

**The Corporation of the City of Kawartha Lakes**  
**Council Report**

Report Number CAO2020-006

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**Meeting Date:** July 28, 2020  
**Title:** City Service Delivery – Pandemic Response  
**Description:** Service Level Recommendations/Updates to Council  
**Ward Number:** All  
**Author and Title:** Ron Taylor, Chief Administrative Officer

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**Recommendation(s):**

**That** Report CAO2020-006, **City Service Delivery – Pandemic Response**, be received; and

**That** staff be directed to prepare and open the Fenelon Falls, Lindsay, Little Britain, Emily/Omemee, Woodville and Manvers arenas for the 2020-21 season; and

**That** the Chief Administrative Officer be authorized to continue to work with all city departments to further reduce 2020 budgets through continued service suspensions and reductions where appropriate and feasible to target a year-end zero-deficit budget.

**Department  
Head:**

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

**Chief Administrative  
Officer:**

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## **Background:**

The Province declared a state of emergency (SoE) on March 17, 2020. A local state of emergency was declared on March 24, 2020. The Province has issued several Orders guiding public health and activities. These Orders remain in effect until at least July 29. Both SoE's remain in effect at the time of writing this report.

The Mayor has not issued any local Orders under the SoE to-date. Through local police services and by-law enforcement, the City continues to educate and enforce Orders.

The Province released “A Framework for Reopening our Province” on April 27, 2020. Effective July 17, the City of Kawartha Lakes was within Stage 3 of that Plan. A copy of “A Framework for Reopening our Province – Stage 3”, dated July 13, 2020, is attached as Appendix A to this report.

The Haliburton, Kawartha Pine Ridge District Health Unit (HKPR) Medical Officer of Health can also issue Orders and instructions. Effective July 17, any indoor place of business or facility that is open to the public during Stage 3 within CKL must have a policy, enforced in good faith, requiring non-medical masks or face coverings to be worn.

Local City services are slowly and steadily reopening. Service resumption has occurred by maintaining public/staff health and safety first, while balancing limitations on staff/resources and minimizing our year-end deficit.

This report is provided to update Council on the City's pandemic response, to-date, and to seek direction respecting 2020 budgeting and service levels.

## **Rationale:**

### State of Emergency Declarations

The Province is processing legislation that could replace and remove the Provincial SoE, while permitting issued Orders to continue and be amended, as needed, to manage the Pandemic. The Local SoE remains, and could be terminated when appropriate by the Mayor or Council.

Should Council wish to lift the local SoE, then the following resolution should be passed:

**That** the local emergency in the City of Kawartha Lakes related to the Covid19 Pandemic is terminated in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990.”

## City Arenas

The City operates 9 arenas (10 ice pads). Arena facilities include community halls for separate bookings, and the Lindsay Recreation Centre functions as a multi-use community centre.

Staff has polled for interest from user groups for 2020-21 ice pad bookings. Preliminary interest expressed suggests good demand for ice pad bookings, with many facilities exceeding 40 hours average bookings per week.

Through Provincial Orders, there remains occupancy and user constraints and health and safety protocols to comply with. Preparing ice pads for use requires lead time, and community groups/users/leagues require assurance of ice availability in advance to properly plan and mobilize.

As we continue to experience staff/resource limitations, and containing costs associated with pandemic response, it is recommended that 6 arenas (7 total ice pads) reopen for the 2020-21 season.

The recommended facilities to reopen are geographically spread out throughout the City, and partially staffed already and/or serving other functions. It is recommended that staff be directed to prepare and open the Fenelon Falls, Lindsay, Little Britain, Emily/Omemee, Woodville and Manvers arenas for the 2020-21 season.

Oakwood, Bobcaygeon and Ops arenas would remain closed for the 2020-21 season, but could provide alternative functions in the interim (health system supports, public meetings/gatherings, and other recreational functions, for example).

## Limited Public Access to Certain Facilities

Up until Stage 3 of the Province's reopening framework, public access to municipal services and spaces was greatly restricted. Stage 3 reopenings allow for larger indoor gatherings, as well as public access to services indoors. Mandatory masks are required locally to access services indoors, as well as adherence to various health and safety protocols, cleaning and occupancy limitations.

The City continues to leverage electronic processes and technology for payments, meetings (formal and informal), registrations and inspections.

Staff are reviewing the option to reopen 1-2 multi-function service centres to potentially open later in August.

### Cost Containment/Budget

Staff are currently forecasting a 2020 year end budget deficit of approximately \$2.5 Million dollars. This estimate is based on actions taken to-date, as well as projected and limited additional reopenings to year end.

It is prudent to continue certain service suspensions, and also consider additional temporary program and service reductions to further reduce the forecasted deficit. As well, some staff have been redeployed, some hiring/call backs remain suspended, and some staff voluntarily continue to be on leave.

The \$2.5M deficit currently forecasted is calculated based on:

- Approximately \$4.5M in reduced revenues forecasted to year-end;
- Approximately \$500K in increased forecasted expenses directly attributed to pandemic response;
- \$700K in 2020 Council-directed budget efficiencies to be found; and
- Approximately \$3.3M in reduced 2020 expenses already achieved.

All departments are continuing to review possible temporary service suspensions and budget reductions. This could include, but is not limited to:

- Some arenas remaining closed for the 2020-21 season;
- Some community halls remaining closed;
- Some service centres remaining closed;
- Suspending certain 2020 operating road program(s) – ditching, guard rails, for example;
- Deferring and/or cancelling certain capital projects; and
- Maintaining limiting public access to various buildings and facilities.

It is recommended that the Chief Administrative Officer be authorized to continue to work with all city departments to further reduce 2020 budgets through continued service suspensions and reductions, where appropriate and feasible.

### **Other Alternatives Considered:**

Council could choose to direct permissible services to reopen fully. This direction would result in additional costs and likely increase the City's forecasted year-end deficit. Municipalities are required to balance budgets at year-end, so any deficit incurred would need to be made up through reserve draws and/or increased taxation.

Unless otherwise directed, staff will continue to target a year-end zero-deficit budget.

## **Financial/Operation Impacts:**

Any funding for municipal recovery remains unknown at this time, although some general commitments have been made by both the Federal and Provincial governments. Service resumption decisions need to consider lead time for preparation, heightened health and safety requirements/protocols, staffing/resource limitations and cost-benefit to the taxpayer.

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

The Council Adopted Strategic Plan identifies four Strategic Priority Areas, namely:

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

The City's response to the pandemic to-date balances these priorities, considering public health and safety, financial sustainability, and economic and community recovery.

## **Consultations:**

All City Departments

## **Attachments:**

Appendix A – A Framework for Reopening our Province – Stage 3



A Framework for  
Reopening our Prov

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**Department Head: Ron Taylor, CAO**