

Question Number	Source	Department	Budget Book Page Number	Budget Identifier	JDE Identifier	Question	Answer
1	Councillor Dunn	Corporate Services				<p>Capital Funding</p> <p>Much of the Capital Budget is funded from Capital Reserve. As I understand it, there are four main sources of funding for this reserve:</p> <p>1) The money borrowed (\$25 million) and currently being tax supported to service the debt.</p> <p>2) The funds returned to the Capital Reserve from projects in previous years that were over budgeted.</p> <p>3) The amount contributed by various departments for the annual use of the assets (i.e. each department contributes to the Fleet Reserve to ensure there are sufficient funds to replace the vehicle at the end of its useful life).</p> <p>4) The tax supported contribution to reserves included in the annual budget</p> <p>Please provide a breakdown on the Capital Reserve based on the four categories above.</p>	<p>1) The current balance (Dec 31, 2018) in the Capital reserve is \$13.3 million. The proposed operating budget for 2019 includes a contribution to the capital reserve of \$6.5 million. The 2019 proposed capital budget requires a draw from the Capital Reserve of \$19.1 million. This will result in a Capital Reserve balance of approximately \$670,000. The borrowed funds of \$25 million will be fully consumed.</p> <p>2) Each year as capital projects are completed any surplus funds are returned back to their original funding source, and any project overages are funded. In 2018, the completed capital projects funded from the Capital Reserve required a net transfer of funds out of the Capital Reserve of \$680,478.</p> <p>3) There are no budgeted amounts in the 2019 proposed Tax Supported Operating budget for a contribution to the Capital reserve as a result of asset use. There are contributions to the Fleet Reserve, by the various departments who use City fleet vehicles. The contribution included in the proposed 2019 budget is \$3.1 million. In addition, the Fire fleet reserve is proposed to receive a contribution of \$1.1 million, based on the proposed 2019 budget.</p> <p>4) The 2019 proposed Tax Supported Operating budget includes contributions to reserves of \$12.1 million. The majority of the reserve contributions are allocated to the Capital reserve (\$6.5m), Fleet reserve (\$3.1m), and the Fire fleet reserve (\$1.1m), as noted above.</p>
2	Mayor Letham Councillor Dunn	Engineering and Corporate Assets	141	RD1905	9831902 9831905	<p>Decision Units</p> <p>Culverts and Road Resurfacing</p> <p>Please provide background information on the decision unit for culverts and rural resurfacing. Why were these projects not included in this years budget and where, if at all, are they in the 5 year roads plan?</p> <p>Please provide all relevant information and prepare a list of roads, for discussion, that could be deferred in order to accommodate the decision units.</p>	<p>The Otter Rd / Omega Rd culvert is unplanned and was not anticipated for future year budgets. The four resurfacing decision units (Verulam Dr, McGregor Dr, Bayview Estates Rd, and Gray Rd) are all planned for resurfacing post 2022. As each decision unit represents a capital project that is either unplanned or planned for post 2022 budgets, staff does not recommend approval of the decision units at this time.</p> <p>Staff does not recommend deferring any of the proposed road sections to create room for inclusion of decision units, as the currently-proposed roads have a higher priority.</p>
3	Councillor Ashmore	Engineering and Corporate Assets	141	RD1905	9831905	<p>Decision Units</p> <p>McGregor Dr (Walmac Shores Road to North end)</p> <p>This was a road that was determined to be in dire need of reconstruction in 2018. Can Staff provide comments on this road for Council discussion and potential inclusion in 2019 budget</p>	<p>At the August 14th 2018 regular Council meeting the following resolution was passed , based on the petition received by Council.</p> <p>CC2018-16.13.1 Petition - McGregor Drive, Bobcaygeon Patrick Callaghan CR2018-516 Moved By Councillor Dunn Seconded By Councillor Macklem That the petition received from Patrick Callaghan regarding McGregor Drive, Bobcaygeon, be received and referred to the next update of the Roads 5 Year Plan and included in the 2019 budget for consideration. Carried</p> <p>As such McGregor Drive was included in the 2019 capital budget as a decision unit outside of the higher priorities shown in program RD1905 (Rural Resurfacing). Currently McGregor Drive is not within the City's 5-Year Roads Capital Plan. In the fall of 2018 selected locations on McGregor Drive were patched with asphalt due to poor conditions. This was done through program RD1807 (Lifecycle Extension).</p>

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4	Mayor Letham	Community Services	141	PR1901	9501901	<p>Decision Units Garnet Graham Pavilion</p> <p>If the Garnet Graham Pavillion project was included in the budget, when will the work commence and when will it be completed? If it won't be completed for the 2019 summer season, could we wait and include in the 202 budget?</p>	Funding from the 2018 capital project is available to support the construction of the pavilion. The funds from 2018 will not cover the cost to construct the new building, therefore additional funds are needed. Whether the funds are approved in the 2019 or 2020 budget does not make a difference to the timeline of the project. The plan is to demolish the current structure and install a new concrete pad in the Fall of 2019 (this will use the funds from 2018). With a 2019 approval, construction documentation can be distributed and approved with a start date potentially in Q4, 2019. With a 2020 approval, the tender would be released ASAP in the new year with construction starting potentially in Q1, 2020. Both approval timings will likely provide the time needed to complete the project prior to the summer of 2020.
5	Mayor Letham	Community Services	141	PR1903	9501903	<p>Decision Units Forbert Parking Lot</p> <p>When is the Forbert Parking Lot scheduled for maintenance (if at all)? Could we maintain for another year and include in 2020 budget? From a staff perspective, is there rationale in approving this project in 2019?</p>	Staff have a maintenance schedule plan for the year. The challenge is the current foundation of the entrance to the parking lot is not optimal. This causes significant potholes and a rough surface. It can be maintained for 2019 with a plan to complete the paving in 2020. There was a report provided in 2018 (Nov 13, PRC 2018-008) detailing the cost estimate for paving as well as the current maintenance plan for the lot.
6	Deputy Mayor Elmslie Councillor Dunn	Community Services	143		950190301	<p>Recreation Facilities Ops Arena and Community Centre</p> <p>Will the Ops Arena and Community Centre capital project include a twin pad? Could a Paramedic Centre be included to make it a hub with multiple uses?</p> <p>The City has arena issues that need to be addressed. Why are we proceeding with this project?</p>	<p>This project does not involve construction of a twin pad facility as there is a Council resolution approving status quo service levels and the immediate refurbishment of the existing Ops Arena and Community Centre. This location was reviewed as a potential site for the Paramedic South Fleet Centre however it was deemed to not meet their requirements.</p> <p>Staff are following direction of Council to provide Arena facilities at the status quo level and specifically beginning with a refurbishment of the Ops Arena and Community Centre. CR2017-749 RESOLVED THAT Report Mayor Letham 2017-002, Arena Capital Plan, be received; THAT the Manvers, Bobcaygeon, Fenelon Falls, Lindsay, and Woodville arena facilities be maintained as required for operations; THAT the Ops arena facility be scheduled for a complete refurbishment; THAT a new arena complex be explored in the Oakwood/Little Britain area, with the goal of combining the two existing facilities; THAT a new arena complex be explored in the Village of Omemee to replace the existing Emily/Omemee complex. This refurbishment will include new change rooms, new lobby, new ice pad, accessibility and building code items and numerous other amenities within the facility. It will modernize and refresh the facility while bringing it to current accessibility, building code and health and safety standards. The model for this refurbishment is the Ennismore Arena facility which was completed in 2011 at a cost of \$6M (2011 dollars) and the Ops CC is a smaller facility which will add some cost to increase the foundation. A full City Arena Implementation Plan based on the above resolution and building these projects into the City's Asset Management Plan will be presented to Council by the end of Q1, 2019.</p>
7	Councillor Ashmore	Engineering and Corporate Assets	144	RD1901		<p>Bridges</p> <p>The design of the Mary Street bridge in Omemee isn't included in the 2019 budget. Was this included in a prior years budget?</p>	The EA and design of the Mary St. Bridge (aka Mill Pond Bridge # 100018) was approved in a past budget. DM Wills (consultant) has been retained to complete the EA and design. Staff is planning to have a Public Meeting on the design in mid-February, 2019.

Question Number	Source	Department	Budget Book Page Number	Budget Identifier	JDE Identifier	Question	Answer
13	Mayor Letham	Engineering and Corporate Assets	170	RD1914	9831914	<p>Gravel Road Rehabilitation</p> <p>Please provide an up to date list of roads being rehabilitated this year and a tentative work schedule?</p>	<p>The list of roads included in the 2019 gravel rehabilitation program is attached as Appendix A. Program RD1914 represents year 2 of the 3-year program RD1814. A net reduction in estimated expenditure has resulted from rehabilitation needs being less than originally anticipated, primarily those relating to Heights Road and Boundary Road (Somerville). Core rehabilitation work on 2019-designated road sections is expected to occur during spring-summer, 2019. The 3-year program will conclude with rehabilitative thickening of applicable 2019-designated road sections (beyond typical 10cm with resurfacing) in coordination with the 2020 gravel resurfacing program.</p>
14	Mayor Letham Deputy Mayor Elmslie	Public Works	180	SW1902	997190201	<p>Landfill Facilities Lindsay Ops Landfill Generation System</p> <p>If the Lindsay Ops Landfill Generation System is not working as originally designed, why continue to study it? What is the downside to not continuing with this program?</p> <p>Did the City receive a grant for this project and/or could we use gas tax money to fund this project?</p>	<p>While the generator continues to provide a net financial benefit to the City in the form of reduced electricity costs, this benefit could and should be even greater. The primary purpose of the study is to develop a plan for optimization of the generator so as to maximize the net financial benefit to the City. The study is necessary if the generator's potential is to be maximized. Moreover, the installation of additional gas wells in conjunction with the 2019 construction of the north half of Cell 4/5 will considerably increase the flow of gas (i.e. fuel) to the generator.</p> <p>If the study is approved, the consultant procured for the study is expected to seek, on the City's behalf, any available grants and financial incentives that could potentially offset the cost of this project. As per historical practice, Federal Gas Tax funding received by the City is 100% applied to roads capital costs. A reallocation of such funding to program SW1902 would only create an offsetting need in a roads program, providing no financial advantage.</p>
15	Mayor Letham Councillor Ashmore	Public Works	187	FT1903	994190310	<p>Fleet and Transit Equipment Vacuum Truck</p> <p>Could this service be contracted out at a lower cost?</p> <p>What is the age of our present fleet and how many vacuum trucks do we have at present ?</p>	<p>The city uses the vacuum truck to clean catch basin sumps, complete hydro excavation for utility locates, support excavation for utility repairs and maintain culverts. Current use of the City's vac truck is ~1200-1400 hours per year. Contracted services for vac truck services are ~\$250 per hour with a 4 hour minimum. Assuming all calls would utilize the 4 hour minimum and there is no emergency (these assumptions would generate the least overall cost), the contracted cost would be \$300,000 - \$350,000 per year. In reality the annual contracted costs would be higher. At this annual cost, a City owned and operated vac truck would pay for itself in approximately 3.6 years. The City also then sees the benefit of immediate response, ability to prioritize work and no work minimums.</p> <p>The City currently owns one vac truck. The existing unit is a 2003 Volvo with ~12779 hours of use. The vehicle is in very poor condition and will be disposed of when the new vehicle is purchased. The City owns one valve trailer that is required for system maintenance. Within this proposed budget, staff is proposing to replace the 2003 EHWachs valve trailer which has ~16000 hours of use and is in very poor condition.</p>
16	Councillor Ashmore	Public Works	187	FT1903	994190305	<p>Fleet and Transit Equipment Pick Up trucks (9), \$395K</p> <p>Are these 1/2 ton or 3/4 ton trucks? What is the reason that all nine trucks require replacement in one year? What is the mileage and condition of the ones we are replacing?</p>	<p>This project received early-start approval at the December 11 Council meeting. The units are already within the procurement process. The 9 units being replaced all meet or exceed Fleet Policy thresholds, meaning they are all a minimum of 10 years old or have a minimum of 240,000 km. The condition of this equipment is poor-to-very poor. Units are exhibiting significant rust and need of body repair, motor and transmission issues, and vehicle safety issues. Mileage ranges from 265,000 km-459,000 km. Vehicles are: PA4 poor condition- 265529 km, 1/2 ton PA6 poor condition- 265249 km, 1/2 ton PA8 poor condition- 297,000 km, 3/4 ton PA9 very poor condition- 340932 km, 1/2 ton PB1 very poor condition- 319500 km, 1/2 ton PB2 poor condition- 356461 km, 1/2 ton PJ2 very poor condition- 432,000 km, 3/4 ton PJ3 very poor condition- 459,000 km, 3/4 ton PJ4 very poor condition- 455,000 km, 3/4 ton</p>
17	Councillor Ashmore	Public Works	187	FT1903	994190306	<p>Fleet and Transit Equipment Single Axle Truck Replacement, \$250K</p> <p>What is the current condition and age of this truck ? Is it one of our plow trucks?</p>	<p>S43 is the unit that is scheduled to be replaced. This unit is a 14 year-old Plow Truck (exceeded 12-year lifecycle), in poor condition with 7,900 hours.</p>

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18	Councillor Ashmore	Public Works	187	FT1903	994190307	<p>Fleet and Transit Equipment Tandem Axle Replacements (4), \$1,160,000</p> <p>Please explain the reason why these are being replaced given that we contract out some of this service.</p>	The 2019 budget request for replacement of tandem axle trucks was approved by Council during the Dec 11, 2018 Council meeting as part of the early start request report. Procurement has already commenced. These trucks are replacement vehicles for routes performed by internal resources and not impacted by the contract for arterial routes. All trucks align with the Non-Emergency Fleet Council Policy and Management Directive.
19	Deputy Mayor Elmslie	Corporate Services	189	IT1901	928190104	<p>Information Technology Systems Disaster Recovery Site,\$150K</p> <p>The project description states that it is required by the new Human Services site. What are we currently using and why can't we continue to use it?</p>	In 2018 the City developed a Disaster Recovery Plan, specifically related to IT systems. Through this process, it was identified that the City is vulnerable because we currently do not have an offsite back up system in place should a disaster occur at City Hall. In reviewing potential locations for a disaster recovery site, it was determined that it was more cost-effective to install the system in the new Human Services building then to retrofit another City building.
20	Mayor Letham Councillor Richardson	Fire Service	191	FS1901	932190102	<p>Fire Facilities Fire Hall Exhaust Systems</p> <p>Which halls are being done, will this complete all our Fire Stations? If not, how many halls are outstanding and when will they all be completed? Does the new Fire Station in Bethany have this system ?</p>	2019 budget is for Station 4 (Ops), Station 17 (Norland, Station 18 (Kinmount), Station 19 (Coboconk), and Station 20 (Burnt River). There are 3 Stations left to do - Station 7 (Bethany), Station 10 (Little Britain) and Station 11 (Oakwood). Of the 3 stations remaining to be completed, 2 are Little Britain and Oakwood which will be completed with the new build for the combined hall.
21	Mayor Letham Councillor Dunn	Fire Service	191	FS1901	932190104	<p>Fire Facilities Mariposa Fire station</p> <p>Why are we designing the Mariposa Fire Station when we have already built several stations? Can't we use a previous design? Please clarify the rationale for this budget.</p>	There will be some design costs however the build will be based on the Pontypool and Bethany build design. A more accurate description for the amount in the budget includes ground works, demolition of existing facility, site preparation and development of a site plan. A more detailed outline of cost for this build is attached as Appendix B

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22	Councillor Ashmore	Fire Service	191	FS1901	932190104	<p>Fire Facilities Mariposa Fire Station</p> <p>Is this project part of the Fire Master plan? What issues do we have presently with the Oakwood Fire Hall and/or the Little Britain Fire Hall? Please break down the components of the \$1,960,000 budget?</p> <p>Will response time be the same for residents south of Little Britain if the Hall is located in between Oakwood and Little Britain?</p>	<p>The Master Fire Plan 2010-2017 included a station location component. Recommendation SL-5 That a replacement for Station 10 Little Britain be budgeted for 2016-2017 for completion in the summer of 2017. In addition to the recommendations of the Master Fire Plan, the Station Location Study was assigned by Council in 2015 as part of the Core Service Review for the City of Kawartha Lakes. The review included an assessment of fire station locations considering the following: Public safety, Response times and coverage capabilities, Department risk and needs, Allocating resources based on priority needs, Financial sustainability and value for money. Report FIRE2015-004 November 10, 2015 Core Service Review – Fire Service Station Location Study 10.4.5 FIRE2015-004 RESOLVED THAT Report FIRE2015-004, Core Service Review - Fire Service Station Location Study, be received; THAT Capital Project FS1408 Bethany Fire Station Replacement proceed in 2016 with a change in scope to a single truck station; THAT the Fire Service consolidate the Baddow Fire Station with the Fenelon Falls and Coboconk Fire Stations; and THAT the Fire Service consolidate the Oakwood Fire Station and the Little Britain Fire Station. CARRIED CR2015-1170 CAO2016-006 June 28, 2016 Peer Review Report 10.4.3 Report CAO2016-006 Core Service Review – Fire Station Location Study Peer Review Report Ron Taylor, CAO Core Service Review - Fire Station Location Study Peer Review Report CAO Taylor provided a brief background and overview of his report noting that the peer review concludes that the City's Fire Services Location Study and staff's recommendations were logical, supportable, meet NFPA standards and applied a sound approach to station location planning. He introduced Paul Leslie of Emergency Management and Training Inc., a member of the peer review consultant team, who was in attendance to respond to the questions from Council. CR2016-621 RESOLVED THAT Report CAO2016-006, Fire Station Location – Peer Review Report, be received. There are numerous issues with the Little Britain station. The projected future capital repair costs for Little Britain are approx. \$203,716.00. This includes the sewage system, paving, overhead doors, siding etc. The projected future capital repair costs for Oakwood are approx. \$172,728.00 and includes sewage system, overhead doors, windows, cladding etc. This was reported in the Core Service Review Station Location Study. Response times in the Little Britain and Oakwood area will remain within the NFPA standard.</p> <p>The above answer should provide a historical overview and capture the need to replace and consolidate the Oakwood and Little Britain stations. A break down of the costs are included in the item above.</p>
23	Mayor Letham	Fire Service	193	FS1902	932190201	<p>Fire Fleet Ladder truck</p> <p>Please rationalize why this is needed? We have only 1 now and have a mutual aid agreement with Peterborough in case we need a back up, correct? Do we lose certification by not having 2 ladder trucks and do we still meet the standard for the city by only having one?</p>	<p>Rationalization is attached as Appendix C</p>

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29	Councillor Ashmore	Community Services	205	BP1901	953190102	<p>Building and Property Facilities City Hall HVAC</p> <p>Please explain why we are requiring this amount for HVAC repair at City Hall?</p>	<p>This is a 2018-2019 multi-year project approved in 2018. Design and engineering work is complete and these funds will allow for implementation. It will allow for the overhaul to properly service the building. An assessment of the building systems was completed in 2016, which indicated that there are significant issues related to age-related condition and shortcomings of the original design. Existing major components are at end of life / about 30 years old. Equipment is generally unable to meet requirements for the building, is unreliable with frequent breakdowns and equipment failures. Age of equipment means that parts can be unavailable. This request is for implementation and is based on an estimate of cost from the completed work.</p>
30	Councillor Dunn	Community Services	205	BP1901	953190104 953190105	<p>Building and Property Facilities City Hall Lighting System, Interiors</p> <p>City Hall refurbishment , could these funds be reallocated to support the Coboconk Medical Centre?</p>	<p>Staff would not support deferral or removal of any of the proposed capital projects; all these are a priority for a variety of reasons; lifecycle age, asset condition, health and safety, public service needs and/or legislative requirements. In this instance a deferral of part of the project to accommodate this request would represent 33% of the budget required, severely impacting the proposed project. Also, the lighting portion of this project is one which will pay itself back over time and re-coup its costs through a more efficient lighting system. If to proceed in 2019 staff suggest it would be an addition to the 2019 requested plan.</p>
31	Mayor Letham Councillor Ashmore	Community Services	205	BP1901	953190110	<p>Building and Property Facilities Interiors for 68 Lindsay Street North</p> <p>What does this budget include and why is it separate from the capital build budget?</p> <p>Is this the new Human Services building at the corner of Queen St and Lindsay St in Lindsay? Was the majority of funding from grants and I thought it was already over budget and Council in 2017 approved additional funding to complete the building. Why was this item not accounted for when the extra funds were requested back in 2018 (or early 2018)</p>	<p>These capital costs are for specific interior details / finishing's that were never considered as part of the base capital build / construction project. These finishing's were developed and identified outside of the construction tendering process. Items included here are: security camera system for housing and common building areas; audio-visual equipment for meeting room (projector, screens); masking sound system for staff work areas for client confidentiality; janitorial equipment; software and equipment related to building maintenance and automated systems; and furniture for 'portfolio managed space' (there may be space not occupied by Human Services that could be allocated for other City staff - a portion of this budget is to furnish and fit if other department staff are relocated to the building).</p> <p>Yes, this is 68 Lindsay St. N. project. A portion of the overall project funding is from grants, but not the majority. Capital costs are for specific interior details / finishing's that were never considered as part of the base capital build / construction project. These finishing's were developed and identified outside of the construction tendering process. Items included here are: security camera system for housing and common building areas; audio-visual equipment for meeting room (projector, screens); masking sound system for staff work areas for client confidentiality; janitorial equipment; software and equipment related to building maintenance and automated systems; and furniture for 'portfolio managed space' (there may be space not occupied by Human Services that could be allocated for other City staff - a portion of this budget is to furnish and fit if other department staff are relocated to the building).</p>
32	Mayor Letham	Community Services	205	BP1901	953190111	<p>Building and Property Facilities Design for Bobcaygeon Library</p> <p>If the residents in Bobcaygeon aren't interested in a new library, why are we designing anything?</p>	<p>The Canal Street Building (existing library location) has significant structural and accessibility issues. Even if the library were to remain in its current location with no expansion, the City would need to spend approximately \$1M to keep the facility open to the public for its current purpose. The decision to request the proposed relocation is the Library Board's as an autonomous board. They have deemed that this is the best solution to allow the Bobcaygeon Library Branch to meet the ARUPLO standards for public libraries. As an alternative to spending a significant amount just for the existing location to remain in operation at half the size of ARUPLO standards, staff recommend the Board's proposed expansion and relocation to the East Street building in order to align with ARUPLP standards.</p>

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38	Councillor Yeo	Community Services	213	PR1903	950190307	<p>Recreation Facilities Center Ice Pad Design</p> <p>Why do we need to have designs done? Could design be included in the RFP for the construction?</p>	<p>The pad requires to be engineered with proper engineering stamp. The proposed cost is the cost for such. If done in the RFP it would still be the same cost, there would be no savings. Having the engineering done one year in advance ensures we have all the documentation prepared prior to going to the construction tender going out and will in fact allow for the actual construction phase to be completed during the non-ice season the following year. This will eliminate any potential delays that could negatively impact service levels and the beginning of the following season.</p>
39	Mayor Letham	Community Services	213	PR1903	950190330	<p>Recreation Facilities Coboconk Train Station Roof</p> <p>We are looking at a feasibility study to see if some kind of medical center could go here with extensive renovations. Do we need to fix the roof before the feasibility study is complete or can an interim solution be found?</p>	<p>The roof at this facility is in need of replacement. The project has been identified for need for a number of years through the City's Asset Management Plan. Over the past two years staff have patched areas in order to address leaks and other damage. This project can be deferred yet again but further damage to the building and contents is likely to occur. Patching is not recommended as damage will occur to the facility. Regardless of the feasibility study, the facility needs to be maintained and it houses an operational community meeting and use space.</p>
40	Councillor Ashmore	Community Services	217	PR1905	950190501	<p>Cemetery Siteworks Monuments Restoration</p> <p>Does the City utilize the Campbell Monument fund? This fund is available from Campbell Monument in Belleville, ON and provides grants for cemeteries for all types of restorations of monuments. I used them 15 years ago when I looked after a cemetery in north Emily twp.</p>	<p>City staff are aware of this fund and actively apply for this and other external funding sources on an annual basis. The following is the current state of the fund and status of our application for this year: <i>"The restoration fund receives money from the Campbell-Craft Warranty Fund. Every time the perpetual warranty option is purchased money is sent from CMC to ScotiaTrust. There is now over 2.5 million in the fund. The dividends from this account are spent on warranty work on existing monuments most typically tipping monuments but it also covers any external damage, the granite and craftsmanship of the work. At one time this fund generated enough money 1990s to 2010 for repairs with the residue available for cemetery restoration. Due to the cost of warranty work and a reduction in interest revenue there has not been any money available to assist cemetery owners i.e. boards or municipalities with restoration funding for the past few years. It is hoped that money will be available in the future."</i></p>

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41	Deputy Mayor Elmslie	Clerk's Office	219	SP1901	999190101	<p>Studies and Special Projects Electronic Document and Record Management</p> <p>Could we get a fuller explanation i.e.. is this current files, financial and legal records, or is this archived material? Why do we have to change from our current practices?</p>	<p>The City's electronic records includes all current and archived records defined in the city's records retention by-law and as defined in the Municipal Act "record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films; ("document").</p> <p>Managing electronic documents including email can only be accomplished effectively by using a technology solution. Without an EDRMS software it is virtually impossible to manage the magnitude of electronic document records the city produces per year and requires a multi-year commitment of resources.</p> <p>The EDRMS project update was approved in the 2016 and has been active over the last few years. The magnitude of the electronic records and emails warrants continued budget allocation to complete and maintain the project's mandate and to achieve full compliance with the legislation.</p> <p>April 19, 2016 Regular Council</p> <p>RESOLVED THAT Report CLK2016-006, Update on Electronic Document Record Management Program, be received;</p> <p>THAT the City Clerk and Manager of Information Technology be authorized to continue the implementation of the Electronic Document Records Management System Program using the services of the StoneShare Inc.;</p> <p>THAT the current StoneShare Inc. single source engagement be extended to include the city-wide implementation of the Electronic Records Management System;</p> <p>THAT Gimmal Records Management Licenses for Electronic Records Management software be incorporated in future operating budgets;</p> <p>THAT the Mayor Letham and City Clerk be authorized to execute any required contract to effect this decision.</p> <p>Carried</p> <p>The Electronic Document Records Management System (EDRMS) is identified in the Strategic Plan as an enabler for the successful completion of goals and priorities of this municipality. It is also included in the Modernize Systems and Technology initiative within the IT Strategic Plan 2015-2017.</p> <p>Additional Legislation: Public Sector and MPP Accountability and Transparency Act, 2014 has a direct impact on the requirements and responsibilities for record keeping in municipalities. The passage of Bill 8 sanctioned the use of penalties to impose consequences for poor paper and electronic information management practices. Relevant sections of the Municipal Freedom of Information and Protection of Privacy Act including the Bill 8 amendments are noted below:</p> <ul style="list-style-type: none"> • A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner. • Every head of an institution shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any record keeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution. • Statutorily mandates the "head of the institution" with ensuring "reasonable measures" are implemented to preserve the municipality's records. • Offences – "No person shall, alter, conceal or destroy a record, or cause any other person to do so, with the intention of denying a right under this Act to access the record or the information contained in the record. • Prosecution can be initiated up to 2 years after an offence is "discovered" • Maximum fine for such offences is \$5,000.00 • In the event of a prosecution the court may take precautions to avoid disclosure of specific information

Appendix A

RD1814 Gravel Road Rehabilitation									
JDE Identifier	Asset(s) / Project	From	To	Year Start	Approval Period	Treatment / Activity	Original Expenditure	Revision to Expenditure	Revised Expenditure
983181401	Zion Rd.	400 Metres east of Simcoe Street	Fingerboard Rd.	2018	2018-2020	Rehabilitation	42,957	0	42,957
983181402	Zion Rd.	Fingerboard Rd.	Beacroft Rd.	2018	2018-2020	Rehabilitation	49,141	0	49,141
983181403	Zion Rd.	Beacroft Rd.	Eldon Rd. (Mariposa)	2018	2018-2020	Rehabilitation	49,141	0	49,141
983181404	Ranch Rd. (Mariposa)	Beacroft Rd.	Eldon Rd. (Mariposa)	2018	2018-2020	Rehabilitation	49,141	0	49,141
983181405	Taylor's Rd. (Mariposa)	Farmstead Rd.	Highway #7	2018	2018-2020	Rehabilitation	21,776	0	21,776
983181406	Boundary Rd. (Manvers)	0.3 Km East of Highway #115	Micro Rd.	2018	2018-2020	Rehabilitation	14,680	0	14,680
983181407	Boundary Rd. (Manvers)	Micro Rd.	Sandaraska Rd.	2018	2018-2020	Rehabilitation	12,213	0	12,213
983181408	Drum Rd.	Manvers/Scugog Townline	Wilmont Rd.	2018	2018-2020	Rehabilitation	38,596	0	38,596
983181409	Telecom Rd.	Wilmont Rd.	Highway #35	2018	2018-2020	Rehabilitation	45,464	0	45,464
983181410	Ballyduff Rd.	1.0 Km East of Highway #35	Wild Turkey Rd.	2018	2018-2020	Rehabilitation	25,631	0	25,631
983181411	Manvers/Scugog Townline	Manvers/Clarington Town Line	Drum Rd.	2018	2018-2020	Rehabilitation	6,335	0	6,335
983181412	Manvers/Scugog Townline	Drum Rd.	Mount Joy Road	2018	2018-2020	Rehabilitation	21,930	0	21,930
983181413	Manvers/Scugog Townline	Mount Joy Road	Telecom Rd.	2018	2018-2020	Rehabilitation	7,588	0	7,588
983181414	Manvers/Scugog Townline	Telecom Rd.	Devitt's Rd.	2018	2018-2020	Rehabilitation	16,266	0	16,266
983181415	Chipmunk Rd. (Manvers)	Lifford Rd.	Bethany Hills Rd.	2018	2018-2020	Rehabilitation	56,264	0	56,264
983181416	Chipmunk Rd. (Manvers)	Bethany Hills Rd.	Fleetwood Rd. (Manvers)	2018	2018-2020	Rehabilitation	31,823	0	31,823
983181417	Chipmunk Rd. (Manvers)	Fleetwood Rd. (Manvers)	Pigeon Creek Rd.	2018	2018-2020	Rehabilitation	2,074	0	2,074
983181418	Chipmunk Rd. (Manvers)	Pigeon Creek Rd.	Golf Course Rd.	2018	2018-2020	Rehabilitation	5,383	0	5,383
983181419	Chipmunk Rd. (Manvers)	Golf Course Rd.	North End	2018	2018-2020	Rehabilitation	296	0	296
983181420	Porter Rd. (Manvers)	Highway #7A	2.5 Km North of Highway #7A	2018	2018-2020	Rehabilitation	37,467	0	37,467
983181421	Kingfisher Ln.	Fenel Rd.	West Bay Blvd.	2018	2018-2020	Rehabilitation	113,191	1,589	114,780
983181422	Heights Rd.	K.L. Rd. 36	North End	2018	2018-2020	Rehabilitation	480,556	(358,362)	122,193
983181423	Ranch Rd. (Verulam)	K.L. Rd. 36	Berry Lane	2018	2018-2020	Rehabilitation	47,090	2,066	49,156
983181424	Ranch Rd. (Verulam)	Berry Lane	North End	2018	2018-2020	Rehabilitation	6,217	216	6,432
983181425	Eldon Station Rd.	Sandringham Rd.	Rockview Rd.	2018	2018-2020	Rehabilitation	444	0	444
983181426	Eldon Station Rd.	Kirkfield Rd.	Creek View Rd.	2018	2018-2020	Rehabilitation	70,230	375	70,604
983181427	Eldon Station Rd.	Creek View Rd.	Hartley Rd.	2018	2018-2020	Rehabilitation	48,639	227	48,866
983181428	Eldon Station Rd.	Hartley Rd.	Fenel Rd.	2018	2018-2020	Rehabilitation	100,178	488	100,666
983181429	Autumn Lane (Eldon)	Palestine Rd.	North End	2018	2018-2020	Rehabilitation	16,137	159	16,296
983181430	Bona Vista Dr.	Otter Rd. (Bexley/Fenelon)	Ridge Dr. (Bexley)	2018	2018-2020	Rehabilitation	5,590	45	5,635
983181431	Bona Vista Dr.	Ridge Dr. (Bexley)	Cedar Ave. (Bexley)	2018	2018-2020	Rehabilitation	8,740	125	8,865
983181432	Cedar Ave. (Bexley)	West End	Bona Vista Dr.	2018	2018-2020	Rehabilitation	5,430	45	5,475
983181433	Cedar Ave. (Bexley)	Bona Vista Dr.	Ridge Dr. (Bexley)	2018	2018-2020	Rehabilitation	14,298	261	14,559
983181434	Ridge Dr. (Bexley)	Bona Vista Dr.	Cedar Ave. (Bexley)	2018	2018-2020	Rehabilitation	22,535	102	22,637
983181435	Ridge Dr. (Bexley)	Cedar Ave. (Bexley)	Maple Ave. (Bexley)	2018	2018-2020	Rehabilitation	74,379	352	74,731
983181436	Maple Ave. (Bexley)	Otter Rd. (Bexley/Fenelon)	Ridge Dr. (Bexley)	2018	2018-2020	Rehabilitation	32,778	182	32,960
983181437	Maple Ave. (Bexley)	Ridge Dr. (Bexley)	North End	2018	2018-2020	Rehabilitation	9,828	45	9,873
983181438	Hardwood St.	School Rd. (Fenelon)	0.3 Km North of School Rd.	2018	2018-2020	Rehabilitation	14,681	79	14,761
983181439	Hardwood St.	0.3 Km North of School Rd.	1.2 Km South of Otter Rd.	2018	2018-2020	Rehabilitation	19,500	272	19,773
983181440	Jasper Dr.	Omega Rd.	School Rd. (Fenelon)	2018	2018-2020	Rehabilitation	60,588	817	61,405
983181441	Iris Dr.	Killarney Bay Rd.	West End	2018	2018-2020	Rehabilitation	51,372	307	51,679
983181442	Romany Ranch Rd.	Balsam Grove Rd.	West End Turnaround	2018	2018-2020	Rehabilitation	69,418	761	70,179
983181443	Country Lane (Fenelon)	Glenarm Rd.	Whitetail Rd.	2018	2018-2020	Rehabilitation	76,835	851	77,687
983181444	Country Lane (Fenelon)	Whitetail Rd.	Pearn's Rd.	2018	2018-2020	Rehabilitation	29,758	136	29,894
983181445	Boundary Rd. (Somerville)	K.L. Rd. 121	Davis Lake Road	2018	2018-2020	Rehabilitation	248,490	(210,055)	38,435
983181446	Boundary Rd. (Somerville)	Davis Lake Road	West End	2018	2018-2020	Rehabilitation	26,565	0	26,565
983181447	Deverell Lane	Lake Dalrymple Rd.	South End	2018	2018-2020	Rehabilitation	4,559	0	4,559
983181448	Turner Rd. (Dalton)	Monck Rd.	Monck Rd.	2018	2018-2020	Rehabilitation	28,732	697	29,429
983181449	Morton Lane	Chisholm Trail	1.4 Km East of Chisholm Trail	2018	2018-2020	Rehabilitation	7,207	459	7,666
983181450	Morton Lane	1.4 Km East of Chisholm Trail	East End	2018	2018-2020	Rehabilitation	6,486	367	6,853
983181451	Dorosz Lane	Bexley/Laxton Township Line	South End	2018	2018-2020	Rehabilitation	19,663	514	20,177
983181452	Tartan St.	Bridge St.	West End	2018	2018-2020	Rehabilitation	6,061	37	6,098
983181453	Lila St. (Fenelon/Somerville)	Bridge St.	West End	2018	2018-2020	Rehabilitation	8,782	55	8,837
983181454	White Rock Rd.	Royal Oak Rd.	Salem Rd.	2019	2018-2020	Rehabilitation	22,420	0	22,420
983181455	White Rock Rd.	Salem Rd.	Cresswell Rd.	2019	2018-2020	Rehabilitation	22,292	0	22,292
983181456	White Rock Rd.	Cresswell Rd.	Farmstead Rd.	2019	2018-2020	Rehabilitation	22,549	0	22,549
983181457	White Rock Rd.	Farmstead Rd.	Highway #7	2019	2018-2020	Rehabilitation	22,324	0	22,324
983181458	Fleetwood Rd. (Manvers)	West End	Janetville Rd.	2019	2018-2020	Rehabilitation	14,734	0	14,734
983181459	Fleetwood Rd. (Manvers)	1.1 Km East of Janetville Rd.	Chipmunk Rd. (Manvers)	2019	2018-2020	Rehabilitation	3,020	0	3,020
983181460	Fleetwood Rd. (Manvers)	Chipmunk Rd. (Manvers)	Highway #35	2019	2018-2020	Rehabilitation	1,185	0	1,185
983181461	Stoney Creek Rd.	0.4 Km West of Highway #35	South End	2019	2018-2020	Rehabilitation	22,047	0	22,047
983181462	Turner Rd. (Ops)	Mount Horeb Rd.	Star Hill Rd.	2019	2018-2020	Rehabilitation	32,751	0	32,751
983181463	Crosswind Rd.	Post Rd.	Old Mill Rd.	2019	2018-2020	Rehabilitation	32,305	0	32,305
983181464	Crosswind Rd.	Old Mill Rd.	Lilac Rd. (Ops)	2019	2018-2020	Rehabilitation	10,340	0	10,340
983181465	Crosswind Rd.	Lilac Rd. (Ops)	Heights Rd.	2019	2018-2020	Rehabilitation	5,302	0	5,302
983181466	Chamber's Rd.	Fenel Rd.	1.2 Km East of Fenel Rd.	2019	2018-2020	Rehabilitation	67,193	1,175	68,368
983181467	Chamber's Rd.	Elm Tree Rd.	Hall's Rd.	2019	2018-2020	Rehabilitation	64,457	1,487	65,944
983181468	Chamber's Rd.	Hall's Rd.	Killarney Bay Rd.	2019	2018-2020	Rehabilitation	11,997	367	12,364
983181469	Islay Rd.	Fenel Rd.	Elm Tree Rd.	2019	2018-2020	Rehabilitation	90,127	2,790	92,916
983181470	Islay Rd.	Elm Tree Rd.	Birch Point Rd. (Fenelon)	2019	2018-2020	Rehabilitation	67,325	1,505	68,830
983181471	Powles Rd. (Fenelon)	Cameron Rd. (Fenelon)	Country Lane (Fenelon)	2019	2018-2020	Rehabilitation	69,362	1,358	70,720
983181472	Powles Rd. (Fenelon)	Country Lane (Fenelon)	Highway #35	2019	2018-2020	Rehabilitation	70,031	1,266	71,297
983181473	Blackbird Rd.	Peniel Rd.	Cambray Rd.	2019	2018-2020	Rehabilitation	141,249	2,129	143,378
983181474	Robin Rd.	Highway #35	Cambray Rd.	2019	2018-2020	Rehabilitation	18,843	165	19,008
983181475	Robin Rd.	Cambray Rd.	North End	2019	2018-2020	Rehabilitation	33,615	294	33,909
983181476	Lorneville Rd.	Sandringham Rd.	Grasshill Rd.	2019	2018-2020	Rehabilitation	593	0	593
983181477	Pearn's Rd.	Country Lane (Fenelon)	Highway #35	2019	2018-2020	Rehabilitation	73,248	973	74,220
983181478	School Rd. (Fenelon)	Elm Tree Rd.	Omega Rd.	2019	2018-2020	Rehabilitation	70,930	1,395	72,325
983181479	School Rd. (Fenelon)	Omega Rd.	Hardwood St.	2019	2018-2020	Rehabilitation	39,399	624	40,023
983181480	Walker's Rd.	Cedar Tree Rd. (Verulam)	Bury's Green Rd.	2019	2018-2020	Rehabilitation	141,855	7,176	149,031
983181481	Fairbairn Rd.	Cedar Tree Rd. (Verulam)	Bury's Green Rd.	2019	2018-2020	Rehabilitation	149,397	7,470	156,867
983181482	St. Alban's Rd. (Verulam)	Treeview Line	Cedar Tree Rd. (Verulam)	2019	2018-2020	Rehabilitation	143,122	7,176	150,298
983181483	Cedar Tree Rd. (Verulam)	Fairbairn Rd.	St. Alban's Rd. (Verulam)	2019	2018-2020	Rehabilitation	56,835	2,936	59,772
983181484	Ledge Hill Rd.	Bury's Green Rd.	Somerville 2nd Concession	2019	2018-2020	Rehabilitation	95,000	3,799	98,799
983181485	Ledge Hill Rd.	Somerville 2nd Concession	Somerville 3rd Concession	2019	2018-2020	Rehabilitation	93,172	4,019	97,191
983181486	Ledge Hill Rd.	Somerville 3rd Concession	Somerville 5th Concession	2019	2018-2020	Rehabilitation	183,216	8,534	191,750
983181487	Pinery Rd. (Somerville)	Burnt River Rd.	Winchester Dr.	2019	2018-2020	Rehabilitation	364,220	15,637	379,857
983181488	Mockingbird Lane	Deer Lake Rd.	South End	2019	2018-2020	Rehabilitation	5,161	367	5,528
983181489	Laxton South 1/4 Line	Highway #35	Otter Lane (Laxton)	2019	2018-2020	Rehabilitation	10,986	826	11,812
983181490	Laxton South 1/4 Line	Otter Lane (Laxton)	West End	2019	2018-2020	Rehabilitation	10,566	642	11,208
983181491	Rush Lake Rd.	K.L. Rd. 41 (Bexley/Laxton)	Greenwood Rd. (Laxton)	2019	2018-2020	Rehabilitation	5,395	220	5,615
983181492	Greenwood Rd. (Laxton)	Rush Lake Rd.	South End	2019	2018-2020	Rehabilitation	6,796	752	7,549
983181493	Digby/Laxton Boundary Rd.	Victoria Rd.	Monck Rd.	2019	2018-2020	Rehabilitation	35,057	2,514	37,571
Total							4,599,540	(479,190)	4,120,350

Breakdown of Estimated Capital Cost for Consolidated Mariposa Firehall (2019\$)						
Category	Item	Source / Assumption / Explanation	Quantity	Units	Unit Cost	Extended Cost
Land	Land	1.5 acres of 2.9 acre site required	1.5	Acres	0	0
	Legal Services	Legal and transaction expenses	1	Each	0	0
Construction	Demolition	Disposal of former roads depot	1	Each	23,000	23,000
	Site Preparation	Conversion of site	6,070	m ²	11	67,000
	Landscaping	20% of site is landscaped	1,210	m ²	8	10,000
	Paving	35% of site is paved	2,120	m ²	100	212,000
	Fencing & Gating	Enclosure of 200 ft. x 325 ft. area	320	m	90	29,000
	Lighting	1 light standard per acre	1	Each	6,000	6,000
	Building	3-bay capacity	5,500	ft ²	225	1,238,000
	Electricity Service	Connection to existing service	1	Each	10,000	10,000
	Water & Sewer Service	Well and septic systems	1	Each	45,000	45,000
	Payable HST	1.76% of non-DC construction cost	1	Each	29,000	29,000
	Development Charges	Based on total floor area	511	m ²	54	28,000
Other	Design	5% of construction cost	1	Each	85,000	85,000
	Contract Administration	Absorbed into operating budget	1	Each	0	0
	Contingency	10% of project cost	1	Each	178,000	178,000
Total						1,960,000

At the time of amalgamation in 2001, the Kawartha Lakes Fire Rescue Services had 3 aerial ladder trucks in service and one of these trucks was removed from service shortly after this time.

We are presently down to 1 aerial device as the 1988 aerial device was removed from service due to age and mechanical failure.

Historically the City and former County has always had at least 2 aerial devices in service for several decades and this was based on the following criteria:

Aerial ladder trucks are also ULC Listed Pumps and they carry hose, water and ground ladders in addition to the main aerial component. Aerial Ladders also carry sophisticated rescue equipment, lighting and ventilation equipment.

When people think of fire department aerial ladders they most commonly think of firefighting operations. However there are many other critical tasks that can be accomplished such as rescue (rooftop industrial accidents or medical response) lighting and ventilation.

Aerial ladder devices are required when the portable ground ladders in your community will not reach the upper windows or roofs of buildings.

Given that it takes four to six firefighters to raise and place tall ground ladders, it is a challenge to assign enough people to lay out the attack and supply hose lines and raise long ground ladders at the same time.

Topographical and landscaping oddities may prevent the firefighters from approaching two-story structures, such as townhouses. In addition, Victorian style homes do not provide good access for roof operations. In these situations, an aerial device would be needed to make the necessary rescues and other operations.

Aerial devices are often required in the extinguishment of silo fires. As an example this past fall of 2018 fire crews dealt with a stubborn silo fire in Ops Township that took several days to extinguish. The City's aerial was used at this fire.

In determining the need for the proper number of aerial devices for our operations we have referenced the recommendations in the National Fire Protection Association's Fire Protection Handbook, 20th edition, which recommends the following response patterns See attached TABLE 12.1.1

The aerial device that we have budgeted for is an Elevating Platform device.

The protection features for a Platform device are:

For firefighter safety, an elevating platform is clearly the best choice for aerial devices. By description, the platform provides a more user-friendly work area for fire fighters when in an elevated position.

It provides a level of protection not available on ground ladders if fire fighters unexpectedly become enveloped in the products of combustion. It provides a safe working area during rescue operations for both firefighting and technical rescue incidents. In addition, the platform provides space for tools, hose, and other needed equipment.

Finally, the platform is uniquely functional during the rescue of persons with limited physical abilities. This is becoming more important for two emergency reasons: 1. Baby boomers are becoming senior citizens and, therefore, the population of persons with limited mobility is rising at a faster rate; and 2. Mid and High rise residential buildings are becoming more numerous in urban areas and are now being built with combustible construction.

It is the recommendation of the Fire Service based the risk to the community that we continue with the capital fleet replacement program and maintain the existing response capability and level of service provided by 2 aerial devices.

TABLE 12.1.1 Typical Initial Attack Response Capability Assuming Interior Attack and Operations Plus Command Capability

	<i>Description</i>	<i>Personnel and Apparatus</i>
High-hazard occupancies	Schools, hospitals, nursing homes, explosives plants, refineries, high-rise buildings, and other high life hazard or large fire potential occupancies	At least 4 pumpers, 2 ladder trucks (or combination apparatus with equivalent capabilities), 2 chief officers, and other specialized apparatus as may be needed to cope with the combustible involved; not fewer than 24 fire fighters and 2 chief officers. Extra staffing of units first due to high-hazard occupancies is advised. One or more safety officers and a rapid intervention team(s) are also necessary.
Medium-hazard occupancies	Apartments, offices, mercantile, and industrial occupancies not normally requiring extensive rescue or fire-fighting forces	At least 3 pumpers, 1 ladder truck (or combination apparatus with equivalent capabilities), 1 chief officer, and other specialized apparatus as may be needed or available; not fewer than 16 fire fighters and 1 chief officer, plus a safety officer and a rapid intervention team.
Low-hazard occupancies	One-, two-, or three-family dwellings and scattered small businesses and industrial occupancies	At least 2 pumpers, 1 ladder truck (or combination apparatus with equivalent capabilities), 1 chief officer, and other specialized apparatus as may be needed or available; not fewer than 14 fire fighters and 1 chief officer, plus a safety officer and a rapid intervention team.
Rural operations	Scattered dwellings, small businesses, and farm buildings	At least 1 pumper with a large water tank (500 gal [1.9 m ³] or more), one mobile water supply apparatus (1000 gal [3.78 m ³] or larger), and such other specialized apparatus as may be necessary to perform effective initial fire-fighting operations; at least 12 fire fighters and 1 chief officer, plus a safety officer and a rapid intervention team.
Additional alarms		At least the equivalent of that required for rural operations for second alarms; equipment as may be needed according to the type of emergency and capabilities of the fire department. This may involve the immediate use of mutual-aid companies until local forces can be supplemented with additional off-duty personnel. In some communities, single units are "special called" when needed, without always resorting to a multiple alarm. Additional units also may be needed to fill at least some empty fire stations.

AERIAL DEVICE RESPONSES 2010 TO 2018

	FIRE	MEDICAL	RESCUE	OTHER	TOTAL
114	97	13	15	63	188
2214	12	0	1	1	14

❖ 3 of the above responses occurred in large fire potential occupancies and both devices responded.