

The Corporation of the City of Kawartha Lakes

Agenda

Drainage Board Meeting

DB2018-01

Thursday, February 1, 2018

7:00 P.M.

Weldon Room

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

Members:

Councillor Brian Junkin

Councillor Heather Stauble

Ed Bagshaw

Jim Bedard

Robert Bonis

Matt Hollinger

Jim Oriotis

Accessible formats and communication supports are available upon request.

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|-------|---|---------|
| 1. | Call to Order | |
| 2. | Administrative Business | |
| 2.1 | Adoption of Agenda | |
| 2.2 | Declaration of Pecuniary Interest | |
| 2.3 | Adoption of Minutes from Previous Meeting | |
| 2.3.1 | Minutes of the September 25, 2017 Drainage Board Meeting | 3 - 6 |
| 3. | Deputations | |
| 4. | New Business | |
| 4.1 | Petition for Drainage Works by Road Authority | 7 - 11 |
| | Memorandum Regarding Cameron Road Mike Farquhar, Supervisor Technical Services - Engineering & Corporate Assets | |
| 5. | Other Business | |
| 5.1 | Drainage Issues Task Force Update | 12 - 23 |
| | Verbal Update Regarding Report ED2018-002 on the January 30, 2018 Regular Council Meeting Mike Farquhar, Supervisor Technical Services - Engineering & Corporate Assets | |
| 6. | Adjournment | |

The Corporation of the City of Kawartha Lakes
MINUTES
DRAINAGE BOARD

DB2017-03
Monday, September 25, 2017
7:30 P.M.
Victoria Room
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

MEMBERS:
Councillor Brian Junkin
Councillor Heather Stauble
Ed Bagshaw
Jim Bedard
Robert Bonis
Matt Hollinger
Jim Oriotis

Accessible formats and communication supports are available upon request.

1. CALL TO ORDER

Chair R. Bonis called the meeting to order at 7:32 p.m. Drainage Board members J. Bedard, J. Oriotis, and Councillors Junkin were in attendance.

Deputy Clerk and Recording Secretary J. Watts, Drainage Superintendent P. Herlihey, and Supervisor Technical Services M. Farquhar were also in attendance.

Late Arrival: E. Bagshaw at 7:39 p.m.

2. ADMINISTRATIVE BUSINESS

2.1 Adoption of Agenda

Moved By Councillor Junkin

Seconded By J. Oriotis

RESOLVED THAT the agenda be adopted as circulated.

CARRIED

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest noted.

2.3 Adoption of Minutes from Previous Meeting

2.3.1 Minutes of the August 28, 2017 Drainage Board Meeting

Moved By Councillor Junkin

Seconded By J. Oriotis

RESOLVED THAT the minutes of the Drainage Board meeting held on August 28, 2017, be adopted as circulated.

CARRIED

Copies of maps requested at the previous meeting were circulated by M. Farquhar and P. Herlihey

3. DEPUTATIONS

3.1 Alan Webster (Relating to Item 4.1 on the Agenda)

Mr. Webster introduced his reasoning for submitting a petition noting that he purchased the land last summer, and identified the need for tile drainage on portions of the land. He stated that he received approval to connect an outlet for

the tile drainage system to a watercourse known as White's Creek from the Lake Simcoe Region Conservation Authority. He stated that a neighbouring property owner was not favourable to additional water entering their property via the watercourse. He determined from advice he received that the best course of action was to petition for a municipal drain and designate the watercourse as a municipal drain. Mr. Webster responded to questions from the members of the Board.

Moved By Councillor Junkin

Seconded By J. Bedard

RESOLVED THAT the deputation of Alan Webster, regarding the Petition for Drainage Works by Owner(s), be received.

CARRIED

4. NEW BUSINESS

4.1 Petition for Drainage Works by Owner(s) - Alan Webster (Victor Webster Farms Ltd.)

Memorandum, Mike Farquhar Supervisor Technical Services – Engineering & Corporate Assets

Drainage Superintendent P. Herlihey and Supervisor of Technical Services M. Farquhar provided an overview of the petition for drainage works on the subject land. They answered question put forth by the members of the Board.

Moved By Councillor Junkin

Seconded By J. Bedard

RECOMMEND THAT the memorandum by Supervisor of Technical Services – Engineering and Corporate Assets, Mike Farquhar, dated September 19, 2017, regarding the petition for drainage works by Alan Webster (Victor Webster Farms Ltd.) on Concession 5 Part Lot 11, Geographic Township of Eldon, be received, **THAT** Council proceed with the petition submitted from Alan Webster (Victor Webster Farms Ltd.) for drainage works for Concession 5 Part Lot 11, Geographic Township of Eldon to be known as the “Webster Drain” and instruct the City Clerk to proceed with the notices required under Section 5 of the *Drainage Act*; and

THAT Staff concurrently continue to pursue with the petitioner options for a mutual drain agreement as per the City's Agricultural Tile Drain Discharge to Roadside Ditches Policy 114 EPW 007.

CARRIED

Moved By J. Bedard
Seconded By J. Oriotis

RECOMMEND THAT pursuant to Section 8(1) of the *Drainage Act, R.S.O. 1990, Chapter D. 17*, that staff recommend to Council a Drainage Engineer for the examination of the area requiring drainage and proceed with the requirements of a petition drain for Concession 5, Part Lot 11, Geographic Township of Eldon.

CARRIED

5. **OTHER BUSINESS**

6. **ADJOURNMENT**

Moved By E. Bagshaw
Seconded By J. Bedard

RESOLVED THAT the Drainage Board Meeting adjourn at 8:43 p.m.

CARRIED



**THE CORPORATION OF THE
CITY OF KAWARTHA LAKES**

12 Peel Street P.O. Box 9000
Lindsay, ON K9V 5R8
Phone: 705-324-9411, Ext. 1156
Fax: 705-324-2982

MEMO

Date: January 25, 2018

To: Drainage Board

From: Mike Farquhar, Supervisor Technical Services – Engineering & Corporate Assets

**Re: Petition for Municipal Drainage
By the Road Authority for Cameron Road**

**CC: Juan Rojas Director of Engineering and Corporate Assets
Paul Herlihey, Municipal Drain Superintendent.**

Recommendation:

THAT the Drainage Board receives the memorandum from the Supervisor of Technical Services- Engineering and Corporate Assets dated January 25, 2018, for information in response to the petition for drainage works received: The City of Kawartha Lakes.

THAT the Drainage Board recommends to Council for consideration this petition for a Municipal Drain as prescribed under the Ontario Drainage Act; and

THAT the Drainage Board recommends to Council to instruct the engineer of record to combine the Waite petition and the Road Authority's petition into one report as per section 8(4) of the Ontario Drainage Act

THAT RJ Burnside & Associates be recommended as the Engineering firm of record for this project

Background:

At the September 12, 2017 Council meeting, Council passed resolution CR2017-760 to proceed with the Waite drain petition and to appoint R.J. Burnside & Associates as the Engineering Firm for the project. Burnside began preliminary review of the area requiring drainage based on the Waite petition. This review involved initial site meetings with landowners within the area requiring drainages as well as other agencies. During these consultations Public works expressed interest in protecting a drainage outlet for roadside drainage from Cameron road that outlets between #59 and #61 Cameron road (See attached Appendix A). This Drainage then travels between these two lots to a drainage easement that was established through a plan of subdivision over #6 Westlake Crt and #65 Cameron road and outlets to a watercourse on the south side of #95 Cameron road. This water course then connects to the area under review for a municipal drain as per the Waite petition.

To address this concern it was deemed necessary to petition as the Road Authority for a municipal drain in conjunction with the Waite petition to completely protect for an outlet for the drainage outleting from Cameron Road. It is anticipated that this proposed drain will become a branch drain of the Waite petition. This report also recommends that the existing Waite Petition report and this new petition made by the Road Authority be combined under section 8(4) of the Ontario Drainage Act.

“One report on two or more petitions

(4) The council of the initiating municipality may instruct the engineer to make one report with respect to two or more petitions requiring drainage in two or more adjoining areas that require drainage. R.S.O. 1990, c. D.17, s. 8 (4).”

RJ Burnside & associates be recommended as the Engineering firm of record for this petition due to work the firm is already doing in the area for the Waite petition.

Alternatives:

As an alternative option for securing a secured outlet for the drainage coming from Cameron road over #95 Cameron road the City could initiate discussion with the landowner for an easement. A design for the drainage ditch would still have to be done and consultation with agencies. It was decided that appropriate statutory process to follow would be the Drainage Act since it had already been enacted in the immediate vicinity through the Waite petition.

Recommendation for appointment of a Drainage Engineer:

The recommendation would be to put forward to Council the appointment of RJ Burnside & Associates as the Engineering firm of record for this petition

Burnside Engineering

Attachments:



Appendix A.pdf



Appendix B
Petition.pdf

Appendix A



Area in Red represents existing water course

Area in Blue represents existing drainage easement



Ontario

Ministry of Agriculture,
Food and Rural Affairs

Petition for Drainage Works by Road Authority – Form 2

Drainage Act, R.S.O. 1990, c. D.17, subs. 4(1)(c)

To: The Council of the Corporation of the City of Kawartha Lakes

Re: Road name and road location (provide description of road or section of road that requires drainage)

Cameron Road also known as CKL 34 requires a protected outlet for drainage for the roadside ditches on Cameron road that outlet within the vicinity of # 61 Cameron road.

I, Juan Rojas, as an individual having jurisdiction over
(Last, first name)

the above road system for the City of Kawartha Lakes

declare that the road described above requires drainage and hereby petition under subsection 4(1)(c) of the *Drainage Act* that this area be drained by means of a drainage works.

Organization

The City of Kawartha Lakes

Position Title

Director of Engineering and Corporate Assets

Signature

Date (yyyy/mm/dd)

2017/12/08

Petitioners become financially responsible as soon as they sign a petition:

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 8(1).*
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the road authority is responsible for the costs. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 10(4).*
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the road authority is responsible for the costs. *Drainage Act, R.S.O. 1990, c. D. 17 s. 43.*
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act, R.S.O. 1990, c. D. 17 s. 61.*

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ED2018-002

Date: January 30, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Recommended Terms of Reference City of Kawartha Lakes
Drainage Task Force

Author Name and Title: Kelly Maloney, Agriculture Development Officer

Recommendation(s):

That Report ED2018-002, **Recommended Terms of Reference City of Kawartha Lakes Drainage Task Force**, be received; and

That the Terms of Reference for the City of Kawartha Lakes Drainage Task Force in the form attached as Appendix “A” to Report ED2018-002 be approved and adopted by Council.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of August 22, 2017 Council adopted the following resolution:

CR2017-703

RESOLVED THAT Report ED2017-007, Farm Drainage, be received; and

THAT staff develop a Terms of Reference for Council approval of a Drainage Issues Task Force to review the City's municipal drain program and recommend potential improvements and efficiencies to that program for Council's consideration.

This report addresses that direction.

Rationale:

Staff recommends that Council approve the Terms of Reference as outlined in Appendix A to this report.

The resultant Task Force would provide advice and recommendations to Staff on any appropriate amendments to the City's policies, procedures or management directives which pertain to the implementation of maintenance or installation of new drainage works. The Terms of Reference drafted are in keeping with Council's direction on this matter, and compliant with Council policies governing committees.

Staff will bring forward recommendations for appointments to this Task Force at a future Council meeting.

It is recommended that this Task Force provide their resultant recommendations to Staff. Doing so would not prejudice future positions of City Council or appellants at the Ontario Municipal Board, and would allow appointed Task Force members to operate and provide advice without conflict of interest concerns.

Other Alternatives Considered:

During consultation with staff of the Engineering and Corporate Assets Department, and alternative review mechanism was proposed.

Council could choose to direct the Drainage Board to undertake the review as described in the Terms of Reference, including undertaking a public forum for input by stakeholders and make their report to Staff who would bring forward the Board's recommendation in a Staff report to Council.

Financial/Operation Impacts:

This Task Force does not have an allocated budget and all members are volunteers.

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

Establishing and maintaining committees and task forces for stakeholder consultations aligns with Council's strategic priority to provide "Municipal Service Excellence", specifically by providing an open and transparent forum for information exchange and maintaining stakeholder relationships. It also supports the development of a Vibrant and Growing Economy, as improving drainage of farmland improves productivity and economic returns to farmers and other land owners.

Consultations:

Agriculture Development Advisory Board
Supervisor, Technical Services, Engineering and Corporate Assets

Attachments:

Appendix A – Drainage Task Force Terms of Reference



Drainage Task Force
Terms of Reference.c

Appendix B – ED2017-007 Farm Drainage



ED2017-007FarmDrai
nage.docx

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Revised Terms of Reference

NAME: City of Kawartha Lakes (CKL) Drainage Task Force

Mission:

The CKL Drainage Task Force is a volunteer task force appointed by City Council. The Drainage Task Force will provide advice and recommendations to Staff, with the objective of recommending improvements to Policy and/or Management Directive and/or Standard Operating Processes to save time and reduce costs to the landowner and the municipality while supporting an effective municipal drain system and following the Drainage Act.

Objectives:

The objectives of the Task Force are:

- Review the existing policies, procedures and operating processes for establishing and maintaining municipal drains and providing outlets to tile drains relative to the Drainage Act and other legislated mechanisms with a goal to reduce time and cost to landowners and the municipality;
- Improving the drain establishment and maintenance processes would include reviewing practices in other municipalities with similar drainage systems in Ontario to identify a set of best practices for adoption.
- Process improvements should be focused on the customer (landowner) with time and cost as the key factors.

The Task Force will abide by any terms and conditions which may be set out by the City's Council, CAO, Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Task Force business.

Roles and Responsibilities:

Roles and responsibilities of this Task Force include:

1. Compliance with the Municipal Act including the Accountability and Transparency Section;
2. Provide advice and recommendations to Staff respecting process improvements to the City's current Drainage processes;
3. No direct representations of the City to Provincial or Federal Governments; and
4. Follow the by-laws and policies established by Council.

Activities: The following are the activities and responsibilities of the Task Force:

1. To review the existing policies, procedures and operating processes for establishing and maintaining municipal drains and the outlet of tile drains

relative to the Drainage Act and other legislated mechanisms and recommend strategies and improvements for staff consideration.

2. To facilitate a public forum through regular meetings for Council, City Staff, development stakeholders and the public to provide input and comments respecting the CKL Drainage installation and maintenance processes.

Composition:

The Task Force shall have a minimum of six (6) and maximum of eleven (11) members comprised of stakeholders, Kawartha Conservation representation, members of the public, and Council. Of the appointed membership, there shall be a minimum of:

- one (1) member of City Council (maximum of three (3));
- one (1) member representing the Drainage Board
- one (1) member representing the Agriculture Development Advisory Board
- one (1) member representing the Kawartha Region Conservation Authority;
- one (1) member from the drainage industry (maximum of two (2)); and
- one (1) member of the public (maximum of three (3)).

Task Force members will be appointed by Council in accordance with established policy. All appointed voting members may be represented at meetings by a designated alternate. A designated alternate must be formally designated by an appointed member in writing to the Task Force to represent them. Designated alternates must be approved by the Task Force and are subject to all of the requirements and criteria set out in the Terms of Reference.

It is acknowledged that there are no per diems for any Task Force positions and it is acknowledged that none of the above positions shall be paid for their services.

Term of Appointment:

The Drainage Task Force is appointed to make final recommendations to Staff prior to **May 30, 2018**. Members will be appointed until that date.

Resources:

The Engineering and Corporate Assets Department will provide support in the form of advice, day-to-day liaison, information sharing, Task Force secretary role and meeting coordination.

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Task Force or at the call of the Chair.

Administration:

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference at any time. Any changes proposed to these Terms of Reference by the Task Force shall be recommended to Council via the Director of Engineering and Corporate Assets through a report to Council.

Appointment of Officers:

The Task Force shall appoint such executive positions as it deems necessary to ensure its operations, and shall as a minimum, at its first meeting, elect from the membership a chairperson and a vice-chairperson. Engineering and Corporate Assets staff shall serve as the Secretary as a resource to the Task Force.

Meetings:

The Task Force shall hold a minimum of 2 meetings within their term. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Task Force a minimum of five (5) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Task Force.

Procedures:

Procedures for the meetings of the Task Force shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

Closed Meetings:

Closed meetings will not be held by this Task Force.

Agendas and Minutes:

A copy of the Agenda shall be provided to the Clerk's office at the same time it is provided to Task Force Members. Minutes of all meetings of the Task Force shall be forwarded by the Engineering and Corporate Assets Department to the Clerk's Office not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Engineering and Corporate Assets Department at that time. The Clerk's Office will electronically circulate the minutes to all members of Council for their information. The Clerk's Office will maintain a set of printed minutes on file for public review.

Reports:

Any recommendations of the Task Force requiring Council direction or approval will be forwarded to Council in a formal written report on the City report template.

It will be the responsibility of the Task Force to identify those recommendations to the Engineering and Corporate Assets Department for final preparation of the report.

Conflicts Of Interest:

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Errors/Omissions:

The accidental omission to give notice of any meeting of the Task Force to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Task Force may at any time waive notice of any meeting.

Meeting Attendance:

Any member of the Task Force, who misses three consecutive meetings, without being excused by the Task Force, may be removed from the Task Force. The Task Force must make recommendations, by a report to Council, for the removal of any member in accordance with adopted policy. Due to the limited term of appointment for this Task Force, it is expected that members will regularly attend scheduled meetings and/or be represented by an approved designated alternate.

Location of Meetings:

The location of the meetings will be set by the Task Force.

Purchasing Policy:

This Task Force has no purchasing or procurement responsibilities.

Budget:

This Task Force is not responsible for a budget.

Volunteer Positions:

Unless approved by Council, as part of the Terms of Reference or establishing by-law, all Task Force members are considered volunteer positions.

Insurance:

The Task Force shall follow any guidelines and/or recommendations required by the City's insurer.

Dissolution:

At the discretion of Council, the Task Force may be dissolved by resolution of Council, or dissolved upon the mandate of the Task Force being fulfilled.

Expulsion of Member:

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues. The process for expulsion of a member is outlined within Policy Number 028 CAO 002.

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ED2017-007

Date: August 22, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Farm Drainage

Author: Kelly Maloney, Economic Development Officer – Agriculture

Recommendation(s):

RESOLVED THAT Report ED2017-007 Farm Drainage, be received; and

THAT staff develop a Terms of Reference for Council approval of a Drainage Issues Task Force to review the City's municipal drain program and recommend potential improvements and efficiencies to that program for Council's consideration.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of February 7, 2017, Council adopted the following resolution:

CR2017-102

RESOLVED THAT Report ED2017-002, Agricultural Development Advisory Board 2017 Work Plan, be received;

THAT the Agricultural Development Advisory Board 2016 Accomplishments be received; and

THAT the 2017 work plan for the Agricultural Development Advisory Board, be approved.

The first item of the approved Work Plan indicates that the Agricultural Development Advisory Board (ADAB) will review and advise Council and Economic Development on matters related to the agricultural industry to improve economic environment of the agricultural sector and prosperity of the rural areas. The Work Plan also indicates that ADAB will consider drainage issues of concern to the agricultural sector.

At the ADAB Meeting of February 9, 2017, the following motion was passed:

WHEREAS the ADAB Committee has identified that there are concerns being raised that the cost of assessments and reports, installation and maintenance of drains has grown significantly in some cases and is approaching a prohibitive situation; and

WHEREAS there may be improvements which could be made within the policies and mechanisms used by the municipality and its partner agencies; and

WHEREAS this is an issue affecting the local agricultural sector which can be addressed by municipal government, agency partners and landowners to develop a more favourable solution;

THEREFORE BE IT RESOLVED THAT ADAB recommends that Council strike a Drainage Issues Task Force with representation from Council, the Drainage Board, the Agricultural Development Advisory Board, and staff from the Engineering Department, including the Drainage Superintendent, and from the Kawartha Region Conservation Authority to review the current drainage program, policies and industry best practices to develop recommendations for council to reduce costs and shorten timelines for delivery of the program and services.

The Director of Engineering requested an opportunity to meet with ADAB regarding the current drainage program. Juan Rojas attended the ADAB meeting of April 13, 2017 and reviewed the current drainage policies and application

procedures. Committee members were also asked to review the policy documents for a further discussion at their June meeting.

At the June 27, 2017 meeting of ADAB, the following motion was passed:

WHEREAS the ADAB committee has consulted with the Director of Engineering and reviewed the municipal drainage policies, ADAB recommends that Council strike a Drainage Issues Task Force to develop recommendations for council related to project management, oversight, and cost control measures to reduce costs and shorten timelines for delivery of the drainage program and services.

This report addresses that motion.

Rationale:

The Agricultural Development Advisory Board serves to advise Council on matters affecting the agriculture and agri-food sector.

One area of concern which affects both farms and rural land owners is that of municipal/agricultural drains. There has been significant work completed by the Engineering Department staff and the Drainage Board over the recent years in developing a program to efficiently address the requirements for both installation of new and maintenance and clean out of existing drain systems.

While positive achievements can be seen there remain challenges in costs and timelines that accumulate within drainage projects for engineering reports, environmental reviews and assessments.

The ADAB committee suggests that a Task Force be struck to review best practices which may be in place in other areas, and to problem-solve for potential improvements to the municipal drain program. The end goal of the Task Force would be to identify a set of policies and directives to recommend to Council for adoption that would save time and reduce costs while supporting an effective municipal drain system (in keeping with the Drainage Act).

Other Alternatives Considered:

None were considered.

Financial/Operation Impacts:

The Task Force would not have a budget and all of the task force members would be staff, councillors or volunteers and utilize municipal facilities to conduct their work.

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

The development of an effective municipal drain system putting less strain on the farmland owner contributes to a more vibrant and growing agricultural sector and the Council Adopted Strategic Plan, namely:

- Goal 1 – A Vibrant and Growing Economy
- Goal 3 – A Healthy Environment

Review of Accessibility Implications of Any Development or Policy:

Not applicable

Servicing Implications:

Not applicable

Consultations:

Agricultural Development Advisory Board
Director, Engineering and Assets

Attachments:

None

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall