

# **Township of Selwyn Regular Council Meeting**

**Tuesday, November 23, 2021 – 6:00 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>

- 
- **5:40 PM – [Committee of Adjustment](#)**
  - **6:00 PM – Regular Council Meeting Begins**
- 

## **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 November 9, 2021
- Discussion out of the minutes

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

#### **(a) 6:05 pm – Roslyn Moore and Rob Little - Environment Council for Clear, Stoney and White Lakes**

### **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) Rick Dunford, Manager of Pubic Works – Salt Management Plan**

- Attachment - Salt Management Plan
- Attachment - Schedule A – Risk Management Plan

## **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) Robert Lamarre, Manager of Building and Planning – Building Permit Fees Structure – By-law Adoption**
- Attachment - Updated Building By-law 2021-087



(b) Angela Chittick, Manager of Community & Corporate Services/Clerk – Annual Accessibility Report

- Attachment - Year 19 Work Plan
- Attachment - Year 18 Work Plan Accomplishments

(c) Tania Goncalves, Deputy Clerk – Various By-laws

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

(a) Correspondence Report – [November 23, 2021](#)

## **7. Peterborough County Report**

(a) Peterborough County Report – [November 23, 2021](#)

## **8. Committee Reports**

(a) Smith-Ennismore Police Services Board Regular Meeting – October 25, 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) Strexer Harrop – Multi-Media Campaign Update

## **12. By-laws**

- (a) 2021-087 – Adopt Building By-law and Repeal 2014-008
- (b) 2021-088 – Development Agreement - 525 Lindsay Rd (Turney)
- (c) 2021-089 – Merger Agreement - Lot 21, Con 9 Smith Ward (Coons)
- (d) 2021-090 – Confirming

## **Adjournment**

**Draft Subject to Approval**

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**Corporation of the Township of Selwyn**

**Regular Council Meeting**  
**Tuesday, November 9, 2021**

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

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

Staff Present: Angela Chittick, Manager of Community & Corporate Services /Clerk  
(virtually) R. Lane Vance, Manager of Finance/Treasurer  
Rick Dunford, Manager of Public Works  
Michelle Thornton, Deputy Treasurer/I. T. Coordinator

Staff Present: Janice Lavalley, Chief Administrative Officer  
(in-person) Robert Lamarre, Manager of Building and Planning  
Paul Monks, Building Inspector/By-law Officer  
Tania Goncalves, Deputy Clerk

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

A moment of silence was observed in honour of Remembrance Day.

**Declaration of Pecuniary Interest**

None.

**Minutes****Resolution No. 2021 – 278 – Minutes**

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That the minutes of the regular Council meeting of October 26, 2021 be adopted.

Carried

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

Manager of Building and Planning Robert Lamarre announced that the Township of Selwyn is holding a public meeting to consider proposed changes to the Building Permit Fees imposed under Section 7 of the Building Code Act. The prescribed notice of the public meeting was advertised through social media, direct email to various stakeholders, eNewsletter(s), and was also available on the Township website.

A public meeting commenced at 5:04 PM to consider proposed changes to Building Permit Fees imposed under Section 7 of the Building Code Act. Mr. Lamarre advised that the proposed Building Department Permit Fee structure amendment is intended to achieve revenue neutrality as legislated under the Building Code Act. Mr. Lamarre noted that the current permit fee structure is based on a percentage of construction value and that the new proposed fee structure would be based on a standardized cost per area (square metre/square foot) of construction. No one spoke in favour or in opposition to the proposed amendment. Council members asked a series of questions regarding the proposed fee structure changes. There were two (2) members of the public who attended in person and one (1) member of the public who attended the meeting virtually. The meeting concluded at 5:12 PM.

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**Resolution No. 2021 – 279 – Amendment to the Building Permit Fee Structure**

Councillor Anita Locke – Councillor Donna Ballantyne –

That the report of the Manager of Building and Planning with respect to the revised Building Permit Fee Schedule be received for information; and

That the Building By-law be brought back to the November 23, 2021 Council meeting for consideration to implement the new fee structure.

Carried.

**Question Period**

Council entertained questions from the public from 5:12 PM to 5:13 PM.

**Municipal Officers & Staff Reports – Direction****Resolution No. 2021– 280 – 2021 Work Plans – Organizational Structure Requirements**

Councillor Anita Locke – Deputy Mayor Sherry Senis –

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; and
- 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.

Carried.

**Consent****Resolution No. 2021– 281 – Physician Recruitment**

Deputy Mayor Sherry Senis – Councillor Gerry Herron –

Whereas the Economic Development and Business Committee requested that Council lobby the Provincial government to address physician recruitment needs;

Now therefore be it resolved that the Township of Selwyn request a delegation at the 2022 ROMA Conference with the Minister of Health to discuss the need for a physician recruitment program to support underserved municipalities in Ontario.

Carried.

**Resolution No. 2021– 282 – Economic Development and Business Committee – Member Recruitment**

That the Township of Selwyn supports the recruitment of one (1) new member to the Economic Development and Business Committee to fill a vacancy for the remainder of this term (until December 2022).

Carried.

**Resolution No. 2021– 283 – Traffic Calming Measures - Speed Awareness Board**

Donna Ballantyne – Councillor Anita Locke –

That the Township of Selwyn support the request of the Smith Ennismore Police Services Board to include \$6,000 in the proposed 2022 capital budget for the purchase of traffic calming tools including, but not limited to, a portable speed awareness board and necessary mounting equipment; and

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further that the use of the speed awareness board be limited to the wards of Smith and Ennismore.

Carried.

**Resolution No. 2021– 284 – Municipal Officer’s and Staff Reports – Information/Housekeeping/Non-Controversial**

Deputy Mayor Sherry Senis – Councillor Anita Locke –  
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

**Draft Subject to Approval**

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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

; and

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; and

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

**Correspondence for Direction**

None.

**Correspondence for Information**

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

**Committee Reports**

That the minutes of the Economic Development and Business Committee meeting of September 27, 2021 and October 25, 2021; and

That the minutes of the Selwyn Public Library Board meeting of July 20, 2021 and September 28, 2021; and

That the minutes of the Municipal Heritage Committee meeting of September 23, 2021; and

That the minutes of the Smith-Ennismore Police Services Board meeting of October 13, 2021; and

That the minutes of the Peterborough Police Services Board meeting of October 13, 2021 and 2021 Q3 Financial Report; and

That the minutes of the Accessibility Advisory Committee meeting of October 27, 2021 be received for information.

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**

**Resolution No. 2021 – 285 – 2022 ROMA Delegation Request**

Councillor Anita Locke – Councillor Donna Ballantyne –

That the Township of Selwyn request a delegation with the Ministry of Health and Long-Term Care pertaining to the need for additional long-term care beds in Selwyn.

Carried.

**By-laws**

**Resolution No. 2021 – 286 – By-laws First, Second & Third Reading**

Councillor Anita Locke – Councillor Donna Ballantyne –

That By-law 2021-083, being a By-law to amend the schedule for By-law 2021-065 - Rooming, Boarding and Lodging Houses; and

That By-law 2021-084, being a By-law to adopt a Fireworks Policy for Township owned lands be read a first, second and third time and finally passed.

Carried.

**Resolution No. 2021 – 287 – Confirming**

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That By-law 2021-085, being a By-law to confirm the proceedings of the meeting of Council held on November 9, 2021 be read a first, second and third time and finally passed.

Carried.

**Adjournment**

**Resolution No. 2021 – 288 – Adjournment**

Councillor Gerry Herron – Councillor Donna Ballantyne –

That the meeting be adjourned. (6:27 PM)

Carried.

# Multi-Media Marketing Campaign Selwyn Connected

Selwyn Township

November 2021  
Prepared by:  
Strexer Harrop Consulting Group





# Project Overview

## 6 Month Multi-Media Marketing Campaign

- 58 Businesses Participating as of November 15
- Print, Digital, TV and Radio Advertising
- Project Managed by Strexer Harrop Consulting Group

### Selwyn Webpage

- Selwyn Connected Contest

<https://www.selwyntownship.ca/en/business-centre/selwyn-connected.aspx>

### Facebook

- 1 ad campaign currently running.

### Lakefield Herald

- 6 half page colour ads to run over the campaign
- 6 banners to run over the campaign

### Radio

- 1272 ads to air over the campaign

### TV

- 510 commercials to air over the campaign

## Digital

Fall Ads (Sept-Nov)



Stats as of November 15

- 4,427 Link Clicks
- 43,355 People Reached
- 392,628 Impressions

Facebook



**Print**

Sept - Nov

## Half Page Ad



## Banner Ad



# Lakefield Herald

## Radio

Sept - Nov

### **1272 radio ads will air over the campaign**

It's time to get Selwyn Connected! Enter to win a \$1000 prize package to shop local when you visit participating businesses in Bridgenorth, Ennismore, Lakefield, Buckhorn and Youngs Point. Watch for the Selwyn Connected sign in store windows and TEXT TO WIN the secret store code. The more shops, services, and restaurants you visit, the more chances you have to win. Visit [selwyntownship.ca](http://selwyntownship.ca) for more information. Safe travels, safe shopping.

Sponsored by the Township of Selwyn.



Move 99.7   Pure Country 105   Oldies 96.7



## Television

Sept - Nov

<b>Client:</b>	Township of Selwyn
<b>Title:</b>	Shop to Win

**corus.  
creative**

Run Time:	30
S4M#:	0000xxxxx
Edit Date:	Aug 27/20
Format:	1080i 30

coruscreative.ca  
we create



**510 television ads will air over the campaign**

Global TV

**Entries**

Sept – Nov

Township of

Selwyn

Find the Secret Code Inside

Come in  
to Win a  
\$1000  
Prize Package!

Selwyn Connected Contest!  
selwyntownship.ca/selwyn-connected

Township of

Selwyn

For a chance to win a  
\$1000 Prize Package!

Secret Code:

Sample

Two ways to enter the draw:  
Text the secret code to  
1-844-484-0908 or  
scan the QR code using the  
camera on your smartphone.



Selwyn Connected Contest!  
Limited to one entry per person at each participating location. Message and data rates may apply. The more stores you visit, the more chances you have to win. No purchase necessary. To see participating stores and restaurants, visit selwyntownship.ca/selwyn-connected.

**736 entries as of November 15.**



## Businesses

Sept – Nov

- Bridgenorth Deli
- Cassis Bistro
- Central Smith Creamery
- Chemong Lodge
- Craftworks at the Barn
- Creative Inks Studio
- Garden Style
- Griffins Greenhouse
- Happenstance Books & Yarns
- IDA Pharmacy Lakefield
- Lakefield Pantry
- Paulmac's Pet Food (Bridgenorth)
- The Chocolate Rabbit
- The Cozy Home
- The Village Inn
- 4 Paws Pet Lodge
- Angle Iron Kitchen
- Blossom Hill Nursery
- Bridgenorth Chiropractic
- Bridgenorth Pharmacy
- Buckhorn Home Hardware
- Canoe and Paddle
- Chemong Chimney
- Chemong Home Hardware
- Ennismore Automotive
- Ennismore Pharmacy
- Fires Alive
- Fork in the Road
- Frederick's at Beachwood
- Great Outdoors Landing
- H. Burley Truck & Bus Repair
- Harper's Printing
- Hayley's
- Inukshuk Farm
- Jack's Restaurant
- Jesse's Tap and Grill
- Just 4 Paws
- Kawartha Lakes Construction
- Kyoto Coffee
- Lakefield Family Chiropractic
- Lakefield Farmer's Market
- Lakefield Flowers & Gifts
- Lakefield Restaurant
- Lavender and Play
- Lockside Trading Company
- Mclean Berry Farm
- Nutty Bean Cafe
- Overstock Liquidation
- Peterborough Appliance
- R&J Machine, Marine Docking & Lift Solutions
- Selwyn Restaurant
- Shaun Milne Signs
- Sippin Dip Restaurant
- Stony Lake Furniture Co.
- Stuff
- Stuff'd
- Style Boutique
- The Art Shop
- Tompkins Jewellers
- Village Pet Food and Supply (Bridgenorth)
- Village Pet Food and Supply (Lakefield)
- Young's Point General Store

58 Participating Businesses

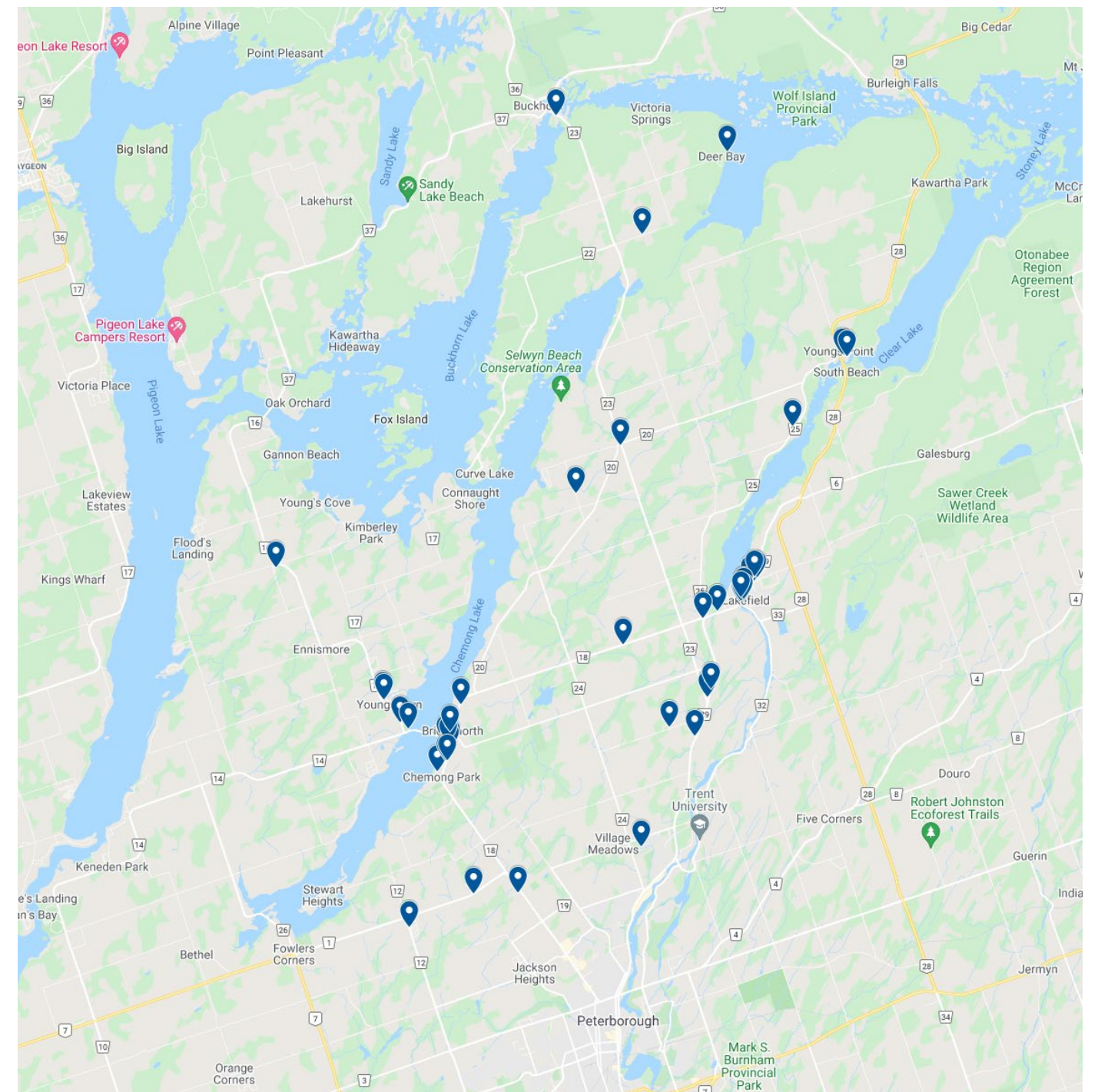
## Prizes

Sept – Nov

### A \$1000 Selwyn Township prize package including:

- Dinner for two at Chemong Lodge
- One night stay at The Village Inn
- \$50 gift card for Cassis Bistro
- Pen & ink pet portrait (\$200 value) by Creative Ink Art Studio
- Gift card for Paulmac's Pet Food in Bridgenorth
- \$100 gift certificate for Happenstance Books & Yarns
- Gift card for Griffin's Greenhouses
- \$25 gift card for Central Smith Creamery
- \$50 gift card for The Cozy Home
- \$50 gift certificate for Garden Style

... and more!



58 Participating Businesses



### **Shoreline Conservation Initiative**

Participants to date: Lois Wallace, Andrea Hicks, Mike Hendren, Rob Little, Roz Moore  
David Lean, Doug Wellman, Debra Anthony, Alex Kostiw, Mary Webb

#### **Representing the following lakes:**

Anstruther, Jack, Chandos, Stoney, Clear, White

### **Rationale and Background for the Initiative**

Human uses, particularly inappropriate development of lake shoreline properties over time, have taken a large toll on natural heritage, habitat and lake health. The removal of trees, the erosion and degradation of natural shoreline vegetation, the alteration of sand beaches and wetland areas, the filling, hardening, dredging of the landscape; and the removal of aquatic habitat, including stumps and rocks, have had a serious cumulative impact on many lakes in Peterborough County.

The Environment Council (EC) for Clear, Stoney and White Lakes, has strived to enlist the Peterborough County Planning Department support for Official Plan (OP) policy updates on natural heritage and shoreline conservation via the OP amendment process. Increasing development and redevelopment construction effects have emphasized the importance of natural shoreline preservation. In late 2019 a meeting focused on shoreline conservation was attended by EC members Mike Hendren, Rob Little and Roz Moore, and County staff - Bryan Weir, Director of Planning, and Planners Keziah Holden and Iain Mudd. The discussion was focused exclusively on lake shoreline and upland natural heritage protection needs and tools.

A new model for municipal by-law shoreline protection had been drafted by Haliburton County and other municipalities prior to the meeting, over the past two years. The Peterborough County Planning Department members expressed interest in pursuing additional information on these efforts. They also recommended that the EC consider advocacy and stepped-up education with the County's Council, its municipalities and its citizens.

The Environment Council subsequently formed the Shoreline Conservation Initiative, a committee to address the following goals and objectives.

### **Committee Goals**

- To encourage and support increased proactive municipal policy for shoreline conservation, with protective by-laws developed and implemented by the Townships of North Kawartha, Douro Dummer, Selwyn and Trent Lakes; and
- To expand educational tools for residents to achieve best management practices for shoreline restoration and conservation.

## **Committee Objectives**

The communication, education and advocacy strategies envisaged to accomplish these goals include:

- Engaging affiliated groups and individuals to provide technical advice and assistance in developing appropriate materials as a resource for the County and its Townships;
- Producing educational content for presentations and other communications;
- Identifying other interested and concerned residents on lakes within the County of Peterborough to help disseminate the educational material and promote shoreline conservation; and
- Updating Peterborough County and Township Council members and staff on local discussion and feedback, as well as on the progress on shoreline protection policy among other Ontario municipalities
- Providing deputations to municipalities in Peterborough County with focus on immediate need for education and policy approaches to shoreline protection and conservation

## **References**

Environment Canada guidelines in the document “How Much Habitat is Enough” state that 75% of the shoreline set 30 metres back from the water should be left natural to protect water bodies and to conserve local populations of wildlife.

Watersheds Canada website: “The Future of Our Shores”; “The First and Only Natural Shoreline Restoration Hardware”; “The Natural Edge:” plus 15+ other listed references

North Kawartha Township Brochure: “Protecting and Restoring Healthy Shorelines”: a comprehensive, compact summary designed to provide shoreline property owners with important information: how to restore natural shorelines; important information on municipal policy and protection of property values, where to purchase native plants, many other sources of information, etc.

Growth Plan for Greater Golden Horseshoe and examples of recent Comprehensive Zoning By-laws including the County of Haliburton Shoreline Tree Preservation By-law #3505 and draft Shoreline Preservation By-law.

Federation of Ontario Cottagers’ Assn.: Many resources on shoreline ecology and protection, municipal policy and best management practices for residents

November 12, 2021

## General Information on Reference Sources

1 - Watersheds Canada;  
“The Future of Our Shores”: author Christopher Denison;  
“ The First and Only Natural Shoreline Restoration Hardware”;  
“Lake Protection Workbook: A Self-Assessment Tool for  
;Shoreline Property Owners”,

(Additional references on shoreline ecology and protection)

2 - Federation of Ontario Cottagers’ Assn. - many references  
on shoreline conservation, best management practices, municipal  
policy

3 - Ministry of Natural Resources and Forestry- studies on  
shoreline features and research mapping for policy development

4 – “Kawarthas Naturally Connected” final report– text on  
ecological significance of shorelines and associated connectivity  
mapping

Details for sources of above references provided on request.



# Conserving the Kawartha Lakes' Health and Value

## The Shoreline Conservation Initiative

A Committee of the  
Environment Council for Clear, Stoney and White Lakes



# Lakes bring people to the Kawarthas

Clean, healthy, productive lakes provide opportunities for :

- Boating
- Fishing
- Cottaging
- Hunting
- Seasonal and retirement living
- Other recreation

All of these activities provide a substantial tax base and tourism income within the community



To keep natural resources healthy we must protect the shorelands.

# Changes in the Kawarthas



Property values have risen more than 30% in the past year

30% of Selwyn tax-paying properties are waterfront, contributing to 41% of the tax base

Seasonal cottages are changing to year-round residences and fully landscaped outdoor spaces

Some development...



...destroys shorelands by  
removing most, if not all  
of natural vegetation zone





# Cottage density in the Kawarthas



Cottaging started as early as the 1880's

Cottage lots vary in size, largely depending on when they were severed

Shoreline cottage density is higher in some areas with cottage frontage often 100 feet or smaller



# Shorelines... The Ribbon of Life

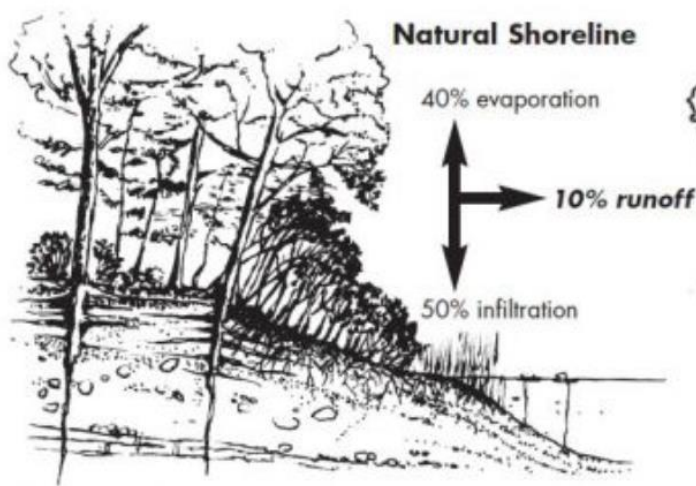
## Shoreline Features and Functions

“Ninety percent of all lake life is born, raised and fed in the area where land and water meet – (the “riparian zone”). The shallow water and the first 10 to 15 metres of shoreline are essential to the survival of many species. This rich and complex habitat supports plants, microorganisms, insects, amphibians, birds, mammals and fish.”

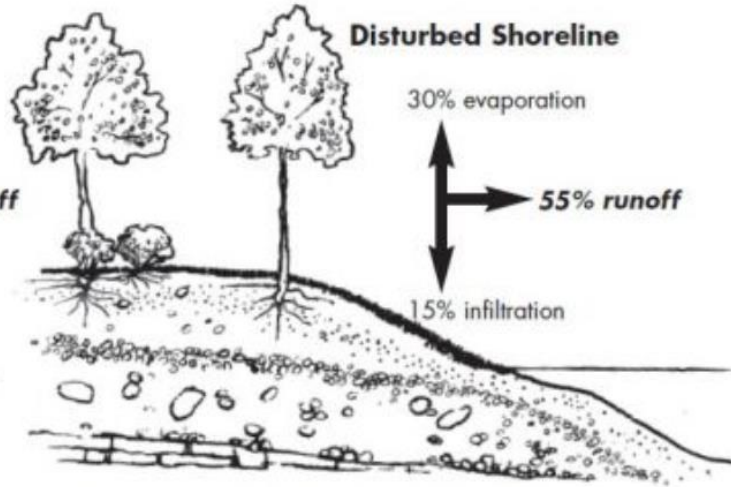
(Ontario Ministry of Natural Resources and Forestry, Extension Notes, 2000)



# Natural Shorelands protect water quality, require no maintenance and are drought resistant



Native vegetation protects water quality from polluted runoff, and helps soil absorb water.



Hard surfaces and reduced vegetation increase runoff and erosion potential, and decrease absorption by the soil.

# All zones are interconnected

## Deep water:

- Where light does not penetrate to the bottom

## Near Shore Zone (0 to 3+ m) Littoral Zone

- Zone of maximum fish production (60-80%)
- Substrate on the bottom depends on currents, land runoff, erosion
- Some shade is beneficial

## Riparian Zone:

- the area between the uplands and shoreline – often hold deep rich and moist soils where diverse communities can grow
- Where land meets water – high water mark

## Uplands

- Where we build our cottages

# Shoreline Problems

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- Current levels of phosphorus are 8 to 15 micrograms P per liter in our lakes. If level reaches 30, ongoing problems will increase:
- Current and potential problems: Algae growth, invasive species, weeds, low oxygen, fish dying - All increasing, related to phosphorus level and climate change – increased air and water temperatures
- Sources: Fertilizer use, leaky septic systems, soil erosion, development which exceeds lake capacity, climate change

# Protecting and Restoring Healthy Shorelines

Shoreline property owners can :

- #1 protect and restore the natural vegetation in the shoreline buffer zone
- #2 avoid contributing to erosion and increasing phosphorous levels in the lake





# Do we have the right tools in place to protect and keep the lakes healthy?

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Removal of native trees and shrubs and creation of armour stone walls and sand beaches has a direct and long- term effect on water quality

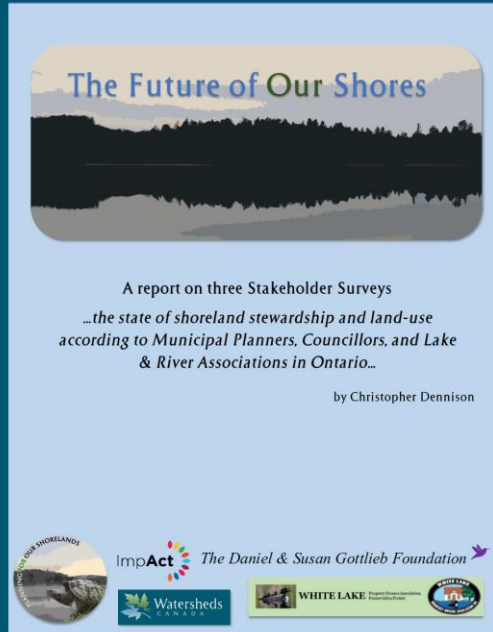
Impaired water quality will have a direct long term economic effect on property value, tax revenues, and tourism income



# What are people thinking about shorelands?

**A survey of 50 Lake Associations, 23 Planners and 44 Elected Officials across Ontario found that:**

- **There needs to be improved shoreland stewardship across Ontario lakes and rivers**
- **More comprehensive coverage of shoreland protection in official plans and zoning by-laws is required**
- **Increased education on shoreland value is needed for new and existing residents**



# Merging Goals

**Shoreline Conservation Initiative supports Selwyn's Strategic Plan and Climate Change Action Plan :**

- Long-term initiative to “consider policies to protect and enhance the tree canopy and natural vegetation”**
- CCAP strategy L1 to “strengthen land use policy and the development review process to better support climate change mitigation and adaptation”**



# Our main messages

- **There is urgency in the need for preserving natural shorelines – it is better to protect natural shoreline rather than trying to restore what has been altered; thus the need to step up public education to raise awareness**
- **Shoreline education for property owners and contractors is critical and requires support via municipal policy and enforcement**
- **Environmental damage arising from disturbed shorelines and reduced water quality will result in economic consequences – decrease in property values, tax revenues and tourism income**

# Committee Members

Environment Council: Rob Little, Roz Moore, Lois Wallace

Volunteer advisor : Mike Hendren (Registered Professional Planner )

Volunteer advisor: Andrea Hicks ( Natural Heritage Ecologist )



**Salt Management Plan  
November 23, 2021**

DRAFT



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## 1.0 Introduction

The Township of Selwyn Public Works Department will strive to ensure optimal use of salt and sand on the Township of Selwyn roads and sidewalks to minimize salt impacts to the environment.

### 1.1 Overview

The Township of Selwyn performs winter maintenance on approximately 320 kilometres of roads and approximately 17 kilometres of sidewalks.

The Township of Selwyn is the most populated municipality in the County of Peterborough, with an approximate population of 17,500. The Township has close to one third of all the households' in the County of Peterborough.. Residents rely on the roadway networks throughout the year for transport to the workplace, to recreation and leisure facilities, for the transport of goods and services and for emergency services.

Snow and ice conditions on the road system have a dramatic impact on public safety, road capacity, travel time and economic costs. User safety remains the most important priority within winter maintenance operations, practices and strategies contained in this Salt Management Plan.

Although there is ongoing research into the use of alternatives to road salt in winter maintenance, salt continues to be a cost-effective and efficient de-icer. Due to the effects that salt has on the environment, this Salt Management Plan strives to minimize the amount of salt entering the environment by utilizing industry standards in salt management practices, and using technology to ensure effective use over the road and sidewalk system. The Township will continue to search out and use viable and cost-effective technologies and products to reduce the environmental impacts of winter maintenance activities.

In 2001, Environment Canada released an assessment report stating that road salts are entering the environment in large amounts and are posing a risk to plants, animals, birds, fish, lake and stream ecosystems and groundwater. Environment Canada determined that a strategy was required to manage the release of road salt into the environment. Health Canada stated that road salts are not harmful to humans.

Environment Canada has released a "Code of Practice for the Environmental Management of Road Salts". The Code recommends that organizations which use more than 500T road salt prepare and maintain a salt management plan to better manage road salt use and report on progress. The Township is required to have a salt management plan in accordance with Policy R-1 in the Trent Source Protection Plan which was developed under the Clean Water Act. More specifically, Policy R-1 requires:



- a) That a salt management plan is in place that contains provisions to ensure that the activity is not a significant drinking water threat;
- b) Where multiple road authorities operate within a vulnerable area, cross-boundary considerations will be addressed on an ongoing basis by all road authorities responsible for the application of road salt;
- c) Annually report on activities undertaken as part of the salt management plan to the Risk Management Official.

### **Scope:**

A salt management plan is required as part of the Drinking Water Source Protection area for the Vulnerable Area identified as the Intake Protection Zone for the Lakefield Municipal Surface Water System (see attached map – Schedule A). In addition, the Plan will apply to all Township roads and sidewalks.

### **1.2 Purpose**

This Salt Management Plan is intended to set out framework for ensuring that the Township continuously improves the management of the road salt used in its winter maintenance operations.

This Salt Management Plan demonstrates the Township's commitment to reducing the environmental effects of excessive salt use, and is consistent with recommendations set out under the Environment Canada's Code of Practice for the Environmental Management of Road Salts and the Trent Source Protection Plan.

Any modifications to winter maintenance activities must be carried out in a way that provides roadway safety and user mobility consistent with the weather conditions experienced during the snow and ice control season.

This Salt Management Plan is meant to be a dynamic document in an effort to allow the municipality evaluate and phase in changes, adopt new approaches and technologies in a way that is responsive to fiscal demands and to ensure that roadway safety is not compromised.

As specified in the Code of Practice for the Environmental Management of Road Salts, this Plan is to be endorsed by the Corporation of the Township of Selwyn Council.

### **1.3 Legislative Authority**

The framework presented in the Plan is consistent with fulfilling the Township's obligations under provincial and federal legislation.



## **1.4 Responsibilities**

### **Public Works Manager**

- Has a Corporate responsibility for the Township's Public Works Department
- Responsible for ensuring that the Salt Management Plan is developed, maintained, and implemented consistently across the Township.
- Responsible for authorizing the purchasing of the winter maintenance equipment and materials in compliance with the Salt Management Plan.

### **Shop Supervisor / Mechanic**

- Responsible for purchasing, maintaining, and calibrating the winter maintenance fleet in compliance with the Salt Management Plan.

### **Public Works Supervisor**

- Responsible for developing and maintaining the Salt Management Plan and ensuring that it is implemented consistently across the Township.
- Responsible for overseeing the maintenance and upgrading of the winter maintenance facilities in compliance with the Salt Management Plan.
- Responsible for monitoring the environmental impacts associated with the Salt Management Plan.
- Responsible for ensuring that winter maintenance activities are carried out in compliance with the Salt Management Plan.
- Responsible for record-keeping in compliance with the Salt Management Plan.

### **Winter Maintenance Personnel**

- Responsible for completing winter maintenance duties in accordance with the policies and procedures set out in the Salt Management Plan as directed by the Public Works Supervisor.

## **1.5 Vision**

The Public Works Department will continue to be an exceptional example of an environmentally responsible user of sand and salt to provide safe road and sidewalk conditions during the winter months.

## **1.6 Mission**

The Public Works Department will strive to ensure optimal use of road salt / sand mix, on Township roads and sidewalks while striving to minimize salt impacts to the environment.

## **1.7 Mandate**

The Public Works Department must provide safe winter conditions for vehicles and pedestrians as required by level of service standards.





## **2.0 Policy Framework**

The major activities related to winter maintenance are:

- Salt and sand storage
- Salt and sand spreading
- Salt and sand loading
- Snow storage and disposal
- Salt vulnerable areas

### **2.1 Salt and Sand Storage**

The Township has two sand dome storage facilities that hold approximately 5000 tonne of salt sand mix (approximately 5% salt added). One is located at the Smith Depot site at 1280 Centre Line, the other is located in Ennismore on Cashel Road. There is one salt storage facility at the Smith Depot that holds up to 75 tonne of salt. All storage facilities are covered to negate the amount of salt that is exposed to the environment.

### **2.2 Salt and Sand Spreading**

There are ten (10) tandem plow / sander trucks in the fleet. Three have manual spreaders and seven (7) tandems with ground speed electronic control spreaders. There are two sidewalk plows with manual spreaders and one (1)  $\frac{3}{4}$  ton with a manual plow and sander.

All Township winter maintenance equipment have GPS systems that record location, speed, plow up, plow down, and sander on and off. The ground speed electronic spreader controls, records the application rate on the GPS units. As the truck slows down so does the rate of sand application.

The units are calibrated annually to ensure accuracy. The rate of application is based on weather conditions and the forecast.

### **2.3 Sand and Salt Loading**

Spreaders are loaded inside whenever possible. When loading outside of the storage structure, care is taken to minimize spillage of salt onto the loading pad. Deliveries of salt are arranged to ensure that material is placed inside the covered storage facility upon delivery.

### **2.4 Snow Storage and Disposal**

As a result of snow plowing operations, snow accumulates at the side of roads as windrows or mounds. The Township starts snow removal operations when these windrows reach volumes that create a nuisance or hazard to pedestrians and motorists and to maintain capacity for subsequent snowfalls. It is estimated that the Township stores approximately 1000 tonne of removed snow at 1510 County Road 18. The site is inspected annually



## **2.5 Salt Vulnerable Areas**

The Township is located within the Otonabee River Watershed and supports a number of natural environmental features. With help from other local agencies and Environment Canada, the Township will work to identify salt vulnerable areas including a portion of the Intake Protection Zone for the Lakefield Municipal Surface Water System as designated by the Trent Source Protection Plan and identified on route sheets which are reviewed with winter maintenance personnel. Within this Vulnerable Area, salt application rates will be decreased, and the removal of plowed snow will be prioritized to minimize contaminated run off. Alternative de-icing technologies are continuously being reviewed for effective and safe use in identified vulnerable areas.

## **2.6 Pre-wetting**

Pre-wetting is currently not used with our service. Public Works Management can monitor if this procedure would be beneficial to the current program.

## **2.7 Magnesium Chloride and Storage**

Magnesium Chloride is currently not used with our service. Public Works Management can monitor if this procedure would be beneficial to the current program.

# **3.0 Operational Framework**

## **3.1 Overview**

This section of the Salt Management Plan discusses the operational practices and strategies related to the effective management of road salt during winter maintenance activities.

## **3.2 Weather Monitoring**

The road patrol and supervisor vehicles have mobile road temperature sensors that read the surface and air temperatures of the road they are travelling over. This information enables staff to make informed decisions as to when and where winter operations should commence or end.

The Township currently documents and saves forecasts a minimum of three times a day. Forecasts give specific weather state and precipitation forecasts on:

- Air temperature
- Wind speed and direction
- Types of precipitation
- Dew point

Road Patrollers use several weather reporting services such as Environment Canada, The Weather Network, local forecasts and Internet sources.



### **3.3 Winter Event**

Winter weather can offer various combinations of precipitation, pavement temperatures, wind, and visibility. A successful winter operation can employ numerous practices.

The Township of Selwyn does not apply salt only to the roads. Approximately 5% of salt is added to the sand as it is deposited into the storage facilities to prevent sand from freezing and create traction for vehicles. When conditions are right, another 1% to 2% of salt may be added to help with removing ice and snow.

'Snow only' plowing is used whenever conditions allow to reduce the use of sand and salt mixture applied.

## **4.0 Monitoring and Updating the Salt Management Plan**

An annual review of the Salt Management Plan by management and staff will occur each winter season. As a result of this review, the Salt Management Plan will be updated to include any changes in department policy, strategies and new techniques or equipment to be implemented in the upcoming season.

### **4.1 Vehicles Global Positioning Systems (GPS)**

The Township has GPS installed in all winter maintenance vehicles. The use of GPS allows staff to ensure all roads have been covered and at what time. It provides vehicle tracking and monitoring, twenty-four hours a day, seven days a week.

GPS tracking enables Township staff to monitor these vehicles. Electronic spreaders keep track of locations and application rate of material spread. This contributes to the Township's ability to control the amount of road salt used on the road surface to ensure the committed Level of Service is being met for the community.

The system can also provide total winter material loading information within the GPS that allows for the recording and analysis of:

- Truck speed
- Vehicle location
- Start and finish times
- Plow activation status
- Winter material accumulations tracking
- Spreader controls (on or off and application rate)

### **4.2 Equipment Calibrations**

There are seven tandem plows that are equipped with electronic spreader distribution systems. The vehicles are calibrated at the beginning of the season and again at the other times when necessary.



The ground speed electronic spreader controls are calibrated at a rate of 420 kg per kilometre. Operators can make judgement calls to increase or reduce application rate at different road geometries, for example, hills, curves and intersections.

#### **4.3 Equipment Upgrading**

It is intended that the municipally owned winter maintenance fleet be capable of delivering appropriate levels of sand and salt material within a full range of climatic conditions. As the fleet is replaced within the municipality's vehicle replacement program, the new combination units are equipped with pavement infrared thermometers and with electronic ground speed controllers with capability for the addition of anti-icing, and GPS for vehicle locations and spread rate data.

#### **4.4 Improved Record Keeping**

All Township staff involved in winter maintenance activities, including Manager, Supervisors, Lead Hands, and Equipment Operators are required to record all activities including material usage and location. This information is used to calculate and keep track of salt usage and distribution.

A chart will be maintained to keep track of salt and sand purchasing with annual comparisons.

#### **4.5 Operation Training**

To be eligible to operate winter maintenance equipment the operator must have a valid DZ driver license or higher.

Several Public Works Operators have attended Ontario Good Roads Association's Snow School or parts of the Association of Road Supervisors of Ontario Winter Operations Series.

#### **4.6 Future Initiatives**

The Public Works Department will continue to monitor new operating techniques on Township roads and sidewalks while maintaining safe surfaces for pedestrian and vehicular traffic and striving to minimize salt impacts to the environment. The following initiatives will be explored and possibly implemented based on available resources:

- Thorough implementation of Township's Winter Operations Plan including staff training for the source water protection areas and smart use of salt.
- Perform an annual review of transportation infrastructure that receives winter maintenance services. Specifically priority plow (and salt/sand) routes to identify opportunities for improvement and propose changes in service while considering all road segments' planning classification (Arterial, Collector and Local) MMS class, gradient, zoning, and proximity to points of interest (schools, vulnerable sector community, churches and community buildings). Environmental Vulnerability of the surrounding area must also be considered.



- Engage with post-secondary institutions that are currently performing research on winter maintenance practices. Contribute and participate in these research opportunities.
- Review winter maintenance routes
- Share and learn from the established groups such as the Ontario Good Roads Association, about innovative winter operation practices and applied materials to reduce negative environmental impacts and ensure future Public Works yards are designed and constructed in accordance with the Transportation Association of Canada's Best Practices related to the effective management of road salt.

## **5.0 Performance Measures**

Performance measures should be used to determine whether the objectives of this Salt Management Plan have been met. Achievement, year over year, will be measured against the benchmark year of 2021.

Some of the indicators should include:

- Monitoring the severity of the winter season
- Total annual cm of snow accumulation
- Total number of days with measurable snowfall
- Total number of days with freezing rain
- Total number of continuous winter event responses
- Total number of spot winter event response
- Total number of winter event hours
- Tonnes of salt purchased annually
- Total number of complaints received regarding winter operations

## **6.0 Closing**

With the need to develop and implement the Township's Salt Management Plan, the trial of new materials, equipment, and technologies has provided positive steps towards reducing salt usage, while maintaining the same level of service the public has come to expect.

The Public Works Department will continue to measure and evaluate these benefits for operational improvement, cost savings, and environmental benefits on a yearly basis or as need dictates.



## Acknowledgements

Rick Dunford, Manager of Public Works

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Scott Shewfelt, Public Works Supervisor

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Janice Lavalley, CAO

Signature \_\_\_\_\_ Date: \_\_\_\_\_



## Risk Management Plan

### Road Salt Use in the Vulnerable Area for the Lakefield Municipal Surface Water System

Effective: December 31, 2021

RMP 2020-S006

This Risk Management Plan was prepared in accordance with the *Clean Water Act*, Ontario Regulation 287/07 and the Trent Source Protection Plan, and has been agreed to under the authority of the Risk Management Official appointed by the Otonabee-Peterborough Source Protection Authority.

<b>1.0 Applicable Activity</b>
The application of road salt within the Vulnerable Area shown on Schedule A poses a significant drinking water threat to the municipal drinking water source for Lakefield.
<b>2.0 Contact</b>
Rick Dunford, Manager of Public Works, The Corporation of the Township of Selwyn
Phone: 705.292.9507 ext. 238 Email: rdunford@selwyntownship.ca
<b>3.0 Requirements</b>
1) Maintain a salt management plan that contains provisions to mitigate the impact of road salt on the municipal drinking water source.
2) Provide annual training to winter maintenance personnel that includes identification of the Vulnerable Area (Schedule A); and provisions to address spills that could negatively impact the municipal drinking water source.
3) Inform the Risk Management Official if a contractor or another road authority will be applying road salt in the Vulnerable Area (Schedule A).
4) Annually report to the Risk Management Official by February 1 on the following: <ul style="list-style-type: none"> <li>a) Activities undertaken as part of the salt management plan to mitigate the impact of road salt on the municipal drinking water source; and,</li> <li>b) Spills of road salt within the Vulnerable Area.</li> </ul>

I acknowledge and agree to abide by the Requirements set out above.

\_\_\_\_\_  
Rick Dunford, Manager of Public Works

\_\_\_\_\_  
Date

\_\_\_\_\_  
Risk Management Official

\_\_\_\_\_  
November 2, 2021

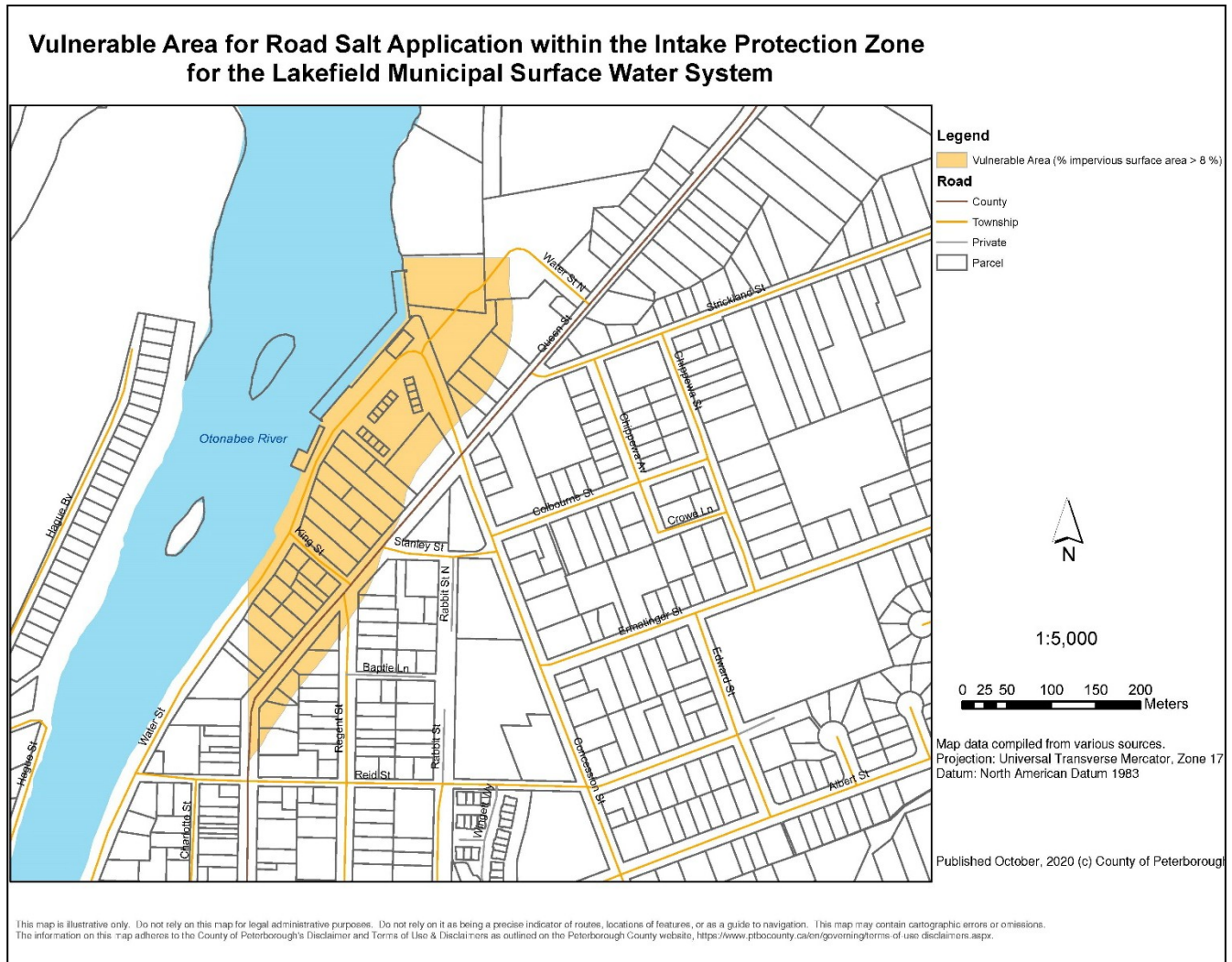
\_\_\_\_\_  
Date



# DRINKING WATER SOURCE PROTECTION

Act for Clean Water  
Otonabee-Peterborough Source Protection Area

## Schedule A







**Date:** November 23, 2021

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

**From:** Rick Dunford, Manager of Public Works

**Subject:** Salt Management Plan

**Status:** For Direction

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## **Recommendation**

That the report of the Manager of Public Works with respect to the Salt Management Plan be received for information; and

That the Salt Management Plan be endorsed and that the Manager of Public Works provide acknowledgement that a road salt management plan is in place to comply with the Drinking Water Source Protection Plan for the identified drinking water vulnerable area in Lakefield.

## **Information**

This Salt Management Plan is intended to set out a framework for ensuring that the Township continuously improves the management of road salt used in its winter maintenance operations. The Plan demonstrates the Township's commitment to reducing the environmental effects of salt use, consistent with Environment Canada's stated objectives.

The Township of Selwyn Public Works Department uses salt and sand on the Township roads and sidewalks to support its winter maintenance. Salt is used in specific circumstances to minimize impacts to the environment. The attached Plan outlines the Township's salt use practices.

A road salt use plan is a requirement of the Drinking Water Source Protection Plan where there are identified vulnerable areas. The Lakefield municipal drinking water system has been identified as a vulnerable area and as such the development of a Salt Management Plan is required. This Plan will ensure compliance with source protection planning. The Plan also establishes best practices for salt management on all Township roadways and sidewalks.

## **Environmental Impact**

Due to the effects that salt has on the environment, this Salt Management Plan strives to minimize the amount of salt entering the environment by utilizing industry standards in salt management practices, and using technology to ensure effective use the road and sidewalk system. The Township will continue to search out and use viable and

cost-effective technologies and products to reduce the environmental impacts of winter maintenance activities.

### **Financial Impact**

There is no financial impact.

### **Strategic Plan Reference**

- Achieve excellence in governance and service delivery;
- Cultivate partnerships and promote collaboration

### **Attachments**

- Salt Management Plan
- Schedule A – Risk Management Plan

*Rick Dunford*

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**Prepared By: Rick Dunford, Manager of Public Works**

*Janice Lavalley*

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**Reviewed By: Angela Chittick, on behalf of Janice Lavalley**

**The Corporation of the  
Township of Selwyn  
By-law Number 2021-087**

**Building By-law**

**Being a By-law to Provide for the Administration and Enforcement of the  
Building Code Act, 1992 Within the Township of Selwyn**

**Whereas** Subsection 3(1) of the Building Code Act, 1992, S.O. 1992, chapter 23, provides that the Council of The Corporation of the Township of Selwyn is responsible for the enforcement of the Building Code Act, 1992 within the Township of Selwyn; and

**Whereas** Section 7 of the Building Code Act, 1992 authorizes the Council of a municipality to pass certain By-laws prescribing classes of permits, permit application documents, fees, inspections and other related matters; and

**Whereas** pursuant to Section 425 of the Municipal Act, S.O. 2001, c.25, as amended provided that any person who contravenes any By-law of a municipality passed under the authority of the Municipal Act is guilty of an offence;

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

**Section 1.00 - Definitions and Interpretation**

1.01 This By-law may be cited as the Building By-law.

1.02 Definitions: In this By-law

- (a) “**Act**” means the *Building Code Act, 1992*, S.O. 1992, chapter 23 as amended;
- (b) “**Alternative Solution**” means a substitute for an acceptable solution, proposed by an applicant pursuant to Division A, article 1.2.1.1. of the Ontario Building Code;
- (c) “**As Constructed Plans**” means as constructed plans as defined in the Building Code
- (d) “**Applicant**” means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner’s behalf;
- (e) “**Architect**” means a holder of a licence, a certificate of practice, or a temporary licence under the *Architect’s Act* as defined in the Building Code;
- (f) “**Building**” means a building as defined in Subsection 1(1) of the Act;
- (g) “**Building Code**” means the regulations made under Section 34 of the Act;
- (h) “**Chief Building Official**” means the person appointed by the Council as the Chief Building Official for the purpose of enforcement of the Act or the Deputy Chief Building Official acting in the capacity of the Chief Building Official from time-to-time in respect to Section 1.1.(6)(c) of the Act;
- (i) “**Construction value**” means the value prescribed by the Chief Building Official to represent the total value of all work, services and material associated with the construction for which a permit is applied;
- (j) “**Council**” means the Council of the Corporation of the Township of Selwyn
- (k) “**Deficient Permit**” means a permit in respect of which:

- (i) an inspection notice or order to comply has been issued by an inspector, or
  - (ii) an inspection required under the Building Code or this By-law that has not been arranged
- and six months or more have elapsed after the date the notice was issued or the inspection was required;
- (l) “**Holiday**” means days when the offices of the Township of Selwyn are not open for transaction of business with the public;
  - (m) “**Inspector**” means an inspector appointed by By-law by the Corporation of the Township of Selwyn for the purposes of enforcement of the Act;
  - (n) “**Owner**” means the registered owner of the land upon which is located, or will be located, the building or part thereof for which an application for a permit is, or has been made;
  - (o) “**Permit**” means permission or authorization given, in writing, by the Chief Building Official;
    - (i) to perform work regulated by the Act or the Building Code or both;
    - (ii) to change the use of a building or part of a building as regulated by the Act or the Building Code or both, or
    - (iii) to occupy a building or part thereof;
  - (p) “**Permit Holder**” means an owner to whom a permit has been issued, or where a permit has been transferred, the transferee;
  - (q) “**Professional Engineer**” means a person who holds a licence or a temporary licence under the *Professional Engineer's Act*;
  - (r) “**Registered Code Agency**” means a person or an entity that has the qualifications and meets the requirements set out in the Act; and
  - (s) “**Restricted Access Lot**” means a parcel of land that does not have a municipally maintained road to any of its property lines and requires specialized transportation for inspection purposes.
- 1.03 Any word or term not defined in this By-law shall have the meaning ascribed to it in the Act or the Building Code.
- 1.04 The schedules attached to this By-law shall form part of this By-law and shall be enforceable as such.
- 1.05 **Statutes:** References to laws in this By-law are meant to refer to the Statutes, as amended from time to time, which are applicable within the Province of Ontario.
- 1.06 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue to operate in full force and effect.

## **Section 2.00 - Classes of Permits**

- 2.01 Classes of permits with respect to the construction, demolition, building relocation, conditional permit, change of use, occupancy of buildings and the associated permit fees, shall be set out in Schedule “A” to this By-law.

## **Section 3.00 - Permit Applications and Issuance**

- 3.01 **Classes of Permits:** An Applicant shall file a complete application on the form prescribed by the Act and available from the Chief Building Official or from the Province of Ontario, together with the applicable requirements set out in 3.02 to 3.07.

3.02 **Building Permits:** Every application for a building permit under Subsection 8(1) of the Act shall,

- (a) identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
- (b) be accompanied by the plans, specifications, documents and other information prescribed in Section 4.00 and Schedule B;
- (c) be accompanied by the appropriate fee calculated in accordance with Schedule A.

3.03 **Demolition Permits:** Every application for a demolition permit under Subsection 8(1) of the Act shall,

- (a) identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- (b) be accompanied by the plans, specifications, documents and other information prescribed in Section 4.00 and Schedule B;
- (c) be accompanied by the appropriate fee calculated in accordance with Schedule A; and
- (d) be accompanied by confirmation that,
  - (i) arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and
  - (ii) the owner will comply with the Township's property standards By-law at the completion of the demolition.

3.04 **Partial Building Permits:** Every application for a partial building permit shall,

- (a) Include an application for the entire project;
- (b) Include plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information, plans and specifications pertaining to the remainder of the work as may be required by the Chief Building Official; and
- (c) be accompanied by the appropriate fee calculated in accordance with Schedule A.

3.05 **Conditional Building Permits:** Every application for a conditional building permit under Subsection 8(3) of the Act shall,

- (a) comply with the requirements set out in Section 3.02 in this By-law; and
- (b) be accompanied by,
  - (i) a written statement from the applicant explaining why the applicant believes that unreasonable delays in construction would occur if a conditional building permit is not issued;
  - (ii) a written acknowledgement from the applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time period in which such approvals shall be obtained by the applicant;
  - (iii) a written agreement, in a form provided by the Chief Building Official, executed by the applicant, the owner and such other necessary persons the Chief Building Official determines for the purposes set out in clause 8(3)(c) of the Act; and
  - (iv) the conditional permit fee in accordance with Schedule A.

- 3.06 The Chief Building Official is hereby authorized to execute on behalf of The Corporation of the Township of Selwyn the written agreement referred to in clause 3.05(b)(iii) as part of the conditional building permit application.
- 3.07 **Change of Use Permits:** Every application for a change of use permit under Subsection 10(1) of the Act shall,
- (a) identify and describe in detail the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
  - (b) be accompanied by plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the Building Code, including, but not necessarily limited to, floor plans and details of wall, ceiling and roof assemblies identifying existing fire resistance ratings and load bearing capacities;
  - (c) be accompanied by the appropriate fee in accordance with Schedule A; and
  - (d) be accompanied by the completed documents prescribed in Schedule B.
- 3.08 **Occupancy Permits for Unfinished Buildings:** Every request for authorization to occupy an unfinished building under Division C, Article 1.3.3.1. of the Building Code shall,
- (a) identify and describe in detail the occupancy, the date of such occupancy, and the building or part thereof for which the request for a permit is made;
  - (b) be accompanied by plans which show the areas of the proposed occupancy; and
  - (c) if request is made after occupancy occurs, be accompanied by the administration fee in accordance with Schedule A.
- 3.09 Every request for authorization to occupy an unfinished building under Division C, article 1.3.3.4. of the Building Code shall,
- (a) identify the building or part thereof for which the request for a permit is made; and
  - (b) if request is made after occupancy occurs, be accompanied by the administration fee in accordance with Schedule A.
- 3.10 **No Implied Future Permits:** The Chief Building Official shall not, by reason of the issuance of a Conditional Permit or a Partial Permit, be under any obligation to grant any further Permits.
- 3.11 **Revision to Issued Permit:** Should a permit holder wish to make any material change to any plan, specification, document or other information on the basis of which the permit was issued, the permit holder shall file an application for a revision to the permit which describes the material changes, and shall pay the fee set out in Schedule A.
- 3.12 **Incomplete Permit Applications:** An application shall be deemed not to be complete according to Division C, Sentence 1.3.1.3.(5) of the Building Code, where any of the applicable requirements of Sections 3.01 to 3.07 have not been complied with.
- 3.13 **Abandoned Permit Applications:** An application for a permit shall be deemed to have been abandoned by the applicant where,
- (a) the application is incomplete according to Section 3.12 and remains incomplete six months after it was submitted;
  - (b) six months have elapsed after the applicant was notified that the proposed building, construction, demolition or change of use will not comply with the Act or the Building Code or will contravene any other applicable law; or

- (c) the application is determined to comply with the Building Code and all applicable law, and six months have elapsed from the date upon which the applicant was notified that a permit was available to be issued.
- 3.14 Where an application is deemed abandoned, all submitted plans, specifications and documents shall be disposed of, or upon written request from the applicant, returned to the applicant.
- 3.15 **Transfer of Permits:** If the owner of the land changes after a permit has been issued, the permit may be transferred to the new owner (the “transferee”) of the lands where an application is filed with the Township in writing, in accordance with this section and shall include,
  - (a) proof of ownership of the lands by the transferee satisfactory to the Chief Building Official;
  - (b) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified and described on the application of the permit;
  - (c) the name, address, telephone number, facsimile number and email address of the proposed designer, architect and/or professional engineer, and their Building Code qualifications, where they are different from those identified in the application for the permit, or a written confirmation from the designer, architect and/or professional engineer(s), that they have been retained to continue to provide design services in respect to the project;
  - (d) where the proposed transferee is a builder as defined in the *Ontario New Home Warranties Plan Act*, the proposed transferee’s registration number under that Act; and
  - (e) the appropriate fee in accordance with Schedule A.
- 3.16 Upon the issuance of transfer of a permit to the transferee, the transferee shall be deemed to be the permit holder and the original permit holder shall have no further rights or obligations under the permit save and except for any obligations set out in any agreements entered into for the purposes of clause 8(3)(c) of the Act.

#### **Section 4.00 - Plans and Specifications**

- 4.01 Every applicant shall submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed building, construction, demolition or change of use will contravene the Act, the Building Code or any other applicable law.
- 4.02 The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Division C, Section 1.3. of the Building Code, having regard for the scope of the proposed work and the requirements of the Building Code, the Act and other applicable law, the requirements of this Section and Schedule B.
- 4.03 Plans, specifications, documents and other information shall be submitted electronically in a suitable format or in a permanent medium upon paper or other suitable and durable material and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
- 4.04 Site plans submitted by an applicant shall be referenced to a current plan of survey prepared and certified by an Ontario Land Surveyor, and a copy of the survey shall accompany the site plan submission, except where the Chief Building Official waives the requirement to do so.
- 4.05 The Chief Building Official may require that, upon the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, the applicant submit confirmation from an Ontario Land Surveyor or

Professional Engineer certifying the location and elevation of the top of the foundation wall and confirming general conformity with the approved site grading plan, prior to a framing inspection being undertaken.

- 4.06 On the completion of the construction of a building, or part of a building, the Chief Building Official may require submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

### **Section 5.00 - Authorization of Alternative Solutions**

- 5.01 Where the prescriptive requirements or acceptable solutions of Division B of the Building Code are not met, the Chief Building Official may approve an alternative solution under Division C, Part 2 of the Building Code. An alternative solution proposal may be requested for a system or building design at the time of permit application, or if a material change is necessary to a plan, specification, document or other information on the basis of which a permit is issued. The applicant, with or without their approved representative, shall submit,
- (a) a completed "Application for an Alternative Solution" on the form available from the Chief Building Official;
  - (b) a description of the applicable objectives, functional statements and acceptable solutions;
  - (c) a description of the proposed material, system or building design for which authorization is sought;
  - (d) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the Building Code; and
  - (e) payment of the required fee as set out in Schedule A.
- 5.02 The Chief Building Official or registered code agency may accept or reject any proposed alternative solutions and may impose conditions or limitations on their use.
- 5.03 Alternative solutions that are accepted under this section shall be applicable only to the location described in the application, and are not transferable to any other permit.

### **Section 6.00 - Fees and Refunds**

- 6.01 The Chief Building Official, or designate, shall determine the fee to be paid with every permit application, calculated in accordance with Schedule A and the fee shall be due and payable, in full, upon the submission of the application for a permit.
- 6.02 Administrative fees imposed after issuance of a permit are due at the time the service is requested or required, in accordance with Schedule A.
- 6.03 Where an application for a permit is subject to additional fees prescribed by the Township, the fees so prescribed shall be paid in addition to the fees set out in Schedule A.
- 6.04 **Work without benefit of permits at any stage of construction – fee:** Any person or Corporation who commences construction, demolition or changes the use of a building before submitting an application for a permit or receiving a permit, shall in addition to any other penalty under the Act, Building Code or this By-law, pay an additional fee equal to 100% of the amount calculated as the full permit fee for the entire project.
- 6.05 **Fee Refunds:** Where an application for a permit is withdrawn, in writing, abandoned or where a permit is denied or revoked by the Chief Building Official, upon written request of the applicant the Chief Building Official shall determine what proportion of the permit fees, if any, may be refunded in



accordance with this Section, based upon the functions undertaken by the Township, as follows:

- (a) Eighty-five (85%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit is entered on the Township's permit control system;
  - (b) Seventy-five (75%) percent of the permit fee paid if the application is withdrawn or abandoned after internal departmental circulation (i.e. zoning, site plan control, grading, etc.);
  - (c) Sixty-five (65%) percent of the permit fee paid if the application is withdrawn or abandoned after preliminary plans review has been performed;
  - (d) Fifty-five (55%) percent of the permit fee paid if the application is withdrawn or abandoned after final plans review has been completed; and
  - (e) Forty-five (45%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit has been issued.
- 6.06 Administrative fees are non-refundable.
- 6.07 Any amount authorized by the Chief Building Official to be refunded shall be paid to the person named on the fee receipt issued by the Township upon original payment of the fee, unless that person directs, in writing, that it be refunded to another person.
- 6.08 **Where Refunds Not Available:** No refund of any portion of the permit fee paid shall be made in the following circumstances:
- (a) Where any construction or demolition has commenced;
  - (b) Where at least one (1) field inspection has been made;
  - (c) Where the calculation in accordance with Section 6.05 yields a payment of less than one hundred (\$100.00) dollars;
  - (d) Where a permit was revoked (except where the revocation is due to an error by the Township); and
  - (e) In circumstances where the application has been deemed to have been abandoned in accordance with Section 3.12 of this By-law, and the applicant has not contacted the Township for a period of longer than twelve (12) months.
- 6.09 **Changing Permit Fees:** Upon passing of a By-law in accordance with Division C, 1.9.1.2 of the Building Code, the fee rates within Schedule "A" of this By-law, beginning in the year 2017, are to be indexed to the Consumer Price Index (CPI) of Ontario – all items, as of December 31, and are to be adjusted annually on February 1, subject to public notice and holding of a public meeting.

## Section 7.00 - Inspection Notices

- 7.01 A notice required to be given by a permit holder to the Chief Building Official or registered code agency pursuant to Division C, Subsection 1.3.5. of the Building Code shall be given to the Chief Building Official or registered code agency at least two days in advance of the construction stage in which notice is being given. For the purpose of inspection notices, the term day means any Monday, Tuesday, Wednesday, Thursday or Friday other than a holiday.
- 7.02 A notice given to the Chief Building Official, inspector, or registered code agency pursuant to Division C, Subsection 1.3.5 of the Building Code and this Section shall not be effective until actually received by the Chief Building Official, inspector or registered code agency as the case may be.
- 7.03 In addition to the notices prescribed by the Building Code, the permit holder shall also give notice to the Chief Building Official or registered code agency of the following stages of construction:

(a) commencement of construction of,

- (i) masonry fireplaces and masonry chimneys;
- (ii) factory-built fireplaces and allied chimneys; or
- (iii) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.

### **Section 8.00 - Revocation of Permits**

- 8.01 Notice of revocation: Prior to revoking a permit under sub-section 8(10) of the Act, the Chief Building Official may serve a notice by personal service, electronic service or registered mail at the last known address to the permit holder.
- 8.02 Deferral of revocation: A permit holder may, within thirty (30) days from the date of service of the notice under this part, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to changes in the Act, Building Code, or other applicable law may allow the deferral, in writing subject to the payment of fees as detailed within Schedule "A" of this By-law.

### **Section 9.00 - Code of Conduct**

- 9.01 The Code of Conduct as required under Section 7.1 of the Act is set out in Schedule C of this By-law.

### **Section 10.00 - Enforcement and Penalties**

10.01 No person shall:

- (a) Construct a building without a permit contrary to subsection 8(1) of the Act;
- (b) Cause construction of building without a permit contrary to subsection 8(1) of the Act;
- (c) Demolish a building without a permit contrary to subsection 8(1) of the Act;
- (d) Cause demolition of a building without a permit contrary to subsection 8(1) of the Act;
- (e) Change plans without authorization contrary to subsection 8(12) of the Act;
- (f) Construct a building not in accordance with plans contrary to subsection 8(13) of the Act;
- (g) Change the use of a building without a permit contrary to subsection 10(1) of the Act;
- (h) Occupy a building newly erected without notice or inspection contrary to subsection 11(1) of the Act;
- (i) Obstruct or remove a posted order without authorization contrary to section 20 of the Act;
- (j) Furnish false information on an application for a permit contrary to clause 36(1)(a) of the Act;
- (k) Commence demolition before a building has been vacated contrary to Division C sentence 1.3.1.1.(4) of the Building Code;
- (l) Fail to post a permit on the construction site contrary to Division C article 1.3.2.1. of the Building Code;
- (m) Fail to post a permit on the demolition site contrary to Division C article 1.3.2.1. of the Building Code;
- (n) Occupy an unfinished building without a permit contrary to Division C sentence 1.3.3.1.(1) of the Building Code;
- (o) Fail to provide notification of construction phase contrary to Division C sentence 1.3.5.1.(2) of the Building Code;
- (p) No person shall hinder or obstruct or attempt to hinder or obstruct a chief building official or an inspector contrary to section 19(1) of the Building Code Act.

10.02 No person shall fail to comply with:

- (a) An order to comply made by an Inspector under Subsection 12(2) of the Act;
- (b) An order not to cover made by an inspector under subsection 13( 1) of the Act;
- (c) An order to uncover made by an inspector under section 13(6) of the Act;
- (d) A stop work order made by the Chief Building Official under subsection 14(4) of the Act;
- (e) An order to remedy an unsafe building made by an inspector under subsection 15.9(4) of the Act;
- (f) An order prohibiting use or occupancy of an unsafe building made by the Chief Building Official under subsection 15.9(6) of the Act; and
- (g) An order to repair a dangerous building made by the Chief Building Official under subsection 15.10(1) of the Act.

10.03 Every person who contravenes any provision of this By-law or the Act or is party to such contravention is guilty of an offence and upon conviction is liable to a fine, in accordance with section 36 of the Act with respect to offences arising from section 9.01 and 9.02 of this By-law; or otherwise as provided for in the Provincial Offences Act R.S.O. 1990, c. P.33.

10.04 Every person who hinders or obstructs a person lawfully carrying out the enforcement of the By-law is guilty of an offence.

10.05 Every person who is guilty of an offence under this By-law may, if permitted under the Provincial Offences Act, R.S.O. 1990, c. P.33 as amended, pay a set fine, and the Chief Judge of the Ontario Court of Justice shall be requested to establish set fines as set out in Schedule D of this By-law.

10.06 In addition to the penalties prescribed in section 10.01 and 10.02 of this By-law, the Chief Building Official may apply under subsection 36(1) and or 38(1) of the Act for additional penalties and/or fine up to Five Thousand Dollars (\$5,000.00) or the maximum fine applicable pursuant to the provisions of the Provincial Offences Act, R.S.O.1990 c.P33.

**Section 11.00 - Administration and Effective Date**

- 11.01 **Administration of the By-law:** The Chief Building Official is responsible for the administration of this By-law.
- 11.02 **Review of By-law:** The Chief Building Official shall review the By-law as required and coinciding with the Building Code cycle to ensure compliance with legislation.
- 11.03 **Repeal of Existing By-law:** That By-law 2014-008 is hereby repealed effective January 1, 2022.
- 11.04 **Effective Date:** This By-law shall come into force on January 1, 2022.

By-law read a first, second and third time, and finally passed, this 23<sup>rd</sup> day of November, 2021.

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

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

Corporate Seal

Schedule A  
Administration Fees

Class of Permits		Permit Fee		
		Fee (per square ft)	Fee (per square metre)	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	\$1.00	\$10.76	
	Change Existing Shell 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/alterd			\$150.00
Public swimming pools / spas	As defined in the O.B.C. section 3.11 and 3.12			\$500.00
Conditional Building Permit	10% of applicable fee to a maximum of \$1,000.00			
Deferral of a revocation (Section 8)				\$150.00
Discharge of posted Order				\$50.00 each
Occupancy permit for an unfinished building where occupancy occurred without an occupancy permit				\$125.00

Notes:

1. In order to determine the applicable occupancy, recourse shall be had to the Building Code and its appendices.
2. Floor area shall be measured to the outer face of exterior walls and to the centerline of party walls or demising walls. No deductions shall be made for openings within the floor area (eg. stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including mezzanines, basements, finished attics and enclosed balconies.

(a) **Assembly Occupancies:** The “Assembly Occupancies” rate shall apply to the total floor area of floors, which are principally of assembly use. Other rates shall be applied to other floors based on the principal use of the total floor area.

(b) **Institutional Occupancies:** The “Institutional Occupancies” rate shall apply to the floor areas of floors, which are principally of institutional use. Other rates shall be applied to other floors based on the principal use of the total floor area.

(c) **Residential Occupancies:** For detached, semi-detached and townhouse dwellings, the finished floor areas, unfinished basements, porches and decks and attached garages shall calculated at their respective rates.

For the other residential occupancies, the “Residential Occupancies” rate shall apply to the floor areas of the floors, which are principally of residential use. Other rates shall be applied to other floors based on the principal use of the total floor area.

(d) **Business and personal Services & Mercantile Occupancies:** The “Business and Personal Services & Mercantile Occupancies” rate shall apply to the floor areas of floors, which are principally of business and personal service or mercantile use. Other rates shall be applied to other floors based on the principal use of the total floor area.

(e) **Industrial Occupancies:** Each “Industrial Occupancies” rate includes incidental finished office space to a maximum of 10% of the total floor area. The “Interior Partitioning and Finishing” rate shall be applied where additional finished space is provided. Other rates shall be applied to other floors based on the principal use of the total floor area.

3. No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.

4. A minimum permit fee of \$125.00 shall be charged for all work.

5. Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls.

**Schedule B**  
**Documents & Drawings Required For Permit Applications**  
**Table 1**

Item	Class of Permit	Documents and Drawings Required
1(a)	<b>Building Permit – Residential – New Buildings</b> - Detached houses - Semi-detached houses - Triplexes - Fourplexes - Townhouses	<b>Documents</b> a. Applicable Law Checklist b. Mechanical Ventilation Design Summary including heat loss/gain calculations and duct design. c. Permit for Sewage System (Peterborough County City Health Unit PCCHU) or d. Municipal Water and Wastewater connection approval e. Entrance Permit Application* f. Tario Registration Number <b>Drawings</b> a. Approved Site Plan b. Approved Grading Plan c. Plan of Survey (as required) d. Architectural Drawings e. Structural Drawings f. HVAC Duct Layout
1(b)	<b>Building Permit – Residential Related to Existing as in 1(a)</b> - Alterations - Additions - Accessory Buildings	<b>Documents</b> a. Applicable Law Checklist b. Permit/Approval for Sewage System * c. HVAC* <b>Drawings</b> a. Site Plan b. Approved Grading Plan (as required) c. Architectural Drawings d. Structural Drawings
(a)	<b>Building Permit - Non-residential and other residential not provided for in Row No 1(a) or 1(b).</b> - New Buildings - Additions	<b>Documents</b> a. Applicable Law Checklist b. Permit for Sewage System (PCCHU) or c. Municipal Water and Wastewater connection approval. d. Commitment to General Reviews by Architect & Engineers e. Ontario Building Code Design Information Form f. Confirmation of Energy Efficient Design* g. Mechanical Ventilation Design Summary including heat gain/loss calculations and duct design.* <b>Drawings</b> a. Approved Site Plan b. Approved Grading Plan (as required) c. Architectural Drawings d. Structural Drawings e. HVAC Drawings f. Plumbing Drawings g. On Site Sewage System* h. Electrical Drawings i. Fire Protection Drawings j. Site Specific Reports k. Specifications
2(b)	<b>Building Permit - Non-residential and other residential as in 2(a)</b>	<b>Documents</b> a. Applicable Law Checklist b. Permit for Sewage System *

	<ul style="list-style-type: none"><li>- Alterations</li><li>- Renovations</li><li>- Tenant Occupancies</li></ul>	<ul style="list-style-type: none"><li>c. Municipal Water and Wastewater approval</li><li>d. Commitment to General Reviews by Architect &amp; Engineers</li><li>e. Ontario Building Code Design Information Form.</li></ul> <b>Drawings</b> <ul style="list-style-type: none"><li>a. Site Plan</li><li>b. Architectural Drawings</li><li>c. Structural Drawings</li><li>d. HVAC Drawings</li><li>e. Plumbing Drawings</li><li>f. On Site Sewage</li><li>g. Electrical Drawings</li><li>h. Fire Protection Drawings</li><li>i. Specifications</li></ul>
3.	<b>Building Permits</b> -Other than Items 1(a) to 2(b) above	<b>Documents</b> <ul style="list-style-type: none"><li>a. Applicable Law Checklist</li><li>b. Documents from Items 1(a) to 2(b), or other documents which are applicable to the scope of work proposed</li></ul> <b>Drawings</b> <ul style="list-style-type: none"><li>a. Drawings from Items 1(a) to 2(b) which are applicable to the scope of work proposed</li></ul>
4.	<b>Change of use Permit</b>	<b>Documents</b> <ul style="list-style-type: none"><li>a. Applicable Law Checklist</li><li>b. Documents from Items 1(a) to 2(b), or other documents which are applicable to the scope of work proposed</li></ul> <b>Drawings</b> <ul style="list-style-type: none"><li>a. Site Plan</li><li>b. Existing and Proposed Floor Plan</li><li>c. Architectural Drawings</li><li>d. HVAC Drawings</li><li>e. Plumbing</li><li>f. Electrical</li><li>g. Fire protection</li></ul>
5.	<b>Demolition Permit</b>	<b>Documents</b> <ul style="list-style-type: none"><li>a. Applicable Law Checklist</li><li>b. Demolition Plan Prepared by Professional Engineer *</li><li>c. Commitment to General Reviews by Architect &amp; Engineers *</li><li>d. Completed Utility Disconnect Forms</li></ul> <b>Drawings</b> <ul style="list-style-type: none"><li>a. Site Plan</li></ul>

\*where applicable

**Notes:**

- 1. The documents described in this Schedule are available at any Township of Selwyn Municipal Office or on the website.
- 2. All drawings to be submitted in duplicate
- 3. A description of the information required on drawings is contained in Schedule B Table 2.
- 4. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, applicable law or Building Code requirements does no necessitate its submission.

Schedule B  
Documents & Drawings Required For Permit Applications  
Table 2

Information Required on Drawings

Item	Drawing Type	Information Required	Class of Permit – Schedule D Item					
			1(a)	1(b)	2(a)	2(b)	3	4
1.	Site Plan	a. Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads	X	X	X	X	X	
		b. Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines.	X	X	X			
		c. Dimensions and location of parking and vehicle access, fire routes, rights of way and easements	X	X	X	X	X	
		d. Location of well, septic, municipal services, hydro service	X	X	X			
2.	Grading Plan	a. Prepared by Ontario Land Surveyor or Professional Engineer	X	X	X			
		b. Include all items listed in Item 1 (a) – (d)	X	X	X			
		c. Location of catch basins, curb cuts, retaining walls, sidewalks	X	X	X			
		d. Existing and proposed elevations within the site and property lines, retaining wall elevation, slopes of driveways, drainage flow and swales	X	X	X			
3.	Structural	a. Foundation, floor and roof framing plans, footing, column and beam schedules, details and material specifications	X	X	X	X		
		b. Design specifications, live and dead loading, wind and snow loading, earthquake loading			X	X		
		c. Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9 of the Building Code	X	X	X	X		
		d. Roof and floor truss drawings sealed by a professional engineer	X	X	X	X		
4.	Architectural	a. Existing plans showing construction and room and space identification of all floors		X	X	X		X
		b. Plans of all floors including basements complete with all rooms and room names	X	X	X	X		X



Item	Drawing Type	Information Required	Class of Permit – Schedule D Item					
			1(a)	1(b)	2(a)	2(b)	3	4
		c. Roof plan showing roof slope, drainage, roof and roofing construction details	X	X	X	X		
		d. Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements	X	X	X	X		
		e. Construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications	X	X	X	X		
		f. Stairs, guards and handrail dimensions and details, window sizes and height above floor level; location and fuel type of all fireplaces	X	X	X	X		
		g. Mezzanine plan showing construction, guardrails, egress			X	X		
		h. Location and details of barrier free entrances and barrier free washrooms			X	X		
		i. Reflected ceiling plans, bulkhead details, horizontal service shaft details			X	X		
		j. Roof equipment screening anchorage for window washing, roof access			X			
		k. Building cross sections showing grade, floor and ceiling heights, horizontal and vertical fire separations	X	X	X	X		
		l. Enlarged sections and detailed plans of washrooms and exit stairs			X	X		
		m. Wall sections, plan and section construction details			X	X		
		n. Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule			X	X		
		o. Door and hardware schedule, door and frame details, window schedule, room finish schedule			X	X		
5.	HVAC	a. Heating, ventilating and air conditioning plans, service shafts, equipment layout and schedules			X	X		
		b. Ventilation design summary, duct design and layout	X	X				
					X	X		X

Item	Drawing Type	Information Required	Class of Permit – Schedule D Item					
			1(a)	1(b)	2(a)	2(b)	3	4
		c. Fire damper locations, kitchen exhaust equipment						
6.	Plumbing	a. Plumbing and drainage plans, location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances			X	X		
		b. Location of fire stopping, specifications of plumbing and fire stopping materials	X	X	X	X		
7.	Electrical	a. Electrical supply and distribution plans, location of power and lighting outlets, equipment schedules, transformer locations			X	X		
		b. Location and specification of emergency lighting, emergency generators and exit signage			X	X		
8.	Fire Protection	a. Fire hydrant locations, sprinkler and standpipe distribution plans and schedules; sprinkler head layout, fire hose cabinet locations			X	X		
		b. Location and specification of emergency lighting, emergency generators and exit signage, fire alarm system annunciator, diagrams and specifications			X	X		
		c. Location of smoke alarms and carbon monoxide detectors	X	X	X	X		

Notes:

1.
- Where indicated by an X, the information described is required to be included on the drawings for the class of permit specified.
2.
- Required information may be located or consolidated on other drawings rather than the drawing specified in the schedule.
3.
- The Chief Building Official may waive the requirement for any required information specified in this schedule due to limited scope of work, applicable law or Building Code requirements.

**Schedule C**  
**Code of Conduct for the Chief Building Official and Inspectors**

**1. Purpose**

- (a) To promote appropriate standards of behavior and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Act or the Building Code.
- (b) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Act or the Building Code.
- (c) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Act or the Building Code by the Chief Building Official and Inspectors.

**2. Scope**

This policy applies to the Chief Building Official and all appointed Inspectors.

The Code of Conduct must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the Code of Conduct has been breached and disciplinary actions that may be taken if the Code of Conduct is breached.

**3. Contents**

**Conduct**

- (a) Always act in the public interest, particularly with regard to the safety and accessibility aspects of Building works and structures.
- (b) Apply all relevant Building laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
- (c) Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
- (d) Avoid activities which would create a conflict of interest or the perception thereof.
- (e) Extend professional courtesy to all.

**Breaches of Code of Conduct**

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against Inspectors. Where the allegations are against the Chief Building Official, senior management of the municipality will review the allegations.

Disciplinary action arising from violations of the Code of Conduct is the responsibility of the municipal employer and will be based on the severity and frequency of the violation in accordance with the Township Organizational Policy, Section 5.2 Progressive Discipline.

**Schedule D**  
**Set-Fines**

Item	Short Form Wording	Provision Creating or Defining Offence (OBC)	Set Fine
1.	Property Owner - Construct building without permit	s.8(1)	\$250.00
2.	Property Owner - Cause construction of building without permit	s.8(1)	\$250.00
3.	Property Owner - Demolish building without permit	s.8(1)	\$150.00
4.	Property Owner - Cause demolition of building without permit	s.8(1)	\$150.00
5.	Property Owner - Change plans without authorization	s.8(12)	\$150.00
6.	Property Owner - Construct building not in accordance with plans	s.8(13)	\$150.00
7.	Property Owner - Change the use of building without permit	s.10(1)	\$250.00
8.	Property Owner - Occupy newly erected building without notice or inspection	s.11(1)	\$250.00
9.	Property Owner - Obstruct or remove posted order without authorization	s.20	\$300.00
10.	Property Owner - Furnish false information on permit application	s.36(1)(a)	\$300.00
11.	Property Owner – Commence demolition before building vacated	Div C sentence 1.3.1.1.(4) of the Building Code	\$300.00
12.	Property Owner – Fail to post permit on demolition site	Div C article 1.3.2.1. of the Building Code	\$150.00
13.	Property Owner - Fail to post permit on demolition site	Div C article 1.3.2.1. of the Building Code	\$150.00
14.	Property Owner - Fail to provide notification of construction phase	Div C sentence 1.3.5.1. (2) of the Building Code	\$150.00
15.	Property Owner - Fail to comply with order to comply	s.36(1)(b)	\$400.00
16.	Property Owner - Fail to comply with order not to cover	s.36(1)(b)	\$400.00
17.	Property Owner - Fail to comply with order to uncover	s.36(1)(b)	\$400.00
18.	Property Owner - Fail to comply with stop work order	s.14(4)	\$400.00
19.	Property Owner - Fail to comply with order to remedy unsafe building	s.36(1)(b)	\$400.00
20.	Property Owner - Fail to comply with an order prohibiting use or occupancy of unsafe building	s.36(1)(b)	\$400.00
21.	Property Owner - Hinder or obstruct person lawfully carrying out enforcement duties	s.19(1)	\$400.00
22.	Builder - Construct building without permit	s.8(1)	\$500.00
23.	Builder - Cause construction of building without permit	s.8(1)	\$500.00
24.	Builder - Demolish building without permit	s.8(1)	\$300.00
25.	Builder - Cause demolition of building without permit	s.8(1)	\$300.00
26.	Builder - Change plans without authorization	s.8(12)	\$300.00
27.	Builder - Construct building not in accordance with plans	s.8(13)	\$300.00
28.	Builder - Change the use of building without permit	s.10(1)	\$500.00

29.	Builder - Occupy newly erected building without notice or inspection	s.11(1)	\$500.00
30.	Builder - Obstruct or remove posted order without authorization	s.20	\$500.00
31.	Builder - Furnish false information on permit application	s.36(1)(a)	\$500.00
32.	Builder - Commence demolition before building vacated	Div C sentence 1.3.1.1.(4) of the Building Code	\$600.00
33.	Builder - Fail to post permit on construction site	Div C article 1.3.2.1. of the Building Code	\$300.00
34.	Builder - Fail to post permit on demolition site	Div C article 1.3.2.1. of the Building Code	\$300.00
35.	Builder - Fail to provide notification of construction phase	Div C sentence 1.3.5.1.(2) of the Building Code	\$400.00
36.	Builder - Fail to comply with order not to cover	s.36(1)(b)	\$600.00
37.	Builder - Fail to comply with order to uncover	s.36(1)(b)	\$600.00
38.	Builder - Fail to comply with stop work order	s.14(4)	\$600.00
39.	Builder - Fail to comply with order to remedy unsafe building	s.36(1)(b)	\$600.00
40.	Builder - Fail to comply with an order prohibiting use or occupancy of unsafe building	s.36(1)(b)	\$600.00
41.	Builder - Hinder or obstruct person lawfully carrying out enforcement duties	s.19(1)	\$600.00
<b>Note:</b> "the penalty provisions for the offences listed above are section 36 of the Building Code Act, 5.0. 1992, Ch.23 and s.61 of the Provincial Offences Act, R.5.0. c.P.33."			



**Date:** November 23, 2021

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

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

**Subject:** Revised Building By-law

**Status:** For Direction

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## **Recommendation**

That the report of the Manager of Building and Planning regarding the revised Building By-law be received for information; and

That By-law 2021-087, being the Building By-law and to repeal By-law 2014-009 be forwarded to the By-law section of the agenda for approval; and

That the Township pursue short form wording and set fines through the Regional Chief Justice for the offences set out in Schedule D of By-law 2021-087; and

That Schedule A – Section 1 of By-law 2016-026, being the Tariff of Fees By-law for the Township of Selwyn, be updated to include the new building fee structure effective January 1, 2022.

## **Information**

Council held a public meeting on November 9<sup>th</sup> in accordance with the regulations of the Building Code Act. The public meeting provided the public and agencies the opportunity to comment on a proposed change to the Township's building permit fee structure from a value based methodology to a building area based methodology.

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 described the Township's intention to revise the building permit fee calculation methodology. In addition, an email blast was sent to past permit holders, designers, builders etc... advising of the proposed changes. The package provided a breakdown of the estimated costs of administering and enforcing the Building Code Act, detailed the proposed change in fees and provided a rationale for the change.

This process did not result in the submission of any input from the public that required any changes to the proposed draft schedule; consequently, the schedule of fees before Council this evening has not been changed from what was presented at that meeting.

The updated By-law will adopt the new permit fee rates and methodology. In addition, changes to the explanatory notes and other provisions to align with the proposed changes have also been made.

I have incorporated a change to the existing Enforcement and Penalties Section of the By-law to incorporate a Short Form Wording and Set Fine Schedule. This will provide the Township with the option of issuing a Part 1 Provincial Offences Act (POA) fine when the circumstance warrants. The process we currently use of pursuing a Part 3 POA summons is much more cumbersome and costly and is typically used if the infraction is particularly egregious or the offender is in frequent violation and the goal is to secure an elevated fine amount. The proposed short form wording and set fine amounts will be forwarded to the Regional Chief Justice for approval. The proposed wording and fine amounts are consistent with what has been approved for use in other municipalities in Ontario.

The By-law is proposed to come into full force and effect on January 1, 2022 so that we can begin collecting permit fees based on the new system at the beginning of the calendar year which aligns with our annual budget. A copy of the new By-law is attached and all changes have been highlighted in yellow for Council's review.

## **Financial Impact**

Approving of the fee collection methodology change as proposed is intended to be revenue neutral and is projected to account for the full cost associated with administering the requirements of the Building Code Act.

## **Strategic Plan Reference**

Achieve excellence in governance and service delivery.

## **Attachments**

- Updated Building By-law 2021-087

## **Robert Lamarre**

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Prepared By: Robert Lamarre  
Manager of Building and Planning

***Janice Lavalley***

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Reviewed By: Janice Lavalley C.A.O.



**Date:** November 23, 2021

**To:** Mayor Mitchell and Council Members

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

**Subject:** AAC Year 19 Work Plan and Year 18 Accomplishments

**Status:** For Direction

---

That the report of the Manager of Community & Corporate Services/Clerk regarding the Year 19 Work Plan and the summary of the Year 18 Accomplishments of the Joint Township of Selwyn and County of Peterborough Accessibility Advisory Committee be received for information; and

That the Council of the Township of Selwyn endorse the Year 18 Work Plan to meet the requirements of the Accessibility for Ontarians with Disabilities Act for submission to the Ministry for Seniors and Accessibility.

## **Information**

### **Work Plans:**

The Accessibility for Ontarians with Disabilities Act (AODA) 2005 requires that Council prepare an accessibility plan and appoint members to an Advisory Committee. The joint Accessibility Advisory Committee (AAC) is responsible for reporting to Council on the preparation, implementation and effectiveness of the municipal accessibility plan. The Accessibility Plan was adopted in July of 2013 and includes provisions to meet the requirements of the Integrated Accessibility Standard.

The Committee has developed a list of objectives for their Year 19 Work Plan. A summary of the Committee's Year 18 Work Plan accomplishments is also attached. It has been noted that the Year 18 work plan and the ability to complete the Plan's projects and initiatives was impacted by COVID-19. Despite this, the Committee was able to achieve some of its goals and have since been meeting virtually to review site plans and other corporate and community projects.



## **Strategic Plan Reference**

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

## **Environmental Impact**

No specific impact related to this recommendation.

## **Financial Impact**

Costs related to the Committee and its initiatives are included in the approved budget. Any capital items or other initiatives would be considered by Council during the budget process.

## **Attachment**

- Year 19 Work Plan
- Year 18 Work Plan Accomplishments

*Angela Chittick*

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

***Janice Lavalley***

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Reviewed By: Janice Lavalley, Chief Administrative Officer

**Accessibility Advisory Committee  
Work Plan Year 19**

**Year 19 – 2021/2022 Plan**

**Areas of Focus**

**Goal: Policy Development**

1. AODA Regulations – continue to implement specific components to meet compliance deadlines and review and comment on any updates

- review the Transportation Standard – new Link rural bus service

Who: Staff/AAC

2. County of Peterborough Parking By-law updates - review accessible on-street parking spaces in Township for conformity/inclusion in the County By-law – review in conjunction with Lakefield Parking By-law

Who: Staff/AAC

**Goal: Site plan review and project review of County/Township initiated projects**

1. Douro Library - tour improvements – Meeting to be scheduled (Alec to follow-up with Librarian)

Who: AAC

2. Site Plans – as required

Who: AAC

3. Township/County initiated projects - as required

- Annual road and bridge construction update – County of Peterborough
- Fairbairn Street Trail – Township of Selwyn (pending project commencement)
- Ennismore Community Improvement Plan area – pending budget approval
- Causeway Improvements – including Multi-Use path
- 2022 – Municipal Election (October 24, 2022) – Accessibility Considerations

**Accessibility Advisory Committee  
Work Plan Year 19**

**Year 19 – 2021/2022 Plan**

Who: AAC

**Goal: Community outreach efforts**

1. Committee as a link to expertise - assist community groups, businesses and other interested parties who may request assistance/resources e.g. site visits, resources, recommendations
  - As required
  - Tour Lakefield Community Garden – raised garden bed project
2. Continue to support stakeholders (police, inspectors, builders) to enforce/educate compliance with IASA and BCA

Who: AAC – Invite Peterborough Police (Lakefield Office) and Lakefield Policy to attend a meeting
3. Participate in recreation initiatives that promote inclusion and integration e.g. Council for Persons with Disabilities Committee Active First program, Health Unit/Township Access to Recreation and Active Together initiatives

Who: Alec/AAC - Ongoing
4. Participation in the Holnbeck Award Selection Process - Discuss potential nominees and submit a nomination

Who: Staff/AAC
5. Revamp “Time in My Shoes” – targeted to a different audience (volunteers, businesses, developers, elected officials etc...)
  - Organize a County Councillor/Township Councillor “Time in My Shoes” event as part of Access Awareness Week in May

Who: Staff/AAC
6. Continue to review Township and County communications to improve accessibility – messaging and technical (websites, publications etc...)

Who: Staff/AAC/Eric

**Accessibility Advisory Committee  
Work Plan Year 19**

**Year 19 – 2021/2022 Plan**

7. County of Peterborough Recognition Awards and City of Peterborough Awards for accessibility
  - Discuss potential nominees and submit a nomination
8. Identify 'Business Champions' that clearly post accessible standards (parking, customer service)
  - Simply the form
  - Review the following businesses: LCBO Bridgenorth, LCBO Lakefield, Giant Tiger, Valumart Bridgenorth, Foodland Ennismore, Foodland Lakefield
  - Promote Champions as part of Access Awareness Week

Who: Anita/AAC

9. Promote StopGap Foundation's Ramp Project to businesses with steps into store. ([www.stopgap.ca](http://www.stopgap.ca))

Who: AAC

**Accessibility Advisory Committee  
Work Plan Year 18 – Accomplishments**

**Year 18 – 2020/2021 Plan - Accomplishments**

**Areas of Focus**

**Goal: Policy Development**

1. AODA Regulations – continue to implement specific components to meet compliance deadlines and review and comment on any updates

- ***Reviewed County of Peterborough Multi-Year Accessibility and the County's updated Customer Service Policy***

Who: Staff/AAC

2. County of Peterborough Parking By-law updates - review accessible on-street parking spaces in Township for conformity/inclusion in the County By-law – review in conjunction with Lakefield Parking By-law

- ***deferred due to COVID-19 – add to Year 18 Plan***

Who: Staff/AAC

**Goal: Site plan review and project review of County/Township initiated projects**

1. Douro Library - tour improvements
  - ***on-site tour delayed due to COVID – move to year 19 plan***

Who: AAC

2. Site Plans – ***the following site plans were reviewed by the Committee***

- ***TimberMart – 8<sup>th</sup> Line***
- ***44 Bridge Street – Proposed Garden/Flower Centre***
- ***Lakefield Restaurant***
- ***Polish Perfection***

Who: AAC

3. Township/County initiated projects

**Accessibility Advisory Committee  
Work Plan Year 18 – Accomplishments**

**Year 18 – 2020/2021 Plan - Accomplishments**

- ***Queen and Concession Street intersection – TWSI feedback***
- ***Water Street, Lakefield – reviewed and provided feedback on the detailed design***
- ***Municipal Office (Centre Line) – reviewed and provided feedback front entrance renovations***

Who: AAC

**Goal: Community outreach efforts**

1. Committee as a link to expertise - assist community groups, businesses and other interested parties who may request assistance/resources e.g. site visits, resources, recommendations

- ***Lakefield Community Garden – Accessible Raised Beds – provided feedback on accessibility design features***
- ***Lakefield Youth Unlimited – toured office and provided feedback on accessibility features***

2. Continue to support stakeholders (police, inspectors, builders) to enforce/educate compliance with IASA and BCA

Who: AAC – Invite Peterborough Police (Lakefield Office) to attend a meeting - ***deferred due to COVID-19 – add to Year 19 Plan***

3. Participate in recreation initiatives that promote inclusion and integration e.g. Council for Persons with Disabilities Committee Active First program, Health Unit/Township Access to Recreation and Active Together initiatives

Who: Alec/AAC - Ongoing – ***many activities deferred due to COVID-19***

4. Participation in the Holnbeck Award Selection Process - Discuss potential nominees and submit a nomination

- ***deferred due to COVID-19***

Who: Staff/AAC

5. Revamp “Time in My Shoes” – targeted to a different audience (volunteers, businesses, developers, elected officials etc...)

- Organize a County Councillor/Township Councillor “Time in My Shoes” event as part of Access Awareness Week in May  
***deferred to due COVID-19 – add to Year 19 Plan***

Who: Staff/AAC

**Accessibility Advisory Committee  
Work Plan Year 18 – Accomplishments**

**Year 18 – 2020/2021 Plan - Accomplishments**

6. Continue to review Township and County communications to improve accessibility – messaging and technical (websites, publications etc...)

Who: Staff/AAC/Eric

7. County of Peterborough Recognition Awards and City of Peterborough Awards for accessibility

- Discuss potential nominees and submit a nomination – ***event deferred in 2021 to due COVID-19 – resubmit nominee for 2022***

8. Identify ‘Business Champions’ that clearly post accessible standards (parking, customer service)

- ***deferred to due COVID-19 – add to Year 19 Plan***

Who: Anita/AAC

9. Promote StopGap Foundation’s Ramp Project to businesses with steps into store. ([www.stopgap.ca](http://www.stopgap.ca))

- ***deferred to due COVID-19 – add to Year 19 Plan***

Who: AAC



**Date:** November 23, 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 2021-088, being a By-law to authorize the execution of a Development Agreement for 525 Lindsay Road between the Corporation of the Township of Selwyn and John and Wendy Turney; and

That By-law 2021-089, being a By-law to authorize the execution of a merger agreement between the Corporation of the Township of Selwyn and Tara and Graham Coons for lands legally described as parcel register 28400-0085 (LT) and parcel register 28400-0142 (LT) be brought forward to the By-laws section for consideration.

## **Information**

### **Development Agreement – 525 Lindsay Road**

The owners of 525 Lindsay Road are proposing to develop the subject property with a new single detached dwelling. The property currently has a historic dwelling located on it which prevents the issuance of a building permit (only one dwelling is permitted on a lot unless it complies with the secondary dwelling provisions). As the new dwelling is proposed to be significantly larger than the existing historic dwelling our secondary dwelling provisions do not apply. The existing historic structure is being proposed for the next round of properties for the Selwyn Heritage Register. The property owners recognize the cultural significance of the existing dwelling, and for that reason, they do not wish to demolish it. The execution of the Development Agreement will require that the structure be decommissioned as a dwelling and that it not be used as a residence. The agreement is to be placed on title so that anyone purchasing the property in the future would be made aware of the limitations. By-law 2021-088 is required to authorize the execution of the Development Agreement.

### **Merger Agreement – Tara and Graham Coons**

The Township recently approved a Zoning By-law Amendment for property known as Lot 21, Concession 9 in the Smith Ward. The Zoning By-law Amendment was a condition of consent to sever application B-25-21. As a result, By-law 2021-089, is



required to authorize the execution of the merger agreement as required by the severance. The severed parcel will be merged with the adjacent rural property to the west.

### **Environmental Impact**

No specific impact related to this recommendation.

### **Strategic Plan Reference**

Achieve excellence in governance and service delivery

### **Attachments**

None

*Tania Goncalves*

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Prepared By: Tania Goncalves, Deputy Clerk

*Angela Chittick*

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

*Janice Lavalley*

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Reviewed By: Janice Lavalley, Chief Administrative Officer



**Date:** November 23, 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:

1. **Otonabee Conservation - 2022 Operating & Capital Budget Letter and Presentation**

That the letter and presentation from Dan Marinigh, Chief Administrative Officer/Secretary-Treasurer of the Otonabee Region Conservation Authority (ORCA), related to their 2022 budget request be received for information; and that the Manager of Financial Services/Treasurer incorporate the requested funds as part of the ORCA levy in the 2022 Budget.

### **Correspondence for Information**

#### **Recommendation:**

That the following items of correspondence be received for information:

2. AMO Policy Update – Fall Economic Statement Highlights, Ontario Community Infrastructure Fund
3. PPH – Board Update
4. EDC KPR PVN – Joint Public Meeting Notice for November 29, 2021
5. Kawartha Chamber
  - NewsFlash: November 9, November 16
6. OMERS – Employer Bulletin
7. Town of Bracebridge – Renovictions
8. Township of Lake of Bays – Covid19 Funding
9. Township of Lake of Bays – Rural Infrastructure Projects

10. Town of LaSalle Resolution – COVID19 Testing Requirement
11. Municipality of Mattice-Val Cote – MPAC Property Assessment
12. Town of Plympton Wyoming - Postponement of Assessment Update
13. City of Vaughan – Athabasca Community Traffic Study Progress Report
14. City of Kitchener – Liquor License Sales and Patio Extensions
15. Township of Alnwick/Haldimand – Newly Licensed Drivers

Angela Chittick

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

**Janice Lavalley**

Reviewed By: Janice Lavalley, CAO



November 3, 2021

Township of Selwyn  
PO Box 270  
Bridgenorth, ON K0L 1H0

Attention: Ms. Janice Lavalley, CAO

Dear Ms. Lavalley

A handwritten signature in blue ink that reads "Janice".

At the October 21, 2021 regular meeting of the Otonabee Region Conservation Authority, the Board of Directors passed a resolution directing that the Proposed 2022 Operating and Capital Budget and proposed 2022 levy be circulated to member municipalities. The budget document is enclosed.

Ontario Regulation 139/96 provides for a 30 day notice period to affected municipalities prior to the Board of Directors voting on the budget and levy. The budget vote is scheduled to occur on December 16, 2021. The vote is a weighted vote.

Information about the levy apportionment to each municipality is found on Table 5 of the budget document (page 25). The total levy for the Township of Selwyn in 2022 is \$237,041.

If you have any questions about the Proposed 2022 Operating and Capital Budget please do not hesitate to contact me. In addition, if your Council is interested in receiving a presentation on the proposed budget, we would be pleased to provide one.

Thank you for your continued support of Otonabee Conservation's efforts to manage the natural resources of the area for the collective benefit of all watershed residents.

Sincerely

A handwritten signature in blue ink that reads "Dan Marinigh".

Dan Marinigh  
CAO/Secretary-Treasurer

Cc: Andy Mitchell, Sherry Senis

**Table 5 | Municipal Levy 2022**

<b>Municipality</b>	<b>Modified CVA Based Apportionment %</b>	<b>Proposed Operating Levy Apportionment</b>	<b>Proposed Capital Levy Apportionment</b>	<b>Total Municipal Levy</b>
Asphodel-Norwood	2.5525	\$ 31,831	\$ 2,680	\$ 34,511
Cavan-Monaghan	7.1294	\$ 88,906	\$ 7,486	\$ 96,392
City of Kawartha Lakes	0.6711	\$ 8,369	\$ 705	\$ 9,074
City of Peterborough	59.0311	\$ 736,142	\$ 61,983	\$ 798,125
Douro-Dummer	7.5928	\$ 94,685	\$ 7,972	\$ 102,657
Otonabee-South Monaghan	5.4640	\$ 68,138	\$ 5,737	\$ 73,875
Selwyn	17.5321	\$ 218,632	\$ 18,409	\$ 237,041
Trent Hills	0.0269	\$ 337	\$ 28	\$ 365
<b>TOTAL</b>	<b>100.00</b>	<b>\$ 1,247,040</b>	<b>\$ 105,000</b>	<b>\$ 1,352,040</b>



# 2022 Operating & Capital Budget

Proposed October 21, 2021







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## 1.0 INTRODUCTION

This document outlines Otonabee Conservation's proposed 2022 Operating and Capital Budget. It identifies the resources required to deliver the Authority's programs and services, and the capital investments needed to replace or refurbish the tangible capital assets that are required to deliver our programs and services.

The Authority's programs and services are organized into four groups, as follows:

- Natural Hazard Protection Program
- Conservation Lands Management Program
- Watershed Management Program
- Corporate Services

Section 2.0 provides details of the operating budget for the four program groups across 10 activity areas. Section 3.0 provides project level details of the proposed capital investments.

Section 4.0 provides detailed information on how the levy is apportioned to member municipalities.

Appendix A provides program and service descriptions and performance metrics. Appendix B provides a 10-year forecast of tangible capital assets to be acquired, refurbished, or replaced.

A number of projects and other expenditures are dependent on the receipt of grants from outside sources. These projects are noted throughout the budget document. This proposed budget assumes that the grants will be received. In the event they are not, these projects will either not proceed, or where possible, will proceed with a reduced project scope.

The proposed operating budget does not include a contingency allocation to respond to unexpected expenses that may arise through the course of the year. Should such a situation arise, staff will first seek to pay for the expense with in-year savings and alternatively will seek Board approval to draw from the General Reserve.

This proposed budget does not include an allocation for amortization or for accrued employer related liabilities. These are typically covered with year-end surpluses, if available.



## 2.0 OPERATING BUDGET

The proposed Operating Budget has been developed to deliver the Authority's normal programs and services and some enhancements and adjustments have been incorporated to address the requirements of some of the new provincially mandated programs and services.

The proposed operating budget includes a 8.9% or \$237,682 increase in expenditures for a total operating budget of \$2,904,694

The proposed operating budget sets aside a \$50,000 allowance for adjustments to the salary schedule. The adjustments will be informed by the findings of a compensation review currently being undertaken by a consultant. Board approval will be sought for any changes to the salary schedule.

The proposed operating budget includes some new contract positions required to restore some field capacity that had been removed in 2020 and 2021 in response to the reduction in provincial funding in 2019 and a reduction in user fees in 2020 and 2021.

The proposed operating budget includes a 2.9% or \$34,813 increase in the general operating levy.

The budget also includes three items to be funded by reserves. A \$50,000 contingency draw from the General Reserve for consulting services to support transition related initiatives associated with the new mandatory provincial programs and services, a \$50,000 draw from the General Reserve for additional engineering services capacity and a \$28,233 draw down of the Gravel Pit Reserve for the complete rehabilitation of the Authority-owned gravel pit.

Changes from 2021:

Notable changes in expenditures and revenue from the 2021 operating budget are listed below:

**Table 1 | Description of Changes in Proposed Expenditures from 2021**

	<b>Amount</b>
2021 Budget	\$2,667,012
New expenditure for additional engineering capacity (to be purchased from the Ganaraska Region CA)	\$50,000
Allowance to respond to the findings of the compensation review	\$50,000
Incremental cost for converting a seasonal Assistant Campground Supervisor position (26 week duration) to a seasonal Campground Supervisor position (28 week duration & change in rate of pay)	\$15,905
New expenditure to restore a seasonal Conservation Areas Technician position (26 week contract)	\$18,148
New expenditure for an Assistant Regulations Officer (1 year contract)	\$42,254
Miscellaneous adjustments to expenditures across all program areas (i.e., cost of living increases to non-discretionary items such as WSIB and minimum wage and other cost increases for goods and services)	\$61,375
Proposed 2022 Expenditures	\$2,904,694

**Table 2 | Description of Changes in Proposed Revenue from 2021**

	<b>Amount</b>
2021 Budget (less General Reserve draw down in 2021)	\$2,617,012
Forecasted increases in Plan Review & Permitting Fees	\$48,395
Forecasted increases in camping fees	\$31,000
One time resources sales from forest thinning operations	\$20,000
New ECO Canada employment grant	\$18,750
Draw from General Reserve (Engineering Services capacity)	\$50,000
Draw down of Gravel Pit Reserve	\$28,233
Draw from General Reserve (Consulting Services to support transition)	\$50,000
2.9% increase to the general operating levy	\$34,813
Miscellaneous adjustments in revenue across all program areas	\$6,491
Proposed 2022 Revenue	2,904,694

**Table 3 | Highlights of Operating Budget**

	Natural Hazards Protection Program		Conservation Lands Management Program		Watershed Management Program		Corporate Services		Total		
	2021	2022	2021	2022	2021	2022	2021	2022	2020	2021	2022
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Actual	Budget	Budget
<b>Revenue</b>											
Municipal Levy	\$ 386,710	\$ 408,544	\$ 115,735	\$ 119,524	73,823	87,612	\$ 635,960	\$ 631,360	1,186,808	1,212,227	1,247,040
Municipal non-levy		-	-	-	115,000	176,105	-	-	314,037	114,999	176,105
Federal & provincial grants	92,750	92,750	4,500	5,000	-	-	-	-	262,533	97,249	97,750
User fees	322,631	371,026	433,000	464,000	-	-	-	-	670,732	755,630	835,026
Sales, rentals & other	5,000	18,750	87,500	107,000	81,605	94,800	50,000	40,000	96,554	224,104	260,550
Grants & partnerships	-	-	-	-	177,800	122,500	-	-	90,738	177,799	122,500
Donations & miscellaneous	-	2,500	20,000	20,000	15,000	15,000	-	-	45,398	34,999	37,500
Transfer from reserves	-	50,000	-	28,223	-	-	50,000	50,000		49,999	128,223
<b>Total Revenue</b>	<b>807,090</b>	<b>\$ 943,570</b>	<b>\$ 660,735</b>	<b>\$ 743,747</b>	<b>\$ 463,228</b>	<b>\$ 496,017</b>	<b>\$ 735,960</b>	<b>\$ 721,360</b>	<b>2,666,800</b>	<b>2,667,012</b>	<b>2,904,694</b>
<b>Expenses</b>											-
Salaries, benefits & training	711,090	\$ 795,370	\$ 401,885	\$ 459,347	\$ 321,499	\$ 328,788	\$ 419,860	\$ 437,910	1,776,989	1,854,334	2,021,415
Maintenance, services & supplies	37,380	39,200	103,000	105,500	32,900	51,750	111,700	110,350	220,973	284,980	306,800
Insurance, taxes & utilities	25,820	27,500	60,500	73,500	9,400	11,150	29,500	29,500	124,586	125,220	141,650
Professional services	17,100	70,500	4,500	4,500	7,500	8,000	92,100	61,500	69,077	121,200	144,500
Travel & staff expenses	9,700	5,000	13,000	9,500	7,000	8,000	5,000	5,000	14,469	34,700	27,500
Other expenses	6,000	6,000	77,850	71,400	1,900	2,700	51,300	50,600	122,352	137,050	130,700
Non-recurring Project Expenses	-	-	-	20,000	83,029	85,629	-	-	254,094	83,029	105,629
Vehicle fleet	-	-	-	-	-	-	26,500	26,500	14,434	26,500	26,500
<b>Total Expenses</b>	<b>\$ 807,090</b>	<b>\$ 943,570</b>	<b>\$ 660,735</b>	<b>\$ 743,747</b>	<b>\$ 463,228</b>	<b>\$ 496,017</b>	<b>\$ 735,960</b>	<b>\$ 721,360</b>	<b>2,596,974</b>	<b>2,667,013</b>	<b>2,904,694</b>

## 2.1 Natural Hazard Protection Program

### 2.1.1 Plan Review and Permitting Services

Deliver the Authority's permitting responsibilities, ensuring compliance to Ontario Regulation 167/06 and related policies, timely customer service and appropriate enforcement action

Meet the Authority's delegated responsibility to represent the provincial interest in natural hazards through timely engagement with member municipalities in the review of applications under the *Planning Act*.

#### Strategic Goal | Safeguard people and property from flooding and other natural hazards

#### Budget Information:

	2020 Actual	2021 Budget	2022 Budget
Municipal levy	\$ 307,345	\$ 308,730	\$ 253,843
Municipal non-levy	30,264	-	-
Provincial & federal grants	7,042	7,042	7,042
User fees	294,480	322,631	371,026
Sales, rentals & other	-	5,000	18,750
Grants & partnerships	-	-	-
Donations & miscellaneous	-	-	-
Transfers from reserves	-	-	-
	<b>\$ 639,131</b>	<b>\$ 643,403</b>	<b>\$ 650,661</b>
Salaries, Benefits & Training	\$ 560,179	\$ 584,903	\$ 590,161
Maintenance, Services & Supplies	12,255	11,500	13,500
Insurance Taxes & Utilities	18,832	20,000	20,000
Professional Services	23,506	15,000	18,000
Travel & Staff Expenses	4,639	6,000	3,000
Other Expenses	4,145	6,000	6,000
Non-recurring Project Expenses	-	-	-
	<b>\$ 623,556</b>	<b>\$ 643,403</b>	<b>\$ 650,661</b>

#### Explanatory Notes:

- These objectives align with the provincially mandated program and service regulation. There is no change to our current role.

- The estimated number of permits to be issued and number of *Planning Act* application to be reviewed is based on the average annual volume for the last 3 years. The estimated number of permits has been increased from last year's estimate (i.e., 300 to 325 versus 250 to 300).
- Through the pandemic there has been an increase in inquires and non-compliance incidents. It is anticipated that the increase in inquiries and non-compliance incidents will continue in 2022.



## 2.1.2 Natural Hazards Mapping

Acquire and manage information about natural hazard areas.

### Strategic Goal | Safeguard people and property from flooding and other natural hazards

#### Budget Information:

	2020 Actual	2021 Budget	2022 Budget
Municipal levy	\$ -	\$ -	\$ 91,713
Municipal non-levy	135,111	-	-
Provincial & federal grants	140,644	-	-
User fees	-	-	-
Sales, rentals & other	-	-	-
Grants & partnerships	-	-	-
Donations & miscellaneous	-	-	-
Transfers from reserves	-	-	50,000
	<u>\$ 275,755</u>	<u>\$ -</u>	<u>\$ 141,713</u>
Salaries, Benefits & Training	\$ 20,511	\$ -	\$ 89,713
Maintenance, Services & Supplies	-	-	1,000
Insurance Taxes & Utilities	-	-	1,000
Professional Services	-	-	50,000
Travel & Staff Expenses	-	-	-
Other Expenses	-	-	-
Non-recurring Project Expenses	209,401	-	-
	<u>\$ 229,912</u>	<u>\$ -</u>	<u>\$ 141,713</u>

#### Explanatory Notes:

- These objectives align with the provincially mandated program and services regulation. In the past the Authority has undertaken flood plain mapping on a project basis. The provincially mandated program and service regulations directs conservation authorities to undertake studies to delineate and map hazard areas and to develop plans and policies to guide appropriate management and use of hazard lands. This suggests moving from a project-based approach to a program approach.
- In 2022 additional resources will be applied to address the workload resulting from an increase in the number of permit and planning applications and to begin to transition to a

program approach for the ongoing acquisition and management of natural hazard related information.

### 2.1.3 Natural Hazards Operations

Operate a flood forecasting and warning system to ensure that residents and municipalities are aware of potential flood related events in a timely manner; and during storm events support municipally led emergency response

Monitor watershed conditions to detect low water conditions and support the Water Response Team in responding to low water events.

Deliver water safety and natural hazard related education programs.

Operate and maintain water and ice control structures ensuring that they are in safe working order and that public safety measures are in place

### Strategic Goal | Safeguard people and property from flooding and other natural hazards

#### Budget Information:

	2020	2021	2022
	Actual	Budget	Budget
Municipal levy	\$ 85,708	\$ 77,979	\$ 62,988
Municipal non-levy	-	-	-
Provincial & federal grants	85,708	85,708	85,708
User fees	-	-	-
Sales, rentals & other	-	-	-
Grants & partnerships	-	-	-
Donations & miscellaneous	-	-	2,500
Transfers from reserves	-	-	-
	<u>\$ 171,416</u>	<u>\$ 163,687</u>	<u>\$ 151,196</u>
Salaries, Benefits & Training	\$ 116,452	\$ 126,187	\$ 115,496
Maintenance, Services & Supplies	11,697	25,880	24,700
Insurance Taxes & Utilities	2,802	5,820	6,500
Professional Services	2,137	2,100	2,500
Travel & Staff Expenses	8	3,700	2,000
Other Expenses	-	-	6,000
Non-recurring Project Expenses	1,004	-	-
	<u>\$ 134,100</u>	<u>\$ 163,687</u>	<u>\$ 157,196</u>

#### Explanatory Notes:

- These objectives align with the provincially mandated program and service regulation. There is no change to our current role.

## 2.2 Conservation Lands Program

### 2.2.1 Conservation Lands Management

Manage and maintain land owned by the Authority for natural heritage protection.

Undertake resource development (i.e., forest management) on land owned by the Authority.

Undertake land management activities on land owned by the authority for recreation purposes.

**Strategic Goals |** Contribute to the maintenance of a healthy & resilient natural environment  
 | Provide recreational opportunities in the natural environment  
 | Build awareness and understanding of the value of the natural environment

#### Budget Information:

	2020 Actual	2021 Budget	2022 Budget
Municipal levy	\$ 87,079	\$ 115,735	\$ 119,524
Municipal non-levy	-	-	-
Provincial & federal funding	-	4,500	5,000
User fees	-	1,000	-
Sales, rentals & other	18,578	13,500	33,500
Grants & partnerships	1,000	-	-
Donations & miscellaneous	26,722	20,000	20,000
Transfers from reserves	-	-	28,223
	<b>\$ 133,379</b>	<b>\$ 154,735</b>	<b>\$ 206,247</b>
Salaries, Benefits & Training	\$ 104,998	\$ 117,055	\$ 149,906
Maintenance, Services & Supplies	15,596	16,000	16,000
Insurance Taxes & Utilities	33,662	34,500	45,000
Professional Services	444	2,500	2,000
Travel & Staff Expenses	4,387	5,500	4,500
Other Expenses	968	23,100	8,600
Non-recurring Project Expenses	-	-	20,000
	<b>\$ 160,055</b>	<b>\$ 198,655</b>	<b>\$ 246,006</b>

**Explanatory Notes:**

- The objective for managing and maintaining lands for natural heritage protection and recreation purposes aligns with the provincially mandated program and service regulation. There is no change from our current activity.
- The objective for managing and maintaining lands for resource development aligns with non-mandatory “other” programs and services. There is no change from our current activity.

### 2.2.2 Warsaw Caves Conservation Area and Campground

Operate Warsaw Caves Conservation Area for day-use activities including hiking, biking, geo-caching, nature viewing, boating, picnicking, fishing, swimming and spelunking, and group and family camping. Includes canoe rentals and retail sales (i.e., ice, firewood, headlamps, etc.).

**Strategic Goals | Provide recreational opportunities in the natural environment**  
**| Build awareness and understanding of the value of the natural environment**

#### Budget Information:

	2020	2021	2022
	Actual	Budget	Budget
Municipal levy	\$ -	\$ -	\$ -
Municipal non-levy	-	-	-
Provincial & federal funding	4,139	-	-
User fees	124,027	163,500	166,600
Sales, rentals & other	14,209	41,500	41,000
Grants & partnerships	-	-	-
Donations & miscellaneous	-	-	-
Transfers from reserves	-	-	-
	<u>\$ 142,375</u>	<u>\$ 205,000</u>	<u>\$ 207,600</u>
Salaries, Benefits & Training	\$ 154,915	\$ 113,474	\$ 130,946
Maintenance, Services & Supplies	39,903	56,000	58,000
Insurance Taxes & Utilities	13,731	10,000	10,500
Professional Services	1,613	1,000	1,500
Travel & Staff Expenses	-	5,000	2,500
Other Expenses	16,029	10,150	12,650
Non-recurring Project Expenses	-	-	-
	<u>\$ 226,191</u>	<u>\$ 195,624</u>	<u>\$ 216,096</u>

#### Explanatory Notes:

- The objective for operating campgrounds aligns with “other” non-mandatory programs and services. There is no change from our current activity.
- Through the pandemic, group camping, canoe rentals and access to the caves and cave trail were suspended, they are expected to resume in 2022.
- The season length and gatehouse hours of operation for 2022 will be reviewed

### 2.2.3 Beavermead Campground

Operate Beavermead Campground for group, public and seasonal camping. Includes canoe rentals and retail sales (i.e., ice, firewood, etc.).

#### Strategic Goal | Provide recreational opportunities in the natural environment

#### Budget Information:

	2020 Actual	2021 Budget	2022 Budget
Municipal levy	\$ -	\$ -	\$ -
Municipal non-levy	-	-	-
Provincial & federal funding	-	-	-
User fees	252,227	268,500	297,400
Sales, rentals & other	18,188	32,500	32,500
Grants & partnerships	-	-	-
Donations & miscellaneous	-	-	-
Transfers from reserves	-	-	-
	<hr/>	<hr/>	<hr/>
	\$ 270,415	\$ 301,000	\$ 329,900
Salaries, Benefits & Training	\$ 128,655	\$ 171,357	\$ 178,495
Maintenance, Services & Supplies	22,117	31,000	31,500
Insurance Taxes & Utilities	17,418	16,000	18,000
Professional Services	-	1,000	1,000
Travel & Staff Expenses	-	2,500	2,500
Other Expenses	48,628	44,600	50,150
Non-recurring Project Expenses	-	-	-
	<hr/>	<hr/>	<hr/>
	\$ 216,818	\$ 266,457	\$ 281,645

#### Explanatory Notes:

- The objective for operating campgrounds aligns with “municipal” non-mandatory programs and services. There is no change from our current activity.
- Through the pandemic, group camping and canoe rentals were suspended, they are expected to resume in 2022.
- The season length and gatehouse hours of operation for 2022 will be reviewed.



## 2.3 Watershed Management Program

### 2.3.1 Water Resource Services

Develop a watershed-based resource management strategy for water resources.

Implement provincial water quality & groundwater quantity monitoring programs.

Implement the policies of the Trent Source Protection Plan and meet the requirements of the *Clean Water Act* for those obligations that have been assigned to Otonabee Conservation for implementation. Support municipalities in the Otonabee-Peterborough Source Protection Authority to implement the policies of the Trent Source Protection Plan and meet the requirements of the *Clean Water Act*

Provide administrative support to the Otonabee-Peterborough Source Protection Authority and effective liaison with the Source Protection Committee in order to meet the obligations under the Trent Source Protection Plan and the *Clean Water Acts*.

Fulfill the Authority's obligations outlined in the agreements with municipalities to.

#### Budget Information:

	2020 Actual	2021 Budget	2022 Budget
Municipal levy	\$ 18,270	\$ 32,975	\$ 45,966
Municipal non-levy	115,000	115,000	115,000
Provincial & federal grants	-	-	-
User fees	-	-	-
Sales, rentals & other	-	-	-
Grants & partnerships	60,339	60,000	60,000
Donations & miscellaneous	1,114	-	-
Transfers from reserves	-	-	-
	<b>\$ 194,723</b>	<b>207,975</b>	<b>220,966</b>
Salaries, Benefits & Training	\$ 136,835	\$ 182,024	\$ 190,416
Maintenance, Services & Supplies	1,059	15,100	17,300
Insurance Taxes & Utilities	2,062	2,150	3,150
Professional Services	911	4,500	6,000
Travel & Staff Expenses	2	2,500	2,500
Other Expenses	902	1,701	1,600
Non-recurring Project Expenses	-	-	-
	<b>\$ 141,771</b>	<b>\$ 207,975</b>	<b>\$ 220,966</b>

**Explanatory Notes:**

- This program and activity area has been renamed to better align with the intention of the provincially mandated program and service regulation.
- New in the provincially mandated program and service regulation is a requirement to prepare a watershed-based resource management strategy for water resources.
- The objectives for water quality and groundwater quantity monitoring and Drinking Water Source Protection aligns with the provincially mandated program and service regulation. There is no change from our current activity.
- The objectives for providing the Risk Management Office function and education and outreach services aligns with “municipal” non-mandatory programs and services. There is no change from our current activity.

### 2.3.2 Natural Resource Conservation Services

Support landowners to undertake land restoration and stewardship activities on their lands that enhances the natural environment.

Fulfill the Authority's obligations in its Partnership Agreements with member municipalities to provide technical review and expertise on natural heritage matters to assist the municipality in making environmentally sound decisions on *Planning Act* applications.

At the request of member municipalities undertake post-development monitoring programs and other research and technical studies.

#### Budget Information:

	2020 Actual	2021 Budget	2022 Budget
Municipal levy	66,899	40,848	38,527
Municipal non-levy	19,284	66,605	61,105
Provincial & federal grants	-	-	-
User fees	-	-	-
Sales, rentals & other	32,122	15,000	87,800
Grants & partnerships	29,399	117,800	56,000
Donations & miscellaneous	18,656	15,000	-
Transfers from reserves	-	-	-
	166,360	255,253	243,432
Salaries, Benefits & Training	\$ 146,178	\$ 139,474	\$ 113,153
Maintenance, Services & Supplies	22,709	17,800	29,650
Insurance Taxes & Utilities	7,362	7,250	7,500
Professional Services	1,626	3,000	2,000
Travel & Staff Expenses	4,198	4,500	4,500
Other Expenses	640	200	1,000
Non-recurring Project Expenses	43,687	83,029	85,629
	\$ 226,400	\$ 255,253	\$ 243,432

#### Explanatory Notes

- The objectives aligns with both "municipal" and "other" non-mandatory programs and services. There is no change from our current activity.

### 2.3.3 Community Engagement Services

Foster awareness of the watershed environment and watershed health.

Support environmental education through a variety of experiential learning opportunities.

Support landowners to undertake land restoration and stewardship activities on their lands that enhances the natural environment.

#### Budget Information:

	2020 Actual	2021 Budget	2022 Budget
Municipal levy			3,119
Municipal non-levy			-
Provincial & federal grants			-
User fees			-
Sales, rentals & other			7,000
Grants & partnerships			6,500
Donations & miscellaneous			15,000
Transfers from reserves	-	-	-
	-	-	31,619
Salaries, Benefits & Training	\$ -	\$ -	\$ 25,219
Maintenance, Services & Supplies			4,800
Insurance Taxes & Utilities			500
Professional Services			-
Travel & Staff Expenses			1,000
Other Expenses			100
Non-recurring Project Expenses			-
	\$ -	\$ -	\$ 31,619

#### Explanatory Notes

- It was anticipated that there would be provincially mandated requirement to establish a Public Advisory Board. The province has subsequently removed this requirement.
- The other objectives for education and advisory services aligns with “other” non-mandatory programs and services. There is no change from our current activity.

## 2.4 Corporate Services

Support the Board of Directors in exercising its governance responsibilities and meeting its legislated responsibilities.

Provide administrative and support services for the efficient and effective operation of the Authority (i.e. payroll, purchasing, financial, human resources, IT, GIS, vehicle, equipment and facility management).

Provide communications & marketing services.

**Strategic Goals |** Safeguard people and property from flooding and other natural hazards  
 | Contribute to the maintenance of a healthy & resilient natural environment  
 | Provide recreational opportunities in the natural environment  
 | Build awareness and understanding of the value of the natural environment  
 | Support organizational excellence

### Budget Information:

	2020 Actual	2021 Budget	2022 Budget
Municipal Levy	\$ 621,507	\$ 635,960	\$ 631,360
Municipal non-levy	-	-	-
Provincial & federal grants	25,000	-	-
User fees	-	-	-
Sales, rentals & other	26,739	50,000	40,000
Grants & partnerships	-	-	-
Donations & miscellaneous	-	-	-
Transfers from reserves	-	50,000	50,000
	<u>\$ 673,246</u>	<u>\$ 735,960</u>	<u>\$ 721,360</u>
Salaries, Benefits & Training	\$ 408,265	\$ 419,860	\$ 437,910
Maintenance, Services & Supplies	95,637	111,700	110,350
Insurance Taxes & Utilities	28,715	29,500	29,500
Professional Services	38,840	92,100	61,500
Travel & Staff Expenses	1,270	5,000	5,000
Other Expenses	51,038	51,300	50,600
Non-recurring Project Expenses	-	-	-
Vehicle Fleet	14,400	26,500	26,500
	<u>\$ 638,165</u>	<u>\$ 735,960</u>	<u>\$ 721,360</u>

**Explanatory Notes:**

- The objectives align with the proposed regulatory provisions to address on-going organizational costs that are not directly related to the delivery of a specific program or service. There is no change from our current activity.



## 3.0 CAPITAL BUDGET

The capital budget for 2021 proposes to invest \$1,422,000 in tangible capital assets.

In summary the proposed investments include:

- \$56,600 to replace equipment, computers, and a vehicle that are at the end of useful life;
- \$48,400 to begin refurbishing roads and parking lots at Warsaw Caves Conservation Area and Selwyn Beach Conservation Area;
- \$1,317,000 for four projects to rehabilitate trails, bridges, parking lots and other structures. Applications for grants to support these projects have been made to FedDev and will only proceed if external funding becomes available.

In 2022, and for the first time in many years, the Authority will not be undertaking any capital repairs to its water control structures. All major repair needs have been completed. In the 5 to 10 year horizon there may be a need to undertake some capital repairs at the Hope Mill dam and Lang dam.

The following table provides a detailed description of the proposed capital investments, their cost and planned sources of funding.



**Table 4 | Capital Investments**

Program Area	Project Cost	Source of Funding			
		General Levy	Federal Grants	Other Sources	Total Revenue
<b>Natural Hazards Program</b>					
Replace hydrometeorological equipment	10,000	10,000			10,000
<b>Conservation Lands Program</b>					-
Refurbish roads and parking areas at Selwyn beach	10,000	10,000			10,000
Replace washroom facilities at Selwyn Beach CA (Canadian Community Revitalization Fund)	127,800		95,850	31,950	127,800
Install washroom facilities & shelters, enlarge parking area and enhance trail amenities at Harold Town CA and undertake trail enhancements at Warsaw Caves (Tourism Renewal)	368,000		276,000	92,000	368,000
Refurbish road and parking areas at Warsaw Caves CA	38,400	38,400			38,400
Purchase riding mower	10,000	10,000			10,000
Replace campground washrooms at Warsaw Caves (Canadian Community Revitalization Fund)	122,200		91,650	30,550	122,200
Replace canoes at Warsaw Caves	1,600	1,600			1,600
Undertake repairs to 3 bridges and rehabilitate 4.2 km of trail surface on the Jackson Creek Trail (Canadian Community Revitalization Fund)	699,000		524,250	174,750	699,000
<b>Corporate Services</b>					
Replace Dakota	25,000	25,000			25,000
Replace 4 computers	10,000	10,000			10,000
<b>Total</b>	<b>\$ 1,422,000</b>	<b>\$ 105,000</b>	<b>\$ 987,750</b>	<b>\$ 329,250</b>	<b>\$ 1,422,000</b>



## 4.0 MUNICIPAL LEVY

Annually, Otonabee Conservation's Board of Directors considers and approves an Operating and Capital budget. Funding for the proposed expenditures comes from a variety of sources including a levy assessed against member municipalities.

In 2022, the Authority proposes to assess a total levy in the amount of \$1,352,040 as follows:

- General operating levy in the amount of \$1,247,040
- General capital levy in the amount of \$105,000.

This represents a decrease of \$201,747 or 14.9% from the previous year

In previous years the Authority had been assessing special benefitting for reconstruction and major repairs at the Authority owned Millbrook dam, Warsaw Auxiliary dam and Warsaw Back dam. The benefitting member municipality were assessed 90% of the special benefitting levy and all other remaining municipalities were assessed the remaining 10%. In 2022 the Authority will eliminate the special benefitting levy.

The levies are apportioned to member municipalities based on the ratio that each participating municipality's modified assessment bears to the total authority's modified assessment. The modified assessment values are provided annually by the Ministry of the Environment, Conservation and Parks.

The following table provides detailed information on how the levy is apportioned to the member municipalities.

**Table 5 | Municipal Levy 2022**

<b>Municipality</b>	<b>Modified CVA Based Apportionment %</b>	<b>Proposed Operating Levy Apportionment</b>	<b>Proposed Capital Levy Apportionment</b>	<b>Total Municipal Levy</b>
Asphodel-Norwood	2.5525	\$ 31,831	\$ 2,680	\$ 34,511
Cavan-Monaghan	7.1294	\$ 88,906	\$ 7,486	\$ 96,392
City of Kawartha Lakes	0.6711	\$ 8,369	\$ 705	\$ 9,074
City of Peterborough	59.0311	\$ 736,142	\$ 61,983	\$ 798,125
Douro-Dummer	7.5928	\$ 94,685	\$ 7,972	\$ 102,657
Otonabee-South Monaghan	5.4640	\$ 68,138	\$ 5,737	\$ 73,875
Selwyn	17.5321	\$ 218,632	\$ 18,409	\$ 237,041
Trent Hills	0.0269	\$ 337	\$ 28	\$ 365
<b>TOTAL</b>	<b>100.00</b>	<b>\$ 1,247,040</b>	<b>\$ 105,000</b>	<b>\$ 1,352,040</b>

**Table 6 | Municipal Levy 2021**

<b>Municipality</b>	<b>Modified CVA Based Apportionment %</b>	<b>Proposed Operating Levy Apportionment</b>	<b>Proposed Capital Levy Apportionment</b>	<b>Total Proposed Operating &amp; Capital Levy</b>	<b>Special Levy</b>	<b>Total Municipal Levy</b>
Asphodel-Norwood	2.4881	\$ 30,161	\$ 2,563	\$ 32,724	\$ 639	\$ 33,363
Cavan-Monaghan	7.0219	\$ 85,121	\$ 7,233	\$ 92,354	\$ 69,676	\$ 162,030
City of Kawartha Lakes	0.6690	\$ 8,110	\$ 689	\$ 8,799	\$ 172	\$ 8,971
City of Peterborough	59.3513	\$ 719,472	\$ 61,130	\$ 780,602	\$ 15,220	\$ 795,822
Douro-Dummer	7.5510	\$ 91,535	\$ 7,778	\$ 99,313	\$ 145,968	\$ 245,281
Otonabee-South Monaghan	5.4401	\$ 65,946	\$ 5,603	\$ 71,549	\$ 1,395	\$ 72,944
Selwyn	17.4520	\$ 211,558	\$ 17,976	\$ 229,534	\$ 4,477	\$ 234,011
Trent Hills	0.0267	\$ 324	\$ 28	\$ 352	\$ 7	\$ 359
<b>TOTAL</b>	<b>100.00</b>	<b>\$ 1,212,227</b>	<b>\$ 103,000</b>	<b>\$ 1,315,227</b>	<b>\$ 237,554</b>	<b>\$ 1,552,781</b>



## 5.0 APPENDIX

## APPENDIX A | Program and Service Descriptions and Performance Metrics

Natural Hazard Protection Program	Plan Review & Permitting Services
Objective	Performance Metric
<p>Deliver the Authority's permitting responsibilities, ensuring compliance to Ontario Regulation 167/06 and related policies, timely customer service and appropriate enforcement action</p> <p>Meet the Authority's delegated responsibility to represent the provincial interest in natural hazards through timely engagement with member municipalities in the review of applications under the <i>Planning Act</i></p>	<ul style="list-style-type: none"> <li>▪ Receive, review and issue 300 to 325 permits and achieve service standards (timelines) 90% of the time</li> <li>▪ Receive, review and comment on 325 to 350 <i>Planning Act</i> applications for natural hazard matters</li> <li>▪ Respond to 25 to 50 legal inquiries</li> </ul>

Natural Hazard Protection Program	Natural Hazards Mapping
Objective	Performance Metric
Acquire and manage information about natural hazard areas	<ul style="list-style-type: none"> <li>▪ Undertake communications initiatives to inform stakeholders of the new mapping, work with municipalities to have the mapping adopted in official plans and obtain Board approval to incorporate the new mapping in the Authority's permitting activities.</li> <li>▪ Inventory and evaluate all flood plain mapping currently on file and prepare and put in place program for acquiring and/or updating mapping and managing information about natural hazard areas.</li> </ul>

Natural Hazard Protection Program	Natural Hazards Operations
Objective	Performance Metric
<p>Operate a flood forecasting and warning system to ensure that residents and municipalities are aware of potential flood related events in a timely manner; and during storm events support municipally led emergency response</p> <p>Monitor watershed conditions to detect low water conditions and support the Water Response Team in responding to low water events</p> <p>Deliver water safety and natural hazard related education programs</p> <p>Operate and maintain water and ice control structures ensuring that they are in safe working order and that public safety measures are in place</p>	<ul style="list-style-type: none"> <li>▪ Operate and maintain 8 meteorological monitoring stations, and 2 snow stations and supporting data/information management applications</li> <li>▪ Issue flood and low water messages as required – annual average is 25</li> </ul> <ul style="list-style-type: none"> <li>▪ Deliver the Spring Water Awareness Program to 10 schools</li> </ul> <ul style="list-style-type: none"> <li>▪ Operate 5 Authority owned water control structures</li> </ul>



Conservation Lands Management Program	Conservation Lands Management
Objective	Performance Metric
Manage and maintain land owned by the Authority for <u>natural heritage protection</u>	<ul style="list-style-type: none"> <li>▪ Prepare a strategy for all Authority owned lands</li> <li>▪ Prepare a land securement/acquisition and disposition policy for all Authority owned lands</li> <li>▪ Prepare management plans for XX properties</li> <li>▪ Manage and maintain properties in accordance with section 29 regulations and the direction found in the approved management plans <ul style="list-style-type: none"> <li>○ Implement a risk-based property management program – classifying lands according to risk, install signs, undertake inspections and compliance actions</li> <li>○ Undertake actions and projects that address incidents of encroachment/trespass and unauthorized activities (compliance program)</li> </ul> </li> <li>▪ Prepare a Hazard Tree Policy and implement (potential carryover from 2021)</li> <li>▪ Remediate public safety hazards at the former day use and campground areas at the Hope Mill Conservation Area (potential carryover from 2021)</li> </ul>
Undertake <u>resource development</u> (i.e., forest management) on land owned by the Authority	<ul style="list-style-type: none"> <li>▪ Undertake forest thinning activities identified in the 2018 Manage Forest Plan</li> <li>▪ Replant 15,500 trees in 7 blocks at the Hope Mill Conservation Area and Darling Wildlife Area</li> <li>▪ Rehabilitate the Authority's gravel pit and relinquish the licence issued under the <i>Aggregate Resources Act</i></li> </ul>

Conservation Lands Management Program	Conservation Lands Management
Objective	Performance Metric
<p>Undertake land management activities on land owned by the authority for <u>recreation purposes</u></p>	<ul style="list-style-type: none"> <li>▪ Maintain property, amenities and infrastructure for outdoor recreation activities (i.e., hiking, biking, geo-caching, nature viewing, boating, picnicking, fishing, and swimming) at: <ul style="list-style-type: none"> <li>○ Harold Town</li> <li>○ Miller Creek</li> <li>○ Gannon’s Narrows</li> <li>○ Imagine the Marsh</li> <li>○ Jackson Creek Trail</li> <li>○ Selwyn Beach</li> </ul> </li> <li>▪ Undertake repairs to 3 bridges on the Jackson Creek Trail to resolve structural integrity concerns and undertake repairs to the trail surface to mitigate public safety hazards – carryover from 2021 (project is subject to receipt of funding from other agencies/organizations)</li> <li>▪ Refurbish road and parking area at Selwyn Beach CA (see AMP)</li> <li>▪ Replace washroom facilities at Selwyn Beach CA (project is subject to receipt of funding from other agencies/organizations – CCRF grant)</li> <li>▪ Install new washroom facilities and shelters, enlarge the parking area, and enhance trail amenities at the Harold Town CA (project is subject to receipt of funding from other agencies/organizations – TRF grant)</li> </ul>

<b>Conservation Lands Management Program</b>	<b>Warsaw Caves Conservation Area &amp; Campgrounds</b>
<b>Objective</b>	<b>Performance Metric</b>
Operate Warsaw Caves Conservation Area for day-use activities including hiking, biking, geo-caching, nature viewing, boating, picnicking, fishing, swimming and spelunking, and group and family camping. Includes canoe rentals and retail sales (i.e., ice, firewood, headlamps, etc.).	<ul style="list-style-type: none"> <li>▪ Operate the day use area and the regular and group campgrounds from May 13 to October 9, 2022 (151 nights)</li> <li>▪ Replace washroom facilities in the campground area (project is subject to receipt of funding from other agencies/organizations - CCRF)</li> <li>▪ Refurbish roads and parking areas (see AMP)</li> <li>▪ Undertake enhancements to the trail system (project is subject to receipt of funding from other agencies/organizations – TRF grant)</li> <li>▪ Begin to replace canoes and kayaks (see AMP)</li> </ul>

<b>Conservation Lands Management Program</b>	<b>Beavermead Campground</b>
Operate Beavermead Campground for group, public and seasonal camping. Includes canoe rentals and retail sales (i.e., ice, firewood, etc.).	<ul style="list-style-type: none"> <li>▪ Operate the regular and group campgrounds from May 13 to October 9, 2022 (151 nights)</li> </ul>



<p>Fulfill the Authority's obligations outlined in the agreements with municipalities to:</p> <ul style="list-style-type: none"> <li>○ enforce Part IV of the <i>Clean Water Act</i> through activities of the Risk Management Office and to ensure compliance with the Trent Source Protection Plan and the <i>Clean Water Act</i></li> <li>○ develop and implement an Education &amp; Outreach Program as required by the Trent Source Protection Plan policies</li> </ul>	<ul style="list-style-type: none"> <li>• Receive and respond to 50+ inquiries</li> <li>• Complete negotiation of risk management plans required to be completed by January 2022</li> <li>• Receive and review 30 to 40 Section 59 applications and issue notices as required</li> <li>• Deliver 5 to 10 virtual outreach initiatives</li> <li>• Complete annual reporting requirements</li> </ul>
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Watershed Management Program	Natural Resource Conservation Services
Objective	Performance Metric
<p>Support landowners to undertake land restoration and stewardship activities on their lands that enhances the natural environment</p> <p>Fulfill the Authority's obligations in its Partnership Agreements with member municipalities to provide technical review and expertise on natural heritage matters to assist the municipality in making environmentally sound decisions on <i>Planning Act</i> applications</p> <p>At the request of member municipalities undertake post-development monitoring programs and other research and technical studies</p>	<ul style="list-style-type: none"> <li>▪ Facilitate 5 to 10 stewardship projects, including tree planting projects, with a variety of partners (i.e., municipalities, service groups, etc.)</li> <li>▪ Offer the Tree Seedling Sale Program</li> <li>▪ Receive, review and comment on 325 to 350 applications under the <i>Planning Act</i></li> <li>▪ Receive, review and comment on 5 to 10 Environmental Assessment Studies</li> <li>▪ Undertake 1-3 post-development monitoring programs</li> </ul>

Watershed Management Program	Community Engagement Services
Objective	Performance Metric
<p>Establish and support a Community Advisory Board</p> <p>Foster awareness of the watershed environment and watershed health</p> <p>Support environmental education through a variety of experiential learning opportunities</p> <p>Support landowners to undertake land restoration and stewardship activities on their lands that enhances the natural environment</p>	<ul style="list-style-type: none"> <li>▪ Regulatory requirements are met</li> <li>▪ Support local citizen science initiatives</li> <li>▪ Deliver 10 to 15 classroom and experiential learning activities that support the K-12 curriculum (i.e. Be a Watershed Steward Program, Yellow Fish Road, Regional Envirothon Competition, Peterborough Children’s Water Festival, Pathway to Stewardship, etc.)</li> <li>▪ Deliver 5 to 10 events based and experiential learning initiatives in non-school settings (i.e., Bondar Challenge, etc.)</li> <li>▪ Provide experiential learning placements for secondary and post-secondary students from local high schools, Fleming College and Trent University</li> <li>▪ Respond to 5 to 10 requests/inquiries for advice and technical support</li> </ul>



Corporate Services	
Objective	Performance Metric
<p>Support the Board of Directors in exercising its governance responsibilities and meeting its legislated responsibilities</p> <p>Provide administrative and support services for the efficient and effective operation of the Authority (i.e. payroll, purchasing, financial, human resources, IT, GIS, vehicle, equipment and facility management)</p> <p>Provide communications &amp; marketing services</p>	<ul style="list-style-type: none"> <li>▪ Hold the legally required number of meetings, including an annual meeting, conduct an election of officers and make the necessary annual appointments and resolutions</li> <li>▪ Ensure meeting agenda package is available in a timely manner and that meeting minutes are prepared</li> <li>▪ Ensure that legislative reporting requirements are met</li> <li>▪ Produce audited financial statements for 2021</li> <li>▪ Agenda packages, meeting minutes and other materials are posted in accordance with legislative requirements</li> <li>▪ Prepare for Board approval an operating &amp; capital budget for 2023 that conforms with regulatory funding requirements</li> <li>▪ The Tangible Capital Asset Management Plan is updated</li> <li>▪ Replace vehicle, computer and equipment related capital assets as identified in the Tangible Capital Asset Management Plan</li> <li>▪ Board is provided with a quarterly financial and activity update</li> <li>▪ Maintain IT infrastructure to support working remotely and to provide on-line access to programs and services</li> <li>▪ Produce the 2021 Annual Report</li> </ul>

<b>Corporate Services</b>	
<b>Objective</b>	<b>Performance Metric</b>
	<ul style="list-style-type: none"> <li>▪ Continue to nurture our relationship with the media to obtain positive media coverage about the Authority's programs, services, and activities</li> <li>▪ Increase the number of people that subscribe to our monthly e-newsletter.</li> <li>▪ Increase the number of website users and social media followers</li> <li>▪ Update the Authority's website to enhance the user experience including addressing AODA requirements</li> </ul>

Organizational Excellence	
Objective	Performance Metric
<p>Implement new regulatory requirements under the <i>Conservation Authorities Act</i>. These are anticipated to include:</p> <ul style="list-style-type: none"> <li>○ The implementation of a transition plan, including negotiations with member municipalities, as laid out in the proposed Minister's Regulation for Municipal Agreements &amp; Transition Period.</li> <li>○ Establish a Community Advisory Board as required by regulation</li> <li>○ Review and update fees policy and fee schedules to conform with proposed Fees Regulation</li> <li>○ Review and update the Authority's "Watershed Planning and Regulation Policy Manual" to conform with any changes to the Sec. 28 regulations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regulatory requirements are met</li> </ul>
Implement the Authority's Strategic Plan	<ul style="list-style-type: none"> <li>▪ Implement year 1 actions and report on annual results</li> </ul>
Implement the Otonabee Conservation Climate Change Strategy	<ul style="list-style-type: none"> <li>▪ Implement year 2 actions and report on annual results</li> </ul>

Advance the Authority's relationship with the indigenous people and communities of Treaty #20	<ul style="list-style-type: none"> <li>▪ TBC</li> </ul>
Enhance the Authority's use of technology to better connect, communicate, share information, and deliver services	<ul style="list-style-type: none"> <li>▪ Make regulated area mapping and flood plain mapping available to the public on-line via web-based GIS</li> <li>▪ Update the Authority's website to enhance the user experience including addressing AODA requirements</li> </ul>
Undertake initiatives to improve stakeholder outreach and communications, and customer service.	<ul style="list-style-type: none"> <li>▪ Migrate customer survey initiatives to all program and service areas</li> </ul>
Maintain a healthy and safe workplace	<ul style="list-style-type: none"> <li>▪ TBC</li> </ul>

### Overview

The delivery of the Authority's programs and services is dependent on well maintained and functional tangible capital assets. The acquisition, refurbishment and replacement of tangible capital assets are a significant cost to the Authority.

In 2019 the Board approved a Tangible Capital Asset Management Policy. The policy establishes a framework and principles for managing these assets and includes a requirement that a 10-year forecast of the asset to be acquired, rehabilitated or replaced be updated annually and included with the annual budget.

The following tables show the updated 10-year forecast of tangible capital assets to be acquired, refurbished, or replaced.

## Capital Asset Replacement Plan

Asset Category	Location	Asset Description	Planned Action	Condition	2023	2024	2025	2026	2027- 2032
Building	Administration Office	Building and renovations	Refurbish	C	-	-	-	-	-
Building	Gannon's Narrows	Outhouse	Refurbish	B	-	-	-	-	-
Building	Miller Creek Wildlife Area	Viewing Tower	Replace	C	-	-	-	65,000	-
Building	Selwyn Beach Conservation Area	Picnic shelter - group camp	Refurbish	C	5,000	-	-	-	-
Building	Selwyn Beach Conservation Area	Picnic shelter - beach	Refurbish	C	5,000	-	-	-	-
Building	Selwyn Beach Conservation Area	Garage	Refurbish	C	1,500	-	-	-	5,000
Building	Selwyn Beach Conservation Area	Changehouse	-	-	-	-	-	-	-
Building	Selwyn Beach Conservation Area	Outhouses (6)	-	-	-	-	-	-	-
Building	Squirrel Creek Conservation Area	Picnic Shelter	Refurbish	C	5,000	-	-	-	-
Building	Squirrel Creek Conservation Area	Picnic Shelter	Refurbish	C	5,000	-	-	-	-
Building	Warsaw Caves Conservation Area	Workshop	Refurbish	C	10,000	-	-	-	-
Building	Warsaw Caves Conservation Area	Gatehouse		A	-	-	-	-	-
Building	Warsaw Caves Conservation Area	Picnic shelter - Beach	Refurbish	B	-	-	-	-	5,000
Building	Warsaw Caves Conservation Area	Vault privy - Beach		B	-	-	-	-	-
Building	Warsaw Caves Conservation Area	Outhouses (11)			-	-	-	-	-
Building	Warsaw Caves Conservation Area	Comfort Station		B	-	-	-	-	-
Building	Warsaw Caves Conservation Area	Storage shed	Refurbish	C	10,000	-	-	-	-
Building	Warsaw Caves Conservation Area	Drive shed	Refurbish	B	-	-	-	-	10,000
Building	Warsaw Caves Conservation Area	Water Treatment Shed	Refurbish	C	6,000	-	-	-	-
Building	Warsaw Caves Conservation Area	Firewood Shed	Replace		-	-	-	-	10,000
Building	Hope Mill Conservation Area	Sawmill		B	-	-	-	-	-
Computers	Administration Office	Server	Replace	C	15,000	-	-	-	30,000
Computers	Administration Office	Scanner for IMS	Replace	C	4,000	-	-	-	-
Computers	Administration Office	Desktop - GIS	Replace	C	2,500	-	-	-	-

## Capital Asset Replacement Plan Continued...

Asset Category	Location	Asset Description	Planned Action	Condition	2023	2024	2025	2026	2027- 2032
Computers	Administration Office	Laptops (5)	Replace	C	8,000	-	-	-	-
Computers	Administration Office	Laptop - Communications (1)	Replace	B	-	2,200	-	-	-
Computers	Administration Office	Laptop - Engineering (1)	Replace	B	-	2,500	-	-	-
Computers	Administration Office	Laptops - Standard (5)	Replace	B	-	8,000	-	-	-
Computers	Administration Office	All computers	Replace		-	-	8,500	9,000	32,000
Furniture	Administration Office - Watershed Biologist	Desk	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Engineering Technologist	Desk	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Manager Corporate Services	Desk	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Chief Administrative Officer	Desk	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Manager Watershed Management	Desk	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Chief Administrative Officer	Credenza	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Manager, Plan Review & Permitting Service	Desk	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Planner	Desk	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Board Room	Podium	Replace	A	-	-	-	-	2,000
Furniture	Administration Office - Adjustable Table reception	Table	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Manager Conservation Lands	Desk	Replace	A	-	-	-	-	2,500
Furniture	Administration Office - Manager Corporate Services	Storage cabinet	Replace	A	-	-	-	-	1,500
Furniture	Administration Office - Manager Corporate Services	File cabinets	Replace	A	-	-	-	-	2,000
Furniture	Administration Office - Storage room	Safe		A	-	-	-	-	-
Furniture	Warsaw Caves Gatehouse	Desk & credenzas	Replace	A	-	-	-	-	14,500
Equipment	Administration Office	TV for Boardroom	Replace	A	2,000	-	-	-	-
Equipment	Administration Office - lower level	HVAC System	Replace	A	-	-	9,500	-	-
Equipment	Administration Office - server room	Air conditioner	Replace	A	-	-	-	-	3,500
Equipment	Administration Office - upper level	HVAC System	Replace	A	-	-	-	-	9,500
Equipment	Beavermead Campground	Trailer	Replace	B	-	-	-	-	10,000

## Capital Asset Replacement Plan Continued...

Equipment	Beavermead Campground	Firewood Shed	Replace	B	-	-	-	-	5,000
Equipment	Warsaw Caves Conservation Area	Flagpole	Replace	B	-	-	-	-	2,500
Equipment	Warsaw Caves Conservation Area	Washer & dryer	Replace	C	-	-	-	7,500	-
Equipment	Warsaw Caves Conservation Area	Flat-bottom (Jon) Boat	Replace	B	-	-	-	-	-
Equipment	Warsaw Caves Conservation Area	Riding Mower	Replace	C	-	-	-	-	-
Equipment	Warsaw Caves Conservation Area	Tiller		B	-	-	-	-	-
Equipment	Administration Office	YSI Pro DSS Water Quality Monitoring Sonde, Dis	Replace	A	-	-	-	-	12,000
Equipment	Millbrook Dam	Cedar fencing		A	-	-	-	-	-
Equipment	Warsaw Caves Conservation Area	Landscape Trailer	Replace	B	-	-	-	-	3,200
Equipment	Adminstration Office	Office Sign		A	-	-	-	-	-
Equipment	Warsaw Caves Conservation Area	Canoes (12)	Replace	C	1,600	1,600	1,600	1,600	-
Equipment	Warsaw Caves Gatehouse	Electronic Sign	Replace	A	-	-	8,000	-	-
Equipment	Millbrook Dam	Buoy Line	Replace	A	-	-	-	-	16,000
Equipment	Hope Mill Dam	Buoy Line	Replace	B	-	-	-	16,000	-
Equipment	Beavermead Campground	Washer & dryer	Replace	A	-	-	-	-	7,500
Equipment	Warsaw Caves Conservation Area	Precipitation gauges	Replace	B	-	2,750	-	-	-
Equipment	Norwood	Precipitation gauge and vandal proof shelter	Replace	A	-	-	-	-	2,750
Equipment	Near Westwood	Precipitation gauge and vandal proof shelter	Replace	B	-	2,750	-	-	-
Equipment	Hope Mill	Precipitation gauge and vandal proof shelter	Replace	B	-	-	2,750	-	-
Equipment	ORCA Admin Office	Tipping bucket rain gauges	Replace	B	-	-	2,750	-	-
Equipment	Asphodel Park	Precipitation gauge and vandal proof shelter	Replace	B	-	2,750	-	-	-
Equipment	Jackson Park	Precipitation gauge and vandal proof shelter	Replace	B	-	2,750	-	-	-
Equipment	ORCA Admin Office	Snow survey kit including Mt Rose or Federal typ	Replace	A	-	-	-	-	2,500
Equipment	ORCA Admin Office	Shed	Replace	C	-	-	-	-	15,000



## Capital Asset Replacement Plan Continued...

Asset Category	Location	Asset Description	Planned Action	Condition	2023	2024	2025	2026	2027- 2032
Equipment	Beavermead Campground	Firewood Shed	Replace	B	-	-	-	-	5,000
Equipment	Warsaw Caves Conservation Area	Flagpole	Replace	B	-	-	-	-	2,500
Equipment	Warsaw Caves Conservation Area	Washer & dryer	Replace	C	-	-	-	7,500	-
Equipment	Warsaw Caves Conservation Area	Flat-bottom (Jon) Boat	Replace	B	-	-	-	-	-
Equipment	Warsaw Caves Conservation Area	Gas Shed	Replace	C	10,000	-	-	-	-
Equipment	Warsaw Caves Conservation Area	Water Treatment System	Replace	A	-	-	-	-	5,000
Equipment	Harold Town CA	Storage Bunker		A	-	-	-	-	-
Infrastructure - Dams	Jackson Creek Weir	Weir		B	-	-	-	-	-
Infrastructure - Dams	Lang Dam	Dam	Refurbish	B	-	-	-	-	100,000
Infrastructure - Dams	Millbrook Dam	Weir		A	-	-	-	-	-
Infrastructure - Dams	Hope Dam	Dam	Refurbish	B	-	-	-	-	100,000
Infrastructure - Dams	Warsaw Aux Dam	Dam		B	-	-	-	-	-
Infrastructure - Dams	Warsaw Back Dam	Weir		B	-	-	-	-	-
Infrastructure	Admin Office Parking Lot	Parking lot			-	-	-	-	-
Infrastructure	Admin Office	Hydro Poles			-	-	-	-	-
Infrastructure	Gannons Narrows	Parking lot - grass		E	-	-	-	-	-
Infrastructure	Gannons Narrows	Road (400m)	Refurbish	C	-	-	-	2,500	-
Infrastructure	Harold Town CA	Parking Lot	Refurbish	C	-	-	-	-	-
Infrastructure	Heber Rogers	Parking Lot		B	-	-	-	-	-
Infrastructure	Hope Mill CA	Parking Lot - Saw Mill		B	-	-	-	-	-
Infrastructure	Jackson Creek Weir	Log boom		B	-	-	-	-	-
Infrastructure	Jackson Creek Trail	Bridge #2007	Refurbish	C	120,000	-	-	-	-
Infrastructure	Jackson Creek Trail	Bridge #2008	Refurbish	C	-	74,000	-	-	-
Infrastructure	Jackson Creek Trail	Bridge #2009	Refurbish	C	-	53,250	-	-	-
Infrastructure	Jackson Creek Trail	Bridge #2017	Replace	A	-	-	-	-	250,000
Infrastructure	Selwyn Beach CA	Stone entrance sign base	Refurbish	B	-	-	-	-	2,000
Infrastructure	Selwyn Beach CA	Road (900m)	Refurbish	C	-	-	-	-	-
Infrastructure	Selwyn Beach CA	Parking lot	Refurbish	C	-	-	-	-	2,000

## Capital Asset Replacement Plan Continued...

Asset Category	Location	Asset Description	Planned Action	Condition	2023	2024	2025	2026	2027- 2032
Infrastructure	Selwyn Beach CA	Electrical poles (3)	Replace	B	-	-	-	-	15,000
Infrastructure	Squirrel Creek CA	Shore wall reconstruction		B	-	-	-	-	-
Infrastructure	Squirrel Creek CA	Stone entrance sign base	Refurbish	B	-	-	-	-	2,000
Infrastructure	Squirrel Creek CA	Parking lot		B	-	-	-	-	-
Infrastructure	Squirrel Creek CA	Road (1800m)	Refurbish	C	-	-	-	-	-
Infrastructure	Warsaw Caves CA	Electrical poles (8)	Replace	C	-	-	-	-	40,000
Infrastructure	Warsaw Caves CA	Parking lot day use	Refurbish	B	-	-	-	-	2,000
Infrastructure	Warsaw Caves CA	Parking lot canoe launch	Refurbish	C	-	-	1,000	-	2,000
Infrastructure	Warsaw Caves CA	Parking lot camping area	Refurbish	C	-	-	1,000	-	2,000
Infrastructure	Warsaw Caves CA	Parking lot gate house (Tar and chip)	Refurbish	C	20,000	-	-	-	20,000
Infrastructure	Warsaw Caves CA	Parking lot at comfort station	Refurbish	C	1,000	-	-	-	-
Infrastructure	Warsaw Caves CA	Entrance sign stone base	Refurbish	C	-	2,000	-	-	-
Infrastructure	Warsaw Caves CA	Roads (3300m)	Refurbish	C	25,000	-	-	-	25,000
Infrastructure	Young's Point CA	Parking Lot	Refurbish	B	-	-	2,000	-	-
Infrastructure	Jackson Creek Weir	Hydro Poles (10)	Replace	B	-	-	-	-	50,000
Infrastructure	Jackson Creek Weir	Road (800m)	Refurbish	C	-	-	5,000	-	-
Infrastructure	Imagine the marsh	Road (200m)	Refurbish	C	-	-	1,500	-	-
Land Improvements	Jackson Creek Trail	Jackson Creek Trail	Refurbish	D	-	-	-	-	-
Land Improvements	Selwyn Beach	Boat Launch	Refurbish	C	-	-	3,000	-	-
Vehicles	2007 Dakota		Replace	D	-	-	-	-	-
Vehicles	2013 Sierra		Replace	C	30,000	-	-	-	-
Vehicles	2014 GMC Sierra		Replace	A	-	30,000	-	-	-
Vehicles	2015 Chrysler		Replace	A	-	-	-	-	-

### Capital Asset Replacement Plan Continued...

Asset Category	Location	Asset Description	Planned Action	Condition	2023	2024	2025	2026	2027- 2032
Vehicles	2015 Ranger		Replace	A	-	-	20,000	-	-
Vehicles	2016 Dodge		Replace	A	-	-	-	35,000	-
Vehicles	2019 Nissan Rogue		Replace	A	-	-	-	-	35,000
Vehicles	2019 Nissan Rogue		Replace	A	-	-	-	-	35,000
					286,600	184,550	66,600	136,600	913,450



250 Milroy Drive, Peterborough, ON K9H 7M9  
[otonabeeconservation.com](http://otonabeeconservation.com)





## Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario N9H 1S4  
Phone: 519-969-7770 Fax: 519-969-4029 [www.lasalle.ca](http://www.lasalle.ca)

**November 15, 2021**

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
House of Commons  
Ottawa, Ontario K1A 0A6  
[justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

Dear Prime Minister Trudeau,

### **Re: COVID-19 Testing Requirement at Land Border**

At the November 9, 2021 Regular Meeting of Council, Town of LaSalle Council gave consideration to correspondence received from a resident, dated November 2, 2021, regarding the COVID-19 testing requirement for travelers crossing the land border into Canada.

The following points were considered:

- The vast majority of the population of Essex County, including the Town of LaSalle, is fully vaccinated against COVID-19;
- Essex County, including the Town of LaSalle, has strong economic and social ties to Metropolitan Detroit and southeast Michigan;
- The United States has opened their land border to fully vaccinated Canadians without COVID-19 testing requirements; and
- The City of Windsor has asked the federal government to remove COVID-19 testing as a requirement for fully vaccinated travelers crossing the land border into Canada.

At the Meeting, the following Resolution was passed:

**698/21**

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That the Corporation of the Town of LaSalle requests that the Federal Government remove the requirement for Canadian Travelers to be tested for COVID-19 when using a land border crossing into the United States and then returning to Canada after the November 8, 2021 re-opening.



Your favourable consideration of this request is respectfully requested.

Yours Truly,



Jennifer Astrologo  
Director of Council Services/Clerk  
Town of LaSalle  
[jastrologo@lasalle.ca](mailto:jastrologo@lasalle.ca)

cc. The Honourable Doug Ford  
Chris Lewis, MP, Essex  
Taras Natyshak, MPP, Essex  
Gary McNamara, Warden, County of Essex  
All Members of Parliament  
All Members of Provincial Parliament  
All Ontario Municipalities





Sac postal / P.O. Bag 129, Mattice, Ont. P0L 1T0  
(705) 364-6511 – Fax: (705) 364-6431

**RESOLUTION NO. 21-247**

Moved by: Marc Dupuis  
Seconded by: Steve Brousseau

WHEREAS the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years, and;

WHEREAS this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024, and;

WHEREAS the Municipality of Mattice – Val Côté is aware of the important increase in property values throughout the province and within its own jurisdiction and;

WHEREAS the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives, Carol Hughes and Guy Bourgouin.

**- CARRIED -**

I, Guylaine Coulombe, CAO/Clerk of the Municipality of Mattice – Val Côté, do hereby certify this to be a true and complete copy of Resolution 21-247, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 8th day of November 2021.

DATED at Mattice, Ontario  
This 10th day of November 2021

  
Guylaine Coulombe



Premier Doug Ford  
MPAC  
AMO  
(Sent via email)

November 18<sup>th</sup> 2021

**Re: Concerns with the Continued Postponement of Property Assessments**

Please be advised that on November 17<sup>th</sup> 2021 the Town of Plympton-Wyoming Council passed the following motion to support the Municipality of Mattice-Val Côté's resolution (attached) regarding the government of Ontario's decision to postpone the province-wide assessment update for the 2022 and 2023 taxation years.

***Motion 17***

*Moved by Netty McEwen*

*Seconded by Muriel Wright*

*That Council supports item x of correspondence from the Municipality of Mattice – Val Côté regarding concerns with the continued postponement of the property assessment update, and directs staff to prepare a letter of support.*

***Motion Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca).

Sincerely,

Erin Kwarciak

Clerk

Town of Plympton-Wyoming

Cc: (all sent via e-mail)  
Bob Bailey, MPP Sarnia – Lambton  
All Ontario Municipalities



## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 20, 2021**

Item 6, Report No. 46, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on October 20, 2021, as follows:

***By receiving Communications C111 from Hiten N. Patel, Thornhill Woods Drive, Vaughan, dated October 13, 2021.***

#### **6. ATHABASCA COMMUNITY TRAFFIC STUDY PROGRESS REPORT**

The Committee of the Whole recommends:

1. That the recommendation contained in the following report of the Deputy City Manager, Public Works, dated October 13, 2021, be approved;
2. That an all-way stop be approved and installed at the eastern intersection of Athabasca and Hunterwood Chase;
3. That staff bring forward the necessary by-law at the Council meeting of October 20, 2021 to enact the all-way stop;
4. That City staff initiate a one-year pilot project by purchasing a number of “Slow Down/Children at Play” signs, and have them available at cost to residents upon request;
5. That the Director and Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services comes back with the necessary documents to amend the current sign by-laws, as applicable, to allow for temporary lawn signs; in particular, that “Slow Down/Children at Play” type language be allowed to be placed by residents for the duration of the pilot project;
6. That the notice requirements, as contained in Bylaw 394-2002, as they relate to the passing of amendments to the City’s Sign By-law, be waived for the purposes of allowing temporary lawn signs by residents for the pilot project;
7. That upon conclusion of the pilot project, staff report back to the appropriate Committee of the Whole, and make recommendations on the feasibility of continuing the program;
8. That Council requests the prompt assistance of all local MPPs in devolving the operation of photo radar (or similar capabilities) to local municipalities, as a necessary priority in addressing speeding motorists in local residential areas;
9. That this resolution be shared with the Association of Municipalities of Ontario and its member-municipalities;

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 20, 2021**

Item 6, CW Report 46 – Page 2

**10. That the following speakers and communications be received:**

- 1. Robert Kenedy, MacKenzie Ridge Ratepayers' Association, Georgia Crescent, Maple, and Communication C9, dated October 8, 2021; and**
- 2. Elizabeth Lincoln, Athabasca Drive, Vaughan, and Communication C44, dated October 13, 2021; and**

**11. That the following communications be received:**

**C14 Tiziana Goldberg, Hunterwood Chase, Maple, dated October 10, 2021; and**

**C15 The Vukmans, dated October 10, 2021.**

#### **Recommendations**

- 1. That this report be received for information.**

## Committee of the Whole (2) Report

---

**DATE:** Wednesday, October 13, 2021

**WARD(S):** 1

**TITLE: ATHABASCA COMMUNITY TRAFFIC STUDY PROGRESS  
REPORT**

**FROM:**

Zoran Postic, Deputy City Manager, Public Works

**ACTION:** FOR INFORMATION

---

**Purpose**

The purpose of this report is to provide a progress update for the Athabasca Community Traffic Study, as approved by Council at the June 22, 2021 meeting.

**Report Highlights**

- At the June 22, 2021 Council Meeting, Council directed staff to commence a neighbourhood traffic and speed management study for the Athabasca area aligned with the directions, programs and plans outlined in the MoveSmart Mobility Management Strategy (MoveSmart).
- A traffic study has been completed and has confirmed that the Provincial warrant for an all-way stop is currently not met at any of the studied intersections.
- As part of the City's standard traffic review process, an internal traffic operational review has been conducted in accordance with Provincial guidelines and has determined that there are currently no deficiencies on Athabasca Drive. A further consultant study will commence this fall to conduct a comprehensive neighbourhood traffic and speed management study, inclusive of community engagement.
- Specific measures aligned with the City's Pavement Markings and Signs program have been considered and will be implemented by November, 2021 to further raise public awareness of the presence of pedestrians and to promote walkability to the park.

## **Recommendations**

1. That this report be received for information.

## **Background**

The residents of the Athabasca area have raised concerns regarding traffic in their neighbourhood centering around speeding, the need for traffic calming measures, and stop signs, and have requested that a traffic study be completed.

### **Council provided direction to commence a neighbourhood traffic and speed management study aligning with MoveSmart.**

At the Council meeting of June 22, 2021, Council directed staff to commence a neighbourhood traffic and speed management study for the Athabasca area aligned with the directions, programs and plans outlined in the MoveSmart. The recommendation also included that any improvements recommended in the study be deemed a pilot project that could potentially benefit other subdivisions in the future. Furthermore, direction included a request for York Region to install a temporary photo radar unit in this subdivision and/or surrounding vicinity as a pilot project. Details of the Council direction are outlined in Item 23, Report No. 29, of the June 22 Council Meeting.

## **Previous Reports/Authority**

Council Meeting of June 22, 2021 – Committee of the Whole (Working Session)  
Report No. 31, Item 1:

<https://pub-vaughan.escribemeetings.com/filestream.ashx?DocumentId=78914>

Council Meeting of June 22, 2021 – Committee of the Whole (1) Report No. 29, Item 23:

<https://pub-vaughan.escribemeetings.com/filestream.ashx?DocumentId=77772>

Council Meeting of March 10, 2021 – Committee of the Whole (Working Session)  
Report No. 10, Item 1:

<https://pub-vaughan.escribemeetings.com/filestream.ashx?DocumentId=63323>

Council Meeting of November 19, 2019 – Committee of the Whole (1)  
Report No. 34, Item 8:

<https://pub-vaughan.escribemeetings.com/filestream.ashx?DocumentId=24126>

## **Analysis and Options**

**The traffic operations review is completed, and in accordance with standard guidelines and practices, has determined that there are currently no deficiencies on Athabasca Drive.**

The Athabasca area roadway network is shown in Attachment 1. The local road network has a typical roadway pavement width of 8.5 metres and the roads within this community are classified as local roads. Sidewalks are present on one side of the street on Athabasca Drive, Hunterwood Chase, and Beakes Crescent.

The following intersections within the Athabasca area have all-way stop controls in place:

- Athabasca Drive and Appalachian Way
- Athabasca Drive and Kootenay Ridge
- Hunterwood Chase and Giorgia Crescent/Celeste Drive

Staff have conducted site investigations and met with area residents to get an understanding of community concerns, and to identify specific enhancements that can be considered to further raise public awareness of the presence of vulnerable road users.

A signage and pavement marking inventory for the neighbourhood has been completed.

**A traffic review at selected intersections concluded that the Provincial warrant for all-way stop controls is currently not met.**

In response to resident concerns, staff undertook an all-way stop control analysis at selected intersections.

The City's warrant analysis for all-way stop controls takes into consideration the minimum vehicular volumes required, accident hazards, and sight restrictions at the intersections. The warrant analysis is generally based on the thresholds established in Book 5 of the Ontario Traffic Manual.

The following locations were requested by the residents to be reviewed for all-way stop controls:

- Appalachian Way and Kootenay Ridge
- Laurentian Boulevard and Foot Hills Road
- Athabasca Drive and Hunterwood Chase – north intersection

- Athabasca Drive and Hunterwood Chase – south intersection
- Athabasca Drive and Beakes Crescent
- Athabasca Drive and Beakes Crescent/Greystone Gate
- Hunterwood Chase and Germana Place

Data was collected from September 14 to 16, 2021 to assess the feasibility of implementing all-way stop controls. A summary of study findings is summarized in the table below:

Intersection	Warrant #	Warrant Description	Study Results
Appalachian Way and Kootenay Ridge	Warrant 1	Minimum Vehicular Volumes	8%
	Warrant 2	Accident Hazards	0%
	Warrant 3	Sight Restrictions	0%
Laurentian Boulevard and Foot Hills Road	Warrant 1	Minimum Vehicular Volumes	25%
	Warrant 2	Accident Hazards	0%
	Warrant 3	Sight Restrictions	0%
Athabasca Drive and Hunterwood Chase (north intersection)	Warrant 1	Minimum Vehicular Volumes	8%
	Warrant 2	Accident Hazards	0%
	Warrant 3	Sight Restrictions	0%
Athabasca Drive and Hunterwood Chase (south intersection)	Warrant 1	Minimum Vehicular Volumes	28%
	Warrant 2	Accident Hazards	0%
	Warrant 3	Sight Restrictions	0%
Athabasca Drive and Beakes Crescent (south intersection)	Warrant 1	Minimum Vehicular Volumes	12%
	Warrant 2	Accident Hazards	0%
	Warrant 3	Sight Restrictions	0%
Athabasca Drive and Beakes Crescent/Greystone Gate	Warrant 1	Minimum Vehicular Volumes	16%
	Warrant 2	Accident Hazards	0%
	Warrant 3	Sight Restrictions	0%
Hunterwood Chase and Germana Place	Warrant 1	Minimum Vehicular Volumes	18%
	Warrant 2	Accident Hazards	0%
	Warrant 3	Sight Restrictions	0%

Based on the study findings, the intersections do not meet warrant requirements for the installation of all-way stop controls and therefore, all way stop controls are not recommended.

The Ontario Traffic Manual outlines that an all-way stop control should not be used as a speed control device. The installation of an all-way stop control when unwarranted may

result in compliance problems, and increased vehicle speeds due to the inconvenience that all-way stop controls introduce.

**There are opportunities to implement specific measures that are aligned with existing municipal programs within MoveSmart along Athabasca Drive and its surrounding road network by November 2021.**

The City continues to strive to raise awareness and improve public safety for all road users and to support active and sustainable transportation options. As part of this effort, the City launched MoveSmart in March 2021. MoveSmart builds upon existing municipal programs City wide, including the optimization of road delineation and pavement markings, enhanced signage and pedestrian crossings and accessibility upgrades in accordance with the *Accessibility for Ontarians with Disabilities Act*. The City is seeking to implement specific measures contained in the programs within MoveSmart along Athabasca Drive and its surrounding road network. The presence of the Maple Trails Park and Nevada Park located within the Athabasca area presents an opportunity to promote walking and other forms of active transportation in the community and to further raise public awareness with respect to road safety and the presence of vulnerable road users. As such, the following signage and pavement markings are proposed to be implemented on Athabasca Drive and Hunterwood Chase:

<b>Traffic Measures</b>	<b>Purpose</b>	<b>Anticipated Timeline</b>
"Pedestrian Ahead" sign with "slow" tab will be installed at appropriate locations on Athabasca Drive	To provide guidance to motorists that pedestrians may be in the area.	November 2021
"Playground Ahead" sign with "slow" tab will be installed near Maple Trail Park.	To provide guidance to motorists of a park in the area.	November 2021
Speed boards have been scheduled for this Fall on Athabasca Drive near Maple Trail Park.	To serve as community education tools to remind drivers to manage their traveling speeds in compliance with the posted speed limits.	September 2021
In-road flexible sign will be installed on Athabasca Drive, west of Appalachian Way.	To raise public awareness of the speed limit when entering the subdivision.	November 2021

<b>Traffic Measures</b>	<b>Purpose</b>	<b>Anticipated Timeline</b>
A yellow centreline will be installed on Athabasca Drive and Hunterwood Chase.	To guide motorists and provide roadway delineation.	November 2021
All stop bars will be refreshed as part of the annual pavement marking program.	To guide motorists of the intersection control.	November 2021
The pedestrian crosswalk on Athabasca Drive at Kootenay Ridge will be enhanced with painted ladder (zebra) markings.	To facilitate pedestrians crossing to the park	November 2021

**A further consultant study will commence this fall for a comprehensive neighbourhood traffic and speed management study. Community engagement will be an integral component of this study.**

A consultant assignment will be undertaken for the neighbourhood traffic and speed management study for the Athabasca area. This review will determine the feasibility of introducing and designating a community-wide 40 km/h neighbourhood area in accordance with Bill 65, *amending the Highway Traffic Act* and the City's newly developed Speed Limit Policy. The study will also seek to identify additional measures beyond those currently identified by staff that could be implemented as a pilot and then utilized for other areas in the future. A community engagement will form part of the study and it is anticipated that will be conducted in Q4 of 2021, with the overall study completion planned in Q2/Q3 2022.



## **Financial Impact**

The capital cost associated with the signage and pavement marking installation is estimated to be \$2,800 and is supported in the approved 2021 Operating Budget.

The ongoing maintenance cost for the sign and pavement markings is estimated to be \$600.00 per annum and will be incorporated in future year Operating Budget through the budget process.

Item	Qty.	Cost	Total cost
<b>Signage</b>			
Warning signs	9	\$ 75 each	\$ 675
In-road flexible sign	1	\$275 each	\$ 275
<b>Pavement Markings</b>			
Centreline	2,500m	\$0.5/m	\$ 1,250
Stop bars and Crosswalks	30 stop bars, 1 ladder crosswalk	\$0.5/m	\$ 600
<b>Total Cost</b>			<b>\$ 2,800</b>

## **Broader Regional Impacts/Considerations**

**The Province allowed the operation of automated speed enforcement technology in school and community safety zones.**

The Province enacted Bill 65, the *Safer School Zones Act*, 2017, to allow the operation of automated speed enforcement (ASE) technology in school and community safety zones. Currently, the Province requires that ASE offences be processed, settled, and disputed using the Provincial Offences Court system. The Region's Provincial Offences Court system has indicated that it will not be able to absorb the additional charge volume from the ASE program with current facility and judicial resources.

**York Region has commenced a two-year ASE pilot project (with limited use) at selected Regional road locations.**

A meeting was held with York Region to discuss the possibility of installing a temporary photo radar unit (ASE) this year in the Athabasca community subdivision and allow it to be moved every three months as a pilot project. The Region has indicated that the current mandate provided by York Region Council for the implementation of ASE only includes the installation along the Regional road network at selected locations.

Regional staff will share their data and experience with local municipalities to support them in building their respective ASE program. The Region's pilot project is anticipated to be completed by the end of 2022.

**The City of Vaughan and York Region continue to advocate the Province to consider implementation of an AMPS Program for ASE to help align road safety initiatives and enforcement.**

The Ontario Traffic Council (OTC) ASE Municipal Working Group (MWG) has requested the Province to allow ASE charges to be administered through an Administrative Monetary Penalty System (AMPS), instead of through *Provincial Offences Act* Court system. AMPS is a municipally administered alternative to the Provincial Offences Court system's judicial process for matters authorized by the Province that enables a more expedient alternative to addressing by-law violation disputes. The City has enacted AMPS for parking disputes and business licensing offences. City staff will continue to work with the OTC to facilitate the development of the framework allowing ASE charges to be administered through an AMPS program. It is anticipated that this framework will be developed in 2022. City staff will also work to develop guidelines to create and operate community safety zones to facilitate the implementation of ASE in the future.

Staff will be working in collaboration with Regional staff as the Athabasca study progresses, as it relates to impacts on regional roads.

## **Conclusion**

Residents in the Athabasca area have raised concerns related to traffic and speeding issues in their community, and they have requested that the City investigate implementing measures to address these concerns. Council directed staff, at the June 22, 2021 meeting, to commence a neighbourhood traffic and speed management study for the Athabasca area aligned with the directions, programs, and plans outlined in the MoveSmart.

A traffic review of seven key intersections within the neighbourhood has determined that none of the intersections meet the warrant criteria for the installation of all-way stop controls at this time. There are opportunities to implement specific measures along Athabasca Drive and its surrounding road network by November 2021 that are aligned with existing municipal programs associated with MoveSmart. This includes signage and pavement markings along Athabasca Drive and Hunterwood Chase.

A further consultant study will commence this Fall to complete a comprehensive neighbourhood traffic and speed management study to identify additional measures that can be considered to raise awareness and improve public safety for all road users that support active and sustainable transportation options. Community engagement will form an integral part of the study process. The final report is anticipated to be completed in Q2/Q3 2022.

**For more information**, please contact:

Peter Pilateris, Director, Transportation and Fleet Management Services, ext. 6141

Margie Chung, Manager, Traffic Services, ext. 6173

### **Attachments**


1. Location Map of Athabasca Community area street network

### **Prepared by**

Sunil Kumar, Senior Traffic Technologist, ext. 6125

Mark Ranstoller, Senior Traffic Technologist, ext. 6117

### **Approved by**



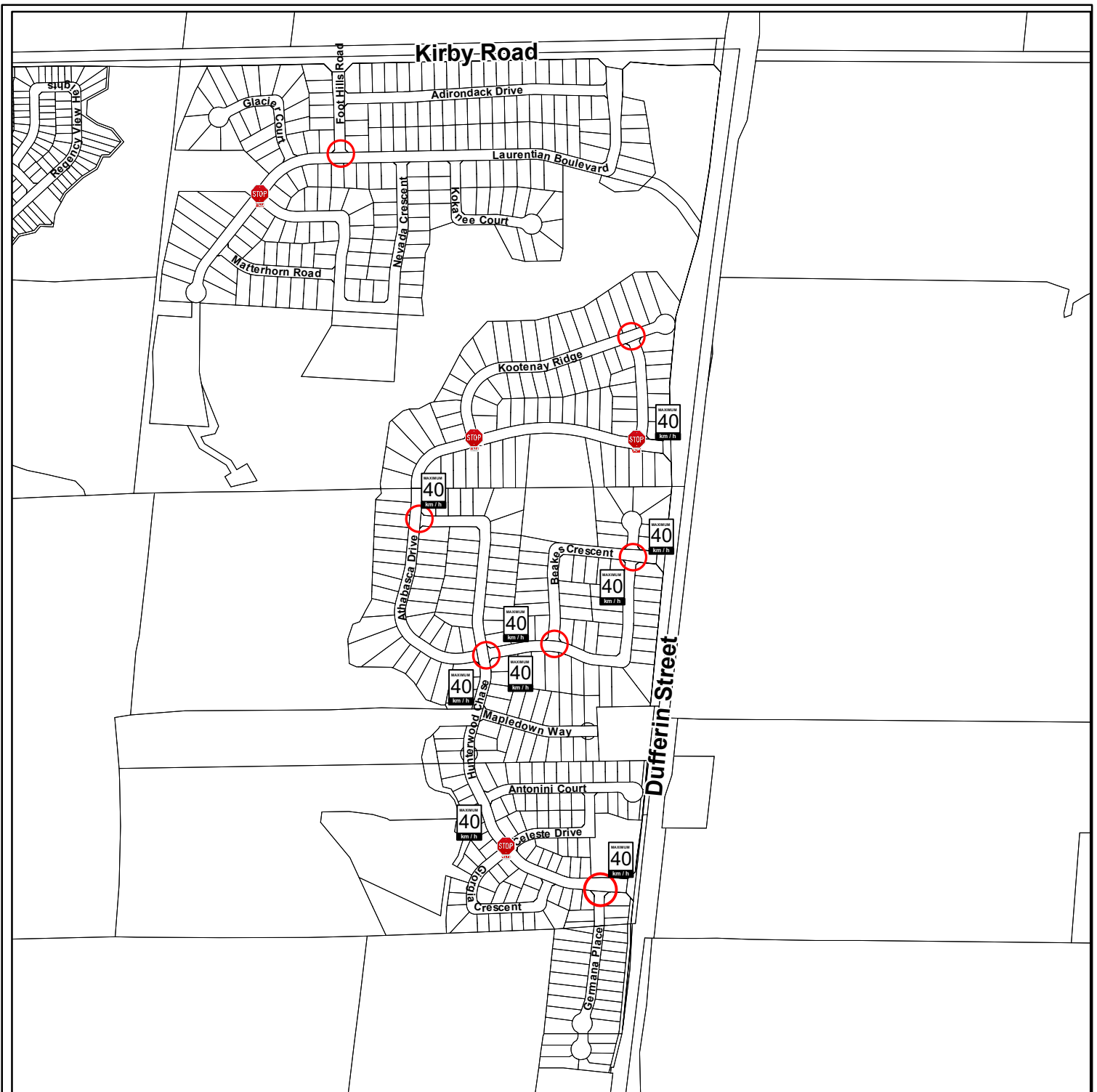
Zoran Postic,  
Deputy City Manager, Public Works

### **Reviewed by**



Nick Spensieri, City Manager

# ATTACHMENT No. 1



## STUDY AREA - ATHABASCA COMMUNITY

### LEGEND



Current All-way Stop control location



Current Speed Limit sign location



Location to review potential All-Way Stop control



NOT TO SCALE



CHRISTINE TARLING  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

November 15, 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 liquor licence sales and patio extensions:

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

WHEREAS the Alcohol and Gaming Commission of Ontario (AGCO), an agency of the Province of Ontario, regulates licensed establishments; and,

WHEREAS the requirements for temporary extension of a liquor licence sales and temporary patio extensions have been relaxed throughout the pandemic, including downloading of certain approvals to the municipality, and proved beneficial to business operators; and,

WHEREAS the Downtown Kitchener BIA has invested \$600,000 into new downtown restaurant patios and the Belmont Village BIA invested in creating a new pedestrian-only patio experience; and,

WHEREAS the City of Kitchener has provided \$100,000 in business recovery grants to support Kitchener restaurants in adapting their patios to respond to the pandemic; and,

WHEREAS the City of Kitchener has developed a seamless system for approving patio expansion during the pandemic, supporting more than 60 restaurant owners across the city; and,

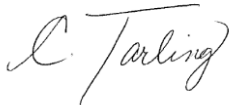
WHEREAS the City of Kitchener would like to provide further opportunities for helping strengthen our economy, continue to support local businesses, and have successfully managed the new licensed-area extension approvals delegated to the municipality;

THEREFORE BE IT RESOLVED that the City of Kitchener strongly encourages the Province of Ontario to continue the relaxed regulations in perpetuity, including, but not limited to, the following: i) permitting extensions of licensed areas without requiring AGCO approval, subject to municipal authorization; and, ii) flexibility on the requirements for demarcation of the limits of a patio, such as not requiring a prescribed physical barrier;

THEREFORE BE IT RESOLVED that should the AGCO propose to complete a comprehensive review of the temporary extension of a liquor licence sales and temporary patio extension regulations, The City of Kitchener wishes to volunteer to participate in any pilot programs that would allow the current regulations that are in effect until 3:00 a.m. on January 1, 2022 to be maintained, as the City would like to continue to show support to our local businesses;

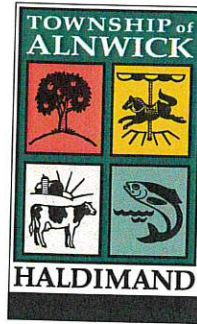
THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Premier of Ontario, Tom Mungham, Chief Executive Officer, AGCO, the Association of Municipalities of Ontario, Federation of Canadian Municipalities and all other municipalities in Ontario."

Yours truly,

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

C. Tarling  
Director of Legislated Services  
& City Clerk

c: Tom Mungham, Chief Executive Officer, AGCO  
Monika Turner, Association of Municipalities of Ontario  
Joanne Vanderheyden, President, Federation of Canadian  
Municipalities  
Ontario Municipalities



November 15, 2021

Honourable Caroline Mulroney  
Minister of Transportation and Minister of Francophone Affairs  
Ministry of Transportation of Ontario  
[caroline.mulroneyco@pc.ola.org](mailto:caroline.mulroneyco@pc.ola.org)

Dear Honourable Caroline Mulroney:

**Re: Support of Resolution – Endorsing National Teen Driver Safety Week and Requesting the Ministry of Transportation to Review Measures Impacting Newly Licensed Drivers**

At the Township of Alnwick/Haldimand's Regular Council Meeting held on November 4, 2021, Council received the resolution sent by the City of Vaughan on October 19, 2021 in regards to endorsing National Teen Driver Safety Week and requesting the Ministry of Transportation to review measures impacting newly licensed drivers. Council of the Township of Alnwick/ Haldimand supported and passed the following resolution:

Moved by Deputy Mayor Sherry Gibson, seconded by Councillor Jim Hogg;

*"Whereas, correspondence from the City of Vaughan, RE: Resolution Endorsing National Teen Driver Safety Week and Requesting the Ministry of Transportation to Review Measures Impacting Newly Licensed Drivers has been received; and*

*Whereas, the Province of Ontario has legislative authority over driver licensing, highways, automobile insurance, and the enforcement and prosecution of the federal criminal law; and*

*Whereas, the Ontario Ministry of Transportation administers the Highway Traffic Act, R.S.O. 1990, c. H.8; and*

*Whereas, the Ontario Ministry of Transportation published the "Ontario Road Safety Annual Report 2018", being the most recent report issued, containing statistics that demonstrate that the percentage of young licensed drivers, ages 17 to 20, that were involved in vehicle collisions is higher than any other age group; and*

*Whereas, the Canadian Council of Motor Transport Administrators published "Canada's Road Safety Strategy 2025" and identifies drivers that are either under the age of 25 or have less than two years of driving experience as a 'risk group' based on several contributing factors, some including distracted driving, impaired driving, speeding, passive safety, and road infrastructure; and*

*Whereas, the Council of the Township of Alnwick/Haldimand wishes to see change effected to Ontario's driving laws under the Highway Traffic Act, R.S.O. 1990, c. H.8, with respect to newly licensed drivers;*

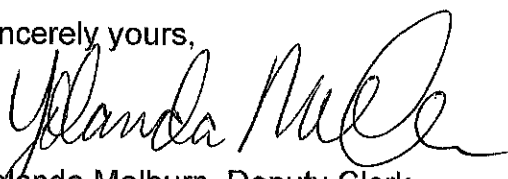
*Now Therefore Be It Resolved That, Council of the Township of Alnwick/Haldimand support the correspondence regarding this issue; and*

*Further That Council direct staff to forward a copy of this resolution to the City of Vaughan, the Ministry of Transportation, the Honourable Doug Ford, Premier of Ontario, the Ontario Provincial Police, the Northumberland Police Services Board and all municipalities in Ontario.*

**CARRIED.**

Thank you for your consideration in this matter.

Sincerely yours,



Yolanda Melburn, Deputy Clerk  
Township of Alnwick/Haldimand  
905-349-2822 ext. 32  
[ymelburn@ahdtp.ca](mailto:ymelburn@ahdtp.ca)

Cc: Todd Coles, City Clerk, City of Vaughan ([clerks@vaughan.ca](mailto:clerks@vaughan.ca))  
Honourable Doug Ford, Premier of Ontario ([premier@ontario.ca](mailto:premier@ontario.ca))  
OPP (Lincoln M. Alexander Bldg., 777 Memorial Ave., Orillia, ON L3V 7V3)  
Northumberland Police Services Board  
All municipalities of Ontario



November 4, 2021

## AMO Policy Update – Fall Economic Statement Highlights, Ontario Community Infrastructure Fund + Conservation Authorities Act Webinars and Fact Sheets

### Fall Economic Statement Highlights

The Honourable Peter Bethlenfalvy, Minister of Finance, delivered the Fall Economic Statement (FES) earlier today at Queen's Park. The government is now projecting a \$21.5 billion deficit in 2021–22, an improvement from the earlier \$33.1 billion projection contained in the 2021 budget. Similarly, revenues are \$14.6 billion higher than previously forecast. Other highlights of a municipal interest include the following:

- The **Ontario Community Infrastructure Fund** will be doubled for the next five years. For 2022, this is bringing the funding envelope to \$400 million (up from \$200 million). Please see next section for greater detail.
- **Transit and transportation investments** under the “Building Ontario” theme include an additional \$474 million over five-years to address large bridge rehabilitation in southern Ontario and an additional \$345 million for municipal transit systems. Funding for transit systems is meant to address lower ridership and gas tax revenues resulting from the pandemic. The \$345 million will be split between topping up the reduced Gas Tax for Transit Fund to its 2021 envelope of almost \$380 million. The rest of the funding is being allocated to support transit systems whose COVID-19 allocations cannot support their needs to December 31, 2021. This funding will be based on actual shortfalls documented by transit systems and municipal treasurers. MTO will work with Ontario's transit associations on this funding and will continue to monitor needs in 2022.
- **Property assessment** for the 2022 and 2023 tax years will remain unchanged. The government has prioritized stability for property taxpayers and municipalities. The valuation date that was used in 2021 (January 1, 2016) will remain in effect.
- Calculations which govern federal **payments in lieu of taxes** will be further regulated to provide greater stability to those municipalities which receive them. This concerns two changes, 1) the impact of the drop in provincial education rate to regulate stable federal payments to municipalities, and 2) a suspension of the 5% annual cap on increases paid by federal airports to municipalities until pre-pandemic passenger traffic volumes return.
- The Minister of Municipal Affairs and Housing will establish a **Housing Affordability Task Force** to provide recommendations on making housing more affordable. This builds on measures the government have already taken

to accelerate development approvals, deliver cost savings, and reduce risk for builders.

- The **Brownfields Financial Tax Incentive Program** will be amended to extend provincial education tax assistance to six years for business development (previously three years), and ten years for residential development.
- **On-farm business property assessment** will be amended to increase the small-scale on-farm value-added business assessment threshold from \$50,000 to \$100,000. Other changes include extending the tax treatment of maple sap to all edible tree saps, increasing the current limit on exempting farm woodlots, and simplifying elements of the administration of the farm property class.

Other items of note include:

- The government is investing \$12.4 million over 2 years starting in 2021-22 to continue rapid access to existing and expanded **mental health and addictions supports for health and long-term care workers** across the province.
- Ontario is providing an additional \$10 million, (total investment now \$20 million over three years, beginning in 2021–22), to support the identification, investigation, protection and commemoration of **Residential School burial sites** across the province.
- The government is proposing a new temporary **Ontario Staycation Tax Credit** for 2022. The credit would provide an estimated \$270 million in support to about 1.85 million families, or \$145, on average.

AMO will continue to review legislative changes arising from the Fall Economic Statement and provide updates as necessary.

## Ontario Community Infrastructure Fund (OCIF)

The government unveiled its long-awaited redesign of the Ontario Community Infrastructure Fund (OCIF). The FES announcement meets and exceeds AMO's calls for additional funding for the OCIF, effectively providing an additional \$200 million annually over 5 years to double the OCIF envelope formula allocation. The redesigned OCIF makes several important changes beginning in 2022.

These are:

- a significant increase in the fund envelope with an additional \$1 billion over five years that effectively doubles the OCIF;
- doubles the OCIF 'floor' – the minimum amount any municipality receives under the formula allocation – to \$100,000 annually;
- institutes a \$10 million cap in funding per municipality;
- creates a 'smoothing' mechanism so that no community sees changes of more than 15% of their OCIF funding allocation year-over-year;
- changes the formula inputs for infrastructure intensity by transitioning to using replacement value based on municipal asset management plan assessments to calculate the infrastructure need;
- the Ministry of Infrastructure intends to establish performance indicators for core infrastructure systems to measure improvements from funding.

These changes will update the OCIF to provide more flexible funding to municipal governments on a formula-allocation basis. They also create a link between municipal asset management planning and infrastructure funding that will ensure municipal work to assess and monitor infrastructure needs is recognized in the OCIF. As the significant provincial Broadband investment starts to roll out, OCIF will provide important support to municipalities to make their infrastructure ready to connect their communities.

## ***Conservation Authorities Act Regulations Webinars & Fact Sheets***

Late last month, the Ministry of the Environment, Conservation and Parks released three new regulations under the *Conservation Authorities Act*. These regulations change the relationship between municipal governments and conservation authorities (CAs), particularly around the scope of the programs and services delivered. While this new regime will be phased in until December 31, 2023, it is critical that municipal Councils reach out to the CA(s) as the CA's first deadline is December 31, 2021.

AMO has released five comprehensive Fact Sheets for municipal Councils and staff to review, listed below and on [our website](#):

1. [Overview of Changes to Conservation Authorities](#)
2. [Transition Plan and Timelines](#)
3. [Mandatory Programs and Services \(Category 1\)](#)
4. [Municipal Programs and Services \(Category 2\)](#)
5. [Other Conservation Authorities Programs and Services \(Category 3\)](#)

In addition, three webinars are planned this month to answer technical questions and discuss how these regulations will be implemented. Here are [details](#) on how to register.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

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\*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.

# November 10 – Board of Health Summary

Written by [Comms Team](#), November 11, 2021

## COVID-19 Situational Update

Incident Commander Donna Churipuy noted that both the local and provincial case incidence rate have increased on a weekly basis. For the week of Oct. 24-30 it was 6.8 cases per 100,000, and then for the following week of Oct. 31-Nov. 6, the rate climbed to 12.8 cases/100,000. The provincial rate for the same two weeks respectively also increased from 16.9 cases/100,000 to 22.1 cases/100,000. The reproductive rate is also increasing, and for the period of Nov. 3-9, it is actually higher than the provincial reproductive rate (1.84 vs 1.21). Fortunately, the recent positive cases have not resulted in high numbers of high-risk contacts, however it's critical to remain vigilant in following public health measures in addition to increasing vaccination rates. The province has just [announced](#) it is pausing the further lifting of capacity limits in remaining high-transmission settings. The majority of new local cases are in unvaccinated individuals. Locally, 84.1% of eligible residents (12 yrs+) have both first and second doses. Clinics opened this week for those eligible for booster doses, and appointments must be booked using the [provincial booking system](#). Planning is actively underway to hold vaccination clinics for youth aged 5-11 years once the vaccine is authorized by Health Canada.

## 2022 Budgets: Cost-Shared and Ontario Seniors Dental Program Budget

The 2022 budget includes all Ministry of Health cost-shared programs and is based on several assumptions. These include a 0% increase from the Ministry over the 2021 budget approval, a 70% provincial and 30% local funding allocation, and provision of one-time mitigation funding for 2022, at the same level as 2021, to retain a 0% increase

for municipal-funder contributions. It also assumes COVID-19-related activities are funded through staff redeployment (resulting in an underspent cost-shared budget) and any excess expenditures are covered 100% by the province. The Board approved the 2022 Cost-Shared budget for public health cost-shared programs and services in the amount of \$10,856,829.

The cost-shared budget excludes the Ontario Seniors Dental Program (OSDP) and Medical Officer of Health Compensation Fund, as these continue to be funded 100% by the Province. The Board also approved the 2022 Ontario Seniors Dental Program budget in the amount of \$700,100.

**Next meeting:**

The Board of Health will gather again in accordance to current public health guidelines on **Wednesday, December 8, 2021 at 5:30 p.m.** in Jackson Square, located at 159 King St., Peterborough.



## **EDUCATION DEVELOPMENT CHARGES**

City and County of Peterborough

### **NOTICE OF PUBLIC MEETINGS**

#### **FIRST PUBLIC MEETING**

##### **EDC POLICY REVIEW**

**Monday, November 29, 2021 @ 7:00 p.m.**

#### **IMMEDIATELY FOLLOWED BY:**

#### **SECOND PUBLIC MEETING**

##### **CONSIDERATION OF PROPOSED BY-LAWS**

**Monday, November 29, 2021 @ 7:15 p.m.**

#### **THIRD PUBLIC MEETING**

##### **CONSIDERATION OF BY-LAW ADOPTION**

**Tuesday, February 22, 2022 @ 6:30 p.m.**

**(Peterborough Victoria Northumberland Clarington  
Catholic District School Board)**

**Tuesday, February 22, 2022 @ 7:30 p.m.**

**(Kawartha Pine Ridge District School Board)**

The purpose of the first joint public meeting on November 29, 2021 will be to review the current education development charge policies of both Boards and to solicit public input.

The purpose of the second joint public meeting on November 29, 2021 is to consider the imposition of education development charges in the City of Peterborough and County of Peterborough, the proposed by-laws, and to inform the public generally about the education development charge proposal of each Board.

The purpose of the third public meeting for each Board is to consider the enactment of an EDC by-law in the City of Peterborough and County of Peterborough.

Should by-laws be passed, collection of education development charges pursuant to such by-laws may commence on March 1, 2022.

All interested parties are invited to attend the meetings. Any person who attends any of the meetings may make a representation to the Boards related to the proposed by-laws. The Boards will also consider any written submissions.

A Policy Review Document setting out the Boards' education development charge policies, as well as the EDC Background Study required under section 257.61 of the Education Act (and the proposed EDC by-laws) setting out each Board's EDC proposal, will be available on the Boards' websites on or before November 12, 2021.

All of these meetings will be held through electronic means. The Boards will post on their websites instructions on how to participate in the meetings at a time closer to the dates of the meetings. If in-person attendance becomes an option, more information about this will be posted on the Boards' websites. If you wish to be sent instructions on how to participate in any of the meetings, please communicate with the Board administrators at the telephone numbers and e-mail addresses provided below.

The Boards would appreciate receiving written submissions one week prior to the public meetings. Submissions and requests to address the Boards as a delegation, as well as any comments or requests for further information regarding this matter, should be submitted to:

**Jeannette Thompson**  
Manager, Planning Services  
**Kawartha Pine Ridge District School Board**  
1994 Fisher Dr, PO Box 7190  
Peterborough, Ontario, K9J 7A1  
Telephone: 705-742-9773 (ext. 2169)  
E-mail: [jeannette\\_thompson@kprdsb.ca](mailto:jeannette_thompson@kprdsb.ca)  
Website: <http://www.kprschools.ca>

**Isabel Grace**  
Superintendent of Business and Finance/ Plant  
**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
1355 Lansdowne St W  
Peterborough, Ontario, K9J 7M3  
Telephone: 705-748-4861 (ext.1246)  
E-mail: [igrace@pvnccdsb.on.ca](mailto:igrace@pvnccdsb.on.ca)  
Website: <https://www.pvnccdsb.on.ca>

**Diane Lloyd**, Chairperson of the Board  
**Rita Russo**, Director of Education and Secretary of the Board

**David Bernier**, Chairperson of the Board  
**Joan Carragher**, Director of Education/Secretary Treasurer

**Kawartha Pine Ridge District School Board**

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**

# kawartha

## CHAMBER of COMMERCE & TOURISM

### In this NewsFlash:

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

## CHAMBER UPDATES

### WORKPLACE VACCINATION POLICIES WORKSHOP

#### Kawartha & Peterborough Chambers, SHRP & PPH

#### NOVEMBER 24 @ 9AM

Join us for a limited edition workshop on Human Resources and Vaccination Policies in the Workplace.

**Information session led by Matthew Savino of Savino Human Resources Partners + Q & A led by Peterborough Public Health.**

Employers, learn your risks, rights and responsibilities when creating and enforcing workplace vaccination policies. While 'grey zones' continue to exist, SHRP is now able to provide greater clarity on a number of emerging issues that they continue to closely monitor. This update will be particularly relevant for employers who wish to pursue more assertive workplace measures to address particular safety concerns in their workplace.

#### [Event Info](#)

**WORKSHOP**  
**Workplace Vaccination Policies**  
 Led by Savino Human Resources Partners with  
 Q & A session by Peterborough Public Health

**NOVEMBER 24TH 9AM**  
 Employers, learn your risks, rights and responsibilities  
 when creating and enforcing workplace vaccination policies.

PETERBOROUGHCHAMBER.CA

CO-CHAIRED BY  
 Peterborough Chamber of Commerce & Kawartha Chamber of Commerce & Tourism



## LUNCH & LEARN WITH OMNIWORX INC.

### Recording Available

**November 10, 2021**

In this Lunch and Learn, Jack Henry, the Head of Design from [OmniWorx Inc.](#) shared some digital strategies businesses in the Peterborough and Kawartha region can use to grab their piece of the \$311 million visitors spend in the area annually.

Jack shared actionable advice that any business owner can take to up their digital & traditional marketing game to make sure they are visible to the regions visitors.

**WATCH HERE!**



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Sales Representative

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## 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

### COVID-19 RAPID SCREEN INITIATIVE



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](#)

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## ONTARIO CHAMBER WEBINAR

### Lost Taxes & Addressing the Underground Economy

Join the OCC on December 1, from 12-1PM, for a virtual event: **Lost Taxes: Can Addressing the Underground Economy Spur Economic Recovery?**

While Canada's pre-pandemic federal debt hovered at around 40% of GDP, it has surged due to pandemic spending, exceeding 60% by early 2021. This debt will have long-term consequences for our economic agility and our nation's next generation.

Government of all levels must look for bold and creative solutions to our nation's debt by, for instance, addressing lost tax revenues from illegal markets.

[Register Here](#)

**OCC webinar**

Lost Taxes:  
**Can Addressing the  
Underground Economy  
Spur Economic Recovery?**

Wednesday, December 1, 2021  
12:00 – 1:00PM ET

ontario  
chamber of  
commerce

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## MEMBER NEWS & UPDATES

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### LAKEFIELD FARMERS' MARKET

Thank You & Special Holiday Market

[Lakefield Farmers' Market](#) Vendors say "Thank You" to the Community for a Very Successful 2021 Season.

The Lakefield Farmers' Market Vendors wish to express a big "Thank You" to our very supportive community for making the 2021 market season another successful one!

The vendors look forward to the **special Holiday Market which will be held on Sunday, December 5 from 10am-2pm** in the downtown Lakefield Municipal Parking lot next to the Village Inn.

Many vendors are available for off season sales. Their contact information is on the [website](#)!

[Media Release](#)



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## GIFT CARD DRIVE 2021

### Lakefield Youth Unlimited

#### Share Christmas joy with children in need!

Donate a \$25 gift card to the [Lakefield Youth Unlimited \(LYU\)](#) Gift Card Drive. Gift cards will assist parents and caregivers in providing a needed gift for their child, to be opened Christmas morning. It will also enable the staff of LYU to support our community families and schools. LYU will provide your gift card to local outreach workers, schools and community agencies to ensure that needs in our community are met. 100% of your donation is given directly to youth.



**Please purchase gift cards in increments of \$25 from stores that provide items for children and youth (no grocery gift cards please). Don't forget to support your local businesses!**

Please submit all donations by December 11, 2021

[More Information](#)

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## FESTIVAL OF TREES

Buckhorn Community Centre



The [Buckhorn Community Centre](#) Festival of Trees is back again this year! Starting November 21 to December 13.  
Tea & Trees - Enjoy a hot beverage with a savoury or sweet treat plate.  
Wine & Trees – Enjoy cheese, cracker and deli meat trays.  
Tree Days – Browse the trees.

You can buy tickets to win the fully decorated themed trees and decor. Draw Day December 13.

For tickets to the Tree and Tea and Wine and Tree events it is preferred to call the office. Tickets for trees and decor will be available online after November 21, opening day.

[More Details](#)

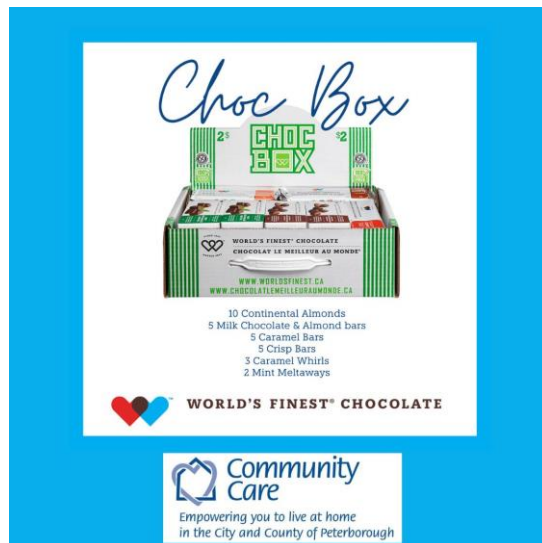
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## CHOC BOX FUNDRAISER

### Community Care

[Community Care](#) is selling chocolates for a cause! Please call Community Care at 705-652-8655 or email [lakefield@commcareptbo.org](mailto:lakefield@commcareptbo.org), to order a chocolate case to sell and or place an order.

Your support helps local seniors and adults with physical challenges continue to enjoy their independence in Lakefield and area.



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## SHORT TERM RENTAL SURVEY

### Municipality of Trent Lakes

The [Municipality of Trent Lakes](#) is conducting a public consultation to get thoughts on a proposed Short-Term Rental Licensing Program.

Your feedback is important! Please visit [www.trentlakes.ca/short-term-rentals](http://www.trentlakes.ca/short-term-rentals) for more information.

The [survey](#) will be open from November 1-19 and the online Public Consultation Session will be held Tuesday, November 23 at 9:00 a.m.

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## A NEW DESTINATION FOR ALL THINGS LOCAL

### Living Local Marketplace



Just in time for the holidays, there's been some streamlining at [Living Local](https://www.livinglocalmarketplace.ca) - to create one destination for all things local. You can now find all of the Peterborough & The Kawarthas offerings, alongside other lovely, local products from across the province under the Living Local Marketplace banner.

**Living Local has created one portal for local at [www.livinglocalmarketplace.ca](https://www.livinglocalmarketplace.ca)**  
Offerings haven't changed, but now you'll find them all in one place. When you visit the web site, here's what you'll find:

- Shop The Kawarthas: Build-A-Box
- Shop Ontario: Build-A-Box
- Special-Edition + Subscription Boxes
- Online ordering from our storefront: Living Local Marketplace in Peterborough

Shop in-person at 1179 Chemong Rd Peterborough!

## BUSINESS NEWS & RESOURCES

### PLANNING YEAR-END HOLIDAY PARTIES

#### Guidance from Peterborough Public Health

With it being less than 50 days away from 2022, many are no doubt wondering about the “who, what, where, when, why, and how’s” of hosting year end celebrations for your staff, teams, their partners, and families this year this year.

Leaving the “who, what, and why” to you to figure out, but Peterborough Public Health (PPH) wanted to help you organize some thoughts around the “what, where, and how”.

Please see PPH's [guide to planning year end celebrations](#) (based on the Requirements set forth in O. Reg. 364/20).



### A THREE FIRES COLLABORATIVE QUEST

#### Employee-To-Employer Matching Event

Are you looking for a job in the Ontario Tourism Industry? Do you self-identify as Indigenous? Or, are you an Ontario tourism business looking to hire new employees? If you answered yes to one of these questions, TIAO wants you to Save the Date!

**The first A Three Fires Collaborative Quest Employee-to-Employer Matching Event is taking place on Monday, December 6, 2021. If you haven't already applied for the program, there is still time!**





Apply now for A Three Fires Collaborative Quest - a program designed to build capacity for the province's tourism workforce. You will be invited to participate in the Employee to Employer Matching event. Hosted virtually, the online platform will allow you to schedule online interviews with potential employees, and vice-versa, to interview for eligible positions in 2022.

For full program details and how to apply, please click [here](#).

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## PADDLE ART WEBSITE HAS LAUNCHED

### Regional Tourism Organization 8

RTO8 called on artists in the Kawarthas Northumberland region to get creative and design a wooden paddle that depicts the uniqueness or the history of one of the nine designated Trent-Severn Trail Town communities. The arts community did not disappoint!

A soft launch of the Trent-Severn Trail Town Paddle Art Tour saw **26 paddles displayed across the region in Trent-Severn Trail Town Friendly Businesses, tourist offices or Chamber of Commerce offices as well as the [paddle art tour website](#)!**

Artists can still join! Share this information with your local arts community. The Trent-Severn Trail Town Paddle Art Tour is a great way to highlight artists in the community and put a spotlight on Trail Towns!



This is a local focused promotion open only to residents of the City of Peterborough, Peterborough County, Northumberland County and Kawartha Lakes.

[Contest Details](#)

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## WEBINARS

### Information for Businesses

**NOVEMBER 16 @ 1PM:** [Artificial Intelligence \(AI\) and Ethics: Trustworthy Tech and Tech Adoption](#)

**NOVEMBER 23 @ 1PM:** [Go Global: Understanding Export Risks and Supply Chain Opportunities](#)

**NOVEMBER 24 @ 10:30AM:** [Building From the Ground Up: Positioning Our Communities as Leaders of Post-COVID Recovery](#)



DECEMBER 8 @ 1PM: [Digital by Default: The Future of Digital Healthcare in Canada](#)

**kawartha**  
CHAMBER of COMMERCE & TOURISM

# Awards of Excellence

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 **Peterborough County**

 **SHOP THE LAKE**  
FINE OUTDOOR LIVING



# kawartha

## CHAMBER of COMMERCE & TOURISM

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## CHAMBER UPDATES

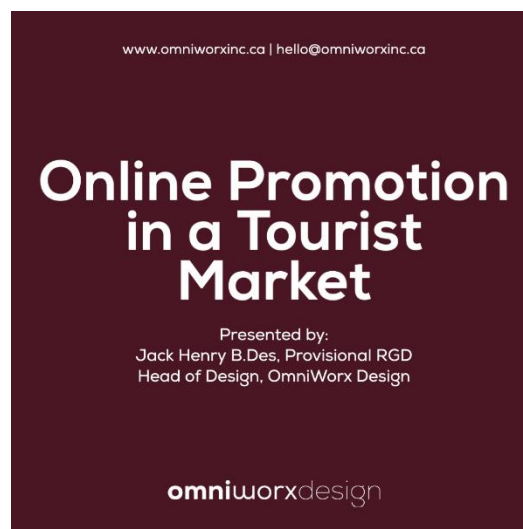
### LUNCH & LEARN WITH OMNIWORX INC.

#### Online Promotion in a Tourist Market - KCCT Event

##### NOVEMBER 10 @ NOON

In this Lunch and Learn, Jack Henry, the Head of Design from [OmniWorx Inc.](http://OmniWorx Inc.) will share some digital strategies businesses in the Peterborough and Kawartha region can use to grab their piece of the \$311 million visitors spend in the area annually.

Jack will share actionable advice that any business owner can take to up their digital & traditional marketing game to make sure they are visible to the regions visitors. A graduate of OCAD University, Jack not only has experience working with one of the premier tourist attractions in Toronto as well as Scarborough's Local Arts Service Organization, Scarborough Arts, over the past 5 years, Jack has also worked with over 30 small and midsize businesses on over 125 projects.



**REGISTER HERE!**



## MEMBER OF THE MONTH - MEMBER SPOTLIGHT

### Peterborough & the Kawarthas Economic Development



The Kawartha Chamber of Commerce & Tourism welcomes the November Member of the Month – [Peterborough & the Kawarthas Economic Development](#). Check out our Member Spotlight to learn more about Rhonda and this amazing organization!

[Read Blog](#)

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## DIGITAL SERVICE SQUAD

### Digital Main Street

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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](#)

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## TIKTOK FOR BUSINESS - #MYSMALLBUSINESS

### Canadian Chamber Workshop & Contest



TikTok is giving away \$250,000 in ad credits through the #MySmallBusiness contest and the Canadian Chamber is partnering with them to host a workshop to not only help grow your business, but show you how you can leverage TikTok and help build brand awareness.

#### **WORKSHOP: NOVEMBER 9**

With a focus on creativity, authenticity and community, TikTok is a powerful marketing channel to grow your small business, and they look forward to helping you get started. You'll be treated to a fun hour of creativity and inspiration and learn how to harness the power of TikTok to fuel your business. They'll have a special guest joining in to tell you more about how TikTok has taken his business to the next level.

#### **CONTEST: NOVEMBER 20**

Submit your application by November 20 for a chance to WIN \$5,000 in ad credits! Download the TikTok app and post a video about your small business using #MySmallBusiness.

---

## CANADIAN CHAMBER SUMMIT: CANNABIS SECTOR

### Executive Summit Series: November 10 9:30-3:30

As the second country and first developed economy in the world to legalize recreational cannabis for adult use, Canada has the potential to be a world leader in the nascent global cannabis industry. Despite this legalization three years ago, there remain challenges that require significant collaboration between all orders of government, industry, and law enforcement.

The November 10 Executive Summit: Canadian Cannabis: A Growing Economic Sector at Home and Abroad will discuss everything from those challenges, opportunities and risks to the economic impacts of the industry, the upcoming Cannabis Act review and developments in the international cannabis market.

[Register Here](#)



## MEMBER NEWS & UPDATES

### SANTA CLAUS IS COMIN' TO TOWN

Lakefield Santa Claus Parade - November 28, 2021



Mark your calendars - Sunday November 28 at 1pm the 2nd Annual DRIVE-BY SANTA CLAUS PARADE will be held on Nicholls Street in Lakefield across from the Legion and the Curling Club.

[The Lakefield District Lions Club](#) will be accepting Food & Toy Donations. For more information contact the Club!

## 2021 ANIMALS IN WAR PINS

### Peterborough Humane Society

In collaboration with the Ontario SPCA and Humane Society, a new commemorative Animals in War pin is available at the [Peterborough Humane Society](#) leading up to Remembrance Day.

Funds from the sale of the pin help provide care for animals in need at the Peterborough Humane Society as well as support veterans. From each pin sold, \$1 is donated to Royal Canadian Legion branches across Ontario to support veterans.



A limited supply of cat, dog and horse pins are available for purchase for \$12 at the Peterborough Humane Society at 385 Lansdowne St. E. **To get your pin, stop in during business hours or call 705-745-4722 ext.200 for more information!**

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## ONTARIO TOURISM AWARDS OF EXCELLENCE

### 2021 TIAO Tourism Resiliency Awards



The 2021 Ontario Tourism Resiliency Awards are unique to this year and have been designed to reflect resiliency through innovation, collaboration and partnership. TIAO and their partners, Attractions Ontario, The Culinary Tourism Alliance, Indigenous Tourism Ontario and OTEC, have joined together this year in collaboration to present this year's awards.

Among this year's recipients are Kawartha Chamber Member - [Elmhirst's Resort](#) for Sustainability in Accommodation! Congratulations to the Elmhirst Team!

[Recipients & Finalists](#)

---

## WINTER WONDERLAND RETURNS

### Lakefield Village Lions Club

[Lakefield Village Lions Club](#) is once again bringing the spirit of the season to the Village. Another year of restrictions just gives the Club the incentive to GO BIGGER – with the displays of the season.

Vignettes of ice skaters by the trees - Santa's workshop – Santa chimney display – and more will provide excellent opportunities to capture photos with family and friends.



### Annual Toy Drive

Lakefield Village “DROP BOXES” are placed at businesses throughout the Village during mid-November until early December. Items from drop-off locations will be picked up by Lakefield Village Lions and delivered to Salvation Army. Lakefield Village Lions “parade collection” done previous years while walking in parade – will be collected at the “drive by parade”.

[More Information](#)



## ARTS FUNDRAISER FOR CAMP KAWARTHA

Sunday, November 21 from 12-4PM



Six acclaimed local artists have banded together to support Camp Kawartha with a special holiday fundraising event! **A fine art show and sale will be hosted at the Camp Kawartha's Environment Centre located on Pioneer Road in Peterborough on Sunday, November 21st from 12:00 until 4:00 p.m.**

50% of all sales will be directed towards Camp Kawartha's award-winning outdoor and environmental programming for children and youth.

The event is free and COVID-19 protocols are in place – masking, distancing. Proof of vaccination will be required before entering. The event is hosted at Camp Kawartha's Peterborough site – the Environment Centre – 2505 Pioneer Road on the Trent campus.

[More Information](#)

## BUSINESS NEWS & RESOURCES

### EXPANDING BOOSTER ELIGIBILITY TO ONTARIANS

Government of Ontario



The Ontario government, is expanding eligibility for booster doses of the COVID-19 vaccine to additional groups of high-risk individuals starting November 6, 2021, providing them with an extra layer of protection against the Delta variant. Over the coming months, Ontario is also prepared to gradually roll out booster doses to all Ontarians aged 12 and over.

The province will begin offering booster doses of the COVID-19 vaccine to the following vulnerable populations if at least six months have passed since their last dose:

- Individuals aged 70 and over (born in 1951 or earlier);
- Health care workers and designated essential caregivers in congregate settings (including long-term care home and retirement home staff and designated caregivers);
- Individuals who received a complete series of a viral vector vaccine (two doses of the AstraZeneca vaccine or one dose of the Janssen vaccine); and
- First Nation, Inuit and Métis adults and their non-Indigenous household members.

[More Information](#)

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## **KN EATS GIVEAWAY**

### **Regional Tourism Organization 8**

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 Covid-19 pandemic.

KN Eats 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.

[Contest Details](#)

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# ONTARIO TOURISM RECOVERY PROGRAM

**Deadline November 10**



**This is a reminder that the deadline for Ontario Tourism Recovery Program applications is Wednesday, November 10 at 11:59 p.m.**

The Tourism Recovery Program will support for-profit tourism businesses in the attraction, accommodation, and leisure travel sectors that help drive employment and visitors to their regions. Eligible businesses include hotels, inns, resorts, boat tours, ski hills, distilleries, hunting and fishing camps, airlines, motor coaches, live performance venues, cinemas, drive-in theatres, amusement parks, museums, and Indigenous attractions.

The Tourism Recovery Program will support tourism businesses that have experienced a loss of at least 50% of eligible revenue in 2020-21 compared to 2019. Eligible applicants will receive up to 20% of 2020-2021 qualifying revenue losses with a funding cap of \$1 million. Program funding will go towards helping businesses reopen safely, develop innovative tourism products, and/or retain and create tourism jobs. Eligible expenses include reopening and operating costs such as staff salaries and maintenance, health and safety measures for visitors and workers, tourism product and experience development, or marketing.

For more details and to access the application link, please access TIAO's full article by [clicking here](#).

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## WEBINARS

### Information for Businesses

**NOVEMBER 9 @ 3PM:** [#MySmallBusiness: Grow Your Business on TikTok](#)

**NOVEMBER 10 @ 12PM:** [Clean, Green, and Sustainable Technology - Ontario's Advantage](#)

**NOVEMBER 16 @ 1PM:** [Artificial Intelligence \(AI\) and Ethics: Trustworthy Tech and Tech Adoption](#)

**NOVEMBER 23 @ 1PM:** [Go Global: Understanding Export Risks and Supply Chain Opportunities](#)

**NOVEMBER 24 @ 10:30AM:** [Building From the Ground Up: Positioning Our Communities as Leaders of Post-COVID Recovery](#)

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# OMERS Bulletin

November 15, 2021

*This bulletin includes important information in response to letters that have been sent to municipal Councils by CUPE Ontario regarding OMERS investment performance*

There is nothing more important to OMERS than our commitment to members and employers. We recognize the significance that having a lifelong, secure and reliable stream of pension income has on members when they retire. Canada's jointly sponsored public sector pension plans, including OMERS, are leaders in governance, plan design and investment expertise. We have positive and far-reaching impacts on society, beyond the members we serve.

## OMERS Economic Impact

OMERS helps generate significant economic activity in Ontario – through OMERS retirees' spending and through our operations and the investments we make in local communities across Ontario. This includes approximately \$5 billion in pension payments made annually to over 180,000 retirees. Throughout OMERS almost 60-year history, we have consistently paid pensions on time, and as promised.

OMERS activities support one of every 64 jobs across Ontario, including 118,000 jobs across all rural regions, and lead to \$12 billion in gross domestic product.

We have partnered with the Canadian Centre for Economic Analysis (CANCEA) to measure OMERS economic impact, and we will be sharing some additional findings from a new report through our Q4 newsletters to members, employers and stakeholders.

We know that OMERS activities support one of every **64 jobs** across Ontario, including **118,000 jobs** across all rural regions, and lead to **\$12 billion** in gross domestic product.

OMERS is proud to be amongst the Canadian public sector pension plans that are held in high esteem around the world, far beyond this country's borders. As a 2017 World Bank Group study notes, "Canada is home to some of the world's most admired and successful public pension organizations...Over the past three decades, a 'Canadian model' of public pension has emerged that combines independent governance, professional in-house investment management, scale, and extensive geographic and asset-class diversification."

## OMERS Credit Ratings

Our credit ratings were affirmed by four rating agencies earlier this year, with Fitch Canada including in their credit report that OMERS AAA rating reflects our *"solid long-term investment track record... [and] strong corporate governance"*, among other qualities.

AAA	AAA	Aa1	AA+
DBRS	Fitch	Moody's	S&P

## Comparison of OMERS Results Against Other Pension Plans

OMERS investment strategy is designed to earn stable long-term returns, to meet our specific pension liabilities, while operating within a professional risk appetite that will meet the needs of our pension plan. Other pension plans have their own plan demographics, design features, risk appetite, liabilities and funded status – and some of these differ significantly from OMERS. As a result, comparing OMERS results against those of other pension plans is not the right focus because it necessitates taking information out of context and does not present a complete and fair comparison.

In the municipal context, an analogy would be comparing property taxes across municipalities: they all have a different set of circumstances. While it's important to be aware of other property tax rates across Ontario, municipalities will set their property taxes based on their own set of circumstances – their own needs to finance the delivery of public services to their residents.

We believe that our performance should be assessed against our own benchmarks, which are set annually by the Administration Corporation (AC) Board, and consider our specific pension liabilities, risk appetite, and the trade-offs between risks and returns. We align these benchmarks with OMERS objective of providing sustainable, affordable and meaningful pensions over the long term.

These benchmarks form the basis of our disclosures in our publicly available [Annual Report](#).

## Investment Results

Over the 10-year period leading up to 2020, OMERS investment portfolio averaged an annual return of 8.2%, and 8.5% for the five- and three-year period. In 2019, OMERS delivered an 11.9% return.

We have previously shared that we were not pleased with our 2020 investment results. The effects of the global COVID-19 pandemic negatively impacted our portfolio in 2020, contributing to an investment return net of expenses of -2.7%. The factors contributing to these results are outlined in our [Annual Report](#) and include the following:

- widespread lockdowns which severely affected the business- and consumer-facing investments;
- the loss in value of OMERS portfolio of high-quality public equities in early 2020, which did not fully recover during the market rally in the latter part of 2020; and
- the actions we took proactively to enhance and protect the Plan's liquidity from further possible adverse market events achieved their objectives but resulted in currency losses.

In addition to these three factors, long-term bond yields fell steeply in March and April, leading to strong returns for those assets. OMERS prioritizes short-dated, higher-yielding credit investments, with only a small allocation to long-term bonds, whose fair values can be volatile and whose low (or even negative) cash yield is not enough to meet our long-term investing hurdle rate. Accordingly, our 2020 returns did not materially benefit from these types of gains.

As published in our mid-year financial results, this situation has reversed and we earned \$9.2 billion of net investment income in the first six months of 2021.

## Mid-Year Financial Results as of June 30, 2021

In August 2021, we released our mid-year investment update for the first time, which is available at [omers.com](https://www.omers.com). For the first six months of the year, we earned a net return of 8.8%, and net assets grew by \$9 billion to \$114 billion. Further, over the **12 months** ended June 30, 2021, the Plan earned a net investment return of **18.2%**.

We expect the positive results to date in 2021 will continue for the remainder of the year, provided equity markets remain stable. The AC Board and the OMERS leadership team strongly believe we have the investment expertise and strategy in place to continue to achieve long-term returns consistent with our objectives.

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For the first six months of the year, we earned a net return of 8.8%, and net assets grew by \$9 billion to \$114 billion. Further, over the **12 months** ended June 30, 2021, the Plan earned a net investment return of **18.2%**.

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## OMERS Governance Model

It is important for you to know that in 2012, pursuant to the *Ontario Municipal Employees Retirement System Review Act, 2006*, an independent reviewer (“Reviewer”) was appointed by the Minister of Municipal Affairs and Housing to conduct a review of the operation of OMERS governance structure. The Reviewer confirmed the importance of having an independent, professional OMERS AC Board to oversee the investment performance of the Plan, among other matters.

## Role of the Independent, Professional OMERS AC Board of Directors

OMERS investment strategy and execution is governed by the independent AC Board of Directors, whose professional members are nominated by OMERS sponsors, including two representatives nominated by CUPE. It is the AC Board’s responsibility to govern OMERS investment program, and it takes this duty very seriously.

## AC Board of Directors Review of the 2020 Financial Results and Consideration of the Third-Party Review

Following the 2020 results, the AC Board undertook a thorough and extensive review of OMERS investment strategy and past decisions. George Cooke, the independent AC Board Chair, made the following comments on the matter earlier this year:

“OMERS investment program is governed by an independent expert board, whose members have been nominated by our sponsors. The board continually and thoroughly reviews investment performance, independent of management, utilizing external experts where appropriate. Following the 2020 results specifically, we undertook a thoughtful look at our investment strategy and past decisions with an open mind. We are confident in our strong new leadership team and have concluded that our current investment strategy is appropriate. An additional third-party independent review is not warranted.”

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## The Association of Municipalities of Ontario and Consideration of the Third-Party Review

OMERS leadership and OMERS AC and Sponsors Corporation (SC) Board appointees work closely with the Municipal Employer Pension Centre of Ontario (MEPCO) Board and AMO staff to ensure their issues and concerns are fully considered by the AC and SC Boards, and by OMERS leadership. We particularly focused on this positive working relationship during 2021 and had frank and constructive discussions about OMERS investment performance.

As a Plan Sponsor representing municipalities across Ontario, AMO has two qualified, professional representatives on the OMERS AC Board, overseeing the investment performance of the Plan. The City of Toronto, as OMERS largest employer, has a separate seat on the AC Board, also filled by a qualified professional.

More information is available in [MEPCO's August newsletter](#) and [MEPCO's November newsletter](#) in which AMO and MEPCO expressed confidence in OMERS Plan governance and administration.

In addition to AMO, other sponsors, including the Police Association of Ontario (PAO), Ontario Professional Fire Fighters' Association (OPFFA), Ontario Secondary School Teachers' Federation (OSSTF) and OPSEU, have also written to the OMERS AC Board Chair confirming their support for the independent AC Board of Directors to oversee OMERS investment performance. Following are excerpts from a letter sent by these sponsors to OMERS:

***"...in our view, the ultimate responsibility for the performance of OMERS' investments lies with the Administration Corporation Board of Directors [the "AC Board"]. The AC Board is responsible for placing individuals in leadership roles at OMERS, evaluating their performance, assessing risk, and making key decisions with regard to the investment fund and its administration."***

***"We therefore would not support any position that would substitute the view of a single sponsor organization or a group of sponsor organizations for the view of the AC Board. This would undermine the independent nature of the AC Board and reduce their ability to properly hold OMERS staff to account."***

OMERS has also provided information to the Ontario Municipal Administrators Association (OMAA), in response to questions they posed, which will be made available on their website.

## Continuing Oversight and Governance of OMERS

To ensure the effective oversight and governance, and the proper functioning of the AC Board, it is critical that sponsor organizations continue to nominate directors with the expertise to independently evaluate and approve strategic investment choices and assess investment manager skill. AC directors are nominated by OMERS sponsors and appointed by the SC Board.

OMERS management and the AC Board will continue to review, refine and improve our disclosures as we gather feedback from stakeholders and as the reporting environment continues to evolve.

## Conclusion

The role of governance and oversight of OMERS investment strategy resides in the hands of the independent AC Board. The AC Board has considered the request by CUPE Ontario for a third-party review of OMERS investment results and has determined that it is not warranted.

OMERS 2021 annual results will be released during the first quarter of 2022, and we welcome the opportunity to discuss our performance with employers, sponsors and stakeholders following this release.

At the same time, the Sponsors Corporation is undertaking the important work of reviewing the Plan against a shifting membership demographic to ensure that we are set up to deliver sustainable, affordable and meaningful pensions for generations to come.

We look forward to 2022 with humble confidence, as we celebrate OMERS 60th year of proudly serving members across Ontario.

If you would like to further discuss our investment results, our governance structure or require any additional information, please contact our Stakeholder Relations team at [StakeholderRelations@omers.com](mailto:StakeholderRelations@omers.com).

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We look forward to  
2022 with humble  
confidence, as  
we celebrate  
OMERS 60th year  
of proudly serving  
members across  
Ontario.

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November 8, 2021

**Re: Item for Discussion – Request for Action Related to “Renovictions” (Councillor, C. Wilson)**

At its meeting of October 20, 2021, the Council of the Corporation of the Town of Bracebridge ratified motion 21-GC-251, regarding Request for Action Related to “Renovictions”, as follows:

“WHEREAS “Renovictions” happen when a landlord evicts a tenant by claiming they will complete major renovations (or demolish the unit or convert it to commercial use);

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Bracebridge request that the Government of Ontario take additional and meaningful steps to address the ever-increasing problem of “Renovictions” in The Province of Ontario;

AND FURTHER THAT this resolution be sent to other Municipalities in Ontario for their consideration and endorsement.”

In accordance with Council's direction, I am forwarding you a copy of the resolution for you reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

Lori McDonald  
Director of Corporate Services/Clerk

1000 Taylor Court  
Bracebridge, ON  
P1L 1R6 Canada

telephone: (705) 645-5264  
corporate services and finance fax: (705) 645-1262  
public works fax: (705) 645-7525  
planning & development fax: (705) 645-4209





6. a) 8.

T 705-635-2272  
TF 1-877-566-0005  
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS  
1012 Dwight Beach Rd  
Dwight, ON P0A 1H0

November 9, 2021

Via email: [Christine.Miller@smdhu.org](mailto:Christine.Miller@smdhu.org)

Simcoe Muskoka District Health Unit  
**Attention: Anita Dubeau, Chair, Board of Health**  
15 Sperling Drive  
Barrie, ON L4M 6K9

Dear Ms. Dubeau:

**RE: Correspondence – Request for Additional COVID-19 Funding**

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on November 9, 2021, and the following resolution was passed:

**“Resolution #7(c)/11/09/21**

**BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby receives the correspondence from Anita Dubeau, Chair, Board of Health, for the Simcoe Muskoka District Health Unit and supports their request to Minister Christine Elliott for additional COVID-19 funding, dated October 21, 2021;**

**AND FURTHER THAT this resolution be forwarded to the Minister of Health and Long-Term Care and to all Ontario municipalities.**

**Carried.”**

Sincerely,

Carrie Sykes, Dipl. M.A., CMO, AOMC,  
Director of Corporate Services/Clerk.

CS/cw

Copy to: Hon. Christine Elliott, Minister of Health and Long-Term Care  
All Ontario Municipalities



October 21, 2021

Honourable Christine Elliott  
Ministry of Health  
777 Bay Street, 5th Floor  
Toronto, ON M7A 2J3

Dear Minister Elliott:

On behalf of the Board of Health for the Simcoe Muskoka District Health Unit (SMDHU), I commend the strong progress being made in bringing COVID-19 under control through the public health measures and the vaccination campaign directed by the provincial government of Ontario. We continue to work collectively to complete the “final mile” of vaccination of the population while simultaneously continuing all activities of COVID-19 surveillance and case management/contact tracing.

The COVID-19 work has required an unprecedented quantity of resources, particularly human resources. Accordingly, boards of health have had to significantly augment their staffing specifically for the Mass Immunization Clinics. Salaries and related expenses of this greatly enhanced workforce (including transportation, supplies and equipment) have only been partially managed by the funding received from the province on July 22, 2021. SMDHU only received 42% of its COVID-19 funding request and costs to date have far exceeded that funding. To add to 2021 cash flow pressures, SMDHU would require the hiring of nursing and administrative staff to implement the provincially mandated vaccine clinics for 5–11-year-olds in Simcoe County and the District of Muskoka as well as implement the “booster” clinics for specific populations. With no immediate COVID-19 funding, these pressures for the end of 2021 compound finance issues for SMDHU and will potentially impede our ability to finance the human resources required.

The SMDHU Board of Health via management staff have been in active communication with Ministry of Health staff specifically related to the one-time funding COVID-19 requests. Unfortunately, the Board of Health experienced cash flow issues in July due to the lack of COVID-19 funding from the Ministry of Health to the point, that the Board was forced to seek approval from its four obligated municipalities to borrow from a bank up to \$5M to cover salaries and expenses for COVID-19 activities. SMDHU also sought and received from the Ministry of Health an advance in funding for the Ministry portion of the cost-shared budget to ensure that payroll commitments and the payment of vaccination expenses could be met. On October 20, 2021, the Board of Health approved a motion requesting that boards of health immediately receive the *COVID-19 Extraordinary Costs* and COVID-19 Vaccine Extraordinary Costs funding as articulated in SMDHU’s Q2 financial statement and that the Ministry of Health commit in writing to:

- (1) extend COVID-19 funding in 2022;
- (2) establish funding in 2022 for public health recovery activities; and,

**Barrie:**  
15 Sperling Drive  
Barrie, ON  
L4M 6K9  
705-721-7520  
FAX: 705-721-1495

**Collingwood:**  
280 Pretty River Pkwy.  
Collingwood, ON  
L9Y 4J5  
705-445-0804  
FAX: 705-445-6498

**Cookstown:**  
2-25 King Street S.  
Cookstown, ON  
L0L 1L0  
705-458-1103  
FAX: 705-458-0105

**Gravenhurst:**  
2-5 Pineridge Gate  
Gravenhurst, ON  
P1P 1Z3  
705-684-9090  
FAX: 705-684-9887

**Huntsville:**  
34 Chaffey St.  
Huntsville, ON  
P1H 1K1  
705-789-8813  
FAX: 705-789-7245

**Midland:**  
A-925 Hugel Ave.  
Midland, ON  
L4R 1X8  
705-526-9324  
FAX: 705-526-1513

**Orillia:**  
120-169 Front St. S.  
Orillia, ON  
L3V 4S8  
705-325-9565  
FAX: 705-325-2091

- (3) increase provincial funding for public health base budgets proportional to the municipal levy increase needed in 2022 to maintain capacity for public health program delivery.

The financial pressure from not having access to the required amount of COVID-19 funding from the province, with the simultaneous requirement to respond to the pandemic through surveillance, case and contact management, outbreak response, education and enforcement of the changing requirements of the *Reopening Ontario (A Flexible Response to COVID-19) Act*, and the vaccination of the population has placed the Board in a precarious financial situation. If there is not sufficient funding from the province, there is also a sizeable risk that SMDHU will have a large year-end deficit moving into 2022 based on 2021 COVID-19 expenses that may require a large municipal levy increase to eliminate the deficit and to address the response needs in 2022.

For these reasons the SMDHU Board of Health urges the provincial government to approve and immediately flow the amount required by each health unit of one-time *COVID-19 Extraordinary Costs* and *COVID-19 Vaccine Program Extraordinary Costs*.

Thank you for considering this urgent matter.

Sincerely,

**ORIGINAL Signed By:**

Anita Dubeau  
Chair, Board of Health

AD:CG:cm

cc: Ontario Boards of Health  
MPPs of Simcoe Muskoka  
City of Barrie Mayor and Council  
City of Orillia Mayor and Council  
The District Municipality of Muskoka District Chair and Council  
County of Simcoe Warden and Council  
Dr. Kieran Moore, Ontario Chief Medical Officer of Health  
Loretta Ryan, Executive Director, Association of Local Public Health Agencies  
Graydon Smith, President, Association of Municipalities of Ontario



T 705-635-2272  
TF 1-877-566-0005  
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS  
1012 Dwight Beach Rd  
Dwight, ON P0A 1H0

November 9, 2021

Via email: [mbarnier@adelaidemetcalfe.on.ca](mailto:mbarnier@adelaidemetcalfe.on.ca)

Township of Adelaide Metcalfe  
**Attention: Mike Barnier, Manager of Legislative Services/Clerk**  
2340 Egremont Drive  
Strathroy, ON N7G 3H6

Dear Mr. Barnier:

**RE: Correspondence – Resolution requesting Support for Federal and Provincial Funding of Rural Infrastructure Projects**

---

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on November 9, 2021, and the following resolution was passed:

**“Resolution #7(b)/11/09/21**

**BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby receives the correspondence from Mike Barnier, Manager of Legislative Services/Clerk for the Township of Adelaide Metcalfe and supports their request for the Federal and Provincial Government to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements, dated September 13, 2021.**

**AND FURTHER THAT this resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, AMO, and all Ontario municipalities.**

**Carried.”**

Sincerely,

A handwritten signature in black ink, appearing to read 'C Sykes', is written over the printed name.

Carrie Sykes, *Dipl. M.A., CMO, AOMC*,  
Director of Corporate Services/Clerk.

CS/cw

Copy to: Hon. Doug Ford, Premier of Ontario  
Hon. Peter Bethlenfalvy, Provincial Minister of Finance  
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance  
Association of Municipalities of Ontario  
All Ontario Municipalities



## **TOWNSHIP OF ADELAIDE METCALFE**

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T: 519-247-3687 F: 519-247-3411

[www.adelaidemetcalfe.on.ca](http://www.adelaidemetcalfe.on.ca)

October 8, 2021

Township of Scugog  
181 Perry Street  
PO Box 780  
Port Perry, ON  
L9L 1A7

**ATTENTION: BECKY JAMIESON, DIRECTOR OF CORPORATE SERVICES/MUNICIPAL CLERK**

**RE: SUPPORT OF RESOLUTION – FEDERAL AND PROVINCIAL FUNDING OF RURAL  
INFRASTRUCTURE PROJECTS**

---

Please be advised that the Council of the Township of Adelaide Metcalfe, at the regular meeting of October 4, 2021, supported and passed The Township of Scugog resolution as follows.

**THAT the Province of Ontario and the Government of Canada be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements.**

**CARRIED.**

Kind regards,

Mike Barnier  
Manager of Legislative Services/Clerk



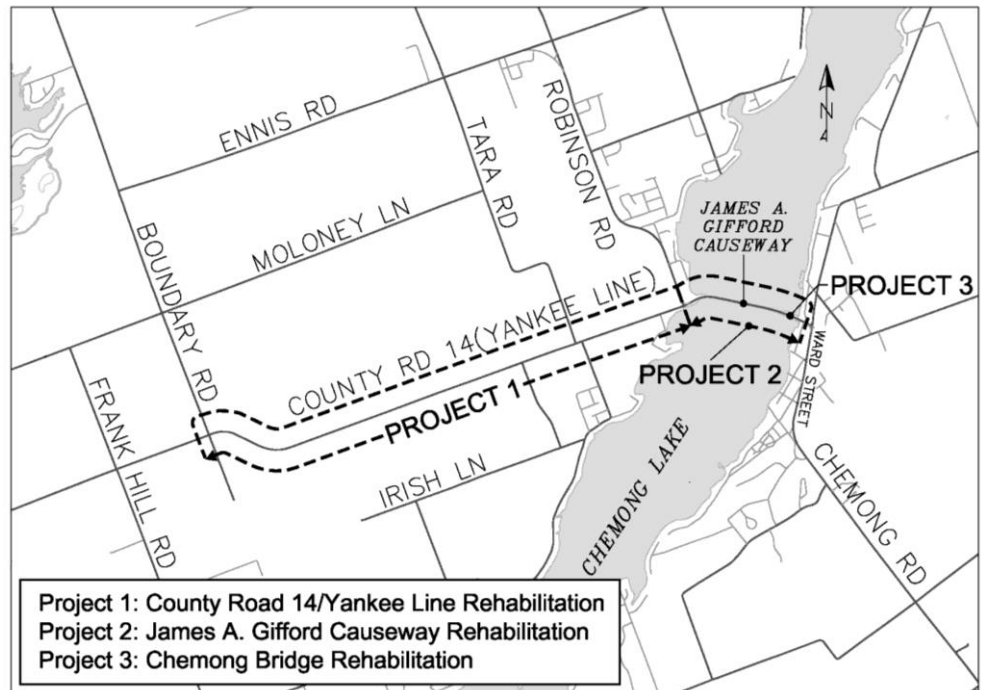
**Notice of Public Information Centre (PIC)  
County Road 14 (Yankee Line) Rehabilitation,  
James A. Gifford Causeway Rehabilitation and Chemong Bridge Rehabilitation  
November 23, 2021 from 6:30 pm to 8:30 pm**

**Introduction**

The County of Peterborough has retained BT Engineering Inc./Entuitive to complete the design for the rehabilitation of the County Road 14 (Yankee Line), James A. Gifford Causeway, and Chemong Bridge. Investing in Canada Infrastructure Program (ICIP) funding has been obtained by the County to fund these projects.

**Project Process**

**Project 1:** The County Road 14 (Yankee Line) rehabilitation has been completed as a Schedule A+ Environmental Assessment (EA) Study under the Municipal Class Environmental Assessment (MCEA) (2015). The rehabilitation works are being constructed in fall 2021/spring 2022.



**Project 2:** A Schedule C EA for the James A. Gifford Causeway rehabilitation was completed in 2013. The proposed design will include active transportation and road surface improvements as recommended by the EA. **This PIC is presenting the proposed recommendations for the rehabilitation works to be constructed in 2022.**

**Project 3:** The Chemong Bridge project will involve major rehabilitation of the bridge superstructure (bridge deck, railing, sidewalk, etc.) to achieve a minimum 35-year extension of service life to the bridge. Traffic will be maintained across the bridge during construction by means of single-lane traffic control signals. **The PIC is presenting the proposed remedial works to be constructed in fall 2021 and future rehabilitation works to be constructed in 2023.**

**Public Consultation**

The Public Information Centre is being held virtually to adhere to the Province of Ontario's COVID-19 restrictions on public gatherings. The PIC is being held as follows:

**Comment Period: November 22 to December 3, 2021** (PIC exhibits will be posted to the website).

**Virtual Presentation:** A virtual Zoom meeting is being held to present the projects as follows:

**November 23, 2021 from 6:30 pm to 8:30 pm**

**To register:** Contact Mr. Steve Taylor below.

There is an opportunity at any time during the Class EA process for interested persons to provide comments. Early identification of individual and group concerns greatly aids in addressing these concerns. All information will be collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (2009). With the exception of personal information, all comments will become part of the public record.

For more information, to be placed on the project's email/postal mailing list or if you wish to be removed from the contact list, or to register for the Zoom meeting on November 23, 2021, please contact either:

**Steve Taylor, P.Eng.**  
**Consultant Project Manager**  
**BT Engineering Inc.**  
100 Craig Henry Drive, Suite 201  
Ottawa, Ontario K2G 5W3  
Phone: 613-228-4813  
Email: [steven.taylor@bteng.ca](mailto:steven.taylor@bteng.ca)

**Peter Nielsen, C.E.T.**  
**Project Manager, Capital Projects**  
**County of Peterborough**  
470 Water Street  
Peterborough, Ontario K9H 3M3  
Phone: 705-775-2737 ext. 3200  
Email: [pnielsen@ptbocounty.ca](mailto:pnielsen@ptbocounty.ca)

### **Project Updates**

Project updates are available on the County website at:

<https://www.ptbocounty.ca/en/living/james-a-gifford-causeway.aspx>

This notice issued on November 8, 2021.



## Staff Report

**Meeting Date:** November 17, 2021

**To:** County Council

**Report Number:** FIN 2021-49

**Title:** 2022 Budget Considerations

**Author:** Trena DeBruijn, Director of Finance

**Approval:** Sheridan Graham, CAO

**Recommendation:** That Report FIN 2021-49, 2022 Budget Considerations be received for information.

### Overview:

This report discusses, at a high level, various budget items that Council will be asked to consider as part of the upcoming 2022 budget.

### Background:

Upon formation of the Finance Committee in 2020, the Committee developed a comprehensive list of budget drivers for staff to focus their attention on, in compiling the 2022 budget. These budget drivers were later brought to Council and approved as part of the annual budget process.

The following budget drivers are the main focus areas of consideration for the 2022 budget:

#### Major Budget Implications Affecting 2022 Budget

1. Strategic Considerations
2. Service Delivery Review Considerations
3. Asset Management Update (Existing)
4. Capital Projects for 2022 (New Capital)
5. Provincial & Federal Legislative Changes

By facilitating a discussion on these drivers, Council can provide direction to staff at an earlier stage in order to improve the efficiency of the 2022 budget review process and to help facilitate effective decision-making for Council. The 2020 Organizational and Service Delivery Review, that impacted the 2021 budget has for the most part been completed





## Staff Report

with the implementation of the various sub-committees. Remaining items such as Strategic Planning are integrated into the 2022 draft budget.

At the October 29, 2021 Council meeting, the Public Works Service Delivery Report and Recommendations from WSCS Consulting Ltd were presented and referred to the CAO to bring an implementation strategy back to County Council for consideration. Council approved of the creation of a Public Works Service Delivery Fund, established utilizing the General Unspent Tax Levy to fund the costs of implementation of the service delivery review recommendations over the next few years. The longer-term impacts of the recommendations will be realized through savings, efficiencies and cost avoidance in future years budgets.

### **Major Budget Implications for 2022:**

There are a number of items being considered as part of the 2022 budget process which are anticipated to have budget implications, including:

#### **Covid-19 Pandemic Response Measures**

There have been significant impacts related to the COVID-19 pandemic on the use, maintenance and operations of County facilities, and these will have long lasting effects on operating budgets.

The pandemic is still ongoing, however, with vaccinations in place and with the County returning to pre-pandemic operations, it is expected that certain costs that were reduced in 2021 will need to be increased for 2022. The account lines for expenses such as staff development, training, conventions, accommodation and travel have been reviewed and adjusted to meet forecasted needs, given that some of the meetings and training may still be virtual in the future.

Further, there have been impacts to the way in which the County generates revenue, particularly within Provincial Offences Courts which have resulted in reduced revenue projections by the City. While the County has projected to use Safe Restart Funds of \$283,594 to manage the impact of Provincial Offences losses in 2022, as it relates to the COVID-19 impacts, it is unknown what the implications will be on future years budgets.

The costs of increased cleaning are ongoing and while Safe Restart Funds are being used in the 2022 budget, it is likely that these cleaning efforts will continue in future years and likely to have an impact on future years budgets. The corporate facilities budget includes increased janitorial costs of \$31,000 and the PCCP budget includes increased cleaning of \$118,500 (of which, \$49,035 is the County Share) which are being funded by Safe Restart in 2022.





## Staff Report

### Insurance

The County's insurance program (excluding employee benefit insurance) was renewed in 2021, with a resulting increase of approximately 12.5% or approximately \$75,000. This has added pressure to the 2022 budget, and it is anticipated that there will be further budget increases in subsequent years. While our increase may seem high, it is lower than most municipalities have experienced in the current insurance market.

### Employee Benefit Costs

In 2021, the County went to market with its employee benefits. While costs did not increase significantly for 2022, it is anticipated that the impacts on the 2023 and future year budgets will be significant. To manage the impact for 2023, Council approved approximately half of the expected increase for 2023 (or \$98,000) be incorporated into the 2022 budget now, and to absorb the remaining impact of the increase in 2023.

### Post Employment Benefit Costs

The County performs an actuarial analysis of its post employment benefit costs every three years. The updated analysis is including the prior OMERS services of employees hired by the County with prior municipal service. This affects the calculations for determining the earliest unreduced OMERS pension date. The calculations done in 2017 and estimated for 2021 have a shortfall of approximately \$83,269. This shortfall is being funded by general working funds within the 2022 budget (covering the 2021 shortfall), however, there is an actuarial increase for post employment benefits costs of another \$53,000 for 2022 and it is anticipated there will be an increase of approximately \$38,000 in 2023 (at which time another valuation will be completed).

### Strategic Considerations:

There are a number of strategic budget considerations that will need to be addressed for 2022 budget, including:

#### Compensation Review

In the 2021 budget, Council approved the completion of a detailed compensation review for Council and non-union staff. The findings of this report will be considered by Council and may need to be addressed in 2022 and future year budgets.

#### Organizational Development

Talent Management and Mental Health and Wellness are ongoing initiatives within all departments that requires continued consideration and support.



## Staff Report

### Shared Facilities Review

As per the recommendation of the Shared Services Committee, Council directed a fulsome facilities review in collaboration with the Townships be completed in 2022. The County has applied for Municipal Modernization Fund Intake 3 -Review Stream. If approved this item will not have a budget levy impact as it would be fully funded (proposed expense of \$60,000).

### Corporate Information Technology (IT Hardware and Software)

There are a number of initiatives throughout the Corporation, from an Information Technology perspective (hardware and software) to both improve efficiency and enhance the ability of staff to perform their work. Some of these expenses are one time purchases, while others will have ongoing annual costs attached. These enhancements will enable the County to perform such things as increased process mapping and business process redesign, reporting, create staff work efficiencies and enable data driven informed decision making. The estimated impact of IT improvements is approximately \$65,000 for 2022.

### Landfill

Due to increased costs, the closing of cell #4 in the shared City and County Landfill is much higher than what had been anticipated in prior years. While the County has been reserving for future landfill costs, based upon projections provided, the costs are greater than anticipated by approximately \$2,000,000. It is suggested that we borrow from reserves to be repaid over a 3-to-5-year period, however, there will be an impact to the 2022 and future year budgets as the reserves will need to be replenished to meet the future long term needs and to repay the borrowing required. The estimated budget increase for 2022 from landfill is approximately \$330,000.

It is anticipated that by year 2024, there will be a transition within the Waste Management program, to transfer certain costs to producer responsibility. It is unknown at this point in time how this will affect County operations, however the total cost impact will not be realized until 2024 and therefore have no impact on the 2022 budget.



## Staff Report

### **PCCP Master Plan**

In order to assist with future growth and response capabilities, the PCCP department will be undertaking a Facilities and Master Resource Plan refresh in 2022. While the number of calls are increasing and are spread amongst the City and the lower tiers, it is important to review the history of calls as well as the expected future trends. There may be implications on future budgets arising from the refresh. The estimated cost of this review is \$26,000 and the County's share is approximately \$10,760.

### **Peterborough Public Health**

As Council is aware, in 2019/2020, the Provincial Government announced significant changes to the funding structure for Peterborough Public Health. These plans were placed on hold in 2021, due to COVID-19, however, it is expected that these plans will continue to move forward in budget year 2023. Staff understand that the Provincial Government has provided mitigation funding for 2021 and 2022 to Public Health, however, if mitigation funding is not continued, the County could see a significant increase to budget requirements for 2023 and future years.

The County has not yet been provided with the 2022 budget request from Peterborough Public Health so it is uncertain what the impact might be for 2022. For draft budget purposes, staff have continued to budget at 2021 levels.

### **Budget Pressures for 2021 Related to Capital Program:**

As experienced in other years, there are ongoing budget pressures related to capital requirements, such as:

#### **Dedicated Infrastructure Levy**

In accordance with O. Reg. 588/17 (Asset Management Planning for Municipal Infrastructure), the County has a requirement to address the infrastructure deficit which was developed through the Asset Management Plan.

In 2019, staff identified a \$93 million infrastructure deficit by 2028 if the County did not have a dedicated infrastructure levy increase. Council approved a 2.5% increase in both the 2020 and 2021 budgets respectively. The cumulative impact of these increases is shown below:

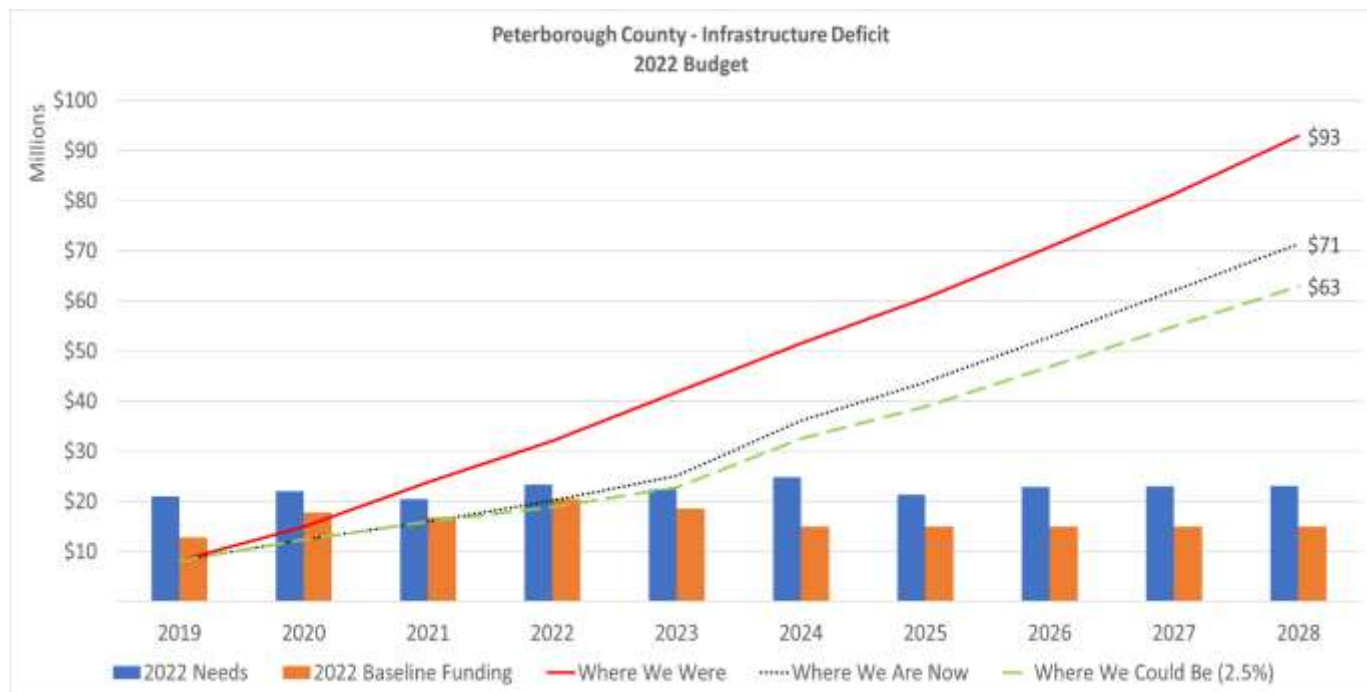


## Staff Report

	Council Approved Levy Increase for Asset Management	Suggested Levy Increase for Asset Management	Funding Impact to 2028	Cumulative Funding Impact to 2028	Infrastructure Deficit to 2028
2019 Infrastructure Deficit to 2028					\$93,000,000
2020	2.5%		\$9,700,000	\$9,700,000	\$83,300,000
2021	2.5%		\$9,280,000	\$18,980,000	\$71,400,000
2022		2.5%	\$8,400,000	\$27,380,000	\$62,900,000

The infrastructure deficit is decreasing by more than the change from the dedicated infrastructure levy, as in 2021 we received additional gas tax, which has assisted in further reducing the infrastructure deficit.

If Council was to continue to provide a 2.5% levy increase in 2022, the infrastructure deficit could be reduced to approximately \$62.9 million by 2028.

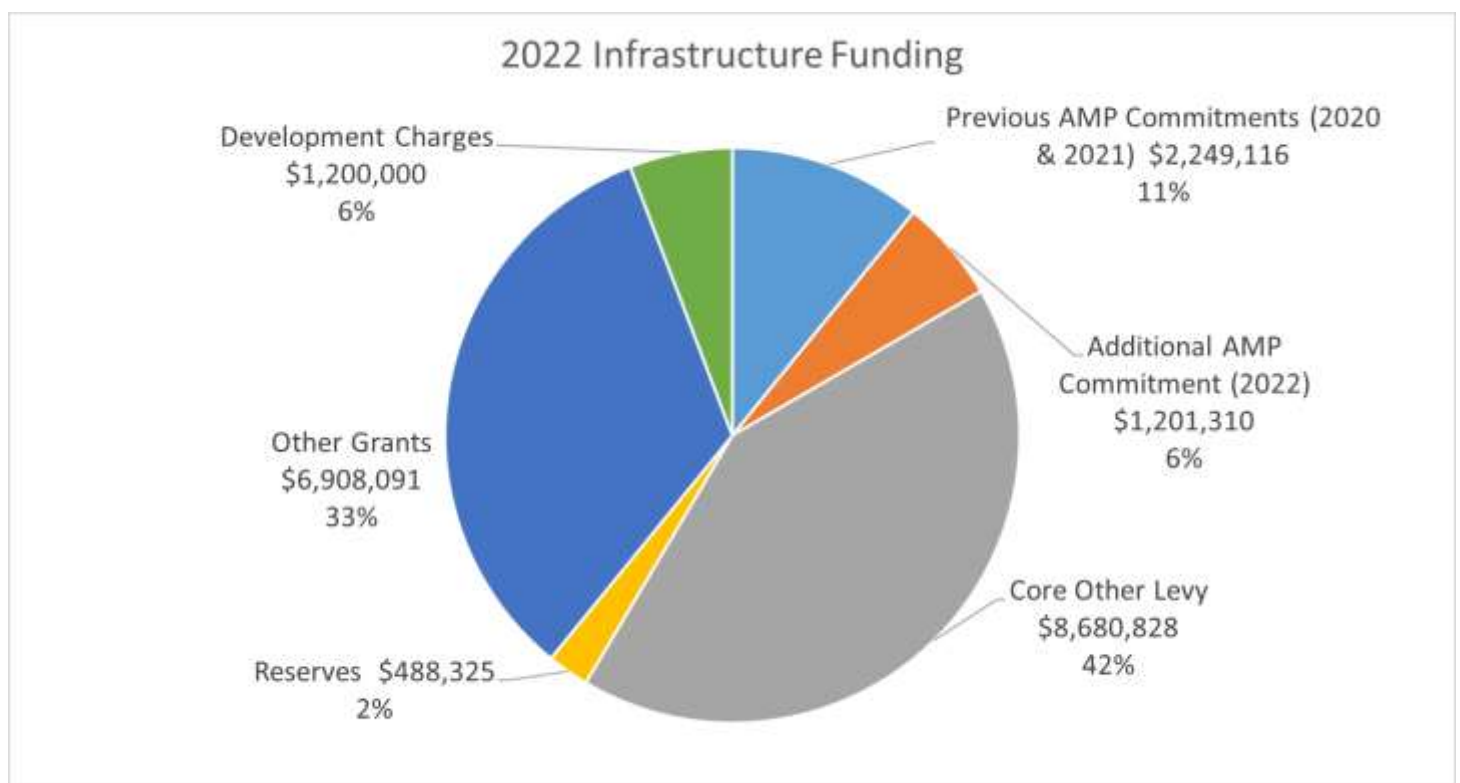




## Staff Report

For compassion purposes with 2021, the draft budget includes an increase of 2.5% of total levy to be directed towards reducing the infrastructure deficit. Staff are aware that the total funding commitment will be decided by Council in the coming months, after consideration of the total expected levy increases.

However, assuming a 2.5% levy increase for infrastructure purposes, the Public Works capital program for the 2022 draft budget would be funded by the following:



### Draft Budget 2022

The current draft budget, for 2022, while not yet complete, has a projected levy increase of approximately 1.92% + 2.5% (4.42%). The total increase does include increases of approximately 2.5% for dedicated infrastructure levy, 1% for future reserve contributions and 0.92% for other departments.

A levy increase of approximately 4.42% equates to an increase of approximately \$15 per each \$100,000 of residential assessment. While our lower tier municipal increases would need to be factored in, for comparison purposes, the City of Peterborough just announced



## Staff Report

that their proposed levy increase of 2.75% equates to an increase of \$45.17 annually, per \$100,000 of residential assessment.

### **Anticipated Impacts on Local and/or First Nations Communities**

Not applicable.

### **Alignment to County of Peterborough Strategic Plan Priorities**

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

**Financial Responsibility** – The financial impact of these budget items will be included in the upcoming 2022 draft budget that will be presented to Council in January 2022.

**Infrastructure** – To efficiently address current infrastructure demands, while maintaining the vision and planning necessary to meet future needs.

#### **In consultation with:**

1. Bryan Weir, Director of Planning and Public Works
2. Lynn Fawn, Director of Corporate Services
3. Randy Mellow, Chief
4. Mary Spence, Director of Human Resources

#### **Communication Completed/required:**

None.

#### **Attachments**

None

Respectfully Submitted,

Trena DeBruijn, Director of Finance

For more information, please contact:  
Chris Allen, Purchasing Supervisor  
callen@ptbocounty.ca  
705-743-0830 Ex. 2206



# Peterborough & THE KAWARTHAS

ECONOMIC DEVELOPMENT

## 2022 Budget & 2022 Business Plan

# MOU MANDATE

To facilitate an environment which will contribute to the creation of wealth, the growth of new employment and the development of an improving quality of life for area residents.

We will promote, facilitate and develop a strong unified economic development presence for the Greater Peterborough Area.

We will work cooperatively with local municipalities and other organizations to ensure that investment opportunities throughout the entire region are effectively developed.

In working to fulfill its general mandate, we will be guided by the corporation's strategic plan.



# Economic Development Work



City and County Alignment including Official Plans and Strategic Plans



Promotion and Marketing



Investment Attraction



Small Business Growth



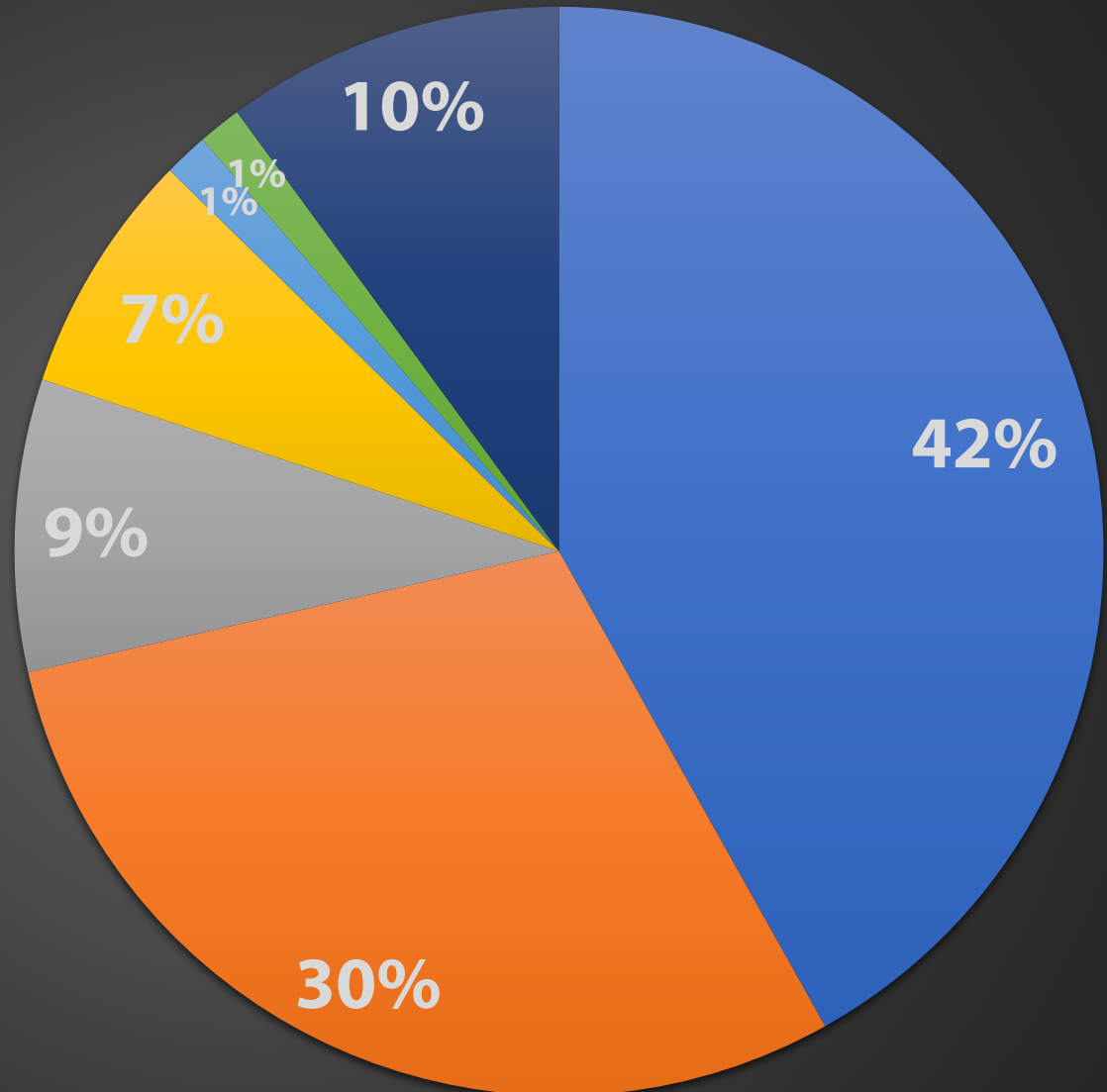
Tourism and Visitor Services



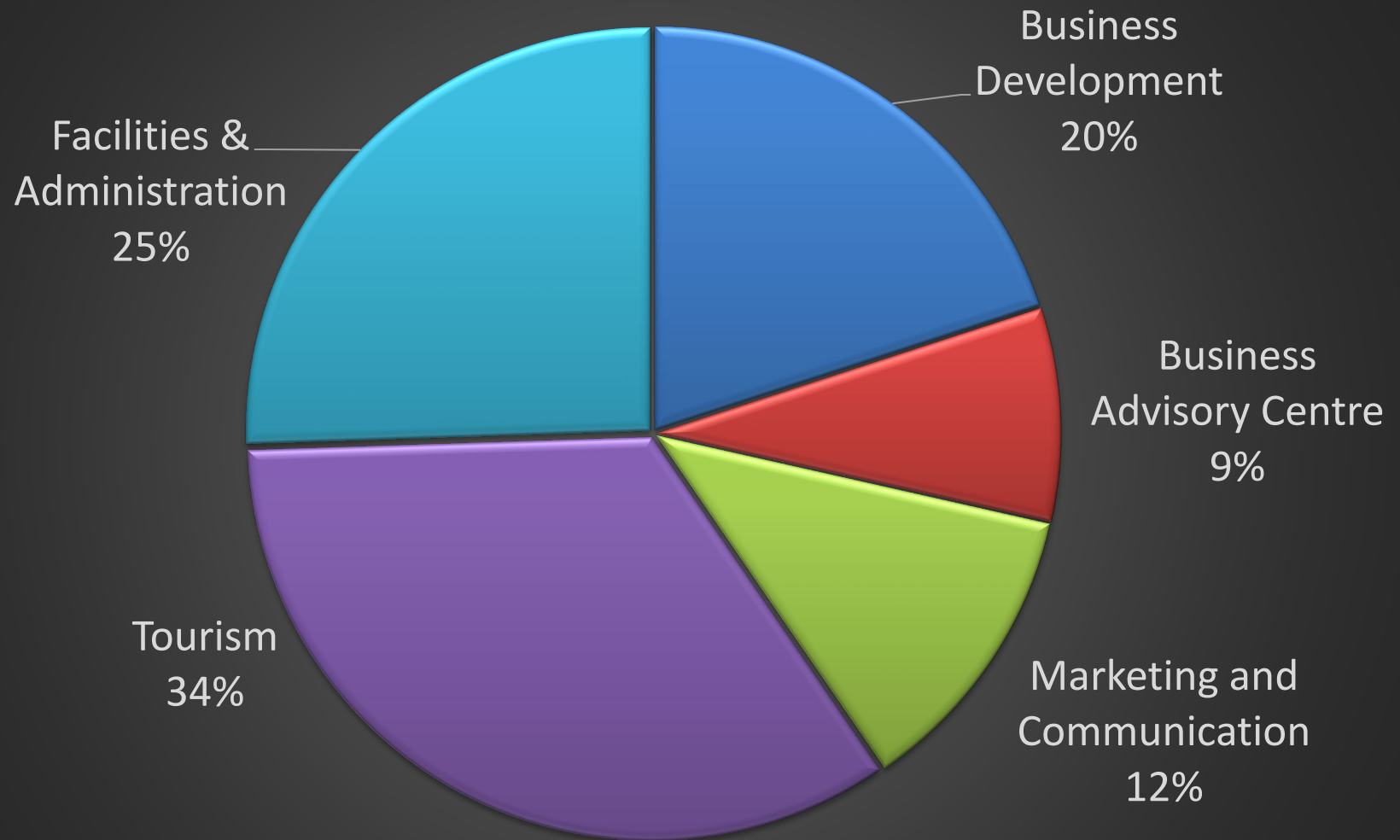
Agriculture and Rural Development

# PKED Budget – 2022 Revenue

- City of Peterborough
- County of Peterborough
- Province of Ontario SBEC
- MAT City of Peterborough
- Canada Summer Jobs
- Private Sector
- Offsetting Revenue



# PKED Budget 2022 Expenses



# PKED 2022 Budget Overview

	2021 Forecast	2022 Budget
<b>REVENUE</b>		
Core Funding City	999,778	1,014,775
Core Funding County	705,746	716,332
M.A.T. (city only)	154,500	175,000
Sustainable Peterborough	80,000	80,000
Federal Funding		
Canada Summer Jobs	29,747	31,810
Provincial Funding		
Business Advisory Centre	210,385	210,385
RED	47,390	
Private Sector	141,370	31,260
Offsetting Revenue		244,000
<b>Total Revenue</b>	<b>2,885,446</b>	<b>2,503,562</b>
<b>EXPENSES</b>		
Business Development	574,181	518,638
Small Business Enterprise Centre	238,909	221,393
Marketing and Communications	305,279	309,063
Tourism	1,157,681	884,116
Facilities and Administration	642,070	662,302
<b>Total Expenses</b>	<b>2,918,119</b>	<b>2,595,512</b>

# PKED 2022 Budget Overview

	2021 Forecast	2022 Budget
Total Revenue	2,885,446	2,503,562
Total Expenses	2,918,119	2,595,512
<b>Surplus/(Deficit)</b>	(32,637)	(91,950)
Draw Down from Accumulated Surplus	32,637	91,950

# Growing the Economy



- Workforce and skills mismatch
- Lack of available land and buildings
- Social challenges
- Fiscal constraints
- Competing priorities

# Truth and Reconciliation

The PKED Board of Directors on the inaugural Day of Truth and Reconciliation, committed to foster and support reconciliation through economic development.



# Tourism

- \$884,116
- 5 Full-time staff
- To increase overnight stays and visitor spend while in the region.
- Focus on Winter and Spring / Fall shoulder season.
- Focus on Culinary and Agri-tourism.
- Focus on labour shortages.
- Marketing to key audiences in Southern Ontario, with emphasis on GTA, Durham and Hamilton regions.



# Tourism

- Product Development
- Visitor Services
- Meetings, Conferences & Sports Tourism
- Packages and Itineraries
- Destination Marketing & Travel Media Relations





7. a) 3.

## Business Development

- \$518,638
- 3.5 Full-time staff
- To retain existing businesses.
- To help local business expand their operations.
- Focus on collecting and analyzing business data to identify barriers and challenges for growth, including land and building inventory.
- Future uses of GE lands.
- To help connect more employers with talented workforce opportunities.
- To identify and share programs, resources and funding for local business.



# Business Development

- Promote the destination for business in clean-technology.
- Promote the destination for business in aerospace/aviation.
- Promote the destination for business in agriculture and agri-food.
- Focus on service-oriented businesses to fill vacancies in main streets and downtown areas.



# Entrepreneurship

- \$221,393
- 1 Full-Time, 2 Part-Time
- To help business recover from impacts of COVID and build resiliency for future challenges.
- To help more under- represented populations successfully launch businesses in this region.
- Through workshops, one-on-one training, e-learning and toolkits, help small businesses develop sustainable and innovative business practices across all sectors.



# Business Advisory Centre

- Focus on supporting entrepreneurs through ideation to business launch.
- Focus on youth entrepreneur program - Summer Company.
- Focus on start up programming - Starter Company Plus.
- Focus on support for early start ups in years 2-5 – Growth Wheel.
- Use one-on-one consultations, workshops (in-person and virtual) and E-learning platforms.





# Marketing and Communications



\$309,603

1 Full-Time Staff

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

Marketing PKED events and initiatives such as small business and tourism workshops, events and summits.

Communications with stakeholders, funders and partners.

Public Relations/ Earned Media, Digital Media and Media Monitoring.

# Marketing and Communications



- Website for visitors: [thekawarthas.ca](http://thekawarthas.ca)
- Update and change: [peterboroughed.ca](http://peterboroughed.ca) to [InvestPTBO.ca](http://InvestPTBO.ca)
- Social media strategy for: Twitter, LinkedIn, Facebook, YouTube, Instagram
- Advertisements, earned media
- Quarterly reports, presentations, templates, publications, video production, E-newsletters etc.



# Operations



- \$662,302
- 3 Full-Time Staff
- Records Management
- Not for Profit Act Compliance
- Health and Safety
- HR: Employee Contracts  
Training/Onboarding/Hiring
- RFPs/Contracts
- Administration for Kawartha  
Manufacturers Association, CEO  
and Board
- Visual Asset Library





# 7. a) 3. Committee Work

- City Official Plan
- County Official Plan
- Tourism Management Committee
- Arts & Culture, Museum & Live Venue Groups
- DBIA
- Ontario East Economic Development
- Workforce Development Board
- Junior Achievement
- Kawartha Manufacturers Association
- Eastern Ontario Workforce Development and Deployment
- RTO8
- Chamber of Commerce
- Clean Marine
- Cleantech Commons Management Committee
- CEDI
- Green Economy Peterborough
- Homeward Bound
- Peterborough Immigration Partnership
- First Nation Committee with City
- Cycling Master Plan (County)
- FEMSTEAM
- Various economic development advisory committees throughout the region
- Tourism and Economic Development Industry committees – TIAO, EDCO, EDAC, TIAC, TMAC

# Plans

- Age-Friendly Peterborough
- Central Area Master Plan
- Community Improvement Plans
- Community Safety and Well-being Plan
- Comprehensive Transportation Plan
- Cycling Master Plans
- Greater Peterborough Area Sustainability Plan
- Little Lake Master Plan
- City Official Plan
- County Official Plan
- Vision 2025 – Recreation, Parks, Arenas and Culture
- Trent Lands and Nature Area Plan
- Fleming College Strategic Plan
- RTO8 Strategic Plan
- Municipal – Community Strategic Plans
- Municipal – Economic Development Strategies



# PKED Presentations in 2022



- **January – Previous Year End Status Report and Presentation (City and County) – Future Ready Report Card**
- **April AGM – Councillors and Community invited to attend**
- **June – First Half of Year Status Report on Activities and Presentation (City and County)**
- **October – 2023 Budget and 2023 Business Plan ( PRLC)**
- **November 2023 Budget and 2023 Business Plan (City)**
- **December – Annual Business Count Survey Results Report and Presentation (City and County)**

**In addition, reports and presentations for significant projects such as Wayfinding or Short -Term Rental presentations as requested by respective councils.**

# THANK YOU

*Peterborough*  
— & —  
THE KAWARTHAS

ECONOMIC DEVELOPMENT

for more information, visit  
us at **peterboroughed.ca**



@ptboecdev  
@thekawarthas



@ptboecdev  
@thekawarthas



@ptboecdev  
@pktourism



@Peterborough & the Kawarthas Economic Development



**Date:** November 23, 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

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**County Correspondence for Direction:**

None.

**County Correspondence for Information:**

**Recommendation**

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

1. Notice of Public Information Centre - Peterborough Yankee-Causeway-Chemong Bridge PIC 1
2. 2022 Budget Considerations
3. Peterborough & The Kawarthas Economic Development – 2022 Budget & Business Plan
4. Minutes – Special Meeting: October 29, 2021
5. Minutes – Regular Meeting – November 3, 2021

Angela Chittick

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

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



# Minutes

## County Council - Special Meeting Minutes

9:30 AM - Friday, October 29, 2021

Electronic

**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](#) & [Part 3](#))**

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

**Regrets:**

**Staff Present:** Chief Administrative Officer Sheridan Graham; Chief of Paramedics/Deputy CAO Randy Mellow; Director of Corporate Services Lynn Fawn; Director of Finance/Treasurer Trena DeBruijn; Director of Human Resources Mary Spence; Director of Planning and Public Works Bryan Weir; Manager of Legislative Services/Clerk Kari Stevenson; Deputy Treasurer Michelle Fisher; Manager Accounting Services Janet Young; Manager of Operations Bill Linnen; Manager of Planning Iain Mudd; Senior Planner Keziah Holden

**Guests:**

### **1. Call To Order**

The Warden called the meeting to order at 9:31 a.m.

### **2. Land Acknowledgement**

The Warden recited the Land Acknowledgement.

### **3. Adoption of Addendum Agenda**

**Resolution No. 440-2021**

Moved by Councillor Windover  
Seconded by Councillor Martin

That the addendum agenda be adopted as amended.

**Carried**

**4. Disclosure of Interest**

**5. Public Works Service Delivery Review**

- a) Tammy Carruthers, CEO and John Skorobohacz of WSCS Consulting Inc.  
Re: Public Works Service Delivery Review Report
- b) Sheridan Graham, CAO  
Re: Subcommittee Minutes and Recommendations
- c) Sheridan Graham, CAO  
Re: Report 2021-033 Public Works Service Delivery Review Implementation

**Resolution No. 441-2021**

Moved by Councillor Graham  
Seconded by Councillor McFadden

That report CAO 2021-033 Public Works Service Delivery Review –  
Implementation Strategy be received;

That the WSCS Consulting Ltd. Public Works Service Delivery Review Report  
be received;

That the CAO be directed to prepare an implementation strategy of the Public  
Works Service Delivery Review recommendations in consultation with the  
Public Works Service Delivery Review Committee; and

That the funding of \$975,000 be postponed until the 2022 budget discussion.

**Ayes:** Graham, McFadden, Mitchell, Clarkson, Taylor, and  
Windover

**Nays:** Jones, Amyotte, Bonneau, Burt, Clark, Gerow, Martin,  
Moher, Senis, and Whelan

**DEFEATED. 9-11 on a recorded vote**

**Resolution No. 442-2021**

Moved by Councillor Whelan  
Seconded by Councillor Moher

That report CAO 2021-033 Public Works Service Delivery Review –  
Implementation Strategy be received;

That the WSCS Consulting Ltd. Public Works Service Delivery Review Report  
be received;

That the CAO be directed to prepare an implementation strategy of the Public Works Service Delivery Review recommendations in consultation with the Public Works Service Delivery Review Committee; and

That a Public Works Service Delivery Review Implementation Fund of \$975,000 be established utilizing the current General Unspent Tax Levy to fund costs of recommendations that are approved by Council and funded for implementation.

**Ayes:** Moher, Whelan, Jones, Mitchell, Amyotte, Bonneau, Burt, Clark, Clarkson, Gerow, Martin, McFadden, Senis, Taylor, and Windover  
**Nays:** Graham

**CARRIED. 19-1 on a recorded vote**

## 6. Closed Session

### Resolution No. 443-2021

Moved by Councillor Senis  
 Seconded by Councillor Clark

Under the authority of the Municipal Act, 2001, Section 239(2)(b), Council move into closed session at 11:52 a.m. to consider personal matters about an identifiable individual, including municipal or local board employees (Municipal Employees).

**Carried**

## 7. Rise from Closed Session

### Resolution No. 444-2021

Moved by Councillor McFadden  
 Seconded by Councillor Senis

That Council rise from closed session at 12:09 p.m.

**Carried**

## 8. Recess

Council recessed from 12:10 p.m. until 12:32 p.m.

## 9. Growth Analysis

Councillor Clarkson returned from recess at 12:38 p.m.

Councillor Windover left the meeting at 12:52 p.m.

Councillor Clarkson left the meeting at 1:30 p.m.

- a) Stefan Krzeczunowicz, Associate Partner with Hemson



Re: Growth Analysis

- b) Bryan Weir, Director of Planning & Public Works  
Re: Growth Analysis Report

**Resolution No. 445-2021**

Moved by Councillor Moher  
Seconded by Councillor McFadden

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

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 and in consultation with municipalities 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, as per schedule 3 for the Municipal Comprehensive Review be adopted to allow the Development Charges Study to proceed.

**Carried**

**10. Confirming By-law**

**Resolution No. 446-2021**

Moved by Councillor Bonneau

Seconded by Councillor Clark

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**

**11. Adjournment**

**Resolution No. 447-2021**

Moved by Councillor Amyotte

Seconded by Deputy Warden Mitchell

That the Council meeting adjourn at 2:30 p.m.

**Carried**

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J. Murray Jones, Warden

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Kari Stevenson, Clerk



# Minutes County Council - Regular Meeting

9:30 AM - Wednesday, November 3, 2021

Electronic Participation

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

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

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**Present:** Warden J. Murray Jones, Deputy Warden Andy Mitchell, Councillor Carolyn Amyotte, Councillor Rodger Bonneau, Councillor Lori Burt, 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:** Councillor Bonnie Clark

**Staff Present:** Chief Administrative Officer Sheridan Graham; Chief of Paramedics/Deputy CAO Randy Mellow; Director of Corporate Services Lynn Fawn; Director of Finance/Treasurer Trena DeBruijn; Director of Human Resources Mary Spence; Director of Planning and Public Works Bryan Weir; Manager of Legislative Services/Clerk Kari Stevenson; Deputy Treasurer Michelle Fisher; Purchasing Supervisor Chris Allen

**Guests:** 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 required as Peterborough County Councillors.

## 4. Adoption of Agenda

**Resolution No. 448-2021**

Moved by Councillor Graham  
Seconded by Councillor Martin

That the agenda be adopted as circulated.

**Carried**

**5. Disclosure of Interest**

There were no disclosures of interest.

**6. Adoption of Minutes**

**Resolution No. 449-2021**

Moved by Councillor Amyotte  
Seconded by Councillor Windover

That the minutes of the Regular Council meeting of October 20, 2021 be adopted as circulated.

**Carried**

**7. Delegations and Presentations**

- a. Maria Gomez, Physician Recruiter, Mike VandenBroek, Director of Clinical Services and Duff Sprague CEO, PFHT  
Re: 2022 PFHT Budget to County Council**

**Resolution No. 450-2021**

Moved by Councillor Senis  
Seconded by Councillor Bonneau

That Report 2022 PFHT Budget to County Council be received for information.

**Carried**

- b. Sandra Dueck, Board Chair and Rhonda Keenan, President & CEO Peterborough & the Kawarthas Economic Development  
Re: PKED 2021 Third Quarter Metrics**

**Resolution No. 451-2021**

Moved by Councillor Whelan  
Seconded by Councillor Gerow

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

**Carried**

Councillor Clarkson left the meeting at 10:37 a.m.

Council recessed from 11:11 a.m. until 11:18 a.m.

## **8. Business Arising from a Previous Meeting**

### **a. Finance**

**Trena DeBruijn, Director of Finance/Treasurer**

**Re: FIN 2021-043 2022 Tariff of Fees**

#### **Resolution No. 452-2021**

Moved by Councillor Taylor

Seconded by Councillor Whelan

That Report FIN-2021-050 be received;

That the 2022 Tariff of Fees be approved and adopted by by-law; and

That the Director, Corporate Services be provided with Delegated Authority to approve any new programming/event fees for Lang Pioneer Village Museum which may arise in between the annual review periods of the Tariff of Fees.

**Carried**

## **9. Staff Reports**

### **a. Planning**

**Keziah Holden, Senior Planner**

**Re: PLG 2021-023 County Official Plan Amendment No. 65, 15OP**

#### **Resolution No. 453-2021**

Moved by Councillor Gerow

Seconded by Councillor Graham

That Report PLG 2021-023 "County Official Plan Amendment No. 65, 15OP-21011" be received;

That Amendment No. 65 to the County of Peterborough Official Plan being County File No. 15OP-21011 be approved and adopted by by-law, and the required notice of decision be circulated in accordance with the provisions of the Planning Act; and

That the Director of Planning & Public Works be authorized to sign the approval certificate if no appeals are received at the conclusion of the appeal period.

**Carried**

### **b. Administration - CAO**

**Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer**

**Re: ROMA Delegations**

**Resolution No. 454-2021**

Moved by Councillor Bonneau  
Seconded by Councillor Graham

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.

**Carried**

- c. Administration - CAO**  
**Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer**  
**Re: 2021-032 Region of Durham Request related to 311 calls**

**Resolution No. 455-2021**

Moved by Councillor Moher  
Seconded by Councillor Amyotte

That report CAO 2021-032 Region of Durham Request related to 311 calls  
received; and

That the Council of the County of Peterborough agree that there shall be no  
objection to the routing of 311 dialed calls originating from the overlap that  
exists between the County of Peterborough and the geographical area of the  
Regional Municipality of Durham, on an understanding that where callers  
(customers, residents, and businesses) of the Region of Durham dial 311  
erroneously from within these exchanges, they will be given an option of being  
transferred to the contact centre of the municipality, town or county in which  
they reside.

**Carried**

- d. Finance**  
**Chris Allen, Purchasing Supervisor**  
**Re: 2021-048 Supplier Management Policy**

**Resolution No. 456-2021**

Moved by Councillor Bonneau  
Seconded by Councillor Senis

That report FIN 2021-048 Supplier Management Policy be received; and

That comments regarding the proposed Supplier Management Policy be  
provided to the Purchasing Supervisor by November 18, 2021 to allow the  
policy to come forward at a future Council meeting for approval.

**Carried**

## **10. Staff Reports - Information Only**

- a. **Administration - CAO**  
**Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer**  
**Re: CAO Third Quarter Report**

### **Resolution No. 457-2021**

Moved by Councillor Whelan  
Seconded by Deputy Warden Mitchell

That CAO Third Quarter Report be received for information.

**Carried**

## **11. Correspondence**

- a. **Re: CPS 2021-047 Correspondence Report**

### **Resolution No. 458-2021**

Moved by Councillor Burt  
Seconded by Councillor Moher

That Report CPS 2021-047, Correspondence, be received.

**Carried**

## **12. Committee Minutes**

## **13. Liaison Reports from External Committees, Boards and Agencies**

- a. **Peterborough Housing Corporation - Councillor Clarkson**
- b. **Peterborough County Federation of Agriculture - Councillor Burt**
- c. **Peterborough Public Health - Deputy Warden Mitchell**

Deputy Warden Mitchell provided comments on the incident that occurred at Peterborough Public Health (PPH) on October 25, 2021.

### **Resolution No. 459-2021**

Moved by Councillor Gerow  
Seconded by Councillor Amyotte

That the Liaison Representative Reports be received.

**Carried**

## **14. Notices of Motion**

## **15. Announcements**



**16. Closed Session**

**17. Rise from Closed Session**

**18. Matters Arising from Closed Session**

**19. By-laws**

- a. By-law No. 2021-64 being, "A by-law to adopt County of Peterborough Official Plan Amendment No. 65 – File No. 15OP-21011, Part Lot 18 and 19, Concession 8, Asphodel Ward, in the Township of Asphodel-Norwood" (refer to item 9. a.).
- b. By-law No. 2021-65 being, "A by-law to authorize the Corporation of the County of Peterborough to enter into a Transfer Payment Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program Intake 2 Implementation Stream" (Verbal Report from Clerk)
- c. B-law No. 2021-67 being, "A by-law to adopt the Tariff of Fees levied by the Corporation of the County of Peterborough" (refer to item 8. a.)

**Resolution No. 460-2021**

Moved by Councillor Graham  
Seconded by Councillor Amyotte

That By-law No. 2021-64, 2021-65 and 2021-67 be read and passed and that these by-laws shall be signed by the Warden and Clerk and sealed with the Seal of the Corporation.

**Carried**

**20. Confirming By-law**

**Resolution No. 461-2021**

Moved by Councillor McFadden  
Seconded by Councillor Martin

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. 462-2021

Moved by Councillor Bonneau

Seconded by Councillor Burt

That the Council meeting adjourn at 11:57 a.m.

**Carried**

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Warden, J. Murray Jones

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Clerk, Kari Stevenson

## **Smith-Ennismore Police Services Board Meeting Minutes**

Monday, October 25, 2021 - 1:00 PM  
Electronic Meeting via Zoom

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**Present:** Steve Connolly - Chair & Municipal Appointee  
Ron Black - Vice - Chair & Provincial Appointee  
Donna Ballantyne - Ennismore Ward Councillor & Council Appointee  
Acting Inspector Chris Galeazza - Interim Detachment Commander  
Mike Cavanagh - Acting Staff Sergeant  
Val Austin -Chair Smith-Ennismore Community Policing  
Tania Goncalves - Township Staff

Dwight Peer - Chief Superintendent/Commander of Central Region – left at 1:35PM  
Robert Lamarre - Manager of Building and Planning, Selwyn – left at 1:52PM

**Regrets:** Barbara Choronus - Vice-Chair Smith-Ennismore Community Policing

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### **1. Call to Order**

Chair Steve Connolly called the meeting to order at 1:02 p.m.

### **2. Declaration of Pecuniary Interest**

None.

### **3. Delegations/Guests**

- a. Chief Superintendent/Commander of Central Region Dwight Peer made a presentation to the Board to introduce himself and to discuss various OPP initiatives related to managing increased traffic flow, addressing impaired driving and handling drug related offences. Additionally, Chief Superintendent Peer advised the Board that they will be included in the selection process for a new Detachment Commander for Peterborough County OPP.
- b. Manager of Building and Planning Robert Lamarre attended the meeting to discuss complaints being received by the Township pertaining to the use of short-term rentals. Mr. Lamarre reviewed the current strategy for managing short-term rental complaints, which includes collaborative enforcement by the Township, 3<sup>rd</sup> Party By-law Enforcement and OPP. It was noted that the Township has a Municipal Inspection Fee which commences after the initial visit and doubles in fines for any subsequent attendance to the short-term rental property as a result of a complaint. Mr. Lamarre stressed the importance of the Township and OPP working closely to manage complaints for short-term rental properties especially for afterhours calls. Mr. Lamarre requested that the OPP advise the Township of any complaints received pertaining to

these types of properties in order to ensure that fines are being adequately charged. The Committee had a general discussion regarding the option of licensing short-term rentals. Mr. Lamarre noted that the Township convened an adhoc committee to review the management of these properties which included the review of a licensing program. The adhoc committee concluded that existing Township By-laws generally address the concerns brought forward by short-term rentals and opted not to pursue a licensing program. The Committee also implemented the inspection fine schedule. Mr. Lamarre noted that increased communication regarding site visits between the Township and OPP would allow for a more proactive approach to applying the set fines. Donna advised the Committee that a meeting is being convened with the CAO's from the various Peterborough County municipalities to discuss a regional approach for managing these properties. Interim Detachment Commander Chris Galeazza requested that the Township advise the OPP when a complaint is filed for a short-term rental and the OPP will do the same.

#### 4. Minutes

##### **Resolution No. 30/21 – Minutes**

Donna Ballantyne – Ron Black –

That the minutes of the Smith-Ennismore Police Services Board regular meeting of July 26, 2021 and October 13, 2021 be approved.

Carried.

Interim Detachment Commander Chris Galeazza brought forward the forecasted Annual Billing Statement for 2022 and provided the 2021 Statement for comparison purposes. He noted that the 2022 Statement was not available in time for the October 13, 2021 budget meeting.

#### 5. Reports

##### **a) O.P.P. Detachment Commander Reports - SE-PSB – 2021 3<sup>rd</sup> Quarter DC, Calls for Service Report**

- Acting Staff Sergeant Mike Cavanagh reviewed the 3<sup>rd</sup> Quarter Reports
- Of note:
  - Sexual Assault is down by 50% and Assault is up by 57%
  - General Property Crime is down.
  - A number of businesses on County Road 19 experienced theft.
  - Cruise Patrol Hours were logged at 387.75
  - Marine Patrol Hours were logged at 36.00
  - Foot Patrol Hours were logged at 103.50
- Interim Detachment Commander Chris Galeazza advised the Board that the Local OPP Facebook page is now active.

##### **Resolution No. 31/21 – OPP 3<sup>rd</sup> Quarter Reports**

Donna Ballantyne – Ron Black –

That the Detachment Commander 2021 3<sup>rd</sup> Quarter Report for the Smith-Ennismore Police Services Board be received for information.

Carried.

**b) Black Cat Reports** - the Board reviewed and discussed the following Black Cat Reports and determined the following:

- Emerald Isle/Cow Island
  - no need for posted speed adjustments
- Yankee Line
  - no need for posted speed adjustments, Chris advised that Yankee Line is patrolled often with regular enforcement
- Lily Lake Road
  - no need for posted speed adjustments however, the OPP will increase patrol during peak times and contact the supplier of the Black Cat to obtain an extract based on vehicle size.
- 5<sup>th</sup> Line
  - the OPP will increase patrolling and following which will deploy the Black Cat to determine if driving habits have changed. Tania to discuss additional signage options (when entering off Lakefield Rd) with the Public Works Department.
- County Road 23
  - Val noted that the Community Police Volunteers have noted speeding on this road – Chris will deploy the Black Cat again to gather additional data.
- Ron requested that the Black Cat be deployed to Hwy 28 during tourist season in 2022.

**Resolution No. 32/21 – Black Cat Report**

Ron Black – Donna Ballantyne –

That the Black Cat reports be received for information and that correspondence be forwarded to complainants noting the Board's deliberations.

Carried.

**c) Community Policing – 3<sup>rd</sup> Quarter Reports**

- Smith-Ennismore Community Policing Chair Val Austin reviewed the 3<sup>rd</sup> Quarter Report
- Of note:
  - The Office reopened on September 15, 2021
  - The Office will be open on Halloween to hand-out candy outdoors, weather permitting
  - One volunteer has resigned as they have moved
  - Looking at recruiting volunteers
- Val advised the Board that the Community Policing Volunteers have been invited to the Remembrance Day Ceremony in Ennismore on November 7<sup>th</sup>, 2021. Val extended the invitation to Chris.

**Resolution No. 33/21 – Community Policing Report**

Ron Black – Donna Ballantyne –

That the Smith-Ennismore Community Policing Committee Report be received for information.

Carried.

## 6. New and/or Unfinished Business

- a) Woodland Drive – 2 Way Stop Signage Request
  - The Board reviewed the reply received from the County of Peterborough noting that 2-way stop signage is not permitted.
- b) Windward Sands – Email from Ratepayer
  - The Board reviewed the request and determined that the residential area is too small to support the installation of a 4-way stop. Tania will forward correspondence to the complainant
- c) 2022 Meeting Schedule
  - January 24, 2022 – 1 PM
  - April 25, 2022 – 1 PM
  - July 25, 2022 – 1 PM
  - October 3, 2022 – 1 PM – 2023 Budget Meeting
  - October 17, 2022 – 1 PM – *note scheduled one week earlier due to the 2022 Municipal Election being held on October 24, 2022*

## 7. Correspondence

- a) Correspondence Report Summary

Correspondence for Direction

None

Correspondence for Information

### **Resolution No. 34/21 – Correspondence for Information**

Donna Ballantyne – Ron Black –

That the following items of correspondence be received for information;

1. Special Investigations Unit – 2020 Annual Report
2. Ministry of the Solicitor General – Police Services Zone Assignments
3. Ontario Association of Police Services Boards – Comments – Ontario Police Arbitration and Adjudication Commission Proposed Regulation
4. Ontario Association of Police Services Boards – New Execution Director
5. OPP News Release – Various Media Releases
6. County of Peterborough - Photo Radar-Automated Speed Enforcement Program (ASE)

Carried.

## 8. In camera - none

## 9. Adjournment/Next Meeting

Next Meeting January 24, 2022 – 1 PM

**Resolution No. 35/21 - Adjournment**

Donna Ballantyne – Ron Black –

That the meeting be adjourned (3:17 PM)

Carried.