

The Corporation of the City of Kawartha Lakes

Agenda

Committee of the Whole Meeting

COW2020-03

Tuesday, March 10, 2020

Open Session Commencing at 1:00 p.m.

Council Chambers

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

Members:

Mayor Andy Letham

Deputy Mayor Patrick O'Reilly

Councillor Ron Ashmore

Councillor Pat Dunn

Councillor Doug Elmslie

Councillor Tracy Richardson

Councillor Kathleen Seymour-Fagan

Councillor Andrew Veale

Councillor Emmett Yeo

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1.	Call to Order	
2.	Adoption of Agenda	
3.	Disclosure of Pecuniary Interest	
4.	Deputations	
4.1	COW2020-03.4.1	18 - 23
	Relief from By-law 2018-039, By-law to Regulate Water and Wastewater Services, for 13 Sturgeon Rd. N., Omemee	
	Frank Arnold Anke Arnold	
4.2	COW2020-03.4.2	24 - 26
	Sewer Rate Relief Request	
	Peter Howarth	
4.3	COW2020-03.4.3	27 - 33
	Assistance to Resolve an Issue on Title to 1899 Pigeon Lake Road	
	James R. Webster Larry Phillips	
5.	Presentations	
5.1	COW2020-03.5.1	34 - 48
	Transition of the Blue Box to Full Producer Responsibility	
	Dave Gordon, Senior Advisor, Waste Diversion, Association of Municipalities of Ontario (AMO)	
5.2	COW2020-03.5.2	
	Community Paramedicine Pilot Project - Update	
	Sara Johnston, Deputy Chief, Quality Assurance	
5.3	COW2020-03.5.3	
	Strategic Plan 2016-2019 Final Report Video Presentation	
	Brenda Stonehouse, Strategy and Innovation Specialist	

- 5.3.1 CAO2020-003 49 - 62
- Strategic Plan 2016-2019 Final Progress Report**
Brenda Stonehouse, Strategy and Innovation Specialist
- That Report CAO2020-003, 2016-2019 Strategic Plan Final Progress Report, be received; and**
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
- 5.4 COW2020-03.5.4
- 2019 Municipal Accessibility Master Plan Progress Report**
Barbara Condie, Accessibility Officer
- 5.4.1 CLK2020-003 63 - 78
- 2019 Municipal Accessibility Master Plan Progress Report**
Barbara Condie, Accessibility Officer
- That Report CLK2020-003, 2019 Municipal Accessibility Master Plan Progress Report, be received; and**
- That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.
6. **Consent Matters**
- That** all of the proposed resolutions shown in Section 6.1 and 6.2 of the Agenda be approved and recommended by Committee of the Whole in the order that they appear on the agenda and sequentially numbered.
- 6.1 Reports
- 6.1.1 CLK2020-004 79 - 91
- Kawartha Lakes Accessibility Advisory Committee (AAC) 2019 Report on Accomplishments and 2020 Proposed Workplan**
Barbara Condie, Accessibility Officer
Council Representative - Councillor Elmslie

That Report CLK2020-004, Kawartha Lakes AAC 2019 Annual Activities Report and Proposed 2020 Work Plan, be received;

That the Kawartha Lakes AAC 2020 Work Plan be approved; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting on March 24, 2020.

6.1.2 CEM2020-002 92 - 94

Kawartha Lakes Cemetery Board Annual Report and 2020 Work Plan

Cathy Sleep, Cemetery Administrator

Council Representative - Councillor Yeo

That Report CEM2020-002, Kawartha Lakes Cemetery Board Annual Report and 2020 Work Plan, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.3 PRC2020-001 95 - 97

Kawartha Lakes Parks Advisory Committee Annual Report and 2020 Work Plan

LeAnn Donnelly, Executive Assistant, Community Services

Council Representatives - Mayor Letham, Councillor Seymour-Fagan and Councillor Richardson

That Report PRC 2020-001, Parks Advisory Committee Annual Report and 2020 Work Plan, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.4 PRC2020-004 98 - 114

Fenelon Falls Museum Board Annual Report and 2020 Work Plan

LeAnn Donnelly, Executive Assistant, Community Services

Council Representative - Councillor Elmslie

That Report PRC 2020-004, Fenelon Falls Museum Board Annual Report and 2020 Work Plan, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.5	PLAN2020-008	115 - 129
	<p>Kawartha Lakes Environmental Advisory Committee (CKLEAC) 2020 Work Plan</p> <p>Richard Holy, Manager of Planning Council Representative - Councillor Richardson</p> <p>That Report PLAN2020-008, Environmental Advisory Committee (CKLEAC) 2020 Workplan, be received;</p> <p>That the 2020 proposed Environmental Advisory Committee Work Plan as outlined in Appendix B to Report PLAN2020-008 be approved; and</p> <p>That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.</p>	
6.1.6	ED2020-006	130 - 136
	<p>Municipal Heritage Committee 2020 Work Plan</p> <p>Emily Turner, Economic Development Officer – Heritage Planning Council Representative - Councillor Ashmore</p> <p>That Report ED2020-006, Municipal Heritage Committee Work Plan, be received;</p> <p>That the 2020 Municipal Heritage Committee Work Plan as outlined in Appendix B be approved; and</p> <p>That this recommendation be brought forward to Council for its consideration at the next Regular Council Meeting.</p>	
6.1.7	ED2020-010	137 - 140
	<p>Downtown Revitalization Committee 2020 Work Plan</p> <p>Carlie Arbour, Economic Development Officer - Community Council Representative - Mayor Letham</p> <p>That Report ED2020-010, Downtown Revitalization Committee Annual Report and 2020 Workplan, be received; and</p> <p>That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.</p>	
6.1.8	ED2020-013	141 - 146
	<p>Agricultural Development Advisory Committee 2020 Work Plan</p> <p>Kelly Maloney, Economic Development Officer - Agriculture Council Representative - Councillor Veale</p>	

That Report ED2020-013, Agricultural Development Advisory Committee 2020 Work Plan, be received;

That the Agricultural Development Advisory Committee 2020 Work Plan as outlined in Appendix B to Report ED2020-013 be approved; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.9 WM2020-004 147 - 153

Fenelon Landfill Public Review Committee 2019 Work Summary and 2020 Work Plan

Nikki Payne, Waste Technician II
Council Representative - Councillor Elmslie

That Report WM2020-004, Fenelon Landfill Public Review Committee 2019 Work Summary and 2020 Work Plan, be received;

That the 2020 Fenelon Landfill Public Review Committee Work Plan, as outlined in Appendix “A” to Report WM2020-004, be approved; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.10 WM2020-005 154 - 158

Lindsay Ops Landfill Public Review Committee 2019 Work Summary and 2020 Work Plan

Kerri Snoddy, Regulatory Compliance Officer
Council Representative - Councillor Dunn

That Report WM 2020-005, Lindsay Ops Landfill Public Review Committee 2019 Work Summary and 2020 Work Plan, be received;

That the 2020 Lindsay Ops Public Review Committee Work Plan attached to this report as Appendix A be approved by Council; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.11 WM2020-006 159 - 163

Waste Management Advisory Committee 2019 Work Summary and 2020 Work Plan

David Kerr, Manager Environmental Services
Council Representatives - Councillor Ashmore, Councillor Veale,
Councillor Yeo

That Report WM 2020-006, Waste Management Advisory Committee 2019 Work Summary and 2020 Work Plan, be received;

That 2020 Waste Management Advisory Committee Work Plan attached to this report as Appendix A be approved by Council; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.12 ENG2020-006

Kawartha Lakes Airport Advisory Board Annual Report and 2020 Work Plan

Lisa Peimann, Executive Assistant, Engineering and Corporate Assets
Council Representative - Councillor Dunn

That Report ENG2020-006, Kawartha Lakes Airport Advisory Committee Annual Report and 2020 Work Plan, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.13 RS2020-001

164 - 172

Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 8 Black River Road, Dalton

Bonnie Evans, Law Clerk – Realty Services

That Report RS2020-001, **Proposed Surplus Declaration, Closure and Sale of the Shoreline Road Allowance adjacent to 8 Black River Road, Dalton**, be received;

That the subject property, being the shoreline road allowance adjacent to 8 Black River Road, Dalton and legally described as Part of the Shoreline Road Allowance, Part of Lot 31, Concession 13, in the Geographic Township of Dalton, City of Kawartha Lakes, be declared surplus to municipal needs;

That the closure of the subject shoreline road allowance and sale to the adjoining landowner be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale;

That staff be directed to commence the process to stop up and close the said portion of road allowance;

That a by-law (with any amendments deemed necessary) to close the road and authorize its disposition shall be passed if appropriate;

That the Mayor and Clerk be authorized to sign all documents to facilitate the road closing and conveyance of the lands; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.14

RS2020-002

173 - 177

Land Disposition Procedure

Robyn Carlson, City Solicitor

That Report RS2020-002, **Land Disposition Procedure**, be received;

That By-law 2018-020 be amended to require appraisal reports for sales valued at over \$50,000.00 to be presented to Council prior to final disposition of the property;

That an amending by-law be put before Council; and

That these recommendations be forwarded to the agenda for the next Council meeting for adoption.

6.1.15

RS2020-003

178 - 208

180 Kent Street Lease - Innovation Cluster

Robyn Carlson, City Solicitor

That Report RS2020-003, **180 Kent Street Lease – Innovation Cluster**, be received;

That the Mayor and Clerk be authorized to execute the Lease Agreement attached as Appendix A on behalf of the Corporation of the City of Kawartha Lakes, being a Lease Agreement with the Innovation Cluster, Peterborough and the Kawarthas; and

That these recommendations be forwarded to the agenda for the next Council meeting for adoption.

6.1.16

LGL2020-005

209 - 214

Rescind Council Policy C169-CAO-041 Being a Protocol to Address Dormant Outstanding Council Resolutions for the Land Management Department

Robyn Carlson, City Solicitor

That Report RS2020-005, **Rescind Council Policy C169-CAO-041**, be received;

That Council rescind the Council Policy C169-CAO-041: Protocol to Address Dormant Outstanding Council Resolutions for the Land Management Department; and

That these recommendations be forwarded to the agenda for the next Council meeting for adoption.

6.1.17

LGL2020-006

215 - 220

Rescind Council Policy 102-CAO-019 Being the Protocol for the Collection and Write-off for Provincial Offences Act Fines

Robyn Carlson, City Solicitor

That Report RS2020-006, **Rescind Council Policy 102-CAO-019**, be received;

That Council rescind the Council Policy 102-CAO-019: Collection and Write-off for Provincial Offences Act Fines; and

That these recommendations be forwarded to the agenda for the next Council meeting for adoption.

6.1.18

CORP2020-002

221 - 232

Special Rate Area Tax Levy Review

Linda J. Liotti, Manager, Revenue and Taxation

That Report CORP2020-002, **Special Rate Area (SRA) Tax Levy Review**,
be received.

6.1.19

CORP2020-003

233 - 245

2019 Q4 Capital Close

Nicole Owens, Junior Accountant

That Report CORP2020-003, **2019 Q4 Capital Close**, be received;

That the capital projects identified in Attachment A to Report CORP2020-003 be approved to be closed due to completion;

That the balances in the table below as per Attachment A be transferred to or from the corresponding reserves;

Reserve	Report Closing Balance
Capital Projects Reserve	\$1,155,055.61
Police Reserves	\$59,242.53

That the following projects be granted an extension to June 30, 2020:

- 928171901 – P&R Software M/Y 2017-19
- 932170201 – Bethany Fire Hall Replacement M/Y 2017-19
- 932172201 - Coboconk Fire Hall Upgrades
- 953180100 – B&P Facilities

That the following projects be granted an extension to December 31, 2020:

- 928151500 – ERP System M/Y 2015-19
- 997130801 – Eldon Landfill
- 953170501 – 68 Lindsay St M/Y 2017-19
- 998170300 – Water Distribution & WW Collection
- 983170800 – WWW Road Restoration
- 983160600 – Urban/Rural Reconstruction
- 997166101 – Pump Chamber Construction
- 998160201 – Water Operating Monitoring System
- 998160501 – Pinewood Production Well
- 998160801 – Fenelon Falls Water main Upgrades
- 998161101 – Peel/York Water main Design
- 998161501 – Wastewater Operating Monitoring System
- 983170100 – Bridges
- 983170300 – Urban/Rural Reconstruction

- 998170100 – Water main Replacement
- 932180100 – Fire Facilities
- 932180300 – Fire Equipment
- 950180100 – Parkland Siteworks
- 950180200 – Parkland Facilities
- 983180100 - Bridges
- 983180300 – Urban/Rural Reconstruction
- 983180700 – Road Lifecycle Extension
- 983181100 – Traffic Signal Program
- 983181200 – Parking Lots
- 998180300 – Water Distribution & WW Collection
- 998180400 – Water Treatment Program
- 998180500 – Wastewater Treatment
- 950190300 – Recreation Facilities
- 950190400 – P&R Equipment
- 950190500 – Cemetery Siteworks
- 953190100 – B&P Facilities

That project 950180306 – Bike Repair/Tire Pump Station be reclassified as a multi-year project as funding was secured through the 2020 Special Project Budget;

That project 953180119 – Old Gaole Wall be reclassified as a multi-year project with a closing date of June 30, 2021;

That project 953200501- City Hall Systems M/Y 2020-22 be closed and \$400,000 be transferred to 953180102 – City Hall Systems M/Y 2018-21; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.20

ED2020-008

246 - 283

Listing Properties on the Heritage Register

Emily Turner, Economic Development Officer - Heritage Planning

That Report ED2020-008, **Listing Properties on the Heritage Register**, be received;

That the proposed listing of non-designated properties listed in Appendix A be approved; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.21 HS2020-002 284 - 287

Employment Service System Transformation Update

Rod Sutherland, Director of Human Services

That Report HS2020-002, **Employment Service System Transformation Update**, be received for information; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.22 HH2020-002 288 - 298

Canada Ontario Housing Benefit

Hope Lee, Manager of Housing

That Report HH2020-002, **Canada-Ontario Housing Benefit**, be received for information purposes; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.23 SOC2020-001 299 - 301

Community Drug Strategy

Jamie Clysdale, Program Supervisor

That Report SOC2020-001, **Community Drug Strategy**, be received;

That the formation of a community-based Advisory Group to support the Haliburton, Kawartha Lakes, Northumberland Drug Strategy, facilitated by City staff, be endorsed; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.24 FIRE2020-001 302 - 364

Emergency Management Program

Mark Pankhurst, Fire Chief

That Report FIRE2020-001, **Emergency Management Program**, be received;

That, in accordance with the **Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9**, the by-law to repeal and replace By-law 2004-157, as outlined in Appendix A to the report, be enacted to adopt the City of Kawartha Lakes Emergency Management Program and Emergency Response Plan; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.25 ENG2020-003 365 - 385

Update of Roads 5 year Plan

Mike Farquhar, Supervisor of Technical Services

That Report ENG2020-003, **Update of the Roads 5 Year Plan**, be received; and,

That this recommendation be forwarded to the agenda for the next Council meeting for adoption.

6.1.26 WM2020-002 386 - 394

Review of Tire Collection at City Landfills

David Kerr, Manager Environmental Services

That Report WM2020-002, **Review of tire collection at City landfills**, be received;

That Staff communicates and educates customers to use producer operated collection sites for tire recycling;

That Kawartha Lakes stops accepting tires for recycling at the City's landfill sites as of July 1, 2020; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.27 WWW2020-002 395 - 403

Septage Disposal Rate Review

Robert MacPherson, Water and Wastewater Technician

That Report WWW2020-002, **Septage Disposal Rate Review**, be received;

That Staff be directed to prepare the necessary amendments to **Schedule B** of By-law 2018-039 “**A By-law to Regulate Water and Wastewater Services in Kawartha Lakes**”, attached as Appendix A to Report WWW2020-002;

That staff review rates in five (5) years and report to Council if any adjustments are recommended; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.1.28 WWW2020-003 404 - 409

Water and Wastewater Services Costing Review

Robert MacPherson, Water and Wastewater Technician

That Report WWW2020-003, **Water and Wastewater Services Costing Review**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.2 Correspondence

6.2.1 COW2020-03.6.2.1 410 - 420

Off Road Vehicles on Boundary Roads

Elana Arthurs, Clerk, Township of Cavan Monaghan

That the January 24, 2020 correspondence from the Township of Cavan Monaghan, regarding **off-road vehicles on boundary roads**, be received and referred to staff for a report back at the May 12, 2020 Committee of the Whole meeting; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.2.2 COW2020-03.6.2.2 421 - 423

Bill 156, Security from Trespass and Protecting Food Safety Act

Barry Baxter, President, Kawartha Lake Haliburton Federation of Agriculture

That the correspondence from Barry Baxter, President, Kawartha Lakes Haliburton Federation of Agriculture, **regarding Bill 156, Security from Trespass and Protecting Food Safety Act**, be received;

That Council supports the new proposed legislation, Bill 156: Security from Trespass and Protecting Food Safety Act;

That this resolution be forwarded to the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.2.3 COW2020-03.6.2.3 424 - 437

Petition to Amend By-law 2018-196, being an Amendment to City of Kawartha Lakes By-law 2012-173, A By-law to Regulate Parking

Ann Davidson, President, Country Club Heights Association
Brian Brethour, Resident of Country Club Heights

That the February 13, 2020 correspondence from Ann Davidson and Brian Brethour, of Country Club Heights Association, **regarding a petition to amend by-law 2018-196**, be received and referred to staff for report back at the April 7, 2020 Committee of the Whole meeting; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.2.4 COW2020-03.6.2.4 438 - 438

Memorandum Regarding Increased Fees and Regulation Adjustments at Centennial Park

Councillor Yeo

That the memorandum from Councillor Yeo, regarding **Increased Fees and Regulation Adjustments at Centennial Park**, be received;

That staff generate a report for Council outlining the rationale behind the increased fees/regulation adjustments and bring forward options to phase in, or restructure, new fees for park users;

That staff deliver the report to Council at the April, 2020 Council Meeting; and

That these recommendations be brought forward to the next Regular Council meeting for consideration.

6.3 Items Extracted from Consent

7. Closed Session
8. Matters from Closed Session
9. Adjournment



Request to Speak before Council

Request to Make a Deputation/Presentation to
Council/Committee
City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

FARO Ltd.

Address: *

1280 Prospect Road,

City/Town/Village:

Woodville

Province: *

Ontario

Postal Code:

K0M 2T0

Telephone: *

705-879-5617

Email: *

frank@fpps.ca

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

Frank Arnold

Deputant Two:

Anke Arnold

Please provide details of the matter to which you wish to speak: *

Deputation to Council – March 10, 2020

RE: Request for Relief - Assignment of four times the flat sewer rate, 13 Sturgeon Road N, Omemee
Repeal of By-Law 2018-39, Section 23.05(aa) ¹⁸

We are referring to our Deputation to Council from January 22 of last year to repeal the By-Law 2018-39, Section 23.05(aa), resulting in the regular flat sewer rate for a single family residence being applied to each one of our 3 - 1 BR and 1- 2 BR apartments in Omemee, meaning we are paying as much as 4 single family residences, which we are disputing.

We have received no correspondence from the City since the notification of the Motion our Deputation "be received" on February 14, 2019.
When following up on the progress with Councillor Andrew Veale, he advised us to give it time.
In the meantime, our sewer bill has increased.

We are back to specifically ask Council for relief, as well as to undertake a review of the By-law for similar properties as ours.

To demonstrate the justice or injustice of the charge, let's compare a single residence (paying 1 flat rate) to our building (paying 4 flat rates):

We have a total of 6 long-term tenants living there, no children, and 4 bathrooms.
On the other hand, a single-home residence can easily have 4 to 6 occupants, 3 bathrooms, a full basement, and so on.
Our building has 5 bedrooms, 4 bathrooms, and 1 laundry used by 2 units only.
Compared to a single-home residence, there are no dishwashers, there is no pool to fill or top up, no watering lawns, no watering gardens, no car washing as there is no garage or space, and also no teenagers using the shower 6 times a day.

Please refer to the table below for illustration.

Our Apartment Building (4 Flat Rates)		Single Residence (1 Flat Rate)
Occupants	6	4-6
Bathrooms	4	3
Laundry	1 – used by 4 people	1 – used by 4 people
Dishwasher	0	1
Car washing	0	2
Watering lawns	0	1
Watering gardens	0	1
Pool	0	1

The table shows that our 4-unit building is actually comparable to 1 single-home residence.
Not 4, only 1.

We believe strongly that you cannot treat a 1-BR apartment the same as a regular family residence.
We are asking for relief and that we will be charged less, for instance only 1.5 times the flat rate instead of 4 times.
The factor of 1.5 times would account for the comparison of the number of occupants: a minimum of 4 in a

home vs. 6 in our building.

Keeping housing affordable is in the interest of our community, and a fair charge for utilities is part of that effort.

Thank you for your consideration.

Frank Arnold
President
FARO Ltd.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

☒ Yes

☐ No

If yes, Which department and staff member(s) have you spoken to?

What action are you hoping will result from your presentation/deputation? *

We are seeking relief from the charge.

Further, we are hoping that Council will refer the case back to staff and adopt a Motion to undertake a review of the By-law 2018-39, Section 23.05(aa) in order to change the way the By-law is administered in terms of the flat rate being applied.

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Frank Arnold

Date:

2/18/2020



The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1295 or 1322.

Do you understand how your information will be used and agree to allow the City to use your personal information provided on this form, including any attachments for the purposes of requesting to make a deputation to Committee or Council? *

☒ Yes

Please complete this form and return to the City Clerk's Office by submitting it online or:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

Request to Make a Presentation to the Committee of the Whole – March 10, 2020

RE: Repeal of By-Law 2018-39, Section 23.05(aa) / Request for Relief; Application of the Flat Sewer Rate - 13 Sturgeon Street N, Omemee

We are following up on our Deputation to Council from January 22, 2019, which has been received, but no action taken.

We were repealing the By-Law 2018-39, Section 23.05(aa), resulting in the regular flat sewer rate for a single family residence being applied to each of the small apartments in our building.

We are back to specifically ask Council for relief, as well as to undertake a review of the By-law for similar properties as ours, and a subsequent change how the flat rate is applied.

According to the By-Law, the regular flat sewer rate for a single family residence is applied to each one of our 3 - 1 BR and 1- 2 BR apartments, so we are paying the same as 4 single family residences.

This is the issue we are disputing: a 1-BR apartment pays the same as a single family residence.

To demonstrate the justice or injustice of the charge, let's compare a single residence (paying 1 flat rate) to our building (paying 4 flat rates):

Please refer to the table below for illustration.

	Our Apartment Building (4 Flat Rates)	Single Residence (1 Flat Rate)
Occupants	6	4-6
Bathrooms	4	3+
Laundry	1 – used by 4 people	1 – used by 4 people
Dishwasher	0	1
Car washing	0	2
Watering of lawns	0	1
Watering of gardens	0	1
Pool	0	1

We have 6 long-term tenants living there, no children, 4 bathrooms and 1 laundry used by 2 units only.

A single-home residence can easily have 4 to 6 occupants, 3 bathrooms, a full basement with additional bathrooms, etc.

Compared to a single-home residence, in our building there are no dishwashers, no pool to fill or top up, no watering lawns, no watering gardens, and no car washing as there is no garage or space.

The table shows that our 4 units together are almost comparable to 1 single-home residence.

It demonstrates our point that you should not treat a 1-BR apartment the same as a family residence.

We are asking for relief and to be charged less, for instance only 1.5 times the flat rate instead of 4 times.

The factor of 1.5 reflects the rate of occupants: a minimum of 4 in a residence vs. 6 in our building.

We are currently paying \$2,458.88 per year for sewer.

Affordable housing is a key issue in the City of Kawartha Lakes, and a fair charge for utilities is part of that effort.

Please refer the case back to staff to undertake a review of the By-law for similar properties as ours to change how the flat rate is applied.

Thank you for your consideration.

Frank Arnold
President
FARO Ltd.



2 4.2
**Request to Speak
before Council**

RECEIVED

JAN 24 2020

OFFICE OF THE CITY CLERK
KAWARTHA LAKES

Request to Make a Deputation/Presentation to
Council/Committee
City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Peter HOWARTH.

Address: *

[REDACTED]

City/Town/Village:

[REDACTED]

Province: *

ONT

Postal Code:

[REDACTED]

Telephone: *

[REDACTED]

Email: *

[REDACTED]

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

Peter HOWARTH.

Deputant Two:

[REDACTED]

Please provide details of the matter to which you wish to speak: *

3

In January 2019 by mistake I allowed the hose pipe in my rear yard to run, during the January thaw. The water ran onto my garden. The water did not go near the sewers. My normal sewerage cost when I do not water the garden is between \$6 - \$8. This mistake cost me \$560⁰⁰ over my normal bill. As you can understand this is a hardship when on a fixed income. I ask that at least the \$200 extra on the sewerage charge be re-imbursed to me as the water did not touch the sewers. Any other consideration i.e. the other \$360 would be appreciated.

R. H. H. H.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

☒ Yes

☐ No

If yes, Which department and staff member(s) have you spoken to?

Over the past year numerous in the water dept.


What action are you hoping will result from your presentation/deputation? *

Re-imbursment of \$200⁰⁰ for a charge that did not occur, and any consideration that the council can help me with.

4

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:



Date:

24, JANUARY 2020

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1295 or 1322.

Do you understand how your information will be used and agree to allow the City to use your personal information provided on this form, including any attachments for the purposes of requesting to make a deputation to Committee or Council? *

☒ Yes

Please complete this form and return to the City Clerk's Office by submitting it online or:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca



Request to Speak before Council

Request to Make a Deputation/Presentation to
Council/Committee
City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Larry and Alexis Phillips

Address: *

1899 Pigeon Lake Road

City/Town/Village:

Lindsay

Province: *

Ontario

Postal Code:

K9V 4R5

Telephone: *

(705) 886-2886

Email: *

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

James R. Webster

Deputant Two:

Larry Phillips

Please provide details of the matter to which you wish to speak: *

See Schedule "A" attached.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

☒ Yes

☐ No

If yes, Which department and staff member(s) have you spoken to?

Land Management and Planning

What action are you hoping will result from your presentation/deputation? *

The Phillips need the assistance/cooperation of CKL to help resolve a severance problem. The Phillips thought that they had two separately conveyable properties. Due to inadvertence in a 2001 transaction, the properties unintentionally merged into one property for Planning Act purposes.

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

 + 

Date:

 Feb. 24, 2020

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1295 or 1322.

Do you understand how your information will be used and agree to allow the City to use your personal information provided on this form, including any attachments for the purposes of requesting to make a deputation to Committee or Council? *

☒ Yes

Please complete this form and return to the City Clerk's Office by submitting it online or:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

SCHEDULE "A"

The attached email December 11, 2019 from Brenda Purdy, assistant to James R. Webster, solicitor for Mr. and Mrs. Phillips, describes the problem and the potential assistance that the City of Kawartha Lakes can provide in resolving the problem.

The problem arose from the manner in which the Phillips, in 2001, took title to a property (shown as B) that they bought abutting to the north side of their then property (shown as A, the property that they have now sold and are trying to be able to close).

The solicitor for the Phillips in 2001 is not currently practicing law and is not available to discuss the reasoning in 2001 as to why the second property was deeded to the Phillips in a manner that we are now advised by a legal expert in severance matters has resulted in a merger of the two properties into one, which was not the intention in 2001.

Also attached to the December 11, 2019 email is a Property Index Map showing the locations of the two properties together with notes as to what happened and a local "road" map showing in red the original property as "A" and the 2001 property as "B".

I have also attached a portion of Reference Plan 57R4947 showing Part 15 which was transferred to County of Victoria in 1994.



Brenda Purdy <brenda4webster@gmail.com>

Phillips s/t Martin - 1899 Pigeon Lake Road, Lindsay

1 message

Brenda Purdy [REDACTED]

11 December 2019 at 12:57

To: dcplanningservices@bell.net, rcarlson@kawarthalakes.ca, Richard Holy <rholy@kawarthalakes.ca>, sdyer@kawarthalakes.ca, heather.richardson@staplesswain.com

I act for Larry and Alexis Phillips who own the above property. They had entered into an agreement to sell the property. Unfortunately, and inadvertently, this property has merged with a 50 acre parcel abutting to the north. The Phillips' are quite distressed.

The original parcel (less the road widening) was transferred to Mr. and Mrs. Phillips in 1994. In 2001 Mr. and Mrs. Phillips acquired the abutting lands to the north. Due to the manner in which title to this second (north) parcel was taken in 2001 the properties merged. This merger was inadvertent and not intended.

One possible resolution appears to require a severance application and if so we are seeking cooperation of City of Kawartha Lakes Planning in expediting an application.

The other possibility is the following:

In 1972 Larry Phillips' mother's husband, W. Lloyd Prouse, acquired the subject parcel together with a strip that was later conveyed to County of Victoria for road widening. Mr. Prouse died in 1984 and the property was transferred to Larry Phillips' mother, Noreen Alice Prouse, in 1985. The deed to Mr. Prouse had Land Division Consent. Because of the transfer of the strip to County of Victoria the principle of "once a severance always a severance" can not apply.

Therefore, if City of Kawartha Lakes would transfer back to Phillips the road widening strip then the original parcel as severed in 1972 would be intact. Mr. and Mrs. Phillips could then transfer the subject parcel to themselves and a third party (their son or daughter) and that would re-create the two separate parcels. Mr. and Mrs. Phillips and the third party would then transfer the road strip back to City of Kawartha Lakes and they would then proceed and complete the sale.

I am including Heather Richardson in this correspondence on my recognition that she provides advice to City of Kawartha Lakes on real estate matters and that she has extensive knowledge and experience in severances and resolution of severance problems.

If City of Kawartha Lakes is prepared to assist as outlined above then my clients will pay all City of Kawartha Lakes expenses including but not limited to Ms. Richardson's fees etc.

I include a copy of the Property Index Map showing the lands and my notes.

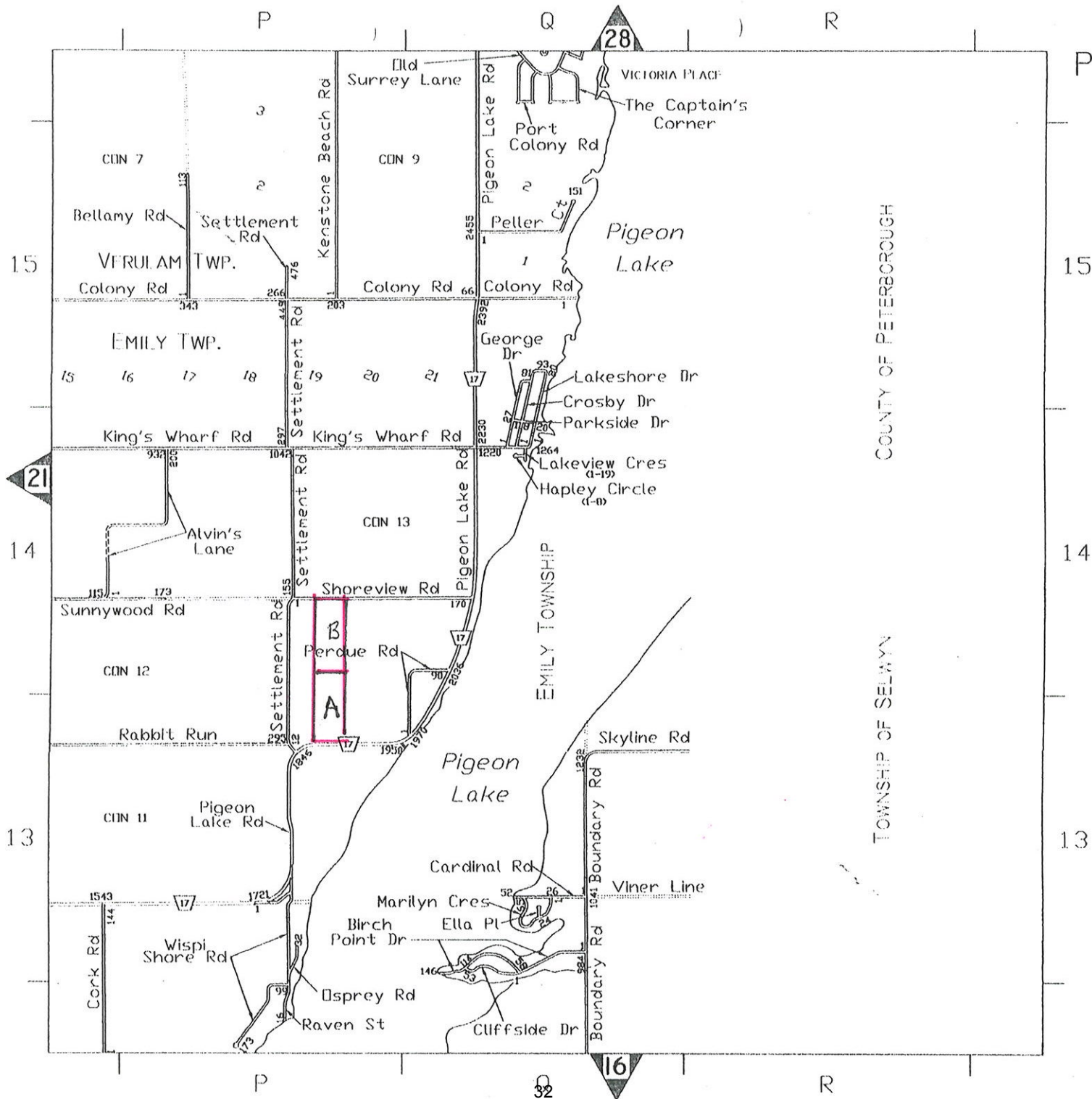
We have also retained Doug Carroll to help with this matter and I understand that Mr. Carroll has been seeking a meeting with Richard Holy and other City of Kawartha Lakes officials to discuss this situation.

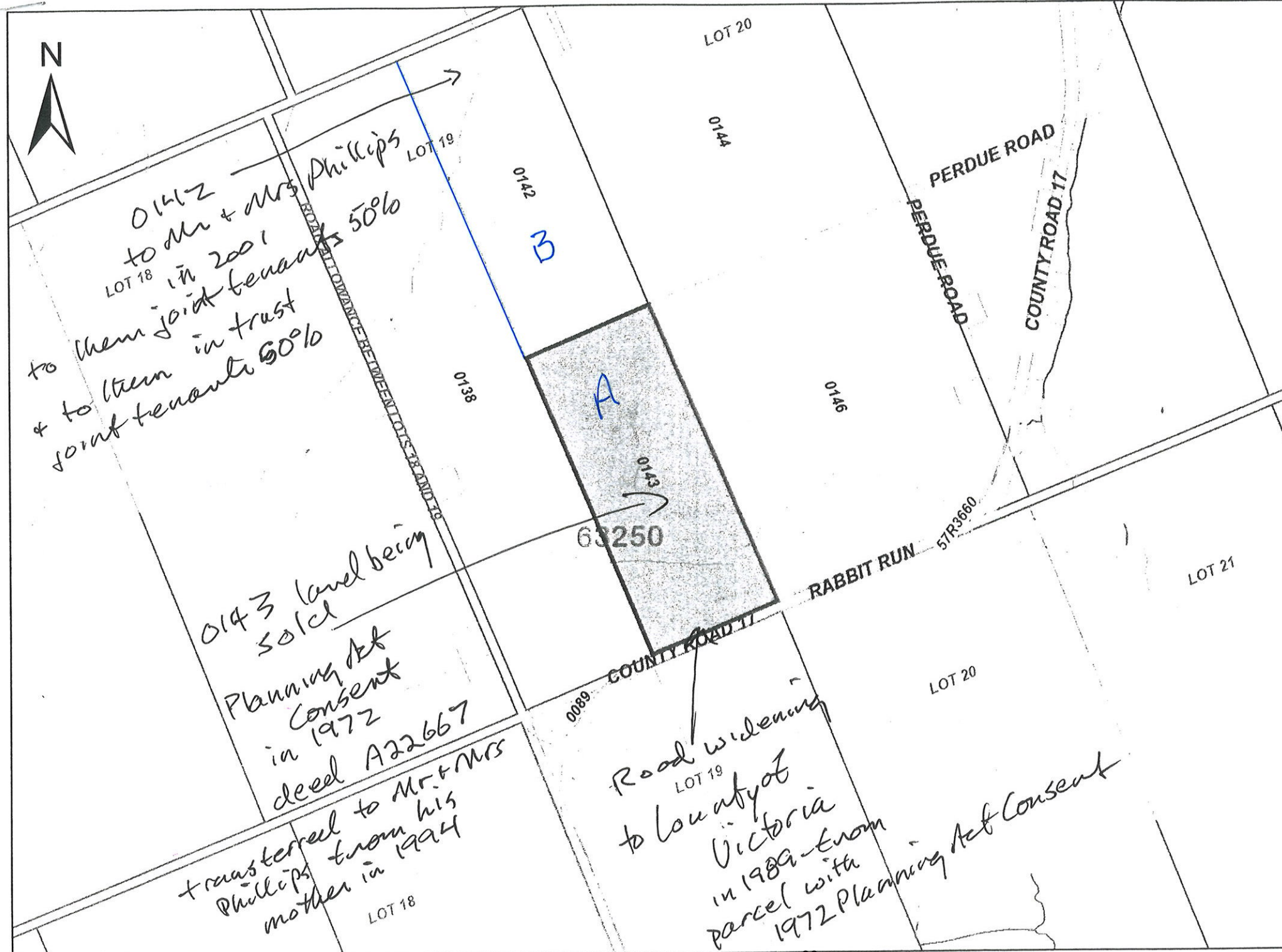
I also understand that in the last several days that Mr. Phillips spoke to Councillor, Ron Ashmore, and that Mr. Ashmore has spoken to some of you.

We would, therefore, like to meet with all applicable City of Kawartha Lakes officials to discuss a resolution as soon as possible.

Brenda
Assistant to James R. Webster
20 Francis Street West, PO Box 103
Fenelon Falls, ON K0M 1N0
Tel: (705) 887-2533
Fax: (705) 887-4285

Phillips.PIN.pdf
440K





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Sea Change: the Blue Box under Full Producer Responsibility

City of Kawartha Lakes

March 10, 2020

Dave Gordon,
Senior Advisor

AGENDA

- Context & Minister's Announcement
- Key Recommendations from Blue Box Report
- Transition Process
- Decisions for Council to Make:
 - When to transition?
 - Call for resolutions
- Questions & Answers

WASTE & PLASTICS ARE TOP ENVIRONMENTAL ISSUES

- Municipal governments have advocated for over a decade for full producer responsibility
- Waste, plastics and litter are polling as some of the most urgent environmental issues and your consumers want change urgently
- False start in 2017 with failed amended Blue Box Program Plan with Stewardship Ontario
- Province's special advisor David Lindsay mediated a productive process and the government has responded



MINISTER'S ANNOUNCEMENT

- August 15, 2019 Minister Jeff Yurek announced that the Blue Box program is transitioning to full producer responsibility
- Government accepted the recommendations from David Lindsay report
- Consultation on development of a Regulation under the *Resource Recovery & Circular Economy Act* (RRCEA) to commence this fall and be completed by end of 2020



Minister's Announcement, August 15, 2019

KEY RECOMMENDATIONS FROM BLUE BOX REPORT

- Transition to full producer responsibility of the Blue Box program:
 - Should occur over 6 years from 2019 to end of 2025
 - Must not negatively impact the recycling services that the people of Ontario use every day
- Producer responsibility regulations should maintain Blue Box collection as an essential part of any collection system.
- Producers should have:
 - Flexibility to collect some packaging through other methods; and
 - Access to a common collection system and the materials they need to recycle to ensure that the people of Ontario have uninterrupted service across the province during the transition period.

KEY RECOMMENDATIONS FROM BLUE BOX REPORT (CONT'D)

- Having full responsibility and accountability of the system means that producers must have control to decide which assets will be used in a future collection and management system.
- Producers should not be forced to use, or pay for, municipal assets they do not need.
- Municipal governments must be able to bid fairly on future services for producers, and decide whether, and how, their existing assets may be part of their bids.
- It should be easier for Ontarians to understand what is recyclable and what is not. A common collection system should have a standard list of materials.

KEY RECOMMENDATIONS FROM BLUE BOX REPORT (CONT'D)

- Producers should provide Blue Box services wherever it is currently provided as of a specified date; going forward they should take on new residential developments.
- After transition is completed, producers should gradually expand collection in multi-residential buildings, as well as parks and public spaces where municipalities provide waste collection.
- Blue Box services should not be expanded to industrial, commercial and institutional (IC&I) establishments as these facilities already have their own waste servicing arrangements and existing contracts for diversion.
- Ontarians need similar opportunities to recycle whether they are at home, work or out in public.
- The province should review and modernize the regulatory framework for IC&I facilities to improve overall diversion rates, and better align the kinds of materials recycled in this sector with those that are recycled through the Blue Box.

KEY RECOMMENDATIONS FROM BLUE BOX REPORT (CONT'D)

- Reduce, reuse, recycle should count as diversion (e.g., processes that continue to make materials available as a resource for new products or packaging)
- Incineration and energy-from-waste should not count as diversion.
- Where feasible, regulations should recognize and reward producers for reducing waste and improving their environmental performance.
- Co-ordinated, province-wide promotion & education is critical to build upon our Blue Box culture, reduce litter, and make waste reduction a part of everyday life.
- Ontario should take strong action to reduce plastic pollution and be a voice for decisive, focused, and co-ordinated action at both the national and international level. All parties must not lose sight of the fact that packaging is only one part of our plastics problem.
- The province should ensure that all ministries work together to develop a collaborative plan for Ontario to become a leading jurisdiction for innovation and economic growth in the recycling industry.

TIMELINE FOR BLUE BOX TRANSITION

Date	Description
Sept. 2019 → Dec. 2020	Blue Box wind-up plan developed for Stewardship Ontario
	Development of a Regulation under the <i>Resource Recovery and Circular Economy Act</i> , 2016
Jan. 2021 → Dec. 2022	Producers prepare to assume control and operation of system and work with municipal governments and service providers
Jan. 1, 2023 → Dec. 31, 2025	Transition of individual municipal Blue Box programs to full producer responsibility. Occurs in phases over 3 years with 1/3 of the program transitioning annually

MUNICIPAL 3RS COLLABORATIVE

Established: 2017

Members: Comprised of the following organizations



Purpose: Develop and promote policies & programs on behalf of all municipalities in Ontario to support the transition to a circular economy

MUNICIPAL GOVERNMENTS SHOULD DECIDE OPTIMAL TIME FOR TRANSITION

- **Why?** Municipal councils know all operational & financial obligations that need to be transitioned
- **How to decide?** Examine your municipal government's current situation (e.g., assets, contracts, and integrated waste management system)
- **How to declare?** Council resolution directed to AMO and the Ministry of Environment, Conservation and Parks that specifies:
 - Preferred date to transition based on exiting service provision
 - Rationale for transition date
 - Whether the municipality is interested in potentially continuing to provide services (e.g. contract management, collection, haulage processing services etc.) or not
 - Key contacts if there are any follow-up questions
- **Timing?** Resolution provided before June 30, 2020 ahead of the finalization of the Regulation.

TRANSITION DECISIONS – KEY CONSIDERATIONS

Assets:

Land, buildings,
infrastructure, human
resources

Contracts:

Existing contract terms &
expiries

Integrated Waste Management Services

What services will you continue to provide?

RESOURCES FOR COUNCILS & STAFF

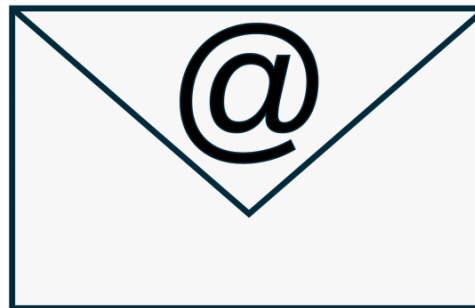
- There are many ways to stay involved
- Stay engaged through signing up for the Waste Portal at amo@amo.on.ca



AMO Website & Portal



Webinars



E-mail



In-person Workshops

KEY TAKEAWAYS....

- Successful transition of the Blue Box program addresses long standing municipal concerns about the cost and complexity of recycling being borne by the taxpayer
- It also establishes a system where producers can design packaging and products to be more sustainable and respond to consumer demands for less waste, better recycling and elimination of litter
- Discussions on the transition of your Blue Box program need to happen at your Council table with input from your staff
 - When do you want to transition?
 - Do you want to consider service provision to producers in the future?
- AMO is here to help and resources are available

Questions?



Dave Gordon, Senior Advisor

416-389-4160

Dgordon@amo.on.ca

Amber Crawford, Policy Advisor

416-971-9856 x 353

Acrawford@amo.on.ca

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number CAO 2020-003

Meeting Date: March 10, 2020

Title: 2016-2019 Strategic Plan Final Progress Report

Description: Final progress report for the actions outlined in the 2016-2019 Kawartha Lakes Strategic Plan

Ward Number: All

Author and Title: Brenda Stonehouse, Strategy and Innovation Specialist

Recommendation(s):

That Report CAO 2020-003, **2016-2019 Strategic Plan Final Progress Report**, be received;

and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of January 26, 2016, Council adopted the following resolution:

Moved by Councillor Martin, seconded by Councillor Elmslie,

RESOLVED THAT the presentation of CAO Taylor regarding the 2016-2019 Strategic Plan, be received;

THAT Report CAO2016-002, **2016-2019 Strategic Plan**, be received;

THAT the City of Kawartha Lakes 2016-2019 Strategic Plan, as outlined in Appendix A to Report CAO2016-002, be approved by Council; and

THAT all future staff reports incorporate a replaced heading entitled:

RELATIONSHIP OF RECOMMENDATION(S) TO THE 2016-2019 STRATEGIC PLAN.

CARRIED CR2016-076

This report outlines the progress made on the actions included in the 2016-2019 Strategic Plan.

Rationale:

The 2016-2019 City of Kawartha Lakes Strategic Plan outlined three priority areas: A Vibrant and Growing Economy, An Exceptional Quality of Life, and A Healthy Environment. Strategic Enablers were also identified and included Responsible Fiscal Resource Management, Effective Human Resource Management, Municipal Service Excellence, and Efficient Infrastructure and Asset Management.

Objectives and Actions were identified in each Priority area along with success indicators.

There were 30 Actions outlined in the plan and Council identified the Top 10 as:

- Develop and execute a Comprehensive Economic Development Strategy;
- Develop and execute a targeted Branding, Marketing & Communications Strategy;
- Enhance access to Community & Human/Health Services;
- Protect & enhance Water Quality;
- Protect Prime Agricultural Land;
- Develop and execute a 5 & 10 year Budget Strategy;
- Finalize and execute the Core Service Review;
- Develop and execute a Comprehensive Human Resource Management Plan;
- Establish and execute a Customer Service Standard;
- Finalize the Asset Management Plan.

100% of these 30 actions have been completed or are in progress.

This Strategic Plan focused predominantly on developing and completing program Plans and Strategies. This foundational work was needed to guide future projects and actions to realize our Vision. The Progress Report is attached as Appendix A.

Within the 30 identified action items, 81 success indicators were targeted (of which 72 were completed). This represents a considerable amount of work by both staff and Council to advance our strategic priorities forward.

Nine initiatives are in progress and will be completed in alignment with the new 2020-2023 Strategic Plan priorities:

- Tourism Strategy - to be completed in 2020 (now called Destination Development Plan)
- Green City Charter - to be developed in 2020.
- Protect natural features and functions – to be better defined and integrated into City policies and programs
- Management of trees impacted by the Emerald Ash Borer - ongoing
- Review of Aggregate Policy – ongoing to inform City's Official Plan
- City's Emergency Management Plan (reviewed and updated to Incident Management Model) – to be completed in 2020
- Development of a 3-year Human Resources Action Plan (refresh to existing Plan and now called our People Strategy) – to be completed in 2020
- Employer of Choice model - to be developed and completed in 2020
- Conversion of Bobcaygeon Beach Trailer Park to a public destination and tourist attraction – ongoing planning and redevelopment

The 2016-2019 Strategic Plan provided the direction for the municipality to complete a number of significant projects as well as the development of critical plans and strategies.

Other Alternatives Considered:

Council established municipal priorities, objectives and actions for 2016-2019. No other alternatives were considered.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The 2016-2019 Strategic Plan aligns with the Priority of Good Government. The Strategic Plan is the overarching document that guides the work of Council and staff.

Attachments:

Appendix A – City Strategic Plan Progress Report



2019 City Strategic
Plan Progress Report

Department Head E-Mail: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, CAO

Department File:

City Strategic Plan Progress Report



December 31, 2019





Goal 1: A Vibrant and Growing Economy

	Objective	Action	Success Indicator	Status
	1.1 A stronger more diversified economy	1.1.1 Develop and execute a Comprehensive Economic Development Strategy to bring business to the City of Kawartha Lakes and to expand local employment	Economic Development Strategy approved by Council	Complete
			Economic Development Strategy Implementation 2018/2019	Complete
			Partnered to create an Age Friendly Business Engagement Strategy	Complete
	1.2 Better marketing and improved community visibility	1.2.1 Develop and implement a targeted Branding, Marketing & Communications Strategy to increase the profile and visibility of the City of Kawartha Lakes, with a focus on the Greater Toronto Area market	Corporate Communications Strategy approved by Council	Complete
			Development of Corporate Branding Strategy in 2019	Complete
	1.3 Enhanced Tourism	1.3.1 Update the Tourism Strategy	Tourism Strategy to be completed	Included in new plan



Goal 2: An Exceptional Quality of Life






	Objective	Action	Success Indicator	Status
	2.1 A more culturally vibrant community promoting culture, arts & heritage	2.1.1 Strengthen existing cultural and heritage assets	Development of a Cultural Roundtable to assist in implementation of Cultural Master Plan and Heritage Master Plan	Complete
			Developed two new Heritage Conservation Districts	Complete
			Officially opened the Arts and Heritage Trail system	Complete
	2.2 Improved Wellness, Well-Being & Community Health	2.2.1 Improve walkability and accessibility in the City of Kawartha Lakes	5 Year Accessibility Master Plan updated in 2018	Complete
			Accessibility retrofits to City Hall including new assisted audio system installed in Council Chambers	Complete
			Identification cards provided for LIMO Specialized Transit user that are transferable to other transit organizations in Ontario	Complete
			168km of sidewalks maintained in winter in adherence with the Council Level of Service Policy	Complete
			Acceleration of sidewalk repairs with an investment of \$583,000	Complete


		2.2.2 Enhance access to Community & Human/Health Services (includes items such as Age Friendly Strategy, Accessible Recreation, youth access to recreational services, community access to range of health care services, etc.)	Adoption and Implementation of the City's Poverty Reduction Strategy	Complete
			75% of emergency patients receive treatment by advance care paramedics	Complete
			Fire Rescue response to 911 calls meets or exceeds NFPA1720 standards	Complete
			217 Public Access Defibrillators available in public and private buildings throughout the City	Complete
			Full-time Nurse Practitioner at Victoria Manor to manage and coordinate hospital visits	Complete
			Implementation of dropped curbs to increase accessibility of intersections	Complete
			Installation of a barrier-free splash pad at Garnet Graham Park in Fenelon Falls	Complete
			Planned and implemented new distance (21k) for the Milk Run event in coordination with local MP office	Complete
		2.2.3 Increase the supply of affordable housing	24 new affordable housing units constructed in an energy efficient building that will also house Human Services offices	Complete
			Affordable Housing Framework adopted by Council	Complete
			From 2016 to 2018, 194 individuals have been added to the By Name List, the list of individuals in the community we know to be experiencing homelessness. Of those 194, 92 were moved off the list as they were able to access housing	Complete



Goal 3: A Healthy Environment


	Objective	Action	Success Indicator	Status
	3.1 A Healthier Environment	3.1.1 Develop and execute a Green City Charter	Green City Charter to be developed in 2019	Included in new plan
			Initiated recycling receptacle program within arenas, halls and parks	Complete
			Development of the Healthy Environment Plan	Complete
		3.1.2 Execute the Integrated Waste Management Strategy	12,000 lbs of batteries were recycled in 2017	Complete
			Implemented the Clear Bag Program which resulted in 20% less waste collected at the curb and cost avoidance of \$500,000/year	Complete
			Partnership with Habitat for Humanity to place bin at Lindsay Ops Landfill diverted 1.3 tonnes of reusable goods from the landfill	Complete
		3.1.3 Develop and execute the Energy Management Plan	Corporate Energy Management Plan approved in 2017	Complete
			Electric Vehicle Charging Station installed at Lindsay Recreation Complex	Complete
		3.1.4 Develop and execute Low Impact Development (LID) Standards for the City	Incorporated the LID requirements from the Province into storm and stormwater management guidelines available on the website	Complete
			Engineering development standards include "water balance" as part of the storm water management requirement for all new Subdivision applications and Site Plan Application	Complete

		3.1.5 Finalize Lake Management Plans and utilize these plans in future decision making	Lake Management Plans for 10 lakes completed. One remaining to be completed in 2019	Complete
		3.1.6 Protect & enhance water quality	100% of septic inspections completed for Municipal Drinking Water Source Protection 2015 - 2019	Complete
			65.6% of septic inspections completed for Lake Simcoe Source Protection Plan 2017-2022. Inspections completed as targeted to end of 2019.	Complete
			MOECC annual inspection for municipal water plants resulted in all 21 systems receiving 100%	Complete
		3.1.7 Protect prime agricultural land by including policies in the Official Plan and working with the agricultural community to identify opportunities to support the sector	5 Year Municipal drain maintenance program	Complete
			Agricultural policies as part of the 2012 Official Plan now in place	Complete
		3.1.8 Protect natural features and functions	Initiatives to be further defined and included in the 2020-2023 Strategic Plan	Included in new plan
			Completed first phases of the shoreline retention program along Rotary Trail/Scugog River	Complete
			Management of trees impacted by the Emerald Ash Borer	In progress
			Official recognition as a Bee City by Bee City Canada as we support healthy pollinator populations and ongoing efforts to preserve and create pollinator habitat.	Complete
		3.1.9 Manage aggregate resources	Review of City-owned gravel pits completed	Completed
			Review of Aggregate Policy to conclude in 2019	In progress

	3.2 Community Preparedness	3.2.1 Update the City's community preparedness plan by working with community partners to address both natural hazards, including flooding and erosion as well as man-made hazards and threats to community safety and security	City's Emergency Management Plan reviewed and updated to Incident Management model	Included in new plan
			All City fire safety plans updated and annual review and fire drill coordinated	Complete
			Emergency Operations Centre annual training and exercise completed successfully	Complete
			Floodplain mapping studies completed for 10 priority flood damage centres	Complete



Enabler 1: Responsible Fiscal Resource Management

	Objective	Action	Success Indicator	Status
	E1.1 Fiscally responsible service delivery	E1.1.1 Develop and implement a 5 & 10 year Budget Strategy, to be reviewed annually.	10 Year Capital Budget Plan	Complete
			5 Year Operating Budget Plan	Complete
			Development of Development Charges Task Force to provide advice and recommendations on the DC by-law update. Expected completion Q4 2019	Complete
		E1.1.2 Finalize and execute the City's Core Services Review	Completion of 49 reviews of core service areas (of over 200 city-wide programs and services)	Complete



Enabler 2: Effective Human Resource Management

	Objective	Action	Success Indicator	Status
	E2.1 Build Organizational Resiliency	E2.1.1 Complete a Comprehensive Human Resource Management Plan to address staff training and development, skills building, develop succession planning contingency strategy including contingency funding to cover position overlap and seamless positional transition, recruitment and retention, knowledge retention and transfer, hiring standards and practices, inform 5 & 10 year budget strategy	Human Resource Management Plan approved by Council	Complete
			Development of a 3 year Human Resources Action Plan	Included in new plan
			5 year Staffing Plan to inform Operating Plan to be developed in 2018	Complete
			Employee Engagement Survey conducted in 2017 and commitment to conduct survey annually	Complete
			Fire Rescue Service and Paramedic Department completed Post Traumatic Stress Disorder plans	Complete
	E2.2 Become an Employer of Choice	E2.2.1 Review and adopt an appropriate "Employer of Choice" model and benchmark	Employer of Choice model to be developed	Included in new plan
			Comprehensive Health & Safety program developed with the goal to achieve accreditation	Complete




Enabler 3: Municipal Service Excellence

	Objective	Action	Success Indicator	Status
	E3.1 Provide Exceptional Customer Service	E3.1.1. Establish and execute a Customer Service Standard	Customer Service Standard and Management Directive completed	Complete
			Redeployment of customer service staff to better manage CASE(s)	Complete
			Implementation of new telephone technology and standards for customer responsiveness	Complete
	E3.2 Enhance Communications	E3.2.1 Enhance communications and citizen accessibility to government services	New City, Library and Tourism websites and employee intranet launched	Complete
			City information provided online through website and social media, through local media channels, and in print in retail and community gathering spaces	Complete
	E3.3 Service Excellence	E3.3.1 Review and adopt best municipal practices and continue to review operational efficiencies using lean methodology	61 White Belts trained in Lean methodology and empowered to find efficiencies	Complete
			\$5 million investment in gravel resurfacing to accelerate road improvements	Complete
			Conversion of the Bobcaygeon Beach Trailer Park to a public 'destination' and tourist attraction	In progress



Enabler 4: Efficient Infrastructure and Asset Management

	Objective	Action	Success Indicator	Status
	E4.1 Best technology and best use of technology	E4.1.1 Enhance emplacement of third party public infrastructure (i.e. telecommunications, utilities, etc.) to support economic growth and the provision of efficient municipal services	\$12 million investment by Enbridge Gas to expand service to Cambray, Cameron and Fenelon Falls	Complete
			Partner for the Eastern Ontario Regional network Mobile Broadband Project through Eastern Ontario Regional Network (EORN) to improve mobile broadband access and services	Complete
			Provincial funding of up to \$35,000 for an advanced study to determine if planned improvements to Highway 7 will boost economic development in the Eastern Ontario Region	Complete
			Partnership with Oakwood Lions Club for continued use of Mariposa Hall in Oakwood	Complete
		E4.1.2 Improve existing website and technology to provide exceptional customer service experience	New accessible City, Library and Tourism websites launched	Complete
		E4.1.3 Execute the Electronic Documents Records Management System (EDRMS)	Implemented EDRMS for Fire Service and Fire Prevention as pilot project	Complete
			Multi-year deployment plan developed for EDRMS roll out to departments	Complete
	E4.2 Well managed and maintained municipal assets	E4.2.1 Finalize the Asset Management Plan	Corporate Asset Management Plan for \$3.2 billion in municipal assets approved by Council	Complete
			Sale of surplus municipal assets/lands to fund future asset improvements over \$1million in 2017. Annual target = \$600,000	Complete

		E4.2.2 Update and execute Municipal Master Plans	Inventory of Municipal Master Plan Action Items completed and reviewed by SMT by 2018	Complete
	E4.3 Environmentally efficient municipal infrastructure	E4.3.1 Develop municipal operations and practices that lead toward environmentally efficient municipal infrastructure	Construction of net-zero Affordable Housing/Human Services building	Complete

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number CLK 2020-03

Meeting Date: Tuesday, March 10, 2020

Title: 2019 Municipal Accessibility Master Plan Progress Report

Description: Annual Progress Report

Author and Title: Barbara Condie, Accessibility Officer

Recommendation(s):

That Report CLK2020-01, the 2019 Municipal Accessibility Master Plan Progress Report, be received.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of June 5, 2018, Council adopted the following resolution:

CR2018-354

That Report CLK2018-005, **Municipal Accessibility Master Plan 2018-2023**, be received;

That the **Municipal Accessibility Master Plan 2018-2023**, be approved;
and

That the necessary by-law be brought forward for adoption.

Carried

This report addresses the direction of removing barriers to provide greater accessibility for people with disabilities as outlined in the Municipal Accessibility Master Plan and the planned approach to reach set goals. It also commits to providing an annual progress report addressing accomplishments of each year.

Rationale:

As required by the Province of Ontario, an accessibility compliance report was submitted prior to the deadline of December 31, 2019 on behalf of the City as per **Appendix A** to this report. After consultation with City Departments it was determined that to date the City has maintained or exceeded compliance with the requirements of the Integrated Accessibility Standards Regulation (IASR) enacted under the Accessibility with Ontarians with Disabilities (AODA);

In 2018 the following Management Directives were developed and are in place in support of the Accessibility Policy and statement of commitment: **Managing Notification of Temporary Service Disruptions, Accessible Meetings, Persons who Use Service Animals in City Facilities and Public Spaces, Accessible Customer Service Feedback Processes, Accessible Formats and Communication Supports and Accessible Buildings and Outdoor Spaces.**

An Employee training guide was designed and created in 2019 to educate on Accessible Customer Service and inform staff of the content of each management directive in effect. A training strategy involving the creation of an on-line module is in the development stages in partnership with Human Resources. The legislation states that each municipality shall provide Corporate-wide Accessibility Training when new plans, policy and processes are developed.

Training is anticipated to begin in the first half of 2020 and will continue through new employee and volunteer orientation processes.

The Clerk's Office and the Communications, Advertising and Marketing Division provided a number of employee training sessions involving the creation of accessible documents and accessible website content. This training is on-going as needed by new employees or those requiring the training for new positions in the organization.

As a result of the support provided by City Council, the Kawartha Lakes Accessibility Advisory Committee (AAC), City Staff and others there has been a number of noteworthy accomplishments made since the adoption of the contents of the Municipal Accessibility Masterplan 2018-2023. The Review and Progress Report – Kawartha Lakes Accessibility Masterplan 2018-2023 is provided as per attached **Appendix B**.

Other Alternatives Considered:

No other alternatives are considered. This report is a requirement of the Integrated Accessibility Standards Regulation as enacted under the Accessibility for Ontarians with Disabilities Act and Council By-law 2018-093.

Financial/Operation Impacts:

N/A.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

Kawartha Lakes is committed to accessible, timely, knowledgeable, courteous and fair services as described in the guiding principles associated with the 2020-2023 Strategic Plan. The Municipal Accessibility Masterplan supports and strengthens the commitment of Goal 1 in the Strategic Plan that reads: Improve the health and well-being of residents that further states that Kawartha will make this happen by Enhancing accessibility and encouraging and supporting "age-friendly" programs and initiatives.

Consultations:

Appropriate City Staff Managers
Kawartha Lakes Accessibility Advisory Committee
City Clerk

Attachments:

Appendix A – 2019 Accessibility Compliance Report



CLK2020-003
Appendix A.pdf

Appendix B – Review and Progress Report – Accessibility Masterplan 2018-2023



CLK2020-003
Appendix B.pdf

Department Head E-Mail: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie

Department File: Kawartha Lakes AAC

Completing your accessibility compliance report

You must complete the mandatory fields on each page before you can move to the next page. Mandatory fields are marked with an asterisk (*).

To start, save the form on your computer. Be sure to open the form with Adobe Reader 10 or higher. You can save the form at any point in the process and return to it later. You may distribute the form within your organization for input before submitting.

You need the following to file your accessibility compliance report:

- organization legal name
 - 9-digit business number (BN9). This is the number that Canada Revenue Agency uses to identify your organization. You can find it on your federal or provincial tax return. If your organization does not have a business number (BN9), contact us to receive an AODA identifier to be used in place of a business number (BN9).
 - organization category (OPS/OLA, Designated Public Sector, Business/Non-profit)
 - if you are a business or a non-profit, your Organization category is Business/Non-profit
 - if you are a municipality, or a hospital, college, university, school board, public transportation provider (under [Schedule 1 of Ontario Regulation 191/11](#)), or an agency, board or commission (under [Column 1 of Table 1 of Ontario Regulation 146/10](#)), your Organization category is Designated Public Sector
- Note:** If you select the wrong organization category, you may see questions that do not apply to you. You will need to correct the category and enter your data again to successfully submit your report.
- number of employees in your organization in Ontario
 - name and contact information of your certifier (a director or senior officer with legal authority to say that the report is complete and accurate)

File for up to 20 organizations at once

You can use one form to file a report for up to 20 organizations. To do so, you need each organization's:

- legal name
- business number (BN9) or AODA identifier
- number of employees in Ontario
- address

Each organization must have the same:

- organization category
- number of employees range (e.g. 20-49, 50+)
- certifier
- answers to all of the accessibility compliance questions

If not, you will need to complete a separate form for each organization.

Note: Users of assistive technology should pull up a list of buttons to get a list of the links on the form.

Begin your report

Follow these steps to complete your form:

1. Download and save the form

- Download and save the form on your computer
- Open the form with Adobe Reader 10 or higher

2. Enter your organization's information

- Enter your organization's information then select **Next**

3. Understand your requirements

- If you need information about the requirements, select the website link in **section B: Understand your accessibility requirements**. This will bring you to our website where you can see your past, current and future requirements.

4. Answer the questions

- The questions on the form are based on the requirements that apply to your:
 - organization category
 - number of employees range
- Select **Yes** (if you are in compliance) or **No** (if you are not in compliance) for each question. You may add comments in the comment box below each question.
- Each report question has links to:
 - the regulation section that is related to that question
 - helpful resources to help you understand and comply with the requirements
- Once you have answered all of the questions, select **Save form** at the bottom of the page before selecting **Next**
- Review the accessibility compliance report summary.

5. Certify and submit your report

- Complete the Certifier Information section
- The certifier must:
 - make sure all information on the form is complete and accurate
 - check all three boxes to show they have authority to certify your organization
 - enter the certification date or select it from the drop down calendar
- Enter your organization's primary contact. This is the person to be contacted if more information is needed. This person may be the certifier or a different person.
- You may save the form at any time by selecting the **Save** form button. When you are ready to submit your report, select the **Save and Submit button**. You will be prompted to save the form on your computer first and then it will be submitted.
- Wait for a confirmation prompt with a confirmation number that either confirms submission or indicates any problems.
- Once the report is received, an email will be sent to the Certifier and the Primary Contact. This email will include:
 - a confirmation number
 - an accessible PDF copy of your report

If you have not received a confirmation number upon successfully submitting the form or have any questions please contact the AODA Contact Centre (ServiceOntario) at:

Toll free phone: 1-866-515-2025

TTY Toll free: 1-800-268-7095

Phone: 416-849-8276

TTY: 416-325-3408

Email: accessibility@ontario.ca

Accessible alternate formats

If you need the accessibility compliance report in an accessible format, please email accessibility@ontario.ca.

Instructions

All information you provide is subject to the *Freedom of Information and Protection of Privacy Act*.

Fields marked with an asterisk (*) are mandatory.

A. Organization information

Organization category *	Number of employees range *	Reporting year
Designated Public Sector	50+ employees	2019

Business details

Organization legal name *	Number of employees in Ontario * Help
City of Kawartha Lakes	1250

Business number (BN9) * [Help](#) ☐ Check this box if you have received an AODA identifier from the Ministry for Seniors and Accessibility

864455563

☐ Check if operating/business name is same as legal name

Organization operating/business name	Language preference for communications *
City of Kawartha Lakes	English

Sector that best describes your organization's principal business activity * [Help](#)

91

Subsector (if possible)	Industry group (if possible)
913	9139

Mailing address

Address where letters can be sent to the person responsible for coordinating the organization's AODA compliance activities.

Country * ☒ Canada ☐ USA ☐ International

Type of address * ☒ Street address ☐ Street address served by route ☐ Other

Unit number	Street number *	Street name *
	26	Francis

Street type	Street direction	City *	Province *
Street		Lindsay	ON (Ontario)

Postal code *

K9V 5R8

Business address

(Address at which letters can be sent to the company director/officer accountable for the organization's compliance with the AODA.)

☒ Check if business address is same as mailing address

Country * ☒ Canada ☐ USA ☐ International

Type of address * ☒ Street address ☐ Street address served by route ☐ Other

Unit number	Street number *	Street name *
	26	Francis

Street type	Street direction	City *	Province *
Street		Lindsay	ON (Ontario)

Postal code *

K9V 5R8

Organization category **Designated Public Sector**

Number of employees range **50+**

Filing organization legal name **City of Kawartha Lakes**

Filing organization business number (BN9) **864455563**

Fields marked with an asterisk (*) are mandatory.

B. Understand your accessibility requirements

Before you begin your report, you can learn about your accessibility requirements at ontario.ca/accessibility

Additional accessibility requirements apply if you are:

- [a library board](#)
- [a producer of education material \(e.g. textbooks\)](#)
- [an education institution \(e.g. school board, college, university or school\)](#)
- [a municipality](#)

C. Accessibility compliance report questions

Instructions

Please answer each of the following compliance questions. Use the Comments box if you wish to comment on any response.

If you need help with a specific question, click the help links which will open in a new browser window. Use the link on the left to view the relevant AODA regulations and the link on the right to view relevant accessibility information resources.

Foundation requirements

1. Does your organization have written accessibility policies and a statement of commitment? * ☒ Yes ☐ No
- [Read O. Reg. 191/11 s. 3: Establishment of accessibility policies](#) [Learn more about your requirements for question 1](#)

Comments for question 1

2. Has your organization established, implemented and maintained a multi-year accessibility plan and posted it on your organization's website? * ☒ Yes ☐ No
- [Read O. Reg. 191/11 s. 4: Accessibility plans](#) [Learn more about your requirements for question 2](#)

Comments for question 2

3. Has your organization completed a review of its progress implementing the strategy outlined in its accessibility plan and documented the results in an annual status report posted on the organization's website? * ☒ Yes ☐ No
- [Read O. Reg. 191/11 s. 4\(1\), 4\(3\): Accessibility plans](#) [Learn more about your requirements for question 3](#)

Comments for question 3

4. Did your organization consult with people with disabilities when establishing, reviewing and updating its multi-year accessibility plan? * ☒ Yes ☐ No
- [Read O. Reg. 191/11 s. 4\(2\): Accessibility plans](#) [Learn more about your requirements for question 4](#)

Comments for question 4

5. Does your organization provide the appropriate training on the Integrated Accessibility Standards Regulation and the Human Rights Code as it pertains to persons with disabilities? * ☒ Yes ☐ No

[Read O. Reg. 191/11 s. 7: Training](#)

[Learn more about your requirements for question 5](#)

Comments for
question 5

6. Has your organization established and documented a process to receive and respond to feedback on how its goods or services are provided to persons with disabilities, including actions that your organization will take when a complaint is received? * ☒ Yes ☐ No

[Read O. Reg. 191/11 s. 80.50: Feedback process required](#)

[Learn more about your requirements for question 6](#)

Comments for
question 6

7. Does your organization ensure that its feedback processes are accessible to persons with disabilities by providing or arranging accessible formats or communication supports, upon request, and do you notify the public of this accessible feedback policy? * ☒ Yes ☐ No

[Read O. Reg. 191/11 s. 11: Feedback](#)

[Learn more about your requirements for question 7](#)

Comments for
question 7

Information and communications

8. Does your organization have a process to provide accessible formats and communication supports for persons with disabilities in a timely manner and at no more than the cost for other persons who ask for the same information, and do you notify the public of this accessible information policy? * ☒ Yes ☐ No

[Read O. Reg. 191/11 s. 12: Accessible formats and communications supports](#)

[Learn more about your requirements for question 8](#)

Comments for
question 8

Employment

9. Does your organization notify its employees and the public about the availability of accommodations in its recruitment process? * ☒ Yes ☐ No

[Read O. Reg. 191/11 s. 22-24: Recruitment](#)

[Learn more about your requirements for question 9](#)

Comments for
question 9

10. Does your organization notify successful applicants of its policies for accommodating employees with disabilities during offers of employment? * ☒ Yes ☐ No

[Read O. Reg. 191/11 s. 24: Notice to successful applicants](#)

[Learn more about your requirements for question 10](#)

Comments for
question 10

11. Does your organization develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities? * ☒ Yes ☐ No

[Read O. Reg. 191/11 s. 28: Documented individual accommodation plans](#)

[Learn more about your requirements for question 11](#)

Comments for
question 11

Transportation

12. Does your organization provide transportation services? *

☒ Yes ☐ No

(If Yes, you will be required to answer an additional question.)

[Read O. Reg. 191/11 Part IV: Transportation standards](#)

[Learn more about your requirements for question 12](#)

12.a. Does your organization conduct employee and volunteer accessibility training on the safe use of accessibility equipment and features of your transportation vehicles? *

☒ Yes ☐ No

[Read O. Reg. 191/11 s. 36: Accessibility training](#)

[Learn more about your requirements for question 12.a](#)

Comments for
question 12.a

Design of public spaces

13. Since your organization last reported on its accessibility compliance, has your organization constructed new or redeveloped existing off-street parking facilities that it intends to maintain? *

☐ Yes ☒ No

(If Yes, you will be required to answer an additional question.)

[Read O. Reg. 101/11 Part IV.1: Design of public spaces standards](#)

[Learn more about your requirements for question 13](#)

13.a. When constructing new or redeveloping off-street parking facilities that your organization intends to maintain, does it ensure that the off-street parking facilities meet the accessibility requirements as outlined in sections 80.32 – 80.37 of the IASR? *

☐ Yes ☐ No

[Read O. Reg. 80.32-37: Accessible parking](#)

[Learn more about your requirements for question 13.a](#)

Comments for
question 13.a

14. Since your organization last reported on accessibility compliance, has your organization constructed new or redeveloped existing outdoor public spaces that it intends to maintain? *

☒ Yes ☐ No

(If Yes, you will be required to answer additional questions.)

[Read O. Reg. 191/11 Part IV.1: Design of public spaces standards](#)

[Learn more about your requirements for question 14](#)

14.a. When constructing new or redeveloping existing outdoor play spaces, did your organization consult with the public and persons with disabilities on the needs of children and caregivers, and if you represent a municipality did your organization consult with the municipal advisory committee where one was established as outlined in s. 80.19 of the Integrated Accessibility Standards Regulation? *

☒ Yes ☐ No

[Read O. Reg. 191/11 s. 80.19: Outdoor play spaces](#)

[Learn more about your requirements for question 14.a](#)

Comments for
question 14.a

14.b. Does your organization's multi-year accessibility plan include procedures for preventative and emergency maintenance of the accessible elements in public spaces, and for dealing with temporary disruptions when accessible elements required under the Integrated Accessibility Standards Regulations Part IV are not in working order? *

☒ Yes ☐ No

[Read O. Reg. 191/11 s. 80.44: Maintenance of accessible elements](#)

[Learn more about your requirements for question 14.b](#)

Comments for
question 14.b

Customer service

15. In your policies, practices and procedures, does your organization permit persons with disabilities to keep their service animals with them on the parts of your premises that are open to the public or other third parties, except where the animal is excluded by law? If excluded by law, does your organization have alternate ways for people with service animals to access and use your goods, services or facilities?

☒ Yes ☐ No

[Read O. Reg. 191/11 s. 80.47\(1-3\): Use of service animals and support persons](#)

[Learn more about your requirements for question 15](#)

Comments for
question 15

General requirements

16. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the **information and communications standards** in effect under the Integrated Accessibility Standards Regulation? *

☒ Yes

☐ No

[Read O. Reg. 191/11 Part II: Information and communications standards](#)

[Learn more about your requirements for question 16](#)

Comments for
question 16

17. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the **employment standards** in effect under the Integrated Accessibility Standards Regulation? *

☒ Yes

☐ No

[Read O. Reg. 191/11 Part III: Employment standards](#)

[Learn more about your requirements for question 17](#)

Comments for
question 17

18. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the **transportation standards** in effect under the Integrated Accessibility Standards Regulation? *

☒ Yes

☐ No

[Read O. Reg. 191/11 Part IV: Transportation standards](#)

[Learn more about your requirements for question 18](#)

Comments for
question 18

19. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the **design of public spaces standards** in effect under the Integrated Accessibility Standards Regulation? *

☒ Yes

☐ No

[Read O. Reg. 101/11 Part IV.1: Design of Public Spaces standards](#)

[Learn more about your requirements for question 19](#)

Comments for
question 19

20. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the **customer service standards** under the Integrated Accessibility Standards Regulation? *

☒ Yes

☐ No

[Read O. Reg. 191/11 Part IV.2: Customer service standards](#)

[Learn more about your requirements for question 20](#)

Comments for
question 20

21. Other than the requirements cited in the above questions, is your organization complying with all general requirements in effect under the Integrated Accessibility Standards Regulation? *

☒ Yes

☐ No

[Read O. Reg. 191/11 Part I: General requirements](#)

[Learn more about your requirements for question 21](#)

Comments for
question 21

Organization category **Designated Public Sector**

Number of employees range **50+**

Filing organization legal name **City of Kawartha Lakes**

Filing organization business number (BN9) **864455563**

Fields marked with an asterisk (*) are mandatory.

D. Accessibility compliance report summary

Your responses to the questions on your accessibility report indicate that your organization is in compliance with AODA standards.

Your organization may be audited to verify compliance.

E. Accessibility compliance report certification

Section 15 of the *Accessibility for Ontarians with Disabilities Act, 2005* requires that accessibility reports include a statement certifying that all the required information has been provided and is accurate, signed by a person with authority to bind the organization(s).

Note: It is an offence under the Act to provide false or misleading information in an accessibility report filed under the AODA.

The certifier may designate a primary contact for the Ministry for Seniors and Accessibility to contact the organization(s); otherwise the certifier will be the main contact.

Certifier: Someone who can legally bind the organization(s).

Primary Contact: The person who will be the main contact for accessibility issues.

Acknowledgement

☒ I certify that I have the authority to bind all organizations specified in Section A of this form, *.

☒ I certify that all the required information has been included in this report, and, *.

☒ I certify that the information in this report is accurate. *.

Certification date (yyyy-mm-dd) * **2019-11-27**

Certifier information

Last name *

Ritchie

First name *

Cathie

Position title *

Director

Business phone number *

705 324-9411

Extension

1295
☐ Check here if TTY

Email *

critchie@kawarthalakes.ca

Alternate phone number

Extension

Fax number

Primary contact for the organization(s)

☐ Check if the primary contact is same as the certifier

Last name *

Condie

First name *

Barbara

Position title *

Other

Business phone number *

705 324-9411

Extension

1185
☐ Check here if TTY

Email *

bcondie@kawarthalakes.ca

Alternate phone number

Extension

Fax number

Review and Progress Report - Accessibility Masterplan 2018-2023

Action Item	Lead	Progress
Investigate ways to encourage, educate and support accessible development.	Engineering & Corporate Assets, Development Services	On-going The AAC began research in this area during 2019. The topic will be a main focus for them in 2020.
Funding of \$1,000,000 through the Community Improvement Program (CIP), where an application to improve accessibility is a highlighted qualifier. The City will continue to seek additional funding streams.	Development Services	Council approved a grant component as well as the availability of a loan for qualified recipients.
In cooperation with local partners, provide Accessibility Awareness and Age-friendly training for local business.	Economic Development	Economic Development continues to support and educate local business through means of media and daily interactions. On-going.
Determine a plan and schedule for accessibility audits of City buildings.	Office of Strategy Management	<p>A staff buildings task force established to discuss an approach to completing building accessibility audits.</p> <p>An audit tool developed in association with the Accessible Design Standards is in place. Three accessibility audits completed during 2019. Further development on the process will take place during 2020.</p> <p>Accessibility Audits are considered paramount to position the City for future grant funding opportunities that would aid in the process of removing barriers and provide improved access for people with disabilities in a number of City facilities.</p>

Action Item	Lead	Progress
		Staff will be looking to include costs associated with Accessibility Audits as part of the annual budget process.
Incorporation of accessibility in City policies, Masterplans, Management Directives and processes as reviewed and renewed.	All Departments	On-going Consultation during the Secondary Planning policy developed is an example.
City Staff to partner with and support the work plan of the Age-Friendly Communities Designation.	Accessibility Officer	On-going Age-Friendly is considered of high importance in the Council Corporate Strategy. In support of the Corporate Strategy and the older adults with disabilities in Kawartha Lakes both the Chairperson of the Kawartha Lakes AAC and the Accessibility Officer have provided their support through their active and continued membership in the Age-Friendly Steering Committee orchestrated by the Kawartha Lakes Haliburton Pineridge District Health Unit. Funding grants received from both the Federal and Provincial Governments were successfully obtained to advanced Age-Friendly Communities in Kawartha Lakes. Local Action groups created and empowered to assist with the movement. An Age-Friendly Business Guide created and housed for use by community business on the Accessibility page of the City Website.

Action Item	Lead	Progress
Explore the options for a public education/engagement strategy and program for Accessibility.	Accessibility Officer	<p>On-going.</p> <p>A partnership with Fleming College hosting an Accessibility Forum – “Accessible Education to Accessible Employment” on Wednesday, October 23, 2019 with a successful outcome. The day was packed with information for the educator and the employer. The event held during Business week and well attended by over 120 participants. The outcome of the day considered very rewarding when covered and recognized on global news that evening and the next day. Feedback received from participants was also very positive.</p> <p>Presentations were provided as part of the Workforce Development Board Speakers Series and to the Kawartha Haliburton Housing providers meeting in the last quarter of 2019.</p> <p>The Kawartha Lakes AAC and the Accessibility Officer continue to participate and provide feedback on a number of City projects that are under development such as the Downtown Revitalization planning, corridor studies, Official Plan and policy development, etc.</p>
The City will continue to plan and deliver projects to improve accessibility for staff and public spaces throughout the City’s buildings portfolio. In so doing, we will focus on both the physical and the ambient aspects of the built environment.	Community Services	<p>On-going.</p> <p>City Hall renovations during 2019 have included a number of accessibility enhancements such as improvements to the exterior ramped entrance, an accessible counter area at reception, the inclusion of vision strips on the stairs and</p>

Action Item	Lead	Progress
		truncated dome insertions, accessible podiums in Council Chambers and the Victoria Room, technical enhancements of Council Chambers such as the new audio system accompanied by hearing assist devices and the open maneuverable area; Improved physical accessibility to a number of City areas (facilities, parks, playground areas, etc.) observed and a number of projects have been introduced to the Accessibility Advisory Committee seeking their input in the initial planning stages which included but was not limited to what is proposed for Logie Park, Bobcaygeon Beach Park, trail development, etc.
Review the process for follow-up on complaints received from the Public regarding accessibility.	Accessibility Officer	On-going.
Explore the development of a Corporate Culture of Diversity and Inclusion.	Human Services	On-going.
Annual meeting between the Kawartha Lakes Accessibility Advisory Committee and Chambers/BIA.	Kawartha Lakes Accessibility Advisory Committee	On-going.
Review winter sidewalk level of service policy.	Council, Public Works	2020 +
Review Human Resources policies and processes to ensure accessibility.	Human Resources	2020+

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number CKL2020-04

Meeting Date: March 10, 2020

Title: Kawartha Lakes Accessibility Advisory Committee (AAC)
2019 Annual Activities Report and Proposed 2020 Work Plan

Description: Annual Activities Report and Work Plan

Author and Title: Barbara Condie, Accessibility Officer on behalf of
Kawartha Lakes AAC

Recommendation(s):

That Report CLK2020-04, **Kawartha Lakes AAC 2019 Annual Activities Report and Proposed 2020 Work Plan**, be received;

That the Kawartha Lakes AAC 2020 Work Plan be approved; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting on March 24, 2020.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Kawartha Lakes AAC consists of one (1) Council Liaison and ten (10) Council appointed members. More than 50% of the members are people with disabilities aligning with the legislative requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

The Kawartha Lakes AAC vision statement is “Opening Doors to Accessibility by promoting a barrier free City of Kawartha Lakes”

The Committee terms of reference, Activities section a) states that the committee is to prepare an annual written report to Council by the end of Q1 of each calendar year to outline the Committee’s/Board’s achievements from the previous year in line with their approved work plan and to present to Council their current year work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its’ programs, and future City policy direction all with the view of advancing the City’s adopted strategic priorities and the proposed budget.

In accordance with the Terms of Reference, this report is provided to inform Council of the 2019 Committee activities and what is proposed for 2020. This report addresses that direction.

At a meeting of the Kawartha Lakes AAC on Wednesday, February 12, 2020 B. Condie presented the 2019 Activities Report and proposed 2020 Work Plan and the following recommendation was made.

KLAAC2020-004

Moved by E. Peeters

Seconded by A. O’Bumsawin

THAT the City of Kawartha Lakes Accessibility Advisory Committee endorse the 2019 Activities Report and proposed 2020 Work Plan; and

THAT a Report, including the Committee’s 2019 Activities Report and proposed 2020 Work Plan, be forwarded to Council for consideration.

Rationale:

The Kawartha Lakes AAC has formed 2 (two) Working Groups, where 3 or more of the members of the Kawartha Lakes AAC gather to discuss, form recommendation and complete work in areas of:

1. **Public Spaces** (City facilities and other public areas such as transit, transportation routes, parks, etc.). This group actively provides comment to City Planning on Site Plans;

2. **Public Awareness.** This group generates ways in which to share information and to raise public awareness about the importance of making our community more accessible. Coordinating the Council presentation of the Accessibility Awareness Recognition Awards is one annual event organized by this group that raises much awareness.

The working groups meet as needed (generally once per month) in the generation of this annual work plan and to fulfill the contents of the plan. Each Working Group provides a report back to the entire committee during a scheduled public meeting on their initiatives, accomplishments and/or with presentation of a formulated recommendation with supporting rationale. The Committee then will determine and vote on whether the recommendation should be forwarded to Council or Staff for their review and consideration.

The main focus in 2019 for the Committee was the coordination, in partnership with Fleming College of a Fall Accessibility Forum held at Fleming College which was held on October 23, 2019 titled “Accessible Education towards Accessible Employment”. A great deal of time and energy was focused on the development and the deliverables of the day. Their input and support considered instrumental on the success of the event. Success was measured by the positive feedback received from approximately 140 attendees from across the Province. Global News released a video regarding the Accessibility Forum, including comments from Crystal Morrissey (Kawartha Lakes Advisory Committee Chairperson), Maureen Adamson (President of Fleming College), Sarah Levis (Aging Well Committee of Haliburton) and Debra Toth (Alternatives Community Program Services of Peterborough). The release that was also shared by MSN and Yahoo! Canada was a rewarding outcome to a fabulous day of knowledge shared on topics relevant to the day, networking opportunities and overall accessibility awareness.

The Committee has been very successful in their efforts during 2019 through their participation in a number of important City initiatives. The details are available as **Appendix A** to this report, titled – 2019 Work Plan Activities Report.

Moving forward with the 2020 year the Committee will continue to strengthen their community outreach and increase their involvement in a number of areas that will include but will not be limited to the contents of **Appendix B** to this report, titled – Proposed 2020 Work Plan.

Other Alternatives Considered:

This report is presented annually as a requirement of the Terms of Reference of the Kawartha Lakes Accessibility Advisory Committee (AAC).

Financial/Operation Impacts:

The 2020 Kawartha Lakes AAC budget has been approved by Council.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

Kawartha Lakes is committed to accessible, timely, knowledgeable, courteous and fair services as described in the guiding principles associated with the 2020-2023 Strategic Plan. The Kawartha Lakes AAC 2019 Activities Report and Proposed 2020 Work Plan supports and strengthens the commitment of Goal 1 in the Strategic Plan that reads: Improve the health and well-being of residents that further states that Kawartha will make this happen by Enhancing accessibility and encouraging and supporting “age-friendly” programs and initiatives.

Review of Accessibility Implications of Any Development or Policy:

The 2020 Kawartha Lakes AAC Work Plan supports the Committee’s Vision, Mandate and Objectives to provide advice on the importance of the removal of barriers for people with disabilities throughout the City of Kawartha Lakes.

Consultations:

Kawartha Lakes Accessibility Advisory Committee (AAC)

Attachments:

Appendix A – 2019 Activities Report



CLK2020-004
Appendix A.pdf

Appendix B – 2020 Work Plan



CLK2020-004
Appendix B.pdf

Department Head E-Mail: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie, Municipal Clerk

Committee Work Plan Tool	
Committee Name:	Kawartha Lakes Accessibility Advisory Committee
Work plan for Year:	(Appendix A) 2019 Activities Report
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success	Successes/Achievements
1. Provide a Fall Accessibility Forum	a) Secure Keynote Speaker b) Develop theme c) List activities necessary to complete for success d) Decide on participants e) Planning and development of agenda and timelines f) Completion of tasks as per item c) g) Invite stakeholders h) Present the day	a) & b) Q1 d) & e) Q2 f) Q3 g) Oct 23	Successful day measured by number of attendees (aiming for an attendance of 100-150), success learning experience, successful networking, feedback received	-136 Attendees - coverage by Global News providing great awareness - His honour David C. Onley once again provided valuable message - Alec Denys along with 11 other presentations offered a wide variety of information and was well received with excellent feedback received from participants - 52 visitors (Accessibility Coordinators) from across the Province attended City Hall October 24 th for their Fall ONAP meeting. The group complimented City Hall improvements and Downtown Lindsay establishments.

Goal	Measurement Stages	Timeline	Measurement for Success	Successes/Achievements
2. Presentation of the 2019 Accessibility Awareness Recognition Awards	<ul style="list-style-type: none"> a) Draft information to be included in a media release and disseminate b) Secure June 4, 2019 on the Council Agenda, meeting room for light refreshments, photo shots c) Utilize Social Media platforms and other means such as publically displayed posters to raise awareness d) At closing make review of the nominations received and qualify e) Provide summary of reasoning and recommendation to be included in a Council Report for consideration f) Upon Council endorsement notify recipients of the award, date and time of the ceremony. g) Invite Mayor and Council Liaison to participate 	<ul style="list-style-type: none"> a) & b) Q1 b) Q1 c) Q2 d) Q2 e) Q2 f) Week prior to event. g) to k) Day of 	Successful day measured by number of nominations received (goal to encourage at least 5 nominations), number of qualified recipients selected by Council, participation, media exposure and feedback received	Pleased to report that the Committee exceeded their measurement of success with the presentation of (9) Nine Accessibility Awareness Awards in 2019.

Goal	Measurement Stages	Timeline	Measurement for Success	Successes/Achievements
	<ul style="list-style-type: none"> h) Order Awards and engraved plates for City Hall wall plaque i) Order light refreshments for luncheon j) Host recipients k) Participate in presentation of Awards 			
3. Outreach – Create greater awareness through several avenues such as participation in local events, by creating information brochures, posters and continuing to reach audiences through social media platforms	<ul style="list-style-type: none"> a) Creation of informational booklets on Accessibility b) Creation of posters c) Creating a closer informational network with the CKL Chamber Offices and BIA 	<ul style="list-style-type: none"> a) & b) Q1 & 2 b) On-going 	<ul style="list-style-type: none"> a) And b) completion and dissemination c) will be on-going through Downtown Revitalization projects and other avenues <p>Communications, Advertising and Marketing Division have been assisting with this goal.</p> <p>Benchmarks set based on increased inquiries, number of hits on social media, as need requires – replacement of informational pieces.</p>	<ul style="list-style-type: none"> -Several booklets of information have been published by the Province. -A display was purchased for City Hall to house materials of interest on Accessibility. -this information is replenished and new is added to the display when created. -Accessibility Forum held during Business Week, start time adjusted to meet the needs of business, event publicized through Chamber, BIA and other -Presentation directed to local business through Workforce Development Board Speakers Series -On-going for 2020

Goal	Measurement Stages	Timeline	Measurement for Success	Successes/Achievements
4. Explore the development of list of standard comments to be included when reviewing and providing recommendation during the Site Plan Review process. New statistics from Stats Canada and Angus Reid available.	a) research b) draft c) development of a list of accessibility considerations in site plan development	2019/early 2020	Measurable success of the final product will be discussed in the development to include Increased awareness, inquiries	-standardized comments such as statistics on the increase in the number of people with disabilities, etc. introduces comments provided on each site plan review. -project on-going through 2020
5. Explore opportunities to educate and encourage investment in accessible residential growth/visitable community models	2019 development stages – Research and consultation	On-going	Exploration stage - Collection of information – gained knowledge. Measurable will be based on future developments including accessible features.	Research and connections on-going into 2020

Goal	Measurement Stages	Timeline	Measurement for Success	Successes/Achievements
6. Continued participation in the public processes associated with Downtown Revitalization and Reconstruction	Advisory to Staff and Council	On-going	By number of reviews completed.	Consultation and comment provided on design for Downtown Reconstruction in Lindsay
7. Continue to support Age-Friendly initiatives in Kawartha Lakes	Advisory and Support	On-going	By number of actions taken to provide assistance.	Both the Chairperson of the AAC and the Accessibility Officer attend Steering Committee Meetings in support of Age-Friendly initiatives.
8. Continue to review and provide comment to Council, City Staff and stakeholders on projects, plans and policy as needed. Including the City AODA compliance review and report submission by year end.	# of consultations # of comments	On-going	Increased accessibility presence in projects, plans and policy. Measurement of success will be dependant on the review, update and inclusion.	Consultation and comment provided on but not limited to: -Eleven (11) Site Plan applications in 2019 -participation in the Secondary Plan Policy Development - Development stages of the renewed Council Strategic Plan -Bobcaygeon Beach Park design -Parking strategy -etc.

Committee Work Plan Tool	
Committee Name:	Kawartha Lakes Accessibility Advisory Committee
Work plan for Year:	(Appendix B) 2020 Work Plan
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
1. Presentation of the 2020 Accessibility Awareness Recognition Awards	a) Draft information to be included in a media release and disseminate b) Secure May 26, 2020 on the Council Agenda, meeting room for light refreshments, photo shots c) Utilize Social Media platforms and other means such as publically displayed posters to raise awareness d) At closing make review of the nominations received and qualify e) Provide summary of reasoning and recommendation to be included in a Council Report for consideration f) Upon Council endorsement notify	a) & b) Q1 b) Q1 c) Q2 d) Q2 e) Q2 f) Week prior to event. g) to k) Day of	Successful day measured by number of nominations received (goal to encourage at least 5 nominations), number of qualified recipients selected by Council, participation, media exposure and feedback received

Goal	Measurement Stages	Timeline	Measurement for Success
	<p>recipients of the award, date and time of the ceremony.</p> <p>g) Invite Mayor and Councillor Elmslie to participate in the presentation ceremony</p> <p>h) Order Awards and engraved plates for City Hall wall plaque</p> <p>i) Order light refreshments for luncheon</p> <p>j) Host recipients</p> <p>k) Participate in presentation of Awards</p>		
<p>2. Outreach – Create greater awareness through several avenues such as participation in local events, by creating information brochures, posters and continuing to reach audiences through social media platforms</p>	<p>a) Creation of educational newsletter (quarterly leading to monthly) for City Staff and community</p> <p>b) Showcasing accessibility initiatives through filming and photos. Development of a collection that can be utilized in partnership with Communications</p> <p>c) Creating a closer informational network with the CKL Chamber Offices and BIA</p>	<p>a) & b) Q1 & 2</p> <p>b) On-going</p>	<p>a) completion and dissemination</p> <p>b) will be on-going through Downtown Revitalization projects and other avenues</p> <p>Communications, Advertising and Marketing Division have been assisting with this goal.</p> <p>Benchmarks could be set based on increased inquiries, number of hits on social media, as need requires – replacement of informational pieces. This will be monitored throughout the year.</p>

Goal	Measurement Stages	Timeline	Measurement for Success
3. Explore opportunities to educate and encourage investment in accessible residential growth/visitable community models	2020 development stages – Research and consultation, presentations and the development of useful documents associated with education on accessible design.	On-going	Exploration stage - Collection of information – gained knowledge. Measurable will be based on future developments including accessible features. This year will include the creation of an accessibility checklist for developers, an Accessibility Bootcamp Workshop for Planning, Engineering, Parks and Recreation Staff and others associated with Accessible Design of Public Spaces, etc.
4. Continue to support Age-Friendly initiatives in Kawartha Lakes.	Advisory and Support	On-going	By number of actions taken to provide assistance.
5. Continue to review and provide comment to Council, City Staff and stakeholders on projects, plans and policy as needed. This includes such items as Secondary Plan Policy development, Active Transportation Master Plan, etc.	# of consultations # of comments	On-going	Increased accessibility presence in projects, plans and policy. Measurement of success will be dependant on the review, update and inclusion.

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number CEM2020-002

Meeting Date: March 10, 2020

Title: Kawartha Lakes Cemetery Board Annual Report and 2020 Work Plan

Ward Number: All

Author and Title: Cathy Sleep, Cemetery Administrator

Recommendation(s):

That Report CEM2020-002, Kawartha Lakes Cemetery Board Annual Report and 2020 Work Plan, be received,

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Kawartha Lakes Cemetery Board was established on December 11, 2018 to replace the former Joint Cemetery Board to advise on City of Kawartha Lakes cemetery services such as Decoration Days, the sale of cemetery services and the provision of cemetery maintenance.

The Terms of Reference (2018) for the Kawartha Lakes Cemetery Board stipulate that one annual report be written to Council by the end of Q1 each calendar year reporting the Board's achievements from the previous year and presenting their upcoming work plan for the current year.

Rationale:

In the previous year the Kawartha Lakes Cemetery Board recommended and accomplished the following:

- Improved Range Markers in Pine Grove Cemetery with removal of existing unsightly fence posts and replacement with 110 Granite corner markers to provide reference points for visitors and staff.

In the upcoming year the Board has recommended the following:

- Creation of a work/storage area to provide a screened on-site location for material storage at one active cemetery per year
- Develop a Standard Operating Procedure for regular Cemetery Maintenance
- Install bench pad and benches at Mud Lake and Dalrymple Cemeteries (one bench at each site)

Other Alternatives Considered:

No other alternatives are recommended.

Financial/Operation Impacts:

Costs associated with projects are addressed by existing Cemetery and Parks budgets.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The recommendations within this report directly align with all Strategic Goals, through our Value of Collaboration namely:

- Goal 1 – A vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment
- Goal 4 – Good Government

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications associated with this report.

Consultations:

Manager of Parks, Recreation, and Culture

Supervisor of Parks and Open Spaces

Attachments:

N/A

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number PRC2020-001

Meeting Date: March 10, 2020

Title: Kawartha Lakes Parks Advisory Committee Annual Report
and 2020 Work Plan

Ward Number: All

Author and Title: LeAnn Donnelly, Executive Assistant, Community Services

Recommendation(s):

That Report PRC 2020-001, Parks Advisory Committee Annual Report and 2020 Work Plan, be received,

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Kawartha Lakes Parks Advisory Committee was established in January of 2019 to replace the former Lindsay Parks Advisory Committee to advise on significant park developments across the municipality, as well as trail system development. This includes the development of park policy, and promoting and maintaining communication with the public on park property needs and projects.

The updated Terms of Reference (2018) for the Kawartha Lakes Parks Advisory Committee stipulates that an annual report be written to Council by the end of Q1 each calendar year in line with the Committee's achievements from the previous year and to present their upcoming work plan for the upcoming year.

Rationale:

In the previous year the Kawartha Lakes Parks Advisory Board participated in the following:

- Received a presentation by Jamie Anderson, CEO/Library Director and Jamie Morris, Library Board Trustee regarding proposed plans for the redevelopment of Queen's Square
- Received a presentation by Richard Fedy, Co-President of Environmental Action Bobcaygeon (EAB) providing an overview of EAB and their past and current projects
- Received a presentation by Councillor Richardson outlining the work of the Bethany Athletic Club
- Discussed major parks initiatives throughout Kawartha Lakes including Logie Park and Bobcaygeon Beach Park
- Discussion of the Active Transportation Master Plan

In the upcoming year the Committee will continue with the following:

- Discuss major parks developments and continued maintenance of existing parks
- Actively recruit for broader community representation to the Committee
- To provide a forum for citizens, user groups, and community agencies to raise issues and concerns regarding municipal parks
- Continue to provide advice and guidance to City Council, through the Community Services Department, on matters pertaining to policies, development, conservation, practices and programs related to municipal parks as required

Other Alternatives Considered:

No other alternatives are recommended.

Financial/Operation Impacts:

This is a volunteer Advisory Committee with no financial/operation impacts.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The recommendations within this report directly align with all Strategic Goals, through our Value of Collaboration namely:

- Goal 1 – A Vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment
- Goal 4 – Good Government

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications associated with this report.

Servicing Implications:

There are no servicing implications associated with this report.

Consultations:

Manager of Parks, Recreation, and Culture

Attachments:

N/A

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number PRC2020-004

Meeting Date: March 10, 2020

Title: PRC2020-004 Fenelon Falls Museum Board Annual Report and 2020 Work Plan

Ward Number: Three

Author and Title: LeAnn Donnelly, Executive Assistant, Community Services

Recommendation(s):

That Report PRC 2020-004, Fenelon Falls Museum Board Annual Report and 2020 Work Plan, be received;

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Fenelon Falls Museum Board was established to manage the Fenelon Falls Museum facility with volunteers and in the most cost effective way while maximizing community use of the facility and its surrounding lands.

The updated Terms of Reference (2018) for the Fenelon Falls Museum Board stipulates that an annual report be written to Council by the end of Q1 each calendar year in line with the Committee's achievements from the previous year and to present their upcoming work plan for the upcoming year.

Rationale:

The attached Annual Report 2019 outlines the activities, upgrades, and improvements that took place at the Maryboro Lodge in 2019 in the areas of building and grounds, programming, collection, research and exhibits, community involvement, planning, marketing, and training.

In the upcoming year the Board will continue to offer programming for all ages as well as exhibits and interactive displays as outlined in the attached 2020 Brochure.

Other Alternatives Considered:

No other alternatives are recommended.

Financial/Operation Impacts:

This is a volunteer Advisory Committee with no financial/operation impacts.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The recommendations within this report directly align with all Strategic Goals, through our Value of Collaboration namely:

- Goal 1 – A Vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment
- Goal 4 – Good Government

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications associated with this report.

Servicing Implications:

There are no accessibility implications associated with this report.

Consultations:

Fenelon Falls Museum Board

Attachments:



Fenelon Falls
Museum Board Ann



Fenelon Falls
Museum Board 2020

Department Head E-Mail: cshanks@kawarthlakes.ca

Department Head: Craig Shanks, Director of Community Services



Annual Report 2019

Maryboro Lodge: The Fenelon Museum is the City of Kawartha Lakes' public museum, located in Garnet Graham Beach Park in an ancient bur oak grove. Managed by volunteers, it operates on an admission by donation basis, supported by numerous business sponsors. It is open from Victoria Day weekend to Thanksgiving, with occasional special events in its off-season. In 2019 it operated for 111 days and attracted 30,709 visitors, more than four times the attendance of the previous year.

2019 was a transformative year at Maryboro Lodge. It was the first full year since the completion of the Allen Wood Play Space, an interactive exhibit featuring locally manufactured toys. For a generation, our community's largest employer was a toy factory producing a great variety of wooden toys, including the Tinkertoy. The new exhibit displays locally manufactured toys and brings them to life with a great many hands-on activities. It was also the first year of offering daily heritage and cultural activities, which were enthusiastically received, augmented programs for seniors, and a major special event, KidsFest, again drawing on local children's manufacturing.

The museum's 140 volunteers contributed 4872 hours towards all aspects of the operation: programming, research, collections maintenance, bookkeeping, special events and building maintenance. Volunteers made particular efforts towards offering heritage activities for guests, planning special events and improving the museum's gardens and grounds.

Building and Grounds:

The museum continued to create gardens in partnership with the Fenelon Falls Horticultural Society offering an educational vegetable garden, fruit trees, and heritage flower gardens. Several bur oak trees were planted in an effort to regenerate the historic grove in which the museum is situated.

In 2019, a new roof was installed at Maryboro Lodge and several accessibility upgrade were completed. Improvements were made to the building envelope to eliminate animal entry points, which has seemed to solve this problem. New display cabinets were installed, which allowed the museum to free up floor space to offer interactive activities, particularly relating to traditional handicrafts. Maryboro Lodge premiered an archaeological dig, featuring replicas of the artefacts that were unearthed at the nearby Kirche site. It also substantially improved its agricultural activity area, where children can use miniature replicas of nineteenth century farm tools.

Programming:

Maryboro Lodge's One-Room School Program introduced a new format, resulting in vastly increased attendance. Operating on a daily drop-in basis, it offered a variety of heritage activities for attendees, many inspired by Garnet Graham, a beloved character and the namesake of the local beach park.

Afternoon teas remained successful, and were augmented by a daily drop-in social designed for seniors. Maryboro Lodge offered a great variety of programming for seniors, much of it focussed on keeping seniors socially engaged, and gaining new appreciation for the heritage of the Kawarthas. These programs involved visiting local long-term care facilities, and collecting community memories.

In partnership with the Lindsay *Advocate*, Maryboro Lodge began collecting local heirloom recipes (particularly at seniors' residences) to create an heirloom cookbook. It offered weekly programs in partnership with the Ontario Early Years Centre, and facilitated regular visits from the local Adult Day Program. Maryboro Lodge offered daily drop-in heritage activities and crafts, and hosted 23 public events.

Collection:

The museum is continuing to modernize and digitize its collections management system. Maryboro Lodge partners with the Canadian Conservation Institute and students of the conservation program at Sir Sandford Fleming College in Peterborough as necessary to conserve artifacts. New acquisitions for 2018 included numerous postcards, locally manufactured toys and photographs.

The museum continued its routine conservation, housekeeping and maintenance procedures as in past years.

Research & Exhibits:

In addition to the new children's exhibitions (Play Space, Archaeological Dig and Farm Activity Area) the museum premiered four new exhibits. The museum showcased the original artwork of Anne Langton, a founding figure of our community. An exhibit located in the schoolhouse featured Garnet Graham. Another display explored self-esteem through art. It also opened an interactive handicraft exhibition. The Allen Wood Play Space has been tremendously successful. It quickly became the most commonly visited part of the museum, and is now busy every day.

The museum conducted extensive research relating to these upcoming feature exhibits, and began to prepare the feature exhibitions for 2020: on local photographer Claude Bellwood, environmental history and a Victorian parlour.

Community Involvement:

Maryboro Lodge expanded its role in the community's special events, becoming a focal point for local cultural activity. It hosted 23 public events, including KidsFest, which celebrates the community's history of children's manufacturing. The museum also conducted extensive outreach activities, visiting local seniors residences and seniors in their homes.

Planning:

In 2019 the Museum completed a new strategic plan. Maryboro Lodge's long-term objective is to move the museum beyond being an institution that caters primarily to local residents with an interest in history to becoming an historic site with broad appeal to the local public and relevance to visitors from other regions. An important part of this process will highlighting aspects of local history with particular relevance to potential visitors.

Specific improvements are planned for many aspects of museum operations, including: improving the organization's financial sustainability, better relations with business, sponsors and donors, greater attention to public feedback, improved interpretation methods, better collections management, greater response to the needs of school groups, improvements to physical plant and increased organizational capacity.

It implemented previous plans to utilize a much greater variety of interpretive methods in exhibits and continued to work on better integrating exhibits throughout the museum with the historic site.

Future planning focused on improving staff training, creating more effective exhibits, and improving community outreach.

Marketing:

The museum's staff and volunteers continued their diligent efforts towards marketing all of the museum's events throughout the summer: through print media, brochures, posters, online content and sustained the partnership with the numerous local media outlets. The museum acquired five portable road signs which are used to notify the public of available programs. The Maryboro Lodge website was redesigned. Social media presence increased. An improved working relationship with the local Chamber of Commerce facilitated much better exposure for museum programs and events.

Training:

Maryboro Lodge continued to make improved training for its employees a priority. One staff member is enrolled in the OMA Museum Studies Program, and the organization benefited greatly from the insights gained from this training.

The museum encouraged its employees to visit other institutions, and continued its involvement with the Kawartha Arts and Heritage Trail.

A new training manual was successfully introduced. Feedback was gathered from staff to improve training procedures for 2020.

Gift Shop:

The gift shop continued to feature local historical books, and the work of local artists and artisans. The City of Kawartha Lakes plans to construct a larger gift shop and entrance.



2020

MARYBORO LODGE
THE FENELON MUSEUM



**YOUR COMMUNITY
HERITAGE & CULTURAL CENTRE**



VICTORIAN EXPOSITION

SATURDAY, MAY 16
10 AM TO 5 PM



HIGH TEA



CARNIVAL



**UNDERGARMENT
FASHION SHOW**

10 TREASURE HUNT BEGINS

1-4 VICTORIAN SCHOOLHOUSE

1-4 TEA SERVED

2-5 COMMUNITY CAMPFIRE

GRAND OPENING OF NEW EXHIBITS

TELEGRAPHS * TRADITIONAL GAMES * WATER TABLE
DRESS-UP FASHION SHOW * CATAPULT * AMUSEMENTS

YOUR LOGO HERE

Afternoon Tea

Wednesdays in July & August, 1-4 pm

Live music, tea, lemonade & scones

July 8: Strawberry Social

July 15: Chocolate

July 22: Pie Day

July 29: Biscuits

August 1: Raspberry Cobbler

August 5: Sticky Toffee Pudding

August 12: Buttertarts

August 19: Peach Cobbler

August 26: Apple Crumble

Event Schedule

May 16: Victorian Exposition

May 23: Spring into Gardening

July 1: Canada Day

Saturdays in July & August: Fundays

September 4-6: KidsFest

September 12: Doors Open

September 13: Butterfly Release

October 10: Harvest Happenings

October 24: Wicked & Whimsy

November 28: Santa Day

YOUR LOGO HERE

Canada Day²⁰²⁰

Activities Begin 10 AM
Opening Ceremonies and Birthday Cake 3:30 PM



**PINT OF
BLARNEY**



**TIME
MACHINE**



**PADDLING
PUPPETEERS**

FIREWORKS AT DUSK * FREE ICE CREAM

BOOTS OF HAZARD * BALLOONS * FORT BUILDING
BOUNCEY CASTLE * CRAFTS * FIREFIGHTERS' FUN
BUTTERFLIES * DULCIMER * LARGER THAN LIFE TOYS
SCHOOLHOUSE * WATER TABLE * MARBLE MAZE
POOL NOODLE OLYMPICS * FISHING * BOAT RACE
CARS * STRAWBERRIES * TRADITIONAL GAMES

YOUR LOGO HERE

fundays

Concert
Family Activities
& Special Treat
Saturdays 11-4



Pat Temple & HiLO Players @ 2 pm

with

YOUR LOGO

Feature Name



Trent Severn Waterway
Celebrating 100 years of TSW fun
1920-2020



Marky Monday @ 2 pm

with



Crayola Crayon World

Experience a creative take on everything Crayola
has done to make childhood wonderful



YOUR LOGO HERE

fundays

Concert
Family Activities
& Special Treat
Saturdays 11-4



with

YOUR LOGO

July 18

Eclipz @ 2 pm

Feature Name

The Sixties

Revisit the unforgettable 60s:
a space race, baseball, fashions...



with

Catharin Carew @ 2 pm

YOUR LOGO

July 25

Feature Name

Crazy Cars

Create a car, make it look spectacular,
then race it on our track



YOUR LOGO HERE

fundays

Concert
Family Activities
& Special Treat
Saturdays 11-4



with

Mitchell Family @ 2 pm

YOUR LOGO

Feature Name

Fenelon Then & Now
Look back at Fenelon Falls'
remarkable changes over the years



with

Barbara Dunn-Prosser @ 2 pm

YOUR LOGO

Feature Name

Gentlewomen in Upper Canada
Experience the art, letters and lives
of Ontario's early settlers



YOUR LOGO HERE

fundays

Concert
Family Activities
& Special Treat
Saturdays 11-4



North Country Express @ 2 pm

with

YOUR LOGO

Feature Name

Peace - 1945 - 2020
Celebrating 75 years since the end of
World War II



Hurly Burly Early Music @ 2 pm

with

YOUR LOGO

Feature Name

Castle Building
There are so many awesome
ways to build a castle...



Pays d'en Haut @ 2 pm

with

YOUR LOGO

Feature Name

Home Hardware Orchestra
Learn about sound with creative and
homemade musical instruments





September 4 to 6, 10 am - 5 pm



**BE A
ROCKSTAR!**



FAIRIES



**ROCKET
LAUNCH**

WASHBOARD HANK * MARKY MONDAY * UNICORNS
DANCE * HULA HOOPS * CRAFTS * PADDLING PUPPETEERS
TINKERTOYS * CRAZY CARS * POOL NOODLE OLYMPICS
CRAYOLA CRAYON WORLD * FRICTION * MARBLE MAZE
WATER TABLE * LARGER THAN LIFE TOYS * ZOO TO YOU
MUSICAL INSTRUMENTS * DULCIMER * CATAPULT

SCHEDULE FINALIZED IN AUGUST

www.maryboro.ca/kidsfest.html

The Kawarthas' Free Family Fun Fair!

YOUR LOGO HERE

Harvest Happenings

Saturday, October 10, 10 am-5pm



**WAGON
RIDES**



**CORN HUSK
DOLLS**



**HEIRLOOM
RECIPES**

10

SCAVENGER HUNT BEGINS

10-3

WAGON RIDES

1-3

HEIRLOOM RECIPES SERVED

2-5

COMMUNITY CAMPFIRE

SHARE A FEAST FOOD DRIVE

Thankfuls * Tinkertoys * Face Painting
Farm Friends Obstacle Course * Water Table
Larger Than Life Toys * Apple Cider Making
Crafts * Feed the Turkey * Pumpkin Bowling
Outdoor Activities Weather Permitting

YOUR LOGO HERE

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number PLAN2020-008

Meeting Date: March 10, 2020

Title: Environmental Advisory Committee (CKLEAC) 2020 Work Plan

Description: Environmental Advisory Committee 2019 Review and 2020 Proposed Work Plan

Ward Number: All

Author and Title: Richard Holy, Manager of Planning

Recommendations:

That Report PLAN2020-008, **Environmental Advisory Committee (CKLEAC) 2020 Workplan**, be received;

That the 2020 proposed Environmental Advisory Committee Work Plan as outlined in Appendix B to Report PLAN2020-008 be approved; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

This report summarizes the work undertaken in 2019 and proposes a work plan for 2020 as per Policy number 028 CAO 002 – Non-legislated Committees of Council.

Rationale:

During the 2019 calendar year, the Environmental Advisory Committee completed the following goals from their 2019 Work Plan.

1. The Youth Environmental Hero Award process was completely revised to create three award categories: Kindergarten to Grade 3, Grades 4 to 8, and Grades 9 to 12. Sponsors for this year's awards included Boston Pizza, who donated pizzas and Pineneedle Farms who donated tree seedlings. Committee members promoted the event, which resulted in three nominations with awards presentations in Lindsay and Dunsford.

EAC has also decided to replace its Environmental Hero Award with a Business Environmental Hero to champion businesses that promote sustainability.

2. The Bee City subcommittee continued work on promoting pollinator habitat and raising awareness on the issues within area schools. Promotional events were also held at various community events and during Pollinator Week. The Bee City logo was also installed in Lindsay's Memorial Park. A Pollinator Garden Tour was also organized. Fruit trees were also planted Orchard Park and a Pollinator pathway was created.

Staff would also like to acknowledge the work that Susan Blayney accomplished during her 7 year tenure with EAC. She was the driving force behind the City's pollinator initiatives, including the City's Bee City accreditation and the approval of a pollinator seed mix on the Fenelon landfill site. While her enthusiasm will be missed on the Committee, we want to wish her well in future endeavours.

3. Work was commenced on developing a tree preservation by-law. Members created a database of research based on by-laws that other communities in Ontario had approved. The Planning Department's summer student also prepared a draft report and this research is currently being used to finalize a tree preservation by-law for public consideration in the Fall of 2020.
4. The Active Transportation group continued their work on building support for active transportation policy and infrastructure in the following manner.
 - Building support for Active Transportation Master Plan through various community stakeholders.
 - Developing Active Transportation infrastructure in the form of bike corrals, hydration station, benches, etc. at the Lindsay Library/Queen's

Square. The group has liaised with the City on design factors and be working on grant applications.

- Continued discussions with CKL Engineering on striping for bike lanes in Lindsay and Bobcaygeon where possible.
5. EAC continues its work on roadside brushing and spraying. They have been working with Public Works to have roadside brushing activities delayed to accommodate bird breeding season. They are also interested in obtaining more information on the roadside spraying initiative that the Public Works Department be implemented. Staff will be preparing a report for the Committee of the Whole in Q2 on these two issues, which will present the City's current practice versus what is being recommended for implementation by EAC.
 6. EAC has been working with the City's waste management group on the reduction of single use plastics. They have been working on ideas to raise awareness of single use plastics with local retailers by promoting the use of reusable shopping bags. Another initiative is to place signs at visible locations to reminding everyone to bring reusable shopping bags. They also prepared developed a resolution encouraging Council to implement a phased ban on single use plastics.
 7. EAC Chair Pat Warren sat on the Healthy Environment Plan Working Group and Steering Committee to provide the Committee's perspective on this Plan.
 8. EAC would like to have planning decisions considered through a sustainability perspective. Staff will be reviewing the implementation of this recommendation.

The 2020 Environmental Advisory Committee Work Plan (Appendix B) includes projects and activities that will advance public environmental awareness, which is the core business of the Committee. This work plan needs to be adopted by Council to set the direction of Committee work for 2020. It identifies to the Committee what Council feels is important for the Committee to achieve during the year. Moving forward in 2020, EAC members agreed to reduce the number of work plans, and have all members concentrate and channel all efforts into the following projects.

1. Pollinator Action Committee: This committee will continue to work on developing new pollinator habitat in the community and organize/celebrate Pollinator Week with a Bee City logo at memorial Park, organizing a Pollinator Garden Tour, and furthering education initiatives on pollination.
2. Active Transportation: This group will look to build support for an Active Transportation Master Plan in the 2020 budget considerations and will assist with RFP process, develop active transportation infrastructure in the Lindsay downtown, and investigate the feasibility of a Bike Share program in Lindsay.

3. Single Use Plastics Ban: The group will conduct research and develop policies that will result in a ban of single use plastics within the community. They will also work closely with various business groups to promote the voluntary single use plastics ban and develop signage to encourage the public to bring reusable bags and discourage reusable plastic straws.

Other Alternatives Considered:

The submissions within this report follow policy and direction of Council with respect to Committees of Council so no other alternatives were considered.

Financial/Operation Impacts:

With the adoption of work plans and annual reports, Council has developed a way for committees of Council to be accountable for their important input into the future of this municipality. Efforts can now be refocused from administrative (non-value added) duties to more in-depth work by the volunteers (value added). There are no financial considerations associated with this recommendation.

Relationship of Recommendations To The 2020-2023 Strategic Plan:

The work of this Committee of Council relates to the Council Adopted Strategic Plan in the areas of a Vibrant and Growing Economy. Through consultation and advice provided by local citizens involved in the environmental sector, Council is able to support a stronger local economy and healthier environment through the delivery of programs and policy decisions that provide support to the sector.

Consultations:

Environmental Advisory Committee
Councillor Tracy Richardson

Attachments:

Appendix A - 2019 Environmental Advisory Committee Work Plan Review



Appendix A - 2019
Environmental Advis

Appendix B – 2020 Proposed 2020 Environmental Advisory Committee Work Plan



2020 CKLEAC
Workplan.docx

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Department File: C06

Committee Work Plan Tool	
Committee Name:	Environmental Advisory Committee
Work Plan for Year:	2019
Approved by Council:	APPENDIX "A" to REPORT PLAN 2020-308

Roadside Brushing

FILE NO. C06

Goal	Measurement Stages	Timeline	Measurement for Success
Develop time guidelines for roadside brushing to protect nesting migratory birds	Develop brochure documenting importance of roadside vegetation for nesting birds Research recent federal policy and directives Research other municipalities' management Meet with Public Works Department	June July August	Acceptance by EAC Adoption by Public Works Department
Roadside vegetation management. Includes extent of brushing, protection of natural areas, herbicide spraying, timing and spacing of brush cutting and grass cutting.	Explore MTO line of sight safety requirements on roads of various traffic regimes and visibilities. Review budget requirements of various vegetation management options Research other municipalities i.e. Port Hope Talk to traffic experts Review carbon sequestration due to modified vegetation management	June August September September	Acceptance by EAC Present to Public Works Department and Council

Tree Preservation By-law

Goal	Measurement Stages	Timeline	Measurement for Success
Investigation of a tree preservation bylaw for City of Kawartha Lakes	a) Provide research support as appropriate for City staff now working on this initiative	2018-2019	Council Adoption
Watershed Welcome Wagon (Support of program now operating under Kawartha conservation)	a) Determine package quantity requirements b) Request copies of City Municipal calendar for inclusion c) Assess other CKLEAC initiatives for literature to include in packages. d) Assist Kawartha Conservation with assembly of packages	On-going	On-going program

Active Transportation

Goal	Measurement Stages	Timeline	Measurement for Success
1. Build support for Active Transportation (AT) Master Plan to be included as "decision unit" in 2020 budget	a) Identify and consult with individuals and groups with relevant expertise (e.g. Health Promoter with HKRP Health Unit, EAB) and stakeholders; research b) Meet with Director of Development Services, and Council Environmental Champion to discuss best strategies c) Project may be in partnership with Health Unit to raise awareness and promote AT. (Program to reward or recognize walking/cycling instead of	May/ June June September	Compiled list; records of meetings Articles highlighting Active Transportation successes

	short car trips) d) Create awareness of benefits of AT	Ongoing	
2. Queen's Square AT infrastructure during downtown revitalization project, incorporate features that would welcome and serve needs of those arriving downtown on foot or by cycle	a) Consult with stakeholders and potential supporters (including City staff, library, gallery, Health Unit, EAB, BIA, Kawartha Cycling, C.H.E.S.T, Legion) b) Deputation to Parks Advisory Board c) Form small steering group. Detailed plan, fully costed d) C.H.E.S.T. application	April/ May June 13 after June 13th October	Set of support letters PowerPoint presentation for Parks Board Completed CHEST application (or other arrangement for funding)
3. Bike lanes striped in for Lindsay and Bobcaygeon	a) Meet with City Staff in Engineering, those conducting parking study, and others; collect info on cost (including implications for parking) / benefit b) Develop a proposal to have recommendation brought to Council.	May / June	For Lindsay, perhaps Peel Street after roadwork completed and Victoria Avenue to connect Fleming to downtown, and north to connect to Rail Trail

Single Use Plastics Ban

Goal	Measurement Stages	Timeline	Measurement for Success
Single use plastics ban within CKL facilities, leading to a ban for businesses throughout CKL in association with Counsellor Seymour-Fagan's resolution to ban Styrofoam products	a) Plastics working group meets to discuss issue and brainstorm possible solutions b) Working group meets to identify next steps and to draft work plan	March 2019 April 2019	Resolution adopted by Council

Reduce overall waste in landfills and reduce environmental pollution on CKL trails, roadsides, parks and waterways	c) Conduct research into other municipal policies, by-laws, guidelines	April- August 2019	
	d) Organize and take research findings and action proposals to CKLEAC meeting for approval	September 2019	
	e) Develop Policy recommendations Draft a resolution to Council and review with working group	October 2019	
	e) Present resolution for ban of single use plastics in deposition to council at Committee of the Whole meeting	November 2019	

EAC Representation on Healthy Environment Plan

Goal	Measurement Stages	Timeline	Measurement for Success
<p>1. Represent EAC on the Steering Committee for the Healthy Environment Plan</p> <p>2. Develop actions with the steering committee to achieve actions to mitigate and adapt to the effects of climate change</p>	<p>a) Investigate with LURA and ICLEI where CKL carbon levels are presently</p> <p>b) Steering Committee meets to identify steps to mitigate and adapt to carbon levels now and in the future</p> <p>c) Give input into what can be done</p> <p>d) Help with input into natural systems to mitigate and adapt</p> <p>e) Help review plan going to Council and write letter of support</p>	Mid 2018 to 2019	<p>Council approval of Healthy Environment Plan in 2019</p> <p>EAC will participate with HEP committee to help bring actions in the HEP to fruition</p>

Pollinator Subcommittee

Goal	Measurement Stages	Timeline	Measurement for Success
<u>Habitat Creation Projects:</u> <u>1.Fenelon Landfill Pollinator Habitat Pilot Project</u> <u>2.KRCA Windy Ridge Pollinator Patches</u> -grant received from the Pollinator Partnership for \$700 to buy plants <u>3.Kawartha Lakes Pollinator Pathways Mapping Project</u>	-Monitor for pollinators by Fleming students using the Guelph Pollinator Monitoring Protocol supervised by Josh Feltham -Monitor for erosion by Fleming students supervised by Robert Bialkowski - apply for BEAN grant for transportation of Scott Young PS students for planting event -plan for planting event - develop signage -continue to add private and public properties to the map	June September May April late May/early June ongoing	Data collected will be submitted to Waste Management and the University of Guelph Data collected will be submitted to Waste Management Will be completed by Staff at KRCA The map will be printed and presented to the Mayor for Pollinator Week on June 17 The digital map will go live on our webpage for Pollinator Week
<u>4. New CKL Habitat Creation projects</u> <u>Pollinator Week</u> a) organize a kick-off ceremony in Memorial Park for June 17 to	Meet with Lindsay Parks Supervisor, Ryan Smith to plan what is possible for 2019 a) Police Station landscaping to include pollinator garden b)Partnership with Fleming greenhouse to grow "Top 5" pollinator-friendly plants for gardens in City parks c)The Bee City logo will be planted as a signature garden in Lindsay Memorial Park -Work with Communications officer to send out invitations to Mayor, council, MP, MPP	January 23 May/June March/April May/June Feb-May	Meeting with Ryan Smith and Megan Phillips and the PAC resulted in agreement about the following projects. This new garden will be managed by parks staff Plants will be ready for transplanting in May Reduced cost to the City for native plants Garden will be ready for viewing during Pollinator Week June 17

highlight the Bee City Logo garden and roll out the print version on the Kawartha Lakes Pollinator Pathway map	students		
b) organize a Pollinator Pathway Garden Tour for June 22	-ask our Pollinator Pathways gardeners to open their gardens to the public as well as using existing public spaces -work with Communications and Tourism officers to produce promotional materials	Jan-June	Promotional materials will be distributed to Municipal Service Centers, libraries, Community Centers. City calendars will be utilized Press releases will be sent out
c) Invite restaurants across the CKL to participate in celebrating the food they sell which is made possible through pollination	-work with Tourism officer to get buy-in	May/June	Participating restaurants will be promoted on city noticeboards as well as to participants in the garden tour

Trash#CKL

Goal	Measurement Stages	Timeline	Measurement for Success
1. Develop a policy to engage public to reduce waste	a) Determine scope and develop policy for Corporate Use	Mid April	Before and after pictures of waste on roadsides and sent to communications.
Trash#CKL	b) engage environmental organizations in COKL Towards Balance, EAB EAC	April 22	Earth Day Launch Meet with Councillors Richardson and Seymour Fagan
	c) research how to deal with tipping fees and bag ties	May 2	
	d) liaise with staff on Communications		
	e) take to EAC committee	Early May	
	f) Report to Council	June	

Committee Work Plan Tool	
Committee Name:	Environmental Advisory Committee
Work Plan for Year:	2020
Approved by Council:	

Pollinator Action Committee

Goal	Measurement Stages	Timeline	Measurement for Success
Continue Bee City Kawartha Lakes to further the awareness of pollinators	a) Re-apply to Bee City Canada	January	Completed February 2020
	b) Initial Hive meeting to set goals for 2020	February	Completed February 2020
	c) Initiatives include researching a pollinator planting, hosting 2020 pollinator garden tour and continuing participating in community events to educate the importance of pollination. Supporting Bee School initiatives. Continue pollinator mapping. Partnering with KRCA, Sir Sanford Fleming College and the Lindsay Library on initiatives	January - April May-September	Meeting with Parks February 25 Meeting of PAC to designate which members will attend events Feb.25
	d) Report to Council	October or November	Assess the outcomes of initiatives

Active Transportation

Goal	Measurement Stages	Timeline	Indicators of Success
1. Provide support for Director Marshall in hiring and delivering the Active Transportation (AT) Master Plan	<ul style="list-style-type: none"> • Meet with Director of Development Services to discuss CKLEAC role • Provide input into RFP for AT Master Plan • Support and provide input into Plan development. <p>a) encourage incorporation of AT friendly features in any applications for new developments</p> <p>b) Project, maybe in partnership with Health Unit to raise awareness and promote AT. (Program to reward or recognize walking/cycling instead of driving)</p> <p>c) Continue to create awareness of benefits of AT</p>	<p>December 2019</p> <p>February, 2020</p> <p>March to completion</p> <p>September/October</p> <p>Ongoing</p>	A completed AT Master Plan that requires Council approval.
2. Queen's Square AT infrastructure (during downtown revitalization project, incorporate features that would welcome and serve needs of those arriving downtown on foot or by cycle)	<p>a) Continue to consult with, brief, and enlist support from stakeholders (including City staff, Lindsay Library, Lindsay Art Gallery, Health Unit, EAB, BIA, Kawartha Cycling, Lindsay Legion)</p> <p>b) assist in completion of Lindsay C.H.E.S.T. application to cover project costs (or C.H.E.S.T. and 50/50)</p>	<p>Spring/Summer</p> <p>August/September</p>	<p>Records from meetings</p> <p>Completed C.H.E.S.T.application</p>

3. Bicycling infrastructure:			
a) Monitor and support infrastructure in Bobcaygeon and Lindsay	a) Communications with Director Marshall, Kawartha Cycling Club	April/ May	Notes on meetings
b) Investigate possibility of Bike-Share Program in Lindsay (and perhaps, with Sir Sanford Fleming College, a map to support)	b) Contact Sir Sanford Fleming College staff about mapping; investigate Fenelon and Bobcaygeon Bike Share programs	April/May	
	c) Develop Bike Share proposal	June	Completed proposal from AT subcommittee for CKLEAC to provide feedback on

Single Use Plastics

Goal	Measurement Stages	Timeline	Measurement for Success
Promotion of CKL's voluntary ban of single use plastics and Styrofoam	a) working group meets to plan course of action for raising awareness for the voluntary ban b) Assign Work – 1. Research the cost (Remember to bring your bags signs for parking lots). 2. Working group meets to plan who will contact various Managers of Chambers of Commerce, Lindsay BIA and parking lot Managers to share information about the voluntary ban and show signage samples available from CKLEAC c) CKLEAC volunteers	January 2020 February-March March April	

	<p>meet with above stakeholders to provide information, and signage offers</p> <p>Report progress to CKLEAC at March meeting and get feedback</p> <p>d) informal monitoring/survey of uptake for not using plastic bags/ straws</p> <p>f) Report to Council</p>	<p>May-August</p> <p>Early Fall</p> <p>October or November</p>	<p>Uptake of voluntary ban is noticeable with positive, engaged response from businesses and the public.</p> <p>Council approval</p>
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The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number ED2020-006

Meeting Date: March 10, 2020

Title: Municipal Heritage Committee 2020 Work Plan

Description: Municipal Heritage Committee 2019 Work Plan report and 2020 Work Plan

Ward Number: All

Author and Title: Emily Turner, Economic Development Officer – Heritage Planning

Recommendation(s):

That Report ED2020-006, **Municipal Heritage Committee Work Plan**, be received;

That the 2020 Municipal Heritage Committee Work Plan as outlined in Appendix B be approved; and

That this recommendation be brought forward to Council for its consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Kawartha Lakes Municipal Heritage Committee is a Committee of Council authorized under the Ontario Heritage Act to advise and assist Council on heritage issues relating to properties designated under Parts IV and V of the Act and other heritage related matters. The Committee also undertakes outreach and educational activities in the community.

According to the Committee's Terms of Reference, the Municipal Heritage Committee is required to report on activities completed from their Work Plan during each calendar year and to submit a Work Plan for the subsequent year.

At its meeting of December 5, 2019, the Municipal Heritage Committee reviewed its accomplishments for 2019 in a work plan report compiled by staff and a draft 2020 work plan identifying continuing and new goals for the committee. The Committee passed the following motions:

KLMHC2019-47

Moved By M. Sloboda

Seconded By Councillor Ashmore

That the Committee approves the submission of the 2019 Work Plan Report to Council.

Carried

KLMHC2019-48

Moved By M. Sloboda

Seconded By R. Macklem

That the Committee approve the 2020 work plan as presented.

Carried

This report addresses the Committee's 2019 Work Plan reporting and the 2020 Work Plan priorities.

Rationale:

During the 2019 calendar year, the Municipal Heritage Committee identified the following 7 goals which were outlined in their 2019 work plan:

1. Continue to process eligible properties for designation, heritage permit applications and other heritage items.
2. Continue to distribute heritage designation plaques.

3. Continue to update the Heritage Register so it is consistent with the Ontario Heritage Act and that it is publically accessible.
4. Coordinate Doors Open in collaboration with the Heritage Network and the Victoria County Historical Society.
5. Plan and coordinate the 2019 Osprey Heritage Awards.
6. Recruit additional members for the Heritage Committee.
7. Heritage property photography.

A summary of the Committee's achievements with regard to these goals is attached as Appendix A.

The draft 2020 Municipal Heritage Committee Work Plan, attached as Appendix B, includes activities that are the core business of the Municipal Heritage Committee and are mandated by the Ontario Heritage Act, including advising Council regarding the designation and listing of property and heritage permitting. The work plan also includes activities that address educational and community outreach.

Other Alternatives Considered:

No other alternatives are considered.

Financial/Operation Impacts:

There are no financial considerations associated with this recommendation. All Committee activities for 2020 fall within the available Heritage Planning budget for 2020.

Relationship of Recommendation(s) to the 2020-2023 Strategic Plan:

The development of an effective Municipal Heritage Committee supports the strategic priority of an Exceptional Quality of Life by supporting and promoting arts, culture and heritage. The Committee provides support and recommendations for heritage conservation within the municipality. The tasks outlined on the 2020 work plan are intended to strengthen and grow the heritage sector in Kawartha Lakes.

Consultations:

Municipal Heritage Committee

Attachments:

Appendix A – KLMHC 2019 Work Plan Report



MHC 2019
Workplan Report.doc

Appendix B – Proposed 2020 KLMHC Work Plan



2020 MHC Work
Plan DRAFT.docx

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Committee Work Plan Report	
Committee Name:	Municipal Heritage Committee
Work Plan for Year:	2019
Approved by Council:	

Goal	Completed in 2019
1. Continue to process eligible properties for designation, heritage permit applications and other heritage items	1. Three designation by-laws were approved in 2019. One application for designation was received by the Municipal Heritage Committee which is in process. 2. Four heritage permit applications for individually designated properties were received and reviewed by the Municipal Heritage Committee
2. Continue to distribute heritage designation plaques	1. New plaques were ordered and received for newly designated properties. 2. Owners have been contacted regarding picking up new plaques.
3. Continue to update the Heritage Registry so it is consistent with Ontario Heritage Act and that it is publicly accessible.	1. The Heritage Register has been updated with new photographs, accurate property descriptions and all information required under the Ontario Heritage Act. It is available on the City's website and hard copies are available in Economic Development, the Clerk's Office, and the Building Division for public consultation.
4. Coordinate Doors Open in collaboration with the Heritage Network and the Victoria County Historical Society	1. Doors Open 2019 took place on September 5, 2019 and was coordinated jointly with the MHC, the Heritage Network and the Victoria County Historical Society. The event received positive feedback from members of the public and good attendance numbers.
5. Plan and Coordinate the 2019 Osprey Heritage Awards	1. The Committee did not undertake awards for 2019 but has decided to do so a bi-annual basis with the next awards taking place in 2020.
6. Recruit additional members for the Heritage Committee.	1. The Committee recruited new members.
7. Heritage Property Photography	1. All individually designated properties were photographed in 2019 and the new photos were added to the Heritage Register and the City's website.

2020 Committee Work Plan DRAFT

Committee Name:	Municipal Heritage Committee
Work Plan for Year:	2020
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement of Success
1. Process applications for designation and make recommendations to Council	1. Review applications for designation 2. Undertake research 3. Make recommendations to Council under the cover of a staff report	Ongoing	Number of designations.
2. Recommend properties for listing to Council	1. Identify properties for listing and complete research 2. Staff take MHC recommendation to Council	Ongoing	New listed properties are added to the Heritage Register
3. Review heritage permit applications for individually designated properties and relevant development applications.	1. Review of heritage permit applications and development applications and provide approvals and/or recommendations 2. Staff supply appropriate notices to property owners and/or recommendations of the committee to Council	Ongoing	Number of permits and development applications successfully completed and responded to.
4. Review Heritage Policy and provide recommendation to Council	1. Staff draft heritage policies 2. MHC reviews proposed policies and makes recommendations to Council	Ongoing	New heritage policies are adopted
5. Continue to distribute heritage designation plaques	1. Provide contact information 2. Committee to contact property owners 3. Arrange for distribution of plaques in accordance with established protocol	Ongoing	Plaques delivered
6. Continue to update the Heritage Register so it is consistent with Ontario Heritage Act	1. Staff to review and insert the recently designated properties in register with photos to bring it up to date	Ongoing	The Register is complete, consistent with the requirements of the Ontario Heritage Act and available on the City's website and in hard copies at Economic Development, the Clerk's Office and Building Division.
7. Coordinate Doors Open in collaboration with	1. Committee to coordinate event participants / activities	Jan. - Aug. 2020 Sept. 2020	Event planning complete and event carried out. Doors Open 2020 successfully completed

the Heritage Network and the Victoria County Historical Society			
8. Plan and Coordinate the 2020 Osprey Heritage Awards	1. Jan. – Sept.: plan event, collect applications, establish jury to select winners 2. Oct. / Nov.: Awards ceremony	Jan. – Nov. 2020	2020 Osprey Heritage Awards successfully completed
9. Recruit additional members for the Heritage Committee.	1. Continue to recruit for new committee members and advertise in the newspaper	Ongoing	Prospective committee members have applied to join Municipal Heritage Committee. Selection processes are underway.

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number ED2020-010

Meeting Date: March 10, 2020

Title: Downtown Revitalization Committee Annual Report and 2020 Work Plan

Description: Annual report and work plan for Downtown Revitalization Committee of Council

Ward Number: 1,3,5,6,7

Author and Title: Carlie Arbour, Economic Development Officer - Community

Recommendation(s):

That Report ED2020-010, **Downtown Revitalization Committee Annual Report and 2020 Workplan**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Downtown Revitalization Committee of Council Terms of Reference identify that the purpose of the Committee is to implement the Downtown Revitalization Action Plans as approved by Council and stimulate the economic, social and physical prosperity of downtowns. The Committee is to provide advice and assistance to Council and staff, provide opportunities for communities to collaborate, and support the implementation of all Downtown Revitalization Action Plans.

The Terms of Reference for the Downtown Revitalization Committee of Council dictate that an annual report be written to Council by the end of Q1 each calendar year in line with the Committee's achievements from the previous year and to present their upcoming work plan for the upcoming year.

The Downtown Revitalization Committee of Council reviewed the work plan and made the following resolution at their February 20, 2020 meeting:

Moved By S. Podolsky
Seconded By K. Quinn

That the 2020 Downtown Revitalization Committee of Council Work Plan be approved and forwarded to Council for approval.

Carried

Rationale:

During 2019, the Downtown Revitalization Committee of Council supported the advancement of following priorities listed in the Action Plans:

- Toolkit for new businesses the new local intelligence data tool available on the City's website
- Advocate for the need for public washrooms within the Downtowns
- Support the designation of the Trail Towns program in Downtown Revitalization communities
- Collaborate with the City on the advancement of the Downtown Reconstructions

Outlined below is the proposed 2020 work plan for the Downtown Revitalization Committee of Council.

Goal	Measurement Stages	Timeline	Measurement of Success
1. Make recommendations to Council on priority activities identified as “City Led” or “Collaborative” in the Downtown Revitalization Action Plans that may impact and inform future year City’s budgets. (Priorities from each Downtown Action Plan will be identified by each community and put forward by the Committee in a combined Staff report.)	a) As issues arise b) DRAC Meetings called c) Items Discussed d) Report to Council	Ongoing	Council Adoption
2. Monitor and advance the progress of the Downtown Revitalization Action Plans	a) DRAC Meetings b) Items Discussed c) Report to Council	Quarterly	Annual Report Card
3. Improve communication from the Downtown Revitalization Committee of Council to City of Kawartha Lakes Council.	a) Quarterly reports to Council, or as needed.	Quarterly/On going	City Council aware of recommendations and key initiatives impacting Downtown Revitalization. Council support received for key initiatives.

Other Alternatives Considered:

There were no other alternatives considered.

Financial/Operation Impacts:

The Committee makes recommendations to Council regarding priority projects in the Downtown Revitalization Action Plans. These initiatives are funded through the department budgets and either included in existing budgets or are identified for consideration in future budgets.

Relationship of Recommendation(s) to the 2020-2023 Strategic Plan:

The recommendations within this report directly align with all Strategic Priorities, with a primary focus on supporting A Vibrant and Growing Economy.

Consultations:

Downtown Revitalization Committee of Council

Attachments:

None.

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number ED2020-013

Meeting Date: March 10, 2020

Title: Agricultural Development Advisory Committee 2020 Work Plan

Description: Agricultural Development Advisory Committee 2019 Review and 2020 Proposed Work Plan

Ward Number: All

Author and Title: Kelly Maloney, Economic Development Officer - Agriculture

Recommendation(s):

That Report **ED2020-013 Agricultural Development Advisory Committee 2020 Work Plan**, be received;

That the Agricultural Development Advisory Committee 2020 Work Plan as outlined in Appendix B to Report ED2020-013 be approved; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of May 21, 2019, Council adopted the following resolution:

CW2019-112

That Report ED2019-014, Agricultural Development Advisory Committee 2019 Work Plan, be received; and

That the 2019 Agricultural Development Advisory Committee Work Plan, as outlined in Appendix B to Report ED2019-014, be approved.

This report summarizes the work undertaken in 2019 and proposes a work plan for 2020 as per Policy number 028 CAO 002 – Non-legislated Committees of Council.

Rationale:

During the 2019 calendar year, the Agricultural Development Advisory Committee identified the following five goals from their 2019 Work Plan:

1. Review and advise Council and Economic Development on matters related to agricultural industry to improve economic environment of the agricultural sector and prosperity of the rural areas.
2. Host a VIP Agricultural Tour to allow for education and open dialogue in context of modern farming and agri-business.
3. ADAB Members Participate at East Central Farm Show Booth with Economic Development to increase visibility access to ADAB.
4. ADAC to act as the Steering Committee for the development of the 2020-2025 Agriculture and Food Action Plan.
5. ADAC to actively participate in the development of the Comprehensive Rural Zoning By-law.

The review of 2019 accomplishments is included in Appendix A attached to this report.

The 2020 Agricultural Development Advisory Committee Work Plan (please refer to Appendix B) includes activities that are the core business of the Committee. This work plan needs to be adopted by Council to set the direction of Committee work for 2020. It identifies to the Committee what Council feels is important for the Committee to achieve during the year.

Other Alternatives Considered:

The submissions within this report follow policy and direction of Council with respect to Committees of Council so no other alternatives were considered.

Financial/Operation Impacts:

With the adoption of work plans and annual reports, Council has developed a way for committees of Council to be accountable for their important input into the future of this municipality. Efforts can now be refocused from administrative (non-value added) duties

to more in-depth work by the volunteers (value added). There are no financial considerations associated with this recommendation.

Relationship of Recommendation(s) to the 2020-2023 Strategic Plan:

The recommendations within this report directly align with all Strategic Priorities, with a primary focus on supporting A Vibrant and Growing Economy.

Consultations:

Agricultural Development Advisory Committee members.

Attachments:

Appendix A - 2019 Agricultural Development Advisory Board Work Plan Review



2019ADACWorkPlanReview.pdf

Appendix B - 2020 Agricultural Development Advisory Committee Work Plan



2020ADACWorkPlan.pdf

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Agricultural Development Advisory Committee Work Plan Review

Committee Name: Agricultural Development Advisory Board

Work plan for Year: 2019

Approved by Council: May 21, 2019

Goal	Accomplishments	Measurement for Success
1. Review and advise Council and Ec Dev on matters related to agricultural industry to improve economic environment of the agricultural sector and prosperity of the rural areas	<ul style="list-style-type: none"> a) Provided comments to Council regarding new Fill By-law b) Provided comments to Council regarding the Development Charges By-law c) In consultation with the Clerk's office provided council with input on updates to the Line Fences program. d) Received request and initiated review of Farm Tax Ratio impact to farms. e) Provided feedback to Public Works Staff regarding snow fences on farmland. 	<ul style="list-style-type: none"> a) Council passed a new by-law for Site Alteration with input from the agriculture and food sector. b) Council adopted updated Development Charges By-law with input from the agriculture and food sector. c) Council adopted updated the Line Fences program with input from the agriculture and food sector. d) Background work continues. e) Public Works staff are reviewing options for snow fencing in areas where blowing snow on roadways is a chronic issue.
2. Host VIP Agricultural Tour to allow for education and open dialogue in context of modern farming and agri-business	<ul style="list-style-type: none"> a) VIP Agriculture Tour planned and hosted in partnership with Kawartha Lakes Haliburton Federation of Agriculture. 	Tour held with approximately 60 people in attendance. Toured Mariposa Woolen Mill, Willowtree Farm and Two-Blokes Cider, focusing on diversified land use options.
3. ADAB Members Participate at East Central Farm Show Booth with Ec Dev to increase visibility access to ADAB	<ul style="list-style-type: none"> a) East Central Farm Show booth supported by volunteer ADAB members 	<p>ADAB and CKL farm business operators better able to speak publicly on issues affecting agriculture.</p> <p>Farm Businesses Connected with ADAB representatives</p>
4. ADAC to act as the Steering Committee for the development of the 2020-2025 Agriculture and Food Action Plan	<ul style="list-style-type: none"> a) Committee participated in sector survey and public workshop and provided input to consultants during 2 ADAC meetings. 	2020-2025 Agriculture and Food Action Plan adopted by Council to guide growth and development of sector from 2020 to 2025

Goal	Accomplishments	Measurement for Success
5. ADAC to actively participate in the development of the Comprehensive Rural Zoning By-law	a) ADAC reviewed call for participants on CRZB Task Force and guiding documents at outset of project, as well as to review provincial planning policies impacting agriculture and food.	One member of ADAC appointed to the CRZB Task Force. ADAC planning to continue active participation in the development of a modern Rural Zoning By-law to reduce restrictions for agriculture and food businesses; clearly identify permitted uses, and for uses with a lesser connection to agriculture in agricultural zones, develop as-of-right zoning criteria for proposed on-farm uses that are compatible with neighbouring agricultural uses as per provincial policies to reduce red tape.

Committee Work Plan Tool

Committee Name: Agricultural Development Advisory Committee

Work plan for Year: 2020

Approved by Council:

Goal	Measurement Stages	Timeline	Measurement for Success
1. Review and advise Council and Ec Dev on matters related to agricultural industry to improve economic environment of the agricultural sector and prosperity of the rural areas	a) As issues arise b) ADAC Meetings called c) Items Discussed d) Report to Council	Ongoing	Council Adoption
2. Arrange VIP Guided Tours at the 2020 IPM for the traditional VIP Tour guests, to allow for education and open dialogue in context of modern farming and agri-business at various times during the event.	a) Set Sub-committee b) Hold Planning Meeting c) Send Invitations d) Register Invitees e) Host guided tours (2hrs in length, 2-3 times during the event)	a) February b) August c) September d) October e) October	a) Committee set b) Planning Meeting held c) Invitations sent d) Registrations complete e) Tours held & guests informed
3. ADAC Members Participate at East Central Farm Show Booth with Ec Dev to increase visibility access to ADAC	a) Set Volunteer Schedule b) Work Booth at Show	a) February b) March	ADAC and CKL farm business operators better able to speak publicly on issues affecting agriculture Farm Businesses Connected with ADAC representatives
4. ADAC to actively participate in the development of the Comprehensive Rural Zoning By-law	a) Provide input into By-law development on matters affecting rural and agricultural land use.	a) This is a 2 year initiative of Planning to be completed in 2021.	Modern Zoning By-law to reduce restrictions for agriculture and food businesses; clearly identify permitted uses, and for uses with a lesser connection to agriculture in agricultural zones, develop as-of-right zoning criteria for proposed on-farm uses that are compatible with neighbouring agricultural uses as per provincial policies to reduce red tape.

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number WM2020-004

Meeting Date: March 10, 2020

Title: Fenelon Landfill Public Review Committee 2019 Work Summary and 2020 Work Plan

Description: The 2019 Work Summary and 2020 Work Plan for the Fenelon Landfill Public Review Committee

Ward Number: All Wards

Author and Title: Nikki Payne, Waste Technician II

Recommendation(s):

That Report WM2020-004, **Fenelon Landfill Public Review Committee 2019 Work Summary and 2020 Work Plan**, be received;

That the 2020 Fenelon Landfill Public Review Committee Work Plan, as outlined in Appendix "A" to Report WM2020-004, be approved; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Fenelon Landfill Public Review Committee (Fenelon PRC) was established in 2013 in order to comply with Conditions 12 to 16 (inclusive) of Environmental Compliance Approval (ECA) No. A321206 for the landfill site.

Under the updated Terms of Reference (2018) for the Fenelon PRC, their activities include preparing, each year, an annual work plan for the succeeding year. The Work Plan is to include details on promotion of public education programs, review of government correspondence relating to the site, programs and legislation for any impacts on the Site or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.

This report provides an update in the rationale section on the status of activities approved in the 2019 committee work plan and proposed 2020 work plan. The 2020 work plan has been reviewed by the Fenelon PRC and they made the following resolution at the November 28, 2019 committee meeting.

Resolved That the Fenelon PRC support the 2019 work plan summary and the 2020 work plan.

Moved By Julia Taylor

Seconded By Robert Coleman

Carried

Rationale:

A summary of the 2019 work that was completed by the Fenelon Landfill PRC is provided in the table below.

Goal	Completed in 2019
2018 Annual Monitoring Report Review	Presentation on the 2018 environmental monitoring program and annual status report provided by staff in conjunction with the PRC at September 26 th meeting.
Review MECP Correspondence	The PRC was notified of any MECP and staff correspondence in 2019.
Phase I Progressive Closure	Staff met with CKLEAC and attempted to commence monitoring the pollinator project with Fleming College. The site looks good and monitoring expected to take place in 2020.

Goal	Completed in 2019
Fenelon Site Redesign	Staff provided updates on the redesign and updated the PRC that a study will be done in 2020 on the future of Fenelon landfill site.
Diversion Program Promotion and Public Awareness	The PRC provided comment and suggestions on the two diversion programs: mattresses and C&D recycling. The PRC also provided comments on the Fenelon Landfill Reuse Centre Presentation on the single use plastics/Styrofoam situation in CKL, PRC provided comment and feedback.
Integrated Waste Management Strategy	Presentation on the new integrated waste management strategy on September 26 th . PRC provided comments and feedback on the draft.
Work to Attract more members to the Fenelon Landfill Public Review Committee	The PRC showed interest in attracting new members to the PRC in 2019. One new member joined in September of 2019. Staff and the PRC will continue to work on this in 2020.
Toured Durham York Energy Centre	PRC toured the Durham York Incinerator in October 2019.
Development of 2020 Work plan	Reviewed at November 28th committee meeting to go to March 2020 Council Meeting.

Staff is confident the work of the Fenelon Landfill PRC is of value to the residents of the City of Kawartha Lakes. Staff recommends the 2020 work plan be approved by Council.

The 2020 work plan is attached as Appendix A.

Other Alternatives Considered:

No other alternatives were considered.

Financial/Operation Impacts:

There were no financial implications that resulted from the 2019 work plan. The proposed 2020 work plan has no financial impacts.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The Fenelon PRC supports transparency between the City and residents and provides an open forum for dialogue regarding waste management programs between the City and members of the public. Additionally, the Fenelon PRC promotes the goal of A Healthy Environment by ensuring waste management operations continue to operate effectively.

Servicing Implications:

The Committee works with Staff to ensure efficient operational management of the Fenelon landfill. This ensures the residents of the City have access to reliable waste disposal in an environmentally and fiscally responsible manner.

Consultations:

Fenelon Landfill Public Review Committee (Fenelon PRC).

Attachments:

Appendix A – 2020 Work Plan



Appendix A 2020
Work Plan.pdf

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Goal	Completed in 2019
2018 Annual Monitoring Report Review	<ul style="list-style-type: none"> • Presentation on the 2018 environmental monitoring program and annual status report provided by staff in conjunction with the PRC at September 26th meeting
Review MECP Correspondence	<ul style="list-style-type: none"> • The PRC was notified of any MECP and staff correspondence in 2019.
Phase I Progressive Closure	<ul style="list-style-type: none"> • Staff met with CKLEAC and attempted to commence monitoring the pollinator project with Fleming College. • The site looks good and monitoring expected to take place in 2020.
Fenelon Site Redesign	<ul style="list-style-type: none"> • Staff provided updates on the redesign and updated the PRC that a study will be done in 2020 on the future of Fenelon landfill site
Diversion Program Promotion and Public Awareness	<ul style="list-style-type: none"> • The PRC provided comment and suggestions on the two diversion programs: mattresses and C&D recycling • The PRC also provided comments on the Fenelon Landfill Reuse Centre • Presentation on the single use plastics/Styrofoam situation in CKL, PRC provided comment and feedback.
Integrated Waste Management Strategy	<ul style="list-style-type: none"> • Presentation on the new integrated waste management strategy on September 26th. • PRC provided comments and feedback on the draft.
Work to Attract more members to the Fenelon Landfill Public Review Committee	<ul style="list-style-type: none"> • The PRC showed interest in attracting new members to the PRC in 2019. • One new member joined in September of 2019 • Staff and the PRC will continue to work on this in 2020
Toured Durham York Energy Centre	<ul style="list-style-type: none"> • PRC toured the Durham York Incinerator in October 2019
Development of 2019 Work plan	<ul style="list-style-type: none"> • Reviewed at November 28th committee meeting to go to January 2020 Council Meeting.

2020 Fenelon Landfill PRC Work Plan Tool

Committee Name:	Fenelon Landfill Public Review Committee
Work plan for Year:	2020
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
2019 Annual Monitoring Report Review	<ol style="list-style-type: none"> 1. Review environmental monitoring program at Fenelon Landfill. 2. Review 2019 Annual Monitoring Report. 	<ol style="list-style-type: none"> 1. Ongoing 2. September 2020 	Understanding and open dialogue for details surrounding the Site's environmental monitoring program and operations.
Review Ministry of Environment, Conservation, and Parks (MECP) Correspondence.	<ol style="list-style-type: none"> 1. Review all Ministry of Environment, Conservation, and Parks (MECP) correspondence regarding the annual monitoring report and site operations. 	<ol style="list-style-type: none"> 1. Ongoing 	Understanding and open dialogue for details surrounding the Site's environmental monitoring program, operations and related MECP correspondence.
Phase I Progressive Closure	<ol style="list-style-type: none"> 1. Work cooperatively with CKLEAC to monitor and make recommendations regarding the Fenelon pollinator pilot project. 	<ol style="list-style-type: none"> 1. Ongoing 	Reduction in leachate outbreaks and success of pollinator seed mix in establishing vegetation and supporting pollinator habitat.
Fenelon Site Closure Recommendations	<ol style="list-style-type: none"> 1. Study to commence in 2020 (led by capital projects) to make recommendations on future operations as Fenelon approaches closure. PRC will be updated as details come forward. 	<ol style="list-style-type: none"> 1. Ongoing 	Dialogue with committee as details come forward.

Integrated Waste Management Strategy	1. Provide recommendations on the implementation of various waste management initiatives outlined in the Strategy update for 2020.	1. Ongoing	2020 Strategy Initiatives achieved
Work to Attract more members to the Fenelon Landfill Public Review Committee	1. Advertising and communications to attract new members to the Fenelon PRC	1. 2020	New members in the committee by the end of 2020
2019 and 2020 Work Plans	1. Provide 2020 Work Plan progress summary 2. Develop 2021 Work Plan 3. Submit both documents to Council	1. November 2020 2. November 2020 3. December 2020/January 2021	Council approval of work plans.

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number WM2020-005

Meeting Date: March 10, 2020

Title: Lindsay Ops Landfill Public Review Committee 2019 Work Summary and 2020 Work Plan

Description: The 2019 Work Summary and 2020 Work Plan for the Lindsay Ops Landfill Public Review Committee

Ward Number: All

Author and Title: Kerri Snoddy, Regulatory Compliance Officer

Recommendation(s):

That Report WM 2020-005, Lindsay Ops Landfill Public Review Committee 2019 Work Summary and 2020 Work Plan, be received;

That the 2020 Lindsay Ops Public Review Committee Work Plan attached to this report as Appendix A be approved by Council; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Lindsay Ops Landfill Public Review Committee (PRC) was established to comply with the Environmental Compliance Approval ECA #A321504, condition 13 for the site. The PRC's mandate is specific to the Lindsay Ops landfill site which includes the landfill, the landfill property and associated leachate piping up to and upon entering the Lindsay Wastewater Pollution Control Plant (WPCP). The Lindsay WPCP and outfall is governed by a separate ECA outside of the mandate of the PRC.

Under the updated Terms of Reference (2018) for the Lindsay Ops PRC, their activities include preparing, each year, an annual Work Plan for the succeeding year. The Work Plan is to include details on promotion of public education programs, review of government correspondence relating to the site, programs and legislation for any impacts on the Site or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.

This report provides an update below in the rationale section on the status of activities approved in the 2019 committee work plan. The 2020 Work Plan has been reviewed by the Lindsay Ops PRC and they made the following resolution at the November 13th 2019 committee meeting.

MOVED BY K. Trodd

SECONDED BY B. Hodgson

RESOLVED THAT the PRC supports the 2019 Work Summary and 2020 Work Plan.

CARRIED

Rationale:

A summary of the 2019 work that was completed by the Lindsay Ops Landfill PRC is provided in the table below:

Goal	Completed in 2019
Integrated Waste Management Strategy	<p>PRC provided comment, feedback, and suggestions throughout 2019 on the Integrated Waste Management Strategy Update.</p> <ul style="list-style-type: none"> March- PRC provided feedback on Strategy progress from 2015 to 2019 April- PRC reviewed public survey questions, participated in brainstorming activities for future initiatives

Goal	Completed in 2019
	<ul style="list-style-type: none"> • May- PRC supported recommendations to council to make the mattress recycling program permanent and to continue the construction and demolition pilot throughout 2020 • July- PRC reviewed results of the public consultation process (survey results and comments from public meeting) • September- PRC reviewed and provided feedback on the first draft of Strategy Update • October- PRC supported the second draft of Strategy Update for council approval
2019 Biomonitoring Report	PRC had the opportunity to view the draft Biomonitoring report before it was finalized to provide comments and ask questions.
2018 Annual Monitoring Report	A copy of the 2018 Annual Monitoring Report was provided to the PRC. At the June meeting the PRC viewed a PowerPoint presentation on the reporting results in 2018.
Review of Ministry of the Environment, Conservation and Parks (MECP) Correspondence	<p>PRC reviewed all MECP correspondence regarding the annual monitoring report and any inspection reports.</p> <ul style="list-style-type: none"> • February- PRC provided with inspection report by the MECP for the north expansion area of the Lindsay Ops Landfill • April- PRC provided with MECP surface water comments on the 2017 Annual Monitoring Report • September- PRC provided with MECP groundwater comments on the 2015, 2016, 2017, and 2018 Annual Monitoring Reports as well as an inspection report by the MECP for the storm water management system
Development of 2020 Work Plan	The PRC developed a 2020 work plan for council approval at the November meeting.

Staff believe the work of the Lindsay Ops Landfill PRC is of value to the residents of the City of Kawartha Lakes. Staff recommends the 2020 Work Plan as attached in Appendix A be approved by Council.

Other Alternatives Considered:

No alternatives considered.

Financial/Operation Impacts:

There were no financial implications that resulted from the 2019 work plan. The proposed 2020 work plan also has no significant financial impacts.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The Lindsay Ops Landfill PRC provides a link between the City and the public by providing a forum for open dialogue regarding the Lindsay Ops landfill.

The activities of the PRC do align with our Strategic Priorities specifically “A Healthy Environment” as the committee provides input which supports protection and enhancing the water quality around the landfill and also provides input on the integrated waste management strategy.

The Lindsay Ops PRC also provide support and guidance as Staff work to implement the recommendations in the Integrated Waste Management Strategy related to the Lindsay Ops Landfill which is identified as an item under the Healthy Environment section in the Strategic Plan.

Consultations:

Lindsay Ops Landfill Public Review Committee

Attachments:



Appendix A-2020
Work Plan.pdf

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

2020 Lindsay Ops PRC Work Plan Tool

Committee Name:	Lindsay Ops Landfill Public Review Committee
Work plan for Year:	2020
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
Integrated Waste Management Strategy	1. Provide recommendations on the implementation of various waste management initiatives outlined in the Strategy Update for 2020	1. Ongoing	1. 2020 Strategy Initiatives achieved
2020 Biomonitoring Report	1. Review biomonitoring results and report	1. April to June	1. Provide feedback during draft phase of report
2019 Annual Monitoring Report	2. Review 2019 Annual Monitoring Report and committee questions	1. May to June	1. Dialogue with committee to ensure ECA conditions are met
Review of Ministry of the Environment Conservation and Parks (MECP) Correspondence	1. Review all MECP correspondence regarding the annual monitoring report. 2. Review of any MECP inspection reports	1. As received 2. As received	1. Any Ministry correspondence is addressed in a timely manner by committee and staff for response to MECP. 2. For committee information
Development of 2021 Work Plan	1. Review and acceptance of 2021 Work Plan 2. Staff Report to Council for approval	1. November 2. December	1. Approval of 2021 work plan by Lindsay Ops PRC Committee and Council

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number WM2020-006

Meeting Date: March 10, 2020

Title: Waste Management Advisory Committee 2019 Work Summary and 2020 Work Plan

Description: The 2019 Work Summary and 2020 Work Plan for the Waste Management Advisory Committee

Ward Number: All

Author and Title: David Kerr, Manager Environmental Services

Recommendation(s):

That Report WM 2020-006, **Waste Management Advisory Committee 2019 Work Summary and 2020 Work Plan**, be received;

That 2020 Waste Management Advisory Committee Work Plan attached to this report as Appendix A be approved by Council; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Waste Management Advisory Committee is established to ensure the development and implementation of the ongoing Integrated Waste Management Strategy and subsequent revisions for the City of Kawartha Lakes and to provide recommendations to Council specific to the Strategy. This committee was formerly designated as the Waste Strategy Task Force, but was established as a committee in December of 2018.

This report provides a summary of the work that was completed by the committee in the rational section below for 2019 and a proposed 2020 Work Plan is attached as Appendix A. The 2020 work plan has been reviewed by the Waste Management Advisory Committee and they made the following resolution at the January 20, 2020 committee meeting:

MOVED BY Councillor Yeo
SECONDED BY C. Appleton

RESOLVED THAT the Waste Management Advisory Committee supports the 2019 Work Summary and 2020 Work Plan.

CARRIED

Rationale:

A summary of the 2019 work that was completed by the Waste Management Advisory Committee is provided in the table below:

Goal	Completed in 2019
Advise and provide support and guidance to staff to the ongoing development, revisions and implementation of the Integrated Waste Management Strategy	<p>The Committee was consulted through all stages of the Strategy Update throughout 2019 and provided valuable feedback and ideas</p> <ul style="list-style-type: none"> • Feb-reviewed successes of current Strategy and an outline of ideas for Strategy update was presented • March-brainstorming session for Strategy ideas • April-began planning for public consultation on the update through a survey and public meeting • May- approved recommendations by staff on Strategy initiatives for mattress recycling and construction and demolition pilot programs • June- conducted a start, stop, continue

Goal	Completed in 2019
	<p>exercise for implementing Strategy initiatives</p> <ul style="list-style-type: none"> • Aug- reviewed results of survey and public meeting • Sept-reviewed first draft of Strategy Update • Oct- reviewed and approved second draft of Strategy Update
<p>Assist with public consultation and make recommendations based on the public consultation with regard to the Integrated Waste Management Strategy for the City of Kawartha Lakes.</p>	<p>Throughout the year the committee assisted staff with the public consultation process of the Strategy Update by reviewing survey questions, public meeting activities, and the data received as a result of the public consultation process. Public consultation was a key factor in determining the best options and initiatives to focus on in the Strategy Update.</p>
<p>Ensure that the development and implementation of the Integrated Waste Management Strategy achieves Council's strategic priorities.</p>	<p>Throughout the update process the committee provided insight and feedback in line with Council's strategic priorities.</p>

Of note, in 2020 the Waste Management Advisory Committee will provide input as needed and required to any EA related studies (preliminary or otherwise) that will provide a basis for future long term waste disposal options for the City.

Staff is confident the work of the Waste Management Advisory Committee will be of value to the residents of the City of Kawartha Lakes. Staff recommends the 2020 work plan be approved by Council.

Other Alternatives Considered:

No alternatives were considered.

Financial/Operation Impacts:

The proposed 2019 Work Plan has no significant financial impacts.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The Waste Management Advisory Committee provides a link between the City and the public by providing a forum for open dialogue regarding the Integrated Waste Management Strategy. The activities of the Committee do align with the City's Strategic Priorities specifically "A Healthy Environment". The committee provides input on the Integrated Waste Management Strategy.

Servicing Implications:

The Committee works with Staff to ensure efficient waste management operations in the City. This ensures the residents of the City have access to reliable waste disposal in an environmentally and fiscally responsible manner.

Consultations:

Waste Management Advisory Committee

Attachments:



Appendix A-2020
Work Plan

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

to

Report # WM2020-006

Committee Work Plan Tool	
Committee Name:	Waste Management Advisory Committee
Work plan for Year:	2020
Approved by Council:	

Goal	Measurement Stages	Timeline	Measurement for Success
Advise and provide support and guidance to staff to the ongoing development, revisions and implementation of the Integrated Waste Management Strategy	Support staff throughout each stage of implementation of the 2020 Strategy Update initiatives	2020	Initiatives and Key Performance Indicators outlined in the Strategy Update achieved in 2020
Assist with public consultation and make recommendations based on the public consultation with regard to the Integrated Waste Management Strategy for the City of Kawartha Lakes.	Make recommendations when reviewing implementation of Strategy Initiatives with the public's best interest in mind	2020	Initiatives and Key Performance Indicators outlined in Strategy Update achieved in 2020 in the best interest of the public.
Ensure that the development and implementation of the Integrated Waste Management Strategy achieves Council's strategic priorities.	Make recommendations when reviewing implementation of Strategy Initiatives with Council's strategic priorities in mind.	2020	Initiatives and Key Performance Indicators outlined in Strategy Update achieved in 2020 that align with Council's strategic priorities.

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number RS2020-001

Date: March 10, 2020
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier:

Title: Proposed Surplus Declaration, Closure and Sale of Shoreline Road Allowance adjacent to 8 Black River Road, Dalton

Author and Title: Bonnie Evans, Law Clerk – Realty Services

Recommendations:

That Report RS2020-001, **Proposed Surplus Declaration, Closure and Sale of the Shoreline Road Allowance adjacent to 8 Black River Road, Dalton**, be received;

That the subject property, being the shoreline road allowance adjacent to 8 Black River Road, Dalton and legally described as Part of the Shoreline Road Allowance, Part of Lot 31, Concession 13, in the Geographic Township of Dalton, City of Kawartha Lakes, be declared surplus to municipal needs;

That the closure of the subject shoreline road allowance and sale to the adjoining landowner be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale;

That staff be directed to commence the process to stop up and close the said portion of road allowance;

That a by-law (with any amendments deemed necessary) to close the road and authorize its disposition shall be passed if appropriate;

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

That the Mayor and Clerk be authorized to sign all documents to facilitate the road closing and conveyance of the lands; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Background:

The First Request

In 2015, the Land Management Committee received a request from the owner of the property municipally known as 8 Black River Road, Dalton to purchase the portion of shoreline road allowance legally described as Part of the Shoreline Road Allowance, Part of Lot 31, Concession 13, in the Geographic Township of Dalton, City of Kawartha Lakes, which is adjacent to his property.

The Land Management Committee initially approved this request. However, after circulating this potential sale to the public by way of newspaper publication in the Spring of 2016, the City determined that the subject portion of the shoreline road allowance was utilized by members of the public for walking along the shoreline and access to the nearby island (Big Eddy). Accordingly, the Land Management Committee denied the request.

The Second Request

The Land Management Committee again received a request from this owner to purchase shoreline road allowance in 2019. The Land Management Committee reviewed this second request at their meeting on February 11, 2019 and again denied the request due to the fact that the previous circulation revealed that the subject portion of the shoreline road allowance is utilized by members of the public for walking along the shoreline and access to the nearby island.

The Applicant made a deputation at the Committee of the Whole Meeting on March 19, 2019. At the Council Meeting of March 26, 2019, Council adopted the following resolution:

CR2019-223

Moved By Councillor Yeo

Seconded By Councillor O'Reilly

That the deputation of James Rogers and Aaron Rogers, regarding the purchase of shore road allowance adjacent to 8 Black River Road, be received; and

That the matter be referred to staff to bring back an information report on the matter to the June 18, 2019 Regular Council Meeting.

Carried

At the Council Meeting of June 18, 2019, Council adopted the following resolution:

CR2019-410

Moved By Councillor Yeo

Seconded By Councillor Dunn

That Report RS2019-023, **Shoreline Road Allowance adjacent to 8 Black River Road, Dalton**, be received; and

That staff be directed to proceed with advancing the applicant's request through the City's disposition process.

Carried

Public Notice advertising the potential surplus declaration and sale of the subject shoreline road allowance was completed by newspaper circulation in the Kawartha Lakes This Week on the 25th day of July and the 1st and 8th days of August, 2019. Realty Services did not receive any public comments or concerns with regards to the proposed closure and sale of the subject shoreline road allowance.

Appendix A is a general location map, Appendix B is an aerial photo, and Appendix C is a property boundary map.

The purpose of this report is to advance this matter through the disposition process, as directed by CR2019-410 and accordingly to recommend that the subject property be declared surplus to municipal needs and to recommend that approval be given, in principle, for the closure and sale of the requested portion of the shoreline road allowance to the adjoining landowner.

Rationale:

The above recommendation is only being advanced to Council due to the fact that Council has directed this recommendation to come back, per CR2019-410. Otherwise, Staff would recommend that no further action be taken.

At the deputation by the landowner on March 19, 2019, the landowner stated that he was seeking to purchase the shoreline road allowance adjacent to 8 Black River Road, Dalton to allow him to modify his property so he can access and utilize the waterfront; the owner uses a wheelchair. However, the property is currently advertised for sale.

The deputant noted during his deputation that he is taxed for waterfront property. All properties adjacent to a shoreline road allowance are taxed as waterfront, regardless of the fact that they do not own the shoreline. This is even true where a travelled road exists on that road allowance.

The Land Management Committee denied the application as the shoreline road allowance is continuous with road allowance leading to water, and the subject section of shoreline road allowance was used by the public to walk along the waterfront and access the water and nearby island. This matter is very similar to Jessie Avenue, near Rose Street in Pleasant Point. In that case, Council decided to not sell shoreline road allowance being used as a walking trail by the public. Consistent with that decision, Staff recommend that no further action on this sale be taken.

A deeming by-law is not required for this recipient property; the shoreline road allowance and the recipient property will merge once they are conveyed into the same ownership.

Other Alternatives Considered:

Council may decide not to sell the shoreline road allowance. That would be consistent with past practice (i.e. Jessie Avenue, near Rose Street in Pleasant Point) and is recommended in this circumstance.

Financial Impacts:

The parties will be asked to enter into a conditional Agreement of Purchase and Sale with a non-refundable \$1,000.00 deposit to cover initial road closing costs. The price for a shoreline road allowance adjacent to a lake was established by By-Law 2018-020, as amended, and is set at \$20.00 per linear foot of shoreline road allowance adjacent to a (based on a 66-foot width). All costs of the transaction, plus a \$1,500.00 fee to cover the City's staff time expenses will be paid for by the purchasers. The City will receive revenue of approximately \$5,118.11 for the subject land. The net revenue will be placed into the Property Development Reserve.

Relationship of Recommendations to the 2020-2023 Strategic Plan:

This report aligns with the guiding principle of "service excellence" and the strategic priority of "an exceptional quality of life".

Consultations:

Land Management Committee

Attachments:

Appendix A – General Location Map



Appendix A -
General Location Map

Appendix B – Aerial Photo



Appendix B - Aerial
Photo (8 BRR).pdf

Appendix C – Map



Appendix C - Map
(8 BRR).pdf

Department Head E-Mail: rcarlson@kawarthalakes.ca

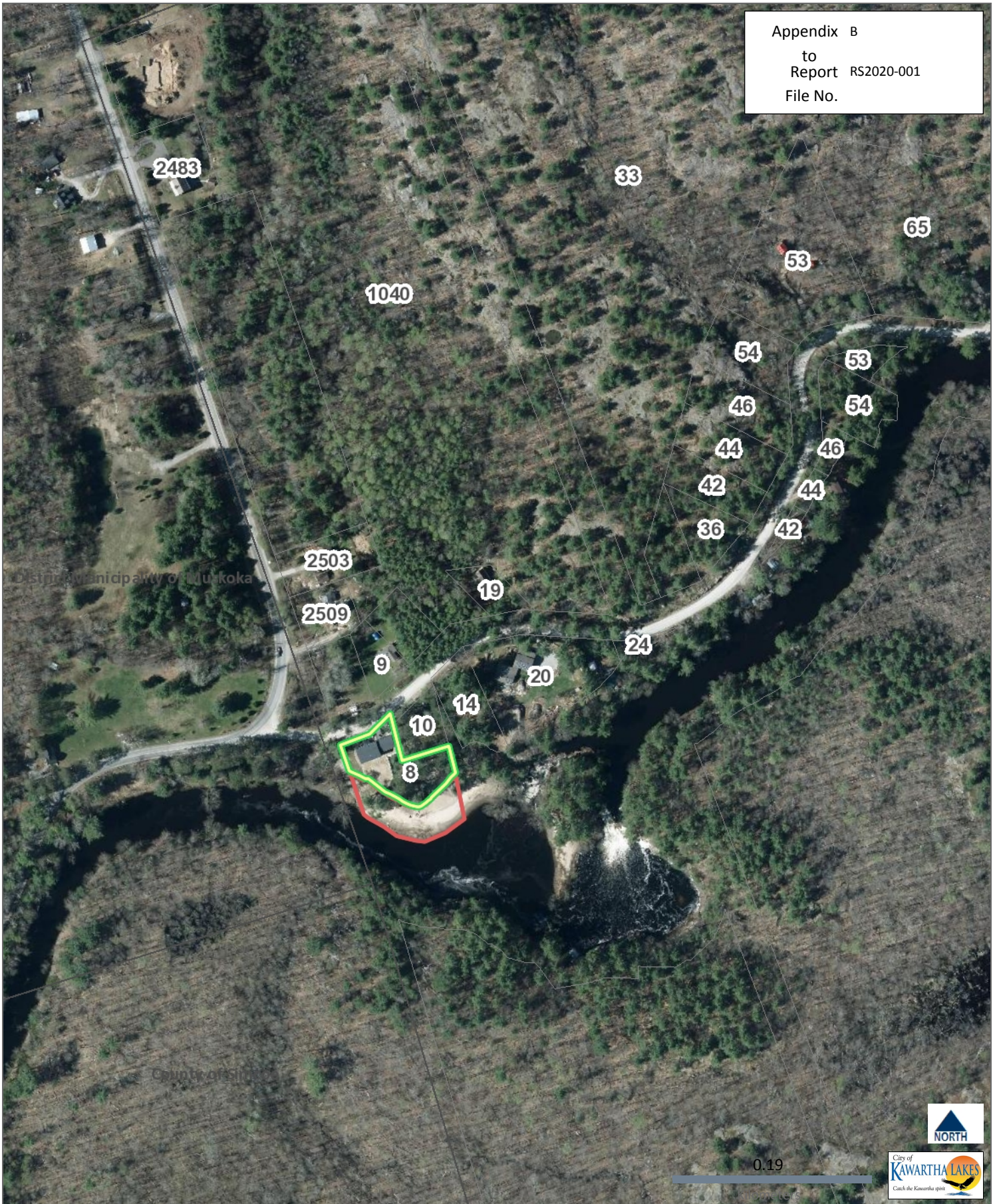
Department Head: Robyn Carlson



THIS MAP IS NOT TO BE USED FOR NAVIGATION
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This map is a user generated static output from an Internet mapping site and is for
reference only. Data layers that appear on this map may or may not be accurate,
current, or otherwise reliable.

Date:





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Date:

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number RS2020-002

Meeting Date: March 10, 2020
Title: Land Disposition Procedure
Description: Response to Memorandum COW2020-02
Ward Number: All
Author and Title: Robyn Carlson – City Solicitor

Recommendations:

That Report RS2020-002 Land Disposition Procedure, be received;

That By-law 2018-020 be amended to require appraisal reports for sales valued at over \$50,000.00 to be presented to Council prior to final disposition of the property.

That an amending by-law be put before Council; and

That these recommendations be forwarded to the agenda for the next Council meeting for adoption.

Department Head:_____

Chief Administrative Officer:_____

Background:

On February 4, 2020, Councillor Dunn drafted a Memorandum to Council numbered COW2020-02 and regarding the sale of municipal property:

CW2020-031

Moved By Councillor Dunn

Seconded By Councillor Yeo

That the Memorandum from Councillor Dunn, **regarding the sale of municipal property**, be received;

That staff be directed to review all public land sale processes requiring an appraisal to determine fair market value, and make recommendations to Council at the March 10 Committee of the Whole meeting to update these processes to include the provision of the appraisal report to Council prior to authorizing the final transfer of the lands; and

That this recommendation be brought forward to Council at the next regular Council Meeting.

Carried as resolution CW2020-031

On February 18, 2020, this resolution was approved by Council. As of the time of drafting this report, the Minutes to the February 18, 2020 Council meeting have yet to be posted. Accordingly, the author is unable to include the resolution number here.

Determining Value of Land

The City's Disposition By-law, which governs the disposition of all City-owned property, provides that all land excluding road allowances must be appraised by a certified land appraiser prior to sale. The City is then obligated to recover at least the appraised value, plus all the costs associated with the sale (survey, legal, appraisal, advertising and staff time).

The appraisal is based on what the highest and best use of the property is, notwithstanding current zoning. In other words, the appraisal will conclude what the property could be used for, in order to yield the highest return on investment, even if such a use would require a rezoning. So, for example, if a property within an urban setting is zoned Agricultural, but is designated Residential and is surrounded by Residential properties, the appraisal report will likely conclude that the property's highest and best use is for residential, and will value the property as residential, notwithstanding its current zoning.

What the appraisal report will not do is provide an opinion on development concepts. For example, an appraisal report will not conclude whether or not the City would be more likely to recover a higher return should the property be subdivided and individual lots within sold for development.

Once a property has been appraised, and unless the property is road allowance being sold to the adjacent owner for the purposes of merger with that owner's existing property, or unless Council has directed that the property be sold to an identified buyer, the City will put the property on the open market. It will list the property for sale on www.realtor.ca (formerly "MLS"), will post a "for sale" sign on the property, and will list the property for sale on its website. All offers that come in within the first 10 days of a posting will be held and – on day 10 – the City will open those offers and take the highest unconditional offer that meets the minimum financial requirements. Following this period, the City will accept any offer that comes in that meets the minimum financial requirements, on conditions that are acceptable to it.

Land Sale Process

In addition to the process that is described above, the City's Disposition By-law ensures that the public is given notice before a property is declared surplus by Council, for the purpose of sale or otherwise (for example, long term land lease to airport hangar tenancies and the Kawartha Lakes Haliburton Housing Corporation long term lease for affordable housing at 68 Lindsay Street North).

If a property will be declared surplus by Council, it will first be advertised for 3 weeks in the newspaper, on site (unless the property is a road allowance) and on the City's website. The matter will then go to Committee of the Whole and then to Council. If Council declares the property surplus, the City will then obtain a survey (if necessary) and an appraisal (unless the property is road allowance). It will then be advertised for sale, as set out above.

Once the City has received an offer to purchase on a property, an agreement of purchase and sale will be entered into, conditional upon final Council approval. This final Council approval takes the form of a by-law (no accompanying report, as in the case of a declaration of surplus for disposition).

Rationale:

In the existing process, developable properties are always appraised and road allowances that will merge with an adjacent lot are sold based on a linear price, which is set out in the by-law. For shoreline road allowances adjacent to lakes, road allowances are sold at \$23/ linear foot (road allowances are 66 feet in width). For shoreline road allowances adjacent to rivers, road allowances are

sold at \$20/ linear foot. For internal road allowances, road allowances are sold at \$15/ linear foot.

As an example, see report RS2020-001, on this Agenda. 256 feet of shoreline road allowance adjacent to a river is being sold for \$5,118.11.

Realty Services Staff did a market comparison in 2018 to confirm the appropriate set values for road allowances, based on those municipalities that set a rate for road allowances. However, some municipalities require that road allowances be subject to appraisal.

A by-law will be advanced to the March 24, 2020 Council, to make these minimum prices rather than set prices. This will allow Staff to negotiate higher prices than the minimum prices, which may or may not be established by appraisal.

For road allowances that will merge with adjacent lots, where a set linear price has been used, Staff have been able to include the price in the “Financial Implications” section of the surplus declaration report. The appraisal is obtained after the property has been declared surplus, to prevent a landowner of incurring appraisal costs if there is a public interest in the property (for example, consider the case of Jessie Avenue, being a shoreline road allowance adjacent to Rose Street in Pleasant Point, Dunsford, where Council decided not to declare the property surplus and sell it to the adjacent owner due to public interest in using the property as a walking trail). Accordingly, since only a by-law authorizing ultimate disposition returns to Council after the appraisal is obtained, Council never sees the appraised value of a developable property; only Staff see this.

The recommendations above address Council's wish to see the appraised value of property before it is disposed of. The author of this report is recommending that only higher value sales, which may be \$50,000.00 as per the recommendation, or may be some other number that Council decides, come to Council for consideration. If Council wishes to see the appraised value of property, it will need to come to Council as a closed matter on the same agenda as the by-law for ultimate disposition.

Other Alternatives Considered:

Council could decide an alternative minimum value of land for which it wishes to see appraised value, and amend the recommendations above, accordingly.

Financial/Operation Impacts:

The recommendations will make it more time consuming for the City to sell City-owned land. It may be the case that these recommendations improve the net recovery on the sale of City-owned land; time will tell.

Relationship of Recommendations to the 2020-2023 Strategic Plan:

This report and recommended resolutions aligns with the Guiding Principle of fiscally responsible core service delivery, while still maintaining service excellence. Moreover, this report and recommendations support the strategic priority of good government.

Review of Accessibility Implications of Any Development or Policy:

N/A

Consultations:

None.

Attachments:

None.

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number RS2020-003

Meeting Date: March 10, 2020

Title: 180 Kent Street Lease – Innovation Cluster

Description: 11 month tenancy with Innovation Cluster tenant to pay no costs excepting leasehold improvements and City landlord to pay utilities

Ward Number: 5

Author and Title: Robyn Carlson – City Solicitor

Recommendations:

That Report RS2020-003 180 Kent Street Lease – Innovation Cluster, be received;

That the Mayor and Clerk be authorized to execute the Lease Agreement attached as Appendix A on behalf of the Corporation of the City of Kawartha Lakes, being a Lease Agreement with the Innovation Cluster, Peterborough and the Kawarthas; and

That these recommendations be forwarded to the agenda for the next Council meeting for adoption.

Department Head:_____

Chief Administrative Officer:_____

Background:

The Innovation Cluster – Peterborough and the Kawarthas, has an office in Peterborough. The purpose of this entity is to support small business expansion by providing counselling services. The City has currently approved funding to the Innovation Cluster to an upset limit of \$50,000.00, to support a presence for the Innovation Cluster in the Kawartha Lakes and to have the Cluster support businesses within the Kawartha Lakes. This project is called the “Kawartha Lakes Innovation Cluster Pilot Project”. See Staff Report ED2019-020 and Council Resolution CR2019-390.

In or around Fall 2019, the Municipal Law Enforcement Office vacated its space at 180 Kent Street West, Lindsay (and has moved to 37 Lindsay Street, South). The Economic Development, Building and Property and Realty Services Divisions met with the Innovation Cluster, which was still looking for physical office space for its initiative in the Kawartha Lakes. The Innovation Cluster determined that the space vacated by the Municipal Law Enforcement Office was appropriate for its needs.

City Staff and the Innovation Cluster agreed to provide the space at no cost to the Innovation Cluster, excluding any leasehold improvements, for the term of the project itself. The current project is a pilot project, ending December 31, 2020. If the City decides to further fund the project past the pilot period, a further resolution will need to be passed by Council to allow an extension of the current lease terms.

The Innovation Cluster has signed to the terms of the agreement at Appendix A. City Staff do not have delegated authority to sign this agreement, and therefore Council must make a resolution to authorize the signing of this agreement.

Rationale:

The space to be leased by the Innovation Cluster consists of 845 square feet of exclusive use and a further 211 square feet of shared use on the main floor of the building, and further shared access to City washrooms, boardrooms and kitchen. City Staff will also co-locate in the space to provide business start-up counselling services.

The Innovation Cluster will not pay anything for rent. The Innovation Cluster will pay for its own Internet and telephone, but will not pay for its water, sewer, heat and electricity, or any costs for maintenance or cleaning. The lease has been valued at \$15 per square foot of exclusive use space, to a total of \$11,616 over the 11-month period.

Building and Property is currently reviewing its space needs for City Staff at 180 Kent Street.

The Innovation Cluster moved in to the space in or around February 11, 2020 and has completed leasehold improvements.

Other Alternatives Considered:

None.

Financial/Operation Impacts:

The current occupancy reduces the available space for staff expansion at 180 Kent Street West, however, without a complete space needs analysis, it is difficult to conclude when or if the City will require this space for its own operations.

Relationship of Recommendations to the 2020-2023 Strategic Plan:

This report and recommended resolutions aligns with the Guiding Principle of “Partner and Collaborate”. Moreover, this report and recommendations support the strategic priority of “A Vibrant and Growing Economy”.

Review of Accessibility Implications of Any Development or Policy:

N/A

Consultations:

Manager of Building and Property
Director of Community Services
Manager of Economic Development
Director of Development Services
Manager of Realty Services

Attachments:

Appendix A – City of Kawartha Lakes and Innovation Cluster Lease – 180 Kent Street West



Innovation Cluster
Lease Agreement - 180 Kent Street West

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

LEASE AGREEMENT

Made as of the date of execution, below, with effect as of February 1, 2020.

BETWEEN:

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

(hereinafter called the “City”)

- and -

INNOVATION CLUSTER – PETERBOROUGH AND THE KAWARTHAS

(hereinafter called the “Tenant”)

WHEREAS:

- a) The City is the registered owner of the Premises situated on the property municipally known as 180 Kent Street West, Lindsay, City of Kawartha Lakes (the “Premises”);
- b) The City has supported the Kawartha Lakes Innovation Cluster Pilot Project (the “Business”) by committing funding of \$50,000.00, with a further \$50,000.00 payable by a third party, as set out in Schedule A;
- c) The Tenant desires to procure and use the Premises for purposes of running the “Business” and providing the **Contracted Services** as set out in Schedule A, at no cost to the Tenant; and
- d) The Tenant has occupied a portion of the Premises, as more specifically set out below, since February 1, 2020.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1) **Grant of Lease**

a) **Contracted Services and Business Activities**

The City hereby grants to the Tenant a lease (the “Lease”) to occupy and use a portion of the Premises (more specifically described as the demised Suite located on the first floor and at the extreme east end of 180 Kent Street and being approximately 1,056 square feet on the main floor of the Premises). The parties anticipate that approximately 4/5 of this area will be exclusive use (844.8 square feet) and that approximately 1/5 of this area will be common use. The City hereby grants to the Tenant a non-exclusive license to occupy the Common Areas within

the Premises as further defined in Schedules B and C. This Lease is entered into for the purpose of operating the Business. The Tenant shall, in operating the Business, carry out the duties prescribed in Schedule A, attached hereto.

b) Obligations of the City

The City shall carry out the duties prescribed in Schedule B.

c) Assignment and Use of Building Space

This Agreement assigns the use of space for the exclusive use of the Tenant on the first floor at the extreme east end of the Premises, together with limited non-exclusive use of the common area of the Premises. Delineation of the assigned space, together with the particulars that shall govern all occupancy and use of the Premises is provided for in Schedule B, attached to this Agreement.

2) Lease Term

This Lease will commence on the 1st day of February, 2020, and terminate on the 31st day of December, 2020, being a period of 11 months (the “**Term**”).

3) Valuation of Gift of Rental Fee

In addition to its obligation to make payment to the Tenant in the amount of \$50,000.00, as set out in the agreement between the Parties set out in Schedule A, the City will gift a further \$11,616.00 to the Tenant by not requiring the Tenant to pay rent during the term of its occupancy.

Otherwise, in consideration for its use and occupation of the Premises, the City’s maintenance of the leased portion of the premises and the City’s payment of real property taxes applicable to the Premises, and the provision of utilities to the leased portion (excluding Internet and telephone, and Contents Insurance, which shall be directly payable by the Tenant) the Tenant would be liable to pay to the City annual rent in the amount of \$15/sq. ft. for the portion of the Premises exclusively occupied, in Canadian currency, for an annual total of \$12,672.00. Over the 11 month term of the tenancy, this is valued at \$11,616.00

The Rental Fee is in addition to and separate from any other fees or payments made to the City by the Tenant in relation to the Tenant’s use or license of any other premises or buildings which the City owns and which do not consist of the Premises.

The City acknowledges that the Tenant will be undertaking leasehold improvements to the Premises at the Tenant’s sole cost. Due to the fact that the Tenant will require contractors to enter the Premises to effect the leasehold improvements, the Tenant shall notify the City in writing of the construction schedule in advance of the construction commencing. The Tenant shall make every effort to minimize disruptions to the City including, but not limited to,

performing work on evenings and weekends where possible rather than during regular business hours and erecting dust barriers.

4) **Tenant's Covenants**

The Tenant shall not do or permit to be done on the Premises anything that may:

- a) constitute a nuisance;
- b) cause damage to the Premises;
- c) cause injury or annoyance to occupants or owners of neighbouring properties;
- d) make void or voidable any insurance upon the Premises;
- e) constitute a breach of any by-law, statute, order or regulation of any municipal, provincial, federal or other competent authority relating to the Premises;
- f) cause any lien, mortgage, or other encumbrance to be incurred or registered against the Premises.

5) **State of the Premises**

- a) The Tenant agrees to accept the Premises on an "as is" basis.
- b) The Tenant covenants and agrees that, upon expiration or other termination of this Lease, it will repair the leased space within the Premises to the state and standard of repair to which it existed as of the date of this Lease, in the sole and absolute discretion of the City, reasonable wear and tear excepted.

6) **Maintenance of the Premises**

The City shall, at its sole cost, maintain the leased space of the Premises in good order and condition to the standards from time to time prevailing for similar buildings subject to reasonable wear and tear not inconsistent with such standard and with the exception only of those repairs or leasehold improvements which the Tenant may carry out expressly with the permission of the City. The City's obligations include, but are not limited to,

- a) cleaning and janitorial work, heating, ventilation and air-conditioning, including temperature control, inspection, testing, maintenance and repair of base building elements and systems as necessary to ensure safe occupancy, ensure compliance with all applicable codes and regulations, and to ensure proper maintenance of the building assets.
- b) re-painting and re-decorating at reasonable intervals, making repairs and replacements to plate glass, moldings, trimmings, locks, doors, hardware, partitions, walls, fixtures, electrical, mechanical and plumbing systems and equipment, light and plumbing fixtures,

wiring, piping, ceilings and floors in the Premises. The City shall have the right at all reasonable times and upon prior reasonable written or verbal notice, to examine the condition of the leased space of the Premises and notify the Tenant of deficiencies that fall outside reasonable wear and tear, for which the Tenant is responsible, and the Tenant shall make good any deficiencies for which it is responsible within fifteen (15) days from the date of such notice. Without limiting the generality of the foregoing, the City and Tenant shall conduct move-in and move-out inspections to determine the condition of the leased space of the Premises and identify any deficiencies requiring repair.

- c) The Tenant and City acknowledge that the City is responsible for capital expenditures, repairs and alterations of any nature whatsoever related to the Tenant's use of the Premises, excluding intentional and destructive acts of the Tenant or its agents. In default of this covenant, the City shall have the right to terminate this Lease.
- d) The Tenant shall not obstruct persons authorized by the City to enter the Premises to examine the condition thereof and view the state of repair at all reasonable times and following reasonable notice:
 - i) and if upon such examination repairs are found to be necessary, written notice of the repairs required shall be given to the Tenant by or on behalf of the City and the Tenant shall make the necessary repairs within the time specified in the notice;
 - ii) and if the Tenant refuses or neglects to keep the leased space of the Premises in good repair (in accordance with its limited obligations pertaining to intentional and destructive acts exceeding reasonable wear and tear and accidental destruction) the City may, but shall not be obliged to, make any necessary repairs, and shall be permitted to enter the leased space of the Premises, by itself or its servants or agents, for the purpose of effecting the repairs without being liable to the Tenant for any loss, damage or inconvenience to the Tenant in connection with the City's entry and repairs, and if the City makes repairs the Tenant shall pay the cost of them immediately.
- e) The Tenant will not alter the Premises without the City's prior written approval. The Tenant's request for such consent shall be in writing and accompanied by an adequate description of the contemplated work, and where appropriate, professionally prepared working drawings, plans and specifications. The City will act in a timely manner on any reasonable requests and will carry out work with either its own staff or its preferred contractors. Action on any such request will be subject to the City's cost considerations, and at the City's discretion may be made subject to the Tenant's agreement to funding the work.
- f) Upon expiry of the Term or other determination of this Lease, the Tenant agrees to peaceably surrender the Premises, including any alterations or additions made thereto, to the City in a state of good repair.
- g) The Tenant shall immediately give written notice to the City of any damage that occurs to the Premises from any cause.

7) **Environmental**

- a) The Tenant shall be, at its own expense, responsible for any loss, costs, damages, charges or expenses whatsoever which may be sustained by the City as a result of any environmental contamination, spill or hazard as may be created by the Tenant during its use of the Premises.

8) **Insurance**

- a) During the term of this Lease and any renewal thereof, the Tenant shall provide and maintain:
 - i) Comprehensive General Liability insurance including but not limited to, bodily injury including death, property damage including loss of use thereof, personal injury, blanket contractual liability, tenant's legal liability, contingent employers' liability, products or completed operations liability, non-owned automobile insurance, cross liability/severability of interest clause and include sudden and accidental pollution coverage. The policy shall be in an amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence with a deductible acceptable to the City. The policy shall name The Corporation of the City of Kawartha Lakes as an Additional Insured.
 - ii) "All Risk" Property insurance on all property owned by or for which the Tenant is legally liable including furniture, fixtures and leasehold improvements in an amount representing the full replacement cost. The policy shall not allow subrogation claims by the insurer against the City.
 - iii) If applicable, Comprehensive (3D) Dishonesty, Disappearance and Destruction Bond for an amount of not less than Two Hundred and Fifty Thousand Dollars (\$250,000.00) including a Third Party Extension Rider to cover the City against a fraudulent or dishonest act(s) with respect to incidents arising from services performed or in connection with this Agreement.
- b) The Tenant shall provide the City within ten (10) days of signing the Lease and annually thereafter, a Certificate of Insurance as confirmation of coverage, and if required, true copy(s) of the policy(s) certified by an authorized representative of the insurer, together with copies of any amending endorsements applicable to this Agreement. All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario. The insurance shall be with insurers acceptable to the City and with policies in a form satisfactory to the City. All policies shall be endorsed to provide the City with not less than thirty (30) days written notice in advance of any cancellation, change or amendment restricting coverage. All premiums and applicable deductibles under the above required insurance policies are

the sole expense of the Tenant. All policies shall apply as primary and not as excess of any insurance available to the City.

- c) During the term of this Lease and any renewal thereof the City shall maintain a general liability policy containing a liability/severability of interest clause with respect to the Premises, insuring against liability for bodily injury including death, property damage and personal injury, which may arise from the activities and events of the City pursuant to this Lease, up to such limits as are sufficient to cover their respective obligations to indemnify from claims, but such insurance and any payment of the proceeds thereof to the City shall not relieve the Tenant of its obligations to repair, restore and maintain the Premises.

9) **Indemnity and Limited Liability**

- a) The Tenant waives, releases, discharges and indemnifies the City from and against all rights, claims, demands or actions of whatsoever kind or nature, direct or indirect, of any person whether in respect of damage to person or property arising out of or occasioned by the maintenance, use or occupancy of the Premises by the Tenant. The Tenant agrees to look solely to its insurers in the event of loss whether the insurance coverage is sufficient to fully reimburse the Tenant for the loss or not.
- b) The City shall not be liable to the Tenant or to any other party for any torts, acts or omissions on the part of the Tenant that occurred during the Tenant's performance of the Contracted Services, or otherwise.

10) **Independent Contractor**

The Tenant and its representatives shall act as an independent contractor providing the Contracted Services pursuant to this Agreement. It is expressly understood by the parties that this Agreement shall not be considered or interpreted as the City naming, appointing or constituting the Tenant as an agent of the City or as naming, appointing or constituting any representative of the Tenant as an employee of the City; at all times, the Tenant shall have the status of an independent contractor. Without limiting the generality of the foregoing:

- a) Subject to the express terms of this Agreement, the City shall not have the right to control the Tenant's activities;
- b) Subject to the express terms of this Agreement, the Tenant shall supply the equipment and tools required to perform the Contracted Services and, in addition, shall cover costs related to their use including repairs, insurance, transport, rental and operation; and
- c) Subject to the express terms of this Agreement, the Tenant shall pay its own general overhead costs.

11) **Acts of Default and City's Remedies**

- a) An "Act of Default" has occurred when:

- i) The Tenant has breached its covenants, failed to perform any of its obligations under this Lease or has failed to adequately perform the Contracted Services in the City's reasonable opinion, and
 - (1) the City has given fifteen (15) days notice, or such longer period as the City may determine in its sole discretion, specifying the nature of the default and the steps required to correct it; and,
 - (2) The Tenant has failed to correct the default as required by the notice;
- b) The Tenant has;
 - i) become bankrupt or insolvent or made an assignment for the benefit of creditors;
 - ii) had its property seized or attached in satisfaction of a judgment;
 - iii) had a receiver appointed;
 - iv) committed any act or neglected to do anything with the result that a construction lien or other encumbrance is registered against the City's property;
 - v) without the consent of the City, made or entered into a license to make a sale of its assets to which the Bulk Sales Act applies; or
 - vi) taken action, if the Tenant is a corporation, with a view to winding up, dissolution or liquidation;
- c) any insurance policy is cancelled or not renewed by reason of the use or occupation of the Premises, or by reason of non-payment of premiums;
- d) the Premises;
 - i) become vacant or remain unoccupied by the Tenant for a period of thirty (30) consecutive days or
 - ii) is used by any other person or persons, or for any other purpose than as provided for in this Lease without the written consent of the City.
- e) When an Act of Default on the part of the Tenant has occurred:
 - i) the City shall have the right to terminate this Lease.
- f) If, because an Act of Default has occurred, the City exercises its right to terminate this Lease prior to the end of the Term, the Tenant shall nevertheless be liable for payment of the Rental Fee.

- g) If, when an Act of Default has occurred, the City chooses not to terminate the Lease, the City shall have the right to take any and all necessary steps to rectify any or all Acts of Default of the Tenant and to charge the costs of such to the Tenant.
- h) If, when an Act of Default has occurred, the City chooses to waive its right to exercise the remedies available to it under this Lease or at law, the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the City to prevent its exercising its remedies with respect to a subsequent Act of Default. No covenant, term, or condition of the Lease shall be deemed to have been waived by the City unless the waiver is in writing and signed by the City.

12) Termination Upon Notice and at End of Term

- a) Either party shall have the right to terminate this Lease by giving sixty (60) days prior written notice to the other party, in which case the Lease shall be cancelled without further recourse by either party against the other.
- b) If the Tenant remains in possession of the Premises after termination of the Lease as aforesaid and if the City then accepts payment of the Rental Fee for the Premises from the Tenant, it is agreed that such overholding by the Tenant and acceptance of Rental Fee by the City shall create a monthly tenancy and that the occupation of the Premises by the Tenant shall remain subject to all the terms and conditions of this Lease except those regarding the Term.

13) Confidentiality

- a) As used herein, “**Confidential Information**” shall mean any and all technical and non-technical information provided by either party to the other party or otherwise obtained by the other party that is marked or otherwise identified at the time of disclosure as confidential or proprietary or which, under the circumstances, would be reasonably deemed to be confidential or proprietary, whether in graphic, electronic, written or oral form, and including but not limited to any ideas, techniques, drawings, designs, descriptions, specifications, works of authorship, models, inventions, know-how, processes, algorithms, software source documents, and formulae related to the current, future, and proposed technologies, products and services, and also any information concerning research, experimental work, development, financial information, purchasing, customers, employees, business and contractual relationships, business forecasts, business plans, building or zoning plans, municipal strategies or information not intended for public disclosure, personally-identifiable information, sales and merchandising, marketing plans or other confidential or proprietary information of or related to the Disclosing Party and information the Disclosing Party provides the Recipient regarding or belonging to third parties.
- b) Each party agrees that at all times and notwithstanding any termination or expiration of this Agreement it shall (a) hold in strict confidence and (b) not disclose to any third party, any Confidential Information of the party disclosing Confidential Information (“**Disclosing Party**”), except as approved in writing by the Disclosing Party, and will use Confidential Information for no purpose other than carrying out the duties herein prescribed.

a) Any notice required of permitted to be given by one party to the other pursuant to the terms of this License shall be given

The Corporation of the City of Kawartha Lakes
26 Francis Street, P.O. Box 9000
LINDSAY, Ontario K9V 5R8
Attention: Jörg Petersen, Manager of Building and Property
Phone: 705-324-9411 x2334
Email: jpetersen@kawarthalakes.ca

Innovation Cluster – Peterborough and the Kawarthas
270 George St. N., 3rd Floor
Peterborough, ON K9J 3H1
Attention: John Gillis, President and CEO

Phone: 705-536-1101
Email: jgillis@innovationcluster.ca

- b) The above addresses may be changed at any time by giving ten (10) days written notice to the other party to this Lease.
- c) Any notice given by one party to the other in accordance with the provisions of this Lease shall be deemed conclusively to have been received on the date delivered if the notice is served personally or sent by facsimile or electronic transmission or seventy-two (72) hours after mailing if the notice is mailed.

15) **Registration**

The Tenant hereby acknowledges and agrees that this Lease does not create or confer on the Tenant any interest in the Premises, that this Lease is personal to the Tenant and that this Lease merely confers on the Tenant the non-exclusive right to enter onto and occupy the Premises for the Term for the purpose of operating the Business and performing the Contracted Services. Accordingly, the Tenant agrees that it shall not at any time register notice of or a copy of this Lease on title to the Premises or the property of which the Premises forms part.

16) **Assignment and Transfer**

- a) The Tenant shall not assign or transfer all or any part of its interest in this Lease without the prior written consent of the City, which consent may be unreasonably withheld.
- b) The consent of the City to any assignment or transfer of interest in this Lease shall not operate as a waiver of the necessity for consent to any subsequent assignment or transfer.
- c) Any consent granted by the City shall be conditional upon the assignee or transferee executing a written Lease directly with the City agreeing to be bound by all the terms of this Lease as if the assignee or transferee had originally executed this Lease as Tenant.
- d) Any consent given by the City to any assignment or other disposition of the Tenant's interest in this Lease shall not relieve the Tenant from its obligations under the Lease.
- e) If the party originally entering into this Lease as Tenant, or any party who subsequently becomes the Tenant by way of assignment or transfer or otherwise as provided for in this Lease, is a corporation then;
 - i) the Tenant shall not be entitled to deal with its assets in any way that results in a change in the effective voting control of the Tenant unless the City first consents in writing to the proposed change, and;
 - ii) if any change is made in the control of the Tenant corporation without the written consent of the City then the City shall be entitled to treat this Lease as terminated.

17) **Amendment**

No alteration, amendment, change or addition to this Lease shall be binding on the City and/or the Tenant unless such alteration, amendment, change or addition is reduced to writing and signed by both the City and the Tenant.

18) **Entire Lease**

It is agreed and understood that this Lease (including the schedules referred to herein, which are hereby incorporated by reference) constitutes the entire agreement between the

parties with respect to the subject matter hereof and supersedes all prior arrangements, proposals, understandings and negotiations, both written and oral, between the parties or their predecessors with respect to the subject matter of this Lease.

19) **General Matters of Intent and Interpretation**

- a) Each obligation under this Lease is a covenant.
- b) The headings in this Lease are for ease of reference only and are not to be taken into account in the construction or interpretation of any provision to which they refer.
- c) The use of the neuter singular pronoun to refer to the City or the Tenant is a proper reference even though the City or the Tenant is an individual, a partnership, a corporation or a group of two or more individuals, partnerships or corporations. The grammatical changes needed to make the provisions of this Lease apply in the plural sense when there is more than one City or Tenant and to corporations, associations, partnerships or individuals, males or females, are implied.
- d) Whenever a statement or provision in this Lease is followed by words denoting including or example (such as "including" or "such as") and there is a list of, or reference to, specific matters or items, such list or reference shall not be read so as to limit or restrict the generality of such statement or provision, even though words such as "without limitation" or "without limiting the generality of the foregoing" do not precede such list of reference.
- e) If a part of this Lease or the applications of it to a person or circumstance, is to any extent held or rendered invalid, unenforceable or illegal, that part:
 - i) is independent of the remainder of the Lease and is severable from it, and its invalidity, unenforceability or illegality does not affect, impair or invalidate the remainder of this Lease; and
 - ii) continues in all circumstances except those as to which it has been held or rendered invalid, unenforceable or illegal.
- f) This Lease will be construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- g) Time is of the essence of this Lease.
- h) To the extent that liability exists at the time of expiry or earlier surrender or termination of this Lease, the covenant(s) from which such liability is derived shall survive such expiry or earlier surrender or termination.

20) **Force Majeure**

Except for any obligation to pay money, neither party will be liable for any failure or delay in its performance under this Lease due to any cause beyond its reasonable control, including acts of war, acts of God, earthquake, flood, embargo, riot, sabotage, labour shortage or dispute, governmental act or failure of the Internet, provided that the delayed party: (i) gives the other party prompt notice of such cause, and (ii) uses its reasonable commercial efforts to correct promptly such failure or delay in performance.

21) Compliance With Laws

The Tenant agrees to comply with all lawfully enacted statutes, regulations and by-laws of the Province of Ontario, the Government of Canada, and the City, as such may from time to time apply to the Tenant or its occupation of the Premises.

22) Successors

The rights and obligations under this Lease extend to and bind the parties and their respective successors and permitted assigns.

DATED at Lindsay, this _____ day of _____, 2020.

THE CORPORATION OF THE CITY OF KAWARTHA
LAKES

PER: _____

Name: Cathie Ritchie Title: Clerk

PER: _____

Name: Andy Letham

Title: Mayor

(We have authority to bind the Corporation per Council
Resolution _____)

DATED at _____, this _____ day of _____, 2020.

INNOVATION CLUSTER – PETERBOROUGH AND
THE KAWARTHAS

PER: _____

Name: John Gillis

Title: President and CEO
(I have authority to bind the Innovation Cluster –
Peterborough and the Kawarthas)

Schedule A-
Business Activities and Contracted Services
Of the Tenant and the Duties of the City

See attached Business Counselling Services Funding Agreement



Business Counselling
Services Funding Agr

This business counselling services funding agreement made this 31st day of October 2019.

Between:

The Corporation of the City of Kawartha Lakes ("City")

and

Innovation Cluster – Peterborough and the Kawartha, incorporated under the Corporations Act, Ontario, Ontario Corporation Number 1596890, with a principal place of business at 270 George St. N, 3rd Floor, Peterborough, ON. K9J 3H1, Canada ("ICPK"),

1. Recitals:

Whereas the City of Kawartha Lakes operates the Kawartha Lakes Small Business and Entrepreneurship Centre and hosts a comprehensive Economic Development Program.

And whereas ICPK specializes in support for determined, innovative entrepreneurs in the formation and growth of their technology-driven companies

The City is seeking complimentary services from the ICPK to further support high growth entrepreneurs and businesses.

In accordance with Section 108(1) of the Ontario **Municipal Act, 2001**, (the "Act") ICPK is a counselling service for small businesses and is proposing to operate a physical presence within the City of Kawartha Lakes.

In accordance with Section 108(1) of the Act, ICPK will promote within the region defined as the City of Kawartha Lakes as a suitable location for establishing new Technology and Intellectual Property businesses as selected by ICPK, in reference to the ICPK client criteria. The parties wish to enter into an agreement which sets out mutual obligations to establish a strategic alliance between the City and ICPK concerning the goal set out in Section 4 Terms of Agreement.

ICPK is actively pursuing digital technology start-ups with a focus in four key sectors, being: clean-tech, ag-tech, health care and the broader digital economy and will assist these start-ups with finding the best path to market. ICPK may also assist existing businesses with access to resources specifically relating to the development and commercialization of digital technology and intellectual property.

ICPK is commencing its services to the City under this Agreement as a pilot project commencing on October 31, 2019 and ending December 31, 2020.

2. Definitions

City of Kawartha Lakes Service Area – the geographic area as attached in schedule A.

Digital Technology – means electronic technology that generates, stores, and processes data in terms of two states: positive and non-positive. Positive is expressed or represented by the number 1 and non-positive by the number 0. Each of these state digits is referred to as a bit (and a string of bits that a computer can address individually as a group is a byte).

Eligible Costs – means the reasonable and proper direct costs which are incurred and paid by the Recipient in carrying out the Project activities described in this agreement within the Funding Period or prior to **December 31, 2020**, whichever comes first.

Funding Period – The Project will commence on or after October 31, 2019 and end on or before December 31, 2020.

Incubation Centre – means a physical location in Kawartha Lakes in which the ICPK services are provided to current and potential Innovation Cluster Clients. This includes space for the provision of knowledge partner's services and office space for Kawartha Lakes based Innovation Cluster Clients as described.

Innovation Cluster Client – is a business or individual with a signed agreement with the Innovation Cluster. Innovation Cluster Clients must apply and complete an application process. When clients have met all required parameters (intellectual property, MVP, and/or trade secrets), they are then required to complete a full orientation of the facility and processes, attend all training on the amplified course curriculum and a signed agreement with the Innovation Cluster. Innovation Cluster Clients can be either physically located in the Kawartha Lakes Incubation Centre or be Floater Clients.

Innovation Cluster Floater Client – is a business or individual with a signed agreement with the Innovation Cluster. Floater Clients are required to follow the same application parameters as Innovation Cluster Clients. Innovation Cluster Floater Clients are not physically located in an ICPK Centre, but are still able to receive knowledge partner services and available training sessions.

Intellectual Property – means a work or invention to which one has rights and for which one may apply for a patent, copyright, trademark, etc.

Peterborough Region Angel Network (PRAN) – The Incorporated Peterborough RAN organization. PRAN supports the Innovation Cluster through renting space at the Innovation Cluster in Peterborough, sponsorship and mentoring of Innovation Cluster Clients. PRAN may also support Innovation Cluster Clients through seed funding.

Project – Pilot program described in this agreement, wherein the City offers funding to the ICPK and the ICPK offers small business counselling services in Kawartha Lakes to innovative high growth companies.

Now therefore the parties agree as follows:

3. Term of Agreement

This Agreement shall commence as of October 31, 2019 and shall continue until December 31, 2020, unless this Agreement is terminated earlier under the provisions hereof.

4. ICPK's Obligations

4.1. Kawartha Lakes Innovation Cluster Pilot Programming

- 4.1.1. ICPK will establish and operate an Incubation Centre whose goal is to accelerate the growth and success of Digital Technology and Intellectual Property businesses located in the geographic boundary of the City of Kawartha Lakes – as selected by ICPK and referred to herein as the "Innovation Clients" - through the provision of such services as ICPK determines are appropriate. Such services will not include the provision of funding. This may include, but is not limited to, mentoring, specialized support from knowledge partners, physically locating in the Incubation Centre, and sourcing access to capital.
- 4.1.2. ICPK will provide physical office space of approximately 1000 SQ feet within the Incubation Centre with internet connectivity and standard office equipment (e.g. printers, fax, photocopiers) and assign same to the identified small businesses. ICPK will operate this Center from October 31, 2019 to December 31, 2020.
- 4.1.3. By September 1, 2020 ICPK is targeting supporting minimum of 10 Innovation Clients (8 Innovation Clients will be physically located in the Incubation Centre).
- 4.1.4. ICPK will conduct 6 training sessions specific to innovation, and distinct from programming typically offered through the City of Kawartha Lakes during the term of this agreement, on subjects that ICPK have determined are beneficial to the City of Kawartha Lakes innovation focused businesses.
- 4.1.5. ICPK in partnership with the City will develop a client transition protocol to support the smooth movement of businesses and entrepreneurs between the ICPK and the City of Kawartha Lakes Economic Development Division (and vice versa) to support their growth in Kawartha Lakes.
- 4.1.6. ICPK will determine which small businesses are appropriate Innovation Cluster Clients based on program criteria that is:
 - 4.1.6.1. an innovative small Digital Technology and/or Intellectual Property business; and /or

4.2. Marketing, Communications and Awareness

- 4.2.1. In recognition of the KLCFDC funding, all advertising, promotional material, and website directly related to the project will also acknowledge the KLCFDC and the Agency/Government of Canada's role in the funding through the display of both logos.
- 4.2.2. ICPK will recognize the City as a core funding partner by displaying the City's logo on all communication and marketing materials that list ICPK's funding partners and prominently on its website home page at <http://www.innovationcluster.ca/>.
- 4.2.3. ICPK will promote events and training sessions held in Kawartha Lakes jointly with the City of Kawartha Lakes and include the City's logo on marketing materials.
- 4.2.4. ICPK will promote the City of Kawartha Lakes with an emphasis on the benefits of locating small Digital Technology and Intellectual Property businesses within the City of Kawartha Lakes Service Area.

4.3. Client Investment and Access to Capital

- 4.3.1. Provide clients requiring access to capital with information on the full range of funding sources available in Kawartha Lakes including grants, loans, angel investment or other forms of funding.
- 4.3.2. ICPK will work with the Peterborough Regional Angel Network to have two angel investment events take place in the City of Kawartha Lakes during this pilot, being the period of time that the ICPK will operate this Centre, as noted in paragraph 2.1 above.
- 4.3.3. ICPK will work to expand the number of Kawartha Lakes based participants in the Angel Network, acknowledging the future potential to create a Kawartha Lakes Angel Network.

4.4. Governance and Reporting

- 4.4.1. Project follow the Milestones as agreed to by both parties and outlined in Schedule 2.
- 4.4.2. ICPK Board for the duration of this agreement and any following, expand to include a seat dedicated to a representative from Kawartha Lakes.
- 4.4.3. ICPK's President and CEO shall report to Kawartha Lakes City Council, in such manner as the Director of Development Services (the "Director") may reasonably request or require, during the third quarter, coincidental with the City's budget process, in Q4 2019 and 2020 on its success in attracting and retaining Digital Technology and Intellectual Property businesses.
- 4.4.4. By Q3 2020, The City and ICPK will provide a joint submission to Council with options for the ending or continuance of the Kawartha Lakes Innovation Cluster Pilot Project for Council's consideration.

5. Financial Support

- 5.1. This Business Counselling Services pilot program funding contribution will be \$50,000 from the City of Kawartha Lakes and \$50,000 from the Kawartha Lakes Community Futures Development Corporation for a total of \$100,000 which will be dispersed by the City.
- 5.2. Funding will be disbursed in two payments :
 - 5.2.1. Payment 1: Up to \$50,000 to be paid within 60 days of the execution of this agreement
 - 5.2.2. Payment 2: Up to \$50,000 to be invoiced January 1, 2020
- 5.3. Expenses related to this project must meet the eligibility criteria of the Business and Community Innovation Program as outlined in Schedule 3.

6. Terms of Payment

- 6.1. The Corporation will pay funds to the ICPK in respect of Eligible Costs incurred, on the basis of itemized claims, which shall be:
 - 6.1.1. Submitted monthly as per Schedule 1; and,
 - 6.1.2. Certified by an officer of the ICPK or other person satisfactory to ICPKI and,
 - 6.1.3. Accompanied by a report of work completed to date, details of all costs in respect of which payment is claimed, and substantiating documentation, which includes suppliers invoices and proof of payment in the form of cancelled cheques and/or bank statements, electronic funds transfers statements, and credit card statements.
- 6.2. The City shall not disburse any funds in respect of costs for which ICPK has entered into a legal commitment prior to October 31, 2019.
- 6.3. The City will not have any obligation to pay more than 90% of the total funds to be advanced under this agreement prior to the End Date of the Project or prior to the date on which the Project is completed to the satisfaction of the City whichever is the earlier.

- 6.4. The payment of up to \$100,000.00, inclusive of HST, will be paid by the City to ICPK conditional on the City being in receipt of third party funding for half of this amount. The City's commitment to fund ICPK will be no greater than price matching with third party funding obtained.

7. Accounting and Auditing

- 7.1. ICPK shall maintain accurate books and records of the costs of the Project, including invoices and cancelled cheques for a minimum period of 6 years after the date of completion of the Project. ICPK acknowledges that the City and/or representatives of the City have the right to audit, or cause to have audited, ICPK's books, accounts and records and have a right of access to ICPK's premises, records, books and accounts relating to this Project and use of the funding provided pursuant to this agreement during the Funding Period. ICPK agrees to provide full access to the City and/or an authorized representative of the City for such purposes.
- 7.2. ICPK shall release to the City, upon request and in a timely manner, for the purpose of releasing to the Auditor General of Canada, auditors for the City, or Ombudsman of Ontario, all records held by ICPK, or by agents or contractors of ICPK, relating to this Agreement and the use of the funding advanced thereto and such further information and explanations as these third parties, or anyone acting on their behalf, may request relating to this Agreement or the use of the funding.
- 7.3. ICPK shall assist the City in completing any evaluation of the outcomes and impacts that result from the Project including providing the City such data and information, without limitation, as the City may require and request and ICPK shall participate fully in any inquiry undertaken by the Auditor General of Canada, auditors for the City, or Ombudsman of Ontario, with respect to the use of the funding provided pursuant to this agreement.

8. Reporting

- 8.1. Throughout the Funding Period, ICPK shall provide the City with a completed Project Monthly Activity Report form with dates as detailed in Schedule 1.
- 8.2. ICPK shall provide a final Project report to the City, satisfactory to the City in scope and detail, within 5 days of ICPK's final Project claim as detailed in Schedule 1.

9. City Remedy

- 9.1. The parties acknowledge that the City of Kawartha Lakes may terminate the Agreement immediately by notice in writing, without cost or penalty if it is satisfied that ICPK has breached any of its obligations or requirements contained herein and such breach has not been remedied within such reasonable period as the Director of Development Services may permit or require.
- 9.2. If ICPK breaches its performance obligations as set out at paragraph 2, the City will be entitled to monetary compensation for funds expended on reliance of performance, on a percentage basis, based on the percentage of work obtained.
- 9.3. ICPK breaches its obligation to provide only non-monetary support as set out at paragraph 2.1, the City will be entitled to monetary compensation equal to the monetary funding provided, up to a maximum of the funding provided by the City.

10. Interpretation

- 10.1. The Recitals are true and form part of this Agreement.
- 10.2. The Schedule is a part of this Agreement.
- 10.3. This Agreement shall be interpreted in accordance with any applicable laws of the Province of Ontario.

Notice

Any notice required to be given under this Agreement shall be sent to the following:

For the City:

City of Kawartha Lakes

180 Kent Street

Lindsay, ON K9V 2Y6

Attention: Rebecca Mustard, Manager of Economic Development

T: 705-324-9411 ext. 1395

C: 705-879-8454

E: mustard@kawarthalakes.ca

For ICPK:

Innovation Cluster – Peterborough and the Kawarthas

270 George Street North

Peterborough, ON K9J 3J1

Attention: John Gillis, President and CEO

T: 705-536-1101

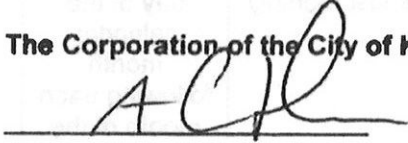
C: 705-761-1676

E: jgillis@innovationcluster.ca

In witness whereof, the parties hereto have executed this Agreement, as of the date first above written.

Signed, Sealed & Delivered

The Corporation of the City of Kawartha Lakes

A handwritten signature in dark ink, appearing to be 'A. Letham', written over a horizontal line.

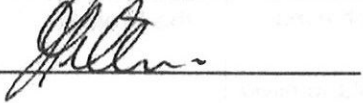
Mayor, Andy Letham

A handwritten signature in dark ink, appearing to be 'C. Ritchie', written over a horizontal line.

Clerk, Cathie Ritchie

"We have authority to bind the City pursuant to Council Resolution CW2019-173"

Innovation Cluster – Peterborough and the Kawarthas

A handwritten signature in dark ink, appearing to be 'J. Gillis', written over a horizontal line.

John Gillis, President and CEO

SCHEDULE 1: CERTIFICATES AND CLAIMS

ITEM	DESCRIPTION	DUE
MONTHLY PROGRESS REPORT	<p>A general status update in narrative form detailing Project activities undertaken and/or accomplished since the date of ICPK's last Monthly Claim including reference to:</p> <ul style="list-style-type: none"> • Project milestones achieved • Project outcomes and key performance metrics • Impacts on multiple communities in rural Eastern Ontario • Additional questions that the City may wish to ask ICPK from time to time to verify progress is being made in the carrying out the Project • Success stories ICPK may wish to share with the City. <p>Appropriate substantiating documentation will accompany Monthly Claims.</p>	<p>Due by the 5th day of the calendar month following each month of the Project.</p>
FINAL PROGRESS REPORT	<p>ICPK will receive a fillable form for the Final Progress Report, ICPK will be required to report on (without being limited to) the following information:</p> <ul style="list-style-type: none"> • Confirmation of total cash investment made by the ICPK in the Project. • A list confirming all Project milestones successfully achieved by ICPK during the duration of the Project. • A list of any organizations located in rural Eastern Ontario hired as suppliers or contractors for the Project, and the total \$ value of services provided. • A narrative description of how the Project strengthened the City's competitive advantage. • A list of new markets accessed as a result of the Project. • A list of new partnerships created as a result of the Project. • A table reporting the number of FTE jobs created by category and type (full-time and part-time, permanent and temporary). • ICPK's rating of the Funding Initiative (satisfaction survey). • # of new patents generated (if any). • # of new products commercialized (including details). • # of new process innovations implemented (including details). • Any other metric requested by the City. 	<p>Due by the 5th day of the calendar month following the last month of the Project.</p>

Schedule B

Assignment and Use of Premises

Location and Delineation of Assigned Space

- **Assigned Office Space**

- The space assigned to the Tenant by this agreement shall include the demised Suite located on the first floor and at the extreme east end of the 180 Kent Street. The space comprises approximately 1,056 square feet, of which 844.8 square feet is exclusive.

- **Entrance and Access**

- Primary entrance for the space shall be through the vestibule located at the south end of the demised Suite.
- The Tenant shall also have access to egress through the adjacent rear vestibule and exterior door opening to the north walkway.

- **Common Area of Premises**

The Tenant shall have access to and use of the following spaces as outlined in the following:

- The Kitchen Facilities located in the Premises.
- First Floor Meeting Room (Rm 101) and Second Floor Meeting Room (Rm 203) use shall be by advance reservation only. The Tenant shall make such reservations through the Economic Development Division. Reservation access and use shall be governed by City policy and standards.
- Public Washrooms located on the first and second floors.
- First Floor Lobby, Building Entrance and Streetscape. Use of this space (including signage, display and reception) is recognized as important to serving the Public and clients for both City program delivery and the Tenant's business activities. This Agreement recognizes that, as such, the space is shared. Governance of this shared arrangement shall be determined through discussion between the Tenant's President and CEO (John Gillis) and the City's Manager of Building and Property (Jörg Petersen). Governance shall address both the day-to-day activities and operational protocols, management of issues affecting the space, as well as improvements and alterations considered for the space to support corporate image/visual identity. All material decision-making shall be in accordance with City policy and shall be subject to approval by the Manager of Building and Property, in advance.

- **Parking**

The City grants a non-exclusive license to fifteen (15) unreserved parking spaces in the City's Parking Lot located at the Northeast corner of Peel Street and Cambridge Street, Lindsay (approximately one block from the Premises) and shall provide the Tenant with fifteen (15) parking passes for access purposes.

Building Services

- The City shall provide standard base-building services for the space assigned to the Tenant, as are presently and shall continue to be provided to other occupants, respecting the following:
 - Cleaning and janitorial work
 - Heating, ventilation and air-conditioning, including temperature control
 - Inspection, testing, maintenance and repair of base building elements and systems as necessary to ensure safe occupancy, ensure compliance with all applicable codes and regulations, and to ensure proper maintenance of the building assets.
- Services shall be provided to City standards. The Tenant may request a higher level of service and where the City may agree, such services would be provided on a cost recovery basis.
- The City may undertake major maintenance / improvement work at a future time. Such work shall be carried out following the City's processes and protocols, and at the City's cost. When and if such work may indicate an impact on the Tenant's operations, the City shall coordinate with the Tenant.
- All work being carried out by the City will be done with advance notice to the Tenant.
 - For regular maintenance / repair work with a minimum of 24 hour notice
 - For major maintenance / improvement work, notice to be provided when work is in planning stages

For emergencies, it will not be possible to provide advance notice.

Tenant Proposed Building Alterations / Improvements

- The City requires that any and all alterations / improvements, proposed by the Tenant, must observe the following:
 - Advance notice to be provided by the Tenant to the City.
 - Material works are to be based on design and contract documents prepared by an architect and engineer as may be required.
 - Design and contract documents to be reviewed by the City, with no work undertaken unless acceptable to the City.
 - The City shall be invited to attend construction meetings and may comment / request attention to matters of concern related to the building in general, the needs of other occupancies located in the building.
 - Permits and inspections to be arranged by the Tenant with copies to be provided to the City.
 - The Tenant shall use the City's preferred contractors as may be appropriate.

Building Access and Hours of Operation

- 180 Kent Street has an electronic access lock control system in place. The City shall issue key fobs to provide limited access for employees of the Tenant only, together with training regarding use of the system. The Tenant shall keep control of the fobs that are issued, and inform the City of any changes regarding staffing and issue of fobs. Lost fobs are to be reported and can be replaced. The City shall recover the cost of replacement of fobs.

- It is recognized that the Tenant may choose to carry out work, including access to meeting rooms, outside of normal office hours. The City shall cooperate with the Tenant on development and implementation of an After Hours Protocol that shall govern any such activity.

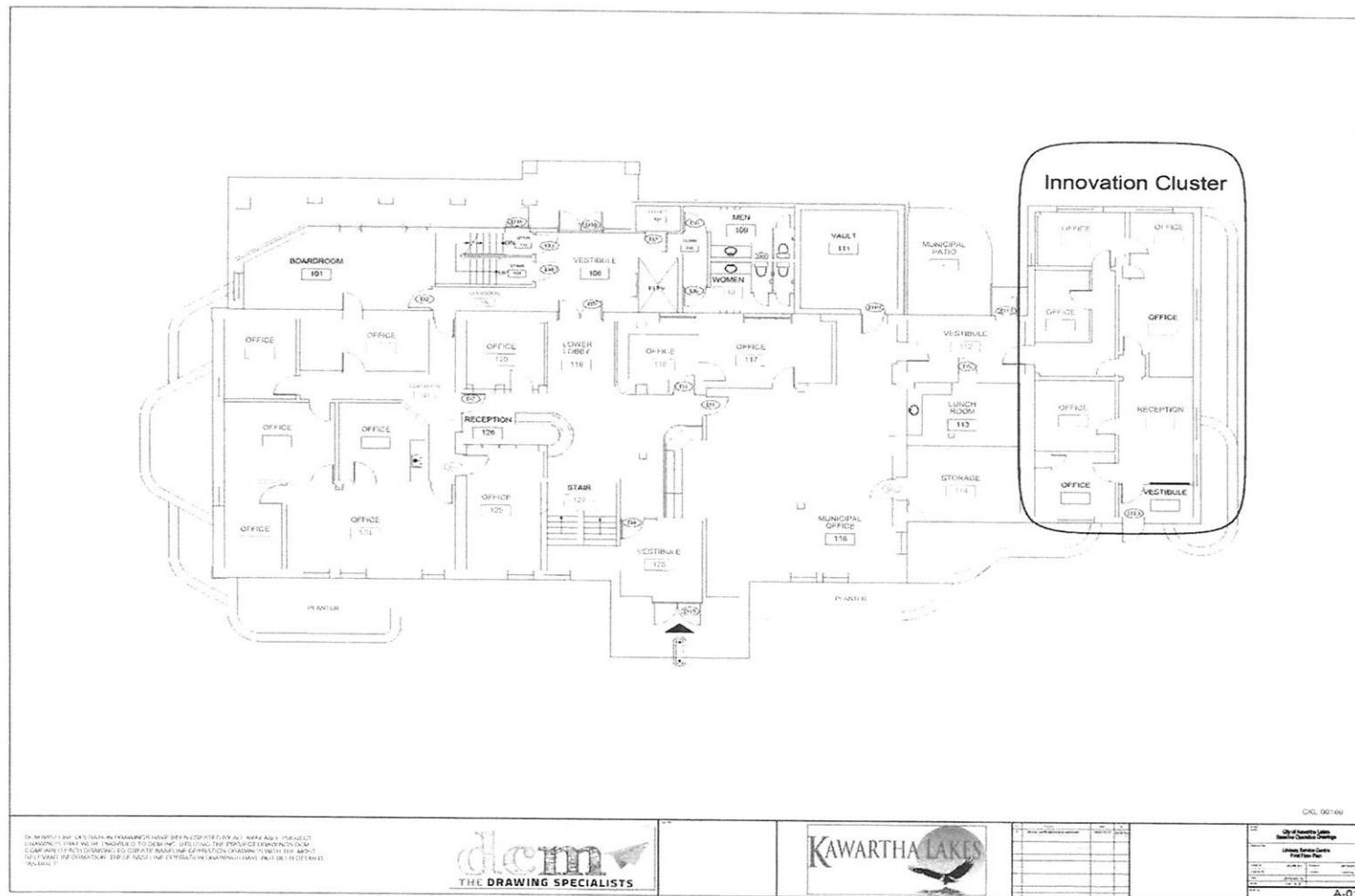
Governance

- This agreement recognizes that, the Tenant's occupancy is predicated by a collaborative services agreement with the City for which resources and space is shared. Governance of this shared arrangement shall be through the Manager of Economic Development and the Tenant's general manager, and the City's manager for building and property.
- Governance shall address both the day-to-day activities and operational protocols, management of issues affecting the space, corporate image/visual identity (etc.). All material decision-making affecting the building and space shall be in accordance with City policy and shall be subject to approval by City executive, in advance.

Schedule C

Floor Plan

Floor Plan



The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number LGL2020-005

Meeting Date: March 10, 2020

Title: Rescind Council Policy C169-CAO-041

Description: Protocol to Address Dormant Outstanding Council Resolutions for the Land Management Department

Ward Number: All

Author and Title: Robyn Carlson – City Solicitor

Recommendations:

That Report RS2020-005 Rescind Council Policy C169-CAO-041, be received;

That Council rescind the Council Policy C169-CAO-041: “Protocol to Address Dormant Outstanding Council Resolutions for the Land Management Department”; and

That these recommendations be forwarded to the agenda for the next Council meeting for adoption.

Department Head:_____

Chief Administrative Officer:_____

Background:

By way of Council Resolution CR2009-1394, Council on December 8, 2009 passed the following resolution:

RESOLVED THAT Report LMC2009-047, “Land Management Dormant Resolutions Proposed Policy”, be received; and

THAT the policy entitled “Land Management Dormant Resolutions Policy” appended to Report LMC2009-047 be adopted, numbered and inserted in the Corporate Policy and Procedures Manual.

Staff in the Realty Services Division have been asked by the CAO to review all Council Policies pertaining to the Realty Services Division.

Policy C169-CAO-041 addresses dormant outstanding Council resolutions for Land Management Division (now “Realty Services Division”) matters. The aim of the policy was to ensure consistency and accountability pertaining to the closure of the files relating to dormant Council Resolutions through proper notification to relevant parties and final reporting to Council.

The Policy provides that, when there is a council resolution on a matter that has been inactive for a 6 month period due to the inactivity of the applicant, the Realty Services Division will notify the individual by registered mail that the file will be closed for inactivity. If the individual does not receive the registered mail for any reason, including failure of the applicant to advise the Realty Services Division of a change in address, then the Realty Services Division will attempt to locate the person through MPAC (tax roll) and Teranet (provincial database of land ownership), and make a second attempt at service.

If the person does not respond or cannot be located within 2 months of service of notice of file closure, the file will be closed, the resolution of Council considered completed, and the closure will be reported to Council as part of a quarterly report to Council. Any attempt to reactivate the file post this time will result in the matter being treated as a new application.

The CAO no longer reports quarterly to Council on the activities of the various departments of the City, rather, this is done annually.

Rationale:

Staff reviewed the policy and recommend that it be rescinded. In accordance with the new structure for Policies, Management Directives and Standard Operating Procedures, the existing policy is no longer required as it is operational by nature and – if required – would be addressed in a Management Directive. However, the procedure set out is unnecessarily procedurally complicated for a common sense process. Although it streamlines the closing down of files, it does not allow for staff to make decisions on all of the information afforded to them. For example, if staff have information that an individual is out of the country for an extended period of time or is dealing with significant health complications, staff would like to take this into consideration. Pressing an individual to move forward in these circumstances would be unkind. Closing a file in the case of a death, for example, would not provide efficient service delivery to an estate trustee that would wish to continue the application, but may require some time to come to such a determination. Accordingly, the policy, which will be rescinded, should not be replaced by a Management Directive.

It is the current practice of the Realty Services Division to continuously monitor its files for activity, so as to act on Council resolutions in a timely manner. The practices of the Realty Services Division will be transcribed into written Standard Operating Procedures by the end of 2021.

Other Alternatives Considered:

No other alternatives have been considered.

Financial/Operation Impacts:

With reduced procedural requirements, specifically, the requirement to send documentation by way of registered mail and to search for current addresses for applicants, this will enable the Realty Services Division to operate more efficiently and cost-effectively.

Relationship of Recommendations to the 2020-2023 Strategic Plan:

This report and recommended resolutions aligns with the Guiding Principle of fiscally responsible core service delivery, while still maintaining service excellence. Moreover, this report and recommendations support the strategic priority of good government.

Review of Accessibility Implications of Any Development or Policy:

N/A

Consultations:

None.

Attachments:

Appendix A –
Council Policy C169-CAO-041 – Protocol to Address Dorman Outstanding
Council Resolutions for the Land Management Department C169-CAO-041



LGL2020-005
Appendix A.pdf

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

CORPORATE POLICY AND PROCEDURES POLICY

Policy No:

C169	CAO	041
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Policy Name: Protocol to Address Dormant Outstanding Council Resolutions for the Land Management Department

DEVELOPED BY: Diane McFarlane,
Land Management Co-ordinator
DEPARTMENT: CAO's Office

DATE:

ADOPTED BY: Council

DATE: December 8,
2009

RESOLUTION NUMBER: CR2009-1394

EFFECTIVE: December 8,
2009

CROSS-REFERENCE:

REVISIONS:

POLICY STATEMENT AND RATIONALE:

This policy is to address dormant outstanding Council resolutions for Land Management matters. The policy will ensure consistency and accountability pertaining to the closure of the files relating to the dormant Council Resolutions through proper notification to relevant parties and final reporting to Council.

SCOPE:

This policy applies to the outstanding Council resolution list for the Land Management Department for the Corporation of the City of Kawartha Lakes.

DEFINITIONS:

"Applicant(s)" refers to the person or persons who initiated a request relating to a land matter with the City including buying, selling, encroachments and/or leasing of City owned property.

"City" refers to The Corporation of the City of Kawartha Lakes.

"Dormant" refers to a file associated with an outstanding Council resolution that has become inactive due to a lack of response from the applicant(s) for a period of six (6) months.

"Land Management Co-ordinator" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by the CAO.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Procedure

- 1.01 Once a file has been classified as Dormant staff will attempt to contact the applicant(s) by registered mail at their last known address to inquire whether or not they wish to proceed with their request.
- 1.02 The registered mail notification shall outline that a lack of written response to the Land Management CO-ordinator within sixty (60) days will result in the closure of the file.
- 1.03 Should the registered mail be returned by Canada Post, staff shall make a second attempt following research in MPAC and Teranet files for the last known address, to make best efforts to ensure that the applicant(s) receive the notification.
- 1.04 In the event that there is no response from the applicant(s) within the allotted time frame referred to in Section 1.02 and/or attempts to contact them a second time have failed, the Dormant Resolution will be considered completed from the municipality's position and the file will be considered closed. This closure will be reported to Council as part of the Departmental Quarterly Report.
- 1.05 When the file has been closed a letter shall be sent by the Land Management Co-ordinator to the applicant(s) to confirm that the file is closed. They will be further advised that should they or any other applicant for the relevant property wish to re-activate the request in the future it will be treated as a new request and follow the protocols in place at that time.
- 1.06 Upon closure of the file, if the property was declared as being surplus to municipal needs it will be returned to the land register.
- 1.07 In the event that the applicant(s) have submitted an application fee or a deposit to the municipality those funds will be retained by the municipality to offset the administration costs associated with the Dormant Resolution, as is outlined in the information that is provided to the applicant(s) prior to the submission of a request.

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number LGL2020-006

Meeting Date: March 10, 2020

Title: Rescind Council Policy 102-CAO-019

Description: Protocol to Address Collection and Write-off for Provincial Offences Act Fines

Ward Number: All

Author and Title: Robyn Carlson – City Solicitor

Recommendations:

That Report RS2020-006 Rescind Council Policy 102-CAO-019, be received;

That Council rescind the Council Policy 102-CAO-019: “Collection and Write-off for Provincial Offences Act Fines”; and

That these recommendations be forwarded to the agenda for the next Council meeting for adoption.

Department Head:_____

Chief Administrative Officer:_____

Background:

By way of Committee Resolution CHR2004-232, the Corporate and Human Resource Services Committee on October 4, 2004 passed the following resolution concerning Policy 102-CAO-019:

Moved by Councillor Marsh, seconded by Councillor McGregor,
RECOMMEND THAT Report CAO2004-91, "*Proposed Provincial Offences Collections Policy*" be received; and
THAT the POA Collections Policy attached as Appendix "A" to Report CAO2004-91 be adopted, numbered and inserted into the City's Policy and Procedures Manual.

Staff in the Provincial Offences Division have been asked by the CAO to review all Council Policies pertaining to the Provincial Offences Division.

Policy C169-CAO-041 sets out the procedure that Provincial Offences Staff will take in the collection of fines levied as a result of convictions obtained in matters prosecuted under the Provincial Offences Act. The aim of the policy was to ensure best practices were being followed so that this aspect of the City's business was carried on in an efficient manner.

Rationale:

Staff reviewed the policy and recommend that it be rescinded. In accordance with the new structure for Policies, Management Directives and Standard Operating Procedures, the existing Policy will be replaced by a Management Directive, as the provisions of the policy are administrative or operational in nature.

Other Alternatives Considered:

No other alternatives have been considered.

Financial/Operation Impacts:

None.

Relationship of Recommendations to the 2020-2023 Strategic Plan:

This report and recommended resolutions aligns with the Guiding Principle of fiscally responsible core service delivery, while still maintaining service excellence. Moreover, this report and recommendations support the strategic priority of good government.

Review of Accessibility Implications of Any Development or Policy:

N/A

Consultations:

None.

Attachments:

Appendix A –
Council Policy 102-CAO-019 – Collection and Write off for Provincial Offences
Fines



102 CAO 019
Provincial Offences C

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson



CORPORATE POLICY AND PROCEDURES MANUAL

Policy No:

102**CAO****019**

Policy Name:

Provincial Offences Collections Policy

DEVELOPED BY: Karen Dunn
DEPARTMENT: Manager, Court Administration

DATE: July 26, 2004

REVIEWED BY: Directors
APPROVED BY: Chief Administrative Officer

DATE:
DATE:

RESOLUTION NUMBER: CHR2004-232
CR2004-1077

EFFECTIVE: October 12/04

CROSS-REFERENCE:

REVISIONS:

POLICY STATEMENT AND RATIONALE:

Council wishes to ensure prompt collection of outstanding Provincial Offences fines in order to meet Provincial legislation, and to uphold the requirements of our Memorandum of Understanding with the Ministry of the Attorney General.

Council wishes to ensure prompt, efficient, courteous and consistent service.

Therefore, Council wishes to establish this policy to ensure a consistent, effective and appropriate Provincial Offences Collection Policy.

SCOPE:

This policy applies to all offenders who have committed an offence within the geographic boundaries of the City of Kawartha Lakes and the County of Haliburton (in accordance with our Memorandum of Understanding with the Province).

This document is to provide guidance to staff and to provide a basis for decision-making relating to the administration and collection of outstanding Provincial Offences fines issued in the City of Kawartha Lakes and the County of Haliburton court catchment area.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Purpose

- 1.01** The guidelines contained in this policy serve to implement the legislative requirements of collection procedures as outlined in The Provincial Offences Act, The Courts of Justice Act, and the Memorandum of Understanding that the City has with the Ministry of the Attorney General. Administrative processes as defined by legislation shall be followed in due course up to and including 120 days.

2.0 Division of Files:

- 2.01** Fines which are up to seven years from the offence date and are greater than \$80 shall be worked by municipal staff.
- 2.02** If an offender has multiple charges that are over \$80 in total, and are less than seven years from the offence date, these files will also be worked by municipal staff.
- 2.03** Files which are older than seven years from the offence date or have a value less than \$80 shall be forwarded to the collection agencies.

3.0 In-House Collections:

- 3.01** After 120 days from the offence date the file will be sent to our in-house collections.
- 3.02** A notice will be sent to the offender requesting payment.
- 3.03** Files remaining unpaid, or without an approved payment plan, for a period of 150 days from the offence date will be issued a final notice which advises that we will be proceeding with collection activity such as issuing a Certificate of Default, license suspension, garnishment of bank accounts or wages, and sale and/or seizure of property.
- 3.04** After 180 days from the offence date, if the offender ignores the notices, a Certificate of Default will be obtained and the offender will be notified that a lien against their credit by way of a Certificate of Default has been issued.
- 3.05** If the offender does not respond after 194 days, and the total outstanding is less than \$10,000, application to the Offender's local Sheriff's Office to proceed with wage and bank garnishments and / or seizure of assets shall proceed.
- 3.06** If the offender does not respond after 194 days, and the total outstanding is greater than \$10,000, application to Superior Court to proceed with wage and bank garnishments and / or seizure of assets shall proceed.

4.0 Collection Agency Collections:

- 4.01** Applicable files from section 2.03 of this policy shall be divided between external collection agencies contracted by the City to conduct such work. Upon successful collection, the external agency shall be paid an apportionment based upon their approved contract with the City.

- 4.02 If the assigned collection agency is unable to collect on a file within six months, the file will be forwarded to a second contracted agency to try to collect. If the second agency is unable to collect within their assigned six months, the file will be returned to the City to proceed with the legal action as outlined within Sections 3.04 – 3.06 of this policy, if applicable, and/or other legal actions which might be recommended by legal counsel.

5.0 Interest:

- 5.01 Interest and applicable legal fees shall be charged to each file, from the date of the filing of the Certificate of Default. Interest and legal fees shall be charged in accordance with the rates set out in the Courts of Justice Act.

6.0 Dishonoured Cheques:

- 6.01 If during any calendar year the City receives two (2) or more NSF (“not sufficient funds” or “non-sufficient funds”) cheques or preauthorized payments, the customer will be notified in writing that the City will only accept payment on the subject file by cash, certified cheque, money order or debit, until the customer has established a good payment record for the one year.
- 6.02 A charge will be applied to the customer’s account for each cheque returned by their financial institution for the reasons set out in section 6.01. Such a charge will be based upon the City’s NSF charges at that time.

7.0 Exemptions and Monitoring of the Policy:

- 7.01 In consultation with his or her supervisor, the Manager of POA shall be authorized to assign longer-term accounts to in-house staff and/or assign shorter-term assignments to an external agency to ensure resources are being maximized for the benefit of the municipality.
- 7.02 The Manager of POA shall be responsible for monitoring and making recommended changes to this policy on an ongoing basis to ensure that it best reflects the intentions as outlined in the Policy Statement.

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number CORP2020-002

Meeting Date: **March 10, 2020**

Title: **Special Rate Area (SRA) Tax Levy Review**

Ward Number: **All**

Author and Title: **Linda J. Liotti, Manager, Revenue and Taxation**

Recommendation(s):

That Report CORP2020-002, Special Rate Area (SRA) Tax Levy Review, be received.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Special Council Meeting of December 3, 2019, Council adopted the following resolution:

CR2019-698

That Staff conduct a review of the area rated tax levies and report back to Council in Q1 of 2020 with recommendations for enhancement and/or consolidation.

This report responds to Council's direction by providing an overview of the current SRA tax levies and providing estimated tax impacts of their respective elimination.

Rationale:

The basic approach to the review of SRA reflects the following two underlying principles:

1. Overall Revenue Neutral position – assumes the total taxes generated will remain the same regardless of the SRA option. Area rating does not generate additional taxes for the City as a whole.
2. Service Delivery Drives Taxes – how a service is delivered can impact how it is appropriately taxed, not vice-versa. None of the area rating options presented require change in service delivery.

Area rating is used as a means to mitigate differences in:

- services provided and service levels;
- cost to deliver the service; and
- user fees for the same service.

Area rating is intended to account for either significant differentials in service levels or costs of providing services between different parts of the City. The cost of an area rated service could include: all operating costs, capital financing charges if applicable, all related user fees/revenues and appropriate charges for indirect program costs (i.e. administration/overhead). Generally, in the absence of area rating, similarly assessed properties would pay the same level of property taxes city-wide. Conversely, in the presence of area rating, similarly assessed properties pay different levels of property taxes depending on the level of services provided in their specific area.

It is accepted that no tax system can be made to create a perfect one to one relationship between services used and a homeowner's taxes, nor is that a

realistic goal because taxes are the means by which society funds services that have a wide public benefit.

Kawartha Lakes, as a restructured municipality, has two sources of legislation for area rating – the *Municipal Act* and the *City of Kawartha Lakes Act, 2000*.

Provincial legislation allows the area rating of an identifiable “special service”. A “special service” is defined in the *Municipal Act* (Section 326) as:

“a service or activity of a municipality or a local board of the municipality that is,
(a) not being provided or undertaken generally throughout the municipality, or
(b) being provided or undertaken at different levels or in a different manner in different parts of the municipality.”

Previously, the Province dictated which services could be identified as a “special service”. This list of eligible special services was revoked with the introduction of Ontario Regulation 585/06 which now states the services that cannot be identified as a “special service”. To date, the only service identified in this regulation is health programs and services. All other services, as long as they meet the definition of a special service, can now be area rated.

History of Special Rate Areas in Kawartha Lakes

SRAs were in existence prior to amalgamation, however, only for a minority of properties as services were more consistent within the former township and community boundary areas.

In 2001, Kawartha Lakes was created by the amalgamation of the former Townships in the County of Victoria (Bexley, Carden, Dalton, Eldon, Emily, Fenelon, Laxton-Digby-Longford, Manvers, Mariposa, Ops, Somerville and Verulam) and Incorporated communities (Lindsay, Bobcaygeon, Fenelon Falls, Omemee, Sturgeon Point and Woodville) which sparked a more wide-spread use of SRAs.

In the last 5 years, annual analysis of the SRAs has resulted in the elimination of some such previously levied such as sidewalks, hospital levy, waste management, infrastructure renewal, etc.

It is important to note that earlier this year, the Ministry of Municipal Affairs and Housing, advised Kawartha Lakes that they are undertaking an examination of the *City of Kawartha Lakes Act, 2000*, with the intention to repeal the area rating provisions. This added further validity to our internal review of the SRAs.

Any changes/elimination of the SRAs would be implemented through an annual tax levy by-law generally passed in April or May, similar to the process in prior years.

For the 2019 tax year, as per By-Law 2019-084 - A By-law to Establish Tax Rates in the City of Kawartha Lakes, there were six (6) broad SRAs as follows:

1. Police

Community	Special Rate Area	
	Police	
	Kawartha Lakes	OPP
Emily		√
Omeme		√
Ops	√	
Manvers		√
Lindsay	√	
Verulam		√
Bobcaygeon		√
Carden		√
Dalton		√
Mariposa		√
Woodville		√
Eldon		√
Fenelon Twp		√
Sturgeon Point		√
Fenelon Falls		√
Somerville		√
Bexley		√
Laxton, Digby & Longford		√

2. Fire

Community	Special Rate Area	
	Fire	
	Area A	Area C
Emily		√
Omeme		√
Ops	√	√
Manvers	√	√
Lindsay	√	
Verulam		√
Bobcaygeon		√
Carden		√
Dalton		√
Mariposa	√	√
Woodville		√
Eldon		√
Fenelon Twp		√
Sturgeon Point		√
Fenelon Falls	√	√
Somerville		√
Bexley		√
Laxton, Digby & Longford		√

3. All Others

Community	Special Rate Area			
	Transit	Parks	Streetlights	BIA
Emily				
Omeme			√	
Ops				
Manvers				
Lindsay	√	√	√	select downtown properties
Verulam				
Bobcaygeon			√	
Carden				
Dalton				
Mariposa				
Woodville			√	
Eldon				
Fenelon Twp				
Sturgeon Point			√	
Fenelon Falls			√	
Somerville				
Bexley				
Laxton, Digby & Longford				

The total SRA tax levied in the 2019 tax year was \$22.75 million, which represents 20.25% of the total taxes levied.

Below is an example (using 2019 approved tax rates) of a residential property located in Lindsay and the applicable SRAs:

Property's Residential Assessed Value (CVA)		Residential Tax Rate			Property Taxes
		Municipal : General			
\$ 300,000	X		0.7093%		\$ 2,127.90
		+			
		Municipal: Area-Rated			
		Kawartha Lakes Police Service	0.2624%		\$ 787.20
		Full Time Fire Protection (A)	0.0624%		\$ 187.20
		Street Lights	0.0167%		\$ 50.10
		Transit Levy	0.0238%	=	\$ 71.40
		Prior Year Deficit -Transit	0.0010%		\$ 3.00
		Prior Year Deficit - Parks	0.0015%		\$ 4.50
		Parks	0.0112%		\$ 33.60
		+			
		Provincial Education	0.1610%		\$ 483.00
		TOTAL	1.2493%		\$ 3,747.75

It is important to note that while special area rates attempt to adjust taxes to account for differences in service levels and/or costs, it is not based on a user pay principle. Every property owner utilizes City services differently. Some services may never be utilized, however, support a greater common good.

Also, inherent in the levying of these SRA's, is the fact that it continues to be an ever-changing process for the City and, unless area rating is completely eliminated, will continue as such. As an example, as growth occurs in the City, it may require additional services (i.e. Transit, Fire, etc.) leading to changes in SRA boundaries.

SRAs add complexity to the understanding of property taxes as it is not a well understood concept by property owners. This outcome does not align with the City's vision of transparency, further, it can be administratively tasking, creating cost inefficiencies, for both levying of the SRA tax levies and/or any associated adjustments.

It is the opinion of Staff that to continue the SRA tax levies based pre-amalgamation boundaries (as is currently done), may not be the best model to reflect how services are actually delivered or the cost to deliver these services as there are shared costs included in the general rate.

Consideration should be given to the model used to derive the City's water rates. The City operates 21 municipal water systems in 13 communities. If the City were to adopt area-specific water consumptive rates to allow for the full recovery of costs in each community, as what is done for special rate area tax levies, the rates would range from \$1.40 to \$62.49 per m³ of consumption. To avoid such a disparity, the water rates are blended to recover costs of all 21 systems across all users of this utility.

The table below provides the tax impact of eliminating each special rate area tax levy. For illustrative purposes, the table below assumes a residential property with a current assessed value of \$300,000 and is based on the 2019 tax rates.

Special Rate Area - Tax Impacts				
Special Rate Area	Communities Included (current)	Current SRA Levy*	Impact of Eliminating Special Rate Area (rdd)	
			for Current SRA	All Others
Streetlights	Lindsay Omeme Bobcaygeon Woodville Sturgeon Point Fenelon Falls	\$50.10	(\$35)	\$15
Parks (including deficit)	Lindsay	\$38.10	(\$30)	\$8
Transit (including deficit)	Lindsay	\$74.40	(\$51)	\$24
Kawartha Lakes (Lindsay)	Lindsay	\$787.20	(\$391)	
Kawartha Lakes (OPS)	OPS	\$482.97	(\$87)	
OPP	All else	\$277.50	\$119	
Fire A (Full-time)	Lindsay and portions of: OPS, Manvers, Mariposa and Fenelon Twp	\$187.20	(\$76)	
Fire C (Volunteer) (including deficit)	Emily, Omeme Veralum, Bobcaygeon Carden, Dalton Woodville, Eldon Sturgeon Point, Fenelon Falls Somerville, Bexley Laxton-Digby-Longford and portions of Ops, Manvers, Mariposa and Fenelon Twp	\$83.70	\$28	

*All examples are based on \$300,000 Current Value Assessment

For clarity on the table above:

- Special Rate Area refers to the category of service which is being assigned a separate tax levy
- Communities included identifies the communities that are being assessed the special area rate
- Current Special Rate Area Levy illustrates what a residential home with a current value assessment of \$300,000 would be billed for that SRA using 2019 tax rates

The final two columns in the chart above highlight the impact on the tax bill if the SRA was to be eliminated and generally rated. The Special Area Rate column indicates the impact to those currently being assessed the SRA, and the All Others column indicates the impact to those who are not currently being assessed the SRA.

As an example, property owners in Lindsay are currently being assessed and SRA for Parks. A home with a current value assessment of \$300,000 in Lindsay would be assessed \$38.10 on their tax bill for Park purposes. If the SRA was eliminated, that same property would see a decrease of \$30 on their tax bill. Those who are not currently paying the SRA (every property outside of Lindsay) will pay \$8 more on their tax bill.

It should also be noted that the above table is for illustrative purposes only. The actual impact to a property would differ depending on the current assessed value of the property.

The data presented in the table highlights that regardless of which SRA is eliminated, it results in a tax impact. The degree, whether positive or negative, to which the property is affected is dependent on what SRAs are currently applied to the property.

Full elimination of the SRAs (save & except BIA) has a significant tax impact, as it results in all Residential taxpayers paying the same tax rate, regardless of where they reside in the City. This would spread the cost of municipal tax-based services evenly across the entire City, under the assumption that all taxpayers benefit, to some extent, from these City services.

It should be noted that our research has shown that a significant number of Ontario municipalities do not area rate any services.

Ultimately, Council has the authority to phase-in any property tax impact as a result of changes and/or elimination of SRAs.

Other Alternatives Considered:

The 2020 taxation year represents the last tax year for the 2016 Assessment Update where current value assessments will be at their full value. Eliminating any of the SRAs will have an effect to shift the burden within each class disproportionately due to changes in the phased-in assessed values, which is not ideal.

Council may wish to defer any elimination of SRAs until the 2019 Assessment Update (2021 to 2024 taxation years). This will ensure any shift in the tax burden within each class would be shared proportionately over the 4-year period in the cycle.

A deferral would also allow Public Consultation/Information Sessions to be coordinated to ensure property owners are aware of the process change and any potential impact to their property taxes.

Financial/Operation Impacts:

SRAs do not result in more revenue to the City. It is simply a method of allocating the cost of specific services to the taxpayer. A change to the method of application of the SRA simply redistributes who ultimately is paying for the service.

As shown in the table above, there are financial implications with any individual or all SRAs being eliminated. Should Council choose to harmonize any of these service, the financial impact would depend on the desired level of harmonization.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

Strategic Enabler – Responsible Fiscal Resource Management

Consultations:

Outreach to various municipalities in Ontario

Attachments:

Department Head E-Mail: jstover@kawarthlakes.ca

Department Head: Jennifer Stover

**The Corporation of the City of
Kawartha Lakes**

Committee of the Whole Report

Report Number CORP2020-003

Date: March 10, 2020
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: 2019 Q4 Capital Close

Author and Title: Nicole Owens, Junior Accountant

Recommendation(s):

That Report CORP2020-003, **2019 Q4 Capital Close**, be received;

That the capital projects identified in Attachment A to Report CORP2020-003 be approved to be closed due to completion;

That the balances in the table below as per Attachment A be transferred to or from the corresponding reserves;

Reserve	Report Closing Balance
Capital Projects Reserve	\$1,155,055.61
Police Reserves	\$59,242.53

That the following projects be granted an extension to June 30, 2020:

- 928171901 – P&R Software M/Y 2017-19
- 932170201 – Bethany Fire Hall Replacement M/Y 2017-19
- 932172201 - Coboconk Fire Hall Upgrades
- 953180100 – B&P Facilities

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

That the following projects be granted an extension to December 31, 2020:

- 928151500 – ERP System M/Y 2015-19
- 997130801 – Eldon Landfill
- 953170501 – 68 Lindsay St M/Y 2017-19
- 998170300 – Water Distribution & WW Collection
- 983170800 – WWW Road Restoration
- 983160600 – Urban/Rural Reconstruction
- 997166101 – Pump Chamber Construction
- 998160201 – Water Operating Monitoring System
- 998160501 – Pinewood Production Well
- 998160801 – Fenelon Falls Water main Upgrades
- 998161101 – Peel/York Water main Design
- 998161501 – Wastewater Operating Monitoring System
- 983170100 – Bridges
- 983170300 – Urban/Rural Reconstruction
- 998170100 – Water main Replacement
- 932180100 – Fire Facilities
- 932180300 – Fire Equipment
- 950180100 – Parkland Siteworks
- 950180200 – Parkland Facilities
- 983180100 - Bridges
- 983180300 – Urban/Rural Reconstruction
- 983180700 – Road Lifecycle Extension
- 983181100 – Traffic Signal Program
- 983181200 – Parking Lots
- 998180300 – Water Distribution & WW Collection
- 998180400 – Water Treatment Program
- 998180500 – Wastewater Treatment
- 950190300 – Recreation Facilities
- 950190400 – P&R Equipment
- 950190500 – Cemetery Siteworks
- 953190100 – B&P Facilities

That project 950180306 – Bike Repair/Tire Pump Station be reclassified as a multi-year project as funding was secured through the 2020 Special Project Budget;

That project 953180119 – Old Gaole Wall be reclassified as a multi-year project with a closing date of June 30, 2021;

That project 953200501- City Hall Systems M/Y 2020-22 be closed and \$400,000 be transferred to 953180102 – City Hall Systems M/Y 2018-21;

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Background:

This report is provided to advise Council on each capital project's actual costs versus its approved budget and to close projects that are complete as of December 31, 2019 in accordance with the Capital Close and Administration Policy.

Rationale:

The expectation of a capital close report is to bring completed capital projects to a zero balance by recommending provisions for any shortfalls and disposition of surplus amounts. When projects are closed with a surplus, the surplus is typically transferred to the Capital Projects Reserve. There are some exceptions to this practice. If the project being closed was funded from a source other than the general tax levy then the surplus is returned to that source of funding.

Please see below a list of attachments:

Attachment A - Lists all projects completed and recommended to be closed identifying the amount that will be returned to the reserves listed. There are projects that are closing with a zero balance as the funding has been returned to the original funding source and does not require Council approval to do so.

Attachment B – Lists all projects that will be complete as of June 30, 2020 or are on target to be completed by their current completion date. The project numbers with three asterisks (***) are multi year projects that will have additional funding over multiple years and will be using the same project number until the project is completed.

Attachment C – Lists the active projects that are seeking Council Resolution to extend the current completion date.

Remaining open projects total \$143 Million in budget. The spending to date is approximately \$109 Million. There is currently \$34 Million of capital spending still to be incurred and of that total, 61% of the projects are on track and have the capacity and resources to be completed on schedule. The remaining 39% of projects have been delayed for various reasons and are requesting extensions.

Other Alternatives Considered:

Council may choose an alternative direction with respect to where the over and under expenditures should be transferred. Staff's recommendations are in accordance with the Capital Close and Administration Policy C 187 FIN 018.

Financial/Operation Impacts:

The status of each project has been reviewed by Directors and appropriate management staff. The below detailed tables show the balances to the affected Reserves and Deferred Revenue, of the projects being closed.

Attachment A: Completed Projects

The table below is a listing of the reserves that require Council approval to transfer funds to and (from).

Reserve	Report Closing Balance
Capital Projects Reserve	\$1,155,055.61
Police Reserves	\$59,242.53

Obligatory Funds

Below is a table listing the obligatory funds for which the return of funding does not require Council approval, all deficits require Council approval and are included in the Council resolutions.

Obligatory Reserves and Development Charge Reserve	Report Closing Balance
Development Charges	\$88,492.72

Debenture Proceeds

The debenture debt will be decreased by \$88,557.25 due to the closure of various capital projects that already had debenture funding from previous capital budgets.

Debenture Proceeds	Report Closing Balance
983150600 – Urban Rural Reconstruction	\$88,557.25

In summary, a total of \$1,391,348.11 is recommended to be closed and returned to the original budget funding sources. There are currently 110 projects and staff recommend closing 20 projects, leaving a remaining 90 projects open.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This recommendation assists in achieving the Strategic Enabler goal. This Capital Close enables Council and the public to see that the projects that have been approved are being closed within budget and in a timely manner. This illustrates responsible fiscal resource management.

Consultations:

Directors, Managers and Executive Assistants

Attachments:



Attachement A -
Closing Projects.xlsx



Attachment B - On
Target Projects.xlsx



Attachment C -
Projects Requesting an

Attachment A: Completed projects.

Attachment B: Projects on target to be closed by current completion date.

Attachment C: Projects requesting an extension.

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover

Completed Projects as of December 31, 2019

Project Number	Description	Budget Year	Total Budget	Capital Reserve	Police Reserves	Development Charges	Debenture	Total
				1.32045	1.32225	3.24140	1.13595	
997141000	Landfill Cell Construction	2014	143,750.00	82,291.91				82,291.91
997146001	Fenelon Falls Landfill Building	2014	269,675.00	162,219.49				162,219.49
983150600	Urban/Rural Reconstruction	2015	4,488,332.00	79,786.75		88,492.72	88,557.25	256,836.72
953170300	B&P Facilities	2017	375,300.00	(11,315.80)				(11,315.80)
983171100	Traffic Signals	2017	100,000.00	38,597.83				38,597.83
950180300	P&R Equipment	2018	147,799.27	15,849.46				15,849.46
950180400	Cemetery Siteworks	2018	149,376.26	8,952.32				8,952.32
950180600	Community Halls	2018	73,000.00	69,641.92				69,641.92
953180200	B&P Demolition Projects	2018	278,380.00	(10,487.55)				(10,487.55)
928180100	IT Systems	2018	282,000.00	96,220.97				96,220.97
983180200	Culverts	2018	100,000.00	63,057.28				63,057.28
983180400	Urban/Rural Resurfacing	2018	4,309,200.00	(83,238.12)				(83,238.12)
983180500	Rural Resurfacing	2018	3,487,400.00	318,218.28				318,218.28
983180600	Gravel Resurfacing	2018	1,787,890.00	320,660.80				320,660.80
983181000	Streetlight Program	2018	110,000.00	8,536.67				8,536.67
997180100	Landfill Siteworks	2018	177,000.00	19,061.18				19,061.18
942190201	KLPS Printers	2019	3,500.00		1,424.17			1,424.17
942190301	KLPS Camera/Recorders	2019	36,900.00		6,335.34			6,335.34
942190401	KLPS Vehicle Replacements	2019	152,007.00		51,483.02			51,483.02
991190101	Emergency Traffic Lights	2019	-	(22,997.78)				(22,997.78)
								-
	Total		16,471,509.53	1,155,055.61	59,242.53	88,492.72	88,557.25	1,391,348.11

Capital Projects on Target to be Closed by Current Completion Dates as of June 30, 2019									
Job	Description	Budget Year	Total Approved Budget December 31, 2019	Total Spending December 31, 2019	Remaining Budget December 31, 2019	Closing Date	Initials	% Complete	Comments
932130701	***Fire Services Central Training Facility	2014	75,000.00	426.80	74,573.20	December 31, 2020	VK	0%	PROJECT EXTENSION APPROVED CW2019-111 Multi year project requiring additional funding. Master Fire Plan recommendation MFP T-1 "That a Central Training Facility be established to incorporate all aspects, facilities and equipment discussed in this plan." Approved in 2014 budget was \$50,000 with a current project balance of \$ 74,573.20. No budget was approved in 2015, 2016 and 2017 and the project balance is not enough to complete the project.
950151801	***Logie Park M/Y 2015-2019	2015	4,551,002.22	2,741,880.31	1,809,121.91	June 30, 2020	LD	75%	Construction is underway and project is on target
950153301	***Shoreline Restoration M/Y 2015-19	2015	685,184.00	369,982.03	315,201.97	June 30, 2020	LD	60%	Construction is underway and project is on target
932171001	***SCBA Gear	2017	1,500,000.00	-	1,500,000.00	December 31, 2020	VK	0%	Multi year project. RFP is currently being evaluated. Expected completion Q2 2020
997170200	Landfill Siteworks	2017	875,000.00	678,872.75	196,127.25	December 31, 2020	LP	80%	Seeding to be done in Spring. Remaining budget will be used for the design and approval of Compost Pond valve chamber
950180500	Arenas & Pools	2018	3,317,000.00	1,777,139.93	1,539,860.07	December 31, 2020	LD	50%	Projects & Construction underway and on target
953180102	***City Hall HVAC M/Y 2018-2020	2018	1,090,000.00	181,718.11	908,281.89	June 30, 2022	LD	40%	Project is underway, work will be ongoing throughout the year. Additional funds to be added to project from the 2020 Capital budget
983181400	Gravel Road Rehabilitation M/Y 2018-20	2018	3,475,350.00	2,126,542.85	1,348,807.15	June 30, 2021	LP	61%	Multiyear project. Completion expected in 2021
987180100	Airport Siteworks	2018	211,500.00	318,419.74	(106,919.74)	December 30, 2020	LP	50%	Projects underway. All projects are being done in conjunction with one another. Estimated completion Q2 2020

Job	Description	Budget Year	Total Approved Budget December 31, 2019	Total Spending December 31, 2019	Remaining Budget December 31, 2019	Closing Date	Initials	% Complete	Comments
987180300	Airport Capital Plan	2018	35,000.00	31,929.60	3,070.40	June 30, 2021	LP	50%	Multiyear project. Estimated completion in 2021
928190100	IT Systems	2019	635,000.00	368,264.58	266,735.42	December 31, 2020	JC	50%	Hardware purchases ongoing and Backup NOC comms buildout in progress
999190101	***Document & Record Management System	2019	421,000.00	355,022.07	65,977.93	June 30, 2021	JC	75%	Multi-year project, on target
932190100	Fire Facilities	2019	270,000.00	215,430.23	54,569.77	June 30, 2020	VK	90%	Projects on target for completion
932190104	***Mariposa Fire Station M/Y 2019-20	2019	1,960,000.00	31,629.83	1,928,370.17	June 30, 2020	VK	10%	Projects on target for completion
932190300	Fire Equipment	2019	255,000.00	93,749.76	161,250.24	June 30, 2020	VK	0%	All projects are underway and expected to be completed on time.
938190101	Paramedic Facilites	2019	20,000.00	11,498.89	8,501.11	June 30, 2020	AS	50%	Project is on target, still have to purchase supplies for FIT Testing Machine
938190200	Paramedic Fleet	2019	750,000.00	477,524.12	272,475.88	June 30, 2020	AS	50%	Project is on target, decals, equipment, radios etc still need to be purchased
938190300	Paramedic Equipment	2019	155,000.00	133,559.85	21,440.15	June 30, 2020	AS	75%	Project is on target, more equipment yet to be purchased
942190101	Police Computers	2019	44,500.00	24,177.51	20,322.49	June 30, 2020	LR	50%	On target
942190201	Police Printer Replacement	2019	3,500.00	2,075.83	1,424.17	June 30, 2020	LR	80%	On target
942190301	Police Camera/Recorder Replacemen	2019	36,900.00	30,564.66	6,335.34	June 30, 2020	LR	85%	On target
942190401	Police Vehicle Replacement	2019	152,007.00	100,523.98	51,483.02	June 30, 2020	LR	75%	On target
942190501	Police Radio System Upgrade	2019	76,500.00	56,002.86	20,497.14	June 30, 2020	LR	75%	On target
942190601	Police MDT Upgrade/Backup	2019	11,000.00	-	11,000.00	June 30, 2020	LR	0%	On target
950190100	Parkland Siteworks	2019	1,267,000.00	592,510.83	674,489.17	December 31, 2020	LD	60%	Projects underway and on target
950190103	***Bobcaygeon Beach Park M/Y 2019	2019	2,000,000.00	270,995.20	1,729,004.80	June 30, 2022	LD	25%	Construction is underway and project is on target
950190200	Parkland Facilities	2019	915,849.00	476,766.85	439,082.15	June 30, 2020	LD	50%	Projects underway and on target
950190301	***Ops Arena & CC M/Y 2019-21	2019	250,000.00	13,500.00	236,500.00	June 30, 2022	LD	25%	Project design is underway
953190200	B&P Equipment	2019	456,000.00	467,049.21	(11,049.21)	June 30, 2020	LD	90%	Projects are underway and on target
969190100	Victoria Manor Facilites & Equipment	2019	401,476.00	128,619.83	272,856.17	June 30, 2020	PK	40%	Projects are underway and on target
994190100	Transit - Stops & Shelters	2019	75,000.00	32,719.22	42,280.78	June 30, 2020	TB	75%	Expect completion in June 2020
994190300	Fleet - Equipment	2019	3,984,535.00	3,722,223.04	262,311.96	June 30, 2020	TB	95%	Most projects are complete, additional equipment ordered, waiting for delivery and final invoicing
983190200	Culverts	2019	940,250.00	115,461.95	824,788.05	June 30, 2020	LP	15%	Project underway. Estimated completion Q2 2020

Job	Description	Budget Year	Total Approved Budget December 31, 2019	Total Spending December 31, 2019	Remaining Budget December 31, 2019	Closing Date	Initials	% Complete	Comments
983190300	Urban/Rural Reconstruction	2019	8,370,351.00	6,235,394.86	2,134,956.14	June 30, 2020	LP	70%	Project underway. Estimated completion Q2 2020
983190400	Urban/Rural Resurfacing	2019	5,114,748.00	4,562,104.96	552,643.04	June 30, 2020	LP	70%	Project underway. Estimated completion Q2 2020
983190500	Rural Resurfacing	2019	3,450,935.00	3,204,572.22	246,362.78	June 30, 2020	LP	80%	Project underway. Estimated completion Q2 2020
983190600	Gravel Resurfacing	2019	1,403,689.00	1,346,690.16	56,998.84	June 30, 2020	LP	80%	Project underway. Estimated completion Q2 2020
983190700	Lifecycle Management	2019	2,019,800.00	1,285,853.11	519,946.89	June 30, 2020	LP	60%	Project underway. Estimated completion Q2 2020
983190900	Sidewalks	2019	342,586.00	347,768.07	(5,182.07)	June 30, 2020	LP	95%	Project underway. Estimated completion Q2 2020
983191000	Streetlights	2019	517,000.00	446,577.38	70,422.62	June 30, 2020	LP	80%	Project underway. Estimated completion Q2 2020
983191100	Traffic Signals	2019	115,000.00	6,375.26	108,624.74	June 30, 2020	LP	10%	Project underway. Estimated completion Q2 2020
983191300	Municipal Drains	2019	46,000.00	34,173.54	11,826.46	June 30, 2020	LP	70%	Project underway. Estimated completion Q2 2020
983191400	Parking Lot - 322 Kent St W	2019	68,000.00	11,091.84	56,908.16	June 30, 2020	LP	15%	Project underway. Estimated completion Q2 2020
987190100	Airport Siteworks	2019	155,000.00	55,511.34	99,488.66	June 30, 2020	LP	50%	Projects underway. All projects are being done in conjunction with one another. Estimated completion Q2 2020
987190200	Airport Facilities	2019	38,000.00	25,873.52	12,126.48	June 30, 2020	LP	50%	Projects underway. All projects are being done in conjunction with one another. Estimated completion Q2 2020
987190300	Airport capital Plan	2019	45,000.00	25,418.62	19,581.38	June 30, 2021	LP	50.00	Multiyear project. Estimated completion in 2021
983200700	2020 Early Start - Lifecycle Management	2020	1,100.00	-	1,100.00	June 30, 2021	LP	0%	Payment made by Developer for road repair, 983200700 - Lifecycle Management Program
997190100	Landfill Siteworks	2019	2,650,000.00	2,187,820.69	462,179.31	June 30, 2020	LP	75%	2 projects underway. Cell 4/5 seeding to be in Spring. Irrigation System awaiting ECA documents.

Job	Description	Budget Year	Total Approved Budget December 31, 2019	Total Spending December 31, 2019	Remaining Budget December 31, 2019	Closing Date	Initials	% Complete	Comments
997190200	Lindsay Landfill Electric System	2019	55,000.00	14,434.09	40,565.91	June 30, 2020	LP	75%	Draft proposal with recommendations to be complete Q2 2020
	Total		55,287,762.22	35,736,442.08	19,337,320.14				

Capital Projects Requesting an Extension										
*** Multi-year projects are indicated with ***										
Project	Description	Budget Year	Total Approved Budget December 31, 2019	Total Spending December 31, 2019	Remaining Budget December 31, 2019	Closing Date	Extension Date Requested	Initials	% Complete	Comments
Multi-year projects requesting an Extension										
928151500	***ERP System M/Y 2015-2019	2015	3,200,218.00	3,088,249.82	111,968.18	December 31, 2019	December 31, 2020	KK	90%	System development remaining. Expected completion Q4 2020
928171901	***P&R Software M/Y 2017-19	2017	180,000.00	135,477.49	44,522.51	December 31, 2019	June 30, 2020	LD	90%	Delay in product availability, awaiting delivery of equipment
932170201	***Bethany Fire Hall Replacement M/Y 2017-19	2017	1,098,309.00	1,090,225.12	8,083.88	December 31, 2019	June 30, 2020	VK	95%	Requires extension. PO 901709 issued. Multi Year Project. Project delayed start due to Kawartha Conservation civil redesign requirement. Expected completion Q3 2019. Landscaping has not been completed.
Multi-year Subtotal			4,478,527.00	4,313,952.43	164,574.57					
Projects requesting an extension for final invoicing and clearance										
997130801	Eldon Landfill	2013	292,000.00	185,597.64	106,402.36	December 31, 2019	December 31, 2020	LP	95%	Extension Required - Q4 2020 - Project complete. Awaiting Certificate of Requirement and final payment of legal fees
953170501	***68 Lindsay St M/Y 2017-19	2017	12,700,000.00	13,169,166.49	(469,166.49)	December 31, 2019	December 31, 2020	RS	90%	Pending final contract adjustments and clearance
998170300	Water Distribution & WW Collection	2017	3,204,206.00	2,992,394.61	211,811.39	December 31, 2019	December 31, 2020	LP	50%	Extension Required - Q4 2020 - Pending final contract adjustments and clearance
983170800	WWW Road Restoration	2017	400,775.00	242,254.77	158,520.23	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Pending final contract adjustments and clearance
Invoicing Subtotal			16,596,981.00	16,589,413.51	7,567.49					
Projects requesting extensions										
983160600	Urban/Rural Reconstruction	2016	4,851,494.00	3,303,543.42	1,547,950.58	December 31, 2019	December 31, 2020	LP	70%	Extension Required - Q4 2020 - Project underway. Ellice St, Mary St and Elliot St final approvals and permits needed
997166101	Pump Chamber Construction	2016	250,000.00	165,266.25	84,733.75	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Project underway. Waiting for special order piping
998160201	Water Operations Monitoring System	2016	150,000.00	78,693.74	71,306.26	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - OCWA Bobcaygeon Pilot project remaining to be completed
998160501	Pinewood Production Well	2016	254,456.45	181,833.80	72,622.65	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Source Protection Plan amendment outstanding
998160801	Fenelon Falls Watermain Upgrades	2016	64,400.00	59,956.77	4,443.23	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Ellice St, Mary St, and Elliot St final approvals and permits needed

Project	Description	Budget Year	Total Approved Budget December 31, 2019	Total Spending December 31, 2019	Remaining Budget December 31, 2019	Closing Date	Extension Date Requested	Initials	% Complete	Comments
998161101	Peel/York Watermain Design	2016	50,000.00	63,369.19	(13,369.19)	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Downtown reconstruction project remaining to be completed
998161501	Wastewater Operating Monitoring System	2016	150,000.00	63,499.69	86,500.31	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - OCWA Bobcaygeon Pilot project remaining to be completed
932172201	Coboconk Fire Hall Upgrades	2017	637,786.00	595,837.26	41,948.74	December 31, 2019	June 30, 2020	VK	95%	Requires Extension to complete. Project awarded by tender and underway, PO903511. Expected completion Q2 2020. Project extension required for contractor to complete work.
983170100	Bridges	2017	3,006,214.00	2,618,597.33	387,616.67	December 31, 2019	December 31, 2020	LP	50%	Extension Required - Q4 2020 - Project underway. Mill Pond Bridge "B" EA complete. Detailed design ongoing
983170300	Urban/Rural Reconstruction	2017	6,259,100.00	5,639,007.85	620,092.15	December 31, 2019	December 31, 2020	LP	50%	Extension Required - Q4 2020 - Project underway. Downtown reconstruction project remaining to be completed
998170100	Watermain Replacement	2017	767,714.00	521,532.94	246,181.06	December 31, 2019	December 31, 2020	LP	50%	Extension Required - Q4 2020 - Canal design ongoing, land needed, TSW coordination
932180100	Fire Facilities	2018	356,000.00	321,683.58	34,316.42	December 31, 2019	December 31, 2020	VK	85%	Requires extension to September 2020 to complete firehall repair projects
932180300	Fire Equipment	2018	230,000.00	221,093.91	8,906.09	December 31, 2019	December 31, 2020	VK	90%	Requires extension to allow delivery of equipment ordered
950180100	Parkland Siteworks	2018	2,267,698.80	1,827,081.93	440,616.87	December 31, 2019	December 31, 2020	LD	80%	Requesting Extension to Sept 30, 2020 - waiting for Wilson Estate and 50/50 reconciliations. Due to weather last year all projects were delayed, Mayor Flynn park is the last project to be caught up because of these weather considerations
950180200	Parkland Facilities	2018	319,872.00	253,448.94	66,423.06	December 31, 2019	December 31, 2020	LD	75%	Requesting to extend to December 31, 2021 Garnet Graham Washroom demo - money was approved for rebuild in 2020 capital budget therefore can move forward with the 2019 demo
953180100	B&P Facilities	2018	1,401,108.66	1,232,317.76	168,790.90	December 31, 2019	June 30, 2020	LD	80%	Extend to Q2 2020 due to weather delays for parking lots & final invoicing for Council Chamber project. Additionally, make Old Gaule Wall to M/Y project & include 2020 SP funding and pending Lease agreement with Historical Society, closing date requested, June 30, 2021.
983180100	Bridges	2018	3,152,320.00	2,732,493.99	419,826.01	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Fenelon Falls EA ongoing

Project	Description	Budget Year	Total Approved Budget December 31, 2019	Total Spending December 31, 2019	Remaining Budget December 31, 2019	Closing Date	Extension Date Requested	Initials	% Complete	Comments
983180300	Urban/Rural Reconstruction	2018	6,895,615.00	5,492,834.40	1,402,780.60	December 31, 2019	December 31, 2020	LP	65%	Extension Required - Q4 2020 - Construction complete. Design on going - Fenelon Falls, Downtown - Angeline, Kent Street, Colborne Schedule B EA ongoing
983180700	Road Lifecycle Extension	2018	1,219,800.00	555,739.44	664,060.56	December 31, 2019	December 31, 2020	LP	80%	Extension Required - Q4 2020 - funding 2019 carry over projects remaining to be completed
983181100	Traffic Signal Program	2018	100,000.00	24,658.57	75,341.43	December 31, 2019	December 31, 2020	LP	50%	Extension Required - Q4 2020 - Kent St West design project outstanding
983181200	Parking Lots	2018	171,000.00	116,892.29	54,107.71	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Downtown Parking Strategy as per PAR2018-057 underway
998180300	Water Distribution & WW Collection	2018	5,197,800.00	3,838,545.98	1,359,254.02	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Construction complete. Ongoing design projects
998180400	Water Treatment Program	2018	502,000.00	348,776.44	153,223.56	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Canadiana Shores Source Protection Plan outstanding
998180500	Wastewater Treatment	2018	784,000.00	653,402.52	130,597.48	December 31, 2019	December 31, 2020	LP	75%	Extension Required - Q4 2020 - Product order was insufficient, new product on order. Once received installation is required
950190300	Recreation Facilities	2019	2,391,000.00	1,345,364.60	1,045,635.40	June 30, 2020	December 31, 2020	LD	50%	Request extension to December 31, 2020 to ensure we have time for possible spring weather delays.
950190400	P&R Equipment	2019	115,000.00	72,763.46	42,236.54	June 30, 2020	December 31, 2020	LD	65%	Request extension to December 31, 2020 to ensure we have time for possible spring weather delays.
950190500	Cemetery Siteworks	2019	100,000.00	67,372.20	32,627.80	June 30, 2020	December 31, 2020	LD	65%	Request extension to December 31, 2020 to ensure we have time for possible spring weather delays.
953190100	B&P Facilities	2019	962,000.00	305,704.35	656,295.65	June 30, 2020	December 31, 2020	LD	25%	Requesting extension to Dec 31, 2020 as some projects have changed to multi year in 2020 Capital Budget
Extensions Subtotal			42,606,378.91	32,701,312.60	9,905,066.31					
Total of all projects requesting extensions			63,681,886.91	53,604,678.54	10,077,208.37					

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number ED2020-008

Meeting Date: March 10, 2020

Title: Listing Properties on the Heritage Register

Description: Proposed listing of a number of properties on the heritage register as properties of cultural heritage value or interest

Ward Number: All

Author and Title: Emily Turner, Economic Development Officer – Heritage Planning

Recommendation(s):

That Report ED2020-008, **Listing Properties on the Heritage Register**, be received;

That the proposed listing of non-designated properties listed in Appendix A be approved; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

In 2017, Council passed the following resolution to allow the addition of non-designated, or listed properties, on the municipal Heritage Register:

CR2017-1051

Moved by Councillor Macklem

Seconded by Councillor Miller

Resolved that Report ED2017-022, **Adding Listed Properties to the Heritage Register**, be received;

That staff be directed to add a Section Two: Properties of Potential Heritage Value or Interest section to the Kawartha Lakes Heritage Property Register;

That the Municipal Heritage Committee identify and include properties of potential heritage interest and value in Section Two of the Heritage Register; and

That the property owners be notified of inclusion on the list and of the nature of the listing.

CARRIED

In response to this direction, staff and the Municipal Heritage Committee identified and commenced a process of identifying and evaluating properties for potential inclusion on the Register as listed properties. The first listed properties were added to the Register in November 2019.

The process for identifying, researching and recommending properties for inclusion on the register is ongoing. At its meeting of January 9, 2020, the Municipal Heritage Committee reviewed a list of properties for potential inclusion on the register and passed the following motion:

KLMHC2020-07

Moved By M. Sloboda

Seconded By R. Macklem

That Report KLMHC2020-03, Review of Proposed Listed Properties, be received; and

That the proposed list of properties for inclusion on the Heritage Register be endorsed by the Municipal Heritage Committee and forwarded to Council for its consideration.

CARRIED

This report addresses that direction.

Rationale:

Interim protection for properties of potential heritage value or interest was introduced under the Ontario Heritage Act following changes to the Building Code Act which took effect in 2006. The changes introduced accelerated building permit review timeframes including 10 days for a house and 20 days for a large building. These accelerated timeframes leave little time for municipalities and municipal heritage committees to assess properties facing demolition that are potentially of heritage value to the community. As a result, amendments were subsequently made to Section 27 of the Ontario Heritage Act to enable a municipality to provide interim protection for properties believed to have cultural heritage value or interest. These properties are known as listed properties.

Legislation does not require municipalities to list properties on their register, but the Ontario Heritage Trust recommends it as a best practice for municipalities. It is a practice undertaken by many municipalities across Ontario as part of their heritage management strategy. Listing has a number of important outcomes which contribute to the long term, sustainable, and transparent management of heritage resources in the municipality.

Unlike designation under Parts IV and V of the Act, listing is an administrative, rather than a legal, process. Listed properties are not designated under the Act and do not have the same controls placed on them. Owners are not required to apply for a heritage permit when they undertake alterations to a listed property and there are no legal restrictions registered on the property title.

The primary implication of listing for property owners is that they are required to provide 60 days' notice to the municipality of their intention to demolish or remove a building or structure on the property. Owners are required to submit their plans for the property to allow an assessment to be undertaken based on both the current and potential uses of the property to come to the best solution for its long-term management. The 60-day period allows for the municipality to assess the structure in detail for potential designation using provincially legislated processes and criteria and either designate the property to provide long term protection or approve the demolition permit. Alternatively, it also allows the municipality and the owner to develop a solution which both preserves the structure and allows for the proposed project to continue, depending on its scope.

Listing is an effective and important planning tool which inventories heritage assets in a community. It creates a framework for assessment regarding a property's heritage value and a clear process for additional protection through designation, should it be warranted. It also creates a balanced approach between not imposing restrictions on a property owner, beyond the notice period for demolition, while allowing the municipality to manage its heritage assets. For a municipality, it allows Council time to receive recommendations from staff and

the municipal heritage committee and make a decision based on sound background research, provincial heritage regulations, the intended use of the property, and municipal planning policies and procedures guiding growth and development.

Listing also provides clarity to property owners, investors and developers regarding the heritage value of a property. By identifying properties with potential heritage value through listing on the Heritage Register, the City ensures that review based on the heritage attributes of the property is an understood part of a redevelopment proposal or an application to demolish a listed property. Listing properties prevents heritage concerns from being raised part way through a development proposal for a property by creating a transparent review process that will occur when an application is received. The Heritage Register is a public document available at the Clerk's Office, in Economic Development, in the Building Division, and on the City's website, allowing for owners and potential purchasers or investors to check quickly to see the heritage status of their property.

The Act does not require that property owners are contacted or that their consent is required for inclusion on the list. However, many municipalities have implemented a process that includes contacting the property owners to inform them of inclusion on the list. This is recognized as a best practice that increases transparency in the process and allows property owners to be informed and involved in the conversation about protecting heritage assets in their community.

Listing in the City of Kawartha Lakes Context

The City of Kawartha Lakes first added listed properties to its Heritage Register in 2019 with the understanding that listing properties was an ongoing process as an important part of its heritage management. The Municipal Heritage Committee and staff are continuously identifying and researching properties for inclusion on the Register. These properties can include buildings, structures, and landscapes. Properties are evaluated based on their architectural, historical, and contextual merit using criteria established in Regulation 9/06 of the Ontario Heritage Act which is used to determine if a property merits designation under Section 29 of the Act. Although there are no specific criteria in the Act for listing properties, the use of Regulation 9/06 as the benchmark for potential listing ensures consistency and transparency in the City's evaluation of heritage resources.

Under the Act, Council must consult with its Municipal Heritage Committee prior to listing properties on the Heritage Register. The Committee has reviewed and endorsed the appended list of properties and is recommending that Council list them on the Heritage Register. The list of proposed properties for inclusion is attached as Appendix A of this report.

The City follows the recommended best practice of notifying owners prior to their properties being listed on the Heritage Register. Owners of properties on the appended list were notified by mail after the Municipal Heritage Committee endorsed the list and are aware that their properties are being considered by Council for inclusion on the Register. They have been invited to reach out to staff if they have any questions or concerns about the process and have been provided with information about the process and implications for their property.

The properties recommended for inclusion on the Heritage Register as properties of cultural heritage value or interest are:

- 1474 Highway 7A, Bethany (Bethany Town Hall)
- 1475 Highway 7A, Bethany (Bank of Toronto)
- 35 Bolton Street, Bobcaygeon (Bank of North America/Bigley's)
- 3343 County Road 36, Bobcaygeon (Boyd House and Barn)
- 49 King Street East, Bobcaygeon (Bobcaygeon Schoolhouse)
- 48 Main Street, Bobcaygeon (The Promoter)
- 6699 Highway 35, Coboconk (Coboconk Train Station)
- 1 Summerside Road, Coboconk (Coboconk Lime Kilns)
- 272 Lake Dalrymple Road, Dalrymple (Dalrymple United Church)
- 220 Morton Lane, Dalton Township (Morton Homestead)
- 340 St. Luke's Road, Downeyville (St. Luke the Evangelist Roman Catholic Church, Manse and Hall)
- 1981 Sturgeon Road, Dunsford (Dunsford United Church)
- 91 Hartley Road, Eldon Township
- 1239 Meadowview Road, Emily Township
- 10 Green Street West, Fenelon Falls (South Ward School/Fenelon Masonic Lodge)
- 4 May Street, Fenelon Falls (McArthur Livery Stable/Fenelon Falls Brewing Co.)
- 5 Dickson Street, Kinmount
- 992 Portage Road, Kirkfield (St. Andrew's Presbyterian Church)
- 38 Bond Street West, Lindsay
- 61 Cambridge Street North, Lindsay (Cambridge Street United Church)
- 317 Kent Street West, Lindsay (Elmholme)
- 65 Sussex Street North, Lindsay (Alexandra Public School)
- 11 Victoria Avenue North, Lindsay (Sylvester House)
- 49 William Street South, Lindsay
- 130 William Street North, Lindsay (Carew Lumber Company Offices)
- 176 Lifford Road, Manvers Township
- 95 Ramsey Road, Mariposa Township
- 155 Hilton's Point Road, Norland (Monck's Landing Barn)
- 24 King Street East, Omemee
- 59 Rose Street, Pleasant Point

These properties represent a selection of important heritage properties throughout the municipality and a summary of the significance of each can be found in Appendix A. They have been evaluated based on Regulation 9/06 of the Act and have been found to have architectural, historical and cultural significance. They are associated with important themes, individuals, and events in the history of the municipality and have architectural significance through their style and craftsmanship. Should a demolition application be received for one of these properties, inclusion on the Register as a listed property would allow Council to fully assess their heritage value to the community and make a decision based on that assessment.

Two of the properties (1474 Highway 7A in Bethany and 6699 Highway 35 in Coboconk) are municipally owned. Both are currently in use as community facilities. The listing of either property does not prevent any proposed future change of use or redevelopment.

Other Alternatives Considered:

No other alternatives are recommended.

Financial/Operation Impacts:

There are no financial implications associated with this report.

Relationship of Recommendation(s) to the 2020-2023 Strategic Plan:

Listing properties on the Heritage Register supports the strategic priority of an Exceptional Quality of Life by supporting and promoting arts, culture and heritage. Listing properties recognizes and promotes heritage resources in the municipality and supports long-term heritage conservation and planning. It is a recognized best practice in heritage resource management and an important part of a proactive municipal heritage planning program.

Listing properties also aligns with the municipality's guiding principle of Open and Transparent because it is a clear and transparent method of identifying and protecting heritage resources. It increases the municipality's management of its heritage resources and provides a provincially-mandated review process for properties that may have heritage value, but are not designated under the Ontario Heritage Act.

Consultations:

Municipal Heritage Committee
Director of Community Services
Manager, Buildings and Property

Attachments:

Appendix A – Proposed Properties for Listing on the Heritage Register



Appendix A
Proposed Listed Pro

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

Properties Eligible for Listing on the Heritage Register of the City of Kawartha Lakes

Under Regulation 9/06 of the Ontario Heritage Act, a property is significant for its cultural heritage value or interest and is eligible for designation if it has physical, historical, associative or contextual value and meets any one of the nine criteria set out below:

The property has design value or physical value because it is

- a) a rare, unique, representative or early example of a style, type, expression, material or construction method,
- b) displays a high degree of craftsmanship or artistic merit, or
- c) demonstrates a high degree of technical or scientific achievement.

The property has historical value or associative value because it,

- a) has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
- b) yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
- c) demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

The property has contextual value because it:

- a) is important in defining, maintaining or supporting the character of an area,
- b) is physically, functionally, visually or historically linked to its surroundings, or
- c) is a landmark.

The following properties have been identified as having met at least one of the criteria.

1475 Highway 7A, Bethany (Bank of Toronto)



1475 Highway 7A is an excellent example of an early twentieth century small town bank and has architectural and contextual significance in Bethany. The building was constructed in 1920 as the Bank of Toronto by Peterborough architect W.R.L. Blackwell, a well-known Peterborough architect who designed a significant number of buildings for the Bank of Toronto between the late 1910s and the early 1940s. The Bethany bank is one of the few that still survive. It is an excellent example of a Classical-style bank building with rusticated quoins, a large cornice and a stepped roofline. The building forms an important part of Bethany's historic commercial core and contributes to its small town, main street character.

1474 Highway 7A, Bethany (Bethany Town Hall)



Bethany Town Hall, constructed in 1912, is an important public building in downtown Bethany and has architectural and historical significance. The first Manvers Township Hall and Council Chambers was built in Bethany in 1877. After the 1911 fire, the hall was rebuilt on a larger scale to accommodate the municipal government and council of Manvers Township. Architecturally, the building is plain but with some specific architectural details which were common during this period, including pilasters, rounded windows, brackets, and a central entrance with a rounded transom. It is notable for its oculus window on the front elevation with four keystones. It was designed by prominent Peterborough architect William Blackwell who was one of the most influential architects in the region in the late nineteenth and early twentieth century. The property also includes the local cenotaph and includes the names of the individuals from Manvers Township who died in the two world wars. There is also a bronze plaque affixed to the Town Hall itself with the names of those who were killed in the First World War, and includes their date and place of death. The Bethany Town Hall is an important historical building in the development of Manvers Township. The listing includes both the building and cenotaph. This property is owned by the City of Kawartha Lakes.

35 Bolton Street, Bobcaygeon (Bank of North America/Bigley's)



35 Bolton Street is a significant downtown building in Bobcaygeon and has both architectural and historical importance. Constructed around 1913, it was originally built for the Bank of British North America which merged with the Bank of Montreal in 1918. Architecturally, it is an excellent example of a Romanesque commercial building and is notable for its extensive use of rusticated limestone throughout both street facing facades. Decorative features include: rounded windows and doors with voussoirs; coursing; and dentils. The building retains its original Bank of British North America sign and crest which is embossed on the east elevation, as well as the Bank of Montreal deposit box. The building also has significance through its architect, William Alexander Langton. Langton was a prominent Toronto architect in the late nineteenth and early twentieth centuries, as well as a founder of the Ontario Association of Architects and one of its early presidents. Langton was also the son of early Verulam settler and prominent politician John Langton and the nephew of artist and writer, Ann Langton. It is a recognized landmark building in downtown Bobcaygeon.

3343 County Road 36, Bobcaygeon (Boyd House and Barn)

3343 County Road 36 in Bobcaygeon has architectural and historical significance in the community as part of the Boyd Estate. The property contains two main features: a stone house and barn complex, both constructed in the late nineteenth century for M.M. Boyd, the son of lumber baron Mossom Boyd, who also entered the lumbering business. The younger Boyd constructed the barn for his cattle who grazed on the nearby Boyd Island as part of his agricultural operations in the area. The barn, one the largest in the region, was designed with this in mind with a unique widow's watch which was, anecdotally, added to allow the cattle on the island to be observed from the property. The house itself is also architecturally significant because of its rubble stone construction. Historically, the property is important because of its associations with the Boyds who played a significant role in the early development of Bobcaygeon. The barn is a local landmark along County Road 36. The listing includes both the barn and historic farmhouse.

49 King Street East, Bobcaygeon (Bobcaygeon Schoolhouse)



49 King Street East has architectural and historical significance as a landmark nineteenth century schoolhouse in Bobcaygeon. The original portion of the building was constructed in 1873 when two brick schoolhouses, including this one and another in Rokeby, were built to replace older log and frame schoolhouses in the community. The school originally contained two classrooms and was expanded in 1889 to serve a growing student population. The building is a good example of a schoolhouse constructed using Romanesque details included its arched windows and doors and buff brick details. It displays a high degree of craftsmanship in its decorative details, most notably the use of buff brick as a contrast to the red brick of the main building. It yields important information regarding the growth of Bobcaygeon as one of the larger settlements in the region and the growing need of educational facilities in the community during this period; it was, at the time of its construction, one of only a handful of two-storey schools outside of Lindsay.

48 Main Street, Bobcaygeon (The Promoter)



48 Main Street has architectural and historical significance in Bobcaygeon. Constructed around the late nineteenth century, it is an excellent example of a Italianate commercial building, and includes decorative features typical of this style including pilasters, decorative brickwork, and dog tooth coursing along the cornice line. The property is also notable for its retained Victorian storefront with a central, recessed entrance.

Throughout its history, the building has been home to a lumber store, a movie theatre, a variety store and is currently home to Bobcaygeon's local newspaper, the Promoter.

The building is also understood to be the commercial building that appears in Group of Seven painter A.J. Casson's painting *Bobcaygeon*, painting around 1935. It is an important part of the historic streetscape of Rokeby, the historic mainland townsite at Bobcaygeon.

6699 Highway 35, Coboconk (Coboconk Train Station)



The former Coboconk Train Station has architectural and historical significance in the village of Coboconk. Constructed in 1908, it replaced an older nineteenth century station that burnt after a lightening strike that year. It is typical of the design used by the Grand Truck Railway for many of its stations at this time and retains many original features. Key features include its bay window and hipped roof with gables. The building has importance as part of the transportation and railway history of Coboconk which was intended as the terminus station for the first phase of the Toronto and Nipissing Railway in the early 1870s. The railway station served as an important communication and transportation hub in the village until the closure of the railway in 1965. The station remains an important community landmark although it has now been moved from its original location. This property is owned by the City of Kawartha Lakes.

1 Summerside Road, Coboconk (Coboconk Lime Kilns)



The Coboconk Lime Kilns are a local landmark in the village of Coboconk and have significance as important historical industrial structures in the community. Constructed in the late nineteenth century, the lime kilns were used to process the abundant natural limestone around the community and the industry became a key part of the local economy. Lime operations in the community supplied material for a variety of industrial, agricultural and construction uses to companies such as the Toronto Brick Company and the Canada Lime Company. These industries survived into the twentieth century although the three kilns from the Toronto Brick Company's operation are the only extant structures. They retain their form and massing although the building that housed them has been removed. The three kilns are well-known local structures and an important part of the historic landscape of the community. The listing includes the three surviving lime kilns on the property.

272 Lake Dalrymple Road, Dalrymple (Dalrymple United Church)



Dalrymple United Church has architectural and historical significance in the community of Dalrymple as a good example of a Gothic Revival church from the early twentieth century. The church was constructed in 1924, the year before the creation of the United Church of Canada and formed part of a much larger pastoral circuit that included charges in Dalton, Carden and what is now Ramara Township where it appears that the Presbyterians and Methodists had already united in some locations by the late 1910s. Architecturally, the church displays the key elements of a rural Gothic Revival church constructed during the early twentieth century, including: the gable roof, simple lancet windows, and limited exterior decoration. In particular, this church is notable for its rose window which is a rare feature on rural churches from this period. The church also has contextual importance as the primary religious structure in Dalrymple and one of its only institutional buildings.

220 Morton Lane, Dalton Township (Morton Homestead)



220 Morton Lane has architectural and historical significance as an early pioneer dwelling in Dalton Township. The property on which the house is located, Lot 22 Concession 8, was settled by pioneer Thomas Morton in 1863 who had emigrated from Scotland as an infant in 1837. He constructed the house in 1864 and lived there with his family until his death in 1926. Architecturally, the house is an excellent surviving example of a squared log home, typical of the type constructed by early pioneers in Victoria County. Constructed on a simple rectangular plan, the house demonstrated the gable roof and dovetailed joints used by many early settlers constructing log cabins of this type. It has historical importance as a surviving dwelling from the early period of settlement in Dalton Township and yields information regarding the lives of early settlers during the mid-nineteenth century.

340 St. Luke's Road, Downeyville (St. Luke the Evangelist Roman Catholic Church, Hall and Manse)



The Church of St. Luke the Evangelist and its associated manse and hall have architectural and historical significance in the community of Downeyville. Constructed in 1858 with additions in the 1880s, the church is an excellent example of a Gothic Revival ecclesiastical building with key retained features including its frontal tower, buttresses, decorative brickwork and lancet windows. The church is of frame construction and was bricked in 1895. The manse was constructed in 1880 and is an excellent example of a Victorian house with steep gable roofs, decorative brickwork and a verandah. The hall was constructed around 1916. The church and its associated buildings have an important history in the community of Downeyville which was settled by Irish Catholics in the early to mid-nineteenth century. The church and its activities were central to the life and development of the community as the primary religious and community institution in the area. The church and its associated buildings are important local landmarks. The listing includes all three historic buildings located on the property.

1981 Sturgeon Road, Dunsford (Dunsford United Church)



Dunsford United Church has architectural and historical significance as a historic place of worship within the community of Dunsford. Constructed in 1886 to replace an older frame church, it is an excellent example of a rural Methodist church constructed in the late nineteenth century. The church, which became the United Church after the merging of the Dunsford Methodist and Presbyterian congregations in 1925, retains important architectural features from the Gothic Revival style as adopted by Protestant Christian congregations, including lancet windows, a steeply pitched gable roof and an entrance porch. The primary decorative elements include the buff brick pilasters and window hoods and the quatrefoil lancet above the entrance. The building has historical significance as part of the historic development of Dunsford whose first Methodist congregation met in the early 1830s in a private home before the construction of their first frame church between 1860 and 1863. It is a landmark property in Dunsford.

91 Hartley Road, Eldon Township



91 Hartley Road, Woodville, is a very old property within the city of Kawartha Lakes and has significant architectural value as an early vernacular dwelling in Eldon Township. The property, Lot 2 Concession 9, was granted from the Crown to the Ashman family, who emigrated from Ireland, in 1829, two years after the first survey of Eldon Township. This house was likely constructed in the early 1830s after the family took possession of the property. William Ashman, who was born in 1818 in Ireland and whose name appears on the property beginning in 1831, served as the Deputy Reeve of Eldon Township in the mid-nineteenth century. The house itself is an excellent example of a Georgian-style vernacular residence from this period featuring return eaves and the symmetrical centre-hall plan layout which is typical of this house type. It is believed that the bricks used in the construction of the house were fired on the property. The listing does not include the contemporary buildings located on the property.

1239 Meadowview Road, Emily Township

1239 Meadowview Road has significance both as an early surviving stone dwelling in Emily Township and as a former stage coach inn. The stone house on the property was constructed in 1846 by Francis Best, who was granted the land on Lot 23 Concession 2 in 1827, and is one of the earliest recorded stone dwellings in Emily Township. Around 1851, Best was granted a license to operate the building as a stage coach inn, reflecting the increased transport in and out of the region in the mid-nineteenth century and the important role of Emily Township as a gateway for settlers into Victoria County, particularly those coming from the Peterborough, Port Hope and Cobourg areas. This property was along the stage coach route between Port Hope and Bobcaygeon and would have been an important stopping point for travellers. From an architectural perspective, the building is an excellent example of Georgian residential design. Oriented on a central hall plan with symmetrical massing, the house displays a number of key features associated with this style including the central entrance with transom and sidelights, sash windows and a hipped roof.

10 Green Street West, Fenelon Falls (South Ward School/Masonic Lodge)



10 Green Street West has architectural and historical value in the community as a nineteenth century stone structure in Fenelon Falls and an important building in the history of local education. Constructed in 1885, the building was originally built as the South Ward School and its construction materials came from the stone reclaimed from the blasting of the canal. In 1898, the school began to offer continuation classes, becoming the first school to offer secondary classes to the central and northern parts of the county. As demand for secondary classes increased, the school expanded until the construction of what is now Fenelon Falls Secondary School adjacent to the old school was constructed in 1932. Currently, the building houses Fenelon Falls' Masonic Lodge, Spry Lodge, which has a long history in the community dating back to the nineteenth century. Architecturally, the building is a good example of a late nineteenth school construction with a gable roof, rounded windows, and a central entrance.

4 May Street, Fenelon Falls (McArthur Livery Stable/Fenelon Falls Brewing Co.)



4 May Street has historical and architectural importance in Fenelon Falls as a late nineteenth century livery stable and stone structure. The building was constructed in the 1880s as part of the McArthur House Hotel and served as their livery stables, which is evident in the construction of the building from its simple layout, lack of ornamentation and rough stone walls. It is an excellent example of a stone building in the community using local limestone in uneven courses. It is one of the few nineteenth century stone buildings in the community and has important connections to the community because of its role as part of the McArthur House Hotel, an important local business in the late nineteenth century. The building is an important local landmark in Fenelon Falls and on the Trent Severn Canal.

5 Dickson Street, Kinmount



5 Dickson Street has architectural and historic significance in Kinmount. The house was constructed in the 1880s by Alexander Watson, a local businessman and later purchased by A.Y. Hopkins who owned a block of stores in the town in the late nineteenth and early twentieth centuries. The house is an excellent example of a Queen Anne style residence and has a number of key features of this style. These include its asymmetrical massing and layout, round lower windows with radiating voussoirs, projecting bays with gables, and both hipped and gable roofs. It also retains an entrance porch with ornate woodwork. The house is an important part of Kinmount's nineteenth century built heritage.

992 Portage Road, Kirkfield (former St. Andrew's Presbyterian Church)



The former St. Andrews's Presbyterian Church has architectural and historical importance in the village of Kirkfield. The church, the third constructed in the village, was built in 1905 and is an excellent example of an early twentieth century Gothic Revival church. The large corner tower and single window in the sanctuary are typical of Presbyterian church building around this time. In particular, the church is notable for the interior of the nave which possesses a significant collection of historic stained glass and an open timber roof. The church has important historical connections with the history of the village whose historically Scottish population established the first Presbyterian church in the village in 1862. The present church was constructed by local railway magnate Sir William Mackenzie, a significant local figure both locally and nationally for his role in the development of the railway in Canada in the late nineteenth and early twentieth century. The church forms an important part of the historic landscape of Portage Road and Kirkfield's historic core.

38 Bond Street West, Lindsay



38 Bond Street West has architectural significance as a good example of a Georgian residence. Likely constructed around 1853, this house appears on the 1875 Bird's Eye View Map of Lindsay. The property was first purchased in 1852 by physician Peter Henry Clark who likely had the house constructed. It was then purchased by local merchant Silas Bigelow in 1871; Bigelow was the son of Hiram Bigelow who came to Lindsay and purchased the Purdy Mill in 1844. Architecturally, the house is built on a Georgian centre-hall plan with a central entrance and symmetrical massing and incorporates Classical design elements including: a hipped roof; wide eaves; curved windows; raised window hoods with quoins; pilasters; and a central entrance with transom. The verandah does not appear on the 1875 map or late nineteenth century fire insurance maps and is likely a later addition, although it complements the Classical style of the house as a whole. It is a good example of this type of house constructed in the mid-nineteenth century and contributes to the historic streetscape of Bond Street which is primarily comprised of large houses from this period.

61 Cambridge Street North, Lindsay (Cambridge Street United Church)



Cambridge Street United Church has architectural and historical importance within the town of Lindsay. The core of the church was constructed in 1871 as Cambridge Street Methodist Church, and gradually added to as the congregation grew throughout the late nineteenth and early twentieth century with major expansions in 1886 and 1929. The church is an excellent, representative example of late nineteenth century Gothic Revival ecclesiastical architecture and demonstrates a number of key features of that style including: its lancet windows with tracery; decorative brickwork; gable roof; and buttresses. The church has historical importance as the oldest Methodist, later United, congregation in Lindsay. It contributes to the historic landscape of Cambridge Street North with is primarily comprised of late nineteenth-century homes.

317 Kent Street West, Lindsay (Elmholme)

317 Kent Street West has architectural and historic importance in Lindsay as a significant nineteenth century estate house. The house was constructed around 1860 and is an excellent example of a Victorian home, retaining key decorative elements of the style. The house displays two front gables with steeply pitched roofs, typifying this house type, as well as rounded, grouped windows with buff brick hoods, a bay window on the ground floor and paired chimneys. The house is particularly notable for its decorative wooden bargeboard, which was used frequently throughout the mid-nineteenth century. Historically, the house also has significance as the childhood home of Albert Matthews, the Lieutenant Governor of Ontario between 1937 and 1946. Matthews was the longest serving Lieutenant Governor of the province and was born in Lindsay in 1873.

65 Sussex Street North, Lindsay (Alexandra Public School)



Alexandra Public School was constructed in 1910 and is an important building both architecturally and historically in the town of Lindsay. Architecturally, the school is an excellent example of a Beaux Arts style school constructed in the early decades of the twentieth century. Like many schools constructed in this style during the Edwardian period, its design integrated new ideas about school safety and comfort, including large windows, increased ventilation and wide hallways. It displays many Classical design features which are typical of this style, including its columns, wide cornice, rustication on the quoins and foundation, coursing, and its unique roofline. Named in honour of Queen Alexandra, the wife of King Edward VII, the school opened in 1911 and has operated continuously since that time. It is an important educational facility in the history of Lindsay and provides information regarding the growth of the town and its public institutions in the early decades of the twentieth century.

11 Victoria Avenue North, Lindsay (Sylvester House)



11 Victoria Avenue North has architectural, historical and contextual importance in Lindsay. The house was designed by local businessman Richard Sylvester for his family and is an extremely significant late nineteenth century mansion constructed in the Victorian style. The buff brick house displays unique architectural features including: its corner tower with decorative gables and bargeboard; polychromatic roof; decorative brickwork and coursing; and decorative bargeboard. Sylvester, who owned the property, was an influential and important local figure who owned the Sylvester Factory which manufactured agricultural implements and shipped them across Canada and was a major local employer. The location of the house adjacent to Victoria Park, which Sylvester donated as parkland, and on a prominent corner lot make it a landmark property in the town of Lindsay.

49 William Street South, Lindsay

49 William Street South has architectural and historical significance in the town of Lindsay. Constructed in 1877, architecturally it is a rare and unique example of a Second Empire style house constructed in wood. Outside of Atlantic Canada, the majority of Second Empire buildings built in Canada in the late nineteenth century were constructed with brick and this is one of a limited number of examples of a wooden Second Empire style house in Ontario. The house retains a number of key features of this style including: the characteristic bellcast mansard roof; dormer windows with decorative bargeboard; ornate window surrounds; brackets; elaborate board and batten siding and a bay window on the south elevation. The house has historical significance through its first owner, James W. Dunsford, who represented Victoria in the Legislative Assembly of the Province of Canada from 1861 to 1866. He also served in the local militia, as the Reeve of Verulam and, later, the Police Magistrate for the Town of Lindsay.

130 William Street North, Lindsay (Carew Lumber Company Offices)



130 William Street North in Lindsay has architectural and historical significance as the offices of the Carew Lumber Company. Architecturally, the building is an excellent example of a nineteenth century corner commercial building. Constructed in the Italianate commercial style, which was extremely prevalent during this period, the office displays the key characteristics associated with this building type, namely a flat roof, bays divided by pilasters, contrasting lintels and sills, and decorative brickwork. The office is a remaining structure from the Carew Lumber Company which began operations in Lindsay in 1891 and, at one time, had a large sawmill operation on this site north of the Wellington Street Bridge. It was Lindsay's last remaining sawmill operation. Its founder, John Carew, was a significant figure in Lindsay in the late nineteenth and early twentieth centuries, serving as the Conservative MPP for Victoria South beginning in 1914 and operating a number of industrial businesses in Lindsay. He was also the president of the Lindsay Central Exhibition, governor of Ross Memorial Hospital, and served on the Board of Education.

176 Lifford Road, Manvers Township



176 Lifford Road has architectural significance in the City of Kawartha Lakes as the only known surviving nineteenth-century octagon house in the municipality. Constructed around 1872, the property is only one of two known houses constructed in this manner built in what is now Kawartha Lakes in the late nineteenth century; the other, built in Lindsay in the mid-century, was demolished in 1981. Octagon houses became a fad around the middle of the nineteenth century after the publication Orson Squire Fowler's *The Octagon House: A Home for All* (1848) which advocated for octagons as the best house shape; this trend died out by the end of the century. These houses are now rare across North America and 176 Lifford Road is an excellent, intact example of this house style. The house retains original design elements, including its wraparound porch which is a reconstruction. The house was built by farmer Thomas McKee who purchased Concession 9, Lot 13 of Manvers Township, on which it is located, in 1865.

95 Ramsey Road, Mariposa Township



95 Ramsey Road is an important example of an early stone farmhouse in Mariposa Township. Likely constructed in the 1860s, the property was owned at the time by Scottish immigrant John Carmichael who lived there beginning in the late 1840s; the house is marked on the 1877 map of Victoria County. As with many pioneer homestead throughout the county, it is likely that this house replaced an older log or frame home as when the farm became established. Architecturally, the house is an excellent example of an Ontario Gothic cottage, and one of a few notable examples constructed in stone in Mariposa Township. Built using block coursed ashlar, the house features the typical gable roof and central gable of this architectural style. It retains its central lancet window in the gable, as well as its decorative bargeboard and central entrance with transom and sidelights. It is an important property as a mid-nineteenth century farmstead in Mariposa Township.

155 Hilton's Point Road, Norland (Monck's Landing Barn)

The barn located at 155 Hilton's Point Road is an important example of an early twentieth century barn and has architectural significance in the municipality. The land on which the barn is located was originally settled by Edward Stephens, an Irish immigrant who was granted the patent for the land from in 1864. The Stephens family owned the property well into the twentieth century; the farm and its root crops were noted in the 1889 Ontario Department of Agriculture Annual Report. The barn itself was constructed in the early twentieth century, believed to be soon after the First World War, to replace an older barn that had collapsed in a windstorm. It was constructed by local stone mason Ed Valentine who built a barn that is unique in the municipality as a barn fully constructed of stone, with the exception of its flared gambrel roof and gable ends. It is an important example of both stone and barn construction in the municipality.

24 King Street East, Omemee



24 King Street East is an excellent example of a Victorian-era Italianate commercial building in downtown Omemee. Constructed in the late nineteenth century when it served as McNeely's General Store, the main portion of the building is comprised of two storeys with a lower storey storefront, with an adjacent smaller building. The building includes bays divided by pilasters, which is typical of this style, with dog tooth coursing and is particularly notable for its eyebrow dormers. The property also includes an adjacent, smaller commercial structure also constructed in the Italianate style. Although limited in decoration, the building has a notable pediment along its roofline drawn from Classical architecture. The two buildings on the property are important examples of small town late nineteenth century commercial architecture and contribute to a cohesive historic landscape in downtown Omemee comprised primarily of two and three-storey commercial structures from this period.

59 Rose Street, Pleasant Point



59 Rose Street in Pleasant Point is an excellent example of an early twentieth century cottage and has architectural and historical value in the local community and on Sturgeon Lake. The lots on which the cottage is located was part of the first subdivision of property from the John Hay property in 1910 which formed the cottage community of Pleasant Point. The lots were first purchased in 1911 by James Dickson and it is likely that the cottage was constructed soon after. It is an excellent example of an early twentieth century recreational cottage and displays the rustic aesthetic typical of cottages from this period, including features such as the rubble stone chimney, wooden siding, gable roof, and simple massing. One of its unique architectural features is its roof turret. The cottage is part of a virtually intact historic streetscape along Rose Street comprised primarily of cottages constructed in the 1910s and 1920s and is a contributing property to the character of Pleasant Point.

The Corporation of the City of Kawartha Lakes
Committee of the Whole Report

Report Number HS2020-002

Meeting Date: March 10, 2020

Title: Employment Service System Transformation Update

Ward Number: All

Author and Title: Rod Sutherland, Director Human Services

Recommendation(s):

That Report HS2020-002, **Employment Service System Transformation Update**, be received for information; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

On October 8, 2019 Council received an overview presentation on the provincial Employment Service System Transformation.

In February 2019 the government announced its plan to transform Ontario's Employment Services by introducing a new model to manage the system more effectively. The transformation will integrate three employment programs currently under Employment Ontario, Ontario Works and the Ontario Disability Support Program into one system to be managed by a new Employment Service System Manager (ESSM). ESSMs will fall under the authority of the Ministry of Labour, Training and Skills Development.

Three prototype regions were chosen to implement the new model effective October 1, 2020. The three regions are Peel Region, the Hamilton-Niagara region, and Muskoka-Kawarthas. For the purpose of this prototype, the Muskoka-Kawarthas region includes Kawartha Lakes, Haliburton County, the District of Muskoka, Peterborough County, the City of Peterborough and Northumberland County.

A Call for Proposals was completed by the province in the fall of 2019 to select the new ESSM. Kawartha Lakes submitted a proposal as part of a consortium bid with the City of Peterborough (as lead), the District of Muskoka and Northumberland County.

Rationale:

On February 14, 2020 the province announced that Fleming College was the successful applicant to be the ESSM in Muskoka-Kawarthas.

The successful applicant for the Region of Peel was WCG Services, a private, for-profit organization based in British Columbia. WCG is a subsidiary of the APM Group, an Australian corporation.

For Hamilton-Niagara, the successful proposal was from a consortium of non-profit organizations, led by New York based Fedcap Inc. The consortium includes the Canadian Council on Rehabilitation and Work, Operation Springboard, Corbrook and Community Living Toronto.

The transformation will see the new ESSM oversee employment services that integrate services currently being delivered through Ontario Works (managed by the City's Human Services Department), Ontario Disability Support Program (managed directly by the Province) and Employment Ontario service providers such as VCCS in Lindsay.

Fleming College currently has campuses in Lindsay, Haliburton, Peterborough and Cobourg. Fleming CREW (Community Resources for Employers and Workers) is a specialized division of Fleming College and is currently an Employment Ontario service provider in Peterborough and Haliburton.

The City and the Human Services Department has a long standing relationship with Fleming College and Fleming Crew. We anticipate our positive, collaborative relationship will continue with their new role as ESSM. It is unknown at the time of writing this report how Fleming College will oversee the new ESSM and deliver services in each of the prototype communities.

For Kawartha Lakes the implementation of the new model will result in an annualized reduction of \$800,000 in provincial funding effective October 1, 2020, to coincide with the transfer of responsibility for direct employment services to the new ESSM as of that date.

While this direct employment services role is being transferred to the ESSM, Human Services staff will be taking on new responsibilities for Life Stabilization supports. A new Common Assessment Tool, yet to be developed by the province, will be completed with people applying for or in receipt of Ontario Works. This will assist staff in delivering the elements of Life Stabilization services that are required to improve employment outcomes.

Staff are awaiting details of what Life Stabilization services entail and the interaction with employment services being managed by the ESSM. The provision of these services and supports, for example housing, mental health, addiction counselling and domestic violence supports, are expected to better enable individuals to participate in employment services.

Financial/Operation Impacts:

The reduction in employment services funding is part of the Ontario Works Program Delivery funding, representing approximately 20% of the total provincial subsidy in that budget area. This funding currently supports direct Employment Related Benefits to social assistance recipients (such as transportation, licenses, work-related supplies and equipment etc.), the provision of a number of employment programs for recipients (workshops and job specific training such as Smart Serve, Customer Service etc.). as well as staff wages.

The significant extent of these changes will result in a full review of the City's OW service delivery model. Once further details of the changing responsibilities are provided by the province, staff will be able to further develop and define what the new model entails and assess service impacts.

There is not expected to be a net budget impact in 2020 based on the reduced funding effective October 1, 2020. With the \$200,000 subsidy reduction for 2020, staff can reduce gross spending in this budget area for the fourth quarter accordingly as the scope and level of services change. Additionally, there may be an opportunity to secure additional one-time funding from the Ministry of Children, Community and Social Services to assist with the transition to the new model. These discussions have been initiated.

Further updates to Council will be provided as information comes available.

Department Head E-Mail: rsutherland@kawarthalakes.ca

Department Head: Rod Sutherland

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number HH2020-002

Meeting Date: March 10, 2020

Title: Canada-Ontario Housing Benefit

Author and Title: Hope Lee, Manager, Human Services (Housing)

Recommendation(s):

That Report HH2020-002, **Canada-Ontario Housing Benefit**, be received for information purposes; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Funding

The Canada-Ontario Housing Benefit (COHB) is a federal-provincial benefit which is launching April 1, 2020. COHB is a program of the 2017 National Housing Strategy. On December 19, 2019 the federal and provincial governments announced that they had mutually agreed on program design for this \$1.46 billion benefit program (split evenly between the provincial and federal government).

Objective

The purpose of the program is to increase the affordability of rental housing by providing an income tested, portable housing benefit payment directly to the eligible household. The benefit is attached to the household not the physical unit. As long as they remain eligible they can take the benefit with them as they move to a different unit or even a different community.

The program will build on Ontario's Portable Housing Benefit – Special Priority (PHB-SPP) Policy program. When COHB becomes available (April 2020) the households currently receiving the PHB-SPP will be required to apply to the new program (COHB).

Target and Outcomes

The province anticipates that 5,000 households will receive assistance in the first year and over 40,000 households will be assisted by 2027-28 when the program ends.

The program is expected to achieve positive outcomes to recipients including:

- A better connection to housing assistance to achieve housing affordability and stability
- Access is more immediate to the benefit rather than waiting on community housing waiting list for a number of years
- Lower percentage of income spent on rent
- Reduced likelihood of returning to an emergency shelter
- More choice and opportunities
- Improved household financial well-being
- Better quality of life

The province will work with Canada Mortgage and Housing Corporation (CMHC) to assess program impact on recipients over the course of the program as well as support research on the long-term impacts.

Calculation

The maximum monthly benefit is based on the difference between 80% of the average market rent for an appropriately sized rental unit, based on the household composition and 30% of the applicant households annual adjusted net

income. Social assistance recipients have a separate calculation to avoid a reduction in their benefits. In this case the COHB fills the gap between the social assistance shelter payment and the actual shelter costs, up to a maximum amount.

Households that have been found to be eligible may also receive first and last month's rent assistance directly from the Service Manager, where appropriate.

Priority Groups

The program is to assist low income households and primarily intended to support vulnerable individuals and households in housing need. Under the National Housing Strategy vulnerable populations include:

1. Group A
 - Persons experiencing or at risk of homelessness;
 - Survivors of domestic violence and human trafficking;
 - Indigenous persons;
 - Seniors; and
 - People with disabilities.
2. Group B
 - Households living in community housing that are not receiving affordability support.

Service Managers are responsible to consider the priority groups in the following order:

- Vulnerable household types from Group A
- Vulnerable household type from Group B
- Non-targeted households

Service Managers must exhaust all options for vulnerable households before identifying non-targeted households for the program.

Eligibility – New Applicant

Household members must meet the following to be eligible:

- Reside permanently in Ontario;
- Either
 - Canadian Citizen; or
 - Permanent resident; or
 - Made application for status as a permanent resident; or
 - Has made a claim for refugee protection;
- Be on the community housing waiting list or eligible to be on such a list or be living in community housing;
- Not be in receipt of, or part of a household in receipt of rent geared to income assistance, a COHB benefit or any other government funding housing benefit, with the exception of social assistance shelter payments;

- Consent to be removed from the community housing waiting list of the Service Manager where the application was completed and approved; and
- Not reside in a home suitable for year round occupancy within or outside Ontario which is owned by a member of the household within 90 days of being determined eligible (must sell their legal or beneficial interest within 12 months from being determined eligible and continue to be renter households).

Eligibility – Annual Renewal

Annually each spring those receiving the benefit must complete an annual review to determine both their ongoing eligibility and benefit amount. Those who do not return their annual forms by the renewal deadline will no longer be eligible.

At renewal and each year thereafter, household members must continue to:

- Reside in Ontario
- Be a renter household
- Not be in receipt of, or part of a household in receipt of rent geared to income assistance, a COHB benefit or any other government funding housing benefit, with the exception of social assistance shelter payments

Households who are receiving a nil benefit payment for 24 consecutive months will lose their eligibility and will be automatically exited from the program.

Portability

The benefit is fully portable across Ontario. Participants can continue to receive a benefit when they move to a rental unit in another Service Manager area.

Program Roles and Responsibilities

The Ministry of Municipal Affairs and Housing (MMAH) will undertake the following activities:

- Program design, funding and accountability, in partnership with CMHC
- Determine average market rents
- Flow eligible funding to the Service Manager
- Arrange for a program call centre to respond to inquiries (Service Ontario)

Service Managers will undertake the following activities:

- Select households that may be eligible and distribute application forms to them
- Ensure households have been informed of the benefits and risks
- Ensure households have consented to disclosure of their personal information to the Canada Revenue Agency (CRA), MMAH and Ministry of Finance (MOF)
- Complete the Service Manager portions of the application form
- Collect and send completed applications to MOF
- Collect required information on intake

- Providing first and last month's rent payments to eligible households (to be reimbursed by MMAH as appropriate)
- Submitting quarterly payment claims to MMAH
- Notify MOF of certain events such as the households acceptance of an offer of RGI housing
- Completion and distribution of T5007 tax slips to households to report first and last months' rent payments for income tax purposes

Ministry of Finance will undertake the following activities:

- Distribute application forms to the Service Manager
- Process applications including verification of applicants
- Determine eligibility
- Calculate benefit amounts
- Make payments
- Complete in year reviews in partnership with MMAH
- Provide monthly reports to MMAH on participation rates and funding expensed
- Complete and distribute T5007 tax slips to households to report the benefit for income tax
- Respond to enquiries

Service Ontario will undertake the following activities:

- Operate the Information Centre to respond to program enquiries and receive account changes from participating households

Rationale:

Kawartha Lakes and Haliburton Funding

Kawartha Lakes has received the allocation letter for 2020-22 for the service area, which includes both Kawartha Lakes and the County of Haliburton, as follows:

- 2020-21: \$202,921
- 2021-22: \$265,886

The incremental increase in funding is to make benefits available to new households. Funding for existing households who were approved in previous years and who remain eligible for payments are administered by the province.

Funding allocations are provided on a "use it or lose it" basis and funding from one fiscal year cannot be reallocated to future years. Therefore, by December 31st of each year, Kawartha Lakes must be able to project 90% spending of the annual allocation by the end of the fiscal year (March 31st). The number of eligible households approved will be limited in any year by the amount of funding available to Kawartha Lakes.

Kawartha Lakes and Haliburton Priority Groups

While the program will be provincially delivered with little local flexibility, Kawartha Lakes in its role as Service Manager does have a role to play which includes identifying the households who may be eligible and assisting them with submitting an application.

Over the past years, Kawartha Lakes in its role as Service Manager has offered both the provincial PHB-SPP and a municipally funded portable benefit through the Community Housing Waiting List. To date offers have been made to well over 100 eligible individuals with only six of those accepting (3 PHB-SPP and 3 non-targeted). While there are approximately 1,800 households on the Community Housing Waiting, many are specifically waiting on one of the community housing units. The requirement to withdraw from housing waiting list has been the most common reason for turning down the portable housing benefit.

Kawartha Lakes in its role as Service Manager also manages a homelessness By-Name List. To date Kawartha Lakes has used portable housing benefits, the majority of which are provided through municipal homelessness dollars, to support approximately 30 individuals with housing affordability. To date these portable benefits are available only to those who also have a high level of acuity and therefore are also receiving intensive supports through municipally allocated provincial homelessness funding.

However, also on the by name list are individuals with lower acuity and the need for only financial housing assistance. To date all the resources invested are for those requiring intensive supports.

Based on this local information Kawartha Lakes will target this benefit to the following priority groups in the following sequence until funding is fully allocated:

1. Special priority households (victims of domestic violence and human trafficking) either currently receiving the provincial PHB-SPP or on the Community Housing Waiting List (receiving or on the list as of April 1st, 2020 for the first intake)
2. Lower acuity households on the homelessness By Name List (on the list as of April 1st, 2020 for the first intake)
3. Senior households currently on the Community Housing Waiting List with the newest application date (on the list as of April 1st, 2020 for the first intake)

Kawartha Lakes and Haliburton Targets and Outcomes

It is difficult to estimate how many households will be assisted annually due to the calculation model. If we used the Province's estimate of assisting over 5,000 households in the first year with approximately \$28M, we could estimate for year one in Kawartha Lakes and Haliburton assisting approximately 36 households. This uses an average benefit payment of \$5,600/year or \$465/month.

The greatest outcome expected locally is connecting homeless households to housing assistance, improving their overall well-being and quality of life.

The second greatest outcome would include minimizing the time seniors may wait on community housing waiting lists and providing them with more housing choice.

In all cases Kawartha Lakes in its role as Service Manager will ensure that households are assisted in both Kawartha Lakes and the County of Haliburton.

Other Alternatives Considered:

None.

Financial/Operation Impacts:

There will be no municipal financial impact to Kawartha Lakes or the County of Haliburton.

Service Managers may claim a one-time administration payment of \$250 per approved application to an annual cap of 5 percent of the annual planning allocation (approximately \$10,000 in year one). This payment is to assist with the role and responsibility of the Service Manager. This program and its requirements will be absorbed within existing positions.

Funding in the annual planning allocation will be used to pay the monthly benefit to the household for the initial year and any administration payments and/or reimbursement of first and last months' rent claimed by the Service Manager. For example, if the household is approved for a benefit of \$465 a month in April 2020 and was provided with \$1,892 for first and last months' rent, this household could reduce the Service Manager's annual planning allocation by \$7,722. This includes \$5,580 (\$465 x 12 months), \$1,892 for first and last months' rent assistance (based on a 1-bedroom monthly average market rent) and \$250 for administration.

In order for Kawartha Lakes to assist more households, it will likely provide first and last months' rent through homelessness prevention funding as this is already an approved benefit under the local policy to an eligible low income household.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

This program has a relationship to the goal of An Exceptional Quality of Life by improving the well-being of residents.

Consultations:

None

Attachments:

Appendix A – 2020-22 Allocation Letter



Kawartha Lakes
2020-21 Allocation L

Department Head E-Mail: rsutherland@kawarthalakes.ca

Department Head: Rod Sutherland

**Ministry of
Municipal Affairs
and Housing**

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**Ministère des
Affaires municipales
et du Logement**

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December 20, 2019

His Worship Andy Letham
Mayor
City of Kawartha Lakes
26 Francis Street
P.O. Box 9000
Lindsay ON K9V 5R8

Dear Mayor Letham:

Yesterday, Minister Hussen and I announced details about the exciting work our governments have been doing to launch the upcoming **Canada-Ontario Housing Benefit** program under the National Housing Strategy.

This highly anticipated program will provide a portable housing benefit directly to thousands of Ontario households. We expect over 5000 households will receive critical housing assistance in the first year of the program, which includes about 1500 households transitioning from Ontario's Portable Housing Benefit – Special Priority Policy program for survivors of domestic violence and human trafficking.

By 2027-28, we expect over 40,000 households will be assisted, with a total program spend of up to \$1.46 billion split evenly between the provincial and federal governments.

Our government for the people understands the importance of housing that is affordable, adequate and accessible, and that meets the needs of Ontario's diverse communities and populations. Despite the significant fiscal challenges that our government continues to face, we have committed to supporting critical housing investments and to leveraging federal funding through new provincial investments.

The Canada-Ontario Housing Benefit

I am now pleased to provide more information on the Canada-Ontario Housing Benefit, which will begin in April 2020.

As you may know, our government committed to co-design, cost-match and deliver this program. The Province has since finalized negotiations with the federal government and has received the necessary funding and program design approvals to proceed with

implementation. My Ministry is now working hard to ensure the program will launch in April 2020, with payments to households beginning as early as that month. As communicated last April, all households in the province's Portable Housing Benefit – Special Priority Policy program will be supported through the larger Canada-Ontario Housing Benefit. Our Ministry will provide these households with a seamless transition through the annual renewal process.

To maximize our existing investments and processes set up for similar programs and to ensure portability across the province, the Canada-Ontario Housing Benefit will be provincially-delivered. The Ministry of Finance will determine eligibility, calculate the benefit, provide payments directly to households and manage the annual renewal process. Portability provides recipients the freedom to choose where to live and make the housing choices that are best for them, whether in the private market or in community housing.

Other key program design details include:

- Assistance will be provided to households that are on, or eligible to be on, a social housing waiting list.
- Assistance will be prioritized to the following vulnerable household types: survivors of domestic violence and human trafficking, persons experiencing or at-risk of homelessness, Indigenous persons, seniors and people with disabilities.
- Priority will also be given to households that will no longer receive assistance as a result of expiring social housing operating agreements/mortgages and/or federal-provincial housing programs.
- Benefit calculation will be based on the difference between 80 per cent of average market rent and 30 per cent of monthly income (consistent with the benefit calculation for Ontario's Portable Housing Benefit Framework and the Portable Housing Benefit – Special Priority Policy program).
- Social assistance recipients will have a separate maximum benefit calculation to avoid a reduction in social assistance entitlements.
- Households may receive first and last month's rent assistance, if needed.
- Monthly benefit amounts may be adjusted in-year under select circumstances (e.g., change in household composition, decrease of 20 per cent or more in household income).

As the organizations that deliver most housing and homelessness prevention programs, Service Managers will have a vital role to play at the local level. This includes identifying and selecting households to apply for the program and assisting households with the application process.

The program will provide up to the following amounts to assist households approved in the City of Kawartha Lakes' service area for the first two fiscal years:

- 2020-21: **\$202,921**
- 2021-22: **\$265,886**

Please note that your annual planning allocation will be the incremental funding available for new households approved in your service area each fiscal year (i.e., \$202,921 in 2020-21, \$62,966 in 2021-22). Funding for existing households who were

approved from your service area in previous fiscal years and who remain eligible for payments will be administered by the province (i.e., \$202,921 in 2021-22).

These planning allocations were determined using the same funding methodology used in the recently launched Ontario Priorities Housing Initiative, which ensures appropriate geographic distribution of funding.

To help offset administration costs, you may claim administration cost reimbursement at the rate of \$250 per approved household, up to 5 per cent of your annual planning allocation.

My Ministry will provide program dollars to the Ministry of Finance for payments to households. Service Managers may claim administration costs and amounts paid for first and last month's rent assistance on a quarterly basis.

Next Steps

Additional details on the Canada-Ontario Housing Benefit, including program guidelines and application forms, will be shared with your staff in the new year. Should you have any immediate questions, please contact Ravi Bhusia, Manager, Program Development & Analysis Unit at 416-585-6526 or Ravi.Bhusia@ontario.ca.

I am pleased that our government is able to continue to support the important work that you do to improve housing outcomes in your community. I look forward to continuing our exciting work together as we launch the final shared investment under the National Housing Strategy – the Canada-Ontario Housing Benefit.

Yours truly,



The Honourable Steve Clark
Minister of Municipal Affairs and Housing

- c. Mr. Ron Taylor, Chief Administrative Officer, City of Kawartha Lakes
Ms. Hope Lee, Administrator/Manager of Housing - Housing Help Division; Chief Executive Officer - Kawartha Lakes-Haliburton Housing Corporation

The Corporation of the City of Kawartha Lakes
Committee of the Whole Report

Report Number SOC2020-001

Meeting Date: March 10, 2020

Title: Community Drug Strategy

Author and Title: Jamie Clysdale, Program Supervisor

Recommendation(s):

That Report SOC2020-001, **Community Drug Strategy**, be received; and

That the formation of a community-based Advisory Group to support the Haliburton, Kawartha Lakes, Northumberland Drug Strategy, facilitated by City staff, be endorsed; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

On October 8, 2019 a presentation of the Haliburton, Kawartha Lakes, Northumberland Drug Strategy was made at Committee of the Whole by Megan Deyman, Strategy Co-ordinator, and Mark Mitchell, Chief of Kawartha Lakes Police Service.

At the Council Meeting of October 22, 2019, Council adopted the following resolution:

CW2019-188

That Human Services staff be directed to report back to Council by end of Q1 2020 with options for convening a community-based advisory group to support the Haliburton, Kawartha Lakes, Northumberland Drug Strategy.

This report addresses this direction.

Rationale:

Across Ontario approximately 33 community drug strategies have been developed to respond to substance use-related harms and issues faced by communities, service providers, health care systems, and all levels of government.

The purpose of the Haliburton, Kawartha Lakes, Northumberland (HKLN) Drug Strategy is to facilitate a collaborative, evidence-based approach to minimize the risks and harms associated with substance use in each community.

The Strategy was developed under the direction of a Steering Committee and supported by a Co-ordinator funded through the Ontario Trillium Foundation. The three-year funding term for the Co-ordinator position and the development of the Strategy ended in December 2019.

The October 8th presentation at Committee of the Whole summarized the Strategy and discussed strengths and challenges related to its implementation in the three regions. Most partners participating in the development of the strategy identified the need for an organizing body to help with the implementation. Currently there is no organization or body overseeing the priorities or recommendations.

To assist in monitoring and addressing the priorities of the Strategy, it is recommended that an independent, community-based advisory body be established.

City staff, through the Human Services Department, are able to facilitate the process to establish this body. Similar to the development of the Poverty

Reduction Roundtable in 2016, City staff will co-ordinate a meeting of community partners and stakeholders to seek a community-based structure.

The outcome of this process will be communicated to Council at its conclusion.

Other Alternatives Considered:

Other options exist to develop this advisory group, primarily with other organizations facilitating the process. However, as the municipality has extensive experience in similar processes and has a significant role to play in broader community well-being, it can co-ordinate this process relatively quickly and seamlessly.

Financial/Operation Impacts:

There are no financial commitments relating to this process to establish an advisory group. It is anticipated that participation will be on a voluntary basis or with the assignment of in-kind contributions of existing resources.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The development and implementation of the Drug Strategy relates directly to improving the health and well-being of residents.

Department Head E-Mail: rsutherland@kawarthalakes.ca

Department Head: Rod Sutherland, Director Human Services

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number FIRE2020-001

Meeting Date: March 10, 2020

Title: Emergency Management Program

Description: Update to the City of Kawartha Lakes Emergency Management Program and Bylaw

Ward Number: All

Author and Title: Mark Pankhurst, Fire Chief

Recommendation(s):

That Report FIRE2020-001, **Emergency Management Program**, be received;

That, in accordance with the **Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9**, the by-law to repeal and replace By-law 2004-157, as outlined in Appendix A to the report, be enacted to adopt the City of Kawartha Lakes Emergency Management Program and Emergency Response Plan;

and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The **Emergency Management and Civil Protection Act, R.S.O.1990, Chapter E.9** requires that municipalities:

- Develop and implement an emergency management program, which shall consist of:
 - an Emergency Response Plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality as the Community Emergency Management Coordinator (C.E.M.C.), and designate an alternate(s);
- Establish an Emergency Management Program Committee;
- Establish an Emergency Control Group;
- Establish an Emergency Operations Centre to be used by the Emergency Control Group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer, and designate alternate(s).

Rationale:

The City is required to report to the Office of the Fire Marshal and Emergency Management (OFMEM) on an annual basis regarding the status of its emergency management program. The City has been compliant with the Act since 2003, when the legislation was first enacted.

The passage of the new by-law will serve to confirm the City of Kawartha Lakes Emergency Management Program using the Incident Management System (IMS) and consolidate previous plan and appointment by-laws into one program by-law.

The City of Kawartha Lakes Emergency Response Plan has been in effect for many years and was adopted in 2004. The Emergency Response Plan (Appendix A) is an all-hazards based document that is intended to guide the City's overall response to large-scale emergencies, disasters or business interruptions. The attached version of the Emergency Response Plan was drafted by the Community Emergency Program Committee and has been updated to reflect the City's reorganization, and some procedural

recommendations from OFMEM. The appendices to the Emergency Response Plan contain hazard and risk specific details and procedures, as well as personal information. As such, the plan appendices are confidential. The appendices are updated regularly as new hazards and risks are identified, and as contact information changes.

The training exercises held over the last several years with the members of the Emergency Control Group have all been based on the Incident Management System.

Other Alternatives Considered:

There are no recommended alternatives.

Financial/Operation Impacts:

There are no budget and financial implications to this report.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This updated emergency management plan aligns within A Healthy Environment objective 3.2 which is to update the City's community preparedness plan. The plan is considered to be an 'all hazards' plan and is updated to current best practices using the Incident Management System.

It also aligns with Municipal Service Excellence 3.3.1 which is to review and adopt best municipal practices and continue to review operational efficiencies using lean methodology. This emergency management plan follows recommendations by the Ontario Fire Marshal Emergency Management for best practices. It also consolidates all the components of the program required by legislation into one bylaw.

Consultations:

Office of the Fire Marshal and Emergency Management, Field Officer

Attachments:

Appendix A – Bylaw Emergency Management Program



Appendix A to
Report FIRE2020-00:

Appendix B – Schedule A to Bylaw Emergency Management Program



Appendix B Report
FIRE2020-001 Emerg

Department Head E-Mail: mpankhurst@kawarthalakes.ca

Department Head: Mark Pankhurst, Fire Chief

The Corporation of the City of Kawartha Lakes

By-Law 201-

A By-law to Repeal and Replace Bylaw 2004-157 to adopt an Emergency Management Program and Emergency Response Plan in accordance with the requirements of the Emergency Management and Civil Protection Act in the City of Kawartha Lakes

Recitals

1. The **Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 and Ontario Regulation 380/4** (the “Act”) sets out that every municipality in the province is required to:
 - Develop and implement an emergency management program, which shall consist of:
 - An Emergency Response Plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
 - Designate an employee of the municipality as the Community Emergency Management Coordinator (C.E.M.C.), and designate an alternate(s);
 - Establish an Emergency Management Program Committee;
 - Establish an Emergency Control Group;
 - Establish an Emergency Operations Centre to be used by the Emergency Control Group in an emergency; and
 - Designate an employee of the municipality as its Emergency Information Officer, and designate alternate(s).
2. It is prudent that the Emergency Management Program developed under the Act be in accordance with international best practices, including the five core components of emergency management; mitigation, prevention, preparedness, response and recovery;
3. The purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 201- .

Section 1.00: Definitions and Interpretation

- 1.01 **Definitions:** In this by-law,

“Community Emergency Management Coordinator (C.E.M.C.) means the person appointed by by-law to develop, implement and maintain the emergency management program;

“City”, “City of Kawartha Lakes” or “Kawartha Lakes” means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

“City Clerk” means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

“Council” or “City Council” means the municipal council for the City;

“Fire Chief” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.

1.02 Interpretation Rules:

(a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

(b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

1.03 Statutes: References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

1.04 Severability: If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

Section 2.00: Emergency Management Program

2.01 An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the core components of emergency management, namely: mitigation, prevention, preparedness, response and recovery, and such program shall include:

- a. Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- b. Public education on risks to public safety and on public preparedness for emergencies; and
- c. Any other elements required by the standards for emergency management set under the Act or by Emergency Management

Ontario.

- 2.02 The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster resilient community.

Section 3.00: Emergency Response Plan

- 3.01 The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the “Plan”).
- 3.02 The Plan shall be reviewed annually by the C.E.M.C. and the City’s Emergency Management Program Committee. The C.E.M.C. is authorized to make changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational, and contact updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
- 3.03 When an emergency exists but has yet to be declared to exist, City employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety, and welfare of the inhabitants of the City.

Section 4.00: Community Emergency Management Coordinator

- 4.01 That the Fire Chief, is hereby appointed as the primary C.E.M.C. responsible for the emergency management program for the City including maintenance of the Plan, training, exercises, public education and other such duties and responsibilities as outlined in the Act.
- 4.02 The Deputy Fire Chief’s and Executive Assistant to the Fire Chief are hereby appointed as alternate C.E.M.C. to act in place of the primary C.E.M.C. in his/her absence.

Section 5.00: Emergency Management Program Committee

- 5.01 The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
- Mayor
 - Chief Administrative Officer
 - C.E.M.C.
 - Director of Public Works
 - Director of Development Services

- Director of Community Services
- Director of Corporate Services
- Director of Engineering and Assets
- Director of Human Services
- Fire Chief
- Paramedic Chief
- Clerk
- Solicitor
- Manager of Communications, Advertising and Marketing

Representatives from the following community partner agencies and organizations or their designates, will be invited to participate in Emergency Management Program Committee meetings, as deemed necessary and appropriate:

- Haliburton, Kawartha, Pine Ridge District Health Unit
- Kawartha Lakes Police Chief
- OPP Detachment Commander
- Kawartha Region Conservation Authority

- 5.02 The Chief Administrative Officer is hereby appointed as Chair of the Emergency Management Program Committee.
- 5.03 The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Section 6.00: Emergency Control Group

- 6.01 The persons from time to time holding the following positions in the municipality, shall be members of the Emergency Control Group:
- Mayor
 - Chief Administrative Officer
 - C.E.M.C.
 - Director of Public Works
 - Director of Development Services
 - Director of Community Services
 - Director of Corporate Services
 - Director of Engineering and Assets
 - Director of Human Services
 - Fire Chief
 - Paramedic Chief
 - Kawartha Lakes Police Chief
 - OPP Detachment Commander
 - Clerk
 - Manager of Communications, Advertising and Marketing

Staff from other municipal Divisions and community agencies and organizations may be called upon to work in the Emergency Operations Centre in support of the Emergency Control Group to implement procedures, offer advice, and provide the necessary services required for emergency response and recovery activities.

Section 7.00: Emergency Operations Centre

7.01 A primary and alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centre's are identified in Appendix A to the Plan.

Section 8.00: Emergency Information Officer

8.01 The City's Manager of Communications, Advertising and Marketing is hereby appointed as the primary Emergency Information Officer to guide the implementation of the City's Emergency Information Plan, Appendix E to the Plan.

Section 9.00: Administration

9.01 The Plan shall be made available to the public on the City's website, and upon request at Kawartha Lakes Fire Rescue Service Headquarters during regular business hours.

9.02 The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario.

Section 10.00: Administration and Effective Date

10.01 **Administration of the By-law:** The Fire Chief is responsible for the administration of this by-law.

10.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

Section 11.00: Repeals

11.01 **Repeal:** By-law 2004-157 Emergency Management Program By-law is repealed.

By-law read a first, second and third time, and finally passed, this [redacted] day of [redacted], 201[redacted].

Andy Letham, Mayor

Cathie Ritchie, City Clerk

City of Kawartha Lakes Emergency Response Plan

Emergency Response Plan approved by the Council of the Corporation of the City of Kawartha Lakes Schedule A to By-law XXXXXX dated XXXX XX XXXX.

This Emergency Response Plan is a public document with the exception of all appendices, which are deemed CONFIDENTIAL (See Section 2 – Authority)

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Emergency Response Plan

Foreword

Emergencies and disasters – either natural or manmade – can happen anywhere at any time. Sometimes prior warning is provided, but many times this is not the case. The result can cause disruptions in normal operations and channels of communication, and may stretch available resources for response and recovery.

The City of Kawartha Lakes is committed to providing leadership and guidance to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety, and welfare of citizens; the protection of property and the environment; and the provision of effective and timely response and recovery operations as much as reasonably possible.

The City of Kawartha Lakes Emergency Management Framework is based on a continuous improvement model, and includes the following:

- Training and Exercise Programs;
- Emergency Operations Centres;
- Identification of key roles and responsibilities;
- Public Education;
- Liaison with internal City departments and external agencies; and
- Emergency Response Plan and supporting plans.

Figure 1 provides an illustration of the overall Emergency Management Program. This outline is subject to change as the program is continuously updated and improved.

City of Kawartha Lakes Emergency Management Program

Background	Education	Emergency Operations Centre(s)	Plans	Liaison
Authority <ul style="list-style-type: none"> - Emergency Management & Civil Protection Act & Regulations - Other applicable legislation - City policies and procedures Assessment <ul style="list-style-type: none"> - Hazard, Risk, and Vulnerability Assessment - Documentation - Reviews and audits - Corrective / preventive action plans 	Public Education <ul style="list-style-type: none"> - General information (Media, Social Media, Website, Print Resources, Presentations) Training / Exercise <ul style="list-style-type: none"> - Seminars, training, drills, tabletop, functional and full scale exercises Community Partner/Agency <ul style="list-style-type: none"> - Hazard specific education, training and exercises - Facility drills 	<ul style="list-style-type: none"> - Roles & responsibilities - Standard operating procedures - Resources - Response priorities - Communications - Department representation - Other Operations Centres: <ul style="list-style-type: none"> • Reception / Evacuation Centres • Media Centre 	Emergency Response Plans All Hazards ERP <ul style="list-style-type: none"> - Emergency Information Plan - Communications Plan - Flood Plan - Contingency Plans - Business Continuity - Corporate & Divisional Plans - Other plans as required 	Internal <ul style="list-style-type: none"> - City Departments, Police, Fire, Paramedics - Emergency Operations Group External <ul style="list-style-type: none"> - Mutual Aid/Mutual Assistance Partners - Community Partner Agencies Volunteers <ul style="list-style-type: none"> - Red Cross

Figure 1

Section 1

Purpose

The City of Kawartha Lakes Emergency Response Plan has been prepared to provide overall guiding principles to City staff in planning for, responding to, and recovering from a potential or actual emergency or disaster. This helps to limit the impact on people, property and the environment, and allows for the continuation of local government. The broad scope of the document allows a flexible response to any emergency situation, while at the same time provides some specific information including how to activate the Emergency Operations Centre and how to make a Declaration of Emergency. The Plan will also be used as a tool to communicate how the City of Kawartha Lakes will prepare and respond before, during, and after a disaster. The plan will be provided to other organizations that are required to understand the City's actions and methodologies during these events.

The City of Kawartha Lakes Emergency Response Plan is supported by detailed plans that further define the roles and responsibilities of City departments, as well as the City's response to specific hazards and threats. As they are developed, these hazard specific plans will be attached as appendices to the Emergency Response Plan.

The purpose of this Emergency Response Plan is to:

- a) Comply with the Emergency Management and Civil Protection Act, Section 3 (1) and Ontario Regulation 380/04 that require a municipality to have an Emergency Response Plan;
- b) Establish, by By-law, a Council-approved policy document titled: "Emergency Response Plan". The Emergency Response Plan shall be used during an emergency and shall include:
 - i. the approval of Incident Management System (I.M.S.) as the response system/process to be used to provide a co-ordinated, early response to an emergency, using the resources available, in order to protect the health, safety, welfare and property of the inhabitants of the emergency area. I.M.S. can also be used prior to the declaration of an emergency and through the recovery stage of an emergency;
 - ii. the establishment of a procedure for the formal declaration and termination of an emergency within the City;
 - iii. the establishment of an Emergency Control Group (E.C.G.) and an Emergency Operations Centre (E.O.C.) with a mandate to:
 - a. provide support to the emergency incident site(s),

- b. provide for the requirements of the broader affected area, and;
 - c. provide for business continuity for the Corporation and the community.
- iv. the provision of both an effective training program and the deployment of all resources required in an emergency situation in the City of Kawartha Lakes.

Section 2

Authority

The authority for the development, content, and implementation of the Emergency Response Plan is provided or referenced in the following legislation, regulations, policy statements, standards and bylaws:

- a) Emergency Management and Civil Protection Act;
- b) Ontario Regulation 380 /04;
- c) Incident Management System (I.M.S.) for Ontario Doctrine
- d) Accessibility for Ontarians with Disabilities Act / Ontario Regulation 429/11 and 191/11;
- e) Canadian Standards Association (C.S.A.) Canadian Emergency Management and Business Continuity Program Standard (C.S.A. Z1600);

Section 3

Application

All elected or appointed municipal officials of the Corporation of the City of Kawartha Lakes have an obligation to be aware of the contents of this Emergency Response Plan and must be prepared, at all times, to carry out the functions and responsibilities assigned to them.

Section 4

Confidentiality of Plan

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56

The Municipal Emergency Response Plan is a public document excluding the appendices which are deemed confidential.

As stated in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990:

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to,

- (i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;

Section 9 (1) A Head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,

- (a) The Government of Canada;
- (b) The Government of Ontario or the Government of a Province or Territory in Canada;
- (c) The Government of a Foreign Country or State;
- (d) An agency of a government referred to in clause (a), (b) or (c) or;
- (e) An international organization of states or a body of such an organization.

Section 10 (a) A Head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied;

Section 13: A Head may refuse to disclose a record when disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

Section 5

Incident Management Systems (I.M.S.)

a) I.M.S. Overview:

The I.M.S. provides standardized organization structures, functions, processes and terminology for use at all levels of emergency management in Ontario, and is consistent with internationally recommended practices.

I.M.S. is a scalable approach based on a series of principles and concepts that include the following:

- All incident responses can be organized using five functional areas of activity: Command, Operations, Planning, Logistics, and Finance & Administration.
- I.M.S. is applicable at all incidents and by all levels of response (for example, on-site response and Emergency Operations Centre support/responses).
- The system is scalable and modular. Ontario's I.M.S. doctrine can be considered a toolbox for incident response. Only the tools needed for each incident are used.
- The use of common terminology and criteria ensures mutual understanding amongst responders and facilitates the exchange of resources.

The I.M.S. applies a functional approach to emergency management. In doing so, it allows for the utilization of available personnel to fulfill the required functional roles regardless of their normal daily positions and assignments within the City. It is important to note that some functional requirements in the Emergency Operations Centre (E.O.C.) are best suited to individuals who possess the required training, competency, and professional skills to fulfill the functional responsibilities.

The five functions of the I.M.S. listed in the following chart (Section 5 B) are the responsibility of the E.O.C. Commander. The first arriving Emergency Control Group (E.C.G.) member will assume the function of the E.O.C. Commander. The E.O.C. Command function may be transferred as other members of the E.C.G. arrive. The E.O.C. Commander has the authority to delegate functions as required, and in doing so may establish each functional area as the need arises (tool box approach). The general practice is the more complex the incident, the larger the command structure in order to effectively and efficiently manage the incident.

The E.O.C. Commander is responsible for ensuring all functions of the I.M.S. are completed regardless if he/she chooses to delegate the function or not.

b) I.M.S. Key Functions and Responsibilities:

The five key functions of I.M.S. are: Command, Operations, Planning, Logistics, and Finance/Administration. Detailed responsibilities for each of the I.M.S. functions are found in Sections 7 to 20.

Function	General Responsibilities
E.O.C. Commander	Responsible for the overall management of the E.O.C. facility and assigned resources within the E.O.C., and the provision of support to Site Incident Command.
Safety Officer (Site) / Risk Officer (E.O.C.) Command Staff	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. The Risk Officer provides advise with respect to risk exposure, due diligence, and claims handling procedures, when applicable. (This function is not usually delegated, but remains as the Command responsibility.)
Emergency Information Officer (E.I.O.) Command Staff	Responsible for the development of emergency information regarding the incident and its release to the public. Command must approve all emergency information that the E.I.O. releases.
Liaison Officer Command Staff	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan (I.A.P.), as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the E.O.C. Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics-related section of the E.O.C. Incident Action Plan, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

It is important to note that the five (5) key functions of the Incident Management System are consistent throughout the Planning, Mitigation, Response and Recovery stages of an Emergency.

c) I.M.S. Definitions:

Refer to Appendix C.

d) I.M.S. Principles:

The following seventeen (17) standard principles provide guidance for implementation of the key functions:

- | | |
|--------------------------------------|--|
| 1. Standard Terminology | 10. Integrated Communications |
| 2. Applicability | 11. Sustainability |
| 3. Management by Objectives | 12. Modular & Scalable Organization |
| 4. Simplicity & Flexibility | 13. Information Management |
| 5. Standardization | 14. Inter-Organizational Collaboration |
| 6. Interoperability | 15. Comprehensive Resource Management |
| 7. Unity of Command | 16. Designated Incident Facilities |
| 8. Span of Control | 17. Accountability |
| 9. Consolidated Incident Action Plan | |

e) Municipal Hierarchy

Unlike other emergency services, the Corporation has no official designated ranking structure as found in the chain of command of emergency services (i.e. from Recruit to Chief). However, the corporate structure has a natural inferred hierarchy that is applicable to an Incident Management System.

The following applies to the City of Kawartha Lakes Emergency Control Group (E.C.G.) for the purpose of implementing the Incident Management System. Listed in descending order:

Chief Administrative Officer
Department Directors/Chiefs
Division Managers/Deputy Chiefs
Supervisors/ Foreman / Coordinators
Other Staff

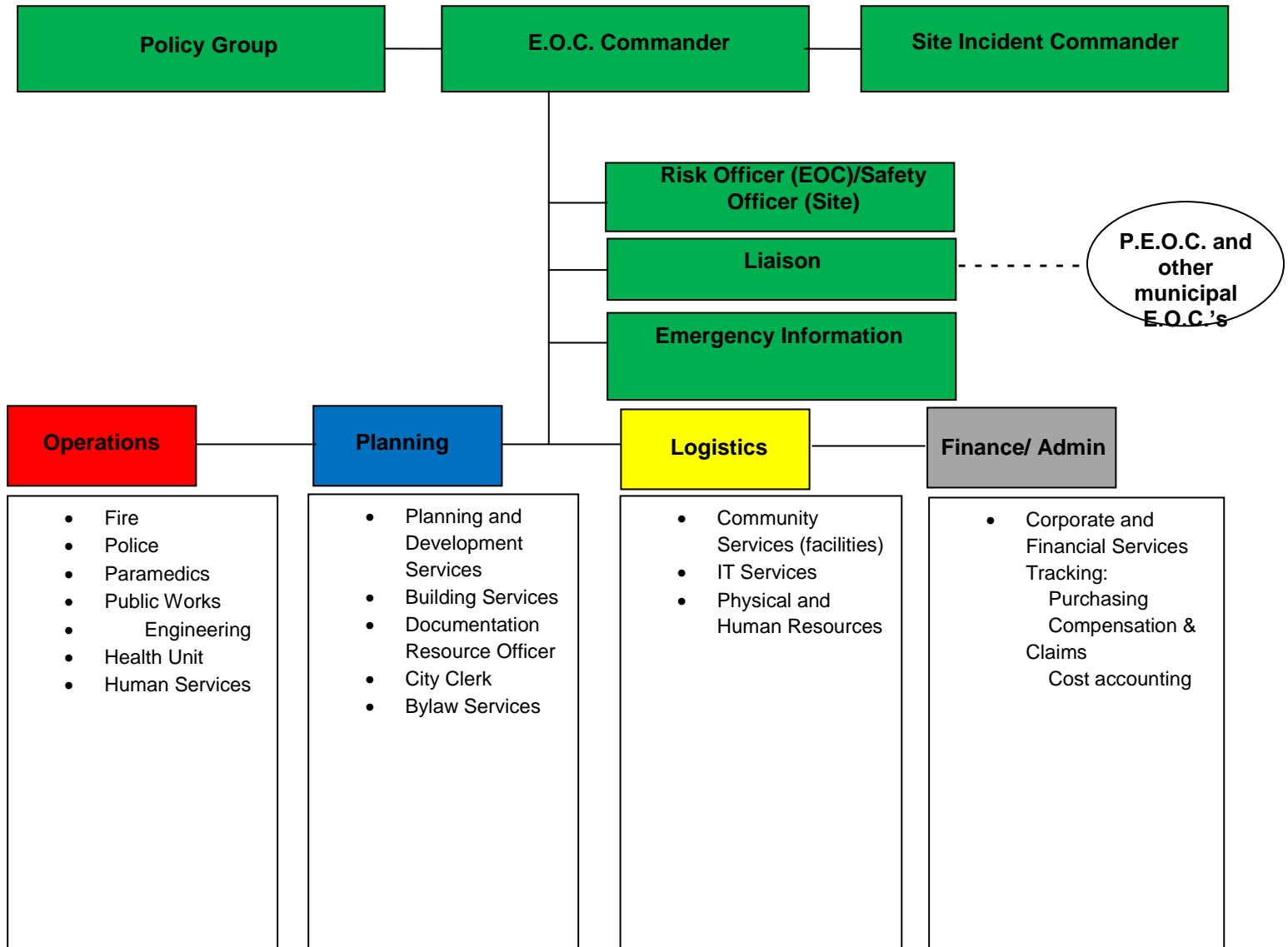
Note: The Mayor along with his/her designate are delegated officials by legislation. Under this I.M.S. structure, the Mayor and other members of Council as deemed necessary, form the “**Policy Group**”. This is a designated separate entity from the E.C.G, yet an intricate part of the Incident Management System. The Policy Group may also include other city officials such as the City Solicitor, City Clerk, Directors, etc.

f) E.O.C. Standard Colours and Identification

The City of Kawartha Lakes adopts the colour identification system set out in the Province of Ontario I.M.S. Doctrine.

Function I.D.	Colour
E.O.C., Site Incident Commander & Command Staff	Green
Operations Chief	Red
Planning Chief	Blue
Logistics Chief	Yellow
Finance / Administration Chief	Grey

g) I.M.S. Functional Structure



The I.M.S. Structure may be expanded or contracted based on the span of control, as required.

h) E.O.C. Functional Process

The following list outlines a typical functional cycle within the E.O.C.. The I.M.S. is reliant upon an approved E.O.C. Incident Action Plan (Section 5k) with specific objectives and an operational period of time.

1. Establish Command Function
2. Prepare Emergency Operations Centre
3. Begin information gathering process (size up) (Incident Briefing)
4. Perform Planning Function (expand as required)
5. Determine Primary Objectives & Strategy
6. Develop E.O.C. Incident Action Plan & Operational Period (acquire approval)
7. Perform Logistics Function (expand as required)
8. Perform Operations Function (expand as required) (Operations Briefing)
9. Perform Finance Administration Function (expand as required)
10. Evaluate, Adjust, and Re-Evaluate

Once established, the functions remain ongoing until the demobilization of the I.M.S. structure and Command is terminated.

i) Establishing Command

The “function” of E.O.C. Command will be assumed by the first arriving E.C.G. member based on the hierarchy noted in Section 5e. The E.C.G. member shall remain as the E.O.C. Commander until relieved by the arrival of a senior or higher ranking E.C.G. member or when a shift change is necessary.

The C.A.O. has the authority to assume and/or delegate E.O.C. Command as he/she deems appropriate.

Single Incident Command Model

Single Command exists when the decision-making process needed to direct the response is straightforward and independent. This typically is the case when an incident is the responsibility of a single jurisdiction or organization. A Single Command model may be arrived at:

- By default when only one jurisdiction or organization is involved.
- By design when multiple jurisdictions or organizations that are involved decide and agree on a Single Command.
- By legislation if the responsibility is legally that of one jurisdiction or organization.

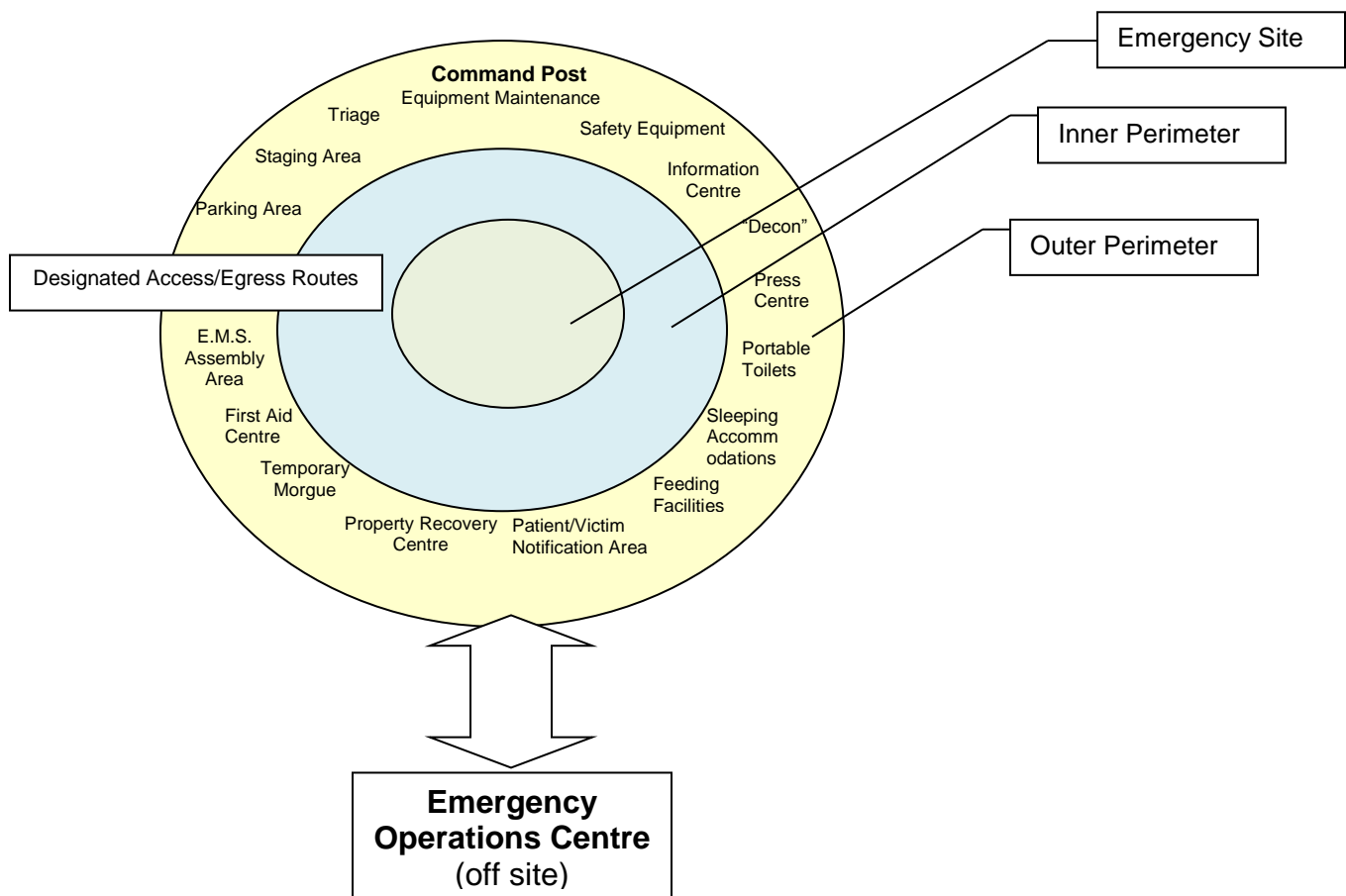
Unified Incident Command Model

Unified Command may be used when incident decision-making is complex, and interdependent, and a Single Incident Command cannot be established. Organizations work together through their designated members of the Unified Command to establish a common set of objectives and a single Incident Action Plan.

The Unified Command Team will agree upon one spokesperson to represent the team, when necessary. There may be different spokespersons on different occasions, but typically there will only be one spokesperson at a time.

j) Transfer of Command

E.O.C. Command, Command Staff, and General Command level transfers will take place via a detailed face to face briefing and exchange of information, with the final approval and acceptance of the new E.O.C. /Site Commander, Command Staff, and General Command.



k) E.O.C. Incident Action Plan and Site Incident Action Plan

The E.O.C. Commander is responsible for the development of the E.O.C. Incident Action Plan, either personally or by delegation with the assignment of a Planning Section Chief. The E.O.C. Incident Action Plan will identify the strategy and objectives of the E.C.G. for a specified operational period. The E.O.C. Incident Action Plan requires final approval of the E.O.C. Commander prior to implementation.

The Site Incident Commander is responsible for the development of the Site Incident Action Plan, either personally or by delegation with the assignment of a Planning Section Chief. The Site Incident Action Plan will identify the strategy and objectives of the Site for a specified operational period. The Site Incident Action Plan requires final approval of the Site Commander prior to implementation.

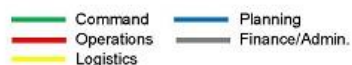
l) Operating Period

Members of the Emergency Control Group or site team will gather at regular intervals to inform each other of actions taken, pertinent information, and problems encountered. The Operational Period is set as the specific time period necessary to achieve the objectives of the respective Incident Action Plan.

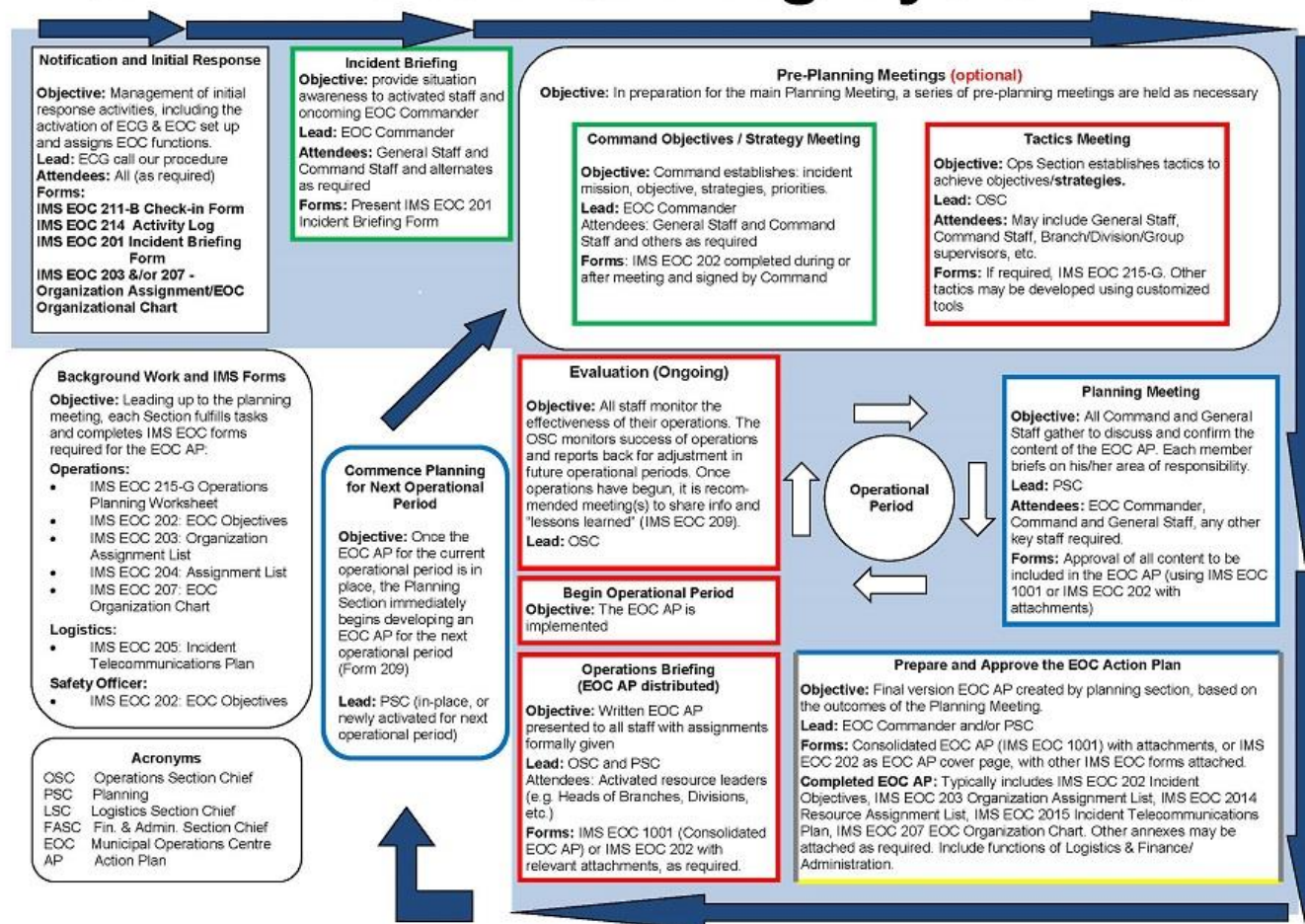
The E.O.C. Commander/Site Incident Commander will establish the frequency of briefings/meetings based on the Incident Action Plan and the specified Operational Period. Meetings/briefings will be kept as brief as possible thus allowing members to carry out their assigned responsibilities.

In the E.O.C., under the direction of the E.O.C. Commander and/or the Planning Chief, the Documentation Registration Officer (D.R.O.) will ensure the incident status board is maintained and information/Incident Action Plans etc. are prominently displayed and kept up to date.

Example: E.O.C. Incident Action Plan and Operational Period Development.



IMS Planning Cycle - EOC



Section 6

Emergency Control Group (E.C.G.) / Emergency Operations Centre (E.O.C.)

a) Emergency Control Group (E.C.G.) Responsibilities:

The general responsibilities of the E.C.G. during an emergency are:

1. Providing support to the incident site(s), including:

- Setting priorities and strategic direction;
- Information collection, collation, evaluation and dissemination;
- The management of resources;
- Finance and Administration approvals.

2. Providing for the Corporation and the Community-at-Large:

- Ensuring that business continuity and essential services are maintained and/or restored Corporately, and for the Community-at-Large, including where possible, the areas impacted by the emergency.

3. Under specific circumstances, the E.C.G. may also exercise the following functions:

- Performing an Area Command role for multiple incident sites;
- Performing an Incident Command role.

Additional Responsibilities:

In addition, the members of the Emergency Control Group (E.C.G.) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their respective emergency services, agency and equipment;
- Coordinating/directing their respective service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the Emergency Control Group are appropriate;
- Establishing direct and continuous communications with the Policy Group and the incident site;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the City as an emergency area;

- Ensuring that an Incident Commander (I/C) is established for each incident location;
- Ensuring support to the Site I/C by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger;
- Discontinuing utilities or services provided by public or private agencies, (i.e. hydro, water, gas);
- Arranging for services and equipment from local agencies and non-governmental organizations (N.G.O.) (i.e. private contractors, industry, volunteer agencies, service clubs);
- Liaise with various levels of government and any public or private agencies not under community control, as considered necessary;
- Notifying the Provincial Emergency Operations Centre (P.E.O.C.), and other Municipal Control Groups as required;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
- Determining the need to establish additional advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their respective direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency.

b) Emergency Operations Centre (E.O.C.)

Upon notification, the Emergency Control Group shall report to the primary Emergency Operations Centre. In the event this operation centre cannot be used, the alternate E.O.C. shall be activated. The primary and two secondary E.O.C. locations are identified in Appendix A. being the Emergency Notification procedures.

The E.O.C. is a facility that the Emergency Control Group (E.C.G.) has strategically predetermined as its location and is equipped to facilitate executive decision-making and coordination. The E.O.C. is equipped with technological communication devices and equipment that is readily available to the members of the Emergency Control Group to assist them in carrying out their assigned functions and duties.

c) Emergency Control Group (E.C.G.)

The emergency response will be directed by members of the Emergency Control Group (E.C.G.) performing the functions of I.M.S. The E.C.G. are responsible for coordinating the provision of management and resources necessary to minimize the effects of an emergency on the community.

Depending on the circumstances of the emergency event, the Notification Fan-Out of the E.C.G. may be phased, as follows:

Phase 1:

- i. E.O.C. Command (C.A.O. and Mayor.)
- ii. Liaison Officer (C.E.M.C.)
- iii. Operations
 - a. Police
 - b. Fire
 - c. Paramedics
- iv. Emergency Information Officer
- v. Documentation Resource Officer

Phase 2:

- i. Policy Group
- ii. Planning
- iii. Logistics
- iv. Operations
 - a. Human Services
 - b. Medical Officer of Health
 - c. Kawartha Region Conservation Authority
- v. Documentation Resource Officer
- vi. Finance and Administration

If deemed appropriate, the E.C.G. may function with only a limited number of persons. While the E.C.G. may not require the presence of all the people listed as members of the E.C.G., all members of the E.C.G. shall be notified when activation occurs.

When an emergency exists but has not yet been declared to exist, E.C.G. members may take such action(s) under this Emergency Response Plan as may be required to protect property and the health, safety and welfare of the City of Kawartha Lakes.

It is recognized that any member of the E.C.G. may be required to carry out one or more of the five functions of the I.M.S. or be assigned to perform a supporting role.

d) Notification Procedure of the Emergency Control Group (E.C.G.)

The City of Kawartha Lakes Emergency Control Group (E.C.G.) are notified via the Kawartha

Lakes Police Service dispatch.

The City Emergency Response Plan and the Emergency Operations Centre may be activated in response to a variety of problems and any one of the members of the Emergency Control Group (E.C.G.) may call and/or initiate activation after consultation with the CAO and/or CEMC.

Notification Purpose:

The purpose of the Notification Procedure is to alert members of the E.C.G. of the emergency and to relay that information to the rest of the Emergency Control Group in a timely manner.

Refer to Appendix A, Emergency Notification Procedure.

The Emergency Notification Contact List is attached as Appendix A.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the 24/7 Provincial Emergency Operations Centre (P.E.O.C.).

e) Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the 24/7 Provincial Emergency Operations Centre (P.E.O.C.).

f) Declaration and Termination of Emergency (Notification)

The Mayor, or in his/her absence their designate, is responsible for declaring an emergency. This decision is made in consultation with members of the Emergency Control Group.

Upon declaring or terminating an emergency, the Mayor, in coordination with the Liaison Officer, will notify:

- Office of the Fire Marshall and Emergency Management (O.F.M.E.M.) thru the P.E.O.C.;
- Council;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A municipal emergency may be terminated at any time by:

- Mayor or in his/her absence the Deputy Mayor; or
- Council; or
- Premier of Ontario.

Section 7

Policy Group

Policy Group Members:

The Head of Council (Mayor) and/or his/her designate are members of the policy group in order to fulfill legislative duties, and shall enlist other such persons, including legal advisors, to form part of the Policy Group as he/she deems necessary to assist in the functions of the Policy Group.

Policy Group Function:

The Policy Group is an intricate and required part of the IMS Structure during a Municipal State of Emergency. The purpose of the Policy Group is to provide a structure to allow a functional avenue for advice and assistance, as required, to the EOC Command Team in order to make the best informed decisions regarding the emergency situation.

The number of the Policy Group members is dependent upon the incident type, severity, and size, and is at the discretion of the Head of Council (Mayor) to seek and request assistance as required.

Responsibilities:

1. The Head of Council (Mayor) and/or his/her designate as Head of Council has designated authority under legislation when a potential or real state of emergency exists within the City.
2. The Head of Council (Mayor) and/or his/her designate reside as the Head of the Policy Group in the IMS structure, providing governance, direction, and advice to the EOC Commander throughout the emergency.
3. The Head of Council (Mayor) and/or his/her designate shall declare a state of emergency, as required.
4. The Head of Council (Mayor) and/or his/her designate shall terminate the declared state of emergency, as required.
5. The Head of Council (Mayor) and/or his/her designate shall provide information to the Council and other levels of government with regards to impacts of an emergency, as required.
6. The Head of Council (Mayor) and/or his/her designate will provide information necessary to keep the media and public informed in concert with the EOC Command.

Activation Phase:

Common EOC check-in activities:

- Sign in on the EOC Check-in/Check-out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.

- Set up/replenish your workstation and request necessary resources – e.g., computer, phone, pager/cell phone, stationary, and necessary reference documents (e.g. plans).
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, Review of Position Log, etc.

Specific functional activities:

- Determine appropriate level of activation based on available situation information, in consultation with EOC Commander.
- Consult with EOC Commander to determine what other Council Members, Municipalities and levels of Government have been notified.

Operational Phase:

- Declaration of the state of emergency in consultation with the EOC Command, as required.
- Monitor EOC activities and advise EOC Commander of any further actions required to ensure operational efficiency and effectiveness.
- Document all decisions, approvals, and significant actions in the Position Log.
- Attend periodic EOC briefings to share status and situational information.
- In conjunction with the EOC Commander and Emergency Information Officer, review media releases for final approval.
- Conduct/participate in media briefings as required in coordination with the Emergency Information Officer.
- Approve allocation priorities for critical resource requests, as required.
- Brief incoming Policy Group members at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Advise and consult with EOC Command regarding EOC demobilization strategies.
- Conclude emergency response and transition to recovery phase in consultation with Policy/Command Group.

Demobilization Phase:

- Declare termination of the state of emergency in consultation with the EOC Command.
- Deactivate assigned position after all other EOC functions are demobilized.
- Ensure that any open actions are completed.
- Complete all required forms, reports, and position logs and submit to Documentation Unit.
- Clean up work area before leaving.
- Follow EOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by the organization.

Section 8

E.O.C. Commander

Reports to: Policy Group

Responsibilities:

1. Exercise overall management responsibility for activation, coordination, and demobilization of site support activities in the EOC.
2. Determine EOC priorities and objectives in consultation with ECG and monitor continuously to ensure appropriate actions are taken and modified as necessary.
3. Ensure sufficient support, policy advice, and resources are made available in order to accomplish priorities and objectives.
4. Ensure appropriate staffing levels for the EOC are established and maintained to support organizational effectiveness.
5. Direct appropriate emergency public information actions in consultation with the Emergency Information Officer, ensure appropriate risk management measures, including worker care strategies, are instituted; and ensure communications are established with appropriate assisting and cooperating agencies.
6. Maintain communication link with Policy Group.

Activation Phase:

Common EOC check-in activities:

- Sign in on the EOC Check-in/Check-out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish workstation and request necessary resources – e.g., computer, phone, pager/cell phone, stationary, and necessary reference documents (e.g. plans).
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports. Review of Position Log, etc.

Specific functional activities:

- Determine appropriate level of activation based on available situation information.
- Determine/assess which Sections or functions are needed and ensure appropriate personnel are mobilized for the initial activation of the EOC.
- Assign EOC Command Staff and General Command Staff personnel as required
- Ensure the EOC IMS organizational staffing chart showing assigned positions is posted.
- Establish initial priorities for the EOC based on current status and information from Incident Commander(s), and communicate to all involved parties.
- Schedule EOC Action Planning meeting, and as needed appoint and have the Planning Chief prepare the agenda.

- Consult with Liaison Officer and the ECG to determine what representation is needed at the EOC from other organizations or assisting agencies.

Operational Phase:

- Monitor EOC activities and advise the ECG of any further actions required to ensure operational efficiency and effectiveness.
- Document all decisions, approvals, and significant actions in the Position Log.
- Conduct periodic ECG briefings to share status and situational information.
- Identify higher level Management priorities, in coordination with the Policy Group for inclusion in the initial EOC Action Planning meeting.
- Convene the initial EOC Action Planning meeting; ensure objectives, strategy, and operational periods are established and appropriate planning procedures are followed.
- Review, approve, and authorize implementation of EOC Action Plan objectives and strategy once completed by the Planning Section.
- Consult periodically with the ECG to ensure EOC AP priorities for the operational period remain current and appropriate.
- Ensure the Liaison Officer establishes contact with adjacent jurisdictions/agencies and other levels of site support as appropriate, and that contact is maintained.
- Ensure that the Liaison Officer establishes and maintains effective inter-agency coordination with cooperating agencies and other stakeholders.
- In conjunction with the Emergency Information Officer, review media releases for final approval.
- Conduct/participate in media briefings as required in coordination with the Emergency Information Officer.
- Approve EOC Situation Reports, prior to distribution.
- Approve allocation priorities for critical resource requests, as required.
- Conduct periodic briefings for the Policy Group.
- Ensure the Policy Group and ECG are informed and/or involved with any emergency declarations or senior policy directives, as applicable.
- Supervise the ECG personnel.
- Brief incoming EOC Commander at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Ensure a Demobilization Plan is developed prior to the demobilization phase.
- Advise and consult with Policy Group regarding EOC demobilization strategies.
- Authorize demobilization in whole or in part of the IMS structure when they are no longer required.
- Conclude emergency response and transition to recovery phase in consultation with Policy Group.

Demobilization Phase:

- Deactivate EOC when emergency event no longer requires the EOC activated, and ensure all other facilities are notified of deactivation.
- Deactivate assigned position after all other EOC functions are demobilized.
- Ensure that any open actions are completed.
- Complete all required forms, reports, and position logs and submit to Documentation Unit.
- Clean up work area before leaving.
- Follow EOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc).
- Access critical incident stress management support, as needed.
- Be prepared to contribute to an EOC Post Incident Action Report (PIAR).
- Participate in formal post-operational debriefings, as required by the organization.

Section 9

Risk/Safety Officer – (Command Staff)

Reports to: E.O.C. Commander

Responsibilities:

1. Ensure that good risk management practices are applied throughout the EOC and that every function contributes to the management of risk.
2. Protect the interests of all EOC participants, agencies and organizations by ensuring due diligence in information collection, decision-making, and implementation.
3. Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events.
4. Provide advice on risk and safety issues.
5. Ensure the implementation of appropriate measures and practices in the EOC.
6. Exercise authority to halt or modify any and all unsafe operations within or outside the scope of the EOC Action Plan, and notify the EOC Commander of actions taken.
7. Ensure that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Perform a risk identification and analysis of the EOC and activities.
- Request the assistance of a safety specialist, if not familiar with all aspects of safety and relevant legislation.
- Monitor set-up procedures for the EOC to ensure that proper safety regulations are adhered to.
- Ensure that security protocols are implemented; including checkpoints at all EOC entrances to allow only authorized personnel access to the EOC, as well as staff sign-in and identification procedures.
- Coordinate health, safety and worker care information for staff orientation briefings.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Brief the incoming EOC Risk/Safety Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Review and assess reports of damage and loss. If assigned, work with the Situation Unit in Planning and the Compensation and Claims function in Finance.
- Identify and document risk and liability issues, and ensure that the EOC Commander is advised.
- Gather and organize evidence that may assist EOC organizations in future legal defense.
- Assist the EOC Commander in reviewing news releases, public alerts and warnings, and public information materials from a risk management perspective.
- Evaluate situations for risk exposure and advise the EOC Commander of any conditions and actions that might result in liability (e.g. oversights, improper response actions, etc.).
- Conduct interviews and take statements to investigate major risk management issues.
- Identify potential claimants and the scope of their needs and concerns.
- Advise personnel regarding strategies for risk management and loss reduction.
- Assist the EOC Commander in deactivation activities, including collection of all relevant paper and electronic records, and any materials necessary for after-action reporting procedures, and organizing records for final audit.
- Monitor and evaluate EOC activities to ensure applicable occupational health and safety standards are implemented and adhered to.
- Coordinate with Finance on any EOC personnel injury claims or records preparation, as necessary for proper case evaluation and closure.
- Coordinate with Logistics Personnel Unit to ensure that appropriate worker care measures are implemented, and all EOC personnel are aware of their responsibilities in this regard.
- Monitor security checkpoints and EOC facility access.
- Address security issues with EOC Command, recommending improvements where necessary.

Demobilization Phase:

- Deactivate assigned position when authorized by the EOC Commander.
- Assist with the deactivation of the EOC at designated time, as appropriate.
- Ensure that any open actions in the position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, prior to demobilization.
- Clean up work area before leaving.
- Follow EOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc.).
- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Coordinate critical incident stress and other debriefings, as necessary.
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by the organization.

Section 10

Liaison Officer “L.O.”– (Command Staff)

Reports to: EOC Commander

Responsibilities:

1. In consultation with the ECG, ensure procedures are in place for working and communicating with adjacent jurisdictions/agencies and other levels of site support as appropriate including other government and Non-Government Organization (NGO) agency representatives.
2. Request agency representatives for the EOC, as required by the ECG, to ensure all necessary roles and responsibilities are addressed, enabling the EOC to function effectively and efficiently.
3. Maintain a point of contact, and interact with representatives from other agencies arriving at the EOC.
4. Liaise with relevant operation/coordination centres or agencies/departments not represented in the EOC.
5. Assist and advise the EOC Commander and the ECG as needed, and provide information and guidance related to external agencies and organizations.
6. In coordination with the Emergency Information Officer, assist the EOC Commander in ensuring proper procedures are in place for communicating with the Policy Group, and conducting VIP/visitor tours of the EOC facility.
7. Liaise with local authorities, other EOCs and Provincial and Federal organizations and share information in accordance with EOC and organizational policies.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish workstation and request any necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Assist the EOC Commander in identifying appropriate personnel to staff the EOC, if required.
- Provide assistance and information to the ECG regarding external assisting organizations.

- Establish contact with external agencies, and confirm that contact information for agency representatives (e.g. telephone, radio, internet) is current and functioning.
- Ensure registration and sign-in procedures are established for external assisting agencies working within the EOC.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- In conjunction with the EOC Commander and the ECG, participate in developing overall EOC priorities and action planning process.
- Provide status reports and situation information from non-represented cooperating agencies to the EOC Commander and in the ECG briefings, as appropriate.
- Provide general advice and guidance to agencies and EOC staff, as required.
- Ensure that all notifications (e.g. emergency declarations) are made to agencies not represented in the EOC.
- Ensure that communications with appropriate external non-represented agencies (such as: public utilities and transportation, volunteer organizations, private sector, etc.) are established and maintained.
- Assist the EOC Commander in preparing for and conducting briefings with the ECG members, elected officials, and other stakeholders.
- Assist external non-represented cooperating agencies with completing of status and situation reports where necessary, and forward to the Planning Section.
- Advise the EOC Commander of critical information and requests contained within agency situation reports.
- Forward approved EOC Situation Reports to non-represented agencies, as requested.
- Assist the EOC Commander in establishing and maintaining an inter-agency coordination group comprised of external cooperating agency representatives and executives not assigned to specific Sections within the EOC and other stakeholders, as required.
- In consultation with the Emergency Information Officer, conduct tours of EOC facility as requested.
- Brief the incoming EOC Liaison Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Assist with the deactivation of the EOC at the designated time, as appropriate.
- Notify external non-represented agencies in the EOC of the planned demobilization, as appropriate.
- Assist the EOC Commander with the transition to recovery phase.

Demobilization Phase:

- Deactivate assigned position when authorized by the EOC Commander.
- Ensure that any open actions in the position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up work area before you leave.
- Follow EOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other materials, etc).

- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by the organization.

Section 11

Emergency Information Officer “E.I.O.”– (Command Staff)

Reports to: EOC Commander

Responsibilities:

1. Serve as the coordination point for all public information, media relations and internal information sources for the EOC.
2. Ensure that the public within the affected area received complete, accurate, and consistent information about life safety procedures, public health advisories, assistance and recovery programs and other vital information.
3. Coordinate media releases with officials representing other affected municipalities, and emergency response agencies and other levels of authority.
4. Develop the format for news conferences and briefings in conjunction with the EOC Commander.
5. Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.
6. Liaise with the Emergency Information Officers at site(s), relevant operation/coordination centres and with external agencies.

Activation Phase:

Common EOC check-in activities:

- Sign-in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Determine staffing requirements for the Information function.
- Assess information skill areas required in the EOC such as: writing, issues management, media relations, event planning, etc. and assign appropriate personnel.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Obtain policy guidance and approval from the EOC Commander with regard to all information to be released to the media and public.

- Refer to the Emergency Public Information Plan of the organization, as well as sample forms, templates and other information materials.
- Coordinate with the Planning Sector and identify methods for obtaining and verifying significant information as it develops.
- Implement and maintain an overall information release program, and establish appropriate distribution lists.
- Monitor all media, using information to develop follow-up news releases and rumour control.
- Keep the EOC Commander advised of all incoming media releases, unusual requests for information, and all major critical or unfavourable media comments. Recommend procedures or measures to improve media relations.
- Develop and publish a media briefing schedule to include location, format, and preparation and distribution of handout materials.
- At the request of the EOC Commander, prepare media briefing notes for elected officials and/or Policy/Command Group members and provide other assistance as necessary.
- Establish a media information centre, as required.
- Maintain up-to-date status boards and other references at the media information centre.
- Provide adequate staff to answer questions from members of the media.
- Establish Public Information Service and/or call centre, to handle public/stakeholder inquiries and provide emergency support information.
- Develop public information message statements for EOC Staff and call takers.
- Interact with other EOCs to obtain information relative to public information initiatives.
- In coordination with the ECG and as approved by the EOC Commander, issue timely and consistent advisories/instructions for life safety, health, and assistance to the public.
- Liaise with EOC Risk Management to check for any potential liability or health safety concerns.
- In coordination with Operations Section, ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas when safe.
- Ensure that file copies are maintained of all information released.
- Supervise Information personnel, if any.
- Brief the incoming EOC Information Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Assist with the deactivation of the EOC at designated time, as appropriate.
- Deactivate assigned position when authorized by the EOC Commander.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Ensure that any open actions in the position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up work area before you leave.
- Follow EOC check-out procedures.

- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 12

Documentation Registration Officer “D.R.O.”

The Documentation Registration Officer (D.R.O.) supports the efficient functioning of the Emergency Operations Centre and I.M.S. Structure. The D.R.O. will log the arrival of Emergency Control Group members, record information on the main event board and ensure, amongst other duties, that adequate office supplies and forms are available.

Reports to: E.O.C. Commander or Planning

Note: If/when the functions of Logistics and/or Planning have been assigned the D.R.O. will report/supply the Check-in/registration information to Logistics, and the Events Log documentation/ information to Planning.

Further; to avoid confusion and pending staff availability, in conjunction with the size and requirements of the emergency situation, the E.O.C. Commander should give consideration to splitting the responsibilities of this position between two persons.

Responsibilities:

1. Perform Check-in/ Check-out registration functions for the E.O.C., and record the arrival and departure of the E.C.G. members.
2. Keep a sequential events time log/documentation of information on the main events status board and other required forms.
3. Provide electronic and/or paper maps of the area of the emergency site(s).
4. Ensure log supplies, forms, and office supplies are of adequate supply for the E.O.C..
5. Ensure E.C.G. members individual Activity Logs are being completed and collected at the end of each shift.
6. Establishes a shift change schedule for the E.C.G. members and alternates.

Section 13

Operations Chief

Reports to: EOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination and supervision of all required functions within the EOC Operations Section.
2. Establish the appropriate level of branch and/or unit staffing within the Section, continuously monitoring the effectiveness of the Section and modifying as required.
3. Ensure that Section objectives and assignments identified in EOC Action Plans are carried out effectively.
4. Maintain a communications link between Incident Commanders (sites) and the EOC for the purpose of coordinating the overall site support response, resource requests and event status information.
5. Provide timely situational and resource information to EOC Commander, and as assigned Planning Section.
6. Keep the EOC Commander informed of significant issues relating to the Section.
7. Conduct periodic briefings for the EOC Commander and the ECG.
8. Supervise Operations Section personnel.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish workstation and request necessary resources – e.g. computer, phone, page/cell phone, stationary, and necessary reference documents.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to the EOC Commander to obtain current situation status, priorities, and specific job responsibilities. A preliminary situation briefing may be provided by the Planning Chief or other EOC Management Staff, as appropriate.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.
- Activate appropriate branches based on functions or geographical assignments within the Section and designate Branch Directors as necessary.

- Establish radio or cell-phone communications with other EOCs, and/or other levels of response operating in the region and coordinate accordingly.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the EOC.
- Consult with Logistics to ensure that there are adequate communications equipment and frequencies available for the Operations Section.
- Meet with the Finance/Admin Chief and determine level of purchasing authority for the Section.
- Coordinate with the EOC Commander and Planning Chief regarding strategies for accurate and timely flow of information.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing levels and request additional personnel as necessary to cover all required shifts.
- Conduct periodic Section briefings/meetings and work to reach consensus among Operations staff on key issues and priorities to include in the Situation Report.
- Provide Section staff with information updates via Section briefings, as required.
- Based on the situation known or forecasted, anticipate potential challenges and future needs of the Operations Section.
- Provide a Situation Report to the Planning Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the EOC Action Planning process and all the ECG meetings/briefings.
- Ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that situation and resources information, as well as new incident reports and intelligence information, is provided to Planning Section on a regular/urgent basis.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Authorize resource requests from the incident site(s) and forward extraordinary and/or critical resource requests to the EOC Commander for approval.
- Ensure all expenditures and financial claims are coordinated through the Finance/Admin Section.
- Brief the EOC Commander and the ECG on all major incidents.
- Deactivate Section branches and any organizational elements, when no longer required.
- Ensure that all paperwork is complete and logs are closed and sent to Documentation Unit, and any open actions are reassigned to appropriate jurisdictional and/or EOC staff.
- Brief the incoming EOC Operations Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Deactivate assigned position and the Section when authorized by the EOC Commander.

- Ensure that any open actions in the position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs and submit to Documentation Unit prior to demobilization.
- Clean up work area before you leave.
- Follow EOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment other materials, etc).
- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by the organization.

Section 14

Planning Chief

Reports to: EOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC Planning Section.
2. Establish the appropriate level of branch and/or unit staffing within the Planning Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in EOC Action Plans are carried out effectively.
4. Ensure the EOC Commander is informed of significant issues affecting the Planning Section.
5. In coordination with the other Section Chiefs, ensure that Situation Reports are submitted to Planning Section and used as the basis for the EOC Action Plans.
6. Supervise Planning Section personnel.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Commander to obtain current situation, priorities, and specific job responsibilities.
- At the request of the EOC Commander, provide a preliminary situation briefing to other the ECG personnel, as required.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Activate appropriate units based on functions required within the Section and designate Unit Coordinators, as necessary.
- Meet with Operations Section Chief to obtain and review any major incident reports and coordinate for accurate and timely information sharing.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.

- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing level and request additional personnel, as necessary, to cover all required shifts.
- Conduct periodic Section briefings/meetings and work to reach consensus among Planning staff on key issues and priorities to include in the Situation Report.
- Provide Section staff with information updates via Section briefings, as required.
- Ensure that the Situation Unit is maintaining current information for the EOC Situation Report.
- Ensure that situation and resources information, as well as new incident reports and intelligence information, as completed by the Operations Section, are accessible by the Planning Section.
- Ensure that an EOC Situation Report is produced, approved and distributed to EOC Sections and other relevant operation/coordination centres, prior to the end of each operational period.
- Ensure that all status boards/displays are kept current.
- Ensure that Emergency Information Officer has immediate unlimited access to all situational information.
- Develop a Situation Report prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Chair the EOC Action Planning meetings.
- Participate in the EOC Action Planning process and all the ECG meetings/briefings.
- Ensure that the Planning Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that objectives for each Section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the EOC Action Plan is completed, approved, and distributed prior to the start of the next operational period.
- Develop and distribute, as needed, reports which highlight forecasted events and/or conditions likely to occur beyond the forthcoming operational period.
- Ensure that files are maintained on all EOC activities and provide reproduction and archiving services for the EOC, as required.
- Provide technical services, such as environmental advisors and other technical specialists, to all EOC Sections, as required.
- Ensure all expenditures and financial claims are coordinated through the Finance Section.
- Ensure a Demobilization Plan is developed, approved and distributed to all Sections.
- Brief the incoming EOC Planning Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Deactivate your assigned position and the Section when authorized by the EOC Commander.

- Ensure that any open actions in the position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit.
- Clean up work area before you leave.
- Follow EOC check-out procedures.
- Be prepared to provide input and assist in preparation of the Post Incident Action Report (PIAR).
- Participate in formal post-operational debriefings, as required by the organization.
- Access critical incident stress management support, as needed.

Section 15

Logistics Chief

Reports to: EOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC Logistics Section.
2. Establish the appropriate elements within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying, as required.
3. Ensure Section objectives/assignments in the EOC Action Plans are carried out.
4. Keep the EOC Commander informed of significant issues relating to the Logistics Section.
5. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
6. Ensure critical resources are allocated according to approved plans.
7. Ensure necessary food and lodging is provided for EOC and site personnel.
8. Supervise Logistics Section personnel.

Activation Phase:

Common EOC Check-In Activities

- Set up and/or assign the EOC Check-In/Check-Out Log to be set up.
- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Establish and maintain a Position Log.
- Obtain situational information from whatever resources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resources.
- Activate appropriate units based on functions required within the Section and designate Branch or Unit Coordinators, as necessary.
- Advise Units within the Section to coordinate with the Operations Section to prioritize and validate resource requests from Incident Commanders at sites.

- Meet with the EOC Commander and the ECG to identify immediate resource needs.
- Meet with the Finance/Admin Chief and determine level of purchasing authority for the Section.
- Assist logistics personnel in developing objectives for Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing levels and request additional personnel as necessary to cover all required shifts.
- Provide a Situational Report to the Planning Section Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the EOC Action Planning process and all the ECG meetings/briefings.
- Ensure that the Logistics Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for in cooperation with the Planning Section, as well as resources obtained through mutual aid.
- Ensure all expenditures and financial claims have been coordinated through the Finance / Administrative Section.
- Identify high cost resources that could be demobilized early and advise other Section Chiefs.
- Ensure coordination with Operations before commencing demobilization.
- Ensure that all paperwork is complete and logs are closed and sent to Finance/Admin, and any open actions are reassigned to appropriate jurisdictional and/or EOC staff.
- Brief the incoming EOC Logistics Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirement are known.

Demobilization Phase:

- Deactivate assigned position and the Section when authorized by the EOC Commander.
- Ensure that any open actions in position log, that are not yet complete at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up work area before you leave.
- Follow EOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other material, etc).
- Be prepared to provide input to the Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by the organization.

Section 16

Finance/Administration Chief

Reports to: EOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC Finance/Administration Section.
2. Establish the appropriate level of branch and/or unit staffing within the Finance/Admin Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in the EOC Action Plans are carried out effectively.
4. Keep the EOC Commander informed of significant issues relating to the Finance/Admin Section.
5. Supervise Finance Section personnel.

Activation Phase:

Common EOC Check-In Activities:

- Sign in on the EOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for the first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary and necessary reference documents.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to EOC Commander to obtain current situation status and specific job responsibilities. A preliminary situation briefing may be provided by the Planning Chief or other EOC Management Staff, as appropriate.
- Ensure that the Finance/Admin Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Activate appropriate units based on functions required within the Section and designate Branch or Unit Coordinators, as necessary.
- Consult with EOC Commander for spending limits.
- Consult with the Policy Group as necessary.
- Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements/procedures; determine the level of purchasing authority to be delegated to each.

- In conjunction with Unit Coordinators, determine the initial Finance Action Planning objectives for the first operational period.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Finance/Admin Section personnel maintain position logs and other paperwork, as required.
- Supervise Finance/Admin Section personnel.
- Monitor Finance/Admin Section staffing levels and request additional personnel, as necessary, to cover all required shifts.
- Provide Finance/Admin Section staff with information updates via Section briefings, as required.
- Ensure that displays associated with the Finance/Admin Section are current, and that information is posted in a legible and concise manner.
- Participate in all action Planning meetings.
- Provide a Situational Report, including cost estimates, to the Planning Section Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the EOC Action Planning process and all the ECG meetings/briefings.
- Ensure that the Finance Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Keep the EOC Commander and the ECG informed of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that financial records are maintained throughout the event of disaster.
- Ensure that the personnel records and all staff time are tracked and recorded.
- In coordination with the Logistics and Operations Sections, ensure that purchasing processes, purchase orders and contract development are conducted in a timely manner.
- Ensure that the compensation claims, resulting from the disaster, are properly recorded and reported in a reasonable timeframe, given the nature of the situation.
- Ensure that time sheets and travel expense claims are processed promptly.
- Ensure that all cost and claim documentation is accurately maintained during the response.
- Brief the incoming Finance Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Ensure that all expenditures and financial claims have been processed and documented.
- Deactivate assigned position and the Section when authorized by the EOC Commander.
- Ensure that any open actions in position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up work area before you leave.
- Follow EOC check-out procedures (e.g., sign- out, leave a contact phone number, return equipment or other materials, etc).

- Be prepared to provide input to the EOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by the organization.

Section 17

Community Emergency Management Coordinator (CEMC)

Responsibilities of the Community Emergency Management Coordinator (CEMC) include:

- Successfully complete all training, as required by Emergency Management Ontario, and maintain familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
- Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.
- Form a Community Emergency Management Program Committee.
- Conduct the community's Hazard Identification and Risk Assessment process.
- Prepare community emergency response plan and submit changes to EMO.
- Ensure the designation and development of an appropriate community Municipal Operations Centre.
- Conduct the critical infrastructure identification process.
- Document the existing community emergency response capability, and identify and attempt to address additional needs.
- Conduct annual training for the members of the Municipal Control Group and Municipal Operations Centre staff.
- Conduct an annual exercise to evaluate the community emergency response plan.
- Identify individual(s) to act as community emergency information staff.
- Develop and implement a community emergency management public awareness program.
- Conduct an annual review of the community emergency management program.
- Provide emergency management expertise and administrative support to the Municipal control group during an emergency.
- Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
- Liaise with the sector EMO Community Officer, at all times, to ensure that the community emergency management program maintains the legislated standards.
- Monitor the community's level of mandated emergency program achievements and process the required verification documents to Emergency Management Ontario.
- Ensure that equipment and supplies are available in the designated (EOC) municipal operations centre.
- Compile a final report on the emergency.
- Complete and submit annual compliance to EMO.

Section 18

Allied Agencies

a) Medical Officer of Health

Activation

The Medical Officer of Health may be activated either directly or during a multi-municipal event, via the E.C.G. Liaison Officer. When a representative is required to attend the E.O.C. they will be assigned to the appropriate I.M.S. Sector by the E.O.C. Commander.

General

The responsibilities of the Medical Officer of Health include those areas of operation associated with:

- Communicable Diseases
- Health Hazards
- Public Health Inspection Services
- Advice on Medical Services
- Public Health Advisories

The responsibilities of the Medical Officer of Health include, but are not limited to the following:

- Provide information and advice to the Emergency Control Group (E.C.G.) and the general population on matters concerning public health.
- Protect the health of the community from inherent health threats by enforcement of the applicable legislation.
- Continue delivery of established programs to ensure continuity of care and general health protection.
- Collaborate with other health care providers and institutions to deliver emergency health related services to victims of the emergency.
- Activation and direction of the Pandemic Influenza Contingency Plan.
- Activation and direction of the Human Health Emergency Response Plan.
- Activation and direction of the Extreme Heat Response Plan.
- Activation and direction of the Extreme Cold Response Plan.

b) Kawartha Region Conservation Authority

Activation

Kawartha Region Conservation Authority may be activated during a municipal flood or watershed event. When a representative is required to attend the E.O.C. they will be assigned to the appropriate I.M.S. Sector by the E.O.C. Commander.

General

Kawartha Region Conservation Authority monitors weather information and watershed conditions, including precipitation amounts, river flows, and the snow pack, to predict when floods will occur and how high the water may rise. The Kawartha Region Conservation Authority may be activated when flooding is possible, or about to occur or there are watershed conditions that may impact residents of the City of Kawartha Lakes.

The responsibilities of the Kawartha Region Conservation Authority include, but are not limited to the following:

- Provide information and advice to the Emergency Control Group (E.C.G.) and the general population on matters concerning watersheds.
- Continue delivery of established programs and services to support the protection of watersheds in Ontario.

Section 19

Non Government Organization(s) (N.G.O.)

a) Canadian Red Cross (C.R.C.)

Activation

The Canadian Red Cross may be activated by the City of Kawartha Lakes, via the Human Services Department, C.E.M.C. or E.C.G. Liaison Officer, to assist with support during an incident.

The responsibilities of the Canadian Red Cross (C.R.C.) include the following:

- Activate the local Red Cross Emergency Response Plan.
- Establish and maintain contact with the Reception/Evacuation Centre Manager.
- Provide staffing for reception and information centres, as requested.
- Assist with registration and inquiry services, emergency lodging services, and other necessary emergency social services.

Section 20

Incident Commander “I/C” - (Site)

Accountable to: E.O.C. Commander

The Incident Commander is responsible for the overall management of the incident at the incident site, including the establishment of incident objectives/strategies and the overall coordination of incident activities. For most incidents, a single individual will fulfill the function of Incident Command. However under unique conditions, a Unified Command model may be established. Unless otherwise delegated, all incident activities are the responsibility of the Incident Commander. The Incident Commander may have a Deputy from the same organization/jurisdiction, or from an assisting organization/jurisdiction.

Activation:

The first arriving agency, officer or senior personnel will establish Incident Command. The incident type will generally dictate the agency who will assume command, and the type of command structure, be it single or unified.

Transfer of Command:

The transfer of command will take place as per agency protocols; normally the arrival of higher ranking officers will initiate the transfer of command. Transfer of command to the most appropriate agency will occur throughout various phases of event. The transfer of command will take place with a detailed face to face briefing.

Incident Command

There is one Incident Commander per Incident/Site. In the event there is more than one incident location/site there will be an Incident Commander (I/C) established for each location/site, and will be referred to as the Area Commander (A/C).

The Incident Commander's role is to provide the necessary on-site management, direction, control and coordination of the emergency response by establishing Incident Command, an Incident Command Post, and by implementing the Provincial Incident Management System (I.M.S.).

Responsibilities of the Incident Commander

- Assume and establish the appropriate Command Structure for the Incident (Single or Unified).
- Implement the I.M.S. and direct, control and coordinate the on-site emergency response.

- Establish and provide for Planning, Logistics, Finance/Administration and Operations, as required.
- Establish an Incident Command Post (I.C.P.).
- Establish and maintain emergency response communications.
- Establish and maintain communications with the Emergency Operations Centre.
- Provide Situational Reports to on-site personnel and agencies.
- Provide Situational Reports to the Emergency Control Group.
- Conduct size-up and develop an Incident Action Plan and set the Operational Period.
- Conduct the necessary briefings as required.
- Seek approval from E.C.G. on financial limits for procurement of resources.
- In consultation with the Liaison Officer (E.O.C.) provide for site visits and tours of municipal and other Government Officials, as required.
- Take such action as deemed necessary to minimize the effects of the emergency or disaster.
- Maintain a log of all actions taken.

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number ENG 2020-003

Meeting Date: March 10th 2020

Title: Update of Roads 5 Year Plan

Description: Updating budget forecasting plan

Ward Number: All

Author and Title: Mike Farquhar Supervisor of Technical Services

Recommendation(s):

That Report ENG 2020-003, **Update of the Roads 5 Year Plan**, be received;
and,

That this recommendation be forwarded to the agenda for the next Council meeting for adoption.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the November 26, 2019 Special Council meeting the following resolution was passed.

CR2019-681 Moved By Councillor Richardson **Seconded By** Councillor Dunn
That staff bring an update on the Five Year Roads Plan, including a status and forecast update, by the end of Q1 of 2020.

Carried

This report is in response to this resolution.

The existing “Five Year Roads Plan” was initially approved and adopted by City Council at the May 16, 2017 Regular Council meeting through Report ENG2017-005. At this meeting the following resolution was passed.

CR2017-424

Moved By Councillor Stauble

Seconded By Councillor Strangway

RESOLVED THAT Report ENG2017-005, **Proposed Roads 5 Year Plan (2018-2022)**, be received;

THAT Appendices A, B, C (i.e., the Roads 5-Year Capital Plan) to Report ENG2017-005 be adopted as a guide for planning and prioritizing capital projects within the programs Urban/Rural reconstruction, Urban Arterial Resurfacing and Rural Resurfacing on an annual basis from 2018 to 2022; and

THAT staff update the plan annually based on capital project approvals and in accordance with the Asset Management Plan.

CARRIED

The “Roads 5-year Plan” that was adopted as a guide for future capital planning objectives in resolution CR2017-424 was derived from the City’s Roads Needs Study which was initiated in 2016. The objectives of the study were:

- The assessment and review of the condition of the 2,700 kms of road network within the City;
- To provide unit costs for improvements to the road sections;
- To prioritize rehabilitation and replacement needs as “Now”, “1-5 Year” and “6-10 Year”;

- To provide a life cycle costing analysis, identifying road sections for preventative maintenance that would extend the overall life of the road network; and
- To update GIS roads database with the collected information.

The Study was presented to Council on April 11, 2017 through report ENG2017-005 and received through Council resolution CR2017-305. This study was then used as a guideline for developing the five year plan based on the identified Now, 1-5 and 6-10 year needs as they would be addressed in the yearly capital programs of Urban/Rural Reconstruction, Urban/Arterial resurfacing and Rural Resurfacing. The Plan did not deal with the resurfacing needs of gravel roads; these were addressed in the “Ten Year Gravel Resurfacing Plan”.

This Plan also utilized past criteria from the previous roads Five Year Capital Plan. They are as follows.

1. Joint projects, taking into consideration the road section and priority of underground infrastructure coordination;
2. Life cycle initiatives for prolonging the operating life of a road section;
3. Resolving operational and maintenance demands within a road section;
4. Boundary road sections in keeping with established agreements; and
5. Existing Council resolutions and priorities for various road sections.

This plan reviewed the identified needs outlined in the road needs study with regard to the previous identified capital programs and made recommendations for annual spending amounts within the plan in order to maintain the roads adequacy level for the network as presented in Report ENG2017-005.

The Plan had proposed a sustained annual program funding over 5 years of approximately \$5 - 6 million per year for Urban/Rural reconstruction, \$5.8 – 6 million for Urban/Arterial resurfacing and \$3.7 - 4 million for Rural resurfacing. Over the 5 year period the costs were estimated to be within these ranges and to total approximately \$74 million of the Now needs and 1 - 5 year needs identified in the roads needs study.

This can be shown in the existing Appendices A – C of the original plan, addressing years of priority and approximate costs associated with each program. The Plan was intended as a guide for Council and staff for coordination and setting priorities over the next 5 years as well as to inform the Asset Management Plan. Some priorities could change year to year which would be updated in subsequent updates of said Plan.

Situations that could cause this to happen would be re-coordination of infrastructure projects, requests from Boundary Municipalities, and amendments to the yearly funding model based on changes to the Asset Management Plan

adopted by Council. Based on those changes the Roads 5 Year Plan would be reviewed and amended.

Rationale:

Based on the Council resolution received at the November 26, 2019 Special Council meeting, the intent of this report is to show the current progress of the Plan in terms of spending as well as updated Schedules A-C based on works completed or committed to from 2018 through to 2020.

The Current Plan as adopted runs from the year 2018 to 2022. 2020 marks the third year of this Plan.

Table 1 illustrates the spent and approved funding for the programs within the Plan years 2018-2020. It also illustrates for a matter of context to the overall road network the capital programs of Gravel Resurfacing and Road Life Cycle Extension. All of these programs contribute to the betterment of the overall road network adequacy.

Within the ***Urban/Rural Reconstruction program*** for the years 2018- 2020 the funding targets were under for 2018 and exceeded for 2019 and 2020. This was due to funding reprioritizing in 2018, 2019 and 2020 and higher costs of construction than anticipated in the original plan for 2019 and 2020. These changes have been identified in the updated Appendix A – Urban/ Rural Reconstruction, attached to this report. Adjustments for costing and timing of work as well as movement between programs of road segments have been made based on improvement plans like the Downtown Lindsay Reconstruction phasing plan, Fenelon Falls downtown reconstruction plan and the cast iron watermain grant replacement plan which did not exist at the time of the Roads Five Year Plan development. Due to these changes certain segments will be adjusted within the 2018-2022 timeframe and certain sections that were within the 2018-2022 timeframe will now be pushed out to 2023-2027.

Within the ***Urban/Arterial Resurfacing program*** for the years 2018-2020 the program funding has not met the target of \$5.8 to 6 million for the year 2018 to 2019, and was significantly under in 2020. This was due to funding reprioritizing at a corporate level for the capital budget which required a reduction in the 2018 and 2019 plan funding levels for this program. Additionally due to higher costs in the 2020 Urban/Rural Reconstruction program the Urban/ Arterial Resurfacing program was reduced to approximately half of the recommended program funding, in order to meet the requirements of the Capital budget for 2020. These changes have been identified in the updated Appendix B – Urban/ Arterial Resurfacing, attached to this report. Due to these changes certain segments will be adjusted within the 2018-2022 timeframe and certain sections that were within the 2018-2022 timeframe will now be pushed out to 2023-2027.

Within the ***Rural Resurfacing program*** for the year 2018 the program funding was slightly under the target of \$3.7 to 4 million per year. This was due to funding reprioritizing at a corporate level for the capital budget which required a reduction in the 2018 plan funding levels for this program. For the Years 2019 and 2020 of the plan, the funding level slightly exceeded the program goal based on the approved funding. This was due to additional resurfacing projects added by Council during yearly capital budget deliberations. These changes have been identified in the updated Appendix C – Rural Resurfacing, attached to this report. Due to these changes certain segments have been adjusted within the 2018-2022 timeframe.

The overall road network adequacy of approximately 2700 lane kilometers of gravel and hardtop roads have benefited and improved due to the funding shown in Table 1 under the programs Gravel Resurfacing and Road Life Cycle Extension. The spending of approximately \$3,239,600 over 2018-2019 in the Road Life Cycle extension program, which mostly targeted road segments that would fall under Appendix C of this plan has helped accelerate the Rural resurfacing program as well as dealt with road segments outside of the current Plan into 1-5 and 6-10 year needs as identified within the roads needs study. The process for the utilization of the Life Cycle extension program has primarily been the review of road segments after spring thaw with Public Works staff to identify unmanageable road segments outside of the current 5 Year Plan that need attention.

Table 1 shows that between the years 2018 -2020 the City has funded approximately \$46,879,000 of its five year goal of funding \$74 million under the Roads 5 Year Plan, and is projected to spend \$79 million by 2022 (shown in table 2). This has equated to 3.789 kms of road being reconstructed under the Urban/Rural Reconstruction program, 44.3 kms of road being resurfaced under the Urban/Arterial resurfacing program and 124.3 kms of road being resurfaced under the Rural resurfacing program between the years 2018-2020. The overall value of funded improvements increases to \$55,282,418 when including the Life cycle extension program for the years 2018-2020.

Capital Program	Year of Capital Spending / Total \$			Total
	2018	2019	2020	
Urban / Rural Reconstruction	\$6,895,615.00	\$8,370,351.00	\$9,213,000.00	\$24,478,966.00
Urban / Arterial Resurfacing	\$4,309,200.00	\$4,649,083.00	\$2,288,000.00	\$11,246,283.00
Rural Resurfacing	\$3,469,400.00	\$3,752,130.00	\$3,720,000.00	\$10,941,530.00
Subtotal of 5 Year Plan programs	\$14,674,215.00	\$16,771,564.00	\$15,221,000.00	\$46,666,779.00
Gravel Resurfacing	\$1,440,250.00	\$1,403,689.00	\$1,526,100.00	\$4,370,039.00
Road Life Cycle Extension	\$1,219,800.00	\$2,019,800.00	\$1,006,000.00	\$4,245,600.00
Subtotal per year	\$17,334,265.00	\$20,195,053.00	\$17,753,100.00	
Yearly target program amounts				
Urban/Rural Reconstruction - \$ 5-\$ 6 million			Total	\$55,282,418.00
Urban/Arterial Resurfacing - \$ 5.8- \$ 6 million				
Rural Resurfacing - \$ 3.7- \$ 4 million				
Life Cycle Extension -\$ 1 -\$ 1.2 million				

Table: 1

*Council accelerated program to address immediate needs based on spring thaw

** It was a decision unit to remove \$2,024,000 to help with corporate budget pressures.

Capital Program	Year of Capital Spending / Total \$			
	2021	2022	Total 2018-2022	2023-2027
Urban / Rural Reconstruction	\$8,375,264.00	\$7,428,428.00	\$37,646,383.00	\$49,442,984.00*
Urban / Arterial Resurfacing	\$6,346,255.00	\$6,271,014.00	\$23,863,552.00	\$32,500,000.00**
Rural Resurfacing	\$3,673,275.00	\$3,689,845.00	\$18,304,650.00	\$19,250,000.00**
Subtotal of 5 Year Plan Programs	\$18,394,794.00	\$17,389,287.00	\$79,814,585.00	\$101,192,984.00
Yearly target program amounts for 2023-2027 Urban/Rural Reconstruction - \$ 9-\$ 10 million Urban/Arterial Resurfacing - \$ 6- \$ 7 million Rural Resurfacing - \$ 3.7- \$ 4 million				

Table:2

*figures based on total cost shown in Appendix A for projects 2023-2027

**figures based on average yearly program cost projected into 2023-2027

The funded work is illustrated in Appendix-D, the updated 2016 roads needs condition map. This map outlines the identified road segments within the City's road network that had been condition rated through the 2016 roads needs study and labeled as Now Needs, 1-5 year needs, 6-10 year needs and Adequate. This map has been updated to show the work funded through the Five Year Plan from 2018-2020 as well as the Life Cycle Extension program. As well, included as Appendix E, Gravel Road Resurfacing 2017-2020, is a map illustrating the road segments that have been funded through the gravel resurfacing program from 2017-2020. This has been shown in this report in order to give context to the overall improvements that have been made to the road network outside of the 5 Year Plan programs.

The updated Appendices A, B, and C contain updated scheduling and pricing based on how the individual programs have been affected due to yearly Capital budget funding as well as movements in the years of proposed work based on reprioritization.

This report is a midterm update on the 5 Year Plan with regards to completed road segments and funding goals. A new plan will be developed in 2022 and will project out the main roads capital programs being Urban/Rural reconstruction, Urban/Arterial resurfacing and Rural resurfacing for 2023-2027. The update of the Roads Needs study is proposed to happen in 2021. Once completed, that information will be presented to Council and used to formulate the next 5 Year Plan and inform the City's Asset Management Plan.

Other Alternatives Considered:

Financial/Operation Impacts:

Higher construction costs and reprioritized projects within the Urban/Rural reconstruction program for the years 2018-2022 as shown in Tables 1 and 2 has increased funding level requirements in this program from what had been anticipated in the original plan. Going forward in the next 5 year Plan from 2023-2027, it is anticipated that this program's recommended yearly funding amount will increase from \$5-\$6 million per year to \$9-\$10 million per year based on the proposed projects shown in Appendix A for 2022-2027. For the Urban/Arterial resurfacing program, due to the underfunding in the program as shown in Table 1 for the years 2018-2020 it is necessary to increase the program for the years 2021 and 2022 over the yearly target amount of \$5.6-\$6 million to over \$6 million annually, and proposed to increase to between \$6-\$7million for 2023-2022 , to address the backlog of approximately \$11.9 million of projects pushed out into 2023-2027 within this program. The Rural Resurfacing Program has met its targeted yearly amounts for years 2018-2020. It is anticipated the funding levels will be maintained for this program for the next iteration of the 5 Year Plan for this program being between \$3.7-\$4 million dollars.

Based on Table 2, over the course of the 5 Year Plan for years 2018-2022 the current and forecasted spending has exceeded the target of approximately \$74 million over the forecasted overall program spending target of \$79,814,385. However this spending did not achieve the completion of all listed projects in the plan, mostly due to reprioritized projects with higher construction costs. It is anticipated that based on increased yearly program spending increases shown in Table 2, that the next 5 Year Plan spending target could reach over approximately \$100 Million. These anticipated spending increases will be reviewed and addressed in the next updates to the City's Long-Term Financial Plan and Asset Management Plan.

Going forward staff will bring to Council a yearly updated 5 Year Plan within Q2 of that year in order to inform Council of current achievements and of any funding level adjustments to be made for the Capital budgeting process happening within that given year.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This report relates to the Council Adopted Strategic Plan in the areas of a Vibrant and Growing Economy and Good Government

Consultations:

Director of Engineering and Corporate Assets
Supervisor of Infrastructure and Design
Manager of Asset Management

Attachments:

Appendix A- Urban/Rural Reconstruction program
Appendix B- Urban / Arterial Resurfacing program
Appendix C- Rural Resurfacing program
Appendix D-Updated 2016 Roads Needs condition map
Appendix C- Gravel Resurfaced roads (2017-2020)



Appendix A- Urban
Rural Reconstruction



Appendix B- Urban
Arterial Resurfacing



Appendix C- Rural
Resurfacing Update



Appendix D-
Updated 2016 Roads



Appendix E- Gravel
Resurfaced road 2017

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Appendix A Urban / Rural Reconstruction

Road Name	From	To	Length (km)	Design Year	Design Cost	Construction year	Construction Cost	Status
St Paul St.	Colborne St East	North End	0.25	2015		2018	\$ 501,225.00	Completed, added in 2018 as part of Cast watermain project
Dennistion St	St. Paul St	East end	0.25	2015		2018	\$ 501,225.00	Completed, added in 2018 as part of Cast watermain project
Riverview Estates			0.75	2017		2018	\$ 686,340.00	Completed
Kawartha Dr. (Lindsay)	Logie St.	Verulam Rd. S. (Lindsay)	0.431	2015		2018	\$ 1,031,550.00	Completed
Glenelg St. E.	Huron St.	Water St. (Lindsay)	0.363	2015		2018	\$ 1,260,000.00	Completed
Hamilton St. (Lindsay)	Durham St. W.	Mary St. W. (Lindsay)	0.43	2015		2018	\$ 1,344,000.00	Completed
		Sub Total					\$ 5,324,340.00	
Bay St.	Vimy St.	South end	0.22	2018	\$ 40,000.00	2019	\$ 355,960.00	Completed, added in 2019 as part of Cast watermain project
Durham St. West	Albert St. N. (Lindsay)	Adelaide St. N.	0.27	2018		2019	\$ 408,250.00	Completed, added in 2019 as part of Cast watermain project
Caroline St	Queen St (Lindsay)	Colborne St East	0.333			2019	\$ 419,750.00	Completed, added in 2019 as part of Cast watermain project
Wychwood Cres. (Fenelon Falls)	Ellice St.	0.23 Km East of Ellice St.	0.231			2019	\$ 728,076.00	Completed
Glenelg St. E.	Lindsay St. S. (Lindsay/Ops)	Huron St.	0.365	2015		2019	\$ 1,098,236.00	Completed
Peel St. (Lindsay)	William St. N. (Lindsay/Ops)	Victoria Ave. N. (Lindsay)	0.322	2017		2019	\$ 1,227,579.00	Completed
George St	Lindsay St	East end	0.488			2019	\$ 1,287,483.00	Completed, added in 2019 as part of Cast watermain project
Russell St. W. (Lindsay)	Lindsay St. S. (Lindsay/Ops)	Victoria Ave. S. (Lindsay)	0.513	2017		2019	\$ 2,725,017.00	Completed
		Sub Total					\$ 8,250,351.00	
Lindsay St. S. (Lindsay/Ops)	Kent St. E.	Russell St. E. (Lindsay)	0.193	2017		2020	\$ 1,563,000.00	Reprioritized from 2019 to 2020
Kent St. W.	Lindsay St. S. (Lindsay)	William St. N. (Lindsay/Ops)	0.191	2017		2020	\$ 2,925,000.00	Reprioritized from 2019 to 2020
Colborne St W.	William St North	Adelaide St. N.	0.91	2019		2020	\$ 3,780,000.00	Added to 5 year Plan as part of Cast watermain grant
		Sub Total					\$ 8,268,000.00	
Cambridge St. N.	Russell St.	Peel St. (Lindsay)	0.147	2017		2021	\$ 1,550,014.00	Reprioritized from 2020 to 2021
Colborne St. (Fenelon Falls)	Water St. (Fenelon Falls)	Bond St.	0.253	2018	\$ 76,000.00	2021	\$ 2,200,000.00	Reprioritized from 2020 to 2021
Kent St. W.	William St. N. (Lindsay/Ops)	Victoria Ave. N. (Lindsay)	0.322	2017		2021	\$ 4,625,250.00	Reprioritized from 2020 to 2021
		Sub Total					\$ 8,375,264.00	
Peel St. (Lindsay)	York St. N.	William St. N. (Lindsay/Ops)	0.079	2017		2022	\$ 323,505.00	Reprioritized from 2019 to 2022
William St. N. (Lindsay/Ops)	Russell St. W. (Lindsay)	Peel St. (Lindsay)	0.297	2017		2022	\$ 1,465,705.00	Reprioritized from 2020 to 2022
York St. N.	Russell St. W. (Lindsay)	Peel St. (Lindsay)	0.291	2017		2022	\$ 1,465,705.00	Reprioritized from 2020 to 2022
Colborne St W.	Adelaide St. N.	West of Walker St.	0.745	2018	\$ 775,000.00	2022	\$ 4,173,513.00	
		Sub Total					\$ 7,428,428.00	
St. Peter St	King St	South end	0.11	2018	\$ 25,000.00	2023-2027	\$ 343,860.00	Added to 5 year Plan do to Cast watermain grant
King St (Lindsay)	Lindsay St North	St. David St.	0.907	2020		2023-2027	\$ 2,835,282.00	Added to 5 year Plan do to Cast watermain grant
Elliot St.	Lindsay St. (Fenelon Falls)	Murray St. (Fenelon Falls)	0.152	2016		2023-2027	\$ 475,152.00	Reprioritized from 2019 to 2021
Elliot St.	Murray St. (Fenelon Falls)	Ellice St.	0.155	2016		2023-2027	\$ 484,530.00	Reprioritized from 2019 to 2021
Ellice St.	Wychwood Cres. (Fenelon Falls)	Juniper St. (Fenelon Falls)	0.444	2016		2023-2027	\$ 2,571,451.00	Reprioritized from 2019 to 2021
Glenelg St. W	Lindsay St South	Cambridge St South	0.384	2019		2023-2027	\$ 1,297,481.00	Added to 5 year Plan do to Cast watermain grant
Murray St. (Fenelon Falls)	West St. S. (Fenelon/Fenelon Falls)	Elliot St.	0.722	2016		2023-2027	\$ 3,042,834.00	Reprioritized from 2021 to 2022

Bob Brown Way	John St. (Pontypool)	Bradley St.	0.141	2017		2023-2027	\$ 125,000.00	
Bradley St	John St. (Pontypool)	Bob Brown Way	0.045	2017		2023-2027	\$ 250,000.00	
Dominion Dr.	St. George St.	East End	0.27	2020	\$ 40,000.00	2023-2027	\$ 844,020.00	Added to 5 year Plan through Council resolution
John St. (Bobcaygeon)	Front St. W. (Bobcaygeon)	Prince St. W.	0.307	2023-2027	\$ 92,100.00	2023-2027	\$ 959,682.00	Reprioritized from 2022 to 2023-2027
King St. E. (Omeme)	Sturgeon Rd. N. (Omeme)	West End of Bridge	0.398	2018	\$ 50,000.00	2023-2027	\$ 1,100,000.00	Added to 5 year Plan do to Cast watermain grant
Queen St. (Bobcaygeon)	West End	Joseph St.	0.365	2023-2027	\$ 109,500.00	2023-2027	\$ 1,140,990.00	
St. James	Riverview Road	Dominion Dr.	0.409	2020	\$ 75,000.00	2023-2027	\$ 1,278,534.00	Added to 5 year Plan through Council resolution
Joseph St.	Main St.	Duke St.	0.428	2023-2027	\$ 128,400.00	2023-2027	\$ 1,337,928.00	
Hillside Dr. (Lindsay)	Logie St.	Verulam Rd. S. (Lindsay)	0.436	2018	\$ 60,000.00	2023-2027	\$ 1,362,936.00	
Cameron Rd. (Fenelon)	North Limit of Cameron	Highway #35	0.658	2018	\$ 115,000.00	2023-2027	\$ 1,464,000.00	Reprioritized from 2022 to 2023-2027
Prince St. W. (Bobcaygeon)	Head St. (Bobcaygeon)	Main St.	0.497	2023-2027	\$ 149,100.00	2023-2027	\$ 1,553,622.00	
Riverview Rd. (Lindsay)	St. David St.	Verulam Rd. S. (Lindsay)	0.551	2019	\$ 55,000.00	2023-2027	\$ 1,722,426.00	Reprioritized from 2022 to 2023-2027
Water St (Coboconk)	Hwy 35	Nipissing St.	0.58	2023-2027	\$ 120,000.00	2023-2027	\$ 1,813,080.00	
Duke St. (Bobcaygeon)	North St. (Bobcaygeon)	Main St.	0.582	2023-2027	\$ 174,600.00	2023-2027	\$ 1,819,332.00	
Head St. (Bobcaygeon)	Front St. W. (Bobcaygeon)	North St.	0.611	2023-2027	\$ 183,300.00	2023-2027	\$ 1,909,986.00	
Dunn St.	East St. N. (K.L. Rd. 49)	Balaclava St.	0.627	2023-2027	\$ 188,100.00	2023-2027	\$ 1,960,002.00	
Canal St. W. (Bobcaygeon)	Sherwood St.	East St. S. (K.L. Rd. 36)	0.674	2017		2023-2027	\$ 2,106,924.00	Reprioritized from 2019 to 2023
Pottinger St.	Lindsay St. N. (Lindsay)	West End	0.787	2019	\$ 65,000.00	2023-2027	\$ 2,460,162.00	
Intersection Angeline St / Kent St	Kent St. W	Colborne St. W	0.63	2018	\$ 120,000.00	2023-2027	\$ 2,520,000.00	
Lindsay St South	Russell St.	Mary St. W. (Lindsay)	0.84	2020	\$ 150,000.00	2023-2027	\$ 2,625,840.00	Added to 5 year Plan do to Cast watermain grant
William St. N. (Lindsay/Ops)	Colbrone St	Orchard Park Dr	1.085	2020	\$ 90,000.00	2023-2027	\$ 3,391,710.00	
St. Patrick St	Queen St (Lindsay)	North End	1.12	2020	\$ 90,000.00	2023-2027	\$ 3,501,120.00	Added to 5 year Plan do to Cast watermain grant
		Sub Total			\$1,145,100.00		\$ 49,442,984.00	Total cost of design and construction for 2023-2027
		Total	13.881					
Lindsay St. (Fenelon Falls)	West St. S. (Fenelon/Fenelon Falls)	Helen St.	0.681	2016				moved to Urban/Arterial Resurfacing 2022
						2018-2022		
						Total	\$ 37,646,383.00	

Appendix B Urban / Arterial Resurfacing

Road Name	From	To	Length (km)	Resurfacing year	Resurfacing Cost	Status
Albert St. (Mariposa)	Eldon Rd. (Mariposa)	Grant Dr.	0.3	2018	\$ 34,100.00	Completed
Al's Ave.	King St. (Laxton)	Monck Rd.	0.4	2018	\$ 46,200.00	Completed
Argyle St.	Nappadale St.	Union St. (Woodville)	0.3	2018	\$ 68,200.00	Completed
Cockburn St.	Monck Rd.	Morrison St.	0.3	2018	\$ 37,400.00	Completed
Edna St.	Flora St.	Highway #7	0.3	2018	\$ 34,100.00	Completed
Eldon Rd. (Mariposa)	Zion Rd.	Highway #7	8.3	2018	\$ 1,816,100.00	Completed
Elgin St. (Mariposa)	Highway #7	Albert St. (Mariposa)	0.2	2018	\$ 23,100.00	Completed
Sussex St. N	Kent St.	Peel St.	0.1	2018	\$ 110,500.00	Complete added to 5 year in conjunction with WWW project
Flora St.	Eldon Rd. (Mariposa)	Edna St.	0.2	2018	\$ 23,100.00	Completed
K.L. Rd. 24 (Verulam)	K.L. Rd. 36 (Fenelon/Ops/Verulam)	Scotch Line Rd.	5.7	2018	\$ 1,316,700.00	Completed
King St. (Laxton)	Al's Ave.	Highway #35	0.3	2018	\$ 38,500.00	Completed
Maple St. (Woodville)	John St. (Woodville)	King St. (Woodville)	0.1	2018	\$ 12,100.00	Completed
Monck St. (Laxton)	Highway #35	East End	0.2	2018	\$ 38,500.00	Completed
Morrison St.	Cockburn St.	East End	0.5	2018	\$ 60,500.00	Completed
Nappadale St.	John St. (Woodville)	King St. (Woodville)	0.1	2018	\$ 12,100.00	Completed
Perry St. (Mariposa)	Edna St.	Eldon Rd. (Mariposa)	0.1	2018	\$ 12,100.00	Completed
Stuart St.	John St. (Woodville)	King St. (Woodville)	0.1	2018	\$ 12,100.00	Completed
Union St. (Eldon)	Munroe St.	Portage Rd.	0.1	2018	\$ 44,000.00	Completed
Victoria St. (Mariposa)	Highway #7	Albert St. (Mariposa)	0.2	2018	\$ 19,800.00	Completed
Woodville Rd.	At House # 185 Woodville road	Windmere Rd.	2.2	2018	\$ 550,000.00	Completed
				Subtotal	\$ 4,309,200.00	
Killarney Bay Rd.	Highway #35	Glenarm Rd.	11.0	2019	\$ 2,172,775.00	Completed
Eldon Rd. (Mariposa)	Ramsey Rd.	Zion Rd.	1.4	2019	\$ 316,778.00	Completed
Pigeon Lake Rd.	1448 Pigeon Lake road	100 N of Colony Rd.	9.5	2019	\$ 2,120,580.00	Completed
Wellington St. (Lindsay)	William St. N. (Lindsay/Ops)	Lindsay St. N. (Lindsay)	0.2	2019	\$ 38,950.00	This was completed inconjunction with the Wellington St bridge repair
				Subtotal	\$ 4,649,083.00	
Portage Road	CKL 41	180 m west of French settlement road	4.8	2020	\$ 2,288,000.00	This section was reprioritized to 2020 budget
				Subtotal	\$ 2,288,000.00	
Centreline Rd.	CKL 14	Pigeon Lake Rd.	6.1	2021	\$ 1,369,760.00	
Pigeon Lake Rd.	McGinnis Rd.	1448 Pigeon Lake Road	7.5	2021	\$ 1,687,500.00	

Portage Road	CKL 41	CKL 35	6.9	2021	\$ 3,288,995.40
				Subtotal	\$ 6,346,255.40
Pontypool Rd.	Highway #35	Glamorgan Rd.	9.3	2022	\$ 2,101,500.00
Corbett Dr.	Coulter Dr.	Coulter Dr.	1.2	2022	\$ 222,870.00
Propp Dr.	Corbett Dr.	Hooper Dr.	0.3	2022	\$ 48,830.00
Hooper Dr.	John St. (Pontypool)	Coulter Dr.	0.4	2022	\$ 71,250.00
Pyane St	Corbett Dr.	Coulter Dr.	0.2	2022	\$ 37,620.00
Pinewood Cres.	Corbett Dr.	Corbett Dr.	0.5	2022	\$ 88,160.00
Ski Hill Rd.	Highway #7A	Highway #7 (Omemee)	13.6	2022	\$ 3,060,000.00
Kent St. W.	Victoria Ave. N. (Lindsay)	Jane St. (Lindsay)	0.7	2022	\$ 324,800.00
Lindsay St. (Fenelon Falls)	West St. S. (Fenelon/Fenelon Falls)	Veterans Way	0.2	2022	\$ 85,840.00
Lindsay St. (Fenelon Falls)	Veterans Way	Green St. E.	0.2	2022	\$ 107,648.00
Lindsay St. (Fenelon Falls)	Green St. E.	Elliot St.	0.2	2022	\$ 88,624.00
Lindsay St. (Fenelon Falls)	Elliot St.	Helen St. (Fenelon Falls)	0.1	2022	\$ 33,872.00
				Subtotal	\$ 6,271,014.00
Golf Course Rd.	Highway #35	Durham Road 57	7.8	2023-2027	\$ 1,755,000.00
Portage Road	180 m west of French Settlement road	CKL 35	3.4	2023-2027	\$ 1,615,897.74
K.L. Rd. 49 (Somerville/Verulam)	Bick St.	Anderson Line (Verulam)	1.8	2023-2027	\$ 349,030.00
K.L. Rd. 49 (Somerville/Verulam)	Anderson Line (Verulam)	Irwin's Rd.	3.0	2023-2027	\$ 576,650.00
K.L. Rd. 49 (Somerville/Verulam)	Irwin's Rd.	Bury's Green Rd.	4.4	2023-2027	\$ 836,190.00
K.L. Rd. 49 (Somerville/Verulam)	Bury's Green Rd.	Somerville 3rd Concession	2.7	2023-2027	\$ 519,270.00
K.L. Rd. 49 (Somerville/Verulam)	Somerville 3rd Concession	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	5.6	2023-2027	\$ 1,072,360.00
Francis St. E. (Fenelon Falls)	Colborne St. (Fenelon Falls)	0.2 Km South of Colborne St. (Fenelon Falls)	0.2	2023-2027	\$ 44,620.00
Francis St. E. (Fenelon Falls)	0.2 Km South of Colborne St. (Fenelon Falls)	Clifton St.	0.1	2023-2027	\$ 24,840.00
Francis St. E. (Fenelon Falls)	Clifton St.	Janlisda Dr.	0.3	2023-2027	\$ 69,690.00
Francis St. E. (Fenelon Falls)	Janlisda Dr.	Concession Rd.	0.5	2023-2027	\$ 106,260.00
Francis St. E. (Fenelon Falls)	Concession Rd.	Ridge Hill Court (Fenelon)	0.5	2023-2027	\$ 116,150.00
Francis St. E. (Fenelon Falls)	Ridge Hill Court (Fenelon)	Wychwood Dr. E. (Fenelon)	0.3	2023-2027	\$ 64,860.00
Francis St. E. (Fenelon Falls)	Wychwood Dr. E. (Fenelon)	Lagoon Dr. (Fenelon Falls)	0.3	2023-2027	\$ 61,180.00
Francis St. E. (Fenelon Falls)	Lagoon Dr. (Fenelon Falls)	River Dr. (Fenelon Falls)	0.2	2023-2027	\$ 37,720.00
Fenel Rd.	Glenarm Rd.	Branch St.	0.1	2023-2027	\$ 16,340.00
Fenel Rd.	Branch St.	North Limit of Glenarm	0.3	2023-2027	\$ 50,540.00
Fenel Rd.	North Limit of Glenarm	Palestine Rd.	2.6	2023-2027	\$ 490,010.00
Fenel Rd.	Palestine Rd.	Eldon Station Rd.	3.1	2023-2027	\$ 581,590.00
Fenel Rd.	Eldon Station Rd.	Fish Hawk Rd.	0.3	2023-2027	\$ 53,200.00
Fenel Rd.	Fish Hawk Rd.	0.2 Km South of Highgate Rd.	0.9	2023-2027	\$ 171,380.00
Fenel Rd.	0.2 Km South of Highgate Rd.	Highgate Rd.	0.2	2023-2027	\$ 38,000.00

Fenel Rd.	Highgate Rd.	Trent Canal Bridge	2.8	2023-2027	\$ 532,190.00
Fenel Rd.	Trent Canal Bridge	Portage Rd.	1.3	2023-2027	\$ 244,720.00
Simcoe St. (Eldon/Mariposa)	Ramsey Rd.	Hallett Cres.	0.8	2023-2027	\$ 179,860.00
Simcoe St. (Eldon/Mariposa)	Hallett Cres.	Curb and Gutter at South Limit of Sonya	0.1	2023-2027	\$ 18,400.00
Simcoe St. (Eldon/Mariposa)	Curb and Gutter at South Limit of Sonya	North Limit of Sonya	0.4	2023-2027	\$ 80,500.00
Simcoe St. (Eldon/Mariposa)	North Limit of Sonya	Zion Rd.	0.2	2023-2027	\$ 35,420.00
Simcoe St. (Eldon/Mariposa)	Zion Rd.	Little Britain Rd.	1.4	2023-2027	\$ 332,120.00
Simcoe St. (Eldon/Mariposa)	Little Britain Rd.	Royal Oak Rd.	1.4	2023-2027	\$ 322,460.00
Simcoe St. (Eldon/Mariposa)	Royal Oak Rd.	Salem Rd.	1.4	2023-2027	\$ 330,740.00
Simcoe St. (Eldon/Mariposa)	Salem Rd.	Cresswell Rd.	1.4	2023-2027	\$ 317,400.00
Simcoe St. (Eldon/Mariposa)	Cresswell Rd.	Farmstead Rd.	1.4	2023-2027	\$ 318,090.00
Simcoe St. (Eldon/Mariposa)	Farmstead Rd.	Short St. (Mariposa)	0.9	2023-2027	\$ 209,760.00
Simcoe St. (Eldon/Mariposa)	Short St. (Mariposa)	Curb and Gutter at South Limit of Manilla	0.2	2023-2027	\$ 37,260.00
Simcoe St. (Eldon/Mariposa)	Curb and Gutter at South Limit of Manilla	Edward St.	0.1	2023-2027	\$ 30,590.00
Simcoe St. (Eldon/Mariposa)	Edward St.	Highway #7	0.1	2023-2027	\$ 31,280.00
Kent St. W.	Jane St. (Lindsay)	Angeline St. N.	0.1	2023-2027	\$ 35,750.00
Kent St. W.	Angeline St. N.	St. Joseph Rd.	0.7	2023-2027	\$ 173,000.00
Kent St. W.	St. Joseph Rd.	Commerce Rd.	0.2	2023-2027	\$ 50,750.00
Kent St. W.	Commerce Rd.	McLaughlin Rd.	0.1	2023-2027	\$ 32,750.00
Kent St. W.	McLaughlin Rd.	West Limit of Lindsay	0.1	2023-2027	\$ 19,500.00
					\$ 11,983,317.74
Colborne St. W. (Lindsay/Ops)	Angeline St. N.	William St. N. (Lindsay/Ops)	0.3		
King St. (Lindsay)	Lindsay St. N. (Lindsay)	St. David St.	0.9		
Lindsay St. S. (Lindsay/Ops)	Russell St. E. (Lindsay)	Mary St. E. (Lindsay)	0.7		
				Total 2018-2022	\$ 23,863,552.40

Total cost of resurfacing moved out to 2023-2027
 Will be moved to Urban/Rural Reconstruction for
 phase 2 replacement of Cast watermain
 These section have been moved to Urban/ Rural
 Reconstruction to corrdinate with Cast watermain
 replacement
 These section have been moved to Urban/ Rural
 Reconstruction to corrdinate with Cast watermain
 replacement

Appendix C Rural Resurfacing

Road Name	From	To	Length (km)	Resurfacing year	Resurfacing Cost	Status
Telecom Rd.	Manvers/Scugog Townline	Porter Rd. (Manvers)	9.8	2018	\$ 624,800.00	Completed
Lifford Rd.	Highway #35	CKL 38	6.1	2018	\$ 679,800.00	Completed
Angeline St. N.	Thunder Bridge Rd.	Kenrei Rd.	2.4	2018	\$ 257,400.00	Completed
Hartley Rd.	Glenarm Rd.	Eldon Station Rd.	6.1	2018	\$ 641,300.00	Completed
Armitage Ave.	Bolsover Rd.	Trent River Rd. N.	0.6	2018	\$ 67,100.00	Completed
Trent River Rd. S.	Armitage Ave.	North End	0.8	2018	\$ 89,100.00	Completed
Eldon Dr. (Eldon)	Trent River Rd. S.	East End	0.1	2018	\$ 14,300.00	Completed
Greenwood Cres. (Eldon)	Trent River Rd. S.	Trent River Rd. N.	0.4	2018	\$ 45,100.00	Completed
Pinewood Blvd. (Eldon)	Trent River Rd. N.	North End	1.4	2018	\$ 144,100.00	Completed
Elm Tree road	Glenarm Rd.	Riley Lane	3.1	2018	\$ 323,400.00	Completed
Victoria Rd.	Talbot River Rd.	North Mountain Rd.	5.6	2018	\$ 583,000.00	Completed
		Subtotal	36.5	2018	\$ 3,469,400.00	
Skyline Rd.	K.L. Rd. 46 (Eldon/Mariposa)	Eldon Rd. (Mariposa)	6.0	2019	\$ 693,000.00	Completed
Manvers Station Rd.	Porter Rd. (Manvers)	East End	0.5	2019	\$ 57,750.00	Completed
Fleetwood Rd. (Manvers)	Highway #35	Ski Hill Rd.	7.8	2019	\$ 819,000.00	Completed
Pigeon Creek Rd.	Manvers Dr.	Chipmunk Rd. (Manvers)	2.7	2019	\$ 279,930.00	Completed
Bethany Hills Rd.	Ski Hill Rd.	Slalom Dr.	1.0	2019	\$ 115,500.00	Completed
Christie Rd.	Bethany Hills Rd.	Slalom Dr.	0.3	2019	\$ 34,650.00	Completed
Forest Dr. (Manvers)	Bethany Hills Rd.	Forest Dr. (Manvers)	0.2	2019	\$ 77,000.00	Completed
Cedar Cres. (Manvers)	McGill Dr.	McGill Dr.	0.3	2019	\$ 60,500.00	Completed
Patterson Rd.	K.L. Rd. 30 (Verulam)	South end	1.1	2019	\$ 115,500.00	Completed
Cosh's Rd.	K.L. Rd. 8 (Fenelon/Verulam)	Anderson Line (Verulam)	3.9	2019	\$ 449,900.00	Completed
Pleasant View Drive	Oakwood Drive	South end	0.4	2019	\$ 38,500.00	Completed
Sandy Point Rd.	Gray Rd. (Fenelon/Sturgeon Point/Verulam)	Hickory Beach Rd.	1.4	2019	\$ 231,000.00	Completed
Cedarhurst Ave. (Verulam)	Edgewood Dr. (Verulam)	South End	0.1	2019	\$ 16,500.00	Completed
Pinewood Ave. (Verulam)	Edgewood Dr. (Verulam)	South End	0.1	2019	\$ 16,500.00	Completed
Lake Dalrymple Rd.	Kirkfield Rd.	Deverell Lane	3.0	2019	\$ 169,400.00	Reprioritized and completed in 2019
Avery Point Rd.	Kirkfield Rd.	North End	3.4	2019	\$ 357,000.00	Reprioritized and completed in 2019
Kennedy Bay Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	Elder St.	2.1	2019	\$ 220,500.00	Reprioritized and completed in 2019
			34.3		\$ 3,752,130.00	

Sadowa Rd.	Kett Rd.	Eldridge Lane	1.2	2020	\$ 132,000.00
Lake Dalrymple Rd.	Deverell Lane	McCrackin Ave.	3.0	2020	\$ 352,000.00
Thompson Lane (Carden)	400 m east of Avery Point Rd.	North End	0.7	2020	\$ 77,000.00
Balsam Lake Dr. (Bexley)	Portage Rd.	Parkside Rd. (Bexley)	7.8	2020	\$ 858,000.00
Blanchard's Rd.	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon)	Balsam Lake Dr. (Bexley)	4.8	2020	\$ 407,000.00
Kennedy Bay Rd.	Elder St.	North End	0.1	2020	\$ 33,000.00
Pine Ridge Rd. (Laxton)	Government Dock Rd.	Shadow Lake Rd. # 3	0.4	2020	\$ 66,000.00
Shadow Lake Rd. # 3	Highway #35	East End	1.6	2020	\$ 198,000.00
Monarch Rd.	Dew Drop Inn Rd.	Thunder Bridge Rd.	3.0	2020	\$ 154,000.00
Boulder St.	Elm Tree Rd.	O'Reilly Lane	0.4	2020	\$ 66,000.00
Algonquin Rd.	Gilson Point Rd.	Port Hoover Rd.	4.4	2020	\$ 473,000.00
Salem Rd.	Simcoe St. (Eldon/Mariposa)	Fingerboard Rd.	3.0	2020	\$ 330,000.00
Farmstead Rd.	Fingerboard Rd.	White Rock Rd.	3.0	2020	\$ 330,000.00
O'Reilly Lane	Boulder St.	North End	0.8	2020	\$ 132,000.00
Mara-Eldon Boundary Rd	Canal Rd	Con RD 1	2.0	2020	\$ 112,000.00
			36.2		\$ 3,720,000.00
Lake Dalrymple Rd.	McCrackin Ave.	Monck Rd.	4.3	2021	\$ 451,500.00
Rainbow Ridge Rd.	West End	Glassford Rd.	2.7	2021	\$ 283,500.00
Cottage Rd.	West End	Starr Blvd. (Mariposa)	0.1	2021	\$ 7,770.00
Cottage Rd.	Starr Blvd. (Mariposa)	Scugog Dr.	0.3	2021	\$ 30,450.00
Cottage Rd.	Scugog Dr.	Washburn Island Rd.	0.3	2021	\$ 31,500.00
Cottage Rd.	Ogemah Rd.	Dovehaven Rd.	1.5	2021	\$ 153,510.00
Cottage Rd.	Dovehaven Rd.	Valentia Rd.	0.2	2021	\$ 22,680.00
Cottage Rd.	Valentia Rd.	Twilight Rd.	1.2	2021	\$ 130,725.00
Cottage Rd.	Twilight Rd.	Sand Bar Rd.	0.6	2021	\$ 68,040.00
Beacroft Rd.	Algonquin Rd.	Ramsey Rd.	1.4	2021	\$ 141,855.00
Starr Blvd. (Mariposa)	Cottage Rd.	Scugog Dr.	0.7	2021	\$ 77,175.00
Starr Blvd. (Mariposa)	Scugog Dr.	South End	0.9	2021	\$ 90,825.00
Grills Rd.	Bowen Rd.	North End	0.3	2021	\$ 32,760.00
Sugar Bush Trail (Mariposa)	Bowen Rd.	South End	0.8	2021	\$ 85,575.00
Hillside Dr. (Mariposa)	Washburn Island Rd.	Washburn Island Rd.	0.7	2021	\$ 78,435.00
Hillside Dr. (Mariposa)	Washburn Island Rd.	Indian Trail (Mariposa)	0.1	2021	\$ 10,500.00
Oakdene Cres.	Ball Point Rd.	Muskie Dr. (Mariposa)	0.4	2021	\$ 39,375.00
Oakdene Cres.	Muskie Dr. (Mariposa)	North End	1.0	2021	\$ 107,730.00
Parkin Dr.	Rainbow Ridge Rd.	South End	0.7	2021	\$ 74,235.00

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Park Ave. (Mariposa)	Twilight Rd.	West End	0.3	2021	\$	34,230.00
Marsh Creek Rd. (Mariposa)	Twilight Rd.	West End	0.9	2021	\$	91,980.00
Dunsford Rd. (Verulam)	K.L. Rd. 36 (Fenelon/Ops/Verulam)	Maxwell St.	0.6	2021	\$	88,950.00
Dunsford Rd. (Verulam)	Maxwell St.	Rolande St.	0.1	2021	\$	19,800.00
Dunsford Rd. (Verulam)	Rolande St.	Sturgeon Rd. (Emily/Verulam)	0.2	2021	\$	29,250.00
Rolande St.	Dunsford Rd. (Verulam)	Thurston St.	0.1	2021	\$	39,000.00
Thurston St.	West End	Maxwell St.	0.1	2021	\$	18,300.00
Thurston St.	Maxwell St.	Rolande St.	0.1	2021	\$	40,200.00
Thurston St.	Rolande St.	East End	0.1	2021	\$	25,500.00
Maxwell St.	Dunsford Rd. (Verulam)	Thurston St.	0.1	2021	\$	39,000.00
Tracey's Hill Rd.	Heights Rd.	Esker Rd.	1.2	2021	\$	129,580.00
Tracey's Hill Rd.	Esker Rd.	Sturgeon Rd. (Emily/Verulam)	2.3	2021	\$	256,410.00
Shamrock Rd.	Sturgeon Rd. (Emily/Verulam)	Centreline Rd.	3.5	2021	\$	367,185.00
Boundary Rd.	Yankee Line (CKL14)	Moloney Rd.	1.4	2021	\$	200,000.00
Cardinal Rd	Boundary Rd.	Marilyn Cres	0.3	2021	\$	38,550.00
Marilyn Cres.	Cardinal Rd	Cardinal Rd	0.6	2021	\$	97,200.00
Ella Place	Marilyn Cres.	North End	0.1	2021	\$	15,000.00
Longbeach Rd.	Dytonia Beach Rd.	CKL 121	1.5	2021	\$	225,000.00
			31.8		\$	3,673,275.00
Tracey's Hill Rd.	Sturgeon Rd. (Emily/Verulam)	Centreline Rd.	3.5	2022	\$	384,670.00
Hollowtree Rd.	Killarney Bay Rd.	Mark Rd. (Fenelon)	1.3	2022	\$	139,650.00
Cheese Factory Rd.	0.7 Km West of Post Rd.	Post Rd.	0.7	2022	\$	73,500.00
Cheese Factory Rd.	Settlers Rd.	Heights Rd.	2.2	2022	\$	234,150.00
Hartley Rd.	CKL 9	Lorneville Rd.	3.1	2022	\$	325,185.00
Alexander Ave.	Elder St.	Deerwood Ave.	0.1	2022	\$	14,070.00
Cedar Glen Rd. (Verulam)	2000m north of K.L. Rd. 24 (Verulam)	Earl Kennedy Rd.	0.5	2022	\$	57,330.00
Cedar Glen Rd. (Verulam)	Earl Kennedy Rd.	West End	1.1	2022	\$	116,865.00
Earl Kennedy Rd.	Cedar Glen Rd. (Verulam)	Clifford Dr.	0.3	2022	\$	36,540.00
Scotch Line Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	Beatty's Rd.	3.1	2022	\$	329,805.00
Scotch Line Rd.	Beatty's Rd.	0.7 Km South of K.L. Rd. 24 (Verulam)	0.4	2022	\$	36,960.00
Scotch Line Rd.	0.7 Km South of K.L. Rd. 24 (Verulam)	K.L. Rd. 24 (Verulam)	0.7	2022	\$	73,500.00
Scotch Line Rd.	K.L. Rd. 24 (Verulam)	North End	0.2	2022	\$	24,570.00
Cheese Factory Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	Fieldside Rd.	0.1	2022	\$	12,915.00
Cheese Factory Rd.	Fieldside Rd.	0.7 Km West of Post Rd.	0.7	2022	\$	69,615.00
Tracey's Hill Rd.	Settlers Rd.	Lilac Rd. (Ops)	1.4	2022	\$	152,900.00
Tracey's Hill Rd.	Lilac Rd. (Ops)	Heights Rd.	0.9	2022	\$	96,250.00

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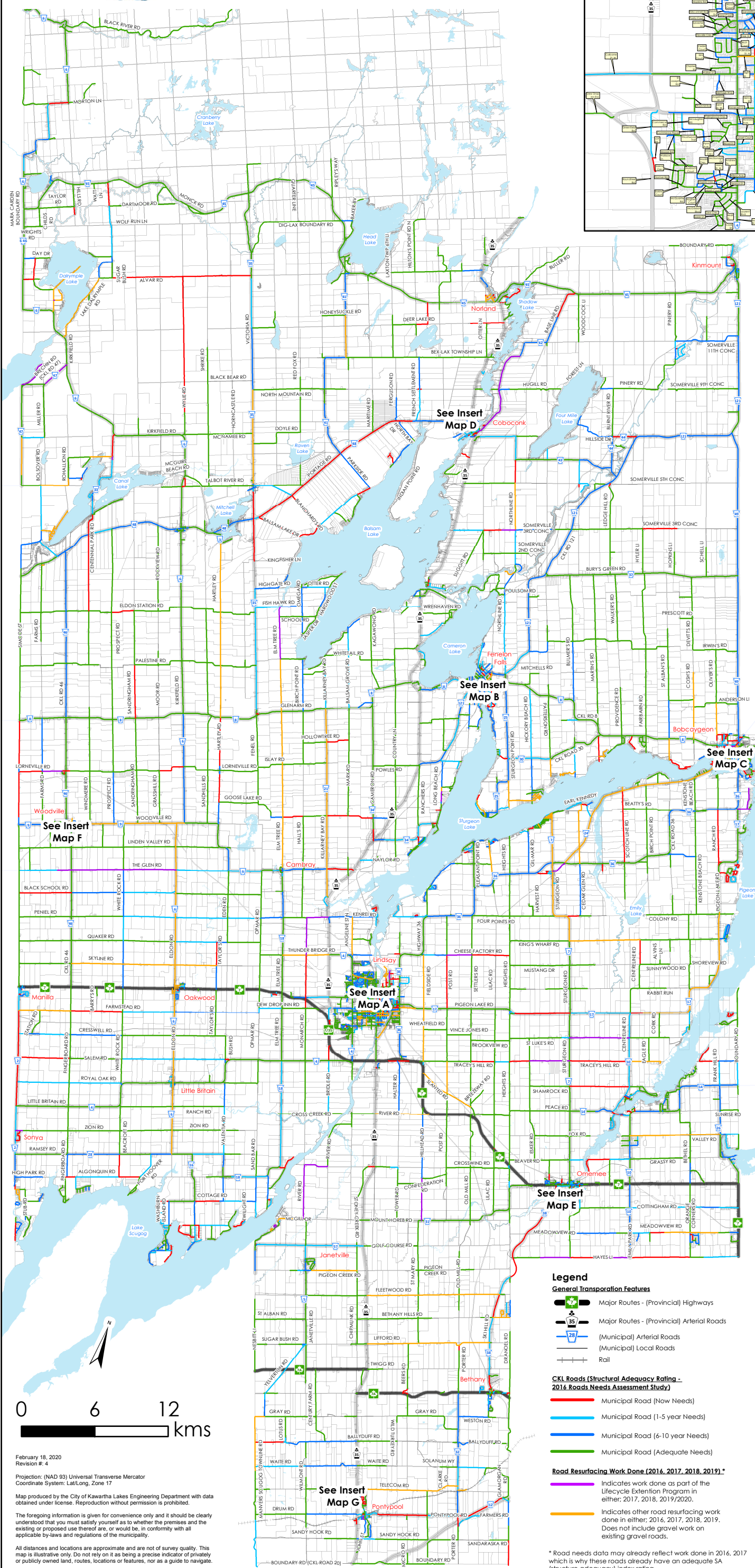
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Cowans Dr.	Peace Rd.	Cowans Cres.	0.5	2022	\$ 48,825.00
Cowans Cres.	Woods Ave. (Emily)	Cowans Dr.	0.1	2022	\$ 7,560.00
Cowans Cres.	Cowans Dr.	Woods Ave. (Emily)	0.6	2022	\$ 62,160.00
Cowans Cres.	Woods Ave. (Emily)	West End	0.1	2022	\$ 11,235.00
Woods Ave. (Emily)	Cowans Cres.	Cowans Cres.	0.5	2022	\$ 48,090.00
Woods Ave. (Emily)	Cowans Cres.	North End	0.2	2022	\$ 16,380.00
Base Line Rd.	Vivi St.	1.45 Km North of Vivi St.	1.5	2022	\$ 152,250.00
Kelly's Bay Rd.	K.L. Rd. 30 (Verulam)	Bayview Estate Rd. (Verulam)	1.2	2022	\$ 126,315.00
Kelly's Bay Rd.	Bayview Estate Rd. (Verulam)	South End	0.3	2022	\$ 30,555.00
Cottingham Rd	CKL 10	Hwy 7	6.5	2022	\$ 682,500.00
Grassy Rd.	CKL 10	West end	2.4	2022	\$ 252,000.00
Hawke Dr.	Grassy Rd.	South end	0.7	2022	\$ 73,500.00
		Subtotal	34.9		\$ 3,689,845.00
		Total	173.7		\$ 18,304,650.00

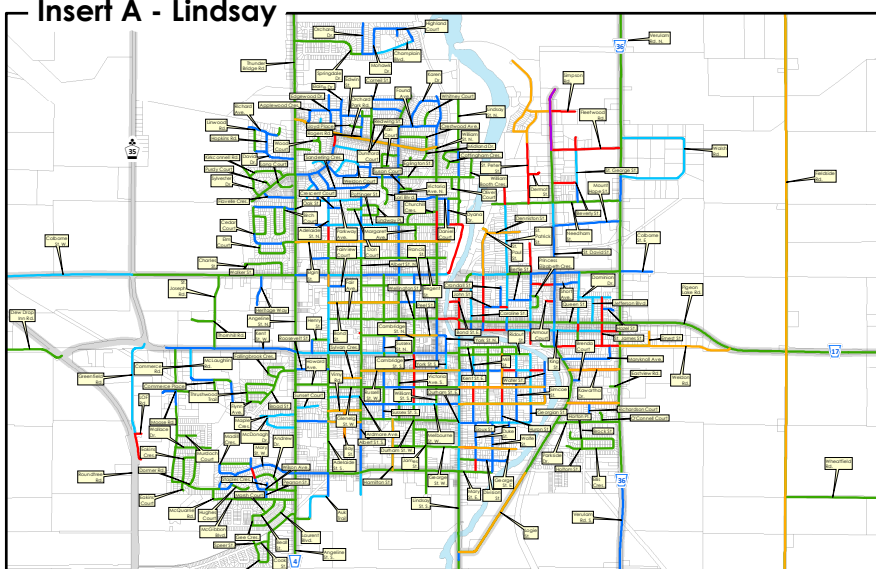
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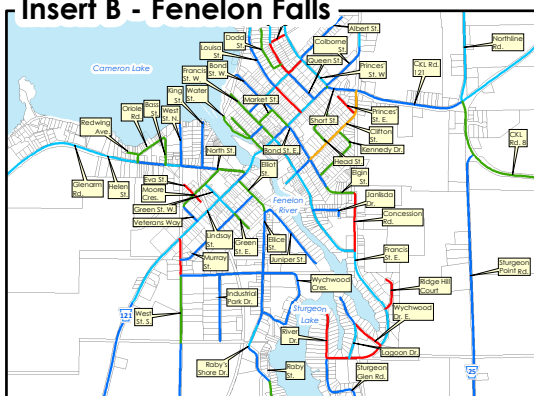
City of Kawartha Lakes - Updated 2016 Road Needs Condition Map



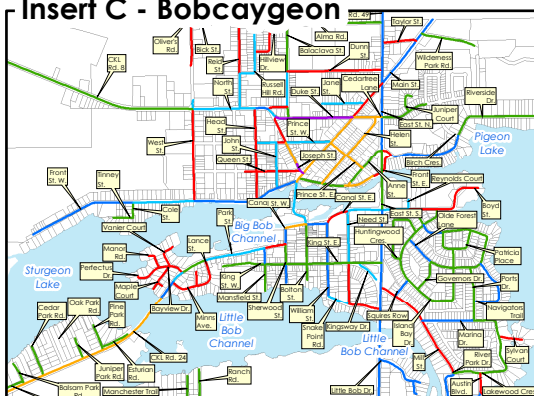
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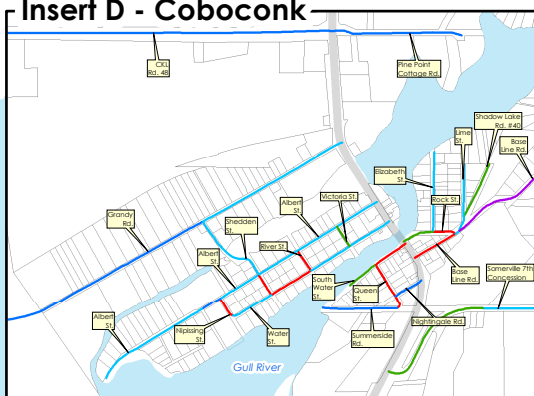
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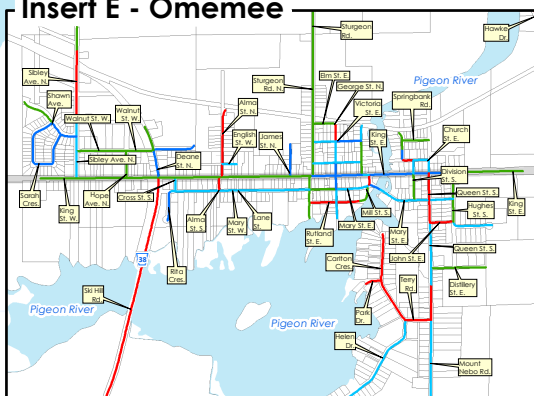
Insert C - Bobcaygeon



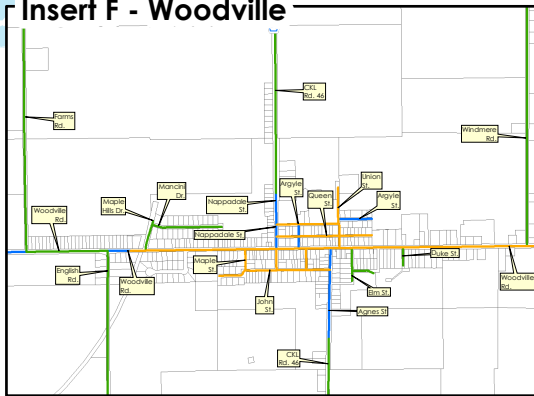
Insert D - Coboconk



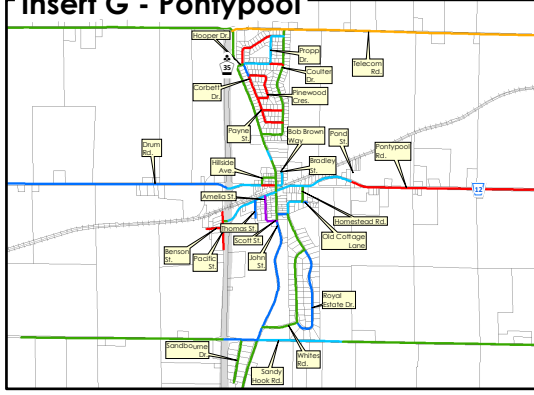
Insert E - Omemee



Insert F - Woodville



Insert G - Pontypool



Legend

General Transportation Features

- Major Routes - (Provincial) Highways
- Major Routes - (Provincial) Arterial Roads
- (Municipal) Arterial Roads
- (Municipal) Local Roads
- Rail

CKL Roads (Structural Adequacy Rating - 2016 Roads Needs Assessment Study)

- Municipal Road (Now Needs)
- Municipal Road (1-5 year Needs)
- Municipal Road (6-10 year Needs)
- Municipal Road (Adequate Needs)

Road Resurfacing Work Done (2016, 2017, 2018, 2019) *

- Indicates work done as part of the Lifecycle Extension Program in either: 2017, 2018, 2019/2020.
- Indicates other road resurfacing work done in either: 2016, 2017, 2018, 2019. Does not include gravel work on existing gravel roads.

* Road needs data may already reflect work done in 2016, 2017 which is why these roads already have an adequate SA (structure adequacy) index rating.

February 18, 2020
Revision # 4
Projection: (NAD 83) Universal Transverse Mercator
Coordinate System: Lat/Long, Zone 17

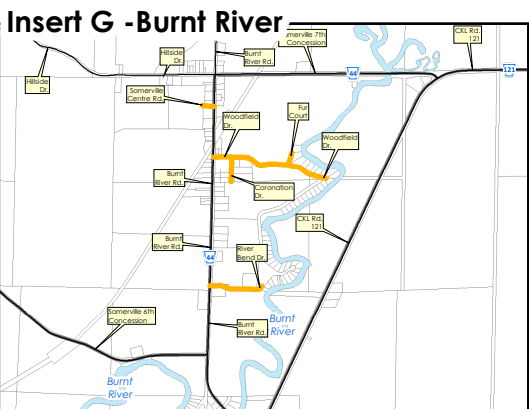
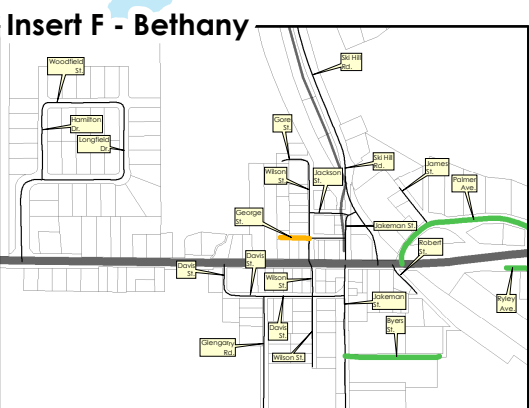
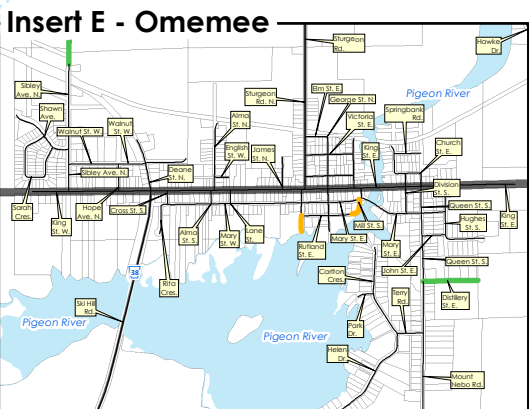
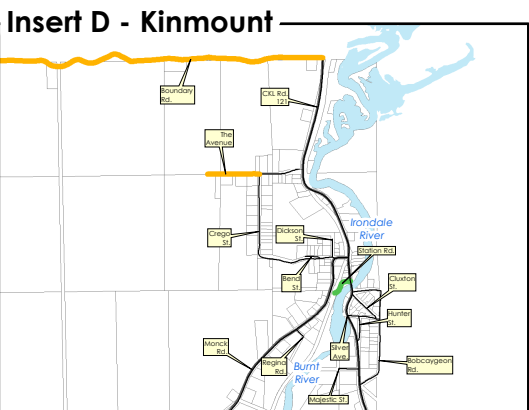
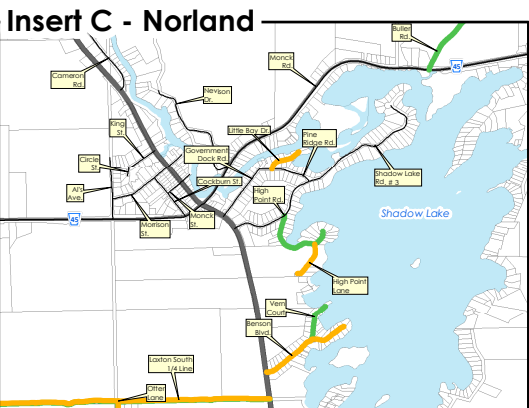
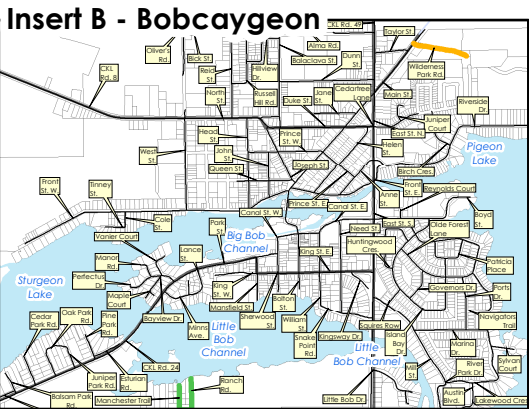
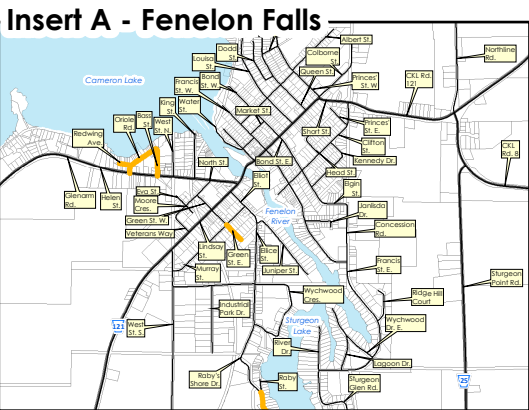
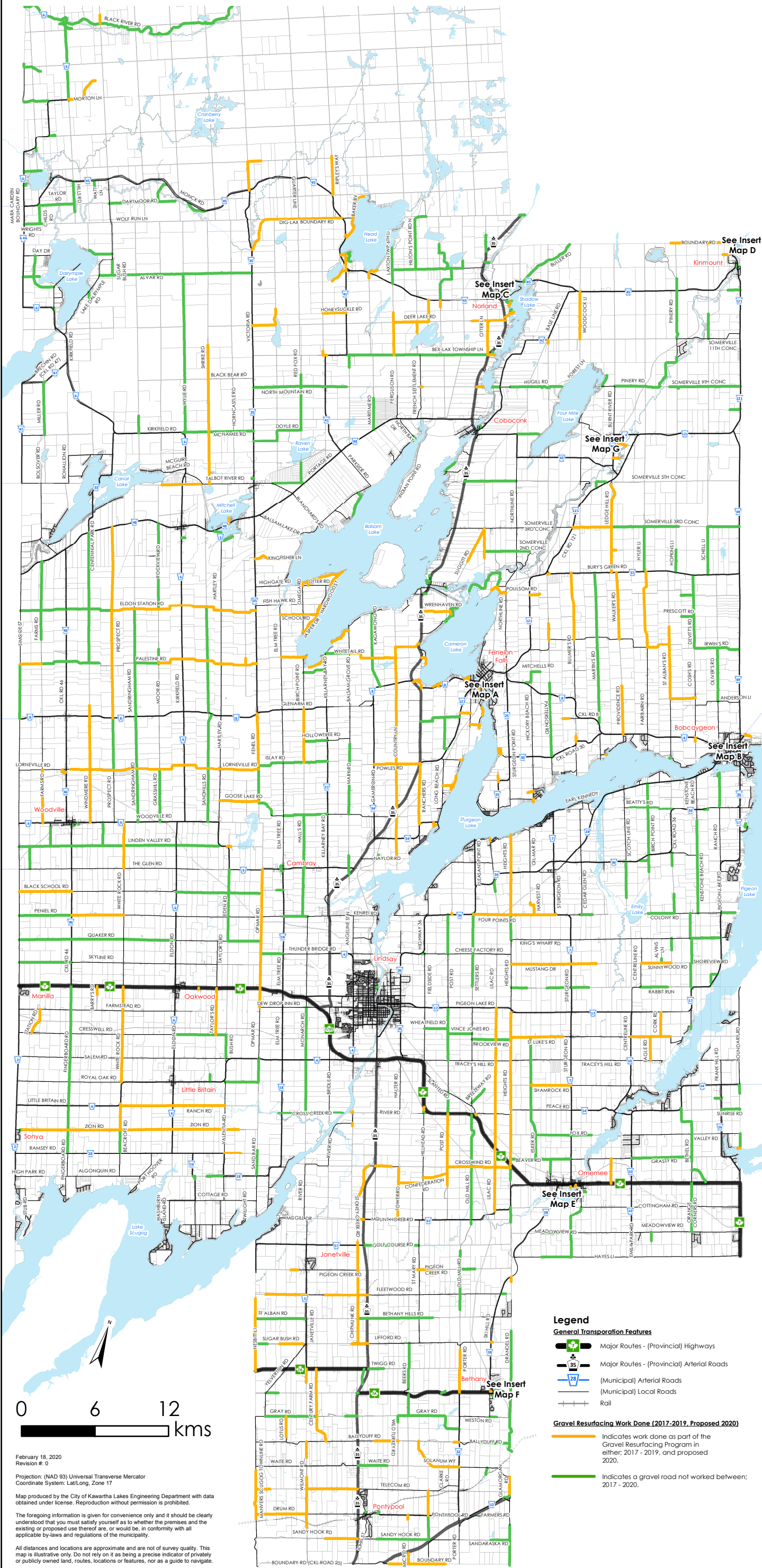
Map produced by the City of Kawartha Lakes Engineering Department with data obtained under license. Reproduction without permission is prohibited.

The foregoing information is given for convenience only and it should be clearly understood that you must satisfy yourself as to whether the premises and the existing or proposed use thereof are, or would be, in conformity with all applicable by-laws and regulations of the municipality.

All distances and locations are approximate and are not of survey quality. This map is illustrative only. Do not rely on it as being a precise indicator of privately or publicly owned land, routes, locations or features, nor as a guide to navigate.



City of Kawartha Lakes - Gravel Resurfaced Roads (2017-2020)



Legend

General Transportation Features

- Major Routes - (Provincial) Highways
- Major Routes - (Provincial) Arterial Roads
- (Municipal) Arterial Roads
- (Municipal) Local Roads
- Rail

Gravel Resurfacing Work Done (2017-2019, Proposed 2020)

- Indicates work done as part of the Gravel Resurfacing Program in either: 2017 - 2019, and proposed 2020.
- Indicates a gravel road not worked between: 2017 - 2020.

February 18, 2020
Revision #: 0

Projection: (NAD 83) Universal Transverse Mercator
Coordinate System: Lat/Long, Zone 17

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The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number WM2020-002

Meeting Date: March 10, 2020

Title: Review of tire collection at City landfills

Description: Recommendation to stop accepting tires for recycling at City landfill sites

Ward Number: All

Author and Title: David Kerr, Manager Environmental Services

Recommendation(s):

That Report WM2020-002, **Review of tire collection at City landfills**, be received;

That Staff communicates and educates customers to use producer operated collection sites for tire recycling;

That Kawartha Lakes stops accepting tires for recycling at the City's landfill sites as of July 1, 2020; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

As required by legislation, the tire recycling program was the first program to transition to producer (instead of municipal) responsibility as of January 1, 2019. Prior to this, the program was managed by municipalities through the stewardship organization called Ontario Tire Stewardship. As the stewardship program was being phased out in 2018 by the Province, the City's landfills were having difficulty receiving tire pickups by the designated haulers for the producers. This is because there were no incentives for haulers to travel to the Kawartha Lakes when the majority of tires are located in the GTA. The tires that we receive at the landfill sites are also not ideal for haulers as many still have rims on them and are often in poor condition as a result of debris accumulation through weathering outdoors. These complications make it less appealing for the haulers to take them as additional cost and labor must be incurred to de-rim and/or clean the tires.

With the new tire program beginning in January of 2019 managed by producers, municipalities were given the choice as to whether they wanted to continue collecting tires and attempt to have them picked up by producer designated haulers for recycling or to stop collecting tires. If municipalities chose to stop collecting tires they would then tell the customers to bring them to designated free drop off locations i.e. vehicle repair businesses, retail vendors, etc. for recycling. Many municipalities have actually chosen to stop receiving tires at their landfills or recycling centers as it is a cost savings for them.

Prior to January 1, 2019 the City received approximately \$10,000 per year in funding for tire collection. However, under the new program the City receives no revenue. Should the City choose to stop receiving tires, it would benefit in many other ways such as not having to manage huge stockpiles of tires as well as reducing fire risk and freeing up much needed additional space to utilize for other recycling initiatives.

In late 2018 the City put out an RFQ to try to enter into an agreement with a hauler to pick up the tires in the future. No haulers were interested.

Under the new provincial program, any commercial business that sells tires is required to sign up as a collection site to receive up to 10 tires per person per day for recycling at no cost. To be eligible the customer dropping off tires for recycling does not have to purchase the tires at that location.

To date, the City continues receiving tires since residents were used to having this service available at the City's landfill sites and there was concern about additional roadside dumping if this service was discontinued. Municipalities were also ensured by the Province that by signing up with a producer responsibility organization (PRO) it would ensure that tires dropped off at a landfill would be

picked up as this was mandatory. The City signed up with two designated PROs in early 2019 in hopes that the frequency of tire removal at the landfills would improve.

Through the beginning of 2019 the City did receive some pickups from a small tire hauler in the area. However, this tire hauler had a small capacity as they used cube vans for pick up and would often “cherry pick” the valuable tires leaving all of the other tires on rims or in poor condition at the landfills. When staff reached out to other haulers to come and remove all of these other tires the haulers refused since all of the valuable tires had already been taken. Then in late summer of 2019 the hauler that was in place also reached capacity and would not collect any more tires from the City’s landfill sites. In addition, they told the City they would need to start charging a cost for every tire on rim they collected. As a result, the City searched for other tire haulers with no success. Staff has reached out to the PROs, as well as the Province through the Resource Productivity and Recovery Authority (RPPRA), who oversees and enforces the tire program. Staff voiced their complaints repeatedly regarding the inconsistent and level of service from the PRO’s however the problem continued to persist.

To summarize, the City had no luck throughout the last quarter of 2019 in removing tires from the landfills and the tires had stockpiled creating operating issues at all of our sites. Only recently the City received confirmation of a pick up from a hauler in early January of 2020 after RPPRA and the PRO organization got more involved. However, this arrangement is not permanent and staff predict that based on the past experience it will continue to be a struggle consistently receive tire pickups in the future.

In addition to the issue of receiving tire pickups the City also dealt with issues of commercial businesses attempting to drop off large volumes of tires at the landfill sites for recycling throughout 2019. With the new program any commercial business that accumulates tires through the nature of their business are required to sign up as a collection site. However, many commercial businesses are unaware of this and have been attempting to drop off tires at the landfill sites in very large quantities (up to 100 at a time). This has caused issues for our landfill attendants as now they are put in the position to educate the businesses and refuse the tires at the frustration of the businesses. As well storage at the landfill sites reach capacity very quickly when large loads of tires are dropped off. As a result, staff has had to send out public communications restricting tire drop off to no more than 10 tires dropped off per person per day.

Rationale:

Due to the ongoing issues with the tire program staff are recommending to utilize the Province’s new policy on Producer Responsibility. Therefore, staff is recommending stopping collecting tires at the landfill site and instead having

them diverted directly to the many producer authorized collection sites throughout the City.

The City can assist this transition through communication to the public and providing lists of all the approved collections sites to our customers. The sites are currently on RPRA's website and can be listed according to distance from the owner of the tires. However, to make it easier for the public the City can provide lists on our own website and give handouts of the lists to the public visiting the landfill sites. This public outreach would be part of a transitionary period where we still accept tires but get ready to not accept them. Staff has attached an example of this list using 12 Peel Street as a starting point in the search as Appendix A. Residents can take tires to any of these locations for free drop off for tire recycling. Since there are many other options for the public available staff are sure the issues with the program outweigh the benefit of the City continuing to accept tires for recycling.

Staff plan on allowing a grace period of approximately three (3) months before tires are no longer accepted at the City's landfills. During that time period landfill staff will be able to provide an information package to residents dropping off tires with information on where to take them going forward. Additional advertising and promotion for this change will be included along with notification that that we will no longer be picking up Styrofoam and coffee cups with the recycling program as well as recent changes to the waste management By-law decreasing the allowable recyclables in waste to 10% from 20%. If approved beginning July 1, 2020 tires will no longer be accepted at the City's landfill sites for recycling.

The various waste management committees have been supportive of this initiative and have provided the following resolutions:

At the January 8, 2020 Lindsay Ops Landfill Public Review Committee meeting the PRC provided the following resolution:

Moved By C. Appleton
Seconded By L. Scrivens

Resolved that the Lindsay Ops Landfill Public Review Committee supports the staff recommendation to stop accepting tires for recycling at the City's landfill sites and direct customers to producer operated collection sites for recycling.

Carried

At the January 20, 2020 Waste Management Advisory Committee meeting the committee provided the following resolution:

Moved By Councillor Yeo
Seconded By C. Appleton

Resolved that the Waste Management Advisory Committee supports the staff recommendation to proceed with the plan to stop accepting tires for recycling at the City's landfill sites and direct customers to producer operated collection sites for recycling.

Carried

At the February 13, 2020 Fenelon Landfill Public Review Committee meeting the PRC provided the following resolution:

Moved By R. Coleman
Seconded By J. Taylor

Resolved that the Fenelon Landfill Public Review Committee supports the staff recommendation to stop accepting tires at the City's landfill sites and direct customers to producer operated collection sites for recycling; and

Resolved that prior to this change, multiple communications and advertisements are released to ensure all residents are aware of the various locations across the City that will still accept tires.

Carried

Other Alternatives Considered:

Council could choose to continue accepting tires for recycling at the City's landfill sites. However, this would result in increased cost, staff time and resources, space issues and continued fire risk.

The City has already received notice from haulers that they may begin to charge municipalities for picking up tires on rims. Therefore, this alternative could become costly for the municipality. Since there are many other more favorable options at less cost for residents and the municipality the alternative for the City to continue to receive tires at the City landfill sites in any quantity is not preferred.

Financial/Operation Impacts:

It is expected that the recommendation will ultimately result in a better service to the public and lower costs and risk to the municipality. The City receives approximately 10,000 tires per year to be recycled and about 40% of these tires are on rims. If the City had to pay for each tire on rim at the \$5.00 price that was quoted this would add approximately \$20,000 per year to the operating budget.

Stopping tire collection will also reduce costs for staff time to manage and arrange tire piles and free up much needed space at the landfill sites to

implement other no producer funded recycling programs such as collection for Construction and Demolition waste.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The decision to stop collecting tires for recycling at our landfill sites supports the first guiding principle in the 2020-2023 Strategic Plan of fiscally responsible service delivery. Through reviewing the current program, it is not fiscally responsible to keep using City resources and staff time to maintain the program when there are may other more effective options for residents in Kawartha Lakes.

Attachments:



Appendix A- Tire
Drop Off Locations

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Find a Collection Site

Search for locations to drop off used tires by entering your postal code below. Please note that the map does not work on the Internet Explorer (IE) web browser.

The map will show all collection sites that are registered with the Authority. If you operate or know of a collection site not listed, please [email us](#) or call us toll free at 1 (833) 600-0530.

Postal Code (6 Characters/No Spaces)

Radius in Kilometres: 25

- **Lindsay Buick GMC Ltd (<1km away)**
150 Angeline St. N., Kawartha Lakes
K9V4S5
- **dealership (1km away)**
57 McLaughlin Rd, Kawartha Lakes
k9v6b5
- **Canadian Tire Store 56 - Lindsay (1km away)**
377 KENT STREET WEST, BOX 240, Kawartha Lakes
K9V2Z7
- **Lindsay Site (2km away)**
118 Queen Street, Kawartha Lakes
K9V 1G9
- **Boyer Chevrolet (Lindsay) Ltd. (4km away)**
15 Willowdale Court PO Box 567, Kawartha Lakes
K9V 4S5
- **HB CYCLE (5km away)**
66 McLARENS CREEK ROAD RR#2, Kawartha Lakes
K0M 1G0
- **Lindsay Metals Recycling (5km away)**
558 Halter Road, Kawartha Lakes
K9V 4R8
- **English Trailer Sales (5km away)**
2872 Highway 35 S, Kawartha Lakes
K9V 4R4
- **KARS (6km away)**
75 Snug Harbour Road, Kawartha Lakes
K9V 4R6
- **North Country Auto Sales (7km away)**
3933 Highway 35, Kawartha Lakes
k0m1g0
- **act auto (8km away)**
264 killarney, Kawartha Lakes
k0m1g0

- **McGilvray Motors Ltd. (11km away)**
1059 Little Britain Road, Kawartha Lakes
K0M 2C0
- **Casey's Classic Garage (11km away)**
416 Eldon Road, Kawartha Lakes
K0M 2C0
- **City of Kawartha Lakes (13km away)**
341 Mark Road, Kawartha Lakes
K0M 1G0
- **JILESEN'S SERVICE CENTRE (13km away)**
885 STURGEON RD., Kawartha Lakes
K9V 4R5
- **Patrick's Tire (14km away)**
1291 County Rd. 24, Kawartha Lakes
k0m1l0
- **Canadian Tire Store 38 - Fenelon Falls (18km away)**
160 LINDSAY STREET, PO BOX 208, Kawartha Lakes
K0M1N0
- **Canadian Tire # 38 (18km away)**
160 Lindsay Street, Kawartha Lakes
K0M 1N0
- **DOCS AUTOMOTIVE AND SERVICE (18km away)**
74 MURRAY ST, Kawartha Lakes
K0M1N0
- **G & RMotors (19km away)**
920Highway#121 Fenelon Falls, Kawartha Lakes
K0M1N0
- **G & R Motors (19km away)**
920 Highway #121 Fenelon Falls, Kawartha Lakes
K0M1N0
- **GARYS SERVICE CENTRE LTD (22km away)**
372 hwy 7A, Kawartha Lakes
L0A 1A0
- **Dodds automotive (23km away)**
2454 queen Mary st, Cavan Monaghan
L0a1c0
- **McGregor Sportsline (25km away)**
3294 County Road #36, Kawartha Lakes
K0M1A0
- **Boyer Ford Lincoln (Bobcaygeon) Ltd (25km away)**
3284 Kawartha Lakes County Road 36, Kawartha Lakes
K0M 1A0
- **Jers' Garage (25km away)**
8026 Hwy #7, Peterborough
K9J6X3

- **J k Devitt** (*25km away*)
3301 Cty Rd 36 Kawartha Lakes, Kawartha Lakes
K0M 1A0
- **gourley auto** (*25km away*)
1450 hwy 7a, Kawartha Lakes
l0a1a0

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number WWW2020-002

Meeting Date: March 10, 2020

Title: Septage Disposal Rate Review

Description: A review and comparison of hauled liquid waste disposal fees across Ontario

Ward Number: All

Author and Title: Robert MacPherson, Water and Wastewater Technician

Recommendation(s):

That Report WWW2020-002, **Septage Disposal Rate Review**, be received;

That Staff be directed to prepare the necessary amendments to **Schedule B** of By-law 2018-039 “**A By-law to Regulate Water and Wastewater Services in Kawartha Lakes**”, attached as Appendix A to Report WWW2020-002.;

That staff review rates in five (5) years and report to Council if any adjustments are recommended; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

In addition to traditional sewage flows, the Lindsay Water Pollution Control Plant (WPCP) currently receives and treats four (4) waste streams from within the City of Kawartha Lakes (CKL) boundaries: septage waste, holding tank waste, abattoir waste and leachate waste from City landfill sites. As part of a 2014 Green Belt Lean Six Sigma initiative, the Water and Wastewater Division reviewed 27 municipalities fee structure's across Ontario for the disposal of septage, holding tank waste, and abattoir waste.

Septage waste: a general term for the contents removed from septic tanks, portable toilets, privy vaults, very small wastewater treatment plants, or semi-public facilities (i.e. schools, motels, mobile home parks, and campgrounds) from domestic sources. This does not include drinking water treatment residuals that may be held in a holding tank or industrial waste.

Holding Tank waste: defined as a closed, water-tight tank designed for the total retention of all sewage from a facility. It cannot discharge any liquid it receives, unlike septic tank waste, except through being pumped out intermittently by a septic hauler for disposal at another site.

Abattoir waste: defined as the high strength waste from a meat processing plant which significantly contributes to the organic load of raw sewage treated at wastewater treatment plants.

Leachate waste: defined as water which has percolated through solid landfill waste and leached soluble constituents from within. This rate only applies to the Solid Waste Division as there is a cost to treat the leachate collected from the City Landfill and sent to the Lindsay WPCP.

The intent of this benchmark study was to determine how CKL's rate structure compared with neighbouring municipalities while taking into consideration cost recovery for infrastructure renewal, wastewater treatment costs, and other related municipal rates. It was determined that the City's septage and holding tank rates were approximately 40% and 80% lower respectively than the neighbouring municipalities. The concerns generated by this report were two fold, the first being that the appropriate disposal fees were not being charged, preventing the required revenue to properly maintain the liquid waste receiving station and associated equipment from being generated. The second issue was that an unsustainable amount of waste was being brought to the Lindsay WPCP from outside City boundaries from haulers based off of the financial incentives associated with hauling the waste to Lindsay at a significantly lower disposal rate.

It was agreed by Council that over the course of 2015-2019 the rates would increase to account for ongoing maintenance and capital upgrades associated

with the treatment of the liquid waste. At the end of the five years' time staff were directed to review Ontario based municipal rates again to determine if any further increases were required or if CKL was in line with provincial averages.

At the Council Meeting of July 8, 2014 Council adopted the following resolution:

RESOLVED THAT Report WWW2014-004, **Septage Disposal Rate Review**, be received;

THAT the Septage Disposal Rates at Wastewater Treatment Facilities be set as per Table 2 in Report WWW2014-004;

THAT the necessary by-law be forwarded to Council for adoption to set the above rates;

THAT By-law 2006-164 be repealed; and

THAT staff review rates in five (5) years and report to Council if any adjustments are recommended.

CR2014-679

This report addresses that direction.

Rationale:

It should be clarified that the revenues generated from processing of septage, holding tanks and abattoir waste are collected to offset the operational cost of treatment. The charges are not intended to generate revenue to offset general system operating costs. Materials received impact operational capacity of the plant and often concentrated materials received cause operational challenges to meet effluent criteria under the Environmental Compliance Approval (ECA).

A current benchmark comparison has been reviewed for 20 municipalities in Ontario, many which are bordering or close to bordering with the City of Kawartha Lakes and can be seen in Table 1 below.

Table 1: A comparison of twenty Ontario based liquid waste fees (2019 rates)

Municipality	Standard septage (per m ³)	Holding tank waste (per m ³)	Abattoir Waste (per m ³)
City of Kawartha Lakes ⁶	\$16.35	\$16.35	\$16.35
Belleville	\$20.90	\$20.90	-
Brockville	\$12.00	\$12.00	-
Barrie	\$26.00	\$26.00	-
Cobourg	\$12.48	\$12.48	\$35.00

Municipality	Standard septage (per m ³)	Holding tank waste (per m ³)	Abattoir Waste (per m ³)
Collingwood	\$18.50	\$18.50	-
Hamilton ¹	\$11.04 – \$33.12	\$8.50	-
Leamington	\$23.78	\$23.78	\$23.78
London	\$14.52	\$14.52	-
Muskoka ⁴	\$22.03	\$22.03	-
Orillia ²	\$31.00	\$31.00	-
Ottawa	\$16.77	\$3.60	-
Oxford County	\$12.00	\$1.65	-
Peterborough	\$22.77	\$22.77	-
Port Hope	\$11.00	\$11.00	-
Quinte West	\$36.50	\$36.50	\$36.50
Region of Durham	\$19.56	\$19.56	\$19.56
Sarnia ³	\$26.67 - \$40.66	\$26.67	-
Sudbury ⁵	\$32.00	\$16.00	-
York	\$23.93	\$23.93	-
Average	\$22.49	\$19.34	\$26.24

1 = Block rate based on total monthly volume (\$11.04 if under 15.9 m³, \$22.08 if between 15.9 m³ and 22.7 m³, \$33.12 if over 22.7 m³)

2 = Plus an additional 15% administration fee based on total volume of single load

3 = Block rate based on single load volume (\$26.67 if under 2.25 m³, \$36.15 if between 2.25 and 4.5 m³ and \$40.66 if over 4.5 m³)

4 = Operating at a loss, costs \$46.92 per m³ to treat but reduced rates due to lobbying

5 = Only get holding tank rate if effluent meets Sudbury Sewer Standards and is pre-approved prior to disposal.

6 = All loads containing abattoir waste are subject to an additional environmental fee of \$100 per load.

Based on the results from the municipal review, the average rates for septage waste is \$22.49 per m³, holding tank waste is \$19.34 per m³, and abattoir waste is \$26.24 per m³. These averages are higher than CKL's liquid waste disposal fees by 27.3%, 15.5%, and 37.7% respectively. It is important to note that only 4 of the 20 municipal by-laws separated the streams due to the resources required to maintain such a program. As CKL also does not differentiate between the waste streams an average was taken of the three separate waste streams averages in order to determine a uniform rate adjustment to bring the City's rate to the provincial benchmark. The average cost of treatment for all three waste streams across Ontario is \$22.69 per cubic meter, which is ~28% higher than what the City's rate is. Also, not many municipalities accept abattoir waste due to its high organic concentrations which can significantly affect the treatment process, or if they do accept the waste, do not differentiate between the streams. There is an additional \$100 environmental disposal fee per load for abattoir waste brought to CKL's disposal facility not included in the per cubic meter rate due to its high strength (approximately 94% stronger than sewer effluent) and additional sampling requirements (~ \$85 per load).

Disposal fees need to be comparable with neighbouring municipalities otherwise haulers can overload wastewater plant capacities due to the financial incentives of bringing all of their waste streams to one location. The rate review has shown that CKL's liquid waste disposal fees are still substantially lower compared with neighboring municipalities and that of the province. Although it has been determined that the rates need to increase to remain competitive, the Division recognizes the immediate impact it can have on local properties and businesses. It is with that in mind that Staff recommends that **Schedule B** of By-law 2018-039 "**A By-law to Regulate Water and Wastewater Services in Kawartha Lakes**" is adjusted to increase by \$1.27 per cubic meter per year over a 5 year (Appendix A) span in order to ensure City infrastructure is sustainable while taking into account the economic viability of businesses within CKL. This phase increase will bring CKL's rate in line with the current average rate charged by neighbouring municipalities across all three waste stream (\$22.69) and represents an average increase of 6.7% per year.

As mentioned in the background, there is also the cost of disposing of leachate waste from the Lindsay Landfill which is treated at the Lindsay Water Pollution Control Plant. While this rate does not need to be adjusted like the other waste streams, staff is also recommending that the Leachate Disposal Fee increases on par with the annual water and sewer rate increase each year. This represents an increase of 1% to the rate to become effective April 1, 2020. The rate increase will occur in a fair and consistent manner with the rest of the division rates. It will also increase the efficiencies of the Division as the rate can then be increased each year with the user rate, requiring one less report to Council.

Another review will be completed in five years to ensure that rates are still comparable to surrounding municipalities.

Other Alternatives Considered:

Do nothing alternative:

A 'do nothing' approach is not recommended due to the long term operating and capital costs associated with the handling of plant sludge. The study was first conducted in 2014 as part of a larger program to ensure that the City's water and wastewater infrastructure is sustainable. If Council chooses not to approve the rate structure to be consistent with the other water and wastewater rates, the structure will become outdated and in time will not accurately reflect the resources required to maintain the system.

Match User Rate Increases:

Another alternative considered is to have the disposal rates be adjusted each year on par with the user rate increase, if required, as proposed in the general

water and sewer rates presented and approved by Council each year at budget time. For 2020, the approved increase to the general sewer rate (combined increase for consumption and fixed rate) was 1%. The same 1% increase would be applied to all septage rates. The same percentage increase on the current septage rates would be an increase of \$0.16/m³ for standard septage, holding tank and abattoir waste. The Lindsay WPCP receives 14,000 m³ of hauled liquid waste on average. This represents a projected additional revenue of \$2,240 per year.

This rate structure will also become outdated and in time will not reflect the resources required to maintain the system and CKL's rates will fall further behind comparable market rates thereby causing increase pressure on the wastewater treatment plant.

Raise Rates on par with Highest Rates:

The last alternative considered is to adjust the disposal rates to be on par with the municipality with the highest disposal rates (\$36.50 per m³), which represents an increase of 223 % compared to CKL's current disposal rate. This strategy is not recommended as it does not take into account the actual cost of treating the liquid waste within CKL. This also places an unfair cost on the businesses that dispose of their waste at our facilities and would also significantly decrease the amount of waste brought to, and revenue generated by, the Lindsay WPCP.

Financial/Operation Impacts:

The following tables represents the liquid waste cost adjustments as recommended by staff (additional years are provided as part of Appendix A):

Proposed 2020 Liquid Waste Disposal Fees

	Standard Septage Waste	Holding Tank Waste	Abattoir Waste
Rate per 1000 gal	\$80.17	\$80.17	\$80.17
Rate per m ³	\$17.62	\$17.62	\$17.62

2020 Leachate Disposal Fees

	Leachate
Rate per 1000 gal	\$7.05
Rate per m ³	\$1.55

On average, 14,000 m³ of liquid waste is disposed of at the Lindsay WPCP by haulers. The proposed disposal fees increase of \$1.27 per m³ each year for 5

years will result in the following additional revenue generated compared to the current rate:

Year	Additional Projected Revenue
2020 (only 9 months as increase begins April 1 st , 2020)	\$13,335.00
2021	\$31,115.00
2022	\$48,895.00
2023	\$66,675.00
2024	\$84,455.00

The increased revenue will be used to support the ongoing operation, maintenance, and capital projects of CKL's wastewater facilities.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The recommendation to Council is consistent with the Council Adopted Strategic Plan in the following ways:

"Vibrant and Growing Economy" – will be met through the proper servicing and collection of appropriate user fees to fund the maintenance, capacity and growth of the municipal water and wastewater systems.

"Healthy Environment" - will be met by through community preparedness by ensuring that the necessary funds are secured in order to sustain water and wastewater infrastructure necessary to protect the health of the environment.

"Good Government" – will be met through increasing the efficiency and effectiveness of service delivery by streamlining rate adjustments within the by-law and ensuring that the municipal assets are well maintained and managed.

This Report is also in line with the City's values as the by-law aids in the sustainability of the municipal drinking water systems and wastewater systems in an transparent and accountable way. It also provides excellent, efficient, and safe services for the public of Kawartha Lakes.

Consultations:

Supervisor, Water & Wastewater Operations
Director, Public Works

Attachments:



Appendix A -
Schedule B Bylaw 201

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

**Schedule "B" – Rates/Fees for Septage Disposal as per "A By-Law to Govern Septage Disposal at City of Kawartha Lakes
Sewage Works** Appendix # A

to
Standard Septage Waste Report # 6) W2020-002

	2020 2015	2021 2016	2022 2017	2023 2018	2024 2019
Rate per 1000 gal	\$80.17 \$49.76	\$85.95 \$55.03	\$91.73 \$60.85	\$97.51 \$67.29	\$103.29 \$74.41
Rate per m ³	\$17.62 \$40.94	\$18.89 \$12.09	\$20.16 \$13.37	\$21.43 \$14.79	\$22.70 \$16.35

Holding Tank Waste

	2020 2015	2021 2016	2022 2017	2023 2018	2024 2019
Rate per 1000 gal	\$80.17 \$20.66	\$85.95 \$28.47	\$91.73 \$39.21	\$97.51 \$54.02	\$103.29 \$74.41
Rate per m ³	\$17.62 \$4.54	\$18.89 \$6.26	\$20.16 \$8.62	\$21.43 \$11.87	\$22.70 \$16.35

Abattoir Waste

	2020 2015	2021 2016	2022 2017	2023 2018	2024 2019
Rate per 1000 gal	\$80.17 \$20.66	\$85.95 \$28.47	\$91.73 \$39.21	\$97.51 \$54.02	\$103.29 \$74.41
Rate per m ³	\$17.62 \$4.54	\$18.89 \$6.26	\$20.16 \$8.62	\$21.43 \$11.87	\$22.70 \$16.35

Leachate

	2020 2015	2016	2017	2018	2019
Rate per 1000 gal	\$7.05 \$6.31	\$6.46	\$6.62	\$6.79	\$6.96
Rate per m ³	\$1.55 \$1.39	\$1.42	\$1.46	\$1.49	\$1.53

- **Registration Fee of \$50.00 for all owners/haulers.**
- **Administration Fee for Septage Hauled from Outside Municipal Boundaries – Flat rate of \$7.00 per tonne.**
- **Environmental Compliance Charge – Flat rate of \$100 per load for Abattoir Waste.**

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number WWW2020-003

Meeting Date: March 10, 2020

Title: Water and Wastewater Services Costing Review

Description: Costing review for the installation of laterals from municipal infrastructure to the property line for properties required to connect to municipal services.

Ward Number: All

Author and Title: Robert MacPherson, Water and Wastewater Technician

Recommendation(s):

That Report WWW2020-003, Water and Wastewater Services Costing Review, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Over the last three years By-law 2014-255 “A By-law to Require Owners of Buildings to Connect Such Buildings to Drinking Water Systems and/or Wastewater Collection Systems in the City of Kawartha Lakes”, known as the “Mandatory Connection By-law” has been reviewed by Council through various reports and presentations (Reports WWW2019-003, WWW2019-007, WWW2019-011, WWW2018-008, WWW2018-010, WWW2017-009, and WWW2017-005). Through this process the by-law has undergone a number of modifications.

One of the changes adopted by Council is to have properties that qualify under the by-law connect at the time of failure of their private infrastructure (drinking water well and/or septic system). This adjustment was to accommodate residents with a more manageable approach. Although these properties have been granted a reprieve from the original 18-month time line to connect to municipal services, they are still required to pay a fixed Mandatory Connect Fee in lieu of the regular Water and/or Sewer Fixed Rate. This Mandatory Connect Fee is used towards the maintenance and replacement of the infrastructure available to their properties, but at a reduced rate, recognizing that they are not receiving an equal amount of benefits to those already connected.

At the Regular Council Meeting on September 24, 2019, Council directed staff to implement a fee for the property owners that meet the requirements for mandatory connection but have not yet connected in the amount of \$200 per year for water and \$200 per year for wastewater services available to their specific property.

CR2019-541

Moved by Deputy Mayor Elmslie

Seconded by Councillor O'Reilly

That Report WWW2019-007, **Requirement to Connect to Municipal Services Review**, be received;

That Alternative 1 outlined within Report WWW2019-007 be endorsed;

That staff be directed to prepare the necessary amendment to By-law 2014-255, being the Mandatory Connection By-law, to reflect Alternative 1 within Report WWW2019-007; and

That staff be directed to prepare an amendment to By-law 2018-039, being the by-law to Regulate Water and Wastewater Services, to require property owners who meet the requirements for mandatory connection to

pay a fixed rate of \$50.00 per quarter for water services and \$50.00 per quarter for wastewater services; and

That the revised fee structure be implemented effective January 1, 2020

Carried

At the time of this amendment Council directed staff to conduct a cost review and budget implications on the feasibility of the City paying for and installing water and wastewater infrastructure up to the property line for the properties currently paying the special fixed rate.

CR2019-542

Moved by Councillor Veale

Seconded by Deputy Mayor Elmslie

That staff be directed to bring forward a costing report by end of Q1 2020 to assess the costs associated with the City installing water and wastewater infrastructure to the property lines for those properties required to connect under the Mandatory Connection By-law.

Carried

This report addresses that direction.

Rationale:

The City assuming fiscal responsibility for installation of water and sewer infrastructure to property lines for those properties required to connect to City services through Mandatory Connection will vary significantly for each property connecting. Cost factors that can influence the price include:

- Location and size of the of watermain in right of way
- Road profile and surface type (urban, rural, sidewalk, presence of curb)
- Depth of main infrastructure (possible rock excavation, dewatering requirements)
- Time of year (winter work can impact completion of road restoration; road cuts are to be maintained until restoration completed)
- Amount of services being installed at once (water, sewer, both, number of homes in a row along the street)

Taking into account these factors, the average price range quoted by local vendors for installation of water and sanitary sewer infrastructure to the property line from existing mains within the road allowance is \$10,000 to \$15,000 per service (averaged to \$12,500). Using this average estimated cost, for the 134

properties that currently have access to municipal services this represents a cost of \$2,025,000. This amount is based on 106 single service properties and 28 properties with access to both water and wastewater services. A further breakdown can be reviewed in the Financial Impacts section of this report.

There are also approximately 500 undeveloped properties that will meet the requirement of the Mandatory Connect By-law to connect to municipal services once developed. Some of these properties have significant subdivision potential. The estimate provided below is only based on approximately 500 of properties as they currently sit, and does not factor in the potential for properties being subdivided to accommodate large subdivisions. The estimated cost below would increase exponentially as properties begin to subdivide and develop. The cost to install infrastructure to the property line for the ~500 properties represents an additional \$5,000,000 to \$10,000,000 (averaged to \$7,500,000) based on services available to them at the time of development. This cost must also be accounted for if the precedence is set for the properties currently required to connect.

As mentioned in a previous report, Section 106 of the Ontario *Municipal Act, 2001* specifically prohibits the municipality from directly or indirectly assisting industrial, commercial, and institutional properties through “Bonusing” (authorizing the usage of tax payer dollars to “...provide a business an exemption, a charge or a levy”).

The City’s mandatory connection process is consistent with most other Ontario based municipalities, as they all base their current practices on *The Planning Act, 1990* and *2014 Provincial Policy Statement* emphasizing efficient use and optimization of existing municipal services. The by-law meets this effort in a reliable and practical manner for the residents to contribute their fair share of the cost to maintain and optimize the municipal water and wastewater services, while still protecting the environment for current and future generations residing in Kawartha Lakes.

Staff does not recommend subsidizing the cost of connection as it would place an unfair burden on the rest of the users as none of the other ~ 24,000 municipal service users received this selective subsidy to extend the infrastructure to their property line.

Other Alternatives Considered:

There are no other alternatives to consider. This report was created with the purpose to review the feasibility and potential of the City to absorb costs associated with installing water and sewer laterals up to the property line for the properties currently required to connect to municipal services.

Financial/Operation Impacts:

Based on the average estimated cost of \$12,500 for service lateral installation on developed roads, the expected cost for the 134 properties that currently meet the requirements of the Mandatory Connection By-law to have services brought to their property line is \$2,025,000. The recently implemented Mandatory Connect Fee of \$200/year per service represents an annual revenue of \$32,400 from the 134 properties, or 1.6% of the cost required to run the services to the property line. If we were to assume their current private infrastructure lasts for another 10 years, \$324,000 will have been collected in total revenue from these properties to offset the initial cost of installation; leaving \$1,701,000 in remaining expenses to be paid for by the remaining users contributions.

If the same timeline of 10 years is followed the Division will need to budget an additional \$170,000 per year to have the reserve required for this project. This does not take into account the 500 undeveloped properties within Kawartha Lakes that will be eligible to connect to services once developed. If Council subsidizes the cost for those currently required to connect, an additional \$7,500,000 will need to be accounted for to apply the by-law in a uniform and consistent manner moving forward.

If Council does decide to pay for the laterals for the 134 properties, the remaining ~ 13,000 water users and 11,000 wastewater users Fixed Rate charges will increase by a minimum of \$7.08 annually per service. If the 500 undeveloped properties are also included in this reserve, the price rises to \$38.33 annually per service over the same 10-year span.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

The recommendation to Council is consistent with the Council Adopted Strategic Plan in the following ways:

“Vibrant and Growing Economy” – will be met through the proper servicing and collection of appropriate user fees to fund the maintenance, capacity and growth of the municipal water and wastewater systems.

“Good Government” – will be met through increasing the efficiency and effectiveness of service delivery by streamlining rate adjustments within the by-law and ensuring that the municipal assets are well maintained and managed.

This Report is also in line with the City’s values as it reviews and analyzes the sustainability of the municipal drinking water systems and wastewater systems in an transparent and accountable way.

Consultations:

Director of Public Works, Public Works,

Supervisor, Water and Wastewater Operations, Public Works

Manager, Programs and Research, Institute on Municipal Finance & Governance

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson



January 24, 2020

City of Kawartha Lakes
P.O Box 9000
26 Francis Street
Lindsay, Ontario
K9V 5R8

Dear Mayor Letham and Council,

Re: Off-road vehicles on boundary roads

The Council of the Township of Cavan Monaghan has been approached and requested to establish an off-road vehicle route through the Township, primarily to access the Ganaraska Forest at this time. Staff was asked to research options and report back to Council.

On September 17, 2019 the Township held a public meeting and provided a proposed option to Council and those in attendance; a map is included for your review. There were a number of comments and questions which staff compiled and provided an update report to Council on January 13, 2020, which I have also included.

One of the issues with the proposed route is with the use of Dranoel Road and Glamorgan Road as they are boundary roads and support would be required from the City of Kawartha Lakes to proceed.

As the new legislation is pending to open up all roads, the Township of Cavan Monaghan is seeking a position from the City of Kawartha Lakes on the use of boundary roads for off-road vehicle use.

The Township plans to continue to investigate off-road vehicle use and would welcome collaboration with the City of Kawartha Lakes to discuss the use of boundary roads.

988 County Road 10
Millbrook, ON L0A 1G0

www.cavanmonaghan.net

Phone: 705-932-2929
Fax: 705-932-3458
Email: services@cavanmonaghan.net

I look forward to your response and should you have any questions, please feel free to contact me.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Elana Arthurs'.

Elana Arthurs
Clerk
Township of Cavan Monaghan

cc: Cathie Richie, Clerk - City of Kawartha Lakes



Regular Council Meeting

To:	Mayor and Council
Date:	January 13, 2020
From:	Elana Arthurs, Corporate Services Department
Report Number:	Corporate Services 2020-02
Subject:	Update - Off Road Vehicle Route from the Victoria Rail Trail to the Ganaraska Forest

Recommendations:

1. That Council direct staff to send a letter to the Council of the City of Kawartha Lakes requesting a formal position on using boundary roads for the off-road vehicle route from the Victoria Rail Trail to the Ganaraska Forest.
2. That Council direct staff to send a letter to the Ministry of Transportation requesting a formal position on off-road vehicles crossing over Highway 115 as identified in the route from the Victoria Rail Trail to the Ganaraska Forest.

Overview:

At the Regular Council Meeting held on July 2, 2019 Council passed the following resolution:

That Council direct staff to schedule an evening Public Meeting no later than the end of September to gather public input and consultation on the proposed north/south off-road vehicle route connecting the Victoria Rail Trail to the Ganaraska Forest along the west side of the Township of Cavan Monaghan.

A Special Council meeting was held on September 17, 2019 where Council and the public received a presentation from Staff on a proposed off road vehicle route connecting the Victoria Rail Trail out of Bethany to the Ganaraska Forest along the west side of the Township. The meeting was open for the public to speak on the proposed route and approximately 300 people were in attendance.

Council received comments from approximately 50 speakers with about half being in favour and half opposed. Those that spoke addressed issues of concern including traffic, speed, safety and noise and those in favour spoke to the enjoyment of the trails, increased property values and economic benefits to the Township.

Since the meeting comments and questions have been received via email with the majority of the submissions being opposed to allowing off road vehicles on the proposed route. A variety of questions were submitted, many of which had similar themes, so they

have been grouped together, where appropriate, and staff have answered and summarized them in the chart below.

	Questions	Answers
1.	Has the Township taken into consideration the effect of home values of those with homes on a designated ATV route within the Township?	There has been information received from both sides those that believe a trail will increase the value and those that do not. Staff have not identified any research or numbers to confirm whether either is accurate as staff are not qualified real estate experts.
2.	Has the Township considered just completely opening up ATV use within the Township, so not just some residents take on all the ATV use?	Future information will be provided to Council as the legislative and regulatory amendments are established in Bill 107, as identified in this report. Additional information on the legislation may be provided as it becomes available.
3.	Who is taking on the liability of a collision?	All legal off road vehicles are licensed and individually insured and liability will fall to the at fault driver. Similar to auto collisions, if it is determined that the conditions contributed to the accident the municipality could held partially liable.
4.	Does the Township have any concerns for pedestrian traffic to and from the trail systems off of Carveth/4 th Line	Multi-use trails are becoming common in other areas, including pedestrian and motorized vehicle traffic. The proposed off road vehicle route does not intersect with this pedestrian trail, although staff has requested comments from our insurance broker and our municipal solicitor to ensure that all risks are brought to the attention of Council for consideration.
5.	Where are the studies to support that off road vehicles would bring in tourism?	Staff have contacted other municipalities and were told there was some economic benefit as would be when you bring people into an area that would not normally be there. Staff were not able to find any quantifiable numbers on the economic benefits of this type of traffic.
6.	Has Council considered the losses in jobs and revenues that would result from the demise of the 4 th Line Theatre.	The proposed off road vehicle route does not impact the 4 th Line Theatre.
7.	Is this a money making venture for you?	There is no expected financial benefit to the Township in allowing the proposed route for off road vehicles by Council.
8.	Is there no other course these riders could use?	Staff was directed to establish a route from the Victoria Rail Trail in Bethany to the Ganaraska Forest along the westerly limits of Cavan Monaghan. Based on the research and recommendation of staff, the proposed route was provided to Council. Council could direct staff to do some additional research on an

		alternative route at which time a report would be provided to Council on those options.
9.	Who is responsible for damages (personal or property) or injury to the rider occurring on one's private property?	The proposed off road vehicle route is solely restricted to municipal road allowances, roads and County roads. There is no recommendation to access private property.
10.	Who will enforce speed limits for off road vehicles?	The Peterborough Police are contracted to provide Police Services in the Township and would be required to enforce speed limits for all vehicles.
11.	Who will maintain road maintenance?	Township staff would be required to maintain the proposed off road vehicle route.
12.	Glamorgan Road is a boundary road between Cavan Monaghan and City of Kawartha Lakes, therefore does any extra maintenance fall on a particular Township?	Currently Glamorgan Road is maintained by the City of Kawartha Lakes in a Township Boundary Road Agreement.
13.	Who will enforce the use of ATV's and dirt bikes on our roadways?	The Peterborough Police are contracted to provide Police Services in the Township and would be required to enforce use of off road vehicles.
14.	Who will ensure that operators of these vehicles have the necessary insurance.	The Peterborough Police are contracted to provide Police Services in the Township and would be required to enforce insurance requirements of off road vehicles.
15.	How many more vehicles does Council anticipate?	Staff is not able to effectively respond to this question.
16.	Will you investigate whether this is part of a bigger plan supported by the Province or the Province and off-road vehicle associations?	This would require Council direction.
17.	How much is the Province committing to this type of recreation?	Potential funding and/or grants have not been announced at this time.
18.	How much will Council budget for adequate policing and other acts of due diligence related to Cavan Monaghan roads with increased use by off road vehicle on this route?	The Peterborough Police are contracted to provide Police Services in the Township and would be required to include off road vehicle to comply with the laws within their existing contract.

The recently passed Bill 107 – Getting Ontario Moving Act makes changes to permitting off road vehicles on municipal roads unless a by-law is adopted to restrict off road vehicles by Council. Bill 107 received Royal Assent in 2019 although additional legislative and regulatory amendments are required to implement changes to off road vehicle use in the province. Representatives from the Ministry of Transportation indicated amendments to Highway Traffic Act (HTA) Regulation 316/03 and Off-Road Vehicle Act Regulation 863 still need to be prepared and filed to allow off-road vehicle access to roads within certain municipalities (where the 80 km/h default speed limit

applies). An 18 to 24-month transition period is necessary to allow time for the regulations to be developed and, more importantly, allow municipalities that wish to restrict or prohibit off-road vehicle access on roads within their jurisdictions the time needed to study the issue and prepare by-laws accordingly. It was also noted that such by-laws cannot take effect until the regulatory amendments are proclaimed into force. This is anticipated to be on January 1, 2021.

Staff contacted the Ministry of Transportation requesting a position on the portion of the route that crosses Highway 115, although no response had been received at the time of this report.

Staff contacted the City of Kawartha Lakes requesting a position on the use of boundary roads, although no response had been received at the time of this report.

On October 25, 2019 Staff met with Robin McCleave, Senior Vice President-Risk Manager of JLT Canada Inc., the Township's Insurance Broker, and drove the proposed route for her review and comments which are provided below.

"There were two roads in particular that did raise some concern from a risk management perspective and they are:

1. The public road the off-road vehicle group would like to use to get to the entrance of the Unopened Road Allowance / Fire Route that stops at the railway tracks and into the Ganaraska Forest. For reference purposes please see my comments below – "Dranoel Road".
2. Travelling from a Township road onto a County road, including a bridge over 115 and a long curve before turning right onto a Township road. For reference purposes please see my comments below "ROAD B".

Dranoel Road

Based on there being no shoulders and limited sight lines, it would be difficult from a risk management perspective to recommend the use of this section of Dranoel Road as a route for off-road vehicle users. My suggestion would be to consider looking at potential alternate routes for off-road vehicle users to get to this section of the forest. However, if it was decided to move forward and allow the use of off road vehicles on Dranoel Road, at a minimum my recommendation would be to erect –

- warning signs advising drivers they are sharing the road with off-road vehicles;
- curve signs;
- signs advising what the speed limit should be; and
- ensure that the trail identified as needing to be cleared of brush be completed on an ongoing basis.

Road B

This section of road forms part of a snowmobile trail signed by a snowmobile club, and therefore an assumption was made that an off-road vehicle user would consider using the same section of road because it is already being used by snowmobilers.

At this section there are no shoulders and if there were two vehicles coming from different directions, and an off-road vehicle on the bridge at the same time, there would be limited room for each vehicle to safely manoeuvre while travelling on the bridge. Any

oncoming vehicles would have to slow down, it would not be safe to pass due to reduced sight lines.

To conclude, this may not be an issue for the Township because the section of the road that causes the most concern is a County Road. However, the off-road vehicle driver will be leaving your road to go onto the County Road, and if there was a loss at that intersection it is likely that the Township would be named in a suit. Therefore the Township may wish to not allow off-road vehicles on the Township road that would take the driver to the County Road. Potentially it may be possible work with the snowmobile and off-road vehicle clubs to try and find an alternate route that is safer all users.

Considerations when deciding which roads to allow the use of off-road vehicles

Anytime a municipality is considering which roads are best suited for off-road vehicle use, it is our recommendation that the following be taken into consideration:

- Does your municipality have the staff to manage their increased maintenance responsibilities? If there is a loss the courts would look to maintenance/inspection records to see what standards were being met at the time of the accident.
- How safe is the roadway that is being contemplated for this use:
 - a. Is it flat with no curves, does it have clear sight lines.
 - b. The distance that the off-road vehicles are allowed to travel.
 - c. Type of road e.g. paved or gravel.
 - d. How busy is the roadway?
 - e. Based on the type of road which minimum maintenance standards (MMS) apply.
 - f. off-road vehicles are to travel on the shoulder unless it is deemed by the driver of the off-road vehicle that the shoulder is unsafe. Depending on the speed the off-road vehicle is travelling at, and how quickly a judgement call needs to be made by the driver of the off-road vehicle, the off-road vehicle could suddenly be on a roadway with little warning to other vehicles travelling on the road. Therefore it is important that the shoulders on the road are wide enough and properly maintained to reduce any need for the driver of the off-road vehicle to move from the shoulder to the road.

For information purposes below is the link to the MMS and the section that pertains to shoulders:

<http://www.canlii.org/en/on/laws/regu/o-reg-239-02/latest/o-reg-239-02.html>

Unopened Road Allowances also designated as Fire Routes

Below is a synopsis of my observations while travelling through the various sections of the Ganaraska Forest located on Township property:

- There were Township signs advising the public "Fire Route 101, Unopened Road Allowance, Use at Own Risk".
- I did not see any signage advising/warning the public that along with the URA being a Fire Route, it was also a multi-use recreational trail used by:
 - snowmobilers,
 - off-road vehicles,
 - motorbikes,

- horseback riders
 - pedestrians
 - cyclists
- There was a section of the unopened road allowance / fire route being used by two private property owners to get to their sites. One of these sites is used for horses, their horse trailer and camping.
 - A logging company is using the unopened road allowance/fire route for their vehicles and equipment to get to sites where they are cutting down trees and parking their equipment.
 - Private passenger vehicles (PPV) have also been known to travel on the unopened road allowance/fire route – there was no signage stating PPV's were prohibited.
 - Sections of the forest are being used for hunting and any signage –
 - was not consistent;
 - at times difficult to read;
 - did it articulate where you could and could not hunt; and
 - did not articulate what times during the year the forest could be used for hunting.

From a risk management perspective my recommendation would be to set up a meeting with yourself, other pertinent municipal staff members, if feasible legal counsel and myself early in the new year to discuss:

1. Does additional signage needs to be erected? If yes, what should it say and where should the additional signage be erected.
2. Should consideration be given to erecting signage for information purposes. For example:
 - advising users to stay on the trail – to protect the environment, sensitive plants and wildlife;
 - directional signs;
 - create a trail map, naming the trails and number of kilometers;
 - warn users that cellular service is limited.
3. If the message on the current unopened road allowance/fire route signs needs verbiage added advising only designated vehicles are allowed to travel on the unopened road allowance/fire route.
4. How best to address the issue of PPV's vehicles using the unopened road allowance/fire route. In particular should consideration be given to widen the section of the unopened road allowance/fire route that is being used by the two property owners?
5. How best to address the sections of the unopened road allowance/fire route that are being used by commercial vehicles, including parking of vehicles and equipment (the logging company). For example widen those sections of the unopened road allowance/fire route and build a designated parking lot. Would it make sense/would it be possible to limit the sections of the unopened road allowance/fire route that can be used by their commercial vehicles.

6. Should action be taken to try and prevent the use of motorbikes on the unopened road allowance/fire route e.g. using signage and better enforcement by the Peterborough Police?
7. To try and prevent the use of unauthorized vehicles on the unopened road allowance/fire route should gates be installed with fire staff having access to the keys or cutters in the event of an emergency? This may not be feasible if other users of the unopened road allowance/fire route cannot get around the gates. The use of the unopened road allowance/fire route by the logging company would also need to be addressed.
8. Build parking lots at specific entrances to the forest where individuals who want to use the forest for recreational purposes can park their cars. This would also create an opportunity to erect an informational sign."

In addition to the comments from the insurance company above, comments were requested from the Ed Veldboom, Municipal Solicitor which have been provided below:

"The same general principle has been carried through from the last major changes to the legislation concerning ATV/UTV (Off Road Vehicles) use on public highways. Province has opened the door to allow more types of vehicles to be used, but has given the municipalities the final say in their jurisdiction by allowing municipalities to restrict and/or prohibit use by by-law

The key aspect is that the authority and rules/regulations under the *Highway Traffic Act* are tied to the existence of a "highway". In this case it appears that the connection being considered could involve both maintained (but lightly used) roads and unopened road allowances; both are "highways" and as such the *Highway Traffic Act* does apply; however if unopened road allowances were actually closed by by-law, then the *Highway Traffic Act* would not apply (that could also apply to any opened section of highway along the boundary).

The other key aspect that must be considered is the fact that it is a boundary road/road that is being considered. Thus any by-law passed to address the issue of Off Road Vehicle Use (that affects a boundary road allowance) must be passed by both municipalities to have any effect. In that regard, boundary road allowances are subject to joint jurisdiction (i.e. boundary municipalities are "joint owners" and do not simply own its half of the boundary road allowance).

With respect to Robin McCleave's comments I agree with her cautionary remarks and recommendations. I think that further and specific consideration of the roads/road allowances at issue is required. For example some consideration of how winter maintenance is conducted must be factored into the equation. This gives rise to the question should any by-law that is passed include prohibitions on use during the winter maintenance period?"

Staff are requesting that with the information provided in this report that further direction be provided as to next steps with the proposed route as attached.

Financial Impact:

There is no financial impact at this time.

Attachment:

Map of off-road vehicle route connecting the Victoria Rail Trail to the Ganaraska Forest along the west side of the Township of Cavan Monaghan.

Respectfully submitted by,

Reviewed by,

Elana Arthurs
Clerk

Yvette Hurley
Chief Administrative Officer



Dear Mayor and Council,

RE: Bill 156, *Security from Trespass and Protecting Food Safety Act*

The Kawartha Lakes Haliburton Federation of Agriculture represents the voice of agriculture in the local community, and advocates on behalf of our farm family members. Along with our Commodity partners in Kawartha Lakes/Haliburton and the Ontario Federation of Agriculture, the KLHFA is committed to a sustainable and profitable future for farm families.

Ontario farms have increasingly come under threat of unwanted trespassers and activists who are illegally entering property, barns and buildings, seizing private property and threatening the health and safety of the farm, employees, livestock and crops.

On December 2nd, 2019, the provincial government introduced Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*. The bill is intended to protect Ontario farm animals, farms, farmers and their families, and the safety of the entire food supply by addressing the ongoing threat of unwanted trespassing and from unauthorized interactions with farm animals. The risks of these actions include exposing farm animals to stress and potential diseases, as well as the introducing contaminants into the food supply.

The KLHFA appreciates the support from the provincial government for taking a strong stance to protect our farms and food safety, and introducing more significant consequences for illegal trespassing activities.

The KLHFA is calling on all municipal councils in the province to reassure their citizens that the safety of Ontario farm animals, farmers and farm families, and the safety of the entire food system matters. We respectfully ask that your council show your support for Bill 156 by sending the following letter (see below) to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman.

If you have already indicated to Minister Hardeman your support for Bill 156, we thank you for your initiative!

Thank you for showing your support for stronger legislation to protect Ontario farms, animals, and food from intruders.

Sincerely,

A handwritten signature in dark ink, appearing to read "Barry Baxter", is written over a horizontal line.

Barry Baxter, KLHFA President

February 10, 2020

Hon. Ernie Hardeman
Minister of Agriculture, Food & Rural Affairs
77 Grenville Street, 11th Floor
Toronto, Ontario M5S 1B3

Via Email: minister.omafra@ontario.ca

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

SIGNATURE

Country Club Heights Association

c/o Ann Davidson


February 13, 2020

Office of the City Clerk
City of Kawartha Lakes
P.O. Box 9000, 26 Francis Street,
Lindsay, ON, K9V 5R8

RECEIVED

FEB 25 2020

**OFFICE OF THE CITY CLERK
KAWARTHA LAKES**

Dear Ms. Ritchie:

Re: Petition to Amend By-Law 2018-196

Attached please find a Petition (Appendix A) containing 85 signatures which we wish to present to the City of Kawartha Lakes Council. This petition has been discussed with and supported by Mayor Andy Letham and Ward 2 Councillor Kathleen Seymour-Fagan.

The residents of Country Club Heights (CCH), who we represent are seeking to repeal part of By-Law 2018-196 as it relates to the parking restrictions on Clonsilla and Aylmer Drives in the City of Kawartha Lakes. Our request to the Mayor and Councillors is to amend the parking restrictions on Clonsilla and Aylmer Drives to allow parking on the road allowance at the west end of Clonsilla and Aylmer Drives, as identified in the petition. We agree that the parking restrictions remain in place for the rest of Clonsilla and Aylmer Drives including the centre boulevard between the two roadways.

Rationale for Petition:

- Parking has been permitted on this road allowance since Plan 577 was approved in 1983 with the approval and support of The City of Kawartha Lakes (refer to Appendix B Letter from the City Solicitor dated Nov. 27, 2007). Since 1983 to the present, bylaw enforcement or the police have never issued a ticket, towed a vehicle or issued a warning related to parking on the road allowance.
- The area is identified on all 48 CCH titles as the entry point for access to their deeded easement over Part 1 of East 1/2 Lot 16 Concession 6 on Registered Plan 57R-3737 to access the shoreline of Sturgeon Lake (see attached Appendix C).
- There is **no** other access to this deeded easement other than through this municipal road allowance.

- The majority of CCH residents are seniors, therefore the current by-law amendment (By-Law 2018-196) effectively prohibits many CCH residents from enjoying their deeded access to the shoreline as they would have to walk between a half of a kilometre to 1.2 kilometres, with chairs, kayak or canoe, etc.
- There is ample room for several cars to park within the road allowance which is approximately 100 feet by 160 feet without blocking the intersection or the two driveways that currently traverse this area. The road allowance is primarily grass covered with a few trees and bushes and could be utilized without any environmental impact. (See Appendix D for proposed parking areas). These areas have been discussed with and supported by Mayor Andy Letham and Councillor Kathleen Seymour-Fagan.

Note of Interest:

- By-Law 2018-196 passed in September 2018 prohibiting parking on both Clonsilla and Aylmer Drives including the road allowance to the fence line shared with Eganridge Resort, Golf Club and Spa. The bylaw was passed without notice to, or consultation with CCH residents even though the City Solicitor was aware that the City of Kawartha Lakes had previously ruled that we had the right to traverse across and park on this road allowance. However, the East Beehive Community (EBC) residents were advised prior to the submission.

Thank-you for your consideration in this matter.

Sincerely,



Brian Brethour
12 Stanley Dr.
Resident of Country Club Heights



Ann Davidson
28 Golf Club Cres.
President, Country Club Heights Association

Encl. (12)

APPENDIX A

Person Submitting the Petition




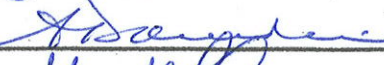


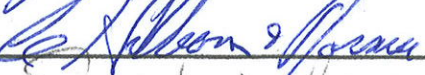





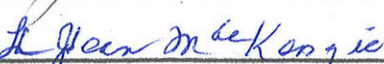


Name:	Brian Brethour
Address:	12 Stanley Drive, Fenelon Falls
Phone:	705-738-2040

Petition

To: the Council of the City of Kawartha Lakes, 26 Francis Street, Lindsay, ON K9V 5R8.

I/We the undersigned, petition the Council of the City of Kawartha Lakes as follows:

To change By-Law 2012/173, Amendment 2018/196 to exclude the parcel of land deemed to be road allowance at the west end of the circular roadway consisting of Clonsilla and Aylmer Drives, as per attached drawing.

#	Name	Contact Information	Signature
1	BRIAN BRETHOUR	705-738-2040	
2	Edith Brethour	705-738-2040	
3	Wynn Law	705-738-9546	
4	ANN DAVIDSON	705-738-9546	
5	JOHN HILL	647-203-4685	
6	Leslie Hill	416-577-6108	
7	NORMA CARE HASSEN	705-735-2719	
8	SANDY McMULLEN	705 587 1540	
9	Glenna Burns	705-738-3069	
10	YVONNE GIBSON	705-738-3531	
11	HUBERT CASWELL	705 738 5373	
12	Joan CASWELL	705 738 5373	
13	JEAN MACKENZIE	705 738 5368	
14	TAY ARMSTRONG	705-738 5465	
15	Susan Burns	705 440 3868	

Page 1 of 8

Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public. Questions about the collection and disclosure of personal information contained in this petition should be directed to the Office of the City Clerk at 705-324-9411 extension 1295 or 1322. All signature pages submitted must include the petition request for the signatures to be considered valid.

Person Submitting the Petition

Name:	Brian Brethour
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#	Name	Contact Information	Signature
16	Arianne Purves Mitchell	416 895-3515	Arianne Mitchell
17	Scott Horton Mitchell	416 302-6550	Scott Mitchell
18	JOAN HUTCHINSON	705-731-0078	Joan Hutchinson
19	GARY HUTCHINSON	705-731-0078	Gary Hutchinson
20	DAVE ARTHUR	705-455-7305	D. Arthur
21	Kyle McInnes	905-441-6631	Kyle McInnes
22	SHERY DIXON	705 731 0971	Sherry Dixon
23	STEVE DIXON	705 731-0971	Steve Dixon
24	FRANK BRENNER	705-738-9478	Frank Brenner
25	LYNDA BRENNER	705-738-9478	Lynda Brenner
26	ERIC ORPANA	705 738 3850	Eric Orpana
27	FRAN ORPANA	705 738-3850	Fr. Orpana
28	Kathy Putnam	416-710-2608	Kathy Putnam
29	NEIL PUTNAM	416-949-1197	Neil Putnam
30	Flaine Bird	705 738-6363	Flaine Bird

Person Submitting the Petition

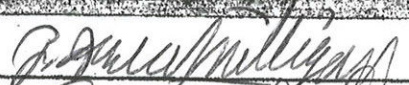
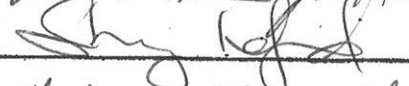


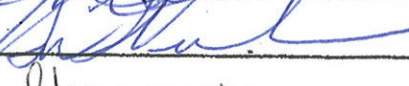
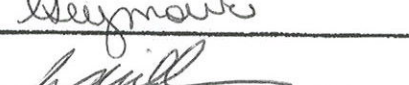
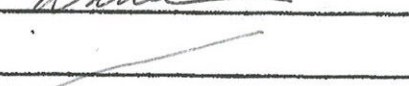

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#	Name	Contact Information	Signature
31	Drew Milligan	705 657 7309	
32	Sherry Telford	705-887-3610	
33	Rodney Smith-Merkley	705 731-1058	
34	JOVINA A WEEKES	416-720-9503	
35	MANUEL AVILA	905-889-6014	
36	BRIAN WEEKES	416-723 8503	
37	LINDA SEYMOUR	705-738-2927	
38	WILLIAM MILLER	705-738-2927	

Person Submitting the Petition

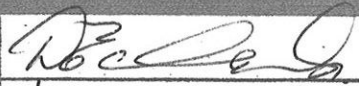
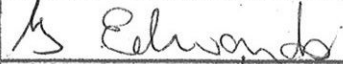
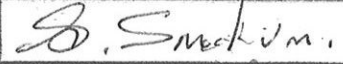
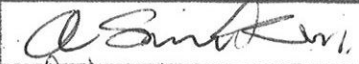
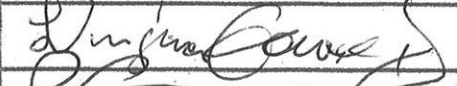
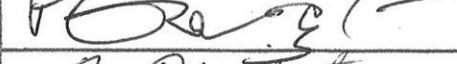
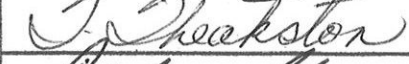

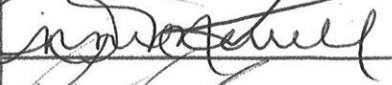
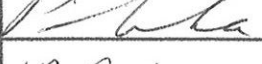
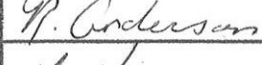

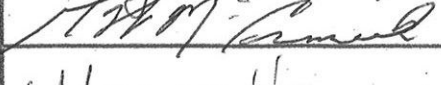
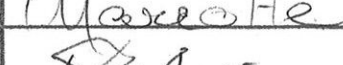
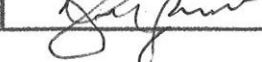
Name:	Brian Brethour
Address:	12 Stanley Drive, Fenelon Falls
Phone:	705-738-2040

Petition

To: the Council of the City of Kawartha Lakes, 26 Francis Street, Lindsay, ON K9V 5R8.

I/We the undersigned, petition the Council of the City of Kawartha Lakes as follows:

To change By-Law 2012/173, Amendment 2018/196 to exclude the parcel of land deemed to be road allowance at the west end of the circular roadway consisting of Clonsilla and Aylmer Drives, as per attached drawing.

#	Name	Contact Information	Signature
39	DEREK EDWARDS	705-887-7649	
46	GILLIAN EDWARDS	" " "	
41	STEPHANIE SMOKUM	905-392-0994	
42	ANDREW SMOKUM	" " "	
43	VIRGINIA GOURLAY	416-802-4277	
44	PATRICK GOURLAY	" " "	
45	TERRI THEAKSTON	705-887-0318	
46	COLIN WARDLEY	705-887-0318	
47	Rick & Annie Merrell	705-738-4372	
48	Patti & Terry Seredoka	647-223-0733	
49	Natasha Andersen	705-930-5590	
50	Leslie King	705-731-9364	
51	GEORGE McARMICK	705-738-2335	
52	VIIVIANE MARCOTTE	" " "	
53	DON & PHYLLIS FERGUSON	705 738-2864	

Page 4 of 8

Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public. Questions about the collection and disclosure of personal information contained in this petition should be directed to the Office of the City Clerk at 705-324-9411 extension 1295 or 1322. All signature pages submitted must include the petition request for the signatures to be considered valid.

Person Submitting the Petition

Name:	Brian Brethour
Address:	12 Stanley Drive, Fenelon Falls
Phone:	705-738-2040

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#	Name	Contact Information	Signature
54	Anne Shephard	705-738-2794	Anne Shephard
55	Harry Shephard	705-738-2794	Harry Shephard
56	CAROLE MORIN	carole3.morin@bell.net	Carole Morin
57	Beverley Randle	416-606-3415	Beverley Randle
58	James De Ell	647-391-5976	James De Ell
59	Diane De Ell	905-545-8711 559 QUEBEC ST. HALL	Diane De Ell
60	Art De Ell	905-8711	Art De Ell
61	PATRICIA AULD	46 GOLF CLUB CRES. 705-738-2424	Patricia Auld
62	ROBERT AULD	46 GOLF CLUB CRES	Robert A. Auld
63	J.L. PRITCHARD	34 GOLF CLUB CRES.	J.L. Pritchard
64	D.L. PRITCHARD	34 GOLF CLUB CRES.	D.L. Pritchard
65	Karen Dudman	18 Golf Club Cr	Karen Dudman
66	J. Plumptre	16 Golf Club Cr	J. Anne Plumptre
67	Jim Plumptre	16 Golf Club Cr	Jim Plumptre
68			

Page 5 of 8

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#	Name	Contact Information	Signature
68	RAE Lam Fox	416 456-4703	Rae
69	ERICH FOX	416 450-9353	Lam Fox
70	Derek Bullock	705 735 9845	Derek Bullock
71	Val Bullock	" "	V. Bullock
72	M. G. Hubbard	738-9220	M. G. Hubbard
73	LEIGH HUBBARD	738-9220	L. Hubbard
74	JOANNE CABRELLI	738-5508	J. Cabrelli
75	STEVE MCCAUGHEY	738-5508	S. McCaughey
76	Ed Dendron	705-340-0095	E. Dendron

Page 6 of 8

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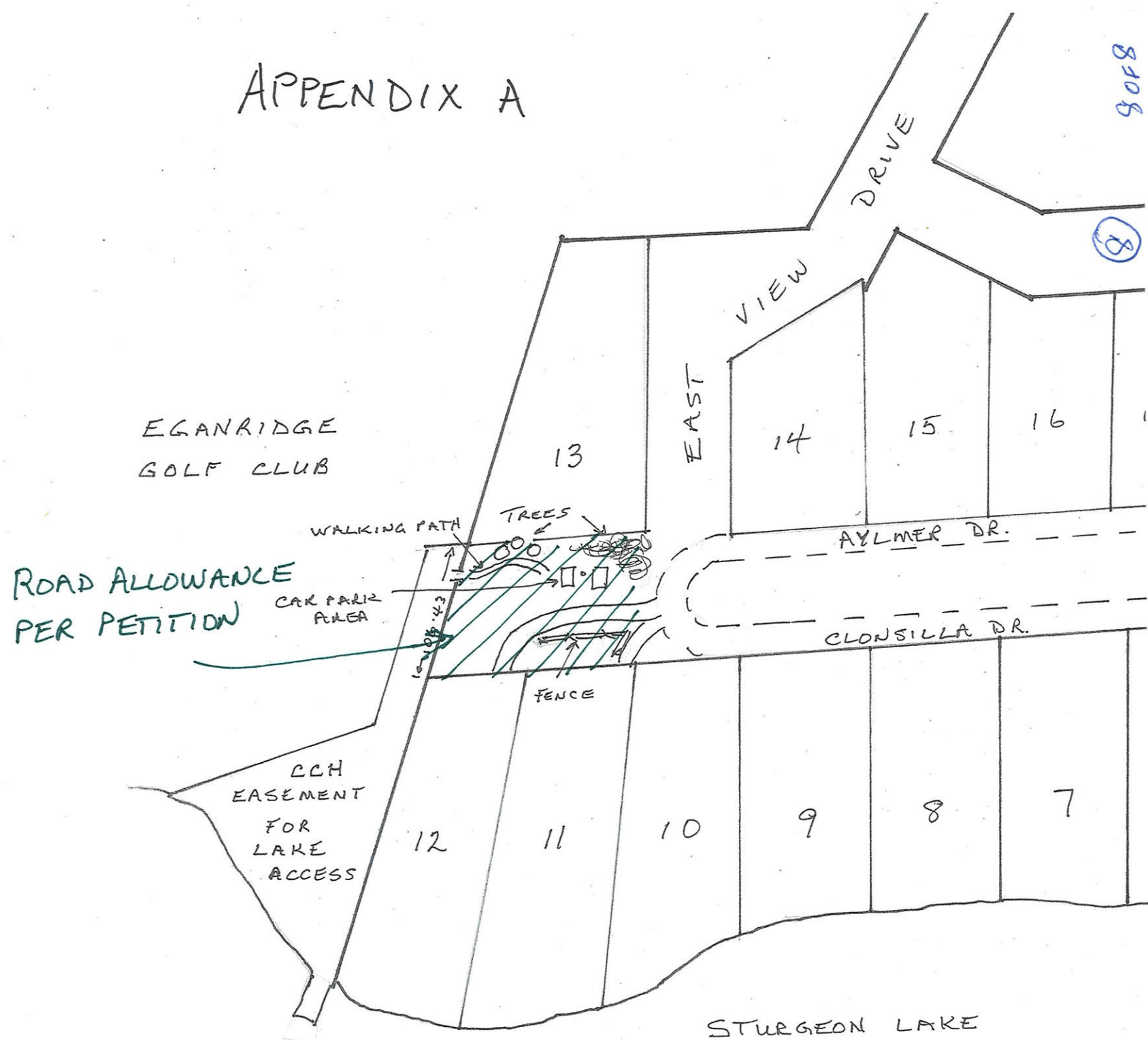
To change By-Law 2012/173, Amendment 2018/196 to exclude the parcel of land deemed to be road allowance at the west end of the circular roadway consisting of Clonsilla and Aylmer Drives, as per attached drawing.

#	Name	Contact Information	Signature
77 24	East Brethour Marjorie Cadz	705-738-0004	Marjorie Cadz
78 "	Brian Cadz	705-738-0004	Brian Cadz
79	Dick Smith	705-738-3233	D. Smith
80	DAVID SMITH	AS ABOVE	D. Smith
81	Jean Harris	705-738-3732	J. Harris
82	JOHN HARRIS	as above	J. Harris
83	Rick Vanleyden	705-344-3153	R. Vanleyden
84	BRUCE SMITH	705-738-2216	B. Smith
85	PATRICIA SMITH	705-738-2216	Patricia Smith

Page 7 of 8

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APPENDIX A



Joseph L. Staples QC (1920-1988)
 Ronald Johnston Swain BA, LLB
 Heather E. Richardson HONS. BA, LLB

10 William Street South
 Lindsay, Ontario K9V 3A4
 Website: www.stapleswain.com

(705) 324-6222
 Fax 324-4168

Staples & Swain

BARRISTERS, SOLICITORS, NOTARIES

November 27, 2007

By fax to 878-0815

LAURIE R. MCLEAN
 Barrister and Solicitor
 Suite 205
 189 Kent Street West
 Lindsay, ON K9V 5G6

By fax to 738-4252

ROBERT J. WALKER
 Barrister and Solicitor
 4 King Street West
 P. O. Box 243
 Bobcaygeon, ON K0M 1A0

Dear Ms. McLean and Mr. Walker:

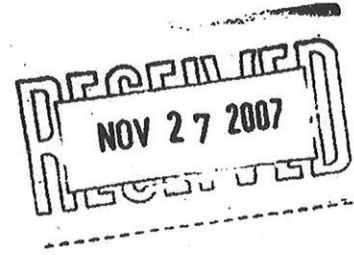
**Re: Country Club Heights Association Inc.
 East Beehive Community Association
 Roads on Registered Plan of Subdivision #373 ("Plan 373")**

As the solicitor for the Corporation of the City of Kawartha Lakes (the "City"), I write to assist in your attempts to resolve the ongoing dispute between your clients with respect to the use of certain roads on Plan 373 for pedestrian and vehicular travel and parking to access deceded beach lands adjacent to the East Beehive Estates Subdivision.

It is the City and not the East Beehive Community Association that has jurisdiction over the roads shown on Plan 373. The owners of lots in East Beehive Estates Subdivision do not have the right to determine who can and cannot use the roads in question. Pursuant to the owner's certificate on Plan 373, Clonsilla, East View and Aylmer Drives "are dedicated as public highways" and, as such, title to them is vested in the City by operation of law, despite the absence of a deed expressly conveying the Roads to the City.

As I trust you are aware, s. 57 of the *Survey's Act*, R.S.O. 1990, c. S. 30, provides that every road allowance, highway, street, etc. shown on a registered Plan of Subdivision is deemed to be a public road allowance, highway, street etc. and subs. 26(5) of the

**THIS COPY IS FOR
 YOUR INFORMATION WITHOUT PREJUDICE**



Municipal Act, 2001, S.O. 2001 c. 25 (the "Act"), provides that a street laid out on a registered plan of subdivision is a "highway", as defined by the Act.

Accordingly, the East Beehive Community Association has no jurisdiction over the Roads and may not prevent use of the Roads by the public in general or by members of Country Club Heights Association Inc. to access their deeded beach land. The City alone has jurisdiction over the Roads in the East Beehive Estates Subdivision and the public has the right to travel and park upon such roads, even though the City has never passed a by-law nor undertaken work on the Roads such that they could be considered to have "assumed" the roads for public use at public expense.

In light of the foregoing, please advise your clients that the City is prepared to authorize the design, construction and maintenance of a parking lot for the use of the members of Country Club Heights Association Inc. when enjoying their deeded access over a *common use beachfront identified as Block B on Plan 373 (the "Parking Lot"). The location, design, construction and maintenance of the Parking Lot will be determined in accordance with the plans and specifications approved by the City's Director of Public Works and all costs associated therewith will be borne by Country Club Heights Association Inc. As I understand it, the East Beehive Community Association is not being asked to share in the costs associated with the establishment or maintenance of the Parking Lot.

Yours Very Truly,
STAPLES & SWAIN

Heather Richardson
Heather Richardson

* Parking lot proposed is on
Block B

Block B is not beachfront!

REGISTERED PLAN 57 R-3737

THE REGISTRY DIVISION OF
VICTORIA N° 57

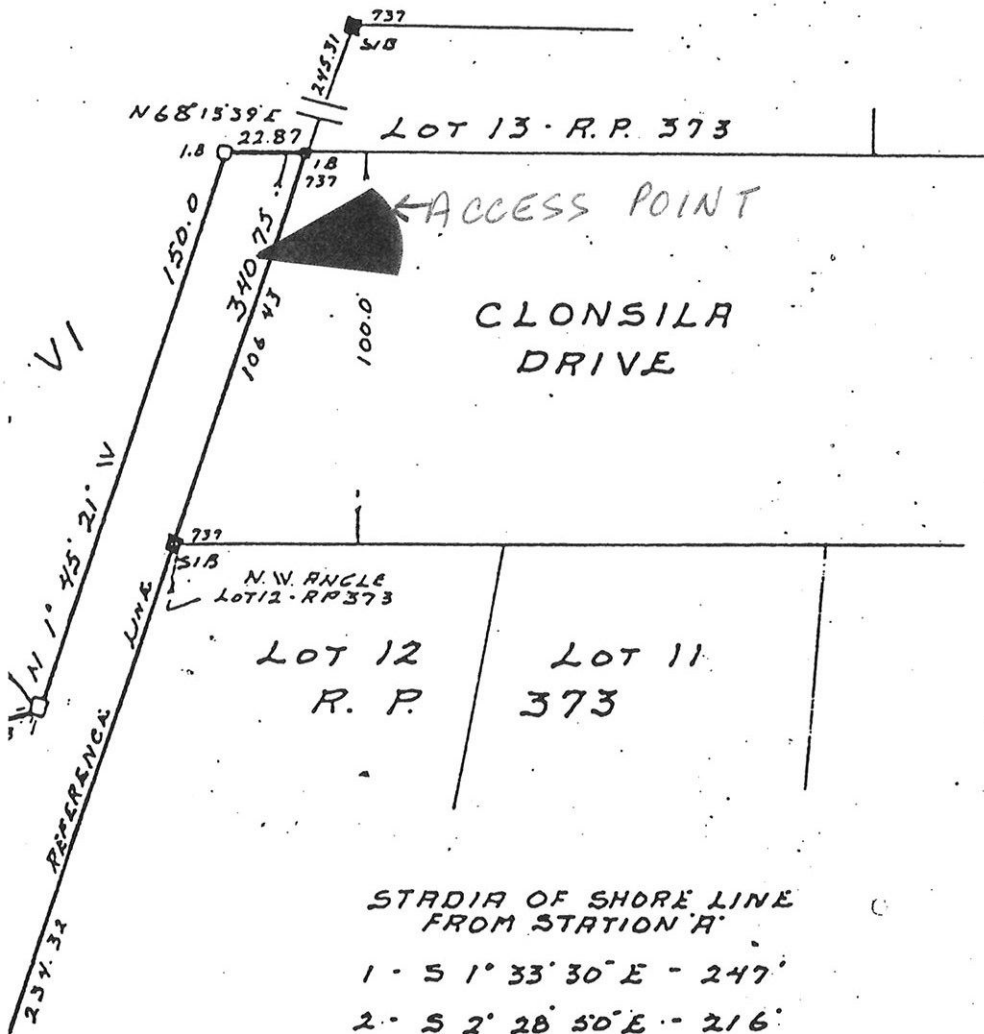
PART 1

E½ 16. CON. VI

INST. N° A20902

CAUTION - THIS PLAN IS NOT A PLAN OF SUBDIVISION
WITHIN THE MEANING OF THE PLANNING ACT.

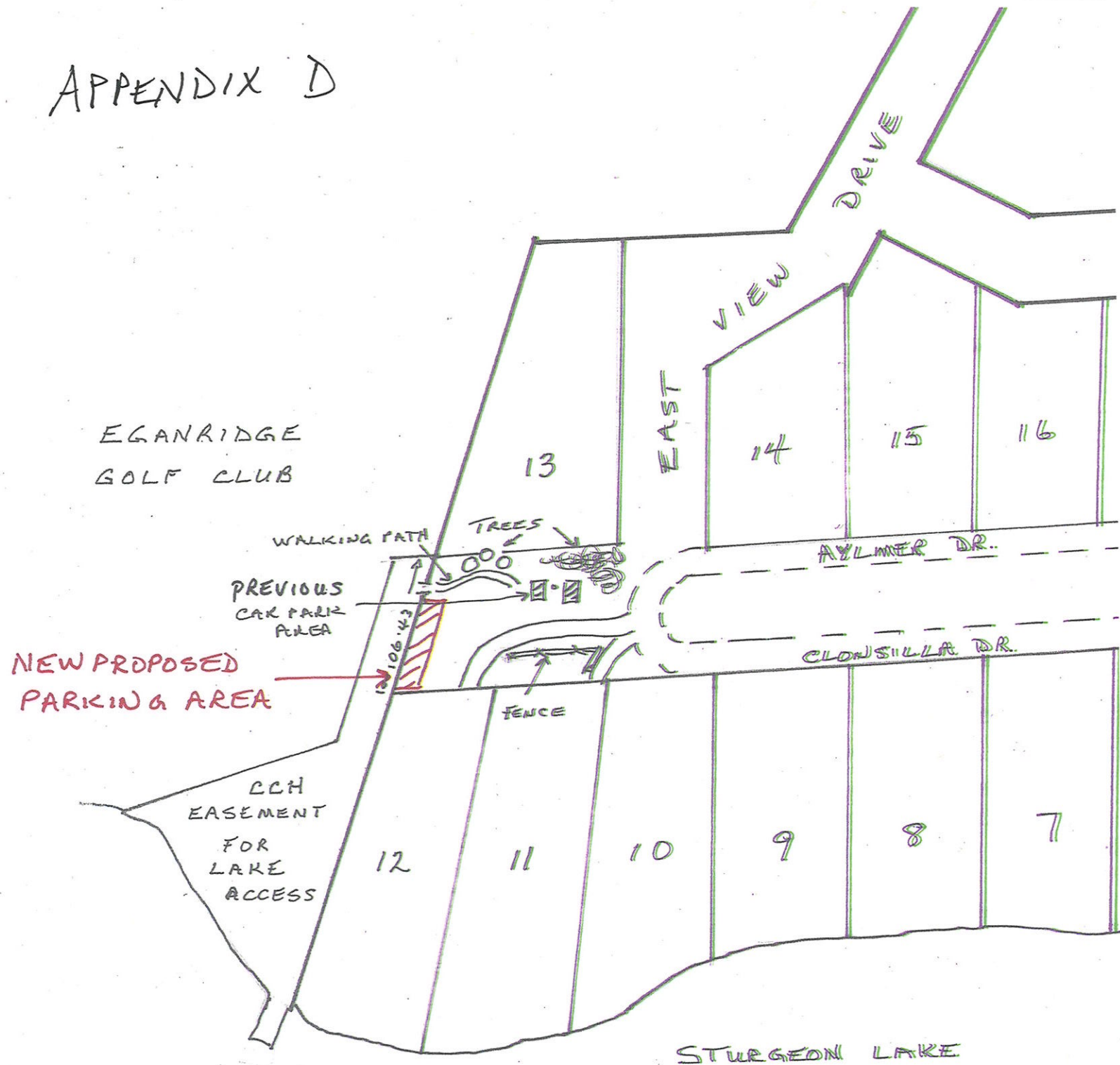
APPENDIX C



STADIA OF SHORE LINE FROM STATION A

- 1 - S $1^{\circ} 33' 30" E$ - 247'
- 2 - S $2^{\circ} 28' 50" E$ - 216'
- 3 - S $3^{\circ} 18' 20" W$ - 175'
- 4 - S $38^{\circ} 30' W$ - 148'
- 5 - S $50^{\circ} 38' 20" W$ - 167'
- 6 - S $58^{\circ} 30' W$ - 193'

APPENDIX D





Council Memorandum

Date: March 10th, 2020

To: Council

From: Councillor Yeo

Re: Increased Fees and Regulation Adjustments at Centennial Park

Recommendation

That the memorandum from Councillor Yeo regarding **Increased Fees and Regulation Adjustments at Centennial Park** be received;

That staff generate a report for Council outlining the rationale behind the increased fees/regulation adjustments and bring forward options to phase in, or restructure, new fees for park users;

That staff deliver the report to Council at the April, 2020 Council Meeting; and

That these recommendations be brought forward to the next Regular Council meeting for consideration.

Rationale

Following the 2019 Camping season, City of Kawartha Lakes staff met to discuss how they could better enhance Centennial Park's visitor experience in 2020. The result was a number of updated regulations and a change to its existing fee structure. Council approved the rate increases in the fall of 2019 via the Consolidated Fees Bylaw.

Some Campers have expressed concerns with the regulation and fee amendments that have been presented. I feel that it would be beneficial for staff to outline their reasoning behind the proposed changes and ask that options be considered.