The Corporation of the City of Kawartha Lakes

AGENDA

REGULAR COUNCIL MEETING

CC2017-29

Tuesday, October 24, 2017

Open Session Commencing at 2:00 p.m.

Council Chambers

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

MEMBERS:

Mayor Andy Letham
Councillor Isaac Breadner
Councillor Pat Dunn
Councillor Doug Elmslie
Councillor Gord James
Councillor Gerard Jilesen
Councillor Brian S. Junkin
Councillor Rob Macklem
Councillor Mary Ann Martin
Councillor Gord Miller
Councillor Patrick O'Reilly
Councillor John Pollard
Councillor Kathleen Seymour-Fagan
Councillor Heather Stauble
Councillor Stephen Strangway
Councillor Andrew Veale
Councillor Emmett Yeo

Accessible formats and communication supports are available upon request.

Pages

1. CALL TO ORDER

2. ADOPTION OF CLOSED SESSION AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST IN CLOSED SESSION ITEMS

4. CLOSED SESSION

5. OPENING CEREMONIES

5.1 Call Open Session to Order

5.2 O Canada

5.3 Moment of Silent Reflection

5.4 Adoption of Open Session Agenda

6. DISCLOSURE OF PECUNIARY INTEREST

7. MATTERS FROM CLOSED SESSION

8. PUBLIC INFORMATION

8.1 Presentations

8.2 Invited Guests (Quarterly Basis)

8.3 Notices and Information by Members of Council and Staff

8.3.1 Council

8.3.2 Staff

8.4 Notice of Motion

9. DEPUTATIONS

9.1 CC2017-29.9.1

Norman Price, Chair
Crystal Morrissey, Vice-Chair
Kawartha Lakes Accessibility Advisory Committee
Assistive Listening Devices

9.2 CC2017-29.9.2

David Fell, Chief Executive Officer
Eastern Ontario Regional Network (EORN)
Improved Mobile Broadband Project
(Report CAO2017-007, Item 10.3.1 on the Agenda)

10. CONSENT MATTERS

RESOLVED THAT all of the proposed resolutions shown in Section 10.1, 10.2 and 10.3 of the Agenda be approved and adopted by Council in the order that they appear on the agenda and sequentially numbered.

10.1 Correspondence

10.1.1 CC2017-29.10.1.1 19 - 19

Doug Elmslie, Councillor
Exemption from Mandatory Hook Up

RESOLVED THAT the memorandum from Councillor Elmslie dated October 24, 2017 regarding Exemption for Mandatory Hook Up be received;
THAT the exemption request to the Mandatory Connection By-law 2014-75 Wychwood Crescent , Fenelon Falls, be approved; and
THAT the Fixed Rate and Capital Levy to the property, 75 Wychwood Crescent , Fenelon Falls, commence immediately.

10.1.2 CC2017-29.10.1.2 20 - 21

Mike Farquhar, Supervisor Technical Services
Petition for Municipal Drainage - Webster Petition

RESOLVED THAT the October 24, 2017 memorandum from Mike Farquhar, Supervisor Technical Services, regarding Petition for Municipal Drainage - Webster Petition, be received.

10.1.3 CC2017-29.10.1.3 22 - 22

Tiffany Kummer, CEO and Founder
CRPS/RSD Foundation
Complex Regional Pain Syndrome (CRPS) Awareness

RESOLVED THAT the October 7, 2017 e-mail correspondence from Tiffany Kummer, CEO and Founder of the CRPS/RSD Foundation, regarding Complex Regional Pain Syndrome (CRPS) Awareness, be received.

10.1.4	CC2017-29.10.1.4	23 - 24

Stephen Strangway, Councillor
Gillis Street

RESOLVED THAT the memorandum from Councillor Strangway dated October 24, 2017 regarding Gillis Street, be received and;
THAT Gillis Street continue to receive summer maintenance (two gradings) and winter maintenance (snow ploughing) until the spring of 2019 or until a Limited Service Agreement can be put in place.

10.2 Minutes from:

10.2.1 Council

10.2.1.1	CC2017-29.10.2.1.1	25 - 42

Minutes, Regular Council Meeting
October 10, 2017

RESOLVED THAT the Minutes of the October 10, 2017 Regular Council Meeting, be received and adopted; and
THAT the Minutes of the October 10, 2017 Regular Council Meeting, Closed Session, be adopted.

10.2.2 Committees of Council, Advisory Boards and Task Forces

10.2.2.1	CC2017-29.10.2.2.1	43 - 46

Draft Minutes, Executive Committee Meeting
October 5, 2017

RESOLVED THAT the Draft Minutes of the October 5, 2017 Executive Committee Meeting, be received.

10.3 Reports

10.3.1	CAO2017-007	47 - 52

Ron Taylor, Chief Administrative Officer
Eastern Ontario Regional Network (EORN)
Improved Mobile Broadband Project

RESOLVED THAT Report CAO2017-007, **Eastern Ontario Regional Network (EORN) – Improved Mobile Broadband Project,** be received;
THAT the City of Kawartha Lakes supports EORN's submission of the Eastern Ontario Regional Cellular Mobile Broadband Project as the Region's highest economic development priority;
THAT the City of Kawartha Lakes will work as a partner with the EOWC and EORN, along with the federal and provincial governments and the private sector to improve mobile broadband access and services for the people and businesses of Eastern Ontario; and
THAT the City of Kawartha Lakes will support this project by making a financial contribution once the full extent of the project is determined by the Federal and Provincial Governments.

10.3.2 CLK2017-008 53 - 67

Ann Rooth, Deputy Clerk
2018 Council and Planning Advisory Committee Meeting Schedule

RESOLVED THAT Report CLK2017-008, **2018 Council and Planning Advisory Committee Meeting Schedule**, be received; and
THAT the schedule for Planning Advisory Committee, Council Meetings and Special Council Information Meetings for 2018, as outlined in Appendix A to Report CLK2017-008 – 2018 Council and Planning Advisory Committee Meeting Calendar, be approved.

10.3.3 CORP2017-028 68 - 95

Angela Vickery, Manager of Revenue and Procurement
Updated Consolidated Fees By-Law

RESOLVED THAT Report CORP2017-028, **Updated Consolidated Fees By-Law**, be received;
THAT Section 2.06 of By-Law 2016-206 be amended to the following:

Annual Adjustment: The fees established in Schedules A to H to this by-law may be adjusted annually, on January 1, by the Consumer Price Index of April of the current year. The City Treasurer shall determine the annual adjustment by September 1st of each year. The fee adjustment may be rounded up within the nearest one dollar ($1.00);
THAT By-Law 2011-260 be amended to remove Schedule A to By-Law 2014-224 in order to incorporate the fee schedule into the Consolidated Fees By-Law;
THAT new fees for Schedule A – Administration – Water and Wastewater be established as follows;

A – 3 Water and Wastewater

Service Description	**Unit**	**Rate Effective January 1, 2018**
Bulk Water Key	**each**	**$15.00**
Replacement Bulk Water Key	**each**	**$25.00**
Extra or Replacement Smart Vend Card	**each**	**$15.00**

THAT new fees for Schedule A – Administration - Legal be established as follows;

A – 4 Legal

Service Description	**Unit**	**Rate Effective January 1, 2018**
Land Management Committee Application Fee (inquiries pertaining to ownership and/or maintenance of City land, requests to acquire/use City land)	each	$125.00

THAT new fees for Schedule B – Licensing be established and implemented October 24, 2017 as follows;

B – 4 Dog Tag and Regulation Fees

Service Description	**Unit**	**Rate Effective October 24, 2017**
Lifetime Tags		
Microchipped, Spayed or Neutered	each	$60.00

Microchipped, Unaltered	each	$100.00

THAT new fees for Schedule D – Parks, Recreation and Culture be established as follows;

D – 2 Fitness Memberships

Service Description	Unit	Fees Effective January 1, 2018
Swim Memberships - Lindsay Recreation Complex		
Child	Monthly	$14.00
Senior	Monthly	$16.80
Adult	Monthly	$22.50
Workout Centre Membership – Lindsay Recreation Complex		
Senior	Single	$8.15
Senior	Monthly	$27.50
Adult	Monthly	$34.50
Squash Membership – Lindsay Recreation Complex		
Senior	Monthly	$23.80
Adult	Monthly	$29.40
Squash & Workout Centre Membership – Lindsay Recreation Complex		
Senior	Single	$11.87
	Monthly	$37.95
Adult	Monthly	$46.90

D – 3 Recreation Programs

Milk Run		
21K	Early	$60.00
	Regular	$70.00
	Day of	$70.00
Miscellaneous		
Non Resident Premium		25%

THAT new fees for Schedule E – Planning, Development and Engineering be established as follows;

E – 1 Planning Fees

Service Description	Unit	Fees Effective January 1, 2018
Clearance to fulfill Oak Ridges Moraine	each	$500.00
GIS Mapping Requests (CKL Mapping only up to 11x17 paper size)	each	$30.00 plus $10 per additional map
Information Requests for Closed Planning Act Application Files	Per File	$300.00
OMB Appeal Processing Fee		
Consent or Minor Variance Applications	each	$150.00
All other Planning Act Applications		$300.00

Preparation of Development Agreement		
Where required but not in conjunction with a Planning Act application such as roadway construction, fulfillment of Oak Ridges Moraine Conservation Plan conditions	each	$1,100 plus $500 processing fee

THAT the following fees be removed from By-Law 2016-206;

A – 3 Legal

Service Description	**Unit**
Notarial Services	each
Notarial Services related to pension documents	each

B – 4 Dog Tag and Regulation Fees

Service Description	**Unit**
Annual Fees (with current certification of rabies immunization)	
Unaltered Dog (0-4 years)	each
Unaltered Dog (5-10+ years)	each
Spayed/Neutered Dog (0-4 years)	each
Spayed/Neutered Dog (5-10+ years)	each

Schedule D – Parks, Recreation and Culture

Service Description	**Unit**
PRC Staff recertification	each
First Aid Equipment	each
Child Goggles	each
Adult Goggles	each
Nose Clips	each
Manuals (Usually included in Course Fee)	
Can Lifesaving Manual	each
Canadian First Aid Manual	each
Alert: Lifesaving in Action	each
Lifesaving Instructor Pack	each
Red Cross Deck Book	each
Red Cross Instructor Pack	each
Exam Fees (Usually included in Course Fee)	
Bronze Medallion	each
Bronze Cross Course or Recertification	each
Bronze Star	each
Emergency FA LSS	each
Standard FA or Recertification LSS	each
NLS Course of Recertification	each
LSS Instructor Recertification (First)	each

LSS Instructor Recertification (Second)	each
Red Cross High Five	each

Swim Memberships	
Child	Single
	3 Month
	6 Month
Senior	Single
	3 Month
	6 Month
Adult	Single
	3 Month
	6 Month
Family	Single
Workout Centre Membership – Lindsay Recreation Complex	
Senior	3 Month
	6 Month
Adult	3 Month
	6 Month
Adult – 10 X Pass	10 Pass
Squash Membership – Lindsay Recreation Complex	
Senior	3 Month
	6 Month
Adult	3 Month
	6 Month
Squash & Workout Centre Membership – Lindsay Recreation Complex	
Senior	3 Month
	6 Month
Adult	3 Month
	6 Month
Corporate Memberships – Lindsay Recreation Complex	
Corporate Fee	1-49
	50-99
	100-150

Individual Fee	1-49
	50-99
	100-150
Miscellaneous Charges	
Land Fitness Class (per class)	Single

D – 3 Recreation Programs	
Service Description	**Unit**
Children's Camp	

Sport & Smash	Weekly
Hockey Skills Clinic	Weekly
Public Skating	
Service Description	**Unit**
Parent & Tot (one adult/child)	Single
Trailer Park	
Service Description	**Unit**
Beach Park Backlot	Annual
Beach Park Waterfront	Annual
Trailer Deposit	seasonal
D – 4 Parks, Recreation and Culture – Advertising	
Service Description	**Unit**
Community Guide Ads	
Special Event Listing	each
Schedule E – Planning, Development and Engineering	
Combined Planning Applications	**Unit**
Consent - full consent fee charged for validation of title with advertising and applicable CA fee	per lot
Consent creating two or more abutting lots	over one new lot
Deeming By-law or Repeal of Deeming By-law as a condition of approval (includes legal and registration fees)	each

Schedule H – Transit	
H – 1 Transit Fees	
Service Description	**Unit**
Student/Senior Tokens	14 tokens

THAT the fees contained in Appendix A to Report2017-028 be approved; and

THAT a By-Law be forwarded to Council for adoption.

10.3.4 PUR2017-057 96 - 102

Marielle van Engelen, Buyer
David Kerr, Manager Environmental Services
Tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites

RESOLVED THAT Report PUR2017-057, **Tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites**, be received; and
THAT the option to renew tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites for up to two (2) additional one (1) year terms, pending budget approval, vendor performance, operation requirements and contractual need, in accordance with the Table of Authority, be approved.

10.3.5 BLDG2017-003 103 - 120

Susanne Murchison, Chief Building Official
Draft Fence By-law

RESOLVED THAT Report BLDG2017-003, **Draft Fence By-law**, be received; and
THAT a By-law, substantially in the form attached as Appendix B to Report BLDG2017-003 be forwarded to Council for adoption.

10.3.6 BLDG2017-004 121 - 130

Susanne Murchison, Chief Building Official
Use of Section 4.2 of Building Code Act (BCA)

RESOLVED THAT Report BLDG2017-004, **Use of Section 4.2 of Building Code Act (BCA)**, be received.

10.3.7 ED2017-018 131 - 169

Denise Williams, Acting Manager of Economic Development
Rural Economic Development Funding Agreement RED08084

RESOLVED THAT Report ED2017-018, **Rural Economic Development Funding Agreement RED08084**, be received;
THAT the agreement between the Corporation of the City of Kawartha Lakes and Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs, for funding under the Rural Economic Development (RED) Program, to accept matching funds totaling $62,150.00 to implement the Business Growth Program Project, attached as Appendix A to Report ED2017-018, be approved;
THAT Council authorizes the Manager of Economic Development to work with Human Resources staff to recruit a temporary full time Economic Development Officer, Downtown Revitalization for a period of up to 14 months;
THAT the City's contribution of $62,150.00 from the Economic Development Reserve Fund, be approved; and
THAT the necessary by-law to authorize execution of the agreement be brought forward for adoption.

10.3.8 ED2017-019 170 - 177

Debra Soule, Economic Development Officer – Arts, Culture and Heritage
Downtown Lindsay Heritage Conservation District Designation Bylaw

RESOLVED THAT Report ED2017-019, **Downtown Lindsay Heritage Conservation District Designation Bylaw**, be received;
THAT the draft By-law, being A By-law to Designate the Downtown Lindsay Aarea, as identified in the Downtown Lindsay Heritage Conservation District Plan, in accordance with Section 41 of the Ontario Heritage Act, be approved; and
THAT the necessary by-law be brought forward for adoption.

10.3.9 ENG2017-022 178 - 199

Adam Found, Manager of Corporate Assets
10-Year Gravel Resurfacing Plan and Gravel Road Rehabilitation Needs

RESOLVED THAT Report ENG2017-022, **10-Year Gravel Resurfacing Plan and Gravel Road Rehabilitation Needs**, be received;
THAT the 10-Year Gravel Resurfacing Plan 2018-2027, attached as Appendix A to Report ENG2017-022, be adopted for the purpose of complementing the 5-Year Roads Capital Plan and informing future capital budgets;
THAT forecasted annual expenditure for the Road Lifecycle Extension program within the 5-Year Roads Capital Plan be increased by approximately $300,000.00 for 2021 onward to address gravel road rehabilitation needs on an ongoing basis; and
THAT Public Works and Engineering and Corporate Assets staff review options for addressing long-term drainage-related operating and capital needs of roads without storm drains for the purpose of informing proposed post-2018 capital and operating budgets.

10.3.10 ENG2017-024 200 - 207

Joseph Kelly, Senior Engineering Technician
Request to Establish a Speed Limit – Manvers Scugog Townline Road

RESOLVED THAT Report ENG2017-024 **Request to Establish a Speed Limit – Manvers Scugog Townline Road** be received;
THAT the speed limit of Manvers Scugog Townline Road from Devitts Road (Scugog Township) to a point 100m north of Mckee Road (Scugog Township) be posted at 60 km/h;
THAT the necessary by-laws for the above recommendations be forwarded to Council for adoption;
THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this decision.

10.3.11 HS2017-007 208 - 213

Carolyn Daynes, Treasurer
Rod Sutherland, Director, Human Services
Affordable Housing – Office Space Project Update

RESOLVED THAT Report HS2017-007, **Affordable Housing – Office Space Project Update**, be received;
THAT the budget for capital project BP1705 (Office Space and Affordable Housing) be increased to $12,300,000 and refinanced as follows: (i) $3,600,000 in various housing-related grants, (ii) $1,900,000 in debenture to be repaid by rental revenue generated by the affordable housing portion of the building and (iii) $6,800,000 in debenture to be repaid by lease cost avoidance and revenue generated by the office portion of the building;
THAT the debenture financing of capital project BP1705 (Office Space and Affordable Housing) be increased to $8.7 million in total and be maintained and reported on separately from other debt until it is retired;
THAT the City Treasurer be authorized to refinance capital project BP1705 (Office Space and Affordable Housing) to reduce the reliance on debenture financing in the event the project receives additional grant or other external financing;
THAT capital project BP1705 (Office Space and Affordable Housing) be designated a multi-year capital project with approval for 2017-2019, inclusive;
THAT the application for a grant and loan under the Green Municipal Fund of the Federation of Canadian Municipalities for Capital Project BP1705, be endorsed; and
THAT an application for a grant under the Municipal Green House Gas (GHG) Challenge Fund for Capital Project BP1705, be endorsed.

10.3.12 HH2017-003 214 - 223

Hope Lee, Administrator/Manager of Housing
Home for Good Program

RESOLVED THAT Report HH2017-003, **Home for Good Program**, be received.

10.3.13 RS2017-014 224 - 286

Robyn Carlson, City Solicitor and Acting Manager of Realty Services
Surplus Declaration of Mariposa Community Hall (building only) and Proposed Land Lease of 1010 Eldon Road, Oakwood, Legally Described as Pt Blk A to Pt Blk D Plan 80, in the former Geographic Township of Mariposa, City of Kawartha Lakes

RESOLVED THAT Report 2017-014, **Surplus Declaration of Mariposa Community Hall (building only) and Proposed Land Lease of 1010 Eldon Road, Oakwood, Legally Described as Pt Blk A to Pt Blk D Plan 80, in the former Geographic Township of Mariposa, City of Kawartha Lakes**, be received;
THAT the City-owned property known as Mariposa Community Hall (building only), located at 1010 Eldon Road, Oakwood, be declared surplus to municipal needs;
THAT the subject building be disposed of in accordance with the City of Kawartha Lakes Disposal of Real Property Policy No. C-204-DEV-001 and By-law 2010-118, as amended;
THAT notice be given in accordance with By-laws 2008-065 and 2010-118, as amended;
THAT on completion of the public notice, Council shall consider any deputation or public input in opposition of the sale, if any, and if appropriate, pass a by-law (with any amendments deemed necessary) to authorize the disposition;
THAT the conveyance of the subject building for nominal consideration to a not-for-profit organization (the Oakwood and District Lions Club) be supported;
THAT The Mayor and Clerk be authorized to sign all documents to facilitate the conveyance of the building; and
THAT The Mayor and Clerk be authorized to execute the agreement, in the form substantially as attached as Appendix A, on behalf of the Corporation of the City of Kawartha Lakes.

10.3.14 WM2017-010 287 - 291

David Kerr, Manager - Environmental Services
Preferred Waste Collection Option - Shadow Lake Road 2

RESOLVED THAT Report WM2017-010, **Preferred Waste Collection Option - Shadow Lake Road 2**, be received; and
THAT the preferred option for waste and recyclables collection for Shadow Lake Rd. 2 be Option 1, Status quo with expanded investigation and enforcement**,** to be implemented immediately.

10.3.15 WWW2017-008 292 - 314

Julie Henry, Quality Management and Policy Coordinator
Water and Wastewater Division Level of Service Policy

RESOLVED THAT Report WWW2017-008, **Water and Wastewater Level of Service Policy**, be received;
THAT the Water and Wastewater Level of Service Policy appended to report WWW2017-008 be approved, adopted and numbered for inclusion in the City's Policy Manual;
THAT the Water and Wastewater Frozen Services Management Directive be received; and
THAT Policy Number 066 EPW 003 Water and Wastewater Complaint Handling be rescinded.

10.4 Items Extracted from Consent

10.4.1 CS2017-017 315 - 341

Craig Shanks, Director of Community Services
Lee Anna Thornbury, Manager of Customer Services
Customer Service Standards

10.4.2 PW2017-009 342 - 497

Bryan Robinson, Director of Public Works
Public Works Roads Depot Master Plan

11. COMMITTEE OF THE WHOLE

12. COMMITTEE OF THE WHOLE AND PLANNING COMMITTEE MINUTES

12.1 CC2017-29.12.1 498 - 503

Minutes, Planning Advisory Committee Meeting
October 11, 2017

13. CORRESPONDENCE AND PETITIONS

14. OTHER OR NEW BUSINESS

15. BY-LAWS

RESOLVED THAT the By-Laws shown in Section 15.1 of the Agenda, namely: Items 15.1.1 to and including 15.1.8 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

15.1 By-Laws by Consent

15.1.1 CC2017-29.15.1.1 504 - 507

A By-law to Authorize the Conveyance of Municipally Owned Property Legally Described as Part of Lot 8, North of Portage Road, designated as Part 2 on Plan 57R2197, in the former Geographic Township of Bexley, City of Kawartha Lakes, being Part of PIN: 63116-0337 (LT)

15.1.2 CC2017-29.15.1.2 508 - 623

A By-law to Designate Downtown Lindsay as a Heritage Conservation District in the City of Kawartha Lakes

15.1.3 CC2017-29.15.1.3 624 - 624

A By-law to Repeal By-law 2015-052, being A By-law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes

15.1.4 CC2017-29.15.1.4 625 - 625

A By-law to Repeal By-law 2015-053, being A By-law to Appoint a Weed Inspector for the City of Kawartha Lakes

15.1.5 CC2017-29.15.1.5 626 - 642

A By-law to Amend By-law 2016-206, the Consolidated Fees By-law in the City of Kawartha Lakes

15.1.6 CC2017-29.15.1.6 643 - 651

A By-law to Regulate Fences in the City of Kawartha Lakes

15.1.7 CC2017-29.15.1.7 652 - 687

A By-law to Authorize the Execution of an Agreement between HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, as represented by the Minister of Agriculture, Food and Rural Affairs and The Corporation of the City of Kawartha Lakes for Rural Economic Development Funding Agreement RED08084

15.1.8 CC2017-29.15.1.8 688 - 688

A By-law to Amend By-law Number 2005-328, being a By-law to Establish Speed Limits in the City of Kawartha Lakes (Amendment No. 35)(Manvers Scugog Townline Road)

15.2 By-Laws Extracted from Consent

16. CLOSED SESSION (IF NOT COMPLETED PRIOR TO OPEN SESSION)

17. MATTERS FROM CLOSED SESSION

18. CONFIRMING BY-LAW

19. ADJOURNMENT

Memo

To: **Mayor Letham & Members of Council**

From: Councillor Elmslie

Date: October 24, 2017

Subject: Exemption for Mandatory Hook Up

Background

The Mandatory Connection By-law was passed in 2014 and was created to ensure property owners are connected to available municipal infrastructure. New users will see benefit from safe, reliable drinking water and efficient and effective wastewater treatment. The additional revenue, through full community servicing, will help lower the average overall cost to property owners paying for municipal water and wastewater utilities by ensuring servicing costs are shared equally among those who benefit from the infrastructure available.

Property Owners on County Rd 121, between Clifton Street and Northline Road, on the east side of the Village of Fenelon Falls, requested an exemption to By-law 2014-255 "A By-law to require Owners of buildings to connect such Buildings to Drinking Water Systems and/or Wastewater Collection Systems in the City of Kawartha Lakes" hereinafter referred to as the "Mandatory Connection By-law" in late 2016.

Council passed Resolution Number CR2017-104 on February 7, 2017.

One property, 75 Wychwood Crescent, Fenelon Falls was not included in the resolution and I am requesting that it be exempt at this time.

Recommendation To Council

RESOLVED THAT the memorandum from Councillor Elmslie dated October 24, 2017 regarding Exemption for Mandatory Hook Up be received and;
THAT the exemption request to the Mandatory Connection By-law 2014- 75 Wychwood Crescent , Fenelon Falls, be approved; and
THAT the Fixed Rate and Capital Levy to the property, 75 Wychwood Crescent , Fenelon Falls, commence immediately.

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

MEMO

Date: **October 24, 2017**

To: **Council**

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

Re: **Petition for Municipal Drainage - Webster Petition**

CC: **Juan Rojas Director of Engineering and Corporate Assets**

Paul Herlihey, Municipal Drain Superintendent, Kawartha Lakes Drainage Board

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Recommendation:

RESOLVED THAT Memo from Mike Farquhar (Engineering), regarding **Municipal Drain - Webster Petition**, be received

Background:

At the October 10th, 2017 Council meeting Report ENG2017-023 was before Council recommending Council proceed with the Webster drainage petition as well as appointing an engineer for the proposed Municipal Drain. The following resolution was adopted.

CR2017-874
RESOLVED THAT Report ENG2017-023, **Petition for Drainage Works by Owner – Webster**, be received;
THAT Council proceeds with the petition submitted by Alan Webster (Victor Webster Farms Ltd.) for drainage works by owners for Concession 5, Part Lot 11, Geographic Township of Eldon and instruct the City Clerk to proceed with the notices required under Section 5 of the Drainage Act;
THAT Council appoints and retains, R. Dobbin Engineering Inc. in accordance with the

Drainage Act, as the Engineer of Record, and to proceed with the requirements of a petition drain; and

THAT should, R. Dobbin Engineering Inc. not be available, that Council instructs staff to retain an alternate qualified Engineer from the standing list.

CARRIED

Rationale:

Council chose to approve the petition and appoint R. Dobbin Engineering Inc. as the firm of record for performing an engineers report under Section 8(1) of the Ontario Drainage Act.

As per Section 8(2) of the Ontario Drainage Act, Council is required to be informed of the individual engineer who will be writing the report.

This memo is to inform Council that **R.Dobbin Engineering Inc.** has assigned these duties within their corporate firm to **Michael Gerrits** who will be the engineer of record for this petition drain.

Yours truly,

Mike Farquhar, Supervisor Technical Services
Engineering & Corporate Assets

-----Original Message-----
From: noreply@kawarthalakes.ca [mailto:noreply@kawarthalakes.ca] On Behalf Of Tiffany
Sent: Saturday, October 07, 2017 9:29 PM
To: Andy Letham
Subject: Proclamation

I am wondering if we are able to get a proclamation this year for November 6 2017 Good morning my name is Tiffany Kummer. I am requesting a proclamation for November 6 2017 for crps rsd send them this: Whereas: Complex Regional Pain Syndrome (CRPS), also known as Reflex Sympathetic Dystrophy (RSD) is a nerve disorder that causes chronic pain,
Whereas: the symptoms of CRPS/RSD are often described as burning that is out of proportion to the severity of the initial injury and can include extreme sensitivity to the touch and swelling
Whereas: While CRPS/RSD was first identified during the Civil War, it remains a poorly understood condition. There is no cure
Whereas: The National Institute of Neurological Disorders and Stroke and other institutes of the National Institutes of Health support research relating to CRPS/RSD
Whereas: Members of the CRPS/RSD community will be spreading awareness in November
Whereas: On Nov.6, 2017, members of the CRPS/RSD community will be celebrating the third-annual Color The World Orange day to spread awareness of this poorly understood pain disorder.

Thanks Tiffany Kummer

Origin: https://www.kawarthalakes.ca/en/municipal-services/request-a-certificate-or-congratulations.aspx
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This email was sent to you by Tiffany<crpsrsdfoundation@gmail.com> through https://www.kawarthalakes.ca.

Memo

To:Mayor Letham & Members of Council

From:Councillor Strangway

Date:October 24, 2017

Subject:Gillis Street

Background

Gillis Street is on the west shore of Sturgeon Lake and serves about 15 residents.Gillis was created in the 1950's and since then has received both summer and winter maintenance from Fenelon Township and the City of Kawartha Lakes. Gillis Street is a privately owned road. Gillis at this time appears to have three owners, one of which is deceased. As of this time we are not able to find any relatives to the deceased individual.The second owner who has claim to a very small portion of the road has been paying taxes on the whole road and wants this to end.The third owner lives at the north end of Gillis.

In 2010 the residents on Gillis applied for an LSA for the street.One of the conditions for an LSA is the owner must sign the agreement which of course was not possible as the owner is deceased and the residents attempts to find any living relatives were not successful.Therefore the residents and City did not proceed with the LSA but the then acting Director of Public Works,Jeff Seaton, provided written confirmation that the maintenance would continue on Gillis without an LSA agreement due to the complex legal implications.

Two residents and myself have been meeting with Director Robinson and Robyn Carlson to try to understand all of the legal implications/documents related to Gillis.At this time a search is underway to see if we can find any relatives to the deceased owner.In the meantime winter is approaching and Director Robinson is seeking direction with respect to maintenance on Gillis Street.

Recommendation To Council

RESOLVED THAT the memorandum from Councillor Strangway dated October 24, 2017 regarding Gillis Street, be received and;

THAT Gillis Street continue to receive summer maintenance (two gradings) and winter maintenance (snow ploughing) until the spring of 2019 or until a Limited Service Agreement can be put in place.

The Corporation of the City of Kawartha Lakes

MINUTES

REGULAR COUNCIL MEETING

CC2017-27
Tuesday, October 10, 2017
Closed Session Commencing at 1:00 p.m. Open Session Commencing at 2:00 p.m.
Council Chambers
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

MEMBERS:
Mayor Andy Letham
Councillor Isaac Breadner
Councillor Pat Dunn
Councillor Doug Elmslie
Councillor Gord James
Councillor Gerard Jilesen
Councillor Brian S. Junkin
Councillor Rob Macklem
Councillor Mary Ann Martin
Councillor Gord Miller
Councillor Patrick O'Reilly
Councillor John Pollard
Councillor Kathleen Seymour-Fagan
Councillor Heather Stauble
Councillor Stephen Strangway
Councillor Andrew Veale
Councillor Emmett Yeo

Accessible formats and communication supports are available upon request.

1. CALL TO ORDER

Mayor Letham called the Meeting to order at 1:00 p.m. Councillors I. Breadner, P. Dunn, D. Elmslie, G. James, G. Jilesen, B. Junkin, R. Macklem, M.A. Martin, G. Miller, P. O'Reilly, J. Pollard, K. Seymour-Fagan, H. Stauble, S. Strangway and A. Veale were in attendance.

CAO and Acting City Clerk R. Taylor, Deputy Clerk A. Rooth and various other staff members were also in attendance.

2. ADOPTION OF CLOSED SESSION AGENDA

CR2017-847
Moved By Councillor Strangway
Seconded By Councillor Elmslie

RESOLVED THAT the Closed Session agenda be adopted as circulated.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST IN CLOSED SESSION ITEMS

There were no declarations of pecuniary interest noted.

4. CLOSED SESSION

CR2017-848
Moved By Councillor Breadner
Seconded By Councillor Macklem

RESOLVED THAT Council convene into closed session at 1:01 p.m. in order to consider matters on the Tuesday, October 10, 2017 Closed Session Agenda and that are permitted to be discussed in a session closed to the public pursuant to Section 239(2) of the Municipal Act, S.O. 2001. S.25.

CARRIED

5. OPENING CEREMONIES

5.1 Call Open Session to Order

Mayor Letham called the Open Session of the Meeting to order at 2:00 p.m. Councillors I. Breadner, P. Dunn, D. Elmslie, G. James, G. Jilesen, B. Junkin, R. Macklem, M.A. Martin, G. Miller, P. O'Reilly, J. Pollard, K. Seymour-Fagan, H. Stauble, S. Strangway and A. Veale were in attendance.

CAO and Acting City Clerk R. Taylor, Deputy Clerk A. Rooth and various other staff members were also in attendance.

5.2 O Canada

The Meeting was opened with the singing of 'O Canada'.

5.3 Moment of Silent Reflection

The Mayor asked those in attendance to observe a Moment of Silent Reflection.

5.4 Adoption of Open Session Agenda

CR2017-855
Moved By Councillor Stauble
Seconded By Councillor Martin

RESOLVED THAT the Agenda for the Open Session of the Regular Council Meeting of Tuesday, October 10, 2017, be adopted as circulated and with the following amendments:

Additions - Deputations

9.1
Harold Bartlett, President
Rolling Hills Estates Homeowners Association
Licensing of Short Term Residential Rentals
(Report LIC2017-001, Item 10.3.1 on the Agenda)

9.2
Ken Rogers
Licensing of Short Term Residential Rentals
(Report LIC2017-001, Item 10.3.1 on the Agenda)

9.3
Bob Brockman
Licensing of Short Term Residential Rentals
(Report LIC2017-001, Item 10.3.1 on the Agenda)

9.4
Carol Aird
Barry Hawe

Licensing of Short Term Residential Rentals
(Report LIC2017-001, Item 10.3.1 on the Agenda)

CARRIED

6. DISCLOSURE OF PECUNIARY INTEREST

Councillor Elmslie declared a pecuniary interest in Item 10.3.2 as he has been very involved with the Fenelon Falls Splash Pad project and assisted in writing of the grant application for that project.

7. MATTERS FROM CLOSED SESSION

Item 4.3

The City Solicitor was provided with instruction with respect to Court File CV-11-00421210-0000.

CR2017-856
Moved By Councillor Pollard
Seconded By Councillor Strangway

RESOLVED THAT Council Resolution CR2016-777, that reads:

> **RESOLVED THAT** should a settlement within the terms provided to the City Solicitor for Court File Number CV-11-00421210-0000, that the City Treasurer be authorized to pay the funds from the Development Charges Reserve - Sanitary Sewer Portion - 3299972989.

, be rescinded.

CARRIED by 2/3 Vote

CR2017-857
Moved By Councillor Dunn
Seconded By Councillor O'Reilly

RESOLVED THAT should a settlement within the terms provided to the City Solicitor for Court File Number CV-11-00421210-000 be reached, the City Treasurer be authorized to pay the funds as follows: up to $520,606.87 will be paid to 2074161 Ontario Inc. from the sewage collection Development Charges reserve account; and up to $225,149.13 will be paid to 2074161 out of the roads and related Development Charges reserve account.

CARRIED

Item 4.4

CR2017-858
Moved By Councillor Elmslie
Seconded By Councillor O'Reilly

RESOLVED THAT the following members of the public be appointed to the Downtown Revitalization Advisory Committee:

Paul South for a three year term ending on December 31, 2020
Dinah Wilson for a two year term ending on December 31, 2019
Chris Handley for a one year term ending on December 31, 2018
Lynn Manning for a two year term ending on December 31, 2019
Stephen Podolsky for a three year term ending on December 31, 2020
Edward Wayne Hilton for a two year term ending on December 31, 2019
Matthew Hutchison for a three year term ending on December 31, 2020
Julie Kellett for a two year term ending on December 31, 2019
Anna Rady, as alternate, for a one year term ending December 31, 2018;
THAT Councillors Elmslie and Martin be appointed to the Downtown Revitalization Advisory Committee effective immediately with the term ending November 30, 2018; and
THAT, if necessary, the Terms of Reference for the Downtown Revitalization Advisory Committee be revised to allow for the appointment of an alternate.

CARRIED

8. PUBLIC INFORMATION

8.1 Presentations

8.2 Invited Guests (Quarterly Basis)

8.3 Notices and Information by Members of Council and Staff

8.3.1 Council

Councillor O'Reilly made the following announcements:

- Hector Macmillan, Mayor of Trent Hills, has passed away.
- The 14th Annual Machik Tibetan Dinner is on October 14th at the Victoria Park Armoury.

- The 25th Annual Lindsay and District Sports Hall of Fame inductee ceremony will be held October 22nd at 2:00 p.m. at the Victoria Park Armoury.
- The Fall Brawl demolition derby will be held at the Lindsay Exhibition October 21st.
- MP Jamie Schmale is hosting an awards evening for Canada's 150th at the Lindsay Legion on October 11th at 7:00 p.m. to recognize individuals who have made contributions to the local community.
- Mackey Funeral Home celebrated the official opening of 'Celebrations Lindsay' event venue at the former Queen Street United Church in Lindsay.
- Dr. Helena Jaczek, Minister of Community and Social Services, was in Lindsay to mark the amalgamation of Community Living Kawartha Lakes, Community Living Haliburton County and Community Living Peterborough into the new Community Living Trent Highlands.

8.3.2 Staff

Chief Pankhurst advised that this week, October 8th to 14th, is the National Fire Protection Association's Fire Prevention Week and this year's theme is Every Second Counts: Plan 2 Ways Out.

8.4 Notice of Motion

9. DEPUTATIONS

9.1 CC2017-27.9.1

Harold Bartlett, President
Rolling Hills Estates Homeowners Association
Licensing of Short Term Residential Rentals
(Report LIC2017-001, Item 10.3.1 on the Agenda)

Harold Bartlett, President of the Rolling Hills Estates Homeowners Association, expressed concern regarding excessive noise, garbage, trespass to property, disrespect to fire ordinances, traffic and pedestrian safety and animals at large related to short term rentals. He requested that the matter be referred back to staff to examine alternative, effective, means of regulating short term rentals to protect and preserve the integrity and character of established low density residential communities.

CR2017-859
Moved By Councillor Miller
Seconded By Councillor Macklem

RESOLVED THAT the deputation of Harold Bartlett, President Rolling Hills Estates Homeowners Association, regarding Licensing of Short Term Residential Rentals, Report LIC2017-001, Item 10.3.1 on the Agenda, be received.

CARRIED

9.2 CC2017-27.9.2

Ken Rogers
Licensing of Short Term Residential Rentals
(Report LIC2017-001, Item 10.3.1 on the Agenda)

Ken Rogers, local resident, expressed concern regarding excessive noise, partying and drugs relating to short term rentals. He advised that one such rental adjacent to his home is being advertised at a nightly rate similar to that of a hotel to the financial benefit of the property owner, while some renters have little respect for neighbours. He requested that Council defer the matter or take action to better regulate short term residential rentals.

CR2017-860
Moved By Councillor Pollard
Seconded By Councillor Martin

RESOLVED THAT the deputation of Ken Rogers regarding Licensing of Short Term Residential Rentals, Report LIC2017-001, Item 10.3.1 on the Agenda, be received.

CARRIED

9.3 CC2017-27.9.3

Bob Brockman
Licensing of Short Term Residential Rentals
(Report LIC2017-001, Item 10.3.1 on the Agenda)

Bob Brockman, local resident, expressed concern regarding danger to neighbours and cost to the taxpayer for emergency services response to issues at short term rentals, specifically relating to a recent drug overdose that occurred locally. He noted that renters are not being informed of and complying with City by-laws and expressed concern regarding the impact on the environment if occupancy limits are not respected. Mr. Brockman noted a lack of grass and weed control on properties used for short term rental. He requested Council

initiate a review of the issue and develop a solution that could be applied to the entire City. Mr. Brockman responded to questions from Council members.

CR2017-861
Moved By Councillor O'Reilly
Seconded By Councillor Miller

RESOLVED THAT the deputation of Bob Brockman regarding, Licensing of Short Term Residential Rentals, Report LIC2017-001, Item 10.3.1 on the Agenda, be received.

CARRIED

9.4 CC2017-27.9.4

Carol Aird
Barry Hawe
Licensing of Short Term Residential Rentals
(Report LIC2017-001, Item 10.3.1 on the Agenda)

Barry Hawe and Carol Aird, local residents, expressed concern with the high number of occupants, partying, drinking and potential drinking and driving relating to short term rental properties. Mr. Hawe noted that this type of behavior would not be tolerated at a commercial hotel and has a detrimental impact on neighbours. He requested that Council take action to address the issue. Mr. Hawe ad Ms. Aird responded to questions from Council members.

CR2017-862
Moved By Councillor Elmslie
Seconded By Councillor Martin

RESOLVED THAT the deputation of Barry Hawe and Carol Aird regarding Licensing of Short Term Residential Rentals, Report LIC2017-001, Item 10.3.1 on the Agenda, be received.

CARRIED

10. CONSENT MATTERS

The following items were requested to be extracted from the Consent Agenda:

Councillor Stauble Item 10.1.4
Councillor Pollard Item 10.3.1

Councillor Martin Item 10.3.2
Councillor Breadner Item 10.3.3
Councillor James Item 10.3.9

Moved By Councillor Breadner
Seconded By Councillor Dunn

RESOLVED THAT all of the proposed resolutions shown in Section 10.1, 10.2 and 10.3 of the Agenda be approved and adopted by Council in the order that they appear on the agenda and sequentially numbered, save and except Items 10.1.4, 10.3.1, 10.3.2, 10.3.3 and 10.3.9, namely:

CARRIED

10.1 Correspondence

10.1.1 CC2017-27.10.1.1

Mike Farquhar, Supervisor Technical Services – Engineering and Corporate Assets
Petition for Municipal Drainage - Waite Petition

CR2017-863
RESOLVED THAT the October 10, 2017 memorandum from Mike Farquhar, Supervisor Technical Services, regarding the Petition for Municipal Drainage - Waite Petition, be received.

CARRIED

10.1.2 CC2017-27.10.1.2

Stephanie Nickerson
Licensing of Short Term Residential Rentals
(Report LIC2017-001, Item 10.3.1 on the Agenda)

CR2017-864
RESOLVED THAT the September 26, 2017 e-mail correspondence from Stephanie Nickerson, regarding Licensing of Short Term Residential Rentals, Report LIC2017-001, Item 10.3.1 on the Agenda, be received.

CARRIED

10.1.3 CC2017-27.10.1.3

Victoria Condominium Corporation No. 9
Request for Barrier to Prevent Trespassers

CR2017-865
RESOLVED THAT the September 25, 2017 correspondence from Victoria Condominium Corporation No. 9, regarding their Request for Barrier to Prevent Trespassing, be received and referred to staff.

CARRIED

10.2 Minutes from:

10.2.1 Council

10.2.1.1 CC2017-27.10.2.1

Minutes, Special Council Information Meeting
September 19, 2017

CR2017-866
RESOLVED THAT the Minutes of the September 19, 2017 Special Council Information Meeting, be received and adopted.

CARRIED

10.2.1.2 CC2017-27.10.2.1.2

Minutes, Special Council Information Meeting
September 20, 2017

CR2017-867
RESOLVED THAT the Minutes of the September 20, 2017 Special Council Information Meeting, be received and adopted.

CARRIED

10.2.1.3 CC2017-27.10.2.1.3

Minutes, Regular Council Meeting
September 26, 2017

CR2017-868
RESOLVED THAT the Minutes of the September 26, 2017 Regular Council Meeting, be received and adopted.

CARRIED

10.2.2 Committees of Council, Advisory Boards and Task Forces

10.2.2.1 CC2017-27.10.2.2.1

Draft Minutes, Drainage Board Meeting
September 25, 2017

CR2017-869
RESOLVED THAT the Draft Minutes of the September 25, 2017 Drainage Board Meeting, be received.

CARRIED

10.3 Reports

10.3.4 PUR2017-055

Marielle van Engelen, Buyer
Tender 2016-68-OT Environmental Monitoring and Reporting for Specified Landfill Sites

CR2017-870
RESOLVED THAT Report PUR2017-055, **Tender 2016-68-OT Environmental Monitoring and Reporting for Specified Landfill Sites**, be received; and
THAT the option to renew Tender 2016-68-OT Environmental Monitoring and Reporting for Specified Landfill Sites for up to four (4) additional, one (1) year terms, pending budget approval, vendor performance, operational requirements, and contractual need, in accordance with the Table of Authority, be approved.

CARRIED

10.3.5 PUR2017-056

Angela Vickery, Manager of Revenue and Procurement
Tender Awards Q3 2017

CR2017-871
RESOLVED THAT Report PUR2017-056, **Tender Awards Q3 2017**, be received for information purposes.

CARRIED

10.3.6 PLAN2017-059

Janet Wong, Planner II
A By-law to Deem Lot 20, Registered Plan 260, Geographic Township of Ops, being 89 Loon Street (Betts and Wanyura)

CR2017-872
RESOLVED THAT Report PLAN2017-059, **Betts and Wanyura – D30-17-006**, be received;
THAT a Deeming By-law respecting Lot 20, Registered Plan 260, substantially in the form attached as Appendix C to Report PLAN2017-059, be approved and adopted by Council; and
THAT the Mayor and Clerk be authorized to execute any documents required by the approval of this application.

CARRIED

10.3.7 PLAN2017-060

Sherry L. Rea, Development Planning Supervisor
An application to amend the Village of Bobcaygeon Zoning By-law 16-78 to remove the Holding (H) symbol to permit 2 semi-detached dwellings on Part of Lot 10, Plan 70, being Parts 1 and 2 on Reference Plan 57R-10004, former Village of Bobcaygeon, now City of Kawartha Lakes and identified as 60 to 62 and 64 to 66 Helen Street, Savic/Milosevic and Tom Grimes Construction Ltd.

CR2017-873
RESOLVED THAT Report PLAN2017-060, **Savic/Milosevic and Tom Grimes Construction Ltd. - D06-17-027**, be received;
THAT a Zoning By-law Amendment respecting Application D06-17-027, substantially in the form attached as Appendix C to Report PLAN2017-060, be approved and adopted by Council; and
THAT the Mayor and Clerk be authorized to execute any documents required by the approval of this application.

CARRIED

10.3.8 ENG2017-023

Michael Farquhar, Supervisor, Technical Services
Petition for Drainage Works By Owner - Webster

CR2017-874
RESOLVED THAT Report ENG2017-023, **Petition for Drainage Works by Owner – Webster**, be received;
THAT Council proceeds with the petition submitted by Alan Webster (Victor Webster Farms Ltd.) for drainage works by owners for Concession 5, Part Lot 11, Geographic Township of Eldon and instruct the City Clerk to proceed with the notices required under Section 5 of the Drainage Act;
THAT Council appoints and retains, R. Dobbin Engineering Inc. in accordance with the Drainage Act, as the Engineer of Record, and to proceed with the requirements of a petition drain; and
THAT should, R. Dobbin Engineering Inc. not be available, that Council instructs staff to retain an alternate qualified Engineer from the standing list.

CARRIED

10.4 Items Extracted from Consent

10.1.4 CC2017-27.10.1.4

Andy Letham, Mayor
Township of Selwyn Resolution Regarding Harvesting of Wild Rice - Williams Treaty

CR2017-875
Moved By Councillor Stauble
Seconded By Councillor Martin

RESOLVED THAT the September 27, 2017 correspondence from Township of Selwyn, regarding their Council Resolution on Harvesting of Wild Rice - Williams Treaty, be received; and
THAT a copy of the Township of Selwyn's original resolution be circulated to MP Jamie Schmale and MP Maryam Monsef.

CARRIED

10.3.1 LIC2017-001

Alix Hick, Senior Licensing Officer
Licensing of Short Term Residential Rentals
(Deferred from the September 26, 2017 Regular Council Meeting)

CR2017-876
Moved By Councillor Pollard
Seconded By Councillor James

RESOLVED THAT Report LIC2017-001, **Licensing of Short Term Residential Rentals**, be received; and
THAT the matter be referred back to staff for further consultation with interested parties with a report to Council on options to license or regulate Short Term Residential Rentals in the City of Kawartha Lakes and potential costs by end of Q2 2018.

CARRIED

10.3.2 CAO2017-005

Ron Taylor, CAO
Evergreen Power Limited – Allocation of Donation

Councillor Elmslie left Council Chambers due to his previously declared pecuniary interest.

Moved By Councillor Martin
Seconded By Councillor Junkin

RESOLVED THAT Report CAO2017-005, **Evergreen Power Limited – Allocation of Donation**, be received; and
THAT Council directs the voluntary $10,000.00 donation to the City of Kawartha Lakes from Evergreen Power Limited to the City of Kawartha Lakes 50/50 Capital Partnership Fund.

MOTION FAILED

CR2017-877
Moved By Councillor Breadner
Seconded By Councillor Strangway

RESOLVED THAT Report CAO2017-005, **Evergreen Power Limited – Allocation of Donation**, be received; and
THAT Council directs the voluntary $10,000.00 donation to the City of Kawartha Lakes from Evergreen Power Limited to the community funding component of the Fenelon Falls Splash Pad project

CARRIED

Councillor Elmslie returned to Council Chambers.

10.3.3 CORP2017-026

Angela Vickery, Manager of Revenue and Procurement
High Water Bill Adjustment Appeals Committee

CR2017-878
Moved By Councillor Breadner
Seconded By Councillor Dunn

RESOLVED THAT Report CORP2017-026, **High Water Bill Adjustment Appeals Committee**, be received;
THAT By-Law 2011-260, being a By-law to Govern Water and Wastewater Services in the City of Kawartha Lakes, be amended to include terms of reference for a High Water Bill Adjustment Appeals Committee by adding the following:

High Water Bill Adjustment Appeals Committee: A High Water Bill Adjustment Appeals Committee is established to hear and rule on appeals against High Water Bill Adjustment decisions.

Authority: The High Water Bill Adjustment Appeals Committee may recommend to Council approval of high water bill adjustments without prejudice or precedent to any other similar matter.

Composition and Appointment: The High Water Bill Adjustment Appeals Committee shall be comprised of three members of Council appointed by Council.

Term: The Term of the Appointment of the High Water Bill Adjustment Appeals Committee shall be the same as the term of Council.

Administration: The High Water Bill Adjustment Appeals Committee shall ensure that a member of City staff is assigned the role of secretary to the Committee with duties and obligations required in accordance with the Municipal Act.

Governance: The High Water Bill Adjustment Committee shall be governed by this by-law and the City's Procedural By-Law, as amended from time to time by Council.

And;
THAT the necessary amending by-Law be brought forward for adoption.

CARRIED

10.3.9 WWW2017-007

Rob MacPherson, Water and Wastewater Technician
Coagulant Selection for the Lindsay Water Treatment Plant

CR2017-879
Moved By Councillor James
Seconded By Councillor Veale

RESOLVED THAT Report WWW2017-007, **Coagulant Selection for the Lindsay Water Treatment Plant**, be received; and
THAT the procurement for supply and delivery of Coagulant for the Lindsay Water Treatment Plant be awarded and approved through the request for proposal process in accordance with the Purchasing Policy.

CARRIED

11. COMMITTEE OF THE WHOLE

12. COMMITTEE OF THE WHOLE AND PLANNING COMMITTEE MINUTES

13. CORRESPONDENCE AND PETITIONS

14. OTHER OR NEW BUSINESS

15. BY-LAWS

The mover requested the consent of Council to read the by-laws by number only.

Moved By Councillor Veale
Seconded By Councillor Miller

RESOLVED THAT the By-Laws shown in Section 15.1 of the Agenda, namely: Items 15.1.1 to and including 15.1.6 be read a first, second and third time, passed, numbered, signed and the corporate seal attached, namely:

CARRIED

15.1 By-Laws by Consent

15.1.1 CR2017-880

A By-law to Amend By-law 2016-206, the Consolidated Fees By-law in the City of Kawartha Lakes

15.1.2 CR2017-881

A By-law to Amend By-law 2016-144, being A By-Law for Collection and Management of Waste and Recyclables Within The City of Kawartha Lakes

15.1.3 CR2017-882

A By-Law to Authorize the Sale Of Municipally Owned Property Legally Described as Lot 3 Registered Plan 508, in the Geographic Township of Eldon, City of Kawartha Lakes Described as Part 1 on Plan 57R-10503 Being All of PIN: 63170-0227 (LT)

15.1.4 CR2017-883

A By-Law To Deem Part of a Plan of Subdivision, Previously Registered For Lands Within Kawartha Lakes, *Not* To Be A Registered Plan Of Subdivision In Accordance With The Planning Act PIN: 63200-0583(LT), Described As Lot 20, Plan 260, Geographic Township Of Ops, Now City Of Kawartha Lakes

15.1.5 CR2017-884

A By-law to Amend the Village of Bobcaygeon Zoning By-law 16-78 to Remove the Holding (H) Symbol from a Zone Category on Property within the City of Kawartha Lakes (Savic/Milosevic and Tom Grimes Constructions Ltd.)

15.1.6 CR2017-885

A By-law to Amend By-law 2016-206, being A By-Law to Establish and Require Payment of Fees for Information, Services, Activities and Use of City Property in The City of Kawartha Lakes

15.2 By-Laws Extracted from Consent

16. CLOSED SESSION (IF NOT COMPLETED PRIOR TO OPEN SESSION)

17. MATTERS FROM CLOSED SESSION

18. CONFIRMING BY-LAW

CR2017-886
Moved By Councillor James
Seconded By Councillor Veale

RESOLVED THAT a by-law to confirm the proceedings of a Regular Council Meeting held Tuesday, October 10, 2017 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

CARRIED

19. ADJOURNMENT

CR2017-887
Moved By Councillor Elmslie
Seconded By Councillor Strangway

RESOLVED THAT the Council Meeting adjourn at 3:56 p.m.

CARRIED

Read and adopted this 24th day of October, 2017.

_____ _____

Andy Letham, Mayor

Ron Taylor, Acting City Clerk

The Corporation of the City of Kawartha Lakes

MINUTES

EXECUTIVE COMMITTEE

2017-006
Thursday, October 5, 2017
9:00 A.M.
Weldon Room
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

MEMBERS:
Mayor Andy Letham
Councillor Pat Dunn
Councillor Mary Ann Martin
Councillor Kathleen Seymour-Fagan
Councillor Andrew Veale

Accessible formats and communication supports are available upon request.

DRAFT

1. CALL TO ORDER

Mayor Letham called the meeting to order at 9:00 a.m. Councillors P. Dunn, M.A. Martin, K. Seymour-Fagan and A. Veale were in attendance. Guest Councillors J. Pollard, B. Junkin and P. O'Reilly were in attendance. Staff members R. Taylor, C. Shanks, L. Thornbury, A. Vickery, C. Davidson and A. Webster were also in attendance.

2. ADMINISTRATIVE BUSINESS

2.1 Adoption of Agenda

Moved By Councillor Seymour-Fagan
Seconded By Councillor Martin

RESOLVED THAT the agenda for the October 5, 2017 Executive Committee meeting be adopted as circulated.

CARRIED

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest noted.

2.3 Adoption of Minutes

Moved By Councillor Martin
Seconded By Councillor Veale

RESOLVED THAT the minutes of the September 8, 2017 Executive Committee be adopted as circulated.

CARRIED

3. DEPUTATIONS/PRESENTATIONS

4. CORRESPONDENCE

5. NEW OR OTHER BUSINESS

DRAFT

5.1 Website Presentation & Discussion (Q & A)- C. Davidson

C. Davidson and A. Webster provided a presentation and updates on the new City of Kawartha Lakes website. C. Davidson advised that the website changes daily and that all divisions have a responsibility to update their information. There is also an app that can be downloaded so you can updates on your phone regarding City services. C. Davidson also encouraged the group to use our "subscribe" feature so Council and staff can stay updated on City Council and committee meetings.

Moved By Councillor Veale
Seconded By Councillor Martin

RESOLVED THAT the presentation from C. Davidson and A. Webster be received.

CARRIED

5.2 Trade Agreement Changes Impacting Procurement Policies-A.Vickery

A. Vickery provided the Executive Committee with a brief overview on the trade agreement changes that impact the procurement policy. A. Vickery advised that the City now has to advertise all RFP's over a certain limit internationally. There will be an update brought to Council in the near future.

Moved By Councillor Dunn
Seconded By Councillor Seymour-Fagan

RESOLVED THAT the verbal update from A. Vickery be received.

CARRIED

5.3 Customer Service Standards (DRAFT)-C.Shanks/L.Thornbury

C. Shanks advised that there were many staff members that worked through each piece of the Draft Customer Services Standard. This standard will be a management directive and it aligns with the strategic plan adopted by Council.

Moved By Councillor Dunn
Seconded By Councillor Veale

RESOLVED THAT the verbal update from C. Shanks be received.

CARRIED

DRAFT

5.4 Customer Service Program Update-C. Shanks/L.Thornbury

L. Thornbury advised that the City will reach out again via survey to track and measure customer service in the new year. C. Shanks also advised that the City will be hosting 2018 National Municipal Service Delivery Officials conference from October 1-3 2018. This will highlight Kawartha Lakes as well as be a chance for municipalities to share citizen focused municipal service delivery.

Moved By Councillor Seymour-Fagan
Seconded By Councillor Veale

RESOLVED THAT the verbal updates from C. Shanks and L. Thornbury be received.

CARRIED

5.5 Roundtable

There were no roundtable updates or discussion.

6. CLOSED SESSION

7. NEXT MEETING

The next meeting of the Executive Committee will take place on Thursday November 2, 2017 at 9:00 a.m. in the Weldon Room.

8. ADJOURNMENT

Moved By Councillor Dunn
Seconded By Councillor Martin

RESOLVED THAT the October 5, 2017 Executive Committee meeting adjourn at 11:05 a.m.

CARRIED

DRAFT

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CAO2017-007

Date: **October 24, 2017**
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: **Eastern Ontario Regional Network (EORN) Improved Mobile Broadband Project**

Author Name and Title: Ron Taylor, Chief Administrative Officer

Recommendation(s):

RESOLVED THAT Report CAO2017-007, **Eastern Ontario Regional Network (EORN) – Improved Mobile Broadband Project,** be received;

THAT the City of Kawartha Lakes supports EORN's submission of the Eastern Ontario Regional Cellular Mobile Broadband Project as the Region's highest economic development priority;

THAT the City of Kawartha Lakes will work as a partner with the EOWC and EORN, along with the federal and provincial governments and the private sector to improve mobile broadband access and services for the people and businesses of Eastern Ontario; and

THAT the City of Kawartha Lakes will support this project by making a financial contribution once the full extent of the project is determined by the Federal and Provincial Governments.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City of Kawartha Lakes is an active member of the Eastern Ontario Wardens Caucus (EOWC). One priority focus of EOWC is improving mobile broadband and cellular networks to facilitate innovation and economic growth in all sectors of the regional economy.

The Eastern Ontario Regional Network (EORN), on behalf of EOWC, has undertaken extensive analysis and identified gaps in cellular coverage and capacity across the region, and prepared a full business case to support improvement and expansion of cellular networks and mobile broadband services across Eastern Ontario. This proposed project totals approximately $213 million.

EORN has also reviewed and is proposing the development of a pilot Public Safety Broadcast Network (PSBN) for first responders covering Eastern Ontario.

The total cost of both projects is $299 million, saving nearly $50 million through a combined build approach.

Details of the proposed projects and EORN are provided in Appendix A to this report. A project overview was also provided to Executive Committee of Council on September 8, 2017.

Rationale:

The EOWC and EORN are seeking support resolutions from member municipalities and other potential project partners. Depending on the scope of project approved (cell networks only vs. cell and PSBN), the estimated municipal contributions would total approximately $10.1M - $14.2M. Details of the City's potential financial contribution are outlined in the Financial Impacts section of this report.

The proposed mobile broadband expansion project, when fully implemented, would provide 99.5% cellular coverage throughout Eastern Ontario. Currently, 16% of the region has no cellular coverage, and an additional 20% does not have enough cellular capacity.

Other Alternatives Considered:

Council could choose not to be a partner in this project. Doing so could limit cellular improvements in our community, and potentially impact the overall project scope and viability.

This is not recommended as the City of Kawartha Lakes is an active partner in the EOWC and EORN, and partnering in this project will improve local cell network and mobile broadband to the benefit of the local economy.

Financial Impacts:

Work is underway to look at a variety of cost-sharing formulas, as was the case in the first EORN project that CKL supported (to improve high speed and high capacity broadband communication service throughout Eastern Ontario).

As mentioned, the estimated municipal contributions would total approximately $10.1M - $14.2M. If all municipal partners participate, then the estimated CKL contribution share would total approximately $450K - $900K. These estimates depend on a number of variables including final project design, funding support from other levels of government and total participating municipal partners.

Staff has included in our long term financial plan an estimated project contribution cost of $900K. Should the provincial and federal governments approve all or portions of the proposed project(s), Staff would then bring forward budget details to Council for consideration and approval.

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

Improving the local and regional cellular and mobile broadband networks (and public safety broadcast network) aligns with Council's strategic goals, namely:

- Goal 1 – A Vibrant and Growing Economy, and
- Goal 2 – An Exceptional Quality of Life

Council has also established a strategic priority to enhance emplacement of third party public infrastructure (i.e. telecommunications, utilities, etc.) to support economic growth and the provision of efficient municipal services. The proposed EORN projects directly support this stated goal.

Consultations:

EOWC (www.eowc.org)
EORN (www.eorn.ca – background and CRTC submission)

Attachments:

Appendix A:

Improving Mobile Broadband in Eastern

Department Head E-Mail: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor

Improving Mobile Broadband in Eastern Ontario
Council Resolution of Support

Project Overview

For Eastern Ontario to work and grow, people need high-speed internet access at home, work or on the road. The current gap in cellular coverage and capacity is hindering economic growth, quality of life and public safety in the region.

Working with the governments of Canada and Ontario, along with private sector cellular companies, the Eastern Ontario Regional Network (EORN) is proposing a $213 million project to improve cell coverage and mobile broadband services to grow the regional economy. The project also proposes to build a public safety broadband network for first responders. The total cost of both projects is $299 million, saving nearly $50 million through a combined build.

The proposal was delivered to the federal government on May 1 and will be officially submitted to the Minister of Rural Affairs Jeff Leal and Minister of Infrastructure Bob Chiarelli on May 29. Provincial support is the first step to achieving federal funding commitments.

When Eastern Ontario demonstrated strong municipal support for the first EORN broadband project, the federal and provincial governments responded with funding. Passing a Council Resolution of Support will again demonstrate that Eastern Ontario municipalities are unified in their call to improve cellular connectivity across our region.

Is this a priority for Eastern Ontario?

- Yes. The Eastern Ontario Wardens' Caucus (EOWC) deems this project the number one economic development priority for the region. People and businesses across Eastern Ontario increasingly rely on connecting to broadband services through their smart phones or tablets. Mobile broadband is an essential tool to grow local businesses and generate jobs.
- The EOWC also recognizes the critical need for a dependable and secure communications network for emergency services, usually called a public safety broadband network (PSBN).

What could the project do for Eastern Ontario?

- We know that broadband connectivity – including cellular data connections – are critical to creating jobs, business growth and economic development.
- Economic analysis suggests that the project would create more than 3,000 full-time job equivalents over 10 years and more than $420 million in private sector business revenues.
- It would also help improve online access to public services, improve public safety and help people stay connected socially.

- The CRTC has said that both fixed and mobile broadband should be a basic telecom service available to all Canadians. The EORN project would be a major step forward in making this a reality for people in Eastern Ontario.

What is a public safety broadband network?

- EORN's design could also support the proposed public safety broadband network. This would be a dedicated, secure network for first responders to communicate seamlessly and share information in real-time.
- Canada has set aside 20 MHz of 700 MHz spectrum for such a national network. EORN's design builds on its proposed cellular improvements to reduce the overall costs of the public safety network, saving nearly $50 million.

What is the scale of Eastern Ontario's cell gap?

- About one quarter of rural Eastern Ontario, where there are homes, businesses, or major roadways, cannot access mobile data services.
- There are also many areas with poor service that can't handle current demand for data. With demand for data growing rapidly, that capacity gap that will grow to 65% by 2018.

Why isn't Eastern Ontario better served?

- Rural communities simply don't generate enough revenue for cell carriers to spend on expanded services across a large, sparsely populated area. The result is market failure.

What would the project involve?

- Building on its extensive fibre optic backbone network, the Eastern Ontario Regional Network (EORN) has developed a plan to improve the reach and quality of cellular coverage across the region.
- This plan would involve creating new connectivity points to the fibre backhaul network, building new cell towers and installing new equipment on existing infrastructure.

How did EORN develop the plan and costing?

- The EORN proposal is based on a thorough analysis of current services from the two major telecomm providers, and projections about growing needs.
- The work included an engineering cell gap analysis, costing study, cell market analysis and economic impact study. We have taken into account the expansion of the 700 MHz spectrum, and tested our model against input from mobile providers through a Request for Information.

What will it cost municipalities?

- Work is underway to look at a variety of cost-sharing formulas, as was the case in the first EORN project
- In that project the EOWC members and six separated municipalities contributed a total of $10 million.
- Current discussions revolve around a range of $10.1 to $14.2 million but a final decision will depend a number of variables including final project design and funding support from other levels of government.

What kind of coverage would the project achieve?

- EORN's project is being designed to cover 99% of the region where there are homes, businesses or major roads, and will increase capacity to handle growing mobile data demand.
- The project also takes into account that in rural areas, unlike urban centres, cellular data services may be the only internet access available. This means that an even more robust network is needed.

About EORN

EORN was created by the EOWC to expand high-speed internet access across the region through a public-private partnership. EORN improved broadband access to about 90% of rural Eastern Ontario, and more than 120,000 households are new broadband subscribers.

EORN has demonstrated success in managing projects of this scale and delivering value for dollar. The original $170 million broadband project is now valued at $260 million, when you include additional private sector in-kind contributions.

EORN continues to advocate with ISPs and work on innovative ways to improve connectivity. Mobile broadband may be a solution in some areas which have been difficult to serve with other technologies.

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CLK2017-008

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier:

Subject: **2018 Council and Planning Advisory Committee Meeting Schedule**

Author Name and Title: Ann Rooth, Deputy Clerk

Recommendation(s):

RESOLVED THAT Report CLK2017-008, **2018 Council and Planning Advisory Committee Meeting Schedule**, be received; and

THAT the schedule for Planning Advisory Committee, Council Meetings and Special Council Information Meetings for 2018, as outlined in Appendix A to Report CLK2017-008 – 2018 Council and Planning Advisory Committee Meeting Calendar, be approved.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

A Council and Planning Advisory Committee meeting schedule for the entire year is developed and approved by Council which allows all parties to plan for reports and initiatives coming forward, as well as to assist in other meeting scheduling and vacations. This initiative has been looked upon favourably by Council, Staff and the Public. This report addresses January to December for 2018.

Rationale:

The purpose of this report is to put forward a schedule for 2018 for the benefit of Council, Staff, the public and media, to achieve the following goals:

a) To provide Council, Staff, the Public and Media with an outline of the Planning Advisory Committee and Council Meeting dates to occur in the 2018 calendar year;

b) To provide Council with reduced meeting commitments during the summer break period and a break during the Christmas season;

c) To assist with scheduling of vacations for Council and staff;

d) To accommodate Councillors and staff attendance at municipal conferences without having a conflict with a council meeting;

e) To schedule Special Council Information Meetings quarterly to allow for planned presentations and deputations from the public for new items to Council;

f) To provide one week breaks throughout the year to allocate time for Special Council Meetings, Workshops, Training Opportunities and Strategic Sessions with Council without overburdening Members of Council during regular cycles. This will allow Council the preparation time to participate in these sessions;

g) To adjust the meeting schedule during October, November and December to accommodate the 2018 Municipal Election; and

h) To provide the schedule in advance to allow the purchasing staff to plan for reports to Council as required. This has eliminated or reduced the need for any delegation of authority.

Council will note that two Council meeting days, back-to-back, have been set aside in July and August. This is to allow for anticipated report volume prior to and during the summer break.

Other Alternatives Considered:

The schedule is to be a guiding document for 2018. Council has the option to make any revisions to the schedule as they see fit or as circumstances change throughout the year. The schedule includes Special Council Information

Meetings so the public are aware of meeting dates to bring new items or make presentations to Council.

Further, Special Council meetings may be called by the Chair subject to the usual notice and are not included on the schedules.

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

The Schedule Guideline will allow Council and staff to deal with issues relating to the adopted strategic plan in an organized manner.

Consultations:

CAO
Manager of Planning

Attachments:

Appendix A – 2018 Council and Planning Advisory Committee Meeting Calendar

2018 Council and Planning Advisory Co

Department Head E-Mail: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, CAO

Department File:

January 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Year's Day	2	3	4	5	6
7	8	9 Council	10 Planning Advisory Committee	11	12	13
14	15	16	17	18	19	20
21 ROMA	22 ROMA	23 ROMA	24	25	26	27
28	29	30 Council	31			

February 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13 Council	14 Planning Advisory Committee	15	16	17
18	19 Family Day	20	21	22	23	24
25	26	27 Q1 Special Information	28			

March 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 Council	7 Planning Advisory Committee	8	9	10
11	12	13	14 March Break	15	16	17
18	19	20 Council	21	22	23	24
25	26	27	28	29	30 Good Friday	31

April 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Easter Monday	3	4	5	6	7
8	9	10 Council	11 Planning Advisory Committee	12	13	14
15	16	17	18	19	20	21
22	23	24 Council	25	26	27	28
29	30					

May 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Nomination Period Commences	2	3	4	5
6	7	8 Council	9 Planning Advisory Committee	10	11	12
13	14	15 Q2 Special Information	16	17	18	19
20	21 Victoria Day	22 Council	23	24	25	26
27	28	29	30	31		

June 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 Council	6 Planning Advisory Committee	7	8	9
10 AMCTO	11 AMCTO	12 AMCTO	13 AMCTO	14	15	16
17	18	19 Council	20	21	22	23
24	25	26	27	28	29	30

July 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Canada Day	2 Canada Day Stat	3	4 Planning Advisory Committee	5	6	7
8	9	10	11	12	13	14
15	16	17 Council	18 Council (If necessary)	19	20	21
22	23	24	25	26	27 Nomination Day (Nomination Period Ends)	28
29	30	31				

August 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Planning Advisory Committee	2	3	4
5	6 Civic Holiday	7	8	9	10	11
12	13	14 Council	15 Council (If necessary)	16	17	18
19 AMO	20 AMO	21 AMO	22 AMO	23	24	25
26	27	28	29	30	31	

September 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Labour Day	4	5	6	7	8
9	10	11 Council	12 Planning Advisory Committee	13	14	15
16	17	18 Q3 Special Information	19	20	21	22
23	24	25 Council	26	27	28	29
30						

October 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Planning Advisory Committee	4	5	6
7	8 Thanksgiving Day	9	10	11	12	13
14	15	16 Council	17	18	19	20
21	22 Election Day	23	24	25	26	27
28	29	30	31			

November 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Planning Advisory Committee	8	9	10
11 Remembrance Day	12	13 Council	14	15	16	17
18	19	20	21 Orientation (Dates to be Confirmed)	22	23	24
25	26	27	28 Orientation (Dates to be Confirmed)	29	30	

December 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Inaugural Meeting of Council – 2:00 p.m.	4	5	6	7	8
9	10	11 Council	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Christmas Day	26 Boxing Day	27	28	29
30	31					

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CORP2017-028

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier:

Subject: CORP2017-028 Updated Consolidated Fees By-Law

Author Name and Title: Angela Vickery, Manager of Revenue and Procurement

Recommendation(s):

RESOLVED THAT Report CORP2017-028, **Updated Consolidated Fees By-Law**, be received;

THAT Section 2.06 of By-Law 2016-206 be amended to the following:
Annual Adjustment: The fees established in Schedules A to H to this by-law may be adjusted annually, on January 1, by the Consumer Price Index of April of the current year. The City Treasurer shall determine the annual adjustment by September 1st of each year. The fee adjustment may be rounded up within the nearest one dollar ($1.00);

THAT By-Law 2011-260 be amended to remove Schedule "A" to By-Law 2014-224 in order to incorporate the fee schedule into the Consolidated Fees By-Law;

THAT new fees for Schedule A – Administration – Water and Wastewater be established as follows;

A – 3 Water and Wastewater		
Service Description	**Unit**	**Rate Effective January 1, 2018**
Bulk Water Key	each	$15.00
Replacement Bulk Water Key	each	$25.00
Extra or Replacement Smart Vend Card	each	$15.00

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

THAT new fees for Schedule A – Administration - Legal be established as follows;

A – 4 Legal		
Service Description	**Unit**	**Rate Effective January 1, 2018**
Land Management Committee Application Fee (inquiries pertaining to ownership and/or maintenance of City land, requests to acquire/use City land)	each	$125.00

THAT new fees for Schedule B – Licensing be established and implemented October 24, 2017 as follows;

B – 4 Dog Tag and Regulation Fees		
Service Description	**Unit**	**Rate Effective October 24, 2017**
Lifetime Tags		
Microchipped, Spayed or Neutered	each	$60.00
Microchipped, Unaltered	each	$100.00

THAT new fees for Schedule D – Parks, Recreation and Culture be established as follows;

D – 2 Fitness Memberships		
Service Description	**Unit**	**Fees Effective January 1, 2018**
Swim Memberships - Lindsay Recreation Complex		
Child	Monthly	$14.00
Senior	Monthly	$16.80
Adult	Monthly	$22.50
Workout Centre Membership – Lindsay Recreation Complex		
Senior	Single	$8.15
Senior	Monthly	$27.50
Adult	Monthly	$34.50
Squash Membership – Lindsay Recreation Complex		
Senior	Monthly	$23.80
Adult	Monthly	$29.40
Squash & Workout Centre Membership – Lindsay Recreation Complex		
Senior	Single	$11.87

	Monthly	$37.95
Adult	Monthly	$46.90
D – 3 Recreation Programs		
Milk Run		
21K	Early	$60.00
	Regular	$70.00
	Day of	$70.00
Miscellaneous		
Non Resident Premium		25%

THAT new fees for Schedule E – Planning, Development and Engineering be established as follows;

E – 1 Planning Fees		
Service Description	**Unit**	**Fees Effective January 1, 2018**
Clearance to fulfill Oak Ridges Moraine	each	$500.00
GIS Mapping Requests (CKL Mapping only up to 11x17 paper size)	each	$30.00 plus $10 per additional map
Information Requests for Closed Planning Act Application Files	Per File	$300.00
OMB Appeal Processing Fee Consent or Minor Variance Applications All other Planning Act Applications	each	 $150.00 $300.00
Preparation of Development Agreement		
Where required but not in conjunction with a Planning Act application such as roadway construction, fulfillment of Oak Ridges Moraine Conservation Plan conditions	each	$1,100 plus $500 processing fee

THAT the following fees be removed from By-Law 2016-206;

A – 3 Legal	
Service Description	**Unit**
Notarial Services	each
Notarial Services related to pension documents	each

B – 4 Dog Tag and Regulation Fees	
Service Description	**Unit**
Annual Fees (with current certification of rabies immunization)	
Unaltered Dog (0-4 years)	each
Unaltered Dog (5-10+ years)	each
Spayed/Neutered Dog (0-4 years)	each
Spayed/Neutered Dog (5-10+ years)	each
Schedule D – Parks, Recreation and Culture	
Service Description	**Unit**
PRC Staff recertification	each
First Aid Equipment	each
Child Goggles	each
Adult Goggles	each
Nose Clips	each
Manuals (Usually included in Course Fee)	
Can Lifesaving Manual	each
Canadian First Aid Manual	each
Alert: Lifesaving in Action	each
Lifesaving Instructor Pack	each
Red Cross Deck Book	each
Red Cross Instructor Pack	each
Exam Fees (Usually included in Course Fee)	
Bronze Medallion	each
Bronze Cross Course or Recertification	each
Bronze Star	each
Emergency FA LSS	each
Standard FA or Recertification LSS	each
NLS Course of Recertification	each
LSS Instructor Recertification (First)	each
LSS Instructor Recertification (Second)	each
Red Cross High Five	each

Swim Memberships	
Child	Single
	3 Month
	6 Month
Senior	Single
	3 Month
	6 Month
Adult	Single
	3 Month
	6 Month
Family	Single
Workout Centre Membership – Lindsay Recreation Complex	
Senior	3 Month
	6 Month
Adult	3 Month
	6 Month
Adult – 10 X Pass	10 Pass
Squash Membership – Lindsay Recreation Complex	
Senior	3 Month
	6 Month
Adult	3 Month
	6 Month
Squash & Workout Centre Membership – Lindsay Recreation Complex	
Senior	3 Month
	6 Month
Adult	3 Month
	6 Month
Corporate Memberships – Lindsay Recreation Complex	
Corporate Fee	1-49
	50-99
	100-150

Individual Fee	1-49
	50-99
	100-150
Miscellaneous Charges	
Land Fitness Class (per class)	Single
D – 3 Recreation Programs	
Service Description	**Unit**
Children's Camp	
Sport & Smash	Weekly
Hockey Skills Clinic	Weekly
Public Skating	
Service Description	**Unit**
Parent & Tot (one adult/child)	Single
Trailer Park	
Service Description	**Unit**
Beach Park Backlot	Annual
Beach Park Waterfront	Annual
Trailer Deposit	seasonal
D – 4 Parks, Recreation and Culture – Advertising	
Service Description	**Unit**
Community Guide Ads	
Special Event Listing	each
Schedule E – Planning, Development and Engineering	
Combined Planning Applications	**Unit**
Consent - full consent fee charged for validation of title with advertising and applicable CA fee	
Consent creating two or more abutting lots	per lot over one new lot
Deeming By-law or Repeal of Deeming By-law as a condition of approval (includes legal and registration fees)	each

Schedule H – Transit	
H – 1 Transit Fees	
Service Description	**Unit**
Student/Senior Tokens	14 tokens

THAT the fees contained in Appendix A to Report2017-028 be approved; and

THAT a By-Law be forwarded to Council for adoption.

Background:

The City of Kawartha Lakes charges fees for a number of services it provides. By-Law 2016-206, A By-Law to Establish and Require Payment of Fees for Information, Services, Activities and Use of City Property in the City of Kawartha Lakes, contains all fees established and charged by the City of Kawartha Lakes.

In accordance with section 2.06 of the By-Law, the established fees shall be adjusted annually, on January 1, by the Consumer Price Index (CPI) of April of the current year and shall be rounded up to the next five cents ($0.05). In April 2017, CPI increased by 1.6%.

Through consultation with Staff responsible for administering the fees, feedback received was that some staff found rounding to the nearest five cents was too restrictive. In particular, when dealing with cash payments at the counter or having to calculate costs where multiple fees are included, removing the cents for certain fees would be more efficient for both staff and customers handling cash. Therefore, staff is proposing Section 2.06 be amended to allow for rounding up within the nearest one dollar ($1.00) where appropriate. Staff also recommends changing the language from “shall” (be adjusted) to “may” (be adjusted) as the definition of “shall” is a mandatory term and not all fees increase each year. Use of the word “may” will provide flexibility on the amount of increase permitting it does not exceed CPI plus provide flexibility of rounding up within the $1.00 maximum, if approved by Council.

Some of the fees in Appendix A were adjusted up to include CPI and rounding, as well as changed to reflect consistency across the departments. Some were reduced to more accurately reflect market value and some fees did not change at all. The far right column in the attached document reflects the percentage change from the current 2017 fee to the proposed fee for January 1, 2018. The fees that are being removed are fees that are no longer in existence or are fees set by external third party agencies, such as Red Cross, where the City has no control over the rate. Updates were also made to some of the Service descriptions to better reflect the nature of the fee.

The majority of the fee increases remained within the CPI plus $0.05 rounding. Additional rationale for the changes in fees has been provided below.

Schedule A – Administration
A – 2 Revenue & Taxation
Staff receives numerous complaints regarding the fee charged for a duplicate bill or receipt. Staff compared the City’s current fee ranging from $21.00 to $28.25 to that of neighboring Municipalities and found the following results:
Clarington: $7.00
Oshawa/Ajax: $10.00
Toronto: $17.97

A higher fee will minimize the number of requests being made to staff for duplicate copies but it also frustrates customers who need a copy and have to pay such a high fee to obtain one. Staff proposes reducing the current fee to $15.00 to be more in line with other municipalities. Lowering the fee may also generate more revenue as it is more affordable to purchase.

A – 3 Water and Wastewater
These fees are currently included in By-Law 2011-260 and have not been updated in a couple of years. This has caused inconsistencies in fees being charged between different divisions within the City. Staff recommends the fees be added to the Consolidated Fees By-Law as they are current fees and should be included in the Consolidated Fees By-Law. This will also ensure fees are increased in accordance with the By-Law and consistent with fees in other divisions.

Schedule B – Licensing
B – 4 Dog Tag and Regulation Fees
Effective January 2018, the full administration of the dog tag program will transition from Licensing to the Customer Services division. The enforcement services remain with the Sr. Licensing Officer and Municipal Law Division.

Although the lifetime dog tag program officially begins Jan 1, 2018, the previous proposed fees have already received customer complaints. As a result, Customer Services compared the City fees with other Municipalities.

A review of 12 Municipalities revealed that 10 of those Municipalities provide lifetime dog tag fees ranging from Free to $60.00. The City of Oshawa fees are $40.00 to $60.00. CKL fees range from $100 to $300, depending on the age of the dog.

Lifetime dog fees are a new program for the City of Kawartha Lakes and a benefit to the resident. The new proposed rates in this report of $60.00 and $100.00 are relatively higher than other Municipalities but still offers a benefit to the customer by purchasing the tag only once. Residents are more likely to purchase a tag for $60.00 or $100.00, as opposed to the range of $100 to $300.

Dog tag annual license revenues have been decreasing over the past few years. By promoting lifetime tags, at a comparative municipal rate, lifetime fees may increase revenues and promote residents to license dogs; dogs which may not have been licensed previously. Dog license data bases are only current if the owner provides updated information. The decreasing annual revenues indicate that owners may not be renewing each year. Creating a reasonable, municipal rate for lifetime dog tags, will add information to the database for those not previously registered.

Lowering of the fees associated with a life time license could result in a loss of revenue to the program. The lifetime registry program being in its infancy

(created with the passing of 2017-039) has not been fully implemented due to IT updates to administer the program, new Corporate website and promotion to the public. The lifetime registry currently has very few registered lifetime dog owners. Lower lifetime registry fees may encourage dog owners to register in the lifetime registry, which may well be an option that dog owners will find more attractive, it will also create a level of customer service that will be more accepting at the public service counter.

Currently, the dog tag registration having the higher fee prompts many tag purchasers to opt out of lifetime tags in favour of annual tags. The purchase of annual dog tags keeps the data fresh for enforcement purposes and allows tracking of the movement of owners within the Municipality. Up to date data allows for an efficient MLE response to dogs found at large and faster return of the dogs to their owners. Lowering the lifetime fees will encourage greater enrolment, however it may also result in data that is not kept up to date as the dog owners' move around the municipality. The onus should be placed on the dog owner to maintain accurate records with the Corporation. This enforcement concern may be addressed by an amendment to By-law 2017-039 being a by-law to regulate Animals and the City of Kawartha Lakes that requires owners to provide an update for address changes that occur within 30 days of the change.

Schedule D – Parks, Recreation and Culture

Parks, Recreation and Culture fees have for the most part been increased by the standard CPI rate. In some cases, the rate is higher than the 1.6 percent increase due to Council endorsed changes to the service program. For example, the membership program pricing structure was changed and adopted earlier in 2017 requiring adjustments to the current fee schedule. As well, some fees are being recommended to drop in price due to incorrect recording in the previous schedule. Lastly, a small group of fees (trailer park and community hall rental rates) are being recommended to remain at the current rate. These fees are currently at market value and any increase would put the service out of line with similar services offered locally.

Schedule E – Planning, Development and Engineering

The Planning Division assessed their current planning fees for service gaps and are proposing the following new fees on this basis.

1. A fee of $500.00 is being proposed for clearance of zoning conditions in relation to the Oak Ridges Moraine Zoning By-law. Existing lots of record are required to have additional environmental evaluations to determine the best placement for development. This proposed fee would cover staff costs.
2. Two fees are proposed to charge for copying of maps and drawings as well as copying and scanning of documents. While we currently charge for photocopying, there are no charges for copying of larger maps/drawings or scanning of documents. We are proposing a charge of $20.00 per map or drawing and photocopying or scanning charges of $0.50/page.

3. We are proposing to charge for GIS mapping requests where our clients request colour copies of our GIS information at our counter.
4. A fee of $300.00/file is being introduced to charge for retrieval and copying of closed files. New property owners often wish to research what happened through previous approvals. Older files need to be retrieved from Records, sorted and reviewed, and subsequently copied. The fee would offset staff time for these requests.
5. We are proposing a processing fee for all OMB appeals. Processing of OMB appeals takes quite a bit of staff time so the fee would help to cover these costs. So as to not dissuade appeals related to Committee of Adjustment matters, we are proposing a $150.00 appeal processing fee for consent or minor variance application and a $300 appeal processing fee for all other Planning Act applications.
6. We are proposing a fee reduction from $2,195.00 to $1,100.00 for rezoning applications that are associated with a consent application. This relates primarily to severance applications for farm consolidations and surplus dwellings, recognizing that these applications are not as time consuming as a regular rezoning application from a staff perspective.
7. The fee cap for rezoning applications related to subdivisions is proposed to be reduced from $10,815.00 to $10,000.00. We are proposing to increase the maximum fee cap for subdivisions from $10,815.00 to $15,000.00. The reason for the increase is that larger subdivision applications tend to be more complex in terms of processing, review, administration, and issues so the proposed fee increase is designed to offset these costs.
8. Finally, we are proposing a fee category for development agreements that are not covered elsewhere in the fee structure. The need for these types of agreements arises where landowners are constructing roads to gain access to their properties. These agreements are required to permit construction while securing for works on City property. The other situation arises when landowners are clearing conditions relating to the Oak Ridges Moraine Conservation Plan or Oak Ridges Moraine Zoning By-law where a development agreement is required to implement approval conditions. The proposed fee is $1,100.00 for the agreement along with a processing fee of $500.00.

Schedule F – Waste Management
Fees included in schedule F were approved by Council at the September 26, 2017 Council meeting.

Schedule H – Transit
Rates are reflective of the rates in Council Report Transit 2017-004 as approved by Council at the July 11, 2017 Council Meeting.

Rationale:

Staff recommend that the fees contained in Appendix A to Report2017-028 be approved and that Section 2.06 of By-Law 2016-206 be amended to allow for an increase of CPI rounded up within the nearest one dollar ($1.00).

Other Alternatives Considered:

Council could choose to not approve the change to section 2.06 and maintain the current practice of only rounding up to the nearest five cents ($0.05). Council may choose to approve the new fees but in different amounts.

Financial/Operation Impacts:

Revenue generated is included in the applicable budgets for each department.

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

The adoption of the Staff report contributes to the Council Adopted Strategic Plan by ensuring a fiscally responsible service delivery and ensuring the efficient allocation of government resources.

Consultations:

Manager of Customer Service
Chief Building Official
Manager of Planning
Senior Licensing Officer
Manager of MLEO
Manager of Parks, Recreation and Culture
Manager of Fleet
Deputy Fire Chief
City Solicitor
Deputy Clerk
Regulatory Compliance Officer
Executive Assistant, Engineering and Corporate Assets

Attachments:

Appendix A - Consolidated Fees By-

Department Head E-Mail: avickery@kawarthalakes.ca

Department Head: Ron Taylor

Schedule A – Administration

A – 1 Corporate

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	% Increase
Certified Documents - City of Kawartha Lakes documents	each request	plus photocopy fee	$10.30	$11.00	$11.00	By-law 2003-046	0.00%
Facsimiles Received	page		$1.05	$1.25	$1.25	By-law 2003-046	0.00%
Facsimiles Sent - Local:	page		$1.05	$1.25	$1.25	By-law 2003-046	0.00%
Facsimiles Sent - Long-Distance	page		$2.10	$2.25	$2.25	By-law 2003-046	0.00%
Oath Administration	each		$10.30	$11.00	$11.00	By-law 2003-046	0.00%
Oath Administration: Related to Pension Documents	each		no charge	No charge	No charge	By-law 2003-046	
Photocopies -	page		$0.30	$0.50	$0.50	By-law 2003-046	0.00%
Photocopies – colour letter and legal size	page		$0.55	$0.75	$0.75	By-law 2003-046	0.00%
Photocopies – black and white 11 x 17	page		$0.55	$0.75	$0.75	By-law 2003-046	0.00%
Photocopies – colour 11 x 17	page		$1.05	$1.25	$1.25	By-law 2003-046	0.00%
Photocopies – black and white larger than 11 x	per linear foot		$1.55	$1.75	$1.75	By-law 2003-046	0.00%
Photocopies – colour larger than 11 x 17	per linear foot		$1.80	$2.00	$2.00	By-law 2003-046	0.00%

A – 2 Revenue & Taxation

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Account Adjustment Fee (Mortgage Company)	each		$33.00	$34.75	$35.00	By-law 2003-046	0.72%
Administration Fee - Loans added to Property Taxes - Drainage Ditches	each		$154.50	$162.25	$165.00	120 FD 014	1.69%
Administration Fee - Loans added to Property Taxes - Septic Rehabilitation Program	each		$154.50	$162.25	$165.00	By-law 2014-115	1.69%
Administration Fee - Loans added to Property Taxes - Work on Private Land (Water & Sewer Projects)	each		$154.50	$162.25	$165.00	CORP 2016-015	1.69%
Administration Fee - Tax Sales	each		$334.75	$351.50	$357.00	By-law 2003-046	1.56%
Credit Card Service Fees	each		as charged by provider	as charged by provider	as charged by provider	By-law 2003-046	
Duplicate Receipt	each		$21.65	$23.00	$15.00	By-law 2003-046	-34.78%
Interest on Loan added to Taxes - Drainage Ditches, Septic Rehabilitation, Work on Private Land (Water & Sewer Projects)	each		2% above Infrastructure Ontario Lending	2% above Infrastructure Ontario Lending	2% above Infrastructure Ontario Lending	Various	
Large Account Fee	each		$8.24	$8.75	$9.00	By-law 2003-046	2.86%
Late Payment Charges - Miscellaneous Revenues (not compounded)	month		1%	1%	1.25%	By-law 2003-046	
Mortgage Company/Agents Additions	each		$11.33	$12.00	$12.00	By-law 2003-046	0.00%
New Account Administration Fee	each		$35.05	$37.00	$37.00	By-law 2003-046	0.00%
Registered Mail	each		$33.00	$34.75	$35.00	By-law 2003-046	0.72%
Reminder Notices	each		$21.65	$22.75	$23.00	By-law 2003-046	1.10%
Reprint of Invoice	each		$26.80	$28.25	$15.00	By-law 2003-046	-46.90%
Retrieval of Post Dated Cheque	each		$38.15	$40.25	$40.00	By-law 2003-046	-0.62%
Returned Cheque Fee	each		$38.15	$40.25	$40.00	By-law 2003-046	-0.62%
Site Visits - Tax Accounts	each		$162.75	$171.00	$174.00	By-law 2003-046	1.75%
Subsearch of Property Title	each	Plus costs	$81.40	$85.50	$87.00	By-law 2003-046	1.75%
Tax Arrears Extension Agreement	each		$206.00	$216.50	$220.00	By-law 2003-046	1.62%
Tax Payment Certificates	each		$54.60	$57.50	$58.00	By-law 2003-046	0.87%
Tax Searches	each		$26.80	$28.25	$29.00	By-law 2003-046	2.65%
Transfer of Electronic Payments	each		$33.00	$34.75	$35.00	By-law 2003-046	0.72%

A – 3 Water and Wastewater

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Administration Fees						By-Law 2011-260	
Duplicate Bill (per copy)			$26.00		$15.00	By-Law 2011-260	-42.31%
Duplicate Receipt			$21.00		$15.00	By-Law 2011-260	-28.57%
Final Meter Readings			$0.00		$0.00	By-Law 2011-260	
New Account Administration Fee			$41.00		$37.00	By-Law 2011-260	-9.76%
Registered Mail			$32.00		$35.00	By-Law 2011-260	9.38%
Retrieval of Post Dated Cheque			$37.00		$40.00	By-Law 2011-260	8.11%
Returned Cheque Fee			$37.00		$40.00	By-Law 2011-260	8.11%
Special Meter Readings			$112.00		$112.00	By-Law 2011-260	0.00%
Statement of Account Activity (per year)			$42.00		$42.00	By-Law 2011-260	0.00%
Transfer Payment to Differenct Account (Customer Error)			$32.00		$35.00	By-Law 2011-260	9.38%
Utility Payment Certificates	each		$38.15	$40.25	$41.00	By-law 2003-046	1.86%
Water Shut-off Charge (by request)			$79.00		$80.00	By-Law 2011-260	1.27%
Water Turn on Charge (by request)			$79.00		$80.00	By-Law 2011-260	1.27%
Replace/Repair of Damaged Equipment							
Broken Meter Replacement (including frozen service)			Based on meter size noted below		Based on meter size noted below	By-Law 2011-260	
Meter Reading Receptable Replacement			$133.00		$135.00	By-Law 2011-260	1.50%
Radio Read External Unit			$200.00		$200.00	By-Law 2011-260	0.00%
Radio Read Wire			$50.00		$50.00	By-Law 2011-260	0.00%
Repair Damaged or Broken Hydrant			Time and Material		Time and Material	By-Law 2011-260	
Protective Device (10.07)			Time and Material		Time and Material	By-Law 2011-260	
Delinquent Accounts or Failure to Comply with By-Law							
Disconnection			$158.00		$160.00	By-Law 2011-260	1.27%
Final Notice			$21.00		$23.00	By-Law 2011-260	9.52%
Hand Delivery of Notices			5% of the overdue amount		5% of the overdue amount	By-Law 2011-260	
Late Payment Charge			$132.00		$134.00	By-Law 2011-260	1.52%
Reconnection (After Hours)			$132.00		$134.00	By-Law 2011-260	1.52%
Reconnection (Regular Hours)			$79.00		$80.00	By-Law 2011-260	1.27%
Transfer to Property Taxes for Collection			5% of amount transferred with $50 minimum charge		5% of amount transferred with $50 minimum charge	By-Law 2011-260	
Unregistered water when order not complied with	Per Day		$50.00		$50.00	By-Law 2011-260	0.00%
Fees Related to Construction, Demolition or New Constgruction							
Connection Fees							
Request for Information - Application Fee			$100.00		$100.00	By-Law 2011-260	0.00%
Existing Lateral Connections			$3,000.00		$3,000.00	By-Law 2011-260	0.00%
18mm water service			$250 plus time and material (from lowestr quote obtained by the City) including cost for rock/frost if necessary		$250 plus time and material (from lowestr quote obtained by the City) including cost for rock/frost if necessary	By-Law 2011-260	

100mm sewer service			$250 plus time and material (from lowestr quote obtained by the City) including cost for rock/frost if necessary		$250 plus time and material (from lowestr quote obtained by the City) including cost for rock/frost if necessary	By-Law 2011-260	
Frontage Charges							
Watermain (to a maximum of 16 metres)	Per Metre		$200.00		$200.00	By-Law 2011-260	0.00%
Sewer main (to a maximum of 16 metres)	Per Metre		$250.00		$250.00	By-Law 2011-260	0.00%
Watermain for Commerical/Industrial (to a maximum of 30 metres)	Per Metre		$200.00		$200.00	By-Law 2011-260	0.00%
Sewer main for Commercial/Industrial (to a maximum of 30 metres)	Per Metre		$250.00		$250.00	By-Law 2011-260	0.00%
Demolition of a Building							
Turn off of Service			$79.00		$80.00	By-Law 2011-260	1.27%
Deposit for Disconnection fo Water Service			$200.00		$200.00	By-Law 2011-260	0.00%
Excavation							
Deposit for inspection by excavation			$500.00		$500.00	By-Law 2011-260	0.00%
Excavation Costs			Time and Material		Time and Material	By-Law 2011-260	
New Construction Water							
Per Residential Unit per 3 month period			$175.00		$175.00	By-Law 2011-260	0.00%
Backflow Prevention Device			Time and Material		Time and Material	By-Law 2011-260	
Commercial/Industrial			Shall be metered		Shall be metered	By-Law 2011-260	
Sprinkler Service Connection			Time and Material		Time and Material	By-Law 2011-260	
Water Meters							
Residential Meters: Supply and Install						By-Law 2011-260	
5/8" by 3/4"			$315.00		$320.00	By-Law 2011-260	1.59%
3/4"			$372.00		$378.00	By-Law 2011-260	1.61%
1"			$413.00		$415.00	By-Law 2011-260	0.48%
Commercial Meters:						By-Law 2011-260	
3/4" - Supply and install			$372.00		$375.00	By-Law 2011-260	0.81%
1" - Supply and Install			$413.00		$415.00	By-Law 2011-260	0.48%
1/5" - Supply only			$1,972.00		$1,975.00	By-Law 2011-260	0.15%
2" - Supply only			$2,130.00		$2,150.00	By-Law 2011-260	0.94%
2.5" and above - Supply only			Price will be quoted at time of order		Price will be quoted at time of order	By-Law 2011-260	
Meter Size Change Request			$115.00		$115.00	By-Law 2011-260	0.00%
Meter Accuracy Test			$225.00		$225.00	By-Law 2011-260	0.00%
Temporary Hydrant Meter			$500.00		$500.00	By-Law 2011-260	0.00%
Additional Services							
Fire Flow Testing - operation of fire hydrants by staff			$150.00		$150.00	By-Law 2011-260	0.00%
Requested Additional Hydrant Installation						By-Law 2011-260	
Part of a Construction Project			$3,649.00		$3,700.00	By-Law 2011-260	1.40%
Dig-in (if required)			Time and Material		Time and Material	By-Law 2011-260	
Bulk Water Consumption	Per Cubic Meter		Based upon Schedule "B" to By-Law 2011-260 Water and Sewer Rates		Based upon Schedule "B" to By-Law 2011-260 Water and Sewer Rates	By-Law 2011-260	
Bulk Water Key					$15.00	New	
Replacement Bulk Water Key					$25.00	New	
Extra or Replacement Smart Vend Card					$15.00	New	

A – 4 Legal

Applicants for development agreements shall, where a decision is made to use in-house legal counsel, pay the following fees for negotiating, drafting, creating, amending, and finalizing development agreements from a legal perspective, in addition to any fees payable pursuant to By-law 2001-59:

Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Amendments to existing agreements, and finalization of all other Development Agreements	each	Plus costs	$206.00	$216.50	$220.00	By-law 2003-046	1.62%
Bonusing Agreements (Planning Act)	each	Plus costs	$206.00	$216.50	$220.00	By-law 2003-046	1.62%
Front Ending Agreement (Re: Development Charges)	each	Plus costs	$515.00	$540.75	$550.00	By-law 2003-046	1.71%
Ontario Municipal Board Hearings: referenced in Section 12.2 of Bylaw 2001-59	per day or partial day	Plus costs	$309.00	$324.50	$330.00	By-law 2003-046	1.69%
Payment Arrangement Agreements (Re: Development Charges)	each	Plus costs	$206.00	$216.50	$220.00	By-law 2003-046	1.62%
Site Plan Agreement	each	Plus costs	$360.50	$378.75	$380.00	By-law 2003-046	0.33%
Subdivision Agreement	each	Plus costs	$515.00	$540.75	$545.00	By-law 2003-046	0.79%
Land Management Committee Application Fee (inquiries pertaining to ownership and/or maintenance of City land, requests to acquire/use City land)	each	Plus costs			$125.00	By-law 2010-118	New

A – 5 Road Allowance Inquiries

Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Maintenance	each		$77.25	$81.25	$82.00	By-law 2015-131	0.92%
Ownership	each		$103.00	$108.25	$110.00	By-law 2015-131	1.62%
Public Highway By-law	each	applicable legal fees/by-law registration costs	$206.00	$216.50	$220.00	By-law 2015-131	1.62%
Road Status (Open/Assumed Public Road)	each		$77.25	$81.25	$82.00	By-law 2015-131	0.92%
All of the Above	each	applicable legal fees/by-law registration costs	$463.50	$486.75	$494.00	By-law 2015-131	1.49%
Disbursements from third parties	each		Actual Cost	Actual Cost	Actual Cost	By-law 2015-131	

A – 6 Vital Statistics

Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Death Registration	each		$15.45	$20.00	$20.00	By-law 2003-046	0.00%
Division Registrar's Statement	each		$20.60	$22.00	$22.00	By-law 2003-046	0.00%
Marriage Licence	each		$128.75	$135.00	$135.00	By-law 2003-046	0.00%

A – 7 Advertising Devices

Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Mobile Sign Permit							
One Year Permit	each		$154.50	$162.25	$165.00	By-law 2009-076	1.69%
Month to Month Mobile Sign Permit:							
Base fee (one month)	each		$51.50	$54.25	$55.00	By-law 2009-076	1.38%
Monthly fee beyond one month	month		$20.60	$21.75	$22.00	By-law 2009-076	1.15%

All Other Signs Requiring a Permit	each		$100.00	$105.00	$105.00	By-law 2009-076	0.00%
Additional Signs Requiring a Permit Included on Original Application	each		$50.00	$52.50	$55.00		4.76%
Storage of Signs (maximum 10 days)	day		$10.30	$11.00	$11.00	By-law 2009-076	0.00%
Sign Removal/Redemption to owner (not including signs on hydro poles)	each		$51.50	$54.25	$55.00	By-law 2009-076	1.38%
Minor Deviation Fee	each		$103.00	$108.25	$110.00	By-law 2009-076	1.62%

A – 8 Highway, Facility, Municipal Facility and Park Naming

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Non-refundable Processing Fee: If the request is endorsed by Council, the processing fee will be used as a deposit against the actual costs	each		$257.50	$270.50	$275.00	Policy 108 CCS 012	1.66%

A – 9 Fence Viewers

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Administration Fee	Flat Rate		$103.00	$110.00	$110.00	By-law 2015-124	0.00%
Administration Fee if Award Appealed	Flat Rate		$92.70	$100.00	$100.00	By-law 2015-124	0.00%
Administration Fee for any re-attendance of the Fence-Viewers	Flat Rate		$92.70	$100.00	$100.00	By-law 2015-124	0.00%
Costs based on Fence Viewing Award			Actual Costs	Actual Costs	Actual Costs	By-law 2015-124	

A – 10 Clean and Clear

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Change in ownership occurrence cycle starts again							
Initial First Inspection	each		Free	Free	Free	By-law 2014-026	
Initial Final Inspection	each		Free	Free	Free	By-law 2014-026	
Second Offence Inspection	each		Free	Free	Free	By-law 2014-026	
Second Offence Final Inspection	each		$103.00	$108.50	$110.00	By-law 2014-026	1.38%
Third Offence Inspection	each		Free	Free	Free	By-law 2014-026	
Third Offence Final Inspection	each		$206.00	$216.50	$220.00	By-law 2014-026	1.62%
Fourth Offence Inspection	each		Free	Free	Free	By-law 2014-026	
Fourth Offence Final Inspection	each		$412.00	$432.75	$440.00	By-law 2014-026	1.68%
Fifth Offence Inspection	each		Free	Free	Free	By-law 2014-026	
Fifth Offence Final Inspection	each		$824.00	$865.25	$879.00	By-law 2014-026	1.59%
Subsequent offences	each		Fees double	Fees double	Fees double	By-law 2014-026	
Monitoring of property clean-up (officer's time)	hour		$37.10	$39.00	$40.00		2.56%

A – 11 Property Standards

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
First Inspection	each		Free	Free	Free	MLE 2016-003	
2nd / Follow-up Inspection	each		Free	Free	Free	MLE 2016-003	
Compliance Inspection (final)	each		Free	Free	Free	MLE 2016-003	
Additional Recheck or Requested Inspection (any inspection that occurs after the Compliance Inspection)	each		$103.00	$108.25	$110.00	MLE 2016-003	1.62%
Letter Order / File	each		$154.50	$162.25	$165.00	MLE 2016-003	1.69%
Duplicate (Letter/Order)	each		$77.25	$81.25	$82.00	MLE 2016-003	0.92%
Registration of Order to Title / Deed	each		$206.00	$216.50	$220.00	MLE 2016-003	1.62%
Property Standards Committee Appeal	each		$87.55	$92.00	$93.00	MLE 2016-003	1.09%
Derelict / Vacant Building Registry - Entry into Registry	each		Free	Free	Free	MLE 2016-003	
Maintenance of Entry in Registry	annual		$154.50	$162.25	$165.00	MLE 2016-003	1.69%
Removal from Registry (Exit)	each		$154.50	$162.25	$165.00	MLE 2016-003	1.69%
Property Standards Officer to attend Landlord Tenant Board Hearing (give evidence)	each		$128.75	$135.25	$137.00	MLE 2016-003	1.29%
City undertakes to complete the work required to comply with final order	hour	10% of overall cost	$37.10	$39.00	$40.00	MLE 2016-003	2.56%
Processing of Property Standards Invoice for tax collection	each		$25.75	$27.25	$28.00	MLE 2016-003	2.75%

A – 12 General Inspections (all Regulatory By-law Inspections not including Property Standards and Clean and Clear)

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Initial First Inspection	each		Free	Free	Free		
Initial Final Inspection	each		Free	Free	Free		
Second Offence Inspection	each		Free	Free	Free		
Second Offence Final Inspection	each		$103.00	$108.25	$110.00		1.62%
Third Offence Inspection	each		Free	Free	Free		
Third Offence Final Inspection	each		$206.00	$216.50	$220.00		1.62%
Fourth Offence Inspection	each		Free	Free	Free		
Fourth Offence Final Inspection	each		$412.00	$432.75	$435.00		0.52%
Fifth Offence Inspection	each		Free	Free	$875.00		
Fifth Offence Final Inspection	each		$824.00	$865.25	$875.00		1.13%

Subsequent offences	each		Fees double	Fees double	Fees double		
Certificate of Compliance (Includes Discharge from title / deed)	each		$206.00	$216.50	$220.00		1.62%
A – 12 Parking Permits/Sign Fees							
Parking Permit to extend on street parking past 12 hrs. (Not available from November 30th of one year and April 1st of the next year.)							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Contractor (on street parking past 2hrs)	each		$10.30	$11.00	$11.00		0.00%
Daily Permits (municipal lots in Lindsay	each		$3.10	$3.00	$3.00		0.00%
Weekly Permits (municipal lots in Lindsay)	each		$12.90	$14.00	$15.00		7.14%
Monthly Permits (municipal lots in Lindsay)	each		$47.40	$50.00	$50.00		0.00%
Annual Permits (municipal lots in Lindsay)	each		$521.20	$545.00	$550.00		0.92%
Sign Installation	each		Associated Costs	Associated Costs	Associated Costs		

Schedule B – Licensing							
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.							
B – 1 Taxi License Fare Rates							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Aug 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
General Licensing							
Business Licence Fee	each		$300.00	$315.00	$320.00	By-law 2016-110	1.59%
Vehicle Licence Fee	each		$75.00	$78.75	$80.00	By-law 2016-110	1.59%
Plate Reassignment Fee	each		$25.00	$26.25	$27.00	By-law 2016-160	2.86%
Taxi Driver's Licence Fee	each		$50.00	$52.50	$53.00	By-law 2016-110	0.95%
Tariff Cards	each		$2.00	$2.25	$2.50	By-law 2016-110	11.11%
Replacement Licenses and Taxi Plates	Each		$15.00	$15.75	$16.00	By-law 2016-110	1.59%
Meter Calibration	per meter		$25.00	$26.25	$27.00	By-law 2016-110	2.86%
Taxicab Meter Fare							
Basic Rate – start rate plus per kilometre charge	start rate		$3.25	$3.50	$3.50	By-law 2016-110	0.00%
	per 100 metres		$0.23	$0.24	$0.25	By-law 2016-110	5.93%
Senior's Rate – start rate plus per kilometre charge	start rate		$3.25	$3.50	$3.50	By-law 2016-110	0.00%
	per 100 metres		$0.21	$0.22	$0.25	By-law 2016-110	16.28%
Taxicab Waiting Rate (if applicable)	per min		$0.53	$0.53	$0.55	By-law 2016-110	3.77%
	per hour		$32.00	$32.00	$32.00	By-law 2016-110	0.00%
Limousine Fare							
Limousine	Per hour or part hour		$100.00	$100.00	$100.00	By-law 2016-110	0.00%
Minimum Charge	per trip		$200.00	$200.00	$200.00	By-law 2016-110	0.00%
All trips to Pearson International Airport							
Taxicab	per trip		$200.00	$200.00	$200.00	By-law 2016-110	0.00%
Limousine	per trip		$275.00	$275.00	$275.00	By-law 2016-110	0.00%
Airport Parking Fees							
Taxicab	per trip		$10.00	$10.00	$10.00	By-law 2016-110	0.00%
Limousine	per trip		$20.00	$20.00	$20.00	By-law 2016-110	0.00%

B – 2 Taxicab Surcharge Rates (Effective November 1, 2016)

Taxicabs and Limousines dispatched from the town in which the business is registered to an area outside of that town shall charge a Taxicab Surcharge Rate, only as noted below, a customers must be advised of the surcharge prior to pick up. The surcharge shall be collected only once per trip and only from the town where the business is registered to the poir taxicab/limousine company

From → Destination ↓	Lindsay	Argyle	Bethany	Bobcaygeon	Bolsover	Burnt River	Cambray
Lindsay		$70.00	$64.00	$64.00	$90.00	$88.00	$26.00
Argyle	$69.00		$130.00	$86.00	$24.00	$90.00	$44.00
Bethany	$64.00	$130.00		$100.00	$150.00	$150.00	$86.00
Bobcaygeon	$65.00	$86.00	$100.00		$110.00	$56.00	$80.00
Bolsover	$90.00	$24.00	$150.00	$110.00		$90.00	$64.00
Burnt River	$90.00	$90.00	$150.00	$56.00	$90.00		$93.00
Cambray	$26.00	$44.00	$86.00	$80.00	$64.00	$93.00	
Cameron	$26.00	$54.00	$88.00	$60.00	$74.00	$65.00	$13.00
Coboconk	$80.00	$74.00	$142.00	$80.00	$56.00	$24.00	$70.00
Dalrymple	$110.00	$50.00	$170.00	$130.00	$34.00	$99.00	$84.00
Downeyville	$29.00	$96.00	$46.00	$50.00	$118.00	$111.00	$56.00
Dunsford	$38.00	$108.00	$70.00	$30.00	$128.00	$86.00	$66.00
Fenelon Falls	$50.00	$52.00	$114.00	$34.00	$82.00	$39.00	$40.00
Glenarm	$48.00	$22.00	$108.00	$64.00	$44.00	$70.00	$24.00
Janetville	$40.00	$104.00	$40.00	$102.00	$136.00	$143.00	$62.00
Kinmount	$120.00	$118.00	$160.00	$58.00	$100.00	$33.00	$112.00
Kirkfield	$76.00	$36.00	$138.00	$100.00	$16.00	$63.00	$52.00
Little Britain	$34.00	$56.00	$82.00	$98.00	$76.00	$119.00	$38.00
From → Destination ↓	**Lindsay**	**Argyle**	**Bethany**	**Bobcaygeon**	**Bolsover**	**Burnt River**	**Cambray**
Manilla	$42.00	$38.00	$103.00	$110.00	$28.00	$118.00	$45.00
Norland	$94.00	$88.00	$160.00	$90.00	$69.00	$42.00	$84.00
Oakwood	$24.00	$44.00	$84.00	$90.00	$65.00	$109.00	$27.00
Omemee	$42.00	$110.00	$30.00	$70.00	$127.00	$123.00	$67.00
Pontypool	$63.00	$132.00	$32.00	$124.00	$168.00	$165.00	$86.00
Reaboro	$24.00	$90.00	$42.00	$68.00	$111.00	$123.00	$55.00
Rosedale	$58.00	$54.00	$122.00	$56.00	$75.00	$38.00	$46.00
Sadowa	$150.00	$86.00	$220.00	$166.00	$82.00	$127.00	$125.00
Seagrave	$66.00	$60.00	$108.00	$130.00	$90.00	$146.00	$70.00
Sebright	$132.00	$70.00	$200.00	$150.00	$60.00	$112.00	$110.00
Sturgeon Point	$72.00	$78.00	$136.00	$37.00	$94.00	$55.00	$58.00
Valentia	$38.00	$74.00	$86.00	$104.00	$96.00	$64.00	$43.00
Woodville	$56.00	$12.00	$116.00	$110.00	$34.00	$105.00	$30.00

From → Destination ↓	Dunsford	Fenelon Falls	Glenarm	Janetville	Kinmount	Kirkfield	Little Britain
Lindsay	$17.00	$50.00	$48.00	$40.00	$118.00	$80.00	$32.00
Argyle	$108.00	$52.00	$22.00	$104.00	$118.00	$36.00	$56.00
Bethany	$70.00	$114.00	$108.00	$40.00	$160.00	$138.00	$82.00
Bobcaygeon	$30.00	$34.00	$64.00	$102.00	$58.00	$100.00	$95.00
Bolsover	$128.00	$82.00	$44.00	$136.00	$100.00	$16.00	$76.00
Burnt River	$86.00	$39.00	$70.00	$143.00	$33.00	$63.00	$119.00
Cambray	$66.00	$40.00	$24.00	$62.00	$112.00	$52.00	$38.00
Cameron	$64.00	$27.00	$35.00	$65.00	$98.00	$61.00	$49.00
Coboconk	$111.00	$48.00	$53.00	$117.00	$51.00	$42.00	$103.00
Dalrymple	$151.00	$103.00	$65.00	$156.00	$123.00	$36.00	$110.00
Downeyville	$21.00	$82.00	$75.00	$57.00	$126.00	$105.00	$59.00
Dunsford		$71.00	$86.00	$74.00	$91.00	$114.00	$67.00
Fenelon Falls	$71.00		$29.00	$90.00	$77.00	$70.00	$77.00
Glenarm	$86.00	$29.00		$84.00	$98.00	$31.00	$55.00
Janetville	$74.00	$90.00	$84.00		$160.00	$120.00	$58.00
Kinmount	$91.00	$77.00	$98.00	$160.00		$86.00	$142.00
Kirkfield	$114.00	$70.00	$31.00	$120.00	$86.00		$66.00
Little Britain	$67.00	$77.00	$55.00	$58.00	$142.00	$66.00	
Manilla	$82.00	$84.00	$60.00	$80.00	$150.00	$72.00	$30.00
Norland	$126.00	$58.00	$68.00	$134.00	$31.00	$54.00	$130.00
Oakwood	$65.00	$64.00	$44.00	$60.00	$137.00	$55.00	$11.00
Omemee	$39.00	$97.00	$84.00	$44.00	$142.00	$126.00	$68.00
Pontypool	$96.00	$114.00	$108.00	$40.00	$185.00	$143.00	$82.00
Reaboro	$41.00	$76.00	$70.00	$38.00	$134.00	$110.00	$43.00
From → Destination ↓	**Dunsford**	**Fenelon Falls**	**Glenarm**	**Janetville**	**Kinmount**	**Kirkfield**	**Little Britain**
Rosedale	$93.00	$11.00	$32.00	$98.00	$78.00	$60.00	$82.00
Sadowa	$185.00	$143.00	$100.00	$190.00	$118.00	$76.00	$149.00
Seagrave	$100.00	$122.00	$85.00	$85.00	$176.00	$97.00	$32.00
Sebright	$167.00	$128.00	$86.00	$181.00	$102.00	$60.00	$130.00
Sturgeon Point	$68.00	$22.00	$51.00	$124.00	$88.00	$94.00	$94.00
Valentia	$72.00	$87.00	$66.00	$62.00	$148.00	$88.00	$17.00
Woodville	$97.00	$64.00	$36.00	$93.00	$132.00	$47.00	$43.00

From → Destination ↓	Pontypool	Reaboro	Rosedale	Sadowa	Seagrave	Seabright	Sturgeon Point
Lindsay	$64.00	$24.00	$58.00	$146.00	$68.00	$134.00	$72.00
Argyle	$132.00	$90.00	$54.00	$86.00	$60.00	$70.00	$78.00
Bethany	$32.00	$42.00	$122.00	$220.00	$108.00	$200.00	$136.00
Bobcaygeon	$124.00	$68.00	$56.00	$166.00	$130.00	$150.00	$37.00
Bolsover	$168.00	$111.00	$75.00	$82.00	$90.00	$60.00	$94.00
Burnt River	$165.00	$123.00	$38.00	$127.00	$146.00	$112.00	$55.00
Cambray	$86.00	$55.00	$46.00	$125.00	$70.00	$110.00	$58.00
Cameron	$89.00	$56.00	$33.00	$133.00	$81.00	$114.00	$46.00
Coboconk	$141.00	$103.00	$20.00	$102.00	$135.00	$88.00	$66.00
Dalrymple	$188.00	$142.00	$93.00	$36.00	$121.00	$21.00	$128.00
Downeyville	$77.00	$20.00	$96.00	$174.00	$48.00	$176.00	$90.00
Dunsford	$96.00	$41.00	$93.00	$185.00	$100.00	$167.00	$68.00
Fenelon Falls	$114.00	$76.00	$11.00	$143.00	$122.00	$128.00	$22.00
Glenarm	$108.00	$70.00	$32.00	$100.00	$85.00	$86.00	$51.00
Janetville	$40.00	$38.00	$98.00	$190.00	$85.00	$181.00	$124.00
Kinmount	$185.00	$134.00	$78.00	$118.00	$176.00	$102.00	$11.00
Kirkfield	$143.00	$110.00	$60.00	$76.00	$97.00	$90.00	$94.00
Little Britain	$82.00	$43.00	$82.00	$149.00	$32.00	$130.00	$94.00
Manilla	$113.00	$64.00	$91.00	$134.00	$26.00	$117.00	$120.00
Norland	$158.00	$138.00	$36.00	$100.00	$150.00	$71.00	$97.00
Oakwood	$84.00	$46.00	$71.00	$138.00	$44.00	$123.00	$84.00
Omemee	$62.00	$20.00	$112.00	$205.00	$110.00	$200.00	$112.00
Pontypool		$65.00	$122.00	$230.00	$51.00	$208.00	$150.00
Reaboro	$65.00		$84.00	$182.00	$46.00	$166.00	$102.00

From → Destination ↓	Pontypool	Reaboro	Rosedale	Sadowa	Seagrave	Seabright	Sturgeon Point
Rosedale	$122.00	$84.00		$125.00	$114.00	$110.00	$44.00
Sadowa	$230.00	$182.00	$125.00		$158.00	$18.00	$165.00
Seagrave	$51.00	$76.00	$114.00	$158.00		$114.00	$126.00
Sebright	$208.00	$166.00	$110.00	$18.00	$144.00		$150.00
Sturgeon Point	$150.00	$102.00	$44.00	$165.00	$126.00	$150.00	
Valentia	$86.00	$48.00	$94.00	$155.00	$33.00	$142.00	$99.00
Woodville	$130.00	$78.00	$71.00	$107.00	$52.00	$90.00	$100.00

B – 3 Licensing Fees

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Transient Traders							
License Fee	Year or part year		$300.00	$315.00	$320.00	By-law 2013-060	1.59%
Temporary License Fee (max. 4 consecutive days /year)	each		$125.00	$131.25	$133.00	By-law 2013-060	1.33%
Temporary License Fee (max. 4 consecutive days /year) at an event with an attendance over 5,000 people. A maximum of 5 licenses per event at this rate.	each		$100.00	$105.00	$106.00	By-law 2013-060	0.95%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-060	1.59%
Special Events							
Special Event Permit	each		$250.00	$262.50	$265.00	By-law 2013-197	0.95%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-197	1.59%
Seasonal Trailer Parks							
License Fee per year or part year	each		$220.00	$231.00	$234.00	By-law 2013-148	1.30%
License Fee per year or part year	each		$15.00	$15.75	$16.00	By-law 2013-148	1.59%
Salvage Yards							
License Fee per year or part year	each		$500.00	$525.00	$533.00	By-law 2013-195	1.52%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-195	1.59%
Refreshment Vehicles							
First Location							
Refreshment Vehicle – Class 1	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle - Class 2	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle – Class 3	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle – Temporary or Special Community Event (max. 7 consecutive days)	per event		$160.00	$168.00	$170.00	By-law 2013-195	1.19%
Refreshment Vehicle – Temporary – Non-Profit/Charitable Organization			No Charge	No Charge	No Charge	By-law 2013-195	
Refreshment Vehicle – where extension of current business operation on the same property			No Charge	No Charge	No Charge	By-law 2013-195	
Second Location							
Refreshment Vehicle – Class 1	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle - Class 2	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle – Class 3	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Third, Plus Location							
Refreshment Vehicle – Class 1	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle - Class 2	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle – Class 3	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Other Fees							
Transfer of License	per transfer		$150.00	$168.00	$170.00	By-law 2013-195	1.19%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-195	1.59%
Motor Vehicle Racing and Facilities							
License Fee	per year or part year		$1,125.00	$1,180.00	$1,195.00	By-law 2013-194	1.27%
License Fee (Temporary)	per event		$500.00	$525.00	$533.00	By-law 2013-194	1.52%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-194	1.59%
Kennels							
License (or renewal)	per year or part year		$170.00	$180.00	$183.00	By-law 2014-141	1.67%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2014-141	1.59%
Adult Entertainment Book and Video Stores							
Adult videotape and/or book or magazine store owner/operator	per year or part year		$4,400.00	$4,620.00	$4,690.00	By-law 2013-192	1.52%
Adult videotape and/or book or magazine store	per year or part year		$2,200.00	$2,310.00	$2,345.00	By-law 2013-192	1.52%
Adult videotape and/or book or magazine store operator	per year or part year		$2,200.00	$2,310.00	$2,345.00	By-law 2013-192	1.52%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-192	1.59%
Adult Entertainment Parlours							
Adult Entertainment Parlour Owner/Operator	per year or part year		$4,400.00	$4,620.00	$4,690.00	By-law 2013-193	1.52%
Adult Entertainment Parlour Owner's license	per year or part year		$2,200.00	$2,310.00	$2,345.00	By-law 2013-193	1.52%
Adult Entertainment Parlour Operator's license	per year or part year		$2,200.00	$2,310.00	$2,345.00	By-law 2013-193	1.52%
Adult Entertainment Parlour Performer's license	per year or part year		$225.00	$225.00	$228.00	By-law 2013-193	1.33%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-193	1.59%
Liquor License Applications							
License	each	Fire Prevention Inspection Fee	$100.00	$105.00	$105.00	By-law 2016-206	0.00%
Temporary Extension to Licensed Areas	each		$50.00	$52.50	$53.00	By-law 2016-206	0.95%
Special Occasion Permits	each		No Charge	No Charge	No Charge	By-law 2016-206	
Lottery Licenses							
Lottery Licenses	each		3% of Prize Value	3% of Prize Value	3% of Prize Value		

B – 4 Dog Tag and Regulation Fees

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Annual Fees (with current certification of							
Altered Dog (proof of alteration)	each		$25.00	$26.25	$27.00	By-law 2017-039	2.86%
Unaltered Dog	each		$30.00	$31.50	$32.00	By-law 2017-039	1.59%
Special Services Dog	each		No charge	No charge	No charge	By-law 2017-039	
Livestock Guardian Dog	each		No charge	No charge	No charge	By-law 2017-039	
Lifetime Dog Tag							
Microchipped, Spayed or Neutered	each				$60.00	NEW	
Microchipped, Unaltered	each				$100.00	NEW	
Service Animal	each			$0.00	$0.00	By-law 2017-039	
Replacement Tag	each			$10.00	$10.00	By-law 2017-039	0.00%
Other Fees							
License Replacement	each		$10.00	$10.50	$11.00	By-law 2017-039	
Animal Control							

Daily Care – impounded dog	each		established in Pound Contract	established in Pound Contract	established in Pound Contract	By-law 2017-039	
Impoundment of dog wearing a current tag							
First Occurrence	each	Daily Care Fee	Free	Free	Free	By-law 2017-039	
First Occurrence if not picked up within 24 hours	each	Daily Care Fee	$51.50	$54.25	$55.00	By-law 2017-039	1.38%
Second Occurrence	each	Daily Care Fee	$77.25	$81.25	$82.00	By-law 2017-039	0.92%
Third or subsequent occurrence	each	Daily Care Fee	$103.00	$108.25	$110.00	By-law 2017-039	1.62%
Impoundment of a dog not wearing current tag							
First Occurrence	each	Daily Care Fee & Annual License Fee	$51.50	$54.25	$55.00	By-law 2017-039	1.38%
Second Occurrence	each	Daily Care Fee & Annual License Fee	$77.25	$81.25	$82.00	By-law 2017-039	0.92%
Third or subsequent occurrence	each	Daily Care Fee & Annual License Fee	$103.00	$108.25	$110.00	By-law 2017-039	1.62%
Order to Restrain Appeal	each		$77.25	$81.25	$82.00	By-law 2017-039	0.92%
Order to Restrain Registry (once per lifetime)	each		$25.75	$27.25	$28.00	By-law 2017-039	2.75%
Surrender Animal	each		$100.00	$108.25	$110.00	By-law 2017-039	1.62%
Veterinary Medical Care/Euthanasia	each		As established by Veterinary Clinic	As established by Veterinary Clinic	As established by Veterinary Clinic	By-law 2017-039	

Schedule C – Fire and Emergency Services

Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.

Where fees are charged at an hourly rate, the calculation of time spent will include travel time to and from the inspection location.

All Fire Service Fees and Charges subject to H.S.T. where applicable.

C – 1 Emergency Response Fees and Charges

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
The at-fault party is responsible for paying for each hour that a Fire Vehicle is in attendance – 1st Hour Flat Rate	Vehicle (Maximum 3)	Situations of Extreme Need - 3 vehicle maximum will not apply	as per current MTO rates per hour	as per current MTO rates per hour	as per current MTO rates per hour	By-law 2010-087	
The at-fault party is responsible for paying for each hour that a Fire Vehicle is in attendance – Subsequent Hours	Vehicle (each additional 1/2 hour - Max 3 Vehicles)	Situations of Extreme Need - 3 vehicle maximum will not apply	as per current MTO rates per hour	as per current MTO rates per hour	as per current MTO rates per hour	By-law 2010-087	
Firefighters in attendance and active part in resolution	each/hour or part		Actual Cost	Actual Cost	Actual Cost	By-law 2010-087	
City's expenses (if any)	each		Actual Cost	Actual Cost	Actual Cost	By-law 2010-087	

C – 2 Fire Services Fees and Charges

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Information							
Copy of Emergency Response Report within past 2 years	each		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Copy of Emergency Response Report over 2 years	each		$85.00	$89.25	$90.00	By-law 2010-151	0.84%
File Search	each		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Fire Regulation Compliance Letter	each		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Inspections							
Boarding/Lodging/Rooming House upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Educational Institutions upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Foster Care upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Group Home upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Institutional upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Licensed Day Care upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Private Home Day Care upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Liquor Licensing upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Liquor Licensing for Outdoor Patios - includes full inspection	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Non residential inspection - 1000m2 or less - upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Non residential inspection - multiple unit occupancy - per tenant (strip mall)	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Residential inspection - upon request - (apartment complex, hotel/motel)	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Two unit residential inspection - retrofit - upon request or complaint	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Re-inspection - follow up pertaining to an inspection	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Fire Safety							
Presentations/Training			No charge	No charge	No charge	By-law 2010-151	
Inspection initiated by the Fire Department			No charge	No charge	No charge	By-law 2010-151	
Fire Safety Plan Development (after 3rd read)	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Miscellaneous Inspections	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Fire Extinguishing Training Annual Commercial Accreditation	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Fire Route Applications	each		No charge	No charge	No charge	By-law 2010-151	
Propane Licensing							
Propane Licensing Level 1<5000USWG	each		$500.00	$525.00	$530.00	By-law 2016-206	0.95%
Propane Licensing Level 2 > 5000USWG initial review	each		$1,500.00	$1,575.00	$1,600.00	By-law 2016-206	1.59%
Propane licensing Level 2 > 5000USWG follow-up meetings and review	per hour		$75.00	$78.75	$80.00	By-law 2016-206	1.59%
Annual renewal review Propane Licensing	per hour		$75.00	$78.75	$80.00	By-law 2016-206	1.59%

C – 3 Fireworks Fees and Charges

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Fireworks Permits							
Trailer Retail Seller - Consumer Fireworks	per year		$1,030.00	$1,081.50	$1,099.00	By-law 2007-236	1.62%
Non-Profit Organization - Display Fireworks Permit	event		No charge	No charge	No charge	By-law 2007-236	
Non-Profit Organization - Consumer Fireworks Permit	event		No charge	No charge	No charge	By-law 2007-236	
Local Vendor Retail Consumer Fireworks Seller Permit	per year		$103.00	$108.25	$110.00	By-law 2007-236	1.62%
Display Fireworks Permit	event		No Charge	No Charge	No charge	By-law 2007-236	
Consumer Fireworks Permit	event		No Charge	No Charge	No charge	By-law 2007-236	

C – 4 Burn Permit Fees							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Burn Permits							
Burn Permit	each		$10.00	$10.50	$10.50	By-law 2016-110	0.00%
Long Term Special Burn Permit	each		$40.00	$42.00	$42.00	By-law 2016-110	0.00%
Annual Burn Permit (up to 1 cubic metre)	each		$50.00	$52.50	$53.00	By-law 2016-110	0.95%
Special Permit	each		$20.00	$21.00	$21.00	By-law 2016-110	0.00%
Campground/Trailer Camp Permit	each		$100.00	$105.00	$106.00	By-law 2016-110	0.95%
Agricultural Permit	each		$20.00	$21.00	$21.00	By-law 2016-110	0.00%
Agricultural Special Burn Permit (Larger than 3 metres by 3 metres)	each		$40.00	$42.00	$42.00	By-law 2016-110	0.00%
Fire Department Charges for Callout			Schedule C-1	Schedule C-1	Schedule C-1	By-law 2016-110	
C – 5 9-1-1 Signage							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Creation and Installation of 911 Signs							
Blade (Sign)	each		$15.45	$16.25	$17.00	By-law 2008-133	4.62%
Pole	each		$51.50	$54.25	$55.00	By-law 2008-133	1.38%
Blade and Pole Together (New or Replacement)	each		$66.95	$70.50	$72.00	By-law 2008-133	2.13%

Schedule D – Parks, Recreation and Culture							
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.							
D – 1 Aquatic Fees and Charges							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Sept 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Lessons/Programs							
Pre-school and Swim 1-4 (30 minutes)	10 wk		$65.00	$68.25	$69.35	109 CCS 013	1.61%
Swim 5-6 (45 minutes)	10 wk		$70.25	$74.00	$75.20	109 CCS 013	1.62%
Swim 7-10 (60 minutes)	10 wk		$77.60	$81.50	$82.80	109 CCS 013	1.60%
Beach Swim Program (daily)	1 wk		$40.00	$42.00	$43.00	109 CCS 013	2.38%
Beach Swim Program	day		$10.00	$10.50	$10.00	109 CCS 013	-4.76%
Private Lesson (10-30 minutes) - Children	10 wk		$185.75	$195.25	$198.40	109 CCS 013	1.61%
Semi Private Lessons (10-30 minutes) - Children	10 wk		$107.00	$112.50	$114.30	109 CCS 013	1.60%
Bronze Star	course		$87.10	$91.50	$93.00	109 CCS 013	1.64%
Bronze Medallion	course		$191.00	$200.75	$204.00	109 CCS 013	1.62%
Bronze Cross	course		$181.99	$191.25	$194.35	109 CCS 013	1.62%
Bronze Cross College	course		$212.00	$222.75	$226.35	109 CCS 013	1.62%
Bronze Cross or Med recertification	each		$60.00	$63.00	$64.05	109 CCS 013	1.67%
NLS Course	course		$237.94	$250.00	$254.00	109 CCS 013	1.60%
NLS or RC Instructor recertification	each		$71.69	$75.50	$76.75	109 CCS 013	1.66%
Red Cross Instructor	each		$280.00	$294.00	$325.00	109 CCS 013	10.54%
Lifesaving Society Instructor	each		$205.00	$215.25	$218.70	109 CCS 013	1.60%
Red Cross Instructor Update	each		$71.69	$75.50	$76.75	109 CCS 013	1.66%
Standard First Aid Course	course		$97.00	$102.00	$103.65	109 CCS 013	1.62%
Standard First Aid Course (City staff)	course		$88.10	$92.75	$94.25	109 CCS 013	1.62%
Stand First Aid recertification	each		$67.00	$70.50	$71.65	109 CCS 013	1.63%
Aquafitness (60 minutes)	10 wk		$54.50	$57.25	$58.20	109 CCS 013	1.66%
	drop in		$6.00	$6.50	$6.60	109 CCS 013	1.54%
Water Running (60 minutes)	10 wk		$54.50	$57.50	$58.45	109 CCS 013	1.65%
LRC - Therapy (45 minutes)	10 wk		$41.39	$43.50	$46.75	109 CCS 013	7.47%
Public Swimming							
Child	each		$2.30	2.5	$2.55	109 CCS 013	2.00%
Senior	each		$3.96	4.25	$4.35	109 CCS 013	2.35%
Adult	each		$4.52	4.75	$4.85	109 CCS 013	2.11%
Family/Group	each		$10.17	10.75	$10.95	109 CCS 013	1.86%
Miscellaneous							
Small Belts	each		$39.90	42	$42.70	109 CCS 013	1.67%
Medium Belts	each		$43.05	45.25	$46.00	109 CCS 013	1.66%
Large Belts	each		$51.58	54.25	$55.15	109 CCS 013	1.66%
Red Cross Swim Badges	each		$1.05	1.15	$1.50	109 CCS 013	30.43%
D – 2 Fitness Memberships							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Swim Memberships - Lindsay Recreation Complex							
Child	10 Pass		$17.90	$17.90	$22.95	109 CCS 013	28.21%
	Monthly				$14.00	New	
	Year		$126.00	$126.00	$138.00	109 CCS 013	9.52%
Senior	10 Pass		$31.50	$31.50	$39.15	109 CCS 013	24.29%
	Monthly				$16.80	New	
	Year		$151.20	$151.20	$166.00	109 CCS 013	9.79%
Adult	10 Pass		$35.70	$35.70	$43.65	109 CCS 013	22.27%
	Monthly				$22.50	New	
	Year		$210.00	$210.00	$231.00	109 CCS 013	10.00%
Couple	Year		$336.00	$336.00	$341.40	109 CCS 013	1.61%
Family	10 Pass		$79.90	$79.90	$98.55	109 CCS 013	23.34%
	Year		$525.00	$525.00	$577.50	109 CCS 013	10.00%
Swim Memberships - Forbert Pool							
Child	10 Pass		$17.90	$17.90	$19.70	109 CCS 013	10.06%
	3 Month		$52.50	$52.50	$53.35	109 CCS 013	1.62%
	6 Month		$84.00	$84.00	$85.35	109 CCS 013	1.61%
	Year		$126.00	$126.00	$138.00	109 CCS 013	9.52%
Senior	10 Pass		$31.50	$31.50	$32.00	109 CCS 013	1.59%
	3 Month		$63.00	$63.00	$64.00	109 CCS 013	1.59%
	6 Month		$100.80	$100.80	$102.40	109 CCS 013	1.59%
	Year		$151.20	$151.20	$166.00	109 CCS 013	9.79%
Adult	10 Pass		$35.70	$35.70	$43.65	109 CCS 013	22.27%
	3 Month		$84.00	$84.00	$85.35	109 CCS 013	1.61%
	6 Month		$134.40	$134.40	$136.55	109 CCS 013	1.60%
	Year		$210.00	$210.00	$231.00	109 CCS 013	10.00%
Couple	Year		$336.00	$336.00	$341.40	109 CCS 013	1.61%
Family	10 Pass		$79.90	$79.90	$98.55	109 CCS 013	23.34%
	Year		$525.00	$525.00	$577.50	109 CCS 013	10.00%
Health Membership – Forbert Memorial Pool							
Senior	Single		$7.00	$7.00	$8.10	109 CCS 013	15.71%
	10 Pass		$59.85	$59.85	$73.10	109 CCS 013	22.14%
	3 Month		$105.00	$105.00	$106.70	109 CCS 013	1.62%
	6 Month		$142.80	$142.80	$145.10	109 CCS 013	1.61%
	Year		$237.30	$237.30	$241.10	109 CCS 013	1.60%
Adult	Single		$8.00	$8.00	$10.15	109 CCS 013	26.88%

	10 Pass		$59.85	$59.85	$91.35	109 CCS 013	52.63%
	3 Month		$130.20	$130.20	$132.30	109 CCS 013	1.61%
	6 Month		$176.40	$176.40	$179.25	109 CCS 013	1.62%
	Year		$292.95	$292.95	$297.65	109 CCS 013	1.60%
Couple	Year		$469.34	$469.34	$476.85	109 CCS 013	1.60%
Family	Year		$693.00	$693.00	$704.10	109 CCS 013	1.60%
Fitness Membership – Forbert							
Senior	Single		$3.50	$3.50	$4.45	109 CCS 013	27.14%
	10 Pass		$37.80	$37.80	$40.25	109 CCS 013	6.48%
	3 Month		$52.50	$52.50	$53.35	109 CCS 013	1.62%
	6 Month		$90.30	$90.30	$91.75	109 CCS 013	1.61%
	Year		$107.10	$107.10	$108.85	109 CCS 013	1.63%
Adult	Single		$4.00	$4.00	$5.10	109 CCS 013	27.50%
	10 Pass		$37.80	$37.80	$46.00	109 CCS 013	21.69%
	3 Month		$84.00	$84.00	$85.35	109 CCS 013	1.61%
	6 Month		$120.75	$120.75	$122.70	109 CCS 013	1.61%
	Year		$143.85	$143.85	$146.15	109 CCS 013	1.60%
Couple	Year		$248.86	$248.86	$252.85	109 CCS 013	
Workout Centre Membership – Lindsay Recreation Complex							
Senior	Single				$8.15	New	
	Monthly				$27.50	New	
	Year		$263.55	$263.55	$289.90	109 CCS 013	10.00%
Adult	Single		$9.07	$9.07	$10.20	109 CCS 013	12.46%
	Monthly				$34.50	New	
	Year		$315.00	$315.00	$346.50	109 CCS 013	10.00%
Couple	Year		$504.00	$504.00	$554.40	109 CCS 013	10.00%
Family	Year		$714.00	$714.00	$785.40	109 CCS 013	10.00%
Squash Membership – Lindsay Recreation Complex							
Senior	Single		$7.00	$7.00	$6.35	109 CCS 013	-9.29%
	10 Pass		$59.90	$59.90	$57.15	109 CCS 013	-4.59%
	Monthly				$23.80	New	
	Year		$237.30	$237.30	$261.00	109 CCS 013	9.99%
Adult	Single		$7.00	$7.00	$7.90	109 CCS 013	12.86%
	10 Pass		$59.90	$59.90	$71.10	109 CCS 013	18.70%
	Monthly				$29.40	New	
	Year		$292.95	$292.95	$322.25	109 CCS 013	10.00%
Couple	Year		$469.35	$469.35	$516.30	109 CCS 013	10.00%
Family	Year		$693.00	$693.00	$762.30	109 CCS 013	10.00%
Squash & Workout Centre Membership – Lindsay Recreation Complex							
Senior	Single				$11.85	New	
	Monthly				$37.95	New	
	Year		$352.80	$352.80	$388.10	109 CCS 013	10.01%
Adult	Single		$11.87	$11.87	$13.40	109 CCS 013	12.89%
	Monthly				$46.90	New	
	Year		$435.75	$435.75	$479.30	109 CCS 013	9.99%
Couple	Year		$697.80	$697.80	$767.60	109 CCS 013	10.00%
Family	Year		$1,014.30	$1,014.30	$1,115.75	109 CCS 013	10.00%
Locker Membership – Lindsay Recreation Complex							
Locker	3 Month		$26.25	$26.25	$26.70	109 CCS 013	1.71%
Locker	6 Month		$42.00	$42.00	$42.70	109 CCS 013	1.67%
Locker	Year		$63.00	$63.00	$64.05	109 CCS 013	1.67%
Corporate Memberships – Lindsay Recreation Complex							
Business Membership (outside Personal Trainers only)	each		$525.00	$525.00	$577.50	109 CCS 013	10.00%
Dual Facility Membership	each		$420.00	$420.00	$426.75	109 CCS 013	1.61%
Personal Training							
Personal Training Session	each		$31.50	$31.50	$32.00	109 CCS 013	1.59%
	10 Pass		$283.50	$283.50	$288.05	109 CCS 013	1.60%
Semi Private Training Session	each		$57.75	$57.75	$58.70	109 CCS 013	1.65%
Program Refresher	each		$15.75	$15.75	$16.00	109 CCS 013	1.59%
Miscellaneous Charges							
Fitness Class Pass	Day		$7.00	$7.00	$7.15	109 CCS 013	2.14%
Squash Racquet Rental (40 min)	Each		$2.00	$2.00	$2.05	109 CCS 013	2.50%
Squash Ball	Each		$4.50	$4.50	$4.60	109 CCS 013	2.22%
Card Replacement	Each		$25.00	$25.00	$25.40	109 CCS 013	1.60%
Transfer/Cancellation/Medical Hold			15% charge -$5 minimum	15% charge -$5 minimum	15% charge -$5 minimum	109 CCS 013	
D – 3 Recreation Programs							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
General							
Adult Recreational (8 hrs)	Hours		$65.00	$68.25	$69.35	109 CCS 013	1.61%
Adult Recreational (10 hrs)	Hours		$75.50	$79.50	$80.80	109 CCS 013	1.64%
Adult Recreational (12 hrs)	Hours		$86.00	$90.50	$91.95	109 CCS 013	1.60%
Badminton (drop in)	Hours		$3.50	$3.75	$3.85	109 CCS 013	2.67%
Milk Run							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Sept 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
5k Entry	Early		$30.97	$32.75	$32.75	109 CCS 013	0.00%
	Regular		$35.40	$37.25	$37.25	109 CCS 013	0.00%
	Day of		$44.25	$46.50	$46.50	109 CCS 013	0.00%
10k Entry	Early		$35.40	$37.25	$37.25	109 CCS 013	0.00%
	Regular		$39.82	$42.00	$42.00	109 CCS 013	0.00%
	Day of		$44.25	$46.50	$46.50	109 CCS 013	0.00%
21K Entry	Early				$60.00	New	
	Regular				$70.00	New	
	Day of				$70.00	New	
Children's Camp							
Lindsay Camp	Daily		$30.00	$31.50	$31.50	109 CCS 013	0.00%
	Weekly		$150.00	$157.50	$157.50	109 CCS 013	0.00%
Camp Field Trip	Each		$26.25	$27.75	$27.75	109 CCS 013	0.00%
Sport & Skate	Weekly		$185.00	$194.25	$194.25	109 CCS 013	0.00%
Sport & Swing	Weekly		$175.00	$183.75	$183.75	109 CCS 013	0.00%
Sport & Swim	Weekly		$150.00	$157.50	$157.50	109 CCS 013	0.00%
Public Skating							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective May 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Public Skating – Entry	Adult		$2.50	$2.75	$2.85	109 CCS 013	3.64%
	Child		$1.50	$1.75	$1.80	109 CCS 013	2.86%
	Pre-school		Free	Free	Free	109 CCS 013	
	Senior		$1.50	$1.75	$1.80	109 CCS 013	2.86%
Shinny	Single		$5.65	$6.00	$6.20	109 CCS 013	3.33%
	10 pass		$50.85	$53.50	$55.75	109 CCS 013	4.21%

Stick & Puck (one adult/child)	Single		$5.65	$6.00	$6.20	109 CCS 013	3.33%
Arena							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Sept 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Arena Floor Minor Hourly (maximum 4 hours)	per hour		$65.40	$68.75	$69.85	109 CCS 013	1.60%
Arena Floor Minor Daily (maximum 12 hours)	per day		$594.40	$624.25	$634.25	109 CCS 013	1.60%
Arena Floor Adult Hourly (maximum 4 hours)	per hour		$78.50	$82.50	$83.85	109 CCS 013	1.64%
Arena Floor Adult Daily (maximum 12 hours)	per day		$951.00	$998.75	$1,014.75	109 CCS 013	1.60%
Ice Rental Standard Hourly	per hour		$127.35	$146.45	$148.80	109 CCS 013	1.60%
Ice Rental Non-Prime Hourly (Open-5pm, 11pm -Close)	per hour		$96.55	$111.03	$112.85	109 CCS 013	1.64%
Ice Rental Minor Hourly	per hour		$106.20	$122.13	$124.10	109 CCS 013	1.61%
Ice Rental LRC Standard Hourly	per hour		$159.10	$182.97	$185.90	109 CCS 013	1.60%
Ice Rental LRC Non-Prime Hourly (Open-5pm, 11pm-Close)	per hour		$96.55	$111.03	$112.85	109 CCS 013	1.64%
Ice Rental LRC Minor Hourly	per hour		$106.20	$122.13	$124.10	109 CCS 013	1.61%
Ice Rental Standard Summer Hourly (April 1 – August 31)	per hour		$169.70	$195.16	$198.30	109 CCS 013	1.61%
Ice Rental Minor Summer Hourly (April 1 – August 31)	per hour		$118.90	$136.74	$138.95	109 CCS 013	1.62%
Ticket Ice Hourly (participant rate $7.00)	per hour		$51.50	$59.32	$60.30	109 CCS 013	1.65%
Athletic Field/Ball Diamond							
Class A Athletic Field Adult Game	2 hours		$35.70	$37.50	$38.10	109 CCS 013	1.60%
Class A Athletic Field Adult Tournament	Day		$118.90	$125.00	$127.00	109 CCS 013	1.60%
Class A Athletic Field Minor Game	2 hours		$17.85	$19.00	$19.30	109 CCS 013	1.58%
Class A Athletic Field Minor Tournament	Day		$59.45	$62.50	$63.50	109 CCS 013	1.60%
Class B Athletic Field Adult Game	2 hours		$23.80	$25.00	$25.40	109 CCS 013	1.60%
Class B Athletic Field Adult Tournament	Day		$53.50	$56.25	$57.15	109 CCS 013	1.60%
Class B Athletic Field Minor Game	2 hours		$11.90	$12.50	$12.70	109 CCS 013	1.60%
Class B Athletic Field Minor Tournament	Day		$26.75	$28.25	$28.70	109 CCS 013	1.59%
Class A Ball Diamond Adult Game	2 hours		$41.65	$43.75	$44.45	109 CCS 013	1.60%
Class A Ball Diamond Adult Tournament	Day/Diamond		$118.90	$125.00	$127.00	109 CCS 013	1.60%
Class A Ball Diamond Minor Game	2 hours		$20.85	$22.00	$22.35	109 CCS 013	1.59%
Class A Ball Diamond Minor Tournament	Day/Diamond		$59.45	$62.50	$63.50	109 CCS 013	1.60%
Class B Ball Diamond Adult Game	2 hours		$29.72	$31.25	$31.75	109 CCS 013	1.60%
Class B Ball Diamond Adult Tournament	Day/Diamond		$89.20	$93.75	$95.25	109 CCS 013	1.60%
Class B Ball Diamond Minor Game	2 hours		$14.90	$15.75	$16.00	109 CCS 013	1.59%
Class B Ball Diamond Minor Tournament	Day/Diamond		$44.60	$47.00	$47.75	109 CCS 013	1.60%
Class C Ball Diamond Adult Game	2 hours		$17.85	$19.00	$19.30	109 CCS 013	1.58%
Class C Ball Diamond Adult Tournament	Day/Diamond		$53.50	$56.25	$57.15	109 CCS 013	1.60%
Class C Ball Diamond Minor Game	2 hours		$8.95	$9.50	$9.65	109 CCS 013	1.58%
Class C Ball Diamond Minor Tournament	Day/Diamond		$26.75	$28.25	$28.70	109 CCS 013	1.59%
Athletic Field/Ball Diamond Lights Game	2 hours		$11.90	$12.50	$12.70	109 CCS 013	1.60%
Park							
Park Shelter Daily	per day		$29.75	$31.25	$31.75	109 CCS 013	1.60%
Park Rental Special Event Daily	per day		$237.75	$249.75	$253.75	109 CCS 013	1.60%
Park Vendor Monthly	per month		$237.75	$249.75	$253.75	109 CCS 013	1.60%
Boat Docking Daily	per day		$25.40	$26.75	$27.00	109 CCS 013	0.93%
Boat Docking Seasonal (per foot)	per 2 seasons/ per foot		$10.30	$11.00	$11.25	109 CCS 013	2.27%
Fishing Tournament Daily	per day		$237.75	$249.75	$253.75	109 CCS 013	1.60%
Overnight Rest Area Access	per day		$5.15	$5.50	$5.60	109 CCS 013	1.82%
Community Hall							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Class A Hourly (maximum 4 hours)	per hour		$55.60	$58.50	$58.50	109 CCS 013	0.00%
Class A Daily (maximum 12 hours)	per day		$866.10	$909.50	$909.50	109 CCS 013	0.00%
Class B Hourly (maximum 4 hours)	per hour		$33.35	$35.25	$35.25	109 CCS 013	0.00%
Class B Daily (maximum 12 hours)	per day		$527.60	$554.00	$554.00	109 CCS 013	0.00%
Class C Hourly (maximum 4 hours)	per hour		$27.80	$29.25	$29.25	109 CCS 013	0.00%
Class C Daily (maximum 12 hours)	per day		$407.60	$428.00	$428.00	109 CCS 013	0.00%
Class D Hourly (maximum 4 hours)	per hour		$22.25	$23.50	$23.50	109 CCS 013	0.00%
Class D Daily (maximum 12 hours)	per day		$243.45	$255.75	$255.75	109 CCS 013	0.00%
Class E Hourly (maximum 4 hours)	per hour		$16.70	$17.75	$17.75	109 CCS 013	0.00%
Class E Daily (maximum 12 hours)	per day		$141.55	$148.75	$148.75	109 CCS 013	0.00%
Victoria Park Washrooms Only			$118.90	$125.00	$125.00	109 CCS 013	0.00%
Exterior Portable Sign Weekly	per week		$118.90	$125.00	$125.00	109 CCS 013	0.00%
Liability Insurance							
Events – Public with Alcohol (1-100 people)	Day		$125.00	$125.00	refer to provider	Rates set by provider	
Events – Public with Alcohol (101-250 people)	Day		$225.00	$225.00	refer to provider	Rates set by provider	
Events – Public with Alcohol (251-500 people)	Day		$275.00	$275.00	refer to provider	Rates set by provider	
Events – Public with Alcohol (501-1000 people)	Day		refer to provider	refer to provider	refer to provider	Rates set by provider	
Events – Private with Alcohol (1-25 people)	Day		$50.00	$50.00	refer to provider	Rates set by provider	
Events – Private with Alcohol (26-100 people)	Day		$100.00	$100.00	refer to provider	Rates set by provider	
Events – Private with Alcohol (101-250 people)	Day		$175.00	$175.00	refer to provider	Rates set by provider	
Events – Private with Alcohol (251-400 people)	day		$225.00	$225.00	refer to provider	Rates set by provider	

Storage Space							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Various Facilities	Sq ft per year		$2.75	$3.00	$3.05	109 CCS 013	1.67%
Office Space							
Lindsay Recreation Complex	Sq ft per month		$6.35	$6.75	$6.90	109 CCS 013	2.22%
Victoria Park Armoury	Sq ft per month		$3.65	$4.00	$4.10	109 CCS 013	2.50%
Indoor Pool							
LRC Large Pool	Hourly		$95.10	$100.00	$101.60	109 CCS 013	1.60%
LRC Large Pool Bulk Hourly	Hourly		$76.10	$80.00	$81.30	109 CCS 013	1.63%
LRC Therapeutic Pool	Hourly		$71.35	$75.00	$76.20	109 CCS 013	1.60%
LRC Therapeutic Pool Bulk Rate Hourly	Hourly		$57.10	$60.00	$61.00	109 CCS 013	1.67%
LRC Half Pool			$47.35	$50.00	$50.80	109 CCS 013	1.60%
Forbert	Hourly		$95.10	$100.00	$101.60	109 CCS 013	1.60%
Forbert Bulk Rate	Hourly		$76.10	$80.00	$81.30	109 CCS 013	1.63%
Lifeguard	Hourly		$23.20	$24.50	$24.90	109 CCS 013	1.63%
Trailer Park							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Sept 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Centennial Park South West	Annual		$2,070.25	$2,174.00	$2,174.00	109 CCS 013	0.00%
Centennial Park East	Annual		$2,238.10	$2,350.25	$2,350.25	109 CCS 013	0.00%

Centennial Park North West	Annual		$2,461.90	$2,585.00	$2,585.00	109 CCS 013	0.00%
Centennial Park Daily Pass Individual	Day		$4.10	$4.50	$4.50	109 CCS 013	0.00%
Boat Docking Seasonal (less than 16ft)	Annual		$203.00	$213.25	$213.25	109 CCS 013	0.00%
Boat Docking Seasonal (16ft+)	Annual		$284.20	$298.50	$298.50	109 CCS 013	0.00%
Beach Park Boat Docking Transient	Day		$30.45	$32.00	$32.00	109 CCS 013	0.00%
Boat Launch Daily	Day		$8.15	$8.75	$8.75	109 CCS 013	0.00%
Boat Launch Commercial	Annual		$507.50	$533.00	$533.00	109 CCS 013	0.00%
Boat Launch Seasonal	Annual		$42.65	$45.00	$45.00	109 CCS 013	0.00%
Hydro Service Charge	Annual		Based on usage	Based on usage	Based on usage	109 CCS 013	
Replacement Access Card			$25.40	$26.75	$26.75	109 CCS 013	0.00%
Laundry	per use		$2.05	$2.25	$2.25	109 CCS 013	0.00%
Miscellaneous							
Holiday Premium (minimum three hour rental (ice booking can be combination of multiple bookings))			50%	50%	50%	109 CCS 013	
Not-For-Profit-Discount (based on daily rental at community hall for community event)			40%	40%	40%	109 CCS 013	
Refund/Cancellation Fee (minimum $5 or 15 percent)		$5 minimum	15%	15%	15%	109 CCS 013	
Non Resident Premium					25%	New	

D – 4 Parks, Recreation and Culture – Advertising							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Community Guide Ads							
Half Banner	each		$197.95	208	$211.35	109 CCS 013	1.61%
Banner	each		$294.35	309.25	$314.20	109 CCS 013	1.60%
Half Page	each		$395.85	415.75	$422.40	109 CCS 013	1.60%
Full Page	each		$619.15	650.25	$660.65	109 CCS 013	1.60%
Inside Front Cover	each		$771.40	810	$823.00	109 CCS 013	1.60%
Inside Back Cover	each		$771.40	810	$823.00	109 CCS 013	1.60%
Back Cover	each		$1,339.80	1,407.00	$1,429.55	109 CCS 013	1.60%
Multiple Publication Commitment (Discount)	each		15%	15%	15%	109 CCS 013	
Sponsorship and Dedication							
Plant a Tree	each		$1,015.00	1,065.75	1,082.80	109 CCS 013	1.60%
Dedicate a Park Bench	each		$1,700.15	1,785.25	1,813.85	109 CCS 013	1.60%
Facility Ads							
Rink Boards	year		$340.05	357.25	$363.00	109 CCS 013	1.61%
Arena Wall	year		$228.40	240	$243.85	109 CCS 013	1.60%
Ice Surface (per season)	year		$1,131.75	1,188.50	$1,207.55	109 CCS 013	1.60%
Olympia	year		$451.70	474.5	$482.10	109 CCS 013	1.60%
Lindsay Rink Board	year		$568.40	597	$606.55	109 CCS 013	1.60%
Lindsay Wall Ad	year		$456.75	479.75	$487.45	109 CCS 013	1.61%
Board Glass	year		$284.20	298.5	$303.30	109 CCS 013	1.61%
FF Mezzanine	year		$284.20	298.5	$303.30	109 CCS 013	1.61%
FF Stair Risers	year		$340.05	357.25	$363.00	109 CCS 013	1.61%
FF Accessible Viewing Area Risers	year		$284.20	298.5	$303.30	109 CCS 013	1.61%
Ball Diamonds (per year, minimum of 3 years)	year		$113.70	119.5	$121.45	109 CCS 013	1.63%

Schedule E – Planning, Development and Engineering

Note: Legal and other administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.

E – 1 Planning Fees **u**

Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Administration							
Planning Department Fees waived if the application is initiated by the City or is for an organization that the City is involved with.	each	None	Waived	Waived	Waived		
Zoning Compliance Letter	each	None	$103.00	$108.25	$110.00	By-law 2013-006	1.62%
Site Plan Compliance Letter	each	None	$103.00	$108.25	$110.00	By-law 2013-006	1.62%
Clearance to fulfill Oak Ridges Moraine	each	None			$500.00	New	
Applicant Requested Deferral for any Application	each	None		$324.75	$330.00		1.62%
Written Responses to Property Inquiries	each	None	$103.00	$108.25	$110.00	By-law 2013-006	1.62%
GIS Mapping Requests (CKL Mapping only up to 11x17 paper size)	each	None			$30.00 plus $10 per additional map	New	
Copying of Maps and Drawings	Per map or drawing	None			$20.00	New	
Photocoping or Scanning of Documents	Per page (each side for double sided)	None			$0.50	New	
Information Requests for Closed Planning Act Application Files	Per File	Photocopying charges			$300.00	New	
File Status Update Letter for any type of application	each	None	$515.00	$540.75	$550.00	By-law 2013-006	1.71%
Pre-consultation Application	each	None	$200.00	$210.00	$215.00	By-law 2013-006	2.38%
Peer Review of all Specialized Reports or Studies	each	$2,400.00 deposit required	actual costs	actual costs	actual costs	By-law 2013-006	
OMB Appeal Processing Fee							
OMB Appeal Processing Fee - Consent or Minor Variance Application	each	None			$150.00	NEW	
OMB Appeal Processing Fee - Planning Act Applications	each	None			$300.00	NEW	
OMB Participation Costs	each	$2,400.00 deposit required	actual costs	actual costs	actual costs	By-law 2013-006	
Legal Expenses (not identified through applications)	each	Applicant responsible for 100% of City's legal fees	actual costs	actual costs	actual costs	By-law 2013-006	
Official Plan Amendment							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Official Plan Amendment- Minor	each	Advertising Fee	$3,605.00	$3,785.25	$3,840.00	By-law 2013-006	1.45%
Official Plan Amendment -Major Applications for commercial development greater than 2,500 sq. m.; deletion or addition to the designated road network; tourist commercial development; an application that has broader policy implications for the City as deemed by the Director of Development Services	each	Advertising Fee	$5,150.00	$5,407.50	$5,490.00	By-law 2013-006	1.53%
Pit or Quarry where proposed annual tonnage is less than 100,000 tonnes	each	Advertising Fee	$4,120.00	$4,326.00	$4,400.00	By-law 2013-006	1.71%

Pit or Quarry where proposed annual tonnage is between 100,000-500,000 tonnes	each	Advertising Fee	$6,180.00	$6,489.00	$6,590.00	By-law 2013-006	1.56%
Pit or Quarry where proposed tonnage is between 500,000-1,000,000 tonnes	each	Advertising Fee	$11,330.00	$11,896.50	$12,085.00	By-law 2013-006	1.58%
Pit or Quarry where proposed annual tonnage is over 1,000,000 tonnes	each	Advertising Fee	$16,480.00	$17,304.00	$17,580.00	By-law 2013-006	1.60%
Application Revision	each	Advertising Fee	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Zoning By-Law Amendment – Minor							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Rezoning Application where required as a condition of consent	each	Advertising Fee			$1,100.00	New	
Rezoning Application $2,200.00 base fee plus the applicable fees that follow below:	each	Advertising Fee	$2,060.00	$2,163.00	$2,200.00	By-law 2013-006	1.71%
a) $25 per residential lot, block, and/or dwelling unit to a maximum fee of $10,000.00; and/or,	each	None	$25.00	$27.50	$25.00	By-law 2013-006	-9.09%
b) $75 per 100 sq. m. or part thereof of proposed commercial gross floor area; and/or,	each	None	$65.00	$72.50	$75.00	By-law 2013-006	3.45%
c) $30.00 per 100 sq. m. or part thereof of proposed industrial gross floor area	each	None	$30.00	$32.75	$30.00	By-law 2013-006	-8.40%
d) $30.00 per 100 sq. m. or part thereof of proposed institutional gross floor area	each	None	$30.00	$32.75	$30.00	By-law 2013-006	-8.40%
Zoning By-Law Amendment – Major - Application is associated with an official plan amendment application; a draft plan of subdivision or condominium; involves multiple properties; has background technical studies to be reviewed; and/or has zoning implications throughout the City							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Rezoning Application $3,300.00 base fee plus the applicable fees that follow below:	each	Advertising Fee	$3,090.00	$3,244.50	$3,300.00		1.71%
a) $25.00 per residential lot, block, and/or dwelling unit to a maximum fee of $10,000.00; and/or,	each	None	$25.00	$27.50	$25.00		-9.09%
b) $75.00 per 100 sq. m. or part thereof of proposed commercial gross floor area; and/or,	each	None	$65.00	$72.50	$75.00		3.45%
c) $30.00 per 100 sq. m. or part thereof of proposed industrial gross floor area	each	None	$30.00	$32.75	$30.00		-8.40%
d) $30.00 per 100 sq. m. or part thereof of proposed institutional gross floor area	each	None	$30.00	$32.75	$30.00		-8.40%
Application Revisions	each	Advertising Fee	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Removal of (H) Holding Symbol							
Advertising Fee	each		$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Removal of Holding Rezoning Appliation	each	Advertising Fee plus Conservation Authority fee if a condition of the Removal of (H) Holding relates to their comments	$515.00	$540.75	$550.00	By-law 2013-006	1.71%
Draft Plan of Subdivision or Condominium							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Residential and/or Mixed Use - $6,590.00 plus $25.00 per new residential, commercial, and institutional lot/block to a maximum fee of $15,000.00 plus legal and registration fees	each	Advertising Fee	$6,180 plus $25	$6,489.00 plus $27.50	$6,590.00 plus $25.00	By-law 2013-006	1.51%
Non-Residential - $3,290.00 plus $25.00 per new industrial, commercial, and institutional block plus legal and registration fees	each	Advertising Fee	$3,090 plus $25	$3,244.50 plus $27.50	$3,290.00 plus $25.00	By-law 2013-006	1.31%
Extension of Draft Plan Approval	each	None	$309.00	$324.50	$330.00	By-law 2013-006	1.69%
Minor Revisions to Draft Plan Approval where no recirculation is required	each	None if Public Meeting not required	$309.00	$324.50	$330.00	By-law 2013-006	1.69%
Minor Revisions to Draft Plan Approval where agency recirculation is required	each	None if Public Meeting not required	$515.00	$540.75	$550.00	By-law 2013-006	1.71%
Major Revisions to Draft Plan Approval	each	Advertising Fee	$5,000.00	$5,250.00	$5,330.00	By-law 2013-006	1.52%
Clearance of Draft Plan Conditions	each	None	$515.00	$540.75	$550.00	By-law 2013-006	1.71%
Preparation of Subdivision or Condominium Agreement (includes legal and registration fees)	each	None	$2,000.00	$2,100.00	$2,130.00	By-law 2013-006	1.43%
Part Lot Control							
Part Lot Control (including legal and registration fees)	each	Plus $40.00 for each additional division	$618.00	$649.00	$650.00	By-law 2013-006	0.15%
Deeming By-law of Repeal of Deeming By-							
Deeming By-law of Repeal of Deeming By-Law (includes legal and registration fees)	each	None	$721.00	$757.25	$770.00	By-law 2013-006	1.68%
Condominium Conversion	each	None if Public Meeting not required	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Exemption for a Condominium	each	None	$654.00	$686.75	$695.00	By-law 2013-006	1.20%
Removal of Road Reserves	each	None	$309.00	$324.50	$330.00	By-law 2013-006	1.69%
Combined Planning Applications							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Where an applicant submits any combination of an official plan amendment, zoning by-law amendment, draft plan of subdivision, and/or draft plan of condominium applications together at the same time, the highest application fee is the base fee and all other application fees are reduced by 50%. Only one advertising fee will be charged	each	Advertising Fee	As Detailed Under Service Description	As Detailed Under Service Description	As Detailed Under Service Description	By-law 2013-006	
Minor Variance							
Advertising Fee	each		$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Minor Variance Pre-screening, if required as determined by staff	each	None	$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Minor Variance	each	Advertising Fee	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Consent							
Consent Potential Inquiries	each		$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Advertising Fee	each	None	$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Consent for lot creation $1,100.00 plus $220.00 for each additional lot when applications are submitted at the same time	each	Advertising Fee	$1,030.00 plus $206.00	$1,081.50 plus $216.50	$1,100.00 Plus $220.00	By-law 2013-006	1.69%

Consent for easement, charge, lease, right-of-way, correction of title, and validation of title	each	Advertising Fee	$886.00	$930.50	$945.00	By-law 2013-006	1.56%
Consent for boundary adjustments - $945.00 plus $150.00 for each additional boundary adjustment when all applications are submitted	each	Advertising Fee	$886.00 plus $140.00	$930.50 plus $150.25	$945.00 plus $150.00	By-law 2013-006	1.32%
Amendments to consent when recirculating required	each	Advertising Fee	$309.00	$324.50	$330.00	By-law 2013-006	1.69%
Stamping Fee: certificate for lot creation, lot retention, and boundary adjustments	each	None	$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Stamping Fee: certificate for an easement, charge, lease, right-of-way, correction of title and validation of title	each	None	$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Consent Agreement (Preparation, legal and registration of fees)	each	None	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Site Plan Approval							
Request for Exemption from Site Plan Control	each	None	$309.00	$324.50	$330.00	By-law 2013-006	
Residential - $2,200.00 plus $25.00 per residential dwelling unit plus $1,100.00 for agreement preparation and registration fees	each	None	$2,060.00 plus $25.00 plus $1,030.00	$2,163.00 plus $27.50 plus $1,081.50	$2200.00 plus $25.00 plus $1,100.00	By-law 2013-006	1.62%
Mixed Use Building - $2,200.00 plus $25.00 per residential dwelling unit plus $75.00 per 100 sq.m. or part thereof **of proposed non-residential floorspace,** plus $1,100 for agreement preparation and registration fees	each	None	$2,060.00 plus $25.00 plus $1,030.00	$2,163.00 plus $27.50 plus $1,081.50	$2,200.00 plus $25.00 plus $75.00 plus $1,100.00	By-law 2013-006	1.66%
Non-Residential - $2,200.00 plus $75.00 per 100 sq.m. or part thereof **of proposed commercial floorspace**, and/or plus $25.00 per 100 sq.m. or part thereof **of proposed industrial floorspace**, and/or plus $25.00 per 100 sq.m. or part thereof **of proposed institutional floorspace** plus $1,100 for agreement preparation and registration fees	each	None	$2,060.00 plus $30.00 plus $65.00 plus $1,000.00	$2,163.00 plus $32.75 plus $72.50 plus $1,081.50	$2,200.00 plus $25.00 plus $75.00 plus $1,100.00	By-law 2013-006	1.50%
Amending Site Plan Approval							
Residential - $1,650.00 plus $25.00 per residential dwelling unit plus $1,100.00 for agreement preparation and registration fees	each	None	$1,545.00 plus $25.00 plus $1,000.00	$1,622.25 plus $27.50 plus $1,081.50	$1,650.00 plus $25.00 plus $1,100.00	By-law 2013-006	1.60%
Mixed Use Building - $1,650.00 plus $25.00 per residential dwelling unit plus $50.00 per 100 sq.m. or part thereof **of proposed non-residential floorspace** plus $1,100.00 for agreement preparation and registration fees	each	None	$1,545.00 plus $25.00 plus $50.00 plus $1,000.00	$1,622.25 plus $27.50 plus $52.50 plus$1,081.50	$1,650.00 plus $25.00 plus $50.00 plus $1,100.00	By-law 2013-006	1.48%
Non-Residential - $1,650.00 plus $75.00 per 100 sq.m. or part thereof **of proposed commercial floorspace**, and/or plus $30.00 per 100 sq.m. or part thereof **of proposed industrial floorspace**, and/or plus $30.00 per 100 sq.m. or part thereof **of proposed institutional floorspace** plus $1,100.00 for agreement preparation and registration fees	each	None	$1,545.00 plus $65.00 plus $30.00 plus $1,000.00	$1,622.25 plus $72.50 plus $32.75 plus $1,081.50	$1,650.00 plus $75.00 plus $30.00 plus $1,100.00	By-law 2013-006	1.64%
Minor Site Plan Approval							
Plans only approval or with scoped site plan agreement for such uses as chip trucks, temporary new home sales trailers/offices, minor building extensions or alterations, school portables, or government agency reviews exempt from site plan control	each	None	$515.00	$545.00	$550 plus $800 for site plan agreement	By-law 2013-006	0.92%
Renewal Energy Application Fees							
Review of Large Renewable Energy Application	each	None	$4,000.00	$4,200.00	$4,265.00	By-law 2013-006	1.55%
Municipal Council Support Resolution	each	None	$400.00	$420.00	$425.00	By-law 2013-006	1.19%
All Prescribed IESO forms (FIT/MicroFIT/LRP)	each	None	$400.00	$420.00	$425.00	By-law 2013-006	1.19%
Telecommunications Application Fees							
Telecommunications Tower Application	each	None	$2,060.00	$2,163.00	$2,200.00	By-law 2013-006	1.71%
Refund of Application Fees							
Advertising	each	None	90% if not advertised	90% if not advertised	90% if not advertised	By-law 2013-006	
If request submitted within one (1) year from date of application being received and prior to preparation of staff report	each	None	25% of total application fee refundable	25% of total application fee refundable	25% of total application fee refundable	By-law 2013-006	
Preparation of Development Agreement							
Where required in conjunction with a Planning Act application but not mentioned above	each	None	$1,000.00	$1,050.00	$1,065.00		1.43%
Where required but not in conjunction with a Planning Act application such as roadway	each	None			$1,100 plus $500 processing fee	New	

E – 2 Development Application Approval Fees							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Subdivision Approval							
Basic Fee - Percentage of constructed value of the public infrastructure created relative to the subdivision	each		3.50%	3.70%	3.70%	By-law 2007-132	0.00%
Site Plan Approval							
Basic Fee – Percentage of constructed value of the site works created relative to the project	each		0.60%	0.65%	0.65%	By-law 2007-132	0.00%
Condominium Approval							
Basic Fee - Percentage of the constructed value of the infrastructure	each		3.50%	3.70%	3.70%	By-law 2007-132	0.00%
Abnormally complex proposals or where additional submissions or inspections required	each		Actual Costs	Actual Costs	Actual Costs	By-law 2007-132	

E – 3 Permits							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Pool Permits	each		$100.00	$105.00	$106.00	By-law 2005-314	0.95%
Accessory Dwelling Units	each		$128.75	$135.25	$137.00	By-law 2014-305	1.29%
Patio Permits	each		$257.50	$270.50	$275.00	By-law 2014-305	1.66%

Schedule F – Waste Management

Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.

F – 1 Waste Management Fees

Service Description	Unit	Additional Fees	Fee	Fee Effective March 30, 2017	Fees Effective January 1, 2018	Reference	
Solid Waste Tipping Fees shall always be based on weight unless there is a failure of the scale system and then fees will be based on rates described below. The only exception shall be when bagged garbage is tagged and then it shall be received at no charge.							
Residential Recyclable Materials (Blue/Comingle & Green/ Paper Box Recycling)	each		Free	Free	Free	By-law 2016-144	
Residential Household Hazardous Waste (at designated landfill sites only)	each		Free	Free	Free	By-law 2016-144	
Residential Waste Electronic & Electrical Equipment	each		Free	Free	Free	By-law 2016-144	
Scrap Metal (including appliances without Freon)	each		Free	Free	Free	By-law 2016-144	
Tires (with or without rims)	each		Free	Free	Free	By-law 2016-144	
Ashes (must be cold to be accepted)	each		Free	Free	Free	By-law 2016-144	
Curbside Bag Tags	each		$3.00	$3.00	$3.00	By-law 2016-144	0.00%
Mattresses and Box Springs	each		$5.00	$15.00	$15.00	By-law 2016-144	0.00%
Appliances Containing Freon (refrigerators, air conditions, dehumidifiers, freezers, etc.)	item		$20.00	$20.00	$20.00	By-law 2016-144	0.00%
Residential/ Commercial Containers							
Apartment/ Desk-side 4 gallon blue and green boxes	each		$5.00	$5.00	$5.00		0.00%
Standard 16 gallon blue and 14 gallon green boxes	each		$7.00	$7.00	$7.00		0.00%
Extra large 22 gallon blue boxes (for containers only)	each		$9.00	$9.00	$9.00		0.00%
Commercial Recycling Carts (not available for residential collection)							
65 gallon blue and green carts	each		$80.00	$80.00	$80.00		0.00%
95 gallon blue carts (for container recycling only)	each		$95.00	$95.00	$95.00		0.00%
Rain Barrels							
Flat-back model (205L)	each		$75.00	$75.00	$75.00		0.00%
Composters							
Backyard composters (80 gallons)	each		$45.00	$45.00	$45.00		0.00%
Kitchen compost pails (2 gallons)	each		$3.00	$3.00	$3.00		0.00%
Digesters	each			$60.00	$70.00		16.67%
Weight Based Tipping Fees							
Minimum charge Sorted Material (Waste)	Visit			$5.00	$5.00	By-law2017-081	0.00%
Minimum charge Mixed Load (Waste and Leaf & Yard Materials)	Visit			$7.00	$7.00	By-law2017-081	0.00%
Sorted Waste over $5 by weight	Tonne			$100.00	$105.00	By-law2017-081	5.00%
Sorted Leaf & Yard Material over 150kg	Tonne			$100.00	$105.00	By-law2017-081	5.00%
Mixed Loads (more than 20% by volume of recyclable materials and/or opaque bags)	tonne		N/A	$200.00	$205.00	By-law 2016-144	2.50%
Contaminated Soil (suitable for daily cover)	tonne		$45.00	$50.00	$50.00	By-law 2016-144	0.00%
Contaminated Soil (not suitable for daily cover)	tonne		$95.00	$100.00	$105.00	By-law 2016-144	5.00%
Boat and Bale Wrap (Clean)	tonne		$45.00	$50.00	$50.00	By-law 2016-144	0.00%
Boat and Bale Wrap (Contaminated)	tonne		Free	$50.00	$105.00	By-law 2016-144	110.00%
Asbestos	tonne		$95.00	$250.00	$250.00	By-law 2016-144	0.00%
Construction and Demolition Waste	tonne		$95.00	$100.00	$105.00	By-law 2016-144	5.00%
Residential, Industrial, Commercial and Institutional Waste	tonne		$95.00	$100.00	$105.00	By-law 2016-144	5.00%
Fees When Scales are inoperative or for Freon Removal							
Minimum charge Sorted Material (Waste)	Visit			$5.00	$5.00	By-law 2017-081	0.00%
Minimum Charge Mixed Load (Waste and Leaf & Yard Material)	Visit			$7.00	$7.00	By-law 2017-081	0.00%
Sorted Waste Material over $5.00 by cubic yard	Cubic yard			$12.50	$15.00	By-law 2017-081	20.00%
Sorted Leaf & Yard Material over 1.0 cubic yard	Cubic yard			$12.50	$15.00	By-law 2017-081	20.00%
Mixed Loads (more than 20% by volume of recyclable materials and/or opaque bags)	cubic yard		N/A	$25.00	$30.00	By-law 2016-144	20.00%
Asbestos per cubic yard	Cubic yard			$125.00	$125.00		0.00%
RV Disposal per visit at Lindsay Ops Only	per visit			$5.00	$5.00		0.00%
Vac Trucks	per load				$200.00		
Boats	per foot		$3.00	$3.00	$3.00	By-law 2016-144	0.00%
Residential, Industrial, Commercial and Institutional Waste	cubic yard		$10.00	$12.50	$15.00	By-law 2016-144	20.00%
Commercial Boat and Bale Wrap (Clean)	cubic yard		Free	$6.25	$6.25	By-law 2016-144	0.00%
Boat and Bale Wrap Contaminated	cubic yard		$10.00	$12.50	$15.00	By-law 2016-144	20.00%
Construction and Demolition Waste	cubic yard		$45.00	$50.00	$50.00	By-law 2016-144	0.00%
Contaminated Soil (suitable for cover material)	cubic yard		$20.00	$25.00	$30.00	By-law 2016-144	20.00%
Contaminated Soil (not suitable for cover material)	cubic yard		$45.00	$50.00	$55.00	By-law 2016-144	10.00%

Schedule G – Public Works

Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.

G – 1 Oversize and Overweight Loads

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Single Move Permit	each		$51.50	$54.25	$55.00	By-law 2010-064	1.38%
Annual Permit	each		$206.00	$216.50	$220.00	By-law 2010-064	1.62%

G – 2 Reduced Load Permit

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Permit for moving of heavy Vehicles, loads, objects or structures in excess of the load restrictions	each		$51.50	$54.25	$55.00	By-law 2005-077	1.38%

G – 3 Entrance Permit

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Permit	each		$103.00	$108.25	$110.00		1.62%

G– 4 Installation of Banners over City Roads

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Not for Profit, Charitable, Community Based Organization	1 location/year		Free	Free		Policy 140 EPW 012	
Second and Subsequent Signs	week		$103.00	$108.25	$110.00	Policy 140 EPW 012	1.62%

Schedule H – Transit

Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.							
H – 1 Transit Fees							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective July 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Per Trip							
Adults	trip		$2.00	$2.10	$2.25	By-law 2010-117	7.14%
Students	trip		$1.50	$1.60	$1.75	By-law 2010-117	9.37%
Children 8-14	trip		$1.00	$1.05	$1.25	By-law 2010-117	19.05%
Children Under 8	trip		no charge	no charge	no charge	By-law 2010-117	
Tokens							
	6 tokens		New	$10.00	$10.00	By-law 2010-117	0.00%
	12 tokens		N/A	$20.00	$20.00	By-law 2010-117	0.00%
Monthly Pass							
Adults	pass		$60.00	$63.00	$60.00	By-law 2010-117	-4.76%
Seniors/Students	pass		$50.00	$52.50	$50.00	By-law 2010-117	-4.76%
Transit Charters							
For Profit Organizations (minimum 4 hours)	per hour		$65.00	$68.25	$75.00	By-law 2010-117	9.89%
Not For Profit Organizations (minimum 4 hours)	per hour		$30.00	$31.50	$37.50	By-law 2010-117	19.05%

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2017-057

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 14

Subject: Tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites

Author Name and Title: Marielle van Engelen, Buyer
David Kerr, Manager Environmental Services

Recommendation(s):

RESOLVED THAT Report PUR2017-057, **Tender 2015-123-OT Supply and delivery of Cover Material at Specified Landfill Sites**, be received; and

THAT the option to renew tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites for up to two (2) additional one (1) year terms, pending budget approval, vendor performance, operation requirements and contractual need, in accordance with the Table of Authority be approved.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of January 12, 2016, Council adopted the following resolution:

CR2016-014

RESOLVED THAT Report PUR2016-003, **Tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites**, be received;

THAT Robert E. Young Construction Ltd. of Selwyn be selected to supply and deliver cover material at the Lindsay Ops and Fenelon landfill sites at a tender cost of $286,500.00 plus $37,245.00 HST for a total of $323,745.00;

THAT Dudman Construction (1980) Ltd. of Burnt River be selected to supply and deliver cover material to Somerville landfill site at a tender cost of $29,760.00 plus $3,868.80 HST for a total of $33,628.80;

THAT subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the contract to award this tender; and

THAT subject to approval of the award and receipt of the required documents, the Purchasing Division be authorized to issue purchase orders specific to this project in the total award amount of $357,373.80 (including HST).

CARRIED

This report addresses the option to renew **Tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites** for up to two (2) additional one (1) year periods.

Rationale:

Staff have worked with Robert E. Young Construction Ltd. for Fenelon and Lindsay Ops landfills and Dudman Construction regarding supply and delivery of cover to the Somerville landfill. Both companies have been able to supply cover in a timely manner at the respective sites and the cover has been acceptable quality for site operations. The unit prices for the cover that both companies have charged to the city has been as quoted and within budget.

Therefore staff recommend that Council approve the option to renew tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites for up to two (2) additional one (1) year terms, pending budget approval, vendor performance, operation requirements and contractual need, in accordance with the Table of Authority be approved.

Other Alternatives Considered:

There are no other alternatives being considered at this time. The original report was approved by Council on January 12, 2016.

Financial/Operation Impacts:

Costs associated with the supply and delivery of cover material for landfills is allocated annually in the operating budget of the Solid Waste Division.

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

The supply and deliver of cover material at specified landfill sites does not directly impact or align with a specific Strategy Map topic.

Attachments:

PUR2016-002
Tender 2015-123-OT

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

Department File: 2015-123-OT

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PUR2016-003

Date: January 12, 2016
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 14

Subject: **Tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites**

Author/Title: Karen Buckley
Buyer

Signature: Karen Buckley

Co-Author: Heather Dzurko
Waste Mgmt. Operations Supervisor

Signature: Heather Dzurko

Recommendation(s):

RESOLVED THAT Report PUR2016-003, **Tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites**, be received;

THAT Robert E. Young Construction Ltd., of Selwyn, be selected to supply and deliver cover material at the Lindsay Ops and Fenelon landfill sites at a tender cost of $286,500.00 plus $37,245.00 HST for a total of $323,745.00;

THAT Dudman Construction (1980) Ltd. of Burnt River be selected to supply and deliver cover material to Somerville landfill site at a tender cost of $29,760.00 plus $3,868.80 HST for a total tender amount of $33,628.80;

THAT subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the contract to award this tender; and

THAT subject to approval of the award and receipt of the required documents, the Purchasing Division be authorized to issue purchase orders specific to this project in the total award amount of $357,373.80, (including HST).

Department Head:

Corporate Services Director / Other:

Chief Administrative Officer:

Background:

The City's operating landfill sites are required to apply daily cover to waste in order to comply with environmental approval regulations. The daily cover is meant to reduce blowing litter, vectors and vermin, odours and leachate production.

Historically, the City has used an acceptable fill material as daily cover. Currently the City is implementing the use of steel plates to reduce the need for alternative daily cover and reduce operational costs, however the plates do not fully meet the landfill needs.

The chart below shows a reduction to daily cover quantities over the past two years. Lindsay Ops Landfill Site has seen a reduction of quantities required for operations because of the introduction of steel plates in 2015 as alternative daily cover. Fenelon will see the introduction of steel plates in 2016 which will assist in the reduction of cover material in future years at that site.

Landfill Site	Estimated Quantities Per Tonne	
	2014	2016
Lindsay Ops	44,000	35,000
Fenelon	12,000	12,000
Somerville	9,500	4,000

Although there has been a reduction in the amount of cover material used at the specified landfill sites, there are instances where significant quantities of cover material is required in order to meet the operational needs for each site and to satisfy compliance requirements of the Ministry of Environment and Climate Change (MOECC).

Staff continues to explore other alternatives to reduce the amount of daily cover required and to meet the regulated approvals set forth by the MOECC.

To meet the above noted needs, Request for Tender 2015-123-OT Supply and Delivery of Cover Material at Specified Landfill Sites, was released for advertising in accordance with the purchasing policy. The tender closed on November 19, 2015 and was opened in a public meeting by Jane Pyle, Executive Assistant to the CAO and Karen Buckley, Buyer, with the following results:

Company	Total Tender Amount (incl. HST)
Robert E. Young Construction Ltd. Selwyn	$360,085.80
Dudman Construction (1980) Ltd. Burnt River	$33,628.80

During the bid process, contractors were allowed to bid on one or more of the specified landfill sites, Lindsay Ops, Somerville and Fenelon and the City reserved the right to split the award should it prove to be in the best interest of the City to do so. Robert E. Young Construction Ltd. provided unit pricing for all three locations. Dudman Construction (1980) Ltd. provided pricing for Somerville only.

Submissions were checked for mathematical errors and compliance to the tender call.

Rationale:

Staff recommends that Robert E. Young Construction Ltd., of Selwyn, be selected to supply and deliver cover material at the Lindsay Ops and Fenelon landfill sites at a tender cost of $286,500.00 plus $37,245.00 HST for a total of $323,745.00 and that Dudman Construction (1980) Ltd. of Burnt River be selected to supply and deliver cover material to Somerville landfill site at a tender cost of $29,760.00 plus $3,868.80 HST for a total tender amount of $33,628.80.

Other Alternatives Considered:

No other alternatives are being considered as the recommendation to award was achieved through a competitive procurement process.

Financial Considerations:

Quantities will vary at each site with the largest quantity ordered for Lindsay-Ops landfill site.

Aggregate material is ordered for delivery on an "as needed basis". The tender is structured on a unit rate basis for supply and placement. Only actual quantities will be paid. As a result the award provided below are estimates based on historical spending.

Location	Tender Amount (incl. HST)	HST Rebate	Total Tender Cost
Lindsay-Ops	$249,165	($24,784)	$224,381
Somerville	$33,629	($3,345)	$30,284
Fenelon	$74,580	($7,418)	$67,162
Total Costs	**$357,374**	**($35,547)**	**$321,827**

The 2015 tender rates received through Tender 2015-123-OT for combined labour and material represent an approximately 5% increase over the 2013 tender rates. Staff is comfortable with this nominal increase. The supply and delivery of cover material is funded through the department's operational budget.

Relationship of Recommendation(s) To Strategy Map:

The supply and delivery of cover material at specified landfill sites does not directly impact or align with a specific Strategy Map topic.

Review of Accessibility Implications of Any Development or Policy:

Not applicable

Servicing Comments:

Not applicable

Consultations:

David Kerr, Manager of Environmental Services
Katelyn Brown, Waste Technician
Ann Hayter, Executive Assistant to the Director of Public Works

Attachments:

Not applicable

Phone: (705) 324-9411 ext. 1133

E-Mail: hdzurko@city.kawarthalakes.on.ca

Department Head: Bryan Robinson, Director of Public Works

Department File: 2015-123-OT

The Corporation of the City of Kawartha Lakes

Council Report

Report Number BLDG2017-003

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Draft Fence By-law

Author: Susanne Murchison, Chief Building Official

Recommendations:

RESOLVED THAT Report **BLDG2017-003**, **Draft Fence By-law**, be received; and

THAT a By-law, substantially in the form attached as Appendix B to Report BLDG2017-003 be forwarded to Council for adoption.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer:_____

Background:

At the Council Meeting of November 24, 2015, Council adopted the following resolution:

CR2015-1222

Moved by: Gord James

Seconded by: Pat Dunn

RESOLVED THAT Report CLK2015-026, Fence Regulation By-law, be received;

THAT Resolution Number CR2007-231 be considered complete; and

THAT staff be instructed to prepare a draft by-law to regulate fencing in the City and forward it to Council for review and potential adoption.

This report addresses that resolution request.

Rationale:

In 2015 Council Report CKL2015-026, speaking to a potential consolidated fence by-law, was presented to Council for their review. A copy of that report is attached as Appendix A to this report.

CKL2015-026 addressed the direction previously adopted by Council in a 2007 resolution which read:

> **RECOMMEND THAT** Report CAO2007-010, Fence By-law Update, be received; and **THAT** all existing by-laws relating to fencing, other than swimming pool fencing; be repealed upon the passing of the Comprehensive Zoning By-law for the City of Kawartha Lakes.

This resolution resulted from an effort to consolidate different by-laws enacted by predecessor municipalities that had since lost their legislated foundation or lacked a comprehensive breadth of regulatory aspects. In 2007, the staff recommendation within Development Services was to remove all but specific land use related aspects of fencing from the future proposed citywide consolidated zoning by-law, such as maximum heights and use as a buffer between land use types. Further, staff recommended enactment of a citywide fencing by-law to address the construction aspects of fencing, with a non-permitting format. This format would clearly outline consistent rules regarding fencing that can be enforced, while removing the administrative aspect of permit issuance.

The project was initially tasked to the Clerk's Office but the Chief Building Official, as subject matter expert, volunteered to take over lead of the project in 2016. A

working group was formed including the Manager of Municipal Law Enforcement and the Manager of Planning. A draft by-law has been prepared for Council's consideration and is attached as Appendix B to this report.

Other Alternatives Considered:

If Council does not wish to regulate fencing, then the following resolution should be adopted,

THAT staff take no further action on developing a by-law to regulate fencing in the City at this time; and

THAT a by-law to repeal all existing predecessor by-laws regulating fencing be forwarded to Council.

Financial/Operation Impacts:

There is no revenue generated with the proposed non-permitting based approach, however there is potential for increased operating costs relating to the enforcement aspect of the by-law.

The passing of this bylaw will increase the number of bylaws being enforced and increase the general workload of occurrences to be investigated. Additional workload without a staff increase will result in slower response/resolution times for all municipal law enforcement issues.

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

Creation of a fence regulatory by-law will provide a clear set of acceptable standards across the municipality and enhance the transparency of regulations relating to fencing.

Consultations:

Clerk's Office

Manager of Planning

Manager of Municipal Law Enforcement

Economic Development Officer - Agriculture

Attachments:

Appendix A – Report CKL2015-026

CLK2015-026FenceRegulationBy-law.docx

Appendix B – Draft Fence By-law 2017

2017 Draft Fence By-law 2.docx

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall, Director of Development Services

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CLK2015-026

Date: November 24, 2015
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier:

Subject: **Fence Regulation By-law**

Author/Title: Judy Currins, City Clerk **Signature:**

Recommendation(s):

RESOLVED THAT Report CLK2015-026, **Fence Regulation By-law**, be received;

THAT Resolution Number CR2007-231 be considered complete;

THAT staff be instructed to prepare a draft by-law to regulate fencing in the City and forward it to Council for review and potential adoption.

Department Head: _____

Corporate Services Director / Other: _____

Chief Administrative Officer: _____

Background:

In 2006 and 2007, Council reviewed reports dealing with the regulation of fences as part of the consolidation of predecessor municipal by-laws. Fourteen of the seventeen predecessor municipalities regulated fencing to different degrees with most of the townships only regulating snow fences. The former by-laws are very outdated and were passed under legislation that no longer exists. Many regulated fencing height only within the zoning by-law, however some former municipalities did regulate other aspects of fencing.

At the time this was previously considered, it was the recommendation of the planning department that fencing requirements for height only should be part of the city comprehensive zoning by-law and Council decided not to regulate any other aspects of fencing . As a result, the following resolution was adopted by Council:

> RECOMMEND THAT Report CAO2007-010, Fence By-law Update, be received; and THAT all existing by-laws relating to fencing, other than swimming pool fencing, be repealed upon the passing of the Comprehensive Zoning By-law for the City of Kawartha Lakes.

In an effort to clean up old outstanding resolutions, this report is being brought forward to address this direction.

Rationale:

Planning staff are working towards drafting a City-wide comprehensive zoning by-law. The view of the current planning staff is that a separate stand-alone fence by-law should be enacted to regulate construction of fencing. This position is also supported by the Chief Building Official and the Manager of Municipal Law Enforcement.

The intent of comprehensive zoning by-laws is to deal with land use. It would be appropriate to keep regulations regarding maximum heights of fencing with the zoning by-law, as they relate to zone category, however, it is not appropriate to include other fence regulations within the zoning by-law. The other fence requirements can be addressed in a stand-alone fence regulation by-law, which will outline prescriptive criteria for fencing, relative to type of materials, use of the fence, installation guidelines, etc. It is the recommendation of staff to have a fence regulation by-law for this municipality with no required permit. This way, there are consistent rules set by by-law that can be enforced, however, the addition of the administrative process of obtaining a permit would not be required. Should Council agree and direct that the by-law be prepared, staff will add this to their 2016 work plan for drafting of a stand alone fence regulation by-law.

The City passed a by-law to regulate swimming pool fencing that outlines the specific fence and permitting requirements for such an activity and it would be prudent to pass a comprehensive fence by-law to regulate all other scenarios.

Other Alternatives Considered:

If Council does not wish to regulate fencing, then the following resolution should be adopted,

> **THAT** staff take no further action on developing a by-law to regulate fencing in the City at this time; and
> **THAT** a by-law to repeal all existing predecessor by-laws regulating fencing be forwarded to Council.

Financial Considerations:

There are no direct financial considerations with respect to this report as no permitting would be required. If there are enforcement issues, the fines should be set to recover any enforcement expenses.

Relationship of Recommendation(s) To Strategy Map:

By creating a fence regulation by-law, it develops acceptable standards across the municipality.

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Comments:

N/A

Consultations:

CAO
Chief Building Official
Manager of Municipal Law Enforcement

Attachments:

Phone: **705-324-9411 Ext. 1295**

E-Mail: **jcurrins@city.kawarthalakes.on.ca**

Department Head: **Ron Taylor, CAO**

Department File:

The Corporation of the City of Kawartha Lakes

By-Law 2017-___

A By-law to Regulate Fences in the City of Kawartha Lakes

Recitals

1. Section 10 (2) 10 of the Municipal Act, 2001, authorizes the councils of municipalities to pass By-Laws with respect to structures, including fences.
2. Section 3 of the Line Fences Act, 1990, provides that an owner of land may construct and maintain a fence to mark the boundary between the owner's land and adjoining lands.
3. Sections 7(1)(i)(j) of the Building Code Act, 1992, provides jurisdiction to the City of Kawartha Lakes to require the person to whom a permit is issued to erect and maintain fences and to prescribe the height and description of the fences.
4. Council considers it advisable to regulate the fencing of properties within the City of Kawartha Lakes.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-__.

Section 1.00: Definitions and Interpretation

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

"Agricultural property" means a property that is zoned for agricultural uses in the Zoning By-law that applies to the property;

"Berm" means a man-made earthen embankment erected to act as a landscaping screen or noise barrier;

"Building Code Act" means the Building Code Act, 1992, S.O. 1992, C.23, as amended;

"Building Division" means the Building Division of the Development Services Department of the City or, in the event of organizational changes, another office designated by Council to carry out the Division's responsibilities;

"Chief Building Official" (CBO) means the person appointed by the Council as the Chief Building Official, and such inspectors as are required, for the purpose of enforcement of the Building Code Act;

"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;

“Construct a fence” means to, construct, erect, build, install, alter, reconstruct or replace a fence or to cause or permit another person to do so and “construct a pool fence” has a corresponding meaning;

“Corner Lot” means a lot situated at the intersection of and abutting upon two streets, or upon two parts of the same street, the adjacent sides of which street or streets, (or, in the case of a curved corner, the tangents at the street extremities of the side lot lines) contain an angle of not more than 135 degrees. In the case of a curved corner, the corner of the building lot shall be that point on the lot line abutting a street nearest to the point of intersection of the said tangents;

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

“Daylighting Triangle” shall refer to a triangular piece of land located at the intersection of two street streets, the size of which shall be governed by the regulations contained in the Zoning By-law that applies to the property (see diagram below);

“Driveway Daylighting Triangle” shall refer to a triangular piece of land located at the intersection of a driveway with a street, the size of which shall be governed by the regulations contained in the Zoning By-law that applies to the property. Where the applicable Zoning By-law has no regulations, the appropriate Driveway Daylighting Triangle shall be measured 3 m from the point of intersection between the driveway and the front lot line along both the driveway and the front lot line and line shall then drawn between both endpoints forming a triangle (see diagram below);

“Effective Ground Level” means the level of the ground within 1.0 m horizontally in any direction from the point being considered;

“Fence” means a structure or partition including a railing, wall, line of posts, wire, boards or pickets made of wood, metal, plant materials incorporated into a fence, or other substance that is constructed for any purpose, such as marking the boundary of a property, enclosing a property, providing privacy, preventing access by people or animals or dividing a property into sections and includes every door, gate and other closure that forms part of a fence;

“Height” means the vertical distance measured from the finished grade abutting the fence posts to the highest point of the fence. Where a fence is located on top of a retaining wall or berm, "height" also includes the vertical distance of the retaining wall or the berm with the fence, where the vertical distance is measured from the finished grade abutting the retaining wall or the berm. Where a fence contains interwoven plant materials, the plant materials are excluded from the prescribed fence height;

“Industrial Property” means a property that is zoned for industrial uses in the Zoning By-law that applies to the property;

“Line Fences Act” means the Line Fences Act, R.S.O. 1990, c L.17, as amended;

“Lot Line” means any legal boundary of a lot;

“Manager of Municipal Law Enforcement” 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 under section 15 of the *Police Services Act* to enforce the by-laws of the City;

“Non-Residential Property” means a property that is zoned for uses other than residential uses in the Zoning By-law that applies to the property;

“Notice” means the written notice referenced in Section 2.01 and described in Section 2.00 of this By-Law;

“Owner” means the individual, firm, partnership or corporation that is the registered owner of a property and includes a lessee, tenant, mortgagee in possession and the person or persons in charge of the land;

“Person” has the same meaning as in the Interpretation Act and includes a corporation;

“Planning Act” means the Planning Act, R.S.O. 1990, c. P.13, as amended;

“Privacy Screen” means a visual barrier used to shield any part of a yard from view from any adjacent parcel or street;

“Property” means a parcel of land on which the fence is constructed;

“Residential Property” means a property that is zoned for residential use in the Zoning By-law that applies to the property;

“**Retaining Wall”** means a structure designed and constructed to restrain soil when there is a change in ground elevation;

"Street" means a "street" within the meaning of *The Highway Traffic Act, R.S.O. c.H.8, as amended*, and the *Municipal Act, R.S.O. 1990, c.M. 45, as amended*, and shall also include streets in registered Plans of Subdivision that are to be assumed under the terms of a subdivision agreement and private streets that are not assumed by the City;

"**Temporary**" means to be used for a limited amount of time and not on a permanent basis;

"Yard" means an open, uncovered space on a lot appurtenant to a building and unoccupied by buildings or structures except as specifically permitted elsewhere in the applicable Zoning By-Law. In determining 'yard' measurements, the minimum horizontal distance from the respective lot lines shall be used;

"Yard, Exterior Side" means the yard between a street or a reserve abutting a street and any part of the primary building or structure, extending from the front yard to the rear yard of a lot;

"Yard, Front" means the yard extending across the full width of a property between the street line and the closest part of the front wall to the primary building but does not include the front wall of an attached garage. For the purposes of this definition, 'front wall' shall include the front wall of a deck, porch, carport, verandah, or other similar structure covered by a roof. Where a property has frontage on more than one street, the front yard shall be deemed to be that yard with the narrowest frontage along the street;

"Yard, Interior Side" means the yard between the side lot line and any part of the primary building or structure extending from the front yard to the rear yard of a lot but does not include an exterior side yard;

"Yard, Rear" means the yard extending across the full width of the lot between the rear lot line and the closest part of the rear wall of the primary building or structure on the lot;

"Zoning By-law" means a By-law approved under Section 34 of the Planning Act that restricts the use of land.

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: Application

2.01 **Requirements:** The requirements of this by-law apply to all properties within the City of Kawartha Lakes, except where otherwise provided. This by-law does not apply to fences as regulated by the following City of Kawartha Lakes by-laws:
(a) Swimming Pool By-law 2005-314, as amended;
(b) Salvage Yard By-law 2013-196, as amended;
(c) Fortification By-law, 2013-043, as amended; and
(d) Parks Use By-law, 2006-147, as amended.

2.02 **Compliance:** This by-law applies to the City of Kawartha Lakes, except for land owned by or used by the City or a board of education.

2.03 **Conflict:** If there is a conflict between a fencing requirement established by another by-law of the City and a fencing requirement of this by-law, the requirement that establishes the higher standard in terms of protecting the health, safety and well-being of the inhabitants of the City prevails to the extent of the conflict. In the event a conflict arises with any Zoning By-law which was in effect in the City of Kawartha Lakes on the date of passage of this by-law, dealing with the installation of fences, the requirements of this by-law shall prevail.

Section 3.00: Regulations

3.01 **Compliance:** No person shall construct a fence that does not comply with the requirements of this by-law, except as provided in section 4.00 – Exemptions. Where this by-law refers to permitted uses under a Zoning By-law, no person shall erect a fence around a use or uses that is not permitted under the applicable Zoning By-law.

3.02 **Requirement to Comply:** Every person who constructs a fence that does not comply with the requirements of this by-law shall take such action as is necessary to make the fence comply with the requirements by the date specified in the notice given by the City.

3.03 **Permit:** Except in the case of a swimming pool fence, as required by the Swimming Pool By-law, no permit is required for the construction of a fence.

3.04 **City Property:** No person shall construct a fence on City property, including any street.

3.05 **Prohibited Materials:** The following fencing materials are prohibited when used on or adjacent to residential property, street or public property, unless otherwise stated in Section 4.00 Exemptions:
(a) Barbed wire or other barbed material;
(b) Razor wire;

(c) Electrified wire; and
(d) Chain link that is not vinyl or powder coated.

3.06 **Construction:** No person shall construct a fence unless the fence is:
(a) Stable;
(b) Vertical;
(c) Made of good quality materials;
(d) Suitable for the intended purpose;
(e) Constructed and supported in a manner commensurate with the design of the entire fence;
(f) Structurally capable of safely sustaining its own weight and any load to which it might normally and reasonably be subjected; and
(g) Constructed in a manner accepted as good workmanship in the trades concerned.

3.07 **Residential Fence Height:** No person shall construct a fence that is greater than 2 metres in height on or around a property zoned for residential uses.

3.08 **Non-Residential Fence Height:** No person shall construct a fence that is greater than 3 metres in height on or around a property zoned for non-residential uses.

3.09 **Daylighting Triangles and Driveway Daylighting Triangles:** Despite sections 3.07 and 3.08, no person shall construct a fence on their property within a daylighting triangle or driveway daylighting triangle, that is greater than 1.0 metre in height above adjacent finished grade.

3.010 **Abutting Lot:** Where the front, rear or side yard of any lot abuts the front, rear or side yard of any other lot, the more restrictive provisions shall apply to the erection of a new fence.

3.011 **Non-Residential Lots:** A person may construct a fence to enclose a front yard of a lot used primarily for non-residential purposes provided that such fence shall:
(a) be set back from the front lot line a minimum of 7.5 metres; and,
(b) not be located within any daylighting triangle or driveway daylighting triangle.

3.012 **Drainage:** No person shall construct a fence over a drainage easement or watercourse as to obstruct the flow of water, without constructing a water gate sufficient to ensure adequate drainage.
(a) All water gates on fences shall at all times be kept free from obstruction by the Owner of such fence.
(b) Exemption: a water gate may not be required for fences in which sufficient ground clearance has been established.

3.013 **Width:** No person shall construct a fence that is greater than 0.2 metres wide.

3.014 **Privacy Screens:** A privacy screen may be erected in any yard, if:
(a) it is in compliance with applicable Zoning By-law minimum yard setbacks for structures; and

(b) The privacy screen is not more than 12 metres in total length and no single individual length is longer than 3 metres, with 0.6 metre minimum break between sections; and
(c) The privacy screen is not more than 3 metres in height.

3.015 **Maintenance:** Every person who constructs a fence or causes a fence to be constructed shall keep such fence:
(a) In good repair;
(b) In a safe and structurally sound condition;
(c) Free from accident hazards;
(d) Maintained so that the finish does not visibly deteriorate where the surface has been previously painted, stained, varnished or which has been treated with other similar protective finishes; and
(e) Free from unsightly markings, stains or other defacements on the exterior surfaces of fences and if necessary shall refinish the fence.

3.016 **Repairs:** All repairs and maintenance prescribed by this By-law shall be carried out by the Owner or occupant, as applicable, in a manner acceptable in the trades concerned and with materials suitable and sufficient for the purpose.

Section 4.00: Exemptions

4.01 The requirements of this by-law do not apply to a fence that was constructed lawfully prior to the day on which this by-law came into force.

4.02 Despite section 4.01, the requirements of this by-law become applicable when any change to a fence is made after the day on which this by-law came into force.

4.03 The requirements of this by-law with respect to the height of fences do not apply to a fence on an agricultural property that is necessary for the raising of livestock or for other agricultural purpose.

4.04 Notwithstanding any other provision herein, a fence which is constructed as required in a registered agreement or agreements or other planning approval entered into with the City of Kawartha Lakes pursuant to the Planning Act, as amended, or any plans approved by the City in accordance with those sections shall be deemed not to contravene the provisions of this by-law.

4.05 **Exemptions to use of prohibited materials:**
(a) **Barbed Wire:** Despite Sections 3.05, the use of barbed wire or other barbed material on a non-residential property that adjoins a residential property, street or public property is permitted provided that the barbed wire or other barbed material on the side of the fence next to the adjoining residential property, street or public property shall be appropriately located, masked or covered to provide protection against injury to persons and animals.
(b) **Barbed Wire:** Despite section 3.05, the use of barbed wire or other barbed material on or around an agricultural property, industrial property, public utility, installation for the generation and distribution of electricity, pipeline valve, storage site for chemicals and

explosives, sludge pit, property of any level of government or other property used for a similar or related purpose, regardless of the use of the adjoining properties. Barbed wire is permitted on the top of a fence erected on a lot used for commercial or industrial uses provided that it projects inwards to the area enclosed by the fence or on the top of a fence erected for security reasons around any facility owned, operated or maintained by any level of government or a utility provider.

(c) **Electrified Wire:** Despite section 3.05, a person may construct a fence consisting wholly or partly of electrified wire material on or around an agricultural property for the purpose of keeping livestock, provided that the maximum electrical current complies with all other applicable legislation, regardless of the use of the adjoining properties and shall be appropriately located, masked or covered to provide protection against injury to persons and animals.

4.06 **Exemptions to height:**

(a) Sections 3.07 and 3.08 do not apply to a fence erected upon, or abutting land, which is used for a railway right-of-way or for hydro, telephone or utility installations or for public work installations which are hazardous to the public.

(b) **Tennis Court:** The height restrictions in this by-law do not apply to fencing enclosures required for athletic activity areas, such as tennis courts.

(c) **Gates:** Gates may exceed the height restrictions by a maximum of 0.3 metres.

(d) **Fence Post Capping:** Capping of structural fence posts through decorative fence post caps or lighting may exceed the height restrictions by a maximum of 0.15 metres.

Section 5.00: Temporary Fences at Construction and Demolition Sites

5.01 Where in the opinion of the Chief Building Official a construction or demolition site presents a hazard to the public, the Chief Building Official may require the owner to erect such fences as the Chief Building Official deems appropriate to the circumstances.

5.02 In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official shall have regard for:

(a) The proximity of the building site to other occupied buildings;
(b) The proximity of the construction or demolition site to lands accessible to the public;
(c) The hazards presented by the construction or demolition activities and materials;
(d) The feasibility and effectiveness of site fences; and
(e) The duration of the hazard.

5.03 **Location:** Where construction or demolition is adjacent to an occupied building, street, public property or property to which the public has access,

fencing should be provided around the construction or demolition to protect the public and existing buildings.

5.04 Every fence required by this section shall;

(a) Be erected so as to fully enclose all areas of the site which present a hazard;
(b) Create a continuous barrier that is sufficiently rigid to resist all anticipated loads to protect the public and be sufficient to reasonably deter and prevent unauthorized entry to the construction or demolition site;
(c) Have a height not less than 1.8 metres above grade at any point, unless the Chief Building Official determines that a greater minimum height is necessary;
(d) Be maintained in a vertical plane and in good repair;
(e) Construction fencing should be located entirely on the property of the construction or demolition, unless otherwise permitted by a municipal Street Occupancy Permit; and
(f) The required fencing must be maintained for the duration of the construction project or at the discretion of the Chief Building Official.

5.05 **Effectiveness of existing fencing:** Existing fencing should be assessed in relation to the requirements of Sections 5.02 to 5.04. Where existing features provide adequate protection to the public, fencing may not be required.

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 or any person appointed by Council.

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 a fine in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended and to any other applicable penalty.

6.03 **Offences:** Any person who contravenes any provision of this by-law is guilty of an offence, and upon conviction, is liable to a maximum fine of not more than $100,000.00, as provided for by Section 429 of the Municipal Act, 2001, S.O.2001, c.25 as amended.

6.04 **Multiple Offences:** The conviction of a person for the contravention or breach of any provision of this by-law shall not operate as a bar to the prosecution against the same person for any subsequent or continued breach or contravention of any provision of this by-law. Each day that the offence continues shall be deemed a separate and distinct offence.

6.05 **Court Order**: If this By-Law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

6.06 **Unsafe Fence:** If a fence becomes unsafe in the opinion of the Chief Building Official or a Municipal Law Enforcement Office, the City its officers, servants, employees or agents shall have the right to enter the property to pull down or repair or renew, at the expense of the owner of the fence, the unsafe fence. All costs for such actions may be added to the tax roll of the property and collected in like manner as municipal taxes.

6.07 **Fence Dispute:** All disputes between neighbours regarding a fence shall be administered and resolved under the Line Fences Act.

Section 7.00: Fulfillment of Owners' Obligations

7.01 **City May Complete Work**: Where an owner fails to comply with a notice within the specified time frame (subject to amendment or withdrawal), a Municipal Law Enforcement Officer may, in addition to any enforcement of this By-Law, cause the City's forces or agents to complete the work required by the notice, without further notice to the owner.

7.02 **Cost Recovery**: Where section 7.01 of this By-Law is invoked, all costs associated with the work shall be added to the tax roll of the property which is the subject matter of the notice and shall be collected in like manner as municipal taxes.

Section 8.00: Administration and Effective Date

8.01 **Administration of the By-law:** The Chief Building Official is responsible for the administration of this by-law.

8.02 **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 24th day of October, 2017.

_____ _____

Andy Letham, Mayor Ron Taylor, Acting City Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number BLDG2017-004

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Use of Section 4.2 of Building Code Act (BCA)

Author: Susanne Murchison, Chief Building Official

Recommendations:

RESOLVED THAT Report **BLDG2017-004**, **Use of Section 4.2 of Building Code Act (BCA)**, be received.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

On June 6, 2017 the Chief Building Official brought forward to Council proposed amendments to the Building By-law. During discussion generated from that Council report was a question from Council regarding the use of Registered Code Agencies (RCA's). Specifically Council enquired about the use of RCA's by applicants as referenced in Section 4.2 of the Building Code Act (BCA). The relevant sections of the Act have been attached to this report for reference purposes as Appendix A.

This report addresses that enquiry.

Rationale:

In 2005 the Ministry of Municipal Affairs implemented major changes to the Building Code Act and Ontario Building Code centering on qualifications and registration for code practitioners. One aspect that was introduced was the Registered Code Agency giving municipalities an option of including, within their building by-law, language permitting the use of a ministry approved third party firm for certain functions performed by the municipal building department.

The options are set up with two different streams:

1. Section 4.1, being an appointment by the municipality to perform certain functions on behalf of the municipality, in respect to construction of any building or specific class of building. Section 4.1 has a couple of main uses for a municipality, to act as support staff during a labour disruption or in the case of a smaller municipality, to address larger, infrequent, project types such as large commercial or institutional projects, like hospitals. CKL is fortunate enough to maintain a diversified field of qualified professionals that span all aspects of the code and therefore this outsourcing is not necessary for our day to day operations.
2. Section 4.2, being an option for an applicant to appoint a registered code agency to perform specific functions outlined elsewhere in the Building Code Act.

This report addresses the enquiry respecting Section 4.2 of the Act, however it is important for Council to understand the limitations that would be placed on the municipality should this option be adopted. Currently there is only one firm within the province located west of Toronto and this firm has been the only registered firm since the inception of this option in 2005. In the event of a potential labour disruption the City's Business Continuity Plan contains language that appoints a contractor to perform some of the duties of the unionized staff. A registered code agency was used during the 2007 labour disruption and remains the solution for future emergency scenarios.

Should the municipality include within their by-law the option for an applicant to use 4.2 of the Act and the need arises that the municipality also requires an

RCA, there is conflict language that will prevent the firm acting on behalf of the second party to the table.

The role of the RCA may include reviewing plans, issuing certificates, inspecting construction and performing other functions in accordance with the Act and code. The RCA may not issue permits, revoke permits, issue stop work orders, issue orders to uncover or carry out duties where there is a conflict of interest identified, these functions remain the role of the Chief Building Official. If the Chief Building Official recognizes a flaw in the duties performed by the RCA they still have the power to deny the issuance or revoke a permit.

The intent of Section 4.2 is to give the applicant the opportunity to hire a third party for certain aspects of the process in order to save time or money. In the case of Kawartha Lakes, the City Building Division is at full staff, is continually meeting and exceeding the provincially mandated issuance timeframes for complete applications and our permitting fees are in line with the legislation and other municipalities. Therefore, it doesn't appear that the use of a RCA would accomplish either a time or cost savings.

The single firm available for use as a RCA is located in Mississauga and referencing their fee schedule, the following costs are associated with a permit application:

- fee per square meter of building area for plans review
- fee per fixture and per linear meter of pipe for plumbing
- fee per hour for building inspection
- fee per hour for administrative fees
- building inspection travel mileage
- plus additional incidental disbursements, such as accommodations, blueprints, courier charges
- copying and disbursements.

Additionally, with the use of the RCA there are still permit fees to the City for administering the process. The round trip from the office of the RCA to Lindsay, for example, is 282 km and 3.5 hours, and the average permit encompasses anywhere from a minimum of 7-12 inspections and with non-residential or multi-residential builds, can easily exceed 20 inspections.

In researching this topic building by-laws were sampled throughout the province and those that included a reference to registered code agencies did so only with respect to delegating authority to their CBOs to enter into service agreements on behalf of the municipality with an RCA. The author could not find a single municipality that has incorporated Section 4.2 into their by-law.

Other Alternatives Considered:

No other alternatives have been considered at this time.

Financial/Operation Impacts:

Should Council introduce the option found in Section 4.2 of the Building Code Act, the cost to the applicant will include fees, mileage and disbursements to the RCA, as well as a fee to the City for the processing of the file.

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

This report aligns with the strategic enabler of Municipal Service Excellence.

Consultations:

Ministry of Municipal Affairs

Attachments:

Appendix A – Relevant Building Code Act Sections

BCA 4.2 relevant sections.docx

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall, Director of Development Services

Following are the relevant sections of the Act pertaining to this topic:

4.2 (1) This section applies only if a principal authority authorizes it, by regulation, by-law or resolution, as the case may be, to apply within the jurisdiction of the principal authority. 2002, c. 9, s. 8.

Appointment

(2) Subject to this Act and the building code, a prescribed person who is entitled to apply for a permit under section 8 of this Act may appoint a registered code agency to perform all of the functions described in section 15.15 in respect of the construction of a building. 2002, c. 9, s. 8.

Exception

(3) Subsection (2) does not apply,

(a) if a registered code agency has been appointed by a principal authority to perform any function in respect of the construction; or

(b) if an inspector has begun to perform any function in respect of the construction. 2002, c. 9, s. 8.

Manner of appointment

(4) The appointment must be made in writing in the prescribed manner and is subject to the prescribed conditions and restrictions. 2002, c. 9, s. 8.

Conflicts

(5) A registered code agency shall not accept an appointment in the circumstances set out in the building code or if it would have a conflict of interest as determined in accordance with the building code. 2002, c. 9, s. 8.

Effect of appointment

(6) A registered code agency shall perform its functions for the specified building subject to the restrictions set out in this Act and the building code and shall do so in the manner and subject to the restrictions, if any, set out in the building code. 2002, c. 9, s. 8.

Same

(7) The duty of the registered code agency to perform those functions begins when the appointment is made and ends when the appointment expires as described in section 15.19 or is terminated in accordance with section 15.20. 2002, c. 9, s. 8.

Replacement agency

(8) A person who has appointed a registered code agency under subsection (2) in respect of the construction of a building cannot replace the agency after it has begun to perform any function in respect of the construction unless the appointment of that agency has expired as described in section 15.19 or has been terminated in accordance with section 15.20. 2002, c. 9, s. 8.

Notice to director

(9) The person who appoints a registered code agency under this section shall give the director such information as may be prescribed by regulation. 2002, c. 9, s. 8.

Notice to chief building official

(10) The person who appoints a registered code agency under this section shall give the chief building official such information as may be prescribed by regulation. 2002, c. 9, s. 8.

Notice to chief building official

15.14 (1) Every registered code agency shall give the chief building official such information as may be prescribed by regulation. 2002, c. 9, s. 28.

Notice to the director

(2) Every registered code agency shall give the director such information as may be prescribed by regulation. 2002, c. 9, s. 28.

Functions of registered code agencies

15.15 The following are the functions that a registered code agency may be appointed to perform in respect of the construction of a building:

1. Review designs and other materials to determine whether the proposed construction of a building complies with the building code.

2. Issue plans review certificates.

3. Issue change certificates.

4. Inspect the construction of a building for which a permit has been issued under this Act.

5. Issue final certificates.

6. Perform such other functions as may be authorized under this Act or in the building code. 2002, c. 9, s. 28.

Scope of agency's powers

15.16 (1) A registered code agency may exercise the powers and perform the duties specified in this Act and the building code in respect only of the functions and the building specified in a particular appointment. 2002, c. 9, s. 28.

Confidentiality

(2) A registered code agency shall not collect, use or disclose information except in accordance with the building code. 2002, c. 9, s. 28.

Persons acting on behalf of an agency

15.17 (1) A registered code agency may authorize, in writing, one or more prescribed persons to exercise powers and perform its functions under this Act, subject to such conditions as may be prescribed by regulation. 2002, c. 9, s. 28.

Certificate of authorization

(2) The registered code agency shall issue a certificate of authorization containing the prescribed information to the authorized person. 2002, c. 9, s. 28.

Powers and duties of inspector

(3) The authorized person may exercise the powers and perform the duties of an inspector under any of the following provisions, in respect of the construction of a building for which the agency is appointed under this Act:

1. Section 12 (inspection).

2. Section 13 (order not to cover).

3. Section 16 (entry to dwellings).

4. Section 18 (powers of inspector). 2002, c. 9, s. 28.

Duties re certificates and orders

15.18 (1) When a registered code agency makes an order under this Act, the agency shall give a copy of the order within the period prescribed by regulation to the chief building official. 2002, c. 9, s. 28.

Certificates

(2) A registered code agency shall issue such certificates and use such forms as may be required by the building code and shall include in them or provide such information as may be prescribed. 2002, c. 9, s. 28.

Same

(3) A certificate issued under this Act by a registered code agency must be in the prescribed form or the form approved by the Minister. 2002, c. 9, s. 28; 2006, c. 21, Sched. F, s. 104 (9).

Expiry of an agency's appointment

15.19 (1) The appointment of a registered code agency expires when the agency has performed the functions for which it was appointed in respect of construction of the specified building. 2002, c. 9, s. 28.

Same, by virtue of circumstances

(2) The appointment of a registered code agency that has not performed all of the functions for which it is appointed in respect of the construction expires if either of the following events occurs:

1. The chief building official refuses to issue a permit for construction of the specified building.

2. The permit for construction of the building is revoked. 2002, c. 9, s. 28.

Termination of an agency's appointment

15.20 (1) The appointment of a registered code agency shall not be terminated except in accordance with this section and the building code. 2002, c. 9, s. 28.

Same

(2) The building code may specify that the consent of the director to the termination of an appointment is required. 2002, c. 9, s. 28.

Effect of termination, appointment by principal authority

(3) If the registered code agency was appointed by a principal authority, upon the termination of the appointment the principal authority becomes responsible to ensure that the remaining functions of the agency are performed by the principal authority or another registered code agency. 2002, c. 9, s. 28.

Same, appointment by applicant

(4) If the registered code agency was appointed under section 4.2, upon the termination of the appointment the person who made the appointment becomes responsible to ensure that the remaining functions of the agency are performed by another registered code agency or, with the prior written agreement of the principal authority, by the principal authority or to ensure that work on the construction is halted. 2002, c. 9, s. 28.

Powers of the director

(5) When the appointment of a registered code agency is terminated, the director may give directions to anyone described in subsection (6) in order to facilitate the transfer of the agency's functions. 2002, c. 9, s. 28.

Same

(6) Directions may be given to the person who made the appointment that has been terminated, to the registered code agency whose appointment has been terminated and to a transferee registered code agency. 2002, c. 9, s. 28.

Duties

(7) The person to whom directions are given shall comply with them. 2002, c. 9, s. 28.

Order to suspend construction

15.21 (1) The chief building official may, by order, suspend all or part of the construction of the building to which the appointment of a registered code agency relates,

(a) if the chief building official has reason to believe that the registered code agency has ceased to perform the functions specified in the appointment; and

(b) if the appointment of the registered code agency has not expired or been terminated. 2002, c. 9, s. 28.

Same

(2) If the appointment of a registered code agency under section 4.2 is terminated, the chief building official shall, by order, suspend the construction of the applicable building until,

(a) another registered code agency is appointed to perform the remaining functions of the original registered code agency; or

(b) the principal authority agrees, in writing, to perform the remaining functions of the original registered code agency. 2002, c. 9, s. 28.

Delegation

(3) A principal authority may delegate to the chief building official the power to agree to perform the remaining functions of a registered code agency appointed under section 4.2 whose appointment is terminated and may impose conditions and restrictions on the delegation. 2002, c. 9, s. 28.

Effect of order

(4) If an order is issued under this section, no person shall perform any act in the construction of the building in respect of which the order is made, other than work necessary to secure the safety and security of the building and of the construction site. 2002, c. 9, s. 28.

Procedural matters

(5) Subsections 14 (2) and (3) apply with respect to an order under this section. 2002, c. 9, s. 28.

Conflict between appointment and Act, etc.

15.22 This Act and the building code prevail over the terms of an appointment of a registered code agency. 2002, c. 9, s. 28.

3.7.2.1.

(3) A registered code agency may not be appointed under the Act or continue to act under an appointment if the registered code agency would be in a conflict of interest.

(4) For the purposes of Sentence (3), a registered code agency would be in a conflict of interest if the registered code agency or an officer, director, partner or employee of the registered code agency or any person engaged by the registered code agency to perform functions for it,

(a) has participated or participates, in any capacity, in design activities or construction relating to any part of the building to which an appointment relates,

(b) is or has been employed within the previous 180 days by a person who carried out design activities or construction relating to any part of the building,

(c) has a professional or financial interest in,

(i) the construction of the building to which the appointment relates,

(ii) the building to which the appointment relates, or

(iii) the person responsible for the design of the building to which the appointment relates, or

(d) is an elected official, officer or employee of a principal authority.

(5) For the purposes of Clause (4)(c), involvement with a building as a registered code agency and entitlement to any fee paid for acting as a registered code agency in respect of a building shall not be considered to be a professional or financial interest in the construction of the building, the building or the person responsible for the design of the building.

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ED2017-018

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Wards 2, 5, 6, 7, 9, 10, 11, 12, 14

Subject: Rural Economic Development Funding Agreement RED08084

Author: Denise Williams, Manager of Economic Development (Acting)

Recommendation(s):

RESOLVED THAT Report ED2017-018, **Rural Economic Development Funding Agreement RED08084**, be received;

THAT the agreement between the Corporation of the City of Kawartha Lakes and Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs, for funding under the Rural Economic Development (RED) Program, to accept matching funds totaling $62,150.00 to implement the Business Growth Program Project, attached as Appendix A to Report ED2017-018, be approved;

THAT Council authorizes the Manager of Economic Development to work with Human Resources staff to recruit a temporary full time Economic Development Officer, Downtown Revitalization for a period of up to 14 months;

THAT the City's contribution of $62,150.00 from the Economic Development Reserve Fund, be approved; and

THAT the necessary by-law to authorize execution of the agreement be brought forward for adoption.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of March 21, 2017 Council adopted the following resolution:

RESOLVED THAT Report ED2017-006, **Rural Economic Development Fund Application Request for Downtown Revitalization Implementation**, be received;

THAT the project “Downtown Revitalization Implementation” be approved for an application to the Rural Economic Development Program with a total project cost of up to $200,000 with the City’s 50% contribution coming from the Economic Development Reserve; and

THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application.

This report addresses that the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application.

Rationale:

In August 2017 staff received correspondence from the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) indicating that our application for funding in the Rural Economic Development (RED) program had been approved. The funding application details the program that staff will be implementing called the “Business Growth Program”. This program augments the downtown revitalization work that has been completed in four of the City’s downtown areas: Omemee, Coboconk/Norland, Fenelon Falls and Lindsay. Stakeholders in these four downtowns participated in the full downtown revitalization program with the Ministry of Agriculture Food and Rural Affairs.

The main goal of the Business Growth Program is to encourage additional businesses to locate and operate in the four downtown areas that participated in the downtown revitalization program. Funds will be used to hire a coordinator who will market and implement the program which includes business training, community marketing and a business idea competition with prize package.

The goal of the program is to further increase the vibrancy of our downtown areas.

Other Alternatives Considered:

N/A

Financial/Operation Impacts:

The total budget for the project is $124,300. The attached contribution agreement indicates that OMAFRA will contribute 50% of the project budget for a total of $62,150. The balance of the project $62,150 will be funded from the Economic Development Reserve.

In order to implement the Business Growth Program, a temporary full time Economic Development Officer will be on-boarded. A full and detailed work plan has been designed as part of the funding application.

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

The Business Growth Program is in direct alignment with goal number one in the Strategic Plan: “A Vibrant and Growing Economy” through collaboration and innovation.

Consultations:

Director of Development Services
OMAFRA
Various communities that have implemented a program like Business Growth Program.

Attachments:

Appendix A – Contribution Agreement RED08084

Adobe Acrobat Document

Appendix B – By-Law 2017-XXX

2017 - By-law to Execute Funding Agre

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall

RURAL ECONOMIC DEVELOPMENT PROGRAM

AGREEMENT BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs

(the "**Province**")

- and -

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

(the "**Recipient**")

I. BACKGROUND

The Recipient has applied to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for funding under the Rural Economic Development (RED) program to assist the Recipient in carrying out the project.

The Recipient intends to carry out the Project under the Program.

The Province wishes to provide Funds to the Recipient for the Project.

II. CONSIDERATION

In consideration of the mutual covenants and agreements contained in this agreement (the **"**Agreement**"**) and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Province and the Recipient (the "Parties") agree as follows:

III. ENTIRE AGREEMENT

This Agreement, including:

Schedule "A" – General Terms And Conditions,
Schedule "B" – Operational Requirements And Additional Terms And Conditions,
Schedule "C" – Project Description,
Schedule "D" – Project Financial Information,
Schedule "E" – Reporting, and
any amending agreement entered into as provided below,

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersede all prior oral or written representations and agreements.

IV. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

V. AMENDING AGREEMENT

This Agreement may only be amended by a written agreement duly executed by the Parties.

VI. ACKNOWLEDGEMENT

The Recipient:

(a) acknowledges that it has read and understands the provisions contained in the entire Agreement; and

(b) agrees to be bound by the terms and conditions in the entire Agreement.

IN WITNESS WHEREOF the Parties have executed this Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO,
as represented by the Minister of Agriculture, Food and Rural Affairs

Name:	Randy Jackiw	Date
Title:	Assistant Deputy Minister	

I have the authority to bind the Crown pursuant to delegated authority.

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

Name:	Ron Taylor	Date:
Title:	Clerk	

Name:	Andy Letham	Date:
Title:	Mayor	

I/We have authority to bind the Recipient.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

ARTICLE 1
INTERPRETATION AND DEFINITIONS

1.1 Interpretation. For the purposes of interpreting the Agreement:

(a) Words in the singular include the plural and vice versa;

(b) Words in one gender include all genders;

(c) The headings do not form part of this Agreement; they are for reference purposes only and will not affect the interpretation of the Agreement;

(d) Any reference to dollars or currency will be in Canadian dollars and currency;

(e) Any reference to a statute means a statute of the Province of Ontario, unless otherwise indicated;

(f) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended from time to time and to any statute or regulations that may be passed that have the effect of supplanting or superseding that statute or regulation unless a provision of the Agreement provides otherwise;

(g) All accounting terms will be interpreted in accordance with the Generally Accepted Accounting Principles and all calculations will be made and all financial data to be submitted will be prepared in accordance with the Generally Accepted Accounting Principles; and

(h) The words "include", "includes" and "including" denote that the subsequent list is not exhaustive.

1.2 Definitions. In the Agreement, the following terms will have the following meaning:

"Additional Terms And Conditions" means the terms and conditions referred to in section 8.1 of Schedule "A" of this Agreement and specified in section B.2 of Schedule "B" of this Agreement.

"Arm's Length" has the same meaning as set out in the *Income Tax Act* (Canada) as it read on the Effective Date of this Agreement, and as treated or defined under Generally Accepted Accounting Principles.

"Auditor General" means the Auditor General of Ontario and/or the Auditor General of Canada, depending on the context.

"*BPSAA*" means the *Broader Public Sector Accountability Act, 2010*.

"Budget" means the budget attached as section D.3 of Schedule "D" of this Agreement.

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province is closed for business.

"Claim Submission Deadline" means the date or dates set out under section D.4 of Schedule "D" of this Agreement.

"Contract" means an agreement between the Recipient and a third-party whereby the third-party agrees to provide a good or service for the Project in return for financial consideration that may be claimed by the Recipient as an Eligible Cost.

"Cost-Share Funding Percentage" means the percentage the Province will pay toward the Recipient's Eligible Costs, as set out under section D.1.1 of Schedule "D" of this Agreement.

"Incurred" in relation to costs, means a cost that a Recipient has become liable for, regardless whether actual payment has occurred (i.e., the Recipient has received the goods or services).

"Effective Date" means the date on which this Agreement is effective, as set out under section B.1.1 of Schedule "B" of this Agreement.

"Eligible Costs" means those costs set out under section D.6 of Schedule "D" of this Agreement.

"Event of Default" has the meaning ascribed to it in section 14.1 of Schedule "A" of this Agreement.

"Expiration Date" means the date on which this Agreement will expire, as set out under section B.1.2 of Schedule "B" of this Agreement, unless amended or terminated prior to this date in accordance with the terms and conditions of this Agreement.

"*FAA*" means the *Financial Administration Act*.

"Failure" means a failure to comply with any term, condition, obligation under any other agreement that the Recipient has with Her Majesty the Queen in Right of Ontario or one of Her agencies.

"*FIPPA*" means the *Freedom of Information and Protection of Privacy Act*.

"Funding Year" means:

(a) In the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first; and;

(b) In the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first.

"Funds" means the money the Province provides to the Recipient pursuant to this Agreement.

"Guidelines" means any written documents setting out the criteria governing the operation of the Program.

"Holdback" means the amount set out under section D.1.3 of Schedule "D" of this Agreement.

"Indemnified Parties" means Her Majesty the Queen in Right of Ontario, Her Ministers, agents, appointees and employees.

"Ineligible Costs" means those costs set out under section D.7 of Schedule "D" of this Agreement.

"Maximum Funds" means the maximum amount of Funds the Province will provide to the Recipient under this Agreement, as set out under section D.1.2 of Schedule "D" of this Agreement.

"MFIPPA" means the *Municipal Freedom of Information and Protection of Privacy Act*.

"Notice" means any communication given or required to be given pursuant to this Agreement.

"Notice Period" means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

"Party" means either the Province or the Recipient, unless the context implies otherwise.

"Program" means the program created by the Province entitled Rural Economic Development Program under Order-in-Council 201/2011, as amended.

"Project" means the undertaking described in Schedule "C" of this Agreement.

"Project Approval Date" means the date set out in section B.1.3 of Schedule "B" of this Agreement.

"Project Completion Date" means the date that the Recipient must complete its Project under this Agreement, as set out in section B.1.4 of Schedule "B" of this Agreement.

"*PSSDA*" means the *Public Sector Salary Disclosure Act, 1996*.

"Reports" means the reports set out under Schedule "E" of this Agreement.

"Requirements of Law" means all applicable statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project, the Funds and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability legislative provisions, those broader public sector accountability legislative provisions are deemed to be a Requirement of Law.

"Term" means the period of time beginning on the Effective Date of this Agreement and ending on the Expiration Date or the termination of this Agreement, whichever is shorter.

1.3 Conflict. Subject to section 8.1 of Schedule "A" of this Agreement, in the event of a conflict between this Schedule "A" of the Agreement and any other Schedule of this Agreement, the terms and conditions set out under this Schedule "A" of the Agreement will prevail.

ARTICLE 2
REPRESENTATIONS, WARRANTIES AND COVENANTS

2.1 General. The Recipient represents, warrants and covenants that:

(a) It is, and will continue to be for the Term of this Agreement, an eligible applicant as described in the Guidelines with full power to fulfill its obligations under this Agreement;

(b) It has, and will continue to have for the Term of this Agreement, the experience and expertise necessary to carry out the Project;

(c) It has the financial resources necessary to carry out the Project and is not indebted to any person(s) to the extent that that indebtedness would undermine the Recipient's ability to complete the Project by the Project Completion Date;

(d) It is in compliance with all Requirements of Law and will remain in compliance with all Requirements of Law for the Term related to any aspect of the Project, the Funds or both for the term of this Agreement; and

(e) Unless otherwise provided for in this Agreement, any information the Recipient provided to the Province in support of its request for Funds, including any information relating to any eligibility requirements, was true and complete at the time the Recipient provided it.

2.2 Execution of Agreement. The Recipient represents and warrants that it has:

(a) The full power and authority to enter into this Agreement; and

(b) Taken all necessary actions to authorize the execution of this Agreement.

2.3 Governance. The Recipient represents, warrants and covenants that it has, and will maintain, in writing, for the term of this Agreement:

(a) A code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;

(b) Procedures to ensure the ongoing effective functioning of the Recipient;

(c) Decision-making mechanisms for the Recipient;

(d) Procedures to enable the Recipient to manage the Funds prudently and effectively;

(e) Procedures to enable the Recipient to successfully complete the Project;

(f) Procedures to enable the Recipient to, in a timely manner, identify risks to the completion of the Project and develop strategies to address those risks;

(g) Procedures to enable the preparation and delivery of all Reports required under this Agreement; and

(h) Procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.

2.4 Supporting Documentation. Upon request, and within the time period indicated in the Notice, the Recipient will provide the Province with proof of the matters referred to in this Article 2 of Schedule "A" of this Agreement.

2.5 Additional Covenants. The Recipient undertakes to advise the Province within five (5) Business Days of:

(a) Any changes that affect its representations, warranties and covenants under sections 2.1, 2.2 or 2.3 of Schedule "A" of this Agreement during the Term of the Agreement; and

(b) Any actions, suits or other proceedings which could or would reasonably prevent the Recipient from complying with the terms and conditions of this Agreement.

ARTICLE 3
FUNDS AND CARRYING OUT THE PROJECT

3.1 Funds Provided. The Province will:

(a) Provide Funds to the Recipient up to the Maximum Funds, based on the Cost-Share Funding Percentage, for the sole purpose of carrying out the Project;

(b) Provide the Funds to the Recipient in accordance with section D.5 of Schedule "D" of this Agreement provided that the Recipient makes claims for payment of Funds in accordance with section D.5 of Schedule "D" of this Agreement;

(c) Provide funding as long as the total combined amount of provincial and federal assistance for the Eligible Costs actually incurred and paid by the Recipient do not exceed ninety per cent (90%) of those costs; and

(d) Deposit the Funds into an account designated by the Recipient, provided that account:

(i) Resides at a Canadian financial institution, and

(ii) Is in the name of the Recipient.

3.2 Limitation On Payment Of Funds. Despite section 3.1 of Schedule "A" of this Agreement:

(a) The Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as the Province may request pursuant to section 11.2 of Schedule "A" of this Agreement;

(b) The Province is not obligated to provide any Funds until it is satisfied with the progress of the Project;

(c) The Province may adjust the amount of Funds it provides to the Recipient without liability, penalty or costs in any Funding Year based upon the Province's assessment of the information provided by the Recipient pursuant to Article 6 of Schedule "A" of this Agreement;

(d) If, pursuant to the *FAA*, the Province does not receive the necessary appropriation from the Ontario Legislature for payment under this Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:

(i) Reduce the amount of Funds and, in consultation with the Recipient, change the Project without liability, penalty or costs; or

(ii) Recover Funds already paid to the Recipient; or

(iii) Terminate the Agreement pursuant to section 13.1 of Schedule "A" of this Agreement;

(e) The Province shall impose a Holdback on any payment of Funds and will not be obligated to pay that Holdback to the Recipient until after the Province approves the Recipient's Final Report pursuant to Article 6 of Schedule "A" of this Agreement; and

(f) The Province is not obligated to pay interest on the Holdback as described in (e) or any other payments under this Agreement.

3.3 Use Of Funds And Project. The Recipient will:

(a) Carry out the Project in accordance with the terms and conditions of this Agreement;

(b) Complete the Project by the Project Completion Date;

(c) Not use the Funds for Ineligible Costs;

(d) Use the Funds only:

(i) for Eligible Costs that are necessary for the purposes of carrying out the Project; and

(ii) for those activities set out in section D.3.1 of Schedule "D" of this Agreement; and

(e) Use the Funds only in accordance with the Budget.

3.4 Province's Role Limited To Providing Funds. For greater clarity, the Province's role under this Agreement is strictly limited to providing Funds to the Recipient for the purposes of the Project and the Province is not responsible for carrying out the Project. Without limiting the generality of the foregoing, the fact that the Province may conduct reviews and/or audits of the Project as provided for in this Agreement or issues directions, approves changes to the Project or imposes conditions upon an approval in accordance with the terms and conditions of this Agreement will not be construed by the Recipient as the Province having a management, decision-making or advisory role in relation to the Project. The Recipient further agrees that the Recipient will not seek to include the Province as a decision-maker, advisor or manager of the Project through recourse to a third party, court, tribunal or arbitrator.

3.5 No Changes. The Recipient will not make any changes to the Project, including to the Budget or timelines, without the prior written consent of the Province.

3.6 Interest Bearing Account. If the Province provides Funds to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution. The Recipient will hold the Funds in trust for the Province until the Recipient needs the Funds for the Project.

3.7 Recipient Earning Interest. If the Recipient earns any interest on the Funds, the Province may:

(a) Deduct an amount equal to the interest from any further installment of the Funds; or

(b) Demand from the Recipient the repayment of an amount equal to the interest.

3.8 No Provincial Payment Of Interest. The Province is not required to pay interest on any Funds under this Agreement. For greater clarity, this includes interest on any Funds that the Province has withheld paying to the Recipient.

3.9 Maximum Funds. The Recipient acknowledges and agrees that the Funds available to it pursuant to this Agreement will not exceed the Maximum Funds.

3.10 Rebates, Credits And Refunds. The Recipient acknowledges and agrees that the amount of Funds available to it pursuant to this Agreement is based on the actual costs to the Recipient, less any costs, including taxes, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.

3.11 Funding, Not Procurement. For greater clarity, the Recipient acknowledges and agrees that:

(a) It is receiving funding from the Province for the Project and is not providing goods or services to the Province; and

(b) The funding the Province is providing under this Agreement is funding for the purposes of the *PSSDA*.

ARTICLE 4
RECIPIENT'S ACQUISITION OF GOODS AND SERVICES AND DISPOSAL OF ASSETS

4.1 Acquisition. If the Recipient acquires goods or services or both with the Funds, it will:

(a) Do so through a process that is transparent, fair and promotes the best value for the money expended and at competitive prices that are no greater than fair market value after deducting trade discounts and/or any other discounts available to the Recipient; and

(b) Comply with any Requirements of Law that may be applicable to how the Recipient acquires any goods or services or both.

4.2 Contracts. The Recipient will ensure that all Contracts:

(a) Are consistent with this Agreement;

(b) Do not conflict with this Agreement;

(c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;

(d) Require that any parties to those Contracts comply with all Requirements of Law; and

(e) Authorize the Province to perform audits of the parties to those Contracts in relation to the Project as the Province sees fit in connection with Article 6 of Schedule “A” of this Agreement.

4.3 Disposal. The Recipient will not, without the Province’s prior written consent, sell, lease or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount set out in section B.1.5 of Schedule “B” of this Agreement at the time of purchase within the date set out in section B.1.6 of Schedule “B” of this Agreement.

ARTICLE 5
CONFLICT OF INTEREST

5.1 No Conflict Of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential or perceived conflict of interest.

5.2 Conflict Of Interest Includes. For the purposes of this Article, a conflict of interest includes any circumstances where:

(a) The Recipient; or

(b) Any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Project, the use of the Funds or both.

5.3 Disclosure To The Province: The Recipient will:

(a) Disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and

(b) Comply with any terms and conditions that the Province may impose as a result of the disclosure.

ARTICLE 6
REPORTING, ACCOUNTING AND REVIEW

6.1 Preparation And Submission. The Recipient will:

(a) Submit to the Province at the address referred to in section B.1.7 of Schedule "B" of this Agreement all Reports in accordance with the timelines and content requirements set out in Schedule "E" of this Agreement, or in a form as specified by the Province from time to time;

(b) Submit to the Province at the address provided in section B.1.7 of Schedule "B", of this Agreement or in a manner specified by the Province, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;

(c) Ensure that all Reports are completed to the satisfaction of the Province; and

(d) Ensure that all Reports are signed on behalf of the Recipient by an authorized signing officer and that the accompanying confirmation has been completed.

6.2 Records Maintenance. The Recipient will keep and maintain:

(a) All financial records, including invoices, relating to the Funds or otherwise to the Project in a manner consistent with generally acceptable accounting principles; and

(b) All non-financial documents and records relating to the Funds or otherwise to the Project.

6.3 Inspection. The Province, its authorized representatives or an independent auditor identified by the Province may, at their own expense, upon twenty-four (24) hours' Notice to the Recipient during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:

(a) Inspect and copy the records and documents referred to in section 6.2 of Schedule "A" of this Agreement;

(b) Remove any copies made pursuant to section 6.3(a) of Schedule "A" of this Agreement from the Recipient's premises; and

(c) Conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project or both.

6.4 Disclosure. To assist in respect of the rights set out under section 6.3 of Schedule "A" of this Agreement, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

6.5 No Control Of Records. No provision of this Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

6.6 Auditor General. For greater certainty, the Province's rights to audit under this Article 6 of the Agreement are in addition to any rights provided to the Auditor General.

ARTICLE 7
COMMUNICATIONS

7.1 Acknowledgement And Support. Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province in the form and manner set out under section B.1.8 of Schedule "B" of this Agreement.

7.2 Approvals Prior To Publication. The Recipient will submit all Project-related publications – whether written, oral or visual – to the Province for the approval of the Province prior to publication. The Recipient will indicate, in all of its Project-related publications – whether written, oral or visual – that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

7.3 Publication By The Province. The Recipient agrees that the Province may, in addition to any obligations the Province may have under *FIPPA*, publicly release information under this Agreement, including the Agreement itself, in hard copy or in electronic form, on the internet or otherwise. Without limiting the generality of the foregoing, the types of information the Province may publicize includes:

(a) The Recipient's name;

(b) A description of the Recipient's Project;

(c) The amount of Funds the Recipient was approved to receive under this Agreement; and

(d) The amount of Funds the Recipient actually received under this Agreement.

7.4 News Releases. The Recipient will ensure that all news releases related to the Project and created by the Recipient:

(a) Are approved beforehand by the Province and

(b) Include quotes from the Province, unless the Province declines to participate.

7.5 News Conferences. The Recipient will notify the Province in a timely manner of any planned news conferences organized by the Recipient to facilitate the attendance of the Province. The date for the news conference and other logistical considerations will be negotiated between the Province and the Recipient.

ARTICLE 8
ADDITIONAL TERMS AND CONDITIONS

8.1 Additional Terms And Conditions. The Recipient will comply with any Additional Terms and Conditions set out under section B.2 of Schedule "B" of this Agreement. In the event of a conflict or inconsistency between any of the requirements of the Additional Terms and Conditions and any requirements of this Schedule "A" of the Agreement, the Additional Terms and Conditions will prevail.

ARTICLE 9
DISCLOSURE OF INFORMATION PROVIDED BY RECIPIENT

9.1 FIPPA. The Recipient acknowledges that the Province is bound by the *FIPPA* and undertakes to perform its obligations under this Agreement in a manner that ensures that the Province is not in breach of its obligations under *FIPPA*.

9.2 Disclosure Of Information. Any information provided to the Province in connection with the Project or otherwise in connection with this Agreement may be subject to disclosure in accordance with *FIPPA* and any other Requirements of Law.

ARTICLE 10
INDEMNITY

10.1 Indemnification. The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement, unless solely caused by the gross negligence or wilful misconduct of the Province.

10.2 Recipient's Participation. The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

10.3 Province's Election. The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under this Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other's counsel.

10.4 Settlement Authority. The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province, as the case may be, will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.

10.5 Recipient's Co-operation. If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province, as the case may be, to the fullest extent possible in the proceedings and any related settlement negotiations.

ARTICLE 11
INSURANCE

11.1 Recipient's Insurance. The Recipient represents and warrants that it has, and will maintain for the Term of this Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars ($2,000,000.00) per occurrence. The policy will include the following:

(a) The Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Project or under this Agreement;

(b) A cross-liability clause;

(c) Contractual liability coverage; and

(d) A thirty (30) day written notice of cancellation provision.

11.2 Proof Of Insurance. The Recipient will provide the Province with certificates of insurance, or other proof as the Province may request within the time limit set out in that request, that confirms the insurance coverage as required under section 11.1 of Schedule "A" of this Agreement. Upon the request of the Province, the Recipient will make available to the Province a copy of each insurance policy.

11.3 Right Of "First Call" On Insurance Proceeds. The Recipient will provide the Indemnified Parties with a right of "first call" or priority over any other person, including the Recipient, to use or enjoy the benefits of the proceeds from the insurance policy required under section 11.1 of Schedule "A" of this Agreement to pay any suits, judgments, claims, demands, expenses, actions, causes of action and losses (including without limitation, reasonable legal expenses and any claim for a lien made pursuant to the *Construction Lien Act* and for any and all liability, damages to property and injury to persons (including death)) that may be brought against the Indemnified Parties as a result of this Agreement.

ARTICLE 12
TERMINATION ON NOTICE

***12.1 Termination On Notice*.** The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Recipient.

***12.2 Consequences Of Termination On Notice By The Province*.** If the Province terminates this Agreement pursuant to section 12.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

(a) Direct that the Recipient does not incur any costs for the Project that are Eligible Costs under this Agreement without the Province's prior written consent;

(b) Cancel any further payments of the Funds;

(c) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and

(d) Determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:

(i) Permit the Recipient to offset such costs against the amount owing pursuant to section 12.2(b) of Schedule "A" of this Agreement; and

(ii) Subject to section 3.9 of Schedule “A” of this Agreement, provide Funds to the Recipient to cover such costs.

ARTICLE 13
TERMINATION WHERE NO APPROPRIATION

13.1 Termination Where No Appropriation. If, as provided for in sections 3.2(d) of Schedule “A” of this Agreement, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to this Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

13.2 Consequences Of Termination Where No Appropriation. If the Province terminates this Agreement pursuant to section 13.1 of Schedule “A” of this Agreement, the Province may take one or more of the following actions:

(a) Cancel any further payments of the Funds;

(b) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and

(c) Determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section 13.2(b) of Schedule “A” of this Agreement.

13.3 No Additional Funds. For greater clarity, if the costs determined pursuant to section 13.2(c) of Schedule “A” of this Agreement exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

ARTICLE 14
EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

14.1 Events Of Default. Each of the following events will constitute an Event of Default:

(a) In the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement:

(i) Carry out the Project;

(ii) Use or spend the Funds;

(iii) Provide, in accordance with section 6.1 of Schedule “A”, Reports or any such other reports as may have been requested pursuant to section 6.1(b) of Schedule “A”, under this Agreement; or

(iv) The Recipient fails to follow any directions that the Province provides under this Agreement.

(b) The Recipient’s operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the Program under which the Province provides the Funds;

(c) The Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application or an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or

(d) The Recipient ceases to operate.

14.2 Consequences Of Events Of Default And Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

(a) Initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

(b) Provide the Recipient with an opportunity to remedy the Event of Default;

(c) Suspend the payment of Funds for such a period as the Province determines appropriate;

(d) Reduce the amount of Funds by an amount the Province determines is appropriate, acting reasonably;

(e) Cancel any further payments of the Funds;

(f) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient;

(g) Demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the terms and conditions of this Agreement;

(h) Demand the repayment of an amount equal to any Funds the Province provided to the Recipient, even though the Project is partially completed; and

(i) Terminate this Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

14.3 Opportunity To Remedy. If, in accordance with section 14.2(b) of Schedule "A" of this Agreement, the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

(a) The particulars of the Event of Default; and

(b) The Notice Period.

14.4 Recipient Not Remedying. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section 14.2(b) of Schedule "A" of this Agreement, and;

(a) The Recipient does not remedy the Event of Default within the Notice Period;

(b) It becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or

(c) The Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province;

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections 14.2(a), (c), (d), (e), (f), (g), (h) and (i) of Schedule "A" of this Agreement.

14.5 When Termination Effective. Termination under this Article 14 of Schedule "A" of this Agreement will take effect as set out in the Notice.

ARTICLE 15
FUNDS AT THE END OF A FUNDING YEAR

15.1 Funds At The End Of A Funding Year. Without limiting any rights of the Province under Article 14 of Schedule "A" of this Agreement, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

(a) Demand the return of the unspent Funds; and

(b) Adjust the amount of any further payments of Funds accordingly.

ARTICLE 16
FUNDS UPON EXPIRY

16.1 Funds Upon Expiry. The Recipient will, upon the expiry of the Agreement, return to the Province any Funds remaining in its possession or under its control.

ARTICLE 17
REPAYMENT

17.1 Repayment Of Overpayment. If at any time during the Term of this Agreement the Province provides Funds in excess of the amount to which the Recipient is eligible to receive under this Agreement, the Province may:

(a) Deduct an amount equal to the excess Funds from any further payments of the Funds; or

(b) Demand that the Recipient pay an amount equal to the excess Funds to the Province.

17.2 Debt Due. If, pursuant to this Agreement:

(a) The Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or

(b) The Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province, such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise. For greater clarity, in the event that the Recipient makes an assignment, proposal, compromise or arrangement for the benefit of creditors or a creditor makes an application for an order adjudging the Recipient bankrupt or applies for the appointment of a receiver, this section 17.2 of Schedule “A” of this Agreement will not affect any Funds that the Recipient is holding in trust for the Province under section 3.6 of Schedule “A” of this Agreement.

17.3 Interest Rate. The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

17.4 Payment Of Money To Province. The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address referred to in section 18.1 of Schedule “A” of this Agreement.

17.5 Repayment. Without limiting the application of section 43 of the *FAA*, if the Recipient fails to repay any amount owing under this Agreement, Her Majesty the Queen in Right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in Right of Ontario.

17.6 Funds Are Part Of A Social Or Economic Program. The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

ARTICLE 18
NOTICE

18.1 Notice In Writing And Addressed. Notice will be in writing and will be delivered by email, postage-paid mail, personal delivery or fax and will be addressed to the Province and the Recipient respectively as set out in section B.1.9 of Schedule “B” of this Agreement or as either Party later designates to the other by Notice.

18.2 Notice Given. Notice will be deemed to have been given:

(a) In the case of postage-paid mail, five (5) Business Days after the Notice is mailed; or

(b) In the case of email, personal delivery or fax, one (1) Business Day after the Notice is delivered.

18.3 Postal Disruption. Despite section 18.2(a) of Schedule "A" of this Agreement, in the event of a postal disruption,

(a) Notice by postage-prepaid mail will not be deemed to be received; and

(b) The Party giving Notice will provide Notice by email, personal delivery or fax.

ARTICLE 19
CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

19.1 Consent. When the Province provides its consent pursuant to this Agreement, that consent will not be considered valid unless that consent is in writing and the person providing that consent indicates in the consent that that person has the specific authority to provide that consent. The Province may also impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

ARTICLE 20
SEVERABILITY OF PROVISIONS

20.1 Invalidity Or Unenforceability Of Any Provision. The invalidity or unenforceability of any provision in this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

ARTICLE 21
WAIVER

21.1 Waivers In Writing. If a Party fails to comply with any term or condition of this Agreement that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article 18 of Schedule "A" of this Agreement. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply. For greater clarity, where the Province chooses to waive a term or condition of this Agreement, such waiver will only be binding if provided by a person who indicates in writing that he or she has the specific authority to provide such a waiver.

ARTICLE 22
INDEPENDENT PARTIES

22.1 Parties Independent. The Recipient acknowledges and agrees that it is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

ARTICLE 23
ASSIGNMENT OF AGREEMENT OR FUNDS

23.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under this Agreement.

23.2 Agreement Binding. All rights and obligations contained in this Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

ARTICLE 24
GOVERNING LAW

24.1 Governing Law. This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with this Agreement will be conducted in the Courts of Ontario, which will have exclusive jurisdiction over such proceedings.

ARTICLE 25
FURTHER ASSURANCES

25.1 Agreement Into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of this Agreement to their full extent.

ARTICLE 26
JOINT AND SEVERAL LIABILITY

26.1 Joint And Several Liability. Where the Recipient comprises more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

ARTICLE 27
RIGHTS AND REMEDIES CUMULATIVE

27.1 Rights And Remedies Cumulative. The rights and remedies of the Province under this Agreement are cumulative and are in addition to, and not in substitution of, any of its rights and remedies provided by law or in equity.

ARTICLE 28
ACKNOWLEDGMENT OF OTHER LEGISLATION AND DIRECTIVES

28.1 Recipient Acknowledges. The Recipient acknowledges that:

(a) By receiving Funds it may become subject to legislation applicable to organizations that received funding from the Government of Ontario, including the *BPSAA*, the *PSSDA* and the *Auditor General Act*;

(b) Her Majesty the Queen in Right of Ontario has issued expenses, perquisites and procurement directives and guidelines pursuant to the *BPSAA*; and

(c) It will comply with any such legislation, including directives issued thereunder, to the extent applicable.

ARTICLE 29
JOINT AUTHORSHIP

29.1 Joint Authorship Of Agreement. The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.

ARTICLE 30
FAILURE TO COMPLY WITH OTHER AGREEMENT

30.1 Other Agreements. If the Recipient:

(a) Has committed a Failure;

(b) Has been provided with notice of such Failure in accordance with the requirements of such other agreement;

(c) Has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) Such Failure is continuing,

the Province may suspend the payment of Funds under this Agreement without liability, penalty or costs for such period as the Province determines appropriate.

ARTICLE 31
SURVIVAL

31.1 Survival. The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement will so survive for a period of seven (7) years from the date of expiry or termination. Without limiting the generality of the foregoing, the following Articles and sections, and all applicable cross-referenced sections and schedules will continue in full force and effect for a period of seven (7) years from the date of expiry or termination: Articles 1 and any other applicable definitions, 9, 10, 17, 18, 20, 21, 24, 25, 27 and 29 as well as sections 3.2(d), 3.2(e), 3.4, 3.9, 3.10, 3.11, 6.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), 6.2, 6.3, 6.4, 6.5, 6.6, 12.2, 13.2, 14.1, 14.2, 14.4 of Schedule "A" of this Agreement and any cross-referenced Schedules therein as well as any other provision in this Agreement that specifically sets out it will survive the expiration or early termination of this Agreement. Despite the above, section 4.3 of Schedule "A" shall survive for a period of two (2) years from the date of expiry or termination of this Agreement.

ARTICLE 32
BPSAA

32.1 BPSAA. For the purposes of clarity, if the Recipient is subject to the *BPSAA* and there is a conflict between any of the requirements of this Agreement and the requirements of the *BPSAA*, the *BPSAA* will prevail.

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SCHEDULE "B"
OPERATIONAL REQUIREMENTS AND ADDITIONAL TERMS AND CONDITIONS

B.1 OPERATIONAL REQUIREMENTS

B.1.1 Effective Date. The Effective Date of this Agreement is: **July 24, 2017**

B.1.2 Expiration Date. The Expiration Date of this Agreement is: **December 31, 2019**

B.1.3 Project Approval Date. The Project Approval Date is the same as the Effective Date.

B.1.4 Project Completion Date. The Project Completion Date is: **December 31, 2018**

B.1.5 Disposal Of Assets. The amount for the purposes of section 4.3 of Schedule "A" of this Agreement is fifty thousand dollars ($50,000.00) unless Ontario's contribution is less than twenty five thousand dollars ($25,000.00) in which case section 4.3 of Schedule "A" of this Agreement does not apply.

B.1.6 Asset Retention Time Period. For the purposes of section 4.3 of Schedule "A" of this Agreement the Recipient will retain the asset(s) for two (2) years from the date that the Project is completed.

B.1.7 Submission Of Publications For Approval And Reports. All Reports and Project-related publications under this Agreement will be submitted to:

Name: Ontario Ministry of Agriculture, Food and Rural Affairs

Address: Rural Programs Branch
4th Floor NW, 1 Stone Road West
Guelph, Ontario N1G 4Y2

Attention: Jennifer Dale, Program Coordinator

Fax: 519-826-3398

Email: RED@ontario.ca

or any other person identified by the Province in writing.

B.1.8 Recognition Of Provincial Support: The Recipient will acknowledge the Province's support for the Project in the following manner:

The Recipient will include on all Project-related publications – whether written, oral or visual – graphic identifiers of the Program or a tag line that is acceptable to the Province. All Project-related publications, including the manner in which Program support is recognized on such publications, are subject to approval by the Province under section 7.2 of Schedule "A" of this Agreement.

B.1.9 Providing Notice. All Notices under this Agreement will be provided to:

	The Province:	**The Recipient:**
Name:	Ontario Ministry of Agriculture, Food and Rural Affairs	The Corporation of the City of Kawartha Lakes
Address:	4th Floor NW, 1 Stone Road West Guelph, Ontario N1G 4Y2	PO Box 9000, 26 Francis Street Lindsay, Ontario K9V 5R8
Attention:	Brent Kennedy, Director	Denise Williams, Acting Manager of Economic Development
Email:	RED@ontario.ca	dwilliams@kawarthalakes.ca

or any other person identified by the Parties in writing through a Notice.

B.2 ADDITIONAL TERMS AND CONDITIONS

B.2.1 Notice Of Recipient's Insolvency. The Recipient will:

(a) Provide the Province with Notice at least five (5) Business Days prior to making an assignment, proposal, compromise or arrangement for the benefit of its creditors and will not incur any additional costs for the Project under this Agreement without the Province's prior written consent from the date the Notice is sent to the Province; and

(b) Provide the Province with Notice within five (5) Business Days of a creditor providing the Recipient with a notice of an intent to enforce security or applying for an order adjudging the Recipient bankrupt or the appointment of a receiver, and will not incur any additional costs under this Agreement without the prior approval of the Province from the date that the Recipient received notice of the creditor's action.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "C" FOLLOWS]

SCHEDULE “C”
PROJECT DESCRIPTION

C.1 PROJECT NAME

Business Growth Program

C.2 PROJECT OBJECTIVE

The City of Kawartha Lakes will receive up to $62,150.00 to hire a Program Coordinator to undertake a Business Growth Program that focuses on business attraction, business training and development, marketing, and coordination for the communities of Coboconk-Norland, Fenelon Falls, Lindsay and Omemee.

C.3 ACTIVITIES

The Recipient will	1. Retain a program coordinator. 2. Undertake a Business Growth Program.

All activities identified above will be completed by the Project Completion Date identified under section B.1.4 of Schedule “B” of this Agreement.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE “D” FOLLOWS]

SCHEDULE "D"
PROJECT FINANCIAL INFORMATION

D.1 FUNDING INFORMATION

D.1.1 ***Cost-Share Funding Percentage.*** The Cost-Share Funding Percentage is fifty per cent (50.00%) of incurred paid Eligible Costs up to the Maximum Funds.

The percentage noted above is rounded to a whole number. Note that for payment purposes the percentage is calculated to 10 decimal places and is based on the Maximum Funds against the Project's Total Eligible Costs.

D.1.2 ***"Maximum Funds"***. The Maximum Funds the Recipient is eligible to receive from the Province under this Agreement is $62,150.00

D.1.3 ***Holdback.*** The Holdback will be up to ten per cent (10%) of Maximum Funds from the final payment of Funds made under this Agreement.

D.2 INCURRING ELIGIBLE COSTS

D.2.1 ***Incurring Eligible Costs.*** The Recipient will incur Eligible Costs in accordance with the following chart and no later than by the Project Completion Date.

TOTAL ELIGIBLE COSTS TO BE INCURRED BY QUARTER WITHIN FUNDING YEAR					
FUNDING YEAR	**QUARTER 1 (APR. – JUN.)**	**QUARTER 2 (JUL. – SEP.)**	**QUARTER 3 (OCT. – DEC.)**	**QUARTER 4 (JAN. – MAR.)**	**TOTAL**
2017-18	$0.00	$0.00	$9,500.00	$43,900.00	$53,400.00
2018-19	$24,900.00	$24,000.00	$22,000.00	$0.00	$70,900.00
				TOTAL ELIGIBLE COSTS UP TO	**$124,300.00**

D.3 BUDGET

D.3.1 ***The Budget.*** The Budget for the Project is set out in the following chart:

#	ELIGIBLE COST ITEM	
1.	Business training and development	
2.	Program marketing (four communities)	
3.	Program marketing (branding and community promotion)	
4.	Program coordinator	
	TOTAL ELIGIBLE COSTS UP TO	**$124,300.00**

D.3.2 ***Project Financing For Eligible Costs.*** The Financing for the Project is set out in the following chart:

PROJECT FINANCING	$ AMOUNT
City of Kawartha Lakes	$62,150.00
RED Funding	$62,150.00
TOTAL ELIGIBLE COSTS	**$124,300.00**

D.4 CLAIM SUBMISSION DEADLINES

D.4.1 ***Claim Submission Deadlines.*** The Recipient will submit claims to the Province in accordance with whatever is the shorter time period:

(a) Claims or reports as set out in E.1 will be submitted after the end of each fiscal quarter according to the following schedule:

(i) Q1 (April 1 to June 30) - by August 31;

(ii) Q2 (July 1 to September 30) - by November 30;

(iii) Q3 (October 1 to December 31) - by February 28; or

(iv) Q4 (January 1 to March 31) - by May 31.

(b) The Final Claim will be submitted within three (3) months after the Project Completion Date as specified in Schedule “B” (B.1.4).

Despite the foregoing, the Province is not required to accept or pay on any claims that have been submitted after the Recipient has submitted their Final Report and the Project has been closed. Only Eligible Costs that are incurred and paid will be reimbursed at the percent cost-share as per section D.1.1 of Schedule “D” of this Agreement.

D.5 PAYMENT OF FUNDS

D.5.1 ***Payment Of Funds.*** Subject to the terms and conditions of this Agreement, the Recipient will incur Eligible Costs in accordance with the following chart (Column B) and the Province will pay Funds to the Recipient in accordance with the following chart (Column C):

FUNDING YEAR (A)	ELIGIBLE COSTS BY FUNDING YEAR (B)	MAXIMUM FUNDS BY FUNDING YEAR (C)
2017-18	$53,400.00	$26,700.00
2018-19	$70,900.00	$35,450.00
TOTAL	**$124,300.00**	**$62,150.00**

D.6 ELIGIBLE COSTS

D.6.1 ***Eligible Costs.*** Eligible Costs are those costs that are, in the Province’s sole and absolute discretion, necessary for the successful completion of the Project, properly and reasonably incurred, paid or reimbursed by the Recipient; and consistent with an Eligible Cost category as set out below in this section D.6.1 of Schedule “D” of the Agreement.

For greater clarity, Eligible Costs are those that are set out immediately below in this Section D.6.1 of Schedule “D” of this Agreement where those costs have been incurred and paid by the Recipient.

Eligible costs must be incurred by the Recipient on or after the Effective Date set out in section B.1.1 of Schedule “B” and by the Project Completion Date set out in section B.1.4 of Schedule “B”, which is identified in this Agreement.

Recipients must follow a process that is transparent and fair, that promotes the best value for the money expended and is at competitive prices that are no greater than the fair market value when purchasing goods or services, including consultants and contractors, for the Project. All businesses from which goods or services are purchased must be at arm's length to the Recipient in order for the costs to be considered eligible.

Eligible costs include:

(a) Project management, including:

(i) Consultant's fees;

(ii) Project-related professional fees (e.g., legal, architectural and accounting fees) ; and

(iii) Project evaluation.

(b) Minor capital, including:

(i) Subcontractor's fees;

(ii) Equipment (e.g., plumbing, electrical) and structural modifications to accommodate the installation of equipment within an existing building; and

(iii) Renovations and retrofits to existing structures (e.g., materials or supplies and labour to renovate an existing space).

(c) Training;

(d) Marketing or promotion-related costs;

(e) Travel costs in Canada and the continental United States associated with a specific public-facing event or series of events, public-facing hospitality costs directly related to the project, subject to provincial directives (including but not limited to the current Ontario Public Sector Travel, Meal and Hospitality Expenses Directive);

(f) Studies;

(g) Administrative costs directly related to project implementation (e.g., third-party expenses for printing or other administration); and

(h) Wages for new hires to work 100 per cent on project-related activities.

Other costs that are, in the Province's sole and absolute discretion, direct, incremental and necessary for the successful completion of the Project, provided those costs have been approved by the Province in writing prior to being incurred.

D.7 INELIGIBLE COSTS

D.7.1 ***Ineligible Costs.*** The following costs are Ineligible Costs and therefore ineligible for funding under this Agreement. Those costs include, but are not limited to:

(a) Costs incurred prior to the Project Approval Date or after the Project Completion Date;

(b) Any cost not specifically required for the execution of a project;

(c) Normal operating costs associated with carrying out a business such as salaries and benefits for non-contract staff (i.e., full-time and part-time staff), office space, equipment and machinery, utilities, phone, materials, labour, board, committee and annual meetings;

(d) Deposits (prepayments), on their own, are not eligible for reimbursement as they are not an expense in the recipient's financial records as the goods/services have yet to be fully received;

(e) Direct wage subsidies for existing staff or any other staff who are not 100 per cent dedicated to the activities required to complete the project;

(f) Costs to maintain compliance with current Requirements of Law that pertain to the current operations of the recipient;

(g) Any travel, meal or hospitality costs beyond those provided for in the current Ontario Public Sector Travel, Meal and Hospitality Expenses Directive;

(h) Any in-kind contribution, which are those goods and services that are contributed to a project by the Recipient, Co-recipient(s) or other sources that would otherwise have to be purchased or contracted in order to complete the Project;

(i) Financing charges, loan interest payments, bank fees and charges, as well as debt restructuring or fundraising;

(j) Major capital costs, including:

(i) New construction of buildings, structures (moveable and non-moveable) and other major infrastructure;

(ii) Additions to buildings, teardowns or rebuilds;

(iii) Purchase or lease of land, buildings and facilities;

(iv) Power lines, plumbing, telecommunications/broadband lines or equipment, water lines outside of the building; and

(v) Community aesthetics and functionality (e.g., streetscaping, green space development, murals, street lights, paved surfaces, tree islands).

(k) Costs of vehicles;

(l) Taxes including Harmonized Sales Tax (HST);

(m) Any refund or rebate received, or which the Recipient is eligible to receive;

(n) Costs incurred in preparing an application;

(o) Cost of alcohol, international travel (outside of Canada and the continental United States), per diems, gifts or incentives;

(p) Costs of permits and approvals;

(q) Costs of academic research;

(r) Costs related to activities that directly influence or lobby any level of government;

(s) Sponsorship of conferences and events; and

(t) Honorariums, membership costs.

D.8 TRAVEL AND MEAL COSTS

If travel or meal costs are not necessary to complete the Project, any costs related to travel or meals will not be reimbursed by the Province.

D.8.1 ***Transportation.*** Local public transportation including hotel/airport shuttles should be used wherever possible. When road transportation is the most practical, economical way to travel the order of preference is rental vehicle then personal vehicle.

D.8.2 ***Rental Vehicles.*** Compact model or its equivalent is required. Exceptions to this are guided by the principle that the vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations. Luxury and sports vehicles are prohibited. Gasoline charges are an eligible expense.

D.8.3 ***Personal Vehicle.*** If using a personal vehicle, daily logs must be kept to track the business use, with distances calculated in kilometers. The current rates for travelling (per kilometer) in a personal vehicle, based on kilometers accumulated from April 1 of each Funding Year, are as follows:

(a) From 0 – 4,000 km; $0.40 in Southern Ontario and $0.41 in Northern Ontario;

(b) From 4,001 – 10,700 km; $0.35 in Southern Ontario and $0.36 in Northern Ontario;

(c) From 10,701 – 24,000 km; $0.29 in Southern Ontario and $0.30 in Northern Ontario;

(d) More than 24,000 km; $0.24 in Southern Ontario and $0.25 in Northern Ontario; and

(e) Necessary expenditures for parking, tolls for bridges, ferries and highways are eligible. If 200 km or more will be driven a day, use of a rental vehicle is required.

D.8.4 ***Air and Rail Travel.*** Air and rail travel is permitted if it is the most practical and economical way to travel. Economy (coach) class is the standard option for ticket purchase. Business class is only appropriate on a train in limited circumstances such as:

(a) The need to work with a team;

(b) Choosing a travel time that allows you to reduce other expenditures or accommodation;

(c) Accommodation requirements; and

(d) Health and safety requirements.

The standard for international air travel is economy class. The lowest available airfares appropriate to particular itineraries are required to be sought and bookings are required to be made as far in advance as possible.

D.8.5 ***Taxis.*** Taxis may be justified in cases where:

(a) Group travel by cab is more economical than the total cost of individuals travelling separately by public transit or shuttle; or

(b) Taking a cab allows you to meet an unusually tight schedule for meetings.

D.8.6 ***Accommodations.*** Reimbursement can be made for single accommodation in a standard room. Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family.

(a) A maximum of $30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. The $30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

D.8.7 ***Travel-Related Tips/Gratuities****.* Examples of reasonable amounts include:

(a) 10% - 15% on a restaurant meal;

(b) 10% on a taxi fare;

(c) $2 - $5 for housekeeping for up to two nights in a hotel, up to $10 for a longer stay; and

(d) $2 - $5 per bag for a porter.

D.8.8 ***Telecommunication While Travelling****.* Audio or video conferencing should be considered as an alternative to travel. Whenever possible, the least expensive means of communications should be used while travelling, such as calling card.

D.8.9 ***Meals While Travelling.*** Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. Taxes and gratuities are included in the meal rates. Reimbursement is for restaurant/prepared food only.

Meal Rates in Canada:

Meals	**Maximum Amount**
Breakfast	$10.00
Lunch	$12.50
Dinner	$22.50

Meal Rates in U.S. (in Canadian dollars):

Meals	**Maximum Amount**
Breakfast	$17.00
Lunch	$17.25
Dinner	$45.55

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE “E” FOLLOWS]

SCHEDULE "E"
REPORTING

E.1 ***Reporting Requirements.*** The following Reports will be provided in full in the corresponding format provided hereafter and with such content as is satisfactory to the Province:

	Name of Report	Due Date
1.	Progress Report and Claim Statement	Both the Progress Report and Claim Statement together (Schedules "E.2" and "E.3" of this Agreement) as set out in D.4.1(a) will be submitted at a minimum of once every quarter for each Funding Year. A Progress Report and Claim Statement must be submitted even during periods where the amount claimed is zero, unless the Recipient has submitted the Final Report.
2.	Final Claim	The final claim (Schedule "E.3" of this Agreement) is to be completed and submitted to the Province within three (3) months of the Project Completion Date (Schedule B.1.4 of this Agreement).
3.	Final Report	The Final Report (Schedule "E.4" of this Agreement) is to be completed and submitted to the Province on or before: **April 30, 2019**
4.	Other Reports Any other Report regarding the Project that the Province requests.	As directed by the Province.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SECTION "E.2" OF SCHEDULE "E"]

SCHEDULE "E.2"
PROGRESS REPORT

File No.: RED4-08084

Project Title: Business Growth Program

Progress Report and Claim Statement are to be completed and submitted to the Province at a minimum of once every quarter for each Funding Year **for the Term of the Agreement** unless a Final Report has been submitted. Please contact your Project Analyst should you have any questions filling in this report.

Please describe the project activities that have been completed or are in progress for this reporting period.

Description of Activities	Approved Eligible Costs per Activity	Amount Claimed to Date per Activity	Activity Status (On, Ahead, or Behind Schedule)	Issues to Date and Actions Taken to Resolve Issues	Actual Expected Completion Date	Percentage of Activity Complete

For each RED outcome that you indicated on your application that would occur as a direct result of this project, please enter your results to date.	Results to Date
Number and description of economic development barriers addressed	
Increased ability to undertake evidence-based planning to identify priorities and measure economic performance (Planning projects only)	
Number and description of collaborations established	
Increased economic competitiveness and diversity (e.g., attraction, retention and expansion of businesses)	
Innovative communities	
Expansion of markets	
Number of jobs created /retained	
Attraction, development or retention of a highly skilled workforce	
Support for provincial government priorities	

I understand that this information will, subject to the terms and conditions of the agreement, be relied upon by the Government of Ontario to issue funds.	
Name of Authorized Official (Print):	
Signature:	
Date:	

Ontario

SCHEDULE "E.3"

Rural Economic Development Program

Claim Statement

Ontario Ministry of Agriculture, Food and Rural Affairs

Part 1 - Project Information		
File No.: RED4-	Project Title:	Date:

Part 2 – Authorized Official			
Recipient's Company Name:	Project Representative:	Title:	Telephone:
			Email:

1. The information provided herein and in any document attached is accurate and complete, and being relied upon by OMAFRA to provide Funds in respect of the Project;
2. The Recipient is in compliance with all of the terms and conditions of the Agreement for the Project;
3. The Project as described in the Agreement will be completed by the Project Completion Date as set out in the respective schedule of the Agreement;
4. There has been no overlap of funding from OMAFRA and from any other organization/level of government and the total amount of provincial and federal assistance claimed for the Eligible Costs for the Project does not exceed ninety per cent (90%) of the costs actually incurred and paid by the Recipient;
5. There have been no overpayments by OMAFRA or any other organization or government; and
6. The undersigned confirms these statements as of the date written below.

Signature _____ Date _____

Part 3 – Claim Information		
Claim #:	Period Covered by this Claim:	Final Claim? Yes/No:

Attach invoices and proofs of payment and send to:

Ministry of Agriculture, Food and Rural Affairs
Rural Programs Branch, 4th Floor
1 Stone Road West
Guelph, ON N1G 4Y2

Email: RED@Ontario.ca

To request access to the Online Claims Portal please email us at the address above

Part 5 – New Invoices – Paid Eligible Costs

Invoice #	Date of Invoice (MM/DD/YYYY)	Vendor Name	Period of Invoice (MM/DD/YYYY)		Budget Item (Schedule "D" of the Agreement)	Work Description	Invoice Amount	Tax	Net Claim Amount (less tax)	Paid (Yes/ No)	Method of Payment (e.g. cheque #, VISA)
			From	To							
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
						TOTAL	$ -	$ -	$ -		

SCHEDULE "E.4"
FINAL REPORT

File No.:	RED4-08084
Project Title:	Business Growth Program
Project Completion Date:	31-Dec-18
Date of Final Report:	30-Apr-19
Project Recipient:	The Corporation of the City of Kawartha Lakes

Final Report is to be completed and submitted to the Province **on or before the 'Final Report Due'** identified under section E.1 of Schedule "E" of this Agreement. Please contact your Project Analyst should you have any questions completing this report.

Section 1
Project Details

Is the following description of your Project as completed accurate?

The City of Kawartha Lakes will receive up to $62,150.00 to hire a Program Coordinator to undertake a Business Growth Program that focuses on business attraction, business training and development, marketing, and coordination for the communities of Coboconk-Norland, Fenelon Falls, Lindsay and Omemee.

❒ Yes ❒ No

Project Variances (if applicable)
In reading the description and project completion date above, has your Project experienced any variances either in project scope or schedule? Please identify any other information with respect to the Project that may have changed or may have been altered. Ensure that you provide a rationale for any variances from the project description noted above.

Section 2
Outcomes

Economic Barriers
Describe how the Project removed barriers to community economic development.

Description of Barriers:

For each RED outcome that you indicated on your application that would occur as a direct result of this Project, please enter a brief description. Please give quantitative and qualitative statistics where applicable.

1. Increased ability to undertake evidence-based planning to identify priorities and measure economic performance (Planning projects only)

- Describe how the Project led to evidence-based economic development policy, programs or strategies. What was the outcome for the region or sector?

---

2. Collaboration for economic growth

- Describe how Recipient(s) worked with communities, organizations or others to make this project successful and support economic growth. How many collaborations were established?

Number of Collaborations: _____

Description of Collaborations:

---

3. Increased economic competitiveness and diversity (e.g., attraction, retention and expansion of businesses)

- Describe how the Project increased economic competitiveness and diversity.

---

4. Innovative communities

- Describe how the Project led to more innovative communities. Innovation is defined as the application of new ideas, leading-edge process, services or methods of delivery to solve problems, address challenges and take advantage of new opportunities.

---

5. Expansion of markets

- Describe how the Project assisted with the expansion of existing markets or access to new markets.

---

6. Creation and/or retention of jobs

- Indicate the number of total jobs that were created and/or retained in rural Ontario as a result of the Project.

	Temporary (e.g., seasonal, construction)	Part-time (e.g., approximately 20 hours/week)	Full-time
Jobs Created			
Jobs Retained			

7. Attraction, development or retention of a highly skilled workforce

- Describe how the Project contributed to the attraction, retention or development (e.g., training) of a highly skilled and knowledgeable local workforce.

8. Support for provincial government priorities

- Describe which provincial priorities the Project supported, and how.

Section 3
Financial Information

Approved Total Eligible Costs $124,300.00

Eligible Cost Item	Budgeted Costs	Actual Costs	Variance
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
GROSS ELIGIBLE COST	$	$	$
Less HST (if included in the above numbers)	$	$	$
TOTAL NET ELIGIBLE COSTS*	$	$	$

** Total Net Eligible Cost should match the approved amount noted above.*

Section 4
Other Benefits/Information

Please provide any other information which demonstrates the success of the Project and its impact on other stakeholders, rural communities and the Province of Ontario.

Section 5
Service Experience

Based on your project experience with OMAFRA, please indicate with an "**X**" in the appropriate box for your response.

1. Please indicate the extent to which you agree or disagree with the following statements.	**Strongly Agree**	**Agree**	**Neither Agree nor Disagree**	**Disagree**	**Strongly Disagree**
Once my project was approved, I received all the information needed to proceed to the next step of the project.					
The claim forms were easy to understand and complete.					
I was able to reach appropriate ministry staff without difficulty.					
Ministry staff were knowledgeable.					
I received consistent advice from ministry staff.					
Ministry staff were courteous.					

2. Overall, how satisfied were you with the amount of time it took to get the service that you required?	**Very Satisfied**	**Satisfied**	**Neither Satisfied nor Dissatisfied**	**Dissatisfied**	**Strongly Dissatisfied**

3. Overall, how satisfied were you with the service you received while implementing your project?	**Very Satisfied**	**Satisfied**	**Neither Satisfied nor Dissatisfied**	**Dissatisfied**	**Strongly Dissatisfied**

4. To what extent did the availability of this funding assistance influence your decision to undertake this project?	**To a Great Extent**	**Somewhat**	**Very Little**	**Not at all**

5. Overall, did you find working in the portal fairly easy to understand?	**Very Easy**	**Somewhat**	**Not Easy**	**Did Not Use the Portal**

Section 6
Confidentiality, Certification and Signature

Confidentiality

Information submitted in this report to the Province of Ontario will be subject to the *Freedom of Information and Protection of Privacy Act*. Any information submitted in confidence should be clearly marked "CONFIDENTIAL" by the Recipient(s). Inquiries about confidentiality should be directed to OMAFRA's Rural Programs Branch.

Certification

1. The Project as described in the Agreement has been completed;
2. The Recipient is in compliance with all of the terms and conditions of the Agreement for the Project; and
3. There have been no overpayments by OMAFRA or any other organization or government.

The undersigned warrants that these statements are true.

Name of Authorized Official (Print):	
Signature:	
Date:	

The Corporation of the City of Kawartha Lakes

By-Law 2017-xxx

A By-law to Authorize the Execution of an Agreement between HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, as represented by the Minister of Agriculture, Food and Rural Affairs and The Corporation of the City of Kawartha Lakes for Rural Economic Development Funding Agreement RED08084

Recitals

1. Council, by Resolution CR2017-XXX, approved entering into an agreement with the Ministry of Agriculture, Food and Rural Affairs for the Rural Economic Development Funding Agreement RED08084
2. This by-law authorizes the Agreement to be executed by the City.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017- xxx.

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;

"Mayor" means the Chief Executive Officer of 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.

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: Approval and Authorization

2.01 **Approval:** The agreement attached to this By-law as Schedule A is approved.

2.02 **Authorization:** The Mayor and City Clerk are authorized to sign the agreement attached to this By-law as Schedule A, and to affix the corporate seal to it.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Development Services is responsible for the administration of this by-law.

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 24th day of October, 2017.

_____	_____
Andy Letham, Mayor	Ron Taylor, Acting City Clerk

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ED2017-019

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Wards 10 and 12

Subject: Downtown Lindsay Heritage Conservation District Designation Bylaw

Author: Debra Soule, Economic Development Officer – Arts, Culture and Heritage

Recommendations:

RESOLVED THAT Report ED2017-019, **Downtown Lindsay Heritage Conservation District Designation Bylaw**, be received;

THAT the draft By-law being "A By-law to Designate the Downtown Lindsay area, as identified in the Downtown Lindsay Heritage Conservation District Plan", in accordance with Section 41 of the Ontario Heritage Act, be approved; and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of July 11, 2017, Council adopted the following resolution:

CR2017-627

RESOLVED THAT Report ED2017-013, **Downtown Lindsay and Oak Street Heritage Conservation District Plans**, be received;
THAT the recommendation of Heritage Victoria to adopt the Heritage Conservation District Plans for the Oak Street neighbourhood in Fenelon Falls and for Downtown Lindsay Neighbourhood under Part V, Section 41.1(6) of the Ontario Heritage Act (R.S.O. 1990, c.O.18), be approved;
THAT staff be authorized to proceed with the process to designate the districts under Part V of the Ontario Heritage Act, including preparation and circulation of a Notice of Intention to Designate, and preparation of designating by-laws;
THAT the designating by-laws be presented to Council for its consideration after the notification process has been completed; and
THAT two new municipal heritage committee member categories be introduced on Heritage Victoria to provide the opportunity for one representative member from the Lindsay BIA and one from the Oak Street neighbourhood to provide advice to Council on matters of heritage conservation in the City of Kawartha Lakes.

CARRIED

At the Council Meeting of September 12, 2017, Council adopted the following resolution:

CR2017-758
RESOLVED THAT Report ED2017-015, **Downtown Lindsay and Oak Street Heritage Conservation District Designation Bylaws**, be received;
THAT consideration of the draft By-law, being A By-law to Designate the Downtown Lindsay area, as identified in the Downtown Lindsay Heritage Conservation District Plan, in accordance with Section 41 of the Ontario Heritage Act, be forwarded to the October 24, 2017 Regular Council Meeting;
THAT the draft By-law, being A By-law to Designate the Oak Street neighbourhood in Fenelon Falls, as identified in the Oak Street Heritage Conservation District Plan, in accordance with Section 41 of the Ontario Heritage Act, be approved; and
THAT the necessary By-law be brought forward for adoption.

CARRIED

This report addresses resolution CR2017-758 and the first four items from resolution CR2017-627.

Rationale:

Council has completed all of the requirements for the creation of a Heritage Conservation District under Part V of the Ontario Heritage Act and approved Heritage Victoria's recommendation that Downtown Lindsay become a Heritage Conservation District based upon its distinctive character and significant historical associations.

Other Alternatives Considered:

Other alternatives are not recommended based upon Council approval to proceed with the creation and adoption of a by-law to designate Downtown Lindsay as a Heritage Conservation District.

Financial/Operation Impacts:

There are no financial implications resulting from the adoption of this report.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

The HCD Plan for Downtown Lindsay contributes to the Council Adopted Strategic Plan:

- Goal 1 – A Vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life

Specifically, the HCD Plan contributes to Goal 2 in the Council Adopted Strategic Plan: An Exceptional Quality of Life, and Action 2.1.1: Strengthen existing cultural and heritage assets.

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Heritage Victoria
Senior Licensing Officer,
Ministry of Tourism, Culture and Sport
Ontario Heritage Trust

Attachments:

Attachment A: By-Law to designate Downtown Lindsay as an HCD

20170817
DowntownLindsayHCI

Department Head E-Mail: cmarshall@kawarthalakes.ca

Department Head: Chris Marshall, Director

The Corporation of the City of Kawartha Lakes

BY-LAW 2017-XXX

A By-law to Create a Downtown Lindsay Heritage Conservation District in the City of Kawartha Lakes

Recitals

1. Section 41(1) of the Ontario Heritage Act, R.S.O. 1990 c. O.18 authorizes the Council of a Municipality to enact By-laws to designate a defined area, including all buildings and structures thereon, as a heritage conservation district;

2. Council intends to designate the Downtown Lindsay area defined by this by-law as a heritage conservation district;

3. Council has adopted a heritage conservation district plan for the district that is designated in the by-law, as required under Section 41.1 (1) of the Ontario Heritage Act, R.S.O. 1990, c.O.18;

4. Council has made available to the public the "Downtown Lindsay Heritage Conservation District Plan" and held a public meeting on April 13, 2017 with appropriate notice given in accordance with the Act as required by Section 41.1(6) of the Ontario Heritage Act, R.S.O. 1990, c.O.18;

5. Council has consulted with Heritage Victoria, its Municipal Heritage Committee as required under Section 41.1(6) (c) of the Ontario Heritage Act, R.S.O. 1990, c.O.18;

6. The Official Plan for the City of Kawartha Lakes contains policies pertaining to the establishment of heritage conservation districts.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-XXX

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.

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 The area shown on Schedule “A” attached to and forming part of this by-law is designated as a Heritage Conservation District, known as the Downtown Lindsay Heritage Conservation District.

2.02 The plan shown in Schedule “B” attached to and forming part of this by-law is adopted as a Heritage Conservation District Plan for the Downtown Lindsay Heritage Conservation District.

2.03 The City is authorized to cause a copy of this by-law to be registered against all properties located within the heritage conservation district boundaries described above in the proper Land Registry Office.

2.04 The City Clerk is authorized to cause a copy of this by-law to be served upon each owner of property located in the Downtown Lindsay Heritage Conservation District and upon the Ontario Heritage Trust, and to cause notice of the passing of this by-law to be published in the newspaper as required by the Ontario Heritage Act, R.S.O. 1990, c.O.18.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Development Services is responsible for the administration of this by-law.

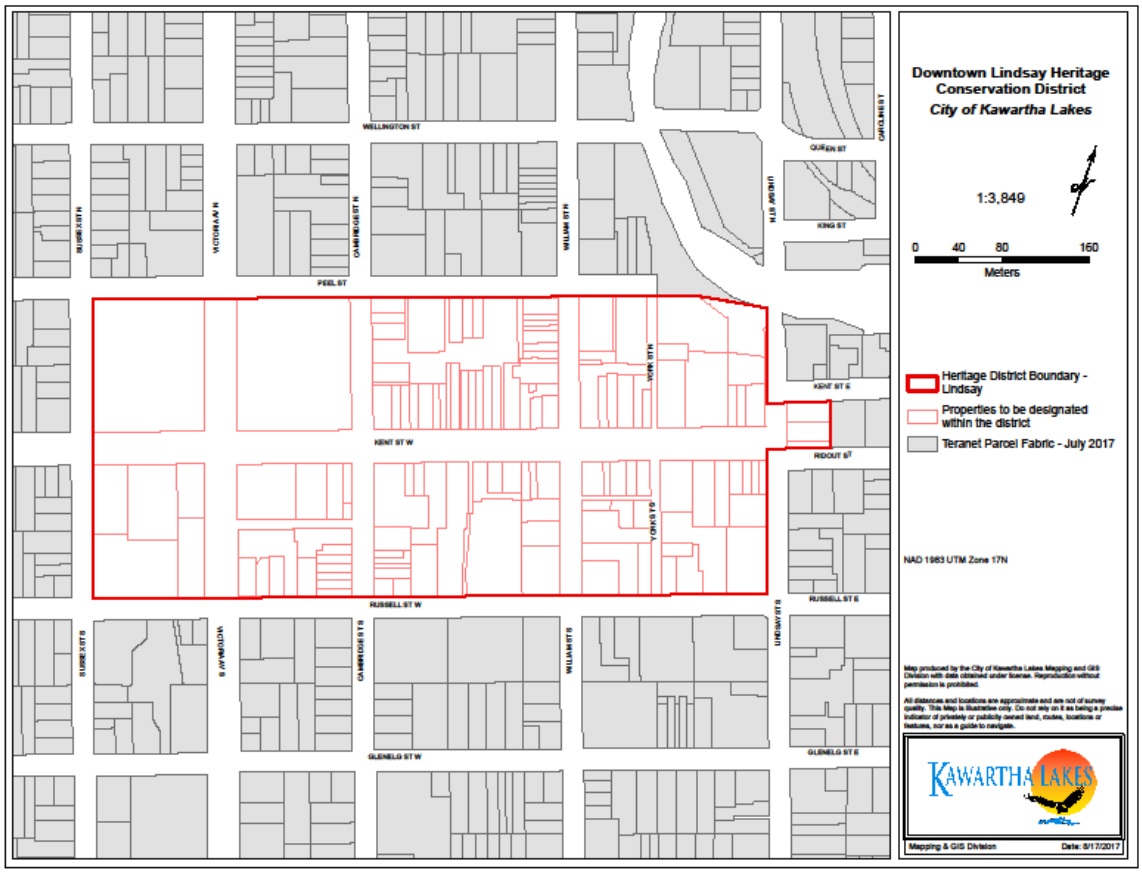
3.02 **Effective Date:** This By-law shall come into force either on the day following the last day of the prescribed appeal period or as otherwise provided by subsection 41(10) of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

By-law read a first, second and third time, and finally passed, this 24th day of October, 2017.

Andy Letham, Mayor	City Clerk

Schedule “A” – Downtown Lindsay Heritage Conservation District

Heritage District
Lindsay_17Aug2017(



Schedule ”B” – Downtown Lindsay Heritage Conservation District Plan

20170628
LindsayHCDPlanFINA

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ENG2017-022

Date: October 24th, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All Wards

Subject: 10-Year Gravel Resurfacing Plan and Gravel Road Rehabilitation Needs

Author Name and Title: Adam Found
Manager of Corporate Assets

Recommendation(s):

RESOLVED THAT Report ENG2017-022, **10-Year Gravel Resurfacing Plan and Gravel Road Rehabilitation Needs**, be received;

THAT the 10-Year Gravel Resurfacing Plan 2018-2027, attached as Appendix A to Report ENG2017-022, be adopted for the purpose of complementing the 5-Year Roads Capital Plan and informing future capital budgets;

THAT forecasted annual expenditure for the Road Lifecycle Extension program within the 5-Year Roads Capital Plan be increased by approximately $300,000 for 2021 onward to address gravel road rehabilitation needs on an ongoing basis; and

THAT Public Works and Engineering and Corporate Assets staff review options for addressing long-term drainage-related operating and capital needs of roads without storm drains for the purpose of informing proposed post-2018 capital and operating budgets.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Through a reorganization that took effect January 1st, 2016, the Corporate Assets Division was transferred from the Department of Corporate Services to the newly formed Department of Engineering and Corporate Assets. As a result, the Corporate Assets Division assumed various new responsibilities. One of these is detailed capital forecasting for gravel roads as the 5-Year Roads Capital Plan managed by the Technical Services Division currently meets this need for paved roads only.

For gravel roads, there are two main types of regular capital treatment as follows:

1. Resurfacing: This involves the application of fresh granular "A" gravel to the road surface, typically at an average thickness of 10cm. The new road surface is graded, compacted and treated with calcium chloride. This treatment is designed to address gravel road surface depletion and weakening arising from weather, traffic and winter control operations.

2. Rehabilitation: This involves preparatory capital interventions such as base repair, surface remediation, culvert replacement, roadside berm removal, heavy ditching and heavy brushing. This treatment is designed to address deficiencies, typically drainage-related, which tend to shorten the useful life of a gravel surface.

Based on the 2016 Roads Needs Study, the 2017 Asset Management Plan sets the average capital need for gravel resurfacing at $1.45M per year. The actual capital expenditure required, however, will fluctuate somewhat from year to year. Given this expected annual need for gravel resurfacing, staff estimate $300K per year is needed on average to address gravel road rehabilitation needs in advance of resurfacing. The Road Lifecycle Extension capital program is designed to facilitate such preparatory work.

This report seeks direction from Council for establishing a long-term capital plan for gravel resurfacing and for augmenting the 5-Year Roads Capital Plan to include anticipated gravel road rehabilitation needs.

Rationale:

The proposed 10-Year Gravel Resurfacing Plan, attached hereto as Appendix A, and proposed $300K increase in the expenditure forecast for the Road Lifecycle Extension program are based on the following premises:

1. Inventory: The inventory of assumed gravel roads is based on the 2016 Roads Needs Study and is subject to revision as a result of legal ownership reviews, new information coming forward and service level changes (e.g. paving of a gravel road).

2. Resurfacing: Subject to strategic road section grouping to minimize tender prices and promote resurfacing continuity, the target service level is set by road section as the expected lifecycle of a 10cm gravel road surface by annual average daily traffic (AADT) bracket:
    a. AADT < 200: 10 years
    b. 200 ≤ AADT < 300: 7-8 years
    c. 300 ≤ AADT: 5 years

3. Rehabilitation: Through the Road Lifecycle Extension capital program, deficiencies are addressed as needed in advance of resurfacing so as to help ensure new road surfaces attain their expected lifecycle:
    a. Base repair
    b. Surface remediation
    c. Culvert replacement
    d. Roadside berm removal
    e. Heavy ditching
    f. Heavy brushing

4. Maintenance: Adequate annual maintenance is provided through roads operations programs so as to minimize rehabilitation and resurfacing needs and help ensure existing road surfaces attain their expected lifecycle:
    a. Calcium chloride: Average of 1.35 L/m^2/year[1]
    b. Grading: 2-4 treatments/year
    c. Gravel patching: As needed
    d. Light ditching: As needed
    e. Light brushing: As needed

As Council and staff are aware, a number of gravel roads failed during the 2016-2017 winter and subsequent thaw, while others emerged in very poor to critical condition. In some cases, gravel roads were practicably impassible, raising concerns regarding property access, emergency response and user risk.

In short, a number of the City's gravel roads deteriorated at an accelerated rate or failed simply because they lacked the strength to withstand a winter and thaw that were atypically strenuous. These are predicable symptoms of chronic underfunding in road resurfacing and lifecycle extension programs as well as road maintenance operations.

While gravel resurfacing temporarily suppresses these symptoms, new gravel road surfaces eventually succumb to the underlying causes, typically drainage-related deficiencies. This manifests as unacceptable attained service levels and risk, accelerated road surface deterioration, road surface failure and increased operating and capital cost pressures. The historical practice of masking the effects underlying gravel road deficiencies with gravel resurfacing is

[1] This has been proposed in the 2018 operating budget as per Council Resolution CR2017-642.

unsustainable, and it is hence incumbent upon the City to find a responsible solution.

Council has already taken the following significant steps toward making the City's gravel road system sustainable:

1. Gravel Resurfacing: A 2017 increase of almost $400K/year to the gravel resurfacing program to bring program expenditure nearly to the average required level.

2. Calcium Chloride: A proposed 2018 increase of more than $1.0M/year to bring the average annual application rate of calcium chloride to the required level.

3. 10-Year Financial Plan: Adoption of a long-term financial plan that enables the City to strengthen its financial position and transition to sustainability.

While these measures along with an adequate gravel resurfacing program are necessary for gravel road sustainability, they are insufficient. As already indicated, rehabilitation, where required, is critical to gravel road sustainability. If the service levels, useful lives and lifecycle costs of gravel roads are to meet expectations, deficient road sections must be rehabilitated in advance of resurfacing.

Unfortunately, many years of inadequate resurfacing, rehabilitation and maintenance of the City's gravel roads has accumulated into an estimated $4.6M backlog of gravel rehabilitation needs. Given this backlog ought to be addressed in advance resurfacing the affected roads, staff has included a 2018-2020 debenture-financed gravel rehabilitation program as a decision unit (RD1814) in the Proposed 2018 Capital Budget.

Staff is supportive of the gravel rehabilitation program decision unit, and has updated the 10-Year Financial Plan to accommodate it. However, the program is absorbable into 10-Year Financial Plan without an increase to forecasted tax increases only if it is debenture-financed. Given the scale of the program, tax levy or capital reserve financing would necessitate increases to future target tax increases. Moreover, given timing and staff resource constraints, the program is administratively manageable only if it is spread across three years or more.

The 10-Year Gravel Resurfacing Plan has been designed to accept seamless superimposition of the rehabilitation program. In large part, road sections scheduled for rehabilitation in one year are in turn scheduled for resurfacing in the next. In a small number of cases, resurfacing is scheduled for later in the planning horizon to maintain strategic road section grouping. The table below provides a summary of the plan, which is based on the detailed plan attached as Appendix A.

Summary of 10-Year Gravel Resurfacing Plan 2018-2027			
Year	**Length (Km)**	**Estimated Tonnes**	**Estimated Cost (2017$)**
2018	103.963	103,530	1,440,102
2019	89.238	100,750	1,401,433
2020	102.220	108,940	1,515,355
2021	96.172	118,070	1,642,354
2022	98.026	103,980	1,446,362
2023	90.670	93,170	1,295,995
2024	88.729	102,620	1,427,444
2025	91.646	103,350	1,437,599
2026	96.528	103,960	1,446,084
2027	100.163	107,150	1,490,457
Average	**95.735**	**104,552**	**1,454,318**

Other Alternatives Considered:

In developing the 10-Year Gravel Resurfacing Plan, staff accounted for various factors such as resurfacing history over the past decade, existing road condition, coordination with rehabilitation needs and capital program acceleration to advance the rectification of deficiencies. Combinations of these were considered by staff as options for the basis of the plan as per the table below.

Summary of Options Considered for the Basis of the 10-Year Gravel Resurfacing Plan 2018-2027						
Option Number	**Option**	**Historical Resurfacing**	**Road Condition**	**Rehabilitation Coordination**	**Even Expenditure**	**Front-Ended Expenditure**
1	Status Quo	√			√	
2	Status Quo Accelerated	√				√
3	Basic Strategic	√	√		√	
4	Basic Strategic Accelerated	√	√			√
5	Advanced Strategic	√	√	√	√	
6	Advanced Strategic Accelerated	√	√	√		√

The importance of addressing the substantial backlog in gravel road rehabilitation needs in advance of gravel resurfacing narrows the potential recommendations down to options 5 and 6. Due to constraints on staff resources to provide contract administration support, staff is specifically recommending option 5. That is, the proposed 10-Year Gravel Resurfacing Plan is based on historical resurfacing, road condition, coordination with rehabilitation and a relatively even level of annual expenditure.

Overall, the 10-Year Gravel Resurfacing Plan represents the best gravel resurfacing forecast developable by staff at this time. Like with other similar capital plans, it is designed to function as a guideline for future capital budgeting

and thus remain flexible in response to changing circumstances. The Proposed 2018 Capital Budget already incorporates the first year of the plan.

As for future gravel road rehabilitation needs not forming part of the $4.6M backlog, staff are recommending the Road Lifecycle Extension program expenditure forecast in the 5-Year Roads Capital Plan be increased by approximately $300K to enable these needs to be addressed post-2020 on an ongoing basis. If the expected service levels, useful lives and lifecycle costs of gravel roads are to meet expectations, there is no viable alternative course of action on gravel road rehabilitation.

This report does not seek Council direction respecting the $4.6M gravel road rehabilitation backlog as there is a decision unit in the Proposed 2018 Capital Budget that addresses this need.

Financial/Operation Impacts:

The average gravel resurfacing expenditure of $1.45M per year derived from the 2017 Asset Management Plan has been incorporated into the 10-Year Financial Plan. At an average expenditure of $1.45M per year, the proposed 10-Year Gravel Resurfacing Plan aligns with both these documents, and is thus within the City's ability to fund.

Similarly, the proposed $300K increase in annual expenditure for the Road Lifecycle Extension program has been incorporated into the capital budget-related updates to the 10-Year Financial Plan, namely the realignment of the capital expenditure transition period. The ongoing amount actually required for this need will be reviewed and adjusted as needed through the annual capital budget process.

The potential financial and operation impacts associated with the final recommendation of this report, if approved by Council, will be addressed through post-2018 budget processes.

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

The recommendations of this report align with the following goals of the Corporate Strategic Plan:

- Goal 1 – A Vibrant and Growing Economy: A strong gravel road system helps support commerce and economic growth.

- Goal 2 – An Exceptional Quality of Life: A strong gravel road system helps support quality of life and mobility, especially in rural areas of the City.

- Goal 3 – A Healthy Environment: A strong gravel road system helps support road safety and responsiveness of emergency vehicles.

Consultations:

Supervisor of Technical Services
Manager of Roads Operations, West
Manager of Roads Operations, East
Director of Engineering and Corporate Assets
Director of Public Works

Attachments:

Appendix A: 10-Year Gravel Resurfacing Plan

10-Year Gravel
Resurfacing Plan 201

Department Head E-Mail: jrojas@kawarthalakes.ca

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

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2018	20490	Ballyduff Rd.	West End	Porter Rd. (Manvers)	0.301	5.5	370	5,147
2018	20585	Sugar Bush Rd. (Manvers)	1.6 Km West of Janetville Rd.	Corner Rd.	1.388	4.5	1,410	19,613
2018	20595	Lifford Rd.	West End	Chipmunk Rd. (Manvers)	0.376	4.8	410	5,703
2018	20600	Lifford Rd.	Chipmunk Rd. (Manvers)	Highway #35	0.596	5.5	740	10,293
2018	20630	Lifford Rd.	Ski Hill Rd.	East End	0.101	3.5	80	1,113
2018	20705	Pigeon Creek Rd.	0.9 Km West of Janetville Rd.	0.5 Km West of Janetville Rd.	0.400	4.0	360	5,008
2018	20730	Pigeon Creek Rd.	West End	St. Mary's Rd.	0.300	4.5	300	4,173
2018	20735	Pigeon Creek Rd.	St. Mary's Rd.	East End	0.900	4.5	910	12,658
2018	20755	Mount Horeb Rd.	West End	Highway #35	0.400	3.5	320	4,451
2018	20805	Nesbitt Line	Highway #7A	Malcolm Road	1.334	5.5	1,650	22,952
2018	20810	Nesbitt Line	Malcolm Road	Sugar Bush Rd. (Manvers)	0.240	6.0	320	4,451
2018	20815	Nesbitt Line	Sugar Bush Rd. (Manvers)	St. Alban Rd. (Manvers)	1.442	6.0	1,950	27,125
2018	20820	Nesbitt Line	St. Alban Rd. (Manvers)	North End	1.200	5.0	1,350	18,779
2018	20860	Lotus Rd.	0.3 Km North of Ballyduff Rd.	Gray Rd. (Manvers)	1.206	4.6	1,250	17,388
2018	20865	Wilmont Rd.	South End	Drum Rd.	0.800	4.0	720	10,015
2018	20870	Wilmont Rd.	Drum Rd.	Telecom Rd.	1.469	5.0	1,650	22,952
2018	20875	Wilmont Rd.	Telecom Rd.	North End	0.700	5.2	820	11,406
2018	20880	Wilmont Rd.	South End	Ballyduff Rd.	0.901	5.3	1,070	14,884
2018	20885	Janetville Rd.	South End	Highway #7A	0.801	4.0	720	10,015
2018	20935	Wild Turkey Rd.	South End	Gray Rd. (Manvers)	0.400	6.0	540	7,511
2018	20940	Micro Rd.	Boundary Rd. (Manvers)	North End	0.671	6.0	910	12,658
2018	20945	Fee Rd.	South End	Pontypool Rd.	0.300	4.0	270	3,756
2018	20995	Carscadden Rd.	Pontypool Rd.	Telecom Rd.	1.440	5.5	1,780	24,760
2018	21110	Hogsback Rd.	South End	Ski Hill Rd.	0.301	4.5	300	4,173
2018	21545	George St. (Manvers)	West End	Wilson St. (Manvers)	0.061	5.2	70	974
2018	21795	O'Donnell Rd.	River Rd. (Manvers/Ops)	South End	0.150	3.0	100	1,391
2018	21800	Monty's Inn St.	River Rd. (Manvers/Ops)	West End	0.104	3.0	70	974
2018	21805	Stonefield St.	River Rd. (Manvers/Ops)	North End	0.100	3.0	70	974
2018	21905	Pondview St.	Highway #7	South End	0.190	3.0	130	1,808
2018	31920	Lindsay St. N. (Lindsay)	Pottinger St.	55m south of Daniel Court	0.169	5.0	190	2,643
2018	40785	Birch Rd. (Mariposa)	Cambray Rd.	East End	0.257	3.6	210	2,921
2018	40865	Opmar Rd.	Highway #7	Thunder Bridge Rd.	2.000	5.0	2,250	31,298
2018	40870	Opmar Rd.	Thunder Bridge Rd.	Quaker Rd.	0.757	5.0	850	11,824
2018	40875	Opmar Rd.	Quaker Rd.	Peniel Rd.	1.389	5.5	1,720	23,925
2018	40880	Opmar Rd.	Peniel Rd.	Black School Rd.	1.373	5.5	1,700	23,647
2018	40885	Opmar Rd.	Black School Rd.	Cambray Rd.	1.415	5.0	1,590	22,117
2018	40890	Goose Lake Rd.	Hartley Rd.	Fenel Rd.	2.302	5.5	2,850	39,644
2018	40895	Lorneville Rd.	Hartley Rd.	Fenel Rd.	2.246	5.0	2,530	35,192
2018	41235	Birch Point Rd. (Fenelon)	Demoe Rd.	Hollowtree Rd.	1.230	4.5	1,250	17,388
2018	41240	Birch Point Rd. (Fenelon)	Hollowtree Rd.	Glenarm Rd.	1.826	5.0	2,050	28,516
2018	41395	Wood Rd. (Fenelon)	West St. S. (Fenelon/Fenelon Falls)	Beatrice Dr.	0.514	5.0	580	8,068
2018	41400	Beatrice Dr.	Wood Rd. (Fenelon)	South End	0.216	5.0	240	3,338
2018	41410	Raby's Shore Dr.	0.6 Km North of Wood Rd. (Fenelon)	Raby St.	0.495	4.0	450	6,260
2018	41425	Jenkins Rd.	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	West St. S. (Fenelon/Fenelon Falls)	0.601	4.5	610	8,485
2018	41465	Wagar Rd.	Admiral Dr.	Gillis St.	0.136	4.0	120	1,669
2018	41475	Daytonia Beach Rd.	Long Beach Rd.	Pleasure St.	0.456	4.5	460	6,399
2018	41480	Daytonia Beach Rd.	Pleasure St.	North End	0.719	4.5	730	10,154
2018	41485	Pleasure St.	Daytonia Beach Rd.	Glenvale Dr.	0.185	5.0	210	2,921
2018	41490	Pleasure St.	Glenvale Dr.	East End	0.057	5.0	60	835
2018	41495	Glenvale Dr.	Pleasure St.	South End	0.211	4.0	190	2,643
2018	41515	Jones Ave.	Long Beach Rd.	Heron St.	0.148	4.5	150	2,087

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2018	41520	Jones Ave.	Heron St.	Heron St.	0.202	4.5	200	2,782
2018	41525	Heron St.	Jones Ave.	Jones Ave.	0.106	4.0	100	1,391
2018	41610	Country Lane (Fenelon)	Naylor Rd.	Long Beach Rd.	1.178	4.5	1,190	16,553
2018	41615	Country Lane (Fenelon)	Long Beach Rd.	Highway #35	1.767	4.5	1,790	24,899
2018	41625	Naylor Rd.	Strawberry St.	Country Lane (Fenelon)	1.126	4.5	1,140	15,857
2018	41710	Green St. E.	Murray St. (Fenelon Falls)	East End	0.153	3.5	120	1,669
2018	50730	Pasture Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	North End	0.075	5.0	80	1,113
2018	50865	Kennedy Bay Rd.	Elder St.	North End	0.125	5.0	140	1,947
2018	50950	Sherwin Rd.	Heights Rd.	East End	0.922	5.0	1,040	14,466
2018	50955	January Lane	Sturgeon Rd. (Emily/Verulam)	West End	1.401	4.5	1,420	19,752
2018	50960	Bristol Rd.	Sturgeon Rd. (Emily/Verulam)	East End	1.041	4.0	940	13,075
2018	51985	Berry Lane	Ranch Rd.	Manchester Trail	0.084	4.0	80	1,113
2018	51990	Manchester Trail	Berry Lane	North End	0.161	4.0	140	1,947
2018	52460	Wilderness Park Rd.	Main St.	East End	0.360	3.5	280	3,895
2018	61115	Acrevale Rd.	Highway #7	Grassy Rd.	1.432	5.0	1,610	22,395
2018	61185	Lawson Court (Emily)	Scenic Hill Rd.	West End	0.157	6.2	220	3,060
2018	61315	Bayside St.	Westview Dr. (Emily)	Kenedon Dr.	0.280	4.5	280	3,895
2018	61720	Mill St. S. (Omemee)	Rutland St. E.	Mary St. E. (Omemee)	0.097	4.0	90	1,252
2018	61755	Sturgeon Rd. S. (Omemee)	Rutland St. E.	South End	0.080	3.5	60	835
2018	70000	Hartley Rd.	0.1 Km North of Robinson Ave.	Portage Rd.	0.807	6.0	1,090	15,162
2018	70535	Palestine Rd.	Simcoe St. (Eldon/Mariposa)	Farms Rd.	1.242	4.0	1,120	15,579
2018	70555	Palestine Rd.	Sandringham Rd.	Moor Rd. (Eldon)	1.383	4.5	1,400	19,474
2018	70560	Palestine Rd.	Moor Rd. (Eldon)	Kirkfield Rd.	1.549	4.5	1,570	21,839
2018	70830	Newman Dr. (Eldon)	Smith St. (Eldon)	King St. (Eldon)	0.112	4.0	100	1,391
2018	70835	Newman Dr. (Eldon)	King St. (Eldon)	K.L. Rd. 46 (Eldon/Mariposa)	0.116	4.0	100	1,391
2018	70840	Smith St. (Eldon)	Newman Dr. (Eldon)	Lorneville Rd.	0.158	4.0	140	1,947
2018	70845	King St. (Eldon)	Newman Dr. (Eldon)	South End	0.051	4.0	50	696
2018	70855	Tower Rd. (Eldon)	Kirkfield Rd.	East End	0.220	6.0	300	4,173
2018	70900	Robinson Ave.	Hartley Rd.	East End	0.713	6.5	1,040	14,466
2018	70920	Riley Lane	Elm Tree Rd.	1.0 Km East of Elm Tree Rd.	1.001	4.5	1,010	14,049
2018	70925	Riley Lane	1.0 Km East of Elm Tree Rd.	Birch Point Rd. (Fenelon)	0.302	5.0	340	4,729
2018	70930	Riley Lane	Birch Point Rd (Fenelon)	Birchwood Lane (Fenelon)	0.157	4.0	140	1,947
2018	70935	Whitetail Rd.	Killarney Bay Rd.	Balsam Grove Rd. (Fenelon)	1.396	5.0	1,570	21,839
2018	70940	Whitetail Rd.	Balsam Grove Rd. (Fenelon)	Kagawong Rd.	1.597	5.0	1,800	25,038
2018	70945	Whitetail Rd.	Kagawong Rd.	Country Lane (Fenelon)	1.356	4.5	1,370	19,057
2018	70990	Otter Rd. (Bexley/Fenelon)	Rockway Trail	Omega Rd.	0.104	4.0	90	1,252
2018	71210	Bayview Rd. (Fenelon)	Highway #35	South End	0.575	4.0	520	7,233
2018	71317	Cranberry Lake Rd.	Rohallion Rd.	Scott Rd.	3.000	3.0	2,030	28,237
2018	71385	Lift Lock Rd. W.	Kirkfield Rd.	Deer Run Lane	1.195	4.5	1,210	16,831
2018	71410	Lift Lock Rd. E.	Rocky Ridge Rd.	East End	0.864	3.0	580	8,068
2018	71480	Hillcrest Ave.	Portage Rd.	North End	0.339	4.0	310	4,312
2018	80545	Rutherford Rd.	Sturgeon Point Rd.	North End	0.377	4.0	340	4,729
2018	80615	Hawthorne Lane	Hickory Beach Rd.	West End	0.336	3.0	230	3,199
2018	80630	Hickory Beach Rd.	South End	Sandy Point Rd.	0.174	5.0	200	2,782
2018	80730	Crimson Lane	Bayview Estate Rd. (Verulam)	East End	0.063	3.0	40	556
2018	80850	Cosh's Rd.	K.L. Rd. 8 (Fenelon/Verulam)	South End	0.220	4.0	200	2,782
2018	80875	Gold St.	Blythe Shore Rd.	West End	0.145	3.0	100	1,391
2018	80880	Silver St. (Fenelon)	Blythe Shore Rd.	West End	0.146	3.0	100	1,391
2018	80885	Crystal St.	Blythe Shore Rd.	West End	0.156	3.0	110	1,530
2018	80890	Bronze St.	Blythe Shore Rd.	West End	0.060	3.0	40	556
2018	80905	Dunbar Dr.	K.L. Rd. 30 (Verulam)	North End	0.343	4.0	310	4,312

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2018	80915	Cable Rd.	0.6 Km West of K.L. Rd. 8 (Fenelon/Verulam)	West End	0.359	4.0	320	4,451
2018	80950	Providence Rd.	K.L. Rd. 8 (Fenelon/Verulam)	North End	2.826	5.0	3,180	44,234
2018	81030	Treeview Line	St. Alban's Rd. (Verulam)	Cosh's Rd.	1.461	5.0	1,640	22,812
2018	81085	Lamb's Rd. (Verulam)	Cedar Tree Rd. (Verulam)	North End	0.960	5.0	1,080	15,023
2018	81090	Hughes Rd. (Verulam)	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	East End	0.624	4.0	560	7,790
2018	81095	Rosco Lane	Bury's Green Rd.	West End	0.119	4.5	120	1,669
2018	81255	Fell's Point Rd.	Moorings Dr.	West End	0.432	3.0	290	4,034
2018	81260	Fell's Bay Rd.	Northline Rd.	Fell's Point Rd.	0.770	4.0	690	9,598
2018	81265	Moorings Dr.	Fell's Point Rd.	0.3 Km North of Fell's Point Rd.	0.304	6.0	410	5,703
2018	81270	Moorings Dr.	0.3 Km North of Fell's Point Rd.	2.0 Km West of Fell's Point Rd.	2.002	4.5	2,030	28,237
2018	81275	Moorings Dr.	2.0 Km West of Fell's Point Rd.	South End	1.307	6.0	1,760	24,482
2018	81300	Potters Rd.	Somerville 3rd Concession	Suggitt Rd.	0.012	4.0	10	139
2018	81305	Potters Rd.	Suggitt Rd.	Somerville 2nd Concession	1.350	4.0	1,220	16,970
2018	81310	Potters Rd.	Somerville 2nd Concession	South End	0.347	4.0	310	4,312
2018	81315	Suggitt Rd.	Potters Rd.	South End	2.130	3.5	1,680	23,369
2018	81320	Somerville 2nd Concession	Ledge Hill Rd.	East End	0.263	3.0	180	2,504
2018	81480	River Bend Dr. (Somerville)	Burnt River Rd.	Reed Blvd. (Somerville)	0.348	5.0	390	5,425
2018	81485	Woodfield Dr. (Somerville)	Burnt River Rd.	Coronation Dr.	0.119	4.5	120	1,669
2018	81490	Woodfield Dr. (Somerville)	Coronation Dr.	Fur Court	0.380	4.5	380	5,286
2018	81495	Woodfield Dr. (Somerville)	Fur Court	East End	0.262	4.5	270	3,756
2018	81500	Fur Court	Woodfield Dr. (Somerville)	North End	0.083	4.0	70	974
2018	81505	Coronation Dr.	Woodfield Dr. (Somerville)	South End	0.161	3.5	130	1,808
2018	81510	Somerville Centre Rd.	Burnt River Rd.	West End	0.079	5.0	90	1,252
2018	81760	The Avenue	Crego St.	West End	0.306	4.0	280	3,895
2018	90810	Lewisham Lane	Black River Rd. (Dalton)	North End	0.510	3.0	340	4,729
2018	91010	Powell Lane (Bexley)	French Settlement Rd.	East End	0.100	2.0	50	696
2018	91015	Bexley/Laxton Township Line	K.L. Rd. 41 (Bexley/Laxton)	Thistle Trail	0.220	3.0	150	2,087
2018	91020	Thistle Trail	Bexley/Laxton Township Line	North End	0.236	2.5	130	1,808
2018	91050	Curls Rd.	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon/Laxton)	East End	2.301	2.5	1,290	17,944
2018	91055	Honeysuckle Rd.	K.L. Rd. 41 (Bexley/Laxton)	West End	1.361	2.5	770	10,711
2018	91060	Deer Lake Rd.	Bexley/Laxton Township Line	Tumbleweed Rd.	1.877	4.5	1,900	26,429
2018	91065	Deer Lake Rd.	Tumbleweed Rd.	Mockingbird Lane	1.367	4.5	1,380	19,196
2018	91070	Deer Lake Rd.	Mockingbird Lane	Monck Rd.	1.945	4.5	1,970	27,403
2018	91075	Tumbleweed Rd.	Deer Lake Rd.	North End	0.565	3.0	380	5,286
2018	91135	Grozell Rd.	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon/Laxton)	East End	0.770	4.0	690	9,598
2018	91140	Ripley's Way	Monck Rd.	North End	2.279	2.0	1,030	14,327
2018	91155	Suter Dr.	Monck Rd.	Dewberry Lane	0.119	3.5	90	1,252
2018	91160	Suter Dr.	Dewberry Lane	Digby/Laxton Boundary Rd.	1.199	3.5	940	13,075
2018	91165	Dewberry Lane	Suter Dr.	South End	0.115	2.5	60	835
2018	91170	Laxton Township 4th Line	Monck Rd.	Douglas Dr.	0.315	3.5	250	3,478
2018	91175	Laxton Township 4th Line	Douglas Dr.	Bailey Dr.	0.220	3.5	170	2,365
2018	91180	Laxton Township 4th Line	Bailey Dr.	Monck Rd.	0.455	3.5	360	5,008
2018	91205	Laxton Township 5th Line	Monck Rd.	Sunset Beach Rd.	0.579	3.0	390	5,425
2018	91405	Little Bay Dr. (Laxton)	Pine Ridge Rd. (Laxton)	East End	0.234	4.0	210	2,921
2018	91420	High Point Lane	High Point Rd.	South End	0.250	4.5	250	3,478
2018	91425	Benson Blvd. (Laxton)	Highway #35	Vern Court	0.378	4.5	380	5,286
2018	91430	Benson Blvd. (Laxton)	Vern Court	East End	0.248	3.0	170	2,365
2018	91435	Vern Court	Benson Blvd. (Laxton)	North End	0.263	3.0	180	2,504
2018	91440	Bexley/Laxton Township Line	Highway #35	Porter Lane (Laxton)	0.213	4.0	190	2,643
2018	91445	Bexley/Laxton Township Line	Porter Lane (Laxton)	East End	0.159	4.0	140	1,947
2018	91460	Kelvin Rock Rd.	Highway #35	East End	0.403	4.0	360	5,008

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2019	10465	Ramsey Rd.	Valentia Rd.	East End	0.972	4.5	980	13,632
2019	10475	Zion Rd.	400 Metres east of Simcoe Street	Fingerboard Rd.	2.667	5.5	3,300	45,903
2019	10480	Zion Rd.	Fingerboard Rd.	Beacroft Rd.	3.051	5.5	3,780	52,580
2019	10485	Zion Rd.	Beacroft Rd.	Eldon Rd. (Mariposa)	3.051	5.6	3,840	53,414
2019	10490	Zion Rd.	Eldon Rd. (Mariposa)	Valentia Rd.	3.040	6.0	4,100	57,031
2019	10495	Zion Rd.	Valentia Rd.	East End	0.841	5.0	950	13,215
2019	10500	Ranch Rd. (Mariposa)	Beacroft Rd.	Eldon Rd. (Mariposa)	3.051	5.0	3,430	47,711
2019	11540	Edward St.	Church St. (Mariposa)	East End	0.050	5.0	60	835
2019	20310	Boundary Rd. (Manvers)	0.3 Km East of Highway #115	Micro Rd.	1.150	6.0	1,550	21,561
2019	20315	Boundary Rd. (Manvers)	Micro Rd.	Sandaraska Rd.	1.181	6.0	1,590	22,117
2019	20320	Boundary Rd. (Manvers)	Sandaraska Rd.	East End	0.988	5.2	1,160	16,136
2019	20345	Sandy Hook Rd.	0.8 Km East of John St. (Mariposa)	3.8 Km East of John St. (Mariposa)	3.000	6.0	4,050	56,336
2019	20360	Drum Rd.	Manvers/Scugog Townline	Wilmont Rd.	2.963	6.0	4,000	55,640
2019	20380	Telecom Rd.	Manvers/Scugog Townline	East End	0.838	4.0	750	10,433
2019	20385	Telecom Rd.	Wilmont Rd.	Highway #35	2.993	5.5	3,700	51,467
2019	20485	Ballyduff Rd.	1.0 Km East of Highway #35	Wild Turkey Rd.	1.381	4.0	1,240	17,248
2019	20765	Manvers/Scugog Townline	Manvers/Clarington Town Line	Drum Rd.	0.278	5.6	350	4,869
2019	20770	Manvers/Scugog Townline	Drum Rd.	Mount Joy Road	1.188	6.0	1,600	22,256
2019	20775	Manvers/Scugog Townline	Mount Joy Road	Telecom Rd.	0.333	6.0	450	6,260
2019	20780	Manvers/Scugog Townline	Telecom Rd.	Devitt's Rd.	1.105	6.0	1,490	20,726
2019	20910	Chipmunk Rd. (Manvers)	Lifford Rd.	Bethany Hills Rd.	1.441	5.0	1,620	22,534
2019	20915	Chipmunk Rd. (Manvers)	Bethany Hills Rd.	Fleetwood Rd. (Manvers)	1.395	5.0	1,570	21,839
2019	20920	Chipmunk Rd. (Manvers)	Fleetwood Rd. (Manvers)	Pigeon Creek Rd.	1.463	6.0	1,980	27,542
2019	20925	Chipmunk Rd. (Manvers)	Pigeon Creek Rd.	Golf Course Rd.	1.457	6.0	1,970	27,403
2019	20930	Chipmunk Rd. (Manvers)	Golf Course Rd.	North End	0.201	4.0	180	2,504
2019	21010	Porter Rd. (Manvers)	Highway #7A	2.5 Km North of Highway #7A	2.300	6.0	3,110	43,260
2019	21955	Heights Rd.	0.4 Km North of Mount Horeb Rd.	Crosswind Rd.	0.735	5.2	860	11,963
2019	40700	Black School Rd.	Simcoe St. (Eldon/Mariposa)	K.L. Rd. 46 (Eldon/Mariposa)	3.065	6.0	4,140	57,587
2019	40800	Dukelow Rd.	Linden Valley Rd.	Woodville Rd.	1.349	4.0	1,210	16,831
2019	40830	White Rock Rd.	The Glen Rd.	Linden Valley Rd.	1.328	5.0	1,490	20,726
2019	40835	White Rock Rd.	Linden Valley Rd.	Woodville Rd.	1.356	4.5	1,370	19,057
2019	40937	Kingfisher Ln.	Fenel Rd.	West Bay Blvd.	2.300	4.5	2,330	32,410
2019	41010	Duke St. (Woodville)	King St. (Woodville)	South End	0.100	5.0	110	1,530
2019	41273	Cedar Villa Rd.	Highway #35	West End	0.500	3.0	340	4,729
2019	41275	Country Lane (Fenelon)	Highway #35	Powles Rd. (Fenelon)	2.563	4.7	2,710	37,696
2019	41280	Country Lane (Fenelon)	Powles Rd. (Fenelon)	Glenarm Rd.	4.676	5.5	5,790	80,539
2019	41285	Russett Rd.	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	Johnston Rd.	1.999	4.0	1,800	25,038
2019	41290	Jubbs Shore Rd.	Highway #35	Sackitt Rd.	0.346	4.0	310	4,312
2019	41295	Sackitt Rd.	South End	Jubbs Shore Rd.	0.168	4.0	150	2,087
2019	41300	Sackitt Rd.	Jubbs Shore Rd.	North End	0.041	4.0	40	556
2019	41305	Response St.	K.L. Rd. 8 (Fenelon/Verulam)	North End	0.185	4.0	170	2,365
2019	41310	Gardiner Rd. (Fenelon)	K.L. Rd. 8 (Fenelon/Verulam)	Gardiner Shore Ave. (Fenelon)	0.113	4.0	100	1,391
2019	41315	Gardiner Shore Ave. (Fenelon)	West End	Gardiner Rd. (Fenelon)	0.299	3.0	200	2,782
2019	41320	Gardiner Shore Ave. (Fenelon)	Gardiner Rd. (Fenelon)	East End	0.217	3.0	150	2,087
2019	41325	Byrnell Ave.	K.L. Rd. 8 (Fenelon/Verulam)	Grove Rd.	0.187	4.0	170	2,365
2019	41330	Redwing Ave. (Fenelon)	K.L. Rd. 8 (Fenelon/Verulam)	Oriole Rd.	0.059	3.5	50	696
2019	41335	Oriole Rd.	West End	Redwing Ave. (Fenelon)	0.082	2.5	50	696
2019	41340	Oriole Rd.	Redwing Ave. (Fenelon)	Bass St.	0.230	2.5	130	1,808
2019	41345	Bass St.	K.L. Rd. 8 (Fenelon/Verulam)	Oriole Rd.	0.201	3.5	160	2,226
2019	41347	Oriole Rd.	K.L. Rd. 8 (Fenelon/Verulam)	North End	0.009	4.0	10	139
2019	50940	Heights Rd.	Four Points Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	2.468	5.0	2,780	38,670

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2019	50945	Heights Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	North End	2.222	5.0	2,500	34,775
2019	50990	Shoreview Rd. (Emily)	Settlement Rd.	Pigeon Lake Rd.	1.685	4.5	1,710	23,786
2019	51445	Fulton Dr.	Fall's Bay Rd.	North End	0.336	3.0	230	3,199
2019	60420	Lilac Rd. (Ops)	0.1 Km North of Highway #7	Peace Rd.	1.889	3.0	1,280	17,805
2019	60425	Lilac Rd. (Ops)	Peace Rd.	Tracey's Hill Rd.	3.110	4.0	2,800	38,948
2019	60430	Lilac Rd. (Ops)	Tracey's Hill Rd.	Brookview Rd.	1.236	4.5	1,250	17,388
2019	60435	Lilac Rd. (Ops)	Brookview Rd.	Pigeon Lake Rd.	1.860	4.5	1,880	26,151
2019	60810	St. Luke's Rd.	Heights Rd.	Esker Rd.	1.149	5.0	1,290	17,944
2019	60815	St. Luke's Rd.	Esker Rd.	0.4 Km West of Sturgeon Rd. (Emily/Verulam)	1.903	6.0	2,570	35,749
2019	70000	Hartley Rd.	0.1 Km North of Robinson Ave.	Portage Rd.	0.807	6.0	1,090	15,162
2019	80980	St. Alban's Rd. (Verulam)	Cedar Tree Rd. (Verulam)	North End	1.003	4.0	900	12,519
2019	81350	Somerville 3rd Concession	Ledge Hill Rd.	Hyler Line	1.899	3.8	1,620	22,534
2019	90555	Deverell Lane	Lake Dalrymple Rd.	South End	0.344	2.5	190	2,643
2019	90695	Turner Rd. (Dalton)	Monck Rd.	Monck Rd.	1.187	2.0	530	7,372
2019	91130	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon/Laxton)	Monck Rd.	Grozell Rd.	1.654	4.0	1,490	20,726
2020	10855	Station Rd. (Mariposa)	Cresswell Rd.	Farmstead Rd.	1.564	4.5	1,580	21,978
2020	11110	Westview Ave. (Mariposa)	Verna Dr.	South End	0.100	7.0	160	2,226
2020	11270	Taylor's Rd. (Mariposa)	Cresswell Rd.	Farmstead Rd.	1.370	4.5	1,390	19,335
2020	11275	Taylor's Rd. (Mariposa)	Farmstead Rd.	Highway #7	1.352	5.0	1,520	21,143
2020	11395	Taylor St. (Mariposa)	Highway #7	South End	0.100	4.0	90	1,252
2020	20660	Fleetwood Rd. (Manvers)	West End	Janetville Rd	2.400	6.0	3,240	45,068
2020	20670	Fleetwood Rd. (Manvers)	1.1 Km East of Janetville Rd.	Chipmunk Rd. (Manvers)	1.913	7.0	3,010	41,869
2020	20675	Fleetwood Rd. (Manvers)	Chipmunk Rd. (Manvers)	Highway #35	0.568	5.5	700	9,737
2020	20700	Fleetwood Rd. (Manvers)	Ski Hill Rd.	Franklin Dr.	0.300	4.0	270	3,756
2020	21810	Stoney Creek Rd.	Highway #35	0.4 Km West of Highway #35	0.400	5.5	500	6,955
2020	21815	Stoney Creek Rd.	0.4 Km West of Highway #35	South End	2.095	5.2	2,450	34,080
2020	21820	Tower Rd. (Ops)	Mount Horeb Rd.	Star Hill Rd.	2.152	6.5	3,150	43,817
2020	21825	Tower Rd. (Ops)	Star Hill Rd.	0.9 Km North of Star Hill Rd.	0.883	5.0	990	13,771
2020	21835	Tower Rd. (Ops)	1.4 Km North of Star Hill Rd.	Highway #35	0.944	5.0	1,060	14,745
2020	21840	Star Hill Rd.	Tower Rd. (Ops)	Hillhead Rd.	1.424	3.5	1,120	15,579
2020	21850	Crosswind Rd.	Post Rd.	Old Mill Rd.	1.413	4.5	1,430	19,891
2020	21855	Crosswind Rd.	Old Mill Rd.	Lilac Rd. (Ops)	1.385	5.0	1,560	21,700
2020	21860	Crosswind Rd.	Lilac Rd. (Ops)	Heights Rd.	0.895	5.0	1,010	14,049
2020	41225	Blackbird Rd.	Peniel Rd.	Cambray Rd.	2.853	5.0	3,210	44,651
2020	41250	Robin Rd.	Highway #35	Cambray Rd.	0.385	4.0	350	4,869
2020	41255	Robin Rd.	Cambray Rd.	North End	0.700	4.0	630	8,763
2020	50965	Rabbit Run	Centreline Rd.	East End	1.587	4.5	1,610	22,395
2020	50970	Mustang Dr.	Heights Rd.	Sturgeon Rd. (Emily/Verulam)	3.493	5.0	3,930	54,666
2020	50975	Mustang Dr.	Sturgeon Rd. (Emily/Verulam)	East End	1.490	4.5	1,510	21,004
2020	51255	How's Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	Birch Point Rd. (Fenelon)	0.552	4.0	500	6,955
2020	51260	Birch Point Rd. (Verulam)	K.L. Rd. 36 (Fenelon/Ops/Verulam)	How's Rd.	0.327	4.5	330	4,590
2020	51265	Birch Point Rd. (Verulam)	How's Rd.	South End	0.653	4.5	660	9,181
2020	51865	Birch Point Rd. (Verulam)	K.L. Rd. 36 (Fenelon/Ops/Verulam)	Beatty's Rd.	2.753	4.5	2,790	38,809
2020	51870	Birch Point Rd. (Verulam)	Beatty's Rd.	K.L. Rd. 24 (Verulam)	1.407	4.5	1,420	19,752
2020	51875	Beatty's Rd.	Scotch Line Rd.	300m east of Scotch Line Road	0.300	5.0	340	4,729
2020	51876	Beatty's Rd.	300m east of Scotch Line Road	Birch Point Rd. (Verulam)	1.075	5.0	1,210	16,831
2020	51880	Beatty's Rd.	Birch Point Rd. (Verulam)	K.L. Rd. 36 (Fenelon/Ops/Verulam)	1.513	5.0	1,700	23,647
2020	51975	Ranch Rd. (Verulam)	K.L. Rd. 36 (Fenelon/Ops/Verulam)	Berry Lane	1.799	4.5	1,820	25,316
2020	51980	Ranch Rd. (Verulam)	Berry Lane	North End	0.216	4.0	190	2,643
2020	60325	Wheatfield Rd.	0.7 Km West of Post Rd.	Post Rd.	0.701	4.5	710	9,876
2020	60330	Vince Jones Rd.	Post Rd.	Settlers Rd.	1.404	4.5	1,420	19,752

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2020	60335	Brookview Rd.	Settlers Rd.	Lilac Rd. (Ops)	1.396	4.5	1,410	19,613
2020	60340	Brookview Rd.	Lilac Rd. (Ops)	Heights Rd.	0.873	4.5	880	12,241
2020	61895	Wheatfield Rd.	Fieldside Rd.	0.7 Km East of Fieldside Rd.	0.669	4.0	600	8,346
2020	70500	Lorneville Rd.	0.2 Km East of K.L. Rd. 46 (Eldon/Mariposa)	Windmere Rd.	1.147	5.5	1,420	19,752
2020	70505	Lorneville Rd.	Windmere Rd.	Prospect Rd.	1.381	5.5	1,710	23,786
2020	70510	Lorneville Rd.	Prospect Rd.	Sandringham Rd.	1.366	5.5	1,690	23,508
2020	70515	Lorneville Rd.	Sandringham Rd.	Grasshill Rd.	1.337	5.0	1,500	20,865
2020	70520	Lorneville Rd.	Grasshill Rd.	Kirkfield Rd.	1.602	5.0	1,800	25,038
2020	70525	Lorneville Rd.	Kirkfield Rd.	Sandhills Rd.	1.529	5.0	1,720	23,925
2020	70950	Pearn's Rd.	Country Lane (Fenelon)	Highway #35	1.488	4.5	1,510	21,004
2020	70955	School Rd. (Fenelon)	Elm Tree Rd.	Omega Rd.	1.345	5.0	1,510	21,004
2020	70960	School Rd. (Fenelon)	Omega Rd.	Hardwood St.	0.757	5.0	850	11,824
2020	71055	Omega Rd.	Otter Rd. (Bexley/Fenelon)	North End	0.195	3.0	130	1,808
2020	71060	Bona Vista Dr.	Otter Rd. (Bexley/Fenelon)	Ridge Dr. (Bexley)	0.110	4.0	100	1,391
2020	71065	Bona Vista Dr.	Ridge Dr. (Bexley)	Cedar Ave. (Bexley)	0.157	4.0	140	1,947
2020	71070	Cedar Ave. (Bexley)	West End	Bona Vista Dr.	0.213	3.5	170	2,365
2020	71075	Cedar Ave. (Bexley)	Bona Vista Dr.	Ridge Dr. (Bexley)	0.482	3.5	380	5,286
2020	71080	Ridge Dr. (Bexley)	Bona Vista Dr.	Cedar Ave. (Bexley)	0.466	4.5	470	6,538
2020	71085	Ridge Dr. (Bexley)	Cedar Ave. (Bexley)	Maple Ave. (Bexley)	1.534	4.5	1,550	21,561
2020	71090	Maple Ave. (Bexley)	Otter Rd. (Bexley/Fenelon)	Ridge Dr. (Bexley)	0.903	4.0	810	11,267
2020	71095	Maple Ave. (Bexley)	Ridge Dr. (Bexley)	North End	0.203	4.0	180	2,504
2020	71100	Hardwood St.	School Rd. (Fenelon)	0.3 Km North of School Rd. (Fenelon)	0.300	5.0	340	4,729
2020	71105	Hardwood St.	0.3 Km North of School Rd. (Fenelon)	1.2 Km South of Otter Rd. (Bexley/Fenelon)	0.352	5.0	400	5,564
2020	71120	Jasper Dr.	Omega Rd.	School Rd. (Fenelon)	1.334	4.0	1,200	16,692
2020	71140	Iris Dr.	Killarney Bay Rd.	West End	1.200	4.0	1,080	15,023
2020	71165	Romany Ranch Rd.	Balsam Grove Rd. (Fenelon)	West End Turnaround	1.333	4.5	1,350	18,779
2020	71195	Country Lane (Fenelon)	Glenarm Rd.	Whitetail Rd.	1.480	4.5	1,500	20,865
2020	71200	Country Lane (Fenelon)	Whitetail Rd.	Pearn's Rd.	0.615	4.5	620	8,624
2020	80965	Fairbairn Rd.	Cedar Tree Rd. (Verulam)	Bury's Green Rd.	4.520	4.0	4,070	56,614
2020	80975	St. Alban's Rd. (Verulam)	Treeview Line	Cedar Tree Rd. (Verulam)	3.161	5.5	3,910	54,388
2020	81070	Cedar Tree Rd. (Verulam)	Fairbairn Rd.	St. Alban's Rd. (Verulam)	1.424	5.0	1,600	22,256
2020	81545	Pinery Rd. (Somerville)	Burnt River Rd.	Winchester Dr.	5.048	5.0	5,680	79,009
2020	81560	Pinery Rd. (Somerville)	Somerville 11th Concession	Monck Rd.	2.801	4.5	2,840	39,504
2020	91000	Dorosz Lane	Bexley/Laxton Township Line	South End	0.710	3.5	560	7,790
2020	91080	Mockingbird Lane	Deer Lake Rd.	South End	0.601	3.0	410	5,703
2020	91085	Laxton Township 8th Line	Monck Rd.	South End	0.401	3.0	270	3,756
2020	91090	Otter Lane (Laxton)	Bexley/Laxton Township Line	Laxton South 1/4 Line	1.978	4.0	1,780	24,760
2020	91095	Laxton South 1/4 Line	Highway #35	Otter Lane (Laxton)	1.021	4.0	920	12,797
2020	91100	Laxton South 1/4 Line	Otter Lane (Laxton)	West End	0.931	3.5	730	10,154
2020	91105	Laxton Township 5th Line	Monck Rd.	South End	0.309	3.0	210	2,921
2020	91110	Rush Lake Rd.	K.L. Rd. 41 (Bexley/Laxton)	Greenwood Rd. (Laxton)	0.246	3.5	190	2,643
2020	91115	Greenwood Rd. (Laxton)	Rush Lake Rd.	South End	0.842	3.0	570	7,929
2020	91120	Locust Lane	Rush Lake Rd.	North End	0.176	4.0	160	2,226
2020	91125	Digby/Laxton Boundary Rd.	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon/Laxton)	Monck Rd.	6.489	5.0	7,300	101,543
2020	91300	Elliot Falls Rd.	Highway #35	East End	0.259	4.0	230	3,199
2020	91625	Shadow Lake Rd. #40	Lime St.	North End	0.185	3.0	120	1,669
2020	91670	Coldstream Rd.	Bridge St.	West End	0.115	4.0	100	1,391
2020	91695	Tartan St.	Bridge St.	West End	0.132	3.5	100	1,391
2020	91700	Lila St. (Fenelon/Somerville)	Bridge St.	West End	0.189	3.5	150	2,087
2020	91705	Belvedere Rd.	Bridge St.	North End	0.129	3.5	100	1,391
2020	91720	Osprey Lane	Kirkfield Rd.	South End	0.320	5.0	360	5,008

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2021	10900	Barry's Rd.	Highway #7	South End	0.500	4.0	450	6,260
2021	10930	White Rock Rd.	Royal Oak Rd.	Salem Rd.	1.392	5.0	1,570	21,839
2021	10935	White Rock Rd.	Salem Rd.	Cresswell Rd.	1.384	5.0	1,560	21,700
2021	10940	White Rock Rd.	Cresswell Rd.	Farmstead Rd.	1.400	5.0	1,580	21,978
2021	10945	White Rock Rd.	Farmstead Rd.	Highway #7	1.386	5.0	1,560	21,700
2021	40675	Peniel Rd.	Simcoe St. (Eldon/Mariposa)	K.L. Rd. 46 (Eldon/Mariposa)	3.053	5.0	3,430	47,711
2021	41000	Elm St. (Woodville)	Beech St. (Woodville)	South End	0.057	6.5	80	1,113
2021	41090	Thunder Bridge Rd.	Opmar Rd.	Elm Tree Rd.	1.309	5.0	1,470	20,448
2021	41100	Peniel Rd.	Elm Tree Rd.	Blackbird Rd.	1.100	4.7	1,160	16,136
2021	41105	Peniel Rd.	Blackbird Rd.	Monarch Rd.	0.281	4.7	300	4,173
2021	41115	Pine St. (Fenelon)	Elm Tree Rd.	Cambray Rd.	0.211	4.5	210	2,921
2021	41120	North St. (Fenelon)	Cambray Rd.	Elm Tree Rd.	0.325	4.2	310	4,312
2021	41125	Chamber's Rd.	Fenel Rd.	1.2 Km East of Fenel Rd.	1.272	5.0	2,150	29,907
2021	41135	Chamber's Rd.	Elm Tree Rd.	Hall's Rd.	1.204	5.5	2,610	36,305
2021	41140	Chamber's Rd.	Hall's Rd.	Killarney Bay Rd.	0.200	5.5	440	6,120
2021	41160	Islay Rd.	Fenel Rd.	Elm Tree Rd.	1.497	5.0	2,940	40,895
2021	41165	Islay Rd.	Elm Tree Rd.	Birch Point Rd. (Fenelon)	1.218	5.0	2,400	33,384
2021	41170	Demoe Rd.	Birch Point Rd. (Fenelon)	Killarney Bay Rd.	1.399	4.5	1,420	19,752
2021	41175	Powles Rd. (Fenelon)	Cameron Rd. (Fenelon)	Country Lane (Fenelon)	1.308	5.5	2,430	33,801
2021	41180	Powles Rd. (Fenelon)	Country Lane (Fenelon)	Highway #35	1.358	5.5	2,520	35,053
2021	41185	Hollowtree Rd.	Birch Point Rd. (Fenelon)	Killarney Bay Rd.	1.377	5.0	1,550	21,561
2021	41195	Johnston Rd.	Highway #35	Russett Rd.	1.570	4.5	1,590	22,117
2021	41200	Johnston Rd.	Russett Rd.	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	0.877	4.5	890	12,380
2021	41230	Hall's Rd.	Cambray Rd.	Chamber's Rd.	3.073	5.0	3,460	48,129
2021	51070	Settlement Rd.	Pigeon Lake Rd.	Shoreview Rd. (Emily)	1.546	4.5	1,570	21,839
2021	51075	Settlement Rd.	Shoreview Rd. (Emily)	King's Wharf Rd. (Emily)	1.425	4.5	1,440	20,030
2021	51080	Settlement Rd.	King's Wharf Rd. (Emily)	Colony Rd.	1.431	5.0	1,610	22,395
2021	51185	Colony Rd.	Pigeon Lake Rd.	East End	0.812	5.0	910	12,658
2021	51250	Scotch Line Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	South End	2.108	4.0	1,900	26,429
2021	60846	Spen Haven Rd.	St. Luke's Rd.	Southside Rd.	1.000	4.5	1,010	14,049
2021	60847	Northside Rd.	Spen Haven Rd.	North End	0.180	4.5	180	2,504
2021	60848	Southside Rd.	Spen Haven Rd.	South End	0.350	4.5	350	4,869
2021	60880	Sibley Ave. (Emily)	North Limit of Omemee	Beaver Rd. (Emily)	0.800	5.5	990	13,771
2021	70605	Eldon Station Rd.	Prospect Rd.	Sandringham Rd.	1.336	5.5	1,650	22,952
2021	70610	Eldon Station Rd.	Sandringham Rd.	Rockview Rd.	1.405	5.0	1,580	21,978
2021	70615	Eldon Station Rd.	Rockview Rd.	Kirkfield Rd.	1.536	5.0	1,730	24,064
2021	70620	Eldon Station Rd.	Kirkfield Rd.	Creek View Rd.	1.467	5.0	1,980	27,542
2021	70625	Eldon Station Rd.	Creek View Rd.	Hartley Rd.	1.004	4.5	1,220	16,970
2021	70630	Eldon Station Rd.	Hartley Rd.	Fenel Rd.	2.136	4.5	2,590	36,027
2021	70700	Windmere Rd.	Glenarm Rd.	North End	0.652	5.5	810	11,267
2021	70765	Moor Rd. (Eldon)	South End	Palestine Rd.	0.053	3.0	40	556
2021	70770	Moor Rd. (Eldon)	Palestine Rd.	North End	0.790	3.0	530	7,372
2021	70825	Autumn Lane (Eldon)	Palestine Rd.	North End	0.400	4.5	550	7,651
2021	80955	Walker's Rd.	Cedar Tree Rd. (Verulam)	Bury's Green Rd.	3.859	4.5	7,820	108,776
2021	81290	Somerville 2nd Concession	Potters Rd.	Northline Rd.	1.864	4.0	1,680	23,369
2021	81295	Somerville 2nd Concession	Northline Rd.	East End	0.756	4.0	680	9,459
2021	81360	Somerville 3rd Concession	Schell Line	K.L. Rd. 49 (Somerville/Verulam)	1.840	4.0	1,660	23,091
2021	81365	Schell Line	Bury's Green Rd.	1.7 Km North of Bury's Green Rd.	1.701	3.0	1,150	15,997
2021	81370	Schell Line	1.7 Km North of Bury's Green Rd.	Somerville 3rd Concession	1.085	4.0	980	13,632
2021	81375	Hopkins Line (Somerville)	Bury's Green Rd.	North End	1.299	4.0	1,170	16,275
2021	81385	Hyler Line	1.2 Km North of Bury's Green Rd.	Somerville 3rd Concession	1.478	3.0	1,000	13,910

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2021	81390	Ledge Hill Rd.	Bury's Green Rd.	Somerville 2nd Concession	1.280	4.8	3,450	47,990
2021	81395	Ledge Hill Rd.	Somerville 2nd Concession	Somerville 3rd Concession	1.352	4.8	3,650	50,772
2021	81400	Ledge Hill Rd.	Somerville 3rd Concession	Somerville 5th Concession	2.550	5.4	7,750	107,803
2021	81410	Wrex Rd.	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	0.993	4.6	1,030	14,327
2021	81700	Station Rd. (Somerville)	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	West End	0.130	6.0	180	2,504
2021	90600	McNabb Rd.	Avery Point Rd.	School House Rd. (Carden)	1.542	5.2	1,800	25,038
2021	90605	McNabb Rd.	School House Rd. (Carden)	Day Dr.	1.230	5.2	1,440	20,030
2021	90735	Oxby Lane	Sadowa Rd.	East End	0.419	3.0	280	3,895
2021	90740	Kett Rd.	Sadowa Rd.	Rama/Dalton Boundary Rd.	1.505	4.5	1,520	21,143
2021	90755	Gardner Dr. (Dalton)	Rama/Dalton Boundary Rd.	East End	1.033	2.5	580	8,068
2021	91185	Douglas Dr.	Laxton Township 4th Line	East End	0.301	3.0	200	2,782
2021	91190	Bailey Dr.	Laxton Township 4th Line	Chester Lane	0.174	2.5	100	1,391
2021	91195	Bailey Dr.	Chester Lane	East End	0.201	2.5	110	1,530
2021	91200	Chester Lane	Bailey Dr.	South End	0.330	2.5	190	2,643
2021	91240	Hilton's Point Rd. (Laxton)	Beechnut Rd. (Laxton)	Laxton Township 8th Line	0.684	6.0	920	12,797
2021	91245	Hilton's Point Rd. (Laxton)	Laxton Township 8th Line	Sugar Bush Rd. (Laxton)	0.301	6.0	410	5,703
2021	91250	Hilton's Point Rd. (Laxton)	Sugar Bush Rd. (Laxton)	Acorn Rd.	1.761	6.0	2,380	33,106
2021	91255	Hilton's Point Rd. N. (Digby/Laxton)	Acorn Rd.	Hilton's Point Rd. W. (Laxton)	2.242	5.0	2,520	35,053
2021	91260	Hilton's Point Rd. N. (Digby/Laxton)	Hilton's Point Rd. W. (Laxton)	Perry Lane (Digby)	1.367	3.0	920	12,797
2021	91265	Sugar Bush Rd. (Laxton)	Hilton's Point Rd. (Laxton)	North End	1.810	4.0	1,630	22,673
2021	91270	Laxton Township 8th Line	Monck Rd.	Hilton's Point Rd. (Laxton)	2.393	3.3	1,780	24,760
2021	91275	Beechnut Rd. (Laxton)	Hilton's Point Rd. (Laxton)	North End	0.427	3.0	290	4,034
2021	91280	Laxton Township 10th Line	Highway #35	North End	1.001	4.0	900	12,519
2021	91290	Laxton/Lutterworth Boundary Rd.	Highway #35	West End	0.101	3.0	70	974
2021	91295	Laxton/Lutterworth Boundary Rd.	Highway #35	East End	0.201	2.5	110	1,530
2021	91717	Star Rd.	South Fork Dr.	West End	0.180	4.0	160	2,226
2021	91718	Indian Point Rd.	Grandy Rd.	South End	7.600	4.0	6,840	95,144
2022	20510	Gray Rd. (Manvers)	Yelverton Rd.	Lotus Rd.	1.228	6.0	1,660	23,091
2022	20515	Gray Rd. (Manvers)	Lotus Rd.	Century Farm Rd.	1.797	5.5	2,220	30,880
2022	20520	Gray Rd. (Manvers)	West End	Highway #35	0.700	4.0	630	8,763
2022	21040	Col. William Lane	South End	Solanum Way	0.400	3.0	270	3,756
2022	21045	Glamorgan Rd.	South End	Sandaraska Rd.	1.500	2.0	680	9,459
2022	21050	Glamorgan Rd.	Sandaraska Rd.	700m N of Sandaraska Road	0.709	5.0	800	11,128
2022	21065	Glamorgan Rd.	Pontypool Rd.	0.5 Km North of Pontypool Rd.	0.500	6.0	680	9,459
2022	21075	Dranoel Rd.	Railway Crossing	Syer Line	1.748	6.0	2,360	32,828
2022	21080	Dranoel Rd.	Syer Line	Highway #7A	1.625	6.0	2,190	30,463
2022	21900	Hillhead Rd.	River Rd. (Manvers/Ops)	North End	0.200	4.5	200	2,782
2022	21925	Old Mill Rd.	Mount Horeb Rd.	Crosswind Rd.	3.108	5.0	3,500	48,685
2022	21930	Old Mill Rd.	Crosswind Rd.	Highway #7	3.103	4.5	3,140	43,677
2022	60850	Esker Rd.	Beaver Rd. (Emily)	Fox Rd. (Emily)	1.429	5.0	1,610	22,395
2022	60855	Esker Rd.	Fox Rd. (Emily)	Peace Rd.	1.541	5.0	1,730	24,064
2022	60860	Esker Rd.	Peace Rd.	Shamrock Rd.	1.424	5.5	1,760	24,482
2022	60865	Esker Rd.	Shamrock Rd.	Tracey's Hill Rd.	1.467	5.5	1,820	25,316
2022	60870	Esker Rd.	Tracey's Hill Rd.	St. Luke's Rd.	1.329	6.0	1,790	24,899
2022	70750	Sandringham Rd.	Glenarm Rd.	Palestine Rd.	3.122	5.5	3,860	53,693
2022	70755	Sandringham Rd.	Palestine Rd.	Eldon Station Rd.	3.121	5.5	3,860	53,693
2022	70760	Grasshill Rd.	Woodville Rd.	Lorneville Rd.	3.059	5.0	3,440	47,850
2022	70775	Rockview Rd.	Eldon Station Rd.	Eldon Landfill Site Entrance	3.112	4.8	3,360	46,738
2022	70780	Rockview Rd.	Eldon Landfill Site Entrance	Portage Rd.	1.900	5.8	2,480	34,497
2022	71440	Wylie Rd.	McNamee Rd.	1.3 Km North of McNamee Rd.	1.300	3.5	1,020	14,188
2022	71450	Fitzgerald Lane	Kirkfield Rd.	North End	0.994	3.0	670	9,320

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2022	71485	Patrick St.	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon/Laxton)	West End	0.117	4.0	110	1,530
2022	81630	Burke Rd.	Somerville 11th Concession	Cowpath Trail	1.411	3.0	950	13,215
2022	81635	Flintrock Rd.	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	West End	0.724	3.5	570	7,929
2022	81640	Boundary Rd. (Somerville)	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	Davis Lake Road	3.351	5.0	9,420	131,032
2022	81645	Boundary Rd. (Somerville)	Davis Lake Road	West End	0.409	4.0	920	12,797
2022	81650	Shadow Lake Rd. #26	Base Line Rd.	West End	0.431	3.0	290	4,034
2022	81665	Sticky Lane	Base Line Rd.	South End	0.254	3.0	170	2,365
2022	90460	Warnica Dr.	Highway #35	East End	0.165	6.0	220	3,060
2022	90465	Wrenhaven Rd.	Highway #35	McNevan Dr.	1.662	4.0	1,500	20,865
2022	90470	Wrenhaven Rd.	McNevan Dr.	Lakebreeze Rd. (Fenelon)	0.190	3.0	130	1,808
2022	90475	Wrenhaven Rd.	Lakebreeze Rd. (Fenelon)	Miller Rd. (Fenelon)	0.457	3.0	310	4,312
2022	90480	McNevan Dr.	Wrenhaven Rd.	Miller Rd. (Fenelon)	0.061	3.0	40	556
2022	90485	McNevan Dr.	Miller Rd. (Fenelon)	North End	0.721	3.0	490	6,816
2022	90490	Miller Rd. (Fenelon)	McNevan Dr.	Wrenhaven Rd.	0.135	3.0	90	1,252
2022	90495	Lakebreeze Rd. (Fenelon)	Wrenhaven Rd.	0.6 Km South of Wrenhaven Rd.	0.601	2.5	340	4,729
2022	90540	McCrackin Ave.	Lake Dalrymple Rd.	1.4 West of Lake Dalrymple Rd.	1.400	3.5	1,100	15,301
2022	90560	Alvar Rd.	Sugar Bush Rd. (Carden)	Wylie Rd.	4.110	3.0	2,770	38,531
2022	90565	Alvar Rd.	Wylie Rd.	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon/Laxton)	4.020	3.0	2,710	37,696
2022	90590	Graham Lane (Carden)	Avery Point Rd.	South End	0.127	3.5	100	1,391
2022	90610	School House Rd. (Carden)	Kirkfield Rd.	McNabb Rd.	0.630	5.0	710	9,876
2022	90615	School House Rd. (Carden)	McNabb Rd.	East End	0.326	3.0	220	3,060
2022	90680	Dartmoor Rd.	Lake Dalrymple Rd.	MacKenzie Rd. (Dalton)	2.842	4.0	2,560	35,610
2022	90685	Dartmoor Rd.	MacKenzie Rd. (Dalton)	East End	0.977	2.5	550	7,651
2022	90690	MacKenzie Rd. (Dalton)	Dartmoor Rd.	Monck Rd.	1.307	3.0	880	12,241
2022	90715	Spruce Lane	Rama/Dalton Boundary Rd.	Spring Lane (Dalton)	0.112	4.2	110	1,530
2022	90720	Spring Lane (Dalton)	Spruce Lane	North End	0.100	3.8	90	1,252
2022	90730	Dwinnell Lane	Sadowa Rd.	South End	0.227	3.0	150	2,087
2022	90760	Eldridge Lane	Sadowa Rd.	South End	0.052	2.0	20	278
2022	90765	Morton Lane	Chisholm Trail	1.4 Km East of Chisholm Trail	1.401	4.5	1,670	23,230
2022	90770	Morton Lane	1.4 Km East of Chisholm Trail	East End	0.865	3.5	880	12,241
2022	90775	Amon Dr.	Chisholm Trail	East End	0.416	2.8	260	3,617
2022	90780	Brooks Lane (Dalton)	Chisholm Trail	Birch Lane (Dalton)	0.193	2.5	110	1,530
2022	90785	Brooks Lane (Dalton)	Birch Lane (Dalton)	West End	0.157	3.0	110	1,530
2022	90790	Birch Lane (Dalton)	Brooks Lane (Dalton)	North End	0.171	3.0	120	1,669
2022	90860	South Mountain Rd.	Blanchard's Rd.	Raven Lake Rd.	1.668	4.0	1,500	20,865
2022	90865	South Mountain Rd.	Raven Lake Rd.	Portage Rd.	0.154	4.0	140	1,947
2022	90935	Horseshoe Cres.	North Bay Dr.	North Bay Dr.	0.373	3.0	250	3,478
2022	90940	Doyle Rd.	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon/Laxton)	North Mountain Rd.	5.848	4.0	5,260	73,167
2022	90945	Doyle Rd.	North Mountain Rd.	North End	0.699	4.0	630	8,763
2022	90950	Maritime Rd.	Portage Rd.	1.3 Km North of Portage Rd.	1.301	5.0	1,460	20,309
2022	90955	Maritime Rd.	1.3 Km North of Portage Rd.	North End	0.545	4.5	550	7,651
2022	90980	North Mountain Rd.	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon/Laxton)	Doyle Rd.	2.771	5.5	3,430	47,711
2022	90985	North Mountain Rd.	Doyle Rd.	0.3 Km West of K.L. Rd. 41 (Bexley/Laxton)	1.105	5.5	1,370	19,057
2022	91025	Bexley/Laxton Township Line	K.L. Rd. 41 (Bexley/Laxton)	Dorosz Lane	0.174	4.5	180	2,504
2022	91030	Bexley/Laxton Township Line	Dorosz Lane	Deer Lake Rd.	2.596	4.5	2,630	36,583
2022	91035	Bexley/Laxton Township Line	Deer Lake Rd.	French Settlement Rd.	1.513	4.5	1,530	21,282
2022	91040	Bexley/Laxton Township Line	French Settlement Rd.	Otter Lane (Laxton)	3.940	4.5	3,990	55,501
2022	91150	Baker Blvd. (Digby)	Digby/Laxton Boundary Rd.	1.6 North of Digby/Laxton Boundary Rd.	1.601	4.5	1,620	22,534
2022	91225	Acorn Rd.	Laxton Township 6th Line	Hilton's Point Rd. (Laxton)	1.368	4.5	1,390	19,335
2022	91285	Miriam Dr.	Longford Rd.	1.8 Km East of Longford Rd.	1.832	4.0	1,650	22,952
2023	10520	Cricket Hollow Rd.	Valentia Rd.	Opmar Rd.	1.960	4.5	1,980	27,542

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2023	11310	Opmar Rd.	Cricket Hollow Rd.	Little Britain Rd.	1.328	3.5	1,050	14,606
2023	11600	Cross Creek Rd.	Elm Tree Rd.	Monarch Rd.	1.397	5.0	1,570	21,839
2023	11630	Monarch Rd.	Cross Creek Rd.	Little Britain Rd.	3.088	5.0	3,470	48,268
2023	11635	Monarch Rd.	Little Britain Rd.	Dew Drop Inn Rd.	3.077	5.0	3,460	48,129
2023	20350	Sandy Hook Rd.	3.8 Km East of John St. (Mariposa)	Pontypool Rd.	1.486	5.0	1,670	23,230
2023	20355	Sandaraska Rd.	West End	Glamorgan Rd.	1.124	5.3	1,340	18,639
2023	20545	Weston Rd.	Glengarry Rd.	East End	0.428	6.0	580	8,068
2023	20555	Newry Rd.	Yelverton Rd.	East End	0.716	3.0	480	6,677
2023	20560	Elevator Rd.	West End	Highway #35	0.100	6.0	140	1,947
2023	20570	Forgotten Lane	Highway #7A	East End	0.275	4.5	280	3,895
2023	20580	Sugar Bush Rd. (Manvers)	Nesbitt Line	0.7 Km East of Nesbitt Line	0.701	4.5	710	9,876
2023	20640	Bethany Hills Rd.	Chipmunk Rd. (Manvers)	Highway #35	0.575	4.5	580	8,068
2023	20645	Bethany Hills Rd.	Highway #35	St. Mary's Rd.	2.997	5.0	3,370	46,877
2023	20650	Bethany Hills Rd.	St. Mary's Rd.	East End	0.801	4.0	720	10,015
2023	20745	Golf Course Rd.	Highway #35	St. Mary's Rd.	3.206	6.0	4,330	60,230
2023	20765	Manvers/Scugog Townline	Manvers/Clarington Town Line	Drum Rd.	0.278	5.6	350	4,869
2023	20770	Manvers/Scugog Townline	Drum Rd.	Mount Joy Road	1.188	6.0	1,600	22,256
2023	20775	Manvers/Scugog Townline	Mount Joy Road	Telecom Rd.	0.333	6.0	450	6,260
2023	20780	Manvers/Scugog Townline	Telecom Rd.	Devitt's Rd.	1.105	6.0	1,490	20,726
2023	21020	Old Mill Rd.	South End	Fleetwood Rd. (Manvers)	0.900	4.0	810	11,267
2023	21025	Old Mill Rd.	Fleetwood Rd. (Manvers)	Pigeon Creek Rd.	1.448	6.0	1,950	27,125
2023	21030	Old Mill Rd.	Pigeon Creek Rd.	North End	1.101	4.0	990	13,771
2023	21035	Old Mill Rd.	South End	Mount Horeb Rd.	0.250	4.0	230	3,199
2023	21810	Stoney Creek Rd.	Highway #35	0.4 Km West of Highway #35	0.400	5.5	500	6,955
2023	21815	Stoney Creek Rd.	0.4 Km West of Highway #35	South End	2.095	5.2	2,450	34,080
2023	50655	Post Rd.	Cheese Factory Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	2.290	4.5	2,320	32,271
2023	50660	Settlers Rd.	South End	Cheese Factory Rd.	1.876	3.5	1,480	20,587
2023	50665	Settlers Rd.	Cheese Factory Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	2.326	4.5	2,360	32,828
2023	51295	Kenstone Beach Rd.	Colony Rd.	Steeles Line	3.376	4.5	3,420	47,572
2023	51300	Kenstone Beach Rd.	Steeles Line	0.6 Km South of K.L. Rd. 36 (Fenelon/Ops/Verulam)	2.038	4.8	2,200	30,602
2023	60590	Mount Nebo Rd.	Hayes Line	Meadowview Rd.	1.445	5.5	1,790	24,899
2023	60595	Mount Nebo Rd.	Meadowview Rd.	Cottingham Rd. (Emily)	1.815	5.5	2,250	31,298
2023	61100	Sunrise Rd. (Emily)	Frank Hill Rd.	Boundary Rd. (Emily)	1.053	4.5	1,070	14,884
2023	61105	Sunrise Rd. (Emily)	Boundary Rd. (Emily)	South End	0.194	4.5	200	2,782
2023	70740	Sandringham Rd.	Woodville Rd.	Lorneville Rd.	3.104	5.8	4,050	56,336
2023	70745	Sandringham Rd.	Lorneville Rd.	Glenarm Rd.	3.027	6.0	4,090	56,892
2023	71175	Kagawong Rd.	Glenarm Rd.	Whitetail Rd.	1.756	5.0	1,980	27,542
2023	71180	Kagawong Rd.	Whitetail Rd.	Elysian Fields	2.569	5.0	2,890	40,200
2023	71185	Kagawong Rd.	Elysian Fields	Camp St.	0.021	5.0	20	278
2023	80935	Bulmer's Rd.	Cedar Tree Rd. (Verulam)	Bury's Green Rd.	3.842	5.0	4,320	60,091
2023	81465	Somerville 5th Concession	Highway #35	Northline Rd.	2.983	5.0	3,360	46,738
2023	81470	Somerville 7th Concession	Northline Rd.	Merrydale Dr.	1.265	4.0	1,140	15,857
2023	81540	Hemlock Dr. (Somerville)	Island Dr. (Somerville)	Woodworth Dr.	0.724	5.0	810	11,267
2023	81565	Union Creek Rd.	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	West End	0.615	3.0	420	5,842
2023	81570	Somerville 9th Concession	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	1.3 Km West of K.L. Rd. 121 (Fenelon/Somerville/Verulam)	1.313	4.0	1,180	16,414
2023	81575	Somerville 9th Concession	1.3 Km West of K.L. Rd. 121 (Fenelon/Somerville/Verulam)	West End	2.901	3.0	1,960	27,264
2023	90090	Black River Rd. (Dalton)	Chisholm Trail	Housey's Rapids Rd.	3.127	4.0	2,810	39,087
2023	90795	Black River Rd. (Dalton)	Chisholm Trail	Lewisham Lane	2.159	4.0	1,940	26,985
2023	90800	Black River Rd. (Dalton)	Lewisham Lane	Farm House Entrance	5.953	3.0	4,020	55,918
2023	90805	Black River Rd. (Dalton)	Farm House Entrance	Longford Reserve	6.013	3.0	4,060	56,475
2023	91410	High Point Rd.	Shadow Lake Rd. # 3	High Point Lane	0.418	4.0	380	5,286

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2023	91415	High Point Rd.	High Point Lane	North End	0.110	4.0	100	1,391
2024	10910	Beacroft Rd.	Ramsey Rd.	Zion Rd.	1.358	5.0	1,530	21,282
2024	10915	Beacroft Rd.	Zion Rd.	Ranch Rd. (Mariposa)	1.410	5.0	1,590	22,117
2024	10920	Beacroft Rd.	Ranch Rd. (Mariposa)	Little Britain Rd.	0.134	5.5	170	2,365
2024	40680	Peniel Rd.	K.L. Rd. 46 (Eldon/Mariposa)	White Rock Rd.	3.048	5.0	3,430	47,711
2024	40750	Linden Valley Rd.	Simcoe St. (Eldon/Mariposa)	McIndoos Cemetery Rd.	0.627	5.0	710	9,876
2024	40755	Linden Valley Rd.	McIndoos Cemetery Rd.	English Rd. (Mariposa/Woodville)	1.214	5.0	1,370	19,057
2024	40760	Linden Valley Rd.	English Rd. (Mariposa/Woodville)	K.L. Rd. 46 (Eldon/Mariposa)	1.221	5.0	1,370	19,057
2024	40765	Linden Valley Rd.	K.L. Rd. 46 (Eldon/Mariposa)	Dukelow Rd.	1.830	6.0	2,470	34,358
2024	40770	Linden Valley Rd.	Dukelow Rd.	White Rock Rd.	1.226	6.0	1,660	23,091
2024	40775	Linden Valley Rd.	White Rock Rd.	Eldon Rd. (Mariposa)	3.051	5.2	3,570	49,659
2024	40780	Linden Valley Rd.	Eldon Rd. (Mariposa)	Cambray Rd.	2.560	4.8	2,760	38,392
2024	40790	McIndoos Cemetery Rd.	The Glen Rd.	Linden Valley Rd.	1.328	4.2	1,250	17,388
2024	40795	English Rd. (Mariposa/Woodville)	Linden Valley Rd.	0.2 Km South of Woodville Rd.	1.147	4.5	1,160	16,136
2024	40925	Fenel Rd.	Chamber's Rd.	Lorneville Rd.	1.865	5.0	2,100	29,211
2024	40930	Fenel Rd.	Lorneville Rd.	Islay Rd.	0.205	5.0	230	3,199
2024	40935	Fenel Rd.	Islay Rd.	Glenarm Rd.	3.005	5.5	3,720	51,745
2024	41175	Powles Rd. (Fenelon)	Cameron Rd. (Fenelon)	Country Lane (Fenelon)	1.308	5.5	1,620	22,534
2024	41180	Powles Rd. (Fenelon)	Country Lane (Fenelon)	Highway #35	1.358	5.5	1,680	23,369
2024	41260	Mark Rd. (Fenelon)	Chamber's Rd.	0.3 Km South of Hollowtree Rd.	4.133	6.0	5,580	77,618
2024	41530	Ranchers Rd.	Long Beach Rd.	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	3.577	5.0	4,020	55,918
2024	51270	Bellamy Rd.	Colony Rd.	North End	1.131	4.5	1,150	15,997
2024	61135	Bethel Rd.	Grassy Rd.	Valley Rd.	1.366	5.5	1,690	23,508
2024	61140	Bethel Rd.	Valley Rd.	Yankee Line	2.092	5.5	2,590	36,027
2024	61145	Loop Line	Highway #7	Bethel Rd.	1.200	3.5	950	13,215
2024	61266	Beach Rd.	Kenedon Rd.	North End	0.066	4.5	70	974
2024	61650	Distillery St. E.	Queen St. S. (Omemee)	East End	0.278	4.0	250	3,478
2024	70530	Lorneville Rd.	Sandhills Rd.	Hartley Rd.	0.700	5.0	790	10,989
2024	70670	Farms Rd.	Woodville Rd.	Lorneville Rd.	3.097	6.0	4,180	58,144
2024	70680	Farms Rd.	1.4 Km North of Palestine Rd.	Eldon Station Rd.	1.654	5.0	1,860	25,873
2024	70685	Farms Rd.	Eldon Station Rd.	Portage Rd.	2.876	5.0	3,240	45,068
2024	70690	Windmere Rd.	Woodville Rd.	Lorneville Rd.	3.074	5.0	3,460	48,129
2024	70695	Windmere Rd.	Lorneville Rd.	Glenarm Rd.	3.096	5.0	3,480	48,407
2024	70785	Sandhills Rd.	Woodville Rd.	Lorneville Rd.	3.114	5.0	3,500	48,685
2024	70790	Sandhills Rd.	Lorneville Rd.	Glenarm Rd.	3.199	5.0	3,600	50,076
2024	70795	Creek View Rd.	Glenarm Rd.	Palestine Rd.	3.039	5.5	3,760	52,302
2024	70800	Creek View Rd.	Palestine Rd.	Eldon Station Rd.	3.114	4.5	3,150	43,817
2024	71195	Country Lane (Fenelon)	Glenarm Rd.	Whitetail Rd.	1.480	4.5	2,250	31,298
2024	71200	Country Lane (Fenelon)	Whitetail Rd.	Pearn's Rd.	0.615	4.5	740	10,293
2024	71415	McNamee Rd.	Kirkfield Rd.	Wylie Rd.	0.183	5.5	230	3,199
2024	71420	McNamee Rd.	Wylie Rd.	Shrike Rd.	1.370	5.5	1,700	23,647
2024	71425	McNamee Rd.	Shrike Rd.	Victoria Rd. (Bexley/Carden/Dalton/Digby/Eldon/Laxton)	2.591	5.5	3,210	44,651
2024	81005	Devitt's Rd.	Irwin's Rd.	Prescott Rd.	1.849	5.0	2,080	28,933
2024	81010	Devitt's Rd.	Prescott Rd.	Lyle's Line	1.250	5.0	1,410	19,613
2024	81015	Devitt's Rd.	Lyle's Line	Bury's Green Rd.	1.150	5.0	1,290	17,944
2024	81075	Irwin's Rd.	Devitt's Rd.	Oliver's Rd. (Verulam)	1.330	5.5	1,650	22,952
2024	81080	Irwin's Rd.	Oliver's Rd. (Verulam)	K.L. Rd. 49 (Somerville/Verulam)	1.304	5.0	1,470	20,448
2024	81100	Prescott Rd.	Devitt's Rd.	West End	0.724	3.0	490	6,816
2024	81105	Lyle's Line	Devitt's Rd.	West End	0.726	3.5	570	7,929
2024	90075	Chisholm Trail	Eldridge Lane	Amon Dr.	4.282	5.0	4,820	67,046
2024	90080	Chisholm Trail	Amon Dr.	Brooks Lane (Dalton)	0.036	4.8	40	556

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2024	90085	Chisholm Trail	Brooks Lane (Dalton)	Black River Rd. (Dalton)	0.216	4.8	230	3,199
2024	90550	Sugar Bush Rd. (Carden)	Alvar Rd.	Lake Dalrymple Rd.	0.922	3.5	730	10,154
2025	10585	Cresswell Rd.	Eldon Rd. (Mariposa)	Taylor's Rd. (Mariposa)	2.416	5.0	2,720	37,835
2025	10590	Cresswell Rd.	Taylor's Rd. (Mariposa)	Bush Rd. (Mariposa)	0.605	5.3	720	10,015
2025	20420	Waite Rd.	Highway #35	East End	1.700	4.5	1,720	23,925
2025	20500	Ballyduff Rd.	1.3 Km East of Porter Rd. (Manvers)	East End	1.600	6.0	2,160	30,046
2025	20525	Gray Rd (Manvers)	Wild Turkey Rd.	Pit Rd.	0.614	6.0	830	11,545
2025	20530	Gray Rd (Manvers)	Pit Rd.	2.1 Km East of Pit Rd.	2.101	4.6	2,170	30,185
2025	20535	Gray Rd (Manvers)	2.1 Km East of Pit Rd.	Porter Rd. (Manvers)	1.565	5.0	1,760	24,482
2025	20670	Fleetwood Rd. (Manvers)	1.1 Km East of Janetville Rd.	Chipmunk Rd. (Manvers)	1.913	7.0	3,010	41,869
2025	20675	Fleetwood Rd. (Manvers)	Chipmunk Rd. (Manvers)	Highway #35	0.568	5.5	700	9,737
2025	20950	Pit Rd.	Gray Rd. (Manvers)	Highway #7A	1.226	6.0	1,660	23,091
2025	20965	Beers Rd.	0.4 Km North of Highway #7A	Lifford Rd.	2.682	6.0	3,620	50,354
2025	21010	Porter Rd. (Manvers)	Highway #7A	2.5 Km North of Highway #7A	2.300	6.0	3,110	43,260
2025	40645	Quaker Rd.	Simcoe St. (Eldon/Mariposa)	K.L. Rd. 46 (Eldon/Mariposa)	3.060	4.5	3,100	43,121
2025	40650	Quaker Rd.	K.L. Rd. 46 (Eldon/Mariposa)	White Rock Rd.	3.041	4.0	2,740	38,113
2025	40655	Quaker Rd.	White Rock Rd.	Eldon Rd. (Mariposa)	3.045	4.0	2,740	38,113
2025	40670	Quaker Rd.	Eden Rd.	Opmar Rd.	1.930	5.0	2,170	30,185
2025	40830	White Rock Rd.	The Glen Rd.	Linden Valley Rd.	1.328	5.0	1,490	20,726
2025	40835	White Rock Rd.	Linden Valley Rd.	Woodville Rd.	1.356	4.5	1,370	19,057
2025	40850	Eden Rd.	Quaker Rd.	Peniel Rd.	1.389	6.0	1,880	26,151
2025	40855	Eden Rd.	Peniel Rd.	Black School Rd.	1.393	6.0	1,880	26,151
2025	40860	Eden Rd.	Black School Rd.	The Glen Rd.	1.380	6.0	1,860	25,873
2025	40865	Opmar Rd.	Highway #7	Thunder Bridge Rd.	2.000	5.0	2,250	31,298
2025	40870	Opmar Rd.	Thunder Bridge Rd.	Quaker Rd.	0.757	5.0	850	11,824
2025	40875	Opmar Rd.	Quaker Rd.	Peniel Rd.	1.389	5.5	1,720	23,925
2025	40880	Opmar Rd.	Peniel Rd.	Black School Rd.	1.373	5.5	1,700	23,647
2025	40885	Opmar Rd.	Black School Rd.	Cambray Rd.	1.415	5.0	1,590	22,117
2025	40890	Goose Lake Rd.	Hartley Rd.	Fenel Rd.	2.302	5.5	2,850	39,644
2025	40895	Lorneville Rd.	Hartley Rd.	Fenel Rd.	2.246	5.0	2,530	35,192
2025	51085	Perdue Rd.	Pigeon Lake Rd.	Pigeon Lake Rd.	0.901	4.0	810	11,267
2025	51310	Odessa Rd.	K.L. Rd. 36 (Fenelon/Ops/Verulam)	K.L. Rd. 36 (Fenelon/Ops/Verulam)	0.340	4.5	340	4,729
2025	60660	Orange Corners Rd.	Meadowview Rd.	Cottingham Rd. (Emily)	1.479	5.5	1,830	25,455
2025	60665	Orange Corners Rd.	Cottingham Rd. (Emily)	Highway #7	1.412	5.5	1,750	24,343
2025	60725	Beaver Rd. (Emily)	Heights Rd.	Esker Rd.	1.468	5.0	1,650	22,952
2025	60730	Beaver Rd. (Emily)	Esker Rd.	Sibley Ave. (Emily)	0.872	5.0	980	13,632
2025	60735	Beaver Rd. (Emily)	Sibley Ave. (Emily)	Sturgeon Rd. (Emily/Verulam)	1.187	4.5	1,200	16,692
2025	60745	Fox Rd. (Emily)	Esker Rd.	Sturgeon Rd. (Emily/Verulam)	2.066	4.5	2,090	29,072
2025	60750	Fox Rd. (Emily)	Sturgeon Rd. (Emily/Verulam)	East End	1.191	4.0	1,070	14,884
2025	61035	Grassy Rd.	Emily Park Rd.	Bethel Rd.	3.532	4.5	3,580	49,798
2025	61130	Bethel Rd.	1.2 Km North of Highway #7	Grassy Rd.	0.255	5.5	320	4,451
2025	61180	Scenic Hill Rd.	Valley Rd.	Lawson Court (Emily)	0.842	4.5	850	11,824
2025	61355	Windmill Rd.	Frank Hill Rd.	West End	0.401	3.5	320	4,451
2025	61380	Boundary Rd. (Emily)	Yankee Line	South End	0.564	4.5	570	7,929
2025	70000	Hartley Rd.	0.1 Km North of Robinson Ave.	Portage Rd.	0.807	6.0	1,090	15,162
2025	70705	Centennial Park Rd.	Palestine Rd.	Eldon Station Rd.	3.108	4.0	2,800	38,948
2025	70710	Centennial Park Rd.	Eldon Station Rd.	Portage Rd.	4.470	5.0	5,030	69,967
2025	70720	Prospect Rd.	Lorneville Rd.	Glenarm Rd.	3.055	6.0	4,120	57,309
2025	70725	Prospect Rd.	Glenarm Rd.	Palestine Rd.	3.050	5.0	3,430	47,711
2025	70730	Prospect Rd.	Palestine Rd.	Eldon Station Rd.	3.175	5.0	3,570	49,659
2025	70735	Prospect Rd.	Eldon Station Rd.	Portage Rd.	4.882	5.0	5,490	76,366

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2025	90870	Raven Lake Rd.	South Mountain Rd.	North End	1.203	4.0	1,080	15,023
2025	90895	Lakeview Cottage Rd. (Bexley)	Balsam Lake Dr. (Bexley)	South End	1.469	5.0	1,650	22,952
2025	90995	North Mountain Rd.	K.L. Rd. 41 (Bexley/Laxton)	East End	1.223	3.0	830	11,545
2026	10460	Elm Tree Rd.	West End	Valentia Rd.	0.986	4.5	1,000	13,910
2026	10865	Fingerboard Rd.	Ramsey Rd.	Zion Rd.	1.352	5.0	1,520	21,143
2026	10870	Fingerboard Rd.	Zion Rd.	Little Britain Rd.	1.420	5.2	1,660	23,091
2026	10875	Fingerboard Rd.	Little Britain Rd.	Royal Oak Rd.	1.391	5.2	1,630	22,673
2026	10880	Fingerboard Rd.	Royal Oak Rd.	Salem Rd.	1.413	5.0	1,590	22,117
2026	10885	Fingerboard Rd.	Salem Rd.	Cresswell Rd.	1.391	5.0	1,560	21,700
2026	10890	Fingerboard Rd.	Cresswell Rd.	Farmstead Rd.	1.409	5.5	1,740	24,203
2026	10895	Fingerboard Rd.	Farmstead Rd.	Highway #7	1.390	5.5	1,720	23,925
2026	11255	Davidson Rd.	Little Britain Rd.	North End	0.434	6.0	590	8,207
2026	11265	Bush Rd.	Cresswell Rd.	Salem Rd.	1.365	5.0	1,540	21,421
2026	11270	Taylor's Rd. (Mariposa)	Cresswell Rd.	Farmstead Rd.	1.370	4.5	1,390	19,335
2026	11275	Taylor's Rd. (Mariposa)	Farmstead Rd.	Highway #7	1.352	5.0	1,520	21,143
2026	11305	Sand Bar Rd.	Elm Tree Rd.	North End	1.521	4.0	1,370	19,057
2026	11595	Cross Creek Rd.	Elm Tree Rd.	West End	0.200	3.5	160	2,226
2026	11605	Cross Creek Rd.	Monarch Rd.	Bridle Rd.	1.375	4.5	1,390	19,335
2026	11610	Cross Creek Rd.	Bridle Rd.	East End	0.800	4.0	720	10,015
2026	20575	Twigg Rd	Highway #35	East End	0.900	5.0	1,010	14,049
2026	20635	St. Alban Rd.	Nesbitt Line	Janetville Rd.	2.980	6.0	4,020	55,918
2026	20740	Pigeon Creek Rd.	Old Mill Rd.	East End	0.864	4.5	870	12,102
2026	20905	Edgewood Rd.	Highway #35	Highway #7A	0.920	4.0	830	11,545
2026	20910	Chipmunk Rd. (Manvers)	Lifford Rd.	Bethany Hills Rd.	1.441	5.0	1,620	22,534
2026	20915	Chipmunk Rd. (Manvers)	Bethany Hills Rd.	Fleetwood Rd. (Manvers)	1.395	5.0	1,570	21,839
2026	21910	Post Rd.	South End	Confederation Rd.	0.700	3.0	470	6,538
2026	21915	Post Rd.	Confederation Rd.	Crosswind Rd.	0.368	4.5	370	5,147
2026	21920	Post Rd.	Crosswind Rd.	Highway #7	3.102	4.5	3,140	43,677
2026	40625	Skyline Rd.	Simcoe St. (Eldon/Mariposa)	K.L. Rd. 46 (Eldon/Mariposa)	2.960	5.3	3,530	49,102
2026	41090	Thunder Bridge Rd.	Opmar Rd.	Elm Tree Rd.	1.309	5.0	1,470	20,448
2026	41110	King's Lane	Elm Tree Rd.	West End	0.390	3.0	260	3,617
2026	41465	Wagar Rd.	Admiral Dr.	Gillis St.	0.136	4.0	120	1,669
2026	41475	Daytonia Beach Rd.	Long Beach Rd.	Pleasure St.	0.456	4.5	460	6,399
2026	41480	Daytonia Beach Rd.	Pleasure St.	North End	0.719	4.5	730	10,154
2026	50835	Ash Rd.	Kawartha Lakes Rd 36	South end	0.901	4.0	810	11,267
2026	51060	Alvin's Lane	Sunnywood	North End	0.200	4.0	180	2,504
2026	51065	Alvin's Lane	King's Wharf Rd.	South End	0.700	4.0	630	8,763
2026	51160	Log House Rd.	Cedar Glen Rd.	East end	0.700	4.0	630	8,763
2026	51275	Clover Dr (Verulam)	Steeles Line	South End	0.700	4.5	710	9,876
2026	60300	Breezeway Rd.	Settlers Rd.	East End	1.200	3.5	950	13,215
2026	60360	Post Rd.	Highway #7	Slanted Rd.	1.240	5.0	1,400	19,474
2026	60370	Post Rd.	Tracey's Hill Rd.	Vince Jones Rd.	1.548	5.0	1,740	24,203
2026	60375	Post Rd.	Vince Jones Rd.	Wheatfield Rd.	0.305	5.0	340	4,729
2026	60380	Post Rd.	Wheatfield Rd.	Pigeon Lake Rd.	1.242	5.0	1,400	19,474
2026	60430	Lilac Rd. (Ops)	Tracey's Hill Rd.	Brookview Rd.	1.236	4.5	1,250	17,388
2026	60435	Lilac Rd. (Ops)	Brookview Rd.	Pigeon Lake Rd.	1.860	4.5	1,880	26,151
2026	60505	Meadowview Rd.	Mount Nebo Rd.	West End	1.700	4.5	1,720	23,925
2026	60640	Farmview	South End	Meadowview Rd.	0.500	3.5	390	5,425
2026	70775	Rockview Rd.	Eldon Station Rd.	Eldon Landfill Site Entrance	3.112	4.8	3,360	46,738
2026	70780	Rockview Rd.	Eldon Landfill Site Entrance	Portage Rd.	1.900	5.8	2,480	34,497
2026	70900	Robinson Ave.	Hartley Rd.	East End	0.713	6.5	1,040	14,466

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2026	70915	Kodiak Rd.	Birch Point Rd. (Fenelon)	Killarney Bay Rd.	1.356	4.0	1,220	16,970
2026	70935	Whitetail Rd.	Killarney Bay Rd.	Balsam Grove Rd. (Fenelon)	1.396	5.0	1,570	21,839
2026	70940	Whitetail Rd.	Balsam Grove Rd. (Fenelon)	Kagawong Rd.	1.597	5.0	1,800	25,038
2026	70945	Whitetail Rd.	Kagawong Rd.	Country Lane (Fenelon)	1.356	4.5	1,370	19,057
2026	80900	Patterson Rd.	Blythe Shore Rd. 30	K.L. Rd. 8	3.700	5.5	4,580	63,708
2026	80920	Mitchell's Rd. (Verulam)	K.L. Rd. 8 (Fenelon/Verulam)	East End	1.460	3.5	1,150	15,997
2026	80925	Patterson Rd.	K.L. Rd. 8	North End	0.700	4.5	710	9,876
2026	80940	Martin's Rd.	K.L. Rd. 8 (Fenelon/Verulam)	Cedar Tree Rd. (Verulam)	5.024	5.0	5,650	78,592
2026	80945	Martin's Rd.	Cedar Tree Rd.	Bury's Green Rd.	3.700	5.0	4,160	57,866
2026	81025	Oliver's Rd.	Anderson Line	Irwin's Rd.	3.000	5.0	3,380	47,016
2026	81560	Pinery Rd. (Somerville)	Somerville 11th Concession	Monck Rd.	2.801	4.5	2,840	39,504
2026	81660	Hugill Rd.	East End	0.6 Km East of Baseline Rd.	3.100	4.5	3,140	43,677
2026	81670	Woodcock Line	Monck Rd.	South End	2.757	4.0	2,480	34,497
2026	81675	Buller Rd.	Monck Rd.	Haliburton County Boundary	3.800	5.0	4,280	59,535
2026	90725	McLeish Dr.	Rama/Dalton Boundary Rd.	East End	1.008	4.0	910	12,658
2026	90745	Rama/Dalton Boundary Rd.	Kett Rd.	Gardner Dr. (Dalton)	2.013	4.5	2,040	28,376
2026	90750	Rama/Dalton Boundary Rd.	Gardner Dr. (Dalton)	Fairgrounds Rd.	0.194	4.5	200	2,782
2027	10475	Zion Rd.	400 Metres east of Simcoe Street	Fingerboard Rd.	2.667	5.5	3,300	45,903
2027	10480	Zion Rd.	Fingerboard Rd.	Beacroft Rd.	3.051	5.5	3,780	52,580
2027	10485	Zion Rd.	Beacroft Rd.	Eldon Rd. (Mariposa)	3.051	5.6	3,840	53,414
2027	10490	Zion Rd.	Eldon Rd. (Mariposa)	Valentia Rd.	3.040	6.0	4,100	57,031
2027	10495	Zion Rd.	Valentia Rd.	East End	0.841	5.0	950	13,215
2027	10505	Ranch Rd. (Mariposa)	Eldon Rd. (Mariposa)	Valentia Rd.	3.047	5.0	3,430	47,711
2027	11316	Opmar Rd.	Little Britain Rd.	Farmstead Rd.	2.700	3.5	2,130	29,628
2027	11320	Opmar Rd.	Dew Drop Inn Rd.	Highway #7	1.095	5.0	1,230	17,109
2027	20325	Sandy Hook Rd.	1.1 Km East of Wilmont Rd.	Highway #35	1.900	6.0	2,570	35,749
2027	20425	Solanum Way	West End	Porter Rd. (Manvers)	1.052	5.4	1,280	17,805
2027	20895	Century Farm Rd.	Ballyduff Rd.	Gray Rd (Manvers)	1.776	5.5	2,200	30,602
2027	20900	Century Farm Rd.	Gray Rd. (Manvers)	Highway #7A	2.740	6.1	3,760	52,302
2027	21070	Glamorgan Rd.	0.5 Km North of Pontypool Rd.	Solanum Way	0.991	5.8	1,290	17,944
2027	21845	Confederation Rd.	Hillhead Rd.	Post Rd.	1.459	4.0	1,310	18,222
2027	21935	Lilac Rd. (Ops)	Mount Horeb Rd.	Crosswind Rd.	2.550	4.0	2,300	31,993
2027	21940	Lilac Rd. (Ops)	Crosswind Rd.	Highway #7	1.116	4.2	1,050	14,606
2027	40700	Black School Rd.	Simcoe St. (Eldon/Mariposa)	K.L. Rd. 46 (Eldon/Mariposa)	3.065	6.0	4,140	57,587
2027	40715	Black School Rd.	Eldon Rd. (Mariposa)	Eden Rd.	3.054	5.0	3,440	47,850
2027	40720	Black School Rd.	Eden Rd.	Opmar Rd.	1.940	5.0	2,180	30,324
2027	50645	Four Points Rd.	Settlers Rd.	Heights Rd.	2.195	4.5	2,220	30,880
2027	50690	Heights Rd.	King's Wharf Rd. (Emily)	Four Points Rd.	1.440	5.0	1,620	22,534
2027	50980	Sunnywood Rd.	Centreline Rd.	Alvin's Lane	1.147	4.5	1,160	16,136
2027	50985	Sunnywood Rd.	Alvin's Lane	East End	0.584	4.5	590	8,207
2027	51145	Four Points Rd.	Heights Rd.	Harvest Rd. (Verulam)	1.362	4.5	1,380	19,196
2027	51150	Four Points Rd.	Harvest Rd. (Verulam)	Sturgeon Rd. (Emily/Verulam)	1.286	4.5	1,300	18,083
2027	51235	Harvest Rd. (Verulam)	Four Points Rd.	North End	0.947	3.0	640	8,902
2027	60355	Osborne St.	Peace Rd.	South End	0.101	3.5	80	1,113
2027	60440	Heights Rd.	Highway #7	Beaver Rd. (Emily)	0.322	4.0	290	4,034
2027	60445	Heights Rd.	Beaver Rd. (Emily)	Peace Rd.	2.664	4.5	2,700	37,557
2027	60450	Heights Rd.	Peace Rd.	Tracey's Hill Rd.	2.867	5.0	3,230	44,929
2027	60455	Heights Rd.	Tracey's Hill Rd.	Brookview Rd.	1.237	5.0	1,390	19,335
2027	60460	Heights Rd.	Brookview Rd.	St. Luke's Rd.	0.138	5.0	160	2,226
2027	60465	Heights Rd.	St. Luke's Rd.	McGinnis Rd.	1.421	6.0	1,920	26,707
2027	60765	Shamrock Rd.	Esker Rd.	Sturgeon Rd. (Emily/Verulam)	2.334	4.5	2,360	32,828

10-Year Gravel Resurfacing Plan 2018-2027								
Year	Section Number	Road	From	To	Length (Km)	Width (m)	Estimated Tonnes	Estimated Cost (2017$)
2027	60815	St. Luke's Rd.	Esker Rd.	0.4 Km West of Sturgeon Rd. (Emily/Verulam)	1.903	6.0	2,570	35,749
2027	60835	St. Luke's Rd.	Centreline Rd.	Eagle Rd.	1.149	4.5	1,160	16,136
2027	60840	St. Luke's Rd.	Eagle Rd.	Cork Rd.	0.602	4.5	610	8,485
2027	60845	St. Luke's Rd.	Cork Rd.	Spen Haven Rd.	0.581	4.5	590	8,207
2027	60980	Eagle Rd.	Tracey's Hill Rd.	St. Luke's Rd.	1.388	4.5	1,410	19,613
2027	60990	Cork Rd.	St. Luke's Rd.	Pigeon Lake Rd.	1.430	4.5	1,450	20,170
2027	70540	Palestine Rd.	Farms Rd.	K.L. Rd. 46 (Eldon/Mariposa)	1.538	4.0	1,380	19,196
2027	70545	Palestine Rd.	K.L. Rd. 46 (Eldon/Mariposa)	Centennial Park Rd.	1.347	4.0	1,210	16,831
2027	70550	Palestine Rd.	Centennial Park Rd.	0.9 Km West of Prospect Rd.	0.579	4.0	520	7,233
2027	70565	Palestine Rd.	Kirkfield Rd.	Creek View Rd.	1.493	4.5	1,510	21,004
2027	70570	Palestine Rd.	Creek View Rd.	Hartley Rd.	0.854	4.5	860	11,963
2027	70575	Palestine Rd.	Hartley Rd.	Autumn Lane (Eldon)	1.446	5.0	1,630	22,673
2027	70580	Palestine Rd.	Autumn Lane (Eldon)	Fenel Rd.	0.660	5.0	740	10,293
2027	70585	Eldon Station Rd.	Simcoe St. (Eldon/Mariposa)	Farms Rd.	1.201	4.5	1,220	16,970
2027	70590	Eldon Station Rd.	Farms Rd.	K.L. Rd. 46 (Eldon/Mariposa)	1.462	4.5	1,480	20,587
2027	70595	Eldon Station Rd.	K.L. Rd. 46 (Eldon/Mariposa)	Centennial Park Rd.	1.334	5.0	1,500	20,865
2027	70600	Eldon Station Rd.	Centennial Park Rd.	Prospect Rd.	1.384	5.5	1,710	23,786
2027	71430	Shrike Rd.	Talbot River Rd.	McNamee Rd.	3.040	4.0	2,740	38,113
2027	71435	Shrike Rd.	McNamee Rd.	North End	5.021	4.2	4,740	65,933
2027	81345	Somerville 3rd Concession	K.L. Rd. 121 (Fenelon/Somerville/Verulam)	Ledge Hill Rd.	2.255	4.0	2,030	28,237
2027	81380	Hyler Line	Bury's Green Rd.	1.2 Km North	1.200	4.0	1,080	15,023
2027	90545	Alvar Rd.	Lake Dalrymple Rd.	Sugar Bush Rd. (Carden)	0.765	3.5	600	8,346
2027	90630	Wrights Rd.	Kirkfield Rd.	Childs Rd.	0.920	3.5	720	10,015
2027	90635	Wrights Rd.	Childs Rd.	East End	0.219	2.0	100	1,391
2027	90640	Childs Rd.	Wrights Rd.	Taylor Rd. (Dalton)	1.043	3.0	700	9,737
2027	90645	Taylor Rd. (Dalton)	Monck Rd.	Childs Rd.	0.100	3.8	90	1,252
2027	90650	Taylor Rd. (Dalton)	Childs Rd.	Hills Rd. (Dalton)	2.037	3.8	1,740	24,203
2027	90655	Hills Rd. (Dalton)	South End at Bridge	Taylor Rd. (Dalton)	0.441	2.0	200	2,782
2027	90660	Hills Rd. (Dalton)	Taylor Rd. (Dalton)	Monck Rd.	1.308	4.5	1,320	18,361
2027	90665	Watt Lane	Monck Rd.	South End	0.283	3.5	220	3,060

The Corporation of the City of Kawartha Lakes

Council Report

Report Number ENG2017-024

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 16

Subject: Request to Establish a Speed Limit – Manvers Scugog Townline Road

Author Name and Title: Joseph Kelly, Senior Engineering Tech

Recommendation(s):

RESOLVED THAT Report ENG2017-024 **Request to Establish a Speed Limit – Manvers Scugog Townline Road** be received;

THAT the speed limit of Manvers Scugog Townline Road from Devitts Road (Scugog Township) to a point 100m north of Mckee Road (Scugog Township) be posted at 60 km/h;

THAT the necessary by-laws for the above recommendations be forwarded to Council for adoption;

THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this decision.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Staff received a petition from residents to investigate the feasibility of establishing a speed limit on a portion of Manvers Scugog Townline Road. The petition can be seen in Appendix A.

Residents have also complained that heavy class aggregate transport traffic has recently increased dramatically.

This report addresses those concerns.

According to our 2011 Roads Needs Study, Manvers Scugog Townline Road is a rural, local, hard top road experiencing an estimated annual average daily traffic (AADT) of 293 vehicles. The 1500m subject area is 1200m of built-up area with 16 dwellings on the west side of the road. The east side is primarily large acreage wooded lots with five dwellings. A key map can be seen in Appendix B.

The road is currently unposted for speed.

Rationale:

CKL Engineering follows The Transportation Association of Canada's (TAC) "Guidelines for Establishing Posted Speed Limits" as part of its formal speed reduction warrant process. The TAC guide recommends a road risk method to determine appropriate speed limits according to road engineering characteristics, geometry, roadside environment, classification, land use, access/intersection density, and vulnerable road users. This guide along with good engineering judgment represents a consistent, repeatable, and defendable method of determining speed limits.

When considering the 1500m length of Manvers Scugog Townline Road (between Devitts Road and McKee Road) using the TAC Speed Guidelines the recommended posted speed limit as determined by rural road characteristics is 60 km/h. The completed TAC Speed Guideline can be seen in Appendix C.

Although "built-up" areas by definition under the Highway Traffic Act can have speed limits of 50 km/h, such a speed limit would not be respected without aggressive enforcement due to the large size of the rural lots and farm/woodland surrounding the area.

As a result of the justification review carried out by staff, it is recommended that the speed limit of Manvers Scugog Townline Road from Devitts Road to a point 100m north of McKee Road be posted at 60 km/h by way of an amendment to Schedule "C" (Highways with a Speed Limit of 60 km/h) of By-law 2005-328 (Speed By-law).

Other Alternatives Considered:

Post the section of road at 50 km/h. This is not recommended due to the rural nature of the area.

Financial/Operation Impacts:

Cost of sign installations to bring By-law into effect.

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

Providing life safety and protection, while considering rural road use for pedestrians and cyclists enjoyment is a priority objective of the City under the Council Adopted Strategic Plan Goal of An Exceptional Quality of Life.

Consultations:

No Consultations are mentioned

Attachments:

Appendix A – Petition

ENG2017-024 - Appendix A.pdf

Appendix B – Key Map

ENG2017-024 - Appendix B.pdf

Appendix C – TAC Speed Form

ENG2017-024 - Appendix C.pdf

Department Head E-Mail: jrojas@city.kawarthalakes.on.ca

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

Department File: Engineering

We, the undersigned, are residents on the Manvers Scugog Townline, north of Devitts Road. We are petitioning to have an engineering study done that will hopefully result in the reduction of the speed limit from 80 km/hr to 50-60 km/hr. There are many features that would warrant this reduction.

- many hills that prevent oncoming vehicles from being seen
- many intersections or entrances to private driveways (some blind entrances)
- minimal width of lanes that do not allow for safe movement (especially in the winter when there is barely one cleared lane on a hill)
- lack of adequate shoulders that would allow vehicles to safely stop or pull over in case of emergency (this coupled with a narrow road caused Canada Post to insist many mailboxes be moved to allow safe delivery for their drivers)
- lack of a safe place for pedestrians, cyclists
- other concerns (deep ditches, these are also hidden by snow in the winter time)
- poor road surface (many potholes and loose pavement)

We hope you consider these conditions and change the bylaw allowing the speed limit to be reduced.

Name	Address	Signature
Marie Timoll	12329 Manvers/Scugog Twln	[signature]
Milton Timoll	12329 Manvers/Scugog Twln.	[signature]
Lisa Timoll	12329 Manvers/Scugog Twln.	[signature]
Jim Konstantinopoulos	12250 Manvers Scugog Twln	[signature]
Robert Rose	12449 Manvers Scugog Twln Rd	[signature]
Paul Gould	12350 Manvers Scugog Townline Rd	[signature]
Joanne/Andre Greco	12650 Manvers Scugog Townline Rd	[signature]
Norm Sanford	12192 Manvers/Scugog	[signature]

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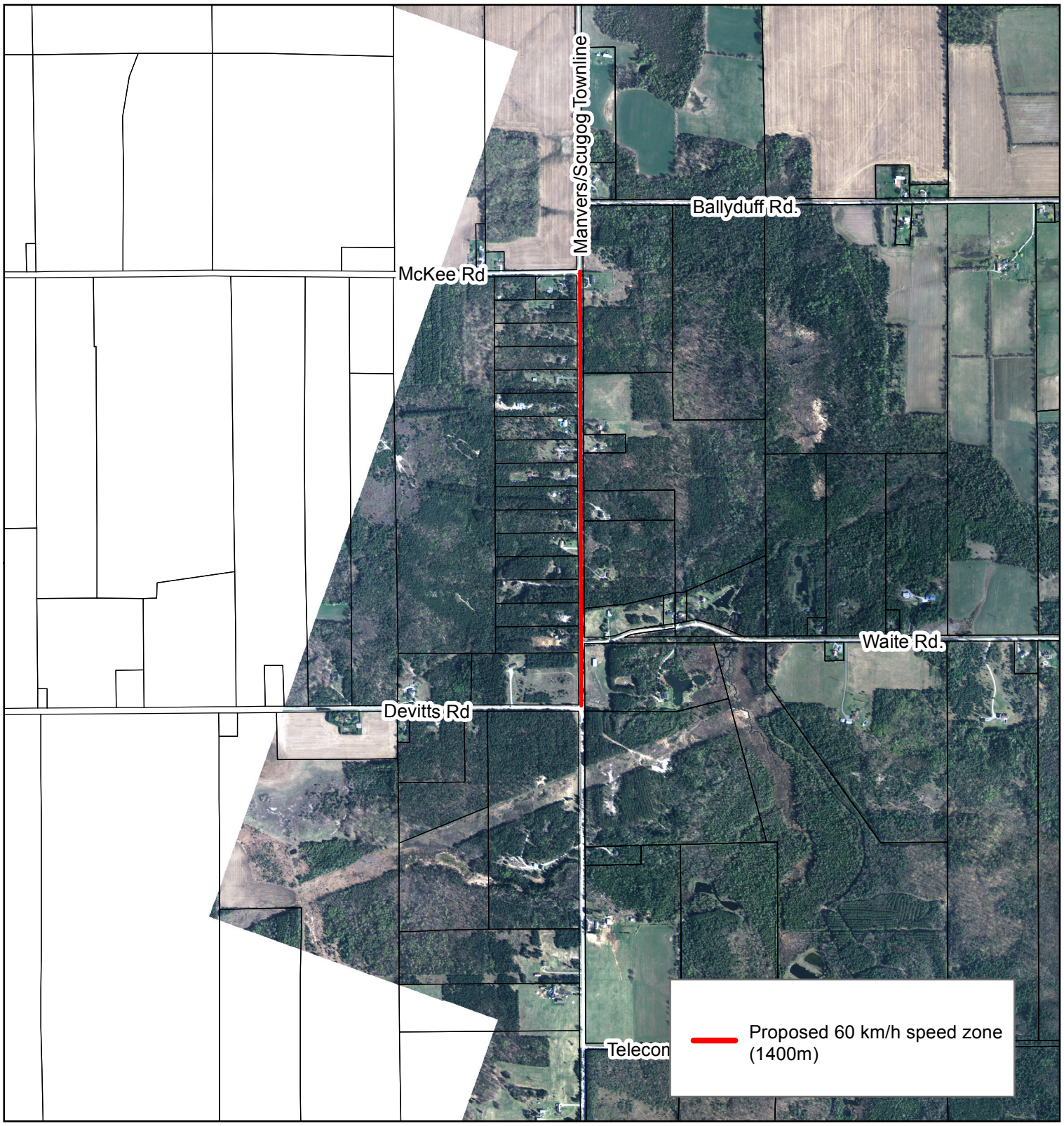
We hope you consider these conditions and change the by-law allowing the speed limit to be reduced.

Name	Address	Signature
D. PARSONS	12450 Manvers-Scugog	
Heather Parsons	12450 Manvers Scugog Townline	
AL PATERSON	12400 MANVERS SCUGOG TOWNLINE	
Melada Sutton	12300 Manvers Scugog townline	
DAN SUTTON	12300 MANVERS SCUGOG TOWNLINE	
Tyler Beeker	12200 manvers/Scugog TL	
Sarah StCyr	12200 Manvers/Scugog TL	
Craig Nosewothy	12150 Manvers/Scugog TL	
April Scarlett	12500 Manvers/Scugog Twln Rd	
GREG SCARLETT	12500 Manvers Scugog Townline Rd.	
Ray Moore	12600 Manvers Scugog TL R.	
CINDI HANSEN	12850 Manvers Scugog TL Rd.	
PAUL WASSON	4790 McKee Rd. Blackstock	
Charlene Wasson	4790 McKee Rd Blackstock	
WENDY BARNES	4640 McKEE RD BLACKSTOCK	
S. ALBERT	7 BALLYDUFF RD PORTPOOL	
J JENKINS	13725 MANVERS/Scugog	
Shelley Brock	12700 Manvers Scugog Twln Port Perry Ont	
JOHN BROCK	12700 MANVERS/SCUGOG TWN. RD. P.P.	
GAIL JOHNS	12550 Manvers/Scugog Townline Rd.	
RANDALL JOHNS	" " " "	

Name	Address	Signature
Joe Morrow	13750 Manvers/Scugog Twin Sisters Rd	
John Rose	12448 Manvers/Scugog Twin Sisters Rd	John Rose
Judy Rose	12449 Manvers/Scugog Twin Sisters Rd	Judy Rose

Manvers Scugog Townline Road
Proposed Speed Limit
Key Map



Map produced by the City of Kawartha Lakes Engineering Department with data obtained under license. Reproduction without permission is prohibited.

The foregoing information is given for convenience only and it should be clearly understood that you must satisfy yourself as to whether the premises and the existing or proposed use thereof are, or would be, in conformity with all applicable by-laws and regulations of the municipality.

All distances and locations are approximate and are not of survey quality. This map is illustrative only. Do not rely on it as being a precise indicator of privately or publicly owned land, routes, locations or features, nor as a guide to navigate.

0 500 1,000 Meters

N

Projection: Transverse Mercator
Coordinate System: NAD83, Zone 17

Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version: 10-Apr-09

Name of Corridor:	Manvers Scugog Townline Road (built up area)				
Segment Evaluated:	Devits Road (Scugog Township)	to	100m north of McKee Rd (Scugog Township)		
Geographic Region:	CKL & Scugog				
Road Agency:	CKL & Scugog				
Road Classification:	Local	Length of Corridor:	1,500	m	
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)		km/h	
Divided / Undivided:	Divided	Current Posted Speed: (For information only)		km/h	
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)		km/h	
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)			

		RISK	Score
A1	**GEOMETRY (Horizontal)**	Lower	2
A2	**GEOMETRY (Vertical)**	Higher	6
A3	**AVERAGE LANE WIDTH**	Higher	3
B	**ROADSIDE HAZARDS**	Higher	9
C1	**PEDESTRIAN EXPOSURE**	Higher	3
C2	**CYCLIST EXPOSURE**	Higher	3
D	**PAVEMENT SURFACE**	Lower	3
E1	**NUMBER OF INTERSECTIONS WITH PUBLIC ROADS**	*Number of Occurrences*	1
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
	Sidestreet STOP-controlled or lane	3	
E2	**NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS**	*Number of Occurrences*	7
	Left turn movements permitted	22	
	Right-in / Right-out only	0	
E3	**NUMBER OF INTERCHANGES**	*Number of Occurrences*	0
	Number of interchanges along corridor	0	
F	**ON-STREET PARKING**	Lower	1

Total Risk Score:

38

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

60

As determined by policy

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

The Corporation of the City of Kawartha Lakes

Council Report

Report Number HS2017-007

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Affordable Housing – Office Space Project Update

Author Name and Title: Carolyn Daynes, Treasurer
Rod Sutherland, Director of Human Services

Recommendation(s):

RESOLVED THAT Report HS2017-007, **Affordable Housing – Office Space Project Update**, be received; and

THAT the budget for capital project BP1705 (Office Space and Affordable Housing) be increased to $12,300,000 and refinanced as follows: (i) $3,600,000 in various housing-related grants, (ii) $1,900,000 in debenture to be repaid by rental revenue generated by the affordable housing portion of the building and (iii) $6,800,000 in debenture to be repaid by lease cost avoidance and revenue generated by the office portion of the building;

THAT the debenture financing of capital project BP1705 (Office Space and Affordable Housing) be increased to $8.7 million in total and be maintained and reported on separately from other debt until it is retired;

THAT the City Treasurer be authorized to refinance capital project BP1705 (Office Space and Affordable Housing) to reduce the reliance on debenture financing in the event the project receives additional grant or other external financing; and

THAT capital project BP1705 (Office Space and Affordable Housing) be designated a multi-year capital project with approval for 2017-2019, inclusive; and

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

THAT the application for a grant and loan under the Green Municipal Fund of the Federation of Canadian Municipalities for Capital Project BP1705 be endorsed; and

THAT an application for a grant under the Municipal Green House Gas (GHG) Challenge Fund for Capital Project BP1705 be endorsed.

Background:

In 2016 Council approved the design and development of a capital project to build office space and affordable housing at the north-east corner of Lindsay Street North and Queen Street in Lindsay. Capital Project BP1705 was approved in the 2017 City Budget at $8M, with $2.7M coming from grants and $5.3M through debenture.

The project was designed as a joint project with the Kawartha Lakes Haliburton Housing Corporation (KLHHC) as the operator of the expected 24 housing units. The grant funding associated with the budget is flowed through the KLHHC. The office space is primarily to house the City's Human Services Department.

The financial model for the building is based on the portion of the building funded through debenture being cost neutral over the repayment period. The Corporate revenue realized for the office space paid by Human Services, and the housing rental revenue realized by the KLHHC, will cover the debenture.

Chamberlain Architect Services Limited was selected for the original design and also as Construction Manager for the actual construction of the building. Under this approach, the Construction Manager acts on behalf of the City through the process but the City maintains authority over the purchasing processes and contracts with individual trades.

Rationale:

Work on the building site began earlier in 2017 with site remediation. The site is a former railway yard and over 2,000 tonnes of contaminated soil was removed as part of the clean-up.

Construction tenders were issued starting in the summer of 2017. The tendering process has been challenging to date. The first round of tenders resulted in very few submissions and for some aspects of the build, no submissions were received.

In conjunction with the Construction Manager, City Purchasing staff continued to solicit and receive bids to move the project forward.

To date, contracts have been awarded for most aspects of construction with the exception of interior finishing. While the issuing of contracts has taken longer

than anticipated and delayed the start of construction, the target of completing the housing units by the end of 2018 is achievable. The deadline for completion of the housing units is a requirement of the housing funding under the Social Investment Fund. The full completion of the office space does not impact any of the grants so may be slightly delayed if necessary to focus on completion of the housing units.

Further tenders will be issued in the coming weeks and months for the remaining components.

The 2017 Capital Budget for this project (BP1705) was developed based on initial estimates from the design architects and anticipated grants at that time. The financing model combining the grants and debenture was, and remains, a key component of the project. The grants are allocated solely toward the housing units as a condition of the funding while a portion of the debenture will be repaid by rental income received by the KLHCC with the remaining debenture repaid by lease cost avoidance and revenue generated by the office portion of the building.

The original budget estimate for the entire project is $8M. Based on actual bids and contracts for construction, the actual cost of the project is now estimated at approximately $12.3M. As some tenders are still outstanding, the estimate is based on anticipated costs.

The primary cost drivers have been market conditions and demand. With the volume of development in the region, tender bids have been much higher than originally anticipated. Where possible and permitted, there have been adjustments made in the scope of work and materials to reduce costs; however the overall budget remains higher than originally estimated.

The financing model for the project, a combination of grants and debenture, remains viable to maintain self-sustainability. Based on the ability to secure additional housing grants, the KLHHC will now be able to flow grant funding totaling up to $3.6M and cover the debenture up to $1.9M. The capital funding allocation under Home for Good, announced by the Ministry of Housing in September, provides $600,000 that is being allocated to this project. Further details on the Home for Good funding are provided in Council Report HH2017-003, dated October 24, 2017.

Table 1 below identifies the total Federal/Provincial funding allocated to the housing units. This is the maximum grant level that can be allocated, representing a maximum of $150,000/unit.

Table 1: Federal and Provincial funding to Lindsay St. North Project

Program	Funding Amount
Year 3 (2016-17) Investment in Affordable Housing 2014 Extension (IAHE)	$517,759
Year 1 (2016-17) 2016 Social Infrastructure Fund (SIF)	$2,070,000
Year 3 (2018-19) 2016 Social Infrastructure Fund (SIF)	$412,241
Year 1 (2017-18) Home For Good	$600,000
Total Grant Funding	$3,600.000

The funding in Table 1 can only be attributed to the construction of the housing units, not the office space. This overall budget level can be sustained, without direct tax support funding, through the operation of 24 units at affordable rates, over a period of 25 years (based on estimated debenture rate of 3.35%).

With up to $5.5M of the total project funding coming from the Housing allocations above ($3.6M grants, $1.9M debenture) the balance of the building construction, that being $6.8M for the office space, can be financed through a debenture that is repaid from leasing cost avoidances and revenues.

Based on the increased gross budget, the debenture and repayment period will be lengthened to 30 years to maintain the self-financing model. A physical asset such as a building can readily and realistically be financed over a longer period than originally envisioned.

An application has also been submitted to the Federation of Canadian Municipalities (FCM) under the Green Municipal Fund (GMF). The building design is targeting a net zero energy use through the inclusion of energy efficiencies including a solar roof system. If approved, the City could secure a low interest loan of up to $5M in addition to a grant of up to approximately $600,000. The loan would be managed similar to the debenture while a grant would reduce the overall debenture requirement. A decision from FCM is not expected before February 2018. In support of the GMF application, the FCM has requested a specific Council resolution in support of the grant and loan application. This has been incorporated in the recommended resolution for this report.

In recent weeks, additional funding opportunities have been identified that may be appropriate for consideration in support of this project. The Municipal Green House Gases (GHG) Challenge Fund is available to municipalities and can provide a grant of up to $10M per eligible project. The application deadline is November 14, 2017. Staff will investigate this fund further to determine if this project may be eligible. Further information will be required to determine the

ability to combine this funding with other sources prior to the submission of an application; however, if there is the potential to offset costs and support the project, an application will be made. Due to the short lead time, staff have included a resolution in support of an application to the GHG Challenge Fund for this project. Should an application be successful, the revised financing requirements for the project will be reported to Council.

Other Alternatives Considered:

Consideration could be given to adding funding for the project in the 2018 tax supported Capital Budget instead of increasing the debenture level. Although this would reduce the need to temporarily increase the debt limit, the long term cost would be higher. The debenture repayment through the proposed leasing cost avoidance and revenues covers all project costs making it the preferred and recommended approach.

Financial/Operation Impacts:

With additional grant funding and an extension of the debenture repayment period, the $4.3M increase in capital cost anticipated for the Human Services Building can be absorbed so as to maintain the self-financing model for the project. Thus, the project will continue without placing added pressure onto the tax levy or capital reserve.

The total debenture that will be used for financing has now increased from the $5.3 Million, as originally estimated, to $8.7 Million, using more updated costing information. The Housing Corporation will fund $1.9 Million of the total debenture by offsetting rental income in the housing units in the building. This approximates to $130,000 in debenture principle and interest payments annually. The additional $6.8 Million in debenture payments will be funded by the tax levy budget as follows:

Annual Principle and Interest on $6.8M debenture	$500,000
Human Services Administration grant	($130,000)
Rent for Human Services recorded as revenue in the City Tax levy Budget	($260,000)
Net Tax Levy Impact – With Building	$110,000
Former Tax Levy Impact	$100,000
Net Increase in Tax Levy	$10,000

Please note that these are approximate projections as the rental income between the City and Human Services has not been finalized.

This increase in debenture will not affect the debt limit as this keeps the level under the debt limit. In addition it will continue to decline as the debenture is paid off, similar to the previous Council motion on the original $5.3Million.

The project was always intended to span 2017 and 2018, with construction starting in 2017 and complete by the end of 2018. The change to specifically designate it as a multi-year project means that it does not require an extension as part of the 2017 Capital Close Report that is due after June 30, 2018 for projects that are not complete by that date.

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

This capital project relates directly to the City's Strategic Goal #2 of An Exceptional Quality of Life: Increase the Supply of Affordable Housing and the City's Asset Management Plan.

Consultations:

Manager of Corporate Assets
Manager of Financial Services
Buyer, Purchasing Division
Manager of Housing

Department Head E-Mail: rsutherland@kawarthalakes.ca

Department Head: Rod Sutherland

The Corporation of the City of Kawartha Lakes

Council Report

Report Number HH2017-003

Date: October 24th, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: Home for Good Program

Author Name and Title: Hope Lee, Administrator/Manager of Housing

Recommendation(s):

RESOLVED THAT Report HH2017-003, **Home for Good Program**, be received.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City's 10 Year Housing and Homelessness Plan vision is for adequate, stable, affordable, well maintained and diverse housing choices with access to a variety of flexible supports enabling people to meet their housing needs throughout their lifetime. A key principle underpinning the plan is homelessness prevention and rapid rehousing through a Housing First approach. This approach is the foundation to ending long-term homelessness and operates from the philosophy that all persons have the right to adequate housing and have the right to be treated with dignity and respect.

As part of the 2016 Provincial budget and the Long-Term Affordable Housing Strategy (LTAHS) update, the Province reaffirmed its goal of ending chronic homelessness by 2025. A significant component of the goal is an ongoing investment in supportive housing by the Province that includes operating funding for housing assistance and support services for up to 6,000 families and individuals and to capital funding to support the construction of up to 1,500 new supportive housing units.

Subsequently a new program using a stream of this investment called Home For Good (HFG) was announced in early 2017. HFG is a homelessness focused program targeting the four provincial priority homelessness areas:

- Chronic homelessness;
- Youth homelessness;
- Indigenous homelessness; and
- Homelessness following transitions from provincially-funded institutions and services systems (e.g. hospitals and prisons)

The province established an Expression of Interest (EOI) approach open only to municipal Service Managers.

In consultation with community partners, the Housing Help Division submitted an EOI in May targeted toward chronic homelessness and the new affordable housing units being constructed on Lindsay Street North in Lindsay.

The EOI request included $600,000 within the Capital Component in Year 1 (2017-18), $353,100 within the Operating Component in Year 2 (2018-19) considering a partial year of support services within the building and $535,000 in Year 3 (2019-20) and subsequent years for a full year of support services within the building.

On September 11, 2017, the City was advised that it was successful in receiving notional allocations of $630,000 under the Capital Component in Year 1 (with the $30,000 additional being administration funding) and $353,100 under the Operating Component in Year 2 and subsequent years. Ministry letters received both September 11th and 12th are included as attachment to this report.

While the annualized funding approved is slightly less than the amount anticipated, this does not jeopardize the project. A more robust system was anticipated with all services directly purchased and available only to the residents. The funding received still permits the project to directly purchase the on-site services which are absolutely required and not available in the system currently (the Intensive Case Managers and Housing Support Workers) while other services such as nursing, personal support and trustee can be utilized through existing systems/services where there are resources. The delay of the building will also not jeopardize the funding. It will allow time to hire the resources and start to work with a portion of the first occupants within other housing situations (e.g. transitional housing).

Rationale:

The Home for Good funding is a perfect opportunity to provide the intensive support services and a small amount of capital funding in order to address chronic homelessness within a dedicated, clustered Housing First model.

A cluster model is beneficial for this population as it offers multiple support services through both a place-based and an off-site model which provides opportunities to address changes that may occur with the individual over time. While the housing will always be available and the goal is to end the homelessness cycle and stabilize the individual, it is reasonable to assume that some other goals may be far reaching and that “recovery” from some conditions may not be possible. This model allows the tenant to stay within their community while maintaining optimal levels of support using a step up/step down or a continuous model. Individual coordinated care plans will adjust and adapt to changes in goals and circumstances in response to changing needs. An assertive care model will be used involving the individual and concentrating always on the key goal of maintaining housing.

Data illustrates that high cost systems are being used to respond to homelessness and provide short-term responses. Massive resources through emergency shelters, emergency services and provincial institutions are evident. Local data collected during the 2016 20,000 Homes Registry Week identified an annual cost of approximately $124,249 per homeless person through the use of Emergency Medical Services, hospital Emergency Rooms, hospital in-patient services and Emergency Shelter services. By comparison the cost of providing affordable housing with intensive support services will be approximately $19,512 per person, with $14,712 of that funded under HFG.

This Project will produce cost savings but more importantly, twenty-four lives will be positively impacted through the programs, support, and physical housing provided by this project. Multiple research examples support a Housing First model as a best practice approach to supporting those experiencing chronic homelessness to change their lives and end homelessness in their lives. Noteworthy outcomes of ending homelessness include the mitigation of early

death and long-term health complications, improved quality of life, and reduced risks for the individual and/or community.

The Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT), the tool used as part of the 20,000 Homes Registry Week to survey local homeless individuals, measures tri-morbidity which indicates occurring physical health, substance use and mental health and indicates the immediate need for intervention to prevent negative health outcomes and early death. Of our homeless population surveyed, 7% of respondents indicated tri-morbidity and 39% report chronic health conditions.

The Lindsay Street North building and the allocation of Home for Good funding to support the City's Housing First model to house 24 individuals experiencing chronic homelessness is just one targeted investment.

Some other recent examples using a more scattered approach include:

1. Federal investments through the Homelessness Partnering Strategy – 3 year funding ($75,000 annually) toward intensive case management for the homelessness population (A Place Called Home is recipient, purchases services through FourCAST and provides resources to the Homelessness Coordinated Response Team);

2. Federal investment through the Homelessness Partnering Strategy – capital funding of $203,000 toward the purchase of a property to provide housing to homeless (A Place Called Home is recipient and tenants will come through the Homelessness Coordinated Response Team);

3. Provincial Investment through the Central East Local Health Integration Network of $130,900 annually for clinical case management for mental health and addictions and rent supplement funding (Haliburton Highlands Mental Health/Ross Memorial Hospital are recipients, referral agreement with Kawartha Lakes Haliburton Housing Corporation to provide access to affordable housing units and use a Housing First approach) – 1:8 model; and

4. Municipal Homelessness funding, including the Community Homelessness Prevention Initiative – $202,000 annually for clinical case management position, 2 Housing Support Workers and 1 Trustee (A Place Called Home is recipient, purchases Services through FourCAST and provides resources to the Homelessness Coordinated Response Team); $70,000 annually for housing assistance and $15,000 annually for evaluation (Trent University surveys individuals producing interim and final reports over a 3 year period).

The City of Kawartha Lakes and its community partners working closely to address homelessness believe that investment is needed in both scattered and cluster supportive housing models to address local needs and to provide individuals and families with the choice of setting and location of their permanent housing. With current resources, the new investments outlined above, and the

Home For Good funding positive, measurable progress toward ending homelessness will be made and measurable.

Financial/Operation Impacts:

The Capital Component will be an additional contribution toward the affordable housing portion of the new building bringing its total Federal/Provincial funding to $3.6M, the maximum under affordable housing funding ($150,000/unit) as illustrated in Table 1 below.

Table 1: Federal and Provincial funding to Lindsay St. North Project

Program	**Funding Amount**
Year 3 (2016-17) Investment in Affordable Housing 2014 Extension (IAHE)	$517,759
Year 1 (2016-17) 2016 Social Infrastructure Fund (SIF)	$2,070,000
Year 3 (2018-19) 2016 Social Infrastructure Fund (SIF)	$412,241
Year 1 (2017-18) Home For Good	$600,000
Total Funding	$3,600.000

While IAHE and SIF provide up front capital provide in three phases (50% at signing/registration; 40% at structural framing, 10% following construction completion), the HFG capital is provided as a 20 year affordability payment following project completion and occupancy.

The $30,000 administrative funding will offset the costs associated with a part time temporary administrative support position to assist the Housing division while it implements this program (November 2017 through December 2018)

The Operating Component will be flowed to the City quarterly and then used to offset the payments to the support service contract between the City and the agency providing the supports.

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

The programs and funding described herein directly relate to the City's Strategic Goal of creating affordable housing.

Attachments:

Appendix A – September 11, 2017 Letter

Kawartha Lakes - EN.PDF

Appendix B – September 12, 2017 Letter

ADM Letter - Kawartha Lakes FINA

Department Head E-Mail: rsutherland@kawarthalakes.ca

Department Head: Rod Sutherland, Director, Human Services

Ministry of Housing

Minister Responsible for the Poverty Reduction Strategy

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-6500
Fax: 416 585-4035

Ministère du Logement

Ministre responsable de la Stratégie de réduction de la pauvreté

Bureau du ministre

777, rue Bay, 17e étage
Toronto ON M5G 2E5
Tél. : 416 585-6500
Téléc. : 416 585-4035

Ontario

September 11, 2017

His Worship Andy Letham
Mayor
City of Kawartha Lakes
PO Box 9000
Lindsay ON K9V 5R8

Dear Mayor Letham:

Thank you for your proposal under the Expression of Interest process for the Province's Home For Good (HFG) initiative.

The ministry received 46 strong proposals from Service Managers. I am pleased to advise you that the City of Kawartha Lakes's proposal was successful, and has been approved for funding as indicated below:

Program Component	Notional Funding Allocation		
	Year 1 (2017-18)	Year 2 (2018-19)	Year 3 (2019-20)
Operating Component	$0	$353,100	$353,100
Capital Component (To be paid over a 20-year affordability period)	$630,000	$0	$0

The Operating Component of the notional funding allocation is ongoing, subject to actual take-up, annual provincial budget approvals, and fulfillment of accountability requirements. The funding is also contingent on the City of Kawartha Lakes entering into a Transfer Payment Agreement with the Province that will be forwarded shortly.

Our government recognizes the need for more housing assistance and supports across the province. HFG is part of an overall provincial investment in supportive housing under the updated Long-Term Affordable Housing Strategy, and it will make a significant contribution to our goal of ending chronic homelessness by 2025.

Supportive housing is widely recognized as being a key component to assisting people living with complex physical and mental health challenges to achieve and maintain housing stability. When delivered appropriately, supportive housing is proven to prevent homelessness and to assist people with lived experience of homelessness to secure and maintain housing.

.../2

I look forward to our partnership under this new initiative that will help house our chronically homeless persons.

Sincerely,

Peter Milczyn
Minister

c. Mr. Ron Taylor, Chief Administrative Officer, City of Kawartha Lakes

Ministry of Housing
Assistant Deputy Minister's Office
Housing Division
777 Bay St 14th Flr
Toronto ON M5G 2E5
Telephone: (416) 585-6738
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Ontario

September 12, 2017

Ms. Hope Lee
Administrator / Manager of Housing – Housing Help Division
City of Kawartha Lakes
322 Kent Street West
Lindsay, ON
K9V 4S7

Dear Ms. Lee:

Further to yesterday's announcement by the Honourable Peter Milczyn, Minister of Housing, I am pleased to provide you with further details about your participation in the Province's Home For Good (HFG) initiative.

You will have already been informed of your notional funding allocations under Year 1 (2017-18), Year 2 (2018-19), and Year 3 (2019-20) of this initiative. Participation in HFG is subject to the Service Manager and the Province entering into a Transfer Payment Agreement. The Transfer Payment Agreement template is enclosed, and a customized agreement will be sent to you in the coming days.

You will also be required to submit a Take-Up Plan to the Ministry, for approval. The Plan provides an opportunity to forecast the number of recipients to be assisted in Year 1 and Year 2, the types of supports that will be made available to them, and to forecast upcoming expenditures. Approval of the Take-Up Plan by your Council or Board, or through delegated authority, is required. The Take-Up Plan will need to be submitted to the Ministry through the Grants Ontario System.

The Ministry expects the Transfer Payment Agreement and Take-Up Plan to be submitted by October 31, 2017, to provide sufficient time to commit all funding allocated in the current program year. As with all provincial allocations and consistent with government accounting requirements, annual funding allocations under HFG are provided on a "use it or lose it" basis. Any funding not committed by the required timelines will need to be returned to the Province.

Regarding the Capital Component of HFG, please note that funds must be committed in Year 1 or Year 2, and that capital projects must be completed within two years of the signing of a Contribution Agreement. Furthermore, funds will flow over a 20-year affordability payment period, following project completion and occupancy. Please also note that your notional funding allocation for the Capital Component includes an additional 5% in funding (on top of the capital funding requested in your Expression of Interest), to be used for capital administration costs.

Please also find enclosed some Questions and Answers regarding HFG, which you may share with your community partners.

I appreciate your partnership as we work together to deliver on this important initiative. If you have any questions, please contact the Regional Housing Services Team Lead at your MSO.

Sincerely,

Janet Hope
Assistant Deputy Minister

Encls: Transfer Payment Agreement Template
Questions and Answers Document

c: Mila Kolokolnikova, Regional Housing Services Team Lead, MSO-Eastern

The Corporation of the City of Kawartha Lakes

Council Report

Report Number RS2017-014

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: **Surplus Declaration of Mariposa Community Hall (building only) and Proposed Land Lease of 1010 Eldon Road, Oakwood, Legally Described as Pt Blk A to Pt Blk D Plan 80, in the former Geographic Township of Mariposa, City of Kawartha Lakes**

Author Name and Title: Robyn Carlson, City Solicitor and Acting Manager of Realty Services

Recommendations:

RESOLVED THAT Report 2017-014, **Surplus Declaration of Mariposa Community Hall (building only) and Proposed Land Lease of 1010 Eldon Road, Oakwood, Legally Described as Pt Blk A to Pt Blk D Plan 80, in the former Geographic Township of Mariposa, City of Kawartha Lakes**, be received;

THAT the City-owned property known as Mariposa Community Hall (building only), located at 101 Eldon Road, Oakwood, be declared surplus to municipal needs;

THAT the subject building be disposed of in accordance with the City of Kawartha Lakes Disposal of Real Property Policy No. C-204-DEV-001 and By-law 2010-118, as amended;

THAT notice be given in accordance with By-laws 2008-065 and 2010-118, as amended;

THAT on completion of the public notice, Council shall consider any deputation or public input in opposition of the sale, if any, and if appropriate, pass a by-law (with any amendments deemed necessary) to authorize the disposition;

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

THAT the conveyance of the subject building for nominal consideration to a not-for-profit organization (the Oakwood and District Lions Club) be supported;

THAT The Mayor and Clerk be authorized to sign all documents to facilitate the conveyance of the building; and

THAT The Mayor and Clerk be authorized to execute the agreement, in the form substantially as attached as Appendix A, on behalf of the Corporation of the City of Kawartha Lakes.

Background:

On December 8, 2015, Council passed the following resolution (CR2015-1347):

"RESOLVED THAT Report CS2015-017, **Core Service Review - Recreation Facilities**, be received;
THAT municipal ice pads be reduced from a total of ten (10) ice pads to eight (8) ice pads by 2026 through the consolidation of six (6) single pad facilities into two (2) twin pad facilities;
THAT staff be directed to consult and investigate the implementation of this plan;
THAT stand alone municipal Community Halls be reduced from a total of eighteen (18) to twelve (12) by 2018 with a phased in approach to reduce by two (2) in 2016, 2017 and 2018 respectively;
THAT staff be directed to consult and investigate the implementation of this plan; and
THAT staff be directed to implement an action plan to dispose of both the Victoria Road Hall and Mariposa Hall in 2016."

This Report addresses Council's direction that staff dispose of Mariposa Hall (in 2016).

The Oakwood and District Lions Club made a request to purchase the Mariposa Community Hall and lease the land on which the building is located. This request was circulated to the Land Management Committee members for review and comment on June 28, 2017. No objections have been received from the committee members to having this building declared surplus to municipal needs and conveyed to the Lions Club for nominal consideration and entering into a land lease.

Rationale:

The subject property is located at 1010 Eldon Road, Oakwood, also known as Mariposa Community Hall. The building is a one-storey community hall with a gross floor area of 8,044 square feet. The current value assessment of this building is $41,000.00. The exterior cladding at the building is brick masonry. The windows are double-paned in original refurbished wood frames. The roof

has a sloped metal finish. Heating is provided by unit heaters and a furnace. Domestic water is provided by a hot water storage tank. The site features vehicular access from Eldon Road and features an internal asphalt roadway. There are no elevators at the building. The building was constructed in 1908 and is 107 years old. Attached as Appendix B is the Facility Condition Report (2016) for Mariposa Hall.

The land on which Mariposa Hall sits is partially used (by an arena and a works depot) and cannot be severed. See Appendix C, being an aerial view of 1010 Eldon Road. Mariposa Hall is the small building closest to the front (West) of the property. The arena is the largest building to the back (East) of the property. A Public Works salt and sand depot is to the North side of the property. Ball diamonds are to the South side of the property. Severance would require cross easements for access, parking, and servicing. A further easement would be required for the continued location of a statute on Hall property. Lions Club wants ownership of the building itself, rather than a lease, as it has stated that this will assist it in its fundraising efforts.

According to the Facility Condition Assessment completed by Altus on April 19, 2016 for the City, future capital costs associated with this building are for: oil storage tank replacement (in 1 year; $5k), furnace replacement (in 5 years; $7k), hot water storage tank (in 10 years; $7k), electrical service replacement (in 13 years; $47k) and kitchen renovations (15 years; $7k).

Other Alternatives Considered:

None.

Financial Impacts:

None. The lease is a full cost recovery model, and the Lions Club will be covering the cost of the registration on title of the agreement to sell the building to the Lions Club.

In deciding not to demolish the building, the City saves the cost of demolition but also chooses not to cost recover for any components of the building (windows, light fixtures) that may have a market value. Netted out, it is unlikely that the cost recovery associated with selling components of the building would be greater than the costs of demolition.

Relationship of Recommendations to the 2016-2019 Strategic Plan:

This conveyance and land lease aligns with the strategic enabler of “Efficient Infrastructure & Asset Management”.

Consultations:

Land Management Committee

Attachments:

Appendix A – Draft Agreement for Sale of Building (Mariposa Hall) and Lease of Land at 1010 Eldon Road, Oakwood

Appendix A - Draft Agreement to Sell & L

Appendix B – Facility Condition Report, Altus Group, 2016, Mariposa Hall

Appendix B - Facility Condition Report - Ma

Appendix C – Aerial – 1010 Eldon Road, Oakwood

Appendix C - Aerial.pdf

Department Head E-Mail: rcarlson@city.kawarthalakes.on.ca

Department Head: Robyn Carlson

Appendix A
to
Report RS2017-014
File No.

AGREEMENT OF SALE (ASSET; BUILDING) AND LAND LEASE

This Agreement dated this 1st day of October, 2017.

BETWEEN:

PURCHASER/ TENANT (Lessee), OAKWOOD AND DISTRICT LIONS CLUB

- and -

VENDOR/ LANDLORD (Lessor), **THE CORPORATION OF THE CITY OF KAWARTHA LAKES**

WHEREAS:

A. The Vendor/ Landlord is a municipal corporation incorporated pursuant to the provisions of the *Municipal Act, 2001*, S.O. 2001, c.25.

B. The Purchaser/ Tenant is a not-for-profit corporation incorporated pursuant to [information to be inserted]. [Insert additional detail about the Tenant's charter/ mandate and activities]

C. The Vendor/ Landlord is the owner of property legally described as Plan 80 PT Block A to PT Block D, Ward 04 and municipally addressed as 1010 Eldon Road, Oakwood, Kawartha Lakes, Ontario, on which sits an arena, Works Depot, and a community hall, which is now vacant (the "Property"). These three buildings share a common access driveway and parking area. The community hall and arena share common servicing. The community hall is referred to as the Mariposa Hall.

D. Mariposa Hall was declared surplus to municipal needs on [date] by [council resolution number]. Severance of Mariposa Hall from the balance of the property would be problematic in that cross easements for servicing and access would be required and the resultant parcel would not have frontage. The Lion's Club advises that ownership of the building will allow it to access additional third-party financing. Accordingly, the community hall building, Mariposa Hall, will be sold and the land on which it sits, the access driveway, parking facilities and servicing exterior to the building will be offered for lease.

E. Pursuant to Council Resolution number [number], Council on [date] approved Policy [number], which directed that [all new leases and licenses are to be entered into at fair market value. Pursuant to Council Resolution number [number], Council on [date] directed that all new leases and licenses with commercial or industrial entities are to be entered into at the lesser of full market value and full cost recovery, including operating and capital costs.

The Purchaser hereby offers to purchase from the Vendor the community hall itself and all internal plumbing, electrical, fixtures [and furniture], and to lease that part of the Property as described herein on the terms and subject to the conditions as set out in this Agreement.

1. DEFINITIONS:

a. PROPERTY: Property legally known as Plan 80 PT Block A to PT Block D, Ward 04 and

INITIALS OF TENANT: **INITIALS OF LANDLORD:**

DRAFT

municipally addressed as 1010 Eldon Road, Oakwood, City of Kawartha Lakes, Province of Ontario.

b. **MARIPOSA HALL:** A a single-story building of approximately 8,044 square feet more or less known as "Mariposa Hall", located on the Property. A photograph of this building is attached as Schedule A. All exterior staircases and ramps exclusively servicing Mariposa Hall are a part of Mariposa Hall.

c. **PREMISES:** The premises consisting of the land on which sits Mariposa Hall and exterior walkways accessing solely Mariposa Hall.

2. **SUMMARY:** The Mariposa Hall shall be sold as an asset to the Purchaser, on the condition that the Purchaser remain a not-for-profit community service organization operating at the Premises. The Premises shall be exclusively leased to the Lion's Club on the basis of full cost recovery to the City (for all operating costs, utilities and taxes). The Tenant shall be licensed to use the access driveway and common parking on the Property. The Tenant shall share use of these facilities with other users of the Property, including the City and its guests and agents accessing / utilizing the Works Yard and/or arena on the Property.

3. **CONDITIONS OF SALE:** The Lion's Club will, at its sole cost and expense, register ownership of "Mariposa Hall" pursuant to the *Personal Property and Security Act*, Ontario. The Lion's Club will, at its sole cost and expense, register notice on title to property described at Schedule "A" (the "Property"), advising persons that it owns Mariposa Hall. The City will consent to such registration. If: the Lion's Club allows, at any time during the term of the Lease, Mariposa Hall to remain in disrepair[1] for a minimum consecutive period of 1 year; then the Lion's Club shall, at its sole cost and expense, cap all servicing at the building, disconnect hydro to the building, and remove Mariposa Hall from the Property or demolish Mariposa Hall and remove the debris from the Property. The Lion's Club will be additionally responsible for breaking up and removing exterior walkways being part of the Premises. The Lion's Club will be additionally responsible for backfilling the foundation with clean fill and sodding the area previously occupied by Mariposa Hall and its exterior walkways. In the event that the Lion's Club defaults on these obligations, the City may - on 60 days' notice - enter and do these works and then invoice the Lion's Club for the actual cost of this work, plus a 25% administration fee.

a. If Mariposa Hall is demolished or removed from the Property, the Lion's Club shall void its

[1] Such that an Unsafe Condition exists on the Property pursuant to the Building Code Act, or such that a Property Standards Order could be issued against the building for failure to maintain the exterior in a slightly manner. Examples of the latter could include, but are not limited to, failure to keep trim painted, failure to maintain sidewalks in a safe manner, free of trip hazards, and failure to keep roofing systems in good repair to prevent damage to the interior of the building.

INITIALS OF TENANT: **INITIALS OF LANDLORD:**

DRAFT

registration under the *Personal Property and Security Act* and shall provide consent to the City for the removal of the notice on title to the Property.

4. **USE:** The Premises shall be used only for community events, including fundraising events and member meetings. The Premises shall only be operated by a not-for-profit entity.

5. **TERM OF LEASE:**

   a. The Lease shall be for a term of 5 years, commencing on the 1st day of September, 2017, and terminating on the 31st day of August, 2022.

   b. Provided the Tenant is not at any time in default of any covenants within the Lease, the Tenant shall be entitled to renew this Lease for 4 additional terms of 5 years each on written notice to the Landlord given not less than 4 months prior to the expiry of the current term on the same terms.

6. **RENTAL:** The Property will be leased out to the Tenant as a triple net and full carefree lease to the Landlord. In exchange for exclusive use of the Premises, the Tenant is responsible to keep the Premises in a well maintained condition and is obligated to pay all operating and capital costs of the building during the term of the lease and any renewals thereof.

   a. The Landlord is entitled, on 7 days written notice, to enter the Premises on or about each anniversary date of this Lease to inspect any document or thing to satisfy itself that the Premises is being well maintained by the Tenant (as further described in paragraph 5(a) and Schedule B. Additionally, the Landlord is entitled to conduct a move-in and move-out inspection and determine the condition of the Premises and identify any deficiencies requiring repair, which shall be at the sole cost of the Tenant.

7. **STATE OF THE PREMISES:** The Purchaser accepts the Premises on an "as is" basis and acknowledges that it has sat vacant for some time and may require additional capital improvements or maintenance than as identified in Schedule B. The Purchaser is solely responsible for said costs and any additional and unidentified costs.

8. **TENANT'S RESPONSIBILITIES:**

   a. **Maintenance of the Premises:** The Tenant shall, at its sole cost, manage, maintain, operate and repair the Premises. This obligation includes, but is not limited to, at reasonable intervals, making replacements to ramps, staircases and walkways on the Premises.

   b. **Maintenance of the Sanitary Bed serving the Premises:** The Premises has a separate septic bed from the arena on the property. The Tenant is fully responsible for maintenance, repair and replacement of this bed. The Tenant is responsible for cleanup of any spills from this bed.

Comment [RC1]: The Lion's Club has asked this be removed.

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c. **Snow Removal:** Tenant is responsible for snow removal and sanding/ salting walkways, ramps and stairs for the sole purpose of access to and from Mariposa Hall (walkways, ramps and stairs on the Premises); Landlord is responsible for snow removal and sanding/salting the shared access to the property and shared parking lot (the balance of the Property excluding the Premises).

Comment [RC2]: Lion's Club has indicated it wants to be responsible for all snow removal

d. **Garbage Removal:** Municipal garbage collection is available at the curb on a weekly basis.

e. **Grass Cutting:** The Landlord is responsible for cutting grass on the entire Property, including in proximity to the Premises.

f. **Realty Taxes:** The Tenant will be invoiced annually for realty tax, and will pay it to the Landlord upon demand. Realty Tax estimated as attributable to Mariposa Hall for 2017 - to be used by the Tenant as guidance only in determining its financial affairs - is $1,300.

g. **Society of Composers and Music Publishers of Canada license:** The Tenant is responsible for obtaining its own license, if required.

9. SERVICES:

The Tenant shall pay the cost of hydro, gas, water, heating, air-conditioning and for all other services and utilities as may be provided to the premises. The Tenant shall arrange with the local authority for connection of gas, electricity and water in the name of the Tenant.

10. ADDITIONAL RENT AND CHARGES:

The Tenant shall additionally pay a proportionate share of all costs and expenses incurred by the Landlord in maintaining, operating, cleaning, insuring and repairing the property and without limiting the generality of the foregoing, such costs and expenses shall include the costs of:

Comment [RC3]: This captures all the regular costs, however, irregular costs such as septic cleanout and repair can be apportioned back to the septic users proportionate to their use. Therefore, suggest this term stay broad, although Lion's Club has asked that this list be made finite

a. insuring the Premises and such other insurance as the Landlord will effect against public liability, property damage, loss of rental income and other causalities and risks.

11. SCHEDULES: The Schedules attached hereto shall form an integral part of this Agreement to Lease and consist of: Schedules A & B.

12. NOTICES: Any notice required or contemplated by any provision of this Lease shall be given in writing and addressed as follows:

For the Landlord:

City of Kawartha Lakes
26 Francis St., P.O. Box 9000
Lindsay, Ontario K9V 5R8
Fax: 705-324-8110
Attention: Clerk's Department
Clerks@city.kawarthalakes.on.ca

INITIALS OF TENANT: **INITIALS OF LANDLORD:**

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And to:

Realty Services Division, Legal Services Department

12 Peel Street
Lindsay, Ontario K9V 5R8
Fax: 705-324-2982

[insert information for Lion's Club]

Either party may, at any time, notify the other of a change in contact information for service.

13. TENANT'S WORK: The Tenant agrees to complete all work as described in Schedule B attached hereto. Throughout the Term of the Lease, including any renewals thereof, the Tenant is responsible for all work to keep the Premises in good repair, whether or not such works were identified in Schedule B. The Tenant agrees to complete any additional work necessary to prepare the Premises for the Tenant's use. The Tenant shall not proceed with any work within or affecting the Premises that may limit the Landlord's use of the access driveway and/or the common parking area, without the Landlord's prior written approval, which approval shall not be unreasonable withheld.

a. The Tenant is an independent contractor with respect to the contracting for all work; the Tenant is not an agent of the City. The Tenant is fully responsible to ensure the work is done in accordance with the *Workplace Safety and Insurance Act*, 1997, c. 16, Sched. A requirement. The Tenant is the "constructor" within the meaning implied by the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1.

14. SIGNAGE: The Tenant may, at its own expense, erect signage in a good and workmanlike manner, subject to municipal by-laws and government regulations and subject to the Landlord's written approval as to the design, colour, and content of any such signs, which approval shall not be unreasonably withheld.

15. PARKING: Parking shall be in common and unreserved.

16. ENVIRONMENTAL: The Tenant shall be, at its own expense, responsible for any loss, costs, damages, charges or expenses that may be sustained by the City as a result of any environmental spill as may occur during the Term of the Tenancy.

17. INSURANCE: The Tenant agrees to insure the property and operations of the Tenant, including property insurance for fire and such additional perils as are normally insured against, third party

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DRAFT

liability insurance including personal injury and death, naming the Corporation of the City of Kawartha Lakes as an additional insured and with minimum liability limits of Five Million Dollars per occurrence, and any other insurance as may be reasonably required by the Landlord. The Tenant will obtain liquor liability insurance and special events insurance for each event either involving the dispensation of liquor or being a special event. The Tenant will obtain environmental spill insurance on account of the oil tank located in the basement of the Premises. Without limiting the generality of the foregoing, the Tenant shall provide and maintain:

a. Comprehensive General Liability insurance including but not limited to bodily injury including death, property damage including loss of use thereof, personal injury, blanket contractual liability, tenant's legal liability, products and completed operations liability, contingent employers' liability, host liquor liability, non-owned automobile liability and cross liability and severability of interest clause. The policy shall be in an amount no less than Five Million Dollars per occurrence and with a deductible acceptable to the Landlord. The policy shall name the Corporation of the City of Kawartha Lakes as an additional insured

b. All Risk Property insurance on the Premises itself and all exterior walkways/ staircases, and including all internal fixtures, including that existing and that as repaired / replaced, and including personal property owned by the Tenant for the full replacement cost of the property. The policy shall be endorsed to include coverage for the oil tank located in the basement of the Premises including costs to cleanup and restore any property damaged by sudden and accidental escape of pollutants. The policy shall include business interruption for a period of not less than 12 months. The policy shall not allow subrogation claims by the Insurer against the Landlord. The Landlord shall be named as a Loss Payee on the policy.

c. Comprehensive Boiler and Machinery insurance on mechanical equipment in the Premises controlled by the Tenant. The Landlord shall be named as a Loss Payee on the policy.

d. For all events where alcohol will be served or provided, the Tenant shall ensure that appropriate coverage is in place for each such event and facility renters are required to provide Party Alcohol Liability in an amount not less than Five Million Dollars per occurrence for bodily injury, property damage and personal injury. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall name the Corporation of the City of Kawartha Lakes as an additional insured.

e. For all events where alcohol will be served or provided, the Tenant shall ensure that appropriate coverage is in place for each such event and facility renters are required to provide Party Alcohol Liability in an amount not less than Five Million Dollars per occurrence for bodily injury, property damage and personal injury. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall name the Corporation of the City of Kawartha Lakes as an additional insured.

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f. The Tenant shall provide the Landlord within 10 days of signing the Lease and annually thereafter, a Certificate of Insurance. All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario. The insurance shall be with insurers acceptable to the Landlord and with policies in a form satisfactory to the Landlord. All policies shall be endorsed to provide the Landlord with not less than 30 days' written notice in advance of any cancellation, change or amendment restricting coverage. All premiums and deductibles under the insurance policies are the sole expense of the Tenant. All policies shall apply as primary and not as excess of any insurance available to the Landlord. As determined by the Landlord, the Tenant may be required to provide and maintain additional insurance coverage(s) or increased limits which are related to this Lease.

18. INDEMNITY AND LIMITATION OF LIABILITY: The Tenant waives, releases, discharges, defends and indemnifies the Landlord from and against any and all rights, claims, demands or actions whatsoever of every kind and nature, direct and indirect, or any person whether in respect of damage to person or property arising out of or occasioned by the maintenance, use or occupancy of the Premises from any cause whatsoever, and including with respect to any design or feature of any capital item replaced or repaired by the Tenant. The Tenant agrees to look solely to its insurers in the event of loss. This term survives the Term of the Lease.

19. ACTS OF DEFAULT AND LANDLORD'S REMEDIES: An act of default has occurred when: the Tenant has breached any of its covenants, failed to perform any of its obligations under this Lease or has failed to complete the capital works as set out in Schedule B and the deficiency remains outstanding for a 30 consecutive day period, a construction lien is threatened or registered against the Property as a result of the Tenant's act or omission and the Tenant does not act swiftly to rectify the situation to the Landlord's full satisfaction, or the Tenant fails to defend and indemnify the Landlord as per section 18.

20. ABANDONMENT: If the premises become vacant or remain unoccupied by the Tenant for a period of 30 consecutive days, then this Lease will be deemed to be at and end. At the expiration of this 30 day period, the Landlord may re-enter the Premises.

21. ASSIGNMENT: This Lease shall not be assignable or otherwise transferable by the Tenant. The Tenant may not sublet or assign or transfer its interest in the Lease contemplated herein without securing the written consent from the Landlord, which consent shall not be unreasonably withheld, provided however, if the consent it granted, the Tenant shall remain liable for all obligations under the Lease.

a. If applicable, the transfer of the majority of the issued shares in the capital stock, or any transfer, issuance or division of shares of the corporation sufficient to transfer control of the corporation shall be deemed for all purposes to be an assignment within the meaning of this

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Lease. This provision shall not apply to a corporation whose shares are listed and traded on any recognized public stock exchange in Canada or the United States.

22. **AMENDMENT:** Any amendment to this Lease, with the exception of a change in contact details for notice as per section 10, shall take effect once reduced to writing and signed by both parties.

23. **TERMINATION UPON NOTICE AND AT END OF TERM:** Each party has the right to terminate this Lease by giving 60 days prior written notice to the other party.

24. **AGREEMENT IN WRITING:** If there is any conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement, including any Schedule attached hereto, shall constitute the entire Agreement between Landlord and Tenant. There is no representation, warranty, collateral agreement or condition that affects this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.

25. **LEGAL, ACCOUNTING AND ENVIRONMENTAL ADVICE:** The Tenant acknowledges that any information or estimates provided by the Landlord is not legal, accounting, tax or environmental advice. The Tenant is encouraged to obtain independent professional advice prior to signing this document.

26. **BINDING AGREEMENT:** This Agreement and the acceptance thereof shall constitute a binding agreement by the parties to enter into the Lease of the Premises and to abide by the terms and conditions herein contained.

27. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and permitted assigns of the undersigned are bound by the terms herein.

For the Purchaser & Tenant:

SIGNED, SEALED AND DELIVERED in the presence of:

IN WITNESS whereof I have hereunto set my hand and seal

DATE:

(Witness)

(Tenant by Authorized Representative signature)

Name (print)

DATE:

(Witness)

(Tenant by Authorized

INITIALS OF TENANT:

INITIALS OF LANDLORD:

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Representative signature)

Name (print)

For the Vendor & Landlord:

IN WITNESS whereof I have
hereunto set my hand and seal:

DATE:

Judy Currins, Clerk

DATE:

Andy Letham, Mayor

SCHEDULE A

[insert floor layouts for the leased premises, and show common area parking, and ingress/egress]

SCHEDULE B

Comment [RC4]: Lion's Club has preferred this be removed, but I prefer this stay in b/c it shows the state of the premises accepted in an "as is" state, allows City to determine scope of inspections and assists Lion's Club in planning repairs.

Projected Year for Repair	Item	Anticipated Cost
2017	**opening hall: complete facility re-construction along with accessibility upgrades to meet *Building Code Act* and *Accessibility for Ontarians with Disabilities Act* requirements. A complete detailed breakdown of reconstruction needs are as follows:** **Mariposa Hall:** • **Remove centre wall and ceiling in bathroom** • **Remove all wiring** • **Replace 4 bathroom windows** • **Install new wires, lights, plugs, heaters, switches and exhaust fans (2)**	**$90,000.00**

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	• Replace both entrance doors to 36 inch steel door with closures • Remove all plumbing water lines and drain lines • Re-plumb both washrooms: toilet, sinks and stalls • Add a new vent through the roof in a new location to prevent ice damage • Repair roof • new underlay and flooring in both washrooms • reinsulate walls, ceiling, vapour barrier, drywall • prime and paint • new baseboard and trim Safe Room • Repair drywall • Replace door with new steel insulated door Basement • New 2x4 wall under bathroom, lions den, insulate and vapour barrier • Replace 2 basement windows • Electrical upgrades Main Room • Replace 6 windows and trim Furnace • Replace old furnace with new gas furnace, upgrade duct work to washrooms • Replace electric hot water heater rental with new natural gas heater	
2018	oil storage tank replacement: This may have to be done as part of opening work, and replaced with another form of fuel delivery, if insurance is unavailable otherwise	$5,000.00 (replacement value)
2022	furnace replacement	$7,000.00
2027	hot water storage tank replacement	$7,000.00
2030	electrical service replacement	$47,000.00
2032	kitchen renovations	$7,000.00

Comment [RC5]: Lion's Club has asked that this be removed at City cost. This is to be done at Lion's cost; not the City's.

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FACILITY CONDITION ASSESSMENT
MARIPOSA COMMUNITY HALL
1010 ELDON ROAD, OAKWOOD, ONTARIO

Job No: 20130. 101037.000

Prepared for:
THE CITY OF KAWARTHA LAKES

Prepared by:
ALTUS GROUP LIMITED

Issued: **April 19, 2016**

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Street Smart. World Wise.

Altus Group

April 19, 2016

Our Ref: 20130.101037.000

Dr. Adam Found, Ph.D
Manager of Corporate Assets
Asset Management Division
Department of Corporate Assets
City of Kawartha Lakes
26 Francis Street, P.O. Box 9000
Lindsay, Ontario, K9V 5R8

Dear Dr. Found,

Re: **Mariposa Community Hall**
1010 Eldon Road, Oakwood, Ontario
Facility Condition Assessment

Pursuant to your instructions, we enclose our Facility Condition Assessment for the above noted property. This report provides a general overview of the building components and systems, including a commentary on the mechanical, electrical, structural and architectural components. In addition, we have identified conditions observed which may result in future capital expenditures above those associated with routine maintenance.

Exclusions and assumptions are detailed in Section 2, and all limiting conditions and qualifications are identified in Section 6.

It should be noted that this report may not be circulated, published, reproduced or quoted from in whole or in part by any person without the express written permission of Altus Group Limited in each instance. Furthermore, this report is for the exclusive use and benefit of **The City of Kawartha Lakes**. Altus Group Limited does not hold reporting responsibility to any other party and does not assume any liability whatsoever to any other party.

We trust this report meets your requirements and we would be pleased to meet and discuss this in detail at your convenience.

Yours truly,

ALTUS GROUP LIMITED

Per: Melissa Woods, B.Arch.Sc., MAATO
Associate, Building Sciences

Per: Kiran Patel, P.Eng., PMP, MRICS, PQS, CCP, LEED® AP
Associate, Cost Consulting & Project Management

Per: Naren Chande, B.Sc. (Hons), FRICS, PQS (F)
Senior Executive Vice President

TABLE OF CONTENTS

1.		Executive Summary	2
	1.1	General Description	2
	1.2	Building Description	2
	1.3	General Physical Condition	2
	1.4	Significant Issues & Deficiencies	3
	1.5	Recommendations for Additional Investigation or Action	3
	1.6	Outstanding Information & Follow Up	3
	1.7	Contingency & Escalation	3
	1.8	Planning & Zoning Issues	3
	1.9	Replacement Value	4
2.		Purpose & Scope	5
	2.1	Terms of Reference	5
	2.2	Basis of Analysis	5
	2.3	Conclusions Methodology	5
	2.4	Exclusions	6
3.		Definitions	7
	3.1	General Methodology	7
	3.2	Component Summary Table – Basis of Analysis, Definitions and Concepts	8
	3.3	Expenditure Table - Basis of Analysis, Definitions and Concepts	11
4.		Component Description and Condition	12
	4.1	A - Substructure	13
	4.2	B - Shell	14
	4.3	C - Interior Elements	20
	4.4	D - Services	22
	4.5	E - Equipment and Furnishings	28
	4.6	G – Building Siteworks	29
5.		Building Replacement Value	32
6.		Report Qualifications	33
7.		Exhibits & Attachments	35

Appendix A: Component Summary Table
Appendix B: Expenditure Table
Appendix C: Schedule of Documents Reviewed
Appendix D: FCA Information Request Form

1. EXECUTIVE SUMMARY

1.1 General Description

The subject property is located at 1010 Eldon Road, Oakwood, Ontario known as Mariposa Community Hall. The building is a one-storey community hall. The exterior cladding at the building is brick masonry. The windows at the double-paned in original refurbished wood frames. The roof has a sloped metal finish. Heating is provided by unit heaters and a furnace. Domestic water is provided by a hot water storage tank. The site features vehicular access from Eldon Road and features an internal asphalt roadway. There are no elevators at the building. The building was constructed in 1908 and is 107 years old.

1.2 Building Description

Identifier	166
Facility	Mariposa Community Hall
Property	Mariposa Community Hall
Assessment Roll Number	165111003107400
Street Number	1010
Street Name	Eldon Road, Oakwood, Ontario
Community	Oakwood
Postal Code	K0M 2M0
Legal Description	Unknown
Former Municipality	Oakwood
Department	Community Services
Division	Parks & Recreation
Service	Parks & Recreation
Gross Floor Area (GFA)	8,044
Floors	1
Elevators	0
Site Area	650,937
Current Value Assessment (CVA)	$41,000
Replacement Cost	$1,938,604
Facility Condition Rating (FCR)	Good
Facility Condition Index (FCI)	0%

1.3 General Physical Condition

The property is rated as good condition provided that the recommended repairs and replacements are performed and regular and preventative maintenance is carried out.

1.4 Significant Issues & Deficiencies

Significant items include, but not limited to:

- Kitchen renovations
- Domestic hot water storage tank
- Furnace replacement
- Oil storage tank replacement
- Electrical service replacement

A detailed analysis of the immediate and 20-year capital expenditures required is included in Section 3.

1.5 Recommendations for Additional Investigation or Action

- Annual inspection of electrical equipment and arc-flash/infrared thermography scanning and Arc Flash Studies under regular operations and maintenance.
- Perform Hazardous Materials Surveys at the property including compliance with O.Reg. 278/05 governing Asbestos and have the Surveys available onsite.
- Update the Fire Safety Plan/Emergency Response Plan annually under operations and maintenance.
- Perform sanitary and storm camera scoping under regular operations and maintenance.
- Perform an Accessibility Audit at the Facility.

We recommend that the City of Kawartha Lakes carry out all life safety issues immediately, as identified in this Report, and with future replacements, bring components up to current building code standards. In addition, create a maintenance plan that will help extend the normal life expectancies for major components to support the assumptions. As large expenditures approach, have the component reviewed to determine its condition to better plan for its repair or replacement (e.g. benefits of phasing/non-phasing on other components within the complex). The City of Kawartha Lakes is strongly urged to have the study updated regularly to reflect any economic changes.

1.6 Outstanding Information & Follow Up

None.

1.7 Contingency & Escalation

Our cost summaries are priced in current dollars with no inflation provision for escalation.

1.8 Planning & Zoning Issues

Planning and zoning issues are excluded from this report.

1.9 Replacement Value

Using the description of the building including type of exterior walls, heating system and sprinkler system provided by the City of Kawartha Lakes, with associated basic building information such as number of storeys and gross floor area taken from non-as built drawings and high-level general overall measurements, we prepared using the programme "Marshall and Swift" a high level order of magnitude square foot cost assessment for the likely replacement construction cost estimates for the building. The estimated costs exclude the associated development soft costs of the buildings.

Replacement Value - $ 1,938,604

2. PURPOSE & SCOPE

The mandate is to provide a general overview of the building systems, including a commentary on the mechanical, electrical, structural and architectural components. In addition, we have identified conditions observed which may result in future capital expenditures above those associated with routine maintenance.

Our Facility Condition Assessment procedures and documentation are conducted in general accordance with ASTM E 2018 – 08 Standard Guide for Building Condition Assessments: Baseline Building Condition Assessment Process.

2.1 Terms of Reference

We understand our terms of reference to be as follows:

a) Co-ordinate the submissions from all consultants and review all documentation provided with a view to integrating the findings, conclusions and recommendations into one due diligence review report.

b) Visually review the buildings.

c) Identify any major issues of note and provide resolutions along with any costs involved.

d) Prepare a report on our findings including the identifications of all the issues and our estimate of the individual capital expenditures required over a 20-year period specifically identifying any immediate action, with a threshold of $5,000.

e) Year 0 is defined at the 12 month period subsequently following the date this report is issued.

2.2 Basis of Analysis

The assessment of Capital Expenditures required is based on the following:

a) Building systems failing to meet their performance level.

b) Building systems that have reached or are projected to reach the end of their productive life cycle within a 20-year period (the "study period").

c) Information provided in the FCA Information Questionnaire Form.

2.3 Conclusions Methodology

Our conclusions are based on the following:

a) On-site identification and measurement (where possible) of a specific deficiency item priced accordingly.

b) Measurement of areas from drawings where available (e.g. roofing) and priced at current replacement cost prevailing unit rates. It should be noted that floor areas and parking counts reported are taken directly from documents provided and detailed quantities will need to be assessed for any tendering purposes. **Altus Group Limited has carried out no independent verification or measurement for any component. We have performed high-level onsite measurements to confirm the gross floor area for the building for the purpose of FCI calculations.**

c) Information available from maintenance logs relating to mechanical equipment, etc., priced at prevailing replacement costs for similar or equivalent equipment.

Nikolay Tikhovskiy inspected the building on August 25th, 2015 and was accompanied by a Site Representative.

2.4 Exclusions

a) Environmental issues including hazardous materials and mould contamination. This is not a hazardous substance survey. No physical testing or sampling was performed and cannot confirm the actual presence of mould at the property. Further investigation is recommended where suspect mould is present.

b) Tenant improvement allowances.

c) Cost estimates are based on the assumption that phenolic foam insulation does not exist in the roof assembly as roof cuts were not performed as part of this review to determine the type of insulation existing.

d) Expenditure for capital items which are categorized as maintenance or operational in nature or items that are considered as upgrades.

e) Accessibility Audits.

f) Review or comment on tenant leases or tenant lease requirements is not included as part of this Facility Condition assessment.

g) No testing has been performed at any mechanical, electrical or life safety equipment.

h) Heritage reviews are excluded.

i) Building and Land Appraisals are excluded.

3. DEFINITIONS

3.1 General Methodology

The methodology of the study includes the examination of all recent and available documentation, such as financial statements, budgets and existing reports; and the physical inspection of the Building Components, etc.; and a review of all building plans and associated specifications and reports, field notes, and other relevant information in order to prepare various estimates and value judgements.

The study uses the component method of valuation to estimate replacement. The Building Components items consist of building or site components such as roof systems, exterior walls, pavement and sidewalks, each of which is deemed to have a limited life span, and must therefore be replaced or undergo major repair to maintain the property in an as-new condition.

Estimates of replacement costs are based on the assumption that quality materials, as specified, will be used. In the case of older developments, newer materials may be required under current building code regulations. Installation costs are assumed to be at contractor's prices, using union labour and current construction techniques, including contractor's overhead and profit. Cost for removal and disposal are also factored in.

These estimates are intended only for global budgeting purposes; they should be used as a guide only, as costs may vary according to the time of year, quality of materials used, volume of work, actual observed conditions, etc. Note that the estimates do not include applicable taxes. Actual costs for work can only be determined after preparing specifications and tender documents, understanding site restrictions that may impact work, and the establishing of a construction schedule.

The range of prices for the roofing, where applicable, depends on various factors, such as the condition of the insulation and the correction of the slopes for drainage. Also, increasing the number of roof sections (splitting a large roof into smaller sections is recommended) could extend the timeframe for the re-roofing program. Prices are estimated assuming that each section is repaired (or re-roofed) alone; hence, the estimation could decrease when work is for more than one section at a time. Furthermore, the estimates are based on the replacement of a given roofing system with an equivalent system, thus the estimation could vary significantly if upgrades are implemented, such as increasing the thickness of the insulation or using an alternative membrane. The implementation of a regular maintenance program could also extend the service life of the roof and delay the proposed schedule.

The range of estimated costs for asphalt repairs, where applicable, depends on whether the granular foundation should be upgraded or reconstructed and if additional drainage is needed. Since shallow boreholes or other testing such as sieve analyses etc., have not been carried out, the asphalt repair assumes the sub-grade is acceptable and that only surface work is required.

Physical deterioration, functional obsolescence and environmental factors are all factors for consideration when estimating the expected life span of the various components. In measuring the building component requirements, we have considered the effect of depreciation and normal life span experience of components. Finally, when assessing the current condition and remaining life span of building components, we have relied on our own judgement and expertise.

There are components with an indefinite life cycle that have not been included in the study. Indefinite life components include concrete foundations, infill concrete walls, exterior back-up wall systems and superstructure components. We are currently aware of no substantial defects with these items that would warrant carrying a contingency amount in the study for replacement.

Some components are shown with a percentage of replacement, as full replacement is not expected to occur. The replacement/repair cost of each component is estimated based on conventional building materials using current construction techniques with standard quality control.

Information and quantities are derived from the site review and/or information provided.

The effective ages are modifications to the actual calendar age of the components based on our assessment of the conditions observed during the site inspection.

As requested, Altus has conducted a representative review of interior spaces. The areas selected allowed us to review the various layouts and exposures available. The findings are extrapolated for the building.

Digital photos were taken of various building components and systems as a method of record; pertinent photos are included within the report to illustrate systems or conditions.

We identified some evident building code infractions or otherwise discretionary installation or detailing that would or is currently causing deterioration and/or possible life and safety concerns throughout the report and more specifically in Section 4. We did not however, research any data, cross-reference building codes etc. as this was not mandated. This is not a code or regulatory audit.

We have included practical energy-efficiency recommendations to which supplement the study. The recommendations are not considered a detailed Energy Audit. The categories with the most opportunity for savings are the HVAC and the building envelope.

3.2 Component Summary Table – Basis of Analysis, Definitions and Concepts

3.2.1 General

Identification and description of the Building Components of the building and site, categorized under the following major headings under the ASTM E1557- Standard Classification for Building Elements and Related Sitework-UNIFORMAT II.

3.2.2 Current Repair or Replacement Cost

The estimated cost of replacing or providing major repairs to a Building Component at current prices including factors such as demolition, disposal, material, labour and contractor's overhead and profit. The Harmonized Sales Tax (HST) is excluded from these costs on the 20-Year Expenditure table.

3.2.3 Normal Life Span

The estimated life expectancy of a Building Component in terms of years under normal service conditions. Each building component is analyzed in terms of component type, quality of construction, statistical records and normal life experience.

Life Cycles are calculated through one or all of the following: AJ Dell'Isola and SJ Kirk. (2003). Life Cycle Costing for Facilities. RS Means. Kingston, MA., ASHRAE Standards: American Society of Heating, Refrigerating and Air-Conditioning Engineers, CMHC Research Report: Service Life of Multi-Unit Residential Building Elements and Equipment, Canadian Standards Association, S478-95 (2007) Guideline on Durability in Buildings, Structures (Design), 1995, Whitestone Research (2011) The Whitestone Facility Maintenance and Repair Cost Reference 2011-2012 , experience and good practice.

3.2.4 Actual Age

The chronological age of the building or site component, expressed in years.

3.2.5 Effective Age

The adjudged age of the Building Component, expressed in years. Maintenance procedures, original workmanship or defective materials are determining factors. The subjective assessment is based on the experience of the Consultant.

3.2.6 Remaining Life Span

The difference, in years, between the Normal Life Span and the Effective Age of the Building Component.

Some Building Components have been phased over two (2) or more years as to building accommodate the significant impacts of the component to the building. Those items commence in the Remaining Life Span year.

3.2.7 Description of Major Repair Work or Replacement

This is a brief description of the nature of the work involved with each of the Building Components. This involves only major repair or replacement items and not upgrades. The percentage of the replacement or major repair is also stated.

3.2.8 Cost Breakdown

A unit quantity is multiplied by the current unit rate value to obtain the Current Repair or Replacement Cost – current CAD$ for each of the Building Components. Alternatively, Allowance figures are shown and the derived values are calculated based on experience rather than handbook costing data.

3.2.9 Component Condition Rating

The following component condition rating definitions are provided by the City of Kawartha Lakes and are identified on a component by component basis in the Component Summary Table.

Rating	Descriptor	Data Standard
1	New	A new, near new or fully rehabilitated asset with no visible signs of deterioration.
2	Excellent	An asset in excellent overall condition, where only very slight decline is evident but where it is also obvious that the asset is no longer in new condition.
3	Very Good	An asset in very good overall condition with some early stages of deterioration evident, where the deterioration is minor in nature and causing no serviceability problems.
4	Good	An asset in good overall condition, where some deterioration is evident and serviceability is impaired very slightly.
5	Fair-to-Good	An asset in fair to good overall condition, where deterioration is obvious and serviceability is impaired materially.
6	Poor-to-Fair	An asset in poor to fair overall condition, where deterioration is quite obvious, serviceability is noticeably impaired and maintenance costs are noticeably increasing.
7	Poor	As asset in poor overall condition, where deterioration and serviceability impairment are considerable and maintenance costs and risk are relatively

		high.
8	Very Poor	An asset in very poor overall condition, where deterioration and serviceability impairment are severe. Maintenance costs and risk, including the risk of failure, are substantial and maintenance ineffective to the point such that rehabilitation is the only cost-effective means of restoring serviceability.
9	Critical	An asset in critical overall condition and approaching failure, where deterioration and serviceability impairment are extreme. Rehabilitation is needed immediately as maintenance costs are extremely high, maintenance can no longer materially improve serviceability and/or the failing asset poses an unacceptable risk.
10	Failed	An asset that has failed; it is either no longer in service or should be removed from service immediately to mitigate the extreme risk it poses while in failure mode. Rehabilitation is the only option to restore serviceability.

In some cases we have opted to show an item as having Building Code issues where in fact at the time of construction it may have been acceptable. These discretionary items are related to health and safety and it is our opinion that they should meet current standards (i.e. guardrails in stairwells). All code related items are considered a life safety issue and should be carried out in the immediate term. The basis of the Building Code reference means the minimum requirements of the Ontario Building Code as opposed to particulars of other legislation (i.e. The Fire Code or City of Kawartha Lakes Property Standard By-laws).

3.2.10 Life Safety

Not applicable;
Minor consequences – potential minor injuries;
Moderate consequences – health deterioration; or
Severe consequences – critical injuries.

All life safety items, regardless of the consequences, should be addressed in the immediate term.

3.2.11 Urgency of Action

Not applicable
Urgent;
High;
Medium; or
Low

3.2.12 Energy & Efficiency

Not applicable or not apparent;
Moderate or significant savings with longer term payback; or
Significant savings and short-term payback.

3.2.13 Action Type

Replace;
Repair; or
Study

3.2.14 Consequence of Failure (COF)

Immediate Shut Down

Partial Shut Down
No significant consequences

3.2.15 Facility Condition Rating (FCR)

The Facility Condition Rating (FCR) is a weighted average over the term of the study using the recommended capital repairs and replacements divided by the replaced cost value for the building as shown in the Expenditure Table in the appendices based on the Facility Condition Index (FCI). The facility condition index definition is shown in Section 3.2.16 Facility Condition Index (FCI). The Facility Condition Ratings are categorized as follows: Good (under 5%), Fair (5-10%) and Poor (Over 10%).

3.2.16 Facility Condition Index (FCI)

The FCI = value of immediate capital needs (Year 0)/ replacement cost. The FCI is a relative indicator of condition, and should be tracked over time to maximize its benefit. The ratings are as follows: good (under 5%), fair (5-10%), and poor (over 10%).

3.3 Expenditure Table - Basis of Analysis, Definitions and Concepts

The 20-Year Expenditures Table illustrates all of the estimated expenditures that are anticipated to occur over the 20-year period based on the input from the Component Summary Table.

3.3.1 Components

These are building and site components that make up the common elements of the Corporation. The components are the same ones used in the Component Inventory Table.

3.3.2 Years

The years of the study, commencing with the current fiscal year.

3.3.3 Annual Expenditures

The estimated future dollar value totals of the Building Component expenditures totaled annually. HST or inflation has not been included.

4. COMPONENT DESCRIPTION AND CONDITION

This section of the report describes the building and site components that were visually surveyed during our site inspection and that are included in the study. Unless otherwise noted below, the building components are wearing as anticipated, in fair condition and are based on normal life expectancy and actual ages.

4.1 A - Substructure

4.1.1 Standard Foundations

The foundation walls consist of concrete masonry and are visible at a few locations at grade level and in the basement around the building perimeter. The footings are not visible as they are concealed below grade level. As is typical, a number of minor shrinkage cracks (less than 1/16th of an inch) were noted in the poured concrete foundations at various locations. The footings are not visible as they are concealed below grade level. No significant signs of deterioration were present. No issues were reported by the Site Representative. Based on a normal life span for this component replacement is not anticipated during the study period. Minor repairs in the interim are considered under operations and maintenance.

Poured concrete foundation walls

Poured concrete foundation walls

4.1.2 Slab on Grade

The visible areas of the slab-on-grades at the basement service rooms were found to be in fair condition with only normal shrinkage cracks. Cracking in a slab-on-grade may be due to long-term dry shrinkage over the early life of the building, the nature of the granular base; the type of in-situ soils or loading conditions, the manner in which it was installed or reinforced (if at all) and/or the location of the control joint grid pattern. The component is not anticipated for repair/replacement during the study period.

4.2 B - Shell

Superstructure

Based on our visual review, the building is brick masonry superstructure with concrete masonry foundation walls, wood joist floors and wood framed roof. The walls, roof and floor structure was generally hidden behind interior finishes and was not visible for evaluation. Overall, no other anomalies were observed or reported that would suggest the structural components are not functioning as intended. This item is not anticipated for major repairs or replacement during the study period.

Superstructure concealed by exterior cladding	Superstructure concealed behind interior finishes

4.2.1 Balcony Construction

There are no balconies at the building.

4.2.2 Ramps

There are no ramps at the building.

4.2.3 Exterior Stairs and Handrails

There are concrete stairs and handrails at the front of the building. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. Repairs are anticipated during the study period and are carried under operation and maintenance.

Superstructure concealed by exterior cladding

4.2.4 Canopies

There are no canopies at the building.

4.2.5 Cladding

The exterior walls are brick masonry cladding. Overall, the component is in good condition. Based on the normal life span of this component, repairs are anticipated during the study period. This can be completed under normal operation and maintenance.

Exterior cladding

Exterior cladding

Exterior cladding

Exterior cladding

4.2.6 Sealants

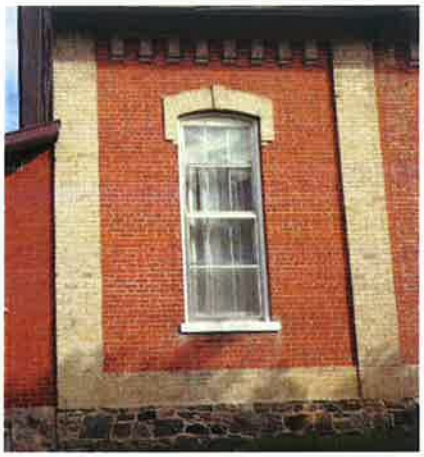
The sealants at the building joints and around the perimeter of the windows and doors are generally in good condition. Where checked, the exterior sealants are generally flexible and intact. Some minor deterioration of sealant was noted and repairs are completed as needed. Repairs are considered under normal operations and maintenance at a cost below the threshold of this report.

4.2.7 Balcony Guardrails

See section *4.2.3 Exterior Stairs and Handrails*.

4.2.8 Windows

The building features double-glazed anodized aluminum insulated glass units (IGU) in fixed refurbished wooden frames. The windows are in good condition. Based on the normal life span of this component, replacement is not anticipated during the study period. Minor repairs, if any, are considered under normal operation and maintenance.

	
Typical window unit	Typical window unit

4.2.9 Exterior Doors

Exterior doors at the facility are a combination of wood with glass inserts in wooden frames and metal service doors in metal frames. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. Doors can be replaced on an as needed basis at a cost below the threshold limit.

Exterior door

Exterior door

4.2.10 Roofing

The roof is sloped with a corrugated sheet metal finish. The roof is in good condition and according to the Site Representative the roof has been replaced in the last five years. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. Based on the normal life span of this component, replacement is not anticipated during the study period. Minor repairs, if any, are considered under normal operation and maintenance.

Overview of sloped roof

Overview of sloped roof

4.2.11 Gutters, Downspouts and Eaves

The roofs drain into prefinished aluminum eavestroughs and downspouts which discharge on grade. There were no reported problems with the drainage system No significant signs of deterioration were present during the site visits. No issues were reported by the Site Representative. Based on the normal life span of this component, repair and replacement is anticipated during the study period. This is considered under normal operation and maintenance.

Prefinished aluminum eavestroughs and downspouts	Prefinished aluminum eavestroughs and downspouts

4.3 C - Interior Elements

4.3.1 Interior Doors

The suite entry doors are wood in wood frames. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. Door replacement can be completed on an as needed basis at a cost below the threshold limit.

4.3.2 Handrails and Guards

There are no handrails or guardrails at the stairs leading to the basement. We recommend installing handrails at the stairs. Installation of the handrails can be completed at a cost below the threshold limit.

4.3.3 Stairwells

There is a wood staircase leading to the basement. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. Based on the normal life span of the component, replacement is not anticipated during the study period. Minor repairs, if any, can be completed under normal operation and maintenance.

4.3.4 Wall Finishes

The interior walls are painted flat gypsum wall board finishes with wood trim. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. Refurbishment during the study period can be completed on an as needed basis at a cost below the threshold limit.

4.3.5 Floor Finishes

The floor finishes are hardwood parquet and vinyl composite tile (VCT). No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. Refurbishment during the study period can be completed on an as needed basis at a cost below the threshold limit.

4.3.6 Ceiling Finishes

The ceilings at the facility are a combination of painted flat gypsum and ceiling tiles. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. Refurbishment during the study period can be completed on an as needed basis at a cost below the threshold limit.

Interior doors	Wood stairs
Typical interior finishes	Typical interior finishes
Parquet and VCT floors	Ceiling tiles

4.4 D - Services

4.4.1 Elevators

There are no elevators at the building.

4.4.2 Kitchen and Bathroom Renovations

The kitchen has laminated countertops, pressboard cupboards and stainless steel sinks. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. Based on the normal life span of the component, replacement is anticipated during the study period. We have included an allowance to refurbish the kitchen.

Kitchen finishes	Kitchen finishes

4.4.3 Plumbing

Domestic Cold Water & Hot Water

The incoming domestic water main enters the building below grade. The water main then feeds to the main shut-off then is distributed throughout the building. Piping at the facility is copper and PVC. No anomalous conditions were observed or reported that would suggest this system is not functioning as intended. Based on the normal life span of the distribution piping, repairs and replacement is anticipated during the study period. This can be completed under operation and maintenance.

There is an electrical "John Wood" hot water storage tank in the basement with a storage capacity of 184 Litres. According to the technical data tag, the equipment was manufactured in 2005. Based on the normal life span of the component, replacement is anticipated during the study period. We have included an allowance to replace the hot water storage tank.

Hot water storage tank

Water metering

4.4.4 Site Drainage

Refer to Section *4.6.3 Site Services.*

4.4.5 Heating, Ventilation and Air Conditioning

The heating and ventilation at the facility is provided by an "Olsen" oil furnace. There is a wall forced-air heater at the entrance. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Representative. There is no cooling at the building. There is an oil storage tank with a capacity of 910 Liters and according to the technical data tag the equipment was manufactured in 2001. The storage tank does not conform to the Technical Standards and Safety Authority (TSSA). Based on the normal life span of this component, replacement is anticipated during the study period. We have included an allowance to replace the furnace and the storage tank.

Our inspection was limited to accessible equipment. Tests were not performed, nor were systems dismantled to verify the condition of interior components. The systems were visually reviewed and maintenance staff comments were considered at the time of review.

Gas Fired Rooftop Units-Typical

Kitchen Make-up Air Unit

4.4.6 Fire Protection Systems

The building is equipped with fire extinguishers. Where the service tags were checked, the equipment is maintained regularly. All fire protection devices should be checked regularly under operations and maintenance to ensure good working operation. This is considered under normal operations and maintenance as below the threshold limit.

There is a fire safety plan, heat detectors and a fire alarm panel at the facility. No issues were reported by the Site Representative. Replacement and installation of the fire detection equipment should be carried out on an as needed basis in accordance with manufacturer's recommendations. This can be completed under normal operation and maintenance.

<table>
<tr><td>
</td><td>
</td></tr>
<tr><td>Fire extinguishers</td><td>Fire safety plan</td></tr>
<tr><td> </td><td>
</td></tr>
<tr><td>Heat detectors</td><td>Pull station</td></tr>
</table>

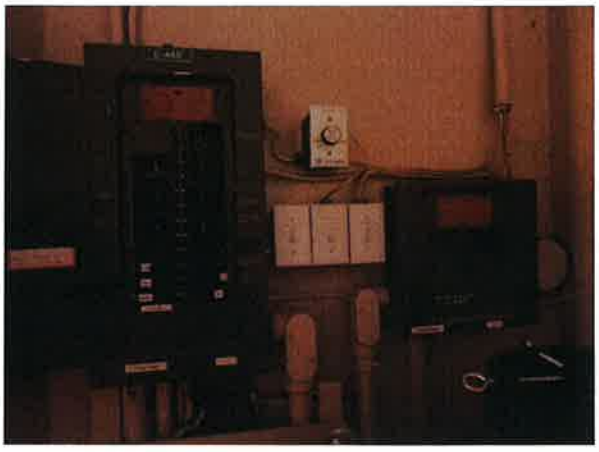
4.4.7 Electrical

Service and Metering & Distribution

The incoming electrical service enters the building at basement where the electrical equipment is located. There are four (4) "Taylor Electric" and "Federal Pioneer" electrical panels of various age and condition. There are two disconnects and two splitters rated at 600 Volts. No significant signs of deterioration were present during the site visit. No issues were reported by the Site Represented. Based on the normal life span of this component, replacement is anticipated during the study period. We have included an allowance for replacement.

It is recommended that infrared thermography or arc flash studies be performed to look for "hot spots" and other deficiencies in the electrical equipment. Surveying of electrical equipment should be carried out regularly on an annual basis. This is considered under normal operations and maintenance and is below the threshold limit.

General housekeeping issues were noted including the removal of storage items near electrical systems, removal of abandoned equipment and/or the provision of general labeling/identification. This is considered under normal operations and maintenance as below the threshold limit.



Electrical service

4.4.8 Lighting

The common area lights are ceiling mounted 2x4ft strip fluorescent fixtures. No significant signs of deterioration were present during our site visit. We recommend installing high efficiency light bulbs with future replacement. Future replacements of the lighting can be competed as-needed under operations and maintenance at a cost below the threshold of this report.

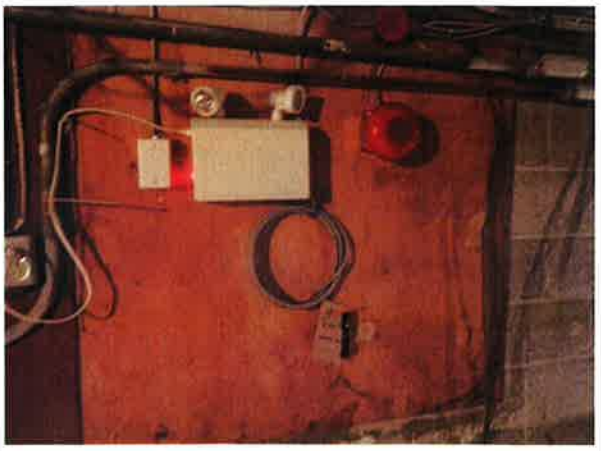
Lighting at the main hall

Fluorescent light fixtures

Emergency Exit Signs & Lighting

The building features emergency exit signs and lighting which are powered by battery packs. No issues were reported. The emergency exit signs and lighting are managed and upgraded as part of operations and maintenance at a cost below the threshold of this report.

Exit lighting



Exit lighting

4.4.9 Other Systems

Emergency Power & Generation Systems

There is no emergency back-up generator at the property.

4.5 E - Equipment and Furnishings

4.5.1 Compactor Equipment

There is no garbage compactor.

4.6 G – Building Siteworks

4.6.1 Paving, Curbing and Parking

The site is shared with Oakwood Arena & Community Centre and Oakwood Roads Operation Depot. The site features an internal asphalt roadway. We noted some settlement and closely spaced "alligator" cracks. Overall, the asphalt is in good condition. Costs for asphalt repairs and replacement are carried under Oakwood Arena & Community Centre.

4.6.2 Landscaping and Appurtenances

The site features sodded areas around the perimeter of the site. Site feature generally appear well-maintained. We assume the landscaping will continue to be managed as an operation and maintenance expense. No capital expenditures are anticipated during the study period.

Site Lighting

There is no site lighting at the building.

Fencing and Railings

The site features a concrete fence at the front of the site. The fencing is in good condition. Replacement is not anticipated during the study period. Minor repairs, if any, are considered under normal operation and maintenance.

Decorative fencing

Retaining Wall

4.6.3 Site Services

Domestic Water

The facility is supplied with domestic cold water service from the municipality. The incoming domestic water service enters the building at the basement. The condition of the buried and concealed piping cannot be evaluated visually. No anomalous conditions were observed or reported that would suggest this systems is not functioning as intended. A repair allowance is carried. Full replacement of the system is not anticipated.

Sanitary Service

The storm systems are concealed within the building by interior finishes and are connected with main via underground services. The condition of the buried and concealed piping cannot be evaluated visually. We recommend that drains be flushed and scoped routinely. This maximizes the service life of the piping and also helps identify repair needs. We assume this will be carried as part of ongoing maintenance. The component is not anticipated for repair/replacement during the study period. No allowances are carried.

Utilities

The incoming electrical service is below grade. No anomalous conditions were observed or reported that would suggest this system is not functioning as intended. No allowances are carried.

4.6.4 Barrier-Free Design

Although no measurements were taken to confirm, the facility generally does not comply with one or more of the following: Entrances and/or Path of Travel, Controls, Illumination, Access to Parking Areas, Washrooms / Water Closets / Lavatories / Universal Toilet Rooms, Exterior Walks and/or Ramps (where applicable), Doorways and Doors and Passenger Elevating Devices (where applicable).

We are not aware of any compliance orders for the facility with regards to barrier-free requirements. General compliance with the CAN/CSA-B651-04 and industry best guidelines is considered a secondary desirable upgrade and only recommended after Ontario Building Code requirements are fully met. Major costly modifications would be required to meet all current standards.

The intent behind developing and implementing additional guidelines is to eliminate or at least minimize safety risks to the occupants and improve operational performance. We recommend that the City develop its own Technical Guidelines for Accessibility for improved design features, better performance levels and consistency among its facilities.

Overall, the building can continue to function as a municipal facility as long as fire and life safety recommendations and non-compliance issues are addressed. We recommend that an Accessibility Audit be performance and the facility be renovated to bring it to current barrier-free design and the compliance with the requirements for a fully accessible facility in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) coming into force in 2025. We have not included costs to renovate the facility in our Facility Condition Assessment as this is considered an upgrade.

5. BUILDING REPLACEMENT VALUE

Using the description of the building including type of exterior walls, heating system and sprinkler system provided by the City of Kawartha Lakes, with associated basic building information such as number of storeys and gross floor area taken from non-as built drawings and high-level general overall measurements, we prepared using the programme "Marshall and Swift" a high level order of magnitude square foot cost assessment for the likely replacement construction cost estimates for the building. The estimated costs exclude the associated development soft costs of the buildings.

Replacement Value - $ 1,938,604

6. REPORT QUALIFICATIONS

The qualifications described below apply to this report:

a) All review surveys were visual only. No removal or testing of materials or components was carried out. The review was made on a random basis with no attempt to review or inspect every element or portion of the building. The intent of the review was to determine areas of visually obvious deterioration and need for repair and to determine, in a general way, the overall quality and sufficiency of the existing building conditions but not to ascertain the quality or sufficiency of any particular aspect of the building.

b) This report is intended to provide **The City of Kawartha Lakes** with a general description of the systems employed in the building and to comment on their general condition, which may be apparent at the time of our review. No calculations were performed to confirm the adequacy of the elements. No findings contained in this report shall be construed as a guarantee or warranty of the quality or sufficiency of any particular aspect of the building or the adequacy of any particular element of any system employed in the building.

c) The timing of site visits is critical to building performance reviews. To observe the actual extent of problem areas, it is necessary to monitor the building conditions throughout the year and under varying weather conditions (for example, contraction and expansion of all component joints occur at different times of the year) in each specific area. As a result, all problems may not be visible at the time of our review and we shall not be responsible for any problems not readily visible or apparent at the time of our inspection.

d) Any timeframe given for repair or replacement work represents a judgement based on the apparent condition and theoretical life span of components. Failure of the item, or optimum repair/replacement time, may be earlier or later than the time estimate due to conditions unknown and beyond our control. The property manager should pro-actively assess the time lines identified going forward.

e) Any and all previous opinions expressed by Altus Group Limited, either verbally or in writing, regarding the condition of the building or cost estimates for repair of the above elements of the building cannot be relied upon unless contained herein and are superseded by this report. No portion of this report may be used as a separate entity; it is written to be read in its entirety.

f) We draw your specific attention to the qualifications in the independent consultants' reports appended herein. Altus Group Limited shall have no liability whatsoever for the actions of the independent consultants including liability for tort, negligence or breach of contract. As agreed, our mandate has been to co-ordinate and summarize the findings reached by the consultants.

g) It should be noted that floor areas and parking counts reported and provided by building management and the planning consultant (as identified in our summaries) have been used. No independent verification, measurement or assessment has been carried out by Altus Group Limited for the building components. We have performed a high-level general onsite measurement to confirm the overall building gross floor area for the building.

h) Environmental issues are excluded from this report. No environmental issues have been addressed nor renewal costs included in our summaries.

i) We have endeavoured to examine all the information provided and have assumed full disclosure of information from all parties on all building and maintenance issues. A list of all reports provided, along with the independent consultants' review confirmation is enclosed in Section 6, Appendix A.

j) We are not responsible for the effects of any actions taken as a result of this report unless we are specifically advised of and participate in such action in which case our responsibility will be agreed to at that time.

k) Altus Group Limited shall have no liability either in contract or in tort for services or matters beyond the scope of the services as outlined and qualified in this report.

l) It should be noted that this report may not be circulated, published, reproduced or quoted from in whole or in part by any person without the express written permission of Altus Group Limited in each instance. Furthermore, this report is for the exclusive use and benefit of **The City of Kawartha Lakes**. Altus Group Limited does not hold reporting responsibility to any other party and does not assume any liability whatsoever to any other party.

7. EXHIBITS & ATTACHMENTS

Appendix A	Component Summary Table
Appendix B	Expenditure Table
Appendix C	Schedule of Information Reviewed
Appendix D	FCA Information Request Form

APPENDIX A

Component Summary Table

AltusGroup

COMPONENT SUMMARY TABLE

Mariposa Community Hall

NO.	COMPONENT DESCRIPTION	Current Repair or Replacement Cost 2019	Nominal Life Span (Years)	Actual Age (Years)	Effective Age (Years)	Remaining true Life Span (Years) Cost	Description of Major Repair Work or Replacement	COST BREAKDOWN Unit	Qty	2019	Condition	Code Related	Life Safety	Consequence of Failure	Urgency of Action
	Material	Repair / Replacement Cost	Expected Useful Life Year	Acquisition Year	Effective / Effective Age	Expected Remaining Life		Quantity Type	Qualifier	Quantity Unit Cost (Total Replacement Cost if applicable)	Condition Rating				
	D SERVICES														
D.1.1	Kitchen Renovation	$7,000	15	20	20	15	Replace	Item	Allow	$7,000.00	Good	N/A	N/A	No significant consequences	N/A
D.1.2	Domestic Hot Water Tank	$7,000	20	10	10	10	Replace	Item	Allow	$7,000.00	Good	N/A	N/A	No significant consequences	N/A
D.1.3	Furnace	$7,000	20	15	15	5	Replace	Item	Allow	$7,000.00	Good	N/A	N/A	No significant consequences	N/A
D.1.4	Oil Storage Tank	$5,000	20	20	19	1	Replace	Item	Allow	$5,000.00	Poor	N/A	N/A	No significant consequences	High
D.1.5	Electrical Service	$47,000	30	17	17	13	Replace	Item	Allow	$47,000.00	Good	N/A	N/A	No significant consequences	N/A

APPENDIX B

Expenditure Table

AltusGroup

20-YEAR EXPENDITURE TABLE

Mangrove Community Hall

COMPONENT	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
4111 Kitchen Equipment																$7,000					
4112 Domestic Hot Water Tank											$7,000										
4113 Furnace						$7,000															
4114 Oil Storage Tank		$3,720																			
4115 Electrical Service															$47,000						
Total Annual Expenditures	$0	$3,720	$0	$0	$0	$7,000	$0	$0	$0	$0	$7,000	$0	$0	$47,000	$0	$7,000	$0	$0	$0	$0	$0

Immediate, Short Term (Year 1-5) and Long Term (6-20)	$0	$11,440					$11,587														
Total Inflated Costs over 20-Year Period	$71,902																				
Annual Facility Condition Index (FCI)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Average Facility Condition Index (FCI)	0																				

NOTES:

1. HST and Inflation are excluded. A 2% inflation rate per annum is recommended to all capital renewal costs.
2. Engineering Fees included in costs above.
3. * Represents a one-time non-recurring cost. If present, these items should be removed from further updates to the Study.

APPENDIX C
Schedule of Information Reviewed

INFORMATION REVIEWED

In the preparation of this report, the following drawings/documents were reviewed:

None

APPENDIX D
FCA Information Request Form

FACILITY CONDITION ASSESSMENT
INFORMATION REQUEST FORM

Altus Group has been retained by the City of Kawartha Lakes to perform a Facility Condition Assessment at various municipal facilities. ***This form is to be completed in its entirety*** by the Property Manager, Site Superintendent or other representative designated by the City of Kawartha Lakes. This form will aid in the accurateness of the Facility Condition Assessment. The Form will be compiled as an Appendix to the Final Report. All relevant information that will have an impact on the Facility Condition Assessment shall be forwarded to Altus Group for their review prior to the undertaking of the site inspection. If requested, the information will be returned upon completion of the Facility Condition Assessment. The accuracy of the report is dependent upon the completeness and accuracy of the information provided by the designated representative. Please return this form to Leanne Fitzgerald at leanne.fitzgerald@altusgroup.com or by fax at 416-641-9501

PROPERTY NAME:	

ADDRESS:	

SECTION 1 - GENERAL

CONSTRUCTION INFORMATION			
Construction Date		**Total Approx. GFA:**	
Original Building		**Property Area:**	
Addition 1		# of Floors:	
Addition 2		# of Units:	
Addition 3		# of Elevators:	

UTILITIES	City	Supplier (Specify)
Water/Wells	☐	☐
Electricity	☐	☐
Natural Gas	☐	☐
Sanitary Sewer/ Septic	☐	☐
Storm Sewer	☐	☐

SECTION 2 – BACKGROUND AND PLANNED EXPENDITURES

FACILITY QUESTIONNAIRE
Are there current or previous requests by the municipality (or others) to correct any building or fire code related deficiencies? *(Yes/No)*
Has there been a fire in the building? *(Yes/No)*
Are there any structural problems? *(Yes/No)*

Are there any problems with the roof? Please provide roof certificates / warrantees. *(Yes/No)*
Are there any plumbing problems? *(Yes/No)*
Has there been intrusive testing done (such as pyrite testing)? *(Yes/No)*
Are there any plans for major repairs or renovations in the near future? If so, when will they occur and what are the budget amounts given.
Have any upgrades, energy conservation retrofits been conducted? If so, please specify.
Are there any ACTIVE, ONGOING or RE-OCURRING leaks into the building? If so, please specify.
Are there any NON-ACTIVE or NON-REOCURRING leaks (or staining, paint-peeling or finish damages) at the building? If so, please specify.
Are there particular aspects of the building that require closer inspection due to previous or current conditions? *(Yes/No)*
Has mould been identified or previously remediated at the building? *(Yes/No)*
Is there a Fire Safety Plan in place at the building? *(Yes/No)*
Has an Asbestos Survey been conducted at the building? *(Yes/No)*

SECTION 3 – DOCUMENTATION

Please forward the following information within as soon as possible of receipt of this form

(Y = included, N = not available and N/A = not applicable):

DOCUMENTATION AVAILABLE	Y	N	N/A
All existing warranties, guarantees, bonds and service contracts;			
As-built specifications for the buildings that are your custody of the client;			
Plans for underground site services, site grading, drainage and landscaping, and television, radio or other communications services for the property that are in the custody of the corporation;			
The repair and maintenance records and schedules in the custody or under the control;			
Any records of capital repairs or replacements;			
All existing reports such as surveys, reports, specifications for repairs/replacements, assessment or studies;			
Any compliance orders for the subject property;			
Any other records that may affect the Assessment.			

SECTION 4 – MAINTENANCE PERSONNEL

HVAC SYSTEM Additional Information: *Where applicable, please provide an inventory of heating/ventilation/ air-conditioning units, boiler, chillers, generators, etc.*			
Service Contractors	**Company Name**	**Contact**	**Phone**
Boiler:			
Chiller:			
Rooftop units:			
Other			

FIRE SUPPRESSION & FIRE ALARM SYSTEMS Additional Information: *Where applicable, please provide any reports pertaining to fire code & sprinkler inspections.*			
Service Contractors	**Company Name**	**Contact**	**Phone**
Sprinkler Inspections			
Stand-pipe Monitoring			
Fire Alarm Monitoring			
Fire Extinguishers			
Other			

SERVICE CONTRACTOR	Company Name	Contact	Phone
Plumbing			
Electrical			
Emergency Generators			
Elevators			
Other			

If necessary, attach a list of pertinent information in the form of documents/correspondence that may affect the completion of the Building Condition Assessment.

Name and Title: _____

_____ _____

Signature Date

Appendix C
to
Report RS2017-014
File No.
1013
1030
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The Corporation of the City of Kawartha Lakes

Council Report

Report Number WM2017-010

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 2

Subject: Preferred Waste Collection Option - Shadow Lake Road 2

Author Name and Title: David Kerr, Manager - Environmental Services

Recommendation(s):

RESOLVED THAT Report WM2017-010, **Preferred Waste Collection Option - Shadow Lake Road 2**, be received; and

THAT the preferred option for waste and recyclables collection for Shadow Lake Rd. 2 be Option 1 "**Status quo with expanded investigation and enforcement**" to be implemented immediately.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

This report addresses the options for dealing with current noncompliance issues related to residential waste set out on Shadow Lake Road 2. Shadow Lake Rd 2 is an approximate 1 km long private road located just east of Norland. There are approximately 37 residences on the road. The private road does have a limited service agreement for seasonal road maintenance. Service provided includes some grading and application of gravel but does not include winter maintenance. Snow plowing is undertaken by private contractors at the expense of the residents.

Currently waste and recyclables are collected from Shadow Lake 2 by City contracted services (Miller), however instead of curbside door to door collection waste and recyclables are picked up at a communal drop-off location at the entrance to the road. The drop-off location is a communal concrete vault that holds the bags of waste. Plastic roll-out bins are located adjacent to the vault to hold the recyclables. The concrete vault was first used for this purpose sometime prior to September 2011. It is believed the vault is utilized as a compromise with the residents to provide service as the road is private and does not meet the requirements of the waste collection by-law. Currently there is no turn around for collection vehicles so the road fails to meet accessibility requirements for equipment.

Although there are a number of residences that make efforts to oversee the good housekeeping practices for the drop-off area and comply with the city's waste management by-law there are issues with this particular collection area:

- Not using clear bags for waste
- Exceeding waste limits
- Contaminated recycling (i.e. waste mixed with the recyclables)
- Recycling set out in bags outside of the bins
- Waste set out numerous days before collection
- Illegal dumping
- Generally unkept drop-off location with litter and debris strewn around the vault and bins.

Both City Staff and Miller have spent considerable resources and labour over and above the normal labour expended for weekly waste and recyclables collection to deal with the above issues. According to discussion with some of the residents on the road it is likely that illegal dumping in the area from people not residing on Shadow Lake Road 2 is also contributing to the unsightliness of the drop-off location.

Letters from the City have been sent to all Shadow Lake Road 2 residents in August 2016 and July 2017 to inform them of the need to set out waste and recyclables in the proper manner and to ensure that litter is minimized. The letters further state that if improvement does not occur then the City may need to

take other actions such as halting collection from the centralized area. There has been no sustained improvement to the area as a result of the letters and Miller and Staff continues to expend additional resources to deal with these issues. Some residents have tried to better oversee this area and actually take the illegally dropped off waste to the landfill but it continues to be an issue and they have come forward appealing to the City to take some form of action that will hopefully solve these issues.

In order to better manage waste and recyclables more efficiently and reduce the nuisance and non-compliance issues staff have looked at several different options and after weighing the pros and cons of each option have come up with a preferred option which is further discussed in the Rationale section below.

Rationale:

In response to the recurring waste setout issues and illegal dumping at Shadow Lake Road 2 staff have reviewed several options to solve the issues.

Option 1: "**Status quo with expanded investigation and enforcement**" is the preferred solution and can be implemented immediately upon approval by Council. Letters would be provided to each resident notifying them of planned enhanced enforcement in an effort to support the enforcement process and gain compliance with the By-Law.

The review assessment is as follows:

- **Option 1 (Preferred) – Status quo with expanded investigation and enforcement** – The City has undergone efforts to promote compliance of the Waste Collection Bylaw over the last few years by sending letters to residents on two occasions yet the issues with Shadow Lake Road 2 continue. These letters and warning notes on the vault have not caused a sustained improvement to the situation and additional costs continue to be incurred for the City and Miller to properly maintain the drop-off locations. Stepped up efforts should be employed such as additional patrols and investigations to control illegal dumping. This effort will cause additional expenses and burden on City resources but is in alignment with the By-Law.

- **Option 2 – Terminate Waste Collection** – In accordance with the By-Law Section 6.02(b) which states, "Where, in the opinion of the Director of Public Works and his or her designate, there has been a failure to comply with the Notice provisions in subsection (a), or there is a subsequent contravention of the By-Law, the Director of Public Works and his or her designate may issue an Order to suspend, discontinue or revoke curbside collection services and/or disposal privileges to the user or owner for a fixed period of time", the Director has the authority to discontinue collection services. While this is an option that is still viable and within the

provisions of the By-Law, Staff believe this should only be utilized as a last resort. This remains an alternative in the future if necessary.

- **Option 3 – Bag tags issued to Residences** – This option considers the current centralized area for drop-off be abandoned. Centralized pickup by Miller would cease and Residents would be issued bag tags (2 bag tags per week equaling 104 bag tags) to use per year. The residents would then bring their garbage and recyclables to any of the City's landfills within the scheduled operating hours at no cost. The Laxton landfill is within a reasonable driving distance to the site. The landfill is open Thursdays and Sundays.

  This alternative is not a standard consideration within the existing By-Law and as such, Staff do not believe this is a reasonable alternative. The residents would likely perceive this as a reduction in existing service. The benefit of this option is elimination of the centralized drop off location that has been experiencing misuse, reduction of the potential of illegal dumping and control of additional cost of enforcement of the By-law.

- **Option 4 - Provide Curbside Collection to Residences** – This option considers the current centralized area for drop-off be abandoned. Centralized pickup by Miller would cease but would instead provide curbside pickup to all accessible residences on the road. Currently, the private road does not meet the requirement of Section 3.02 of the waste By-Law as there is no suitable turn around for collection vehicles. As a result, this alternative would require an additional agreement for access from private homeowner(s). The Owner(s) of the private road would have to ensure the road is in satisfactory shape as per standards in the Waste Management By-law and that there is an acceptable turnaround at the end of the road for the Miller trucks during all seasons or Staff would be forced to suspend collection services. In addition, Staff are discouraging this alternative as this option would also provide a perceived enhance level of service to private property.

  The benefit of this option is Miller would only pickup the waste and recyclables from each home if it was properly set out. If the waste and recyclables did not meet the by-law the bags and or boxes would be tagged.

Other Alternatives Considered:

Different alternatives have been discussed in detail as part of the Rationale section and have been discounted in favour of the preferred Option 1.

Financial/Operation Impacts:

The preferred option will have costs related to investigation and enforcement of the By-Law. There will be a Staff cost to proactive enforcement and possibly an impact on response time for other enforcement matters. Costs are unknown at this time and will depend on the nature of the infraction(s).

For Options 2, 3 and 4, the City would incur costs for installation of signage in the previous drop-off location to warn the public about illegal dumping and there would be cost associated with the removal of the concrete vault from the road allowance. In this case there is also still a risk of costs associated with illegal dumping.

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

The Staff recommendation of Status quo with expanded investigation and enforcement contributes to the Council Adopted Strategic Plan, specifically with Goal 3 – A Healthy Environment. This recommendation contributes to this goal by:

- Reducing illegal dumping and litter
- Avoiding negative impacts of waste on surrounding environment
- Managing the natural environment as an important asset for tourism

Review of Accessibility Implications of Any Development or Policy:

None

Servicing Implications:

None

Consultations:

Miller Waste Systems Inc.

Attachments:

None

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

The Corporation of the City of Kawartha Lakes

Council Report

Report Number WWW2017-008

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: ALL

Subject: Water and Wastewater Division Level of Service Policy

Author Name and Title: Julie Henry, Quality Management and Policy Coordinator

Recommendation(s):

RESOLVED THAT Report WWW2017-008, Water and Wastewater Level of Service Policy, be received;

THAT the Water and Wastewater Level of Service Policy appended to report WWW2017-008 be approved, adopted and numbered for inclusion in the City's Policy Manual;

THAT the Water and Wastewater Frozen Services Management Directive be received; and

THAT Policy Number 066 EPW 003 Water and Wastewater Complaint Handling be rescinded.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

It is the objective of the City of Kawartha Lakes to apply its operational and administrative duties in an efficient and effective way so as to provide reasonable and optimal customer service at all times. Service excellence is a City of Kawartha Lakes core value and long-standing source of pride across the corporation. The Water and Wastewater Level of Service Policy addresses this priority by illustrating the levels of service provided by the Water and Wastewater Division of the City of Kawartha Lakes.

This policy only applies to properties that are serviced by municipal water and/or wastewater and are located within the City of Kawartha Lakes' municipal boundaries. The standard applies to any customer including:

- Property owners with connections or access to municipal water and/or wastewater infrastructure;
- Persons who use our services (residents, tenants, the general community and visitors).

Rationale:

To provide optimal and reasonable customer service at all times, it is necessary that staff understand the levels of service they are expected to provide, and that owners/residents/customers are aware of the scope of work done by the Water and Wastewater Division and the level of service that can be reasonably expected.

Inherent within this policy is the expectation that all Staff and contracted services will act responsibly and with due diligence at all times during their role in the production of safe, reliable drinking water and the efficient treatment of wastewater. Also inherent within this policy is the expectation that customers/owners will take care of their services.

Policy No: 066 EPW 003 Water and Wastewater Complaint Handling is to be rescinded as it is no longer relevant and the majority of its content is addressed within this new Level of Service Policy.

This policy covers the following measurable areas of service provided by the Water and Wastewater Division:

- Customer Complaints/Call-outs/General Inquiries – Non emergency and emergency
- Frozen Services (also addressed in the corresponding Management Directive)
- Alarm Response – Non emergency and emergency
- Service Interruptions – Planned and unplanned
- Preventative maintenance and inspections

- Staff competency
- Water Quality

Included in this report is the Water and Wastewater Frozen Services Management Directive which includes details regarding the City's commitment to addressing and resolving frozen services issues as quickly and efficiently as possible. Frozen Services require additional attention as these events can be particularly damaging, both to the supply of drinking water to residents and businesses but also to the associated infrastructure. It is imperative that all staff is aware of the methods to take when receiving and responding to frozen services issues.

This directive is written as support to the "Level of Service Policy, Water and Wastewater."
It is the focus of the City of Kawartha Lakes to, when possible, meet all designated service levels and, when feasible, exceed the expectations of all customers. Further, the Level of Service Policy for Water and Wastewater ensures that the City of Kawartha Lakes continues to provide services that are consistent, professional and coordinated so that customers are satisfied at the first point of contact.

Other Alternatives Considered:

There are no alternatives. The Water and Wastewater Division of the City of Kawartha Lakes requires a Level of Service Policy.

Financial/Operation Impacts:

There are no financial impacts as the services within this policy are accounted for in the operational user rate budget.

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

This policy is consistent with the Council Adopted Strategic Plan in that it assists the City of Kawartha Lakes with its identified Goal 2 – An Exceptional Quality of Life and identified Goal 3 – A Healthy Environment in that it ensures that all customers are privy to the highest level of customer services possible, and the environment is given priority consideration in the production and delivery of safe drinking water and the effective treatment of wastewater.

This report relates to the objectives of "*Enabler 4: Efficient Infrastructure and Asset Managemen*t" of the Council Adopted Strategic Plan.

The Frozen Services Management Directive includes instruction related to the Water and Wastewater's new initiative, "The Freeze Prevention Plan." In the fall of every year, the website and social media will be provided with an update

addressed to residents reminding them of the steps they can take to avoid the freezing of the pipes in their home. This initiative is meant to communicate to residents the ways in which they can protect their water services and avoid the costs and labour associated with frozen services. This initiative will ultimately increase the environmental efficiency of municipal infrastructure as well as to help protect City-owned assets and infrastructure.

This report is in line with the City of Kawartha Lakes values, specifically continuous improvement and excellence as this proposed program will improve the municipal drinking water distribution system quality as well as provide excellent, efficient, and safe services for residents and businesses of Kawartha Lakes.

Consultations:

Director, Public Works
Manager, Environmental Services
Supervisor, Water and Wastewater Operations
Supervisor, ORO Distribution and Collection
Supervisor, ORO Water Treatment
All staff, Water and Wastewater Division

Attachments:

Appendix A – Water and Wastewater Level of Service Policy

WWW Level of Service Policy.pdf

Appendix B – Policy No: 066 EPW 003 Water and Wastewater Complaint Handling

Policy No. 066 EPW 003 Water and Waste

Appendix C – Water and Wastewater Frozen Services Management Directive

Frozen Services
Management Directive

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Council Policy

Council Policy No:	
Council Policy Name:	Level of Service Policy – Water and Wastewater
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Frozen Services Management Directive Frozen Services SOP Frozen Services Form

Policy Statement and Rationale:

It is the objective of the Corporation of the City of Kawartha Lakes to apply its operational and administrative activities in an efficient and effective way so as to provide safe, reliable drinking water to all City residents, visitors and businesses. Service excellence is a City of Kawartha Lakes core value and long-standing source of pride across the corporation. Our employees are committed to remaining service-focused and responsive to the needs of the community. The purpose of this policy will be to achieve the levels of service as defined herein and in no case shall the levels of service be permitted to fall below the minimum legislative requirements.

Scope:

Inherent within this Service Policy is the expectation that all Staff and contracted services will act responsibly and with due diligence at all times in the production of safe, reliable drinking water and the efficient treatment of wastewater.

This policy only applies to properties that are serviced by municipal water and wastewater and are located within the City of Kawartha Lakes' municipal boundaries. The standard applies to any customer including:

- Property owners with water and/or wastewater connections or access to municipal infrastructure; and

- Persons who use our services (residents, tenants, the general community and visitors).

This policy will not apply during periods of declared natural emergencies until as soon as practicable after the affected normal services have been restored. During an emergency or natural disaster, the operating authority will endeavor to maintain services and infrastructure and respond to incidents as soon as possible depending on the availability of resources and the severity of the event.

It is the focus of the City of Kawartha Lakes to, when possible, meet all designated service levels and, where feasible, exceed the expectations of all customers. Further, this policy ensures that the City of Kawartha Lakes continues to provide services that are consistent, professional and coordinated so that customers are satisfied at the first point of contact.

Definitions:

"As soon as practicable" shall mean without undue delay

"Competent" shall mean having the necessary ability, knowledge, or skill to do something successfully

"Emergency" shall mean any event which human and/or environmental health is affected or an incident resulting in an interruption of potable water supply or impairment of the quality of potable water

"Freeze Prevention" shall refer to the procedure/steps to follow in order to avoid frozen services

"Operating Authority" shall refer to the accredited operator of the drinking water and wastewater systems.

"Owner" shall mean the owner of the building of the property being serviced as well as a person who has any right, title, estate, or interest in a property, other than that of only an occupant and, where that person is a corporation, shall include the officers, directors and shareholders of that corporation, and shall include a developer of property and any person with authority or power over or control of that property on the behalf of an owner.

"Preventative maintenance" shall mean the practice of regularly servicing equipment on a pre-determined schedule

"Response" shall mean the initiation of action towards resolution (i.e. communication with a resident, investigation into an after hours alarm etc.)

"Resolution" shall mean the solving of an issue/service interruption etc.

"Service" can be defined in two contexts. In the larger context, any government activity is a service. For instance, a potable water supply is a service. When used in the context of these standards, "service" refers more specifically to aspects of drinking water production and delivery and wastewater solutions. Services are seen from the perspective of the user.

Policy:

Process: For the purposes of this policy, levels of service have been categorized as follows:

- **Customer Complaints/Call-Outs** – categorized further into Emergency and Non-Emergency events
- **Alarm Response** – categorized further into Emergency and Non-Emergency events
- **Service Interruptions** – categorized further into Planned and Unplanned events
- **Frozen Services** - categorized further into Owner Responsibility and City Responsibility
- **Preventative Maintenance** – not resulting in service interruption
- **Staff Competency**
- **Water Quality**

1.0 Customer Complaints/Call-outs/General Inquiry

1.1 **Non-Emergency Complaints/Call-Outs/General Inquiry** – includes call-outs, service requests and complaints received during normal work hours and after hours.

- Upon notification the Operating Authority will communicate/respond to all non-emergency complaints/call-outs/general inquiries within one business day under normal circumstances.
- An investigation will be made, in all possible instances within two to three business days.
- Resolution will be made as soon as possible. Depending upon the nature of the call, the problem may be solved on the initial response or resolution may require additional time.

1.2 **Emergency Complaints/Call-Outs** – includes emergency call-outs and complaints received during normal work hours and after hours

- Upon notification, the Operating Authority will communicate/respond to emergency complaints/call-outs within sixty minutes.
- An investigation will be made. Time of said investigation will depend upon the nature of the emergency:

Level 1 Emergency – generally those that can be addressed by the Operating Authority's own resources and do not require notification beyond that dictated in Ontario Regulation 170/03, Schedule 16 or the Ontario Water Resources Act (OWRA). Level 1 Emergencies can usually be solved by following Standard Operating Procedures.

Examples of Level 1 Emergency: minor sewer backup, response to an internal alarm, first aid incident, small onsite spill, or a process upset that can be easily brought under control.

Level 2 Emergency – higher level emergency but can generally still be addressed by the Operating Authority's own resources and do not require notification beyond that dictated in Ontario Regulation, 170/03, Schedule 16 or the Ontario Water Resources Act (OWRA).

Examples of Level 2 Emergency: minor basement flooding, injury to staff that requires medical attention or a spill that causes, or is likely to cause localized, off-site adverse effects. If an event reaches this level, the instructions must indicate the need to contact the appropriate Supervisor.

Note: It is possible for an event to initially be classified as a Level 1 or 2 but continuing circumstances could elevate it to a Level 3 event.

Level 3 Emergency – highest level emergency – cannot be addressed by the Operating Authority's own resources. Requires assistance from outside work forces (i.e. regulators, emergency responders). Notification beyond Ontario Regulation 170/03, Schedule 16 is required including contacting the Corporate Response Team as referenced in the City of Kawartha Lakes' Emergency Response Plan.

Examples of Level 3 Emergency: Explosion/fire, prolonged power failure, extreme equipment failure, large spill or spill that threatens human health, the source water or the environment, critical injury including loss of life, breach of security that is a threat to public health, community emergency affecting water supply/treatment, declared pandemic, catastrophic failure (from any cause) that could impact public health or the environment, or cause significant property damage. Level 3 emergencies require an effective operations response and effective issues management.

- Resolution for all emergency events will be made as soon as possible under normal circumstances.

2.0 Frozen Services

2.1 The Owner of any commercial, industrial, institutional or residential property shall keep in good repair and be responsible for the maintenance and repair of the water services on the private portion of the property (between the residence/building and the property line.)

2.2 The City will ensure that instruction for residents regarding frozen services is kept up to date on the City website. This will include information regarding the seasonal voluntary freeze prevention program, a series of tips for homeowners to avoid the freezing of their water services which will be provided in the late fall of each year.

Residents will be encouraged to take the following actions:

- Ensure that their plumbing and drains will accommodate continuous, unattended running of water.
- Begin running their water when advised in order to prevent pipes from freezing (there will be no adjustments to water bills for additional water usage due to running of taps.)
- Notify the City as soon as possible when an interruption in water supply occurs.

2.3 Customer service requests will be made on a “first come, first served” basis.

2.4 Staff shall adhere to the operational processes to address the frozen services as defined within the Management Directive and associated Standard Operating Procedures. The Management Directive shall define responsibilities of the City and the public and will also define accountability and respective costs.

Note: In emergency situations, the City may offer extended service through on-call operators. Response efforts to service requests from vulnerable customers may be accelerated.

3.0 Alarm Response

3.1 Non-Emergency Alarms

- The Operating Authority will respond to non-emergency alarms as soon as possible within a two hour response time under normal circumstances. (For alarms received after normal working hours, response includes the initial investigation into the cause of the alarm.)

- Resolution time will depend upon the nature of the alarm.

3.2 **Emergency Alarms** – categorized as events that generate an immediate threat to the public and/or the environment, or an incident that results in an interruption of potable water supply or impairment of the quality of potable water.

- The Operating Authority will respond to all emergency alarms within one hour under normal circumstances. (For alarms received after normal working hours, response includes the initial investigation into the cause of the alarm.)

- Resolution time will depend upon the nature of the alarm although there is the exception that the Operating Authority will resolve all emergency issues as soon as possible.

  Potential critical alarms could include:

  General: intrusion, power failure, loss of communication, chemical leak (i.e. sodium hypo, alum etc.)

  Water System: low/high chlorine residual, high turbidity, low distribution system pressure, low/high tower level

  Wastewater System: low/high wet well, blower failure/low dissolved oxygen (DO), bypassing (high flows), and disinfection failure

4.0 Service Interruptions

4.1 **Planned Service Interruptions** – usually the result of required equipment repair, infrastructure maintenance, construction etc.

- The Operating Authority will ensure that all planned service interruptions are resolved as soon as possible. Resolution will depend on the complexity of the work being completed.

- Under normal circumstances, notice for all planned service interruptions (via individual hand delivered notices), will be provided a minimum of twenty-four hours prior to work commencing.

4.2 **Unplanned Service Interruptions** – usually required in the event of an emergency event including but not limited to: accidents, mainbreaks and urgent equipment/infrastructure repair.

- The Operating Authority will ensure that all unplanned service interruptions are resolved as soon as possible. Resolution will depend on the complexity of the work being completed. Should the event last longer than anticipated, further communication with residents will be initiated.

5.0 **Preventative Maintenance/Inspections** – not resulting in service interruptions.

Preventative maintenance includes but is not limited to: flushing, fire flow testing, alarm testing, equipment calibration, equipment inspection and/or repair etc. For equipment, preventative maintenance (including inspection) is conducted as per legislation or as per manufacturer specifications, whichever is more frequent.

Preventative maintenance is essential to ensure all infrastructure and equipment related to the production of safe drinking water and the treatment of wastewater is in good working condition.

Inspections of facilities will be completed at a frequency which complies with applicable laws and regulations.

6.0 **Staff Competency**

The Operating Authority will ensure that all staff are trained and licensed as per mandated legislation and regulation. The Operating Authority will ensure that at all times, there are adequate numbers of competent staff available to work in the system.

7.0 **Water Quality** – includes but is not limited to: sampling, testing and monitoring, inspections, operational checks, treatment and reporting.

The Operating Authority will continue to ensure that all sampling, testing and monitoring is completed according to mandated legislation and regulations and that compliance with regards to drinking water and wastewater effluent criteria requirements is achieved 100% of the time.

8.0 **Management Expectations**

Management is responsible for applying the following principles to achieve increased efficiency in the development and delivery of water and wastewater services:

- Client Service – Services are designed and delivered with the consideration of client needs and client feedback.
- Operational Efficiency – Services are designed and delivered in a cost-effective manner, considering opportunities for standardization and integration of service across the City.
- Culture of Service Management excellence services are designed and delivered based on strong management practices.

- To ensure priority services are reviewed regularly to identify opportunities for services redesign, improved use-ability, channel integration and mobile optimization and, where appropriate, adopt best-in-class service delivery approaches, alternative service delivery mechanisms and partnership arrangements.
- Management and Reporting Requirements – Management is responsible for monitoring compliance with this policy within their department and taking corrective action as needed; establishing a framework for the review of this policy and ensuring that a review is initiated within five years of the effective date of this policy.
- Management is responsible for investigating and acting when issues arise regarding policy compliance. Management is also responsible for ensuring the appropriate remedial actions are taken to address those issues within the department (i.e. review or audit, corrective actions.)
- Management is responsible for providing policy advice and guidance and for communicating with and engaging departments on the plan, progress, risks and challenges associates with implementing this policy and related instruments.

9.0 **Expected Results**: The expected results of this policy are: better service experiences for clients, the continued delivery of safe, reliable drinking water, the efficient treatment of wastewater and more efficient and budget-conscious services.

Revision History:

Proposed Date of Review:

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

City of KAWARTHA LAKES
Catch the Kawartha spirit

CORPORATE POLICY AND PROCEDURES MANUAL

Policy No:		
066	EPW	003

Policy Name:
Water and Wastewater Complaint Handling

DEVELOPED BY:	Wayne Hancock, P. Eng.	DATE:	Feb 28, 2003
DEPARTMENT:	Public Works		
ADOPTED BY:	Council	DATE:	Apr 15, 2003
RESOLUTION NUMBER:	CR2003-330 DPW2003-97	EFFECTIVE:	Apr 15, 2003
CROSS-REFERENCE:		REVISIONS:	

POLICY STATEMENT AND RATIONALE:

The City of Kawartha Lakes is committed to customer satisfaction. A water and wastewater complaints handling policy will enable staff to direct customer complaints to the appropriate staff and ensure that the complaints can be dealt with in an appropriate manner. It is also a requirement of the Certificate of Approvals for Water and Wastewater Works within the City that a written policy, a complaints form and an appropriate filing system are maintained to handle customer complaints. The file must be available to the Ministry of the Environment to review at any given time.

SCOPE:

This policy applies to all complaints relayed to the City on water and/or wastewater systems.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Staff Receiving Complaints

1.01 In the event of a customer complaint, use the Water and Wastewater Complaint Form.

1.02 Once you have completed the form fax it to the Environmental Services Office.

2.0 Environmental Services Staff

2.01 Once a complaint form is received it will be determined who is to take charge of the complaint.

2.02 WATER:

- Water quality issues are the responsibility of the Environmental Services Office with the exception of the facilities operated for the City by the Ontario Clean Water Agency (OCWA) (see Section 3.0).
- Water transmission problems (i.e.: main break), in any distribution system other than Omemee, will be the responsibility of the Area Manager's Office.
- Distribution problems in Omemee are the responsibility of OCWA.

2.03 WASTEWATER:

- Wastewater issues are the responsibility of OCWA with the exception of the Lindsay Water Pollution Control Plant.
- The Environmental Services Staff will deal with any complaints regarding the Lindsay Water Pollution Control Plant.
- Wastewater collection system problems (i.e.: plugged sewer) are the responsibility of the Area Manager's Office.

2.04 Once it has been determined who will respond to the complaint a copy of the form will be faxed to that office. The complaint must be followed up and all remedial actions must be recorded on the form.

2.05 Once the problem has been resolved, the completed complaints form must be returned to the Environmental Services Office for filing.

3.0 Responsibilities of OCWA

3.01 OCWA is contracted to operate and maintain a number of the City's facilities and to provide repair services for the Omemee distribution system. In the event that the complaint relates to one of the listed water treatment plants, wastewater treatment plants and/or the Omemee distribution system, OCWA must be notified immediately by phoning (705) 738-9734 and faxing the completed form to (705) 738-9737. The after- hours contact number for OCWA is1-888-695-1663.

OCWA - Run Facilities

Canadiana Shores WTP
Omemee WTP
Bobcaygeon WTP
Woodville WTP
Janetville WTP
Fenelon Falls WTP
Kings Bay WTP
Woodfield WTP
Pinewood WTP
Pleasant Point WTP
Manorview WTP
Sunny Acres WTP
Mariposa Estates WTP
Woods of Manilla WTP
Oakwood Estates WTP
Victoria Place WTP
Fenelon Falls WPCP
Omemee Lagoons
Bobcaygeon WPCP
Coboconk Lagoons
Kings Bay WPCP

OCWA – Run Distribution System

Omemee

3.02 OCWA has their own complaints management system, so once the complaint has been forwarded it may be filed in the City files and follow-up will not be required.

Management Directive

Management Directive No.:	MD2017-
Management Directive Name	Water and Wastewater Frozen Services Management Directive
Date Approved by CAO or Designated Person:	
Date Revision Approved by CAO or Designated Person:	
Related SOP, Management Directive, Council; Policy, Forms	SOP_WD_AFW_13 Frozen Water Services Level of Service Policy – Water and Wastewater (Council Report 2017-008)

Directive Statement and Rationale:

To support the Council adopted Policy to provide consistent and uniform process to respond to Frozen Water Services as it relates to the Water and Wastewater Level of Service Policy.

As City employees, we are proud to apply our operational and administrative activities in an efficient and effective way and to perform our work with: Transparency, impartiality, respect and accountability.

The Water and Wastewater Division will maintain the drinking water systems and oversee the management of all municipal, residential drinking water systems including treatment and distribution services. The Water and Wastewater Division shall operate under the umbrella of the Public Works Department and will function as a service provider.

It is the commitment, goal and objective of the Water and Wastewater Division to:

1. Be a service provider for municipally owned and operated drinking water systems, in a professional and equitable manner.

2. Supply the City of Kawartha Lakes with safe, reliable drinking water.

3. Provide timely maintenance and repair services at cost effective rates.

4. Work closely with other departments as well as with City-approved vendors to ensure all maintenance and repair completed on the municipally owned drinking water systems is completed in a time efficient, safe and cost effective manner.

5. Strive to continually meet and exceed the expectations of all City residents, businesses and visitors in relation to providing safe, reliable drinking water services.

Scope:

The City of Kawartha Lakes recognizes the importance of rectifying Frozen Water services in a responsible and cost effective manner. In addition, the City recognizes its duty as Owner and Operating Authority of municipal drinking water systems and its responsibility for ensuring that services remain available and in good working order for all residents, businesses and visitors to the City of Kawartha Lakes. This Directive serves to support the Council-adopted policy to provide consistent and uniform process when responding to Frozen Water Services.

The Frozen Services Management Directive has been established to provide the framework of expectations, guidance and direction to City staff to fulfill the operational requirements related to Frozen Services.

Objective

The objective of the Management Directive is to:

- Implement proactive measures to prevent the freezing of water services.
- To determine the responsibilities of City staff in relation to frozen water services.
- To manage interruptions to the City's supply of water, caused by temporary freezing.
- To recognize the special needs of vulnerable customers and make attempts to expedite service to these customers.
- To ensure all Water and Wastewater staff are aware of their duties and responsibilities with regards to frozen water services.
- To maintain compliance with all associated regulations and guidelines while responding to frozen water events.

- To outline the roles and responsibilities of property owners and the municipality in cases where the water service line freezes.
- To ensure the reliable, continuous access to safe drinking water.

Management Directive:

Definitions:

"Freeze Prevention" shall refer to the program initiated by the Water and Wastewater Division each fall season that encourages residents and business owners of the City of Kawartha Lakes to take directive preventative measures to help prevent services from freezing

"Owner" shall mean the owner of the building/property being serviced

"Potable water" water used for consumptive use (drinking and/or cooking)

"Preventative Maintenance" shall mean the practice of regularly servicing equipment and/or plumbing services

"Response" shall mean the initiation of action towards resolution (i.e. communication with a resident, investigation into an after hours alarm etc.)

"Resolution" shall mean the solving of an issue/service interruption/frozen service etc.

"Service" can be defined in two contexts. In the larger context, any government activity is service. For instance, a potable water supply is a service. When used in the context of these standards, 'service' refers more specifically to aspects of drinking water production and delivery especially to the plumbing coming in and out of a building that delivers drinking water to the building

"Temporary Water Service" shall mean a temporary supply of water to a customer who is without water due to frozen services

"Temporary Water Service Donor" shall mean a customer with an active water supply who provides a temporary water service to a neighbour through a temporary water service line

"**Vulnerable Customer"** shall mean any customer with a water-dependent medical condition or similar vulnerability, i.e. elderly residents, health care facilities, nursing homes, daycares, veterinary clinics etc.

"Water Service Line" shall mean the service from the public watermain to the point entering the building being serviced

Responsibilities

Directors and Managers are responsible for:

- Being knowledgeable of the Level of Service Policy – Water and Wastewater Division and the Frozen Services Standard Operating Procedure (WD_AFW_13) in addition to any applicable legislation.
- Ensuring that policies and procedures are followed.
- Taking every reasonable precaution to maintain the safety and protection of employees.
- Ensuring Managers, Supervisors and employees possess the required certifications, accreditations, training and experience to be competent in the areas of responsibility.
- Ensuring that equipment is maintained and operated in conformance with applicable laws and regulations.
- Ensuring that potential hazards associated with addressing Frozen Services are identified and that measures are put in place to minimize risk.
- Supporting staff in their endeavors to adhere to the Level of Service Policy – Water and Wastewater Division and to adhere to the Frozen Services Standard Operating Procedure (WD_AFW_13).

Supervisors are responsible for:

- Ensuring that competent staff is available when required for assistance.
- Ensuring that staff responds to frozen services in accordance with the Frozen Services Standard Operating Procedure and that any assistance is provided in a timely, efficient manner.
- Ensuring that responses to vulnerable customers are accelerated when possible.

- Determining emergency situations and if the City will offer extended service through on call operators.
- Ensuring that the Freeze Prevention Program is initiated and communicated each fall.
- For frozen services determined to be on the City side and for which the plumber retained by the owner/resident has contacted the City prior to commencing any work, the City shall retain a City-approved plumber to attempt to thaw the service; costs will be incurred by the City. For services on the owner/customer side, the owner/customer is responsible for hiring a plumber and incurring all associated costs.
- In the event that the service cannot be thawed, after taking all reasonable steps, the City may connect a temporary service line to supply water to the residence, conditional upon the agreement of the adjacent property owner. This temporary service will remain in place until the frozen line is thawed either by a plumber or naturally. The Supervisor will ensure that when temporary lines are installed, the owner supplying and the owner receiving the water from the temporary service are billed based on the their respective previous year's billing for the same time period.

Administration Staff is responsible for:

- Receiving customer inquiries in relation to frozen services and entering them into the CASE management system. Calls will be assigned on a "first come, first serve" basis unless it is determined that the caller is a vulnerable customer in which case service to that customer may be expedited.
- Advising the customer the must use a licensed plumber registered with the City's Vendor Management Program to perform the initial investigation and providing the customer with a current list of approved vendors.
- Advising the customer that they shall be responsible for thawing of the service line from the building to the property line. The City shall be responsible for the service located between the property line and the watermain.

- Advising the customer calling that they must have the selected plumber call the City PRIOR to the commencement of any work. Advising customers that if the City does not receive a call from the plumber before work begins that the City will not be responsible for the cost of any work done, even if the frozen service is on the City side.
- Advising the customer that if the frozen service is on private property, they may use a plumber of their choice in accordance with the building code.
- Advising the plumber to determine the location of the frozen service; whether it is on the private portion or the municipal portion.
- Advising the plumber of the City's preferred method of thawing (i.e. no electrical current, only the use of hot water or steam.)
- Advising the plumber that he or she must request a City operator to operate the curb stop.
- Advising the plumber that the City will be responsible for costs associated with thawing efforts on the municipal portion of the service up to a max of four hours. The plumber must also provide updates to the City including when the service is thawed or after attempting to thaw for four hours or when a temporary water service is required.
- When possible, providing updates and timely communications to customers with frozen water pipes throughout the event.
- Although the City may suggest running a cold water tap as a freeze prevention method, the decision to start running a continuous stream of cold water to help prevent the freezing of the water service rests with the owner/customer. The City will not be responsible for any costs related to additional water consumption.

Operations Staff are Responsible for:

- Responding to calls on a "first come, first serve" basis unless it is determined that the call is coming from a vulnerable customer in which case service may be expedited.
- Reminding the plumber to determine the location of the frozen service; whether it is on the private portion or the municipal portion.
- Reminding the plumber of the City's preferred method of thawing (i.e. no electrical current, only the use of hot water or steam.)

- Reminding the plumber that he or she must request a City operator to operate the curb stop.
- Reminding the plumber that the City will be responsible for costs associated with thawing efforts on the municipal portion of the service up to a max of four hours. The plumber must also provide updates to the City including when the service is thawed or after attempting to thaw for four hours or when a temporary water service is required.
- If advised by the Supervisor/ORO to set up a water service bypass (temporary water line), ensuring that the water donor has agreed to the installation of the line.
- Ensuring that all temporary lines be of new food grade material as outlined in the Drinking Water Works Permit/Municipal Drinking Water Licence.
- If it is late at night and a temporary line cannot be installed, providing the customer with bottled water and returning promptly the next morning.
- While installing the temporary line ensuring that no hazards are created (i.e. will ensure that walkways and decks are clear.)
- Providing the receiver with running water instructions.
- Recording the water meter reading at the residence with the frozen services as well as the address and water meter reading at the residence from the donor building/residence and recording any pertinent information on the Frozen Services Tracking Sheet (Form WD_AFW_12.) Staff will also record the water meter reading from the donor building/residence when the bypass/temporary water line is taken out of service ensuring to record the information as required.
- Following all other instructions provided in SOP_WD_AFW_13 Frozen Services, when possible.
- When possible, providing updates and timely communications to customers with frozen water pipes throughout the event as well as to the Supervisor, ORO.
- Logging the address, customer name and contact number on the Frozen Services Tracking Sheet for each specific address.
- Ensuring that all documented information is provided for filing and recording as per legislation.

Revision History:

Proposed Date of Review:

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

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CS2017-017

Date:	October 24, 2017
Time:	2:00 p.m.
Place:	Council Chambers

Ward Community Identifier: All

Subject:	**Customer Service Standards**
Author Name and Title:	**Craig Shanks, Director of Community Services** **Lee Anna Thornbury, Manager of Customer Services**

Recommendation(s):

RESOLVED THAT Report CS2017-017, **Customer Service Standards**, be received for information.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City of Kawartha Lakes 2016-2019 Strategic Plan identified, as one of the City's Top 10 Strategic Priorities, a requirement to "Establish and Execute a Customer Service Standard".

At the June 21, 2016 Special Council Meeting, the Customer Service Standard outline was presented. The presentation addressed the goals to establish a corporate Customer Service Standard for the City of Kawartha Lakes:

- Provide Exceptional Customer Service – establish and execute a Customer Service Standard
- Enhance Communications and citizen accessibility to government services
- Service Excellence – review and adopt best municipal practices, and continue to review operational efficiencies using lean methodology

Council received the Customer Service Standards Strategy on January 10, 2017 and a further customer service update in July 2017.

This report is brought forward to advise Council of the CAO Management Directive on Customer Service Standards that will officially be effective January 1, 2018.

Rationale:

The goal of the standards is to provide exceptional customer service through the three primary channels of customer interaction – in person, telephone and email/correspondence. This goal is aligned with the drivers of customer satisfaction:

- Timeliness and Acknowledgement – to respond in a reasonable timeframe
- Knowledge – to provide accurate information
- Fairness – to provide fair and consistent treatment
- Courtesy – ensure politeness and respect
- Outcome – to provide a response for completeness of service

The standards focus on the key enablers of service delivery which include people, processes, technology and partnerships.

The strategy outlines future commitments to achieve the end result, a Corporate Customer Service Standard.

The standards will be managed and monitored through a Management Directive (Appendix A) that will govern the Customer Service Standards (Appendix B) for the City of Kawartha Lakes.

While the Standards and Management Directive are being implemented effective immediately, the official launch date will be January 1, 2018.

Other Alternatives Considered:

No other alternatives have been considered for this report and action.

Financial/Operation Impacts:

No financial implications have occurred to date. The standards have been created internally by City staff teams, eliminating any need for consultation funding. Information and consultation with other Municipalities have occurred, and will continue to occur to adopt best municipal practices. Training will be provided in-house.

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

The City of Kawartha Lakes Corporate Strategic Plan Framework identifies the importance of a customer service standard as one of the City's top 10 priorities.

The Customer Service Standards are aligned with the Corporate Values on the City of Kawartha Lakes Corporate Strategic Plan Framework.

Collaboration – Continuous Improvement – Excellence – Innovation - Results

Link to Strategic Plan
http://links/corpdocs/Corporate/2016%20Final%20Draft%20Strategic%20Plan%20-City%20of%20Kawartha%20Lakes.pdf

Review of Accessibility Implications of any Development/Policy:

The standards are being created in compliance with the City's Accessibility Plan and the Accessibility for Ontarians with Disabilities Act (AODA).

Attachments:

Appendix A: Customer Service Standards Management Directive

Management Directive Final Draft.c

Appendix B: Customer Service Standards

Customer Services Standards Final Draft

Consultations:

Council
Senior Management Team
City of Kawartha Lakes Staff
Public Surveys
Municipal Colleagues

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services

Department File:

Management Directive

Management Directive #:	**MD2017-___**
Management Directive Name:	Customer Service Standards
Date Approved by CAO or Designated Person:	
Date revision approved by CAO or Designated Person:	
Related SOP, Management Directive, Council Policy	**Appendix A - ATTACHMENT**

Directive Statement and Rationale

To support the Council adopted City of Kawartha Lakes 2016-2019 Strategic Plan to provide exceptional customer service and to establish and execute a Customer Service Standard.

Scope

The Customer Service Standards applies to all City of Kawartha Lakes employees.

These guidelines set minimum standards to communicate with customers efficiently and respectfully.

Channels of Communication

The customer service standards provide guidelines for quality delivery of services through the following customer communication channels:

- ✓ Telephone
- ✓ Email / Correspondence
- ✓ In Person

Telephone

Customer calls are returned as soon as possible when they are received. As a general rule, telephone calls will be returned within two (2) business days.

Staff's response, within two business days, may not provide a complete resolution, but will be an acknowledgement that the message has been received. Staff should also provide an indication of any further action that will be taken to resolve the issue.

Guidelines on when voicemail should be changed along with sample messages are included in Appendix A.

Management Directive

Accessibility

The City of Kawartha Lakes Accessibility Policy statement expresses the commitment to provide quality goods and services that are accessible to all persons. The Customer Service Standards comply with Accessibility requirements.

Email / Correspondence

Customers will receive a response to a general written inquiry (letter) within five (5) business days.

Customers will receive an initial response to an email inquiry within two (2) business days. This response time refers to both internal and external communication.

The Communications division is responsible for monitoring and responding to social media on behalf of the City of Kawartha Lakes. Exceptions include divisions that have social media accounts of their own. These divisions are responsible to adhere to the Social Media Management Directive.

Email

A standard signature block is required by **all** City staff for internal and external emails and will be formatted as follows:

Jane Doe, B.Sc.
Position Title
Division or Department, City of Kawartha Lakes
705-324-9411 ext. 9999 www.kawarthalakes.ca

Appendix A provides instructions for:

- Creating an email signature
- Email Out of Office Assistant – internal and external

In Person

Some business entrances have staff at the front who are within plain sight and readily accessible to assist customers. At times, staff may be required to step away momentarily, at which point the public service area will be monitored by other designated City staff.

Should staff be required to attend to telephone and counter enquiries simultaneously, counter enquiries shall take priority with telephone enquiries attended to as soon as

possible afterward. Callers have the option to leave voice messages, which should be returned promptly after the customer at the counter has departed.

During regular hours of operation, the City Dress Code Policy is in effect.

Meetings

Adherence to proper etiquette for a meeting establishes respect among meeting participants. Appendix A provides general guidelines regarding business meetings.

Service Requests

Service requests are created for customer issues and maintained in the Corporate tracking system. Customers can report an issue through Customer Services, the appropriate department, or through the website. Service requests are issues that cannot be resolved at the first point of contact.

Requests to Speak with the Mayor or Councillor

If a customer indicates that they would like to speak with the Mayor or Councillor regarding an issue, please refer to Appendix A.

Customer Feedback, Measuring and Monitoring

Customer feedback is an integral component of service delivery at the City of Kawartha Lakes. The City will embrace “Municipal Service Excellence” and seek feedback. The City recognizes the value of public input and will monitor feedback to ensure continuous improvement.

Departmental Standards

Some departments have standards that are required as a part of their department’s business. Ensure that you are aware of any departmental standards that may be in place.

The Corporate Customer Service Standards provide comprehensive minimum standards, however, departments may choose to implement a higher standard. There may also be unique business processes that have different standards, which would be approved by the CAO and Council as applicable. Each City employee is expected to adhere to the standards in place. Management staff will be responsible to ensure compliance.

Review

The Corporate Customer Service Standards will be reviewed annually.

City of Kawartha Lakes

Customer Service Standards

Providing Exceptional Customer Service

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Table of Contents

Principles of Customer Service Standards 3
Channels of Communication 4
Telephone 4
Telephone Response time 4
Receiving Calls 4
Placing a Customer on Hold 4
Transferring a Call 5
Absences 6
Leaving a Voicemail Message on a Customer's Phone 6
Receiving Calls Outside the Standard Administration Hours 6
Received a Call and Not Sure Where to Direct It? 7
Email / Correspondence 7
Accessibility 7
Correspondence Response Time 8
Email 8
Email Out of Office Assistant 9
In Person 10
Meetings 11
Service Requests 12
Customer Feedback, Measuring and Monitoring 12
Municipal Service Centres 14
Tips for Positive Interaction 14
Measuring Success - Random Audits/Surveys 15
Departmental Standards 15
Review 15
Appendix A - Voice Message Samples 17
Appendix B –Email Instructions 19

DRAFT

Principles of Customer Service Standards

The City of Kawartha Lakes Corporate Strategic Plan identifies “Municipal Service Excellence” as one of the four strategic enablers to provide responsible, efficient and effective services.

The City of Kawartha Lakes is committed to providing a high standard of service to all customers. Customers include staff, residents, business owners, visitors, tourists, investors and other stakeholders.

The standards outlined in this document are a reflection of “Municipal Service Excellence” and the City’s commitment to:

- ✓ Provide exceptional customer service
- ✓ Enhance communications with customers and staff
- ✓ Reduce calls and inquiries from being “bounced around” internally
- ✓ Provide service excellence at all levels within the City and focus on the key drivers of customer satisfaction to:
    - Respond and acknowledge receipt of customer contact within a reasonable time frame
    - Provide accurate information and/or the avenue for the customer to receive it
    - Provide fair and consistent treatment
    - Be polite and respectful
    - Provide a response and ensure completeness of service or request
- ✓ Align with the Corporate values:
    - Collaboration – service excellence is possible by working together
    - Continuous Improvement – continual improvement through planning, evaluating and reporting
    - Excellence – striving for excellence to meet our commitment to customer service
    - Innovation – open to new ways of improving and leveraging technology
    - Results – focusing on achieving positive results

These guidelines set minimum standards to communicate with customers efficiently and respectfully.

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Channels of Communication

The customer service standards provide guidelines for quality delivery of services through the following customer communication channels:

- Telephone
- Email / Correspondence
- In Person

Telephone

Telephone Response time

Customer calls are returned as soon as possible when they are received. As a general rule, telephone calls will be returned within two (2) business days.

Staff's response, within two business days, may not provide a complete resolution, but will be an acknowledgement that the message has been received. Staff should also provide an indication of any further action that will be taken to resolve the issue. The Polycom phone manual is available at Polycom Phone Instructions.

Receiving Calls

When answering an external phone call, a consistent greeting should be used, always including a greeting and first name, and as appropriate, an applicable office and/or an offer of assistance.

ie "Good afternoon, Mayor's office, Mary speaking. How may I help you?"

ie "Good morning, Planning Department, Mary speaking."

When answering an internal call, a greeting and first name is sufficient.

ie "Good afternoon, Mary speaking."

At the end of a call, staff members are encouraged to include three elements: summarize, set expectations and a thank you.

ie "To summarize, once you submit the completed permit, we will review it and provide feedback within 10 days. Thanks for calling and if you have any further questions, please contact me at extension 1234."

Placing a Customer on Hold

If you need to place a customer on hold, ask permission to ensure they have time to wait. If they are not able to wait, provide an alternate solution on how you will contact them.

DRAFT

After placing the customer on hold, check back periodically. Thank them for holding.

Transferring a Call

There are two types of transfers: warm transfer and cold transfer.

Warm Transfer

A warm transfer is used when the caller and staff both stay on the line until a connection is made. The caller is on hold while staff relays information to the third party. Warm transfers reduce the chances of the customer being "bounced around" by ensuring that the proper transfer is made the first time. If the transfer isn't the correct one, calls should be re-directed appropriately. Staff may also appreciate a "heads up" as to the issue; the customer will appreciate being transferred to the correct staff person.

> ie "Hi Jim. I have Jane Smith on the phone and she requires information about her taxes. She has not received a tax bill this year. Could you assist Jane with her concern?"

Warm transfer instructions are available at Polycom Phone Instructions under consultation transfers.

Cold Transfer

A cold transfer is used when a caller is transferred directly. This process may be used with external or internal callers who specifically request a person by name, extension or department but offers no other information. Use caution to ensure that you have transferred the customer correctly.

Cold transfer instructions are available at Polycom Phone Instructions under blind transfers.

Sample Voice Message Responses:

Refer to Appendix A for voice message samples:

- In Office
- Out of Office
- Specific Working Hours
- Part Time Staff
- Spare Phones
- General Mailbox Line

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Corporate Cell Phones

Corporate cell phones users will follow the same general telephone guidelines as established for internal corporate phones.

Absences

Voice messages are the responsibility of staff. If you are out of the office for more than a day and unable to update your voice message, inform your Manager that it needs to be changed.

Staff are not expected to change voice messages while they are away for brief periods during the day (ie away for a 2 hour meeting). If you are out of the office for an extended period, voicemail should reflect the vacancy.

If an employee is off sick, the Manager is responsible to determine the best option to address calls that are on voice message during absences (ie call forward the calls, change voicemail message, etc.)

Leaving a Voicemail Message on a Customer's Phone

When you leave a voice message for a customer, it is important to leave a call back number **and extension** (705-324-9411, **ext 9999);** most callers have call display and often call the Call Centre asking who called from the City of Kawartha Lakes. Leaving details for the customer will eliminate confusion on who to contact in the City.

Guidelines:

- Speak slowly and clearly, and keep the message as brief as possible
- Leave your name, position/division
- Indicate that you are calling from the City of Kawartha Lakes and leave a phone number AND phone extension
- Indicate the reason for your call
- Indicate the time and date of your call

Receiving Calls Outside the Standard Administration Hours

If you are working outside the standard administration hours (8:30 a.m. to 4:30 p.m.), and you receive a call from the public when the offices are closed, provide the caller with the City's standard hours (8:30 a.m. to 4:30 p.m.) and the 705-324-9411 general number.

If the call is a **Municipal** emergency, that cannot wait until the next business day, provide the caller with the after-hours emergency number 1-877-885-7337.

If the call is an emergency for Fire, Police or Ambulance, provide the 911 number.

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Received a Call and Not Sure Where to Direct It?

A City telephone directory will be available on the employee website (under the My City tab) to assist staff in locating the appropriate contact within the City.

Customer Service Representatives at the Call Centre can also help to re-direct customers to the appropriate department during business hours.

To reach the Call Centre, dial 3608 to speak with a Customer Service Representative. Always use a "warm transfer" to transfer the caller. If the Call Centre line is busy, do not automatically transfer the call – ask for the customer's name and contact number and reason for their call. Send an email to "Lindsay Service Centre/Call Centre" and ask them to contact the customer for assistance.

Email / Correspondence

Accessibility

The City of Kawartha Lakes Accessibility Policy statement expresses the commitment to provide quality goods and services that are accessible to all persons. The Corporation of the City of Kawartha Lakes will strive to provide goods and services in a manner that respects the dignity and independence of each individual; one that integrates each individual as fully as practicable into the method of service delivery and that ensures that people with disabilities have an equal opportunity to use and benefit from the goods, services and areas provided by the Corporation of the City of Kawartha Lakes. The policy addresses 4 (four) procedures: Assistance of a service animal; Assistance of a support person; Feedback process; Notice of temporary service disruption.

The "May I Help You" guideline available within the accessible customer service training package provides information on how to engage/serve people with varied/different abilities. More information is also available from Access Ontario.

Generally, and unless otherwise directed by policy or legislation, staff should respond to customers in the same format used by the customer (emails are responded to by email, letters are responded to by letter, etc.)

An individual who has trouble hearing may communicate through email as they find it easier to communicate their concern and to receive your response in writing. Hearing your response may be difficult or impossible for them. Responding to people in the manner in which they make contact respects dignity.

Utilize the City of Kawartha Lakes corporately adopted font and size of Arial 12 point when sending emails or written correspondence. City employees are to be aware of the

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Accessible Formats and Communications Supports Management Policy and the Accessible Documents Information Guide.

Correspondence Response Time

Letters:

Customers will receive a response to a general inquiry within five (5) business days.

Email:

Customers will receive an initial response to an email inquiry within two (2) business days. This refers to both internal and external communication.

Social Media:

The Communications division is responsible for monitoring and responding to social media on behalf of the City of Kawartha Lakes. Exceptions include divisions that have social media accounts of their own. These divisions are responsible to adhere to the Social Media Management Directive.

General Guidelines for Correspondence:

- Utilize the spell check tool whenever necessary for all corporate documents
- If you are unable to provide a complete resolution to the issue, respond to the customer and outline the next steps
- If you have received a written/verbal request in error, re-direct the request to the appropriate employee/department as soon as possible for resolution
- All correspondence should include staff contact information for the customer to contact you directly

Email

A standard email signature is required by all City staff for internal and external emails as follows:

Jane Doe, B.Sc.
Position Title
Division or Department, City of Kawartha Lakes
705-324-9411 ext 9999 www.kawarthalakes.ca

Refer to Appendix B for instructions to create the standard signature block.

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The following confidentiality disclaimer must be included with each email:

This message, including any attachments, is privileged and intended only for the addressee(s) named above. If you are not the intended recipient, you must not read, use or disseminate the information contained in this e-mail. If you have received this e-mail in error, please notify the sender immediately by telephone, fax, or e-mail and shred this confidential e-mail, including any attachments, without making a copy. Access to this e-mail by anyone else is unauthorized.

Email Out of Office Assistant

Staff are expected to utilize their "Out of Office Assistant" when away from the office and unable to check messages. The message should include duration of absence, appropriate message and alternative staff contact details. Samples are as follows:

Internal:

> Currently, I am out of the office until Monday, February 14, 2018 and will be responding to emails upon my return.
>
> If you require immediate response, please contact Jim Rogers at jrogers@kawarthalakes.ca or by calling 705-324-9411, ext 9999.
>
> Have a great day!
>
> Mary Smith
> (include appropriate email signature)

External:

> Thank you for contacting the City of Kawartha Lakes.
>
> Currently, I am out of the office until Monday, February 14, 2018 and will be responding to emails upon my return.
>
> If you require immediate response, please contact Jim Rogers at jrogers@kawarthalakes.ca or by calling 705-324-9411, ext 9999.
>
> Have a great day!
>
> Mary Smith
> (include appropriate email signature)

In the event of an **unexpected absence** (ie illness, emergency, etc.), and depending upon the nature of the position and duration of absence, an employee's Manager may contact IT

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to have a standard City reply added to the email as follows:

> Thank you for contacting the City of Kawartha Lakes.
>
> Currently, I am out of the office and unable to respond to emails. In my absence, please contact Jim Rogers at jrogers@kawarthalakes.ca or by calling 705-324-9411, ext 9999.
>
> Have a great day!
>
> Mary Smith
> (include appropriate email signature)

In the event of an **expected absence** (ie retirement, leave of absence, etc.) an employee's Manager shall contact IT to terminate the email address or have a standard City reply added to the email as follows:

> Thank you for contacting the City of Kawartha Lakes.
>
> Please be advised that Mary Smith has retired effective January 1, 2018. Your email will be forwarded to the applicable staff person for review and an appropriate response.

If a temporary response is required for a period of time, the Manager is responsible for terminating the staff email at the appropriate time.

Refer to Appendix B on how to "Turn on/off Out of Office Messages"

In Person

Some business entrances have staff at the front who are within plain sight and readily accessible to assist customers. At times, staff may be required to step away momentarily, at which point the public service area will be monitored by other designated City staff.

Should staff be required to attend to telephone and counter enquiries simultaneously, counter enquiries shall take priority with telephone enquiries attended to as soon as possible afterward. Callers have the option to leave voice messages, which should be returned promptly after the customer at the counter has departed.

During regular hours of operation, the City Dress Code Policy is in effect.

In General:

- ✓ Greet customers in a warm and professional manner
- ✓ Provide prompt service and serve customers in the order they arrive
- ✓ Show courtesy and respect even if the customer is upset

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- ✓ Provide good customer service to assist the customer with the service/information. Avoid saying "That's not my department" or "I don't know who does that in the City so I can't help you with that"
- ✓ If you are not able to assist, ensure that the customer has the correct point of contact – do not guess. If you are unsure, ask or call a colleague so that the customer will be guided to the appropriate department
- ✓ If you work outside the office, ensure you properly identify yourself as a City of Kawartha Lakes employee. Wear your ID badge and/or proper City logo attire; business cards should be available upon request. If you require general business cards that direct customers to the Service Centres for assistance, please contact the Manager of Customer Services

Meetings

Adherence to proper etiquette for a meeting establishes respect among meeting participants. Some general guidelines include:

- ➢ Accessibility - whether with staff, volunteers or the public, know your audience and if possible, encourage disclosure of any accommodation needs (see pages 44 to 48 of the City of Kawartha Lakes Guide to Accessible Information and Communication). Be mindful of booking public meetings at accessible places
- ➢ Arrival – arrive at the location a few minutes early to allow time to find a seat and be prepared before the meeting starts
- ➢ Introductions – ensure everyone in the meeting knows one another – ensure that guests are introduced and their purpose
- ➢ Agenda – meetings should have an agenda circulated within three (3) days prior to the meeting with the meeting start and end times clearly established
- ➢ Strong Agenda and Productive Meeting – ensure that the meeting is of value; the agenda may have items that require timely responses or communication; keep the meeting short and productive to respect staff's busy schedules
- ➢ Be Prepared – participants should come prepared to speak to the agenda items (if necessary) by pre-reading the package or agenda that was circulated
- ➢ Speaking – keep the meeting organized by speaking when you have the floor; listening intently when you don't
- ➢ Understand the Unwritten Speaking Rules – be polite and respectful of everyone speaking; don't interrupt
- ➢ Cell Phones – turn cell phones off while in the meeting; if you are expecting an important or emergency call, inform the Chairperson prior to the start of the meeting – leave your phone on vibrate and leave the room if necessary to take the call

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- Meeting End – Ensure the meeting ends on time, leaving outstanding items for another meeting; leave the meeting room in the condition it was upon arrival. Turn off lights!

Service Requests

Service requests are created for customer issues and maintained in the Corporate tracking system. Customers can report an issue through Customer Services, the appropriate department, or through the website. Service requests are issues that cannot be resolved at the first point of contact.

Requests to Speak with the Mayor or Councillor

If a customer indicates that they would like to speak with the Mayor or Councillor regarding an issue:

- Ask if you are able to provide assistance. It may be an issue that staff can assist with that can be logged into the issue tracking system. The Executive Assistant to the Mayor and Council or Customer Services staff are available to assist and speak with the customer
- If it is a matter that cannot be resolved by staff, or the customer wishes to speak with the Mayor/Councillor directly, provide the option to speak with the Executive Assistant to Mayor and Council or provide the Mayor/Councillor contact information as it appears on the website. More information is available at Mayor and Council

All staff are encouraged to direct customers who wish to report an issue through the website or contact Customer Services directly. The issue is tracked through Report It and JDE CASE; reference numbers are provided to the customer, should they wish to refer to the issue at a future time.

If a customer already has an issue reference number, but wishes to have an update, refer them to the appropriate department or Customer Services.

Customer Feedback, Measuring and Monitoring

Customer feedback is an integral component of service delivery at the City of Kawartha Lakes. The City will embrace “Municipal Service Excellence” and seek feedback. The City recognizes the value of public input and will monitor feedback to ensure continuous improvement.

There are several customer service access points on the website to contact the City:

- Compliments
- Report It
- Contact Us

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- Website Feedback
- Complaints
- Municipal Service Centres

Compliments

Compliments are forwarded to the Communications division at communications@kawarthalakes.ca and shared with staff via the appropriate venue (ie employee website, Manager, etc.)

Report It

The City website offers several links for customers to submit a service request.

Reporting an issue or concern is also accessible from the “I’d Like To” drop down menu at the top of the page.

The Report It page lists the top several issues that are received in CASE Management. When a customer submits the form, they will receive an automatic message as below:

> “Thank You for contacting the City of Kawartha Lakes. Your issue has been submitted for review and your reference number is 2017-08-10-004.”

The issues are directed to the applicable department for response to the customer.

Contact Us

There are many ways to contact the City, however, the main contact is:

City of Kawartha Lakes
26 Francis Street, P.O. Box 9000
Lindsay, Ontario K9V 5R8
Tel: 705-324-9411
Toll Free:1-888-822-2225

Emergency After Hours Line 1-877-885-7337

Website Feedback

The City website provides an avenue for customers to comment on the website and make suggestions for improvement. Look for the link in the footer of every page. The data is tracked and responded to by Communications.

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Complaints

The City of Kawartha Lakes is committed to a consistent and uniform process to respond to complaints received from members of the public regarding programs, facilities, City services, City staff and procedures. The policy and the accompanying Management Directive and Standard Operating Procedures outline the process to be followed and service standards for the handling of public complaints.

The City of Kawartha Lakes recognizes the importance of public feedback and welcomes constructive complaints as a valuable form of feedback regarding services, operations and facilities. The information gained from complaints helps to improve the quality of the services provided by the City and the customer experience of residents. More information is available at **Corporate Complaints.**

Municipal Service Centres

Four Municipal Service Centres are located throughout the City of Kawartha Lakes: Lindsay, Coboconk, Bobcaygeon and Omemee. Service Centres operate Monday through Friday from 8:30 a.m. to 4:30 p.m. Service Centres offer a variety of services available to residents and visitors. Customer Service Representatives are available at each location to assist. More information is available at **Municipal Service Centres.**

Tips for Positive Interaction

- Listen intently; be positive
- Respect cultures and diversity
- Evaluate and clarify customer expectations; ask questions to understand
- Understand that each customer's need is different and respond promptly and professionally
- Show understanding and empathy, and be diplomatic
- Ensure your words, voice, tone, body language and facial expressions are aligned
- Remember that customers are contacting the City for assistance. Focus on the drivers of customer satisfaction:
    - Timeliness and acknowledgement
    - Knowledge
    - Fairness
    - Courtesy
    - Outcome

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Tips to Deal With:

- Verbal abuse: Stay calm; be firm and respectful with the customer and advise that verbal abuse will not be tolerated. Inform your Manager/Supervisor immediately
- Threats: Inform your Manager immediately
- Complaints about City employees: Provide the confidential information to your Manager. The Manager will contact Human Resources

Measuring Success - Random Audits/Surveys

All City staff are expected to comply with the Corporate standards contained within this document. As a monitoring tool, the Manager of Customer Services will perform random audits monthly to ensure compliance. The audits will remind City staff of the expected standards.

An internal and external survey was performed in 2017 as a benchmark to performance. Accordingly, these surveys will be re-circulated regularly to compare and analyze information.

Departments will be responsible to regularly track cycle time of customer inquiries/cases.

Feedback will be gathered for continuous improvement.

Departmental Standards

Some departments have standards that are required as a part of their department's business. Ensure that you are aware of any departmental standards that may be in place.

The Corporate Customer Service Standards provide comprehensive minimum standards, however, departments may choose to implement a higher standard. There may also be unique business processes that have different standards, which would be approved by the CAO and Council as applicable. Each City employee is expected to adhere to the standards in place. Management staff will be responsible to ensure compliance.

Review

The Corporate Customer Service Standards will be reviewed annually.

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"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

Maya Angelou

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Appendix A - Voice Message Samples

In Office

Hi! You've reached Mary, Administrative Assistant in Planning at the City of Kawartha Lakes. I am in the office today, but unable to take your call at this moment. If your call is urgent, please dial 1234 before the end of this message and speak with Jim.

Otherwise, please leave a message and I will return your call as soon as possible.

Thank you for calling the City of Kawartha Lakes and have a great day.

Out of Office

Vacation Alert. Hello. You have reached Mary, Manager of Parks and Recreation at the City of Kawartha Lakes. I will be out of the office from June 1st to June 15th. If you would like to leave a message, I will return your call upon my return to the office.

If you require immediate assistance, please dial 1234 before the end of this message and your call will be transferred to Jim.

Thank you for calling the City of Kawartha Lakes and have a great day.

Specific Working Hours

Hi! You've reached Mary, Building Inspector at the City of Kawartha Lakes. I am in the office during the hours of 8:30 to 10:30. If you are calling outside of these hours, please leave a message and I will return your call as soon as possible.

If your call is urgent, please dial 1234 before the end of this message and you will be transferred to Jim for assistance.

Thank you for calling the City of Kawartha Lakes and have a great day.

Part Time Staff

Hi! You've reached Jim, Fitness Instructor at the Lindsay Recreation Centre at the City of Kawartha Lakes. I am unable to take your call at this moment, but if you would like to leave a message, I will return your call when I am back in the office. As my shifts vary, you may wish to dial extension 1234 before the end of this message and you will be transferred to Mary for assistance."

Thank you for calling the City of Kawartha Lakes and have a great day.

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Spare Phones

Hello. You have reached the Weldon Room Boardroom at the City of Kawartha Lakes. **This phone does not record messages** – for immediate service, please dial 1234 before the end of this message and speak with Mary.

Thank you for calling the City of Kawartha Lakes and have a great day.

General Mailbox Line

Hello. You have reached the Bobcaygeon Service Centre for the City of Kawartha Lakes. We are currently servicing another customer.

Please leave your name, number and reason for your call and we will return your call as soon as possible. Office hours are 8:30 am to 4:30 pm.

Thank you for calling the City of Kawartha Lakes and have a great day.

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Appendix B –Email Instructions

Email Instructions

To Turn on Out of Office Message

- Click on File
- Click on Automatic Replies(Out of Office)
- Click on Send Automatic Replies
- Click on Only Send During this time range:
- Choose your start date and time
- Choose your end date and time
- Enter your message for Inside My Organization
- Click on Outside My Organization and enter your message
- Click OK

To Turn OFF Out of Office Message

- You don't need to turn this off if you selected end time and date as per instructions above

If not,

- In Outlook, choose File, Info, Click on Automatic Replies, Click on Do Not Send Automatic Replies

To Set Corporate Signature as Default

- Microsoft Outlook Mail Menu, choose File, Options, Mail, Signatures
- Click New and enter a title for this (ex: your name)
- Enter your signature
- Press OK

Use the following format for your signature:

Jane Doe, B.Sc.
Position Title
Division or Department, City of Kawartha Lakes
705-324-9411 ext. 9999 www.kawarthalakes.ca

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- Font for the signature is Arial 12 pt
- Font for the confidentiality disclaimer (only) is Arial 8 pt
- **BOLD** your name and credentials (if applicable)
- Include your Division, your Department, both, or neither, depending on relevance
    - For example, if your title is Human Resources Officer you do not need to say you are part of the Human Resources Division as it is evident from your title
    - If you are an Administrative Assistant (a position in many departments) you should include your Division and/or Department
- The City logo to be used can be found on Sharepoint under Corporate Documents/Reference Materials/Corporate Branding
- **The City of Kawartha Lakes logo is the only graphic allowed on your signature**
- The website address should be included as www.kawarthalakes.ca. In the case of Library and Economic Development staff, the website addresses for those specialized websites can be added
- The use of personal messages (e.g. quotes, sayings, slogans) is prohibited
- Email addresses, physical addresses, and fax numbers are not required in the standard signature
- Cell phone numbers can be included
- The use of background patterns in email is prohibited
- Credentials associated with professional designations are appropriate
- Emails that are sent from a shared mailbox do not require a personal signature, however, a departmental signature is recommended

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The Corporation of the City of Kawartha Lakes

Council Report

Report Number PW2017-09

Date: **October 24, 2017**
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Subject: **Public Works Roads Depot Master Plan**

Author Name and Title: **Bryan Robinson, Director of Public Works**

Recommendation(s):

RESOLVED THAT Report PW2017-09, **Public Works Roads Depot Master Plan**, be received;

THAT Council endorses the recommendations of the draft Master Plan report and preferred solution;

THAT Staff be authorized to file the Master Plan report with the Ministry of the Environment and Climate Change for the legislated 30 day comment period; and

THAT Staff be directed, upon final acceptance of the report by the Ministry of the Environment and Climate Change, to update the Capital Asset Management plan accordingly.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the time of amalgamation in 2001 the City became responsible for over 3,000 square kilometers of operating area and many aging roads facilities. With the new operational area, all these facilities were not needed while the desire to more effectively deliver service has grown.

Several steps have been taken over recent years to manage the roads operations footprint. At the time of amalgamation, the City consolidated approximately fifteen (15) depots. Currently, the City has nine (9) year round depots, increasing to eleven (11) in the winter season. With the aging infrastructure, now is the opportune time to set a long term strategic plan (Master Plan) for depot locations and service delivery.

Historically, the City has looked at roads depots in an individual manner. In 2016 the City issue RFP 2016-42-OP to undertake this analysis and develop a master plan in accordance with the Municipal Class Environmental Assessment (MCEA) legislated process. The MCEA process is under the control of the Ministry of the Environment and Climate Change (MOECC). The RFP was awarded to Stirling Rothesay Consulting Inc..

Council received a presentation by James Makaruk, Director at Stirling Rothesay on September 26, 2017 where the MCEA process was explained, alternatives were outlined and the preferred alternative was announced.

Within the MCEA process, Council must adopt the draft report and authorize Staff to file the report with the MOECC for the legislated 30 day comment period.

This report addresses moving the MCEA process to completion.

Rationale:

Staff are looking to establish clear direction for the future of the Public Works Roads Division. The draft Master Plan provides a framework for operational facilities considering current and future needs and provides recommendations for the next twenty-five (25) years. The Consultant considered factors such as projected population growth, capital cost, phasing and approved level of service in their review.

The Preferred Solution will divide the City into three operating areas: North, Central and South. Each area would have one main Primary Depot and two Satellite Depots (for sand, salt, material storage and snow dump) except the North area which would just have one Satellite Depot.

The North area would have an expanded Coboconk Depot for the Primary Depot (including Fleet Services) and Carden for the Satellite Depot. The Central area would have a new site for the Primary Depot (slightly east of Fenelon Falls) and

Fenelon Falls and Eldon for the two Satellite Depots. The South area would build a new Primary Depot close to the Fleet Services Depot on Little Britain Road, and use the Manvers and Emily Depots as the two Satellite Depots.

During the Council presentation, several valid questions were raised by Council. Responses were provided during the meeting, but additional clarity on those questions is provided within this discussion.

The financial analysis contained within the presentation identified estimated revenues from the disposition of surplus depots. The values contained within the presentation and final report were provided through an independent appraiser retained by the City's Realty Services Department. With these being estimates, the actual value may vary. It should be noted that even if the sale of property is zero, the preferred alternative is still the most viable option and should not deter Council from supporting the MCEA report in principle.

Concerns were raised about deployment and the level of service the residents would experience. Staff wishes to emphasize that the approved Level of Service (LOS) (winter and summer services) that residents currently receive will not be affected. As new depots are brought online and others are decommissioned, the winter plow routes will be optimized. As this relates to service for instance, this may result in a change of time the plow comes by for some residents but the response will continue to be in line with the LOS, whether it is serviced by City staff or a contractor.

It should be emphasized that the direction recommended in the MCEA report will serve to support the Roads Operations Division effective delivery of service, however the key benefit is the appropriate reallocation of the planned capital funds. The cost to maintain the current infrastructure is very similar to the proposed new and renovated buildings. The Master Plan outlines a reasonable, measured solution to meet the capital needs of the Roads Operations Division that will be phased in over the next twenty-five (25) years.

Council also made inquiries about public review. As part of the MCEA process, two publically advertised public meetings occurred to gain public insight on their ideas and concerns. Several Councillors attended those meetings along with members of the public. At those meetings, the Consultant presented materials on their review and then opened the floor to questions from the public. Members of public works Staff were on site to help support the Consultant and respond to inquiries.

The MCEA process requires a mandatory 30 day public review and comment period. Prior to filing the MCEA report with the MOECC, Staff are requesting Council endorsement of the plan.

Other Alternatives Considered:

At this time, there are no alternatives considered. The MCEA process evaluated viable options and through their detailed evaluation including public consultation, the Consultant has settled as this being the most economical and beneficial option for City roads operations.

If Council chooses not to accept the recommendations within the draft MCEA report, Staff will need to revisit the recommendations with the Consultant as directed.

Financial/Operation Impacts:

There is no immediate financial impact from Council endorsing the results of this MCEA process. This report is simply seeking alignment with the recommendation so the EA report can be filed with the MOECC. The financial impacts identified within the report will be rolled into future capital and operating budgets respectively.

The net result of the preferred alternative remains at or under current projected capital and operating expenditures to maintain our current aged inventory of facilities and will ultimately provide long term savings to the City.

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

The Report contributes to the Council Adopted Strategic Plan in the following ways:

- Goal 1 – A Vibrant and Growing Economy
    - Recommendations in this report will support effective road operations service delivery to support the City now and as it grows into the future.
- Goal 2 – An Exceptional Quality of Life
    - Recommendations will help support efficient delivery of road operations supporting effective
- Goal 3 – A Healthy Environment
    - Rightsizing the number of depots and strategically locating material storage will ensure continued compliance and enhancement of the City’s Salt Management Plan

Review of Accessibility Implications of Any Development or Policy:

There are no immediate accessibility implications within this report. Any future retrofits or new facility construction will meet or exceed legislative accessibility requirements.

Servicing Implications:

There are no immediate servicing implications within this report. The Consultant has confirmed the proposed reconfiguration of the depots will enable Staff to meet or exceed Council approved Level of Service requirements for roads operations.

Consultations:

James Makaruk, Director, Stirling Rothesay Consulting Inc.
Brenda Stonehouse, Strategy and Performance Specialist, Kawartha Lakes.

Attachments:

Appendix A – Municipal Class Environmental Assessment Draft Report

Final Master Plan Report - September 1

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Department File:

Master Plan – For the Network Design of Roads Depots for the City of Kawartha Lakes

Presented by Stirling Rothesay Consulting Inc.

June 23, 2017

Table of Contents

1. Executive Summary ……..……p 3
2. Introduction……...p 16
3. Problem Definition ……..…….p 19
4. Issues Influencing the Preferred Depot Network Design ……..…….p 21
5. Existing Condition and Location of the Current Depots ……..……..……..p 22
6. Future Employee and Vehicle Requirements ……..……p 26
7. Identification and Analysis of Alternative Solutions ……..……p 28
8. Comparison of Alternative Solutions ……..……..…….p 120
9. Selection of Preferred Alternative Solution ……..……..…….p 130
10. Site Plans for the Two New Depots ……..…….....p 139
11. Consultation……..……..…….p144

Appendix A – Order of Magnitude Cost Estimates for the Preferred Solution

Appendix B – Order of Magnitude Cost Estimates for the Replacement of those Depots that have, in 2037, Exceeded their Expected Useful Life of 60 Years

1.0 Executive Summary

Through amalgamation, in 2001, the City of Kawartha Lakes was formed to become a single-tier city with 3,100 sq. km of land area, and 15 Roads and Fleet Maintenance Depots. Since then, the depots have continued to deteriorate, become outgrown, and approach the end of their expected 60 year service life.

To address the City's concern about the ability of these Depots to meet the growing demand for services and legislative requirements, the City of Kawartha Lakes retained Stirling Rothesay Consulting to complete a Master Plan. The Master Plan will recommend the preferred network design: the preferred number, location, and size of Roads and Fleet Maintenance Depots to achieve productivity, legislative and service delivery objectives through to 2041, while minimizing the environmental impact. The Master Plan will also address Phases 1 and 2 of the Municipal Class Environmental Assessment Act (The EA Act).

As required by the EA Act, a number of Alternative Solutions were analysed, compared, and ranked using the following criteria:

- Operational Needs and Growth Requirements
- Legislative and Environmental Requirements
- Impact on the Natural and Social Environment
- Best Practice and Industry Trends for the Design of Roads Depots
- Capital Cost Requirements
- Impact on Operating Costs
- Impact on Employee Productivity and Service Levels

In total, four Alternative Solutions were analysed, compared and ranked.

Alternative Solution 1:

- Maintain the status quo by continuing to use and maintain the existing 15 depots

Based on the impact to employee productivity and operational needs, we do not believe that this Alternative will be the Preferred Solution. For example, some of the existing facilities are already insufficient in terms of size and employee amenities to satisfy operational requirements. Furthermore, most of the facilities will be, by 2037, exceeding their theoretical life expectancy of 60 years.

Alternative Solution 2:

- Divide the City into three operations areas – **North, Central** and **South**
- Each area would have one main Primary Depot and one Satellite Depot (for sand/salt/material storage and snow dump)
- The **North** area would have an expanded Coboconk for the Primary Depot (including Fleet Services) and Carden for the Satellite Depot
- The **Central** area would have a new site for the Primary Depot (slightly east of Fenelon Falls) and either Fenelon Falls or Eldon for the Satellite Depot
- The **South** area would have St. David Street for the Primary Depot and Manvers as the Satellite Depot (with sand/salt/material storage). Transit and EMS would be expected to relocate
- The Fleet Services Depot would remain as is unless Transit storage relocate there

Alternative Solution 3:

- This solution would be the same as Alternative 2 except the **South** area would build a new Primary Depot close to the Fleet Services Depot on Little Britain Road, and use Manvers as the Satellite Depot (with sand/salt/material storage). Vacating the St. David Street Depot would permit Transit to control this facility and, eventually, build their maintenance bays there to achieve full consolidation
- The existing Fleet Services Depot facility would remain as is at Little Britain Road providing maintenance services to Roads
- The benefits include more land for expansion at Little Britain than at St. David Street (more would need to be purchased), and the Fleet Services and Primary Depot would be consolidated on the same site

Alternative Solution 4:

- This solution would be the same as Alternative 2 except each area would have one main Primary Depot and **two** Satellite Depots (for sand/salt/material storage and snow dump)
- The **North** area would have an expanded Coboconk for the Primary Depot (including Fleet Services) and Carden **and one new location** for the Satellite Depots
- The **Central** area would have a new site for the Primary Depot (slightly east of Fenelon Falls) and **both** Fenelon Falls and Eldon for the Satellite Depots
- The **South** area would have St. David Street for the Primary Depot and Manvers **and Emily** as the Satellite Depots (with sand/salt/material storage). Transit and EMS would be expected to relocate
- The Fleet Services Depot would remain as is unless Transit storage relocated there

Based on the study findings and input from technical agencies and the public, Alternative Solution 3 was ranked the highest - largely because it recommended that the Roads operation at the St. David Street Depot be relocated to a new facility close to the existing Fleet Services facility at Little Britain Road (outside of Lindsay). Consolidating the Roads operation with Fleet Services would offer numerous operational benefits (rather than trying to upgrade the St. David Depot). It would also provide room for growth.

It was also concluded that there would be operational benefits to incorporating some of the features of Alternative Solution 4 – namely keeping the Eldon and Emily Depots as secondary Satellite Depots in the Central and South areas.

Therefore, the Preferred Solution is a Modified Version of Alternatives 3 & 4 as outlined below:

- Divide the City into three operations areas – **North, Central** and **South**
- Each area would have one main Primary Depot and two Satellite Depots (for sand/salt/material storage and snow dump) except the **North** area which would just have one Satellite Depot
- The **North** area would have an expanded Coboconk for the Primary Depot (including Fleet Services) and Carden for the Satellite Depot
- The **Central** area would have a new site for the Primary Depot (slightly east of Fenelon Falls) and Fenelon Falls and Eldon for the two Satellite Depots
- The **South** area would build a new Primary Depot close to the Fleet Services Depot on Little Britain Road, and use the Manvers and Emily Depots as the two Satellite Depots

With respect to environmental impact, none of the recommended design changes to the existing Depots (for the Preferred Solution) would negatively impact the natural or social environment. However, before the land is purchased for the two new Primary Depots, a MCEA should be completed with more detailed investigations to confirm the acceptability of the sites (from a facility design and environmental perspective) and any mitigation requirements.

The benefits of the Preferred Solution include:

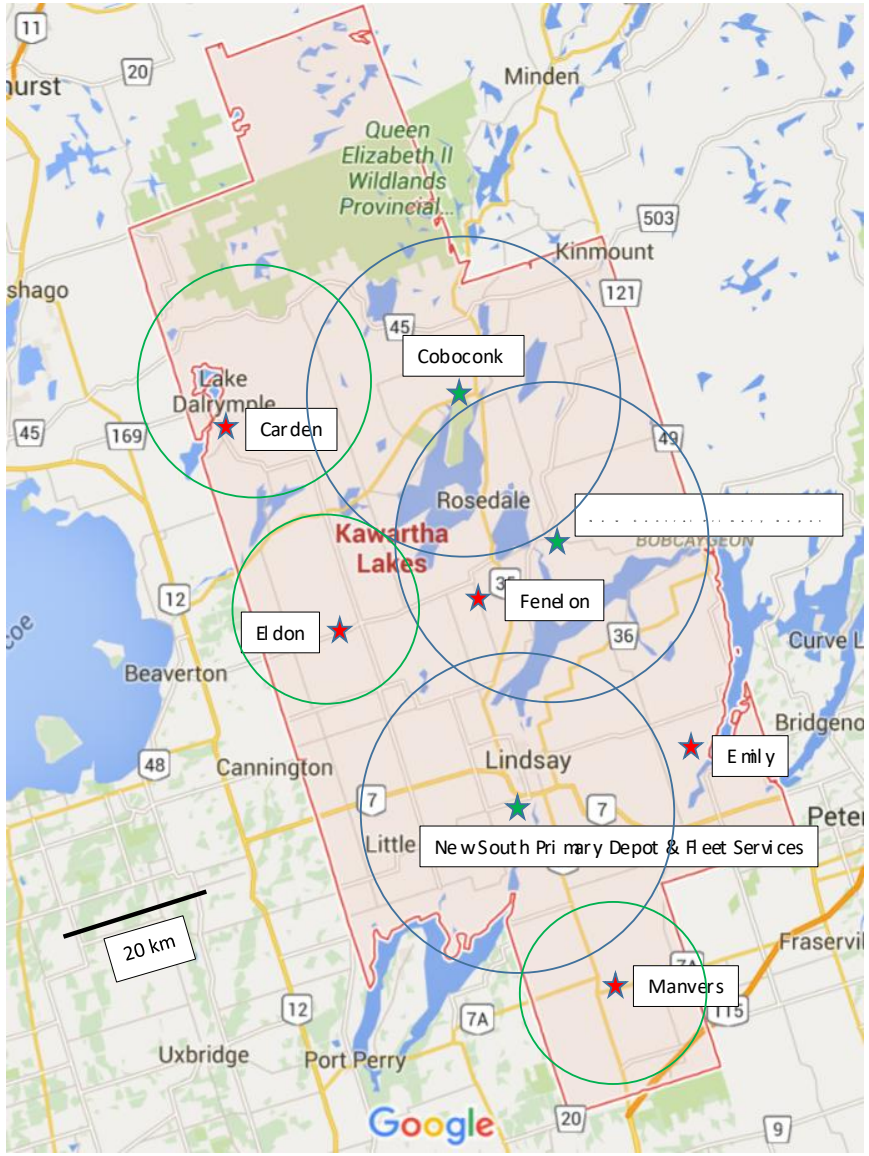
1. The workforce will be more effectively managed as it becomes centralized into three Primary Depots. This should lead to improved workforce productivity and flexibility – reducing operating costs and/or improving service levels
2. The total cost of operating and maintaining the remaining depots will decrease
3. The three primary depots will be designed according to Best Practices to enable lean, efficient flow of employees, vehicles, materials and equipment

The total 20 year capital and facility operating cost for the Preferred Solution (including the cost to rebuild those depots that have exceeded their expected useful life of 60 years) is estimated to be **$34,599,326**. By comparison, the total 20 year cost for Alternative Solution 1 (the Do Nothing approach) is estimated to be **$35,667,638**. Therefore, a savings of $1,068,312 over 20 years is provided by the Preferred Solution. However, the Preferred Solution is also expected to achieve labour productivity improvements of at least **$4,540,000** over a 20 year period.

When the managers, supervisors and employees are consolidated at one of three primary depots, we expect an increase in management focus, communication, and effectiveness. This should result in an improvement in collaboration and productivity/service levels by the crews. This form of productivity gain is also why Fleet Services are currently consolidated at two depots rather than being scattered across 15 depots.

Taking this into consideration, the Preferred Solution requires **$5,608,312** less funding than the Do Nothing approach.

Location of the Preferred Network Design of Depots



The following 20 year capital and facility operating costs are required for the Preferred Alternative Solution:

	Capital & Facility Operating Costs ($)
North – Primary - Expanded Coboconk Depot	900,000
North – Satellite - Expanded Carden Depot	882,200
Central – Primary - New Primary Depot	7,339,214
Central – Satellite - Expanded Fenelon Depot	285,000
Central – Satellite – Expanded Eldon Depot	165,000
South – Primary - Expanded Fleet Services Site	9,788,232
South – Satellite - Expanded Manvers Depot	396,800
South – Satellite – Expanded Emily Depot	165,000
Purchase Land	700,000 (14+ acres)
Sale of Depots	(1,666,000)
20 Year Facility Repair	2,379,880
20 Year Energy/Insurance	4,437,000
60 Year Theoretical Replacement Cost (starting in 2037)	8,827,000
TOTAL	**34,599,326**

Note that these are potential labour productivity savings over a 20 year horizon.

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Potential Employee Productivity Increase due to Consolidation of Depots ($)	0	3,332,000	3,332,000	3,332,000
Potential Employee Productivity Increase Because the Vehicle Shuttle to Fleet Services is No Longer Required in the South Area ($)	0		1,208,000	
Total Cost Savings ($)	**0**	**3,332,000**	**4,540,000**	**3,332,000**

Our recommendation is for the City to build the two new Primary Depots, and to upgrade the Coboconk Depot as soon as capital funding can be arranged. This would provide for the earliest opportunity to consolidate the Roads staff and crews into the three Primary Depots so that expected improvements in productivity can begin to take place. Improvements to the satellite depots are not urgent and could be completed as additional capital funding becomes available. However, our understanding is that the capital funding required to implement the Preferred Solution will be spread out over as many as 25 years depending on the City's ability to secure funding.

Therefore, in terms of priorities, we recommend that the City begin by selecting and purchasing the appropriate site, and then building the new Central Area Primary Depot. Next, we recommend that the facilities at the Coboconk Depot be upgraded so that it can serve as the North Primary Depot. Lastly, the new South Area Primary Depot should be built close to the existing Fleet Services Depot, and the remaining satellite depots should be upgraded to meet Best Practices.

Building these two new depots and upgrading the Coboconk Depot will permit the closure of eight existing depots (Bobcaygeon, Burnt River, Downeyville, Sturgeon Point, Hartley, Oakwood, Ops, St. David). This will also permit the Roads Department to begin consolidating the employees into the Primary Depots and benefiting from the expected increase in productivity, and increase in service levels to the most densely populated areas within the City.

We believe that it should be emphasized that failure to begin planning for the phased investment in new depots (as per the preferred solution) will find the City in a situation, 20 plus years from now, where most off the depots will have exceeded their expected useful life of 60 years. This will leave the City in a situation where (1) it will be very expensive to continue maintaining these depots, (2) most of the depots will not meet the operational needs of the Roads Department, and (3) there will be little time to plan for the required depot replacement costs.

On the following two pages, we display the recommended phasing strategy over the next 10, 15 and 20 years. The strategy's principle is to transfer capital funding that would have gone towards replacing the existing depots in Alternative 1 (as they reach the end of their expected 60 year service life) towards, instead, implementing the Preferred Solution. We also include the expected revenue from the sale of 8 depots, and the expected facility and operational efficiency savings.

Period	0-10 years (2027)	10-15 years (2032)	15-20 years (2037)
Sale of depots		863,000	803,000
Capital funding available by not replacing Depot facilities at the end of their expected service life	9,088,284	2,676,290	2,917,794
Facility repair, energy, insurance savings by closure of Depots		349,600	2,640,358
Potential efficiency savings by consolidating depots		600,000	600,000
Phase 1 - Cost of new Central Area Primary Depot and closure of Central Satellite Depots	(7,339,214)		
Cost of upgrades to Coboconk Depot and closure of North Satellite Depots	(900,000)		
Phase 2 – Cost of new South Area Primary Depot and closure of South Satellite Depots			(9,788,232)
Phase 3 - Cost of upgrades to remaining Satellite Depots			(1,894,000)
Surplus/deficit at end of the period	**849,070**	**5,337,960**	**616,880**

	Activity	2017-2027										2027-2032					2032-2037				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Phase 1	Seek Council Approval for Funding for New Central Area Primary Depot and Upgrades to Coboconk Depot																				
	Select New Depot Site																				
	Complete MCEA for new Site																				
	Purchase New Site																				
	Design/Build Central Area Primary Depot																				
	Close Bobcaygeon, Sturgeon Pt., Hartley																				
	Upgrade Coboconk Depot																				
	Close Burnt River																				
Phase 2	Seek Council Approval for Funding for New South Area Primary Depot																				
	Select New Depot Site																				
	Complete MCEA for new Site																				
	Purchase New Site																				
	Design/Build South Area Primary Depot																				
	Close Oakwood, Ops, Downeyville, David																				
Phase 3	Seek Council Approval for Funding																				
	Upgrade Remaining Satellite Depots																				

Consultation with the public, agencies, and First Nations communities is an important part of the Municipal Class EA process with the level and methods of consultation being appropriate to the scope and potential impacts of the proposed project.

As part of the MCEA, two **Public Information Centres (PIC's)** were held on July 27, 2016 and January 5, 2017 at the Ops Community Centre and the Fenelon Falls Community Centre, respectively. The purpose of the PIC's was to consult with the public, permitting them to review the study details and provide feedback. At each PIC, a 1 hour presentation was made describing the current study finding.

During the two PIC's, there were no questions or concerns raised about the potential impact of the Alternative Solutions on the Natural and Social Environment. Furthermore, the Project Team did not receive, at any time during the project, any communications from the public, agencies or First Nations communities about the potential impact of the Alternative Solutions on the Natural and Social Environment.

This Master Plan will be made available for public and agency review for a period of thirty (30) calendar days. Once any concerns raised during the review period have been addressed, the public and government agencies will be notified of the completion of the study (Notice of Study Completion).

2.0 Introduction

2.1 Background

Through amalgamation, in 2001, the City of Kawartha Lakes was formed and, in the process, inherited 15 Roads and Fleet Maintenance Depots located throughout the City in various sizes, styles, and states of condition. Since then, the depots have continued to deteriorate, and many are quickly approaching the end of their expected service life of 60 years.

In 2016, the City of Kawartha Lakes initiated the creation of a Master Plan to review the current network design of Roads and Fleet Maintenance Depots, and to assess their ability to efficiently and effectively meet the growing demand for services and legislative requirements over the next twenty-five years. The Master Plan will address Phases 1 and 2 of the Municipal Class Environmental Assessment Act.

2.2 Ontario's Environmental Assessment Act

Ontario's Environmental Assessment Act (the EA Act), passed in 1976, requires the study, documentation, and examination of the environmental effects that could result from major projects or activities. The objective of the EA Act is to consider the possible effects of these projects early in the planning process and to select a preferred alternative with the fewest environmental impacts.

The EA Act defines the environment as:

- Air, land, or water
- Plant and animal life, including humans
- The social, economic, and cultural conditions that influence the life of humans or a community
- Any building, structure, machine, or other device or thing made by humans
- Any solid, liquid, gas, odour, heat, sound, vibration or radiation resulting directly or indirectly from human activities
- Any part or combination of the above and the interrelationships between any two or more of them

The following two types of EA planning and approval processes are applied to projects to meet requirements of the EA Act:

- **Individual EA's (Part II of the Act)**: Projects for which a Terms of Reference and an individual EA are carried out and submitted to the Minister of the Environment (MOE) for review and approval
- **Class EA's**: Projects that are approved subject to compliance with an approved class EA process with respect to a class of undertakings. Provided that the appropriate Class EA approval process is followed, a proponent will comply with Section 13(3) a, Part II.1 of the Act.

2.3 Municipal Class Environmental Assessment Process

All municipalities within Ontario are subject to provisions of the EA Act when undertaking public works projects. The MEA's Municipal Class Environmental Assessment (September 2007) document provides municipalities with a five-phase planning procedure approved under the Act to plan and undertake all municipal sewage, water, stormwater management, and transportation projects that occur frequently, are usually limited in scale, and have a predictable range of environmental impacts and applicable mitigation measures.

The EA planning process includes the following key components:

- Consultation early and throughout the process
- Reasonable range of alternatives
- Consideration of effects on the environment and ways to avoid/reduce impacts
- Systematic evaluation of alternatives
- Clear documentation
- Traceable decision making

The five-phase planning procedure is as follows:

Phase 1: Identify the Opportunity that the project will be addressing.

Phase 2: Identify the Alternative Solutions that will address the Opportunity. Analysis of the Alternative Solutions and selection of the Preferred Solution must take into consideration the existing environment and public and agency input.

Phase 3: For Schedule C projects, examine alternative methods of implementing the Preferred Solution based on the existing environment, public input, anticipated environmental effects, and methods of minimizing negative effects.

Phase 4: For Schedule C projects, document in an Environmental Study Report a summary of the rationale and the planning, design, and project consultation process and make the Report available for review by agencies and the public.

Phase 5: Complete contract drawings and documents, and then proceed to construction.

2.4 Class EA Schedules

Based on the 2007 MEA Municipal Class EA document, projects are classified as either Schedule A. A+, B, or C projects. Each classification requires a different level of review to satisfy the Act.

The requirements of a **Schedule B** project are as follows:

The project must complete Phases 1 and 2 of the Class EA planning process and a project file report must be prepared and submitted for review by the public. If there are no outstanding concerns raised by the public, then the recommendations of the project may be implemented. Schedule B projects generally include improvements and expansions to existing facilities where there is the potential for some adverse environmental impacts.

2.5 Project Team

Stirling Rothesay Consulting was retained by the City of Kawartha Lakes to complete the Master Plan.

3.0 Problem Definition

3.1 The Opportunity

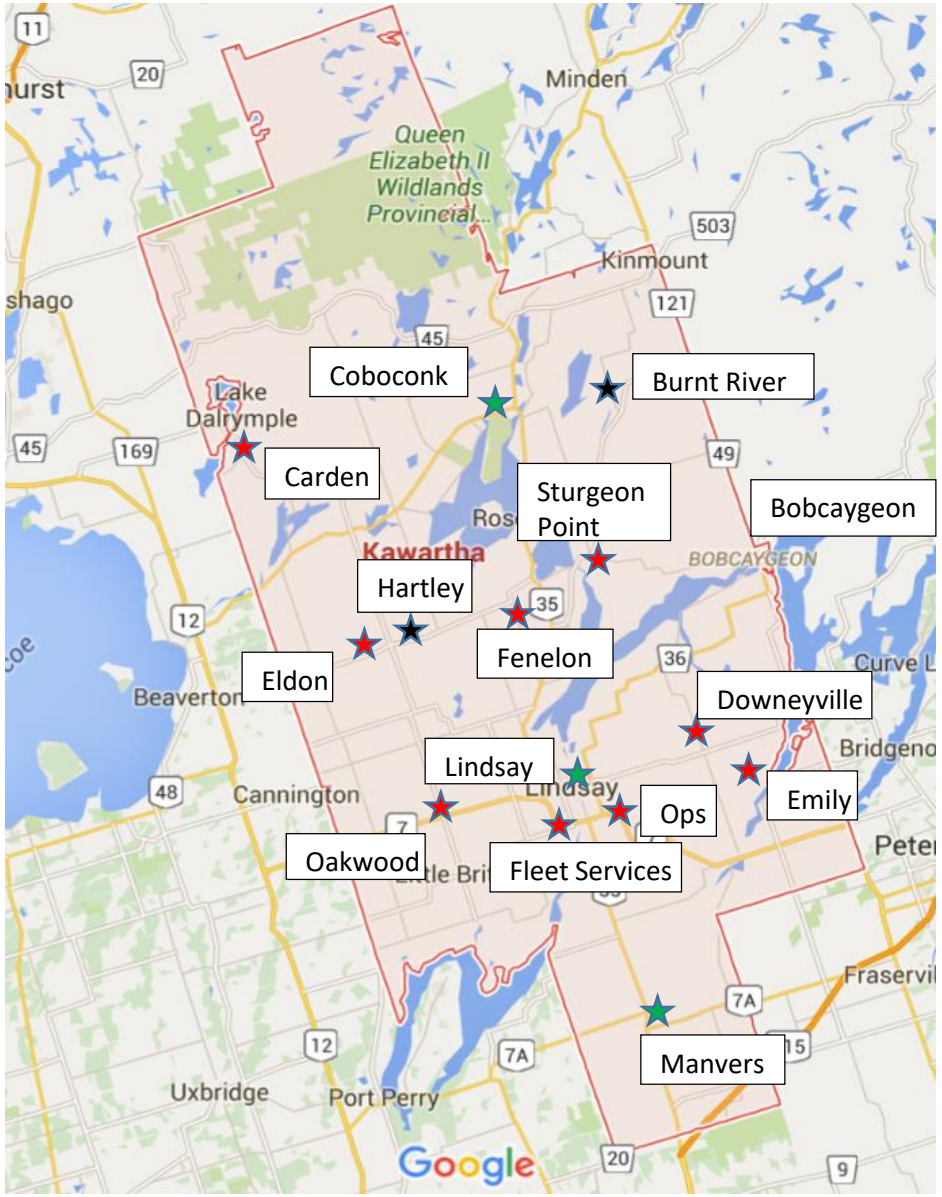
To address the City's concern about their current Roads and Fleet Maintenance Depots, and their ability to meet the demand for services and legislative requirements over the next twenty-five years, the City of Kawartha Lakes initiated a Master Plan (addressing Phases 1 and 2 of the Municipal Class Environmental Assessment Act) to analyse the current depot network design and to recommend the preferred network design – the preferred number, location, and size of Roads and Fleet Maintenance Depots, within the City, to achieve productivity, legislative and service delivery objectives through to 2041.

As required by the Environmental Assessment planning procedures, this involved identifying a number of Alternative Solutions and then evaluating them in terms of their ability to address the above Opportunity. Determining which was the Preferred Alternative required the evaluation of each Alternative Solution using the following criteria:

- Operational Needs and Growth Requirements
- Legislative and Environmental Requirements
- Impact on the Natural and Social Environment
- Best Practice and Industry Trends for the Design of Roads Depots
- Capital Cost Requirements
- Impact on Operating Costs
- Impact on Employee Productivity and Service Levels

3.2 The Study Area

The current depot network design is shown to the right. The configuration is a result of municipal amalgamation which took place over 15 years ago. The design, therefore, does not reflect the current Roads Department organizational design or operational needs.



4.0 Issues Influencing the Preferred Depot Network Design

Determining the preferred depot network design will require evaluation of numerous issues that will affect the ability of the design to meet the City's operational objectives, demand for services, and legislative requirements over the next twenty-five years These issues include:

- The City covers a vast area (3,083 km2) which is mostly rural with two lane roads
- 28% of the full-time population lives in one town – Lindsay
- The population increases during the summer due to seasonal, lake-side cottages
- The north area of the City is mostly parkland or privately owned
- The southern area of the City, the three largest towns, and the areas around the lakes will experience the most residential/commercial growth (and demand for services) in the coming decades
- Travel time around the lakes can be extensive
- The City strives to maintain high service levels
- Centralizing work crews into a few Operations Centres (with a few satellite depots) will reduce operating costs and/or improve service levels
- The condition and location of the current depots

5.0 Existing Condition and Location of the Current Depots

In this section we will analyse the condition and location of the current depots. The criteria to be evaluated are as follows:

- Lot size and capacity to satisfy future needs
- Whether there is currently indoor sand/salt storage
- The ratio of estimated building repair/replacement costs over the next 20 years
- Compatibility with the adjacent neighbours
- Access to haul routes
- Proximity to work areas

The value of the site will then be characterized as either **HIGH**, **LOW** or **VERY LOW**. Those depots that are characterized as VERY LOW will be recommended for closure. The remaining depots will be further analysed for conversion into either Primary or Satellite Depots.

Depot	Lot Size (acres)	Inside Sand/Salt Storage	20 Yr Repair Versus Replacement Costs	Compatibility With the Neighbours And Environment	Access to a Haul Route	Proximity to Work Areas	Value of Site as a Depot
	>2 preferred		<0.5 preferred				
St. David (89 St. David St.)	4.98	Yes	0.22	Yes	Yes	Yes	High
Little Britain (2094 Little Britain Road)	7.72	No	0.77	Yes	No	Yes	Low
Oakwood (1010 Eldon Road)	<1	Yes	0.27	No	No	No	Low
Fenelon Falls (710 Cameron Road)	101.44	Yes	0.29	Yes	No	No	Low
Hartley (574 Hartly Road)	1.45	No	1.42	No	No	No	Very Low
Eldon (603 Sandringham Road)	0.58	Yes	0.36	No	No	Yes	Low
Carden (12 Lake Dalrymple Road)	1.74	Yes	0.56	Yes	No	Yes	Low
Coboconk (2863 Rd. #48)	9.2	Yes	0.36	Yes	Yes	Yes	High
Ops (77 Fieldside Drive)	2.76	Yes	0.52	No	No	No	Low
Manvers (679 Hwy. #7A)	12.97	Yes	0.60	Yes	Yes	Yes	High
Emily (193 Centreline Road)	100.5	Yes	0.54	Yes	No	No	Low
Downeyville (1079 Rd. #7)	52.5	No	0.98	Yes	No	Yes	Low
Bobcaygeon (62 Duke St.)	0.5	Yes but small	0.38	No	Yes	No	Very Low
Sturgeon Point (64 Sturgeon Pt. Road (Rd. #25))	2.32	Yes	0.26	No	No	No	Low
Burnt River (90 Burnt River Rd. (Road #44))	1.5	Salt shed but No sand	0.51	No	No	No	Very Low

Depots that have very low value and should be closed are:

1. Hartley: No sand/salt storage, too little land, and the repairs will be costly
2. Bobcaygeon: Very little land for growth
3. Burnt River: Old facility, little land and no sand/salt storage

Depots that could become Primary Depots are:

1. St. David: Very close to the largest town within the City
2. Coboconk: Has 9 acres for expansion of the facilities, and is close to arterial roads and a haul road. Also, close to the northern service area within the City

Depots that could become Satellite Depots:

1. Carden: Not a good facility and requires more land but has a sand dome and is in a good location
2. Eldon: Very good facility, has a sand dome, and a good location but more land would be required
3. Manvers: Very good facility, has a sand dome and is situated well for the south end of the City
4. Downeyville: Not a good facility but has a sand dome, lots of land and is in a good location
5. Little Britain – Fleet Services: In a good area to add value to the St. David Depot. Would be best if it were consolidated with the St. David Depot

Depots that could become Satellite Depots:

6. Oakwood: Adjacent to the parking lot for the arena – a safety issue. Very little land but has a sand dome
7. Fenelon Falls: Very good facility, lots of land, and has a sand dome but not an ideal location.
8. Sturgeon Point: Has a sand dome but not an ideal location.
9. Ops: Too close to the St. David Depot but may be beneficial if the St. David facility can't be expanded to satisfy space requirements
10. Emily: Has a sand dome and a nice facility but not in a good location

6.0 Future Employee and Vehicle Requirements

The number of Roads employees and work vehicles, in 2041, will be dictated by a number of issues including new infrastructure, changes in technology, government legislation, condition of existing infrastructure, environmental requirements, and service level requirements. All of these will likely lead to an increase in the number of employees and work vehicles. However, there is no precise way to know how all of these issues will unfold, interact and affect the Roads operation over the next 25 years.

The City's forecasted growth, over the next 15 years, focuses on population, housing and employment growth. We consider the housing growth to be the most important indicator of the potential impact on the Roads operation. Over the next 15 years, the total number of housing units is forecasted to increase by 26%. If the City continues at this rate, the number of housing units, by 2041, will increase by 43%. Given Provincial Policy, we expect the majority of this growth to be in the four urban settlement areas - Lindsay, Bobcaygeon, Fenelon Falls, and Omemee.

We believe that it is reasonable to assume that the number of employees will increase, over the next 25 years, by approximately 20%. We will also assume that 10% of the employees will be female (but will provide female locker rooms assuming 15%).

Regarding the number of work vehicles that need to be stored indoors (i.e. plows), we will design to the current number because we believe that number will satisfy future requirements.

FUTURE STATE - 2041

Depot	# Employees			Vehicles That Are Stored Inside											Vehicles That Are Stored Outside								# Truck Bays	Pole Barn Bays
	Supervisor	Summer	Winter	Plows	1-Ton	Graders	Sidewalk	Bucket	Vac Truck	Backhoe	1/2 Ton	Loader	sweeper	Other	Plows	Contracted Plows	Back Hoe	Loader	Grader	1-Ton Truck	Pick-up's	Other		
St. David	1	19	29	5	2	0	5	1	1	1	1	1	1	1		1					2	3	25	0
Coboconk	0.5	12	6	4	0	0	0	0	0	0	0	0	1		1	2	1	1	1	1	1		4	8
Bobcaygeon	0.5	12	5	4	1	0	1	0	0	0	0	0	1	0			1	1	1	0	1		2	0
Burnt River	0.5	7	2	2	1	0	0	0	0	1	1	1		0		2	1	0	1	0	0	0	3	
Hartley	0	0	0		0		0																3	0
Carden	0.5	0	5	4	0	0	0	0	0	0	0	1					1	0	1	1				
Eldon	1	11	7	6	1	1	0	0	0	1	1							1	1				5 plus wash	0
Fenelon	1	11	11	5	1	1	0	0	0	1	1					1		1					6 plus wash	0
Sturgeon Point	0.5	5	4	3	1	0	1	0	0	0	1	1		0		1	0	0	0	0	0	0	5	
Oakwood	1	11	9	6	1	1	0	0	0	1	1	1				1							6	1
Ops	0.5	0	5	4	0	0	0	0	0	0	0	0		0			1	0	0	0	0	0	4	
Downeyville	0	0	0	0	0	0	0	0	0	0	0	0		0			0	0	0	0	0	0		2
Emily	1	11	9	6	1	0	0	0	0	1	1	1		0	1	1			2				5	
Manvers	1	11	9	6	1	0	0	0	0	0	1	0		0	1	1	1	1	1	0			5	3
Fleet Services Lindsay	0.5	11	11												5			1			2	3	7	3
Fleet Services Coby	0.5	4	4												5						2	5	4	
TOTAL		125	116																					

Please Note that for the St. David St. depot only the roads department equipment has been included, there are 4 other departments with equipment, staff and material located at this location. Space is a

Please Note that there are 4 additional Secondary plow routes that are serviced by contracted forces - equipment and labour are house off site

Note: Number of unionized employees has been increased by 20% to accommodate growth in services

Denotes required indoor storage

7.0 Identification and Analysis of Alternative Solutions

To identify the Alternative Solutions we will start by understanding the strategic balance between Cost and Service Levels:

- Can have Low Cost or High Service Levels – but not both
- Low Cost = One Depot = Low Service Levels (i.e. Slow Response Time)
- High Service Levels (i.e. Fast Response Time) = Fifteen Depots = High Cost

Now, what is the City's balancing point – the strategic objective? Are costs and service levels (in some cases) too high? And what is the preferred number, location and size of depots to achieve this strategic objective? To answer this, we will select and analyse four Alternative Solutions.

The first Alternative Solution will be the status quo – to do nothing with the current depots. To determine the other Alternative Solutions our approach will be to start by placing the first Primary Depot where the most work is – Lindsay. Lindsay's population of 20,400 full time residents represents 28% of the City's population. Bobcaygeon and Fenelon Falls, combined, represent 7% of the population

We will then add additional Primary Depots so that each covers an area with a radius of approximately 20km. Therefore, the round trip travel time should rarely exceed 1 hr. Preferably, work crews eat lunch in the field

Next we will add Satellite Depots in outlying areas for the storage of sand/salt and other materials to reduce the need for return trips to the Primary Depots during the day.

In total, four Alternative Solutions have been identified and will be described and analysed within the following pages of this section.

The analysis of each Alternative will focus on its impact on the following criteria:

- Operational Needs and Growth Requirements
- Legislative and Environmental Requirements
- Impact on the Natural and Social Environment
- Best Practice and Industry Trends for the Design of Roads Depots
- Capital Cost Requirements
- Impact on Operating Costs
- Impact on Employee Productivity and Service Levels

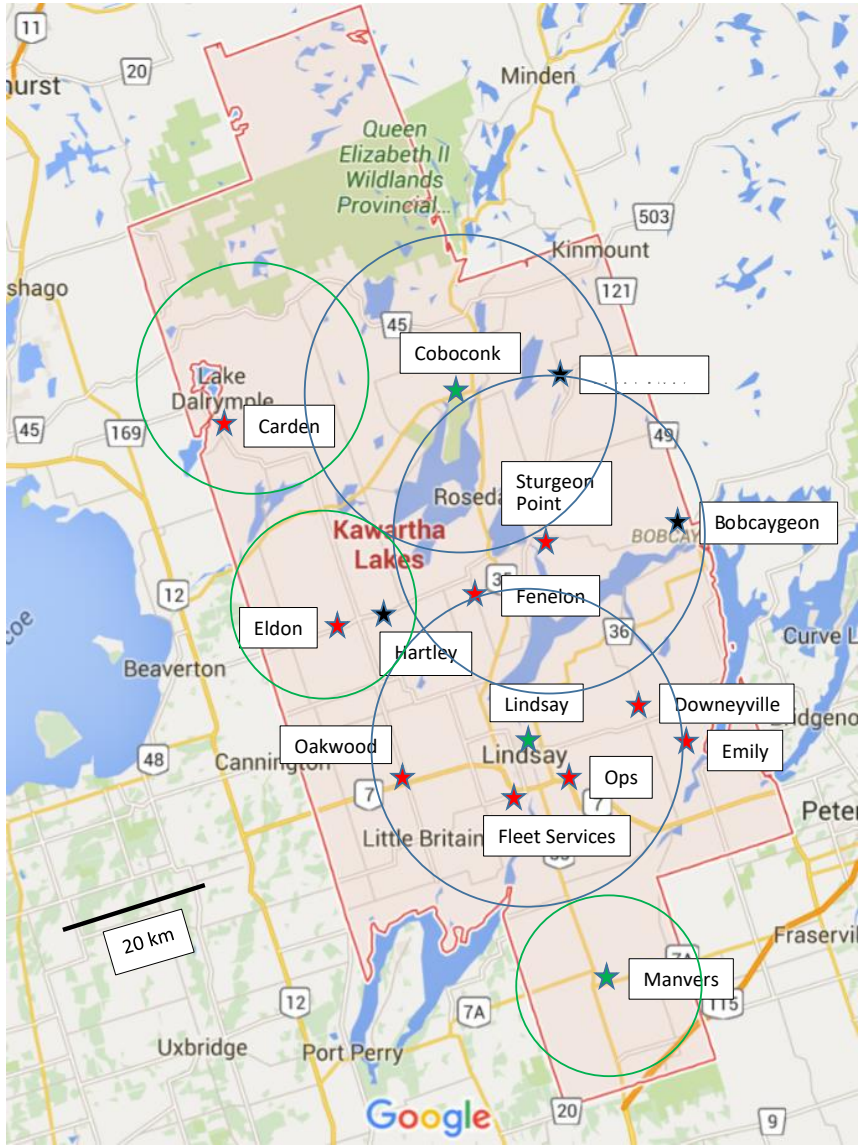
Alternative Solution 1:

- Maintain the status quo by continuing to use and maintain the existing 15 depots

Based on the impact to employee productivity and operational needs, we do not believe that this Alternative will be the Preferred Solution. For example, some of the existing facilities are already insufficient in terms of size and employee amenities to satisfy operational requirements. Furthermore, most of the facilities will be, by 2037, exceeding their theoretical life expectancy of 60 years.

A full description and comparison of the costs and operational issues associated with this alternative will be discussed in section 8.0.

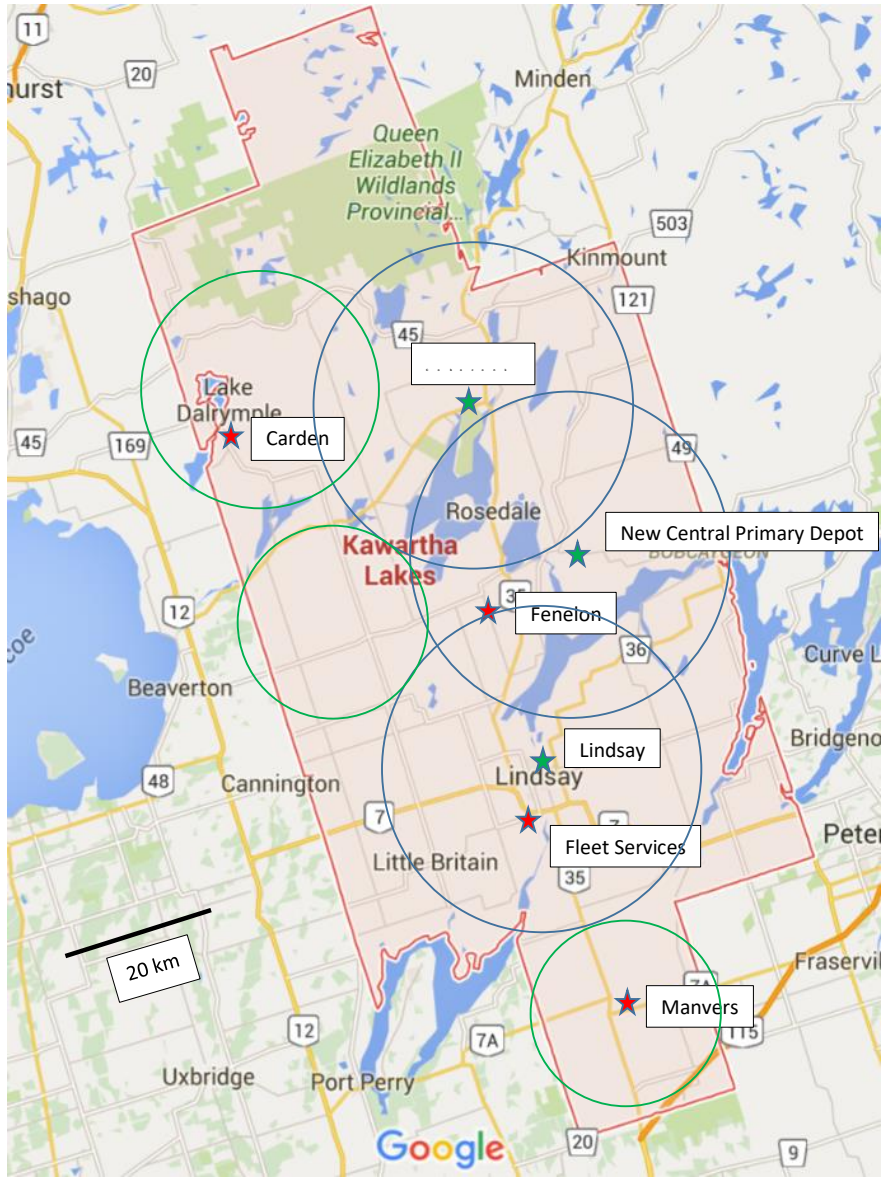
Location of Existing Depots and Radius Rings



Alternative Solution 2:

- Divide the City into three operations areas – **North, Central** and **South**
- Each area would have one main Primary Depot and one Satellite Depot (for sand/salt/material storage and snow dump)
- The **North** area would have an expanded Coboconk for the Primary Depot (including Fleet Services) and Carden for the Satellite Depot
- The **Central** area would have a new site for the Primary Depot (slightly east of Fenelon Falls) and either Fenelon Falls or Eldon for the Satellite Depot
- The **South** area would have St. David Street for the Primary Depot and Manvers as the Satellite Depot (with sand/salt/material storage). Transit and EMS would be expected to relocate
- The Fleet Services Depot would remain as is unless Transit storage relocate there

Location of 3 Primary and 3 Satellite Depots, Fleet Services, and 20 km Radius Rings



Operational Needs/Growth Requirements

All upgraded or new depots (Central Primary Depot) would be built to satisfy the growing functional and spatial requirements for the Roads Department for the next 25 years and beyond (e.g. indoor vehicle storage and wash bays, modern office and employee amenities, and efficiently designed yard configuration).

The upgraded and new facilities would also be built to achieve energy efficiency. Current facilities are neither energy efficient nor environmentally sustainable.

Consolidation of employees into fewer depots would increase employee flexibility and the ability of staff to schedule and assign tasks to employees.

The location of the primary and satellite depots would provide good access to most parts of the City so as to better balance operating cost versus service delivery.

Operational Needs/Growth Requirements

FUTURE STATE - 2041

											Needed at Main/Sat			Needed at Main	Pole Barı
Area	Primary/Satellite Depots	Consolidated Depots	# Employees Peak Season	Office m2	Storage m2	Lunch Rm m2	Change/Wash Rm m2	Training Room m2	Mech/Elec m2	Total Area m2	# Heated Truck/Wash Bays	Bays Have	Heated Bays m2	# Unheated Truck Bays	Bays Have
North	Coboconk	Burnt River	23+2	41.6	11.7	53.5	53	28	0	216	10	4	0		8
	Carden/New		0								5	0	520		0
Central	New	Bobcaygeon	39+3	62.4	20.8	92	85	45	32	472	24	24	2132		0
		Sturgeon Point													
		Hartley													
		Fenelon/Eldon													
	Fenelon/Eldon		0								7	6	0		0
South	St. David	Oakwood	61+5	104	20.8	138	110	45	32	585	44	25	1144		0
		Ops													
		Downeyville													
		Emily													
	Manvers		0								9	5	104		3
	Fleet Services		11+1								0	0	104		3
	TOTAL										99				

Legislative/Environmental Requirements

This Alternative Solution Recommends minor changes to the design of six of the existing Depots within the City of Kawartha Lakes. One of the six Depots is in an industrial park within Lindsay. The other five are located within a rural environment. The Alternative Solution also recommends that a new Primary Depot be constructed close to Fenelon Falls.

With respect to environmental impact, none of the recommended changes to the existing Depots would negatively impact the natural or social environment. There would be no changes that would permanently affect noise levels, air quality, or water quantity and quality. During construction steps would be taken, as described below, to ensure that all municipal by-laws and MOECC sound level criteria were satisfied.

Before the land is purchased for the proposed Central Area Primary Depot, a MCEA should be completed to conduct more detailed investigations to confirm the acceptability of the site (from a facility design and environmental perspective) and any mitigation requirements.

7.1 Natural Environment

There are no Areas of Natural and Scientific Interest (ANSI), Environmentally Significant Areas (ESA), or Provincially Significant Wetlands (PSW) located within the proximity of the six Depots (study areas).

Natural vegetation within the five rural study areas is largely restricted to coniferous and deciduous forest (within a natural wood lot), and upland meadows. The Depot within the industrial park is surrounded by manicured lawns. There are no recorded natural heritage features or rare vegetation communities within the study areas. Furthermore, there are no species listed as at risk (under the provincial Endangered Species Act (2007), either.

There are no locally, provincially or federally rare wildlife species within the study area.

7.2 Water Quantity and Quality

The recommended changes to the Depots are not expected to impact the porosity of ground surfaces. Therefore, we predict no increase to overland flow of storm water during wet weather events.

There will be no new activities at the existing Depots that will pose a threat to nearby wells, creeks, rivers, lakes or drinking water.

7.3 Socio-Cultural Environment

All six Depots are located within the City of Kawartha Lakes. Five of the six areas are located within a rural environment. The sixth is located within an industrial park within Lindsay. Based on a review of detailed mapping, none of the study areas are located within the Greenbelt Plan area.

7.4 Air Quality and Noise

The six Depots are currently operational and have been for decades. The recommended minor changes to the six Depots are not expected to have a permanent impact on local odour, air quality, or noise that would affect residential developments, or other sensitive land uses.

7.5 Impact During Construction

During construction, at each of the six Depots, it is not anticipated that truck traffic will have an adverse effect on the environment. Truck access and parking will be arranged during the detailed design phase of each project.
Since the proposed work will take place either in an industrial park or well away from a residential neighbourhood (or other sensitive land uses), the construction activities are expected to produce minimal impact on noise and air quality. Although the construction activities will produce some noise, it will be completed during normal working hours, and is not expected to cause undue disturbance due to adequate separation distances.

All construction will comply with municipal noise by-laws and implement general noise control measures, investigate noise complaints, and comply with MOECC sound level criteria for construction equipment.

There will be no requirement to remove excavated soils from the individual Depot sites, and there is no expectation that the quality and quantity of ground and surface water will be affected. Furthermore, there will be no potential to impact wells, creeks, rivers or lakes, and there will be no need to dewater or divert water or cause soil erosion.

North Area Depot Best Practice Area Requirements

The Coboconk Primary Depot will require the following areas:

1. 9 heated indoor bays for storing vehicles,
2. 1 indoor wash bay,
3. New office, employee amenities, training room for 2 staff and 23 employees
4. Indoor storage space for equipment and tools
5. Salt and sand storage domes
6. Outdoor wash bay
7. Outdoor material dump ramp
8. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
9. Outdoor material storage bunkers
10. Outdoor work vehicle and employee parking area (25 stalls)
11. The Fleet Services area will remain as it is.

North Area Depot Redesign Requirements

The Coboconk Primary Depot will require the following redesign changes:

1. Convert the Pole Barn into an 8 bay cool storage area for vehicles and tools
2. Convert 2 of the 4 heated garage bays (within the main depot) into a wash bay and vehicle storage bay
3. Convert the other 2 heated garage bays and existing office into a new office, employee amenities, and training room
4. Construct an outdoor wash bay, material dump ramp, material storage bunkers, and a work vehicle and employee parking area

North Area Depot Best Practice Area Requirements

The Carden Satellite Depot will require the following areas:

1. 4 heated indoor bays for storing vehicles,
2. 1 indoor wash bay,
3. Outdoor wash bay
4. Salt and sand storage domes
5. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
6. Outdoor material storage bunkers
7. Outdoor work vehicle and employee parking area

North Area Depot Redesign Requirements

The Carden Satellite Depot will require the following redesign changes:

1. Construct a new building with a 4 bay cool storage area for storing vehicles and tools, and a wash bay
2. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

Central Area Depot Best Practice Area Requirements

The New Central Area Primary Depot will require the following areas:

1. Heated indoor storage for 13 plows, 5 pick-up trucks, 1 sweeper, 2 sidewalk plows
2. 2 heated indoor bays for vehicle maintenance
3. 1 indoor wash bay
4. New office, employee amenities, training room for 3 staff and 39 employees
5. Indoor storage space for equipment and tools
6. Salt and sand storage domes
7. Outdoor wash bay
8. Outdoor material dump ramp
9. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
10. Outdoor material storage bunkers
11. Outdoor work vehicle and employee parking area (42 stalls)

Central Area Depot Redesign Requirements

The New Central Area Primary Depot will require the following design elements:

1. Construct a large heated building for storing 13 plows, and 5 pick-up trucks
2. Attached to the storage building should be 2 full size bays (for the sweeper and sidewalk plows), 2 maintenance bays, an indoor wash bay, storage space for equipment and tools, office, employee amenities, and training room for 3 staff and 39 employees
3. Construct salt and sand storage domes
4. Construct an outdoor wash bay, material dump ramp, material storage bunkers, and a work vehicle and employee parking area
5. Construct an outdoor vehicle refueling area (gas, diesel, dyed diesel)

Central Area Depot Best Practice Area Requirements

The **Fenelon**/Eldon Satellite Depot will require the following areas:

1. 6 heated indoor bays for storing vehicles
2. 1 indoor wash bay
3. Outdoor wash bay
4. Salt and sand storage domes
5. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
6. Outdoor material storage bunkers
7. Outdoor work vehicle and employee parking area

Central Area Depot Redesign Requirements

The **Fenelon**/Eldon Satellite Depot will require the following redesign changes:

1. Construct 0 or 1 additional heated storage bays on the main depot building (so that there is a total of 6 storage bays and a wash bay)
2. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

South Area Depot Best Practice Area Requirements

The St. David Primary Depot will require the following areas:

1. 35 heated indoor bays for storing vehicles
2. 1 indoor wash bay
3. Office, employee amenities, training room for 5 staff and 61 employees
4. Indoor storage space for equipment and tools
5. Salt and sand storage domes
6. Outdoor wash bay
7. Outdoor material dump ramp
8. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
9. Outdoor material storage bunkers
10. Outdoor work vehicle and employee parking area

South Area Depot Redesign Requirements

The St. David Primary Depot will require the following redesign changes:

1. Construct a new heated storage building for storing 10 large work vehicles (and have Transit vacate the site). This will then provide stalls for 35 large work vehicles.
2. Attached to the new storage building should be an indoor wash bay, and storage space for equipment and tools
3. Expand the size of the employee amenities (within the existing main depot) and training room for 5 staff and 61 employees (assuming Transit is vacating the site)
4. Construct an outdoor wash bay, material dump ramp, material storage bunkers, and an expanded work vehicle and employee parking area
5. Add an indoor sand storage facility

South Area Depot Best Practice Area Requirements

The Manvers Satellite Depot will require the following areas:

1. 8 heated indoor bays for storing vehicles
2. 1 indoor wash bay
3. Indoor storage space for equipment and tools
4. Salt and sand storage domes
5. Outdoor wash bay
6. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
7. Outdoor material storage bunkers
8. Outdoor work vehicle and employee parking area

South Area Depot Redesign Requirements

The Manvers Satellite Depot will require the following redesign changes:

1. Modify the Pole Barn so that it is heated and can provide cool storage for 3 large work vehicles. This combined with the existing 5 heated bays in the main depot will provide a total of 8 storage bays
2. Construct onto the existing depot building a new indoor wash bay, and storage space for equipment and tools
3. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

South Area Depot Best Practice Area Requirements

The Fleet Services Depot will require the following areas:

1. 13 heated indoor bays for maintenance of Transit and Roads vehicles (no Roads vehicle storage). The new maintenance bays will not be required if Transit vacates the St. David facility and builds a new Transit Storage/Maintenance Facility.
2. 1 indoor wash bay
3. Indoor storage space for equipment and tools
4. Outdoor wash bay
5. Outdoor work vehicle and employee parking area

South Area Depot Redesign Requirements

The Fleet Services Depot will require the following redesign changes:

1. Modify the Pole Barn so that it is heated and can provide cool storage for 3 large work vehicles
2. Construct onto the existing Fleet Services building a new indoor wash bay, 5 Maintenance bays and storage space for equipment and tools.
3. Construct an outdoor wash bay, and a work vehicle and employee parking area

Capital Costs

The following capital costs are required to complete the redesign requirements for Alternative Solution 2:

	Capital Costs ($)
North – Primary - Expanded Coboconk Depot	900,000
North – Satellite - Expanded Carden Depot	882,200
Central – Primary - New Primary Depot	7,339,214
Central – Satellite - Expanded Fenelon Depot	285,000
South – Primary - Expanded St. David Depot	2,170,000
South – Satellite - Expanded Manvers Depot	396,800
Expanded Fleet Services	920,000
TOTAL	**12,893,214**

Operating Costs

Alternative Solution 2 will create significant operational savings to help offset the required capital costs:

1. Consolidating the number of depots from 15 to 7 (including Fleet Services) will reduce the total facility repair costs and total facility operating costs (i.e. energy and insurance). See next two pages for financial costs.
2. The new Central Primary Depot will incorporate energy efficient materials and systems that will reduce its energy costs by as much as 40%.

Alternative Solution 2 will also add some operational costs:

1. Fuel costs and vehicle life cycle costs will increase slightly because the work crews will be consolidated into 3 Primary Depots, thus, resulting in slightly further driving distances to the outlying areas. This will be mitigated, to a certain extent, by providing each of the 3 Primary Depots with a Satellite Depot that will be used to store salt, sand, miscellaneous materials, and plows (to reduce deadhead times).

Operating Costs

The following facility repair costs (as calculated by Altus Engineering) are required over the next 20 years for Alternative Solution 2:

	Operating Costs ($)
North – Primary – Expanded Coboconk Depot	215,150
North – Satellite – Expanded Carden Depot	201,700
Central – Satellite – Expanded Fenelon Depot	293,820
South – Primary – Expanded St. David Depot	492,453
South – Satellite – Expanded Manvers Depot	294,260
Expanded Fleet Services	567,280
TOTAL	**2,064,663**

Operating Costs

The following facility operating costs (e.g. energy and insurance) are required over the next 20 years for Alternative Solution 2:

	Operating Costs ($)
North – Primary – Expanded Coboconk Depot	556,000
North – Satellite – Expanded Carden Depot	260,000
Central – Primary - New Primary Depot	700,000
Central – Satellite – Expanded Fenelon Depot	260,000
South – Primary – Expanded St. David Depot	800,000
South – Satellite – Expanded Manvers Depot	324,000
Expanded Fleet Services	700,000
TOTAL	**3,600,000**

Employee Productivity/Service Levels

Consolidating the number of depots from 15 to 7 (including Fleet Services) will create numerous advantages including:

1. The workforce will be centralized within just 3 depots (plus Fleet services). This will lead to improved communication and collaboration amongst staff, and improved flexibility with the scheduling of employees and work tasks. This will lead to improved employee productivity and flexibility – reducing operating costs and/or improving service levels
2. Providing each of the 3 Primary Depots with a Satellite Depot will help reduce deadheading and crew travel times. This should also improve employee productivity and service levels

The disadvantages of fewer depots will include:

1. Travel time to some of the outer areas of the City will increase slightly – reducing productivity, and increasing response time to these outlying areas. However, response time to the main towns may decrease.

Employee Productivity/Service Levels

Redesigning some of the depots and building a new Central Primary Depot will create numerous advantages including:

1. Best Practices in depot facility design and yard configuration will be incorporated to enable the safe, lean, efficient flow of employees, vehicles, and materials throughout the facilities. Furthermore, required space for offices, employee amenities, vehicle/material storage, and vehicle wash equipment will be provided. This will improve employee morale and productivity – reducing operating costs and/or improving service levels

Employee Productivity/Service Levels

Implementing Performance Management and Lean tools to identify waste, redesign processes, and continuously improve the flow of employees, vehicles, materials and equipment will create numerous advantages including:

1. Improved workforce culture, morale, productivity and flexibility – reducing operating costs and/or improving service levels

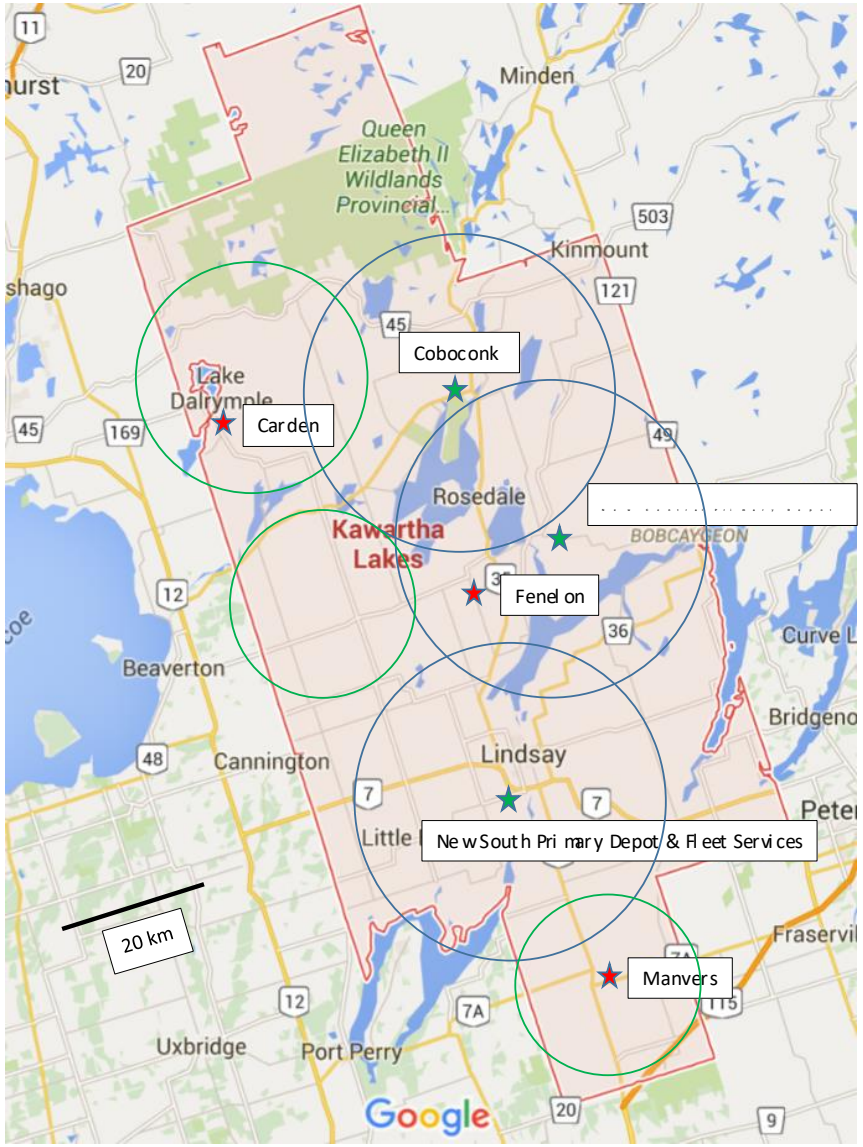
Alternative Solution 3:

- This solution would be the same as Alternative 2 except the **South** area would build a new Primary Depot close to the Fleet Services Depot on Little Britain Road, and use Manvers as the Satellite Depot (with sand/salt/material storage). Vacating the St. David Street Depot would permit Transit to control this facility and, eventually, build their maintenance bays there (likely in the current EMS area) to achieve full consolidation

- The existing Fleet Services Depot facility would remain as is at Little Britain Road providing maintenance services to Roads

- The benefits include more land for expansion at Little Britain than at St. David Street (more would need to be purchased), and the Fleet Services and Primary Depot would be consolidated on the same site

Location of 3 Primary and 3 Satellite Depots, and 20 km Radius Rings



407

Operational Needs/Growth Requirements

All upgraded or new depots (Central Primary **and South Primary Depots**) would be built to satisfy the growing functional and spatial requirements for the Roads Department for the next 25 years and beyond (e.g. indoor vehicle storage and wash bays, modern office and employee amenities, and efficiently designed yard configuration).

The upgraded and new facilities would also be built to achieve energy efficiency. Current facilities are neither energy efficient nor environmentally sustainable.

Consolidation of employees into fewer depots would increase employee flexibility and the ability of staff to schedule and assign tasks to employees.

The location of the primary and satellite depots would provide good access to most parts of the City so as to better balance operating cost versus service delivery.

Operational Needs/Growth Requirements

FUTURE STATE - 2041

Same as Option 2 except

Area	Primary/Satellite Depots	Consolidated Depots	# Employees Peak Season	Office m2	Storage m2	Lunch Rm m2	Change/Wash Rm m2	Training Room m2	Mech/Electrical m2	Total Area m2	# Heated Truck/Wash Bays	Bays have	Heated Bays m2	# Unheated Truck Bays	Bays Have
North	Coboconk	Burnt River	23+2	41.6	11.7	53.5	53	28	0	216	10	4	0		8
	Carden/New		0								5	0	520		0
Central	New	Bobcaygeon	39+3	62.4	20.8	92	85	45	32	472	24	24	2041		0
		Sturgeon Point													
		Hartley													
		Fenelon/Eldon													
	Fenelon/Eldon		0								7	6	0		0
South	Fleet Services	St. David	72+6	125	20.8	168	126	45	32	723	48	0	3650		3
		Oakwood													
		Ops													
		Downeyville													
		Emily													
	Manvers		0								9	5	104		3
	TOTAL														

Legislative/Environmental Requirements

This Alternative Solution Recommends minor changes to the design of four of the existing Depots within the City of Kawartha Lakes. One of the four Depots is in an industrial park within Lindsay. The other three are located within a rural environment. The Alternative Solution also recommends that two new Primary Depot's be constructed - close to Fenelon Falls and Lindsay.

With respect to environmental impact, none of the recommended changes to the existing Depots would negatively impact the natural or social environment. There would be no changes that would permanently affect noise levels, air quality, or water quantity and quality. During construction steps would be taken, as described below, to ensure that all municipal by-laws and MOECC sound level criteria were satisfied.

Before the land is purchased for the two proposed Primary Depots, a MCEA should be completed to conduct more detailed investigations to confirm the acceptability of the sites (from a facility design and environmental perspective) and any mitigation requirements.

7.1 Natural Environment

There are no Areas of Natural and Scientific Interest (ANSI), Environmentally Significant Areas (ESA), or Provincially Significant Wetlands (PSW) located within the proximity of the six Depots (study areas).

Natural vegetation within the five rural study areas is largely restricted to coniferous and deciduous forest (within a natural wood lot), and upland meadows. The Depot within the industrial park is surrounded by manicured lawns. There are no recorded natural heritage features or rare vegetation communities within the study areas. Furthermore, there are no species listed as at risk (under the provincial Endangered Species Act (2007), either.

There are no locally, provincially or federally rare wildlife species within the study area.

7.2 Water Quantity and Quality

The recommended changes to the Depots are not expected to impact the porosity of ground surfaces. Therefore, we predict no increase to overland flow of storm water during wet weather events.

There will be no new activities at the existing Depots that will pose a threat to nearby wells, creeks, rivers, lakes or drinking water.

7.3 Socio-Cultural Environment

All four Depots are located within the City of Kawartha Lakes. Five of the six areas are located within a rural environment. The sixth is located within an industrial park. Based on a review of detailed mapping, none of the study areas are located within the Greenbelt Plan area.

7.4 Air Quality and Noise

The four Depots are currently operational and have been for decades. The recommended minor changes to the six Depots are not expected to have a permanent impact on local odour, air quality, or noise that would affect residential developments, or other sensitive land uses.

7.5 Impact During Construction

During construction, at each of the four Depots, it is not anticipated that truck traffic will have an adverse effect on the environment. Truck access and parking will be arranged during the detailed design phase of each project.
Since the proposed work will take place either in an industrial park or well away from a residential neighbourhood (or other sensitive land uses), the construction activities are expected to produce minimal impact on noise and air quality. Although the construction activities will produce some noise, it will be completed during normal working hours, and is not expected to cause undue disturbance due to adequate separation distances.

All construction will comply with municipal noise by-laws and implement general noise control measures, investigate noise complaints, and comply with MOECC sound level criteria for construction equipment.

There will be no requirement to remove excavated soils from the individual Depot sites, and there is no expectation that the quality and quantity of ground and surface water will be affected. Furthermore, there will be no potential to impact wells, creeks, rivers or lakes, and there will be no need to dewater or divert water or cause soil erosion.

North Area Depot Best Practice Area Requirements

The Coboconk Primary Depot will require the following areas:

1. 9 heated indoor bays for storing vehicles,
2. 1 indoor wash bay,
3. New office, employee amenities, training room for 2 staff and 23 employees
4. Indoor storage space for equipment and tools
5. Salt and sand storage domes
6. Outdoor wash bay
7. Outdoor material dump ramp
8. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
9. Outdoor material storage bunkers
10. Outdoor work vehicle and employee parking area
11. The Fleet Services area will remain as it is.

North Area Depot Redesign Requirements

The Coboconk Primary Depot will require the following redesign changes:

1. Convert the Pole Barn into an 8 bay cool storage area for vehicles and tools
2. Convert 2 of the 4 heated garage bays into a wash bay and vehicle storage bay
3. Convert the other 2 heated garage bays and existing office into a new office, employee amenities, and training room
4. Construct an outdoor wash bay, material dump ramp, material storage bunkers, and a work vehicle and employee parking area

North Area Depot Best Practice Area Requirements

The Carden Satellite Depot will require the following areas:

1. 4 heated indoor bays for storing vehicles,
2. 1 indoor wash bay,
3. Outdoor wash bay
4. Salt and sand storage domes
5. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
6. Outdoor material storage bunkers
7. Outdoor work vehicle and employee parking area

North Area Depot Redesign Requirements

The Carden Satellite Depot will require the following redesign changes:

1. Construct a new building with a 4 bay cool storage area for storing vehicles and tools, and a wash bay
2. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

Central Area Depot Best Practice Area Requirements

The New Central Area Primary Depot will require the following areas:

1. Heated indoor storage for 13 plows, 5 pick-up trucks, 1 sweeper, 2 sidewalk plows
2. 2 heated indoor bays for vehicle maintenance
3. 1 indoor wash bay
4. New office, employee amenities, training room for 3 staff and 39 employees
5. Indoor storage space for equipment and tools
6. Salt and sand storage domes
7. Outdoor wash bay
8. Outdoor material dump ramp
9. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
10. Outdoor material storage bunkers
11. Outdoor work vehicle and employee parking area (42 stalls)

Central Area Depot Redesign Requirements

The New Central Area Primary Depot will require the following design elements:

1. Construct a large heated building for storing 13 plows, and 5 pick-up trucks
2. Attached to the storage building should be 2 full size bays (for the sweeper and sidewalk plows), 2 maintenance bays, an indoor wash bay, storage space for equipment and tools, office, employee amenities, and training room for 3 staff and 39 employees
3. Construct salt and sand storage domes
4. Construct an outdoor wash bay, material dump ramp, material storage bunkers, and a work vehicle and employee parking area
5. Construct an outdoor vehicle refueling area (gas, diesel, dyed diesel)

Central Area Depot Best Practice Area Requirements

The **Fenelon**/Eldon Satellite Depot will require the following areas:

1. 6 heated indoor bays for storing vehicles
2. 1 indoor wash bay
3. Outdoor wash bay
4. Salt and sand storage domes
5. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
6. Outdoor material storage bunkers
7. Outdoor work vehicle and employee parking area

Central Area Depot Redesign Requirements

The **Fenelon**/Eldon Satellite Depot will require the following redesign changes:

1. Construct 0 or 1 additional heated storage bays on the existing building so that there are a total of 6
2. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

South Area Depot Best Practice Area Requirements

The Fleet Services Depot will require the following areas:

1. Heated indoor storage for 27 plows, 8 pick-up trucks, 1 sweeper, 5 sidewalk plows, and 1 vacuum truck
2. 1 indoor wash bay
3. New office, employee amenities, training room for 6 staff and 72 employees
4. Indoor storage space for equipment and tools
5. 13 heated indoor bays for maintenance of Transit and Roads vehicles (no Roads vehicle storage). The new maintenance bays will not be required if Transit consolidates their maintenance into the St. David facility or builds a new Transit Storage/Maintenance Facility.
6. Salt and sand storage domes
7. Outdoor wash bay
8. Outdoor material dump ramp, and material storage bunkers
9. Outdoor work vehicle and employee parking area

South Area Depot Redesign Requirements

The Fleet Services Depot will require the following redesign changes:

1. Construct a large heated building for storing 27 plows, and 8 pick-up trucks
2. Attached to the new storage building should be 3 full size bays (for the sweeper, sidewalk plows, and vacuum truck) an indoor wash bay, 5 Maintenance bays and storage space for equipment and tools
3. Construct, as part of the new storage building, an office, employee amenities and training room for 6 staff and 72 employees
4. Construct salt and sand storage domes
5. Construct an outdoor wash bay, material dump ramp, material storage bunkers, and an expanded work vehicle and employee parking area
6. Purchase at least 4 adjacent acres of land

South Area Depot Best Practice Area Requirements

The Manvers Satellite Depot will require the following areas:

1. 8 heated indoor bays for storing vehicles
2. 1 indoor wash bay
3. Indoor storage space for equipment and tools
4. Salt and sand storage domes
5. Outdoor wash bay
6. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
7. Outdoor material storage bunkers
8. Outdoor work vehicle and employee parking area

South Area Depot Redesign Requirements

The Manvers Satellite Depot will require the following redesign changes:

1. Modify the Pole Barn so that it is heated and can provide cool storage for 3 large work vehicles. This combined with the existing 5 heated bays in the main depot will provide a total of 8 storage bays
2. Construct onto the existing depot building a new indoor wash bay, and storage space for equipment and tools
3. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

Capital Costs

The following capital costs are required to complete the redesign requirements for Alternative Solution 3:

	Capital Costs ($)
North – Primary - Expanded Coboconk Depot	900,000
North – Satellite - Expanded Carden Depot	882,200
Central – Primary - New Primary Depot	7,339,214
Central – Satellite - Expanded Fenelon Depot	285,000
South – Primary - Expanded Fleet Services Site	9,788,232
South – Satellite - Expanded Manvers Depot	396,800
TOTAL	**19,591,446**

Operating Costs

Alternative Solution 3 will create significant operational savings to help offset the required capital costs:

1. Consolidating the number of depots from 15 to 6 (including Fleet Services) will reduce the total facility repair costs and total facility operating costs (i.e. energy and insurance). See next two pages for financial costs.
2. The new Central Primary Depot and new South Primary Depot will incorporate energy efficient materials and systems that will reduce their energy costs by as much as 40%.

Alternative Solution 3 will also add some operational costs:

1. Fuel costs and vehicle life cycle costs will increase slightly because the work crews will be consolidated into 3 Primary Depots, thus, resulting in slightly further driving distances. This will be mitigated, to a certain extent, by providing each of the 3 Primary Depots with a Satellite Depot that will be used to store salt, sand, miscellaneous materials, and plows (to reduce deadhead times). However, by locating the South Primary Depot with Fleet Services, there will be a reduction in travel distance required to maintain the depots work vehicles.

Operating Costs

The following maintenance repair costs (as calculated by Altus Engineering) are required over the next 20 years for Alternative Solution 3:

	Operating Costs ($)
North – Primary – Expanded Coboconk Depot	215,150
North – Satellite – Expanded Carden Depot	201,700
Central – Satellite – Expanded Fenelon Depot	293,820
South – Primary – Expanded Fleet Services Site	567,280
South – Satellite – Expanded Manvers Depot	294,260
TOTAL	**1,572,210**

Operating Costs

The following facility operating costs (e.g. energy and insurance) are required over the next 20 years for Alternative Solution 3:

	Operating Costs ($)
North – Primary – Expanded Coboconk Depot	556,000
North – Satellite – Expanded Carden Depot	260,000
Central – Primary – New Primary Depot	700,000
Central – Satellite – Expanded Fenelon Depot	260,000
South – Primary – Expanded Fleet Services Site	1,300,000
South – Satellite – Expanded Manvers Depot	324,000
TOTAL	**3,400,000**

Employee Productivity/Service Levels

Consolidating the number of depots from 15 to 6 (including Fleet Services) will create numerous advantages including:

1. The workforce will be centralized within just 3 depots. This will lead to improved communication and collaboration amongst staff, and improved flexibility with the scheduling of employees and work tasks. This will lead to improved employee productivity – reducing operating costs and/or improving service levels
2. Locating the new South Primary Depot with Fleet Services will reduce the travel time required to maintain the depots work vehicles
3. Providing each of the 3 Primary Depots with a Satellite Depot will help reduce deadheading and crew travel times. This should also improve employee productivity and service levels

The disadvantages of fewer depots will include:

1. Travel time to some of the outlying areas of the City will increase slightly – reducing productivity, and increasing response time to these areas. However, response time to the more populated towns may decrease.

Employee Productivity/Service Levels

Redesigning some of the depots and building a new Central Primary Depot and South Primary Depot will create numerous advantages including:

1. Best Practices in depot facility design and yard configuration will be incorporated to enable the safe, lean, efficient flow of employees, vehicles, and materials throughout the facilities. Furthermore, required space for offices, employee amenities, vehicle/material storage, and vehicle wash equipment will be provided. This will improve employee morale and productivity – reducing operating costs and/or improving service levels

Employee Productivity/Service Levels

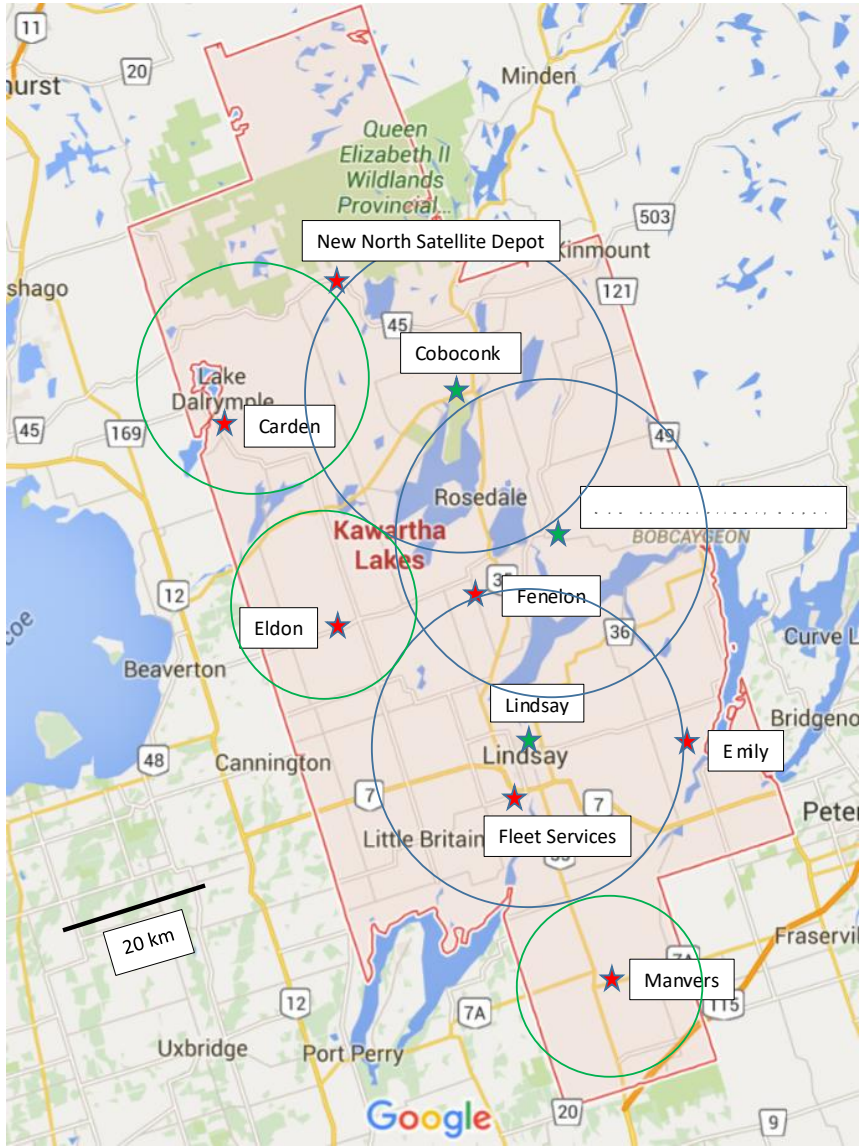
Implementing Performance Management and Lean tools to identify waste, redesign processes, and continuously improve the flow of employees, vehicles, materials and equipment will create numerous advantages including:

1. Improved workforce culture, morale, productivity and flexibility – reducing operating costs and/or improving service levels

Alternative Solution 4:

- This solution would be the same as Alternative 2 except each area would have one main Primary Depot and **two** Satellite Depots (for sand/salt/material storage and snow dump)
- The **North** area would have an expanded Coboconk for the Primary Depot (including Fleet Services) and Carden **and one new location** for the Satellite Depots
- The **Central** area would have a new site for the Primary Depot (slightly east of Fenelon Falls) and **both** Fenelon Falls and Eldon for the Satellite Depots
- The **South** area would have St. David Street for the Primary Depot and Manvers **and Emily** as the Satellite Depots (with sand/salt/material storage). Transit and EMS would be expected to relocate
- The Fleet Services Depot would remain as is unless Transit storage relocated there

Location of 3 Primary and 6 Satellite Depots, Fleet Services, and 20 km Radius Rings



433

Operational Needs/Growth Requirements

All upgraded or new depots (Central Primary Depot **and North Satellite Depot**) would be built to satisfy the growing functional and spatial requirements for the Roads Department for the next 25 years and beyond (e.g. indoor vehicle storage and wash bays, modern office and employee amenities, and efficiently designed yard configuration).

The upgraded and new facilities would also be built to achieve energy efficiency. Current facilities are neither energy efficient nor environmentally sustainable

Consolidation of employees into fewer depots would increase employee flexibility and the ability of staff to schedule and assign tasks to employees

The location of the primary and satellite depots would provide good access to most parts of the City so as to better balance operating cost versus service delivery

Operational Needs/Growth Requirements

FUTURE STATE - 2041

Same as Option 2 except

Area	Primary/Satellite Depots	Consolidated Depots	# Employees Peak Season	Office m2	Storage m2	Lunch Rm m2	Change/Wash Rm m2	Training Room m2	Mech/Electrical m2	Total Area m2	# Heated Truck/Wash Bays	Bays have	Heated Bays m2	# Unheated Truck Bays	Bays have
North	Coboconk	Burnt River	23+2	41.6	11.7	53.5	53	28	0	216	10	4	0		8
	Carden		0								5	0	520		0
	New		0												
Central	New	Bobcaygeon	39+3	62.4	20.8	92	85	45	32	472	24	24	2132		0
		Sturgeon Point													
		Hartley													
	Fenelon		0								7	6	0		0
	Eldon		0												
South	St. David	Oakwood	61+5	104	20.8	138	110	45	32	585	44	25	1144		0
		Ops													
		Downeyville													
	Manvers		0								9	5	104		3
	Emily		0												
	Fleet Services		11+1								0	0	104		3
	TOTAL										99				

Legislative/Environmental Requirements

This Alternative Solution Recommends minor changes to the design of eight of the existing Depots within the City of Kawartha Lakes. One of the eight Depots is in an industrial park within Lindsay. The other seven are located within a rural environment. The Alternative Solution also recommends that a new Primary Depot be constructed close to Fenelon Falls.

With respect to environmental impact, none of the recommended changes to the existing Depots would negatively impact the natural or social environment. There would be no changes that would permanently affect noise levels, air quality, or water quantity and quality. During construction steps would be taken, as described below, to ensure that all municipal by-laws and MOECC sound level criteria were satisfied.

Before the land is purchased for the proposed new Primary Depot, a MCEA should be completed to conduct more detailed investigations to confirm the acceptability of the site (from a facility design and environmental perspective) and any mitigation requirements.

7.1 Natural Environment

There are no Areas of Natural and Scientific Interest (ANSI), Environmentally Significant Areas (ESA), or Provincially Significant Wetlands (PSW) located within the proximity of the six Depots (study areas).

Natural vegetation within the five rural study areas is largely restricted to coniferous and deciduous forest (within a natural wood lot), and upland meadows. The Depot within the industrial park is surrounded by manicured lawns. There are no recorded natural heritage features or rare vegetation communities within the study areas. Furthermore, there are no species listed as at risk (under the provincial Endangered Species Act (2007), either.

There are no locally, provincially or federally rare wildlife species within the study area.

7.2 Water Quantity and Quality

The recommended changes to the Depots are not expected to impact the porosity of ground surfaces. Therefore, we predict no increase to overland flow of storm water during wet weather events.

There will be no new activities at the existing Depots that will pose a threat to nearby wells, creeks, rivers, lakes or drinking water.

7.3 Socio-Cultural Environment

All eight Depots are located within the City of Kawartha Lakes. Five of the six areas are located within a rural environment. The sixth is located within an industrial park. Based on a review of detailed mapping, none of the study areas are located within the Greenbelt Plan area.

7.4 Air Quality and Noise

The eight Depots are currently operational and have been for decades. The recommended minor changes to the six Depots are not expected to have a permanent impact on local odour, air quality, or noise that would affect residential developments, or other sensitive land uses.

7.5 Impact During Construction

During construction, at each of the eight Depots, it is not anticipated that truck traffic will have an adverse effect on the environment. Truck access and parking will be arranged during the detailed design phase of each project.
Since the proposed work will take place either in an industrial park or well away from a residential neighbourhood (or other sensitive land uses), the construction activities are expected to produce minimal impact on noise and air quality. Although the construction activities will produce some noise, it will be completed during normal working hours, and is not expected to cause undue disturbance due to adequate separation distances.

All construction will comply with municipal noise by-laws and implement general noise control measures, investigate noise complaints, and comply with MOECC sound level criteria for construction equipment.

There will be no requirement to remove excavated soils from the individual Depot sites, and there is no expectation that the quality and quantity of ground and surface water will be affected. Furthermore, there will be no potential to impact wells, creeks, rivers or lakes, and there will be no need to dewater or divert water or cause soil erosion.

North Area Depot Best Practice Area Requirements

The Coboconk Primary Depot will require the following areas:

1. 9 heated indoor bays for storing vehicles,
2. 1 indoor wash bay,
3. New office, employee amenities, training room for 2 staff and 23 employees
4. Indoor storage space for equipment and tools
5. Salt and sand storage domes
6. Outdoor wash bay
7. Outdoor material dump ramp
8. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
9. Outdoor material storage bunkers
10. Outdoor work vehicle and employee parking area
11. The Fleet Services area will remain as it is.

North Area Depot Redesign Requirements

The Coboconk Primary Depot will require the following redesign changes:

1. Convert the Pole Barn into an 8 bay cool storage area for vehicles and tools
2. Convert 2 of the 4 heated garage bays (within the main depot) into a wash bay and vehicle storage bay
3. Convert the other 2 heated garage bays and existing office into a new office, employee amenities, and training room
4. Construct an outdoor wash bay, material dump ramp, material storage bunkers, and a work vehicle and employee parking area

North Area Depot Best Practice Area Requirements

The Carden Satellite Depot will require the following areas:

1. 4 heated indoor bays for storing vehicles,
2. 1 indoor wash bay,
3. Outdoor wash bay
4. Salt and sand storage domes
5. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
6. Outdoor material storage bunkers
7. Outdoor work vehicle and employee parking area

North Area Depot Redesign Requirements

The Carden Satellite Depot will require the following redesign changes:

1. Construct a new building with a 4 bay cool storage area for storing vehicles and tools, and a wash bay
2. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

North Area Depot Best Practice Area Requirements

The New 2nd Satellite Depot will require the following areas:

1. Salt and sand storage domes
2. Outdoor material storage bunkers
3. Outdoor work vehicle and employee parking area

North Area Depot Redesign Requirements

The New 2nd Satellite Depot will require the following redesign changes:

1. Construct Salt and sand storage domes
2. Construct material storage bunkers, and a work vehicle and employee parking area

Central Area Depot Best Practice Area Requirements

The New Central Area Primary Depot will require the following areas:

1. Heated indoor storage for 13 plows, 5 pick-up trucks, 1 sweeper, 2 sidewalk plows
2. 2 heated indoor bays for vehicle maintenance
3. 1 indoor wash bay
4. New office, employee amenities, training room for 3 staff and 39 employees
5. Indoor storage space for equipment and tools
6. Salt and sand storage domes
7. Outdoor wash bay
8. Outdoor material dump ramp
9. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
10. Outdoor material storage bunkers
11. Outdoor work vehicle and employee parking area (42 stalls)

Central Area Depot Redesign Requirements

The New Central Area Primary Depot will require the following design elements:

1. Construct a large heated building for storing 13 plows, and 5 pick-up trucks
2. Attached to the storage building should be 2 full size bays (for the sweeper and sidewalk plows), 2 maintenance bays, an indoor wash bay, storage space for equipment and tools, office, employee amenities, and training room for 3 staff and 39 employees
3. Construct salt and sand storage domes
4. Construct an outdoor wash bay, material dump ramp, material storage bunkers, and a work vehicle and employee parking area
5. Construct an outdoor vehicle refueling area (gas, diesel, dyed diesel)

Central Area Depot Best Practice Area Requirements

The Fenelon Satellite Depot will require the following areas:

1. 6 heated indoor bays for storing vehicles
2. 1 indoor wash bay
3. Outdoor wash bay
4. Salt and sand storage domes
5. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
6. Outdoor material storage bunkers
7. Outdoor work vehicle and employee parking area

Central Area Depot Redesign Requirements

The Fenelon Satellite Depot will require the following redesign changes:

1. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

Central Area Depot Best Practice Area Requirements

The Eldon 2nd Satellite Depot will require the following areas:

1. 5 heated indoor bays for storing vehicles
2. Outdoor wash bay
3. Salt and sand storage domes
4. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
5. Outdoor material storage bunkers
6. Outdoor work vehicle and employee parking area

Central Area Depot Redesign Requirements

The Eldon 2nd Satellite Depot will require the following redesign changes:

1. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

South Area Depot Best Practice Area Requirements

The St. David Primary Depot will require the following areas:

1. 30 heated indoor bays for storing vehicles
2. 1 indoor wash bay
3. Office, employee amenities, training room for 5 staff and 61 employees
4. Indoor storage space for equipment and tools
5. Salt and sand storage domes
6. Outdoor wash bay
7. Outdoor material dump ramp
8. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
9. Outdoor material storage bunkers
10. Outdoor work vehicle and employee parking area

South Area Depot Redesign Requirements

The St. David Primary Depot will require the following redesign changes:

1. Construct a new heated storage building for storing 5 large work vehicles (and have Transit vacate the site). This will then provide stalls for 30 large work vehicles.
2. Attached to the new storage building should be an indoor wash bay, and storage space for equipment and tools
3. Expand the size of the employee amenities (within the existing main depot) and training room for 5 staff and 61 employees (assuming Transit is vacating the site)
4. Construct an outdoor wash bay, material dump ramp, material storage bunkers, and an expanded work vehicle and employee parking area
5. Add an indoor sand storage facility

South Area Depot Best Practice Area Requirements

The Manvers Satellite Depot will require the following areas:

1. 8 heated indoor bays for storing vehicles
2. 1 indoor wash bay
3. Indoor storage space for equipment and tools
4. Salt and sand storage domes
5. Outdoor wash bay
6. Outdoor vehicle refueling area (gas, diesel, dyed diesel)
7. Outdoor material storage bunkers
8. Outdoor work vehicle and employee parking area

South Area Depot Redesign Requirements

The Manvers Satellite Depot will require the following redesign changes:

1. Modify the Pole Barn so that it is heated and can provide cool storage for 3 large work vehicles. This combined with the existing 5 heated bays in the main depot will provide a total of 8 storage bays
2. Construct onto the existing depot building a new indoor wash bay, and storage space for equipment and tools
3. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

South Area Depot Best Practice Area Requirements

The Emily 2nd Satellite Depot will require the following areas:

1. 5 heated indoor bays for storing vehicles
2. Salt and sand storage domes
3. Outdoor wash bay
4. Outdoor material storage bunkers
5. Outdoor work vehicle and employee parking area

South Area Depot Redesign Requirements

The Emily 2nd Satellite Depot will require the following redesign changes:

1. Construct an outdoor wash bay, material storage bunkers, and a work vehicle and employee parking area

South Area Depot Best Practice Area Requirements

The Fleet Services Depot will require the following areas:

1. 13 heated indoor bays for maintenance of Transit and Roads vehicles (no Roads vehicle storage). The new maintenance bays will not be required if Transit vacates the St. David facility and builds a new Transit Storage/Maintenance Facility.
2. 1 indoor wash bay
3. Indoor storage space for equipment and tools
4. Outdoor wash bay
5. Outdoor work vehicle and employee parking area

South Area Depot Redesign Requirements

The Fleet Services Depot will require the following redesign changes:

1. Modify the Pole Barn so that it is heated and can provide cool storage for 3 large work vehicles.
2. Construct onto the existing Fleet Services building a new indoor wash bay, 5 Maintenance bays and storage space for equipment and tools
3. Construct an outdoor wash bay, and a work vehicle and employee parking area

Capital Costs

The capital costs for Alternative 4 are:

	Capital Costs ($)
North – Primary - Expanded Coboconk Depot	900,000
North – Satellite - Expanded Carden Depot	882,200
North – 2nd Satellite – New Satellite Depot	900,000
Central – Primary - New Primary Depot	7,339,214
Central – Satellite - Expanded Fenelon Depot	285,000
Central – 2nd Satellite – Expanded Eldon Depot	165,000
South – Primary - Expanded St. David	2,170,000
South – Satellite - Expanded Manvers	396,800
South – Satellite – Expanded Emily Depot	165,000
Expanded Fleet Services	920,000
TOTAL	**14,123,214**

459

Operating Costs

Alternative Solution 4 will create significant operational savings to help offset the required capital costs:

1. Consolidating the number of depots from 15 to 10 (including Fleet Services) will reduce the total facility repair costs and total facility operating costs (i.e. energy and insurance). See the next two pages for financial costs.
2. The new Central Primary Depot and new North Satellite Depot will incorporate energy efficient materials and systems that will reduce their energy costs by as much as 40%.

Alternative Solution 4 will also add some operational costs:

1. Fuel costs and vehicle life cycle costs will increase slightly because the work crews will be consolidated into 3 Primary Depots, thus, resulting in slightly further driving distances to the outlying areas. This will be mitigated, to a certain extent, by providing each of the 3 Primary Depots with 2 Satellite Depots that will be used to store salt, sand, miscellaneous materials, and plows (to minimize deadheading).

Operating Costs

The following facility repair costs (as calculated by Altus Engineering) are required over the next 20 years for Alternative Solution 4:

	Operating Costs ($)
North – **Primary** – Expanded Coboconk Depot	215,150
North – **Satellite** – Expanded Carden Depot	201,700
Central – **Satellite** – Expanded Fenelon Depot	293,820
Central – **Satellite** – Expanded Eldon Depot	361,190
South – **Primary** – Expanded St. David Depot	492,453
South – **Satellite** – Expanded Manvers Depot	294,260
South – **Satellite** – Expanded Emily Depot	446,480
Expanded Fleet Services	567,280
TOTAL	**2,872,333**

Operating Costs

The following facility operating costs are required over the next 20 years:

	Operating Costs ($)
North – Primary - Expanded Coboconk Depot	556,000
North – Satellite - Expanded Carden Depot	260,000
North – 2nd Satellite – New Satellite Depot	260,000
Central – Primary - New Primary Depot	700,000
Central – Satellite - Expanded Fenelon Depot	260,000
Central – 2nd Satellite – Expanded Eldon Depot	768,000
South – Primary - Expanded St. David	800,000
South – Satellite - Expanded Manvers	324,000
South – Satellite – Expanded Emily Depot	270,000
Expanded Fleet Services	700,000
TOTAL	**4,898,000**

462

Employee Productivity/Service Levels

Consolidating the number of depots from 15 to 10 (including Fleet Services) will create numerous advantages including:

1. The workforce will be centralized within just 3 depots (plus Fleet services). This will lead to improved communication and collaboration amongst staff, and improved flexibility with the scheduling of employees and work tasks. This will lead to improved employee productivity and flexibility – reducing operating costs and/or improving service levels
2. Providing each of the 3 Primary Depots with 2 Satellite Depots will help reduce deadheading and crew travel times. This should also improve employee productivity and service levels

The disadvantages of fewer depots will include:

1. Travel time to some of the outlying areas of the City will increase – reducing productivity, and increasing response time to these areas. However, response time to the main towns may decrease.

Employee Productivity/Service Levels

Redesigning some of the depots and building a new Central Primary Depot will create numerous advantages including:

1. Best Practices in depot facility design and yard configuration will be incorporated to enable the safe, lean, efficient flow of employees, vehicles, and materials throughout the facilities. Furthermore, required space for offices, employee amenities, vehicle/material storage, and vehicle wash equipment will be provided. This will improve employee morale and productivity – reducing operating costs and/or improving service levels

Employee Productivity/Service Levels

Implementing Performance Management and Lean tools to identify waste, redesign processes, and continuously improve the flow of employees, vehicles, materials and equipment will create numerous advantages including:

1. Improved workforce culture, morale, productivity and flexibility – reducing operating costs and/or improving service levels

8.0 Comparison of Alternative Solutions

In this section we will screen and compare the merits of the four Alternative Solutions. The evaluation criteria to be used to compare and rank each Alternative against the others are as follows:

- 20 Year Capital & Facility Operating Costs
- Theoretical Replacement Cost for Depots that have exceeded their expected useful life of 60 years. Assume replacement begins in 2037
- Employee Productivity/Service Levels
- Operational Needs/Growth Requirements
- Legislative/Environmental Requirements
- Impact on Natural and Social Environment

Based on the results of the rankings, a Preferred Alternative Solution will be selected.

20 Year Capital & Facility Operating Costs

Note that these are total costs that will be spent during a 20 year horizon. The 2037 Theoretical Depot Replacement Cost estimates the capital cost of replacing those depots, in 2037, that have exceeded their expected useful life of 60 years. Also, for Alternative Solutions 2 to 4, the annual fuel and vehicle life-cycle costs are expected to be higher than for Alternative Solution 1.

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Purchase Land	0	500,000(10+ acres)	700,000 (14+ acres)	530,000 (11+ acres)
Depot Redesign	0	12,893,214	19,591,446	14,123,214
Sale of Depots	0	(2,855,750)	(2,855,750)	(1,666,000)
20 Year Facility Repair	4,670,638	2,064,663	1,572,210	2,872,333
20 Year Energy/Insurance	7,488,000	3,600,000	3,400,000	4,898,000
60 Yr Theoretical Replacement Cost (starting 2037)	23,509,000	11,753,000	4,728,000	15,853,000
Total Cost	35,667,638	27,955,127	27,135,906	36,610,547

Employee Productivity/Service Levels

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Impact of Consolidation of Crews into Fewer Depots	The large number of depots (15) and decentralized work force helps to reduce travel distances/ times and, therefore, increase productivity and service levels. However, a more centralized approach (with fewer depots) will have a net positive effect on productivity, and will reduce facility operating costs. These improvements could be used to provide higher service levels.	The workforce will be centralized within just 3 depots (**plus** Fleet Services) leading to improved communication, collaboration, flexibility and productivity/service levels by the crews. This is a significant advantage over Alternative #1. As shown on page 122, this represents a potential productivity savings, over 20 years, of $3,332,000.	The workforce will be centralized within just 3 depots (**including** Fleet Services) leading to improved communication, collaboration, flexibility and productivity/service levels by the crews. This is an advantage over Alternatives #1, 2 & 4). As shown on page 122, this represents a potential productivity savings, over 20 years, of $3,332,000.	The workforce will be centralized within just 3 depots (**plus** Fleet Services) leading to improved communication, collaboration, flexibility and productivity/service levels by the crews (same as Alternative #2). As shown on page 122, this represents a potential productivity savings, over 20 years, of $3,332,000.
Utilizing Best Practices in Depot Design and Yard Configuration	The existing depots were designed and built many decades ago and, therefore, do not benefit from modern materials, and Best Practices in facility design and yard configuration.	Redesigning some of the depots and building a new Central Primary Depot will result in improved safety, flow and crew productivity/service levels. This is a significant advantage over Alternative #1	Redesigning some of the depots and building a new Central Primary Depot **and South Primary Depot** will result in improved safety, flow and crew productivity/service levels. This is an advantage over Alternatives #2 & 4).	Redesigning some of the depots and building a new Central Primary Depot will result in improved flow and crew productivity/service levels (same as Alternative #2).

Employee Productivity/Service Levels

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Impact on Travel Time	The large number of depots (15) and decentralized work force helps to reduce travel distances/ times for the work crews and plows. This improves productivity/service levels and reduces fuel costs.	Slightly longer travel times than Alternative #1 because of fewer depots. However, providing each of the 3 Primary Depots with 1 Satellite Depot will help reduce a potential increase in deadheading and crew travel times.	Slightly longer travel times than Alternative #1 because of fewer depots. However, providing each of the 3 Primary Depots with 1 Satellite Depot will help reduce deadheading and crew travel times (same as Alternative #2). Locating the new South Primary Depot with Fleet Services will reduce the travel distance/time required to shuttle the work vehicles to the maintenance bays. As shown on the following page, this will represent a 20 year savings of $1,208,000. This will be an advantage over Alternatives #1, 2 & 4.	Slightly longer travel times than Alternative #1. However, providing each of the 3 Primary Depots with **2 Satellite Depots** will help reduce deadheading and crew travel times. This will be an advantage over Alternatives #2 & 3.

20 Year Employee Productivity Improvements

Note that these are potential total labour cost savings over a 20 year horizon.

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Potential Employee Productivity Increase due to Consolidation of Depots ($)	0	3,332,000	3,332,000	3,332,000
Potential Employee Productivity Increase Because the Vehicle Shuttle to Fleet Services is No Longer Required in the South Area ($)	0		1,208,000	
Total Cost Savings ($)	**0**	**3,332,000**	**4,540,000**	**3,332,000**

Operational Needs/Growth Requirements

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Will the Depots Satisfy Operational Needs and Growth Requirements for 25 Years and Beyond	No. Many of the depots are already too small and lack required employee amenities and functional requirements. Also, most of the Depots, by 2037, will have exceeded their expected useful life of 60 years and need to be replaced. See Appendix B for cost estimates to replace them.	All upgraded or new depots (Central Primary Depot) would be built to satisfy the growing functional and spatial requirements for the Roads Department for the next 25 years and beyond	All upgraded or new depots (Central Primary Depot **and South Primary Depot**) would be built to satisfy the growing functional and spatial requirements for the Roads Department for the next 20 years and beyond. This will be an advantage over Alternatives #1, 2 & 4.	All upgraded or new depots (Central Primary Depot **and North Satellite Depot**) would be built to satisfy the growing functional and spatial requirements for the Roads Department for the next 20 years and beyond. This will be an advantage over Alternatives #1 & 2.
Will the Depots Be Energy Efficient	The current facilities are neither energy efficient nor environmentally sustainable	The upgraded and new facilities would be built to achieve energy efficiency.	Same as Alternative #2	Same as Alternative #3

Operational Needs/Growth Requirements

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Will the Depots Facilitate Greater Employee Productivity and/or Service Delivery	No. There would be no change.	Consolidation of employees into fewer depots would increase employee productivity. Redesigning some of the depots and building a new Central Primary Depot would result in improved crew productivity. The location of the depots would provide good access to most service areas and better balance operating costs versus service delivery. Providing each of the 3 Primary Depots with 1 Satellite Depot would help reduce a potential increase in deadheading and crew travel times (as a result of reducing the total number of depots).	Same as Alternative # 2 except there would be an added advantage by also building a new South Primary Depot. This depot would provide Best Practice design and improve employee productivity. This will be an advantage over Alternatives #1, 2 & 4.	Same as Alternative # 2 except there would be an added advantage by also building a new North Satellite Depot. This depot would provide Best Practice design and improve employee productivity. This will be an advantage over Alternatives #1 & 2.

Legislative/Environmental Requirements

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Natural Environment	No negative impact	No negative impact	No negative impact	No negative impact
Water Quality/Quantity	No negative impact	No negative impact	No negative impact	No negative impact
Socio-Cultural	No negative impact	No negative impact	No negative impact	No negative impact
Air Quality	No negative impact	No negative impact	No negative impact	No negative impact
Noise Quality	No negative impact	No negative impact	No negative impact	No negative impact
Impact During Construction	No negative impact	No negative impact	No negative impact	No negative impact

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Accessibility	Currently do not meet all requirements	All legislated accessibility requirements will be met	All legislated accessibility requirements will be met	All legislated accessibility requirements will be met
Salt Management	Currently, all requirements are met	Currently, all requirements are met	Currently, all requirements are met	Currently, all requirements are met
Environmental Sustainability	Currently do not meet all requirements	All legislated accessibility requirements will be met	All legislated accessibility requirements will be met	All legislated accessibility requirements will be met
Fuel Management	Currently, all requirements are met	Currently, all requirements are met	Currently, all requirements are met	Currently, all requirements are met
Compatibility with Neighbours	Currently, all requirements are met	Currently, all requirements are met	Currently, all requirements are met	Currently, all requirements are met
Compatibility with Zoning Requirements	Currently, all requirements are met	Currently, all requirements are met	Currently, all requirements are met	Currently, all requirements are met

Note that for Alternatives 2 – 4, a MCEA should be completed to conduct more detailed investigations to confirm the acceptability of the proposed site(s) (from a facility design and environmental perspective) and any mitigation requirements.

Summary Comparison of Alternative Solutions

Assessment Criteria	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Minimize Capital Costs	1st			
Minimize Operating Costs			1st	
Improve Productivity	Unacceptable		1st	
Improve Service Levels			1st	
Meet Operational Needs	Unacceptable		1st	
Meet Growth Requirements	Unacceptable	Tied for 1st	Tied for 1st	Tied for 1st
Meet Legislative Requirements		Tied for 1st	Tied for 1st	Tied for 1st
Meet Environmental Requirements		Tied for 1st	Tied for 1st	Tied for 1st
OVERALL RANKING	**4th**	**3rd**	**1st**	**2nd**
= Ranked 1st	= Ranked 2nd	= Ranked 3rd	= Ranked 4th	= Unacceptable

9.0 Selection of Preferred Alternative Solution

In the summary table, on the previous page, Alternative Solution 3 was ranked the highest followed by Alternative Solution 4. The primary feature that benefits #3 over the other potential solutions is the move of the Roads operation at the St. David Street Depot to the Fleet Services facility at Little Britain Road outside of Lindsay. Consolidating the Roads operation with Fleet Services, by building a new South Primary Depot, would offer numerous operational benefits (rather than trying to upgrade the St. David Depot). It would also provide room for growth.

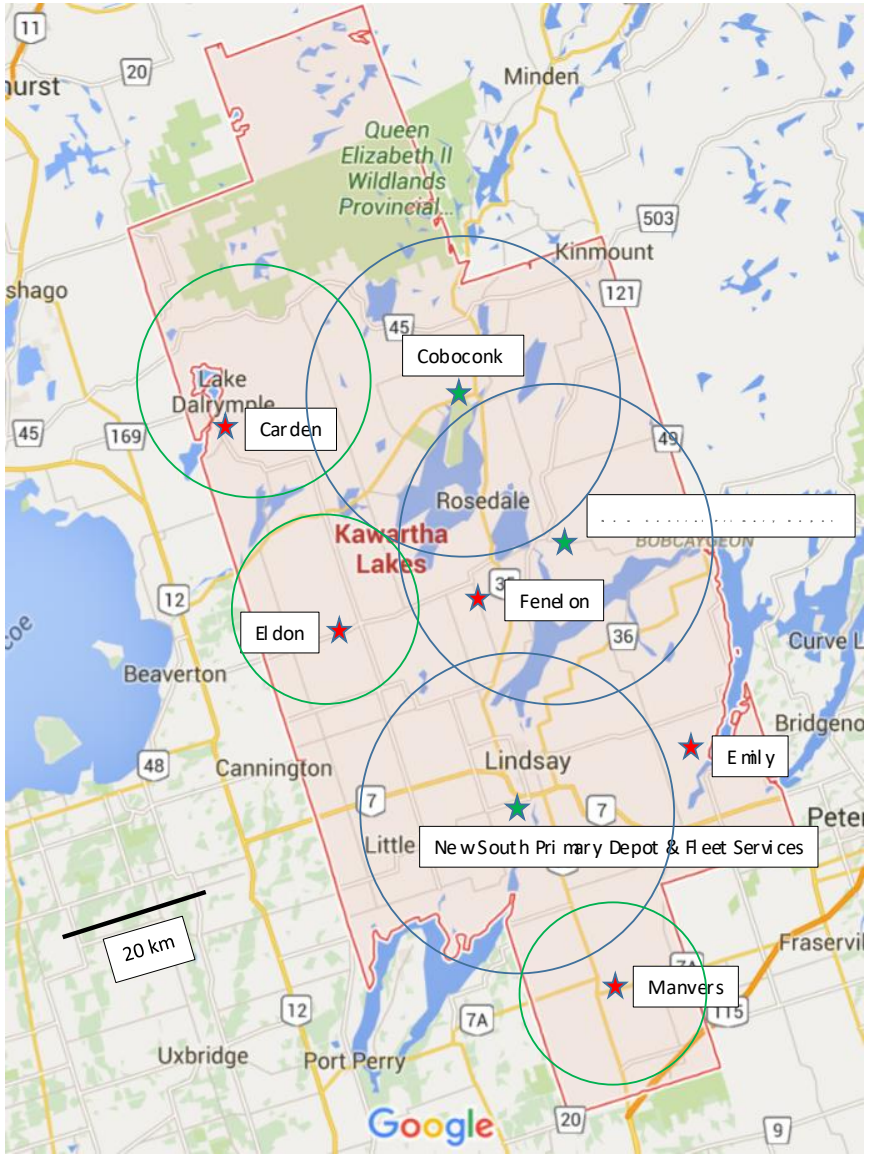
We also believe that there would be operational benefits to incorporating some of the features of Alternative Solution 4 – namely keeping the Eldon and Emily Depots as secondary Satellite Depots in the Central and South areas.

With respect to environmental impact, it is our opinion that none of the recommended improvements to the existing Depots (for the Preferred Solution) would negatively impact the natural or social environment. However, before the land is purchased for the two new Primary Depots, a MCEA should be completed with more detailed investigations to confirm the acceptability of the proposed sites (from a facility design and environmental perspective) and any mitigation requirements.

Therefore, the Preferred Solution is a Modified Version of Alternatives 3 & 4 as outlined below:

- Divide the City into three operations areas – **North, Central** and **South**
- Each area would have one main Primary Depot and two Satellite Depots (for sand/salt/material storage and snow dump) except the **North** area which would just have one Satellite Depot
- The **North** area would have an expanded Coboconk for the Primary Depot (including Fleet Services) and Carden for the Satellite Depot
- The **Central** area would have a new site for the Primary Depot (slightly east of Fenelon Falls) and Fenelon Falls and Eldon for the two Satellite Depots
- The South area would build a new Primary Depot close to the Fleet Services Depot located on Little Britain Road, and use Manvers and Emily Depots as the two Satellite Depots

Location of the 3 Primary and 5 Satellite Depots



20 Year Capital & Facility Operating Costs

The following 20 year capital and facility operating costs are required for the Preferred Alternative Solution:

	Capital & Facility Operating Costs ($)
North – Primary - Expanded Coboconk Depot	900,000
North – Satellite - Expanded Carden Depot	882,200
Central – Primary - New Primary Depot	7,339,214
Central – Satellite - Expanded Fenelon Depot	285,000
Central – Satellite – Expanded Eldon Depot	165,000
South – Primary - Expanded Fleet Services Site	9,788,232
South – Satellite - Expanded Manvers Depot	396,800
South – Satellite – Expanded Emily Depot	165,000
Purchase Land	700,000 (14+ acres)
Sale of Depots	(1,666,000)
20 Year Facility Repair	2,379,880
20 Year Energy/Insurance	4,437,000
60 Year Theoretical Replacement Cost (starting in 2037)	8,827,000
TOTAL	**34,599,326**

20 Year Employee Productivity Improvements

Note that these are potential total labour cost savings over a 20 year horizon.

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Potential Employee Productivity Increase due to Consolidation of Depots ($)	0	3,332,000	3,332,000	3,332,000
Potential Employee Productivity Increase Because the Vehicle Shuttle to Fleet Services is No Longer Required in the South Area ($)	0		1,208,000	
Total Cost Savings ($)	**0**	**3,332,000**	**4,540,000**	**3,332,000**

The total 20 year capital and facility operating cost for the Preferred Solution (including the cost to rebuild those depots that have exceeded their expected useful life of 60 years) is estimated to be **$34,599,326**. By comparison, the total 20 year cost for Alternative Solution 1 (the Do Nothing approach) is estimated to be **$35,667,638**. Therefore, a savings of $1,068,312 over 20 years is provided by the Preferred Solution. However, the Preferred Solution is also expected to achieve labour productivity improvements of at least **$4,540,000** over a 20 year period.

When the managers, supervisors and employees are consolidated at one of three primary depots, we expect an increase in management focus, communication, and effectiveness. This should result in an improvement in collaboration and productivity/service levels by the crews. This form of productivity gain is also why Fleet Services are currently consolidated at two depots rather than being scattered across 15 depots.

Taking this into consideration, the Preferred Solution requires **$5,608,312** less funding than the Do Nothing approach.

Phasing

Our recommendation is for the City to build the two new Primary Depots, and to upgrade the Coboconk Depot as soon as capital funding can be arranged. This would provide for the earliest opportunity to consolidate the Roads staff and crews into the three Primary Depots so that expected improvements in productivity can begin to take place. Improvements to the satellite depots are not urgent and could be completed as additional capital funding becomes available. However, our understanding is that the capital funding required to implement the Preferred Solution will be spread out over as many as 25 years depending on the City's ability to secure funding.

Therefore, in terms of priorities, we recommend that the City begin by selecting and purchasing the appropriate site, and then building the new Central Area Primary Depot. Next, we recommend that the facilities at the Coboconk Depot be upgraded so that it can serve as the North Primary Depot. Lastly, the new South Area Primary Depot should be built close to the existing Fleet Services Depot, and the remaining satellite depots should be upgraded to meet Best Practices.

Building these two new depots and upgrading the Coboconk Depot will permit the closure of eight existing depots (Bobcaygeon, Burnt River, Downeyville, Sturgeon Point, Hartley, Oakwood, Ops, St. David). This will also permit the Roads Department to begin consolidating the employees into the Primary Depots and benefiting from the expected increase in productivity, and increase in service levels to the most densely populated areas within the City.

We believe that it should be emphasized that failure to begin planning for the phased investment in new depots (as per the preferred solution) will find the City in a situation, 20 plus years from now, where most off the depots will have exceeded their expected useful life of 60 years. This will leave the City in a situation where (1) it will be very expensive to continue maintaining these depots, (2) most of the depots will not meet the operational needs of the Roads Department, and (3) there will be little time to plan for the required depot replacement costs.

On the following two pages, we display the recommended phasing strategy over the next 10, 15 and 20 years. The strategy's principle is to transfer capital funding that would have gone towards replacing the existing depots in Alternative 1 (as they reach the end of their expected 60 year service life) towards, instead, implementing the Preferred Solution. We also include the expected revenue from the sale of 8 depots, and the expected facility and operational efficiency savings.

Period	0-10 years (2027)	10-15 years (2032)	15-20 years (2037)
Sale of depots		863,000	803,000
Capital funding available by not replacing Depot facilities at the end of their expected service life	9,088,284	2,676,290	2,917,794
Facility repair, energy, insurance savings by closure of Depots		349,600	2,640,358
Potential efficiency savings by consolidating depots		600,000	600,000
Phase 1 - Cost of new Central Area Primary Depot and closure of Central Satellite Depots	(7,339,214)		
Cost of upgrades to Coboconk Depot and closure of North Satellite Depots	(900,000)		
Phase 2 – Cost of new South Area Primary Depot and closure of South Satellite Depots			(9,788,232)
Phase 3 - Cost of upgrades to remaining Satellite Depots			(1,894,000)
Surplus/deficit at end of the period	**849,070**	**5,337,960**	**616,880**

	Activity	2017-2027										2027-2032					2032-2037				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Phase 1	Seek Council Approval for Funding for New Central Area Primary Depot and Upgrades to Coboconk Depot																				
	Select New Depot Site																				
	Complete MCEA for new Site																				
	Purchase New Site																				
	Design/Build Central Area Primary Depot																				
	Close Bobcaygeon, Sturgeon Pt., Hartley																				
	Upgrade Coboconk Depot																				
	Close Burnt River																				
Phase 2	Seek Council Approval for Funding for New South Area Primary Depot																				
	Select New Depot Site																				
	Complete MCEA for new Site																				
	Purchase New Site																				
	Design/Build South Area Primary Depot																				
	Close Oakwood, Ops, Downeyville, David																				
Phase 3	Seek Council Approval for Funding																				
	Upgrade Remaining Satellite Depots																				

10.0 Site Plans for the Two New Depots

In this section are conceptual site plan drawings for the proposed two new facilities – the Central Primary Depot and the South Primary Depot. The drawings reflect the program elements (buildings) and functional areas recommended for each depot, and Best Practice layout to achieve an efficient flow of vehicles and employees.

The site plans include the following design features:

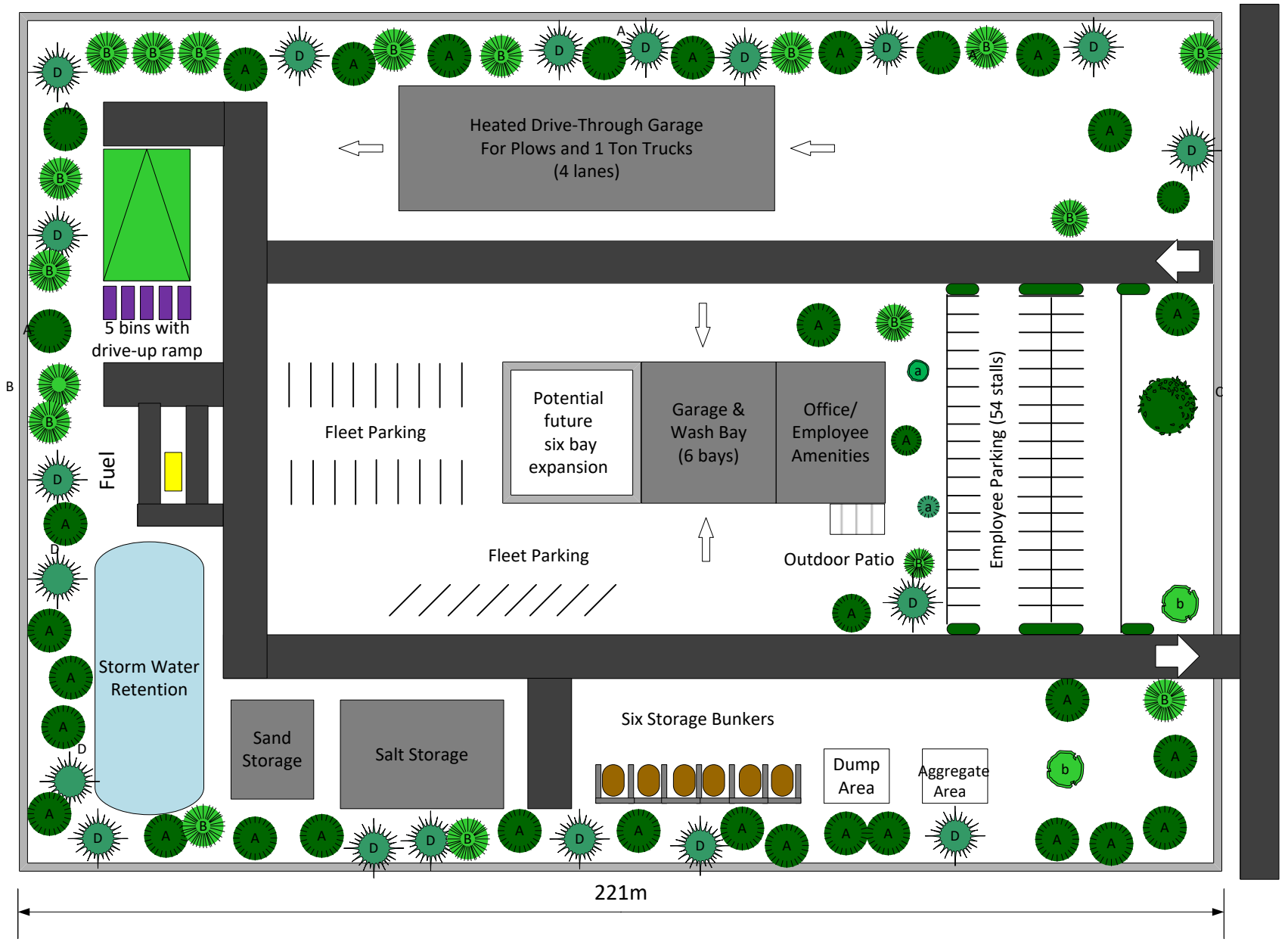
- The employee parking areas have two entrances/exits to prevent bottlenecks and time delays;
- The employee parking areas have stalls for handicap, visitor, full-time and seasonal employees. The parking lot should include down-lit lighting;
- To improve yard security, the entrances/exits to each yard should be closed off with automated gates to exclude people and vehicles that are not part of the operation;
- Noise attenuating berms and/or trees should be erected along the property lines to remedy potential noise problems, and hide unsightly storage areas;
- The flow of work vehicle traffic, through each yard, proceeds, when possible, in straight lines on designated roads to improve the efficiency of flow and to minimize pedestrian accidents. The yards also separate operational vehicles from private vehicles to avoid accidents by restricting private vehicles to the exterior of the operations yard;

- The yards should be equipped with well marked signage that clearly marks direction of travel, storage locations, and special movement and safety instructions;
- Work vehicle parking is located such that employee walking distances to access the vehicles are minimized. Also, those vehicles that are more frequently used should be located closest to the main building;
- Some work vehicles (e.g. plows, sweepers, vacuum trucks) should be stored inside the garage bays to protect them from the elements. Protecting these vehicles from the elements would increase their longevity and minimize start-up delays;
- Two modern storage structures, for salt and sand, are provided to improve the efficiency of the loading process and to reduce the amount of salt that may enter the environment;
- Should there be a future need to increase the number of garage bays, space has been provided for at least six additional bays. These new bays would be built in line with the existing bays. This would create the fewest disruptions to the current use of the yard and would provide good internal flow for vehicles and employees;
- All equipment stored in the yard is organized in well marked storage locations to improve space utilization and to facilitate finding the items when required;
- Bulk materials are stored in well designed bunkers or storage bins that allow easy access for loading, yet contain the pile in a neat and orderly manner to minimize space requirements;
- An elevated ramp is provided (complete with an elevated access ramp) where operations staff can ergonomically dump items into designated steel bins;

- Outdoor storage areas should not be paved, unless needed, to allow storm water to percolate naturally into the ground. When paving is required, materials that are permeable to water are recommended (e.g. permeable concrete);

The recommend site plans will require significant capital expense but will achieve numerous advantages for the safe and efficient use of each yard. The advantages include the following:

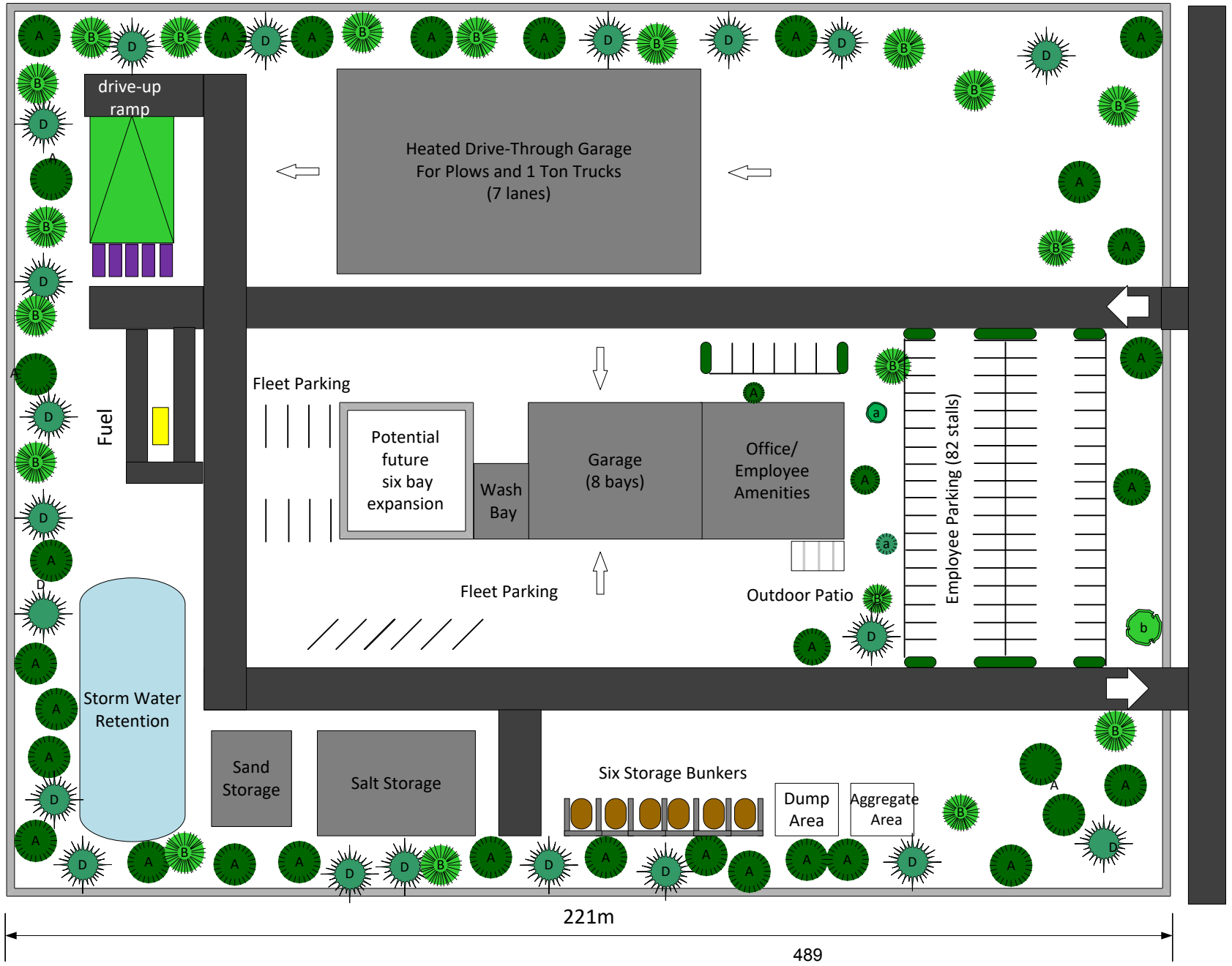
- Improved employee parking facilities that allow employees to be ready for work in a quick, efficient manner shortly after they arrive at the facility;
- Improved yard security, and landscaping to improve sightlines and reduce noise levels;
- Improved flow of traffic, within the yard, that reduces delays, and chances of accidents by improving visibility especially when vehicles are being reversed;
- Improved storage location of equipment and vehicles to improve access and to minimize walking distances by employees;
- Improved space utilization, within the yard, for the storage of vehicles and equipment so that off-site storage is not required;
- Allocation of sufficient space for future, possible expansion of the garages.



Scale: 1mm = 1m

The site as shown equals 8.6 acres

Drawing 1.0 - Conceptual Layout For the Central Area Primary Depot



Scale: 1mm = 1m

The site as shown equals 9.3 acres

Drawing 2.0 - Conceptual Layout For the South Area Primary Depot

11.0 Consultation

11.1 Public Consultation

Consultation with the public, agencies, and First Nations communities is an important part of the Municipal Class EA process with the level and methods of consultation being appropriate to the scope and potential impacts of the proposed project.

The start of the MCEA was advertised to the public with the placement of **A Notice of Study Commencement** in the local paper, *Kawartha Lakes This Week* in July, 2016. This notice provided a brief introduction to the study and encouraged interested parties to contact the Project Team for more information. Furthermore, members of 5 local First Nations communities were contacted and notified about the study and upcoming public meetings:

- Chief LaRocca, Mississaugas of Scugog Island
- Chief Big Canoe, Chippewas of Georgina Island
- Chief Williams, Curve Lake First Nation
- Chief Marsden, Alderville First Nation
- Chief Cowie, Hiawatha First Nation
- Kawartha Nishnawbe First Nation
- Metis Nation of Ontario

As part of the MCEA, two **Public Information Centres (PIC's)** were held on July 27, 2016 and January 5, 2017 at the Ops Community Centre and the Fenelon Falls Community Centre, respectively. The purpose of the PIC's was to consult with the public, permitting them to review the study details and provide feedback. At each PIC, a 1 hour presentation was made describing the current study findings.

During the two PIC's, there were no questions or concerns raised about the potential impact of the Alternative Solutions on the Natural and Social Environment. Furthermore, the Project Team did not receive, at any time during the project, any communications from the public, agencies or First Nations communities about the potential impact of the Alternative Solutions on the Natural and Social Environment. If any comments had been received, they would have been used to assist the City to evaluate the Alternative Solutions and select the Preferred Solution.

11.2 Notice of Completion

The results of the project have been documented into a Master Plan Report. It will be made available for public and agency review for a period of thirty (30) calendar days. Once any concerns raised during the review period have been addressed, the public and government agencies will be notified of the completion of the study (Notice of Study Completion). Following this, the City will be permitted to proceed with implementing the preferred solution documented in the Report (pending additional detailed investigations prior to purchasing the land for the proposed two new Primary Depots).

APPENDIX A – Order of Magnitude Capital Cost Estimates for the Preferred Alternative Solution

AREA	DEPOT	DESCRIPTION	QUANTITY (sq.ft.)	UNITE RATE ($/sq.ft.)	TOTAL ($)
North	Coboconk Depot	Expanded Office & Employee	2,325	200	465,000
		Amenities			
		Indoor Wash Bay	1,200	100	120,000
		Outdoor Wash Area			25,000
		Material Dump Ramp			50,000
		Material Storage Bunkers			40,000
		Paving & Lighting			200,000
					900,000

AREA	DEPOT	DESCRIPTION	QUANTITY (sq.ft.)	UNITE RATE ($/sq.ft.)	TOTAL ($)
North	Carden Depot	Four Storage Bays	4,472	100	447,200
		Indoor Wash Bay	1,200	100	120,000
		Outdoor Wash Area			25,000
		Material Storage Bunkers			40,000
		Paving & Lighting			250,000
					882,200

AREA	DEPOT	DESCRIPTION	QUANTITY (sq.ft.)	UNITE RATE ($/sq.ft.)	TOTAL ($)
Central	Fenelon Depot	Indoor Wash Bay	1,200	100	120,000
		Outdoor Wash Area			25,000
		Material Storage Bunkers			40,000
		Paving & Lighting			100,000
					285,000

AREA	DEPOT	DESCRIPTION	QUANTITY (sq.ft.)	UNITE RATE ($/sq.ft.)	TOTAL ($)
Central	Eldon Depot	Outdoor Wash Area			25,000
		Material Storage Bunkers			40,000
		Paving & Lighting			100,000
					165,000

AREA	DEPOT	DESCRIPTION	QUANTITY (sq.ft.)	UNITE RATE ($/sq.ft.)	TOTAL ($)
South	Manvers	Tool Storage	1,118	100	111,800
		Indoor Wash Bay	1,200	100	120,000
		Outdoor Wash Area			25,000
		Material Storage Bunkers			40,000
		Paving & Lighting			100,000
					396,800

AREA	DEPOT	DESCRIPTION	QUANTITY (sq.ft.)	UNITE RATE ($/sq.ft.)	TOTAL ($)
South	Emily	Outdoor Wash Area			25,000
		Material Storage Bunkers			40,000
		Paving & Lighting			100,000
					165,000

APPENDIX B – Order of Magnitude Capital Cost Estimates for the Replacement of those Depots that have, in 2037, Exceeded their Expected Useful Life of 60 Years

Asset	Gross Floor Area	Year Built	Theoretical Replacement Year	Unit Replacement Cost	Estimated Replacement Cost	Alternative 1	Preferred Solution	Alternative 2	Alternative 3	Alternative 4
Bobcaygeon Roads Operations Garage 2	2,880	1960	2020	$213	$613,440	$613,440				
Burnt River Equipment Storage (Quonset Hut)	2,418	1975	2035	$93	$224,874	$224,874				
Burnt River Roads Operations Garage	3,840	1975	2035	$213	$817,920	$817,920				
Coboconk Roads Operations and Fleet Garage	12,100	1968	2028	$213	$2,577,300	$2,577,300	$2,577,300	$2,577,300	$2,577,300	$2,577,300
Carden Roads Operations Garage	4,800	1973	2033	$213	$1,022,400	$1,022,400				
Downeyville Equipment Storage Shed	2,360	1968	2028	$93	$219,480	$219,480				
Eldon Equipment Storage (Quonset Hut)	1,890	1966	2026	$93	$175,770	$175,770	$175,770			$175,770
Eldon Roads Operations Garage	9,828	1966	2026	$213	$2,093,364	$2,093,364	$2,093,364			$2,093,364
Emily Equipment Storage Shed (Pole Barn)	4,360	1968	2028	$93	$405,480	$405,480	$405,480			$405,480
Emily Roads Operations Garage	4,690	1974	2034	$213	$998,970	$998,970	$998,970			$998,970
Sturgeon Point Roads Operations Garage	3,920	1960	2020	$213	$834,960	$834,960				
Hartley Roads Operations Garage	2,884	1963	2023	$213	$614,292	$614,292				
Lindsay Roads Operations Garage	32,984	1965	2025	$213	$7,025,592	$7,025,592		$7,025,592		$7,025,592
Manvers Equipment Storage Shed (Pole Barn)	2,866	1978	2038	$93	$266,538	$266,538	$266,538	$266,538	$266,538	$266,538
Manvers Roads Operation Garage	5,177	1970	2030	$213	$1,102,701	$1,102,701	$1,102,701	$1,102,701	$1,102,701	$1,102,701
Oakwood Equipment Storage Shed (Storage Barn)	1,530	1970	2030	$93	$142,290	$142,290				
Oakwood Roads Operations Garage	7,200	1970	2030	$213	$1,533,600	$1,533,600				
Emily Salt Shed	1,008	1978	2038	$70	$70,560	$70,560	$70,560			$70,560
Emily Sand Dome	8,260	1978	2038	$43	$355,180	$355,180	$355,180			$355,180
Downeyville Sand Dome	8,260	1968	2028	$43	$355,180	$355,180				
Manvers Salt Shed	1,008	1978	2038	$70	$70,560	$70,560	$70,560	$70,560	$70,560	$70,560
Manvers Sand Dome	8,260	1978	2038	$43	$355,180	$355,180	$355,180	$355,180	$355,180	$355,180
Oakwood Salt Shed	1,024	1977	2037	$70	$71,680	$71,680				
Oakwood Sand Dome	8,260	1977	2037	$43	$355,180	$355,180				
Hartley Sand Dome	8,260	1975	2035	$43	$355,180	$355,180				
Sturgeon Point Salt Shed	1,008	1971	2031	$70	$70,560	$70,560				
Sturgeon Point Sand Dome	8,260	1971	2031	$43	$355,180	$355,180				
Burnt River Salt Shed	1,008	1975	2035	$70	$70,560	$70,560				
Coboconk Sand Dome	8,260	1968	2028	$43	$355,180	$355,180	$355,180	$355,180	$355,180	$355,180
TOTAL						**$23,509,151**	**$ 8,826,783**	**$ 11,753,051**	**$ 4,727,459**	**$ 15,852,375**

Note: Unit Replacement Costs and Estimated Replacement Costs provided by the City of Kawartha Lakes

The Corporation of the City of Kawartha Lakes

MINUTES

PLANNING ADVISORY COMMITTEE

PC2017-10
Wednesday, October 11, 2017
1:00 P.M.
Council Chambers
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

MEMBERS:
Mayor Andy Letham
Councillor Brian Junkin
Councillor Rob Macklem
Councillor Gord Miller
Councillor Patrick O'Reilly
Councillor Heather Stauble
Councillor Andrew Veale
Mike Barkwell
Debbie Girard

Accessible formats and communication supports are available upon request.

1. CALL TO ORDER AND ADOPTION OF AGENDA

Chair O'Reilly called the meeting to order at 1:00 p.m. Mayor A. Letham, Councillors B. Junkin, R. Macklem, G. Miller, H. Stauble and A. Veale and M. Barkwell and D. Girard were in attendance.

Deputy Clerk and Recording Secretary J. Watts, Director of Engineering and Corporate Assets J. Rojas, Director of Development Services C. Marshall, Development Services Supervisor C. Sisson, Manager of Planning R. Holy, Policy Planning Supervisor L. Barrie, and Administrative Assistant K. Rhodes were also in attendance.

The Chair opened the meeting and introduced the members of the Planning Advisory Committee and the members of staff present.

Late Arrivals: Councillor Stauble 1:10 p.m.

2. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest noted.

3. PUBLIC MEETING

4. BUSINESS ARISING FROM PUBLIC MEETING

5. DEPUTATIONS

6. CORRESPONDENCE

7. CITY OF KAWARTHA LAKES REPORTS

7.1 ENG2017-019

Christina Sisson, Supervisor of Development Engineering
Assumption Report for Northern Colours Inc. Subdivision, Deane Street, Fenelon Falls, City of Kawartha Lakes

Ms. Sisson provided an overview of the report submitted to the members of the committee. She stated that they are seeking assumption of the road at this time. She responded to questions put forth by the members of the committee.

PC2017-042
Moved By Mayor Letham
Seconded By Councillor Miller

RECOMMEND THAT Report ENG2017-019, **Assumption Report for Northern Colours Inc. Subdivision, Deane Street, Fenelon Falls, City of Kawartha Lakes**, be received;
THAT the Assumption of Deane Street, Fenelon Falls, City of Kawartha Lakes, be approved;
THAT an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2017-019 be approved and adopted by Council; and
THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application.

CARRIED

7.2 ENG2017-020

Christina Sisson, Supervisor of Development Engineering
Assumption Report for Rolling Hills – Szakacsi Subdivision, Peller Court, Geographic Township of Verulam, City of Kawartha Lakes

Ms. Sisson provided an overview of the report submitted to the members of the committee. She stated that they are seeking assumption of the road at this time. She noted that there are outstanding zoning and planning issues on the subdivision that will be dealt with outside of the assumption process and that the City has taken the remaining security to complete those issues. Ms. Sisson, Mr. Rojas, and Mr. Holy responded to questions put forth by the members of the committee.

PC2017-043
Moved By Mayor Letham
Seconded By D. Girard

RECOMMEND THAT Report ENG2017-020, **Assumption Report for Rolling Hills – Szakacsi Subdivision, Peller Court, Verulam, City of Kawartha Lakes**, be received;
THAT the Assumption of Peller Court, Geographic Township of Verulam, City of Kawartha Lakes, be approved;
THAT an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2017-020 be approved and adopted by Council; and
THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application.

CARRIED

7.3 ENG2017-021

Christina Sisson, Supervisor of Development Engineering
Assumption Report for Riverview Estates Subdivision – Phase 1, City of Kawartha Lakes

Ms. Sisson provided an overview of the report submitted to the members of the committee. She noted the deficiencies with the subdivision agreement and the steps that would be taken by the various City departments to address them. Further, she listed all of the checks and balances the City currently has in place to avoid future subdivisions being registered with insufficient security, and the steps in place to provide for more City supervision of the subdivision process. She stated that they are seeking assumption of the roads and park block at this time. Ms. Sisson and Mr. Rojas responded to questions put forth by the members of the committee.

PC2017-044
Moved By Mayor Letham
Seconded By Councillor Veale

RECOMMEND THAT Report ENG2017-021, **Assumption Report for Riverview Estates Subdivision – Phase 1, City of Kawartha Lakes**, be received;
THAT the Assumption of Riverview Estates Subdivision - Phase 1, City of Kawartha Lakes, be approved;
THAT an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2017-021 be approved and adopted by Council; and
THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application.

CARRIED

8. ADJOURNMENT

Moved By Councillor Stauble
Seconded By M. Barkwell

RESOLVED THAT the Planning Advisory Committee Meeting adjourn at 1:33 p.m.

CARRIED

Recommendations made at the October 11, 2017 Planning Advisory Committee:

PC2017-042
Moved By Mayor Letham
Seconded By Councillor Miller

RECOMMEND THAT Report ENG2017-019, **Assumption Report for Northern Colours Inc. Subdivision, Deane Street, Fenelon Falls, City of Kawartha Lakes**, be received;
THAT the Assumption of Deane Street, Fenelon Falls, City of Kawartha Lakes, be approved;
THAT an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2017-019 be approved and adopted by Council; and
THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application.

CARRIED

PC2017-043
Moved By Mayor Letham
Seconded By D. Girard

RECOMMEND THAT Report ENG2017-020, **Assumption Report for Rolling Hills – Szakacsi Subdivision, Peller Court, Verulam, City of Kawartha Lakes**, be received;
THAT the Assumption of Peller Court, Geographic Township of Verulam, City of Kawartha Lakes, be approved;
THAT an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2017-020 be approved and adopted by Council; and
THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application.

CARRIED

PC2017-044
Moved By Mayor Letham
Seconded By Councillor Veale

RECOMMEND THAT Report ENG2017-021, **Assumption Report for Riverview Estates Subdivision – Phase 1, City of Kawartha Lakes**, be received;

THAT the Assumption of Riverview Estates Subdivision - Phase 1, City of Kawartha Lakes, be approved;
THAT an Assumption By-Law, substantially in the form attached as Appendix A to Report ENG2017-021 be approved and adopted by Council; and
THAT the Mayor and Clerk be authorized to execute any documents and agreements required by the approval of this application.

CARRIED

The Corporation of the City of Kawartha Lakes

By-Law 2017-___

A By-law to Authorize the Conveyance of Municipally Owned Property Legally Described as Part of Lot 8, North of Portage Road, designated as Part 2 on Plan 57R2197, in the former Geographic Township of Bexley, City of Kawartha Lakes, being Part of PIN: 63116-0337 (LT)

Recitals

1. Registered Instrument 143084, registered against property legally described as Part of Lot 8, North of Portage Road, designated as Part 2 on Plan 57R2197, in the former Geographic Township of Bexley, City of Kawartha Lakes, being Part of PIN: 63116-0337 (LT) (the "Subject Land"), provides that:

   > TO HAVE AND TO HOLD unto the said Grantee its successors and assigns for so long as it shall be used for church and cemetery purposes and no longer should the church and cemetery cease to exist.
   >
   > SUBJECT NEVERTHELESS to the reservations, limitations, provisos and conditions expressed in the original grant thereof from the Crown. When the said lands are no longer used for church and cemetery purposes, they shall be returned to the Grantor.

2. A map of the Subject Land can be found at Schedule "A".

3. Report RS2017-010 was presented to City Council on the 22nd day of August, 2017. That report confirmed that the Subject Land is not required for future cemetery uses. Accordingly, the Subject Land was declared surplus to municipal needs by City Council on the 22nd day of August, 2017 by CR2017-681.

4. The conveyance of the Subject Land was approved by the City Council on the 22nd day of August, 2017 by CR2017-681, which stated in part:

   THAT the subject property, legally described as Part of Lot 8, North of Portage Road, designated as Part 2 on Plan 57R2197, in the former Geographic Township of Bexley, City of Kawartha Lakes, be declared surplus to municipal needs;

   THAT the conveyance of the subject property for nominal consideration be supported, notwithstanding sections 3.03 and 3.04 of By-law 2010-118 and pursuant to sections 1.2 and 1.3 of Policy C-2014-DEV-001, in accordance with the provisions of Registered Instrument 143084;

   THAT notice be given in accordance with By-laws 2008-065 and 2010-118, as amended;

   THAT on completion of the public notice, Council shall consider any deputation or public input in opposition of the conveyance, if any, and if appropriate, pass a By-law (with any amendments deemed necessary) to authorize its disposition; and

   THAT the Mayor and Clerk be authorized to execute all legal closing documents required for the conveyance of the subject property.

5. Public notice is required prior to the disposition of municipally-owned land, pursuant to By-law 2010-118, so as to give the public the opportunity to comment on the effect of the disposal to any rights that they may have. In this circumstance, the City is obligated to return the Subject Lands to the

grantor if it has no existing or future need of the Subject Lands for cemetery purposes. Accordingly, public notice would serve no purpose in this instance.

6. The proposed by-law came before Council for consideration at its regular meeting on the 24th day of October, 2017 at 2:00 p.m.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-___.

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;

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: Conveyance of Surplus Property

2.01 **Conveyance:** Notwithstanding provisions regarding public notice in By-law 2010-118 and Policy C-204-DEV-001, and notwithstanding provisions in By-law 2010-118 and Policy C-204-DEV-001 regarding transfer of municipal land for no less than appraised value plus all costs of transfer, Part of Lot 8, North of Portage Road, designated as Part 2 on Plan 57R2197, in the former Geographic Township of Bexley, City of Kawartha Lakes, being Part of PIN: 63116-0337 (LT) is hereby authorized to be conveyed to the lawful heirs of the grantor, being James Robert Webster (25% share), Isabel Anne Luce (25% share), Charles Arthur Webster (25% share), Isabel Anne Luce (part of 25% share), and David William Luce (part of 25% share) for no consideration, with all costs associated with this transaction payable by the transferees.

(a) This transfer of land shall be exempt from sections 5.1 and 5.3 of Policy C-204-DEV-001 and section 3.05 regarding public notice.

(b) This transfer of land shall be exempt from sections 4.1and 4.3 of Policy C-204-DEV-001 and section 3.03 of By-law 2010-118 regarding sale at appraised market value, as provided for in sections 1.2 and 1.3 of Policy C-204-DEV-001.

Section 3.00: Effective Date

3.01 **Effective Date:** This By-law shall come into force and take effect on the date it is finally passed by Council.

By-law read a first, second and third time, and finally passed, this 24th day of October, 2017.

_____	_____
Andy Letham, Mayor	Ron Taylor, Acting City Clerk

SCHEDULE A

The Corporation of the City of Kawartha Lakes

By-Law 2017-___

A By-law to Designate Downtown Lindsay as a Heritage Conservation District in the City of Kawartha Lakes

Recitals

1. Section 41(1) of the Ontario Heritage Act, R.S.O. 1990 c..O.18 authorizes the Council of a Municipality to enact By-laws to designate a defined area, including all buildings and structures thereon, as a heritage conservation district;

2. Council intends to designate the Downtown Lindsay area defined by this by-law as a heritage conservation district;

3. Council has adopted a heritage conservation district plan for the district that is designated in the by-law, as required under Section 41.1 (1) of the Ontario Heritage Act, R.S.O. 1990, c.O.18;

4. Council has made available to the public the "Downtown Lindsay Heritage Conservation District Plan" and held a public meeting on April 13, 2017 with appropriate notice given in accordance with the Act as required by Section 41.1(6) of the Ontario Heritage Act, R.S.O. 1990, c.O.18;

5. Council has consulted with Heritage Victoria, its Municipal Heritage Committee as required under Section 41.1(6) (c) of the Ontario Heritage Act, R.S.O. 1990, c.O.18;

6. The Official Plan for the City of Kawartha Lakes contains policies pertaining to the establishment of heritage conservation districts.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-___.

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.

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 The area shown on Schedule “A” attached to and forming part of this by-law is designated as a Heritage Conservation District, known as the Downtown Lindsay Heritage Conservation District.

2.02 The plan shown in Schedule “B” attached to and forming part of this by-law is adopted as a Heritage Conservation District Plan for the Downtown Lindsay Heritage Conservation District.

2.03 The City is authorized to cause a copy of this by-law to be registered against all properties located within the heritage conservation district boundaries described above in the proper Land Registry Office.

2.04 The City Clerk is authorized to cause a copy of this by-law to be served upon each owner of property located in the Downtown Lindsay Heritage Conservation District and upon the Ontario Heritage Trust, and to cause notice of the passing of this by-law to be published in the newspaper as required by the Ontario Heritage Act, R.S.O. 1990, c.O.18.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Development Services is responsible for the administration of this by-law.

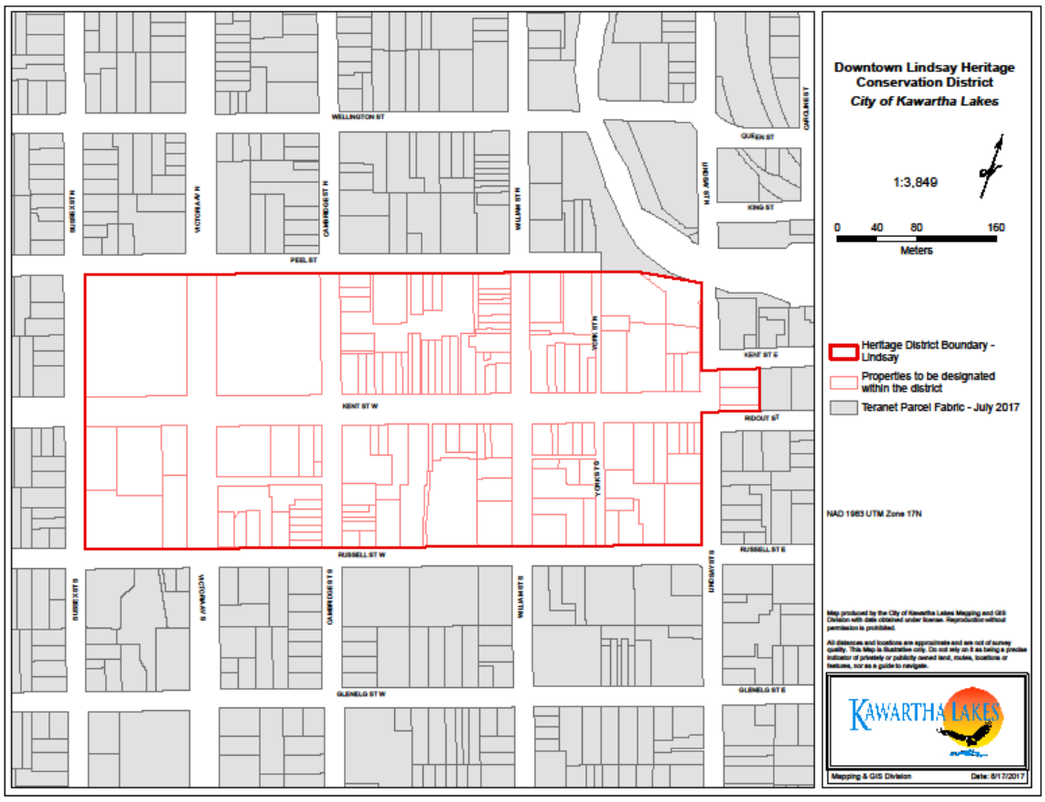
3.02 **Effective Date:** This By-law shall come into force either on the day following the last day of the prescribed appeal period or as otherwise provided by subsection 41(10) of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

By-law read a first, second and third time, and finally passed, this 24th day of October, 2017.

_____	_____
Andy Letham, Mayor	Ron Taylor, Acting City Clerk

Schedule “A” – Downtown Lindsay Heritage Conservation District

Heritage District Lindsay_17Aug2017(



Schedule ”B” – Downtown Lindsay Heritage Conservation District Plan

20170628 LindsayHCDPlanFINAl

Downtown Lindsay

Final report:
June 2017

Heritage Conservation District Plan

Prepared for:

City of Kawartha Lakes

Prepared by:

Bray Heritage
with
Letourneau Heritage Consulting Inc.
Baird Sampson Neuert Architects

TABLE OF CONTENTS

1. Users' Guide 1

Frequently Asked Questions About District Designation 1

PART A: Conserving and Enhancing District Character 4

1: Introduction 5

1.1 What is a Heritage Conservation District? 5

1.2 Contents of a Heritage Conservation District Plan 6

1.3 District Planning Process and Mandate 10

1.4 Benefits of Designation 11

PART B: Conservation Goals, Objectives and Policies 15

2: Statement of Objectives 16

2.1 Rationale for Designation 16

2.2 Summary Statment of District's Cultural Heritage Value or Interest 16

2.3 Description of Heritage Attributes 17

2.4 District Boundary 18

2.5 Desigation Goals and Objectives 20

2.6 Conservation and Development Policies 24

PART C: Conservation and Development Guidelines 34

3.1 Introduction 35

3.2 Guiding Principles 36

3.3 Applying the Guidelines 37

4. Conservation Guidelines for Contributing Properties 38

4.1 Introduction 38

4.2 Steps in the Conservation Process 43

4.3 Maintenance 44

4.4 Guidelines for Maintenance 46

5. Conservation Guidelines for Building Alterations and Additions 53

5.1 Introduction 53

5.2 General Practices for Alterations and Additions 54

5.3 Specific Guidelines for Alterations to Contributing Buildings 55

5.4 Specific Guidelines for Alterations/Additions to Non-contributing Properties 57

6. Guidelines for New Construction/Infill 58

6.1 General 58

6.2 Massing 58

6.3 Roofs 58

6.4 Windows 58

6.5 Cladding 59

6.6 Porches, Verandahs and Balconies 59

6.7 Signage 59

7. Guidelines for Streetscapes and the Public Realm 65

7.1 Introduction 65

7.2 Streetscapes 66

PART D: Implementation Process 69

8. Heritage Management 70

8.1 Introduction 70

8.2 Heritage Permit Applications 70

8.3 Municipal Authority for Requiring an "Application for Alteration under the Ontario Heritage Act" ..70

APPENDICES 79

A. Monitoring the Plan's Effectiveness 81

B. Risk Management Strategies 83

C. Incentive Programs 87

D. Consultation Process 89

Users' guide

(This does not constitute part of the District Plan.)

Frequently Asked Questions About District Designation

What is a Heritage Conservation District?

It is an area of special character, combining buildings, landscape features, and their settings that, together, make up a district that has an identifiably distinct "sense of place". Cultural heritage resources within an HCD can include buildings, structures, cultural landscapes, and sites of archaeological potential as well as intangible resources, such as associations with historical events and traditional activities. The *Ontario Heritage Act* is legislation allowing district designation and codifying an area's "heritage character" in order to protect the elements that define its character.

Why was the Downtown Lindsay Area selected for study as a Heritage Conservation District?

Containing one of the highest concentrations of historic buildings and cultural landscapes in the City of Kawartha Lakes, and one of the highest in Lindsay, the downtown core has been identified as a priority for conservation in the City's Heritage Master Plan. The City of Kawartha Lakes Official Plan identifies this area as a priority for conservation, and other City policies promoting sustainability, cultural planning and tourism all support this goal.

How would District designation impact residents?

Designation allows the City to manage change within the District in ways that will conserve and enhance District character. Designation also celebrates what is special about the District, building community pride and encouraging compatible improvements to both public and private properties. Proposed changes of a major sort are regulated by the City, using guidelines produced as part of the District Plan.

How does District designation affect changes to my property?

Designation entails a municipal requirement for a heritage permit for any significant change to the public face of your property (i.e. front, sides and roof, but usually not the rear). Routine maintenance is not affected, and professional heritage planning staff work with property owners to provide advice on compatible alterations, using guidelines in the District Plan.

Will the value of my property change?
Studies in Canada and the United States have shown that property values in Heritage Conservation Districts either stay the same or increase.

What are the next steps, and how do I get involved?
To learn more about the Plan, contact the City's Economic Development Officer – Arts, Culture and Heritage dsoule@city.kawarthalakes.on.ca T (705) 324-9411 x 1498.

How do I Use This Plan?
This document is intended to be used by the general public, agents of applicants, and consultants, as well as by City staff. It contains the information required by the Province of Ontario for the preparation of Heritage Conservation District Plans, as laid out in the *Ontario Heritage Act* and described in the Ministry of Tourism, Culture and Sport's *Ontario Heritage Tool Kit*.

The Plan has four main sections and appendices:

- • Part A: Conserving and Enhancing District Character, which describes the reasons for designation, the heritage attributes, conservation goals and objectives, and shows the District boundary;
- Part B: Conservation Goals, Objectives, and Policies, which describes the context for, and content of, mandatory conservation policies;
- Part C: Conservation and Development Guidelines, which provides discretionary guidelines, the latter offering detailed advice for the conservation of buildings and landscapes within the District and establishing criteria to evaluate any changes, including new construction; and
- Part D: Implementation Process, which sets out the process for regulating change in the Districts, including heritage permit applications.

Appendices, which do not form part of the District Plan, include an inventory and evaluation of District properties (separate document), recommendations to help municipal staff in implementing the Plan, including future changes to the City's heritage planning policies and procedures, and a record of public consultation.

The Plan should be read as a whole, however, each section is a discrete document, and the guidelines can be referred to individually. So, for example, if you wish to find advice on what actions require a heritage permit, you can refer directly to that section. Similarly, if you seek advice on how best to undertake an alteration to a heritage building, that section can be referred to directly. Use the table of contents to find the section you need.

PART A:
Conserving and Enhancing District Character

1. Introduction

1.1 What is a Heritage Conservation District?

A Heritage Conservation District (HCD) is a distinctive urban setting that has significant historical value. Its special character is often a function of the age of its structures, the history of its occupation, and the land uses it contains. The boundaries may be sharply defined, as along a waterfront, or blurry, as in mixed use areas. The Provincial Ministry of Tourism, Culture and Sport, (the Ministry of Culture) the agency responsible for heritage planning, defines districts broadly, from a group of buildings to entire settlements. The key is that the defined area has "a concentration of heritage resources with special character or historical association that distinguishes it from its surroundings" (Ontario Heritage Tool Kit, Heritage Conservation Districts, 5).

As described in greater detail in the Downtown Lindsay Heritage Conservation District Study, this area contains the main concentration of historic commercial and institutional buildings in the City and is the heart of downtown Lindsay. It is primarily for these reasons that the area should be designated as a Heritage Conservation District.

Heritage districts are not new: they have been widely used in Britain and Europe since the end of WWII, in the United States since the 1950s, and in Canada since the 1970s. They have proven to be effective ways of conserving and enhancing special places while supporting the everyday lives of residents and visitors.

The Tool Kit (op. cit., 10) goes on to describe the common characteristics of heritage districts. They are:

- "*A concentration of heritage resources*" (buildings, sites, structures, landscapes, archaeological sites) that have some common link for reasons of use, aesthetics, socio-cultural or historical association;
- "*A framework of structured elements*" that provide edges, such as major routes, shorelines, landforms, or land uses;
- "*A sense of visual coherence*" that is expressed in built form or streetscapes, and;
- "*A distinctiveness*", whether tangible or not, that makes the district recognizably different from its surroundings.

The intent is to establish a Heritage Conservation District that conserves and enhances the heritage character of downtown Lindsay and the City as a whole. As one of the first Heritage Conservation Districts to be designated in the City of Kawartha Lakes, the Plan should serve as a prototype for similar designation processes that the City intends to undertake for other areas of the municipality.

1.2 Contents of a Heritage Conservation District Plan

Any Conservation District Plan must comply with Subsection 41.1(5) of the *Ontario Heritage Act*, and must include the following:

i. A statement of objectives to be achieved in designating the area as a heritage conservation district;

ii. A statement explaining the cultural heritage value or interest of the heritage conservation district;

iii. A description of the heritage attributes of the heritage conservation district and of the properties in the district;

iv. Policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district; and

v. A description of the alterations or classes of alterations that are minor in nature and that the owner of the property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under section 42.2005,c.6,s.31."

Policies have been developed to govern the conservation of contributing resources and the heritage attributes of Downtown Lindsay Heritage Conservation District. These policies set the direction for change management. It is not the intent of these policies to stop or freeze change, but to appropriately manage change in a manner that is consistent with the cultural heritage values of the Downtown Lindsay Heritage Conservation District.

To support these policies, **guidelines** have been developed to articulate suggested actions or recommendations. These are more discretionary in use, but should be considered directional. The guidelines were created to fit a wide range of situations, but exhaustive guidelines are not possible considering the range of possible circumstances. Guidelines should be applied as appropriate. Adherence to the guidelines of the Downtown Lindsay Heritage Conservation District is not compulsory, but is recommended.

Also found within Heritage Conservation Plans are specific **terms** to describe cultural heritage resources and the actions used to conserve them. Knowing exactly what is being affected by District designation is important, and defining these elements is a key part of the policies and guidelines. There

are several terms that recur. Some have meanings that are determined by federal or Provincial legislation, while others are municipally defined or defined in the context of this Plan. Notwithstanding the definitions below, however, in the event of a conflict between the definition here and a definition provided by federal or Provincial legislation or policy, particularly in cases where such policies are periodically updated, the most current legislative version of policy definition shall apply.

Adjacent: means those lands adjoining a property on the Heritage Register or lands that are directly across from and near to a property on the Heritage Register and separated by land used as a private or public road, highway, street, lane, trail, right-of-way, walkway, greenspace, park and/or easement, or an intersection of any these; whole location has the potential to have an impact on a property on the Heritage Register; or as otherwise defined in a Heritage Conservation District Plan adopted by by-law (By-law 2017-098).

Alteration: whereas in the *Ontario Heritage Act* this term means any "change in any manner and includes to restore, renovate, repair or disturb", in the context of this Plan, the Official Plan definition prevails: "any change to a property on the Heritage Register in any manner including its restoration, renovation, repair or disturbance, or a change, demolition or removal of an adjacent property that may impact the heritage attributes of a property, district or designated feature on the Heritage Register" (By-law 2017-098). Within the context of this Plan, an "addition" is a type of alteration involving physical enlargement of the built form of a property. A minor alteration is one that would not require a building permit, whereas a "substantive change" type of alteration would be one that would also require a building permit.

Compatible: development that is capable of existing in harmony with, and that will not have an undue physical or functional adverse impact on, existing or proposed development in the area, or pose an unacceptable risk to environmental or human health. For the purposes of this HCD Plan, the Plan policies and guidelines constitute the criteria described in the above definition.

Conservation: all actions or processes that are aimed at safeguarding the character defining elements ["heritage attributes" in the Ontario legislation] of a cultural (heritage) resource so as to retain its heritage value and extend its physical life. This may involve "*Preservation*," "*Rehabilitation*," "*Restoration*," or a combination of these actions or processes. Reconstruction or reconstitution

of a disappeared cultural resource, except in the circumstances described in policy 2.6.7 (i), is not considered conservation and is therefore not addressed in this document.

Contributing properties: are properties that contain buildings and landscapes that support the character of the District, as defined in the District Plan, through compatible design, historical associations and physical or visual links to their surroundings. They also help define area character if they are well-preserved examples of earlier periods or are a landmark.

As part of the research for this HCD Plan, this definition has been further refined into 2 sub-categories, as follows:

- **Contributing Historical** includes all existing pre-WWII properties within the HCD
- **Contributing Contemporary** includes all existing post-WWII properties that are designed in ways that have regard for the heritage attributes of the District in terms of materials, massing, architectural design and detailing
- Note: surface parking lots are included within contributing properties

(See the plan in Section 2.5.1, below, for mapping of contributing and non-contributing properties)

Cultural heritage resource: "…cultural heritage is not just about the past – it is about the places, spaces and stories we value today that we want to build on for the future…..Cultural heritage resources can take many forms – museum, archive and library collections; buildings and monuments; streetscapes and landscapes; bridges and railway stations; cemeteries; archaeological sites; artifacts; document and photographs; stories and folktales; traditional arts, crafts and skills." This term is defined in several sources, for example, in the Province of Ontario's introductory guide to conservation of heritage (Identify, Protect, Promote: Strengthening Ontario's Heritage; An introductory guide to identifying, protecting and promoting the heritage of our communities, p.2).

Enhance: In the context of this Plan, "enhance" is taken to mean "to heighten the character of a building and its surroundings, in ways relating to the heritage attributes of the property as well as of the sub-area in which it is located".

Heritage attribute definitions: The Province has provided two possible definitions that should be utilized according to the context in which they are being applied.

Heritage attribute: means in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest (*Ontario Heritage Act*).

Heritage attribute: means the principal features or elements that contribute to a *protected heritage property*'s cultural heritage value or interest, and may include the property's built or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (including significant views or vistas to or from a *protected heritage property*). (Provincial Policy Statement, 2014, P. 43).

Maintenance: Routine, cyclical, non-destructive actions, necessary to slow the deterioration of Contributing Heritage Properties, including the following: periodical inspection, property cleanup; gardening and repair of landscape features; replacement of broken glass in windows, minor exterior repairs, including replacement of individual asphalt shingles where there is little or no change in colour or design; repainting; re-pointing areas of brick or stone masonry or; caulking and weatherproofing; and any other work defined as maintenance in an individual designation by-law.

Non-contributing properties: are properties that disrupt the visual coherence of the District through incompatible treatment of elements such a building scale, massing, height, material, proportion and colour, elements that are otherwise found in the heritage properties in the Districts, as defined in the District Plans.
(See the plan in Section 2.5.1, below, for mapping of contributing and non-contributing properties)

Preservation: involves protecting, maintaining and stabilizing the existing form, material and integrity of a historic place, or of an individual component, while protecting its heritage value.

Rehabilitation: involves the sensitive adaptation of a historic place or individual component for a continuing or compatible contemporary use, while

protecting its heritage value. This is achieved through repairs, alterations and or additions.

Restoration: involves revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, as accurately as possible, while protecting its heritage value.

1.3 District Planning Process and Mandate

Subsection 41.(1) of the *Ontario Heritage Act* enables municipal councils to designate all or part of the municipality as a Heritage Conservation District (HCD). As stated in the Provincial Ministry of Culture's "Ontario Heritage Tool Kit" for HCDs, "district designation enables the council of a municipality to manage and guide future change in the district, through adoption of a district plan with policies and guidelines for conservation, protection and enhancement of an area's special character. (p. 5)"

The current District Plan must be seen in the context of the designation process for such Plans. There are three basic steps: study; plan; and designation. The designation process often begins with a request to designate, originating from a municipal council or from the public, in consultation with its municipal heritage advisory committee. Once Council has authorized commencement of a study to determine if the area warrants designation, staff prepares a request for proposal, with detailed study goals and objectives based on the requirements of the *Ontario Heritage Act*, and proposes a study boundary.

The study phase begins with an assessment of the study area identified by the municipality. The study contains a history of the area's development and an inventory of its heritage resources (buildings, cultural landscapes, areas of archaeological potential), following guidelines that are found in the Ontario Heritage Tool Kit, and includes public consultation. The area's cultural heritage resources are then evaluated, using the Ontario Heritage Tool Kit's criteria. Assuming that the result of this evaluation is favourable, the next step is a recommendation for Council to authorize staff and the consultant to proceed with preparation of a District Plan containing policies, design guidelines and a regulatory process. Following public consultation, if the Plan is adopted by Council, designation by-laws are passed and, if there are no objections from the public, the District comes into effect.

In this case, in addition to policy statements in the City's Official Plan and Heritage Master Plan, the mandate for designation arises from the issuance by the City of Kawartha Lakes of a proposal for heritage consulting services to prepare Heritage Conservation District Studies for Downtown Lindsay and the Oak Street neighbourhood in Fenelon Falls (RFP 2015-82-P). Bray Heritage, the team awarded the contract, completed the Study in 2016 and recommended that the City proceed with designation and provided a recommended district boundary. In September, 2016, Council approved the recommendation and authorized staff and the consulting team to proceed with preparation of District Plans. The District Plan in this case contains policies, guidelines and an approval process for implementing the Plan. Taken together, the District Study and the District Plan constitute the documents required for preparation of the by-law to designate the Downtown Lindsay area as a Heritage Conservation District under Part V of the *Ontario Heritage Act*.

1.4 Benefits of Designation

Promoting Civic Pride

The "sense of place" generated by Downtown Lindsay is determined by the experience of being in and around its physical setting, that is, its buildings, streetscapes and parks. These "cultural heritage resources", to use the term found often used in heritage planning, are precious and deserve good stewardship. Numerous comments from both new and long-time residents support this. In response to these values, designation is a means by which local owners and tenants are able to express pride in their property and in the area as a whole: it is also a way of promoting public appreciation of local history.

Managing Change

Changes brought about by downtown revitalization, as well as neglect or natural disaster, can have a negative impact on these settings and erode local identity. To counter these trends, district designation is one of the most effective heritage planning tools available to Ontario municipalities. While the *Planning Act* handles most of the land development issues, it makes little reference to matters of community identity and heritage. Except where individual properties have been designated under Part IV of the *Ontario Heritage Act*, Downtown Lindsay's cultural heritage resources are not fully protected by the current policies in the City's Official Plan or Zoning By-law. By contrast, the recently updated *Provincial Policy Statement* and *Ontario Heritage Act* put the onus on municipalities to conserve "significant" cultural heritage resources, and provide

policy tools and procedural guidelines with which to do so. Designation of a district under Part V of the *Ontario Heritage Act* is the means by which a municipality puts these tools and guidelines to use, and fills the policy gap left by the *Planning Act*.

Encouraging Compatible Growth

Heritage conservation district designation is not necessarily, as the term may seem to imply, a device for preserving an existing setting. The main focus of district designation is *change management*. In recognizing the inevitability of change, designation can plan for its best course. Change in itself is the result of conscious action, in the case of renovation or new development, or inaction, in the case of deterioration by neglect. Downtowns can change for the worse, sometimes before people realize it is too late, when the "tipping point" has been reached, and the area's "carrying capacity" has been exceeded. A district designation can help identify these critical thresholds and provide policy tools to ensure that they are respected.

At the very least, designation can identify the types of changes that suit a District's character, and those that do not. Property owners get the information they need to make informed choices for improvements, and the municipality gets the guidelines and legislative mandate to regulate changes. In practice, change management in a Heritage Conservation District is seldom imposed from above but, rather, involves an ongoing discussion between property owners and City staff and heritage advisory committee, based on policies and guidelines found in the District Plan, as to what the best course of action will be.

There is public support for designation in Downtown Lindsay but there are also understandable concerns. Key issues are the degree of regulation imposed by designation (e.g. "will the municipality tell me what colour I can paint my front door?"), the cost of maintaining or upgrading older properties, and the mix of institutional and commercial land uses now present, and the potential effect on property values.

Regulation is something the Heritage Conservation District Plan addresses, and is influenced by comments from local residents and business owners. The degree of regulation is moderate and the process is overseen by trained heritage staff and volunteer members of a Council-appointed heritage advisory committee. The process is designed to be transparent and straightforward, and follows policies and guidelines that are based on widely accepted ways of dealing with older properties. As demonstrated

in successful downtown HCDs in Port Perry, Collingwood, Cobourg and Port Hope, designation's benefits outweigh the minor inconveniences of an additional regulatory process. These heritage districts have maintained diversity and stabilized or improved property values, and local property owners and tenants have expressed high degrees of satisfaction with the results of designation. Although designation entails an additional level of municipal control over changes to property, it also helps stabilize areas, enhancing investment by reducing risk. And at a very basic level, one benefit of designation is often improved enforcement of existing property standards, an ongoing concern for residents and the municipality alike.

What works, what doesn't

Although designation as a Heritage Conservation District has been proven to provide many benefits to municipalities that have designated such areas, there are lessons that can be learned from designations in other communities. Foremost is the need to ensure that designation does not turn the proposed District into a place that caters primarily to tourists. This has been an ongoing problem in communities where a focus on promoting tourism has resulted in a downtown commercial area that is no longer a typical main street offering a wide variety of retail stores that meet the needs of local residents. By contrast, towns such as Perth and Cobourg have accommodated tourism while managing to retain and enhance the retail mix within their downtown HCDs. They did so by working closely with their Business Improvement Associations, Council and municipal economic development departments to balance local needs with those of visitors.

An important way to ensure that the District works for residents as well as visitors is to describe in the HCD Plan the heritage attributes of the District that are most important to local people. In Kingston, for example, it was the Market Square, a place that is shared by retail (farmers' market), recreation (skating), and civic gatherings (movies, concerts and various local events). That these activities also appeal to visitors is an additional benefit, not the main intent.

In addition, since Heritage Conservation Districts tend to be attractive to businesses, residents and visitors, they must also have good access, parking and circulation. The Downtown Lindsay Heritage Conservation District includes the core of Lindsay's downtown and already provides large areas of surface parking and good access. However, as demand increases, there will need

to be plans that provide sufficient parking and access while conserving and enhancing the heritage attributes of the District. Anticipating the increased demand for parking and an attractive public realm are important aspects of planning for the future of the District and its surrounding area.

PART B:
Conservation Goals, Objectives And Policies

2. Statement of Objectives

2.1 Rationale for Designation

It should be made clear that designation does not entail freezing the district in time. Rather, designation is a form of change management that allows communities to control the rate and type of change within the district. With this definition in mind, the rationale for designation can be summarized as follows:

- The Downtown Lindsay study area is a discrete district with significant heritage character in the form of built heritage resources, cultural heritage landscapes, and associations with important people and events in the municipality's history.
- The inventory and evaluation of the study area have shown that these cultural heritage resources merit conservation.
- The area shows evidence of the major stages of its evolution.
- Provincial planning policies require conservation of significant cultural heritage resources.
- The area has potential for intensification and redevelopment that could affect the cultural heritage resources.
- The downtown is a popular tourist destination and designation would support its conservation goals and ongoing economic viability.
- District designation has proven to be the best policy tool available to Ontario municipalities for meeting their conservation goals and objectives.

2.2 Summary Statement of District's Cultural Heritage Value or Interest

The Downtown Lindsay study area offers a capsule history of the town. Within it is evidence of the original townsite plan and the land uses that were developed as the town matured. Along Kent Street, itself distinctive because of its width, concentration of 19th and early 20th century buildings and terminal vista, are components of military, rail, commercial and institutional history. The street names echo the titled aristocracy and royalty of the early British Empire. The area is the cultural, economic and political hub of Lindsay and, to some extent, of the City of Kawartha Lakes and beyond.

The area's heritage value lies both in its collection of individually important properties and in its combination of these resources within a compact urban form. The area has value because of properties that represent key stages of the town's development, because the area is relatively unchanged,

homogeneous and intact, and because it offers examples of some of the best buildings and commercial and institutional streetscapes in Lindsay. Overall, the study area's heritage value lies in its collection of significant heritage properties and in its concentration of material and associative cultural heritage resources that are integral to the town's identity.

2.3 Description of Heritage Attributes

- Architecture that generally follows a common 2-3 storey brick vernacular commercial style, predominantly Italianate Revival with some Second Empire and eclectic styles;
- The largely uniform massing, setback and bay widths of many buildings;
- Architectural details at cornices, window surrounds and ground floor entrances and display windows on many buildings;
- Public open spaces that are concentrated at Queen's Square and the civic complex (with the addition of the closed portion of Victoria Street on market days);
- Overall spatial pattern/boundary features of a mixed use main street bookended by public land uses (Armoury and Academy Theatre);
- Vegetation pattern of ornamental tree, shrub and perennial/annual plantings in Queen's Park and the civic complex grounds, with the formal planting along the central median on Victoria Street as an added element;
- Historical association with the town's origins and, especially, the rebuilding of the downtown following the 1860s fire;
- Landmarks that include the Armoury/Queen's Square/civic complex at one end and the Academy Theatre block at the other; and
- Historic views east to the Academy Theatre block and west to the Armoury and up the hill; keyhole views to and from the street via walkways to the rear yards and laneways.

2.4 District Boundary

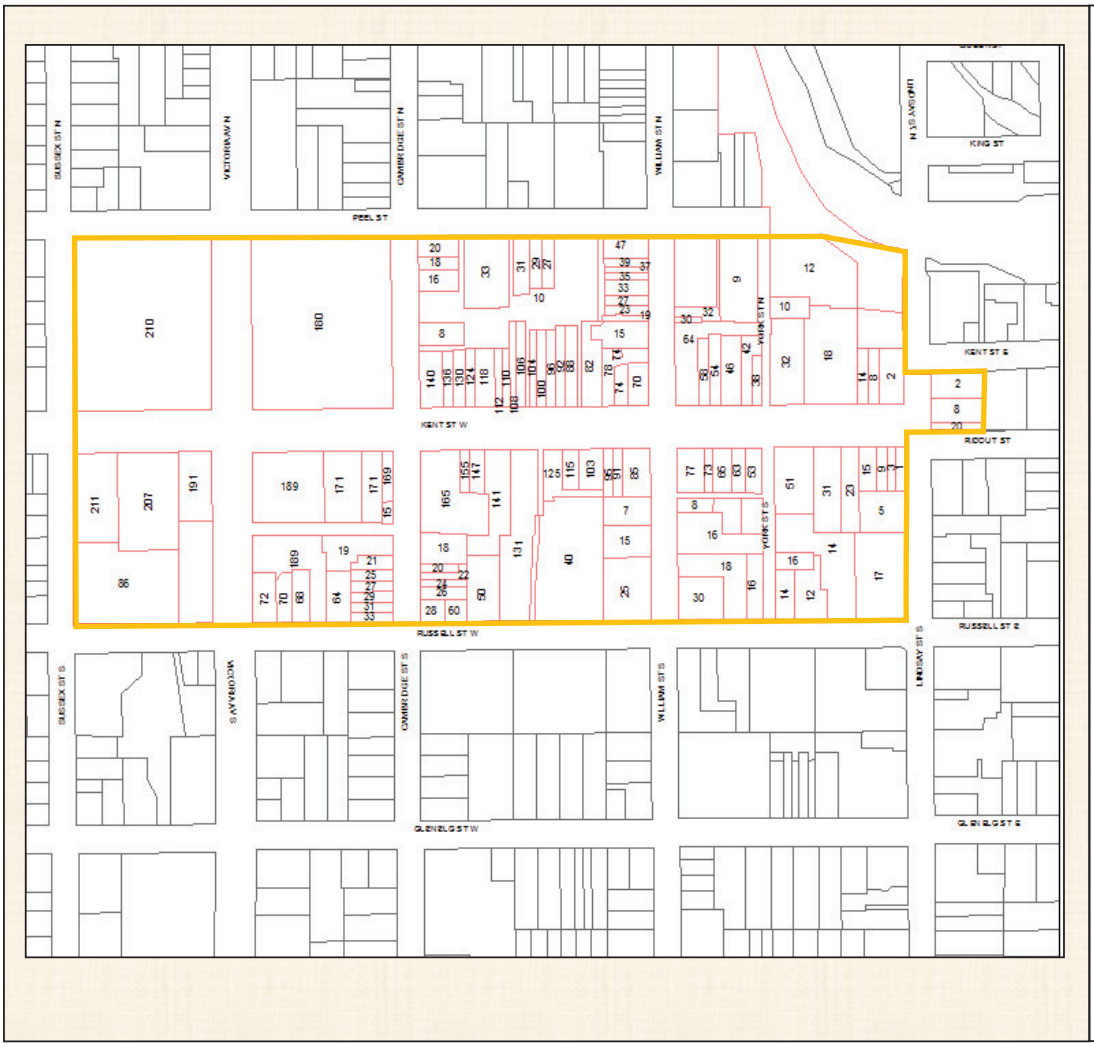
As a point of departure, the Provincial Tool Kit outlines criteria for determining a boundary. They include:

- Historic factors
- Visual factors
- Physical features
- Legal or planning factors

The recommended boundary addresses the Provincial criteria for boundary delineation as follows:

- Historic factors: incorporates the key physical components that represent the District's evolution;
- Visual factors: includes the key architectural styles and elements, landscapes and view corridors;
- Physical factors: uses major changes in land use, topography and building type to define its edges; and
- Legal or planning factors: follows the general boundaries of the original townsite subdivision and is confined to lands owned municipally or in private hands.

The recommended boundary meets the goals set out by the City in the RFP while addressing comments from local residents and reflecting the results of research undertaken during this Study. It also allows the policies and guidelines of the Heritage Conservation District Plan to prevail when applied to the rear portions of the properties flanking the streets within the study area. Development behind the buildings lining the streets within the boundary will be subject to the policies and guidelines of this Plan as they apply to the conservation of the heritage attributes of the District.



Downtown Lindsay Heritage Conservation District

District Boundary

Downton Lindsay Heritage Conservation District Boundary

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Metres

N

Base Map Source: City of Kawartha Lakes, 2017

2.5 Designation Goals and Objectives

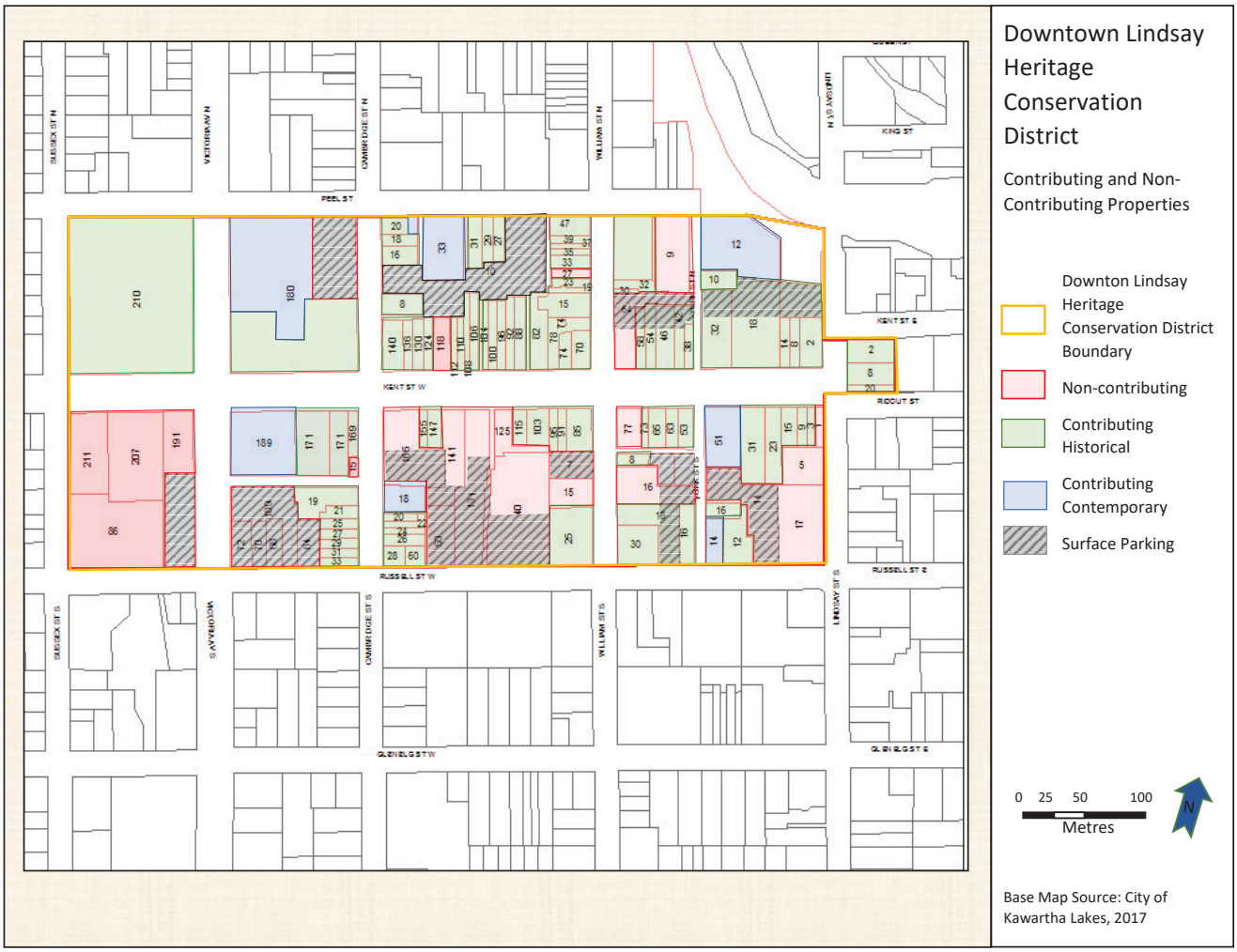
Section 41.1 (5) of the *Ontario Heritage Act* requires an HCD Plan to include a statement of objectives, a statement of cultural heritage value, a description of the heritage attributes of the HCD, policy statements and guidelines. The Plan must also contain procedures for achieving the objectives of the Plan and managing change, as well as describing the types of alterations that are minor in nature and can be undertaken without a permit.

The following goals and objectives provide a framework for the ongoing conservation of the District's material heritage resources, including built heritage resources, cultural heritage landscapes, and areas of archaeological potential, as well as non-material resources, such as historical associations and the mixed-use character of the district. They are integral to the planning policies and design guidelines provided by this Heritage Conservation District Plan and set out what is to be accomplished by District designation. These Plans also include specific objectives for the major components of the District.

The overall policy objectives for conservation and development in the proposed District are:

- To acknowledge and protect the cultural heritage value of Downtown Lindsay;
- To ensure the long-term conservation and management of contributing resources in Downtown Lindsay, including protected heritage properties, built heritage resources, cultural heritage landscapes, views, and historical associations;
- To establish a planning process that takes a "change management" approach for cultural heritage conservation;
- Providing guidance for ongoing maintenance and change so that the heritage attributes of the District are retained and, whenever possible, enhanced;
- Encouraging community awareness of, and support for, conservation of the District's heritage values and attributes and for heritage conservation best practices;
- To provide policies, guidelines and associated regulatory procedures that will serve to guide change in ways that conserve and enhance the heritage attributes of the District; and
- To promote an increased awareness of heritage value in the District.

2.5.1 Contributing Properties



Cultural heritage resources (contributing properties) will be conserved and protected from inappropriate changes or demolition by:

- Retaining and conserving contributing properties in the District;
- Fostering continuing use of contributing built heritage resources and cultural landscapes;
- Using the provisions of the *Ontario Heritage Act* and *Planning Act* to control the demolition or removal of contributing properties (including buildings or structures);

- Fostering collaboration on conservation matters between the City and other agencies responsible for heritage resources, such as the Ontario Heritage Trust, Infrastructure Ontario, Parks Canada/Trent-Severn Waterway;
- Pursuing all measures available to the municipality to prevent demolition or removal of contributing buildings or structures;
- Conserving buildings or structures on contributing properties by using the accepted principles and standards for heritage conservation, as outlined in these Plans;
- Encouraging retention and restoration of original features of buildings on contributing properties, based on archival and pictorial evidence and the assessment provided in the District Study and, where feasible, to remove incompatible past alterations made to such buildings;
- Encouraging property owners to maintain the exteriors of buildings on contributing properties to prevent deterioration as well as damage from fire or the elements; and
- Providing additional protection to significant heritage resources within the District: to do so, Council shall maintain the individual designations for properties under Part IV of the *Ontario Heritage Act*, and shall consider designating other significant heritage resources such as buildings (including interior elements), structures, and cultural landscapes, as identified by further study.

2.5.2 Landscapes/Streetscapes

The visual, contextual and functional character of the Downtown Lindsay streetscapes and public realm will be maintained and enhanced by:

- Retaining and conserving existing street trees and instituting an ongoing program of street tree replacement, in consultation with City staff and the utility companies;
- Preserving the existing pattern of blocks, streets, and lanes for the area;
- Encouraging property owners to retain and conserve existing trees on private property;
- Conserving and enhancing existing parks and public open space;
- Ensuring conservation of landmarks, especially public buildings;
- Preserving views along existing streets of landscape and built features, especially views down to the river and down Kent Street in both directions; and
- Ensuring that municipal improvements to public infrastructure in the District's public realm, such as upgrades to public utilities, roadways

and sidewalks, conserve the heritage character of the Districts as defined in this Plan.

2.5.3 Land Use

The ground floor commercial with residential above and low-medium density character of the Downtown Lindsay HCD will be conserved by:

- Encouraging alterations and new infill that is compatible with the arrangement, scale, architectural styles and materials that constitute the District's heritage character;
- Encouraging replacement of properties containing non-contributing buildings or structures with compatible new development;
- For properties designated undersection 29 Part IV of the *Ontario Heritage Act*, ensuring that the highest standard of heritage conservation practice is applied; and
- For adjacent properties to the HCD boundary, applying the Cultural Heritage and Archaeology Policy (Policy 2.6.3 of the current Provincial Policy Statement) whenever there is an application for site alteration or development on lands adjacent to the District.

2.5.4 Regulatory Process, Community and Economic Benefit

The regulatory process for managing the HCD will be clear, objective and efficient and will realize community and economic benefit from the conservation and interpretation of the District by:

- Providing an application for alteration process that is easy for the public to use and can be undertaken by City staff and Municipal Heritage Committee;
- Clearly identifying the types of alterations that do and do not require an application for alteration;
- Fostering understanding, appreciation and pride in the District amongst local residents and the community at large;
- Using interpretation, programming and public education to promote conservation values for future generations;
- Offering assistance and, where feasible, financial or other incentives, to property owners within the HCD in the conservation of their properties; and
- Interpreting and promoting the heritage character of the HCD in order to foster cultural tourism, provided that such initiatives do not negatively impact the heritage attributes of the District, as identified in these Plans.

2.6 Conservation and Development Policies

The City can use a variety of heritage policy tools to foster heritage conservation and compatible development in the HCD. These include the policies of the Provincial Policy Statement as they affect cultural heritage resources, the heritage policies of the City of Kawartha Lakes Official Plan (or other applicable Official Plans), Secondary Plans, Zoning by-law and related policies (Heritage Master Plan, Cultural Plan) as well as the Heritage Conservation District Plan. Other legislative tools are found in the Municipal Act as well as in the City's own demolition control by-law, and property standards by-laws. Site Plan Control provisions apply to some forms of development in Heritage Districts, while all construction must meet the provisions of the Ontario Building Code, which has been progressively updated over the years to take into account the special conditions found in older structures (e.g. AODA, fire and life safety). Finally, there are easements and covenants, held by the municipality or the Ontario Heritage Trust, which can be applied to properties within the District. Of these tools, Site Plan Control is an especially good means of controlling exterior changes to properties, such as building and landscape elements.

From this summary, it is clear that the *Ontario Heritage Act* and the *Planning Act* are powerful policy tools on their own. However, when used in combination, they provide the City with an enhanced approach to managing conservation and new development within the Heritage Conservation District.

In order to meet the goals and objectives of this HCD Plan, specific policies are to be followed by the City in regulating changes within the District. The policies are in several categories, each addressing a specific issue affecting the evolution of the District:

- District as a whole
- Landscape/streetscape
- Contributing buildings
- Regulatory process, community and economic benefit

Guidelines providing ways to address these policies are found in Sections 3-7, below.

2.6.1 General Policies

ONTARIO HERITAGE ACT

1.1 Conflict

Potential conflicts or inconsistencies may arise within the planning framework where existing policy does not conform to the objectives of the Heritage Conservation District Plan. In situations of disagreement between the Heritage Conservation District Plan and municipal policy, the Heritage Conservation District Plan shall prevail to the extent of the conflict.

Subsection 41.2(1) of the *Ontario Heritage Act* bestows priority of the provisions of a Heritage Conservation District Plan over public works and other municipal bylaws:

(1) Despite any other general or special Act, if a Heritage Conservation District Plan is in effect in a Municipality, the Council of the Municipality shall not,

(a) Carry out any public work in the Heritage Conservation District that is contrary to the objectives set out in the Heritage Conservation District Plan; or

(b) Pass a by-law for any purpose that is contrary to the objectives set out in the Heritage Conservation District Plan. 2005, c.6, s.31.

1.2 Contravention of the *Ontario Heritage Act*

Contravention of the *Ontario Heritage Act* is a Provincial offence. Illegal demolition in contravention of the *Ontario Heritage Act* is subject to a fine of up to $1,000,000. Under Section 69.5.1 of the *Ontario Heritage Act*, in addition to any other penalties, the City of Kawartha Lakes or the Minister of Tourism, Culture and Sport may restore an illegally demolished protected heritage resource as nearly as possible to its previous condition and may recover the cost of the restoration from the property owner.

1.3 Part IV Designation within a Heritage Conservation District

A property that is individually designated (pursuant to Part IV of the *Ontario Heritage Act*) may be included within the boundaries of a Heritage Conservation District. For these "doubly designated" properties, the highest standard of conservation shall apply in the event of a conflict between the heritage attributes identified within a Part IV designation bylaw or the policies and guidelines of the Heritage Conservation District Plan with respect to any alterations of the property or demolition or removal of buildings or structures on the property.

1.3.1 *Part IV Designation Policy*

a) The policies and guidelines of the Heritage Conservation District Plan are applicable to all properties designated under Part IV of the *Ontario Heritage Act* that are located within the Heritage Conservation District. The highest standard of conservation shall prevail in the extent of a conflict between the Part IV designation bylaw and the Heritage Conservation District Plan.

HERITAGE CONSERVATION EASEMENTS

1.4 Heritage Conservation Easements in an HCD

Properties protected by a Heritage Conservation Easement can be included within the boundaries of a Heritage Conservation District. For these "doubly designated" properties, the highest standard of conservation shall apply in the event of a conflict between the heritage attributes identified within a Heritage Conservation Easement or the policies and guidelines of the Heritage Conservation District Plan with respect to any alterations of the property or demolition or removal of buildings or structures on the designated property.

1.4.1 *Heritage Conservation Easement Policy*

a) The policies and guidelines of the Heritage Conservation District Plan are applicable to all properties protected by a Heritage Conservation Easement. The highest standard of conservation shall prevail in the event of a conflict between the Heritage Conservation Easement and the Heritage Conservation District Plan.

PLANNING ACT

1.5 Planning Act Processes

Planning Act processes must ensure that any approvals are consistent with the heritage conservation district Plan and Guidelines. To this end:

a) Any proposed Official Plan Amendment that may apply to the Heritage Conservation District must demonstrate that the cultural heritage value and the contributing resources of the Heritage Conservation District shall be conserved;

b) Any proposed Zoning By-law Amendment that may apply to the Heritage Conservation District must demonstrate that the cultural heritage value and the contributing resources of Heritage Conservation District shall be conserved; and

c) When a Site Plan Application is received for lands within the Heritage Conservation District, the application must demonstrate that it is consistent with the Heritage Conservation District Plan.

1.6 Severances and Minor Variances

The Committee of Adjustment has the responsibility to address applications for lot severances and minor variances. The Committee of Adjustment process is a mechanism for evaluating requested changes in property (lot severances, additions or lot line adjustments) and relief from zoning regulations (such as building setbacks, height, and parking) which are minor in scope, and ensuring that these changes are in keeping with the general intent of the City's *Official Plan*, Zoning By-law, and other applicable plans or policies.

Within the Heritage Conservation District, the following policies have been developed in the circumstance that severance becomes a possibility within or adjacent to the Heritage Conservation District.

1.6.1 *Severance and Minor Variance Policies*

a) The decision of the Committee of Adjustment shall be consistent with the policies and guidelines of the Heritage Conservation District Plan when reviewing applications within or adjacent to the Heritage Conservation District; and,

b) A Heritage Impact Assessment may be required where there is potential for the application to impact an identified contributing resource or the heritage attributes of Heritage Conservation District to ensure that the application is in keeping with the Heritage Conservation District Plan.

1.7 Building Permits

A Building Permit is required for any new structure that is larger than 10 square metres (108 square feet) consisting of a wall, roof and floor (or any of them), structures containing plumbing, and structures designated in the Ontario Building Code. As such, Building Permits are required for many interior renovation projects and additions as well as exterior and façade projects including porches, additions, structural alterations to doors or windows, decks, basement excavation, and chimney reconstruction for example. Building Permits shall continue to be required within the Heritage Conservation District. The Chief Building Official of the City should be involved in the review of Building Permit applications, including protected heritage resources within the Heritage Conservation District, to provide comments and determine any requirements for a Heritage Permit, if necessary.

1.7.1 *Building Permit Policies*

a) Obtaining a Heritage Permit does not negate the necessity of other permits required under other legislation (such as the *Ontario Building Code* or the *Planning Act*); and,

b) Obtaining a permit under other legislation (such as the *Ontario Building Code* or the *Planning Act*) does not negate the requirement for obtaining a Heritage Permit.

1.8 Consistency with other Acts and Legislation

a) The administration of the *Ontarians with Disabilities Act*, the Ontario Building Code, and related acts, codes, and regulations shall be undertaken in such a manner to permit alteration and conserving the heritage values and attributes of the District while still ensuring the health and safety of the public. Preference should be given to reversible interventions.

1.9 Emergency Repairs

Extenuating circumstances, immediate or temporary repairs may be required to ensure the protection and conservation of an identified heritage attribute of a protected heritage resource are uncommon but do occur.

Extenuating circumstances are understood to be those situations where a failure to act immediately could result in the irreversible destruction or loss of a heritage attribute of a protected heritage resource and which are considered to be a health, safety or security issue by the Chief Building Official or the Fire Chief. Deferred maintenance shall not constitute an emergency situation or extenuating circumstance. All reasonable efforts should be made to ensure that protected heritage resource and its heritage attributes are not adversely impacted as the result of the immediate or temporary repairs undertaken, and can be appropriately restored at a time when permanent repairs are possible.

a) In event of a circumstance requiring an immediate or temporary response to ensure the conservation of a identified heritage attribute of a protected heritage resource, the Director is authorized to provide Emergency Approval of the necessary works; and,

b) Municipal Heritage Committee may be consulted on any Emergency Approval, at the Director's discretion.

2.6.2 District Policies

a) The distinct heritage values and attributes of the Downtown Lindsay HCD, as defined in this District Plan, shall be conserved and/or enhanced.

b) Where development is proposed adjacent to the boundaries of the HCD, the policies of Section 2.6.3 of the 2014 Provincial Policy Statement shall apply, and Council, through its Official Plan policies, may require a heritage impact assessment to be prepared by the proponent of any such development in order to assure that the heritage values and attributes of the HCD will be conserved.

c) Ongoing monitoring of the effectiveness of the District Plan shall be undertaken by the City, as will the process of updating the inventory and evaluation of properties within the District. Monitoring and review processes shall have regard for the policies and guidelines of this District Plan.

d) The City shall undertake a program of public education regarding designation, new development and the conservation process (e.g. topic-based workshops, in-house training sessions, attendance at heritage conferences and study tours), and shall provide training for staff and volunteers for implementing this Plan.

e) The City shall work with representatives of Parks Canada whose properties abut the HCD to encourage works that support and, where possible, conform to the policies and guidelines of this Plan.

f) The City will work with the local Conservation Authority to encourage works that support and, where possible, conform to the policies and guidelines of this Plan.

g) Future amendments to the City Official Plan and Zoning By-law shall be in accordance with and shall implement the policies and guidelines of this Plan.

h) Enforcement of the City's property Standard By-law (By-law 2016-12 as amended) shall be consistently undertaken by City staff within the District and shall, in addition to the standards found in that By-law, have regard for the guidelines found in this Plan.

2.6.3 Contributing Properties

a) All alterations and conservation work requiring an application for alteration, as defined in the District Plan, shall be undertaken in accordance with the policies and guidelines of the District Plan.

b) Council shall maintain the individual designations for properties under Section 29 Part IV of the *Ontario Heritage Act*, and shall consider designating other significant heritage properties, as identified through further study.

c) Demolition of contributing properties, as defined in this Plan, shall not be permitted except as a last resort, and rehabilitation of the existing

structure will be encouraged. Where, by Council decision, buildings must be demolished for reasons of health and safety such as those due to fire, natural disaster or other reasons, any replacement structure shall be designed in accordance with the policies and guidelines of this District Plan.

d) Where a demolition has been approved by Council, the contributing resources shall be documented in written/photographic form, for deposition in the municipal archives, and consideration given to salvaging any materials, where possible, for reuse on site or on other properties within the District.

2.6.4 Non-contributing Properties

a) Proposed development of, or site alteration to, non-contributing resources shall be permitted provided that the proposed development or site alteration does not diminish or adversely impact contributing resources and the heritage attributes of the Heritage Conservation District.

b) The conversion of non-contributing resources may be permitted, provided other municipal requirements are met and the proposed conversion does not require proposed development or site alteration that may result in adverse impacts on adjacent contributing resources or the heritage attributes of the Heritage Conservation District. The preparation of a Heritage Impact Assessment may be required, as determined by City heritage staff on a case-by-case basis.

c) Demolition of non-contributing resources within the Heritage Conservation District shall be permitted. Obtaining a Demolition Permit shall be required.

2.6.5 New Development

a) New construction shall consider and respect the scale and massing of adjacent buildings, reflecting the base, middle and top of those buildings.

b) New construction shall generally maintain front wall alignment with adjacent existing buildings' front walls.

c) New construction shall respect the pattern of façade division by ensuring that the horizontal and vertical architectural elements are aligned with neighbouring buildings.

d) New construction shall maintain the general height of adjacent buildings. New development within the District should be limited to 3 storeys along the street to ensure consistency with the existing heritage streetscape. Accordingly, the street frontage of new infill shall be no higher than the tallest existing building on the block. Additional height beyond this maximum may be permitted if set back from the cornice

line at a 45-degree angle to a maximum of 5 storeys, as an addition to an existing building or as a new building on property to the rear of existing buildings, and where there is no negative impact on the streetscape or any heritage attributes of cultural heritage resources.

e) Proposed development or site alteration that is not sympathetic to contributing resources and the heritage attributes of the Heritage Conservation District and/or may result in a negative impact shall not be permitted.

f) Council shall, through its approval process, prevent proposed developments or site alterations that detract or negatively impact contributing resources or the heritage attributes of the Heritage Conservation District.

g) The replacement of non-contributing resources and/or structures or dwellings lost due to circumstances such as severe structural instability, fire, flood, or other catastrophic reasons shall be sympathetic, contextual, and respectful to contributing resources and the heritage attributes of the Heritage Conservation District. The replication of a lost structure or dwelling is not required; however, the replacement structure or dwelling shall conform to the guidelines of the Heritage Conservation District Plan.

h) Guidelines, as outlined in this Heritage Conservation District Plan, should be used in the evaluation of Heritage Permits for new development. Proposed development or site alterations shall be consistent with the guidelines of the Heritage Conservation District Plan.

i) When considering change or an alteration to a contributing resource, property owners are encouraged to consult with the City of Kawartha Lakes early in the design process in order to understand the objectives, policies, and guidelines of the Heritage Conservation District Plan as well as the resources available to them.

j) The City shall consider strategies to facilitate conversion of upper storeys of existing buildings that have underutilized upper floors.

k) The City shall encourage intensification on vacant or underused lots. Additions and new construction should be encouraged at the rear of existing buildings.

2.6.6 Landscapes/Streetscapes

a) Proposed infill development shall be designed in accordance with the policies and guidelines of this Plan.

b) Heritage attributes of landscapes and streetscapes, including parks and views, and landscape treatments in the private portions of the streetscapes, as defined in the District Plan, shall be conserved and enhanced following the policies and guidelines of this District Plan.

c) Alterations to landscapes and streetscapes within the District shall be permitted, providing that such alterations conform to the policies and guidelines of this Plan and are compatible with the Streetscape and Façade Guidelines for downtown Lindsay (December 17, 2015).

d) Lot consolidation and lot severance shall be considered subject to a Heritage Impact Statement being prepared to the satisfaction of the City of Kawartha Lakes that demonstrates that the proposed severance causes no negative impact on the heritage attributes of the HCD.

e) Provision of parking and traffic management within the HCD shall be consistent with the policies and guidelines of this District Plan.

f) All major public works undertaken within the HCD shall have regard for the policies and guidelines of this Plan. Conservation of mature tree canopies shall be conserved, in consultation with utility companies and City engineering and public works staff and a program of replacement planting of suitable canopy street trees shall be instituted in the HCD.

2.6.7 Regulatory Process, Community and Economic Benefit

a) Maintenance and minor alterations, as defined in the District Plan, shall be permitted on properties within the HCD.

b) Major alterations and additions, as defined in the District Plan, shall require an application for alteration (heritage permit) and be subject to the approval process described in the District Plan.

c) The City shall initiate public information programs, including topic-based workshops, walking tours and on-line resources, to assist property owners in conserving and enhancing their properties.

d) The City shall continue to implement currently available financial incentives (e.g. tax relief and grants) and enhance them, where possible, to assist in conservation work on District properties.

e) In instances where properties within the District are subject to a heritage conservation easement under Parts II or IV of the *Ontario Heritage Act*, or are identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties, or are properties protected under Federal legislation, in the event of a conflict between those protections and the policies and guidelines of this Plan, the highest standard of heritage conservation shall prevail.

f) Enforcement of the City's Property Standards By-law (By-law 2016-12 as amended) shall be consistently undertaken by City staff within the HCD and shall have regard for the policies and guidelines of this Plan.

g) Where a proposed change in the HCD has the potential to negatively impact the character of the HCD as defined in the Statement of Cultural Heritage Value, the City, through its Official Plan policies, shall require submission of a Heritage Impact Assessment.

h) In accordance with Subsection 41.2(1) of the *Ontario Heritage Act*, in situations of disagreement between the Heritage Conservation District Plan and any other municipal policy, the Heritage Conservation District Plan shall prevail to the extent of the conflict.

i) The City can use its authority under Section 69.5.1 of the *Ontario Heritage Act* to require the restoration of an illegally demolished protected heritage resource as similar as possible to its previous condition and may recover the cost of the restoration from the property owner.

j) The decision of the City of Kawartha Lakes Committee of Adjustment or Planning Committee shall be consistent with the policies and guidelines of the Heritage Conservation District Plan when reviewing applications within or adjacent to the Heritage Conservation District;

k) Obtaining a Heritage Permit will not negate the necessity of other permits required under other legislation (such as the *Ontario Building Code* or the *Planning Act*);

l) Obtaining a permit under other legislation (such as the *Ontario Building Code* or the *Planning Act*) will not negate the requirement for obtaining a Heritage Permit.

m) The administration of the *Ontarians with Disabilities Act*, the Ontario Building Code and related codes and regulations will be undertaken in such a manner to ensure the conservation of heritage attributes of contributing resources while still ensuring the health and safety of the public; and

n) The conversion of contributing resources from a defined use within a Zoning By-law to a different use may be permitted provided that the proposed change does not adversely impact the cultural heritage value of contributing resources or the heritage attributes of the Heritage Conservation District and other applicable municipal requirements are met. The preparation of a Heritage Impact Assessment may be required.

o) The City shall consider authorizing the use of municipal funds to initiate preparation of a Stage 1 archaeological assessment for the District.

p) The City shall consider measures available under Provincial legislation and programs to provide relief to property owners for conservation work undertaken on private property within the District that is in accordance with the policies and guidelines of the District Plan.

PART C:
Conservation and Development Guidelines

3.1 Introduction

These guidelines are the means by which the District goals and objectives and policies described above are implemented in actual changes to the physical setting. They are intended to help downtown property owners and the municipality care for and enhance the best qualities - or heritage attributes - of the Districts. They are meant to support the good work already being done and to provide information and encouragement to improve work planned for the future.

Design guidelines are meant to encourage the types of renovation work that emphasizes the character of each property and of the District as a whole. The character statements and list of attributes (for each property, as found in the HCD Study inventory, and for the HCD as a whole, as defined in this HCD Plan) are the primary reference to guide any changes proposed to the District or to a property.

Guidelines for proposed changes in a Heritage District are needed because downtowns are in a constant state of flux, responding to changes in ownership and use, upgrades to urban infrastructure, and evolving economic conditions. Pressures for change come in many forms, from a desire to serve emerging markets to the need to repair and maintain an aging structure. In considering how to make changes, there is always the allure of the new and a tendency to take the existing setting for granted. In this context, the characteristics of the District that are valued by the community can be at risk. Poor planning, loss of buildings to fire or neglect (or disaster), and new infill that is out of character, all can degrade the District. Instead, the purpose of the District Plan is to ensure that property owners' first response to the need for change will be to choose building designs, materials and construction methods that are in harmony with the District's heritage attributes. Guidelines in the District Plan are the principal means of maintaining the Districts' integrity and achieving a balance between preservation and new development.

In an urban setting, managing change is all about context. Determining the best way to alter the existing setting requires an understanding of the qualities of the setting, from the nature of the buildings next door to the patterns evident in the streetscape and the character of the District as a whole.

3.2 Guiding Principles

A primary goal of designation is to keep and enhance the experience of daily life in the District. The primary way to accomplish this is to ensure that the best parts are maintained and that changes do not detract from the district character and, ideally, make the place better. Conservation is simply good stewardship of something the community values. It is a universal activity and, as such, is governed by universal principles.

The guidelines in this Plan are based on conservation "best practices" as used in Ontario, Canada and abroad. Key background documents that provide the basis for these guidelines include:

- *Standards and Guidelines for the Conservation of Historic Places in Canada*, Parks Canada, 2nd ed. 2010 (www.historicplaces.ca)
- *Standards & Guidelines for Conservation of Provincial Heritage Properties*, Ontario Ministry of Tourism, Culture and Sport, 2010 (www.mtc.gov.on.ca)
- *Ontario Heritage Tool Kit*, Ontario Ministry of Culture, 2006 (www.mtc.gov.on.ca)
- *Well-Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation*, Mark Fram, Boston Mills Press, 2003 (Third Edition)
- *InfoSheets*, Ontario Ministry of Culture (www.culture.gov.on.ca)
- UNESCO and International Council on Monuments & Sites (ICOMOS) Conventions and Charters

A commonly-used summary of universal best practices can be found in the Ontario Ministry of Tourism, Culture and Sport's "Eight Guiding Principles in the Conservation of Historic Properties", all of which emphasize respect for original/historic material:

1. *Respect for Documentary Evidence* (do not base alterations on conjecture)
2. *Respect for Original Location* (avoid moving buildings unless there is no other way to conserve them)
3. *Respect for Historic Material* (repair/conserve rather than replace building materials and finishes, except where absolutely necessary)
4. *Respect for Original Fabric* (repair with like materials)
5. *Respect for the Building's History* (do not restore to one period at the expense of another period or periods)

6. *Reversibility* (alterations should allow a return to the property's original conditions)
7. *Legibility* (new work should be distinguishable from old)
8. *Maintenance* (with continuous care, future repair/restoration may not be necessary)

3.3 Applying the Guidelines

The next step for property owners is to prepare a strategy for undertaking the proposed work. The four key questions to be asked at each stage of consideration of a proposed alteration to property in the District are as follows:

- In what ways will the proposed alteration affect the overall character of the streetscape of the HCD?
- Is it possible to find ways to shape an alteration to maximize the extent to which it enhances the heritage character of the HCD?
- If the proposed intervention was commonly applied to other properties would the cumulative impact be in keeping with the overall character of the District?
- What will be the impact of the proposed alteration on the property's heritage attributes and those of its streetscape context?
- Is it possible to find ways to shape the proposed alteration to minimize that impact?

4. Conservation Guidelines for Contributing Properties

4.1 Introduction

General

The HCD boundary encompasses the downtown core, within which is a variety of building types. On Kent Street most are 2 – 3 storey commercial buildings with residential above ground floor retail, but some are entirely commercial and a few are institutional. On the side streets, some are house-form buildings converted to commercial use.

Commercial Character

The majority of the buildings are commercial within the HCD, that is, they typically contain retail or office uses, although some also have residential units above. The majority of them date from the late 19th and early 20th centuries although there are examples of earlier and later structures from the mid-19th to the late 20th century. The majority of the existing buildings were constructed in the period between the 1870s and the 1920s that coincided with Lindsay's years of peak prosperity. The development pattern of two to three storey structures built to the street line was established at this time and has been followed since.

Not all of the structures from the boom years have survived. Several key structures were lost during the period following WWII, when car usage became commonplace. Parking lots and auto-related buildings replaced key structures at street corners, banks replaced former landmark structures with more mundane versions, and 20th century structures within the blocks were often single storey and had a horizontal emphasis, in contrast to the predominantly vertical massing of the existing buildings. Shopfronts were modernized with new materials, re-clad with larger areas of glass, and changed to have reorganized entrances and signage. Upper floors were converted to apartments or storage, covered over, or left vacant. The formerly coherent streetscape became somewhat less so. More recently, some property owners have reversed some of these alterations and restored their buildings to their former appearance, and some replacement structures have revived the design principles of the predominant pattern, interpreted in contemporary ways.

Components of a Commercial Building's Facade

Following the basic tenets of Classical architecture, 19th and early 20th century downtown buildings were made up of three basic components: a base, middle,

and top, arranged within a symmetrical composition. The lowest, street, level typically contained the retail shops and the building entrances, with large plate glass windows occupying approximately half the frontage and signage above and on the windows. The middle section typically had roughly 30% of the wall devoted to window openings and contained non-retail uses such as offices, meeting rooms and apartments. The upper section met the sky with building elements that were both functional and decorative. Each section was typically distinguished from the next by architectural elements such as sign boards, band courses and cornices, and these elements often aligned with those of neighbouring buildings, tying the streetscape together. While each building was distinct, it shared many characteristics with its neighbours. In Lindsay, these elements were composed within three main styles: Georgian; Italianate; and Second Empire (see http://www.ontarioarchitecture.com/Styles.html for an Ontario architectural styles glossary). Within these three main stylistic types, each of the three components of commercial buildings has specific elements that serve particular functions.

The street level is the storefront in which display of commercial goods is the primary use. Its base provides a solid visual underpinning to the building as well as protecting the facade from damage due to snow clearance and pedestrian traffic. The display windows above are important features of the facade and are often elaborately finished with metal or wood sash, trim and glazing bars. They draw the eye into the building interior, highlighting the goods within during store hours and in the evening, and are augmented by lettering on glass, displays and lighting. The main entrance is another key feature. Often recessed in order to provide additional window frontage as well as shelter, it draws customers into the shop. The void created by the recessed entrance adds visual interest to the street. Doors and door hardware were carefully chosen to signify quality and solidity, another way to attract custom. Above the display windows and entrance, signage is another key component. Signage is usually arrayed horizontally in a signboard below the cornice or entablature of the storefront which, in turn, often has decorative projections and ornamentation. The final features of storefront are pilasters, or protruding vertical elements framing the entranceway or marking divisions between bays, and awnings, which shelter customers and produce displayed outside as well as provide visual interest.

The upper two sections are further away from street level and thus are designed to be seen at a greater distance. The middle section usually contains less fine detail and features larger scale decorative elements, such

as band courses or inset decorative brickwork. Window openings arranged at regular intervals typify this section. The upper section contains the cornice and roof and it is here that many of the most prominent details are found. A decorative treatment of the roofline completes the facade, making a dramatic outline against the sky and relating to similar treatments on adjacent buildings. Cornice details are often in wood, brick or pressed metal. Roofs are typically shallow monopitches sloping away from the street side, or flat.

Conservation Issues for Commercial and Institutional Properties

Because the front of the building is on public display, its condition is evident to passersby and any deterioration or alteration is easily seen. Roofline components are particularly vulnerable to the elements and need regular maintenance. Changes in architectural fashion have also resulted in the loss or covering up of such details. Removal of building elements not only decreases the building's visual appeal, it also removes some of the property's heritage value and degrades the streetscape. In some cases, however, later alterations of the original design may also have heritage value, so careful analysis of the building's evolution will indicate which elements from various periods merit conservation or restoration. Historic photographs, such as those found in the HCD Study, show how vibrant and varied the skyline of Lindsay's downtown was in the late 19th century, when most of the buildings were first constructed. Some of that detail is now missing or in poor repair. The guidelines in this Plan are intended to encourage property owners to make the extra effort to preserve such elements and, in some cases, restore those that are beyond repair or have been lost.

Starting at the building's grade level, the base of the shopfront is subject to constant wear and exposure to moisture and dirt: it needs regular inspection and maintenance. Display windows and their accompanying signage, awnings and lighting are also delicate and should be carefully repaired and/or restored. The entrance door, if original or a later alteration of heritage value, should be retained or a replacement chosen that complements the original facade. Since early signage is often replaced or covered, care should be taken to preserve or restore signboards and the cornice, entablature and pilasters that complete the storefront composition.

In the upper sections, windows should not be reduced in height (often to accommodate dropped ceilings in the interior) or blocked off, thus disrupting the facade composition. The cornice is often left to deteriorate or is removed because of the difficulty in getting access to it for maintenance and repair. Exposure to the elements hastens decay, as do poor protection from moisture

penetration due to flashing failure, poor caulking, or inadequate roof drainage. But because the eye is drawn upward by the vertical emphasis of most commercial facades, a poorly maintained or missing roofline is a dramatic disappointment.

Institutional buildings are usually designed to stand alone, as landmarks, in contrast to commercial buildings, which are usually aligned side by side to form a consistent street edge along a block, or residential buildings, which are usually spaced more or less evenly along a tree-lined street. This is especially true of the important public buildings in Lindsay's downtown, the most prominent of which are the municipal complex of Town Hall, Fire Hall and Library. All stand out in their settings even though they share common materials (and, sometimes, architectural styles) with their commercial neighbours. In most cases, however, the public buildings are stylistically distinct from the private buildings, with Classical, Romanesque Revival or Modernist styles predominating. In addition, public buildings are often considerably larger, and taller, than the predominant one-to-three storey massing of the rest of the downtown core.

Conservation Issues for all Properties

Most owners of older properties accept the added maintenance that such places often entail in return for the quality of setting they supply. That said, many older properties are very well built and are more robust than their newer counterparts. If the conservation regime suggested in this Plan is followed, owners of an older building will often have a better long-term investment than will owners of a new property.

The City and other public agencies own many of the landmarks within the District, and with that ownership comes an additional responsibility to show by example in any conservation and alteration work done. Since these buildings are special, they have often been designed by architects and incorporate high quality materials and construction techniques. As a result, any work undertaken on them requires a high level of care and expertise. The guidelines in the District Plan, especially those in the federal Standards and Guidelines (2nd ed. or as superseded) offer specialist advice on how to address the unique issues that arise in landmark heritage buildings.

With all older properties, issues arise in finding skilled tradespeople (and materials) to do the maintenance work required for some parts of older buildings. If such people are available, they are sometimes booked well

in advance and charge higher rates than would everyday contractors. Municipalities can be of assistance here by providing lists of qualified specialist contractors, even though public agencies are not able to recommend specific firms.

On residential properties, the most vulnerable parts of the public face of houses are the wooden details such as those found in eaves, verandahs and porches. Exposed to the elements and, in the case of entrances, to everyday wear and tear, these wooden details tend to require ongoing maintenance if they are to survive. Often the temptation is simply to remove them, by covering a cornice or by taking off a porch. But this action also removes much of the visual character of the house and often leaves an ugly scar on the brickwork where the wooden structure once attached. Since Lindsay prides itself on its porches, extra effort should be made to conserve these elements.

Other issues include upgrades to windows, where upgrading the existing windows sometimes seems more onerous than replacing them with new units. While there are many manufacturers able to supply windows that are energy-conserving while compatible with heritage settings, such as those offering double glazing and true muntins, conservation best practices recommend retrofit rather than replacement as being a better long-term investment as well as a more sustainable practice. City staff, using the guidelines in this Plan, can advise property owners on best options. And in making alterations or additions to older buildings, finding the best design approach requires careful thought if the end result is not to be a jarring contrast between old and new. Again, the guidelines in the District Plan offer sound advice on ways of resolving this issue.

Paint colour is a perennial issue, but paint colour types and colour schemes will not be prescribed in the District Plan. The Streetscape and Façade Guidelines that have been prepared for downtown Lindsay identify a palette of colour schemes that have been recommended for properties within the downtown core.

As is evident from the foregoing discussion, guidelines for Heritage Conservation District primarily address the parts of a property that are visible from the street; in other words, the front. In Lindsay, the guidelines in the District Plan apply primarily to the façade and encourage additions and alterations to the building exterior to be undertaken on the back of the building and, in some cases, on the sides.

4.2 Steps in the Conservation Process

As explained above, the main reason to designate a district is to conserve its heritage resources. Conservation within a District involves careful attention to the area's (and the property's) heritage attributes while encouraging positive change. Conservation of built heritage resources covers the three main approaches to conservation described in the definition above. Within these three approaches, the Parks Canada Standards and Guidelines (2nd ed. or as superseded) provide a comprehensive summary of the steps necessary to conserve heritage properties. The document begins with a set of overall standards governing all types of conservation work, followed by detailed guidelines that provide options for specific conservation projects. Based on that document, the main components of the conservation process can be summarized below, in three major steps:

- Step One: Understanding
  - Refer to the property descriptions in the heritage inventory to determine the heritage value and any heritage attributes/ character-defining elements of the subject property (especially the facade composition, cladding and windows).
  - Check on site and document current condition and changes made over the building's history.
  - Augment site investigation and the inventory with archival and oral research, where possible.
  - Assess the property's relationship to the streetscape and District (especially height, setback, architectural design).
- Step Two: Planning
  - Keep or find a suitable use for the property.
  - Identify the needs of current and prospective users as well as municipal requirements.
  - Select the primary conservation process.
  - Review the standards that apply to the selected process (from the Standards and Guidelines 2nd ed. or as superseded.).
  - Follow the guidelines for that process (from the Standards and Guidelines 2nd ed. or as superseded.).
  - Review the proposed scope of work with the City Planning and Building Departments to determine if a permit/application is needed.

  - Review the proposed scope of work with a (heritage) contractor to determine budget and schedule: make revisions to the proposed scope of work as required.
  - If required, submit Application for Alteration/Building Permit to the City
- Step Three: Intervening
  - Undertake the proposed project.
  - Do regular maintenance.

4.3 Maintenance

The majority of work within the District will involve conservation of the existing physical fabric. Maintenance does not require a heritage permit (technically termed an "application for alteration"). Maintenance, as well as rehabilitation and restoration, will be ongoing activities that are needed to retain and enhance the District's heritage attributes. As with any property, the onus is on the owner to monitor building condition and to plan for both regular and periodic work that will be needed.

There are several degrees of work entailed in conserving older buildings, and one or several of these may be involved, depending upon the situation. They are:

- Protection and stabilization (where portions of a building are badly deteriorated, to stop further decay)
  - Assessing condition
  - Closing openings in the roof and walls, and filling broken windows
  - Preventing water infiltration
  - Securing against structural collapse
- Routine maintenance (for special architectural features)
  - Retaining requisite contractors to do work requiring specialist skills
  - Annual monitoring of building condition
- Cleaning (periodic, using methods befitting the cladding materials)
  - Undertaken only to retard deterioration or to reveal obscured surfaces
- Reconstruction (of deteriorated or missing elements)
  - Only to be undertaken based on documentary evidence

For a schedule of ongoing conservation, refer to the following chart:

Recommended Maintenance Checklist Regarding Exterior Building Conditions				
Item	**Spring**	**Summer**	**Fall**	**Winter**
Check attic	•		•	
Check eaves trough and downspouts	•		•	
Check roof for damaged roofing materials	•		•	
Plan landscaping to avoid soil settlement and ponding	•			
Check caulking for air and water leaks	•		•	
Check & lubricate weather stripping	•		•	
Check exterior cladding	•		•	
Check windows & screens are operating properly	•		•	
Check sheds and garages		•		
Prune trees close to building (consult arborist)				•
Check fireplace & chimney			•	
Check for condensation				•
Check for ice damming				•
Check interior face of exterior walls for moisture or blistering	•			•
Check that no wood is stacked against the building.	•			
Check fencing for deterioration	•			

4.4 Guidelines for Maintenance

4.4.1 Roofs

ROOFING MATERIAL

- On roof areas visible from the public right-of-way, here original roofing remains in place, use replacement roofing material to match original material. Where the existing roofing material differs from the original material, it is preferable that replacement material match the original material. Since most commercial buildings within the downtown core have shallow-pitched or flat roofs that are not visible from the street, choice of roofing material is open.
- Make an effort to recondition existing standing seam metal roofs. Existing standing seam metal roof should not be covered over with dissimilar roofing material.
- For asphalt shingles, use premium quality for maximum life expectancy (up to 30 years); use grey, brown or black colours.
- Provide a continuous air barrier system, insulation, and ventilation at attics to prevent the formation of ice dams. On roofs prone to ice dam formation, install additional waterproofing when re-roofing. The presence of a continuous air barrier system prevents warm interior air from entering the attic space and is a significant defence against ice dam formation.

CHIMNEYS

- Retain existing chimneys whenever possible, even if they are no longer functional, in order to conserve the symmetry and architectural detailing of the building roofline.
- Repair/replace deteriorated material with like materials and replicate original detailing and bond pattern, based on documentary evidence.
- Line the chimney to prevent deterioration by acids and water vapour from the exhaust gases.

GABLES AND DORMERS

- Keep decorative turrets and gables free of siding or coverings that obscure details.
- As with other exterior components, replace deteriorated material with like components in the original design, or replicate based on documentary evidence.
- Ensure weather resistance in new material and in dormers with adequate preservatives and insulation as well as bird protection measures.

SOFFITS AND FASCIAS

- Avoid covering original materials with new materials.
- Strip and repaint original painted surfaces; identify causes of paint film peeling and blistering prior to repainting.
- Retain fascia detailing (e.g. verge boards or pressed metal); replace deteriorated wood with new wood cut to replicate the original.
- Eaves troughs and down spouts are recommended to be installed for the control and diversion of roof water run-off. Eaves troughs and down spouts should be discreet in appearance and connected to the municipal stormwater system, where possible.
- Down spouts should be directed away from the building and away from pedestrian areas.
- Refer to the "Alterations" section of these guidelines for contemplated alterations to roofs.

4.4.2 Exterior Walls

Streetscape and Façade Guidelines for Downtown Lindsay identify building materials for exterior walls that reflect the heritage character of the downtown. In addition, the following guidelines are offered.

BRICK AND STONE

- Keep rainwater from continuous contact with masonry walls (e.g. by ensuring proper drainage from roof surfaces and by retaining roof overhangs).
- Non-heritage contributing cladding that has been applied over original cladding should be removed (e.g. aluminum siding applied over brick or clapboard).
- Re-pointing of brick and stone masonry should match the colour and profile of the original mortar and be of the appropriate type and mixture that will not damage the masonry material.
- Existing brick or stone masonry should not be sandblasted to remove paint finish. Use of chemical paint stripper is acceptable provided it does not damage the brick or stone surface.
- Painting of brick surfaces is not recommended. It is also not appropriate for stone.
- Cracked or deteriorated stone surfaces should be stabilized using concealed non-oxidizing pins and epoxy injections.
- Replacement stone should closely resemble the original.

- Protect brick and stone masonry from spalling at grade. Salt should not be used as de-icing agent adjacent to masonry structures and ensure positive drainage away from foundation walls.

WOOD SIDING

- Preserve as much as possible of original material when making repairs, and replace deteriorated material with similar material.
- Keep wood siding from contact with the ground to avoid rotting and insect damage.
- Whenever possible, replace natural wood siding with new natural or pre-finished wood siding, cut to the same profiles as the original.
- Do not replace wood siding with vinyl or aluminum siding, as they are easily damaged and cover original material. If wood siding cannot be used, fibre-cement board is an acceptable substitute.

STUCCO

- Repair stucco with modern assemblies: match original appearance in colour, texture and finish, retaining specialists in exterior stucco work.
- Avoid the use of External Insulation Finish Systems (EIFS) as they require very careful installation if they are not to obscure architectural details or cause moisture retention problems for the underlying structure.

4.4.3 Decorative Trim and Details

- Regularly inspect, repaint and use wood preservatives on decorative wood components.
- Avoid using stock mouldings in standard profiles: instead, preserve and restore as much of the original trim as possible and use original elements as templates for replacement sections.
- Choose paint colours that are compatible with the heritage character of the District and that are complementary to the age, style and detailing of the subject building.
- For extensive repainting work, select professional painters with specialist knowledge of paint types and application techniques appropriate for older buildings.
- Cornices were a prominent feature of the facades of many of the commercial buildings lining Kent Street. Some of them were constructed of masonry, some of wood, some of metal, and some of combinations of these materials. Regrettably, a number of them deteriorated and have been removed or drastically simplified. Where they continue to exist, masonry cornices and components of cornices should be regularly

pointed, and wood and metal ones repainted. Where possible, missing cornices should be restored, using the best photographic evidence available of their condition before they were removed.

4.4.4 Porches and Verandahs

- Original versions of these elements should be retained; removal or substantial alteration should be avoided, and original details conserved or replaced with new wooden versions.
- If a porch or verandah is being restored or replicated, do so only after finding documentary evidence of the original appearance. Since such exterior elements deteriorate more quickly due to exposure to the elements, decisions may need to be made as to which of several earlier versions of the structure should be the model for the proposed work, based on the heritage attributes of the building.
- Ensure that the new or repaired porch is properly underpinned with footings extending below frost and with forms of skirting that promote good ventilation and prevent animal intrusion.
- Avoid fibreglass or plastic replicas of wooden details unless there are no other reasonable options, provided they match the shape and size of the details they are replacing.

4.4.5 Windows and Doors

- Original windows that suit the heritage character of the building should be maintained rather than replaced. In most cases, wooden sash windows and storm windows, if properly fitted and maintained, can provide superior thermal insulation. However, where replacement is necessary, wood double glazed units with true muntins are preferred, and similar units with false muntins are acceptable.
- Original stained glass windows should be conserved and repaired; replacements for broken or missing glass should replicate the original and complete replacements should have glass details in colours and shapes similar to the original.
- Non-heritage contributing exterior storm windows should be removed; wood double glazed windows are recommended instead.
- Refer to the "Alterations" section of these guidelines if existing windows are sufficiently damaged that they need to be replaced. Avoid the use of aluminum or vinyl-clad windows: if they must be used, match the style, size and proportion of the original wooden windows, and provide a frame that can be painted to match the rest of the facade fenestration. Wood double glazed windows are available and are a preferred replacement option.

4.4.6 Awnings and Shutters

Streetscape and Façade Guidelines for Downtown Lindsay provide recommendations for Downtown Lindsay with respect to awning and shutters that are consistent with the downtown's heritage character. In addition, the following guidelines are provided.

- Original exterior shutters and shutter hardware should be conserved and maintained. Missing louvers and hardware should be replaced.
- Shutters should only be installed on buildings that would have originally had them and should be of the size and design appropriate to the original buildings. Modern shutters in contemporary materials (e.g. aluminum) and in sizes smaller than the window opening, should be avoided.
- Preserve original doors, details, glass, hardware, door surrounds and entrance openings whenever possible.
- Choose storm doors and screen doors that are appropriate for the age and style of the building, and use wooden framed doors where practical.

4.4.7 Foundations

- Ensure positive drainage away from all foundation walls.
- Inspect foundations for cracking, settlement or loose materials, and repair accordingly.
- Foundations with noticeable settlement should be inspected by a structural engineer and may have to be rebuilt. Temporary support for the wall above the foundation work may be required.

4.4.8 Utilities and Telecommunications Installations

- Locate utility meters (gas, electricity) away from the street facade, on side or rear walls, whenever possible.
- Above-grade services connections (e.g. wires) should be grouped together and linked to the building in locations away from the street facade.
- Avoid locating electrical conduit on the exterior face of the building visible from the street.
- Air conditioning units (both window and roof-mounted) should be located away from the street facade if possible.
- Where possible, locate, or relocate, satellite dishes and antennas away from the street facade.

4.4.9 Accessibility

- Design exterior inclined walking surfaces with grades of 5% or less. The 5% grade is easier to negotiate than the 8.3% OBC maximum grade, and also has the benefit of not requiring that a guard assembly be installed.
- A power operated lift is another solution.

4.4.10 Environmental Sustainability

GENERAL

- Make efforts to employ environmental sustainability measures, provided that the measures do not compromise the heritage attributes of the property or the surrounding area.
- Diligent building maintenance contributes to environmental sustainability by reducing the unnecessary consumption of resources as well as stress on landfill sites.

BUILDING ENVELOPE

- Insulate and air/vapour-seal exterior walls from interior (not exterior) where recommended. Insulating heritage structures can significantly affect masonry envelopes, rapidly shortening the life expectancy of existing materials through increased freeze/thaw cycles. Interior masonry surfaces should be repaired and convective air leakage should be reduced on the interior side (e.g. by applying a 25mm layer of spray-applied polyurethane foam insulation).
- A building with an upgraded air-tight building envelope will require mechanical ventilation rather than passive ventilation. Dedicated air intake and exhaust louvers will be required for living space air as well as for combustion air. New air intake & exhaust louvers should not be visible from street.

MECHANICAL SYSTEMS

- Air intake & exhaust vents should not be visible from the street. Coordinate location of mechanical equipment internally to eliminate penetrations visible from street. High efficiency gas fired appliances (boilers, furnaces) require power vented exhausts, typically horizontally through a sidewall rather than vertically like a conventional chimney, which will be possible only on corner properties within the downtown; otherwise, vertical venting will be necessary.

SOLAR PHOTOVOLTAIC/THERMAL PANELS/SKYLIGHTS/WINDMILLS

- Do not take trees down to allow more sunlight to be directed to proposed panels.
- Panels should not be visible from the street.
- Skylights should be installed flush with the roof profile.
- Micro-windmills (vertical axis) should be set back from the cornice line so as to be less visible from the street.

HEAT PUMPS

- Heat pump units should not be visible from street.
- Conduit and supply tubing should not be visible from the street.

Wood burning chimneys

- Retrofit existing chimneys appropriately to accommodate high efficiency EPA wood burning appliances.
- Avoid new chimneys at the front and sides of the exterior of the building.

4.4.11 Signage

The municipality's Sign By-law for Downtown Lindsay articulates sign requirements within the downtown area. The Streetscape and Façade Guidelines for downtown Lindsay also provide signage character recommendations that reflect the downtown's heritage character.

- Signage should be contained within the signboard above the main floor display windows or perpendicular to the facade.
- Light signs directly with light fixtures attached to the building facade.
- Do not use internally-lit plastic signage.
- Lighting of fixed or hanging signage should meet dark sky guidelines to avoid light pollution by being directed downwards.
- Encourage the use of decorative hanging signs projecting from the facade.
- Encourage the use of retractable (not fixed) awnings, incorporating signage.

5. Conservation Guidelines for Building Alterations and Additions

5.1 Introduction

The guidelines that follow contain recommendations for new work/ additions and contemporary repairs/alterations that are not maintenance activities. Repair and maintenance activities that constitute ongoing conservation care are addressed in Section 4.0.

Guidelines for alterations and additions are organized in two groups. "Contributing" properties make the direct contribution to the Heritage Character of the District as a whole. The second group comprises "non-contributing" properties. The guidelines that apply to non-contributing properties are intended to ensure that they do not compromise the heritage character of the District as a whole by adding further inappropriate changes to the building, or to offer suggestions for their integration or ultimate replacement with a more compatible structure.

- The first step is to prepare a strategy for undertaking the proposed work. The five key questions to be asked at each stage of consideration of a proposed alteration to property in the District are as follows:
    - In what ways will the proposed alteration affect the overall character of the streetscape of the District?
    - Is it possible to find ways to shape an alteration to maximize the extent to which it enhances the heritage character of the District?
    - What will be the impact of the proposed alteration on the property's heritage attributes?
    - Is it possible to find ways to shape the proposed alterations to minimize that impact?
    - If the proposed intervention was commonly applied to other properties would the cumulative impact be in keeping with the overall character of the District?

5.2 General Practices for Alterations and Additions

Alterations and Additions to heritage properties require an Application for Alteration process to be conducted through the City, as described in Part D of the Plan, which makes available City Heritage staff resources to ensure the best practices for managing property changes are identified.
Alterations include major changes such as additions, the construction of multiple dwelling units within an existing building, or the replacement of heritage elements that cannot be maintained and repaired using the conservation measures described in Section 4.

5.2.1 General Guidelines for Alterations

- Find out as much as possible about the appearance and style of the building during its various evolutions in order to determine the best options for alteration that respects the property's heritage attributes.
- In the absence of documentary evidence, examine the building itself to determine original design details, materials and layouts.
- Look for properties within the District that are similar in age and style for further evidence of details and materials suitable for use in an alteration.
- If original materials and construction are available, avoid replacing them with contemporary materials and construction methods.
- Original elements such as windows, doors, porches, verandahs and their details should be retained and restored whenever possible.
- Model replacement features and building forms on the originals in style, size, proportions and materials, whenever possible.
- When in doubt, make changes reversible and as inconspicuous as possible.
- Record the alteration and retain samples of original materials that have been replaced.

5.2.2 General Guidelines for Additions

- Additions should be complementary to the main building and clearly secondary in terms of size; they should also be clearly distinguishable in form and detail.
- Additions should be located away from the main street facade, at the rear of the building.

- The height of the addition should be no more than that of the main building and, preferably, lower, in order to clearly distinguish it from the original building, unless set back within a 45 degree angular plane (from the centreline of the street ROW).
- Construction of additions should not entail removal, covering or other adverse impacts on the heritage attributes or other important architectural features of the original building.
- Additions should avoid causing irreversible changes to the original building.
- Where additions are visible from the street they should include a cornice that is carefully aligned with neighbouring buildings and be of similar proportions.
- Rear addition roof ridgeline height should not exceed the existing building roof ridgeline or be within the angular plane described above. Where the existing roof is a mansard roof, the top of parapet will be considered as the ridgeline.

5.3 Specific Guidelines for Alterations to Contributing Buildings

5.3.1 Roofs

- If possible, during the alteration process, record the alteration and retain samples of earlier materials that have been replaced.
- Roof profile visible from the street should remain unaltered.
- Changes to portions of the roof not visible from the street are permitted.
- Replacement roofing material should be compatible with the age and architectural style of the specific property.

5.3.2 Windows

- Make efforts to re-build or recondition existing heritage- contributing windows before replacing them.
- Where existing heritage- contributing windows are too damaged to be reconditioned, new replacement windows should replicate the sash, stile, and muntin pattern of the original.
- "False" divided lights are permitted and should have true muntins at the exterior of the glass.
- Do not alter the location, size, and shape of all existing windows facing, or visible from, the street.

- Avoid creating new openings for windows on facades visible from the street.
- Avoid the use of mirrored glass.
- Avoid replacing hung sash windows with casement or other windows.
- Where a replacement window is used it should be energy efficient (such as Energy Star rated) wherever possible.

5.3.3 Cladding

- Make efforts to replace exterior cladding that has degraded beyond repair with new or reclaimed material to match.
- Existing exterior cladding that is appropriate to the age and architectural style of the property should not be covered over with different cladding.
- Cladding that is part of a new addition should be distinct from the cladding of the existing building.
- Acceptable cladding for a new addition includes: brick masonry; stone masonry; wood clapboard; fibre cement board with paint finish; stucco; wood shingles (where permitted by Building Code).
- Vinyl siding or asphalt shingles are not acceptable claddings for a new addition.

5.3.4 New multiple dwelling units in existing building

- Required secondary means of egress should be integrated at the interior of the building. Where an exterior fire escape is required (and where permitted by Building Code), the fire escape should be located so that it is not visible from the street wherever possible.
- Hydro and gas meters, conduit, cable connections, telephone connections etc. should be located at the side of the building where access permits, or at the rear of the building wherever possible. No service connections or consumption meters should be located facing the street wherever possible, or should be screened within an open-able cabinet if on the street face.
- Parking spaces required by new dwelling units shall be accommodated on the street or in rear parking lots accessed by side driveways or laneways, where such access routes currently exist.

5.3.5 Signage

The municipality's Sign By-law for Downtown Lindsay articulates sign requirements within the downtown area. The Streetscape and Façade Guidelines for downtown Lindsay also provide signage character recommendations that reflect the downtown's heritage character.

5.4 Specific Guidelines for Alterations/Additions to Non-contributing Properties

These properties shall be subject to the foregoing guidelines, with the following exceptions:

- Make efforts to carry out maintenance using materials and methods that do not detract from the heritage attributes of the area.

5.4.1 Windows

- Location, size, and shape of existing windows facing, or visible from, the street can be revised.
- Where visible from the street, new window openings should be designed so that the horizontal and vertical architectural elements are aligned with existing buildings.
- Horizontal slider windows should be avoided.

5.4.2 Cladding

- Existing cladding is permitted to be covered over with different cladding that is more compatible with the heritage character of the adjacent buildings.

6. Guidelines for New Construction/Infill

6.1 General

- New buildings are not required to replicate an existing heritage style but should follow the facade proportions, proportion of window openings to wall area, materials, and design devices (e.g. cornices, string courses dividing storeys) of existing Contributing buildings in the area.
- Attempt to match the setback, footprint, size and massing patterns common on the streetscape in which the property is located, especially in the context of the immediate neighbouring properties.
- Take advantage of unique conditions, such as corner properties, by providing architectural details and features on both street facades or visible upper storeys.

6.2 Massing

- New construction should consider and respect the scale and massing of adjacent buildings, reflecting the base, middle and top of those buildings.
- New construction should generally maintain front wall alignment with adjacent existing buildings' front walls.
- New construction should respect the pattern of façade division by ensuring that the horizontal and vertical architectural elements are aligned with neighbouring buildings.
- New construction should maintain the height of adjacent buildings.

6.3 Roofs

- Flat roofs are permitted in commercial buildings, but gable or mansard roofs are recommended in institutional and residential properties.

6.4 Windows

- Windows should be vertically aligned from floor to floor and horizontally aligned with neighbouring buildings.
- Entries and display windows should be placed at regular intervals consistent with the pattern established on that block.
- A window/wall ratio that has a greater proportion of wall is preferred.
- Large blank expanses of glass are discouraged, but the appearance of divided lights is not required.

- Where 'false' divided lights are proposed, make efforts to use true muntins at the exterior surface of the glass.
- Hung sash, casement, awning, or hopper windows are acceptable.
- Do not use horizontal slider windows.
- Windows may be made of: wood; wood with painted extruded aluminum exterior; fibreglass with painted extruded aluminum exterior; vinyl with painted extruded aluminum exterior; thermally broken extruded aluminum frames with painted exterior finish.
- Avoid using white vinyl windows.
- Do not use mirrored glass.
- Use energy efficient (e.g. Energy Star-rated) windows.

6.5 Cladding

- Acceptable cladding materials include: Brick masonry; stone masonry; fibre cement board with paint finish; stucco; where permitted by Building Code.

6.6 Porches, Verandahs and Balconies

- Avoid using white vinyl windows.
- New balconies are acceptable.
- Open-air or glazed-in porches and verandahs are acceptable.

6.7 Signage

The municipality's Sign By-law for Downtown Lindsay articulates sign requirements within the downtown area. The Streetscape and Façade Guidelines for downtown Lindsay also provide signage character recommendations that reflect the downtown's heritage character.

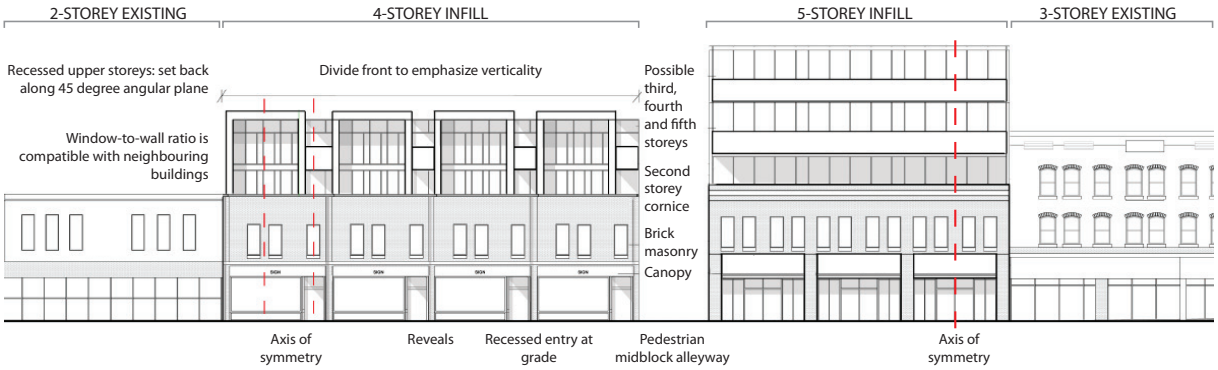
The following images show typical elements of the commercial facades within the HCD and illustrate infill options that are compatible with the District's heritage attributes.

DOWNTOWN LINDSAY - TYPICAL COMMERCIAL FACADES

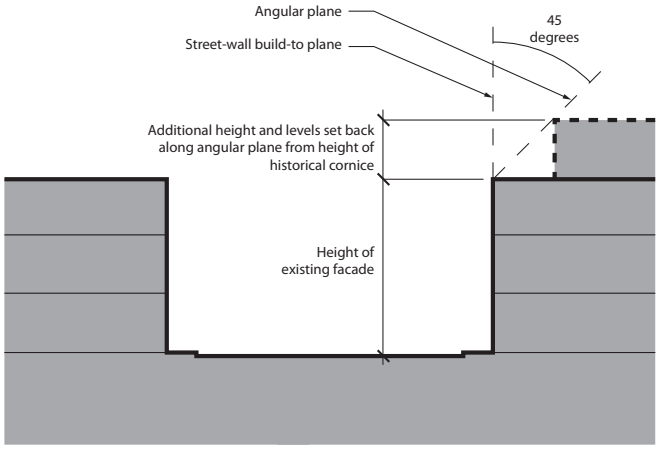
- Restored cornice, height to match adjacent original cornice or historical height
- Restored engraving
- Pilasters divide vertical bays
- Restored decorative ornamentation
- Restored wood frame windows
- Restored ornamental ironwork
- Carved and painted signage (with top lighting, not back lit)
- Retractable or fixed awning
- Restored brick details
- Barrier-free entrance

- Restored eyebrow dormer windows
- Restored wood shingle roof
- Restored soffit and profiled eave framing
- Restored brickwork
- Restored wood hung sash windows with muntins
- Restored ornamental brick band and detailing
- Carved and painted signage (with top lighting, not back lit)
- Restored ornamental capitals and moulding
- Restored storefront glazing with muntins
- Restored wood panel bases
- Recessed entrances
- Pilasters divide vertical bays

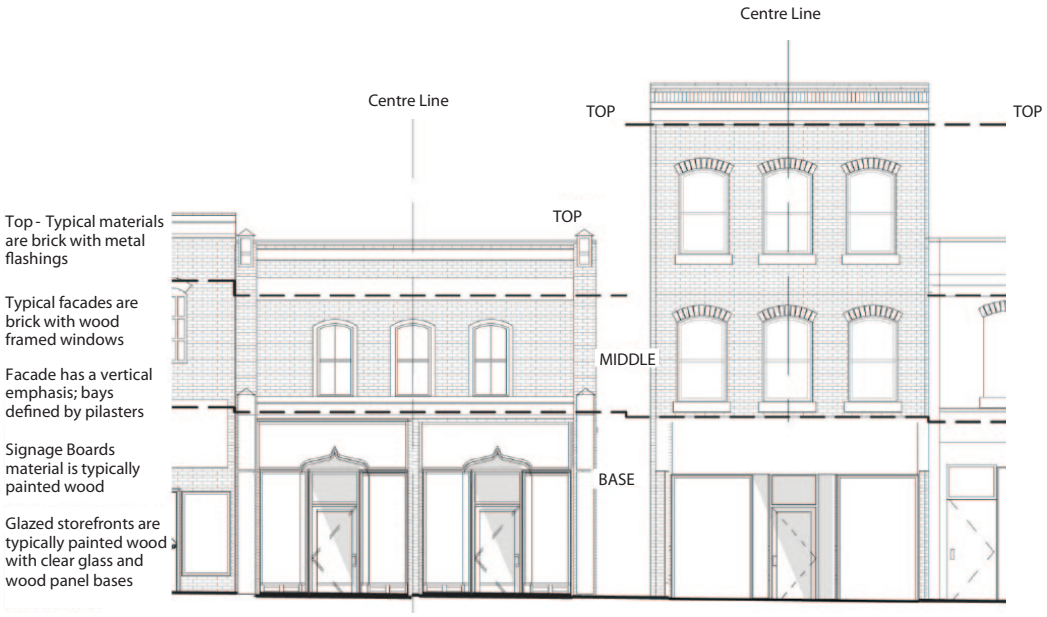
DOWNTOWN LINDSAY - EXAMPLES OF APPROPRIATE INFILL



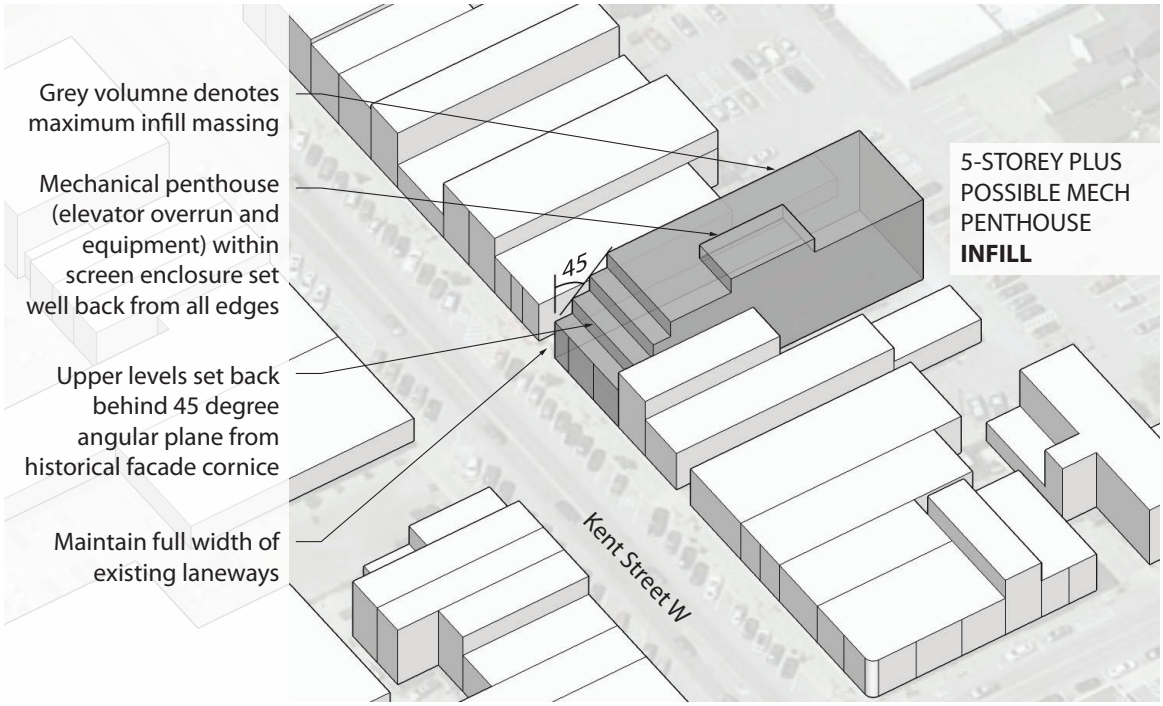
DOWNTOWN LINDSAY - SECTION THROUGH STREET AND APPROPRIATE INFILL



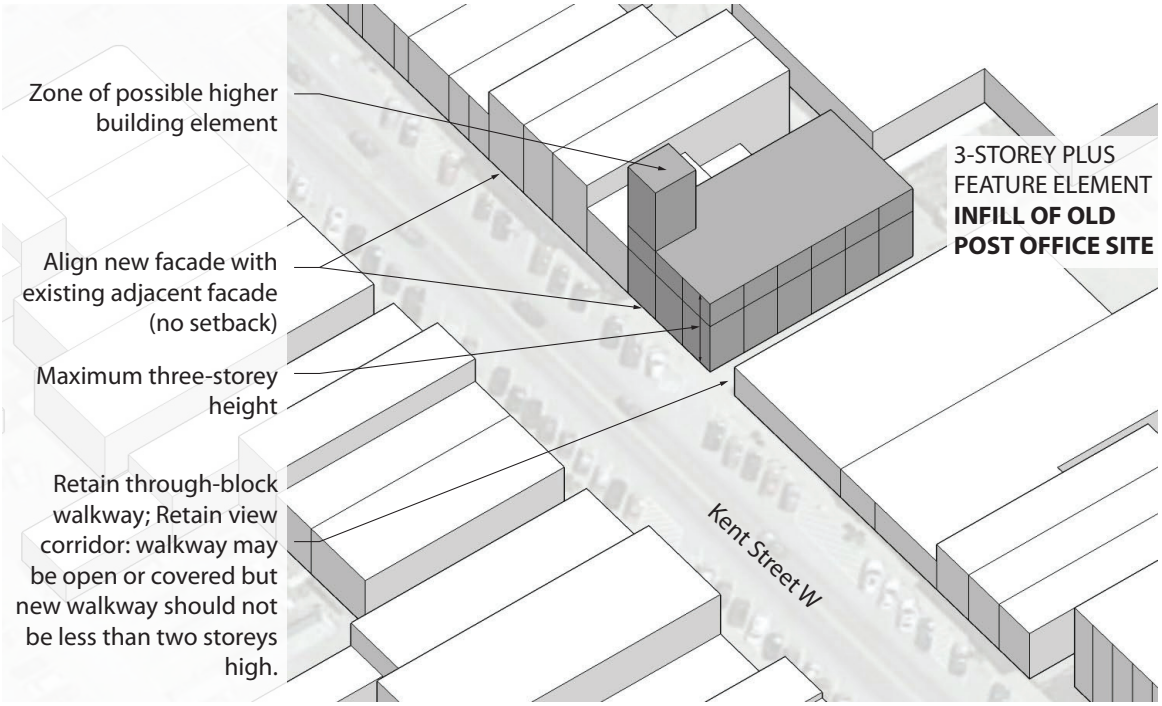
DOWNTOWN LINDSAY - COMPONENTS OF TYPICAL 19TH CENTURY COMMERCIAL BUILDING FACADES



DOWNTOWN LINDSAY - APPROPRIATE MASSING FOR INFILL



DOWNTOWN LINDSAY - APPROPRIATE MASSING FOR INFILL OF OLD POST OFFICE SITE



7. Guidelines for Streetscapes and the Public Realm

7.1 Introduction

The assembly of building frontages, open spaces, streets and laneways collectively make up the character of the District and, in combination, are greater than the sum of their parts. They constitute the "public realm". They create a "sense of place" that is defined in this Plan as the "heritage character" which, in turn, is made up of the essential "heritage attributes". These spaces were not originally designed as a unit, but were the result of many individual design decisions made incrementally, over time. However, there was consensus on some underlying principles that created a generally harmonious relationship between the different elements. It is these principles that form the basis for the following guidelines.

Guidelines in the District Plan, in concert with those in the Streetscape and Façade Design Guidelines for downtown Lindsay, illustrate ways in which civic upkeep and improvements can reinforce these established patterns with sensitive installation of lighting, tree planting and street furniture. And when the streets need to be dug up to repair or install municipal services, the guidelines also provide advice on ways to do so without diminishing the District's heritage values.

In the commercial back yards, the service laneways and parking lots often double as informal pedestrian routes and outdoor amenity space for building tenants. Here the guidelines suggest improvements that would make these spaces more attractive, functional and safer. Outdoor amenity space can be formalized, as can service access. Parking here can often be better arranged to provide more efficient layouts. Links between the rear lanes and the street can be better lit, paved and signed. Overall, the front and rear parts of downtown commercial properties should be seen as a unit, working together as shared public and private space.

In both the public and the private realm, the street and block layout results in views across back and side yards that offer intriguing glimpses of town landmarks, such as church steeples, the fire hall tower and tree canopies. Keeping these views from being obscured by new construction will be important in maintaining the heritage character of the District.

For general guidelines to be applied to urban downtown heritage districts such as Downtown Lindsay, refer to Section 4.1 of the Parks Canada Standards and Guidelines (2nd ed. or as superseded), especially the sub-sections addressing land use, visual relationships, and built features. As applied to Lindsay, the following guidelines cover streetscapes and the public realm:

7.2 Streetscapes

Streetscape and Façade Design Guidelines for downtown Lindsay provide recommendations for Downtown Lindsay that are consistent with the downtown's heritage character. In addition, the following guidelines are provided.

7.2.1 Lanes and pathways

- Treat the rear and side walls of District buildings that are visible from lanes and pathways with similar care to that given the main facade. Encourage pedestrian use of these means of gaining access to downtown buildings and sidewalks.
- Improve the appearance of these access routes with better lighting, paving, and ongoing maintenance. Add display windows or advertising/interpretive images along pathways to make them more attractive.

7.2.2 Public road allowance

- The existing streetscape improvements have been in place for many years and some are showing their age. They should be upgraded over time following the guidelines of the Streetscape and Façade Design Guidelines, as echoed in the guidelines in the District Plan. The design should include, but not be restricted to, such components as parking and loading, plantings, paving, bicycle lanes and storage, street furniture and public art.
- The current placement of utilities infrastructure underground should be continued in order to keep the District viewscapes as uncluttered as possible.

7.2.3 Lighting

- At the time when the existing fixtures are to be replaced, there should be no attempt to have falsely historic street lighting distinctive to the District. The City should use fixtures that are simple and unobtrusive and that incorporate banner arms and electrical outlets. New lighting

should minimize light spill and glare, meeting guidelines for dark sky conditions. As budgets permit, it will be advisable to replace the existing high pressure sodium fixtures with ones that provide a quality of light better suited to pedestrian environments. Metal halide or, if feasible in future, LED luminaires, should be considered for possible installation in the District.

- Special lighting should be considered for key buildings within the District, especially the City Hall. A qualified lighting designer should be retained to prepare a lighting master plan for public buildings in the District.

7.2.4 Street furniture and signage

- Street furnishings such as benches, trash receptacles and bicycle racks are a major component of the District streetscape. When the opportunity arises to implement the recommendations of the Streetscape and Façade Design Guidelines, new furniture should be compatible with the District's heritage character but not falsely historic, and should be co-ordinated with the City's standard selections of such furnishings for downtown installations. Any comprehensive upgrade of street furniture should take place as part of an overall streetscape design.
- Municipal regulatory signage should be kept to a minimum and signs should be grouped on existing poles whenever possible.
- Consideration should be given to having special street signage for streets within the District, in compliance with municipal signage standards. A signage plan for the District should be undertaken to guide any proposed changes to existing street signage.

7.2.5 Plantings

- As described in the Streetscape and Façade Design Guidelines, new trees chosen for planting on public street rights-of-way shall be chosen for their ability to thrive in Lindsay's soil and climatic conditions. They should be non-invasive species. Tree location and canopy type and height should be assessed so as to avoid conflict with below-and-above-grade services. Species selection and tree location shall be made upon recommendations from a landscape architect and/or certified arborist, in consultation with the City staff.
- The historic pattern for street tree planting located trees on the side streets, and none on Kent Street, creating a visual distinction between the main street and the side streets. This pattern should be re-instated in future, as an aspect of the Streetscape and Façade Design Guidelines.

7.2.6 District identity

- Further means of supporting the Districts' distinct character can include special treatments of the streetscape. As shown in the Streetscape and Façade Design Guidelines, these can include, but not be restricted to, decorative banners, contrasting paving at street crosswalks and intersections, interpretive plaques, signage and murals.

PART D:
Implementation Process

8. Heritage Management

8.1 Introduction

Once the District is designated, all owners of property within the District must comply with the requirements of the *Ontario Heritage Act* and the District Plan. After designation of a heritage conservation district, the municipality assumes responsibility for managing change within the District and for overseeing conservation and development activity.

This process need not be onerous for property owners. The District Plan identifies the types of changes in the District the City wants to encourage and provide the means to "fast-track" them, in most cases by exempting such changes from the requirement to apply for a heritage permit. In other words, to the extent permitted by the legislation, the heritage permit process is meant to be pro-active rather than restrictive.

8.2 Heritage Permit Applications

The City's primary management tool is an "Application for Alteration under the *Ontario Heritage Act*" (also known as a "heritage permit") which is required for any action that may affect the heritage attributes/ character defining elements within a Heritage Conservation District (HCD). These heritage attributes/character defining elements can be located on an individual property or in the public realm. Properties designated under Part IV of the *Act* may have additional aspects related to their reasons for designation that may require heritage permits (as in the case of designation of interior elements).

The "Application for Alteration under the *Ontario Heritage Act*" process is administered by the City heritage staff. Requests are processed according to the requirements of the Ontario Heritage Act and in accordance with Town requirements. Information concerning the application process can be obtained from the Economic Development Department.

8.3 Municipal Authority for Requiring an "Application for Alteration under the *Ontario Heritage Act*".

The Council of the Corporation of the City of Kawartha Lakes has the authority under s.42(1) of the Ontario Heritage Act to grant, grant with terms and conditions, or refuse an application for a permit to alter, demolish

or remove, or erect any building or structure within the HCDs. The Act states that:

No owner of property within the HCD shall do any of the following unless the owner obtains a permit from the municipality to do so:

1. *Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.*
2. *Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure.*

Applications for Alteration under the *Ontario Heritage Act* are required whether the owner is a private citizen, public agency, business or the municipality. The Province of Ontario and the Government of Canada, as senior levels of government, are exempt from the requirement but are encouraged to comply with the City's application requirements.

8.3.1 When is an Application Required?

The *Ontario Heritage Act* stipulates that Applications for Alterations under the *Ontario Heritage Act* are required in HCDs only for work on the exteriors of buildings or structures, unless otherwise propertied by another type of designation such as a Heritage Easement or Part IV (individual property) designation.

The following chart illustrates the typical steps that a property owner should take when contemplating any alterations, additions, or other work to their buildings and properties within the Heritage Conservation District. City staff have delegated authority to make decisions relating to specific works.

TABLE 1: HERITAGE PERMIT: CLASSES OF ALTERATIONS

Type of Work		Heritage Permit Required		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Maintenance For the purposes of the Heritage Conservation District Plan, maintenance shall be defined as the routine, cyclical, non-destructive actions necessary to ensure the long-term conservation of a protected heritage resource, and its heritage attributes. Actions undertaken under the scope of maintenance should use the same type of material to maintain the cultural heritage value of a protected heritage resource, in keeping with the design, colour, texture, and other distinctive features that is to be maintained Typical maintenance actions include: ■ periodic inspections; ■ general property cleanup of rubbish and refuse; ■ general gardening; ■ painting; ■ replacement of broken glass in windows with same; ■ replacement of asphalt shingles with same; and/or ■ any work defined as maintenance within Part IV of the *Ontario Heritage Act* designation by-law or easement agreement		No	No	No Heritage Permit Required
Interior Renovation		No	No	No Heritage Permit Required
Outbuilding	Erection of a small outbuilding not requiring a Building Permit and is not visible from the street and/or will not impact the identified heritage attributes of a contributing resource	No	No	No Heritage Permit Required

Type of Work		Heritage Permit Required		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Windows	Window replacement, same material, size, and design	No	No	Approval Authority Delegated to City Staff
	Window replacement, different material, size, or design, where window is visible from the street and/or may impact the identified heritage attributes of a contributing resource	**Yes**	No	
	Window open removal or addition, including skylight, where visible from the street and/or may impact the identified heritage attributes of a contributing resource	**Yes**	No	
	Shutter replacement, same material, size, and design	No	No	
	Shutter replacement, different material, size, or design	**Yes**	No	
	Shutter removal or addition	**Yes**	No	
Doors	Door replacement, same material, size, and design	No	No	Approval Authority Delegated to City Staff
	Door replacement, different material, size, or design where door is visible from the street and/or may impact the identified heritage attributes of a contributing resource	**Yes**	No	
	Addition of storm or screen door	No	No	
	Door opening removal or addition where visible from the street and/or may impact the identified heritage attributes of a contributing resource	**Yes**	No	
Roof	Re-roofing, same material and colour	No	No	Approval Authority Delegated to City Staff
	Re-roofing, different material or colour	**Yes**	No	
	Alteration to roofline	**Yes**	No	
Porch/ Verandah	Porch/verandah replacement, same materials, size, and design	No	No	Approval Authority Delegated to City Staff
	Porch/verandah replacement, different materials, size, and design where visible from the street and/or may impact the identified heritage attributes of a contributing resource	**Yes**	No	
	Porch/verandah removal or addition where visible from the street and/or may impact the identified heritage attributes of a contributing resource	**Yes**	No	

Type of Work		Heritage Permit Required		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Cladding, Soffit & Fascia, and Trim	Soffit and/or fascia replacement, same materials	No	No	Approval Authority Delegated to City Staff
	Soffit and/or fascia replacement, different materials	No	No	
	Replacement of siding/cladding, same material, colour	No	No	
	Removal/installation of cladding/siding, different material, colour where visible from the street and/or may impact the identified heritage attributes of a contributing resource	**Yes**	No	
	Replication of decorative trim, same material, colour	No	No	
	Decorative trim removal or addition, different material, colour	**Yes**	No	
Other Exterior Alterations	New or increased parking areas (especially front yard)	**Yes**	**Yes**	Approval Authority Delegated to City Staff
	Repaving of existing parking area without expansion, same material	No	No	
	Repaving of existing parking area without expansion, different material	No	No	
	Addition or alteration visible from the street and/or may impact the identified heritage attributes of a contributing resource (e.g. solar panel)	**Yes**	No	
	Chimney repointing, same material, design	No	No	
	Chimney replacement, different material, design	**Yes**	No	
	Chimney removal or addition	**Yes**	No	
	Repair to eaves trough, same material, design	No	No	
	Repair to eaves troughs, different material, design	No	No	
	Addition of/change to eaves trough	No	No	

Type of Work		Type of Work		Heritage Permit Approval Authority
		For Contributing Resources	For Non-Contributing Resources	
Major Interventions	Erection of a new building or structure (requiring a Building Permit) on same property, where new building or structure is visible from the street and/or may impact the identified heritage attributes of a contributing resource	**Yes**	**Yes**	Council Approval Required
	Addition or major alteration visible from the street and/or may impact the identified heritage attributes of a contributing resource	**Yes**	**Yes**	
	Demolition of an existing structure (Demolition Permit)	**Yes**	**Yes**	
	Relocation of an existing structure to another location	**Yes**	**Yes**	

8.3.2 What is the Application Approval Process?

All applications for approval must follow the requirements of the *Ontario Heritage Act*. In order to do so, the application for alteration (heritage permit) process is as follows:

Step 1: Applicant meets with City heritage staff to discuss the proposed work and to review the application process

Step 2: Applicant makes application

Step 3: There are four versions of this step, depending upon the type of application (see the accompanying chart).

Heritage staff review the application and:

a) grants the application with no conditions;

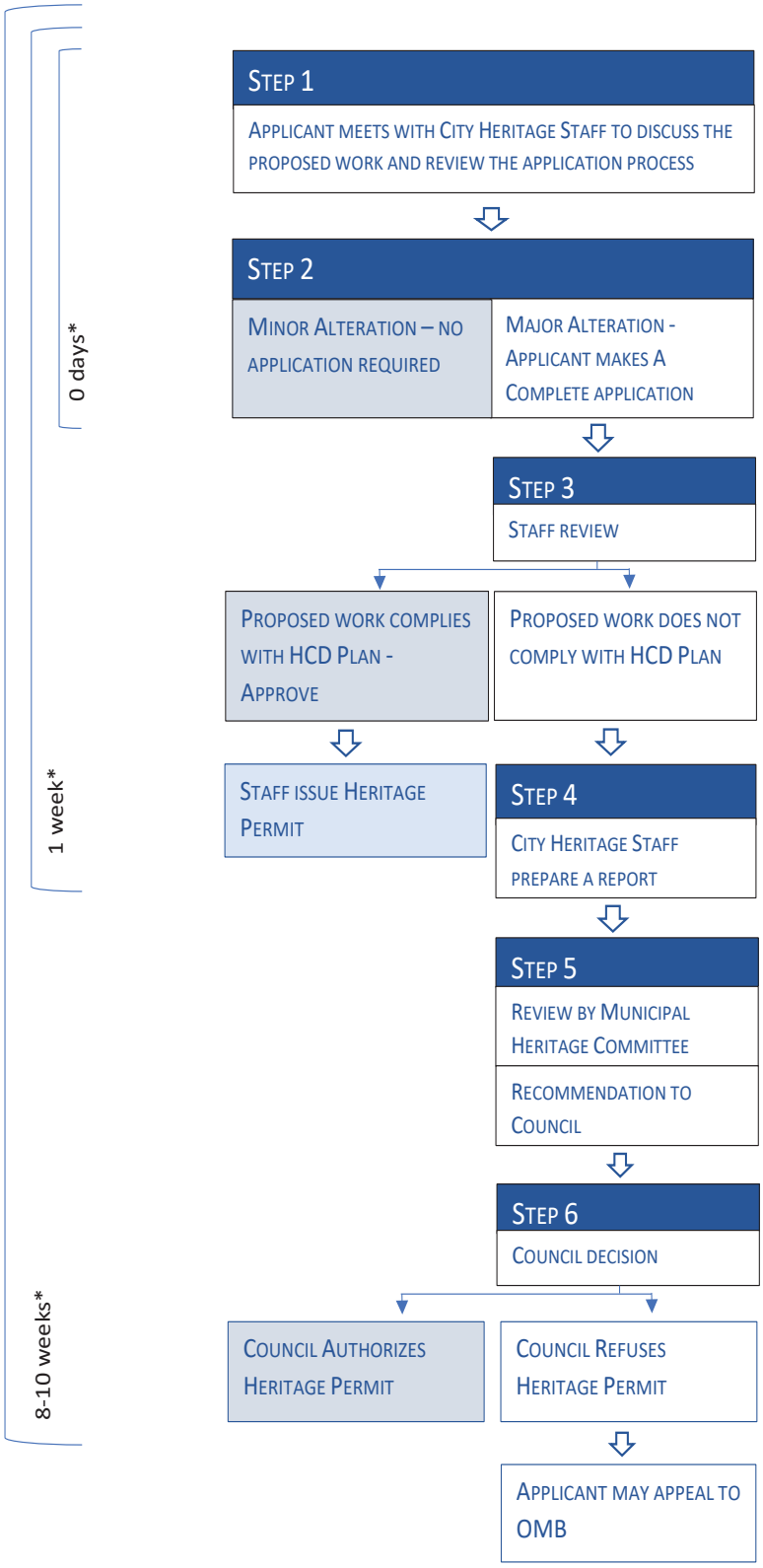
b) grants with conditions;

c) refuses the application; or

d) determines that the application is a major alteration requiring further review by the Municipal Heritage Committee and approval by Council.

In the case of c) or d), Heritage staff submits a report with the application to the Municipal Heritage Committee. The Municipal Heritage Committee reviews the report and application and makes recommendations to Council. Council can then decide to grant, grant with conditions, or refuse the application. The applicant has the right to appeal refusal to the OMB (under Section 44 of the *OHA*).In addition, staff or an applicant has the option to request that any application be forwarded to the Municipal Heritage Committee for their consideration.

Application for Alteration Process



Some examples of terms or conditions that Council may request include:

- If the proposed development could involve significant changes to the character of the District[1], the City may require the proponent to supply a Heritage Impact Assessment and/or Conservation Plan, to be prepared by a qualified heritage consultant[2], analyzing the impact of any proposed work on the heritage attributes of the property, neighbouring properties, and the HCD as a whole. The report contains a fitting conservation strategy and recommends approval of the permit application as submitted, provides alternatives, or recommends refusal. Requirements for the scope and format of Heritage Impact Assessments are to be determined in consultation with City heritage staff.
- Documentation of the property prior to the work being proposed in the application. This typically involves historical research, photography of current conditions, measured drawings and may also include requirements for salvage of identified components. Copies of the documents are typically submitted to the municipality for their records.
- Archaeological assessments[3].
- A heritage conservation easement agreement under the Act, to be registered on title, or similar covenant, requiring standards of maintenance or conservation work in return for permitted financial or planning incentives.
- Commemoration of the property, for example through installation on the property of an interpretive plaque.

A complete application for a heritage permit must be consistent with the requirements of the *Ontario Heritage Act* and the City of Kawartha Lakes. Once a complete application has been submitted, the *Act* requires the municipality to either grant or refuse the permit within a period of 90 calendar days. Approval will be granted as long as:

- There are no material changes to plans, specifications, documents or other information that forms the basis for issuing the permit, and;

[1] Note that this requirement also applies to properties that are adjacent to the District. In this context, "adjacent" is defined according to the meaning described in this HCD Plan.

[2] Such a person is to be a member of the Canadian Association of Heritage Professionals (CAHP) and have experience in Heritage Conservation Districts.

[3] A Stage 1 archaeological assessment for the entire Downtown Lindsay should be considered by the City to help implement the Plan's policies and guidelines. Stage 2, 3 or 4 archaeological assessments may be required by the City for proposed works in areas identified in the Stage 1 assessment as having high archaeological potential.

- The work is carried out in accordance with the plans, specifications, documents or other information.

For projects requiring a building permit, the applicant must apply for a building permit as well as a heritage permit: the two review processes will proceed simultaneously. For projects requiring Site Plan Approval, or an amendment to the Zoning By-law or Official Plan, separate applications for these actions must also be made, for review by relevant municipal staff.

For major alterations, the City should require securities to ensure that the proposed work is carried out according to the requirements and conditions of the application for alteration. For municipal works, the City should ensure that contractors have sufficient insurance to cover any damage. The City should consider establishing a committee comprised of the City planning and heritage staff, the Chief Building Official and representatives of the relevant City Departments, to monitor the execution of the application of alteration.

8.3.3 What Should Applicants do to Prepare for an Application?

To make the process as smooth as possible for all concerned, applicants should do some background research. Suggested actions include the following:

- Become familiar with the HCD Plan objectives, policies and guidelines;
- Review the property description in the inventory and evaluation attached to this Plan, noting the building features and heritage attributes outlined in this Plan;
- Become familiar with standard principles and practices for heritage conservation work, as found in the Ontario Heritage Tool Kit and the federal Standards and Guidelines for the Conservation of Historic Places in Canada (2nd ed or as superseded).
- Collect any available documentary research on the history of the property;
- Think of the ways in which the subject property fits within the streetscape and how the proposed work can be integrated; and
- Arrange a meeting with heritage planning staff to preview the application prior to submission.

APPENDICES

A. Monitoring the Plan's Effectiveness

With a number of properties and a predominantly mixed-use character, the District will have a number of changes over time. Since this District will be one of the first to be designated within the City of Kawartha Lakes, it is important for the City, as well as for local property owners and tenants, to see the ways in which change has been managed following designation, and to rectify any problems with the conservation and regulatory processes. Therefore, it is recommended that a monitoring program be put in place subsequent to the passage of the designating by-law, containing:

- Tracking of building permit applications applied for and granted, by type, completeness and location;
- Tracking of applications for Site Plan Control, or amendments to the Zoning By-law or Official Plan applied for and granted, by type, completeness and location;
- Recording number of applications for all types of permits delegated to staff for review, and those reviewed by Heritage Victoria;
- Average time required to review and process heritage permit applications; and
- Comments received from the public, City staff and Council regarding conservation and regulation within the District.

City heritage staff will be responsible for monitoring the implementation process. It is suggested that the monitoring process be undertaken on an annual basis.

In the longer term, consideration should be given to reviewing the HCD Plan policies and guidelines only as necessary to reflect any changes in municipal or Provincial heritage policy, or in response to changes in procedures or functions within the City of Kawartha Lakes.

B. Risk Management Strategies

Although there is little likelihood of a major fire or natural disaster causing extensive damage to a large number of properties within the district, it is prudent for the municipality to have disaster management plans available should those events occur. At a smaller scale, loss of individual properties requires redevelopment that respects the district's heritage character. Using the policies and guidelines of the District Plan, the rebuilding process can be assured of doing so.

The process for preparing for, and dealing with, both natural and human-made disasters has been addressed at an international level. The International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM) published a document that provides a framework for producing a local emergency response process. Even though directed at World Heritage Sites, the 1998 publication entitled "Risk Preparedness: A Management Manual for World Cultural Heritage" has principles and practices that are applicable to municipalities. General guidelines applicable to Old Sydenham are found below and include those for advance planning, for responses during an emergency, and for the recovery period afterwards.

Guidelines for advance planning include the following:

Documentation of existing heritage resources

- Identification of cultural resources within the HCDs that would require special care in an emergency (e.g. architectural details, cultural landscape elements);
- Evaluation of cultural resources to determine heritage attributes (if not already undertaken);
- As-found documentation of cultural resources (buildings, landscapes, archaeological sites) sufficient to allow reconstruction or replacement;
- For built heritage resources, ongoing provision of information to technical professionals (e.g. architects, engineers, skilled trades) in traditional techniques of construction useful in reconstruction or replacement; and
- In the case of built heritage resources and cultural landscapes damaged in a disaster, documentation of the response (e.g. repair/ reconstruction/replacement) and recording of lessons learned.

Risk Analysis

- Determination of the types of threats most likely to affect the cultural heritage resources within the HCDs (hazards), the degree of threat (vulnerability) and the resulting level of risk (hazard vulnerability);
- Identification of the portions of properties that would be most vulnerable to damage, and making recommendations for reducing potential damage;
- Assessment of municipal services, including public and private building substructures, that could be vulnerable, and making recommendations for their protection;
- Identification of the most common emergencies that could be expected on properties within the HCDs, and mapping of areas having the most risk; and
- Acquisition of insurance to cover risk (public and private property), to cover all hazards to address liability for emergency response activities and post-emergency reconstruction work.

Emergency Response Plans

- Compilation of a list of qualified emergency response specialists, available for various aspects of response, including salvage/ conservation rescue (e.g. heritage architects and landscape architects, skilled trades people, project managers, materials suppliers) and keeping the list current.

Mitigation in Advance of Disasters

- Retrofitting of vulnerable built heritage resources (and, where possible, cultural landscapes) to add strength/cover to resist stresses (e.g. structural reinforcement, flood-proofing);
- Provision of storage space and conservation measures for moveable heritage resources in the event of an emergency (e.g. archival storage); and
- Provision of information on mitigation techniques and measures.

Financial Measures

- Provision, in the municipal budget and budgets of private property owners, of emergency funds for immediate response and for long-term repair and restoration of cultural heritage resources.

The report includes guidelines for responses that will be needed during an emergency. These include:

- Creation of an emergency response team of conservation professionals whose job it is to assess and document the impacts of the disaster and to recommend/provide:
    - Short-term measures for stabilization security and safety;
    - Priorities for long-term repair and restoration;
    - Assessments of instances of imminent loss and loss; and
    - Identification of needs for further survey.

The report ends with guidelines for responses that would be suitable in the period following the disaster. These include:

- Rebuilding and reconstruction activities:
    - Understanding and application of appropriate conservation principles standards (i.e. the Parks Canada "Standards and Guidelines for the Conservation of Historic Places in Canada 2nd ed." and the policies and guidelines of the subject District Plan);
    - Implementation of the heritage permit application process found in the District Plan;
    - Ongoing information programs for those undertaking repair and restoration activity, based on the guidelines of the District Plan;
    - Identifying and confirming suitable suppliers of materials and skills, using the list compiled in the emergency response plan;
    - Identifying components of damaged properties that continue to be safe to use, based on the report of the emergency response team, and including inspection of municipal serving infrastructure; and
    - Post-disaster monitoring of the effectiveness of the response measures, and recommendations for improvements to existing emergency response guidelines.

C. Incentive Programs

Incentives of various kinds can be effective ways of encouraging owners to maintain and enhance heritage properties. At present, however, there are no programs at either the federal or Provincial level that offer financial assistance to property owners for conservation work on heritage properties. That said, the City will continue to monitor both levels of government for any such programs and will apply for funding to support heritage conservation. There have been different types of incentives available in the past, from both the Provincial and federal governments, and these have included grants, loans and preferential tax treatment. Another common form of incentive that is popular with many property owners is a faster approval process made possible by clear definition of requirements, support by qualified public service staff, and exceptions from certain building regulations. Some of the most effective incentive programs in Ontario have included:

- A clear and efficient review process for heritage permit applications, to save time and money
- Property Tax Relief Program for improvements to heritage properties
- Façade grants
- Full use of the provisions in the Ontario Building Code that allow exceptions for heritage properties

D. Consultation Process

Meetings were held on October 25th, 2016 with the Lindsay Advisory Committee and Heritage Victoria in which City staff and the consultants introduced the Heritage Conservation District Plan process and answered questions regarding the contents of such Plans and the steps involved in preparing the Plans for approval by the City.

Downtown Lindsay HCD Plan: November 8 workshop notes

This is a summary of the comments made at the workshop held at the Academy Theatre on November 8, 2016 from 6-9 in the evening. Comments are categorized by responses to the questions posed to participants.

DOWNTOWN LINDSAY 15 YEARS HENCE (NEWSPAPER HEADLINE)

Many comments were made about increased tourism and apartment living, as well as improved shopping and cultural activities.

- Beautiful downtown Lindsay: Ontario's Heritage Treasure!
  - You can't just drive through; you want to stop
- New heritage waterfront is connected to downtown experience
- A great stop for food and beverage
- Lots of great boutique shopping
- Always great shows and entertainment when you are looking for something to do
- Magical Christmas lighting and street decorations
- Live, work and play in the downtown (with apartments and live/work space)
- New industry coming to the City of Kawartha Lakes
- Vibrant arts culture is alive
- More young people are living in the City of Kawartha Lakes
- Tourism increase seen in 2031
- Lindsay storefronts win award for heritage preservation
- Real estate market hits all-time high
- Upcoming tour of downtown churches
- Lindsay to host international heritage conservation conference
- Why so many visitors come to Lindsay
- Lindsay leads way for downtown restorations in Ontario communities

- Academy Theatre turns 140
- The newest living room in Ontario
- Downtown Lindsay fully revitalized
- Downtown Lindsay sets standard for apartment living in historic buildings

DISTRICT BOUNDARY

In general, those who responded wanted an expanded District, including the properties on the NE edge of the current boundary as well as the church properties just north and south of the current boundary.

- Include the first block of Kent Street East with the old mill property and the canal bank (some included the north bank and former industrial properties, and one extended the HCD further north up the canal north of York Street North)
- Add all of the properties on the east side of Lindsay Street between the canal and Russell Street (one included all of the properties on the block bounded by Lindsay, Kent E., Mill and Ridout)
- Add in the church properties at Cambridge and Peel and Russell (Anglican Church) [Note: based on subsequent meetings and discussions with Heritage Victoria, it has been agreed that the HCD boundary will remain as recommended in the draft Plan]

DEFINITION OF MAINTENANCE

Most defined maintenance as normal upkeep, with permits/approvals required for major exterior changes to buildings.

- Maintenance should include landscaping, repainting (within approved colour palette), replacing damaged brick to match original, repairing roofing, interior work,
- Works requiring staff approval should include façade changes (brick colour, paint schemes outside approved palette or on unpainted brick surfaces, plumbing and electrical upgrades (exterior?), signage and lighting changes
- Works requiring Council approval should include major rebuilding, additions, new cladding, alterations to window and door openings, all signage, demolition of heritage buildings

WHAT WILL THE DOWNTOWN LOOK LIKE IN 15 YEARS?

The comments ranged widely, but common elements were a focus on conserving and enhancing the heritage character and on improving the public realm.

- Central tree-lined boulevard down Kent Street
- Cobblestoned alleyways with awnings and shops
- Period style streetlamps
- Revitalized waterfront that has enhanced connections to the downtown
- More handicapped-accessible area
- Scooter laws
- More pedestrian-friendly elements (i.e. fountains, benches, trees/ landscaping)
- Horse facilities (water troughs, horse parking)
- Good mix of businesses (e.g. service industries on second storey)
- Downtown character maintained
- Return to past/2 and 3 storey Victorian architecture
- Pedestrian friendly
- More trees
- Heritage colour palette for buildings
- Communication with all business owners (registry)
- Bicycle stations in alleyways
- Parking (structure?) on surface lots (?) that blends in with maximum 2-3 storey setting
- Special signage explaining heritage/history of buildings

WHAT MUST HAPPEN?

In general, respondents wanted to keep and enhance the existing character, with some municipal assistance (streetscape upgrades, financial incentives) and some work by private property owners.

- Incentives (grants, loans)
- Keep wide street (Kent)
- No new signage that is out of character with the downtown
- Introduce good lighting and good walkways on alleyways
- Add free Wi-Fi downtown
- Keep original architecture

- Maintain original buildings better
- Keep main building features for pre-1950 properties
- Bring Trent-Severn Waterway into better focus within the downtown
- Special signage that suits the heritage character (public and private)
- No parking meters
- Enhance green spaces
- Make better use of waterfront parkland
- Discourage incompatible signage (e.g. backlit)
- Purchase ValueMart property for public parkette (fountain, gazebo)
- Keep ornate brickwork
- Wide street boulevards
- Uninterrupted views of church steeples
- (no) aluminum siding
- Make architectural advice available
- Free parking
- Planters and decoration
- Clean up/revitalize backs of buildings
- Emphasize/celebrate alleyways
- Build multi-level parking lots in back lots that blend into the streetscape

WHAT SHOULD HAPPEN?

Comments ranged from specific suggestions for improvements to the public realm to more general recommendations for architectural improvements.

- Low rise buildings (3-4 storeys)
- Revisit building windows and doors
- Dedicated bike lane
- More pedestrian-friendly wide street
- Replace windows with more energy-efficient versions of original/ existing
- More public art
- Bring back the post office (to the main street)
- Expose original brick surfaces
- Keep original character

- More outdoor bistros
- More lighting on secondary/side streets
- Restore original colours or use approved colours for the building type
- New architecture
- Widen William Street sidewalk
- Have a healthy business mix (services, restaurants, shopping): refer to Business Inventory Mix from the Lindsay Downtown Revitalization Advisory Committee)
- Remove 1970s banks and rebuild original buildings
- No cars on Kent Street

CB

The following notes can be ready as supplementary to Carl's compilation of the responses, primarily focused on the definition of maintenance (vs. permit vs. council approval) workshop exercise where I joined most of the groups:

- Questions were raised about how regulations will apply to contributing vs. non-contributing buildings? Understandable that maintenance regulations could be relaxed for non-contributing.
- Suggestion that scope of maintenance work to factor into regulatory importance alongside type of maintenance work: suggested that the affected percentage of facade area would distinguish whether brick work was maintenance or major rebuilding requiring a permit or council approval.
- Concerns were raised about available city resources for permits and enforcement: hoped HCD could avoid creating delays or overly bureaucratic system that would discourage needed repairs
- Interested in resources (historical photographs, documentation) for determining historical ideal for restoration project: how can an owner find an original photo or drawing to help design features? Will this be incorporated into the HCD process or does each individual owner and maintenance project require further research later on?
- Strong support for backlit signs to be illegal
- One participant identified Port Perry as an encouraging and impressive precedent for Lindsay's HCD.

AA

Downtown Lindsay HCD meetings on November 25

MEETING #1: CHIEF BUILDING OFFICER

The following is a summary of comments made at a meeting with Susanne Murchison, the Chief Building Official for the City of Kawartha Lakes, held at the Lindsay Service Centre (Old Town Hall) on November 25th, from 3-4 pm. Comments are categorized by the general topics covered and general order of discussion.

IN ATTENDANCE:

- Susanne Murchison – Chief Building Official, City of Kawartha Lakes
- Debra Soule - Arts, Culture and Heritage Co-ordinator, City of Kawartha Lakes
- Carl Bray – Bray Heritage
- Marc Letourneau – Letourneau Heritage Consulting Inc.
- Andrew Ashbury – Baird Sampson Neuert Architects

HCD OVERVIEW AND LINDSAY PRIORITIES:

- HCD Plan can highlight ways for the CBO and Fire Marshal to use code opportunities and interpretations that suit historical buildings: creative solutions, policies and guidelines drawing from other HCD precedents and unique Lindsay downtown
- Primarily unoccupied 3rd floor apartments are major economic opportunity currently facing code limitations: require interior 2nd exit that would cut into ground floor retail area
- Accessibility opportunities and requirements: ramp access from street would cut into retail ground floor
- AODA active as voluntary precedent but not currently legislated
- Precedent in Kingston for renovation: removal of 3rd floor to create double story upper level residential above retail
- Current thresholds for requirement to add barrier free access (elevator): gutting a unit, or changing use (occupancy, i.e. Conversion from residential to office space)
- 15-17 William St N: precedent for three-story office conversion
- Alternative solutions: $1000 application to prove sufficiency of compliance
- Fire Marshal and Chief Building Officer typically perform site visits together in preparation for handoff from construction to existing building occupancy

- Alternative structure: heavy timber, coated steel: approvable if can show evidence: cut sheets, design, etc.
- Precedents for inadequate structure amidst renovations: front facade fell off of local Kent St property last year
- No applicable special typologies or conversions that would reduce code requirements (student residences, condo vs. rental)
- Rehabilitation/restoration priorities such as moisture penetration
- York Tavern has pending facade repair proposal

HCD IMPLEMENTATION:

- HCD Plan gets adopted by City as enforceable: can include specific language that may be helpful for conservation
- Policy language could encourage conversion and renovation of upper floors
- Fees, financial implications: CBO can't waive fees since contrary to building code act: must remain revenue neutral
- Current policy strategy would ensure Heritage Permit required whenever Building Permit required
- Consultant team welcomes further policy and incentive recommendations: ongoing opportunities for editing and review
- CBO can build HCD district boundary into municipal GIS software/ system: HCD property automatically flagged by any applicable municipal processes
- CBO processes 1500 permits/year and HCD will be surge in heritage permits: would add specific heritage role for city official
- Training would be required for city staff: training funding available already, could also be allocated by HCD plan

FIRE CODE:

- Awnings: can be non-combustible depending on size or configuration
- Exits via easements between properties can be problematic for enforcement: local fire spread example via propped open doors

NEXT STEPS:

- Helpful for HCD plan to provide successful examples of conversions and code strategies [Note; these discussions are ongoing with City staff and BIA members]:

- Loft apartments
- Exiting and elevator schematics
- Ramp access from sidewalk:
- Stop-gap ramp vs. permanent construction
- Response to 171-183 Kent St W redevelopment proposal required prior to meeting Thursday, December 1st, 4pm

Meeting #2: Downtown Lindsay HCD Steering Committee

The following is a summary of comments made at a meeting of the Downtown Lindsay HCD Steering Committee, held at the Lindsay Service Centre (Old Town Hall) on November 25th, from 5-6:30pm. Comments are categorized by the general topics covered and general order of discussion.

IN ATTENDANCE:

- Jim Garbutt
- Anthony Polito
- Norm Price
- Carlie Arbour, Economic Development Officer - Community
- Debra Soule - Arts, Culture and Heritage Co-ordinator, City of Kawartha Lakes
- Carl Bray – Bray Heritage
- Marc Letourneau – Letourneau Heritage Consulting Inc.
- Andrew Ashbury – Baird Sampson Neuert Architects

HCD OVERVIEW AND LINDSAY PRIORITIES:

- Penultimate meeting prior to final draft
- Reviewed November 8 meeting and feedback
- Streetscape guidelines already adopted by council need reinforcement for focus on heritage, incentive programs and infill guidelinesRequested examples:
- Goderich example: rebuilt respectful of setting, higher rent post-rehabilitation
- Port Perry example: bring back/respect original design intent and elements
- Coburg: mixed-use bank building restoration
- Unionville: outdoor room, generously furnished and planted
- Lindsay: Kent St:
- corner banks: non-contributing
- site of former post office could be future signature infill, civic statement
- Struggle to maintain, rent out and renovate upper floors:
- Common to drop ceilings to reduce heating costs... sometimes obstructing window opening

- Alteration or replacement of windows
- Flashing and cornice water penetration problems
- Permeability of blocks: laneways previously connected back to dense warren of stables, activity
- Upcoming launch of Legends & Lore: historical walking tour of downtown Lindsay
- Many good examples of conservation in Lindsay:
- Restored brick work, cornices
- Awnings, relief signage
- Deep entrance niches
- New windows with false muntins adhered to exterior of glazing: maintain fine scale texture
- Unfavourable examples:
- Overcladding
- Set backs from otherwise consistent streetwall
- Backlit signage
- Demolished historical buildings
- Goal of enhancing the streetscape study but now with legislative enforceable mandate
- Guidelines on appropriate redevelopment and new infill
- Guidance on historical ideal to restore
- Current cascade of local interest in restoration

HCD BOUNDARY:

- Consultant team encouraged to examine possibility of expanding the boundary to include remainder of east side of Lindsay Street: extend easternmost edge of HCD Study boundary to continue north across Kent St E to canal edge and south across Ridout St to Russell Street
- Advantages of extending:
- important for heritage elements on east side of Lindsay Street, such as Kent Hotel (1870-80s) south of Ridout Street, also a former temporary bank after the fire (first drive-through bank teller?)
- double-siding Lindsay Street offers better protection for other side, for streetscape
- natural straight view laneway boundary line behind Lindsay St properties

DISADVANTAGES OF EXTENDING:

- must ensure district has cohesive character and larger district could be more complex, must be justified purely as heritage district decision
- smaller is easier to defend whereas larger is more vulnerable to appeal if seen to be trying to frustrate development
- Federal/Provincial presence: limited/no municipal jurisdiction over canal and regional bridge
- More complex boundary cutting through blocks rather than following streets: need to review property parcels

ALTERNATIVE OPTIONS:

  - Still protected by being "adjacent" to HCD
  - Other planning tools could be used instead: could be identified as "heritage character district" in Official Plan and require Heritage Impact Assessment, as per Heritage Conservation District properties: HCD plan could recommend a broader cultural heritage study

- Comparing east side of Lindsay vs. current buildings on southwest quadrant of Queen's Square: though not currently contributing buildings, important as site of former machineworks and intend to capture future development
- Consultant team will review historical research and review extended boundary, east side of Lindsay Street would need to have historical inventory

HCD IMPLEMENTATION:

- HCD Plan and HCD Boundary can be implemented as separate by-laws for easier amendments
- Noted that part 4 individual building designations are stronger for conservation than broader brush of part 5 districts:
- full part 4 by-law must be repealed to demolish
- part 5 HCD can recommend also designating certain buildings under part 4
- Maintenance vs. staff approval vs. council approval: intend to require Heritage Permit for same level of changes that require building permits
- Meeting with Chief Building Official: keen for tools to enforce, also precedents from other cities
- Staff process and capacity:

- Flagged the need for separate monthly meetings for staff approvals including heritage permits: staff from various departments can address heritage properties more efficiently, recognize need for strong recommendation for these meetings
- Kingston as staff "SWAT" meeting successful precedent, especially as way to get Utilities Kingston involved
- New Policies: capacity building/tools of policy frameworks to include heritage conservation triggers, mirrors: Official Plan, zoning, secondary plans, demolition control bylaw, property standards bylaw...
- Policies:
- public realm development,
- adjacency,
- street trees are heritage attribute,
- greenspace such as pop-up parks,
- public art,
- commemoration and interpretation,
- new infill form, scale, massing and materials,
- adaptive reuse: recognize low occupancy of upper levels: major interest in examples of renovation and code strategies
- Possibility of design guidance program: local team or architect advisor on as-need basis

ISSUES TO BE ADDRESSED:

- Incentives: loans, grants, permit fees, tax holidays
- Clear process
- Promote new residences downtown
- Promote mix of businesses: gap analysis
- Scooter laws on sidewalks
- Connection to waterfront
- Integration of green technology: wind, PV, green roofs
- Parking: province says downtown needs 300 more spots therefore likely a multilevel parkade

AA

Advisory Committee Meeting, April 12, 2017

ATTENDEES:
Jim Garbutt, Darlene Alaire, Mark Ridout, Bill Bateman, Rebecca Mustard, Debra Soule, Carl Bray

The following is a summary of comments made at the Downtown Lindsay Advisory Committee Meeting held at 1:00 in the City offices.

- In the Official Plan Amendment to permit creation of HCDs, the requirement for a Heritage Impact Assessment has been amended to apply only to Listed or Part IV designated properties, as well as those within a Part V HCD. Archaeology was also mentioned.
- The current zoning downtown allows an apartment building of up to 18m. Amend the Plan text to emphasize HCD policies trumping zoning to the extent of a conflict, recommend changes to the zoning to reflect the 2-3 storey (and up to 5) recommended in the Plan, amend the Plan guidelines in section 6, new construction, accordingly
- Concerns about the impact of new development on views can be handled through a site plan agreement
- Concerns about adjacency can be handled with the definition in the new OPA
- Add text on the expected roles of the municipal heritage committee and staff, note efficiencies (i.e. not more red tape) and avoid overloading staff
- Note the important distinction between contributing and non-contributing properties and emphasize the opportunities in the latter for construction of new contributing structures, also note the different heritage permits requirements (flow chart)
- Consider preparing a summary version of the HCD Plan as a Council briefing note and a handout for the public

Heritage Victoria Meeting, April 12, 2017

ATTENDEES:
Brian Brethour, Bill Bateman, Rob Macklem, Shelly Peeken, Jim Garbutt, Debra Soule, Carl Bray

The following is a summary of comments made at the Heritage Victoria (Municipal Heritage Committee) meeting held at 2:00 in the City offices.

- Include guidelines for replacement structures (for non-contributing properties)
- Delete reference to Niagara-on-the-Lake in the commentary on other HCDs
- Reword section 2.5.3 to note predominant mixed-use character of ground floor commercial with residential above
- Section 3.4 revise definitions of contributing/non-contributing properties
- Typo section 3.5 “groups” and delete reference to “turrets”
- Section 4.1 add link for architectural styles
- Add the heritage permit flow chart after section 8.3.2 text
- Add survey form date to Appendix E
- Typo in section 1.2 replace North Dumfries with COKL
- Appendix F: add meeting dates for personal meetings
- Next steps: enabling OPA to go to Council in early May and to Council again in early July after the appeal period
- Any further Heritage Victoria comments to be submitted to Debra by May 4th, all public comments due by May 15th.

Downtown Lindsay HCD Public Meeting/BIA Meeting, April 13, 2017

ATTENDEES:
Kathy Traill, Wim Beeuhuis, Jim Garbutt, Bill Bateman, Gord James, Pat Dunn, Isaac Bredner, Bill Coe, Janet Brock, Steve Podolsky, Melissa McFarland, Nick Dedes, John Gennaw, Sandra Falconer, Debra Soule, Carl Bray

The following is a summary of comments made at the breakfast meeting held at the Olympia Restaurant on Kent Street at 8:30 a.m.

- Concerns about an extra layer of bureaucracy can be addressed through the reduction in subjectivity in reviewing development applications within the HCD, with most work delegated to staff rather than to the Municipal Advisory Committee, clarity as to what is required (policy) and what is advisory (guidelines)
- Concerns about cost to the municipality can be addressed through the increase in tax revenue from property improvements, offsetting any municipal grant or tax holiday programs (e.g. via a Community Improvement Program); a good long-term investment by the municipality in the downtown
- Concerns about the potential role of the BIA can be addressed by having ongoing discussion within the BIA of ways to improve the downtown within the HCD and by ensuring a fair and transparent development review and approval process (aided by the HCD Plan)
- Concerns about the zoning height limit can be addressed by the HCD Plan trumping existing zoning to the extent of the conflict and by amendments to the Zoning By-law to bring it into conformity with the HCD Plan
- Questions about potential incentives for property owners to conserve and improve their properties within the HCD:
    - Reduced zoning requirements (e.g. parking, amenity space, setbacks)
    - Waived development fees
    - CIP grants and loans, and tax holidays
    - Potential for a federal tax credit for designated properties (in process)
    - Forming working groups on specific topics, with the Chief Building Official, Fire Chief, architects, contractors, for ways to convert upper floors to residential/office use, for access to low-interest loans (e.g. from Community Development Corporation)

Meeting with Councillor Pat O'Reilly, April 13, 2017

Councillor O'Reilly had been unable to attend the public meeting and asked for a briefing. Debra Soule and Carl Bray summarized the comments from the public meeting and from the meetings the previous day. Councillor O'Reilly appeared to be pleased by the show of support for District designation and asked to be kept informed as the Plan moves to the final report and presentation to Council.

ON-LINE SURVEY

An on-line survey of comments on District designation was sent to all property owners in the study area. There were 4 responses. There was agreement on the recommended District boundary. Several comments supported enhancements to the downtown to increase visitation and use by local residents. Façade repairs and reuse of vacant storefronts and upper storeys were two issues that were mentioned several times.

The Corporation of the City of Kawartha Lakes

By-Law 2017-___

A By-law to Repeal By-law 2015-052, being A By-law to Appoint a Municipal Law Enforcement Officer for the City of Kawartha Lakes

Recitals

1. Council adopted By-law 2015-052 on March 24, 2015 to appoint a Municipal Law Enforcement Officer.

2. Council deems it appropriate to repeal By-law 2015-052 due to changes in staffing.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-__.

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;

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

Section 2.00: Repeals

2.01 **Repeal:** By-law 2015-052 is repealed.

Section 3.00: Administration and Effective Date

3.01 **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 24th day of October, 2017.

_____	_____
Andy Letham, Mayor	Ron Taylor, Acting City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2017-___

A By-law to Repeal By-law 2015-053, being A By-law to Appoint a Weed Inspector for the City of Kawartha Lakes

Recitals

1. Council adopted By-law 2015-053 on March 24, 2015 to appoint a Weed Inspector.

2. Council deems it appropriate to repeal By-law 2015-053 due to changes in staffing.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-___.

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2.01 **Repeal:** By-law 2015-053 is repealed.

Section 3.00: Administration and Effective Date

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_____ _____

Andy Letham, Mayor Ron Taylor, Acting City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2017-___

A By-law to Amend By-law 2016-206, the Consolidated Fees By-law in the City of Kawartha Lakes

Recitals

1. By-law 2016-206, a By-law to establish and require payment of fees for information, services, activities and use of City property in the City of Kawartha Lakes was adopted by Council on November 8, 2016.

2. At the October 24, 2017 Regular Council Meeting, Council approved Resolution CR2017-___ for updates to Fees.

3. This by-law amends By-law 2016-206 to reflect that decision.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-___.

Section 1.00: Definitions and Interpretation

Definitions:

All defined terms in the amending By-law take their meaning from By-law 2016-206 of the City of Kawartha Lakes.

Section 2.00: Amendment Details

2.01 **Amendment**: Section 2.06 of By-law 2016-206 be deleted and replaced with:

Annual Adjustment: The fees established in Schedules A to H to this by-law may be adjusted annually, on January 1, by the Consumer Price Index of April of the current year. The City Treasurer shall determine the annual adjustment by September 1st of each year. The fee adjustment may be rounded up within the nearest one dollar ($1.00).

2.02 **Amendment:** Schedules A to H of By-law 2016-206 be deleted and replaced with Schedules A to H, attached to and forming part of this by-law.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of the City Departments are responsible for the administration of the respective department fees as approved in Schedules A to H of By-law 2016-206.

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 24th day of October, 2017.

_____	_____
Andy Letham, Mayor	Ron Taylor, Acting City Clerk

Appendix A - Consolidated Fees By-

Schedule A – Administration							
A – 1 Corporate							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	% Increase
Certified Documents - City of Kawartha Lakes documents	each request	plus photocopy fee	$10.30	$11.00	$11.00	By-law 2003-046	0.00%
Facsimiles Received	page		$1.05	$1.25	$1.25	By-law 2003-046	0.00%
Facsimiles Sent - Local:	page		$1.05	$1.25	$1.25	By-law 2003-046	0.00%
Facsimiles Sent - Long-Distance	page		$2.10	$2.25	$2.25	By-law 2003-046	0.00%
Oath Administration	each		$10.30	$11.00	$11.00	By-law 2003-046	0.00%
Oath Administration: Related to Pension Documents	each		no charge	No charge	No charge	By-law 2003-046	
Photocopies -	page		$0.30	$0.50	$0.50	By-law 2003-046	0.00%
Photocopies – colour letter and legal size	page		$0.55	$0.75	$0.75	By-law 2003-046	0.00%
Photocopies – black and white 11 x 17	page		$0.55	$0.75	$0.75	By-law 2003-046	0.00%
Photocopies – colour 11 x 17	page		$1.05	$1.25	$1.25	By-law 2003-046	0.00%
Photocopies – black and white larger than 11 x	per linear foot		$1.55	$1.75	$1.75	By-law 2003-046	0.00%
Photocopies – colour larger than 11 x 17	per linear foot		$1.80	$2.00	$2.00	By-law 2003-046	0.00%
A – 2 Revenue & Taxation							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Account Adjustment Fee (Mortgage Company)	each		$33.00	$34.75	$35.00	By-law 2003-046	0.72%
Administration Fee - Loans added to Property Taxes - Drainage Ditches	each		$154.50	$162.25	$165.00	120 FD 014	1.69%
Administration Fee - Loans added to Property Taxes - Septic Rehabilitation Program	each		$154.50	$162.25	$165.00	By-law 2014-115	1.69%
Administration Fee - Loans added to Property Taxes - Work on Private Land (Water & Sewer Projects)	each		$154.50	$162.25	$165.00	CORP 2016-015	1.69%
Administration Fee - Tax Sales	each		$334.75	$351.50	$357.00	By-law 2003-046	1.56%
Credit Card Service Fees	each		as charged by provider	as charged by provider	as charged by provider	By-law 2003-046	
Duplicate Receipt	each		$21.65	$23.00	$15.00	By-law 2003-046	-34.78%
Interest on Loan added to Taxes - Drainage Ditches, Septic Rehabilitation, Work on Private Land (Water & Sewer Projects)	each		2% above Infrastructure Ontario Lending	2% above Infrastructure Ontario Lending	2% above Infrastructure Ontario Lending	Various	
Large Account Fee	each		$8.24	$8.75	$9.00	By-law 2003-046	2.86%
Late Payment Charges - Miscellaneous Revenues (not compounded)	month		1%	1%	1.25%	By-law 2003-046	
Mortgage Company/Agents Additions	each		$11.33	$12.00	$12.00	By-law 2003-046	0.00%
New Account Administration Fee	each		$35.05	$37.00	$37.00	By-law 2003-046	0.00%
Registered Mail	each		$33.00	$34.75	$35.00	By-law 2003-046	0.72%
Reminder Notices	each		$21.65	$22.75	$23.00	By-law 2003-046	1.10%
Reprint of Invoice	each		$26.80	$28.25	$15.00	By-law 2003-046	-46.90%
Retrieval of Post Dated Cheque	each		$38.15	$40.25	$40.00	By-law 2003-046	-0.62%
Returned Cheque Fee	each		$38.15	$40.25	$40.00	By-law 2003-046	-0.62%
Site Visits - Tax Accounts	each		$162.75	$171.00	$174.00	By-law 2003-046	1.75%
Subsearch of Property Title	each	Plus costs	$81.40	$85.50	$87.00	By-law 2003-046	1.75%
Tax Arrears Extension Agreement	each		$206.00	$216.50	$220.00	By-law 2003-046	1.62%
Tax Payment Certificates	each		$54.60	$57.50	$58.00	By-law 2003-046	0.87%
Tax Searches	each		$26.80	$28.25	$29.00	By-law 2003-046	2.65%
Transfer of Electronic Payments	each		$33.00	$34.75	$35.00	By-law 2003-046	0.72%
A – 3 Water and Wastewater							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Administration Fees						By-Law 2011-260	
Duplicate Bill (per copy)			$26.00		$15.00	By-Law 2011-260	-42.31%
Duplicate Receipt			$21.00		$15.00	By-Law 2011-260	-28.57%
Final Meter Readings			$0.00		$0.00	By-Law 2011-260	
New Account Administration Fee			$41.00		$37.00	By-Law 2011-260	-9.76%
Registered Mail			$32.00		$35.00	By-Law 2011-260	9.38%
Retrieval of Post Dated Cheque			$37.00		$40.00	By-Law 2011-260	8.11%
Returned Cheque Fee			$37.00		$40.00	By-Law 2011-260	8.11%
Special Meter Readings			$112.00		$112.00	By-Law 2011-260	0.00%
Statement of Account Activity (per year)			$42.00		$42.00	By-Law 2011-260	0.00%
Transfer Payment to Differenct Account (Customer Error)			$32.00		$35.00	By-Law 2011-260	9.38%
Utility Payment Certificates	each		$38.15	$40.25	$41.00	By-law 2003-046	1.86%
Water Shut-off Charge (by request)			$79.00		$80.00	By-Law 2011-260	1.27%
Water Turn on Charge (by request)			$79.00		$80.00	By-Law 2011-260	1.27%
Replace/Repair of Damaged Equipment							
Broken Meter Replacement (including frozen service)			Based on meter size noted below		Based on meter size noted below	By-Law 2011-260	
Meter Reading Receptable Replacement			$133.00		$135.00	By-Law 2011-260	1.50%
Radio Read External Unit			$200.00		$200.00	By-Law 2011-260	0.00%
Radio Read Wire			$50.00		$50.00	By-Law 2011-260	0.00%
Repair Damaged or Broken Hydrant			Time and Material		Time and Material	By-Law 2011-260	
Protective Device (10.07)			Time and Material		Time and Material	By-Law 2011-260	
Delinquent Accounts or Failure to Comply with By-Law							
Disconnection			$158.00		$160.00	By-Law 2011-260	1.27%
Final Notice			$21.00		$23.00	By-Law 2011-260	9.52%
Hand Delivery of Notices			5% of the overdue amount		5% of the overdue amount	By-Law 2011-260	
Late Payment Charge			$132.00		$134.00	By-Law 2011-260	1.52%
Reconnection (After Hours)			$132.00		$134.00	By-Law 2011-260	1.52%
Reconnection (Regular Hours)			$79.00		$80.00	By-Law 2011-260	1.27%
Transfer to Property Taxes for Collection			5% of amount transferred with $50 minimum charge		5% of amount transferred with $50 minimum charge	By-Law 2011-260	
Unregistered water when order not complied with	Per Day		$50.00		$50.00	By-Law 2011-260	0.00%
Fees Related to Construction, Demolition or New Constgruction							
Connection Fees							
Request for Information - Application Fee			$100.00		$100.00	By-Law 2011-260	0.00%
Existing Lateral Connections			$3,000.00		$3,000.00	By-Law 2011-260	0.00%
18mm water service			$250 plus time and material (from lowestr quote obtained by the City) including cost for rock/frost if necessary		$250 plus time and material (from lowestr quote obtained by the City) including cost for rock/frost if necessary	By-Law 2011-260	

100mm sewer service			$250 plus time and material (from lowestr quote obtained by the City) including cost for rock/frost if necessary		$250 plus time and material (from lowestr quote obtained by the City) including cost for rock/frost if necessary	By-Law 2011-260	
Frontage Charges							
Watermain (to a maximum of 16 metres)	Per Metre		$200.00		$200.00	By-Law 2011-260	0.00%
Sewer main (to a maximum of 16 metres)	Per Metre		$250.00		$250.00	By-Law 2011-260	0.00%
Watermain for Commerical/Industrial (to a maximum of 30 metres)	Per Metre		$200.00		$200.00	By-Law 2011-260	0.00%
Sewer main for Commercial/Industrial (to a maximum of 30 metres)	Per Metre		$250.00		$250.00	By-Law 2011-260	0.00%
Demolition of a Building							
Turn off of Service			$79.00		$80.00	By-Law 2011-260	1.27%
Deposit for Disconnection fo Water Service			$200.00		$200.00	By-Law 2011-260	0.00%
Excavation							
Deposit for inspection by excavation			$500.00		$500.00	By-Law 2011-260	0.00%
Excavation Costs			Time and Material		Time and Material	By-Law 2011-260	
New Construction Water							
Per Residential Unit per 3 month period			$175.00		$175.00	By-Law 2011-260	0.00%
Backflow Prevention Device			Time and Material		Time and Material	By-Law 2011-260	
Commercial/Industrial			Shall be metered		Shall be metered	By-Law 2011-260	
Sprinkler Service Connection			Time and Material		Time and Material	By-Law 2011-260	
Water Meters							
Residential Meters: Supply and Install						By-Law 2011-260	
5/8" by 3/4"			$315.00		$320.00	By-Law 2011-260	1.59%
3/4"			$372.00		$378.00	By-Law 2011-260	1.61%
1"			$413.00		$415.00	By-Law 2011-260	0.48%
Commercial Meters:						By-Law 2011-260	
3/4" - Supply and install			$372.00		$375.00	By-Law 2011-260	0.81%
1" - Supply and Install			$413.00		$415.00	By-Law 2011-260	0.48%
1/5" - Supply only			$1,972.00		$1,975.00	By-Law 2011-260	0.15%
2" - Supply only			$2,130.00		$2,150.00	By-Law 2011-260	0.94%
2.5" and above - Supply only			Price will be quoted at time of order		Price will be quoted at time of order	By-Law 2011-260	
Meter Size Change Request			$115.00		$115.00	By-Law 2011-260	0.00%
Meter Accuracy Test			$225.00		$225.00	By-Law 2011-260	0.00%
Temporary Hydrant Meter			$500.00		$500.00	By-Law 2011-260	0.00%
Additional Services							
Fire Flow Testing - operation of fire hydrants by staff			$150.00		$150.00	By-Law 2011-260	0.00%
Requested Additional Hydrant Installation						By-Law 2011-260	
Part of a Construction Project			$3,649.00		$3,700.00	By-Law 2011-260	1.40%
Dig-in (if required)			Time and Material		Time and Material	By-Law 2011-260	
Bulk Water Consumption	Per Cubic Meter		Based upon Schedule "B" to By-Law 2011-260 Water and Sewer Rates		Based upon Schedule "B" to By-Law 2011-260 Water and Sewer Rates	By-Law 2011-260	
Bulk Water Key					$15.00	New	
Replacement Bulk Water Key					$25.00	New	
Extra or Replacement Smart Vend Card					$15.00	New	

A – 4 Legal

Applicants for development agreements shall, where a decision is made to use in-house legal counsel, pay the following fees for negotiating, drafting, creating, amending, and finalizing development agreements from a legal perspective, in addition to any fees payable pursuant to By-law 2001-59:

Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Amendments to existing agreements, and finalization of all other Development Agreements	each	Plus costs	$206.00	$216.50	$220.00	By-law 2003-046	1.62%
Bonusing Agreements (Planning Act)	each	Plus costs	$206.00	$216.50	$220.00	By-law 2003-046	1.62%
Front Ending Agreement (Re: Development Charges)	each	Plus costs	$515.00	$540.75	$550.00	By-law 2003-046	1.71%
Ontario Municipal Board Hearings: referenced in Section 12.2 of Bylaw 2001-59	per day or partial day	Plus costs	$309.00	$324.50	$330.00	By-law 2003-046	1.69%
Payment Arrangement Agreements (Re: Development Charges)	each	Plus costs	$206.00	$216.50	$220.00	By-law 2003-046	1.62%
Site Plan Agreement	each	Plus costs	$360.50	$378.75	$380.00	By-law 2003-046	0.33%
Subdivision Agreement	each	Plus costs	$515.00	$540.75	$545.00	By-law 2003-046	0.79%
Land Management Committee Application Fee (inquiries pertaining to ownership and/or maintenance of City land, requests to acquire/use City land)	each	Plus costs			$125.00	By-law 2010-118	New

A – 5 Road Allowance Inquiries

Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Maintenance	each		$77.25	$81.25	$82.00	By-law 2015-131	0.92%
Ownership	each		$103.00	$108.25	$110.00	By-law 2015-131	1.62%
Public Highway By-law	each	applicable legal fees/by-law registration costs	$206.00	$216.50	$220.00	By-law 2015-131	1.62%
Road Status (Open/Assumed Public Road)	each		$77.25	$81.25	$82.00	By-law 2015-131	0.92%
All of the Above	each	applicable legal fees/by-law registration costs	$463.50	$486.75	$494.00	By-law 2015-131	1.49%
Disbursements from third parties	each		Actual Cost	Actual Cost	Actual Cost	By-law 2015-131	

A – 6 Vital Statistics

Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Death Registration	each		$15.45	$20.00	$20.00	By-law 2003-046	0.00%
Division Registrar's Statement	each		$20.60	$22.00	$22.00	By-law 2003-046	0.00%
Marriage Licence	each		$128.75	$135.00	$135.00	By-law 2003-046	0.00%

A – 7 Advertising Devices

Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Mobile Sign Permit							
One Year Permit	each		$154.50	$162.25	$165.00	By-law 2009-076	1.69%
Month to Month Mobile Sign Permit:							
Base fee (one month)	each		$51.50	$54.25	$55.00	By-law 2009-076	1.38%
Monthly fee beyond one month	month		$20.60	$21.75	$22.00	By-law 2009-076	1.15%

All Other Signs Requiring a Permit	each		$100.00	$105.00	$105.00	By-law 2009-076	0.00%
Additional Signs Requiring a Permit Included on Original Application	each		$50.00	$52.50	$55.00		4.76%
Storage of Signs (maximum 10 days)	day		$10.30	$11.00	$11.00	By-law 2009-076	0.00%
Sign Removal/Redemption to owner (not including signs on hydro poles)	each		$51.50	$54.25	$55.00	By-law 2009-076	1.38%
Minor Deviation Fee	each		$103.00	$108.25	$110.00	By-law 2009-076	1.62%

A – 8 Highway, Facility, Municipal Facility and Park Naming

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Non-refundable Processing Fee: If the request is endorsed by Council, the processing fee will be used as a deposit against the actual costs	each		$257.50	$270.50	$275.00	Policy 108 CCS 012	1.66%

A – 9 Fence Viewers

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Administration Fee	Flat Rate		$103.00	$110.00	$110.00	By-law 2015-124	0.00%
Administration Fee if Award Appealed	Flat Rate		$92.70	$100.00	$100.00	By-law 2015-124	0.00%
Administration Fee for any re-attendance of the Fence-Viewers	Flat Rate		$92.70	$100.00	$100.00	By-law 2015-124	0.00%
Costs based on Fence Viewing Award			Actual Costs	Actual Costs	Actual Costs	By-law 2015-124	

A – 10 Clean and Clear

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Change in ownership occurrence cycle starts again							
Initial First Inspection	each		Free	Free	Free	By-law 2014-026	
Initial Final Inspection	each		Free	Free	Free	By-law 2014-026	
Second Offence Inspection	each		Free	Free	Free	By-law 2014-026	
Second Offence Final Inspection	each		$103.00	$108.50	$110.00	By-law 2014-026	1.38%
Third Offence Inspection	each		Free	Free	Free	By-law 2014-026	
Third Offence Final Inspection	each		$206.00	$216.50	$220.00	By-law 2014-026	1.62%
Fourth Offence Inspection	each		Free	Free	Free	By-law 2014-026	
Fourth Offence Final Inspection	each		$412.00	$432.75	$440.00	By-law 2014-026	1.68%
Fifth Offence Inspection	each		Free	Free	Free	By-law 2014-026	
Fifth Offence Final Inspection	each		$824.00	$865.25	$879.00	By-law 2014-026	1.59%
Subsequent offences	each		Fees double	Fees double	Fees double	By-law 2014-026	
Monitoring of property clean-up (officer's time)	hour		$37.10	$39.00	$40.00		2.56%

A – 11 Property Standards

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
First Inspection	each		Free	Free	Free	MLE 2016-003	
2nd / Follow-up Inspection	each		Free	Free	Free	MLE 2016-003	
Compliance Inspection (final)	each		Free	Free	Free	MLE 2016-003	
Additional Recheck or Requested Inspection (any inspection that occurs after the Compliance Inspection)	each		$103.00	$108.25	$110.00	MLE 2016-003	1.62%
Letter Order / File	each		$154.50	$162.25	$165.00	MLE 2016-003	1.69%
Duplicate (Letter/Order)	each		$77.25	$81.25	$82.00	MLE 2016-003	0.92%
Registration of Order to Title / Deed	each		$206.00	$216.50	$220.00	MLE 2016-003	1.62%
Property Standards Committee Appeal	each		$87.55	$92.00	$93.00	MLE 2016-003	1.09%
Derelict / Vacant Building Registry - Entry into Registry	each		Free	Free	Free	MLE 2016-003	
Maintenance of Entry in Registry	annual		$154.50	$162.25	$165.00	MLE 2016-003	1.69%
Removal from Registry (Exit)	each		$154.50	$162.25	$165.00	MLE 2016-003	1.69%
Property Standards Officer to attend Landlord Tenant Board Hearing (give evidence)	each		$128.75	$135.25	$137.00	MLE 2016-003	1.29%
City undertakes to complete the work required to comply with final order	hour	10% of overall cost	$37.10	$39.00	$40.00	MLE 2016-003	2.56%
Processing of Property Standards Invoice for tax collection	each		$25.75	$27.25	$28.00	MLE 2016-003	2.75%

A – 12 General Inspections (all Regulatory By-law Inspections not including Property Standards and Clean and Clear)

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Rate Effective January 1, 2018	Reference	
Initial First Inspection	each		Free	Free	Free		
Initial Final Inspection	each		Free	Free	Free		
Second Offence Inspection	each		Free	Free	Free		
Second Offence Final Inspection	each		$103.00	$108.25	$110.00		1.62%
Third Offence Inspection	each		Free	Free	Free		
Third Offence Final Inspection	each		$206.00	$216.50	$220.00		1.62%
Fourth Offence Inspection	each		Free	Free	Free		
Fourth Offence Final Inspection	each		$412.00	$432.75	$435.00		0.52%
Fifth Offence Inspection	each		Free	Free	$875.00		
Fifth Offence Final Inspection	each		$824.00	$865.25	$875.00		1.13%

Subsequent offences	each		Fees double	Fees double	Fees double		
Certificate of Compliance (Includes Discharge from title / deed)	each		$206.00	$216.50	$220.00		1.62%
A – 12 Parking Permits/Sign Fees							
Parking Permit to extend on street parking past 12 hrs. (Not available from November 30th of one year and April 1st of the next year.)							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
Contractor (on street parking past 2hrs)	each		$10.30	$11.00	$11.00		0.00%
Daily Permits (municipal lots in Lindsay	each		$3.10	$3.00	$3.00		0.00%
Weekly Permits (municipal lots in Lindsay)	each		$12.90	$14.00	$15.00		7.14%
Monthly Permits (municipal lots in Lindsay)	each		$47.40	$50.00	$50.00		0.00%
Annual Permits (municipal lots in Lindsay)	each		$521.20	$545.00	$550.00		0.92%
Sign Installation	each		Associated Costs	Associated Costs	Associated Costs		

Schedule B – Licensing							
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.							
B – 1 Taxi License Fare Rates							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Aug 1, 2017**	**Rate Effective January 1, 2018**	**Reference**	
General Licensing							
Business Licence Fee	each		$300.00	$315.00	$320.00	By-law 2016-110	1.59%
Vehicle Licence Fee	each		$75.00	$78.75	$80.00	By-law 2016-110	1.59%
Plate Reassignment Fee	each		$25.00	$26.25	$27.00	By-law 2016-160	2.86%
Taxi Driver's Licence Fee	each		$50.00	$52.50	$53.00	By-law 2016-110	0.95%
Tariff Cards	each		$2.00	$2.25	$2.50	By-law 2016-110	11.11%
Replacement Licenses and Taxi Plates	Each		$15.00	$15.75	$16.00	By-law 2016-110	1.59%
Meter Calibration	per meter		$25.00	$26.25	$27.00	By-law 2016-110	2.86%
Taxicab Meter Fare							
Basic Rate – start rate plus per kilometre charge	start rate		$3.25	$3.50	$3.50	By-law 2016-110	0.00%
	per 100 metres		$0.23	$0.24	$0.25	By-law 2016-110	5.93%
Senior's Rate – start rate plus per kilometre charge	start rate		$3.25	$3.50	$3.50	By-law 2016-110	0.00%
	per 100 metres		$0.21	$0.22	$0.25	By-law 2016-110	16.28%
Taxicab Waiting Rate (if applicable)	per min		$0.53	$0.53	$0.55	By-law 2016-110	3.77%
	per hour		$32.00	$32.00	$32.00	By-law 2016-110	0.00%
Limousine Fare							
Limousine	Per hour or part hour		$100.00	$100.00	$100.00	By-law 2016-110	0.00%
Minimum Charge	per trip		$200.00	$200.00	$200.00	By-law 2016-110	0.00%
All trips to Pearson International Airport							
Taxicab	per trip		$200.00	$200.00	$200.00	By-law 2016-110	0.00%
Limousine	per trip		$275.00	$275.00	$275.00	By-law 2016-110	0.00%
Airport Parking Fees							
Taxicab	per trip		$10.00	$10.00	$10.00	By-law 2016-110	0.00%
Limousine	per trip		$20.00	$20.00	$20.00	By-law 2016-110	0.00%

B – 2 Taxicab Surcharge Rates (Effective November 1, 2016)

Taxicabs and Limousines dispatched from the town in which the business is registered to an area outside of that town shall charge a Taxicab Surcharge Rate, only as noted below, a
customers must be advised of the surcharge prior to pick up. The surcharge shall be collected only once per trip and only from the town where the business is registered to the poir
taxicab/limousine company

From → Destination ↓	Lindsay	Argyle	Bethany	Bobcaygeon	Bolsover	Burnt River	Cambray
Lindsay		$70.00	$64.00	$64.00	$90.00	$88.00	$26.00
Argyle	$69.00		$130.00	$86.00	$24.00	$90.00	$44.00
Bethany	$64.00	$130.00		$100.00	$150.00	$150.00	$86.00
Bobcaygeon	$65.00	$86.00	$100.00		$110.00	$56.00	$80.00
Bolsover	$90.00	$24.00	$150.00	$110.00		$90.00	$64.00
Burnt River	$90.00	$90.00	$150.00	$56.00	$90.00		$93.00
Cambray	$26.00	$44.00	$86.00	$80.00	$64.00	$93.00	
Cameron	$26.00	$54.00	$88.00	$60.00	$74.00	$65.00	$13.00
Coboconk	$80.00	$74.00	$142.00	$80.00	$56.00	$24.00	$70.00
Dalrymple	$110.00	$50.00	$170.00	$130.00	$34.00	$99.00	$84.00
Downeyville	$29.00	$96.00	$46.00	$50.00	$118.00	$111.00	$56.00
Dunsford	$38.00	$108.00	$70.00	$30.00	$128.00	$86.00	$66.00
Fenelon Falls	$50.00	$52.00	$114.00	$34.00	$82.00	$39.00	$40.00
Glenarm	$48.00	$22.00	$108.00	$64.00	$44.00	$70.00	$24.00
Janetville	$40.00	$104.00	$40.00	$102.00	$136.00	$143.00	$62.00
Kinmount	$120.00	$118.00	$160.00	$58.00	$100.00	$33.00	$112.00
Kirkfield	$76.00	$36.00	$138.00	$100.00	$16.00	$63.00	$52.00
Little Britain	$34.00	$56.00	$82.00	$98.00	$76.00	$119.00	$38.00
From → Destination ↓	**Lindsay**	**Argyle**	**Bethany**	**Bobcaygeon**	**Bolsover**	**Burnt River**	**Cambray**
Manilla	$42.00	$38.00	$103.00	$110.00	$28.00	$118.00	$45.00
Norland	$94.00	$88.00	$160.00	$90.00	$69.00	$42.00	$84.00
Oakwood	$24.00	$44.00	$84.00	$90.00	$65.00	$109.00	$27.00
Omemee	$42.00	$110.00	$30.00	$70.00	$127.00	$123.00	$67.00
Pontypool	$63.00	$132.00	$32.00	$124.00	$168.00	$165.00	$86.00
Reaboro	$24.00	$90.00	$42.00	$68.00	$111.00	$123.00	$55.00
Rosedale	$58.00	$54.00	$122.00	$56.00	$75.00	$38.00	$46.00
Sadowa	$150.00	$86.00	$220.00	$166.00	$82.00	$127.00	$125.00
Seagrave	$66.00	$60.00	$108.00	$130.00	$90.00	$146.00	$70.00
Sebright	$132.00	$70.00	$200.00	$150.00	$60.00	$112.00	$110.00
Sturgeon Point	$72.00	$78.00	$136.00	$37.00	$94.00	$55.00	$58.00
Valentia	$38.00	$74.00	$86.00	$104.00	$96.00	$64.00	$43.00
Woodville	$56.00	$12.00	$116.00	$110.00	$34.00	$105.00	$30.00

From → Destination ↓	Dunsford	Fenelon Falls	Glenarm	Janetville	Kinmount	Kirkfield	Little Britain
Lindsay	$17.00	$50.00	$48.00	$40.00	$118.00	$80.00	$32.00
Argyle	$108.00	$52.00	$22.00	$104.00	$118.00	$36.00	$56.00
Bethany	$70.00	$114.00	$108.00	$40.00	$160.00	$138.00	$82.00
Bobcaygeon	$30.00	$34.00	$64.00	$102.00	$58.00	$100.00	$95.00
Bolsover	$128.00	$82.00	$44.00	$136.00	$100.00	$16.00	$76.00
Burnt River	$86.00	$39.00	$70.00	$143.00	$33.00	$63.00	$119.00
Cambray	$66.00	$40.00	$24.00	$62.00	$112.00	$52.00	$38.00
Cameron	$64.00	$27.00	$35.00	$65.00	$98.00	$61.00	$49.00
Coboconk	$111.00	$48.00	$53.00	$117.00	$51.00	$42.00	$103.00
Dalrymple	$151.00	$103.00	$65.00	$156.00	$123.00	$36.00	$110.00
Downeyville	$21.00	$82.00	$75.00	$57.00	$126.00	$105.00	$59.00
Dunsford		$71.00	$86.00	$74.00	$91.00	$114.00	$67.00
Fenelon Falls	$71.00		$29.00	$90.00	$77.00	$70.00	$77.00
Glenarm	$86.00	$29.00		$84.00	$98.00	$31.00	$55.00
Janetville	$74.00	$90.00	$84.00		$160.00	$120.00	$58.00
Kinmount	$91.00	$77.00	$98.00	$160.00		$86.00	$142.00
Kirkfield	$114.00	$70.00	$31.00	$120.00	$86.00		$66.00
Little Britain	$67.00	$77.00	$55.00	$58.00	$142.00	$66.00	
Manilla	$82.00	$84.00	$60.00	$80.00	$150.00	$72.00	$30.00
Norland	$126.00	$58.00	$68.00	$134.00	$31.00	$54.00	$130.00
Oakwood	$65.00	$64.00	$44.00	$60.00	$137.00	$55.00	$11.00
Omemee	$39.00	$97.00	$84.00	$44.00	$142.00	$126.00	$68.00
Pontypool	$96.00	$114.00	$108.00	$40.00	$185.00	$143.00	$82.00
Reaboro	$41.00	$76.00	$70.00	$38.00	$134.00	$110.00	$43.00
From → Destination ↓	**Dunsford**	**Fenelon Falls**	**Glenarm**	**Janetville**	**Kinmount**	**Kirkfield**	**Little Britain**
Rosedale	$93.00	$11.00	$32.00	$98.00	$78.00	$60.00	$82.00
Sadowa	$185.00	$143.00	$100.00	$190.00	$118.00	$76.00	$149.00
Seagrave	$100.00	$122.00	$85.00	$85.00	$176.00	$97.00	$32.00
Sebright	$167.00	$128.00	$86.00	$181.00	$102.00	$60.00	$130.00
Sturgeon Point	$68.00	$22.00	$51.00	$124.00	$88.00	$94.00	$94.00
Valentia	$72.00	$87.00	$66.00	$62.00	$148.00	$88.00	$17.00
Woodville	$97.00	$64.00	$36.00	$93.00	$132.00	$47.00	$43.00

From → Destination ↓	Pontypool	Reaboro	Rosedale	Sadowa	Seagrave	Seabright	Sturgeon Point
Lindsay	$64.00	$24.00	$58.00	$146.00	$68.00	$134.00	$72.00
Argyle	$132.00	$90.00	$54.00	$86.00	$60.00	$70.00	$78.00
Bethany	$32.00	$42.00	$122.00	$220.00	$108.00	$200.00	$136.00
Bobcaygeon	$124.00	$68.00	$56.00	$166.00	$130.00	$150.00	$37.00
Bolsover	$168.00	$111.00	$75.00	$82.00	$90.00	$60.00	$94.00
Burnt River	$165.00	$123.00	$38.00	$127.00	$146.00	$112.00	$55.00
Cambray	$86.00	$55.00	$46.00	$125.00	$70.00	$110.00	$58.00
Cameron	$89.00	$56.00	$33.00	$133.00	$81.00	$114.00	$46.00
Coboconk	$141.00	$103.00	$20.00	$102.00	$135.00	$88.00	$66.00
Dalrymple	$188.00	$142.00	$93.00	$36.00	$121.00	$21.00	$128.00
Downeyville	$77.00	$20.00	$96.00	$174.00	$48.00	$176.00	$90.00
Dunsford	$96.00	$41.00	$93.00	$185.00	$100.00	$167.00	$68.00
Fenelon Falls	$114.00	$76.00	$11.00	$143.00	$122.00	$128.00	$22.00
Glenarm	$108.00	$70.00	$32.00	$100.00	$85.00	$86.00	$51.00
Janetville	$40.00	$38.00	$98.00	$190.00	$85.00	$181.00	$124.00
Kinmount	$185.00	$134.00	$78.00	$118.00	$176.00	$102.00	$11.00
Kirkfield	$143.00	$110.00	$60.00	$76.00	$97.00	$90.00	$94.00
Little Britain	$82.00	$43.00	$82.00	$149.00	$32.00	$130.00	$94.00
Manilla	$113.00	$64.00	$91.00	$134.00	$26.00	$117.00	$120.00
Norland	$158.00	$138.00	$36.00	$100.00	$150.00	$71.00	$97.00
Oakwood	$84.00	$46.00	$71.00	$138.00	$44.00	$123.00	$84.00
Omemee	$62.00	$20.00	$112.00	$205.00	$110.00	$200.00	$112.00
Pontypool		$65.00	$122.00	$230.00	$51.00	$208.00	$150.00
Reaboro	$65.00		$84.00	$182.00	$46.00	$166.00	$102.00

From → Destination ↓	Pontypool	Reaboro	Rosedale	Sadowa	Seagrave	Seabright	Sturgeon Point
Rosedale	$122.00	$84.00		$125.00	$114.00	$110.00	$44.00
Sadowa	$230.00	$182.00	$125.00		$158.00	$18.00	$165.00
Seagrave	$51.00	$76.00	$114.00	$158.00		$114.00	$126.00
Sebright	$208.00	$166.00	$110.00	$18.00	$144.00		$150.00
Sturgeon Point	$150.00	$102.00	$44.00	$165.00	$126.00	$150.00	
Valentia	$86.00	$48.00	$94.00	$155.00	$33.00	$142.00	$99.00
Woodville	$130.00	$78.00	$71.00	$107.00	$52.00	$90.00	$100.00

B – 3 Licensing Fees

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Transient Traders							
License Fee	Year or part year		$300.00	$315.00	$320.00	By-law 2013-060	1.59%
Temporary License Fee (max. 4 consecutive days /year)	each		$125.00	$131.25	$133.00	By-law 2013-060	1.33%
Temporary License Fee (max. 4 consecutive days /year) at an event with an attendance over 5,000 people. A maximum of 5 licenses per event at this rate.	each		$100.00	$105.00	$106.00	By-law 2013-060	0.95%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-060	1.59%
Special Events							
Special Event Permit	each		$250.00	$262.50	$265.00	By-law 2013-197	0.95%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-197	1.59%
Seasonal Trailer Parks							
License Fee per year or part year	each		$220.00	$231.00	$234.00	By-law 2013-148	1.30%
License Fee per year or part year	each		$15.00	$15.75	$16.00	By-law 2013-148	1.59%
Salvage Yards							
License Fee per year or part year	each		$500.00	$525.00	$533.00	By-law 2013-195	1.52%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-195	1.59%
Refreshment Vehicles							
First Location							
Refreshment Vehicle – Class 1	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle - Class 2	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle – Class 3	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle – Temporary or Special Community Event (max. 7 consecutive days)	per event		$160.00	$168.00	$170.00	By-law 2013-195	1.19%
Refreshment Vehicle – Temporary – Non-Profit/Charitable Organization			No Charge	No Charge	No Charge	By-law 2013-195	
Refreshment Vehicle – where extension of current business operation on the same property			No Charge	No Charge	No Charge	By-law 2013-195	
Second Location							
Refreshment Vehicle – Class 1	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle - Class 2	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle – Class 3	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Third, Plus Location							
Refreshment Vehicle – Class 1	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle - Class 2	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Refreshment Vehicle – Class 3	per year or part year	Fire Prevention Inspection Fee	$325.00	$340.00	$345.00	By-law 2013-195	1.47%
Other Fees							
Transfer of License	per transfer		$150.00	$168.00	$170.00	By-law 2013-195	1.19%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-195	1.59%
Motor Vehicle Racing and Facilities							
License Fee	per year or part year		$1,125.00	$1,180.00	$1,195.00	By-law 2013-194	1.27%
License Fee (Temporary)	per event		$500.00	$525.00	$533.00	By-law 2013-194	1.52%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-194	1.59%
Kennels							
License (or renewal)	per year or part year		$170.00	$180.00	$183.00	By-law 2014-141	1.67%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2014-141	1.59%
Adult Entertainment Book and Video Stores							
Adult videotape and/or book or magazine store owner/operator	per year or part year		$4,400.00	$4,620.00	$4,690.00	By-law 2013-192	1.52%
Adult videotape and/or book or magazine store	per year or part year		$2,200.00	$2,310.00	$2,345.00	By-law 2013-192	1.52%
Adult videotape and/or book or magazine store operator	per year or part year		$2,200.00	$2,310.00	$2,345.00	By-law 2013-192	1.52%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-192	1.59%
Adult Entertainment Parlours							
Adult Entertainment Parlour Owner/Operator	per year or part year		$4,400.00	$4,620.00	$4,690.00	By-law 2013-193	1.52%
Adult Entertainment Parlour Owner's license	per year or part year		$2,200.00	$2,310.00	$2,345.00	By-law 2013-193	1.52%
Adult Entertainment Parlour Operator's license	per year or part year		$2,200.00	$2,310.00	$2,345.00	By-law 2013-193	1.52%
Adult Entertainment Parlour Performer's license	per year or part year		$225.00	$225.00	$228.00	By-law 2013-193	1.33%
License Replacement	each		$15.00	$15.75	$16.00	By-law 2013-193	1.59%
Liquor License Applications							
License	each	Fire Prevention Inspection Fee	$100.00	$105.00	$105.00	By-law 2016-206	0.00%
Temporary Extension to Licensed Areas	each		$50.00	$52.50	$53.00	By-law 2016-206	0.95%
Special Occasion Permits	each		No Charge	No Charge	No Charge	By-law 2016-206	
Lottery Licenses							
Lottery Licenses	each		3% of Prize Value	3% of Prize Value	3% of Prize Value		

B – 4 Dog Tag and Regulation Fees

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Annual Fees (with current certification of							
Altered Dog (proof of alteration)	each		$25.00	$26.25	$27.00	By-law 2017-039	2.86%
Unaltered Dog	each		$30.00	$31.50	$32.00	By-law 2017-039	1.59%
Special Services Dog	each		No charge	No charge	No charge	By-law 2017-039	
Livestock Guardian Dog	each		No charge	No charge	No charge	By-law 2017-039	
Lifetime Dog Tag							
Microchipped, Spayed or Neutered	each				$60.00	NEW	
Microchipped, Unaltered	each				$100.00	NEW	
Service Animal	each			$0.00	$0.00	By-law 2017-039	
Replacement Tag	each			$10.00	$10.00	By-law 2017-039	0.00%
Other Fees							
License Replacement	each		$10.00	$10.50	$11.00	By-law 2017-039	
Animal Control							

Daily Care – impounded dog	each		established in Pound Contract	established in Pound Contract	established in Pound Contract	By-law 2017-039	
Impoundment of dog wearing a current tag							
First Occurrence	each	Daily Care Fee	Free	Free	Free	By-law 2017-039	
First Occurrence if not picked up within 24 hours	each	Daily Care Fee	$51.50	$54.25	$55.00	By-law 2017-039	1.38%
Second Occurrence	each	Daily Care Fee	$77.25	$81.25	$82.00	By-law 2017-039	0.92%
Third or subsequent occurrence	each	Daily Care Fee	$103.00	$108.25	$110.00	By-law 2017-039	1.62%
Impoundment of a dog not wearing current tag							
First Occurrence	each	Daily Care Fee & Annual License Fee	$51.50	$54.25	$55.00	By-law 2017-039	1.38%
Second Occurrence	each	Daily Care Fee & Annual License Fee	$77.25	$81.25	$82.00	By-law 2017-039	0.92%
Third or subsequent occurrence	each	Daily Care Fee & Annual License Fee	$103.00	$108.25	$110.00	By-law 2017-039	1.62%
Order to Restrain Appeal	each		$77.25	$81.25	$82.00	By-law 2017-039	0.92%
Order to Restrain Registry (once per lifetime)	each		$25.75	$27.25	$28.00	By-law 2017-039	2.75%
Surrender Animal	each		$100.00	$108.25	$110.00	By-law 2017-039	1.62%
Veterinary Medical Care/Euthanasia	each		As established by Veterinary Clinic	As established by Veterinary Clinic	As established by Veterinary Clinic	By-law 2017-039	

Schedule C – Fire and Emergency Services

Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.

Where fees are charged at an hourly rate, the calculation of time spent will include travel time to and from the inspection location.

All Fire Service Fees and Charges subject to H.S.T. where applicable.

C – 1 Emergency Response Fees and Charges

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
The at-fault party is responsible for paying for each hour that a Fire Vehicle is in attendance – 1st Hour Flat Rate	Vehicle (Maximum 3)	Situations of Extreme Need - 3 vehicle maximum will not apply	as per current MTO rates per hour	as per current MTO rates per hour	as per current MTO rates per hour	By-law 2010-087	
The at-fault party is responsible for paying for each hour that a Fire Vehicle is in attendance – Subsequent Hours	Vehicle (each additional 1/2 hour - Max 3 Vehicles)	Situations of Extreme Need - 3 vehicle maximum will not apply	as per current MTO rates per hour	as per current MTO rates per hour	as per current MTO rates per hour	By-law 2010-087	
Firefighters in attendance and active part in resolution	each/hour or part		Actual Cost	Actual Cost	Actual Cost	By-law 2010-087	
City's expenses (if any)	each		Actual Cost	Actual Cost	Actual Cost	By-law 2010-087	

C – 2 Fire Services Fees and Charges

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Information							
Copy of Emergency Response Report within past 2 years	each		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Copy of Emergency Response Report over 2 years	each		$85.00	$89.25	$90.00	By-law 2010-151	0.84%
File Search	each		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Fire Regulation Compliance Letter	each		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Inspections							
Boarding/Lodging/Rooming House upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Educational Institutions upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Foster Care upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Group Home upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Institutional upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Licensed Day Care upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Private Home Day Care upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Liquor Licensing upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Liquor Licensing for Outdoor Patios - includes full inspection	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Non residential inspection - 1000m2 or less - upon request	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Non residential inspection - multiple unit occupancy - per tenant (strip mall)	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Residential inspection - upon request - (apartment complex, hotel/motel)	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Two unit residential inspection - retrofit - upon request or complaint	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Re-inspection - follow up pertaining to an inspection	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Fire Safety							
Presentations/Training			No charge	No charge	No charge	By-law 2010-151	
Inspection initiated by the Fire Department			No charge	No charge	No charge	By-law 2010-151	
Fire Safety Plan Development (after 3rd read)	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Miscellaneous Inspections	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Fire Extinguishing Training Annual Commercial Accreditation	per hour		$75.00	$78.75	$80.00	By-law 2010-151	1.59%
Fire Route Applications	each		No charge	No charge	No charge	By-law 2010-151	
Propane Licensing							
Propane Licensing Level 1<5000USWG	each		$500.00	$525.00	$530.00	By-law 2016-206	0.95%
Propane Licensing Level 2 > 5000USWG initial review	each		$1,500.00	$1,575.00	$1,600.00	By-law 2016-206	1.59%
Propane licensing Level 2 > 5000USWG follow-up meetings and review	per hour		$75.00	$78.75	$80.00	By-law 2016-206	1.59%
Annual renewal review Propane Licensing	per hour		$75.00	$78.75	$80.00	By-law 2016-206	1.59%

C – 3 Fireworks Fees and Charges

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Fireworks Permits							
Trailer Retail Seller - Consumer Fireworks	per year		$1,030.00	$1,081.50	$1,099.00	By-law 2007-236	1.62%
Non-Profit Organization - Display Fireworks Permit	event		No charge	No charge	No charge	By-law 2007-236	
Non-Profit Organization - Consumer Fireworks Permit	event		No charge	No charge	No charge	By-law 2007-236	
Local Vendor Retail Consumer Fireworks Seller Permit	per year		$103.00	$108.25	$110.00	By-law 2007-236	1.62%
Display Fireworks Permit	event		No Charge	No Charge	No charge	By-law 2007-236	
Consumer Fireworks Permit	event		No Charge	No Charge	No charge	By-law 2007-236	

C – 4 Burn Permit Fees							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Burn Permits							
Burn Permit	each		$10.00	$10.50	$10.50	By-law 2016-110	0.00%
Long Term Special Burn Permit	each		$40.00	$42.00	$42.00	By-law 2016-110	0.00%
Annual Burn Permit (up to 1 cubic metre)	each		$50.00	$52.50	$53.00	By-law 2016-110	0.95%
Special Permit	each		$20.00	$21.00	$21.00	By-law 2016-110	0.00%
Campground/Trailer Camp Permit	each		$100.00	$105.00	$106.00	By-law 2016-110	0.95%
Agricultural Permit	each		$20.00	$21.00	$21.00	By-law 2016-110	0.00%
Agricultural Special Burn Permit (Larger than 3 metres by 3 metres)	each		$40.00	$42.00	$42.00	By-law 2016-110	0.00%
Fire Department Charges for Callout			Schedule C-1	Schedule C-1	Schedule C-1	By-law 2016-110	
C – 5 9-1-1 Signage							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Creation and Installation of 911 Signs							
Blade (Sign)	each		$15.45	$16.25	$17.00	By-law 2008-133	4.62%
Pole	each		$51.50	$54.25	$55.00	By-law 2008-133	1.38%
Blade and Pole Together (New or Replacement)	each		$66.95	$70.50	$72.00	By-law 2008-133	2.13%

Schedule D – Parks, Recreation and Culture							
Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.							
D – 1 Aquatic Fees and Charges							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Sept 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Lessons/Programs							
Pre-school and Swim 1-4 (30 minutes)	10 wk		$65.00	$68.25	$69.35	109 CCS 013	1.61%
Swim 5-6 (45 minutes)	10 wk		$70.25	$74.00	$75.20	109 CCS 013	1.62%
Swim 7-10 (60 minutes)	10 wk		$77.60	$81.50	$82.80	109 CCS 013	1.60%
Beach Swim Program (daily)	1 wk		$40.00	$42.00	$43.00	109 CCS 013	2.38%
Beach Swim Program	day		$10.00	$10.50	$10.00	109 CCS 013	-4.76%
Private Lesson (10-30 minutes) - Children	10 wk		$185.75	$195.25	$198.40	109 CCS 013	1.61%
Semi Private Lessons (10-30 minutes) - Children	10 wk		$107.00	$112.50	$114.30	109 CCS 013	1.60%
Bronze Star	course		$87.10	$91.50	$93.00	109 CCS 013	1.64%
Bronze Medallion	course		$191.00	$200.75	$204.00	109 CCS 013	1.62%
Bronze Cross	course		$181.99	$191.25	$194.35	109 CCS 013	1.62%
Bronze Cross College	course		$212.00	$222.75	$226.35	109 CCS 013	1.62%
Bronze Cross or Med recertification	each		$60.00	$63.00	$64.05	109 CCS 013	1.67%
NLS Course	course		$237.94	$250.00	$254.00	109 CCS 013	1.60%
NLS or RC Instructor recertification	each		$71.69	$75.50	$76.75	109 CCS 013	1.66%
Red Cross Instructor	each		$280.00	$294.00	$325.00	109 CCS 013	10.54%
Lifesaving Society Instructor	each		$205.00	$215.25	$218.70	109 CCS 013	1.60%
Red Cross Instructor Update	each		$71.69	$75.50	$76.75	109 CCS 013	1.66%
Standard First Aid Course	course		$97.00	$102.00	$103.65	109 CCS 013	1.62%
Standard First Aid Course (City staff)	course		$88.10	$92.75	$94.25	109 CCS 013	1.62%
Stand First Aid recertification	each		$67.00	$70.50	$71.65	109 CCS 013	1.63%
Aquafitness (60 minutes)	10 wk		$54.50	$57.25	$58.20	109 CCS 013	1.66%
	drop in		$6.00	$6.50	$6.60	109 CCS 013	1.54%
Water Running (60 minutes)	10 wk		$54.50	$57.50	$58.45	109 CCS 013	1.65%
LRC - Therapy (45 minutes)	10 wk		$41.39	$43.50	$46.75	109 CCS 013	7.47%
Public Swimming							
Child	each		$2.30	2.5	$2.55	109 CCS 013	2.00%
Senior	each		$3.96	4.25	$4.35	109 CCS 013	2.35%
Adult	each		$4.52	4.75	$4.85	109 CCS 013	2.11%
Family/Group	each		$10.17	10.75	$10.95	109 CCS 013	1.86%
Miscellaneous							
Small Belts	each		$39.90	42	$42.70	109 CCS 013	1.67%
Medium Belts	each		$43.05	45.25	$46.00	109 CCS 013	1.66%
Large Belts	each		$51.58	54.25	$55.15	109 CCS 013	1.66%
Red Cross Swim Badges	each		$1.05	1.15	$1.50	109 CCS 013	30.43%
D – 2 Fitness Memberships							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Swim Memberships - Lindsay Recreation Complex							
Child	10 Pass		$17.90	$17.90	$22.95	109 CCS 013	28.21%
	Monthly				$14.00	New	
	Year		$126.00	$126.00	$138.00	109 CCS 013	9.52%
Senior	10 Pass		$31.50	$31.50	$39.15	109 CCS 013	24.29%
	Monthly				$16.80	New	
	Year		$151.20	$151.20	$166.00	109 CCS 013	9.79%
Adult	10 Pass		$35.70	$35.70	$43.65	109 CCS 013	22.27%
	Monthly				$22.50	New	
	Year		$210.00	$210.00	$231.00	109 CCS 013	10.00%
Couple	Year		$336.00	$336.00	$341.40	109 CCS 013	1.61%
Family	10 Pass		$79.90	$79.90	$98.55	109 CCS 013	23.34%
	Year		$525.00	$525.00	$577.50	109 CCS 013	10.00%
Swim Memberships - Forbert Pool							
Child	10 Pass		$17.90	$17.90	$19.70	109 CCS 013	10.06%
	3 Month		$52.50	$52.50	$53.35	109 CCS 013	1.62%
	6 Month		$84.00	$84.00	$85.35	109 CCS 013	1.61%
	Year		$126.00	$126.00	$138.00	109 CCS 013	9.52%
Senior	10 Pass		$31.50	$31.50	$32.00	109 CCS 013	1.59%
	3 Month		$63.00	$63.00	$64.00	109 CCS 013	1.59%
	6 Month		$100.80	$100.80	$102.40	109 CCS 013	1.59%
	Year		$151.20	$151.20	$166.00	109 CCS 013	9.79%
Adult	10 Pass		$35.70	$35.70	$43.65	109 CCS 013	22.27%
	3 Month		$84.00	$84.00	$85.35	109 CCS 013	1.61%
	6 Month		$134.40	$134.40	$136.55	109 CCS 013	1.60%
	Year		$210.00	$210.00	$231.00	109 CCS 013	10.00%
Couple	Year		$336.00	$336.00	$341.40	109 CCS 013	1.61%
Family	10 Pass		$79.90	$79.90	$98.55	109 CCS 013	23.34%
	Year		$525.00	$525.00	$577.50	109 CCS 013	10.00%
Health Membership – Forbert Memorial Pool							
Senior	Single		$7.00	$7.00	$8.10	109 CCS 013	15.71%
	10 Pass		$59.85	$59.85	$73.10	109 CCS 013	22.14%
	3 Month		$105.00	$105.00	$106.70	109 CCS 013	1.62%
	6 Month		$142.80	$142.80	$145.10	109 CCS 013	1.61%
	Year		$237.30	$237.30	$241.10	109 CCS 013	1.60%
Adult	Single		$8.00	$8.00	$10.15	109 CCS 013	26.88%

	10 Pass		$59.85	$59.85	$91.35	109 CCS 013	52.63%
	3 Month		$130.20	$130.20	$132.30	109 CCS 013	1.61%
	6 Month		$176.40	$176.40	$179.25	109 CCS 013	1.62%
	Year		$292.95	$292.95	$297.65	109 CCS 013	1.60%
Couple	Year		$469.34	$469.34	$476.85	109 CCS 013	1.60%
Family	Year		$693.00	$693.00	$704.10	109 CCS 013	1.60%
Fitness Membership – Forbert							
Senior	Single		$3.50	$3.50	$4.45	109 CCS 013	27.14%
	10 Pass		$37.80	$37.80	$40.25	109 CCS 013	6.48%
	3 Month		$52.50	$52.50	$53.35	109 CCS 013	1.62%
	6 Month		$90.30	$90.30	$91.75	109 CCS 013	1.61%
	Year		$107.10	$107.10	$108.85	109 CCS 013	1.63%
Adult	Single		$4.00	$4.00	$5.10	109 CCS 013	27.50%
	10 Pass		$37.80	$37.80	$46.00	109 CCS 013	21.69%
	3 Month		$84.00	$84.00	$85.35	109 CCS 013	1.61%
	6 Month		$120.75	$120.75	$122.70	109 CCS 013	1.61%
	Year		$143.85	$143.85	$146.15	109 CCS 013	1.60%
Couple	Year		$248.86	$248.86	$252.85	109 CCS 013	
Workout Centre Membership – Lindsay Recreation Complex							
Senior	Single				$8.15	New	
	Monthly				$27.50	New	
	Year		$263.55	$263.55	$289.90	109 CCS 013	10.00%
Adult	Single		$9.07	$9.07	$10.20	109 CCS 013	12.46%
	Monthly				$34.50	New	
	Year		$315.00	$315.00	$346.50	109 CCS 013	10.00%
Couple	Year		$504.00	$504.00	$554.40	109 CCS 013	10.00%
Family	Year		$714.00	$714.00	$785.40	109 CCS 013	10.00%
Squash Membership – Lindsay Recreation Complex							
Senior	Single		$7.00	$7.00	$6.35	109 CCS 013	-9.29%
	10 Pass		$59.90	$59.90	$57.15	109 CCS 013	-4.59%
	Monthly				$23.80	New	
	Year		$237.30	$237.30	$261.00	109 CCS 013	9.99%
Adult	Single		$7.00	$7.00	$7.90	109 CCS 013	12.86%
	10 Pass		$59.90	$59.90	$71.10	109 CCS 013	18.70%
	Monthly				$29.40	New	
	Year		$292.95	$292.95	$322.25	109 CCS 013	10.00%
Couple	Year		$469.35	$469.35	$516.30	109 CCS 013	10.00%
Family	Year		$693.00	$693.00	$762.30	109 CCS 013	10.00%
Squash & Workout Centre Membership – Lindsay Recreation Complex							
Senior	Single				$11.85	New	
	Monthly				$37.95	New	
	Year		$352.80	$352.80	$388.10	109 CCS 013	10.01%
Adult	Single		$11.87	$11.87	$13.40	109 CCS 013	12.89%
	Monthly				$46.90	New	
	Year		$435.75	$435.75	$479.30	109 CCS 013	9.99%
Couple	Year		$697.80	$697.80	$767.60	109 CCS 013	10.00%
Family	Year		$1,014.30	$1,014.30	$1,115.75	109 CCS 013	10.00%
Locker Membership – Lindsay Recreation Complex							
Locker	3 Month		$26.25	$26.25	$26.70	109 CCS 013	1.71%
Locker	6 Month		$42.00	$42.00	$42.70	109 CCS 013	1.67%
Locker	Year		$63.00	$63.00	$64.05	109 CCS 013	1.67%
Corporate Memberships – Lindsay Recreation Complex							
Business Membership (outside Personal Trainers only)	each		$525.00	$525.00	$577.50	109 CCS 013	10.00%
Dual Facility Membership	each		$420.00	$420.00	$426.75	109 CCS 013	1.61%
Personal Training							
Personal Training Session	each		$31.50	$31.50	$32.00	109 CCS 013	1.59%
	10 Pass		$283.50	$283.50	$288.05	109 CCS 013	1.60%
Semi Private Training Session	each		$57.75	$57.75	$58.70	109 CCS 013	1.65%
Program Refresher	each		$15.75	$15.75	$16.00	109 CCS 013	1.59%
Miscellaneous Charges							
Fitness Class Pass	Day		$7.00	$7.00	$7.15	109 CCS 013	2.14%
Squash Racquet Rental (40 min)	Each		$2.00	$2.00	$2.05	109 CCS 013	2.50%
Squash Ball	Each		$4.50	$4.50	$4.60	109 CCS 013	2.22%
Card Replacement	Each		$25.00	$25.00	$25.40	109 CCS 013	1.60%
Transfer/Cancellation/Medical Hold			15% charge -$5 minimum	15% charge -$5 minimum	15% charge -$5 minimum	109 CCS 013	
D – 3 Recreation Programs							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
General							
Adult Recreational (8 hrs)	Hours		$65.00	$68.25	$69.35	109 CCS 013	1.61%
Adult Recreational (10 hrs)	Hours		$75.50	$79.50	$80.80	109 CCS 013	1.64%
Adult Recreational (12 hrs)	Hours		$86.00	$90.50	$91.95	109 CCS 013	1.60%
Badminton (drop in)	Hours		$3.50	$3.75	$3.85	109 CCS 013	2.67%
Milk Run							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Sept 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
5k Entry	Early		$30.97	$32.75	$32.75	109 CCS 013	0.00%
	Regular		$35.40	$37.25	$37.25	109 CCS 013	0.00%
	Day of		$44.25	$46.50	$46.50	109 CCS 013	0.00%
10k Entry	Early		$35.40	$37.25	$37.25	109 CCS 013	0.00%
	Regular		$39.82	$42.00	$42.00	109 CCS 013	0.00%
	Day of		$44.25	$46.50	$46.50	109 CCS 013	0.00%
21K Entry	Early				$60.00	New	
	Regular				$70.00	New	
	Day of				$70.00	New	
Children's Camp							
Lindsay Camp	Daily		$30.00	$31.50	$31.50	109 CCS 013	0.00%
	Weekly		$150.00	$157.50	$157.50	109 CCS 013	0.00%
Camp Field Trip	Each		$26.25	$27.75	$27.75	109 CCS 013	0.00%
Sport & Skate	Weekly		$185.00	$194.25	$194.25	109 CCS 013	0.00%
Sport & Swing	Weekly		$175.00	$183.75	$183.75	109 CCS 013	0.00%
Sport & Swim	Weekly		$150.00	$157.50	$157.50	109 CCS 013	0.00%
Public Skating							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective May 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Public Skating – Entry	Adult		$2.50	$2.75	$2.85	109 CCS 013	3.64%
	Child		$1.50	$1.75	$1.80	109 CCS 013	2.86%
	Pre-school		Free	Free	Free	109 CCS 013	
	Senior		$1.50	$1.75	$1.80	109 CCS 013	2.86%
Shinny	Single		$5.65	$6.00	$6.20	109 CCS 013	3.33%
	10 pass		$50.85	$53.50	$55.75	109 CCS 013	4.21%

Stick & Puck (one adult/child)	Single		$5.65	$6.00	$6.20	109 CCS 013	3.33%
Arena							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Sept 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Arena Floor Minor Hourly (maximum 4 hours)	per hour		$65.40	$68.75	$69.85	109 CCS 013	1.60%
Arena Floor Minor Daily (maximum 12 hours)	per day		$594.40	$624.25	$634.25	109 CCS 013	1.60%
Arena Floor Adult Hourly (maximum 4 hours)	per hour		$78.50	$82.50	$83.85	109 CCS 013	1.64%
Arena Floor Adult Daily (maximum 12 hours)	per day		$951.00	$998.75	$1,014.75	109 CCS 013	1.60%
Ice Rental Standard Hourly	per hour		$127.35	$146.45	$148.80	109 CCS 013	1.60%
Ice Rental Non-Prime Hourly (Open-5pm, 11pm -Close)	per hour		$96.55	$111.03	$112.85	109 CCS 013	1.64%
Ice Rental Minor Hourly	per hour		$106.20	$122.13	$124.10	109 CCS 013	1.61%
Ice Rental LRC Standard Hourly	per hour		$159.10	$182.97	$185.90	109 CCS 013	1.60%
Ice Rental LRC Non-Prime Hourly (Open-5pm, 11pm-Close)	per hour		$96.55	$111.03	$112.85	109 CCS 013	1.64%
Ice Rental LRC Minor Hourly	per hour		$106.20	$122.13	$124.10	109 CCS 013	1.61%
Ice Rental Standard Summer Hourly (April 1 – August 31)	per hour		$169.70	$195.16	$198.30	109 CCS 013	1.61%
Ice Rental Minor Summer Hourly (April 1 – August 31)	per hour		$118.90	$136.74	$138.95	109 CCS 013	1.62%
Ticket Ice Hourly (participant rate $7.00)	per hour		$51.50	$59.32	$60.30	109 CCS 013	1.65%
Athletic Field/Ball Diamond							
Class A Athletic Field Adult Game	2 hours		$35.70	$37.50	$38.10	109 CCS 013	1.60%
Class A Athletic Field Adult Tournament	Day		$118.90	$125.00	$127.00	109 CCS 013	1.60%
Class A Athletic Field Minor Game	2 hours		$17.85	$19.00	$19.30	109 CCS 013	1.58%
Class A Athletic Field Minor Tournament	Day		$59.45	$62.50	$63.50	109 CCS 013	1.60%
Class B Athletic Field Adult Game	2 hours		$23.80	$25.00	$25.40	109 CCS 013	1.60%
Class B Athletic Field Adult Tournament	Day		$53.50	$56.25	$57.15	109 CCS 013	1.60%
Class B Athletic Field Minor Game	2 hours		$11.90	$12.50	$12.70	109 CCS 013	1.60%
Class B Athletic Field Minor Tournament	Day		$26.75	$28.25	$28.70	109 CCS 013	1.59%
Class A Ball Diamond Adult Game	2 hours		$41.65	$43.75	$44.45	109 CCS 013	1.60%
Class A Ball Diamond Adult Tournament	Day/Diamond		$118.90	$125.00	$127.00	109 CCS 013	1.60%
Class A Ball Diamond Minor Game	2 hours		$20.85	$22.00	$22.35	109 CCS 013	1.59%
Class A Ball Diamond Minor Tournament	Day/Diamond		$59.45	$62.50	$63.50	109 CCS 013	1.60%
Class B Ball Diamond Adult Game	2 hours		$29.72	$31.25	$31.75	109 CCS 013	1.60%
Class B Ball Diamond Adult Tournament	Day/Diamond		$89.20	$93.75	$95.25	109 CCS 013	1.60%
Class B Ball Diamond Minor Game	2 hours		$14.90	$15.75	$16.00	109 CCS 013	1.59%
Class B Ball Diamond Minor Tournament	Day/Diamond		$44.60	$47.00	$47.75	109 CCS 013	1.60%
Class C Ball Diamond Adult Game	2 hours		$17.85	$19.00	$19.30	109 CCS 013	1.58%
Class C Ball Diamond Adult Tournament	Day/Diamond		$53.50	$56.25	$57.15	109 CCS 013	1.60%
Class C Ball Diamond Minor Game	2 hours		$8.95	$9.50	$9.65	109 CCS 013	1.58%
Class C Ball Diamond Minor Tournament	Day/Diamond		$26.75	$28.25	$28.70	109 CCS 013	1.59%
Athletic Field/Ball Diamond Lights Game	2 hours		$11.90	$12.50	$12.70	109 CCS 013	1.60%
Park							
Park Shelter Daily	per day		$29.75	$31.25	$31.75	109 CCS 013	1.60%
Park Rental Special Event Daily	per day		$237.75	$249.75	$253.75	109 CCS 013	1.60%
Park Vendor Monthly	per month		$237.75	$249.75	$253.75	109 CCS 013	1.60%
Boat Docking Daily	per day		$25.40	$26.75	$27.00	109 CCS 013	0.93%
Boat Docking Seasonal (per foot)	per 2 seasons/ per foot		$10.30	$11.00	$11.25	109 CCS 013	2.27%
Fishing Tournament Daily	per day		$237.75	$249.75	$253.75	109 CCS 013	1.60%
Overnight Rest Area Access	per day		$5.15	$5.50	$5.60	109 CCS 013	1.82%
Community Hall							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Class A Hourly (maximum 4 hours)	per hour		$55.60	$58.50	$58.50	109 CCS 013	0.00%
Class A Daily (maximum 12 hours)	per day		$866.10	$909.50	$909.50	109 CCS 013	0.00%
Class B Hourly (maximum 4 hours)	per hour		$33.35	$35.25	$35.25	109 CCS 013	0.00%
Class B Daily (maximum 12 hours)	per day		$527.60	$554.00	$554.00	109 CCS 013	0.00%
Class C Hourly (maximum 4 hours)	per hour		$27.80	$29.25	$29.25	109 CCS 013	0.00%
Class C Daily (maximum 12 hours)	per day		$407.60	$428.00	$428.00	109 CCS 013	0.00%
Class D Hourly (maximum 4 hours)	per hour		$22.25	$23.50	$23.50	109 CCS 013	0.00%
Class D Daily (maximum 12 hours)	per day		$243.45	$255.75	$255.75	109 CCS 013	0.00%
Class E Hourly (maximum 4 hours)	per hour		$16.70	$17.75	$17.75	109 CCS 013	0.00%
Class E Daily (maximum 12 hours)	per day		$141.55	$148.75	$148.75	109 CCS 013	0.00%
Victoria Park Washrooms Only			$118.90	$125.00	$125.00	109 CCS 013	0.00%
Exterior Portable Sign Weekly	per week		$118.90	$125.00	$125.00	109 CCS 013	0.00%
Liability Insurance							
Events – Public with Alcohol (1-100 people)	Day		$125.00	$125.00	refer to provider	Rates set by provider	
Events – Public with Alcohol (101-250 people)	Day		$225.00	$225.00	refer to provider	Rates set by provider	
Events – Public with Alcohol (251-500 people)	Day		$275.00	$275.00	refer to provider	Rates set by provider	
Events – Public with Alcohol (501-1000 people)	Day		refer to provider	refer to provider	refer to provider	Rates set by provider	
Events – Private with Alcohol (1-25 people)	Day		$50.00	$50.00	refer to provider	Rates set by provider	
Events – Private with Alcohol (26-100 people)	Day		$100.00	$100.00	refer to provider	Rates set by provider	
Events – Private with Alcohol (101-250 people)	Day		$175.00	$175.00	refer to provider	Rates set by provider	
Events – Private with Alcohol (251-400 people)	day		$225.00	$225.00	refer to provider	Rates set by provider	

Storage Space							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Various Facilities	Sq ft per year		$2.75	$3.00	$3.05	109 CCS 013	1.67%
Office Space							
Lindsay Recreation Complex	Sq ft per month		$6.35	$6.75	$6.90	109 CCS 013	2.22%
Victoria Park Armoury	Sq ft per month		$3.65	$4.00	$4.10	109 CCS 013	2.50%
Indoor Pool							
LRC Large Pool	Hourly		$95.10	$100.00	$101.60	109 CCS 013	1.60%
LRC Large Pool Bulk Hourly	Hourly		$76.10	$80.00	$81.30	109 CCS 013	1.63%
LRC Therapeutic Pool	Hourly		$71.35	$75.00	$76.20	109 CCS 013	1.60%
LRC Therapeutic Pool Bulk Rate Hourly	Hourly		$57.10	$60.00	$61.00	109 CCS 013	1.67%
LRC Half Pool			$47.35	$50.00	$50.80	109 CCS 013	1.60%
Forbert	Hourly		$95.10	$100.00	$101.60	109 CCS 013	1.60%
Forbert Bulk Rate	Hourly		$76.10	$80.00	$81.30	109 CCS 013	1.63%
Lifeguard	Hourly		$23.20	$24.50	$24.90	109 CCS 013	1.63%
Trailer Park							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective Sept 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Centennial Park South West	Annual		$2,070.25	$2,174.00	$2,174.00	109 CCS 013	0.00%
Centennial Park East	Annual		$2,238.10	$2,350.25	$2,350.25	109 CCS 013	0.00%

Centennial Park North West	Annual		$2,461.90	$2,585.00	$2,585.00	109 CCS 013	0.00%
Centennial Park Daily Pass Individual	Day		$4.10	$4.50	$4.50	109 CCS 013	0.00%
Boat Docking Seasonal (less than 16ft)	Annual		$203.00	$213.25	$213.25	109 CCS 013	0.00%
Boat Docking Seasonal (16ft+)	Annual		$284.20	$298.50	$298.50	109 CCS 013	0.00%
Beach Park Boat Docking Transient	Day		$30.45	$32.00	$32.00	109 CCS 013	0.00%
Boat Launch Daily	Day		$8.15	$8.75	$8.75	109 CCS 013	0.00%
Boat Launch Commercial	Annual		$507.50	$533.00	$533.00	109 CCS 013	0.00%
Boat Launch Seasonal	Annual		$42.65	$45.00	$45.00	109 CCS 013	0.00%
Hydro Service Charge	Annual		Based on usage	Based on usage	Based on usage	109 CCS 013	
Replacement Access Card			$25.40	$26.75	$26.75	109 CCS 013	0.00%
Laundry	per use		$2.05	$2.25	$2.25	109 CCS 013	0.00%
Miscellaneous							
Holiday Premium (minimum three hour rental (ice booking can be combination of multiple bookings))			50%	50%	50%	109 CCS 013	
Not-For-Profit-Discount (based on daily rental at community hall for community event)			40%	40%	40%	109 CCS 013	
Refund/Cancellation Fee (minimum $5 or 15 percent)		$5 minimum	15%	15%	15%	109 CCS 013	
Non Resident Premium					25%	New	

D – 4 Parks, Recreation and Culture – Advertising							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Community Guide Ads							
Half Banner	each		$197.95	208	$211.35	109 CCS 013	1.61%
Banner	each		$294.35	309.25	$314.20	109 CCS 013	1.60%
Half Page	each		$395.85	415.75	$422.40	109 CCS 013	1.60%
Full Page	each		$619.15	650.25	$660.65	109 CCS 013	1.60%
Inside Front Cover	each		$771.40	810	$823.00	109 CCS 013	1.60%
Inside Back Cover	each		$771.40	810	$823.00	109 CCS 013	1.60%
Back Cover	each		$1,339.80	1,407.00	$1,429.55	109 CCS 013	1.60%
Multiple Publication Commitment (Discount)	each		15%	15%	15%	109 CCS 013	
Sponsorship and Dedication							
Plant a Tree	each		$1,015.00	1,065.75	1,082.80	109 CCS 013	1.60%
Dedicate a Park Bench	each		$1,700.15	1,785.25	1,813.85	109 CCS 013	1.60%
Facility Ads							
Rink Boards	year		$340.05	357.25	$363.00	109 CCS 013	1.61%
Arena Wall	year		$228.40	240	$243.85	109 CCS 013	1.60%
Ice Surface (per season)	year		$1,131.75	1,188.50	$1,207.55	109 CCS 013	1.60%
Olympia	year		$451.70	474.5	$482.10	109 CCS 013	1.60%
Lindsay Rink Board	year		$568.40	597	$606.55	109 CCS 013	1.60%
Lindsay Wall Ad	year		$456.75	479.75	$487.45	109 CCS 013	1.61%
Board Glass	year		$284.20	298.5	$303.30	109 CCS 013	1.61%
FF Mezzanine	year		$284.20	298.5	$303.30	109 CCS 013	1.61%
FF Stair Risers	year		$340.05	357.25	$363.00	109 CCS 013	1.61%
FF Accessible Viewing Area Risers	year		$284.20	298.5	$303.30	109 CCS 013	1.61%
Ball Diamonds (per year, minimum of 3 years)	year		$113.70	119.5	$121.45	109 CCS 013	1.63%

Schedule E – Planning, Development and Engineering

Note: Legal and other administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.

E – 1 Planning Fees					**u**		
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Administration							
Planning Department Fees waived if the application is initiated by the City or is for an organization that the City is involved with.	each	None	Waived	Waived	Waived		
Zoning Compliance Letter	each	None	$103.00	$108.25	$110.00	By-law 2013-006	1.62%
Site Plan Compliance Letter	each	None	$103.00	$108.25	$110.00	By-law 2013-006	1.62%
Clearance to fulfill Oak Ridges Moraine	each	None			$500.00	New	
Applicant Requested Deferral for any Application	each	None		$324.75	$330.00		1.62%
Written Responses to Property Inquiries	each	None	$103.00	$108.25	$110.00	By-law 2013-006	1.62%
GIS Mapping Requests (CKL Mapping only up to 11x17 paper size)	each	None			$30.00 plus $10 per additional map	New	
Copying of Maps and Drawings	Per map or drawing	None			$20.00	New	
Photocoping or Scanning of Documents	Per page (each side for double sided)	None			$0.50	New	
Information Requests for Closed Planning Act Application Files	Per File	Photocopying charges			$300.00	New	
File Status Update Letter for any type of application	each	None	$515.00	$540.75	$550.00	By-law 2013-006	1.71%
Pre-consultation Application	each	None	$200.00	$210.00	$215.00	By-law 2013-006	2.38%
Peer Review of all Specialized Reports or Studies	each	$2,400.00 deposit required	actual costs	actual costs	actual costs	By-law 2013-006	
OMB Appeal Processing Fee							
OMB Appeal Processing Fee - Consent or Minor Variance Application	each	None			$150.00	NEW	
OMB Appeal Processing Fee - Planning Act Applications	each	None			$300.00	NEW	
OMB Participation Costs	each	$2,400.00 deposit required	actual costs	actual costs	actual costs	By-law 2013-006	
Legal Expenses (not identified through applications)	each	Applicant responsible for 100% of City's legal fees	actual costs	actual costs	actual costs	By-law 2013-006	
Official Plan Amendment							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Official Plan Amendment- Minor	each	Advertising Fee	$3,605.00	$3,785.25	$3,840.00	By-law 2013-006	1.45%
Official Plan Amendment -Major Applications for commercial development greater than 2,500 sq. m.; deletion or addition to the designated road network; tourist commercial development; an application that has broader policy implications for the City as deemed by the Director of Development Services	each	Advertising Fee	$5,150.00	$5,407.50	$5,490.00	By-law 2013-006	1.53%
Pit or Quarry where proposed annual tonnage is less than 100,000 tonnes	each	Advertising Fee	$4,120.00	$4,326.00	$4,400.00	By-law 2013-006	1.71%

Pit or Quarry where proposed annual tonnage is between 100,000-500,000 tonnes	each	Advertising Fee	$6,180.00	$6,489.00	$6,590.00	By-law 2013-006	1.56%
Pit or Quarry where proposed tonnage is between 500,000-1,000,000 tonnes	each	Advertising Fee	$11,330.00	$11,896.50	$12,085.00	By-law 2013-006	1.58%
Pit or Quarry where proposed annual tonnage is over 1,000,000 tonnes	each	Advertising Fee	$16,480.00	$17,304.00	$17,580.00	By-law 2013-006	1.60%
Application Revision	each	Advertising Fee	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Zoning By-Law Amendment – Minor							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Rezoning Application where required as a condition of consent	each	Advertising Fee			$1,100.00	New	
Rezoning Application $2,200.00 base fee plus the applicable fees that follow below:	each	Advertising Fee	$2,060.00	$2,163.00	$2,200.00	By-law 2013-006	1.71%
a) $25 per residential lot, block, and/or dwelling unit to a maximum fee of $10,000.00; and/or,	each	None	$25.00	$27.50	$25.00	By-law 2013-006	-9.09%
b) $75 per 100 sq. m. or part thereof of proposed commercial gross floor area; and/or,	each	None	$65.00	$72.50	$75.00	By-law 2013-006	3.45%
c) $30.00 per 100 sq. m. or part thereof of proposed industrial gross floor area	each	None	$30.00	$32.75	$30.00	By-law 2013-006	-8.40%
d) $30.00 per 100 sq. m. or part thereof of proposed institutional gross floor area	each	None	$30.00	$32.75	$30.00	By-law 2013-006	-8.40%
Zoning By-Law Amendment – Major - Application is associated with an official plan amendment application; a draft plan of subdivision or condominium; involves multiple properties; has background technical studies to be reviewed; and/or has zoning implications throughout the City							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Rezoning Application $3,300.00 base fee plus the applicable fees that follow below:	each	Advertising Fee	$3,090.00	$3,244.50	$3,300.00		1.71%
a) $25.00 per residential lot, block, and/or dwelling unit to a maximum fee of $10,000.00; and/or,	each	None	$25.00	$27.50	$25.00		-9.09%
b) $75.00 per 100 sq. m. or part thereof of proposed commercial gross floor area; and/or,	each	None	$65.00	$72.50	$75.00		3.45%
c) $30.00 per 100 sq. m. or part thereof of proposed industrial gross floor area	each	None	$30.00	$32.75	$30.00		-8.40%
d) $30.00 per 100 sq. m. or part thereof of proposed institutional gross floor area	each	None	$30.00	$32.75	$30.00		-8.40%
Application Revisions	each	Advertising Fee	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Removal of (H) Holding Symbol							
Advertising Fee	each		$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Removal of Holding Rezoning Appliation	each	Advertising Fee plus Conservation Authority fee if a condition of the Removal of (H) Holding relates to their comments	$515.00	$540.75	$550.00	By-law 2013-006	1.71%
Draft Plan of Subdivision or Condominium							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Residential and/or Mixed Use - $6,590.00 plus $25.00 per new residential, commercial, and institutional lot/block to a maximum fee of $15,000.00 plus legal and registration fees	each	Advertising Fee	$6,180 plus $25	$6,489.00 plus $27.50	$6,590.00 plus $25.00	By-law 2013-006	1.51%
Non-Residential - $3,290.00 plus $25.00 per new industrial, commercial, and institutional block plus legal and registration fees	each	Advertising Fee	$3,090 plus $25	$3,244.50 plus $27.50	$3,290.00 plus $25.00	By-law 2013-006	1.31%
Extension of Draft Plan Approval	each	None	$309.00	$324.50	$330.00	By-law 2013-006	1.69%
Minor Revisions to Draft Plan Approval where no recirculation is required	each	None if Public Meeting not required	$309.00	$324.50	$330.00	By-law 2013-006	1.69%
Minor Revisions to Draft Plan Approval where agency recirculation is required	each	None if Public Meeting not required	$515.00	$540.75	$550.00	By-law 2013-006	1.71%
Major Revisions to Draft Plan Approval	each	Advertising Fee	$5,000.00	$5,250.00	$5,330.00	By-law 2013-006	1.52%
Clearance of Draft Plan Conditions	each	None	$515.00	$540.75	$550.00	By-law 2013-006	1.71%
Preparation of Subdivision or Condominium Agreement (includes legal and registration fees)	each	None	$2,000.00	$2,100.00	$2,130.00	By-law 2013-006	1.43%
Part Lot Control							
Part Lot Control (including legal and registration fees)	each	Plus $40.00 for each additional division	$618.00	$649.00	$650.00	By-law 2013-006	0.15%
Deeming By-law of Repeal of Deeming By-							
Deeming By-law of Repeal of Deeming By-Law (includes legal and registration fees)	each	None	$721.00	$757.25	$770.00	By-law 2013-006	1.68%
Condominium Conversion	each	None if Public Meeting not required	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Exemption for a Condominium	each	None	$654.00	$686.75	$695.00	By-law 2013-006	1.20%
Removal of Road Reserves	each	None	$309.00	$324.50	$330.00	By-law 2013-006	1.69%
Combined Planning Applications							
Advertising Fee	each		$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Where an applicant submits any combination of an official plan amendment, zoning by-law amendment, draft plan of subdivision, and/or draft plan of condominium applications together at the same time, the highest application fee is the base fee and all other application fees are reduced by 50%. Only one advertising fee will be charged	each	Advertising Fee	As Detailed Under Service Description	As Detailed Under Service Description	As Detailed Under Service Description	By-law 2013-006	
Minor Variance							
Advertising Fee	each		$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Minor Variance Pre-screening, if required as determined by staff	each	None	$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Minor Variance	each	Advertising Fee	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Consent							
Consent Potential Inquiries	each		$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Advertising Fee	each	None	$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Consent for lot creation $1,100.00 plus $220.00 for each additional lot when applications are submitted at the same time	each	Advertising Fee	$1,030.00 plus $206.00	$1,081.50 plus $216.50	$1,100.00 Plus $220.00	By-law 2013-006	1.69%

Consent for easement, charge, lease, right-of-way, correction of title, and validation of title	each	Advertising Fee	$886.00	$930.50	$945.00	By-law 2013-006	1.56%
Consent for boundary adjustments - $945.00 plus $150.00 for each additional boundary adjustment when all applications are submitted	each	Advertising Fee	$886.00 plus $140.00	$930.50 plus $150.25	$945.00 plus $150.00	By-law 2013-006	1.32%
Amendments to consent when recirculating required	each	Advertising Fee	$309.00	$324.50	$330.00	By-law 2013-006	1.69%
Stamping Fee: certificate for lot creation, lot retention, and boundary adjustments	each	None	$412.00	$432.75	$440.00	By-law 2013-006	1.68%
Stamping Fee: certificate for an easement, charge, lease, right-of-way, correction of title and validation of title	each	None	$206.00	$216.50	$220.00	By-law 2013-006	1.62%
Consent Agreement (Preparation, legal and registration of fees)	each	None	$1,030.00	$1,081.50	$1,100.00	By-law 2013-006	1.71%
Site Plan Approval							
Request for Exemption from Site Plan Control	each	None	$309.00	$324.50	$330.00	By-law 2013-006	
Residential - $2,200.00 plus $25.00 per residential dwelling unit plus $1,100.00 for agreement preparation and registration fees	each	None	$2,060.00 plus $25.00 plus $1,030.00	$2,163.00 plus $27.50 plus $1,081.50	$2200.00 plus $25.00 plus $1,100.00	By-law 2013-006	1.62%
Mixed Use Building - $2,200.00 plus $25.00 per residential dwelling unit plus $75.00 per 100 sq.m. or part thereof **of proposed non-residential floorspace,** plus $1,100 for agreement preparation and registration fees	each	None	$2,060.00 plus $25.00 plus $1,030.00	$2,163.00 plus $27.50 plus $1,081.50	$2,200.00 plus $25.00 plus $75.00 plus $1,100.00	By-law 2013-006	1.66%
Non-Residential - $2,200.00 plus $75.00 per 100 sq.m. or part thereof **of proposed commercial floorspace**, and/or plus $25.00 per 100 sq.m. or part thereof **of proposed industrial floorspace**, and/or plus $25.00 per 100 sq.m. or part thereof **of proposed institutional floorspace** plus $1,100 for agreement preparation and registration fees	each	None	$2,060.00 plus $30.00 plus $65.00 plus $1,000.00	$2,163.00 plus $32.75 plus $72.50 plus $1,081.50	$2,200.00 plus $25.00 plus $75.00 plus $1,100.00	By-law 2013-006	1.50%
Amending Site Plan Approval							
Residential - $1,650.00 plus $25.00 per residential dwelling unit plus $1,100.00 for agreement preparation and registration fees	each	None	$1,545.00 plus $25.00 plus $1,000.00	$1,622.25 plus $27.50 plus $1,081.50	$1,650.00 plus $25.00 plus $1,100.00	By-law 2013-006	1.60%
Mixed Use Building - $1,650.00 plus $25.00 per residential dwelling unit plus $50.00 per 100 sq.m. or part thereof **of proposed non-residential floorspace** plus $1,100.00 for agreement preparation and registration fees	each	None	$1,545.00 plus $25.00 plus $50.00 plus $1,000.00	$1,622.25 plus $27.50 plus $52.50 plus$1,081.50	$1,650.00 plus $25.00 plus $50.00 plus $1,100.00	By-law 2013-006	1.48%
Non-Residential - $1,650.00 plus $75.00 per 100 sq.m. or part thereof **of proposed commercial floorspace**, and/or plus $30.00 per 100 sq.m. or part thereof **of proposed industrial floorspace**, and/or plus $30.00 per 100 sq.m. or part thereof **of proposed institutional floorspace** plus $1,100.00 for agreement preparation and registration fees	each	None	$1,545.00 plus $65.00 plus $30.00 plus $1,000.00	$1,622.25 plus $72.50 plus $32.75 plus $1,081.50	$1,650.00 plus $75.00 plus $30.00 plus $1,100.00	By-law 2013-006	1.64%
Minor Site Plan Approval							
Plans only approval or with scoped site plan agreement for such uses as chip trucks, temporary new home sales trailers/offices, minor building extensions or alterations, school portables, or government agency reviews exempt from site plan control	each	None	$515.00	$545.00	$550 plus $800 for site plan agreement	By-law 2013-006	0.92%
Renewal Energy Application Fees							
Review of Large Renewable Energy Application	each	None	$4,000.00	$4,200.00	$4,265.00	By-law 2013-006	1.55%
Municipal Council Support Resolution	each	None	$400.00	$420.00	$425.00	By-law 2013-006	1.19%
All Prescribed IESO forms (FIT/MicroFIT/LRP)	each	None	$400.00	$420.00	$425.00	By-law 2013-006	1.19%
Telecommunications Application Fees							
Telecommunications Tower Application	each	None	$2,060.00	$2,163.00	$2,200.00	By-law 2013-006	1.71%
Refund of Application Fees							
Advertising	each	None	90% if not advertised	90% if not advertised	90% if not advertised	By-law 2013-006	
If request submitted within one (1) year from date of application being received and prior to preparation of staff report	each	None	25% of total application fee refundable	25% of total application fee refundable	25% of total application fee refundable	By-law 2013-006	
Preparation of Development Agreement							
Where required in conjunction with a Planning Act application but not mentioned above	each	None	$1,000.00	$1,050.00	$1,065.00		1.43%
Where required but not in conjunction with a Planning Act application such as roadway	each	None			$1,100 plus $500 processing fee	New	
E – 2 Development Application Approval Fees							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Subdivision Approval							
Basic Fee - Percentage of constructed value of the public infrastructure created relative to the subdivision	each		3.50%	3.70%	3.70%	By-law 2007-132	0.00%
Site Plan Approval							
Basic Fee – Percentage of constructed value of the site works created relative to the project	each		0.60%	0.65%	0.65%	By-law 2007-132	0.00%
Condominium Approval							
Basic Fee - Percentage of the constructed value of the infrastructure	each		3.50%	3.70%	3.70%	By-law 2007-132	0.00%
Abnormally complex proposals or where additional submissions or inspections required	each		Actual Costs	Actual Costs	Actual Costs	By-law 2007-132	
E – 3 Permits							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective March 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Pool Permits	each		$100.00	$105.00	$106.00	By-law 2005-314	0.95%
Accessory Dwelling Units	each		$128.75	$135.25	$137.00	By-law 2014-305	1.29%
Patio Permits	each		$257.50	$270.50	$275.00	By-law 2014-305	1.66%

Schedule F – Waste Management

Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.

F – 1 Waste Management Fees

Service Description	Unit	Additional Fees	Fee	Fee Effective March 30, 2017	Fees Effective January 1, 2018	Reference	
Solid Waste Tipping Fees shall always be based on weight unless there is a failure of the scale system and then fees will be based on rates described below. The only exception shall be when bagged garbage is tagged and then it shall be received at no charge.							
Residential Recyclable Materials (Blue/Comingle & Green/ Paper Box Recycling)	each		Free	Free	Free	By-law 2016-144	
Residential Household Hazardous Waste (at designated landfill sites only)	each		Free	Free	Free	By-law 2016-144	
Residential Waste Electronic & Electrical Equipment	each		Free	Free	Free	By-law 2016-144	
Scrap Metal (including appliances without Freon)	each		Free	Free	Free	By-law 2016-144	
Tires (with or without rims)	each		Free	Free	Free	By-law 2016-144	
Ashes (must be cold to be accepted)	each		Free	Free	Free	By-law 2016-144	
Curbside Bag Tags	each		$3.00	$3.00	$3.00	By-law 2016-144	0.00%
Mattresses and Box Springs	each		$5.00	$15.00	$15.00	By-law 2016-144	0.00%
Appliances Containing Freon (refrigerators, air conditions, dehumidifiers, freezers, etc.)	item		$20.00	$20.00	$20.00	By-law 2016-144	0.00%
Residential/ Commercial Containers							
Apartment/ Desk-side 4 gallon blue and green boxes	each		$5.00	$5.00	$5.00		0.00%
Standard 16 gallon blue and 14 gallon green boxes	each		$7.00	$7.00	$7.00		0.00%
Extra large 22 gallon blue boxes (for containers only)	each		$9.00	$9.00	$9.00		0.00%
Commercial Recycling Carts (not available for residential collection)							
65 gallon blue and green carts	each		$80.00	$80.00	$80.00		0.00%
95 gallon blue carts (for container recycling only)	each		$95.00	$95.00	$95.00		0.00%
Rain Barrels							
Flat-back model (205L)	each		$75.00	$75.00	$75.00		0.00%
Composters							
Backyard composters (80 gallons)	each		$45.00	$45.00	$45.00		0.00%
Kitchen compost pails (2 gallons)	each		$3.00	$3.00	$3.00		0.00%
Digesters	each			$60.00	$70.00		16.67%
Weight Based Tipping Fees							
Minimum charge Sorted Material (Waste)	Visit			$5.00	$5.00	By-law2017-081	0.00%
Minimum charge Mixed Load (Waste and Leaf & Yard Materials)	Visit			$7.00	$7.00	By-law2017-081	0.00%
Sorted Waste over $5 by weight	Tonne			$100.00	$105.00	By-law2017-081	5.00%
Sorted Leaf & Yard Material over 150kg	Tonne			$100.00	$105.00	By-law2017-081	5.00%
Mixed Loads (more than 20% by volume of recyclable materials and/or opaque bags)	tonne		N/A	$200.00	$205.00	By-law 2016-144	2.50%
Contaminated Soil (suitable for daily cover)	tonne		$45.00	$50.00	$50.00	By-law 2016-144	0.00%
Contaminated Soil (not suitable for daily cover)	tonne		$95.00	$100.00	$105.00	By-law 2016-144	5.00%
Boat and Bale Wrap (Clean)	tonne		$45.00	$50.00	$50.00	By-law 2016-144	0.00%
Boat and Bale Wrap (Contaminated)	tonne		Free	$50.00	$105.00	By-law 2016-144	110.00%
Asbestos	tonne		$95.00	$250.00	$250.00	By-law 2016-144	0.00%
Construction and Demolition Waste	tonne		$95.00	$100.00	$105.00	By-law 2016-144	5.00%
Residential, Industrial, Commercial and Institutional Waste	tonne		$95.00	$100.00	$105.00	By-law 2016-144	5.00%
Fees When Scales are inoperative or for Freon Removal							
Minimum charge Sorted Material (Waste)	Visit			$5.00	$5.00	By-law 2017-081	0.00%
Minimum Charge Mixed Load (Waste and Leaf & Yard Material)	Visit			$7.00	$7.00	By-law 2017-081	0.00%
Sorted Waste Material over $5.00 by cubic yard	Cubic yard			$12.50	$15.00	By-law 2017-081	20.00%
Sorted Leaf & Yard Material over 1.0 cubic yard	Cubic yard			$12.50	$15.00	By-law 2017-081	20.00%
Mixed Loads (more than 20% by volume of recyclable materials and/or opaque bags)	cubic yard		N/A	$25.00	$30.00	By-law 2016-144	20.00%
Asbestos per cubic yard	Cubic yard			$125.00	$125.00		0.00%
RV Disposal per visit at Lindsay Ops Only	per visit			$5.00	$5.00		0.00%
Vac Trucks	per load				$200.00		
Boats	per foot		$3.00	$3.00	$3.00	By-law 2016-144	0.00%
Residential, Industrial, Commercial and Institutional Waste	cubic yard		$10.00	$12.50	$15.00	By-law 2016-144	20.00%
Commercial Boat and Bale Wrap (Clean)	cubic yard		Free	$6.25	$6.25	By-law 2016-144	0.00%
Boat and Bale Wrap Contaminated	cubic yard		$10.00	$12.50	$15.00	By-law 2016-144	20.00%
Construction and Demolition Waste	cubic yard		$45.00	$50.00	$50.00	By-law 2016-144	0.00%
Contaminated Soil (suitable for cover material)	cubic yard		$20.00	$25.00	$30.00	By-law 2016-144	20.00%
Contaminated Soil (not suitable for cover material)	cubic yard		$45.00	$50.00	$55.00	By-law 2016-144	10.00%

Schedule G – Public Works

Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.

G – 1 Oversize and Overweight Loads

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Single Move Permit	each		$51.50	$54.25	$55.00	By-law 2010-064	1.38%
Annual Permit	each		$206.00	$216.50	$220.00	By-law 2010-064	1.62%

G – 2 Reduced Load Permit

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Permit for moving of heavy Vehicles, loads, objects or structures in excess of the load restrictions	each		$51.50	$54.25	$55.00	By-law 2005-077	1.38%

G – 3 Entrance Permit

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Permit	each		$103.00	$108.25	$110.00		1.62%

G– 4 Installation of Banners over City Roads

Service Description	Unit	Additional Fees	Fee Effective January 1, 2017	Fee Effective March 1, 2017	Fees Effective January 1, 2018	Reference	
Not for Profit, Charitable, Community Based Organization	1 location/year		Free	Free		Policy 140 EPW 012	
Second and Subsequent Signs	week		$103.00	$108.25	$110.00	Policy 140 EPW 012	1.62%

Schedule H – Transit

Note: Administration charges outlined in Schedule A may apply to transactions contained in this schedule. See Schedule A for details.							
H – 1 Transit Fees							
Service Description	**Unit**	**Additional Fees**	**Fee Effective January 1, 2017**	**Fee Effective July 1, 2017**	**Fees Effective January 1, 2018**	**Reference**	
Per Trip							
Adults	trip		$2.00	$2.10	$2.25	By-law 2010-117	7.14%
Students	trip		$1.50	$1.60	$1.75	By-law 2010-117	9.37%
Children 8-14	trip		$1.00	$1.05	$1.25	By-law 2010-117	19.05%
Children Under 8	trip		no charge	no charge	no charge	By-law 2010-117	
Tokens							
	6 tokens		New	$10.00	$10.00	By-law 2010-117	0.00%
	12 tokens		N/A	$20.00	$20.00	By-law 2010-117	0.00%
Monthly Pass							
Adults	pass		$60.00	$63.00	$60.00	By-law 2010-117	-4.76%
Seniors/Students	pass		$50.00	$52.50	$50.00	By-law 2010-117	-4.76%
Transit Charters							
For Profit Organizations (minimum 4 hours)	per hour		$65.00	$68.25	$75.00	By-law 2010-117	9.89%
Not For Profit Organizations (minimum 4 hours)	per hour		$30.00	$31.50	$37.50	By-law 2010-117	19.05%

The Corporation of the City of Kawartha Lakes

By-Law 2017-___

A By-law to Regulate Fences in the City of Kawartha Lakes

Recitals

1. Section 10 (2) 10 of the Municipal Act, 2001, authorizes the councils of municipalities to pass By-Laws with respect to structures, including fences.

2. Section 3 of the Line Fences Act, 1990, provides that an owner of land may construct and maintain a fence to mark the boundary between the owner's land and adjoining lands.

3. Sections 7(1)(i)(j) of the Building Code Act, 1992, provides jurisdiction to the City of Kawartha Lakes to require the person to whom a permit is issued to erect and maintain fences and to prescribe the height and description of the fences.

4. Council considers it advisable to regulate the fencing of properties within the City of Kawartha Lakes.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-___.

Section 1.00: Definitions and Interpretation

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

"Agricultural property" means a property that is zoned for agricultural uses in the Zoning By-law that applies to the property;

"Berm" means a man-made earthen embankment erected to act as a landscaping screen or noise barrier;

"Building Code Act" means the Building Code Act, 1992, S.O. 1992, C.23, as amended;

"Building Division" means the Building Division of the Development Services Department of the City or, in the event of organizational changes, another office designated by Council to carry out the Division's responsibilities;

"Chief Building Official" (CBO) means the person appointed by the Council as the Chief Building Official, and such inspectors as are required, for the purpose of enforcement of the Building Code Act;

"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;

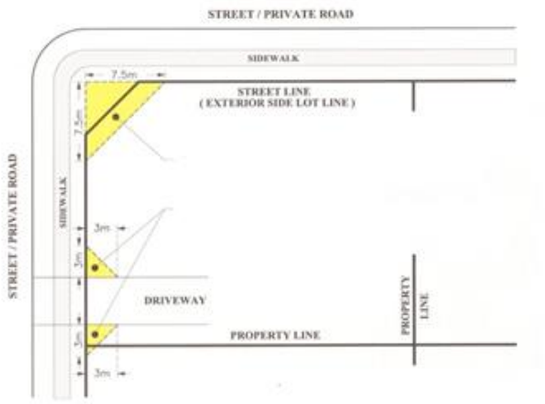
"Construct a fence" means to, construct, erect, build, install, alter, reconstruct or replace a fence or to cause or permit another person to do so and "construct a pool fence" has a corresponding meaning;

"Corner Lot" means a lot situated at the intersection of and abutting upon two streets, or upon two parts of the same street, the adjacent sides of which street or streets, (or, in the case of a curved corner, the tangents at the street extremities of the side lot lines) contain an angle of not more than 135 degrees. In the case of a curved corner, the corner of the building lot shall be that point on the lot line abutting a street nearest to the point of intersection of the said tangents;

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

“Daylighting Triangle” shall refer to a triangular piece of land located at the intersection of two street streets, the size of which shall be governed by the regulations contained in the Zoning By-law that applies to the property (see diagram below);

“Driveway Daylighting Triangle” shall refer to a triangular piece of land located at the intersection of a driveway with a street, the size of which shall be governed by the regulations contained in the Zoning By-law that applies to the property. Where the applicable Zoning By-law has no regulations, the appropriate Driveway Daylighting Triangle shall be measured 3 m from the point of intersection between the driveway and the front lot line along both the driveway and the front lot line and line shall then drawn between both endpoints forming a triangle (see diagram below);



“Effective Ground Level” means the level of the ground within 1.0 m horizontally in any direction from the point being considered;

“Fence” means a structure or partition including a railing, wall, line of posts, wire, boards or pickets made of wood, metal, plant materials incorporated into a fence, or other substance that is constructed for any purpose, such as marking the boundary of a property, enclosing a property, providing privacy, preventing access by people or animals or dividing a property into sections and includes every door, gate and other closure that forms part of a fence;

“Height” means the vertical distance measured from the finished grade abutting the fence posts to the highest point of the fence. Where a fence is located on top of a retaining wall or berm, "height" also includes the vertical distance of the retaining wall or the berm with the fence, where the vertical distance is measured from the finished grade abutting the retaining wall or the berm. Where a fence contains interwoven plant materials, the plant materials are excluded from the prescribed fence height;

“Industrial Property” means a property that is zoned for industrial uses in the Zoning By-law that applies to the property;

“Line Fences Act” means the Line Fences Act, R.S.O. 1990, c L.17, as amended;

“Lot Line” means any legal boundary of a lot;

“Manager of Municipal Law Enforcement” 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 under section 15 of the *Police Services Act* to enforce the by-laws of the City;

“Non-Residential Property” means a property that is zoned for uses other than residential uses in the Zoning By-law that applies to the property;

"Notice" means the written notice referenced in Section 2.01 and described in Section 2.00 of this By-Law;

"Owner" means the individual, firm, partnership or corporation that is the registered owner of a property and includes a lessee, tenant, mortgagee in possession and the person or persons in charge of the land;

"Person" has the same meaning as in the Interpretation Act and includes a corporation;

"Planning Act" means the Planning Act, R.S.O. 1990, c. P.13, as amended;

"Privacy Screen" means a visual barrier used to shield any part of a yard from view from any adjacent parcel or street;

"Property" means a parcel of land on which the fence is constructed;

"Residential Property" means a property that is zoned for residential use in the Zoning By-law that applies to the property;

"**Retaining Wall"** means a structure designed and constructed to restrain soil when there is a change in ground elevation;

"Street" means a "street" within the meaning of *The Highway Traffic Act, R.S.O. c.H.8, as amended*, and the *Municipal Act, R.S.O. 1990, c.M. 45, as amended*, and shall also include streets in registered Plans of Subdivision that are to be assumed under the terms of a subdivision agreement and private streets that are not assumed by the City;

"**Temporary**" means to be used for a limited amount of time and not on a permanent basis;

"Yard" means an open, uncovered space on a lot appurtenant to a building and unoccupied by buildings or structures except as specifically permitted elsewhere in the applicable Zoning By-Law. In determining 'yard' measurements, the minimum horizontal distance from the respective lot lines shall be used;

"Yard, Exterior Side" means the yard between a street or a reserve abutting a street and any part of the primary building or structure, extending from the front yard to the rear yard of a lot;

"Yard, Front" means the yard extending across the full width of a property between the street line and the closest part of the front wall to the primary building but does not include the front wall of an attached garage. For the purposes of this definition, 'front wall' shall include the front wall of a deck, porch, carport, verandah, or other similar structure covered by a roof. Where a property has frontage on more than one street, the front yard shall be deemed to be that yard with the narrowest frontage along the street;

"Yard, Interior Side" means the yard between the side lot line and any part of the primary building or structure extending from the front yard to the rear yard of a lot but does not include an exterior side yard;

"Yard, Rear" means the yard extending across the full width of the lot between the rear lot line and the closest part of the rear wall of the primary building or structure on the lot;

"Zoning By-law" means a By-law approved under Section 34 of the Planning Act that restricts the use of land.

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: Application

2.01 **Requirements:** The requirements of this by-law apply to all properties within the City of Kawartha Lakes, except where otherwise provided. This by-law does not apply to fences as regulated by the following City of Kawartha Lakes by-laws:

(a) Swimming Pool By-law 2005-314, as amended;

(b) Salvage Yard By-law 2013-196, as amended;

(c) Fortification By-law, 2013-043, as amended; and

(d) Parks Use By-law, 2006-147, as amended.

2.02 **Compliance:** This by-law applies to the City of Kawartha Lakes, except for land owned by or used by the City or a board of education.

2.03 **Conflict:** If there is a conflict between a fencing requirement established by another by-law of the City and a fencing requirement of this by-law, the requirement that establishes the higher standard in terms of protecting the health, safety and well-being of the inhabitants of the City prevails to the extent of the conflict. In the event a conflict arises with any Zoning By-law which was in effect in the City of Kawartha Lakes on the date of passage of this by-law, dealing with the installation of fences, the requirements of this by-law shall prevail.

Section 3.00: Regulations

3.01 **Compliance:** No person shall construct a fence that does not comply with the requirements of this by-law, except as provided in section 4.00 – Exemptions. Where this by-law refers to permitted uses under a Zoning By-law, no person shall erect a fence around a use or uses that is not permitted under the applicable Zoning By-law.

3.02 **Requirement to Comply:** Every person who constructs a fence that does not comply with the requirements of this by-law shall take such action as is necessary to make the fence comply with the requirements by the date specified in the notice given by the City.

3.03 **Permit:** Except in the case of a swimming pool fence, as required by the Swimming Pool By-law, no permit is required for the construction of a fence.

3.04 **City Property:** No person shall construct a fence on City property, including any street.

3.05 **Prohibited Materials:** The following fencing materials are prohibited when used on or adjacent to residential property, street or public property, unless otherwise stated in Section 4.00 Exemptions:

(a) Barbed wire or other barbed material;

(b) Razor wire;

(c) Electrified wire; and

(d) Chain link that is not vinyl or powder coated.

3.06 **Construction:** No person shall construct a fence unless the fence is:

(a) Stable;

(b) Vertical;

(c) Made of good quality materials;

(d) Suitable for the intended purpose;

(e) Constructed and supported in a manner commensurate with the design of the entire fence;

(f) Structurally capable of safely sustaining its own weight and any load to which it might normally and reasonably be subjected; and

(g) Constructed in a manner accepted as good workmanship in the trades concerned.

3.07 **Residential Fence Height:** No person shall construct a fence that is greater than 2 metres in height on or around a property zoned for residential uses.

3.08 **Non-Residential Fence Height:** No person shall construct a fence that is greater than 3 metres in height on or around a property zoned for non-residential uses.

3.09 **Daylighting Triangles and Driveway Daylighting Triangles:** Despite sections 3.07 and 3.08, no person shall construct a fence on their property within a daylighting triangle or driveway daylighting triangle, that is greater than 1.0 metre in height above adjacent finished grade.

3.010 **Abutting Lot:** Where the front, rear or side yard of any lot abuts the front, rear or side yard of any other lot, the more restrictive provisions shall apply shall apply to the erection of a new fence.

3.011 **Non-Residential Lots:** A person may construct a fence to enclose a front yard of a lot used primarily for non-residential purposes provided that such fence shall:

(a) be set back from the front lot line a minimum of 7.5 metres; and,

(b) not be located within any daylighting triangle or driveway daylighting triangle.

3.012 **Drainage:** No person shall construct a fence over a drainage easement or watercourse as to obstruct the flow of water, without constructing a water gate sufficient to ensure adequate drainage.

(a) All water gates on fences shall at all times be kept free from obstruction by the Owner of such fence.

(b) Exemption: a water gate may not be required for fences in which sufficient ground clearance has been established.

3.013 **Width:** No person shall construct a fence that is greater than 0.2 metres wide.

3.014 **Privacy Screens:** A privacy screen may be erected in any yard, if:

(a) it is in compliance with applicable Zoning By-law minimum yard setbacks for structures; and

(b) The privacy screen is not more than 12 metres in total length and no single individual length is longer than 3 metres, with 0.6 metre minimum break between sections; and

(c) The privacy screen is not more than 3 metres in height.

3.015 **Maintenance:** Every person who constructs a fence or causes a fence to be constructed shall keep such fence:

(a) In good repair;

(b) In a safe and structurally sound condition;

(c) Free from accident hazards;

(d) Maintained so that the finish does not visibly deteriorate where the surface has been previously painted, stained, varnished or which has been treated with other similar protective finishes; and

(e) Free from unsightly markings, stains or other defacements on the exterior surfaces of fences and if necessary shall refinish the fence.

3.016 **Repairs:** All repairs and maintenance prescribed by this By-law shall be carried out by the Owner or occupant, as applicable, in a manner acceptable in the trades concerned and with materials suitable and sufficient for the purpose.

Section 4.00: Exemptions

4.01 The requirements of this by-law do not apply to a fence that was constructed lawfully prior to the day on which this by-law came into force.

4.02 Despite section 4.01, the requirements of this by-law become applicable when any change to a fence is made after the day on which this by-law came into force.

4.03 The requirements of this by-law with respect to the height of fences do not apply to a fence on an agricultural property that is necessary for the raising of livestock or for other agricultural purpose.

4.04 Notwithstanding any other provision herein, a fence which is constructed as required in a registered agreement or agreements or other planning approval entered into with the City of Kawartha Lakes pursuant to the Planning Act, as amended, or any plans approved by the City in accordance with those sections shall be deemed not to contravene the provisions of this by-law.

4.05 **Exemptions to use of prohibited materials:**

(a) **Barbed Wire:** Despite Sections 3.05, the use of barbed wire or other barbed material on a non-residential property that adjoins a residential property, street or public property is permitted provided that the barbed wire or other barbed material on the side of the fence next to the adjoining residential property, street or public property shall be appropriately located, masked or covered to provide protection against injury to persons and animals.

(b) **Barbed Wire:** Despite section 3.05, the use of barbed wire or other barbed material on or around an agricultural property, industrial property, public utility, installation for the generation and distribution of electricity, pipeline valve, storage site for chemicals and explosives, sludge pit, property of any level of government or other property used for a similar or related purpose, regardless of the use of the adjoining properties. Barbed wire is permitted on the top of a fence erected on a lot used for commercial or industrial uses provided that it projects inwards to the area enclosed by the fence or on the top of a fence erected for security reasons around any facility owned, operated or maintained by any level of government or a utility provider.

(c) **Electrified Wire:** Despite section 3.05, a person may construct a fence consisting wholly or partly of electrified wire material on or around an agricultural property for the purpose of keeping livestock, provided that the maximum electrical current complies with all other applicable legislation, regardless of the use of the adjoining

properties and shall be appropriately located, masked or covered to provide protection against injury to persons and animals.

4.06 **Exemptions to height:**

(a) Sections 3.07 and 3.08 do not apply to a fence erected upon, or abutting land, which is used for a railway right-of-way or for hydro, telephone or utility installations or for public work installations which are hazardous to the public.

(b) **Tennis Court:** The height restrictions in this by-law do not apply to fencing enclosures required for athletic activity areas, such as tennis courts.

(c) **Gates:** Gates may exceed the height restrictions by a maximum of 0.3 metres.

(d) **Fence Post Capping:** Capping of structural fence posts through decorative fence post caps or lighting may exceed the height restrictions by a maximum of 0.15 metres.

Section 5.00: Temporary Fences at Construction and Demolition Sites

5.01 Where in the opinion of the Chief Building Official a construction or demolition site presents a hazard to the public, the Chief Building Official may require the owner to erect such fences as the Chief Building Official deems appropriate to the circumstances.

5.02 In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official shall have regard for:

(a) The proximity of the building site to other occupied buildings;

(b) The proximity of the construction or demolition site to lands accessible to the public;

(c) The hazards presented by the construction or demolition activities and materials;

(d) The feasibility and effectiveness of site fences; and

(e) The duration of the hazard.

5.03 **Location:** Where construction or demolition is adjacent to an occupied building, street, public property or property to which the public has access, fencing should be provided around the construction or demolition to protect the public and existing buildings.

5.04 Every fence required by this section shall;

(f) Be erected so as to fully enclose all areas of the site which present a hazard;

(g) Create a continuous barrier that is sufficiently rigid to resist all anticipated loads to protect the public and be sufficient to reasonably deter and prevent unauthorized entry to the construction or demolition site;

(h) Have a height not less than 1.8 metres above grade at any point, unless the Chief Building Official determines that a greater minimum height is necessary;

(i) Be maintained in a vertical plane and in good repair;

(j) Construction fencing should be located entirely on the property of the construction or demolition, unless otherwise permitted by a municipal Street Occupancy Permit; and

(k) The required fencing must be maintained for the duration of the construction project or at the discretion of the Chief Building Official.

5.05 **Effectiveness of existing fencing:** Existing fencing should be assessed in relation to the requirements of Sections 5.02 to 5.04. Where existing features provide adequate protection to the public, fencing may not be required.

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 or any person appointed by Council.

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 a fine in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended and to any other applicable penalty.

6.03 **Offences:** Any person who contravenes any provision of this by-law is guilty of an offence, and upon conviction, is liable to a maximum fine of not more than $100,000.00, as provided for by Section 429 of the Municipal Act, 2001, S.O.2001, c.25 as amended.

6.04 **Multiple Offences:** The conviction of a person for the contravention or breach of any provision of this by-law shall not operate as a bar to the prosecution against the same person for any subsequent or continued breach or contravention of any provision of this by-law. Each day that the offence continues shall be deemed a separate and distinct offence.

6.05 **Court Order**: If this By-Law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

6.06 **Unsafe Fence:** If a fence becomes unsafe in the opinion of the Chief Building Official or a Municipal Law Enforcement Office, the City its officers, servants, employees or agents shall have the right to enter the property to pull down or repair or renew, at the expense of the owner of the fence, the unsafe fence. All costs for such actions may be added to the tax roll of the property and collected in like manner as municipal taxes.

6.07 **Fence Dispute:** All disputes between neighbours regarding a fence shall be administered and resolved under the Line Fences Act.

Section 7.00: Fulfillment of Owners' Obligations

7.01 **City May Complete Work**: Where an owner fails to comply with a notice within the specified time frame (subject to amendment or withdrawal), a Municipal Law Enforcement Officer may, in addition to any enforcement of this By-Law, cause the City's forces or agents to complete the work required by the notice, without further notice to the owner.

7.02 **Cost Recovery**: Where section 7.01 of this By-Law is invoked, all costs associated with the work shall be added to the tax roll of the property which is the subject matter of the notice and shall be collected in like manner as municipal taxes.

Section 8.00: Administration and Effective Date

8.01 **Administration of the By-law:** The Chief Building Official is responsible for the administration of this by-law.

8.02 **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 24th day of October, 2017.

_____	_____
Andy Letham, Mayor	Ron Taylor, Acting City Clerk

The Corporation of the City of Kawartha Lakes

By-Law 2017-___

A By-law to Authorize the Execution of an Agreement between HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, as represented by the Minister of Agriculture, Food and Rural Affairs and The Corporation of the City of Kawartha Lakes for Rural Economic Development Funding Agreement RED08084

Recitals

1. Council, by Resolution CR2017-___, approved entering into an agreement with the Ministry of Agriculture, Food and Rural Affairs for the Rural Economic Development Funding Agreement RED08084

2. This by-law authorizes the Agreement to be executed by the City.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-___.

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;

"Mayor" means the Chief Executive Officer of 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.

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: Approval and Authorization

2.01 **Approval:** The agreement attached to this By-law as Schedule A is approved.

2.02 **Authorization:** The Mayor and City Clerk are authorized to sign the agreement attached to this By-law as Schedule A, and to affix the corporate seal to it.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Development Services is responsible for the administration of this by-law.

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 24th day of October, 2017.

_____ _____

Andy Letham, Mayor Ron Taylor, Acting City Clerk

Funding Agreement RED08084.pdf

RURAL ECONOMIC DEVELOPMENT PROGRAM

AGREEMENT BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs

(the "**Province**")

- and -

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

(the "**Recipient**")

I. BACKGROUND

The Recipient has applied to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for funding under the Rural Economic Development (RED) program to assist the Recipient in carrying out the project.

The Recipient intends to carry out the Project under the Program.

The Province wishes to provide Funds to the Recipient for the Project.

II. CONSIDERATION

In consideration of the mutual covenants and agreements contained in this agreement (the **"**Agreement**"**) and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Province and the Recipient (the "Parties") agree as follows:

III. ENTIRE AGREEMENT

This Agreement, including:

Schedule "A" – General Terms And Conditions,
Schedule "B" – Operational Requirements And Additional Terms And Conditions,
Schedule "C" – Project Description,
Schedule "D" – Project Financial Information,
Schedule "E" – Reporting, and
any amending agreement entered into as provided below,

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersede all prior oral or written representations and agreements.

IV. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

V. AMENDING AGREEMENT

This Agreement may only be amended by a written agreement duly executed by the Parties.

VI. ACKNOWLEDGEMENT

The Recipient:

(a) acknowledges that it has read and understands the provisions contained in the entire Agreement; and

(b) agrees to be bound by the terms and conditions in the entire Agreement.

IN WITNESS WHEREOF the Parties have executed this Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO,
as represented by the Minister of Agriculture, Food and Rural Affairs

Name:	Randy Jackiw	Date
Title:	Assistant Deputy Minister	

I have the authority to bind the Crown pursuant to delegated authority.

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

Name:	Ron Taylor	Date:
Title:	Clerk	

Name:	Andy Letham	Date:
Title:	Mayor	

I/We have authority to bind the Recipient.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

ARTICLE 1
INTERPRETATION AND DEFINITIONS

1.1 Interpretation. For the purposes of interpreting the Agreement:

(a) Words in the singular include the plural and vice versa;

(b) Words in one gender include all genders;

(c) The headings do not form part of this Agreement; they are for reference purposes only and will not affect the interpretation of the Agreement;

(d) Any reference to dollars or currency will be in Canadian dollars and currency;

(e) Any reference to a statute means a statute of the Province of Ontario, unless otherwise indicated;

(f) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended from time to time and to any statute or regulations that may be passed that have the effect of supplanting or superseding that statute or regulation unless a provision of the Agreement provides otherwise;

(g) All accounting terms will be interpreted in accordance with the Generally Accepted Accounting Principles and all calculations will be made and all financial data to be submitted will be prepared in accordance with the Generally Accepted Accounting Principles; and

(h) The words "include", "includes" and "including" denote that the subsequent list is not exhaustive.

1.2 Definitions. In the Agreement, the following terms will have the following meaning:

"Additional Terms And Conditions" means the terms and conditions referred to in section 8.1 of Schedule "A" of this Agreement and specified in section B.2 of Schedule "B" of this Agreement.

"Arm's Length" has the same meaning as set out in the *Income Tax Act* (Canada) as it read on the Effective Date of this Agreement, and as treated or defined under Generally Accepted Accounting Principles.

"Auditor General" means the Auditor General of Ontario and/or the Auditor General of Canada, depending on the context.

"*BPSAA*" means the *Broader Public Sector Accountability Act, 2010*.

"Budget" means the budget attached as section D.3 of Schedule "D" of this Agreement.

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province is closed for business.

"Claim Submission Deadline" means the date or dates set out under section D.4 of Schedule "D" of this Agreement.

"Contract" means an agreement between the Recipient and a third-party whereby the third-party agrees to provide a good or service for the Project in return for financial consideration that may be claimed by the Recipient as an Eligible Cost.

"Cost-Share Funding Percentage" means the percentage the Province will pay toward the Recipient's Eligible Costs, as set out under section D.1.1 of Schedule "D" of this Agreement.

"Incurred" in relation to costs, means a cost that a Recipient has become liable for, regardless whether actual payment has occurred (i.e., the Recipient has received the goods or services).

"Effective Date" means the date on which this Agreement is effective, as set out under section B.1.1 of Schedule "B" of this Agreement.

"Eligible Costs" means those costs set out under section D.6 of Schedule "D" of this Agreement.

"Event of Default" has the meaning ascribed to it in section 14.1 of Schedule "A" of this Agreement.

"Expiration Date" means the date on which this Agreement will expire, as set out under section B.1.2 of Schedule "B" of this Agreement, unless amended or terminated prior to this date in accordance with the terms and conditions of this Agreement.

"*FAA*" means the *Financial Administration Act*.

"Failure" means a failure to comply with any term, condition, obligation under any other agreement that the Recipient has with Her Majesty the Queen in Right of Ontario or one of Her agencies.

"*FIPPA*" means the *Freedom of Information and Protection of Privacy Act*.

"Funding Year" means:

(a) In the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first; and;

(b) In the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first.

"Funds" means the money the Province provides to the Recipient pursuant to this Agreement.

"Guidelines" means any written documents setting out the criteria governing the operation of the Program.

"Holdback" means the amount set out under section D.1.3 of Schedule "D" of this Agreement.

"Indemnified Parties" means Her Majesty the Queen in Right of Ontario, Her Ministers, agents, appointees and employees.

"Ineligible Costs" means those costs set out under section D.7 of Schedule "D" of this Agreement.

"Maximum Funds" means the maximum amount of Funds the Province will provide to the Recipient under this Agreement, as set out under section D.1.2 of Schedule "D" of this Agreement.

"MFIPPA" means the *Municipal Freedom of Information and Protection of Privacy Act*.

"Notice" means any communication given or required to be given pursuant to this Agreement.

"Notice Period" means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

"Party" means either the Province or the Recipient, unless the context implies otherwise.

"Program" means the program created by the Province entitled Rural Economic Development Program under Order-in-Council 201/2011, as amended.

"Project" means the undertaking described in Schedule "C" of this Agreement.

"Project Approval Date" means the date set out in section B.1.3 of Schedule "B" of this Agreement.

"Project Completion Date" means the date that the Recipient must complete its Project under this Agreement, as set out in section B.1.4 of Schedule "B" of this Agreement.

"*PSSDA*" means the *Public Sector Salary Disclosure Act, 1996*.

"Reports" means the reports set out under Schedule "E" of this Agreement.

"Requirements of Law" means all applicable statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project, the Funds and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability legislative provisions, those broader public sector accountability legislative provisions are deemed to be a Requirement of Law.

"Term" means the period of time beginning on the Effective Date of this Agreement and ending on the Expiration Date or the termination of this Agreement, whichever is shorter.

1.3 Conflict. Subject to section 8.1 of Schedule "A" of this Agreement, in the event of a conflict between this Schedule "A" of the Agreement and any other Schedule of this Agreement, the terms and conditions set out under this Schedule "A" of the Agreement will prevail.

ARTICLE 2
REPRESENTATIONS, WARRANTIES AND COVENANTS

2.1 General. The Recipient represents, warrants and covenants that:

(a) It is, and will continue to be for the Term of this Agreement, an eligible applicant as described in the Guidelines with full power to fulfill its obligations under this Agreement;

(b) It has, and will continue to have for the Term of this Agreement, the experience and expertise necessary to carry out the Project;

(c) It has the financial resources necessary to carry out the Project and is not indebted to any person(s) to the extent that that indebtedness would undermine the Recipient's ability to complete the Project by the Project Completion Date;

(d) It is in compliance with all Requirements of Law and will remain in compliance with all Requirements of Law for the Term related to any aspect of the Project, the Funds or both for the term of this Agreement; and

(e) Unless otherwise provided for in this Agreement, any information the Recipient provided to the Province in support of its request for Funds, including any information relating to any eligibility requirements, was true and complete at the time the Recipient provided it.

2.2 Execution of Agreement. The Recipient represents and warrants that it has:

(a) The full power and authority to enter into this Agreement; and

(b) Taken all necessary actions to authorize the execution of this Agreement.

2.3 Governance. The Recipient represents, warrants and covenants that it has, and will maintain, in writing, for the term of this Agreement:

(a) A code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;

(b) Procedures to ensure the ongoing effective functioning of the Recipient;

(c) Decision-making mechanisms for the Recipient;

(d) Procedures to enable the Recipient to manage the Funds prudently and effectively;

(e) Procedures to enable the Recipient to successfully complete the Project;

(f) Procedures to enable the Recipient to, in a timely manner, identify risks to the completion of the Project and develop strategies to address those risks;

(g) Procedures to enable the preparation and delivery of all Reports required under this Agreement; and

(h) Procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.

2.4 Supporting Documentation. Upon request, and within the time period indicated in the Notice, the Recipient will provide the Province with proof of the matters referred to in this Article 2 of Schedule "A" of this Agreement.

2.5 Additional Covenants. The Recipient undertakes to advise the Province within five (5) Business Days of:

(a) Any changes that affect its representations, warranties and covenants under sections 2.1, 2.2 or 2.3 of Schedule "A" of this Agreement during the Term of the Agreement; and

(b) Any actions, suits or other proceedings which could or would reasonably prevent the Recipient from complying with the terms and conditions of this Agreement.

ARTICLE 3
FUNDS AND CARRYING OUT THE PROJECT

3.1 Funds Provided. The Province will:

(a) Provide Funds to the Recipient up to the Maximum Funds, based on the Cost-Share Funding Percentage, for the sole purpose of carrying out the Project;

(b) Provide the Funds to the Recipient in accordance with section D.5 of Schedule "D" of this Agreement provided that the Recipient makes claims for payment of Funds in accordance with section D.5 of Schedule "D" of this Agreement;

(c) Provide funding as long as the total combined amount of provincial and federal assistance for the Eligible Costs actually incurred and paid by the Recipient do not exceed ninety per cent (90%) of those costs; and

(d) Deposit the Funds into an account designated by the Recipient, provided that account:

(i) Resides at a Canadian financial institution, and

(ii) Is in the name of the Recipient.

3.2 Limitation On Payment Of Funds. Despite section 3.1 of Schedule "A" of this Agreement:

(a) The Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as the Province may request pursuant to section 11.2 of Schedule "A" of this Agreement;

(b) The Province is not obligated to provide any Funds until it is satisfied with the progress of the Project;

(c) The Province may adjust the amount of Funds it provides to the Recipient without liability, penalty or costs in any Funding Year based upon the Province's assessment of the information provided by the Recipient pursuant to Article 6 of Schedule "A" of this Agreement;

(d) If, pursuant to the *FAA*, the Province does not receive the necessary appropriation from the Ontario Legislature for payment under this Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:

(i) Reduce the amount of Funds and, in consultation with the Recipient, change the Project without liability, penalty or costs; or

(ii) Recover Funds already paid to the Recipient; or

(iii) Terminate the Agreement pursuant to section 13.1 of Schedule "A" of this Agreement;

(e) The Province shall impose a Holdback on any payment of Funds and will not be obligated to pay that Holdback to the Recipient until after the Province approves the Recipient's Final Report pursuant to Article 6 of Schedule "A" of this Agreement; and

(f) The Province is not obligated to pay interest on the Holdback as described in (e) or any other payments under this Agreement.

3.3 Use Of Funds And Project. The Recipient will:

(a) Carry out the Project in accordance with the terms and conditions of this Agreement;

(b) Complete the Project by the Project Completion Date;

(c) Not use the Funds for Ineligible Costs;

(d) Use the Funds only:

(i) for Eligible Costs that are necessary for the purposes of carrying out the Project; and

(ii) for those activities set out in section D.3.1 of Schedule "D" of this Agreement; and

(e) Use the Funds only in accordance with the Budget.

3.4 Province's Role Limited To Providing Funds. For greater clarity, the Province's role under this Agreement is strictly limited to providing Funds to the Recipient for the purposes of the Project and the Province is not responsible for carrying out the Project. Without limiting the generality of the foregoing, the fact that the Province may conduct reviews and/or audits of the Project as provided for in this Agreement or issues directions, approves changes to the Project or imposes conditions upon an approval in accordance with the terms and conditions of this Agreement will not be construed by the Recipient as the Province having a management, decision-making or advisory role in relation to the Project. The Recipient further agrees that the Recipient will not seek to include the Province as a decision-maker, advisor or manager of the Project through recourse to a third party, court, tribunal or arbitrator.

3.5 No Changes. The Recipient will not make any changes to the Project, including to the Budget or timelines, without the prior written consent of the Province.

3.6 Interest Bearing Account. If the Province provides Funds to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution. The Recipient will hold the Funds in trust for the Province until the Recipient needs the Funds for the Project.

3.7 Recipient Earning Interest. If the Recipient earns any interest on the Funds, the Province may:

(a) Deduct an amount equal to the interest from any further installment of the Funds; or

(b) Demand from the Recipient the repayment of an amount equal to the interest.

3.8 No Provincial Payment Of Interest. The Province is not required to pay interest on any Funds under this Agreement. For greater clarity, this includes interest on any Funds that the Province has withheld paying to the Recipient.

3.9 Maximum Funds. The Recipient acknowledges and agrees that the Funds available to it pursuant to this Agreement will not exceed the Maximum Funds.

3.10 Rebates, Credits And Refunds. The Recipient acknowledges and agrees that the amount of Funds available to it pursuant to this Agreement is based on the actual costs to the Recipient, less any costs, including taxes, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.

3.11 Funding, Not Procurement. For greater clarity, the Recipient acknowledges and agrees that:

(a) It is receiving funding from the Province for the Project and is not providing goods or services to the Province; and

(b) The funding the Province is providing under this Agreement is funding for the purposes of the *PSSDA*.

ARTICLE 4
RECIPIENT'S ACQUISITION OF GOODS AND SERVICES AND DISPOSAL OF ASSETS

4.1 Acquisition. If the Recipient acquires goods or services or both with the Funds, it will:

(a) Do so through a process that is transparent, fair and promotes the best value for the money expended and at competitive prices that are no greater than fair market value after deducting trade discounts and/or any other discounts available to the Recipient; and

(b) Comply with any Requirements of Law that may be applicable to how the Recipient acquires any goods or services or both.

4.2 Contracts. The Recipient will ensure that all Contracts:

(a) Are consistent with this Agreement;

(b) Do not conflict with this Agreement;

(c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;

(d) Require that any parties to those Contracts comply with all Requirements of Law; and

(e) Authorize the Province to perform audits of the parties to those Contracts in relation to the Project as the Province sees fit in connection with Article 6 of Schedule “A” of this Agreement.

4.3 Disposal. The Recipient will not, without the Province’s prior written consent, sell, lease or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount set out in section B.1.5 of Schedule “B” of this Agreement at the time of purchase within the date set out in section B.1.6 of Schedule “B” of this Agreement.

ARTICLE 5
CONFLICT OF INTEREST

5.1 No Conflict Of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential or perceived conflict of interest.

5.2 Conflict Of Interest Includes. For the purposes of this Article, a conflict of interest includes any circumstances where:

(a) The Recipient; or

(b) Any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Project, the use of the Funds or both.

5.3 Disclosure To The Province: The Recipient will:

(a) Disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and

(b) Comply with any terms and conditions that the Province may impose as a result of the disclosure.

ARTICLE 6
REPORTING, ACCOUNTING AND REVIEW

6.1 Preparation And Submission. The Recipient will:

(a) Submit to the Province at the address referred to in section B.1.7 of Schedule "B" of this Agreement all Reports in accordance with the timelines and content requirements set out in Schedule "E" of this Agreement, or in a form as specified by the Province from time to time;

(b) Submit to the Province at the address provided in section B.1.7 of Schedule "B", of this Agreement or in a manner specified by the Province, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;

(c) Ensure that all Reports are completed to the satisfaction of the Province; and

(d) Ensure that all Reports are signed on behalf of the Recipient by an authorized signing officer and that the accompanying confirmation has been completed.

6.2 Records Maintenance. The Recipient will keep and maintain:

(a) All financial records, including invoices, relating to the Funds or otherwise to the Project in a manner consistent with generally acceptable accounting principles; and

(b) All non-financial documents and records relating to the Funds or otherwise to the Project.

6.3 Inspection. The Province, its authorized representatives or an independent auditor identified by the Province may, at their own expense, upon twenty-four (24) hours' Notice to the Recipient during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:

(a) Inspect and copy the records and documents referred to in section 6.2 of Schedule "A" of this Agreement;

(b) Remove any copies made pursuant to section 6.3(a) of Schedule "A" of this Agreement from the Recipient's premises; and

(c) Conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project or both.

6.4 Disclosure. To assist in respect of the rights set out under section 6.3 of Schedule "A" of this Agreement, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

6.5 No Control Of Records. No provision of this Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

6.6 Auditor General. For greater certainty, the Province's rights to audit under this Article 6 of the Agreement are in addition to any rights provided to the Auditor General.

ARTICLE 7
COMMUNICATIONS

7.1 Acknowledgement And Support. Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province in the form and manner set out under section B.1.8 of Schedule "B" of this Agreement.

7.2 Approvals Prior To Publication. The Recipient will submit all Project-related publications – whether written, oral or visual – to the Province for the approval of the Province prior to publication. The Recipient will indicate, in all of its Project-related publications – whether written, oral or visual – that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

7.3 Publication By The Province. The Recipient agrees that the Province may, in addition to any obligations the Province may have under *FIPPA*, publicly release information under this Agreement, including the Agreement itself, in hard copy or in electronic form, on the internet or otherwise. Without limiting the generality of the foregoing, the types of information the Province may publicize includes:

(a) The Recipient's name;

(b) A description of the Recipient's Project;

(c) The amount of Funds the Recipient was approved to receive under this Agreement; and

(d) The amount of Funds the Recipient actually received under this Agreement.

7.4 News Releases. The Recipient will ensure that all news releases related to the Project and created by the Recipient:

(a) Are approved beforehand by the Province and

(b) Include quotes from the Province, unless the Province declines to participate.

7.5 News Conferences. The Recipient will notify the Province in a timely manner of any planned news conferences organized by the Recipient to facilitate the attendance of the Province. The date for the news conference and other logistical considerations will be negotiated between the Province and the Recipient.

ARTICLE 8
ADDITIONAL TERMS AND CONDITIONS

8.1 Additional Terms And Conditions. The Recipient will comply with any Additional Terms and Conditions set out under section B.2 of Schedule "B" of this Agreement. In the event of a conflict or inconsistency between any of the requirements of the Additional Terms and Conditions and any requirements of this Schedule "A" of the Agreement, the Additional Terms and Conditions will prevail.

ARTICLE 9
DISCLOSURE OF INFORMATION PROVIDED BY RECIPIENT

9.1 FIPPA. The Recipient acknowledges that the Province is bound by the *FIPPA* and undertakes to perform its obligations under this Agreement in a manner that ensures that the Province is not in breach of its obligations under *FIPPA*.

9.2 Disclosure Of Information. Any information provided to the Province in connection with the Project or otherwise in connection with this Agreement may be subject to disclosure in accordance with *FIPPA* and any other Requirements of Law.

ARTICLE 10
INDEMNITY

10.1 Indemnification. The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement, unless solely caused by the gross negligence or wilful misconduct of the Province.

10.2 Recipient's Participation. The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

10.3 Province's Election. The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under this Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other's counsel.

10.4 Settlement Authority. The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province, as the case may be, will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.

10.5 Recipient's Co-operation. If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province, as the case may be, to the fullest extent possible in the proceedings and any related settlement negotiations.

ARTICLE 11
INSURANCE

11.1 Recipient's Insurance. The Recipient represents and warrants that it has, and will maintain for the Term of this Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars ($2,000,000.00) per occurrence. The policy will include the following:

(a) The Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Project or under this Agreement;

(b) A cross-liability clause;

(c) Contractual liability coverage; and

(d) A thirty (30) day written notice of cancellation provision.

11.2 Proof Of Insurance. The Recipient will provide the Province with certificates of insurance, or other proof as the Province may request within the time limit set out in that request, that confirms the insurance coverage as required under section 11.1 of Schedule "A" of this Agreement. Upon the request of the Province, the Recipient will make available to the Province a copy of each insurance policy.

11.3 Right Of "First Call" On Insurance Proceeds. The Recipient will provide the Indemnified Parties with a right of "first call" or priority over any other person, including the Recipient, to use or enjoy the benefits of the proceeds from the insurance policy required under section 11.1 of Schedule "A" of this Agreement to pay any suits, judgments, claims, demands, expenses, actions, causes of action and losses (including without limitation, reasonable legal expenses and any claim for a lien made pursuant to the *Construction Lien Act* and for any and all liability, damages to property and injury to persons (including death)) that may be brought against the Indemnified Parties as a result of this Agreement.

ARTICLE 12
TERMINATION ON NOTICE

12.1 Termination On Notice. The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Recipient.

12.2 Consequences Of Termination On Notice By The Province. If the Province terminates this Agreement pursuant to section 12.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

(a) Direct that the Recipient does not incur any costs for the Project that are Eligible Costs under this Agreement without the Province's prior written consent;

(b) Cancel any further payments of the Funds;

(c) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and

(d) Determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:

(i) Permit the Recipient to offset such costs against the amount owing pursuant to section 12.2(b) of Schedule "A" of this Agreement; and

(ii) Subject to section 3.9 of Schedule “A” of this Agreement, provide Funds to the Recipient to cover such costs.

ARTICLE 13
TERMINATION WHERE NO APPROPRIATION

13.1 Termination Where No Appropriation. If, as provided for in sections 3.2(d) of Schedule “A” of this Agreement, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to this Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

13.2 Consequences Of Termination Where No Appropriation. If the Province terminates this Agreement pursuant to section 13.1 of Schedule “A” of this Agreement, the Province may take one or more of the following actions:

(a) Cancel any further payments of the Funds;

(b) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and

(c) Determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section 13.2(b) of Schedule “A” of this Agreement.

13.3 No Additional Funds. For greater clarity, if the costs determined pursuant to section 13.2(c) of Schedule “A” of this Agreement exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

ARTICLE 14
EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

14.1 Events Of Default. Each of the following events will constitute an Event of Default:

(a) In the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement:

(i) Carry out the Project;

(ii) Use or spend the Funds;

(iii) Provide, in accordance with section 6.1 of Schedule “A”, Reports or any such other reports as may have been requested pursuant to section 6.1(b) of Schedule “A”, under this Agreement; or

(iv) The Recipient fails to follow any directions that the Province provides under this Agreement.

(b) The Recipient’s operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the Program under which the Province provides the Funds;

(c) The Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application or an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or

(d) The Recipient ceases to operate.

14.2 Consequences Of Events Of Default And Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

(a) Initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

(b) Provide the Recipient with an opportunity to remedy the Event of Default;

(c) Suspend the payment of Funds for such a period as the Province determines appropriate;

(d) Reduce the amount of Funds by an amount the Province determines is appropriate, acting reasonably;

(e) Cancel any further payments of the Funds;

(f) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient;

(g) Demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the terms and conditions of this Agreement;

(h) Demand the repayment of an amount equal to any Funds the Province provided to the Recipient, even though the Project is partially completed; and

(i) Terminate this Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

14.3 Opportunity To Remedy. If, in accordance with section 14.2(b) of Schedule "A" of this Agreement, the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

(a) The particulars of the Event of Default; and

(b) The Notice Period.

14.4 Recipient Not Remedying. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section 14.2(b) of Schedule "A" of this Agreement, and;

(a) The Recipient does not remedy the Event of Default within the Notice Period;

(b) It becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or

(c) The Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province;

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections 14.2(a), (c), (d), (e), (f), (g), (h) and (i) of Schedule "A" of this Agreement.

14.5 When Termination Effective. Termination under this Article 14 of Schedule "A" of this Agreement will take effect as set out in the Notice.

ARTICLE 15
FUNDS AT THE END OF A FUNDING YEAR

15.1 Funds At The End Of A Funding Year. Without limiting any rights of the Province under Article 14 of Schedule "A" of this Agreement, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

(a) Demand the return of the unspent Funds; and

(b) Adjust the amount of any further payments of Funds accordingly.

ARTICLE 16
FUNDS UPON EXPIRY

16.1 Funds Upon Expiry. The Recipient will, upon the expiry of the Agreement, return to the Province any Funds remaining in its possession or under its control.

ARTICLE 17
REPAYMENT

17.1 Repayment Of Overpayment. If at any time during the Term of this Agreement the Province provides Funds in excess of the amount to which the Recipient is eligible to receive under this Agreement, the Province may:

(a) Deduct an amount equal to the excess Funds from any further payments of the Funds; or

(b) Demand that the Recipient pay an amount equal to the excess Funds to the Province.

17.2 Debt Due. If, pursuant to this Agreement:

(a) The Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or

(b) The Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province, such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise. For greater clarity, in the event that the Recipient makes an assignment, proposal, compromise or arrangement for the benefit of creditors or a creditor makes an application for an order adjudging the Recipient bankrupt or applies for the appointment of a receiver, this section 17.2 of Schedule “A” of this Agreement will not affect any Funds that the Recipient is holding in trust for the Province under section 3.6 of Schedule “A” of this Agreement.

17.3 Interest Rate. The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

17.4 Payment Of Money To Province. The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address referred to in section 18.1 of Schedule “A” of this Agreement.

17.5 Repayment. Without limiting the application of section 43 of the *FAA*, if the Recipient fails to repay any amount owing under this Agreement, Her Majesty the Queen in Right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in Right of Ontario.

17.6 Funds Are Part Of A Social Or Economic Program. The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

ARTICLE 18
NOTICE

18.1 Notice In Writing And Addressed. Notice will be in writing and will be delivered by email, postage-paid mail, personal delivery or fax and will be addressed to the Province and the Recipient respectively as set out in section B.1.9 of Schedule “B” of this Agreement or as either Party later designates to the other by Notice.

18.2 Notice Given. Notice will be deemed to have been given:

(a) In the case of postage-paid mail, five (5) Business Days after the Notice is mailed; or

(b) In the case of email, personal delivery or fax, one (1) Business Day after the Notice is delivered.

18.3 Postal Disruption. Despite section 18.2(a) of Schedule "A" of this Agreement, in the event of a postal disruption,

(a) Notice by postage-prepaid mail will not be deemed to be received; and

(b) The Party giving Notice will provide Notice by email, personal delivery or fax.

ARTICLE 19
CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

19.1 Consent. When the Province provides its consent pursuant to this Agreement, that consent will not be considered valid unless that consent is in writing and the person providing that consent indicates in the consent that that person has the specific authority to provide that consent. The Province may also impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

ARTICLE 20
SEVERABILITY OF PROVISIONS

20.1 Invalidity Or Unenforceability Of Any Provision. The invalidity or unenforceability of any provision in this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

ARTICLE 21
WAIVER

21.1 Waivers In Writing. If a Party fails to comply with any term or condition of this Agreement that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article 18 of Schedule "A" of this Agreement. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply. For greater clarity, where the Province chooses to waive a term or condition of this Agreement, such waiver will only be binding if provided by a person who indicates in writing that he or she has the specific authority to provide such a waiver.

ARTICLE 22
INDEPENDENT PARTIES

22.1 Parties Independent. The Recipient acknowledges and agrees that it is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

ARTICLE 23
ASSIGNMENT OF AGREEMENT OR FUNDS

23.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under this Agreement.

23.2 Agreement Binding. All rights and obligations contained in this Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

ARTICLE 24
GOVERNING LAW

24.1 Governing Law. This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with this Agreement will be conducted in the Courts of Ontario, which will have exclusive jurisdiction over such proceedings.

ARTICLE 25
FURTHER ASSURANCES

25.1 Agreement Into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of this Agreement to their full extent.

ARTICLE 26
JOINT AND SEVERAL LIABILITY

26.1 Joint And Several Liability. Where the Recipient comprises more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

ARTICLE 27
RIGHTS AND REMEDIES CUMULATIVE

27.1 Rights And Remedies Cumulative. The rights and remedies of the Province under this Agreement are cumulative and are in addition to, and not in substitution of, any of its rights and remedies provided by law or in equity.

ARTICLE 28
ACKNOWLEDGMENT OF OTHER LEGISLATION AND DIRECTIVES

28.1 Recipient Acknowledges. The Recipient acknowledges that:

(a) By receiving Funds it may become subject to legislation applicable to organizations that received funding from the Government of Ontario, including the *BPSAA*, the *PSSDA* and the *Auditor General Act*;

(b) Her Majesty the Queen in Right of Ontario has issued expenses, perquisites and procurement directives and guidelines pursuant to the *BPSAA*; and

(c) It will comply with any such legislation, including directives issued thereunder, to the extent applicable.

ARTICLE 29
JOINT AUTHORSHIP

29.1 Joint Authorship Of Agreement. The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.

ARTICLE 30
FAILURE TO COMPLY WITH OTHER AGREEMENT

30.1 Other Agreements. If the Recipient:

(a) Has committed a Failure;

(b) Has been provided with notice of such Failure in accordance with the requirements of such other agreement;

(c) Has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) Such Failure is continuing,

the Province may suspend the payment of Funds under this Agreement without liability, penalty or costs for such period as the Province determines appropriate.

ARTICLE 31
SURVIVAL

31.1 Survival. The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement will so survive for a period of seven (7) years from the date of expiry or termination. Without limiting the generality of the foregoing, the following Articles and sections, and all applicable cross-referenced sections and schedules will continue in full force and effect for a period of seven (7) years from the date of expiry or termination: Articles 1 and any other applicable definitions, 9, 10, 17, 18, 20, 21, 24, 25, 27 and 29 as well as sections 3.2(d), 3.2(e), 3.4, 3.9, 3.10, 3.11, 6.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), 6.2, 6.3, 6.4, 6.5, 6.6, 12.2, 13.2, 14.1, 14.2, 14.4 of Schedule "A" of this Agreement and any cross-referenced Schedules therein as well as any other provision in this Agreement that specifically sets out it will survive the expiration or early termination of this Agreement. Despite the above, section 4.3 of Schedule "A" shall survive for a period of two (2) years from the date of expiry or termination of this Agreement.

ARTICLE 32
BPSAA

32.1 BPSAA. For the purposes of clarity, if the Recipient is subject to the *BPSAA* and there is a conflict between any of the requirements of this Agreement and the requirements of the *BPSAA*, the *BPSAA* will prevail.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "B" FOLLOWS]

SCHEDULE "B"
OPERATIONAL REQUIREMENTS AND ADDITIONAL TERMS AND CONDITIONS

B.1 OPERATIONAL REQUIREMENTS

B.1.1 Effective Date. The Effective Date of this Agreement is: **July 24, 2017**

B.1.2 Expiration Date. The Expiration Date of this Agreement is: **December 31, 2019**

B.1.3 Project Approval Date. The Project Approval Date is the same as the Effective Date.

B.1.4 Project Completion Date. The Project Completion Date is: **December 31, 2018**

B.1.5 Disposal Of Assets. The amount for the purposes of section 4.3 of Schedule "A" of this Agreement is fifty thousand dollars ($50,000.00) unless Ontario's contribution is less than twenty five thousand dollars ($25,000.00) in which case section 4.3 of Schedule "A" of this Agreement does not apply.

B.1.6 Asset Retention Time Period. For the purposes of section 4.3 of Schedule "A" of this Agreement the Recipient will retain the asset(s) for two (2) years from the date that the Project is completed.

B.1.7 Submission Of Publications For Approval And Reports. All Reports and Project-related publications under this Agreement will be submitted to:

Name: Ontario Ministry of Agriculture, Food and Rural Affairs

Address: Rural Programs Branch
4th Floor NW, 1 Stone Road West
Guelph, Ontario N1G 4Y2

Attention: Jennifer Dale, Program Coordinator

Fax: 519-826-3398

Email: RED@ontario.ca

or any other person identified by the Province in writing.

B.1.8 Recognition Of Provincial Support: The Recipient will acknowledge the Province's support for the Project in the following manner:

The Recipient will include on all Project-related publications – whether written, oral or visual – graphic identifiers of the Program or a tag line that is acceptable to the Province. All Project-related publications, including the manner in which Program support is recognized on such publications, are subject to approval by the Province under section 7.2 of Schedule "A" of this Agreement.

B.1.9 Providing Notice. All Notices under this Agreement will be provided to:

	The Province:	**The Recipient:**
Name:	Ontario Ministry of Agriculture, Food and Rural Affairs	The Corporation of the City of Kawartha Lakes
Address:	4th Floor NW, 1 Stone Road West Guelph, Ontario N1G 4Y2	PO Box 9000, 26 Francis Street Lindsay, Ontario K9V 5R8
Attention:	Brent Kennedy, Director	Denise Williams, Acting Manager of Economic Development
Email:	RED@ontario.ca	dwilliams@kawarthalakes.ca

or any other person identified by the Parties in writing through a Notice.

B.2 ADDITIONAL TERMS AND CONDITIONS

B.2.1 Notice Of Recipient's Insolvency. The Recipient will:

(a) Provide the Province with Notice at least five (5) Business Days prior to making an assignment, proposal, compromise or arrangement for the benefit of its creditors and will not incur any additional costs for the Project under this Agreement without the Province's prior written consent from the date the Notice is sent to the Province; and

(b) Provide the Province with Notice within five (5) Business Days of a creditor providing the Recipient with a notice of an intent to enforce security or applying for an order adjudging the Recipient bankrupt or the appointment of a receiver, and will not incur any additional costs under this Agreement without the prior approval of the Province from the date that the Recipient received notice of the creditor's action.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "C" FOLLOWS]

SCHEDULE “C”
PROJECT DESCRIPTION

C.1 PROJECT NAME

Business Growth Program

C.2 PROJECT OBJECTIVE

The City of Kawartha Lakes will receive up to $62,150.00 to hire a Program Coordinator to undertake a Business Growth Program that focuses on business attraction, business training and development, marketing, and coordination for the communities of Coboconk-Norland, Fenelon Falls, Lindsay and Omemee.

C.3 ACTIVITIES

The Recipient will	1. Retain a program coordinator. 2. Undertake a Business Growth Program.

All activities identified above will be completed by the Project Completion Date identified under section B.1.4 of Schedule “B” of this Agreement.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE “D” FOLLOWS]

SCHEDULE "D"
PROJECT FINANCIAL INFORMATION

D.1 FUNDING INFORMATION

D.1.1 ***Cost-Share Funding Percentage.*** The Cost-Share Funding Percentage is fifty per cent (50.00%) of incurred paid Eligible Costs up to the Maximum Funds.

The percentage noted above is rounded to a whole number. Note that for payment purposes the percentage is calculated to 10 decimal places and is based on the Maximum Funds against the Project's Total Eligible Costs.

D.1.2 ***"Maximum Funds"***. The Maximum Funds the Recipient is eligible to receive from the Province under this Agreement is $62,150.00

D.1.3 ***Holdback.*** The Holdback will be up to ten per cent (10%) of Maximum Funds from the final payment of Funds made under this Agreement.

D.2 INCURRING ELIGIBLE COSTS

D.2.1 ***Incurring Eligible Costs.*** The Recipient will incur Eligible Costs in accordance with the following chart and no later than by the Project Completion Date.

TOTAL ELIGIBLE COSTS TO BE INCURRED BY QUARTER WITHIN FUNDING YEAR					
FUNDING YEAR	**QUARTER 1 (APR. – JUN.)**	**QUARTER 2 (JUL. – SEP.)**	**QUARTER 3 (OCT. – DEC.)**	**QUARTER 4 (JAN. – MAR.)**	**TOTAL**
2017-18	$0.00	$0.00	$9,500.00	$43,900.00	$53,400.00
2018-19	$24,900.00	$24,000.00	$22,000.00	$0.00	$70,900.00
				TOTAL ELIGIBLE COSTS UP TO	**$124,300.00**

D.3 BUDGET

D.3.1 ***The Budget.*** The Budget for the Project is set out in the following chart:

#	ELIGIBLE COST ITEM	
1.	Business training and development	
2.	Program marketing (four communities)	
3.	Program marketing (branding and community promotion)	
4.	Program coordinator	
	TOTAL ELIGIBLE COSTS UP TO	**$124,300.00**

D.3.2 ***Project Financing For Eligible Costs.*** The Financing for the Project is set out in the following chart:

PROJECT FINANCING	$ AMOUNT
City of Kawartha Lakes	$62,150.00
RED Funding	$62,150.00
TOTAL ELIGIBLE COSTS	**$124,300.00**

D.4 CLAIM SUBMISSION DEADLINES

D.4.1 ***Claim Submission Deadlines.*** The Recipient will submit claims to the Province in accordance with whatever is the shorter time period:

(a) Claims or reports as set out in E.1 will be submitted after the end of each fiscal quarter according to the following schedule:

(i) Q1 (April 1 to June 30) - by August 31;

(ii) Q2 (July 1 to September 30) - by November 30;

(iii) Q3 (October 1 to December 31) - by February 28; or

(iv) Q4 (January 1 to March 31) - by May 31.

(b) The Final Claim will be submitted within three (3) months after the Project Completion Date as specified in Schedule “B” (B.1.4).

Despite the foregoing, the Province is not required to accept or pay on any claims that have been submitted after the Recipient has submitted their Final Report and the Project has been closed. Only Eligible Costs that are incurred and paid will be reimbursed at the percent cost-share as per section D.1.1 of Schedule “D” of this Agreement.

D.5 PAYMENT OF FUNDS

D.5.1 ***Payment Of Funds.*** Subject to the terms and conditions of this Agreement, the Recipient will incur Eligible Costs in accordance with the following chart (Column B) and the Province will pay Funds to the Recipient in accordance with the following chart (Column C):

FUNDING YEAR (A)	ELIGIBLE COSTS BY FUNDING YEAR (B)	MAXIMUM FUNDS BY FUNDING YEAR (C)
2017-18	$53,400.00	$26,700.00
2018-19	$70,900.00	$35,450.00
TOTAL	**$124,300.00**	**$62,150.00**

D.6 ELIGIBLE COSTS

D.6.1 ***Eligible Costs.*** Eligible Costs are those costs that are, in the Province’s sole and absolute discretion, necessary for the successful completion of the Project, properly and reasonably incurred, paid or reimbursed by the Recipient; and consistent with an Eligible Cost category as set out below in this section D.6.1 of Schedule “D” of the Agreement.

For greater clarity, Eligible Costs are those that are set out immediately below in this Section D.6.1 of Schedule “D” of this Agreement where those costs have been incurred and paid by the Recipient.

Eligible costs must be incurred by the Recipient on or after the Effective Date set out in section B.1.1 of Schedule “B” and by the Project Completion Date set out in section B.1.4 of Schedule “B”, which is identified in this Agreement.

Recipients must follow a process that is transparent and fair, that promotes the best value for the money expended and is at competitive prices that are no greater than the fair market value when purchasing goods or services, including consultants and contractors, for the Project. All businesses from which goods or services are purchased must be at arm's length to the Recipient in order for the costs to be considered eligible.

Eligible costs include:

(a) Project management, including:

(i) Consultant's fees;

(ii) Project-related professional fees (e.g., legal, architectural and accounting fees) ; and

(iii) Project evaluation.

(b) Minor capital, including:

(i) Subcontractor's fees;

(ii) Equipment (e.g., plumbing, electrical) and structural modifications to accommodate the installation of equipment within an existing building; and

(iii) Renovations and retrofits to existing structures (e.g., materials or supplies and labour to renovate an existing space).

(c) Training;

(d) Marketing or promotion-related costs;

(e) Travel costs in Canada and the continental United States associated with a specific public-facing event or series of events, public-facing hospitality costs directly related to the project, subject to provincial directives (including but not limited to the current Ontario Public Sector Travel, Meal and Hospitality Expenses Directive);

(f) Studies;

(g) Administrative costs directly related to project implementation (e.g., third-party expenses for printing or other administration); and

(h) Wages for new hires to work 100 per cent on project-related activities.

Other costs that are, in the Province's sole and absolute discretion, direct, incremental and necessary for the successful completion of the Project, provided those costs have been approved by the Province in writing prior to being incurred.

D.7 INELIGIBLE COSTS

D.7.1 ***Ineligible Costs.*** The following costs are Ineligible Costs and therefore ineligible for funding under this Agreement. Those costs include, but are not limited to:

(a) Costs incurred prior to the Project Approval Date or after the Project Completion Date;

(b) Any cost not specifically required for the execution of a project;

(c) Normal operating costs associated with carrying out a business such as salaries and benefits for non-contract staff (i.e., full-time and part-time staff), office space, equipment and machinery, utilities, phone, materials, labour, board, committee and annual meetings;

(d) Deposits (prepayments), on their own, are not eligible for reimbursement as they are not an expense in the recipient's financial records as the goods/services have yet to be fully received;

(e) Direct wage subsidies for existing staff or any other staff who are not 100 per cent dedicated to the activities required to complete the project;

(f) Costs to maintain compliance with current Requirements of Law that pertain to the current operations of the recipient;

(g) Any travel, meal or hospitality costs beyond those provided for in the current Ontario Public Sector Travel, Meal and Hospitality Expenses Directive;

(h) Any in-kind contribution, which are those goods and services that are contributed to a project by the Recipient, Co-recipient(s) or other sources that would otherwise have to be purchased or contracted in order to complete the Project;

(i) Financing charges, loan interest payments, bank fees and charges, as well as debt restructuring or fundraising;

(j) Major capital costs, including:

(i) New construction of buildings, structures (moveable and non-moveable) and other major infrastructure;

(ii) Additions to buildings, teardowns or rebuilds;

(iii) Purchase or lease of land, buildings and facilities;

(iv) Power lines, plumbing, telecommunications/broadband lines or equipment, water lines outside of the building; and

(v) Community aesthetics and functionality (e.g., streetscaping, green space development, murals, street lights, paved surfaces, tree islands).

(k) Costs of vehicles;

(l) Taxes including Harmonized Sales Tax (HST);

(m) Any refund or rebate received, or which the Recipient is eligible to receive;

(n) Costs incurred in preparing an application;

(o) Cost of alcohol, international travel (outside of Canada and the continental United States), per diems, gifts or incentives;

(p) Costs of permits and approvals;

(q) Costs of academic research;

(r) Costs related to activities that directly influence or lobby any level of government;

(s) Sponsorship of conferences and events; and

(t) Honorariums, membership costs.

D.8 TRAVEL AND MEAL COSTS

If travel or meal costs are not necessary to complete the Project, any costs related to travel or meals will not be reimbursed by the Province.

D.8.1 ***Transportation.*** Local public transportation including hotel/airport shuttles should be used wherever possible. When road transportation is the most practical, economical way to travel the order of preference is rental vehicle then personal vehicle.

D.8.2 ***Rental Vehicles.*** Compact model or its equivalent is required. Exceptions to this are guided by the principle that the vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations. Luxury and sports vehicles are prohibited. Gasoline charges are an eligible expense.

D.8.3 ***Personal Vehicle.*** If using a personal vehicle, daily logs must be kept to track the business use, with distances calculated in kilometers. The current rates for travelling (per kilometer) in a personal vehicle, based on kilometers accumulated from April 1 of each Funding Year, are as follows:

(a) From 0 – 4,000 km; $0.40 in Southern Ontario and $0.41 in Northern Ontario;

(b) From 4,001 – 10,700 km; $0.35 in Southern Ontario and $0.36 in Northern Ontario;

(c) From 10,701 – 24,000 km; $0.29 in Southern Ontario and $0.30 in Northern Ontario;

(d) More than 24,000 km; $0.24 in Southern Ontario and $0.25 in Northern Ontario; and

(e) Necessary expenditures for parking, tolls for bridges, ferries and highways are eligible. If 200 km or more will be driven a day, use of a rental vehicle is required.

D.8.4 ***Air and Rail Travel.*** Air and rail travel is permitted if it is the most practical and economical way to travel. Economy (coach) class is the standard option for ticket purchase. Business class is only appropriate on a train in limited circumstances such as:

(a) The need to work with a team;

(b) Choosing a travel time that allows you to reduce other expenditures or accommodation;

(c) Accommodation requirements; and

(d) Health and safety requirements.

The standard for international air travel is economy class. The lowest available airfares appropriate to particular itineraries are required to be sought and bookings are required to be made as far in advance as possible.

D.8.5 ***Taxis.*** Taxis may be justified in cases where:

(a) Group travel by cab is more economical than the total cost of individuals travelling separately by public transit or shuttle; or

(b) Taking a cab allows you to meet an unusually tight schedule for meetings.

D.8.6 ***Accommodations.*** Reimbursement can be made for single accommodation in a standard room. Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family.

(a) A maximum of $30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. The $30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

D.8.7 ***Travel-Related Tips/Gratuities****.* Examples of reasonable amounts include:

(a) 10% - 15% on a restaurant meal;

(b) 10% on a taxi fare;

(c) $2 - $5 for housekeeping for up to two nights in a hotel, up to $10 for a longer stay; and

(d) $2 - $5 per bag for a porter.

D.8.8 ***Telecommunication While Travelling****.* Audio or video conferencing should be considered as an alternative to travel. Whenever possible, the least expensive means of communications should be used while travelling, such as calling card.

D.8.9 ***Meals While Travelling.*** Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. Taxes and gratuities are included in the meal rates. Reimbursement is for restaurant/prepared food only.

Meal Rates in Canada:

Meals	**Maximum Amount**
Breakfast	$10.00
Lunch	$12.50
Dinner	$22.50

Meal Rates in U.S. (in Canadian dollars):

Meals	**Maximum Amount**
Breakfast	$17.00
Lunch	$17.25
Dinner	$45.55

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SCHEDULE "E"
REPORTING

E.1 ***Reporting Requirements.*** The following Reports will be provided in full in the corresponding format provided hereafter and with such content as is satisfactory to the Province:

	Name of Report	Due Date
1.	Progress Report and Claim Statement	Both the Progress Report and Claim Statement together (Schedules "E.2" and "E.3" of this Agreement) as set out in D.4.1(a) will be submitted at a minimum of once every quarter for each Funding Year. A Progress Report and Claim Statement must be submitted even during periods where the amount claimed is zero, unless the Recipient has submitted the Final Report.
2.	Final Claim	The final claim (Schedule "E.3" of this Agreement) is to be completed and submitted to the Province within three (3) months of the Project Completion Date (Schedule B.1.4 of this Agreement).
3.	Final Report	The Final Report (Schedule "E.4" of this Agreement) is to be completed and submitted to the Province on or before: **April 30, 2019**
4.	Other Reports Any other Report regarding the Project that the Province requests.	As directed by the Province.

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SCHEDULE "E.2"
PROGRESS REPORT

File No.: RED4-08084

Project Title: Business Growth Program

Progress Report and Claim Statement are to be completed and submitted to the Province at a minimum of once every quarter for each Funding Year **for the Term of the Agreement** unless a Final Report has been submitted. Please contact your Project Analyst should you have any questions filling in this report.

Please describe the project activities that have been completed or are in progress for this reporting period.

Description of Activities	Approved Eligible Costs per Activity	Amount Claimed to Date per Activity	Activity Status (On, Ahead, or Behind Schedule)	Issues to Date and Actions Taken to Resolve Issues	Actual Expected Completion Date	Percentage of Activity Complete

For each RED outcome that you indicated on your application that would occur as a direct result of this project, please enter your results to date.	Results to Date
Number and description of economic development barriers addressed	
Increased ability to undertake evidence-based planning to identify priorities and measure economic performance (Planning projects only)	
Number and description of collaborations established	
Increased economic competitiveness and diversity (e.g., attraction, retention and expansion of businesses)	
Innovative communities	
Expansion of markets	
Number of jobs created /retained	
Attraction, development or retention of a highly skilled workforce	
Support for provincial government priorities	

I understand that this information will, subject to the terms and conditions of the agreement, be relied upon by the Government of Ontario to issue funds.	
Name of Authorized Official (Print):	
Signature:	
Date:	

Ontario

SCHEDULE "E.3"

Rural Economic Development Program

Claim Statement

Ontario Ministry of Agriculture, Food and Rural Affairs

Part 1 - Project Information		
File No.: RED4-	Project Title:	Date:

Part 2 – Authorized Official			
Recipient's Company Name:	Project Representative:	Title:	Telephone:
			Email:

1. The information provided herein and in any document attached is accurate and complete, and being relied upon by OMAFRA to provide Funds in respect of the Project;
2. The Recipient is in compliance with all of the terms and conditions of the Agreement for the Project;
3. The Project as described in the Agreement will be completed by the Project Completion Date as set out in the respective schedule of the Agreement;
4. There has been no overlap of funding from OMAFRA and from any other organization/level of government and the total amount of provincial and federal assistance claimed for the Eligible Costs for the Project does not exceed ninety per cent (90%) of the costs actually incurred and paid by the Recipient;
5. There have been no overpayments by OMAFRA or any other organization or government; and
6. The undersigned confirms these statements as of the date written below.

Signature _____ Date _____

Part 3 – Claim Information		
Claim #:	Period Covered by this Claim:	Final Claim? Yes/No:

Attach invoices and proofs of payment and send to:

Ministry of Agriculture, Food and Rural Affairs
Rural Programs Branch, 4th Floor
1 Stone Road West
Guelph, ON N1G 4Y2

Email: RED@Ontario.ca

To request access to the Online Claims Portal please email us at the address above

Part 5 – New Invoices – Paid Eligible Costs

Invoice #	Date of Invoice (MM/DD/YYYY)	Vendor Name	Period of Invoice (MM/DD/YYYY)		Budget Item (Schedule "D" of the Agreement)	Work Description	Invoice Amount	Tax	Net Claim Amount (less tax)	Paid (Yes/ No)	Method of Payment (e.g. cheque #, VISA)
			From	To							
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
									$ -		
						TOTAL	$ -	$ -	$ -		

SCHEDULE "E.4"
FINAL REPORT

File No.:	RED4-08084
Project Title:	Business Growth Program
Project Completion Date:	31-Dec-18
Date of Final Report:	30-Apr-19
Project Recipient:	The Corporation of the City of Kawartha Lakes

Final Report is to be completed and submitted to the Province **on or before the 'Final Report Due'** identified under section E.1 of Schedule "E" of this Agreement. Please contact your Project Analyst should you have any questions completing this report.

Section 1
Project Details

Is the following description of your Project as completed accurate?

The City of Kawartha Lakes will receive up to $62,150.00 to hire a Program Coordinator to undertake a Business Growth Program that focuses on business attraction, business training and development, marketing, and coordination for the communities of Coboconk-Norland, Fenelon Falls, Lindsay and Omemee.

❒ Yes ❒ No

Project Variances (if applicable)
In reading the description and project completion date above, has your Project experienced any variances either in project scope or schedule? Please identify any other information with respect to the Project that may have changed or may have been altered. Ensure that you provide a rationale for any variances from the project description noted above.

Section 2
Outcomes

Economic Barriers
Describe how the Project removed barriers to community economic development.

Description of Barriers:

For each RED outcome that you indicated on your application that would occur as a direct result of this Project, please enter a brief description. Please give quantitative and qualitative statistics where applicable.

1. Increased ability to undertake evidence-based planning to identify priorities and measure economic performance (Planning projects only)

- Describe how the Project led to evidence-based economic development policy, programs or strategies. What was the outcome for the region or sector?

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2. Collaboration for economic growth

- Describe how Recipient(s) worked with communities, organizations or others to make this project successful and support economic growth. How many collaborations were established?

Number of Collaborations: _____

Description of Collaborations:

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3. Increased economic competitiveness and diversity (e.g., attraction, retention and expansion of businesses)

- Describe how the Project increased economic competitiveness and diversity.

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4. Innovative communities

- Describe how the Project led to more innovative communities. Innovation is defined as the application of new ideas, leading-edge process, services or methods of delivery to solve problems, address challenges and take advantage of new opportunities.

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5. Expansion of markets

- Describe how the Project assisted with the expansion of existing markets or access to new markets.

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6. Creation and/or retention of jobs

- Indicate the number of total jobs that were created and/or retained in rural Ontario as a result of the Project.

	Temporary (e.g., seasonal, construction)	Part-time (e.g., approximately 20 hours/week)	Full-time
Jobs Created			
Jobs Retained			

7. Attraction, development or retention of a highly skilled workforce

- Describe how the Project contributed to the attraction, retention or development (e.g., training) of a highly skilled and knowledgeable local workforce.

8. Support for provincial government priorities

- Describe which provincial priorities the Project supported, and how.

Section 3
Financial Information

Approved Total Eligible Costs $124,300.00

Eligible Cost Item	Budgeted Costs	Actual Costs	Variance
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
GROSS ELIGIBLE COST	$	$	$
Less HST (if included in the above numbers)	$	$	$
TOTAL NET ELIGIBLE COSTS*	$	$	$

** Total Net Eligible Cost should match the approved amount noted above.*

Section 4
Other Benefits/Information

Please provide any other information which demonstrates the success of the Project and its impact on other stakeholders, rural communities and the Province of Ontario.

Section 5
Service Experience

Based on your project experience with OMAFRA, please indicate with an "**X**" in the appropriate box for your response.

1. Please indicate the extent to which you agree or disagree with the following statements.	**Strongly Agree**	**Agree**	**Neither Agree nor Disagree**	**Disagree**	**Strongly Disagree**
Once my project was approved, I received all the information needed to proceed to the next step of the project.					
The claim forms were easy to understand and complete.					
I was able to reach appropriate ministry staff without difficulty.					
Ministry staff were knowledgeable.					
I received consistent advice from ministry staff.					
Ministry staff were courteous.					

2. Overall, how satisfied were you with the amount of time it took to get the service that you required?	**Very Satisfied**	**Satisfied**	**Neither Satisfied nor Dissatisfied**	**Dissatisfied**	**Strongly Dissatisfied**

3. Overall, how satisfied were you with the service you received while implementing your project?	**Very Satisfied**	**Satisfied**	**Neither Satisfied nor Dissatisfied**	**Dissatisfied**	**Strongly Dissatisfied**

4. To what extent did the availability of this funding assistance influence your decision to undertake this project?	**To a Great Extent**	**Somewhat**	**Very Little**	**Not at all**

5. Overall, did you find working in the portal fairly easy to understand?	**Very Easy**	**Somewhat**	**Not Easy**	**Did Not Use the Portal**

Section 6
Confidentiality, Certification and Signature

Confidentiality

Information submitted in this report to the Province of Ontario will be subject to the *Freedom of Information and Protection of Privacy Act*. Any information submitted in confidence should be clearly marked "CONFIDENTIAL" by the Recipient(s). Inquiries about confidentiality should be directed to OMAFRA's Rural Programs Branch.

Certification

1. The Project as described in the Agreement has been completed;
2. The Recipient is in compliance with all of the terms and conditions of the Agreement for the Project; and
3. There have been no overpayments by OMAFRA or any other organization or government.

The undersigned warrants that these statements are true.

Name of Authorized Official (Print):	
Signature:	
Date:	

The Corporation of the City of Kawartha Lakes

By-Law 2017-___

A By-law to Amend By-law Number 2005-328, being a By-law to Establish Speed Limits in the City of Kawartha Lakes (Amendment No. 35)

Recitals

1. Council adopted Resolution Numbers CR2017-XXX on October 24, 2017 directing amendments to By-law Number 2005-328 the Speed Limit By-law.

2. An amendment is required to change speed limit on the Manvers Scugog Townline Road.

3. These changes require an amendment to the original by-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017-___.

Section 1.00: Definitions and Interpretation

Definitions:

All defined terms in the amending By-law take their meaning from By-law Number 2005-328 of the City of Kawartha Lakes.

Section 2.00: Amendment Details

2.01 **Schedule C:** That Schedule C to By-law Number 2005-328, Highways with a Speed Limit of 60 Kilometres per Hour, be amended by adding the following:

ROAD #	FROM	TO
Manvers Scugog Townline	Devitts Road (Scugog Township)	A point 100m north of Mckee Road (Scugog Township)

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The Director of Engineering and Corporate Assets is responsible for the administration of this by-law.

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 24th day of October, 2017.

_____ _____

Andy Letham, Mayor Ron Taylor, Acting City Clerk