

1. **Call to Order and Moment of Silence**

2. **Approval of the Agenda**

*BE IT RESOLVED THAT the Agenda for the Regular Meeting of Council held on May 5, 2020 beginning at 4:40PM be approved as circulated to all Members of Council.*

3. **Declaration of Pecuniary Interest**

4. **Petitions and Delegations**

5. **Acceptance of Minutes and Recommendations**

*BE IT RESOLVED THAT Council accept the minutes of the following meetings:*

- *Minutes of the Regular Meeting of Council held April 21, 2020.*

6. **Reports of Municipal Officers and Communications**

6.1 COVID-19 Update, Verbal  
Richard McGee, CAO

*BE IT RESOLVED THAT the verbal update titled "COVID-19 Update" be received.*

6.2 False Alarm By-law  
Rob Adair, Fire Chief

*BE IT RESOLVED THAT Memorandum Number 2020-FIR-001 entitled "False Alarm By-law", be received, and*

*THAT the False Alarm By-law be presented to Council for approval.*

6.3 Food Market  
Bonnie Sackrider, Director of Community Services

*BE IT RESOLVED THAT Report Number 2020-CS-005 entitled "Food Market", be received, and*

*THAT staff be instructed to operate the 2020 Food Market with the appropriate protocols in place from Farmers' Markets Ontario.*

6.4 Postponement of Material Hazardous Waste Event  
Ashley Bilodeau, Manager of Land Development and Planning

**BE IT RESOLVED THAT** Report Number 2020-DEV-016 entitled “**Postponement of Material Hazardous Waste Event**”, be received, and

**THAT** staff be directed to postpone the Material Hazardous Waste Event scheduled for Saturday May 23<sup>rd</sup>, 2020 to Saturday, September 5<sup>th</sup>, 2020.

6.5 Rescheduling of Team Northern Throttle Drag Races  
Ashley Bilodeau, Manager of Land Development and Planning

**BE IT RESOLVED THAT** Report Number 2020-DEV-017 entitled “**Rescheduling of Team Northern Throttle Drag Races**”, be received, and

**THAT** the Team Northern Throttle Drag Races be rescheduled from the weekend of June 10<sup>th</sup> to 15<sup>th</sup>, 2020 to the weekend of August 19<sup>th</sup> to the 24<sup>th</sup>, 2020.

6.6 Heritage North Service Delivery Review  
Wilf Hass, Director Economic Development and Tourism

**BE IT RESOLVED THAT** Report Number 2020-ED-003 entitled “**Heritage North Service Delivery Review**” be received, and

**THAT** staff be directed to enter into discussions with interested Kirkland Lake based organizations to determine if a desire exists for a local service provider to investigate making Heritage North a base of operations for their organization.

6.7 Proposed 2020 Capital Budget  
Keith Gorman, Treasurer

**BE IT RESOLVED THAT** Memorandum Number 2020-FIN-001 entitled “**Proposed 2020 Capital Budget**”, be received, and

**THAT** the Proposed 2020 Capital Budget be referred to a Special Meeting of Council to be called for May 12<sup>th</sup>, 2020 beginning at 4:40PM.

**7. Consideration of Notices of Motion**

**8. Introduction, Reading and Consideration of Bylaws**

Bylaw 20-043      Being a bylaw to Impose Fees for Automatic Alarms (False)

**BE IT RESOLVED THAT** the following bylaw be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

*Bylaw Number 20-043, being a bylaw to Impose Fees for Automatic Alarms (False).*

**9. Questions from Council to Staff**

**10. Notice(s) of Motion**

**11. Councillor's Reports**

**12. Additional Information**

**13. Closed Session**

***BE IT RESOLVED THAT** Council move into an In-Camera meeting pursuant to Section 239(2) to discuss 2 matters about identifiable individuals and 1 matter to discuss a plan and procedure, to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.*

13.1 Minutes of the In-Camera Meeting of Council held April 7, 2020

13.2 Ministry of Labour Field Visit Report  
Ashley Bilodeau, Manager of Planning and Land Development

13.3 Cemetery Operations  
Ashley Bilodeau, Manager of Planning and Land Development

13.3 Status Update on RFP-555-20 - Service Delivery Review  
Meagan Elliott, Municipal Clerk

***BE IT RESOLVED THAT** Council rise from the May 5, 2020 In-Camera Meeting of Council.*

**14. Matters from Closed Session**

**15. Confirmation Bylaw**

Bylaw 20-044      Being a bylaw to confirm the proceedings of Council at its meeting held  
May 5, 2020

***BE IT RESOLVED THAT** the following bylaw be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;*

***Bylaw Number 20-044, being a bylaw to confirm the proceedings of Council at its meeting held May 5, 2020.***

**16. Adjournment**

***BE IT RESOLVED THAT Council adjourn the May 5, 2020 Regular Meeting of Council***



# ***Minutes***

Corporation of the Town of Kirkland Lake  
Regular Meeting of Council  
Council Chambers, Town Hall  
April 21, 2020  
4:40 p.m.

## **Attendance – Electronically**

Mayor: Pat Kiely  
Councillors: Rick Owen  
Stacy Wight  
Patrick Adams  
Dennis Perrier  
Eugene Ivanov  
Casey Owens  
Staff: Chief Administrative Officer: Ric McGee  
Municipal Clerk: Meagan Elliott  
Finance Manager/Treasurer: Keith Gorman  
Director of Planning and Land Development: Ashley Bilodeau  
Director of Community Services: Bonnie Sackrider  
General Manager of Public Works: Michel Riberdy  
Fire Chief: Rob Adair  
Director, Economic Development and Tourism: Wilf Hass  
Deputy Treasurer: Peter Georgeoff  
Director of Care: Nancy Loach

## **Call to Order and Moment of Silence**

Mayor Pat Kiely requested a moment of silence.

## **Approval of the Agenda**

Moved by: Stacy Wight  
Seconded by: Patrick Adams

**BE IT RESOLVED THAT** the Agenda for the Regular Meeting of Council held on April 21, 2020 beginning at 4:40PM be approved as circulated to all Members of Council with the removal of item 6.10 titled "Frontline Workers Appreciation Signage" and the addition of memo-DEV-001 titled "Delegation of Authority – 2 Premier Ave" to be presented as the new 6.10.

**CARRIED**

## **Declaration of Pecuniary Interest**

Mayor Pat Kiely requested those present to declare any pecuniary interest with matters appearing on the agenda. Councillor Eugene Ivanov declared a pecuniary interest on item number 6.6 – Heritage North Service Delivery Review Update.

## **Petitions and Delegations**

There were no petitions or delegations appearing before Council.

## **Acceptance of Minutes and Recommendations**

Moved by: Rick Owen  
Seconded by: Dennis Perrier

**BE IT RESOLVED THAT** Council accept the minutes of the following meetings:

- Minutes of the Regular Meeting of Council held April 7, 2020

**CARRIED**

## **Reports of Municipal Officers and Communications**

- 6.1 COVID-19 Update, Verbal  
Richard McGee, CAO

Moved by: Eugene Ivanov  
Seconded by: Casey Owens

**BE IT RESOLVED THAT** the verbal update titled “**COVID-19 Update**” be received.

**CARRIED**

- 6.2 2020 Budget Update, Verbal  
Keith Gorman, Treasurer

Moved by: Patrick Adams  
Seconded by: Rick Owen

**BE IT RESOLVED THAT** the verbal update titled “**2020 Budget Update**” be received.

**CARRIED**

- 6.3 Financial and Key Performance Indicator Quarterly (KPI) Report  
Keith Gorman, Treasurer

Moved by: Casey Owens  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** the “**Financial and Key Performance Indicator Quarterly (KPI) Report**” be received.

**CARRIED**

- 6.4 Naming Rights  
Bonnie Sackrider, Director of Community Services

Moved by: Eugene Ivanov  
Seconded by: Patrick Adams

**BE IT RESOLVED THAT** Report Number 2020-CS-003 entitled “**Naming Rights**” be received, and

**THAT** staff be directed to update the Naming Rights policy.

**CARRIED**

6.5 Concession Services – Recreational Facilities  
Bonnie Sackrider, Director of Community Services

Moved by: Rick Owen  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** Report Number 2020-CS-004 entitled “**Concession Services – Recreational Facilities**”, be received,

**THAT** monthly rental fees be waived in full for the time period of March 16<sup>th</sup>, 2020 to May 31<sup>st</sup>, 2020 or until such time that the facility re-opens, whichever comes first, and

**THAT** staff be authorized to forgive payments for leases past March 16, 2020.

**CARRIED**

6.6 Heritage North Preliminary Service Delivery Review Update  
Wilf Hass, Director Economic Development and Tourism

*Councillor Ivanov declared a pecuniary interest and disabled his video/audio during this topic.*

Moved by: Dennis Perrier  
Seconded by: Casey Owens

**BE IT RESOLVED THAT** Memorandum Number 2020-ED-002 entitled “**Heritage North Preliminary Service Delivery Review Update**”, be received, and

**THAT** the final draft of the Service Delivery Review be presented to Council at the May 5, 2020 Council meeting.

**CARRIED**

6.7 Deputy Chief Building Official and Property Standards Officer Appointment - Clayton Seymour  
Ashley Bilodeau, Manager of Land Development and Planning

Moved by: Stacy Wight  
Seconded by: Rick Owen

**BE IT RESOLVED THAT** Report Number 2020-DEV-011 entitled “**Deputy Chief Building Official and Property Standards Officer Appointment - Clayton Seymour**” be received, and

**THAT** an Appointment By-law be presented to Council for passage to appoint Clayton Seymour as Deputy Chief Building Official and Property Standards Officer.

**CARRIED**

6.8 Unencumbered By-law Enforcement  
Ashley Bilodeau, Manager of Land Development and Planning

Moved by: Eugene Ivanov  
Seconded by: Dennis Perrier

**BE IT RESOLVED THAT** Report Number 2020-DEV-012 entitled “**Unencumbered By-law Enforcement**”, be received, and

**THAT** Council approves the step-by-step process presented in this report, and

**THAT** an unencumbered Municipal Law Enforcement process is hereby adopted by Council.

**CARRIED**

6.9 Body Cameras for By-law Enforcement Officers  
Ashley Bilodeau, Manager of Land Development and Planning

Moved by: Patrick Adams  
Seconded by: Rick Owen

**BE IT RESOLVED THAT** Report Number 2020-DEV-013 entitled “**Body Cameras for By-law Enforcement Officers**”, be received, and

**THAT** staff be directed to work with PADS to prepare a Cost Analysis and Policy (including an Information Management Agreement with PADS and Standard Operating Procedure) for use of body cameras on By-law Enforcement Officers in the Town of Kirkland Lake.

**CARRIED**

*Frontline Workers Appreciation Signage memo removed from agenda  
Delegation of Authority – 2 Premier Avenue Demolition Permit added to agenda*

6.10 Delegation of Authority – 2 Premier Avenue Demolition Permit  
Ashley Bilodeau, Manager of Land Development and Planning

Moved by: Casey Owens  
Seconded by: Eugene Ivanov

**BE IT RESOLVED THAT** Memorandum Number 2020-DEV-001 entitled “**Delegation of Authority – 2 Premier Avenue Demolition Permit**”, be received, and

**THAT**, the Manager of Planning and Land Development be delegated authority to sign the Demolition Permit Application, on behalf of the Town of Kirkland Lake to expedite the demolition of the vacation abandoned building at 2 Premier Avenue East in the Town of Kirkland Lake.

**CARRIED**



### **Consideration of Notices of Motion**

No motions to consider.

### **Introduction, Reading and Consideration of Bylaws**

Moved by: Dennis Perrier  
Seconded by: Rick Owen

**BE IT RESOLVED THAT** the following bylaw be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

**Bylaw Number 20-040**, being a bylaw to amend by-law 15-017 being a bylaw to regulate parking in the Town of Kirkland Lake

**CARRIED**

Moved by: Eugene Ivanov  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** the following bylaw be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

**Bylaw Number 20-041**, being a bylaw to appoint a Deputy Chief Building Official and Property Standards Officer

**CARRIED**

### **Questions from Council to Staff**

#### 9.1 Question from Councillor Wight

Moved by: Patrick Adams  
Seconded by: Casey Owens

**BE IT RESOLVED THAT** the question submitted by Councillor Wight regarding changes to the agenda be received.

**CARRIED**

### **Notice(s) of Motion**

No notices of motion submitted.

### **Councillor's Reports**

Councillors reported on events over the past 2 weeks and thanked the community for doing their part during this COVID-19 pandemic.

## **Additional Information**

### 12.1 Kirkland Lake Horticultural Society

Moved by: Rick Owen  
Seconded by: Eugene Ivanov

**BE IT RESOLVED THAT** correspondence from the Kirkland Lake Horticultural Society regarding the purchase of flowers be received, and

**THAT** Council approve the purchase of flowers before the passing of the 2020 Operating Budget up to \$5000.00.

**CARRIED**

### 12.2 Resident complaint regarding Portable Shelters

Moved by: Dennis Perrier  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** correspondence from Mike Howey regarding the provision of portable shelters be received, and

**THAT** staff be directed to implement regulations related to portable shelters as part of the Zoning Bylaw update.

**CARRIED**

## **Closed Session**

No Closed Session.

## **Matters from Closed Session**

No Closed Session.

## **Confirmation Bylaw**

Moved by: Rick Owen  
Seconded by: Patrick Adams

**BE IT RESOLVED THAT** the following bylaw be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

**Bylaw Number 20-042**, being a bylaw to confirm the proceedings of Council at its meeting held April 21, 2020.

**CARRIED**

**Adjournment**

Moved by: Dennis Perrier

Seconded by: Casey Owens

**BE IT RESOLVED THAT** Council adjourn the April 21, 2020 Regular Meeting of Council

**CARRIED**

The meeting adjourned at: 7:33 pm

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Pat Kiely, Mayor

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Meagan Elliott, Clerk

**BACK TO TOP**



# MEMORANDUM TO COUNCIL

Meeting Date: 5/5/2020	Memo Number: 2020-FIR-001
Presented by: Rob Adair	Department: Fire

## MEMO TITLE

False Alarm By-law

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2020-FIR-001 entitled “**False Alarm By-law**”, be received, and

**THAT** the False Alarm By-law be presented to Council for approval.

## BACKGROUND

The Master Fire Plan recommended that the Corporation of the Town of Kirkland Lake start charging for false alarms. This Memorandum and the False Alarm By-law contained in the By-laws Section of the Agenda are provided in response to that recommendation from the Master Fire Plan.

## RATIONALE

The adoption of the proposed By-law should decrease the number of false alarms Kirkland Lake Fire Services responds each year. The following Table illustrates the number of false alarms over the past three years:

Description	2017	2018	2019
Number of False Alarms	11	27	21
Violations of Proposed By-law	0	7	5
Revenue from Proposed By-law	0\$	1250\$	750\$
Number of false alarms to town buildings	0	0	2

## REPORT TO COUNCIL

Meeting Date: 5/5/2020	Report Number: 2020-CS-005
Presented by: Bonnie Sackrider	Department: Community Services

### REPORT TITLE

Food Market

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-CS-005 entitled “**Food Market**”, be received, and

**THAT** staff be instructed to operate the 2020 Food Market with the appropriate protocols in place from Farmers’ Markets Ontario.

### BACKGROUND

The local Food Market operated Tuesday afternoons from June 22<sup>nd</sup> to October 5<sup>th</sup>, 2019 at Civic Park. The 2019 edition of the Food Market was the third successive year that the Municipality hosted a food market. Up to 15 vendors sold fresh foods or handmade crafts over the course of the three years. The feedback from both vendors and residents has been overwhelmingly positive.

The Province of Ontario has confirmed that businesses that primarily sell food are considered essential workplaces. However, it is not business as usual for markets as only food can be offered for sale and social interaction must be limited to maintain physical distancing.

### RATIONALE

There has been substantial interest in the 2020 Food Market to date from both vendors and the public. All vendors who have contacted staff are very eager to ensure the market will continue. The market has been well received by the public who have attended to purchase fresh foods from regional producers.

In consultation with the Timiskaming Health Unit and Farmer's Markets Ontario, the following recommendations are proposed to support the continuity of the Food Market:

### **New Protocols for Kirkland Lake 2020 Food Market**

- Only Food vendors are permitted at the KL Food Market while provincial restrictions are in place.
- Stands are spaced out to facilitate distancing.
- Contact Timiskaming Health Unit and present a plan (including a diagram showing a proposed market layout. This will include plans for one-way traffic flow, layout, and entrance and exit crowd control).
- The FMO COVID-19 Fact/Info Sheet is posted and seen by all vendors and shoppers.
- The names of all vendors selling are recorded for each market day and the records are maintained.
- Hand sanitizer is available for all shoppers/vendors to wash their hands as required.
- Washrooms are available for **VENDOR USE ONLY** and are cleaned and disinfected after each market.
- There is no sampling of food.
- There is no use of reusable or customer supplied containers.
- There are no communal tables or seating.
- Maintain physical distancing of 2 metres.
- Staff on hand to enforce rules.

Food Vendors should respect the following measures to protect themselves and shoppers:

- Wash hands regularly and thoroughly (minimum 20 seconds) with soap and water or use an alcohol-based hand sanitizer.
- Clean and sanitize frequently-touched market stand surfaces regularly (with household cleaners or diluted bleach solution of 1-part bleach to 9 parts water).
- Maintain physical distancing.
- Avoid touching eyes, nose and mouth.
- Cover mouth and nose with bent elbow or tissue if coughing or sneezing.
- Do not attend the Market if not well.
- Prepackage and box products at a fixed price to reduce contact.

## **OTHER ALTERNATIVES CONSIDERED**

Council may choose to provide direction that staff be directed not to operate the 2020 Food Market until COVID-19 restrictions are lifted.

## **FINANCIAL CONSIDERATIONS**

Total revenues received from market vendors in 2019 was \$2,300. Anticipated student wages for staff working at the market in 2020 is anticipated to be \$800. The 2020 revenues will most likely be affected by the COVID-19 Pandemic to a certain degree.

## **RELATIONSHIP TO STRATEGIC PRIORITIES**

Although the Strategic Plan is not yet finalized, Council has stressed the importance of sustainable service delivery and improved health and safety.

## **ACCESSIBILITY CONSIDERATIONS**

Not applicable.

## **CONSULTATIONS**

Public health Inspector – Ray Gullekson  
Farmers' Markets Ontario

## **ATTACHMENTS**

Not applicable.

[BACK TO TOP](#)

## REPORT TO COUNCIL

Meeting Date: 5/5/2020	Report Number: 2020-DEV-016
Presented by: Ashley Bilodeau	Department: Development Services

### REPORT TITLE

Postponement of Material Hazardous Waste Event

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-DEV-016 entitled “**Postponement of Material Hazardous Waste Event**”, be received, and

**THAT** staff be directed to postpone the Material Hazardous Waste Event scheduled for Saturday May 23<sup>rd</sup>, 2020 to Saturday, September 5<sup>th</sup>, 2020.

### BACKGROUND

On December 3, 2019, Council approved a Material Hazardous Waste Event on May 23, 2020. This program typically involves the removal of hazardous waste from personal vehicles and close contact with participants, staff and the hazardous waste contractor. Although there are ways to implement safeguards such as proper Personal Protective Equipment (PPE) and the enforcement of social distancing, the hazardous waste program would not be considered an essential service under the current Emergency Orders issued by the Province. As a result, staff recommend that in the interests of protecting the health and safety of staff and residents and to remain compliant with Provincial Orders, the material hazardous waste event be postponed until September 5, 2020.

### RATIONALE

There is no legislated requirement to offer this program to the public. It is considered an elective program to support the proper disposal of household hazardous waste.

In addition, the program is most successful when a large number of residents participate. The Town is reliant upon funding to cover a portion of the costs associated



with the program. Funding is generated from increased tonnage of certain types of hazardous products. Staff speculate that as a result of the current COVID-19 Pandemic, that participation would be low resulting in the municipality not achieving the anticipated revenues. Staff expect there to be added costs if the municipality continues with hosting the event on May 23<sup>rd</sup>, 2020 that should be mitigated on September 5<sup>th</sup>, 2020.

## **OTHER ALTERNATIVES CONSIDERED**

Staff considered recommending cancelling the event and postponing to 2021; however, with the implementation of the *Resource Recovery and Circular Economy Act*, the waste diversion program for MHSW will cease operations effective June of 2021. Staff expect this event to be the last MHSW program hosted by the Town of Kirkland Lake.

## **FINANCIAL CONSIDERATIONS**

There are improved financial implications associated with postponing the date of the program as explained in the body of the report with reduced costs expected as a result of increased participation in the event in September. The program itself, as mentioned in the December 3, 2019 report, costs the municipality between \$10,000 and \$15,000.

## **RELATIONSHIP TO STRATEGIC PRIORITIES**

Although a Strategic Plan has not yet been adopted, Council has stressed the importance of health and safety of its staff and general public. This recommendation is consistent with this strategic priority.

## **ACCESSIBILITY CONSIDERATIONS**

This event will be accessible to all members of the public. Accommodations will be made to ensure persons with disabilities are supported during this event.

## **CONSULTATIONS**

Not applicable.

## **ATTACHMENTS**

No attachments.

[BACK TO TOP](#)



# REPORT TO COUNCIL

Meeting Date: 5/5/2020	Report Number: 2020-DEV-017
Presented by: Ashley Bilodeau	Department: Development Services

## REPORT TITLE

Rescheduling of Team Northern Throttle Drag Races

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-DEV-017 entitled “**Rescheduling of Team Northern Throttle Drag Races**”, be received, and

**THAT** the Team Northern Throttle Drag Races be rescheduled from the weekend of June 10<sup>th</sup> to 15<sup>th</sup>, 2020 to the weekend of August 19<sup>th</sup> to the 24<sup>th</sup>, 2020.

## BACKGROUND

On October 29, 2019, Council approved the Team Northern Throttle request to hold a drag race at the Kirkland Lake Airport on the weekend of June 10<sup>th</sup> to 15<sup>th</sup>, 2020. Unfortunately, due to the COVID-19 pandemic and the Emergency Orders currently in place, this drag race event was cancelled.

Team Northern Throttle is requesting that the Town consent to rescheduling the June event to the weekend of August 19<sup>th</sup> to 24<sup>th</sup>, 2020.

## RATIONALE

The Team Northern Throttle hosts two snow drag races at the Kirkland Lake snow dump and one drag race at the Kirkland Lake Airport on an annual basis. These events bring tourists from various areas to Kirkland Lake for three weekends a year.

Council already approved a drag race event in 2020. It is reasonable to consent to the Committee’s request to reschedule. Should the COVID-19 pandemic and/or Emergency Orders extend into the summer months, this event will be cancelled indefinitely for 2020.

## **OTHER ALTERNATIVES CONSIDERED**

The only alternatives would be to cancel the event or to reschedule into the fall.

## **FINANCIAL CONSIDERATIONS**

There are daily revenues of \$410.00 associated with renting the Airport. The Airport is considered closed during this event, which results in an inability to service flights, including medivacs.

The deterioration of the runway is of utmost concern for staff. In 2017, Council expended \$60,000 in runway crack filling to extend the life of the runway.

The drag races do result in deterioration of the runway. Burnouts form indents on the runway surface, causing instability to arriving and departing aircraft. The start line of the drag race has been moved over the years to avoid creating larger indents. Burnouts at the starting line also result in rubber adhering to the surface. There are safety concerns associated as the surface gets slippery when wet. The rubber also peels off during winter maintenance which could result in loose rubber on the runway. This would be detrimental to an aircraft if the rubber was caught in an aircraft engine.

## **RELATIONSHIP TO STRATEGIC PRIORITIES**

Although a Strategic Plan has not yet been adopted, Council has suggested the following strategic priorities that would be relevant to this decision:

- To review opportunities to increase tourism in and around Kirkland Lake.
- To be fiscally-responsible and to properly manage infrastructure for the purpose of extending the life of an asset.

## **ACCESSIBILITY CONSIDERATIONS**

Not applicable.

## **CONSULTATIONS**

Richard Charbonneau – Airport Foreman

## **ATTACHMENTS**

Attachment 1 – Request from Team Northern Throttle

[BACK TO TOP](#)



Kirkland Lake Airport

## TEAM NORTHERN THROTTLE

April 21, 2020

The Corporation of the Town of Kirkland Lake  
Postal Bag 1757  
Kirkland Lake, Ontario. P2N 3P4

**Attention:** Mayor Pat Kiely and Town Council

Dear Mayor Pat Kiely and Council,

Due to the Covid-19 situation our June event will be cancelled. We are looking to potentially move our date to August 21st weekend. We know that there is a chance we will have to cancel again due to the ongoing situation however we would like to try. We are requesting use of the Airport in August instead.

Airport use would be required from Aug 19th, 2020 to Aug 24th 2020 inclusively to enable set-up and tear down. The help of town staff during this transition as in years past will be very much appreciated.

Team Northern Throttle looks forward to hosting the 22nd Annual event and trust Mayor and Council will continue to support this huge community endeavour.

We wish to thank you for your generous contributions of time and your commitment to Kirkland Lake's community, which make it possible for this Committee to host these annual events.

We look forward to an answer at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Blair Preston".

Blair Preston

A handwritten signature in black ink, appearing to read "Michael Romain".

Michael Romain

Team Northern Throttle

2020 Team Northern Throttle Committee members are:

**President:** Blair Preston (705)668-0909

**Vice President:** Michael Romain (705)668-1245

Cc: Ashley Bilodeau  
Meagan Elliot  
Richard Charbonneau



## REPORT TO COUNCIL

Meeting Date: 5/5/2020

Report Number: 2020-ED-003

Presented by: W. Hass. S. McDowell

Department: Economic Development

### REPORT TITLE

Heritage North Service Delivery Review

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-ED-003 entitled “**Heritage North Service Delivery Review**”, be received, and

**THAT** staff be directed to enter into discussions with interested Kirkland Lake based organizations to determine if a desire exists for a local service provider to investigate making Heritage North a base of operations for their organization.

### BACKGROUND

At the January 14, 2020 meeting of Council, the following motion was passed by Council:

That Council directs the CAO to begin a service review of Heritage North and provide options for different uses of Heritage North and that an update is brought back to Council by March 31/2020.

**CARRIED**

At the March 24, 2020 meeting of Council, the Interim Facility Administrator provided an update on the project. The following motion was passed by Council with the understanding that the Review would be presented to Council at the April 7, 2020 Meeting.

**BE IT RESOLVED THAT** Memorandum Number 2020-ED-001 entitled “Heritage North Service Review – Update”, be received.

**CARRIED**

At the April 21, 2020 meeting of Council, staff advised Council that the review was in its final stages and would be presented to Council at the May 5, 2020 Meeting.

## RATIONALE

Heritage North began operations as Hockey Heritage North (HHN) in 2006 as an interactive museum designed to showcase Northern Ontario's contributions to the world of professional hockey. The cost of the facility was financially underwritten by the municipality as it assumed a \$4.1 million loan to cover construction costs.

HHN was initially run by an independent board operating at arm's length from the municipality. Declining revenues and attendance led to the municipality assuming ownership and operating authority in 2008. In 2013-15, the facility was extensively renovated as a full service conference and event centre. Renovations cost \$1.035 million, supported by grants from the senior levels of government.

The renovations did lead to a significant increase in use, but the facility has not become financially self-sustaining. In large part, that was due to the loan payments which accounted for over 60% of the annual budget. The loan was fully paid off in 2019.

Council provided direction for a review of Heritage North and its operations to be undertaken to determine if there were ways in which the financial burden posed by the facility could be reduced or removed. Specifically, Council asked for options for different uses of Heritage North (HN), "... including:

- Tendering out the operations of the Banquet Facility,
- Moving municipal offices to Heritage North,
- Sale of property, and/or
- Other income opportunities.

## OTHER ALTERNATIVES CONSIDERED

Heritage North is classified as a discretionary service as there is no legislative or external rationale to provide the service. The level of service and associated pricing is decided by Council based on various considerations including limiting competition with local businesses, market sensitivities, etc. Currently the facility is a full service operation, meaning that municipal staff is actively involved in all stages of a client engagement, from booking to event management to cleaning. This review demonstrates that there are other operating models, and explores the underlying assumptions, strategy, options and challenges for each.

The proposed alternative operating scenarios are as follows:

1. Heritage North remains a municipally owned and operated full service event centre.
2. Heritage North remains a municipally owned and operated minimal service event centre.
3. Heritage North remains a municipally owned event facility but is operated through a partnership with community group(s).
4. Heritage North remains a municipally owned event facility but the private sector assumes responsibility for operations.
5. Heritage North remains municipal owned facility but converted to house other municipal operations.
6. Municipality divests itself of Heritage North.

## FINANCIAL CONSIDERATIONS

The financial implications will vary according to the scenario being considered. There would be costs associated with fully exploring how each scenario could be implemented, costs associated with preparing the facility for change, and costs associated with implementing changes. Staff do not recommend investing monies in a detailed cost analysis of the various options. Alternatively, staff has provided a high level estimate of the annual net financials for each option based upon past experience. These include

### **Municipally Owned and Operated - Full Service Event Centre**

**Estimated Annual Net Expenditure:**

<b>Operating</b>	<b>\$150,000</b>
<b>Capital Over Five Years</b>	<b>\$318,000</b>

### **Municipally Owned and Operated - Minimal Service Event Centre**

**Estimated Annual Net Expenditure:**

<b>Operating</b>	<b>\$75,000</b>
<b>Capital Over Five Years</b>	<b>\$318,000</b>

### **Municipally Owned Event Facility - Community Group(s) Partnership**

**Estimated Annual Net Expenditure:**

<b>Operating</b>	<b>\$75,000</b>
<b>Capital Over Five Years</b>	<b>\$318,000</b>

## **Municipally Owned Event Facility - Private Sector Operation**

### Estimated Annual Net Expenditure:

Operating	\$75,000
Capital Over Five Years	\$318,000

## **Municipally Owned - Convert to New Municipal Operations**

### Estimated Annual Net Expenditure:

Renovation Costs – dependent on intended use	Est \$750,000 and up
Operating	\$50,000
Capital Over Five Years	Minimal based on renovations done

## **Municipal Divestiture of Heritage North**

### Estimated Annual Net Expenditure:

Operating	\$0
Capital Over Five Years	\$0

Note: The Sale of Asset value in the analyses above is **ONLY** a number intended to illustrate a net revenue from the sale of the asset. The final sale price would be determined from a successful Offer of Purchase and Sale between a willing purchaser and the Town. While the Town recognises the total costs invested in this asset to date, it is most likely unrealistic to expect these costs to be fully recovered, recognizing that the design of the facility is specifically intended to be used as an event rental facility. The Town should endeavour to enter into an Offer of Purchase and Sale with a Kirkland Lake organization that will continue the use of this facility for the greater public benefit.

## **RELATIONSHIP TO STRATEGIC PRIORITIES**

The direction to review Heritage North's operations reflects Council's commitment to ensuring sustainable finances and service delivery.

## **ACCESSIBILITY CONSIDERATIONS**

Heritage North is a fully accessible facility. This would not change.

## **CONSULTATIONS**

Keith Gorman, Director of Finance  
Bonnie Sackrider, Director of Community Services  
Ashley Bilodeau, Manager of Planning



Richard McGee, Chief Administrative Officer.

## ATTACHMENTS

Heritage North Service Delivery Review

[BACK TO TOP](#)

# SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

HERITAGE NORTH CONFERENCE & EVENTS CENTRE

May 5, 2020

RECEPTIONS – INDUSTRY TRAINING – MEETINGS – CONFERENCES – FAMILY PARTIES – CATERING

BABY SHOWERS – TRADE SHOWS – CELEBRATIONS OF LIFE – NEGOTIATIONS – INFORMATION SESSIONS – PUBLIC MEETINGS

## FOREWORD

This Service Delivery Review (SDR) is based on direction provided by Council at its January 14, 2020 meeting. The following motion was passed by Council:

*That Council directs the CAO to begin a service review of Heritage North and provide options for different uses of Heritage North and that an update is brought back to Council by March 31/2020.*

**CARRIED**

The submission to Council at the January 14, 2020 Meeting of Council included a service review of Heritage North with options for different uses of Heritage North (HN), "... including:

- Tendering out the operations of the Banquet Facility,
- Moving municipal offices to Heritage North,
- Sale of property, and/or
- Other income opportunities.

The request for the review is based on the historical financial performance of the operation, and the need to reconsider if this service should be continued, and if so how, against a backdrop of financial constraint that the municipality is currently experiencing.

There were no specific parameters to guide this review, although [A Guide to Service Delivery for Municipal Councillors and Senior Staff](#) (Ministry of Municipal Affairs and Housing, 2010) was referenced. The format used presents the history of HN, reviews current operations, and introduces alternative operating scenarios.

The Review is authored by Wilfred Hass in his capacity as the Director of Economic Development and Tourism and the Department Manager responsible for Heritage North; and Scott McDowell in his capacity as the Interim Facility Administrator.

## **FACILITY DESCRIPTION**

Heritage North is a fully accessible, 18,000 sq. ft. facility comprised of two large halls, two small conference rooms, a medium sized conference room (theatre) and a lounge. Each meeting room hosts professional grade audio-visual capabilities. Event operations are supported by a fully serviced bar, kitchen and food preparation room and loading bay. Hockey artefacts from when the building was a hockey museum are stored onsite in two secure archive rooms.

The building is surrounded by a large gravelled parking lot and grassed area. It is physically located at the western end of the municipality, situated between two hotels and an inn. Nearby amenities include Kinross Park and the Museum of Northern History at the Sir Harry Oakes Chateau.

## **HISTORY**

Heritage North began operations as Hockey Heritage North in 2006 as an interactive museum designed to showcase Northern Ontario's contributions to the world of professional hockey. The facility was run by an independent board operating at arm's length from the municipality. Declining revenues and attendance led to the municipality assuming ownership and operating authority in 2008.

In the period from 2008 – 2012, HHN was increasingly used to host special events. In 2013, Kirkland Lake's economic resurgence and specifically the founding of the MicroTel Hotel next door, enabled the municipality to secure funding from the senior levels of government to re-develop and re-brand the facility as Heritage North, a dedicated and properly equipped conference and event centre capable of hosting large and small events.

## **OPERATING RATIONALE**

Heritage North is classified as a discretionary service as there is no legislative or external rationale to provide the service.

The construction of Hockey Heritage North was made possible by the political and financial commitment the municipality made to the project, including the assumption of a \$4.15 million loan. When the HHN Board relinquished control of the facility, Council directed staff to continue operations on the grounds that the municipality had a moral commitment to the community to do so (in respect of the various donors and supporters of the project); and to leverage its financial investment in a way that promoted the community and supported economic activity

## HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

within it. Financial success as a stand-alone operation was seen as an ideal goal to achieve, but not a realistic one as the debt burden and the market characteristics would make that extremely difficult to achieve. The market characteristics include: small local population base; demographic profile; prevalence of small to medium sized enterprises with limited business need for such a facility.

The same logic and constraints were recognized when the facility transitioned to a dedicated events facility in 2013. The change was commissioned because it was recognized that event hosting was more financially feasible and represented a more practical use of the facility, especially as economic circumstances were improving in Kirkland Lake.

### **OPERATIONAL STRUCTURE**

Facility staff includes a full-time Facility Administrator and Event Coordinator. Casual staff are called in as required to work at large or evening rentals. Janitorial and maintenance services are provided by other Corporate staff. Heritage North operates as part of the Department of Economic Development and Tourism.

### **LEGAL ENVIRONMENT**

The primary applicable provincial legislation impacting operations includes the Owners and Occupiers Liability Act and regulations pertaining to the sale and consumption of alcohol (Alcohol and Gaming Commission of Ontario).

HN adheres to all municipal by-laws, processes and procedures. Of particular relevance is the Municipal Alcohol Policy.

Pertinent licensing and agreements include:

- ENTANDEM: Provider of license for copyright music (cost of license transferred to client).
- Fortier Beverages Ltd: Heritage North has an agreement to solely/primarily source all relevant supplies and products.
- Liquor License: The facility must abide by all pertinent regulation regarding the sale and service of alcohol as prescribed by the Alcohol and Gaming Commission of Ontario.
- Dishwasher Lease Agreement: Monthly lease payments, acquisition option in four years.

## HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

### **VISION**

Heritage North will be Northern Ontario's Premier Conference and Event Centre.

### **MANDATE**

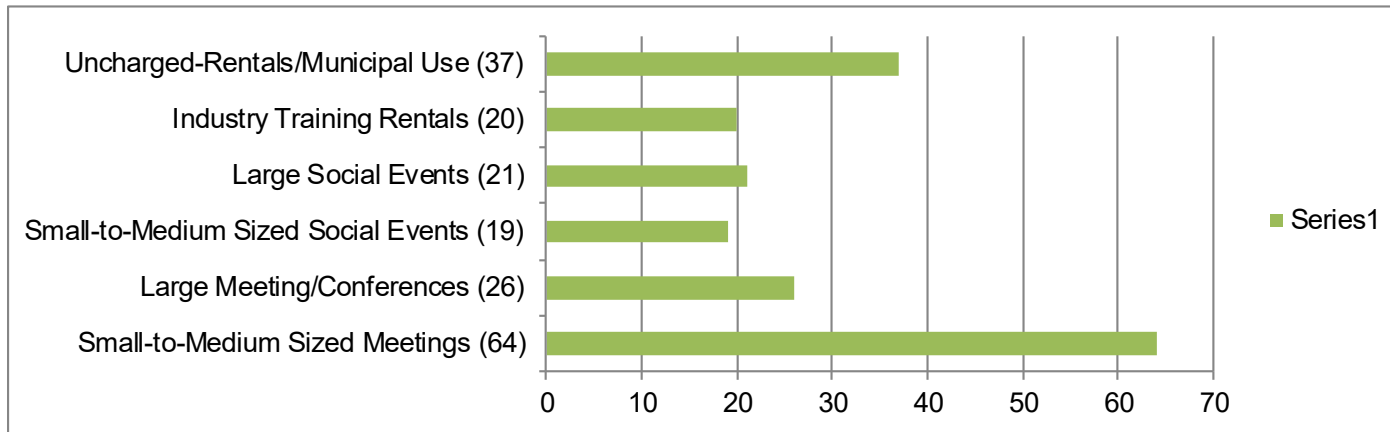
Heritage North strives to meet Northeastern Ontario's need for a social and business venue that perfectly balances elegance, comfort and professionalism thereby promoting Kirkland Lake and supporting its local business community.

## SERVICE DESCRIPTION

As a conference and event centre, room rentals are the primary activity, complemented by associated services such as the provision of beverages (coffee/tea, alcohol, soft-drinks) and insurance, rental of equipment, coordination of catering and fee for cleaning. Clients are encouraged to contact local businesses for value-added services such as decorating, catering and Disc Jockey (DJ) services. All clients are provided with an itemized invoice post-rental in the interest of transparency.

	<b>Seated Capacity</b>	<b>2019 Rentals</b>	<b>Type of Events</b>
Theatre	45	49	Industry Training – Medium-Sized Meetings
Conference Rooms	10	26	Negotiations – Mediation – Small Meetings
Lounge	35	8	Baby Showers – Luncheons – Birthday Parties
Banquet Hall	190	31	Conferences – Receptions – Ceremonies – Holiday Parties – Trade Shows
Exhibit Hall	260	17	Celebrations of Life – Sports Banquets – Fundraising Events

**Rental Profile 2019 (Unique Rentals\*)**



\* The term “unique rentals” refers to client transactions; invoices may include multiple room rental charges.

**MARKET PROFILE**

Kirkland Lake accounts for 90% of HN’s business. Rentals originating from outside of the community or which involve a regional audience account for the remaining 10% of business. This is a decline from previous years and reflects changes in work practices (especially amongst government agencies) that increasingly discourage travel and encourage virtual meetings.

The customer base is divided between business rentals (conferences, training events, etc.) and social rentals (weddings, community events, etc.). Business rentals occur primarily during the week and account for the majority of revenue generated. They also have the best expense to revenue ratio as set up and tear down tend to be fairly straightforward while needed ancillary services (food and beverage) are minimal or are provided by third parties. According to client feedback, both business and social customers are drawn to the facility because of its central location in the region; variety of room options and how they can be combined to suit specific needs; technology options; amenities and full service support.



## LOCAL COMPETITORS

Local competitors offering similar services to both social and business clientele include:

- Kirkland Lake Gold Curling Club (private with corporate sponsorship)
- The White Eagle (private)
- The Federal Tavern (private)
- The Encore Club (not for profit organization)
- The Royal Canadian Legion (not for profit organization)
- Northern College (publicly funded)
- The Museum of Northern History (municipally funded)

A notable regional competitor is the Elk Lake Eco Lodge. However, its service offerings are fundamentally different as they offer overnight stays, an attached restaurant and a wilderness adventure atmosphere.

Further afield, there are two other municipally owned and operated facilities that are comparable to Heritage North in terms of mandate and services rendered: Commando Pavilion (Cochrane) and Riverside Place (Temiskaming Shores). There are however important differences when compared to Heritage North: each is located adjacent to another community feature with a public draw (lakefront boardwalk, park), and each have supplementary cost centres (i.e. farmer's markets, tenants on long term lease). Also, both facilities frequently hold events open to the community, whereas events at Heritage North usually require an "invitation" or admittance tickets.

## PARTNERS & RESOURCES

- Neighbouring hotels provide added value to clients for nearby accommodation.
- Local food service providers are contracted to cater for rental clientele events.
- Access to Municipal Services and Personnel
  - All preventative and reactionary maintenance in regards to heating, ventilation and air conditioning is performed in-house at a significantly reduced rate in comparison to a contracted service provider.
  - All snow removal is completed by municipal service personnel.
  - All facility cleaning is performed in-house by municipal staff.

## HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

- Heritage North recently entered into a more cost-effective lease agreement with a new dishwasher provider (lease to own in five years, including monthly service visits).
- All linens are cleaned by a contracted third party service provider.

## FINANCIAL PERFORMANCE

The transition to a dedicated event centre saw an increase in use and revenue generation. However, there was also a parallel increase in costs, specifically utilities and staffing. The loan accounted for a significant portion of annual expenses (averaged \$303,825 annually 2015-2019). The final loan payment was made in 2019. **SEE APPENDIX 3: Five Year, Budget vs Actual**

	2019			2018		
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
HN EXPENDITURE	\$ 470,042.00	\$ 625,358.92	-\$ 155,316.92	\$ 672,181.00	\$ 687,342.02	-\$ 15,161.02
HN REVENUE	-\$ 127,200.00	-\$ 139,707.80	\$ 12,507.80	-\$ 92,400.00	-\$ 152,468.18	\$ 60,068.18
TOTAL BUDGET	\$ 342,842.00	\$ 485,651.12	-\$ 142,809.12	\$ 579,781.00	\$ 534,873.84	\$ 44,907.16
LESS: LOAN	\$ 161,500.00	\$ 316,205.09	-\$ 154,705.09	\$ 384,489.00	\$ 384,285.66	\$ 203.34
<b>OPERATING BUDGET</b>	<b>\$ 181,342.00</b>	<b>\$ 169,446.03</b>	<b>\$ 11,895.97</b>	<b>\$ 195,292.00</b>	<b>\$ 150,588.18</b>	<b>\$ 44,703.82</b>
	2017			2016		
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
HN EXPENDITURE	\$ 691,314.00	\$ 678,405.96	\$ 12,908.04	\$ 679,794.00	\$ 710,167.12	-\$ 30,373.12
HN REVENUE	-\$ 95,750.00	-\$ 78,969.02	-\$ 16,780.98	-\$ 69,450.00	-\$ 99,649.58	\$ 30,199.58
TOTAL BUDGET	\$ 595,564.00	\$ 599,436.94	-\$ 3,872.94	\$ 610,344.00	\$ 610,517.54	-\$ 173.54
LESS: LOAN	\$ 378,488.00	\$ 378,280.95	\$ 207.05	\$ 378,488.00	\$ 378,287.16	\$ 200.84
<b>OPERATING BUDGET</b>	<b>\$ 217,076.00</b>	<b>\$ 221,155.99</b>	<b>-\$ 4,079.99</b>	<b>\$ 231,856.00</b>	<b>\$ 232,230.38</b>	<b>-\$ 374.38</b>
	2015					
	BUDGET	ACTUAL	VARIANCE			
HN EXPENDITURE	\$ 684,143.00	\$ 681,413.62	\$ 2,729.38			
HN REVENUE	-\$ 81,327.00	-\$ 76,900.3	-\$ 4,426.67			
TOTAL BUDGET	\$ 602,816.00	\$ 604,513.29	-\$ 1,697.29			
LESS: LOAN	\$ 378,488.00	\$ 378,275.58	\$ 212.42			
<b>OPERATING BUDGET</b>	<b>\$ 224,328.00</b>	<b>\$ 226,237.71</b>	<b>-\$ 1,909.71</b>			

**REVENUE PROFILE**

As noted, room rentals are the primary revenue generators. Smaller events requiring minimal set up/take down, clean up or servicing are the most profitable. Larger events (business or social) frequently require much more work. A full day or evening rental including table set up, food and drink preparation, cleaning, etc. usually takes five hours of service time by two staff. A Saturday late night full-building social event can incur an additional 12 hours of total service time. In 2019, room rentals generated \$56,386 in revenue (five year average: \$45,359).

Heritage North’s pricing model is higher than local competitors. This reflects the facility’s higher costs, range of amenities and multi-room layout and the fact that it is a full service facility (staff handle all aspects of a rental including set up and tear down and are present at events). This distinguishes it from most local competitors and helps minimize competition, especially for smaller events.

Additional revenue is generated through the sale of supporting products and services. These include:

Alcohol Sales and fee for use of bar facilities for fewer than 50 people <ul style="list-style-type: none"><li>As a licensed facility, Heritage North maintains a just-in-time inventory based on rental demand.</li><li>The facility employs certified bartenders to manage the responsible sale and service of alcohol beverages during rentals.</li></ul>
Sale of Beverages, Coffee/Tea Service & Special Requests for Alcohol <ul style="list-style-type: none"><li>Supplied by Fortier Beverages Limited, prepared and served by facility staff to rental clientele.</li></ul>
Coordination of Catering <ul style="list-style-type: none"><li>At client’s discretion and preference, the facility leverages partnerships with community caterers.</li><li>May include muffins, sandwich platters, vegetable and fruit trays, hot breakfasts, lunches and dinners.</li></ul>
Rental of Equipment (linens, dishes, conference phone, chair covers/sashes) <ul style="list-style-type: none"><li>Fees reflect cost of preparation as well as time to clean post-rental.</li></ul>
Sale of Insurance to Rental Clientele <ul style="list-style-type: none"><li>At cost, a convenient option available to mitigate risk to the Corporation and client.</li></ul>
Sale of Permit for Licensed Music <ul style="list-style-type: none"><li>At cost, dependent on the number of event attendees, fee levied for events featuring copyrighted music.</li></ul>

HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

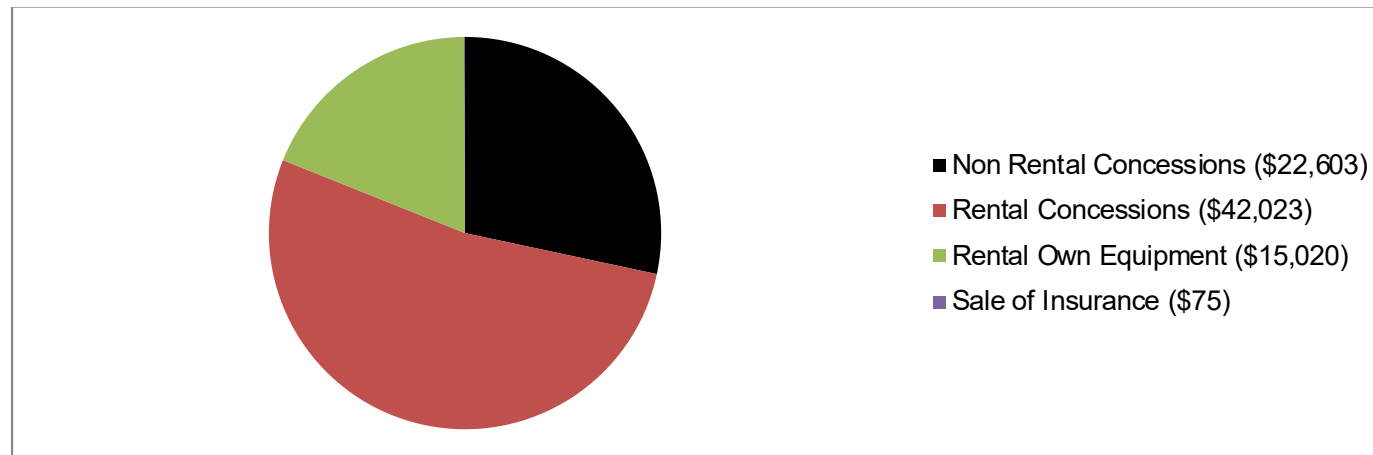
Fee for Cleaning Post Rental

- Common with larger rentals, minimal cleaning effort not charged.

Hall Rentals Revenue Generation

Hall Rentals	5 Year Average	2019	2018	2017	2016	2015
	(\$45,359)	(\$56,386)	(\$57,637)	(\$31,759)	(\$50,253)	(\$30,760)

Ancillary Revenue Generation 2019



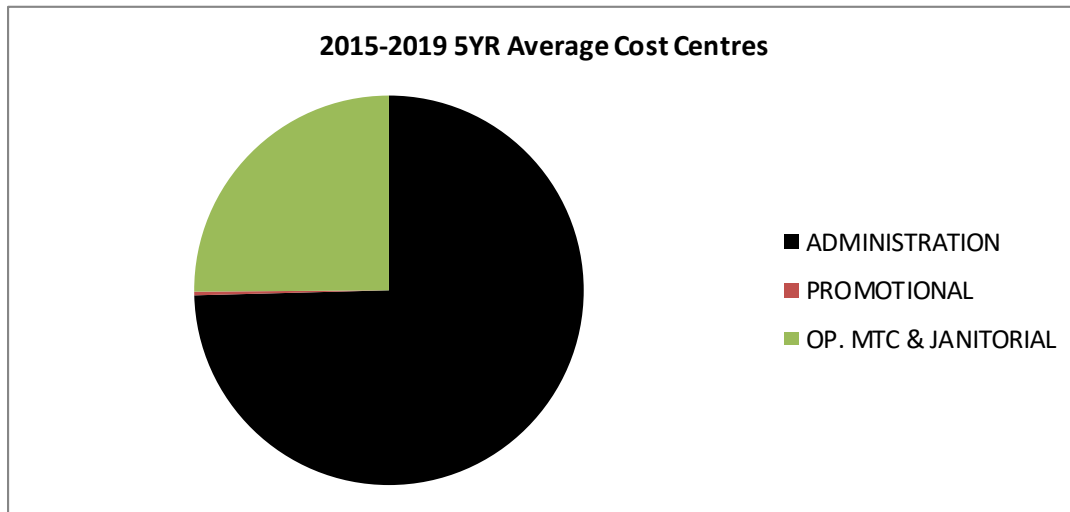
COST PROFILE

Excepting the loan, the largest single expense category has historically been administration. In part, this reflects the fact that the facility is staffed during rentals, as much to ensure a quality of service as well as to minimize liability in accordance with the *Occupiers Liability Act*.

HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

Overhead expenses at the facility amount to one-third of the 2019 operating budget, or \$53,500. Insurance, water and telephone are identified as uncontrollable (5 year average of \$18,800), whereas electricity and natural gas (5 year average of \$40,950) can be efficiently managed. The table below depicts changes in overhead expenses from 2015 to 2019.

YR OVER YR % CHANGE - VARIABLE LABOUR		-6.24%	-76.39%	-16.07%	166.62%		
OVERHEAD CONTROLABLE (\$)	\$	49,939.42	\$ 48,448.63	\$ 36,342.02	\$ 33,843.45	\$	36,169.07
YR OVER YR % CHANGE - OVERHEAD CONTROLABLE		-2.99%	-24.99%	-6.88%	6.87%		
OVERHEAD UNCONTROLABLE (\$)	\$	17,642.88	\$ 18,410.68	\$ 20,013.34	\$ 19,061.75	\$	18,799.41
YR OVER YR % CHANGE - OVERHEAD UNCONTROLABLE		4.35%	8.71%	-4.75%	-1.38%		



Where possible, expenses incurred are charged back to clients. Listed below are expenses with either balancing or profit-capturing associative journal entries:

- Outflow: Subscriptions & Memberships > Inflow: Memberships
  - In & out accounts for events featuring copyright music (HN transfers cost of license to client)

HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

- Outflow: Materials & Supplies > Inflow: Rental Concessions (+20%)
  - Out: invoices from caterers, muffins/pastries/cookies, sandwich platters
  - In: all the above + 20% as fee for arranging
- Outflow: Contracted Services > Inflow: Rental of Own Equipment (+ >20%)
  - Out: dishwasher rental, linen cleaning
  - In: fee for place settings, fee for table cloth, napkin, etc.
- Outflow: Purchases for Resale > Inflow: Concessions (+ >20%)
  - Out: purchases from alcohol suppliers
  - In: sale of alcohol

<b>CARE &amp; MAINTENANCE BUDGET</b>	
OVERHEAD - <i>HYDRO, GAS, WATER, INSURANCE, TELEPHONE</i>	\$ 59,734.13
INCIDENTALS - <i>DISHWASHER RENTAL, ALARM MONITORING, SPRINKLER/FIRE ALARM SERVICE &amp; INSPECTION</i>	\$ 3,400.00
GENERAL REPAIR/MAINTENANCE	\$ 3,000.00
<b>TOTAL BUDGET</b>	<b>\$ 66,134.13</b>

## RISK SCAN

### Capital Costs:

The building is 14 years old. It has been very well maintained and has not been abused. Maintenance and replacement costs associated with core infrastructure (HVAC, electrical, roof, etc.) have been minimal. Supporting infrastructure (for example audio visual equipment, kitchen facilities, banquet amenities, etc.) were renewed more recently (2011-2014) but more regularly used, meaning more frequent replacement.

HN will be assessed for its projected capital needs/costs as part of the Corporation’s asset management plan. At this point, staff are limited to a five-year capital projection based on known issues that will need to be addressed. These are ball park estimates provided for illustrative purposes only. They are based on the assumption that current usage patterns remain steady. They are based on complete renewal/replacement costs (not incremental repair), and reflect historical information and conversations with vendors and corporate service personnel. It is assumed that as an issue arises, more cost effective remedies will be explored. An increase in annual maintenance budget would further affect projections.

Item	Estimated Cost
Climate control automation	\$45,000
Flooring	\$75,000
Audio-visual	\$50,000
Kitchen appliances	\$30,000
Lighting control	\$70,000



## HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

Room maintenance/renovation	\$30,000
Miscellaneous (chairs, tables, etc.)	\$5,000
Rental office HVAC (discretionary)	\$13,000
TOTAL	\$318,000

It is difficult to project beyond these known issues without engaging qualified personnel. However, the pattern at other corporate facilities such as the complex and town hall has seen major repairs and renewals at roughly twenty year intervals. This includes roof, HVAC, electrical, etc. Given that HN is in good condition, it is reasonable to predict that those costs could begin accruing at the 25 year period.

### **Operating Costs:**

Heritage North is more expensive to operate than the comparators listed in the Appendices as it is a converted building and not specifically designed for its present use. As a multi-room set up with multi-zone climate control, it requires more hands on maintenance and management than Commando Pavilion or Riverside Place which are essentially purpose built single room halls. It is possible to reduce operating costs through operating adjustments as outlined in Scenario One. These could lower operating costs as a full service facility to an estimated annual \$150,000, and as a limited service facility to an estimated annual \$75,000. Changes in the level of service however would have a corresponding impact on revenue.

### **Ongoing Liability:**

As a customer centric operation, Heritage North has a corresponding legal risk profile. The primary risk comes from the onsite sale and consumption of alcohol. Staff do their utmost to manage and mitigate this risk (i.e. training, policy, procedure, selling insurance), but the only sure way to remove this risk is to become a 'dry' facility or remove the facility from the Town's service inventory. The former would significantly reduce revenue generation and contradict the basic assumptions underlying the operation: that Heritage North should respond to the needs of the public. In any other scenario, the municipality will assume the majority of the legal risk associated with any sale of alcohol, whether it is on a client's SOP or the Town's own liquor licence. The alternative strategy is to accept that the risk associated with alcohol services will never go

## HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

away, and instead to recognize that the Town must manage the risk associated with the sale of alcohol by eliminating the use of Special Occasion Permits by private individuals and organizations, despite the fact that this decision would most likely be received poorly by rental groups and individuals who rely on the bar revenues to reduce their expenses. It may also be counter-productive as one reason clients like renting Heritage North is so they can generate revenue from liquor sales to support their events. The other alternative is to remove the facility from the Town's Service Inventory.

### **Property Taxes:**

Property taxes are nominally approximately \$103,000 annually. This would be adjusted to reflect ownership, use, etc. As a municipally owned and operated facility, property taxes are waived.

### **COVID-19:**

COVID-19 has decimated Heritage North's business model and it is unknown as to when a return to normalcy can be expected. The best guess now is that it will be early autumn 2020 before large gatherings will be allowed by the Province. At best, demand/usage would not return to 2019 levels until mid 2021.

What business would look like post recovery is anybody's guess. Business clients, which comprise the primary market for HN, are the most likely to delay in coming back as they wait for their balance sheets to recover. When that happens, their business practices will likely have changed and, as a result, their needs as it relates to Heritage North may change too. The driver in this regard is technology. While teleconferencing applications were widely available prior to 2019, COVID-19 accelerated the adoption rate to the point now where "Zooming" is now part of every business person's lexicon. The need for dedicated conferencing spaces like Heritage North may decline. Where the need does resurface, the demand for better, easier services may require capital upgrades that are expensive and on-going but have a longer pay-back period because of the slower uptake in business in the post-pandemic world.

## ALTERNATIVE FACILITY USE AND OPERATING SCENARIOS

The following section introduces a variety of 'going forward options' for both the physical facility, as well as the operation. The financial implications of each scenario will vary; there would be costs associated with exploring how each scenario could be implemented; and costs associated with implementation.

The scenarios are as follows:

- 1. Heritage North remains a municipally owned and operated full service event centre.**
  - a. Maintain separate administration but implement operational improvements to reduce costs/increase revenues;
  - b. Integrate administration and operations with other municipal units and make improvements to reduce costs/increase revenues.
  
- 2. Heritage North remains a municipally owned and operated minimal service event centre.**
  - a. Integrate administration with other municipal units; limit activity to care and maintenance; client assumes all responsibility for event set up etc.
  
- 3. Heritage North remains a municipally owned event facility but is operated through a partnership with community group(s).**
  - a. Municipality retains ownership and responsibility for plant while operations are the responsibility of a single or combination of groups.
  - b. Contract can be for all operations or specific areas/services.
  
- 4. Heritage North remains a municipally owned event facility but the private sector assumes responsibility for operations.**
  - a. Private sector could be contracted by municipality to provide a level of service, or bids on providing services of its choosing.
  - b. Contract can be for all operations or specific areas/services.
  
- 5. Heritage North remains municipal owned facility but converted to house other municipal operations.**
  
- 6. Municipality divests itself of Heritage North.**

**SCENARIO 1 – HERITAGE NORTH REMAINS A MUNICIPALLY OWNED AND OPERATED FULL SERVICE EVENT CENTRE.**

**Assumptions:**

- Heritage North, as an asset, benefits the community and the Corporation and should be maintained;
- Disparity between expense and revenue means municipality is the only proponent that can afford to operate it.

**Strategy:**

- Continue to introduce operational and administrative changes intended to reduce operating costs and/or increase revenues.

**Options:**

1. Continues as a standalone operation, and implement changes to lower operating costs and/or improve revenues and efficiencies.

Examples:

- Install dedicated rooftop HVAC in attached office (one-time expense of \$13,000), and rent out office (annual revenue of \$7,000);
  - Purchase washer/dryer to allow for onsite linen cleaning (one-time expense of \$1,700 to realize annual saving of \$5,500);
  - Do not allow clients to obtain SOPs (on average, \$33,500 in additional annual revenue; \$40,500 in 2020 based on 2019 data);
  - Create customer incentive program to encourage repeat visitation (cap set at council discretion);
  - Proactively create events designed to attract regional audiences (requires dedicated employee, seed money estimated at \$60,000 annually);
  - Restructure financial reporting to better track performance and identify areas for improvement (Activity Based Costing);
  - Accept payments by credit card on site (% per transaction);
  - Explore facility booking software or explore integration with Recreation Department's ActiveNetwork system (requires licensing, hardware).
2. Integrate administration with other municipal unit(s), and implement changes to lower operating costs and/or improve revenues and efficiencies.
    - Would remove one management position and potentially allow combination of other positions (event coordination, cleaning). This would be offset by additional responsibilities and costs in other units.

## HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

### Challenges:

- Some items involve competing with the private sector (i.e. office rentals, incentives), which Council has had issues with in the past.
- Some changes may increase revenues, but would limit/reduce the benefits clients and private sector partners previously enjoyed (i.e. bar proceeds, affordable price points).
- Limited market size will continue to constrain operations and so limit any prospects of breaking even at all times or becoming a steady profit generating asset.

### Estimated Annual Net Expenditure:

<b>Operating</b>	\$150,000
<b>Capital Over Five Years</b>	\$318,000

**SCENARIO 2 - HERITAGE NORTH REMAINS A MUNICIPALLY OWNED AND OPERATED MINIMAL SERVICE EVENT CENTRE.**

**Assumptions:**

- Heritage North, as an asset benefits the community and the Corporation and should be maintained;
- Disparity between expense and revenue means municipality is the only proponent that can afford to operate it, but it must do so at the lowest possible cost to the taxpayer.

**Strategy:**

- Reduce largest cost centre (administration) by assigning responsibility for administration, care and maintenance to another municipal unit and adopting a different service model that reduces the service level offered by the facility;

**Options:**

1. Integrate with a municipal unit offering a similar service (Museum) or with a unit that can assume the necessary responsibilities within its existing structure (Community Services). The latter is recommended as it would ensure that the skills and attributes needed to operate Heritage North are in place.
2. Adopt service model similar to that of Cochrane's Commando Pavilion and Temiskaming Shores' Riverside Place wherein municipal responsibilities are limited to ensuring the facility has the infrastructure needed by clients and providing ongoing care and maintenance. Additional services can be purchased at additional cost but are limited (i.e. set up, take down, bar service).
3. Attached office could be rented out to create an ongoing revenue stream that could be used to defray building operating costs (as is done with Riverside Place in Temiskaming Shores).

**Challenges:**

- Comparator operations involve a single rental space whereas Heritage North comprises multiple spaces. That will make it more challenging to control usage during a rental. The rooms at Heritage North are also not as utilitarian as the comparators so care and maintenance costs will be higher.
- Upfront investments should be made to make the facility as user friendly and safe as possible, especially as this pertains to climate control, ensuring proper access/egress, audio-visual equipment, etc.).
- Fee structure would need to be revised downward. That may attract more use, but may/may not generate more revenue.

HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

- Managing expenses vs revenues will continue to be a challenge. Like the comparators, the municipality could consider additional ways to establish a revenue stream to offset costs. This could include renting out the attached office, and removing SOP options. Other improvements referenced in Scenario 1 should be implemented.
- Increased use will put more pressure on private sector competitors in the community.
- Approximately six weeks would be required to transition the facility to the new model.

**Estimated Annual Net Expenditure:**

<b>Operating</b>	\$75,000
<b>Capital Over Five Years</b>	\$318,000

**SCENARIO 3 – HERITAGE NORTH REMAINS A MUNICIPALLY OWNED EVENT FACILITY BUT IS OPERATED THROUGH A PARTNERSHIP WITH COMMUNITY GROUP(S).**

**Assumptions:**

- Heritage North is seen as an asset that should be leveraged to the greatest extent possible to benefit the community;
- Community group(s) may see operating Heritage North as a revenue generator that could underwrite the good work they do in the community;
- Third party involvement will reduce/remove operating burden/responsibility (staffing, program support costs, etc.) from the municipality, resulting in lower operating costs that could make this approach feasible.

**Strategy:**

- Create a partnership wherein municipality continues to own asset while a partner manages operations, thereby keeping the asset in place for the community but at a lower cost to the municipality.

**Options:**

1. Municipality retains ownership and responsibility for plant while operations are the responsibility of a single or combination of groups.
2. Community groups are engaged to operate the entire facility, or specific cost centres (examples: food and bar services; lounge as a stand-alone business, etc.);
3. Municipal role may vary from simply being a landlord to contracting services (staff for large event set up, services such as snow removal, maintenance, etc.);
4. Partnership could evolve to transfer of ownership.

**Challenges:**

- Most community groups are volunteer driven and focused on specifically themed activities. Their human resources, financial resources and interests would not support such an endeavour. However, there are others that have a broader mandate and experiences that could be interested in a partnership, and/or serve as a nexus to bring other partners to the table. They will likely need municipal assistance to start this process, and continued municipal involvement in operations to assist them in transitioning into a partnering role and to demonstrate that the idea is feasible.



HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

- Facility’s historic balance sheet could make it difficult to attract a partner and/or draft a partnership that is financially fair to the municipality.
- Limiting the partnership to specific areas or services within the overall operation with one group or multiple groups would be challenging and more expensive to manage than assigning the entire operation to a partner.
- Projected capital improvements remain municipality’s responsibility for the foreseeable future. Other improvements referenced in Scenario 1 should be considered. Renting out the attached office is recommended as a means of establishing a separate revenue stream.
- Approximately six weeks would be required to transition the facility to the new model. Transition costs should include replacing the automated climate control system, modifications to door locks, re-arranging contracts and legal obligations.
- This scenario may make it easier to attract corporate sponsorship and support.
- Partnership may remove property tax implications; leased or ownership would result in property taxes although as not for profits, those rates could be eligible for a reduction of 40%.

**Estimated Annual Net Expenditure:**

<b>Operating</b>	\$75,000
<b>Capital Over Five Years</b>	\$318,000

**SCENARIO 4 – HERITAGE NORTH REMAINS A MUNICIPALLY OWNED EVENT FACILITY BUT THE PRIVATE SECTOR ASSUMES RESPONSIBILITY FOR OPERATIONS.**

**Assumptions:**

- Heritage North is seen as an asset to the community and the Corporation;
- The private sector sees a profit generating opportunity with Heritage North based on the market and its ability to operate at a lower cost than the municipality.

**Strategy:**

- Enter into a contractual relationship wherein municipality continues to own asset while the private sector manages operations.

**Options:**

1. Private sector is contracted and paid by the municipality to operate the entire facility, or specific cost centres (examples: food and bar services; lounge as a stand-alone business, etc.);
2. Private sector assumes the responsibility to operate the entire facility, or specific cost centres (examples: food and bar services; lounge as a stand-alone business, etc.) on a profit generating basis (not paid or financially assisted by the municipality);
3. Municipal role may vary from simply being a landlord to contracting services (staff for large event set up, services such as snow removal, maintenance, etc.);
4. Contractual relationship could evolve to transfer of ownership (lease to own).

**Challenges:**

- Facility's historic balance sheet could make it difficult to attract a partner and/or enter into an agreement that is financially fair to the municipality.
- Projected capital improvements remain municipality's responsibility for the foreseeable future. Other improvements referenced in Scenario 1 should be implemented. Renting out the attached office is recommended as a means of establishing a separate revenue stream.
- Approximately six weeks would be required to transition the facility to the new model. Transition costs should include replacing the automated climate control system, modifications to door locks, re-arranging contracts and legal obligations.
- Property taxes will likely apply under a lease situation.

**Estimated Annual Net Expenditure:**

<b>Operating</b>	\$75,000
<b>Capital Over Five Years</b>	\$318,000

**SCENARIO 5 - HERITAGE NORTH REMAINS MUNICIPAL OWNED FACILITY BUT CONVERTED TO HOUSE OTHER MUNICIPAL OPERATIONS.**

**Assumptions:**

- Current use cannot/should not be sustained;
- Amalgamation and rationalization of municipal services in single location would be more cost effective than present distributed model, and provide a better level of service to the public.

**Strategy:**

- The municipality wants to leverage the inherent value of the facility as a physical space in order to improve services to the public and reduce overall corporate operating costs.

**Options:**

1. Move all staff offering direct public assistance (finance, planning, administration) into one fully accessible location that facilitates the sharing of support services and information sharing to provide better front line services to the public;
2. Convert Heritage North to house specific municipal operations such as library and/or museum;
3. Reposition facility as a storage facility for record management, equipment, etc.

**Challenges:**

- Facility's distance from downtown and primary population centres in KL may be a hindrance.

HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

- Municipality would have to determine feasibility and weigh costs of decommissioning other sites (i.e. town hall, library, museum, etc.).
- Relocating operations that seem to share a strategic fit (i.e. library and museum) is attractive, but there would be a number of other considerations that should be taken into account: location, needed renovations, Chateau/museum dynamic, OHT agreement, etc.).
- It is impossible to determine what it will cost to restructure Heritage North until it is known what proposed use is, and what the requirements of that use include. That will require engaging professional services. As a point of comparison, the cost of the 2013 renovations was approximately \$1.035 million. Professional services (architectural etc.), cost approximately \$200,000, while construction was approximately \$730,000. That renovation focused solely on interior work and avoided where possible the big ticket items like installing ceilings, redoing electrical services, changing the lighting, enabling natural light, reconfiguring the HVAC, etc. Those items were too costly and would have made the project ineligible for government funding.
- Property taxes would be waived.

**Estimated Annual Net Expenditure:**

**Renovation Costs – dependent on intended use**  
**Operating**  
**Capital Over Five Years**

Est \$750,000 and up  
\$50,000  
Minimal based on renovations done

**SCENARIO 6 – MUNICIPALITY DIVESTS ITSELF OF HERITAGE NORTH.**

**Reasoning:**

- The facility and the operation are surplus and should be divested.

**Strategy:**

- Determine the fair market value of the facility, declare it surplus and invite bids.

**Options:**

- Engage an appraiser to establish the value of the building. Cost will be approximately \$5000.

**Risks:**

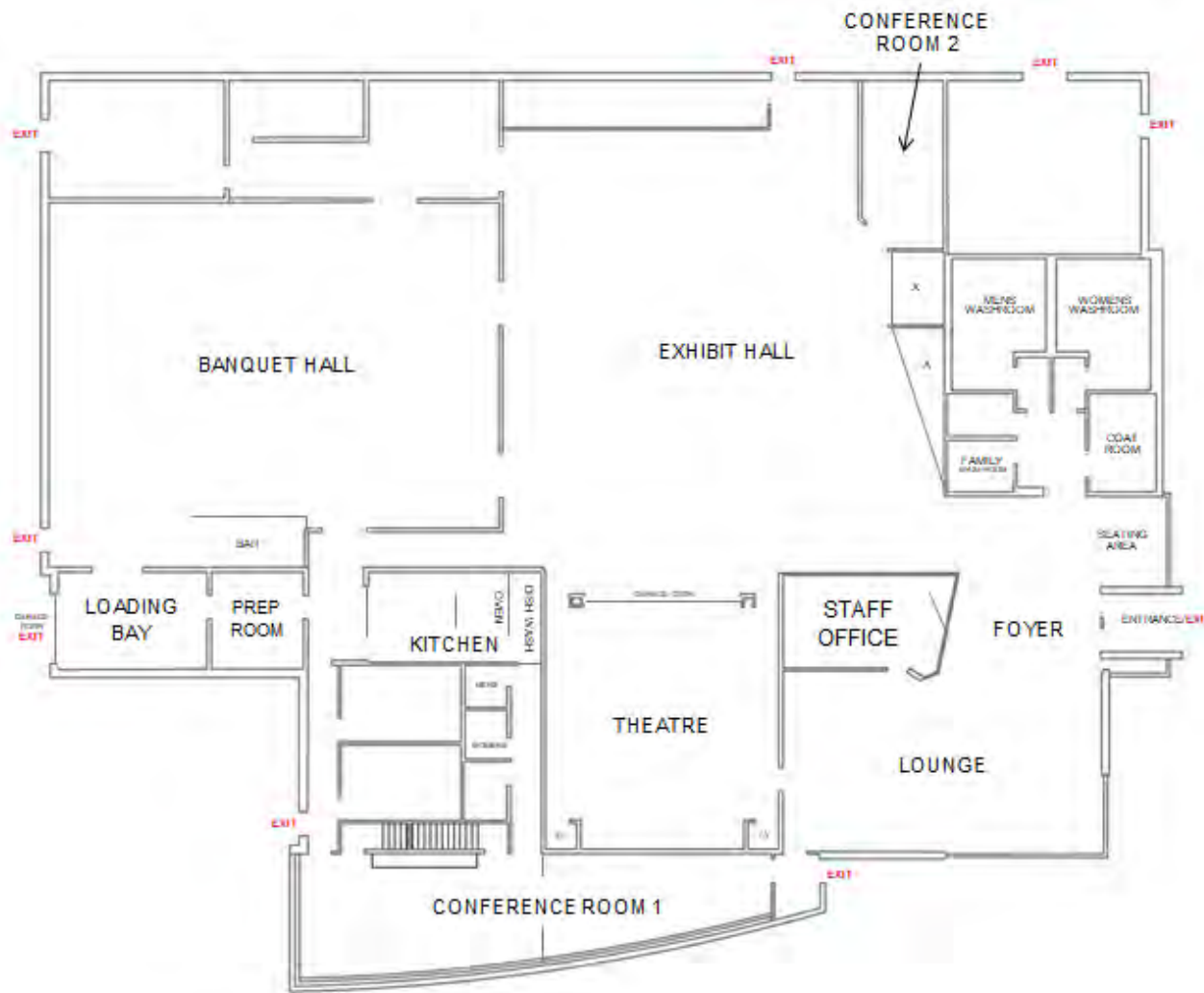
- Fair market value vs what the market will entertain may be quite different.
- COVID-19 may have reduced potential of this strategy for the foreseeable future. That may be an opportunity (i.e. price point may be affected downward which may make it more attractive) but it may also mean less prospects, at least until the economy recovers post 2021.

**Estimated Annual Net Expenditure:**

<b>Operating</b>	\$0
<b>Capital Over Five Years</b>	\$0

Estimates of revenue associated with the sale of the asset require a proper appraisal. The final sale price would be determined by the arrangements reached between the Town and a willing purchaser. It is unlikely revenue from the sale would be equal to the total costs invested in the facility to date.

# APPENDIX 1: HERITAGE NORTH



## APPENDIX 2A: COMPARATOR RIVERSIDE PLACE, TEMISKAMING SHORES

- Size of facility in sq. ft.:
  - The hall is approximately 3,000 sq. ft. in size. The entire building footprint is approximately 9,000 sq. ft.
- Number of rooms to rent:
  - There is only 1 space to rent. It includes the 3,000 sq. ft. hall, kitchen area, bar area, lobby, coat check and washrooms.
- Main amenities (i.e. AV equipment, wireless, etc.):
  - The hall includes the above areas and equipment within (i.e. fridges, oven, etc.), Wi-Fi, retractable screen and projector, 63 tables, 225 chairs
- Is the facility staffed every day?
  - No the facility does not have staff present every day, only when necessary
- How is the facility staffed and managed for a rental and between rentals?
  - The facility is cleaned by arena/parks staff after every rental. Maintenance tasks are performed by building maintenance staff as necessary. Bookings are administered by admin staff at city hall and general oversight falls under my duties.
- How many rentals on average do you get in a year?
  - See attached document that has information on all rentals of Riverside Place from 2019, 2018 and 2017. It shows all rentals over those 3 years and the event name of each one. Rentals are delineated based on day (a 3 day rental will show up 3 times)
  - Major issue: is the farmers market has a long standing usage agreement with the city which hinders our ability to book high value weddings during the summer months.
- Roughly what is the split between business and social rentals?
  - Vast majority are social rentals.
- What is the annual budget and 2019 actuals (revenue and expense)?
  - Financial figures are included in the excel sheet attached. Likely have underestimated staff costs for admin time and management time
- How are most rental arrangements made, on site or through use of a booking software/system?
  - Vast majority of rentals are made through the admin assistant who utilizes our recreation department booking software
- How does the local private sector participate in facility operations (provide facility management and staffing; provide specific services such as decorating, catering, etc.)?
  - The building has a private tenant (CJTT FM) on a long-term lease who utilize about 1/2 of the building, otherwise the only other services the private sector provides would be directly to those who rent the facility (i.e. catering, decorating etc.).

HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

Riverside Place Financial

	2020 Budget	2019 Actual	2019 Budget	2018 Actual	2018 Budget	2017 Actual	2017 Budget
Facility Rental	\$ 17,800	\$ 17,213	\$ 17,000	\$ 16,895	\$ 16,000	\$ 20,723	\$ 14,000
CJTT Rental	\$ 44,220	\$ 42,550	\$ 42,550	\$ 39,348	\$ 42,880	\$ 45,741	\$ 42,212
<b>Total</b>	<b>\$ 62,020</b>	<b>\$ 59,763</b>	<b>\$ 59,550</b>	<b>\$ 56,243</b>	<b>\$ 58,880</b>	<b>\$ 66,464</b>	<b>\$ 56,212</b>
Hydro	\$ 6,000	\$ 5,223	\$ 10,000	\$ 5,763	\$ 12,000	\$ 9,169	\$ 12,000
Heating Gas	\$ 9,400	\$ 6,758	\$ 8,200	\$ 7,550	\$ 8,000	\$ 9,438	\$ 7,400
Materials & Supplies	\$ 6,000	\$ 5,328	\$ 7,600	\$ 7,139	\$ 5,000	\$ 7,497	\$ 500
Taxes	\$ 8,180	\$ 7,085	\$ 7,300	\$ 6,212	\$ 6,442	\$ 8,734	\$ 6,160
Estimated Staff Cost		\$ 9,600		\$ 15,120		\$ 15,660	
<b>Total</b>		<b>\$ 33,994</b>		<b>\$ 41,784</b>		<b>\$ 50,498</b>	



HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

Riverside Place

Private Rental	\$480.00 + 62.40HST = \$542.40
Private Rental (2 <sup>nd</sup> Day)	\$240.00 + 31.20HST = \$271.20
Community Service Club (not-for-profit)	\$240.00 + 31.20HST = \$271.20
Youth Sports	No charge based on availability
Meetings (under 3 hours)	\$75.00 + 9.75HST = \$84.75
Set Up	\$75.00 + 9.75HST = \$84.75

Riverside Place is not available to rent on Friday nights from June to October

If renting on Saturday you will not be able to gain entry to the hall until 1:30pm of that Saturday.

**\*\*Please Note: Socan/ReSound Licensing Fees are applicable for all events with Music played and will be added to the Hall Rental Fee\*\***

<u>Socan</u> : Events without Dancing:	\$31.72 + 4.12HST = \$35.84
<u>ReSound</u> : Events without Dancing:	\$13.30 + 1.73HST = \$15.03
<b>Total per invoice:</b>	<b>\$50.87</b>
Socan: Events with Dancing:	\$83.49 + 8.26HST = \$71.75
ReSound: Events with Dancing:	\$26.63 + 3.46HST = \$30.09
<b>Total per invoice:</b>	<b>\$101.84</b>

**Total price including taxes & music tariffs(dancing): \$644.24**

**Total price including taxes & music tariffs (w/o dancing): \$593.27**

Seating Capacity: 270 Banquet & Dance - Chairs only 375

Size of Hall: 75' x 37'

Tables Available: 38 - 6' rectangle tables 25 - 5' round tables(seats 8)

Chairs: 227 Black

Dishes: Available for Rent \$100.00 +13.00HST = \$113.00

Phone Number: 705-647-1240

**\*\*\*SCHEDULE "A" TO BY-LAW NO. 2019-033\*\*\***

## APPENDIX 2B: COMPARATOR COMMANDO PAVILION, COCHRANE

- Size of facility in sq. ft. and number of rooms to rent:
  - 1 hall (4830 sq. ft.) attached deck (470 sq. ft.) no separate rooms, washrooms, and a full service kitchen (dishwasher, gas range and grill, electric oven, deep fryer, stainless sinks, multiple fridges, 1 freezer) 3 roll up serving windows. Fully stocked dinnerware.
  - Large outdoor stage with a full sound system, a backstage change room, 12'x20' kitchen with 2 fridges, sink, counter space, electric range/stove, serving window, 2 fully accessible washrooms.
- Main amenities (i.e. AV equipment, wireless, etc.):
  - 3 wall mounted televisions (52" TV's) and 1 5'x6' wheel mounted presentation screen WI-FI. For the stage we have over \$100k in audio equipment (mics, monitors, mixing boards, wiring).
- Is the facility staffed everyday?
  - No. We do regular building checks and have a video monitoring system. We deploy facility staff from the Event Centre for maintenance and cleaning as needed.
- How is the facility staffed and managed for a rental and between rentals?
  - After rentals we do an inspection and cleaning of the facility. If the rental paid for set up or a take down we also do that but more often then not that is looked after by the rental.
- How many rentals on average do you get in a year?
  - 75-100
- Roughly what is the split between business and social rentals?
  - 60 business – 40 social
- What is the annual budget and 2019 actuals (revenue and expense)
  - 2019 (first full year of operations) Revenue \$44 000 vs. Expenses \$54 000 = Roughly a \$10 000 expense to the tax levy.
- How are most rental arrangements made, on site or through use of a booking software/system?
  - Booking software through the Customer Service staff at the Event Centre.
- How does the local private sector participate in facility operations (provide facility management and staffing; provide specific services such as decorating, catering, etc.)?
  - Municipality runs and operates the facility and the private sector is contracted by the renter to administer catering, decorating, DJ'ing services

HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

**Pavilion Building**

1 Day Rental \$530.00

1 Day Rental with alcohol – Town License \$805.00

1 Day Rental with alcohol – User License \$975.00

2 Day Rental \$1,005.00

2 Day Rental with alcohol – Town License \$1,525.00

2 Day Rental with alcohol – User License \$1,875.00

Meeting Rate (8 hour minimum) \$320.00

Hourly (after 8 hours) \$42.00

Hourly Rate – Set Up or Take Down \$120.00

All rentals include kitchen access.

## HERITAGE NORTH SERVICE DELIVERY REVIEW: PRELIMINARY REPORT

For all events under the Town of Cochrane Liquor License permit, the Town provides a fully licensed facility, offering a wide selection of alcoholic beverages. We will provide a certified Smart Serve bartender, insurance, mix, cups, ice and the Town of Cochrane keeps all bar proceeds.

**All bars will close at 1:00 am.**

### **Stage Building**

Hourly Rate \$65.00

Sound/Light System per day \$200.00

Stage Concession Stand per day \$125.00

### **DEPOSITS**

**Security Deposit \$200.00**

**Key/Lock Deposit \$100.00**

Security Deposit must be paid at the time of booking and will be returned after the event, provided there is no damage, lost locks or extra cleaning required.





# MEMORANDUM TO COUNCIL

Meeting Date: 5/5/2020

Memo Number: 2020-FIN-001

Presented by: Keith Gorman

Department: Finance

## MEMO TITLE

Proposed 2020 Capital Budget

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2020-FIN-001 entitled “**Proposed 2020 Capital Budget**”, be received, and

**THAT** the Proposed 2020 Capital Budget be referred to a Special Meeting of Council to be called for May 12<sup>th</sup>, 2020 beginning at 4:40PM.

## BACKGROUND

The Proposed 2020 Capital Budget is presented to advance the 2020 Budget process to ensure the 2020 Municipal Budget is approved by June 30, 2020 in support of the creation and adoption of a Tax Rate By-law and to ensure Final Tax Bills may be mailed to residents. This Memorandum is provided to introduce the Proposed 2020 Capital Budget and to outline the process to support Council’s review and eventual approval of the 2020 Capital Budget.

## RATIONALE

The Proposed 2020 Capital Budget submission has been published on the May 5, 2020 Regular Council Meeting Agenda. A hard copy binder for each member of Council has been produced for convenience and for members to make notes. The recommendation of this Memorandum is for Council to receive the Capital Budget package and refer the information to a Special Meeting of Council to be held on May 12, 2020. Between now and the approval of the complete 2020 Municipal Budget, questions relating to the Proposed 2020 Budget may be emailed to [keith.gorman@tkl.ca](mailto:keith.gorman@tkl.ca), called in to Mr. Gorman at 705-567-9361 extension 224, by dropping written questions in the drop box

at Town Hall and/or by completing an online form at [www.kirklandlake.ca](http://www.kirklandlake.ca) to make inquiries relating to information contained in the Budget documents. Staff will compile a Question and Answer document that will accompany the 2020 Budget each time a report is presented to Council.

Staff will prepare a presentation and recommendations for the May 12, 2020 Special Meeting of Council as part of that Agenda. The Proposed 2020 Capital Budget submission contains a Consultation and Feedback Process Overview outlined on Page 2 of Attachment 1 to this Memorandum. In addition, the Capital Budget package includes Staff Recommendations on Page 3 to 8, followed by the Reserve Fund Projections on Page 9, the 2020 Detailed Capital Project Listing on Pages 10 to 16 and finally the project specific Departmental Capital Request Forms on Pages 17 to 74.

Staff is confident that Members of Council and residents of Kirkland Lake will observe a general theme of restraint on the part of staff during the review of the 2020 Capital Budget preparation. Staff worked extremely hard and exercised good judgement and a collaborative spirit in working together to eliminate projects, defer projects and reduce the total cost of projects that remain as part of the 2020 Capital Budget for Councils consideration. As well, while the ensuing four years (2021 to 2024) of Capital Expenditure are not fully completed in the 2020 submission, Council will clearly observe that staff is making a concerted effort to begin long term planning and financial projections to look beyond the current year of operations.

With all factors considered, staff collectively are confident that the proposed projects if approved will be completed on time and on budget with these primary measurements of the Capital Budget soon to become new key performance indicators in the Quarterly Reporting to Council. Staff look forward to the Capital Budget discussions with a very positive and optimistic view toward the future.

## ATTACHMENTS

Attachment 1 – Proposed 2020 Capital Budget

[BACK TO TOP](#)



# Town of Kirkland Lake

## Capital Expenditures

### 2020 BUDGET

#### **Table of Contents:**

Consultation & Feedback Process	Page 2
Staff Recommendations Summary Report	Page 3 - 8
Reserve Fund Projections	Page 9
2020 Detailed Project Listings	Page 10 - 16
Departmental Capital Request Forms	Page 17 - 74

**Town of Kirkland Lake**  
**Process Overview - Capital**  
**For the Year Ending December 31, 2020**

**KEY DATES CAPITAL BUDGET:**

May 1, 2020	2020 Budget Subpage Active Report to Council included with Agenda for May 5, 2020 meeting
May 5, 2020	Summary Presentation to Council (Council Meeting)
May 12, 2020	Special Meeting of Council - Deliberations on Capital Requests

**AVAILABILITY OF INFORMATION:**

A listing of project submissions, along with departmental request forms will be available for download from the TKL 2020 Budget Subpage.

In addition, users may wish to utilize our Openbook application to help visualize projects and service areas of spend being considered for 2020 capital projects. (<http://kirklandlake.openbook.questica.com>).

Members of the public may also request print copies of our budget materials by contacting staff at the contact information below.

**INPUT PROCESS:**

Council and the public are encouraged to submit queries, comments and provide input via online form (found within the TKL 2020 Budget subpage) or via e-mail to the Treasurer, Keith Gorman, at [keith.gorman@tkl.ca](mailto:keith.gorman@tkl.ca).

Queries, comments and input will also be received by telephone (705-567-9361 ext. 224).

Given Provincial restrictions on public gatherings and the inability to hold public meetings at this time, members of the public who wish to speak in regards to items within the 2020 Capital Budget process may request an invitation to join our virtual meeting on May 12, 2020 by contacting the Clerk, Meagan Elliot, at [meagan.elliott@tkl.ca](mailto:meagan.elliott@tkl.ca) or 705-567-9361 ext. 238.

**CONTACT INFORMATION:**

Keith Gorman, Treasurer  
[keith.gorman@tkl.ca](mailto:keith.gorman@tkl.ca)  
705-567-9361 ext. 224

Meagan Elliot, Clerk  
[meagan.elliott@tkl.ca](mailto:meagan.elliott@tkl.ca)  
705-567-9361 ext. 238

## Town of Kirkland Lake Staff Recommendations - Capital Expenditures

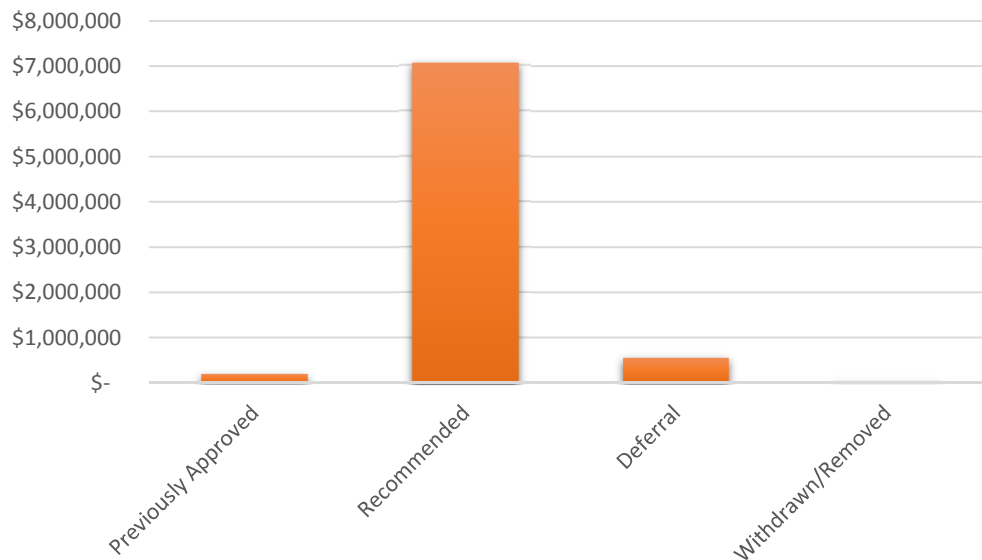
For the Year Ending December 31, 2020

**CAPITAL PROPOSED:**

In addition to \$0.2 million of capital projects previously approved by council, staff recommend \$7.1 million of capital investment in 2020 towards both the rehabilitation and renewal of existing assets, as well as building and acquiring new assets.

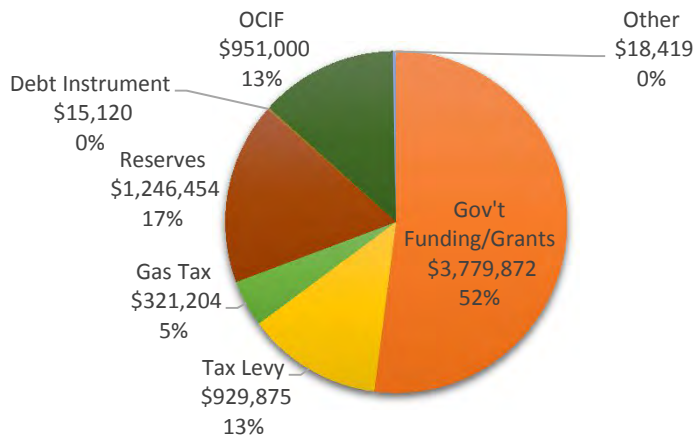
Included within the above amounts are \$1 million relating to projects previously anticipated to be completed in 2019.

\$0.6 million in projects originally put forth have been re-evaluated during internal review and either deferred to 2021 for further consideration or deemed non-essential and completely withdrawn.



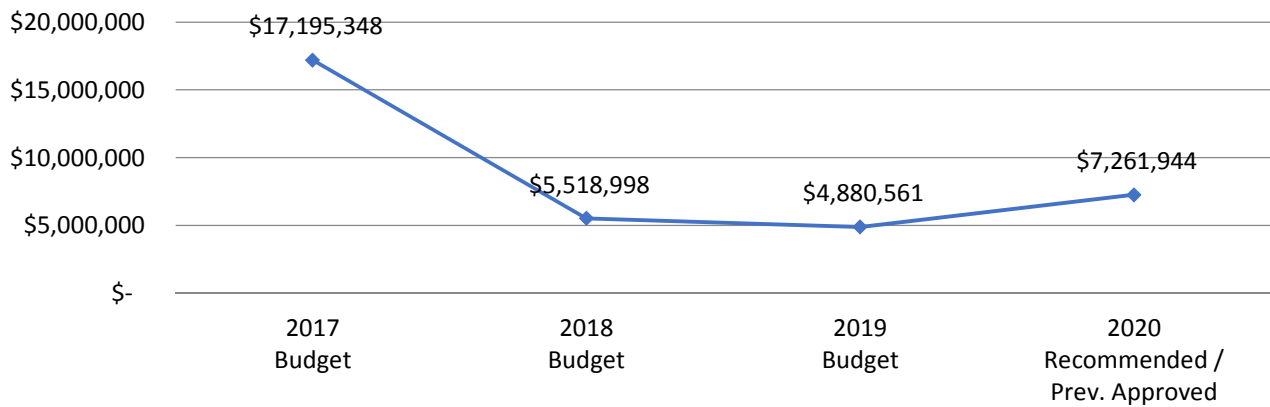
**SOURCES OF FUNDING:**

Capital projects are funded by various sources including taxes, government grants, user fees, gas tax funding, debt and reserve funds. The capital investment plan for previously approved and recommended projects would be as follows:



**PRIOR YEARS COMPARATIVE:**

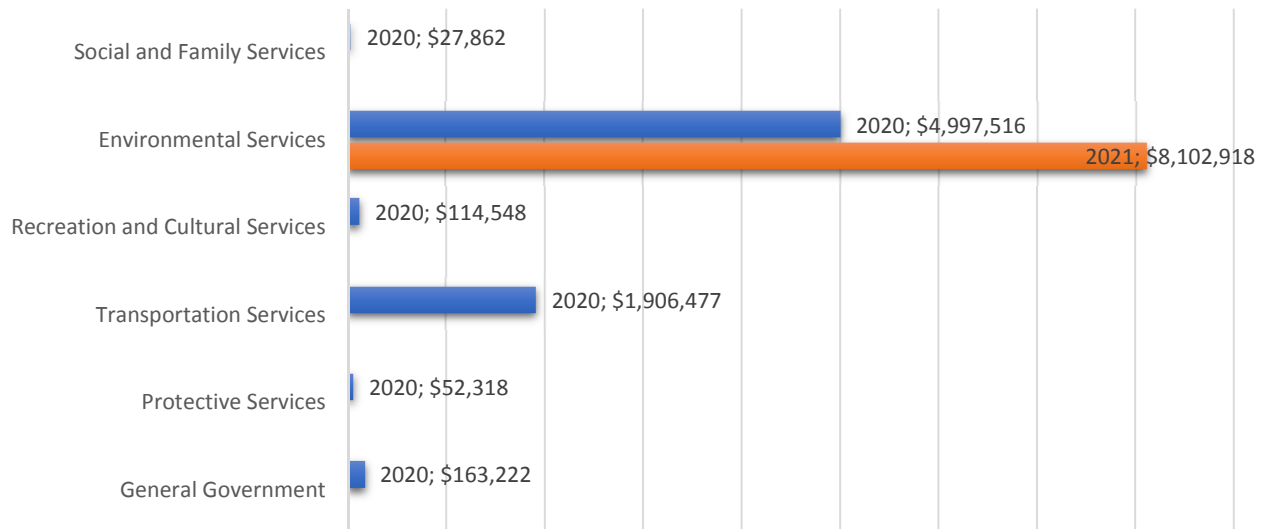
	2019 Budget	2018 Budget	2017 Budget
<b>CAPITAL EXPENDITURES BUDGET</b>	<b>\$ 4,880,561</b>	<b>\$ 5,518,998</b>	<b>\$ 17,195,348</b>
Tax Levy	9%	16%	3%
Govt Fund/Grants	50%	31%	21%
Gas Tax	6%	14%	3%
Reserves	25%	14%	4%
Debt	7%	24%	68%
Other	1%	1%	0%



**CAPITAL INVESTMENT ALLOCATION:**

The most significant area of spend is within Environmental Services, representing 69% of 2020 recommendations. Environmental Services includes capital projects related to municipal water and wastewater systems and infrastructure.

Transportation Services, which captures capital equipment and infrastructure work for areas such as roadways and winter snow control, is also significant at approx. 26% of 2020 recommendations.



**KEY PROJECTS:**

	<b>Total Project</b>	<b>2020</b>	<b>2021</b>
Swastika WPCP Decommissioning & Sewer System Connection to Kirkland Lake WWTP	<b>\$ 8,200,000</b>	\$ 3,000,000	\$ 5,200,000
TKL Municipal Services Expansion - West End	<b>2,339,514</b>	60,000	2,279,514
Energy Efficiencies at the Water Treatment Plant	<b>1,246,808</b>	623,404	623,404
Government Road (highway 66) Resurfacing - Connecting Link	<b>1,005,554</b>	1,005,554	-
Swastika Sewer Upgrade - Engineering	<b>483,360</b>	483,360	-
Used Grader	<b>315,000</b>	315,000	-
New 2020 Trackless MT7 - Sidewalk Machine	<b>193,085</b>	193,085	-
Lakeshore Drive & McCamus Ave.	<b>180,878</b>	180,878	-
TKL Sewage Treatment Plant (OCWA)	<b>172,000</b>	172,000	-
Wilson Ave_ Water & Wastewater Forcemain Replacement	<b>168,108</b>	168,108	-
	<i>93%</i>	<i>85%</i>	<i>100%</i>
All Other Projects	<b>1,060,554</b>	1,060,554	-
<b>TOTAL RECOMMENDED:</b>	<b>\$ 15,364,862</b>	<b>\$ 7,261,944</b>	<b>\$ 8,102,918</b>

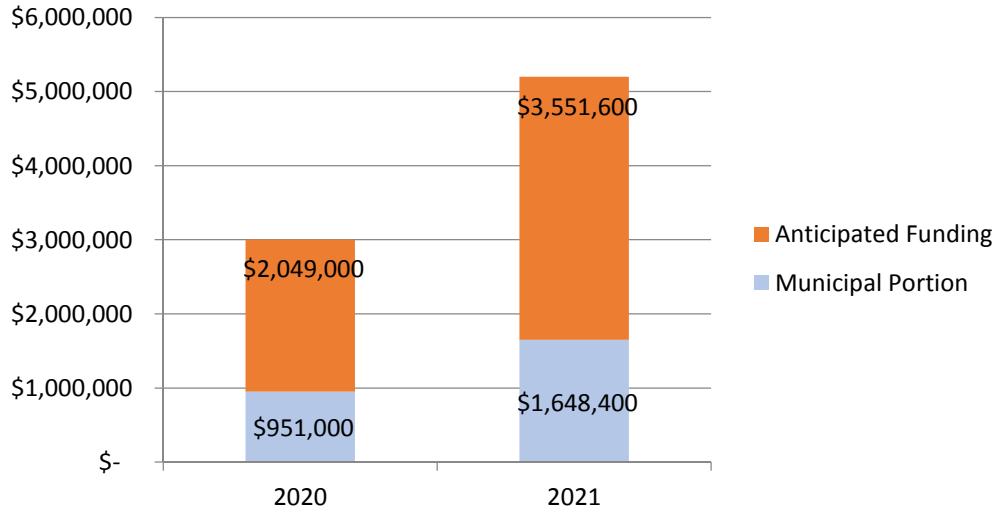
**KEY PROJECT:**

**Swastika WPCP Decommissioning & Sewer System Connection to Kirkland Lake WWTP**

**Total Project Cost**

**\$8,200,000**

**Project Timing & Anticipated Funding**



**ANTICIPATED FUNDING:**

More than 2/3rds of this project is intended to be funded by successful funding applications submitted several years ago.

**FUNDING MUNICIPAL PORTION:**

The primary source of funding for the Municipal portion is anticipated to be a reserve fund established with funds from the Ontario Community Infrastructure Fund. Opening values within the reserve (approx. \$1.150m) and anticipated funding to be received in 2020 (\$0.6m) will adequately cover the 2020 obligation, however, we will likely have a shortfall within the reserve to cover 2021 obligations related to this project.

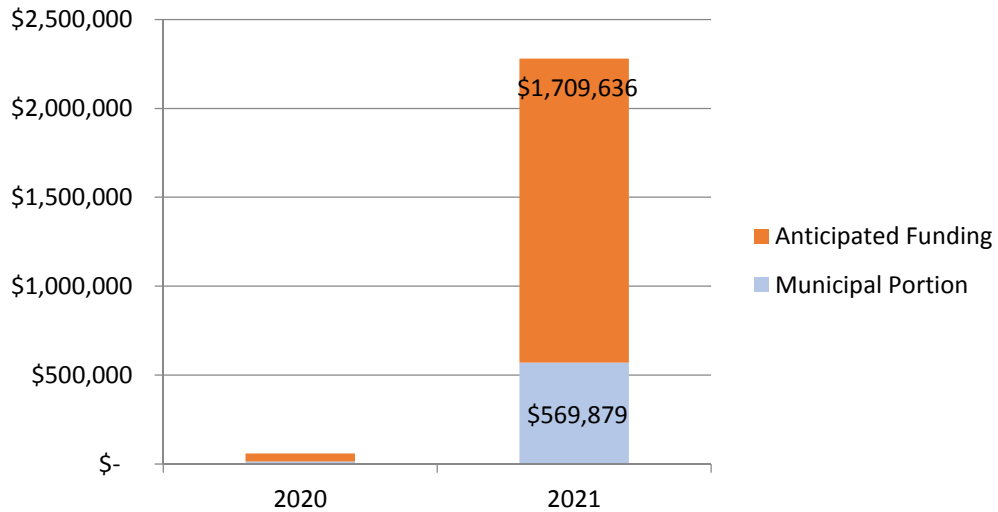
**KEY PROJECT:**

**TKL Municipal Services Expansion - West End**

**Total Project Cost**

**\$2,339,514**

**Project Timing & Anticipated Funding**



**ANTICIPATED FUNDING:**

Funding has been secured from both levels of government (\$1.052m Fed/\$0.697m Prov), which will cover approx. three quarters of the anticipated project costs.

**FUNDING MUNICIPAL PORTION:**

Water and waste water infrastructure should be funded by user fees; as such, the municipal portion will be funded by amounts sitting within the waterworks and wastewater capital reserve funds.

Staff continue to seek funding opportunities to help reduce the estimated municipal portion.

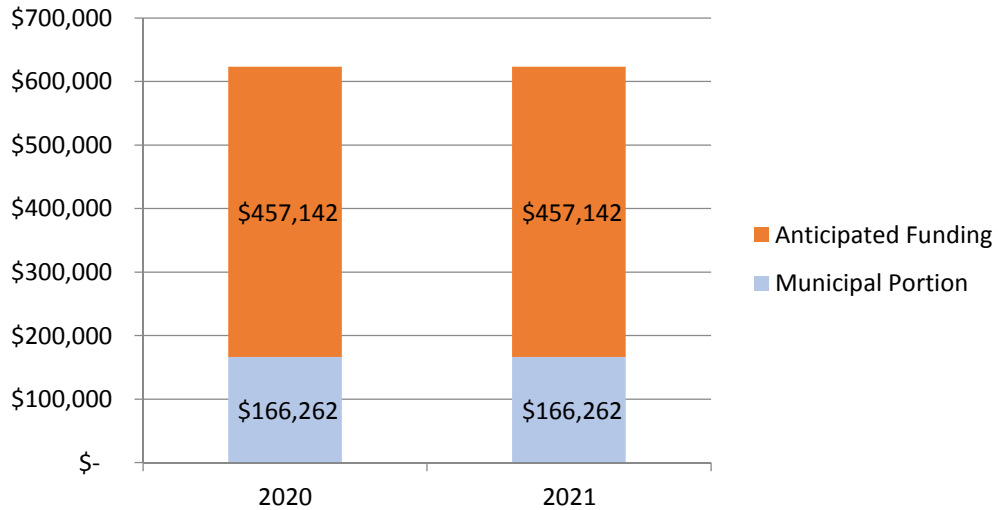
**KEY PROJECT:**

**Energy Efficiencies at the Water Treatment Plant**

**Total Project Cost**

**\$1,246,808**

**Project Timing & Anticipated Funding**



**ANTICIPATED FUNDING:**

Funding applications are still in review stage and awaiting approval. The application is under the ICIP: Green Infrastructure Stream and is structured to be nearly 75% funded between Federal and Provincial portions, with the Municipality being responsible for the remainder.

**FUNDING MUNICIPAL PORTION:**

Water and waste water infrastructure should be funded by user fees; as such, the municipal portion will be funded by amounts sitting within the waterworks and wastewater capital reserve funds.



**Town of Kirkland Lake**  
**Reserve Fund Projections**  
For the Year Ending December 31, 2020

<b>Reserves</b>	<b>Opening</b>	<b>Transfers TO</b>	<b>Transfers FROM</b>	<b>Projected Balance</b>
Centennial Committee	\$ 64,393			\$ 64,393
Infrastructure Capital	596,636		(88,113)	508,523
Kirkland District Health Centre	56,691			56,691
Org. Restructure and Efficiency	543,376		(23,170)	520,206
Other	99,155			99,155
Working Capital	2,376,082			2,376,082
<b>TOTALS</b>	<b>\$ 3,736,333</b>	<b>-</b>	<b>(111,284)</b>	<b>\$ 3,625,049</b>

<b>Reserve Funds</b>	<b>Opening</b>	<b>Transfers TO</b>	<b>Transfers FROM</b>	<b>Projected Balance</b>
Archer Drive	\$ 201,166			\$ 201,166
Employees' Acc. Sick Leave	76,862			76,862
Health Unit	229,342			229,342
Kinross Park Maintenance	4,651			4,651
Life Cycle Replacement	151,519			151,519
Parkland	98,370		(12,282)	86,088
Residential Development	20,116			20,116
Wastewater Capital Projects	936,638		(349,993)	586,645
Waterworks Capital Projects	835,153		(726,987)	108,166
<b>TOTALS</b>	<b>\$ 2,553,817</b>	<b>-</b>	<b>(1,089,261)</b>	<b>\$ 1,464,556</b>

<b>Obligatory Reserve Funds</b>	<b>Opening</b>	<b>Transfers TO</b>	<b>Transfers FROM</b>	<b>Projected Balance</b>
Gas Tax	\$ 1,047,518	\$ 484,227	(321,204)	\$ 1,210,541
OCIF	1,146,036	608,544	(951,000)	803,580
Main Street Revitalization	45,909	-	(45,909)	-
<b>TOTALS</b>	<b>\$ 2,239,463</b>	<b>1,092,771</b>	<b>(1,318,113)</b>	<b>\$ 2,014,121</b>

**Town of Kirkland Lake**

**Capital Project Summary**

	2020	2021	2022	2023	2024	Project Total	2020 Funding Sources						Future Obligation	
							Gov't Funding/Grant	Tax Levy	OCIF	Gas Tax	Reserves	Debt Instrument		Other
<b>Previously Approved</b>														
Environmental Services	\$ 128,792	\$ -	\$ -	\$ -	\$ -	\$ 128,792	\$ -	\$ -	\$ -	\$ -	\$ 128,792	\$ -	\$ -	\$ -
Transportation Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation & Cultural Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Social & Family Services	18,422	-	-	-	-	18,422	-	11,044	-	-	7,378	-	-	-
Protective Services	46,318	-	-	-	-	46,318	-	-	-	46,318	-	-	-	-
General Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Previously Approved</b>	<b>\$ 193,532</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 193,532</b>	<b>\$ -</b>	<b>\$ 11,044</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 182,488</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Recommended</b>														
Environmental Services	\$ 4,868,724	\$ 8,102,918	\$ -	\$ -	\$ -	\$ 12,971,642	\$ 2,874,874	\$ 15,583	\$ 951,000	\$ 29,543	\$ 982,605	\$ 15,120	\$ -	\$ 8,102,918
Transportation Services	1,906,477	-	-	-	-	1,906,477	904,999	663,909	-	291,661	45,909	-	-	-
Recreation & Cultural Services	114,548	616,861	-	-	-	731,409	-	102,266	-	-	12,282	-	-	616,861
Social & Family Services	9,440	-	-	-	-	9,440	-	9,440	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General Government	169,222	-	-	-	-	169,222	-	127,633	-	-	23,170	-	18,419	-
<b>Total - Recommended</b>	<b>\$ 7,068,412</b>	<b>\$ 8,719,779</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,788,191</b>	<b>\$ 3,779,872</b>	<b>\$ 918,832</b>	<b>\$ 951,000</b>	<b>\$ 321,204</b>	<b>\$ 1,063,966</b>	<b>\$ 15,120</b>	<b>\$ 18,419</b>	<b>\$ 8,719,779</b>
<b>Deferred / Withdrawn</b>														
Environmental Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Services	269,437	-	-	-	-	269,437	-	101,888	-	43,988	123,561	-	-	-
Recreation & Cultural Services	309,859	-	-	-	-	309,859	203,214	106,645	-	-	-	-	-	-
Social & Family Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Protective Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Deferred / Withdrawn</b>	<b>\$ 579,297</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 579,297</b>	<b>\$ 203,214</b>	<b>\$ 208,533</b>	<b>\$ -</b>	<b>\$ 43,988</b>	<b>\$ 123,561</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Town of Kirkland Lake  
2020 Capital Projects Requested**

<b>Environmental Services</b>	<b>Reference</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Project Total</b>	<b>Gov't Funding/Grant</b>	<b>Tax Levy</b>	<b>OCIF</b>	<b>Gas Tax</b>	<b>Reserves</b>	<b>Debt Instrument</b>	<b>Other</b>
<b>Previously Approved</b>														
CF 2020 Chevrolet 2500HD Crew Cab	<u>B2020-0001</u>	\$ 41,722	\$ -	\$ -	\$ -	\$ -	\$ 41,722	\$ -	\$ -	\$ -	\$ -	\$ 41,722	\$ -	\$ -
CF Swastika WTP Capacity Evaluation	<u>B2020-0013</u>	44,367	-	-	-	-	44,367	-	-	-	-	44,367	-	-
Comfort Street Pumping Station 140 hp Sewage Pump	<u>B2020-0045</u>	42,703	-	-	-	-	42,703	-	-	-	-	42,703	-	-
<b>Total - Previously Approved</b>		<b>\$ 128,792</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 128,792</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 128,792</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Recommended</b>														
CF Monitoring Wells Installation	<u>B2020-0004</u>	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 15,583	\$ -	\$ -	\$ 34,417	\$ -	\$ -
CF Swastika Sewer Upgrade - Engineering	<u>B2020-0011</u>	483,360	-	-	-	-	483,360	323,851	-	-	-	159,509	-	-
CF TKL Sewage Treatment Plant (OCWA)	<u>B2020-0028</u>	172,000	-	-	-	-	172,000	-	-	-	-	172,000	-	-
CF TKL Water Plant - High Lift System and Post Treatment (OCWA)	<u>B2020-0032</u>	44,200	-	-	-	-	44,200	-	-	-	-	44,200	-	-
CF Storm Water & Sanitary Sewer Tunnel Study	<u>B2020-0054</u>	71,947	-	-	-	-	71,947	-	-	-	-	71,947	-	-
Energy Efficiencies at the Water Treatment Plant	<u>B2020-0005</u>	623,404	623,404	-	-	-	1,246,808	457,142	-	-	-	166,262	-	-
KL Water Distribution System Modelling	<u>B2020-0009</u>	31,296	-	-	-	-	31,296	-	-	-	-	31,296	-	-
Swastika WPCP Decommissioning & Sewer System Connection to	<u>B2020-0012</u>	3,000,000	5,200,000	-	-	-	8,200,000	2,049,000	-	951,000	-	-	-	-
TKL Municipal Services Expansion - West End	<u>B2020-0027</u>	60,000	2,279,514	-	-	-	2,339,514	44,880	-	-	-	-	15,120	-
TKL Wastewater Lift Stations (OWCA)	<u>B2020-0031</u>	20,000	-	-	-	-	20,000	-	-	-	-	20,000	-	-
TKL Water Tower and Swastika Pressure Station (OCWA)	<u>B2020-0033</u>	23,700	-	-	-	-	23,700	-	-	-	-	23,700	-	-
TKL Water Plant - raw water pre-treatment (OCWA)	<u>B2020-0035</u>	78,100	-	-	-	-	78,100	-	-	-	-	78,100	-	-
Leak Locator Tool	<u>B2020-0037</u>	34,609	-	-	-	-	34,609	-	-	-	-	34,609	-	-
Wilson Ave_Water & Wastewater Forcemain Replacement	<u>B2020-0038</u>	168,108	-	-	-	-	168,108	-	-	-	29,543	138,565	-	-
Chlorine Analyzer Replacement	<u>B2020-0052</u>	8,000	-	-	-	-	8,000	-	-	-	-	8,000	-	-
<b>Total - Recommended</b>		<b>\$ 4,868,724</b>	<b>\$ 8,102,918</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,971,642</b>	<b>\$ 2,874,874</b>	<b>\$ 15,583</b>	<b>\$ 951,000</b>	<b>\$ 29,543</b>	<b>\$ 982,605</b>	<b>\$ 15,120</b>	<b>\$ -</b>
<b>Deferred / Withdrawn</b>														
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Deferred / Withdrawn</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Town of Kirkland Lake  
2020 Capital Projects Requested**

Transportation Services	Reference	2020	2021	2022	2023	2024	Project Total	Gov't		OCIF	Gas Tax	Reserves	Debt	
								Funding/Grant	Tax Levy				Instrument	Other
<b>Previously Approved</b>														
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total - Previously Approved</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Recommended</b>														
CF Sidewalks, Accessible Parking and Pedestrian Audible System	<u>B2020-0040</u>	\$ 64,481	\$ -	\$ -	\$ -	\$ -	\$ 64,481	\$ -	\$ 18,572	\$ -	\$ -	\$ 45,909	\$ -	\$ -
Used Grader	<u>B2020-0006</u>	315,000	-	-	-	-	315,000	-	315,000	-	-	-	-	-
New Fuel Tanks	<u>B2020-0010</u>	10,227	-	-	-	-	10,227	-	-	-	10,227	-	-	-
644 John Deere Loader Back- Up Camera	<u>B2020-0016</u>	5,658	-	-	-	-	5,658	-	5,658	-	-	-	-	-
Gas Detection Equipment - Health and Safety	<u>B2020-0018</u>	7,884	-	-	-	-	7,884	-	7,884	-	-	-	-	-
Government Road (highway 66) Resurfacing - Connecting Link	<u>B2020-0019</u>	1,005,554	-	-	-	-	1,005,554	904,999	-	-	100,555	-	-	-
Loader Snow Plowing Blade - with Hyd. Wings	<u>B2020-0020</u>	26,661	-	-	-	-	26,661	-	26,661	-	-	-	-	-
New 2020 Trackless MT7 - Sidewalk Machine	<u>B2020-0021</u>	193,085	-	-	-	-	193,085	-	193,085	-	-	-	-	-
Radio Communication Equipment	<u>B2020-0023</u>	7,626	-	-	-	-	7,626	-	7,626	-	-	-	-	-
Second Street/Churchill Drive Crosswalk	<u>B2020-0025</u>	60,000	-	-	-	-	60,000	-	60,000	-	-	-	-	-
Towable 6 Cubic Foot Cement Mixer	<u>B2020-0034</u>	5,000	-	-	-	-	5,000	-	5,000	-	-	-	-	-
Trackless - Snow & Ice Breaker Attachment	<u>B2020-0036</u>	24,422	-	-	-	-	24,422	-	24,422	-	-	-	-	-
Lakeshore Drive & McCamus Ave.	<u>B2020-0042</u>	180,878	-	-	-	-	180,878	-	-	-	180,878	-	-	-
<b>Total - Recommended</b>		\$ 1,906,477	\$ -	\$ -	\$ -	\$ -	\$ 1,906,477	\$ 904,999	\$ 663,909	\$ -	\$ 291,661	\$ 45,909	\$ -	\$ -
<b>Deferred / Withdrawn</b>														
CF Fire Hall & P.W. Garage Relocation	<u>B2020-0007</u>	\$ 109,287	\$ -	\$ -	\$ -	\$ -	\$ 109,287	\$ -	\$ -	\$ -	\$ -	\$ 109,287	\$ -	\$ -
CF 22 - 24 Government Road Parking Lot	<u>B2020-0043</u>	47,988	-	-	-	-	47,988	-	-	-	43,988	4,000	-	-
Airport Upgrades / energy efficiencies	<u>B2020-0002</u>	30,528	-	-	-	-	30,528	-	30,528	-	-	-	-	-
New 2020 1/2 ton Pickup Truck-Public Works	<u>B2020-0022</u>	50,000	-	-	-	-	50,000	-	50,000	-	-	-	-	-
CF Balsam Avenue Municipal Drain Reconstruction	<u>B2020-0003</u>	20,000	-	-	-	-	20,000	-	9,726	-	-	10,274	-	-
P.W. Garage Shop Tools	<u>B2020-0017</u>	2,821	-	-	-	-	2,821	-	2,821	-	-	-	-	-
Sander Truck box Vibrators - Health & Safety	<u>B2020-0024</u>	3,318	-	-	-	-	3,318	-	3,318	-	-	-	-	-
Seasonal Tire Storage Container - 40'	<u>B2020-0026</u>	5,495	-	-	-	-	5,495	-	5,495	-	-	-	-	-
<b>Total - Deferred / Withdrawn</b>		\$ 269,437	\$ -	\$ -	\$ -	\$ -	\$ 269,437	\$ -	\$ 101,888	\$ -	\$ 43,988	\$ 123,561	\$ -	\$ -

**Town of Kirkland Lake  
2020 Capital Projects Requested**

Recreation & Cultural Services	Reference	2020	2021	2022	2023	2024	Project Total	Gov't		OCIF	Gas Tax	Reserves	Debt	
								Funding/Grant	Tax Levy				Instrument	Other
<b>Previously Approved</b>														
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total - Previously Approved</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Recommended</b>														
Walking Trail Repair (Kinross Park)	<u>B2020-0030</u>	\$ 7,194	\$ -	\$ -	\$ -	\$ -	\$ 7,194	\$ -	\$ -	\$ -	\$ -	\$ 7,194	\$ -	\$ -
Washroom Facilities at Kinross	<u>B2020-0039</u>	5,088	-	-	-	-	5,088	-	-	-	-	5,088	-	-
Accessible parking upgrade at Community Complex	<u>B2020-0044</u>	69,276	-	-	-	-	69,276	-	69,276	-	-	-	-	-
Parking Lot Lighting	<u>B2020-0046</u>	6,153	-	-	-	-	6,153	-	6,153	-	-	-	-	-
Camera System Upgrade - Community Complex	<u>B2020-0047</u>	14,957	-	-	-	-	14,957	-	14,957	-	-	-	-	-
John Deere Zero Turn Lawn Mower	<u>B2020-0048</u>	11,880	-	-	-	-	11,880	-	11,880	-	-	-	-	-
Elevator Modernization	<u>B2020-0056</u>	-	148,047	-	-	-	148,047	-	-	-	-	-	-	-
Roof Replacement/Repair (Museum)	<u>B2020-0057</u>	-	468,814	-	-	-	468,814	-	-	-	-	-	-	-
<b>Total - Recommended</b>		\$ 114,548	\$ 616,861	\$ -	\$ -	\$ -	\$ 731,409	\$ -	\$ 102,266	\$ -	\$ -	\$ 12,282	\$ -	\$ -
<b>Deferred / Withdrawn</b>														
Arena Refrigeration Equipment Replacement	<u>B2020-0029</u>	\$ 265,085	\$ -	\$ -	\$ -	\$ -	\$ 265,085	\$ 203,214	\$ 61,871	\$ -	\$ -	\$ -	\$ -	\$ -
<del>Truck - Parks &amp; Rec</del>	<u>B2020-0041</u>	44,774	-	-	-	-	44,774	-	44,774	-	-	-	-	-
<b>Total - Deferred / Withdrawn</b>		\$ 309,859	\$ -	\$ -	\$ -	\$ -	\$ 309,859	\$ 203,214	\$ 106,645	\$ -	\$ -	\$ -	\$ -	\$ -

**Town of Kirkland Lake  
2020 Capital Projects Requested**

<b>Social &amp; Family Services</b>	<b>Reference</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Project Total</b>	<b>Gov't Funding/Grant</b>	<b>Tax Levy</b>	<b>OCIF</b>	<b>Gas Tax</b>	<b>Reserves</b>	<b>Debt Instrument</b>	<b>Other</b>
<b>Previously Approved</b>														
<i>CF</i> Steam Boiler	<u>B2020-0015</u>	\$ 18,422	\$ -	\$ -	\$ -	\$ -	\$ 18,422	\$ -	\$ 11,044	\$ -	\$ -	\$ 7,378	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Previously Approved</b>		\$ 18,422	\$ -	\$ -	\$ -	\$ -	\$ 18,422	\$ -	\$ 11,044	\$ -	\$ -	\$ 7,378	\$ -	\$ -
<b>Recommended</b>														
Refrigerator Replacement	<u>B2020-0014</u>	\$ 9,440	\$ -	\$ -	\$ -	\$ -	\$ 9,440	\$ -	\$ 9,440	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Recommended</b>		\$ 9,440	\$ -	\$ -	\$ -	\$ -	\$ 9,440	\$ -	\$ 9,440	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Deferred / Withdrawn</b>														
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Deferred / Withdrawn</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Town of Kirkland Lake  
2020 Capital Projects Requested**

<b>Protective Services</b>	<b>Reference</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Project Total</b>	<b>Gov't Funding/Grant</b>	<b>Tax Levy</b>	<b>OCIF</b>	<b>Gas Tax</b>	<b>Reserves</b>	<b>Debt Instrument</b>	<b>Other</b>
<b>Previously Approved</b>														
<i>CF</i> Rescue Truck - Fire	<u>B2020-0053</u>	\$ 46,318	\$ -	\$ -	\$ -	\$ -	\$ 46,318	\$ -	\$ -	\$ -	\$ -	\$ 46,318	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Previously Approved</b>		\$ 46,318	\$ -	\$ -	\$ -	\$ -	\$ 46,318	\$ -	\$ -	\$ -	\$ -	\$ 46,318	\$ -	\$ -
<b>Recommended</b>														
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Recommended</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Deferred / Withdrawn</b>														
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Deferred / Withdrawn</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Town of Kirkland Lake  
2020 Capital Projects Requested**

<b>General Government</b>	<b>Reference</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Project Total</b>	<b>Gov't Funding/Grant</b>	<b>Tax Levy</b>	<b>OCIF</b>	<b>Gas Tax</b>	<b>Reserves</b>	<b>Debt Instrument</b>	<b>Other</b>
<b>Previously Approved</b>														
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Previously Approved</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Recommended</b>														
Laptop Computer w GIS Mapping	<u>B2020-0008</u>	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -
Computer Replacement & Related Equipment	<u>B2020-0050</u>	40,052	-	-	-	-	40,052	-	21,633	-	-	-	-	18,419
Generator Replacement (OPP Building)	<u>B2020-0051</u>	6,000	-	-	-	-	6,000	-	6,000	-	-	-	-	-
Questica & Openbook Software Integration	<u>B2020-0055</u>	13,170	-	-	-	-	13,170	-	-	-	-	13,170	-	-
Capital Contingency Fund**		100,000	-	-	-	-	100,000	-	100,000	-	-	-	-	-
<b>Total - Recommended</b>		\$ 169,222	\$ -	\$ -	\$ -	\$ -	\$ 169,222	\$ -	\$ 127,633	\$ -	\$ -	\$ 23,170	\$ -	\$ 18,419
<b>Deferred / Withdrawn</b>														
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Deferred / Withdrawn</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# **Project Request Submissions**

## **2020 Capital Budget**



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	2020 Chevrolet 2500HD Crew Cab		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Waterworks		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Required Field (Select Option)	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

### Brief Project Description and Justification

A new 2020 Chevrolet 2500 HD Crew Cab was purchased in September 2019 (By-Law 19-096). It is scheduled to be delivered in March 2020.

Project Costs				Funding Sources			
<b>Total Project Cost:</b>		\$	41,722	<b>Total Funding:</b>		\$	41,722
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>			
Equipment Purchase	\$ 41,000	Q1 2020	\$ -	Waterworks Reserve Fund	\$	20,861	
	-	Q2 2020	41,722	Wastewater Reserve Fund		20,861	
	-	Q3 2020	-				
	-	Q4 2020	-				
	-	Subsequent Yrs	-				
Non-Refundable HST	722						
<b>\$ 41,722</b>		<b>\$ 41,722</b>		<b>\$ 41,722</b>			

<b>Comments/Notes:</b> Purchase cost \$41,000 + Taxes (0.0176).	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

### Treasury Section

<b>Budget Number:</b>	B2020-0001
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## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Airport Upgrades / energy efficiencies	
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>
<b>Department:</b>	Airport	

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Required Field (Select Option)
	<b>Completion:</b> Required Field (Select Option)

### Brief Project Description and Justification

In the spirit of the Energy conservation and Demand Management Plan 2020-2024, staff are requesting much needed upgrades to the interior of the terminal building to assist with reducing energy costs.

Deferred

Project Costs			Funding Sources		
<b>Total Project Cost:</b>		\$ 30,528	<b>Total Funding:</b> \$ 30,528		
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>		
Contract	\$ 30,528	Q1 2020	\$ -	Tax Levy	\$ 30,528
	-	Q2 2020	30,528		-
	-	Q3 2020	-		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	-				-
	\$ 30,528		\$ -		\$ 30,528

<b>Comments/Notes:</b> Work to be completed by a general building contractor.	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

### Treasury Section

**Budget Number:** B2020-0002



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Balsam Avenue Municipal Drain Reconstruction		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b>	<b>Carryforward Amt?</b> Yes
Replacement/renewal of existing asset	
<b>Priority:</b>	<b>Start:</b> Q3 2020
Legal/Statutory Requirement	<b>Completion:</b> Q4 2020

**Brief Project Description and Justification**

Properties will be regraded in 2020. The engineering work (EXP Report) was completed in 2019. The project would be performed by staff with a hired excavator (if required).

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$</b>	<b>20,000</b>	<b>Total Funding:</b>	
				<b>\$</b>	<b>20,000</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Other	\$ 20,000	Q1 2020	\$ -	Tax Levy	\$ 9,726
	-	Q2 2020	-	Infrastructure Capital Reserve	10,274
	-	Q3 2020	10,000		-
	-	Q4 2020	10,000		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	-				-
<b>\$ 20,000</b>		<b>\$ 20,000</b>		<b>\$ 20,000</b>	

<b>Comments/Notes:</b> \$40,000 was set aside last year for the project and \$28,012 was spent on engineering and legal advice. An additional \$8,000 was added to complete the project.	<b>Comments/Notes:</b>
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**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

**Treasury Section**

**Budget Number:** B2020-0003

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Monitoring Wells Installation	
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>
<b>Department:</b>	Waste Management	

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Legal/Statutory Requirement	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q2 2020

**Brief Project Description and Justification**

Phase II - of landfill contaminate attenuation zone. To remain compliant with the landfill site ECA, a contaminate attenuation zone (CAZ) is required north-east of the site boundaries. Phase I - The water rights to two (2) mining claims have been acquired in 2019. Two (2) new monitoring wells must be established within the CAZ and incorporated into the leachate monitoring program. It also has been identified that two (2) existing monitoring wells need replacement due to damages to the wells, this includes the abandonment and sealing of the damaged wells and the installation of two (2) new wells in the same vicinity.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 50,000</b>	<b>Total Funding:</b>		<b>\$ 50,000</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Consultants/Engineering	\$ 50,000	Q1 2020	\$ -	Tax Levy	\$ 15,583
	-	Q2 2020	50,000	Infrastructure Capital Reserve	34,417
	-	Q3 2020	-		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	-				-
<b>\$ 50,000</b>		<b>\$ 50,000</b>		<b>\$ 50,000</b>	

<b>Comments/Notes:</b> The deadline for the CAZ to be completed is June 2020. Included in the requested amount is a 20% contingency for unforeseen difficulties.	<b>Comments/Notes:</b>
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**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

None anticipated

**Risk of Not Proceeding**

**Treasury Section**

**Budget Number:** B2020-0004

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Energy Efficiencies at the Water Treatment Plant		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Waterworks		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?:</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> 2021

**Brief Project Description and Justification**

The scope of work of the project will include the implementation of a new SCADA system; which will convert a heat source from electricity to gas. Also, the heating upgrade will include the replacement of hanging unit heaters, installation of infrared tube heaters, boiler and radiator combination, and the installation of fans to help circulate heat more efficiently. Furthermore, the project will include the replacement of existing non-functioning dehumidifying units, Lighting upgrades which includes conversion to LED and the replacement of a centrifugal blower. The funding application remains to be approved by the Provincial and Federal government.

Project Costs			Funding Sources			
<b>Total Project Cost:</b>			<b>\$ 1,246,808</b>	<b>Total Funding:</b>		<b>\$ 1,246,808</b>
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>			<b>Source(s) of Funding:</b>		
Contract	Q1 2020	\$	-	Gov't Funding/Grant	\$	457,142
	Q2 2020		-	Waterworks Reserve Fund		166,262
	Q3 2020		-			-
	Q4 2020		623,404			-
	Subsequent Yrs		623,404	Future Obligation		623,404
Non-Refundable HST			-			-
<b>\$ 1,246,808</b>			<b>\$ 1,246,808</b>		<b>\$ 1,246,808</b>	

<b>Comments/Notes:</b> If the funding doesn't get approved, the Town still has to replace the SCADA system a.s.a.p. within 2020. The estimated replacement cost of the SCADA system is in the range of \$300,000 to \$400,000.	<b>Comments/Notes:</b> Federal 40%, Provincial 33.33% & Ultimate Recipient 26.67%. The project will be a two year term under ICIP: Green Infrastructure Stream. The Town cost will be \$166,261.88 per year.
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**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

The water treatment plant will be more energy efficient once the improvements are in place and the Town will benefit from the reduction of operating and life cycle costs.

**Risk of Not Proceeding**

If the SCADA system crashes, OCWA will be forced to man the water treatment plant 24/7 until the SCADA system is replaced. Therefore, the Town will have to pay the additional cost of operating the plant 24/7. The objective of the upgrade is to increase the life at the water treatment plant, reduce risk associated with low heat and old, unreliable equipment (there are viable health and safety concerns associated with the existing state of the facility).

**Treasury Section**

<b>Budget Number:</b>	B2020-0005
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## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Used Grader		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q3 2020
	<b>Completion:</b> Q4 2020

**Brief Project Description and Justification**

Purchase a used grader with low usage to improve the overall winter control operation and to meet the minimum maintenance standards. Also, this will improve roadability by creating a uniform road surface.

Unit with low hours coming off lease located; pricing would include extended warranty on unit.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 315,000</b>	<b>Total Funding:</b>		<b>\$ 315,000</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 315,000	Q1 2020	\$ -	Tax Levy	\$ 315,000
	-	Q2 2020	315,000		-
	-	Q3 2020	-		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
<b>Non-Refundable HST</b>	<b>-</b>				
<b>\$ 315,000</b>		<b>\$ 315,000</b>		<b>\$ 315,000</b>	
<b>Comments/Notes:</b>				<b>Comments/Notes:</b>	
Purchase a grader coming off of a lease agreement.					

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

Not providing an acceptable level of service during winter control and not meeting the minimum maintenance standards for municipal highways.

**Treasury Section**

**Budget Number:** B2020-0006



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Fire Hall & P.W. Garage Relocation		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Engineering		

Project Information	Project Timeline
<b>Type:</b> Required Field (Select Option)	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Required Field (Select Option)	<b>Start:</b> Q3 2020
	<b>Completion:</b> Q4 2020

**Brief Project Description and Justification**

Preliminary design of new Fire Hall and Public Works Garage. Funds were allocated within the 2019 budget as per the following: Accessibility to Physical Services=\$30,000; and Garage Relocation=\$79,287. These funds are to be transferred to the Planning Services for the preliminary design of the buildings.

Deferred

Project Costs			Funding Sources	
<b>Total Project Cost:</b>	\$	109,287	<b>Total Funding:</b>	\$ 109,287
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Consultants/Engineering	\$ 109,287	Q1 2020	Infrastructure Capital	\$ 109,287
	-	Q2 2020	Reserve	-
	-	Q3 2020		-
	-	Q4 2020		54,644
	-	Subsequent Yrs		54,644
Non-Refundable HST	-			-
	\$ 109,287			\$ 109,287

<b>Comments/Notes:</b>	<b>Comments/Notes:</b> Move allocated funds to the Planning Services
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**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

**Treasury Section**

<b>Budget Number:</b>	B2020-0007
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## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Laptop Computer w GIS Mapping		
<b>Service Area:</b>	General Government	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Mgmt Information Systems		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q1 2020
	<b>Completion:</b> Q1 2020

**Brief Project Description and Justification**

A new laptop computer will need to be purchased for waterworks and transportation with truck mounts. Staff will have the ability to access GIS mapping and perform reporting activities on-site without the need of returning to the office for maps, etc. Having a laptop in the trucks will improve operations efficiencies.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		\$	10,000	<b>Total Funding:</b> \$ 10,000	
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 10,000	Q1 2020	\$ -	Org Restructure & Efficiency Reserve	\$ 10,000
	-	Q2 2020	-		-
	-	Q3 2020	10,000		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	-				-
	<b>\$ 10,000</b>		<b>\$ 10,000</b>		<b>\$ 10,000</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b> Efficiency & Modernization monies.
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**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

**Treasury Section**

<b>Budget Number:</b>	B2020-0008
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## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	KL Water Distribution System Modelling		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Waterworks		

Project Information	Project Timeline	
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b>	No
<b>Priority:</b> Health & Safety	<b>Start:</b>	Q3 2020
	<b>Completion:</b>	Q4 2020

### Brief Project Description and Justification

EXP Consulting Services completed a water distribution system modelling study for Kirkland Lake. EXP discussions with Town representatives in the Fall of 2019 have indicated that investing in a fully functional, all encompassing, Town water model will prove beneficial for planning future capital projects and development. The study will determine the water pressures at the hydrants for fire fighting capabilities within the town boundaries. Waterworks staff would be involved in the study by performing the hydrant testing for the entire town as a cost-saving measure for the study. EXP is willing to train Waterworks staff to perform the hydrant testing component of the study.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 31,296</b>	<b>Total Funding:</b>		<b>\$ 31,296</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Consultants/Engineering	\$ 30,755	Q1 2020	\$ -	Waterworks Reserve Fund	\$ 31,296
	-	Q2 2020	-		-
	-	Q3 2020	15,648		-
	-	Q4 2020	15,648		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	541				
<b>\$ 31,296</b>		<b>\$ 31,296</b>		<b>\$ 31,296</b>	

<b>Comments/Notes:</b> By staff performing the hydrant testing component there is a cost saving of approx. \$58,000.	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

Poor planning of future capital projects and development. Unknown water pressures at fire hydrants for fire fighting.

### Treasury Section

<b>Budget Number:</b>	B2020-0009
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## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	New Fuel Tanks		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

**Brief Project Description and Justification**

According to staff observations, two existing fuel tanks needs to be replaced as soon as possible due to signs of corrosion and minor leaks. Two new, double wall, 1,000 gal. fuel tanks will replace the two existing 500 gal. fuel tanks. The larger fuel tanks will eliminate fuel shortage during the winter months.

Project Costs			Funding Sources		
<b>Total Project Cost:</b>		\$ 10,227	<b>Total Funding:</b>		\$ 10,227
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 10,050	Q1 2020	\$ -	Gas Tax	\$ 10,227
	-	Q2 2020	10,227		-
	-	Q3 2020	-		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	177				-
	<b>\$ 10,227</b>		<b>\$ 10,227</b>		<b>\$ 10,227</b>

<b>Comments/Notes:</b> New 1,000 gal. fuel tank \$3,800.00 ea. & \$2,450 for transportation.	<b>Comments/Notes:</b>
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**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

Environmental impact if fuel escapes from the fuel tanks.

**Treasury Section**

**Budget Number:** B2020-0010



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Swastika Sewer Upgrade - Engineering		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Swastika Sewer Upgrade - Engineering		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Required Field (Select Option)	<b>Start:</b> Q1 2020
	<b>Completion:</b> Q2 2020

Brief Project Description and Justification
<p>OCWA/Stantec Engineering services is designing a project for Swastika WPCP Decommissioning &amp; Sewer System Connection to KL WWTP. The design process started in 2019 and the cost of the engineering services was \$483,360.</p>

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 483,360</b>	<b>Total Funding:</b>		<b>\$ 483,360</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Consultants/Engineering	\$ 483,360	Q1 2020	\$ 260,409	Gov't Funding/Grant	\$ 323,851
	-	Q2 2020		Wastewater Reserve Fund	159,509
	-	Q3 2020	222,951		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	-				-
<b>\$ 483,360</b>		<b>\$ 483,360</b>		<b>\$ 483,360</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

Impact on Operations
<i>New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.</i>

Risk of Not Proceeding

Treasury Section
<b>Budget Number:</b> B2020-0011



## Capital Expenditure Form - 2020 Budget

**Project Name:** Swastika WPCP Decommissioning & Sewer System  
 Connection to Kirkland Lake WWTP

**Service Area:** Environmental Services      **Submitted By:** Michel Riberdy

**Department:** Wastewater

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Required Field (Select Option)	<b>Start:</b> Q3 2020 <b>Completion:</b> 2021

### Brief Project Description and Justification

The project will consist of upgrading the Swastika pumping station to convey sanitary flows to TKL's municipal wastewater system. A new wastewater foremain will be installed from the Swastika pumping station (along Riverside St. and Kirkland Ave) to Government Rd.; then along Government Rd. and Archer Drive. Also, there will be upgrades to the system to accommodate any additional flows from Swastika. Swastika Water Pollution Control Plant (WPCP) will be decommissioned as part of the project. The design and estimated construction cost isn't finalised.

Project Costs	Funding Sources
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<b>Total Project Cost:</b>	\$ 8,200,000	<b>Total Funding:</b>	\$ 8,200,000
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Contract                    \$ 8,200,000	Q1 2020	Gov't Funding/Grant        \$ 2,049,000	
-	Q2 2020	OCIF                                951,000	
-	Q3 2020		
-	Q4 2020                        3,000,000	Future Obligation                5,200,000	
-	Subsequent Yrs                5,200,000		
Non-Refundable HST        -			
<b>\$ 8,200,000</b>	<b>\$ 8,200,000</b>	<b>\$ 8,200,000</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

### Treasury Section

**Budget Number:** B2020-0012

## Capital Expenditure Form - 2020 Budget

**Project Name:** Swastika WTP Capacity Evaluation

**Service Area:** Environmental Services      **Submitted By:** Michel Riberdy

**Department:** Wastewater

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> Required Field (Select Option)
<b>Priority:</b> Legal/Statutory Requirement	<b>Start:</b> Q1 2020
	<b>Completion:</b> Q2 2020

### Brief Project Description and Justification

Stantec is performing engineering services at a cost of \$29,500 for the capacity evaluation and 5 year bypass assessment for the wastewater treatment plant and Swastika sanitary system to satisfy the Ministry of the Environmental, Conservation and Parks (MECP) requirements as per the Environmental Compliance Approval (ECA) issued on October 18, 2012 for the wastewater treatment plant. Engineering services was approved by council at the special council meeting held on February 12, 2020. Also, OCWA is performing engineering services at a cost of \$14,100 for the development of Swastika and Kirkland Lake collection system I&I reduction strategy plan for the ECA amendment approval.

Project Costs	Funding Sources
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<b>Total Project Cost:</b>	\$	<b>44,367</b>	<b>Total Funding:</b>	\$	<b>44,367</b>
<b>Expenditure(s):</b>			<b>Source(s) of Funding:</b>		
Consultants/Engineering	\$ 43,600	Q1 2020	\$ -	Wastewater Reserve Fund	\$ 44,367
	-	Q2 2020	44,367		-
	-	Q3 2020	-		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	767				-
	<b>\$ 44,367</b>		<b>\$ 44,367</b>		<b>\$ 44,367</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

ECA will not be renewed for Swastika sewer system upgrade & Swastika WPCP decommissioning.

### Treasury Section

**Budget Number:** B2020-0013

## Capital Expenditure Form - 2020 Budget

**Project Name:** Refrigerator Replacement

**Service Area:** Social and Family Services      **Submitted By:** Nancy Loach-Fougere

**Department:** Teck Pioneer Residence

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q2 2020

### Brief Project Description and Justification

The original refrigerator in Teck servery is 16 years old. The likelihood of total failure is high.

Project Costs	Funding Sources
---------------	-----------------

<b>Total Project Cost:</b>	\$	9,440	<b>Total Funding:</b>	\$	9,440
<b>Expenditure(s):</b>			<b>Source(s) of Funding:</b>	<b>levy</b>	
Equipment Purchase	\$	9,277	Tax Levy	\$	9,440
					-
					-
					-
					-
Non-Refundable HST		163			-
	\$	9,440		\$	9,440

<b>Comments/Notes:</b> The original refrigerator in Teck servery is 16 years old. Total failure likelihood is high.	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

This is a Health and Safety concern. A functioning refrigerator is essential in each servery.

### Risk of Not Proceeding

If the refrigerator fails, it will have to be replaced immediately.

### Treasury Section

**Budget Number:** B2020-0014

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Steam Boiler		
<b>Service Area:</b>	Social and Family Services	<b>Submitted By:</b>	Nancy Loach
<b>Department:</b>	Teck Pioneer Residence		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Health & Safety	<b>Start:</b> Q1 2020
	<b>Completion:</b> Q1 2020

**Brief Project Description and Justification**

Teck Pioneer Residence produces steam during the winter months for humidification. The heat exchanger cracked, requiring it to be replaced.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		\$	18,422	<b>Total Funding:</b> \$ 18,422	
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 18,103	Q1 2020	\$ 18,422	Infrastructure Capital	\$ 7,378
	-	Q2 2020	-	Reserve	
	-	Q3 2020	-	Tax Levy	11,044
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	319				-
<b>\$ 18,422</b>		<b>\$ 18,422</b>		<b>\$ 18,422</b>	

<b>Comments/Notes:</b> Replacement has been completed and came in over budget as they had to complete extra work	<b>Comments/Notes:</b>
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**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

Replacement of the heat exchanger will improve the efficiency of the unit.

**Risk of Not Proceeding**

**Treasury Section**

**Budget Number:** B2020-0015



## Capital Expenditure Form - 2020 Budget

**Project Name:** 644 John Deere Loader Back- Up Camera

**Service Area:** Transportation Services      **Submitted By:** Steve Ranta

**Department:** Roads

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020 <b>Completion:</b> Q3 2020

### Brief Project Description and Justification

The back- up camera system for this machine is a Health and Safety issue. The camera and proximity sensors will improve the 360 degree visibility for the loader operator. When installed, this system will increase the operational safety for both our employees and the public. It will also reduce the risk of accidents.

Project Costs	Funding Sources
---------------	-----------------

<b>Total Project Cost:</b>	\$ 5,658	<b>Total Funding:</b>	\$ 5,658
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase                      5,560	Q1 2020	Tax Levy	5,658
-	Q2 2020	-	-
-	Q3 2020	-	-
-	Q4 2020	-	-
Non-Refundable HST                      98	Subsequent Yrs	-	-
<b>\$ 5,658</b>	<b>\$ 5,658</b>	<b>\$ 5,658</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

Increased safety with the operation of the 644 Loader.

### Risk of Not Proceeding

It is a public and corporate Health and Safety issue that will reduce our liability exposure.

### Treasury Section

**Budget Number:** B2020-0016

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	P. W. Garage Shop Tools		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Steve Ranta
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q2 2020

### Brief Project Description and Justification

These tools are required by the mechanics to properly service some of the larger pieces of equipment that we have in the garage. These tools will make completing repairs more efficient and will improve the health and safety of the mechanics by reducing tripping hazards on the work shop floors and prevent some muscular overexertion (MSD'S).

Withdrawn

Project Costs			Funding Sources	
<b>Total Project Cost:</b>	\$	2,821	<b>Total Funding:</b>	\$ 2,821
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Materials	\$ 2,772	Q1 2020	Tax Levy	\$ 2,821
	-	Q2 2020		
	-	Q3 2020		
	-	Q4 2020		
	-	Subsequent Yrs		
Non-Refundable HST	49			
	\$ 2,821			\$ 2,821

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

The impact on operations by purchasing these tools for the garage will be improved productivity and a lower risk of injury.

### Risk of Not Proceeding

The risk of not proceeding with these purchases may result in orders issued by the MOL and increased risk of injury to the Mechanics.

### Treasury Section

<b>Budget Number:</b>	B2020-0017
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## Capital Expenditure Form - 2020 Budget

**Project Name:** Gas Detection Equipment - Health and Safety

**Service Area:** Transportation Services      **Submitted By:** Steve Ranta

**Department:** Roads

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

### Brief Project Description and Justification

Our present gas detection system is reaching the end of its working life span. We need to replace this equipment by Fal 2020. With the new Drager unit we would be able to extend the life of our gas detection system by some 3 to 5 years, compared to our present system.

Project Costs	Funding Sources
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<b>Total Project Cost:</b>	\$	7,884	<b>Total Funding:</b>	\$	7,884
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>		
Equipment Purchase      \$      7,748	Q1 2020		Tax Levy	\$	7,884
	Q2 2020	7,884			
	Q3 2020	-			
	Q4 2020	-			
	Subsequent Yrs	-			
Non-Refundable HST      136					
<b>\$      7,884</b>				<b>\$</b>	<b>7,884</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>
	Cost shared between WW & PW (50% ea.)

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

The cost would be shared with water works and roads department. The new system detectors will last longer as they require power and will only work when they are turned on. Unlike our old detectors that work all the time as they react with the atmosphere.

### Risk of Not Proceeding

The risk of not proceeding is increased long run costs and higher short run cost as the old detectors have a shorter life span.

### Treasury Section

**Budget Number:** B2020-0018

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Government Road (highway 66) Resurfacing - Connecting Link		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q4 2020

### Brief Project Description and Justification

The rehabilitation project will be on Government Road for a distance of 350 metres from Burnside Drive heading East. The project will consist of removing deteriorated asphalt (partial depth/milling to 90 mm), placing a double lift of hot mix asphalt, and ditching and shoulder rehabilitation along the north side of the road to provide positive drainage. The Ministry of Transportation will provide funding up to 90%, to a maximum of \$3 million, of eligible capital costs for approved projects. Council passed a resolution on November 19, 2019 to proceed with the application of the Connecting Link Funding Program. The project will only proceed if funding is approved.

Project Costs			Funding Sources	
<b>Total Project Cost:</b>	\$	1,005,554	<b>Total Funding:</b>	\$ 1,005,554
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Contract	\$ 988,162	Q1 2020	Gov't Funding/Grant	904,999
	-	Q2 2020	Gas Tax	100,555
	-	Q3 2020		-
	-	Q4 2020		-
	-	Subsequent Yrs		-
Non-Refundable HST	17,392			-
	<b>\$ 1,005,554</b>			<b>\$ 1,005,554</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b> Secure funding to proceed with project.
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

### Treasury Section

**Budget Number:** B2020-0019

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Loader Snow Plowing Blade - with Hyd. Wings		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Steve Ranta
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q3 2020
	<b>Completion:</b> Q4 2020

### Brief Project Description and Justification

This plow blade unit has a hydraulic extension that increases the size of the blade from 8 feet to 14 feet in width. It is also equipped with snow side wings that will allow the operator to carry more snow forward without the snow spilling over the sides as it does when a bucket is used for the same operation.

Project Costs			Funding Sources	
<b>Total Project Cost:</b>		\$ 26,661	<b>Total Funding:</b> \$ 26,661	
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	26,200	Q1 2020	Tax Levy	\$ 26,661
	-	Q2 2020		-
	-	Q3 2020		-
	-	Q4 2020		-
Non-Refundable HST	461	Subsequent Yrs		-
	\$ 26,661			\$ 26,661

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

This new blade would make the plowing of parking lots and laneways faster and more efficient.

### Risk of Not Proceeding

The risk of not proceeding is less efficient snow removal and increased completion time.

### Treasury Section

**Budget Number:** B2020-0020

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	New 2020 Trackless MT7 - Sidewalk Machine		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q4 2020

**Brief Project Description and Justification**

Purchase a new 2020 Trackless MT7 to improve the winter maintenance of sidewalks and to meet/exceed the Minimum Maintenance Standards O.Reg. 239/02. The new unit would replace the 2006 Trackless MTS (MT5T-3414). We intend to improve the sidewalk maintenance program by having the 2 Trackless units in operation at the same time during regular sidewalk winter maintenance. it would cost \$105,000 to refurbish the 2006 Trackless.

The old unit will remain in the fleet as a backup unit for any downtime associated with two newer units.

Project Costs			Funding Sources	
<b>Total Project Cost:</b>	\$	193,085	<b>Total Funding:</b>	\$ 193,085
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 189,557	Q1 2020	Tax Levy	\$ 193,085
Equipment Purchase	-	Q2 2020		-
	-	Q3 2020		-
	-	Q4 2020		-
	-	Subsequent Yrs		-
Non-Refundable HST	3,528			-
	<b>\$ 193,085</b>			<b>\$ 193,085</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

This would increase staffing by one person to perform sidewalk maintenance. Originally there were 2 sidewalk machine operators in the Public Works Department to perform sidewalk maintenance.

**Risk of Not Proceeding**

The risk of not proceeding is not meeting the Minimum Maintenance Standards and leaving the Town at risk of lawsuit for slip and falls.

Treasury Section	
<b>Budget Number:</b>	B2020-0021

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	New 2020 1/2 ton Pickup Truck-Public Works		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

**Brief Project Description and Justification**

We intend to purchase a new 1/2 ton pickup truck that is 4WD capable with a crew cab to replace unit # T207. Unit T207 is a 2010 Ford F150 that is 4WD capable with a crew cab that was put out of service in February 2020. There will be 4 winter tires and some accessories required with the purchase of the new truck.

Deferred

Project Costs			Funding Sources	
<b>Total Project Cost:</b>		\$ 50,000	<b>Total Funding:</b> \$ 50,000	
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	Q1 2020	\$ 50,000	Tax Levy	\$ 50,000
	Q2 2020			-
	Q3 2020	50,000		-
	Q4 2020			-
	Subsequent Yrs	-		-
Non-Refundable HST		-		-
<b>\$ 50,000</b>		<b>\$ 50,000</b>	<b>\$ 50,000</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

It will reduce the efficiency of the public works operations.

Treasury Section	
<b>Budget Number:</b>	B2020-0022

## Capital Expenditure Form - 2020 Budget

**Project Name:** Radio Communication Equipment

**Service Area:** Transportation Services      **Submitted By:** Steve Ranta

**Department:** Roads

Project Information	Project Timeline
<p><b>Type:</b> New Asset</p> <p><b>Priority:</b> Health &amp; Safety</p>	<p><b>Carryforward Amt?</b> No</p> <p><b>Start:</b> Q2 2020</p> <p><b>Completion:</b> Q3 2020</p>

### Brief Project Description and Justification

45 Watt hand held units will be used to improve communications with contracted trucks during snow removal operations. The 45 Watt unit is a workplace accommodation for an employee with a hearing impairment issue.

### Project Costs      Funding Sources

Project Costs		Funding Sources		
<b>Total Project Cost:</b>		<b>\$ 7,626</b>	<b>Total Funding:</b> <b>\$ 7,626</b>	
Expenditure(s):	Timing of Spend:		Source(s) of Funding:	
Equipment Purchase	Q1 2020		Tax Levy	
7,494	Q2 2020	7,626	7,626	
-	Q3 2020		-	
-	Q4 2020		-	
-	Subsequent Yrs	-	-	
Non-Refundable HST				
132				
<b>\$ 7,626</b>		<b>\$ 7,626</b>	<b>\$ 7,626</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

These units will provide improved operational safety for both the public and employees.

### Risk of Not Proceeding

The risks are miscommunication and missed communication between the contractors and employees.

### Treasury Section

**Budget Number:** B2020-0023



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Sander Truck box Vibrators - Health & Safety		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Steve Ranta
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q3 2020
	<b>Completion:</b> Q4 2020

**Brief Project Description and Justification**

This units would be installed on the sander boxes to reduce the need for the drivers to get up on top the truck box screen and should eliminate sand from sticking to the box sides (bridging).

Withdrawn

Project Costs			Funding Sources		
<b>Total Project Cost:</b>	\$	3,318	<b>Total Funding:</b>	\$ 3,318	
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>		
Materials	\$ 3,261	Q1 2020	Tax Levy 3,318		
	-	Q2 2020			
	-	Q3 2020			3,318
	-	Q4 2020			-
	-	Subsequent Yrs			-
Non-Refundable HST	57				
	\$ 3,318		\$ 3,318	\$ 3,318	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

The sanding operation would be less risky to the Health and Safety to our truck drivers with these vibrator units installed on our sander boxes and would run more efficiently with them as well.

**Risk of Not Proceeding**

By not proceeding we run the continued risk of one of our drivers falling from a height that would cause serious injury.

Treasury Section	
<b>Budget Number:</b>	B2020-0024

## Capital Expenditure Form - 2020 Budget

**Project Name:** Second Street/Churchill Drive Crosswalk

**Service Area:** Transportation Services      **Submitted By:** Michel Riberdy

**Department:** Roads

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020 <b>Completion:</b> Q4 2020

### Brief Project Description and Justification

The intersection of Churchill Drive and Second Street has been brought up to Council as a problematic area on more than a few occasions. There is often a substantial amount of parking on the southern side of Second Street which causes visibility issues at this intersection. There is also heavy vehicular and pedestrian traffic, especially before and after school.

After completing a site visit with THU and the Road Safety Coalition, it was recommended that a crosswalk be introduced to encourage pedestrian traffic to cross in one common area, and to allow vehicular traffic to stop when pedestrians are crossing.

Temiskaming Shores has recently installed a pedestrian crosswalk of similar style. Although they were quoted \$18,000 to complete the work, the project, with all necessary improvements, cost approximately \$60,000.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>	\$ 60,000		\$ 60,000	<b>Total Funding:</b>	\$ 60,000
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Contract	\$ 60,000	Q1 2020	\$ -	Tax Levy	\$ 60,000
	-	Q2 2020	-		-
	-	Q3 2020	-		-
	-	Q4 2020	60,000		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	-				-
	<b>\$ 60,000</b>		<b>\$ 60,000</b>		<b>\$ 60,000</b>

<b>Comments/Notes:</b> E-mail explaining breakdown of costs is attached in supporting documentation.	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

Could look at introducing a crossing guard at this location instead, but eventually the capital costs of installing a pedestrian crosswalk would pay itself off. The intent would be to install a solar crossing light to ensure no impact on hydro.

### Risk of Not Proceeding

There will be an ongoing safety concern at this intersection. Alternative methods of dealing with this issue involve: hiring a crossing guard, eliminating further parking on Second Street to improve visibility, or encouraging bus traffic to use an alternative route to access schools.

Treasury Section	
<b>Budget Number:</b>	B2020-0025

## Capital Expenditure Form - 2020 Budget

**Project Name:** Seasonal Tire Storage Container - 40'

**Service Area:** Transportation Services      **Submitted By:** Steve Ranta

**Department:** Roads

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

### Brief Project Description and Justification

This container is necessary for the safe storage of the winter and spare tires that we currently house in the main garage. The number of tires we have stored in the garage now are flammable and could increase the risk of a large fire. By having this container we could safely store these tires away from the main garage, and greatly reducing this risk.

Withdrawn

Project Costs	Funding Sources
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<b>Total Project Cost:</b>	\$ 5,495	<b>Total Funding:</b>	\$ 5,495
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase      5,400	Q1 2020	Tax Levy	5,495
-	Q2 2020		-
-	Q3 2020		-
-	Q4 2020		-
Non-Refundable HST      95	Subsequent Yrs		-
<b>\$ 5,495</b>	<b>\$ 5,495</b>		<b>\$ 5,495</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

The addition of this container will free up valuable garage space, and make the garage a safer place to work.

### Risk of Not Proceeding

The garage has too many spare tires that clutter the area. Should a fire occur, fires from tire material are very difficult to extinguish.

### Treasury Section

**Budget Number:** B2020-0026



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	TKL Municipal Services Expansion - West End		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Waterworks		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Required Field (Select Option)	<b>Start:</b> Q3 2020 <b>Completion:</b> 2021

**Brief Project Description and Justification**

TKL municipal services extension for KL Gold Project will consist of constructing a new watermain and sanitary forcemain from Hwy. 66/Archer Drive intersection to KL Gold property line. Some of the project activities are tunneling under Hwy. 66, upgrades to the Chaput Hughes pumping station, installation of water flow control (knife gate) valves, etcetera. The engineering component of the project will take place in 2020 and construction will take place in 2021. KL Gold provided a letter to the Town pledging their commitment of (10%) up to a maximum upset limit of \$70,000.

Project Costs			Funding Sources	
<b>Total Project Cost:</b>	\$	2,339,514	<b>Total Funding:</b>	\$ 2,339,514
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Consultants/Engineering	\$ 175,085	Q1 2020	Gov't Funding/Grant	\$ 44,880
Contract	2,164,429	Q2 2020	Debt Instrument	15,120
	-	Q3 2020		-
	-	Q4 2020		-
	-	Subsequent Yrs	Future Obligation	2,279,514
Non-Refundable HST	-			-
	<b>\$ 2,339,514</b>			<b>\$ 2,339,514</b>

<b>Comments/Notes:</b> The cost reporting would be 50% waterworks and 50% wastewater.	<b>Comments/Notes:</b> In discussions with the funding agencies to increase the funding levels. If successful, the Town's portion would be \$233,952.00
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**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

**Treasury Section**

**Budget Number:** B2020-0027



## Capital Expenditure Form - 2020 Budget

**Project Name:** TKL Sewage Treatment Plant (OCWA)

**Service Area:** Environmental Services      **Submitted By:** Michel Riberdy

**Department:** Wastewater

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Legal/Statutory Requirement	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q4 2020

### Brief Project Description and Justification

General plant maintenance and spare parts.

Project Costs	Funding Sources
---------------	-----------------

<b>Total Project Cost:</b> \$ 172,000		<b>Total Funding:</b> \$ 172,000	
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase \$ 102,000	Q1 2020 \$ -	Waterworks Reserve Fund \$ 172,000	
Materials 70,000	Q2 2020 22,000		
Contract -	Q3 2020 75,000		
Consultants/Engineering -	Q4 2020 75,000		
Other -	Subsequent Yrs -		
Non-Refundable HST -			
<b>\$ 172,000</b>	<b>\$ 172,000</b>	<b>\$ 172,000</b>	
<b>Comments/Notes:</b>		<b>Comments/Notes:</b>	

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

Major breakdowns may create service interruptions and non-compliance to the Environmental Compliance Approval (ECA).

### Treasury Section

**Budget Number:** B2020-0028

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Arena Refrigeration Equipment Replacement		
<b>Service Area:</b>	Recreation and Cultural Services	<b>Submitted By:</b>	Bonnie Sackrider
<b>Department:</b>	Parks & Recreation		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Legal/Statutory Requirement	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

**Brief Project Description and Justification**

TSSA (Technical Safety and Standards Authority) authorizes BI and I (Boiler Inspection and Insurance Company of Canada) to perform inspections on aspects of refrigeration plants. BI and I has indicated that they will not insure the plant after 2020 due to the age of the chiller and header (25 years). This would mean that the arena would not be able to open for the 2020 ice season.

Deferred

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		\$	265,085	<b>Total Funding:</b> \$ 265,085	
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b> ICIF or Tax Levy	
Equipment Purchase	\$ 160,500	Q1 2020	\$ -	Gov't Funding/Grant	\$ 203,214
Equipment Purchase	\$ 100,000	Q2 2020	-	Tax Levy	61,871
	-	Q3 2020	265,085		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	4,585				-
	<b>\$ 265,085</b>		<b>\$ 265,085</b>		<b>\$ 265,085</b>

<b>Comments/Notes:</b> Chiller/Header \$161k, Condensor \$100k.	<b>Comments/Notes:</b> This has been included in the ICIF funding request. If this funding request is not approved, the project would be funded through the levy. Participant portion is 23.34%.
--	---

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

Aren would not open without insurance.

**Treasury Section**

**Budget Number:** B2020-0029

## Capital Expenditure Form - 2020 Budget

**Project Name:** Walking Trail Repair (Kinross Park)

**Service Area:** Recreation and Cultural Services      **Submitted By:** Bonnie Sackrider

**Department:** Parks & Recreation

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q2 2020

### Brief Project Description and Justification

9 years ago Kinross Park was completed, including the 1km paved walking trail. At this point there are three locations that require attention due to heaving, cracking and lifting of the trail. The quote was obtained through Demora Construction Service Inc.

3 - Locations  
 60 M Long in total at 1.52m Wide = 91.8/m<sup>2</sup>  
 Asphalt thickness compacted 60mm  
 Fine Grade Included  
 Supply, haul, place 60mm of hot mix asphalt 3x locations

Total Budget Price per \$77 / m<sup>2</sup> x 91.8/m<sup>2</sup> = \$7068.60 + HST

Project Costs			Funding Sources	
			\$	7,194
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>		<b>Total Funding:</b>	\$ 7,194
Contract	7,069	Q1 2020	\$	-
	-	Q2 2020		7,194
	-	Q3 2020		-
	-	Q4 2020		-
	-	Subsequent Yrs		-
Non-Refundable HST	125			-
<b>\$ 7,194</b>			<b>\$</b>	<b>7,194</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

At this point repair is an option. Originally the paving cost was \$55,000 and that was a discounted price due to additional work being completed. Keeping up with repair will allow the trail to have a longer life span prior to a complete repave.

### Risk of Not Proceeding

The problem areas definitely constitute a hazard, and do not meet accessibility requirements for outdoor trail surfacing.

### Treasury Section

**Budget Number:** B2020-0030

## Capital Expenditure Form - 2020 Budget

**Project Name:** TKL Wastewater Lift Stations (OWCA)

**Service Area:** Environmental Services      **Submitted By:** Michel Riberdy

**Department:** OCWA (Wastewater)

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Legal/Statutory Requirement	<b>Start:</b> Q3 2020 <b>Completion:</b> Q3 2020

### Brief Project Description and Justification

Spare pumps for the wastewater lift stations.

Project Costs	Funding Sources
---------------	-----------------

<b>Total Project Cost:</b>	\$	20,000	<b>Total Funding:</b>	\$	20,000
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>		
Equipment Purchase      \$      20,000	Q1 2020	\$      -	Wastewater Reserve Fund	\$	20,000
Materials      -	Q2 2020	-			-
Contract      -	Q3 2020	20,000			-
Consultants/Engineering      -	Q4 2020	-			-
Other      -	Subsequent Yrs	-			-
Non-Refundable HST      -					-
<b>\$      20,000</b>		<b>\$      20,000</b>		<b>\$      20,000</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

MECP non-compliance if lift stations breakdown

### Treasury Section

**Budget Number:** B2020-0031



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	TKL Water Plant - High Lift System and Post Treatment (OCWA)		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	OCWA (Waterworks)		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020 <b>Completion:</b> Q4 2020

### Brief Project Description and Justification

The water system is in need of regular and preventive maintenance during the course of the year. The PLC for the air handling unit has failed. This unit keeps humidity down on the filter side of the building and especially important in the summer. The actuators are worn out and are critical to the operation of the plant. Two actuators will have to be replaced per year until all actuators are replaced. Some of the valving system are worn and do not seat properly causing a loss of water and decreasing the plant efficiency. The high lift system and post-treatment components require immediate attention to operate the plant effectively and efficiently to provide safe potable water within the regulated guidelines.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 44,200</b>	<b>Total Funding:</b>		<b>\$ 44,200</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ -	Q1 2020	\$ -	Waterworks Reserve Fund	\$ 44,200
Materials	44,200	Q2 2020	10,000		-
Contract	-	Q3 2020	15,000		-
Consultants/Engineering	-	Q4 2020	19,200		-
Other	-	Subsequent Yrs	-		-
Non-Refundable HST	-				-
<b>\$ 44,200</b>		<b>\$ 44,200</b>		<b>\$ 44,200</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

Interruption of service, boiling water advisory and non-compliance of providing safe potable water as per the MECP guidelines and regulations.

### Treasury Section

**Budget Number:** B2020-0032

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	TKL Water Tower and Swastika Pressure Station (OCWA)	<b>Submitted By:</b>	Michel Riberdy
<b>Service Area:</b>	Environmental Services		
<b>Department:</b>	OCWA (Waterworks)		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020 <b>Completion:</b> Q4 2020

### Brief Project Description and Justification

The water tower and Swastika pressure station requires some maintenance to operate effectively and efficiently. The pressure regulating valve requires replacement and a new fill line is required for the sodium hypochlorite day tank to reduce handling risk. Also, an exhaust fan at the Swastika valve chamber is required for the removal of corrosive chlorine gases from the building. Chlorine gases can build up causing electric/electronic components to corrode leading to failures and costly repairs over time.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 23,700</b>	<b>Total Funding:</b>		<b>\$ 23,700</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ -	Q1 2020	\$ -	Waterworks Reserve Fund	\$ 23,700
Materials	23,700	Q2 2020	-		-
Contract	-	Q3 2020	10,000		-
Consultants/Engineering	-	Q4 2020	13,700		-
Other	-	Subsequent Yrs	-		-
Non-Refundable HST	-				-
<b>\$ 23,700</b>		<b>\$ 23,700</b>		<b>\$ 23,700</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

Interruption of service, boiling water advisory and non-compliance of providing safe potable water as per the MECP guidelines and regulations.

### Treasury Section

**Budget Number:** B2020-0033



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Towable 6 Cubic Foot Cement Mixer		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Steve Ranta
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

**Brief Project Description and Justification**

This piece of equipment is a 6 cubic foot capacity towable cement gas powered mixer. This unit can be towed behind a half ton pick up truck and does not require an annual license fee. This will allow us to produce our own small batches of concrete, as we require them for sidewalk, curb and retaining wall repairs.

Project Costs			Funding Sources	
<b>Total Project Cost:</b>	\$	5,000	<b>Total Funding:</b>	\$ 5,000
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 5,000	Q1 2020	Tax Levy	5,000
	-	Q2 2020		-
	-	Q3 2020		5,000
	-	Q4 2020		-
	-	Subsequent Yrs		-
Non-Refundable HST				-
	\$ 5,000			\$ 5,000

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

The Town would save time and money by not having to pay the undersized load charge from the ready mix concrete at the plant. Also, the Town could save time and money by not having to rent a concrete mixer every time we require one.

**Risk of Not Proceeding**

The risk is low, but cost savings will not be realized.

Treasury Section	
<b>Budget Number:</b>	B2020-0034



## Capital Expenditure Form - 2020 Budget

**Project Name:** TKL Water Plant - raw water pre-treatment (OCWA)

**Service Area:** Environmental Services      **Submitted By:** Michel Riberdy

**Department:** OCWA (Waterworks)

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Required Field (Select Option)
	<b>Completion:</b> Required Field (Select Option)

### Brief Project Description and Justification

The water system is in needs of regular and preventive maintenance during the course of the year. Also, the waste pump piping/valves and caustic systems are leaking and worn; and this requires constant maintenance and are due for replacement. A grain hopper for the soda ash mixing system is required to improve plant operation and reduce physical demands on the operators. Backwash return pump system components are becoming worn out and require replacement. The mechanical components of the raw water pre-treatment require immediate attention to operate the plant effectively and efficiently to provide safe potable water within the regulated guidelines.

Project Costs	Funding Sources
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<b>Total Project Cost:</b> \$ 78,100		<b>Total Funding:</b> \$ 78,100	
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase \$ 5,000	Q1 2020 \$ -	Waterworks Reserve Fund \$ 78,100	
Materials 65,100	Q2 2020 25,000		
Contract -	Q3 2020 26,000		
Consultants/Engineering -	Q4 2020 27,100		
Other 8,000	Subsequent Yrs -		
Non-Refundable HST -			
<b>\$ 78,100</b>	<b>\$ 78,100</b>	<b>\$ 78,100</b>	

**Comments/Notes:**

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

Interruption of service, boiling water advisories and non-compliance of providing safe potable water as per the MECP guidelines and regulations.

### Treasury Section

**Budget Number:** B2020-0035



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Trackless - Snow & Ice Breaker Attachment		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Steve Ranta
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q4 2020
	<b>Completion:</b> Q4 2020

**Brief Project Description and Justification**

This sidewalk cleaning attachment is designed to break up ice and snow build-up from sidewalk surfaces, and has the ability to follow contours in the sidewalk so none of the surface area of the sidewalk is missed. The Snow Lion uses two 47" wide pulverizing cutters that are 10 inches in diameter mounted on independent suspension units. The snow/ice breaker attachment will minimize the slip and falls (H&S) on sidewalks.

Project Costs			Funding Sources		
<b>Total Project Cost:</b>			<b>\$ 24,422</b>	<b>Total Funding:</b> <b>\$ 24,422</b>	
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 24,000	Q1 2020		Tax Levy	\$ 24,422
	-	Q2 2020			
	-	Q3 2020			
	-	Q4 2020	24,422		
	-	Subsequent Yrs	-		
Non-Refundable HST	422				
<b>\$ 24,422</b>		<b>\$ 24,422</b>		<b>\$ 24,422</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

This attachment will not only improve the condition of our sidewalks in winter but it will make the job of keeping the sidewalks in compliance with the minimum maintenance standard much more efficiently, and in a cost-effective manner. By using this attachment we would reduce the number of slips and falls on Town-owned sidewalks by making the sidewalks safer to walk on.

**Risk of Not Proceeding**

By not proceeding we run the continued risk of increased slip and fall accidents due to the milder winters that we are having and will continue to have in the foreseeable future.

Treasury Section	
<b>Budget Number:</b>	B2020-0036

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Leak Locator Tool		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Waterworks		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

**Brief Project Description and Justification**

Tools for waterworks department to be more efficient and cost effective. We are looking at purchasing a water leak locator at a cost of \$32,000 + HST. This tool correlates the sounds found between two sensors that are placed either directly on the pipe or on valves, hydrants or anything else touching the pipe. If there is a leak, the sensors will pick up the leak noise and send the data from both sensors back to the main processing unit where it will process thousands of data points into a graph showing the correlation of that data. A spike on the graph generated with this data (that might be created by the hissing of a leak) would be a good indicator of a suspect leak. Also, we need to replace (3) bar locators at \$670.00 ea.

Project Costs			Funding Sources	
<b>Total Project Cost:</b>	\$	34,609	<b>Total Funding:</b>	\$ 34,609
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 34,010	Q1 2020	Waterworks Reserve Fund	\$ 34,609
	-	Q2 2020		-
	-	Q3 2020		-
	-	Q4 2020		-
	-	Subsequent Yrs		-
Non-Refundable HST	599			-
	\$ 34,609			\$ 34,609

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

Without the leak locator it takes more time and effort to locate the watermain break which increase operations cost.

**Treasury Section**

**Budget Number:** B2020-0037



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Wilson Ave_Water & Wastewater Forcemain Replacement		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Wastewater		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q3 2020
	<b>Completion:</b> Q4 2020

**Brief Project Description and Justification**

The 8" sewer clay pipe is in poor condition based on the video footage taken during the pipe inspection. The clay pipe is fractured, separating at the joints; and roots are entering the pipe and collapsing in many areas. Also, staff have repaired a sewer break on this line during winter and noticed that it requires immediate attention this spring/summer by replacing 80 meters of the sewer line. Staff intend to replace the 8" water line at the same time since both lines are in the same trench. The work will be performed by waterworks staff with the assistance of public works as required.

\$29,543 in Materials for repaving of road.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 168,108</b>	<b>Total Funding:</b>		<b>\$ 168,108</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Materials	\$ 76,680	Q1 2020		Waterworks Reserve Fund	\$ 69,283
Other	86,428	Q2 2020		Wastewater Reserve Fund	69,283
Consultants/Engineering	5,000	Q3 2020	69,283	Gas Tax	29,543
	-	Q4 2020	98,825		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	-				-
<b>\$ 168,108</b>		<b>\$ 168,108</b>		<b>\$ 168,108</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>
	Water/wastewater cost sharing, 50% ea. Road Paving portion to be funded by Gas Tax.

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

The 8" sewer line will collapse and the service will be interrupted for a period of time.

**Treasury Section**

**Budget Number:** B2020-0038

## Capital Expenditure Form - 2020 Budget

**Project Name:** Washroom Facilities at Kinross

**Service Area:** Recreation and Cultural Services      **Submitted By:** Bonnie Sackrider

**Department:** Parks & Recreation

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q2 2020

### Brief Project Description and Justification

Council directed staff in 2019 to provide a portable toilet service at Kinross Park. The portable toilet was well received by those who frequent the park. The predicted cost for 2020, using 2019 rates, would be \$4,620 to have the portable toilet available from May to September, inclusive. To purchase a stand alone, prefabricated public restroom the municipality would own and could clean out ourselves is a long term option.

### Funding Sources

Total Project Cost:		\$ 5,088	Total Funding:		\$ 5,088
Expenditure(s):			Timing of Spend:	Source(s) of Funding:	levy
Equipment Purchase	\$ 5,000		Q1 2020	Parkland Reserve Fund	\$ 5,088
	-		Q2 2020		-
	-		Q3 2020		-
	-		Q4 2020		-
	-		Subsequent Yrs		-
Non-Refundable HST	88				-
	<b>\$ 5,088</b>				<b>\$ 5,088</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

Payback would be noticed in year two.

### Risk of Not Proceeding

### Treasury Section

**Budget Number:** B2020-0039



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Sidewalks, Accessible Parking and Pedestrian Audible System	<b>Submitted By:</b>	Michel Riberdy
<b>Service Area:</b>	Transportation Services		
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q4 2020

### Brief Project Description and Justification

The project will consist of installing 16 tactile plates and concrete work at intersections along Government Road, install accessibility spaces (CIBC/Post Office) and installation of audible pedestrian crossing. The tactile plates installation will be done over a two year period and will require more capital funds in 2021. KL staff will perform the installation of the tactile plates and concrete work. The pedestrian audible system will be installed by Kohut Electric Ltd. for the sum of \$41,500.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 64,481</b>	<b>Total Funding:</b>		<b>\$ 64,481</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Contract	\$ 41,500	Q1 2020	\$ 46,240	Tax Levy	\$ 18,572
Materials	17,363	Q2 2020		Main St. Revitalization Reserve	45,909
	-	Q3 2020	18,241		-
	-	Q4 2020			-
	-	Subsequent Yrs	-		-
Non-Refundable HST	5,618				-
<b>\$ 64,481</b>		<b>\$ 64,481</b>		<b>\$ 64,481</b>	

<b>Comments/Notes:</b> Tactile plates (\$10909.00) & pedestrian audible system (\$35,331.07) already purchased. Part of the concrete cost will come from sidewalk replacement operations.	<b>Comments/Notes:</b> By-Law 18-089
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

There is a potential for loss of funding.

### Treasury Section

**Budget Number:** B2020-0040

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Truck - Parks & Rec		
<b>Service Area:</b>	Recreation and Cultural Services	<b>Submitted By:</b>	Bonnie Sackrider
<b>Department:</b>	Parks & Recreation		

Project Information	Project Timeline
<b>Type:</b>	<b>Carryforward Amt?</b> No
Replacement/renewal of existing asset	
<b>Priority:</b>	<b>Start:</b> Q2 2020
Efficiency/Cost Savings	<b>Completion:</b> Q2 2020

### Brief Project Description and Justification

The parks and Recreation Department owns a 2009 1/2 ton truck. At over 10 years old, it requires replacement due to electrical problems which cause the battery to drain as well as increasing the need for replacement parts as times goes on.

Withdrawn

				Funding Sources	
<b>Total Project Cost:</b>			\$	44,774	<b>Total Funding:</b> \$ 44,774
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Total Funding: Tax Levy</b>	
Equipment Purchase	\$ 44,000	Q1 2020	\$ -	Tax Levy	\$ 44,774
	-	Q2 2020	44,774		-
	-	Q3 2020	-		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	774				-
<b>\$ 44,774</b>			<b>\$ 44,774</b>		<b>\$ 44,774</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>
Quotes were obtained from Lakeshore Motors and Pinewood Park. Winter tires and rims are included in the quoted price.	

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

The 2009 truck will fail and be pulled off road and we risk slowing down our operations at area parks tremendously should this occur.

### Treasury Section

<b>Budget Number:</b>	B2020-0041
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## Capital Expenditure Form - 2020 Budget

**Project Name:** Lakeshore Drive & McCamus Ave.

**Service Area:** Transportation Services      **Submitted By:** Michel Riberdy

**Department:** Roads

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q3 2020
	<b>Completion:</b> Q4 2020

### Brief Project Description and Justification

Repave Lakeshore Drive and McCamus Avenue. Water and wastewater services were replaced in 2012, but unfortunately the roads weren't resurfaced with hot mix asphalt during the reconstruction project. There was an overrun in the rock removal for the installations of the services which meant that there wasn't any funds leftover to pave the roads.

Project Costs	Funding Sources
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<b>Total Project Cost:</b> \$ 180,878		<b>Total Funding:</b> \$ 180,878	
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Contract \$ 177,750	Q1 2020	Gas Tax \$ 180,878	
-	Q2 2020	-	
-	Q3 2020 180,878	-	
-	Q4 2020	-	
-	Subsequent Yrs -	-	
Non-Refundable HST 3,128			
<b>\$ 180,878</b>	<b>\$ 180,878</b>	<b>\$ 180,878</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

### Treasury Section

**Budget Number:** B2020-0042

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	22 - 24 Government Road Parking Lot		
<b>Service Area:</b>	Transportation Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Roads		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Health & Safety	<b>Start:</b> Q3 2020
	<b>Completion:</b> Q3 2020

### Brief Project Description and Justification

There was some discussion in 2019 at council to address issues at the Town's parking lot located at 22 - 24 Government Road. In order to implement a proper parking lot we would need to pave the gravel parking lot, reconstruct the sidewalk on Water Lane, and introduce several handicap parking spaces, new signage, line painting and stop blocks. Also, ensure that the accessibility act guidelines are met.

Deferred

Project Costs		Funding Sources	
<b>Total Project Cost:</b>	\$ 47,988	<b>Total Funding:</b>	\$ 47,988
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Materials \$ 47,158	Q1 2020	Gas Tax \$ 43,988	
-	Q2 2020	Infrastructure Capital Reserve 4,000	
-	Q3 2020 47,988		
-	Q4 2020		
-	Subsequent Yrs -		
Non-Refundable HST 830			
<b>\$ 47,988</b>	<b>\$ 47,988</b>	<b>\$ 47,988</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>
	\$4k budgeted from 2019 added to infrastructure capital reserve

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

If we do not proceed, the gravel parking lot would need to be graded several times a year and there would be a potential liability for slip and fall due to uneven gravel surface. This would not be in compliance with the Accessibility Act.

### Treasury Section

**Budget Number:** B2020-0043

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Accessible parking upgrade at Community Complex		
<b>Service Area:</b>	Recreation and Cultural Services	<b>Submitted By:</b>	Bonnie Sackrider
<b>Department:</b>	Parks & Recreation		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Legal/Statutory Requirement	<b>Start:</b> Q3 2020 <b>Completion:</b> Q3 2020

**Brief Project Description and Justification**

There has been public interest in upgrading the Accessible Parking space at the Community Complex. Although it currently does meet minimum standards for Accessible Parking, the parking area does not meet best practice standards. Permanent signage, pavement, visual identification, access aisles and wheel stops are all required to bring the accessible parking area to the preferred level.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>	\$ 69,276		\$ 69,276	<b>Total Funding:</b>	\$ 69,276
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	<b>Tax Levy</b>
Equipment Purchase	\$ 68,078	Q1 2020	\$ -	Tax Levy	\$ 69,276
	-	Q2 2020	-		-
	-	Q3 2020	69,276		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	1,198				
	<b>\$ 69,276</b>		<b>\$ 69,276</b>		<b>\$ 69,276</b>

<b>Comments/Notes:</b> spring mounted parking signs - \$2500 Pavement - 2" thickness - \$64,578 (amount provided by Michel Riburdy based on 2019 prices - 10% added for contingency) Paint - 4 pails at \$250 = \$1000	<b>Comments/Notes:</b>
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*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

The painting will be done in house

**Risk of Not Proceeding**

Not adhering to Best Practice could be scrutinized

**Treasury Section**

**Budget Number:** B2020-0044

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Comfort Street Pumping Station 140 hp Sewage Pump		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	Wastewater		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q2 2020

**Brief Project Description and Justification**

A 140HP sewage pump failed at the Comfort Street Pump Station and had to be replaced by the standby pump. The pump impeller and housing are badly worn due to the nature of the sewage content passing through the system. The budget implication to rebuild the sewage pump is estimated to be \$38,821.00 + non-refundable HST. Therefore, we request to have \$38,821.00 plus a 10% contingency not to exceed \$42,703.10 to fund the repairs of the sewage pump.

Project Costs			Funding Sources	
<b>Total Project Cost:</b>	\$	42,703	<b>Total Funding:</b>	\$ 42,703
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Materials	\$ 42,703	Q1 2020	Waterworks Reserve Fund	\$ 42,703
		Q2 2020		-
	-	Q3 2020		-
	-	Q4 2020		-
	-	Subsequent Yrs		-
Non-Refundable HST				-
	\$ 42,703			\$ 42,703

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

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**Risk of Not Proceeding**

It is crucial to have a standby sewage pump available at all times to maintain the effective and efficient operation of the pumping station to comply with MECP guidelines and regulations.

**Treasury Section**

<b>Budget Number:</b>	B2020-0045
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## Capital Expenditure Form - 2020 Budget

**Project Name:** Parking Lot Lighting

**Service Area:** Recreation and Cultural Services      **Submitted By:** Bonnie Sackrider

**Department:** Parks & Recreation

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q3 2020
	<b>Completion:</b> Q3 2020

### Brief Project Description and Justification

Due to addition of high voltage lines required for the community complex, the power to lighting in the side parking lot was disconnected by Hydro One. Increased lighting has been requested in the side parking lot to the east of Allen Avenue and the overflow parking lot beside the Balsam/Calbeck corner. Quotes are as follows: Allen Ave parking lot - \$6,074 Rear parking area - \$8,307. Request for 2020 is Allen Ave lot.

### Funding Sources

Total Project Cost:		\$ 6,153	Total Funding:		\$ 6,153
Expenditure(s):	Timing of Spend:		Source(s) of Funding:	levy	
Equipment Purchase	\$ 6,047	Q1 2020	\$ -	Tax Levy	\$ 6,153
	-	Q2 2020	-		-
	-	Q3 2020	6,153		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	106				-
	<b>\$ 6,153</b>		<b>\$ 6,153</b>		<b>\$ 6,153</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

Decreased visibility in parking lots resulting in complaints.

### Treasury Section

**Budget Number:** B2020-0046



## Capital Expenditure Form - 2020 Budget

**Project Name:** Camera System Upgrade - Community Complex

**Service Area:** Recreation and Cultural Services      **Submitted By:** Bonnie Sackrider

**Department:** Parks & Recreation

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

### Brief Project Description and Justification

Staff are required to utilize the camera system numerous times throughout the year for varied reasons, typically investigation of an accident, theft, mischief, or damage. The surveillance system was originally installed in 2005, with additional cameras and upgrades in 2010, 2014 and 2018. The system is at its capacity for number of cameras. Additionally, due to its age, it does not have many features that are expected today for surveillance systems such as zoom, high resolution, low light viewing, automatic recording, and audio. The quote received from Berube Communiacitons includes the addition of 7 new cameras for areas of the building not currently covered, as well as the upgrade to the existing 12 cameras and the operating system.

Project Costs	Funding Sources
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<b>Total Project Cost:</b>	<b>14,956.68</b>	<b>Total Funding:</b>	<b>\$ 14,957</b>
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	<b>levy</b>
Materials 14,698.00	Q1 2020 \$ -	Tax Levy	\$ 14,957
-	Q2 2020 14,957		-
-	Q3 2020 -		-
-	Q4 2020 -		-
-	Subsequent Yrs -		-
Non-Refundable HST 258.68			-
<b>14,956.68</b>	<b>\$ 14,957</b>	<b>\$ 14,957</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

Reduced ability to identify individuals who are not adhering to provincial, local or facility legislation.

### Treasury Section

**Budget Number:** B2020-0047



## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	John Deere Zero Turn Lawn Mower		
<b>Service Area:</b>	Recreation and Cultural Services	<b>Submitted By:</b>	Bonnie Sackrider
<b>Department:</b>	Parks & Recreation		

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q2 2020

### Brief Project Description and Justification

The Parks Department purchased a zero turn mower in 2017. It can reduce grass cutting time by 50% with better maneuverability. With approximately 60 acres of grass to cut when combining Swastika park, Kinross Park and Civic Park as the major areas, along with Baird ball fields, the splashpark and all the parkettes, investing a second zero turn would be more efficient and allow us to maintain our cutting schedule. A second zero turn would replace our 2006 John Deere 445. The John Deere has a 36" deck. The zero turn mowers have a 60" deck and can be run at 8km per hour, much faster than our John Deere mower. There is potential for a trade in with the 445.

Total Project Cost:				Funding Sources	
		<b>\$ 11,880</b>	<b>Total Funding:</b>		<b>\$ 11,880</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 11,675	Q1 2020	\$ -	Tax Levy	\$ 11,880
	-	Q2 2020	-		-
	-	Q3 2020	11,880		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	205				
<b>\$ 11,880</b>		<b>\$ 11,880</b>		<b>\$ 11,880</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

Unable to meet our grass cutting standards as identified in the Parks Plan.

### Risk of Not Proceeding

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### Treasury Section

<b>Budget Number:</b>	B2020-0048
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## Capital Expenditure Form - 2020 Budget

**Project Name:** Computer Replacement TPR

**Service Area:** Social and Family Services      **Submitted By:** Nancy Loach

**Department:** Teck Pioneer Residence

Project Information	Project Timeline
<b>Type:</b> Replacement of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q2 2020

### Brief Project Description and Justification

Teck Pioneer Residence has 15 PC's that require replacement in 2020, as well as windows 7 extension for 5 PC's. Computer replacement in 2019 was denied, thus the higher number of units requiring replacement this year. To help mitigate the cost, we are purchasing laptops with docking stations for 3 staff. Each of these staff had a PC and a laptop. By combining each to a laptop with docking station, we will save a substantial amount. These staff require a laptop, so we felt this was the more efficient way to proceed.

Added to B2020-0050

### Funding Sources

Total Project Cost:	18,418.56	Total Funding:	18,418.56
<b>Expenditure(s):</b>	<b>Timing Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase	Q1 2020 \$ -	Other	\$ 18,418.56
	Q2 2020 18,418.56		
	Q3 2020 -		
	Q4 2020 -		
	Subsequent Yrs -		
Non-Refundable HST			
318.56			
<b>\$ 18,418.56</b>	<b>18,418.56</b>	<b>18,418.56</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b> Rexall recoveries and remaining funding from levy.
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

PC's are widely used/required in Long Term Care. Staggered replacement is the method of choice, however this was denied in 2019. Recoveries from Rexall will cover the cost, however not until Q3 2020. (October 2020)

### Risk of Not Proceeding

Catastrophic failure of these PC's is likely, necessitating replacement regardless. Lost productivity would result with down time waiting for PC replacements.

### Treasury Section

**Budget Number:** B2020-0049

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Computer Replacement & Related Equipment		
<b>Service Area:</b>	General Government	<b>Submitted By:</b>	Shawna Ducharme
<b>Department:</b>	Mgmt Information Systems		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q2 2020
	<b>Completion:</b> Q3 2020

**Brief Project Description and Justification**

Municipal Systems: 12 workstations are in need of replacement due to their age. The cost to replace each workstation depends on the position's requirements but ranges between \$980 to \$2430 before HST. These workstations vary in age between 7 to 9 years. The recommended age to replace computers is typically 3-5 years. This is because of aging hardware, increased stress from newer software and software/hardware incompatibilities. There are also 13 less dated machines running Windows 7 that require an extension in support for security reasons as Windows 7 is no longer supported by Microsoft but can be through the purchase of extended support for \$80/machine before HST. It is recommended to replace the above 12 machines and purchase the extended support for the 13 others. If they cannot be replaced this year, it is recommended they be pulled entirely so as to not compromise the network. The latter would result in a loss of workstation for employees.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		\$	40,052	<b>Total Funding:</b> \$ 40,052	
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 21,259	Q1 2020	\$ -	Tax Levy	\$ 21,633
Equipment Purchase	18,100	Q2 2020	21,633	Other	18,419
	-	Q3 2020	18,419		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	693				-
<b>\$ 40,052</b>		<b>\$ 40,052</b>		<b>\$ 40,052</b>	

<b>Comments/Notes:</b> Line 1: TKL Equipment Line 2: TPR Equipment	<b>Comments/Notes:</b> Town equipment funded by Tax Levy; TPR anticipated to be funded by monies received from Rexall.
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**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

Aging equipment on the network leaves it vulnerable to attack. Should they not be replaced, equipment should be removed entirely which would result in loss of workstations and productivity for users

Treasury Section	
<b>Budget Number:</b>	B2020-0050

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Generator Replacement (OPP Building)		
<b>Service Area:</b>	Protective Services	<b>Submitted By:</b>	Meagan Elliott
<b>Department:</b>	Police		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> No
<b>Priority:</b> Health & Safety	<b>Start:</b> Q3 2020
	<b>Completion:</b> Q3 2020

**Brief Project Description and Justification**

The fuel tank at the OPP building needs to be replaced. This request is overdue and it is not currently up to code. Dan Thomas has received quotes from 3 sources. It has been suggested to not switch the system to gas but Dan Thomas says they are not able to.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		\$	6,000	<b>Total Funding:</b> \$ 6,000	
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 6,000	Q1 2020	\$ -	Tax Levy	\$ 6,000
	-	Q2 2020	-		-
	-	Q3 2020	6,000		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST					
<b>\$ 6,000</b>		<b>\$ 6,000</b>		<b>\$ 6,000</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

Not up to code

**Treasury Section**

**Budget Number:** B2020-0051

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Chlorine Analyzer Replacement		
<b>Service Area:</b>	Environmental Services	<b>Submitted By:</b>	Michel Riberdy
<b>Department:</b>	OCWA (Waterworks)		

Project Information	Project Timeline
<b>Type:</b>	<b>Carryforward Amt?</b> No
Replacement/renewal of existing asset	
<b>Priority:</b>	<b>Start:</b> Q3 2020
Legal/Statutory Requirement	<b>Completion:</b> Q3 2020

**Brief Project Description and Justification**

Install a new chlorine analyzer at the water tower to provide reliable data and meet the Ministry of Environment, Conservation and Parks (MECP) requirements/guidelines as per Environmental Compliance Approval (ECA). MECP has recommended to examine the cause of the frequent need for the calibration of the chlorine analyzer at the Chaput Hughes stand pipe (water tower). The current analyzer is more than 15 years old and has reached its useful life.

Project Costs			Funding Sources		
<b>Total Project Cost:</b>			<b>\$ 8,000</b>	<b>Total Funding:</b> <b>\$ 8,000</b>	
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>		
Equipment Purchase	\$ 6,050	Q1 2020	Waterworks Reserve Fund	\$ 8,000	
Other	1,812	Q2 2020			
	-	Q3 2020			8,000
	-	Q4 2020			
	-	Subsequent Yrs			
Non-Refundable HST	138				
	<b>\$ 8,000</b>				<b>\$ 8,000</b>

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

**Impact on Operations**

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

**Risk of Not Proceeding**

Non compliance to ECA requirements and guidelines.

Treasury Section	
<b>Budget Number:</b>	B2020-0052

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Rescue Truck - Fire		
<b>Service Area:</b>	Protective Services	<b>Submitted By:</b>	Rob Adair
<b>Department:</b>	Fire		

Project Information	Project Timeline
<b>Type:</b> Replacement/renewal of existing asset	<b>Carryforward Amt?</b> Yes
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> Q1 2020
	<b>Completion:</b> Q1 2020

Brief Project Description and Justification
Timing on deliver of rescue truck; budgeted in 2019 but received Q1 2020.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 46,318</b>	<b>Total Funding:</b>		<b>\$ 46,318</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 44,956	Q1 2020	\$ 44,956	Infrastructure Capital Reserve	\$ 46,318
Equipment Purchase	1,200	Q2 2020	1,362		-
	-	Q3 2020	-		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	-		-
Non-Refundable HST	162				-
<b>\$ 46,318</b>		<b>\$ 46,318</b>		<b>\$ 46,318</b>	

<b>Comments/Notes:</b> \$45k truck - delivered Q1; \$1,200 for cap and slide out tray anticipated in Q2.	<b>Comments/Notes:</b>
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Impact on Operations
<i>New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.</i>

Risk of Not Proceeding

Treasury Section	
<b>Budget Number:</b>	B2020-0053



## Capital Expenditure Form - 2020 Budget

**Project Name:** Storm Water & Sanitary Sewer Tunnel Study

**Service Area:** Environmental Services      **Submitted By:** Michel Riberdy

**Department:** Wastewater

Project Information	Project Timeline
<b>Type:</b>	<b>Carryforward Amt?</b> Yes
Required Field (Select Option)	
<b>Priority:</b>	<b>Start:</b> Q3 2020
Legal/Statutory Requirement	<b>Completion:</b> Q4 2020

### Brief Project Description and Justification

Perform a study to determine the steps and process required to safely inspect and maintain the storm water/sanitary sewer tunnel to ensure the integrity of the piping system, sanitary sewer pipe saddles are not compromised. The tunnel was inspected back in 1995 as per our files and it should be inspected more regularly over the years. Staff are concerned about the condition of the storm water/sanitary sewer pipe system and its life expectancy. We spent \$3,053 in 2019 on this project. Background Information: The storm water pipe system was constructed by the mine and then the town inserted the sanitary sewer pipe within the storm water pipe system to service the town.

Project Costs	Funding Sources
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<b>Total Project Cost:</b> \$ 71,947		<b>Total Funding:</b> \$ 71,947	
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Consultants/Engineering \$ 71,947	Q1 2020	Waterworks Reserve Fund \$ 35,974	
-	Q2 2020	Wastewater Reserve Fund 35,974	
-	Q3 2020 35,974		
-	Q4 2020 35,974		
-	Subsequent Yrs -		
Non-Refundable HST			
<b>\$ 71,947</b>	<b>\$ 71,947</b>	<b>\$ 71,947</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b>

### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

### Risk of Not Proceeding

System failure will create service interruption and we won't have a long term plan in place to address any emergency situations

### Treasury Section

**Budget Number:** B2020-0054



## Capital Expenditure Form - 2020 Budget

**Project Name:** Questica & Openbook Software Integration

**Service Area:** General Government      **Submitted By:** Keith Gorman

**Department:** Treasury

Project Information	Project Timeline
<b>Type:</b> New Asset	<b>Carryforward Amt?</b> <span style="background-color: #e1ecf4;">No</span>
<b>Priority:</b> Efficiency/Cost Savings	<b>Start:</b> <span style="background-color: #e1ecf4;">Q3 2020</span>
	<b>Completion:</b> <span style="background-color: #e1ecf4;">Q3 2020</span>

### Brief Project Description and Justification

Questica software is a comprehensive software solution intended to aid in budgeting, multi-year planning, forecasting, etc.. It integrates with Vadim to allow for on-going, current financial reporting, in addition to efficiencies likely to be realized within budgeting.

Also included are fees for an Openbook platform, which essential opens up both actual results and budgets to specified groups (internal or external), as well as statistical measures.

Project Costs	Funding Sources
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<b>Total Project Cost:</b> <span style="float: right;">\$ <b>13,170</b></span>		<b>Total Funding:</b> <span style="float: right;">\$ <b>13,170</b></span>	
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase      \$    11,600	Q1 2020      \$            -	Org Restructure & Efficiency Reserve      \$    13,170	
	Q2 2020                    -		
	Q3 2020                13,170		
	Q4 2020                    -		
	Subsequent Yrs           -		
Non-Refundable HST      1,570			
<b>\$    13,170</b>	<b>\$    13,170</b>	<b>\$    13,170</b>	

<b>Comments/Notes:</b>	<b>Comments/Notes:</b> Funded through Modernization reserve.
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

On-going annual software subscription of approx. \$13,500 per annum.

### Risk of Not Proceeding

### Treasury Section

**Budget Number:** B2020-0055



## Capital Expenditure Form - 2020 Budget

**Project Name:** Elevator Modernization

**Service Area:** Recreation and Cultural Services      **Submitted By:** McKay, Kaitlyn

**Department:** Museum

Project Information	Project Timeline
<b>Type:</b> Rehabilitation & Renovation	<b>Carryforward Amt?</b> Project to begin in 2022
<b>Priority:</b> High	<b>Start:</b> Summer/Fall of 2022
	<b>Completion:</b> Fall of 2022-Spring of 2023

### Brief Project Description and Justification

The Museum's Elevator has been in place since the early 1980's. At more than 30 years old the elevator control system has exceeded its designed equipment life expectancy as per Otis Maintenance Management System; continued inspections and maintenance have helped sustain it. The modernization of the Museum's existing elevator will improve the safety and comfort of guests, while improving accessibility towards the exhibition area of the Museum and additional services. The Museum's current elevator is not equipped with door restrictors or a hands off emergency telephone. This elevator upgrade would include an emergency back up battery to lower the elevator to release any trapped passengers - this is a vital support system as service technicians must travel from 140km to 240km away. All elevator equipment included in the modernization will be in accordance with the latest additions to the Safety Code for Elevators, and will include remote monitoring.

Project Costs	Funding Sources
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<b>Total Project Cost:</b> \$ 148,047		<b>Total Funding:</b> \$ 148,047	
<b>Expenditure(s):</b>	<b>Timing of Spend:</b>	<b>Source(s) of Funding:</b>	
Equipment Purchase \$ 148,047	Q1 2020 \$ -	Gov't Funding/Grant \$ 108,563	
-	Q2 2020 -	Tax Levy 39,484	
-	Q3 2020 -		
-	Q4 2020 -		
-	Subsequent Yrs 148,047		
Non-Refundable HST -			
<b>\$ 148,047</b>	<b>\$ 148,047</b>	<b>\$ 148,047</b>	

<b>Comments/Notes:</b> Grant approval or rejection is expected later in 2020.	<b>Comments/Notes:</b> The Grant covers all but 26.67% of project costs. Ineligible costs are to be covered by the Municipality and are factored in to the Municipal portion of project.
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

As the project will likely take place between summer and fall of 2021 and into 2022, it's expected that there will be some disruption of service, lack of accessibility of second floor exhibition area, and possibly Museum closures during the elevator modernization. Additionally, some supervision and assistance from Physical Works Department will be required.

### Risk of Not Proceeding

The Municipality could incur additional maintenance costs. With no working elevator the 2nd floor exhibition area would be inaccessible to guests with mobility challenges, making the Museum non compliant with Accessibility Standards. The elevator is also used by staff to transport materials - without it, there would be added health and safety concerns and risk of injury.

### Treasury Section

**Budget Number:** B2020-0056

## Capital Expenditure Form - 2020 Budget

<b>Project Name:</b>	Roof Replacement/Repair (Museum)		
<b>Service Area:</b>	Recreation and Cultural Services	<b>Submitted By:</b>	McKay, Kaitlyn
<b>Department:</b>	Museum		

Project Information	Project Timeline
<b>Type:</b> Rehabilitation & Renovation	<b>Carryforward Amt?</b> Project to begin in 2021
<b>Priority:</b> High	<b>Start:</b> Summer/Fall of 2021
	<b>Completion:</b> Fall of 2021-Spring of 2022

### Brief Project Description and Justification

The Museum's 90 year old roof has several areas of concern and requires repair or full replacement. This will include the repair or addition of improved ice controls, eaves troughs, etc... Damages and areas of concern in recent years have resulted in leaks within the building, as well as concerns for public safety (particularly due to ice build up and falling ice). The Museum applied for a grant through the Canana Infrastructure Program, the Community, Culture, and Recreation Stream for Rehabilitation and Renovations.

Project Costs				Funding Sources	
<b>Total Project Cost:</b>		<b>\$ 468,814</b>	<b>Total Funding:</b>		<b>\$ 468,814</b>
<b>Expenditure(s):</b>		<b>Timing of Spend:</b>		<b>Source(s) of Funding:</b>	
Equipment Purchase	\$ 468,814	Q1 2020	\$ -	Gov't Funding/Grant	\$ 343,781
	-	Q2 2020	-	Tax Levy	125,033
	-	Q3 2020	-		-
	-	Q4 2020	-		-
	-	Subsequent Yrs	468,814		-
Non-Refundable HST	-				-
<b>\$ 468,814</b>		<b>\$ 468,814</b>		<b>\$ 468,814</b>	

<b>Comments/Notes:</b> Grant approval or rejection is expected later in 2020.	<b>Comments/Notes:</b> The Grant covers all but 26.67% of project costs. Ineligible costs are to be covered by the Municipality and are factored in to the Municipal portion of project.
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### Impact on Operations

*New Costs/potential savings associated with capital outlay such as additional staffing, maintenance agreements, annual licencing costs, supplies, etc.*

As the project will likely take place between summer and fall of 2021 and into 2022, it's expected that there will be some disruption of service, and possibly Museum closures during the roof repair. Additionally, some supervision and assistance from Physical Works Department will be required.

### Risk of Not Proceeding

Further damages to the roof could lead to catastrophic failure of the roof, and could pose further risk to the building itself, its contents and the general public, particularly in the winter months when the roof poses the most risk and hazards. This will also reduce accessibility to the Museum as per the ramp, not in accordance with upcoming accessibility standards.

### Treasury Section

**Budget Number:** B2020-0057

**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 20-043**

**BEING A BY-LAW TO IMPOSE FEES FOR AUTOMATIC ALARMS (FALSE)**

**WHEREAS** section 2 of the Fire Protection and Prevention Act 1997, S.O. 1997, c. 4, as amended, authorizes a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency fire services program;

**AND WHEREAS** The Corporation of the Town of Kirkland Lake has established a Fire Department to deliver firefighting and related emergency services;

**AND WHEREAS** section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality and a local board may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property, including property under its control;

**AND WHEREAS** the Council of the Corporation of the Town of Kirkland Lake deems it desirable to impose fees for false fire alarms;

**NOW, THEREFORE, BE IT RESOLVED THAT** THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

1. In this By-law:

**"Alarm Monitoring Service"** shall mean the business, by an individual, partnership, corporation, or other entity of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, installing or monitoring an alarm device and reporting the occurrence of alarms to the Fire Service.

**"False Alarm"** shall mean the activation of a Fire Alarm System or emergency system through a mechanical failure, equipment malfunction, improper use/improper installation of the system or failure to maintain the system as prescribed by the *Fire Code* being O.Reg. 388/97, under the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended.

**"Fire Alarm System"** shall mean a combination of devices designed to warn building occupants of an emergency condition.

**"Fire Chief"** shall mean a fire chief appointed under subsection 6(1), (2) or (4) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, or his/her designate.

**"Fiscal Year"** shall mean the twelve-month period between January 1 and December 31 inclusive.

**"Occupant"** shall mean any person or persons who appear to be in possession of the property.

**"Owner"** shall mean the Business Owner, Property Owner or Property Manager, or the person who at any time manages or receives the rent of the land or premises in connection with which the word is used whether on his own account or as an agent or trustee of any other person or who would receive the rent if such land and premises were let, and shall also include a lessee or Occupant of the property who, under the terms of the lease, is required to repair and maintain the property in accordance with the standards for maintenance and occupancy of property;

“**Person**” shall include a corporation and organization as well as an individual;

“**Property**” shall mean the property defined by the municipal address and includes buildings or structures or part of a building or structure and the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, and out-buildings.

“**Town**” shall mean the Corporation of the Town of Kirkland Lake.

## 2. Application

- i. This By-law shall apply to all Property within the jurisdiction of the Town of Kirkland Lake.

## 3. Administration

- i. The Fire Chief is responsible for the administration of this By-law on behalf of the Town and shall have complete discretion in the application of this By-law.

## 4. Responsibilities of Owners and Occupants

- i. Every Owner and Occupant of Property shall be responsible for the proper use, installation, maintenance and operation of any Fire Alarm System installed on or in the Property in order to ensure the prevention of False Alarms.
- ii. Every Owner or Occupant of Property that has a Fire Alarm System shall provide to the Alarm Monitoring Service a current list of at least three persons who will be known as Contact Persons. The list of Contact Persons shall include the names, addresses and telephone numbers of each Contact Person.

## 5. Contact Persons

- i. The Contact Persons whose names are provided pursuant to Section 3 must be persons who are:
  - a) Available to receive telephone calls from the Alarm Monitoring Service and/or Kirkland Lake Fire Services in the event of an alarm incident;
  - b) Able to attend at the address of the alarm incident within a reasonable time frame after the activation of a fire alarm upon the request of the Alarm Monitoring Service on behalf of Kirkland Lake Fire Services;
  - c) Capable of providing Kirkland Lake Fire Services access to the Property where the alarm incident occurred; and
  - d) Capable of operating the Fire Alarm System and able to safeguard the Property.

## 6. False Alarm

- i. When Kirkland Lake Fire Services responds to a False Alarm, the Owner or Occupant of the Property from which the False Alarm originated shall be required to pay to The Corporation of the Town of Kirkland Lake the prescribed fee, payable in accordance with the Town of Kirkland Lake’s applicable By-Law to Establish Fees and Charges to be Collected by The Corporation of the Town of Kirkland Lake”, as amended.
- ii. No Person shall undertake any work on any Fire Alarm System that sends an alarm directly to Kirkland Lake Fire Services or a fire Alarm Monitoring Service without first notifying the Kirkland Lake Fire Services communications center.
- iii. If an Owner fails to notify Kirkland Lake Fire Services in advance of any work being conducted on a Fire Alarm System and as a result of the work being

completed on a Fire Alarm System an alarm is triggered that results in a response by Kirkland Lake Fire Services, the Owner shall be required to pay to the Corporation of the Town of Kirkland Lake the prescribed fee, payable in accordance with the applicable By-Law to Establish Fees and Charges to be Collected by The Corporation of the Town of Kirkland Lake”, as amended.

- iv. The Town shall deliver an invoice to each person upon whom a fee is imposed under this By-law and the person shall pay the fee within thirty (30) days of receipt of the invoice.
- v. The Town may deliver an invoice personally, by registered mail, or by regular mail to a person’s home address or, in the case of the Owner, to the Owner’s address as recorded on the Town’s assessment roll.
- vi. Receipt of the invoice shall be deemed to have occurred:
  - a) on the date of delivery, if delivered personally;
  - b) three (3) business days after the date of mailing, if delivered by registered mail to an address within the Town of Kirkland Lake;
  - c) five (5) days after the date of mailing, if delivered by registered mail to an address outside of the Town of Kirkland Lake;
  - d) five (5) days after the date of mailing if delivered by regular mail to an address within the Town of Kirkland Lake;
  - e) seven (7) days after the date of mailing if delivered by regular mail to an address outside of the Town of Kirkland Lake.
- vii. If any amount payable under this By-law remains unpaid after thirty (30) days of receipt of the invoice, the Town may add such amount to the tax roll for any Property in the municipality for which all the Owners are responsible and may collect the amount in the same manner as municipal taxes or through the use of other legal means as deemed appropriate.
- viii. Kirkland Lake Fire Services shall continue to respond to all alarms and calls for assistance notwithstanding any previous False Alarm from a Property or non-payment of any fee hereunder.

## 7. Validity

- i. If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention of the Council of the Corporation of the Town of Kirkland Lake that all remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof may have been declared invalid.

## 8. Commencement

- i. This By-law shall come into force and take effect on the day that it receives third reading and is passed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 5<sup>TH</sup> DAY OF MAY, 2020.**

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Patrick Kiely, Mayor

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Meagan Elliott, Clerk

**BACK TO TOP**



**THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**BY-LAW NUMBER 20-044**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL  
AT ITS MEETING HELD MAY 5, 2020**

**The Council of the Corporation of the Town of Kirkland Lake hereby enacts as follows:**

1. The actions of the Council at its meeting held on the 5<sup>th</sup> day of May, 2020, in respect to each recommendation contained in the Reports of:

Minutes of the Regular Meeting of Council held April 21, 2020

and in the reports of the other Committees forwarded therewith, and in respect to each motion, resolution, and other action passed and taken by the Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board or its successors is required, hereby adopted, and ratified and confirmed.

2. The Mayor or if absent the Acting Mayor of Council and the proper officials of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor or if absent the Acting Mayor, and the Clerk, or if absent the Deputy Clerk, are hereby directed to execute all documents required by Statute to be executed by them, as may be necessary in that behalf and to affix the Corporate Seal of the Municipality to all such documents.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 5<sup>th</sup> DAY OF MAY, 2020.**

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Pat Kiely, Mayor

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Meagan Elliott, Clerk

**BACK TO TOP**