Call to Order

Prayer

Our Father we offer you our humble thanks for your merciful care and for the work you enable us to do.

We pray for your wisdom, guidance and direction in our deliberations during this meeting so that we may be faithful representatives in our service to this community.

National Anthem

1. Disclosure of Interest

2. Adoption of Minutes
   a) Regular Council Meeting September 17, 2013

3. Adoption of Confirming By-law
   a) Confirming By-law (B2013-078)

4. Tender Opening

5. Delegations
   a) Steve Clark, The Greer Galloway Group Inc.

6. Business Arising Out of Previous Meeting

7. Staff Reports and Committee Minutes
   7-1 Public Works Reports
   a) Ivan Coumbs, Public Works Superintendent

   7-2 Fire and Emergency Services Reports
a) Don Mitchell, Fire Chief
   Re: Departmental Update

b) Don Mitchell, Fire Chief
   Re: Recommendation for Tender Award for New Pumper
   Tender Award Pumper Truck
   (33 - 34)

7-3 Administration Reports
a) Pat Kemp, CAO
   Re: October Meeting Schedule
   Schedule of Meetings for October
   (35)

b) Pat Kemp, CAO
   Re: Risk Management Official/Inspector
   Risk Management Official - Inspector
   (36 - 38)

c) Pat Kemp, CAO
   Re: Partnership Request for an Ontario Trillium Foundation
   Grant Application
   OTF Request to Trent Lakes
   (39 - 42)

d) Lois O'Neill, Clerk
   Re: Reconsideration of Resolution R2013-493
   Reconsideration of Resolution R2013-493
   (43 - 45)

e) Donna Teggart, Treasurer
   Re: Assessment Values for Properties Located on Fire Routes
   Assessment Value
   (46)

f) Donna Teggart, Treasurer
   Re: Transfer from Reserves
   Transfer from Reserve
   (47 - 49)

g) Donna Teggart, Treasurer
   Re: Arrears Report to September 1, 2013
   Arrears
   (50)

h) Donna Teggart, Treasurer
   Re: Accounts Payable - September 16, 2013 to September 27,
   2013
   Report - Accounts Payable.pdf
   (51 - 58)

7-4 Committee Minutes, Reports and Updates
a) Economic Development Committee Meeting Held on September
   3, 2013.
   Economic Development 2013-09-03
   (59 - 60)
b) Parks and Recreation Committee Meeting Held on September 17, 2013.
   2013-09-17 Parks & Recreation

c) Cavendish Culture and Recreation Committee Meeting Held on June 19, 2013.
   Cavendish Culture and Recreation

8. Correspondence
   a) Jack Jacobs
      Re: Sign By-law
      Jacobs - Sign By-law
   b) Sylvia Jones, MPP
      Re: Private Members Bill - Aggregate Recycling Promotion Act
      Aggregate Reuse
   c) Bancroft & Hastings Highlands Disaster Relief Committee
      Re: Request for Support
      Bancroft-Hasting Highlands Disaster Fund
   d) City of Kenora
      Re: Council Resolution - Provincial Ban of Flying Lanterns
      Kenora Resolution
   e) Correspondence Report
      Re: Information Items and Information Available from Clerk
      Correspondence Information Report

9. By-laws
   a) Sign By-law (B2013-075)
      B2013-075 Sign By-law

10. Other Business

11. Information Items

12. New Business

13. Closed Session
   a) Ontario Municipal Act, S.239 (2) (b) and (c)
To discuss personal matters about an identifiable individual, including municipal or local board employees; and, a proposed or pending acquisition or disposition of land by the municipality or local board.

b) Rise from Closed Session

14. Adjournment
   a) Adjournment
THE MUNICIPALITY OF
TRENT LAKES

The Minutes of the 94th Regular Meeting of the 2010-2014
Council Session of the Municipality of Trent Lakes
held on September 17th, 2013 at the Township Office

Call to Order

Present: Deputy Mayor Windover
Councillor Bev Matthews
Councillor Don LaCombe
Councillor Madeline Pearson

Regrets: Mayor Janet Clarkson

Staff Present: Pat Kemp, CAO
Lois O’Neill, Clerk
Donna Teggart, Treasurer
Mike Zimmer, CBO
Ivan Coumbs, Public Works Superintendent
Don Mitchell, Fire Chief

Deputy Mayor Windover called the Regular Meeting to order at 1:02 p.m. and Councillor Pearson led Council in prayer which was followed by the National Anthem.

1. Disclosure of Interest

Deputy Mayor Windover reminded Council of the disclosure of interest as noted on the agenda.

2. Adoption of Minutes

a) Regular Council Meeting September 3, 2013
b) Regular Council Meeting September 10, 2013

Resolution No. R2013-535

Moved by: Councillor LaCombe
Seconded by: Councillor Matthews
That the minutes of the Regular Council meetings held on September 3, 2013, and September 10, 2013, be adopted as printed.

Carried.

3. Adoption of Confirming By-law
   a) Confirming By-law (B2013-074)

   Resolution No. R2013-536

   Moved by: Councillor Matthews
   Seconded by: Councillor Pearson

   That By-law B2013-074 being a By-law to confirm the proceedings of the Regular Council meetings held on September 3, 2013, and September 10, 2013, be read a first, second and third time and finally passed and enacted this 17th day of September, 2013.

   Carried.

4. Tender Opening

5. Delegations
   a) Jeff Chesher/Jennifer Miffin
      Re: Request to Rescind Resolution R2013-493

      Jennifer Miffin distributed information to Council in support of a request that Council reconsider the resolution requiring Buckhorn Sand and Gravel to remove the gate from the Bass Lane road allowance. She expressed that Buckhorn Sand and Gravel were disappointed that they were not notified that this matter was being discussed at the September 3, 2013, Council meeting. Ms. Miffin noted that at this time only their quarry and the Galway Ridge Resource quarry require access over the gated portion of Bass Lane. All the surrounding properties are accessed from Bass Lake Road.

      Ms. Miffin referenced the September 10, 2013, letter from the CAO summarizing the September 4, 2013 meeting. She explained that the information distributed to Council relates to allowing the gate to remain. She noted the existing agreements respecting the quarry and their quarry licence and advised that their insurance company has provide insurance certificates which have the Municipality added as co-insured. Pat Kemp, CAO, explained that it would need to be verified the
insurance is sufficient while the gate is on the road allowance.

Ms. Miffin explained that the Galway Ridge Quarry has been using the gate for several months and they have their own key and lock on the gate so their access is not restricted. Council noted that should the gate remain, and the Galway Ridge Quarry is working late access would remain open to the Buckhorn Sand and Gravel Quarry when there are no staff on site. Concern was also expressed respecting restricted access on a public road allowance.

Ms. Miffin added that Buckhorn Sand and Gravel is willing to provide signage at the direction of the Municipality. It was questioned what was meant by the Municipal Road allowance is not to be encumbered. Mr. Chesher stated that if the road allowance is opened for an additional 2 miles, this will allow the public access and create a liability situation for the Municipality.

Pat Kemp, CAO, explained that if the road allowance is opened by the quarries, the quarries are required to enter into an agreement for the maintenance and liability for the road allowance. She advised that if the gate may not be removed, the matter should be referred to staff and the Municipal Solicitor for review.

Resolution No. R2013-537

Moved by: Councillor Pearson
Seconded by: Councillor LaCombe

That Resolution R2013-493, from the September 3, 2013 Council meeting, being 'That the gate located on the Bass Lane municipal road allowance adjacent to the Buckhorn Sand and Gravel Quarry be removed from the road allowance and the quarry owners be required to fence their own property’, be brought forward for reconsideration at the October 1, 2013 regular Council meeting.

Carried.

Resolution No. R2013-538

Moved by: Councillor Matthews
Seconded by: Councillor LaCombe

That Council directs that the municipal solicitor be requested to review the information provided by Mr. Chesher and to advise Council as to what would be required should Council determine that the gate can
remain on the municipal road allowance.

6. Business Arising Out of Previous Meeting

7. Staff Reports and Committee Minutes

1 Public Works Reports
   a) Ivan Coumbs, Public Works Superintendent
      Re: Departmental Update

   Ivan Coumbs, Public Works Superintendent, explained that the sand domes are being filled; all the new municipal entrance signs should be up this week; grading is underway; staff are working on the walkway at Sandy Beach; resurfacing has been completed; and, paving of Adam and Eve Road should start next week. He advised that the balance of the tree clean up from the July storm will be done in late September or early October.

   Resolution No. R2013-539
   Moved by: Councillor Pearson
   Seconded by: Councillor Matthews

   That Council receive the departmental update from the Public Works Superintendent for their information.

   Carried.

2 Fire and Emergency Services Reports
   a) Don Mitchell, Fire Chief
      Re: Departmental Update

   Pat Kemp, CAO, explained that Chief Mitchell had to leave for a fire call. She advised that staff are continuing to work on 911 renumbering. Councillor Matthews provided staff with contact information for a company that provides safety training to Fire Departments respecting buildings with solar panels.

   Resolution No. R2013-540
   Moved by: Councillor Pearson
Seconded by: Councillor LaCombe

That Council receive the departmental update from the CAO on behalf of the Fire Chief for their information.

Carried.

3 Administration Reports

a) Pat Kemp, CAO
Re: Official Launch

Pat Kemp, CAO, confirmed that the Cavendish Culture and Recreation Committee were informed of the official launch of the new Municipal name and logo over two weeks before the event.

Resolution No. R2013-541

Moved by: Councillor Pearson
Seconded by: Councillor LaCombe

That Council receive the report from the CAO respecting notification of the Cavendish Culture and Recreation Committee of the Official Launch for their information.

Carried.

b) Pat Kemp, CAO
Re: Reports on Waste Sites

Pat Kemp, CAO, explained that the Municipality has received the annual monitoring reports for the Waste Transfer Stations. It was noted that the Ministry of the Environment has a concern with the Cavendish site and the previous and current consultant have been asked to respond to their concerns.

Resolution No. R2013-542

Moved by: Councillor LaCombe
Seconded by: Councillor Matthews

That Council receive the Annual Monitoring Reports for the Cavendish Transfer Station, Buckhorn Transfer Station, Bobcaygeon Transfer Station and the Crystal Lake Transfer Station for their information.

Carried.
c) Pat Kemp, CAO
Re: Buckhorn Sand and Gravel Gate on Municipal Road Allowance

Pat Kemp, CAO, explained that she has prepared a response to an article in the September 13, 2013, Lakefield Herald entitled 'Quarry Owner Faces $100k Fencing Bill' noting there were some inaccuracies in the article. She explained that Mr. Chesher is a good corporate citizen and has donated to various municipal projects. Most people donate because they support the cause as they see it will benefit the whole community. She explained that the medical centre cost the municipality $912,714.63 to build and there were many generous donations from individuals and businesses. She noted various projects throughout the Municipality for which Buckhorn Sand and Gravel was paid.

Ms. Kemp explained that all Council agendas are posted on the website the Friday before the meeting. She explained the reason for the fees charged for the storage building. She explained that Mr. Chesher installed a gate on the Municipal Road Allowance and Council has the right to ask him to remove it or give permission for it to remain. Under the Aggregate Resources Act, Mr. Chesher is responsible for the security of his licensed quarry. This security should not be contingent on the adjacent property owner.

Mr. Chesher made some incorrect statements regarding Council, staff and the Municipality. Ms. Kemp also stated disappointment with the Herald for not verifying the information was accurate in their article.

Mr. Chesher apologized for the article in the paper.

Resolution No. R2013-543

Moved by: Councillor Matthews
Seconded by: Councillor Pearson

That Council receives the report from the CAO respecting the errors in the article in the Lakefield Herald for their information and directs the CAO to provide a copy of the report to the Lakefield Herald.

Carried.

d) Pat Kemp, CAO
Re: Water Committee

Pat Kemp, CAO, explained that representatives from Pirates Glen and Buckhorn Lake Estates are suggesting that Council establish a Water
Advisory Committee. She reminded Council that according to the legislation it is Council members who are responsible for all water system. If we need to act quickly on an issue, Council does not have time to consult with an Advisory Committee. In addition, the annual water fees are to be established by Council based on the water system needs. If the water system users are looking for an opportunity to provide input into water issues, a special Council meeting could be held once a year to discuss the water systems. In this way, all residents will be welcome to attend.

Resolution No. R2013-544

Moved by: Councillor LaCombe
Seconded by: Councillor Pearson

*That Council directs that the representatives from Alpine Village and Buckhorn Lake Estates be informed that Council does not support the establishment of a Water Advisory Committee and that Council is willing to meet with the residents on the water systems on an annual basis to discuss any concerns that they may have respecting the water systems.*

Carried.

e) Donna Teggart, Treasurer
Re: Accounts Payable - August 31, 2013 to September 13, 2013

Resolution No. R2013-545

Moved by: Councillor LaCombe
Seconded by: Councillor Matthews

*That Council receive the accounts payable from August 31, 2013 to September 13, 2013 for their information.*

Carried.

f) Kari Stevenson, Planning Technician
Re: Reference Plan for 985 Lakehurst Circle Road

Pat Kemp, CAO, explained that three estimates have been obtained to prepare and register a reference plan for the lot to be severed from the former Lakehurst Store property.

Resolution No. R2013-546

Moved by: Councillor Pearson
Seconded by: Councillor Matthews
That Council directs staff to retain Bishop Surveying to proceed with the preparation of a reference plan, at an estimated cost of $2,150 to $2,500, to sever the property located at 985 Lakehurst Circle Road.

Carried.

4. Committee Minutes, Reports and Updates
   a) Cavendish Community Policing Committee Meeting Held July 8, 2013.

   Pat Kemp, CAO, advised that as requested at the last meeting she has confirmed that the Community Policing decided to remove the computer.

   Resolution No. R2013-547

   Moved by: Councillor LaCombe
   Seconded by: Councillor Pearson

   That Council receives the minutes from the Cavendish Community Policing meeting held on July 8, 2013, for their information.

   Carried.

8. Correspondence
   a) County of Peterborough
      Re: Public Information Centre - Rehabilitation of Lower Buckhorn Bridge and Trent Canal Bridge

      Resolution No. R2013-548

      Moved by: Councillor Pearson
      Seconded by: Councillor LaCombe

      That Council receives the notice respecting the public information centre for the rehabilitation of the lower Buckhorn Bridge and Trent Canal Bridge for their information.

      Carried.

   b) James B. Skelhorn
      Re: Fire Route 77

      James Skelhorn is requesting that the name of Fire Route 77 be changed to a proper street name. Pat Kemp, CAO, explained that Fire Routes signify limited access private road. Don Mitchell, Fire Chief,
does not recommend that the Fire Routes be named. EMS will not leave a municipally maintained road for safety reasons and Fire assistance is required to obtain access on an un-maintained road.

Resolution No. **R2013-549**

Moved by: Councillor LaCombe  
Seconded by: Councillor Pearson

_That Council denies the request to change the name of Fire Route 77 to a street name and directs staff to advise Mr. Skelhorn that the name will remain as Fire Route 77 as this is necessary to identify that the road is not maintained road by the municipality for Emergency Services purposes._

Carried.

c) Buckhorn Lake Estates Ratepayers' Association  
Re: Installation of Video Surveillance Cameras and Signage

On behalf of the Buckhorn Lake Estates Ratepayers' Association, Linda Elliott has advised that there was some vandalism at Buckhorn Lake Estates over the summer. They are requesting assistance from the Municipality with the wording for a sign to be placed on the property leased from the Municipality. Staff are suggested sign wording be "Private Property - Association Members and Guests Only - Trespassers Will be Prosecuted."

Resolution No. **R2013-550**

Moved by: Councillor Matthews  
Seconded by: Councillor Pearson

_That Council receives the correspondence from the Buckhorn Lake Estates Ratepayers's Association and suggests the following wording for their sign 'Private Property - Association Members and Guests Only. Trespassers Will Be Prosecuted.' _

Carried.

d) Correspondence Report  
Re: Information Items and Information Available from Clerk

Resolution No. **R2013-551**

Moved by: Councillor Matthews  
Seconded by: Councillor Pearson
That the correspondence items for Council's information and the list of information available from the Clerk be received for information.

Carried.

e) Don Mitchell, Fire Chief
Re: Departmental Update

Fire Chief Don Mitchell rejoined the meeting and provided an update on the Fire Department. He advised that the call volume is the same and that the new truck has now been put into service at Fire Station 3.

9. By-laws
a) All Terrain Vehicles (B2013-073)

It was noted that there were a number of all terrain vehicles travelling at an excessive speed on County Road 507 this past weekend. Staff will refer this concern to the OPP.

Resolution No. R2013-552

Moved by: Councillor Pearson
Seconded by: Councillor LaCombe

That By-law B2013-073, being ‘A By-law to Regulate the Operation of All Terrain Vehicles on Municipal Highways within the Municipality of Trent Lakes’, be read a first, second and third time and finally passed this 17th day of September, 2013.

Carried.

b) Use, Erection and Alteration of Signs (B2013-075)

Council questioned if input into the new By-law will be sought from the public. Lois O’Neill, Clerk, explained that this proposed By-law came forward in draft form with a full report at the September 3, 2013, meeting and no comments or concerns have been brought forward. Council expressed concern with the affect this By-law would have on the existing signs at the transfer stations, rink and the area identification signs such as those in the Galway ward. Staff advised that this will not affect existing signs. Council determined that the By-law should be given three separate readings in order to allow time for public comment.

Resolution No. R2013-553
Moved by: Councillor Matthews  
Seconded by: Councillor LaCombe

That By-law B2013-075, being "A By-law to Regulate the Use, Erection and Alteration of Signs Within the Municipality of Trent Lakes" be read a first time on September 17, 2013, to allow residents an opportunity to review and comment on the proposed By-law, and further

That the By-law be brought back for a second reading at the October 1, 2013 Council meeting.  

Carried.

c) Repeal By-law B2013-054 Land Transfer Agreement (B2013-076)  
Resolution No. R2013-554  

Moved by: Councillor LaCombe  
Seconded by: Councillor Pearson

That By-law B2013-076, Being ‘A By-law to Repeal By-law B2013-054, Being ‘A By-law to Authorize the Mayor and Clerk to Execute a Land Transfer Agreement Between the Corporation of the Municipality of Trent Lakes and The Sir Sanford Fleming College of Applied Arts and Technology for Property Known as Part of Lot 6, Concession 10, Block A, Geographic Township of Harvey”, be read a first, second and third time and finally passed and enacted this 17th day of September, 2013.

Carried.

d) Repeal B2013-060, Library Board Appointment (B2013-077)  
Resolution No. R2013-555  

Moved by: Councillor Pearson  
Seconded by: Councillor LaCombe

That By-law B2013-077, Being ‘A By-law to Repeal By-law B2013-060, Being ‘A By-law to Appoint Persons to the Trent Lakes Public Library Board for 2011-2014”, be read a first, second and third time and finally passed and enacted this 17th day of September, 2013.

Carried.

10. Other Business  
a) Pat Kemp, CAO
Re: Open House at Cavendish Community Centre

Pat Kemp, CAO, explained that an Open House on the Comprehensive Zoning By-law was held at the Cavendish Community Centre on Saturday, September 14, 2013. There were 76 people who signed in. All persons in attendance requested a further public meeting on the By-law either in the evening or on a weekend. Mike Zimmer, CBO, advised that under the Planning Act we are required to have one public meeting which has been held. However, a further meeting may eliminate some of the concerns raised by residents prior to the By-law being approved and prevent appeals to the Ontario Municipal Board.

Resolution No. R2013-556

Moved by: Councillor LaCombe
Seconded by: Councillor Pearson

That Council directs staff to arrange another public meeting respecting the proposed Comprehensive Zoning By-law to be held either in the evening or on a Saturday, with the date to be determined in consultation with the Planner and approved by Council.

Carried.

b) Pat Kemp, CAO
Re: 2013 Road Tour

Pat Kemp, CAO, explained that Council must select a date for the annual roads tour. Ivan Coumbs, Public Works Superintendent recommended that the tour be held after the paving on Adam and Eve Road is completed, which is scheduled for October 4, 2013.

Council directed the Public Works Superintendent to ensure the 'No Heavy Trucks' signs are installed on Adam and Eve Road once the construction is completed.

Resolution No. R2013-557

Moved by: Councillor Matthews
Seconded by: Councillor Pearson

That Council directs staff to arrange the annual roads tour for Thursday, October 10, 2013, starting at 8:00 a.m.

Carried.
11. **Information Items**

12. **New Business**
   a) Councillor Pearson
      Re: Galway Ratepayers Meeting

      Councillor Pearson advised that at the Galway Area Ratepayers Association meeting on Saturday, September 14, 2013, information was requested from the municipality respecting septic re-inspections. Pat Kemp, CAO, explained that the Health Unit has the contract with the County and she will follow up on the status of this program. It was noted that septic inspections will also be affected by the Source Water Protection legislation.

13. **Closed Session**
   a) Ontario Municipal Act, S.239 (2) (b) (c)
      To discuss personal matters about an identifiable individual, including municipal or local board employees and a proposed or pending acquisition or disposition of land by the municipality or local board.

      Resolution No. **R2013-558**

      Moved by: Councillor Pearson  
      Seconded by: Councillor Matthews

      *That Council go into closed session at 2:39 p.m. under Ontario Municipal Act, S.239 (2) (b) to discuss personal matters about an identifiable individual, including municipal or local board employees.*

      Carried.

   b) Rise from Closed Session

      Resolution No. **R2013-559**

      Moved by: Councillor Pearson  
      Seconded by: Councillor Matthews

      *That Council rise from Closed session at 2:48 p.m.*

      Carried.

14. **Adjournment**
   a) Adjournment
Resolution No. R2013-560

Moved by: Councillor Matthews
Seconded by: Councillor LaCombe

That Council adjourn at 2:48 p.m.

Carried.

Ron Windover, Deputy Mayor

Lois O'Neill, Clerk
THE CORPORATION OF THE
MUNICIPALITY OF TRENT LAKES

BY-LAW NUMBER B2013-078

A BY-LAW TO CONFIRM THE PROCEEDINGS OF
THE REGULAR MEETING OF COUNCIL HELD
SEPTEMBER 17, 2013

The Council of The Corporation of the Municipality of Trent Lakes hereby enact
as follows:

1. That the actions of the Council at the Regular Meeting on September 17,
   2013, in respect to each motion, resolution and other action being passed
   and taken by the Council at its said meeting are, except where prior
   approval of The Ontario Municipal Board is required, hereby adopted,
   ratified and confirmed.

2. That the Mayor and proper officers of the Municipality are hereby
   authorized to do all things necessary to give effect to the said action or
   obtain approvals where required, and to execute all documents as may be
   necessary in that behalf and the Clerk is hereby authorized and directed to
   affix the Corporate Seal to all such documents.

READ A FIRST TIME THIS 1ST DAY OF OCTOBER, 2013.

READ A SECOND TIME THIS 1ST DAY OF OCTOBER, 2013.

READ A THIRD TIME AND FINALLY PASSED THIS 1ST DAY OF OCTOBER,
2013.

________________________________________
Janet Clarkson, Mayor

________________________________________
Lois O’Neill, Clerk
CULVERT ASSESSMENT
PART OF THE
ASSET MANAGEMENT PROGRAM

PRESENTATION TO COUNCIL
OCTOBER 1, 2013
Steve Clark, M.Sc., P.Eng.
Senior Project Engineer
PROJECT OVERVIEW

- Information gathered as part of a comprehensive Asset Management Program
  - Visually inspect all culverts crossing municipal roads
  - Systematically record data associated with the culvert
  - Tabulate data
  - Provide capital cost estimate for replacements
  - Develop a 5 year capital plan
  - Make recommendations to improve the management of the asset
CULVERT ASSESSMENT

- All culverts crossing municipal roads have been visually inspected by Greer Galloway staff accompanied by Municipal Roads Department staff.
- Data recorded at each site:
  - Material (Steel, PVC, HDPE, Wood, Concrete)
  - Type (circular, arch or box)
  - Length and Diameter or Span
  - Rating and Description of Condition – degree of deterioration, rust, perforations, blockage, etc
  - Condition of ditching, if relevant
  - GPS location, closest 911 # and road name
CULVERT SUMMARY

- 657 culverts inspected (up from 450 in previous study by others)
  - 19% are in very poor to poor condition
  - 25% are in fair to good condition
  - 40% are in very good condition
  - 16% are in excellent condition
  - 66% are corrugated steel pipe (CSP)
  - 33% are high density polyethylene (HDPE)
  - Concrete box, PVC and rare wooden culverts are remaining 1%
CULVERT DEFICIENCIES

- Main deficiencies
- Moderate to severe rust and perforations
- Deformation or collapse
- Blocked (debris, beavers, sediment, etc)
- Short culverts (within or immediately adjacent to shoulder)
- Buried culverts (inlet and/or outlet not exposed)
- Frost heaves
- Municipal staff have already replaced many severely deteriorated culverts as a result of the inspections
CULVERT CONDITION

HDPE – EXCELLENT CONDITION

CSP – EXCELLENT CONDITION

CSP – PARTIAL COLLAPSE, TOO SHORT

CSP – FULLY BLOCKED, NON-FUNCTIONING

CSP – SEVERE DETERIORATION, NON-FUNCTIONING
CSP – POOR CONDITION, PARTIALLY SUBMERGED
CSP – GOOD CONDITION BUT BLOCKED WITH DEBRIS
CSP – VERY POOR CONDITION, BURIED, NON-FUNCTIONING
CSP – FAIR TO POOR, FUNCTIONING, RUSTED WITH PERFORATIONS
STRUCTURAL CULVERTS

>3m span

- 9 of 10 culverts are in good or very good condition with no need for immediate action
- Salmon Lake Road Culvert
  - Very poor condition; severe deterioration
  - Severe rust and perforations of invert
  - Fisheries culvert requiring MNR work permit
- Municipal staff have previously identified this culvert for replacement
- Preliminary design drawings for replacement have been completed
- Recommendation for replacement in near future to ensure road stability
**CAPITAL WORK PROGRAM**

**MUNICIPALITY OF TRENT LAKES**

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<th>Installation</th>
<th>Material</th>
<th>Rating</th>
<th>Diameter</th>
<th>Length (m)</th>
<th>Location</th>
<th>Cost $/m</th>
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<td>375</td>
<td>12</td>
<td>Galway Road</td>
<td>$145</td>
<td>$1,740</td>
<td>Very poor - U/S End buried D/S end tree growing</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>153</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>250</td>
<td>7</td>
<td>Galway Road</td>
<td>$145</td>
<td>$1,015</td>
<td>Very poor - Can't flow - Buried - Too short - Filled</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>13</td>
<td>Galway Road</td>
<td>$145</td>
<td>$1,885</td>
<td>Very poor - Can't flow - Buried - Too short</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>Culvert</td>
<td>HDPE</td>
<td>1</td>
<td>375</td>
<td>9</td>
<td>Dutch Line</td>
<td>$145</td>
<td>$1,305</td>
<td>Poor - Can't evaluate joint - assumed poor</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>Culvert</td>
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<td>2</td>
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<td>12</td>
<td>Allens Alley</td>
<td>$145</td>
<td>$2,610</td>
<td>Poor - High flow - Rotted</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>Culvert</td>
<td>CSP</td>
<td>2</td>
<td>300</td>
<td>12</td>
<td>Allens Alley</td>
<td>$145</td>
<td>$1,740</td>
<td>Poor - High flow - Very rusty/too short</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>Culvert</td>
<td>CSP</td>
<td>2</td>
<td>375</td>
<td>15</td>
<td>Allens Alley</td>
<td>$145</td>
<td>$2,175</td>
<td>Poor - Can't flow - Road damaged</td>
<td>2013</td>
<td></td>
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<tr>
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<td>1</td>
<td>300</td>
<td>9</td>
<td>Bass Lake Road</td>
<td>$145</td>
<td>$1,305</td>
<td>Very poor - Can't flow - Rotted - Too short - buried/filled</td>
<td>2014</td>
<td>$22,773</td>
</tr>
<tr>
<td>282</td>
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<td>1</td>
<td>375</td>
<td>8</td>
<td>Bass Lake Road</td>
<td>$145</td>
<td>$1,160</td>
<td>Very poor - Can't flow - End buried/filled</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>334</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>450</td>
<td>12</td>
<td>Bass Lane</td>
<td>$145</td>
<td>$1,740</td>
<td>Very poor - Can't flow - En bred damaged/other buried</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>167</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>150</td>
<td>6</td>
<td>Boundary Ln</td>
<td>$145</td>
<td>$870</td>
<td>Very poor - Can't flow - Too short - buried - Rotted</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>169</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>250</td>
<td>8</td>
<td>FM 349</td>
<td>$145</td>
<td>$1,120</td>
<td>Very poor - Can't flow - Too short - in shoulder</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>154</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>8</td>
<td>Galway Road</td>
<td>$145</td>
<td>$1,660</td>
<td>Very poor - Can't flow - End crushed flat</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>304</td>
<td>Culvert</td>
<td>CSP</td>
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<td>376</td>
<td>10</td>
<td>Kens Road</td>
<td>$145</td>
<td>$1,450</td>
<td>Very poor - Can't flow - Buried/filled - Rotted</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>250</td>
<td>6</td>
<td>Mill Bay Road</td>
<td>$145</td>
<td>$870</td>
<td>Very poor - Not Flowing - buried/crushed - too short</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>67</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>7</td>
<td>Queens Line</td>
<td>$145</td>
<td>$1,015</td>
<td>Very poor - Can't flow - Too short - Ponding</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>300</td>
<td>5</td>
<td>Reid Road</td>
<td>$145</td>
<td>$725</td>
<td>Very poor - Can't flow - Too short - end buried</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>7</td>
<td>Reid Street</td>
<td>$145</td>
<td>$1,015</td>
<td>Very poor - Can't flow well - Too short - High flow</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>6</td>
<td>Reid Street</td>
<td>$145</td>
<td>$870</td>
<td>Very poor - Buried - Dry - May not be required</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>250</td>
<td>9</td>
<td>Reid Street</td>
<td>$145</td>
<td>$1,305</td>
<td>Very poor - Not flowing - buried/crushed</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>187</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>600</td>
<td>14</td>
<td>Russell Drive</td>
<td>$200</td>
<td>$2,800</td>
<td>Very poor - Can't flow - Buried/filled - Drainage area</td>
<td>2014</td>
<td></td>
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<tr>
<td>290</td>
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<td>CSP</td>
<td>1</td>
<td>375</td>
<td>7</td>
<td>Salmon Lake Road</td>
<td>$145</td>
<td>$1,015</td>
<td>Very poor - Failure will be extremely damaging</td>
<td>2014</td>
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<td>212</td>
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<td>1</td>
<td>300</td>
<td>9</td>
<td>Salmon Lake Road</td>
<td>$145</td>
<td>$1,305</td>
<td>Very poor - Can't flow - Too short/clean out/clear ditch</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>215</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>9</td>
<td>Salmon Lake Road</td>
<td>$145</td>
<td>$1,740</td>
<td>Very poor - Can't flow - Too short - buried/filled</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>216</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>12</td>
<td>Salmon Lake Road</td>
<td>$145</td>
<td>$1,740</td>
<td>Very poor - Can't flow - Too short - buried/filled</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>223</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>6</td>
<td>Salmon Lake Road</td>
<td>$145</td>
<td>$870</td>
<td>Very poor - Can't flow - Too short - Buried/filled</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>228</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>6</td>
<td>Salmon Lake Road</td>
<td>$145</td>
<td>$870</td>
<td>Very poor - Can't flow - Too short - end buried</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>240</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>6</td>
<td>Tully's Road</td>
<td>$145</td>
<td>$870</td>
<td>Very poor - Can't flow - Buried/filled</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>171</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>300</td>
<td>6</td>
<td>White Lake Road</td>
<td>$145</td>
<td>$870</td>
<td>Very poor - Can't flow - Too short in shoulder</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>179</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>375</td>
<td>6</td>
<td>White Lake Road</td>
<td>$145</td>
<td>$870</td>
<td>Very poor - Can't flow - Too short in shoulders</td>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>182</td>
<td>Culvert</td>
<td>CSP</td>
<td>1</td>
<td>300</td>
<td>9</td>
<td>White Lake Road</td>
<td>$145</td>
<td>$1,305</td>
<td>Very poor - Can't flow - Too short/filled/buried</td>
<td>2014</td>
<td>$28,465</td>
</tr>
</tbody>
</table>
# ANNUAL WORK PROGRAM

<table>
<thead>
<tr>
<th>PROGRAM YEAR</th>
<th># OF CULVERTS</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>14</td>
<td>$22,800</td>
</tr>
<tr>
<td>2014</td>
<td>24</td>
<td>$28,500</td>
</tr>
<tr>
<td>2015</td>
<td>19</td>
<td>$29,400</td>
</tr>
<tr>
<td>2016</td>
<td>19</td>
<td>$30,800</td>
</tr>
<tr>
<td>2017</td>
<td>15</td>
<td>$29,400</td>
</tr>
<tr>
<td>2018</td>
<td>19</td>
<td>$31,300</td>
</tr>
<tr>
<td>TOTAL</td>
<td><strong>110</strong></td>
<td><strong>$172,200</strong></td>
</tr>
</tbody>
</table>

TOTAL OF 657 CULVERTS = $1,550,000
Municipality of Trent Lakes
Council

TO: Mayor Clarkson and Members of Council
FROM: Don Mitchell, Fire Chief
APPROVED BY: 
DATE: October 1, 2013
RE: Recommendation for Tender Award of New Pumper

Recommendation:
That Council accepts the report from the Fire Chief stating that the Trent Lakes Fire Department is recommending awarding the Pumper tender to Fort Gary Fire Trucks.

Financial Implications:
Below are the three (3) bid amounts which include taxes:

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Res Q Tech Systems</td>
<td>$277,980.00</td>
</tr>
<tr>
<td>Fort Gary Fire Trucks</td>
<td>$264,231.29</td>
</tr>
<tr>
<td>Camions Carl Thibault Inc.</td>
<td>$260,611.90</td>
</tr>
</tbody>
</table>

In the tender submission from Fort Gary Fire Trucks, they indicated that if payment of cab/chassis was made upon arrival of the fire truck, they would reduce overall price of the truck by $1500.00 which would result in the final bid amount being $262,731.29. This then leaves a difference of $2119.39 between the two (2) bids submitted from Fort Gary Fire Trucks and Camion Carl Thibault.

Background:
The recommendation of awarding the tender to Fort Gary Fire Trucks is based on the following:

- Fort Gary Fire Trucks partnered with Winslow Gerolamy Motors in Peterborough for the supply of cab/chassis
- The warranties offered for major items are longer with Fort Gary Fire Trucks

Respectfully submitted,

Don Mitchell,
Fire Chief
## Warranties
### Pumper Tender T-7-2013

<table>
<thead>
<tr>
<th></th>
<th>Camions Carl Thibault Inc.</th>
<th>Fort Gary Fire Trucks (Recommended)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chassis</strong></td>
<td>As per Chassis Supplier</td>
<td>As per Chassis Supplier</td>
</tr>
<tr>
<td><strong>Apparatus Body</strong></td>
<td>10 years</td>
<td>20 years (marine grade aluminum)</td>
</tr>
<tr>
<td><strong>Pump</strong></td>
<td>Parts and labour – 2 years</td>
<td>Parts – 6 years</td>
</tr>
<tr>
<td></td>
<td>Parts only – additional 3</td>
<td>Labour – 3 years</td>
</tr>
<tr>
<td></td>
<td>years</td>
<td></td>
</tr>
<tr>
<td><strong>Water Tank</strong></td>
<td>Lifetime</td>
<td>Lifetime</td>
</tr>
<tr>
<td><strong>Paint</strong></td>
<td>5 years</td>
<td>10 years</td>
</tr>
<tr>
<td><strong>Accessories</strong></td>
<td>Warranty according to suppliers</td>
<td>1 year (unless otherwise advertised)</td>
</tr>
</tbody>
</table>
The Municipality of Trent Lakes
Council

TO: Mayor Clarkson and Members of Council

FROM: Pat Kemp, CAO/Deputy Clerk

APPROVED: Pat Kemp

DATE: October 1, 2013

RE: Schedule of Meetings – October 2013

Below is the October Meeting Schedule. If you have any questions, please do not hesitate to call me.

<table>
<thead>
<tr>
<th>MEETING</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Appreciation Breakfast</td>
<td>October 1</td>
<td>7:00 a.m.</td>
<td>Elim Lodge</td>
</tr>
<tr>
<td>Council Meeting - Regular</td>
<td>October 1</td>
<td>1:00 p.m.</td>
<td>Council Chamber</td>
</tr>
<tr>
<td>Economic Development</td>
<td>October 1</td>
<td>7:00 p.m.</td>
<td>Board Room</td>
</tr>
<tr>
<td>Planning Meeting</td>
<td>October 8</td>
<td>1:00 p.m.</td>
<td>Council Chamber</td>
</tr>
<tr>
<td>Road Tour</td>
<td>October 10</td>
<td>8:00 a.m.</td>
<td>Municipal Office</td>
</tr>
<tr>
<td>Council Meeting - Regular</td>
<td>October 15</td>
<td>1:00 p.m.</td>
<td>Council Chamber</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Pat Kemp, A.M.C.T., C.M.C.
CAO/Deputy Clerk
TO: Mayor Clarkson and Members of Council
FROM: Pat Kemp, CAO
APPROVED BY: Pat Kemp
DATE: October 1st, 2013
RE: Risk Management Official/Inspector

Recommendation:
That Council approve of entering into a contract with the Otonabee Region Conservation Authority for a Risk Management Official/Risk Management Inspector for 2014 at a cost of $11,982.00

Financial Implications:
Based on seven municipalities participating, the cost to the Municipality of Trent Lakes is $11,982.00

Background:
Under the Safe Drinking Water Act, municipalities are required to have a Risk Management Official/Inspector. At a previous meeting it was suggested that the Municipality of Trent Lakes enter into a contract with the Otonabee Region Conservation Authority for this position. I have attached a copy of a letter that I received from ORCA regarding the Drinking Water Source Protection Program Risk Management Official/Inspector.

There are seven municipalities that are interested in utilizing the ORCA. Based on their formula the cost to the Municipality of Trent Lakes is $11,982.00. This appears to be the most cost effective method to meet the requirements of the Act.

Respectfully submitted,

Pat Kemp, CAO

S:\Form\Memo-Council
September 16, 2013

Ms. Pat Kemp, CAO
Municipality of Trent Lakes
701 County Rd 36.
Bobcaygeon, ON
K0M 1A0

Re: Drinking Water Source Protection Program Risk Management Official/Inspector

Dear Ms. Kemp,

In August of 2012 Otonabee Conservation provided your municipality with a summary of the options available for the delivery of the Risk Management Official/Inspector (RMO/RMI) duties in the Otonabee-Peterborough Source Protection Area (O-P SPA). Option 1 – Transfer of Responsibilities through Agreement to ORCA is recommended, as there is significant staff expertise available to support this position, and a significant cost savings will be realized by municipalities in the O-P SPA by sharing the RMO/RMI.

Originally, it was anticipated that the Risk Management Official/Inspector position would commence in June 2013, but delays in the review and approval of the Source Protection Plan have resulted in changes to this schedule. Otonabee Conservation is now recommending that the Risk Management Official/Inspector position commence on January 1, 2014. This timing will enable the RMO/RMI to establish the Risk Management Office, initiate the development of processes and procedures to ensure coordination and communication with municipal staff, and begin the development of the framework for Risk Management Plans.

Based on previous discussions with municipalities in the Otonabee-Peterborough Source Protection Authority, it appears that seven (7) municipalities wish to transfer their responsibilities under Part IV of the Clean Water Act, 2006 to Otonabee Conservation. Based on this, an estimate of the cost for the RMO/RMI for your municipality for 2014 has been prepared to assist you with your budget preparations.

In order to divide the costs equitably between seven municipalities with different numbers of drinking water systems and significant drinking water threats, the estimated costs for 2014 were calculated prepared based on the following:

- Gross Salary $104,000
- Base Cost for RMO/RMI Program $5,420
- 15% of total based on # Drinking Water Systems
- 50% of total based on # Significant Drinking Water Threats as per Assessment Report
- 15% of total based on # "Would-be" Significant Drinking Water Threats
- Rebate of $270 per septic system subject to mandatory re-inspection
Based on this formula and the participation of seven municipalities, the proposed cost for the RMQ/RMI in 2014 for the Municipality of Trent Lakes is $11,982.

At this time, it is critical to confirm the number of municipalities who intend on transferring the RMQ/RMI responsibilities to Otonabee Conservation and to put formal agreements in place.

Please do not hesitate to contact me if you have any questions or wish to discuss further.

Sincerely,

[Signature]

Allan K. Seabrooke
CAO
TO: Mayor Clarkson and Members of Council

FROM: Pat Kemp, CAO

APPROVED BY: ____________

DATE: October 1st, 2013

RE: Partnership Request for an Ontario Trillium Foundation Grant Application

Recommendation:
That the Municipality of Trent Lakes support the request to partner with the City of Peterborough for an Ontario Trillium Foundation grant.

Financial Implications:
The grant application is for $75,000 per year for 3 years.

Background:
Attached to this report is a proposal from Chris Kawalec, Community Social Plan Co-ordinator. The City of Peterborough is unable to apply for an Ontario Trillium Foundation grant due to its size.

The grant would allow for an Age-Friendly Plan and would look at:
1) Outdoor spaces and buildings
2) Transportation
3) Housing
4) Social Participation
5) Respect and Social inclusion
6) Civic participation and employment
7) Community and information
8) Community support and health services

The OTF grant would be $75,000 per year for 3 years. The deadline for the grant application is November 1st, 2013. The Social Services division of the City of Peterborough is requesting the Municipality of Trent Lakes partner with them in and apply for the OTF grant. This will not limit the Municipality for applying for another grant if it chooses to do so.

Respectfully submitted,

Pat Kemp, CAO

S:\Form\Memo-Council
September 26, 2013

Pat Kemp, CAO
Municipality of Trent Lakes
701 County Road 36
Box 820, Bobcaygeon ON K0M 1A0

Dear Pat,

Re: Partnership Request for an Ontario Trillium Foundation Grant Application

I am writing to request the partnership of the Municipality of Trent Lakes in an application to the Ontario Trillium Foundation (OTF) for the creation of an Age-Friendly Plan for the City and County of Peterborough. The Peterborough Seniors Planning Table (SPT), which I co-Chair, has been discussing this idea for a number of months and has endorsed the creation of a Plan and is actively pursuing this project. The City of Peterborough is not eligible to apply for an OTF Grant since we have a population of over 20,000 people.

The SPT is exploring multiple options for the OTF Grant including a similar request to the Township of Havelock-Belmont-Methuen and with Activity Haven Seniors Centre. Other potential partners may also emerge as a result of the SPT held this past Tuesday. This can only strengthen the application.

The Age-Friendly Plan will be created using the principles and guidelines developed by the World Health Organization (WHO). It will be structured around the following eight domains:

1. outdoor spaces and buildings,
2. transportation,
3. housing,
4. social participation,
5. respect and social inclusion,
6. civic participation and employment,
7. communication and information, and
8. community support and health services.
These domains have been adopted across Canada and around the world as the framework for age-friendly initiatives. Our local plan will develop policies and actions derived from extensive consultation with seniors and other stakeholders in the City and County of Peterborough.

The SPT will explore numerous funding options to complete the Age-Friendly Plan however the OTF Grant would represent the core funding for the project. I would like you to consider the following grant parameters as the basis for and OTF Application:

- 3 year grant
- $225,000 application ($75,000/year)
- Next application deadline is November 1, 2013.
- Application would be a collaborative with a local Township as lead with a partner yet to be determined.
- The Township would hire staff (1 person) but they would report to Chris Kawalec at the City for duties and supervision.
- Funding would also include other expenses such as: travel, administration, consultation costs, meeting costs, etc.
- $10,000 in 2014 from the City (proposed in 2014 Budget) with additional budget requests in 2015 and 2016.
- Significant in-kind contribution from the City (i.e. staff time, office, phone, supplies, etc.)

This scenario was discussed with Lenka Petric, the OTF Program Manager for Peterborough and she provided the following feedback:

- Age-Friendly Plans have been supported by the OTF in other communities, such as Thunder Bay, Cambridge, Waterloo, Kingston and Ottawa.
- There is $2 million for the Durham, Haliburton, Kawartha, Lakeridge Region with $7 million worth of applications each round
- This project should be structured as a strong collaborative with a significant contribution from the lead applicant.
- Co-applicant does not need to be an eligible applicant.
- Current scenario seems like a City of Peterborough application and would struggle to gain full support by the OTF Grant Review Committee.
- Recommend having a local organization that provides services to seniors be the lead agency.

The Seniors Planning Table has received this feedback but feels it is important to submit an OTF Application for the November 1st deadline. I will be preparing this submission pending the recruitment of a lead applicant. I am open to discussing modification to the application parameters base on your needs.

In considering this request, the Municipality of Trent Lakes needs to keep in mind that if we were successful with a collaborative application the Municipality would still be eligible to
apply for another OTF Grant on their own. In other word, you can have 2 OTF Grants at one time.

We are still in the development stages of defining this project and would welcome any feedback or suggestion you may have. I am confident we can be successful with an OTF Application but it will require strong support from the lead agency submitting the application.

I would be happy to discuss this request with you further to provide additional information and answer any of your questions.

Thank you for your consideration.

[Signature]

Chris Kawalec
Community Social Plan Coordinator
Social Services Division
705.748.8830 ext. 3834
ckawalec@peterborough.ca
Municipality of Trent Lakes
Council

TO: Mayor Clarkson and Members of Council

FROM: Lois O'Neil, Clerk

APPROVED BY: [Signature]

DATE: October 1, 2013

RE: Reconsideration of Resolution R2013-493

Recommendation:
That Council provides direction respecting Resolution R2013-493.

Financial Implications:
None.

Background:
At the meeting September 17, 2013, Council adopted the following resolution:

That Resolution R2013-493, from the September 3, 2013, Council meeting, being "That the gate located on the Bass Lane municipal road allowance adjacent to the Buckhorn Sand and Gravel Quarry be removed from the road allowance and the quarry owners be required to fence their own property", be brought forward for reconsideration at the October 1, 2013, Council meeting.

As part of this reconsideration, the other affected quarry owner, Galway Ridge Resources Inc., was contacted respecting the gate. Attached is their response in which they indicate that the gate should be removed.

Respectfully submitted,

Lois O'Neil,
Clerk

Attached.
Lois K. O’Neill, M.P.A., CMO
Municipality of Trent Lakes
701 County Road #36
Box 820, R R #3
Bobcaygeon, ON K0M 1A0

Dear Ms. O’Neill,

Pursuant to your request, Galway Ridge Resources Inc. ("Galway") has instructed me to make the following submissions to the Municipal Council ("Council") regarding the gate ("Gate") on Bass Lane at the entrance to the Road Allowance Between Concessions ("Road Allowance") shown on Schedule "B" attached hereto being the same Schedule attached to and forming part of the Road Allowance Agreement between Galway and the Municipality.

After careful deliberation, Galway is strongly of the opinion that the Gate should be removed and respectfully encourages Council to so order.

Galway recognizes that, while the Road Allowance has been opened, upon Galway's application, to allow access to its otherwise land-locked property, it is public property over which the Municipality has jurisdiction. As such, in Galway's opinion, it ought to be freely open to all legitimate users including all affected operators and members of the public. The notion of limited/shared access to a public roadway is incongruous.

Galway further believes that each quarry-owner to whose property the Road Allowance gives access should be responsible for the erection, maintenance and monitoring of a gate from the Road Allowance accessing its own property rather than relying on a shared gate on the public roadway. Opening and closing the shared Gate, where more than one quarry-owner is involved, would inevitably be very awkward at best and leave the "door open" (so to speak) to real or imagined differences, recriminations, accusations of neglect, abuse, non-cooperation and so forth, between/among those entitled and responsible to open and close it. On the whole, Galway's experience with one of the other operators, with which the Municipality is familiar, including the publication of unfounded, discriminatory and defamatory allegations, has not been reassuring. Galway is apprehensive that leaving the Gate in place will only lead to ongoing issues indefinitely.

Accordingly, Galway urges the Municipal Council to decisively order removal of the Gate.

Yours truly,

Samuel R. Baker, Q.C.

SRB:fw
Encl.
Municipality of Trent Lakes
P.O. Box 820
701 County Road 36
Bobcaygeon, Ontario
K0M 1A0
Telephone No. 705-738-3800
Fax 705-738-3801
www.trentlakes.ca

To: Mayor Clarkson and Members of Council
From: Donna Teggart
Approved by: [Signature]
Date: October 1, 2013
Re: Assessment Values for Properties Located on Fire Routes

Recommendation:

That Council receive the Treasurer's report for information purposes.

Financial: N/A

Background:

At the September 18, 2013 Regular Council Meeting, there were discussions pertaining to the determination of assessment values for properties located on fire routes. I thought I would clarify this for you.

As long as properties are designated on the MPAC database as being on private or seasonal roads (or ones that have right-of-way access), there is a downward adjustment incorporated in their assessed value.

There is a slightly different model that is used to calculate assessment values on waterfront properties located on these roads which looks at sales analysis statistics at each reassessment. If there is statistical evidence that the type of site access has an effect on the selling price of a waterfront property, an assessment reduction may be incorporated. If there is no statistical evidence that a willing buyer would pay any less for a waterfront property on a private or seasonal road, there would be no site access reduction calculated.

Respectfully submitted,

[Signature]
Donna Teggart
Municipality of Trent Lakes
P.O. Box 820
701 County Road 36
Bobcaygeon, Ontario
K0M 1AO
Telephone No. 705-738-3800
Fax 705-738-3801
www.trentlakes.ca

To: Mayor Clarkson and Members of Council
From Donna Teggart
Approved by Pat Lenp
Date October 1, 2013
Re: Transfer from Reserve

Recommendation:

That Council provide direction to the Treasurer to transfer $1000.00 from the BRHC Blood Lab Reserve.

Financial: $1000.00

Background:

As per my June 18, 2013 report attached, the new bank account for the blood lab at the Buckhorn Medical Centre was created with an opening balance of $3787.78.

In order to continue to provide the lab services and pay the phlebotomist, Karen Wilson requested $1000.00 of these funds which I have provided. I require a resolution of Council in order to transfer these funds from the Blood Lab reserve. Karen has provided the proper documentation to allow for the release of these funds.

Respectfully submitted,

Donna Teggart
Municipality of Trent Lakes
P.O. Box 820
701 County Road 36
Bobcaygeon, Ontario
K0M 1AO
Telephone No. 705-738-3800
Fax 705-738-3801
www.trentlakes.ca

To: Mayor Clarkson and Members of Council
From: Donna Teggart
Approved by: ____________________________
Date: June 18, 2013
Re: Bank Account Buckhorn Regional Health Centre Committee

Recommendation:

That Council provide direction to the Treasurer to request that the $3787.78 being held at the CIBC in Bobcaygeon under the account name of The Buckhorn Regional Health Centre Committee, be forwarded to the municipality via a cheque by the two signing authorities on the account. After this, a new Blood Lab Trust account will be created by the Treasurer and signing authorities on this account will be the current municipal signing authorities.

Financial:

Background:

Further to the disbanding of the Buckhorn Regional Health Centre Committee, the funds currently being held by this Committee need to be properly held for future lab expenses. After consultation with our financial institution and auditor, a viable solution would be to create a new trust account for these funds. These are donation funds received and it is understood by all that if there are insufficient donations to cover lab expenses, funds from the municipality will not be used to cover the shortfall.

The best way to facilitate this is to have the two signing authorities on the account issue a cheque to the municipality for the balance in the account which was $3787.78 on April 30, 2013. Those individuals would then close this account. The Treasurer will then create a Blood Lab Trust account at the CIBC in Bobcaygeon for these funds. The administrator of the medical centre received $1200.00 of the donation funds on January 1, 2013 and as of May 31, 2013, had a balance of $350.25 remaining. She currently keeps exact records of the number of patients seen and subsequent salary paid to the phlebotomist in order to back-up the funds used and forwards a copy for our records. Once these funds need to be replenished, a cheque will be
prepared from the trust account. For ease, the current municipal signing authorities would remain on this account. The Municipality will continue to receive donations for the lab and provide the necessary tax receipts. Donations will then be deposited to the trust fund account and a cheque cut to the administrator of the facility as needed in keeping with the documentation that is currently being forwarded.

Respectfully submitted,

Donna Teggart
### ARREARS REPORT 2013

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Reminder notices will be sent out April, June, September, November & December

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**Paid Invoice History By Cheque Report - CIBC**

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**Cheque 020158**

Date: 19/09/2013

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### Accounts Payable

**Paid Invoice History By Cheque Report - CIBC**

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**Vendor:** 000000 to 999999

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- **Cheque Date**: 14/09/2013 to 27/09/2013
- **Vendor Number**: 000000 to 999999

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Report Total: 240,202.91
MINUTES OF JOINT COUNCIL AND ECONOMIC DEVELOPMENT COMMITTEE MEETING SEPTEMBER 3RD, 2013 COUNCIL CHAMBERS

Present: Janet Clarkson, Mayor and Co-Chair of Economic Development
Ron Windover, Deputy Mayor
Don LaCombe, Councillor
Madeline Pearson, Councillor
Bev Matthews, Councillor and Vice Chair of Economic Development
Jean Smith, Member of the Economic Development
Ursula Feheley, Member of the Economic Development
Peter Franzen, Member of Economic Development

Absent: Dick Perssons, Co-Chair of Economic Development
David Rivers, Member of Economic Development

Staff: Pat Kemp, CAO/Economic Development Officer
Lois O’Neill, Clerk
Mike Zimmer, Chief Building Official
Kari Stevenson, Planning Technician

Others: Luciano Piccioni, RCI Consulting

Mayor Clarkson called the meeting to order at 7:00 p.m.

Mr. Piccioni advised that the Community Improvement Plan (CIP) is a municipal planning tool that provides for the guiding framework (policies, incentive programs and physical improvements) for revitalization, redevelopment and improvement in a defined area of need.

Council may designate a Community Improvement Project Area for the following reasons:
- Age or dilapidation
- Overcrowding
- Faulty arrangement
- Unsuitability of buildings
- Any other environmental, social or community economic development reason
MINUTES OF JOINT COUNCIL AND
ECONOMIC DEVELOPMENT COMMITTEE MEETING
SEPTEMBER 3RD, 2013

Once approved, a CIP allows a municipality to:

- Acquire, improve and dispose of land and buildings
- Provide grants and loans to owners, tenants and assignees to improve their lands and buildings
- Undertake infrastructure and public space improvements

The critical needs will be identified; a draft plan presented and then Council would adopt the final plan.

A CIP is an enabling document that:
1. Establishes a community vision for an area in need of improvement
2. Outlines public realm and other improvements
3. Establishes incentive programs that can be made available
4. Allows a municipality to decide which public realm improvements and incentives it will implement
5. Is a long-term investment, not a quick fix – will take time to see results
6. Is intended to be in place for a set period of time
7. Is not static – can and should be modified over time depending on results
8. Has long term benefits that far outweigh short-term costs
9. Can create significant levels of community reinvestment in the project area by leveraging public dollars into private sector reinvestment
10. Can improve economic and living conditions in a commercial/mixed use area

Mr. Piccioni stated that it will take a minimum of six months but ten months is more likely. Mr. Piccioni advised that the CIP could be multi-jurisdictional and that one plan could serve both sides of the bridge in Buckhorn.

The meeting adjourned at 8:24 p.m.

Janet Clarkson, Mayor and Co
Chair, Economic Development

Pat Kemp, CAO/Deputy Clark
Economic Development Officer
Trent Lakes
Parks and Recreation Committee Meeting
September 17th, 2013 at 7:00 p.m.
Boardroom

Present:  Peter Raymond, Chair
          Don Bowles, Vice Chair (7:17 p.m.)
          Bob Stevens
          Bill Lee (7:20 p.m.)
          Stan Campbell
          Madeline Pearson, Councillor
          Ron Windover, Deputy Mayor

Staff:    Lois O’Neill, Clerk
          Ivan Coumbs, Public Works Superintendent

The Chair called the meeting to order at 7:04 p.m. and welcomed everyone.

1. Approval of Minutes – May 21st, 2013

PR-10-2013

Moved by:  Councillor Pearson
Seconded by: Deputy Mayor Windover

That the minutes of the May 21st, 2013 meeting be approved as printed.  
Carried.

2. Delegation

None.

3. Topics for Discussion

a) Peter Raymond, Chair
Re: Township of Selwyn - Trails Master Plan

Peter Raymond explained that Selwyn Township is working on a Trails Master Plan. He noted that Selwyn has established trails but we do not. It was questioned if a trails plan or trails is something that we should consider. The Committee determined the cost of establishing trails was prohibitive at this time.

Councillor Pearson advised that a previous Committee considered establishing a walking/bicycling trail behind the Buckhorn Community Centre to Adam and Eve Road. It is unknown what ever happened to this plan. She provided the Committee with some information on bicycle trails that she received at a recent workshop.

b) Lois O’Neill, Clerk
Re: Peterborough County Parks and Recreation Meetings for Township Recreation Leads
Lois O’Neill, Clerk, explained that she is a member of the Peterborough County Parks and Recreation – Recreation Leads Committee. This Committee was established by the Health Unit with a focus on improving access to recreation for persons in the County. Issues that have been discussed include improving access to recreation opportunities (including parks, playgrounds, recreation programs, etc.) especially for those on social assistance, transportation concerns, program evaluation and an access to recreation policy for all Municipalities in the County. Upcoming issues include playground inspections and municipal alcohol policies. She will continue to keep the Committee informed on the actions of this group.

c) Lois O’Neill, Clerk
Re: Signage at Parks and Boat Launches and Buckhorn Dock Repairs

Lois O’Neill advised the Committee of the new sign that has been erected at Whites’ Beach as directed by the Committee.

Ivan Coumbs, Public Works Superintendent, provided an update on signage changes in other areas of the Municipality and the completion of the repairs to the Buckhorn dock.

The Committee questioned if Whites’ Beach is being used. Mr. Coumbs advised that it seems to be used quite a bit and those that are using the beach are keeping it clean.

Deputy Mayor Windover expressed that he received several complaints on the August 24, 2013, weekend respecting the garbage bins not being emptied at Sandy Beach. The CAO was contacted and she arranged to have staff remove the garbage. It was suggested that the contract be reviewed to ensure that there is regular garbage removal from this site.

Don Bowles arrived at 7:17 p.m.

d) Ivan Coumbs, Public Works Superintendent
Re: Update on Property Matters

Ivan Coumbs, Public Works Superintendent, explained that at the former Silver Sands property on Sandy Beach the identified trees have been removed and Public Works has started installation of the walkway and the pick up and drop off transition area. He explained that the transition area will be a circle drive which will enable the safe unloading of vehicles in the park near the beach. All work in this park is being done under the direction of the landscape architect.

Staff explained that the installation of a walkway and transition area was determined to be a priority by Council to ensure the safety of pedestrians travelling from the parking area to the beach rather than using the side of the road. The Landscape Architect will be developing a plan for the remainder of the park which will be available for review by the Committee in 2014.
Bill Lee arrived at 7:20 p.m.

Mr. Coumbs advised that the Lakehurst Hall parking lot has been completed to a gravel surface. The asphalt for the wheelchair access at the backdoor will be completed later this month. Deputy Mayor Windover explained that at their meeting earlier today, Council authorized the completion of the survey for the lot to be severed off the property. Staff advised that a response has not yet been received from the Lakehurst Hall Board respecting suggestions for the balance of the property.

4. New/Other Business

a) Lois O’Neill, Clerk
   Re: By-law B2013-061

Lois O’Neill, Clerk, distributed copies of By-law B2013-061, being ‘A By-law to Provide for the Use, Protection and Regulation of Public Parks and Recreation Areas in the Municipality of Trent Lakes’, adopted by Council on August 6, 2013. She explained that this By-law resulted from a Council requested for a report on prohibiting parking in the former parking lot to the south of Sandy Lake Beach in Shearer Park and enforcing the dog ban. The new By-law encompasses all Municipal parks and recreation areas (including open space, beaches, boat launches, community centres/halls, ice pads, picnic areas, playgrounds, etc.) and repeals the three By-laws.

The By-law specifically prohibits the operation of a motor vehicle except in an authorized parking area and prohibits the driving, operating, parking or leaving unattended of a motor vehicle in any part of a park or recreation area except in an authorized parking area. Motorized mobility devices are exempt. In addition, the new By-law clearly designates public beach areas throughout the Municipality where dogs or other animals are prohibited and permits the By-law Enforcement Officer to evict all persons violating this By-law from any park or recreation area. Also included in the By-law is a clear list of other prohibited activities for all parks and recreation areas such as the possession of intoxicating beverages; vandalism; discharging of fireworks; disposing of household waste; launching of any watercraft at a designated beach area; open flames and limits the hours when persons are permitted in any unlighted park or recreation area. Service Animal are permitted.

b) Bill Lee
   Re: Municipal Land

Bill Lee advised that he was approached by the Schryer’s requesting that the Municipality clean up the municipal property across from their property to make it more appealing. Staff explained that the Schryer’s property is located off of Peter’s Island on Crystal Lake. Currently the Schryers use the municipal property as a private parking area. Council previously approved entering an agreement with the Schryers for the parking area on the municipal property but the agreement has not been signed by the Schryers.
c) Councillor Pearson
   Re: New Township Entrance Signs

Councillor Pearson noted the new Municipal signs that are being erected at the
entrances to the Municipality and advised she has received positive comments about
the new signs.

5. Next Meeting Date: November 19, 2013

The next meeting of the Parks and Recreation Committee will be held on Tuesday,
November 19, 2013 at 7:00 p.m. Any issues to be added to the agenda are to be e-
mailed to the Chair and the Clerk.

6. Adjournment

PR-11-2013

Moved by: Deputy Mayor Windover
Seconded by: Don Bowles

That the meeting adjourn at 7:43 p.m.                    Carried.

____________________
Peter Raymond, Chair

____________________
Lois O’Neill, Clerk
CULTURE AND REC MEETING JUNE 19TH, 2013

PRESENT;
CHAIR—KATHY WARREN
VICE CHAIR—LOUISE JACKSON
SECRETARY—GAIL MACKAY
TREASURER—SHEILA ASLING—ABSENT
COUNCIL—DON LACOMBE
 TIFFANY WARREN
ANNA PANTALEO
DON BOWLES
JOHN JACKSON
CAROLE WINNER AND JACK CLARK ABSENT

MOVED TO ACCEPT LAST MINUTES FROM APRIL 24TH, 2013—LOUISE JACKSON—SECONDED BY TIFFANY WARREN—CARRIED

OLD BUSINESS
NOW A SCENT FREE BUILDING
ONE CERTIFIED FOOD HANDLER MUST BE AT EACH FUNCTION THAT HAS FOOD—KATHY WARREN WILL FIND OUT ABOUT POT LICKS AND BAKE SALES.
MUST APPLY FOR LICENCE FOR ANY FUND RAISER—RAFFLE—FIFTY FIFTY ETC.—LOONEY AUCTION
NEED TO TELL BRUSH STROKES FOR NEXT YEAR.

DISCUSSION ABOUT THE RENTAL AGREEMENT
ANNA PANTALEO SAID SHOULD BE A NEW POLICY THAT THE BARTENDERS CAN KEEP THEIR TIPS—IT WILL BE UP TO THEM WHAT THEY DO WITH THEM
SIGN BEING PUT AT BAR STATING THAT THE BAR WILL BE CLOSED DURING MEALS

NEW BUSINESS;
MOTION BY ANNA PANTALEO THAT THE FRON HALLWAY BE KEPT CLEAN AND NEAT AND THE GARBAGE OUT BACK BE GOTTEN RID OF—SECONDED BY LOUISE JACKSON—ALL IN FAVOR—PASSED

FUNCTIONS
CARNIVAL DAY ON JULY 28TH, 2013
CAR RALLY AUGUST 10TH, 2013—YOUTH GROUP WILL CATER

KATHY WARREN GOING TO SPEAK TO CAROL WINNER ABOUT NOT HAVING A BAKE SALE WITH THE PLANT SALE

LOUISE JACKSON ASKED DON LACOMBE SINCE THE BUILDING BELONGS TO THE TOWNSHIP THEY NEED AN ELECTRITION TO COME IN AND FIX THE LIGHTS.

TIFFANY WARREN GOT A DONATION OF A VCR AND A DVD PLAYER

NEXT MEETING IS AUGUST 28TH, 2013
Lois O’Neill

Subject: FW: Sign Bylaw

From: Jack Jacobs ·
Date: 21 September, 2013 12:44:30 PM EDT
To: Bev Matthews ·
Subject: Sign Bylaw

Bev, the bylaw looks identical to the Selwyn model. I noticed a disturbing variance under Section 3.8 -C Real estate direction signs to a max area of .2 meters!
I hope Council is not endorsing advertising outside of the property that is for sale. If you want to see how this will look, drive to Elbow Point road and see the seven 5 signs nailed to the utility poles! Also ninety days for mobile signs is ridiculous, most municipalities have a 45 day permit limit with a max of 2 or 3 renewals per year. More fees will restrict the use of these ugly signs!
Question, are the permit fees annual, I hope so or the program will never support itself.
Jack
September, 2013

Reeve Janet Clarkson
Twp of Galway-Cavendish-Harvey
701 County Road 36
PO Box 820 RR 3
Bobcaygeon, On K0M 1A0

Dear Reeve Clarkson and Council:

I want to share with you the details of my latest Private Member’s Bill, the Aggregate Recycling Promotion Act. I believe it will be an effective measure to encourage and increase aggregate recycling in Ontario. Bill 56, if adopted, would ensure that recycled aggregates can be included in construction projects paid for with public money. The Aggregate Recycling Promotion Act is about helping to address the need for aggregates, while at the same time preserving the finite supply of land from which aggregates are extracted.

Currently, across Ontario there are several public sector agencies like the Ministry of Transportation and some municipalities that are doing a great job incorporating recycled aggregates into their construction work, but we can do more. There are still too many cases where construction work paid for with public money is forced, through the procurement process, to use only 100% primary or virgin aggregates.

Research has proven that recycled aggregates are as safe and reliable as primary aggregates. I believe the Aggregate Recycling Promotion Act balances the need for aggregate extraction by encouraging the use of recycled aggregates.

I plan to debate Bill 56 in September and I would appreciate receiving any feedback you may have on the Aggregate Recycling Promotion Act. Enclosed please find an overview of the bill for your convenience. If you are interested in reviewing the actual bill, please visit www.sy/viajonesmpp.ca or call 416-325-1898.

Sincerely,

Sylvia Jones, MPP
Dufferin-Caledon

Encl.
Support Sylvia Jones’ Private Members Bill
Bill 56, The Aggregate Recycling Promotion Act

Currently across Ontario, there are dozens of public sector bodies like the Ministry of Transportation and select municipalities that are doing a great job incorporating recycled aggregate into their construction work, but we can do more.

"The Aggregate Recycling Promotion Act is about helping to address the need for aggregates, while at the same time preserving the finite supply of land from which we extract."

– Sylvia Jones MPP speaking during the introduction of Bill 56 on Earth Day, 2013

The appropriate testing procedures and standards already exist to ensure that recycled aggregate is as safe and reliable as primary aggregate. MTO has been using them for years, and other publicly-funded institutions should be too. Unfortunately, there are still too many examples where construction work paid for with public money is awarded through a procurement process that forces contractors to use only primary (or “virgin”) aggregate.

Recycled aggregate has proven to be as safe and reliable as primary aggregate. No one should be prevented from competing for a contract solely because they propose to use recycled aggregate.

If an Ontario business wants to submit a bid to build or resurface a road, then they should be able to include recycled aggregate in their proposal. That is not something we should be stopping; that is something we should be promoting.

"I say to my fellow members: Let’s get it done, let’s show some leadership, let’s promote aggregate recycling in Ontario."

– Sylvia Jones MPP speaking during the introduction of Bill 56 on Earth Day, 2013

With over 3 million tonnes of recycled aggregate sitting in stockpiles across Ontario and more accumulating daily, now is the time to start promoting aggregate recycling. I chose Earth Day to introduce my PMB because at its heart, the Aggregate Recycling Promotion Act is about helping to address the need for aggregate, while at the same time preserving the finite supply of land from which we extract.
How YOU Can Help

- If you believe that aggregate recycling is important and something that should be promoted, I encourage you to support the Aggregate Recycling Promotion Act, 2013. Please write to your local MPP and ask them to support Bill 56. You can find contact information for your MPP by visiting the Ontario Legislative Assembly website at www.ontla.on.ca. Please be sure to copy MPP Sylvia Jones in your correspondence at sylvia.jonesqp@pc.ola.org.

- To get a copy of Bill 56, go online to www.sylviajonesmpp.ca or call 416-325-1898.

- Share this information with friends, family, and anyone interested in promoting aggregate recycling in Ontario.

- If you have feedback on this bill, please send it to sylvia.jonesqp@pc.ola.org.

Testimonial to Bill 56

“I am very pleased to see that Sylvia has again taken the lead with her Private Member’s Bill, the Aggregate Recycling Promotion Act. This Bill will help preserve resources and reduce the need for prime agriculture land to be turned into a quarry. The desire to use recycled aggregate was expressed clearly in the review of the Aggregate Resources Act.”

- Bill Hill, Mayor, Melancthon Township

“We commend Sylvia Jones for introducing the Aggregate Recycling Promotion Act. This bill recognizes the economic and environmental benefits of better managing this undervalued resource. It is our sincere hope that all parties will support and expedite approval of Bill 56 as soon as possible, and get it passed into law.”

- Ed Persico, Chair, Aggregate Recycling Ontario

If you would like more information or have questions about Bill 56, please contact the office of Sylvia Jones, MPP for Dufferin-Caledon at:

Room 443, Legislative Building, Queens Park, Toronto, ON, M7A 1A8, (416) 325-1898 or 244 Broadway, Orangeville, ON, L9W 1K5, 1-800-265-1603 or 12596 Regional Road 50, Bolton, ON, L7E 1T6

Email: sylvia.jonesqp@pc.ola.org
Bancroft & Hastings Highlands Disaster Relief Committee

Hastings Highlands Municipal Office
33011 Hwy 62 North, Maynooth, On K0L 2S0

September 2013

Dear Council Head and Members of Council

On May 16, 2013, the Minister of Municipal Affairs and Housing, in response to local council motions, declared the Town of Bancroft and the Municipality of Hastings Highlands as disaster areas for the purpose of the Ontario Disaster Relief Assistance Program (ODRAP)

The Town of Bancroft and the Municipality of Hastings Highlands experienced flood conditions during the last weekend of April, caused by heavy rain falls in addition to the spring thaw. This flood led to severe infrastructure damage to homes and small businesses, as well as the temporary closure of schools and businesses in both municipalities.

A Disaster Relief Committee has been appointed in accordance with the requirements of ODRAP in order to coordinate both fund-raising efforts and to adjudicate claims from private residents, farmers and small businesses that were impacted by the flood.

The Committee has set a financial goal of $87,500 and is making measurable gains towards meeting it by the fundraising campaign deadline of October 31, 2013. This $87,500 goal was established following preliminary assessments by the Provincial Disaster Assessment Team. Under ODRAP, the province will top up funds raised to the amount that is needed to pay eligible claims at 90 per cent up to a maximum of $2:1 ratio. Claims for financial support will continue to be submitted until August 30, 2013.

The Bancroft and Hastings Highlands area is predominately rural in nature and is not densely populated. For that reason, we know that the $87,500 goal is a challenging one but we are working extremely hard towards that end and are confident we can reach it. Our fundraising campaign began less than a month ago and early results are encouraging. For your information, I am enclosing a copy of our brochure which is a living document and will evolve as events are completed and new initiatives roll out.

On behalf of the Bancroft and Hastings Highlands Disaster Relief Committee, I am asking municipal councils across the province to support our fundraising efforts by making a donation to this worthy cause. Contributions in any amount will be gratefully received.

Cheques should be made out to Bancroft and Hastings Highlands Disaster Relief Committee and mailed to the Municipality of Hastings Highlands at 33011 Highway 62 N, PO Box 130, Maynooth, On K0L 2S0.

Yours truly

Dennis Purcell
Dennis Purcell
DRC Chair
MAKE A DONATION

Donations are eligible for a tax receipt, issued by the Municipality of Hastings Highlands.

If I would like to make a donation:

$20  $50  $100  Other __________

Name: ____________________________________________

Address ____________________________________________

__________________________________________________________

Telephone #: __________________________

Email: ____________________________________________

Date: ____________________________________________

Please make cheque payable to the Bancroft & Hastings Highlands Disaster Relief Committee and send to the Municipality of Hastings Highlands.

I require a tax receipt.

Thank you for your support!

CLAIMS APPROVALS

Applications for funding assistance have been available, over the course of the summer, through the Ontario Disaster Assistance Relief Program (ODRAP).

Applicants were able to acquire these forms, in person and on-line, from both municipal offices. The deadline to submit applications was August 30, 2013.

Multiple applications, from both municipalities, have been adjudicated and multiple approvals for advance funding have occurred.

This advance funding is critical for residents, who continue to live with the consequences of the flood today.

Bancroft and Hastings Highlands Disaster Relief Committee
Municipality of Hastings
Highlands 33011 Hwy 62 N
P.O. Box 139, Maynooth, ON
KOL 2SO

Request for Support 2013

DISASTER RELIEF 2013
18 September 2013

The Honourable K. Wynne, Premier of Ontario
Kathleen Wynne, Premier
Legislative Building, Queen’s Park
Toronto ON M7A 1A1

Dear Premier Wynne:

RE: Provincial Ban of Flying Lanterns

This is to advise of the following self-explanatory resolution adopted by the Council of the City of Kenora at its meeting held September 17, 2013 with respect to the above-noted:

“That Council of the City of Kenora hereby petitions the Provincial Government to have flying lantern devices banned from use and sale in the Province of Ontario; and

That Council of the City of Kenora circulates a copy of this resolution to all Ontario Municipalities for endorsement and support; and further

That the City of Kenora Fire and Emergency Services initiate enforcement action when the identity of the owner of the device can be determined, through appropriate sections of the Ontario Fire Code.”

On behalf of City Council, we trust favourable consideration will be given to this matter, and look forward to your early and favourable response.

Yours truly,

Joanne L. McMillin
CITY CLERK

cc. Hon. D. Oreziotti, Minister of Natural Resources
Hon. M. Meilleur, Community Safety & Correctional Services
S. Campbell, MPP, Kenora- Rainy River
Chief W. Brinkman, Manager of Fire & Emergency Services
Ontario Municipalities
DATE: October 1, 2013

MEMORANDUM TO: Mayor Clarkson and Members of Council

FROM: Lois O’Neill, Clerk

SUBJECT: CORRESPONDENCE REPORT

The following items are for Council’s information:

(1) Gloria Curry
    Re: Letter to the Editor of the Lakefield Herald

(2) County of Peterborough
    Re: Pilot Mattress Recycling at Bensfort Road Site

(3) Ontario Community Newspapers Association
    Re: Ontario Junior Citizen of the Year Awards

c) Information Available from Clerk (Previously Circulated to Council)

(4) The Honourable Alice Wong, Minister of State (Seniors)
    Re: National Seniors Day – October 1

(5) County of Peterborough
    Re: County/City Environmental Day – September 21, 2013

(6) Peterborough Economic Development
    Re: Countdown to Creative Cocktail
    Celebrate October’s Small Business Month
    Great Things Happening in Peterborough – September 2013

(7) Peterborough County/City Board of Health
    Re: September 11, 2013 Board of Health Meeting Summary

(8) Association of Municipalities of Ontario
    Re: AMO Breaking News – Bill 91 – Waste Reduction Act
    AMO Policy Update – Bill 73 – Fair and Open Tendering Act defeated
    Time for Action – December 6, 2013
    Energy Planning Workshop Registration
    Municipal Investment Basics Registration
    The Value of Communication in a Community Emergency
    On the Horizon – October 24 & 25, 2013
    AMO Policy Update – AMO Report to Members – 2013 Board Meeting

(9) Association of Municipal Managers, Clerks and Treasurers of Ontario
    Re: Municipal Minute – September 18, 2013
    Municipal Minute – September 25, 2013

Respectfully submitted,

Lois O’Neill, Clerk
Lois O'Neill

From: Gloria
Sent: September-24-13 8:52 PM
To: editor@lakefieldherald.com
Subject: Letter to the editor of the Lakefield Herald
Attachments: BCC Quarry gate & fence 2013.docx

Dear Council:

I felt it only fair to inform you of my letter to the Lakefield Herald. As you can see I am not very impressed with the actions this council has taken & hope you will voice my concerns at the next council meeting, where this subject comes up. We have a Mayor who puts her foot into her mouth time and again but since the comments made at County Council about the lights at the 16th & Buckhorn Road, haven't heard too much from her. On that subject, I thought it was a strange comment to make considering, she was behind my husband filling up at Terry's a few weeks ago. The price is appealing isn't it? I do not approve the resale of LARGE quantities of cheap smokes from there (if it is going on) but don't feel the instillation of lights will change anything except traffic (Cars) This is all a fact of life & we have to live with it for the time being, like our council.

Gloria Curry,
LET’S GET THESE PIT & QUARRIES FENCED and also OPEN YOUR EYES ABOUT BSG OWNER

On Friday, September 6, 2013 in this magazine, there is an article “Trent Lakes Wants Buckhorn Quarry Fenced” This article talks of a fine of $3400.00 imposed on Buckhorn Sand & Gravel, Jeff Chesher then removed by council and also, a gate on “Melody Bay Road, which Mr. Chesher wanted left, although it was on the municipal road”. Paul Cutmore of the MNR stated that: “the gate is doing its job where it is” This article goes on to point out there is a problem with people travelling on trails, sudden vertical faces where one could fall and if the gate fails to stop people, fencing the whole quarry is very expensive. Our Mayor mentioned that quarry operators would be the only ones on this property. I found this article very confusing, since my husband & I own the property, on two sides of Buckhorn Sand & Gravel, on Melody Bay Road, & have had nothing but problems with our neighbour and no satisfactory action from the MNR for at least 5 years. The MNR have allowed Mr. Chesher to inspect his own pit for many years. I would say that is like students marking their own exams!! The pit is a 35 acre corner out of a 200 acre farm and a fence only occupies one short side. (North East) It has fallen away in several spots from being undercut, there are no slopes and he was to maintain it, which he hasn’t done. There are also 2 sewage lagoons at the back of the pit which have no fence and a deep drainage ditch near Melody Bay Resort. If you have a swimming pool, don’t you need it fenced? Tourists trespass on a regular basic and Mr. Chesher’s employees have been known to cross our property to get to work and at one point said to Mr. Ben Irwin, the previous owner to our north and also Jeff’s uncle now, about us being in favor and put a gate in the fence for easy access. We have no
trespassing signs up as we don’t want people in there without our knowledge, due to insurance.

According to the article, Council decided the gate was to be removed, & the whole pit fenced off......but wait!

September 13th, Lakefield Herald, Quarry Owner Faces $100K fencing Bill. This article starts by talking about the U-Store units and his quarry. Again, Mr. Chesher wasn’t at this meeting, which seems to be a common cop-out he has and he states: it needs to be known that this particular meeting was held without my knowledge. It is funny how others know about it meetings and also it’s funny how many jobs are completed without a permit or inspection, but then the fine is low if you get caught,(according to MNR web site..average $200-300.00) so it is worth taking the chance. Personally, I don’t feel that the council should have waived the fine. They wouldn’t for me I am sure. How many other taxpayers are receiving this exemption? Now, this is where the article gets me confused. It says that the quarry in question for several weeks is **NOT on Melody Bay Road but on Bass Lane Road** and the problem he is having is with the owners of 100 acres behind him. They want to use the road. I really feel that Mr. Chesher should fence any & all of his pits/quarries and also, after reading the article September 6, 2013, that Buckhorn Sand & Gravel on Melody Bay Road, with trucks dumping human sewage from all over this county (not just the township) that we were finally going to get it fenced & protect our tourist & local people from falling into a lagoon. Yes, it is expensive as pointed out by our Mayor, & difficult with all the stone. I know how expensive it is since we had to install a fence (to Mr. Chesher’s specifications and the fence viewers and adjudicator, Mr. Chesher
called in for the fence) between Mr. Chesher on the other side. We are lucky to have him on both sides, north & south.

Mr. Chesher states that he built the arena, the Medical Centre, the landscaping at Adam & Eve Rocks, all free but is now treated like a criminal. Maybe these jobs should have been tendered out to keep people honest. Jeff shouldn’t have done these jobs free if he felt the people would look the other way when it is needed. I didn’t realize the arena was owned by the township....I know the Community Centre isn’t so I feel it would be impossible. Yes, Jeff has done a lot of improving in the area but isn’t he a businessman? He is in the business of making money. When I enquired of the township about tenders for some of the work done for the township, I was told by someone on council (I won’t name them) that to ask for tenders for each job would be costly, take too long and no one could put in a tender as low as Jeff. Are they not sealed tenders? I believe that the tenders state that the lowest bid is not always the winning bid, but I guess the “FREE” might look pretty enticing.

Now, in the Lakefield Herald of Sept. 20, 2013, the council of Trent Lakes is reconsidering the quarry gate ....AGAIN! Can they not make a decision and stick to it and are they all afraid of Mr. Jeff Chesher? He is just one young business man in this area but they are treating him like “God”

I wonder where our mailing addresses stand in line with Buckhorn Sand & Gravel, maybe this is like the chicken or the egg? Can’t anyone make a decision? Good thing they have allowed us another year to get the mailing addresses straightened out.

Gloria Curry
Pilot Mattress Recycling at Bensfort Road Approved

In addition to accepting dry mattresses at the Environment Day this Saturday (Sept 21 – 8 to 11am) ... On Sept 16 the Waste Management Committee (A Committee involved in the Peterborough County Waste Management Facility) approved a Pilot Mattress Recycling program at Bensfort Road.

Residents can bring mattresses for recycling over the next 6 weeks ... at no additional charge to regular tip fees.

Please note: this is a pilot so currently no additional fees will apply BUT this may change in the future.

County of Peterborough
September 16, 2013

Dear Supporter of Ontario’s Youth,

The Ontario Community Newspapers Association is pleased to inform you about a very worthwhile and successful program we co-ordinate on behalf of our member community newspapers. The Ontario Junior Citizen of the Year Awards is a program which gives important recognition to outstanding young people in their own cities/towns/villages through their local community newspaper. Of the 100-150 young people recognized each year, 12 final recipients from across the province will be honoured as Ontario Junior Citizens of the Year at a special ceremony in the spring of 2014.

Over the years some wonderful examples of courage, leadership and community spirit have been highlighted, and it is our hope that with your staff’s help we may continue to make people aware of the wonderful qualities the young people in our province exhibit.

We ask your assistance by displaying the enclosed brochure in your municipal office. We would also appreciate it if you could spread the word about this program to interested parties such as libraries and Parks and Recreation departments and encourage them to nominate someone or display it in a prominent area. Please note the deadline for nominations is November 30, 2013.

I am enclosing the announcement from the 2012 program, which includes a brief synopsis of the young people we recognized last year. Nomination forms can be downloaded or completed online at www.ocna.org or mailed/faxed to you by calling OCNA at 905-639-8720 or e-mail at k.gorven@ocna.org.

Thank you for your support. We look forward to receiving your nominations and recognizing outstanding young people from your community.

Yours sincerely,

Anne Lannan
Ontario Community Newspapers Association

Coordinated by the Ontario Community Newspapers Association on behalf of its 300+ member newspapers
2012 Ontario Junior Citizens Announced

BURLINGTON - The youth of today are the leaders of tomorrow and they are dedicating their time and energy to making a difference within their communities and around the world. The 12 final recipients of the 2012 Ontario Junior Citizen of the Year Awards are truly an inspiring group of individuals whose stories illustrate leadership, creativity, determination and generosity evident in youth today. These finalists represent a diverse group ranging in age, interests and backgrounds – but one thing they all share is their passion to give to others.

The final recipients and their families will be invited to a special presentation, officiated by the Honourable David C. Onley, Lieutenant Governor of Ontario, on March 8 in Toronto.

This year there were 150 worthy nominees from across Ontario, all of whom are being recognized with certificates of recognition by their local community newspapers. Each and every one of the nominees submitted go above and beyond what is expected of someone their age.

The Ontario Junior Citizen of the Year Awards are promoted through the 300+ member newspapers of the Ontario Community Newspapers Association (OCNA) with the support of corporate sponsors TD Bank Group and Direct Energy. Nominations of eligible youth aged six to 17, are received through member community newspapers committed to recognizing the outstanding leaders who are making a difference in their communities. Nominees may be involved in community service; young people who are contributing to their community while living with a physical or psychological limitation; or individuals who have performed acts of heroism or bravery. Candidates are also recognized for being ‘good kids’ who show a commitment to making life better for others. A panel of judges unanimously agreed on the final award recipients.

Below is a synopsis of the 12 final recipients listed in alphabetical order.

Annealeise Carr, 14, Simcoe
In 2012, Annealeise became the youngest person to swim across Lake Ontario – a 27-hour effort in which she travelled 52 kilometres across Niagara-on-the-Lake. By doing so she managed to raise over $230,000 for Camp Trillium, a camp for children with cancer and their families. This number continues to grow as she makes public appearances and attends speaking engagements. Her success will allow over 200 kids to attend camp this summer. In addition, the same year she completed a 100 km bike ride in support of Canadian Tire’s Jumpstart Foundation which allows under privileged kids to compete in sports.

Ugonna Chigbo, 17, Mississauga
When Ugonna was just 10 years old, he contracted malaria while living in Nigeria. As a result, he lost the ability to walk, talk and perform many daily activities. After moving to Canada at the age of 12 and receiving some help to regain these skills, he has made a tremendous comeback and is dedicated to bettering the lives of others. Ugonna is a MiWay Ambassador, promoting the use of public transit as an environmental means of transportation. He started a group within his school called Saints in Disguise throughout which motivation is given to students in need.

Julie Dranitsaris, 17, Caledon
Julie is dedicated to helping find a cure for Multiple Sclerosis. Since she began participating in the MS Niagara Bike Tour at the age of 14, she has raised more than $41,000 for the cause. In 2011 she was the youngest participant in Ontario to raise more than $10,000 and has been named ‘Rookie of the Year’ by raising the most of any first-time participant. For the past two years she has been chosen to be a Tour Leader for the Niagara Bike Tour, helping riders and encouraging them to reach the finish line.

Luis-Eduardo Grijalva, 7, Orleans
Since moving to Canada five years ago with his mother, Luis-Eduardo has been active in raising funds for Canadian Athletes and Canadian Paralympic Athletes by running in marathons. At the age of 3, he became the youngest runner to ever participate in the Kids Ottawa Marathon. After participating in four Ottawa Marathons, he has raised over $15,000. He is now training for his fifth marathon in 2013 and is fundraising to meet his goal of $20,000.

Arielle Grondin, 16, Tecumseh
Arielle suffers from Cystic Fibrosis, but she doesn’t let it stop her from making a difference within her community. In 2011 she spearheaded an event called ‘Music for Life’, through which five local and well-known bands performed and over $4,400 was raised. In 2012 the same event raised over $6,300. Arielle is already planning for the third annual ‘Music for Life’ and has set a goal of $10,000 for Cystic Fibrosis. In addition to her work for Cystic Fibrosis, Arielle has volunteered at a local Wildlife Rehabilitation Centre, she has helped with a local ‘Hockey for Hospice’ fundraiser and sits on student parliament at her school.

Autumn Hagyard, 12, Simcoe
Autumn is founder and president of a non-profit organization she created called ‘Pennies for Patriotism’. Through this effort she has collected $10,000 in pennies to help buy prosthetic limbs and wheelchairs for returning Canadians soldiers who may have been wounded overseas. In addition she has started campaigns including ‘Letters From home’, ‘Christmas Cards for Soldiers’, and ‘Teddys for Troops’. Autumn is very passionate about her cause and speaks at various rallies to let others know that they too can make a difference.

Emma McCann, 16, Sarnia
Emma’s many involvements include raising funds for Suicide Prevention by painting a piece titled ‘The Ties that Bind’ and selling prints of it. By doing so she has raised over $6,000 for the cause. Recently Emma was accepted as one of 10 youth to be on the youth advisory committee of Ontario for the Canadian Mental Health Organization and spoke at a conference in front of 600 professionals about her experiences with teen suicide and its impact on her peers.

Natalie McDonald, 13, Hanover
Natalie has generously given her time and effort raising funds and awareness for children and youth with physical disabilities and Easter Seals Ontario. On her 9th birthday, instead of gifts she asked her friends to make donations to the cause she holds close to her heart - Natalie suffers from spinal muscular atrophy type 2. Over the past four years she has raised over $25,000 for Easter Seals Ontario. In 2012 she was named one of two Provincial Easter Seals Ambassadors and spent the year travelling across the province representing the organization and all kids with physical disabilities.

McKenna Modler, 12, Lansdown
While fighting brain cancer, this young lady has taught many people lessons about hope, inspiration and generosity. McKenna has received more than 70 chemotherapy and other treatments. After realizing first-hand how stressful cancer can be on a family, she decided she wanted to do something to help other families suffering from the disease. As a result, McKenna’s Dream Team was created and through various fundraising initiatives, more than $115,000 has been raised for the Children’s Cancer Fund at the Kingston General Hospital.

Hannah Morden, 18, Durham
In 2012, Hannah became an unsung hero who arrived at a fatal car accident and physically freed the victims from the wreck. One of the three vehicles involved in the crash contained five of her classmates, all of whom were rushed to the hospital. Unfortunately, one of her friends passed away from the tragic event. Hannah managed to overcome the horrific scene and emotional conditions that day in order to help others. Without hesitation stayed with the victims, providing all the comfort and emotional support she could before police arrived to take charge.

Alexandra Pino, 7, Thornton
At such a young age, Alexandra has displayed the desire to become involved in her community in various ways. For the past few years, Alexandra has collected and donated teddy bears to sick children at the Royal Victoria Hospital in Barrie and her local Women's Shelter. To date she has donated over 100 teddy bears. In addition, Alexandra has also collected items for the Barrie SPCA in lieu of birthday presents and has raised nearly $300 for this cause.

**Wesley Prankard, 14, Niagara Falls**

After realizing that First Nations youth didn’t have access to a playground in Attawapiskat, Wesley started his own charitable organization called Northern Starfish. He began raising funds by holding campouts in cold temperatures similar to conditions many in Attawapiskat were living in. Wesley managed to raise enough money to build his first playground in Attawapiskat. Since then he has organized a penny drive, collecting more than 1.3 million pennies to help build a playground in Kashechewan.

**Our Sponsors**

Our goal to recognize outstanding young people in communities across Ontario would not be possible without the generous support of our sponsors. Our gratitude to them all.

**Primary Sponsors**

**TD**

**TD Community Giving**

TD Bank Group invests in communities in order to effect positive change in the places where it operates and where its clients and employees live and work. In 2012, TD donated over $65 million to support community organizations in Canada, the United States and the United Kingdom. In Canada, TD focuses on education and financial literacy, creating opportunities for young people and the environment. For further information, please visit www.td.com/corporate-responsibility.

**Direct Energy**

**About Direct Energy**

Direct Energy is North America’s largest provider of heating, cooling, plumbing and electrical services and a leading energy and energy-related services provider with over six million residential and commercial customer relationships. Direct Energy provides customers with choice and support in managing their energy costs through a portfolio of innovative products and services. A subsidiary of Centrica plc (LSE: CNA), one of the world’s leading integrated energy companies, Direct Energy operates in 46 U.S. states plus the District of Columbia and 10 provinces in Canada. To learn more about Direct Energy, please visit www.directenergy.com.

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ABOUT THE

Founded in 1920 as part of the Canadian Weekly Newspapers Association, the Ontario Community Newspapers Association is a non-profit organization representing roughly 300 member community newspapers.

The association provides services for its own members and co-operates with six other associations affiliated through the Canadian Community Newspapers Association.

Community newspapers are important observers in their community, focusing and reflecting on the wide spectrum of activity in their areas. They help define and encourage “community” in their towns.

In Ontario more than 4,700,000 households receive an OCNA member paper regularly. Through their association, member papers reinforce their commitment to professionally serve their readers.

NOMINATION FORMS

To obtain a copy of the nomination form:

- Go to www.ocna.org
- E-mail jr.citizen@ocna.org
- Drop by your community newspaper office
- Contact the Ontario Community Newspapers Association at 3228 South Service Rd., Suite 116
  Burlington, ON L7N 3H8
  P: 905-639-8720 ext. 229

Coordinated by:

Ontario Community Newspapers Association
Ontario Junior Citizen of the Year Awards
3228 South Service Rd., Suite 116
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E-mail: jr.citizen@ocna.org
INTRODUCTION
Have a look around — at school, in the library, at church or on the field. There are young stars everywhere and they deserve to be recognized for their hard work. Nominate them for the Junior Citizen of the Year Awards.

The program strives not only to recognize the dozen or so outstanding young people who will be the recipients of awards, but also to give deserving recognition in their own communities to hundreds of others who represent ‘good kids’. To achieve this, everyone nominated receives a certificate of congratulations.

Since 1981, the prestigious Ontario Junior Citizen of the Year Awards Program has recognized the best of Ontario’s youth.

Co-ordinated by the Ontario Community Newspapers Association (OCNA) with the support of its sponsors, the Junior Citizen Program is wholeheartedly supported by the office of the Lieutenant Governor of Ontario.

NOMINATIONS
Nominations may come from anyone in the community who wants to recognize a young person’s contributions. Parents/Guardians must sign the PIPEDA release on the initial nomination form.

Nominations should document the activities of their nominee with letters, newspaper clippings, recommendations, etc. Each nomination must have at least two “Supporting Nomination Forms” attached. Contact your local community newspaper to locate news articles, if applicable.

Nominations are accepted up to November 30th. Nominees from previous years who continue their noteworthy endeavours are eligible to be nominated again. A new nomination form and updated documentation are required.

ELIGIBILITY
Any resident of Ontario, aged 6 to 17 years, is eligible to receive an Ontario Junior Citizen of the Year Award. Individuals may be nominated in four categories:

- may be involved in worthwhile community service
- special young people who are contributing while living with a physical or psychological limitation
- individuals who have performed acts of heroism or bravery in the past year.
- Good kids who show a commitment to make life better for others and do more than is normally expected of someone their age.

AWARDS
A committee of community newspaper publishers/editors and sponsors will select the award recipients from all nominations received. Up to 12 individuals will be recipients of an award. Recipients and their families are invited to attend the awards ceremony in the spring.

The Ontario Junior Citizens of the Year receive a plaque citing their accomplishments, a Junior Citizen of the Year lapel pin, and a cash gift.

All nominees receive a certificate recognizing their accomplishments from their local community newspaper.
THE CORPORATION OF THE
MUNICIPALITY OF TRENT LAKES

BY-LAW NUMBER B2013-075

A BY-LAW TO REGULATE THE USE, ERECTION
AND ALTERATION OF SIGNS WITHIN THE
MUNICIPALITY OF TRENT LAKES

WHEREAS The Municipal Act, 2001, Section 99 authorizes municipal councils to pass By-laws respecting advertising devices including signs;

AND WHEREAS The Municipal Act, 2001, Section 391 authorizes fees and charges to be imposed on persons for the use of its property including property under its control;

AND WHEREAS The Municipal Act, 2001, Section 446 authorizes entry onto property to enforce municipal By-laws;

AND WHEREAS The Municipal Act, 2001, Section 63(1) authorizes the removal and impounding of objects that contravene the By-law;

AND WHEREAS Council considers it desirable to regulate certain types of advertising devices including signs within the Corporation of the Municipality of Trent Lakes;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Trent Lakes hereby enacts as follows:

1. **Short Title**
   This By-law may be cited as “The Sign By-law” for the Corporation of the Municipality of Trent Lakes.

2. **Definitions**
   For the purposes of this By-law, the following definitions shall apply:

   2.1 **“Alter, Altered, or Alteration”** shall mean any change to a sign with the exception of:
      
      a. a change in the message displayed by a sign;
      b. the rearrangement of numbers, letters or copy applied directly to the face of a sign and specifically designed and intended to be periodically rearranged; or
      c. repair and maintenance, including replacement by identical components; unless such works change the size, height or location of the sign or otherwise affect the structure of the sign.

   2.2 **“Applicant”** shall mean a person who is applying for a sign permit under the terms of this By-law.

   2.3 **“Awning”** shall mean a retractable or non-retractable roof-like structure constructed of canvas or canvas-like material (which may have displayed thereon a message) supported by a frame that projects from, is attached to and is supported by a building.

   2.4 **“Building Code”** shall mean the Ontario Building Code Act, as amended and includes any regulations thereunder.

   2.5 **“Clear Height”** shall mean the distance between the highest elevation of the ground beneath a sign or awning and the lowest point of the sign (excluding support poles) or awning, as the case may be.

   2.6 **“Council”** shall mean the Council of the Municipality of Trent Lakes.
2.7 “Erect” shall mean to attach, display, alter, build, construct, reconstruct, enlarge, or move, but does not include any change in the message displayed on an sign or any act performed to maintain a sign.

2.8 “Highway” shall have the same meaning as that word is defined in the Municipal Act.

2.9 “Lot” shall mean a parcel or tract of land which is held under separate ownership of adjacent lands according to registration thereof in the Land Registry or Land Titles Office, or is a whole lot on a Registered Plan of Subdivision, or more than one lot on a Registered Plan of Subdivision constituting of a single development parcel.

2.10 “Marquee” shall mean a permanent roof structure constructed of metal, wood, plastic, plaster or similar materials projecting from, attached to and supported by a building, upon which there may be one or more sign faces.

2.11 “Municipality” shall the Municipality of Trent Lakes.

2.12 “Municipal Property” shall mean property owned by or under control of the Municipality of Trent Lakes.

2.13 “Sign” Shall mean any device or display upon which there is printed, projected or attached any announcement, declaration, or insignia, use for direction, information, identification, advertisement, business promotion, or promotion of products, or availability or services whether intended to be permanent or temporary capable of being readily moved or relocated, and includes an inflatable model placed on a lot for the purpose of advertising, and also includes banners and vehicles used strictly as advertising devices, and shall include sign structures and the sign face, but shall not include flags or embellishments to a lot or building that are strictly for design or architectural purposes. A single faced sign means a sign containing only one sign face and a double faced sign means a sign containing two sign faces opposite each other.

2.14 “Sign Area” shall mean the area of the copy surface. For the purpose of this By-law, any double sided sign shall be deemed to have only one face, provided that the faces are identical, contiguous, and/or diverging at an angle of not more than fifteen (15) degrees.

2.15 “Sign Classifications”

a. “Abandoned Sign” shall mean a sign located on property which becomes vacant and unoccupied for a period of ninety (90) days or more, or any sign which pertains to a time, event or purpose 48 hours after which it no longer applies.

b. “Animated Sign” shall mean a sign whose sign face moves in whole or in part and includes flashing, chase lighting, or electronic message which is stagnant for less than sixty (60) seconds or rotating sign but does not include a clock, a time, date or temperature display.

c. “Banner Sign” shall mean a temporary sign made of vinyl, cloth, canvas or other like material.

d. “Billboard Sign” shall mean a sign structure to which advertising copy is fastened in such a manner as to permit its periodic replacement and which displays goods, products, services or facilities that are not available at the location of the sign and/or which directs or invites a person to location different from which the sign is located, and does not exceed 60 square metres in size.
e. “Black Fluorescent Sign” shall mean a permanent sign or mobile sign containing large coloured changeable letters.

f. “Civic Address Sign” shall mean a standardized sign supplied by the municipality and which is installed at or near the street line.

g. “Contractor's Sign” shall mean a single or double faced temporary on-premise sign containing the name of the contractor or the name of the product being used for an on-going construction, renovation or maintenance project on a lot, where such sign shall be removed upon completion of the work.

h. “Developer’s Sign” shall mean a single or double faced temporary on-premise sign used to identify a development or redevelopment project on a lot or establishment or a subdivision, where such sign is removed upon completion of the development project. It shall have a maximum sign area of 9 square metres.

i. “Directional Sign, Off-premise” shall mean an off-premise sign that is used to guide vehicular and pedestrian traffic to a business. The sign shall contain only the name of the business or enterprise, the logo and an arrow or other form of directional indicator and shall have a maximum sign area of 3 square metres. Real estate directional signs shall have a maximum sign area of 0.2 square metres.

j. “Directional Sign, On-premise” shall mean an on-premise sign that is used to guide vehicular and pedestrian traffic on a lot, such as entry or exit signage, or on-site parking signage and includes menu signage and similar on-site instructional signage, but shall not include any advertising matter. The sign shall have a maximum sign area of 0.5 square metres.

k. “Directory Sign” shall mean a sign listing the tenants of a multi-tenant commercial or industrial building containing at least two (2) distinct tenant units which sign includes only the municipal address and a list of tenants or occupancies for identification purposes.

l. “Double Faced Sign” shall mean a sign having two (2) sign faces of equal area and proportions which are located exactly opposite each other on the sign structure.

m. “Election Sign” shall mean a sign which is used to promote the running candidate for public office in a federal, provincial or municipal election period and signs used in relation to a referendum.

n. “Electronic Message Display” shall mean a sign or part of a sign which is electronically controlled to display information in a pre-arranged sequence.

o. “Fascia Sign” shall mean a single faced accessory sign which is painted directly onto a building façade or attached directly to the wall of a building and which does not project more than 0.3 metres from the building. Any message displayed on an awning or marquee, whether projecting over a street or not, shall be deemed a fascia sign for the purposes of this By-law.

p. “Fence Sign” shall mean a single or double faced sign which has been affixed to a fence.

q. “Ground Sign” shall mean a single or double faced on-premise sign which rests on the ground or is mounted on one or more poles where the sign has a clear height of less than 3.0 metres.
r. “Hanging Sign” shall mean a sign which is attached perpendicular to the wall of a building, which overhangs a sidewalk or other pedestrian walkway and is fixed to prevent swinging.

s. “Home Occupation Sign” shall mean a sign for the identification of a home occupation, and shall adhere to the requirements of the Municipality’s Comprehensive Zoning By-law.

t. “Illuminated Sign” shall mean a sign which is illuminated directly, indirectly, internally or externally by fluorescent lamps or luminous tubes.

u. “Inflatable Sign” shall mean a sign designed to be airborne and tethered to the ground, a vehicle, or any other structure and shall include balloons and any other inflatable Sign.

v. “Mobile Sign” shall mean a sign mounted on or connected to a trailer or other type of structure which is not permanently anchored in the ground and is designed in such a manner as to facilitate its movement from place to place for the purpose of advertising on a temporary basis including inflatable signs, but shall not include a sandwich board, or real estate sign.

w. “Multi-faced Sign” shall mean a ground sign having more than two (2) sign faces up to a maximum of four (4) sign faces, each face being of equal area and proportion to the other.

x. “Off-Premise Sign” shall mean a sign identifying or advertising a business, person, activity, goods, products or service, which is not related to, or available at the premises where the sign is located.

y. “On-premise Sign” shall mean a sign identifying, advertising, or directing attention to a business, profession, commodity, subject service, or entertainment which is conducted, sold or offered at the lot upon which the sign is located.

z. “Personal Identification Sign” shall mean a single or double-faced on-premise sign that identifies the residential occupants of the lot.

aa. “Poster Panel Sign” shall mean a single or double faced off-premise sign which is used for the display of a message produced on a sheet of paper that may be either self supporting or affixed to a building or other structure for support.

bb. “Private Warning Sign” shall mean a single faced on-premise sign that directs a warning to the public such as no trespassing, beware of dog, no hunting or similar warnings.

cc. “Projecting or Overhanging Sign” shall mean any sign whose sign face is not parallel with the surface of the structure to which it is attached.

dd. “Public Information Sign” shall mean any sign erected for or at the direction of any government authority, agency, board or committee for the purpose of providing information to the public concerning such authority, agency, board or committee or any proceedings thereof and shall include signs that advertise Planning Act applications.

ee. “Readograph” shall mean a sign or part of a sign on which copy is changed manually with letters or pictorial panels.

ff. “Real Estate Sign” shall mean a temporary sign located on a lot for the purpose of announcing a sale, lease, or rental of such lot or a building or structure located thereon.
gg. “Sandwich Board” shall mean a sign which is secured but not permanently affixed to the ground. Being self-supportive it forms the shape of an ‘A’ when erected. Its size and shape shall be limited to a maximum of 1.2 metres in height and 0.6 metres in width for each sign face.

hh. “Temporary Sign” shall mean a sign which is intended to advertise community events or civic projects, or promote patriotic, religious or charitable events on a temporary basis.

ii. “Yard Sale Sign” shall mean a sign which is used solely for the purpose of directing traffic to the location of a yard, garage, household, or auction sale. Such signs may include the name of the event holder, and the location and/or time of the event but shall contain no other message. Such sign shall be removed immediately following the closure of the event.

2.16 “Sign Face” shall mean that portion of a sign on which a message is intended to be displayed.

2.17 “Sign Structure” shall mean those parts of a sign consisting of the supports or framework for the support of the sign.

2.18 “Street” shall mean a highway as defined in the Municipal Act, 2001 and includes the travelled and non-travelled portion of a street allowance.

2.19 “Street Frontage” shall mean the limit of the street allowance and is the dividing line between a lot and a street.

2.20 “Third Party Advertising” shall mean a sign erected on or at a business premise intended to advertise a business that is conducted at another location.

2.21 “Zoning By-law” shall mean any Zoning By-law of the Corporation of the Municipality of Trent Lakes passed under Section 34 of the Planning Act, R.S.O., 1990, as amended.


3.1 Scope

Unless otherwise specifically exempt, all lands within the limits of the Municipality are subject to the provisions of this By-law.

3.2 Effect of this By-law

No person shall erect, display or alter, or cause the same, any sign within the corporate limits of the Municipality that is in contravention of any provision of this By-law.

This By-law shall not be effective to reduce or mitigate any restrictions lawfully imposed by a governmental authority having jurisdiction to make such restrictions. The most restrictive of all the regulations shall prevail.

3.3 Permit Required

No person shall erect, display or alter, or cause to be erected, displayed, or altered a sign within the municipal limits of Trent Lakes except in accordance with a sign permit issued by the Chief Building Official or his/her designate, unless the sign permit requirement has been specifically exempted by this By-law.

3.4 Issuance of Permit

When the requirements of this By-law have been complied with and the Chief Building Official or his/her designate accepts and approves the application and all the plans and drawings therewith, and when the necessary fees have been
paid, the Chief Building Official or his/her designate shall issue a permit for the erection of the sign. The Municipality will endeavour to issue sign permits within 10 days of receipt of a complete application.

The Chief Building Official or his/her designate shall not issue a sign permit for a proposed sign, awning or marquee, which would contravene any provision of this By-law, the Building Code Act or any other applicable statute.

3.5 Sign Permits and Fees
a. Every applicant for a sign permit shall complete a sign permit application provided by the Building and Planning Department, submit all necessary plans and drawings, and pay all applicable fees as set out in Schedule ‘A’.

b. The applicant for a sign permit shall provide the following information by drawings or in writing as may be required by the Chief Building Official or his/her designate in his/her sole discretion:
   i. A key plan illustrating the general location of the land on which the proposed sign is to be located;
   ii. A Site Plan depicting the location of all existing buildings and their entrances and the location of the proposed sign;
   iii. The type, size and weight of the sign;
   iv. The minimum clear height and the maximum height of the sign;
   v. The type and operation of lighting, if any, of the sign;
   vi. The means of support and manner of erection of the sign;
   vii. The location and size of other signs on the lot and on lots within the vicinity of the subject lot;
   viii. Existing and proposed use(s) of the premises;
   ix. The zone category of the premises;
   x. The municipal address of the premises;
   xi. The name and addresses of the owner of the sign;
   xii. The name and address of the erector of the sign;
   xiii. Other information as determined by the Chief Building Official or his/her designate with respect to the building including architectural and structural drawings as may be necessary to determine if the building is structurally capable, under the Ontario Building Code, of supporting the sign.

c. The Chief Building Official or his/her designate may require approval on the structural details of a proposed sign, awning or marquee that will project over a street, from a professional engineer or architect prior to the issuance of a building permit.

d. The fee schedule for all Sign Permits shall be as provided in Schedule ‘A’. All fees paid are non-refundable.

3.6 Revocation of a Sign Permit
The Municipality may revoke a permit under the following circumstances:

a. When six (6) months after its issuance, the erection, display, alteration of the sign in respect of which the permit has been issued has not, in the opinion of the Chief Building Official, been seriously commenced or has been substantially suspended or discontinued.

b. Where the sign does not conform to this By-law, the Ontario Building Code or and other applicable regulation or legislation; or

c. Where the permit has been issued as the result of false, mistaken, incorrect, or misleading statements, or undertakings on the application.

3.7 Inspection
Upon completion of the erection, display, alteration or repair of a sign for which a permit has been issued, the person to whom the permit was issued shall notify the Chief Building Official or his/her designate, who shall within thirty (30) days from the date of such notice, inspect the sign and sign structure to ensure that is has been erected, displayed, altered or repaired in accordance with the approved plans in respect of which the permit was issued, the requirements of this By-law, the Ontario Building Code, and any other applicable laws.
3.8 Exemptions
No permit shall be required for any of the following:

a. Personal identification signs having a maximum sign area of 0.2 metres.
b. Real estate signs as defined in section 2.15 (ff).
c. Real estate directional signs to a maximum sign area of 0.2 metres.
d. Private Warning signs or other such directional signs regulating the use of the property.
e. Directory signs.
f. On-premise directional signage.
g. Memorial or commemorative signs or tablets, ground mounted or permanently attached or architecturally integrated into a building.
h. Signs erected by a government or municipal agency.
i. Signs erected upon commercial or industrial premises which list only the hours of operation, municipal address, unit number, telephone number, webpage and or email address, providing that the number of such signs does not exceed one per business establishment and that the sign area does not exceed 0.2 square metres.
j. All signs in the interior of buildings, whether they can be seen from the outside or not, including window painted signs.
k. Election signs.
l. Temporary signs, subject to their removal within one (1) week of the conclusion of the special event.
m. Signs that are used to advertise the sale of fresh farm products provided the total area of the sign does not exceed 1.5 square metres.
n. Civic address signs not exceeding 0.2 square metres in sign area.

3.9 Enforcement
This By-law shall be administered by the Chief Building Official or his/her designate, as appointed by the Council of the Corporation of the Municipality of Trent Lakes.

3.10 Location of Signs
No sign shall be located in such a manner as to impede the view of any highway intersection or any ingress and/or egress from private or public property or where, in the opinion of the road authority having jurisdiction, it may be confused with or impair the view of any authorized traffic sign, signal or device.

3.11 Number of Signs
a. Off-premise Signs
   A maximum of one (1) off-premise sign may be erected or displayed on one lot subject to the provisions of this By-law.

3.12 Existing Signs
a. This By-law shall not apply so as to require any sign, other than a sign located on municipal property, that was lawfully erected or displayed on the date this By-law comes into full force and effect that does not comply with the provisions of this By-law, to be made to comply with this By-law so long as the sign is not altered.
b. If any sign legally existing on the date this By-law comes into full force and effect is removed, relocated or deemed by the Chief Building Official or his/her designate to be substantially altered, the sign shall be replaced or upgraded only in accordance with all the requirements of this By-law.

3.13 Maintenance
Every sign shall be kept clean, neatly painted, well maintained and in good state of repair as to safety and appearance. No person shall permit any sign to become unsafe.

3.14 Illumination
a. Signs may be illuminated unless otherwise expressly prohibited by this By-law.
b. No illumination of a sign shall spill beyond the face of the sign such that light interferes with the enjoyment of neighbouring lands or interferes with the visibility on nearby streets.

3.15 Prohibited Signs
Any sign not expressly permitted by the By-law is prohibited, and without limiting the generality of the foregoing, the following signs are specifically prohibited:

a. Abandoned sign;
b. Animated sign;
c. A banner, other than a banner located within a public road allowance which has been given approval by Council.
d. An inflatable advertising sign;
e. A sign erected or painted on a vehicle or trailer where the vehicle or trailer is not in weekly operation for transportation and is parked in a manner so as to make the sign visible from a street for the purpose of functioning as an identification, information or advertising sign.
f. A sign located so as to obstruct the view of any pedestrian or motor vehicle driver so as to cause an unsafe condition;
g. A sign located within a site triangle;
h. A sign interfering with or obstructing the view of an authorized traffic sign, traffic signal, or an official sign or any sign capable of being confused with such traffic sign traffic signal or official sign;
i. Any sign which may interfere with or damage any above or below ground municipal or utility services which have been lawfully placed at the location;
j. Any sign structure in a state of disrepair or in an unsafe, damaged or hazardous condition;
k. Any mobile sign structure anchored by concrete blocks, sandbags, or any other hazardous or unsightly objects;
l. Any sign or part of any sign on or within any Municipal Road Allowance (unless accompanied by an encroachment agreement), public park, or municipally owned lands;
m. Any sign so illuminated that it interferes with the effectiveness of, or obscures a traffic control sign, device or signal;
n. Any sign, which obstructs or interferes with any maintenance operations provided by the Municipality;
o. Any sign which obstructs any fire escape, fire exit or standpipe;
p. Any mobile sign located on any property or vacant lot without the prior written authorization from the owner of the property or vacant lot;
q. Except for a public information sign, banner or sign pertaining to public safety, no person shall attach or display any sign or advertisement on a utility pole, light standard, fence or tree except as provided for hereafter;
and
r. A fence sign

3.16 Municipal Property
Except for sandwich board signs which have been authorized by the Municipality pursuant to the provisions of the By-law and those signs described in Sections 3.8 f, g, j, k, and l of this By-law, no other sign shall be located on any Municipal street, walkway, park, sidewalk, boulevard or parking lot. No sign shall be attached to a tree or utility pole or a Municipally owned sign.

4.1 Mobile Signs
A permitted mobile sign may be displayed for a period of ninety (90) days per calendar year (Jan 1, to Dec 31st).

Number of Signs

a. A maximum of 1 mobile sign shall be permitted on a lot having a street frontage of 121 metres or less.
b. A maximum of 2 mobile signs shall be permitted on a lot having a street frontage exceeding 121 metres and less than 242 metres.
c. A maximum of 3 mobile signs shall be permitted on a lot having a street frontage of 242 metres or more.

General Provisions

d. It is located on private property;
e. It is displaying a message that logically and clearly indicates that the use is for the person who originally applied for the permit;
f. It is in good repair and has not become unsafe, unsightly or dangerous;
g. It is situated at grade;
h. Where it has been leased or rented from a sign company, the name and telephone number of the sign company is affixed to the sign at a clearly visible location;
i. It has no more than two (2) sign faces for which the maximum sign face area shall not exceed 4.6 square metres in which no one dimension is greater than 2.4 metres.
j. Where a business is located on a lot occupied by two (2) or more businesses, no application shall be approved if the total number of signs permitted on that lot would be exceeded until a permit has expired;
k. It is located a minimum of 3 metres from the closest edge of a sidewalk or lot line and at least 23 metres from the closest edge of another mobile sign; and
l. A blank mobile sign shall not be permitted.

4.2 Readographs, and Electronic Message Displays

a. Readographs and Electronic Message Displays shall be permitted in commercial, industrial and institutional zones.
b. A ground sign incorporating a readograph or an electronic message display shall be subject to the provisions of section 4.4 of this By-law, except that the maximum permitted sign area for a ground sign incorporating a readograph or electronic message display shall be 25 percent greater than the maximum permitted sign area that does not incorporate a readograph or a electronic message display.
c. The intensity of illumination of an electronic message display during a cycle shall be maintained at a constant level. In addition, such signs shall come equipped with automatic dimming technology that automatically adjusts the signs brightness in direct correlation with ambient light conditions.
d. Notwithstanding the policies contained herein as they relate to message display duration, the policies that apply to sign illumination as regulated by the County of Peterborough shall govern in the areas within which the County has jurisdiction. In those areas outside of the County’s jurisdiction (urban areas with speed limits 50 km or lower) the information displayed on an electronic message display shall be static for at least 6 seconds per message.

4.3 Fascia Signs

a. A fascia sign may only be erected or displayed on that portion of an exterior wall which is adjacent to that business and only when the wall faces a street, public lane, public parking lot or private parking lot.
b. A fascia sign shall be permitted in any commercial, industrial and community facility zone.
c. A fascia sign shall only be permitted for the purpose of providing a notice of the use or occupancy of the building for which it is attached.
d. A fascia sign may be erected above the first storey of any building, with a minimum clear height of 2.7 metres.
e. The total sign area of all fascia signs on a building shall not exceed 25 percent of the wall area of the first storey.
f. Directional fascia signs shall be permitted in the parking areas of restaurants, multiple unit retail establishments, industrial areas and multiple unit residential buildings, which shall not exceed 0.6 square metres in sign area.
g. Fascia signs shall be anchored safely and securely to the exterior wall of a building that is capable of carrying this additional load by means of approved fastener.
h. A fascia sign shall not project more than 0.3 metres from the wall of a building to which it is attached.
i. Each lot shall be limited to two (2) fascia signs or one fascia sign for each business operation. An additional fascia sign is permitted for each additional street frontage.
j. A fascia sign shall not exceed the height of the wall to which it is attached.

4.4 Ground Signs
a. Ground signs shall be permitted in any commercial or industrial.
b. One ground sign shall be permitted on a property with frontage on a municipal highway. If a property has more than one municipal frontage on more than one highway, one sign for each frontage shall be permitted on that property.
c. A ground sign on a property with frontage of less than 30.0 metres shall not exceed 5.5 metres in height, and shall not exceed 5.5 square metres in sign area.
d. For each additional 5.0 metres of frontage, an additional 0.5 metres of height shall be permitted, to a maximum height of 8.0 metres. Further, an additional 0.5 square metres in area shall be permitted, to a maximum area of 7.0 square metres.
e. One off premises ground sign shall be permitted on a property that is undeveloped, which shall not exceed 5.0 square metres in sign area.
f. A ground sign shall be located at least 3.0 metres from the property line of any adjacent residence.
g. A ground sign shall be located at least 1.5 metres from the property line of any adjacent commercial, industrial or institutional zone.
h. A ground sign shall be located at least .3 metres (ground to sky) from any property line adjacent to a municipal highway.
i. Where possible, ground signs shall be set in concrete footings which shall extend below the depth of frost penetration or designed with a base of sufficient size and weight to prevent overturning of the sign.

4.5 Sandwich Board Signs
a. A sandwich board sign shall only be permitted on Municipal property during regular business hours only where an encroachment agreement has been entered into with the Municipality.
b. A maximum of one (1) sandwich board sign per business may be erected or displayed within the municipal limits.

4.6 Election Signs
Election Signs for Federal, Provincial, Municipal, or School Board elections shall be subjected to the following;
a. Election signs must be removed within seven (7) days after the date of the election by the candidate or their representative;
b. No election sign shall have a maximum sign display area of greater than 1.0 square metres and 1.2 metres in height;
c. Sandwich boards, portable/mobile signs, electronic message display signs and readograph signs are prohibited for election use;
d. Election signs are not permitted on municipal property (excluding road allowances);
e. No election signs shall be erected prior to the date which is 60 days before the date fixed for the election.
f. No election signs shall be placed on private property without the owner’s consent.
g. No election sign shall be located as to interfere with the safe operation of vehicular and pedestrian traffic and any sign improperly located may be removed by the Chief Building Official or his/her designate;
h. No election sign shall be erected in any sight triangle;
i. No election sign shall be erected at, adjacent to, or within 18 metres of polling stations; and
j. The Chief Building Official has the authority to immediately remove any election sign that is not in compliance with the requirement of this By-law.
4.7 Poster Panel Signs
a. Poster panel signs shall be permitted in any commercial or industrial Zone.
b. Only one poster panel sign shall be permitted on a property.
c. The regulations contained within Section 4.4 Ground Signs as they relate to sign height, sign area and location apply equally to Poster Panel Signs.

4.8 Hanging Signs
a. Hanging signs shall be permitted in any commercial or industrial zone.
b. The maximum area of a hanging sign shall not exceed 1.5 square metres.
c. A hanging sign shall be firmly anchored to a building face.
d. The sign shall have a minimum clearance above grade of 2.4 metres.
e. A hanging sign shall not be constructed as a swing sign.

5. Zones Where Signs are Permitted

5.1 Interpretation
Reference made in this By-law to the Zoning By-law of the Corporation of the Municipality of Trent Lakes, shall mean the Comprehensive Zoning By-law of the Municipality of Trent Lakes, as amended.

5.2 Signs Permitted in all Zones
Real estate signs, contractor’s signs, developer’s signs, directional signs, warning signs, traffic control signs and public information signs shall be permitted in any zone.

No person shall erect a real estate sign, contractor’s sign, developer’s sign, directional sign, warning sign, in any zone, except in accordance with the following provisions;

a. Real Estate Signs
   i. Real estate signs shall be permitted in any zone on a lot which is for sale or available for lease or rent, and shall be removed within twenty-one (21) days following the confirmation of a sale or the leasing of the premises;
   ii. Real estate signs shall not have a sign area exceeding 0.5 square metres, except in a commercial or industrial zone, where the sign area shall not exceed 3 square metres; and
   iii. A maximum of one (1) real estate sign per lot shall be permitted, except where there is separate street or water frontage, at which point one additional sign per street or water frontage will be permitted.

b. Contractor’s Signs
   i. Contractor’s signs shall be permitted in any zone on a lot where there is active and ongoing construction by the business or person so indicated on the sign and shall be removed upon completion of construction;
   ii. Contractor’s signs shall not have a sign area exceeding 1.5 square metres; and
   iii. Contractor’s signs may be located adjacent to any lot line including a street line.

c. Developer’s Signs
   i. Developer’s signs may be permitted in any zone on a lot that is subject to a current or proposed development or redevelopment project;
   ii. A maximum of one (1) developer’s sign shall be permitted on a lot for each separate street onto which the lot subject to the development project fronts;
   iii. Developer’s signs shall be removed within twenty-one (21) days from the date of completion of the development or redevelopment project;
   iv. The maximum sign area for each developer’s sign shall be 0.1 square metres for each 1.5 metres of street frontage, but in no case shall exceed 14 square metres in area;
v. Developer’s signs shall be deemed to be Ground Signs for setback purposes, and therefore subject to the relevant policies of Section 4.4 of this By-law; and
vi. The maximum height of a developer’s sign shall be 4.6 metres.
d. Directional Signs
   i. Directional signs shall be permitted in any Zone along or adjacent to any private thoroughfare; and
   ii. Directional signs shall not have any face exceeding 0.5 square metres.
e. Warning Signs
   i. Warning signs shall have a maximum sign area of 0.5 metres
f. Civic Address Signs
   i. Civic address signs shall have a maximum sign area of 0.2 square metres.

5.3 Residential Zones
No person shall erect, display, or cause or permit to be erected or displayed a sign in a residential zone. Nothing within this section shall be taken to prohibit or restrict the following classes of signs:
a. Signs permitted in Section 5.2 of this By-law;
b. Personal identification signs;
c. Private warning signs;
d. Election signs;
e. Home occupation signs;
f. Block Parent or similar signs; and
g. Yard sale signs.

5.4 Commercial and Industrial Zones
No person shall erect or display a sign on any lot in a Commercial or Industrial Zone except:
a. Signs permitted in Section 5.2 of this By-law;
b. Electronic Message Display signs;
c. Fascia signs;
d. Ground signs
   e. Directory signs
   f. Mobile signs
   g. Poster panel signs;
h. Readograph signs
   i. Sandwich board signs; and
   j. Temporary signs.

5.5 Rural and Agricultural Zones
No person shall erect or display a sign on any lot in a Rural or Agricultural Zone except:
a. Signs permitted in Section 5.2 of this By-law;
b. Billboard signs are permitted on Rural and Agriculturally Zoned parcels with frontage on County roads subject to the regulations and permit requirements of the governing road authority. No additional municipal permits are required;
c. Fascia signs erected on a barn or other accessory building or structure used to advertise the name of the farm or the identity of the operators, having a maximum sign area of 14 square metres;
d. Ground signs used for personal identification, not exceeding 2.3 square metres;
e. Temporary signs used to identify crops;
f. Home occupation signs;
g. Signs that are used to advertise the sale of fresh farm products provided the total area of the sign does not exceed 1.5 square metres.

5.6 Community Improvement Plan Project Areas
No person shall erect or display a sign on any lot in a Community Improvement Plan Project Area except:
a. Signs permitted in Section 5.2 of this By-law;
b. Ground Signs  
c. Sandwich Board Signs  
d. Fascia Signs  
e. Hanging Signs  
f. Window Signs  
g. Awning Signs  
h. Mobile Signs shall be permitted until December 31, 2014 after which time they will be prohibited.

All signs within a Community Improvement Plan Project Area as determined by Council, shall be subject to the supplementary regulations as specified in Schedule ‘B’ attached hereto and forming part of this By-law. These regulations are in addition to those contained elsewhere in the By-law and shall take precedence on those points which conflict.

5.7 Other Zones  
No person shall erect or display a sign on a lot in another zone except signs permitted pursuant to section 5.2 of this By-law or for signs for which a permit is not required by this By-law.

6. Administration  
6.1 Responsibility  
a. This By-law shall be administered and enforced by the Chief Building Official or his/her designate.  
b. The provisions of this By-law shall not be construed as relieving or limiting the responsibility or liability of any person erecting or maintaining a sign, awning or marquee erected pursuant to this By-law for personal injury, property damage or any loss however accessioned resulting from negligence or willful acts of such person, his agents or employees, in the erection, maintenance or removal of a sign, awning or marquee erected in accordance with a permit issued by the Municipality under this By-law, nor shall is be construed as imposing upon the Municipality or its officials any responsibility or liability by reason of approval of any sign, awning or marquee under the provisions of this By-law.

6.2 Violations, Penalties and Remedies  
a. Every person who violates a provision of this By-law commits an offence and on conviction is liable to a fine of not more than $2,000.00 (exclusive of costs).  
b. For the purposes of this By-law, each and every day that a contravention of this By-law continues constitutes a separate and distinct offence under the By-law.  
c. In addition to any other remedy provided for in law, as it relates to signs located on private property, the Municipality, upon the giving of not less than five (5) days of notice to the owner of land or the owner of a sign, awning or marquee by registered mail or personal service at the address as shown on the last revised assessment roll, may remove or pull down any sign, awning or marquee that is erected or maintained in contravention of this By-law, or that is unsafe and poses a danger to the public, any expenses incurred by the Municipality in so doing may be collected by action or in like manner as municipal taxes.  
d. If, upon inspection, the Chief Building Official or his/her delegate, at his or her sole discretion, is satisfied that a sign poses an immediate danger to the health and safety of any person, he or she may cause the sign to be removed by the Municipality, without giving advance notice, at the expense of the owner of the property on which the sign is located.  
e. If a sign is removed in accordance with section 6.2 d. all costs incurred by the Municipality, including the administrative and storage costs, may be added to the tax roll and collected in the same manner as taxes.  
f. The Chief Building Official or his/her designate may remove any sandwich board sign that is not in compliance with this By-law.
6.3 Severability
If, for any reason, any section, clause or provision of this By-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part which was declared to be invalid.

6.4 Interpretation
a. In the case of conflict between the provisions of this By-law and provisions of other By-laws or statutes, the most restrictive shall apply.

b. In this By-law, the word “shall” is mandatory; words in the singular include plural; words in the plural include singular; words in the masculine include feminine and words in the feminine include the masculine.

6.5 Variance
a. Where a person cannot comply with the provisions of this By-law, application may be made to the Council of the Corporation of the Municipality of Trent Lakes for a variance from the provisions of this By-law.

b. Application to Council for a variance shall clearly set out why the provisions of this By-law cannot be met and shall be accompanied by a fee which is set out in Schedule “A”, which shall not be refundable.

c. Council may, upon receipt of an application for a variance from the provisions of this By-law, authorize such variances as may be requested provided in the opinion of the Council the general intent and purpose of this By-law is maintained.

6.6 Rescind
By-law No. B2007-56 is hereby repealed

READ A FIRST TIME THIS 17TH DAY OF SEPTEMBER, 2013.

READ A SECOND TIME THIS 1ST DAY OF OCTOBER, 2013.

READ A THIRD TIME AND FINALLY PASSED THIS 1ST DAY OF OCTOBER, 2013.

_____________________________
Janet Clarkson, Mayor

______________________________
Lois O’Neill, Clerk
Schedule “A” to
By-law No. 2013-075

Sign Permit Fees

<table>
<thead>
<tr>
<th>Type of Sign</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Sign</td>
<td>$80.00*</td>
</tr>
<tr>
<td>Awning or Fascia Sign</td>
<td>$50.00*</td>
</tr>
<tr>
<td>Sandwich Board Sign</td>
<td>$30.00*</td>
</tr>
<tr>
<td>Mobile Sign</td>
<td>$50.00*</td>
</tr>
<tr>
<td>All Other Signs</td>
<td>$50.00*</td>
</tr>
</tbody>
</table>

*When several sign permit applications are made concurrently on a property that is being redeveloped, only one sign permit fee will be collected (the most expensive).

Variance Application Fee $100.00
Ground Signs

Design Objective:
Ground signs should complement the character of a building's façade and style, either as the primary or secondary signage, and do not overpower a site in terms of treatment or size.

Design Guidelines:

a. Ground signs are signs that are permanently, or relatively permanently, installed on a site to advertise a single business or a multi-tenanted development in the form of tenant directory signs.
b. Conversions of residential buildings to commercial uses should preferably consider ground signs as the primary business signage (rather than fascia signage) in order to preserve the integrity of the existing residential façade.
c. Durable, weatherproof, high quality materials that complement the overall building façade should be used for ground signs.
d. Externally mounted lighting should be used where illumination of ground signs is required, installed and oriented in a night-sky friendly fashion that limits horizontal and vertical light spillover. Neon, electronic messages, or fluorescent lighting for illumination should not be used.
e. Colours that are consistent with the primary building signage style should be used for ground signs.
f. A simple lettering typeface, similar to the style of the primary building signage that is clear and easy-to-read, and sized to the pedestrian scale should be used for ground signs.

Sandwich Board Signs

Design Objective:
Sandwich Board signs for businesses should complement the signage program of the associated business and that are located in a fashion that minimizes movement conflicts on the sidewalk.

Design Guidelines:

a. Sandwich Board signs are small signs, typically temporary or seasonal in nature, that are placed at-grade along the streetscape in front of stores as advertisement space. These small Sandwich Board signs should be used to add visual interest and animation to the streetscape in front of storefronts, while advertising for daily events such as menus or sales.
b. Sandwich Board signs should be visually attractive, should add to the character of the streetscape, and should not disrupt pedestrian movements along the sidewalk.
c. Sandwich Board signs should be limited to sandwich boards or A-frame styles of signs.
d. Sandwich Board signs should be located to avoid the “cluttering” of the streetscape and outside of the primary pedestrian route in front of stores, with a minimum clearance of 1.2 metres.
e. Sandwich Board signs should be designed with durable, weatherproof materials that complement those of the building façade, and not include internally lit, neon or plastic materials as well as electronic messages.
f. Portable signs should complement the form, colours, and lettering of the primary store signage for the business.
g. Portable signs should only be used during the hours of operation of the business and should be removed to indoors locations when not in use.
Fascia Signs

Design Objective:
Fascia signs should be located and designed in a traditional fashion while still allowing for creativity and individually of particular businesses.

Design Guidelines:

a. Fascia signs should be located in a sign band on the façade, a horizontal section that divides the storefront windows from the upper façade. They should be located so as to avoid obscuring or covering façade features, including windows, doors, storefronts, building entrances, cornices, and columns.
b. Fascia signs should be constructed of durable, weatherproof materials that complement those of the building façade. Internally lit, neon or plastic materials should not be used for fascia signs.
c. Fascia signage should be attached parallel and flush with the building wall.
d. Fascia signage should be located only on facades that have building entrances. Building signage associated with secondary entrances should be relative to the scale of the primary fascia sign.
e. Fascia signs should use simple lettering typefaces that are clear and easy-to-read and complemented with graphics or symbols that relate to the business function. Lettering and images on fascia signs should provide depth to the sign, such as raised lettering or individually cut or carved lettering. Lettering and images on fascia signage should balance between the needs of pedestrians and motorists.
f. Fascia signs should use lettering colours that provide an accent to the overall façade and that enhance readability of the sign relative to the base colour of the sign.
g. Conversions of residential buildings to commercial uses should preferably consider ground signs or hanging signs as the primary business signage, rather than fascia signage, in order to preserve the integrity of the existing residential façade.
h. Externally mounted lighting should be used where illumination of fascia signs is required, installed and oriented in a night-sky friendly fashion that limits horizontal and vertical light spillover.

Hanging Signs

Design Objective:
Hanging signs should complement the overall character of the façade and that are located to provide safe passage by pedestrians underneath.

Design Guidelines:

a. Hanging signs should be installed perpendicular to the façade and hang from a mounted wall brace. Mounting hardware for hanging signs should be attractive, durable, and forms part of the overall sign design, either simple or more decorative.
b. Hanging signs should be limited to one per business frontage, mounted near the storefront entrance. For multi-tenant buildings with multiple entrances, one projecting sign per storefront entrance on the façade may be appropriate.
c. Hanging signs should be designed to add to the façade and business character through their creative design and orientation to pedestrians walking down the sidewalk. They should complement the form, colours, and lettering of any primary wall signage, and should reflect the character of the business.
d. Hanging signs should feature simple lettering typefaces that are clear and easy-to-read and complement with images relating to the business function.
e. Externally mounted lights to illuminate letters, images, and symbols on hanging signs should be used where illumination is required, installed and oriented in a night-sky friendly fashion that limits horizontal and vertical light spillover.
Window Signs

Design Objective:
Window signs should be located in storefront windows in such a way that complements the overall signage program of the business without unnecessarily restricting visibility to and from the interior of the store.

Design Guidelines:
- Window signs may either be permanent or temporary, including advertisements and sales, product merchandise posters, open and closed signs, and painted or etched business names and logos. Windows signs are not typically the primary signage for a business, but are intended to complement the primary signage, either long-term or short-term in nature.
- Window signs may be etched or painted glass on the windows or signs that are attached to the glass or displayed directly behind it. Materials and paint should be durable and fade resistant to ensure their quality over time. Window signs on windows with low-e coatings should not be used.
- Window signs should only be used in storefront windows, and not in upper storey windows.
- Window signs should be limited to no more than 25% of a window’s surface area and should not obscure the display of goods and viewlines into the store.
- Window signs should use a simple lettering typeface, similar to the style of the primary building signage, that is clear and easy-to-read and sized to the pedestrian scale.
- Lighting of window signs, where necessary, should be limited in nature to reduce spillover. Neon, electronic messages, or fluorescent lighting for illumination should not be used.

Awnings

Design Objective:
Awnings should be designed and located in a traditional fashion providing weather protection, additional opportunities for building signage, sunlight control entering storefront windows, and visual interest to the façade.

Design Guidelines:
- Awnings should be sized to the pedestrian scale, preferably as a traditional square or triangular shape rather than more contemporary rounded or bubbled shapes.
- Awnings should be retractable given they can accommodate different seasons and weather patterns, and they should be of fabric material rather than synthetic materials.
- Awnings should be located in consideration of the overall façade’s composition and should span the façade’s window openings and not the entire façade, so as to avoid dominating the storefront façade and diminishing other architectural features.
- Awnings should be mounted in the storefront portion of the façade, and should be located to avoid covering display windows, piers, columns, pilasters, clerestory windows, architectural expression lines or details.
- Multiple awnings should be used for larger building frontages rather than a single continuous awning, and different patterns and colours can reflect different businesses in multi-tenanted buildings.
- Awning height should be no more than two-thirds the depth of the awning, with the height of the valance (the front face) no more than 0.5 metres in height.
- Lettering on the awning should be limited to the awning valance and should be consistent with the primary building signage style.