

**Corporation of the Township of Selwyn**

**Regular Council Meeting  
Tuesday, July 11<sup>th</sup>, 2023**

**Council Chambers, 1310 Centre Line**

A regular meeting of the Council of the Township of Selwyn was held on Tuesday, July 11<sup>th</sup>, 2023 at the Council Chambers, 1310 Centre Line.

Present: Mayor Sherry Senis  
Deputy Mayor Ron Black  
Councillor John Boyko  
Councillor Mary Coulas  
Councillor Brian Henry

Staff Present: Janice Lavalley, CAO  
Angela Chittick, Manager of Community & Corporate Services /Clerk  
R. Lane Vance, Manager of Financial Services  
Robert Kelly, Manager of Building and Planning  
Per Lundberg, Planner  
Gord Jopling, Fire Chief  
Adam Tobin, Manager of Public Works  
Sarah Hennessey, Chief Librarian/ CEO (virtual)  
Kim Berry, HR Coordinator  
Lily Morrow, Sustainability Coordinator  
Tania Goncalves, Deputy Clerk

The Council meeting commenced at 1:00 pm with Mayor Senis in the Chair.

**Declaration of Pecuniary Interest**

Deputy Mayor Ron Black declared a personal interest as it pertains to agenda item number 2. c) regarding the Public Meeting for an Official Plan Amendment and Zoning By-law Amendment for 93 Ermatinger Street (Abbeyfield House Society of Lakefield).

**Minutes**

**Resolution No. 2023 – 147– Minutes**

Councillor Brian Henry – Councillor John Boyko –

That the minutes of the special Council meeting held on June 22, 2023 and the minutes of the regular Council meeting held on June 27, 2023 be adopted.

Carried.

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

Resident Carly Davenport made a presentation to Council on behalf of the Bird Friendly Selwyn Team pertaining to the Bird Friendly City Certification Program. Ms. Davenport requested that Council consider supporting the Team's application to Nature Canada to seek certification to designate Selwyn as a 'Bird Friendly City'. Attaining the certification would support the Bird Friendly Selwyn volunteer Team in reducing human-related threats to birds, to promote habitat protection, restoration and climate resiliency while providing community outreach and education.

**Resolution No. 2023 – 148 – Bird Friendly City**

Deputy Mayor Ron Black – Councillor John Boyko –

That the presentation from Carly Davenport pertaining to the Bird Friendly City Certification program be received for information; and

That the Township of Selwyn supports the Bird Friendly Selwyn Team's application to Nature Canada to seek certification to designate Selwyn as a 'Bird Friendly City'.

Carried.

Christina Zardo from Food Cycle Science made a presentation to Council to provide an update on the Township's FoodCycler pilot program. Ms. Zardo advised that 250 Selwyn households participated in the program which ran from February 2023 to April 2023.

**Resolution No. 2023 – 149 – FoodCycler Pilot Program**

Councillor Brian Henry – Deputy Mayor Ron Black –

That the presentation from Christina Zardo of Food Cycle Science be received for information and that the Township consider the continuation of the program as part of the 2024 budget discussions.

Carried.

Deputy Mayor Black restated his declaration of personal interest as it pertains to agenda item number 2. c) regarding the Public Meeting for an Official Plan Amendment and Zoning By-law Amendment for 93 Ermatinger Street (Abbeyfield House Society of Lakefield). Deputy Mayor Black advised that he is the President of the Abbeyfield House Society of Lakefield as well as a donor and lender to the project. Deputy Mayor Black left the meeting.

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

A public meeting commenced at 1:30 PM to consider an application to amend the local component of the County of Peterborough Official Plan and the Comprehensive Zoning By-law for the Township of Selwyn, in accordance with Sections 17 and 34 of The Planning Act. The amendments relate to the property described as being Part of Lot 17, Concession 7 in the Lakefield Ward having the municipal address of 93 Ermatinger Street. The subject lands are currently designated Low Density Residential and zoned Residential Type One (R1) as well as Development (D) Zone. The Official Plan Amendment proposes to re-designate the subject lands from the Low Density Residential to Low Density Residential, Medium Density Residential – Special Policy Area and Environmental Constraint Area. The Zoning By-law Amendment will re-zone the subject property Residential Type One (R1) Zone and Development (D) Zone to Residential Type One (R1) Zone, Multiple Residential Exception 599 holding (R3-599(h)) and Environmental Protection (EP) Zone. These planning applications are needed in order to develop the subject lands with a 19-unit seniors' residence. Mr. Lundberg also noted that there are two related consent applications for a new lot and a right-of-way that have been submitted to the

County of Peterborough. The proposed new lot will sever the existing single detached dwelling from the retained lands which will be used for the development of the seniors' residence. This zoning amendment will facilitate the proposed severance as well. It was noted that the Otonabee Region Conservation Authority – Source Water Protection program, the Kawartha Pine Ridge District School Board and Peterborough Public Health have provided comments of no concern. The Otonabee Region Conservation Authority has provided comments of no concern regarding the Official Plan Amendment and Zoning By-law Amendment applications with further issues to be addressed at the site plan control stage of the development. It was also noted that to ensure that a site plan application is submitted subsequent to the Official Plan Amendment and the Zoning By-law Amendment approvals, a holding zone provision is being placed on the property as part of the recommended Zoning By-law Amendment approval. Peterborough County Planner Caitlin Saccoccia addressed the process for the Official Plan Amendment. The applicant's Planner Beverly Saunders from EcoVue Consulting provided a summary of the application and a high-level overview of the concept plans and development details. Ms. Saunders reviewed the public consultation process which included a public information meeting and letters to residents advising of the project and of an information open house. Ms. Saunders also noted the various technical studies that were completed in support of the project including but not limited to a Functional Servicing Report, Floodplain Delineation, Natural Heritage Evaluation and Stormwater Management Report. Wendy Halfyard of 94 Ermatinger Street raised concerns as it pertains to the number of parking spaces, the potential decrease in her property value, the capacity of the municipal sewer and water services to sustain the 19-unit project as well as the lack of sidewalks in the area and the role of Deputy Mayor Ron Black having a potential conflict in his role with the Abbeyfield House Society of Lakefield. Ms. Halfyard also noted that she supports the concept of the project's model but feels that the location is not suitable as she deems this as a business operating in a residential neighbourhood. The applicant's consultant Beverly Saunders addressed the concerns noting that the Functional Servicing Report confirms that the Township's current municipal water and sewer system has the capacity to accommodate the development. Ms. Saunders also noted that a landscape buffer will provide a visual barrier and that additional buffers may be added as part of the site plan process. Ms. Saunders brought forward that the current Township Zoning By-law requires 14 parking spaces however, the site plan is such that additional parking spaces can be accommodated. It was also noted by the Chair, Mayor Sherry Senis, that Deputy Mayor Ron Black declared a personal conflict of interest as it relates to the applications and has left the Council chambers during the discussion and will refrain from the vote. Elizabeth Russell from the Trent Centre for Aging & Society and the Rural Aging Research Program at Trent University spoke in support of the project and the need to provide seniors housing in rural communities to support "aging in place". Ms. Russell discussed the advantages of the Abbeyfield housing model including the ability for social involvement and independence. Abbeyfield House Society of Lakefield Board member Cindy Windover spoke in favour of the application and advised of the advantages of the subject property including the ability to have it serviced with sewer and water and to support the need for additional affordable housing for seniors in Selwyn. Ms. Windover noted that the Board wants to work with the community to develop a site that is suitable for the area. Carly Davenport from 49 Strickland Street asked about the inclusion of sidewalks and if an environmental assessment was completed on the subject property. Ms. Saunders noted that the Natural Heritage Evaluation was completed that explored species at risk on the subject property and noted that no concerns were identified. Ms. Saunders also advised that sidewalks are not part of the design plan however, a Traffic Impact Study was completed to ensure that the location could accommodate the addition of the development. Resident Ann Calberry of 112 Ermatinger Street asked about the footprint of the building as it relates to the location of the floodplain. It was noted that for accessibility purposes a primarily one-story structure has been designed and that the property will be located outside of the floodplain. Additionally, a Stormwater Management Report was completed and a drainage plan has been developed to ensure proper water flow.

Council members made several comments pertaining to the application including the need to increase senior housing in Selwyn. It was also noted that Derek Pokora from EcoVue Consultants Inc. and Lucas Parsons from Engage Engineering were virtually in attendance. There were 18 members of the public in attendance. The public meeting concluded at 2:29 PM.

**Resolution No. 2023 – 149 – Official Plan Amendment & Zoning By-law Amendment – Part Lot 17, Concession 7 (Lakefield Ward) being 93 Ermatinger Street**

Councillor John Boyko – Councillor Brian Henry –

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as being Part of Lot 17, Concession 7 in the Lakefield Ward having the municipal address of 93 Ermatinger Street be received for information; and

That the Township of Selwyn advise the County of Peterborough that it supports the Official Plan Amendment to re-designate the subject lands from Low Density Residential to Low Density Residential, Medium Density Residential and Environmental Constraint Area as per County File No. 15OP-22008; and further

That By-law 2023-049, being a By-law to re-zone certain lands situated in Part of Lot 17, Concession 7 in the Lakefield Ward from Residential Type One (R1) Zone and Development (D) Zone to Residential Type One (R1) Zone, Multiple Residential Exception 599 holding (R3-599(h)) and Environmental Protection (EP) Zone be brought forward to the By-law section of the agenda for consideration.

Carried.

Deputy Mayor Black returned to the meeting.

Residents John Coutlee and Carol Franks made a presentation to Council to address concerns related to short-term rentals. Concerns were raised as it pertains to noise, garbage/littering, large gatherings, septic and water issues as well as open-air burning. Mr. Coutlee suggested that the Township consider a licensing program for short-term rentals to mitigate concerns. Mr. Coutlee and Ms. Franks also provided Council with a petition pertaining to the same. A resident from 2504 Buckhorn Road also addressed some concerns with short-term rentals.

**Resolution No. 2023 – 151 – Short Term Rentals**

Councillor Brian Henry –Deputy Mayor Ron Black –

That the petition submitted by John Coutlee and presentation from Carol Franks related to regulations related to short term rental (STR) regulations be received for information; and

That it be noted that the Township currently regulates several of the nuisances that are outlined as concerns in the petition including noise, animal control, garbage/littering, open air burning, building code, parking and septic permits infractions and that the Township includes information about reporting issues on its website; and

That residents report safety concerns, trespassing, noise and other life safety matters to the appropriate police service immediately in order to obtain police support and in the event of fire related matters to the Fire Department; and in addition that residents also report incidents to the relevant authority (Township, Public Health, Humane Society etc...) for further follow-up; and in the case the relevant authority is not the Township, additionally report to the Township; and that the residents be advised that the Township uses a complaint system in order to commence an investigation which tracks infractions allowing for the Township to charge property owners with an inspection fee, including escalating fees for continued infractions, to gain compliance; and

That a copy of the June 27, 2023 Council Resolution be provided to residents asking them contact their local MPP to request that the Province move forward

as soon as possible to legislate that all third party Short Term Rental brokerage companies, for example Airbnb and VRBO, to appropriately manage and be responsible for their listings and to compel compliance, that the Province establish the requirement for STR companies to require each rental listing to be registered and to pay an appropriate annual fee and that STR company provide this registry along with the collected fees to the municipality in which the STR properties are located which allows the municipality to be aware of all registered STR properties and to have access to funds for municipal expenses to enforce/respond to issues at a STR property; and further require the STR company to de-list/remove the property from the company's listings so that the property cannot be rented where a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc ; and That the Province of Ontario also be requested to ban the sale of fireworks to consumers for a number of reasons, including noise disruptions to people, pets, and animals; fire and personal safety; air quality, etc.

Carried.

### **Question Period**

None.

### **Municipal Officers & Staff Reports – Direction**

#### **Resolution No. 2023 – 152 – 2023 Work Plan 2nd Quarter Update**

Deputy Mayor Ron Black – Councillor Brian Henry –

That the report of the Chief Administrative Officer with regard to the 2023 Work Plan 2nd Quarter Update as prepared by each Department Manager be received for information.

Carried.

#### **Resolution No. 2023 – 153 – Financial Statement Review – 2023 Q2**

Councillor Brian Henry – Councillor John Boyko –

That the report of the Manager of Financial Services regarding the Financial Statement Review – 2023 Q2 be received for information.

Carried.

#### **Resolution No. 2023 – 154 – Climate Lens Tool Update**

Councillor Brian Henry – Councillor Mary Coulas –

That the report of the Sustainability Coordinator regarding the development of a climate lens tool be received for information; and that staff be directed to develop a climate lens tool for Council's consideration.

Carried.

### **Consent Items**

#### **Resolution No. 2023 – 155 – Municipal Officer's and Staff Reports – Information/Housekeeping/Non-Controversial**

Councillor Brian Henry – Councillor John Boyko –

That the report of the Manager of Public Works with respect to the 2023 Ennismore Sand Dome Repair/Shingling Tender be received for information; and that the tender from Bay Roofing and Exteriors Limited, in the amount of \$87,300.00 (HST excluded) be accepted; and that By-law 2023-050, a By-law to authorize the contract with Bay Roofing and Exteriors Limited for the repair and shingling of the Ennismore sand dome, be brought forth for passage under the By-laws section of the agenda; and

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

#### **Correspondence for Direction**

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

1. Air Quality Alerts/Open Air Burning – Correspondence Mary Smith

That the correspondence from Mary Smith related to open air burning during air quality alerts be received for information; and that Mrs. Smith be advised that the Township's Open Air Burning By-law prohibits all open air burning, including open air burning in campgrounds, when an air quality alert is declared by the Ministry of the Environment, Conservation and Parks; and

2. Ministry of Tourism, Culture and Sport - Provincial Seniors Active Living Centre Grant Program

That the correspondence from Donna Clarke, Regional Development Advisor from the Ministry of Tourism, Culture and Sport regarding the Provincial Seniors Active Living Centre Grant Program be received for information; and

Whereas grants under this program can provide up to \$60,000 in annual funding to support a senior centre's operations and programming costs; and

Whereas the Provincial Seniors Active Living Centre Program has opened calls for proposals to eligible seniors centres to apply for grant funding and the Lakefield Golden Years (GYC) has submitted a proposal; and

Whereas the Township of Selwyn provides a municipally owned facility at no cost to the GYC who in-turn pay for the operating costs and contribute to some capital costs; and

Whereas the grant requires that the municipality contribute a minimum of 20% to the net annual operating costs which can be an in-kind contribution and the Ministry has confirmed that the free rent and other services (e.g. snow removal, lawn maintenance) provided by the Township would be considered as the 20% in-kind contribution;

Now therefore that the Township of Selwyn confirm this current in-kind contribution as its commitment to provide 20% to the net annual maintenance and operational costs of the Lakefield Golden Years Club and supports the Club's application for grant funding through the Seniors Active Living Centre Program; and

**Correspondence for Information**

That the following items of correspondence be received for information:

3. Ministry of Natural Resources and Forestry – Updates to Public Land Act
4. Town of Petrolia – Reinstatement of Previous Legislation that Permitted Municipalities to apply for and Retain Surplus
5. City of Woodstock – Highway Traffic Act Amendments
6. Quilts for Cancer – Thank you; and

**County Correspondence for Direction:**

None.

**County Correspondence for Information:**

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

1. Blue Box Transition Options for Non-Eligible Sources
  - Attachment – Letter to Non-Eligible Source Addresses
  - Attachment – Survey Responses
2. New Age-friendly Peterborough Community Action Plan
  - Attachment – Presentation Age-Friendly Peterborough Action Plan

3. Minutes – June 7<sup>th</sup>, 2023; and

### **Committee Reports**

That the minutes of the Selwyn Public Library Board meetings of March 27, 2023 and April 24, 2023; and

That the minutes of the Accessibility Advisory Committee meeting of June 15, 2023; and

That the minutes of the Peterborough Police Services Board regular meeting of May 30, 2023 and the special meeting of June 21, 2023; and

That the Peterborough Police Services Board – various Q1 Policing Activity Reports including Complaints, Non-Offence Calls for Service, Crime Statistics, Financial Report, Lakefield Statistics, the 2022 Divisional Report and the 2022 Annual Report be received for information.

Carried.

### **Petitions**

Short-Term Rentals Petition – Addressed under the Deputations and/or Invited Persons and/or Public Meeting section of the agenda.

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

None.

### **By-laws**

#### **Resolution No. 2023 – 156 – By-laws First, & Third Reading**

Councillor Mary Coulas – Deputy Mayor Ron Black –

That By-law 2023-050, being a By-law to authorize the contract with Bay Roofing and Exteriors Limited for the repair and shingling of the Ennismore Sand Dome be read a first, second and third time and finally passed.

Carried.

Deputy Mayor Black left the meeting due to his earlier stated declaration of personal interest.

#### **Resolution No. 2023 – 157 – By-laws First, & Third Reading**

Councillor Brian Henry – Councillor John Boyko –

That By-law 2023-049, being a By-law to re-zone certain lands situated in Part of Lot 17, Concession 7 in the Lakefield Ward from Residential Type One (R1) Zone and Development (D) Zone to Residential Type One (R1) Zone, Multiple Residential Exception 599 holding (R3-599(h)) and Environmental Protection (EP) Zone be read a first, second and third time and finally passed.

Carried.

Deputy Mayor Black returned to the meeting.

#### **Resolution No. 2023 – 158 – Confirming By-law**

Councillor Brian Henry – Councillor Mary Coulas –

That By-law 2023-051, being a By-law to confirm the proceedings of the regular Council Meeting held on the 11<sup>th</sup> day of July, 2023, be read a first, second and third time and finally passed.

Carried.

### **Adjournment**

#### **Resolution No. 2023 – 159 – Adjournment**

Deputy Mayor Ron Black – Councillor John Boyko –

That the meeting be adjourned. (3:37 pm)

Carried.