



# AGENDA

Corporation of the Town of Kirkland Lake  
Regular Meeting of Council  
Electronically via Zoom  
June 16, 2020  
4:40 p.m.

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 June 16, 2020 beginning at 4:40 p.m. 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 June 2, 2020*
- *Minutes of the Committee of Management held February 24, 2020*

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

6.1 Town of Kirkland Lake – Stage 2 Rollout  
Bonnie Sackrider, Director of Community Services

*BE IT RESOLVED THAT Report Number 2020-CS-006 entitled “Town of Kirkland Lake - Stage 2 Rollout”, be received.*

6.2 Adoption of Strategic Plan  
Ashley Bilodeau, Manager of Land Development and Planning

*BE IT RESOLVED THAT Memorandum Number 2020-DEV-003 entitled “Adoption of Strategic Plan”, be received, and*

*THAT the Strategic Plan as presented on June 16<sup>th</sup>, 2020 be adopted by Council.*

6.3 Spring Free Tipping Fees Event - Update  
Ashley Bilodeau, Manager of Land Development and Planning

**PLEASE NOTE: All items on this Agenda are for Council's consideration and will be voted on at the meeting.**

**BE IT RESOLVED THAT** Report Number 2020-DEV-028 entitled “**Spring Free Tipping Fees Event – Update**”, be received, and

**THAT** staff be directed to explore “Option 1 – Voucher System” and present additional information and recommendations to Council prior to the Fall Free Tipping Fee Event scheduled to occur in September.

6.4 Sanitary Sewer Blockage Policy  
Michel Riberdy, General Manager of Public Works

**BE IT RESOLVED THAT** Report Number 2020-PW-004 entitled “**Sanitary Sewer Blockage Policy**” be received,

**THAT** Council for the Corporation of the Town of Kirkland Lake hereby approves the Sanitary Sewer Blockage Policy as presented, and

**THAT** staff be directed to implement, administer and upload the Sanitary Sewer Blockage Policy to the Town’s website and forward copies to plumbing contractors that work in the Town of Kirkland Lake.

7. Consideration of Notices of Motion

8. Introduction, Reading and Consideration of Bylaws

Bylaw 20-054                      Being a bylaw to establish 2020 user fees for the Corporation of the Town of Kirkland Lake

**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 20-054**, Being a bylaw to establish 2020 user fees for the Corporation of the Town of Kirkland Lake

Bylaw 20-055                      Being a bylaw to amend the Corporation of the Town of Kirkland Lake’s Zoning By-Law No. 12-019

**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 20-055**, being a bylaw to amend the Corporation of the Town of Kirkland Lake’s Zoning By-Law No. 12-019

Bylaw 20-056            Being a bylaw to authorize the execution of documents related to the sale of property located at 2 Premier Avenue East

***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 20-056, being a bylaw to authorize the execution of documents related to the sale of property located at 2 Premier Avenue East***

Bylaw 20-057            Being a bylaw to repeal by-laws to sell certain town surplus lands

***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 20-057, being a bylaw to repeal by-laws to sell certain town surplus lands***

Bylaw 20-058            Being a bylaw to adopt the 2020 Municipal Budget

***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 20-058, being a bylaw to adopt the 2020 Municipal Budget***

Bylaw 20-059            Being a bylaw to adopt the estimates of all sums required during the year and to strike the rates of taxation for the year 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 20-059, being a bylaw to adopt the estimates of all sums required during the year and to strike the rates of taxation for the year 2020***

Bylaw 20-060            Being a bylaw to set tax ratios for municipal purposes for the year 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 20-060, being a bylaw to set tax ratios for municipal purposes for the year 2020***

Bylaw 20-061                      Being a bylaw to set the municipal water and wastewater rates for 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 20-061***, being a bylaw to set the municipal water and wastewater rates for 2020

9. **Questions from Council to Staff**

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

11. **Councillor's Reports**

11.1 Resolution: National Action Plan on Missing & Murdered Indigenous Women  
Councillor Stacy Wight

***BE IT RESOLVED THAT*** Memorandum Number 2020-CNL-002 entitled "***Resolution: National Action Plan on Missing & Murdered Indigenous Women***", be received, and

***THAT***, a resolution be passed to send a request to Crown-Indigenous Relations Minister, Carolyn Bennett, to release the steps her office is taking to ensure this Action Plan will be completed in a timely fashion; recognizing the Government received the recommendations from the Inquiry a year ago, and the country deserves a cohesive National Action Plan to deal with the issue of Missing and Murdered Indigenous Women across the Country.

***AND THAT***, this resolution be shared with all 443 other municipalities within Ontario so they may also add their municipalities in support of this request.

11.2 Recognizing the month of June as Pride month in Kirkland Lake  
Councillor Patrick Adams

***BE IT RESOLVED THAT*** Memorandum Number 2020-CNL-003 entitled "***Recognizing the month of June as Pride Month in Kirkland Lake***", be received, and

***THAT***, The Corporation of the Town of Kirkland Lake recognizes June as Pride month, and that the Pride flag be flown at Town Hall for the month of June, annually.

11.3 Councillor Updates

**12. Additional Information**

- 12.1 2019 Audited Financial Statement Notice, Verbal  
Meagan Elliott, Clerk

***BE IT RESOLVED THAT*** notice is hereby given in accordance with By-Law 19-078 being a by-law to establish procedures for Public Notice that the 2019 Audited Financial Statement will be presented at the July 14, 2020 Regular Meeting of Council

- 12.2 Essential Workers Day – March 17<sup>th</sup>  
Councillor Patrick Adams

***BE IT RESOLVED THAT*** the resolution from the City of Brantford regarding recognizing March 17 as “**Essential Workers Day**”, be received,

***THAT*** Council of the Corporation of the Town of Kirkland Lake respectfully requests that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour essential workers.

**13. Closed Session**

***BE IT RESOLVED THAT*** Council move into an In-Camera meeting pursuant to Section 239(2) to discuss 1 land disposition matter, 1 matter involving employee negotiations and 1 matter about identifiable individuals in the corporation.

- 13.1 Minutes of the In-Camera Meeting of Council held June 2, 2020

- 13.2 Request to Lease Land  
Ashley Bilodeau, Manager of Land Development and Planning

- 13.3 CUPE Mandate  
Kassandra Young, Manager of Human Resources

- 13.4 Proposed Restructuring Plan  
Richard McGee, CAO

**14. Matters from Closed Session**

**15. Confirmation Bylaw**

- Bylaw 20-062                      Being a bylaw to confirm the proceedings of Council at its meeting held June 16, 2020

June 16, 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 20-062***, being a bylaw to confirm the proceedings of Council at its meeting held June 16, 2020.

**16. Adjournment**

***BE IT RESOLVED THAT*** Council adjourn the June 16, 2020 Regular Meeting of Council.



# MINUTES

Corporation of the Town of Kirkland Lake  
Regular Meeting of Council  
Electronically via Zoom  
June 2, 2020  
4:40 p.m.

## Attendance – Electronically

Mayor: Pat Kiely  
Councillors: Casey Owens  
Stacy Wight  
Patrick Adams  
Dennis Perrier  
Eugene Ivanov  
Absent: Rick Owen  
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  
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: Casey Owens

Seconded by: Dennis Perrier

**BE IT RESOLVED THAT** the Agenda for the Regular Meeting of Council held on June 2, 2020 beginning at 4:40 p.m. be approved as circulated to all Members of Council, and **THAT** Council suspends provision 15 of By-Law 15-075 being a by-law regulating the Procedures of Council to permit a Public Meeting heading for the purposes of a Zoning By-Law Amendment at 48 McCamus Avenue.

**CARRIED**

## Declaration of Pecuniary Interest

Mayor Pat Kiely requested those present to declare any pecuniary interest with matters appearing on the agenda. Councillor Owens declared a pecuniary interest on item 7.2 as he is a teacher at ECJV.

**Public Meeting**

- 1.1 Call to Order
- 1.2 Purpose of Meeting
- 1.3 Confirmation of Notice
- 1.4 Summary of Planning Report
- 1.5 Applicant Comments
- 1.6 Correspondence Received
- 1.7 Questions from Public
- 1.8 Chair Declares Public Meeting to be Closed
- 1.9 Consideration of Proposed Amendment

Moved by: Patrick Adams

Seconded by: Eugene Ivanov

**BE IT RESOLVED THAT** Report Number 2020-DEV-027 entitled “**Zoning By-law Amendment - 48 McCamus Avenue**”, be received, and **THAT** staff be directed to prepare and present a By-law to Council to authorize the Corporation of the Town of Kirkland Lake to rezone 48 McCamus Avenue from “Residential Low to Medium Density (R2)” to “Residential Medium Density Special (R3 Sp.)”, with the following provisions:

- A minimum lot area of 446.0 square metres;
- A minimum frontage of 12.1 metres;
- A maximum lot coverage of 50%;
- A minimum front yard setback of 2.0 metres; and
- A minimum side yard setback of 0.6 metres.

**CARRIED**

- 1.10 Explanation of Appeal

**Petitions and Delegations**

There were not petitions or delegations appearing before Council.

**Acceptance of Minutes and Recommendations**

Moved by: Stacy Wight

Seconded by: Casey Owens

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

- Minutes of the Regular Meeting of Council held May 19, 2020
- Minutes of the Special Meeting of Council held May 26, 2020
- Minutes of the Kirkland Lake Public Library Board held February 20, 2020

**CARRIED**



**Reports of Municipal Officers and Communications**

COVID-19 Update, Verbal  
Richard McGee, CAO

Moved by: Eugene Ivanov  
Seconded by: Patrick Adams

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

**CARRIED**

ECJV Request for Parade Permit  
Meagan Elliott, Clerk

*Councillor Owens disabled audio video at 5:01 pm*  
*Councillor Owens enabled audio/video at 5:04pm*

Moved by: Dennis Perrier  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** Memorandum Number 2020-CLK-003 entitled “**ECJV Request for Parade Permit**” be received,

**THAT** staff be directed to coordinate details with the applicant for the temporary road closure of Duncan Ave. and Second St E., Duncan Ave. and Hudson Bay Ave., and Duncan Ave. and O’Meara Blvd., Duncan Ave. and Churchill Drive from 6:30-8pm on June 17, 2020.

**CARRIED**

2020 User Fees  
Meagan Elliott, Clerk

Moved by: Casey Owens  
Seconded by: Dennis Perrier

**BE IT RESOLVED THAT** Memorandum Number 2020-CLK-002 entitled “**2020 User Fees**” be received,

**THAT** staff be directed to present a by-law to Council at the June 16, 2020 Regular Meeting of Council to establish the 2020 User Fees at the same level as the 2019 User Fees with the exception of “Blue Carts” to increase by \$5.00

**THAT** the 2020 User Fees include the addition of a licensing fee of \$250.00 for “Food Carts” on Schedule B – Administration Division,

**THAT** an additional Schedule C be added entitled “Equipment Rates”, and

**THAT** By-law Number 18-147, being a By-law to Establish User Fees for 2019, be repealed.

**CARRIED**

Moved by: Patrick Adams  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** staff be directed to prepare an Equipment Rental policy.

**CARRIED**

Teck Township Wood Harvesting Summary Report  
Wilfred Hass, Director of Economic Development

Moved by: Dennis Perrier

Seconded by: Eugene Ivanov

**BE IT RESOLVED THAT** Report Number 2020-ED-004 entitled “**Teck Township Wood Harvesting Summary Report**”, be received,

**THAT** staff be directed to allocate funds from the revenue realized from harvesting TKL Blocks 13 and 14 totaling \$35,033 to the Community Improvement Plan, and

**THAT**, staff be directed to allocate funds from the revenue realized from harvesting TKL Blocks 15, 16, 17 totaling \$70,654 to the Community Improvement Plan.

**CARRIED**

Request to Lease Land – Across from 35 Premier Avenue East  
Ashley Bilodeau, Manager of Land Development and Planning

Moved by: Patrick Adams

Seconded by: Stacy Wight

**BE IT RESOLVED THAT** Report Number 2020-DEV-024 entitled “**Request to Lease Land - Across 35 Premier Avenue East**”, be received,

**THAT** staff be directed to present a By-law to Council to enter into a Lease Agreement with the owners of 35 Premier Avenue East, and

**THAT** the Lease Agreement shall stipulate the requirement to keep the property in a good and tidy condition.

**CARRIED**

Request to Purchase – 2 Premier Avenue East  
Ashley Bilodeau, Manager of Land Development and Planning

Moved by: Eugene Ivanov

Seconded by: Dennis Perrier

**BE IT RESOLVED THAT** Report Number 2020-DEV-026 entitled “**Request to Purchase – 2 Premier Avenue East**”, be received,

**THAT** staff be directed to present a By-law to Council to authorize the Corporation of the Town of Kirkland Lake to enter into an agreement of purchase and sale for the property known as 2 Premier Avenue East to Rheal and Debbie Roy for a sale price of \$200.00,

**THAT** the purchase and sale agreement reflect that the Town of Kirkland Lake will waive the tipping fees associated with the demolition, and

**THAT** the purchase and sale agreement shall reflect a condition to demolish the building within one (1) month of transfer, and that failure to do so, will result in the municipality arranging for demolition and charging back to the property owner.

**CARRIED**

Strategic Plan  
Ashley Bilodeau, Manager of Land Development and Planning

Moved by: Stacy Wight

Seconded by: Patrick Adams

**BE IT RESOLVED THAT** the Draft Strategic Plan be received, and **THAT** Council for the Corporation of the Town of Kirkland Lake recommends the approval of the Strategic Plan to the June 16, 2020 Regular Meeting of Council with the following amendments:

That 1 or more policies be presented to Council per Regular Meeting for review

That staff assess contracted snow removal

That the Strategic Plan be titled "Town of Kirkland Lake Strategic Plan 2020-2024"

That the vision statement be "The Right Environment"

That the mission statement be "Our Corporation is a model of public service done right, and taxpayers have the confidence in what we do and the value they are getting for their taxes".

**CARRIED**

**Consideration of Notices of Motion**

Dump Protocol  
Councillor Stacy Wight

Moved by: Stacy Wight

Seconded by: Casey Owens

**BE IT RESOLVED THAT** staff be directed to bring forth a formalized protocol/procedure for dump employees to follow, including a system to ensure proper collection of information required at the gate.

**CARRIED**

**Introduction, Reading and Consideration of Bylaws**

Moved by: Dennis Perrier

Seconded by: Eugene Ivanov

**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 20-050**, being a bylaw to Execute an Agreement with WSCS Consulting Inc. to perform a Service Delivery Review for the Corporation of the Town of Kirkland Lake.

**CARRIED**

Moved by: Casey Owens

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 20-051**, being a bylaw to Stop up, Close and Declare the Road Allowance located to the South of Lot 72, Plan M-109 as Surplus Land.

**CARRIED**

Moved by: Stacy Wight  
Seconded by: Eugene Ivanov

**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 20-052**, being a bylaw to Authorize the Execution of an Agreement with Richard Roy for a portion of Municipal Property located across from 35 Premier Avenue East.

**CARRIED**

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

Councillor Wight inquired on the timeline of the launch of the new website and staff advised it should be live within the coming weeks.

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

None noted.

### **Councillor's Reports**

#### Communication of Upcoming Council Meetings Through Social Media Councillor Patrick Adams

Moved by: Patrick Adams  
Seconded by: Dennis Perrier

**BE IT RESOLVED THAT** Memorandum Number 2020-CNL-001 entitled "**Communication of upcoming Council meetings through social media**" be received, and **THAT** Council directs the CAO to communicate upcoming meetings of council through social media, and where possible, stream meetings live on social media pages.

**CARRIED**

#### Updates from Councillors

None noted.

### **Additional Information**

#### Adoption of Budget Notice, Verbal Meagan Elliott, Clerk

Moved by: Stacy Wight  
Seconded by: Casey Owens

**BE IT RESOLVED THAT** notice is hereby given in accordance with By-Law 19-078 being a by-law to establish procedures for Public Notice that the adoption of the proposed 2020 annual budget will be considered at the June 16, 2020 Regular Meeting of Council

**CARRIED**

### **Closed Session**

Moved by: Eugene Ivanov  
Seconded by: Dennis Perrier

**BE IT RESOLVED THAT** Council move into an In-Camera meeting pursuant to Section 239(2) to discuss 1 proposed land disposition, 1 matter about an identifiable individual and 1 litigation matter.

**CARRIED**

*Council moved into the In-Camera session at 6:25pm*

Minutes of the In-Camera Meeting of Council held May 19, 2020

Request to Purchase Land  
Ashley Bilodeau, Manager of Land Development and Planning

Library Committee Member Appointment  
Meagan Elliott, Clerk

Statement of Claim – Carriere vs TKL  
Richard McGee, CAO

### **Matters from Closed Session**

Moved by: Patrick Adams  
Seconded by: Eugene Ivanov

**BE IT RESOLVED THAT** Council appoint Helen Miller as a Committee Member to the Kirkland Lake Public Library Board.

**CARRIED**

### **Confirmation Bylaw**

Moved by: Casey Owens  
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;

Regular Meeting of Council  
June 2, 2020

**Bylaw Number 20-053**, being a bylaw to confirm the proceedings of Council at its meeting held June 2, 2020.

**CARRIED**

**Adjournment**

Moved by: Dennis Perrier

Seconded by: Stacy Wight

**BE IT RESOLVED THAT** Council adjourn the June 2, 2020 Regular Meeting of Council.

**CARRIED**

*The meeting adjourned at: 6:49 pm*

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Pat Kiely, Mayor

\_\_\_\_\_  
Meagan Elliott, Clerk

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# Teck Pioneer Residence

## **Committee of Management**

### **Open Meeting**

**February 24, 2020**

**1600**

### **Minutes**

**Present:** Nancy Loach-Fougere – Administrator/DOC  
Casey Owens –Councilor  
Rick Owen, Councilor  
Eugene Ivanov- Councilor

**Regrets:** Connie Wilberforce, Community Representative

**1.0 DECLARATIONS OF PECUNIARY INTERESTS**

None declared

**2.0 MINUTES OF THE PREVIOUS MEETING HELD November 18, 2019**

Minutes be approved as presented  
Moved by E. Ivanov, Seconded by, R. Owen

**CARRIED.....**

**3.0 FINANCIAL SUMMARY FOR THE MONTHS OF November, December 2019 and January 2020 be approved:**

Moved by R. Owen, seconded by E. Ivanov, “that the financial summary for the months of November, December 2019 and January 2020” be approved

**CARRIED.....**

**4.0 ACCOUNTS PAYABLE FOR THE PERIOD OF November, December 2019 and January 2020 be approved:**

Moved by E. Ivanov, seconded by R. Owen “that accounts payable for November, December 2019 and January 2020 in the amounts of \$97,780.55, \$136,550.41 and \$82,590.39” be approved

**CARRIED.....**

**Page 2 of 2**  
**Minutes Feb. 24, 2020**  
**Open Meeting**  
**Committee of Management**

**5.0 APPROVAL OF ADMINISTRATOR'S REPORT November 2019 to January 2020 be approved as presented:**

Moved by R. Owen, seconded by E. Ivanov, "that the Administrator's Report for November 2019 to January 2020 be approved as presented".

**CARRIED.....**

**6.0 APPROVAL OF THE QIP 2020/21 be approved as presented:**

Moved by R. Owen, seconded by E. Ivanov, "that the QIP 2020/21 be approved as presented:

**CARRIED.....**

**7.0 APPROVAL OF THE DECLARATION OF COMPLIANCE be approved as presented:**

Moved by E. Ivanov, seconded by R. Owen, that the declaration of compliance be approved as presented:

**CARRIED.....**

**8.0 APPROVAL OF THE LSAA 2020/21 AMENDMENT be approved as presented:**

Moved by R. Owen, seconded by E. Ivanov, that the LSAA 202/21 be amended as presented:

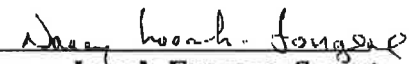
**CARRIED.....**

**9.0 ADJOURNMENT.....**

Moved by E. Ivanov, seconded by R. Owen, "that the Open Meeting of the Committee of Management be adjourned @1610"

**CARRIED.....**

  
\_\_\_\_\_  
Casey Owens, Chair

  
\_\_\_\_\_  
Nancy Loach-Fougere, Secretary





# REPORT TO COUNCIL

Meeting Date: 6/16/2020	Report Number: 2020-CS-006
Presented by: Bonnie Sackrider	Department: Community Services

## REPORT TITLE

Town of Kirkland Lake - Stage 2 Rollout

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-CS-006 entitled “**Town of Kirkland Lake - Stage 2 Rollout**”, be received.

## BACKGROUND

As a temporary measure, the Ontario government ordered businesses to help stop the spread of COVID-19 by closing non-essential workplaces starting March 17, 2020.

Ontario entered Stage 1 of reopening on May 19, 2020. Stage 1 reopening allowed Ontario municipalities to reopen Libraries for pick-up or delivery, issue building permits, and to open facilities for outdoor sports and activities for individual activities, with participants exercising physical distancing at least two metres from any other person.

On June 8<sup>th</sup>, the Ontario government announced that it is authorizing more people back to work and more recreational activities to open by moving forward with a regional approach to Stage 2 of reopening the Province. The Public Health Unit Region of Timiskaming was permitted to move into Stage 2 no earlier than Friday June 12 at 12:01 am.

Staff are implementing a phased and rational rollout of reopening to ensure that appropriate guiding principles, as well as legislative requirements, are adhered to. Both worker and user safety shall be the primary concerns. Compliance with the Ontario Occupational Health and Safety Act (OHSA) must be used as the foundation for all worker safety. The Occupiers Liability Act prescribes an owner’s responsibility to provide a safe environment for all who enter a property. It is important to recognize

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that when government releases the hold on public safety, they are transferring the risk of safety to persons who own and operate the infrastructure.

### Challenges

1. Stakeholders will expect speedy reopening's. However, failing to take the necessary time to prepare the infrastructure, train staff and have the necessary tools and equipment in place prior to permitting use will create operational havoc.
2. Due diligence, risk management and proper training and awareness for all will be critical to ensure municipal operations remain committed to the safety and well-being of residents and staff.
3. Municipal staff must be prepared to adjust operations should the virus return as a secondary wave of infection.
4. Municipal staff must be prepared to apply all principles and best practices in a fair and equitable manner.
5. There may not be an adequate supply of necessary Personal Protective Equipment (PPE) during a national shortage.
6. Staff availability such as screeners, lifeguards, environmental services to staff all facilities.

### Operational Reactivation Plan

Step One	Returning workers safely
Step Two	Physical infrastructure safety
Step Three	Procedure development and communication
Step Four	Emerging management
Step Five	Ongoing monitoring

### Town of Kirkland Lake Approach

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- Physical Distancing of 2 metres is expected by all patrons of municipal facilities whether in the facility or in line for entry.
- Hand sanitation will be available at public entry and exit points.
- Enhanced cleaning and disinfection of high touch areas at facilities open to the public will occur twice a day.
- Implementation of engineered controls such as plexiglass and floor markings will be installed in facilities where necessary.
- PPE such as masks and gloves will be available for staff as needed.
- Blended training consisting of online training and in person training will be provided for all municipal staff regarding operating during COVID-19.
- Passive or Active screening will take place at all Municipal Facilities. This will include the following screening questions:
  1. Do you have new onset of any of the following:
    - Fever
    - Cough
    - Shortness of Breath
    - Sore Throat

- 
- Runny nose
  - Feeling unwell
2. Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?
  3. Have you returned from travel outside Canada in the past 14 days?

If you answered **YES** to any of these questions, entry into any municipal facility is denied.

### **Facility Reopening Plan**

#### **Tuesday June 16<sup>th</sup>**

##### *Splash Park*

- Staff supervision required to ensure Physical Distancing is adhered to and maximum capacity of 40 is not exceeded.
- Patrons will be asked to rotate after 30 minutes if park is at its capacity.
- Name collecting for contact tracing if required.
- Limited hours based on staff availability. (aiming for 2pm - 7pm Monday to Friday and 11am - 3pm on Saturday and Sunday)

#### **Monday June 22<sup>nd</sup>**

##### *Town Hall*

- Bill payments accepted on main floor.
- Set hours for senior citizens (8:30am – 10:00am) and set hours for the general public (10:00am – 3:00pm).
- Entry off Kirkland Street and exit into laneway.
- One direction traffic.
- Cashless transactions recommended.
- No access permitted upstairs – Clerk functions completed on main floor

##### *Public Works and Development Services Departments*

- Public access as required. Appointments are strongly recommended by calling 705-567-9365

#### **Tuesday June 23<sup>rd</sup>**

##### *Museum of Northern History*

- Timed entry.
- Limited number of visitors at one time.
- Managed visitor flow.
- Appointments and visitor tracking.
- Store remains closed.

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### *Aquatic Centre*

- Pools are the only areas of the facility that are open.
- Access to pools is only available at set times. Schedule to be set once staff availability is confirmed.
- Initial capacity is set at 75% of previous capacity. (45 for lap pool, 25 for leisure pool, one person per lane for lap swimming)
- Water slide is closed.
- Payment for activities is to be made in advance when booking the activity.
- Swim standard remains in effect with wrist bands applied by caregiver.
- No physical contact during swim lessons.
- Visitor tracking.
- Only on deck shower and washroom are to be used. (change rooms are closed)
- Patrons come dressed to swim.
- Limited access to on deck sauna.
- Face mask use is recommended by patrons prior to entering pool.
- Entry is restricted to vulnerable populations or those with underlying medical conditions. Health Canada identifies vulnerable populations as anyone who is:
  - ✓ an older adult (70 plus years of age)
  - ✓ at risk due to underlying medical conditions (e.g. heart disease, hypertension, diabetes, chronic respiratory diseases, cancer)
  - ✓ at risk due to a compromised immune system from a medical condition or treatment (e.g. chemotherapy)

### *Teck Centennial Library*

- The Library will continue with curbside pick-up. Books will be returned using the book return bin.
- The Board will decide at their June meeting when they will reopen to the public with protocols identified for facilities able to open in Stage 2.

### **What remains closed as of June 12, 2020**

- **Heritage North**
- **Playgrounds**
- **Gym**
- **Indoor Fitness Classes**
- **Outdoor fitness equipment**

**Stage 2 Framework indicates that gathering limits will be expanded to up to 10 people. People must still practice physical distancing by keeping at least two**

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**metres away from others outside of their direct household. Guidelines for safe work environments indicate that face to face meetings and appointments should be postponed or converted to virtual meetings. Therefore staff will continue to utilize virtual tools as much as possible when conducting essential business.**

## **R A T I O N A L E**

For the past three months, numerous Municipal Facilities have been closed to the public due to Ontario Regulation 82/20 Emergency Order – Closure of Places of Non-Essential Businesses. In Stage 2 of the framework for reopening, the Province has eased restrictions while emphasizing public health advice, workplace health and safety guidance, and personal and collective responsibilities.

## **O T H E R A L T E R N A T I V E S C O N S I D E R E D**

Council may choose to extend the closure of any or all facilities for a longer period of time.

## **F I N A N C I A L C O N S I D E R A T I O N S**

Increased staffing for daily disinfecting  
Gloves – staff who require  
Masks – staff who require in all municipal departments – surgical, N95's and cloth  
Trauma kits – one per facility  
First Aid Kit updates – all kits in municipal buildings and vehicles  
Fanny packs – each lifeguard  
Increased staffing for programming, screening and Splash Park  
Plexi-glass barriers at required locations

Staff will be carefully tracking all costs of operations related to COVID-19.

## **R E L A T I O N S H I P T O S T R A T E G I C P R I O R I T I E S**

Although the Strategic Plan has not yet been adopted, coordinating the rollout of Stage 2 reopening does ensure the following areas of focus are addressed:

- Improving Health and Safety for Staff and Public.
- Developing Policies – Standard Operating Procedures developed for disinfection and screening.

- Improved Communications.
- Outstanding Service.

## ACCESSIBILITY CONSIDERATIONS

Not applicable.

## CONSULTATIONS

Ray Gulleckson, Senior Public Health Inspector, Timiskaming Health Unit  
Ric McGee, CAO  
Ashley Bilodeau, Manager of Planning and Land Development  
Keith Gorman, Treasurer  
Michel Riberdy, Manager of Public Works

Numerous guidance documents from:

- The Province of Ontario
- Public Health Agency of Canada
- Public Health Ontario
- Provincial Infectious Diseases Advisory Committee
- Public Services Health and Safety Association
- Workplace Safety and Prevention Services
- Canadian Centre for Occupational Health and Safety
- Government of Canada
- Ontario Recreation Facilities Association
- Life Saving Society
- Frank Cowan Company

(in the absence of provincial legislation, recommendations and guidance documents are to be followed, as well as consultation with the local Public Health Department)

## ATTACHMENTS

Attachment 1 – Health Unit Correspondence

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**Head Office:**

247 Whitewood Avenue, Unit 43  
PO Box 1090  
New Liskeard, ON P0J 1P0  
Tel.: 705-647-4305 Fax: 705-647-5779

**Branch Offices:**

Englehart Tel.: 705-544-2221 Fax: 705-544-8698  
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

[www.timiskaminghu.com](http://www.timiskaminghu.com)

June 11, 2020

To employers in the Timiskaming District:

Timiskaming Health Unit (THU) continues to work with all levels of government and community partners to implement a successful and safe regional approach to Stage 2 of the [Framework for Reopening our Province](#). As announced on June 8, 2020, by the Ontario government, THU's service area is one of the regions permitted to proceed to Stage 2. This is effective at 12:01 a.m., June 12, 2020.

In the context of reopening, please be reminded of your responsibilities under *Ontario Regulation 82/20, Schedule 3 of the Emergency Management and Civil Protection Act*:

*(1) The person responsible for a place of business that is open shall ensure that the business operates in accordance with all applicable laws, including the Occupational Health and Safety Act and the regulations made under it.*

*(2) The person responsible for a place of business that is open shall operate the business in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.*

THU has the following expectations for all workplaces and public places in our service area:

- Effective measures to maintain physical distancing amongst all employees and clients are in place;
- Unless the nature of work requires the use of a medical mask, [all individuals wear a non-medical mask \(for example, a homemade cloth mask or face covering\)](#) when physical distancing is challenging or not possible;
- Screening practices are in place for employees and members of the public. Those who are ill are expected to stay home and are advised to be tested for COVID-19;
- Excellent hygiene practices including hand hygiene, and cough and sneeze etiquette is supported and encouraged.

A number of [workplace resources](#) are available on our website including a number of sector specific [guidelines](#). Should you require additional information, please contact THU at 705-647-4305, Ext 7 (toll-free 1-866-747-4305, Ext. 7).

Sincerely,

Dr. Glenn Corneil  
Acting Medical Officer of Health/CEO



# MEMORANDUM TO COUNCIL

Meeting Date: 6/16/2020

Memo Number: 2020-DEV-003

Presented by: Ashley Bilodeau

Department: Development Services

## MEMO TITLE

Adoption of Strategic Plan

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2020-DEV-003 entitled “**Adoption of Strategic Plan**”, be received, and

**THAT** the Strategic Plan as presented on June 16<sup>th</sup>, 2020 be adopted by Council.

## BACKGROUND

A Strategic Plan was proposed in mid-2019 to guide staff and Council towards corporate-wide goals and objectives. Although StrategyCorp was hired to complete this task and presented a draft to Council in December of 2019, no final document was provided to the Town of Kirkland Lake. Staff spent the beginning of 2020 compiling the information from Strategy Corp, along with data from KPMG and other studies that have been undertaken, to present a Strategic Plan for Council's consideration.

The draft Strategic Plan was received by Council on May 19<sup>th</sup> and brought forward for discussion on June 2<sup>nd</sup>. Council directed staff to make three minor modifications to the document, which have been included in this final version.

## RATIONALE

The adoption of a Strategic Plan has many benefits. First and foremost, the Plan will provide guidance and prioritize actions for staff and Council. By aligning the goals and objectives, the organization will work together to achieve the values identified within the Strategic Plan; providing sustainable operational excellence, building the team, providing outstanding service and promoting economic growth.



A Strategic Plan is one of many steps to ensure a strong organizational culture.

This Strategic Plan identifies the services and priorities the organization chooses to invest effort, resources and time toward while providing courage to avoid distractions that inevitably result in the organization underachieving and underperforming.

## **ATTACHMENTS**

Attachment 1 – Strategic Plan

Attachment 2 – Health Unit Letter

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**KIRKLAND LAKE**  
THE RIGHT ENVIRONMENT

**Town of**  
**Kirkland Lake's**  
**Strategic Plan**

**TKL 2020 - 2024**  
**LKF 5050 - 5054**

# Kirkland Lake Town Council



Councillor – Eugene Ivanov



Mayor – Patrick Kiely



Councillor – Rick Owen



Councillor – Stacy Wight



Councillor – Patrick Adams



Councillor – Dennis Perrier



Councillor – Casey Owens

# Introduction

Demonstrating a commitment to effective and fiscally-responsible management, Council of the Town of Kirkland Lake has developed a Strategic Plan. This guiding document has been crafted using the information compiled by Strategy Corp and KPMG, with input from municipal staff and members of Council. This Plan enunciates Council's vision for the Town of Kirkland Lake, and establishes the priorities Council has set for the Corporation over the next four years. It will serve as a framework to guide staff in setting operational priorities; allocating the required human, financial, technological and intellectual resources; and measuring the results to effect continuous improvement for the Corporation and the community.

## Purpose of the Strategic Plan

The purpose of this Strategic Plan is two-fold; first, to clearly define a common vision for the Municipality that will define the success of Kirkland Lake; and second, to provide Council and staff with a framework, or roadmap for decision making.

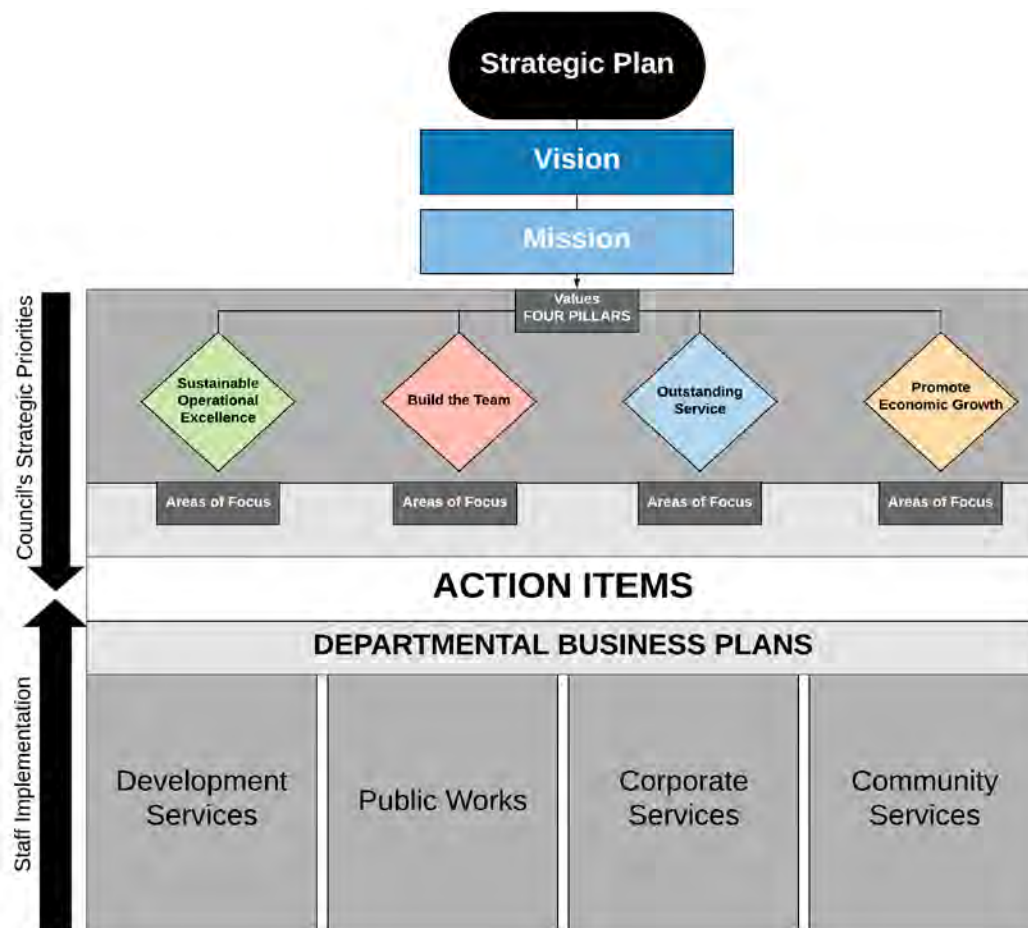
This Plan is designed by Council to prioritize the key programs, services and initiatives based on the needs, values and aspirations of the community and the service delivery realities of the Municipality.

A detailed Action Plan will provide direction for staff over the next 4 years and a set of performance indicators that will assist the Municipality in the implementation and evaluation of activities, to ensure that the vision and mission are achieved.

Finally, the Town of Kirkland Lake's Strategic Plan is a continual work in progress. Over time, new priorities, new opportunities, new demands and new challenges will emerge, and incorporating annual business plans into the Town's strategic planning process ensures us the flexibility to respond quickly and effectively to these changing directions.

# The Town of Kirkland Lake's 2020 - 2024 Strategic Plan

For the Town of Kirkland Lake's mission, vision and values to succeed, these guiding principles have to be accompanied by deliberate plans of action to move the organization toward a prosperous future. Council's Plan outlines the goals, actions and measures that will help us to achieve Council's strategic directions. It also provides the framework to help guide decision-making and resource allocation. The application of this Plan is on the Areas of Focus, the Actions Items and measures to achieve the four pillars for 2024. The actions and strategies to achieve all of Council's goals will be addressed and monitored through annual Departmental Business Plans. This process can be visualized in the following flow chart:



# Corporate Mission, Vision and Values

As local government, the Town of Kirkland Lake provides a wide range of services to residents and businesses. Decisions must be balanced considering current and future service level demands. As a result, the following Corporate Mission, Vision and Values have been developed.

## Vision

A vision statement represents the future desired state of the Municipality.

*“The Right Environment”*

## Mission

A mission statement captures the reason that the Municipality exists and guides the actions of the Municipality.

*“Our Corporation is a model of public service done right, and taxpayers have the confidence in what we do and the value they are getting for their taxes.”*

# Values

The following Values emerged during the Strategic Planning process and were selected as the “Four Pillars” of the Strategic Plan. The Pillars guide corporate actions. Specific Areas of Focus are highlighted under each Pillar, and are explained in greater detail in the following pages.

<b>Achieve Sustainable Operational Excellence</b>
<i>Aim for Financial Sustainability Policy Development &amp; Implementation Better Management of Capital Assets Improved Communications Find &amp; Implement Efficiencies</i>
<b>Build the Team</b>
<i>Improving Staff Accountability to Council &amp; Residents Council Initiatives for Success Improving Staff Accountability to Each Other Eliminate the Gaps</i>
<b>Outstanding Service</b>
<i>Implement Sustainable Service Delivery Develop Better Communications &amp; Enhanced Openness and Transparency Improving Health and Safety for Staff &amp; the Public</i>
<b>Promote Economic Growth</b>
<i>Invest in KL Reduce Competition with Private Sector</i>

Area of Focus	Action Item Number	Action Item	Department Responsible	Specific Task to Achieve the Action Item	Target			
					2020	2021	2022	2023
Aim for Financial Sustainability	OE-1	Establish Standard Procurement Guidelines and Practices	Corporate Services	Approve new Procurement By-law & Policy	Q3			
	OE-2	Complete cost analyses to assess the hiring of staff vs. procuring contractors for delivery of services	Corporate Services	Review functions within the Finance Department	Q4			
	OE-3		Development Services	Review functions within the Development Services Department	Q4			
	OE-4		Community Services	Review functions within the Community Services Department		Q1		
	OE-5		Public Works	Review functions within the Public Works Department		Q2		
	OE-6	Analyze competitiveness of KL taxes, rates and fees in comparison to other nearby and similar sized municipalities	Corporate Services	Establishing a benchmark of where we sit in comparison to other municipalities	Q4			
	OE-7	Evaluate opportunities to enhance competitiveness with other municipalities, in relation to KL taxes, rates and fees	Development Services	Find opportunities to modify the KL taxes, rates and fees to become competitive with other nearby and similar sized municipalities		Q4		
	OE-8	Prepare and evaluate a long-term capital spend/replacement strategy	Corporate Services	Work with managers to build and update database	Q4	Ongoing		
	OE-9	Assess whether townwide purchasing is justified	Corporate Services	Analyze whether there would be cost savings if there was a centralized purchasing agent		Q1		
	OE-10	Review affordability of legacy assets	Public Works	Review equipment		Q1		
	OE-11	Evaluate opportunities for disposal/monetization	Development Services	Review property stock		Q2		
	OE-12		Community Services	Review building stock				
	OE-13	Introduce a gradual increase in capital levy to build reserves/reserve funds	Corporate Services			Q2		
	OE-14	Review and establish dedicated reserves/reserve funds	Corporate Services	Recommendations for Reserve Funds Policy to Council	Q4			
	OE-15	Link Reports to Council to the Strategic Plan	Corporate Services	Modify Report to Council template to identify link with Strategic Plan	Complete & Ongoing			
	OE-16	Link budget to the Strategic Plan	Corporate Services		Q4			
	OE-17	Introduce and approve budgets for coming year in Q4	Corporate Services	Budget process for next year to begin in September	Q4			
	OE-18	Investigate the ability to reduce liabilities on balance sheet	Corporate Services	Review opportunities for funding on all upcoming capital projects to make best and most efficient use of taxpayers	Q4	Ongoing		
	OE-19	Complete Energy Audits	Public Works	Streetlights			Q2	
	OE-20	Implement Energy Conservation and Demand Plan	Community Services	All vehicles, buildings and equipment (heating/lighting)			Q1	
Policy Development & Implementation	OE-21	Bring 1-2 policies to Council for approval or review each Council meeting	ALL		Ongoing			
	OE-22	Review Overtime Policy and make necessary changes to reduce personnel costs	Corporate Services		Q4			
	OE-23	Develop a Standard Operating Procedures Policy	Development Services	Develop SOPs for common tasks to ensure: health and safety, efficiency and reduced liability.		Q4		
	OE-24		Corporate Services			Q2		
	OE-25		Corporate Services			Q1		
	OE-26		Public Works			Q4		
	OE-27		Community Services			Q1		
	OE-28		Community Services			Q1		
	OE-29		Develop and implement an Information Technology Policy		Corporate Services		Q4	
	OE-30	Develop and implement a Tax Collection Policy	Corporate Services			Q2		
	OE-31	Develop and implement a Reserves/Reserve Fund Policy	Corporate Services		Q4			
	OE-32	Develop and implement a Debt Management Policy	Corporate Services		Q4			
	OE-33	Develop and implement a Surplus Management and Investment Policy	Corporate Services		Q4			
	Better Management of Capital Assets	OE-34	Create a capital asset management plan for Public Works (roads, water, sewer)	Public Works			Q2	
OE-35		Develop and implement a Fleet Management Plan (equipment retrofit execution)	Public Works		Q4			
OE-36		Analyze benefit of introducing a Facilities Management Department	Community Services		Q4			
OE-37		Create a capital asset management plan for buildings and facilities	Community Services			Q2		
Improved Communications	OE-38	Share summary of Council outcomes after each meeting	Corporate Services		Complete & Ongoing			
	OE-39	Develop and implement a Communications Policy	Corporate Services		Q4			
	OE-40	Review software opportunities to assist with document management	Corporate Services			Q4		
		Populate the databases (By-law Database, Roll Files, Work Orders, etc.)	Corporate Services					



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	OE-41	Analyze whether a more robust Intranet would be helpful	Corporate Services						Q1		
	OE-42	Arrange for weekly meetings with directors	All						Complete & Ongoing		
Find & Implement Efficiencies	OE-43	Assess Contracted Services/Leases/Rentals Prior to Expiry to Ensure Maximum Efficiency and Best Use of Taxpayers Dollars	Community Services	Daycare Lease							
	OE-44		Development Services	Waste Contract				Q2			
	OE-45		Public Works	OCWA Contract				Q2			
	OE-46		TPR	Relationship with Hospital				Q4			
	OE-47		Corporate Services	Hospital Contract with IT				Q4			
	OE-48		Corporate Services	OPP Building					Q2		
	OE-49		Corporate Services	Family Health Team				Q3			
	OE-50	Analyse best use for Efficiency Funding (Provincial Funding)	Development Services					Q4			
	OE-51	Review opportunities to eliminate paper-based records	Corporate Services	Review software opportunities to assist with time cards, gas slips, etc.) Implement the appropriate software, once reviewed				Q1			
	OE-52	Review and implement software to assist with Work Schedule Management that will work for all departments	Corporate Services					Q1			
	OE-53	Enhance controls and review process for Vendor Management	Corporate Services	Create Vendor Management Policy				Q4			
	OE-54	Create and Monitor Annual Business Plans for each department	All	Introduce and monitor an Annual Business Plan for each department				Q4			
	OE-55	Look at opportunities to reduce mailouts of tax & utility bills to save on postage	Corporate Services	Review benefits of mailing tax and utility bills together Offer contest to encourage payment by EFT				Q4			
	OE-56	Review software choices for facility booking software	Community Services	Analyze whether there are cost savings or efficiencies to merge all departments to one platform				Q4			
	OE-57	Assess benefits and efficiencies associated with software upgrades	Corporate Services					Q4	*	*	*
	OE-58	Assess benefits associated with purchasing cards	Corporate Services					Q2			
	OE-59	Review and implement software to assist with formulating Council agenda	Corporate Services					Q4			
	OE-60	Complete recommendations from Fire Master Plan	Fire	Create a Plan to reduce fires - education, prevention efforts				Q4	*	*	*
	OE-61		Fire + Development Services	Create a Plan to reduce fires - see OS-22				Q4			
	OE-62		Fire	Realign department responsibilities with Property Standards and Social Services				Q4			
OE-63	Fire		Conduct Risk Assessment on Town building stock				Q4				
OE-64	Reduce waste and mitigate need for additional landfill capacity	Development Services	Assess benefits of a weighted scale at the landfill								
OE-65		Development Services	Assess potential impact on eliminating commercial waste				Q4				
OE-66	Centralized information technology budget for all departments	Corporate Services	Create centralized information technology line items in the 2020 budget				Complete				

Area of Focus	Action Item Number	Action Item	Department Responsible	Specific Task to Achieve the Action Item	Target			
					2020	2021	2022	2023
Improve Accountability	BT-1	Develop KPIs template and report on quarterly basis	Corporate Services	Continue to improve the quality of quarterly reporting to Council	Complete & Ongoing			
	BT-2	Enhance and improve functionality of CGIS	Development Services	Expand CGIS activity request system to all departments Work towards enhancing use of CGIS by introducing new layers and/or activities Have certain layers available to the public	Q3	*	*	*
	BT-3		Public Works	Digitize water and sewer Public Works			Q4	
	BT-4	Establish process to report financials on a Quarterly basis	Corporate Services	Continue to improve the quality of quarterly reporting to Council	Complete & Ongoing			
	OE-16	Introduce and approve budgets for coming year in Q4	Corporate Services	Budget process for next year to begin in September	Q4			
	BT-5	Develop and report variance reporting for staff	Corporate Services	Establish a process for reporting variances to directors in a timely manner	Q3			
Council Initiatives for Success	BT-6	Engage constituents in decision-making	Council	In conjunction with staff, develop a Public Consultation Strategy		Q2		
	BT-7	Promote economic growth	Council	Encourage opportunities and standby developers who are promoting economic growth in Kirkland Lake	Ongoing			
	BT-8	Put KL on the map: Improve regional and provincial knowledge of KL	Development Services	Update and implement the ED Strategic Plan	Q4	Ongoing		
	BT-9	Advocate regionally and provincially at conferences, meetings, etc.	Council + CAO	Identify conferences in budget that Council will attend	Q4	Ongoing		
Improving Staff Accountability to Each Other	BT-10	Establish opportunities for cross training staff to reduce gaps in service when individuals are away from office.	Corporate Services		Q4			
	BT-11	Develop and implement Training Plan and Policy	Corporate Services		Q4			
	BT-12	Establish an Attraction and Retention Plan of qualified and professional staff	Corporate Services	Develop and implement an Employee Well Being Program		Q2		
	BT-13	Review purpose & best approach for Health & Safety Committee structure	Corporate Services		Q3			
	BT-14	Review Sick Time Policy, Part-Time Benefits	Corporate Services		Q3			
	BT-15	Review Performance Management process and develop and implement policy	Corporate Services	Arrange for staff training		Q2		
	OE-41	Arrange for weekly meetings with Directors	All		Complete			
	BT-16	Coordinate Volunteer Efforts	Community Services	Trails, Museum, Library, Horticultural		Q4		
	BT-17	Look at developing a policy to maximize efficiency of volunteers	Development Services	PAC, C of A, Age Friendly, EDC		Q1		
BT-18	Recruit Volunteers, create volunteer recruitment strategy	Corporate Services	PSB, DTSABB		Q1			
Eliminate the Gaps	BT-19	Finalize Organizational Review	CAO		Q3			
	BT-20	Update Job Descriptions, Evaluations, Pay Equity, Updated Salary Grid	Corporate Services			Q3	Ongoing	
	BT-21	Develop Professional Development Plan	Corporate Services		Complete			
	BT-22	Develop Training Plan	Corporate Services		Q4			
	BT-23	Develop Succession Plan	Corporate Services		Q4			
	BT-24	Recruit Vacant Positions and Attract Qualified Staff	Corporate Services	Ongoing initiative as positions become vacant	Ongoing			
	BT-25	Analyze need for Facilities Management position	Community Services		Q3			
	BT-26	Analyze need for Contract Manager position	Public Works		Q3			
	BT-27	Analyze need or purpose of an AODA Committee	Corporate Services + Community Services		Q4			

BUILD THE TEAM

OUTSTANDING SERVICE	Area of Focus	Action Item Number	Action Item	Department Responsible	Specific Task to Achieve the Action Item	Target			
						2020	2021	2022	2023
Implement Sustainable Service Delivery	OS-1	Conduct a cost analysis on the use of credit cards and other payment options throughout all TKL buildings	Corporate Services	Review opportunities and cost benefits of opening electric fund transfer, e-mail money transfer, credit card options at all	Q4				
	OS-2	Assess Contracted Snow Removal	Public Works	Winter Maintenance Plan	Q4				
	OS-3	Managing Expectations. Develop Service Delivery Standards.	Fire Services	Implement Recommendations in Fire Master Plan		Q4			
	OS-4		Public Works	Water Financial Plan	Q4				
	OS-5		Public Works	Determine need for Water Rate Study		Q2			
	OS-6		Public Works	Waterworks Service Delivery Review		Q1			
	OS-7		Development Services	Timeframe for Inspections, Planning Applications	Q4				
	OS-8		Development Services	Heritage North Service Delivery Review	Complete				
	OS-9		Development Services	Explore opportunities to divest Heritage North, complete appraisal, profile perspective buyers, define most effective outreach methods, create general listing for opportunistic sale		Q2			
	OS-10		Community Services	Museum & Library Service Delivery Review	Q4				
	OS-11		Community Services	Determine needs of service groups, find efficiencies	Q4				
	OS-12		Community Services	Update to Parks and Trails Plan		Q4			
	OS-13	Development Services	Waste Service Delivery Review		Q2				
	OS-14	Community Services	Review Facilities & Programs with an aim toward barrier-free		Q4				
	OS-15	Improving Accessibility	Development Services	Age-Friendly Plan Implementation	Q4	*	*	*	
Develop Better Communications & Enhanced Openness and Transparency	OS-16	Implement Customer Relations Management System	Development Services	Implement CGIS Activity Request system town-wide	Q3				
	OS-17	Establish a Communications Policy for communication with Council, staff and the public	Corporate Services	Policy to include measuring techniques, such as customer satisfaction surveys	Q3				
	OS-18		Corporate Services	Policy to include direction on public engagement on high profile sensitive topics	Q3				
	OS-19		Corporate Services	Use of social media, website and TKL alerts	Q3				
	OS-20		Corporate Services	Use of standardized templates for letters, memos, etc.	Q3				
	OS-21	Establish a customer satisfaction survey to use as a benchmark	Corporate Services + Development Services	Establish effectiveness of our communication via surveys	Q4	Ongoing			
	BT-1	Develop KPIs template and present on a Quarterly Basis	Corporate Services	Continue to improve the quality of quarterly reporting to Council	Complete & Ongoing				
OS-22	Launch new website	Corporate Services	Continue to update and bring relevant information forward on the website.	Q3	Ongoing				
Improving Health and Safety for Staff & Public	OS-21	Education and Prevention	Fire Services	Develop and implement Home and Business Inspections Program Establish fees for false alarms/avoidable calls	Q4				
	OS-22		Development Services	Establish and implement Property Standards Plan to resolve derelict building issue (see OE-60)		Q4	Ongoing		
	OS-23		Development Services	Establish and implement an education and enforcement plan		Q4	Ongoing		

	Area of Focus	Action Item Number	Action Item	Department Responsible	Specific Task to Achieve the Action Item	Target			
						2020	2021	2022	2023
<b>PROMOTE ECONOMIC GROWTH</b>	<b>Invest in KL</b>	<b>ED-1</b>	Build Capacity & the Ability to Execute Economic Development in Kirkland Lake	Development Services	Develop and implement the mandate of the Economic Development Committee	<b>Complete &amp; Ongoing</b>			
		<b>ED-2</b>		Development Services	Completing a market research and analyzing competitiveness of Kirkland Lake's market	<b>Q4</b>	<b>Ongoing</b>		
		<b>ED-3</b>		Development Services	Enhance skills by increasing training and professional development of staff	<b>Q4</b>	<b>Ongoing</b>		
		<b>ED-4</b>		Development Services	Assess, Evaluate and Report - KPIs	<b>Complete &amp; Ongoing</b>			
		<b>ED-5</b>	Promote Kirkland Lake	Development Services & Council	Establish and participate in regional partnerships and projects	<b>Q4</b>	<b>Ongoing</b>		
		<b>ED-6</b>		Development Services	Develop multi-dimensional marketing strategy		<b>Q2</b>		
		<b>ED-7</b>		Development Services	Identify venues and messaging for advocacy	<b>Q4</b>	<b>Ongoing</b>		
		<b>ED-8</b>	Support Local Business	Development Services	Create support mechanisms to assist businesses and organizations (CIP, Community Grants, MAT)	<b>Q4</b>	<b>Ongoing</b>		
		<b>ED-9</b>	Encourage retention and attraction of businesses in Kirkland Lake	Development Services	Identify growth potential sectors	<b>Q4</b>	<b>Ongoing</b>		
		<b>ED-10</b>		Development Services	Support local SME's through capacity building	<b>Q4</b>	<b>Ongoing</b>		
		<b>ED-11</b>	Leverage Existing Strengths	Community Services	Recreational Master Plan Ensuring affordable access to recreational programs		<b>Q4</b>		
		<b>ED-12</b>		Development Services	Work with mines on municipal supports, import replacement and workforce attraction and retention	<b>Ongoing</b>			
		<b>ED-13</b>		Development Services	Support tourism through event creation (sport tourism, speakers, etc.) support and marketing assistance	<b>Q4</b>			
		<b>ED-14</b>		Development Services	Develop an Events Webpage	<b>Q4</b>	<b>Ongoing</b>		
		<b>ED-15</b>	Make Kirkland Lake presentable	Development Services + Corporate Services	Develop a plan for demolishing or resolving property standards issues (see OS-22)		<b>Q4</b>	<b>Ongoing</b>	
		<b>ED-16</b>		Development Services	standards	<b>Q2</b>	<b>Ongoing</b>		
	<b>Reduce Competition with Private Sector</b>	<b>ED-17</b>	Analyze existing areas where TKL may be competing, find efficient ways to reduce or eliminate competition with private sector.	Public Works	Cost Analysis for Load/Haul, Review Heavy Equipment Rental Rates, Review Contracted Winter Maintenance Agreements, Review Sewer Blockage Rates	<b>Q4</b>			
		<b>ED-18</b>		Community Services	Review rates for fitness and events at Complex		<b>Q2</b>		

# Measurability

## Departmental Business Plans

Implementation of this Plan will be strengthened by aligned Business Plans across all municipal Departments. An annual review of these Business Plans will clearly identify actions and activities initiated and/or completed. Measuring performance is a critical step in the strategic planning process to confirm with evidence based data that the Strategic Planning efforts have moved from development to execution. Collectively, the presentation of an Annual Report Card to communicate the progress of priority actions to Council and the public will serve to report on progress and support future budgeting processes.

The recommended content for each Departmental Business Plan's Annual Report Card consists of the following sections:

- Department mandate and core values;
- Key department priorities/main service areas;
- Alignment with the goals and objectives of Council's Strategic Plan and other relevant community strategic plans;
- A list of major initiatives for the report timeframe;
- A matrix outlining the progress or completion of initiatives/actions; and
- The use of allocated resources in that year and resource requirements for major initiatives.

# Town of Kirkland Lake's Strategic Plan Annual Report

In addition to internal communication of progress, it is equally important to ensure that residents are kept informed. Departmental Report Cards will combine to support the creation of a Corporate Annual Report for the Municipality's Corporate Strategic Plan, reporting on the status of priority actions, identify changes in priorities and providing accompanying rationale and relating the story of success that has positively impacted Kirkland Lake. This annual reporting will ensure that Kirkland Lake is fulfilling and communicating its ongoing commitment to ***openness, transparency and accountability.***

The recommended content for the Annual Report consists of the following sections:

- Key areas of focus for the Town of Kirkland Lake;
- Major community initiatives and events during the report year;
- From vision to action: a matrix of accomplishments based on the Action Items in the Strategic Plan and Departmental Business Plans;
- Case studies of successful implementation (profiling major accomplishments);  
and
- Maintaining momentum: initiatives and actions for the upcoming year.

## **Decision Making and Strategic Planning**

Strategic planning assists Council and staff in prioritizing fundamental decisions and choices regarding what is most important to achieve organizational success. The following chart outlines how Council and staff can integrate strategic planning into daily activities and decision-making responsibilities.



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247 Whitewood Avenue, Unit 43  
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**Branch Offices:**

Englehart Tel.: 705-544-2221 Fax: 705-544-8698  
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

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June 11, 2020

Mayor Kiely and Council  
Town of Kirkland Lake  
PO Box 1757  
Kirkland Lake, ON P2N 3P4

Your Worship and Members of Council:

**Subject: Kirkland Lake Strategic Plan**

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I am writing today to comment on the draft Kirkland Lake Strategic Plan. As partners in promoting the wellbeing of our community members, I appreciated the opportunity to learn about the Town's continued Vision, new Mission and Values, the latter articulated through the four pillars of the Strategic Plan.

Municipalities have a key role in promoting and protecting the wellbeing of community members of all ages and abilities. Community planning and design, how services are accessed, how easily residents can engage with the political process, and the economic and social vitality of a community are some examples of what municipal decision-makers can influence that in turn affect mental health, chronic disease, injury and overall well-being.

We at Timiskaming Health Unit commend you for your work in considering many of these factors within your current planning landscape—from the Official Plan to the Age Friendly Community Plan and now with the Town of Kirkland Lake's Strategic Plan for 2020-2024.

In particular, we noted a volunteer retention strategy to benefit trails, museum, library, and horticultural activities; an employee wellbeing program; commitment to improving health and safety for staff and the public; and investment in a Recreation Master Plan as action items within the Plan. These are diverse and important aspects of well-being. Complemented by the planning guidance offered by the 2016 Official Plan and community improvements driven by the Age Friendly Plan, we look forward to seeing your work move ahead and are here for support.

Local public health works to protect health and support the wellbeing for everyone; our strategic vision is *Healthy communities where everyone can thrive*. We do not do this alone. Our role includes supporting and encouraging all those with influence over the policies and settings in which we live to consider health. We do this by sharing local data, evidence, consulting or collaborating on policies, plans and initiatives, and leveraging funds or skills. We invite you and municipal staff to contact us at any time that you would like to access the added capacity that public health can bring to your work.

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Please contact Kerry Schubert-Mackey, Director of Community Health, at any time at [schubertmk@timiskaminghu.com](mailto:schubertmk@timiskaminghu.com) or 1-866-747-4305 x 2244, to further discuss ways that public health can support your work in Kirkland Lake.

Sincerely,

A handwritten signature in black ink, appearing to read "Glenn Corneil". The signature is fluid and cursive, with a large initial "G" and "C".

Dr. Glenn Corneil  
Acting Medical Officer of Health/CEO

## REPORT TO COUNCIL

Meeting Date: 2/16/2020	Report Number: 2020-DEV-028
Presented by: Ashley Bilodeau	Department: Development Services

### REPORT TITLE

Spring Free Tipping Fees Event - Update

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-DEV-028 entitled “**Spring Free Tipping Fees Event – Update**”, be received, and

**THAT** staff be directed to explore “Option 1 – Voucher System” and present additional information and recommendations to Council prior to the Fall Free Tipping Fee Event scheduled to occur in September.

### BACKGROUND

At the June 2, 2020 regular meeting of Council, Council passed a motion requesting staff to bring forth a formalized protocol/procedure for landfill employees to follow, including a system to ensure proper collection of information required at the gate. This report focuses on:

- The history of the Spring Free Tipping Fee Event;
- Reasoning behind the 2m<sup>3</sup> limit;
- A summary of this year’s event; and
- Options to consider in the future.

#### **History of Free Tipping Fee Event**

Historically, residents were permitted to place up to two cubic metres (average size of the back of a pick-up truck) of waste on the curbside directly in front of their residence. Certain restrictions included demolition material, concrete, rocks and boulders, etc. To compliment curbside collection, the Town also offered its residents free tipping at the landfill up to two cubic metres of waste for three weeks for the residents who preferred to take their waste directly to the landfill. Fall free tipping only

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began to be offered in 2012, with the same 2m<sup>3</sup> restriction.

Due to the increasing cost of labour and equipment, the last curbside collection event was held in 2015 with the intent of holding it every second year. It was never re-instated regardless of the bi-annual intentions, due to the costs associated with hosting the event (approximately \$60,000).

### **The Two Cubic Metre Limit**

Landfill sites are heavily regulated by Federal and Provincial laws and are costly to operate. The landfill site receives and processes between 25,000 and 40,000 (2019) cubic metres of waste annually, dependant on activity within the municipality. The tipping fees help to offset the operational costs associated with landfill site staffing, contractual obligations for disposal operations and to fund post closure costs.

### **Spring Free Tipping Event 2020**

The following table breakdown the cubic metres of waste accepted at the landfill during curbside collection and spring and fall free tipping weeks since 2009.

<b>Year</b>	<b>Curbside (Cubic Metres)</b>	<b>Spring (Cubic Metres)</b>	<b>Fall (Cubic Metres)</b>
<b>2009</b>	4,783.6	1,182.50	0
<b>2010</b>	4,472.0	1,495.0	0
<b>2011</b>	5,412.7	1,505.0	900.0
<b>2012</b>	3,049.5	2,358.0	1,313.0
<b>2013</b>	0	4,965.0	1,642.0
<b>2014</b>	4,518.9	2,515.0	1,587.0
<b>2015</b>	3,981.5	950.4	1,138.5
<b>2016</b>	0	2,533.0	1,153.0
<b>2017</b>	0	2,672.0	1,560.0
<b>2018</b>	0	2,055.5	1,205.0
<b>2019</b>	0	2,908.0	1,442.0
<b>2020</b>	0	3,156.7	

At the May 12<sup>th</sup>, 2020 Council meeting, Council raised concern that the 2 m<sup>3</sup> limit was being enforced more strictly than in previous years. Although unclear as to the direct cause of enforcement becoming more prevalent in 2020, from management's perspective, the following has been noted:

- The two cubic metre rule has always been stipulated in the Reports to Council when Free Tipping Fee Events are proposed;
- Staff have a conversation with the tipping attendants each year, in relation to enforcement of the 2 m<sup>3</sup> rule;
- There was hesitancy with certain staff in accepting too many visitors at the landfill due to the COVID-19 Pandemic;

- There were significantly more Community Standards notices (304) issued to the residents than in the past (100);
- There was more waste brought to the landfill than any other year, with the exception of 2013.
- There were several individuals with trailers coming to the landfill who were profiting from residents, by bringing waste to the landfill on their behalf;
- There were more taxpayers than normal, taking advantage of the 2m<sup>3</sup> rule;
- There were taxpayers who were verbally abusive with the tipping attendants this year. In some instances, license plates were recorded and forwarded to the Ontario Provincial Police; and
- When enforcement was occurring, there was a lack of process that tipping attendants were reasonably relying on.

Immediately after becoming aware of the concern, staff worked towards implementing a process that would reduce the confusion associated with multiple visitors for the remainder of the 2020 Spring Event. Receipts were populated into an excel spreadsheet and provided to the tipping attendants twice per day to maintain an up to date record of who had used free tipping.

There are several challenges associated with the method currently in place. Without electricity at the landfill site, it is difficult to install technology that would assist with proper recording. Driving back and forth to update spreadsheets results in added costs associated with staff, fuel and administration. It would not be practical for the tipping attendants to track addresses manually with over 100 vehicles coming on a daily basis. With this in mind, staff have reviewed program initiatives from other municipalities and have recommendations for Council to consider.

**Moving Forward – Options to Consider**

Staff recommend that Council consider modifications to the program in the coming years. After reviewing what other municipalities offer, staff believe it may be valuable to present options for Council’s consideration.

Options to consider are as follows:

1. A voucher system be introduced. (Recommended)

<b>Voucher System</b>	
Two free tips be included in tax bills for residential taxpayers. When issuing notices in the spring to clean up properties, a free tipping voucher can be included on the notice. Eliminate spring / fall clean up events and vouchers can be used at any time.	
Benefits	<ul style="list-style-type: none"> <li>➤ Controls how many cubic metres are being disposed of annually for free.</li> <li>➤ Eliminates free tipping events which encourages everyone to go at once.</li> <li>➤ Reduces the amount of garbage coming into landfill at</li> </ul>

	<p>once – from an operations perspective, this is preferred.</p> <ul style="list-style-type: none"> <li>➤ Vouchers can be tracked by roll number to determine who utilizes the free tipping.</li> </ul>
Challenges	<ul style="list-style-type: none"> <li>➤ Lack of control when someone gives another person their free tipping voucher. Regardless, the set limit is one per household, therefore limiting the amount of waste being directed to the landfill.</li> </ul>

2. Offering free tipping fee Saturdays throughout the summer. (Not recommended)

<b>Free Tipping Fee Saturdays</b>	
For six (6) Saturdays throughout the summer from June to October, tipping for residential taxpayers is free of charge.	
Benefits	<ul style="list-style-type: none"> <li>➤ Eliminates the two-week long events in May and October and provides residents an opportunity to tip for free throughout the summer months.</li> <li>➤ Reduces amount of garbage coming into the landfill at once – from an operations perspective, this is preferred.</li> </ul>
Challenges	<ul style="list-style-type: none"> <li>➤ Difficulty controlling the 2 m<sup>3</sup> per user.</li> <li>➤ No electricity restricts the ability to track electronically.</li> </ul>

If proceeding with this option, it is encouraged that funds be allocated towards the purchase and installation of a small solar panel to generate enough power for a computer and heat for the port-a-potty. This will allow tipping attendants to input information during less busy times of the day, and names can be searched upon entry into the landfill. Having electricity could also support the use of electronic payment.

3. Continuing with Spring and Fall Free Tipping Events. (Not recommended)

<b>Free Tipping Fee Events</b>	
Continue with free tipping fee events, as has been done in the past.	
Benefits	<ul style="list-style-type: none"> <li>➤ Continue to provide a service that residents are accustomed to.</li> </ul>
Challenges	<ul style="list-style-type: none"> <li>➤ Difficulty controlling the 2 m<sup>3</sup> per user.</li> <li>➤ No hydro restricts the ability to track electronically.</li> <li>➤ Increased administrative costs associated with tracking via excel spreadsheets and fuel costs with delivering the documentation twice daily.</li> <li>➤ Ongoing operational challenge of accepting an abundance of waste at the same time.</li> <li>➤ Wait times are generally higher. This will continue to pose a challenge, especially as staff attempt to socially distance the residents to be compliant with current Emergency Orders.</li> </ul>

Similar to Option 2, it is recommended that funds be allocated towards the purchase and installation of a small solar panel to generate enough power for a computer and heat. This will allow tipping attendants to input information during less busy times of the day, and names can be searched upon entry into the landfill. Having electricity could support the use of electronic payment.

## **R A T I O N A L E**

Although staff encourage residents to take advantage of Free Tipping Events, the lack of enforcement on load limits negatively impacts the environment, reduces the lifespan of the landfill and pushes the burden of closure costs onto the taxpayers instead of the most active users.

Staff recommend that Free Tipping be permitted to continue, but with proper protocols in place. Staff recommend that Option 1 be considered and staff be directed to explore this option further and report back to Council prior to the Fall Free Tipping Event.

## **O T H E R A L T E R N A T I V E S C O N S I D E R E D**

Staff explored several options associated with hosting the Free Tipping Fee Events. Realistically, the most reasonable solution in order to maintain the Events as is and to encourage better enforcement is to install a solar panel, obtain a computer or tablet and track users digitally.

Staff also explored the option of cancelling Free Tipping Events completely. With the strategic priority to clean up and enhance the aesthetics of Kirkland Lake; free tipping fee events provide an incentive for residents to clean their properties. Staff believe the option for free tipping with enforceable limits should continue.

## **F I N A N C I A L C O N S I D E R A T I O N S**

There are financial considerations associated with the options listed above.

### **Option 1: Voucher System**

Staff would attempt to create a template that can be added to existing tax bills. There would be administrative costs to establish the template. From an ongoing perspective, there would be added costs associated with material (paper) to initiate this process.

### **Option 2 & 3: Spring Free Tipping Saturdays OR Spring Free Tipping Events**

Both of these options would result in one-time costs associated with purchasing a solar panel and tablet/computer in order to properly track users who have taken advantage of the program.

## **RELATIONSHIP TO STRATEGIC PRIORITIES**

Although a Strategic Plan has not yet been adopted, Council has stressed the importance of improving the aesthetics of properties in Kirkland Lake. The Free Tipping Fee Events encourage residents to clean their properties by taking advantage of the free tipping fees.

## **ACCESSIBILITY CONSIDERATIONS**

The Free Tipping Fee Events or a voucher system would be available for all residential taxpayers of Kirkland Lake.

## **CONSULTATIONS**

Richard Charbonneau – Manager of Waste Management and Airport  
Jenna McNaughton – Information Manager/Recycling Coordinator

## **ATTACHMENTS**

No attachments.

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# REPORT TO COUNCIL

Meeting Date: 6/16/2020	Report Number: 2020-PW-004
Presented by: Michel Riberdy	Department: Public Works

## REPORT TITLE

Sanitary Sewer Blockage Policy

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2020-PW-004 entitled “**Sanitary Sewer Blockage Policy**” be received,

**THAT** Council for the Corporation of the Town of Kirkland Lake hereby approves the Sanitary Sewer Blockage Policy as presented, and

**THAT** staff be directed to implement, administer and upload the Sanitary Sewer Blockage Policy to the Town’s website and forward copies to plumbing contractors that work in the Town of Kirkland Lake.

## BACKGROUND

Approximately 20 sewer blockages occur in the Town of Kirkland Lake sewage collection system each year that affect property owners. This number is consistent with the number of blockages that a similar sized municipality would incur, and may even be on the low side depending upon the community.

There was a sanitary sewer blockage at a residence recently that resulted in a dispute between the homeowner, plumbing contractor and Town of Kirkland Lake. The homeowner commissioned the plumbing contractor to clear the sanitary sewer blockage on a Statuary Holiday without contacting the Public Works after-hours number to advise the Town that they suspected the blockage was on the Town’s property. Therefore, the Town was not provided with the opportunity to assist with clearing the sewer blockage between the homeowner’s property and the main sewer line. The homeowner was seeking compensation from the Town for the plumbing contractor services; however, it was determined that the blockage was caused due to the buildup of kitchen grease in the sewage discharge pipes making this a



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homeowner responsibility.

Furthermore, Waterworks staff performed a camera inspection of the main/lateral sanitary sewer lines to ensure that the lines were clear of obstruction when they became aware of the situation. No obstructions/collapse within the Town's sanitary sewer lines was discovered.

In dealing with this issue, it became clear that Town staff had to establish a sanitary sewer blockage policy to provide guidelines, procedures and determine responsibilities for the Town of Kirkland Lake, plumbing contractors and property owners to address future sanitary sewer blockages within the Town of Kirkland Lake Sanitary Sewer Infrastructure. This report and the policy presented are intended to provide clarity and guidance for all parties.

## **R A T I O N A L E**

The policy is to interpret and communicate the responsibilities for the Town of Kirkland Lake, plumbing contractors and property owners in regards to Sewer Lateral Blockage Clearing. The policy provides clear direction on steps to follow to address sanitary sewer blockage. This policy formalizes the informal process that has been in place for many years.

## **O T H E R A L T E R N A T I V E S C O N S I D E R E D**

Not applicable.

## **F I N A N C I A L C O N S I D E R A T I O N S**

No budget implications are anticipated to implement and administer the Sanitary Sewer Blockage Policy.

## **R E L A T I O N S H I P T O S T R A T E G I C P R I O R I T I E S**

Although the Strategic Plan has not yet been adopted, the proposed policy is in line with the strategic priorities. The policy ties into the *Implementing Sustainable Service Delivery* by providing a clear mandate of the roles and responsibilities of the municipality, private contractors and property owners. It provides *Better Communication and Enhanced Openness and Transparency* by informing the public and private contractors of their responsibilities when encountering a sewage blockage.

This policy will also reduce any liabilities associated with sewage blockages by placing the onus on the property owner for the sanitary sewer lateral from their building to the main line.

## **ACCESSIBILITY CONSIDERATIONS**

Not applicable.

## **CONSULTATIONS**

Richard McGee, CAO

## **ATTACHMENTS**

Attachment 1 – Sanitary Sewer Blockage Policy.

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POLICY	
Policy Number: PW-2020-001	Date Approved:
Department: Public Works	Date Reviewed:
Sanitary Sewer Blockage	

### 1. Policy Statement

The primary responsibility to resolve a sanitary sewer lateral blockage rests with the property owner. If a blockage occurs, the property owner should hire a certified plumber to clear the blockage. If there is uncertainty as to where the blockage is, Town staff will attend the site to investigate and assist with clearing the blockage. This will support the determination of where and why the blockage occurred and whether the property owner or the Town is responsible for the costs to clear the blockage. If the blockage is on the property owner's property, the costs will be the responsibility of the property owner. If the blockage is determined to be on the Town's property and the property owner has not contributed to the cause of the blockage by putting items and/or substances into the sewer that are prohibited, the Town will be responsible for the costs to clear the blockage.

### 2. Purpose

The purpose of this policy is to interpret and communicate the responsibilities for the Town of Kirkland Lake, plumbing contractors and property owners in regards to Sewer Lateral Blockage Clearing and the obligation to call Town of Kirkland Lake staff to deal with sanitary sewer lateral blockages when necessary.

### 3. Scope

This policy applies to the owner and/or tenant of any property connected to the Town of Kirkland Lake Sanitary Sewer System and all private plumbers engaged to remove blockages within the sanitary sewer system. The owner is responsible for the clearing of any blockage anywhere on their property within the sanitary sewer lateral connection and all costs related to the inspection, clearing and associated activities.

### 4. Definitions

**Town** – means the Corporation of the Town of Kirkland Lake.

**Town Right-of-Way** – shall mean the entire street allowance dedicated as public highway, including the traveled portion of the roadway, sidewalk and boulevard area, extending from property line to property line.

**Private Property** – shall mean all property outside the legal limits of the Town’s right-of-way except Town owned land.

**Sanitary Sewer Lateral** – a sanitary sewer lateral is a section of the sewer that connects the property owners building to the Municipality’s main sewer. This permits the discharge of all wastewater from private property.

**Sewer Lateral Inspection** – a sewer lateral inspection may include the use of closed circuit TV (CCTV) to determine the condition and location of blockage or defect.

**Joint Connection (“Y”)** – shall be a sewer lateral connection on the Town’s right-of-way which accepts storm or sanitary flows from more than one private property.

**Owner** – means the legal Owner of the private property where a sewer blockage occurs.

## **5. Policy & Procedures**

**Trouble shooting for blockage and collapse** – the first indicator of a blockage or collapse will result in sewage coming up through a basement floor drain.

**Sewer Blockage** – The Town’s policy regarding sanitary sewer lateral blockages states the property owner is responsible for the lateral from the building to the Town’s main sewer with limited exceptions, such as;

- a. When it can be proven that there are tree roots from a municipal tree causing the blockage,
- b. Sewer pipe is broken/collapsed on the Town’s right-of-way, or
- c. If there is a joint connection at the property line.

The property owner is responsible for retaining a certified plumber to determine the extent of the blockage. The Public Works Department must be notified if there is a discrepancy so that staff can confirm that the collection main is operating properly. Environmentally sensitive materials should not be poured down the drain, on the ground or into the sewer.

The Town will only assume limited responsibility for reimbursement under the following conditions.

- a. The record of camera inspection confirms the blockage is a result of the Town's blocked sewage infrastructure (i.e. broken and/or collapsed pipe) within the sanitary sewer lateral on the Town's right-of-way.
- b. The blockage is not a result of accumulated household kitchen grease, food waste or solids not permitted in the drain, or
- c. Tree roots that have infiltrated into the sanitary sewer lateral from private and/or neighbouring properties.

It should be clear that just because a blockage is created on Municipal property, it does not necessarily mean that the Town will pay the cost to resolve the problem.

There are several circumstances that cause a sewage blockage/backup including, but not limited to the following:

- a. Residents pouring household kitchen grease down the drains, which gradually builds up until it blocks the pipe. Only toilet paper should be flushed into the sanitary sewer system,
- b. Blockage within the sanitary sewer lateral due to age, deterioration, roots, settlement or objects too large have been inserted into the drain,
- c. Blockage in the collection main or manhole that requires cleaning by Town personnel, and/or
- d. Surcharging in the collection main due to abnormally high flows and/or heavy rainfall.

The property owner is responsible for the removal of blockages within the entire length of the sanitary sewer lateral, unless there is a joint connection at the property line. The rodding service is available from local qualified plumbing contractors. A proper clean out must be available to insert the cleaning rods and/or a toilet has to be removed by the plumber.

If the Town representative determines that the backup was caused by a problem with the sanitary sewer lateral pipe between the property line and sewer main due to pipe defect (i.e. broken/collapsed pipe), the rodding fee may be reimbursed.

The Town will query the owner if previous sewer blockage had been experienced and review the Town's records for details and the nature of any previous blockage.

It is sometimes necessary for Public Works to carry out a closed circuit camera inspection of the service line to determine the nature of the blockage, particularly if there is a prior history of sewer backups.

If the problem is found to be a pipe defect on the private side of the property line, the owner shall be responsible for the repair. If the problem is on the Town side due to roots, collapse or frozen, Public Works will carry out the repairs at the Town's cost.

Should Public Works receive an after-hours call with regards to a blockage in a sanitary sewer lateral, the following procedure shall be followed:

- a. The Supervisor during regular business hours or the on-call employee after hours shall contact the property owner and explain that they must hire a certified plumber to clear the blockage and explain that after the blockage is cleared a video inspection of the sanitary sewer lateral can be arranged with the Public Works Department to help determine the cause, if there is an outstanding issue.
- b. If the camera inspection shows that the problem originated from the Town's sewer main line, the property owner shall be advised that they may submit the plumber's invoice to the Town for reimbursement.
- c. Should the blockage require immediate excavation for clearing, the Supervisor or their designate shall be responsible to call in the required staff and equipment to ensure the necessary work is carried out in a timely manner.
- d. Any work performed by the Town (i.e. blockage removal and/or camera inspection) may be at the owner's expense.

## **6. Summary**

### **Owner's responsibility**

- a. Use the sewer lateral connection in a responsible manner to maximize its life and efficiency.
- b. Clearing and/or inspection of sewer of blocked sewer lateral regardless of location. Where a private sewer lateral connection is repeatedly found to be blocked, the owner shall forthwith undertake such corrective measures as are required.
- c. Refrain from discarding any household kitchen grease, food waste or other solid material into the sanitary sewer lateral.

## **Town's responsibility**

The Town will assume the maintenance responsibility of the sanitary sewer lateral within the Town's right-of-way. The Town will coordinate all activities and will assume all costs associated with the following activities:

- a. The removal of tree roots from the sanitary sewer lateral on the Town's right-of-way.
- b. The replacement of the sanitary sewer lateral on the Town's right-of-way as part of any Town road reconstruction and/or sewer main line replacement program if, to the satisfaction of the Town, such replacement is technically practical and fiscally responsible.
- c. The Town shall not be required to cleanup any sewage or water backup in the basement or other areas of the owner's property.

The owner acknowledges and recognizes that the Town has no prior knowledge of when a sanitary sewer lateral connection will have a blockage and a sewer backup could occur.

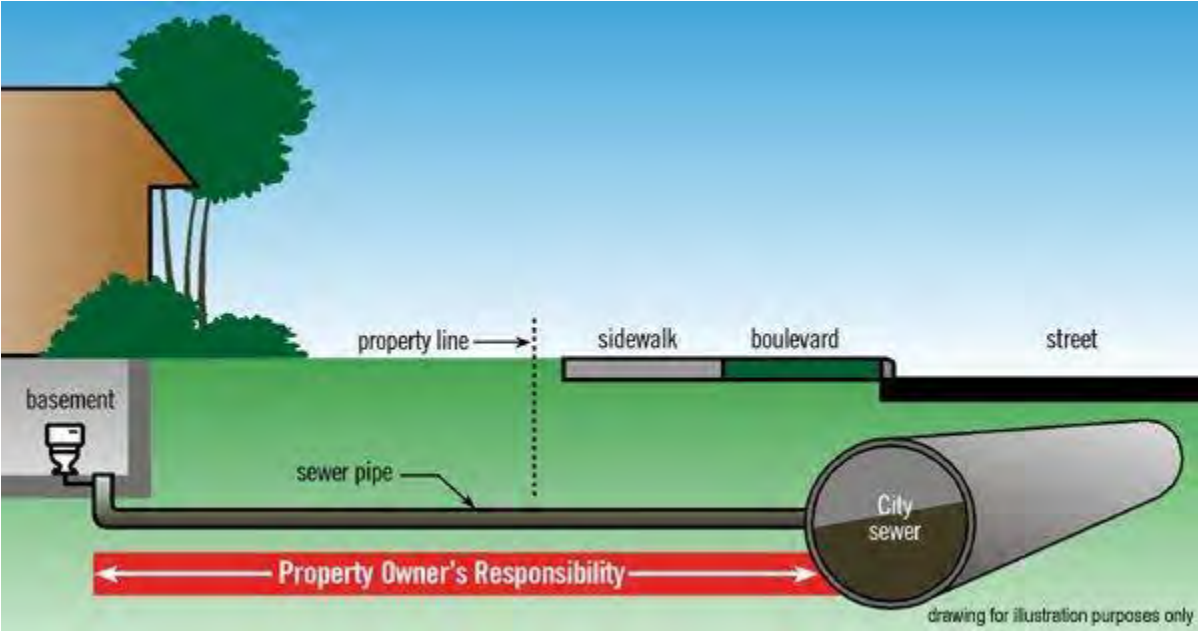
The owner also recognizes that the Town will use its best efforts to restore the sanitary sewer lateral connection to a temporary useable standard as soon as possible, however, if a repair requiring excavation is required, the Town will require a maximum of 5 working days to obtain "emergency" utility locates. After the Town has obtained the utility locates, the repair will be completed expeditiously.

The Public Works Department shall be responsible for the administration and the implementation of this policy.

If there is a dispute between the property owner and the Public Works Department as to the location of the blockage, and it cannot be resolved at the staff level, the Director of Public Works shall resolve the dispute and the decision shall be deemed to be final.

The property owner's home insurance may cover sewer backups. The Town is not responsible for sewer backups unless the Town has been negligent. If the owner believes that is the case, the owner or their insurance company can make a claim.

Please refer to the sanitary sewer system drawing on the next page for illustration purposes only.







THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 20-054

**BEING A BY-LAW TO ESTABLISH 2020 USER FEES FOR THE CORPORATION OF THE TOWN OF KIRKLAND LAKE**

**WHEREAS** Section 391(1) of the *Municipal Act RSO 2001, c.25, as amended* authorizes Council to pass bylaws imposing fees or charges for services or activities provided or done by or on behalf of the municipality and for the use of its property;

**AND WHEREAS** Section 69 of the *Planning Act, RSO 1990, Chapter P.13*, provides that Council may prescribe a tariff of fees for the processing applications made in respect of planning matters;

**AND WHEREAS** Section 7 of the *Building Code Act, SO, 1992, Chapter 23*, as amended, authorizes Council to pass bylaws requiring the payment of fees on application for and issuance of permits and prescribing the amounts thereof;

**AND WHEREAS** Section 23.1(1) of the *Municipal Act RSO 2001, c.25, as amended* permits Council by bylaw to delegate to an employee of the municipality any powers, duties or functions that are administrative in nature;

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

1. **THAT** the fees and charges set out on Schedule 'A' attached to this By-law are hereby imposed,
2. **THAT** all fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official,
3. **THAT** in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes,
4. **THAT** Council does hereby delegate to Department Heads of the Corporation of Town of Kirkland Lake, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges,
5. **THAT** the fees set out in this By-law shall be reviewed on an annual basis,
6. **THAT** if there is a discrepancy in fee prices, the fees set out herein supersede any fees listed in any other by-law,
7. **THAT** this By-law takes effect on the day of its passing, and
8. **THAT** By-law Number 18-147 and all predecessor By-laws relating to the establishment of fees and charges are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
16<sup>th</sup> DAY OF JUNE, 2020.**

---

Pat Kiely, Mayor

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Meagn Elliott, Clerk

**BACK TO  
TOP**

## Schedule A to By-Law 20-054

### ADMINISTRATION

2020

Certified True Copies	\$20.00
Commissioner of Oath	\$20.00
Burial Permits	\$30.00
Burial Permits -- Out of Province	n/a
Business Licences	
Public Hall -- nonprofit	n/a
Public Hall	n/a
Rooming House	n/a
Hawker & Peddler	
1st Time Commercial Business Application	\$5,000.00
Subsequent (Consecutive) Years Application	\$1,000.00
Mobile Refreshment Vehicle	\$1,000.00
Food Cart	\$250.00
Lottery Licences - Raffle	3% of prize value
Lottery Licences - Break Open Tickets	3% of prize value
Lottery Licences - Bingo	\$83/session
Marriage Licences	\$125.00
Marriage Solemnization Ceremony - Civil Service	
Civil Marriage Ceremony (\$60 non-refundable deposit)	\$250.00
Rehearsal Attendance	\$50.00
Out-of Town Travel	\$50.00
Closed Meeting Investigator -- (Fee will be reimbursed if Municipality is found at fault.)	n/a

### TREASURY

NSF Cheques	\$40.00
Tax Certificates	\$70.00
Tax/Water Letter	\$10.00
Tax Registration for Vacant and Improved Land	\$1,000.00

**Schedule A to By-Law 20-054****ANIMAL CONTROL****2020**

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Dogs* Per day for each day dog is impounded	\$30.00
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Cats* Per Day for each day cat is impounded	\$20.00
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\* plus veterinary fees incurred.

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Dog Licences -- Expire December 31 of each year

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Dog Tag - metal	\$35.00
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Replacement Tag	\$6.00
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Senior Citizens -- upon presentation of a card issued by the Federal Government to persons sixty-five (65) years of age or more.	\$15.00
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Dog Spayed or Neutered -- upon presentation of documentation from a Doctor of Veterinarian Medicine	\$20.00
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Cat Registration -- Expire December 31 of each year

---

Cat Tag - metal	\$35.00
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Replacement Tag	\$6.00
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Senior Citizens -- upon presentation of a card issued by the Federal Government to persons sixty-five (65) years of age or more.	\$15.00
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Cat Spayed or Neutered -- upon presentation of documentation from a Doctor of Veterinarian Medicine	\$20.00
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**Scheule A to By-Law 20-054****W.G TAYLOR FIRE DEPARTMENT****2020**

Inspection of Day Care facilities and Nursing Homes (not owned by the municipality)	\$ 80.00	
Inspection of buildings for sale requesting retrofit letter of compliance. Requests must come from owner or solicitor acting on behalf of the owner.	\$ 75.00	
Each follow-up inspection to verify correction of violations noted during requested retrofit inspection. (as noted above)	\$ 50.00	
Administrative Services for on file records for insurance companies, lawyers and real estate companies, etc	\$ 75.00	
Approval of safety plans (required under Ontario Fire Code). Including a review of applicant's plan, suggested improvements and final acceptance	\$ 85.00	
Clean-up of hazardous materials (invoiced for material i.e. Oclansorb)	cost	
False Alarm Response, i.e. alarm systems (Fire\$ CO), sprinkler systems and elevators	1st Alarm	No fee
	2nd Alarm within the same calendar year	\$ 150.00
	3rd Alarm within the same calendar year	\$ 250.00
	4th Alarm within the same calendar year	\$ 350.00
	Each additional	\$ 400.00
Vehicle accident responses in the Municipality of Kirkland Lake for non-residents	\$ 365.00	
Training other agencies (per hour/fire fighter)	\$ 50.00	
Inspections required under the Ontario Fire Code, i.e. liquor license application, vendors permit	\$ 80.00	
S.C.U.B.A. refill	\$ 17.00	
S.C.B.A. refill	\$ 12.00	
Motor Vehicle Response - Provincial Highways	\$ 450.00	
Non- Resident Motor Vehicle Rtesponse	\$ 450.00	

**Schedule A to By-Law 20-054**  
**JOE MAVRINAC COMMUNITY COMPLEX** **2020**

<b>Memberships</b>		<b>Resident</b>	<b>Non-Resident</b>
<b>Complex</b>			
1 Month	Student	\$57.15	\$68.58
	Senior	\$60.00	\$72.00
	Adult	\$80.00	\$96.00
	Family	\$169.60	\$203.52
3 Month	Student	\$137.15	\$164.58
	Senior	\$144.00	\$172.80
	Adult	\$192.00	\$230.40
	Family	\$407.04	\$488.45
6 Month	Student	\$334.81	\$401.77
	Senior	\$351.55	\$421.86
	Adult	\$468.73	\$562.48
	Family	\$993.71	\$1,192.45
1 Year	Student	\$478.30	\$573.96
	Senior	\$502.22	\$602.66
	Adult	\$669.62	\$803.54
	Family	\$1,419.59	\$1,703.51
<b>Pool</b>			
1 Month	Student	\$31.25	\$37.50
	Senior	\$32.81	\$39.37
	Adult	\$43.75	\$52.50
	Family	\$92.75	\$111.30
3 Month	Student	\$75.01	\$90.01
	Senior	\$32.81	\$39.37
	Adult	\$43.75	\$52.50
	Family	\$222.62	\$267.14
1 Year	Student	\$210.02	\$252.02
	Senior	\$220.52	\$264.62
	Adult	\$294.03	\$352.84
	Family	\$623.34	\$748.01
Day Rate	Student/Senior	\$4.42	
	Adult	\$5.53	
	Family	\$15.49	
<b>Squash</b>			
Day Rate	Student/Senior	\$2.00	
	Adult	\$2.00	
<b>Fitness</b>			
1 Month	Student	\$44.78	\$53.74
	Senior	\$47.01	\$56.41
	Adult	\$150.44	\$180.53
	Family	\$132.90	\$159.48
3 Month	Student	\$107.46	\$128.95
	Senior	\$112.83	\$135.40
	Adult	\$150.44	\$180.53
	Family	\$318.93	\$382.72
1 Year	Student	\$300.89	\$361.07
	Senior	\$315.93	\$379.12
	Adult	\$421.24	\$505.49
	Family	\$893.03	\$1,071.64
Day Rate	Student/Senior	\$6.64	
	Adult	\$8.85	
Christmas Student Fitness Special		\$30.00	\$36.00
Summer Student Fitness Special (Buy 3 months - get 1 m		\$107.46	\$128.95
<b>Gym Passes</b>			
Youth Passes (12)		\$66.40	\$79.68
Adult Passes (12)		\$88.50	\$106.20
<b>Fitness Classes</b>			
30 Minute Class		\$5.25	\$6.30
45 - 60 Minute Class		\$7.25	\$8.70
Pay as you go classes		\$9.73	\$11.68
Private Fitness Class / Class		\$50.00	\$60.00
Fitness Class Passes (12)		\$99.25	\$119.10
<b>Personal Training</b>			
1 appointment - member		\$30.00	\$36.00
non member		\$39.00	\$46.80
3 appointments-member		\$85.00	\$102.00
non member		\$110.00	\$132.00

6 appointments-member	\$160.00	\$192.00
non-member	\$208.00	\$249.60
2 x 3 Training (members)	\$59.50	\$71.40
2 x 3 Training (non-members)	\$110.00	\$132.00
<b><u>Fitness Assessment</u></b>		
Personal Fitness Plan-member	\$80.00	\$96.00
non member	\$100.00	\$120.00
<b><u>Swim Lessons</u></b>		
9 Lessons		
1/2 hour	\$56.00	\$67.20
45 minutes	\$73.00	\$87.60
Swim Patrol	\$80.47	\$96.56
Private Swim Lessons	\$99.00	\$118.80
Semi-Private Lessons	\$71.00	\$85.20
Bronze Star	\$76.47	\$91.76
Exam Fee	\$10.05	
Bronze Medallion & E.F.A.	\$79.07	\$94.88
Exam Fee	\$26.30	
Canadian Lifesaving Manual + Br Med Workbook	\$53.45	
Bronze Cross & S.F.A.	\$112.36	\$134.83
Exam Fee	\$39.30	
Canadian First Aid Manual+ Bronze Cross Workbook	\$20.68	
NLS Course	\$244.49	\$293.39
NLS Recert	\$60.73	\$72.88
Instructor Course	\$244.49	\$293.39
Master Swim fee/practice	adult swim rate	
<b><u>Pool Rentals</u></b>		
Regular Groups - 1 hour (all pools including slide-less than 30 people)	\$155.23	\$186.28
Regular Groups - 1 hour (both pools no slide - less than 30 people)	\$112.57	\$135.08
Regular Groups - 1 hour (1 pool only no slide)	\$94.57	\$113.48
Regular Groups - 1 hour, both pools, more than 30, slide	\$191.23	\$229.48
Cost of slide on top of hourly pool rental	\$40.00	\$48.00
Non Prime -25% less of regular group rental rate		
Swim Club	\$70.93	\$85.11
Early Morning Swim Club Shared pool (50% off rate)	\$35.47	\$42.56
Additional Guard	\$21.50	
<b><u>Swim Passes</u></b>		
Youth Passes (12)	\$44.20	\$53.04
Adult Passes (12)	\$55.30	\$66.36
Family Passes (12)	\$154.90	\$185.88
<b><u>Birthday Parties - Pool</u></b>		
<b>All pools including slide</b>		
12 children or less	\$229.43	\$275.32
13-18 people	\$243.43	\$292.12
19-24 people	\$257.43	\$308.92
25-30 people	\$271.43	\$325.72
31-40 people	\$285.43	\$342.52
<b>One pool only - no slide</b>		
12 children or less	\$175.74	\$210.89
13-18 people	\$189.74	\$227.69
19-24 people	\$203.74	\$244.49
25-30 people	\$217.74	\$261.29
31-40 people	\$231.74	\$278.09
<b><u>Birthday Parties - Ice</u></b>		
12 children or less	\$188.18	\$225.82
13-18 people	\$202.18	\$242.62
19-24 people	\$216.18	\$259.42
25-34 people	\$230.18	\$276.22
<b><u>Babysitters Course</u></b>	\$72.00	\$86.40
<b><u>First Aid Courses</u></b>		
Standard + CPR "C"+AED	\$140.00	\$168.00
Standard + CPR "C"+AED Retrain	\$87.00	\$104.40
<b><u>Arena Rental Rates</u></b>		
Prime Time - Adult	\$140.57	\$168.68
Prime Time - Student	\$105.43	\$126.51
Non Prime - Adult (25% discount)	\$105.43	\$126.51
Non Prime - Student (25% discount)	\$79.07	\$94.88
Last Minute Ice -50% discount of prime - Adult	\$70.29	\$84.34
Last Minute Ice -50% discount of prime - Student	\$52.71	\$63.26
Pick-up Hockey	\$7.08	\$8.50

Pick-up Hockey Passes (Book of 12)	\$70.80	\$84.96
Twoonie Skate	\$1.77	\$2.12
<b><u>Storage Rooms</u></b>		
Youth per square foot	\$4.25	\$5.10
Adult per square foot	\$6.00	\$7.20
Arena Storage Lockers	\$100.00	\$120.00
<b><u>Baseball Diamond Fees</u></b>		
League Games - adult	\$51.15	\$61.38
League game - youth	\$37.61	\$45.13
TKL Baseball League (Team rate / 8 week season)	\$309.75	\$371.70
<b><u>Room Rental (Blue Line, Arts &amp; Crafts, Board Room)</u></b>		
Per hour (+clean up)	\$50.00	\$60.00
Per day (+clean up)	\$125.00	\$150.00
Wooden Chair Rental - on site	\$1.00	\$1.20
Table Rental - on site	\$20.00	\$24.00
Local Service Club Meetings (non-profit)	\$25.00	\$30.00
Power Point Projector	n/a	
<b><u>Arena Floor Rental Rates</u></b>		
Non-profit Charitable Group	\$254.46	\$305.35
(+ set up + clean up + staff)		
Local Commercial or Pubs-ticketed event	\$875.67	\$1,050.80
(+ set up + clean up + staff)		
Out of Town Commercial Use	\$1,803.88	
Circus etc (+ set up + clean up + staff)		
<b><u>Civic Park</u></b>		
Non-profit Charitable Group (cost to public)	\$254.46	\$305.35
(+ set up + clean up + staff)		
Local Commercial or Pubs - ticketed event	\$875.67	\$1,050.80
(+ set up + clean up + staff)		\$0.00
Non-profit Charitable Group (free to public)		Actual
(+ set up + clean up + staff)		
Private event (commercial or non-commercial)		
(+ set up + clean up + staff)		
Per Hour	\$100.00	\$120.00
Per Day	\$450.00	\$540.00
Baseball Field		
Adult	\$51.15	\$61.38
Youth	\$37.61	\$45.13
Pavillion		
Adult	\$34.80	\$41.76
Youth	\$26.10	\$31.32
Multi-Purpose Court		
Adult	\$34.80	\$41.76
Youth	\$26.10	\$31.32
Food Market Vendors		
Season vendor	\$175.00	\$210.00
Per week	\$15.00	\$18.00
<b><u>Locker Rentals (existing changerooms)</u></b>		
3 Months	\$50.00	\$60.00
1 Year	\$100.00	\$120.00
<b><u>Day Camp</u></b>		
1 child	\$130.00	\$156.00
2 children	\$234.00	\$280.80
3 children	n/a	
Day Rate		
1 child	\$35.00	\$42.00
2 children	\$63.00	\$75.60
3 children	n/a	

**Memorial Benches** \$2,000.00

**Seniors - 65 years of age and older**

20% surcharge on non-residents for registered programming, rentals and memberships

All renters must provide insurance. Insurance may be purchased through the town if required.  
Rates are set by Insurance company and are based on type of event and number of people.

Staff costs are charged back to the user group at actual wage plus benefits.

Sports Tourism not to be passed with user fees, but to be discussed as a separate item.



**Schedule A to By-Law 20-054****AIRPORT****2020**

<b>1 Landing Fee</b>			
1.1 0-2000 kg			\$ 18.50
1.2 0-2000 kg (if buying fuel)			\$ -
1.3 2001-5000 kg			\$ 43.00
1.4 5001 kg and over			\$ 51.50
1.5 Helicopter			\$ 44.00
1.6 Turbo Fan			\$ 158.00
1.7 Air Ambulance			\$ 300.00
<b>2 Parking Fees</b>			
2.1		daily	\$ 13.50
2.2 Parking Fee - 0-2000 kg		monthly	\$ 85.00
2.3		yearly	\$ 590.00
2.4		daily	\$ 22.00
2.5	Parking Fee 2000-5001 kg	monthly	\$ 138.00
2.6		yearly	\$ 1,020.00
2.7		daily	\$ 28.50
2.8	Parking Fee - over5000 kg	monthly	\$ 425.00
2.9		yearly	\$ 1,575.00
<b>3 Hangar Fees</b>			
3.1		daily	\$ 0.42
3.2	Per Square Metre	monthly	\$ 2.30
3.3		yearly	\$ 18.30
<b>4 Rentals</b>			
4.1		daily	\$ 28.75
4.2	Hangar Office	monthly	\$ 138.00
4.3		yearly	\$ 408.00
4.4	Land Lease for Hangar	yearly	\$ 880.00
<b>5 Special Occasion</b>		daily	\$ 410.00
<b>6 Single Plug-In (each) - per day</b>			\$ 13.50
<b>7 Call-Out Charge</b>			
7.1 Summer			\$ 150.00
7.2 Winter (Nov 1 to Apr 30) - Surface Conditions			\$ 290.00
7.3 Winter (Nov 1 to Apr 30) - Plowing			\$ 560.00
<b>8 Stand By Fee</b>		hourly	\$ 58.77
<b>9 Airside Vehicle Operator Permit</b>		annually	\$ 130.00
<b>10 Aviation Av-Gas Mark-Up</b>		per litre	\$ 0.53
<b>11 Aviation Jet Fuel Mark-Up</b>		per litre	\$ 0.42

**Schedule A to By-Law 20-054**

**CEMETERY**

**2020**

**1 Residents**

1.1 Single Grave	\$ 1,125.00
1.2 Adult Burial	\$ 975.00
1.3 Cremation Grave	\$ 560.00
1.4 Cremation Burial	\$ 577.00
1.5 Scattering Gardens	\$ 422.00
1.6 Scattering Gardens Marker	\$ 324.00

**2 Non-Residents**

2.1 Single Grave	\$ 1,485.00
2.2 Adult Burial	\$ 1,250.00
2.3 Cremation Grave	\$ 790.00
2.4 Cremation Burial	\$ 793.00

**3 Child/Infant**

3.1 Child Grave	\$ 412.00
3.2 Child Interment	\$ 500.00
3.3 Infant Grave	\$ 285.00
3.4 Infant Interment	\$ 375.00

**4 Monument Foundation**

4.1 Single	\$ 350.00
4.2 Double	\$ 490.00
4.3 Markers	\$ 145.00
4.4 Corner Posts	\$ 145.00

**5 Other Fees**

5.1 Vault Storage (if buried elsewhere)	\$ 785.00
5.2 Steel Vaults/Rough Boxes (extra)	\$ 435.00
5.3 Saturday Burial (extra)	\$ 435.00
5.4 Saturday Cremation Burial (extra)	\$ 225.00
5.5 Saturday Vault Storage (extra)	\$ 275.00
5.6 Spring Burial (extra)	\$ 175.00
5.7 Double Depth Burial (extra)	\$ 445.00
5.8 Transfer of Interment Rights	\$ 165.00
5.9 Replace Lost Interment Rights Certificate	\$ 92.00
5.10 Memorial Granite Bench	\$ 780.00
5.11 After Hours Fee (Cremation)	per hour \$ 63.00
5.12 After Hours Fee (Caskets)	per hour \$ 125.00
5.13 Special Services	
Geneological Research	per hour \$ 59.00
Tree Trimming	per hour \$ 59.00
Cleaning Flat or Pillow	\$ 60.00
Cleaning Upright	\$ 87.00
Concrete Garden Edger	\$ 212.00

**6 Disinterment**

6.1 Casket	\$ 2,335.00
6.2 Ashes	\$ 450.00

**7 Columbarium**

7.1 Interment - Ashes	\$ 300.00
7.2 Disinterment - Ashes	\$ 300.00
7.3 Inscription (per niche)	\$ 585.00
7.4 Niche Only (inscription and interment extra)	<b>Level</b>
	F \$ 1,500.00
	E \$ 1,650.00
	D \$ 1,854.00
	C \$ 1,854.00
	B \$ 1,650.00
	A \$ 1,500.00
7.5 Family 2-Unit Niche	Actual Costs

**8 Non-Residents**

8.1 Interment - Ashes	\$ 380.00
8.2 Disinterment - Ashes	\$ 380.00
8.3 Inscription (per niche)	\$ 584.00
8.4 Niche Only (inscription and interment extra)	<b>Level</b>
	F \$ 1,900.00
	E \$ 2,065.00
	D \$ 2,270.00
	C \$ 2,270.00
	B \$ 2,065.00
	A \$ 1,910.00

# Schedule A to By-Law 20-054

## PLANNING

2020

### 1 Planning Act Applications

1.1 Minor Variance	\$	540.00
1.2 Consent to Sever	\$	440.00
Parkland Dedication (Payment-in-lieu) - Residential		5% of AV
Parkland Dedication (Payment-in-lieu) - Other		2% of AV
Consent Agreements	\$	305.00
1.3 Zoning Compliance Letter (per roll number)		
Regular	\$	170.00
Urgent (3 days or less)	\$	335.00
1.4 Site Plan Control Agreements (includes registration)		
Residential	\$	1,800.00
Other	\$	2,100.00
Amendment	\$	1,500.00
1.5 Zoning Amendment		
Minor (temporary, lifting of H, R1 to R2, addition of permitted use)	\$	1,300.00
Major (everything else)	\$	1,800.00
1.6 Official Plan Amendment	\$	1,800.00
1.7 Peer Review of Document submitted for Planning Act Process		cost recovery
1.8 Combined Zoning and Official Plan Amendment	\$	3,200.00
1.9 Deeming By-law (includes registration)	\$	800.00
1.10 Plan of Subdivision	\$	2,000.00
1.11 Validation of Title	\$	600.00
1.12 Release Agreement	\$	160.00

### 2 Leases & Encroachments

2.1 Application Fee	\$	205.00
2.2 Development of Agreement	\$	355.00
2.3 Annual Fee (based on 3.0m x 12.0m [36 sq.m.]	\$	146.00
Per 10 sq. m over 36 sq. m	\$	6.00

### 3 Land Sales

3.1 Surplus Land Proposal (Administration Fee)	\$	185.00
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### 4 Heritage

4.1 Heritage Property Listing Application	\$	475.00
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### 5 Permits

5.1 Signs	\$	78.00
5.2 Fences	\$	78.00
	daily	\$ 15.00
5.3 Road Occupancy Permit	weekly	\$ 75.00
	monthly	\$ 150.00

### 6 Office Admin

6.1 Photocopying		
letter or legal (B&W)	\$	0.25
letter or legal (colour)	\$	0.35
tabloid (B&W)	\$	0.55
tabloid (colour)	\$	1.05
6.2 Prints		
under .56 sq m (B&W)	\$	7.25
over .56 sq m (B&W)	\$	13.80
under .56 sq m (colour)	\$	10.00
over .56 sq m (colour)	\$	15.00
6.3 Digital Info on CD	\$	130.00
6.4 Zoning or OP Documents (Including Schedules) - PRINT	\$	130.00
6.5 Zoning or OP Documents (Including Schedules) - CD/USB	\$	80.00

# Schedule A to By-Law 20-054

## BUILDING

2020

<b>1 Residential Permit</b>	
1.1 Per \$1,000 Value	\$ 9.05
1.2 Minimum	\$ 210.00
1.3 Minimum - New Build	\$ 1,855.00
<b>2 Accessory Building Permit</b>	
2.1 Per \$1,000 Value	\$ 9.05
2.2 Minimum	\$ 210.00
<b>3 Group "A", "B", "D", "E", "F" Use Permit</b>	
3.1 Per \$1,000 Value	\$ 9.05
3.2 Minimum	\$ 230.00
<b>4 Demolition Permit</b>	
4.1 Per \$1,000 Value	\$ 9.05
4.2 Minimum	\$ 130.00
<b>5 Plumbing Permit</b>	
5.1 Per \$1,000 Value	\$ 9.05
5.2 Minimum	\$ 220.00
<b>6 Partial or Revised Permit</b>	
6.1 Per \$1,000 Value	\$ 9.05
6.2 Minimum	\$ 155.00
<b>7 Conditional Permit</b>	
7.1 Per \$1,000 Value	\$ 9.20
7.2 Minimum	\$ 155.00
<b>8 Change of Use Permit</b>	
8.1 Per \$1,000 Value	\$ 9.20
8.2 Minimum	\$ 220.00
<b>9 Restricted Permit</b>	\$ 155.00
<b>10 Sign Permit</b>	
10.1 Per \$1,000 Value	\$ 9.05
10.2 Minimum	\$ 160.00
<b>11 Fee for any of the above permits if construction started prior to a permit being issued</b>	Double Fee
<b>12 Fee for any final/occupancy permits within 48 hours of inspection</b>	\$ 85.00
<b>13 Inspection for Permit &gt; 3 years old</b>	
13.1 Commercial	\$ 125.00
13.2 Additions	\$ 100.00
13.3 Accessory Structures	\$ 85.00

# Schedule A to By-Law 20-054

## WASTE MANAGEMENT

2020

### 1 Disposal

1.1 All Waste per m<sup>3</sup> \$ 13.75

### 2 Exceptions

2.1 Residential Private - up to 2 m<sup>3</sup> per load \$ 13.75

2.2 Garbage Bag per bag \$ 3.00

2.3 Contaminated Waste per m<sup>3</sup> \$ 31.00

2.4 Clean Wood per m<sup>3</sup> \$ 4.50

2.5 Scrap Metal per m<sup>3</sup> \$ 4.50

2.6 Ash per m<sup>3</sup> \$ 13.75

2.7 Refrigerant Containing Appliances per unit \$ 40.00

### 3 Available for Purchase

3.1 Blue Box per unit \$ 5.00

3.2 Composters per unit \$ 60.00

3.3 Rain Barrels per unit \$ 70.00

3.4 Blue Carts (95 Gallon) per unit \$ 70.00

**Schedule A to By-Law 20-054**  
**EQUIPMENT RATES - PUBLIC WORKS**

**2020**

Item	Hourly Rate
1/2 TON TRUCK	\$ 36.45
3/4 TON TRUCK	\$ 37.75
2 TON TRUCK	\$ 60.75
5 TON DUMP TRUCK (Single Axle)	\$ 71.95
5 TON PLOW AND SANDER	\$ 125.75
PW - 2010 INT PLOWTRUCK 245993	\$ 71.95
5 TON PLOWTRUCK PLOW	\$ 125.75
10 TON TANDEM DUMP TRUCK	\$ 96.98
10 TON TANDEM DUMP TRUCK SANDER	\$ 125.75
TANDEM DECK-OVER FLAT BED (Utility Trailer)	\$ 20.25
4 CU.YD. LOADER & LM- 220 Snow Blower	\$ 292.80
VOLVO G960 GRADER	\$ 134.80
ELGIN PELICAN STREET SWEEPER	\$ 131.90
4X4 BACKHOE	\$ 75.80
4X4 BACKHOE & Asphalt Cutter	\$ 85.80
4X4 BACKHOE & Breaker Hoe Ram	\$ 115.75
2.5 CU. YD. LOADER	\$ 96.00
TRACKLESS MT with Attachments	\$ 80.00
GAS POWERED AIR COMPRESSOR	\$ 45.00
TRAFFIC LINE MARKER (Painting Machine)	\$ 35.00
ASPHALT ROLLER	\$ 25.00
THOMPSON BOILER (Steamer)	\$ 40.00
WACKER PLATE TAMPER - 12" Plate, Gas Powered	\$ 20.00
BOMAG BPR55/65 PACKER - 23" Plate, Diesel Powered	\$ 26.00
GENIE MANLIFT	\$ 37.50
4 CU.YD. LOADER	\$ 146.40
CUBE VAN	\$ 37.75
VACTOR 2100 + SEWER (Vacuum Truck)	\$ 339.50
PIPE THAW MACHINE	\$ 37.75
WWORKS - 1993 GORMAN MUD PUMP (Trash Pump)	\$ 195.00
WWORKS - 4" TRASH DIESEL PUMP	\$ 25.00
FLYGT & SUBERMISIBLE PUMP	\$ 25.00
RIGID 3/4 HP PIPE Cleaner	\$ 25.75
STHIL/HUSQVANA CUT OFF SAW	\$ 21.00
UNALLOCATED EQUIPMENT (Various Tools)	\$ 15.00

**Schedule A to By-Law 20-054  
HERITAGE NORTH**

**2020**

**ADMINISTRATION FEES**

Research Fee per 1/2 hour(1st half hour is free)	\$25.50
Photo paper reproduction / image up to 8" x 10"	\$25.50
Photo paper reproduction / image up to 11" x 14"	\$30.50
Photo paper reproduction / image up to 12" x 16"	\$35.50
Computer/Photocopy Printouts with rental (Black & White)	\$0.25
Computer/Photocopy Printouts without rental (Black & White)	\$0.35
Computer/Photocopy Printouts without rental (Colour)	\$0.45
Computer/Photocopy Printouts with rental (Colour)	\$0.35

**RENTALS (all room rentals include use and set up of tables, chairs, A/V and Pitchers of Water w/Glasses)**

Kitchen and Caterer Prep Room Per Hour	\$15.50
Grounds Rental Only	\$55.50
Conference Room 1 OR 2 Half Day (5 hours or less)	\$131.00
Conference Room 1 OR 2 Full Day (Up to 10 hours)	\$192.00
Conference Room 1 AND 2 Half Day (5 hours or less)	\$212.00
Conference Room 1 AND 2 Full Day (Up to 10 hours)	\$313.00
Lounge Half Day (Up to 5 hours)	\$111.00
Lounge Full Day (Up to 10 hours)	\$192.00
Theater Half Day (5 hours or less)	\$212.00
Theater Full Day (Up to 10 hours)	\$313.00
Banquet Hall (Up to 10 hours)	\$465.00
Exhibition Hall (Up to 10 hours)	\$465.00
Banquet and Exhibition Halls (Up to 10 hours)	\$828.00
Banquet Hall, Exhibition Hall and Theater (Up to 10 hours)	\$1,035.00
Exhibition Hall and Theater (Up to 10 hours)	\$682.00
Full Building Half Day (5 hours or less)	\$1,010.00
Full Building Full Day (Up to 10 hours)	\$1,545.00
Caterer Fee (billed to caterer following rental if kitchen does not pass staff inspection)	\$106.00
Additional Set up of room (if renter wants to change the room from one layout to another in sar	\$156.00

**EQUIPMENT**

Square overlay	\$3.00
Chair Cover and Sash	\$2.50
Table Cloths (round or rectangular)	\$9.00
HN Staff Decorating- For additional set up beyond standard of tables, chairs and tablecloths	\$126.00
Use of Room for Set-Up 2 or more days before rental Per Day	\$101.00
Use of HN Dishes	\$1.50
Conference Phone	\$15.00
Linen Napkins	\$2.00

**CLEANING FEES**

Facility Clean Up Post-Rental (excludes clean up of renter's personal items)	\$50.00/Hour
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**CATERING**

Coffee Thermos (12 cup thermos, includes, cream, sugar, napkins)	\$10.00
Tea bag	\$0.50
Bottle of Pop/Juice	\$1.50
Canned Pop/Juice	\$1.50
2 L Bottle Pop	\$3.00
Juice in Jug	\$2.50

**CONFERENCE BREAKS**

Food, beverages, packaging supplies or other items organized by HN staff	20% above Cost Price
Hot dogs (per serving)	\$2.00
Popcorn (per serving)	\$1.33

**OTHER**

SOCAN Fee	Charged to the renter
Non profit group rate off of room rental fee	25% off
Fee for rentals surpassing 10 hours (charged for each additional hour)	\$45.00
Bereavement Pricing (room rental fee for funerals, wakes, celebration of life)	20% off
Rental on Stat Holiday	Additional 25%

\* The above rates do not include HST.

**BAR**

<b>Taxes Included</b>	
Domestic Beer	\$5.25
Coolers	\$5.75
Glass of Wine	\$6.00
Bottle of Wine	\$30.00
Spirits/Oz	\$5.25
Premium Spirits/Oz	\$6.00
Use of HN Bar for under 50 people	\$75.00
Table Wine	Cost plus additional \$5.00/bottle

\*\*\*Special orders may be subject to an increase in price\*\*\*

<b>ADMISSIONS</b>		<b>Rates do not include HST</b>
Adults		\$6.10
Seniors (65+)		\$4.10
Students (Must present valid school ID, 10 students = 1 Teacher Free)		\$4.10
Children (5 & under)		FREE
Family Rate (4 people in family)		\$15.30
Group rate (per person; 5 people and above)		\$4.10
Admission to Opening Reception	By Donation	
Activity & Programming Fee (per student - covers programming, crafts, activities, etc)		\$8.15
<b>GOLD PASS Membership - Provides free admission and access to Gallery Openings, 5% discount in Gift Shop, 10%/15% off room rental, a copy of seasonal newsletter (depending on membership category), early access to special events and activities (Craft Sale, Book Sale, etc)</b>		
Single Membership		\$35.00
Family/Groups of Five Membership		\$50.00
Student Membership (must present valid school ID)		\$25.00
Group Membership (can be used for 20 people and under at one time)		\$85.00
Business Membership (for 20 people and over)		\$145.00
<b>RESEARCH SERVICES</b>		
Research fee per 1/2 hour (1st half hour is free)		\$25.50
Digital Reproductions - Offsite Credit/Debit Transactions (Minimum \$ - up to 3 images)		\$10.00
On CD/USB/by Email - proof send with watermark (prices subject to shipping and handling and material costs)		
Digital Reproductions - Cash Transactions (onsite) - per 1 image		\$3.10
Photo paper reproduction / image up to 8" x 10"		\$25.00
Administration Fee for offsite digital reproductions (materials billed at cost)		\$10.00
Digital Scanning Service (price per page or image)		\$0.25
Computer/Photocopy Printouts without rental (Black & White)		\$0.25
Computer/Photocopy Printouts with rental (Black & White)		\$0.20
Computer/Photocopy Printouts with rental (Colour)		0.35
Computer/Photocopy Printouts without rental (Colour)		0.45
Standard Shipping and Handling		\$3.05
Shipping and Handling on larger items (Excess packing materials billed at cost)		\$10.00
<b>RENTALS (all room rentals include use of tables, chairs, water and glasses)</b>		
Full Building Rental (Half Day - 5 hours or less)		\$555.00
Full Building Rental (Full Day - up to 10 hours)		\$752.00
<i>(Full Building includes Billiard Room, Gallery, Dining Room Parlour, Music Room and Kitchen)</i>		
Gallery - Half Day (5 hours or less)		\$222.00
Gallery - Full Day (Up to 10 hours)		\$303.00
Billiard Room - Half Day (5 hours or less)		\$192.00
Billiard Room - Full Day (Up to 10 hours)		\$272.00
Gallery and Billiard Room (5 hours or less)		\$309.00
Gallery and Billiard Room (Up to 10 hours)		\$415.00
Music Room (5 hours or less)		\$146.00
Music Room (Up to 10 hours)		\$207.00
Dining Room & Parlour (After Hours)		\$106.00
Opening Reception (Sunday Fee ONLY - Max. 4 hours, including prep & clean up)		\$85.50
Workshop Rental (Full Day, Classroom Style, Tables & Chairs Only)		\$151.00
Workshop Rental (Two Full Days, Classroom Style, Tables & Chairs Only)		\$227.00
All protective materials for carpet to be supplied by the renter		
Photo Session (2 hours)		\$60.00
Kitchen Only (Full service kitchen includes the usage of preparation spaces and dishwasher)		\$15.50
Grounds Rental Only		\$56.00
Offsite Table Rental (Daily)		\$4.00
Offsite Chair Rental (Daily)		\$1.50
Offsite Chair & Table Rental (Weekly)		\$65.00
Caterer Fee (billed following rental if kitchen does not pass staff inspection)		\$106.00
<b>PACKAGES</b>		
Dining Room and Parlour Party Package (includes Dining Room & Parlour and Kitchen Use)		\$156.00
<b>LINEN &amp; SETTINGS</b>		
Place Settings (Cutlery, Wine Glasses, Dinner & Dessert Plates, Bowls, Coffee Mugs) per person		\$1.50
Square overlay		\$3.50
Tablecloths (round or rectangular)		\$9.00
<b>CLEANING FEES</b> Facility Clean Up-Post Rental (excludes clean up of renter's personal items)		
Cleaning fee for Dining Room and Parlour		\$25.00
Cleaning fee for Billiard Room OR Gallery		\$35.00
Cleaning fee for Billiard Room AND Gallery		\$45.00
<b>A/ V EQUIPMENT</b>		
Fee for use of any A/V equipment (use of overhead projector, screen, microphone, TV/DVD/VCR, Laptop, Podium)		\$25.00
<b>CATERING</b>		
Coffee & Tea (12 cup pot of each, includes milk, cream, sugar, napkins)		\$7.70
Small Coffee/Tea Urn (price is per pot of coffee)		\$25.00
100 cup coffee/tea urn (price is per pot of coffee)		\$51.00
Bottle of Pop/Juice		\$1.50
2 L Bottle Pop		\$3.00
Juice in Jug		\$2.50
Canned Pop/Juice		\$1.50
<b>CONFERENCE BREAKS</b>		
Hot dogs (per serving)		\$2.00
Food, beverages, packaging supplies or other items organized by Museum staff	20% above Cost	Price
Popcorn/Candy Bags/Chocolate Bars (per serving)		\$1.33
<b>OTHER</b>		
Development of promotional materials (includes poster design, social media advertising, 5 free posters) PER HOUR		\$25.50
After Hours Flat Rate Surcharge (rentals exceeding 10 pm)		\$50.00
Non profit group rate off of room rental fee (excludes packages)		25% off
Bereavement Pricing (room rental fee for funerals, wakes, celebration of life)		20% off
Rental on Stat Holiday	Additional 25%	





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

**BY-LAW NUMBER 20-055**

**BEING A BY-LAW TO AMEND THE CORPORATION OF THE TOWN OF KIRKLAND LAKE'S ZONING BY-LAW NO. 12-019**

**WHEREAS** authority is granted under Section 34 of the *Planning Act, R.S.O. 1990*;

**AND WHEREAS** an application has been made to the Town of Kirkland Lake to amend the Town of Kirkland Lake's Zoning By-Law Number 12-019

**AND WHEREAS** this By-Law conforms to the Official Plan for the Kirkland Lake Planning Area;

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

1. The lands legally described as Plan M96T, Lot 89 Parcel 2370CST, in the Township of Teck, and identified on Schedule "A" to this By-law, are hereby zoned "Residential Medium Density Special (R3 Sp.)"
2. The following section be added to 14.1 of Zoning By-law 12-019:

**14.1.4 Exemptions**

**(b) Plan M96T, Lot 89, Parcel 2370CST (48 McCamus Avenue)**

Minimum lot area of 446.0 square metres;  
Minimum lot frontage of 12.1 metres;  
Maximum lot coverage of 50%;  
Minimum front yard setback of 2.0 metres; and  
Minimum side yard setback of 0.6 metres.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF JUNE, 2020.**

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Patrick Kiely, Mayor

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Meagan Elliott, Clerk

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TOP**



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

**BY-LAW NUMBER 20-056**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF DOCUMENTS RELATED TO THE SALE OF PROPERTY LOCATED AT 2 PREMIER AVENUE EAST (RHEAL AND DEBBIE ROY)**

**WHEREAS** Council adopted By-law 09-064 on August 10, 2009, a by-law to establish the conditions for the sale and disposition of real property;

**AND WHEREAS** this Land Sale and Disposition By-law was in force on the date of the sale and/or disposition of the property described as Plan M111T E PT Lots 34, 35, Parcels 8398, 6020CST (2 Premier Avenue East);

**AND WHEREAS** the Municipality declared Plan M111T E PT Lots 34, 35, Parcels 8398, 6020CST (2 Premier Avenue East) as surplus land on March 24<sup>th</sup>, 2020;

**AND WHEREAS** the Municipality provided public notice of the Town's intent to sell or dispose of the property on May 25<sup>th</sup>, 2020;

**AND WHEREAS** the Municipality has received an offer to purchase land described as Plan M111T E PT Lots 34, 35, Parcels 8398, 6020CST (2 Premier Avenue East);

**AND WHEREAS** the Purchaser is not in arrears on property taxes or been in tax registration within the last 10 years, and has no outstanding accounts owed to the Town of Kirkland Lake;

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

The Mayor and Clerk are hereby authorized to execute all documents related to the sale of the land described as Plan M111T E PT Lots 34, 35, Parcels 8398, 6020CST (2 Premier Avenue East) to Rheal and Debbie Roy for \$200.00, plus legal costs, on the condition that the building is demolished within one month following the closing of the land transfer agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF JUNE, 2020.**

\_\_\_\_\_  
Patrick Kiely, Mayor

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Meagan Elliott, Clerk

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

**BY-LAW NUMBER 20-057**

**BEING A BY-LAW TO REPEAL BY-LAWS TO SELL CERTAIN TOWN SURPLUS  
LANDS**

**WHEREAS** the Town passed By-law Number 09-064; a by-law for the purposes of the sale or disposition of real property, on August 10, 2009;

**AND WHEREAS** Council passed By-law 19-074 on July 16<sup>th</sup>, 2019 authorizing the execution of all documents related to the sale of 8 and 10 Calbeck Avenue;

**AND WHEREAS** subsequently the purchaser withdrew the offer to purchase the lands known as 8 and 10 Calbeck Avenue;

**AND WHEREAS** Council deems it to be prudent to cancel this transaction and revoke the authority for the execute the Offer of Purchase and Sale;

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

1. By-law Number 19-074 passed on July 16<sup>th</sup>, 2019 authorizing the execution of all documents relating to the sale of 8 and 10 Calbeck Avenue Gregorich is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF JUNE, 2020.**

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Patrick Kiely, Mayor

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Meagan Elliott, Clerk

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

**BY-LAW NUMBER 20-058**

**BEING A BY-LAW TO ADOPT THE 2020 MUNICIPAL BUDGET**

**WHEREAS** Section 290.(1) of the Municipal Act, 2001, as amended, requires that the Municipality shall prepare and adopt a budget including estimates of all sums required during the year for municipal purposes,

**AND WHEREAS** Council the Corporation of the Town of Kirkland Lake deems it to be desirable to adopt a budget including estimates of all sums required during the year for municipal purposes,

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Town of Kirkland Lake enacts as follows:

1. **THAT** the municipally managed net Operating Budget in the amount of \$18,166,675 attached hereto and included within Schedule 'A' (marked as 'Sheet 1') and forming a part of this by-law, is hereby adopted as the net Operating Budget for the Corporation of the Town of Kirkland Lake for the year 2020.
2. **THAT** the municipally managed Water Budget in the amount of \$2,719,581 attached hereto and included within Schedule 'A' (marked as 'Sheet 5') and forming a part of this by-law, is hereby adopted as the Water Budget for the Corporation of the Town of Kirkland Lake for the year 2020.
3. **THAT** the municipally managed discharge of Wastewater Budget in the amount of \$1,926,943 attached hereto and included within Schedule 'A' (marked as 'Sheet 5') and forming a part of this by-law, is hereby adopted as the Wastewater Budget for the Corporation of the Town of Kirkland Lake for the year 2020.
4. **THAT** the municipally managed Capital Budget in the amount of \$6,135,572 attached hereto and included within Schedule 'A' (marked as 'Sheet 6') and forming a part of this by-law, is hereby adopted as the Capital Budget for the Corporation of the Town of Kirkland Lake for the year 2020, and
5. **THAT** this by-law shall come into force and take effect on the date of its passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF JUNE, 2020.**

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Pat Kiely, Mayor

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Meagan Elliott, Clerk

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# **Town of Kirkland Lake**

**ANNUAL BUDGET**

**2020 Budget**

**June 16, 2020**

**Town of Kirkland Lake**  
**ANNUAL BUDGET**

**For the Year Ending December 31, 2020**

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**Town of Kirkland Lake**  
**ANNUAL BUDGET SUMMARY**  
For the Year Ending December 31, 2020

		2020 Budget
<b>CASH SOURCES</b>		
Operations	SHEET 2	\$ 27,273,245
Water & Wastewater	SHEET 5	4,646,524
Capital Funding	SHEET 3	3,988,754
Term Debt Proceeds	SHEET 3	-
Reserve and Fund Transfers	SHEET 7	1,419,961
<b>TOTAL CASH SOURCES</b>		<b>37,328,483</b>
<b>CASH REQUIREMENTS</b>		
Operating	SHEET 4	26,546,387
Water & Wastewater	SHEET 5	4,646,524
Capital	SHEET 6	6,135,572
<b>TOTAL CASH REQUIREMENTS</b>		<b>37,328,483</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>		<b>\$ 0</b>

	2020
<b>Departmental Revenues</b>	<b>(8,379,712)</b>
<b>Operating Expenditures</b>	<b>26,546,387</b>
<b>NET OPERATING BUDGET</b>	<b>\$ 18,166,675</b>

**Town of Kirkland Lake**  
**CASH SOURCES - OPERATING**

For the Year Ending December 31, 2020

CASH SOURCE	2020 Budget	2019 Actual	Change	2019 Budget	Change
<b>TAXATION</b>					
Taxation	\$ 11,801,445	\$ 10,827,941	9%	\$ 10,827,937	9%
Supplementary Taxes	-	262,298	-100%	125,000	-100%
Payments in Lieu	187,488	208,442	-10%	199,864	-6%
<b>Total TAXATION</b>	<b>11,988,933</b>	<b>11,298,681</b>	<b>6%</b>	<b>11,152,801</b>	<b>7%</b>
<b>OPERATING GRANTS</b>					
Ontario Municipal Partnership Fund	6,226,600	6,226,600	0%	6,226,600	0%
Other Operating Grants	375,000	715,910	-48%	715,910	-48%
<b>Total OPERATING GRANTS</b>	<b>6,601,600</b>	<b>6,942,510</b>	<b>-5%</b>	<b>6,942,510</b>	<b>-5%</b>
<b>OTHER OPERATING SOURCES</b>					
Departmental Revenues (APPENDIX 1)	8,379,712	8,680,587	-3%	8,569,943	-2%
Penalties & Interest	214,000	279,509	-23%	233,000	-8%
Provincial Offences Act	50,000	101,733	-51%	100,000	-50%
Investment Income	39,000	110,131	-65%	45,000	-13%
Municipal Asset Sales	-	-		-	
<b>Total OTHER OPERATING SOURCES</b>	<b>8,682,712</b>	<b>9,171,960</b>	<b>-5%</b>	<b>8,947,943</b>	<b>-3%</b>
<b>TOTAL OPERATING CASH SOURCES</b>	<b>\$ 27,273,245</b>	<b>\$ 27,413,151</b>	<b>-1%</b>	<b>\$ 27,043,254</b>	<b>1%</b>



Town of Kirkland Lake  
**CASH SOURCES - CAPITAL**  
For the Year Ending December 31, 2020

SOURCE	2020 Budget
<b>CAPITAL GRANTS</b>	
Ontario Community Infrastructure Fund	\$ 608,544
Federal Gas Tax Funding	484,227
Capital Grants (Previously Approved)	2,417,731
<i>Capital Grants (Pending Approval)</i>	478,252
<b>Total CAPITAL GRANTS</b>	<b>3,988,754</b>
 <b>PROCEEDS FROM LONG TERM DEBT</b>	 -
<b>TOTAL CASH SOURCES</b>	<b>\$ 3,988,754</b>

**Town of Kirkland Lake**  
**OPERATING EXPENDITURES SUMMARY**

For the Year Ending December 31, 2020

<b>OPERATING EXPENDITURES</b>		<b>2020</b>		<b>2019</b>		<b>2019</b>	
		<b>Budget</b>		<b>Actual</b>	<b>Change</b>	<b>Budget</b>	<b>Change</b>
Community Services (APPENDIX 2)	\$	<b>4,017,703</b>	\$	4,369,189	-8%	\$ 4,330,916	-7%
Development Services (APPENDIX 3)		<b>2,575,102</b>		2,423,402	6%	2,525,907	2%
General Government (APPENDIX 4)		<b>2,225,932</b>		1,752,731	27%	1,996,047	12%
Protective Services (APPENDIX 5)		<b>4,291,901</b>		4,816,934	-11%	4,038,203	6%
Public Works (APPENDIX 6)		<b>4,197,971</b>		3,842,201	9%	4,301,955	-2%
Teck Pioneer Residence (APPENDIX 7)		<b>6,981,322</b>		6,558,448	6%	6,746,031	3%
<b>OTHER EXPENDITURES</b>							
Ambulance		<b>729,267</b>		669,128	9%	669,128	9%
Child Care		<b>68,453</b>		65,324	5%	74,058	-8%
General Assistance		<b>326,346</b>		318,273	3%	318,273	3%
Health Unit		<b>350,188</b>		322,523	9%	322,523	9%
Social Housing		<b>486,201</b>		496,271	-2%	496,271	-2%
Taxation Related Expenditures		<b>296,000</b>		575,570	-49%	306,672	-3%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$</b>	<b>26,546,387</b>	<b>\$</b>	<b>26,209,994</b>	<b>1%</b>	<b>\$ 26,125,984</b>	<b>2%</b>

**Town of Kirkland Lake**  
**WATER & WASTEWATER SUMMARY**

For the Year Ending December 31, 2020

<b>WATER</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>	\$ 2,719,581	\$ 2,687,977	1%	\$ 2,526,498	8%
<i>User Fees</i>	2,678,481	2,626,165		2,470,978	
<i>Recoveries</i>	31,100	115,275		45,520	
<i>Penalties &amp; Interest</i>	10,000	14,181		10,000	
<b>EXPENDITURES</b>	\$ 2,719,581	\$ 2,685,705	1%	\$ 2,526,498	8%
<i>Labour &amp; Related</i>	674,985	592,921		621,026	
<i>Contracted Services</i>	686,356	602,937		595,532	
<i>Materials &amp; Supplies</i>	202,800	133,225		164,822	
<i>Utilities</i>	417,500	407,163		385,300	
<i>Admin &amp; Other</i>	97,032	82,661		96,538	
<i>Interest &amp; LTD Pymts</i>	28,802	28,775		32,170	
<i>Program Support</i>	87,733	71,655		79,809	
<i>Transfers</i>	524,373	766,368		550,000	
<b>Difference</b>	\$ -	\$ 2,272	-100%	\$ -	

Water revenues have increased approx. 1% year over year, with no forecasted increase in rates beyond what was put forth previously for 2020.

Expenditures remain relatively consistent year over year. Increased repair parts for pump stations is partially driving uptick in Materials & Supplies.

<b>WASTEWATER</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>	\$ 1,926,943	\$ 1,889,160	2%	\$ 1,713,105	12%
<i>User Fees</i>	1,894,512	1,857,365		1,695,605	
<i>Recoveries</i>	19,953	19,562		9,000	
<i>Penalties &amp; Interest</i>	12,478	12,233		8,500	
<b>EXPENDITURES</b>	\$ 1,926,943	\$ 1,889,160	2%	\$ 1,713,105	12%
<i>Labour &amp; Related</i>	382,844	257,796		346,756	
<i>Contracted Services</i>	550,500	505,698		481,279	
<i>Materials &amp; Supplies</i>	53,800	27,376		36,720	
<i>Utilities</i>	400,000	379,059		449,970	
<i>Admin &amp; Other</i>	125,120	111,060		116,827	
<i>Interest &amp; LTD Pymts</i>	-	-		-	
<i>Program Support</i>	64,847	71,707		63,553	
<i>Transfers</i>	349,833	536,460		218,000	
<b>Difference</b>	\$ -	\$ -		\$ -	

Wastewater revenues have increased approx. 2% year over year, with no forecasted increase in rates beyond what was put forth previously for 2020.

Expenditures remain consistent with the prior year's budget .

**Town of Kirkland Lake**  
**CAPITAL EXPENDITURES SUMMARY**  
For the Year Ending December 31, 2020

CAPITAL EXPENDITURES	2020 Budget	2019 Actual	2019 Budget
Environmental Services	\$ 5,021,864	\$ 525,458	\$ 1,074,071
Transportation Services	871,918	781,051	3,366,043
Recreation & Cultural Services	49,754	126,915	177,723
Social & Family Services	27,862	38,068	36,844
Protective Services	46,318	69,395	209,380
General Government	117,856	13,622	16,500
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 6,135,572</b>	<b>\$ 1,554,509</b>	<b>\$ 4,880,561</b>

**KEY PROJECTS**

Swastika WPCP Decommissioning & Sewer System Connection to Kirkland Lake W	\$3,000,000
TKL Municipal Services Expansion - West End	60,000
Energy Efficiencies at the Water Treatment Plant	623,404
Swastika Sewer Upgrade - Engineering	483,360
Used Grader	315,000
TKL Sewage Treatment Plant (OCWA)	196,000
New 2020 Trackless MT7 - Sidewalk Machine	193,085
Lakeshore Drive & McCamus Ave.	180,878
Wilson Ave_ Water & Wastewater Forcemain Replacement	168,108
TKL Water Plant - raw water pre-treatment (OCWA)	78,100
All Other Projects	837,637

*See APPENDIX 8 for complete capital projects listing.*

**Town of Kirkland Lake**  
**RESERVE & RESERVE FUND ACTIVITY**

For the Year Ending December 31, 2020

RESERVES	2020	Transfers		2020	Change
	Opening	In	Out	Ending	
Centennial Committee	\$ 64,393	-	-	\$ 64,393	0%
Community Improvement Plan	-	105,687	-	105,687	
Infrastructure - Capital	596,636	41,142	(113,835)	523,943	-12%
Kirkland District Health Centre	56,691	-	-	56,691	0%
Organization Restructuring and Efficiency	543,376	-	(359,346)	184,030	-66%
Other	99,155	-	-	99,155	0%
Working Capital	2,376,082	745,406	(581,557)	2,539,931	7%
<b>TOTAL RESERVES</b>	<b>3,736,333</b>	<b>892,235</b>	<b>(1,054,738)</b>	<b>3,573,830</b>	<b>-4%</b>

RESERVE FUNDS	2020	Transfers		2020	Change
	Opening	In	Out	Ending	
Archer Drive	201,166	-	-	201,166	0%
Employees' Accumulated Sick Leave	76,862	-	-	76,862	0%
Health Unit	229,342	-	-	229,342	0%
Kinross Park Maintenance	4,651	-	-	4,651	0%
Life Cycle Replacement	151,519	-	-	151,519	0%
Parkland	98,370	-	(12,282)	86,088	-12%
Residential Development	20,116	-	-	20,116	0%
Wastewater Capital Projects	936,638	524,373	(561,286)	899,725	-4%
Waterworks Capital Projects	835,153	349,833	(559,103)	625,883	-25%
<b>TOTAL RESERVE FUNDS</b>	<b>2,553,817</b>	<b>874,206</b>	<b>(1,132,671)</b>	<b>2,295,352</b>	<b>-10%</b>

<b>TOTAL RESERVES AND RESERVE FUNDS</b>	<b>\$ 6,290,150</b>	<b>1,766,441</b>	<b>(2,187,409)</b>	<b>\$ 5,869,182</b>	<b>-7%</b>
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RESTRICTED/OBLIGATORY FUNDS	2020	Transfers		2020	Change
	Opening	In	Out	Ending	
Gas Tax	\$ 1,047,518	484,227	(220,648)	\$ 1,311,097	25%
OCIF	1,146,036	608,544	(951,000)	803,580	-30%
Main Street Revitalization	45,909	-	(45,909)	-	-100%
<b>TOTAL RESTRICTED/OBLIGATORY FUNDS</b>	<b>\$ 2,239,463</b>	<b>1,092,771</b>	<b>(1,217,557)</b>	<b>\$ 2,114,677</b>	<b>-6%</b>

# **Appendix 1**

## **DEPARTMENTAL REVENUES & FUNDING**

**Town of Kirkland Lake**  
**DEPARTMENTAL REVENUES & FUNDING**

For the Year Ending December 31, 2020

REVENUES & FUNDING	2020 Budget	2019 Actual	Change	2019 Budget	Change
<b>Community Services</b>					
Cemetery	117,781	135,976	-13%	126,706	-7%
Heritage North	25,620	139,708	-82%	127,200	-80%
Library	64,964	66,258	-2%	61,536	6%
Museum	69,212	86,323	-20%	93,679	-26%
Recreation	404,606	614,656	-34%	644,298	-37%
<b>Development Services</b>					
Building	128,000	127,468	0%	103,946	23%
By-Law Enforcement & Animal Cc	24,000	12,942	85%	35,413	-32%
Economic Development	452,177	457,396	-1%	486,528	-7%
Planning	36,000	54,270	-34%	60,223	-40%
Residential Development	15,140	37,000	-59%	40,000	-62%
Waste Management	404,500	434,844	-7%	368,572	10%
<b>Public Works</b>					
Airport Operations	133,440	140,221	-5%	120,600	11%
Engineering	-	19,666	-100%	4,776	-100%
Roads & Maintenance	45,000	134,441	-67%	105,321	-57%
<b>General Government</b>					
General Administration	34,600	45,417	-24%	37,400	-7%
Treasury	30,000	15,627	92%	18,130	65%
<b>Protective Services</b>					
Fire	4,500	11,371	-60%	3,675	22%
Police	158,250	168,778	-6%	152,613	4%
<b>OTHER AREAS</b>					
Child Care	23,000	18,000	28%	18,000	28%
Teck Pioneer Residence	6,208,922	5,960,225	4%	5,961,327	4%
<b>TOTAL REVENUES &amp; FUNDING</b>	<b>\$ 8,379,712</b>	<b>\$ 8,680,587</b>	<b>-3%</b>	<b>\$ 8,569,943</b>	<b>-2%</b>

# **Appendix 2**

## **COMMUNITY SERVICES**



**Town of Kirkland Lake**  
**COMMUNITY SERVICES - OPERATING EXPENDITURES**

For the Year Ending December 31, 2020

The Town of Kirkland Lake offers numerous community amenities, many of which are supported by Community Services. Community Services is responsible for recreation, cultural facilities, parks and cemetery services.

For recreation, in addition to the Kirkland Lake Community Complex, the Town offers other amenities and recreational opportunities such as:

- A Skate/Bike Park
- A Dog Park
- Outdoor Rink
- Ball Fields
- Ski & Snowshoe Trails

From a facilities perspective, the Town operates Heritage North, a fully accessible events and banquet centre, entertaining and equipped for gatherings large and small, as well as the the Museum of Northern History, offering a look into community's past and various exhibitions throughout the year.

<b>REVENUES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Recreation	\$ 404,606	614,656	-34%	644,298	-37%
Cemetery	117,781	135,976	-13%	126,706	-7%
Library	64,964	66,258	-2%	61,536	6%
Museum	69,212	86,323	-20%	93,679	-26%
Heritage North	25,620	139,708	-82%	127,200	-80%
	-	-		-	
<b>TOTAL REVENUES</b>	<b>\$ 682,183</b>	<b>\$ 1,042,921</b>	<b>-35%</b>	<b>\$ 1,053,419</b>	<b>-35%</b>

<b>OPERATING EXPENDITURES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Recreation	\$ 2,969,733	3,127,926	-5%	3,048,452	-3%
Cemetery	163,236	153,018	7%	167,110	-2%
Library	384,826	350,690	10%	355,131	8%
Museum	272,382	266,579	2%	293,675	-7%
Heritage North	227,526	470,976	-52%	466,548	-51%
	-	-		-	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 4,017,703</b>	<b>\$ 4,369,189</b>	<b>-8%</b>	<b>\$ 4,330,916</b>	<b>-7%</b>

<b>Recreation</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2019 Budget</b>
<b>REVENUES</b>			
User Fees	\$ 398,404	\$ 571,506 ⓘ	\$ 599,224 ⓘ
Grants	3,658	33,854	38,534
Donations	500	1,275	1,500
Recoveries	2,044	8,021	5,040
	<b>404,606</b>	<b>614,656</b> -34%	<b>644,298</b> -37%
<b>EXPENDITURES</b>			
Labour & Related	1,165,607	1,196,712	1,201,084
Contracted Services	28,009	31,841	30,010
Materials & Supplies	187,475	164,401	208,044
Utilities	502,059	503,269	511,151
Admin & Other	168,427	157,975	178,807
Interest & LTD Pymts	899,356	1,055,113 ⓘ	899,356
Rents & Financial	18,800	18,615	20,000
	<b>2,969,733</b>	<b>3,127,926</b> -5%	<b>3,048,452</b> -3%
<b>NET REVENUES (EXPENDITURES)</b>	<b>(2,565,127)</b>	<b>(2,513,270)</b> 2%	<b>(2,404,154)</b> 7%

Revenues within recreation are primarily derived from user fees and memberships for facilities within the Kirkland Lake Community Complex. Revenues are estimated to significantly decrease from 2019, primarily due to temporary facility closures associated with COVID-19. Presently, estimates for revenue loss is in the range of 30% (\$185k), with extensions of existing fitness memberships anticipated and significantly reduced aquatic and ice surface revenues being the most significant drivers.

Expenditures remain fairly consistent year over year, with labour and loan payments/interest being the most significant drivers. Staffing levels remain consistent year over year, however part-time labour costs have been reduced due to temporary closure of the pool facility. Amounts within the interest and LTD payments are aligned with the loan amortization schedule.

<b>Cemetery</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ 112,531	\$ 129,959 ⓘ		\$ 121,456	
Recoveries	5,000	5,670		5,000	
Penalties & Interest	250	347		250	
	<b>117,781</b>	<b>135,976</b> -13%		<b>126,706</b> -7%	
<b>EXPENDITURES</b>					
Labour & Related	125,865	118,912		119,763	
Contracted Services	6,700	5,551		6,700	
Materials & Supplies	12,010	12,717		20,980	
Utilities	4,200	3,233		3,700	
Admin & Other	10,962	10,562		12,467	
Interest & LTD Pymts	3,500	2,043		3,500	
Rents & Financial	-	-		-	
	<b>163,236</b>	<b>153,018</b> 7%		<b>167,110</b> -2%	
<b>NET REVENUES (EXPENDITURES)</b>	<b>(45,455)</b>	<b>(17,042)</b> 167%		<b>(40,404)</b> 13%	

Cemetery costs are anticipated to increase in 2020, with small increases in labour costs being the primary driver.

<b>Library</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ 7,500	\$ 6,623	ⓘ	\$ 7,400	
Grants	43,875	36,022		36,022	
Investment Income	9,154	9,788		9,154	
Donations	4,100	13,556		8,800	
Recoveries	335	269		160	
	<b>64,964</b>	<b>66,258</b>	<b>-2%</b>	<b>61,536</b>	<b>6%</b>
<b>EXPENDITURES</b>					
Labour & Related	303,257	265,749	ⓘ	269,796	ⓘ
Contracted Services	15,700	17,964		17,900	
Materials & Supplies	33,204	38,176		33,504	
Utilities	15,690	13,269		15,229	
Admin & Other	16,975	15,430		18,622	
Interest & LTD Pymts	-	-		-	
Rents & Financial	-	102		80	
	<b>384,826</b>	<b>350,690</b>	<b>10%</b>	<b>355,131</b>	<b>8%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(319,862)</b>	<b>(284,432)</b>	<b>12%</b>	<b>(293,595)</b>	<b>9%</b>

Library revenues are projected to be consistent with 2019, with a significant uptick in grant revenue anticipated with funding anticipated for a New Horizon's Seniors Program.

Library expenditures are increasing year over year by 10%, primarily due increased labour costs, particularly within part-time labour costs due to inclusion of the New Horizon's Seniors Program.

<b>Museum</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ 9,350	\$ 34,887	ⓘ	\$ 21,850	ⓘ
Grants	54,337	38,334	ⓘ	54,404	ⓘ
Donations	5,325	12,843		17,225	
Recoveries	200	259		200	
	<b>69,212</b>	<b>86,323</b>	<b>-20%</b>	<b>93,679</b>	<b>-26%</b>
<b>EXPENDITURES</b>					
Labour & Related	194,363	195,381		202,304	
Contracted Services	27,050	11,662	ⓘ	26,670	
Materials & Supplies	19,755	29,414		32,405	
Utilities	14,750	14,434		14,500	
Admin & Other	15,758	14,950		17,146	
Interest & LTD Pymts	-	-		-	
Rents & Financial	705	738		650	
	<b>272,382</b>	<b>266,579</b>	<b>2%</b>	<b>293,675</b>	<b>-7%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(203,170)</b>	<b>(180,256)</b>	<b>13%</b>	<b>(199,996)</b>	<b>2%</b>

Museum revenues are anticipated to be significantly lower year over year, largely due to temporary closures associated with COVID-19. Grant revenues are increasing, with the deferral of the Community Stories grant which was previously anticipated in 2019.

Expenditures remain consistent with 2019, primarily due to increased contracted services costs primarily due to inclusion of expenditures relating to the Community Stories grant.

<b>Heritage North</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ 25,220	\$ 136,405	ⓘ	\$ 126,800	ⓘ
Recoveries	400	3,303		400	
	<b>25,620</b>	<b>139,708</b>	<b>-82%</b>	<b>127,200</b>	<b>-80%</b>
<b>EXPENDITURES</b>					
Labour & Related	136,725	181,074	ⓘ	173,642	ⓘ
Contracted Services	8,170	18,497		16,000	
Materials & Supplies	24,730	52,373	ⓘ	51,100	ⓘ
Utilities	29,900	38,097	ⓘ	41,623	ⓘ
Admin & Other	27,651	22,783	ⓘ	25,827	
Interest & LTD Pymts	-	157,904		158,006	
Rents & Financial	350	248		350	
	<b>227,526</b>	<b>470,976</b>	<b>-52%</b>	<b>466,548</b>	<b>-51%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(201,906)</b>	<b>(331,268)</b>	<b>-39%</b>	<b>(339,348)</b>	<b>-41%</b>

Heritage North revenues are anticipated to be significantly lower year over year, largely due to temporary closures associated with COVID-19. Revenues are currently estimated based on Q1 2020 actuals, with small estimated revenues in Q4-2020.

Expenditures are significantly lower, with payout of the loan completed in 2019 driving the majority of the change. Materials & Supplies are significantly lower due to lack of bookings and associated costs.

Expenditures are currently estimated as if the facility continued to operate until a potential sale has occurred. Utilities have decreased with nominal usage anticipated for the better part of 2020.

# **Appendix 3**

## **DEVELOPMENT SERVICES**

**Town of Kirkland Lake**  
**DEVELOPMENT SERVICES - OPERATING EXPENDITURES**

**For the Year Ending December 31, 2020**

Development Services encompasses Planning, Building, Waste Management, Economic Development and By-Law Enforcement/Animal Control.

Planning processes development proposals and prepares the Official Plan, as well as as provides direction and expertise in making land use decisions.

Building provides advice to both the public and Council regarding Ontario Building Code and administer the building permit process, through to inspection and on-going compliance enforcement.

Waste Management includes curbside pickup, landfill operations and on-going recycling programs.

Economic Development aims to attract new business to Kirkland Lake, as well as promote tourism opportunities.

By-Law Enforcement is responsible for enforcing local by-laws with an emphasis on public safety and maintaining community standards.

<b>REVENUES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Planning	\$ 36,000	54,270	-34%	60,223	-40%
Building	128,000	127,468	0%	103,946	23%
Waste Management	404,500	434,844	-7%	368,572	10%
Economic Development	452,177	457,396	-1%	486,528	-7%
By-Law Enforcement & Animal Control	24,000	12,942	85%	35,413	-32%
Residential Development	15,140	37,000	-59%	40,000	-62%
<b>TOTAL REVENUES</b>	<b>\$ 1,059,817</b>	<b>\$ 1,123,920</b>	<b>-6%</b>	<b>\$ 1,094,682</b>	<b>-3%</b>

<b>OPERATING EXPENDITURES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Planning	\$ 200,125	148,970	34%	224,859	-11%
Building	313,095	163,015	92%	184,676	70%
Waste Management	1,346,429	1,341,928	0%	1,275,040	6%
Economic Development	542,436	611,969	-11%	644,332	-16%
By-Law Enforcement & Animal Control	172,017	121,520	42%	155,000	11%
Residential Development	1,000	36,000	-97%	42,000	-98%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 2,575,102</b>	<b>\$ 2,423,402</b>	<b>6%</b>	<b>\$ 2,525,907</b>	<b>2%</b>

<b>Planning</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2019 Budget</b>
<b>REVENUES</b>			
User Fees	\$ 36,000	\$ 41,817	\$ 48,000
Grants	-	11,998	11,998
Recoveries	-	455	225
	<b>36,000</b>	<b>54,270</b>	<b>60,223</b>
		<b>-34%</b>	<b>-40%</b>
<b>EXPENDITURES</b>			
Labour & Related	123,822	120,697	146,771
Contracted Services	28,600	4,075	45,000
Materials & Supplies	3,860	12,359	14,860
Utilities	-	-	-
Admin & Other	43,843	11,839	18,228
Interest & LTD Pymts	-	-	-
Rents & Financial	-	-	-
Transfers	-	-	-
	<b>200,125</b>	<b>148,970</b>	<b>224,859</b>
		<b>34%</b>	<b>-11%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(164,125)</b>	<b>(94,700)</b>	<b>(164,636)</b>
		<b>73%</b>	<b>0%</b>

Revenues are anticipated to be below 2019 amounts given a slow down in construction (related to COVID) and lower resulting application fees.

Costs are expected to increase year over year, with some expenditures previously settling within Engineering now settling here, including CGIS and AutoCAD.

Other areas with increased cost estimates include legal fees and consultants (within Contracted Services), which includes funds for updating of the zoning by-law.

<b>Building</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ 60,000	\$ 111,518		\$ 85,000	
Recoveries	68,000	15,950		18,946	
	<b>128,000</b>	<b>127,468</b>	<b>0%</b>	<b>103,946</b>	<b>23%</b>
<b>EXPENDITURES</b>					
Labour & Related	199,746	142,938		146,182	
Contracted Services	93,000	4,169		14,500	
Materials & Supplies	9,110	12,026		12,360	
Utilities	-	-		-	
Admin & Other	11,239	3,882		11,634	
Interest & LTD Pymts	-	-		-	
Rents & Financial	-	-		-	
	<b>313,095</b>	<b>163,015</b>	<b>92%</b>	<b>184,676</b>	<b>70%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(185,095)</b>	<b>(35,547)</b>	<b>421%</b>	<b>(80,730)</b>	<b>129%</b>

User fee revenues include building permits - which are anticipated to be lower year over year due to challenges and slow down in construction given the on-going situation with COVID. Recoveries includes amounts related to property standards, which will ultimately get added back to the tax roll.

Labour costs are anticipated to increase due to the additional position created (Property Standards Official/Building Officer).

Contracted Services includes demolition costs estimated at \$68k and funds to cover RSM Consultants as a contracted building official when the CBO is unavailable.

<b>Waste Management</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ 10,000	\$ 11,641	ⓘ	\$ 8,000	ⓘ
Recoveries	394,500	423,203		360,572	
	<b>404,500</b>	<b>434,844</b>	<b>-7%</b>	<b>368,572</b>	<b>10%</b>
<b>EXPENDITURES</b>					
Labour & Related	200,767	188,594		183,497	
Contracted Services	1,025,580	990,954		992,709	
Materials & Supplies	50,242	25,951		30,680	
Utilities	-	-		-	
Admin & Other	17,230	49,454		15,544	
Interest & LTD Pymts	52,610	52,558		52,610	
Rents & Financial	-	-		-	
	<b>1,346,429</b>	<b>1,341,928</b>	<b>0%</b>	<b>1,275,040</b>	<b>6%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(941,929)</b>	<b>(907,084)</b>	<b>4%</b>	<b>(906,468)</b>	<b>4%</b>

Waste Management revenues are presently slightly below 2019 actuals, with landfill tipping fees being the large revenue source and presently estimated at \$300k (slightly below the average for the prior three years).

Costs are estimated to be in line with the prior year with no significant changes to operations.

<b>Economic Development</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ 105,687	\$ 52,057	ⓘ	\$ 70,754	ⓘ
Grants	153,000	78,047	ⓘ	109,110	ⓘ
Donations	-	97,307		91,504	
Recoveries	1,700	1,636		1,636	
	<b>260,387</b>	<b>229,047</b>	<b>14%</b>	<b>273,004</b>	<b>-5%</b>
<b>EXPENDITURES</b>					
Labour & Related	145,470	180,962		185,377	
Contracted Services	157,550	108,270		136,838	
Materials & Supplies	1,250	141,522		98,784	
Utilities	-	-		-	
Admin & Other	75,943	45,283		79,363	
Interest & LTD Pymts	137,222	76,509		76,550	
Rents & Financial	-	37,979		32,420	
	<b>517,436</b>	<b>590,525</b>	<b>-12%</b>	<b>609,332</b>	<b>-15%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(257,048)</b>	<b>(361,478)</b>	<b>-29%</b>	<b>(336,328)</b>	<b>-24%</b>

Economic Development costs are expected to be below that of 2019, with no Centennial Costs anticipated this year.

Amounts included within the operating budget include monies anticipated to assist with COVID recovery and offsetting expenditures for consulting, promotional materials and similar items. The municipality is assuming approx. 10% net expenditures under this scenario and should funding opportunity not arise, costs would not be incurred.



By-Law Enforcement & Animal Control	2020		2019		2019	
	Budget	Actual	Change	Budget	Change	
<b>REVENUES</b>						
User Fees	\$ 2,000	\$ 2,000		\$ 1,750		
Grants	-	1,250	0%	26,633	0%	
Fines	12,000	6,005	100%	7,000	71%	
Recoveries	10,000	3,687	171%	30	33233%	
	<b>24,000</b>	<b>12,942</b>	<b>85%</b>	<b>35,413</b>	<b>-32%</b>	
<b>EXPENDITURES</b>						
Labour & Related	22,483	35,169	ⓘ	-		
Contracted Services	133,872	81,548	ⓘ	119,792	ⓘ	
Materials & Supplies	11,500	1,574		30,633		
Utilities	3,600	2,257		3,600		
Admin & Other	562	972		975		
Interest & LTD Pymts	-	-		-		
Rents & Financial	-	-		-		
Transfers	-	-		-		
	<b>172,017</b>	<b>121,520</b>	<b>42%</b>	<b>155,000</b>	<b>11%</b>	
<b>NET REVENUES (EXPENDITURES)</b>	<b>(148,017)</b>	<b>(108,578)</b>	<b>36%</b>	<b>(119,587)</b>	<b>24%</b>	

By-Law Enforcement & Animal Control are sub-contracted services managed by Development Services.

Costs are anticipated to increase significantly year over year, primarily within By-Law. 2019 saw a significant portion of the year without coverage and 2020 is assuming hours of coverage comparable to that of full-time employee.

Residential Development	2020		2019		2019	
	Budget	Actual	Change	Budget	Change	
<b>REVENUES</b>						
Misc	15,140	37,000	59%	40,000	62%	
	<b>15,140</b>	<b>37,000</b>	<b>-59%</b>	<b>40,000</b>	<b>-62%</b>	
<b>EXPENDITURES</b>						
Labour & Related	-	-		-		
Contracted Services	-	-		-		
Materials & Supplies	-	36,000		41,000		
Utilities	-	-		-		
Admin & Other	1,000	-		1,000		
Interest & LTD Pymts	-	-		-		
Rents & Financial	-	-		-		
	<b>1,000</b>	<b>36,000</b>	<b>-97%</b>	<b>42,000</b>	<b>-98%</b>	
<b>NET REVENUES (EXPENDITURES)</b>	<b>\$ 14,140</b>	<b>\$ 1,000</b>	<b>1314%</b>	<b>(2,000)</b>	<b>-807%</b>	

In 2020, there is no intent to purchase land at this time.

# **Appendix 4**

## **GENERAL GOVERNMENT**

**Town of Kirkland Lake**  
**GENERAL GOVERNMENT - OPERATING EXPENDITURES**

**For the Year Ending December 31, 2020**

General Government includes costs of both the governing body of the Town (Mayor and Council), as well as the administration team and resources required for ensuring Council's priorities, goals and objectives are efficiently and effectively carried out.

It also includes supporting departments such as Treasury, Human Resources and Management Information Systems.


General Administration represents critical functions such as the CAO, who is ultimately responsible for development of the organization in line with goals and objectives set forth by council, as well as the clerk and communications.

Treasury is responsible for collections of revenue, payments to vendors and staff and provides financial control, planning and transactional support for the corporation.

Management Information Systems supports the Town's operations including deployment of hardware and software, as well as ensuring safe network security. MIS leads implementation of technologies for efficiencies, such as live-streaming council meetings.

<b>REVENUES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Mayor & Council	\$ -	-		-	
General Administration	<b>34,600</b>	45,417	-24%	37,400	-7%
Treasury	<b>30,000</b>	15,627	92%	18,130	65%
Human Resources	-	-		-	
Health and Safety	-	-		-	
Management Information Systems	-	-		-	
<b>TOTAL REVENUES</b>	<b>\$ 64,600</b>	<b>\$ 61,044</b>	<b>6%</b>	<b>\$ 55,530</b>	<b>16%</b>







<b>OPERATING EXPENDITURES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Mayor & Council	\$ <b>220,296</b>	166,603	32%	204,650	8%
General Administration	<b>879,499</b>	546,837	61%	611,195	44%
Treasury	<b>685,589</b>	672,164	2%	768,236	-11%
Human Resources	<b>165,963</b>	111,072	49%	146,504	13%
Health and Safety	<b>96,082</b>	85,306	13%	89,335	8%
Management Information Systems	<b>178,503</b>	170,749	5%	176,127	1%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 2,225,932</b>	<b>\$ 1,752,731</b>	<b>27%</b>	<b>\$ 1,996,047</b>	<b>12%</b>

<b>Mayor &amp; Council</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2019 Budget</b>
<b>REVENUES</b>	-	-	-
<b>EXPENDITURES</b>			
Labour & Related	157,748	152,076	151,300
Contracted Services	40,000	5,096 	40,000
Materials & Supplies	7,650	403	950
Utilities	-	-	-
Admin & Other	14,898	9,028	12,400
Interest & LTD Pymts	-	-	-
Rents & Financial	-	-	-
	<b>220,296</b>	<b>166,603</b> <b>32%</b>	<b>204,650</b> <b>8%</b>
<b>RESERVE TRANSFERS</b>	<b>(7,000)</b>	-	-
<b>NET REVENUES (EXPENDITURES)</b>	<b>(213,296)</b>	<b>(166,603)</b> <b>28%</b>	<b>(204,650)</b> <b>4%</b>

Expenditures remain fairly consistent year over year, with labour being the primary cost. Labour costs are representative of annual remuneration for the Mayor and six Councillors, along with associated burden.

Contracted Services is significantly higher than 2019, with funds earmarked for Integrity Commissioner services (similar to what was budgeted in 2019).

Materials & Supplies includes funds for iPads for elected officials, in anticipation of new agenda software being utilized in the near future (funded through transfer from modernization/efficiency reserve).

<b>General Administration</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ 34,600	\$ 39,057 		\$ 31,600	
Donations	-	6,355		5,700	
Recoveries	-	5		100	
	<b>34,600</b>	<b>45,417</b> <b>-24%</b>		<b>37,400</b> <b>-7%</b>	
<b>EXPENDITURES</b>					
Labour & Related	574,226	236,455 		241,710 	
Contracted Services	135,500	192,710 		192,125 	
Materials & Supplies	27,350	24,062		26,950	
Utilities	25,000	20,610		25,050	
Admin & Other	112,423	67,000 		118,560	
Interest & LTD Pymts	-	-		-	
Rents & Financial	-	-		800	
Transfers	5,000	6,000		6,000	
	<b>879,499</b>	<b>546,837</b> <b>61%</b>		<b>611,195</b> <b>44%</b>	
<b>RESERVE TRANSFERS</b>	<b>(217,000)</b>	<b>(150,308)</b>		<b>(137,765)</b>	
<b>NET REVENUES (EXPENDITURES)</b>	<b>(627,899)</b>	<b>(351,112)</b> <b>79%</b>		<b>(436,030)</b> <b>44%</b>	

Revenues within administration includes fees recouped for various licences, including marriages, lottery, burials and are expected to be fairly consistent year over year.

Expenditures are anticipated to climb significantly, with labour & related costs being the primary driver. 2019 amounts included two full-time positions (Clerk, Executive Assistant), as well as smaller allocations for various roles, whereas 2020 includes a permanent CAO, Clerk (including a portion of the year with two in the role during transition), Communications Co-ordinator (previously settling within Treasury) and the addition of a Senior Financial Analyst/Improvement Coordinator (funded through modernization/efficiency funds).

Increased "Admin & Other" costs include funds earmarked for legal fees (not heavily utilized in 2019), additional training/professional development and monies budgeted for implementation of records management software and new agenda software.

<b>Treasury</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>	<b>15,000</b>	<b>15,627</b>	<b>-4%</b>	<b>18,130</b>	<b>-17%</b>
<b>EXPENDITURES</b>					
Labour & Related	<b>708,597</b>	735,656		790,525	ⓘ
Contracted Services	<b>45,000</b>	31,247		40,000	
Materials & Supplies	<b>8,500</b>	7,590		9,900	
Utilities	-	-		-	
Admin & Other	<b>65,721</b>	37,618		67,673	
Interest & LTD Pymts	-	-		-	
Rents & Financial	<b>4,000</b>	3,415		3,500	
Transfers	<b>(146,229)</b>	(143,362)		(143,362)	
	<b>685,589</b>	<b>672,164</b>	<b>2%</b>	<b>768,236</b>	<b>-11%</b>
<b>RESERVE TRANSFERS</b>	<b>(15,000)</b>	-		-	
<b>NET REVENUES (EXPENDITURES)</b>	<b>(655,589)</b>	<b>(656,537)</b>	<b>0%</b>	<b>(750,106)</b>	<b>-13%</b>

Treasury costs for 2020 are anticipated to be in the mid-point between 2019 actuals and 2019 budget.

Labour costs are expected to be consistent w 2019 actuals, but below 2019 budget due to reallocation of Communications Co-ordinator position to General Admin.

Contracted Services are anticipated to be higher due to funds budgeted for Questica Software (utilizing efficiency/modernization monies for expenditure).

Admin & Other are anticipated to be due to audit fees, which have been budgeted within Treasury (whereas 2019 actuals had costs distributed).

<b>Human Resources</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>	-	-		-	
<b>EXPENDITURES</b>					
Labour & Related	<b>153,680</b>	105,451	ⓘ	114,285	ⓘ
Contracted Services	<b>2,483</b>	-		-	
Materials & Supplies	<b>2,800</b>	2,275		3,669	
Utilities	-	-		-	
Admin & Other	<b>7,000</b>	3,346		28,550	
Interest & LTD Pymts	-	-		-	
Rents & Financial	-	-		-	
<b>NET REVENUES (EXPENDITURES)</b>	<b>(165,963)</b>	<b>(111,072)</b>	<b>49%</b>	<b>(146,504)</b>	<b>13%</b>

Human Resource costs are expected to increase vs. 2019 actuals, primarily due to increased labour costs. The increase is attributed to the addition of the benefits clerk role, which was added late in 2019 (but not budgeted).

New expenditures are anticipated within Contracted Services - due to the utilization of a resource subscription software, HRDownloads.

Admin & Other costs are expected to be substantially lower than budgeted in 2019, primarily due to a reduction in estimated legal costs.

<b>Health and Safety</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>	-	-		-	
<b>EXPENDITURES</b>					
Labour & Related	<b>88,031</b>	84,312		86,400	
Contracted Services	<b>3,661</b>	-		-	
Materials & Supplies	<b>2,950</b>	621		850	
Utilities	-	-		-	
Admin & Other	<b>1,440</b>	373		2,085	
Interest & LTD Pymts	-	-		-	
Rents & Financial	-	-		-	
<b>NET REVENUES (EXPENDITURES)</b>	<b>(96,082)</b>	<b>(85,306)</b>	<b>13%</b>	<b>(89,335)</b>	<b>8%</b>

Health and Safety costs are anticipated to be consistent year over year.

New costs are anticipated within Contracted Services - due to the utilization of a new resource-based subscription software, HRDownloads, which will allow for tracking and offering of various courses and modules.

Materials include supplies such as epi pens, an easel and the purchase of a laptop and software to aid in training.

<b>MIS Systems</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>	-	-		-	
<b>EXPENDITURES</b>					
Labour & Related	72,816	70,943		71,750	
Contracted Services	55,200	48,534	📌	50,300	
Materials & Supplies	250	152		300	
Utilities	-	-		-	
Admin & Other	50,237	51,120		53,777	
Interest & LTD Pymts	-	-		-	
Rents & Financial	-	-		-	
<b>NET REVENUES (EXPENDITURES)</b>	<b>(178,503)</b>	<b>(170,749)</b>	<b>5%</b>	<b>(176,127)</b>	<b>1%</b>

MIS expenditures are anticipated to be consistent year over year, with nominal changes across various expense types.

Contracted Services includes the annual KDH contract, along with various Smartnet licences, warranty extensions and VMWare support.

# **Appendix 5**

## **PROTECTIVE SERVICES**

**Town of Kirkland Lake**  
**PROTECTIVE SERVICES - OPERATING EXPENDITURES**

**For the Year Ending December 31, 2020**

Protective Services are the resources within our municipality that help should an emergency occur and are in place to keep our community safe.

TKL Fire Services consist of both full-time and volunteer fire fighters and are responsible for all aspects including education, fire prevention, suppression & response and emergency preparedness. They respond to medical assists, automobile accidents, carbon monoxide alarms and other emergency situations as needed.

In the absence of a municipal police service, the Town contracts local policing to the Ontario Provincial Police (OPP).

<b>REVENUES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Fire	\$ 4,500	11,371	-60%	3,675	22%
Police	158,250	168,778	-6%	152,613	4%
	-	-		-	
	-	-		-	
	-	-		-	
	-	-		-	
<b>TOTAL REVENUES</b>	<b>\$ 162,750</b>	<b>\$ 180,149</b>	<b>-10%</b>	<b>\$ 156,288</b>	<b>4%</b>

<b>OPERATING EXPENDITURES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Fire	\$ 1,813,402	2,271,632	-20%	1,586,560	14%
Police	2,478,500	2,545,302	-3%	2,451,643	1%
	-	-		-	
	-	-		-	
	-	-		-	
	-	-		-	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 4,291,901</b>	<b>\$ 4,816,934</b>	<b>-11%</b>	<b>\$ 4,038,203</b>	<b>6%</b>



<b>Fire</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2019 Budget</b>	
<b>REVENUES</b>				
User Fees	\$ 500	\$ 500	\$ 500	
Recoveries	4,000	10,871	3,175	
	<b>4,500</b>	<b>11,371</b>	<b>3,675</b>	<b>22%</b>
<b>EXPENDITURES</b>				
Labour & Related	1,658,762	2,129,501	1,414,289	
Contracted Services	38,453	34,978	42,071	
Materials & Supplies	47,700	43,497	64,679	
Utilities	12,800	11,979	12,250	
Admin & Other	55,686	51,677	53,271	
Interest & LTD Pymts	-	-	-	
Rents & Financial	-	-	-	
	<b>1,813,402</b>	<b>2,271,632</b>	<b>1,586,560</b>	<b>14%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(1,808,902)</b>	<b>(2,260,261)</b>	<b>(1,582,885)</b>	<b>14%</b>

Fire expenditures are approx. 20% below 2019 costs, largely due to retroactive labour costs incurred in the prior year. Excluding costs associated with the one-time labour settlement, labour costs are increasing primarily due awarded base rates, along with anticipated increased overtime due to utilization of vacation balances for several retiring long-term members. The staffing complement remains at eleven.

All other areas of spend are relatively consistent year over year.

<b>Police</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
Rental Income	\$ 76,750	\$ 76,750		\$ 76,750	
Grants	75,000	81,120		67,688	
User Fees	1,500	655		3,000	
Recoveries	5,000	10,253		5,175	
	<b>158,250</b>	<b>168,778</b>	<b>-6%</b>	<b>152,613</b>	<b>4%</b>
<b>EXPENDITURES</b>					
Labour & Related	19,095	19,606		21,694	
Contracted Services	2,428,228	2,488,417		2,393,353	
Materials & Supplies	1,500	7,229		7,330	
Utilities	21,800	22,745		21,800	
Admin & Other	7,877	7,305		7,466	
Interest & LTD Pymts	-	-		-	
Rents & Financial	-	-		-	
	<b>2,478,500</b>	<b>2,545,302</b>	<b>-3%</b>	<b>2,451,643</b>	<b>1%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(2,320,250)</b>	<b>(2,376,524)</b>	<b>-2%</b>	<b>(2,299,030)</b>	<b>1%</b>

The local OPP station is a municipally owned building, and as such, collects monthly rent.

Expenditures primarily consist of costs for contracted policing service, along with costs associated with owning the facility (maintenance, utilities, insurance).

Costs are expected to be consistent year over year.

# **Appendix 6**

## **PUBLIC WORKS**

**Town of Kirkland Lake**  
**PUBLIC WORKS - OPERATING EXPENDITURES**  
For the Year Ending December 31, 2020

Public Works is responsible for maintenance of roads, sidewalks, traffic lights, street lights and signage. In addition, they are responsible for equipment and repairs to the Town's equipment fleet.

Winter Control is a significant aspect of their work, including both the upkeep and monitoring of conditions to determine needs. Public Works is responsible for maintaining 147KM of roadway (Lane KM).

Public Works also provides oversight to water and wastewater services, storm water management and similar services.

<b>REVENUES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Roads & Maintenance	\$ 45,000	134,441	-67%	105,321	-57%
Airport Operations	133,440	140,221	-5%	120,600	11%
Street Lighting	-	-		-	
Engineering	-	19,666	-100%	4,776	-100%
	-	-		-	
	-	-		-	
<b>TOTAL REVENUES</b>	<b>\$ 178,440</b>	<b>\$ 294,328</b>	<b>-39%</b>	<b>\$ 230,697</b>	<b>-23%</b>

<b>OPERATING EXPENDITURES</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
Roads & Maintenance	\$ 3,701,912	3,216,615	15%	3,660,874	1%
Airport Operations	293,989	251,235	17%	274,770	7%
Street Lighting	202,070	205,555	-2%	179,470	13%
Engineering	-	168,796	-100%	186,841	-100%
	-	-		-	
	-	-		-	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 4,197,971</b>	<b>\$ 3,842,201</b>	<b>9%</b>	<b>\$ 4,301,955</b>	<b>-2%</b>

<b>Roads &amp; Maintenance</b>	<b>2020 Budget</b>	<b>2019 Actual</b>		<b>2019 Budget</b>	
<b>REVENUES</b>					
User Fees	\$ -	\$ 63,838	ⓘ	\$ 64,466	ⓘ
Recoveries	<b>45,000</b>	68,502	ⓘ	40,855	ⓘ
	<b>45,000</b>	<b>132,340</b>	<b>-66%</b>	<b>105,321</b>	<b>-57%</b>
<b>EXPENDITURES</b>					
Labour & Related	1,941,091	1,635,752	ⓘ	1,939,988	
Contracted Services	480,090	389,138	ⓘ	511,486	
Materials & Supplies	788,510	702,482	ⓘ	751,000	
Utilities	67,500	65,598		67,657	
Admin & Other	228,658	241,269		186,946	
Interest & LTD Pymts	181,064	178,722		201,297	
Rents & Financial	-	-		-	
	<b>3,686,912</b>	<b>3,215,048</b>	<b>15%</b>	<b>3,658,374</b>	<b>1%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(3,641,912)</b>	<b>(3,082,708)</b>	<b>18%</b>	<b>(3,553,053)</b>	<b>3%</b>

Revenues within Roads & Maintenance are primarily derived from user fees for equipment hired and services for road maintenance provided within the area.

Expenditures exceed 2019 actuals, but are consistent with 2019 budgeted amounts. Labour, Contracted Services and Materials & Supplies are all showing significant increases over 2019 actuals. Contracted Services includes an estimate of \$50k for engineering consultants, given elimination of department (see below).

Contracted Services includes funds earmarked for roads patch and surface treatment, traffic signal repairs (including replacement of a control panel), as well as various building repairs at physical services (\$12k) such as step repairs and electrical repairs within the parking lot.

Materials includes significantly higher amounts for cold mix/ashphalt and concrete, addressing pressing concerns and work not completed as intended in 2019. Materials also include additional costs for signage (to address existing gaps), an overhaul on the snowblower attachment (cracked head), among other things.

<b>Airport Operations</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ <b>129,940</b>	\$ 137,313		\$ 118,100	ⓘ
Recoveries	<b>3,500</b>	2,908		2,500	
	<b>133,440</b>	<b>140,221</b>	<b>-5%</b>	<b>120,600</b>	<b>11%</b>
<b>EXPENDITURES</b>					
Labour & Related	159,814	129,907	ⓘ	139,850	ⓘ
Contracted Services	18,500	15,152		33,300	
Materials & Supplies	80,135	75,625		68,070	ⓘ
Utilities	9,600	8,045		9,600	
Admin & Other	23,940	20,981		21,950	
Interest & LTD Pymts	-	-		-	
Rents & Financial	2,000	1,525		2,000	
	<b>293,989</b>	<b>251,235</b>	<b>17%</b>	<b>274,770</b>	<b>7%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(160,549)</b>	<b>(111,014)</b>	<b>45%</b>	<b>(154,170)</b>	<b>4%</b>

Airport revenues are anticipated to be in line with amounts received in 2019.

For costs, the most significant change year over year is within Labour & Related. No significant changes have been made to personnel, however, some supervisory costs have now been allocated here which were not previously.

<b>Street Lighting</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>	-	-		-	
<b>EXPENDITURES</b>					
Labour & Related	600	-		-	
Contracted Services	30,000	36,074	🟡	10,000	🟡
Materials & Supplies	-	-		-	
Utilities	52,000	50,024		50,000	
Admin & Other	-	-		-	
Interest & LTD Pymts	119,470	119,457		119,470	
Rents & Financial	-	-		-	
	<b>202,070</b>	<b>205,555</b>	<b>-2%</b>	<b>179,470</b>	<b>13%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(202,070)</b>	<b>(205,555)</b>	<b>-2%</b>	<b>(179,470)</b>	<b>13%</b>

Street Lighting costs are anticipated to be consistent with amounts incurred in 2019, with loan payments being the most significant cost.

<b>Engineering</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>Change</b>	<b>2019 Budget</b>	<b>Change</b>
<b>REVENUES</b>					
User Fees	\$ -	\$ -		\$ -	
Grants	-	-		-	
Donations	-	-		-	
Recoveries	-	19,666		4,776	
	-	<b>19,666</b>	<b>-100%</b>	<b>4,776</b>	<b>-100%</b>
<b>EXPENDITURES</b>					
Labour & Related	-	132,286		143,775	
Contracted Services	-	25,814		25,000	
Materials & Supplies	-	4,180		8,234	
Utilities	-	-		-	
Admin & Other	-	6,516		9,832	
Interest & LTD Pymts	-	-		-	
Rents & Financial	-	-		-	
	-	<b>168,796</b>	<b>-100%</b>	<b>186,841</b>	<b>-100%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>\$ -</b>	<b>(149,130)</b>	<b>-100%</b>	<b>(182,065)</b>	<b>-100%</b>

As a department, Engineering has been phased out in 2020. Funds have been earmarked within public works above for consulting services as needed (\$50k).

# **Appendix 7**

## **TECK PIONEER RESIDENCE**

**Town of Kirkland Lake**  
**TECK PIONEER RESIDENCE - OPERATING EXPENDITURES**

**For the Year Ending December 31, 2020**

Teck Pioneer Residence is a municipally owned and operated long-term care home. It is a long standing member of our community, in operation since 1965.

In 2004, the Residence moved into a new, state of the building located adjacent to the Kirkland District Hospital.

<b>Teck Pioneer Residence</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2019 Budget</b>
<b>REVENUES</b>			
Teck Pioneer	\$ 6,025,588	\$ 5,872,523	\$ 5,886,727
Grants	93,000	-	-
Donations	30,000	13,202	10,000
Recoveries	60,334	73,650	64,600
	<b>6,208,922</b>	<b>5,959,375</b> <b>4%</b>	<b>5,961,327</b> <b>4%</b>
<b>EXPENDITURES</b>			
Labour & Related	5,126,131	4,854,404	4,973,470
Contracted Services	181,650	127,297	134,690
Materials & Supplies	825,028	770,569	793,920
Utilities	239,000	211,223	235,600
Admin & Other	61,691	48,141	54,190
Interest & LTD Pymts	547,763	546,806	554,101
Rents & Financial	60	-	60
	<b>6,981,322</b>	<b>6,558,448</b> <b>6%</b>	<b>6,746,031</b> <b>3%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>(772,400)</b>	<b>(599,073)</b> <b>29%</b>	<b>(784,704)</b> <b>-2%</b>

Teck Pioneer is anticipating increased revenues year over year, with a slight increase in case mix funding being the primary driver. TPR has also confirmed additional funding in relation to COVID-19, recognized within grants.

Overall costs have increased year over year, with small increases across most categories of spend. Labour estimates have increased, particularly within overtime given challenges associated with the on-going pandemic.

# **Appendix 8**

## **DETAILED CAPITAL LISTING**



**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>	\$ 42,070	\$ -	\$ -	\$ -	\$ -	\$ 42,070	\$ -	\$ -	\$ -	\$ -	\$ 42,070	\$ -	\$ -
CF Swastika WWTP 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>\$ 129,140</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 129,140</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 129,140</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Recommended</b>														
CF Monitoring Wells Installation	<u>B2020-0004</u>	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
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>	196,000	-	-	-	-	196,000	-	-	-	-	196,000	-	-
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>\$ 4,892,724</b>	<b>\$ 8,102,918</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,995,642</b>	<b>\$ 2,874,874</b>	<b>\$ -</b>	<b>\$ 951,000</b>	<b>\$ 29,543</b>	<b>\$ 1,037,307</b>	<b>\$ -</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>	\$ 59,899	\$ -	\$ -	\$ -	\$ -	\$ 59,899	\$ -	\$ 13,990	\$ -	\$ -	\$ 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	-	3,942	-	-	3,942	-	-
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	-	-	-	-	-
Lakeshore Drive & McCamus Ave.	<u>B2020-0042</u>	180,878	-	-	-	-	180,878	-	-	-	180,878	-	-	-
<b>Total - Recommended</b>		\$ 871,918	\$ -	\$ -	\$ -	\$ -	\$ 871,918	\$ -	\$ 337,932	\$ -	\$ 191,105	\$ 342,881	\$ -	\$ -
<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	-	-	-	-	-
Government Road (highway 66) Resurfacing - Connecting Link	<u>B2020-0019</u>	1,005,554	-	-	-	-	1,005,554	904,999	-	-	100,555	-	-	-
New 2020 1/2 ton Pickup Truck-Public Works	<u>B2020-0022</u>	50,000	-	-	-	-	50,000	-	50,000	-	-	-	-	-
Trackless - Snow & Ice Breaker Attachment	<u>B2020-0036</u>	-	24,422	-	-	-	24,422	-	-	-	-	-	-	-
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>		\$ 1,274,992	\$ 24,422	\$ -	\$ -	\$ -	\$ 1,299,414	\$ 904,999	\$ 101,888	\$ -	\$ 144,544	\$ 123,561	\$ -	\$ -

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

<b>Recreation &amp; Cultural 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>			<b>2020</b>	<b>2021</b>											
<i>CF</i> Recreation - Sump Pumps	<u>B2020-0058</u>	\$ 4,481	\$ -	\$ -	\$ -	\$ -	\$ 4,481	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,481	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Previously Approved</b>		<b>\$ 4,481</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,481</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,481</b>	<b>\$ -</b>	<b>\$ -</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	-	-
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>		<b>\$ 45,272</b>	<b>\$ 616,861</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 662,133</b>	<b>\$ 21,110</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,162</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Deferred / Withdrawn</b>															
Arena Refrigeration Equipment Replacement	<u>B2020-0029</u>	\$ 265,085	\$ -	\$ -	\$ -	\$ -	\$ 265,085	\$ 203,214	\$ 61,871	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accessible parking upgrade at Community Complex	<u>B2020-0044</u>	69,276	-	-	-	-	69,276	69,276	-	-	-	-	-	-	-
Truck - Parks & Rec	<u>B2020-0041</u>	44,774	-	-	-	-	44,774	-	44,774	-	-	-	-	-	-
<b>Total - Deferred / Withdrawn</b>		<b>\$ 379,135</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 379,135</b>	<b>\$ 272,490</b>	<b>\$ 106,645</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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>														
CF 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>		<b>2020</b>	<b>2021</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>	11,804	-	-	-	-	11,804	-	-	-	-	11,804	-	-
Capital Contingency Fund**		50,000	-	-	-	-	50,000	-	50,000	-	-	-	-	-
<b>Total - Recommended</b>		\$ 117,856	\$ -	\$ -	\$ -	\$ -	\$ 117,856	\$ -	\$ 71,633	\$ -	\$ -	\$ 27,804	\$ -	\$ 18,419
<b>Deferred / Withdrawn</b>														
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - Deferred / Withdrawn</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BYLAW NUMBER 20-059

**BEING A BY-LAW TO ADOPT THE ESTIMATES OF ALL SUMS REQUIRED DURING THE YEAR AND TO STRIKE THE RATES OF TAXATION FOR THE YEAR 2020**

**WHEREAS** the Council of the Town of Kirkland Lake in accordance with the *Municipal Act, 2001* Chapter 25, Section 312 has considered and adopted the estimates of the municipality and deems it to be advisable that the following sums be raised by means of taxation for the year 2020.

Education Purposes	\$ 1,381,137
Municipal Purposes	<u>\$ 11,801,584</u>
	<u>\$ 13,182,721</u>

**AND WHEREAS** all property assessment rolls on which the 2020 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act* subject to appeals at present before the Municipal Property Assessment Corporation and the Assessment Review Board;

**AND WHEREAS** "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial Assessment", and "Pipeline Assessment", as defined in the *Assessment Act* have been determined on the basis of the aforementioned property assessment rolls;

**AND WHEREAS** the tax ratios on the aforementioned property for the 2020 taxation year have been set out in By-law Number 20-060 of the Town of Kirkland Lake;

**AND WHEREAS**, Section 314 of the *Municipal Act*, specifies graduated taxation within specified property classes may be established to ease the burden of taxes on certain properties within the class, thereby authorizing properties with lesser assessment to pay lesser tax. Within the Industrial class of properties graduated taxation shall be applied as follows:

- a) Properties with an assessed value at or over \$2.5 million shall pay according to the full tax rate.
- b) Properties with assessed value less than \$2.5 million shall pay 9% of the established rate.

**AND WHEREAS** the sub-class tax rate reductions on prescribed sub-classes on the aforementioned property for the 2020 taxation year is as follows:

- a) the vacant land and vacant units subclasses in the commercial property class is 30% the municipal rate, and
- b) the vacant land and vacant units subclasses in the industrial property class is 35% the municipal rate;

**AND WHEREAS** the tax rates on the aforementioned property classes and property sub-classes have been calculated pursuant to the provisions of the *Municipal Act* and the manner set out herein;

**AND WHEREAS** the Current Value Assessment upon which the cost of municipal services is to be levied for the Town of Kirkland Lake is as follows:

Residential	\$351,850,860
Residential – Polls 25 & 26	\$ 28,310,600
New Multi Residential	\$ 879,000
Multi Residential	\$ 20,162,000
Commercial	\$ 58,861,240
Commercial Vacant	\$ 1,838,300
Industrial Low Band	\$ 11,352,700
Industrial High Band	\$ 2,331,000
Industrial Vacant	\$ 850,900
Pipelines	\$ 3,380,000
TOTAL	<u>\$479,816,600</u>

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

1. There shall be levied and collected upon assessable lands, buildings and pipelines within the Corporation of the Town of Kirkland Lake, taxation based upon the following rates for the year 2020:

Class	Municipal	Education	Total
Residential	0.02075087	0.00153000	0.02228087
Residential – Polls 25 & 26	0.00726338	0.00153000	0.00879338
New Multi Residential	0.02282596	0.00153000	0.02435596
Multi Residential	0.02482344	0.00153000	0.02635344
Commercial Occupied	0.04147576	0.00980000	0.05127576
Commercial Vacant	0.02903303	0.00980000	0.03883303
Industrial Occupied Low Band	0.03005949	0.00365630	0.03371579
Industrial Occupied High Band	0.33399439	0.04062552	0.37461991
Industrial Vacant Low Band	0.01953867	0.00365630	0.02319497
Pipelines	0.04233104	0.00980000	0.05213104

2. There has been levied \$6,145,156.10 in two installments that were due on March 12, 2020 and April 9, 2020.
3. The balance of taxes shall be levied in two (2) installments and shall be due on the following dates: August 20, 2020 and October 22, 2020.
4. If any taxpayer in the Town of Kirkland Lake fails to make payment of the taxes due and owing on the property for which he or she is assessed, he or she shall, after the due dates pay in addition to the amount of taxes, the additional penalty or penalties as follows:

A percentage charge of one per centum (1%) shall be imposed as a penalty for non-payment, and shall be added to every tax installment or part thereof remaining unpaid on the first day following the last day of payment of each installment and thereafter an additional charge of one per centum (1%) shall be imposed and shall be added to every such tax installment or part therefore remaining unpaid on the first day of each calendar month in which default



continues up to and including December of this year and for each month thereafter until this By-law is repealed.

5. The Tax Collector is hereby authorized to mail or cause to be mailed the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given or to the Mortgage Company, whichever has been provided by the property owner as the correct address.
6. Taxes shall be paid to the Town of Kirkland Lake, to the Town Treasurer or Tax Collector.
7. The Treasurer or Tax Collector are authorized to accept part payment from time to time on account of any taxes due and to give receipt from time to time on account of any taxes due and to give receipt for such payment, provided however, that acceptance of any part payment, shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment of any taxes or installment thereof.
8. This Bylaw shall come into force and effect upon the date of final reading thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF JUNE, 2020.**

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Pat Kiely, Mayor

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Meagan Elliot, Clerk

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

**BYLAW NO. 20-060**

**BEING A BY-LAW TO SET TAX RATIOS FOR MUNICIPAL PURPOSES FOR  
THE YEAR 2020**

**WHEREAS** it is necessary for the Council of the Corporation of the Town of Kirkland Lake, pursuant to Section 308 (2) of the *Municipal Act, 2001*, Chapter 25, and Regulation 385/98 to establish the tax ratios for 2020 for the Corporation of the Town of Kirkland Lake; and,

**AND WHEREAS** the tax ratios determine the relative amount of taxation to be borne by each property class,

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

1. For the taxation year 2020:
  - a) the residential property class shall be 1.000000;
  - b) the new multi-residential property class shall be 1.100000;
  - c) the multi-residential property class shall be 1.196260;
  - d) the commercial property class shall be 2.085289;
  - e) the industrial property class shall be 4.012793; and
  - f) the pipelines property class shall be 2.039965;
2. For the purpose of this By-law:
  - a) the commercial property class includes all commercial office property, shopping centre property, parking lot property and new commercial property, and
  - b) the industrial property class includes all large industrial property and new industrial property.
3. This Bylaw shall come into force and take effect immediately following third reading.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF JUNE, 2020.**

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Pat Kiely, Mayor

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Meagan Elliot, Clerk

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

**BY-LAW NUMBER 20-061**

**BEING A BY-LAW TO SET THE MUNICIPAL WATER AND WASTEWATER RATES FOR 2020**

**WHEREAS** the Municipal Act 2001, S. O. 2001 c. 25, Section 391 provides for a municipality to impose fees or charges for the consumption of Water and discharge of Wastewater,

**AND WHEREAS** Section 290.(1) of the Municipal Act, 2001, as amended, requires that the Municipality shall prepare and adopt a budget including estimates of all sums required during the year for municipal purposes,

**AND WHEREAS** the Municipal Water Budget in the amount of \$2,719,581 was adopted by By-law 20-058 on June 16, 2020, as the Water Budget for the Corporation of the Town of Kirkland Lake for the year 2020,

**AND WHEREAS** the Municipal Wastewater Budget in the amount of \$1,926,943 was adopted by By-law 20-058 on June 16, 2020, as the Wastewater Budget for the Corporation of the Town of Kirkland Lake for the year 2020.

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

1. **THAT** the rates provided in Schedule 'A' attached hereto are hereby imposed and levied for:
  - a. water supplied to all water users from the waterworks system, and
  - b. discharge of wastewater for all users of the Kirkland Lake and Swastika Sewage Treatment Plants.
2. **THAT** the due dates in Schedule 'B' attached hereto are hereby determined to be the days on which payments are due.
3. **THAT** where payment of water and/or wastewater rates are made after the due date, an interest charge will be assessed on any outstanding balance due at the rate of 1% per month applied on the first day of each month.
4. **THAT** By-law 19-067 and all predecessor By-laws are hereby repealed.
5. **THAT** This By-law shall come into force and take effect on the date of passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF JUNE, 2020.**

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Pat Kiely, Mayor

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Meagan Elliott, Clerk

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# Schedule A to By-Law 20-061

## 2020 Water & Sewer Rates

	<b>Water</b>	<b>Sewer</b>
The flat rate for water used in private houses and apartments shall be per quarter (every three months):	<b>2020</b>	<b>2020</b>
First room	\$51.04	\$40.83
Each additional room	\$9.22	\$7.38
Private toilet	\$17.40	\$13.92
Private bathtub or shower	\$17.40	\$13.92

except that where a common toilet, bathtub or shower is provided for the use of more than one apartment, each additional apartment including the first shall pay \$17.40 (water) \$13.92 (sewer) for the use of the toilet and \$17.40 (water) \$13.92 (sewer) for the use of the bathtub or shower.

The flat rate for water used in boarding or rooming houses shall be per quarter:

First room	\$51.04	\$40.83
Each additional room	\$9.22	\$7.38
Private toilet	\$43.55	\$34.84
Private bathtub or shower	\$43.55	\$34.84
Urinal	\$21.60	\$17.28

except that boarding or rooming houses with ten rooms or over shall be on a meter.

Standard hotel and beverage rooms, business houses where water is used for manufacturing, steam baths, bottling works, wash racks, public buildings excluding churches and municipal office buildings, shall be on a meter with a minimum charge of \$65.37 (water) \$52.30 (sewer) monthly.

Any business water user may apply for a meter.

### **BUSINESS RATES**

	<b>Per Quarter</b>	
Business houses (except where used for manufacturing)	\$78.02	\$62.42
Toilet for above	\$17.76	\$14.21
Urinal for above	\$21.60	\$17.28

Office - single room	\$17.76	\$14.21
Each additional room	\$9.22	\$7.38
Toilet for above	\$17.76	\$14.21
Office for doctor of medicine or dentistry (each office)	\$43.55	\$34.84
Toilet for above	\$17.76	\$14.21
Sink for above	\$43.55	\$34.84
Barber shops, hairdressers, beauty salons	\$125.43	\$100.34
Bakeries and pastry shops	\$125.43	\$100.34
Hand laundries	\$494.15	\$395.32
Toilet for above	\$17.76	\$14.21
Public halls	\$125.43	\$100.34
Theatres	\$125.43	\$100.34
Garages and service stations	\$125.43	\$100.34
Restaurants, grills, and lunch counters	\$307.84	\$246.27
Toilet for above	\$43.55	\$34.84
Urinal for above	\$21.60	\$17.28
	<b>Per Quarter</b>	
<b>CONSTRUCTION CHARGE</b>	\$63.30	\$50.64
<b>TANKERS</b> per 1,000 gal	\$300.90	
<b>TRAILERS-</b> For each trailer	\$103.21	\$82.57
<b>Interest</b> 1% per month applied on outstanding balances		
	<b>Per Month</b>	
<b>SPRINKLER CONNECTIONS</b>		
4" Connection	\$27.53	
6" Connection	\$41.28	
8" Connection	\$55.04	
<b>HYDRANT RENTAL</b> - for each Municipal Hydrant - per day	\$6.89	
<b>PRIVATE HYDRANT INSPECTION</b> - for each hydrant per year	\$357.79	
<b>TURN OFF OR ON ORDER-</b> each-		
(working hours, Mon - Fri 7:00am to 4:00pm)	\$110.08	
<b>TURN OFF OR ON ORDER</b> - each (after hours)	\$282.10	
<b>SEALING OR UNSEALING</b> - each-	\$68.81	

**THAWING FROZEN WATER SERVICE  
STANDARD CHARGE**

Thaw orders deemed to be the property owner's responsibility,  
working hours, Mon - Fri 7:00 a.m. to 4:00 p.m. \$633.00

After hours, Actual expense, minimum charge \$633.00

**METERED SERVICE CHARGE**

The metered rates for water used shall be as follows per month:

	<b>Per Month</b>	
FIRST 50,000 gallons- per 1,000 gallons	\$6.47	\$5.18
SECOND- 50,000 gallons- per 1,000 gallons	\$5.57	\$4.46
THIRD 50,000 gallons- per 1,000 gallons	\$4.06	\$3.25
BALANCE- per 1,000 gallons	\$2.89	\$2.31
Minimum Charge: (10,000) gallons	\$65.37	\$52.30

**Interest: 1% per month applied on outstanding balances**

5/8" Meter at - per month	\$3.10
3/4" Meter at - per month	\$4.20
1" Meter at - per month	\$5.57
1 1/2" Meter at - per month	\$8.54
2" Meter at - per month	\$11.15
3" Meter at - per month	\$16.38
4" Meter at - per month	\$21.53
6" Meter at - per month	\$32.62

**OTHER SEWER SERVICES**

1 Unblock residential sewer, working hours	\$254.14
2 Unblock other sewer, working hours (commercial)	\$378.11
3 Unblock residential sewer, after hours	\$458.69
4 Unblock other sewer, after hours (commercial)	\$508.28
5 Video Sewer Inspection, residential	\$185.96
6 Video Sewer Inspection, other (commercial)	\$371.91

*Note: 1 - 6 Rates are Minimum charges, actual labour and material will be charged*

# Schedule B

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## Flat Rate / Quarterly

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Billing Period	Due Date
Jul - Sept 2020	July 30, 2020
Oct - Dec 2020	October 29, 2020

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## Monthly Billings

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Billing Period	Due Date
Jun-2020	July 30, 2020
Jul-2020	August 28, 2020
Aug-2020	September 29, 2020
Sep-2020	October 29, 2020
Oct-2020	November 27, 2020
Nov-2020	December 30, 2020
Dec-2020	January 28, 2021

# MEMORANDUM TO COUNCIL

Meeting Date: 16 June 2020

Memo Number: 2020-CNL-002

Presented by: Stacy Wight

Department: Council

## MEMO TITLE

Resolution: National Action Plan on Missing & Murdered Indigenous Women

## RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2020-CNL-002 entitled “**Resolution: National Action Plan on Missing & Murdered Indigenous Women**”, be received, and

**THAT**, a resolution be passed to send a request to Crown-Indigenous Relations Minister, Carolyn Bennett, to release the steps her office is taking to ensure this Action Plan will be completed in a timely fashion; recognizing the Government received the recommendations from the Inquiry a year ago, and the country deserves a cohesive National Action Plan to deal with the issue of Missing and Murdered Indigenous Women across the Country.

**AND THAT**, this resolution be shared with all 443 other municipalities within Ontario so they may also add their municipalities in support of this request.

## BACKGROUND

On August 3, 2016, the Government of Canada announced the Terms of Reference and appointed Commissioners to begin the Inquiry on Missing and Murdered Indigenous Women. Three years later, on June 3, 2019 the final report was published, including 231 recommendations within 2 Volumes of text. The Government of Canada, specifically Carolyn Bennett and her office, had 8 months between that date and the end of February 2020 to create a National Action Plan. On May 26 of this year it was announced the release of this plan would be delayed due to COVID.



## RATIONALE

In December of 2019, Carolyn Bennett stated there would be a outline & document by the June 3 2020 Anniversary, but stated in late May 2020 “that more work & consultation” needs to be done with Indigenous Partners. In Ontario there are 444 Municipalities, and 205 Reserves, 9 First Nation Settlements made up of peoples from 126 different First Nations. The people of Ontario, as well as community members across Canada deserve a conclusive deadline as to when they can expect this National Action Plan to be released. Using the current pandemic is no excuse; all levels of Government were expected to fulfil their duties as leaders and we are looking for Carolyn Bennett and the entire Ministry of Crown-Indigenous Affairs to do the same.

## ATTACHMENTS

Attachment 1 – [https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Final\\_Report\\_Vol\\_1a-1.pdf](https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Final_Report_Vol_1a-1.pdf)

Attachment 2 - [https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Final\\_Report\\_Vol\\_1b.pdf](https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Final_Report_Vol_1b.pdf)

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## MEMORANDUM TO COUNCIL

Meeting Date: 6/16/2020

Memo Number: 2020-CNL-003

Presented by: Patrick Adams

Department: Council

### MEMO TITLE

Recognizing the month of June as Pride month in Kirkland Lake.

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2020-CNL-003 entitled “Recognizing the month of June as Pride Month in Kirkland Lake”, be received, and

**THAT**, The Corporation of the Town of Kirkland Lake recognizes June as Pride month, and that the Pride flag be flown at Town Hall for the month of June, annually.

### BACKGROUND

The diversity of our community is what makes Kirkland Lake a great place to live, work and play. In 2019, residents of Kirkland Lake organized, and hosted the municipality’s first Pride walk. Recognizing the LGBTQ+ community is important to demonstrate Kirkland Lake’s commitment to equality, diversity and inclusion.

### RATIONALE

Across Ontario, municipalities, organizations and institutions are recognizing the month of June as Pride month, by raising the flag to demonstrate their commitment to equity and inclusion. Other municipalities in our area such as Temiskaming Shores and Englehart have recognized the month of June as Pride month by flying the Pride rainbow flag for the entire month. The Pride flag is a celebration of diversity and a visual reminder that welcomes and supports our community members, regardless of gender identity or sexual orientation.

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May 28, 2020

Will Bouma, MPP  
96 Nelson Street  
Suite 101  
Brantford, ON N3T 2X1

*Sent via email [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)*

Phil McColeman, MP  
108 St. George Street  
Suite 3  
Brantford, ON N3R 1V6

*Sent via email [phil.mccoleman@parl.gc.ca](mailto:phil.mccoleman@parl.gc.ca)*

**Re: Essential Workers Day – March 17**

Please be advised that Brantford City Council at its meeting held May 26, 2020 adopted the following:

**10.1 Essential Workers Day – Councillor Wall**

WHEREAS the Province of Ontario enacted a Declaration of Emergency on March 17th, 2020 in response to the COVID-19 Worldwide Pandemic; and

WHEREAS during the state of emergency certain services have been deemed essential services by the Government of Ontario; and

WHEREAS citizens are asked to isolate at home to reduce the spread of COVID-19 as essential workers continue to work and provide an essential service to their community; and

WHEREAS essential workers across the country are risking their lives; and

WHEREAS some essential workers have been stricken with illness, suffered trauma or injury, or lost their lives as a result of providing an essential service; and

WHEREAS without this dedicated workforce, essential services, including but not limited to, healthcare, police, fire, paramedics, military, social services, community services, food distribution, agriculture, postal and delivery services, education, security, transit, financial services, hospitality, commerce, manufacturing, construction, maintenance and repair, waste management, sanitation services, government, and administrative services would fail to function; and

WHEREAS our community owes a profound debt of gratitude to every single essential worker who ensured our community could continue to operate;

NOW THEREFORE, the Municipal Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT March 17 BE PROCLAIMED by the Council for The Corporation of the City of Brantford to be Essential Workers Day in the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to provide a copy of this resolution, with a covering letter, to MPP Will Bouma and MP Phil McColeman to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic; and
- C. THAT all municipalities across Ontario and Canada BE INVITED to proclaim March 17 to be Essential Workers Day in their respective municipalities, and that a copy of this resolution be provided to AMO, LUMCO, FCM, and ROMA for that purpose.



Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc All Ontario municipalities  
Association of Municipalities of Ontario (AMO)  
Large Urban Mayor's Caucus of Ontario (LUMCO)  
Federation of Canadian Municipalities  
Rural Ontario Municipal Association (ROMA)

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

**BY-LAW NUMBER 20-062**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING HELD JUNE 16, 2020**

**WHEREAS** Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Town of Kirkland Lake at this meeting be confirmed and adopted by by-law;

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

- 1 The actions of the Council of the Town of Kirkland Lake in respect of each motion passed and other actions taken by the Council of the Town of Kirkland Lake at this meeting are hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
- 2 The Mayor and Councillors of the Town of Kirkland Lake are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Town of Kirkland Lake referred to in the preceding section.
- 3 The Mayor and the Clerk are hereby authorized to execute all documents necessary on behalf of the Council and to affix thereto the corporate seal of the Town of Kirkland Lake.
- 4 This by-law comes into force upon adoption by Council of the Town of Kirkland Lake.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16<sup>th</sup> DAY OF JUNE, 2020.**

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Pat Kiely, Mayor

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Meagan Elliott, Clerk

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