



Council Report

Report Number: PUR2024-005

Meeting Date: February 20, 2024

Title: **Development Services-Planning – Active
Transportation Master Plan Project**

Author and Title: Kristy L. Wilson, Junior Buyer

Author and Title: Leah Barrie, Director of Development Services

Recommendations:

That Report PUR2024-005, **Development Services-Planning Active
Transportation Master Plan Project**, be received;

That Council approve the additional financing of \$30,000 for project 921203301, the
Planning Active Transportation Master Plan, as follows:

- \$22,500.00 from the Development Charge Reserve Fund – Transit (3.24140 A-331178) and
- \$7,500.00 from the General Contingency Reserve (1.32090), to finance the 2024 requirement for the Planning Active Transportation Master Plan project; and

That the department be authorized to issue purchase orders and change orders.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Active Transportation Master Plan ('ATMP') project was included in the approved 2020 special projects budget.

The project requires additional financing to complete the ATMP project in Q2 2024.

This report addresses that direction.

Rationale:

Staff recommend that Council approve the additional financing of \$30,000 to complete the Active Transportation Master Plan.

The supplier has submitted a Change of Scope request outlining costs that go beyond the original scope of work.

CIMA+ was retained by the City of Kawartha Lakes in 2021 to prepare a City-wide Active Transportation Master Plan which focuses on leveraging future growth and development while finding opportunities to retrofit municipal roadways incorporating routes and facilities that provide options for self-propelled and mobility related forms of transportation. The project was initially scheduled to be completed in January 2023; however, due to more robust engagement efforts with external stakeholders and double the number of Task Force meetings and workshops from the original project proposal, the project is now anticipated to be completed by May 2024.

The additional financing of \$30,000 is required to complete the remaining tasks over the next 3-4 months including, but not limited to, report writing, coordinated review and submission of comments, update of the report and finalization, and final presentation to Council – anticipated for May 2024.

Other Alternatives Considered:

No other alternative is being considered as this special project has been ongoing and without the additional financing, the project can not be completed within the revised scope of work requested.

Alignment to Strategic Priorities

The recommendation in the report contributes to Council's adopted strategic plan namely:

1. An Exceptional Quality of Life: providing development for residents within our community to enjoy.
2. A Vibrant and Growing Economy: supporting development and economic growth.
3. Good Government: taking the necessary steps to provide service levels expected by our ratepayers, developers and the legislation governing the processes.

Financial/Operation Impacts:

Funds for the ATMP project are included in the Special Projects budget.

Project Number	Project Budget	Other Committed Funds	Project Balance	Purchase Amount (excl. HST)	HST Payable	Current Project Balance
921203301	\$130,000	\$140,983	(\$10,983)	15,000.00	1,685	(27,688)

Financing is required of approximately \$30,000 to complete the project. Financing will come from a combination of DC reserve (\$22,500) and General Contingency Reserve (\$7,500).

Any additional surplus or deficit will be dealt with by the Treasury Division in accordance with the Capital and Special Project Close policy.

Consultations:

Junior Accountant
Executive Assistant
Supervisor, Procurement
Treasurer

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Department Head: Leah Barrie, Director of Development Services

Department File: 2023-39-CP