.ft. Total Gross Area Finished + 1000 sq.ft. Unfinished + 15 Plumbing Fixtures & Construction Valuation of 1,000,000)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value & Plumbing Fee = \$25.50/Fixture	Building Fee = \$14540.00 & Plumbing Fee = \$382.50	\$14,922.50
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$1.75/sq.ft. (Finished) + \$1.50/sq.ft. (Unfinished) & Plumbing Fee = \$25.50/Fixture	Building Fee = \$4900.00 & Plumbing Fee = \$306.00	\$8,882.50
Township of Springwater (Current Fee Structure)	Building Fee = \$1.12/sq.ft. (Finished & Unfinished) & Plumbing Fee = \$23.00/Fixture	Building Fee = \$5600.00 & Plumbing Fee = \$345.00	\$5,945.00
Town of Pelham (Current Fee Structure)	Building Fee = \$1.81/sq.ft.(Finished & Unfinished) & Plumbing Fee = \$263/6 Fixtures + \$10.50/Fixture above 6.	Building Fee = \$9050.00 & Plumbing Fee = \$357.50	\$9,407.50
Township of Clearview (Current Fee Structure)	Building Fee = \$4077.00 up to 2500 sq.ft. + \$1.62/sq.ft. above 2500 & Plumbing Fee = \$952.00 up to 2500 sq.ft. + \$0.38/sq.ft. above 2500	Building Fee = \$8127.00 & Plumbing Fee = \$1902.00	\$10,029.00
Township of Wilmot (Current Fee Structure)	Building Fee = \$1.79/sq.ft.(Finished) + \$1.53/sq.ft. (Unfinished) & Plumbing Fee = \$15.35/Fixture + \$40.92 Service Fee (Min. Fee \$255.75)	Building Fee = \$8690 & Plumbing Fee = \$255.75	\$8,945.75
Town of Greater Napane (Current Fee Structure)	Building Fee = \$11/\$1000.00 of Construction Value & Plumbing Fee = \$10.00/fixture (Min. Fee \$100.00)	Building Fee = \$11000.00 & Plumbing Fee = \$150.00	\$11,150.00
The average of the 5 permit fees collected by the comparator municipalities is: \$9,089.00			

Appendix C:

Comparative Studies with Direct Comparators

Figure 6: Sample Study #6 - Group E Construction – I.C.I. Mercantile (Retail) Building Structure.

Direct Comparator Comparison – Group E – Retail Building Sample – Existing and Proposed Permit Fees Recent Building Example			
Municipality	Permit Fee Structure (Based on most recent data provided)	ICI New Construction Project - Retail Building (Finished & Unfinished) Sample Project = 3755.5 sq.ft. Total Gross Area Finished + 3755.5 sq.ft. Unfinished + 3 Plumbing Fixtures & Construction Valuation of \$700,000)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value & Plumbing Fee = \$25.50/Fixture	Building Fee = \$10,178.00 & Plumbing Fee = \$76.50	\$10,254.50
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$1.50/sq.ft. (Finished) + \$1.25/sq.ft. (Unfinished) & Plumbing Fee = \$25.50/Fixture	Building Fee = \$10,327.63 & Plumbing Fee = \$76.50	\$10,404.13
Township of Springwater (Current Fee Structure)	Building Fee = \$1.12/sq.ft. (Finished & Unfinished) & Plumbing Fee = \$23.00/Fixture	Building Fee = \$8412.32 & Plumbing Fee = \$69.00	\$8,481.32
Town of Pelham (Current Fee Structure)	Building Fee = \$1.81/sq.ft. (Finished & Unfinished) & Plumbing Fee = \$263/6 Fixtures + \$10.50/Fixture above 6.	Building Fee = \$13594.91 & Plumbing Fee = \$263.00	\$13,857.91
Township of Clearview (Current Fee Structure)	Building Fee = \$4077.00 up to 2500 sq.ft. + \$1.62/sq.ft. above 2500 & Plumbing Fee = \$952.00 up to 2500 sq.ft. + \$0.38/sq.ft. above 2500	Building Fee = \$12194.82 & Plumbing Fee = \$2856.18	\$15,051.00
Township of Wilmot (Current Fee Structure)	Building Fee = \$1.53/sq.ft. (Finished) + \$1.28/sq.ft. (Unfinished) & Plumbing Fee = \$15.35/Fixture + \$40.92 Service Fee (Min. Fee \$255.75)	Building Fee = \$10552.96 & Plumbing Fee = \$255.75	\$10,808.71
Town of Greater Napanee (Current Fee Structure)	Building Fee = \$11/\$1000.00 of Construction Value & Plumbing Fee = \$10.00/fixture (Min. Fee \$100.00)	Building Fee = \$7700.00 & Plumbing Fee = \$100.00	\$7,800.00
The average of the 5 permit fees collected by the comparator municipalities is: \$11,199.79			

Appendix D:

Comparative Studies with Local Peers:

Figure 1: Sample Study #1 - Group C Construction – New Custom Residential Dwelling Unit.

Local Peer Comparison - Group C - New Dwelling Sample - Building Permit Fee Matrix 2021			
Municipality	Permit Fee Structure (Based on most recent data provided)	Sample Project: Single Detached Dwelling (Including Finished Basement) 3000 sq.ft. Total Gross Area (Finished) + 400sq.ft. Garage (unfinished) + 12 Plumbing Fixtures & Construction Valuation of \$600,000.00)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value & Plumbing Fee = \$25.50/Fixture	Building Fee = \$8724.00 & Plumbing Fee = \$306.00	\$9,030.00
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$1.50/sq.ft. (Finished) + \$0.75/sq.ft. (Garage) & Plumbing Fee = \$25.50/Fixture	Building Fee = \$4900.00 & Plumbing Fee = \$306.00	\$5,106.00
Township of Douro-Dummer (Current Fee Structure)	Building Fee = \$14.50/\$1000 of Construction Value (Finished & Unfinished) & Plumbing Fee = >10 Fixtures = \$400 Flat Fee	Building Fee = \$8700.00 & Plumbing Fee = \$400.00	\$9,100.00
Township of North Kawartha (Current Fee Structure)	Building Fee = \$8.00/\$1000 of Construction Value (Finished & Unfinished) & Plumbing Fee = \$150 Flat Fee	Building Fee = \$4800.00 & Plumbing Fee = \$150.00	\$4,950.00
Otonabee-South Monaghan Township (Current Fee Structure)	Building Fee = \$1.52/sq.ft. (Finished & Unfinished) & Plumbing Fee = \$19.56/Fixture (\$260 Min. Fee)	Building Fee = \$5160.00 & Plumbing Fee = \$260.00	\$5,420.00
Municipality of Trent Lakes (Current Fee Structure)	Building Fee = \$1.54/sq.ft.(Finished) + \$0.92/sq.ft. (Unfinished) & Plumbing Fee = \$287.83 Flat Fee	Building Fee = \$4988.00 & Plumbing Fee = \$287.83	\$5,275.83
Township of Cavan-Monaghan (Current Fee Structure)	Building Fee = \$0.95/sq.ft.(Finished & Unfinished) & Plumbing Fee = \$150 Flat Fee for 10 or More Fixtures	Building Fee = \$3042.00 & Plumbing Fee = \$150.00	\$3,192.00
Township of Havelock Belmont Methuen (Current Fee Structure)	Building Fee = \$0.93/sq.ft.(Finished) + \$0.48/sq.ft. (Unfinished) & Plumbing Fee = \$50 Flat Fee + \$5.00/Fixture (Min Fee \$80)	Building Fee = \$2982.00 & Plumbing Fee = \$110.00	\$3,092.00
Township of Asphodel-Norwood (Current Fee Structure)	Building Fee = \$10/\$1000.00 of Construction Value + \$75 Admin. Fee & Plumbing Fee = \$8.00/Fixture + \$75 Admin. Fee	Building Fee = \$6000.00 & Plumbing Fee = \$171.00	\$6,171.00
	Building Fee = \$1.89/sq.ft.(Finished & Unfinished)	Building Fee = \$6426.00 & Plumbing Fee = \$218.00	\$6,644.00

City of Peterborough (Current Fee Structure)	& Plumbing Fee = > 11 Fixtures = \$218.00 Flat Fee		
The average of the 8 permit fees collected by the local peer municipalities is: \$5,480.00			

Appendix D:

Comparative Studies with Local Peers

Figure 2: Sample Study #2 - Group C Construction – New Tract House Residential Dwelling Unit.

Local Peer Comparison – Group C- New Dwelling Sample – Existing and Proposed Permit Fees Tract House			
Municipality	Permit Fee Structure (Based on most recent data provided)	Sample Project: Single Detached Dwelling (Including Finished Basement) 2380 sq.ft. Total Gross Area (Finished) + 439sq.ft. Garage + 10 Plumbing Fixtures & Construction Valuation of \$209,125.00)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value & Plumbing Fee = \$25.50/Fixture	Building Fee = \$3040.68 & Plumbing Fee = \$255.00	\$3,295.68
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$1.50/sq.ft. (Finished) + \$0.75/sq.ft. (Garage) & Plumbing Fee = \$25.50/Fixture	Building Fee = \$3,789.50 & Plumbing Fee = \$255.00	\$4,154.25
Township of Douro-Dummer (Current Fee Structure)	Building Fee = \$14.50/\$1000 of Construction Value (Finished & Unfinished) & Plumbing Fee = >10 Fixtures = \$400 Flat Fee	Building Fee = \$3032.31 & Plumbing Fee = \$400.00	\$3432.31
Township of North Kawartha (Current Fee Structure)	Building Fee = \$8.00/\$1000 of Construction Value (Finished & Unfinished) & Plumbing Fee = \$150 Flat Fee	Building Fee = \$1673.00 & Plumbing Fee = \$150.00	\$1823.00
Otonabee-South Monaghan Township (Current Fee Structure)	Building Fee = \$1.52/sq.ft. (Finished & Unfinished) & Plumbing Fee = \$19.56/Fixture (\$260 Min. Fee)	Building Fee = \$4284.89 & Plumbing Fee = \$260.00	\$4544.89
Municipality of Trent Lakes (Current Fee Structure)	Building Fee = \$1.54/sq.ft.(Finished) + \$0.92/sq.ft. (Unfinished) & Plumbing Fee = \$287.83 Flat Fee	Building Fee = \$4069.08 & Plumbing Fee = \$287.83	\$4356.91
Township of Cavan-Monaghan (Current Fee Structure)	Building Fee = \$0.95/sq.ft.(Finished & Unfinished) & Plumbing Fee = \$150 Flat Fee for 10 or More Fixtures	Building Fee = \$2678.05 & Plumbing Fee = \$150.00	\$2828.05
Township of Havelock Belmont Methuen (Current Fee Structure)	Building Fee = \$0.93/sq.ft.(Finished) + \$0.48/sq.ft. (Unfinished) & Plumbing Fee = \$50 Flat Fee + \$5.00/Fixture (Min Fee \$80)	Building Fee = \$2424.12 & Plumbing Fee = \$100.00	\$2524.12
Township of Asphodel-Norwood	Building Fee = \$10/\$1000.00 of Construction Value + \$75 Admin.	Building Fee = \$2163.25 & Plumbing Fee = \$155.00	\$2318.25

(Current Fee Structure)	Fee & Plumbing Fee = \$8.00/Fixture + \$75 Admin. Fee		
City of Peterborough (Current Fee Structure)	Building Fee = \$1.89/sq.ft.(Finished & Unfinished) & Plumbing Fee = < 11 Fixtures = \$118.00 Flat Fee	Building Fee = \$5327.91 & Plumbing Fee = \$118.00	\$5445.91
The average of the 8 permit fees collected by the local peer municipalities is: \$3409.18			

Appendix D:

Comparative Studies with Local Peers

Figure 3: Sample Study #3 - Group C Construction – Detached Garage Structure.

Local Peer Comparison - Group C Accessory Structure Sample - Building Permit Fee Matrix 2021			
Municipality	Permit Fee Structure (Based on most recent data provided)	Sample Project: Accessory Detached Garage (Unfinished) 600 sq.ft. Total Gross Area & Construction Valuation of \$50,000.00)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value	Building Fee = \$727.00	\$727.00
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$0.75/sq.ft.	Building Fee = \$300.00	\$450.00
Township of Douro-Dummer (Current Fee Structure)	Building Fee = \$14.50/\$1000 of Construction Value	Building Fee = \$725.00	\$725.00
Township of North Kawartha (Current Fee Structure)	Building Fee = \$8.00/\$1000 of Construction Value	Building Fee = \$400.00	\$400.00
Otonabee-South Monaghan Township (Current Fee Structure)	Building Fee = \$1.38/sq.ft	Building Fee = \$828.00	\$828.00
Municipality of Trent Lakes (Current Fee Structure)	Building Fee = \$0.99/sq.ft. (Min Fee \$742.50)	Building Fee = \$742.50	\$742.50
Township of Cavan-Monaghan (Current Fee Structure)	Building Fee = \$0.50/sq.ft. (Up to 600 sq.ft.)	Building Fee = \$300.00	\$300.00
Township of Havelock Belmont	Building Fee = \$0.48/sq.ft.	Building Fee = \$288.00	\$288.00

Methuen (Current Fee Structure)			
Township of Asphodel-Norwood (Current Fee Structure)	Building Fee = \$10/\$1000.00 of Construction Value + \$75 Admin. Fee	Building Fee = \$575.00	\$575.00
City of Peterborough (Current Fee Structure)	Building Fee = \$1.89/sq.ft.	Building Fee = \$1134.00	\$1,134.00
The average of the 8 permit fees collected by the local peer municipalities is: \$624.00			

Appendix D:

Comparative Studies with Local Peers

Figure 4: Sample Study #4 - Group C Construction – Residential Deck Structure.

Local Peer Comparison - Group C Deck Structure Sample - Building Permit Fee Matrix 2021			
Municipality	Permit Fee Structure (Based on most recent data provided)	Sample Project: Uncovered Residential Deck 250 sq.ft. Total Gross Area & Construction Valuation of \$12,500.00)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value	Building Fee = \$181.75	\$181.75
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$0.75/sq.ft. (Min. Fee \$125.00)	Building Fee = \$125.00	\$187.50
Township of Douro-Dummer (Current Fee Structure)	Building Fee = \$14.50/\$1000 of Construction Value (Min. Fee \$120.00)	Building Fee = \$181.25	\$181.25
Township of North Kawartha (Current Fee Structure)	Building Fee = \$8.00/\$1000 of Construction Value (Min. Fee \$150.00)	Building Fee = \$150.00	\$150.00
Otonabee-South Monaghan Township (Current Fee Structure)	Building Fee = \$1.38/sq.ft. (Min. Fee \$260.00)	Building Fee = \$345.00	\$345.00
Municipality of Trent Lakes (Current Fee Structure)	Building Fee = \$0.91/sq.ft. (Min Fee \$455.00)	Building Fee = \$227.50	\$227.50
Township of Cavan-Monaghan	Building Fee = \$0.50/sq.ft. (Min. Fee \$100.00)	Building Fee = \$125.00	\$125.00

(Current Fee Structure)			
Township of Havelock Belmont Methuen (Current Fee Structure)	Building Fee = \$0.54/sq.ft. (Min. Fee \$100.00)	Building Fee = \$135.00	\$135.00
Township of Asphodel-Norwood (Current Fee Structure)	Building Fee = \$10/\$1000.00 of Construction Value + \$75 Admin. Fee	Building Fee = \$200.00	\$200.00
City of Peterborough (Current Fee Structure)	Building Fee = \$1.89/sq.ft. (Min. Fee \$225.00)	Building Fee = \$472.50	\$472.50
The average of the 8 permit fees collected by the local peer municipalities is: \$229.00			

Appendix D:

Comparative Studies with Local Peers

Figure 5: Sample Study #5 - Group D Construction – I.C.I. Commercial Office Building Structure.

Local Peer Comparison - Group D - Office Building Sample - Building Permit Fee Matrix 2021			
Municipality	Permit Fee Structure (Based on most recent data provided)	ICI New Construction Project - Commercial Office Building (Finished & Unfinished) Sample Project = 4000 sq.ft. Total Gross Area Finished + 1000 sq.ft. Unfinished + 15 Plumbing Fixtures & Construction Valuation of 1,000,000)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value & Plumbing Fee = \$25.50/Fixture	Building Fee = \$14540.00 & Plumbing Fee = 382.50	\$14,922.50
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$1.75/sq.ft. (Finished) + \$1.50/sq.ft. (Unfinished) & Plumbing Fee = \$25.50/Fixture	Building Fee = \$8500.00 & Plumbing Fee = \$382.50	\$8,882.50
Township of Douro-Dummer (Current Fee Structure)	Building Fee = \$14.50/\$1000 of Construction Value & Plumbing Fee = >10 Fixtures = \$400 Flat Fee	Building Fee = \$14500.00 & Plumbing Fee = \$400.00	\$14,900.00
Township of North Kawartha (Current Fee Structure)	Building Fee = \$8.00/\$1000 of Construction Value & Plumbing Fee = \$150 Flat Fee	Building Fee = \$8000.00 & Plumbing Fee = \$150.00	\$8,150.00
Otonabee-South Monaghan Township (Current Fee Structure)	Building Fee = \$1.52/sq.ft & Plumbing Fee = \$19.76/Fixture + \$182.00 Base Fee	Building Fee = \$7600.00 & Plumbing Fee = \$478.40	\$8,078.40
Municipality of Trent Lakes	Building Fee = \$1.76/sq.ft. & Plumbing Fee = \$287.83 Flat Fee		\$9,087.83

(Current Fee Structure)		Building Fee = \$8800.00 & Plumbing Fee = 287.83	
Township of Cavan-Monaghan (Current Fee Structure)	Building Fee = \$0.95/sq.ft. & Plumbing Fee = \$150.00 Flat Fee > 10 Fixtures	Building Fee = \$4750.00 & Plumbing Fee = \$150.00	\$4,900.00
Township of Havelock Belmont Methuen (Current Fee Structure)	Building Fee = \$0.99/sq.ft. & Plumbing Fee = \$50 Flat Fee + \$5.00/Fixture (Min. Fee \$80.00)	Building Fee = \$4950.00 & Plumbing Fee = \$125.00	\$5,025.00
Township of Asphodel-Norwood (Current Fee Structure)	Building Fee = \$10/\$1000.00 of Construction Value + \$75 Admin. Fee & Plumbing Fee = \$8.00/Fixture + \$75 Admin. Fee	Building Fee = \$10075.00 & Plumbing Fee = \$195.00	\$10,270.00
City of Peterborough (Current Fee Structure)	Building Fee = \$1.94/sq.ft. (Finished) + \$1.46/sq.ft. (Unfinished) & Plumbing Fee \$218.00 Flat Fee > 11 Fixtures	Building Fee = \$9220.00 & Plumbing Fee = \$218.00	\$9,438.00
The average of the 8 permit fees collected by the local peer municipalities is: \$8,731.00			

Appendix D:

Comparative Studies with Local Peers

Figure 6: Sample Study #6 - Group E Construction – I.C.I. Mercantile (Retail) Building Structure.

Local Peer Comparison – Group E – Retail Building Sample – Existing and Proposed Permit Fees Recent Building Example			
Municipality	Permit Fee Structure (Based on most recent data provided)	ICI New Construction Project - Retail Building (Finished & Unfinished) Sample Project = 3755.5 sq.ft. Total Gross Area Finished + 3755.5 sq.ft. Unfinished + 3 Plumbing Fixtures & Construction Valuation of \$700,000)	Total Permit Fee
Selwyn Township (Current Construction Value Based Fee)	Building Permit Fee = \$14.54/\$1000 of Construction Value & Plumbing Fee = \$25.50/Fixture	Building Fee = \$10,178.00 & Plumbing Fee = \$76.50	\$10,254.50
Selwyn Township (Proposed Cost/Area Based Fee)	Building Permit Fee = \$1.50/sq.ft. (Finished) + \$1.25/sq.ft. (Unfinished) & Plumbing Fee = \$25.50/Fixture	Building Fee = \$10,327.63 & Plumbing Fee = \$76.50	\$10,404.13
Township of Douro-Dummer (Current Fee Structure)	Building Fee = \$14.50/\$1000 of Construction Value & Plumbing Fee = >10 Fixtures = \$400 Flat Fee	Building Fee = \$10,150.00 & Plumbing Fee = \$400.00	\$10,550.00
Township of North Kawartha (Current Fee Structure)	Building Fee = \$8.00/\$1000 of Construction Value & Plumbing Fee = \$150 Flat Fee	Building Fee = \$5,600 & Plumbing Fee = \$150.00	\$5750.00
Otonabee-South Monaghan Township (Current Fee Structure)	Building Fee = \$1.52/sq.ft & Plumbing Fee = \$19.76/Fixture + \$182.00 Base Fee	Building Fee = \$11,566.72 & Plumbing Fee = \$182.00	\$11,748.72

2. a) i) Attachment

Municipality of Trent Lakes (Current Fee Structure)	Building Fee = \$1.76/sq.ft. & Plumbing Fee = \$287.83 Flat Fee	Building Fee = \$13,219.36 & Plumbing Fee = 287.83	\$13,507.19
Township of Cavan-Monaghan (Current Fee Structure)	Building Fee = \$0.95/sq.ft. & Plumbing Fee = \$150.00 Flat Fee > 10 Fixtures	Building Fee = \$7,135.45 & Plumbing Fee = \$150.00	\$7,285.45
Township of Havelock Belmont Methuen (Current Fee Structure)	Building Fee = \$0.99/sq.ft. & Plumbing Fee = \$50 Flat Fee + \$5.00/Fixture (Min. Fee \$80.00)	Building Fee = \$7,435.89 & Plumbing Fee = \$80.00	\$7,515.89
Township of Asphodel-Norwood (Current Fee Structure)	Building Fee = \$10/\$1000.00 of Construction Value + \$75 Admin. Fee & Plumbing Fee = \$8.00/Fixture + \$75 Admin. Fee	Building Fee = \$7,000.00 & Plumbing Fee = \$174.00	\$7,174.00
City of Peterborough (Current Fee Structure)	Building Fee = \$1.94/sq.ft. (Finished) + \$1.46/sq.ft. (Unfinished) & Plumbing Fee \$218.00 Flat Fee > 11 Fixtures	Building Fee = \$12,768.70 & Plumbing Fee = \$218.00	\$12,986.70
The average of the 8 permit fees collected by the local peer municipalities is:			\$9,564.75



Date: November 9, 2021

To: Mayor Andy Mitchell and Council Members

From: Robert Lamarre, Manager of Building and Planning

Subject: Revised Building Permit Fee Schedule
Public Meeting

Status: For Direction

Recommendation

That the report of the Manager of Building and Planning regarding the Proposed Revised Building Permit Fee Schedule be received for information; and

That the input received during the public inform the final draft of the Building Permit Fee Schedule; and

That a final draft of the schedule be brought back to Council for consideration at its next meeting.

Information

Council considered a report prepared by the Deputy Chief Building official at its regular meeting held on October 12th. The staff report was provided in response to a recommendation made by Performance Concepts Consulting, in their report on the Review of the Building and Planning Services delivered by the Township. Their review resulted in the recommendation that the current permit fee structure based on a percentage of construction value (value-based approach) should be amended to a fee structure based on a standardized cost per area (square metre/square foot) of construction.

Council was provided with a draft of a permit fee schedule predicated on the recommended cost per area approach that we believe will result in achieving our goal of collecting 100% of the costs associated with fulfilling our obligations as required by the Ontario Building Code Act.

Resolution No. 2021–258 – Building Permit Fee Restructuring

Councillor Anita Locke – Councillor Gerry Herron –

That the report of the Deputy Chief Building Official entitled Building Permit Fee Restructuring be received for information; and

That Council endorse the proposed Building Permit Fee rates as detailed in the body of this report as Schedule A for the purposes of the required public consultation;

and that staff move forward with advertising the proposed change in fees as prescribed by the Building Code Act and Regulations and that the requisite public meeting be held on November 9th, 2021. Carried.

In accordance the resolution and with Section 7 (6) b) of the Ontario Building Code Act, the Township has given Notice of the proposed changes to the permit fee schedule and is holding a public meeting.

Notice of the public meeting was appropriately advertised and an information package was made available to the public in hard copy and electronically on our website which describes the Township's intention to revise the building permit fee calculation methodology. The package provides the reader with a breakdown of the estimated costs of administering and enforcing the Building Code Act, details the proposed change in fees and provides a rationale for the change.

At the time of drafting this report, we had not received any response to our request for input into the proposed fee changes. We have recommended that any input received during the public meeting be used to inform the final draft of the permit fee schedule and that the final draft be brought back to Council for their consideration at the November 26th Council meeting.

Financial Impact

The proposed changes to the permit fee schedule are intended to be revenue neutral. Our goal is to collect an amount equivalent to what would have been collected had the fee methodology remained the same.

Strategic Plan Reference

Achieve excellence in governance and service delivery.

Attachments

- Building Permit Fee Review Report, October 12, 2021

Robert Lamarre

Prepared By: Robert Lamarre
Manager of Building and Planning

Janice Lavalley

Reviewed By: Janice Lavalley C.A.O.



Date: November 9, 2021

To: Mayor Andy Mitchell and Council Members

From: Janice Lavalley, Chief Administrative Officer

Subject: Organizational Structure Requirements

Status: For Direction

Recommendation

That the report of the Chief Administrative Officer with respect to the review of the Township's organizational structure requirements be received for information; and

That the organizational structure and wage/salary grid be amended to:

- create the new positions of Deputy Fire Chief and Financial Services/Asset Management Assistant;
- recognize the revised job responsibilities associated with the Communications and Marketing Coordinator and Landfill Attendant/Scale house Operator positions; and
- recognize the contract position of Climate Change Coordinator as a permanent position entitled Sustainability Coordinator.

Information

As Council will recall, work was undertaken in 2019 and 2020 to complete the 2018-2022 term review of the Township's organizational structure. This work included the completion of reviews of the following service areas using the services of external consultants, all of which were funded through the Municipal Modernization Fund: Building and Planning Department, Fire Department, Water & Sewer Services, Parks & Recreation Services and Landfill Site Services.

In accordance with Council's direction, the organizational needs of the Building & Planning Department were prioritized and a report with respect to that service area was considered in December 2020. A number of changes were approved at that time and have now been implemented. There was also a change with respect to the Facilities Maintenance Coordinator position to re-align those duties under the Recreation Services Department which has been implemented as well.

Staff have continued to work through the other areas of service and are providing additional recommendations for consideration at this time. As we are all aware, the demands of Provincial direction/activities and legislative requirements as well as the expectations of Council and the public continue to grow. Adequate resources need to

be in place to keep up with these demands, maintain the high levels of service currently being provided and to assist with ongoing efforts related to succession management. As Council is aware the Township is currently in the midst of a compensation review through the services of the Gallagher Benefits Services Group. This process will also include a high-level review of our job evaluation methodology and approach to ensure ongoing compliance with pay equity requirements and job equity principles as well. This report is expected to be complete later in November.

Corporate & Community Services Department

➤ Communications & Marketing Coordinator (Revision)

In 2019, the position of Communications and Marketing Coordinator was added to the Organizational Structure to provide effective public information and marketing services. This position was included in the Community and Corporate Services department to support and assist the increasing communication demands of social media, website maintenance and content management and in general to better coordinate and communicate the Townships' services and programs. In addition, the position included support for the preparation of grant applications to support all service areas (administration, roads, parks and recreation, library etc...). The position was also structured to support the new Economic Development Coordinator position specifically around tourism and business marketing. Since 2019, the support and assistance role of this position has significantly shifted to include more direct responsibility for and management of activities and projects and the related decision-making requirements. Responsibilities have expanded as outlined below:

Marketing and Communications:

- Design services – in-house design of Township brochures, publications, advertisements, pamphlets, corporate programs
- Managing and coordinating marketing campaigns e.g. Clear Bag, Selwyn Connected, Buy Local, Selwyn Business Economic Recovery Program
- Managing preparation of annual reports, newsletters, videography
- Website management – managing content, maintenance, updates
- App management - content, maintenance, updates
- Social media management - content, maintenance, updates
- Managing e-newsletters – content and circulation

Project coordination

- In addition to the grant writing, this position is also now directly coordinating and overseeing projects (working with contractors and suppliers, managing project budgets and submitting financial reporting)
- Proactive research of grant applications and supporting other departments to implement these special projects (e.g. Trail Town, MakerSpace)

The increase in the level of responsibility of the duties being performed by this position results in a change in its placement of the wage/salary grid structure. The corresponding wage/salary range would be \$30.16 to 36.16.

➤ **Climate Change Coordinator (Existing Contract to Permanent Position of Sustainability Coordinate)**

This contract position has been in place since 2019 and has been partially funded through the Federation of Canadian Municipalities – Municipalities for Climate Change Program and the Community Transportation Grant. The FCM funding will continue into the 1st quarter of 2022 and the Community Transportation Grant until 2025 at a minimum. The current contract expires at the end of February 2022.

This position has become an integral component of this Department supporting the operations of the Community Transportation program, the implementation of the Clear Bag programs and development of various public outreach and programs to support substantiality initiatives. This position also supports the implementation of the recommendations stemming from the Cambium Landfill Site Services review, including development of waste diversion opportunities, conducting regular audits and other operational improvements. It is recommended that this role be changed from a contract position to a permanent position.

Making this a permanent position in the organizational structure will support the Township's ability to provide for ongoing continuity of service in a number of key areas:

- Management of the Community Transportation program and related reporting;
- Implementation of initiatives in the approved Climate Change Action Plan, in particular public outreach and programs to foster support and meet community targets;
- Ongoing monitoring and reporting related to the Township's solar projects;
- Completion of the required Energy Management Plan and related data collection and reporting;
- Engage with the public and local organizations with respect to sustainability matters and initiatives;
- Prepare annual Green House Gas emissions reporting;
- Assist with implementation of Cambium Landfill Site Services Review recommendations including the development and promotion of waste diversion programs to help extend the life of the landfill site;
- Meet regulatory timeframes around Provincial reporting requirements;
- Improved capacity to participate in available funding programs for projects that support sustainability, eg. PHEV funding;

It is also recommended that the title of this position be changes to Sustainability Coordinator to more accurately reflect the nature of the role. The wage/salary range for this position is \$26.57 to \$31.88.

Fire Department

➤ Deputy Fire Chief (New)

The Fire Service Review report prepared by Dillon Consulting recommended that the Township provide additional resources to support the training needs of the Department as well as reviewing the existing volunteer roles of Deputy Chief and Assistant Deputy Chief. A Committee was established, consisting of the Chief Officers (Gord Jopling, Ted Jackman, Randy Jopling) and the Training Coordinator (Mike Goble), the HR Coordinator and myself to review these recommendations. It is being recommended by this Committee that a new full-time position of Deputy Fire Chief be added to the organizational structure.

A comprehensive training program is an essential component of the Fire Department operations and is a requirement under the Occupational Health & Safety Act. While the existing structure which provides for a part-time Training Coordinator has served the Township very well, the scope of the requirements for the training program have grown beyond what can be accommodated by the resources available. Through the Committee's discussion other areas of concern were also identified in relation to duties currently being performed by the volunteer Deputy Chief positions and the reality that some of those responsibilities cannot reasonably be expected to be assumed by a volunteer position in the future, most especially the supervision of the Department in the absence of the Fire Chief.

Responsibilities of this position would include:

- Development and maintenance of a progressive training program in consideration of sector best practices and meeting legislative requirements.
- Develop and maintain an officer training/mentorship program to support the succession needs of the Department.
- Oversight of apparatus and equipment replacement schedule, procurement and maintenance program.
- Assist with development and maintenance of policies and operational guidelines in accordance with legislative requirement and industry best practices and to ensure efficiency and effectiveness of the Department.
- Support administrative and operational requirements of the department including the fire safety inspection program, the fire prevention and public education program.
- Assume the duties/responsibilities of the Fire Chief in his absence.

The wage/salary range for this position would be \$32.81 to \$39.37.

Financial Services Department

➤ Financial Services/Asset Management Assistant (New)

In accordance with O. Reg 588/17, as amended, the Township must prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2022, and in respect of all of its other municipal infrastructure assets by July 1, 2024. Significant work has been completed to date to collect the data related to core infrastructure and develop required policies. However, additional resources are required to meet the ongoing requirements of the regulation and to be in position to maintain the plans into the future and ensure they are well integrated into operational, budget and long-term financial planning decision-making processes.

The major responsibilities of this position would be to support the development, implementation, maintenance, and improvement of the asset management plan and to support the Management Team with the related budget and financial planning processes. Once the initial volume of work required to complete the plans is complete and we enter more of a maintenance mode, there would be capacity in the position to support other aspects of the Financial Services Department.

Core duties of the position would include the following:

- Assist with the maintenance of existing (core assets) and develop other (all other municipal infrastructure) data bases to support the required asset management plans.
- Assist with the development of policies and procedures to ensure ongoing improvement of asset management program and compliance with legislative requirements.
- Support the preparation of the capital budget and year-end capital working papers and Public Sector Accounting Board (PSAB) reporting requirements.
- Support the budget development process, developing required worksheets and completing the documentation required for presentation to Council.
- Assists with other financial services duties including back-up support for A/P and A/R and completing required financial analysis.

The wage range for this position would be \$24.13 to \$28.96. The phase-in of the costs related to this position will be supported by Ontario Community Investment Fund (OCIF) which is intended to support municipalities with the legislative requirements related to asset management planning.

Public Works

➤ Landfill Attendant/General Labourer (Revised)

The Landfill Site has typically operated with a full-time Scale House Attendant position and support from the Landfill Site Operator and part-time staff as required. This has become increasingly difficult in terms of engaging and scheduling part-time staff to fill these time periods (typically lunch hours, vacation, sick days, etc) and otherwise relying on the Landfill Site Operator be available to provide for this coverage.

It is recommended that one of the Landfill Attendant/General Labourer positions currently part of the organizational structure be amended to include the responsibilities related to operation of the scale house. This change would provide for a more effective use of existing resources, ensuring adequate coverage for the scale house operation and ensuring continuity of customer service. This change would also support our efforts related to cross training and succession planning.

The wage range for the amended position would be \$24.13 to 28.96. Costs related to the landfill site operations are offset through tipping feed.

Financial Impact

As typical with past practices, staff would develop a phase-in plan for the additional costs related to these positions to spread the impact over time rather than experiencing a significant impact at once. In this case there are numerous sources of funding that would be available to assist with this phase-in.

- FCM MCIP grant – Sustainability Coordinator
- Community Transportation Grant - Sustainability Coordinator
- Ontario Community Infrastructure Fund – Financial Services/Asset Management Assistant

A high-level overall estimated financial impact of the recommendations included in this report for 2022, based upon the high-end of the current salary/wage range, are demonstrated in the chart below. New positions are estimated to be in place for 10 months of the year. These estimates will be refined based upon recruitment timelines and related placement on wage/salary grid. The phase-in component will be considered as necessary in conjunction with overall budget requirements.

Department	Estimated Cost	Grant *	User Fees	Taxation	Phase-In
Corporate & Community Services	\$65,865	\$ 46,385		\$9,740	\$9,740
Financial Services	\$ 43,925	\$ 21,963		\$21,962	
Fire Department	\$ 68,250			\$ 34,125	\$ 34,125
Public Works	\$ 8,825		\$ 8,825		
Total	\$ 186,865	\$ 68,348	\$ 8,825	\$ 65,827	\$ 43,865

* FCM (2022) and Community Transportation Grant (to 2025) in support of Sustainability Coordinator position and OCIF grant for Financial Services/Asset Management Assistant.

Environmental Impact

Adequate resourcing and attraction/retention of qualified and committed individuals will permit the Township to pursue the goals established in the Strategic Plan, Sustainable Peterborough Plan, Climate Change Action Plan, etc. that support the protection of the environment, maintenance/enhancement of the quality of place enjoyed by its residents and reduction of its carbon footprint.

Strategic Plan Reference

All Strategic Plan goals will be supported through an organizational structure that is effective, efficient and properly resourced to meet demands and provide for a high level of customer service.

- Foster a healthy, engaged and connected community
- Achieve excellence in governance and service delivery
- Support a sustainable, balanced and investment-ready community
- Cultivate partnerships and promote collaboration

Attachments

None

Janice Lavalley

Prepared By: Janice Lavalley
Chief Administrative Officer



Date: November 9, 2021

To: Mayor Andy Mitchell and Council Members

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

Subject: Council Schedule 2022 and 2023 Budget Schedule

Status: For Direction

Recommendation

That the report of the Manager of Community & Corporate Services/Clerk with respect to the Council meeting schedule for 2022 and 2023 Budget schedule be received for information; and

That no Town Hall meetings be scheduled in 2022 due to the 2022 Municipal Election; and

That the following dates be scheduled in 2022 to establish regular and special Council meetings and the 2023 Budget Schedule:

2022 Regular Council Meeting Schedule		
5:00 pm Meeting	6:00 pm Meeting	Notes:
One meeting in January	January 18	ROMA – January 24-25, 2022
February 8	February 22	OGRA – Feb. 27 – Mar. 1, 2022
March 8	March 22	
April 12	April 26	
May 10	May 24	
June 7	June 28	June 12 -15, 2022 AMCTO (Staff) Conference
One meeting in July and August	July 12	
	August 9	AMO Conference – August 14-17, 2022
September 13	September 27	Ontario East Conference – September 14-16, 2022 (TBC)
One meeting in October due to Municipal Election	October 11	Regular Meeting and C of A Municipal and School Board Election – October 24, 2022
One meeting in November due to Municipal Election	November 8	Regular Meeting and C of A
November 14, 2022 – End of Council Term		

New Term of Council		
Inaugural Council Meeting	November 22	3:00 PM
Council Orientation, Strategic Planning and Goal Setting	December 1	9:00 AM
Capital and Preliminary Budget Discussion/Preliminary Work Plans	December 8* <i>noted below as well</i>	9:00 AM
One regular meeting in December	December 13 – 5:00 PM	Regular Meeting and Committee of Adjustment
One regular meeting in January	January 17, 2023 – 5:00 PM	Regular Meeting and Committee of Adjustment

Budget Schedule (2023 Budget)		
December 8	9:00 AM	Draft 2023 Capital Budget Major 2023 Budget Impacts and Preliminary Work Plans 2023
January 26, 2023	9:00 AM	Draft 2023 Budget (Operations)
February 14, 2023	6:00 PM (part of regular meeting)	Final adoption of the 2023 Taxation Budget

Information

The above noted dates will establish regular Council meeting dates and various Special Council meetings, including the Budget schedule for 2023. Meeting start times and various conferences that affect the scheduling of Council meetings are also noted. The need for special meetings that arise throughout the year can be scheduled by Council Resolution, as required. As 2022 is a Municipal Election year, no Town Hall meetings will be scheduled.

Strategic Plan Reference

Achieve excellence in governance and service delivery

Financial Impact

None as a result of this recommendation.

Environmental Impact

None as a result of this recommendation.

Angela Chittick

Prepared By: Angela Chittick, Clerk

Janice Lavalley

Reviewed By: Janice Lavalley, Chief Administrative Officer

THE HONOURABLE ESTHER ROSENBERG
REGIONAL SENIOR JUSTICE
ONTARIO COURT OF JUSTICE
CENTRAL EAST REGION

50 EAGLE STREET WEST
NEWMARKET, ONTARIO L3Y 6B1



L'HONORABLE ESTHER ROSENBERG
JUGE PRINCIPAL RÉGIONAL
COUR DE JUSTICE DE L'ONTARIO
RÉGION DU CENTRE-EST

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October 25, 2021

Ms. Tania Goncalves
Deputy Clerk
Township of Selwyn
P.O. Box 270
Bridgenorth Ontario
K0L 1H0

Dear Ms. Goncalves:

RE: Set Fines – Part I
Township of Selwyn By-Law

Enclosed herewith please find the Order and the schedule of set fines.

The setting of the fines does not constitute my approval of the short form of the wording used to describe the offences.

Please forward copies of the Order and the Schedule of set fines to the POA Court in Peterborough.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Esther Rosenberg', written over the typed name and title.

Esther Rosenberg
Regional Senior Justice
Central East Region

/bmw

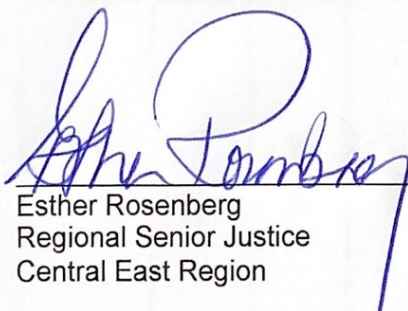
Encls.

PROVINCIAL OFFENCES ACT

Part I

IT IS ORDERED pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice that the amount set opposite each of the offences in the attached schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By Law 2021-065, for the Township of Selwyn, attached hereto is the set fine for that offence. This Order is to take effect October 25, 2021.

DATED at Newmarket this 25th
day of October, 2021




Esther Rosenberg
Regional Senior Justice
Central East Region

TOWNSHIP OF SELWYN

PART I Provincial Offences Act

By-law 2021-065: Licencing By-law – Boarding, Lodging and Rooming Houses

Page 1 of 2

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fine
1	Did fail to have a number or letter permanently attached to or painted on the entrance door to a Bedroom. Set fine is per bedroom.	Article 4.2	\$75.00
2	Did operate a Boarding, lodging or rooming house without a Business Licence.	Article 5.1	\$750.00 \$600.00 
3	Did fail to post the Business Licence in accordance with the requirements of By-law 17-058.	Article 5.2	\$75.00
4	Did post a Business Licence which has expired or which has been revoked.	Article 5.3	\$250.00
5	Did produce for inspection a Business Licence which had expired or which had been revoked.	Article 5.4	\$250.00

6	Did interfere with an inspection of a Boarding, lodging or rooming house.	Article 5.5	\$500.00
7	Did permit a room not depicted as a Bedroom on the floor plan submitted to the Clerk, to be used as a Bedroom.	Article 5.6	\$500.00
8	Did permit a room to be used as a Bedroom when such Bedroom did not meet the minimum requirements contained within the Building Code.	Article 5.7	\$500.00

NOTE: The penalty provision for the offences indicated above is section 6.1 of By-law No. 2021-065, a certified copy of which has been filed.

Subject: Fireworks on Township Property	Effective Date: November 9, 2021
	Review Date:
Page: 1 of 1	

Fireworks on Township Property

Purpose:

To establish requirements to conduct fireworks displays on Township owned properties.

Scope:

This policy applies to all properties owned by the Township of Selwyn.

Applicable Legislation:

Federal Explosives Act and Related Regulations - Regulates the manufacturing, selling, transporting, storing, and use of fireworks.

Procedures:

Definitions:

“Certified” means written authorization issued by the Ministry of Natural Resources Canada, Explosives Regulatory Division to a person qualified to be a Fireworks Supervisor/Technician.

“Display fireworks” means an outdoor, high hazard, recreational firework that is classed as a subdivision 2 of Division 2 of Class 7 Fireworks under the Act, and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons but does not include firecrackers.

General

1. Display fireworks shall only be permitted on Township property on holiday weekends, Canada Day and at Township community events, including Polarfest and the Shamrock Festival.
2. All Display fireworks events shall be conducted by a certified fireworks supervisor/technician and shall be subject to receiving prior approval from the Authority Having Jurisdiction (AHJ) as designated by the Explosives Act, in this case the Township of Selwyn Fire Department.

3. Public notice of all planned Display fireworks events on Township property shall be given via the website, social media and the Township electronic message boards.
4. Display fireworks events shall be over by 11:00 PM (2300 hours).



Date: November 9, 2021

To: Mayor Mitchell and Council Members

From: Tania Goncalves, Deputy Clerk

Subject: Various By-laws

Status: For Direction

Recommendation

That the report of the Deputy Clerk regarding various By-laws be received for information; and

That By-law 2021-083, being a By-law to amend Schedule A of By-law 2021-065, to regulate and establish business licencing for boarding, lodging and rooming houses; and

That By-law 2021-084, being a By-law to adopt a Fireworks Policy for all properties owned by the Township of Selwyn be forwarded to the By-law section of the agenda for consideration.

Information

Boarding, Lodging and Rooming Houses – Set Fine Amendment

At the September 21, 2021 Council meeting, Council approved By-law 2021-065 to regulate and establish business licencing for boarding, lodging and rooming houses. The By-law included a schedule of set-fines which were forwarded to the Ontario Court of Justice for review and approval. The Justice has recommended a reduction in one of the set-fines (attached). As a result, a By-law is required to amend Schedule A of By-law 2021-065.

Amendment –

Did operate a Boarding, lodging or rooming house without a Business Licence.	Article 5.1	\$750.00
		\$600.00

Fireworks Policy – Township Properties

At the October 12, 2021 Council meeting, Council passed the following resolution:

Resolution No. 2021–259 – Fireworks Display on Township Property

*Deputy Mayor Sherry Senis – Councillor Anita Locke –
That the report of the Fire Chief regarding the use of fireworks in the municipality be received for information; and*

That the Township continue to educate the public on the safe and respectful use of consumer fireworks with heightened public education around the time of major holidays when fireworks are typically used; and

That staff prepare a Fireworks Display on Township Property Policy based on regulatory option 3 as outlined in the report, specifically allowing Permit Display Fireworks on Township property on holiday weekends only, Canada Day and at Township community events, including Polarfest and the Shamrock Festival, subject to receiving all required approvals and advance notice to the public regarding any planned events and that this Policy be brought forward to a future Council meeting for consideration. Carried.

As a result, staff have developed a policy (attached) for Council's consideration. By-law 2021-084 is required to adopt the Fireworks Policy for all properties owned by the Township of Selwyn.

Environmental Impact

None.

Financial Impact

None.

Strategic Plan Reference

Achieve excellence in governance and service delivery

Attachment (s)

- Set-Fine Order – Boarding, Rooming, Lodging Houses
- Fireworks Policy

Tania Goncalves

Prepared By: Tania Goncalves, Deputy Clerk

Angela Chittick

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

Janice Lavalley

Reviewed By: Janice Lavalley, Chief Administrative Officer



Date: November 9th, 2021

To: Mayor Andy Mitchell and Council Members

From: Kim Berry, HR Coordinator

Subject: Staffing Update – Public Works
Mechanic/Equipment Operator/Labourer

Status: For Information

Roll No. N/A

Recommendation

That the report from the HR Coordinator regarding the staffing update for the position of Mechanic/Equipment Operator/ Labourer be received for information.

Information

As Council is aware, the position of Mechanic/Equipment Operator/ Labourer became vacant in July, 2021.

On August 11th, a recruitment process was opened internally, and applications for this position were accepted through August 23rd, 2021. We did not receive any qualified internal applications for this position and an external search for candidates was opened. We received 12 external applications in total and 3 candidates were invited to participate in the interview process, based on the qualifications and experience outlined in their applications. The interview committee consisted of Kim Berry, HR Coordinator, Rick Dunford, Manager of Public Works and Scott Shewfelt, Public Works Supervisor.

We are pleased to update Council that the position of Mechanic/Equipment Operator/ Labourer has been filled, and Derek Brumpton will be joining the Selwyn Township team effective November 22nd, 2021.

Derek is a licenced Heavy Truck & Coach Mechanic and brings with him over 4 years of experience. His experience includes, diagnosing and repairing a wide range of heavy diesel and gasoline vehicles and equipment, and conducting annual safety checks on trucks and equipment. Derek's experience, strong work ethic and interpersonal skills will make him a positive addition to our Public Works department and we look forward to having him join the Selwyn team. Derek will be invited to attend an upcoming meeting of Council for an introduction.

Financial Impact

The costs have been incorporated into the appropriate departmental budget as part of the 2021 budget.

Environmental Impact

None

Strategic Plan Reference

- Achieve excellence in governance and service delivery.

Attachment (s)

None

Kim Berry

Prepared By: Kim Berry, HR Coordinator

Janice Lavalley

Reviewed By: Janice Lavalley, C.A.O.



Date: November 9, 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. ROMA Insider - 2020 ROMA Annual Report
2. AMO Policy Update – Community Paramedicine, Broadband Internet, and Long-Term Care Inspections
3. AMO Policy Update – OMPF Allocations and LTC Development Call
4. AMO Policy Update – New Long-Term Legislation, Additional Personal Support Workers' Wage Enhancements, New LTC Personal Support Workers and Nurses Training
5. CUPE - OMERS Investment Performance
6. Kawartha Chamber of Commerce
 - NewsFlash - October 26, 2021
 - NewsFlash – November 2, 2021
7. Trent Lands & Nature Areas Plan - Progress Update
8. Ombudsman Ontario – October Newsletter
9. Municipality of Leamington - 2021 OHIP
10. City of Kitchener - Vaccine Passport Program
11. Renovictions

- a. Municipality of Port Colborne
 - b. City of Kitchener
12. Lakefield and District Horticultural Society - Thank you
13. Emails from Public - 44 Bridge Street, Lakefield

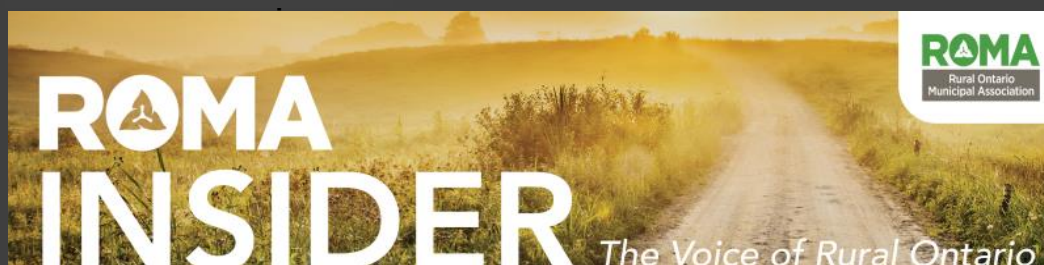
Angela Chittick

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

Janice Lavalley

Reviewed By: Janice Lavalley, CAO

Trouble viewing this email? [View in browser](#)



The year in review: 2020 ROMA Annual Report

The Rural Ontario Municipal Association (ROMA) works to connect, strengthen and promote the rural municipal sector. We work through the Association of Municipalities of Ontario (AMO) to advocate for policies and programs that address the unique challenges of rural communities.

This work has never been more critical. Municipal governments have been on the frontlines of the COVID-19 pandemic since it began. ROMA responded by meeting more frequently to ensure leadership and support was in place for rural municipalities. We were also pleased to join our peers in the sector to push for municipal financial relief and broadband funding.

These efforts and more are highlighted in our [2020 Annual Report](#).

We didn't know it at the time, but the 2020 ROMA Conference would be the last time that municipal and provincial leaders met in person before COVID-19 altered our world. Since then, we have adjusted to virtual events and were pleased to bring engaging and relevant programming to you in 2021.

Heading into 2022, ROMA is focused on rural economic recovery and growth. We have commissioned a discussion paper to chart a course forward and will be sharing it at our virtual [2022 ROMA Conference from January 24 to 25](#). We hope to see you there.



CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd 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
TTY: 519-741-2385

November 1, 2021

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on October 18, 2021, passed the following resolution regarding the vaccine passport program:

"WHEREAS the Covid-19 pandemic has been both a health crisis and an economic crisis; and,

WHEREAS lockdown and physical distancing measures have caused significant hardship to businesses, particularly those dependent on in-person delivery or experience (ex: retail, restaurant, hospitality, personal service, etc.); and,

WHEREAS vaccinations have proven to be an effective means of keeping Ontarians safe and can enable businesses to safely remain open without compromising the health of their customers and employees; and,

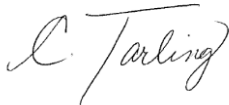
WHEREAS the Province of Ontario and the Regional Municipality of Waterloo are the primary authorities governing public health in the city of Kitchener;

WHEREAS the Economic Development Advisory Committee expressed concerns about financial supports for businesses and the City's ability to support, maintain and grow the economy;

THEREFORE BE IT RESOLVED that the City of Kitchener thank the Province of Ontario for developing the vaccine passport program, but urge the Province to provide financial supports for businesses to cover capital and human resource costs necessary to execute the program; and,

THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Honourable Premier of Ontario, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario; and, all other Ontario municipalities."

Yours truly,

A handwritten signature in cursive script, appearing to read "C. Tarling".

C. Tarling
Director of Legislated Services
& City Clerk

c: Honourable Steve Clark, Minister of Municipal Affairs and Housing
Monika Turner, Association of Municipalities of Ontario
Ontario Municipalities



CHRISTINE TARLING
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TTY: 519-741-2385

November 1, 2021

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on October 18, 2021, passed the following resolution regarding "Renovictions":

"WHEREAS safe and adequate housing is recognized as a fundamental human right by the Federal Government, whose effect as a major social determinant of health and wellbeing goes well beyond a basic requirement for shelter; and,

WHEREAS Kitchener's housing situation has dramatically shifted since 2016, a Housing Needs Assessment demonstrating the average price for a house increased by 104% between 2009 to 2019, with the greatest increase since 2016, and rents increased by an average of 41%; and,

WHEREAS the City is experiencing a gap in the provision of housing, in particular the need for 450 units of supportive housing, over 5,000 units of community housing and 9,300 units of affordable rental housing to address the gaps in the existing supply; and,

WHEREAS the City of Kitchener has adopted "Housing for All – The City of Kitchener's Housing Strategy" demonstrating a commitment to realizing the right to housing locally and addressing the housing crisis within the municipality; and,

WHEREAS landlords and investors are adding to the strain on the housing supply through the unscrupulous act of "Renovictions" by claiming they are completing major renovations and evicting and displacing existing tenants, and subsequently raising rents which affects those generally identified as lower income earners and their ability to find safe, adequate and affordable housing; and,

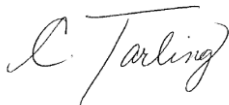
WHEREAS citizens and communities are hurt by these practices which can and does directly impact the housing and homelessness crisis, as well as inflict damage and trauma (both financially and mentally) particularly on our most vulnerable citizens;

THEREFORE IT BE RESOLVED that the City of Kitchener lobby the Province of Ontario to take additional and meaningful steps to address the ever-increasing problem of "Renovictions";

THEREFORE IT FURTHER BE RESOLVED that the City of Kitchener urge all levels of government to collaborate in data sharing and collection related to renovations, specifically the impacts of renovations on tenancy;

THAT IT FINALLY BE RESOLVED that a copy of this motion be sent to the Association of Municipalities of Ontario, the Premier of Ontario, the Ministry of Municipal Affairs and housing, the Region of Waterloo and other Municipalities in Ontario for their consideration and possible endorsement."

Yours truly,

A handwritten signature in cursive script, appearing to read "C. Tarling".

C. Tarling
Director of Legislated Services
& City Clerk

c: Honourable Steve Clark, Minister of Municipal Affairs and Housing
Monika Turner, Association of Municipalities of Ontario
William Short, Regional Clerk, Region of Waterloo
Ontario Municipalities



PORT COLBORNE

Corporate Services Department
Clerk's Division

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

T 905.835.2900 ext 106 F 905.834.5746
E amber.lapointe@portcolborne.ca

6 a) 11.

October 19, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Sent via E-mail: premier@ontario.ca

Dear Premier Ford:

Re: Support City of Sarnia - Renovictions

Please be advised that, at its meeting of October 12, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence from the City of Sarnia regarding Renovictions, 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: Doug Downey, Attorney General
Jeff Burch, MPP
Sam Oosterhoff, MPP
Jennifer Stevens, MPP
Wayne Gates, MPP
Ontario Municipalities



Lakefield and District
Horticultural Society

P.O. BOX 1390
LAKEFIELD, ONTARIO
K0L 2H0

Dear Andy Mitchell.

Our Society would
like to express our deep
felt thanks for all the
support given to us over
the past year. All this
encourages us to press
for the guideline.

6 a) 12.

We would like to pass the
thanks on to Council
members particularly
Recreation Services for
all their help in watering
the hanging baskets and
assisting on various garden
projects.

All this assistance
helps to encourage the
beautification of our lovely
Village.
Thanks again
M. J. A. Smith.

Selwyn Info

From: Lizzie Shanks [REDACTED]
Sent: October 25, 2021 10:46 AM
To: Councillors
Cc: Robyn Jenkins
Subject: 44 Bridge St./paving parking lots

Dear Mayor Mitchell, Deputy Mayor Senis, Councillor Locke, Councillor Herron and Councillor Ballantyne,

I am writing this email to urge a softening of the Township's by-law mandate directed to the owner of 44 Bridge St., Robyn Charlea— specifically the insistence that she pave a large swath of her land for hard-surface parking in order to accommodate a by-law that, apparently, new businesses must comply with. Not only would paved parking clearly ruin the aesthetic of the property, more importantly it is environmentally short-sighted to insist on such a thing. For many years now, it has been well understood that the lack of drainage inherent in hard surface parking— especially in non-essential areas like private property, is environmentally damaging. In our current climate change situation, there are further ramifications to things like hard-surface paving that go well beyond lack of natural drainage, for instance, and it is incumbent on all of us to do our part, where we can, to offset carbon emissions in the ways described below.

This article states all pertinent boons to the idea of de-paving, not its reverse.

<https://www.tvo.org/article/from-parking-lot-to-park-why-depave-paradise-is-tearing-up-asphalt-across-ontario>

The citizens of Lakefield, at least I'm quite sure the vast majority of us, do want to see Robyn succeed with her dream of a garden centre on the property at 44 Bridge St. It is the perfect locale for such a business. It is desired, utilitarian in its geography, charming, historically relevant, and would be encouraging of a past-time that not only IS valuable— that of gardening and subsequently reconnecting with nature— but when fostered, elevates the value of any community in *every* conceivable way possible.

What we don't want is any business in Lakefield that by ill-conceived mandate, is slowly stripped of its charm by having to adhere to codes that render it the spitting image of a Walmart.

It is with the utmost sincerity that I ask for the reconsideration of your position, not only about parking and related requests of 44 Bridge St.— but other businesses new to Lakefield down the line also, that will also be faced with similar unnecessary roadblocks that will in the end render all small business obsolete.

Thank you for your time in hearing my concerns.

Sincerely,
Lizzie Shanks

Selwyn Info

From: Lynda Gadd [REDACTED]
Sent: October 25, 2021 2:25 PM
To: Andy Mitchell; Councillors; Rob Lamarre; Angela Chittick
Subject: 44 Bridge St.

Dear Mr. Mayor, Councillors, Mr. Lamarre, and Ms Chittick,

This note to you is to follow up - directly to you - on my published letter to the editor of the Herald last week. My letter to them was prompted by the Herald's coverage stating the requirements that the Lakefield Flower Shop install paved parking and driveway prior to even being allowed to open her business. If I may be so blunt, I find that prerequisite to opening to be rather draconian, and extremely counter-productive.

My reasoning follows: 1) Solid pavement is one of the least environmentally friendly substances as it blocks access of vegetation to naturally occurring rainfall. Hence it degrades the environment for the trees, diminishing their ability to "feed", and in return, to be able to capture carbon, and to give off the very oxygen which humans need in order to live. 2) It is well known that solid black pavement retains heat, which only serves to contribute to the increasing temperatures we are experiencing with global warming. Compare for yourselves a summer bare-foot walk across a parking lot, vs, a bare-foot along a tree-shaded path in the woods. 3) From a heritage perspective, there would have been no pavement on the site, so pavement simply does not "belong" there. 4) From a business perspective, the intended use of the property as a flower shop and garden center, is highly unlikely to generate the volumes of traffic one might see at a big-box store, or even at our local grocery store. This to me, brings the installation of pavement on that site into the category of "unwarranted overkill". 5) There are several other well established (prosperous) local businesses which function (and have for many years/decades) very well, and quite safely, without paved access.

All of these points leave me with the following questions: A) Why have other local pre-existing, and assumedly very solvent businesses, not been required to pave their access areas? B) Why are you insisting that a fledgling business go to the expense of installing paved access - especially when that very business might even fail, should it not be able to open in the first place in order earn enough income to be able to pay for such pavement? C) Where is Council's support for sincere, and community motivated local entrepreneurs? I am very sorry to say that this costly pre-requisite gives the impression that the Township is only open for big-business ventures and those with existing "deep pockets".

Based upon the above points, I hope you will agree that continuing to insist on the pre-opening installation of paved access at 44 Bridge St.

will be counter-productive for all - especially given the time, money, and effort already put in to the site by yourselves, the village, the Heritage Committee, and the current owner combined. Enforcing such an installation will help no-one in the long run - neither you as the Township "elders"; the village itself; the current owner; nor the environment. Each and every one will have the potential to suffer with this requirement.

In closing, I strongly urge each of you to reconsider, and as a united group, to withdraw the requirement of there being black solid pavement installed on the site at 44 Bridge Street. For all of the reasons listed above, such an installation simply does not make any sense whatsoever.

Sincerely

Lynda Gadd

Selwyn Info

From: Fran Pereira [REDACTED]
Sent: October 26, 2021 1:07 PM
To: Councillors
Subject: Paving of Paradise

Dear Councillors:

Please copy this message to your by-law officer or manager.

I believe there is a by-law on the books that requires new business places to provide paved parking areas. There are many excellent reasons why this by-law should be reviewed, especially as it pertains to 44 Bridge Street, the recently restored Old Mill House.

During Covid many businesses have lost revenue making the expense of paving an additional hardship. Perhaps more importantly are the benefits to the community and the environment.

Perhaps the township should look up Depave Paradise <https://depaveparadise.ca> and see the initiatives by Peterborough Green-Up.

TVOntario thought it was such a great idea that they wrote an article on the initiative.

Paving an area of a HERITAGE BUILDING will take away from the overall beauty and concept of protecting this beautiful property. Please think environmentally and make an exception to this antiquated by-law. Besides the aesthetics, environmentally the more paving done, the more run-off instead of allowing the soil to absorb the rain and snow melt.

As Joni Mitchell would say, "Don't it always seem to
go
That you don't know what you've got till it's gone
They paved paradise, put up a parking lot."

Yours truly,

Fran Pereira

Sent from my iPad

Selwyn Info

From: Leanne Dwyer [REDACTED]
Sent: October 27, 2021 2:20 PM
To: Selwyn Info
Subject: Old Stone Mill House, Bridge St., Lakefield

Dear council members,

The new owners of this beautiful heritage stone house have done an amazing job restoring it to its former glory and beyond. They have added more beauty and charm to this beautiful town of Lakefield.

These hard working individuals should be congratulated and receive high praise for their efforts. However, it is completely bewildering as to why this town council is making such a difficult time for the new flower shop to open. Paving is at all no necessity at all. The building is so gorgeous nobody cares about the parking lot....except town council. The flower shop enhances the community and provides employment opportunities for the town's residents. Please reconsider your decision and give credit to the efforts of the new owners instead of knocking them down. Any resident who takes the enormous effort and sacrifice to better the community should be held in high regards by town council.....so sorry our council continues to roadblock good intentions and ambitions of its residents.

Sincerely,

A concerned resident

October 26, 2021

AMO Policy Update – Community Paramedicine Expansion, Broadband Internet Expansion, and Launch of Long-Term Care Inspections Program

Community Paramedicine Long-Term Care Program Expansion

The Ontario government is investing \$82.5 million to expand the existing Community Paramedicine for Long-Term Care program to an additional 22 communities, making it available to all eligible seniors across Ontario. This program, which is fully funded by the provincial government, provides additional care for seniors in their own homes before admission into long-term care. The program was piloted across five communities in October 2020 and is currently active in 33 communities. With this expansion, the program will be available to all eligible seniors across Ontario.

AMO is supportive of the Community Paramedicine for Long-Term Care program, and this needed expansion, as it provides for appropriate primary care by paramedics in peoples' homes across the province and is 100% funded by the province. There are no longer any geographical gaps in this LTC community paramedicine program.

AMO and the Ontario Association of Paramedic Chiefs (OAPC) released a [joint Community Paramedic Policy Framework](#) in July 2021. The paper sets out the immediate and future requirements to successfully develop a community paramedicine system in Ontario. We are looking forward to working with the Ministries of Health and Long-Term Care as valued partners along with Ontario Health to make a community paramedicine system in Ontario a reality.

Funding for Broadband Internet Expansion

The Honourable Kinga Surma, Minister of Infrastructure, and the Honourable Steve Clark, Minister of Municipal Affairs and Housing, [announced](#) \$1.5 million in funding for high-speed internet expansion. The projects supported by this funding will connect more than 900 homes and businesses in Rideau Lakes, Saugeen Shores, Kincardine, and Lucan-Biddulph. The funding is from Ontario's [Improving Connectivity for Ontario \(ICON\)](#) program and is in addition to the \$14.7 million announced in July.

In addition to ICON, Ontario's 2021 Budget announced an additional \$4 billion to expand high-speed internet to all unserved and underserved Ontario communities by 2025. Infrastructure Ontario is currently conducting a [Request for Qualification](#) process for firms to participate in the reverse auction process to connect defined geographic areas. The provincial government also passed the [Supporting Broadband](#)

[and Infrastructure Expansion Act, 2021](#) in April. This legislation gives the province authority to set the terms of access to municipal rights of way to build high-speed internet expansion projects if required. It is anticipated that Ontario will release guidelines for municipalities and internet service providers to support these expansion projects.

New Long-Term Care Inspections Program

It was announced today that Ontario is investing \$20 million this year to hire 193 new inspections staff and launch a [new annual proactive inspections program](#) in long-term care homes. This is part of the government's commitment of \$72.3 million over three years to increase enforcement capacity, ensure every resident has a safe and best quality of life, and to hold homes accountable for the care they provide. This investment is to double the current number of long-term care inspectors by Fall 2022 with a ratio of one inspector for every two homes.

This proactive inspections program adds to the current risk-based program of responding to complaints and critical incidents and will assist the government and long-term care homes in identifying and resolving problems to improve the quality of care provided to residents. This program will take a resident-centred approach by allowing for direct discussion with residents, to focus on their care needs as well as the home's program and services. The results from these inspections will help the government determine where the sector can benefit from additional resources, including guidance material and best practices.

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.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Call for Long-Term Care Development Proposals

The provincial government has opened a new call for applications to develop long-term care homes as part of the commitment to deliver 30,000 net new beds over 10 years. Everyone interested in building and redeveloping long-term care homes is invited to apply, including existing non-profit, for-profit and municipal long-term care operators, as well as organizations new to the long-term care sector.

Applicants are encouraged to submit their application as soon as possible, as they will be evaluated in the order in which they are received. Successful applicants will be announced in early 2022. More information is available at <http://ontario.ca/developingltc>.

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.

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October 28, 2021

AMO Policy Update – New Long-Term Legislation, Additional Personal Support Workers' Wage Enhancements, New LTC Personal Support Workers and Nurses Training

New Long-Term Care Legislation Introduced

The Ontario government is introducing the *Providing More Care, Protecting Seniors, and Building More Beds Act, 2021*, which will repeal the current *Long-Term Care Homes Act, 2007* and create the *Fixing Long Term Care Act, 2021*. The Bill also introduces proposed amendments to the *Retirement Homes Act, 2010*.

Measures proposed under the *Fixing Long-Term Care Act, 2021* would fall under three pillars: improving staffing and care; protecting residents through better accountability, enforcement, and transparency; and building modern, safe, comfortable homes for seniors.

If passed, the *Fixing Long-Term Care Act, 2021* would:

- establish the commitment to provide an average of four hours of daily direct care per resident per day by March 31, 2025
- strengthen the Residents' Bill of Rights to align with the Ontario *Human Rights Code* and recognizing the role caregivers play in resident health and well-being
- implement new requirements for annual resident, family, and caregiver surveys
- establish new compliance and enforcement tools, including doubling the fines on the conviction of an offense under the proposed legislation
- introduce a Minister's review of a director's decision in the licensing process.

It is expected that these legislative changes to the *Retirement Homes Act, 2010* would, if passed, increase transparency, and promote consumer choice and resident protection by modernizing the oversight of the Retirement Homes Regulatory Authority, improving quality of care, and enhancing consumer protection.

AMO will be analyzing the Bill to assess the impact on residents and municipal homes and looks forward to presenting a submission to the legislative committee reviewing the Bill.

Extending Personal Support Workers' Temporary Wage Enhancement

The province is providing an additional \$373 million to extend the temporary wage enhancement for personal support workers and direct support workers who deliver publicly funded services in home and community care, long-term care, public hospitals, and social services. This increase will continue until March 31, 2022 and is expected to help attract and retain workers in these critical sectors.

This temporary wage enhancement includes:

- \$3 per hour for approximately 38,000 eligible workers in home and community care
- \$3 per hour for approximately 50,000 eligible workers in long-term care
- \$2 per hour for approximately 10,000 eligible workers in public hospitals
- \$3 per hour for approximately 60,000 eligible workers in children, community and social services providing personal direct support services to those who need assistance with the activities of daily living.

Additional Training for Long-Term Care Nurses and Personal Support Workers

The provincial government is funding up to \$100 million to add an additional 2,000 nurses to the long-term care sector by 2024-25 by [supporting the training](#) of thousands of personal support workers (PSWs) and nurses who want to advance their careers in long-term care. This investment is to support the [Long-Term Care Staffing Plan](#) which was launched last year and sets out actions that will educate, train, and help recruit tens of thousands of new LTC staff.

This funding creates two programs. **The BEGIN initiative: Bridging Educational Grant in Nursing** will provide tuition support to PSWs and registered practical nurses so they can pursue further education to become registered practical nurses and registered nurses respectively. Applicants will be expected to commit to working in the long-term care sector through a Return of Service Agreement for a period equivalent to the time they receive these funding supports for their education.

The **Nursing Program Transformation in Ontario's Colleges** will increase access to nursing programs at publicly assisted colleges through:

- Introducing hybrid online and in-person learning models in practical nursing and Bachelor of Science in Nursing programs, to provide students the flexibility to learn as per individual schedules.
- Creating an additional 500 enrolments in bridging programs for the 2022-23 academic year, that are designed to give applicants the skills and credentials they need to move to the next stage of their career. Hybrid options will also be available for bridging programs.
- Providing up to \$6,000 a year in financial support to internationally trained nurses to gain the credentials required to work in Ontario.

The Ontario government is also investing \$1.2 million through the [Learning Inter-Professionally Healthcare Accelerator \(LIPHA\)](#), a new program to support innovative and flexible training for current and future personal support workers (PSWs) and nurses.

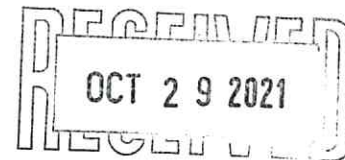
The program is being made available for free to over 80,000 nurses and PSWs currently employed in Ontario's LTC homes and will provide a virtual space with simulated cases for teams and individuals in the sector to practice caring for virtual residents. The LIPHA app can be adopted by long-term care homes to enhance and accelerate their existing training and orientation processes for nurses and PSWs.

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.

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80 Commerce Valley Drive E, Suite 1
 Markham, ON L3T 0B2
 Phone: 905-739-9739 • Fax: 905-739-9740
 Web: cupe.on.ca E-mail: info@cupe.on.ca



Dear Township of Selwyn Council:

On behalf of CUPE Ontario's nearly 125,000 active members of the Ontario Municipal Employees Retirement System (OMERS), I am writing today to express our serious concerns with OMERS' investment performance.

In 2020, OMERS posted a net loss 2.7%, representing three billion dollars in losses. This was during a year that comparable defined benefit pension plans and funds in Canada posted substantial investment gains. CUPE Ontario investigated further and tracked investment returns at OMERS for ten years. We found that OMERS has underperformed relative to other large pension plans and funds, as well as relative to its own benchmarks. We also found that OMERS no longer shares this critical information in their annual reporting, making it difficult for plan members to hold their investment managers accountable.

Attached you will find a report detailing OMERS investment underperformance. Also attached, you will find the analysis of a third-party actuary (PBI Actuarial consultants) who confirmed that our reasoning and conclusions were sound.

CUPE Ontario believes plan members and employers have the right to know why OMERS' investments have, over a ten-year period, underperformed other large defined benefit pension plans and funds. If OMERS had performed in line with the average large Canadian public pension plan, it would have a substantial, multi-billion-dollar surplus, versus the deficit it currently faces.

Considering the significant impact such underperformance could have on plan members and on all sponsors who hold the liabilities of the plan, **we are calling on OMERS to cooperate fully with an independent and transparent third-party review of its investment performance** transparent and accountable to plan members, sponsors like CUPE Ontario, other unions, and employers like the Township of Selwyn.

We are hoping that the Township of Selwyn Council will join our call for an independent expert review of OMERS. **We are asking you, and other municipal councils across the province, to debate the following motion or to pass a similar motion calling for a third-party expert review of OMERS.** The terms of such a review would need to be agreed upon by sponsors and they could explore whether reasonable costs could be funded from the plan.

Fred Hahn
 President

PUBLIC SERVICES SAVE LIVES

Candace Rennick
 Secretary-Treasurer

We simply cannot afford another decade of investment returns so far below other pension plans and funds. We know that ensuring strong investment returns is a goal shared by employers like the Township of Selwyn and by unions like CUPE.

CUPE Ontario staff person Liam Bedard is available to answer any questions you may have. He can be reached at lbedard@cupe.on.ca.

All materials are available in French at cupe.on.ca/francaisomers.

It's time for all of us to work together to #FixOMERS.

Thank you,



Fred Hahn
President of CUPE Ontario

kawartha

CHAMBER of COMMERCE & TOURISM

In this NewsFlash:

- Chamber Updates
- Member News & Updates
- Business News & Resources

CHAMBER UPDATES

CHOOSE LOCAL AUCTION

Kawartha Chamber Auction Live Until November 8 @ 8PM

[Choose Local Auction!](#) The auction at our Awards event has always been much anticipated. This year the auction is online! Knowing that many of our faithful donors have been having difficult times the Chamber didn't want to seek donations. [Enbridge Gas](#) became a Chamber member this year and immediately wanted to help. They donated funds for KCCT to purchase items from members for the Choose Local Auction.

Many thanks to Enbridge for their generosity and desire to support local businesses and the Chamber!

This year the Choose Local Auction has an array of items from gift cards to large packages and local getaways!

Including:

[Summer Camp Package at Lakefield College School](#)

[Bring Camp to Your Kid's Package with The Land Canadian Adventures](#)

[Team Building Session at Camp Kawartha](#)

There is something for everyone – show your support for local and bid on these great items! Auction is also being run through Chamber member ShopCloseBuy!

Check out the auction items and bid at KAWARTHACHAMBER.CA

Event is ongoing until **Monday, November 8th @ 8:00pm.**



AWARDS OF EXCELLENCE & VIP PRE-SHOW

Citizen of the Year, Lifetime Achievement & More Presented!

On October 28, 2021 the **Kawartha Chamber of Commerce & Tourism (KCCT)** with Host Sponsor [BALL Real Estate Inc., Brokerage](#) held the 21st Annual Awards of Excellence – *virtually!* With the largest number of nominations ever, some very difficult decisions had to be made by the judging panel. This speaks volumes about all the wonderful businesses, organizations and individuals in this region that throughout this difficult time have displayed excellence, perseverance and commitment. Our recipients, finalists, nominees and ALL local businesses should be so proud!

Attendees enjoyed a VIP Pre-Show with special guests Irish Millie and Bob Trennum, emceed by Cindy Windover and Mike Corner! The VIP Pre-Show also included an exclusive chef demonstration from renowned Angle Iron Kitchen's Chef Brian Henry.

Deb Crossen, Wendy Smith and Cindy Windover hosted the Awards ceremony, giving the audience light-hearted laughs while celebrating our local businesses! The Kawartha Chamber thanks the community and sponsors for their support!

For full list of recipients and finalists read our blog [here!](#)

Watch 21st Awards of Excellence [here!](#)



DIGITAL SERVICE SQUAD

Digital Main Street

[Greater Peterborough Chamber of Commerce](#) and [Kawartha Chamber of Commerce & Tourism](#) have announced that they have jointly received a grant from Digital Main Street's Ontario Grants Program (OGP) for a Digital Service Squad (DSS), which will provide trained digital specialists to local small businesses to help them adopt online technologies and

digitally transform their sales, marketing and back-office operations. The grant is available to businesses **NOT** located on "main street".

A Digital Service Squad (DSS) is a FREE resource for **ALL** small businesses. In addition to helping business owners apply for the **Digital Transformation Grant**, DSS members can assist a business in building a basic web presence or in enhancing its existing presence by directing them to activate easy-to-use tools such as a basic website setup, Google My Business profiles, 360° photos, creation or enhancement of a social media presence, and much more.

The deadline for the Digital Transformation Grant application has been extended to November 30, 2021 (or until all grant funds have been fully exhausted).

For more information or to book a meeting with one of your local Digital Service Squad Members, click [here](#).



COVID-19 RAPID SCREENING INITIATIVE

Keeping The Workplace Safe



The Ontario Chamber of Commerce, in partnership with the Canadian Chamber of Commerce, Ontario and Canadian governments, has launched the COVID-19 Rapid Screening Initiative. [The Greater Peterborough Chamber of Commerce](#) and [Kawartha Chamber of Commerce and Tourism](#) have partnered with [MPP Dave Smith](#) to provide these kits to businesses in the City and [County of Peterborough](#).

Businesses (including non-chamber members) with 150 employees or less can access **FREE** screening kits as an additional tool to help keep workplaces safe.

[More Information](#)

KAWARTHA CHAMBER UPDATES

#KeepingYouUpdated

The Kawartha Chamber is dedicated to keeping you up to date on news and resources during these difficult times.

Visit our COVID-19 Local Updates webpage, email us your updates and questions, and follow us on social media!

[COVID-19 Updates Page](#)

info@kawarthachamber.ca

[@KawarthaChamber](#)



Let us know changes to your hours and services.
We will update information on our Local Services
List! [Email Chamber](#)

BUSINESS RECOVERY: THE FIGHT AGAINST COVID

Canadian Chamber of Commerce

Businesses in the hardest-hit sectors continue to face restrictions that prevent them from operating at full capacity. No business operator opens with a viable model based on half capacity, and these companies need continued support before the 2022 tourism season to ensure they do not permanently close their doors.

- **The COVID-19 pandemic is not over.** Ongoing public health measures and travel restrictions, have significantly reduced the capacities of many businesses, whose operations will once again be viable after the pandemic.
- **Ending government support programs prematurely would be self-defeating,** leading to waves of job loss and unnecessary hardship that would hamper the ability of Canada's economy to fully recover after public health measures are lifted.

Read more on this topic [here](#).



THE CLIMATE CATALYST

Ontario Chamber of Commerce

Climate change is a threat to communities in Ontario and around the world. Recognizing that net-zero is no longer a distant ambition but an urgent necessity, businesses in Ontario are adopting innovating solutions to lead the global transition.

On **November 4 from 12-1PM**, join the OCC for the release of its latest policy report, *The Climate Catalyst: Ontario's Leadership in the Green Global Economy*.

For more information and to register go [here](#).



ENHANCE YOUR DIGITAL PRESENCE

Kawartha Chamber & Digital Service Squad Blog

How to Enhance your Social Media Presence - For Small Business Owners
No matter what kind of business you have, chances are you could benefit from some **tips on what could be done better when conducting and representing the business online.** The more that consumers grow used to the convenience of online shopping, the clearer it becomes that online resources help to benefit both the consumer and the business!

Check out the blog [here](#).



MEMBER NEWS & UPDATES

41ST ANNIVERSARY

Lakefield Pantry & Bakeshop



Jennie MacKenzie is pleased to be celebrating the **41st Anniversary** of the [Lakefield Pantry & Bakeshop](#). Join them from **November 1st - 6th** and enter their daily draws. They are featuring \$50 gift cards from other local businesses along with gift cards from McIntosh's Local Beef and, of course, Lakefield Pantry & Bakeshop.

Jennie has baked up some delicious treats and is excited to share samples and recipes with you.

The final reward....**10% OFF ALL INSTORE STOCK!**

They are happy to be able to welcome you for in-store shopping or, if you're more comfortable with curbside pickup, they can take your phone order and prepare everything for you. Just call 705-652-6062

Jennie, Annette, Beth, John & Liam look forward to seeing you and sharing some Pantry memories this week.

BUILDING PERMIT FEES

Township of Selwyn

The [Township of Selwyn](#) is hosting a public meeting. The purpose of this meeting is to give the public an opportunity to review the proposed revisions to the Building Department fee schedule.

Information will be provided at the meeting on the estimated costs of enforcing and administering the Building Code Act, the amount of the proposed fee(s) and the rationale for changing (and/or imposing) fees.



If you wish to attend the public meeting in-person (space is limited) or virtually, please contact: Angela Chittick, Clerk by emailing achittick@selwyntownship.ca or calling 705-292-9507 extension 221.

ONTARIO GARLIC WEEK

Calling Selwyn Food Businesses!

Selwyn Council is pleased to recognize [Ontario Garlic Week](#) and is looking for local businesses to partake from **October 29 to November 7, 2021**, and will be supporting the program with promotions through the township social media accounts.

During Ontario Garlic Week, restaurants from across Ontario hopefully including Selwyn, are invited to create and sell a food or beverage item using Ontario grown garlic. There is **NO FEE** thanks to support from the Ontario Ministry of Tourism, Live Green Toronto and Pfenning's

Organic Farms. Many chefs, chocolatiers and even breweries (black garlic stout) are getting ready from throughout Ontario!

If your business is planning to participate in the program, please ensure that you [register](#) your food or drink item on the website, so that you can be promoted through the Ontario Garlic Week program.

Click [here](#) for event guidelines and more information.

Any questions about the program can be answered by Peter McClusky at Peterm@torontogarlicfestival.ca or 416-888-7829.

A promotional banner for Ontario Garlic Week. On the left, a pair of hands holds several heads of purple garlic. To the right, the text reads "Ontario Garlic is Served!" in large, bold letters, with "Garlic" in red. Below this, it says "Restaurants & farmers from Timmins to Toronto celebrate the garlic harvest. Ontario garlic dishes available via dine in, patio, take out, delivery. Plus talks & demos." The "ONTARIO GARLIC WEEK" logo is centered, with "GARLIC" in green. At the bottom, there's a row of logos: #OntarioGarlicWeek, Ontario, Live green Toronto, MLSE, ONTARIO BEEF, CLUB HOUSE for CHEFS, and PEER SINGS ORGANIC.

Ontario Garlic is Served!
Restaurants & farmers from Timmins to Toronto celebrate the garlic harvest.
Ontario garlic dishes available via dine in, patio, take out, delivery. Plus talks & demos.

ONTARIO GARLIC WEEK

#OntarioGarlicWeek Ontario Live green Toronto MLSE ONTARIO BEEF CLUB HOUSE for CHEFS PEER SINGS ORGANIC

CHOOSE LOCAL AUCTION

ShopCloseBuy Partners with the Kawartha Chamber of Commerce

A blue poster for the Kawartha Chamber of Commerce & Tourism's Choose Local Auction. At the top, it says "SUPPORT LOCAL BUSINESSES & GET GREAT DEALS!". A yellow starburst graphic says "BIDDING \$1 STARTS @". The Kawartha Chamber of Commerce & Tourism logo is in the center. Below it, "CHOOSE LOCAL AUCTION" is written in large yellow letters. The ENBRIDGE logo is featured with the text "SPONSORED BY". The auction dates are "October 28th @ Noon - November 8th @ 8:00pm". A yellow button says "BID NOW!". At the bottom, it says "Hosted on Peterborough County's Ecommerce & Auction Platform" and features the ShopCloseBuy and PTBO logos.

SUPPORT LOCAL BUSINESSES & GET GREAT DEALS!

BIDDING \$1 STARTS @

kawartha
CHAMBER of COMMERCE & TOURISM

CHOOSE LOCAL AUCTION

SPONSORED BY
ENBRIDGE

October 28th @ Noon –
November 8th @ 8:00pm

BID NOW!

Hosted on Peterborough County's
Ecommerce & Auction Platform

shop CloseBuy PTBO

[ShopCloseBuy](#) is proud to be hosting the Kawartha Chamber of Commerce & Tourism's Choose Local Auction for this year's 21st Annual Awards of Excellence. It is also the 'live' launch of the ShopCloseBuy PTBO site!

They can support your organization's fundraising efforts with your very own online auction. **Small businesses** can benefit too with increased sales revenue and so much more!

Check out the many [benefits of hosting your next auction with ShopCloseBuy](#).

[BID HERE!](#)

COMPANY REBRANDING

Strexer Harrop Consulting Group (SHCG)

[SHCG](#) is pleased to announce they have officially rebranded.

Moving forward, you will notice a visual transition in their documents and online presence as part of the rebrand. Although the branding has changed, the company and the services provided remain the same. This rebrand comes with a new [website](#) and new email addresses.

It is asked that you please update any information regarding the company on your end as needed.

For any questions and concerns call 705-296-5200.



LADIES NIGHT OUT

Lakefield Businesses Open Late!

The Ladies Night Out event hits Lakefield once again this November!

There are **special sales** and activities for those who visit the local businesses partaking in Ladies Night! Some things have changed with this years event

This years changes include...

- The event will run over November - 2nd, 9th and 16th from 5-8pm
- No tickets are being sold this year
- No pre-party or after-party will be taking place but dining reservations in the village are encouraged!
- Capacity limits and COVID-19 restrictions will be in effect at each establishment.



BUSINESS NEWS & RESOURCES

ONTARIO RELEASES PLAN TO REOPEN

Government of Ontario

The Ontario government, in consultation with the Chief Medical Officer of Health, has released [A Plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term](#), which outlines the province's gradual approach to lifting remaining public health and workplace safety measures by March 2022. The plan will be guided by the ongoing assessment of key public health and health care indicators and supported by local or regional tailored responses to COVID-19.



KN EATS GIVEAWAY

Regional Tourism Organization 8

Want to win **\$50 towards dinner**? Kawarthas Northumberland is proud to present the KN Eats Giveaway!



RTO8 is excited to be launching the KN Eats Giveaway in support of the **food and beverage sector** for the second time this year. This promotion is to encourage dining local and to promote and support one of the hardest hit sectors during the Covid19 pandemic.

KN Eats is set to start **Monday November 1 and will run until Friday November 26**. Each week Kawarthas Northumberland will randomly draw 45 winners of \$50 gift certificates from participating restaurants. There will be five restaurants represented from each of the RTO8 regions; Peterborough and the Kawarthas, Kawartha Lakes and Northumberland County. The winners will have the chance to receive a gift certificate from one of 15 local restaurants.

This is a **local focused promotion** open only to residents of the City of Peterborough, Peterborough County, Northumberland County and Kawartha Lakes. To enter and view contest details visit [here](#).

RESILIENT COMMUNITY FUND

Ontario Trillium Foundation

The Ontario Trillium Foundation (OTF) is supporting non-profit organizations that have been impacted by COVID-19 through the **Resilient Communities Fund**. Starting November 10, 2021, eligible organizations can apply for funding for their community-based projects to help rebuild their capacity, deliver program and services in innovative ways, and meet the needs of their communities as they continue to build back and recover.

Grant application deadline:

- Organizations can **apply for funding starting November 10, 2021**.
- Grant **application deadline is Wednesday, December 8, 2021**, at 5 PM ET.

Resources:

Review the [Resilient Communities Fund requirements](#) and prepare your grant application in advance of the deadline.



WEBINARS

Information for Businesses

November 2nd @ 2PM: [Securing Government Funding for Hiring & Training](#)

November 4th @ 12PM: The OCC [The Climate Catalyst: Ontario's Leadership in the Green Global Economy](#)

November 10th @ 12PM: The OCC [Clean, Green, and Sustainable Technology - Ontario's Advantage](#)



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CHAMBER of COMMERCE & TOURISM

Awards of Excellence

Special Thanks To

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Peterborough
&
THE KAWARTHAS
ECONOMIC DEVELOPMENT



D
DARLINGINSURANCE



kawartha

CHAMBER of COMMERCE & TOURISM

In this NewsFlash:

- Chamber Updates
- Member News & Updates
- Business News & Resources

CHAMBER UPDATES

CHOOSE LOCAL AUCTION

Bidding Opens October 28, 2021

The auction at our Awards event has always been much anticipated. This year the auction is online!

Knowing that many of our faithful donors have been having difficult times the Chamber didn't want to seek donations. [Enbridge Gas](#) became a Chamber member this year and immediately wanted to help. They donated funds for KCCT to purchase items from members for the Choose Local Auction.

Many thanks to Enbridge for their generosity and desire to support local businesses and the Chamber!

This year the Choose Local Auction has an array of items from gift cards to large packages and local getaways! There is something for everyone – show your support for local and bid on these great items! Auction is also being run through Chamber member [ShopCloseBuy!](#)

Check out the auction items and bid at KAWARTHACHAMBER.CA

Event takes place from **Thursday, October 28, 12:00pm - Monday, November 8, 8:00pm.**



CHOOSE LOCAL AUCTION

SPONSORED BY



OCTOBER 28 @ NOON - NOVEMBER 8 @ 8PM
KawarthaChamber.ca



LAST CALL FOR TICKETS

Awards for Excellence & VIP Pre-Show

Join the Kawartha Chamber with Host Sponsor [BALL Real Estate Inc., Brokerage](#) for an evening of celebrating local businesses! This exciting event will be going virtual this year, with the Awards presentation premiering on YouTube at 8PM! Tune in to see who the 2021 Recipients are, including the Citizen of the Year sponsored by [Herod Financial Services](#).

Get your VIP tickets for our exclusive Pre-Show and VIP bags with Restaurant Gift Certificates (sponsored by [acorn30](#)), VIP Treats (sponsored by [Timberline Custom Homes](#)) coupon book and more!

The VIP Pre-Show will be hosted by Cindy Windover and Mike Corner, with entertainment from Bob Trennum and Irish Millie (Canadian Folk Music Award Nominee)! Registrants will also enjoy an exclusive chef demo from Angle Iron Kitchen's Chef Brian Henry. We can't wait to see you all for a night of fun and celebrating local businesses! Invite your coworkers, friends and family to buy tickets to join in on the celebration! Limited tickets available, get yours before they're gone!

VIP TICKETS



21st Annual Awards of Excellence

VIP TICKETS & BAGS NOW ON SALE \$30 VIP PRE-SHOW 7PM	KAWARTHACHAMBER.CA	AWARD SHOW LIVE ON YOUTUBE FREE PREMIERE 8PM
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HOST SPONSOR



OCTOBER 28
2021

CITIZEN OF THE YEAR
SPONSOR



DIGITAL SERVICE SQUAD

Digital Main Street

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[More Information](#)

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[COVID-19 Updates Page](#)

info@kawarthachamber.ca

[@KawarthaChamber](#)



MENTAL WELLNESS IN THE WORKPLACE

Ontario Chamber of Commerce

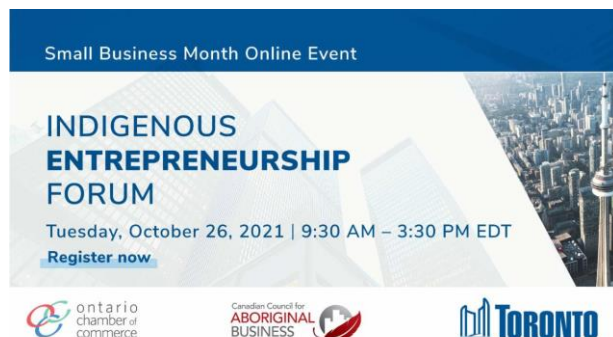
While concerns around workplace mental health predates the pandemic, COVID-19 has, without question, exacerbated the problem. Although most businesses recognize the importance of investing in mental health, few have put a formal strategy in place, creating a mental health action gap.



Today, with support from Sun Life, the [Ontario Chamber of Commerce](#) released resources to help them close the gap: [Mental Wellness in the Workplace: A Playbook for Employers](#) and [A Playbook for SMEs](#). These resources provide employers of varying sizes with strategies and supports to help bridge the gap – from fostering a health-focused culture to effectively communicating with employees to encouraging staff to access free government resources.

INDIGENOUS ENTREPRENEURSHIP FORUM

Ontario Chamber of Commerce



Join the Ontario Chamber of Commerce (OCC), Canadian Council for Aboriginal Business and City of Toronto for an all-day entrepreneurship forum for Indigenous entrepreneurs and Indigenous-led small businesses on **October 28th from 9:30am to 3:30pm!**

Register [here](#).

MEMBER NEWS & UPDATES

NEW CHAMBER MEMBER!

Angle Iron Kitchen

Business Name: Angle Iron Kitchen

Rep: Chef Brian Henry

Website: <https://thespiceco.ca/>

Facebook: @TheSpiceCo

Instagram: @thespicecompany



After working as a chef for over 35 years, in a handful of countries, Chef Brian started a catering company, then launched a line of spice blends under [The Spice Co. Inc](https://thespiceco.ca/) name. He later opened a food truck called the Angle Iron Kitchen as it was located near the Iron Bridge in Youngs Point, Ontario which led to opening the Angle Iron Kitchen now located in Lakefield Ontario.

Combining all of his talents under one roof allows for creating unique spice blends in house while serving light lunches and prepared meals and offering catering services, cooking classes and private dining with a sense of humour and adding an edgy panache to everything they do.

If you are ever in the area for lunch, looking for catering services, or to pick up spices for your next home cooked meal, stop by Angle Iron Kitchen, at 15 Charlotte Street, Lakefield. **Just look for the pig!**

LADIES NIGHT OUT

Lakefield Businesses

The Ladies Night Out event hits Lakefield once again this November!

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SEEKING NEW BOARD MEMBERS

Peterborough & the Kawarthas Economic Development



ECONOMIC DEVELOPMENT

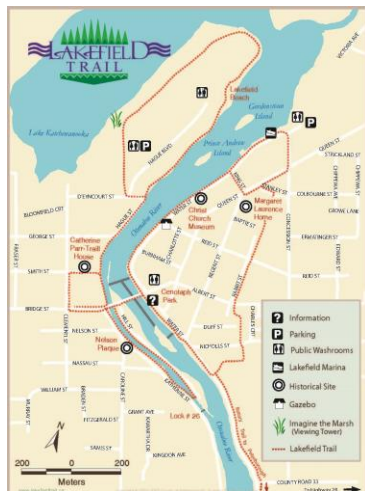
The Board of Directors for [Peterborough & the Kawarthas Economic Development](#) (PKED) is seeking visionary, professional, motivated board members to govern the strategic activities of PKED as it promotes and facilitates business opportunities to create a thriving economy for residents, community and region resulting in regional prosperity in the City and [County of Peterborough](#).

PKED is looking to fill two (2) vacancies on the Board of Directors. In accordance with the Board's skills matrix, PKED is seeking the following key skill sets - Senior Leadership Experience, Business Leader, Legal Experience, Government Relations Experience, Senior Level Board Experience, Community Involvement.

Interested candidates are encouraged to connect with the PKED Board Nominations Committee and send along their **CV's and cover letters** to Aleks de Oliveira, Corporate Operations Specialist via ADeOliveira@peterboroughed.ca by **Friday December 10, 2021**.

LAKEFIELD TRAIL STEWARDSHIP COMMITTEE

Selwyn Township



The [Selwyn Township](#) Lakefield Trail Stewardship Committee volunteers kept busy over the summer! The Trail Committee has purchased trees and will be planting them where large numbers of ash trees have been decimated by the Emerald Ash Borer.

So far this year **\$5,290 has been raised** by the Friends of the Lakefield Trail program, where for as little as \$20 you can become a "Friend". The money is used for **trail maintenance**. This program is essential to keep these beautiful trees between the trail and the Otonabee River alive.

The Lakefield Trail Stewardship Committee meets monthly to plan for further maintenance, enhancements and events. **New volunteers are always welcome.**

The **Lakefield Trail is celebrating its 20th anniversary** this year and the Stewardship Committee feels it is important to raise awareness about the committee and grow the volunteer base.

Check them out [here](#) for more news!

CANADA REVENUE AGENCY & SMALL BUSINESSES

Canada Revenue Agency

Canada Revenue Agency (CRA) is recognizing the strength and hard work of Canadian small businesses as they continue to work through the COVID-19 pandemic. The Agency recognizes the impacts that the pandemic is having, particularly on small businesses, and are here to help. For more information check out the website [here](#).

There are two ways that businesses or self-employed individuals can benefit from the Liaison Officer service:

1. personalized visits by phone or videoconference
2. webinars for associations or groups

During a personalized visit, a liaison officer will:

- Answer your tax-related questions and address concerns
- Discuss common tax errors and financial benchmarks in the small business community
- Provide information on various online tools and electronic services offered by the CRA
- Provide recommendations on how to strengthen your bookkeeping system
- Discuss COVID-19 related measures, if needed

During a webinar, the liaison officer will:

- Explain common tax errors
- Demonstrate how to use financial benchmarks for relevant industries
- Provide information on the CRA's services
- Explain general bookkeeping concepts and best practices
- Discuss COVID-19 related measures, if needed

To request a Liaison Officer service click [here](#).



ONTARIANS ELIGIBLE FOR FREE FLU SHOT

Government of Ontario

To keep Ontarians healthy this flu season and prevent unnecessary visits to the hospital during the fourth wave of COVID-19, the Ontario government is launching **one of the largest flu immunization campaigns** in the province's history, with the flu shot available to all Ontarians starting in November.

Flu shots are now available for seniors and others most at risk for complications from the flu. **Starting in November**, the flu shot will be available for all Ontarians through doctor and nurse practitioner offices, participating pharmacies, and public health units. To further improve access and convenience to the flu shot and based on demand in recent years, **pharmacies**



will receive approximately 40 per cent of the allocated doses, up from 36 per cent last year.

For more information on the flu vaccine, visit [here](#).

NEW BUSINESS REGISTRY MAKING THINGS EASIER

Government of Ontario

The new Ontario Business Registry replaces an out-dated and inefficient process, providing business owners and not-for-profit operators with direct access to government services, **available online 24 hours a day, 365 days a year**. Registrations or filings that were previously submitted by mail or fax, taking four to six weeks to complete, **can be done instantly** through the online registry. Annual returns can also be completed in the registry, which means corporations can keep all their important filings in one place. Additionally, the new **Ontario Business Registry is integrated with the Canada Revenue Agency**, enabling the identification of a business or not-for-profit corporation by a single business number, further streamlining administrative processes.

For more information and forms/applications go [here](#).



WEBINARS

Information for Businesses

October 26th: [Indigenous Entrepreneurship Forum](#)

October 27th & 28th: [Canadian Chamber Annual General Meeting & Convention](#)

October 29th: [Recruiting and Retaining a Diverse Talent Pool](#)

November 2nd @ 2PM: [Securing Government Funding for Hiring & Training](#)



Kawartha

CHAMBER of COMMERCE & TOURISM

Awards of Excellence

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AWARD SPONSORS



Kawartha Chamber of Commerce & Tourism, 12 Queen Street, Lakefield, ON
705-652-6963 | 1-888-565-8888 |



Trent Lands and Nature Areas Plan

October 2021

The Trent Symons Campus Lands are a precious asset, rich in natural and cultural heritage, vital to the resilience of Trent and our communities. Our vision is to create an inspiring, sustainable, and complete community to learn, live, innovate, and be active. In our care for and use of the land, Trent will demonstrate leadership in environmental education and stewardship, respect for Indigenous Traditional Knowledge, and thoughtful integration of the natural and built environment.

Plan

Projects

Connect

National Truth & Reconciliation Day: Honouring the Michi Saagiig Anishnaabeg

University unveils new installation to educate community of Trent's location on treaty land



Trent has unveiled a new installation recognizing the original treaties pertaining to the land upon which the Symons campus is built, and honouring the original signatories of the Michi Saagiig Anishnaabeg.

“For more than 50 years, Trent has been committed to providing education in Indigenous history, traditions, cultures, and Indigenous knowledges for students and the broader community,” says Julie Davis, vice-president of External Relations and Development at Trent University. “As we honour Truth and Reconciliation Day, recognizing the local treaties and the Michi Saagiig people is foundational.”

The Trent Lands & Nature Areas Plan is founded upon [a commitment](#) to meaningful engagement, collaboration, and reconciliation with Indigenous peoples. With this, the deep and sustained involvement of the Michi Saagiig through the Elders & Traditional Knowledge Keepers Council and other platforms has been vital to Indigenous placemaking on the campus lands. These new installations are direct reflections of the effective and collaborative processes that have been guided by the Plan.



Outside of Bata Library, the University unveiled three limestone boulders bearing the symbols of the dodem (clan totems) carvings of the Treaty 20 Michi Saagiig signatories as well as a statement identifying the Symons Campus lands as being situated on Michi Saagiig traditional territory. The installation will help educate the community that Trent sits on land featuring Williams Treaty signatories.

[Click here to watch the Truth & Reconciliation Day unveiling ceremony.](#)

Chief Emily Whetung Joins Trent's Julie Davis to Lead Workshop on Reconciliation in Action

Workshop to be delivered at the National Gathering of the First Nations Education Administrators Association

Emily Whetung, Chief of Curve Lake First Nation and Julie Davis, Vice-President of External Relations & Development at Trent University have been asked to speak at the **First Nations Education Administrators Association's (FNEAA) National Gathering** taking place virtually on October 27-28, 2021.



Chief Whetung and Ms. Davis will lead remarks geared to First Nation Directors of Education, principals, teachers, educators, Indigenous Institutes, and partners in First Nations education through a workshop session titled "Champions of Change; Honouring Resiliency". Throughout their session, Chief Whetung and Ms. Davis will speak about the work of developing a gold-standard relationship between Trent University and Curve Lake First Nation.

Their workshop will focus on three main topics: practices of reconciliation, relationship in action through the Trent Lands and Nature Areas Plan, and the key learnings for both organizations along the way.

"Our relationship with Trent University has become the standard we share in our other relationships; this is the goal that we set with a variety of partners and projects.

Being included as concepts take shape requires trust and faith. We work together from here to ensure that these projects, such as the elder care facility, reflect a mutual vision that answers needs on both sides of the relationship.

[At] every step, Curve Lake now feels like our voice has reached a point of being meaningfully considered and included, not just heard."

Chief Emily Whetung
Curve Lake First Nation



New Forensics Crime Scene Facility is a Zero-Carbon Leader

Trent combines its renowned forensics leadership and reputation as one of Canada's top environmental research institutions with a commitment to sustainable development strategies

Trent University's Forensics Crime Facility sets new academic and environmental standards all at once. It is a first-of-its-kind professional forensics training building — with a goal to be Canada's first zero-carbon building certified by the International Living Future Institute.




The new 4,100 square-foot building is a forward-thinking facility that pioneers clean building practices. Joined by the Alum-founded [Endeavour Centre](#), Trent's design team pursued their goal by using construction materials with carbon-storing properties and powering the building with primarily renewable energy. The final product is an exceptional demonstration of the sustainable and low-impact development strategies [described in the Plan](#) that will ensure the adaptability of a thriving campus for future generations.

Leading Environmental and Sustainability Features:

- Aiming to be First Zero-Carbon certification in Canada by the International Living Future Institute
- Solar-powered roof panels to heat, cool and power the facility to achieve Net Zero energy
- Hemp blocks from Albertan company Just Biofibre used to make the exterior structure
- Hemp batt insulation made in Quebec by Nature Fibers to be used for internal structure of the building
- Cellulose roof insulation made here in Ontario
- Charred wood siding from locally harvested wood

Trent University Forensic Building Material Carbon Emissions (MCE)			
Part of building	Base Case kg CO2e	As-Built kg CO2e	As-Built, including timber storage kg CO2e
Footings & Slabs	29,516	13,503	13,503
Foundation walls	13,108	9,866	1,128
Exterior walls	123,900	-6,967	-18,043
Exterior cladding	11,327	6,263	2,861
Windows & doors	3,378	3,378	3,378
Interior walls	6,968	-4,900	-3,580
Floors	858	-15	-679
Ceilings	963	227	227
Roof system	21,138	4,130	-5,624
NET TOTAL	211,156	25,484	-6,829
MCE Reduction		88%	103%
Net Carbon Intensity, kg CO2e/m2	498	60	-16.1



Results from BEAM material carbon estimator

- Glavel under-floor insulation

Trent and the Endeavour Centre used the Building Emissions Accounting for Materials (BEAM) tool to understand emission implications and aim for net carbon storage.

Trent Voices Weigh-In on Long-Term Care

Recent articles feature **University** leaders discussing opportunities for innovation in seniors care sector



As long-term care remains a key focus for policy-makers and communities across Canada, Trent is proud to be home to leading thinkers with a vision for high-quality elder care.

Writing in the Peterborough Examiner, Dr. Mark Skinner and Dr. Kirsten Woodend offer **a local perspective** on this important subject. With more than 2500 older residents in the region waiting several years for services, caring for Peterborough's aging population is "one of the most pressing and complex issues facing our community today".



Trent's **University-Integrated Seniors Village** is well-positioned to address this local need. Dr. Skinner and Dr. Woodend note that Trent is the first institution in Ontario to join the global network of age-friendly universities, and has recently entered a research and teaching agreement with long-term care operator **peopleCare Communities**. They propose that "with a collaborative and forward-looking approach, our community is working to a benchmark of excellence for the future of aging."

Debra Cooper Burger, Chair of Trent's Board of Governors and past CEO of St. Joseph's at Fleming, also wrote about the **need for innovation** in seniors care. Drawing on her years of professional experience in the sector, she extols the value of integrated approaches to care like the Seniors Village.



"Solutions start with a continuum of care," she explains, "where community support services including transportation, housing options, and long-term care home beds are available and easily accessible to the people who need them."

[Dr. Mark Skinner and Dr. Kirsten Woodend's article in the Peterborough Examiner.](#)

[Debra Cooper Burger's article in the Durham Region Metrolands.](#)

Progress Update: University-Integrated Seniors Village

Trent held public information sessions on the Senior's Village in May of 2021 to share its vision and the results of **environmental studies** on the property where the Village will be located. The project planning team is currently working with the City of Peterborough on **Stage 1 Site Plan** approval and introducing peopleCare Communities to key organizations and stakeholders in the region to gain a strong understanding of the local needs that will inform the project.



Trent has also commissioned a researcher to develop a report on seniors villages, or 'campuses of care' as they are also known, around the world to help inform best practice planning for the project. We are anticipating community engagement sessions in Spring 2022 to share these findings and seek input on the community's needs and interests for the long-term care home and Seniors Village.

Trent Welcomes Inaugural Director of Campus Planning & Development

New role will support the implementation of the Trent Lands and Nature Areas Plan



A warm Trent welcome goes out to Jennifer Clinesmith, who joined the Facilities Management team as Director, Campus Planning and Development this summer.

Jennifer has spent most of her career working in the public sector for various institutions including the Ontario Public Service, government agencies and municipal governments. She has spent the last 12 years as the Manager, Plan Review and Permitting for Otonabee Conservation. Jennifer is a Registered Professional Planner and a member of the Canadian Institute of Planners and the Ontario Professional

Planners Institute.

A new role for the University, the focus of this director position is to oversee the Project Management Office in Facilities Management. She will implement the approved Trent Lands and Nature Areas Plan for the Symons Campus, reflecting Trent's vision for

growth and development while stewarding a resilient and regenerative nature environment.

Learn more:
trentlands.ca

[Twitter](#) | [Facebook](#) | [Instagram](#)



Trent University | 1600 West Bank Drive, Peterborough, Ontario K9L 0G2 Canada

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Try email marketing for free today!

In our October newsletter: Strengthening school board governance, Oct 27 as Dress Purple Day, and the latest on municipal meetings

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Subscribe to our [Facebook](#), [Twitter](#) or [Instagram](#) channels to keep up with all the latest information from our Office, and learn how we can help you!



School board governance: Ombudsman calls for mandatory codes of conduct and integrity commissioners

Dress Purple Day 2021: A reminder for those in contact with youth in need of protection

Local learning: Our latest outreach, cases and resources on open meetings

Here, there and (virtually) everywhere

How we helped: Case summaries

Work with us!

SCHOOL BOARD GOVERNANCE: OMBUDSMAN CALLS FOR MANDATORY CODES OF CONDUCT AND INTEGRITY COMMISSIONERS



As part of the [Ministry of Education's public consultation on school board governance, which closes November 1](#), Ombudsman Paul Dubé made a submission proposing ways to strengthen accountability.

Since taking on oversight of school boards in September 2015, the Ombudsman has received more than 4,700 complaints and inquiries regarding school boards – including some 200 specifically about boards of trustees. Most of these relate to the conduct of trustees, and concerns about how school boards investigate and impose sanctions

regarding breaches of codes of conduct.

For example:

- A trustee complained to us that the board's appointed integrity commissioner launched an investigation into her conduct without first attempting to resolve the matter informally, as set out in the board's code of conduct.
- Candidates running in trustee elections complained to us about incumbents' use of board resources in their re-election campaigns, and noted there was no effective mechanism to enforce rules against such conduct.
- Parents complained that their concerns about public comments made by a trustee that were widely perceived to be discriminatory were inadequately investigated by the school board.
- Community members told us their board's complaint process didn't allow them to make complaints about violations of the board's trustee code of conduct.

In light of these issues, Ombudsman Dubé made 14 proposals for the Ministry, including:

- School boards should be required to develop codes of conduct and hire integrity commissioners
- Codes of conduct should be standardized and consistent across school boards
- School boards should be required to adopt complaint protocols explaining how complaints made under the code of conduct will be reviewed and investigated
- Stakeholders other than trustees should be able to make complaints under the trustee code of conduct, freely and without fear of reprisal
- Codes of conduct should provide for the discretion to decline to investigate complaints that are frivolous, vexatious, or not in good faith

[Read the Ombudsman's full submission](#) and proposals.

Our Office meets frequently with school board officials to provide information about how we work with them to resolve issues. On October 15 and 22, Early Resolutions Manager Paul Sloan participated virtually in sessions of the Supervisory Officer's Qualification Program (SOQP) hosted by public and Catholic school boards. He discussed our Office's focus on administrative fairness, and how we take and resolve complaints about boards, including common issues like busing, special education, trustee conduct, and more. [You can learn more about the types of school board issues we can address in our most recent annual report.](#)

Do you have a concern about a school board or school authority? We can take complaints via [phone](#), [email](#) or on our [website](#).

DRESS PURPLE DAY 2021: A REMINDER FOR THOSE IN CONTACT WITH YOUTH IN NEED OF PROTECTION



Every year, Dress Purple Day (this year on October 27) seeks to raise awareness about young people's right to safety and well-being. It is also an opportunity to speak up about preventing child abuse in its different forms, such as neglect, or physical, psychological, sexual abuse or emotional abuse, such as racism, intolerance, prejudice and discrimination.

The right to safety for children and youth in care is enshrined in law, which is an important safeguard for vulnerable young people. Our Office is available to young people who feel their safety may be in jeopardy – but the safety of children and youth is everyone's responsibility. If you have reasonable grounds to suspect that a young person is being abused and neglected and may be in need of protection, it is your duty to contact your local children's aid society.

Our Office can take complaints from young people, adults and service providers. Contact us via [phone](#), [email](#) or on [our website](#).

LOCAL LEARNING: OUR LATEST OUTREACH, CASES AND RESOURCES ON OPEN MEETINGS



In early October, Ombudsman Paul Dubé delivered the keynote presentation at the 2021 Municipal Clerks Forum hosted by the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO). He highlighted how municipalities have adapted to holding electronic meetings during the pandemic and discussed ways to develop robust internal complaints processes. Later in the month, General Counsel Laura Pettigrew also discussed best practices for electronic meetings at the [Ontario East Municipal Conference](#).

Our Office continues to field questions and investigate complaints about closed municipal meetings (virtual or in person) and work with municipalities to help them follow the open meeting requirements set out in the *Municipal Act*. In several recent cases, the Ombudsman found:

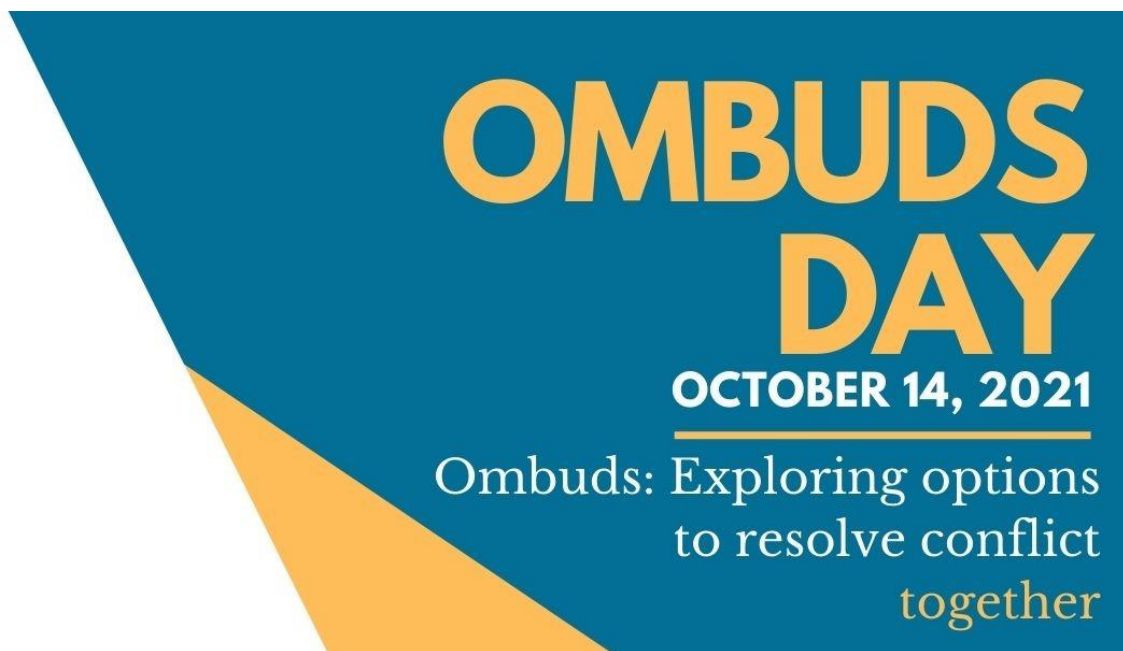
- A closed meeting of the council for the [Town of South Bruce Peninsula](#) was legal, because it concerned information supplied in confidence by a third party.
- Meetings held by the Baconfest Committee in the [Township of Lucan Biddulph](#) contravened the open meeting rules because the committee failed to provide notice of most of them. (At the same time, the Ombudsman commended the Township for dissolving two working groups and replacing one with a formal finance committee to meet the open meeting requirements.)

- The [Township of Brudenell, Lyndoch and Raglan](#) council did not contravene the open meeting rules when it met to discuss a matter that was before an administrative tribunal, but the Ombudsman suggested it keep complete and accurate meeting minutes and audio recordings.

Get our top tips for ensuring virtual municipal meetings are open and accessible! Check out our [latest video on best practices for electronic municipal meetings](#) or find more best practices for open meetings on our [municipalities overview page](#).

If you think a meeting in your municipality was closed improperly, [find your closed meeting investigator](#).

HERE, THERE AND (VIRTUALLY) EVERYWHERE!



Happy Ombuds Day

On October 14, along with ombudsman offices around the world, we celebrated Ombuds Day 2021, a day to share knowledge and resources about how ombuds can help serve citizens, as well as the role and value they provide. This year's theme was "Exploring Options to Resolve Conflict Together." [Learn more about Ombuds Day on the Forum of Canadian Ombudsman's website](#).



Around the virtual world

On September 28, Ombudsman Paul Dubé presented virtually to staff at the UK Housing Ombudsman Service. He discussed how we help public sector bodies build fairness into services and programs, and answered questions about how we conduct our systemic investigations. As well he suggested “Fairness by Design,” a guide developed by Canada’s provincial and territorial ombudsmen, as a useful tool to help public organizations ensure that their policies and practices are fair and equitable. You can [read more about Fairness by Design on our website](#).

On September 30, Ombudsman Dubé participated in a panel during the South African Military Ombud’s Virtual Conference in collaboration with the University of Kwazulu-Natal (UKZN) and the African Ombudsman Research Centre (AORC), discussing how ombudsman institutions around the world help promote and protect democracy. He offered suggestions for ensuring recommendations are accepted and implemented, including reminding stakeholders that a complaint can be a “canary in the coal mine” to highlight a minor issue before it becomes a major problem.

25e édition

Franco Foire



FRENCH LANGUAGE SERVICES UNIT

ACFOMI 



FRENCH LANGUAGE SERVICES UNIT

Problems accessing services in French?
Contact us. We can help.

www.ombudsman.on.ca • 1-866-246-5262 • sf-fls@ombudsman.on.ca

What we do:

- Protect French language rights in Ontario
- Oversee the application of the French Language Services Act
- Resolve and investigate complaints about public services in French
- Proactively flag issues to public officials to improve the offer of services in French
- Make recommendations and monitor progress made by public bodies
- As part of the Ombudsman's Office, ensure its oversight of provincial and broader public sector bodies includes a "Francophone lens"
- Engage with Ontario Francophones and Francophiles in celebrating our Francophonie

*Including complaints about French language services provided by certain hospitals, long-term care homes and other designated bodies controlled under the French Language Services Act



"Services in French, equivalent and without delay, it's your job!"
 Kelly Burke, French Language Services Commissioner of Ontario

Why file a complaint with us?

- When we resolve complaints, we help improve French language services for all
- We can point you in the right direction if the matter is not in our jurisdiction
- Our services are confidential and convenient. Call, email or use our online form.



COMMON TYPES OF COMPLAINTS

The Ombudsman is an impartial officer of the legislature who also takes complaints about municipalities, schools boards, colleges and universities, and colleges and post-secondary institutions.

Independent Impartial Confidential Free

@Ont_Ombudsman and @Ont_OmbudsmanFR • @OntarioOmbudsman • Ontario Ombudsman • OntOmbuds

Kingston's fall Franco-Foire

On October 16, the French Language Services Unit participated for the first time in the "[Franco-Foire](#)", an annual virtual fair featuring French services and service providers in the Kingston region. With exhibitors from government, health, education, immigration, and the private sector, and organized by l'Association canadienne-française de l'Ontario and the Conseil régional des Mille-Îles (ACFOMI), the event offered the opportunity to virtually introduce our Office and the work we do to visitors, including providing the information they need to file a complaint with us.

ROBARTS
CENTRE FOR CANADIAN STUDIES



CANADIAN LANGUAGE MUSEUM
MUSÉE CANADIEN DES LANGUES

CRLCC



Commissariat
aux langues
officielles

Office of the
Commissioner of
Official Languages

The language commissioners speak

On October 22, French Language Services Commissioner Kelly Burke, along with Official Languages Commissioner Raymond Th  berge, gave a presentation on language rights to students of the Glendon School of Public and International Affairs (GSPIA). The event was supported by the Centre for Research in Language and Culture Contact (CRLCC), the Canadian Language Museum and the Research Group on the Canadian Francophonie of the Robarts Centre of Canadian Studies.

Commissioner Burke provided a high-level overview of the *French Language Services Act* and recommendations to government to planning to improve French services in Ontario.



Contributing to Franco-Ontarian vitality

French Language Services Commissioner Kelly Burke appeared in a short video as part of l'Assemblée de la francophonie de l'Ontario's virtual annual meeting, held October 25-30.

As Commissioner Burke noted: "The theme of this assembly, "Franco-Ontarian Vitality", got me thinking: What does "vitality" truly mean? For me, it's being able to live and thrive in French in Ontario. As French Language Services Commissioner, I contribute to the achievement of this goal by monitoring the government's application of the *French Language Services Act* so that all those who wish to use services in French in the province can do so easily and have a positive experience."

HOW WE HELP – CASE SUMMARIES



Clinical error

A Francophone woman complained to us that a dermatology clinic at an eastern Ontario hospital did not provide services in French when she booked her appointment on the phone, at reception or during the medical examination. She only received results in French after the examination.

After conducting an internal investigation, the hospital issued a reminder to clinic staff about its procedures and committed to organizing an awareness campaign on the importance of actively offering services in French across all clinics.

The patient told us she was satisfied and touched by the measures taken by the hospital in the wake of her complaint.

[Click here to learn more about how we helped improve services offered in French](#)



[Online schooling okayed](#)

A 14-year-old in care told us her worker was insisting that she go to school in person, even though her preference was to continue to attend school online. The youth had mental health issues, including anxiety, and felt more comfortable with virtual schooling. We followed up with her worker, who said that the children's aid society (CAS) had indicated that all children should participate in school in person unless there were extenuating circumstances. She agreed to meet with the youth to discuss her situation. The CAS ultimately agreed to the youth's online learning request, and she was very happy with the outcome.

[Click here to learn more about how we helped young people in care with their problems](#)



[Long-term loan](#)

After moving into a long-term care facility, a man with ALS – a neurodegenerative disease – contacted our Office for help to keep the ventilator he had been provided through the province’s Ventilator Equipment Pool program. He complained that he had become ineligible for the device. Our staff confirmed with the Ministry of Health and program officials that they would not remove the ventilator until the man was ready to return it. He told our Office this gave him “great comfort.”

[Click here to learn more about how we helped Ontarians with their problems](#)

[WORK WITH US: JOB OPENINGS](#)



Interested in working with us?

We continue to hire new staff. Check out all of our open positions in the [Careers](#) section of our website.

- [Early Resolutions Officer](#)

[File a complaint or contact us here](#)



The Ombudsman is an independent officer of the Ontario legislature who conducts oversight of provincial government agencies and municipalities, universities and school boards, as well as child protection services and French language services. Ombudsman Paul Dubé was reappointed for a second five-year term, beginning on April 1, 2021.

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Legislative Services
111 Erie Street North
Leamington, ON N8H 2Z9
519-326-5761
clerks@leamington.ca

October 22, 2021

To Whom it May Concern:

Please be advised that the Council of The Corporation of the Municipality of Leamington, at its meeting held Tuesday, October 12, 2021 enacted the following resolution:

No. C-303-21

Whereas routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

Whereas conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

Whereas payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

Whereas the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

Whereas the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

Whereas the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

Whereas this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups.

Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision-threatening ocular diseases;

Now Therefore, be it resolved that the Municipality of Chatham-Kent requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

That the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

That a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, to the Ontario Association of Optometrists, and to all municipalities in Ontario."

Carried

Dated today, the 22nd day of October, 2021.
Brenda Percy
Signed with ConsignO Cloud (2021/10/22)
Verify with verifio.com or Adobe Reader.

notarius

Brenda Percy, Clerk
The Corporation of the Municipality of Leamington



Date: November 9, 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. Report - Draft Forecast and Land Needs Assessment Methodology – Growth Analysis
2. Report - CAO 3rd Quarter Report
3. Report - ROMA Delegations
4. Report - PKED 2021 3rd Quarter Metrics
5. Minutes – October 20, 2021 (Regular)

Angela Chittick

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

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Staff Report

Meeting Date: October 29, 2021

To: County Council

Report Number: PLG 2021-024

Title: Draft Forecast and Land Needs Assessment Methodology – Growth Analysis

Author: Bryan Weir, Director of Planning and Public Works

Approval: Sheridan Graham, CAO

Recommendation: That the presentation by Hemson Consulting on the Growth Analysis in support of the County Official Plan project be received; and

Whereas the County of Peterborough is currently undertaking a formal municipal comprehensive review as part of its Official Plan update; and

Whereas the municipal comprehensive review is required in order to bring the Official Plan into conformity with the policies of the Provincial Plan A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (the Growth Plan); and

Whereas Growth Plan policy 2.2.2.1 b) requires that the County, through the municipal comprehensive review, establish a minimum intensification target of 40% of all residential development occurring annually within a delineated built-up area of the County to 2051; and

Whereas preliminary results of the County's land needs assessment, undertaken pursuant to Growth Plan policy 2.2.1.5, demonstrate that the minimum intensification target of 40% would not be appropriate given the size, location, and capacity of the County's delineated built up area and would not provide a market-based supply of housing to 2051; and



Council Report

Whereas Growth Plan policy 2.2.2.4 permits County Council to request an alternative to the minimum intensification target established under policy 2.2.2.1 b);

Now Therefore be it resolved that staff be directed to request a lower intensification target of 15% from the Minister of Municipal Affairs and prepare a report to justify the request based on analysis undertaken to date as part of the municipal comprehensive review;

That the forecasts and forecast allocations contained in the Growth Analysis presentation from Hemson be received; and

That the Reference Growth Scenario for the Municipal Comprehensive Review be adopted to allow the Development Charges Study to proceed.

Overview

This report is intended to provide Council with a recommendation that would allow the establishment of a lower intensification target from the Province and permit continued discussion surrounding growth allocations and land needs.

Background

As part of the development of the new County Official Plan, a Growth Analysis must be undertaken. This analysis involves a review of Provincial population and employment forecasts, growth allocations and a land needs assessment that follows a Provincial methodology. This staff report is supplementary to the presentation material prepared by Hemson Consulting who has been retained by the County to conduct a Growth Analysis.

Analysis

The Technical Advisory Committee consisting of staff from all 8 County municipalities as well as the 2 First Nations received a presentation from Hemson Consulting regarding the Growth Analysis over the span of 2 meetings with the last one being held on September 30th. Hemson staff outlined the Provincial methodology regarding the Land Needs Assessment and presented findings in this respect. Additionally, Hemson presented data regarding intensification. All TAC members agreed that the Provincially-established intensification target for 40% of all new growth to occur in the 4 Built-Up Areas in the



Council Report

County was unachievable. There was also discussion that a sensitivity analysis be undertaken using 15% and 20% intensification targets.

It is believed that using a 15% intensification target is more realistic for the County. Under Section 2.2.2.4 of the Provincial Growth Plan, the County can request a lower target and are recommending this be done as soon as possible.

Financial Impact

None.

Anticipated Impacts on Local and/or First Nations Communities

None at this time

Alignment to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships:

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:

1. Iain Mudd, Manager of Planning
2. Hemson Consulting, CAO

Communication Completed/required: Upon Council's decision, staff will engage Provincial staff in discussions.

Attachments: None

Respectfully Submitted,

Bryan Weir

For more information, please contact:
Bryan Weir, Director of Planning & Public Works
bweir@ptbocounty.ca
(705) 743-0380

CAO Third Quarter Report



**Sheridan
Graham**

CAO, Deputy Clerk, Deputy Treasurer

During the third quarter, we continued to work through the necessary challenges relating to the COVID-19 pandemic. This quarter saw the wrap up of the COVID-19 testing centre at the Northcrest Arena, as well as the Community swabbing program. A Vaccine Policy was developed, which will be fully implemented as of November 1st.

Work on the Organizational and Service Delivery Review (OSDR) continues, with a strong focus on finalizing the Public Works Service Delivery Review. The final report and recommendations will be shared with staff and presented to Council on October 29. The Council Compensation review commenced and both the Planning Committee and the Waste Management Committee commenced; all of which are directives from the OSDR.

The Facilities space needs assessment got underway, with the consultants reviewing options for both the Courthouse and Armour Road. Several discussions and interviews were held. Discussions were also held about the Municipal Modernization Funding – 3rd intake and applications for funding will be submitted under both streams. Council directed the CAO to work with local Townships in regards to Short Term Rentals in the region. The third quarter also saw the ongoing development of staff, with training with both Prime Process Mapping, and Lean Six Sigma – yellow belt.

In addition, during this quarter, several meetings were attended including the following: touch base sessions with the City CAO & Mayor, meetings with Township CAO's, touch base sessions with Directors, Peterborough Regional Liaison Committee meeting, EOWC, EOLC and EORN meetings, and the Peterborough & the Kawarthas Economic Development Board of Directors Retreat (online). Participation also took place at the virtual AMO Municipal Conference, including a joint meeting with the City of Kawartha Lakes and the Minister of Long Term Care, as well as a Multi Ministers meeting with the EOWC.

I would like to recognize the Kawartha Chamber of Commerce Awards of Excellence nominations of Peterborough Paramedics and PPHU through the for response to Pandemic for community swabbing program efforts, as well as Lang Pioneer Village Museum in the Tourism/Hospitality Excellence category. Winners to be announced on October 28 at their virtual event. I would also like to recognize Lang Pioneer Village Museum for their DOUBLE nomination with the Peterborough Chamber of Commerce Business Excellence Awards – in the categories of Tourism, and Local Focus! Winners to be announced October 20, virtually at their event.

This was another great quarter - with lots of accomplishments by our staff! I hope you all were able to enjoy some time off during the fabulous summer that we had! Thank you all - and please continue to stay safe!

The following pages will provide highlights from each of the Departments across the Corporation, during the third quarter of 2021.



INFORM

CORPORATE SERVICES

CLERKS

- Created and launched the County Council and Committee Portal from County Website
- Recruited and trained Administrative Assistant for Clerks and Planning
- Policy updates

COMMS

- Community Partnerships – Fleming Advisory Board, COVID awareness – City/PPH/Impact, Civic Awards – City, PPH, CL, Hiawatha, Impact
- StoryMap - AMO PCCP, Local Government Week
- Projects – GHG Inventory 101, OP overview, Website

LANG PIONEER VILLAGE

- Opened to On-Site Guided Tours (July), & moved to On-site Living History Tours (August) - first time since Covid-19 started
- Secured \$23,138.33 in student grant funding, to assist in the hiring of its summer staff complement
- Welcomed back volunteers to on-site work, and received a contribution of the equivalent of 66 shifts; and onboarded 4 new volunteers
- Staged Village by Lantern Light, a two-night special event on September 17 & 18

IT

- Hiring to fill vacant IT Jr Technician
- Cavan Monaghan Network upgrades
- North Kawartha Great Plains upgrade
- County Microsoft Licensing audit and renewal
- 2021 computer (laptop) deployments (5-month delay in delivery)

GIS & ENTERPRISE

- Official Plan mapping & NG9-1-1 data validation
- App support to Townships & 2022 10-Year Capital Works Dashboard updates
- Vaccination mapping support to Peterborough Public Health
- Collision reporting analysis tool development



166 posts
153k impressions
10,685 profile visits
112 new followers
(3 month period)



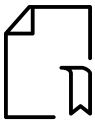
400 page views
28,793 impressions
18 new followers
(28 day period)



3,317 impressions
25 posts
366 content interactions
(3 month period)



11 videos
4,987 views
*Dr. Hughes video 3.4k views
*Dr. Hout video 1.1k views
(3 month period)



Budget

2022 budget work continues



Budgeting Software

Questica Budgeting Software implementation complete



Development Charge By-law

Update in progress



Fleet Management

Implementing Fleet Management Program with LAS/AMO and Enterprise



Tax Policy

Review in progress





HUMAN RESOURCES

ADMIN

- Continued to research, develop & implement COVID 19 best practices

HEALTH & SAFETY

- Finalized the 2020 Health & Safety Stats and posted to MILO

PAYROLL

- Fully transitioned 61 employees to using HRISMyWay

TRAINING

- 4 employees participated in Lean Six Sigma Training - Yellow Belt
- 4 employees completed Loyalist Managing and Leading in a Municipal Environment program

LABOUR RELATIONS

- Began preparations for CUPE 1306 Bargaining
- Completed Non-Union Terms and Conditions review
- Initiated Compensation Review for Non-Union positions

Recruitment:

Permanent Employees 6
Temporary Employees 13

Farewell:

Retired, resigned or finished temporary contract (students and seasonal) 33

Leaves:

Employees going on leave of absence 13
incl. WSIB STD & Pregnancy/Parental Leave



Peterborough County - City Paramedics



Administration

- Meeting with Union for JHSC, Labour Management & to resolve grievances as they occur
- Meetings with local stakeholders re: current programs, COVID pressures, & hospital to streamline processes for patient intake
- Ashley Van Dam successful applicant for FT Superintendent position



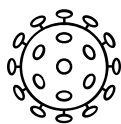
Community Paramedicine

- Ongoing programs for Substance Use and Abuse (outreach) Program (SUAP) & Community Paramedic Program to continue monitoring patient health at home, to relieve hospital pressures



Operations

- Work on various RFPs & demoing products for replacement / improvement of existing equipment and communication needs - ie communication monitors, replacement (wipe-able) medical bags.
- New vehicles arrived to replace aging fleet - 2x ERV, 2x Ambulances



Pandemic

- Added stress to operations in all departments; creating staffing difficulties due to call volume/vacation needs, staff burnout
- Additional wear and tear on vehicles and equipment
- Swabbing at Northcrest Arena ended in September as well as Community Swabbing program. Swabbing staff reduced and moved to PRHC to continue for duration of contract.



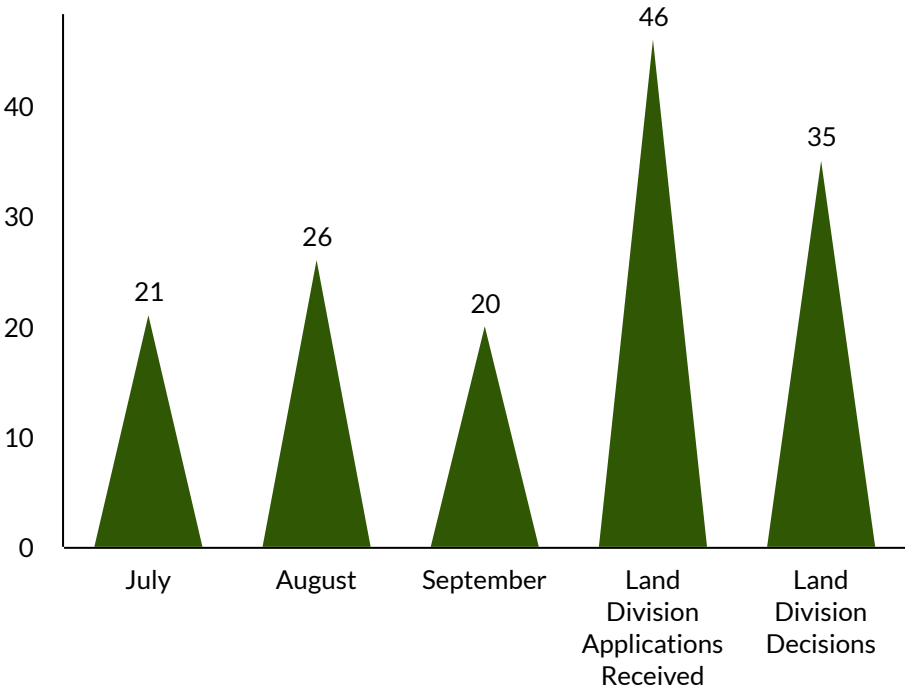
Professional Standards

- Working with other services to strategize best practices and identify key performance indicators (KPIs) for Quality Assurance
- Coordinated Base Hospital's Continued Medical Education (CME) for paramedic staff

SUPPORT

PLANNING & PUBLIC WORKS

Preliminary Severance Reviews Received



PLAN

Development	Location	Status	Quantity
CSU Investments Inc. Subdivision	CM (Millbrook)	Received & In Process	696 lots
Vargas Subdivision	CM (Millbrook)	Received & in Process	80 lots & commercial block
2564669 Ontario Inc. Condominium	OSM (Keene)	Received & in Process	20 lots
Peterborough Homes OPA - Norwood Park	AN (Norwood)	Received & In Process	
15T-18002 Mario Cortellucci - Towerhill Subdivision	CM (Millbrook)	Approved by Council	718 units
OPA No. 7 Mario Cortellucci - Towerhill Project	CM (Millbrook)	Approved by Council	
OPA No. 9 - On-Farm Diversified Uses OPA	OSM	Approved by Council	
OPA No. 35 - Crowley	AN (Norwood)	Approved by Council	



SOLUTION

PLANNING & PUBLIC WORKS cont'd

FACILITIES

- Replaced PW Sign Shop floor to address safety issue
- Repair & remediation of mold found behind walls in Lakefield kitchen. Repairs to drywall & replacement of cabinets complete.
- Replaced end of life oil burning furnace at Douro; installed new energy efficient propane radiant tube heaters
- Installed new insulation in the secondary storage facility at Douro yard, due to mold & mildew

OPERATIONS

- Certified arborist now performing tree assessments on County Roads in urbanized areas prior to determining tree removal or maintenance. This new process includes a customer communication component.
- Sign reflectivity inspections completed
- Equipment operator training completed
- Winter preparation commenced as early as July and August. Planning equipment preparation, sand / salt stockpiling, posting winter staff jobs and planning winter patrol shifts, all take place in the 3rd quarter.

ENGINEERING & DESIGN

- 2021 road construction underway for surface treatment, microsurfacing, and hot mix asphalt (75% complete)
- Cross culvert program complete (replacement of eleven cross culverts)
- County/ Municipality of Trent Lakes joint walkway enhancement project in Buckhorn underway (75% complete - pedestrian crossovers outstanding)
- Review of 65 corridor control applications (e.g. development, entrances, etc.)

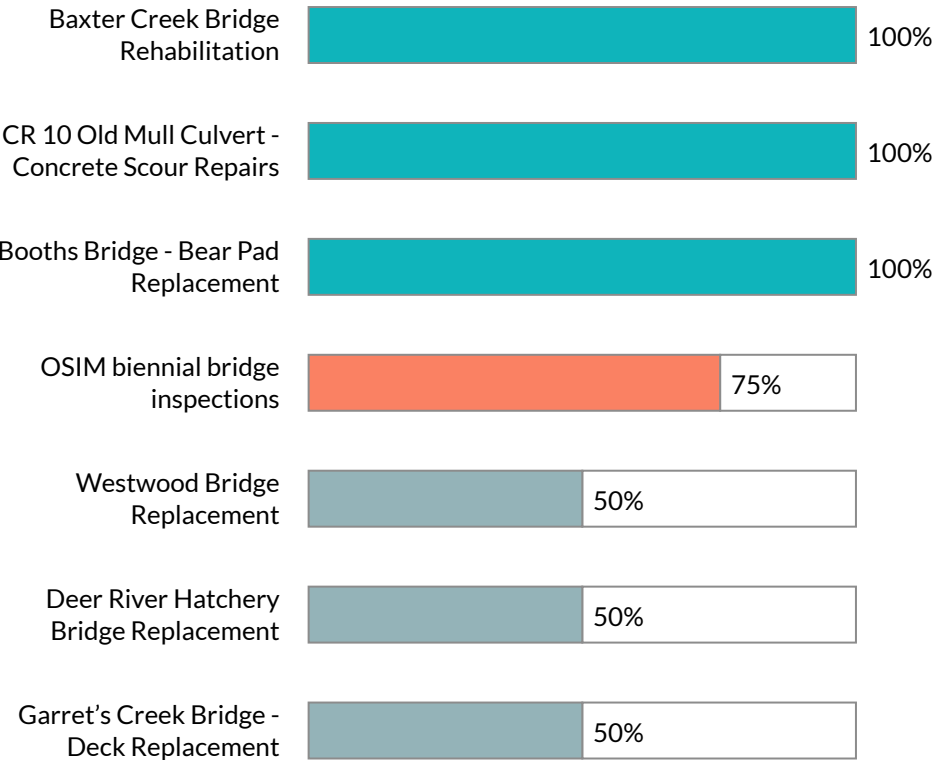




RESULTS

PLANNING & PUBLIC WORKS cont'd

CAPITAL PROJECTS:



- Issued EA & design Proposal for 8 bridges
- Awarded Tender for Phase 1 of ICIP Project - Yankee Line, Causeway & Chemong Bridge Rehab.
- Finalized Boundary Bridge Agreement with Twp of Marmora & Lake - Crowe Bridge

WASTE MANAGEMENT

- All Townships are 100% using Clear Bags for garbage
- County Organics Strategy – Report and presentation coming to Council in November
- Extended Producer Responsibility registration completed on behalf of all Townships
- Waste Management Committee re-established
- Seasonal Hazardous Waste Collection – season completed with a total 4100+ vehicles served



Staff Report

Meeting Date: October 20, 2021

To: County Council

Report Number: CAO 2021-029

Title: ROMA Delegations

Author: Sheridan Graham, CAO

Recommendation: That report CAO 2021-029 regarding ROMA Delegation Requests be received; and

That any suggestions for consideration of ROMA Delegations be provided to the CAO prior to November 12, 2021.

Overview

This report is intended to seek Councils' input into additional ROMA delegations, other than those already planned to address the EOWC priorities for 2021-2022.

Background

Every year, Council considers opportunities to present delegations to Provincial ministries that are key priorities/projects of the County.

The EOWC always plans a multi-ministerial panel discussion, which is a longer meeting at which the 2021-2022 EOWC priorities will be discussed. These priorities are:

- o Affordable and attainable housing
- o Long-term care
- o Health care transformation
- o Broadband/Cellular Services

Items for consideration should align with the County's 2019-2022 Strategic & Operational Plan which identifies our corporate priorities:

Staff Report



Anticipated Impacts on Local and/or First Nations Communities

The process outlined above will ensure input from County residents, Townships and First Nations.



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.

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.

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:

Karla Sampson – Executive Assistant and Special Projects Lead

Communication Completed/required:

None at this time.

Attachments

None

Respectfully Submitted,

Sheridan Graham, CAO

For more information, please contact:

Sheridan Graham, CAO
sgraham@ptbocounty.ca
705-743-0380 ext. 2100

Peterborough & THE KAWARTHAS

ECONOMIC DEVELOPMENT

Q3 Quarterly 2021 Update

Q2 QUARTERLY METRICS SUMMARY



14

Number of
Businesses
Started



297

Number of
Business Assistance
Interactions



1127

Number of
Visitors Served
(virtually)



9

Number of
Leads
Responded to



603

Number of Active
Local Job Postings
(as of September 30th, 2021)
source: wdb.ca

The events of the past two years have certainly impacted businesses and the community in tremendous ways. We applaud those businesses that continue to be resilient, committed to rebuilding and responding to the challenges that they face each week.

Equally, the PKED Board of Directors must look ahead and adapt and respond to changing economic conditions. The global economy and its impacts at the local level; workforce development and hiring challenges; a limited supply of available lands and buildings to promote, can all collectively impact the region's ability to grow the economy. In the third quarter, the PKED Board of Directors hosted its annual retreat where we discussed these critical issues and asked ourselves: "What can we do to achieve greater economic growth for this region?" The Board of Directors is comprised of business leaders and educators, and it is critical to have their direct input into these strategic discussions.

Strategic Planning provides direction and stability in an era of uncertainty. The Future Ready Economic Development Strategy has identified four key objectives to help navigate these times of uncertainty and help our businesses to grow. PKED's work will be directed at:

- Serving existing businesses
- Attracting new businesses to the region
- Supporting entrepreneurship and small businesses
- Preparing for the future by leveraging our mix of urban and rural communities
- Marketing and promoting the destination.



A Note from PKED's Board Chair

There is much work to be done, the team at PKED is working hard to meet with local businesses and hear each of their concerns. The PKED Board of Directors is helping to direct that work, in an effort to achieve greater economic growth for this region. The 2022 Business Plans are being developed in the third quarter, with presentations planned to our funders, the City and County of Peterborough throughout the fourth quarter of the year.

The team is ready to roll up their sleeves and continue this important work. It is also important for me to remind everyone to support our local business community in any way that they can manage.

Sandra Dueck, *PKED Board Chair*



NATIONAL DAY FOR TRUTH AND RECONCILIATION

SEPTEMBER 30TH

UPDATES FROM THE PKED BOARD

The PKED Board of Directors held its annual Board Retreat on September 30, 2021, on the inaugural National Day for Truth and Reconciliation and committed to foster and support reconciliation through economic development in 2022 and beyond. Reconciliation actions will continue to be discussed and actioned by the board and staff.

✓ Third Quarter Presentations to City and County

- Short-term Rental presentation to County Council
- [Visitor Pledge](#) presentations to the Townships of:
 - Douro-Dummer
 - Havelock-Belmont-Methuen
 - Selwyn
 - North Kawartha
 - the Municipality of Trent Lakes
 - Hiawatha First Nation Band Council

✓ Third Quarter Public Presentations & Events

- Start-up Visa presentation at Innovation Cluster Peterborough and the Kawarthas – Doing Business in Peterborough & the Kawarthas
- Employment Planning & Counselling – Resources for Entrepreneurship
- Trent Lakes Economic Development Committee - Regional Economic Development



From the Desk of CEO
Rhonda Keenan

September is always my favourite month. It gives us a second fresh start to the year, the fall colours are just beginning to show themselves, and we welcome back thousands of post-secondary students to the region. There is an unspoken energy that happens each September and I look forward to it every year.

Students play a varied, but incredibly vital role in this community; they are new visitors to this region, and they are the workforce and skilled talent of the future. They bring new experiences, new cultures, and new ideas. Most importantly, they also bring youthful and optimistic energy - they are ready to take on the world and make a difference.

Each year, the Peterborough area welcomes over 14,000 full-time students to the region to attend Trent University, Fleming College and Seneca College School of Aviation. It is significant that a sizable proportion of those students are from outside the Peterborough area, including international destinations. In 2020, Trent University completed an economic impact study

that showed total Trent student expenditures in the region to be about \$280 million which is the equivalent of 2,500 jobs.

Fleming College also identified expenditures of students who relocated to the region add approximately \$37.4 million in income to the economy. These students attend post-secondary to be able to enter or re-enter the workforce with their newly acquired skills.

Beyond skills and workforce, however, students benefit the community in any number of ways.

Students as visitors: Students select their school for the programming offered, but also for the quality of life that they will experience while undertaking their studies. They want a destination that offers nightlife, recreational activities, a variety of cuisine and entertainment. Trent University and Fleming College each welcomed 4,000 new first-year students to their Peterborough campuses this September. For many, this community may be drastically different

than their home community and they want to seek out new adventures and feel comfortable in this unfamiliar environment. They do this by living in our neighbourhoods, by visiting those “must see” sites, and by supporting local in their purchases. Trent University reports that 91% of their first-year students in 2021 were from outside of Peterborough, with enrolment numbers increasing by 37% from 2015 to 2020. That is a lot of new people testing out what it is like to live in Peterborough & the Kawarthas, it is our goal at Peterborough & the Kawarthas Economic Development to ensure that students are aware of the opportunities for them upon graduation and hope that many will turn this region into their permanent home.

Students as social advocates: So many students are committed to social causes: gender equality, climate change, poverty, social justice, to name just a few. Many students learn about their new community by volunteering and giving their time to causes and organizations that support their ideals. Students are important to the community through their countless volunteer hours, but also for their new enthusiasm and fresh ideas to help advance their cause. It is through this volunteer work that students build connections to the community, learn additional hands-on skills, and make a difference in the world.

Students as future workforce: Every business speaks about the importance of having the right workforce and talent for their ongoing success. Businesses are also finding it increasingly difficult to recruit for key positions.

With the median age of the current workforce getting older, it is anticipated that retirements will create even more job openings in this region. Students are an excellent way to help fill those necessary jobs, learn new skills, and support the economy. It is critical for businesses and organizations to build connections to our post-secondary institutions and create opportunities for our students in the future. Ensuring that all businesses are meeting with the Colleges and University, understanding their programs and which programs will create skills that can be used for business. Participating in co-ops, internships or even applied projects for non-critical work is an excellent way for businesses to work with students, see what they are capable of and build a relationship with those go-getters.

We are already seeing the creative and innovative programming that Fleming is developing to be responsive to business needs. There are several free skills training programs running this fall including programs in aircraft maintenance, construction, and healthcare. Fleming continues to look at future job demands and is building new programming to address local skill shortages. Trent University and the City of Peterborough are building Cleantech Commons, a future home for innovative clean technology driven companies that will be a destination for many graduating students to get their start in the workforce. Students will be a strong presence in our community and the future of Peterborough & the Kawarthas relies on being a safe, welcoming, education hub for these students.

Rhonda Keenan, PKED President & CEO



objective

Promote Peterborough & the Kawarthas as a destination of choice for visitors, business, entrepreneurs, investors and students

Promotion Mandate:

Advancing a compelling narrative showcasing our region's unique advantages, carefully differentiating our region from others; as well as creating awareness of our region to attract more visitors, investment and jobs through marketing to key audiences for business growth, investment and visitation as well as stakeholder communications and media relations.

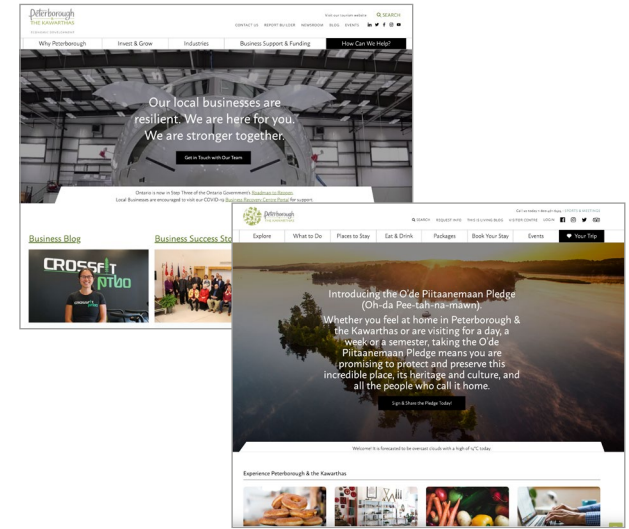
HIGHLIGHTS



In partnership with Bell Media, PKED participated in the Stay Local Summer contest on Pure Country 105.1 and Move 99.7 to give away two local prize packages valued at nearly \$7000 which featured a “Get Hooked on Peterborough & the Kawarthas” Fishing package including a full day guided fishing experience with Williams Outfitters, a week-long stay at Clearview Resort and a gift card from Lucky Strike Bait Works as well as an “Authentic Adventures in Peterborough & the Kawarthas” package including the Canadian Signature Experience and a week-long stay at Elmhirst’s Resort and a 16’ Paluski Canoe from Adventure Outfitters.



Peterborough & the Kawarthas launched a brand-new experience called the #FallForPtboPicnic which features a self-guided culinary tour itinerary, gift cards from 5 local businesses and a picnic backpack filled with everything needed for a fall picnic. The experience is available from Sept 9th - Oct 10th



The COVID-19 pandemic has been a trying time for many reasons, but it has also been the cause of much innovation and a massive shift towards a stronger digital era. Like many other organizations, PKED took the opportunity to do a complete review of digital assets, including a full audit of both peterboroughed.ca and thekawarthas.ca and is in the process of making significant improvements to both sites in an effort to further modernize them and to make it faster and easier for businesses, residents, investors, and visitors to find information.



SUCCESS STORIES

BUSINESS BLOGS

The Business Advisory Centre (BAC) had a busy summer with an intake of [Starter Company Plus](#) that kicked off on Tuesday, June 29th. [Eleven local entrepreneurs](#) were chosen to participate. The City and County were well represented with business from the City of Peterborough, Asphodel-Norwood, Havelock-Belmont-Methuen, Trent Lakes, and Cavan Monaghan

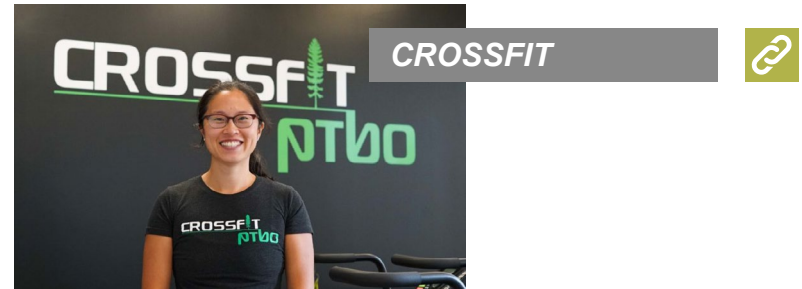
This intake was representative of the shift in people deciding to start their own business in response to the pandemic. Using a combination of experience and passion, clients have created robust start-ups that will significantly impact the community.

At the end of five workshops, nine participants submitted final business plans and video pitches to a panel of judges. With funds remaining from Summer Company, the BAC was able to offer all nine businesses grants. The top six each received \$5000 microgrants, with the remaining three receiving a surprise award of \$1000 each.

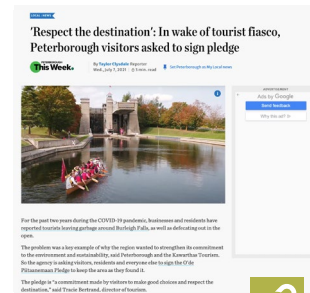
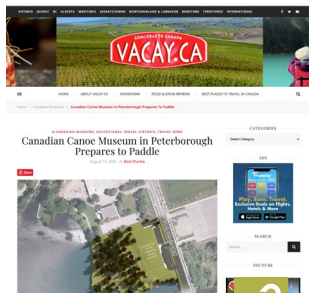
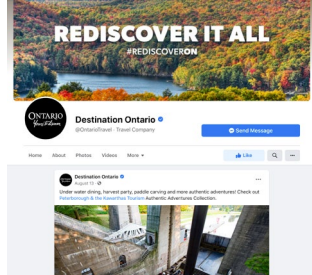
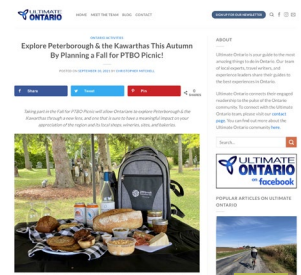
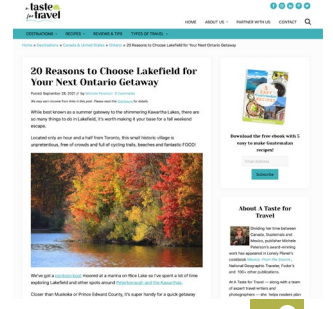
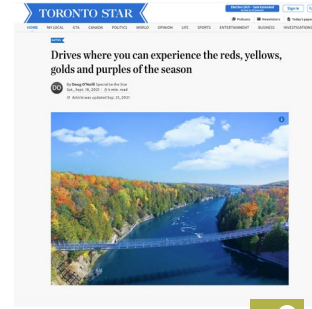
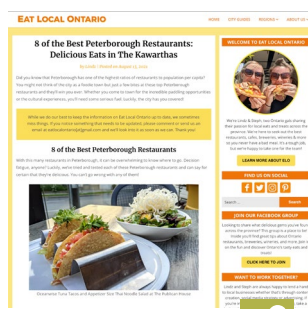
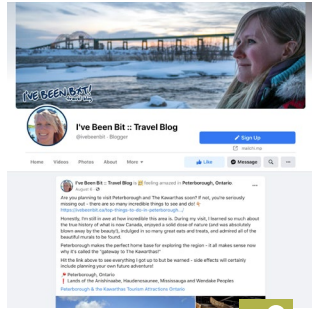
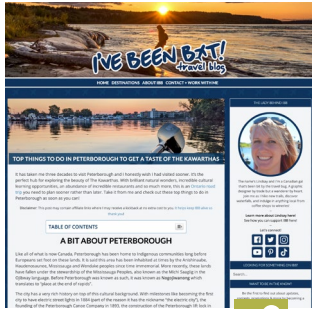
In conjunction with this intake, the BAC launched a New Venture Series of online workshops. Applicants that were not ready for Starter Company Plus had the opportunity to learn in a similar but more beginner-friendly setting. The series was marketed through social media channels and Eventbrite, garnering over 40 participants.

The [next intake](#) for Starter Company Plus will begin on Wednesday, October 13th, with the [New Venture Series](#) running simultaneously.

PKED's Business Blog Series features new, existing and past clients.



EARNED MEDIA RESULTS





objective

Leverage the Region's Mix of Rural and Urban Assets and Businesses

Growth mandate:

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.

Attraction mandate:

Attracting new investment and assessment efforts will be focussed across the region. Working in alignment with each municipality throughout the City and County of Peterborough, we will focus attraction efforts on the region's established key sectors: Agriculture, Aerospace, Clean Technology, Manufacturing and Tourism.

HIGHLIGHTS

Throughout the third quarter, Peterborough & the Kawarthas Economic Development's CEO met individually with City and County Councillors. Upholding the values of collaboration and partnership identified in PKED's strategic plan, these meetings were aimed at identifying key economic development priorities for each councillor and community that PKED serves. These discussions were incredibly helpful at identifying which projects and activities should be elevated in 2022.

Key priorities highlighted:

- Helping businesses recover from the impacts of COVID-19
- Workforce development and skills gaps
- Supporting small business
- Working with GE on future land development



LEADS: 9

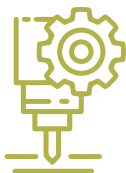


6 are new businesses looking to move into the Peterborough area



3 are existing businesses looking to expand their operations in the Peterborough area.

Of the 9 leads that were received:



1 new international manufacturing company was looking to acquire an existing CNC company (Lost)



1 new international manufacturing company (Lost)



1 local small-scale manufacturer expanding (In Progress)



1 local large multinational expansion seeking industrial land (In Progress)



1 new institution in health care (In Progress)



1 new restaurant looking to expand presence into the Peterborough area (In Progress)



1 new company from Nova Scotia looking to lease office space (In Progress)



1 new PVC manufacturing company seeking to purchase land to build (In Progress)



1 local small-scale manufacturer looking to expand presence in Peterborough area (In Progress)

Lead Sources & Status

1 from



1 from



Ministry of
Economic Development,
Job Creation &
Trade

7 Direct Inquiries

In progress- 7

Lost- 2

Leads within the region: 3

Leads outside of the region: 6

VISITOR SERVICES

1127 Number Visitors Served this Quarter



568 Walk ins



79 Website/Email



104 Social Media



195 Live Chat



181 Phone

Most requested information: Attractions, Parks & Trails, Food & Drink, Farmers' Markets and Farm Stores/Gates, Cycling, Gardens, Cruises, Fall Colours Driving Tours, Pet Friendly beaches/restaurant patios



Discover Peterborough Bingo

Peterborough & the Kawarthas Tourism partnered with Trent University and Peterborough DBIA in Discover Peterborough BINGO! Trent students have been getting a taste of all that Peterborough has to offer. There is so much to see and do in Peterborough & the Kawarthas and new students and graduates become some of our greatest local ambassadors. Partnerships like this one work to welcome first time students to the region, welcome back students and encourage students to explore their home away from home.



HIGHLIGHTS



Peterborough & the Kawarthas is a sought-after destination and welcomes approximately three million visitors each year. The visitor receipts contribute over \$300,000,000 to the region's local economies. Tourism trends are evolving and dare we say that this destination has become even more popular and sought after during the pandemic.

Research from Destination Ontario and RTO8 shows that domestic travel is on the rise and COVID restrictions have shifted consumer behaviour and purchase decisions. Rural destinations in Ontario, like Peterborough & the Kawarthas, with an abundance of lakes and wide-open spaces have seen a dramatic increase in demand from the visitor economy. Visitor decisions have also changed from price being the #1 contributing factor to safety being the #1 reason for a purchase decision. The research also indicates that many want to escape the urban centres (Toronto/Ottawa) for the tranquility of the rural environments, thus increasing demand for destinations like Peterborough & the Kawarthas, and that the most popular reason to travel right now is to visit friends and relatives thus making destinations with large seasonal residents exceedingly popular. This trend is expected to continue well past 2022.

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 (WTTC) – the SafeTravel Stamp. To date 31 businesses have received the SafeTravels Stamp, (up from 27 in Q2). The Safe Travels Stamp is a designation to identify for visitors that the business is committed to safe health and safety practices and cleaning protocols.



Business interactions

The PKED team continued to reach out to businesses. Examples of interactions were:

Companies looking for marketing assistance and programs; many were referred to Digital Main Street programming

Outreach to local producers to talk about Kawartha Choice Farm Fresh membership

Companies looking for assistance and best practices to hold a successful grand opening



Outreach to businesses in the hospitality industry to identify which businesses were open and for what hours and which businesses had vacancy to support visitor inquiries.



3 objective

**Building a job-ready,
highly skilled and
innovative workforce
for the future.**

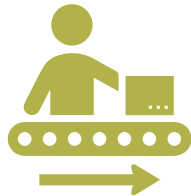
On September 30, 2021, there were a total of 603 active listings posted.

Full-time Postings: 552

Positions include:



Senior Mechanical Designer



Assemblers



Dietician



Environmental Health and Safety Coordinator



Veterinary Technician



Host/Hostess



Financial Analyst



Community and Social Services Worker



Server



Logistics and Warehouse Supervisor



Data Entry Clerk



General Labourer



Bakery Clerk



Cashier



Workforce, hiring talent and skills mismatches continue to be a challenge for many businesses operating in this region, however it is important to note that these challenges are nationwide, if not global in scale. Businesses are reporting that the top three skills that are needed in this community are:



Customer Service



General Labourer



Skilled Trades

HIGHLIGHTS



PKED is working with community partners and does actively participate on the Labour Force Task Force being led by the Workforce Development Board. The purpose of this task force is twofold:

1. To identify opportunities to address workforce needs among employers, including skills development for unemployed and employed workers.
2. To engage key community representatives to help identify the local labour market information that is required to support local workforce development and community activities in response to the impacts of COVID-19.

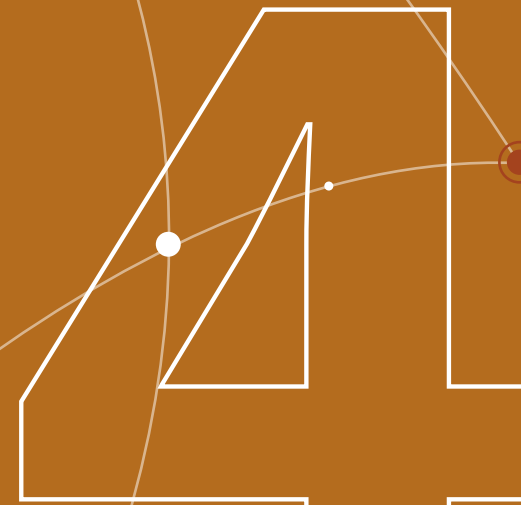
The Task Force is comprised of representatives from employment and training service providers, employer groups, educator groups, and various levels of government including the Ministry of Labour, Training and Skills Development.



Ongoing collaborations with Fleming College, Trent University and Ontario Tech University are underway with discussions pertaining to apprenticeship programs, experiential learning, applied projects and specialized programming to fill these ongoing job gaps.

PKED received funding through the Federal Canada Summer Jobs program, which allowed for the hiring of six students this summer. Four students were hired to work on the 2nd Annual Business Count Project and two were hired as Travel Counsellors for the Visitor Centre.





objective

Support All Phases of Entrepreneurship, While Also Supporting Existing Businesses

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).

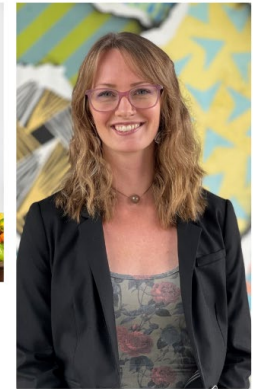


Business Advisory Centre Overview

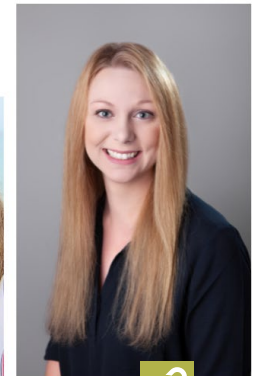
The Business Advisory Centre (BAC) is part of SBC Ontario, a provincial network representing 54 small business enterprise centres. With a collaborative mindset, advisors can draw from the collective experience of their colleagues across Ontario but still maintain services tailored for local companies.

The BAC administers Starter Company Plus (SCP), a competition-based business training program for entrepreneurs wishing to launch a company in this region. Aspiring entrepreneurs submit their business idea to a selection panel. Twelve applicants are selected for each intake, where they undergo training from industry leaders and develop their concepts. Participants submit their business plan and pitch for a chance to receive one of six \$5000 microgrants.

Applicants not selected for SCP receive a follow-up email and are encouraged to attend the New Venture workshop series. This online training specializes in developing early-stage concepts and preparing entrepreneurs for the next round of intakes. Small businesses already in operation will benefit from the content presented in weeks two through four and are advised to reach out for one-on-one consultations.



Peterborough
&
THE KAWARTHAS
BUSINESS ADVISORY CENTRE



The BAC has resources for entrepreneurs at any age and stage of business. Beyond the collection of workshops, clients can access an extensive amount of curated information online. The Small Business Toolkit and eLearning modules are handy reference guides that answer many frequently asked questions. For more extensive inquiries, entrepreneurs are encouraged to speak with an advisor.

HIGHLIGHTS

Summer Company 2021 Participants

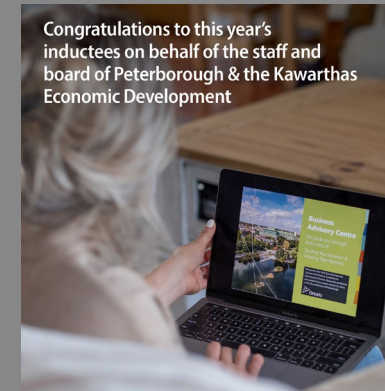
[Summer Company](#) accepted six unique businesses into the program this year. Each student attended seven virtual training sessions that covered a variety of topics which helped the students develop a business pitch, marketing plan, social media following and financials.



- Drew, the owner of Drew's Chicks, created take-home Chick Kits during the covid lockdown so people could experience chickens first-hand. Drew expanded his business throughout the summer and felt that the training and mentorship he received through the program helped him adapt and prepare for all the changes.
- Ainsley, the owner of Creatively Dunn, created all-natural, handcrafted wooden toys and indigenous-themed playsets for children. Ainsley felt having Indigenous sets was particularly important in a market with very few and managed to exceed her sales goals this summer.
- Owen, the owner of OG Lawncare, had to overcome some challenges due to Covid-19. However, after launching a door-to-door marketing campaign in his neighborhood, he still had an incredibly successful summer.
- Grace Holmquist created a line of reusable bags and spent the grant money on a new sewing machine. She intends to continue with her business in the future.
- Timothy created 3D Casting, a business that designs prototypes, manufacturing both plastic and aluminum parts. Having no previous business experience, Timothy enjoyed the training and feels confident knowing he now has the skills and knowledge required to be an entrepreneur.
- Lawson Hill, the owner of Trent Lakes Property Maintenance, had an extremely successful summer and is looking to hire someone next summer to help keep up with his client's demand

HIGHLIGHTS

This year PKED saw a great response from the community after sending out the Summer Company media release. Students were featured on [YourTV Cogeco](#), [PTBO Canada](#), [The Peterborough Examiner](#), The Lakefield Herald, The Millbrook Times, and Oldies 96.7 FM.



Business Hall of Fame Inductees

Tony Ambler,
Swish Group of Companies
and Yorkshire Valley Farms

John Gillespie,
Flying Colours

Simone Dobson,
Euphoria Wellness Spa

Allan Hill,
Domino's Pizza.

Franz Roessl,
Franz's Butcher Shop

Amy Simpson,
MicroAge Peterborough-Whitby

Posthumous
Allan Gillis,
Milltronics

Joe Sabatino,
Villa Auto Wash

Started E-learning Courses

12 Workshops Provided

Writing a Business Plan: Why You Need One And How to Do It

New Venture: Starting Up Your Own Small Business

The New Venture Online Course will help you navigate through the process of starting up your own small business.

Thursday, May 27th at 1:00pm

an is a tool that can help set you up id ensure all of the pieces of your ogether.

August 19th at 1:00pm

Started/Completed

17/4 New Venture Started/Completed

7/2 Business Planning Started/Completed

3/1 Branding & Marketing Started/Completed

68 Inquiries for initial assistance from small business and startups through all channels

55 Virtual consultations with small business operators

BARRIERS TO BUSINESS



COVID-19 recovery Vaccine Passports



Workforce



Available Land and Building Inventory



Broadband



Supporting downtowns and independent small businesses

Workforce continues to be the number one challenge for businesses. Across each sector, businesses are reporting that they are unable to attract the workforce they need, and this is resulting in decreased business hours, longer wait times for customers and a lack of growth. Several companies have reported that they have significant work and contracts that they can be pursuing, however, the lack of workers is preventing them from responding to these additional opportunities.

Businesses in the food and beverage, and hospitality sectors are reporting difficulties in hiring and retaining servers, cooks, and housekeeping staff.

Businesses in the manufacturing sector are reporting a lack of manufacturing skilled trades, especially CNC operators.

Businesses in the construction industry are reporting a lack of general labourers.

Businesses across all sectors are also reporting that retaining competent staff is especially difficult as they are being actively recruited by competitors and larger companies.

There is rising concern from small business about staffing levels required to manage the implementation of the vaccine passport. Frontline staff will need to be trained in validating passport information as well as conflict resolution, from customers that do not support the passport rules and become aggressive with staff reinforcing the Public Health rules. PKED is working with partners to determine if conflict resolution training can be rolled out to assist with this current issue.

PKED does seek out various funding opportunities for business to assist them with Covid-19 recovery, sustainable and innovation initiatives, such as the Ontario Skills Development Fund. When programs are announced, this information is shared through client interactions, e-newsletters, and social media.

TOURISM: CONFERENCES AND TOURNAMENTS ATTRACTED

Tourism Recovery Program

The Ontario Tourism Recovery Program (OTRP) will support eligible tourism businesses that have been hardest hit by COVID-19. Eligible businesses include Accommodations, Hunting & Fishing Camps, Campgrounds, Farm-based Tourist Attractions, Indoor & Outdoor Recreational Attractions and more. Peterborough & the Kawarthas Economic Development will help to connect eligible businesses to this funding.



While it is exciting that Event and Sport Tourism planners are planning to host tournaments and sporting events in Peterborough & the Kawarthas, it is not without its challenges. As Covid-19 restrictions evolve, it can be difficult to incorporate the coordination of hosting a sporting event or tournament while maintaining health protocols for guests and facilities.

The 2nd Annual Kawartha Open Pickleball Tournament took place at the Bonnerworth Courts from September 24th to 26th. There were approximately 251 participants in 2021, an increase from 2020. Approximately 50% stayed overnight in the region. The feedback from the event organizer was positive and the event was considered a success, with further plans for 2022.



Through our ongoing relationships with the sports community, PKED has pursued an opportunity to submit a letter of intent to bid on the 2024 Canadian National Track and Field Championships on behalf of the Peterborough & the Kawarthas region.

Peterborough & the Kawarthas will also host the Canadian Coasters – Classic Vehicle Tour in 2022, a two-night group event that undertakes a coast-to coast-vehicle tour in antique and classic cars (and trailers). The event will take place in the Township of Asphodel-Norwood and the City of Peterborough.

A Look Ahead:



Homeward Bound Graduation
Ceremony – October 4



Ontario East Municipal Conference
(virtual) October 20-21, 2021

OEMC Peterborough Regional
Reception – October 20, 2021



KMA Tri Association Manufacturing
Summit - October 2021



Fall Career Fair at Ontario Tech U
(Manufacturing) - October 2021



TD Economic Outlook Event -
Tuesday November 2, 2021



YPQ Aerospace Summit
October 28, 2021



FemSTEAM Summit -
October 13, 2021



TIAO Summit –
October 26-28, 2021



TIAC Congress – November



KCCT Awards



Ptbo Chamber of
Commerce Awards



The 7 step sales
process workshop
series – presented
in partnership with
FedDev – October 20
– November 24



Small Business
Week - Oct 17 – 23



Small Business
Month - October



Manufacturing Month -
October



To: Warden and Members of County Council

From: Sandra Dueck, Board Chair
Rhonda Keenan, President & CEO
Peterborough & the Kawarthas Economic Development

Meeting Date: November 3, 2021

Subject: PKED 2021 Third Quarter Metrics

Purpose

A report to inform Council of Peterborough & the Kawarthas Economic Development's 2021 Third Quarter Metrics.

Recommendation

That Report **PKED 2021 Third Quarter Metrics**, providing the Peterborough & Kawarthas Economic Development 2021 Third Quarter Metrics and presentation be received for information.

Budget and Financial Implications

There are no financial impacts associated with this report. All activities are covered within the approved 2021 budget.

Background

The three-party Memorandum of Understanding agreement between the City, County and Peterborough & the Kawarthas Economic Development (PKED), endorsed by City Council in December 2019, requires PKED to provide quarterly updates to City and County Council.

The MOU requires PKED to have an economic development strategy renewed every five years, the current strategy is entitled: [Future Ready 2020-2024](#).

The MOU requires an annual business plan and budget to be presented to Council, in addition to quarterly reports on activities.

Submitted by,

Sandra Dueck
Board Chair
Peterborough & the Kawarthas
Economic Development

Rhonda Keenan
President & CEO
Peterborough & the Kawarthas
Economic Development

Contact:
Rhonda Keenan
President & CEO
Peterborough & the Kawarthas Economic Development
Phone: 705-743-0777 ext. 2120
Fax: 705-743-3093
E-Mail: rkeenan@peterboroughed.ca

Attachment : PKED Q3 Report

Minutes

County Council - Regular Meeting



9:30 AM - Wednesday, October 20, 2021

Electronic Participation

The Council Chambers were closed due to COVID-19 precautionary measures.

The meeting was held electronically and was streamed live on the County of Peterborough's YouTube channel ([Part 1](#) & [Part 2](#)).

Present: Warden J. Murray Jones, Deputy Warden Andy Mitchell, Councillor Carolyn Amyotte, Councillor Rodger Bonneau, Councillor Lori Burt, Councillor Bonnie Clark, Councillor Janet Clarkson, Councillor David Gerow, Councillor Matthew Graham, Councillor Jim Martin, Councillor Scott McFadden, Councillor Karl Moher, Councillor Sherry Senis, Councillor Joe Taylor, Councillor Jim Whelan, and Councillor Ron Windover

Regrets:

Staff Present: Chief Administrative Officer Sheridan Graham; Chief of Paramedics/Deputy CAO Randy Mellow; Director of Corporate Services Lynn Fawn; Director of Human Resources Mary Spence; Director of Planning and Public Works Bryan Weir; Manager of Legislative Services/Clerk Kari Stevenson; Deputy Treasurer Michelle Fisher; Deputy Chief of Operations Chris Barry; Manager of Capital Projects Peter Nielsen

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 9:32 a.m.

2. Land Acknowledgement

The Warden recited the Land Acknowledgement.

3. Moment of Silent Reflection/Silence

Council observed a moment of silence to reflect on the duties and responsibilities requires as Peterborough County Councillors.

4. Adoption of Agenda

Councillor McFadden requested to amend the agenda to include a Liaison Report regarding the City Transportation Master Plan.

Resolution No. 419-2021

Moved by Councillor Bonneau
Seconded by Councillor Graham

That the agenda be adopted as amended.

Carried

5. Disclosure of Interest

There were no disclosures of interest.

6. Adoption of Minutes

Resolution No. 420-2021

Moved by Councillor Windover
Seconded by Councillor Clark

That the minutes of the Regular Council meeting of October 6, 2021 be adopted as circulated.

Carried

7. Delegations and Presentations

**a. Michelle Ferreri, Member of Parliament Elect, Peterborough Kawartha
Re: Greetings from MP Elect (Verbal)**

MP Elect Michelle Ferreri introduced herself to Council. She stated that she looks forward to working with the County and requested that members of Council provide her with a one-page summary outlining key Federal issues and funding. She will keep this information and use it when advocating and participating on committees in Ottawa.

Resolution No. 421-2021

Moved by Councillor Whelan
Seconded by Councillor Clark

That the verbal update from Michelle Ferreri, Member of Parliament Elect, be received.

Carried

8. Business Arising from a Previous Meeting

**a. Administration - Clerk's Division
Kari Stevenson, Manager, Legislative Services/Clerk**

Re: CPS 2021-046 2021-2026 Multi-Year Accessibility Plan

Resolution No. 422-2021

Moved by Councillor Windover
Seconded by Councillor Taylor

That report CPS 2021-046, 2021-2026 Multi-Year Accessibility Plan, be received; and

That the 2021-2026 Multi-Year Accessibility Plan be approved.

Carried

9. Staff Reports

- a. **Peterborough County/City Paramedics**
Randy Mellow, Chief of Paramedics/Deputy CAO
Re: PAR 2021-004 Donation of Surplus Ambulance to Fleming College's Paramedic Program

Resolution No. 423-2021

Moved by Councillor Whelan
Seconded by Councillor Senis

That Report PAR 2021-004, Donation of Surplus Ambulance to Fleming College's Paramedic Program, be received; and

That the donation of a surplus decommissioned Ambulance to Fleming College's Paramedic Program be approved.

Carried

- b. **Finance**
Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer
Re: FIN 2021-043 2022 Tariff of Fees

Resolution No. 424-2021

Moved by Councillor Moher
Seconded by Councillor Burt

That Report FIN 2021-043, 2022 Tariff of Fees, be received and comments be forwarded to staff by October 25, 2021 for a by-law to be brought back to Council for consideration.

Carried

- c. **Administration - CAO**
Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer
Re: CAO 2021-030, Photo Radar - Automated Speed Enforcement

Resolution No. 425-2021

Moved by Councillor Amyotte
Seconded by Councillor Clark

That Report CAO 2021-030, Photo Radar - Automated Speed Enforcement, be received; and

That as part of the Transportation Master Plan (TMP) Update the consultant be requested to provide a report to the TMP Steering Committee in relation to our School Zones and Community Safety Zones Technical Memos; and

That a letter be sent to the Province requesting an amendment to the ASE program to allow for the processing of ASE violations under the Administrative Monetary Penalty System (AMPS); and

That staff be directed to report back to Council once the Provincial review has been completed with further information on the details of the program, resourcing, and cost impacts; and further

That this report be forwarded to the amalgamated Peterborough County Police Services Board once established for their review and recommendations; and

That this report be sent to the eight lower-tier municipalities requesting their support.

Carried

10. Staff Reports - Information Only

a. Finance

Chris Allen, Purchasing Supervisor

Re: FIN 2021-044 2022 Purchasing Awards Report – September 2021

Resolution No. 426-2021

Moved by Councillor Whelan
Seconded by Councillor Gerow

That Report FIN 2021-044, Purchasing Awards Report for September, be received.

Carried

11. Correspondence

a. Municipality of Trent Lakes resolution dated October 8, 2021 Re: Speed Limit Reduction Request on County Road 36

Resolution No. 427-2021

Moved by Councillor Graham

Seconded by Councillor Amyotte

That the resolution from the Municipality of Trent Lakes regarding Speed Limit Reduction Request on County Road 36 be received and referred to the Director of Planning and Public Works.

Carried

b. Re: CPS 2021-045 Correspondence Report

Resolution No. 428-2021

Moved by Councillor Moher
Seconded by Councillor Burt

That Report CPS 2021-045, Correspondence, be received.

Carried

12. Committee Minutes

**a. Councillor Amyotte
Accessibility Advisory Committee
Re: Minutes of September 22, 2021**

Resolution No. 429-2021

Moved by Councillor Martin
Seconded by Councillor Graham

That the minutes of the Accessibility Advisory Committee meeting of September 22, 2021 be adopted.

Carried

**b. Councillor Amyotte
Lang Pioneer Village Museum Advisory Committee
Re: Minutes of September 28, 2021**

Resolution No. 430-2021

Moved by Councillor Taylor
Seconded by Councillor Windover

That the minutes of the Lang Pioneer Village Museum Advisory Committee meeting of September 28, 2021 be adopted.

Carried

**c. Deputy Warden Mitchell
Transportation Master Plan Steering Committee
Re: Minutes from September 13, 2021**

Resolution No. 431-2021

Moved by Deputy Warden Mitchell
Seconded by Councillor Whelan

That the minutes of the Transportation Master Plan Steering Committee meeting of September 13, 2021 be adopted.

Carried

- d. **Councillor Senis**
Waste Management Committee
Re: Minutes of August 24, 2021 and September 28, 2021

Resolution No. 432-2021

Moved by Councillor Gerow
Seconded by Councillor Clarkson

That the minutes of the Waste Management Committee meeting of August 24, 2021 and September 28, 2021 be adopted; and

That Council approves the recommendation from the Waste Management Committee to set aside the full review of potential options for full waste management at the County level until such time more information is available about the impacts of the transition of recycling to full producer responsibility; and

That staff be directed to draft a Request for Proposal for such a review to commence in late 2022 or early 2023 when the potential impacts of the recycling transition are anticipated to be known.

Carried

13. Liaison Reports from External Committees, Boards and Agencies

Councillor McFadden provided County Council with an update on the City of Peterborough's Transportation Master Plan and the upcoming deadline for comments of November 1, 2021, on the City's draft Official Plan. Council reviewed and discussed Schedules B and D to the Official Plan, attached to these minutes as Appendix 1.

Resolution No. 433-2021

Moved by Councillor Senis
Seconded by Councillor Bonneau

That the verbal update from Councillor McFadden on the City of Peterborough Transportation Master Plan be received; and

That Staff be directed to take appropriate measures to represent the County's interest.

Carried

14. Notices of Motion

15. Announcements

Councillor Clark advised Council of the Keene Lions Club free community breakfast taking place this Saturday (October 23, 2021).

Councillor Clarkson discussed the Buckhorn Lions Club's first meeting where the issue of food poverty within schools was raised. The Lion's Club has secured financing and is going to work with the school to provide meals to those in need. The new sidewalk system has allowed the Lions club to start arranging a walk-by Santa Claus Parade which will take place on December 4, 2021.

Councillor Moher thanked Council and staff for the moment of silence that took place at the previous Council meeting in honour of Councillor Moher's late Wife.

16. Closed Session

Resolution No. 434-2021

Moved by Councillor Graham
Seconded by Councillor Amyotte

Under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, S. 239(2) County Council move into closed session at 10:33 a.m. to consider:

(b) personal matters about an identifiable individual, including municipal or local board employees (Municipal Employees).

Carried

17. Rise from Closed Session

Resolution No. 435-2021

Moved by Councillor Graham
Seconded by Councillor Windover

That Council rise from closed session at 10:43 a.m.

Carried

18. Matters Arising from Closed Session

Resolution No. 436-2021

Moved by Councillor Clark
Seconded by Councillor Burt

That the Closed Session minutes of October 6, 2021 be adopted.

Carried

19. By-laws

- a. By-law No. 2021-60 being, "A by-law to authorize the Corporation of the County of Peterborough to enter into an Agreement with the Corporation of the Township of Marmora and Lake for maintenance and capital repair of the Crowe Bridge located on Vansickle Road."
- b. By-law No. 2021-61 being, "A by-law to adopt a Multi-Year Accessibility Plan for the Corporation of the County of Peterborough"
- c. By-law No. 2021-62 being "A by-law to amend Parking Regulation By-law No. 2021-20, being a by-law for the regulation of parking on highways and roadways within the jurisdiction of the County of Peterborough"

Resolution No. 437-2021

Moved by Councillor Amyotte
Seconded by Councillor Gerow

That By-law Nos. 2021-60, 2021-61, and 2021-62 be read, passed and that these by-laws shall be signed by the Warden and the Clerk and sealed with the Seal of the Corporation.

Carried

20. Confirming By-law

Resolution No. 438-2021

Moved by Councillor Senis
Seconded by Councillor Taylor

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. 439-2021

Moved by Councillor Bonneau
Seconded by Councillor McFadden

That the Council meeting adjourn at 10:45 a.m.

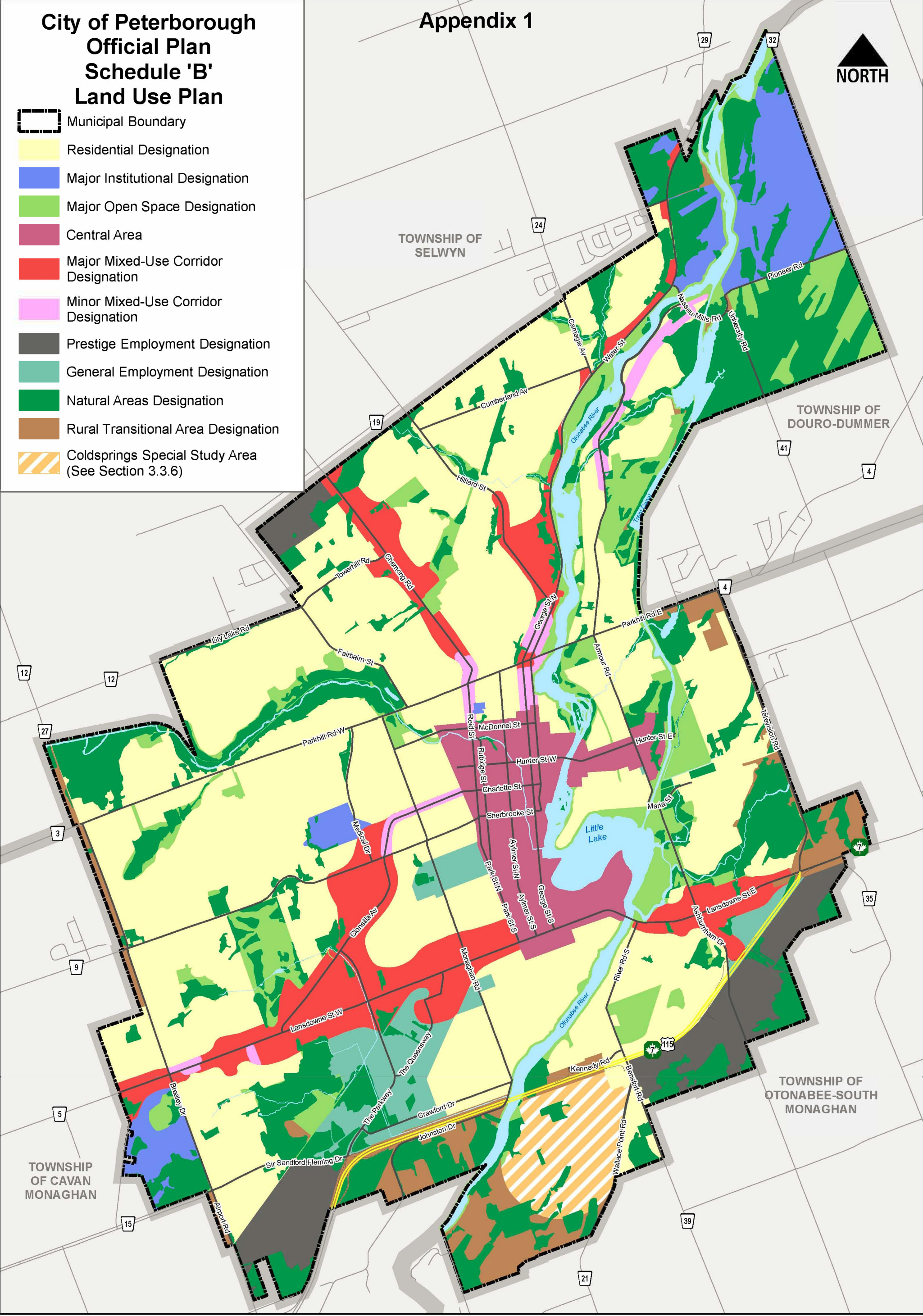
Carried

Warden, J. Murray Jones

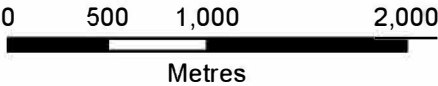
Clerk, Kari Stevenson

City of Peterborough Official Plan Schedule 'B' Land Use Plan

-  Municipal Boundary
-  Residential Designation
-  Major Institutional Designation
-  Major Open Space Designation
-  Central Area
-  Major Mixed-Use Corridor Designation
-  Minor Mixed-Use Corridor Designation
-  Prestige Employment Designation
-  General Employment Designation
-  Natural Areas Designation
-  Rural Transitional Area Designation
-  Coldsprings Special Study Area (See Section 3.3.6)



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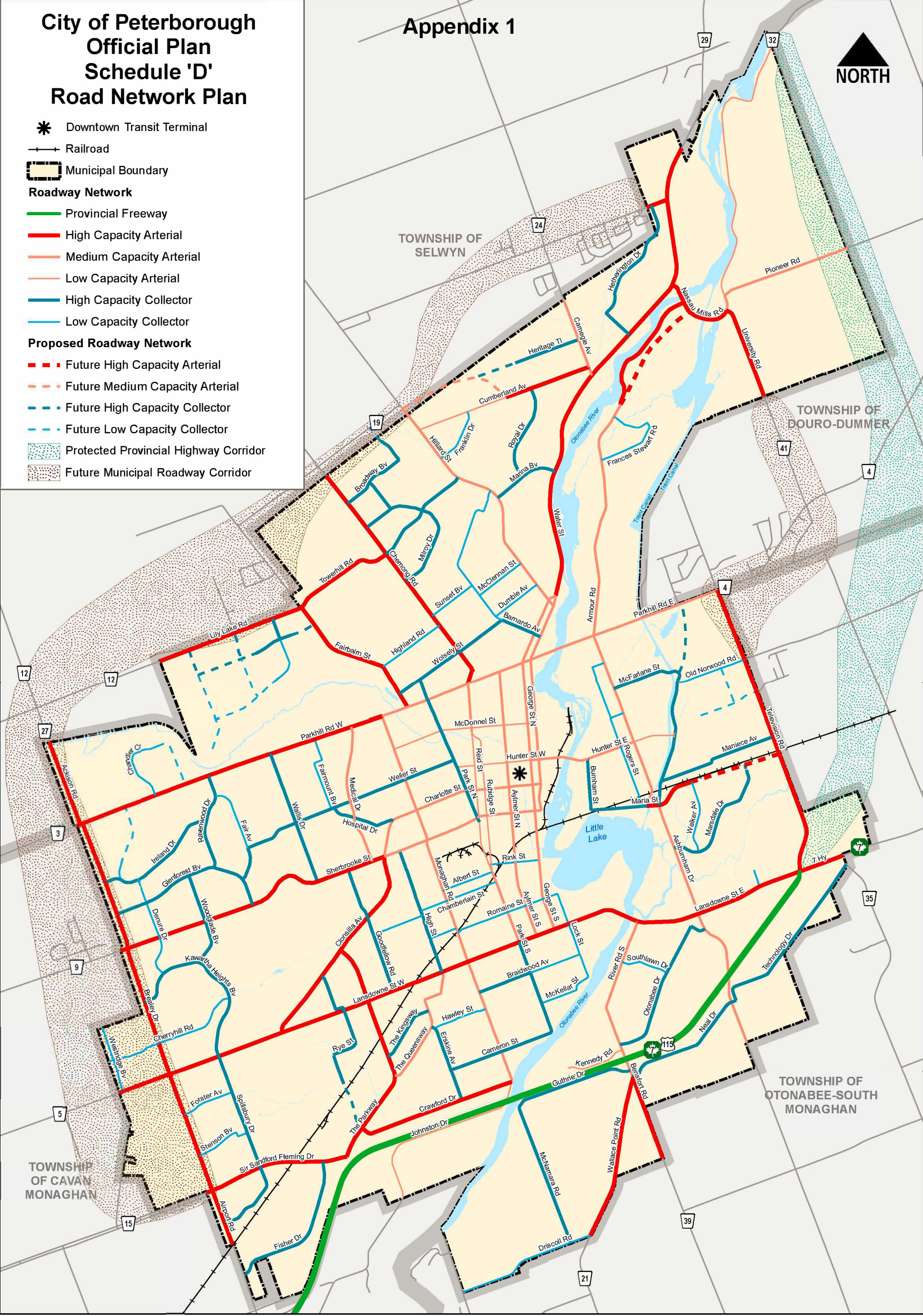


City of Peterborough
Official Plan
Schedule 'D'
Road Network Plan

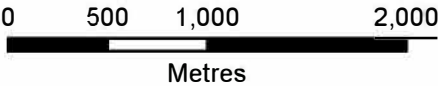
Appendix 1



- * Downtown Transit Terminal
- +— Railroad
- ▭ Municipal Boundary
- Roadway Network**
 - Provincial Freeway
 - High Capacity Arterial
 - Medium Capacity Arterial
 - Low Capacity Arterial
 - High Capacity Collector
 - Low Capacity Collector
- Proposed Roadway Network**
 - - - Future High Capacity Arterial
 - - - Future Medium Capacity Arterial
 - - - Future High Capacity Collector
 - - - Future Low Capacity Collector
 - ▨ Protected Provincial Highway Corridor
 - ▨ Future Municipal Roadway Corridor



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**Economic Development and Business Committee
Meeting Minutes
Monday September 27, 2021 at 6:00 p.m.
Township of Selwyn
Zoom meeting**

Present: Andy Mitchell, Mayor for Selwyn Township
Sherry Senis, Deputy Mayor for Selwyn Township
Rick Hickson, R&J Machine
Donna Rork, Cottage Toys
Gabi Dragomir, PKED, Rural Economic Development Officer
Nigel Broersma, Kawartha Chamber of Commerce

Regrets: Pat Smith, Paluski Boats & Adventure Outfitters
Troy Percy, Napa Auto Parts
Diana Carter, Style Boutique
Erin McLean, McLean Berry Farms

Staff: Angela Chittick, Manager of Community & Corporate Services
Leisha Newton, Economic Development Coordinator (Acting)
Per Lundberg, Planner (left at 6:07pm)

Chair, Andy Mitchell called the meeting to order at 6:02PM. We do not have quorum.

Declaration of Pecuniary Interest

None.

1. Deputations and/or Invited Persons

- a) Introductions of new Planning & Building Staff
 - Per Lundberg, Planner
- b) Nigel Broersma, Kawartha Chamber of Commerce
 - Nigel is the contact person for Selwyn Township from the Chamber
 - Nigel provided a quick summary of the Chamber consolidation and the plans for moving forward based on the vote.
 - The vote has taken place over the last week and is currently being compiled to determine whether the consolidation will be approved.
 - It was suggested that the Chamber ensure that farm-needs are met, in the case of a consolidation. Gabi has offered to be a contact for this issue.

2. Minutes

None.

3. Question Period

None.

4. Correspondence for Discussion and/or Decision

Information Items

- a) PKED “O’de Piitaanemaan Visitor’s Pledge” (pronounced Oh-da Pee-tah-na-mawn)
- b) WDB
 - Eye on the Labour Market, June 2021
 - Eye on the Labour Market, July 2021
 - Eye on the Labour Market, August 2021
 - Worker Impact Survey Results
- c) Via Rails Return to Peterborough Confirmed (July 7, 2021)
- d) Selwyn Digitization Project
- e) Selwyn Connected Marketing Campaign
 - This is a “shop local” promotion that is being managed by Strexer-Harrop and will run through the fall and winter. It is being promoted through multiple media sources (CHEX, radio, social media etc.).
 - The township is supporting this program with a \$50,000 commitment, and all businesses are invited to participate at no cost to them.
- f) Investing in Canada Plan Funding to Retrofit the Selwyn Township Office
- g) Proposed Consolidation of Kawartha Chamber of Commerce & Tourism & The Greater Peterborough Chamber of Commerce
 - Video
 - Consolidation Proposal

- h) Update on the Gig Project
 - EOWC, EOMC, EORN Media Release (July 19, 2021)
 - Government Announcement (July 29, 2021)
 - Chairs Message to Heads of Council (July 30, 2021)
- i) Covid-19 & Rural Economic Development in Canada: Impacts, Responses & Recovery (Canada Rural Revitalization Foundation, July 12, 2021)
- j) Rural Opportunity, National Prosperity: An Economic Development Strategy for Rural Canada (Ministry of Rural Economic Development, 2019)

Discussion Items

- k) Update on the Lakefield Campground Study Decision
 - The decision was made to enter into an agreement with ORCA to operate the Lakefield Campground on behalf of the Township
 - The details of the contract are currently being negotiated and will be presented to Selwyn Council and the ORCA Board for consideration when it is ready.
- l) Task Team Updates
 - Task Teams & Initiatives (June 24, 2019)
 - Last Task Team Update (Feb 24, 2020)
 - Status Report:
 - Natural Gas
 - Natural gas is being brought to an area along the 8th Line that will serve businesses and homes over the next five years.
 - Broadband
 - With the support of EORN and the Provincial and Federal governments, there is improved broadband being introduced currently into the township.
 - Housing
 - There are some new developments in Selwyn that support the growth for our area: Rosemere Manor has been converted into 12 unit high-end apartment rental and applications have been submitted to begin the development of the

Lakefield South area. Lilacs Subdivision has also added many housing units. Woodland Acres and Summer Lane have also been completely built-out.

- In addition, we recently passed the By-law on Rooming Houses that will be applicable in serviced areas (Lakefield and Woodland Acres) and Secondary Units are an available option in the Township
- **Action:** *Sherry asked that staff look into a loan that is offered in CKL re: housing. Is this something that can be offered in Selwyn?*
- Tourism Marketing; Business Attraction and Business Retention
 - With the 'Business Reopening Program' at the end of 2020 through March 2021, the Township was able to support our small businesses during the Covid-19 lockdowns and slow-downs, as well as during their reopening period. The Township invested \$250,000 supporting the businesses to purchase the materials to make their workplaces safer for their employees and customers.
 - The CIP program was also updated to support the business community by adjusting the cost sharing to 70% township; 30% applicant, and a new Covid-19 Pilot grant was created.
 - We also completed the [Business Attraction Guide](#)
- Community Promotion
 - The events are just recently starting to come back in a smaller capacity, and it is nice to see some of the community groups starting to get together again.
 - There have been no decisions yet about Township events for 2022, and nothing big was held in 2021. The decision for 2022 will be based on the COVID numbers in the fall.

5. Reports
None.

6. Other, New and Unfinished Business

- a) PKED Report – Verbal Update - Gabi Dragomir
 - The agricultural sector is experiencing interesting times

- There are five Counties working on a joint RED application (Durham, York, Peterborough, CKL & Northumberland) for a 3 year project Farmer Attraction Readiness Program
 - This program will allow people who are interested in farming to take tours: do readiness assessment, training etc.
 - Mentorship will also be available to help them (commercial farms)
- There is business development training for agri-tourism
- There will be a PKED Board meeting to review the 2022 work plan and budget on Sept 30.

b) Business News/Updates – All Committee Members

Sherry:

- Congratulations to Donna on the groundbreaking for the new Cottage Toys location!
- The Council Communicator will be sent out soon
- 2 Lakefield Restaurants that are closing to indoor dining as a result of the new vaccine proof requirements are Jack's & Lakefield Restaurant. They will still offer takeout. There may be more.
- Has Spud & Bull Chip Truck vacated on Lakefield Road?
- There was an application to Fed Dev for the incubator at the Chamber building
 - Second floor, requires renovations, an elevator and improvements
 - Police will be moving to the old scout building over the next few months which may open up opportunities for the Chamber to expand into this space.

Donna:

- There are a # of businesses in the downtown that offer services, banks/real estate etc.. Concern that there is not enough retail.
- Is there any way to ensure that if they are being re-established, we require a certain kind of business?
- The current commercial zoning is broad and includes many types of services and retail uses. Property owners like this broad selection as it makes their property very marketable. A zoning by-law amendment would have to be implemented to create a new commercial zone and this would be a challenging endeavour.

c) CIP/Township Report – Verbal update – Leisha

- Rotospa has started the process of planning to rebuild their location on the 8th Line, so that is good to see.

d) Update on Community Safety & Well-Being Plan (Peterborough City & County)

- The CSWB plan development is moving forward with the hiring of a consultant to manage the project, and six focus groups in late November to discuss key topics with experts throughout Peterborough City and County.

e) Invitation for Guests

- We will invite the new MP – Elect Michelle Ferreri to join us at an upcoming EDBC meeting.

7. Adjournment and Next Meeting

- The Committee meeting adjourned at 6:54 p.m.

Next Meeting

- The next EDBC meeting will be held on **Monday, October 25, 2021** at **6:00 p.m.** using the zoom platform.

**Economic Development and Business Committee
Meeting Minutes
Monday October 25, 2021 at 6:00 p.m.
Township of Selwyn
Zoom meeting**

Present: Andy Mitchell, Mayor for Selwyn Township
Sherry Senis, Deputy Mayor for Selwyn Township
Rick Hickson, R&J Machine
Donna Rork, Cottage Toys
Pat Smith, Paluski Boats & Adventure Outfitters
Troy Percy, Napa Auto Parts
Diana Carter, Style Boutique
Braden Clark, Community Futures Peterborough
Nigel Broersma, Kawartha Chamber of Commerce (joined for 4)g))

Regrets: Erin McLean, McLean Berry Farms
Gabi Dragomir, PKED, Rural Economic Development Officer

Staff: Angela Chittick, Manager of Community & Corporate Services
Leisha Newton, Economic Development Coordinator (Acting)

Chair, Andy Mitchell called the meeting to order at 6:00 pm.

Declaration of Pecuniary Interest

None.

1. Deputations and/or Invited Persons

- Braden Clark from Community Futures Peterborough provided a summary of the services and products that are offered for our region
- The goal is to stimulate economic growth, and job growth through their programming
- Their programming is focused on rural areas, and it is a not-for profit so funds are reinvested back into the community it serves.
- Business loans are available for small businesses that may have issues getting loans through common channels. They offer flexible lending, with forgiving payment schedules
- Funding can also be provided to businesses for community economic development (through the township, up to \$5,000), similar to the Business Reopening Program that was facilitated last year

- They are currently working on a communications plan that will be launched soon through the townships and local partners that will help to get the word out about their programming.

2. Minutes

The minutes of June 28, 2021 and September 27, 2021 were reviewed for information purposes.

Moved by: Sherry Senis; Seconded by: Troy Percy

That the EDBC minutes of June 28, 2021 and September 27, 2021 be received for information.

Carried.

3. Question Period

None.

4. Correspondence for Discussion and/or Decision

Information Items

- a) Chamber Consolidation (September 30, 2021)
 - Nigel joined the meeting from the gallery to answer some questions regarding the Chamber.
 - It was confirmed that with the consolidation, the office in Lakefield will be maintained.
 - How the revenue from the Service Ontario office will be handled moving forward is still being discussed, but will be decided by the Finance Committee as they move through the consolidation process.
 - The consolidation will be effective January 1, 2022
- b) WDB
 - Eye on the Labour Market, September 2021
- c) Teeny Tiny Summit (Webinar Series)
 - Teeny Tiny Resurgence
December 1, 2021 10am – noon
 - Renewed, Refreshed and the New Rural
March 2, 2022 10am – noon

5. Reports

- a) Building & Planning Reports
 - Building & Planning Q3 Dashboard (October 12, 2021)

- Building Permit Fee Restructuring (October 12, 2021)
 - Public Meeting, November 9, 2021
- The dashboard includes key performance indicators, and provides Council with a snapshot of what the building and planning department is doing on a quarterly basis. The planning department will be going online with their applications soon, which will allow for the same kind of data. Council and Staff are able to see where there is a hold up in the process/ delay and what the turnaround times are.
- There is a public meeting on November 9 to discuss the rate restructuring for building permit fees. We are moving to a new fee structure that will be calculated per square foot instead of based on construction value. This will reduce fees for some, and increase fees for larger builds. It is recommended that everyone take a look at the attached report and suggested fee schedule and attend the meeting if they have any comment or questions. This information was also sent out by email to the business email list today and will be included in the Business e-newsletter next week, so that businesses have been advised.

6. Other, New and Unfinished Business

a) PKED Report – Verbal Update - Gabi Dragomir (no update)

b) Business News/Updates – All Committee Members

Sherry:

- Fred has shared that there is a new Chiropractor/ Physiotherapist (Lee O'Neil) taking the place of Kawartha Home Health Care and a dentist has also located to the Chemong Medical Centre.
- Sherry noted that the Gas Station property at 6th Line & Lakefield Road is listed for sale again.
- Fred needs to find a Physician in Bridgenorth, and he is finding it difficult. There seems to be a discrepancy in the Physician Recruitment grants & supports that are available throughout the County.
- The Morton Medical Centre provides supports for a new doctor moving into the area: furnishing for office space; rent reprieve; and assistance filling roster (currently 16,000 without a doctor in Peterborough area).

The need for equal funding for physician recruitment throughout the County was discussed.

Moved by: Sherry Senis; Seconded by: Pat Smith

That the EDBC recommend that Council lobby the Provincial government to address physician recruitment grants so that Selwyn can be competitive in its physician recruitment efforts.

Carried.

- Pat suggested that as the EDBC has had two members resign that the Committee request that Council consider recruiting some replacements. He is aware of a few business owners who may be interested in getting involved.

Moved by: Rick Hickson; Seconded by: Pat Smith

That the EDBC recommend that Selwyn Council recruit up to 2 new members to join the Economic Development & Business Committee for the remainder of this term (until December 2022).

Carried.

- Pat also noted that Max MacKenzie who owns Max Towing and operates a business from Lakefield Road is selling his property. He is interested in the possibility of severing portions of the property. Sherry suggested that Mr. MacKenzie contact the County of Peterborough about severance options.

Donna:

- Lorri Rork (Community Care) has indicated that she would be interested in attending a future meeting to discuss the elderly needs in our community.
- The committee agreed that we should invite her to the November meeting.

Rick

- How is the LINK service performing?
 - The biggest users are students out of Trent, and we have an agreement with the student association to recoup costs through their student fees. This is a new revenue stream to help support the service.
 - The bus is currently running Monday through Friday
Route #31 had 161 riders last week
Route #32 had 71 riders last week
 - Committee members have commented that they are noticing more people waiting at the bus stops and along County Road 23, flagging down the bus. Interest in the bus is definitely increasing which is a good sign.

Troy:

- Bill Jones found a new operator for Buckhorn Garage. He sold to Reshad Formuly.

Andy:

- On October 23, most of the federal COVID support programs ended. They were replaced by:
 - Tourism & Hospitality Funding
 - Hardest Hit Business
 - Canada Recovery
- Ontario announced reopening changes that affect the vaccine passport and proof of vaccine processes for certain types of businesses. Dependent on the numbers, the Ontario government is hopeful that most of the restrictions can be lifted by the spring.

c) CIP/Township Report – Verbal update – Leisha

- As of October 25, Selwyn Township has approved 26 CIP applications for 17 businesses in 2021. For a municipal investment of approximately \$160,000, it is expected that the total project value in the township will be over \$335,000 for these projects.
- Ontario Garlic Week is an event that the Toronto Garlic Festival has created and invited businesses from across the province to participate in, and register on their website. We have invited our food & restaurant businesses to participate.

d) Update on Community Safety & Well-Being Plan (Peterborough City & County)

- The CSWB consultant will be hosting six focus groups, two each for Poverty, Mental Health and Barriers to Participation between November 15-26.

e) Invitation for Guests

- Leisha has invited MP Michelle Ferreri to our next meeting.
- Leisha will also invite Lorri Rork from Community Care to attend the November meeting, as discussed earlier in the meeting.

7. Adjournment and Next Meeting

Moved by: Diana Carter; Second by: Rick Hickson

- That the meeting of October 25th, 2021 be adjourned.

Carried.

- The Committee meeting adjourned at 7:03 p.m.

Next Meeting

- The next EDBC meeting will be held on **Monday, November 22, 2021** at **6:00 p.m.** using the zoom platform.

DRAFT

**Selwyn Public Library Board
Special Meeting
Tuesday, July 20, 2021 – 3:00 P.M.**

A Special Meeting of the Selwyn Public Library Board was held on Tuesday, July 20, 2021. The Board made use of remote meeting video software which was hosted by the CEO/Chief Librarian.

Present: Vice Chairperson Kerri Davies
Chairperson Julie Dillon
Board Member Judy Hyland
Board Member Barb Jinkerson
Board Member Anna Thompson
Board Member Kathie Whiteley
Board Member Rosellen Hickey
Mayor and Board Member Andy Mitchell

Staff Present: CEO/Chief Librarian, Sarah Hennessey

Regrets: Councillor and Board Member Donna Ballantyne
Treasurer/Recording Secretary, R. Lane Vance

Declaration of Pecuniary Interest

None.

1. Call to Order

The meeting was called to order by the Chairperson at 3:03 p.m.

2. Land Acknowledgement

The Chair delivered the Land Acknowledgement and related responsibilities contained therein.

3. Minutes

None.

4. Deputations/Invited Persons

None.

5. Staff & Committee Reports

a) Lakefield Library Artwork - J. Hyland, Fundraising Sub-committee

Resolution No. 2021.071

Moved by B. Jinkerson : seconded by R. Hickey

Discussion ensued about the artwork's origin and whether there are existing Municipal designations that would prevent the Board from auctioning off the artwork in the Library's Online Auction. S. Hennessey will provide more information about the artwork at the next regular Board meeting.

Carried.

6. Correspondence

None.

7. Other, New & Unfinished Business

None.

8. Next Meeting

A reminder that the next regular Library Board meeting will be held on Tuesday, September 28, 2021, at 3:00 p.m.

9. Adjournment

Resolution No. 2021.072

Moved by K. Davies: seconded by J. Hyland
That the meeting be adjourned. (3:47 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chair Person _____



Secretary



Approval Date _____ October 26th, 2021 _____

**Selwyn Public Library Board
Regular Meeting
Tuesday, September 28, 2021 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Tuesday, September 28, 2021. The Board made use of remote meeting video software which was hosted by the CEO/Chief Librarian.

Present: Councillor and Board Member Donna Ballantyne
Vice Chairperson Kerri Davies (left at 3:44)
Chairperson Julie Dillon
Board Member Rosellen Hickey
Board Member Judy Hyland
Board Member Barb Jinkerson
Mayor and Board Member Andy Mitchell
Board Member Anna Thompson
Board Member Kathie Whiteley

Staff Present: CEO/Chief Librarian, Sarah Hennessey
Treasurer/Recording Secretary, R. Lane Vance

Declaration of Pecuniary Interest

None.

1. Call to Order

The meeting was called to order by the Chairperson at 3:01 p.m.

2. Land Acknowledgement

The Chair delivered the Land Acknowledgement and related responsibilities contained therein.

3. Minutes

Resolution No. 2021.073

Moved by R. Hickey: seconded by D. Ballantyne

That the minutes of the regular meeting held on June 22, 2021 approved as presented.

Carried.

Resolution No. 2021.074

Moved by D. Ballantyne: seconded by K. Davies

That the minutes of the Special meeting held on July 20, 2021 be deferred until the next Library Board meeting.

Carried.

4. Deputations/Invited Persons

None.

5. Staff & Committee Reports

- a) Staff Monthly Reports

Resolution No. 2021.075

Moved by R. Hickey: seconded by K. Whiteley

That the following staff reports be received for information:

- i) Financial Statements August 2021 – R. Lane Vance
- ii) Activity Reports
 - i. Circulation Statistics (June, July, August 2021) – S. Hennessey
 - ii. Cloud Library (June, July, August 2021) – H. Eshikaty
 - iii. Hoopla (June, July, August 2021) – H. Eshikaty
- iii) CEO/Librarian – S. Hennessey (including D. Marshall - summer programming recap)

Carried.

Chairperson J. Dillon will send along special thanks to the staff on their extra efforts over these last months and the additional challenges experienced due to COVID19.

- b) Committee Reports

- i) Fundraising Sub-Committee Update – September 28, 2021

Resolution No. 2021.076

Moved by D. Ballantyne: seconded by B. Jinkerson

That the Board receives the Sub-Committee Report on Fundraising for information; and

That the Board approves including the selected Lakefield Artwork in the online auction with starting bids to be established by the Fundraising Sub Committee.

Carried.

6. Correspondence

None.

7. Other, New & Unfinished Business

- a) Policy

- i) Technology Policy 6.1.1 (Final)

Resolution No. 2021.077

Moved by R. Hickey: seconded by B. Jinkerson

That the report in regard to the Technology Policy (1.1.5) be received; and
That the Board approve the policies as amended; and
That staff be directed to update all Policy Manuals.

Carried.

K. Davies left the meeting.

ii) Volunteer Policies (Draft)

Resolution No. 2021.078

Moved by R. Hickey: seconded by K. Whiteley

That the report in regard to the Volunteer Policies (Draft) be received; and
That the Policy Review Sub-Committee convenes to begin review of the volunteer policies, and research findings from the Trent Volunteer Study and Volunteer Engagement Workshop.

Carried.

b) Truth and Reconciliation Committee

Resolution No. 2021.079

Moved by B. Jinkerson: seconded D. Ballantyne

That the Board receive this report for information; and
That the Board selects J. Hyland and A. Thompson to participate on the Truth and Reconciliation Committee along with the Chair and CEO; and
That the Chair will reach out to Board Member K. Davies to gauge her interest in participating; and
That the Committee reports back at the October Board meeting.

Carried.

c) Board Evaluation

Resolution No. 2021.080

Moved by R. Hickey: seconded by A. Thompson

That the Annual Board Evaluation Report be received for information and discussion purposes; and
That the results of the evaluation be used as a guide for Board improvement.

Carried.

8. Next Meeting

The next regular Library Board meeting was confirmed for Tuesday, October 26, 2021, at 3:00 p.m. (format to be determined by the CEO)

The Ad Hoc Budget Committee meeting for the Capital Budget was confirmed for Thursday October 7, 2021 10 a.m., in person meeting at the Township Office, downstairs meeting room.

9. Adjournment

Resolution No. 2021.081

Moved by R. Hickey: seconded by D. Ballantyne
That the meeting be adjourned. (4:11 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chair Person



Secretary



Approval Date ____October 26th, 2021____

**Township of Selwyn Municipal
Heritage Committee Minutes
Thursday, September 23, 2021 at 5:00 pm**

Electronic Participation by Committee Members and Staff

Present: Stephen Gavard
Anita Locke, Councillor
Tom McAllister
James (Jim) Forester
Robert Lamarre, Manager of Building and Planning
Tania Goncalves, Deputy Clerk

Regrets: Grant Murphy

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. 2021-028 – Minutes

Councillor Anita Locke – Tom McAllister –

That the minutes of the regular meeting of August 26, 2021 be approved.

Carried.

4. Correspondence

None.

5. Deputations/Presentations

None.

6. New or Unfinished Business

Municipal Registry Open House – the Committee agreed to host the Open House on October 20th from 2-4PM and 5-7PM. Rob advised that information boards will be created for display at the event. Steve requested that a board be dedicated to defining the difference between designated and non-designated properties. Tania will provide the Committee with a copy of the spreadsheet with the proposed properties to be used as reference during the event. The Open House will be promoted via social media, the Township's e-newsletter, the website and a mailout to the property owners on the proposed list. Tom requested clarification on the process if property owners do not attend the Open House or respond to the letter. Rob advised that those properties would be added to the list in accordance with the Heritage Act. The Committee reviewed the draft letter to be sent to the proposed properties – some minor amendments were suggested.

Heritage Easements – James introduced the option of easements on properties as a means to designate (Sec. 37(1) OHA). James will look into the matter further and provide the Committee with information regarding this process.

59 Clementi Street – Anita advised the Committee that Council supported the MHC resolution to approve the proposed renovations to the subject property.

Municipal Heritage Register (next round) – Steve suggested that Committee members commence researching properties to be included in the next round of non-designated properties. The proposed list will be discussed in Q1 of 2022.

44 Bridge Street – James advised that the designated property is not identified in the Ontario Heritage Trust website. Tania advised the Committee that all the paper work was submitted a number of months ago but would look into the situation.

7. Next Meeting – October 28th at 5PM

8. Adjournment

Resolution No. 2021-029 – Adjournment

Councillor Anita Locke – Tom McAllister

That the meeting be adjourned at 5:52 PM

Carried.

Draft Pending Approval

**Smith-Ennismore Police Services Board
Meeting Minutes
Special Meeting – Budget 2022**

Wednesday, October 13, 2021 - 2:00 PM
Electronic Meeting via Zoom

Present: Steve Connolly - Chair & Municipal Appointee
Ron Black - Vice - Chair & Provincial Appointee
Donna Ballantyne - Ennismore Ward Councillor & Council Appointee
Acting Inspector Chris Galeazza - Interim Detachment Commander
Val Austin – Chair Smith-Ennismore Community Policing
Tania Goncalves – Township Staff
Rick Dunford – Township Staff

Regrets: Barbara Choronus – Vice-Chair Smith-Ennismore Community Policing

1. Call to Order

Chair Steve Connolly called the meeting to order at 2:00 p.m.

2. Declaration of Pecuniary Interest

None.

3. Adoption of Agenda Items**Resolution No. 26/21 – Agenda**

Donna Ballantyne – Ron Black –

That the Smith-Ennismore Police Services Board Agenda for the meeting of Monday, October 13, 2021 be adopted.

Carried.

4. Minutes

None.

5. Delegations/Guests

None.

6. Reports**a) SECP 2022 Budget Proposal**

- The Board reviewed the 2022 proposed budget for the Smith Ennismore Community Police.
- The Board agreed to keep funds in the budget for 6 Road Watch signs.

Resolution No. 27/21 – SECP 2022 Budget

Ron Black – Donna Ballantyne –

That the proposed 2022 Budget for the Smith Ennismore Community Police be approved as presented.

Carried.

b) SE PSB 2022 Proposed Budget

- The Board reviewed the 2022 proposed budget specifically regarding speed awareness tools and traffic calming measures. Chris Galeazza, Interim Detachment Commander, reviewed options for a portable speed awareness board including solar options. Rick Dunford, Manager of Public Works, was in attendance to discuss the use of the Public Works Department for the installation of a portable board. Mr. Dunford agreed that the Public Works Department could support the installation of a speed awareness board however, recommended that additional mounting brackets be purchased to be install in problem areas to make moving the board around easier. The Board discussed allocating funds to speed awareness and traffic calming measures, with a focus on a speed awareness board. The Board agreed to continue all the subscriptions and memberships related to the Board.

Resolution No. 28/21 – Proposed 2022 SE PSB Budget

Ron Black – Donna Ballantyne –

That the Smith Ennismore Police Services Board recommend that Council consider including \$6000 in the proposed 2022 budget for the purchase of traffic calming tools including, but not limited to, a portable speed awareness board and necessary mounting equipment.

Carried.

7. Unfinished and New Business

None.

8. Correspondence

a) Correspondence Report Summary

Correspondence for Direction

None.

Correspondence for Information

None.

9. In camera

None

10. Adjournment/Next Meeting

Next Regular Meeting October 25, 2021, 1:00 PM

Draft Pending Approval

Resolution No. 29/21 - Adjournment

Donna Ballantyne – Ron Black –

That the meeting be adjourned (2:34 PM)

Carried.

2022 Schedule of Board Meetings

Board Meeting **Stat Holiday**

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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*May 3: Cavan Monaghan

*May 31: Lakefield

(Tentative – subject to change)

Peterborough Police Services Board

October 13, 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: Bob Hall, Chair
(In the Boardroom) Mayor Therrien
Mrs. Mary ten Doeschate

Also Present: Scott Gilbert, Chief of Police
(In the Boardroom) Tim Farquharson, Deputy Chief of Police
Lisa Wilson, Executive Assistant

Guest Present: Jeeti Sahota, Policing Services Advisor (SOLGEN)
(Via Teams)

Regrets: Les Kariunas, Vice-Chair
Councillor Gary Baldwin
Councillor Anita Locke, Advisor for Lakefield
Mayor Scott McFadden, Advisor for Cavan Monaghan

1. The Chair called the meeting to order at 5:02 pm.

2. Approval To Go In-Camera

Moved by Mary ten Doeschate
Seconded by Diane Therrien

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 6:03 pm.

3. Approval of the Agenda

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the agenda of the Peterborough Police Services Board's public meeting of October 13, 2021 be approved as circulated. –

CARRIED

4. A declaration of conflict of interest was not noted.

5. Approval of the Minutes

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the Minutes of the September 21, 2021 Peterborough Police Services Board public meeting be approved as circulated. –

CARRIED

6. Board Commendations

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the Board award Commendations to Police Constables David Wickham and Steve Minnema for their heroic actions in the line of duty regarding an incident at PRHC. –

CARRIED

(KPMG Project Team: Bruce Peever, Suk Bedi and Jill Skinner present via Teams)

7. Presentation: Staffing Review – Final Report

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the Board receive the Staffing Review Final Report and presentation from KPMG. -

CARRIED

Project Manager Bruce Peever reviewed and summarized the Staffing Review Final Report. When asked what the primary concerns were and whether they were able to be addressed in the report, Mr. Peever noted that when KPMG interviewed all of the stakeholders, there were a variety of different concerns around staffing levels, particularly from front-line staff, although there was no real substance to it. When asked about things that the Service is doing right, Mr. Peever replied there is a commitment to the community and continued re-thinking of how the Service can serve the community and residents better, and KPMG saw that from the front line, to senior command, to the Board. When asked whether there were any surprises in Peterborough's data, Mr. Peever said KPMG was surprised by how many Level 3 and 4 calls for service there were that really are the responsibility of by-law enforcement with the City; this is a costly way of doing business and needs to be re-thought. Jill Skinner noted that it is astounding that other agencies are not taking more of a lead role in responding to mental health calls and they are being dropped into the lap of police after 4pm and on weekends, and then there is surprise when use of force is used.

Chair Hall thanked KPMG for their hard work and professionalism throughout the Staffing Review and the Board will be reviewing their report.

8. Presentation: Ontario 211 Line

Moved by Mary ten Doeschate
Seconded by Diane Therrien

That the Board receive the information and presentation regarding the 211 Ontario Line by Inspector Lyons. –

CARRIED

Inspector Lyons highlighted the following:

- 211 can replace 7 phone calls a person would make to find the service that fits their needs
- The 211 program is funded by all three levels of government along with the United Way; it is sustainable and well used
- 211 was launched in Peterborough on June 24, 2009 and is headed up by Chris Kawalec from the City
- Local 211 calls are answered by Community Connection in Collingwood which is staffed 24/7 in multiple languages
- Callers are referred to the appropriate services and made aware of what times the service is available
- There are six additional 211 call centres should the Collingwood centre be overwhelmed
- Services are available by phone, online, chat or email
- Use is trending upward and there has been a marked increase in calls from 2019-2020
- Communicators in 911 do not have time to be counsellors – this gives them the opportunity to put people in direct contact with the services they are looking for; it is another great tool to add to our collection

Sandra Dueck and Inspector Lyons have had a conversation about a social media campaign in unison with the United Way to increase awareness of the 211 program in Peterborough.

9. Chief's Remarks

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the Board receive the Chief's verbal remarks. –

CARRIED

Chief Gilbert advised the Board that there has been an opportunity to apply for a grant related to MCIT augmentation in partnership with CMHA; the deadline was today and we did apply. The grant would provide for an additional mental health worker to work with officers. It should be noted that this opportunity comes from SOLGEN, not from the Ministry of Health who does not offer grant funding to benefit people in the community suffering from mental health issues.

Chief Gilbert also advised that Phase 2 of the Health IM Application rollout is underway – PC Ryan Black is making sure the app is rolled out across each platoon. Inspector Lyons advised that we now have some metrics from the trial period and it is already showing some benefits. Chief Gilbert said that some officers' phones required PTS to individually download the application resulting in a slower rollout. Deputy Farquharson advised that this application will give the Board a true reflection of mental health calls, separate from RMS/Niche.

10. Chair's Remarks

Nil

11. Correspondence

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the following correspondence be received as one omnibus motion:

a) Ministry of the Solicitor General

- i) September 23, 2021 memo re: amendments to the existing Low-Speed Vehicle (LSV) pilot regulation (O. Reg. 215/17: Pilot Project – Low-Speed Vehicles) under the **Highway Traffic Act** (HTA);
- ii) October 1, 2021 memo re: Centre of Forensic Sciences (CFS) – Launch of a New CFS Website;
- iii) October 5, 2021 memo re: Disclosure of Police Records to Correctional Facilities Questionnaire.
- iv) October 6, 2021 memo re: Developmental Services.

b) Trent University/Peterborough Public Health/Peterborough Police Service

Joint message to returning Trent Students from the President, Public Health and Police.

c) Office of the Independent Police Review Director (OIPRD)

Memo dated September 29, 2021 re: Notice of Appeal to the Information and Privacy Commissioner of Ontario. –

CARRIED

Re: Item 11 b): Chief Gilbert was asked how effective the joint letter was. Was there any outcome or any Head of the Trent issues? Chief Gilbert advised that police dealt with large parties and reckless behaviour from students with no masks and no social distancing. There was a lot of alcohol being consumed. The Service received a huge number of calls that day related to this – extra staff and SPCs were brought in. Student behaviour seems to be getting worse and they are not representing their school in a good light. It is disappointing that people are not adhering to the best recommendations of Public Health. Inspector Lyons advised that the Service worked with school security to make sure the message is getting out and the Safe Neighbour Program conducted at the beginning of the school year has had some effect.

12. Auction Fund GICs

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the Board receive the report from the Executive Assistant regarding the matured GICs and options for reinvestment.

Further, the Board directs that the GICs are to be combined and reinvested into one, one-year cashable GIC with an interest rate of .55%. –

CARRIED

13. Policy & Planning Committee

Auxiliary Unit – Request for Additional Rank

Moved by Diane Therrien
Seconded by Mary ten Doeschate

- a) That the Board receive the Report from Inspector John Lyons and authorize that the rank of Inspector be added to the Auxiliary Unit's rank structure.
- b) Further, that the Board approve the Amending By-Law as drafted, to amend By-Law #106-2014: a By-Law to Establish an Auxiliary Police Unit for the Peterborough Police Service, to reflect this change. –

CARRIED

14. Policy & Planning Committee

Board Covid-19 Vaccination Policy

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the Board receive the Peterborough Police Services Board's draft Covid-19 Vaccination Policy for Board Members and Staff from the Policy & Planning Committee. Further that the Board approve and enact the Policy effective October 14, 2021. –

CARRIED

Chair Hall noted that the Peterborough Police Services Board provides civilian oversight of the Peterborough Police Service and has a responsibility to make sure our Service provides the best community safety possible. This vaccination policy dovetails the Service's policy. Legal counsel was consulted, as well as decisions in cases at the Human Rights Tribunal. We also looked at what other Boards are doing to enhance public safety. All Board Members, contractors and students performing work for the Board are required to provide proof that they are double-vaccinated and of any recommended booster shots in the future. This policy is about community safety and health. The Board must ensure that our policy is understood throughout the Service and understood that this is the expectation we have on ourselves and all Service members to abide by Covid vaccination policies.

Public attendance at Board meetings will continue to be via Teams.

15. Public Announcement of the Auction Fund Grant

Moved by Mary ten Doeschate
Seconded by Diane Therrien

That the Board receive the memo from the Executive Assistant regarding an Auction Fund grant to CMHA in support of their annual Team 55 fundraising event. –

CARRIED

16. Board Meeting Schedule for 2022 – Options for Discussion

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the Board receive the memo from the Executive Assistant regarding options for the 2022 Schedule of Board Meetings.

Further, that the Board will meet every four weeks in 2022, with special meetings called as necessary. –

CARRIED

The Executive Assistant will contact the clerks of the Township of Cavan Monaghan and Village of Lakefield to canvass the possibility of holding one meeting in each of their jurisdictions in 2022, subject to restrictions due to the ongoing Covid-19 pandemic.

17. Ratification and Adjournment

Moved by Diane Therrien
Seconded by Mary ten Doeschate

That the Board ratify all actions of today's date. –

CARRIED

Moved by Mary ten Doeschate
Seconded by Diane Therrien

That the public meeting be adjourned at 7:30 pm. –

CARRIED

Read and approved this 2nd day of November, 2021.

Lisa Wilson, Executive Assistant

Bob Hall, Chair



Peterborough Police Services Board

Public Session

TO: Chair and Members of the Peterborough Police Services Board

FROM: TIA NGUYEN

REPORT DATE: October 25, 2021

MEETING DATE: November 2, 2021

SUBJECT: 2021 Q3 Financial Report

PURPOSE

To update the Police Services Board on Peterborough Police Service's 2021 year-to-date financial results.

RECOMMENDATION(S)

That the Board approve the recommendation(s) outlined in this Report, as follows:

Receive for information.

STRENGTH IMPACT

Not applicable.

BUDGET AND FINANCIAL IMPLICATIONS

Not applicable.

BACKGROUND

Our 3rd Quarterly Financial Report indicates a disbursement of \$20,182,032 (74.3% compared to 69.9% for the same quarter ended September 30, 2020), from an approved budget of \$27,157,228 with 75% of the year completed.

Personnel expenditures as of September 30, 2021, indicate a disbursement of \$21,047,722 (74%) from an approved budget of \$28,335,182. Complications during 2020 and 2021 reporting years include lengthy negotiations for collective agreements that settled in June 2021 and continued impacts of COVID-19 pandemic restrictions.

Lost revenue from Record Check Services is estimated over \$78,100 or 38% between January and September 2021.

Other timing factors are ongoing contracted services, including consultant and legal fees, deferred training and outstanding purchase orders as a result of the continued impacts of the COVID-19 pandemic.

COVID-19 financial impacts to date include:

- Lost revenues due to the pandemic lockdown --
Taxi and Limousine Licenses and Permits fees \$5,211 (24%)
MVC reports \$1,250 (42%)
- Increased overtime \$54,572 due to COVID-19 related service calls.
- \$24,143 for additional personal protection equipment for employees and extra spending includes new costs incurred to mitigate the risk of exposure to COVID-19 virus in the office and in vehicles.
- \$3,762 capital investment in laptops to accommodate court services. A couple laptops were provided for members for virtual court for preliminary hearings and trials during the pandemic. The other laptops were provided to special constables to monitor all virtual court appearances. The virtual platform was implemented to allow hearings to proceed during the pandemic as all in person appearances were not permitted for an extended period.
- There were year-to-date savings realized on training and travel-related costs as a result of the COVID-19 pandemic and related restrictions on travel and conferences. These savings were partially offset by an increase in online training. Total travelling and training expenses were \$14,100 or 7% lower than planned. The decrease in training was driven predominantly by in-person course cancellation when strict quarantine measures were in place.

We anticipate that financial COVID-19 impacts will improve after this reporting period.

To date, the following Grant Projects were received:

- Court Security and Prisoner Transportation Grant ("CSPT") - \$1,082,433.97
- Community Safety and Policing Grant ("CSP") - \$499,201.13
- Provincial Human Trafficking Intelligence-Led Joint Forces Strategy ("IJFS") - \$162,817.50

Capital expenditures indicates a commitment of \$574,352 (37.2% compared to 80.1% for the same quarter ended September 30, 2020) from an approved budget of \$1,543,213.

To date, office equipment and furniture (including 17 replacement desktop computers) and 4 replacement vehicle purchases have not arrived.

Internally restricted fund – The position of Police Reserve was \$1,347,184.91 on December 31, 2020. That amount is expected to decrease by \$167,322 representing the Service's contribution to 2021 Operating and Capital Budgets. Going into 2021, the net position of the Police Reserve is expected to be \$1,179,862.91.

Internally restricted fund - Legal Fees indicates a balance of \$246,704.31.

Internally restricted fund – Police Recruitment Reserve indicates a balance of \$65,575.73.

Internally restricted fund - Police Strategic Plan Account indicates a balance of \$37,299.60.

Internally restricted fund - Sayer Memorial Heritage has a balance of \$215.84.

Internally restricted fund - Police Health Care Spending Account indicates a net balance of \$65,127.48.

Internally restricted fund - Social Contract Account indicates a balance of \$51,959.88.

SUMMARY

Records indicate that we have disbursed 74.3% of our Operating Budget with 75% of the year completed.

Prepared by: Tia Nguyen, Finance Manager

Submitted by: Scott Gilbert, Chief of Police

Reviewed by: Scott Gilbert, Chief of Police



Accessibility Advisory Committee Minutes

3:00 PM - Wednesday, October 27, 2021

Electronic Meeting

The Accessibility Advisory Committee of the Township of Selwyn and the County of Peterborough was called to order on Wednesday, October 27, 2021, 3:04 PM, with the following members present:

Present: Carolyn Amyotte, Peterborough County Councillor
 Alec Denys, Vice Chair
 Anita Locke, Township of Selwyn Councillor
 Eric Thornley, Chair
 Thomas Campbell

Absent:

Staff Present: Angela Chittick, Manager of Community & Corporate Services/Clerk, Township of Selwyn
 Kari Stevenson, Manager, Legislative Services/Clerk, County of Peterborough
 Sarah Boyd, Committee Secretary, County of Peterborough

1 Declaration of Pecuniary Interest

No declarations were made.

2 Approval of Agenda

a) **Moved by: Anita Locke**
Seconded by: Thomas Campbell

That the Accessibility Advisory Committee approves the agenda as circulated.

Carried

3 Deputations and or Invited Persons

None.

4 Minutes

a) Minutes of September 22, 2021

Moved by: Anita Locke
Seconded by: Thomas Campbell

That the Accessibility Advisory Committee adopt the minutes of its meeting held September 22, 2021.

4. Business Arising from the Minutes

5 Question Period

6 Correspondence for Discussion and/or Decision

a. Information Item – Community Safety and Well-Being Meeting Correspondence

The Committee received the workshops email and Alec will register and attend the Barriers to Participation workshops November 18 and November 25 and report back to the group on the workshops.

7 Reports

8 Other, New and Unfinished Business

a. Proposed Site Development – Polish Perfection – 1824 8th Line

Angela Chittick provided an overview to the Committee regarding the addition to a home-based business. The addition will be at the back of the property, with a gravel driveway running from the front to the back. There are 2 accessible parking spaces (Type A and Type B) planned for the site. The spaces will be designated with signage, no marked lines as there will be no paving. The Committee did not provide any additional recommendations at this time.

b. Year 18 Plan – Accomplishments

The Committee reviewed the Year 18 Plan accomplishments. No amendments were required.

c. Year 19 Draft Plan

The Year 19 work plan was reviewed and approved by the Committee.

Moved by: Carolyn Amyotte

Seconded by: Thomas Campbell

That the Accessibility Advisory Committee approve the Year 19 work plan as circulated and that the Year 19 Work Plan be forwarded to the respective Councils for endorsement for submission to the Ministry of Economic Development, Job Creation and Trade.

Carried

c. Reminder

Remembrance Day activities are coming up, please donate or attend an event, if you are able to.

9 Next Meeting and Adjournment

a) The next meeting will be held on November 24, 2021.

The Committee adjourned at 3:32 p.m.