



## Council Report

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**Report Number:** CS2025-009

**Meeting Date:** July 22, 2025

**Title:** CP2021-011 Legacy Community Hydro Electric Systems Transfers (C.H.E.S.T.) Fund Grant Policy and Application Revisions

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

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### Recommendation(s):

**That** Report CS2025-009, **CP2021-011 Legacy Community Hydro Electric Systems Transfers (C.H.E.S.T.) Fund Grant Policy and Application**, be received; and

**That** the revisions to CP2021-011 entitled Legacy Community Hydro Electric Systems Transfers (C.H.E.S.T.) Fund Grant Policy and Application, appended to Report CS2025-009, be adopted and the policy renumbered, replacing all predecessor versions.

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

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

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

## **Background:**

As per policy CP2021-027, all council policies will be reviewed at least once during each term of Council. The Clerk's Office will consult with Divisions and determine if any policy amendments are required and bring recommendations forward to Council for approval. This report addresses that direction.

On April 21, 2021, with CR2021-195, Council approved that CP2016-011 Legacy Community Hydro Electric Systems Transfers (C.H.E.S.T.) Fund Grant Policy and Application be renumbered from CP2016-011 to CP2021-011, with no other policy amendments required.

The last policy amendment to the Legacy (C.H.E.S.T.) Fund Grant Policy and Application was passed by Council in 2016:

### **CR2016-852**

**RESOLVED THAT** Report CS2016-015, **Amendment to Policy C-150-CAO-037 Legacy Community Hydro Electric Systems Transfers (C.H.E.S.T.) Fund Grant Policy and Application**, be received; and,  
**THAT** the policy entitled Legacy Community Hydro Electric Systems Transfers (C.H.E.S.T.) Fund Grant Policy and Application, appended to Report CS2016-015, be adopted and numbered for inclusion in the City's Policy and Procedure Manual, replacing all predecessor versions.

### **CARRIED**

During the recent Term of Council both the Bobcaygeon and Lindsay Legacy C.H.E.S.T. Committees have expressed interest in reviewing the current policy to simplify and clarify existing language and to modernize the application method by transitioning it to an online submission process. No other policy changes are being recommended at this time.

This report represents the discussions of the local committees and seeks Council's support of the suggestion changes.

## **Rationale:**

Staff and members of the Bobcaygeon and Lindsay Committees have reviewed the existing policy and application with the goal of simplifying the language to improve applicant understanding of eligibility, conditions, and requirements. The online application will reduce administrative burden and streamline processing of applications.

The recommended changes have been incorporated into the policy in track changes, attached as Appendix A to this Report.

The most notable changes include, but are not limited to:

- Clarity around the policy statement and rationale
- Clearer guidelines for applicant eligibility
- Clearer guidelines for project eligibility
- New language summarizing what the Legacy C.H.E.S.T. Fund will not support
- Revised language under Grant Criteria and Conditions
- Updated wording under the application review and approval process
- Updated submission information to support the online application process

Notable changes within the new online application include, but are not limited to:

- Incorporation of former application appendices within the application
- Required information for complete application submission outlined at the beginning of online form
- Clear questions/fields for applicant and project eligibility
- Inclusion of grant criteria and conditions for applicant review prior to submission

The revised application is attached as Appendix B.

### **Other Alternatives Considered:**

Council could choose to maintain the current policy and paper-based application process, but this is not recommended due to ambiguities in the current policy and outdated submission procedures.

### **Alignment to Strategic Priorities**

The recommendations in this report align with the Good Government strategic priority within 2024-2027 Kawartha Lakes Strategic Plan. Updating and modernizing the application form impacts the goal to 'Provide innovative and efficient service delivery for better customer experiences'. Streamlining and simplifying the policy will 'Provide accountable government and responsible management of resources'.

## **Financial/Operation Impacts:**

There are no direct financial implications associated with this report. However, administrative efficiencies are expected through enhancements to the applicant experience and a reduction in staff processing time.

## **Servicing Implications:**

NA

## **Consultations:**

Bobcaygeon Legacy C.H.E.S.T. Fund Grant Committee

Lindsay Legacy C.H.E.S.T. Fund Grant Committee

## **Attachments:**

Appendix A – CP2025-011 (formerly CP2021-011) with tracked changes



CP2025-011-Track  
Changes

Appendix B – Updated Legacy C.H.E.S.T. Application



Online  
Application.pdf

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