

The Corporation of the City of Kawartha Lakes

Agenda

Committee of the Whole Meeting

COW2020-04

Tuesday, June 9, 2020

Commencing at 1:00 p.m. - Electronic Public Participation

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

Note: This will be an electronic participation meeting and public access to Council Chambers will not be available. Please visit the City of Kawartha Lakes Youtube Channel at <https://www.youtube.com/c/CityofKawarthaLakes> to view the proceedings.

Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

1.	Call to Order	
2.	Adoption of Agenda	
3.	Disclosure of Pecuniary Interest	
4.	Deputations	
4.1	COW2020-04.4.1	8 - 20
	Deputation Regarding a Claim Joan Abernethy	
5.	Presentations	
5.1	COW2020-04.5.1	21 - 57
	Coboconk Wellness Centre Feasibility Report Presentation Jennifer Wilson, General Manager, Coboconk Chamber of Commerce Ian Forster, Chair, Coboconk Chamber of Commerce	
5.2	COW2020-04.5.2	
	Financial Update Presentation Jennifer Stover, Director of Corporate Services	
5.2.1	CORP2020-007	58 - 78
	Financial Update Report Jennifer Stover, Director of Corporate Services	
	That Report CORP2020-007, Financial Update , 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	ED2020-009	79 - 94
	<p>Proposed Old Mill Area Heritage Conservation District Study Emily Turner, Economic Development Officer – Heritage Planning</p> <p>That Report ED2020-009, Proposed Old Mill Heritage Conservation District Study, be received;</p> <p>That staff be authorized to proceed with a Heritage Conservation District Study of the Old Mill neighbourhood in Lindsay;</p> <p>That the Old Mill Heritage Conservation District Study area be within the boundary identified in Appendix C to Report ED2020-009; and</p> <p>That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.</p>	
6.1.2	HS2020-004	95 - 96
	<p>Physician Recruitment Reserve Request Rod Sutherland, Director, Human Services</p> <p>That Report HS2020-004, Physician Recruitment Reserve Request, be received;</p> <p>That payment of up to \$23,500 to the Kawartha Lakes Health Care Initiative (KLHCI) be authorized from the Doctor Recruitment Reserve to support a Physician Return of Service Agreement executed by KLHCI; and</p> <p>That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.</p>	
6.1.3	ENG2020-009	97 - 100
	<p>Lifecycle Extension Program Update Mike Farquhar, Supervisor, Technical Services</p> <p>That Report ENG2020-009, Potential Additional Road Segments for the 2020 Life Cycle Program, be received; and</p> <p>That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.</p>	

6.1.4	LGL2020-007	101 - 148
	<p>Proposed Amendments to the Policy and Code of Conduct for Committees, Boards and Task Forces Robyn Carlson, City Solicitor</p> <p>That Report RS2020-007, Proposed Amendments to the Policy and Code of Conduct for Committees, Boards and Task Forces, be received;</p> <p>That the proposed amendments to CP2018-017 and CP2018-018 as set out in this Report be adopted; and</p> <p>That these recommendations be forwarded to Council for consideration at the next Regular Council Meeting.</p>	
6.2	Correspondence	
6.2.1	COW2020-04.6.2.1	149 - 150
	<p>Memorandum Regarding State of Emergency Mayor Letham</p> <p>That the Memorandum from Mayor Letham, regarding the State of Emergency, be received; and</p> <p>That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.</p>	
6.2.2	COW2020-04.6.2.2	151 - 151
	<p>Memorandum Regarding Review of Delegation of Authority By-law Councillor Ashmore</p> <p>That the Memorandum from Councillor Ashmore, regarding by-law 2020-033, be received;</p> <p>That Council rescind By-law 2020-033; and</p> <p>That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.</p>	
6.2.3	COW2020-04.6.2.3	152 - 152
	<p>Memorandum Regarding Signage Volunteer Emergency Lights Councillor Dunn</p>	

That the Memorandum from Councillor Dunn, **regarding signage for volunteer emergency lights**, be received;

That Staff provide options to Council for the placement of “Pull Over and Stop for Flashing Green Light” signs at various vantage points throughout the City;

That these options be included as a decision unit in the 2021 Budget; and

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

6.2.4

COW2020-04.6.2.4

153 - 153

Memorandum Regarding Extension of Angeline Street North Sidewalk
Councillor Dunn

That the Memorandum from Councillor Dunn, **regarding the extension of the sidewalk on Angeline Street North**, be received;

That staff prepare a report with recommendations to extend the sidewalk on Angeline Street North from Alcorn Drive to the north entrance of Springdale Garden Drive;

That the extension of this sidewalk section be included in the 2021 Budget as a decision unit; and

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

6.2.5

COW2020-04.6.2.5

154 - 155

Memorandum Regarding Regulatory Considerations for Managing Cannabis Growth in the City of Kawartha Lakes
Councillor Richardson

That the Memorandum from Councillor Richardson, **regarding the Regulatory Considerations for Managing Cannabis Growth in the City of Kawartha Lakes**, be received;

That Staff be directed to provide information and options for zoning by-law regulations for both personal medical and commercial growth operations;

That Staff be directed to provide information and options for enforcement measures when commercial or personal medical growth operations exceed Federal approvals, or when the impact of the operation exceeds lot coverage percentages and post production/processing brings a commercial element to otherwise residential or farm dwellings;

That staff report back to Council with their proposals by the end of Q3 2020; and

That these recommendations be brought forward to Council for consideration at the next regular Council Meeting.

6.2.6

COW2020-04.6.2.6

156 - 156

Memorandum Regarding 2020 Community Partnership Fund
Councillor Yeo

That the Memorandum from Councillor Yeo, **regarding the 2020 Community Partnership Funds**, be received;

That the 2020 Community Partnership Fund and other Community Funding Programs be referred to the Community Recovery Task Force with options for the remainder of 2020 and the 2021 program; and

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

6.2.7

COW2020-04.6.2.7

157 - 157

Request for the Removal of No Parking Signs on Westwood Court,
Lindsay
Randy Cowell
Fay Cowell

That the March 5, 2020 correspondence from Randy Cowell and Fay Cowell, **regarding a request for the removal of no parking signs on Westwood Court, Lindsay**, be received and referred to staff for review and report back at the July 28, 2020 Council Meeting; and

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

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: *

Joan Abernethy

Address: *

121 William St. N. #3 ~~Lindsay~~

City/Town/Village:

Lindsay

Province: *

Ontario

Postal Code:

K9V 4A9

Telephone: *

705-308-6679

Email: *

joanabernethy@
Yahoo.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:

Joan Abernethy

Deputant Two:

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

Present a claim - details and materials
to follow

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

To follow

Have you discussed this matter with City Staff?

☒ Yes

☐ No

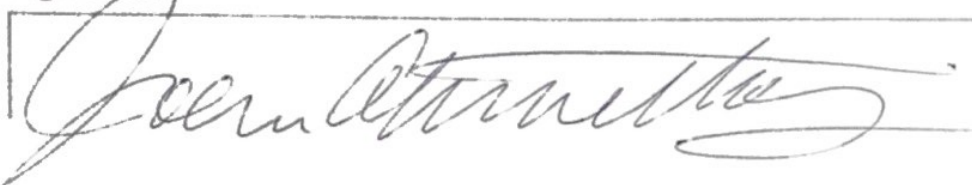
If yes, Which department and staff member(s) have you spoken to?

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

- ① Council to receive
- ② Council to deliberate
- ③ Council to resolve
- ④ Council to respond

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:

6 March 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

121 William Street North, Unit #3
Lindsay, Ontario K9V4A9

City of Kawartha Lakes Council
26 Francis Street
Lindsay, Ontario K9V5R8

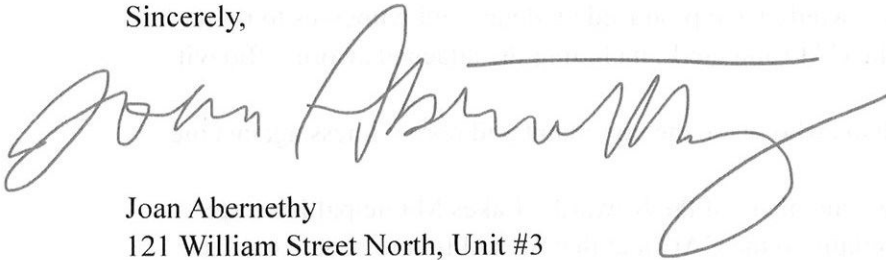
March 27, 2020

Dear Councillors and Mayor Letham,

Re. *Ontario Superior Court Divisional Court* Reasons, File No. 1154/19

Please see attached, my claim and rationale.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joan Abernethy', with a large, stylized flourish at the end.

Joan Abernethy
121 William Street North, Unit #3
Lindsay, Ontario K9V4A9
705-308-6679

Re. Ontario Superior Court Divisional Court ruling 1154/19
CLAIM AND RATIONALE

I, Joan Abernethy, claim the following from the City of Kawartha Lakes:

1. A letter from the City of Kawartha Lakes, signed by the mayor and the clerk, admitting Council's wrong and expressing regret for that wrong.

Because Council neglected to demand that the natural justice principle of Audi Alteram Partem - literally, "to hear the other side" or "to hear both sides" - apply to its closed session hearing procedure, Council decided, based on scurrilous accusations and malicious lies, that I was guilty of violent criminal offences. It found me guilty without allowing me a defence.

The court found that Council acted unlawfully.

Had Council observed the democratic principle of procedural fairness established by the Magna Carta in 1215, it would have asked the City to consult both me and the committee chair, which it did not do. Had it done so, I would have produced evidence and witnesses to refute the malicious lies told to Council via the CAO and clerk, including the attached sworn Affidavit.

2. The names of those individuals who made the complaint and bore witness against me.

My understanding is that two members of the Kawartha Lakes Municipal Heritage Committee (KLMHC) made a complaint to the CAO and that, in addition to protecting their identity from me, the City also protected their identity from Council so that Council had to decide an anonymous complaint. In addition, it appears the City hired a confidential informant.

The reason given by the City for protecting the identity of the complainants and informant from me was that revealing their identity would expose them to risk of physical harm.

The court ruled that the evidence did not support the allegation that I posed a threat of bodily harm to the informant or to the committee members who complained to the CAO.

The individuals in question bore false witness against me and I want the opportunity to hold them accountable for that and for how their lies damaged me.

3. Disclosure of the evidence referred to but not disclosed to council, to the court or to me on which council relied to make its decision.

The clerk's memo that Council relied on to make its decision alleged that, during the two and a half years I served on the Heritage Committee, I was aggressive and hostile toward members and harassed, bullied and threatened them. The City told me, the Court and Council that it had evidence to support those grievances but that privacy required it not be disclosed.

Council made its decision to terminate me without seeing that evidence.

The court ruled that the city could have disclosed that evidence to me.

I need it to hold accountable those individuals that bore false witness against me.

4. A transcript of Council's closed-session deliberation of the complaint(s).

The City claimed privilege under section 239(2)(b) of the *Ontario Municipal Act* but privilege under the *Act* only applies when Council acts lawfully and the court ruled that, in deliberating the complaint in this matter, Council acted unlawfully.

I need that transcript to hold accountable those who bore false witness against me.

5. If the complainants continue to serve on City staff, boards, task forces or advisory committees, fire them or suspend them immediately pending a police investigation or an inquiry under section 274.1 of the *Ontario Municipal Act*.

It is my understanding that the councillor who made the motion to terminate my appointment was, at the time, a member of the KLMHC. He was a witness to the fact that the complaint presented to Council by the City clerk was scurrilous yet he did not correct the record.

Lying to Council to influence a vote constitutes the criminal offence of municipal corruption under section 123 of the Criminal Code.

Municipal corruption erodes public confidence in the municipality and it undermines the ability of Council to represent its constituents because two questions naturally arise:

1) if the anonymous complainants lied to Council via the CAO and the councillor lied directly to Council, what else have they lied to Council about, and

2) by what other lies has Council been duped?

I believe the complainants, including the councillor, lied to discredit me because I opposed their financial mismanagement of government funding and their intention to lie to Council to support a funding request on behalf of a local Not-for-Profit corporation.

If the City lets the complainants away with municipal corruption in this matter, they and others with similar malign interests will be encouraged to corrupt the municipality in future.

6. \$10,000 for costs and interest.

7. An additional \$25,000 in damages if the City refuses to grant #2, #3 and #4 above.

I suffered damages to my reputation and to my society from being targeted by lies the City believed. Because Council acted unlawfully, the publication of the complaint was not protected by privilege under the *Act*. It was public.

AFFIDAVIT OF WILLIAM BATEMAN

Abernethy v City of Kawartha Lakes.

File No. 1154/19

*Ontario Superior Court of Justice
Divisional Court*

PROCEEDING COMMENCED AT

Oshawa, Ontario

AFFIDAVIT OF WILLIAM BATEMAN

**William Bateman
Deponent
874 Highway 7A,
Bethany, Ontario
webateman@gmail.com
705-277-9657**

**ONTARIO
SUPERIOR COURT OF JUSTICE
DIVISIONAL COURT**

BETWEEN:

Joan Abernethy

Applicant

-and-

The Corporation of the City of Kawartha Lakes

Respondent

APPLICATION UNDER the
Judicial Review Procedure Act, R.S.O. 1990
and Rules 38 and 68 of the
Rules of Civil Procedure R.R.O. 1990, Reg. 194

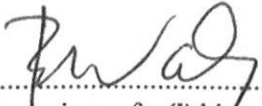
AFFIDAVIT OF JOAN ABERNETHY

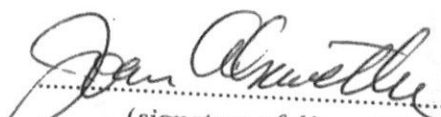
I, Joan Abernethy, of the City of Kawartha Lakes, DO SOLEMNLY SWEAR:

1. I, Joan Abernethy, am the applicant in this matter and have knowledge of the issues herein referred to.
2. I am innocent of the offenses charged against me by the City of Kawartha Lakes.
3. The wrongful accusations and the decision of the city to deny me notification, disclosure of evidence, and an opportunity to answer their accusations caused me considerable nervous shock, depression, diminished self esteem and suicidal ideation.
4. The fact that an unknown and/or unknown individuals told lies about me to the city to intentionally harm me caused me to wonder who, among my peers, held such malice against me. It has been a torture to wonder who wishes me such ill and not be able to address or correct it.
5. It has caused me to suspect everyone, and to lose faith in others and confidence in myself.

6. The wrongful accusations harmed my relationships. A councillor with whom I sat on another board refused to look me in the eye and to recognize me in public. Another councillor, whom I have never met, attacked me on social media, claiming she knew "all about" me.
7. The City disclosed that it relied on a confidential informant to try to create evidence against me that included civil court judgements related to wrongful accusations made against me in the past for blowing the whistle on a corporate insurance scam that exploited the disabled by subjecting them to sexual harassment and sexual assaults to extort their pension benefits.
8. The City's institutional prejudice against me has made me reticent to offer my volunteer services elsewhere. I have been an active volunteer in my community since I was a teenager and not being able to contribute without fear of this sort of attack has impoverished my society.
9. This is my witness testimony of the aggravated damages I suffered as the direct result of the City of Kawartha Lakes decision to deny me notification, evidence and an opportunity to answer malicious wrongful accusations made against me in secret by unidentified individuals.
10. The effects of this bad faith attack on my character and reputation has been devastating.

Sworn before me at the City of
Kawartha Lakes on January 24, 2020.


.....
Commissioner for Taking Affidavits
(or as may be)
BRENT WALMSLEY
Barrister and Solicitor


.....
(signature of déponent)

AFFIDAVIT

Abernethy v. City of Kawartha Lakes.

File No. 1154/19

*Ontario Superior Court of Justice
Divisional Court*

PROCEEDING COMMENCED AT

Oshawa, Ontario

AFFIDAVIT

Joan Abernethy
Moving Party/Applicant
121 William Street North, Unit #3, Lindsay K9V4A9
705-308-6679
joanabernethy@yahoo.ca

Court File No. 1154/19

**ONTARIO
SUPERIOR COURT OF JUSTICE**

BETWEEN:

Joan Abernethy

applicant

-and-

The Corporation of the City of Kawartha Lakes

respondent

AFFIDAVIT OF WILLIAM BATEMAN

I, William Bateman, of the City of Kawartha Lakes in the Province of Ontario DO
SOLEMNLY SWEAR:

1. I, William Bateman, am the Chairperson of the Kawartha Lakes Municipal Heritage Committee (KLMHC) and was the chairperson at all material times concerning the application; as such, I have knowledge of the issues herein referred to.
2. During the appointment of Joan Abernethy to the KLMHC, no committee member or any other person shared with me or expressed any complaint or other concerns about her behavior.
3. During the appointment of Joan Abernethy to the KLMHC, I did not observe her to demonstrate any hostile, aggressive, harassing or bullying behavior toward any committee member or staff person.

4. In addition to serving on the KLMHC, Joan Abernethy served on the Designation sub-committee and on the Heritage Awards sub-committee that she also chaired. I heard no complaints from members of those sub-committees about Joan Abernethy or from any member of the public with whom she interacted in her role on those sub-committees.

5. I have known Joan Abernethy for several years and, in addition to serving on the KLMHC with her, I also served with her on the board of the Victoria County Historical Society and as a co-founding director of the Ottawa-Huron Tract Historical Company. I have never witnessed Joan Abernethy demonstrate any hostile, aggressive, bullying or harassing behaviour towards any individual nor any but the most civil, courteous and kind behaviors towards all.

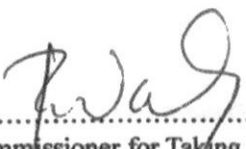
6. I have never been contacted by any member of municipal staff to inquire about the actions of Joan Abernethy during her tenure on the KLMHC.

Sworn before me at the City of

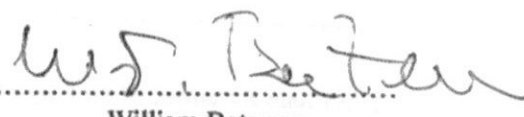
Kawartha Lakes

in the Province of Ontario

on October 17, 2019.


.....
Commissioner for Taking Affidavits
(or as may be)

BRENT WALMSLEY
Barrister and Solicitor


.....
William Bateman
(deponent)

A WELLNESS CENTRE IN COBOCONK: FEASIBILITY REPORT

Prepared by:

**THE COBOCONK, NORLAND & AREA
CHAMBER OF COMMERCE**

Submitted: June 2020

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Acknowledgements

The Coboconk, Norland & Area Chamber of Commerce gratefully acknowledges the important contributions and guidance by the following members of the Coboconk Wellness Centre Volunteer Committee:

Mr. Ian Forster (BARE Contracting)

Mr. Joe McCool (Keji Planning)

Mr. Emmett Yeo (Emmett Yeo Contracting)

as well as Jennifer Wilson (General Manager, Coboconk, Norland & Area Chamber of Commerce).

Thank you to Dale McMurchy (Dale McMurchy Consulting) for her invaluable help in designing and analyzing the results of the Community Health Needs Survey that helped to inform this Feasibility Study. Thanks also to Dr. Warsi and his wonderful staff, the Coby Pharmacy, and the Coboconk Municipal Service Centre for assisting in the promotion and distribution of the Community Health Needs Survey.

We would like to express our appreciation to the volunteers and staff helping to operate other medical centres in the Kawartha Lakes and beyond who shared their stories and experiences, successes and obstacles. Thank you to Barry Marr of Omemee Medical Centre, Liz Nicholls of Woodville Medical Centre, Bruce Gibson of the Morton Community Health Care Centre in Lakefield, Mike Perry of the Kawartha Lakes Family Health Team, and Marina Hodson of the Kawartha North Family Health Team. Thank you to the Coboconk Medical Centre Trust for their partnership on this project. Cindy Snider, Barb van der Veen, and Dr. Sheila-Mae Young of the Kawartha Lakes Health Care Initiative have been greatly supportive and we thank them.

The Chamber would like to thank City of Kawartha Lakes Council for providing the support to explore the concept of a Wellness Centre in Coboconk. We also gratefully acknowledge the ongoing input and support of Mayor Andy Letham, and City Staff Ron Taylor, and Craig Shanks. Working as a team to explore this concept has been a great experience.

The exploration of the Wellness Centre project has resulted in the formation of many community partners and much community support. The Chamber is excited to present this Feasibility Report to City Council and to the community.

Executive Summary

The City of Kawartha Lakes consists of a combination of small rural & urban communities that represent one of the largest cities in Canada (by land mass). The City is a large part of the Haliburton – Kawartha Lakes – Brock provincial and federal ridings and has a diverse economy that relies on agriculture and tourism as its main economic drivers. The northern half of the City is served by Ross Memorial Hospital in Lindsay with overflow going to Haliburton Health Services in Minden.

Coboconk-Norland is the largest of the City of Kawartha Lakes communities in the north end of the City. It is located almost exactly half-way between the hospitals in Lindsay and Minden, which represents an approximately 30-minute drive to either facility. Winter weather can increase the travel time to these hospitals substantially.

The health care service offerings in the northern part of the City was undergoing considerable upheaval even before COVID-19, and now the situation has been further exacerbated by the pandemic. In 2016, the Coboconk Medical Centre was condemned and the building subsequently demolished with only a construction trailer acting as the office for the single practicing family doctor in the area. The doctor that was located Kirkfield has now relocated outside of the area, and as a result, the doctor in Coboconk is the only one practicing in the area. Many residents do not have access to a family doctor at this time, and with a larger than the provincial average population of seniors, this lack of access to health care is compounded.

The population can be described as a core of year-round residents, with a large influx of seasonal residents. This is a low-income area, with over 50% of the population over 50 years of age. All of these residents have a common need for good quality, year-round health care services within an easily accessible distance of their homes.

The current pandemic is having far-reaching impacts, one of which is a shift in thinking for many of the seniors in the area. Many ‘snowbirds’ are adjusting to a new reality and re-thinking their annual plans for winter. For many, the danger and uncertainty around travel means maintaining full-time residence in the area. Another shift that is taking shape is more people are starting to seek residence in more rural small-town settings rather than the more populous urban areas. It has become apparent during the COVID-19 pandemic that a great many jobs can be done remotely, away from the traditional office environment. Both of these shifts will further impact the demand for health care.

If the municipality is to embrace these new realities, our health care services infrastructure must be able to provide the services that current and future residents require and desire.

Through a recent research study, the Coboconk, Norland & Area Chamber of Commerce has shown a documented gap in health care services for residents. The research shows that the provision of family health services - in the form of Family Doctors, Nurse Practitioners, Lab Services, Dentist, Chiropractor, Physiotherapy, Community Health Services and a pharmacy - is needed to service the northern part of the City of Kawartha Lakes and the southern portion of the Haliburton Highlands.

As a result of immediate market requirements and emerging conditions, the Coboconk, Norland & Area Chamber of Commerce is spearheading the construction of a “Wellness Centre” in the central location of Coboconk. The location of the proposed Centre is on city-owned land where the historic Train Station now sits. The historic building has been integrated into the expansion plans for the Wellness Centre

design celebrating the local history. A key advantage to this site is the potential for future expansion for a Retirement Hub to provide retirement & assisted living facilities to serve the aging residents of our communities going forward.

There is no question that the creation of a Wellness Centre in Coboconk will spur further economic growth in the City of Kawartha Lakes. The Kawartha Lakes Health Care Initiative (responsible for the recruitment and retention of doctors in the area - estimates approximately \$500,000 - \$1,000,000 in economic development per year per physician in a community. That does not take into account the quick economic surge that will result in the construction of the Wellness Centre, and the allied health professionals that will be a part of the project long-term. Quality health care is a foundational piece of an economic growth plan for the area.

When the initial concept was presented to City Council, they tasked the Chamber with undertaking a Feasibility Study in partnership with City staff and the following report satisfies that mandate.

The following Feasibility Study presents the background, research, and conclusions. In brief:

- There is a demonstrated gap in care and there is a need for a Wellness Centre to serve the current and future population. The closest Emergency Departments usage statistics show that many are using emergency services as a substitute for primary care. We need to improve local access to health care services as soon as possible so emergency department resources are available for emergencies, especially if we are faced by a pandemic situation again in the future.
- Land acquisition represents a substantial cost to any project. The Legion Park parcel is owned by the City of Kawartha Lakes and is currently available to be improved for highest and best use. Services such as access, sewage disposal & hydro are readily available to this site.
- The refurbishment of the historic Train Station Building will give new purpose and profile to one of the main historic buildings in the community and will celebrate the history and heritage of this area of the province.
- With several studies and architectural drawings completed as part of the Feasibility Study, the construction of the Wellness Centre can be ready to commence within a short period of time. This project will serve as a lever to economic recovery for the area by providing much-needed jobs at a crucial time for this hard-hit region of the province.
- The overall preliminary budget is approximately \$6 million, subject to a more fulsome cost analysis and value-engineering review, which we expect will provide savings and a reduction in project cost.
- The Community is behind this project and, subject to funding from all three levels of government, is willing to commit to raising approximately \$1 million.

In summary, the Wellness Centre project is an opportunity for all levels of government to collaborate to bring much-needed services together in one place, to help attract new family doctors to the area, and to be a lever for new and critical economic growth. The Chamber and local community are committed to providing the energy required and the information needed to all potential partners in order to make the Wellness Centre a reality. The Wellness Centre is a valuable community initiative.

Introduction

The communities of Coboconk and Norland are working to enhance medical and wellness services for the residents and visitors of the northern areas of the Kawartha Lakes. Structural issues with the former Coboconk Medical Centre building required the re-location of the present family physician into a portable building temporarily. The Coboconk, Norland & Area Chamber of Commerce spearheaded an initiative to create an opportunity for a new Wellness Centre to address the needs of the under-served northern communities of the Kawartha Lakes. By creating a Wellness Centre in Coboconk, two issues identified by the City are solved: a permanent facility will provide medical services, replacing the portable unit to which Council is currently committed; and an under-utilized City building is finding a purpose.

The objectives of this feasibility study were to determine:

- Health service gaps of our community;
- If and/or how a wellness centre offering primary care and allied professional care could address service gaps and increase the efficiency of the current system;
- A model for a wellness centre based on perceived gaps and provincial trends in care;
- Potential services and service delivery participants' interest in participating in the wellness centre health services delivery model and;
- The feasibility of a wellness centre, including the physical design of the facility, construction costs and the operating costs.

Vision of the Wellness Centre

To provide quality medical and wellness services to the residents and visitors of the City of Kawartha Lakes, Ward One by establishing a permanent wellness centre in the historic Coboconk Train Station. The Wellness Centre will provide a hub for community health that will bring increased access to conventional medicine and allied health care services, as well as community organizations in an underserved geographic area.

By providing space for more primary care physicians and nurse practitioners, much needed after-hours care, mental health supports, blood lab, dental services, home and community care services, pre & post-operative care, chiropractic and physiotherapy services, the needs of people in this area will be better served and will help to alleviate the strain on current health care services offered in Lindsay and Minden. The number of people in this area without a local family doctor is significantly higher than the provincial average, and these residents must drive a minimum of 30 minutes to the nearest hospital and/or after-hours care clinic.

The case for bringing these services to the area from the human perspective is clear and many would argue equitable access to health care is our duty. There is additional data that clearly shows that the economic benefit of constructing a building to bring these services together in Coboconk will result in:

1. More, and better quality, year-round jobs;
2. More seniors staying in our communities longer, where they have the emotional support of their friends and family;
3. Attraction of more seasonal residents who then become permanent residents as they recognize their needs will be served in this community;
4. Attraction of families and professionals to re-locate to the area as they also recognize their needs will be served;

5. Greater prosperity for local businesses and;
6. Attraction of more investment to the area to help build the community for years to come.

Based on 3 community consultations (see page 5) and a Health Needs Assessment survey (Appendix A), the following table provides a summary of the proposed services to be housed in the Wellness Centre:

Table 1: Proposed Services

Proposed Essential Services	Other Planned Services	Community Partners
Primary Care (2-3 Doctors/Nurse Practitioner)	Community Meeting Space – small & large	Ross Memorial Hospital Services – Pre/Post Op
Walk-In Clinic Hours	Laboratory Services	Community Care Kawartha Lakes
Pharmacy	Senior Care Planning & Navigation	United Way Kawartha Lakes
Dentist & Hygienist	Medical Equipment	Ambulance
Mental Health Supports: Addictions, Dementia	Oxygen Services	Fire & Safety
Pain Management	Foot Care	Financial Supports
Pre-/Post-Operative Care	Optometrist	Boys & Girls Club of KL
Chiropractor, Massage, Physiotherapy	Hospice/Respite Care	Legal Supports
Nutrition/Dietician	Services for children	Alzheimer Society
Psychologist	Courier Services	John Howard Society
Naturopath	Affordable Senior Living - potential	
Telemedicine Capability		

There are many benefits to be recognized through the construction of a Wellness Centre in Coboconk, but the most important are these:

- An innovative, well-designed facility that will attract doctors and practitioners to serve the needs of permanent and seasonal residents in the northern area of the Kawartha Lakes – a Ministry of Health designated under-served area.
- The Wellness Centre will be part of a long-term strategy post-COVID-19 to ensure that the strain of dealing with non-emergencies in our local Emergency Departments is alleviated, allowing Emergency Departments to focus on the pandemic or emergency.
- The Wellness Centre will serve as a lever to significant economic development in the area, benefiting local business, residents, tourists, and the municipality.

Methodology

The following outlines the methods used to develop this feasibility report.

Public Consultations

Three Community Meetings have been held to test the interest and need for a wellness centre facility and to hear from the communities about the services needed in the area:

- May 29, 2018 – Almost 40 people representing 18 community and stakeholder groups attended the initial meeting held in Norland to help us answer the question: ‘is there interest from the community in pursuing a wellness centre, and should that wellness centre be located at the historic Train Station in Coboconk’. There was a unanimous agreement confirming the need for increased services in the community and for the CNACC to continue to develop the concept further. Representatives from the Kawartha Lakes Health Care Initiative (the organization that is mandated with the recruitment and retention of family physicians for the residents of Kawartha Lakes) and the Kawartha North Family Health Team attended and expressed their opinion that the need exists as well if this area was to attract ongoing health care professionals.
- July 13, 2019 – Almost 50 people joined at the Coboconk Train Station to hear an update about plans for the wellness centre and to have their questions answered. Representatives from the Kawartha Lakes Health Care Initiative were present and were kind enough to field the questions from the floor regarding doctor recruitment and retention for the new wellness centre.
- July 16, 2019 – More than 50 people joined at the Coboconk Train Station to hear an update about plans for the wellness centre and to have their questions answered.

Best Practices Tour

Staff and volunteers of the CNACC interviewed and toured other medical facilities in the area to learn from the experience of others and to discuss the possibility of future partnerships. We thank all those who shared their experiences with us and who were so generous with their time and good wishes for this project:

- Omemee Medical Centre;
- Kawartha North Family Health Team – Fenelon Falls Location;
- Kawartha Lakes Family Health Team – Lindsay Location;
- Woodville Medical Centre and;
- Morton Community Health Care Centre in Lakefield.

City Council and Staff Engagement

The support of both Council and City of Kawartha Lakes Staff (Community Development, Economic Development and the Building and Planning Departments) in exploring the possibility of a wellness centre in Coboconk has been much appreciated.

Our initial conversations with staff regarding the concept were positive and resulted in a deputation to Council in September 2018. That deputation resulted in a unanimous result with Council directing staff to continue working on the concept with the CNACC. Early in 2019, Council directed that a feasibility report be conducted to test the concept of a wellness centre in Coboconk and provided the funds to the CNACC to complete this work. In June 2019, CNACC attended a Pre-Consultation Meeting with City Staff that helped determine the scope of work required. City staff, the Mayor, and local Councillors have remained committed and very helpful in moving the process further to its conclusion.

Stakeholder Engagement and Partnerships

The renovation of the Coboconk Train Station into a wellness centre is one that requires local engagement, energy, and partnership.

In particular, this project would not be possible without the partnership of the Kawartha Lakes Health Care Initiative who say: “KLHCI views this project as a way to complement the recruitment of family physicians to the City of Kawartha Lakes, particularly in the northern area of the City” and they “recognize that over 25,000 City residents do not have a family physician practicing within CKL.” (KLHCI Letter of Support, Appendix C)

To date, more than 25 stakeholder groups have been engaged in the process. Each group involved has indicated they are supportive and enthusiastic about proceeding with the proposed project. A list of the key stakeholders involved in this project is provided below.

Table 3: Key Stakeholders

<ul style="list-style-type: none">• Coboconk, Norland & Area Chamber of Commerce• City of Kawartha Lakes – Parks, Recreation and Culture• City of Kawartha Lakes – Economic Development• Coboconk Railway Station Restoration Committee• Coboconk Medical Centre Trust• Kawartha Lakes Health Care Initiative• Ross Memorial Hospital• Community Care of Kawartha Lakes• City of Kawartha Lakes Family Health Team• Kawartha North Family Health Team• Kawartha Lakes Ontario Health Team• Balsam Lake Association• Shadow Lakes Association	<ul style="list-style-type: none">• Four Mile Lake Association• Moore Lake Association• Peel Drive Association• Hilton’s Point Cottage Association• Residents of Rosedale• Christ Church Coboconk• Hope United Church Norland• Norland Seniors Group• Shedden Historical Society• Coboconk & District Lions Club• Kawartha Lakes Civitan Club• Coboconk & Area Food Bank• Coboconk New Horizons• Local Businesses
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Needs and Services Available: Data Collection

Information was collected to help determine the needs of permanent and seasonal residents through the following methods:

- 3 Community Meetings – attendance of approximately 140 people;
- Health Care Assessment Survey – almost 460 responses;
- Health Service Inventory – results in Appendix B
- Interviews with other surrounding health care facilities managers;
- Data and Statistics demonstrating factors impacting care and need for care collected from Stats Canada, HHHS, Ross Memorial Hospital, Community Care Kawartha Lakes, City of Kawartha Lakes, Central East LHIN (presently 2020 part of East Health Care Region of Ontario).

Health Needs Assessment in Northern Kawartha Lakes

Health Needs Assessment Objectives

To assess the health needs of the population in northern Kawartha Lakes and inform the planning for a wellness centre, an analysis of the demographics and health needs of the population, current health service availability, and the gaps in care for those in the area was conducted. The results of the Health Needs Assessment survey are detailed in Appendix A.

The Health Needs Assessment includes the following:

- A review of population health, health and social status, and health system utilization in the northern Kawartha Lakes and adjoining areas;
- An inventory of current health care services in northern Kawartha Lakes;
- Identifying gaps in primary care and other services through community engagement and consultation with key health care stakeholders;
- A community survey completed by more than 450 permanent and seasonal residents

Demographics

According to the 2016 census, the population of the City of Kawartha Lakes is 75,400, with 28,800 people residing in the northern region, including Norland, Kinmount, Cobocconk, Kirkfield, Fenelon Falls and Bobcaygeon. The population of the City of Kawartha Lakes is estimated to grow to 82,000 to 85,000 by 2026.¹

Northern Kawartha Lakes has an older population than the Ontario average. The average age in this area is 49 years compared to 47 across the entire City of Kawartha Lakes and 41 in the province of Ontario. As shown in the figure below, a large percentage of the population in the northern region of Kawartha Lakes is aging (29% is 65 years and older compared to 17% across Ontario). The proportion of those 65 and older in this area increased from 22% in 2006 to 29% in 2016, with a steady growth projected in the older demographic over the next 20 years.² The health care requirements of a growing and aging population will put pressure on the already stretched services in the area and surrounding communities.

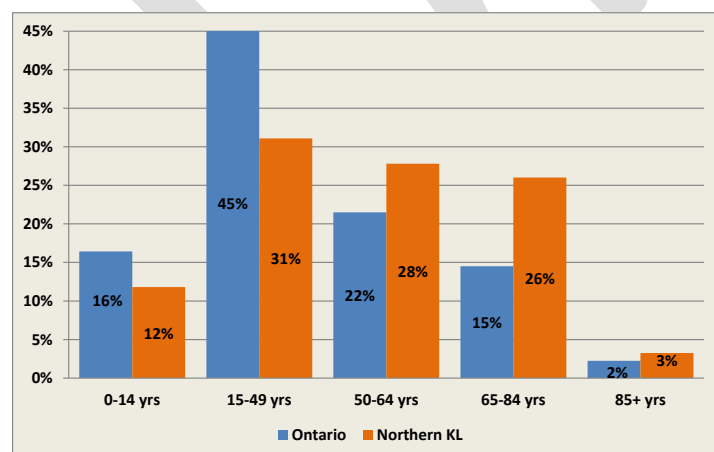


Figure 1: Population distribution by age

¹ Ontario Population Projections 2018-2046, Ontario Ministry of Finance, Office of Economic Policy, 2019

² Population projections to 2040, Aaron Mulcaster, 2017

Compared to the province, more people of working age in this area are self-employed, and their incomes are generally lower. Almost one-quarter of those who are employed work in the trades, transport, equipment operations and related occupations compared to 13% across the province. Another 23% work in sales and service occupations and 7% work in health-related jobs. As well, fewer residents of working age are participating in the workforce. In northern Kawartha Lakes, the labour force participation rate³ is approximately 55% compared to 65% in the province overall.

The median after-tax income in this area is approximately \$29,000; 14% of the population have an after-tax income less than \$10,000 and 20% take home between \$10,000 and \$19,999. Government transfers to area residents are relatively high. Based on the Ontario marginalization index, northern Kawartha Lakes is one of the most dependent regions in the province.^{4,5} In the health needs survey, one-third of respondents living in our area reported difficulty making ends meet at the end of the month. These social and economic factors can contribute to higher rates of illness and disability in the community. As well, lower incomes in the area may pose greater challenges to people when trying to access health care, including issues related to rural transportation and accessing medications and uninsured services.

Health Status

Overall Health Status

According to Statistics Canada, 59% of residents in the Haliburton, Kawartha, Pine Ridge health region reported very good or excellent health; 71% reported very good or excellent mental health. Based on the local health needs survey, 45% of respondents reported they were in either very good or excellent health; 14% reported fair or poor health. Life expectancy at birth is 80.5 years compared to 81.5 across the province. The infant mortality rate in this health region is 6.2 per 1,000 births compared to 5.1 per 1,000 in Ontario.⁶

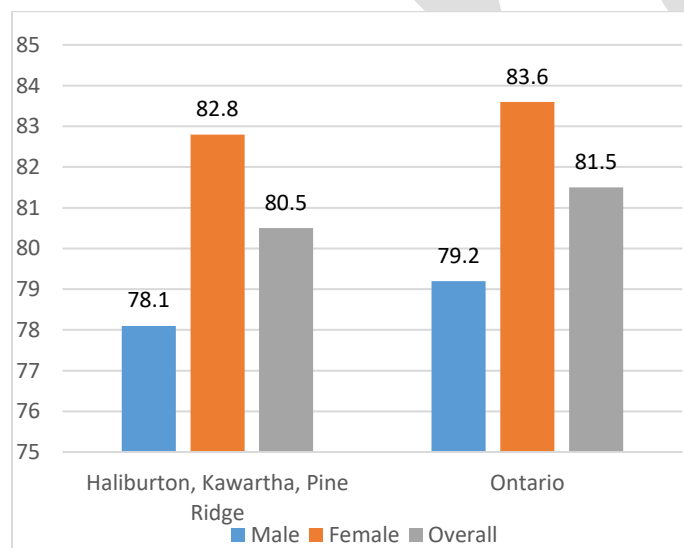


Figure 2: Life expectancy

³ The proportion of working population in the age group 16 to 64 currently employed or seeking employment.

⁴ Dependency is based on the number of seniors 65 and older and young children relative to the working-age population and the labour force participation rate.

⁵ Matheson FI, van Ingen T. Ontario marginalization index. St. Michael's Hospital, Public Health Ontario, 2018.

⁶ Statistics Canada. Health Profile, Catalogue no. 82-228-XWE. Released Ottawa, December 2013.

Regarding healthy lifestyles, in our health region – compared to the province – there are higher rates of smoking (24% versus 19%) and heavy drinking among men (32% versus 24%). A higher proportion of people in this health region spend their leisure time being physical active when compared to the province (58% versus 54%).

Rurality

A rural community is defined as one “with a population of less than 30,000 that are greater than 30 minutes away from a community with a population of more than 30,000” (MOHLTC, 2011). Thus, our region is considered rural. Rural residents tend to have lower health status than their urban counterparts. Specifically, rural areas tend to have a shorter life expectancy, higher rates of disease and related mortality, and more residents in fair or poor health (MOHLTC, 2011).

Chronic Disease

Senior populations are at higher risk for health issues and require greater medical services. Almost “three-quarters of Canadians over 65 have at least one chronic health condition” and 44% of health care spending is consumed by this demographic (CMA, 2013). Providing timely and quality services to seniors is a priority and it is important to ensure the capacity exists to serve this population in northern Kawartha Lakes, especially as the number of residents in this age demographic continues to grow.

Compared to Ontario rates, there are high rates of high blood pressure, heart disease, respiratory illnesses, diabetes, chronic pain and overweight or obesity in our health region (Table 2). There are higher incidence and mortality rates from cancer in this region than in Ontario, mainly attributable to lung cancer. There are also higher mortality rates than the province for cancer, heart disease, respiratory illnesses, unintentional injuries and suicide among men.⁷ Those with chronic diseases need ongoing care from a regular primary care provider and would benefit greatly from a local wellness centre. Proactive and ongoing chronic disease management locally can improve the lives of residents and ease the burden on surrounding health care facilities and emergency services.

Table 2: Rates of Chronic Conditions

	Health region	Ontario
Overweight or obese (%)	60	53
Arthritis (%)	26	17
High blood pressure (%)	24	18
Moderate or severe pain or discomfort (%)	20	14
Asthma (%)	9	8
Diabetes (%)	8	7
Mood disorder (%)	6	8
Chronic obstructive pulmonary disease (COPD)(%)	5	4

⁷ Statistics Canada. Health Profile. Catalogue no. 82-228-XWE. Released Ottawa, December 2013.

Health System Utilization

Access to Care

The community is grateful to have a family doctor at the Coboconk Medical Centre, but many people in the area cannot find a family doctor or nurse practitioner close to home. The local doctor has a full patient load and no new patients can be supported. Additionally, there are no after-hours services in the immediate area. There is also insufficient specialty care, such as mental health, dental and rehabilitation services, in the area to meet the demand. An inventory of current health care services offered in the northern Kawartha Lakes area is provided in Appendix B. It includes family doctors, nurse practitioners, allied practitioners and other community health care services.

Over half of those who completed the health needs survey travel at least 30 minutes out of the community to see their main health care provider; many travel an hour or more. As well, nearly nine in ten reported that they or a family member travelled out of the community to get various types of health care services in the past year. Some travelled several times. By not having a health care provider in the area, many peoples' health care needs likely go unmet; 14% reported that having services too far away was a barrier to getting care and another 5% reported access challenges due to a lack of transportation. Many people also reported that not having after-hours and walk-in services available in the community is a barrier to accessing health care when they need it.

An aging, rural population needs health care close to home. Many residents do not have a car or do not have access to a transport by car, and there is currently no regular public transit for travel to medical appointments.

The following figure shows the top barriers that prevented access to health care reported by survey respondents.

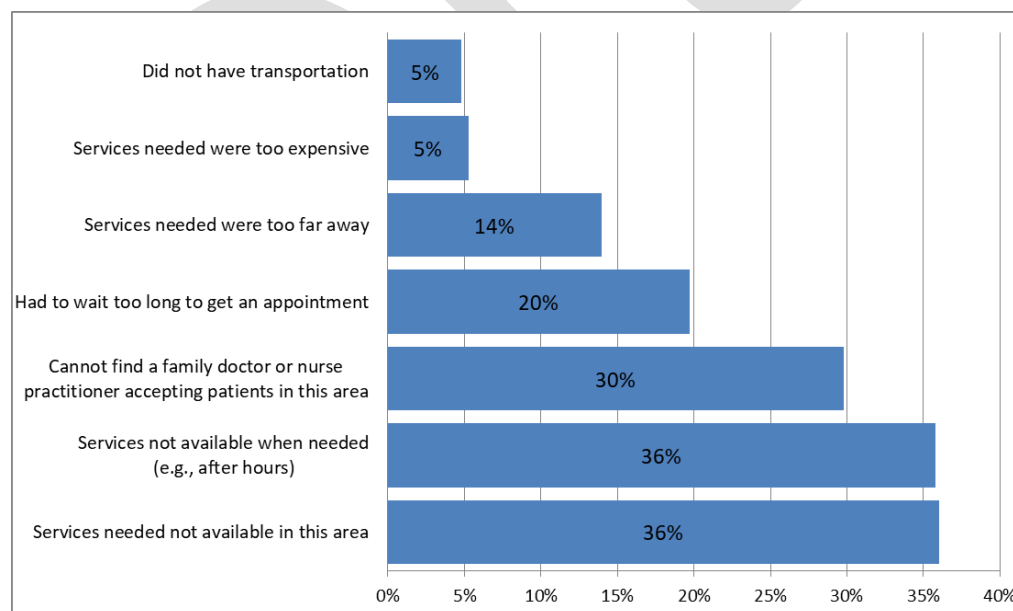


Figure 3: Top barriers to accessing health care

Home Care

A higher proportion of residents in the area receive home care than in the Central East region as a whole. In Central East, the overall rate is 36 for every 1,000 people. In Minden Hills, the rate is 62 per 1,000 people (235 per 1,000 for those 75 years and over) and in Kawartha Lakes it is 56 per 1,000 (282 per 1,000 for those 75 years and over).⁸

Many survey respondents reported that they require home care or are primary caregivers for someone who requires medical assistance and support with daily living, and many several residents are struggling to meet the health care needs of their loved ones at home. Over half of these people reported challenges getting the support they need. These challenges are compounded when there is not a local primary care provider and the waits for home care and long-term care placements are generally longer than the provincial average.

Emergency Department Utilization

According to the Ministry of Health and Long Term Care, 20% of people in the City of Kawartha Lakes area visited the emergency department once in the past year, 13% two to four times and 2% five or more. These rates are higher than the overall provincial rates.⁹ About one-third of emergency department visits to the Minden site of the Haliburton Highlands Health Services and Ross Memorial Hospital are by residents from the northern Kawartha area.¹⁰ Based on the survey results, two-thirds of respondents reported that they or a family member went to the emergency department in the past year; of these, 67% went to Minden and 60% went to Ross Memorial in Lindsay.

Based on Ministry of Health and Long Term Care data, the rate of avoidable emergency department visits (also known as emergency visits for conditions best managed elsewhere) in Kawartha Lakes is two to three times higher than the overall rate in Ontario. About four out of 10 emergency department visits are relatively low acuity and are potentially avoidable. Even among patients with a regular primary care provider, the rate of potentially avoidable emergency department visits for is significantly higher than the provincial rate.¹¹

In the Central East region of Ontario, the overall rate of visits best managed elsewhere is 10 for every 1,000 people. In Minden Hills, the rate is 135 per 1,000 people and in Kawartha Lakes it is 26 per 1,000.¹² Another way to measure the level of urgency of an emergency department visit is the Canadian Triage Acuity Scale (CTAS). CTAS levels 4 and 5 (defined as 'less urgent' and 'non-urgent') are high in this region; in 2019 they accounted for 74% of emergency department visits the Minden Haliburton Highlands Health Services (HHHS) and 26% of visits at Ross Memorial Hospital. Only one-quarter of the survey respondents who went to the emergency department in the past year thought the problem could not have been addressed by a family doctor or other health care provider in the community. Six-in-ten thought the problem could have been addressed in the community instead and another 15% weren't sure.

⁸ Central East LHIN, 2020

⁹ Ministry of Health and Long Term Care, Health Analytics and Insights Branch, 2017/18

¹⁰ Central East LHIN, 2020

¹¹ Ministry of Health and Long Term Care, Health Analytics and Insights Branch, 2017/18

¹² Central East LHIN, 2020

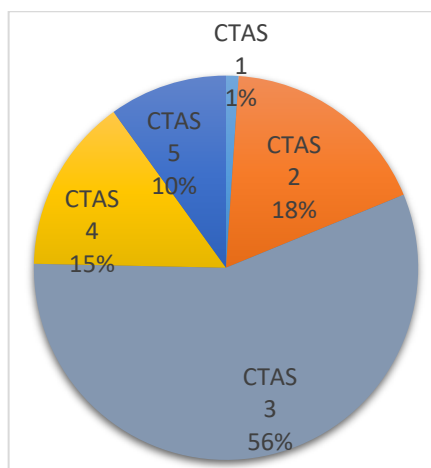


Figure 4: Level of emergency department visits to Ross Memorial for only those with a postal code beginning with KOM

The measure of emergency department visits for “conditions best managed elsewhere” is important because it shows visits for concerns that could have been treated in primary care settings. When patients use the emergency department for conditions that can be managed in community settings, it may indicate that they do not have adequate or timely access to primary care because they do not have a primary care provider, they are unaware of the availability of their primary care provider, or their primary care provider was not available within a reasonable time. Examples of conditions that could be best managed in outside the emergency department include: sore throats, ear infections and urinary tract infections. An unnecessary visit to emergency department is an appropriate or efficient use of health care services. Reducing avoidable visits can contribute to reduced access and flow pressures in the ED and reduced costs to the system.

Hospitalizations

Another important measure is the rate of hospitalization for ambulatory care sensitive conditions (ACSC). ACSC are conditions where appropriate ambulatory care (care provided outside of hospital in the community or primary care) could have prevented or reduced the need for hospitalization. This care is for chronic conditions – such as congestive heart failure, diabetes, asthma, angina, epilepsy and hypertension – for which it is possible to prevent acute exacerbations and reduce the need for hospital admission through active management of the condition (including vaccinations, better self-management, disease management or case management, and lifestyle interventions). The measure of avoidable hospitalizations gives an indication of access to primary care in the community and the ability of the health care system to manage chronic conditions. Optimizing the management of such conditions in the community, including in the primary care setting, can contribute to improved patient health outcomes and more efficient resource utilization.

The rate of hospitalizations for ambulatory care sensitive conditions in this area is approximately 50% to 60% higher than the province.¹³ In the Central East region of Ontario, the overall rate is 343 for every 100,000 people. The rate is 491 per 100,000 in Kawartha Lakes and 438 per 100,000 in Minden Hills.

¹³ Ministry of Health and Long Term Care, Health Analytics and Insights Branch, 2017/18

Link to the Global Pandemic

The Wellness Centre project was initially developed in response to a demonstrated gap in health care services in northern Kawartha Lakes, but the importance of the project has become even more pressing given the current health crisis that is happening on a global scale. While pandemics such as COVID-19 are rare, they are unpredictable and could occur at any time. COVID-19 shines a greater light on the gaps and issues in the health care system that need to be addressed immediately, as well as the need for a longer-term vision that supports communities in responding to health crises in the future.

It is especially important to augment services in the northern Kawartha Lakes given the population in the region is growing quickly and aging, with a steady growth projected in the older demographic over the next 20 years. An older population is at higher risk not only for chronic illnesses, but also for upper respiratory infections such as the COVID-19. Many of the health care needs of the current population are unmet, and a growing and aging population will place increasing pressure on the existing services even without a pandemic.

The pandemic may result in more pressure on local health services. Some older residents may select to travel less or to remain in the area during the winter. Additionally, the City of Kawartha Lakes, especially the northern areas, experiences a high influx of tourists and seasonal residents from urban areas, some of whom have chosen to wait out the pandemic by using their cottages earlier and longer than normal. It is also possible that more people consider permanently relocating to areas such as northern Kawartha Lakes. Our communities and health care facilities must be prepared to accommodate changing norms. It is crucial, now more than ever, that governments show their commitment to the long-term health and prosperity of rural communities like ours. By recognizing the needs of our communities and making the construction of the Wellness Centre a priority, we will all be better able to respond in the future.

The Local Picture in Summary

Based on the health care needs and priorities identified by local residents, there is an obvious need for more local family doctors or nurse practitioners – as well as other health professionals in rehabilitation, mental health and addictions, chronic care, dental, palliative care, etc. The community is very grateful to have a local family doctor, but many residents in Ward One do not have access to a local City of Kawartha Lakes family doctor. Having care closer to home is likely to result in better access and health outcomes for residents, and fewer unnecessary emergency department and hospital admissions.

Northern Kawartha Lakes has a large seniors population and several other socio-economic factors, such as low income and unemployment that result in a population being at higher risk of illness and poor health outcomes and greater need of medical services. More than eight-in-ten survey respondents identified the seniors as a priority group needing health services and support in this community. With an aging, rural population, it is important to ensure ongoing equitable medical services in the area.

In addition to the importance of having a regular family doctor or nurse practitioner, having after-hours care (70%), a laboratory (66%) and rehabilitation services (64%) in the community were top priorities for survey respondents. Many also emphasized the need for after-hours care (which do not currently exist in Ward One) in the written comments section of the survey, where more than half also prioritized dental services, home care, mental health and addictions services, and retirement homes (Figure 5).

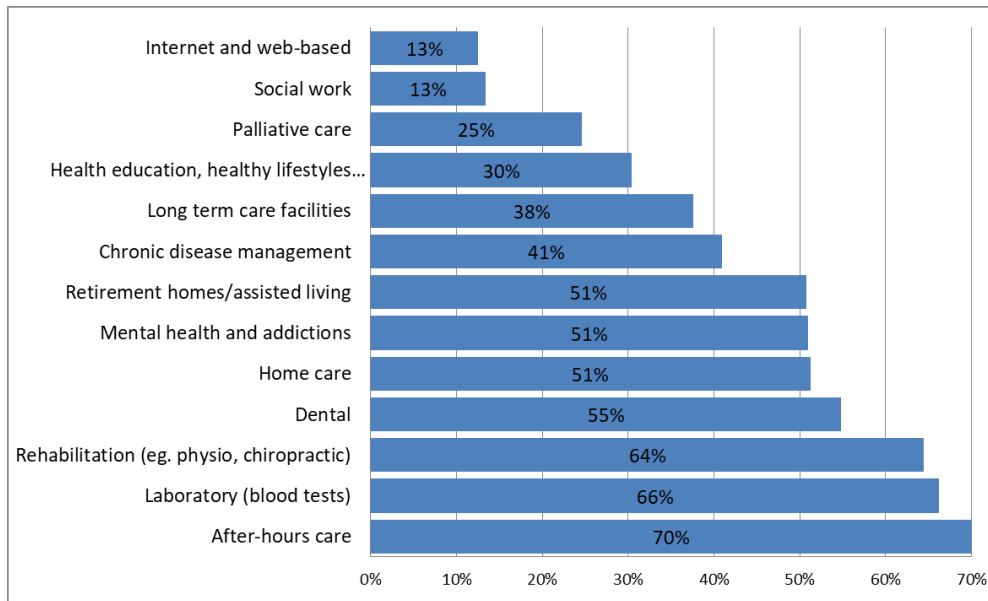


Figure 5. Top priorities for services in this community

The lack of community-based health and social services leads to higher emergency department and hospitalization rates, especially in rural areas. Factors, such as few local health care providers, no after-hours services and long waits for home care and long-term care, likely contribute to the high rates of emergency department visits (mainly to Minden and Lindsay) by area residents, many of which are for concerns that are better managed elsewhere. A report on emergency department utilization trends in Ontario, reported that “the extent to which Ontarians use emergency departments for low-acuity conditions appears to be related at least partially to a problem in another part of the health system: lack of timely access to primary care” (Health Quality Ontario, 2016).

Clearly there is a lack of access to primary care services in our area and this is placing unnecessary strain on services in surrounding communities. The proposed wellness centre located in Coboconk could help shift service demand and utilization away from emergency departments and hospital admissions by proactively addressing health care issues in the community.

Options Assessment

A model for a community wellness centre based on perceived gaps and provincial trends in primary care and wellness is described below. It outlines:

- the rationale for building a wellness centre;
- the services to be provided and;
- based on these services, a high-level space requirement for the physical layout of the building - which is also used to inform a financial feasibility assessment for construction and operating costs.

Core Components in Analysis of Options

This feasibility report was framed around the following core components in ensuring a wellness centre was needed and could be sustained in Coboconk and at the preferred site of the Train Station in Legion Park:

- Program delivery needs;
- Location preferences, walkability, parking;
- Future expansion potential;
- Potential for other complementary services;
- Estimates for construction costs, and possible funding/financing scenarios; and
- Projections for long-term sustainability.

Provincial Trends

The Wellness Centre model is in line with provincial trends as the Ontario government transitions to a more team-based approach to care through the Ontario Health Teams model. “The Ontario Health Team model will build on (...) innovation, scale up integration beyond a handful of sectors to include the full continuum of care, and extend the benefits of more integrated and accessible care across the entire province. The priority is to transform the way health care is provided and funded across Ontario – through an integrated model of care that is focused on improving outcomes and experiences for patients, grounded in the experience and expertise of front line health care providers, and that works for patients across the full continuum of their care journey” (*Ontario Health Teams: Guidance for Health Care Providers and Organizations* 2019).

Provincial trends show more funding for care focused on seniors and increasing access to quality health care in rural communities. Easing the burden on emergency rooms is of high priority to the Ontario government. For example, in 2019 the provincial government committed to help seniors keep active, healthy, safe, independent, and socially connected in their own communities by investing \$14.1 million to support more than 300 Seniors Active Living Centre programs in communities across the province (Ministry for Seniors and Accessibility, 2019).

In 2013, Ontario’s Action Plan for Seniors was launched with three overarching goals: to help seniors be healthier and stay at home longer, to promote senior friendly communities that enhance wellbeing and participation, and to help seniors live safely, independently, and with dignity (Aging with Confidence, 2017). The provincial government seems to be interested in Naturally Occurring Retirement Communities (NORCs) at this time, and the potential for this type of development seems positive with the Wellness Centre as the catalyst for making it happen.

Wellness Centre Model in Coboconk

Based on perceived gaps and provincial trends in primary care, a model has been developed for a Wellness Centre in Coboconk to increase the availability of primary care and health services, along with other allied practitioner services to those people residing in the northern areas of Kawartha Lakes. The proposed model will provide the following:

- Increased availability of doctor/nurse practitioner services and other wellness services in the community, including after-hours care;
- Reduced pressure on the emergency departments in surrounding hospitals – an issue now more important than ever before the COVID-19 pandemic;
- Consistency with the community's desire to have all primary care services centralized in one place;
- Consistency with the desire of the City and Council to find a permanent place of practice for the current family doctor in Coboconk;
- Consistency with the desire of the City and Council to increase the usability and revenue potential of the current Train Station building in Coboconk;
- Consistency with the KLHCl's desire to have attractive, functional spaces for the recruitment of doctors;
- Consistency with the province of Ontario's desire to build team-based care opportunities and increase access to quality care in rural areas;
- Consistency with the desire of community physicians to work together with other doctors and disciplines to provide primary care, while reducing the overhead costs associated with independent practices;
- A core team of health care service providers that is based on and supports the needs of the population (e.g. an aging population with a higher prevalence of chronic health problems) and;
- Consistency with the desire of the community to envision the opportunity for complementary development, like seniors housing and physical recreation opportunities.

Potential Site Options

During the course of the community meetings and other investigations, several potential sites for a wellness centre were explored. These sites included:

1. The site of the former Coboconk Medical Centre – although having the benefits of being City property and having a high walk-ability score, future foundation issues and insufficient space for building, parking, and future expansion ruled out this possibility.
2. The site of the former Coboconk school in the centre of town – despite having a high walk-ability score, the drawbacks of being private property (and therefore adding significant cost to the construction of the building) and insufficient space for building, parking, and future expansion ruled out this possibility.
3. The current OPP station on County Road 48 outside of Coboconk – the fact that this building is not currently available for sale, as well as insufficient space for building, parking, and future expansion ruled out this possibility. Its distance from a town is also a drawback.
4. The Coboconk Train Station and Legion Park property – this property has the benefit of being City-owned (reducing costs), close to town, part of a recreation park with programming potential, large available areas for expansion and parking, large development potential behind the existing train station for complementary services and construction, such as seniors living. This property

scored lower on walkability than some of the potential sites, and plans will incorporate the desire for this moving forward.

Recommended Site Option

The site of the existing Coboconk Train Station demonstrates the most benefit to the community. It is proposed that the original train station building be preserved, and celebrated, while being expanded to accommodate the services required by the community. This proposal solves two issues: it provides a permanent facility for the provision of medical and wellness services in an under-served population, and it provides a new use for the under-utilized train station building. The potential for future expansion of services exists and is a key consideration for choosing this site.

The Coboconk Train Station is located at the north end of Coboconk in Legion Park. The facility is 4,446 square feet in size and is owned by the City of Kawartha Lakes. There are three floors in the facility; a basement, main and top floor. Currently, only the basement floor is used by the community and is rented out as a community facility for various meetings and functions. This floor includes a kitchen and a meeting space. The utilization of the facility is low.

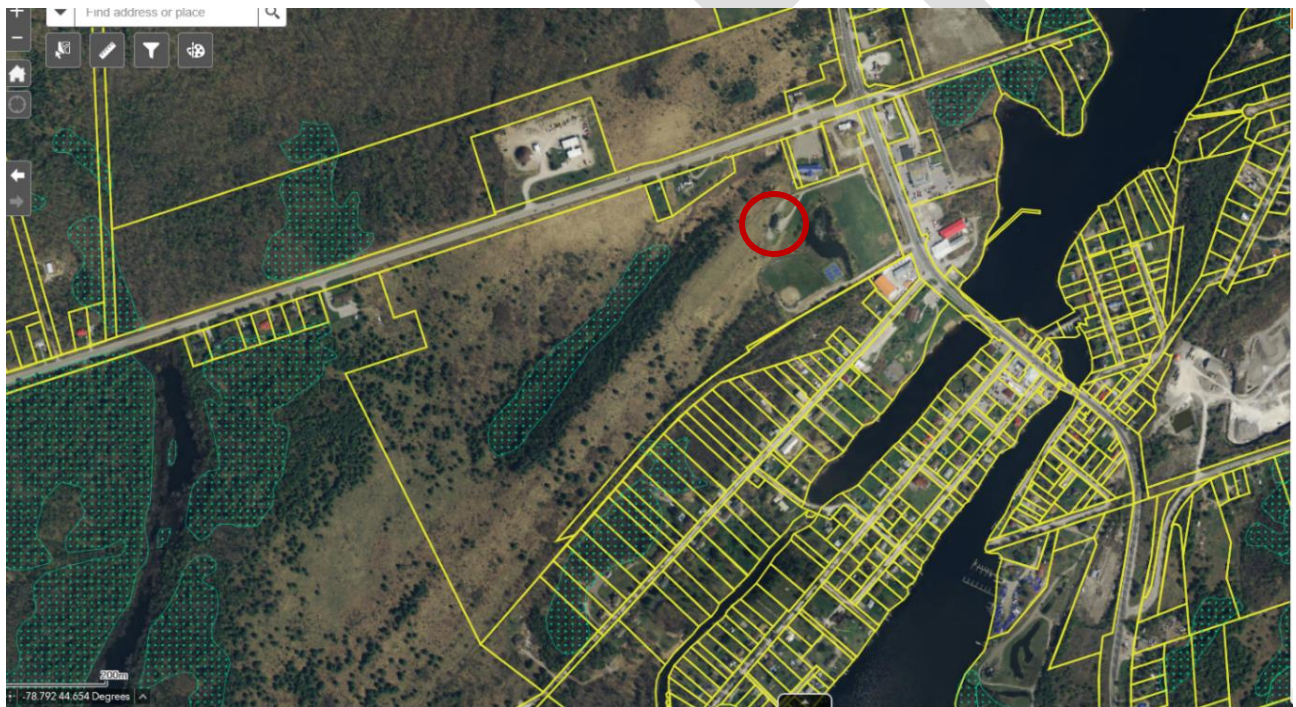


Figure 6: Site Photo: Entire Parcel of Land where Train Station is located

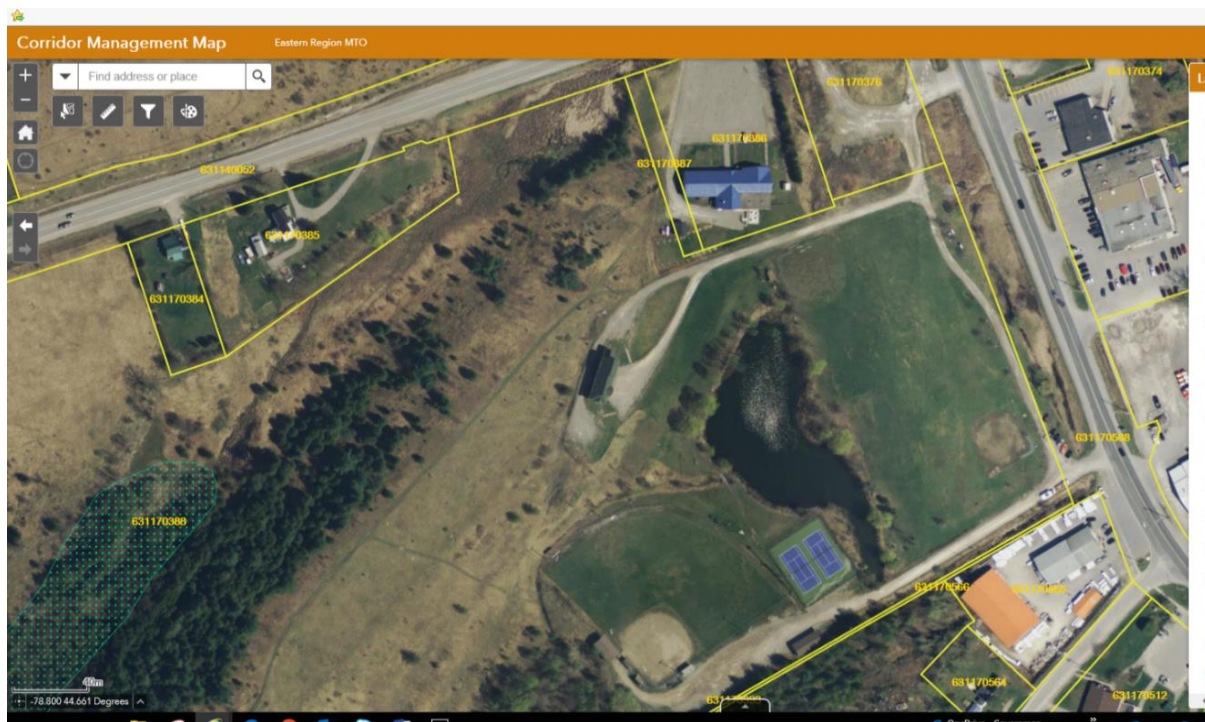


Figure 7: Site Photo: Zoomed in on Train Station building

Site Assessment

To determine the feasibility of renovating the Coboconk Train Station and expanding it with new construction, several studies have been conducted (see list below). All studies agree that there are no impediments to moving forward with this project.

- Structural Engineering Report, March 2020 – by ARUP (Appendix D);
- Environmental Assessment (Building), October 2019 – by Pinchin (Appendix E);
- Topographical Study on the parcel of land where the Train Station is located, July 2019 – by Coe Fisher Cameron (Appendix F); and
- Facility Condition Assessment (Building), April 2016 – by Altus Group Ltd (Appendix G).

Responding to the Communities' Needs

Celebrating Local History

There is a long history connected to the Coboconk Train Station. Restoration, renovation and revitalization of this facility will enable this local history to be preserved and celebrated.

The original Coboconk Train Station was believed to have been built in 1872 and served as the terminus of the Toronto-Nipissing Railway (Cooper, 2009). The railway transported grain and firewood from the northern points on the track into Toronto (Cooper, 2008). In 1908, the original building was hit by lightning and destroyed. However, a second station was built to replace the first and continued to operate until 1965 (Cooper, 2009). After the railway discontinued operation, the Coboconk Train Station continued to be used by the community and was moved to what is now Legion Park in Coboconk.

As part of the reconstruction of the Coboconk Train Station for medical and wellness services, a portion of the facility will be dedicated to showcasing the history of the facility with historical displays throughout the building, allowing patients, residents and visitors the opportunity to celebrate the historic impact of the building on their community for so many years.

The Building Design

ERA Architects Inc., renowned experts in bringing new life and purpose to historic buildings in small rural towns, have provided architectural drawings that respect the history and original purpose of the building while providing modern, efficient space custom-designed for the practitioners in the building and increasing the capacity to serve the residents of the northern area of Kawartha Lakes. In response to community consultations and stakeholder interviews, ERA has designed a space to accommodate the services needed and celebrate our local history.

The main floor of the original Train Station will be renovated to serve as reception, office space, and waiting areas for the Wellness Centre. The feeling and purpose of this historic space will be preserved; where the passengers waited to purchase their train tickets and board the train is where they will spend some time enjoying historic exhibits while waiting for their appointment.

New construction to the west of the original train station will expand the ability to offer the services of physicians and allied professionals, thus increasing the attractiveness for doctors to practise in the area. Partnerships with the Coboconk Medical Trust Association and the Kawartha Lakes Health Care Initiative will help to attract new doctors to the space. By renovating this space and attracting more and specialized medical and wellness services to the Coboconk area, the community will be better equipped to meet the needs of the rural, aging population in a locally accessible area. Renovating this facility will also have impacts for the residents of neighbouring communities, increasing their access to medical and health services as well. Two size options have been developed – financial considerations will be part of the decision-making process between the two options. The total designed space that ideally meets the needs of doctors and patients is 17,200 sf. A smaller option exists at 14,000 sf. Excerpts from ERA's design proposal are below. The full design package is Appendix H.

SITE PLAN



Driveway
from Hwy 35



7 | COBOCONK WELLNESS CENTRE | Design Feasibility



Figure 8: Site Plan

EXTERIOR VIEWS

View from north-west approach



12 | COBOCONK WELLNESS CENTRE | Design Feasibility

ERA

EXTERIOR VIEWS

View from south parking lot



11 | COBOCONK WELLNESS CENTRE | Design Feasibility

ERA

Figures 9 and 10: Exterior Views from North and South

Proposed

Main Level

- ▲ Main Entrance
- △ Secondary Entrance
- Main Reception
- ↑ Access Point

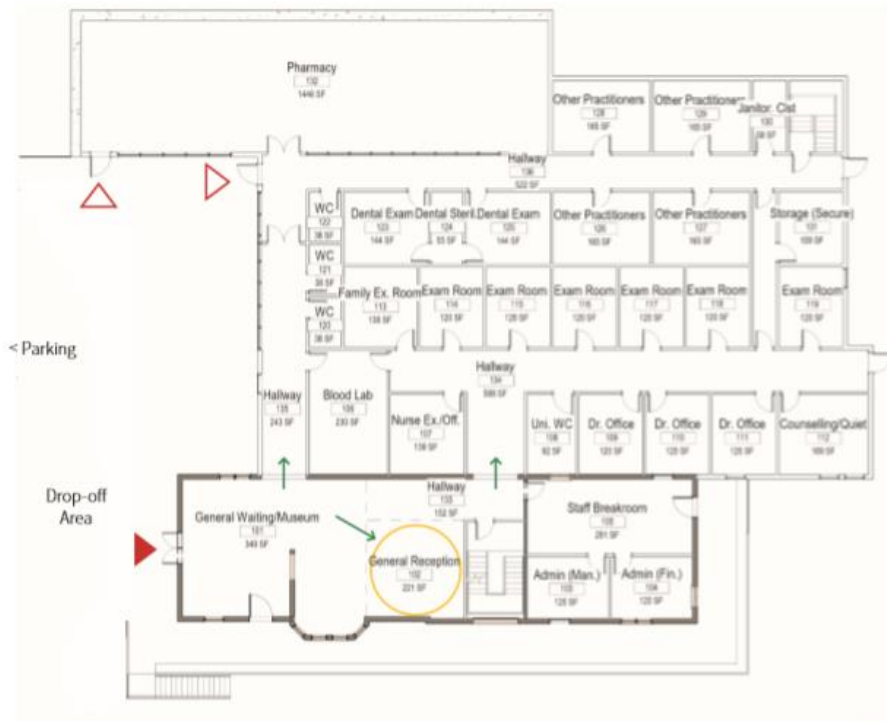
Main Level GFA

8,157 ft²/758 m²



8 | COBOCONK WELLNESS CENTRE | Design Feasibility

E R A



Proposed

Lower Level

- ▲ Main Entrance

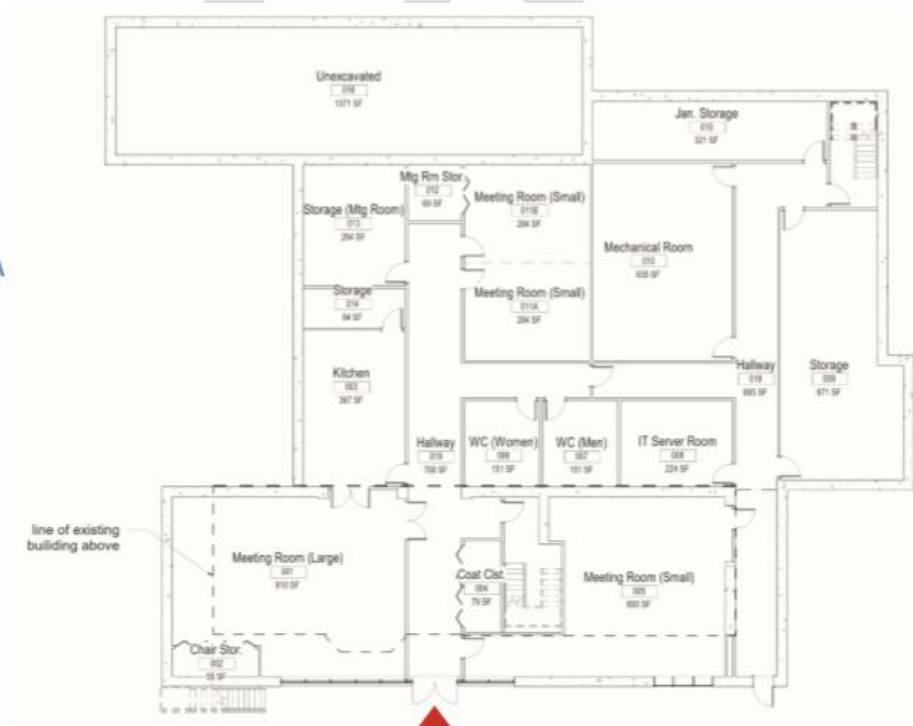
Lower Level GFA

9,523 ft²/885 m²



9 | COBOCONK WELLNESS CENTRE | Design Feasibility

E R A



Figures 11 and 12: Ground Floor Plan and Basement Floor Plan

Financial Modelling

Construction Phase

A multi-tiered funding strategy will be pursued to secure sufficient funding to construct the Wellness Centre. The plan calls for the development of funding proposals to each level of government targeted to different areas of focus with the new building. A list of 20 different possible funding programs has been compiled. A summary of the proposed funding approaches follows:

Scenario #1: This strategy relies on successful approaches to each level of government for their investment in the Wellness Centre, emphasizing the particular features of the new building that are of interest to the particular funding stream along with a component of local fundraising. For example, there are current federal funding programs in the areas of economic development in rural communities as well as arts, heritage and culture funding (for the redevelopment of the historic train station portion of the building). Provincial funding streams most suitable for the project are through infrastructure funding and/or the Ministry of Health and Long-Term Care. In this case, a Memorandum of Understanding would need to be signed between the Wellness Centre Committee (or CNACC) and another body (such as the Kawartha North Family Health Team, who has indicated an interest in partnership) in order to co-apply to the MOHLTC for the capital and operating funding for the medical doctor's portion of the building. In scenario #1, the municipality would be invited to participate through budget support - as was previously allocated to the re-building of a Medical Centre in Coboconk back in 2018 – along with some cost avoidance measures, such as development charges, permit fees, etc. Community Fundraising comprises a significant portion of the strategy at approximately 17-25%, as it does in each scenario. A specific fundraising strategy to raise this portion of the funds needed will endeavour to engage with resident and seasonal residents through fun events, donation drives, and other fundraising activities.

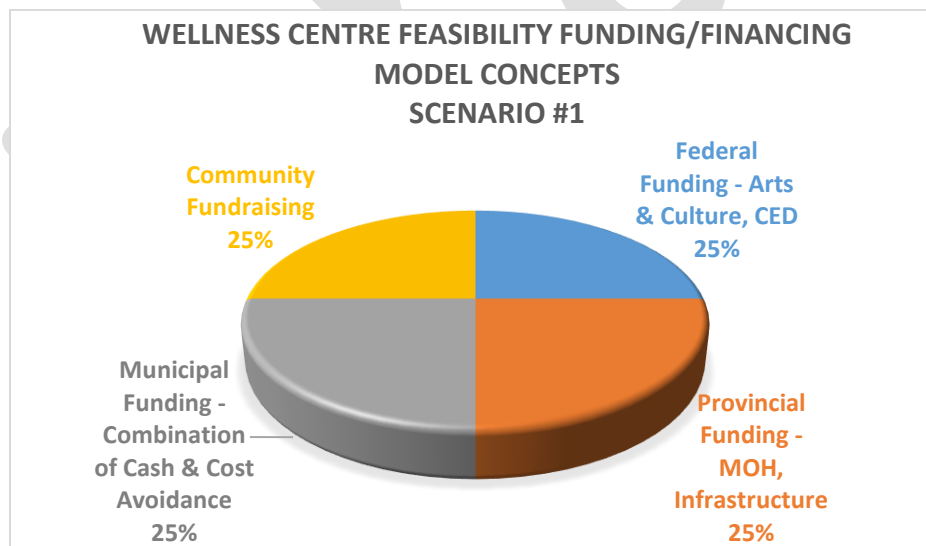


Figure 13: Funding/Financing Model, Concept #1

Scenario #2: This strategy takes into account the current uncertainty around provincial funding programs and relies on securing a mortgage/financing to replace the province's support discussed in Scenario #1, thus impacting the longer-term operation of the Wellness Centre as it works to re-pay this loan.

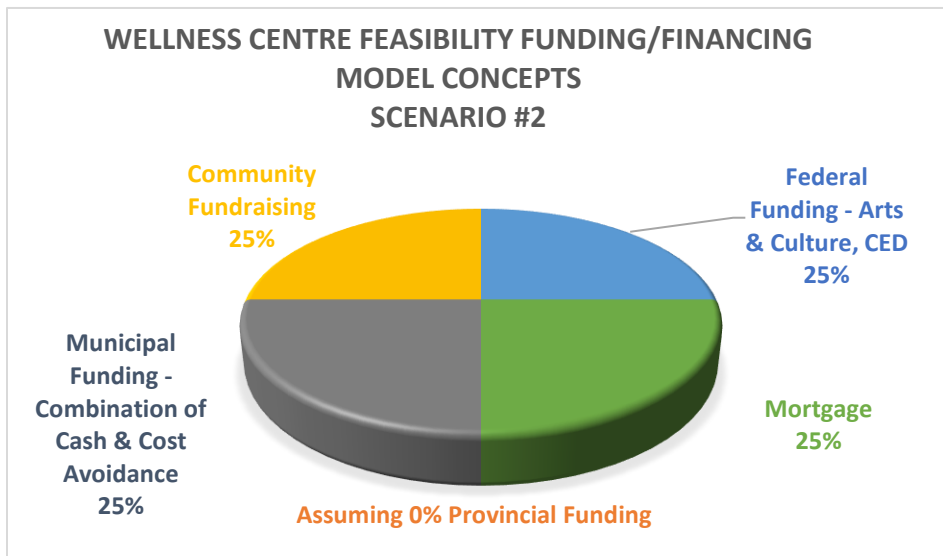


Figure 14: Funding/Financing Model, Concept #2

Development and Ownership Options

There are two development and ownership options for this building project; in both cases, the property and building remain under City ownership and managed by a Volunteer Management Board or other designated volunteer group.

Option #1, the City opts to manage the construction of the building.

Option #2, the Chamber or Volunteer Management Board manages the construction of the building, abiding by City policies. This feasibility report is based on the selection of option #2.

Construction Timing and Costs

A detailed costing study of the project will be conducted once Council has approved the feasibility report and requested that the project move forward. At this time, ERA has provided some guidance on the cost to build the new Wellness Centre.

Table 4: Cost and Timeframe Projections

	Square Footage	Cost to Build	Time to Build	Forecasted Start Date	Forecasted Completion Date
Ideal Building Size to meet Community needs	17,200 sf	\$7.1 M	14 months	March 2021	May 2022
Scaled Back Building Size to meet most Community Needs	14,000 sf	\$6 M	14 months	March 2021	May 2022

Operating Model

Through this proposal, the City of Kawartha Lakes will continue to own the property and building. The CNACC or a designated Volunteer Management Board (VMB) will oversee the renovations and construction of the building and then manage the building and property once construction is complete. There is already an existing agreement between the City and the CNACC to manage the Train Station and the Legion Park properties, so an amendment to that agreement extending management over the new building and the rest of the land parcel would be pursued.

Once the building is constructed, there will be two options available to the VMB to manage the primary care areas (those areas eligible for MOHLTC funding) of the building:

- 1) Enter into an agreement with the Kawartha North Family Health Team to expand their mandate to include the Coboconk site (they currently have sites in Fenelon Falls and Bobcaygeon).
- 2) The VMB manages all the tenants.

Operations & Sustainability

There are multiple operating models that are possible to pursue for the Wellness Centre. When the best operating model is determined with key stakeholders, a detailed and accurate operating and cash flow budget can be presented. Due to the recent and anticipated restructuring of the health care delivery system in Ontario, it is not prudent to forecast available operating funds from any level of government or government entity at this time.

The Wellness Centre project represents a major improvement to available health care services in an under-served area of the province with an increasingly vulnerable population. The Chamber's major focus at this time is to ensure the development and construction costs of the building are secured in such a manner as to eliminate any long-term financial burden on the municipality.

The Chamber has had extensive input from current health care providers within the area and are pleased with their level of enthusiasm as they have communicated their desire to be a part of the Wellness Centre once built – thus enabling the building to operate in a cost-effective and efficient manner.

We have also had input from private enterprises that are willing and able to lease space within the Wellness Centre to provide health care services, for example: pharmacy, medical supply companies, and lab services.

With regards to ensuring long term operating sustainability without significant annual operating support from the municipality, one available option is that the currently undeveloped land of the Legion Park parcel be allowed to be developed in a prudent manner that will provide revenue that could be directed to a CHEST-like fund, with the interest on the principal used to offset any operating budget shortages of the Wellness Centre.

Physician Recruitment Strategies

It will be important to partner with the Kawartha Lakes Health Care Initiative under both options described above in the successful recruitment of family doctors to the new wellness centre. The CNACC has worked closely with this group from the beginning of this feasibility project in order to ensure the building holds attractive features for potential doctors in order to make their job as easy as possible. The CNACC will continue to work closely with this key group to help encourage new doctors to join the wellness centre by highlighting the positive aspects of working in this community and helping to identify attractive features and opportunities for not only the doctor, but their family as well.

Also important will be to share resources and possibly services with the surrounding rural medical centres. The intent of the wellness centre is to enhance services for everyone. There may be some partnership opportunities available between these other medical centres and the wellness centre, which may be appealing in the recruitment of doctors to the area.

Draft

Enhanced Services & Planning for the Future

Legion Park Recreation & Fitness

The Coboconk Train Station sits in Legion Park, an 86-acre property owned by the City of Kawartha Lakes. The property includes abundant green space, a baseball diamond, and two tennis courts.

As with the management and operation of the Train Station building, an agreement has been signed between the municipality and the Coboconk, Norland & Area Chamber of Commerce to manage and operate the entirety of Legion Park, including the sports fields. This provides a great opportunity for enhanced services in Coboconk, specifically as they relate to recreation. Currently, there are very few organized fitness and recreation programs that exist in the Coboconk area. Similar to medical services, organized fitness and recreation opportunities exist in larger centres outside of Coboconk. The lack of fitness and recreation opportunities leads to a less active population, which can in turn cause increased health concerns. The Public Health Agency of Canada (PHAC 2018) recognizes that physical activity is important for maintaining good health; however, many Canadians are not active enough in their everyday lives to benefit their health. This is especially common in older adults; only 14% of those aged 65-79 meet the Canadian physical activity guidelines (PHAC, 2018). Currently, a lack of physical activity ranks fourth in the top risk factors leading to premature death (PHAC, 2018). This project, and the new management of Legion Park, will help to address the lack of physical activity programming in Coboconk by enabling baseball, tennis, and various other outdoor recreation opportunities (e.g. yoga, walking clubs) to be organized locally and help keep the population active.

Through this project proposal, not only will a permanent facility be established for the provision of medical and wellness services, but community-led proactive health measures, including enhanced fitness and recreation services, will be coordinated by using the green space and sports facilities in Legion Park. By facilitating increased use of Legion Park and its associated facilities, programming can be offered that keeps the population active, contributing to an overall healthier population.

Planning for the Future of our Seniors

In addition to the Train Station and Legion Park property, there exists a significant portion of the parcel of land behind the Train Station that is currently undeveloped. There are several proposed uses for this land made by the community, including enhancing snowmobile trails and parking, walking trails, and other nature-focused activities. One of the most exciting ideas to come along with the concept of a Wellness Centre is the complementary development of seniors housing behind the Train Station. The possibility of this type of development has created a lot of excitement within the community – both from private developers and those excited to see it happen for their own benefit. There are currently no options for a someone who cannot live in their own home any longer – they must leave the community and the people they have known for all their lives to move to Lindsay, Fenelon, or even farther away.

Seniors who are forced to move from their communities, and therefore their support systems, are at a higher risk of detriments to their health and well being. Seniors who experience social isolation are at a greater risk of experiencing:

- Reduced social skills;
- Elder abuse, including financial and physical abuse;
- Negative health behaviours such as remaining sedentary and not eating well;
- A higher likelihood of falls and;
- Have a four-to-five times great risk of hospitalization.

The psychological and cognitive health of seniors is also affected by social isolation. According to the research conducted by the National Seniors Council on the social isolation of seniors, 1 in 4 seniors lives with a mental health problem (e.g. depression, anxiety or dementia) or illness, and 10 -15% of adults 65 years or older and living in their community suffer from depression. Comparatively, the percentage of seniors in residential care who have showed symptoms of depression is higher at 44%. Approximately 50% of people over the age of 80 report feeling lonely, and men over the age of 80 have the highest suicide rate of all age groups.

Research shows that there are several factors that contribute to the increasing risk of seniors becoming socially isolated including:

- living alone;
- being age 80 or older;
- having compromised health status, including having multiple chronic health problems;
- having no children or contact with family;
- lacking access to transportation;
- living with low income; and,
- changing family structures, younger people migrating for work and leaving seniors behind, and location of residence (e.g. urban, rural and remote).

Alignment with Local Priorities

The need for the Wellness Centre in Coboconk is not only reflected in the statistics and voices of the community, but also in the priorities set by local government. The 2020-2023 City of Kawartha Lakes Strategic Plan sets the Vision for Kawartha Lakes: Thriving and Growing Communities Within a Natural Environment and its Mission: To deliver the highest standard of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. The Wellness Centre in Coboconk will help Kawartha Lakes deliver on this Vision and Mission, specifically as it relates to Goal #1 – A Vibrant and Growing Economy, Goal #2 - An Exceptional Quality of Life, and Goal #4 – Good Government.

Goal 1: A Vibrant and Growing Economy will be supported by ensuring a strong core in the community, and leveraging local business ambassadors and talents as well as leveraging the strengths of the local business group (the Coboconk, Norland & Area Chamber of Commerce) in fundraising, project development and execution, building partnerships, and reach into the community. The attraction of new professionals, the creation of new jobs, and the increase of new services will help to attract both business and people to the City of Kawartha Lakes. All of these factors will contribute to the Progress Indicators for the Goal, as identified in the Strategy document, in particular: median household income, percentage of floor space occupied for retail and commercial businesses, number of jobs in the community compared to the provincial forecast.

Goal 2: An Exceptional Quality of Life will be supported by helping to recruit medical and health practitioners, encouraging innovative programs through all emergency services and partners to ensure community safety and wellness, and of course, by fulfilling the goal of partnering to establish a wellness centre in Coboconk. The Wellness Centre will also provide opportunities to build social infrastructure in the northern communities, and partnership building has already begun with Kawartha Lakes community-based organizations to begin offering their services from the Wellness Centre in Coboconk. Goal 2 will also be supported through Community Building – enhancing community involvement, fostering civic pride, and celebrating the heritage and culture aspects of the original train station.

Goal 4: Good Government will also be supported by the Wellness Centre project. The Wellness Centre will preserve the original train station and bring it a new sustainability model. It will ensure the municipal asset will be well-maintained and its value significantly increased.

Economic Impacts

The Wellness Centre will generate significant economic benefits for the community and also the municipality as a whole. Not only will the Wellness Centre create jobs during renovation and construction, there will be a maintained positive economic impact as new doctors and other practitioners, support staff, and community organizations are engaged, and new residents and families find it an attractive place to settle with good access to medical care.

There are several other factors in the economic case to proceed with the Wellness Centre, such as: Business Attraction, Retention of our Youth, Increasing our School-Aged Population, Attracting other Professionals.

Attraction of Business: The City of Kawartha Lakes is interested in building its base of businesses for a variety of reasons, including increasing the tax base. Businesses need workers, and workers need access to convenient and basic services such as health care.

Retention of our Youth: The issue of losing our youth after university/college has been a long-standing one for the Kawartha Lakes. In order to retain our youth, there needs to be good, year-round jobs as well as a good level of services for them to stay to raise their families.

Attraction of Other Professionals: During the COVID-19 pandemic, more people and more companies are realizing that working from home or remotely is an option. Many people are talking about relocating to a more rural setting to live and raise their families. With the Eastern Ontario Regional Network's project to ensure high speed broadband and cellular services are available throughout Kawartha Lakes, the possibility of attracting more professionals to the area is better than ever before.

Increasing our School-Aged Population: A healthy community needs to have a good distribution of all age groups. Kawartha Lakes has a larger than average population of seniors and a lower than average population of children. In order to fill our schools, convenient and basic health care services are needed.

Apart from the positive impact on the people of our communities, the documented economic impact of having a doctor in a community is significant. The Kawartha Lakes Health Care Initiative estimates approximately \$500,000 - \$1,000,000 in economic development/year/physician in a community.

Overall, the Wellness Centre will result in:

- Good quality, year-round jobs;
- Retention of seniors in our community;
- Attraction of new retirees as well as families and professionals;
- Attraction of new investment and;
- Long term positive impact on local businesses.

Background: History of the Coboconk Medical Centre

The building that housed the Coboconk Medical Centre was first built by the Township of Bexley, now a part of the City of Kawartha Lakes, in 1974. The facility was approximately 4,400 square feet in size and was located at 21 Grandy Road in the centre of Coboconk. This building was specifically built for the purpose of housing a medical centre and continued to operate as a medical centre until it was demolished in 2018.

The facility was owned by the City of Kawartha Lakes. Operation and maintenance of the building was performed by the City's Building and Property Division within Community Services. Lease agreements were established for two doctors to operate out of the facility. Since 1992, Dr. Warsi has provided family medical care to 3,000 patients out of the Coboconk Medical Centre. From 2003 – 2016, Dr. Chung also provided dental care for 500 patients. Currently, the Coboconk Medical Centre continues to have one family doctor, leaving many families and senior citizens without access to a local doctor.

In September of 2016, during a routine inspection of the property by the City of Kawartha Lakes, initial problems with the Coboconk Medical Centre building were identified. Brick was seen to be coming away from the wall, suggesting a structural issue. To further investigate and examine the property, the City retained AMR Engineering Limited. AMR confirmed that structural issues with the building were forcing the walls of the building out of alignment, causing movement of the wall, breakage of metal ties, and cracking of mortar joints and masonry units. Ultimately, AMR determined that these issues were affecting the integrity of the building and advised that the "building be vacated immediately and remain vacated until remedial works have been completed." This statement was echoed by the City's insurer, Frank Cowan Company, who recommended that an "alternative location for the medical centre be pursued immediately."

Recognizing the need to maintain the services of the Coboconk Medical Centre in the community, an alternative operating arrangement was implemented while more permanent options for the medical centre were evaluated. In 2017, the City installed a temporary facility (portable modular building) in the parking lot adjacent to the building. The temporary facility is 2,100 square feet. Dr. Warsi continues to offer medical services, operating out of the temporary facility. There is no available space in these temporary accommodations for additional Primary Care providers and other allied health services.

On February 13, 2018, at the City of Kawartha Lakes Council Meeting, a decision was made to demolish the old Coboconk Medical Centre. Staff members were also directed to investigate the cost of erecting a permanent medical centre facility in Coboconk, as well as the possibility of developing a grant program to support medical service provision in the City. The costs of erecting a permanent medical centre in Coboconk were presented to Council in April of 2018. The costs were \$1,277,710 for a 3,500 square foot facility (an ideal facility) or \$912,130 for a 2,600 square foot (reduced) facility.

The municipality and community are currently challenged to deliver an appropriate solution to provide ongoing medical services in Coboconk for the area.

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Appendix A – Coboconk, Norland & Area Community Profile and Health Needs Assessment Survey

Appendix B – Health Service Inventory

Appendix C – Kawartha Lakes Health Care Initiative Letter of Support

Appendix D – Structural Engineering Report (ARUP)

Appendix E – Environmental Assessment (Pinchin)

Appendix F – Topographical Survey (Coe Fisher Cameron)

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Figure 13 – Feasibility Funding/Financing Model Concept Scenario 1 Chart

Figure 14 – Feasibility Funding/Financing Model Concept Scenario 2 Chart

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The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number CORP2020-007

Meeting Date: June 9, 2020
Title: Financial Update
Description: Update of 2019 year end, 2020 forecast, and 2021 Budget
Ward Number: Various
Author and Title: Jennifer Stover, Director of Corporate Services

Recommendation(s):

That Report CORP2020-007, **Financial Update**, be received.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

In June of each year, staff typically provide Council with a report on the year end surplus and audit from the prior year, an update on the current year financials (2020), an update on the long range financial plan, and commence the budget process with a review of Council's request for capital projects.

The City declared a State of Emergency on March 24th in relation to the Covid-19 pandemic. Since that time, all non-essential activities were placed on hold. As the normal timelines have been delayed due to the pandemic, this report will provide Council with a status update on the 2019 year end, the long range financial plan, and the 2021 budget.

Rationale:

2019 Audit and Year End Position

The audit for 2019 was to have commenced in early April, with completion occurring end of May. A report was scheduled to come to Committee of the Whole with the results of the audit in June. Due to the pandemic, the audit was put on hold. The auditors are scheduled to commence their work, remotely, on June 1. It is expected that the audit will be complete by end of July and the results presented to Committee of the Whole in September.

While the audit is not complete, it is anticipated that the City will be in a surplus position of approximately \$3 million for 2019.

The operating departments within the City generated a net surplus of approximately \$1.0 million. Included in the net department surplus was a deficit in the winter control budget of approximately \$2.6 million, which was largely offset by a surplus in the roads operations budget of approximately \$2.3 million.

The remaining \$1.8 million in surplus is part of the "Corporate Items" budget. The \$1.8 million surplus is comprised of:

- Approximately \$600,000 in bank, investment, and property tax interest;
- Approximately \$600,000 in adjustments in accounting adjustments to ensure compliance with Public Sector Accounting principles; and
- Approximately \$400,000 in OMPF grant funding that wasn't anticipated.

2020 Forecast

A Financial Recovery team has been established with the mandate of forecasting 2020, considering both cashflow and budget.

With the deferral of property taxes from April to June, and the cancellation of recreation programming, a detailed cashflow was necessary to ensure that there were sufficient revenues being received to match the City's expenses, in the short term. Over the balance of 2020 the cashflow was also used to confirm that the revenue stream was sufficient to support the City's capital program.

In April, the City recalled \$10 million in investments to address a shortfall in revenues. The current forecast for cashflow projects an additional draw from investments late in the year of approximately \$2 million. These draws from investments represents internal borrowing and will need to be paid back.

The key assumption in the cashflow projection was the level of delinquency on property tax payments. Although property taxes were deferred to June, approximately 50% of billed revenue was received by the end of April. This was very positive and unexpected. On a typical year, property tax delinquency averages 15%. To be conservative, the cashflow assumes an increased level of delinquency for the three remaining tax due dates in 2020. Staff will continue to monitor these revenues closely, and update the cashflow accordingly.

Another key assumption of the cashflow was a review of the City's operating and capital expenditures. There are certain operating budget items that have been put on hold for the remainder of calendar year as a means of mitigating costs. Staff continue to review the operating budget and will be making recommendations on further reductions for consideration through the Financial Recovery Plan.

Additionally, the capital budget has been prioritized. Attached to this report are four appendices. Appendix A is a list of capital projects that are ongoing. These are projects that had commenced prior to the pandemic and have not stopped. Appendix B is a list of capital projects that were deferred because of the pandemic but are recommended to proceed in 2020. Appendix C provides the list of capital projects that are recommended to be deferred to 2021. The deferral of these projects is primarily due to resource constraints. Finally, Appendix D categorizes the Special Projects budget using the same criteria.

Long Range Financial Plan

A comprehensive update of the long range financial plan was expected to be presented to Council early in the second quarter of 2020. This was also placed on hold due to the pandemic. Given the uncertainty of the full extent that the pandemic will have on the City's finances, it is recommended that the

comprehensive update to the long range financial plan be deferred until 2021. The Financial Recovery Plan and its recommendations will inform this update.

2021 Budget

The 2021 budget is also recommended for deferral due to the pandemic. In a typical year, the budget process would have already commenced at the staff level. Staff have been focused on financial response and recovery and therefore the budget process was delayed.

A budget schedule has now been prepared that anticipates Council budget deliberations in the first quarter of 2021, similar to what occurs following an election.

This change in timing will also allow staff to provide Council with a more comprehensive update on the cost of the pandemic, and the 2020 financial implications prior to establishing the 2021 budget.

Financial/Operation Impacts:

The 2019 year end surplus is anticipated to be approximately \$3.0 million. Upon completion of the 2019 audit, a further report will be presented to Council with recommendations on the disposition of the surplus.

The 2020 financial results are being carefully monitored, including the costs of the pandemic. Upon completion, the Financial Recovery plan will be presented to Council along with recommendations for recovery, as necessary.

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

Strategic Enabler – Responsible Fiscal Resource Management

Consultations:

Senior Management Team
Treasurer
Manager, Corporate Assets

Attachments:

Appendix A – Active Capital Projects Ongoing



CORP2020-007
Appendix A.pdf

Appendix B – Active Capital Projects Deferred to Fall 2020



CORP2020-007
Appendix B.pdf

Appendix C – Active Capital Projects Deferred to 2021



CORP2020-007
Appendix C.pdf

Appendix D – Active Special Projects



CORP2020-007
Appendix D.pdf

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover

APPENDIX A

Active Capital Projects Ongoing (Resuming May-August, 2020)

Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Community Services	Building and Property Equipment	2020	953200201	953200201 - Misc Building Furniture	20,000	3,014	7,308	9,679	May
Community Services	Building and Property Facilities	2018	953180102	953180102 - City Hall HVAC - M/Y 2018-2021	1,090,000	215,785	257,563	616,651	June
Community Services	Building and Property Facilities	2018	953180109	953180109 - Council Chambers & Vic Room	535,911	638,352	25,240	(127,680)	June
Community Services	Building and Property Facilities	2018	953180118	953180118 - Various Parking Lots and Drive	50,000	20,985		29,015	June
Community Services	Building and Property Facilities	2018	953180119	953180119 - Old Goale Wall	200,000	28,635	4,467	166,898	June
Community Services	Building and Property Facilities	2019	953190101	953190101 - Coby SC Plumbing System	100,000	5,031	4,343	90,626	June
Community Services	Building and Property Facilities	2019	953190105	953190105 - CH Interiors	125,000	99,298	6,287	19,415	June
Community Services	Building and Property Facilities	2019	953190106	953190106 - HR Building Attic Hatch	15,000	744	3,867	10,389	June
Community Services	Building and Property Facilities	2019	953190107	953190107 - Police Services Building	45,000			45,000	June
Community Services	Building and Property Facilities	2019	953190108	953190108 - Police Services Property Room	90,000	5,795	28,874	55,331	June
Community Services	Building and Property Facilities	2019	953190109	953190109 - Police Services Flooring	15,000	798	16,078	(1,876)	June
Community Services	Building and Property Facilities	2019	953190110	953190110 - 68 Lindsay St N - Interiors	269,000	56,489		212,511	June
Community Services	Building and Property Facilities	2019	953190111	953190111 - Bobcaygeon Library	75,000	53,917	57,202	(36,119)	June
Community Services	Building and Property Facilities	2019	953190115	953190115 - Bldg Standards/Access Signage	15,000			15,000	June
Community Services	Building and Property Facilities	2019	953190116	953190116 - Bldg Accessibility Retrofits	25,000		5,292	19,708	June
Community Services	Building and Property Facilities	2019	953190117	953190117 - Building Interior Finishes	25,000	292		24,708	June
Community Services	Building and Property Facilities	2019	953190118	953190118 - Coboconk Medical Centre	75,000	71,844		3,156	June
Community Services	Building and Property Facilities	2020	953200101	953200101 - Fitments, Finishes & Signage	61,000	5,069	3,963	51,969	May
Community Services	Building and Property Facilities	2020	953200103	953200103 - LSC Fire & Life Safety Systems	65,000	117	4,681	60,202	May
Community Services	Building and Property Facilities	2020	953200401	953200401 - Roof Tops - M/Y 2020-21	70,000		906	69,094	July
Community Services	Building and Property Facilities	2020	953200501	953200501 - City Hall Systems M/Y 2020-22	400,000			400,000	August
Community Services	Cemetery Siteworks	2019	950190501	950190501 - Monuments	60,000	48,470	9,993	1,537	August
Community Services	Cemetery Siteworks	2019	950190502	950190502 - Cemetery Fencing & Gates	20,000	8,089		11,911	August
Community Services	Cemetery Siteworks	2019	950190503	950190503 - Cemetery Internal Roadways	20,000	10,814		9,186	July
Community Services	Parkland Facilities	2018	950180201	950180201 - Centennial Park Washroom	9,000			9,000	May
Community Services	Parkland Facilities	2018	950180204	950180204 - Omemee Park Washroom	170,872	164,554	3,588	2,730	May
Community Services	Parkland Facilities	2018	950180205	950180205 - Garnet Graham Park Washroom	70,000	14,573		55,427	June
Community Services	Parkland Facilities	2019	950190201	950190201 - Centennial Park Washrooms	465,549	359,778	98,182	7,589	May
Community Services	Parkland Facilities	2019	950190202	950190202 - Elgin Park Washrooms	150,000	108,708		41,292	June
Community Services	Parkland Facilities	2019	950190203	950190203 - Settlers Village Murphy Barn	300,300	210,522	14,450	75,328	June
Community Services	Parkland Siteworks	2015	950151801	950151801 - Logie Park Improvements M/Y 2015-19	4,551,002	3,042,690	1,502,244	6,069	May
Community Services	Parkland Siteworks	2015	950153301	950153301 - Shoreline Restore Sheet Piling M/Y 2015-19	685,184	753,979	81,205	(150,000)	May
Community Services	Parkland Siteworks	2018	950180101	950180101 - Sand to Wood Carpet	72,000	60,501		11,499	June
Community Services	Parkland Siteworks	2018	950180103	950180103 - Memorial Park Tennis Courts	150,000	145,020		4,980	August
Community Services	Parkland Siteworks	2018	950180105	950180105 - Bobcaygeon Beach Park M/Y 2018-21	245,000	189,395		55,605	July
Community Services	Parkland Siteworks	2018	950180107	950180107 - Mayor James Flynn Park Pathway	40,000			40,000	May
Community Services	Parkland Siteworks	2018	950180108	950180108 - Austin Sawmill Pk Shelter Roof	15,000			15,000	July
Community Services	Parkland Siteworks	2018	950180109	950180109 - Boat Launches	113,240	102,376		10,864	May
Community Services	Parkland Siteworks	2018	950180110	950180110 - 50/50 Community Capital Prog	114,729	73,116		41,613	May
Community Services	Parkland Siteworks	2018	950180111	950180111 - Wilson Estate Parkland Program	210,831	144,015	7,767	59,049	July
Community Services	Parkland Siteworks	2018	950180117	950180117 - Tommy Anderson Ballpark Lights	100,000	64,121	6,257	29,622	July
Community Services	Parkland Siteworks	2018	950180118	950180118 - Wellington Boardwalk/McDonnell	519,837	405,236	5,462	109,139	May
Community Services	Parkland Siteworks	2018	950180119	950180119 - Elgin Park Splash Pad	246,062	237,227		8,835	June
Community Services	Parkland Siteworks	2018	950180121	950180121 - Thurstonia Docks/Piers	55,000	39,447		15,553	May
Community Services	Parkland Siteworks	2018	950180122	950180122 - Iron Bridge	35,000	43,197		(8,197)	June

Active Capital Projects Ongoing (Resuming May-August, 2020)

Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Community Services	Parkland Siteworks	2018	950180124	950180124 - Coboconk Lions Park Playground	64,000	56,844		7,156	May
Community Services	Parkland Siteworks	2018	950180126	950180126 - Reaboro Park Playground	64,000	50,211		13,789	May
Community Services	Parkland Siteworks	2019	950190101	950190101 - Playgrounds	352,000	125,071	158,741	68,188	May
Community Services	Parkland Siteworks	2019	950190103	950190103 - Bob Beach Park M/Y 2019-20	6,000,000	281,426	169,443	5,549,132	May
Community Services	Parkland Siteworks	2019	950190104	950190104 - Docks & Piers	100,000	19,666	57,096	23,238	May
Community Services	Parkland Siteworks	2019	950190105	950190105 - Boat Launches	100,000	39,577	66,564	(6,141)	May
Community Services	Parkland Siteworks	2019	950190106	950190106 - 50/50 Community Programs	80,000	34,682		45,318	June
Community Services	Parkland Siteworks	2019	950190107	950190107 - Wilson Estates 2019	110,000	59,540		50,460	June
Community Services	Parkland Siteworks	2019	950190111	950190111 - Sports Fields Lighting/Breaker	25,000	23,070		1,930	May
Community Services	Parkland Siteworks	2019	950190113	950190113 - McDonnell W Slope & Shorepath	363,646	244,165	96,747	22,733	May
Community Services	Parkland Siteworks	2019	950190114	950190114 - Underground Waste Receptacles	30,000	26,540	2,759	701	May
Community Services	Parkland Siteworks	2020	950200103	950200103 - Boat Launches	100,000		92,172	7,828	May
Community Services	Parkland Siteworks	2020	950200106	950200106 - 50/50 Community Program	80,000			80,000	July
Community Services	Recreation Equipment	2019	950190401	950190401 - Parkland Furniture	40,000	20,052	11,580	8,368	June
Community Services	Recreation Equipment	2019	950190403	950190403 - Arena Cleaning Equipment	10,000	6,696		3,304	June
Community Services	Recreation Equipment	2019	950190405	950190405 - Exercise Equipment	35,000	32,150		2,850	June
Community Services	Recreation Equipment	2020	950200401	950200401 - Parkland Furniture	40,000			40,000	August
Community Services	Recreation Equipment	2020	950200403	950200403 - Aquatic Programming Equipment	35,000	26,114		8,886	May
Community Services	Recreation Equipment	2020	950200406	950200406 - Exercise Equipment	35,000		16,800	18,200	July
Community Services	Recreation Facilities	2018	950180502	950180502 - Lindsay Rec Lobby/Pad 2 Doors	35,000	32,518		2,482	June
Community Services	Recreation Facilities	2018	950180517	950180517 - Woodville Ice Pad Floor	1,381,225	213,048	1,149,635	18,542	May
Community Services	Recreation Facilities	2018	950180518	950180518 - Emily/Ome Ice Pad Roof	75,000	57,759		17,241	July
Community Services	Recreation Facilities	2018	950180519	950180519 - Oakwood Ice Pad Floor	60,000	49,250		10,750	July
Community Services	Recreation Facilities	2018	950180526	950180526 - Forbert Pool Boiler/Furnace	75,000	63,867	11,133	0	June
Community Services	Recreation Facilities	2019	950190301	950190301 - Ops Arena & CC M/Y 2019-21	250,000	48,150	71,990	129,860	June
Community Services	Recreation Facilities	2019	950190302	950190302 - LRC Lighting	120,000	108,131	6,400	5,469	June
Community Services	Recreation Facilities	2019	950190303	950190303 - LRC Washroom & Dressing Rooms	15,000	13,876		1,125	May
Community Services	Recreation Facilities	2019	950190307	950190307 - LRC Ice Pads	200,000			200,000	June
Community Services	Recreation Facilities	2019	950190309	950190309 - LRC Arena Roof	50,000	11,723	11,950	26,327	June
Community Services	Recreation Facilities	2019	950190310	950190310 - LRC Complex Flooring	110,000	67,800	9,557	32,643	May
Community Services	Recreation Facilities	2019	950190311	950190311 - Woodville Arena Barrier/Fence	15,000	6,093		8,907	July
Community Services	Recreation Facilities	2019	950190312	950190312 - Woodville Arena Roof	25,000		21,120	3,880	May
Community Services	Recreation Facilities	2019	950190314	950190314 - Woodville Arena Heating System	50,000	47,729		2,271	May
Community Services	Recreation Facilities	2019	950190315	950190315 - Woodville Arena Compressor	35,000	34,000		1,000	July
Community Services	Recreation Facilities	2019	950190317	950190317 - FF Arena Com Hall Access Doors	15,000	13,024		1,976	July
Community Services	Recreation Facilities	2019	950190320	950190320 - Omemee Arena Refrige Controls	45,000	35,000		10,000	July
Community Services	Recreation Facilities	2019	950190324	950190324 - Arenas Condenser & Desiccant	148,000	127,615	20,230	155	July
Community Services	Recreation Facilities	2019	950190325	950190325 - Hydration Stations	30,000	20,517	10,258	(775)	May
Community Services	Recreation Facilities	2019	950190326	950190326 - VP Armoury Interior Doors	50,000	8,113		41,887	June
Community Services	Recreation Facilities	2019	950190327	950190327 - VP Armoury Plumb & Rain Water	100,000	18,640		81,360	June
Community Services	Recreation Facilities	2019	950190328	950190328 - VP Armoury Elevators	180,000	2,415		177,585	August
Community Services	Recreation Facilities	2019	950190329	950190329 - Baddow CC Oil Tank	13,000	933		12,067	July
Community Services	Recreation Facilities	2019	950190330	950190330 - Coby Train Station Roof	65,000	47,073		17,927	July
Community Services	Recreation Facilities	2019	950190331	950190331 - Woodville Town Hall Mech Sys	30,000	4,960		25,040	June
Community Services	Recreation Facilities	2019	950190332	950190332 - Forbert Pool Roof	25,000	4,000		21,000	July
Community Services	Recreation Facilities	2019	950190333	950190333 - Forbert Pool Heat & Mech Sys	275,000	141,400	134,412	(811)	June

Active Capital Projects Ongoing (Resuming May-August, 2020)

Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Community Services	Recreation Facilities	2020	950200301	950200301 - Forbert Pool HVAC System	600,000	1,260	32,550	566,190	July
Community Services	Recreation Facilities	2020	950200305	950200305 - Emily-Omemee Arena Desiccant	45,000		45,000	0	June
Community Services	Recreation Facilities	2020	950200306	950200306 - Arena Platforms Replacement	40,000		40,000	0	June
Community Services	Recreation Facilities	2020	950200307	950200307 - Arena Compressors Rehab	60,000		60,000	0	June
Community Services	Recreation Facilities	2020	950200308	950200308 - Oakwood Arena Condense/Compres	245,000		245,000	0	June
Corporate Services	IT Equipment	2019	928190103	928190103 - Client Hardware 2019	160,000	111,706	22,530	25,764	May
Corporate Services	IT Equipment	2020	928200105	928200105 - Server HW - Corp Backup	80,000			80,000	June
Development Services		2018	950180306	950180306 - Bike Repair/Tire Pump Stn OMCC (2020 SP)	30,000	20,752	2,076	7,172	May
Engineering	Airport Siteworks	2018	987180102	987180102 - Commercial/Hanger Serv Road	38,000	110,016		(72,016)	June
Engineering	Airport Siteworks	2019	987190102	987190102 - Commercial/Hanger Service Road	70,000	12,845		57,155	June
Engineering	Airport Siteworks	2020	987200101	987200101 - Aircraft Parking Lot & Apron	90,000			90,000	July
Engineering	Airport Siteworks	2020	987200102	987200102 - Misc Sitework Components	10,000			10,000	July
Engineering	Bridges	2017	983170104	983170104 - Mill Pond Bridge	278,584	55,645	15,166	207,773	May
Engineering	Bridges	2018	983180105	983180105 - 2nd FF Area Bridge/Crossing	260,000	221,223	31,252	7,525	May
Engineering	Building and Property Facilities	2019	983191401	983191401 - Parking Lot - 322 Kent	68,000	11,092		56,908	June
Engineering	Culverts	2020	983200202	983200202 - CKL Rd 8 West of Rd 34 Culvert	96,000			96,000	July
Engineering	Gravel Resurfacing	2019	983190660	983190660 - Boundary (KL 121-Davis Lake)	52,771	59,125		(6,354)	June
Engineering	Gravel Resurfacing	2019	983190661	983190661 - Boundary (Davis Lake-West End)	5,176	5,492		(316)	June
Engineering	Gravel Resurfacing	2020	983200601	983200601 - Station Rd Cresswell-Farmstead	23,300		27,500	(4,200)	May
Engineering	Gravel Resurfacing	2020	983200602	983200602 - Barry's Rd - Hwy7 to South End	6,600			6,600	May
Engineering	Gravel Resurfacing	2020	983200603	983200603 - White Rock Rd RoyalOak-Salem	23,000			23,000	May
Engineering	Gravel Resurfacing	2020	983200604	983200604 - White Rock Rd Salem-Cresswell	22,900			22,900	May
Engineering	Gravel Resurfacing	2020	983200605	983200605 - White Rock Rd Cresswell-Farmst	23,200			23,200	May
Engineering	Gravel Resurfacing	2020	983200606	983200606 - White Rock Rd Farmstead-Hwy7	22,900			22,900	May
Engineering	Gravel Resurfacing	2020	983200607	983200607 - Fleetwood Rd -W End-Janetville	47,600			47,600	May
Engineering	Gravel Resurfacing	2020	983200608	983200608 - Fleetwood Rd-Janetville-Chipmu	44,300	39		44,261	May
Engineering	Gravel Resurfacing	2020	983200609	983200609 - Fleetwood Rd - Chipmunk-Hwy35	10,300			10,300	May
Engineering	Gravel Resurfacing	2020	983200610	983200610 - Stoney Creek Rd - .4km W Hwy35	9,100			9,100	May
Engineering	Gravel Resurfacing	2020	983200611	983200611 - Stoney Creek Rd .4k hwy35-SEnd	45,000			45,000	May
Engineering	Gravel Resurfacing	2020	983200612	983200612 - Tower Rd - Mt Horeb-Star Hill	46,300			46,300	May
Engineering	Gravel Resurfacing	2020	983200613	983200613 - Tower Rd - Star Hill - .9km N	14,600			14,600	May
Engineering	Gravel Resurfacing	2020	983200614	983200614 - Tower Rd -1.4kmNStarHill-hwy35	15,600			15,600	May
Engineering	Gravel Resurfacing	2020	983200615	983200615 - Star Hill Rd - Tower-Hillhead	16,500			16,500	May
Engineering	Gravel Resurfacing	2020	983200616	983200616 - Crosswind Rd - Post-Old Mill	21,000			21,000	May
Engineering	Gravel Resurfacing	2020	983200617	983200617 - Crosswind Rd - Old Mill-Lilac	22,900			22,900	May
Engineering	Gravel Resurfacing	2020	983200618	983200618 - Crosswind Rd - Lilac - Heights	14,800			14,800	May
Engineering	Gravel Resurfacing	2020	983200619	983200619 - Powles Rd - Cameron-Country Ln	29,700			29,700	May
Engineering	Gravel Resurfacing	2020	983200620	983200620 - Powles Rd - Country Lane-Hwy35	30,900			30,900	May
Engineering	Gravel Resurfacing	2020	983200621	983200621 - Farms Rd -Woodville-Lorneville	61,500			61,500	May
Engineering	Gravel Resurfacing	2020	983200622	983200622 - Windmere Rd Woodville-Lornevil	50,800			50,800	May
Engineering	Gravel Resurfacing	2020	983200623	983200623 - Windmere Rd Lorneville-Glenarm	51,200			51,200	May
Engineering	Gravel Resurfacing	2020	983200624	983200624 - Windmere Rd Glenarm-North End	11,900			11,900	May
Engineering	Gravel Resurfacing	2020	983200625	983200625 - Pearn's Rd CountryLane-Hwy35	22,200			22,200	May
Engineering	Gravel Resurfacing	2020	983200626	983200626 - School Rd - Elm Tree-Omega	22,200			22,200	May
Engineering	Gravel Resurfacing	2020	983200627	983200627 - School Rd - Omega to Hardwood	12,500			12,500	May
Engineering	Gravel Resurfacing	2020	983200628	983200628 - Omega Rd - Otter to North End	1,900			1,900	May

Active Capital Projects Ongoing (Resuming May-August, 2020)

Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Engineering	Gravel Resurfacing	2020	983200629	983200629 - Bona Vista Dr - Otter to Ridge	1,500			1,500	May
Engineering	Gravel Resurfacing	2020	983200630	983200630 - Bona Vista Dr - Ridge to Cedar	2,100			2,100	May
Engineering	Gravel Resurfacing	2020	983200631	983200631 - Cedar Ave - W End to BonaVista	2,500			2,500	May
Engineering	Gravel Resurfacing	2020	983200632	983200632 - Cedar Ave - BonaVista to Ridge	5,600			5,600	May
Engineering	Gravel Resurfacing	2020	983200633	983200633 - Ridge Dr - BonaVista to Cedar	6,900			6,900	May
Engineering	Gravel Resurfacing	2020	983200634	983200634 - Ridge Dr - Cedar to Maple	22,800			22,800	May
Engineering	Gravel Resurfacing	2020	983200635	983200635 - Maple Ave - Otter to Ridge	12,000			12,000	May
Engineering	Gravel Resurfacing	2020	983200636	983200636 - Maple Ave - Ridge to North End	2,700			2,700	May
Engineering	Gravel Resurfacing	2020	983200637	983200637 - Hardwood St -School-300m North	5,000			5,000	May
Engineering	Gravel Resurfacing	2020	983200638	983200638 - Hardwood St - 300m N of School	5,800			5,800	May
Engineering	Gravel Resurfacing	2020	983200639	983200639 - Jasper Dr - Omega to School	17,700			17,700	May
Engineering	Gravel Resurfacing	2020	983200640	983200640 - Iris Dr - Killarney Bay -W End	15,900			15,900	May
Engineering	Gravel Resurfacing	2020	983200641	983200641 - Romany Ranch Rd BalsamG-WEnd	19,800			19,800	May
Engineering	Gravel Resurfacing	2020	983200642	983200642 - Bulmer's Rd CedarTree-Bury'sGr	63,500			63,500	May
Engineering	Gravel Resurfacing	2020	983200643	983200643 - Walker's Rd CedarTree-Bury'sGr	57,400			57,400	May
Engineering	Gravel Resurfacing	2020	983200644	983200644 - Fairbairn Rd CedarTree-Bury'sG	59,800			59,800	May
Engineering	Gravel Resurfacing	2020	983200645	983200645 - St Alban's Rd Treeview-CedarTr	57,500			57,500	May
Engineering	Gravel Resurfacing	2020	983200646	983200646 - St Alban's Rd CedarTree-N End	13,300			13,300	May
Engineering	Gravel Resurfacing	2020	983200647	983200647 - Cedar Tree Rd Fairbairn-StAlba	23,500			23,500	May
Engineering	Gravel Resurfacing	2020	983200648	983200648 - Ledge Hill Rd BurysGreen-SV2nd	20,300			20,300	May
Engineering	Gravel Resurfacing	2020	983200649	983200649 - Ledge Hill Rd - SV2nd-SV3rd	21,500			21,500	May
Engineering	Gravel Resurfacing	2020	983200650	983200650 - Ledge Hill Rd - SV3rd - SV5th	45,500			45,500	May
Engineering	Gravel Resurfacing	2020	983200651	983200651 - Sticky Lane - Base Line-S End	2,500			2,500	May
Engineering	Gravel Resurfacing	2020	983200652	983200652 - Morton Lane -ChisholmTr-1.4kmE	20,900			20,900	May
Engineering	Gravel Resurfacing	2020	983200653	983200653 - Morton Lane 1.4kEChisholm-EEnd	10,000			10,000	May
Engineering	Gravel Resurfacing	2020	983200654	983200654 - Deer Lake Rd -BLTLine-Tumblewee	27,900			27,900	May
Engineering	Gravel Resurfacing	2020	983200655	983200655 - Deer Lake Rd Tumbleweed-Mockin	20,300			20,300	May
Engineering	Gravel Resurfacing	2020	983200656	983200656 - Deer Lake Rd MockingBird-Monck	28,900			28,900	May
Engineering	Gravel Resurfacing	2020	983200657	983200657 - Mockingbird Lane DeerLake-SEnd	6,000			6,000	May
Engineering	Gravel Resurfacing	2020	983200658	983200658 - LaxtonTwp 8th Line Monck-SEnd	4,000			4,000	May
Engineering	Gravel Resurfacing	2020	983200659	983200659 - Otter Lane -BLTwpLn-LaxtonS1/4	26,200			26,200	May
Engineering	Gravel Resurfacing	2020	983200660	983200660 - Laxton S 1/4Ln - Hwy35-Otter	13,500			13,500	May
Engineering	Gravel Resurfacing	2020	983200661	983200661 - Laxton S 1/4Ln - Otter - W End	10,800			10,800	May
Engineering	Gravel Resurfacing	2020	983200662	983200662 - Laxton Twp 5thLn Monck- S End	3,100			3,100	May
Engineering	Gravel Resurfacing	2020	983200663	983200663 - Rush Lake Rd CKL41 - Greenwood	2,900			2,900	May
Engineering	Gravel Resurfacing	2020	983200664	983200664 - Greenwood Rd RushLake-S End	8,400			8,400	May
Engineering	Gravel Resurfacing	2020	983200665	983200665 - Locust Lane Rush Lake - N End	2,300			2,300	May
Engineering	Gravel Resurfacing	2020	983200666	983200666 - DL Boundary Rd Victoria-Monck	107,300			107,300	May
Engineering	Gravel Resurfacing	2020	983200667	983200667 - Baker Blvd DL Boundary-1.6km N	23,800			23,800	May
Engineering	Gravel Road Rehabilitation	2018	983181401	983181401 - Zion (400m E Simcoe-Fingerboar	42,957	191,369		(148,412)	June
Engineering	Gravel Road Rehabilitation	2018	983181402	983181402 - Zion (Fingerboard-Beacroft)	49,141	1,143		47,998	June
Engineering	Gravel Road Rehabilitation	2018	983181403	983181403 - Zion (Beacroft - Eldon)	49,141	318		48,823	June
Engineering	Gravel Road Rehabilitation	2018	983181404	983181404 - Ranch Rd (MPO) -Beacroft-Eldon	49,141	103,739		(54,598)	June
Engineering	Gravel Road Rehabilitation	2018	983181405	983181405 - Taylors Rd (Farmstead-Hwy7)	21,776	22,387		(611)	June
Engineering	Gravel Road Rehabilitation	2018	983181406	983181406 - Boundary(Man)-0.3k E Hwy7-Micr	14,680	120		14,560	June
Engineering	Gravel Road Rehabilitation	2018	983181407	983181407 - Boundary (Micro-Sandaraska)	12,213	600		11,613	June

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Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Engineering	Gravel Road Rehabilitation	2018	983181408	983181408 - Drum (Man/Scugog line-Wilmont)	38,596	110,645		(72,049)	June
Engineering	Gravel Road Rehabilitation	2018	983181409	983181409 - Telecom (Wilmont-Hwy35)	45,464	112,090		(66,626)	June
Engineering	Gravel Road Rehabilitation	2018	983181410	983181410 - Ballyduff (1k E Hwy35-Wild Tur	25,631	28,668		(3,037)	June
Engineering	Gravel Road Rehabilitation	2018	983181411	983181411 - Man/Scugog Line (Man/Clar-Drum	6,335	280		6,055	August
Engineering	Gravel Road Rehabilitation	2018	983181412	983181412 - Man/Scugog Line (Drum-Mt Joy)	21,930	2,103		19,827	August
Engineering	Gravel Road Rehabilitation	2018	983181413	983181413 - Man/Scugog Line(Mt Joy-Telecom	7,588	547		7,041	August
Engineering	Gravel Road Rehabilitation	2018	983181414	983181414 - Man/Scugog Line (Telecom-Devit	16,266	53,729		(37,463)	August
Engineering	Gravel Road Rehabilitation	2018	983181415	983181415 - Chipmunk(Lifford-Beth Hills)	56,264	102,126		(45,862)	August
Engineering	Gravel Road Rehabilitation	2018	983181416	983181416 - Chipmunk (Beth Hills-Fleetwood	31,823			31,823	August
Engineering	Gravel Road Rehabilitation	2018	983181417	983181417 - Chipmunk (Fleetwood-Pigeon Cre	2,074	318		1,756	August
Engineering	Gravel Road Rehabilitation	2018	983181418	983181418 - Chipmunk (Pigeon Cr-Golf Cours	5,383	240		5,143	August
Engineering	Gravel Road Rehabilitation	2018	983181419	983181419 - Chipmunk (Golf Course-N End)	296			296	August
Engineering	Gravel Road Rehabilitation	2018	983181420	983181420 - Porter (Hwy 7A-2.5K N Hwy 7A)	37,467	5,555		31,912	July
Engineering	Gravel Road Rehabilitation	2018	983181421	983181421 - Kingfisher (Fenel-West Bay Blv	114,780	65,453		49,327	July
Engineering	Gravel Road Rehabilitation	2018	983181422	983181422 - Heights (KL 36 - N End)	86,383	115,904		(29,521)	July
Engineering	Gravel Road Rehabilitation	2018	983181423	983181423 - Ranch (KL 36 - Berry)	49,156	397		48,759	July
Engineering	Gravel Road Rehabilitation	2018	983181424	983181424 - Ranch (Berry Lane - N End)	6,433			6,433	July
Engineering	Gravel Road Rehabilitation	2018	983181425	983181425 - Eldon Stn (Sandringham-Rockvie	444	339		105	July
Engineering	Gravel Road Rehabilitation	2018	983181426	983181426 - Eldon Stn (Kirkfield-Creek Vie	70,604	3,193		67,411	July
Engineering	Gravel Road Rehabilitation	2018	983181427	983181427 - Eldon Stn (Creek View-Hartley)	48,866	4,273		44,593	July
Engineering	Gravel Road Rehabilitation	2018	983181428	983181428 - Eldon Stn (Hartley-Fenel)	100,666	66,434		34,232	July
Engineering	Gravel Road Rehabilitation	2018	983181429	983181429 - Autumn Ln (Palestine-N End)	16,296	4,403		11,893	July
Engineering	Gravel Road Rehabilitation	2018	983181430	983181430 - Bona Vista (Otter-Ridge)	5,635	6,833		(1,198)	July
Engineering	Gravel Road Rehabilitation	2018	983181431	983181431 - Bona Vista (Ridge - Cedar)	8,865			8,865	July
Engineering	Gravel Road Rehabilitation	2018	983181432	983181432 - Cedar Ave (W End-Bona Vista)	5,475	396		5,079	July
Engineering	Gravel Road Rehabilitation	2018	983181433	983181433 - Cedar Ave (Bona Vista - Ridge)	14,559	20,549		(5,990)	July
Engineering	Gravel Road Rehabilitation	2018	983181434	983181434 - Ridge (Bona Vista-Cedar Ave)	22,637	18,795		3,842	July
Engineering	Gravel Road Rehabilitation	2018	983181435	983181435 - Ridge (Cedar Ave-Maple Ave)	74,731	946		73,785	July
Engineering	Gravel Road Rehabilitation	2018	983181436	983181436 - Maple Ave (Otter-Ridge)	32,959	17,317		15,642	August
Engineering	Gravel Road Rehabilitation	2018	983181437	983181437 - Maple (Ridge-N End)	9,873	742		9,131	August
Engineering	Gravel Road Rehabilitation	2018	983181438	983181438 - Hardwood (School-0.3k N)	14,761	9,914		4,847	August
Engineering	Gravel Road Rehabilitation	2018	983181439	983181439 - Hardwood(0.3kN School-1.2kS Ot	19,773	1,856		17,917	August
Engineering	Gravel Road Rehabilitation	2018	983181440	983181440 - Jasper (Omega-School)	61,405	26,979		34,426	July
Engineering	Gravel Road Rehabilitation	2018	983181441	983181441 - Iris (Killarney Bay-West End)	51,679	18,230		33,449	July
Engineering	Gravel Road Rehabilitation	2018	983181442	983181442 - Romany Ranch (Balsam Gr-W Turn	70,179	18,753		51,426	July
Engineering	Gravel Road Rehabilitation	2018	983181443	983181443 - Country Ln (Glenarm-Whitetail)	77,686	22,123		55,563	July
Engineering	Gravel Road Rehabilitation	2018	983181444	983181444 - Country Ln (Whitetail-Pearns)	29,894	1,379		28,515	July
Engineering	Gravel Road Rehabilitation	2018	983181445	983181445 - Boundary (KL 121 - Davis Lake)	38,435	80,877		(42,442)	July
Engineering	Gravel Road Rehabilitation	2018	983181446	983181446 - Boundary (Davis Lake - W End)	26,565	64,923		(38,358)	July
Engineering	Gravel Road Rehabilitation	2018	983181447	983181447 - Deverell (Lake Dalrymple-S End	4,559	21,171		(16,612)	July
Engineering	Gravel Road Rehabilitation	2018	983181448	983181448 - Turner (Monck - Monck)	29,429	28,836		593	June
Engineering	Gravel Road Rehabilitation	2018	983181449	983181449 - Morton (Chisholm - 1.4k E)	7,666	1,842		5,824	June
Engineering	Gravel Road Rehabilitation	2018	983181450	983181450 - Morton (1.4 E Chisholm-E End)	6,854	50,016		(43,162)	June
Engineering	Gravel Road Rehabilitation	2018	983181451	983181451 - Dorosz Ln (Bex/Lax Line-S End)	20,176	16,237		3,939	June
Engineering	Gravel Road Rehabilitation	2018	983181452	983181452 - Tartan (Bridge-W End)	6,098	326		5,772	June
Engineering	Gravel Road Rehabilitation	2018	983181453	983181453 - Lila (Bridge-W End)	8,837	5,573		3,264	June

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Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Engineering	Gravel Road Rehabilitation	2018	983181454	983181454 - White Rock Royal Oak-Salem	22,420	11,280		11,140	June
Engineering	Gravel Road Rehabilitation	2018	983181455	983181455 - White Rock Salem-Cresswell	22,292	11,240		11,052	June
Engineering	Gravel Road Rehabilitation	2018	983181456	983181456 - White Rock Cresswell-Farmstead	22,549	11,164		11,385	June
Engineering	Gravel Road Rehabilitation	2018	983181457	983181457 - White Rock Farmstead-Hwy 7	22,324	11,164		11,160	June
Engineering	Gravel Road Rehabilitation	2018	983181458	983181458 - Fleetwood West End-Janetville	14,734	12,164		2,570	June
Engineering	Gravel Road Rehabilitation	2018	983181459	983181459 - Fleetwood Janetville-Chipmunk	3,020	12,154		(9,134)	June
Engineering	Gravel Road Rehabilitation	2018	983181460	983181460 - Fleetwood Chipmunk-Hwy35	1,185	13,984		(12,799)	June
Engineering	Gravel Road Rehabilitation	2018	983181461	983181461 - Stoney Creek .4k W Hwy35-SEnd	22,047	15,031		7,016	July
Engineering	Gravel Road Rehabilitation	2018	983181462	983181462 - Tower Mnt Horeb-Star Hill	32,751	8,244		24,507	July
Engineering	Gravel Road Rehabilitation	2018	983181463	983181463 - Crowwind Post-Old Mill	32,305	4,517		27,788	July
Engineering	Gravel Road Rehabilitation	2018	983181464	983181464 - Crosswind Old Mill-Lilac	10,340	4,517		5,823	July
Engineering	Gravel Road Rehabilitation	2018	983181465	983181465 - Crosswind Lilac-Heights	5,302	4,729		573	June
Engineering	Gravel Road Rehabilitation	2018	983181466	983181466 - Chamber's Fenel-1.2k E Fenel	59,146	20,506		38,640	June
Engineering	Gravel Road Rehabilitation	2018	983181467	983181467 - Chamber's Elm Tree-Hall's	54,273	20,719		33,554	June
Engineering	Gravel Road Rehabilitation	2018	983181468	983181468 - Chamber's Hall's-Killarney Bay	9,482	20,676		(11,194)	June
Engineering	Gravel Road Rehabilitation	2018	983181469	983181469 - Islay Fenel-Elm Tree	71,016	7,204		63,812	August
Engineering	Gravel Road Rehabilitation	2018	983181470	983181470 - Islay Elm Tree-Birch Point	57,015	7,045		49,970	August
Engineering	Gravel Road Rehabilitation	2018	983181471	983181471 - Powles Cameron-Country Lane	60,058	8,395		51,663	August
Engineering	Gravel Road Rehabilitation	2018	983181472	983181472 - Powles Country Lane-Hwy35	61,356	8,321		53,035	August
Engineering	Gravel Road Rehabilitation	2018	983181473	983181473 - Blackbird Peniel-Cambray	126,664	32,017		94,647	July
Engineering	Gravel Road Rehabilitation	2018	983181474	983181474 - Robin Hwy35-Cambray	17,712	5,840		11,872	June
Engineering	Gravel Road Rehabilitation	2018	983181475	983181475 - Robin Cambray-North End	31,604	5,840		25,764	June
Engineering	Gravel Road Rehabilitation	2018	983181476	983181476 - Lorneville Sandringham-Grasshi	593	2,073		(1,480)	June
Engineering	Gravel Road Rehabilitation	2018	983181477	983181477 - Pearn's Country Lane-Hwy35	66,584	5,250		61,334	June
Engineering	Gravel Road Rehabilitation	2018	983181478	983181478 - School Elm Tree-Omega	61,375	9,733		51,642	August
Engineering	Gravel Road Rehabilitation	2018	983181479	983181479 - School Omega-Hardwood	35,124	9,818		25,306	July
Engineering	Gravel Road Rehabilitation	2018	983181480	983181480 - Walker's CedarTree-Bury'sGree	92,694	75,198		17,496	July
Engineering	Gravel Road Rehabilitation	2018	983181481	983181481 - Fairbairn CedarTree-Bury'sGreen	98,225	97,928		297	June
Engineering	Gravel Road Rehabilitation	2018	983181482	983181482 - St Alban's Treeviw-Cedar Tree	93,961	35,491		58,470	August
Engineering	Gravel Road Rehabilitation	2018	983181483	983181483 - Cedar Tree Fairbairn-St Albans	36,718	10,894		25,824	June
Engineering	Gravel Road Rehabilitation	2018	983181484	983181484 - Ledge Hill Bury'sGreen-2nd Con	68,973	41,223		27,750	July
Engineering	Gravel Road Rehabilitation	2018	983181485	983181485 - Ledge Hill 2nd Con-3rd Con	65,637	50,797		14,840	August
Engineering	Gravel Road Rehabilitation	2018	983181486	983181486 - Ledge Hill 3rd Con-5th Con	124,751	42,455		82,296	June
Engineering	Gravel Road Rehabilitation	2018	983181487	983181487 - Pinery Burnt River-Winchester	257,097	34,510		222,587	July
Engineering	Gravel Road Rehabilitation	2018	983181488	983181488 - Mockingbird Deer Lake-S End	2,646	1,316		1,330	August
Engineering	Gravel Road Rehabilitation	2018	983181489	983181489 - Laxton S 1/4Line Hwy35-Otter	5,328	18,857		(13,529)	August
Engineering	Gravel Road Rehabilitation	2018	983181490	983181490 - Laxton S 1/4Line Otter-W End	6,165	18,857		(12,692)	August
Engineering	Gravel Road Rehabilitation	2018	983181491	983181491 - Rush Lake CKL 41-Greenwood	3,886	5,812		(1,926)	August
Engineering	Gravel Road Rehabilitation	2018	983181492	983181492 - Greenwood Rush Lake-S End	1,642	5,031		(3,389)	August
Engineering	Gravel Road Rehabilitation	2018	983181493	983181493 - Digby/Laxton Boundary	17,832	56,646		(38,814)	August
Engineering	Gravel Road Rehabilitation	2018	983181494	983181494 - Contingency	12,386	12,386		0	August
Engineering	Landfill Facilities	2019	997190201	997190201 - Lindsay LF Electricity System	55,000	25,647	7,862	21,491	May
Engineering	Landfill Siteworks	2013	997130801	997130801 - Eldon Landfill	292,000	185,598		106,402	May
Engineering	Landfill Siteworks	2016	997166101	997166101 - Pump Chamber Construction	250,000	165,266	216,409	(131,675)	June
Engineering	Landfill Siteworks	2019	997190103	997190103 - Linsdsay LF Leachate Pump Stn	290,000			290,000	June
Engineering	Lifecycle Management	2018	983180701	983180701 - Localized Paving	310,300	363,173	26,234	(79,107)	June

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Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Engineering	Lifecycle Management	2018	983180702	983180702 - Localized Surface Treatment	197,950	89,956		107,994	June
Engineering	Lifecycle Management	2018	983180703	983180703 - Microsurfacing	107,000			107,000	June
Engineering	Lifecycle Management	2018	983180704	983180704 - Slurry Sealing	107,000			107,000	June
Engineering	Lifecycle Management	2018	983180705	983180705 - Crack Sealing	197,950	102,611		95,339	June
Engineering	Lifecycle Management	2018	983180706	983180706 - Drainage Improvements	299,600			299,600	July
Engineering	Lifecycle Management	2019	983190701	983190701 - Local Asphalt Paving	1,324,300	901,141	229,416	193,743	May
Engineering	Lifecycle Management	2019	983190702	983190702 - Local Surface Treatment	283,550	132,598		150,952	July
Engineering	Lifecycle Management	2019	983190705	983190705 - Crack Sealing	197,950	175,792	6,593	15,564	July
Engineering	Lifecycle Management	2019	983190706	983190706 - Drainage Improvements	214,000	54,645	16,280	143,075	July
Engineering	Lifecycle Management	2019	983190707	983190707 - Contingency	0	26,710		(26,710)	July
Engineering	Lifecycle Management	2020	983200701	983200701 - Local Asphalt Paving	311,000			311,000	May
Engineering	Lifecycle Management	2020	983200702	983200702 - Local Surface Treatment	283,000			283,000	May
Engineering	Lifecycle Management	2020	983200703	983200703 - Micro-Resurfacing	107,000		96,600	10,400	May
Engineering	Lifecycle Management	2020	983200704	983200704 - Slurry Sealing	107,000			107,000	May
Engineering	Lifecycle Management	2020	983200705	983200705 - Crack Sealing	198,000	27		197,973	May
Engineering	Municipal Drains	2020	983201301	983201301 - Municipal Drains	55,000		66,375	(11,375)	August
Engineering	Parking Lots	2018	983181201	983181201 - Francis St/Colborne St-Design	25,000	2,486		22,514	June
Engineering	Parking Lots	2018	983181202	983181202 - Parking Lot 2	46,000	17,433		28,567	July
Engineering	Parking Lots	2018	983181203	983181203 - Downtown Parking Strategy	100,000	96,973	4,453	(1,426)	June
Engineering	Rural Resurfacing	2019	983190519	983190519 - Kennedy Bay Rd.	281,000	154,614	119,383	7,003	June
Engineering	Rural Resurfacing	2020	983200501	983200501 - Sadowa Road Resurfacing	132,000			132,000	July
Engineering	Rural Resurfacing	2020	983200502	983200502 - Lake Dalrymple Rd Resurfacing	352,000			352,000	July
Engineering	Rural Resurfacing	2020	983200503	983200503 - Thompson Rd Resurfacing	77,000			77,000	August
Engineering	Rural Resurfacing	2020	983200504	983200504 - Balsam Lake Dr Resurfacing	858,000			858,000	July
Engineering	Rural Resurfacing	2020	983200505	983200505 - Blanchards Rd Resurfacing	407,000			407,000	July
Engineering	Rural Resurfacing	2020	983200506	983200506 - Kennedy Bay Rd Resurfacing	33,000			33,000	June
Engineering	Rural Resurfacing	2020	983200507	983200507 - Shadow Lake Rd Resurfacing	198,000			198,000	August
Engineering	Rural Resurfacing	2020	983200508	983200508 - Pine Ridge Rd Resurfacing	66,000			66,000	July
Engineering	Rural Resurfacing	2020	983200509	983200509 - Monarch Rd Resurfacing	154,000			154,000	July
Engineering	Rural Resurfacing	2020	983200510	983200510 - Boulder St Resurfacing	66,000			66,000	July
Engineering	Rural Resurfacing	2020	983200511	983200511 - O'Reilly La Resurfacing	132,000			132,000	July
Engineering	Rural Resurfacing	2020	983200512	983200512 - Algonquin Rd Resurfacing	473,000			473,000	July
Engineering	Rural Resurfacing	2020	983200513	983200513 - Salem Rd Resurfacing	330,000			330,000	July
Engineering	Rural Resurfacing	2020	983200514	983200514 - Farmstead Rd Resurfacing	330,000			330,000	June
Engineering	Rural Resurfacing	2020	983200515	983200515 - Mara-Eldon Boundary Rd Resurfa	112,000			112,000	June
Engineering	Sidewalks	2020	983200901	983200901 - Bond St W (Fenelon Falls)	70,000			70,000	May
Engineering	Sidewalks	2020	983200902	983200902 - Long Beach Rd (Fenelon Falls)	80,000			80,000	May
Engineering	Sidewalks	2020	983200903	983200903 - Additional Sidewalks	150,000			150,000	May
Engineering	Streetlights	2020	983201001	983201001 - Streetlights	400,000			400,000	June
Engineering	Traffic Signals	2017	983171101	983171101 - Downtown Reconst (Traf Signal)	100,000	69,930	30,070	0	June
Engineering	Traffic Signals	2018	983181101	983181101 - Kent St/Whitney Town Traff Sig	35,000			35,000	July
Engineering	Traffic Signals	2018	983181102	983181102 - Traffic Signal Systems	65,000	32,626	16,557	15,816	July
Engineering	Urban/Arterial Resurfacing	2020	983200401	983200401 - CKL Rd 48 -180m West of French	2,288,000	6,577		2,281,423	May
Engineering	Urban/Rural Reconstruction	2017	983170306	983170306 - Downtown Lindsay	150,000	315,129	79,630	(244,759)	May
Engineering	Urban/Rural Reconstruction	2017	983170307	983170307 - CKL 121 Helen-Fenelon S Limits	225,000	18,361	10,023	196,616	August
Engineering	Urban/Rural Reconstruction	2018	983180307	983180307 - Porter Rd Hill (7A-Lifford)	115,000	322		114,678	August

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Engineering	Urban/Rural Reconstruction	2019	983190301	983190301 - Russell St (Victoria-Lindsay)	2,725,017	2,305,014	522,663	(102,660)	June
Engineering	Urban/Rural Reconstruction	2019	983190302	983190302 - Peel St (William-Victoria)	1,227,579	1,228,814	381,447	(382,682)	June
Engineering	Urban/Rural Reconstruction	2019	983190304	983190304 - Glenelg (Huron-Lindsay)	1,098,236	552,736	112,379	433,121	July
Engineering	Urban/Rural Reconstruction	2019	983190305	983190305 - Durham (Albert-Adelaide)	408,250	369,370	105,376	(66,495)	July
Engineering	Urban/Rural Reconstruction	2019	983190306	983190306 - Bay (Vimy-South End)	355,960	377,623	35,525	(57,188)	July
Engineering	Urban/Rural Reconstruction	2019	983190307	983190307 - George (Lindsay - South End)	1,287,483	913,122	346,872	27,489	August
Engineering	Urban/Rural Reconstruction	2019	983190308	983190308 - Caroline (Queen - Colborne)	419,750	145,612	244,451	29,687	August
Engineering	Urban/Rural Reconstruction	2019	983190309	983190309 - Riverview (CKL 36 - Logie)	55,000	8,455	442	46,103	June
Engineering	Urban/Rural Reconstruction	2019	983190310	983190310 - Pottinger (Victoria-West End)	65,000	10,038		54,962	June
Engineering	Urban/Rural Reconstruction	2020	983200301	983200301 - Lindsay St Reconstruction	1,563,000	568	1,247,083	315,350	May
Engineering	Urban/Rural Reconstruction	2020	983200302	983200302 - Kent St Reconstruction	2,925,000	22,185	2,268,569	634,246	May
Engineering	Urban/Rural Reconstruction	2020	983200303	983200303 - Colborne St Reconstruction	3,780,000	118,893	3,930,098	(268,991)	May
Engineering	Wastewater Treatment	2011	998110101	998110101 - Omemee WPCP - Construction	2,450,000	2,340,910	98,340	10,750	June
Engineering	Wastewater Treatment	2011	998110103	998110103 - Omemee LSSDS	0	40		(40)	June
Engineering	Wastewater Treatment	2011	998110104	998110104 - Omemee WPCP-Design Remediation	0	68,688		(68,688)	June
Engineering	Wastewater Treatment	2016	998161701	998161701 - Lindsay WPCP Upgrade-Construct	315,000	269,623	35,587	9,790	June
Engineering	Wastewater Treatment	2017	998170501	998170501 - Lindsay Water Pollution Control	315,000	256,280	54,994	3,726	May
Engineering	Wastewater Treatment	2017	998170508	998170508 - Lindsay Water Pollution Plant	132,000	112,457		19,543	August
Engineering	Wastewater Treatment	2019	998190201	998190201 - Omemee WPCP	160,000	805		159,195	May
Engineering	Wastewater Treatment	2019	998190203	998190203 - Bob WPCP Scum Box/Pump	35,000	165	29,831	5,005	June
Engineering	Water Treatment	2016	998160501	998160501 - Pinewood Production Well	254,456	184,586	88,932	(19,062)	June
Engineering	Water Treatment	2018	998180402	998180402 - Canadiana Shores WTP Well	60,000	57,517	622	1,860	May
Engineering	Water Treatment	2019	998190101	998190101 - Lindsay WTP Reactivator	210,000	16,638	195,597	(2,234)	May
Engineering	Water Treatment	2019	998190102	998190102 - Omemee Well #3 Connection	64,000			64,000	July
Engineering	Water Treatment	2019	998190104	998190104 - FF WTP Membrane/THM/Pump	1,443,000	680,056	827,090	(64,146)	June
Engineering	Water Treatment	2019	998190105	998190105 - FF WTP PLC & SCADA Systems	70,000	70,000		(0)	June
Engineering	Water Treatment	2020	998200103	998200103 - Bobcaygeon WTP HL Pump/VFD's	200,000			200,000	July
Engineering	Water Treatment	2020	998200104	998200104 - Bobcaygeon WTP LL Pump/Pipe/Va	55,000			55,000	July
Engineering	Water Treatment	2020	998200106	998200106 - Lindsay WTP HL Pump#3 & VFD	20,000			20,000	August
Engineering	WWW Distribution/Collection	2015	998151801	998151801 - Ridout St SPS-Pumps&Flow Meter	100,000	81,031	3,712	15,257	June
Engineering	WWW Distribution/Collection	2016	998161101	998161101 - Peel St (WWW design)	50,000	64,472	8,038	(22,510)	May
Engineering	WWW Distribution/Collection	2017	998170302	998170302 - Sylvan Cres Water & Sanitary	435,000	413,780	39,174	(17,954)	June
Engineering	WWW Distribution/Collection	2019	998190103	998190103 - Bob Elevated Storage Tank Coat	530,000	948	524,107	4,945	July
Engineering	WWW Distribution/Collection	2019	998190106	998190106 - Bob Storage Tank Safety Rail	14,000		11,334	2,666	July
Engineering	WWW Distribution/Collection	2019	998190108	998190108 - Woodville Storage Safety Rail	14,000		8,139	5,861	July
Engineering	WWW Distribution/Collection	2019	998190301	998190301 - Bay St Mains	305,000	212,030	87,624	5,346	June
Engineering	WWW Distribution/Collection	2019	998190302	998190302 - Durham St Mains	807,000	369,344	21,165	416,492	June
Engineering	WWW Distribution/Collection	2019	998190303	998190303 - George St E Mains	1,232,000	1,109,490	176,706	(54,196)	June
Engineering	WWW Distribution/Collection	2019	998190304	998190304 - Glenelg St E Mains	852,000	479,327	220,783	151,891	June
Engineering	WWW Distribution/Collection	2019	998190305	998190305 - Caroline St Mains	477,000	367,059	109,119	822	June
Engineering	WWW Distribution/Collection	2019	998190306	998190306 - Russell St W Mains	1,218,000	1,253,190	8,097	(43,288)	June
Engineering	WWW Distribution/Collection	2019	998190307	998190307 - Peel St Mains	1,353,000	1,038,858	502,004	(187,862)	June
Engineering	WWW Distribution/Collection	2019	998190310	998190310 - Lindsay Colborne/Riveria SPS	500,000	172,836	24,125	303,039	May
Engineering	WWW Distribution/Collection	2020	998200301	998200301 - Lindsay St Mains	1,530,000	35,075	1,332,191	162,734	May
Engineering	WWW Distribution/Collection	2020	998200302	998200302 - Kent St Mains	1,920,000	175,702	1,544,245	200,053	May
Engineering	WWW Distribution/Collection	2020	998200303	998200303 - Colborne St Mains	2,480,000	448	2,317,370	162,182	May

Active Capital Projects Ongoing (Resuming May-August, 2020)

Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Engineering	WWW Distribution/Collection	2020	998200311	998200311 - Ellice St - SPS Generator	66,000			66,000	August
Engineering	WWW Distribution/Collection	2020	998200312	998200312 - Colborne St FF SPS Pumps/Pipe	44,000			44,000	June
Engineering	WWW Special Studies/Projects	2016	998160201	998160201 - Water Operations Monitor Syst	150,000	78,694	4,925	66,381	July
Engineering	WWW Special Studies/Projects	2016	998161501	998161501 - Wastewater Operat Monitor Syst	150,000	63,500	4,169	82,331	July
Engineering	WWW Special Studies/Projects	2019	998190402	998190402 - Lindsay WTP T & H Acids Study	55,000	22,868	4,608	27,525	May
Engineering	WWW Special Studies/Projects	2019	998190403	998190403 - Lindsay LF Electricity System	55,000	21,498	7,862	25,641	May
Engineering	WWW Studies/Special Projects	2020	998200401	998200401 - Rate Study & Financial Plan	45,000		45,000	0	June
Engineering	WWW Studies/Special Projects	2020	998200402	998200402 - FF Elevated Tank Assessment	40,000			40,000	June
Engineering	WWW Studies/Special Projects	2020	998200403	998200403 - Manilla Wells Assessment/CPlan	18,000			18,000	July
Engineering	WWW Studies/Special Projects	2020	998200404	998200404 - Lindsay WTP THM & HAA Pilot	120,000	4,790	29,821	85,389	June
Engineering	WWW-Related Restoration	2017	983170802	983170802 - Sylvan Cres Road Restoration	250,700	99,900	10,694	140,106	June
Fire Service	Fire Equipment	2019	932190301	932190301 - Misc Fire Equipment 2019	65,000	23,574	10,747	30,679	June
Fire Service	Fire Equipment	2019	932190302	932190302 - Extrication Equipment 2019	50,000	50,880		(880)	May
Fire Service	Fire Equipment	2019	932190303	932190303 - Bunker Gear 2019	100,000	70,176	31,584	(1,760)	June
Fire Service	Fire Equipment	2020	932200302	932200302 - Extrication Equipment	50,000		50,000	0	May
Fire Service	Fire Equipment	2020	932200303	932200303 - Bunker Gear	150,000		150,000	0	June
Fire Service	Fire Facilities	2017	932170201	932170201 - Bethany Fire Station Replacement	1,098,309	1,090,225	8,927	(843)	July
Fire Service	Fire Facilities	2017	932172201	932172201 - Cobocnk Fire Hall Upgrades	637,786	595,837	41,213	736	May
Fire Service	Fire Facilities	2019	932190101	932190101 - Misc Fire Hall Components 2019	80,000	50,418	10,141	19,441	July
Fire Service	Fire Facilities	2019	932190104	932190104 - Mariposa Fire Station M/Y 2019-20	1,960,000	82,510	1,860,258	17,233	May
Fire Service	Fire Fleet	2020	932200203	932200203 - Pumper Truck	600,000			600,000	June
Fire Service	Fire Fleet	2020	932200204	932200204 - Pickup Truck	50,000			50,000	June
KL Police Service	KL Police Service	2019	942190101	942190101 - Computers - KLPS	44,500	29,485		15,015	May
KL Police Service	KL Police Service	2019	942190501	942190501 - Radio System Upgrade - KLPS	76,500	56,003		20,497	May
KL Police Service	KL Police Service	2020	942200101	942200101 - KLPS Computers	46,200			46,200	July
KL Police Service	KL Police Service	2020	942200201	942200201 - KLPS Replace Printers	3,500			3,500	May
KL Police Service	KL Police Service	2020	942200601	942200601 - KLPS MDT Upgrade/Backup	14,000			14,000	July
KL Police Service	KL Police Service	2020	942200701	942200701 - KLPS CEW's (Taser) X 5	9,125			9,125	August
KL Police Service	KL Police Service	2020	942200801	942200801 - KLPS Switches	5,000			5,000	August
KL Police Service	KL Police Service	2020	942200901	942200901 - KLPS Impaired Drive Sim	44,635	40,195		4,440	August
KL Police Service	KL Police Service	2020	942201001	942201001 - KLPS License Plate Reco	33,698		30,234	3,464	June
Paramedic Service	Paramedic Equipment	2020	938200301	938200301 - Stretchers (5)	125,000			125,000	May
Paramedic Service	Paramedic Fleet	2020	938200201	938200201 - Ambulance Remount (2)	330,000			330,000	May
Public Works	Fleet and Transit Equipment	2019	994190309	994190309 - Sidewalk Machines (2) 2019	200,000	177,180		22,820	June
Public Works	Fleet and Transit Equipment	2019	994190313	994190313 - Trailers (2) 2019	20,000	6,864		13,136	May
Public Works	Fleet and Transit Equipment	2019	994190314	994190314 - Tractors (1) 2019 - Replace	30,000			30,000	May
Public Works	Fleet and Transit Equipment	2020	994200201	994200201 - Backhoes (1)	160,000			160,000	July
Public Works	Fleet and Transit Equipment	2020	994200202	994200202 - Buses (1)	190,000		157,267	32,734	May
Public Works	Fleet and Transit Equipment	2020	994200203	994200203 - Grader (1st)	75,000	31,778		43,222	June
Public Works	Fleet and Transit Equipment	2020	994200205	994200205 - Medium Duty Trucks (2)	160,000		127,248	32,752	July
Public Works	Fleet and Transit Equipment	2020	994200206	994200206 - Loaders (2)	225,000		233,856	(8,856)	June
Public Works	Fleet and Transit Equipment	2020	994200208	994200208 - Pickup Trucks (12)	455,000		59,052	395,948	August
Public Works	Fleet and Transit Equipment	2020	994200209	994200209 - Ice Machines (1)	100,000			100,000	June
Public Works	Fleet and Transit Equipment	2020	994200210	994200210 - Single Axle Trucks (4)	536,408		536,314	94	July
Public Works	Fleet and Transit Equipment	2020	994200211	994200211 - Tandem Axle Trucks (4)	1,160,000		1,130,752	29,248	August
Public Works	Fleet and Transit Equipment	2020	994200214	994200214 - Trailers (1st)	10,000			10,000	July

Active Capital Projects Ongoing (Resuming May-August, 2020)

Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Public Works	Fleet and Transit Equipment	2020	994200216	994200216 - Grader (2nd)	75,000	31,064		43,936	June
Public Works	Fleet and Transit Equipment	2020	994200220	994200220 - Sidewalk Machine (2nd)	175,000			175,000	May
Public Works	Public Works Facilities	2020	991200102	991200102 - BR Material Storage Structure	250,000			250,000	May

APPENDIX B

Active Capital Projects Deferred to Fall 2020 (Resuming September-December, 2020)

Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Community Services	Building and Property Equipment	2019	953190202	953190202 - 68 Lindsay St N - Furniture	436,000	566,091		(130,091)	September
Community Services	Building and Property Facilities	2020	953200104	953200104 - Electrical Systems	50,000	175		49,825	September
Community Services	Building and Property Facilities	2020	953200301	953200301 - Bobcaygeon Library M/Y 2020-21	1,000,000			1,000,000	September
Community Services	Cemetery Siteworks	2020	950200502	950200502 - Fencing & Gates	20,000			20,000	September
Community Services	Parkland Facilities	2020	950200201	950200201 - Garnet Graham Park Washrooms	470,000			470,000	September
Community Services	Parkland Facilities	2020	950200202	950200202 - Omemee Beach Shelter Pad	20,000			20,000	September
Community Services	Parkland Siteworks	2020	950200105	950200105 - Wilson Estate Parkland Program	110,000			110,000	September
Community Services	Recreation Equipment	2020	950200404	950200404 - Arena Cleaning Equipment	10,000			10,000	October
Community Services	Recreation Equipment	2020	950200405	950200405 - Arena/Community Hall Furniture	10,000			10,000	November
Community Services	Recreation Facilities	2020	950200303	950200303 - LRC Washrooms Renovations	15,000			15,000	October
Community Services	Recreation Facilities	2020	950200309	950200309 - Dalton CC Access Upgrades	20,000			20,000	November
Corporate Services	IT Equipment	2017	928171901	928171901 - Purchase Parks & Rec Software	180,000	147,543		32,457	September
Corporate Services	IT Equipment	2019	928190101	928190101 - Server Hardware 2019	133,000	134,681		(1,681)	September
Corporate Services	IT Equipment	2019	928190102	928190102 - Data Communications 2019	80,000	73,694		6,306	September
Corporate Services	IT Equipment	2019	928190104	928190104 - Disaster Recovery M/Y 2019-20	150,000	79,709	10,000	60,291	September
Corporate Services	IT Equipment	2019	928190105	928190105 - Data Communications Acquisition	37,000			37,000	September
Corporate Services	IT Equipment	2019	928190106	928190106 - Client Hardware Acquisitions	75,000	2,060		72,940	September
Corporate Services	IT Equipment	2020	928200101	928200101 - Server Hardware	70,000			70,000	October
Corporate Services	IT Equipment	2020	928200103	928200103 - Client Hardware	155,000	3,053	21,332	130,615	October
Corporate Services	IT Equipment	2020	928200104	928200104 - Data Com 710 Cameron Rd	30,000			30,000	October
Engineering	Airport Capital Plan	2018	987180301	987180301 - Airport Capital Plan	35,000	31,930		3,070	September
Engineering	Airport Capital Plan	2019	987190301	987190301 - Airport Capital Plan M/Y 2018-20	45,000	25,419	20,500	(919)	September
Engineering	Airport Facilities	2019	987190202	987190202 - GPS Approach Signals	13,000	2,198		10,802	October
Engineering	Bridges	2019	983190103	983190103 - Lindsay St Fenelon - Design	75,000	5,080		69,920	October
Engineering	Bridges	2019	983190104	983190104 - Ballyduff Rd - Design	40,000	8,777	29,841	1,382	September
Engineering	Bridges	2019	983190105	983190105 - Hartley Rd - Design	84,000	10,532	28,086	45,382	October
Engineering	Bridges	2019	983190106	983190106 - Black River Rd - Design	51,000	3,814	57,698	(10,512)	November
Engineering	Bridges	2019	983190107	983190107 - St Mary's Bridge - Design	0	61,715	87,897	(149,612)	October
Engineering	Bridges	2020	983200101	983200101 - St Mary's Bridge - Replacement	672,000	5,035		666,965	September
Engineering	Culverts	2019	983190203	983190203 - CKL Rd 8 - Replace	73,750			73,750	September
Engineering	Culverts	2020	983200201	983200201 - CKL Rd 36 Emily Creek Culvert	360,000			360,000	September
Engineering	Landfill Siteworks	2017	997170201	997170201 - Lin-Ops Compost Pad Relocation	700,000	393,279	10,514	296,207	October
Engineering	Landfill Siteworks	2020	997200101	997200101 - Somerville LF Cell 2A/B Cover	660,000	2,044	66,647	591,309	October
Engineering	Urban/Rural Reconstruction	2016	983160608	983160608 - Murray Street	100,000	22,969		77,031	October
Engineering	Urban/Rural Reconstruction	2016	983160609	983160609 - Ellice Street	65,000	37,398		27,602	October
Engineering	Urban/Rural Reconstruction	2016	983160610	983160610 - Elliot Street	45,000	23,476		21,524	October
Engineering	Urban/Rural Reconstruction	2017	983170305	983170305 - Canal (Sherwood to CKL 36)	100,000	76,126	7,542	16,332	October
Engineering	Urban/Rural Reconstruction	2018	983180308	983180308 - Cameron Rd (N Limit Cam-Hwy35)	40,000	37,051	27,492	(24,543)	October
Engineering	Urban/Rural Reconstruction	2018	983180309	983180309 - Colborne St (Fen River-Bond)FF	76,000	48,868	33,266	(6,135)	October
Engineering	Urban/Rural Reconstruction	2018	983180310	983180310 - King St (Sturgeon-PigeonCreek)	50,000	12,964	142,682	(105,646)	October
Engineering	Urban/Rural Reconstruction	2018	983180311	983180311 - Hillside Dr (CKL36-Logie)	60,000	37,671	11,972	10,357	October
Engineering	Urban/Rural Reconstruction	2018	983180313	983180313 - St Peter St (S End - Bay)	25,000	322		24,678	September
Engineering	Urban/Rural Reconstruction	2018	983180314	983180314 - Kent St W/Angeline Intersect	120,000	33,675	45,635	40,690	November
Engineering	Urban/Rural Reconstruction	2018	983180315	983180315 - Colborne / Angeline Interstion	255,000	38,225	45,635	171,140	October
Engineering	Urban/Rural Reconstruction	2018	983180316	983180316 - Colborne St W (Angeline-Hwy35)	85,000	109,384	122,057	(146,442)	October

Active Capital Projects Deferred to Fall 2020 (Resuming September-December, 2020)

Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Engineering	Urban/Rural Reconstruction	2020	983200304	983200304 - Lindsay St Design Russell-Mary	150,000		11,250	138,750	September
Engineering	Urban/Rural Reconstruction	2020	983200305	983200305 - William St Design Colborne-OrP	90,000		9,950	80,050	September
Engineering	Urban/Rural Reconstruction	2020	983200306	983200306 - St James Desgin Riverview-Domi	75,000			75,000	September
Engineering	Urban/Rural Reconstruction	2020	983200307	983200307 - Dominion Design St George-End	40,000	1,703		38,297	September
Engineering	Urban/Rural Reconstruction	2020	983200308	983200308 - St Patrick Design Queen-End	90,000		9,950	80,050	September
Engineering	Urban/Rural Reconstruction	2020	983200309	983200309 - Colborne St/Angeline Intersect	500,000			500,000	September
Engineering	Wastewater Treatment	2018	998180506	998180506 - Bob WPCP Clarifier Gearbox	35,000	1,479	54,757	(21,237)	September
Engineering	Wastewater Treatment	2019	998190202	998190202 - Omemee WCPC Alum Storage	92,000			92,000	September
Engineering	Wastewater Treatment	2020	998200201	998200201 - Lindsay WPCP	22,400,000			22,400,000	September
Engineering	Wastewater Treatment	2020	998200205	998200205 - King's Bay WWTP	35,000			35,000	September
Engineering	Wastewater Treatment	2020	998200206	998200206 - Fenelon Falls WPCP Scum Pit	40,000			40,000	September
Engineering	Water Treatment	2020	998200101	998200101 - Pinewood WTP High-Lift Header	38,000	2,259		35,741	November
Engineering	Water Treatment	2020	998200105	998200105 - Lindsay WTP Containment Tanks	120,000			120,000	September
Engineering	WWW Distribution/Collection	2016	998160801	998160801 - Elliot St Watermain Replace	14,750	16,248		(1,498)	November
Engineering	WWW Distribution/Collection	2016	998160802	998160802 - Murray St Watermain Replace	26,500	19,005		7,495	November
Engineering	WWW Distribution/Collection	2016	998160803	998160803 - Ellice St Watermain Replace	23,150	24,704		(1,554)	November
Engineering	WWW Distribution/Collection	2017	998170101	998170101 - Canal St Watermain East	44,000	5,294	20,014	18,693	October
Engineering	WWW Distribution/Collection	2017	998170102	998170102 - Canal St Watermain West	2,000	146		1,854	October
Engineering	WWW Distribution/Collection	2018	998180308	998180308 - Colborne St W Mains (Design)	200,000	75,849	7,156	116,995	September
Engineering	WWW Distribution/Collection	2018	998180309	998180309 - King St Mains (Design)	150,000	16,674		133,326	September
Engineering	WWW Distribution/Collection	2018	998180311	998180311 - Angeline/Kent Inter Mains(Des)	24,000	5,666	33,249	(14,915)	November
Engineering	WWW Distribution/Collection	2018	998180312	998180312 - Colborne St Mains FF (Design)	86,000	14,420	27,723	43,857	November
Engineering	WWW Distribution/Collection	2018	998180313	998180313 - Hillside Dr Mains (Design)	42,000	10,872	11,822	19,306	November
Engineering	WWW Distribution/Collection	2019	998190308	998190308 - Riverview Rd Mains	60,000	8,329	442	51,229	October
Engineering	WWW Distribution/Collection	2019	998190309	998190309 - Pottinger St Mains	78,000	9,509		68,491	October
Engineering	WWW Distribution/Collection	2019	998190312	998190312 - Lindsay St N SPS Pumps	62,000	2,970	44,977	14,054	November
Engineering	WWW Distribution/Collection	2020	998200304	998200304 - Bobcaygeon - Main St Bridges	40,000			40,000	October
Engineering	WWW Distribution/Collection	2020	998200305	998200305 - Lindsay St Mains Design	100,000			100,000	October
Engineering	WWW Distribution/Collection	2020	998200306	998200306 - William St Mains - Design	100,000	3,961		96,039	October
Engineering	WWW Distribution/Collection	2020	998200307	998200307 - William St Sewer - Design	100,000	5,170		94,830	October
Engineering	WWW Distribution/Collection	2020	998200308	998200308 - St Patrick St Mains - Design	80,000			80,000	October
Engineering	WWW Distribution/Collection	2020	998200309	998200309 - Huron St Mains - Design	90,000	6,370	24,392	59,238	October
Engineering	WWW Distribution/Collection	2020	998200310	998200310 - Lindsay St Watermain - Design	50,000			50,000	October
Engineering	WWW Distribution/Collection	2020	998200313	998200313 - Woodville Elevate Storage Tank	88,000			88,000	September
Engineering	WWW Distribution/Collection	2020	998200314	998200314 - Thornhill Reservoir Fire/Pump	20,000	941		19,059	September
Engineering	WWW Special Studies/Projects	2019	998190401	998190401 - Lindsay WTP Air Floatation Sys	140,000	13,765	102,588	23,647	September
Fire Service	Fire Equipment	2017	932171001	932171001 - SCBA Equipment M/Y 2017-20	1,750,000			1,750,000	October
Fire Service	Fire Equipment	2018	932180305	932180305 - Telecommunications Equipment	40,000	35,748		4,252	October
Fire Service	Fire Equipment	2020	932200301	932200301 - Misc Fire Equipment	65,000			65,000	November
Fire Service	Fire Equipment	2020	932200304	932200304 - Telecommunicaiton Equip	40,000			40,000	December
Fire Service	Fire Facilities	2013	932130701	932130701 - Central Training Facility	75,000	427		74,573	September
Fire Service	Fire Facilities	2018	932180101	932180101 - Cameron Fire Hall Repairs	10,000	9,865		135	October
Fire Service	Fire Facilities	2018	932180102	932180102 - Dunsford Fire Hall Repairs	10,000			10,000	October
Fire Service	Fire Facilities	2018	932180103	932180103 - Kinmount Fire Hall Repairs	60,000	50,445		9,555	October
Fire Service	Fire Facilities	2019	932190103	932190103 - Fire Hall Driveway/Parking Lot	30,000			30,000	September
Fire Service	Fire Facilities	2020	932200101	932200101 - Dunsford FH Building Envelope	30,000			30,000	October
Fire Service	Fire Facilities	2020	932200102	932200102 - Kirkfield FH Entrance/Retain W	26,000			26,000	October

Active Capital Projects Deferred to Fall 2020 (Resuming September-December, 2020)

Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Fire Service	Fire Facilities	2020	932200103	932200103 - Omemee FH Entrance	15,000			15,000	October
Fire Service	Fire Facilities	2020	932200104	932200104 - Norland FH Drainage System	25,000			25,000	October
KL Police Service	KL Police Service	2020	942200401	942200401 - KLPS Replace Vehicles	82,707	31,317		51,390	September
KL Police Service	KL Police Service	2020	942200501	942200501 - KLPS Radio Systems	89,150			89,150	September
Paramedic Service	Paramedic Equipment	2019	938190302	938190302 - Ambulance Equipment 2019	85,000	72,265		12,735	September
Paramedic Service	Paramedic Equipment	2020	938200302	938200302 - Cardiac Monitors (4)	150,000			150,000	October
Paramedic Service	Paramedic Equipment	2020	938200303	938200303 - Vehicle Computers (6)	40,000			40,000	October
Public Works	Fleet and Transit Equipment	2020	994200204	994200204 - Tractors (1st)	30,000			30,000	September
Public Works	Fleet and Transit Equipment	2020	994200213	994200213 - Sidewalk Machines (1st)	25,000			25,000	September
Public Works	Fleet and Transit Equipment	2020	994200215	994200215 - Hot Boxes (6)	360,000			360,000	September
Public Works	Fleet and Transit Equipment	2020	994200217	994200217 - Tractor (2nd)	50,000			50,000	September
Public Works	Fleet and Transit Equipment	2020	994200218	994200218 - Tractor (3rd)	50,000			50,000	September
Public Works	Fleet and Transit Equipment	2020	994200219	994200219 - Cars (2nd)	27,500			27,500	September
Public Works	Fleet and Transit Equipment	2020	994200221	994200221 - Sidewalk Machine (3rd)	175,000			175,000	September
Public Works	Fleet and Transit Equipment	2020	994200222	994200222 - Trailer (2nd)	10,000			10,000	November
Public Works	Public Works Facilities	2020	991200101	991200101 - Carden Roads Depot Roof	80,000			80,000	October
Public Works	Public Works Facilities	2020	991200103	991200103 - Fleet Depot - Roof & HVAC Sys	300,000			300,000	October
Public Works	Public Works Facilities	2020	991200104	991200104 - Lindsay Depot - Fuel Security	10,000			10,000	November
Public Works	Public Works Facilities	2020	991200105	991200105 - Fleet Depot - Fuel Security	10,000			10,000	November
Public Works	Public Works Facilities	2020	991200106	991200106 - Emily Depot - Fuel Security	10,000			10,000	November
Public Works	Public Works Facilities	2020	991200107	991200107 - Bobcaygeon Depot Fuel Security	10,000			10,000	November
Public Works	Public Works Facilities	2020	991200108	991200108 - Coboconk Depot - Fuel Security	10,000			10,000	November
Public Works	Transit Siteworks	2020	994200101	994200101 - Transit Stops	30,000			30,000	December

APPENDIX C

Active Capital Projects Deferred to 2021 (Resuming in 2021)									
Department	Capital Program	Year	Capital Project ID	Capital Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Community Services	Building and Property Equipment	2020	953200202	953200202 - KL Police Building Furniture	33,000			33,000	2021
Community Services	Building and Property Facilities	2020	953200102	953200102 - Library Access Points	26,000			26,000	2021
Community Services	Building and Property Facilities	2020	953200601	953200601 - Fenelon Falls Museum M/Y 20-21	100,000			100,000	2021
Community Services	Cemetery Siteworks	2020	950200501	950200501 - Monuments	30,000			30,000	2021
Community Services	Cemetery Siteworks	2020	950200503	950200503 - Internal Roadways & Buildings	20,000			20,000	2021
Community Services	Parkland Siteworks	2020	950200101	950200101 - Playgrounds	72,000			72,000	2021
Community Services	Parkland Siteworks	2020	950200102	950200102 - Sportsfields	70,000			70,000	2021
Community Services	Parkland Siteworks	2020	950200104	950200104 - Lindsay Trail System	40,000			40,000	2021
Community Services	Recreation Equipment	2020	950200402	950200402 - Small Equipment	20,000			20,000	2021
Community Services	Recreation Facilities	2020	950200302	950200302 - LRC HVAC System Design	50,000			50,000	2021
Community Services	Recreation Facilities	2020	950200304	950200304 - Bobcaygeon Arena Parking Lot	100,000			100,000	2021
Community Services	Recreation Facilities	2020	950200601	950200601 - Ops Arena & CC - M/Y 2020-21	7,250,000			7,250,000	2021
Corporate Services	IT Equipment	2015	928151500	928151500 - ERP System (928151501-928151520)	3,200,218	3,057,642	21,794	120,782	2021
Corporate Services	IT Equipment	2020	928200102	928200102 - Data Communications	61,000	18,515		42,485	2021
Engineering	Airport Siteworks	2020	987200301	987200301 - Runway 03/21 - M/Y 2020-21	100,000			100,000	2021
Engineering	Airport Siteworks	2020	987200401	987200401 - Runway 13/31 - M/Y 2020-24	50,000			50,000	2021
Engineering	Bridges	2020	983200102	983200102 - CKL Rd 35 Canal Bridge Design	60,000	822		59,178	2021
Engineering	Bridges	2020	983200103	983200103 - Fish Hawk Rd Bridge - Design	70,000	77		69,923	2021
Engineering	Landfill Siteworks	2020	997200102	997200102 - Fenelon LF Phase 2 Base Grade	44,000		33,625	10,375	2021
Engineering	Landfill Siteworks	2020	997200103	997200103 - Fencing - L-Ops LF & L WPCP	42,000			42,000	2021
Engineering	Parking Lots	2020	983201201	983201201 - William St Parking Lot	15,000			15,000	2021
Engineering	Traffic Signals	2019	983191101	983191101 - CKL Rd 121 Pedestrian Signal	70,000	6,375		63,625	2021
Engineering	Traffic Signals	2019	983191102	983191102 - Logie/Lindsay Traffic Signal	45,000			45,000	2021
Engineering	Traffic Signals	2020	983201101	983201101 - Traffic Light Component	65,000			65,000	2021
Engineering	Urban/Rural Reconstruction	2017	983170308	983170308 - Porter Road	70,000	24,377	25,484	20,139	2021
Engineering	Wastewater Treatment	2018	998180301	998180301 - Lindsay Area 6 Mains (Design)	681,000	350,744	4,936	325,320	2021
Engineering	Wastewater Treatment	2020	998200202	998200202 - Fencing Lindsay Landfill/WPCP	42,000			42,000	2021
Engineering	Wastewater Treatment	2020	998200204	998200204 - Omemee LSSDS Lagoon Fencing	73,000			73,000	2021
Engineering	Water Treatment	2020	998200102	998200102 - Bobcaygeon WTP Flooring	44,000			44,000	2021
Engineering	WWW Distribution/Collection	2017	998170504	998170504 - Ridout Sanitary Pump STN	250,000			250,000	2021
Fire Service	Fire Equipment	2019	932190305	932190305 - Telecommunications Equip 2019	40,000			40,000	2021
Fire Service	Fire Fleet	2020	932200201	932200201 - EVT/Maintenance Truck	225,000			225,000	2021
Fire Service	Fire Fleet	2020	932200202	932200202 - Rehab Truck	225,000			225,000	2021

APPENDIX D

2020 Special Projects								
Department	Division	Special Project ID	Special Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Active Special Projects Ongoing (May-August 2020)								
CAO	Administration	921202401	921202401-Eastern Ontario Rural Network - Broadband	179,000			179,000	August
CAO	Administration	921202501	921202501-Community Safety and Well-Being Plan	25,000			25,000	August
CAO	Administration	921202601	921202601-911 Network Upgrade	250,000	40,027		209,973	May
Community Services	Building and Property	921200301	921200301-322 Kent Street Relocation	200,000	8,403		191,597	May
Community Services	Building and Property	921200401	921200401-Coboconk Medical Centre	37,500	5,597		31,903	May
Community Services	Parks and Recreation	921201201	921201201-Brine Filter Replacement	24,000			24,000	July
Community Services	Parks and Recreation	921202001	921202001-Accessibility Audits	25,000			25,000	July
Community Services	Parks and Recreation	921201801	921201801-Playground Inspection/Repair Program	15,000			15,000	June
Community Services	Parks and Recreation	921202201	921202201-Community Wells - Deficiencies	30,000	1,145		28,855	June
Community Services	Parks and Recreation	921201301	921201301-VRTC Trail Maintenance	100,000	52		99,948	May
Community Services	Parks and Recreation	921201901	921201901-Building Design/Audits	15,000	1,933		13,067	May
Corporate Services	Information Technology	921202901	921202901-Password Reset Software	15,000			15,000	July
Corporate Services	Information Technology	921202801	921202801-Municipal 511	10,000			10,000	June
Corporate Services	Information Technology	921203001	921203001-Upgrade POA ICON Gateway	3,500			3,500	June
Development Services	Economic Development	921203701	921203701-2020 International Plowing Match	100,000			100,000	June
Development Services	Planning	921203401	921203401-Rural Zoning By-Law Review and Consolidation	90,000			90,000	May
Development Services	Planning	921203501	921203501-Secondary Plans and Aggregate Policy Study	100,000			100,000	May
Engineering	Corporate Assets	921204001	921204001-Asset Management Plan	80,000			80,000	August
Engineering	Technical Services	921204201	921204201-Bridge Structures Study	150,000			150,000	June
Public Works	Roads Operations	921204701	921204701-Structural Inspection of Sand Domes	50,000			50,000	May

2020 Special Projects								
Department	Division	Special Project ID	Special Project	Budget	Spending to Date	Committed Spending	Remaining Budget	Resume Date
Active Special Projects Deferred to Fall 2020 (Sept - December 2020)								
Community Services	Building and Property	921200601	921200601-Energy Audits	15,000			15,000	November
Community Services	Building and Property	921200501	921200501-Decommissioning/Disposal Plans	25,000			25,000	October
Community Services	Building and Property	921200101	921200101-Recommissioning Initiatives	25,000	146		24,854	September
Community Services	Building and Property	921200201	921200201-Building Improvements	45,000			45,000	September
Community Services	Building and Property	921200701	921200701-Accessibility Audits	25,000	58		24,942	September
Community Services	Building and Property	921200801	921200801-Roof Assessments	10,000			10,000	September
Community Services	Building and Property	921200901	921200901-Lindsay Library Condition Assessment	20,000			20,000	September
Community Services	Parks and Recreation	921202301	921202301-Coboconk Wharf Assessment	60,000			60,000	October
Community Services	Parks and Recreation	921201001	921201001-Pool Upgrades	30,000	3,000		27,000	September
Community Services	Parks and Recreation	921201101	921201101-Arena Upgrades	20,000			20,000	September
Community Services	Parks and Recreation	921201401	921201401-Tree Replacement Program	25,000			25,000	September
Community Services	Parks and Recreation	921201501	921201501-Tree Replacement - Ash Trees re: EAB	25,000			25,000	September
Community Services	Parks and Recreation	921201601	921201601-Beautification Projects	25,000			25,000	September
Community Services	Parks and Recreation	921202101	921202101-Roof Assessments	15,000			15,000	September
Corporate Services	Information Technology	921202701	921202701-Locate Software	30,000			30,000	November
Development Services	Economic Developmnet	921203801	921203801-Cultural Centre Feasibility Study	50,000			50,000	September
Development Services	Planning	921203201	921203201-Growth Management Strategy	100,000			100,000	November
Development Services	Planning	921203301	921203301-Active Transportation Master Plan	100,000			100,000	November
Development Services	Planning	921203601	921203601-Commercial Lands Supply and Policy Review	100,000			100,000	November
Engineering	Corporate Assets	921204401	921204401-Waste Management Site Capital Needs Assessment	100,000			100,000	October
Engineering	Corporate Assets	921204501	921204501-Waste Management EA Preparation Study	200,000			200,000	October
Engineering	Corporate Assets	921204601	921204601-Community Benefits Charges Strategy	30,000			30,000	October
Paramedic Service		921203901	921203901-Paramedic Deployment Review and Master Plan	100,000			100,000	September
Active Special Projects Deferred to 2021								
Community Services	Parks and Recreation	921201701	921201701-Fencing Requirements	25,000			25,000	2021
Corporate Services	Information Technology	921203101	921203101-Process Mapping Software	90,500			90,500	2021
Engineering	Airport	921204101	921204101-Airport Capital Plan	55,000			55,000	2021
Engineering	Technical Services	921204301	921204301-City Wide Speed Reduction	57,585			57,585	2021

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number ED2020-009

Meeting Date: June 9, 2020

Title: Proposed Old Mill Area Heritage Conservation District Study

Description: Proposed Heritage Conservation District Study in the Old Mill Neighbourhood of Lindsay

Ward Number: 5 and 7

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

Recommendation(s):

That Report ED2020-009 **Proposed Old Mill Heritage Conservation District Study**, be received;

That staff be authorized to proceed with a Heritage Conservation District Study of the Old Mill neighbourhood in Lindsay;

That the Old Mill Heritage Conservation District Study area be within the boundary identified in Appendix C to Report ED2020-009; 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 its meeting of May 15, 2018, Council received a deputation from a representative of the Old Mill neighbourhood in Lindsay requesting that Council designate the area as a heritage conservation district (HCD). The area proposed as a potential district included the area bounded by the Scugog River and Lindsay Street South, to the east of downtown Lindsay. In response to the deputation, Council passed the following motion:

CR2018-300

Moved By Councillor Stauble

Seconded By Councillor Strangway

That the deputation of John Ireland, regarding **Request for Designation of Old Mill Heritage Conservation District**, be received and referred to staff for a report back to Council.

Carried

Under Part V of the Ontario Heritage Act, Council may designate an area of the municipality as a heritage conservation district but the Act also outlines a process which must take place in order for this to occur. The first step to designating a district is undertaking a study of the area as outlined under Section 40 of the Act. Councils are also required to consult with their municipal heritage committee prior to commencing a study. The municipal heritage committee will make a recommendation to Council regarding the suitability of the area for a heritage conservation district study.

Staff advised the deputant of the process required by the Act and that he should make a deputation to the Kawartha Lakes Municipal Heritage Committee to initiate the study.

A deputation was made to the Municipal Heritage Committee at its meeting of October 3, 2019 and it was suggested that the boundaries of the proposed HCD study be expanded to include areas of Lindsay east of the Scugog River. The expanded area included the entirety of the Purdy Land Tract, Lots 20 and 21 in Concession 6, Ops Township which were granted to William Purdy in 1828 and have historical importance in the development of Lindsay. The Purdy Land Tract includes the original proposed study area. At its meeting, the Municipal Heritage Committee adopted the following resolution:

KLMHC2019-33

Moved By R. Macklem

Seconded By A. Adare

That the Kawartha Lakes Municipal Heritage Committee recommends to Council that a Heritage Conservation District study be undertaken of the

Old Mill neighbourhood in Lindsay with study boundaries consisting of the original Purdy Land Tract.

Carried

Staff undertook preliminary research to determine the feasibility of the full extent of area proposed for study in the Committee's resolution, which was larger than the area initially proposed in the May 2018 deputation to Council. While it was clear that a portion of the area was suitable for an HCD study because of its large concentration of nineteenth and early twentieth century homes, it was also found that a significant portion of this area was not suitable because it was developed in the mid- to late-twentieth century and does not have historic continuity with the nineteenth century core of the proposed study area. Furthermore, staff were of the opinion that the boundary proposed in October 2019 was too large to feasibly undertake a focused heritage conservation district study. The Municipal Heritage Committee was presented with two revised study area boundaries at their meeting of February 6, 2020 and, after reviewing the alternatives, adopted the following resolution:

KLMHC2020-12

Moved By A. Adare

Seconded By M. Sloboda

That Report KLMHC2020-05, **Proposed Old Mill Heritage Conservation District Study**, be received;

That the Municipal Heritage Committee recommends the commencement of a heritage conservation district study in the Old Mill area of Lindsay;

That the Municipal Heritage Committee endorse Boundary Alternative 1 attached in Appendix B as the boundary for the proposed heritage conservation district study; and

That this recommendation be forwarded to Council for approval.

Carried

This report addresses that direction.

Rationale:

HCD Designation Process

Heritage conservation districts are areas which have a unique sense of place and, as a group of related elements, retain an important historic character through their combination of buildings, structures and landscape features. They can be designated by local municipalities under Part V of the Ontario Heritage Act. The process for designating HCDs is outlined by the Act and has two

phases: a study phase and a plan phase. The first phase is a study which must be initiated by Council. The goal of the study is to determine if an area is suitable for designation as a heritage conservation district and to provide the background information which will eventually inform the development of an HCD plan. Subsection 40(2) of the Act states that:

- (2) A study under subsection (1) shall,
- (a) Examine the character and appearance of the area that is the subject of the study, including buildings, structures and other property features of the area, to determine if the area should be preserved as a heritage conservation district;
 - (b) Examine and make recommendations of the boundaries of the area to be designated;
 - (c) Consider and make recommendations as to the objectives of the designation and the content of the heritage conservation district plan required under section 41.1;
 - (d) Make recommendations as to any changes that will be required to the municipality's official plan and to any municipal by-laws, including any zoning by-laws.

Council must also consult with its heritage committee prior to the initiation of a study. The Kawartha Lakes Municipal Heritage Committee has reviewed the proposed study area and endorses the initiation of an HCD study.

The second phase of designating an HCD is the creation of a Heritage Conservation District Plan. This phase only begins once the study is complete and presented to both the heritage committee and Council. The plan outlines the guidelines for the long term preservation of the district. A flowchart outlining the full process of Heritage Conservation District designation is attached as Appendix A and an FAQ sheet is attached as Appendix B. Should a study of this area be undertaken, a report will be presented to Council prior to the initiation of the plan phase which outlines the study's findings and makes recommendations regarding next steps. At that point, Council can choose whether to proceed with the preparation of a heritage conservation district plan and the designation of all or part of the area as an HCD.

One of the important aspects of the study phase is the establishment of the boundaries of the proposed HCD. The boundaries are established by examining a variety of factors including historic land use, the extent of historic buildings and physical features such as roads, rivers, or natural boundaries which may be used to delineate the edge of the district. The goal is to designate a district that has a cohesive history and which can be appropriately managed through a single plan. From preliminary investigation, it is unlikely that a future HCD in the Old Mill area will include the entirety of the proposed study area because of the diversity of

properties within it. However, establishing the final boundaries of the district can only be determined through a fulsome study.

The Act mandates that a municipality must hold at least one public meeting during the plan phase. There is no requirement for public consultation during the study. However, it is accepted best practice that successful district studies include a significant aspect of public consultation to involve the community in the study process, to promote transparency, and to create a more robust and complete picture of the local area which is informed by the individuals and businesses who live and work there. The two previous HCD studies undertaken in Kawartha Lakes involved several public meetings and forums throughout the study process and it is recommended that this also occur as part of future HCD studies. Should Council endorse the proposed HCD study, meetings will be held for residents and property owners in the local neighbourhood throughout the study phase so that they can be informed and involved. In the current climate of social distancing due to the COVID-19 pandemic, a significant amount of consultation will be undertaken remotely and staff are working to develop public consultation processes and mechanisms which will both allow for robust consultation and ensure increased health and safety measures for both staff and members of the public.

Under section 40.1 of the Act, a municipality may pass an interim control by-law for a heritage conservation district study area which can be in place for up to one year. This allows the municipality to prohibit or set limitations with regard to the alteration, construction or demolition of properties located in the study area. The passing of a by-law to establish the study area and set limitations on change is optional and not required for undertaking an HCD study or, eventually, designating an HCD. The benefit of passing an interim control by-law is that it can prevent large scale change and development without review while the study is being undertaken and provides a formal mechanism under the Act for notifying owners that the area in which their property is located is being studied as a potential heritage conservation district. The drawback is that this by-law can be appealed which can significantly delay the commencement of a study. It also places a significant workload on staff and may cause confusion for property owners. Staff are recommending that Council does not pass an interim control by-law because this area is not under the immediate threat of development and major change. Property owners will still be formally notified that an HCD study is going to take place, as is best practice, and will be invited to participate in the process. Should these conditions change, however, Council may choose to pass such a by-law at any point during the study phase.

Endorsement of commencing the study does not commit Council to eventually designating all or part of the area as an HCD. The area would be officially designated only after the creation of a heritage conservation district plan, dependent on the results of the study, and the passage of a designating by-law by Council. Endorsing the study only directs staff to examine the area for its

potential as a district and to present a report and recommendations based on the findings of the study back to Council when the study is complete.

Heritage Conservation Districts in Kawartha Lakes

The City of Kawartha Lakes designated its first two HCDs in 2017: Downtown Lindsay HCD in Lindsay and Oak Street HCD in Fenelon Falls. These two districts were established in response to recommendations from the Heritage Master Plan which was received by Council in 2012 and adopted in 2016. This Plan identified the creation of HCDs as an important step towards increasing and supporting heritage conservation in the municipality. Studies were prepared by a consultant with funding from the OMAFRA RED program beginning in 2015 and the recommendation to proceed with designation of the two areas as HCDs was brought forward to Council in 2016. As per the requirements of the Ontario Heritage Act, an HCD Plan was prepared for each area and designation by-laws passed and served on the owners of properties located within the two districts and on the Ontario Heritage Trust.

As part of the Downtown Lindsay study phase, the neighbourhood east of Lindsay Street and west of the river was identified by both the consultants and the community as an area which also merited study as a potential HCD because of its historic importance in the development of Lindsay in the nineteenth century and its intact landscape of historic properties. Members of the local community have since requested that the area be subject to a study as the first step towards designation as an HCD. The Municipal Heritage Committee supports the request for a study of this area to be undertaken but is recommending a reduced boundary for the area from that proposed by community representatives in October 2019 which is both more feasible and excludes portions of the Purdy Land Tract which are primarily newer development. The proposed study area boundary includes only land on the west side of the Scugog River and aligns with the area originally requested in the May 2018 deputation. A map of the proposed study area is attached as Appendix C.

Prior to bringing this recommendation forward to Council, staff have undertaken preliminary research to determine whether or not this study boundary is appropriate. From preliminary investigation, the recommended study area has a number of specific characteristics which may make it eligible for future designation as a district and which make a heritage conservation district study warranted. These include its cohesiveness as a primarily residential neighbourhood, its concentration of historic properties, and its importance as the original settlement site of Purdy's Mills. A full heritage conservation district study will provide a clear and comprehensive overview of the history of the area, a built form analysis of the existing structures and neighbourhood, proposed boundaries, recommended objectives for designation, and legislative and policy direction as required by subsection 40(2) of the Act. The boundaries of a final district may be smaller than the proposed study area dependent on the results of the study.

Although the studies for the first two HCDs in Kawartha Lakes were prepared by an external consultant, staff are recommending that this study be undertaken internally. Since the establishment of the two HCDs in 2017, the City has established a new full-time position in Economic Development specifically to undertake heritage planning within the municipality. Given the increased staff capacity and expertise for undertaking this work, it is feasible that this study be undertaken internally without the use of an external consultant. The preparation of HCD studies and plans internally by heritage staff with appropriate expertise to do so is an increasing trend in municipal heritage planning in Ontario. Should Council eventually decide to proceed with the creation of an HCD plan for the area and subsequent designation, the municipality now also has the staff capacity to support the administration of an additional HCD.

Overview of the Proposed Study Area

The proposed study area forms part of a tract of land which was originally granted by the Crown to early settler William Purdy in 1828. The land, which was comprised of Lots 20 and 21, Concession 6 in the geographic township of Ops, was granted on the condition that Purdy construct a sawmill to serve the newly surveyed township. By 1830, Purdy had constructed a mill which became a key structure in the local area as settlers travelled significant distances to have their grain ground into flour. A small settlement soon developed between what is now Lindsay Street and the Scugog River. Purdy's Mills, as the area was known, became an important centre in the local area and eventually, formed the nucleus of the Town of Lindsay which was incorporated in 1857. By 1860, the area had been surveyed into residential lots and construction began on more houses. The area continued to develop around the river and the mill site throughout the late nineteenth and early twentieth century into a primarily residential area with a number of industrial developments along the river and the St. Mary's Roman Catholic Church precinct centrally located on Russell Street East.

The proposed study area is bounded by the Scugog River to the north and east, Lindsay Street to the west, and Durham Street to the south. In total, it includes 446 properties, including two parks which are municipally-owned. Of those properties, 5 are already designated individually under Part IV of the Act. The individually designated properties in this area are:

- 9 Glenelg Street East
- 10 Russell Street East
- 12 Russell Street East
- 29 Russell Street East (St. Mary's Catholic Church)
- 45 Russell Street East

The majority of the study area is comprised of residential properties which are primarily single detached homes dating to the nineteenth and early twentieth century. Because of its location along the Scugog River, it also encompasses

parkland and greenspace along the waterway. Its key institutional feature is the church which, along with its precinct, form a significant portion of the proposed study area and includes both historic and contemporary buildings.

Along Lindsay Street South, there is a jog in the study area boundary to exclude three properties: 2 Lindsay Street South (the Academy Theatre), 8 Lindsay Street South, and 20 Lindsay Street South. These properties are excluded from the proposed study area because they are already included in the Downtown Lindsay Heritage Conservation District and HCD boundaries cannot overlap.

The proposed study area is bordered by a portion of the Trent Severn Waterway and Lock 33. This property is owned by the federal government (Parks Canada) and would necessarily be excluded from any future Heritage Conservation District Plan, should the outcome of the study recommend that all or part of the area be designated as an HCD. However, this property will form an important part of the overall study because it is a key aspect of the historic landscape of the local area.

One of the primary historic features in the proposed study area is the Old Mill itself, which is located in Old Mill Park on Kent Street East and is owned by the municipality. This property is not designated under the Act but is a significant historic property in Lindsay and an important, defining landmark in this area. One concern raised by the Municipal Heritage Committee was whether or not an HCD designation would allow the Old Mill site to be redeveloped as explored in the past by various individuals and working groups. An HCD designation would not prevent the redevelopment or reuse of this site in the future for other uses, but would provide architectural guidelines to ensure that any new construction was compatible with the historic nature of the site and complementary to the local neighbourhood.

Impact on Development and City Policy

Undertaking a HCD study does not designate an area; rather it provides the necessary background information and justification as to whether or not a heritage conservation district designation should proceed. It also allows the public to become involved in this process and provide input on the future direction of their neighbourhood. Given the concentration of historic properties in this neighbourhood, it is likely that some or all of the proposed study area will be found to be suitable for designation as part of a heritage conservation district. Recommendations resultant from the study regarding the suitability of all or some of the study area as an HCD will be presented to Council upon the conclusion of the study.

If the area is designated in future, the resulting Heritage Conservation District Plan will guide the future development of the area. The Plan will include guidance on renovations to existing buildings as well as for infill and new builds to ensure that any change occurring within the boundaries of the district respects the

historic character of the area and contributes in a positive manner to its sense of place. A district designation will not prevent change in the district but will ensure that an appropriate review process is in place with clearly articulated design and development requirements which will guide the growth of the area.

As required by the Ontario Heritage Act, the City has policies in place in its Official Plan which enable heritage conservation district designation. These policies were put in place when the Downtown Lindsay and Oak Street HCD were designated and required an amendment to the City's Official Plan. Because these policies are already in place, no new amendments will be required to the Official Plan to facilitate the initiation of a study or the potential designation of a new HCD.

District studies and designation are supported by the 2012 Heritage Master Plan which explicitly identifies district designation as an important part of heritage conservation in the municipality. It is also supported by the goals of the 2018 Community Improvement Plan (CIP) which is intended to result in property improvements through its suite of financial incentive programs; one of its target areas is heritage conservation districts and the designation of additional districts assists in expanding programs implemented through the CIP to these areas. Similarly, HCD designation provides complementary tools to the CIP's stated objectives, namely the creation of a type of community design guidelines through the district plan which articulate desirable building and design elements through the lens of heritage conservation.

Heritage district designation has been shown to have a positive economic impact on local communities. Conservation is intended to promote enhancement, as opposed to restriction, and is aimed at guiding positive growth and development. While the designation of primarily residential areas such as this one does not have the same scale of economic impact as district designation in a commercial downtown, it nevertheless has the potential to contribute to the revitalization of an area by helping to maintain a desirable historic ambiance and fostering a sense of community pride which makes local areas attractive to residents and visitors. District designation has been shown to have a positive impact on property values, quality of life, and community development.

A full review of federal, provincial and municipal legislation and policies and their relation to the development of a new HCD in this area will be included in the HCD study, as is required by the Act. Any direction regarding changes to municipal policy which are necessary or advisable will be included as part of the study.

Other Alternatives Considered:

At its February 2020 meeting, the Municipal Heritage Committee also considered a study boundary that included properties north of the Scugog River. A map of this boundary is included as Appendix D. This alternate boundary is smaller than the original proposed boundary which included the entirety of the Purdy Land

Tract but still includes approximately 862 properties. This boundary includes the area north of the river that has a high concentration of historic properties within the Purdy Land Tract.

The alternate boundary includes properties along King Street, Queen Street and a number of their north-south cross streets. This area is also primarily residential and includes a large number of historic homes. Both staff and the Municipal Heritage Committee feel that this area is too large to undertake a focused heritage conservation district study. While the area north of the river has a large number of heritage properties, staff believe that preserving the heritage of this area would be better accomplished by undertaking a separate heritage conservation district study at a later date or through more focused conservation strategies, such as the listing of select properties.

Should Council prefer to undertake a study of the larger area, an alternative recommendation is as follows:

That Report ED2020-009 **Proposed Old Mill Heritage Conservation District Study**, be received;

That staff be authorized to proceed with a Heritage Conservation District Study of the Old Mill neighbourhood in Lindsay;

That the Old Mill Heritage Conservation District Study area be within the boundary identified in Appendix D to Report ED2020-009; and

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

Financial/Operation Impacts:

By completing the study internally, the majority of costs usually associated with an HCD study will be avoided. There will be costs associated with postage for notices and holding public meetings, either virtually or in person. These expenses can be covered by the existing Heritage Planning budget in Economic Development.

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

Initiating new heritage conservation district studies supports the strategic priority of An Exceptional Quality of Life by supporting and promoting arts, culture and heritage. The development of new heritage conservation districts recognizes and promotes heritage resources in the municipality and supports long-term heritage conservation and planning. It is an important part of a proactive municipal heritage planning program.

Consultations:

Municipal Heritage Committee
Director of Community Services
Director of Development Services
Manager of Economic Development

Attachments:

Appendix A – Heritage Conservation District Designation Flowchart



Heritage
Conservation Distric

Appendix B – Heritage Conservation District FAQs



Heritage
Conservation Distric

Appendix C – Recommended Old Mill Study Area Boundaries



Recommended HCD
Study Boundary.pdf

Appendix D – Alternate and Expanded Study Area Boundaries

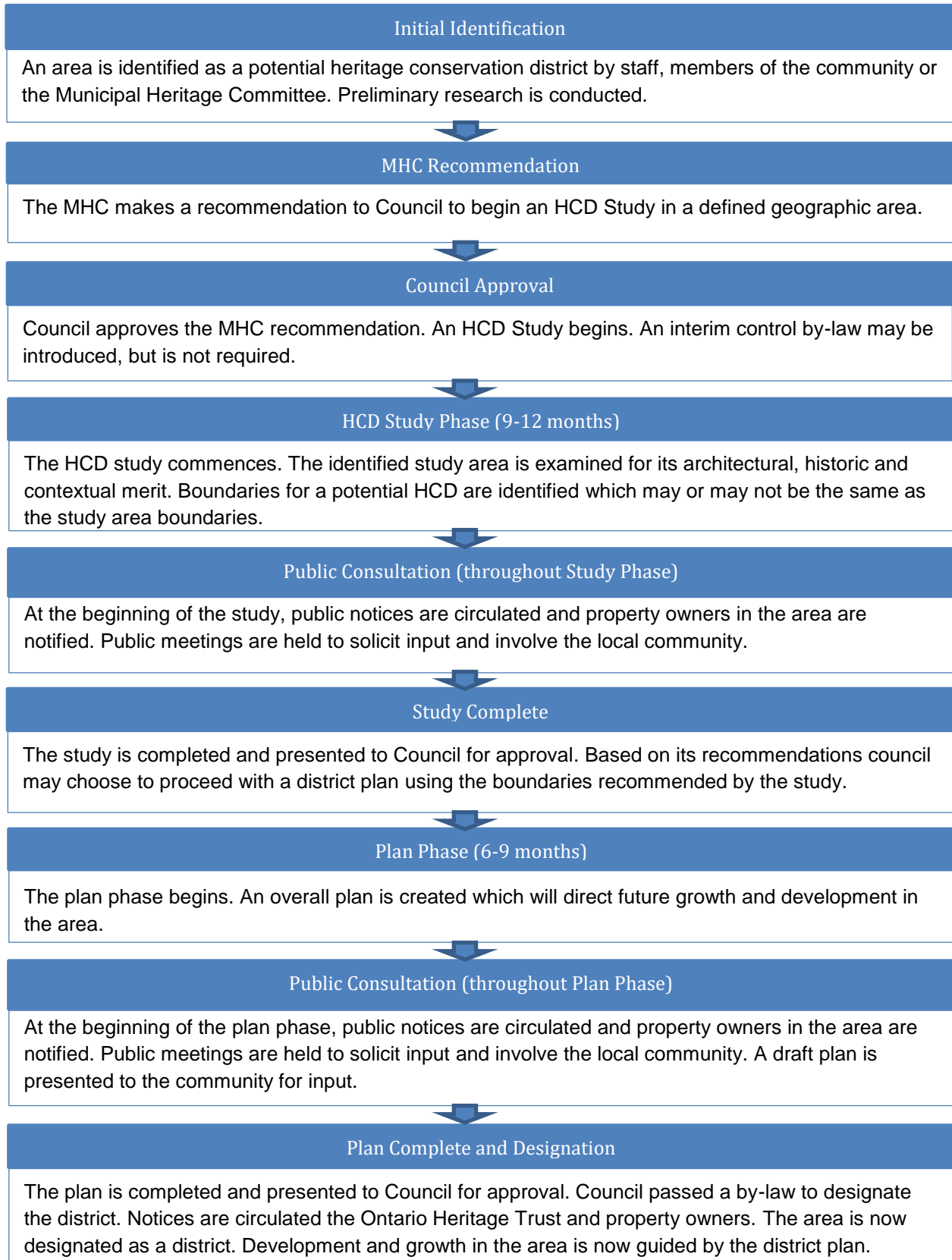


Alternate HCD
Study Boundary.pdf

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall, Director of Development Services

Heritage Conservation District Designation Process



Heritage Conservation Districts

Frequently Asked Questions

The City of Kawartha Lakes designates areas as Heritage Conservation Districts under Part V of the Ontario Heritage Act. This fact sheet is designed to provide information about heritage conservation districts and the process to designate them.

What is a Heritage Conservation District?

Heritage Conservation Districts are areas which are protected by a by-law passed under Part V of the Ontario Heritage Act. Heritage Conservation Districts are areas which include groups of buildings or structures, such as neighbourhoods which have a unique historic character. District designations are put in place to conserve and enhance historic areas throughout Kawartha Lakes.

How are Heritage Conservation Districts created?

Heritage Conservation Districts are designated by a by-law passed by Council. In order to do so, there is a process the municipality must follow which is outlined in the Ontario Heritage Act. First, a study of the area must be undertaken to determine its heritage significance, to identify its important features, and to establish its boundaries. A plan is then created, including detailed design guidelines, which provides the policy and development framework for the district. The plan forms part of the designation by-law. Public consultation is a necessary part of the process.

Why and how are Heritage Conservation District studies initiated?

Provincial planning policy and the City's Official Plan require areas with significant cultural heritage value to be identified and conserved. Heritage Conservation District studies are initiated by Council and areas for study can be identified by members of the public, the municipal heritage committee or staff. Prior to the designation of an area as a Heritage Conservation District, a study is undertaken to evaluate whether the area warrants designation, to identify its important features and to make recommendation to Council.

What are the advantages of being part of a Heritage Conservation District?

Being part of a Heritage Conservation District will ensure that changes to your neighbourhood or local area are guided by defined planning processes and design guidelines which help maintain the character that makes them attractive and enjoyable to live and work in. Property owners within Heritage Conservation Districts may also be able to apply for financial incentive programs offered by the municipality through its Community Improvement Plan aimed at assisting heritage property owners with restoration projects.

How will being in a district affect my ability to make changes to my property?

Heritage Conservation Districts are intended to promote and guide positive change within a district as opposed to preventing it. Property owners are required to apply for a heritage permit prior to additions, alterations or demolitions on their property. Changes to the interior of the property and routine maintenance, such as painting, do not require a heritage permit.

Is there a cost for a heritage permit and how long will it take?

There is no cost for a heritage permit application. If you also require a building permit, depending on the scope of your project, the regular building permit fee schedule will apply. Most heritage permits take approximately three to five business days to process. The review process may be longer if you are proposing a large project, such as the construction of an addition.

Will being in a heritage conservation district affect the use of my property?

District designation does not affect the use of their property. You may be required to apply for a heritage permit if the changes of use results in physical changes to the exterior of the property. If you are changing the use of the property, you may be require a zoning change in which case the City's regular planning processes will apply.

Will I have to make changes to my property if the neighbourhood is designated?

No, you are not required to make changes to or restore your property to its historic appearance if your neighbourhood is designated as a Heritage Conservation District. If you do wish to make changes, you will be required to apply for a heritage permit to ensure that the changes you would like to make are compatible with the design guidelines for the district.

Will being part of a Heritage Conservation District affect my property value?

Property values are determined by many factors, but being part of a Heritage Conservation District in itself will not decrease the value of your property. Recent studies have shown that property values for properties within a heritage conservation district are generally similar to or higher than comparable properties which are not part of a district. Your MPAC assessment does not take designation in account.

Will being part of a Heritage Conservation District affect my insurance premiums?

The provincial Ministry of Heritage, Sport, Tourism and Culture Industries and the Insurance Bureau of Canada have confirmed that your insurance premiums should not go up as a result of heritage designation. You are encouraged to shop around for insurance and an insurance provider that fits your needs. You or your insurer can contact the Insurance Bureau of Canada with questions regarding heritage designation and insurance.

How can I participate in the Heritage Conservation District study and plan processes?

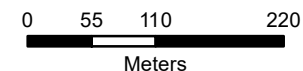
You are encouraged to participate in the process and community involvement helps build a study and plan that fully reflects the character and importance of the neighbourhood. You can participate in the Heritage Conservation District development process by attending community meetings, participating in online surveys, and providing input on the content and drafts of the study and plans. You can also sign up to be a member of the HCD Advisory Group for the area which meets throughout the study and plan process to discuss and provide more detailed feedback and input on the development of the district.



If you would like more information about heritage conservation districts, contact:
Economic Development Officer—Heritage Planning
180 Kent Street, Lindsay
(705) 324-9411 ext. 1366 | heritage@kawarthalakes.ca

Old Mill Area Heritage Conservation District Study City of Kawartha Lakes

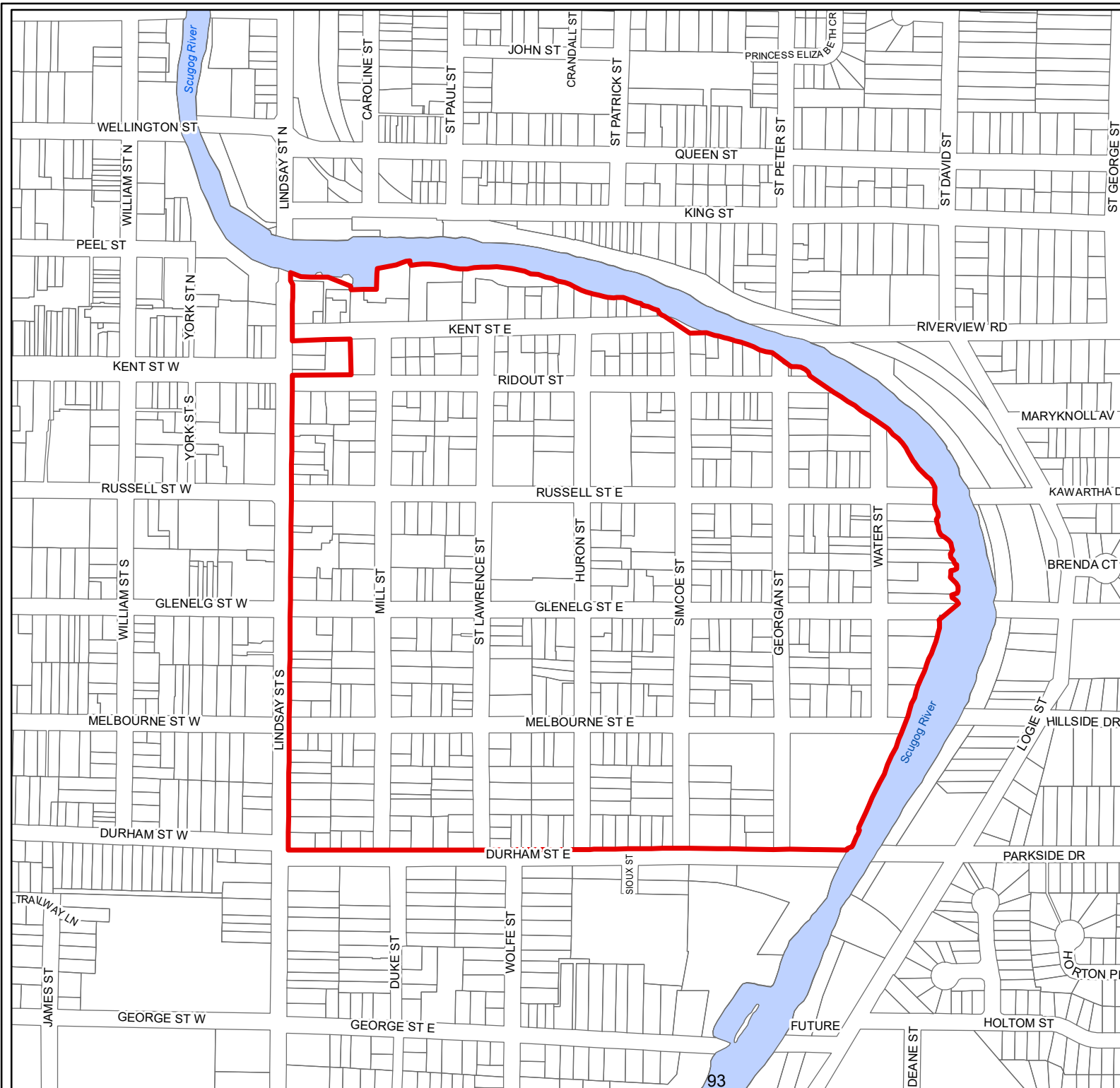
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Recommended Boundary



Old Mill Area Heritage
Conservation District
Study Boundary



Map produced by the City of Kawartha Lakes Mapping and GIS Division with data obtained under license. Reproduction without permission is prohibited.

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.

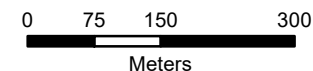


Mapping & GIS Division

Date: 2/14/2020

Old Mill Area Heritage Conservation District Study City of Kawartha Lakes

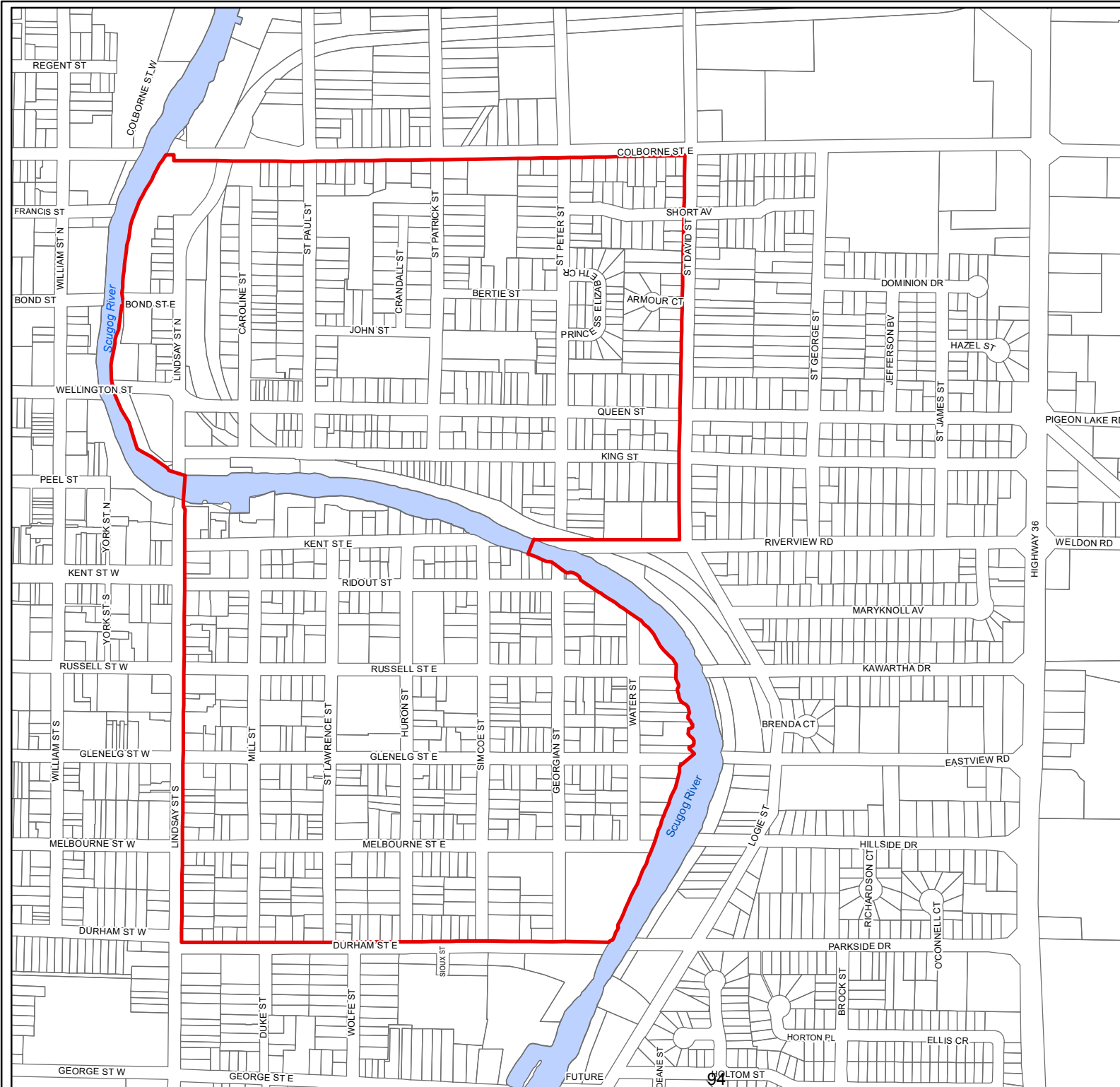
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Alternate and Expanded Boundary



Old Mill Area Heritage
Conservation District
Study Boundary



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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.



Mapping & GIS Division

Date: 1/14/2020

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number HS2020-004

Meeting Date: June 9, 2020

Title: Physician Recruitment Reserve Request

Description: Request from Kawartha Lakes Health Care Initiative for Physician Recruitment Reserve funding for a new Return of Service Agreement

Ward Number: All

Author and Title: Rod Sutherland, Director Human Services

Recommendation(s):

That Report HS2020-004, **Physician Recruitment Reserve Request**, be received; and

That payment of up to \$23,500 to the Kawartha Lakes Health Care Initiative (KLHCI) be authorized from the Doctor Recruitment Reserve to support a Physician Return of Service Agreement executed by KLHCI; 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 City maintains a Doctor Recruitment Reserve which it uses to provide funding to the Kawartha Lakes Health Care Initiative (KLHCI) to support the cost of Return of Service agreements with newly recruited physicians.

Rationale:

On May 19, 2020 the KLHCI submitted a request for funds from the Doctor Recruitment Reserve in the amount of \$23,500 as a result of the successful recruitment of Dr. Allison MacKay. Dr. MacKay joined the Community Health Centre on May 11, 2020. All funding to the physician is provided through a Return of Service Agreement as a loan, forgivable upon meeting the service terms of the agreement.

Financial/Operation Impacts:

The Doctor Recruitment Reserve was established by Council to support these recruitment incentives. The reserve has a current available balance of \$196,000.

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

The ongoing recruitment and retention of family physicians directly relates to the City's strategic priority of an Exceptional Quality of Life.

Consultations:

Kawartha Lakes Health Care Initiative

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 ENG2020-009

Meeting Date: June 9, 2020

Title: Potential Additional Road Segments for the 2020 Life Cycle Program

Description: 2020 Capital projects

Ward Number: All

Author and Title: Michael Farquhar, Supervisor Technical Services

Recommendation(s):

That Report ENG2020-009, Potential Additional Road Segments for the 2020 Life Cycle Program be received.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of May 26, 2020 Council received report ENG2020-007 Life Cycle Extension Local Asphalt Road Section Candidates. This report provided a list of roads that were being tendered for this program. The scope of work was related to spot repairs using asphalt overlays as a means of holding over road sections until they could be prioritized within either the Rural Resurfacing, Urban/Arterial Resurfacing or Urban/ Arterial Reconstruction programs. Council received this update and adopted the following resolution:

CR2020-127

Moved By Councillor Elmslie

Seconded By Councillor Veale

That staff report back to Council at the June 9, 2020 Committee of the Whole Meeting regarding any further candidates under the Life Cycle Extension Program with budget implications.

Carried

This report addresses the resolution above.

Rationale:

Below is a list of road segments which have been reviewed with Public Works and is being brought forward as additional candidates based on the resolution passed on May 26th, 2020.

Table 1

Road Name	From	TO
Whiterock Rock	Hwy # 7	Quaker
Mount Nebo Road	Cottingham Road	800 Meters South
Old Surrey Lane	CKL 17	Entrance of Victoria Place Community Centre
Clearview	Paul's Place	250 Meters East
Wispi Shores Road	Raven Street	South End
Con 10, Fenelon	Elgin Street	CKL 22
River Drive	CK 22	North End
Main Street, Bobcaygeon	Swing Bridge	110 Meters North
Park Street	Mansfield Street	Sherwood Street
Long Beach Road	110 Meters South of Daytona Beach Road	Victoria Rail Trail Crossing
Monarch Road	Colborne Street West	Thunderbridge Road
Cottingham Road	Hwy # 7	CKL 10

The location of the work will be spot repairs within the segments identified in Table 1 above. It has been estimated that work within the identified sections in Table 1 would cost approximately \$365,000.00. The additional value of \$365,000.00 was determined to be the amount of work that was feasible and could be resourced, and be completed in a reasonable timeframe in the 2020 work season. Staff have compiled other spot repair locations that fall outside capital plans and will shelve them for use later when funds become available.

The work at the locations described in report ENG2020-007 was received at the May 26 Council meeting is currently being tendered and will close on June 11, 2020.

Other Alternatives Considered:

Council may choose to add the recommended additional road segments for spot repair within the segments identified in Table 1 of this report, to the current 2020 Life Cycle Extension program 983200700. If this option is chosen an additional \$365,000.00 will be required to be added to the capital program 983200700.

The additional funds required can be accessed by utilizing the Capital Contingency Reserve, and the following resolution should be passed:

That, an additional \$365,000 be added to Life Cycle Extension Program (983200700) to complete additional work in 2020 as identified in Table 1 of Report ENG2020-009, and

That funding from the Capital Contingency Reserve (1.32248) be utilized in the amount of \$365,000.

Financial/Operation Impacts:

The Life Cycle extension program is an effective means to reduce operating maintenance costs on various roads in the City as well as extend their overall life. As stated above this \$365,000 will be added to the current Life Cycle Extension Program (983200700).

The financing for the additional roads being added to the current Life Cycle capital project will come from the Capital Contingency Reserve(1.32248). This reserve is used to offset surplus and deficits in various capital projects. The current balance in the uncommitted portion of the Capital Contingency Reserve is \$2,099,395.68. After withdrawing this additional funding for the Life Cycle Extension Program the uncommitted portion will be \$1,734,395.68. The funds were not withdrawn from the Capital Reserve, which is used for the Asset

Management Program, as the balance is low and this amount is needed for the 2021 Capital Budget.

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

This project relates to Goal 1 by maintaining the City's existing infrastructure:

- Goal 1 – A Vibrant and Growing Economy

It also aligns with the Strategic Enablers of "Efficient Infrastructure & Asset Management" and "Responsible Fiscal Resource Management".

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Public Works
Treasury

Attachments:

N/A

Department Head E-Mail: jrojas@kawarthalakes.ca

Department Head: Juan Rojas, Director of Engineering and Corporate Assets

Department File:

The Corporation of the City of Kawartha Lakes

Committee of the Whole Report

Report Number LGL2020-007

Meeting Date: June 9, 2020

Title: Proposed Amendments to the Policy and Code of Conduct for Committees, Boards and Task Forces

Description: Proposed Amendments to the Policy and Code of Conduct for Committees, Boards and Task Forces – CP2018-017 & CP2018-018

Ward Number: All

Author and Title: Robyn Carlson – City Solicitor

Recommendations:

That Report RS2020-007 “Proposed Amendments to the Policy and Code of Conduct for Committees, Boards and Task Forces”, be received;

That the proposed amendments to CP2018-017 and CP2018-018 as set out in this Report be adopted; and

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

Department Head:_____

Chief Administrative Officer:_____

Background:

On February 19, 2019, Council Report CAO2019-003 was advanced to Council for its consideration. That Report recommended amendments to Council Policies CP2018-017 and CP2018-018. Council Policy CP2018-017 sets out the process for appointments to and terminations from Committees, Boards and Task Forces established by Council, the roles and responsibilities of the members, and how business is conducted. Council Policy CP2018-018 sets out a code of conduct for the members of these Committees, Boards and Task Forces. Report CAO2019-003 is attached as Attachment A for reference.

Proposed Amendments to CP2018-017

Report CAO2019-003 recommends two changes to CP2018-017. The first, at the first page of the policy, indicates that CP2018-018 is a related Council Policy. This change is administrative in nature; not substantive.

The second proposed change is an addition of text at policy 6.4, dealing with the process on member termination from a Committee, Board or Task Force. Currently, the policy indicates that an allegation of member misconduct will be brought forward to the Mayor, and that Council will make a determination as to whether or not the member should be terminated. Report CAO2019-003 recommended adding the following text: “The Mayor will determine the contravention(s) alleged, and investigate in keeping with Council Policy CP2018-018 (Code of Conduct and Ethics – Members of Committees/ Boards & Task Forces).”

Proposed Amendments to CP2018-018

Similar to the proposed reference to CP2018-018 in CP2018-017, Report CAO2019-003 proposed to amend CP2018-018 to include a reference to related policy CP2018-017. The second proposed amendment occurs at page 1, where the principles of conduct are set out. One of the principles is that members show “respect and support of others, including Council members, members of City staff and members of the public.” “Committee members” is proposed to be added to this list. The list itself is set out as an exhaustive list.

The balance of the amendments proposed by Report CAO2019-003 occur under the “Contraventions/ Compliance” heading. Those changes clarify that the Mayor is to receive a complaint about an alleged contravention of Policy CP2018-018 in writing, and how that allegation is to be investigated. In track change format, with additions underlined and proposed removals struck out, the proposed amendments are as follows: “The Mayor ~~shall~~will investigate the allegation and determine the form an investigation will take, and it may be in consultation with the CAO, Committee, Board or Task Force Chair, complainant and/or the liaison Department. The Mayor ~~may~~will disclose and discuss the alleged contravention

with the Member as part of the and outline the form of investigation, and will give the Member an opportunity(s) to respond accordingly.

At the completion of the investigation, the Mayor will provide recommendations to Council to verify any contraventions, provide all supporting written materials informing the investigation, and recommend appropriate actions (including immediate termination of appointment, if warranted). Council has the sole discretion to terminate any City Committee/Board/Task Force member.

The Mayor will report any transgressions of an illegal nature to the appropriate police authority.”

Public Concern with CP2018-017 and CP2018-018

These amendments were proposed in response to a concern from a member of the public. Those concerns, set out in Appendix C to Staff Report CAO2019-003, are with respect to the process for removal of a member of a Committee, Board or Task Force as set out in CP2018-018. More specifically, the concern with the policy is that the affected member should be entitled to details of the allegation against him / her and have an opportunity to respond to same. This opportunity should be provided during the investigation and before a decision is rendered.

Council Resolution CR2019-164

In response to that report, and a delegation confirming that the public concerns were not satisfied by the amendments proposed in CAO2018-003, Council passed Resolution CR2019-164, which referred the report back to staff for a legal opinion and a report back to Council:

“CR2019-164

Moved By: Pat Dunn

Seconded by: Ron Ashmore

That Report CAO2019-003, Committees/Boards/Task Forces – Policy and Code of Conduct Amendments, be received; and

That the report be referred back to staff for a legal opinion with a report back to Council.”

This report is in substantive response to that direction.

Rationale:

The author of this report is of the opinion that there is merit to the concern raised by the public, specifically, that the policies, even if amended as recommended by

Report CAO2019-003, do not ensure that Council is provided enough information to be the trier of fact in the case of a potential termination. Specifically, Council is not necessarily provided with the response by the affected member. Moreover, the ability to provide formal notice to the affected member is more in keeping with the role and administrative abilities of the Clerk than that of the Mayor. Furthermore, an investigation by the Clerk ensures that the Mayor does not decide on the same matter that he/she has investigated. This ensures that the decision-maker (Council) remains unbiased.

Accordingly, it is recommended that the following amendments be made to CP2018-017:

- 1) Policies 6.2 and 6.3 will be amended to replace “Mayor” with “Clerk”. Accordingly, now the provisions will read that allegations of non-compliance with the Code of Conduct and Ethics will be brought to the Clerk.
- 2) The text at policy 6.4, which states “Council has the sole discretion to terminate any City Committee/ Board/ Task Force member”, will be moved to a new policy 6.9. The author does not recommend that Council adopt the proposed addition to former policy 6.4, indicating that the Mayor will investigate in keeping with procedure set out in the Code of Conduct at CP2018-018. Again, the Clerk is the more appropriate body to collect and submit the information and recommendation to Council. Moreover, the procedure for termination is largely set out in CP2018-017, whereas CP2018-108 is the Code of Conduct.
- 3) A new policy 6.4 will state: “A recommendation to Council to terminate a Member for reasons based on an accusation of alleged policy contraventions (other than uncontested vacation of his/her seat) not be considered unless the accused Member has been provided notice of the recommendation, including supporting documentation (the “Notice”).”
- 4) A new policy 6.5 will state: “The Notice must state both the recommendation to Council and the reasons advanced in support of the recommendation.”
- 5) A new policy 6.6 will state: “That the Notice be sent by the Clerk directly to the accused Member by email with “read receipt”, registered mail, or facsimile, and received at least 7 days prior to the Closed meeting of Council at which the complaint is to be presented;
- 6) A new policy 6.7 will state: “That the accused Member be entitled to forward a written response to the Clerk within 7 days of receipt of Notice.”
- 7) A new policy 6.8 will state: “That, after the period for the accused Member to reply has expired, the Clerk to provide Council with details of the Notice to terminate and any written response received and place it on the closed session agenda of the next scheduled regular Council meeting.”

Additionally, and as first recommended in CAO2019-003, it is recommended that the first page of the policy be amended to indicate that CP2018-018 is a related Council Policy. This change is administrative in nature; not substantive.

These proposed amendments to CP2018-018 are set out in tracked change format at Appendix B.

It is recommended that the following amendments be made to CP2018-017:

- 1) Include a reference to related policy CP2018-017 (as first recommended by CAO2019-003).
- 2) At page 1, where the principles of conduct are set out, one of the principles is that members show “respect and support of others, including Council members, members of City staff and members of the public.” “Committee members” is to be added to this list (as first recommended by CAO2019-003).
- 3) “Mayor” be replaced with “Clerk” in the section entitled “Disclosure”. Further, it is recommended that a further sentence be added to the end of that paragraph, which reads: “The Clerk will process the allegation in accordance with CP2018-017.”
- 4) The section entitled “Compliance/ Contravention” be removed from CP2018-018, as the procedure for termination of a member is set out more properly and fully in CP2018-17.

These proposed amendments are set out in tracked change format at Appendix C.

Other Alternatives Considered:

None.

Financial/Operation Impacts:

There are no financial impacts resulting from these recommendations. The only operational impact is that the recommended process be followed prior to termination of a Board, Committee or Task Force member.

Relationship of Recommendations to the 2020-2023 Strategic Plan:

The recommended resolutions in this Report align with the Guiding Principle of being open and transparent. Moreover, the recommendations support the strategic priority of good government.

Consultations:

None.

Attachments:

Appendix A – Staff Report CAO2019-003



Appendix A - Report
CAO2019-003.pdf

Appendix B – Proposed Amendments to CP2018-017



Appendix B -
CP2018-017.docx

Appendix C – Proposed Amendments to CP2018-018



Appendix C -
CP2018-018.docx

Department Head E-Mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CAO2019-003

Date: February 19, 2019

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier:

Title: Committees/Boards/Task Forces – Policy and Code of Conduct Amendments

Description: Proposed clarifications and amendments to Council Policies CP2018-017 and CP2018-018

Author and Title: Ron Taylor, Chief Administrative Officer

Recommendation(s):

That Report CAO2019-003, Committees/Boards/Task Forces – Policy and Code of Conduct Amendments, be received; and

That amendments to the Policies entitled CP2018-017 – Council Committee, Board and Task Force Policy and CP2018-018 – Code of Conduct and Ethics – Members of Committees, Boards & Task Forces, as outlined in Appendices A and B to Report CAO2019-003, be adopted.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____



Background:

During the last term of Council, all Council policies were reviewed and updated where appropriate. Council Policy CP2018-017 – Committee, Board and Task Force Policy was adopted (see Appendix A) and replaced previous Policy 028-CAO-002.

During this review, staff identified a need to develop a new Code of Conduct and Ethics specifically to guide Committee/Board/Task Force members. Previously, there was no Code of Conduct and Ethics for members, and guidance was provided from Codes of Conduct governing Council or employees. Council Policy CP2018-018 – Code of Conduct and Ethics – Members of Committees, Boards and Task Forces was subsequently approved (see Appendix B).

This new Code of Conduct and Ethics was modelled after the Code of Conduct applicable to Council members. As the Head of Council, the Mayor is responsible to coordinate and investigate member contraventions and misconduct, and Council is responsible to make decisions respecting members.

A member of the public has provided recommended changes and clarifications to both Council policies through the Mayor. A memorandum outlining these recommendations is provided in Appendix C to this report.

This report provides staff recommended amendments to Policy CP2018-017 and CP 2018-018 for clarity.

Rationale:

Based on a review of the written submission and consultation with the Mayor, staff is recommending clarifications to both Council Policies (CP2018-017 and CP2018-018).

Other Alternatives Considered:

Council could choose to maintain the current policies as written. There is merit in providing clarification, as recommended, so that Council's expectations of Committee/Board/Task Force members are clear. The proposed policy amendments also provide a clear and consistent process to investigate contraventions, while engaging affected parties in that process.

Council could choose to further amend these guiding policies. If so, additional direction is required to establish a process.

Financial/Operation Impacts:

N/A

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

Maintaining policies for committees/boards/task forces and member conduct clearly sets out Council expectations for citizen members, while protecting volunteers that are supporting Council and the community. The proposed policy clarifications are an example of Council's commitment to collaboration and continuous improvement.

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Mayor

Attachments:

Appendix A – Proposed and Redlined Policy CP2018-017



App A - CP2018-017
Council Committee Bo

Appendix B – Proposed and Redlined Policy CP2018-018



App B - CP2018-018
Code of Conduct and

Appendix C – Memorandum to Mayor & Council from J. Abernethy



App C - Abernethy
Memo Re CP2018-017

Department Head E-Mail: rtaylor@kawarthlakes.ca

Department Head: Ron Taylor, CAO

Department File:

Statement of Intent (SOSI) to the 2014-2015 Strategic Plan

The purpose of this document is to provide a clear and concise statement of intent for the 2014-2015 Strategic Plan. This document will serve as a guide for the organization's activities and will be used to monitor progress and ensure that the organization is on track to achieve its goals. The document will also be used to communicate the organization's vision and mission to the public and to other stakeholders.

Review of Accessibility Implications of Any Development or Policy

Summary of Implications

NA

Conclusions

Major

Attachments

Appendix A - Proposed and Revised Policy DRAFT 10-17

Appendix B - Proposed and Revised Policy DRAFT 10-18

Appendix C - Proposed and Revised Policy DRAFT 10-19

Appendix D - Proposed and Revised Policy DRAFT 10-20

Appendix E - Proposed and Revised Policy DRAFT 10-21

Appendix F - Proposed and Revised Policy DRAFT 10-22

Appendix G - Proposed and Revised Policy DRAFT 10-23

Appendix H - Proposed and Revised Policy DRAFT 10-24

Appendix I - Proposed and Revised Policy DRAFT 10-25



Council Policy

Appendix A

Council Policy No.:	CP2018-017
Council Policy Name:	Council Committee, Board and Task Force Policy
Date Approved by Council:	December 11, 2018
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	CP2018-018 – Code of Conduct and Ethics (Members of Committees/Boards/Task Forces)

Policy Statement and Rationale:

The City appoints citizens from the municipality to Council Committees, Boards and Task Forces to review and recommend actions to Council to advance various issues relating to the municipality. It is recognized that Committees, Boards and Task Forces are vital to informing and supporting City Council in accomplishing the City's strategic goals and priorities. It is further recognized that appointed volunteer members of these Committees, Boards and Task Forces bring valuable community knowledge, experience and information, and are committed community stakeholders and ambassadors. This policy establishes the process for appointments, defines the volunteer appointee's roles and responsibilities, and establishes how they conduct business for the betterment of the municipality.

Scope:

This policy applies to all Council Committees, Boards and Task Forces created and approved by Council and their working groups. Where a Council Committee or Board is legislated, the provisions of the governing legislation shall take precedence over this policy.

Definitions:

"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;

"Committee" means any Council Committee/Board/Task Force which is advisory in nature and/or mandate specific and is:

1. Established by Council through resolution or by-law; or

2. Created by another level of government (with jurisdiction), providing the right to Council to appoint one or more persons to it, who are not members of Council.

“Council” or “City Council” means the municipal council for the City;

“Director” 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.

“Interview Team” means a team composed of three (3) members to review applications and make the recommendation to Council on the Committee/Board/Task Force appointments. The team shall include a minimum of one Member of Council and may include members of staff and/or the Committee/Board/Task Force Chair.

“Person” means a human individual. For the purposes of this policy, the term does not include “artificial” persons recognized by law (for example, Corporations).

Policy:

1.0 Volunteer Appointments

- 1.1 In addition to any other qualification requirements established by legislation, resolution or by City policy, any persons appointed to a Committee/Board/Task Force must be:

- i) an elector of the City;
- ii) at least eighteen years of age; and
- iii) a Canadian citizen.

except where:

- The Interview Team recommends the appointment of one or more person(s) to a Committee/Board/Task Force and declares the exception in the recommendation to Council.
- The Committee/Board/Task Force composition, as per the Committee/Board/Task Force Terms of Reference, includes members from specified organizations where the names of those members are to be provided by the organization along with any designated alternates.
- Permitted as per the Council approved Terms of Reference for the Committee/Board/Task Force.

1.2 Notwithstanding Section 1.1, the following persons are ineligible for appointment to the City's Committee/Board/Task Forces as a Public Appointee:

- i) current members of the Council (with the exceptions of statutory requirements and ex officio positions);
- ii) current trustees of the Trillium Lakelands District School Board or the Peterborough, Victoria, Northumberland, Clarington Catholic District School Board who have direct association/affiliation with the service/facility in question;
- iii) current City employees who have direct association/affiliation with the service/facility in question;
- iv) any person who may have an actual or perceived (in the opinion of the Interview Team) conflict of interest with the purposes of the Committee/Board/Task Force in question due to his or her employment or otherwise; or
- v) any person who is in litigation or potential litigation with the municipality.

1.03 Council may assign staff persons to Committee/Board/Task Forces in liaison or record-keeping roles. No City employees may participate in voting that may occur on Committee/Board/Task Forces unless they have been appointed as a Committee/Board/Task Force member.

1.04 Given the time commitment required by members of Committee/Board/Task Forces, no person shall serve as a member of more than three (3) Committee/Board/Task Forces during the same time period, without approval of Council.

2.0 Terms of Reference

2.1 The Terms of Reference of any Committee/Board/Task Force shall be developed using the templates as attached to this policy as Appendix A – Committee/Board Terms of Reference Template and Appendix B – Task Force Terms of Reference Template.

2.2 The City Clerk has authority to modify the Terms of Reference templates, attached to this policy as Appendix A – Committee/Board Terms of Reference Template and Appendix B – Task Force Terms of Reference Template, as may be required.

2.3 Any responsibilities not clearly identified within a Committee/Board/Task Force Terms of Reference shall be the responsibility of the City of Kawartha Lakes.

Council may, at its discretion, change the Terms of Reference for a Committee/Board/Task Force at any time. Any changes proposed to these Terms of Reference by the Committee/Board/Task Force shall be recommended to Council via the liaison department identified within the Terms of Reference through a report to Council.

- 2.4 At the discretion of Council, any Committee/Board/Task Force may be dissolved by resolution of Council. No prior notice is required.

3.0 Code of Conduct for Committee/Board/Task Force Appointees

- 3.1 All volunteer appointees to Committee/Board/Task Forces shall adhere to the City Code of Conduct for Committee/Board/Task Force and Members as approved by Council.

4.0 Advertising for Vacancies

- 4.1 The City Clerk will, if required, advertise during the last quarter of the calendar year for all vacancies to be filled through appointments of persons to Committee/Board/Task Forces of the City.
- 4.2 Advertisement(s) shall list the name(s) of the Committee/Board/Task Force(s) and any particular qualification requirements for membership.
- 4.3 Persons wishing to fill advertised vacancies on Committee/Board/Task Forces of the City must submit to the City Clerk, in writing, an application except as outlined in Section 4.4. The application shall be on a form supplied by the City Clerk's office. No consideration will be given to filling vacancies unless a written application is received. Supplemental resumes are encouraged, but are not required. Application forms and attached resumes are considered confidential and shall only be used for their intended purpose of selecting members to the specified Committee/Board/Task Force.
- 4.4 Any person who is a current appointee to any Committee/Board/Task Force and remains qualified to be a citizen appointee, can reapply by submitting a letter indicating their intention to reapply. Nothing prevents an incumbent from applying using the application form if they choose.
- 4.5 The City Clerk's Office shall receive and distribute all applications received in response to an advertisement for vacancies on Committee/Board/Task Forces. Copies of all applications shall be sent to the Director and Executive Assistant of the responsible department.
- 4.6 The Director or designate shall make the City Clerk aware of any vacancies on Committee/Board/Task Forces that arise throughout the calendar year. The City

Clerk may, if required, advertise at any time throughout the calendar year in order to fill such vacancies on Committee/Board/Task Forces.

- 4.7 Alternatively, the Director or designate may review the applications received when the position was most recently advertised and recommend a person to fill the vacancy to the Committee/Board/Task Force. If there are no applications in the file then the Director shall ask the Committee/Board/Task Force, through the chair, to nominate a single candidate for the position. Upon receipt of written acceptance of the nomination, the candidate shall be recommended to Council for appointment via a written confidential report.
- 4.8 Where for any reason it is impossible to fill a Committee/Board/Task Force vacancy, Council may approve an amendment to the terms of reference for the Committee/Board/Task Force to allow for a smaller membership number or to alter quorum rules, as required, or the Council may approve circumstances allowing the position to remain vacant for the balance of the term.
- 4.9 In all cases, persons appointed to fill a vacancy on a Committee/Board/Task Force shall assume the remainder of the Term of the member whose vacancy is being filled.

5.0 Interview, Selection and Appointment Process

- 5.1 The Director or designate, upon receipt of applications from the City Clerk's Office, shall arrange an interview team to consist of three (3) members. Whenever possible, any member(s) of Council appointed as the Council representative to the Committee/Board/Task Force shall form part of the interview team.
- 5.2 The Director or designate shall arrange a meeting of the Interview Team to review the applications and decide whether there is a sufficient number of qualified candidates, or if a further notice and advertisement is required, or to decide if interviews are required and how many candidates will be interviewed, or if a recommendation will be made to Council without interviews.
- 5.3 If interviews are required, the Director or designate shall arrange a meeting of the Interview Team to conduct the interviews with the applicants.
- 5.4 The Director or designate shall advise all selected applicants of the time and place of the interview.
- 5.5 The Interview Team will give fair and equal consideration to the qualifications, abilities and civic interest of all persons who have applied who meet the qualifications of the office when considering appointments to Committee/Board/Task Forces.

- 5.6 Interviews of the applicants to a Committee/Board/Task Force will be dealt with individually by the Interview Team. After interviews, the Director or designate will call the members of the Interview Team to a vote. The Director shall advise the Interview Team of those citizen candidates receiving the greatest number of recommending votes. The Interview Team will recommend the selected candidates to Council for appointment to the said Committee/Board/Task Force. The number of candidates recommended shall not exceed, but may be fewer than, the number of vacancies to be filled.
- 5.7 A confidential written report from the Director or designate will be presented in closed session at a Regular Council Meeting to bring forward the recommendations of the Interview Team, together with a list of all the names submitted for the vacancies and a brief explanation of each applicant interviewed. Council may choose to accept any of the Interview Team's recommendations, or it may choose to appoint an applicant not recommended by the Interview Team. Council shall not appoint a person who was not considered by the Interview Team. The final appointment resolution shall be made in open session of Council.
- 5.8 The City Clerk's Office shall retain all applications received for vacancies on Committee/Board/Task Forces in accordance with the City's Records Retention By-law.
- 6.0 Expulsion of a Member**
- 6.1 Any member of the Committee/Board/Task Force, who misses three consecutive formal business meetings, without being excused by the Committee/Board/Task Force, may be removed from the Committee/Board/Task Force.
- 6.2 The Committee/Board/Task Force may recommend to Council the expulsion of a member or Council may remove a member for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protections of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; the Code of Conduct and Ethics for Members of Committees, Boards and Task Forces; disrupting the work of the Committee/Board/Task Force or other legal issues. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.
- 6.3 Any Member, staff, Council member, Council, or a member of the public has the right to identify any alleged non-compliance to the Code of Conduct and Ethics – Members of Committees, Boards & Task Forces. The individual shall bring the matter forward to the Mayor.

- 6.4 The Mayor will determine the contravention(s) alleged, and investigate in keeping with Council Policy CP2018-018 (Code of Conduct and Ethics – Members of Committees/Boards & Task Forces). Council has the sole discretion to terminate any City Committee/Board/Task Force member.

7.0 Attachments:

Appendix A – Committee/Board Terms of Reference Template

Appendix B – Task Force Terms of Reference Template

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	



Council Policy

Appendix B

Council Policy No.:	CP2018-018
Council Policy Name:	Code of Conduct and Ethics – Members of Committees, Boards & Task Forces
Date Approved by Council:	December 11, 2018
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	CP2018-017 – Committee/Board/Task Force Policy

Policy Statement and Rationale:

This Code of Conduct and Ethics is established to provide a shared and common foundation and expectations for acceptable behavior, conduct and actions of appointees to City of Kawartha Lakes' Committees, Boards and Task Forces. It is recognized that Committees, Boards and Task Forces are vital to informing and supporting City Council in accomplishing the City's strategic goals and priorities. It is further recognized that appointed volunteer members of these Committees, Boards and Task Forces bring valuable community knowledge, experience and information, and are committed community stakeholders and ambassadors. In addition to being well-informed to undertake delegated decision-making functions and/or provide advice and recommendations effectively, appointed members are expected to carry out their duties in a fair, honest, conscientious, diligent, impartial, transparent and professional manner.

Members of Committees, Boards and Task Forces must operate within the scope of work and requirements outlined in the associated Council-approved Terms of Reference.

This Code of Conduct and Ethics provides positive direction to Committee, Board and Task Force members in support of the following principles:

- That impartial decision-making considers the best interests of the entire Municipality;
- That communications are open, honest, consistent, respectful, consultative and inclusive;
- That private interests are kept separate from public responsibilities;
- That respect and support for others, including Council members, [Committee members](#), members of City staff and members of the public, is maintained.



Council Policy

Scope:

This policy relates to Council-appointed members of Committees, Boards and Task Forces in the City of Kawartha Lakes.

Definitions:

"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;

"Committee" means any Council Committee/Board/Task Force which is advisory in nature and/or mandate specific and is:

1. Established by Council through resolution or by-law; or
2. Created by another level of government (with jurisdiction), providing the right to Council to appoint one or more persons to it, who are not members of Council.

"Council" or "City Council" means the municipal council for the City;

"Member" means a person appointed to a Committee/Board/Task Force by resolution of Council.

"Person" means a human individual. For the purposes of this policy, the term does not include "artificial" persons recognized by law (for example, Corporations).

Policy:

General

All Members shall serve on Committees, Boards and Task Forces in a transparent and accountable manner. Members shall perform responsibilities assigned to the Committee/Board/Task Force as prescribed within the associated Terms of Reference.

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct and Ethics – Committee, Board & Task Force Members
- the City Procedural By-law
- Other applicable City by-laws and policies



Council Policy

- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Committee/Board/Task Force as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act. Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Recording Secretary of the Committee/Board/Task Force who shall in turn provide it to the City Clerk for inclusion in the City's Registry of Statement of Disclosure as required by the Municipal Act.

The Committee/Board will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Committee/Board business in keeping with the Committee's Terms of Reference and established Policies.

Gifts and Benefits

To ensure and foster a culture of impartiality and objectivity Members shall not, directly or indirectly through family members or otherwise, solicit any gift or accept/receive any gift or personal benefits or rewards which may be tied or inferred to be tied directly or indirectly to their position or the performance of their duties.



Council Policy

No Member shall seek or obtain by reason of his or her appointment any personal privilege or advantage with respect to city services not otherwise available to the general public and not consequent to his or her official duties except as authorized by law or policy of the City.

Confidentiality and Use of Municipal Information

It is every Member's responsibility to ensure information disseminated to other Members, staff and/or the public is accurate. No Member shall willfully mislead other Members, employees or the public about any issue of municipal concern.

No Committee/Board/Task Force information or actions is permitted to be confidential, save and except where permitted in the Committee/Board/Task Force's Council approved Terms of Reference. All business must be conducted in an open and transparent manner.

All requests for City information should be referred to the recording secretary to process through the liaison Department and the City Clerks Office, to be addressed as either an informal request for access to municipal records or as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

No Member shall

- Use information acquired through their duties for a personal advantage during or after their appointment.
- Speak disrespectfully or negatively about the Corporation, a member of Council, another member or Council's decisions.. Any concerns regarding the conduct of another person including a contravention of the Code of Conduct by another member shall be handled through the appropriate process as defined in this policy.
- Speak or act on behalf of the Corporation or City Council without authorization to do so.

Conduct at Meetings

During meetings, Members shall conduct themselves with decorum and in accordance with the City's Procedural By-Law, as amended from time to time. Respect and courtesy will be provided to delegations, fellow members, Council members, staff and members of the general public. Members shall not distract from the business of the Committee, Board or Task Force during presentations and when other members have the floor. Each member has a responsibility to ensure that such decorum occurs, both through their own conduct and by bringing to the attention of the Chair any offensive conduct that is observed.



Council Policy

Relationships with Staff and Other Members

Members will show respect for other Members and staff and recognize their roles and responsibilities as defined by legislation and the associated Terms of Reference.

Members shall:

- Acknowledge that only Council as a whole shall direct staff members, through the CAO, to carry out specific tasks or functions.
- Provide advice and recommendations that are objective, politically neutral, applicable to the scope of work of the Committee, Board or Task Force, and in the best interest of the community and City.
- Refrain from using their position to improperly influence members of staff or Council members in their duties or functions or to gain an advantage for themselves, or others.
- Refrain from publicly criticizing individual members of staff or Council members and appointed Members in a way that maliciously or falsely injures the professional credibility or ethical reputation of the individual.
- Be respectful that staff work for the City as a body corporate and are charged with providing advice that is objective and based upon their professional expertise, politically neutral, and consider a corporate perspective, without undue influence from any individual member or group of members.
- Be respectful and supportive of the City's commitment to fostering an environment that is free from discrimination, harassment, interference, intimidation or coercion through personal adherence to the City's Respect in the Workplace Policy and the Ontario Human Rights Code.

Use of Municipal Property

Members may be required to borrow City property, equipment, supplies or services only for activities connected with Committee/Board/Task Force activities. The use of municipal property shall be coordinated through the liaison department. Any equipment or supplies borrowed in the exercise of the Members duties is City property and will be returned to the City promptly.

No member shall obtain financial gain from the use of city-developed intellectual property, computer programs, technological innovations or other patentable items, while an appointed member or thereafter. All such property remains the exclusive property of the City of Kawartha Lakes.

All Committee/Board/Task Force meetings must be held within an accessible city-owned facility.



Council Policy

Work of a Political Nature

Members shall be aware of and adhere to the City's policy regarding "Use of Corporate Resources for Municipal Election Purposes."

No member shall use City facilities, services, or property in support of a municipal election or re-election campaign, expression of support for or against a political candidate, or any other outside political activity.

Fraud, Breach of Trust and Other Criminal Activities

Members shall not engage in behaviour that is fraudulent or that constitutes a breach of trust with the City of Kawartha Lakes. A fraudulent activity includes, but is not limited to:

- Using deceit to gain a personal advantage or benefit for oneself and/or others.
- Illegally obtaining money, including the solicitation and/or acceptance of bribes.
- Intentionally providing false or incomplete or withholding information from Council and/or city officials.
- Intentionally circumventing City policies or procedures to gain a personal advantage for oneself and/or others.
- Planning or participating in a theft of City property, or the use of said property to aid or conduct a theft of any kind.
- Inappropriate personal use of or intentional damage to City property.
- Undertaking any other illegal activity.

Conflicts of Interest

A conflict of interest is understood to occur if a Member's personal affairs, business, or relationships overlap with their duties and functions as appointed members of Committees, Boards or Task Forces. In order to avoid any conflict of interest, pecuniary interest or personal gain for members, their family or associates, members are not permitted to carry out any assigned duties for which a conflict of interest is present.

Members shall avoid and remove themselves from these situations of conflict.

Additionally, Members should be aware that some conflicts may be perceived in nature and will need to be considered on an individual basis.



Council Policy

Business/Organization Relations

It is recognized that Members may have work or business activities or associations outside of their duties. Members shall ensure these responsibilities remain distinct and separate from Committee/Board/Task Force business.

Members must demonstrate transparency with regards to business relations and/or organizations conducting business with the City. No member shall act as a paid agent before the Corporation or Council.

Members shall recognize the need for their decision-making to be impartial and transparent by refraining from having any direct or indirect pecuniary association with any business or organization that has interactions with them in the conduct of their duties and responsibilities. Members must disclose to the Chair and members of the public such information at the first opportunity.

Should a Committee/Board/Task Force composition, as per Council approved Terms of Reference, include Members from specified stakeholder organizations, it is acknowledged that such members have been appointed to represent the interests and perspectives of those organizations to further the mission and activities of the Committee/Board/Task Force.

City Expenditures and Purchases

Members are not involved in procurement activities for the City. Any City budget advice or recommendations will be considered by Council and/or the appropriate Department liaison.

Disclosure

Any Member, staff, Council member, Council, or a member of the public has the right to identify any alleged non-compliance. The individual shall bring the matter forward to the Mayor.

Compliance/Contravention

Upon receipt of an alleged Member contravention in writing, the Mayor shall will investigate the allegation and determine the form an investigation will take, and it may be in consultation with the CAO, Committee, Board or Task Force Chair, complainant and/or the liaison Department. The Mayor may will disclose and discuss the alleged contravention with the Member as part of the and outline the form of investigation, and will give the Member an opportunity(s) to respond accordingly.



Council Policy

At the completion of the investigation, the Mayor will provide recommendations to Council to verify any contraventions, provide all supporting written materials informing the investigation, and recommend appropriate actions (including immediate termination of appointment, if warranted). Council has the sole discretion to terminate any City Committee/Board/Task Force member.

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The Mayor will report any transgressions of an illegal nature to the appropriate police authority.

Implementation & Review

This Code of Conduct and Ethics shall be reviewed by each Council a minimum of once during each Council term.

This Code of Conduct and Ethics shall be reviewed by appointed Committee/Board/Task Force Members at the orientation session held the first meeting of each year following term expiry and appointment of new members, at either the mid-term or full term of Council.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	

**Memorandum
(Draft)**

To: Mayor Andy Letham, City Councillors
From: Joan Abernethy
Date:
Re: Council Policies CP2018-017 and CP2018-018 and
in comparison to Policy No. 028 CAO 002

1. CP 2018-017 and CP2018-018, passed by council on 11 December 2018, replace Council Policy 028 CAO 002. I have attached those three policies to this memo.
2. The sections of the above policies this communication will address are:
 - a) Sections 7 of 028 CAO 002,
 - b) Section 6 of CP2018-017, and
 - c) the unnumbered section on page 7 of CP 2018-018 entitled “Compliance/Contravention”.
- A. CP2018-018**
3. CP2018-018 is a Council Policy entitled “Code of Conduct and Ethics - Members of Committees, Boards & Task Forces”.
4. In its first paragraph, CP2018-018 states it is binding on Committee, Board and Task Force Members: “This Code of Conduct and Ethics is established to provide a shared and common foundation and expectations for acceptable behavior, conduct and actions of appointees to City of Kawartha Lakes’ Committees, Boards and Task Forces.”
5. CP2018-018 details principles and policy directives that Committee, Board and Task Force Members must adhere to.
6. On page 7 of CP2018-018, under “Compliance/Contravention”, the policy gives the mayor sole power to hear and investigate complaints against Committee, Board and Task Force members: “The mayor shall determine the form an investigation will take” and “The mayor may consult with the CAO, Committee, Board or Task Force Chair and/or the liaison Department.”
7. CP2018-018 neither requires nor allows consultation with council, nor does it require or allow council to be informed of complaints the Mayor has received of alleged Committee/Board/Task Force Member policy contraventions or of initiated investigations, until after the Mayor has investigated the complaint of alleged contravention and determined a preferred recommendation.
8. Also under “Compliance/Contravention” on page 7, CP2018-018 further states: “The mayor may disclose the alleged contravention with the accused Member and outline the form of

investigation.” Whether the accused Member is notified of his/her/their alleged contravention and of whether s/he/they is/are under investigation is arbitrary and is entirely up to the Mayor.

9. Only after the Mayor hears and investigates a complaint, possibly in secret, does the policy require council be informed. On page 7 under “Compliance/Contravention”, CP2018-018 states: “At the completion of the investigation, the Mayor will provide recommendations to Council to verify any contraventions, and appropriate actions (including immediate termination of appointment).”

10. For Council to responsibly “verify any contraventions” the accused Member may have made of City policy would require

- a) adequate and timely notice and details of the complaint, *before any investigation is undertaken and final recommendations made by the Mayor,*
- b) a majority Council vote on a motion to challenge the Mayor’s investigation and recommendation, including immediate termination, and
- c) majority Council support to expend the resources required to complete an independent investigation.

11. CP2018-018 gives the power to hear, determine how to investigate and to investigate complaints against Committee/Board/Task Force members exclusively to the Mayor, allows the Mayor to hear and investigate complaints entirely in secret, and severely limits the power of constituent-elected Councillors to responsibly “verify” allegations made in complaints against Committee/Board/Task Force Members.

12. The Compliance/Contravention section of CP2018-018 contradicts the stated goal of the policy itself and of related policies to conduct business in an open and transparent manner. It encourages duplicity and disrespect between staff, members of the public, Council members and Committee/Board/Task Force members. There are very few more duplicitous or disrespectful acts than complaining to an authority to form a limited and secret conspiracy to effect the sudden termination of a Committee/Board/Task Force Member’s appointment that provides that Member no recourse to understand, to answer or to repair. The Romance-period poet, William Blake wrote a famous children’s fable about exactly such duplicity entitled “A Poison Tree”. The moral of that simple fable is that those who want to establish friendly relations openly discuss their differences whereas those whose interests are relationship enmity plot in secret to fell their opponents. CP2018-018 encourages the cultivation of poison trees, not the respect, openness and transparency the City of Kawartha Lakes claims as its relationship standard.

028 CAO 002

13. Policy 028 CAO 002 protected the natural justice principle known as “Audi Alteram Partem” - “listen to the other side” or “let the other side be heard as well”. It is fundamental to a free, fair and democratic society that no accused person be condemned without first being heard.

14. Section 7 of Policy 028 CAO 002 required the following:

- a) that a recommendation to Council to terminate a Member for reasons based on an accusation of alleged policy contraventions other than uncontested vacation of his/her/their seat not be considered unless the accused Member has been provided notice of the recommendation,
- b) that waiving of the required notice is prohibited,
- c) that the notice state both the recommendation to Council and the reasons advanced in support of the recommendation,
- d) that the notice of the recommendation and supporting documentation be sent by the Clerk directly to the accused Member by registered mail, at least seven (7) days prior to the meeting at which the complaint is to be presented,
- e) that the accused Member be apprised of his/her/their entitlement to forward a written response to the Clerk within seven (7) days of receipt of the notice and supporting documents,
- f) that, after the period for the accused Member to reply has expired, the Clerk provide Council with details of the notice to terminate, supporting documentation, and any written response received and place it on the closed session agenda of the next scheduled regular Council meeting or on the agenda of any Special Meeting called to consider the notice, and
- g) that the accused Member be given the opportunity to make a presentation to Council prior to a vote being taken on the recommendation.

CP2018-017

15. CP2018-017, at section 6, omits any right of an accused Member to receive notification of a recommendation to terminate his/her/their appointment, to receive and review details of the complaint(s) and alleged policy contraventions, to answer the allegations, to present evidence in support of a defense to council and to produce witnesses in support of a defense to council.
16. CP2018-017 grants to any member of a Committee, Board, or Task Force, any staff, any Council member, Council itself, and any member of the public the right to identify any alleged non-compliance with the Code of Conduct and Ethics - Members of Committees, Boards & Task Forces, Policy CP2018-018.
17. CP2018-017 requires the complainant make his/her/their complaint directly to the Mayor and, as detailed above, CP2018-018 gives the Mayor the power to hear and investigate the complaint entirely in secret before recommending to Council how to respond.
18. The only reference to the complaints process is at Section 6.3 of CP2018-017 where it refers to Policy CP2018-018. It is up to anyone who wants to understand the complaints process to find it on page 7 of CP2018-018 under "Compliance/Contravention".
19. I submit that the natural justice principle that no one should be condemned unheard (*Audi Alteram Partem*) or "listen to the other side"/"let the other side be heard as well" is fundamental

to a free, fair and democratic society. No person should be judged without a fair hearing in which each party is given the opportunity to respond to the evidence against them.

20. The repeal of 028 CAO 002 and its replacement by CP2018-017 and CP2018-18 gives the Mayor alone the power to hear and investigate complaints against Committee, Board or Task Force members, to determine the scope of any investigation deemed necessary, to do so entirely in secret, then to recommend to Council immediate termination based on the secret investigation.

21. The repeal of 028 CAO 002 and its replacement by CP2018-017 and CP2018-018 empowers council to condemn an accused Member based on hearing only the recommendations of the mayor that are based on the mayor's investigation of anyone's allegations - an estranged spouse, a political opponent, a business competitor - without the accused person being provided notice or details of the accusation, and without giving him/her/them an opportunity to speak to the allegations, to submit evidence to council and/or to produce witnesses to speak to council.

22. I think Policies CP2018-017 and CP2018-018, as written, are draconian and that they may set the City up for allegations of Charter violations and significant claims for civil damages.

23. Therefore, I recommend the following amendments to CP2018-017 and CP2018-018:

24. CP2018-017

6.1 Council may remove from a Committee/Board/Task Force any member who vacates his/her/their seat by missing three consecutive formal business meetings without being excused by the Committee/Board/Task Force, and who does not contest their vacation.

6.2 Council may remove from a Committee/Board/Task Force any member who it is determined by Council has violated the Code of Conduct and Ethics - Members of Committees, Boards & Task Forces, Policy CP2018-018.

6.3 Anyone (including members of the public, City staff, Committee/Board/Task Force members, Council members) may identify any alleged non-compliance with the Code of Conduct and Ethics - Members of Committees, Boards & Task Forces and may notify Council of their allegations, in writing, via a formal complaint to the City Clerk.

6.4 Within seven (7) days of receiving a formal written complaint about a Committee, Board, Task Force member, the City Clerk shall notify the accused member of the details of the complaint, shall provide the accused member with any supporting documentation, and shall provide the accused member details of the complaints process.

6.5 Waiving by anyone, including the Mayor and Council, of notice that the City Clerk has received a formal complaint and the provision of details, documentation and complaints process information to the accused member is strictly prohibited.

6.6 The complaints process shall consist of the following:

6.6.1 The complainant files a formal written complaint with the Clerk's office, along with any supporting documentation.

6.6.2 Within seven (7) days of receipt of a formal complaint, the Clerk shall provide the accused member, by secured mail, with notification that a formal complaint has been made, shall provide the accused member with details of the complaint and any supporting documentation, and shall provide the accused member with information about the complaints process.

6.6.3 Within seven (7) days of receipt of a formal complaint, the Clerk shall also apprise the accused member of his/her/their right to reply, in writing, to the allegations made in the formal complaint, including the provision of any supporting documentation and any list of witnesses or materials provided by witnesses or references, within seven (7) days of receipt of the Clerk's notice, including details and supporting documentation of a formal complaint.

6.6.4 Once the period for the accused member to reply has expired, the Clerk shall place the matter on the agenda of the next regularly scheduled Council Meeting agenda and shall provide all Members of Council with copies of the formal written complaint, the supporting documentation, and any materials provided by the accused member in response to the complaint.

6.6.5 Council shall review the materials and discuss them in closed session, as allowed under the *Municipal Act*, and may recommend an independent investigation of the complaint and the form such an investigation will take.

6.6.6 The Clerk shall issue an invitation to the complainant, to the accused member, and to any other person (including witnesses) the Clerk deems appropriate to appear before Council at a meeting, either closed or special, to present to Council their case and to respond to any questions Council has about the complaint, the accused member's reply, supporting documentation, and/or witness testimony.

6.6.7 In the event the complaint concerns allegations of threat or risk, the Clerk shall invite security resources to attend the meeting.

6.6.8 Council shall deliberate on the evidence, testimony and submissions in closed session, as allowed under the *Municipal Act*, and make a recommendation for remedial action.

6.6.9 At the next open meeting of Council, the recommendation shall be voted on by Council and shall be decided by a simple majority.

25. CP2018-018

Delete the section on page 7 entitled "Compliance/Contravention".



Council Policy

Council Policy No.:	CP2018-017
Council Policy Name:	Council Committee, Board and Task Force Policy
Date Approved by Council:	December 11, 2018
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	CP2018-018 – Code of Conduct and Ethics (Members of Committees/Boards/Task Forces)

Policy Statement and Rationale:

The City appoints citizens from the municipality to Council Committees, Boards and Task Forces to review and recommend actions to Council to advance various issues relating to the municipality. It is recognized that Committees, Boards and Task Forces are vital to informing and supporting City Council in accomplishing the City's strategic goals and priorities. It is further recognized that appointed volunteer members of these Committees, Boards and Task Forces bring valuable community knowledge, experience and information, and are committed community stakeholders and ambassadors. This policy establishes the process for appointments, defines the volunteer appointee's roles and responsibilities, and establishes how they conduct business for the betterment of the municipality.

Scope:

This policy applies to all Council Committees, Boards and Task Forces created and approved by Council and their working groups. Where a Council Committee or Board is legislated, the provisions of the governing legislation shall take precedence over this policy.

Definitions:

"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;

"Committee" means any Council Committee/Board/Task Force which is advisory in nature and/or mandate specific and is:

1. Established by Council through resolution or by-law; or

Council Policy

2. Created by another level of government (with jurisdiction), providing the right to Council to appoint one or more persons to it, who are not members of Council.

“Council” or “City Council” means the municipal council for the City;

“Director” 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.

“Interview Team” means a team composed of three (3) members to review applications and make the recommendation to Council on the Committee/Board/Task Force appointments. The team shall include a minimum of one Member of Council and may include members of staff and/or the Committee/Board/Task Force Chair.

“Person” means a human individual. For the purposes of this policy, the term does not include “artificial” persons recognized by law (for example, Corporations).

Policy:

1.0 Volunteer Appointments

- 1.1 In addition to any other qualification requirements established by legislation, resolution or by City policy, any persons appointed to a Committee/Board/Task Force must be:

- i) an elector of the City;
- ii) at least eighteen years of age; and
- iii) a Canadian citizen.

except where:

- The Interview Team recommends the appointment of one or more person(s) to a Committee/Board/Task Force and declares the exception in the recommendation to Council.
- The Committee/Board/Task Force composition, as per the Committee/Board/Task Force Terms of Reference, includes members from specified organizations where the names of those members are to be provided by the organization along with any designated alternates.
- Permitted as per the Council approved Terms of Reference for the Committee/Board/Task Force.

Council Policy

- 1.2 Notwithstanding Section 1.1, the following persons are ineligible for appointment to the City's Committee/Board/Task Forces as a Public Appointee:
- i) current members of the Council (with the exceptions of statutory requirements and ex officio positions);
 - ii) current trustees of the Trillium Lakelands District School Board or the Peterborough, Victoria, Northumberland, Clarington Catholic District School Board who have direct association/affiliation with the service/facility in question;
 - iii) current City employees who have direct association/affiliation with the service/facility in question;
 - iv) any person who may have an actual or perceived (in the opinion of the Interview Team) conflict of interest with the purposes of the Committee/Board/Task Force in question due to his or her employment or otherwise; or
 - v) any person who is in litigation or potential litigation with the municipality.
- 1.03 Council may assign staff persons to Committee/Board/Task Forces in liaison or record-keeping roles. No City employees may participate in voting that may occur on Committee/Board/Task Forces unless they have been appointed as a Committee/Board/Task Force member.
- 1.04 Given the time commitment required by members of Committee/Board/Task Forces, no person shall serve as a member of more than three (3) Committee/Board/Task Forces during the same time period, without approval of Council.

2.0 Terms of Reference

- 2.1 The Terms of Reference of any Committee/Board/Task Force shall be developed using the templates as attached to this policy as Appendix A – Committee/Board Terms of Reference Template and Appendix B – Task Force Terms of Reference Template.
- 2.2 The City Clerk has authority to modify the Terms of Reference templates, attached to this policy as Appendix A – Committee/Board Terms of Reference Template and Appendix B – Task Force Terms of Reference Template, as may be required.
- 2.3 Any responsibilities not clearly identified within a Committee/Board/Task Force Terms of Reference shall be the responsibility of the City of Kawartha Lakes.

Council Policy

Council may, at its discretion, change the Terms of Reference for a Committee/Board/Task Force at any time. Any changes proposed to these Terms of Reference by the Committee/Board/Task Force shall be recommended to Council via the liaison department identified within the Terms of Reference through a report to Council.

- 2.4 At the discretion of Council, any Committee/Board/Task Force may be dissolved by resolution of Council. No prior notice is required.

3.0 Code of Conduct for Committee/Board/Task Force Appointees

- 3.1 All volunteer appointees to Committee/Board/Task Forces shall adhere to the City Code of Conduct for Committee/Board/Task Force and Members as approved by Council.

4.0 Advertising for Vacancies

- 4.1 The City Clerk will, if required, advertise during the last quarter of the calendar year for all vacancies to be filled through appointments of persons to Committee/Board/Task Forces of the City.
- 4.2 Advertisement(s) shall list the name(s) of the Committee/Board/Task Force(s) and any particular qualification requirements for membership.
- 4.3 Persons wishing to fill advertised vacancies on Committee/Board/Task Forces of the City must submit to the City Clerk, in writing, an application except as outlined in Section 4.4. The application shall be on a form supplied by the City Clerk's office. No consideration will be given to filling vacancies unless a written application is received. Supplemental resumes are encouraged, but are not required. Application forms and attached resumes are considered confidential and shall only be used for their intended purpose of selecting members to the specified Committee/Board/Task Force.
- 4.4 Any person who is a current appointee to any Committee/Board/Task Force and remains qualified to be a citizen appointee, can reapply by submitting a letter indicating their intention to reapply. Nothing prevents an incumbent from applying using the application form if they choose.
- 4.5 The City Clerk's Office shall receive and distribute all applications received in response to an advertisement for vacancies on Committee/Board/Task Forces. Copies of all applications shall be sent to the Director and Executive Assistant of the responsible department.
- 4.6 The Director or designate shall make the City Clerk aware of any vacancies on Committee/Board/Task Forces that arise throughout the calendar year. The City

Council Policy

- Clerk may, if required, advertise at any time throughout the calendar year in order to fill such vacancies on Committee/Board/Task Forces.
- 4.7 Alternatively, the Director or designate may review the applications received when the position was most recently advertised and recommend a person to fill the vacancy to the Committee/Board/Task Force. If there are no applications in the file then the Director shall ask the Committee/Board/Task Force, through the chair, to nominate a single candidate for the position. Upon receipt of written acceptance of the nomination, the candidate shall be recommended to Council for appointment via a written confidential report.
- 4.8 Where for any reason it is impossible to fill a Committee/Board/Task Force vacancy, Council may approve an amendment to the terms of reference for the Committee/Board/Task Force to allow for a smaller membership number or to alter quorum rules, as required, or the Council may approve circumstances allowing the position to remain vacant for the balance of the term.
- 4.9 In all cases, persons appointed to fill a vacancy on a Committee/Board/Task Force shall assume the remainder of the Term of the member whose vacancy is being filled.
- 5.0 Interview, Selection and Appointment Process**
- 5.1 The Director or designate, upon receipt of applications from the City Clerk's Office, shall arrange an interview team to consist of three (3) members. Whenever possible, any member(s) of Council appointed as the Council representative to the Committee/Board/Task Force shall form part of the interview team.
- 5.2 The Director or designate shall arrange a meeting of the Interview Team to review the applications and decide whether there is a sufficient number of qualified candidates, or if a further notice and advertisement is required, or to decide if interviews are required and how many candidates will be interviewed, or if a recommendation will be made to Council without interviews.
- 5.3 If interviews are required, the Director or designate shall arrange a meeting of the Interview Team to conduct the interviews with the applicants.
- 5.4 The Director or designate shall advise all selected applicants of the time and place of the interview.
- 5.5 The Interview Team will give fair and equal consideration to the qualifications, abilities and civic interest of all persons who have applied who meet the qualifications of the office when considering appointments to Committee/Board/Task Forces.

Council Policy

- 5.6 Interviews of the applicants to a Committee/Board/Task Force will be dealt with individually by the Interview Team. After interviews, the Director or designate will call the members of the Interview Team to a vote. The Director shall advise the Interview Team of those citizen candidates receiving the greatest number of recommending votes. The Interview Team will recommend the selected candidates to Council for appointment to the said Committee/Board/Task Force. The number of candidates recommended shall not exceed, but may be fewer than, the number of vacancies to be filled.
- 5.7 A confidential written report from the Director or designate will be presented in closed session at a Regular Council Meeting to bring forward the recommendations of the Interview Team, together with a list of all the names submitted for the vacancies and a brief explanation of each applicant interviewed. Council may choose to accept any of the Interview Team's recommendations, or it may choose to appoint an applicant not recommended by the Interview Team. Council shall not appoint a person who was not considered by the Interview Team. The final appointment resolution shall be made in open session of Council.
- 5.8 The City Clerk's Office shall retain all applications received for vacancies on Committee/Board/Task Forces in accordance with the City's Records Retention By-law.

6.0 Expulsion of a Member

- 6.1 Any member of the Committee/Board/Task Force, who misses three consecutive formal business meetings, without being excused by the Committee/Board/Task Force, may be removed from the Committee/Board/Task Force.
- 6.2 The Committee/Board/Task Force may recommend to Council the expulsion of a member or Council may remove a member for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protections of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; the Code of Conduct and Ethics for Members of Committees, Boards and Task Forces; disrupting the work of the Committee/Board/Task Force or other legal issues. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the [ClerkMayer](#).
- 6.3 Any Member, staff, Council member, Council, or a member of the public has the right to identify any alleged non-compliance to the Code of Conduct and Ethics – Members of Committees, Boards & Task Forces. The individual shall bring the matter forward to the [ClerkMayer](#).

Council Policy

- 6.4 A recommendation to Council to terminate a Member for reasons based on an accusation of alleged policy contraventions (other than uncontested vacation of his/her seat) not be considered unless the accused Member has been provided notice of the recommendation, including supporting documentation (the “Notice”).
- 6.5 The Notice must state both the recommendation to Council and the reasons advanced in support of the recommendation.
- 6.6 That the Notice be sent by the Clerk directly to the accused Member by email with “read receipt”, registered mail, or facsimile, and received at least 7 days prior to the Closed meeting of Council at which the complaint is to be presented.
- 6.7 That the accused Member be entitled to forward a written response to the Clerk within 7 days of receipt of Notice.
- 6.8 That, after the period for the accused Member to reply has expired, the Clerk to provide Council with details of the Notice to terminate and any written response received and place it on the closed session agenda of the next scheduled regular Council meeting.
- 6.46.9 Council has the sole discretion to terminate any City Committee/Board/Task Force member.

7.0 Attachments:

Appendix A – Committee/Board Terms of Reference Template

Appendix B – Task Force Terms of Reference Template

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	



Council Policy

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Council Policy

Council Policy No.:	CP2018-018
Council Policy Name:	Code of Conduct and Ethics – Members of Committees, Boards & Task Forces
Date Approved by Council:	December 11, 2018
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	CP2018-017 – Committee/Board/Task Force Policy

Policy Statement and Rationale:

This Code of Conduct and Ethics is established to provide a shared and common foundation and expectations for acceptable behavior, conduct and actions of appointees to City of Kawartha Lakes' Committees, Boards and Task Forces. It is recognized that Committees, Boards and Task Forces are vital to informing and supporting City Council in accomplishing the City's strategic goals and priorities. It is further recognized that appointed volunteer members of these Committees, Boards and Task Forces bring valuable community knowledge, experience and information, and are committed community stakeholders and ambassadors. In addition to being well-informed to undertake delegated decision-making functions and/or provide advice and recommendations effectively, appointed members are expected to carry out their duties in a fair, honest, conscientious, diligent, impartial, transparent and professional manner.

Members of Committees, Boards and Task Forces must operate within the scope of work and requirements outlined in the associated Council-approved Terms of Reference.

This Code of Conduct and Ethics provides positive direction to Committee, Board and Task Force members in support of the following principles:

- That impartial decision-making considers the best interests of the entire Municipality;
- That communications are open, honest, consistent, respectful, consultative and inclusive;
- That private interests are kept separate from public responsibilities;
- That respect and support for others, including Council members, [Committee members](#), members of City staff and members of the public, is maintained.



Council Policy

Scope:

This policy relates to Council-appointed members of Committees, Boards and Task Forces in the City of Kawartha Lakes.

Definitions:

“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;

“Committee” means any Council Committee/Board/Task Force which is advisory in nature and/or mandate specific and is:

1. Established by Council through resolution or by-law; or
2. Created by another level of government (with jurisdiction), providing the right to Council to appoint one or more persons to it, who are not members of Council.

“Council” or “City Council” means the municipal council for the City;

“Member” means a person appointed to a Committee/Board/Task Force by resolution of Council.

“Person” means a human individual. For the purposes of this policy, the term does not include “artificial” persons recognized by law (for example, Corporations).

Policy:

General

All Members shall serve on Committees, Boards and Task Forces in a transparent and accountable manner. Members shall perform responsibilities assigned to the Committee/Board/Task Force as prescribed within the associated Terms of Reference.

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct and Ethics – Committee, Board & Task Force Members
- the City Procedural By-law
- Other applicable City by-laws and policies



Council Policy

- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Committee/Board/Task Force as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act. Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Recording Secretary of the Committee/Board/Task Force who shall in turn provide it to the City Clerk for inclusion in the City's Registry of Statement of Disclosure as required by the Municipal Act.

The Committee/Board will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Committee/Board business in keeping with the Committee's Terms of Reference and established Policies.

Gifts and Benefits

To ensure and foster a culture of impartiality and objectivity Members shall not, directly or indirectly through family members or otherwise, solicit any gift or accept/receive any gift or personal benefits or rewards which may be tied or inferred to be tied directly or indirectly to their position or the performance of their duties.



Council Policy

No Member shall seek or obtain by reason of his or her appointment any personal privilege or advantage with respect to city services not otherwise available to the general public and not consequent to his or her official duties except as authorized by law or policy of the City.

Confidentiality and Use of Municipal Information

It is every Member's responsibility to ensure information disseminated to other Members, staff and/or the public is accurate. No Member shall willfully mislead other Members, employees or the public about any issue of municipal concern.

No Committee/Board/Task Force information or actions is permitted to be confidential, save and except where permitted in the Committee/Board/Task Force's Council approved Terms of Reference. All business must be conducted in an open and transparent manner.

All requests for City information should be referred to the recording secretary to process through the liaison Department and the City Clerks Office, to be addressed as either an informal request for access to municipal records or as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

No Member shall

- Use information acquired through their duties for a personal advantage during or after their appointment.
- Speak disrespectfully or negatively about the Corporation, a member of Council, another member or Council's decisions.. Any concerns regarding the conduct of another person including a contravention of the Code of Conduct by another member shall be handled through the appropriate process as defined in this policy.
- Speak or act on behalf of the Corporation or City Council without authorization to do so.

Conduct at Meetings

During meetings, Members shall conduct themselves with decorum and in accordance with the City's Procedural By-Law, as amended from time to time. Respect and courtesy will be provided to delegations, fellow members, Council members, staff and members of the general public. Members shall not distract from the business of the Committee, Board or Task Force during presentations and when other members have the floor. Each member has a responsibility to ensure that such decorum occurs, both through their own conduct and by bringing to the attention of the Chair any offensive conduct that is observed.



Council Policy

Relationships with Staff and Other Members

Members will show respect for other Members and staff and recognize their roles and responsibilities as defined by legislation and the associated Terms of Reference.

Members shall:

- Acknowledge that only Council as a whole shall direct staff members, through the CAO, to carry out specific tasks or functions.
- Provide advice and recommendations that are objective, politically neutral, applicable to the scope of work of the Committee, Board or Task Force, and in the best interest of the community and City.
- Refrain from using their position to improperly influence members of staff or Council members in their duties or functions or to gain an advantage for themselves, or others.
- Refrain from publicly criticizing individual members of staff or Council members and appointed Members in a way that maliciously or falsely injures the professional credibility or ethical reputation of the individual.
- Be respectful that staff work for the City as a body corporate and are charged with providing advice that is objective and based upon their professional expertise, politically neutral, and consider a corporate perspective, without undue influence from any individual member or group of members.
- Be respectful and supportive of the City's commitment to fostering an environment that is free from discrimination, harassment, interference, intimidation or coercion through personal adherence to the City's Respect in the Workplace Policy and the Ontario Human Rights Code.

Use of Municipal Property

Members may be required to borrow City property, equipment, supplies or services only for activities connected with Committee/Board/Task Force activities. The use of municipal property shall be coordinated through the liaison department. Any equipment or supplies borrowed in the exercise of the Members duties is City property and will be returned to the City promptly.

No member shall obtain financial gain from the use of city-developed intellectual property, computer programs, technological innovations or other patentable items, while an appointed member or thereafter. All such property remains the exclusive property of the City of Kawartha Lakes.

All Committee/Board/Task Force meetings must be held within an accessible city-owned facility.



Council Policy

Work of a Political Nature

Members shall be aware of and adhere to the City's policy regarding "Use of Corporate Resources for Municipal Election Purposes."

No member shall use City facilities, services, or property in support of a municipal election or re-election campaign, expression of support for or against a political candidate, or any other outside political activity.

Fraud, Breach of Trust and Other Criminal Activities

Members shall not engage in behaviour that is fraudulent or that constitutes a breach of trust with the City of Kawartha Lakes. A fraudulent activity includes, but is not limited to:

- Using deceit to gain a personal advantage or benefit for oneself and/or others.
- Illegally obtaining money, including the solicitation and/or acceptance of bribes.
- Intentionally providing false or incomplete or withholding information from Council and/or city officials.
- Intentionally circumventing City policies or procedures to gain a personal advantage for oneself and/or others.
- Planning or participating in a theft of City property, or the use of said property to aid or conduct a theft of any kind.
- Inappropriate personal use of or intentional damage to City property.
- Undertaking any other illegal activity.

Conflicts of Interest

A conflict of interest is understood to occur if a Member's personal affairs, business, or relationships overlap with their duties and functions as appointed members of Committees, Boards or Task Forces. In order to avoid any conflict of interest, pecuniary interest or personal gain for members, their family or associates, members are not permitted to carry out any assigned duties for which a conflict of interest is present.

Members shall avoid and remove themselves from these situations of conflict.

Additionally, Members should be aware that some conflicts may be perceived in nature and will need to be considered on an individual basis.



Council Policy

Business/Organization Relations

It is recognized that Members may have work or business activities or associations outside of their duties. Members shall ensure these responsibilities remain distinct and separate from Committee/Board/Task Force business.

Members must demonstrate transparency with regards to business relations and/or organizations conducting business with the City. No member shall act as a paid agent before the Corporation or Council.

Members shall recognize the need for their decision-making to be impartial and transparent by refraining from having any direct or indirect pecuniary association with any business or organization that has interactions with them in the conduct of their duties and responsibilities. Members must disclose to the Chair and members of the public such information at the first opportunity.

Should a Committee/Board/Task Force composition, as per Council approved Terms of Reference, include Members from specified stakeholder organizations, it is acknowledged that such members have been appointed to represent the interests and perspectives of those organizations to further the mission and activities of the Committee/Board/Task Force.

City Expenditures and Purchases

Members are not involved in procurement activities for the City. Any City budget advice or recommendations will be considered by Council and/or the appropriate Department liaison.

Disclosure

Any Member, staff, Council member, Council, or a member of the public has the right to identify any alleged non-compliance. The individual shall bring the matter forward to the Clerk~~Mayor~~. The Clerk will respond to the allegation in accordance with CP2018-017.

Compliance/Contravention

Upon receipt of an alleged Member contravention, the Mayor shall determine the form an investigation will take, and it may be in consultation with the CAO, Committee, Board or Task Force Chair, and/or the liaison Department. The Mayor may disclose the alleged contravention with the Member and outline the form of investigation.



Council Policy

~~At the completion of the investigation, the Mayor will provide recommendations to Council to verify any contraventions, and appropriate actions (including immediate termination of appointment).~~

~~The Mayor will report any transgressions of an illegal nature to the appropriate police authority.~~

Implementation & Review

This Code of Conduct and Ethics shall be reviewed by each Council a minimum of once during each Council term.

This Code of Conduct and Ethics shall be reviewed by appointed Committee/Board/Task Force Members at the orientation session held the first meeting of each year following term expiry and appointment of new members, at either the mid-term or full term of Council.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	



Council Memorandum

Date: June 9, 2020

To: Council

From: Mayor Letham

Re: State of Emergency

Recommendation

That the Memorandum from Mayor Letham, **regarding the State of Emergency**, be received; and

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

Rationale

The Province declared a state of emergency on March 17, 2020. Under this state of emergency, emergency orders are issued by the Province to guide citizen health and safety, and manage pandemic response and resources. Shortly thereafter, I declared a local state of emergency in alignment with the Province, to have the ability to issue orders where needed to respond to local pandemic circumstances, and to protect local health and safety of residents, businesses and visitors, as needed. The City **must** comply with all Provincial Orders issued, the Mayor can only issue additional orders to address local “emergencies” and public health and safety.

The City activated our Emergency Operations Centre (EOC) when the state of emergencies were declared. The City’s active EOC is made up of the Mayor, CAO and City staff (including Fire and Paramedic services), the Ontario Provincial Police (OPP), the Kawartha Lakes Police Service (KLPS), the Haliburton, Kawartha Lakes Pine Ridge (HKPR) Health Unit, and Ross Memorial Hospital (RMH).

I am pleased to advise that to-date I have not had to issue any orders above and beyond the Provincial directives.



I am also pleased to advise that to-date, all EOC partners remain stable and continue to respond appropriately to this pandemic.

The Provincial state of emergency was recently extended to June 30, 2020.

Both police services, and the City's municipal law enforcement group, continue to enforce Provincial Orders through an education and awareness first approach.

I am bringing this matter forward to Council for information, and to solicit your input on our local state of emergency declaration.



Council Memorandum

Date: June 9th, 2020

To: Council

From: Councillor Ashmore

Re: Rescind By-law 2020-033, A By-law to Delegate authority to the Chief Administrative Officer in the City of Kawartha Lakes

Recommendation

That the memorandum from Councillor Ashmore regarding **by-law 2020-033** be received;

That Council rescind By-law 2020-033; and

That this recommendation be forwarded to the next Regular Council meeting for consideration.

Rationale

Bylaw 2020-033 was enacted as an emergency measure on March 19, 2020 because the Covid-19 pandemic temporarily restricted Council from meeting regularly. Due to the fact that Council is again meeting regularly, by Zoom video conferencing technology and/or in Council Chambers and is, therefore, no longer restricted by the Covid-19 pandemic, this by-law is no longer required and can be repealed.



Council Memorandum

Date: June 9th, 2020

To: Council

From: Councillor Dunn

Re: Signage "Volunteer Emergency Lights"

Recommendation:

That the memorandum from Councillor Dunn regarding signage for volunteer emergency lights be received;

That Staff provide options to Council for the placement of "Pull Over and Stop for Flashing Green Light" signs at various vantage points throughout the City;

That these options be included as a decision unit in the 2021 Budget; and

That these recommendations be brought forward at the next Regular Council Meeting.

Rationale:

While certain urban areas enjoy the protection of our Professional Firefighters, the Volunteer Firefighters are the backbone of fire suppression throughout the majority of the City. Our volunteers, when responding to a call, make use of a flashing green light to warn vehicles of their approach. This assists our volunteers in arriving at the scene of an incident in a timely and safe manner. While many of rural residents are familiar with the significance of the "Flashing Green" the same cannot necessarily be said of our visitors. The placement of signage at strategic locations would make everyone more aware and assist in making a dangerous job a little less dangerous.



Council Memorandum

Date: June 9th, 2020

To: Council

From: Councillor Dunn

Re: Extension of Sidewalk Angeline Street North

Recommendation:

That the memorandum from Councillor Dunn regarding the **extension of the sidewalk on Angeline Street North** be received;

That staff prepare a report with recommendations to extend the sidewalk on Angeline Street North from Alcorn Drive to the north entrance of Springdale Garden Drive;

That the extension of this sidewalk section be included in the 2021 Budget as a decision unit; and

That these recommendations are brought forward to the next Regular Council meeting.

Rationale:

The Springdale Garden neighbourhood is a fast-growing community that is not well served in providing pedestrian access to the commercial centres of Lindsay. The City's strategic plan includes promoting a healthy active community. The extension of the Angeline Street sidewalk will meet the needs of the City in this sector of Lindsay for the foreseeable future.



Council Memorandum

Date: June 9th, 2020

To: Council

From: Councillor Richardson

Re: Regulatory considerations for managing Cannabis Growth in the City of Kawartha Lakes

Recommendation

That the memorandum from Councillor Richardson regarding the **Regulatory Considerations for Managing Cannabis Growth in the City of Kawartha Lakes** be received;

That Staff be directed to provide information and options for zoning by-law regulations for both personal medical and commercial growth operations;

That Staff be directed to provide information and options for enforcement measures when commercial or personal medical growth operations exceed Federal approvals, or when the impact of the operation exceeds lot coverage percentages and post production/processing brings a commercial element to otherwise residential or farm dwellings;

That staff report back to Council with their proposals by the end of Q3 2020; and

That these recommendations be brought forward to the next regular Council Meeting.

Rationale

Following the legalization of Cannabis, we have seen unprecedented growth within this industry. With that growth, comes challenges to ensure that operations within the Kawartha Lakes are working within the context of mandated Federal and Provincial regulations. Currently, we do not have a comprehensive set of guidelines in place that would allow us to determine whether or not individuals or corporations are operating within the confines of federal and provincial legislation, nor do we have a clear stance on how we are regulating these operations within our municipality. In this memo, I ask



staff to review the regulatory considerations for managing Cannabis operations in the City of Kawartha Lakes. I ask that staff create a uniform process to determine compliance during the application phase and that this process considers zoning by-laws when evaluating agricultural and commercial applications. I also ask that this process incorporate an evaluation of how the proposed operation will impact local ecosystems (re: chemical run off, waste management, light pollution etc) and its surrounding environment (including other residents). Finally, due to the pace at which new growth operations are appearing with in the Kawartha Lakes, I ask that staff develop an interim by-law to aid in both planning approvals and in regulation until the Rural Zoning by-law is completed.



Council Memorandum

Date: June 9th, 2020

To: Council

From: Councillor Yeo

Re: 2020 Community Partnership Funds

Recommendation

That the memorandum from Councillor Yeo regarding the **2020 Community Partnership Funds** be received;

That the 2020 Community Partnership Fund and other Community Funding Programs be referred to the Community Recovery Task Force with options for the remainder of 2020 and the 2021 program;

That these recommendations be brought forward at the next Regular Council Meeting.

Rationale

During the difficult economic times of the COVID Pandemic, many community groups are finding it challenging to operate. It is becoming increasingly difficult to manage day to day activities, membership drives and of course, fundraising. As a result, many community organizations are failing to contribute the full amount required for the 2020 Community Partnership Funds.

On the advice of my Councillor Mr. Pat Dunn I am forwarding this request. As the owners of 14 and 16 Westwood Court Lindsay I am requesting the No Parking Signs be removed on the North Side of Westwood Court. Presently there is No Street parking on the north or south side or anywhere on this court. It is a great inconvenience to the residences and visitors. It serves no purpose to have no street parking on both sides of this court. At this time I am submitting this request to remove the no parking signs on the north side of Westwood Court Lindsay Ontario --Thank You Randy & Fay Cowell--

Randy Cowell
Fay Cowell

Neighbourhood Support Signature

Pat Dunn

N. McNamey

Chris Fountain

Jamie Fountain

Jyle Tindall

Cathy VanBlok

Leena Gruen