

# **The Corporation of the City of Kawartha Lakes**

## **Agenda**

### **Committee of the Whole Meeting**

**COW2020-06**

**Tuesday, October 6, 2020**

**Open Session 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](mailto:AgendaItems@kawarthalakes.ca) if you have an accessible accommodation request.**

		Pages
1.	<b>Call to Order</b>	
2.	<b>Adoption of Agenda</b>	
3.	<b>Disclosure of Pecuniary Interest</b>	
4.	<b>Deputations</b>	
4.1	COW2020-06.4.1	10 - 12
	<b>City Services Performance Management</b> David Webb	
4.2	COW2020-06.4.2	13 - 15
	<b>Proposed Direct Sale of City Owned Lands on Juniper Street, Fenelon Falls</b> Ronalee Switzer	
4.3	COW2020-06.4.3	16 - 18
	<b>Proposed Direct Sale of City Owned Lands on Juniper Street, Fenelon Falls</b> Richard Chartier Doug Dickerson	
4.4	COW2020-06.4.4	19 - 21
	<b>Proposed Direct Sale of City Owned Lands on Juniper Street</b> Joy Epstein	
5.	<b>Correspondence</b>	
6.	<b>Presentations</b>	
6.1	COW2020-06.6.1	
	<b>2021 Budget Process Presentation</b> Jennifer Stover, Director of Corporate Services	
6.1.1	Report CORP2020-014	22 - 32
	<b>2021 Budget Process and Requests</b> Jennifer Stover, Director of Corporate Services	

**That** Report CORP2020-014, **2021 Budget Process and Requests**, be received; and

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

6.2 COW2020-06.6.2

**Master Fire Plan Presentation - Timed Appointment 3:00 p.m.**  
Darryl Culley, President, Emergency Management and Training Inc.

## 7. **Reports**

7.1 RS2020-022 33 - 49

**581 Highway 36, Lindsay**  
Robyn Carlson, City Solicitor

**That** Report RS2020-022, **581 Highway 36, Lindsay**, be received; and

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

7.2 LIC2020-001 50 - 65

**Charitable Road Tolls**  
Aaron Sloan, Manager of Law Enforcement and Licensing

**That** Report LIC2020-001, **Charitable Road Tolls**, be received;

**That** the proposed by-law, being a By-Law to Regulate Charitable Road Tolls in the City of Kawartha Lakes, attached as Appendix A to this report be approved;

**That** By-Law 2015-199, being a By-Law to Regulate Charitable Road Tolls in the City of Kawartha Lakes, be repealed; and

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

7.3 CORP2020-010 66 - 70

**Sanitary Sewer Flat Rate Charge**  
Jennifer Stover, Director of Corporate Services  
Bryan Robinson, Director of Public Works

**That** Report CORP2020-010, **Sanitary Sewer Flat Rate Charge**, be received; and

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

7.4

CORP2020-011

71 - 85

**Purchasing Process and Policy**

Jennifer Stover, Director of Corporate Services

**That** Report CORP2020-011, **Purchasing Process and Policy**, be received;

**That** the Purchasing Policy, attached as Appendix A to Report CORP2020-011, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions; and

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

7.5

CORP2020-012

86 - 91

**Sustainable Procurement Policy**

Jennifer Stover, Director of Corporate Services

**That** Report CORP2020-012, **Sustainable Procurement Policy**, be received;

**That** the Sustainable Procurement Policy, as attached in Appendix A to Report CORP2020-012, be adopted and numbered for inclusion in the City's Policy Manual; and

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

7.6

CS2020-010

92 - 94

**Release of Fenelon Falls Legacy C.H.E.S.T. Funds**

LeAnn Donnelly, Executive Assistant, Community Services



**That** Report CS2020-010, **Release of Fenelon Falls Legacy C.H.E.S.T. Funds**, be received;

**That** Kawartha Works Community Co-operative be approved for funding in the amount of \$14,984.37 with the allocation to come from the Fenelon Falls Legacy C.H.E.S.T. Reserve (3.24350); and

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

7.7 CS2020-011 95 - 120

**Coboconk Wellness Centre Feasibility Report**

Craig Shanks, Director of Community Services

**That** Report CS2020-011, **Coboconk Wellness Centre Feasibility Report**, be received; and,

**That** staff be directed to proceed with working with the Coboconk, Norland & Area Chamber of Commerce to develop the Coboconk Train Station into the Coboconk Wellness Centre;

**That** staff work with the Coboconk, Norland & Area Chamber of Commerce to secure the required external grant funding to proceed with the project;

**That** the required \$1,500,000.00 City contribution to this project be incorporated into the City's Asset Management and 10 Year Financial Plans and future capital budgets for when matching funds are secured for Council's consideration; and

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

7.8 ED2020-021 121 - 148

**Correction of Legal Descriptions in Heritage By-laws**

Emily Turner, Economic Development Officer, Heritage Planning

**That** Report ED2020-021, **Correction of Legal Descriptions in Heritage By-laws**, be received;

**That** staff be directed to proceed with the process to amend the legal descriptions in the heritage designation by-laws for 37 Colborne Street, 13 Lindsay Street, 2 Lindsay Street South, 17025 Simcoe Street and 45 Russell Street West, including the preparation and circulation of the notices required under the Ontario Heritage Act and the preparation of the amending by-laws;

**That** the amending by-laws be brought forward to Council at the next Regular Council meeting following the end of the notice period; and

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

7.9

RD2020-003

149 - 154

**Recommendations for the Maintenance and Improvement of Road Drainage**

David Lembke, Manager, Roads Operations

**That** Report RD2020-003, **Recommendations for the Maintenance and Improvement of Road Drainage**, be received;

**That** Staff be directed to present the in house ditching crew option for consideration in the 2022 Budget; and

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

7.10

RD2020-008

155 - 179

**Off Road Vehicle Use of Municipal Roads**

David Lembke, Manager, Roads Operations

**That** Report RD2020-008, **Off Road Vehicle Use of Municipal Roads**, be received;

**That** ORV and ATV use on Municipal Highways in the City of Kawartha Lakes be reviewed in conjunction with the Trails Master Plan in 2021;

**That** the amendments to Section 2.07 and Section 4.01 of By-Law 2019-077, being a By-Law to Regulate the Operation of ATV's and ORV's on Municipal Highways, outlined in Appendix A be approved;

**That** the necessary By-Law to amend By-Law 2019-077 be forwarded to Council for approval; and

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

7.11

RD2020-009

180 - 186

**Bell Canada Alternate Locate Agreement**

Oliver Vigelius, Manager, Roads Operations

**That** Report RD2020-009, **Bell Canada Alternate Locate Agreement**, be received;

**That** the Mayor and Clerk be authorized to execute the Alternate Locate Agreement with Bell Canada on behalf of the City of Kawartha Lakes; and

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

7.12

TR2020-002

187 - 279

**Addition of Fourth Route to Lindsay Transit**

Todd Bryant, Manager, Fleet and Transit

**That** Report TR2020-002, **Addition of Fourth Route to Lindsay Transit**, be received;

**That** Council approve expansion of transit service within Lindsay in alignment with the Transit Master Plan to commence January 2022 including required staffing and equipment needs; and

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

7.13	EMS2020-001	280 - 287
	<p><b>2021 Response Time Notification</b>  Andrew Rafton, Chief, Paramedic Services</p> <p><b>That</b> Report EMS2020-001, <b>2021 Response Time Performance Plan</b>, be received;</p> <p><b>That</b> Council approve the 2021 Response Time Performance Plan for submission under part VIII of Ontario Regulation 257/00 made under the Ambulance Act; and</p> <p><b>That</b> this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.</p>	
8.	<b>Memorandums</b>	
8.1	COW2020-06.8.1	288 - 288
	<p><b>Traffic Calming on Glengarry Road, Bethany</b>  Councillor Richardson</p> <p><b>That</b> the Memorandum from Councillor Richardson, <b>regarding Traffic Calming on Glengarry Road, Bethany</b> be received;</p> <p><b>That</b> Glengarry Road in Bethany, Ontario be considered for addition to the Rural Traffic Calming 40 km speed area;</p> <p><b>That</b> staff be directed to review and consider options to improve the functionality of Glengarry Road in Bethany, Ontario and report back to Council by Q1 2021; and</p> <p><b>That</b> this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.</p>	
8.2	COW2020-06.8.2	289 - 289
	<p><b>Implementation of Automated Speed Enforcement Cameras</b>  Councillor Veale</p>	

**That** the Memorandum from Councillor Richardson, **regarding Traffic Calming on Glengarry Road, Bethany** be received;

**That** Glengarry Road in Bethany, Ontario be considered for addition to the Rural Traffic Calming 40 km speed area;

**That** staff be directed to review and consider options to improve the functionality of Glengarry Road in Bethany, Ontario and report back to Council by Q1 2021; and

**That** this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

8.3

COW2020-06.8.3

290 - 290

**Four Way Stop at Mary Street and Sturgeon Road South, Omemee**  
Councillor Ashmore

**That** the Memorandum from Councillor Ashmore, regarding the **Implementation of a Four Way Stop at Mary Street and Sturgeon Road South, Omemee**, be received;

**That** staff investigate the intersection of Mary Street and Sturgeon Road South to be considered for a four way stop and report back in Q2 2021; and

**That** this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

8.4

COW2020-06.8.4

291 - 291

**Update from the Community Pandemic Recovery Task Force**  
Rod Sutherland, Director of Human Services

**That** the Memorandum from Rod Sutherland, Director of Human Services, **Update from Community Pandemic Recovery Task Force**, be received; and

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

9. **Closed Session**

10. **Matters from Closed Session**

11. **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: \***

David Webb

**Address: \***

755 Cedar Glen Rd

**City/Town/Village:**

Dunsford

**Province: \***

ON

**Postal Code:**

k0m1l0

**Telephone: \***

9059145479

**Email: \***

iuaassoc@gmail.com

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:**

David Webb

**Deputant Two:**

First Name, Last Name

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

Presentation regarding City Services Performance Measurement. The discussion is intended to stimulate discussion aimed at taking action to improve Service Performance through active performance measurement.

The presenter is David Webb, a resident of Dunsford in the City of Kawartha Lakes. Mr Webb's area of expertise is in Service Management in the government sector.

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

**Have you discussed this matter with City Staff?**

☐ Yes

☒ No

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

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

Council to acknowledge that measuring performance is a key to service improvement and ALL services should be measured.

Initiate a pilot to assess the value of a performance program.

Council to create a dedicated Performance Measurement Program after a successful pilot.

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:**

David Webb

**Date:**

9/28/2020



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](mailto:agendaitems@kawarthalakes.ca)



KAWARTHA LAKES



## Request to Speak before Council

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

Name: \*

Ronalee Switzer

Address: \*

109 Juniper St

City/Town/Village:

Fenelon Falls

Province: \*

Ont

Postal Code:

K0M 1N0

Telephone: \*

705 887-1481

Email: \*

evil-twinron22@hotmail.com

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:

Ronalee Switzer

Deputant Two:

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

The surplus property on Juniper St.  
The Direct Sale of City Owner Property -  
Juniper St. Fenelon Falls  
Lots 247, 248, 249, 254 on Plan 57. Subject to  
R283173, Blake Street on Plan 100 Closed By  
R274935 Between Rock St. and Hill St; Part of  
Hill St. Plan 100 Closed by R274935; designated as  
Part 7 on Plan 57R-6341

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

Have you discussed this matter with City Staff?

☒ Yes

☐ No

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

Mayor, Councillor Elmslie, Laura Carnochan

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

The spot of purchase to Fenelon Community  
Housing Initiative, and the option to  
purchase said property to keep as it  
natural trail park.

I have concerns at how this deal has been  
conducted and the lack of information to  
the residents of Juniper St. as well as it  
is not zoned for such a build.



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:

Ronald ST

Date:

Sept 17 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.

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☒ Yes

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

October 6, 2020  
Committee Meeting

**Name: \***

Richard Chartier

**Address: \***

101 Juniper St

**City/Town/Village:**

Fenelon Falls

**Province: \***

Ontario

**Postal Code:**

K0M 1N0

**Telephone: \***

**Email: \***

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

**Deputant One:**

Richard Chartier

**Deputant Two:**

Doug Dickerson

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

CW2020-110  
Moved By Councillor Elmslie  
Seconded By Deputy Mayor O'Reilly  
Report RS2020-015, Proposed Direct Sale of City-Owned Property – Juniper Street, Fenelon Falls

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

**Have you discussed this matter with City Staff?**

☒ Yes

☐ No

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

Collective correspondence from "Juniper St association/property owners" has been directed to all council members, Legal Division of Kawartha Lakes, as well the Mayor

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

That council will reconsider the sale of the surplus land to the Fenelon Community Housing Initiative.

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:**

September 28, 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.

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☒ Yes

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

**Name: \***

Philip Comartin/Joy Epstein

**Address: \***

93 Juniper

**City/Town/Village:**

Fenelon Falls

**Province: \***

ON

**Postal Code:**

K0M1N0

**Telephone: \***

5145824958

**Email: \***

joyjepstein@gmail.com

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:**

Joy Epstein

**Deputant Two:**

First Name, Last Name

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

The sale of lot 247,248,249,256 on plan 57.

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

**Have you discussed this matter with City Staff?**

☒ Yes

☐ No

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



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

To stop the rezoning and to prevent FHCI to build on the land.

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:**

Joy Epstein

**Date:**

9/29/2020



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.

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☒ Yes

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Fax: 705-324-8110 Email: [agendaitems@kawarthalakes.ca](mailto:agendaitems@kawarthalakes.ca)



## **Committee of the Whole Report**

**Report Number CORP2020-014**

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**Meeting Date:** October 6, 2020

**Title:** 2021 Budget Process and Requests

**Author and Title:** Jennifer Stover, Director of Corporate Services

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### **Recommendation(s):**

**That** Report CORP2020-014, **2021 Budget Process and Requests**, be received;

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

During the debrief of the 2018 budget process Council identified the desire to have input into the budget prior to the preparation of the draft budget. This process was introduced as part of the 2019 budget and has been included in each subsequent budget.

This report addresses that process.

## **Rationale:**

The 2021 budget process has already commenced at the Staff level.

Similar to the last two budgets, an email was sent to Council on September 3<sup>rd</sup> requesting a list of any projects/initiatives that they wished to have considered in the 2021 draft budget. Appendix A is a list of the projects and program considerations submitted by Council members, along with staff comments, for consideration as decision units in the draft 2021 budget.

Also attached to this report, as Appendix B, is the proposed budget schedule. Due to the pandemic the deliberations of the 2021 budget are proposed to occur in the first quarter of 2021. This will provide Council will greater certainty on the City's financial position for 2020 prior to making decisions regarding 2021. The additional time will also provide some clarity on the impact of the pandemic on City operations and projects.

The City financially benefits from having the capital budget approved prior to year end as it allows staff to procure contracts early in the new year. Staff are currently prioritizing the 2021 capital program and will endeavor to bring forward a capital budget in November of the highest priority/critical projects for approval.

## **Other Alternatives Considered:**

Should Council wish to approve a project or program addition for inclusion as a decision unit in the 2021 budget, then the following resolution(s) should be passed:

That project item (insert identification number and description) identified in Appendix A to Report CORP2020-014 be included as a decision unit in the draft 2021 budget for consideration.

## **Alignment to Strategic Priorities**

This is in alignment with the Strategic priority of Good Government.

## **Financial/Operation Impacts:**

Staff will review the projects that are approved as decision units for the draft 2021 budget to establish a budget amount and identify an appropriate funding source.

## **Consultations:**

Council  
Senior Management

## **Attachments:**

Appendix A – 2021 Council Budget Requests



CORP2020-014  
Appendix A.pdf

Appendix B – 2021 Budget Schedule



2021 Budget  
Schedule.pdf

**Department Head E-Mail:** [jstover@kawarthalakes.ca](mailto:jstover@kawarthalakes.ca)

**Department Head:** Jennifer Stover, Director of Corporate Services

City of Kawartha Lakes  
2021 Council Budget Requests - **Capital**

Identifier	Requested by	Project	Details	Staff Notes
Projects Included in the 2020 Capital Budget				
CAP01	Councillor Elmslie and Richardson	Fleet Hot Boxes (6)	6 Public Works Hot Boxes – put back into 2021 budget	This is already in budget for 2020 and currently out for RFP. This was originally deferred to 2021 to assist with cashflow, but received direction to proceed in 2020.
CAP02	Councillor Elmslie	River Rd., Fenelon Falls	Rehab/Reconstruct	This project is included the 2020 Life Cycle program and tendered , estimated completion of Oct 31 2020
CAP03	Councillor Elmslie	Concession Rd., Fenelon Falls	Rehab/Reconstruct	This project is included the 2020 Life Cycle program and tendered , estimated completion of Oct 31 2020
CAP04	Recommendation from Council June 23, 2020	Lifecycle Extension Program	<b>CR2020-153</b> That an additional \$375,000 be added to the Lifecycle Extension Program (983200700) to complete additional work in 2020 as identified in Table 1 of Report ENG2020-009, as amended to include all of Long Beach Road; That an additional \$100,000 be added to the Lifecycle Extension Program (983200700) to add approximately 500m to the work on Princess Street in Fenelon Falls; and That funding from the Capital Contingency Reserve (1.32248) be utilized in the amount of \$475,000.	This program will be completed by Oct 31 pending weather

City of Kawartha Lakes  
2021 Council Budget Requests - **Capital**

Identifier	Requested by	Project	Details	Staff Notes
<b>Projects Proposed or Considered in the 2021 Capital Budget</b>				
CAP05	Councillor Elmslie	Chambers Rd.	Rehab/Reconstruct	The following sections are proposed in 2021 Gravel resurfacing Chamber's Rd. - Fenel Rd. to 1.2 Km East of Fenel Rd, Chamber's Rd. - Elm Tree Rd. to Killarney Bay Rd.
CAP06	Councillor Yeo	Dalrymple Road	Complete multi year resurfacing	This section is being proposed in 2021 under Rural Resurfacing Lake Dalrymple Rd. - McCrackin Ave. to Monck Rd.
CAP07	Councillor Yeo	Hwy 48 (Portage Rd)	Continue multi year project from Bexley rd 41 to Victoria Rd 35	This section is being proposed in 2021 Urban / Arterial resurfacing program
CAP08	Councillor Yeo	Coboconk Service Centre	Remodelling Coboconk Lions Hall (Service Centre ) washrooms and hall	This project is proposed in the 2021 capital budget
CAP09	Councillor Richardson	Cadillac Boulevard, Emily East	Life cycle extension program	This section is not currently within the Roads 5 year plan.This section could be reviewed for spot repair through 2021 Life Cycle program in conjunction with PW spring thaw priorities
CAP10	Councillor Richardson	Palmer Avenue, Bethany	Life cycle extension program	This section is not currently within the Roads 5 year plan.This section could be reviewed for spot repair through 2021 Life Cycle program in conjunction with PW spring thaw priorities
CAP11	Councillor Richardson	East Street, Bethany	Life cycle extension program	This section is not currently within the Roads 5 year plan.This section could be reviewed for spot repair through 2021 Life Cycle program in conjunction with PW spring thaw priorities
CAP12	Councillor Richardson	Yelverton Road, Janetville	Life cycle extension program between Janetville Road and Hwy 7a	This section is not currently within the Roads 5 year plan.This section could be reviewed for spot repair through 2021 Life Cycle program in conjunction with PW spring thaw priorities
CAP13	Councillor Richardson	Drum Road, Pontypool	Life cycle extension program between John Street and Hwy #35	This section is not currently within the Roads 5 year plan.This section could be reviewed for spot repair through 2021 Life Cycle program in conjunction with PW spring thaw priorities
CAP14	Councillor Richardson	Waite Road, Pontypool	Life cycle extension program Hwy #35 west to Boundary Road	This section is not currently within the Roads 5 year plan.This section could be reviewed for spot repair through 2021 Life Cycle program in conjunction with PW spring thaw priorities
CAP15	Councillor Richardson	Meadowview Road, Emily East	Life cycle extension program Mount Nebo to Orange Corners	This section is not currently within the Roads 5 year plan.This section could be reviewed for spot repair through 2021 Life Cycle program in conjunction with PW spring thaw priorities
CAP16	Councillor Ashmore	Mill Pond Bridge	The Omemee Mill Pond Bridge (approx 1.3M)	Currently proposed in 2021 for replacement in the Bridge program
CAP17	Recommendation from Council July 28, 2020	Sidewalk - Angeline St. North	<b>CR2020-199</b> 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; and That the extension of this sidewalk section be included in the 2021 Budget as a decision unit.	This has been included in the 2021 capital sidewalk program

City of Kawartha Lakes  
2021 Council Budget Requests - **Capital**

Identifier	Requested by	Project	Details	Staff Notes
<b>Projects Not Currently Being Considered for 2021</b>				
CAP18	Councillor Elmslie	Sidewalk Prince's St.	The sidewalk on the north side of Prince's St in Fenelon Falls continued to Albert St.	This would be a request for a new sidewalk. A continuation of the existing sidewalk on Prince's St. on the north side from 22 Prince's St to Albert St for a total distance of 135 meters . There are no other sidewalk section at the intersection of Albert and Prince's St where the proposed addition would terminate.
CAP19	Councillor Elmslie	Golf Links Rd., Sturgeon Point	Rehab/Reconstruct	Not in the current 5 year plan . Can be reviewed for within the Life Cycle program
CAP20	Councillor Elmslie	Henry St., Sturgeon Point	Rehab/Reconstruct	Currently not within 5 year Roads plan.
CAP21	Councillor Elmslie	Kelly's Bay Rd.	Rehab/Reconstruct	Currently proposed in 2022 under the 5 year Roads plan
CAP22	Councillor Seymour-Fagan	Bobcaygeon Beach Park - 25% Soft Plantings		These were removed from the tender award as per Council direction. Staff are not requesting funds in 2021 however anticipate further request for 2022.
CAP23	Councillor Seymour-Fagan	Extra Docking 25%		These were removed from the tender award as per Council direction. Staff are not requesting funds in 2021 however anticipate further request for 2022.
CAP24	Councillor Seymour-Fagan	Kayak Rental Building		These were removed from the tender award as per Council direction. Staff are not requesting funds in 2021 however anticipate further request for 2022.
CAP25	Councillor Seymour-Fagan	Shade Sails for sit out Docking		These were removed from the tender award as per Council direction. Staff are not requesting funds in 2021 however anticipate further request for 2022.
CAP26	Councillor Yeo	Coboconk Wellness Centre	Special funding (Debenture) to front end the Coboconk Wellness Centre, by debenture or multi year funding while the project progresses and funds are realized from other levels of government, Community fundraising, complimentary property development, municipal in kind amounts and available financing upon completion. Amount 6,000,000	A report is being brought forward to Committee of the Whole on October 6th.
CAP27	Councillor Yeo	City Rd 41 (Bexley Road)	Rural resurfacing from rd48 to rd45	Currently not within 5 year Roads plan. In 2021 the roads needs study is proposed for updating which will inform the updated roads 5 year plan in 2022 . This section can be reviewed for priority at that time.
CAP28	Councillor Yeo	Buller Rd	Hard surface from rd 45 to spar lake rd	Currently not within 5 year Roads plan. In 2021 the roads needs study is proposed for updating which will inform the updated roads 5 year plan in 2022 . This section can be reviewed for priority at that time.
CAP29	Councillor Yeo	Streets of Coboconk	Re-surfacing	Currently not within 5 year Roads plan. In 2021 the roads needs study is proposed for updating which will inform the updated roads 5 year plan in 2022 . This section can be reviewed for priority at that time.
CAP30	Councillor Yeo	Ward Park	Capital funding for sports fields rehabilitation	We have an annual capital budget request for improvements to sports fields. 2021 request includes four diamonds from across CKL. Could consider these for 2022.
CAP31	Councillor Yeo	Legion Park	Capital funding for sports fields rehabilitation	We have an annual capital budget request for improvements to sports fields. 2021 request includes four diamonds from across CKL. Could consider these for 2022.

City of Kawartha Lakes  
2021 Council Budget Requests - **Capital**

Identifier	Requested by	Project	Details	Staff Notes
CAP32	Councillor Yeo	North Mountain Rd	Proper Crowning and gravelling	This road is scheduled to be resurfaced in 2023 according to the Gravel Resurfacing Plan adopted by Council on September 15, 2020.
CAP33	Councillor Yeo	Rd 45 (Monck rd.)	Investigate (Study) crack-sealing	This can be reviewed for priority timing within the Life cycle program , crack sealing
CAP34	Councillor Yeo	Rd 48 west (Portage rd.)	Investigate (Study) crack-sealing	This can be reviewed for priority timing within the Life cycle program , crack sealing
CAP35	Councillor Yeo	Victoria Rd	Re-surfacing (rd35) North Mountain rd to 45	This section of Victoria road is not currently within our Roads 5 year plan . We will be updating the Roads needs study in 2021 and subsequently updating the Roads 5 year plan in 2022. At that time it would be reviewed for priority. The section of Victoria road south of CKL 45 up to Alvar road was already resurfaced 5 years ago and is in adequate condition
CAP36	Councillor Yeo	Portage Rd Sidewalks	Sidewalks in Kirkfield along Portage Rd from Kirkfield Rd west to end	This section currently falls under a 3 rating , the City's sidewalk replacement program currently focus's on 1 and 2 rated sidewalks.
CAP37	Councillor Yeo	Coboconk Wharf	Capital funding for bathrooms at the Coboconk Wharf	There is currently no room to put a regulation bathroom at this site
CAP38	Councillor Yeo	Norland Municipal Parking lot	Capital funding for excavation and re gravelling of Norland Municipal Parking lot	Assuming the referred to lot is the lot adjacent to 3474 Monck Road (CKL 45) there is no being considered for 2021
CAP39	Councillor Yeo	Lake Plan - Lake Dalrymple	Lake Plan - instigate lake plan for Lake Dalrymple	This would be a request for the KRCA as they are responsible for the Lake Management Plans.
CAP40	Councillor Richardson	Bushing Unit Attachment for Manvers PW Depot	Many of the roads in Ward 8 are hills and have an increase amount of brush and vegetation which becomes a visual hindrance, liability issue and maintenance problem. The purchase of the brusher would be a cost effective addition to the fleet and help to Manvers PW crew.	Public Works supports this request but it has not be identified as a priority for the 2021 budget due to the financial pressures within the budget. Staff are proposing additional focus on brushing and ditching for 2022 in a report going to Committee of the Whole October 6.
CAP41	Councillor Richardson	Glengarry Road, Bethany	Road widening adjacent from the park, asphalt shoulder for accessibility parking (150 metres)	This is a private park. The City would not typically expend funds to benefit private property.
CAP42	Councillor Ashmore	Omeme Splash pad	Splash pad for Omeme (partnership money ) \$50K	Staff are not considering a splash pad in Omeme at this time. No potential partners have been identified.
CAP43	Councillor Ashmore	Kings Wharf Boat Launch	Increased budget for Kings wharf boat launch \$50K	We carry an annual capital budget for work at municipal boat launches. Kings Wharf is not one of the locations requested for 2021 but will look at for future based on priority study.
CAP44	Councillor Ashmore	Lifecycle Extension Program	Increase of \$150K to the lifecycle extension program.	Staff support request based on financial affordability
CAP45	Recommendation from Council Feb. 18, 2020	Cultural Master Plan	<b>CR2020-049</b> That Council approve the Cultural Master Plan 2020-2030 as outlined in Appendix A to Report ED2020-005; and That Staff bring forward to Council implementation action items for consideration through the annual budget processes.	Two items (1) Cultural organization funding program: current discussion at the Task Forces- more info to come shortly (2)Cultural Centre Feasibility study is from this Plan and already approved



City of Kawartha Lakes  
2021 Council Budget Requests - **Special Projects**

Identifier	Requested by	Project	Details	Staff Notes
SP01	Councillor Yeo	Coboconk Parking Study	Report Parking - Study Coboconk	Staff has not seen evidence of the need for such a parking study at this time. A parking study for the three large urban areas is being finalized, and staff does not anticipate the City requiring another parking study until 2028-2029.
SP02	Councillor Ashmore	Black Cat speed monitor	These are \$5000 each and would like one put in for consideration as we endorsed this at our last CPAC meeting with Councilor's Elmslie and Seymour-Fagan approving (info attached)	Staff support the request based on financial affordability
SP03	Councillor Yeo	Youngs Lake Carden - Boat Launch	Report / Study on the Creation of public boat launch @ Youngs Lake Carden	Staff are not considering adding to their boat launch portfolio at this time.
SP04	Councillor Yeo	Coboconk Wharf	Coboconk Wharf rebuild	There is an approved project in 2020 to complete an assessment of the wharf. Due to cashflow and resource constraints, this project was derrred to 2021. Staff are recommending that the rebuild be considered in 2022 once the results of the assessment are complete.

**City of Kawartha Lakes**  
**2021 Council Budget Requests - Operating**

Identifier	Requested by	Project	Details	Staff Notes
<b>Initiative Included in the 2021 Operating Budget</b>				
OP01	Councillor Yeo	Coboconk Doctor	Continued temporary housing for Coboconk Doctor	This is Community Services not Human Services. There is a special project requested to continue with the portable unit for 2021.
OP02	Recommendation from Council June 23, 2020	VFF Signage	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; and That these options be included as a decision unit in the 2021 Budget.	Fire and Communications staff are currently working on a public education campaign. The cost of the signs is not expected to be significant and can be accommodated within the Fire Services Operating Budget.

<b>Initiatives not currently considered in the 2021 Operating Budget</b>				
OP03	Councillor Elmslie	Community Group Funding	\$100,000 be added to the budget of Community Services, Community Funding for the purpose of helping Community groups with restarting after Covid 19, this could also be used for Community projects or beautification	Community relief funding is being reviewed as part of the Economic Recovery task force and the Community Pandemic recovery task force.
OP04	Councillor Seymour-Fagan	Enhanced Maintenance of Downtown areas	Maintenance of downtowns, we build these beautiful downtowns and do not maintain them, ie enhanced garbage collection, weeds, graffiti, painting etc... this could be done by a summer student or 2 for the downtowns, especially the tourist ones ie Bobcaygeon and Fenelon	If Council chooses to expand resources to dedicate urban centre maintenance, we would also need additional fleet (pickup truck). Waste collection is already performed on a daily basis through the summer in tourist centres. Please keep in mind that for 2020, the service level was significantly lowered as we were 18 staff and 18 students short (total of 36 staff) compared to 2019 levels through the summer.
OP05	Councillor Yeo	Dust Control	Study 50/50 cost sharing for dust control on unassumed and private roads	An amendment to the Seasonal Level of Service policy would be required as this request is not in alignment with that policy.
OP06	Councillor Yeo	Enhanced Maintenance of Various Parks facilities	Increase garbage and washroom service at various parks and boat launches	In 2020 there was a service reductions due to the pandemic. A greater understanding of this request is required to ensure there is sufficient budget.
OP07	Councillor Yeo	Staff Increase - Planning	Staff increase in planning for planners	Annually a review of staffing resources is conducted as part of the budget for all Departments/Divisions to meet service levels. No new staff are being recommended in Planning for 2021.
OP08	Councillor Yeo	Staff Increase - Mayor & Council	Staff increase for Mayor and Council - Planning Consultant	Council should not have a planning consultant budget – the planning department performs planning consultation services to council and would manage consultant services if needed. If a service for matters appealed to the LPAT, the City Solicitor would make recommendations respecting planning services if required (and beyond our planning department resources)
OP09	Councillor Yeo	Chambers of Commerce funding	Operational funding or in kind rental fees for Chambers of Commerce that act as ambassadors on behalf of the City of Kawartha Lakes	No funding program has currently been established for the Chambers of Commerce.
OP10	Councillor Ashmore	Ditching & Brushing	Increased money for ditching and brushing work \$100K	Acknowledge the need for additional ditching and brushing. Staff report to COW Oct 6, 2020 address this need.

**City of Kawartha Lakes**  
**2021 Council Budget Requests - Operating**

Identifier	Requested by	Project	Details	Staff Notes
OP11	Councillor Ashmore	Connecting Links Grant	\$100K matching to connecting links grant for Omemee	Engineering to confirm- project design is underway with PIC Sept 23
OP12	Councillor Ashmore	Manufacturing	\$ 100K towards economic development to attract more manufacturing	The City currently does not have a budget specific to attraction. If Council wishes to proceed with this request it would be appropriate to direct staff to develop an attraction strategy as a first step.
OP13	Recommendation from Council Aug 20, 2020	Waste Calendars	<b>CR2020-235</b> That the mailing of waste recycling calendars be brought forward as a decision unit for the 2021 Budget	Currently Waste Calendars distributed to select list of locations for pick-up by residents (service centres, partnered vendors) If approved, staff will investigate the distribution of Waste Calendars directly to residents via Canada Post or other potential distributors
OP14	Councillor Yeo	Norland Beach Park	Reinvigorate Norland Beach Park swim area with sand and markers.	There are environmental protocols to adding sand to waterfront properties. Staff will review and if possible would be funded through operations not capital. Swimming markers are minimal and only at high profile municipal beach properties.
OP15	Councillor Yeo	Blanchards Rd beach area	Reinvigoration of Blanchards Rd beach area	There are environmental protocols to adding sand to waterfront properties. Staff will review and if possible would be funded through operations not capital. Swimming markers are minimal and only at high profile municipal beach properties.

City of Kawartha Lakes 2021 Budget Schedule		
Date	Action	Responsibility
July 31, 2020	Deadline to request new staff positions and communicate IT and fleet needs	Departments
July 31, 2020	Capital and special project budget submission templates circulated to departments	Corporate Assets
July 31, 2020	Payroll update and circulation to departments	Corporate Services
July 31, 2020	Operating budget submission templates circulated to departments	Treasury
August 28, 2020	Deadline to communicate capital and special project needs to Corporate Assets	Departments
September 11, 2020	Deadline to submit proposed operating budgets to Treasury	Departments
September 18, 2020	Deadline to submit proposed capital and special projects budgets to Treasury	Corporate Assets
October 16, 2020	Deadline for agencies and boards to submit proposed budgets to Treasury	Agencies and Boards
October 16, 2020	Deadline to communicate early-start capital and special projects to Corporate Assets	Departments
November 3, 2020	Budget outlook and departmental presentations to Council (COW)	Departments
November 3, 2020	Council report for early-start approval for capital projects	Corporate Assets
December 11, 2020	Proposed budgets provided to Council and uploaded to website	Corporate Services
January 2021	Agency and board budget presentations to Council (COW - date TBD)	Agencies and Boards
January 2021	Public meeting (in evening) on proposed budgets	Council
January 2021	Deadline for Corporate Services to receive Council questions and extractions	Council
February 2021	Deliberations for water-wastewater, tax-supported capital and special project budgets	Council
March 2021	Deliberations for tax-supported operating budget	Council



## **Committee of the Whole Report**

**Report Number RS2020-022**

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**Meeting Date:** October 6, 2020

**Title:** 581 Highway 36, Lindsay

**Description:** Potential Surplus and Sale of City-Owned Property located at 581 Highway 36, Lindsay

**Author and Title:** Robyn Carlson, City Solicitor

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### **Recommendations:**

**That** Report RS2020-022, **581 Highway 36, Lindsay**, be received.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

This report concerns a 123-acre vacant property municipally known as 581 Highway 36, having frontage on Highway 36 and located within the settlement area boundary of Lindsay, Ontario (see Appendix B). This property is zoned Environmental Protection, Agriculture and Industrial (see Appendix C).

The City also owns the property immediately to the North of this property (the "Lagoon Road Property"). The Lagoon Road Property is immediately South of Lagoon Road, and is buffer land for the landfill (see Appendix D). The City is currently extracting clay from that property for landfill cover.

150 metres to the north of the property is the City's waste water treatment plant, which is currently undergoing expansion. The waste water treatment plant has open lagoons for the processing of waste and thus odour is associated with this plant.

Within 500 metres to the north of the property is the City's landfill. The City does not allow building within a 500 metre radius of the landfill. The majority of the land is impacted by this "no build" zone (see Appendix E).

The City-owned property located at 581 Highway 36, Lindsay has been the subject of several previous Council Reports and resolutions.

At the Council Meeting of February 13, 2007, Council adopted the following resolution:

### **CR2007-124**

**Moved By** Councillor Ashmore

**Seconded By** Councillor Strangway

**Resolved That** Report LMC2007-03 "*City owned land at 581 Highway 36, Geographic Township of Ops, Surplus Declaration, Roll 1651 006 006 00400 0000 (LMC S21)*", be received;

**That** the City owned lands described as Part of Lot 25, Concession 6, in the Geographic Township of Ops, now City of Kawartha Lakes, municipally known as 581 Highway 36 containing approximately 123 acres, be declared surplus to municipal needs; and

**That** notice be given in accordance with By-laws 2001-89 and 2003-15, as amended.

**Carried**

At the Council Meeting of June 9, 2009, Council adopted the following resolution:

CR2009-695  
Moved By Councillor Luff  
Seconded By Councillor Robertson

**Resolved That** the municipally owned property located north of the East Central Correctional Centre on Kawartha Lakes Road 36 be retained for future municipal purposes to be designated for Industrial development and only sold as individual parcels based upon required needs of shovel ready developers;

**That** the Manager of Planning, the Manager of Engineering, the Land Management Coordinator and the Business Development Officer be directed to take the necessary steps to develop a conceptual plan to facilitate the creation of an Industrial Zone that is developed and marketed incrementally (at no cost to the municipality and only when committed businesses are ready to construct) based upon demand from future Industrial Developers; and

**That** this conceptual plan include covenants that require purchased land to be forfeited to the municipality, with penalty, if a purchaser does not begin construction within one (1) year of the sale of the land.

**Carried**

Individual members of Council have expressed an interest in selling the entirety of this property, subject to easements in favour of the City for its existing infrastructure. Although not recommended by Staff, per the rationale below, this report is brought to Council to give members an opportunity to consider the matter.

### **Rationale:**

The subject property was purchased by the Corporation of the City of Kawartha Lakes on August 4, 2006. The reason for the acquisition was to use the property as buffer lands for the landfill located at 51 Wilson Road, Lindsay.

Soon after the property was purchased, it was determined that the subject property did not require a Certificate of Prohibition under the Environmental Protection Act to be registered on title, as there was already a sufficient buffer around the landfill site. Accordingly, there are no restrictions on title which would prevent the City from selling the subject property.

Report LMC2007-03 was presented to the Corporate & Human Resource Services Committee on February 5, 2007, recommending that the subject property be declared surplus to municipal needs and prepared for sale on the open market, subject to the reservation of easements for the municipal services located on the property.

This recommendation was approved by Council at their meeting on February 13, 2007 as per CR2007-124, the details of which are noted above.

The subject property was brought forward to Council again on June 9, 2009. At this time, it was recommended that the property be retained by the municipality for the time being, in order for Staff to plan and create an industrial zone that could later be sold in incremental parcels to shovel-ready developers.

This recommendation was approved by Council as per CR2009-695, the details of which are noted above.

This plan of incremental development by direct sale already approved by Council would allow the property to develop in a manner that will not result in interference with the operations and expansion of the City's landfill and water/ wastewater treatment plant. It allows the City infrastructure to remain in municipal ownership. It allows access to and from the property from Lagoon Road, which is preferable to access onto Highway 36 by hidden intersection. Finally, this would also allow the City to utilize the clay on the property prior to sale, which would save the City approximately \$4,000,000.00 in costs for clay purchase from the market. For all of these reasons, Staff recommend that the property be developed as previously directed by Council and that no action be taken at this time.

Public Notice advertising the potential surplus declaration and sale of the subject property was completed by newspaper circulation in the Kawartha Lakes This Week on the 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup> days of March, 2020. Notice was also posted on the City of Kawartha Lakes website and a "Potential Surplus Property" sign was posted on-site for the three-week advertising period. Realty Services did not receive any public comments or concerns with regards to the proposed sale of the subject property during the Public Notice stage, but has since received concerns from local residents regarding a sale of the property.

### **Other Alternatives Considered:**

#### *Alternative – Sell the Property on the Open Market*

As indicated above, several parties have expressed interest in purchasing the entire subject property.

Prior to sale, an easement would be required over the trunk sewer infrastructure that crosses the property towards the western boundary of the property. The sewer and water lines running through the centre of the property are already protected by an existing easement obtained prior to the City purchasing the property (see Appendix F).



If Council decides to list the property on the open market, the listing would need to make clear that the property is being sold subject to easement and that a re-zoning amendment may be required in order to develop the property. Any re-zoning would be at the sole expense of the purchaser, as the property would be listed and sold in “as is” condition.

Resolution for this alternative:

**That** Report RS2020-022, **581 Highway 36, Lindsay**, be received;

**That** Council Resolution CR2009-695, being incremental development of this property by sale of shovel-ready projects, be rescinded;  
(this requires a 2/3 majority)

**That** the City-owned property municipally known as 581 Highway 36, Lindsay, and legally described as Part of Lot 25, Concession 6 as in A42096, Except Parts 1, 2, and 3 on Plan 57R-7922; Subject to R347885, Subject to R295322, in the Geographic Township of Ops, City of Kawartha Lakes (PIN: 63209-0151 (LT)), be declared surplus to municipal needs;

**That** the subject property be listed for sale on the open market for no less than the appraised value, plus all costs associated with the transaction;

**That** the sale be subject to easements in favour of the City for existing City infrastructure crossing the property in two locations;

**That** the property be sold “as is”, noting the “no build” zone that affects most of the property;

**That** the property be sold subject to waiver of purchaser rights to claim against the City for nuisance or otherwise with respect to the nearby wastewater treatment plant and landfill, which waiver will be registered on title and bind all future owners of the property;

**That** the Manager of Realty Services or the CAO be permitted to fully execute all surplus municipal land listing documentation and any documentation associated with the receipt of an offer to purchase the subject property for, at minimum, the full appraised value plus any and all costs associated with the transaction;

**That** a by-law (with any amendments deemed necessary) to authorize its disposition shall be passed;

**That** the proceeds from the sale be placed in the Property Development Reserve;

**That** the Mayor and Clerk be authorized to sign all documents to facilitate the conveyance of the lands and registration of an easement in favour of the City with respect to infrastructure on the property; and

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

## **Alignment to Strategic Priorities**

The recommendations set out in this Report aligns with the following strategic priority:

- Good Government
  - Effective management of the municipal building and land portfolio

## **Financial/Operation Impacts:**

This property could be used by the City in the future to permit expansion of the Lindsay landfill. A landfill EA will be conducted in two years, which will look at expansion opportunities for the landfill. Failing to retain this property, at least until the EA is concluded, could constrain operations of the City.

This property contains clay, which is used as landfill cover. If the City chooses to sell this property without extracting the clay material from the property first, it will incur the costs of purchasing this clay from the market.

## **Consultations:**

Land Management Committee

## **Attachments:**

### Appendix A – General Location Map



Appendix A -  
General Location Map

### Appendix B – Lindsay Settlement Area



Appendix B -  
Lindsay Settlement Area

### Appendix C – Zoning Map



Appendix C -  
Zoning Map (RS2020-022)

## Appendix D – Lagoon Road Property Map



Appendix D -  
Lagoon Road Property Map

## Appendix E – 500 Metre “No Build Zone”



Appendix E - 500  
Metre No Build Zone

## Appendix F – R347885 (Registered Easement)

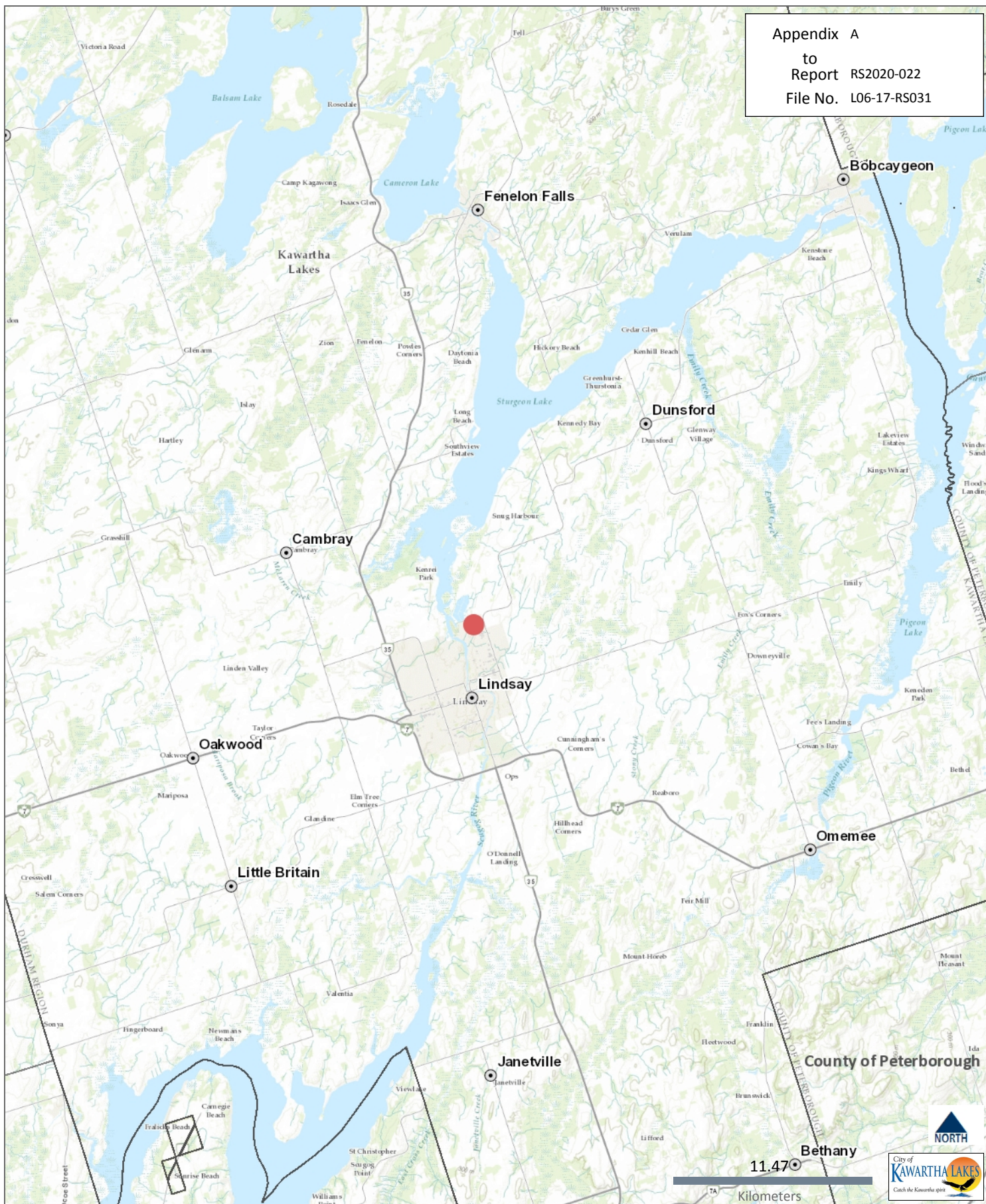


Appendix F -  
R347885 (Registered Easement)

**Department Head E-Mail:** [rtaylor@kawarthlakes.ca](mailto:rtaylor@kawarthlakes.ca)

**Department Head:** Ron Taylor

**Department File:** L06-17-RS031

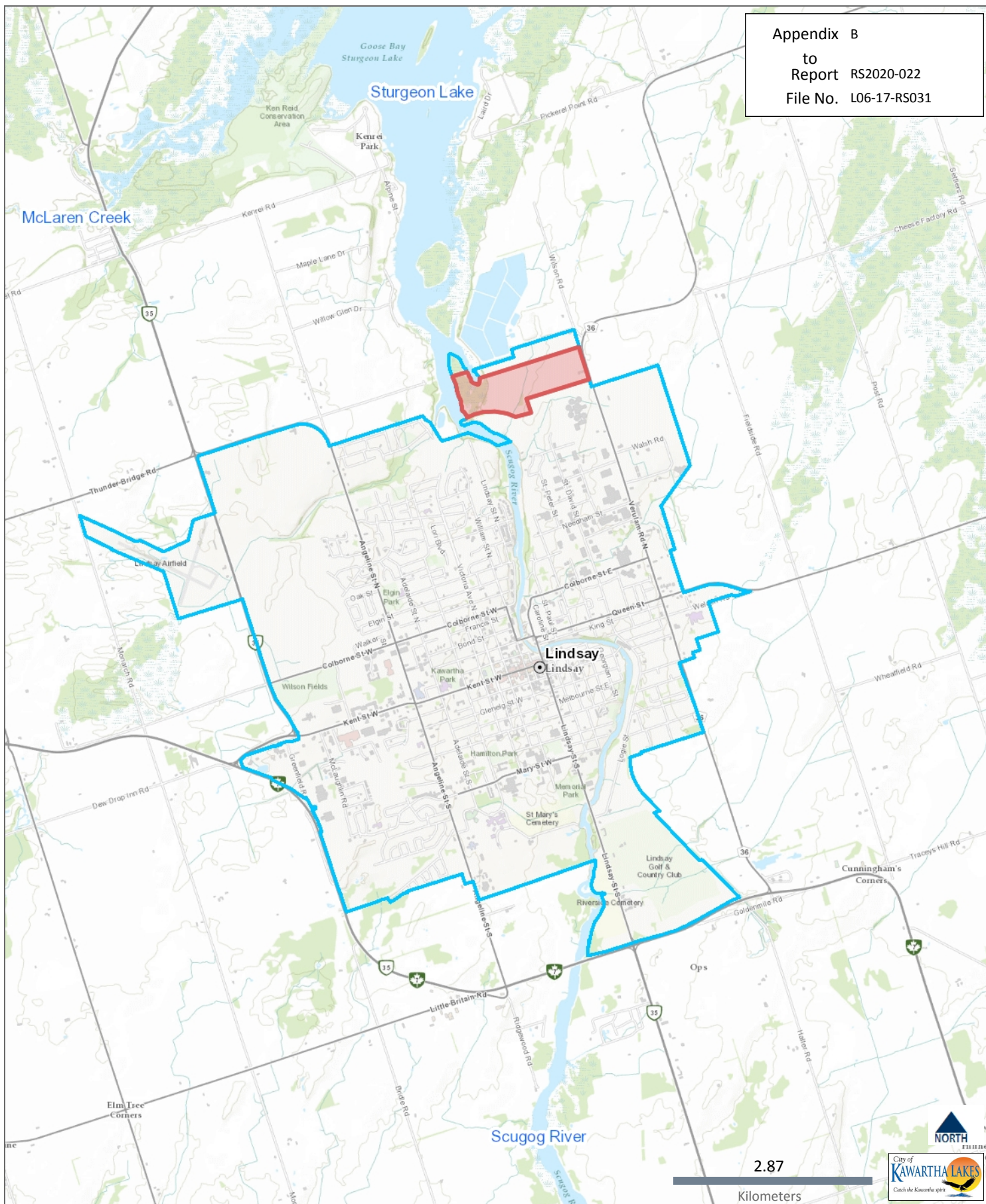


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Date:

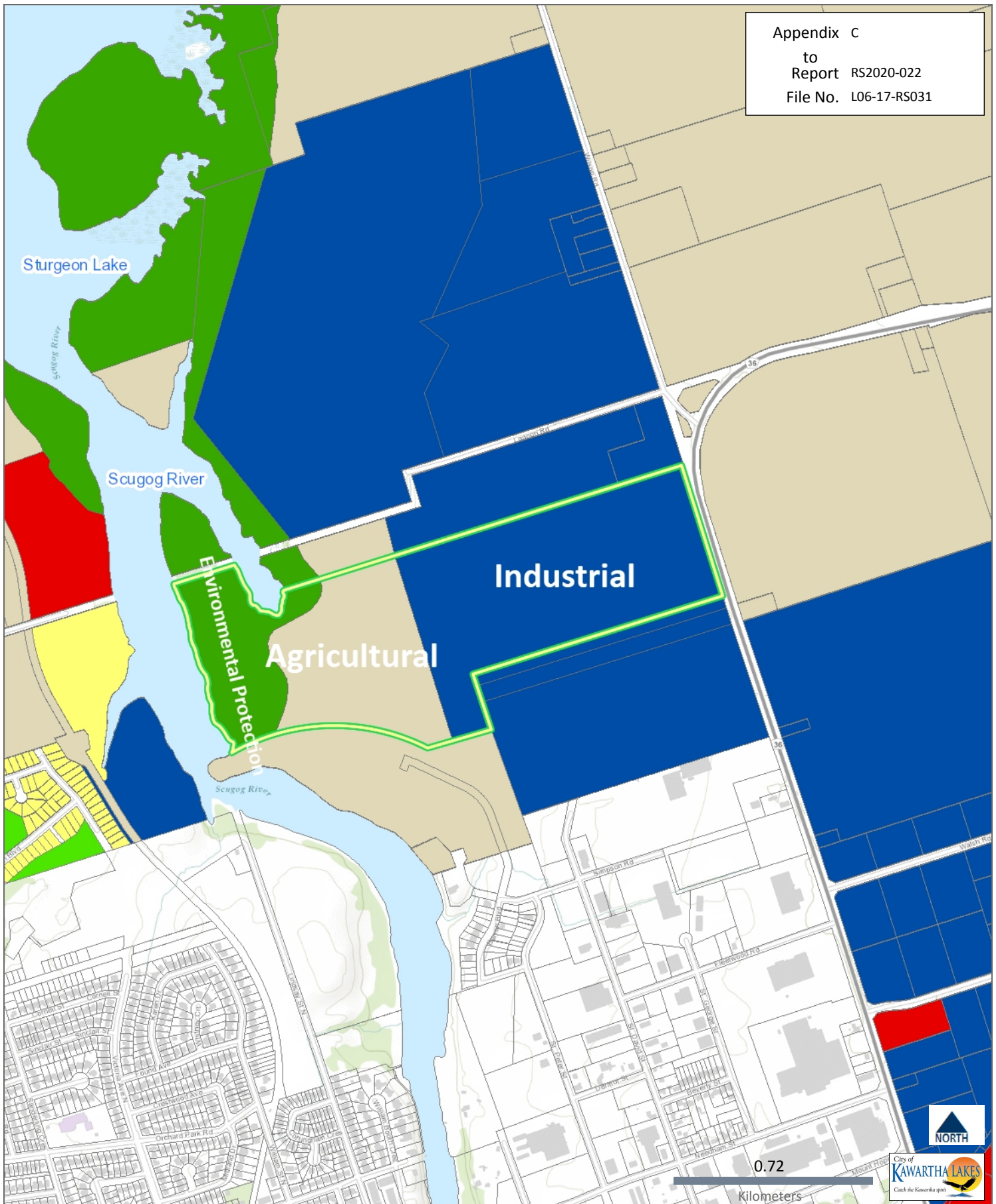




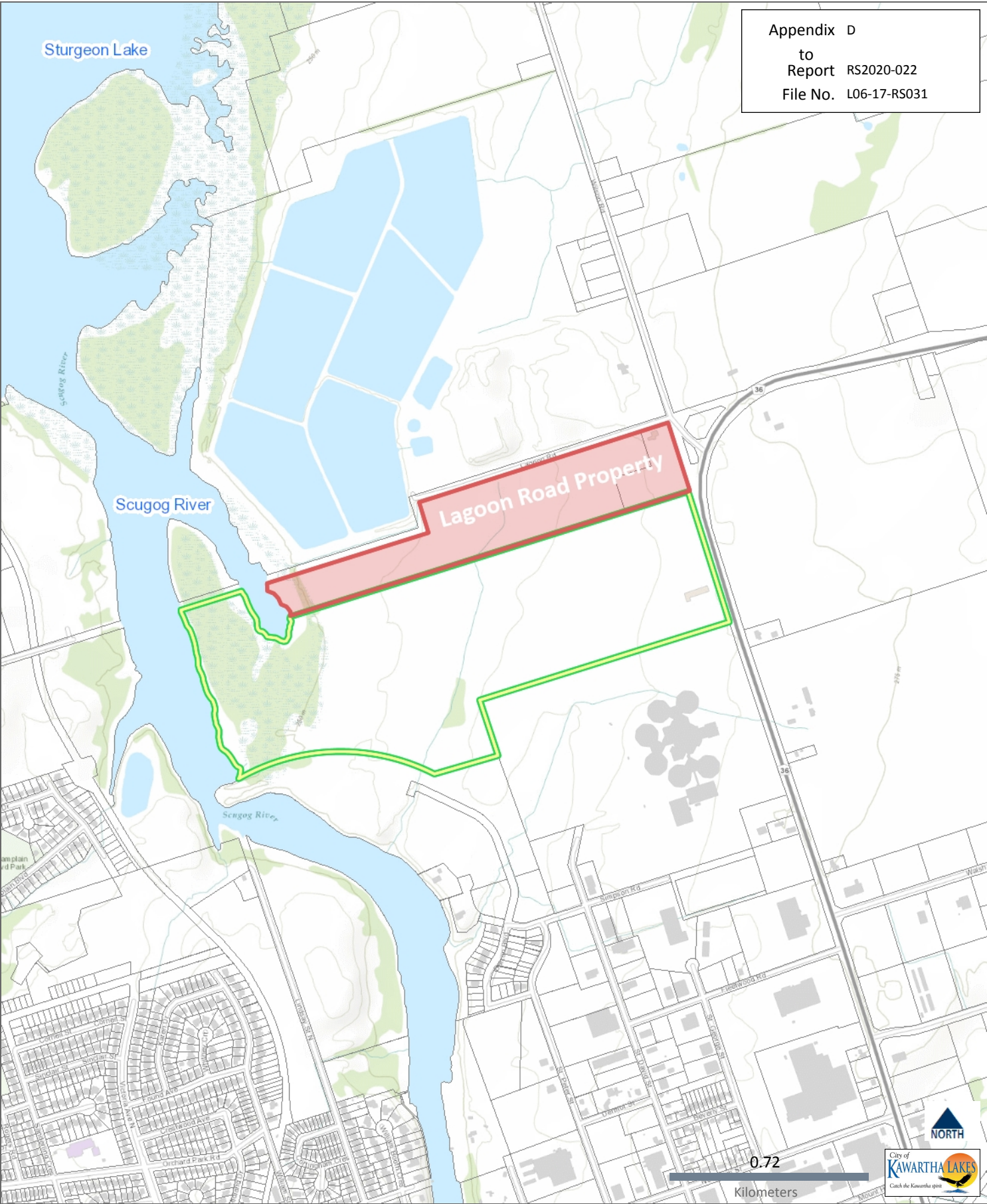
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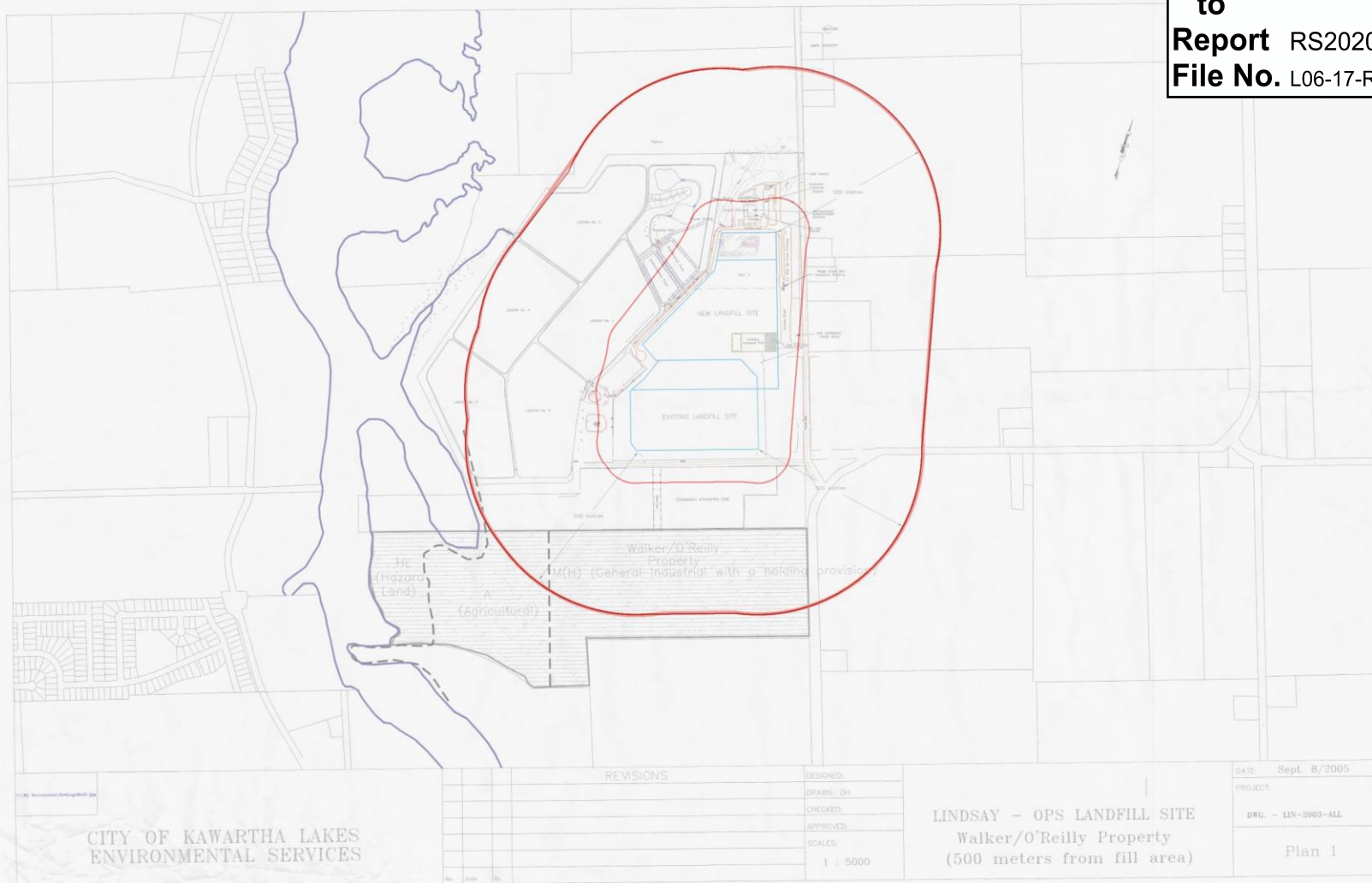


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Date:

**Appendix E**  
**to**  
**Report RS2020-022**  
**File No. L06-17-RS031**





FOR OFFICE USE ONLY

0347885

CERTIFICATE OF REGISTRATION  
TOWNSHIP OF LINDSAY

20 JAN 6 PM 3 45

*Wanda Henderson*

(1) Registry <input checked="" type="checkbox"/>	Land Titles <input type="checkbox"/>	(2) Page 1 of 5 pag
(3) Property Identifier(s)	Block	Property
		Additional: See Schedule <input type="checkbox"/>
(4) Nature of Document Original copy of Agreement dated 21st November 1975.		
(5) Consideration Dollars \$		
(6) Description Part of Lot 25 Concession 6 Township of Ops more particularly described as Part 2 on Reference Plan 57R2768		
(7) This Document Contains:	(a) Redescription New Easement Plan/Sketch <input type="checkbox"/>	(b) Schedule for: Description <input type="checkbox"/> Additional Parties <input type="checkbox"/> Other <input checked="" type="checkbox"/>

New Property Identifiers

Additional: See Schedule ☐

Executions

Additional: See Schedule ☐

(8) This Document provides as follows:

I, PERCY LUTHER, Clerk of the Town of Lindsay do solemnly declare that I am an Officer of the Corporation, which is party to this agreement and as such have knowledge of the Agreement dated the 21st of November, 1975 which affects the following lands as set out in Box 6 above.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me  
at the Town of Lindsay  
this 6<sup>th</sup> day of January, 1998

*Percy Luther*

A COMMISSIONER, ETC.

Wanda Henderson, a Commissioner, etc., County of Victoria  
while Deputy Clerk of the Corporation of the Town of Lindsay

Continued on Schedule ☐

(9) This Document relates to instrument number(s)

(10) Party(ies) (Set out Status or Interest)

Name(s)	Signature(s)	Date of Signature Y M D
THE CORPORATION OF THE TOWN OF LINDSAY	<i>Wanda Henderson</i> MAYOR	1998 01 06
I/WE HAVE AUTHORITY TO BIND THE CORPORATION	<i>Percy Luther</i> CLERK	1998 01 06

(11) Address for Service 180 KENT STREET WEST LINDSAY ONTARIO K9V 2Y6

(12) Party(ies) (Set out Status or Interest)

Name(s)	Signature(s)	Date of Signature Y M D

(13) Address for Service

(14) Municipal Address of Property

(15) Document Prepared by:

Fees and Tax	
Registration Fee	
Total	50

FOR OFFICE USE ONLY

21<sup>st</sup> THIS INDENTURE MADE IN TRIPLICATE, THIS  
day of NOVEMBER A.D. 1975

BETWEEN: JAMES A. KELLY & ROY KELLY

hereinafter called the Grantors

OF THE FIRST PART

-AND-

THE CORPORATION OF THE TOWN OF LINCOLN

hereinafter called the Grantee

OF THE SECOND PART

1.- WHEREAS the Grantors of the first part own the lands shown in  
Schedule "A".

NOW THIS INDENTURE ITNETH THAT in consideration of One  
(\$1.00) Dollar of lawful money of Canada now paid by the Grantee  
to the Grantors, the receipt whereof is hereby acknowledged, the  
Grantors hereby grant to the Grantee its successors and assigns  
in perpetuity the rights and easements:

- (a) to construct, lay, repair, erect and operate all such  
sewer lines, pipes, conduits, manholes, fixtures, and  
markers as may be necessary or as the Grantee may deem  
requisite upon, under and across that portion of land  
outlined in red on Schedule "A" hereto attached and  
within the limits shown to deviate from a straight line  
whenever and to the extent necessary to overcome any  
natural objects that may be encountered in the con-  
struction from time to time, or at any time hereafter  
of the said lines with the Grantee to remove any  
boulders, rocks, roots, trees or stumps which may be  
encountered in the construction of the said sewer line  
and with the full right of access to the Corporation,  
its workmen, vehicles, supplies and equipment at all  
times for all purposes and things necessary for or  
incidental to the exercise and enjoyment of the rights  
hereby granted over the lands to the Grantors from the  
highways or lands abutting thereon and to and from the  
places where any of the said sewer line or parts thereof  
are to be constructed.



- (b) For the servants, agents, contractors, and workmen of the Corporation at all times to pass and repass with equipment along the lands referred to, to examine, repair, maintain and renew the said sewer line.
- (c) To remove, relocate, and reconstruct the said sewer line on the said land.

3.- The Grantors covenant with the Grantee that they have the right to convey the easement over the said lands to the Grantee and the Grantee shall quietly possess and enjoy the said easement and they will execute such further assurances of the said easement that may be requisite and they will construct no buildings on the said lands.

4.- The Grantee covenants with the Grantors to allow the sanitary sewage from any development or building on the lands of the Grantors shown on the attached sketch to be drained to the sewer line to be constructed upon the said easement provided that:

- (a) the sanitary sewage can be drained by gravity to the sewer line and shall not be pumped in any manner.
- (b) any development of the said lands is in conformance with the Official Plan for the Town of Lindsay or the Township of Ops.
- (c) any development does not contravene the provisions of the Planning Act as amended.
- (d) Sufficient treatment capacity is available in the Town of Lindsay sanitary sewage treatment facilities to handle the generated volume.
- (e) any necessary agreement is executed between the Town of Lindsay and the Township of Ops for acceptance and treatment of sewage.
- (f) the standard unit levy or acreage levy for development within the Town of Lindsay is paid by the person or persons developing or building, whether the building or development is in the Town of Lindsay or the Township of Ops.

- 3 -

5.- The burden and covenant of this grant of easement shall run with the land and shall extend to and be binding on and ensure to the benefit of the parties hereto and their respective heirs, successors and assigns.

6.- The parties hereto covenant and agree that the Grantee will restore the property to the condition in which they found it, inclusive of any underground tile drainage system, each and every time the Grantees, their agents or servants enter upon the said lands for the purposes as set out in paragraph 2 of this agreement and the Grantee further covenants to reimburse the Grantors for the value of any crops of the Grantors damaged by the Grantee.

IN WITNESS WHEREOF THE PARTIES HERETO  
HAVE HEREUNTO SET THEIR HAND AND SEALS.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF:

Roy Walker  
James O'Reilly  
GRANTORS

THE CORPORATION OF THE TOWN  
OF LINDSAY

[Signature]  
[Signature]  
CLERK

CONCESSION

7

LOT 25

LOT 24

THE KNIGHT HIGHWAY NC 36

EAST HALF

WEST HALF

LOT LINE 1

LOT LINE 2

66' EASEMENT

EAST HALF OF LOT 24

WEST HALF OF LOT 24

SKETCH

TO ILLUSTRATE PART OF LOT 25, CONCESSION 6

TOWNSHIP OF OPS

COUNTY OF VICTORIA

SCALE 1 INCH EQUALS 400 FEET

1975

SHOWING

LANDS OWNED BY JAMES O'REILLY

AND ROY WALKER

LINE BETWEEN THE EAST AND WEST HALVES OF LOT 25

SCUGOG RIVER

ALLOWANCE FOR ROAD BETWEEN CONCESSIONS 5 AND 6

CONCESSION 5

# **The Corporation of the City of Kawartha Lakes**

## **Committee of the Whole Report**

**Report Number LIC2020-001**

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**Date:** October 6, 2020  
**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** Charitable Road Tolls

**Description:** Charitable Road Toll By-Law

**Author and Title:** Aaron Sloan, Manager of Law Enforcement and Licensing

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### **Recommendation(s):**

**That** Report LIC2020-001, **Charitable Road Tolls**, be received;

**That** the proposed by-law, being a By-law to Regulate Charitable Road Tolls in the City Of Kawartha Lakes, attached as Appendix A to this report be approved;

**That** By-Law 2015-199 being a By-law to Regulate Charitable Road Tolls in the City Of Kawartha Lakes be repealed; and

**That** this recommendation be forwarded to the next available Regular Council Meeting.

**Department  
Head:**

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**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative  
Officer:**

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## **Background:**

Concerns have been raised to staff regarding the conduct of charitable road tolls including safety, accountability for funds raised, and impact on businesses. After consulting with Kawartha Lakes Police Service and the Kawartha Lakes Fire Department, staff has prepared an amended by-law to increase safety requirements and require reporting to the City after the event to ensure proper handling of funds raised during charitable road tolls.

## **Rationale:**

Charitable road tolls, also known as boot drives, are a lucrative fundraiser for many charitable and not-for-profit organizations. They are traditionally held during the summer months and particularly on long weekends. Charitable road tolls involve volunteers from an organization entering on to the roadway to collect donations from motorists. Generally, these events are run in a very responsible and safety conscious manner. However, there have been accidents and near misses attributed to charitable road tolls and staff feel that enhanced safety requirements will serve to reduce the instances of and potential for any accidents in the future.

Given that these are municipally authorized events, there is a certain level of accountability expected on the City to ensure that charitable road tolls are conducted in a manner that reduces risk to those conducting the event and to the public.

Additionally, the changes to the by-law and administrative procedures will ensure accountability for the funds raised by organizations holding Charitable Road Tolls by including notification and reporting requirements. Reporting requirements were created by referencing guidelines created by the Alcohol and Gaming Commission of Ontario for charitable fundraising through gaming activities.

Staff is proposing the following amendments to the by-law to enhance the safety of volunteers conducting the charitable road toll as well as enhance the safety of motorists:

### **Section 1.01 Definitions:**

- Added definition "Licensing Enforcement Officer"

### **Section 1.02 Interpretation Rules:**

- Added rule (c) to make clear that this by-law does not exempt organizers from being in compliance with other by-laws or federal or provincial laws and regulations

### **Section 2.00 Approved Road Toll Charitable Event**

- Reworded section title to read "Approved Charitable Road Toll Event"

- Renumbered and added new section: **Section 2.01** Application  
Previously, organizations would submit an e-mail or letter which often did not contain key information which staff would have to request in order to approve the application. This new section creates the requirement that applicants complete a Municipal Event application (MEA) form to make an application to hold a charitable road toll event. The MEA process is currently established and applications are circulated to a number of City staff and external agencies who may have interest.
- The following criteria were added to **Section 2.02**:
  - f) the intersection where the event is conducted must have a marked pedestrian crossing with traffic control measures present;
  - g) the road toll must not impede vehicle or pedestrian access to businesses;
  - h) the road toll event must be complete no later than one hour before dusk;
  - i) all persons participating in the road toll must be a minimum of 18 years of age;
  - j) all persons participating in the road toll must be wearing high-visibility safety garments;
  - k) The toll Road shall not be permitted in the following location:
    - i. On any Provincial Highway
    - ii. On any bridge or within 50 metres of any bridge
- Create new Section 2.03 as follows:
  - o 2.03 **Signage Requirements:** The charitable organization conducting the road toll must post signs that meet the following criteria:
    - a) signs must be posted 4 hours in advance of the road toll on all roads leading to the intersection at which the road toll is being conducted;
    - b) signs must clearly indicate the organizations name and the time and date of the charitable road toll
    - c) signs must be a minimum of height of 71cm and a minimum width of 55cm;
    - d) signs must not obstruct the sidewalk, traffic, or lines of sight for traffic;
    - e) all signs must be removed immediately at the conclusion of the event.
- Create new section 2.04 as follows:
  - o 2.04 **Reporting Requirement:** Organizations must submit a financial report in the form prescribed by the Licensing Enforcement Officer within 30 days of the road toll event.



## **Other Alternatives Considered:**

Status quo is an option however staff recommends that the enhanced safety and accountability measures be implemented to ensure charitable road tolls operate in a manner that is mindful of public safety and transparent.

## **Financial/Operation Impacts:**

This report and by-law if passed will have a minimal financial impact on staff and as such the process changes are minimal and will be absorbed within current budget.

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

This report and by-law if passed will align with the guiding principles listed in the Strategic Plan which are to be open and transparent and to partner and collaborate. By “Making it Better” we are providing a service that will enhance the safety and well being of the City and our community partners.

## **Consultations:**

Manager Municipal Law Enforcement  
Director of Public Works  
Insurance Risk Management Coordinator  
Kawartha Lakes Fire Service  
Kawartha Lakes Police Service  
Economic Development

## **Attachments:**

Appendix A – By-Law 2020-XXX – A By-law to Regulate Charitable Road Tolls in the City of Kawartha Lakes



2020-XXX  
RegulateCharitableRc

Appendix B  
Charitable Road Toll Presentation



Charitable Road  
Toll Presentation.pp

**Department Head E-Mail: [critchie@kawarthalakes.ca](mailto:critchie@kawarthalakes.ca)**  
**Department Head: Cathie Ritchie, Clerk**

## **The Corporation of the City of Kawartha Lakes**

### **By-law 2020-XXX**

#### **A By-law to Regulate Charitable Road Tolls in the City Of Kawartha Lakes**

##### Recitals

1. The Safe Streets Act, 1999, S.O. 1999, Chapter 8 and the Highway Traffic Act, R.S.O. 1990 Chapter H.8 authorizes the municipality to pass a by-law to allow certain activities to be conducted.
2. Council considers it advisable to authorize certain charitable road toll activities within the municipality.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2020-XXX**

##### **Section 1.00: Definitions and Interpretation**

###### **1.01 Definitions:** In this by-law,

**“aggressive manner”** means a manner that is likely to cause a reasonable person to be concerned for his or her safety or security;

**“charitable organization”** means an organization registered under the *Income Tax Act* (Canada);

**“City”, “City of Kawartha Lakes” or “Kawartha Lakes”** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

**“City Clerk”** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the *Municipal Act, 2001*;

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

**“Fire Chief”** means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council;

**“Director of Public Works”** 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;

**“Licensing Enforcement Officer”** means the Municipal Licensing Enforcement Officer employed by the City responsible for issuing, administration and approval of licenses in accordance with provincial legislation and City policies and procedures, or their delegate.

**"Manager of Municipal Law Enforcement and Licensing"** 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;

**"Municipal Law Enforcement Officer"** means a person appointed by Council as a Municipal Law Enforcement Officer for the City of Kawartha Lakes in accordance with section 15 of the *Police Services Act* to enforce the by-laws of the City;

**"non-profit"** is an adjective used to describe an applicant who meets one or more of the following requirements:

- (a) it is registered in Ontario as a non-profit corporation by the applicable Provincial or Federal authority or Ministry;
- (b) it is certified by an Accountant (to the satisfaction of the Clerk) as a Person that makes no profit and intends to make no profit in its day to day business operations;
- (c) it files no income tax return as a commercial or for profit business;
- (d) it is a minor sports association or organization; or
- (e) it is a Community Betterment Organization or Group that returns 100% of its net proceeds to the community for the community's benefit.

**"Paramedic Chief"** means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council;

**"Police Officer"** means a chief of police or other police officer in a police service which is responsible for enforcing the by-laws of the City;

**"roadway"** means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not to all of the roadways collectively;

**"solicit"** means to request, in person, the immediate provision of money or another thing of value, regardless of whether consideration is offered or provided in return, using the spoken, written or printed word, a gesture or other means;

**"vehicle"** includes automobile, motorcycle, van, truck, trailer, bus, mobile home, traction engine, farm tractor, road-building machine, bicycle, motor-assisted bicycle, motorized snow vehicle, streetcar and any other vehicle

drawn, propelled or driven by any kind of power, including muscular power.

**1.02 Interpretation Rules:**

- (a) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- (b) The regulations established by this by-law respecting charitable road tolls apply throughout the City.
- (c) The regulations in this by-law and any approved toll road application are not intended to exempt the organizer from compliance to other City by-laws or provincial or federal laws and regulations.

**1.03 Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time that are applicable within the Province of Ontario.

**1.04 Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

**Section 2.00: Approved Charitable Road Toll Event**

**2.01 Application:** A charitable organization, upon meeting the criteria outlined in Section 2.02, shall make a Municipal Events application (MEA) in the form prescribed by the City to hold the event. The MEA application shall be submitted a minimum of 14 days prior to the event. The MEA shall be circulated to collect comment or concerns. The approval process shall ensure there are no date and location conflicts between charitable organizations or events.

**2.02 Criteria:** A charitable road toll conducted by a charitable or non-profit organization shall be allowed within the City of Kawartha Lakes if the following criteria are met:

- a) The roadway where the event is conducted has a maximum speed of 50 kilometers per hour;
- b) the proceeds of the toll road are for charitable activities within the City;
- c) the road toll is conducted in a non-aggressive manner;
- d) the charitable organization provides the City with proof of general liability insurance to an amount approved by the City;

- e) Only one road toll event per charitable organization in a calendar year for their own organization and one sponsored road toll event where the proceeds are to be donated to an approved non-profit or charitable organization;
- f) the intersection where the event is conducted must have a marked pedestrian crossing with traffic control measures present;
- g) the road toll must not impede vehicle or pedestrian access to businesses;
- h) the road toll event must be completed no later than one hour before dusk;
- i) all persons participating in the road toll must be a minimum of 18 years of age;
- j) all persons participating in the road toll must be wearing high-visibility safety garments;
- k) The road toll shall not be permitted in the following location:
  - i. On any Provincial Highway
  - ii. On any bridge or within 50 metres of any bridge

2.03 **Signage Requirements:** The charitable organization conducting the road toll must post signs that meet the following criteria:

- a) signs must be posted 4 hours in advance of the road toll on all roads leading to the intersection at which the road toll is being conducted;
- b) signs must clearly indicate the organization's name and the time and date of the charitable road toll;
- c) signs must be a minimum of height of 71cm and a minimum width of 55cm;
- d) signs must not obstruct the sidewalk, traffic, or lines of sight for traffic;
- e) at the conclusion of the event all signs must be removed immediately event.

2.04 **Reporting Requirement:** Organizations must submit a financial report in the form prescribed by the Licensing Enforcement Officer within 30 days of the road toll event.

2.05 **Notification:** City staff upon receipt of a MEA to hold a road toll in accordance with the criteria set out in Section 2.01 shall provide a copy of the request to:

- a) The Fire Chief
- b) The Paramedic Chief
- c) The Director of Public Works
- d) Insurance Risk Management Coordinator
- e) The Manager of Municipal Law Enforcement; and

- f) The Police Service with jurisdiction
- 2.06 **Refusal of Application:** Upon consultation of any of the parties listed in Section 2.05, City staff may refuse an application.

**Section 3.00: Administration and Effective Date**

- 3.01 **Administration of the By-law:** The Manager of Municipal Law Enforcement and Licensing or his or her designate is responsible for the administration of this by-law.
- 3.02 Repeal: By-law 2015-199, a By-Law to Regulate Charitable Road Tolls in the City of Kawartha Lakes, is repealed.
- 3.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this XX day of XXX, 2020.

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk

# Charitable Road Tolls in Kawartha Lakes

Committee of the Whole  
September 1, 2020



# Background and Rationale

- Charitable Road Tolls occur in our Municipality
- Regulated by By-law 2015-199
- Review of process and By-law started 2019
- Council presentation 2020 and recommendations



# Background and Rationale

- Public concerns brought to the attention of staff regarding the:
  - conduct of charitable road tolls
  - safety of people collecting and driving
  - accountability for funds raised; and
  - impact on area businesses (+,-)

# Consultation

- Staff have consulted with
  - Kawartha Lakes Police Services (KLPS & OPP)
  - Kawartha Lakes Fire Department
  - Municipal Law Enforcement and Licensing
  - Corporate Health and Safety
  - Director of Public Works
  - Insurance Risk Management Coordinator
  - Economic Development

# Direction

Staff will provide Council with the results from the review of the current Charitable Road Toll by-law and processes and in the following areas:

- Application to conduct/permit – standardized form
- Approval/denial – who is consulted, standardized approval/denial form
- Enhance safety for vehicles, pedestrians and staff conducting tolls
- Reporting – ensuring accountability regarding the funds raised

# Next Steps

That the Charitable Toll Road presentation be received;

That staff prepare a report to be returned to Council Q4 2020; and

That the report will include an amended by-law that enhances safety requirements and creates reporting requirement back to the City following a Charitable Toll Road event.

# Questions





## Committee of the Whole Report

Report Number CORP2020-010

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**Meeting Date:** October 6, 2020

**Title:** Sanitary Sewer Flat Rate Charge

**Description:** To review the basis for how sewer fees are applied where the customer doesn't have a water meter

**Author and Title:** Jennifer Stover, Director of Corporate Services  
Bryan Robinson, Director of Public Works

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### Recommendation(s):

**That** Report CORP2020-010, **Sanitary Sewer Flat Rate Charge**, be received;  
and

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

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

At the Council Meeting of March 19, 2020, Council adopted the following resolution:

### **CR2020-072**

**That** staff be directed to review the application of the flat rate charge versus the metered charge for sanitary sewer service, and how those fees are applied to single family dwellings and multi-unit properties, under By-law 2018-039, being a By-law to Regulate Water and Wastewater Services in the City of Kawartha Lakes; and

**That** staff report back to the Committee of the Whole by the end of Q2, 2020 with the outcome of that review.

**Carried**

This report addresses that direction.

## **Rationale:**

Section 23.05(x) of the City's By-law 2018-039 states:

*The owner or occupier of each separately assessed parcel of land that is connected to the sewer system, and where the water consumption is not measured through a water meter, shall pay a calculated flat rate for sewer charges as set out in Schedule "A" of this By-law.*

Further, Section 23.05(aa) states:

*Where customers are invoiced for more than one flat rate charge per unit, these charges are based upon historical calculations undertaken prior to amalgamation, and will continue until repealed.*

It is standard practice across the Province and beyond to estimate sewage effluent volumes based on water consumption. The City has approximately 10,360 accounts that are connected to both the water and sewer systems and an additional 2,315 customers that are connected to water only.

Where customers are connected to sanitary sewer services only, the average water consumption of the accounts noted above, form the basis for determining the flat rate sewer charge levied under section 23.05(x) in By-law 2018-039.

Deputations that have been before Council on this matter suggest that multi-unit residential buildings have a lower occupancy than the average utility billing customer, and therefore have lower sewage discharge making the flat rate too high.

As sewage is billed based on water consumed, there are a number of factors that contribute to the amount billed to a household. Those factors include:

- the number of water consuming amenities in the home (ie toilets, bath tubs, dishwashers, washing machines, water softeners, etc.);
- whether the home is occupied for much or little of the day.

While it is agreed that total occupancy of the dwelling is a contributing factor, as highlighted above there are many other factors that must be considered.

There are approximately 550 accounts that are charged the fixed sewer rate only. The majority of these accounts (88%) are for single residential dwellings. The remaining 67 accounts are comprised of 48 institutional / commercial / industrial accounts and 19 multi residential accounts. The 19 multi residential accounts contain a total of 80 units.

The census data for the City of Kawartha Lakes indicates that the average dwelling is occupied by 2.4 persons. A further breakdown of this data indicates that almost 70% of the City's dwelling are occupied by 2 or less persons. This would suggest that the average utility bill should closely represent the occupancy of a typical apartment and/or condo unit.

The City could also consider applying the sewer charge on something other than a unit basis. The sewage rate could be based on occupancy. This would require the City to validate occupancy each billing period. The sewage rate could also be based on the amenities within the unit, and/or a combination of occupancy and amenities. The challenge with this option is that it provides no greater level of accuracy in assessing sewage discharge. As an example, a unit containing two occupants may eat the majority of their meals in a restaurant thereby using their dishwasher infrequently. The neighbouring unit with two occupants may really enjoy cooking and run their dishwasher daily.

The City could consider installing a sewage meter. This is not a recommended solution for a few reasons. Unlike water meters which calculates water consumption as it passes through the chamber of the meter, a sewage meter measures depth of flow at defined time intervals and reports an average depth of flow. Additionally, the meter requires debris in the flow in order for it to measure, therefore grey water (shower, sink, laundry etc) will not register. The sewage meter will therefore not calculate an accurate discharge of sewage. Additionally, sewer meters are known to frequently become obscured due to debris build up, and would therefore require regular and ongoing verification and maintenance.



The initial cost of a meter (purchase and installation) as well as ongoing maintenance and replacement is also cost prohibitive.

### **Other Alternatives Considered:**

Although it is not recommended by staff, Council could direct staff to meter sewage and/or calculate the sewage flat rate based on something other than average consumption.

Some optional alternate resolutions may be:

**That** staff be directed to review the feasibility and cost associated with installing sewage meters where sewage is the only service being provided.

Or,

**That** staff be directed to amend the flat rate sewage charge for multi residential units on a per occupant basis.

### **Alignment to Strategic Priorities**

This report aligns with the Kawartha Lakes 2020-2023 Strategic Plan priorities of Healthy Environment and Good Government.

### **Financial/Operation Impacts:**

The current flat rate sewage charge is intended to recover the cost of delivery and treatment of the sewage being generated by these units and therefore has no financial impacts.

Moving to a metered sewage option will have significant operational impacts to maintain and monitor the meters. Costs would be borne by the residents/users. Moving to an alternate method of estimating non-metered sewage may have an operational impact as it will require verifying and managing additional account details not currently maintained by the City.

### **Consultations:**

The following were consulted in the preparation of this report:

Director, Public Works  
Supervisor, Water and Wastewater Operations  
Manager, Revenue and Taxation

**Department Head E-Mail:** [jstover@kawarthalakes.ca](mailto:jstover@kawarthalakes.ca)

**Department Head:** Jennifer Stover, Director of Corporate Services



## Committee of the Whole Report

Report Number CORP2020-011

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**Meeting Date:** October 6, 2020

**Title:** Purchasing Process and Policy

**Description:** To provide Council with information on the procurement process and the proposed policy

**Author and Title:** Jennifer Stover, Director of Corporate Services

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### Recommendation(s):

**That** Report CORP2020-011, **Purchasing Process and Policy**, be received;

**That** the Purchasing Policy, attached as Appendix A to Report CORP2020-011, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions;

**That** this report be forward to Council for approval.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

At the Council Meeting of January 28, 2020, Council adopted the following resolution:

### **CR2020-009**

**That** staff examine the reporting requirement on the Request for Proposal process and report back to Council by the end of Q2, 2020.

This report addresses that direction, although delayed due to the pandemic.

## **Rationale:**

The City procures goods and services primarily through either a request for quotation/tender, or through a request for proposal.

### **Request for Quotation / Tender**

A request for quotation/tender should be used when the City is clear on their needs. This type of procurement is best suited where the City can clearly define all the relevant parameters of what they intend to purchase including, but not limited to: quantities; quality; delivery needs; contract terms and conditions. Price is the only factor in determining the winning proposal. An example of a purchase typically suited to a quotation/tender is the purchase of goods such as equipment or hot mix.

The City has historically conducted public openings of tender submissions. This involves a member of Council and a Procurement staff member physically opening and reading aloud the price of all the submissions at an advertised date and time. Proponents who have bid on the procurement often attend the public opening to determine if they are the winning proponent.

This is not a best practice. Public openings can facilitate bid manipulation. Additionally, the lowest price is the winning proponent only after the submission has been deemed compliant and free of mathematical errors. Best practice is to close the quotation/tender, have staff review all submissions for completion and accuracy, and then publicly post the results.

The purpose for holding public openings is to demonstrate transparency. Publicly posting the results, without the public opening, achieves the same objective.

In the amended purchasing policy, attached as appendix A, the current practice of public openings has been removed.

### **Request for Proposal (RFP)**

A request for proposal should be used when the City is looking for a creative solution or partnership. A request for proposal provides some structure about what the City's needs are, but leaves much of the response to the discretion of the supplier. The City provides the scope of work, the schedule and timeline, and other relevant specifications. The request for proposal also identifies the criteria that will be used to evaluate proposals.

The evaluation criteria should be established to ensure that the City is obtaining the best and most qualified proponent, at the best price. It is important to note however, that the winning proponent may not be the lowest price.

An evaluation committee is established to review all compliant bids received. The evaluation committee is comprised of staff, ideally from more than one department. Each committee member is required to evaluate the proposals independently, in an unbiased manner, using the established and known criteria. Once all the evaluations have been completed, Procurement staff will conduct a meeting with the evaluation committee to review their individual evaluations and seek consensus from the group on the preferred proponent.

Finally, Procurement staff work with the operating department to prepare a report to Council, as required, to seek approval to award to the highest scoring proponent.

Best practice is for Council to have no involvement in the evaluation of the proposals or the determination of the successful proponent.

When the award report is prepared and presented, Council has the opportunity to not award the project, but only where the project exceeds budget. In this situation, Council would need to direct staff to find a solution that fits within budget. Council cannot challenge the evaluation process or the results. Additionally, the non-winning proponents cannot challenge the evaluation scores. It is therefore not best practice to publicly disclose the evaluation scores, only the winning proponent.

The attached Purchasing Policy is not recommending any changes to the request for proposal process.

### **Summary of Other Purchasing Policy Recommended Changes**

The City hired a third party firm that specializes in Procurement to review our template documents (RFQ, RFT, RFP) in conjunction with our Purchasing policy. The firm made a number of recommended changes to both our templates and our policy. Many of the changes to the purchasing policy are administrative in nature, but there are a few recommended changes that are noteworthy.

In the current purchasing policy, requests for proposals that are greater than or equal to \$100,000 required Council approval whereas, tenders within this threshold do not. The new procurement policy is recommending that all procurements greater than or equal to \$100,000, that are within budget and within scope, will not require Council approval. Council will instead receive a quarterly report that summarizes all the awards over \$100,000. Procurements that are in excess of the budget and/or have a change in scope will still require Council approval.

In an election year, where Council is in a “lame duck” situation, delegation of authority is granted to the CAO, with the expectation that the CAO report to Council on any purchases authorized during this period. The policy now includes a section (4.5) that outlines this authority.

Section 4.9 has also been added to stipulate that procurements that encumber future operating budgets will be reported to Council if the annual aggregate value (including renewals) is greater than \$100,000.

The current purchasing policy identifies that the City will standardize the procurement of goods and services for nine specific reasons. The recommended change in the new policy states that the City will endeavor to standardize goods and services through a competitive process whenever possible, and that the standardization must be in compliance with legislation. The new wording is just a subtle change that highlights the need for standardization to follow the proper procurement process.

Finally, the list of items exempt from the purchasing policy has been refined and condensed. Several professional fees are no longer exempt from the policy including audit services and banking services.

### **Other Alternatives Considered:**

Council could direct staff to make further refinements to the purchasing policy.

### **Alignment to Strategic Priorities**

This report aligns with the strategic priority of Good Government.

### **Financial/Operation Impacts:**

There are no financial impacts associated directly with this report however a solid purchasing policy and process should result in quality vendors and a lower overall cost.

## **Consultations:**

Senior Management Team  
Treasurer  
Supervisor, Financial Services

## **Attachments:**



CORP2020-011  
Appendix A.docx

Appendix A – Purchasing Process and Policy

**Department Head E-Mail: [jstover@kawarthalakes.ca](mailto:jstover@kawarthalakes.ca)**

**Department Head: Jennifer Stover, Director of Corporate Services**

# APPENDIX A

## Council Policy

Council Policy #:	
Council Policy Name:	Purchasing Policy
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy	Purchasing Policy Management Directive

### **Policy Statement and Rationale:**

To ensure objectivity, accountability and transparency in the procurement process. To encourage competition among respondents by obtaining the highest quality goods, services or construction to maximize efficiencies, effectiveness, sustainability and cost savings, while ensuring that the Municipality has the flexibility to limit the purchase of goods and services where significant efficiencies and cost effectiveness may be achieved.

### **Scope:**

The Purchasing Policy is intended to govern the manner in which the Corporation of the City of Kawartha Lakes purchases goods and services.

Municipal Boards and Corporations that have the authority through By-Law to establish their own Purchasing policy shall not be bound by this policy.

### **Policy:**

#### **1.0 Definitions**

- 1.1 *Accessibility* A general term for the degree of ease that something (e.g., device, service, physical environment and information) can be accessed, used and enjoyed by persons with disabilities. The term implies conscious planning, design and/or effort to make sure something is barrier-free to persons with disabilities. Accessibility also benefits the general population, by making things more usable and practical for everyone, including older people and families with small children.
- 1.2 *Aggregate Value* means the total amount anticipated to be spent for the initial term and any optional extensions, not including taxes.
- 1.3 *Award* is when a selected respondent and the City execute a legal contract for the respondent to supply or perform the goods and/or services.



## APPENDIX A Council Policy

- 1.4 *Budget* refers to the Council approved annual budgets.
- 1.5 *CAO* means the Chief Administrative Officer of the City.
- 1.6 *Change in Scope* shall mean any change to the scope of an awarded contract to accommodate a need not originally provided for in the contract.
- 1.7 *City* means the Corporation of the City of Kawartha Lakes.
- 1.8 *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*.
- 1.9 *Compliant Bidder* is used to describe a respondent or potential respondent who has complied with all the requirements of a procurement process.
- 1.10 *Contract* means a formal commitment by both parties, which may be in the form of an agreement executed by the respondent and the City or a Purchase Order issued by the City and confirmed by the respondent.
- 1.11 *Cooperative Procurement* means the participation of two or more public agencies in a procurement process.
- 1.12 *Council* means the Municipal Council for the City.
- 1.13 *Director* means the person who holds that position and his or her delegate or, in the event of organizational changes, another person designated by Council (includes the position of Fire Chief and Paramedic Chief).
- 1.14 *Emergency Procurement* is a situation where the immediate purchase of goods or services is essential to prevent serious delays, damage or injury, to restore minimum service or to ensure the health and safety of any person, including City staff or residents of the City.
- 1.15 *Employee-Employer Relationship is applicable when a person's daily work is directed or controlled by the business, particularly when the method of executing duties is defined and an integral part of day-to-day operations.*
- 1.16 *Expression of Interest* is a procurement method used to determine interest, where the scope of specifications of the required goods or services may not be clearly defined.
- 1.17 *Formal Procurement Process* is a procurement method where the bids are submitted in a sealed format.

## APPENDIX A

### Council Policy

- 1.18 *Goods, Services and Construction* include supplies, equipment, property, construction, maintenance and service contracts, consulting and professional services.
- 1.19 *Informal Quotation* is a procurement process issued by the Department for purchases under \$50,000, where three or more potential respondents have been contacted to provide a submission for specific and defined commodities.
- 1.20 *Lobbying* to communicate with, anyone other than the person designated in the procurement document, on the procurement of goods, services or construction and the awarding of a contract for the purpose of swaying the results of an award of a procurement process.
- 1.21 *Non-Compliant Bidder* is a respondent or potential respondent who does not meet all the requirements of a procurement process.
- 1.22 *Person* refers to an individual, company or a corporate entity.
- 1.23 *Pre-qualification Request* would be used to invite prospective respondents to provide background information, capabilities and resources for upcoming specific procurements.
- 1.24 *Procurement Process* is the method selected to procure a good and/or service.
- 1.25 *Qualified Bid* is a bid that is restricted by a statement added to any portion of the submission or a covering letter that alters the intent of the procurement (counter offer).
- 1.26 *Request for Quotation/Proposal/Tender* is a procurement process issued by the Procurement Division.
- 1.27 *Segregation of Duties* is an internal control designed to prevent error and fraud by ensuring that at least two individuals are responsible for the separate parts of any task (ie. Purchase and approval).
- 1.28 *Single Source* means there is more than one source in the open market but for reasons of function or service, one respondent is being recommended.
- 1.29 *Sole Source* means there is only one known source of manufacture or supply of a particular good and/or service.
- 1.30 *Sustainable Procurement* - Purchasing of environmentally preferable products (goods and services) that have a lessor or reduced effect on human health and the environment when compared with other goods and services that serve a similar process

# APPENDIX A

## Council Policy

- 1.31 *Top Ranked Respondent* means the lowest compliant or highest scoring respondent.

### 2.0 Responsibilities:

- 2.1 Council is responsible to establish the City's procurement philosophy through this policy.
- 2.2 The Chief Administrative Officer is accountable to approve the detailed management directives that establish the operational framework.
- 2.3 Corporate Services is responsible to ensure that the City's Policy and Management Directive are adhered to.

### 3.0 Procurement Guidelines

- 3.1 Procurement practices shall be in accordance with all applicable federal and provincial legislation and local By-Laws, Trade Agreements, Policies, Code of Conduct and the *Discriminatory Business Practices Act, R.S.O. 1990, c. D.12*.
- 3.2 The procurement of goods and services will be evaluated for the risk to the City's ability to perform public services in a safe, secure and healthy environment and shall consider safety, accessibility standards, financial stability and quality of workmanship.
- 3.3 The procurement of goods and services will be in accordance with the City's Sustainable Purchasing Policy.
- 3.4 The City shall implement terms and conditions with the respondent to keep safe the City's staff, funds, property and capital assets.
- 3.5 The City may ban a respondent from submitting any future bids for an undetermined amount of time for failing to enter into a contract upon award.
- 3.6 Access to formal procurement process results information shall be made available according to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- 3.7 The Procurement Division will provide debriefs within 60 days of notification of award. Debrief requests after the 60 days may be deferred to the Clerk's Office for a Municipal Freedom of Information request.
- 3.8 The Procurement Division will maintain a vendor performance program that all Departments can refer to for previous performance and incident reports.

# APPENDIX A

## Council Policy

- 3.9 A vendor listing will be available for Department internal use when requesting quotations for work under \$50,000.
- 3.10 The City will disqualify a respondent:
- 3.10.1 if found to be engaging in lobbying with any elected official or City staff member for such purposes as to sway the results of an award of a procurement process. This period would cover the intent to procure (project conception/budget) up to the final award of the project.
  - 3.10.2 that has litigation against them that would affect their performance or reputation in performing the service or providing the goods and services requested by the City.
- 3.11 No expenditure or commitment shall be incurred or made and no account shall be paid by the City for goods and services, except as authorized in accordance with this policy or approved by the CAO or the Corporate Services Director and/or Council.
- 3.12 All respondents (including Council Members and City Employees if applicable) must disclose to the City any perceived, potential or actual conflict of interest that exists prior to accepting an award from the City. If one arises after an award has been made, the respondent must notify the City immediately.
- 3.13 All respondents shall ensure that they along with all of their employees, volunteers and others for which they are responsible comply with the Accessibility for Ontarians with Disabilities Act and associated Regulations and the City's Accessibility Policy. All information (studies, reports, procurement submissions, etc.) provided to the City from a respondent will be in an accessible format.
- 3.14 All submissions will be evaluated to determine if the expectations of the procurement have been met.
- 3.15 The City shall establish a management directive authorized by the CAO on behalf of Council that details the expectations of this Policy.

### 4.0 Financial Considerations

- 4.1 Procurement awards for contracts valued at an Aggregate Value of \$100,000 or greater must be approved by Council if:
- It contains a change in scope;
  - It has an irregular result as per section 6.0;
  - The recommendation encumbers future operating budgets; or
  - It is a Single or Sole Source.

# APPENDIX A

## Council Policy

- 4.2 The Procurement Division shall provide, to Council, a quarterly information report of:
- awards greater than \$100,000 where the award was within budget and within scope; and
  - all Emergency procurements.

This summary will show the project number, successful respondent, total budget and amount of award. Emergencies where money will be pulled from reserves require a Council resolution in the quarterly report.

- 4.3 Tender/RFP results that result in a budget deficit of \$10,000 or less will be awarded and funding will be adjusted, if necessary, as part of the Capital Close Process.
- 4.4 The City will establish, as part of the Management Directive, a table of authority for procurement limit spending.
- 4.5 In the case of Restricted Acts (Lame Duck), as it applies within Section 275 of the Municipal Act 2001, as amended, delegation of Council's purchasing authority will be given to the CAO. The CAO will report to the new Council, purchases authorized during this delegated authority.
- 4.6 Where a funding or granting agency has rules for a procurement process that exceed this policy, the agency's rules for tendering and risk management shall override this policy.
- 4.7 Where a funded independent Board or Corporation has been established by Council, the Board shall have the same level of authority as Council with respect to signing authority and the Chief Executive Officer, or equivalent, shall have the same level as the CAO.
- 4.8 An award may have optional renewal period(s) added to the term and must include the aggregate spend. All renewals must be included in the appropriate report, or will be subject to further approval at time of renewal
- 4.9 Procurements that encumber future operating budgets will be reported to Council if the annual aggregate value (including renewals) is over \$100,000.
- 4.10 Procurements by Visa (Pcard) are subject to the Management Directive and the Employee Expense Policy. No invoices are to be paid by Visa unless authorized by the Treasurer.

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## Council Policy

### 5.0 Procurement Process

- 5.1 An Open Competition will be advertised when the Goods and/or Service is valued over \$100,000.00.
- 5.2 An Invitational competition may be followed when the goods and/or service is valued greater than \$50,000, but less than \$100,000 (Aggregate Value including renewals).
- 5.3 Procurements that require specific equipment or materials to be used, must follow the procurement policy where quotes were obtained or a single source has been approved prior to the items being included in the document.
- 5.4 The City may participate with other government agencies or public authorities in co-operative procurement opportunities, so long as they are in compliance with current legislation. The City will maintain a list of agencies they may participate with on an annual basis on the City's Website.
- 5.5 Emergency Procurement – When an event occurs where the immediate purchase of goods or services is essential to prevent serious delays, damage or injury, to restore minimum service or to ensure the health and safety of any person, including City staff or residents of the City. The CAO or Corporate Services Director may authorize the immediate procurement of the good or service required. All Emergency procurements will be reported to council through a quarterly report, as noted in item 4.2.
- 5.6 Single/Sole Source - may be used, under certain defined circumstances, when there is only one vendor that is able to supply the commodity or perform the work. The approval of a single/sole source will be agreed upon between the Department, Procurement Division and the CAO with Council approving over \$100,000.

Matters involving security, police matters, or confidential issues, a purchase may be made in a manner that protects the confidentiality of the contractor or the Corporation. Such purchases may be made as a Sole Source Purchase;

- 5.7 Rosters will have an authority level not to exceed \$50,000 per contract. Allowances for higher roster values may be considered, but must have Procurement and the CSD's approval. A Roster list will be used to pre-approve vendors to be on a list with second stage informal quotations being issued.
- 5.8 Any complaint on the Purchasing Policy and/or Management Directive or a complaint related to an award of a competitive process, shall be submitted in writing to the Corporate Services Director. All bid dispute resolutions will be in compliance with current legislation.

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## Council Policy

5.9 All bid dispute resolutions will be in compliance with current legislation.

5.10 The City may consider, when evaluating bids, whether a bid is unbalanced or unexpectedly low so as to indicate a failure on the part of a bidder to accurately assess scope and/or indicate a likelihood of extra claims. The City may request clarification which may or may not result in disqualification of the respondent.

### 6.0 Irregular Results

#### 6.1 Irregular Result of a Competitive Procurement Process

Irregular results of a competitive procurement process require that the selection of the respondent for an award be approved by Council. The results of a competitive procurement process are considered to be irregular when any of the following occurs:

- all responsible and responsive submissions exceed the budget by more than \$10,000.00 and additional funds are required; and/or
- An award of the contract to the Top Ranked Respondent is considered to not be in the best interest of the City.

#### 6.2 Major or Minor Irregularity

For the purposes of this policy, a submission showing irregularities are classified as "major irregularities" or "minor irregularities":

- A "major irregularity" is a deviation from the competitive procurement process request that affects the price, quality, quantity or delivery, and is material to the award. The bidder will be disqualified from the process. The City must reject any offer submitted, which contains a major irregularity. The person will be notified of the rejection due to the major irregularity.
- A "minor irregularity" is a deviation from the competitive procurement process request, which affects form rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. The bidder will be given the opportunity to adjust the irregularity and continue in the process. The City may permit the person to correct a minor irregularity to make the submission compliant.

### 7.0 Real Estate Developer Finance Capital

Where a real estate developer has requested in writing the use of a particular respondent for services being performed on a project, for which the real estate developer is funding the entire cost, no procurement process shall be required, provided the respondent is acceptable to the City.

### 8.0 Sponsorships and Donations

Where a donation or sponsorship request is received by the City, the Department will consult with the Procurement Division to ensure any process remains fair, open and transparent.



# APPENDIX A

## Council Policy

### 9.0 Standardization of Equipment

The City will endeavour to standardize goods and services through a competitive process whenever possible and must be in compliance with legislation. The Procurement Division will work with the Department/Division, to determine the best procurement process for standardization. This Purchasing Policy will take precedence over any other Policy or Management Directive with regards to standardization.

### 10.0 Procurement Exemption List

If the procurement falls within this list, no competitive process is required. Purchase orders may be issued according to the table of authority if required.

- Advertising (not intended to cover the cost of creative fees or project management fees associated with media expenditures, advertising or marketing)
- Building Leases
- Charges from area Municipalities in association with legal agreements
- Committee, witness and honoraria fees
- Conference/Trade show staff attendance, including travel and accommodations
- Debenture and sinking fund payments
- Election expenses
- Employment Agencies
- Grants to Government and Council approved Agencies
- Insurance Claim Payments
- MPAC Fees
- Legal Settlements
- Licenses (vehicles, elevators, radios, etc.)
- Licenses and maintenance costs for integrated software and systems
- Maintenance for specialty equipment (i.e. Equipment that is not easily moved and will incur float charges)
- Payments made under authority of the City's Service Manager role for Human Services
- Periodicals, books, magazines and subscriptions
- Postage
- Professional licensed services: Legal Services, Notaries, Health Professionals, Land Surveyors, Arbitrators, Interpreters, Court Reporters
- Real Property and property appraisals (covered under By-Law)
- Renovation at a leased space where the lessor can only perform the renovation
- Statutory Employment expenses
- Staff Training (education and professional membership fees and associated costs)
- Utilities where there is only one provider
- Water/sewer connections for landowners
- Water and Wastewater Chemicals



# APPENDIX A

## Council Policy

### 11.0 Disposal of Assets

11.1 The City shall determine the best method to dispose of City assets no longer required for operations. Some of the methods may include but not limited to:

- Sale by Tender;
- Local Auction House;
- Donation to a not for profit agency;
- Government Auction.

11.2 Employees and elected officials of the City may bid on items provided that:

- they do not possess nor do they try to ascertain relevant insider information that would influence their offer;
- they remove themselves from submitting an offer on items that may be construed as a conflict of interest;
- they comply with all the requirements of the public sale.

### Revision History:

Revision	Date	Description of changes	Requested By



## Committee of the Whole Report

Report Number CORP2020-012

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**Meeting Date:** October 6, 2020

**Title:** Sustainable Procurement Policy

**Author and Title:** Jennifer Stover, Director of Corporate Services

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### Recommendation(s):

**That** Report CORP2020-012, **Sustainable Procurement Policy**, be received;

**That** the Sustainable Procurement Policy, as attached in Appendix A to Report CORP2020-012, be adopted and numbered for inclusion in the City's Policy Manual; and

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

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

At the Council Meeting of November 19, 2019 Council adopted the following resolution:

### **CR2019-644**

**That** Report 2019-010, Styrofoam and Single Use Plastics, be received;

**That** Council approves a voluntary ban of Styrofoam and Single Use Plastics in the Kawartha Lakes;

**That** Council approves the removal of Styrofoam from the curbside recycling stream and addition to the waste stream;

**That** Council lead by example and start the voluntary ban within the City's administrative buildings whenever possible;

**That** as part of the voluntary ban staff develop a long term plan for phasing out single use plastics and Styrofoam within additional City buildings and facilities; and

**That** staff develop a green procurement policy as part of the 2020 development of a green city charter.

This report addresses that direction of the last resolution, the establishment of a green procurement policy.

## **Rationale:**

A draft sustainable procurement policy is attached as Appendix A. In alignment with Council direction, this policy sets the framework for staff to consider environmental impacts, where practical, prior to commencing the procurement process.

The policy will require employees to embed sustainability considerations into their procurement processes by assessing whether or not the product, service or construction is necessary, prior to initiating the procurement process; and assessing the lifecycle cost or the payback period of the product or service, where practical.

Additionally, the policy will require employees to, where appropriate, specify good, services and construction that: are environmentally preferred and have desirable environmental features; meet third-party environmental standards and certifications.

## **Other Alternatives Considered:**

No other alternatives are recommended.

## **Alignment to Strategic Priorities**

The Sustainable Procurement Policy is in alignment with the strategic pillars of Healthy Environment, and Good Government.

## **Consultations:**

Senior Management Team  
Treasurer  
Supervisor, Financial Services

## **Attachments:**



CORP2020-012  
Appendix A.pdf

Appendix A – Sustainable Procurement Policy

**Department Head E-Mail: [jstover@kawarthalakes.ca](mailto:jstover@kawarthalakes.ca)**

**Department Head: Jennifer Stover, Director of Corporate Services**

Council Policy No.:	
Council Policy Name:	Sustainable Procurement Policy
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

### **Policy Statement and Rationale:**

The Corporation of the City of Kawartha Lakes (City) is committed to continuously improving the social and environmental footprint of its procurement of goods and services to become a vibrant, diverse and highly desirable location to live, striving to balance the social, economic and environmental needs of our community in compliance with our continuous improvement protocols.

The purpose of this policy is to increase the development and awareness of environmentally preferred products and services, and align the City's Procurement practices by:

- Including environmental criteria in the City's purchases where practicable;
- Identifying and setting specifications for goods and services that achieve environmental benefits including but not limited to increased energy efficiency, reduced toxicity and pollution and minimized waste wherever possible;
- Adhering to the principles of public procurement by continuing to support a process that is open, fair, transparent and competitive;
- Striving to reduce the overall consumption of goods and services where possible;
- Advancing a Corporate culture at the City that recognizes and places a priority on becoming a more Environmentally Sustainable Community in alignment with the City's initiative for continuous improvement.
- Encouraging manufacturers and distributors to create and promote sustainable products.
- Educating staff on the environmental benefits of a more sustainable purchasing policy.

### **Definitions**

1. *Environmentally Preferred* – Means goods, services and construction that have less impact on the environment and human health over their life cycle when compared to competing goods, services and construction serving the same purpose.
2. *Environmentally Sustainable Community* – A community that provides a healthy environment for its citizens by minimizing the impact of its activities on the air, land and water systems while reducing the need to import natural resources.

3. *Goods, Services and Construction* include supplies, equipment, property, construction, maintenance and service contracts, consulting and professional services.
4. *Total Life Cycle Cost* – An estimate or calculation that considers all direct and indirect costs of a deliverable over its useful life, from acquisition to disposal including Contract Prices, implementation costs, upgrades, carrying costs, maintenance contracts, support contracts, license fees and disposal costs.
5. *Payback Period* – The period of time required to recoup the funds expended in an investment, or to reach the break-even point.
6. *Supplier/Respondent* – A person, corporation or other entity that responds or intends to respond to a Solicitation or provides deliverables to the City including but not limited to contractors, consultants, suppliers, service organizations.
7. *Sustainable Procurement* – Purchasing of environmentally preferable products (goods and services) that have a lessor or reduced effect on human health and the environment when compared with other goods and services that serve a similar process.
8. *Third Party Certification* – An independent assessment declaring that specified requirements pertaining to goods or services have been met. Examples include ECOLOGO certified by Underwriters Laboratories (UL) or Green Seal certified by an independent non-profit organization.

### **Scope:**

This policy applies to the purchase of goods, services and construction by all Departments and must be used in conjunction with the City's Council Policy and Management Directive.

Nothing in this Policy will require the purchase of goods, services, construction services, and materials that do not perform to the operating specifications or requirements of the issuing Department or are not available at a commercially competitive cost.

### **Responsibility**

This policy will be used by the Procurement Division and all employees with procurement decision-making responsibilities as outlined below.

1. Departments Responsibility:
  - a. Adhere to the sustainable Procurement Policy in conjunction with the Purchasing Policy and Management Directive.
  - b. Share successes and challenges of Policy implementation with the Procurement Department.
  - c. Identify and pursue opportunities to reduce consumption, increase efficiency and re-use of products in City operations.
2. Procurement Division:
  - a. Act as a resource and provide support to City departments in the implementation of the Sustainable Procurement Policy tasks listed above.
  - b. Develop and maintain resources including standard tender clauses and

- evaluation matrices.
- c. Introduce the Sustainable Procurement Policy during any Procurement training.
- d. Guide the application of the Policy through promotion and awareness.
- e. Discuss the progress, challenges and successes of the Policy with Senior Management.

## **Governing Rules and Regulations**

1. Implementation Framework
  - a. Employees will apply specifications to increase the sustainability performance of goods and services purchased by the Corporation.
  - b. As appropriate, employees will embed sustainability considerations into their procurement processes by:
    - i. Assessing whether or not the product, service or construction is necessary, prior to initiating the procurement process.
    - ii. Assessing the Life Cycle Cost or the Payback Period of the product or service, wherever practical.
  - c. As appropriate, employees will specify goods, services and construction that:
    - i. Are environmentally preferred and have desirable environmental features.
    - ii. Meet third-party environmental standards and certifications. When third-party environmental standards and certifications are not available, Supplier declarations of environmental attributes will be considered.
  - d. Incorporate sustainability standards into standard tender clauses and evaluation matrices to be utilized across Departments.
  - e. Consult the City's Waste Division to learn more about which products can be recycled at the end of their use.

## **Revision History:**

Proposed Date of Review:

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0.0	[Date]	Initial Release	



## Committee of the Whole Report

Report Number CS2020-010

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**Meeting Date:** October 6, 2020

**Title:** CS2020-010 Release of Fenelon Falls Legacy C.H.E.S.T. Funds

**Author and Title:** LeAnn Donnelly, Executive Assistant

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### Recommendation(s):

**That** Report CS2020-010, Release of Fenelon Falls Legacy C.H.E.S.T. Funds, be received;

**That** Kawartha Works Community Co-operative be approved for funding in the amount of \$14,984.37 with the allocation to come from the Fenelon Falls Legacy C.H.E.S.T. Reserve (3.24350); 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:**

A grant application for the disposition of Fenelon Falls residual C.H.E.S.T. funding has been received by Community Services Administration on behalf of community interests. The local Councillor is supportive of this request. Total funding requested is \$14,984.37. As per the last financial update received from Treasury dated January – July 2020 there is \$110,862.77 of residual funding available for distribution.

Residual fund distributions are treated in the same manner, and subject to the same criteria as the ongoing C.H.E.S.T. funding programs in Lindsay and Bobcaygeon. The distribution of these funds is also subject to requirement for a full reconciliation of costs at the end of the project.

This report is brought forward to Council to approve the release of funds from the Fenelon Falls C.H.E.S.T. Fund Reserve (3.24350). The application and review comments are summarized below.

## **Rationale:**

Kawartha Works Community Co-operative was formed in 2015 for the purpose of improving social infrastructure in Kawartha Lakes by enabling the creation, development, and management of nonprofit initiatives in the areas of art, culture, recreation, health, environmental, economic and social improvements.

The Kawartha Works Community Co-operative is requesting \$14,984.37 from the Fenelon Falls C.H.E.S.T. fund to be used for landscaping at the new amphitheater being constructed at the Fenelon Falls fairgrounds. The work to the landscape will include filling out the tree canopy background, concealing the backstage area, screening the performers stage entrance, defining the audience area, and replacing existing dead bushes. This will involve planting a variety of 80 trees, 165 shrubs and 50 grasses.

## **Other Alternatives Considered:**

This report is brought to Council at the request of the Ward Councillor in keeping with the established policy for disposition of residual C.H.E.S.T. funds in the absence of a community committee. No alternative has been considered.

## **Alignment to Strategic Priorities**

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

- A Healthy Environment
- An Exceptional Quality of Life
- A Vibrant and Growing Economy

- Good Government

### **Financial/Operation Impacts:**

The Fenelon Falls Legacy C.H.E.S.T. Fund has residual funds remaining in the amount of \$110,862.77. With the recommendation outlined within this report if approved a balance of \$95,878.40 remains for further distribution in future years.

Due to the impact of COVID19 on community organizations Council may choose to consider using Fenelon Falls C.H.E.S.T. funds toward relief and recovery efforts within the Fenelon Falls Community. The award of this application will impact the amount available for relief and recovery.

### **Servicing Implications:**

There will be no servicing implications to the City of Kawartha Lakes. All future maintenance costs and work will be completed in partnership with the Fenelon Falls Horticultural Society and funded by future grants/revenue of the amphitheater.

### **Consultations:**

Councillor Ward 3

Treasury

Supervisor of Parks and Open Spaces

Manager of Parks, Recreation and Culture

### **Attachments:**

N/A

**Department Head E-Mail:** [chanks@kawarthalakes.ca](mailto:chanks@kawarthalakes.ca)

**Department Head:** Craig Shanks, Director of Community Services



## Committee of the Whole Report

Report Number CS2020-011

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**Meeting Date:** October 6, 2020

**Title:** Coboconk Wellness Centre Feasibility Report

**Description:** The report includes options that are available to move the project, as proposed to Council by the Coboconk Chamber of Commerce, forward.

**Author and Title:** Craig Shanks, Director of Community Services

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### Recommendation(s):

**That** Report **CS2020-011, Coboconk Wellness Centre Feasibility Report**, be received; and,

**That** staff be directed to proceed with working with the Coboconk, Norland & Area Chamber of Commerce to develop the Coboconk Train Station into the Coboconk Wellness Centre; and,

**That** staff work with the Coboconk, Norland & Area Chamber of Commerce to secure the required external grant funding to proceed with the project; and,

**That** the required \$1,500,000.00 City contribution to this project be incorporated into the City's Asset Management and 10 Year Financial Plans and future capital budgets for when matching funds are secured for Council's consideration; and,

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

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

At the Council Meeting of June 23, 2020, Council adopted the following resolution:

### **CW2020-083/CR2020-151**

**That** the Feasibility Report and the Presentation by Jennifer Wilson and Ian Forster, **relating to the proposed Coboconk Wellness Centre**, be received;

**That** the Coboconk Wellness Centre Feasibility Report be referred to staff for review and report back to Council by the end of Q3, 2020; and

**That** the report back to Council include options that are available to move the project forward.

This report addresses that direction.

## **Rationale:**

The Coboconk and District area of the City is currently serviced by the temporary medical facility located on the Coboconk Service Centre/Coboconk Lion's Park property. This is a true temporary portable which has passed its regular life cycle and requires annual funding for both maintenance and rent.

The community, led by the Chamber of Commerce, have proven and shown the importance of a Wellness Centre in Coboconk. The current Health Service gaps that exist include a 30-minute travel time to the nearest hospital or after-hours care centre, a significantly higher number of residents without a family doctor than the provincial average and reliance of emergency departments in Lindsay and Minden for non-emergency medical situations.

Four potential locations were reviewed by the Chamber of Commerce. The project proposes to provide quality medical and wellness services to the residents and visitors of the City of Kawartha Lakes by establishing a permanent Wellness Centre on preferred site selection of the Legion Park parcel of land, including the historic Coboconk Train Station. This proposal would allow for the offering of a primary care and allied professional care system that would address the service gaps in the northern parts of the City and increase the efficiency of the current system. The proposed project would follow a model for a Wellness Centre based on perceived gaps and provincial trends in care.

This location demonstrates the most benefit to the community by preserving and celebrating, while expanding to accommodate the required services by the community, the existing building. This location provides a permanent facility for the provision of health and wellness services while also providing for a new use

of an under-utilized City facility. An initial site assessment was done, including a Structural Engineering Report, Environmental Assessment, Topographical Study and Facility Condition Assessment and there appear to be no impediments to the proposal for use of this location.

Potential services would reflect the needs of the community and the desire and willingness of community partners, doctors and professional health care providers to provide a hub for community health that will bring increased access to conventional medical care and allied health services, as well as community organizations in an underserved geographic area.

### Proposed Services and Wellness Centre Partners

Proposed Essential Services	Other Planned Services	Community Partners Offering Services
Primary Care (2-3 Drs, NPs) *	Pre- & Post-Operative Care (RMH) *	Community Care *
Walk-In Clinic Hours *	Foot Care *	United Way *
Pharmacy *	Laboratory Services	Boys & Girls Club of KL
Dentist & Hygienist *	Courier Services	Alzheimer Society
Mental Health Supports: Addictions, Dementia	Medical Equipment	John Howard Society
Pain Management	Oxygen Services	Legal Supports
Optometrist	Services for Children	Financial Supports
Chiropractor, Massage, Physical Therapy *	Affordable Senior Living	Ambulance
Nutrition/Dietician	Hospice/Respite Care	Fire & Safety
Psychologist	Senior Care Planning & Navigation	
Naturopath	Meeting Space – small & large *	
Telemedicine Capability *	Attractive outdoor gathering/waiting space	

\*confirmed programming/partner

The physical design of the facility, construction costs and operating costs, while integrating the historical significance of the Coboconk Train Station and community use, will be factored into the proposal.

This project can be shovel-ready with a short time period and would have an approximate 14-18-month construction period and will provide an opportunity for all levels of government to collaborate with the local community to bring much needed services to an under-serviced area of the City. This project will also have the potential to act as an economic growth tool for the northern section of the City. It can represent part of a long-term strategy post COVID-19 to reduce strain and provide relief efforts while allowing Emergency Departments to focus on emergency situations and pandemic needs.

### **Other Alternatives Considered:**

Other options were considered in the Chamber of Commerce review, however this location was chosen as the preferred site. The former OPP site, if declared surplus by the Provincial government, has potential as a temporary space for the medical centre while this project is implemented and completed in place of the existing temporary facility. The City will continue to investigate this option.

The City could also choose to fund and implement the project differently, with a variety of funding options and the amount and phasing of funding.

The Chamber of Commerce is the best partner to proceed with this project for external funding sources and to capitalize on our management agreement with them for the Train Station facility and the Legion Park site.

### **Alignment to Strategic Priorities**

This report and the recommendations within address three of the four strategic priorities within the 2020-2023 Kawartha Lakes Strategic Plan:

1. An Exceptional Quality of Life
2. A Vibrant and Growing Economy
3. Good Government

The recommendation reflects the need for this project and is voiced not only in the City Strategic Plan but also in the statistics and the voice of the community. It will allow for good quality job creation, retention of seniors, attraction of new families; including professionals and seniors, attraction of new investment and have long term positive impact on local business.

## **Financial/Operation Impacts:**

The proposed cost of this new development for the Coboconk Wellness Centre is \$6,000,000. The local community is suggesting that this would be a 25% funding share between the municipality, provincial funding, federal funding and community fundraising. Federal funding opportunities such as Arts and Culture funding sources and provincial funding opportunities such as the Ministry of Health and Infrastructure funding options are already being investigated. There is a possibility that COVID-19 relief funds may also be eligible.

A 25% share for the municipality would represent an amount of \$1,500,000. This funding would come in the form of cost avoidance (land acquisition costs not required), projected funds required to maintain/enhance the existing Train Station facility (upwards of \$1,000,00.00), and budgeted capital funding. This project, if approved, will be included in the City's asset management plan and 10 year financial plan to ensure that the funding is available over a manageable timeframe.

Should Council support this project, and commit to funding the project as requested, then this project has the potential to act as an economic driver and produce an economic impact of \$500,000-\$1,000,000/year/physician in the local community (Kawartha Lakes Health Care Initiative).

## **Servicing Implications:**

Current review has shown the area and this particular property available for service. Any future plans for construction will follow and adhere to all the guidelines and requirements for development.

## **Consultations:**

Coboconk, Norland & Area Chamber of Commerce  
Corporate Services  
Asset Management

## **Attachments:**

Appendix A – Coboconk, Norland & Area Chamber of Commerce Wellness Centre Presentation



Coboconk Wellness  
Centre Feasibility Re

**Department Head E-Mail:** [cshanks@kawarthalakes.ca](mailto:cshanks@kawarthalakes.ca)

**Department Head:** Craig Shanks, Director of Community Services



# COBOCONK WELLNESS CENTRE

## FEASIBILITY REPORT

June 9, 2020

# Objectives of the Study

To Determine:

- Health service gaps of our community
- If, and 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 the level of interest of doctors and allied health professionals in participating in the wellness centre health services delivery model
- The feasibility of a wellness centre, including the physical design of the facility, construction costs and the operating costs

# Vision for 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 on Legion Park parcel of land, including the historic Coboconk Train Station.
- To 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.

Proposed Essential Services	Other Planned Services	Community Partners Offering Services
Primary Care (2-3 drs, NPs) *	Pre- & Post-Operative Care (RMH) *	Community Care *
Walk-In Clinic Hours *	Foot Care *	United Way *
Pharmacy *	Laboratory Services	Boys & Girls Club of KL
Dentist & Hygienist *	Courier Services	Alzheimer Society
Mental Health Supports: Addictions, Dementia	Medical Equipment	John Howard Society
Pain Management	Oxygen Services	Legal Supports
Optometrist	Services for Children	Financial Supports
Chiropractor, Massage, Physical Therapy *	Affordable Senior Living	Ambulance
Nutrition/Dietician	Hospice/Respite Care	Fire & Safety
Psychologist	Senior Care Planning & Navigation	
Naturopath	Meeting Space – small & large *	
Telemedicine Capability *	Attractive outdoor gathering/waiting space	

# The Current Challenge

- # of people without a local family doctor is significantly higher than provincial average
- 30 minutes to nearest hospital or after-hours care
- Results in reliance on Emergency Departments in Lindsay and Minden for non-emergencies

# Site Options

1. The site of the former Coboconk Medical Centre
2. The site of the former Coboconk school in the centre of town
3. The current OPP station on County Road 48 outside of Coboconk
4. **The Coboconk Train Station and Legion Park property**  
***\*\*preferred option***

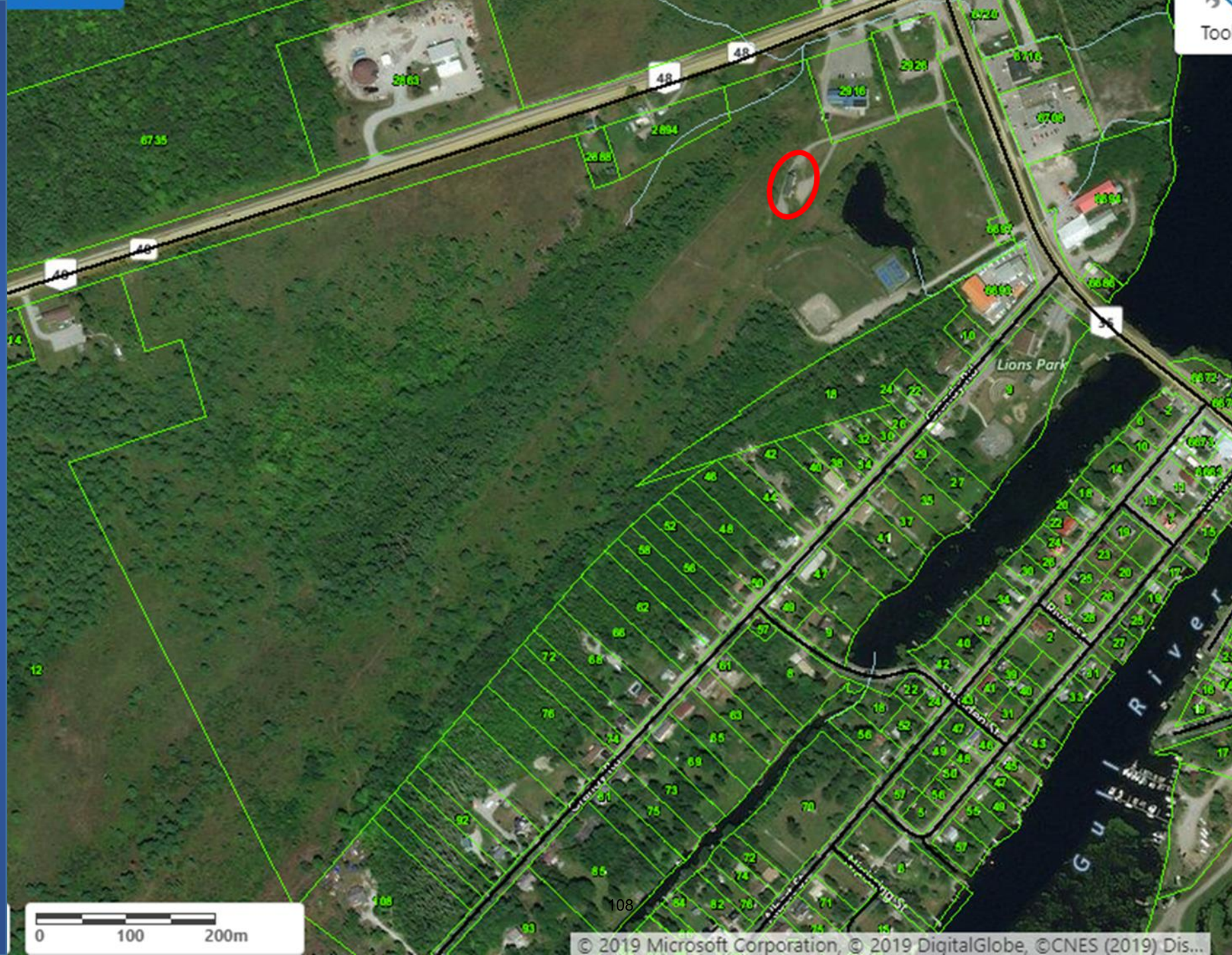


# Preferred Site Option: Legion Park property

- Demonstrates the most benefit to the community.
- Original train station building is preserved and celebrated, while being expanded to accommodate the services required by the community.
- Solves 2 issues:
  - permanent facility for the provision of health & wellness services in an under-served population
  - provides a new use for the under-utilized City building.
- The potential for future expansion of services exists and is a key consideration for choosing this site.









# SITE PLAN



Driveway  
from Hwy 35



# EXTERIOR VIEWS

View from north-west approach



# EXTERIOR VIEWS

View from south parking lot



# Site Assessment

All studies agree that there are no impediments to moving forward with this project.

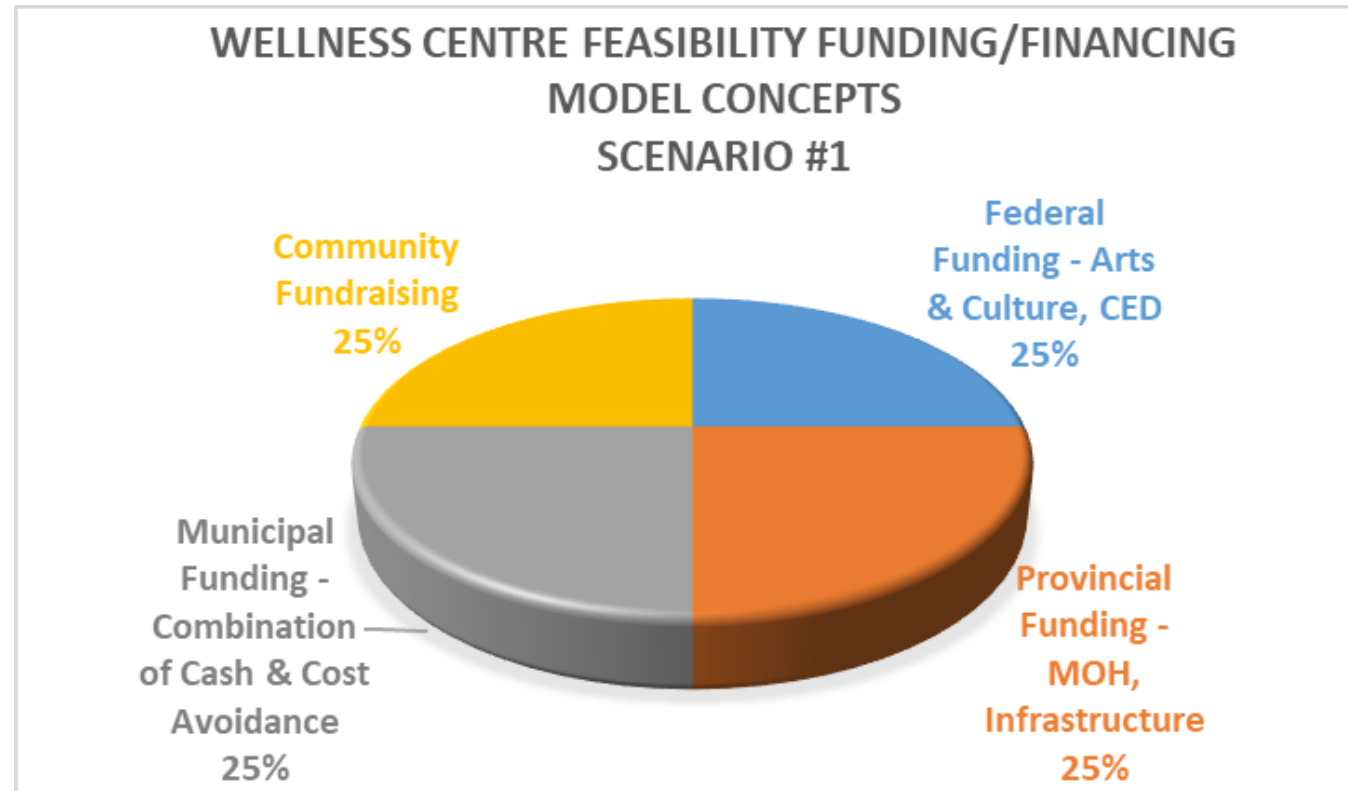
- Structural Engineering Report, March 2020 – by ARUP
- Environmental Assessment (Building), October 2019 – by Pinchin
- Topographical Study on the parcel of land where the Train Station is located, July 2019 – by Coe Fisher Cameron
- Facility Condition Assessment (Building), April 2016 – by Altus Group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

# Construction Schedule

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



# Funding Model: Construction



Approximate Construction Budget: \$6 Million

# Engaged Stakeholders

- Project needs local engagement, energy, and partnership
- To date, 25 stakeholder groups have been engaged
- KLHCI key partner in success



# Alignment with Local Priorities

The need for this project is not only reflected in the statistics and voices of the community, but in the priorities set by Council (2020-23 CKL Strategic Plan).

- Goal #1 – A Vibrant & Growing Economy
- Goal #2 – An Exceptional Quality of Life
- Goal #4 – Good Government





# Economic Impact: A Lever for Recovery

Economic impact of having a doctor in a community is significant: \$500,000 - \$1,000,000 in economic development/year/physician in a community (KLHCI) .

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
- long term positive impact on local businesses



# A Spark for Economic Recovery: COVID-19

A key opportunity to spark economic activity and prosperity in Kawartha Lakes – both short term construction jobs, and long term good quality, year-round jobs.

- An innovative, well-designed facility that will attract doctors
- Part of a long-term strategy post-COVID-19 to reduce strain of non-emergencies in local Emergency Departments is alleviated, allowing Emergency Departments to focus on the pandemic or emergency.
- Lever to significant economic development in the area, benefiting local business, residents, tourists, and the municipality.



# In Summary...

- Demonstrated gap in care and need for a Wellness Centre to serve the current and future population.
- Land acquisition represents a substantial cost to any project.
- The refurbishment of the historic Train Station Building will give new purpose and profile to one of the main historic buildings in the community.
- Wellness Centre project can be shovel-ready within a short period of time.
- There is a broad base of community support for this project and, subject to funding from all three levels of government, is willing to commit to raising \$1 million.



# In Summary...

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 regional effort and a valuable community initiative.





## Committee of the Whole Report

Report Number ED2020-021

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**Meeting Date:** October 6, 2020

**Title:** Correction of Legal Descriptions in Heritage By-laws

**Description:** Correction of incorrect legal description in several heritage designation by-laws

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

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### Recommendation(s):

**That** Report ED2020-021, **Correction of Legal Descriptions in Heritage By-laws**, be received;

**That** staff be directed to proceed with the process to amend the legal descriptions in the heritage designation by-laws for 37 Colborne Street, 13 Lindsay Street, 2 Lindsay Street South, 17025 Simcoe Street and 45 Russell Street West, including the preparation and circulation of the notices required under the Ontario Heritage Act and the preparation of the amending by-laws;

**That** the amending by-laws be brought forward to Council at the next Regular Council meeting following the end of the notice period.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

Section 30.1 of the Ontario Heritage Act permits municipalities to make amendments to by-laws to clarify or correct the statement of cultural heritage value, the description of heritage attributes, or legal description of a property and to revise the language of the by-law to make it consistent with the current requirements of the Act or its Regulations. Amendments to the legal descriptions of properties may be required due to error in the original description, to update the legal description of older by-laws, or as a result of a severance, lot consolidation, or development agreement.

There are five designation by-laws which were passed by the City of Kawartha Lakes in 2018 where, after passage, the legal description was found to be incorrect. As a result, these by-laws have not been registered on title for the subject properties. These properties are:

- 37 Colborne Street, Fenelon Falls (Old Post Office), By-law 2018-142
- 13 Lindsay Street, Fenelon Falls, By-law 2018-143
- 2 Lindsay Street South, Lindsay (Academy Theatre), By-law 2018-163
- 17025 Simcoe Street, Manilla (Manilla Library), By-law 2018-178
- 45 Russell Street West, Lindsay (St. Paul's Anglican Church), By-law 2018-167

The by-laws for these properties are attached as Appendices A through E.

In order to register the by-laws on title for these properties, Council must amend the designating by-laws under the process required by Section 30.1 of the Act. Under this section of the Act, Council must consult with its Municipal Heritage Committee regarding the proposed amendments and serve notice on the owners of the property regarding the proposed amendment and its purpose. After the notice is served and the notice period elapsed, Council may then pass an amending by-law to correct the legal description.

At its meeting of September 10, 2020, the Kawartha Lakes Municipal Heritage Committee reviewed the proposed amendments, as required by the Act, and passed the following motion:

### **KLMHC2020-35**

**Moved By** R. Macklem

**Seconded By** W. Purdy

**That** Report KLMHC2020-18, **Heritage By-law Amendments**, be received; and

**That** the proposed by-law amendments be forwarded to Council for adoption.

**Carried**

This report addresses that direction.

### **Rationale:**

In 2018, the City updated 47 heritage designation by-laws to bring them into compliance with current requirements under the Ontario Heritage Act. Staff undertook a process which involved extensive consultation with property owners and the drafting of new designation by-laws with clear statements of cultural heritage value and detailed descriptions of the properties' heritage attributes. These amended by-laws were passed by Council at its meeting of September 25, 2018.

In the summer of 2019, staff were informed that the legal descriptions for a number of properties, noted above, were incorrect on the by-laws that had been passed by Council in 2018. As a result, the by-laws for the affected properties have not been registered on title as required by subsection 29(6) of the Ontario Heritage Act. Correct legal descriptions for these properties have now been identified. In order to register the by-laws on title for the properties, corrections to the legal descriptions are required. Correcting the legal descriptions requires an amendment to the designating by-laws.

In addition to the incorrect legal descriptions, the address of 13 Lindsay Street in Fenelon Falls was identified as 15 Lindsay Street and requires correction to reflect the accurate municipal address of the designated property. The reason for this discrepancy appears to be a severance in 2001 which removed a vacant portion of land from the property. This vacant portion, which is now addressed as 15 Lindsay Street, is currently owned by Hydro One. Under Ontario Regulation 157/10, Hydro One is a prescribed public body under the Ontario Heritage Act and, therefore, properties owned by the utility cannot be designated under Part IV of the Act. The property at 13 Lindsay Street contains the building identified as having historic value in both the original by-law, Village of Fenelon Falls By-law 1979-7, and the updated by-law, By-law 2018-143. This property is owned by a private owner. When the severance occurred, a by-law (By-law 2001-172) was passed to amend the legal description to reflect the new boundaries of the designated properties, but the correct municipal addresses for each property were not clarified at that time, nor was it corrected when the updated by-law was passed in 2018.

The proposed amendments do not change the content of the affected designation by-laws nor have any additional ramifications for the owners of the property, beyond ensuring that the technical information in the designating by-laws is correct and that they are registered on title. If the legal descriptions for these properties are not amended, they are not able to be registered on title for the subject properties. As a result, a title search performed on the property would only identify the older designation by-laws, and not their updated versions. This is

a significant issue with regard to transparency and ensuring that any by-law registered on title is up to date and accurate. At the same time, the registration of designating by-laws on title of the subject properties is required by subsection 29(6) of the Act and, therefore, the City needs to ensure a correct legal description is included in its designation by-laws in order to fulfil this requirement under the Act.

### **Other Alternatives Considered:**

There are no recommended alternatives.

### **Alignment to Strategic Priorities**

The recommendations of this report support the strategic priority an Exceptional Quality of Life by supporting and promoting arts, cultural and heritage. The designation of property support heritage preservation in the municipality in general. The recommendations also support the strategic priority of Good Government by streamlining by-laws, policies and processes. The amendment of these by-laws ensures clarity and accuracy in the City's existing designation by-laws.

### **Financial/Operation Impacts:**

There are no financial or operational impacts resulting from the recommendations of this report.

### **Consultations:**

Municipal Heritage Committee  
Deputy Clerk  
Manager, Realty Services

### **Attachments:**

Appendix A – By-law 2018-142, 37 Colborne Street, Fenelon Falls (Old Post Office



2018-142-37-Colborn  
e-Street-Fenelon-Falls

Appendix B – By-law 2018-143, 13 Lindsay Street, Fenelon Falls



2018-143-15-Lindsay-  
St-Fenelon-Falls-Amer



Appendix C – By-law 2018-163, 2 Lindsay Street South, Lindsay (Academy Theatre)



2018-163-2-Lindsay-S  
t-S-Lindsay-Amended

Appendix D – By-law 2018-178, 17025 Simcoe Street, Manilla (Manilla Library)



2018-178 17025  
Simcoe St Manilla Am

Appendix E – By-law 2018-167, 45 Russell Street West, Lindsay (St. Paul's Anglican Church)



2018-167-45-Russell-  
St-W-Lindsay-Amende

**Department Head E-Mail:** [cmarshall@kawarthalakes.ca](mailto:cmarshall@kawarthalakes.ca)

**Department Head:** Chris Marshall, Director of Development Services

# **The Corporation of the City of Kawartha Lakes**

## **By-Law 2018-142**

### **A By-Law to Repeal and Replace By-Law 1992-12, Being a By-Law to designate 37 Colborne Street, Fenelon Falls in the City of Kawartha Lakes as being of Cultural Heritage Value and Interest**

#### **Recitals**

1. Section 29 of the Ontario Heritage Act, R.S.O. 1990, provides that the Council of a municipality may pass a by-law designating a property within the boundaries of the municipality to be of cultural heritage value or interest.
2. Notice of Intention to Designate 37 Colborne Street, Fenelon Falls City of Kawartha Lakes, described further in Schedule "A", has been given in accordance with Section 29 of the Ontario Heritage Act.
3. No objection to the proposed designation has been served on the Clerk of the City.
4. Reasons for Designation are set forth in Schedule "A".

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-142.**

#### **Section 1.00: Definitions and Interpretation**

##### **1.01 Definitions:** In this by-law,

**"City", "City of Kawartha Lakes" or "Kawartha Lakes"** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

**"City Clerk"** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

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

**"Director of Development Services"** 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.

**"Property"** means property as set out in Section 2.01.

##### **1.02 Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
- (b) The words "include" and "including" are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Designation**

- 2.01 37 Colborne Street, Fenelon Falls, City of Kawartha Lakes, is designated as being of historic interest and value, described further in Schedule "A". This designation shall not preclude any changes that may be deemed necessary for the efficient use of the building but that any and all such changes shall be in keeping with the original and present character of the building and in consultation with the municipal heritage committee.
- 2.02 The City is hereby authorized to cause a copy of this by-law to be registered against the property described above in the proper Land Registry Office.
- 2.03 The Clerk is hereby authorized to cause a copy of this by-law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust, and to cause notice of the passing of this by-law to be published in the newspaper.

## **Section 3.00: Enforcement, Offence and Penalties**

- 3.01 **Enforcement:** This by-law may be enforced by every municipal law enforcement officer and police officer.
- 3.02 **Offence and Penalty:** It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions of the *Provincial Offences Act* and to any other applicable penalty.

## **Section 4.00: Administration and Effective Date**

- 4.01 **Administration of the By-law:** The Director of Economic Development is responsible for the administration of this by-law.
- 4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed

## **Section 5.00 Repeals**

- 5.01 Repeal: By-law 1992-12 is repealed.

By-law read a first, second and third time, and finally passed, this 25 day of September, 2018.

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk

## **Schedule 'A' to By-law 2018-142**

Being a By-law to designate 37 Colborne Street, Fenelon Falls, City of Kawartha Lakes, as being of cultural heritage value and interest.

### **Description of Property**

The building that currently operates as the Canadian Institute of Banking Commerce (CIBC) is on the west side of Colborne Street and the south side of Francis Street. Facing east, the front of the red brick building is a landmark for its residents with its large standing clock tower.

Legal Description:

100 PT LOT 1 W COLB S;FRAN

PIN# 63155-0130

### **REASON FOR DESIGNATION**

Architectural Design or Physical Value:

The CIBC building is an architecturally significant building that contributes to the streetscape of Fenelon Falls. The most notable feature of the red brick building is the three storey clock tower. This building is also adorned with a large stone that has been carved with the words "Fenelon Falls". The building itself, and particularly its exterior walls were original to the building from 1935 until 1992 when an amendment to the original designation Bylaw allowed CIBC to make alterations to the building by expanding the front of the building to align with the existing structure.

Historical Significance:

The building and its adjoined clock tower have been in existence as a landmark to the residents of Fenelon Falls since 1935. Originally the building operated as a post office until its services were moved to a different location in 1968. Today, the building remains an integral part of the community functioning as the Canadian Institute of Banking Commerce (CIBC).

Contextual Value:

The clock tower is significant given the role it played as an identifying landmark to the surrounding area. The landscape of Fenelon Falls would be significantly altered should the landmark ever be removed. Given that few other municipalities have preserved their clock towers it is a rare landmark that should be protected in Fenelon Falls.

#### ATTRIBUTES TO BE CONSERVED:

- 3 storey clock tower featuring a clock face on each of the four sides of the tower
- Neo-classical detailing surrounding the front doors and limestone detailing around the windows and clocks within the clock tower
- Main entrance surrounded by carved rococo design stonework
- The name “Fenelon Falls” etched into the buildings stonework
- The raised brick quoins on the building’s corners with decorative limestone tops
- The roofline peaked cornices on the clock tower

# **The Corporation of the City of Kawartha Lakes**

## **By-Law 2018-143**

### **A By-Law to Repeal and Replace By-Law 2001-172 Being a By-Law to designate 15 Lindsay Street, Fenelon Falls in the City of Kawartha Lakes as being of Cultural Heritage Value and Interest**

#### **Recitals**

1. Section 29 of the Ontario Heritage Act, R.S.O. 1990, provides that the Council of a municipality may pass a by-law designating a property within the boundaries of the municipality to be of cultural heritage value or interest.
2. Notice of Intention to Designate 15 Lindsay Street, Fenelon Falls City of Kawartha Lakes, described further in Schedule "A", has been given in accordance with Section 29 of the Ontario Heritage Act.
3. No objection to the proposed designation has been served on the Clerk of the City.
4. Reasons for Designation are set forth in Schedule "A".

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-143.**

#### **Section 1.00: Definitions and Interpretation**

##### **1.01 Definitions:** In this by-law,

**"City", "City of Kawartha Lakes" or "Kawartha Lakes"** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

**"City Clerk"** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

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

**"Director of Development Services"** 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.

**"Property"** means property as set out in Section 2.01.

##### **1.02 Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
- (b) The words "include" and "including" are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Designation**

- 2.01 15 Lindsay Street, Fenelon Falls, City of Kawartha Lakes, is designated as being of historic interest and value, described further in Schedule "A". This designation shall not preclude any changes that may be deemed necessary for the efficient use of the building but that any and all such changes shall be in keeping with the original and present character of the building and in consultation with the municipal heritage committee.
- 2.02 The City is hereby authorized to cause a copy of this by-law to be registered against the property described above in the proper Land Registry Office.
- 2.03 The Clerk is hereby authorized to cause a copy of this by-law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust, and to cause notice of the passing of this by-law to be published in the newspaper.

## **Section 3.00: Enforcement, Offence and Penalties**

- 3.01 **Enforcement:** This by-law may be enforced by every municipal law enforcement officer and police officer.
- 3.02 **Offence and Penalty:** It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions of the *Provincial Offences Act* and to any other applicable penalty.

## **Section 4.00: Administration and Effective Date**

- 4.01 **Administration of the By-law:** The Director of Economic Development is responsible for the administration of this by-law.
- 4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed

## **Section 5.00 Repeals**

- 5.01 Repeal: By-law 2001-172 is repealed.



By-law read a first, second and third time, and finally passed, this 25 day of  
September, 2018

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk

## **Schedule 'A' to By-law 2018-143**

Being a By-law to designate 15 Lindsay Street, Fenelon Falls, City of Kawartha Lakes, as being of cultural heritage value and interest.

### **Description of Property**

This old stone building is currently being operated as RWH Construction. The building is located south of the river which connects Lakes Sturgeon and Cameron, west of Clifton St., east of the Lindsay St. Bridge and south to the old Lindsay Light, Heat and Power Co. generating station.

Legal Description:

100 PT LOT 170 RP;57R8553 PARTS 1 TO 4

PIN# 63152-0107

### **REASON FOR DESIGNATION**

Architectural Design or Physical Value:

This building has physical attributes which are noteworthy and worthy of preservation. It is the oldest stone house in the village of Fenelon Falls constructed of sedimentary limestone. The property's interior features a beautiful wooden staircase. The outer string of the staircase features a simplistic wave design with carefully preserved balusters, newel post, banister, and tread.

Historical Significance:

Constructed in 1860, this is the oldest stone building in the village of Fenelon Falls. It was built by R. C. Smith, who was influential in the Fenelon Falls community in the 1800's. The building was purchased in 1892 to serve as the office for Lindsay Light, Heat, and Power Co., the company that generated electricity at the waterside adjacent to the property. The building was the purchased in 1939 by Ontario Hydro for area office.

ATTRIBUTES TO BE CONSERVED:

- Original interior wooden staircase
- Original exterior sedimentary stone walls

# **The Corporation of the City of Kawartha Lakes**

## **By-Law 2018-163**

### **A By-Law to Repeal and Replace By-Law 1980-02 Being a By-Law to designate 2 Lindsay Street South, Lindsay, in the City of Kawartha Lakes as being of Cultural Heritage Value and Interest**

#### **Recitals**

1. Section 29 of the Ontario Heritage Act, R.S.O. 1990, provides that the Council of a municipality may pass a by-law designating a property within the boundaries of the municipality to be of cultural heritage value or interest.
2. Notice of Intention to Designate 2 Lindsay Street South, Lindsay, City of Kawartha Lakes, described further in Schedule "A", has been given in accordance with Section 29 of the Ontario Heritage Act.
3. No objection to the proposed designation has been served on the Clerk of the City.
4. Reasons for Designation are set forth in Schedule "A".

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-163.**

#### **Section 1.00: Definitions and Interpretation**

##### **1.01 Definitions:** In this by-law,

**"City", "City of Kawartha Lakes" or "Kawartha Lakes"** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

**"City Clerk"** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

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

**"Director of Development Services"** 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.

**"Property"** means property as set out in Section 2.01.

##### **1.02 Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

- (b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Designation**

- 2.01 2 Lindsay Street South, Lindsay, City of Kawartha Lakes, is designated as being of historic interest and value, described further in Schedule “A”. This designation shall not preclude any changes that may be deemed necessary for the efficient use of the building but that any and all such changes shall be in keeping with the original and present character of the building and in consultation with the municipal heritage committee.
- 2.02 The City is hereby authorized to cause a copy of this by-law to be registered against the property described above in the proper Land Registry Office.
- 2.03 The Clerk is hereby authorized to cause a copy of this by-law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust, and to cause notice of the passing of this by-law to be published in the newspaper.

## **Section 3.00: Enforcement, Offence and Penalties**

- 3.01 **Enforcement:** This by-law may be enforced by every municipal law enforcement officer and police officer.
- 3.02 **Offence and Penalty:** It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions of the *Provincial Offences Act* and to any other applicable penalty.

## **Section 4.00: Administration and Effective Date**

- 4.01 **Administration of the By-law:** The Director of Economic Development is responsible for the administration of this by-law.
- 4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed

## **Section 5.00      Repeals**

5.01    Repeal: By-law 1980-02 is repealed.

By-law read a first, second and third time, and finally passed, this 25 day of  
September, 2018

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk

## **Schedule 'A' to By-law 2018-163**

Being a By-law to designate 2 Lindsay Street South, Lindsay, City of Kawartha Lakes, as being of cultural heritage value and interest.

### **Description of Property**

The Academy Theatre is a landmark building located on the East side of Lindsay Street South, between Kent Street West and Kent Street East.

Legal Description:

PT BLK A E LINDSAY S KENT ST

PIN: 63229-0007

### **REASON FOR DESIGNATION**

Architectural Design or Physical Value:

The building exhibits Romanesque features with rounded pilasters, a gabled parapet, and red and salmon brick colour. The theatre's symmetry of design and rectangular windows also suggest a classical style of architecture that was popular in the late 19<sup>th</sup> century, but was rare to North America.

Historical Significance:

Constructed in 1892 while Lindsay was experiencing significant economic growth, the need for arts and culture was met through the construction of a brick theatre called the Academy of Music. The Romanesque building was designed by W. Blackwell of Peterborough and built by William White of Lindsay. The first performance in the theatre took place on January 5<sup>th</sup>, 1893. Some of the notable performers include Marie Dressler and Dumbells. It was one of the original silent movie houses east of Toronto, with the first movie being shown in 1913. During the middle of the 20<sup>th</sup> century, use for the theatre declined, forcing its doors to be closed in 1956. The residents of Lindsay came together in 1963 to buy and restore the theatre.

Contextual Value:

Since 1892, the Academy Theatre has been an identifying landmark of the downtown core of Lindsay, contributing to its historic streetscape and providing arts and culture for the township and the surrounding region.

### **ATTRIBUTES TO BE CONSERVED:**

- Front westerly façade with decorative belt cornice and tongue and groove commercial façade, Georgian style storefront windows, and art deco main entrance doors into foyer

- The large corbel bricked chimney on the south facing side of the building
- Prominent center gabled parapet
- Salmon brick featured on the west facing front facade on second and third storeys of the building and red brick on the north and south sides
- Highly symmetrical building with three distinct bays
- Rounded pilasters separate the three bays from one another with limestone base
- Rectangular windows in a 4 over 4 pattern on second and third storeys
- The main storey is tongue and groove siding adorned with two large sets of windows and the front entrance doors.
- Limestone lintels and sills on rectangular windows
- A semicircular window located in the gabled parapet surrounded by limestone lintel

# **The Corporation of the City of Kawartha Lakes**

## **By-Law 2018-178**

### **A By-Law to Repeal and Replace Township of Mariposa By-Law 1996-36, Being a By-Law to designate 17025 Simcoe Street, Manilla, in the City of Kawartha Lakes as being of Cultural Heritage Value and Interest**

#### **Recitals**

1. Section 29 of the Ontario Heritage Act, R.S.O. 1990, provides that the Council of a municipality may pass a by-law designating a property within the boundaries of the municipality to be of cultural heritage value or interest.
2. Notice of Intention to Designate 17025 Simcoe Street, Manilla, City of Kawartha Lakes, described further in Schedule "A", has been given in accordance with Section 29 of the Ontario Heritage Act.
3. No objection to the proposed designation has been served on the Clerk of the City.
4. Reasons for Designation are set forth in Schedule "A".

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-178.**

#### **Section 1.00: Definitions and Interpretation**

##### **1.01 Definitions:** In this by-law,

**"City", "City of Kawartha Lakes" or "Kawartha Lakes"** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

**"City Clerk"** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

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

**"Director of Development Services"** 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;

**"Property"** means property as set out in Section 2.01.

##### **1.02 Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.



- (b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Designation**

- 2.01 17025 Simcoe Street, Manilla, City of Kawartha Lakes, is designated as being of historic interest and value, described further in Schedule “A”. This designation shall not preclude any changes that may be deemed necessary for the efficient use of the building but that any and all such changes shall be in keeping with the original and present character of the building and in consultation with the municipal heritage committee.
- 2.02 The City is hereby authorized to cause a copy of this by-law to be registered against the property described above in the proper Land Registry Office.
- 2.03 The Clerk is hereby authorized to cause a copy of this by-law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust, and to cause notice of the passing of this by-law to be published in the newspaper.

## **Section 3.00: Enforcement, Offence and Penalties**

- 3.01 **Enforcement:** This by-law may be enforced by every municipal law enforcement officer and police officer.
- 3.02 **Offence and Penalty:** It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions of the *Provincial Offences Act* and to any other applicable penalty.

## **Section 4.00: Administration and Effective Date**

- 4.01 **Administration of the By-law:** The Director of Development Services is responsible for the administration of this by-law.
- 4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

## **Section 5.00      Repeals**

5.01    Repeal: Township of Mariposa By-law 1996-36 is repealed.

By-law read a first, second and third time, and finally passed, this 25 day of September, 2018.

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk

## **Schedule 'A' to By-law 2018-178**

Being a By-law to designate 17025 Simcoe Street, Manilla, City of Kawartha Lakes, as being of cultural heritage value and interest.

### **Description of Property:**

This Manilla Public Library continues to operate in a small wood siding cottage style dwelling on the east side of Simcoe Street just south of Highway 7.

Legal Description:

PLAN 42 LOT 14

PIN: 63187-0120

Reason for Designation:

Architectural Design or Physical Value:

Originally constructed as a one and a half storey family home around 1850, the structure continues to feature original wood siding although it was moved back from the road to provide a setback. The distinguishing attribute of this Cottage style structure is its Italianate front door frame which consists of two wooden pilasters with a decorative wood lintel on the building's north and south end maintains its symmetry.

Historical Significance:

Beginning in 1861, the Manilla Mechanics Institute formed a literary society until a Manilla Public Library was officially opened in 1895. However, the permanent home of the Library was relocated to this site in 1913 when Edward Acton donated the current building. The Manilla Public Library became a part of the Victoria County Public Library System in 1965. As such, it provides a place of community for the residents and visitors to Manilla.

Attributes to be Conserved:

- One and a half storey
- Six over windows (although not original) front facing windows are in character with the style original to the home
- Horizontal wood siding remains
- Front door frame with two wooden pilasters and decorative wood intel and trimming
- The gabled roof topped with a chimney

# **The Corporation of the City of Kawartha Lakes**

## **By-Law 2018-167**

### **A By-Law to Repeal and Replace By-Law 1981-46, Being a By-Law to designate 45 Russell Street West, Lindsay, in the City of Kawartha Lakes as being of Cultural Heritage Value and Interest**

#### **Recitals**

1. Section 29 of the Ontario Heritage Act, R.S.O. 1990, provides that the Council of a municipality may pass a by-law designating a property within the boundaries of the municipality to be of cultural heritage value or interest.
2. Notice of Intention to Designate 45 Russell Street West, Lindsay, City of Kawartha Lakes, described further in Schedule "A", has been given in accordance with Section 29 of the Ontario Heritage Act.
3. No objection to the proposed designation has been served on the Clerk of the City.
4. Reasons for Designation are set forth in Schedule "A".

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2018-167.**

#### **Section 1.00: Definitions and Interpretation**

##### **1.01 Definitions:** In this by-law,

**"City", "City of Kawartha Lakes" or "Kawartha Lakes"** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

**"City Clerk"** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

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

**"Director of Development Services"** 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.

**"Property"** means property as set out in Section 2.01.

##### **1.02 Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

- (b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## **Section 2.00: Designation**

- 2.01 45 Russell Street West, Lindsay, City of Kawartha Lakes, is designated as being of historic interest and value, described further in Schedule “A”. This designation shall not preclude any changes that may be deemed necessary for the efficient use of the building but that any and all such changes shall be in keeping with the original and present character of the building and in consultation with the municipal heritage committee.
- 2.02 The City is hereby authorized to cause a copy of this by-law to be registered against the property described above in the proper Land Registry Office.
- 2.03 The Clerk is hereby authorized to cause a copy of this by-law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust, and to cause notice of the passing of this by-law to be published in the newspaper.

## **Section 3.00: Enforcement, Offence and Penalties**

- 3.01 **Enforcement:** This by-law may be enforced by every municipal law enforcement officer and police officer.
- 3.02 **Offence and Penalty:** It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions of the *Provincial Offences Act* and to any other applicable penalty.

## **Section 4.00: Administration and Effective Date**

- 4.01 **Administration of the By-law:** The Director of Economic Development is responsible for the administration of this by-law.
- 4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed

## **Section 5.00      Repeals**

5.01    Repeal: By-law 1981-46 is repealed.

By-law read a first, second and third time, and finally passed, this 25 day of September, 2018.

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Andy Letham, Mayor

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Cathie Ritchie, City Clerk

## **Schedule 'A' to By-law 2018-167**

Being a By-law to designate 45 Russell Street West, Lindsay, City of Kawartha Lakes, as being of cultural heritage value and interest.

### **Description of Property**

St. Paul's Anglican Church is located on Russell Street West between Cambridge Street South and William Street South.

### **Legal Description:**

PLAN TOWN PLOT LOTS 7 AND 8;S RUSSELL ST PT LOTS 7 AND 8;N  
GLENELG ST AND RP 57R10037;PARTS 1 3 5 7 AND 9

PIN: 63228-0059

### **REASON FOR DESIGNATION**

Architectural Design or Physical Value:

The church was constructed in Arts and Crafts style with Gothic overtures, which was common in the 19<sup>th</sup> century for Canadian churches. The church features a tower with a gable on each of the four sides and the spire which is topped with a finial. The bell tower in conjunction with the spire rises 130 feet above ground level. Pointed arched windows and entranceways continue to contribute to the Gothic influences of the church's style. Facing the sanctuary, there are five memorial stained glass windows situated on the west side as well as three on the south side (the reredos) and six on the east side. A triptych stained glass window (three windows designed to illustrate one subject) is located on the north exposure. All stained glass windows contain a significant bible verse and a dedication panel. These windows all contribute to the church's beauty. The building and the tower are both supported by a number of buttresses that are in an early Gothic style.

Historical Significance:

Well-known Lindsay citizen Adam Huspeth donated the land to build the church when it became evident that a new building and site was needed for the growing congregation of St. Paul's Anglican Church. The cornerstone was laid on Dominion Day (July, 1<sup>st</sup>) 1885 and opening services were held on November 15, 1885. The designers of the church were Stewart and Denison of Toronto, and the contractors were McNeely and Walters of Lindsay.

### **ATTRIBUTES TO BE CONSERVED:**

Exterior:

- Bell tower featuring Gothic gable along its four sides
- Gothic Spire
- Decorative iron finials

- Carved limestone decoration throughout the building's exterior
- Gothic lancet pointed arched windows along the church's front façade
- Pointed arched entranceway
- Three paneled double doors in vaulted Gothic style
- Triplet window on the front façade
- Small rose windows
- Quatrefoil windows near the church's roof
- Original hammer beam vaulted ceiling
- Quatrefoil post and beam wooden arches
- Gothic wooden pews

Interior:

- Triptych stain glassed Atonement Windows on the north side of the church
- 5 stain glassed windows on the west side of the church and 6 stain glassed windows on the east side of the church
- Three stain glassed Sanctuary Windows featuring *The Good Sheppard*, *Saint John* and *Saint Paul*





## Committee of the Whole Report

Report Number RD2020-003

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**Meeting Date:** October 6, 2020

**Title:** Recommendations for the Maintenance and Improvement of Road Drainage

**Description:** As per Council resolution CW2020-009, staff were directed to provide a report to Council that outlines recommendations for the maintenance and improvement of road drainage.

**Ward Number:** All

**Author and Title:** David Lembke – Roads Operations Manager West A

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### Recommendation(s):

**That** Report RD2020-003 Recommendations for the Maintenance and Improvement of Road Drainage, be received;

**That** Staff be directed to present the in house ditching crew option for consideration in the 2022 Budget; 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 has approximately 2400 km (centerline) of rural roads with roadside ditches. This equates to 4800 km of ditch that needs to be maintained. Required frequency of ditch maintenance can vary based on many factors including but not limited to size of the ditch (cross section), soil material, slope of the ditch sides, grade of the ditch, location of adjacent structures, amount of sediment deposited and timing of other operational / capital works.

A general rule of thumb would be that ditches should be cleaned/maintained at a frequency of every 15-25 years pending factors above. With the current program, the City can ditch approximately 100 km per year. It is evident that there is a need to modify the program to improve overall maintenance of our municipal ditches.

It is important to note that municipal ditches are designed to accommodate drainage of the right of way. They are not designed to accommodate run off from neighboring properties (depth or capacity). The operational ditching program does not include registered municipal drains.

In 2019, the then Deputy Mayor (Councillor Elmslie) hosted a series of forums within the City with public participation. There were many topics that arose through those discussions. One of the key recurring items was the need for ditching. This is a key component in the road structure in preventing premature degradation of our roads. Stemming from the meeting, the Deputy Mayor brought a report to Council summarizing the forum discussions

At the Council Meeting of January 28, 2020 Council adopted the following resolution:

### **CW2020-009**

**That** Report MAYOR 2019-001, **Deputy Mayor's 2019 Round Table Meetings on Roads**, be received;

**That** staff be directed to provide a report to Council that outline recommendations for the maintenance and improvement of road drainage by the end of Q2, 2020;

This report addresses that direction, but due to the Pandemic and corresponding state of emergency, the report was delayed.

## **Rationale:**

In 2019, City Wide ditching operations was completed using a combination of contracted equipment and labor, as well as in-house equipment and labor. Work

was completed sporadically, as work plans allowed over the course of the year. Activities included ditching, brushing, and shoulder berm maintenance for approximately 100 km of road side. This allowed Public Works Roads (Roads) to continue to alleviate priority drainage issues. The total cost in 2019 using contracted hours was \$486,000 over a twelve (12) month period.

Due to feedback from the Deputy Mayor's Roads 101 Public Meetings, Public Works - Roads were tasked with investigating all options available to the Corporation to enhance this operation.

Staff reviewed several alternatives to enhance the ditching program. From this review, Staff recommend that the Roads division create two (2) designated ditching crews, whose sole purpose is to complete ditching, brushing, and shoulder berm maintenance operations throughout the course of the year. In general, one (1) crew will be assigned to the East Operating Area and one (1) crew assigned to the West (A) Operating Area, however work will be completed when and where deemed necessary by the area managers.

Each ditching crew would be comprised of the following staff:

- A Roads Crew Leader (existing Staff)
- A Heavy Equipment Operator (new Staff requirement)
- Two (2) Equipment Operators (new Staff requirement)
- Two (2) Summer Students (existing Staff)

The required equipment for each crew would be:

- Rubber Tired Excavator (minimum of 175 HP) (new fleet requirement)
- A one (1) yard ditching bucket and brushing head (new fleet requirement)
- Two (2) Tandem Axle Dump Truck (existing fleet)
- One (1) Crew Cab Pickup Truck (existing fleet)

To have dedicated crews capable of working whenever conditions permit, we anticipate to significantly increase productivity. With two dedicated internal ditching crews, Staff currently expect to be able to maintain our ditch inventory in an effective manner. Staff will continue to monitor effectiveness and productivity of the program.

A program of this nature will also have ancillary benefits. In addition to enhanced ditching and brushing services, this alternative will also provide the benefit of providing staffing redundancy in an operation program with limited resources. We currently have one operator per required plow route. Due to historical short and long term vacancy in the approved head count, Staff have been forced to contract out operational routes at a significant increased cost. There are no other consistent means to temporarily staff these routes when leaves occur. The additional staff would allow Roads to continue to maintain the Council approved

Level of Service and response times and ultimately aid in limiting the Corporations exposure to liability claims, which cost the corporation \$173,000 in the last five (5) years. Furthermore, when these additional staff are not required for winter control, this allows Roads to continue other operations such as road side brushing outside of the Nesting Season (April 1 – August 25) as per the Migratory Bird Act and will provide additional resources to other off season programs such as sign replacement.

### **Other Alternatives Considered:**

Option 1: Fully Contracted Option to complete City Wide Ditching Operations for a four (4) month period from June 1 to October 1. This option includes the following contracted staff and equipment;

- Excavator and operator
- Two (2) Tandem Axle Dump trucks and operators
- Two (2) Traffic Control Technicians
- One (1) Third party construction inspector

The total cost for the Fully Contracted four (4) month option for the East and West Operating Areas is \$654,000.

Estimated ditching productivity for Option 1 is 60 km per year which is insufficient to manage our ditch inventory in an effective manner. Adding a second contracted crew would double the cost which makes the alternative not feasible.

Option 2: Hybrid Option to complete City Wide Ditching Operations for a four (4) month period from June 1 to October 1. This option includes the following contracted and in house staff and equipment:

- Contracted excavator and operator
- One (1) contracted third party construction inspector
- Two (2) contracted traffic control technicians
- Two (2) in house Tandem Axle Dump trucks with operators

The total cost for the Hybrid Option for the East and the West Operating Areas is \$429,000.

Estimated ditching productivity for Option 2 is 60 km per year. Again this option is insufficient to manage our inventory and expansion of the program would become infeasible.

It should be noted that Option 2, is for a four (4) month project window, not the twelve (12) month window we currently use.

## **Financial/Operation Impacts:**

The total cost for one designated ditching crew, whose sole purpose is to complete ditching operations is approximately \$253,000. The total operating cost to run two (2) crews is \$506,000 in 2020 dollars.

Staff propose that the Roads Operational City Wide Ditching Budget be reduced from \$515,000 to \$130,000 and the City Wide Brushing Budget be reduced from \$130,000 to \$80,000. Resulting in a reduction of \$435,000 from the City Wide budget. The resulting reduction, would then be applied to Public Works – Roads overhead operating budget, resulting in a need for an additional budgetary increase of \$70,000. For this net \$70,000 investment we will see an increase in headcount of six (6) staff and a significant increase in productivity.

If approved by Council, we will work with Fleet to determine the most cost effective means of acquiring the necessary fleet. Although the annual costs for the incremental fleet needs (two rubber tire excavators) are included in the financial calculations above, the initial capital requirements for the excavating equipment needs to be considered. An alternative to this would be to rent equipment.

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

This report aligns with the 2020-2023 Strategic Plan in the following;

### **Goal 1 – Asset Management**

- Ensure municipal assets are well maintained and managed;

### **Goal 2 – Increase Access to Transportation Options**

- Execute road needs plans and invest in life-cycle improvement measures and supporting maintenance programs;

### **Goal 3 – Increase Efficiency and Effectiveness of Service Delivery**

- Promote continuous improvement to Make It Better in all service areas

## **Consultations:**

Director of Public Works  
Roads Manager West B  
Manger of Fleet Services

## **Attachments:**

NA

**Department Head E-Mail: [brobinson@kawarthalakes.ca](mailto:brobinson@kawarthalakes.ca)**

**Department Head: Bryan Robison**



## Committee of the Whole Report

Report Number RD2020-008

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**Meeting Date:** October 6, 2020  
**Title:** Off Road Vehicle Use of Municipal Roads  
**Description:** Review of legislated changes and recommendations  
**Ward Number:** All  
**Author and Title:** David Lembke, Manager of Roads Operations

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### Recommendation(s):

**That** Report RD2020-008, **Off Road Vehicle Use of Municipal Roads**, be received;

**That** ORV and ATV use on Municipal Highways in the City of Kawartha Lakes be reviewed in conjunction with the Trails Master Plan in 2021;

**That** the amendments to Section 2.07 and Section 4.01 of By-Law 2019-077, being a By-Law to Regulate the Operation of ATV's and ORV's on Municipal Highways, outlined in Appendix A be approved;

**That** the necessary By-Law to amend By-Law 2019-077 be forwarded to Council for approval; and

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

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## Background:

This report addresses upcoming legislative changes.

Historically, legislation prevented off road vehicles from using municipal roads unless the municipality grants specific permission. The City of Kawartha Lakes passed By-Law 2009-116, amended in 2019 to By-Law 2019-077 to address this need and designate roads appropriate for use of off road vehicles.

On August 20, 2020. Staff provided Council a presentation in regards to the proposed changes in legislation. Council adopted the following resolution:

**“That** the presentation by David Lembke, Public Works Roads Manager West A, **regarding Off Road Vehicle Use on Municipal Roads**, be received.”

The recently passed Bill 107 – Getting Ontario Moving Act makes changes to the *Highway Traffic Act* permitting off road vehicles on all municipal roads. It will be up to municipalities to impose restrictions via By-Law where deemed necessary instead of granting permission were deemed appropriate.

The province in *Ontario Regulation 316/03: Operation of Off Road Vehicles on Highways* has expanded the type of Off-road vehicles (ORV's) permitted on the roads, allowing Extreme Terrain Vehicles (XTV's) as well as Off-Road Motorcycles (ORM's) on the shoulder of public roads, where permitted.

The legislative changes only affect roads under the jurisdiction of the Municipality, and does not affect roads and Highways under the jurisdiction of the Province of Ontario.

In addition to the legislative changes, in January 2020, the City received correspondence from the Township of Cavan Monaghan (Appendix B), regarding the use of ORV's on boundary roads. Staff presented a report to Council on August 20, 2020 in regards to this correspondence. Council adopted the following resolution:

“That Council supports the request from the Township of Cavan Monaghan to allow the use of ATV's on designated sections of Dranoel Road and Glamorgan Road based on a one-year pilot project for the 2020-2021 season; and

That if chosen as the final route by the Township of Cavan Monaghan, that By-law 2019-077 be amended and brought forward to Council for adoption.”

On September 23, 2020, the City of Kawartha Lakes received correspondence from the Township of Cavan Monaghan in response to the City's resolution above (Appendix C). The Township of Cavan Monaghan resolved:



“That Council direct Staff to draft a by-law to prohibit ORV’s on any municipally owned property including, but not limited to roads, highways, unopened road allowances, trails and parks in the Township of Cavan Monaghan; and

That Staff be directed to report back during the ORV consultation period on the County of Peterborough’s Transportation Master Plan for further discussion.”

This report addresses both the legislated changes and the communication from the Township of Cavan Monaghan.

### **Rationale:**

With the amendments to the *Highway Traffic Act*, effective January 1, 2020, it permits off road vehicles usage on all municipal roads, unless a municipality creates a By-Law to restrict this. The City of Kawartha Lakes currently has such a By-Law. Schedule A of By-Law 2019-077, lists the roads within the City where ORV usage is permitted, but usage is restricted otherwise.

With the exception of the resolution above, Staff are recommending that the use of ORV’s on Municipal Roads remain status quo until the review of the Trails Master Plan in 2021.

With the September 23, 2020 correspondence from the Township of Cavan Monaghan, it appears the piloted use of our boundary roads will not proceed. They have deferred further review of the use of off road vehicles to the consultation period of the County of Peterborough’s Transportation Master Plan. Staff recommend allowing that program to follow its course.

Staff are recommending some administrative updates to the current By-Law 2019-077 as attached to this report as Appendix A. The amendments include further clarification around use of a helmet and refining the speed limits with respect to ATV/ORV use on municipal highways. The amendments to not impact current permissible roads use.

### **Other Alternatives Considered:**

There are no recommended alternatives at this time.

Council could choose to allow traffic on all roads per the legislative changes or they could choose to restrict usage approved in the current By-Law. At this time, Staff are not recommending any changes. Including a review of off road vehicle use on municipal roads as part of the Trails Master Plan update will allow for proper public consultation and review.

## **Financial/Operation Impacts:**

No financial impacts at this time resulting from the recommendations in this report.

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

The recommendations set out in this Report would support the following priorities in the Strategic Plan, being:

### **A Vibrant and Growing Economy**

- By creating the trail link in the future, it would enhance tourism and increase the visitor spend in Kawartha Lakes.
- The link will also allow Kawartha Lakes to show case features that can only be found here.

### **An Exceptional Quality of Life**

- An increase to the trail system will promote personal wellness of the residents of Kawartha Lakes.
- The link will promote access to additional transportation networks.
- Ensures recreation and leisure programs are available to all residents.

### **A Healthy Environment**

- With the creation of the link, it will allow users to travel on an approved road surface. In turn, this will help to protect and preserve our natural areas and prime agricultural lands which are currently used now.
- The approved route will aid in the protection of our native flora and fauna, which otherwise may accidentally be damaged unknowingly by the user in an attempt to find an unapproved link.

## **Consultations:**

Director of Public Works  
Manager, Parks and Recreation

## **Attachments:**

Appendix A – By-Law 2019-077 Draft Amendments



2019-077 To  
Regulate the Opera'

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Appendix B – Correspondence from the Township of Cavan Monaghan. Request for Consideration



Correspondence -  
Cavan Monaghan - 1

Appendix C – Correspondence from the Township of Cavan Monaghan.  
Resolution not to proceed with the use of the boundary road



Cavan Monaghan  
ATV Use Resolution.

**Department Head E-Mail:** [brobinson@kawarthalakes.ca](mailto:brobinson@kawarthalakes.ca)

**Department Head:** Bryan Robinson

## **The Corporation of the City of Kawartha Lakes**

### **By-Law 2019-077**

#### **A By-law to Repeal and Replace By-law 2009-116 as amended, Being a By-law to Regulate the Operation of ATVs and ORVs on Municipal Highways in the City of Kawartha Lakes**

##### **Recitals**

1. The Highway Traffic Act, R.S.O. 1990, Chapter H.8, Section 191.1, subsection (1) states that no person shall drive an off-road vehicle on a highway except in accordance with the regulations and any applicable municipal by-laws. 1999, c. 12, Sched. R, s. 17
2. The Highway Traffic Act, R.S.O. 1990, Chapter H.8, Section 191.8, subsection (3) provides that a Council of a municipality may pass by-laws permitting the operation of off-road vehicles with three or more wheels and low pressure bearing tires on any highway within the municipality that is under the jurisdiction of the municipality, or on any parts of such highway.
3. Ontario Regulation 316/03, Part 1, includes definitions for both **All Terrain Vehicle (ATV)** and **Multi-Purpose Off-Highway Utility Vehicle (UTV)**.
4. Council deems it advisable to allow ATVs on certain roads as previously approved by Resolution CR2009-650 and By-law 2009-116, as amended.
5. Council adopted Resolution CR2019-225 on March 26, 2019 directing amendments to By-law 2009-116, as amended, to temporarily permit the use of Side by Side Off Road Vehicles on designated City Highways to allow for implementation of a pilot project.
6. This by-law repeals and replaces By-law 2009-116, as amended, to implement Council's decision, align definitions with applicable legislation and address any minor amendments required as identified by staff.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2019-077.**

##### **Section 1.00: Definitions and Interpretation**

###### **1.01 Definitions:** In this by-law,

**"All Terrain Vehicle (ATV)"** as defined in Section 1 of the Ontario Regulation 316/03 as an off-road vehicle (ORV) that,

- a) has four wheels, the tires of which are all in contact with the ground
- b) has steering handlebars,
- c) has a seat that is designed to be straddled by the driver; and
- d) is designed to carry,
  - i. a driver only and no passengers, or
  - ii. a driver and only one passenger, if the vehicle,

- a. has one passenger seat that is designed to be straddled by the passenger while sitting face forward behind the driver; and
- b. is equipped with foot rests for the passenger that are separate from the foot rests for the driver.
- c.

**“City”, “City of Kawartha Lakes” or “Kawartha Lakes”** means The Corporation of the City of Kawartha Lakes and includes its entire geographic area;

**“City Clerk”** means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

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

**“Director of Public Works”** 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.

**“Helmet”** includes the requirements for a helmet for the purpose of section 19 of the Off-Road Vehicles Act, R. S. O. 1990, c.O.4 and are those set out for motorcycles in Regulation 610 of the Revised Regulations of Ontario, 1990 made under the Highway Traffic Act. O. Reg. 317/03, s. 3, as amended.

**“Highway(s)”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge viaduct or trestle within the city of Kawartha Lakes, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof or as defined in the most recent revision of the Highway Traffic Act, R.S.O. 1990, Chapter H.8;

**“Multi-Purpose Off-Highway Utility Vehicle” (UTV)** as defined in Section 1 of the Ontario Regulation 316/03 means an off-road vehicle (ORV) that,

- a) has four or more wheels, the tires of which are all in contact with the ground,
- b) has a steering wheel for steering control,
- c) has seats that are not designed to be straddled, and
- d) has a minimum cargo capacity of 159 kilograms;

**“Municipal Law Enforcement Officer”** means a person appointed by Council under the Police Services Act to enforce the By-laws of the City;

**“Off-Road Vehicle” (ORV)** is as defined within the Off-Road Vehicles Act, R.S.O. 1990, as amended;

**“Police Officer”** means a chief of police or other police officer in a police service which is responsible for enforcing the provisions of this By-law;

**“Recreational Off-Highway Vehicle” (ROV)** as defined in Section 1 of the Ontario Regulation 316/03 as amended below means an off-road vehicle that,

- a) has four or more wheels, the tires of which are all in contact with the ground,
- b) has a steering wheel for steering control,
- c) has seats that are not designed to be straddled,
- d) has an engine displacement equal to or less than 1,000 cubic centimeters, and
- e) does not exceed 1625 mm (64 inches) in width.

**“VRTC”** means the Victoria Rail Trail Corridor.

**1.02 Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
- (b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

**1.03 Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

**1.04 Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

**Section 2.00: Operation of ORVs**

**2.01** No person shall operate an ORV on highways unless otherwise permitted in accordance with the Off Road Vehicles Act, R.S.O 1990, c.O.4, as amended and where defined in Section 3.00 herein.

**2.02** That an ORV shall not be operated on highways unless it meets the equipment requirements of Section 7-15 of Ontario Regulation 316/03 and it is operated in accordance with Sections 16-24 of the Regulation.

**2.03** That an ORV shall not be permitted to travel on a municipal highway if the exhaust system has been altered over the manufacturer’s recommended decibel level. Operation and use of ORV must be in accordance with City Noise By-law, as amended.

**2.04** No person shall operate an ORV on any highways between 9:00 p.m. and 7:00 a.m.

**2.05** No person shall operate an ORV over and upon any municipally owned or municipally maintained land used as parks, playgrounds or for utility purposes.

- 2.06 No person shall travel on an ORV on any highway in a direction opposite to that of traffic.
- 2.07 No person shall operate an ORV on a highway without wearing a [motorcycle](#) helmet [as required by the Highway Traffic Act, R.S.O. 1990 as amended.](#)
- 2.08 No person shall operate an ORV on a highway without a valid driver's license issued under section 32 of the Highway Traffic Act R.S.O. 1990, Chapter H.8. and insurance.
- 2.09 No person shall travel on an ORV on any part of the highway other than the shoulder of the highway. The exception to this provision is if the shoulder is unsafe the ORV may be operated on the highway.

### **Section 3.00: Location and ORV Type**

- 3.01 North of Kawartha Lakes Road 8: ATV's and ROV's shall be permitted on highways, which are described in Schedule "A" – ATV Routes, attached to this by-law.
- 3.02 North of Kawartha Lakes Road 8: In addition to Section 3.01, ATV's and ROV's shall be permitted:
- i. on all highways north of Kawartha Lakes Road 8 and Kawartha Lakes Road 121 as it connects Kawartha Lakes Road 8 in Fenelon Falls, excluding all roads within the settlement area of Fenelon Falls except those included in Section 3.03 and 3.04
  - ii. on Kawartha Lakes Road 36 from the intersection of Kawartha Lakes Road 8 north to Main Street to the Kawartha Lakes boundary in Bobcaygeon, and save and except Highway 35, for the express purpose of travelling from the place of residence to the nearest designated ATV and/or ROV route.
- 3.03 Fenelon Falls: North to South Road Access Route VRTC to Garnett Graham Park, east on Francis Street to Colborne Street, south on Colborne Street to Lindsay Street, east on Elliot Street and south on Murray Street to VRTC.
- 3.04 Fenelon Falls: South to North Road Access Route VRTC, north on Murray Street, west on Elliot Street to Lindsay Street, north on Lindsay Street to Colborne Street, west on Francis Street to Garnett Graham Park to VRTC.
- 3.05 Lindsay Municipal Law Enforcement Access Route: for the purpose of connecting the North and South parts of the VRTC Municipal Law Enforcement Officers/Police Officers shall be permitted to ride ATVs, or ROVs on the following highways (streets) in the Town of Lindsay.
- Wellington Street – between Lindsay St. North and Victoria Ave. N.;
  - William St. N. – between Wellington St. and Orchard Park Rd.;

- Queen St. – between Lindsay St. N. and Caroline St.;
- King St. – between Lindsay St. N. and St. David St.;
- St. David St.;
- Logie St.; and
- Lindsay St. North and South.

#### **Section 4.00: Rate of Speed**

- 4.01 That the ATV or UTV shall not be driven at a rate of speed greater than:
- a. 20 km/hr if the speed limit established under the Highway Traffic Act or by municipal by-law for that part of the Highway is not greater than 50 km/hr; or
  - b. 50km/hr if the speed limit established under the Highway Traffic Act or by municipal by-law for that part of the Highway is greater than 50 km/hr.

#### **Section 5.00: Exemptions**

- 5.01 This by-law does not apply to police, fire, ambulance, search and rescue or other emergency vehicles while engaged in an emergency situation.

#### **Section 6.00: Enforcement, Offence and Penalties**

- 6.01 **Enforcement:** This by-law may be enforced by every municipal law enforcement officer and police officer.
- 6.02 **Offence and Penalty:** It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offence and, on conviction, is liable to maximum penalty as set out in section 61 of the Provincial Offences Act R.S.O 1990, c.P.33 as amended or any successor thereof and to any other applicable penalty.

#### **Section 7.00: Administration and Effective Date**

- 7.01 **Administration of the By-law:** The Director of Public Works is responsible for the administration of this by-law.
- 7.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

#### **Section 8.00: Repeals**

- 8.01 **Repeal:** By-law 2009-116 and amending by By-Law 2015-167 are repealed.

By-law read a first, second and third time, and finally passed, this 23 day of April, 2019.



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Andy Letham, Mayor

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Cathie Ritchie, City Clerk



By-law 2019-077 Set  
Fines.pdf

DRAFT

**Schedule “A” To By-Law 2019-077**

**Designated Atv Routes**

<b>Road Name</b>	<b>From</b>	<b>To</b>	<b>Type of Road</b>
Black River Rd.	Dalton/Digby Line	Chisholm Trail (Road #6)	Open Road Allowance
Chisholm Trail (Road #6)	Black River Rd.	Road #45	Open Road Allowance
Road #45 (Taylor's Rd.)	Road #6	Hill's Road	Open Road Allowance
Hill's Rd.	Taylor's Rd.	Wolf Run Lane	Part Open Road Allowance – Part unopened
Wolf Run Lane	Hill's Rd.	Lake Dalrymple Rd	Unopened Road Allowance
Lake Dalrymple Rd.	Wolf Run Lane	Alvar Rd.	Open Road Allowance
Alvar Rd.	Lake Dalrymple Rd.	Wylie Rd.	Open Road Allowance
Alvar Rd.	Wylie Rd.	Victoria Rd.	Open Road Allowance
Victoria Rd. (Road #35)	Alvar Rd.	South to North Mountain Rd.	Open Road Allowance
North Mountain Rd.	Victoria Rd. (Road #35)	CKL Road #41	Open Road Allowance
CKL Road #41	North Mountain Rd.	North East to Bexley Laxton Township Line	Open Road Allowance
Bexley Laxton Township Line	CKL Road #41	West to Deer Lake Rd.	Open Road Allowance
Deer Lake Rd.	Bexley Laxton Township Line	North-East to Monck Rd. (Road #45)	Open Road Allowance
Monck Rd. (Road #45)	Deer Lake Rd.	East through the Hamlet of Norland to Buller Rd.	Open Road Allowance
Wylie Rd.	Alvar Rd.	Kirkfield Rd. (Road #6)	Open Road Allowance
Kirkfield Rd. (Road #6)	Wylie Road	Lift Lock Road	Open Road Allowance
Lift Lock Rd.	Kirkfield Rd. (Road #6)	Rockview Rd.	Part Open Road Allowance – Part unopened
Rockview Rd.	Lift Lock Rd.	Portage Rd. (Road #48)	Unopened Road Allowance
Rockview Rd.	Portage Rd. (Road #48)	Eldon Station Rd.	Open Road Allowance
Eldon Station Rd.	Rockview Rd.	Sandringham Rd.	Open Road Allowance
Sandringham Rd.	Eldon Station Rd.	Lorneville Rd.	Open Road Allowance
Lorneville Rd.	Sandringham Rd.	Windemere Rd.	Open Road Allowance
Windemere Rd.	Lorneville Rd.	Woodville Rd. (Road #9)	Open Road Allowance
Woodville Rd. (Road #9)	Windemere Rd.	The West Limit of the Village of Woodville	Open Road Allowance
Glenarm Rd. (Road #8)	Sandringham Rd.	East to Road #36 (Village of Bobcaygeon)	Open Road Allowance

Appendix A  
To Report RD2020-008

Northline Rd,	Glenarm Rd. (Road #8)	North to Somerville 7 <sup>th</sup> Conc. Rd.	Open Road Allowance
<b>Road Name</b>	<b>From</b>	<b>To</b>	<b>Type of Road</b>
Somerville 7 <sup>th</sup> Conc. Rd.	Northline Rd.	West to Baseline Rd. (Road #42)	Open Road Allowance
Baseline Rd. (Road #42)	Somerville 7 <sup>th</sup> Conc. Rd.	Sticky Lane	
Somerville 11 <sup>th</sup> Conc. Rd.	Sticky Lane	East to Woodcock Line	Unopened Road Allowance
Woodcock Line	Somerville 11 <sup>th</sup> Conc. Rd.	North to Monck Rd. (Road #45)	Open Road Allowance
Monck Rd. (Road #45)	Woodcock Line	West to Buller Rd.	Open Road Allowance
Buller Rd.	Monck Rd. (Road #45)	North to Boundary Rd. With Lutterworth Twp.	Open Road Allowance
Boundary Rd. (with Lutteworth Twp.)	#380 Boundary Rd.	West to Road #121	Open Road Allowance
Road #121	Boundary Rd.	South to the Hamlet of Kinmount	Open Road Allowance
Road #121	South Limits of the Village of Kinmount	South to Somerville 11 <sup>th</sup> Conc. Rd.	Open Road Allowance
Somerville 11 <sup>th</sup> Conc. Rd.	Road #121	West to Pinery Rd.	Open Road Allowance
Pinery Rd.	Somerville 11 <sup>th</sup> Conc. Rd.	South West to Burnt River Rd.	Open Road Allowance
Burnt River Rd. (Road #44)	Pinery Rd.	South to Somerville 6 <sup>th</sup> Conc. Rd.	Open Road Allowance
Somerville 6 <sup>th</sup> Conc. Rd.	Burnt River Rd. (Road #44)	West to Northline Rd.	Open Road Allowance
Somerville 3 <sup>rd</sup> Conc. Rd.	Brook Rd.	East to Road #49	Part Open Road Allowance – Part unopened.



January 24, 2020

City of Kawartha Lakes  
P.O Box 9000  
26 Francis Street  
Lindsay, Ontario  
K9V 5R8

Dear Mayor Letham and Council,

**Re: Off-road vehicles on boundary roads**

The Council of the Township of Cavan Monaghan has been approached and requested to establish an off-road vehicle route through the Township, primarily to access the Ganaraska Forest at this time. Staff was asked to research options and report back to Council.

On September 17, 2019 the Township held a public meeting and provided a proposed option to Council and those in attendance; a map is included for your review. There were a number of comments and questions which staff compiled and provided an update report to Council on January 13, 2020, which I have also included.

One of the issues with the proposed route is with the use of Dranoel Road and Glamorgan Road as they are boundary roads and support would be required from the City of Kawartha Lakes to proceed.

As the new legislation is pending to open up all roads, the Township of Cavan Monaghan is seeking a position from the City of Kawartha Lakes on the use of boundary roads for off-road vehicle use.

The Township plans to continue to investigate off-road vehicle use and would welcome collaboration with the City of Kawartha Lakes to discuss the use of boundary roads.

988 County Road 10  
Millbrook, ON L0A 1G0

[www.cavanmonaghan.net](http://www.cavanmonaghan.net)

Phone: 705-932-2929  
Fax: 705-932-3458  
Email: [services@cavanmonaghan.net](mailto:services@cavanmonaghan.net)

I look forward to your response and should you have any questions, please feel free to contact me.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Elana Arthurs'.

Elana Arthurs  
Clerk  
Township of Cavan Monaghan

cc: Cathie Richie, Clerk - City of Kawartha Lakes



## Regular Council Meeting

To:	Mayor and Council
Date:	January 13, 2020
From:	Elana Arthurs, Corporate Services Department
Report Number:	Corporate Services 2020-02
Subject:	Update - Off Road Vehicle Route from the Victoria Rail Trail to the Ganaraska Forest

### Recommendations:

1. That Council direct staff to send a letter to the Council of the City of Kawartha Lakes requesting a formal position on using boundary roads for the off-road vehicle route from the Victoria Rail Trail to the Ganaraska Forest.
2. That Council direct staff to send a letter to the Ministry of Transportation requesting a formal position on off-road vehicles crossing over Highway 115 as identified in the route from the Victoria Rail Trail to the Ganaraska Forest.

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### Overview:

At the Regular Council Meeting held on July 2, 2019 Council passed the following resolution:

**That Council direct staff to schedule an evening Public Meeting no later than the end of September to gather public input and consultation on the proposed north/south off-road vehicle route connecting the Victoria Rail Trail to the Ganaraska Forest along the west side of the Township of Cavan Monaghan.**

A Special Council meeting was held on September 17, 2019 where Council and the public received a presentation from Staff on a proposed off road vehicle route connecting the Victoria Rail Trail out of Bethany to the Ganaraska Forest along the west side of the Township. The meeting was open for the public to speak on the proposed route and approximately 300 people were in attendance.

Council received comments from approximately 50 speakers with about half being in favour and half opposed. Those that spoke addressed issues of concern including traffic, speed, safety and noise and those in favour spoke to the enjoyment of the trails, increased property values and economic benefits to the Township.

Since the meeting comments and questions have been received via email with the majority of the submissions being opposed to allowing off road vehicles on the proposed route. A variety of questions were submitted, many of which had similar themes, so they

have been grouped together, where appropriate, and staff have answered and summarized them in the chart below.

	<b>Questions</b>	<b>Answers</b>
1.	Has the Township taken into consideration the effect of home values of those with homes on a designated ATV route within the Township?	There has been information received from both sides those that believe a trail will increase the value and those that do not. Staff have not identified any research or numbers to confirm whether either is accurate as staff are not qualified real estate experts.
2.	Has the Township considered just completely opening up ATV use within the Township, so not just some residents take on all the ATV use?	Future information will be provided to Council as the legislative and regulatory amendments are established in Bill 107, as identified in this report. Additional information on the legislation may be provided as it becomes available.
3.	Who is taking on the liability of a collision?	All legal off road vehicles are licensed and individually insured and liability will fall to the at fault driver. Similar to auto collisions, if it is determined that the conditions contributed to the accident the municipality could held partially liable.
4.	Does the Township have any concerns for pedestrian traffic to and from the trail systems off of Carveth/4 <sup>th</sup> Line	Multi-use trails are becoming common in other areas, including pedestrian and motorized vehicle traffic. The proposed off road vehicle route does not intersect with this pedestrian trail, although staff has requested comments from our insurance broker and our municipal solicitor to ensure that all risks are brought to the attention of Council for consideration.
5.	Where are the studies to support that off road vehicles would bring in tourism?	Staff have contacted other municipalities and were told there was some economic benefit as would be when you bring people into an area that would not normally be there. Staff were not able to find any quantifiable numbers on the economic benefits of this type of traffic.
6.	Has Council considered the losses in jobs and revenues that would result from the demise of the 4 <sup>th</sup> Line Theatre.	The proposed off road vehicle route does not impact the 4 <sup>th</sup> Line Theatre.
7.	Is this a money making venture for you?	There is no expected financial benefit to the Township in allowing the proposed route for off road vehicles by Council.
8.	Is there no other course these riders could use?	Staff was directed to establish a route from the Victoria Rail Trail in Bethany to the Ganaraska Forest along the westerly limits of Cavan Monaghan. Based on the research and recommendation of staff, the proposed route was provided to Council. Council could direct staff to do some additional research on an

		alternative route at which time a report would be provided to Council on those options.
9.	Who is responsible for damages (personal or property) or injury to the rider occurring on one's private property?	The proposed off road vehicle route is solely restricted to municipal road allowances, roads and County roads. There is no recommendation to access private property.
10.	Who will enforce speed limits for off road vehicles?	The Peterborough Police are contracted to provide Police Services in the Township and would be required to enforce speed limits for all vehicles.
11.	Who will maintain road maintenance?	Township staff would be required to maintain the proposed off road vehicle route.
12.	Glamorgan Road is a boundary road between Cavan Monaghan and City of Kawartha Lakes, therefore does any extra maintenance fall on a particular Township?	Currently Glamorgan Road is maintained by the City of Kawartha Lakes in a Township Boundary Road Agreement.
13.	Who will enforce the use of ATV's and dirt bikes on our roadways?	The Peterborough Police are contracted to provide Police Services in the Township and would be required to enforce use of off road vehicles.
14.	Who will ensure that operators of these vehicles have the necessary insurance.	The Peterborough Police are contracted to provide Police Services in the Township and would be required to enforce insurance requirements of off road vehicles.
15.	How many more vehicles does Council anticipate?	Staff is not able to effectively respond to this question.
16.	Will you investigate whether this is part of a bigger plan supported by the Province or the Province and off-road vehicle associations?	This would require Council direction.
17.	How much is the Province committing to this type of recreation?	Potential funding and/or grants have not been announced at this time.
18.	How much will Council budget for adequate policing and other acts of due diligence related to Cavan Monaghan roads with increased use by off road vehicle on this route?	The Peterborough Police are contracted to provide Police Services in the Township and would be required to include off road vehicle to comply with the laws within their existing contract.

The recently passed Bill 107 – Getting Ontario Moving Act makes changes to permitting off road vehicles on municipal roads unless a by-law is adopted to restrict off road vehicles by Council. Bill 107 received Royal Assent in 2019 although additional legislative and regulatory amendments are required to implement changes to off road vehicle use in the province. Representatives from the Ministry of Transportation indicated amendments to Highway Traffic Act (HTA) Regulation 316/03 and Off-Road Vehicle Act Regulation 863 still need to be prepared and filed to allow off-road vehicle access to roads within certain municipalities (where the 80 km/h default speed limit



applies). An 18 to 24-month transition period is necessary to allow time for the regulations to be developed and, more importantly, allow municipalities that wish to restrict or prohibit off-road vehicle access on roads within their jurisdictions the time needed to study the issue and prepare by-laws accordingly. It was also noted that such by-laws cannot take effect until the regulatory amendments are proclaimed into force. This is anticipated to be on January 1, 2021.

Staff contacted the Ministry of Transportation requesting a position on the portion of the route that crosses Highway 115, although no response had been received at the time of this report.

Staff contacted the City of Kawartha Lakes requesting a position on the use of boundary roads, although no response had been received at the time of this report.

On October 25, 2019 Staff met with Robin McCleave, Senior Vice President-Risk Manager of JLT Canada Inc., the Township's Insurance Broker, and drove the proposed route for her review and comments which are provided below.

"There were two roads in particular that did raise some concern from a risk management perspective and they are:

1. The public road the off-road vehicle group would like to use to get to the entrance of the Unopened Road Allowance / Fire Route that stops at the railway tracks and into the Ganaraska Forest. For reference purposes please see my comments below – "Dranoel Road".
2. Travelling from a Township road onto a County road, including a bridge over 115 and a long curve before turning right onto a Township road. For reference purposes please see my comments below "ROAD B".

### **Dranoel Road**

Based on there being no shoulders and limited sight lines, it would be difficult from a risk management perspective to recommend the use of this section of Dranoel Road as a route for off-road vehicle users. My suggestion would be to consider looking at potential alternate routes for off-road vehicle users to get to this section of the forest. However, if it was decided to move forward and allow the use of off road vehicles on Dranoel Road, at a minimum my recommendation would be to erect –

- warning signs advising drivers they are sharing the road with off-road vehicles;
- curve signs;
- signs advising what the speed limit should be; and
- ensure that the trail identified as needing to be cleared of brush be completed on an ongoing basis.

### **Road B**

This section of road forms part of a snowmobile trail signed by a snowmobile club, and therefore an assumption was made that an off-road vehicle user would consider using the same section of road because it is already being used by snowmobilers.

At this section there are no shoulders and if there were two vehicles coming from different directions, and an off-road vehicle on the bridge at the same time, there would be limited room for each vehicle to safely manoeuvre while travelling on the bridge. Any

oncoming vehicles would have to slow down, it would not be safe to pass due to reduced sight lines.

To conclude, this may not be an issue for the Township because the section of the road that causes the most concern is a County Road. However, the off-road vehicle driver will be leaving your road to go onto the County Road, and if there was a loss at that intersection it is likely that the Township would be named in a suit. Therefore the Township may wish to not allow off-road vehicles on the Township road that would take the driver to the County Road. Potentially it may be possible work with the snowmobile and off-road vehicle clubs to try and find an alternate route that is safer all users.

### **Considerations when deciding which roads to allow the use of off-road vehicles**

Anytime a municipality is considering which roads are best suited for off-road vehicle use, it is our recommendation that the following be taken into consideration:

- Does your municipality have the staff to manage their increased maintenance responsibilities? If there is a loss the courts would look to maintenance/inspection records to see what standards were being met at the time of the accident.
- How safe is the roadway that is being contemplated for this use:
  - a. Is it flat with no curves, does it have clear sight lines.
  - b. The distance that the off-road vehicles are allowed to travel.
  - c. Type of road e.g. paved or gravel.
  - d. How busy is the roadway?
  - e. Based on the type of road which minimum maintenance standards (MMS) apply.
  - f. off-road vehicles are to travel on the shoulder unless it is deemed by the driver of the off-road vehicle that the shoulder is unsafe. Depending on the speed the off-road vehicle is travelling at, and how quickly a judgement call needs to be made by the driver of the off-road vehicle, the off-road vehicle could suddenly be on a roadway with little warning to other vehicles travelling on the road. Therefore it is important that the shoulders on the road are wide enough and properly maintained to reduce any need for the driver of the off-road vehicle to move from the shoulder to the road.

For information purposes below is the link to the MMS and the section that pertains to shoulders:

<http://www.canlii.org/en/on/laws/regu/o-reg-239-02/latest/o-reg-239-02.html>

### **Unopened Road Allowances also designated as Fire Routes**

Below is a synopsis of my observations while travelling through the various sections of the Ganaraska Forest located on Township property:

- There were Township signs advising the public "Fire Route 101, Unopened Road Allowance, Use at Own Risk".
- I did not see any signage advising/warning the public that along with the URA being a Fire Route, it was also a multi-use recreational trail used by:
  - snowmobilers,
  - off-road vehicles,
  - motorbikes,

- horseback riders
  - pedestrians
  - cyclists
- There was a section of the unopened road allowance / fire route being used by two private property owners to get to their sites. One of these sites is used for horses, their horse trailer and camping.
  - A logging company is using the unopened road allowance/fire route for their vehicles and equipment to get to sites where they are cutting down trees and parking their equipment.
  - Private passenger vehicles (PPV) have also been known to travel on the unopened road allowance/fire route – there was no signage stating PPV's were prohibited.
  - Sections of the forest are being used for hunting and any signage –
    - was not consistent;
    - at times difficult to read;
    - did it articulate where you could and could not hunt; and
    - did not articulate what times during the year the forest could be used for hunting.

From a risk management perspective my recommendation would be to set up a meeting with yourself, other pertinent municipal staff members, if feasible legal counsel and myself early in the new year to discuss:

1. Does additional signage needs to be erected? If yes, what should it say and where should the additional signage be erected.
2. Should consideration be given to erecting signage for information purposes. For example:
  - advising users to stay on the trail – to protect the environment, sensitive plants and wildlife;
  - directional signs;
  - create a trail map, naming the trails and number of kilometers;
  - warn users that cellular service is limited.
3. If the message on the current unopened road allowance/fire route signs needs verbiage added advising only designated vehicles are allowed to travel on the unopened road allowance/fire route.
4. How best to address the issue of PPV's vehicles using the unopened road allowance/fire route. In particular should consideration be given to widen the section of the unopened road allowance/fire route that is being used by the two property owners?
5. How best to address the sections of the unopened road allowance/fire route that are being used by commercial vehicles, including parking of vehicles and equipment (the logging company). For example widen those sections of the unopened road allowance/fire route and build a designated parking lot. Would it make sense/would it be possible to limit the sections of the unopened road allowance/fire route that can be used by their commercial vehicles.

6. Should action be taken to try and prevent the use of motorbikes on the unopened road allowance/fire route e.g. using signage and better enforcement by the Peterborough Police?
7. To try and prevent the use of unauthorized vehicles on the unopened road allowance/fire route should gates be installed with fire staff having access to the keys or cutters in the event of an emergency? This may not be feasible if other users of the unopened road allowance/fire route cannot get around the gates. The use of the unopened road allowance/fire route by the logging company would also need to be addressed.
8. Build parking lots at specific entrances to the forest where individuals who want to use the forest for recreational purposes can park their cars. This would also create an opportunity to erect an informational sign."

In addition to the comments from the insurance company above, comments were requested from the Ed Veldboom, Municipal Solicitor which have been provided below:

"The same general principle has been carried through from the last major changes to the legislation concerning ATV/UTV (Off Road Vehicles) use on public highways. Province has opened the door to allow more types of vehicles to be used, but has given the municipalities the final say in their jurisdiction by allowing municipalities to restrict and/or prohibit use by by-law

The key aspect is that the authority and rules/regulations under the *Highway Traffic Act* are tied to the existence of a "highway". In this case it appears that the connection being considered could involve both maintained (but lightly used) roads and unopened road allowances; both are "highways" and as such the *Highway Traffic Act* does apply; however if unopened road allowances were actually closed by by-law, then the *Highway Traffic Act* would not apply (that could also apply to any opened section of highway along the boundary).

The other key aspect that must be considered is the fact that it is a boundary road/road that is being considered. Thus any by-law passed to address the issue of Off Road Vehicle Use (that affects a boundary road allowance) must be passed by both municipalities to have any effect. In that regard, boundary road allowances are subject to joint jurisdiction (i.e. boundary municipalities are "joint owners" and do not simply own its half of the boundary road allowance).

With respect to Robin McCleave's comments I agree with her cautionary remarks and recommendations. I think that further and specific consideration of the roads/road allowances at issue is required. For example some consideration of how winter maintenance is conducted must be factored into the equation. This gives rise to the question should any by-law that is passed include prohibitions on use during the winter maintenance period?"

Staff are requesting that with the information provided in this report that further direction be provided as to next steps with the proposed route as attached.

#### **Financial Impact:**

There is no financial impact at this time.

**Attachment:**

Map of off-road vehicle route connecting the Victoria Rail Trail to the Ganaraska Forest along the west side of the Township of Cavan Monaghan.

Respectfully submitted by,

Reviewed by,

Elana Arthurs  
Clerk

Yvette Hurley  
Chief Administrative Officer







September 23, 2020

City of Kawartha Lakes  
P.O Box 9000  
26 Francis Street  
Lindsay, Ontario  
K9V 5R8

Dear Mayor Letham and Council,

**Re: Off-road vehicle route**

Thank you for your correspondence dated on August 24, 2020 in response to our request for a position on the use of off-road vehicles on boundary roads.

At the Regular Council meeting of September 21, 2020, Council discussed the matter and adopted the following motion:

"That Council direct Staff to draft a by-law to prohibit ORV's on any municipally owned property including, but not limited to roads, highways, unopened road allowances, trails and parks in the Township of Cavan Monaghan; and

That Staff be directed to report back during the ORV consultation period on the County of Peterborough's Transportation Master Plan for further discussion."

If you have any questions or concerns, please feel free to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "Elana Arthurs", is written over a light blue wavy line.

Elana Arthurs  
Clerk  
Township of Cavan Monaghan

cc: Cathie Richie, Clerk - City of Kawartha Lakes

988 County Road 10  
Millbrook, ON L0A 1G0

[www.cavanmonaghan.net](http://www.cavanmonaghan.net)

Phone: 705-932-2929  
Fax: 705-932-3458  
Email: [services@cavanmonaghan.net](mailto:services@cavanmonaghan.net)



## Committee of the Whole Report

Report Number RD2020-009

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**Meeting Date:** October 6, 2020

**Title:** Bell Canada Alternate Locate Agreement

**Description:** Agreement to reduce the number of locates processed by the City of Kawartha Lakes for Bell Canada

**Author and Title:** Oliver Vigelius – Manager, Roads Operations

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### Recommendation(s):

**That** Report RD2020-009, **Bell Canada Alternate Locate Agreement**, be received;

**That** the Mayor and Clerk be authorized to execute the Alternate Locate Agreement with Bell Canada on behalf of the City of Kawartha Lakes; 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:**

During the summer of 2020 Bell Canada approached the City of Kawartha Lakes requesting the formation of an Alternate Locate Agreement (ALA).

This report addresses that request.

## **Rationale:**

Bell Canada is proposing that, when their employees are excavating by hand up to a maximum depth of 12 inches (30.5 cm), they be automatically cleared through Ontario One Call for locate requests submitted for City of Kawartha Lakes underground infrastructure. The proposed ALA (attached as Appendix A – Bell Alternate Locate Agreement) stipulates that, should any damage occur to buried municipal infrastructure, Bell Canada will “assume full financial liability for any and all damages incurred including infrastructure restoration”.

This agreement will reduce the number of locate requests received from Bell Canada (through Ontario One Call) that would require City staff to process and attend at the proposed location of the excavation, improving overall locate service delivery to all requestors.

## **Other Alternatives Considered:**

No other alternative was considered.

## **Alignment to Strategic Priorities**

This report aligns the Kawartha Lakes Strategic Plan priority of Good Government and its goals of asset management and increasing the efficiency and effectiveness of service delivery.

## **Financial/Operation Impacts:**

There are no financial impacts to this agreement. There will be positive impacts to service delivery through expected increased locate efficiency by City staff.

## **Consultations:**

Director Public Works  
City Solicitor  
Manager Public Works – Roads Operations – West B

## **Attachments:**

Appendix A – Bell Canada Alternate Locate Agreement



Appendix A - Bell  
Alternate Locate Agr

Appendix B – Section 7.0 of the Ontario Guideline for  
excavation in the vicinity of Bell Network



Appendix B -  
Section 7.0 of the O

**Department Head E-Mail:** [brobinson@kawarthalakes.ca](mailto:brobinson@kawarthalakes.ca)

**Department Head:** Bryan Robinson

## Appendix A - Bell Alternate Locate Agreement



Kawartha Lakes  
26 Francis Street  
Kawartha Lakes  
K9V 5R8



Bell Canada  
400 Newbold St  
London, ON.  
N6E 1K1  
519-281-2554  
Attn: Shawn Bissell  
[shawn.bissell@bell.ca](mailto:shawn.bissell@bell.ca)

### **Re: Implementation of the Locate Protocol with the City of Kawartha Lakes:**

This letter of agreement once fully executed will confirm that the City of Kawartha Lakes and Bell Canada have agreed to implement a Locate Protocol (the "Protocol") effective (Date). Through this Protocol Bell can request locates within the Geographic Areas of the City of Kawartha Lakes for qualifying excavations, as defined per the attached Locate Protocol, which is a component of this agreement.

In the unlikely event that your buried infrastructure is damaged during the course of our work operation Bell will assume full financial liability for any and all damages incurred including infrastructure restoration.

The undersigned hereby agrees to the terms and conditions of this Protocol.

Sincerely,

Shawn Bissell  
Damage Prevention Manager  
Bell Canada

ACCEPTED and Agreed this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Bell Canada

\_\_\_\_\_  
Shawn Bissell  
Damage Prevention Manager  
"I have authority to bind the corporation"

The Corporation of the City Kawartha Lakes

\_\_\_\_\_  
Name: Andy Letham  
Title: Mayor  
"I have authority to bind the corporation"

\_\_\_\_\_  
Name: Cathie Ritchie  
Title: Clerk  
"I have authority to bind the corporation"

This Protocol applies to the following Station Codes: KWLKWS01, KWLKPF01

### **Locate Protocol**

#### **Between Bell and the City of Kawartha Lakes agree to the following**

The purpose of this Locate Protocol (the "Protocol") is to define the basis upon which Bell can utilize the process described in this protocol to obtain (nature of infrastructure-water, sewer, hydro, etc.) infrastructure locate approvals from the City of Kawartha Lakes.

#### **1. Coverage Area:**

The geographic area for this Protocol is the boundary of the City of Kawartha Lakes (the "Geographic Area") unless otherwise stated.

#### **2. Qualifying Excavations**

The Protocol may be used by Bell to obtain immediate locate approvals from the city of Kawartha Lakes for the following types of excavations completed by Bell:

All excavations conducted in full compliance of Section 7.0 of the Ontario Guideline for excavation in the vicinity of Bell Network, which may be amended from time to time. All excavations will be conducted by hand operated equipment comprised of hand digging without the use of power assisted equipment and not exceed a maximum depth of twelve (12) inches.

#### **3. Locate Request Procedure**

In requesting locates for a Qualifying Excavation within the City Kawartha Lakes, Bell will submit a request to Ontario One Call using their unique identification code. Ontario One Call will issue an automatic clearance based on the parameters of this Protocol. Locates will be valid for 60 days providing the following terms and conditions are met:(i) Construction within the located area must start within 60 days of the issuing date of locate. (ii) The construction by the company named on the locate request must remain active until completion.

#### **4. Notification ID**

Bell, with Ontario One Call has created a unique Identification code for Bell technicians, prior to the commencement of the Protocol. This identification code is to be used solely by Bell employees and not by their contractors/sub contractors. This code will apply exclusively to this Protocol.

#### **5. Non-Qualifying Excavations**

This Protocol shall not apply to any work where excavation methods are not listed in the "Qualifying Excavations" section of this protocol.

#### **6. Compliance with Laws**

The parties shall comply with all laws, rules and regulations of all applicable government authorities, and obtain any necessary consent from government authorities required or any applicable third parties, in respect of their respective obligations and conduct pursuant to this Protocol.

#### **7. Cancellation**

This Agreement may be cancelled at any time by either party with written notice to the other.

## Appendix B - Section 7.0 of the Ontario Guideline for excavation in the vicinity of Bell Network

### 7. Excavation

#### 7.0 Precautions to Take Before Commencing Excavation

- 7.0.1 Never excavate without the locate sheet on site. It is required to determine the location and type of network that is within the path of excavation
- 7.0.2 Always hand-dig to fully expose the Bell Network and never use mechanical equipment when crossing the network or encroaching within one meter on either side of the locate field marks
- 7.0.3 Never assume the depth of the underground network as the depth may vary even across short distances. The contractor/excavator must hand-dig to the full depth of the excavation exposing the indicated Bell Network
- 7.0.4 At no time is a contractor/excavator allowed to reposition, dismantle, or tamper with any Bell Network

#### 7.1 Test Holes

- 7.1.0 **Never assume the depth of the underground network**
- 7.1.1 The contractor/excavator must dig test holes to expose the underground network on all sides whenever crossing it or working within the tolerance zone parallel to Bell's Network. The test holes must be left open along the entire length of the excavation until the work operation has been completed

#### 7.2 Commencing Excavation

Once test holes have been completed and the identified network, as depicted on the locate, has been fully exposed, excavation with mechanical equipment can take place in accordance with the following procedures:

- 7.2.0 Mechanical excavation equipment should only be used in parallel to the exposed Bell Network and must not be used closer than 0.3 metres (1 foot) in any direction from the exposed network

- 7.2.1 The contractor/excavator must exercise extreme caution when working around Bell cables

- 7.2.2 Small, hand-held jackhammers or other hand tools may be used to break concrete or asphalt on road and or sidewalk surfaces as long as they are used carefully. Concrete below the road surface layers should be removed with **extreme caution**. On occasion, Bell's network may be encased in the roadbed, road base, or underlying materials

- 7.2.3 **Road saws should not be used to cut across locate field marks** as the depth of the network may vary even across short distances. Saw cuts must be made outside of the tolerance zone. The contractor/excavator can then hand tunnel from the side towards the locate field marks, to determine the location and depth of the network

- 7.2.4 Mechanical excavating equipment should only be used with extreme caution to remove broken asphalt or concrete

### 7.3 Vacuum Excavation

- 7.3.0 Locates must be obtained prior to commencing any excavation including vacuum excavation. This equipment can only be used by qualified operators who are trained in its safe use in the vicinity of the Bell Network

- 7.3.1 Approved vacuum excavation may be used as an alternative to hand-digging to the full depth of excavation. Vacuum-excavation is recognized by Bell for being a safe excavation method (refer to the locate request centre web site for additional information)

#### 7.3.2 Guidelines/Requirements

- The maximum water pressure to be used in the vicinity of buried Bell Network during excavation shall not exceed 17250 kPa (2500 psi). Within the tolerance zone the water pressure shall be reduced to a maximum of 10350 kPa (1500 psi)
- The wand shall never remain motionless during excavation. Aiming directly at the network must be avoided at all times. A distance of 20 cm (8") shall be maintained between the end of the pressure wand nozzle, the network, and/or the subsoil
- All pressure measurements are to be taken at the vacuum excavation machine, truck or pump

- The nozzle must never be inserted into the subsoil while excavating above the network
- Only use vacuum excavation equipment that has been specifically designed for use around buried network
- An alternating multi-stream neoprene tipped nozzle must be used with the vacuum excavation unit to ensure that a concentrated stream of water is not directed at the buried network
- A device capable of stopping the excavation on demand, such as a trigger or valve, must be installed on the wand
- **If heated water is used during excavation, the temperature of the water shall never exceed 115 F (45 C)**

**7.3.3** The use of high pressure water equipment in an occupied duct is not permitted

#### 7.4 Frozen Ground Excavation

Using Hydro Vacuum is a Canadian Common Ground Alliance practice. The preferred method for excavating within the tolerance zone around any underground utility in frozen ground, is to use a hydrovac with heated water not exceeding 45C at the wand tip. Conventional excavation methods pose a risk to buried facilities if the facility is surrounded by frozen ground. The use of conventional mechanical excavation equipment can not only damage plant via direct contact but can also move the frozen ground encasing plant; potentially causing damage

#### 7.5 Directional Bores / Torpedoes and Trenchless Excavation

Directional bores and torpedoes are excellent excavation tools but working with them involves certain risks. Because the equipment operator cannot visually follow the progress of the tools, contractor/excavators are required to:

- Dig test pits to the full depth of the excavation to expose all of the Bell Network in the path of boring/torpedoing equipment
- Expose the top and sides and then hand tunnel underneath to ensure that there are no conflicts with the work operation
- Leave all test pits open to monitor the equipment's progress
- Backfill once the boring or torpedoing work is finished

#### 7.6 Use of Heavy Equipment

- No heavy equipment can be permitted on top of Bell manholes and structures without going through Bell Engineering for a proper load bearing protection plan. Contact your local Bell Engineering area prime for further information

- No heavy vibrating equipment can be used within 10 metres of a Bell manhole/structure. All work operations must be sent to Bell Engineering for a proper protection drawing/plan
- When a Bell manhole lid has been removed, there can be no driving with any type of equipment over the Bell infrastructure, this could result in a damage

#### 7.7 Supporting Underground Structures

**7.7.0** Never undermine the Bell Network. Cables may be encased in heavy concrete or clay tile structures and the unsupported weight of these may cause the network to collapse or slide down into the excavation site

- Operational guidelines for supporting underground structures can be obtained from the Bell Engineering team

**7.7.1** When trenching parallel and in proximity to Bell's network, the contractor/excavator is required to place supports along the entire length of the excavation area to prevent the network from collapsing

**7.7.2** When blasting in proximity to Bell's network:

- Bell Engineering must be notified prior to the blasting operation. Overhead and underground networks must be identified and protected within the blast area
- Operational guidelines for blasting can be obtained from the Bell Engineering team

#### 7.8 Backfilling

- Excavation where the Bell Network has been exposed must be backfilled with clean fill or granular material
- Always backfill to provide support under the Bell Network
- Never leave sharp materials near the network, as this could eventually wear through the protective outer layer and cause service failures in the future
- Backfilling should be performed without using tamping equipment directly on the exposed Bell Network



## Committee of the Whole Report

Report Number TR2020-002

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**Meeting Date:** October 6, 2020

**Title:** Addition of Fourth Route to Lindsay Transit

**Description:** Expansion of Lindsay Transit service to meet customer needs.

**Author and Title:** Todd Bryant, Manager Fleet and Transit

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### Recommendation(s):

**That** Report TR2020-002, **Addition of Fourth Route to Lindsay Transit**, be received;

**That** Council approve expansion of transit service within Lindsay in alignment with the Transit Master Plan to commence January 2022 including required staffing and equipment needs; and

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

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

At the Public Spaces Working Group of the Accessibility Advisory Committee meeting on August 24<sup>th</sup>, consultation and a presentation on the expansion of a fourth route for Lindsay Transit was provided. The group expressed their appreciation and agreed to bring a resolution forward to the whole Accessibility Advisory Committee on September 23<sup>rd</sup> recommending that Council move forward with and follow the timelines of the City of Kawartha Lakes Lindsay Transit Master Plan (Master Plan). Staff are following Council direction by adhering to the service outline in the Master Plan that was presented to Council in 2017. This plan outlines several improvements to Lindsay Transit that could be made incrementally over several years to improve access to transit, accessibility and increase ridership.

This report addresses that purpose.

## **Rationale:**

Lindsay Transit is a well-established service that consists of three separate routes (Green Route, Red Route and Blue Route) that connect at an on-street transit terminal in the central business district of Lindsay. These three routes provide service to the different areas of the community. The service is well utilized with over 140,000 passenger trips carried in 2019.

The Master Plan (see Appendix A of this report) builds on the successful performance growth of both Lindsay Transit and LIMO over the last five years. The Master Plan is designed to take the City to the next level - to expand the reach of transit within Kawartha Lakes and to meet the needs of an aging population that wants to 'age in place'. The demand for accessible public transportation both within the Lindsay urban area and to adjacent and remote areas outside of Lindsay will continue to grow.

Transit users, stakeholders and staff have gone through an extensive consulting process and are looking to implement the addition of a fourth transit route within Lindsay as outlined in the City's Master Plan. The Master Plan provides a framework for operational and capital activities considering current and future needs, and provides recommendations for the next ten (10) years. The Consultant considered factors such as projected population growth, capital cost, phasing in and development activities in their review.

The financial analysis contained within the Master Plan identified estimated costs in 2017 dollars at \$280,000 with a revenue projection of \$42,400 in fares. The costs have been updated in the financial impact section below as the Investing in Canada Infrastructure Program (ICIP) has since been implemented reducing the capital purchase of the bus.



Many groups, organizations and individuals have had input into the Master Plan, including the Transit Advisory Board, Council members, transit riders, local businesses and employees, CKL staff, employers, bus operators, Fleming College students, Accessibility Advisory Committee and more. All have been willing to offer solutions, advice and opinions. In all, more than 1100 people were represented by or participated in this plan. Transit Focus Groups (TFG) are designed to help prioritize local transit investments based on industry best practices in route and service design. The TFG information received is being used to complement a community survey that was undertaken by City of Kawartha Lakes staff in 2017 and assist in the future direction of Lindsay Transit.

City Staff continually review transit industry best practices and use that knowledge to support service recommendations. The goal is to maximize transit growth opportunities while maintaining cost effectiveness. Review of industry best practices drives local transit planning process. Those best practices can help clarify, for example, whether service changes should be designed to expand the system and target new riders, or whether existing funding levels should be reallocated to better serve existing customers. It is important to ensure that the decisions and recommendations in the Master Plan reflect input from all stakeholders, including non-transit users.

Lindsay Transit sees this proposed expansion as an opportunity to reach the Springdale Gardens area in the north west area of Lindsay and provide better transit options for Students and the general public throughout Lindsay. Adjustments to existing routes and selection of the expansion route have yet to be determined. Staff have received significant feedback from the public and will be consulting the public again prior to determining final routes.

### **Service Goals:**

To provide a public transportation system as a viable alternative to the automobile in the City of Kawartha Lakes to:

- Improve the quality of life of residents who do not have access to an automobile
- Improve pedestrian access to transit service
- Meet the travel demand generated by various target markets in the employment, academic, commercial, medical, and service industries
- Recognize that transit is an integral component of urban growth.

### **Transit Ridership Growth Plan**

Expanding route coverage within Lindsay while increasing the annual transit service hours over the next five years and beyond is a significant transit ridership growth strategy. Residents will have better access to jobs while businesses will

have a larger pool of both employees and customers. Equally important is that the increased investment in transit enhances the quality of life of existing and future residents that have no other affordable means of travel.

Expanding the reach of transit and increasing service hours will have the largest impact in growing transit use within the City of Kawartha Lakes. Since many goods, services and employment opportunities are within Lindsay, it is reasonable to assume that the additional route will increase ridership.

### **Other Alternatives Considered:**

Council could choose to defer commencement of the service expansion. The Master Plan process evaluated viable options and through a detailed evaluation including public consultation. Kawartha Lakes Accessibility Advisory Committee has had input and endorses the addition of the fourth route for Lindsay Transit. Council also endorsed the recommendations contained within the Master Plan which has outlined the most economical and beneficial option for Lindsay Transit customers. As such, deferral is not recommended by Staff.

### **Alignment to Strategic Priorities**

For reference the four strategic priorities within the 2020-2023 Kawartha Lakes Strategic Plan are:

#### **Healthy Environment**

Utilizing active transportation and builds ridership. Further, a comprehensive public transit system provides an alternative to car ownership while reducing greenhouse gas emissions and gives residents opportunities to experience the Kawartha Lakes.

#### **An Exceptional Quality of Life**

Affordable public transit assists the general well-being of residents and customers promoting activity health, education and employment.

#### **A Vibrant and Growing Economy**

A healthy transit system enables commuters to get to work, school and activities that support the growth of our City.

#### **Good Government**

We serve our community with pride. We seek to understand and meet the needs of those we serve within our available resources. Lindsay Transit is committed to accessible, timely, knowledgeable, courteous and fair transit services.

## **Financial/Operation Impacts:**

It is estimated the annual cost to implement the additional route (4500 hours of labour) would be \$108,162.50 in salary and the maintenance cost for equipment would be \$42,500. The initial capital cost of the bus of \$200,000 would be covered by the Investing in Canada Infrastructure Program (ICIP).

## **Consultations:**

Accessibility Coordinator  
Accessibility Advisory Committee, Public spaces working group  
Supervisor, Client Services

## **Attachments:**

Appendix A: Transit Master Plan



Transit-Master-Plan  
-accessible.pdf

**Department Head E-Mail:** [brobinson@kawarthalakes.ca](mailto:brobinson@kawarthalakes.ca)

**Department Head:** Bryan Robinson

**Department File:** TR2020-002



## **The City of Kawartha Lakes Lindsay Transit Master Plan 2018**



## Client Project Team

**Project Manager** *Todd Bryant, Manager, Fleet and Transit Services*

**Project Team** Enzo Ingribelli, Transit Supervisor

## Transit Consulting Network Project Team

**Principal & Project Manager** **Wally Beck, C.E.T**

**Project Team** W.B. O'Brien, Deputy PM, Community Engagement  
Vince Mauceri, Bus Stop Infrastructure  
Charles Fitzsimmons, Specialized Transit and AODA  
Kim Laursen, Administration and Technical Support

## Executive Summary

The City of Kawartha Lakes retained the services of Transit Consulting Network to develop a Transit Master Plan for the next 10 years (2018-2027). The plan is to build on recent successes, improve service reliability and accessibility, expand transit's reach within the City where supported by a sound business case, and identify alternatives to improve upon the existing routes and route network design. A ten-year transit asset management plan was also developed to ensure sufficient rolling stock with supporting infrastructure and technology is in place to support the proposed transit service plan.

The Transit Master Plan study was broken down into the following phases and tasks:

- Phase I: Evaluation of Existing Public Transportation Services
- Phase II: Preliminary Route and Service Concepts, Community Engagement
- Phase III: 2018-2027 Public Transportation Service and Financial Plan

## Evaluation of Lindsay Transit

Lindsay Transit operates a fixed route service from 0700 hrs. to 1900 hrs. Monday through Saturday. Lindsay Transit is a well-established service that consists of three separate routes. Lindsay Transit also operates a Specialized Transit system called LIMO that provides accessible door to door transportation within the Town of Lindsay to residents that are unable to use Lindsay Transit.

There was a 22.1 % growth in total transit ridership from 2012 to 2016 while the service area population grew by only 7.2%. For every 1% in population growth, the public transportation demand grew by 3%. Both services have experienced an increase in ridership, operational efficiencies and community acceptance.

## Community Engagement Process

A critical and extensive community engagement process was initiated to determine community priorities within the City of Kawartha Lakes to help guide the study. The engagement process included:

- Questionnaire survey undertaken by Lindsay Transit staff during Spring 2017 (199 responses received)
- Lindsay Employer Survey (32 businesses representing 868 employees)
- Bus Operator focus group
- Municipal Staff focus group

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

- Business Community focus group
- Bus Ride-along/ passenger interviews (22)
- Fleming College student interviews
- Accessibility Committee
- Transit Advisory Board (TAB) focus group
- TAB Six Sigma Exercise Meeting

### 2018-2027 Public Transportation Service and Financial Plan

The Transit Master plan proposes for 2018-2027 a transit service plan to increase the amount of service on an annualized basis from 15,027 revenue hours of service to 27,459 revenue hours. This plan has been separated into two parts, 2018-2022 and 2023-2027

**Table 1 - 2018-2022 service developments**

Year	Description	Additional Annual Revenue Hours	Annual Operating Cost (\$70 per hour)	Annual Additional Revenue	Annual Net Cost
2018	Modify Routes	No added service hours	Nominal (added bus stops)	NA	NA
2019	Add Sunday service (1000 -1600 hours)	936 Transit + 312 LIMO	\$87,400	\$11,000	\$76,400
2020	No change				
2021	Add Orange Route (Monday – Sunday)	3,936	\$275,500	\$41,700	\$233,800
2022	Add weekday evening service to 2300 hrs.	4,000	\$280,000	\$42,400	\$237,600
Total	Lindsay Transit + LIMO	9,184	\$642,900	\$95,100	\$547,800

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

**Table 2 - 2023-2027 service developments**

<b>Year</b>	<b>Description</b>	<b>Additional Annual Revenue Hours</b>	<b>Annual Operating Cost (\$70 per hour)</b>	<b>Annual Additional Revenue</b>	<b>Annual Net Cost</b>
2023	3 roundtrips per day from Bobcaygeon to Lindsay, 3 days a week	936	\$65,500	\$15,000	\$50,000
2024	Increase service between Bobcaygeon and Lindsay to 5 days	624	\$43,700	\$10,000	\$33,700
2025	- Add 2 trips per weekday between Bobcaygeon and Lindsay	1,000	\$70,000	\$16,000	\$54,000
2026	Weekday Commuter service from Lindsay to GO bus stop at HWY 35/115	1,000	\$50,000	\$16,000	\$34,000
2027	No change				
<b>Total</b>		<b>3,560</b>	<b>\$229,200</b>	<b>\$57,000</b>	<b>\$172,200</b>

The Transit Master Plan builds on past successes of Lindsay Transit and LIMO service and incorporates best practices that have evolved over the years throughout Ontario and Canada. The transit market has changed and as such, the proposed Master Plan will take Lindsay Transit and LIMO service to the next level. The plan also includes a community Transit plan for locations outside of Lindsay in the years 2023-2027.

The extensive community engagement process provided the study team with the information needed to prioritize transit service improvements and investments. The first five years of the plan focus on the current Lindsay Transit service area while the next five years addresses expansion of Lindsay Transit and LIMO to outlying communities such as Bobcaygeon and Fenelon Falls. The transit improvements that have been laid out over the 2018-2027 period will take transit to a value-added level that will support growth, existing needs and the Kawartha Lakes Strategic Plan.



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# 1. Introduction

## 1.1 Background

The City of Kawartha Lakes completed a Transit Master Plan in April of 2008. The City of Kawartha Lakes retained the services of Transit Consulting Network to develop a Transit Master Plan for the next 10 years (2018-2027). The plan is to build on recent successes, improve service reliability and accessibility, expand transit's reach within the City where supported by a sound business case, and identify alternatives to improve upon the existing routes and route network design. A ten-year transit asset management plan will also need to be in place to ensure sufficient rolling stock with supporting infrastructure and technology in place to support the proposed transit service plan.

## 1.2 Study Scope

The Transit Master Plan study was broken down into the following phases and tasks:

- Phase I: Evaluation of Existing Public Transportation Services
  - To provide the City with an in-depth understanding of both fixed-route transit and specialized transit operations from a logistics and community-wide perspective
- Phase II: Preliminary Route and Service Concepts
  - Development of a Policy Framework for both fixed-route transit and specialized transit that is in line with the City's strategic direction and the community's transit priorities
  - Develop route and service concepts based on the policy framework, development and best practices that would be carried forward to Phase III
- Phase III: Public Transportation Service and Financial Plan
  - Development of draft service and financial plan
  - Development of Transit Asset Management Plan
  - Review with Project Steering Committee
  - Review with public
  - Present Transit Master Plan to Council

***The ultimate goal and challenge*** of the study was to make adjustments to Lindsay Transit that will maintain an ability to meet the community needs and comply with existing and impending AODA requirements, while operating effectively within available

resources, and not over-committing the City of Kawartha Lakes financially. The study was designed to find solid evidence on which to base recommendations that will lower the cost and/or improve the quality of transit and mobility services, while ensuring full and timely compliance with AODA IASR (Integrated Accessibility Standards Regulations of Ontario) requirements.

### 1.3 The Case to Support Transit Investments

Communities are finding that residents who are faced with the loss of personal mobility or are unable to afford a car, are increasingly inclined or obliged to move to communities where affordable public transportation exists. Likewise, employers consider the availability of public transportation when making business location decisions. A major factor that makes possible a good quality of life is the availability of affordable public transportation since it enables those without access to a private car to access goods, services, jobs, and maximizes social connectedness, which is now considered a health-related benefit.

The market for transit – students, the working poor, people with disabilities, senior citizens, people on social assistance, and those that simply want to do without that 2<sup>nd</sup> or 3<sup>rd</sup> car are all segments of the population whose needs should not be ignored. People are also choosing transit for environmental reasons,

affordability and as a quick practical option. The viability of policies to maintain the elderly in their homes instead of in long-term care, access to health care, social services, and essential maintenance such as shopping and banking all depend on personal mobility. Community leaders seeking to reverse or stabilize a potential decline in population must consider access to transportation as a key issue affecting the vitality and the financial health of their community.

Another key factor that can be considered to support the availability of affordable public transit is the positive financial impact transit can have on a community. For example, the ability to reduce car ownership can have a profound effect on a household's finances and quality of life. Figure 1: CAA 2015 Driving Costs provides the true cost of car ownership using a Camry LE.

ANNUAL DRIVING COSTS – based on the Camry LE				
Km driven per year	Annual operating costs (variable)	Annual ownership costs (fixed)	Total cost	Cost per km
12,000 km	\$1,975.20	\$7,179.84	\$9,155.04	\$0.76
16,000 km	\$2,633.60	\$7,494.00	\$10,127.60	\$0.63
18,000 km	\$2,962.80	\$7,494.00	\$10,456.80	\$0.58
24,000 km	\$3,950.40	\$7,801.08	\$11,751.48	\$0.49
32,000 km	\$5,267.20	\$8,373.48	\$13,640.68	\$0.43

**Figure 1: CAA 2015 Driving Costs**

## **City of Kawartha Lakes 2018 Lindsay Transit Master Plan**

For auto owners that drive 16,000 kilometres per year, the total annual cost reported to own and operate a vehicle is \$10,127 per year. Arbitrarily applying a factor of 75% to be conservative, this would still equate to \$7,600 per year or \$630 per month compared to a Lindsay Transit monthly bus pass at \$52.50 for seniors and \$63 for adults, saving residents \$583 per month. The savings would likely be spent on local goods and services, improving the quality of life of residents and supporting local businesses.

For those residents that earn little income and are forced to own a vehicle in order to get to and from work, car ownership becomes a financial burden. For example, a person working part-time 24 hours per week with a net income of \$12 per hour must work 13 hours per week to own and operate a vehicle to get to and from work; this consumes over 50% of their earnings. A major car repair expense can be devastating. Those on low fixed incomes or under-employed face even more challenges. Fortunately, the City of Kawartha Lakes has a record of financially supporting fixed-route transit.

The modern understanding of public transportation is to see it as a Family of Services rather than being limited to the usual fixed route bus service (Lindsay Transit) and specialized transit such as LIMO. Each member of the Family of Services has different strengths and cost levels. Taken together, they support each other to provide, overall, an excellent range of mobility choices as an alternative to the private car.

## 1.4 Description of Lindsay Transit Service

The City of Kawartha Lakes (and the former Town of Lindsay) has provided a public transit service, known as Lindsay Transit, within the Lindsay urban area since the 1970's. Following the amalgamation of the former municipalities to form the current City of Kawartha Lakes, the municipal funding for the transit service within Lindsay has been provided through an area rating property tax that applies only to properties within the former Town of Lindsay boundaries. The City also provides a dedicated transit service known as LIMO for persons with disabilities within the Lindsay urban area.



**Figure 2 - Lindsay Transit System**

Lindsay Transit is a well-established service that consists of three separate routes as shown in the figure above. The three routes (Green Route, Red Route and Blue Route) connect at an on-street transit terminal in the central business district (CBD) of Lindsay and provide service to the different parts of the community. The service is well utilized with approximately 100,000 passenger trips carried annually.

### 1.4.1 Lindsay Transit Service Description

The Lindsay Transit service operates from 07:00 AM to .19:00 PM, Monday through Saturday. Operating hours, routes and schedule can be found on the Lindsay Transit website at <https://www.kawarthalakes.ca/en/living-here/lindsay-transit.aspx>. The Green, Red and Blue routes are designed to meet at the downtown transit hub every hour, on



## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

the hour with a timed transfer that accommodates transfers between the three routes.

The areas served by each route are as follows:

- The Green Route provides a two-way service along a route that serves the area of Lindsay north of Kent Street. The outer terminus of the route is at Lindsay Square, a large commercial mall near the west side of Lindsay and it also provides service to the hospital and the Town and Country Centre mall.
- The Red Route provides a two-way service along a route that serves the area of Lindsay south of Kent Street, including Fleming College and the hospital. It also terminates at Lindsay Square at the same time as the Green Route.
- The Blue Route consists of two one-way loops, one serving the east side of Lindsay and the other loop serving the west side of Lindsay. This route provides service to Fleming College, the hospital and Lindsay Square.

As can be seen from detailed data collected by Lindsay Transit staff, there

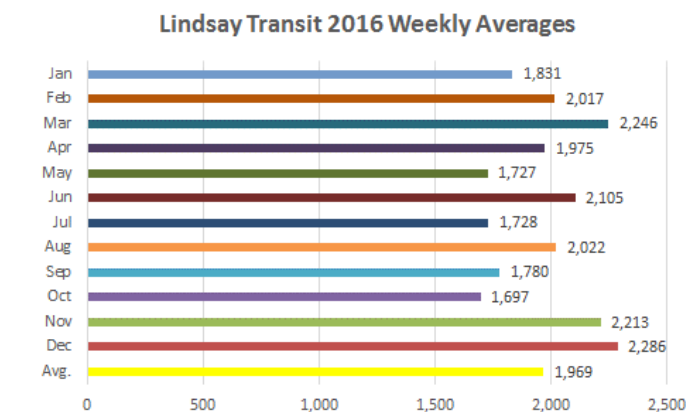
was an average of 1,969 passengers

carried weekly. Monthly averages

deviated from -13.8% to +16.1%. Variations exist due to weather conditions and, in part, the lack of service on statutory holidays.

In September 2017, the downtown transit hub was relocated from William Street to Victoria Avenue, just south of Kent Street. This new location has designated stops for each of the routes with a shelter and benches providing weather protection. This location also has an increased length of curb space for stopped buses providing improved manoeuvrability for the buses entering and leaving stops and increased safety of patrons.

The three routes have designated on-street stops at regular intervals with bus stop marker signs at all stops indicating the route using that stop. Most bus stops have pads connecting from the curb to sidewalk and many busy stops also have bus shelters provided. At Lindsay Square the three routes operate into the mall property to a bus stop adjacent to the building front. The Green Route currently operates into the Town



**Figure 3 - Lindsay Transit 2016 Weekly Averages**

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

and Country Centre property to a bus stop adjacent to the building and the Red Route currently operates into the Victoria Manor to an internal bus stop that enables buses to turn around.

On-board observations, coupled with bus operator discussions revealed the following with respect to the reliability of each of the routes:

- Green Route has minimal recovery time, which results in buses being late on most trips
- Red Route buses are sometimes late
- Blue Route buses are rarely late
- Traffic delays, circuitous routing and route deviations onto private properties (e.g. seniors' residences) were cited as the primary cause of late buses

The minimal recovery time built into the bus schedules needs to be increased to approximately five minutes per trip to allow for timely transfers between buses. This can be addressed through a route re-design that limits deviations while still maintaining reasonable walk distances to bus stops.

### 1.4.2 Lindsay Transit Fleet

The Lindsay Transit bus fleet consists of Ford Model 4500 low-floor buses with wheelchair ramps to accommodate people with mobility devices. These buses accommodate up to 20 seated passengers plus standees and two rear-facing wheelchair positions. These buses are capable of accommodating the peak passenger demand and manoeuvre well on the local streets in Lindsay. Fleet Services reported that the service life of these buses can be as high as 10 years since the improvements to the maintenance program has proven effective. Fares are collected with mechanical fare boxes mounted near the Operator position.



**Figure 4 - Lindsay Transit Bus**

The 11-bus Transit and LIMO fleet is allocated as follows:

- 2 undergoing preventative maintenance and other repairs

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

- 1 bus allocated as an operating spare (a mandatory requirement to maintain service in case of in-service breakdowns)
- 3 buses utilized daily (1 red, 1 green and 1blue)
- 1 bus set aside for charter services
- 4 buses allocated to LIMO service (up to 3 in-service plus one spare)

Since the Lindsay Transit and LIMO buses are identical, buses can be used in both services, which have proven to maximize fleet flexibility and reliability.

### 1.4.3 Other Transit Services

There are several inter-municipal transit services that operate within or through the City of Kawartha Lakes, as follows:

- GO Transit has two inter-regional bus routes operating through the municipality:
  - GO Route 81 operates along Highway 12 between Whitby GO Station and Beaverton four trips in each direction on weekdays and weekends. This route is located approximately 28 kilometres west of Lindsay and just outside of Kawartha Lakes boundaries.
  - GO Route 88 Operates along Highway 115 between Trent University in Peterborough and the Oshawa GO Station with service approximately every two hours in each direction on weekdays and weekends. This route stops at the Highway 35 and Highway 115 Park and Ride facility about 35 kilometres south of Lindsay, approximately 1.5km outside of Kawartha Lakes boundaries.
- Can-Ar Coach Service provides daily bus service between Haliburton and Toronto (Union Station Bus Terminal) with several stops within Lindsay as well as Fenelon Falls. It operates an inbound trip in the morning and an outbound trip in the afternoon on weekdays and Saturdays with a different trip schedule on Sundays.
- Fleming College operates a shuttle bus service between the Sutherland campus (Peterborough) and the Frost campus (Lindsay) with a morning and afternoon round trip on weekdays, Saturdays and Sundays. This service is funded by the Frost campus students through a fee added to the regular tuition fee and is not open to the public at the present time. Frost campus students ride free on this

service with a stickered student ID card and other Fleming College students and staff can ride the service by purchasing a pass.

### 1.5 Description of LIMO Service

Lindsay Mobility Specialized Transit or LIMO as it is known to its customers and residents, is the division of Lindsay Transit that provides demand-response specialized transit service. Similar to Lindsay Transit, LIMO operates from 7:00am – 7:00pm on weekdays and Saturdays. There is no service on Sundays or statutory holidays. Hours of operation, application form, and fares can be found on the LIMO Transit website at <https://www.kawarthalakes.ca/en/living-here/accessible-and-specialized-transit.aspx>

LIMO is directly operated by the City, using up to three low-floor buses similar to the vehicles operated by Lindsay Transit on its three bus routes. LIMO drivers are part-time employees, as are Lindsay Transit drivers. LIMO staff provide trip booking, scheduling and dispatch services. Vehicles are owned and maintained by the City at the transit facility located at the Public Works Garage on Little Britain Rd.

Approximately 75 % of LIMO passenger trips are regular ‘subscription’ bookings, and 20 % are ‘casual’ trips booked at least 2 hours before the requested trip time. An estimated 5% per cent are ‘on-demand’ trips booked on the day of service. Unaccommodated requests for trips are less than 1 per cent of all trips, which indicates that service capacity is adequate to meet the demand for service.

#### 1.5.1 Communities Served

LIMO serves residents within the Town of Lindsay boundaries, as does Lindsay Transit with identical transit fares. Specialized demand-responsive transit service beyond the Lindsay city limits is provided by City of Kawartha Lakes Community Care.

#### 1.5.2 Route and Service Design

LIMO is operated as a completely in-house municipal service. This service design provides maximum control over service quality and reliability, since the City hires, trains, and manages the performance of all personnel. It was observed by the consulting team that LIMO vehicles are in a high state of repair and cleanliness. Drivers are well-trained and provide excellent, friendly service.

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

The City of Kawartha Lakes uses essentially the same type of vehicle for both conventional and specialized transit – 24 to 26-foot low floor, ramp-equipped accessible vehicles. This approach simplifies vehicle maintenance and spare parts inventory, and provides operational flexibility, since LIMO and Transit vehicles can be easily adapted to fill equipment needs of the other service.

LIMO is presently in the process of installing a state-of-the-art specialized transit scheduling software product with a view to improving scheduling productivity and reducing the level of effort necessary to produce statistical reports on LIMO service.

As is commonly the case with specialized transit services, LIMO trips must be booked in advance by a registered passenger. LIMO trips are mainly regular subscription trips (75%). Trips booked before the day of travel account for 20%, while 5% of trips are delivered on the same day they are requested.

LIMO's subscription trip percentage, at 75%, is significantly higher than other services in its population peer group, which average about 50%. Although the high ratio of subscription trips relieves LIMO passengers and LIMO Dispatch of the need to book repeating trips individually, which saves time and effort, the disadvantage is that relatively little service is available to accommodate requests for casual trips. However, since LIMO reports that less than 1% of trip requests are not accommodated, this does not appear to be a problem. This was confirmed by customers/participants in this study.

There was an average of 1,135 LIMO passengers carried each month in 2016. Monthly averages deviated from -14.5% to +16.9% with the highest months of use being, as expected, during the inclement winter and spring months.

Variations exist due to weather conditions and, in part, the lack of service on statutory holidays.

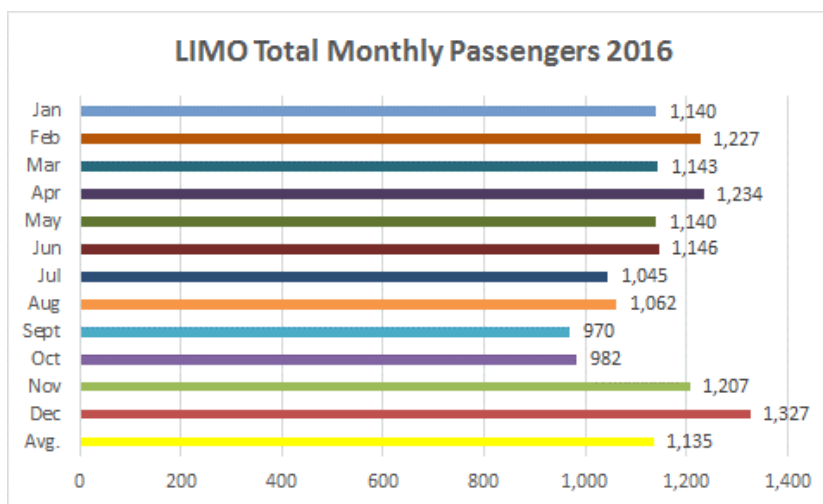


Figure 5 - LIMO Total Monthly Passengers 2016

### 1.5.3 LIMO Eligibility

Passengers must meet LIMO eligibility criteria and be registered to use the service. Eligibility criteria include being unable to board or use a conventional transit bus. Currently there are approximately 350 registered passengers, of which about half are considered active (having used the service within the past year). Of the active passengers, other than personal care attendants, one third use a wheelchair or scooter, and two thirds are ambulatory.

## 1.6 Community Care (outside of Lindsay)

### 1.6.1 Community Care Transportation

Specialized Transit service outside Lindsay is provided by Community Care City of Kawartha Lakes (CCCKL), which is a health and community support agency. CCCKL is financially assisted by the Local Health Integration Network, and by its own fundraising initiatives. It provides volunteer-based rides, professionally-driven specialized transit, and non-emergency patient transfers. Community Care Transportation's mandate is to provide service to older adults and people with special needs, including those with physical disabilities.

There is also a working partnership between the City and CCCKL as customers are regularly referred between services and the City provides links on its website to Community Cares services. ([www.ccckl.ca/services/transportation/](http://www.ccckl.ca/services/transportation/))

CCCKL provides service seven days per week from 6:00 am to 10 pm., using a fleet of professionally-operated wheelchair-accessible vans, supplemented by volunteer drivers who operate their personal vehicles. Eligibility criteria are 'older adults and people with special needs'. There is no restriction on trip purpose. A per kilometre or flat rate is charged per ride depending on the pickup and destination locations. Travel must be booked at least 12 hours in advance.

CCCKL has comparatively low operating costs. The MTO Specialized Transit Fact Book for 2010 (the most recent published data)<sup>1</sup>, lists Total Expenses Per Passenger as \$13.07, which was 25% below the provincial average for its population group of less than 50,000 population. Its revenue to cost ratio was 27%, versus 21% for its population group. Relatively low operating costs are likely the result of the low-cost structure of a

registered charity, the use of some volunteer drivers, and the absence of a collective bargaining unit for paid drivers.

### 1.6.2 Service Considerations

If Lindsay Transit decide to offer public transit to areas outside of Lindsay, it is the consultants' understanding, based on Ontario Regulation 191/11, section 45 (2), cited below, that it would not be required to offer LIMO service beyond Lindsay. Community Care Transportation (CCCKL) is already providing specialized transit in those areas.<sup>2</sup> However, Lindsay Transit may have to enter into an agreement with CCCKL to harmonize fares between the two services. Lindsay Transit should seek guidance on this from the Ontario Accessibility Directorate.

Since Lindsay Transit vehicles are fully accessible, any service it provides beyond the town limits would provide an additional travel option for people with disabilities, available without prior reservation. This would be a positive development.

### 1.6.3 Eligibility considerations

AODA regulations require that, as of January 1, 2017, eligibility criteria for specialized transit consider the range of disabilities, including cognitive disability. If and when Lindsay Transit offers conventional transit beyond Lindsay, it would have to ensure that CCT eligibility includes people with cognitive and other non-physical disabilities.

O. Reg 191/11 Integrated Accessibility Standards 45. (1) states "... A conventional transportation service provider that does not provide specialized transportation services shall ensure that any person with a disability... is provided with an alternative accessible method of transportation. (2) Subsection (1) does not apply where specialized transportation services are provided by a specialized transportation service provider in the same jurisdiction where the conventional transportation service provider provides transportation services. O. Reg. 191/11, s. 45 (2)."

### 1.6.4 Summary of Specialized Transit Service

LIMO does a very good job of complementing the Lindsay Transit service within the Lindsay urban area while communities outside Lindsay and within the City of Kawartha

## **City of Kawartha Lakes 2018 Lindsay Transit Master Plan**

Lakes are provided with specialized transit through Community Care. While Lindsay Transit use has grown over the last several years, LIMO has grown at a quicker pace (80% from 2011 to 2015). It is expected that this will continue as the population ages.

It is worth noting that if Lindsay Transit's fixed route service is expanded to serve residents outside of Lindsay in the future, demand-responsive specialized transit service will also need to be expanded to accommodate identical service hours under AODA legislation.

As the average age of the population continues to increase and residential and commercial development continues to grow, it can be surmised that additional resources (fleet and staffing) will be required.



## 2. Phase I: Existing Transit Environment

A comprehensive review of existing Lindsay Transit and LIMO services was undertaken by Transit Consulting Network to assess service operating performance and to understand community-wide expectations and priorities to improve the services offered today. The data analyzed and feedback received was instrumental in providing an updated policy framework to guide the development of a transit service plan over the next 10 years.

### 2.1 2011-2015 Lindsay Transit Report Card and Peer Review

#### 2.1.1 2011-2015 Lindsay Transit Report Card

The Canadian Urban Transit Association (CUTA) has kept records of individual transit systems and their performance across Canada since the late 1970's when transit systems began reporting data annually. The data is summarized in annual editions of the Canadian Urban Transit Fact Book. This mature database has evolved over the years, is consistent, and is designed for industry professionals.

The data was analyzed for two purposes:

- To measure how Lindsay Transit performance has changed over a 5-year 2011-2015 period
- To compare key 2015 Lindsay Transit performance metrics in relation to its peer group

In summary, Lindsay Transit's performance has shown improvement over the 2011-2015 period in terms of transit ridership growth, which has resulted in Lindsay Transit being more efficient than the peer group average.

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

Figure 6: 2011-2015 Lindsay Transit Performance Data quantifies the change in performance over the five-year period.

2011 to 2015 CUTA Statistics - Kawartha Lakes Report Card													
Year	Municipal Population	Service Area Population	Ridership	Total Direct Operating Expense	Passenger Revenues	Revenue Vehicle Hours	Cost Efficiency (Cost per Hour)	Revenue Passengers per Revenue Hour	Revenue Vehicle Hours per Capita	Revenue Passengers per Capita	Net Investment per Capita	Adult Cash Fare	Average Fare
2011	73,214	19,361	76,074	\$1,023,375	\$136,422	11,232	\$81.87	6.77	0.58	3.93	\$22.46	\$2.00	\$1.60
2012	73,214	19,361	74,821	\$1,239,603	\$127,141	11,232	\$99.17	6.66	0.58	3.86	\$40.65	\$2.00	\$1.61
2013	73,214	26,490	88,974	\$1,632,950	\$153,259	15,027	\$100.21	5.92	0.57	3.36	\$23.94	\$2.00	\$1.72
2014	73,214	26,490	98,955	\$1,814,984	\$190,873	15,027	\$111.38	6.59	0.57	3.74	\$22.61	\$2.00	\$1.93
2015	73,214	20,354	92,248	\$1,698,046	\$162,302	15,027	\$104.18	6.14	0.74	4.53	\$34.92	\$2.00	\$1.76
Change 2015 Vs 2011	0	993	16,174	674,671	25,880	3,795	\$22.31	-0.63	0.16	0.60	\$12.46	\$0.00	\$0.16
% Change 2015 Vs 2011	0.0%	5.1%	21.3%	65.9%	19.0%	33.8%	27.3%	-9.3%	27.6%	15.3%	55.5%	0.0%	10.0%

**Figure 6 - Lindsay Transit Report Card**

### 2.1.2 2015 Lindsay Transit Peer Review

Comparisons were made of the various operating, service performance and financial data with eight other Ontario transit systems serving similar sized communities. Caution must be exercised when comparing peer review statistics since the peer review only provides a high-level assessment of transit service levels and costs in other comparable jurisdictions. The data requires careful interpretation based on industry experience as well as knowledge of the different transit systems.

The criteria guiding the selection of peer review jurisdictions for comparison purposes with the City of Lindsay were Ontario municipalities with a transit service population below 40,000 and similar community characteristics. It should be noted that transit system performance across Ontario can vary significantly due to factors such as:

- Local labour costs
- Municipally operated versus contracted services
- Climate and topography
- Local bus fare policies
- High school student transportation policies (yellow school bus versus public transit)
- Local financial commitment to transit
- Proximity to the GTA

Ten (10) Ontario municipal jurisdictions were selected and the 2015 data is illustrated in Table 3 below. Since transit operating environments can vary significantly, direct comparisons between one jurisdiction and another should not be made.

# City of Kawartha Lakes 2018 Lindsay Transit Master Plan

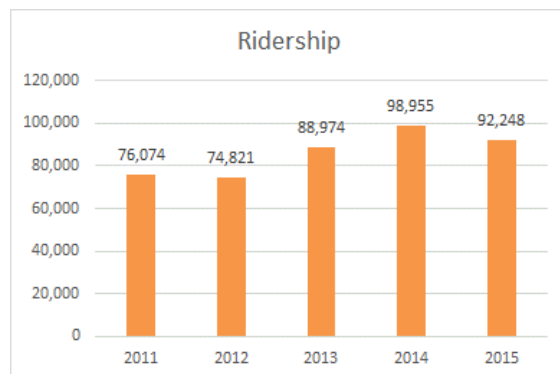
Lindsay Transit 2015 Peer Review - CUTA/ MTO Statistics													
Jurisdiction	Municipal Population	Service Area Population	Ridership (revenue passengers)	Total Direct Operating Expense	Passenger Revenues	Revenue Vehicle Hours	Cost Efficiency (Cost per Hour)	Revenue Passengers per Revenue Hour	Revenue Vehicle Hours per Capita	Revenue Passengers per Capita	Net Investment per Capita	Adult Cash Fare	Average Fare
<b>Kawartha Lakes</b>	73,214	20,354	92,248	\$1,698,046	\$162,302	15,027	\$104.18	6.14	0.74	4.53	\$34.92	\$2.00	\$1.76
Wasaga Beach	18,615	18,615	72,553	\$552,491	\$126,976	9,984	\$55.34	7.27	0.54	3.90	\$15.12	\$2.00	\$1.75
Collingwood	43,231	19,000	137,690	\$757,237	\$189,547	11,641	\$59.38	7.26	0.61	7.26	\$22.76	\$2.00	\$1.37
Fort Erie	29,650	21,200	47,558	\$514,542	\$26,000	8,749	\$74.86	5.44	0.41	2.24	\$23.67	\$2.50	\$0.55
Huntsville	19,056	10,000	28,966	\$260,151	\$31,705	5,500	\$47.30	5.27	0.55	2.90	\$12.16	\$2.00	\$1.09
Midland	17,000	12,500	48,750	\$235,029	\$64,156	3,150	\$74.61	15.48	0.25	3.90	\$13.22	\$2.00	\$1.32
Port Colborne	18,600	18,600	26,417	\$296,517	\$57,705	2,520	\$78.51	10.48	0.14	1.42	\$8.14	\$2.75	\$2.18
Tecumseh	24,330	17,274	28,134	\$270,368	\$27,446	3,600	\$75.10	7.82	0.21	1.63	\$6.94	\$2.00	\$0.98
Leamington	30,000	20,000	22,200	\$216,635	\$26,941	3,612	\$59.98	6.15	0.18	1.11	\$4.77	\$2.00	\$1.21
Quinte West	43,086	19,500	54,997	\$547,403	\$66,655	11,186	\$46.54	4.92	0.57	2.82	\$5.64	\$2.00	\$1.21
Brockville	21,870	21,870	106,363	\$737,908	\$195,032	10,847	\$64.85	9.81	0.50	4.86	\$20.41	\$2.25	\$1.83
<b>Average of Peer Group</b>	<b>26,544</b>	<b>17,856</b>	<b>57,363</b>	<b>\$553,302</b>	<b>\$81,216</b>	<b>7,079</b>	<b>\$63.65</b>	<b>7.99</b>	<b>0.40</b>	<b>3.20</b>	<b>\$13.28</b>	<b>\$2.15</b>	<b>\$1.35</b>

**Figure 7 - Lindsay Transit 2016 Peer Review Table**

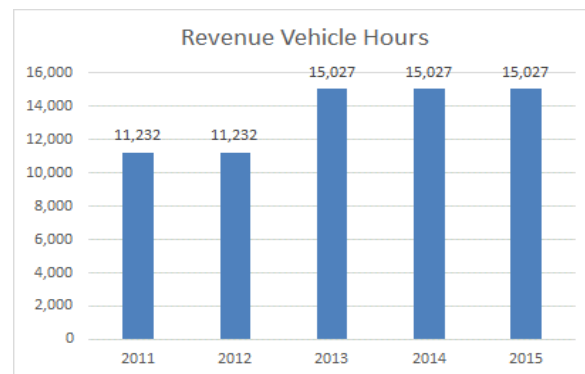
## 2.1.3 Assessment of Lindsay Transit Performance

### 2.1.3.1 Transit Ridership and Service Hours

As can be seen in Figures 8 and 9, transit use grew by an impressive 21.3% from 2011 to 2015, which can largely be attributed to the 33.8% increase in the amount of service provided during the same period.



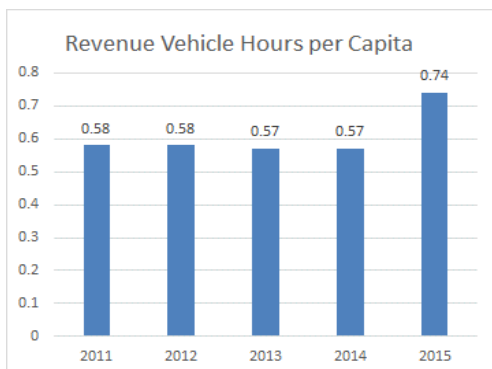
**Figure 8 - 2011-2015 Transit Ridership**



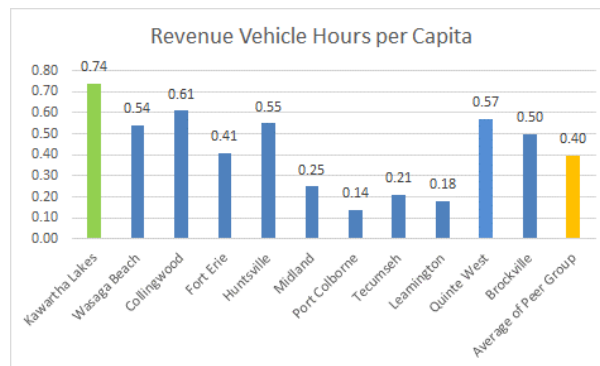
**Figure 9 - 2011-2015 Revenue Vehicle Hours**

To quantify the relative amount of service provided by Lindsay Transit, the Service Hours per Capita measure has been developed in the industry. This is simply the number of annual hours of revenue service divided by the service area population. These have been summarized in Figures 10 and 11.

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan



**Figure 10 - Lindsay Revenue Vehicle Hours per Capita**

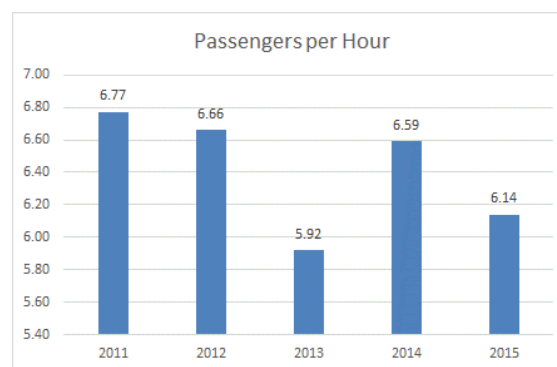


**Figure 11 - Peer Group Revenue Vehicle Hours per Capita**

Lindsay Transit provided 0.74 hours of service per capita in 2015, 27.6% more than in 2011. The significant jump from 2014 to 2015 can be explained by a reduction of the service area population when a pilot project to serve outlying communities was eliminated. This is an indication that the City of Kawartha Lakes places a higher emphasis on public transportation, which bodes well for its economic competitiveness and the quality of life in the community. In the future, and as population grows, it is not unreasonable to plan for 1.0 or more revenue hours per capita to better meet resident and business needs. This could be achieved with Sunday service and later evening service to establish transit as a preferred mode of choice.

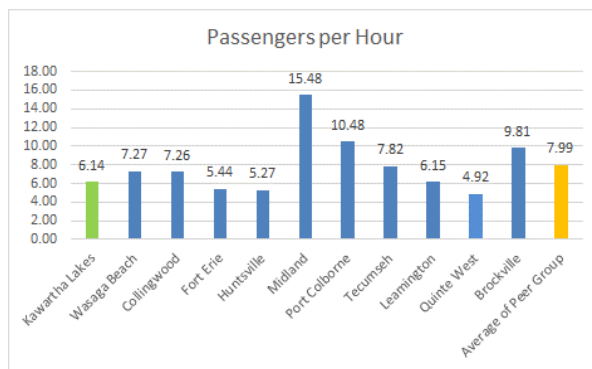
### 2.1.3.2 Lindsay Transit Efficiency

Transit systems across Canada use the Revenue Passengers per Hour of Service statistic as one measure to quantify transit efficiency and to help determine when to increase or modify service. Figures 12 and 13 illustrate Lindsay Transit's efficiency from 2011 to 2015 and in comparison, to its peer group, respectively.



**Figure 12 - Lindsay Passengers per Hour**

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan



**Figure 13 - Peer Group Passengers per Hour**

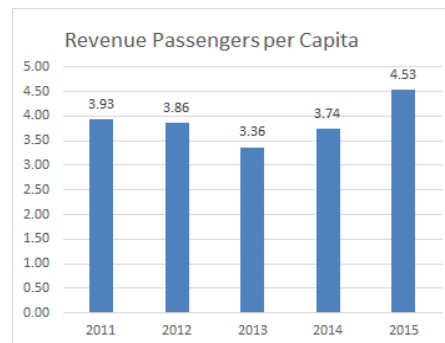
The slight reduction in service efficiency of 9.3% from 2011 to 2015 can be attributed to the service expansion in 2013. Although 23% below the average of the peer group in 2015, this can be attributed to more service hours being provided than other transit systems (i.e. 0.74 service hours per capita versus 0.4 service hours of the peer group average). Ultimately, there are transit ridership growth strategies that can be

implemented to increase transit efficiency, which is a continuous improvement initiative.

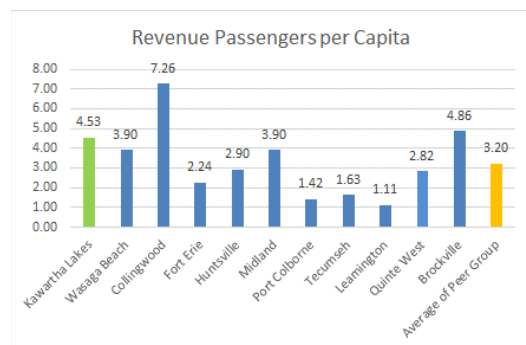
Transit ridership growth will occur in response to service increases; however, it takes time to improve transit efficiency. For example, if service hours are increased to accommodate more work shifts, households may opt to eventually eliminate the need for that 2<sup>nd</sup> or 3<sup>rd</sup> car.

### 2.1.3.3 Lindsay Transit Service Effectiveness

A key measure of a transit system's effectiveness is how many trips are taken annually based on the population served in a given year, which is expressed in the industry as Revenue Passengers per Capita. This is calculated using the total passengers carried in a given year divided by the population reported. If transit ridership growth



**Figure 14 - Lindsay Revenue Passengers per Capita**



**Figure 15 - Peer Group Revenue Passengers per Capita**

exceeds population growth then

service is deemed to be more effective and as such, transit becomes a more integral component of urban travel.

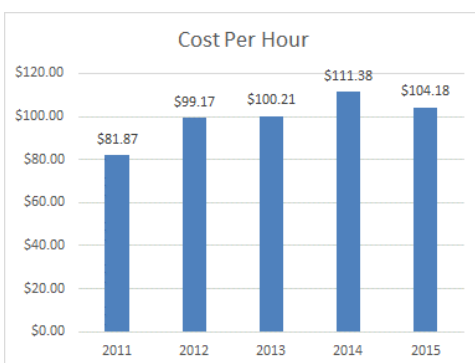
## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

Figure 14 clearly shows that Lindsay Transit's effectiveness has improved by a very significant

15.3% from 3.93 trips per capita in 2011 to 4.53 trips per capita in 2015. It also exceeds the Ontario peer group average of 3.2 passengers per capita in 2015 by an impressive 41.6%. This is, of course, largely attributed to the fact that the City of Kawartha Lakes provides more service hours on a per capita basis.

### 2.1.4 Lindsay Transit Financial Indicators

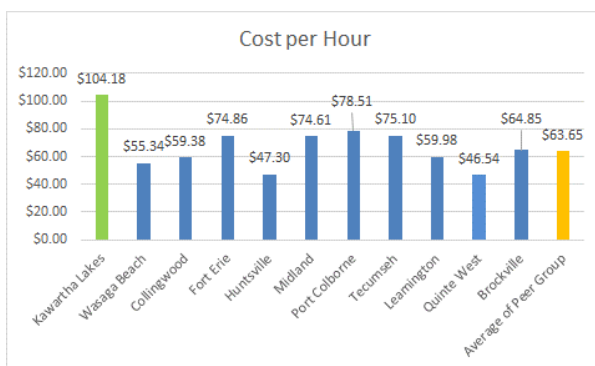
A key metric that transit systems use to track financial performance is the direct cost per hour of service. This can vary significantly between transit systems due to differences in operating environments. A more important comparison would be to look at individual transit system performance over time to identify trends while a peer group comparison provides an opportunity to determine whether or not a transit system is in line with the norm.



**Figure 16 - Lindsay Cost per Hour**

Figure 16 illustrates that Lindsay Transit's \$81.87 hourly cost in 2011 increased by 27.3% when compared to 2015 and is 64% higher than the average of the peer group transit systems. This can be attributed to a number of factors:

- LIMO and Conventional transit costs are combined which has inflated conventional bus costs by 33%. These costs should be separated moving forward to give an accurate costing per hour for each service
- Air bags associated with the wheelchair ramp unexpectedly require replacement every 2 years year (5 out of 10 buses each year had air bags replaced)
- Higher level of suspension repair work due to road surface conditions in some areas



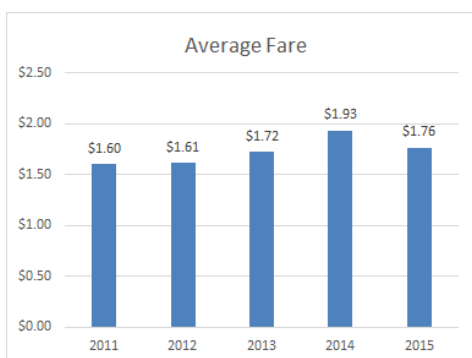
**Figure 17 - Peer Group Cost per Hour**

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

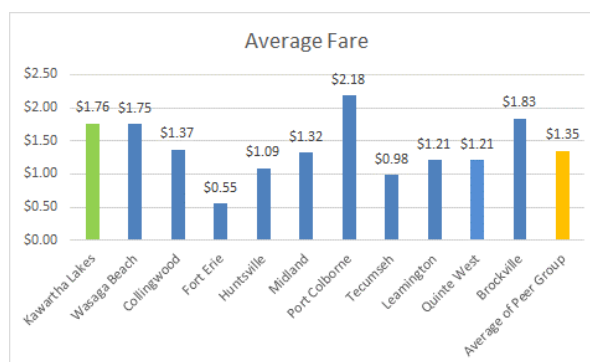
- All maintenance is undertaken in-house and is closely monitored to ensure vehicle breakdowns are minimized and buses are cleaned thoroughly
- Bus life is extended from a recommended 5-year life cycle to 10 years, which requires transmission rebuilds after 5 years (Note: capital budget reduced accordingly)
- MTO audits were implemented for 5 years beginning in 2012, which necessitated a more stringent maintenance program than would normally be required

Transit system wage rates, operating environments, topography, etc. can vary significantly across Ontario and as such, the hourly cost of service should not be compared directly with any individual transit system.

To address the higher maintenance cost issue, future bus purchases will eliminate the need for air bags and the MTO audits will be completed in 2017. On the positive side, Transit Consulting Network investigated the 2015 cost for fuel. In 2015, municipalities with less than a 50,000-service area population spent, on average, \$14.38 per vehicle hour on fuel (predominantly diesel) while Lindsay Transit's gas engines consumed only \$6.46 per hour in fuel (\$7.90 less per hour). It is also noted that the operating cost per vehicle hour has been reduced by about 6% in 2015 compared to the costs in 2014.



**Figure 19 - Lindsay Average Fare**



**Figure 18- Peer Group Average Fare**

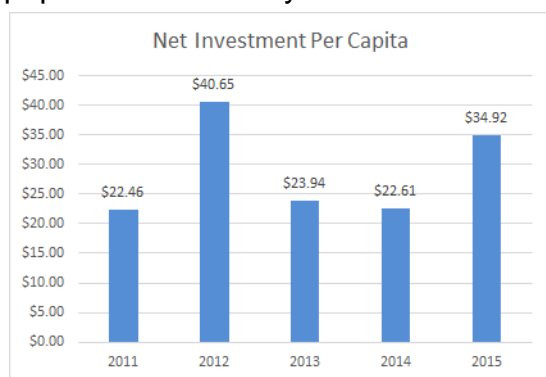
The average fare calculation is the total number of passengers paying a fare upon boarding divided by the total revenue received. The higher the concession fare discounts offered for tickets and passes and discounts offered to various groups such as seniors, the lower the average fare will be. To off-set the 27.3% increase in hourly transit costs in 2015 versus 2011, the average fare paid by Lindsay Transit passengers increased by a nominal 10%. Although the average fare paid by Lindsay Transit passengers is 30% higher than the peer group average in 2015, the higher fare could be justified since all of the peer group transit systems had fewer hours of service on a



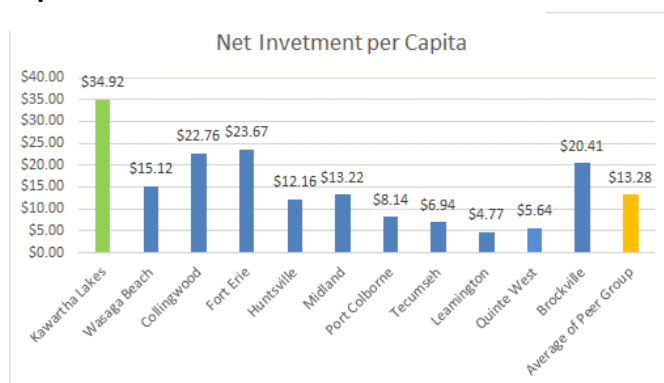
## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

per capita basis. It is worth noting that there has been no increase in bus fares from 2011 to 2015. Although unpopular, fare increases or changes to fare pricing policies (discussed later in this report) are better justified when service is expanded.

A municipality's commitment to transit is reflected by the quality of the transit service (i.e. service reliability) and the quantity of the transit service provided (i.e.. hours of service per capita), which is dictated by the financial resources made available. The Net Investment per Capita is a high-level measure of the local municipal investment in transit that is calculated by dividing the total municipal contribution through taxes by the population served by transit.



**Figure 20 - Lindsay Net Investment per Capita**



**Figure 21 - Peer Group Net Investment per Capita**

As shown in Figure 20 there have been variations over the 2011-2015 period in terms of the City of Kawartha Lakes municipal contribution (net investment) per capita. When service expanded in 2013, the net cost per capita decreased from \$40.65 per capita in 2012 to \$23.94 per capita in 2013 since the number of residents being served had increased. The number of people reported as being served in 2015 then decreased to 20,354, which explains the jump in the net investment per capita to \$34.92 in 2015. Going forward, the population served in 2016 is now in line with the number of residents served in 2015.

As expected, given the higher hourly cost discussed earlier, combined with relatively higher levels of service, the

City of Kawartha Lakes contributed 2.6 times per capita than the average value of the peer group. This is not expected to be the case in the longer term since many municipalities such as the Town of Fort Erie and Town of Wasaga Beach in the Kawartha Lakes peer group have taken initiatives to expand service. In the opinion of Transit Consulting Network, many municipalities are playing catch-up in order to better meet resident and business needs in an effort to grow their tax base.



## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

### 2.1.5 Summary of Report Card and Peer Review

Based on the Report Card and Peer Review findings, Lindsay Transit has made significant progress from 2011 to 2015 with the key metric being that Lindsay Transit has become more effective at meeting community needs since the City has invested accordingly and needs to continue to invest in Transit. Although the statistics reflect well on the performance of Lindsay Transit, they do not necessarily mean things should not change. At the staff level, efforts are underway to reduce maintenance costs, grow transit ridership and meet the changing needs of the public and to do so in a fiscally responsible manner.

### 2.1.6 2012-2016 Lindsay Transit and LIMO Ridership

A separate review of the 5-year Lindsay Transit and LIMO ridership was undertaken for the more recent 2012-2016 period to help identify a trend in overall public transportation demand.

2012 to 2016 Lindsay Transit and LIMO Ridership					
Year	Lindsay Transit Ridership	LIMO Ridership	Total Ridership	% Lindsay Transit	% LIMO
2012	80,969	7,559	88,528	91%	9%
2013	85,691	11,253	96,944	88%	12%
2014	88,810	13,601	102,411	87%	13%
2015	92,248	12,385	104,633	88%	12%
2016	94,511	13,623	108,134	87%	13%
Change 2016 Vs 2012	13,542	6,064	19,606	-4.1%	4.1%
% Change 2016 Vs 2012	16.7%	80.2%	22.1%	-4.4%	47.5%



**Figure 22 - 2012 - 2016 Lindsay Transit and LIMO Ridership**

There was a 22.1 % growth in total transit demand from 2012 and 2016 while the service area population grew by only 7.2% based on population reported by the City to the MTO for dedicated transit gas tax funding submission. For every 1% in population growth, the public transportation demand grew by 3%. This clearly signals that transit is far more effective; however, the notable statistic is that LIMO demand increased from 9% of the total demand to 13%. Since the cost per passenger to transport a specialized transit customer is far more than a Lindsay Transit customer, it will be prudent to ensure Lindsay Transit is a mode of choice for eligible LIMO registrants.

## 2.2 Community Engagement

### 2.2.1 Lindsay Transit Survey

Prior to initiating the Transit Master Plan study, the City of Kawartha Lakes had undertaken a community 16-question survey in the spring of 2017 that was completed by 199 individuals. Although not statistically significant, it provided a good snapshot of resident needs, opinions and priorities.

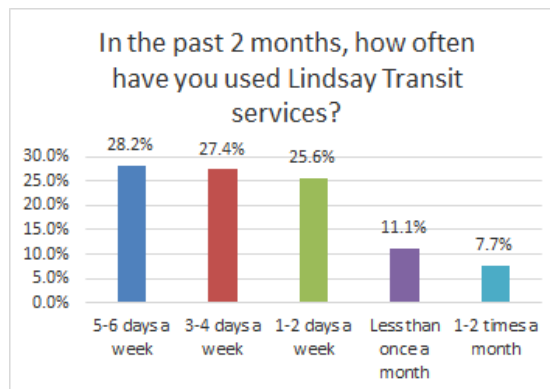
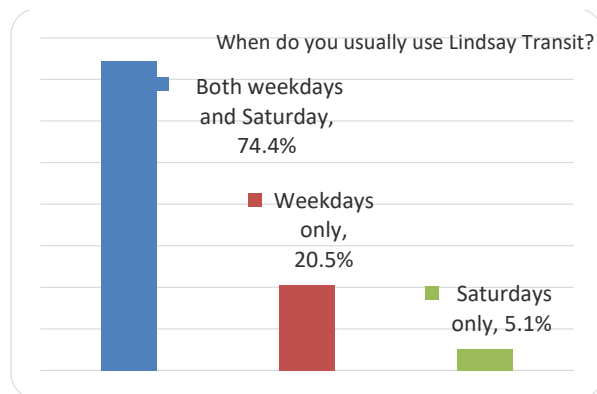
The raw survey data was provided to Transit Consulting Network and summarized as follows:

Of the 199 respondents, 124 (62%) used Lindsay Transit in the previous two months.

Answer Options	Response Percent	Response Count
More than 5 years	54.8%	68
2-5 years	23.4%	29
1-2 years	9.7%	12
Less than a year	12.1%	15
		<b>124</b>

Less than 20% used Lindsay Transit less than 2 years. Of those that responded, over half were regular transit customers that used transit 3 to 6 days per week as illustrated below.

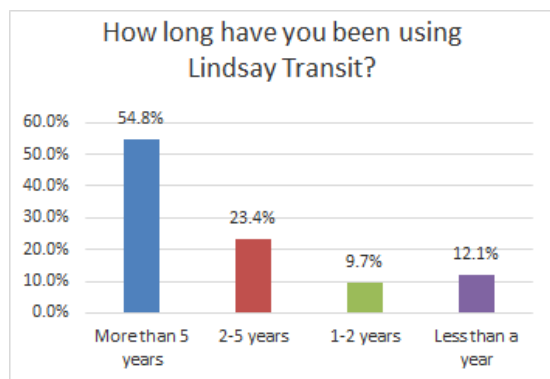
**Figure 23 - Length of Time using Lindsay Transit**



**Figure 24 - Usage Frequency and Timing**

The 74% of the transit customers that usually take transit Monday through Saturday can be considered 'captive' and likely do not have a choice due to lack of access to a household vehicle whether as a driver or passenger, or they simply may be unable to drive or not have a license. These transit customers are most likely to use Lindsay Transit service on Sundays if it were introduced. The 20% that responded that they used transit on weekdays only are likely students or working adults that have regular weekday travel requirements, or they may be stay at home spouses that have access to a household vehicle on weekends should travel be required.

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

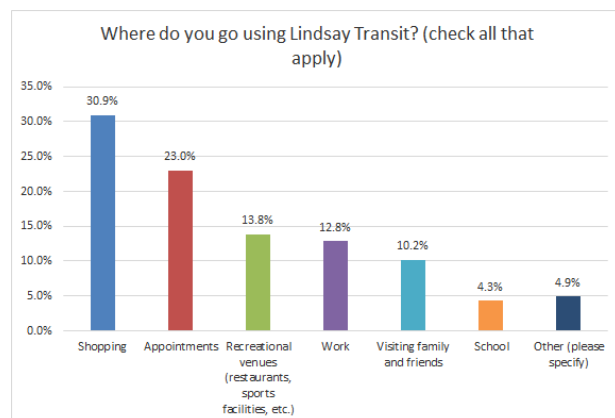


**Figure 25 - Length of Years using Lindsay Transit**

Over half the respondents that reported they took transit in the last two months, used transit for more than five years and three-quarters more than two years. It can be surmised that a larger portion of the current client base will continue to be longer-term transit customers if service remains static. This will change; however, if service is expanded in terms of coverage and hours and days of operation then one can expect that in the future, the proportion of respondents will report fewer years of transit

use since newer transit markets would be served.

Given the span of service hours and infrequency of service, only 12.8% and 4.3% of transit customers reported they used Lindsay Transit to get to work and school,



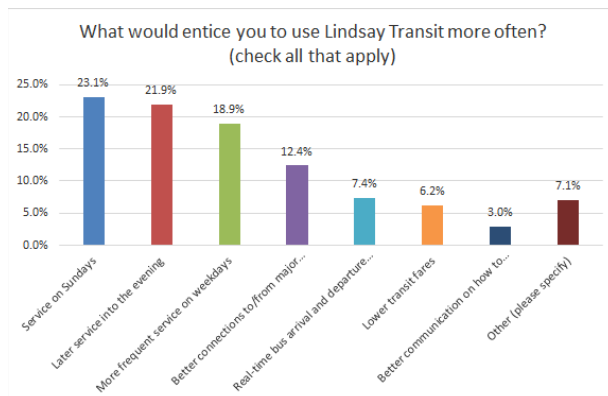
**Figure 26 - Main Destinations**

respectively. Work and school trips generally are taken during the peak morning and afternoon periods of service. The remaining 83% of respondents reported they used transit for what are generally referred to as non-peak period trips such as shopping, medical and socio-economic trip purposes. The non-work and non-school market demand can be met by a community bus level of service, where service frequency is not an issue for those being served, today.

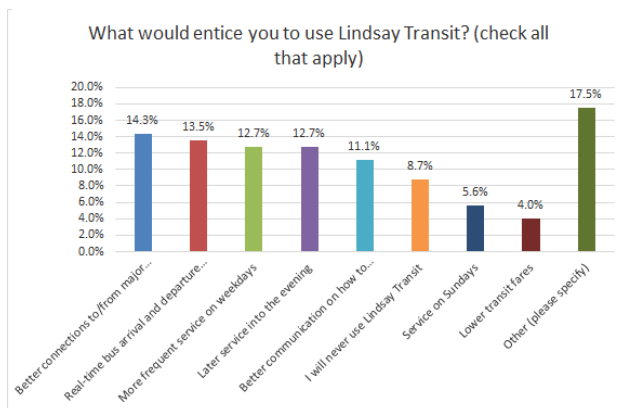
Again, it can be surmised that if service hours were expanded and frequency of service were increased, future responses will likely reflect a larger portion of work and school trips.

Current Lindsay Transit customers provided input to identify improvements that would entice them to use transit more. Non-Lindsay Transit customers were then asked what would entice them to use transit.

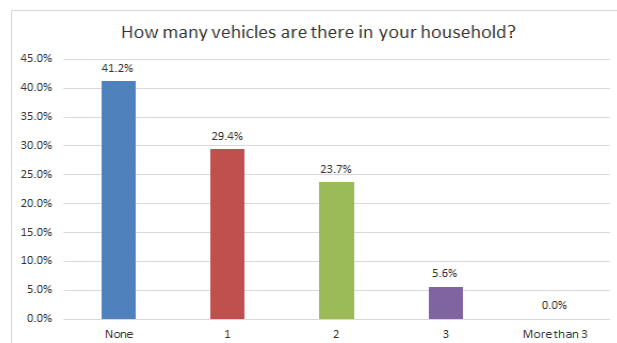
## City of Kawartha Lakes 2018 Lindsay Transit Master Plan



**Figure 27 - What would entice you to use Transit more often?**



**Figure 28 - What would entice you to use Lindsay Transit?**



**Figure 29 - How many vehicles are there in your household?**

The need for Sunday service, later evening service and more frequent service topped out the list for existing transit customers, receiving 63.9% of the responses followed by better connections (12.4%) and real-time schedule information being available (7.4%).

The non-transit customers identified, as expected, different priority weightings since they currently travel by other means; however, efforts can be made to attract the non-transit customer – the largest potential market – by addressing their criteria, which also mirrors those on the transit customer with the exception of providing Sunday service.

There were 177 respondents to the question related to vehicle ownership. The 41.2% that indicated they have no household vehicle are, of course, the most transit dependent. If efforts are in place to address priority improvements, one can surmise that transit could attract existing non-transit customers over time by reducing their need for one or more vehicles.

Going forward, it will be important that as new residents move to Lindsay, it will be important that a reasonable level of transit service is in place to mitigate the need for the 2<sup>nd</sup> or 3<sup>rd</sup> car.

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

### 2.2.2 Lindsay Employer Survey

An employer survey was undertaken by Transit Consulting Network from August 28 through September 20, 2017; 32 businesses responded to the questionnaire. The retail sector represented the largest single group responding. The employers represented 626 full time, 242 part-time and 20 seasonal employees. Shift times and days of operation for each of the employers were provided and the results passed onto to City staff for future references.

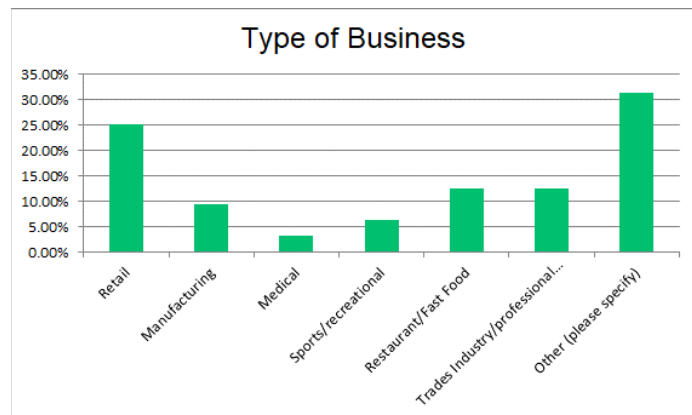


Figure 30 - Type of Business

Employer respondents were provided with an opportunity to provide comments and suggestions about Lindsay Transit. The 15 employers that responded provided a range of comments and suggestions were given, such as:

- Add Sunday service
- More direct bus routes
- Cover more areas of Lindsay such as SE Lindsay
- Extend evening service to accommodate retail hours
- Connecting hotels with key destinations such as the Rec Centre, Ken Reid and LEX was suggested
- Provide service outside of Lindsay

The comments and suggestions provided are considered to be in line with those expressed by participants of the general public transit survey previously undertaken by transit staff. As the City of Kawartha Lakes expands transit service, transit staff should build on the opportunity to obtain additional feedback from the business community.

### 2.2.3 Transit Focus Group Discussions

Transit Focus Groups (TFGs) are designed to help prioritize local transit investments based on industry best practices in route and service design. The TFG information received would be used to complement a community survey that was undertaken by City of Kawartha Lakes staff in 2017.

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

The stakeholder consultations consisted of informal roundtable meetings presenting all participants with an opportunity to be involved in very frank discussions, which would go a long way to a successful study completion. Transit Consulting Network provided an overview of the study and the desired study outcomes along with best practices in similar municipalities with transit systems across Ontario. This information provided the Transit Focus Group (TFG) participants with background relative to the role that transit can play to better enable them to provide meaningful input based on their own perspectives. The TFG discussions enabled TCN to more fully understand community needs from a cross-section of interest groups.

TCN facilitated a number of stakeholder consultations in August and September, 2017 summarized as follows:

- Bus Operator focus group
- Municipal Staff focus group
- Business Community focus group
- Bus Ride-along/ passenger interviews
- Fleming College student interviews
- Accessibility Committee
- Transit Advisory Board focus group

### **Bus Operator Focus Group:**

August 9, 2017. Attendees Bill O'Brien (TCN), Tammy Orr, Julie Wilson, Susan Fraser, Janet Farrow. (Also, briefly Todd Bryant, Enzo Ingribelli).

- Ridership is estimated to be 60% seniors, 20% low income persons and 20% workers. Also a few students at the College and Adult Ed Centre. Very few high school students as students in Lindsay have yellow bus service if over 1.6 km from school.
- Main travel destinations (in approximate order of importance) are Lindsay Square Mall, Whitney Town Centre, Downtown, Giant Tiger and Health Unit/Medical Centre near Angelina & Kent.
- In terms of schedules, the Green and Red routes are tight (i.e. need more time to maintain schedules)
- Approximate recovery times during busy mid-day periods are 3 to 5 minutes on Blue, 1 – 2 minutes on Red and 0 to -3 minutes on Green routes.
- Green route comments:
  - Left turn out of Giant Tiger Mall on return trip has high delays.

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- Westwood Court. cul-de-sac off Northlin Park Rd has delay and not a lot of passengers.
- Delay at 2-way stop control intersection at Colborne & William
- Narrow southbound thru lane on William at Wellington creates delay when vehicles are in left turn lane.
- Red Route comments:
  - Problems with parked vehicles in loop at Victorian Manor (south end, off Angeline). Low ridership at Victorian Manor.
  - Delays making left turn at Auk Trail & Angeline. High school students can walk to Auk Trail with sidewalks along Angeline St.
  - Route has an excessive number of turns, especially in Pumpkin Hollow (south east area- where route could go on Simcoe St instead of Georgian St) and west of Lindsay Street.
  - Community Care bldg. at 65 Melbourne St needs stop but could streamline routing on Melbourne and Durham.
- Blue Route comments:
  - Westbound bus stop on Kent St at Cambridge St has stop in right turn lane. It is not safe to use the ramp in winter, conflict with bike racks and stop not being long enough.
- New developments that are not well served by transit are in the southeast corner of Lindsay on the east side of Logie St down to intersection with Lindsay St and the Springdale Gardens north on Angelina Street.
- The operators estimate that the ramps are used at about 30% to 50% of the stops.
- The operators noted concerns with fare collection. The fare boxes are located mounted behind the operator and are difficult to see to monitor fare payment
- It was also noted that monthly passes are the same colour each month from year to year.
- Extended service hours in the evenings past 9:00 PM.
- Possibly one late night bus doing a late-night loop for people working until 9:00 PM
- Add some Sunday service, perhaps one bus

### **Municipal Staff Focus Group:**

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August 9, 2017. Attendees Bill O'Brien (TCN), Todd Bryant, Leanne Mitchell (Treasury), Oliver Vigelius (Public Works).

- Transit area rating boundaries follow the former Town of Lindsay (limits do not extend south to Hwy 7 or north to Springdale Gardens).
- Mapping of the Town and development areas and the former Town of Lindsay should be available through Planning.
- Lindsay Fall Fair (LEX) occurs on September 18 to 23 and Lindsay Transit provides service from the downtown terminal from 11 AM to 10 PM.
- Kawartha Lakes amalgamated in 2001. Sixteen former municipalities became 16 Council wards. Next year some redesign of the wards is planned with the number being reduced to 8 wards.
- Road maintenance and snow clearing is given priority on bus routes.
- About 95% of bus stops have concrete pads at present. Pads are usually provided when road and sidewalk construction occur. Transit maintains a budget for new bus stop pads and pays Public Works an allocation for snow clearing at stops in winter.

### **Business Community Focus Group:**

August 9, 2017. Attendees Bill O'Brien (TCN), Todd Bryant, Charles McDonald (BIA President), Tana Torch (BIA General Mgr.), Gord James (Councillor), Jim Garbutt (LOBIA), Rebecca Mustard (CKL Ec Dev).

- New bus terminal will be on east side of Victoria Ave, south of Kent St and was implemented on September 4, 2017.
- Inter-city service operated by Can-Ar Coach along Hwy 35 corridor to Toronto has a stop at William & Kent.
- Gord James noted that downtown parking supply is an issue but the free two-hour parking has been successful in bringing people downtown. Long term vision should be for a parking garage with a transit hub.
- Transit service needs likely include extended evening service and some Sunday service.
- Lindsay is experiencing considerable growth driven by retirees relocating to Lindsay.
- Possible service to outlying hamlets and to villages of Fenelon Falls and Bobcaygeon should be investigated. Previous bus service was discontinued but



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needs should be clarified and a commitment to service is necessary to support ridership development.

- There is also a need for bus service between Lindsay and Peterborough. This could possibly be combined with Fleming College bus service.
- The draft employer survey was discussed. Suggested revisions:
  - Note the location of each route as employers may not be familiar with them.
  - Perhaps simplify the questions or reduce the number of questions.
  - Provide question about transit service needs.
- If the employer survey is updated and a link provided, Tana can send this to members and can also forward to Chamber of Commerce. It is suggested that a deadline of 3 – 4 days be noted. Tana is away last week of August.
- College activity noted. Todd has ongoing contacts with College and ridership is very limited. It is noted that bike rental is a big travel mode and the College has about 500 rental bikes.
- Rebecca Mustard can send the employer survey link out to large employers in the area.
- VCCS is a large employment placement service and Rebecca will provide an introduction by e-mail for contacts. Global Career Service is a private recruitment service that may be able to provide input.
- It was noted that Rebecca is involved in a project to help redevelopment of upper levels of downtown commercial business buildings.

### **Community Ride Along: Approximately 22 passengers interviewed**

Consultants conducted both on-street interviews at the downtown bus terminal, complemented by ride-alongs on all three bus routes to undertake informal discussions with transit customers from approximately 9:00am to 2:00pm. A summary of the feedback received is provided as follows:

- Most of the riders were complimentary in regards to the service as it fit their needs. “Can’t do without it”. “I use it every day to go into town. If it wasn’t here I would be home alone”.
- The drivers are courteous and friendly. They know all of the transit customers by name.

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- Additional service was also a key subject as to times and days. Earlier daily service (6am start) to get to 7:00am shift, later hours to 11:00pm to accommodate those who work until 9:30pm, and Sunday service. For Sunday service, the suggestions was for a 7-hour route from 10:00am to 5:00pm or have it exactly the same as Saturday service.
- Add another route so as to cut down the time it takes to get anywhere.
- Many riders were vocal regarding the condition of the roads and how bumpy the ride was. They expressed that perhaps better buses with better shocks and springs be focussed on as well as road repair.
- As the buses are fairly small multiple strollers, walkers and wheelchairs are not being accommodated well.
- Access to the other Kawartha Lakes communities that are not being serviced today through feeder routes or routes a few times a week.
- Tweak the Fleming college schedules so that one of the buses is at the half hour versus on 15 min past the hour.
- Sometimes the token machines are empty.
- Smart card technology that can be refilled online at any time.
- Educate Fleming College students to increase ridership. Provide passes with tuition.
- Have a cleaner bus by using vinyl seats. Easier to clean more often.
- Work with infrastructure and development to ensure a safe cross to a bus stop, and to alleviate traffic.
- Holiday service.
- Travelled on Green Route, leaving at 3:00 PM. From passenger perspective, Improved communications needed for detours. Suggested messages on radio, Info in newspapers, notices on buses, signs at stops), etc.

### **Fleming College: 20 students interviewed on campus**

September 11, 2017 – Fleming College Student Interviews

Many of the 20 students that spoke to TCN did not know much about Lindsay Transit.

- Preferred mode of transportation is vehicle as a driver, walk, or bicycle.
- Real-time App for stop and real-time location information would be ideal (e.g. using Google)
- Smart card technology

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- Red and Blue are too close in timing.
- Lindsay Transit takes too long to get where I want to go.
- Need bike racks on buses
- Better schedules, and information.

### **Community Care Ride-along**

Specialized Transit service outside Lindsay is provided by Community Care City of Kawartha Lakes (CCCKL), which is a health and community support agency. CCCKL is financially assisted by the Local Health Integration Network, and by its own fundraising initiatives. It provides volunteer-based rides, and professionally-driven specialized transit and non-emergency patient transfers. Community Care's transportation mandate is to provide service to older adults and people with special needs, including those with physical disabilities.

There is also a working partnership between the City and CCCKL as customers are regularly referred between services and the City provides links on its website to Community Cares services. <https://www.ccckl.ca/>

It was observed by the consulting team while at Ross Memorial Hospital that CCCKL specialized service appears to be of high quality. The LIMO driver assigned to provide the ride-along for the team member stated that she works for both LIMO and CCCKL Specialized Transit. The LIMO driver performed her work in an exemplary manner – excellent wheelchair securement skills, capable and careful driver, friendly and well-liked by customers.

### **Accessibility Committee**

Transit Consulting Network (TCN) and Kawartha Lakes staff met with the Accessibility Committee on September 21, 2017 in order to obtain input on the Transit Master Plan relative to identify unmet needs or areas of improvement that would better accommodate their mandate relative to improving community accessibility. It was noted by TCN that both LIMO and Lindsay Transit ridership has outpaced population growth while LIMO use has outpaced Lindsay Transit use.

The following highlights of the Accessibility Committee input were received:

- Rural coverage is needed given the inability to access Lindsay goods and services, particularly medical

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- Concern that people are forced to move into Lindsay (e.g. spouse visiting spouse at long-term care is expensive using taxis)
- Need for Sunday service
- People do not know the boundaries of Lindsay and as such, not clear about LIMO service area (clarified by Kawartha Lakes staff)
- Concern expressed about adequate snow clearing. It was clarified that 123 out of 167 bus stops are scheduled for snow clearing
- Perception that there are unaccommodated trips; however, it was pointed out that this was an issue that has been resolved with the additional LIMO bus, which brings the LIMO complement to three vehicles
- Consideration can be given to implementing a pilot service to outlying areas that would be scaled down from previous attempt.
- Support was received regarding the potential use of LIMO service to accommodate areas outside Lindsay (e.g. weekly shopping, medical appointments, etc.)
- It was noted that the Transit Master Plan will identify strategies to accommodate rural areas with consideration given to the proposed increase in the dedicated Provincial gas tax to take effect in 2018/2019 and double by 2022

### **Transit Advisory Board (TAB) Focus Group:**

A TAB focus group meeting was held on August 17, 2017 and was attended by staff and four TAB members. Transit Consulting Network provided a PowerPoint overview of the project objectives, a report of the Lindsay Transit performance from 2012 to 2016 and compared Lindsay Transit performance with 10 other transit systems in its peer group.

A summary of the consensus and input received is provided as follows:

- Agreement that it is important for continuous improvement initiatives that the CUTA information submitted for MTO gas tax funding purposes be separated between Lindsay Transit and LIMO services; this also allows for more realistic peer group comparisons
- Service hours:
  - Expand span of service to better accommodate earlier and later shift work times
  - Add modest level of Sunday service
  - Extend evening service to accommodate socio-recreational and work trips
- Efforts to reduce the bus travel time within Lindsay should be explored

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- Suggestion to split the Blue Route and modify other routes, as required
- Improve service coverage to areas such as: Pixie to accommodate employees, Springdale Gardens and Country Estates, LEX, jail, connect to waterfront, south of Parkside on east side of river, new developments and upcoming developments, churches, and schools and industrial areas outside the urban area of Lindsay
- Provide links to GO Transit Rail service (concept of shared-ride taxis was supported)
- Transit infrastructure: add shelters, benches, bike racks, expand transit hub and improve bus operator facilities
- Bus operator complement: convert to full time or mix of full- and part-time operators
- Improve maintenance capability through the addition of licensed mechanic(s); also have both Maintenance and Operations house in one facility (i.e. 89<sup>th</sup> David St.)
- Target marketing with focus on youth, multiple car households, revisit December free ride initiative, promote transit for special events, use Google Maps, and work with media (e.g. radio interviews, news releases, etc.)
- Branding: new slogan, tie transit to Active Transportation initiatives
- Administration: part time Assistant should be added to accommodate various employee absences (e.g. vacation, training, sick leave, etc.) and to have skill sets available from more than one staff member

### **TAB Six Sigma Exercise Meeting:**

Todd Bryant, City of Kawartha Lakes, attended a meeting with the Transit Advisory Board (TAB) on July 27, 2017 to present the findings of the transit survey undertaken by staff prior to commencement of this study. The following is a summary of the post-it notes that were collected and transposed as follows:

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<b>What would entice you to use Lindsay Transit?</b> <ul style="list-style-type: none"> <li>• Access near house.</li> <li>• Convenient access.</li> <li>• Rural connections</li> <li>• Shorter Ride times</li> <li>• More frequent stops</li> <li>• Extended hours for weekday and weekend</li> <li>• Sunday Service</li> <li>• Holiday Service</li> </ul>	<b>Goals: Mid Term Goals: 3-6 years –</b> <ul style="list-style-type: none"> <li>• Buddhist Temple</li> <li>• Farmfest</li> <li>• Tours and Events</li> <li>• Seasonal Special Event routes</li> <li>• Rural areas such as Fenelon Falls, Bobcaygeon, and Conservation Areas</li> <li>• Rural events</li> <li>• Go, Via, and 407 connections</li> <li>• LEX events not just the Lindsay Fair</li> </ul>	<b>Are there any specific stops or destinations in Lindsay you would like to see serviced?</b> <ul style="list-style-type: none"> <li>• Pickseed</li> <li>• Springdale Gardens</li> <li>• Feed Store</li> <li>• Court House</li> <li>• Ponty Pool</li> <li>• Admiral Inn</li> <li>• LEX</li> <li>• Jail</li> <li>• All new developments</li> <li>• Logie Street</li> <li>• Rural Communities</li> <li>• Valentia</li> <li>• Conservation Area</li> </ul>	<b>Rate Lindsay Transit Services</b> <ul style="list-style-type: none"> <li>• Reliability: <ul style="list-style-type: none"> <li>○ Good</li> <li>○ Don't have access (3)</li> </ul> </li> <li>• Convenience: Fair</li> <li>▪ Affordability: <ul style="list-style-type: none"> <li>○ Great</li> <li>○ Good</li> </ul> </li> <li>▪ Available Maps and Schedules: Good</li> <li>▪ Customer Service: <ul style="list-style-type: none"> <li>○ Good</li> </ul> </li> <li>▪ Cleanliness: Fair</li> <li>▪ Accessibility: Good</li> </ul>
<b>What is your primary mode of travel in Lindsay?</b> <ul style="list-style-type: none"> <li>• Car (5)</li> <li>▪ Lindsay Transit (LIMO)</li> <li>▪ Scooter</li> </ul>	<b>What are your reasons for not using Lindsay Transit?</b> <ul style="list-style-type: none"> <li>▪ No Access to Rural (4)</li> <li>▪ Too Long to get to where I want to go</li> <li>▪ I own a car</li> </ul>	<b>Do you have access to a vehicle?</b> <ul style="list-style-type: none"> <li>▪ Yes (4)</li> <li>▪ No (1)</li> <li>▪ Yes, but would only need one car in the household</li> </ul>	<b>Parking Lot Items</b> <ul style="list-style-type: none"> <li>▪ What is the population of the service area?</li> <li>▪ Routes to be made a priority for Road resurfacing</li> </ul>
<b>How familiar are you with Lindsay Transit?</b> <ul style="list-style-type: none"> <li>▪ Routes? <ul style="list-style-type: none"> <li>○ Good, Very Good (all)</li> </ul> </li> <li>▪ Bus Stop closest to your home? <ul style="list-style-type: none"> <li>○ Right on the corner</li> <li>○ 20-minute drive</li> <li>○ 36 Km</li> </ul> </li> <li>▪ Fares? <ul style="list-style-type: none"> <li>○ Good, Very Good (all)</li> </ul> </li> <li>▪ Information? <ul style="list-style-type: none"> <li>○ Good (4)</li> <li>○ Fair</li> </ul> </li> </ul>	<b>What would entice you to use Lindsay Transit more often?</b> <ul style="list-style-type: none"> <li>▪ Access to rural communities</li> <li>▪ Shorter Routes</li> <li>▪ Connection to Go and VIA</li> <li>▪ More Shelters</li> <li>▪ Smart Card</li> <li>▪ Schedule that accommodates tourism in other communities</li> <li>▪ Faster /shorter routes</li> </ul>	<b>Where do you go when you use Lindsay Transit?</b> <ul style="list-style-type: none"> <li>▪ Doctor</li> <li>▪ Visit friends</li> <li>▪ Shopping</li> <li>▪ Downtown</li> <li>▪ Fleming College</li> <li>▪ Meetings</li> <li>▪ Giant Tiger</li> <li>▪ Restaurants</li> </ul>	<b>General Comments</b> <ul style="list-style-type: none"> <li>▪ Increase and Advertise access to tokens</li> <li>▪ More token machines</li> <li>▪ Promote monthly passes</li> <li>▪ Better Winter Maintenance of Stops, and more bus shelters</li> <li>▪ Add weekends and Holidays</li> <li>▪ Increase service area and hours of operation for all days of the week.</li> <li>▪ Shorter route times</li> <li>▪ Parking hub / Park and ride if expand to connect to Go/VIA</li> <li>▪ Rework routes and expand area coverage</li> </ul>

**Figure 31 - TAB Six Sigma Table**

### 3. Phase II: Preliminary Route and Service Concepts

Transit policy drives the decision-making process by providing transit management and political decision-makers with the tools needed to support service recommendations and to maximize transit growth opportunities while maintaining cost effectiveness. Setting policies early also drives the planning process and clarifies, for example, whether service changes should be designed to expand the system and target new riders, or whether existing funding levels should be reallocated to better serve existing customers. It is important to ensure that the policies reflected input from all stakeholders, including non-transit users.

The policy framework consists of:

- **Goals and Objectives** provide general policy direction for the community
- **Service Standards** assist in determining where service will be provided, when service will be provided, and how it will be provided.

#### 3.1 Goals and Objectives

Through the consensus-building process that the consultant team advocated throughout the study, Transit Consulting Network developed a number of goals and objectives based on the vision and mission statement that was developed in 2012.

##### **Vision Statement**

The preferred future of public transportation in the City of Kawartha Lakes:

*“To provide safe, efficient and environmentally friendly public transportation services that support the economic vitality, growth, environmental sustainability, and health of the community.”*

##### **Mission Statement**

The purpose of Lindsay Transit:

*“To ensure that the public transportation services are cost-effective, energy efficient, and contribute to improving the quality of life of all residents of the City of Kawartha Lakes.”*

To support the transit vision, a number of goals and objectives were developed.

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### Service Goals

To provide a public transportation system as a viable alternative to the automobile in the City of Kawartha Lakes to:

- Improve the quality of life of residents who do not have access to an automobile.
- Improve pedestrian access to transit service.
- Meet the travel demand generated by various target markets in the employment, academic, commercial, medical, and service industries.
- Recognize that transit is an integral component of urban growth and that growth spurs transit needs.

### Performance Goals

Transit performance targets have been updated and established for the next five years as follows:

- **Effectiveness:** Increase transit use by 20% - from 4.5 to 5.4 revenue passengers per capita served by 2023.
- **Efficiency:** Increase service utilization use by 20% from 9.8 to 11.8 passengers per hour of service by 2023.

### Financial Goals

To keep financial costs and cost increases in line with Council objectives

The performance targets identified can be adjusted, as required, and are designed to be slightly out of reach to ensure continuous improvement is sought to help ensure ridership growth initiatives are balanced with fiscal responsibility.

### Service Area Objective

Current: Lindsay Transit should provide service within the urbanized area of Lindsay

Post 2023: Lindsay Transit and LIMO should provide service to all communities within the City of Kawartha Lakes



### Service Objective

The minimum frequency of service and service hours to be provided shall be adequate to meet the various target markets within the City of Kawartha Lakes.

## 3.2 Transit Service Design Guidelines

### 3.2.1 Transit Service Standards

The goals and objectives provide general policy direction for the City to follow with respect to the provision of Transit service. Transit service standards are needed to guide Kawartha Lakes in determining when transit service will be provided, how often it will be provided and how it will be provided through:

- A framework for making rational decisions on the level and quality of service in the community
- Increased public awareness of the philosophy of service and growth for Lindsay Transit
- A strong commitment by Council to maintain service standards within the context of balancing social and environmental objectives with fiscal responsibility
- A high degree of acceptance for Transit expenditures since the decision-making process will be perceived as fair

### 3.2.2 Transit Service Level Policies

The transit service level policies have been designed, within reason, to enable residents that are captive to transit to expect a minimum level of service. Within these policies, staffing, equipment and maintenance costs will be defined. The proposed increase in the span of service and days of operation are designed to accommodate retail sector employees and customers, and urban growth while also enabling other residents to travel for all trip purposes.

#### Current

Monday through Saturday (no Sunday service)

- Span of Service: 07:00am – 19:00pm
- Frequency of Service: 30 minutes

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### Proposed (within 5 years)

#### Weekdays

- 0700 hrs – 1900 hrs: 30-minute frequency
- 0700 hrs – 2300 hrs: 60-minute frequency

#### Saturdays

- Span of Service: 0700 hrs – 1900 hrs
- Frequency of Service: 30 minutes

#### Sundays

- Span of Service: 1000 hrs – 1600 hrs
- Frequency of Service: 60 minutes

### 3.2.3 Service Reliability

It is reasonable to expect buses to be reliable, that is, buses must be on time at all publicly scheduled time points. 'On time' should be defined as buses never being early at a scheduled time point (zero minutes early) and not being more than 5 minutes late to allow for unforeseen delays.

When a bus leaves the downtown terminal, the bus operator should travel their designated route in the most efficient and safest travel time possible. This would ensure bus operators never arrive early along the route and are not late more than a few minutes. If this results in much earlier arrivals at the terminal for some routes, this is considered acceptable. By following this practice, schedules along the route would be consistent and layover times that take place at the downtown terminal and other transfer points would be maximized.

## 3.3 Land Use Planning and Transit

Arterial transit routes offer a more attractive service because they are more direct and cost-effective than transit routes along slower internal collector roads and residential streets. However, transit service along collector roads and local streets is necessary in many cases since arterial roads are often spaced too far apart to accommodate acceptable transit walk distance requirements. When designing for new residential developments, maximum transit route coverage at minimal cost must be viewed as a priority, not unlike other services the City provides.

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Following the development of community master plans are two planning phases that should address public transit needs – the Secondary Plan and the Draft Plan of Subdivision as summarized in the following:

- Determine basic location and orientation of transit routes
- Determine a street system and walkway layout, which attempts to accommodate efficient transit service along the arterial and collector road system
- Determine location of activity centres (schools, shopping facilities and medium to high density residential areas) along transit routes
- Determination of mobility hubs and transfer facilities to maximize integration of modes and reduce overall transit travel times
- Co-ordinate location of bus stops with design of intersections and walkways in order to minimize walk distances, provide for reasonable bus stop spacing, and provide for safe pedestrian routes; and
- Locating walkways which would serve as many purposes as possible (e.g, access to bus stops, schools, shopping, parks, and trail links)

When developing bus routes, best practices are applied to route design, walk distances to bus stops, the locating of bus stops, and bus stop accessibility. Transit and Planning Development staff continually engage each other in transit issues surrounding development and how transit needs will be addressed.

### 3.3.1 Acceptable Transit Route Design

There are various ways of arranging transit routes to provide service. Best practices have been introduced relative to route design principles that provide for:

- Reasonable walk distances to bus service for residents
- Directness of travel by bus
- Safe travel speeds and reliable schedules

The guidelines can be applied when re-designing bus routes and used for land use planning purposes to help ensure transit requirements are being met during periods of urban growth. Applying the guidelines consistently provides transparency and objectivity when determining where bus routes will be placed.

**Transit Travelways:** Transit routes should be provided along arterial and collector roads to the extent possible, which have reasonable through access rather than on

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crescents or cul-de-sacs. A 9.0 metre pavement width is the minimum for transit routes. Exceptions can be made where no reasonable alternative is available to provide for acceptable walk distances to residential dwellings and businesses.

**One-way Transit Loops:** Provision should be made to minimize the length of one-way transit loops to no more than 2.0 kilometres. One-way transit routes provide for transit service on one side of the street only and will typically be found in residential areas to minimize vehicle requirements and where two-way service may not be warranted.

**Bus Route Design Speeds:** Safe travel speeds are needed to ensure buses can maintain their schedule and be designed such that people can get from A to B in the quickest and safest manner possible. An average design travel speed of approximately 18-22kph should be in place in urban environments. Lindsay Transit's average speed was reported at 18.23 kph in 2015, which is considered acceptable since it is within the range.

**Bus Route Lengths and Population Density:** Road layouts in residential developments should be designed such that transit routes require a minimum 1,000 residents served per 1.0 kilometre of two-way transit route distances. The distance of a one-way route travel way would be factored in at 50% of the transit travel way.

**Transit Customer Travel Times:** Routes and Schedules would be designed to enable residents within Lindsay to board a bus and reach their destination in no more than 45 minutes.

### 3.3.2 Walk Distance to Bus Service

A guideline used to help design or redesign bus services is ensuring there is a reasonable walk distance to bus service as follows:

- 95% of dwelling units should be within a 450 metre walk distance of an existing or future bus stop
- 70% of dwelling units should be within a 300 metre walk distance of a bus stop. The 450m walk distance equates to an approximate 5-minute walk time to a bus stop for most people (walking 4kph).
- All multiple housing units should be within a 300 metre walk distance of an existing or future bus stop.

- Special needs housing, high density employment, shopping, medical, and institutional development should be within a 150 metre walk distance of a bus stop.

The 450-metre standard is considered a realistic goal. If a more stringent standard than 450 metres is chosen, this may result in improved coverage being required in existing residential areas but at a higher cost. It should be noted that under most circumstances, residents of multiple housing units tend to be more captive as transit customers and as such, should be located close to transit service.

### 3.3.3 Bus Stop Locations and Design

Once bus routes are designed or existing routes modified, the following strategies should be applied to bus stop locations and bus stop design:

- **The location of bus stops should be coordinated with the design of walkways, intersections and development in order to minimize walk distances and provide for reasonable bus stop spacing.**  
Ideally, bus stops should be located at walkways and intersections as well as being in proximity to high density residential complexes and major shopping facilities in order to minimize walk distances for most people. Other factors used to determine bus stop locations and reasonable spacing are demand, road type, pedestrian safety, and public requests.
- **In industrial areas, sidewalks should be provided along at least one side of the roadway.**

Industrial areas are considered to be 'hostile' environments due to higher volumes of truck traffic; however, it is important that employees are provided with safe pedestrian access from bus stops to their places of employment, particularly during winter weather conditions.

Walkways, for the purpose of transit connections, must be constructed out of a material which can be maintained year-round. Responsibility for the maintenance of these walkways must be allocated to the appropriate department.

- **Bus stops and bus stop amenities must meet Accessibility for Ontarians Disability Act (AODA) requirements.**

Meeting AODA requirements will better enable some LIMO customers to use Lindsay Transit for at least some of their trips. Each time an eligible LIMO

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customer uses Lindsay Transit, a savings will be realized. (Note: the extent of the savings that would be realized could not be obtained since the required financial data is not available. In this regard, improvements in the financial reporting have been recommended by the Consultant to address this issue).

### 3.3.4 Trade-offs

Since the types of residential community design varies significantly from high density apartment complexes to low density estate type development, design objectives may not be met in some cases. Trade-offs may be necessary from time to time in view of other design considerations.

In order to provide some flexibility in the guidelines, the following recommendations should also be considered:

- That land use/transit coordination is a necessary and valuable goal recognizing that, in the implementation of the transit subdivision design guidelines, trade-offs may exist in some instances with other planning, engineering and environmental considerations.
- That secondary plans and draft plans of subdivisions recommended by staff shall reflect efforts used in trying to achieve the transit guidelines stated herein.
- The City of Kawartha Lakes should initially inform the development industry of the proposed guidelines as set out in this report. It is suggested that the Planning and Development Department in conjunction with Public Works staff be responsible for informing developers and their representatives on an ongoing basis.

The key factor at the outset of community design, is whether or not the design guidelines have been met and every effort was made to attain them. It is likely that existing and planned subdivisions which do not meet all of the guidelines would receive a lower level of transit service (e.g. peak period only) than more transit-oriented subdivisions which meet or exceed the design objectives.

## 3.4 Transit Ridership Growth Plan

Expanding route coverage within Lindsay while increasing the annual transit service hours over the next five years and beyond is a significant transit ridership growth strategy that will address current needs as well as growth within Lindsay. Residents will have better access to jobs while businesses will have a larger pool of both employees and customers that do not have affordable access. Equally important is that the

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

increased investment in transit enhances the quality of life of existing and future residents that have no other affordable means of travel.

The following addresses specific strategies to maximize the effectiveness of the service expansion.

### 3.4.1 Transit Service Expansion

Expanding the reach of transit and increasing service hours will have the largest impact in growing transit use within the City of Kawartha Lakes. Since many goods, services and employment opportunities are outside of Kawartha Lakes, it is reasonable to assume that transit connections to GO Transit will increase local transit use as well; however, the span of service (hours of operation) will need to be increased.

#### 3.4.1.1 City-wide Transit

In smaller communities such as Fenelon Falls, Bobcaygeon and some of the village areas in Kawartha Lakes, some form of public transit would improve mobility for the many residents unable to utilize private vehicles for their travel needs. Access to medical facilities in Lindsay was a need clearly expressed during the community engagement process. It would also provide Lindsay residents with the ability to travel to Kawartha Lakes communities outside of Lindsay. This need should be addressed with a business case detailing costs and feasibility related to growth, subdivision plans and future development.

#### 3.4.1.2 Commuter Service

The ability to travel by bus to destinations outside of Kawartha Lakes can be accommodated by linking local transit service to inter-city services provided by GO Transit. Low-cost strategies such as fixed-route or demand-responsive taxis could be considered for peak hour travel. For example, the City could enter into an agreement to subsidize one or two fixed-route taxi trips for residents that wish to travel to the GO Transit park and ride station at Highway 35 and 115. The cost would be offset through higher transit fares.

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### 3.4.2 Transit Fare Pricing Strategy

Bus fare revenues are needed to off-set transit costs and, in the end, the cost of transit to the taxpayer. The bus fares increased in 2017 for the first time since 2011. Although unpopular, fare increases are necessary.

The current fares are as follows:

Fare Category	Cash Fare	Token Fares	Monthly Pass
Adult	\$2.10	\$20 for 12 tokens \$1.67 each (20% discount)	\$63 (\$1.58 each based on 40 trips per month)
Students/ Seniors	\$1.60 (25% discount to adult fare)	\$20 for 14 tokens \$1.43 each (10% discount)	\$52.50 (\$1.31 each based on 40 trips per month)
Children (6-14)	\$1.05 (50% discount to adult fare)	NA	NA
Children under 6	Free	NA	NA

**Figure 32 - Current Fares Table**

In 2016, a total of \$158,764 was collected in passenger fares as follows:

- \$92,376 (58%) was collected in cash
- \$27,133 (17%) was prepaid by tokens
- \$39,255 (25%) was received in monthly pass sales

It was interesting to note that although cash fares represent the highest fare price, cash fares represented more than half of the fare revenue received.

To encourage prepaid fares, discounts – also referred to as concession fares – it is recommended to be 20% when compared to the cash fare. While the adult token fare is priced at a 20% discount to the cash fare, student and senior discounts are only 10%.

#### 3.4.2.1 Single Base Cash Fare

A fare pricing principle recognizes that infrequent transit customers who board by cash are more likely to be less sensitive to the cost of taking transit while those that are frequent users are likely to be more sensitive. Regular transit customers will use tokens and passes, which speeds up the passenger boarding time. To encourage increased



use of tokens and passes, it is suggested that the \$2.10 adult cash fare be applied to all transit customers with the exception of children 6 to 14 years old.

### 3.4.2.2 60-minute Transfer

Upon request, transit passengers are provided with a paper transfer that enables them to transfer to the next bus on a connecting route at no additional cost. Each route has a different transfer colour. A strategy used in many Ontario transit systems is to allow a transfer to be valid on all routes in any direction and be valid within a specified time frame, acting as a 'period' pass. For example, in Greater Toronto Area municipalities, a transfer is valid for two hours due to the longer distances travelled by bus.

It is suggested that Lindsay Transit have a 60-minute free transfer. One example of the benefit is that a customer can board a bus and shop then board the next bus within 60 minutes to another destination within Lindsay or even return home on the same bus route. Only one fare would be required. When introduced in Kitchener-Waterloo in 1986, which was one of the first transit systems in Ontario to do so, the strategy was found to be revenue neutral since it resulted in increased transit use. The 'free' transfer was designed for 1) the single parent who had to drop off their child at daycare then resumed travel to work on the next bus and 2) the stay at home parent who needed to go to a store with their pre-school child during the day and shop for essentials rather than wait for the family car at the end of the work day.

Another benefit of the 60-minute transfer is the need to have a single paper transfer rather than three, which is easier to administer and more bus operator and transit customer friendly.

### 3.4.2.3 High School Student Monthly Activity Pass

With expanded hours of operation, the high school activities monthly pass can be made available to students to use after school should they remain to participate in after school hours activities or travel to their part time job. For example, a deep discount of \$20 per month would provide for very inexpensive travel when bus capacity is available (e.g. evenings and weekends). The pass would also benefit parents who do not have to drive to pick up high school youth who attend after school activities.

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### 3.4.2.4 Annual Transit Fare Increases

Transit fare increases are never popular but they are necessary if there is a need to keep deficits as low as possible and to support transit service improvements. In this regard, people are willing to pay more for improved service. It is recommended that fare increases keep pace with inflation and be implemented annually rather than every few years as was the case with Lindsay Transit. Given the low \$2.10 cash fare, it is the opinion of Transit Consulting Network that the cash fare could be increased by \$0.15 to \$0.40 in 2018 provided the concession fares are only increased marginally if at all.

After 2018, transit fare increases should be applied to all fare categories. In this regard, the current concession fares based on the base cash fare being applied to all fare categories. For example, if the base cash fare increases by 5%, all concession fares should increase 5%.

### 3.4.3 Transit Technology

#### 3.4.3.1 Smart Card Technology

A number of small transit systems throughout Ontario utilize low-cost fare collection technology that is integrated with GPS. The use of 'proximity' smart cards is considered to be a transit ridership growth strategy by the Province of Ontario given its ease of use (simply tap the card reader) and eliminating the need for exact cash fare. By integrating with GPS, the City of

Kawartha Lakes will be able to track transit use by bus stop, direction and time period (by trip, by hour, time of day, week, month, and annually). The data can also provide origin-destination information that will be critical to future route design.

Knowing bus stop boarding activities by passenger classification (student, senior, adult, mobility) will also help identify priorities for transit shelter enhancements such as benches and shelters. The data would complement the automatic passenger counter (APC) information that is being collected today.



**Figure 33 - Smart Card/Farebox Photo**

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Other benefits of the smart cards include:

- Reduced boarding times
- Tracking of smart card use through embedded serial numbers
- Flexibility in fare pricing (i.e. to the one cent level, if required)
- Ease of implementing fare changes
- Built-in times for transfers, which do not have to be viewed by the bus operator
- Reduces the need for bus operators to turn sideways to observe fare payment and clear fare boxes if cash is used
- Eliminates fare evasion
- Enables mobility payment from a smart phone

A critical benefit of an integrated smart card-GPS system is that the City of Kawartha Lakes will not only be able to monitor bus stop activities, schedule adherence performance data can also be obtained. This would provide the information needed to adjust schedules, as required. Since cloud-based software is used, there is no ongoing requirement for a server or support required from City of Kawartha Lakes IT staff.

With GPS-equipped buses through Lindsay Transit's APCs or smart card technology, the opportunity for the public to track buses on-line at home or outside with their smart phones will enable them to reduce their wait time at buses and ensure that buses are not missed. This is important during inclement weather conditions when buses could be behind schedule.

### 3.4.3.2 Real Time Passenger Information

Real time passenger information is currently available given all buses are equipped with GPS. The opportunity for the public to track buses on-line at home or outside with their smart phones to be aware of delays due to construction, accidents and inclement weather; this enables them to reduce their wait time at stops and ensure that buses are not missed. This is important during inclement weather conditions when buses are more likely to be behind schedule and will be used extensively when service is infrequent (e.g. late evenings and Sundays). Based on the experience of the consultant project manager, he measured a 3% increase in off-peak transit use (1.5% total daily increase) one year after interactive transit schedule information was made available via telephone.

### 3.4.4 Bus Stop Infrastructure

Bus stop infrastructure relates to bus stop signage, sign posts, landing areas, shelters, and links to sidewalks. By ensuring bus stop areas are able to accommodate all residents such as eligible LIMO registrants, the elderly and those using strollers, Lindsay Transit use can grow further. Specifically, by enhancing accessibility, some LIMO registrants would be provided with the opportunity to travel dynamically, without the need to book ahead.

#### 3.4.4.1 Bus Stop Areas and AODA Compliance

The AODA (Accessibility for Ontarians with Disabilities Act, 2005), specifically Ontario Regulation 191/11, the Integrated Accessibility Standards (IASR), establishes the accessibility standards pertaining to information and communications, employment, transportation, the built environment (design of public spaces) and customer service, as well as additional general requirements that a municipality must comply with.

With regard to bus stops and shelters for municipalities providing conventional transit service, a municipal transit service provider must (Section 47 (1)) ensure that persons with disabilities are able to board and alight a transportation vehicle at the closest available safe location, if the official stop is not accessible and the safe location is along the same transit route.

It is important to note that a limited number of bus stops along accessible routes may not be accessible due to the absence of sidewalks, insufficient road right-of-way, gravel shoulders and the presence of ditches in semi-rural areas. Furthermore, bus stops may also be temporarily inaccessible due to construction, weather, or damage.

It is a requirement (Section 78 (1)) that consultation with the municipality's accessibility advisory committee be undertaken in the development of accessible design criteria in the construction, renovation or replacement of bus stops and shelters and outlined in the municipality's Accessibility Plans. The Integrated Accessibility Standard Regulation does not set a specific timeline for all bus stops or shelters to be made accessible.

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Bus stops and shelter requirements fall into the category of IASR, “Exterior Paths of Travel,” which specifies the technical requirements for pedestrian travel along outdoor sidewalks and walkways in the following sub-sections:

- 80.21 - Exterior Paths of Travel, application
- 80.22 - Exterior Paths of Travel, general obligation
- 80.23 - Exterior Paths of Travel, technical requirements
- 80.24 - Exterior Paths of Travel, ramps
- 80.25 – Exterior Paths of Travel, stairs
- 80.26 – Exterior Paths of Travel, curb ramps
- 80.27 – Exterior Paths of Travel, depressed curbs.

For budgeting purposes, the flowing unit costs have been estimated for the supply and installation of various bus stop area components:

- \$50 Bus stop sign on existing post
- \$300 Bus stop post and sign
- \$75 Framed bus schedule
- \$1,400 Concrete or asphalt bus stop landing area (designed for 12.2 metre transit bus)
- \$300 Bench
- \$200 Waste bin
- \$6,500 4 ft. X 8 ft. standard shelter
- \$10,000 4ft. x 8ft. solar light shelter
- \$20,000 (est.) for heated shelter

There are various bus stop spacing guidelines (e.g. 100, 150, 200, 400 metres) applied to urban areas served by transit. In the future, as services are expanded to locations outside Lindsay, bus stops can be installed within the smaller urban communities while residents along rural roads can use the ‘flag stop’ method to board a bus and request a stop.

Recommendation: Assess all Lindsay Transit bus stops relative to meeting AODA requirements.

### 3.4.4.2 Snow Clearing Policy

During the community engagement process, there was concern expressed with the existing bus stop snow clearing policy. In this regard, municipalities have a roadway

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snow clearing policy that gives priority to emergency vehicle routes. A similar policy should be in place where bus stop area snow removal is undertaken within 24 hours of a snowfall. Priority should be given to the downtown bus stops, stops located at medical facilities, seniors' residential complexes, and other institutions where transit use is the greatest or where transit customers are the most vulnerable.

Recommendation: That the City of Kawartha Lakes develop a bus stop snow removal policy that outlines a specific time frame for downtown, shelters and higher use transit stops to have snow removal completed.

### 3.4.4.3 Bus Stop Signage

Bus stops will provide the branding needed to increase the profile of Lindsay Transit as mentioned previously. Based on the consulting team's municipal experience, the demand for bus shelters and street furniture will likely be the top requests once transit service levels have improved. It will, therefore, be important that the City of Kawartha Lakes maintain an ongoing bus stop installation and replacement program in the capital budget.

The following should be available at each bus stop:

#### Minimum

- Phone number (to access transit information)
- Website addresses to link to Lindsay Transit's GPS/Real time application and other information about transit (fares, hours of service, routes, etc.)
- Name or Identification number of the stop
- Routes that serve the stop by posting each route number
- Decals to be 50 mm square or round providing high tonal contrast colour for easy viewing by persons with vision loss



Figure 34 - Posted Schedules at Bus Stops

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- Bus stop signs should be double sided with the international bus pictogram, so prospective customers may see the location of the bus stop from 2 directions
- Bus stop signs should use 3M reflective sheeting material (similar to other traffic signs) to enable bus drivers to easily view them during nighttime and low visibility periods.

### At Major (busy) Bus Stops

- Schedule departure times (see example from Burlington Transit in **Error! Reference source not found.**)
- Route map
- Fare information

### At Transit Shelter Locations

- Same information as above
- Transit system map, including other transit operators i.e. routings of Niagara Region Transit, Niagara Falls Transit and GO Transit (if applicable) to/from Lindsay

### 3.4.5 Branding and Marketing

With the implementation of the new transit services, there is now an opportunity to brand the entire transit system by adopting clear and consistent messaging and information through a communications plan. Branding builds and enhances transit system visibility by communicating a clear message to existing and potential transit customers that this is their transit service.

The branding would consist of common and universal images throughout the following components of the transit system:

- Lindsay Transit logo (consistent colour & shapes for all material and new vehicles)
- Website
- Fonts (including AODA compliance with font size and contrasting colours)
- System route maps (printed, online and posted in transit shelters)
- Bus stops (and posted schedules at major busy stops) and shelters
- Service announcements, detours, route changes, etc. via social media

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- Media promotions (e.g. radio, print media, other social media such as Facebook and Twitter)
- All promotional and marketing materials
- Fare media

Funding of the branding work should be part of the planned infrastructure project and budget. Any branding decisions will be coordinated under the direction of the Communications, Advertising and Marketing division. Consideration of any future brand changes to the City of Kawartha Lakes brand and related brands (Lindsay Transit, Lindsay Mobility/LIMO) should be considered to avoid costs and/or brand confusion.

Expanding the reach of transit and increasing service hours will have the largest impact in growing transit use within the City of Kawartha Lakes. Since many goods, services and employment opportunities are outside of the City of Kawartha Lakes, it is reasonable to assume that transit use on the Kawartha Lakes bus will grow as well; however, the span of service (hours of operation) will need to be increased. This is being considered in the Niagara Region regional transit study, which was underway during the writing of this report.

Expanding service as recommended will better address existing needs of residents that have no choice. For residents that are fortunate to own a car or multiple cars – the largest transit market potential - the change from auto to transit will not occur overnight; it will take time. As a newly branded transit system becomes more visible, the hours of operation are expanded and more communities are served, a choice will emerge. Some households will not need that 2<sup>nd</sup> or 3<sup>rd</sup> auto and they may choose to reduce car ownership immediately or when a car needs replacement.

### 3.4.6 Travel Training

As the bus stop infrastructure meets AODA requirements and more LIMO customers are able to use Lindsay Transit services, the need to train LIMO clients to use Lindsay Transit will grow. In addition, as the population ages and individuals are no longer able to drive, many may not be comfortable with using transit for the first time. This is where customized travel training can be useful.

Residents that currently use LIMO service and others would have an improved quality of life if they were able to use conventional bus services as required without reserving service for some or all of their trips.



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In this regard, Lindsay transit recognizes that there are five distinct groups of residents that will benefit from the ability to travel by bus:

People who could benefit from travel training are:

- Young people with physical disabilities, who may be transported by family and/or special needs school bus, and who, with appropriate familiarization with how to use transit, would not develop a life-long dependency on specialized transit
- Adults with physical disabilities who may be able to travel on conventional services, at least for some of their trips
- Senior citizens who suddenly find themselves either unable or unwilling to drive, and if never having used transit, simply do not know how, and may feel intimidated and reluctant to use a system they do not understand
- People with cognitive disabilities who, although possessing the physical ability to use conventional transit, lack the knowledge and skills to do so, but who are capable of assimilating training so as to at least be capable of making a regular, unvarying one-way or return trip. Training these people to use conventional transit, in addition to the mobility advantages for the individual, allows LIMO to use its services in the most cost- effective manner and helps to protect specialized service for customers who have no other travel options due to the more constricting nature of their disabilities

### Recommendations:

- City staff should coordinate the administration of a travel training program
- Lindsay Transit should establish a budget dedicated to travel training, which includes the cost of free transit fares provided to customers undergoing travel training along with their trainers/caregivers, costs relative to marketing, the use of vehicles, and the portion of a co-ordinator's salary.
- That third-party agencies could be trained to provide direct travel training to their clients and that Lindsay Transit provide a Train the Trainer Travel Training Manual. There are a number of best practices training manuals that can be referenced such as 'myRide' that was developed by York Region Transit

### 3.4.7 Community Liaison

Bus operators are the front-line public liaison for Lindsay Transit and based on community feedback and observations of the consulting team, they do an excellent job

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relative to customer service. On the other hand, incidents such as late bus complaints and requests to extend service are beyond the control of the bus operator and require other levels of assistance.

The Transit Master Plan will take the City of Kawartha Lakes to a new level by meeting a wider range of resident and business needs throughout the vast service area. The level of expertise required and the amount of time dedicated to addressing transit issues has increased significantly and will continue to do so as a result of:

- Assessing and implementing a more integrated and complex 'family of services' within Lindsay and throughout the City of Kawartha Lakes will require far more due diligence and increased staff accountability
- Co-ordinating the annual planning and budget process\*
- Co-ordination of transit travel training activities within the community
- Connectivity to transit service providers to destinations to the east (e.g. Peterborough), south and west through GO Transit to the GTA
- Ridership growth translates to more passenger incidents and liaison (i.e. telephone, e-mail)
- More communities served equates to the need for additional community outreach
- Addressing AODA issues
- Working with school boards to transport some students to and from school to reduce transit costs to municipalities
- Enhanced liaison through various social media mediums (e.g. Facebook and Twitter)
- Increased liaison with local businesses, social service agencies and academic institutions
- Transit-specific technologies will be playing a greater role
- Transit planning technical expertise will increasingly be relied upon

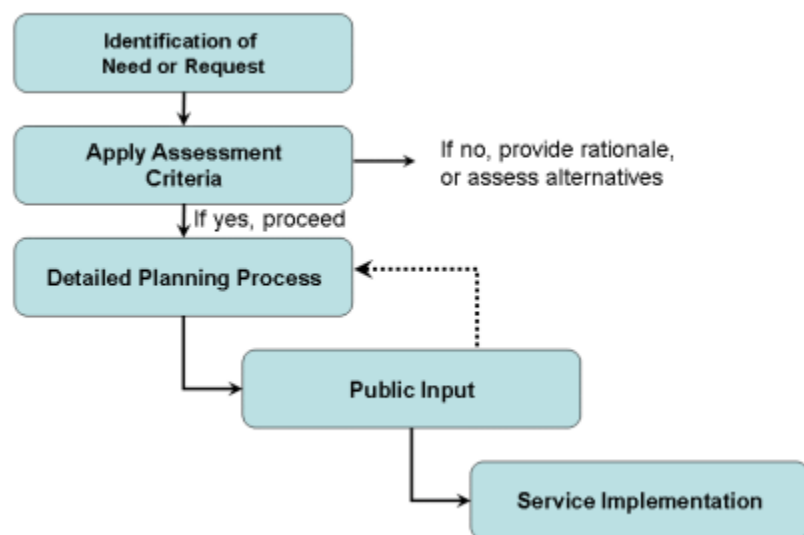


Figure 35 - Annual Planning and Budget Process Flow Chart

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- Expanding service will require more staff accountability
- Attendance at transit workshops to stay aware of industry best practices should be encouraged
- Provincial and Federal transit funding for small and rural communities is increasing and as such, a more dedicated transit staff member will be needed to assess opportunities for enhanced external funding (e.g. to expand bus stop infrastructure)
  - Seeking low-cost service alternatives to reduce costs is an ongoing requirement to minimize the impact to the City of Kawartha Lakes taxpayer

Recommendation: It is the view of the consultant team that an additional staff member dedicated to public transportation in the City of Kawartha Lakes will be needed within two years, providing council supports the proposed Transit Master Plan.

### 3.4.8 Bike Racks on Buses

Active transportation has been playing a significant role in the overall transportation choice across Canada. Since all transit customers are pedestrians, they benefit from walk distance guidelines as proposed in this report. One active transportation market that has not been accommodated are those that travel by bicycle, which was made clear through the community engagement process. Bike racks on buses have now become the norm for public transit systems (e.g. Barrie Transit and Bradford West Gwillimbury Transit have 100% of their buses so equipped).



Figure 36 - Bus with Bike Rack

Bike racks, which were requested by students, allow transit customers to bicycle to transit stops, mount their bicycle on one of two bike mounts then board the bus. At the end of a trip, the cyclist can then continue travel. Doing so expands the transit market potential and is a step towards a successful active transportation strategy that does not unduly burden the ability of buses to maintain schedules. With the advent of bike racks on buses, bike storage facilities could be made available at the downtown bus terminal and other key destinations and institutions.

Recommendation: A budget be created to start the installation of bike racks on all conventional buses

### 3.4.9 Development Growth

Much of transit expansion in Kawartha Lakes is directly related to urban and rural development. Transit expansion in Lindsay should initially be addressed through the LIMO Specialized Transit as it is the most flexible service and can be the indicator of need for conventional services. In recent years, single family and multifamily development has steadily grown the population of Lindsay. This growth is expected to accelerate with the expansion of the 407, completion of the northwest trunk service and in the inviting surroundings of Kawartha Lakes, transit must be ready to meet the need.

Rural transit, outside of Lindsay, will be dependent on community outreach and development. Fenelon Falls and Bobcaygeon have seen many recent developments with more planned. Transit should assess the viability of providing service to these urban areas outside of Lindsay to service resident's needs.

### 3.4.10 Summary of Transit Ridership Growth Strategies

Expanding service as recommended will better address existing needs of residents that have no choice. For residents of households that are fortunate to own a car or multiple cars – the largest transit market potential - the change from auto to transit will not occur overnight; it will take time. As a newly branded transit system becomes more visible, the hours of operation are expanded and more communities are served, a choice will emerge. Some households will not need that 2<sup>nd</sup> or 3<sup>rd</sup> auto and they may choose to reduce car ownership immediately or when a car needs replacement.

It is also worth noting that Kawartha Lakes is growing as a retirement location and as such, there will be increased demands on both LIMO and Lindsay Transit. The consultant project manager has engaged with numerous small municipalities where new residents made it very clear that they selected a retirement location based on not simply the amenities that are available but that the availability of public transit was equally important.

### 3.5 Public Transportation Service Alternatives

Based on the community engagement process and policy framework developed, there are a number of transit route and service concepts that were considered for the City of Kawartha Lakes.

#### 3.5.1 Heavy-duty Conventional Transit Fixed-route Service

Low-floor heavy-duty conventional buses are the norm in larger urban centres such as Peterborough, having a capacity to accommodate 40 or more seated passengers, 20 to 30 standees, and two wheelchair positions. Given the lower transit demand levels in Lindsay, heavy-duty conventional transit buses service cannot be justified at this time.

Recommendation: Not to be considered further for the next 5 to 10 years.

#### 3.5.2 Community Bus Fixed-Route Service

A community bus typically, but not necessarily, is a small- to medium-sized vehicle that is easy to board and able to arrive close to locations that generate or attract a larger proportion of seniors, serving areas such as seniors' residences, shopping centres, recreation, social, and medical facilities. Service frequencies tend to be hourly or even every two hours, and buses usually operate at off-peak periods for larger urban centres. In smaller communities such as Lindsay those throughout the City of Kawartha Lakes, the community bus is provided as the all-day fixed-route service to accommodate the work and school trip in addition to service.

Recommendation: Community bus to continue to be used as scheduled fixed-route service in Lindsay.

#### 3.5.3 Specialized Transit

Municipalities typically have what is referred to as specialized transit, which is demand-responsive and normally operates separately from regular fixed-route transit services (e.g. Lindsay Transit) to serve residents that are unable to use Lindsay Transit.

Specialized transit customers must meet eligibility criteria established by Kawartha Lakes. Under the Accessibility for Ontarians Disability Act (AODA), the City of Kawartha Lakes must ensure its residents have access to specialized transit during the same hours and days of operation as Lindsay Transit. Specialized transit is currently provided outside of Lindsay by the Community Care; however, the eligibility criteria for

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Community Care does not meet AODA requirements as most of their fleet utilizes volunteer drivers in their personal vehicle.

When transit service is expanded to the rural communities of Kawartha Lakes, the cost per passenger will be high given the long distances that need to be travelled when travelling to access goods and services only available in Lindsay (e.g. medical, shopping, etc.). Given the LIMO fleet and Lindsay Transit fleet vehicles are similar, a non-eligible LIMO customer should be able to use LIMO services or vice versa. This strategy negates the need to send two buses to the same area at the same time.

A two-tier eligibility program could be implemented that gives priority to registered eligible LIMO customers while those that are ineligible would be able to book if seating is available.

Recommendation: To be considered in the future when transit service is expanded outside Lindsay or if a person that resides within Lindsay is not able to walk to a Lindsay Transit stop.

### 3.5.4 Fixed Flex-route Concept

A Fixed-flex route service combines some of the advantages of fixed route (predictable service, low cost per passenger) with those of door-to-door specialized transit services. A fixed-flex route bus would follow a normal scheduled route but have the ability to deviate off the route and return to the route within 5 minutes to continue their trip, if requested. The service; however, is not a replacement for all LIMO or Community Care customers since many will require the more personalized door-to-door customer service due to their unique limitations of mobility.

A fixed flex-route can be employed along both arterial and collector roads similar to other scheduled transit service. The vehicle can deviate from the established route to pick up and drop off individuals with limited mobility. Route deviations for pick-ups must be requested in advance, either through dispatch or by phoning the vehicle directly, if permitted. Deviations for drop-offs may be requested in advance, but can also be requested on-board and accommodated if the driver has sufficient time to do so.

Given the need to have a reliable schedule at stops and route-end points, it is necessary to set limits to both the number and the distance of deviations. In the case of travel within Lindsay; however, the fixed flex-route service is not an option at this time

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since allowable route deviations of 5 minutes cannot be accommodated by the fixed-route community bus schedules.

Recommendation: To be considered when service is expanded to outlying communities within the City of Kawartha Lakes.

### 3.5.5 Fixed-route Shared-ride Taxi

Where demand is low, the taxi industry can be used to offer a low-cost option to fixed route transit service. Shared-ride taxis (accessible vans or small buses) can be used in conjunction with bus service until bus service is warranted. No dedicated dispatch service is required for this option. Since taxis would not offer a door-to-door service and are shared, the service is not viewed as competing with regular taxis.

The benefits are lower cost, extended reach for transit, and the ability to establish a regularly scheduled service over the longer term. Taxis would travel along a set route and schedule while customers would board at designated bus stops, similar to the fixed-route Lindsay Transit service.

Taxis could be used in a number of ways:

- Feeder services from outlying communities to link up with Lindsay Transit
- A fixed schedule or fixed flex-route schedule
- As a feeder service to employment areas not adequately served by public transit
- As a commuter feeder service to link residents with GO Transit (e.g. along Highway 35)
- Connections to VIA Rail (formerly Shining Waters Railway)

Contracted taxi service providers would be compensated based on a negotiated hourly rate. The City of Kawartha Lakes can undertake to offer a minimum revenue guarantee in the contract tender, if deemed necessary to secure good quality bids. As an example, taxi vans can provide daily off-peak service from 9am to 3pm two days per week, reaching areas currently not served. The schedules could be developed upon consultation with residents and adjusted, as required over time.

Recommendation: To be considered when service is expanded to outlying communities within the City of Kawartha Lakes, particularly on HWY #35 to HWY #115 and to VIA Rail.



### 3.5.6 Dial-a-Ride

Dial-a-Ride service is a demand-responsive curb-to-curb service whereby residents call into a dispatch centre or driver cell phone to request service. For regular trips (i.e. daily, weekly, etc.), service can be arranged on a reservation basis so that the customer is not required to book daily. Service can be completely in response to requests, or can be structured to operate on a frequency basis (e.g. every two hours) in a given area. In that case, the requester is given the next available time the vehicle can arrive to pick him or her up, and an approximate arrival time at their destination.

Similar to fixed-route shared-ride taxis, dial-a-ride service is generally used in place of bus service in areas where population is sparse and demand for service is low. The need to request each trip and wait for the next available time can make it less convenient for the customer; however, this is offset by the convenience of door-to-door service, especially important during inclement weather.

Recommendation: To be considered when service is expanded to outlying communities within the City of Kawartha Lakes.

### 3.5.7 Summary of Service Delivery Options

There are several service delivery options that are available to residents throughout the City of Kawartha Lakes. Each has its benefits and cost structure. Service options that are considered viable over the next five years and beyond are:

- Enhancements to the existing Lindsay Transit community bus service
- LIMO specialized transit
- Fixed flex-route transit
- Fixed-route shared ride taxi outside of Lindsay
- Dial-a-Ride to rural communities

Moving forward, as service is expanded and the transit market evolves, it will be important for City staff to undertake its due diligence and feasibility studies by working with the community to match a low-cost service delivery type with the demand.



### 4. Phase III: 2018-2027 Transit Service Plan

The community engagement process revealed a number of transit service improvement priorities to be considered for the short-term within Lindsay and in the longer term to the rural communities outside of Lindsay.

The City of Kawartha Lakes Transit Master Plan is structured to address the former Town of Lindsay requirements for fixed-route transit service during the 2018-2022 five-year period. The outlying communities within the City of Kawartha Lakes are proposed to have transit service provided commencing in 2023.

The Transit Service Plan is provided in four sub-sections:

- Proposed 2018-2022 Lindsay Transit Service Plan
- Proposed 2023-2027 Lindsay Transit Service Plan
- Proposed 2023-2027 Rural Transit Service Plan
- Dedicated Provincial Gas Tax
- Summary of 2018-2027 Public Transportation Service Plan

#### 4.1 Proposed 2018-2023 Route and Service Plan

Transit Consulting Network and City staff have developed the route and service design options that were guided by the following principles for the first five years:

- Improved service coverage
- Limited impact on existing bus stops and route design
- Ease of understanding/ comprehension
- Timed bus transfers at the downtown terminal and Lindsay Square Mall
- Ability to expand to newer developments over the next five years
- Reliable schedules
- Expanded hours and days of operation

The 2018-2023 Transit service plan is presented in two parts:

- Immediate (2018) – route modifications with no increase in service hours
- Short-term (2019-2023) – added route, annually increase in service hours

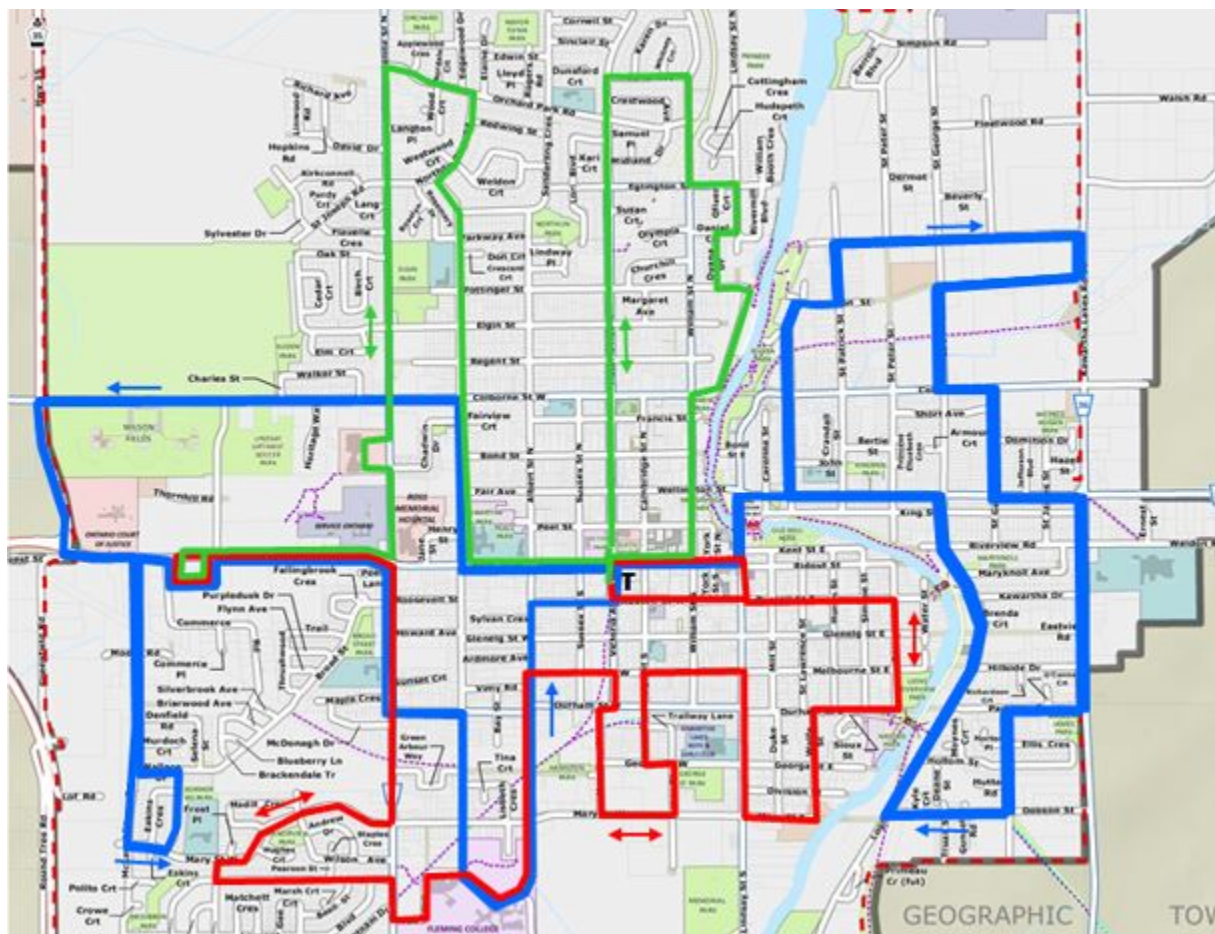
# City of Kawartha Lakes 2018 Lindsay Transit Master Plan

## 4.1.1 Proposed Three-route Plan (2018)

The three-route plan builds on the existing blue, red and green routes with slight modifications needed to:

- Streamline the service for improved schedule adherence
- Expand service to the Dobson Street area in the south-east area of Lindsay
- Accommodate timed transfers at the downtown terminal
- Expand LIMO to Country Estates, Springdale Gardens, Jennings Creek, Ravines of Lindsay and South East Lindsay to accommodate development growth

Figure 37 - Proposed Three-route Plan (2018) Map



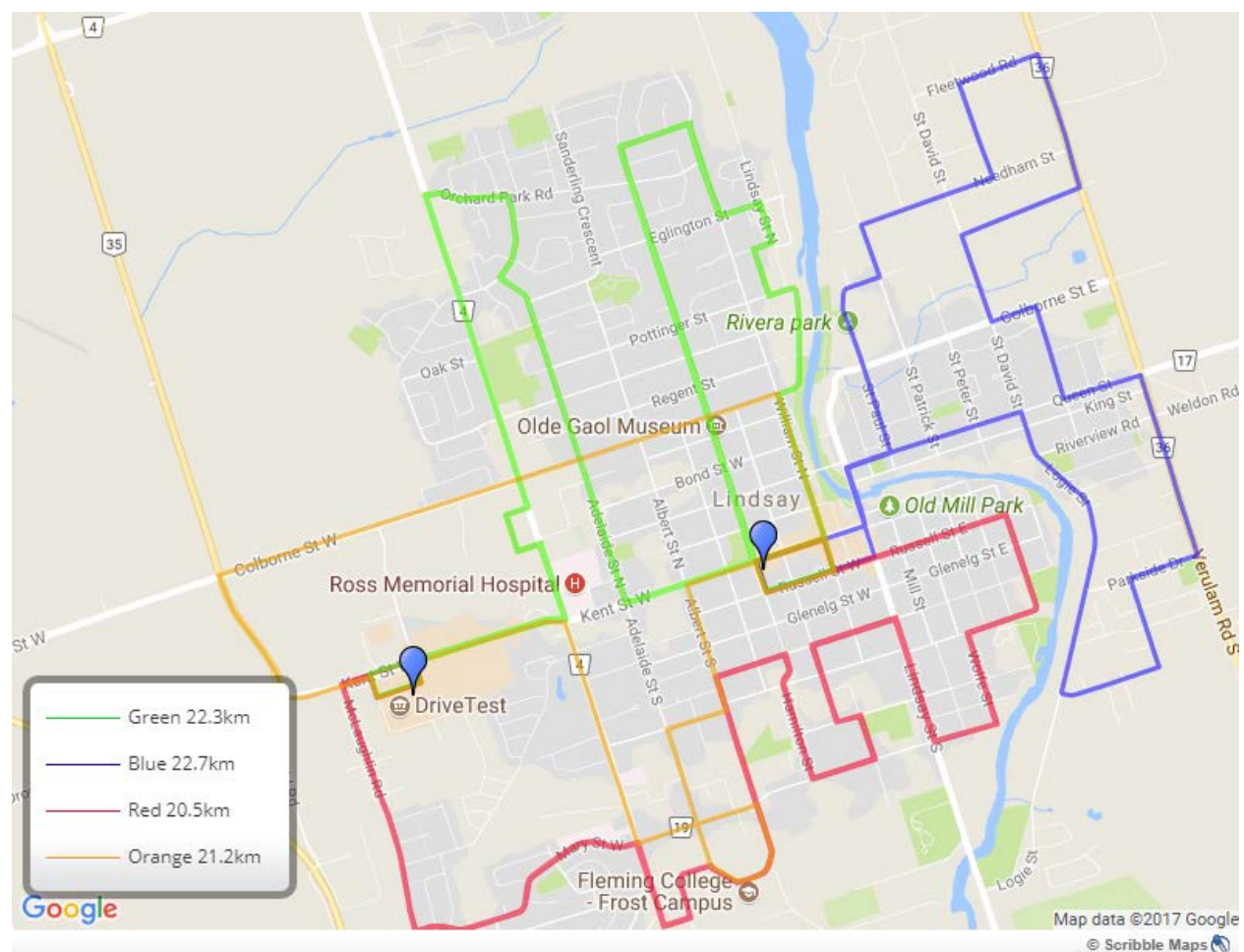
## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

### 4.1.2 Proposed 2019-2023 Four-route Plan

The proposed four-route plan provides for a fourth route (Orange Route) that is:

- Sufficiently flexible to accommodate service expansion to the new commercial (e.g. Walmart) and newer residential areas in the north-west area of Lindsay
- Additional Blue Route expansion of service to the north-east area of Lindsay (e.g. Fleetwood Road)
- Dividing Lindsay into four easily understood route quadrants with two meeting hubs

**Figure 38 - Proposed Future Four-route Plan Map**



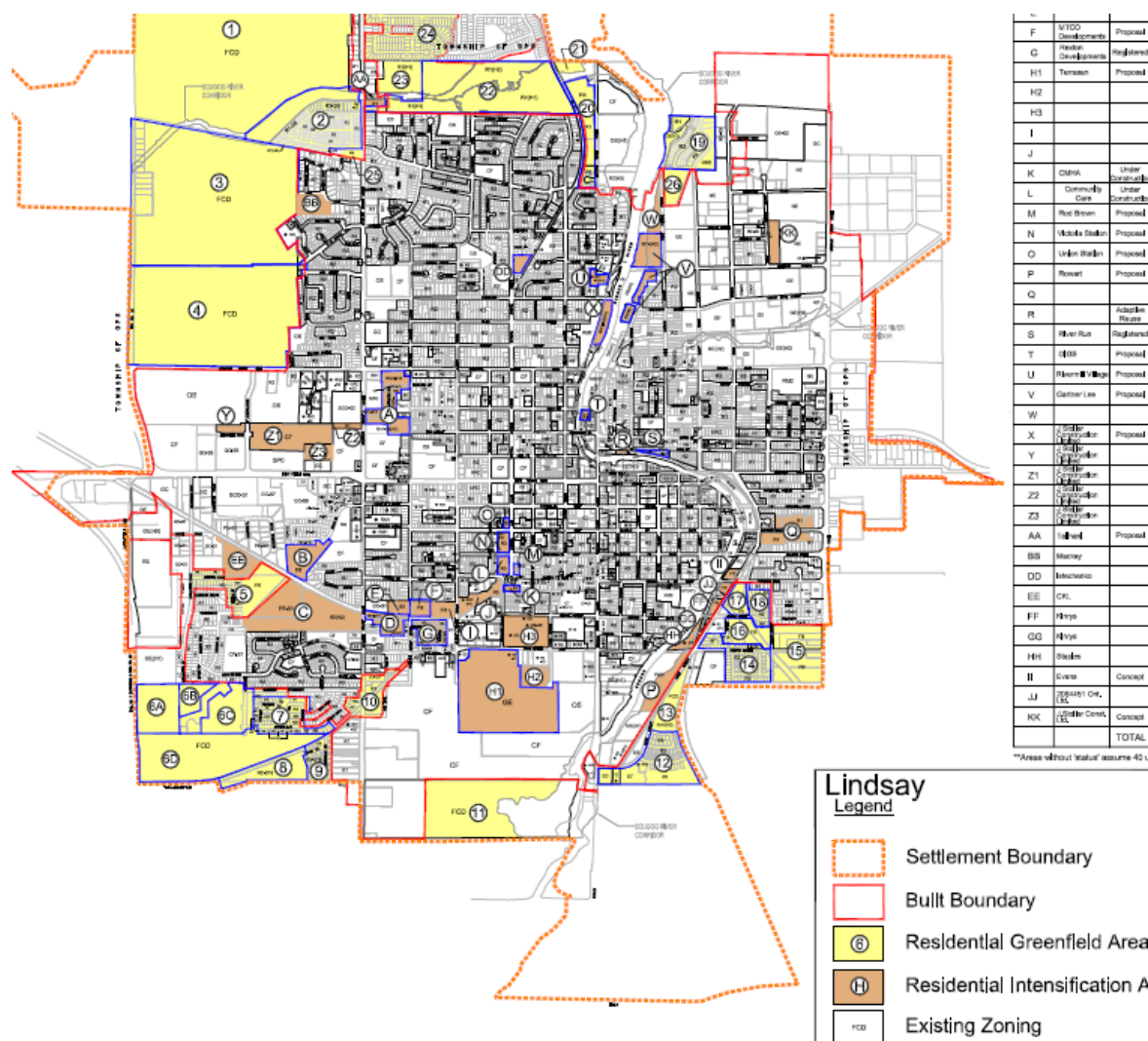
# City of Kawartha Lakes 2018 Lindsay Transit Master Plan

## 4.1.3 Growth Management Plan

The City of Kawartha Lakes Growth Management Study provided a number of Community Vision statements and also provided direction relating to infrastructure and servicing, as follows:

“2. Encourage urban development to locate where servicing costs are minimized and use is maximized. Avoid premature service and utility extensions and locate development where municipal services exist or where they can be logically and economically extended.”

**Figure 39 - Urban Settlement Area**





## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

The proposed Lindsay Transit service plan ultimately provides for four routes that can be modified and extended to accommodate service expansion into newly developed areas by applying service design guidelines relative to coverage and route design. The proposed four-route concept effectively addresses recent growth in urban areas, customers' needs and effective service scheduling.

### 4.1.4 Summary of 2018-2022 Lindsay Transit Service Plan

Lindsay Transit currently provides 15,027 revenue hours of service on three routes. It is proposed to increase the number of service hours by 2022 to 23,900 hours per year, which represents an increase of 60%. This growth related route expansion project would include transit to new and existing developments.

Lindsay Transit service standards are to meet the following criteria within five years:

**Service Area:** 95% of households in the Lindsay Transit service area are to be served within a 450-metre walk of a bus stop

#### **Span of Service:**

Weekdays

- 0700hrs – 1900hrs: 60-minute frequency
- 0700hrs – 2300hrs: 60-minute frequency

Saturdays

- Span of Service: 0700hrs – 1900hrs
- Frequency of Service: 60 minutes

Sundays

- Span of Service: 1000hrs – 1600hrs
- Frequency of Service: 60 minutes

A summary of each year (2018-2022) is provided as follows:

#### **2018**

Description: Modify existing three-route system

Impact on annual revenue hours of service: None

Comments:

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

- Green Route inter-linked with Red Route
- Extends reach of transit
- Few existing bus stops impacted
- LIMO to provide service to Springfield Gardens, LEX, and County Estates

Impact on annual revenue hours of service: none

### **2019 and 2020**

Description: Add Sunday service to all three routes (1000hrs – 1600hrs)

Impact on annual revenue hours of service: 1248 hours

LIMO Specialized Transit to new developments within Lindsay boundaries

### **2021 and 2022**

Description: Modify routes adding service to 2300 hours and add Orange Route bus with same level of service as all routes

Impact on annual revenue hours of service for 2021: 3,936 hours

Impact on annual revenue hours of service for 2022: 4,000 hours

### **Summary of 2018-2022 Transit Service Improvements**

Year	Description	Additional Annual Revenue Hours	Annual Operating Cost (\$70 per hour)	Annual Additional Revenue	Annual Net Cost
2018	Modify Routes	No added service hours	Nominal (added bus stops)	NA	NA
2019	Add Sunday service (1000 -1600 hours)	936 Transit + 312 LIMO	\$87,400	\$11,000	\$76,400
2020	No change				
2021	Add Orange Route (Monday – Sunday)	3,936	\$275,500	\$41,700	\$233,800
2022	Add weekday evening service to 2300 hrs.	4,000	\$280,000	\$42,400	\$237,600
Total	Lindsay Transit + LIMO	9,184	\$642,900	\$95,100	\$547,800

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

Note (\*) Based on 6.29 revenue passengers per hour at \$1.68 average fare reported in 2016 Urban Transit Statistics to MTO for gas tax purposes

Lindsay Transit currently provides 15,027 revenue hours or 0.74 hours per capita served in Lindsay. When service increases to 23,900 hours per year by 2022 (excludes 312 hours for additional LIMO Sunday service), there will be approximately 1.2 service hours per capita based on the current population service area; this should be maintained for subsequent years to ensure that service increases keep pace with anticipated population growth.

### 4.2 Proposed 2023-2027 Lindsay Transit and LIMO Service Plan

The consultant and transit staff study team developed a preliminary service strategy that would commence expansion of transit service to the outlying communities and rural areas of Kawartha Lakes to complement Lindsay Transit and LIMO. It should be noted that the dedicated gas tax funding is proposed to increase from 2 (two) cents to 4 (four) cents per litre by 2021-2022. The enhanced funding, if approved in 2018, could result in the proposed 2023-2027 service expansion being implemented sooner.

#### 4.2.1 Proposed 2023-2027 Lindsay Transit and LIMO Service Plan

The 2023-2027 route and service design plan proposed for Lindsay Transit and LIMO based on development growth within Lindsay and routing that would link Bobcaygeon and Fenelon Falls to Lindsay as well as introducing specialized transit to the outlying communities.

The transit service plan provides for additional service delivery options. Many locations outside Lindsay need to be considered when transit planning activities take place. It is difficult to accurately predict what will happen in 5 (five) to 10 (ten) years and as such, a transit service review should be undertaken in 2022 to ensure that community consultations can take place in time for implementation.

### **2023**

Description:

- Investigate feasibility of a fixed flex-route community bus service from Bobcaygeon to Lindsay via Fenelon Falls

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

- To serve both LIMO and regular transit customers
- Weekdays 3 trips per day (am, mid-day, pm) Monday, Wednesday, Friday
- One bus, 6 hours per day, 156 days per year, 936 hours per year
- \$65,500 per year at \$70/ hour cost
- Investigate the feasibility of a fixed flex-route community bus service operating from Lindsay to Go Bus stop at HWY #35 and 115 using a contracted accessible taxi van/ small bus. This bus could also provide service to the Shining Waters Railway that is scheduled to run between Havelock and Toronto

### **2024**

#### Description:

- Investigate the feasibility of a full weekday fixed flex-route community bus service from Bobcaygeon to Lindsay via Fenelon Falls
  - Add Tuesday and Thursday service 3 trips per day (full weekday)
  - One bus, 6 hours per day, additional 104 weekdays, 624 hours per year
  - \$43,700 per year at \$70/ hour cost;
  - Premium fare to apply

### **2025**

#### Description:

- Effective 2025 add 2 trips per weekday (one morning, one afternoon) to fixed flex-route community bus service from Bobcaygeon to Lindsay via Fenelon Falls
  - One bus, 4 hours per weekday, 250 weekdays, 1,000 hours per year
  - \$70,000 per year cost

### **2026**

#### Description:

- Add weekday fixed flex-route community bus service operating from Lindsay to Go Bus stop at HWY #35 and 115 using a contracted accessible taxi van/ small bus:
  - Assumes 4 hours per weekday (1,000 hours annually)
  - Contracted cost of \$50 per hour (\$50,000 per year)
  - Assumes 6 passengers per hour



## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

### Summary of 2023-2027 Transit Service Improvements

Year	Description	Additional Annual Revenue Hours	Annual Operating Cost (\$70 per hour)	Annual Additional Revenue*	Annual Net Cost
2023	3 roundtrips per day from Bobcaygeon to Lindsay, 3 days a week	936	\$65,500	\$15,000	\$50,000
2024	Increase service between Bobcaygeon and Lindsay to 5 days	624	\$43,700	\$10,000	\$33,700
2025	Add 2 trips per weekday between Bobcaygeon and Lindsay	1,000	\$70,000	\$16,000	\$54,000
2026	Weekday Commuter service from Lindsay to GO bus stop at HWY 35/115	1,000	\$50,000	\$16,000	\$34,000
2027	No change				
Total		3,560	\$229,200	\$57,000	\$172,200

Note (\*) Based on 4 revenue passengers per hour at \$4 average fare assumptions

The 2023-2027 Transit service plan will result in adding 3,560 hours of service by 2025, which is an increase of 15% over the total 23,900 revenue hours estimated for Lindsay Transit in 2022. The fixed flex-route community bus service proposed to commence in 2023 may be supplemented by specialized transit service.

The proposed 2018-2027 transit service plan will increase the amount of service on an annualized basis from 15,027 revenue hours of service to 27,459 revenue hours – an increase of 83%. It should be noted that this does not include any additional hours for LIMO service outside of Lindsay, since it is assumed the proposed Fixed Flex-route service is adequate to meet registrant needs that cannot be accommodated by volunteer agencies.

### 4.2.2 Summary of 2018-2027 Transit Service Plan

The City of Kawartha Lakes Transit Master Plan builds on the successful performance growth of both Lindsay Transit and LIMO over the last five years. Both the relative amount of service and the investment in transit on a per capita basis currently exceeds its peer group. The Transit Master Plan is designed to take the City to the next level - to expand the reach of transit within Kawartha Lakes and to meet the needs of an aging population that wants to 'age in place'. The demand for accessible public transportation both within the Lindsay urban area and to adjacent and remote areas outside of Lindsay will continue to grow.

The transit service increases were designed to reflect the key priorities of a variety of stakeholders, including businesses. What is unique with the services offered today is that both the Lindsay Transit and LIMO fleet and staff are fully integrated and cross-trained. This provides economies of scale and supports the 'family of transit services' approach to service delivery.

The proposed recommendations provide a blueprint for the City of Kawartha Lakes to follow for the next five years and beyond. By generating transit conversations through the use of evidence-based data, the residents of Kawartha Lakes will be properly served. The timing of the improvements; however, are subject to change depending upon budget constraints, the timing of new residential and commercial development, and the availability of enhanced external funding such as the federal Public Transit Infrastructure Fund and the dedicated Provincial gas tax.

### 4.2.3 Dedicated Provincial Gas Tax

For every litre of gasoline sold, Ontario currently provides two cents to municipalities to help fund local public transit improvements. For the 2016 operating year, the City of Kawartha Lakes applied to receive \$630,508 while the City's contribution would be \$659,735. On January 27, 2017 the Province of Ontario announced that beginning in 2019, Ontario is proposed to gradually double the municipal share of gas tax funds to a total of \$0.04 per litre by 2021-22 as follows:

- 2.5 cents for 2018-2019
- 3.0 cents for 2019-2020
- 3.5 cents for 2020-2021
- 4.0 cents for 2021-2022

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

In 2016, 99 municipalities received a share of a dedicated transit tax collected by the Province, which is determined by a formula of 70% ridership and 30% cent population. In this regard, if the number of municipalities receiving the dedicated gas tax remains constant, maintain their existing ridership levels and population, the doubling of the gas tax could also double the gas tax received by City of Kawartha Lakes. In this regard, the City could receive up to approximately \$1.26 million.

Since the funding proposed is not confirmed, the study team elected not to apply the proposed increases to the budget; however, City staff would take this into consideration should it be passed in 2018.

Going forward, since the gas tax allocation among municipalities is heavier on transit ridership growth (i.e. 70%) than population (30%), transit ridership growth strategies take on a more important role. If transit system effectiveness (revenue passengers per capita) improves better than the provincial average, the City will benefit in two ways:

- Increased passenger revenues
- Increased gas tax revenue attributed to transit ridership gains

Another factor that comes into play is the amount of gasoline sold. Ironically, if more gasoline is sold, this adds to the carbon footprint; however, more gas tax revenues will be collected by the Province of Ontario and as such, Ontario transit systems will benefit further.

### 4.2.4 Grant Availability

The Federal and Provincial governments have recognized the importance of transit to municipalities and residents. As such, these levels of governments are investing more in public transit. Lindsay Transit should be encouraged to apply for and invest in the granting process. This could accelerate, accommodate or augment many of the existing and newly proposed services provided at a reduced rate, benefiting all residents.

### 4.2.5 Transit Organization

In order to support the short- and long-term Lindsay Transit and LIMO service plans, the City of Kawartha Lakes will need to be prepared with the appropriate staffing plan to ensure resident needs are being addressed and transit staff have the resources and tools to effect change and be accountable to Council.

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

### 4.2.5.1 Technical and Marketing Support

As mentioned in the Transit Ridership Growth Plan, there is a need for a Community Liaison staff person to perform technical and marketing support to effect the necessary change. A budget of \$100,000 is proposed for a full-time staff member to provide technical, planning, data analysis and marketing support to initiate and support the various transit ridership growth initiatives. From the observations of Transit Consulting Network, there is insufficient staffing in place, today.

The staff hiring should take place in 2019- 2020, which is in advance of the implementation of the fourth route.

### 4.2.5.2 Bus Operators

As service expands, it is recommended that one full-time equivalent bus operator (FTE) be hired for every 2,080 hours of service per year. The bus operator costs are reflected in the cost for the service. Based on the proposed service plan, the hiring is recommended as follows:

2019: 0.5 FTE bus operators

2021: 2.0 FTE bus operators

2022: 2.0 FTE bus operators

2023: 0.5 FTE bus operators

2024: 0.5 FTE bus operators

2025: 0.5 FTE bus operators

Total: 6.0 FTE bus operators

To provide transit management with the flexibility needed to operate a growing transit system cost-effectively to accommodate shorter peak period service in some cases, cover for vacations and sick leave, etc. It is recommended that management develop a framework with the union to reach a desirable split between full-time and part-time staff.

Fortunately, Lindsay Transit and LIMO operators are trained for both services.

### **4.2.5.3 Licensed Mechanics**

It is recommended that Lindsay Transit hire one additional licensed mechanic in mid-2020 to accommodate the proposed service expansion. No additional budget needs to be added since the variable costs are included in the transit service plan and service is provided by the Fleet Services division.

### 5. Transit Asset Management Plan

To support the implementation of the 2018-2027 Lindsay Transit and LIMO service plan, the, a number of capital investments are required. In this regard, the City of Kawartha Lakes could consider the capital identified as potential growth-related investments as candidates for local development charges.

#### 5.1 Smart Card Technology (2020)

In 2020-2021, it is proposed to equip all Lindsay Transit and LIMO buses with a smart card reader, transfer printer and bus operator console that would be linked with the existing fare boxes. Over time, only cash fares and smart card should be accepted for payment. The system should also be able to accept mobility payments through smart phones.

Estimated equipment and customized reports: capital cost: \$8,000 per bus X 11 buses = \$88,000. Estimated annual support costs: \$200 per bus per year = \$2,200.

#### 5.2 Transit Operations Centre

Best practices indicate that all transit operation functions should be located under one roof. This location could be either at 89 St. David Street (preferred) or at 2094 Little Britain Rd. and should be implemented as soon as reasonably possible. This centralized location would realize efficiencies by having mechanics, drivers and staff in one spot. Communication, equipment repairs and cost savings will be realized.

Currently, many hours a year are spent in the transportation of equipment in need of repair or maintenance from one location to another. Further, another 40-50 times a year a mechanic is required to attend to start or repair equipment before it can go into service for public use. Having one location for all services will improve service reliability and mitigate rising costs.

#### 5.3 Fleet Replacement and Expansion Plan

The 11-bus Transit and LIMO fleet is allocated as follows:

- 2 undergoing preventative maintenance and other repairs
- 1 bus allocated as an operating spare (a mandatory requirement to maintain service in case of in-service breakdowns)
- 3 buses utilized for conventional service (1 red, 1 blue and 1 green)

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

- 1 bus set aside for charter services
- 4 buses allocated to LIMO service (up to 3 in-service plus one spare)

The model year and 10-year replacement schedule for the existing 11-bus Transit and LIMO fleet is summarized below:

<b>Bus No.</b>	<b>Year</b>	<b>Model</b>	<b>Replacement Year</b>
<b>E13</b>	2006	International	2017
<b>E14</b>	2009	International	2019
<b>E15</b>	2010	International	2020
<b>E16</b>	2012	Ford	2021
<b>E17</b>	2012	Ford	2022
<b>E18</b>	2012	Ford	2023
<b>E19</b>	2014	Ford	2024
<b>E20</b>	2016	Ford	2026
<b>E21</b>	2017	Ford	2027
<b>E22</b>	2017	Ford	2027
<b>E23</b>	2017	Ford	2027

Based on the 2018-2027 Transit Service Plan, the following Transit fleet expansion will be required:

- One bus in 2018 to accommodate the fourth Lindsay Transit route
- One bus in 2019 to provide for an additional spare vehicle
- One bus in 2024 to accommodate service to Bobcaygeon

In the case of LIMO service, the City should budget for one additional vehicle in 2024 to accommodate service outside the Town of Lindsay, subject to other alternatives being available such as the proposed fixed flex-route service, contracted taxi or other agencies serving residents that would qualify for LIMO service.

It is suggested that the scheduled fleet replacement and expansion plan, which is based on a 10-year vehicle life cycle, be modified to even out the annual fleet purchases.

### 5.4 Bus Stop Infrastructure (2018-2027)

The bus stop infrastructure is proposed to be enhanced to support branding initiatives and improvements to passenger comfort.

During the first five years (2018-2022) \$20,000 per year should be allocated to bus stop signage, landing area improvements, including enhancement of accessibility. A nominal amount of \$15,000 per year thereafter should be allocated for improvements.

As service is expanded into new residential and commercial developments, bus stop infrastructure will be required. For budgeting purposes, there will need to be a requirement for bus stops in new developments that are spaced at an average of every 250-300 metres on both sides of future bus travel ways. For every 1.0 km of bus route, the City should budget for up to 8 bus stops with landing pads and two shelters.

For budgeting purposes, the following unit costs have been estimated for the supply and installation of various bus stop area components:

- \$300 Bus stop post and sign
- \$300 Bench
- \$1,000 Concrete bus pad (12-metre length)
- \$6,500 4 ft. X 8 ft. standard shelter

### 5.5 Bike Racks

Bike racks have proven popular across Canada, providing transit customers with the ability to ride to a bus stop when going to complete their trip by bus and eliminate the walk when returning home. This accommodates the 'first mile-last mile' travel, making transit more convenient.

It is proposed that bike racks be included on future bus purchases, while the existing 11 buses be equipped in 2019 at an estimated total cost of \$20,000.

### 5.6 Future Off-street Transit Hub

As service is expanded, transit ridership will also increase accordingly. The current radial route network will continue to be the route network design for the next 10 years and beyond. It is ideal to have an off-street transit terminal that should meet Lindsay Transit and LIMO bus needs for the next 25 years and beyond.

A new bus terminal would ensure that passengers:

- Do not have to cross a street to transfer



## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

- Have a comfortable and climate controlled waiting area
- Have access to public washroom facilities
- Have a short walk to destinations within the downtown

Ideally, a future downtown bus terminal/ mobility hub would be able to house inter-city bus services, taxis, and provide for bike storage. Best practices dictate that downtown bus terminals should be located in close proximity to high density and mixed-use transit-oriented development.

Although addressing an off-street transit terminal is out of the scope of this study, it is something the City could consider now in terms of locating a bus terminal. In this regard, it is suggested that a bus terminal be sufficient to accommodate six Lindsay Transit buses, one LIMO transit bus, one inter-city bus, a taxi stand and short-term parking.

An off-street transit hub with attached parking could offer commuter parking for those taking transit and provide a space for commercial and retail opportunities. As Lindsay grows, this need could be addressed through consultation with LDBIA and City staff.

During the interim it is suggested that the downtown terminal provide a large heated shelter for transit customers at a cost that would range from \$30,000 to \$50,000 to accommodate needs today. The shelter could be disassembled and relocated at a future date, if required.

Since no costs were identified, \$40,000 was allocated for a terminal location and functional design study.

### 5.7 Summary of 2018-2027 Transit Asset Management Plan

The Transit Asset Management Plan was developed to support the 2018-2027 Transit Service Plan

The 2018 – 2027 capital budget consists of \$2,470,000 for fleet replacement and expansion and \$577,000 in other infrastructure summarized below.

## City of Kawartha Lakes 2018 Lindsay Transit Master Plan

### City of Kawartha Lakes 2018-2027 Capital Budget

Budget Item	2018	2019	2020	2021	2022
Vehicle for Expansion Service	\$190,000	\$190,000			
Vehicle Replacement				\$380,000	\$570,000
Integrated Smart Card Fare Collection System			\$88,000		
Bike Racks on buses (11)		\$22,000			
Bus stop infrastructure	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Terminal Location and Functional Design Study	\$40,000			TBD	
DowntownHeated Bus Shelter	\$40,000				
Operations Centre				TBD	
<b>Total</b>	<b>\$290,000</b>	<b>\$232,000</b>	<b>\$108,000</b>	<b>\$400,000</b>	<b>\$590,000</b>

Budget Item	2023	2024	2025	2026	2027	Total 2018-2027
Vehicle for Expansion Service		\$190,000				\$570,000
Vehicle Replacement		\$190,000		\$190,000	\$570,000	\$1,900,000
Integrated Smart Card Fare Collection System	\$130,000					\$218,000
Bike Racks on buses (11)	\$22,000					\$44,000
Bus stop infrastructure	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$175,000
Terminal Location and Functional Design Study						\$40,000
DowntownHeated Bus Shelter						\$40,000
Operations Centre						\$0
<b>Total</b>	<b>\$167,000</b>	<b>\$395,000</b>	<b>\$15,000</b>	<b>\$205,000</b>	<b>\$585,000</b>	<b>\$2,987,000</b>

## **6. Transit Master Plan Recommendation**

The Transit Master Plan builds on past successes of Lindsay Transit and LIMO service and incorporates best practices that have evolved over the years throughout Ontario and Canada. The transit market has changed and as such, City of Kawartha Lakes transit staff have undertaken due diligence in taking Lindsay Transit and LIMO service to the next level.

The extensive community engagement process provided the study team with the information needed to prioritize transit service improvements and investments. The first five years of the plan focus on the current Lindsay Transit service area while the next five years addresses expansion of Lindsay Transit and LIMO to the outlying communities such as Bobcaygeon and Fenelon Falls.

The transit improvements have been laid out over the 2018-2017 period; however, this is to be viewed as a guide only since the existing dedicated transit gas tax may double to 4 cents per litre, which will be confirmed in 2018. Regardless, the Transit Master Plan is to be used as a blueprint to adapt to the growth and population demographics that are occurring.

In conclusion, it is recommended that:

“The City of Kawartha Lakes approve, in principle, the recommendations within the City of Kawartha Lakes 2018 Transit Master Plan report.”



## Committee of the Whole Report

Report Number EMS2020-001

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**Meeting Date:** October 6, 2020

**Title:** 2021 Response Time Performance Plan

**Author and Title:** Andrew Rafton, Chief, Paramedic Service

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### Recommendation(s):

**That** Report EMS2020-001, 2021 **Response Time Performance Plan**, be received;

**That** Council approve the 2021 Response Time Performance Plan for submission under part VIII of Ontario Regulation 257/00 made under the Ambulance Act; 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 purpose of this report is to provide City Council with analysis and recommendation for the approval of the Land Ambulance Service Response Time Performance Plan (RTPP) for 2021 as mandated by the Ambulance Act.

## Rationale:

Part VIII of Ontario Regulation 257/00 made under the Ambulance Act, mandated a change to the ambulance response time standards that came into effect January 1, 2013. Contrary to the earlier standard which was based on local ambulance service performance, the legislation now requires annual approved RTPP for sudden cardiac arrest (SCA) and Canadian Triage Acuity Scale (CTAS) 1, 2, 3, 4, and 5 patients requiring emergency response.

CTAS is an international medical triage standard utilized by hospitals, ambulance communication centers, and paramedics to identify how urgently a patient requires medical care.

Specifically, in providing performance plans and reports to the Ministry, each municipality must report on:

- The percentage of times that SCA patients received assistance from a person equipped to provide defibrillation (i.e. paramedic, fire, police, or other first responder) **within six minutes from the notification of a call by an ambulance communication center.**
- The percentage of times that an ambulance crew has arrived on-scene to provide ambulance services to SCA patients or other patients categorized as CTAS 1 **within eight minutes of the time the call is received respecting such services.**
- The percentage of times that a paramedic arrived at the location of a patient determined to be CTAS 2, 3, 4, or 5 within a period of time **determined appropriate by the municipality.**

All municipal RTPPs are posted on the Ministry of Health and Long Term Care public website ([www.health.gov.on.ca/enq/shipubliciproqramiehs/land/responsetime.html](http://www.health.gov.on.ca/enq/shipubliciproqramiehs/land/responsetime.html)) and are to be accompanied by performance results from the previous year.

Municipalities may adjust individual performance plans at will, subject to timely notification of the Ministry. Annually, and no later than October 1st, municipalities are required to approve their RTPP for the upcoming calendar year and submit the plan to the Ministry by October 31st.

The number one priority of Kawartha Lakes Paramedic Service (KLPS) is to provide the best possible prehospital clinical care to the residents and visitors of Kawartha Lakes and to do so in the most effective and efficient method possible. In order to achieve this, KLPS administration continually analyses paramedic service call volumes, response times and patient outcomes.

With respect to the RTPP, KLPS prioritizes the response time data in relation to the targets set out within the plan. A summary of this data is provided in Figure 1 below. Based on a review of performance targets and achievements, KLPS Administration has maintained the response time targets set out within the plan while implementing several deployment adjustments over the past several years in an effort to consistently meet those targets. These deployment strategies include:

- Allocating existing ambulance staffing to the Lindsay west side ambulance post, and through mobile deployment
- Enhanced northern 24/7 coverage of Coboconk
- Enhanced southern coverage seasonally in Pontypool

The result of these deployment strategies, as demonstrated in Figure 1 below, have assisted in maintaining RTPP performance despite increasing call volume and other system pressures. However, our ability to meet the standard set forth by the Ministry of Health for high acuity calls; SCA and CTAS 1 patients has been steadily decreasing, with response times to CTAS 1 patients this year to date barely achieving targets.

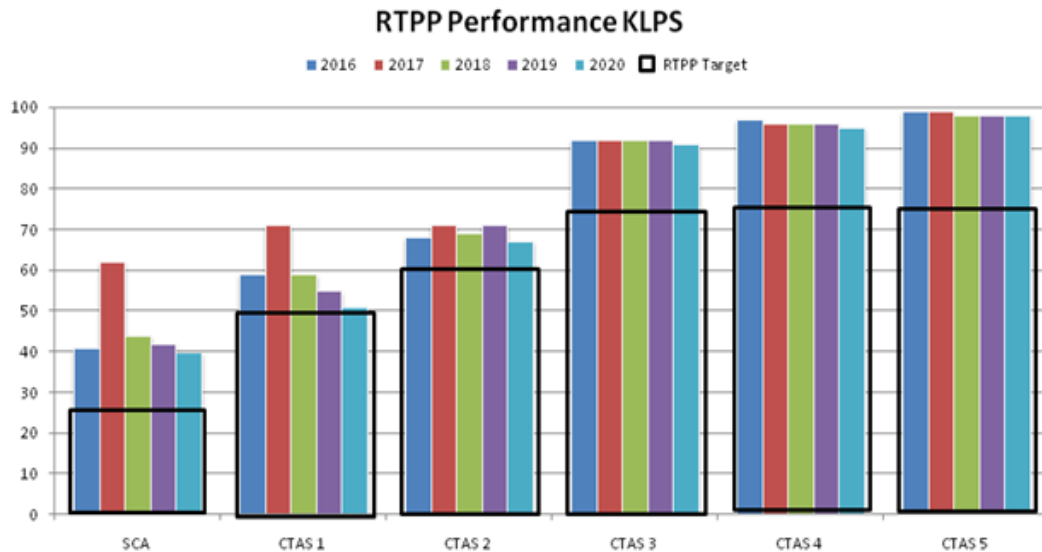


Figure 1: (2020 data: January 1 to August 31, 2020)

In summary, KLPS remains committed to continual analysis of performance and seeks system improvement opportunities. Current operating conditions and trends suggest that the proposed response time targets are reasonable, pending further review of the deployment plan. Therefore, administration recommends maintaining the response time targets as set out and previously endorsed by City Council and the submission of the 2021 RTPP.

### Other Alternatives Considered:

No other alternatives considered as this is prescribed annual reporting and achievable based on service resources.

### Alignment to Strategic Priorities

Through establishing and monitoring response targets we are better able to understand and meet the needs of those we serve within our available resources. With the increasing demands and 911 system pressures, there is a need to support innovative strategies and community partnerships to ensure community safety and wellness.

### Financial/Operation Impacts:

N/A

**Attachments:**

**Appendix A - Notification Letter, 2021 Response Time Performance Plan**



Response Time  
Performance Plan 20

**Department Head E-Mail: [arafton@kawarthalakes.ca](mailto:arafton@kawarthalakes.ca)**

**Department Head: Andrew Rafton, Chief**

**Department File:**





**Kawartha Lakes  
Paramedic Service**  
4 Victoria Avenue North  
Lindsay, ON K9V 4E5  
Tel: 705-878-1284



October 6, 2020

Stuart Mooney  
Interim Director,  
Hospitals and Emergency Services Division  
Emergency Health Program Management & Delivery Branch  
5700 Yonge Street, 6<sup>th</sup> Floor  
Toronto, Ontario M2M 4K5

VIA EMAIL

**RE: RESPONSE TIME STANDARD NOTIFICATION**

Dear Mr. Mooney,

Pursuant to the Ambulance Act Reg 257, Part VIII:

*(2) No later than October 1 in each year after 2011, every upper-tier municipality and every delivery agent responsible under the Act for ensuring the proper provision of land ambulance services shall establish, for land ambulance service operators selected by the upper-tier municipality or delivery agent in accordance with the Act a performance plan for the next calendar year respecting response times. O. Reg. 267/08, s. 1 (2); O. Reg. 368/10, s. 1 (1).*

*(3) An upper-tier municipality or delivery agent to which subsection (2) applies shall ensure that the plan established under that subsection sets response time targets for responses to notices respecting patients categorized as Canadian Triage Acuity Scale ("CTAS") 1, 2, 3, 4 and 5, and that such targets are set for each land ambulance service operator selected by the upper-tier municipality or delivery agent in accordance with the Act. O. Reg. 267/08, s. 1 (2).*

*(4) An upper-tier municipality or delivery agent to which subsection (2) applies shall ensure that throughout the year the plan established under that subsection is continuously maintained, enforced and evaluated and, where necessary, updated, whether in whole or in part. O. Reg. 267/08, s. 1 (2).*



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*(5) An upper-tier municipality or delivery agent to which subsection (2) applies shall provide the Director with a copy of the plan established under that subsection no later than October 31 in each year, and a copy of any plan updated, whether in whole or in part, under subsection (4) no later than one month after the plan has been updated. O. Reg. 267/08, s. 1 (2).*

Please find attached the Response Time Performance Plan for the calendar year of 2021;

### **SUDDEN CARDIAC ARREST**

**25%** percent of the time, Kawartha Lakes Paramedic Service plans to have a responder equipped with an AED and able to defibrillate a patient determined to be in sudden cardiac arrest, **within 6 minutes** from the time ambulance dispatch conveys the call information to the designated land ambulance delivery agent until the said responder arrives the scene.

### **CTAS 1**

**50%** percent of the time, Kawartha Lakes Paramedic Service plans to have a paramedic as defined by the Ambulance Act respond to any patient determined to be CTAS 1, **within 8 minutes** from the time ambulance dispatch conveys the call information until the paramedic arrives the scene.

### **CTAS 2, 3, 4, 5**

Kawartha Lakes Paramedic Service plans to have a paramedic as defined by the Ambulance Act respond to any patient determined to be CTAS 2, 3, 4, 5 within a period of time as noted below in Table 1:

**Table 1**

<b>CTAS Level</b>	<b>Target elapsed time from paramedic notified until on scene (Min:Sec)</b>	<b>Target percentage to achieve response time target</b>
<b>2</b>	<b>10:00</b>	<b>60</b>
<b>3</b>	<b>20:00</b>	<b>75</b>
<b>4</b>	<b>25:00</b>	<b>75</b>
<b>5</b>	<b>30:00</b>	<b>75</b>



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Paramedic Service**

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Should you require any further information, please do not hesitate to contact me.

Sincerely,

Andrew Rafton  
Chief, Kawartha Lakes Paramedic Service

CC: Ron Taylor, Chief Administrative Officer, City of Kawartha Lakes  
Chris Naismith, Field Manager, Central East Field Office MOHLTC EHSB



## Council Memorandum

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Date: October 6, 2020

To: Committee of the Whole

From: Councillor Richardson

Re: Traffic Calming on Glengarry Road, Bethany

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### Recommendation

**That** the Memorandum from Councillor Richardson, **regarding Traffic Calming on Glengarry Road, Bethany** be received;

**That** Glengarry Road in Bethany, Ontario be considered for addition to the Rural Traffic Calming 40 km speed area;

**That** staff be directed to review and consider options to improve the functionality of Glengarry Road in Bethany, Ontario and report back to Council by Q1 2021; and

**That** this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

### Rationale

Concerns regarding vehicular traffic speeds have increased with the installation of the new playground and park along Glengarry Road.

It is imperative that speeds are reduced along this road in order to protect the residents and children that frequent the park.



## Council Memorandum

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Date: October 6, 2020

To: Committee of the Whole

From: Councillor Veale

Re: The Implementation of Automated Speed Enforcement Cameras

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### Recommendation

**That** the Memorandum from Councillor Veale, **regarding the Implementation of Automated Speed Enforcement Cameras**, be received;

**That** staff be directed to review the logistics, cost and procedures associated with the implementation of automated speed enforcement camera's in City of Kawartha Lakes school zones and safety community zones;

**That** staff report back with their findings by Q2 2021; and

**That** this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

### Rationale

Council as well as the OPP and Kawartha Lakes Police Service, consistently receive concerns from residents across the City of Kawartha Lakes regarding excessive speeding.

In the past, council used many different strategies to combat this issue including the implementation of speed bumps, rumble strips, road painting etc, however, the issue persists.

Automated speed enforcement cameras will correct this without stretching police resources too thin. Anyone speeding in these areas will receive a fine each and every time with or without police presence.



## Council Memorandum

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Date: October 6, 2020

To: Committee of the Whole

From: Councillor Ashmore

Re: The Implementation of a Four Way Stop at Mary Street and Sturgeon Road South, Omemee

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### Recommendation

That the Memorandum from Councillor Ashmore, regarding the **Implementation of a Four Way Stop at Mary Street and Sturgeon Road South, Omemee** be received;

That staff investigate the intersection of Mary Street and Sturgeon Road South to be considered for a four way stop and report back in Q2 2021; and

That this recommendation be forwarded to council for consideration.

### Rationale

The intersection of Mary Street and Sturgeon Road South is located in central Omemee. At present, it is a 2 way stop. The north to south traffic are required to stop while the east to west is not required to do so.

Several concerned citizens have expressed a desire to have this converted to a 4-way stop in order to improve the safety of this intersection. This intersection is also used as a traffic by-pass from highway 7 which increases the risk of potential accidents.

Furthermore, a new subdivision is set for construction on Mary Street in the near future and that will increase traffic flow as well.



## Memorandum

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Date: October 6, 2020

To: City Council

From: Rod Sutherland, Director of Human Services, on behalf of Task Force Co-chairs  
Amy Terrill and Heather Kirby

Re: Update from Community Pandemic Recovery Task Force

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### Recommendation

**That** the Memorandum from Rod Sutherland, Director of Human Services, **Update from Community Pandemic Recovery Task Force**, be received for information purposes; and

**That** this recommendation be brought forward at the next Regular Council Meeting.

### Rationale

The Community Pandemic Recovery Task Force is continuing to meet twice per month along with the two working groups, focusing on gaps and funding opportunities.

In conjunction with Kawartha Lakes Economic Development, two grant writing workshops were scheduled for September 30<sup>th</sup> and October 1<sup>st</sup> to support organizations and groups to apply for or pursue various opportunities. There are often funding opportunities that arise from both government and non-profit sources that may include detailed preparation and precise application processes. Assistance with this process has been identified as a gap. In addition to these workshops there may be additional opportunities for groups or individuals to mentor or support other organizations through the process.

City resources that may provide support or advice to community organizations are also being reviewed. This may include areas such as health and safety, personal protective equipment, overall business planning and performance measurement.

A presentation to Council is being planned for the November 3<sup>rd</sup>, 2020 Committee of the Whole meeting to provide further updates as well as specific recommendations.