

Corporation of the Township of Selwyn

**Regular Council Meeting
Tuesday, February 27th, 2024**

Council Chambers, 1310 Centre Line

A regular meeting of the Council of the Township of Selwyn was held on Tuesday, February 27th, 2024 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
Adam Tobin, Manager of Public Works
Mike Richardson, Manager of Recreation Services
Gord Jopling, Fire Chief
Michelle Thornton, Deputy Treasurer/I.T. Coordinator

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

Declaration of Pecuniary Interest

None.

Minutes

Resolution No. 2024 – 025– Minutes

Councillor Brian Henry – Deputy Mayor Ron Black –
That the minutes of the regular Council meeting held on February 13, 2024 be adopted.

Carried.

Deputations and/or Invited Persons and/or Public Meeting

Craig Jones from Peterborough County-City Paramedics made a presentation regarding the Community Paramedicine Program which provides an evolving model of community-based healthcare designed to provide effective and efficient home services.

A public meeting commenced at 1:30 PM. Township Planner, Per Lundberg announced that the Township of Selwyn is holding a public meeting to consider an application to amend the Comprehensive Zoning By-law for the Township of Selwyn, in accordance with Section 34 of The Planning Act. The prescribed notice of the public meeting was provided by prepaid first class mail to all residents within a 120 metre radius of the subject property as well as by way of a sign being posted on the property. The notice was provided to the prescribed ministries and agencies via email and was also available on the Township website. If a person or public body does not make an oral submission at the public meeting or make a written submission to the Township of Selwyn before the Zoning By-law is passed the person or public body is not entitled to appeal the decision of the Council of the Township of Selwyn to the 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

Township of Selwyn on the proposed Zoning By-law Amendment, a written request must be made to the Township.

A public meeting commenced at 1:30 PM to consider an application to amend the Township's Comprehensive Zoning By-law in accordance with Sections 34 of The Planning Act. The amendment relates to the property described as Part Lot 41, Concession 13 in the Smith Ward having the municipal address of 4209 Highway 28. Mr. Lundberg noted that the Zoning By-law Amendment is a condition of consent to sever application B-14-22, which was imposed by the Township. The proposed severance has been granted provisional consent by the County of Peterborough. The severed parcel will be re-zoned to the Rural Residential Exception 605 (RR-605) Zone and the retained parcel will be re-zoned to Rural Exception 604 (RU-604) to recognize a residential use for the severed lot with a reduced lot area and a reduced lot frontage requirement for the retained parcel. It was noted that comments of no concern were received from Enbridge, County of Peterborough Public Works and Peterborough Public Health. The Otonabee Region Conservation Authority (ORCA) has provided comments of no concern noting that ORCA regulated areas of the subject property are subject to ORCA permitting. Agent Emily McCaveney from LLF Lawyers was in attendance virtually to answer any questions on behalf of the property owners. Alexandre Soubliere from 3131 Cottage Lane virtually attended the meeting and requested clarification on the Zoning for the retained parcel of land. Mr. Lundberg advised that the retained parcel will retain the Rural (RU) zone which currently permits residential and farm uses. An exception will be added to the zoning on the retained parcel to recognize reduced lot area and frontage. Tom Beckett was in attendance virtually and requested clarification on the mapping discrepancy between Figure 1 of the Planning Report and Figures 2-5. Mr. Lundberg advised that the GIS mapping required an update to identify a previous severed parcel that occurred on the south side of the parent property. The County GIS system has now been updated to reflect the previous severance and the mapping has been updated. Mr. Beckett also requested additional clarification on the lot area and frontage for the severed and retained parcels. Mr. Lundberg advised that the Zoning Amendment recognizes the reduction to the lot frontage for the severed parcel. No one else spoke in favour or in opposition to the proposed amendment. Council members asked a series of questions regarding the application. There were two (2) members of the public in attendance. The meeting concluded at 1:40 PM.

Resolution No. 2024 –026 – Zoning By-law Amendment – Reinhard (C-01-24) 4209 Hwy. 28 (Smith Ward)

Councillor Brian Henry – Councillor John Boyko –

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as being Part of Lot 41, Concession 13 in the Smith Ward be received for information; and

That By-law 2024-010, being a By-law to re-zone certain lands situated in Part of Lot 41, Concession 13 in the Smith Ward (4209 Hwy 28) from Rural to Rural Exception 604 (RU-604) and Rural Residential Exception 605 (RR-605) Zone be brought forward to the By-law section of the agenda for consideration.

Carried.

Manager of Building and Planning Robert Kelly 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 a newspaper ad, social media posts and an email to various stakeholders. The notice was also available on the Township website.

A public meeting commenced at 1:40 PM to consider proposed changes to building permit fees imposed under Section 7 of the Building Code Act. Mr. Kelly advised that the proposed Building Department permit fee amendments are intended to achieve revenue neutrality as legislated under the Building Code Act. Jason Marshall from Marshall Design Studio asked for clarification on the review

completed by Performance Concept Consultants in 2021 and questioned whether a review of operational efficiencies in the Building Department was completed by the Consultants. CAO Janice Lavalley advised that a full review of the Department was completed including a fulsome review of operations. Mr. Marshall requested some additional clarification on the fee structure and future increases or decreases to the building fees depending on economic changes. Mr. Kelly advised that the Township continually monitors its revenues and operational costs to ensure revenue neutrality. No one else spoke in favour or in opposition to the proposed changes. Council members asked a series of questions regarding the proposed fee structure changes. There were two (2) members of the public in attendance. The meeting concluded at 1:50 PM.

Resolution No. 2024 – 027 – Revised Building Permit Fee Schedule

Councillor Brian Henry – Councillor Mary Coulas –

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

That the building permit fee amendments as noted in the February 27, 2024 report be approved for inclusion in the 2024 Tariff of Fees update.

Carried.

Question Period

None.

Municipal Officers & Staff Reports – Direction

Resolution No. 2024 – 028 – Tariff of Fees Update

Councillor Brian Henry – Deputy Mayor Ron Black –

That the report of the Deputy Clerk and the Manager of Community & Corporate Services/Clerk regarding the 2024 Tariff of Fees consolidation update be received for information; and

Whereas By-law 2016-026, the consolidated list of Township Fees and Charges was adopted on March 22, 2016 and includes the provision for identified fees to be increased by the relevant Consumer Price Index as well as other identified fee increases; and

Whereas on August 8, 2023, new Development Charges were approved; and

Whereas on September 12, 2023, increases to various Township fees were approved including: Marriage Licences, Tax Certificates, Refreshment Vehicle Licences, Liquor Licences and Community Centre advertising as part of the Fundraising and Revenue Generation Strategy; and

Whereas on February 1, 2024, amendments to Planning Fees were approved; and

Whereas on February 27, 2024, amendments to Building Permit Fees were approved following the prescribed public meeting;

That Schedule A to By-law 2016-026 be updated as outlined in the February 27, 2024 Fees Consolidation report noted as follows:

- **Building Permit Fees** – updated based on proposed fees identified in the February 27, 2024 staff report (effective March 1st, 2024);
- **Development Charges Fees** – adjusted based on 2023 Development Charges By-law (effective January 1st, 2024);
- **Planning Fees** – updated as per Resolution 2024-011 (effective March 1st, 2024);
- **Fire Fees** (liquor licenses) – updated as per Resolution 2023-180 (effective March 1, 2024); **License Fees** (marriage licences, refreshment vehicle licences, liquor licences) – updated as per Resolution 2023-180

- (effective March 1, 2024); and establish a new fee for Refreshment Vehicle Licences for owner/operators;
- **General Fees** – establish fees for Food Cyclers supplies (effective March 1, 2024) and EV Charging Station Fee (\$1.50/hour - effective March 1, 2024); and remove fees for the purchase of Blue Boxes;
 - **Tax Certificates** – updated per Resolution 2023-180 (effective March 1, 2024);
 - **Public Works Fees** – establish a new Entrance Permit/Review fee of \$200.00 and increase Culvert Installation Fees and add new Extension Fees to obtain a cost recovery on labour and installation costs (effective March 1st, 2024);
 - **Landfill Rates** – established as part of the 2024 Budget to increase tipping fees to (effective April 1st, 2024);
 - **Parks and Recreation Rates** – established as part of the 2024 Budget applicable to ice rates, meeting rooms, sports fields, and arena advertising (effective April 1st, 2024); and increases to advertising rates established per Resolution 2023-180 (effective April 1, 2024) and increases to bartender fees and addition of bartender fee from Reception Rentals (1 AM);
 - **Lakefield Marina Rates** - mooring and advertising increased established as part of the 2024 Budget (effective April 1st, 2024);
 - **Water and Sewer Fees** – new fees to be established as service moves in-house (effective March 1, 2024);
 - **Telecommunication Tower Application Fees** – new fee as telecommunications review moves in-house (effective March 1, 2024); and

That By-law 2024-011, be brought forward to the By-law section of the agenda to amend the following sections of Schedule A of By-law 2016-026, the Township's Tariff of Fees By-law:

- **Section 7 – Licences**
Add a new Refreshment Vehicle Licences for Owner/Operator Fee - 50% of the applicable Refreshment Vehicle Licence fee
- **Section 8 – General Fees**
Add a new EV Charging Station Fee
Add a new Food Cyclers Supplies Fees
Remove fees for Blue Boxes
- **Section 10 – Public Works**
Add a new Entrance Permit/Review Fee
Add new Culvert Extension Fees
Delete 2 m and 4 m extension Fees
- **Section 13 – Arenas and Parks**
Add new arena advertising (low visibility and penalty box)
- **Section 14 – Water and Sewer**
Add new Water and Sewer Services Billing Fees:
 - Municipal Water Turn Off
 - Municipal Water Turn On
 - Water and Sewer Certificate
 - Certificate - Rush Request - Add 25% to each request

Carried.

Resolution No. 2024 – 029 – Removal of Holding – 1575 Chemong Road

Deputy Mayor Ron Black – Councillor Brian Henry –

That the report of the Planner regarding the Zoning By-law Amendment for Removal of a Holding Symbol related to lands described as Part Lot 5, Concession WCR (Smith) having the municipal address of 1575 Chemong Road be received for information; and

That the draft By-law, being a By-law to re-zone certain lands municipally known as Part Lot 5, Concession WCR in the Smith Ward having the municipal address of 1575 Chemong Road from Highway Commercial Exception 423 holding (C1-423(h)) Zone to Highway Commercial 423 (C1-423) Zone also be received for information; and

That the decision regarding the approval of the holding removal be deferred to a later date pending confirmation that the County of Peterborough Public Works Department is satisfied that the holding provision may be removed to allow the proposed development to proceed.

Carried.

Consent Items

Resolution No. 2023 – 030 – Municipal Officer’s and Staff Reports – Information/Housekeeping/Non-Controversial

Councillor Brian Henry – Councillor John Boyko –

That the 2023 Annual Fire Department report prepared by the Fire Chief be received for information; and

That the report from the HR Coordinator regarding the staffing update for the position of Financial Services Assistant – Water & Sewer be received for information; and

That the report of the Chief Administrative Officer with respect to the update of the Strategic Plan, Recreation Services Plan and Trails Master Plan be received for information; and that the Township engage Monteith Brown Planning Consultants to complete the update of the Strategic Plan and the update and consolidation the Recreation Services Plan and the Trails Master Plan as outlined herein at a cost of \$58,925.00 (exclusive of HST); and that a budget amendment be prepared to accommodate the cost of this project with the funding to be from the General Government reserve; and

Correspondence for Direction

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

1. Peterborough Utilities Services Inc. – Annual Reports

That the following annual and summary reports prepared by Peterborough Utilities Services Inc. be received for information; and that the reports be made available for the public at the Township administrative offices for viewing and on the Township’s website; and that the public be notified of the availability of the reports through a newspaper advertisement.

- Attachment 1 - Lakefield Water Treatment Plant – 2023 Summary
- Attachment 2 - Peterborough Water Treatment Plant – 2023 Summary
- Attachment 3 - 2023 Annual Report for Lakefield Waterworks
- Attachment 4 - Woodland Acres Water Distribution System – 2023 Annual Report
- Attachment 5 - 2023 Annual Report on Drinking Water Quality; and

Correspondence for Information

That the following items of correspondence be received for information:

2. Premier's Office - Cutting Wait Times, Delivering Better Health Care in Ontario
3. Ministry of Energy - Ontario Making it Easier to Build Electric Vehicle Charging Stations
4. Ministry of Transportation - Ontario Banning Road Tolls, Freezing Driver's Licence Fees to Keep Costs Down
5. Ministry of Tourism, Culture and Sport - Ontario Helping Public Libraries Provide Public Internet Access
6. County of Renfrew - Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems
7. City of Peterborough - Official Plan Amendment
8. City of Cambridge - Resolution Catch and Release.

Committee Reports

None.

Carried.

Resolution No. 2024 – 031 – County Correspondence

Councillor Mary Coulas – Councillor Brian Henry –

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

1. TAC – Official Plan Minutes – December 14, 2023
 - Attachment - Recommended Changes to New Official Plan
2. TAC – Official Plan Minutes – January 18, 2024
3. Minutes – February 2, 2024
4. Minutes – February 7, 2024
5. OPA's Approved since June 2022
6. 2024 Final Budget
7. Garbage Upload Study Consolidated Approach
 - Appendix A – Garbage Upload Study Report
 - Appendix B – Garbage Upload Study Frequently Asked Questions (FAQ)
 - Appendix C – Garbage Upload Study Presentation
8. County-Wide Organics Option Review
 - Appendix 1 – County-Wide Organics Option Review Presentation.

Carried.

Petitions

None.

Other, New & Unfinished Business

Resolution No. 2024 – 032 – Regular Council Meeting - September 10, 2024

Deputy Mayor Ron Black – Councillor Brian Henry –

That the regular Council meeting scheduled for September 10, 2024 be rescheduled from 1 PM to 9:30 AM due to a conflict with OEMC Conference times.

Carried.

By-laws

Resolution No. 2024 – 033 – By-laws First, & Third Reading

Councillor Mary Coulas – Councillor Brian Henry –

That By-law 2024-010, being a By-law to amend the Township of Selwyn Comprehensive Zoning By-law No. 2009-021, related to 4209 Highway 28 (B-14-22); and

That By-law 2024-011, being a By-law to amend By-law 2016-026, a By-Law to provide for user Fees Changes be read a first, second and third time and finally passed.

Carried.

Resolution No. 2024 – 034 – Confirming By-law

Deputy Mayor Ron Black – Councillor John Boyko –

That By-law 2024-012, being a By-law to confirm the proceedings of the regular Council meeting held on the 27th day of February 2024, be read a first, second and third time and finally passed.

Carried.

Adjournment

Resolution No. 2024 – 035 – Adjournment

Councillor Brian Henry – Deputy Mayor Ron Black –

That the meeting be adjourned. (2:23 PM)

Carried.