The Corporation of the City of Kawartha Lakes

Agenda

Committee of the Whole Meeting

COW2025-09

Tuesday, November 4, 2025

Open Session Commencing at 1:00 p.m.

Council Chambers

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

Members:

Mayor Doug Elmslie
Deputy Mayor Charlie McDonald
Councillor Ron Ashmore
Councillor Mark Doble
Councillor Dan Joyce
Councillor Mike Perry
Councillor Tracy Richardson
Councillor Pat Warren
Councillor Emmett Yeo

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Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

Pages

1. Call to Order

2. Adoption of Agenda

3. Disclosure of Pecuniary Interest

4. Deputations

4.1 COW2025-09.4.1 12 - 14

Overview of a Proposed Electrified Passenger Rail Service between Toronto and Quebec
Alexis Doyle, Manager of Community Relations, ALTO

That the deputation of Alexis Doyle, of ALTO, regarding an Overview of a Proposed Electrified Passenger Rail Service between Toronto and Quebec, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

4.2 COW2025-09.4.2 15 - 17

Objection to the Proposed Sale of the Road Allowances Adjacent to Lot 2 and Lot 3, Concession 3, Laxton
Relating to Item 7.1.2 on the Agenda
Carl Baldwin

That the deputation of Carl Baldwin, **regarding an Objection to the Proposed Sale of the Road Allowances Adjacent to Lot 2 and Lot 3, Concession 3, Laxton**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

4.3 COW2025-09.4.3 18 - 22

Request to Lease Land to Address an Encroachment at 84 Talbot River Road
Edward Fowlston
Gina Fowlston

That the deputation of Edward Fowlston and Gina Fowlston, **regarding a Request to Lease Land to Address an Encroachment at 84 Talbot River Road**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

4.4 COW2025-09.4.4 23 - 27

Overview of an Application for a HGTV Home Town Takeover in Fenelon Falls
Nancy L'Estrange

That the deputation of Nancy L'Estrange, **regarding an Overview of an Application for an HGTV Home Town Takeover in Fenelon Falls**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

4.5 COW2025-09.4.5 28 - 35

Request for a Review of the Greenbelt Legislation
Ron Awde

That the deputation of Ron Awde, **regarding a Request for a Review of the Greenbelt Legislation**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

4.6 COW2025-09.4.6 36 - 130

Request for Municipal Support for a Proposed Battery Energy Storage System Project Located at 1246 Northline Road
Matt Kennedy, Skyline Energy
Bo Castellan, Skyline Energy

That the deputation of Matt Kennedy and Bo Castellan, of Skyline Energy, **regarding a Request for Municipal Support for a Proposed Battery Energy Storage System Project Located at 1246 Northline Road**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

4.7 COW2025-09.4.7 131 - 134

Request for Municipal Support for a Proposed Battery Energy Storage System Project Located at 25093 Simcoe Street and 207 Farms Road
Alex Simakov, Head of Policy and Partnership - Neoen

That the deputation of Alex Simakov, Head of Policy and Partnership, Neoen, **regarding a Request for Municipal Support for a Proposed Battery Energy Storage System Project Located at 25093 Simcoe Street and 207 Farms Road**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

4.8 COW2025-09.4.8 135 - 138

Woodville Battery Energy Storage Project Being Development by Neoen
John Rowinski, on behalf of Zhaaboshkaatoon Ltd.
Patrick Gillette, on behalf of Zhaaboshkaatoon Ltd.

That the deputation of John Rowinski and Patrick Gillette, **regarding a Battery Energy Storage Project Being Developed by Neoen**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

5. Correspondence

5.1 COW2025-09.5.1 139 - 140

Objection to the Sale of the Proposed Road Allowance Adjacent to Part of Lot 2, Concession 1, being Part 1 on Plan 57R-6408, Verulam
Relating to Item 7.1.3 on the Agenda
Richard Oliver
Sherry Nielsen

That the correspondence from Richard Oliver and Sherry Nielsen, **regarding an Objection to the Sale of the Proposed Road Allowance Adjacent to Part of Lot 2, Concession 1, being Part 1 on Plan 57R-6408, Verulam**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6. Presentations

6.1 COW2025-09.6.1 141 - 203

Overview of the Bobcaygeon Dam Project
Nancy Aspden, Director, Integrated Watershed Management, Kawartha Conservation
Brett Tregunno, Aquatic Biologist, Kawartha Conservation

That the presentation by Nancy Aspden, Director of Integrated Watershed Management, and Brett Tregunno, Aquatic Biologist, with Kawartha Conservation, **regarding an Overview of the Bobcaygeon Dam Project**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

6.2 COW2025-09.6.2 204 - 223

Water-Wastewater Rate Study Presentation
Dr. Adam Found, Manager of Corporate Assets
Sean-Michael Stephen, Partner, Watson and Associates Economists Ltd.

That the presentation by Dr. Adam Found, Manager of Corporate Assets, and Sean-Michael Stephen, Partner, Watson and Associates Economists Ltd., **regarding the Water-Wastewater Rate Study**, be received; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

7. Consent Matters

That all of the proposed recommendations shown in Section 7.1 of the Agenda be approved by the Committee of the Whole in the order that they appear on the Agenda, sequentially numbered and forwarded to Council for consideration at the next Regular Council Meeting.

7.1 Reports

7.1.1 CLK2025-008 224 - 230

Municipal Election 2026 - Voting Method
Cathie Ritchie, City Clerk

That Report CLK2025-008, **Municipal Elections 2026 – Voting Method**, be received;

That internet/telephone voting be approved as the voting method for the 2026 municipal election;

That internet/telephone voting be approved as the voting method for any by-elections for the position of Mayor during the 2026-2030 term of Council;

That internet voting be approved as the voting method for any by-elections for the position of ward Councillor or School Board Trustee during the 2026-2030 term of Council;

That a by-law be brought forward to Council authorizing the alternative voting method and advance voting as prescribed by Section 42 of the Municipal Elections Act, 1996, S.O. c 32 as amended; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

7.1.2 RS2025-038 231 - 237

Proposed Surplus Declaration, Closure and Sale of Road Allowances Adjacent to Lot 2 and Lot 3, Concession 3, Laxton
Madison MacCormack, Law Clerk - Realty Services

That Report RS2025-038, **Proposed Surplus Declaration, Closure and Sale of Road Allowances adjacent to Lot 2 and Lot 3, Concession 3, Laxton**, be received;

That the subject property, being road allowances legally described as Part of the Road Allowance between Concession 2 and Concession 3; Laxton; Kawartha Lakes (Part of PIN: 63112-0209); and Road Allowance between Lot 3 and Lot 4, Concession 3, Laxton; Kawartha Lakes (PIN: 63112-0223), be declared surplus to municipal needs;

That the sale of the road allowance to the adjoining landowner be supported, in principle, in accordance with the provisions of By-Law 2018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject road allowance merge with the purchaser's adjacent properties on closing);

That the sale of the road allowances be conditional upon the subject road allowances reverting to City ownership at the conclusion of the purchaser's project term (estimated at 30 years);

That Council set the value of the land at the set price of $2.50 per square foot of interior road allowance, unless the purchasers wish to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of $2.50 per square foot of interior road allowance or the appraised value;

That staff be directed to commence the process to stop up and close the said road allowance;

That a by-law (with any amendments deemed necessary) to close the road and authorize its disposition shall be passed, if appropriate;

That a deeming by-law be passed contemporaneously with the disposition by-law, if required;

That the Mayor and Clerk be authorized to sign all documents to facilitate the road closing and conveyance of the lands; and

That these recommendations be brought forward to Council for consideration at the next Regular Council Meeting.

7.1.3 RS2025-039 238 - 246

Proposed Surplus Declaration, Closure and Sale of Road Allowance Adjacent to 81 Harvest Road, Verulam
Madison MacCormack, Law Clerk - Realty Services

That Report RS2025-039, **Proposed Surplus Declaration, Closure and Sale of Road Allowance adjacent to 81 Harvest Road**, be received.

7.1.4 PLAN2025-051 247 - 333

Telecommunications and Antenna System Siting Policy Update
Nicolas Smith, Planner II - Policy

That Report PLAN2025-051, **CP2018-014 Telecommunications and Antenna System Siting Policy Update 2025,** be received for information;

That the policy entitled Telecommunications and Antenna System Siting Policy, attached as Appendix C to Report PLAN2025-051, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

7.1.5 WM2025-008 334 - 341

Leaf and Yard Curbside Collection Service Review
Heather Dzurko, Manager, Waste Management

That Report WM2025-008, **Leaf and Yard Curbside Collection Service Review**, be received;

That the existing level of curbside leaf and yard collection service be maintained;

That Staff consider options for leaf and yard collection as part of the next waste collection contract; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

7.1.6 WWW2025-004 342 - 364

Level of Service Policy - Water and Wastewater Update
Amber Hayter, Manager, Water and Wastewater

That Report WWW2025-004, **Level of Service Policy – Water and Wastewater Update**, be received;

That the policy entitled the Level of Service Policy Water and Wastewater, attached as Appendix B to Report WWW2025-004, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

7.1.7 RD2025-004 365 - 553

Salt Management Plan Update
Chris Porter, Manager, Roads Operations

That Report RD2025-004, **Salt Management Plan Update**, be received;

That the 2025 Salt Management Plan, attached as Appendix A to Report RD2025-004, be approved and adopted to guide the management of road salt related to winter control operations; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting

7.2 Items Extracted from Consent

8. New or Other Business

8.1 COW2025-09.8.1 554 - 557

Memorandum Regarding Automated Speed Enforcement Cameras
Councillor Perry

That the Memorandum from Councillor Perry, **regarding Automated Speed Enforcement Cameras**, be received;

That the resolution by the Town of Midland, expressing opposition to the ban of automated speed enforcement, be supported;

That a copy of this resolution be forwarded to the Ministry of Municipal Affairs and Housing, the Ministry of Transportation and local M.P.P. Laurie Scott; and

That this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

8.2 COW2025-09.8.2 558 - 561

Memorandum Regarding Mental Health, Homelessness and Addictions
Councillor Warren

That the Memorandum from Councillor Warren, **regarding Mental Health, Homelessness, and Addictions,** be received;

That the resolution from Niagara Region to advocate for a coordinated approach between the Ministry of Health, the Ministry of Municipal Affairs and Housing, and the Ministry of Children, Community and Social Services to address ongoing challenges related to mental health, homelessness, and addiction, including identifying gaps in programs and services that support housing, addiction treatment, and mental heath in vulnerable populations, be supported;

That a copy be forwarded to the Ministry of Health, the Ministry of Municipal Affairs and Housing, the Ministry of Children, Community and Social Services, and local M.P.P. Laurie Scott; and

That this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

8.3 COW2025-09.8.3 562 - 565

Memorandum Regarding a Support Resolution Urging the Federal Government to Keep Climate Change as a Foremost National Priority
Councillor Warren

That the Memorandum from Councillor Warren, **regarding Support Resolution Urging the Federal Government to Keep Climate Change as a Foremost National Priority**, be received;

That the resolution from the Municipality of Bluewater, be supported, calling on the Federal Government to maintain climate change as a top national priority, reflected in legislation, national planning, funding and public policy through the following measures:

- Prioritizing investments in the clean energy transition in the upcoming Federal Budget;
- Continuing to support municipalities in their efforts to mitigate and adapt to climate change, including through sustainable infrastructure funding, disaster preparedness support, and clean energy investments since municipalities have the ability to influence change in ~50% of emissions within Canada;
- Accelerating the transition to a low-carbon economy, ensuring that it is just, inclusive, and economically beneficial for all regions and communities;
- Engaging in transparent, science-based policymaking that reflects the urgency of the climate crisis and the lived experiences of Canadians;
- Collaborating with Indigenous communities and respect Indigenous knowledge and leadership in addressing climate;
- Continuing to report annually on national progress in reducing emissions and implementing adaptation strategies;

That a copy of this recommendation be forwarded to the Prime Minister of Canada, the Minister of Environment and Climate Change, the Premier of Ontario, the local Member of Parliament Jamie Schmale, the Federation of Canadian Municipalities, and the Association of Municipalities of Ontario; and

That this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

9. Adjournment

Request to Speak before Council

Request to Make a Deputation/Presentation to Council/Committee
City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Alexis Doyle

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

Telephone: *

[redacted]

Email: *

[redacted]

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

Alexis Doyle

Deputant Two:

TBD based on date of deputation and availability

Please provide details of the matter to which you wish to speak: *

Alto is a new electrified passenger rail service proposed between Toronto and Québec City with a station stops in Peterborough, Ottawa, Laval, Montreal and Trois Riviere.

Recently, Alto had the opportunity to present to Eastern Ontario Warden's Caucus in July to share an overview of the project and confirm our upcoming plans to engage communities throughout the corridor starting in January 2026. We also presented at AMO in August and presented a panel discussion at Ontario East Municipal Conference last month in Ottawa where we had the chance to meet more representatives and staff from Eastern Ontario.

As we prepare for in-person and virtual engagement activities, ensuring elected officials are briefed before we are out in communities is essential. Alto would like to present to Council to provide a project overview and answer any questions representatives might have at this early stage of project development.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- ○ Yes
- ◉ No

If yes, Which department and staff member(s) have you spoken to?

What action are you hoping will result from your presentation/deputation? *

No specific actions are expected. Ensuring that elected officials are briefed prior to engagement activities in January 2026 is the outcome we're seeking.

How would you like to complete your deputation? *

In Person in Council Chambers

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Alexis Doyle

Date:

10/3/2025

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at clerks@kawarthalakes.ca.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

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City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Carl Baldwin

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

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Deputant One:

Carl Baldwin jr

Deputant Two:

Carl Baldwin jr jr

Please provide details of the matter to which you wish to speak: *

Surplus land

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (•) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

What action are you hoping will result from your presentation/deputation? *

Land not be surplus and sold

How would you like to complete your deputation? *

In Person in Council Chambers

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Carl Baldwin

Date:

10/8/2025

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City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Edward and Gina Fowlston

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

Edward Fowlston

Deputant Two:

Gina Fowlston

Please provide details of the matter to which you wish to speak: *

It's about the encroachment at 84 Talbot Road Kawartha Lakes

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (•) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

What action are you hoping will result from your presentation/deputation? *

We took the option to lease the shoreline but we were told we can't have that option. We find it strange we were given this option but not granted it. There was a deck in the same place we put ours, we just fixed it.

How would you like to complete your deputation? *

Electronically Using Zoom

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Signature:

Edward Fowlston

Date:

10/8/2025

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City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Nancy LEstrange

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

First Name, Last Name

Deputant Two:

First Name, Last Name

Please provide details of the matter to which you wish to speak: *

The community of Fenelon Falls has applied to HGTV for a Home Town Takeover. This application lists the challenges in our town.
If we win, we will know in Jan. I would like to share a drawing for the old arena lot, along with our other list of challenged areas. I am looking for guidance as to how to get this approved if we win. They would start work late spring.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- ○ Yes
- ◉ No

If yes, Which department and staff member(s) have you spoken to?

What action are you hoping will result from your presentation/deputation? *

Guidance got getting approval for projects presented

How would you like to complete your deputation? *

In Person in Council Chambers

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Signature:

Nancy LEstrange

Date:

10/20/2025

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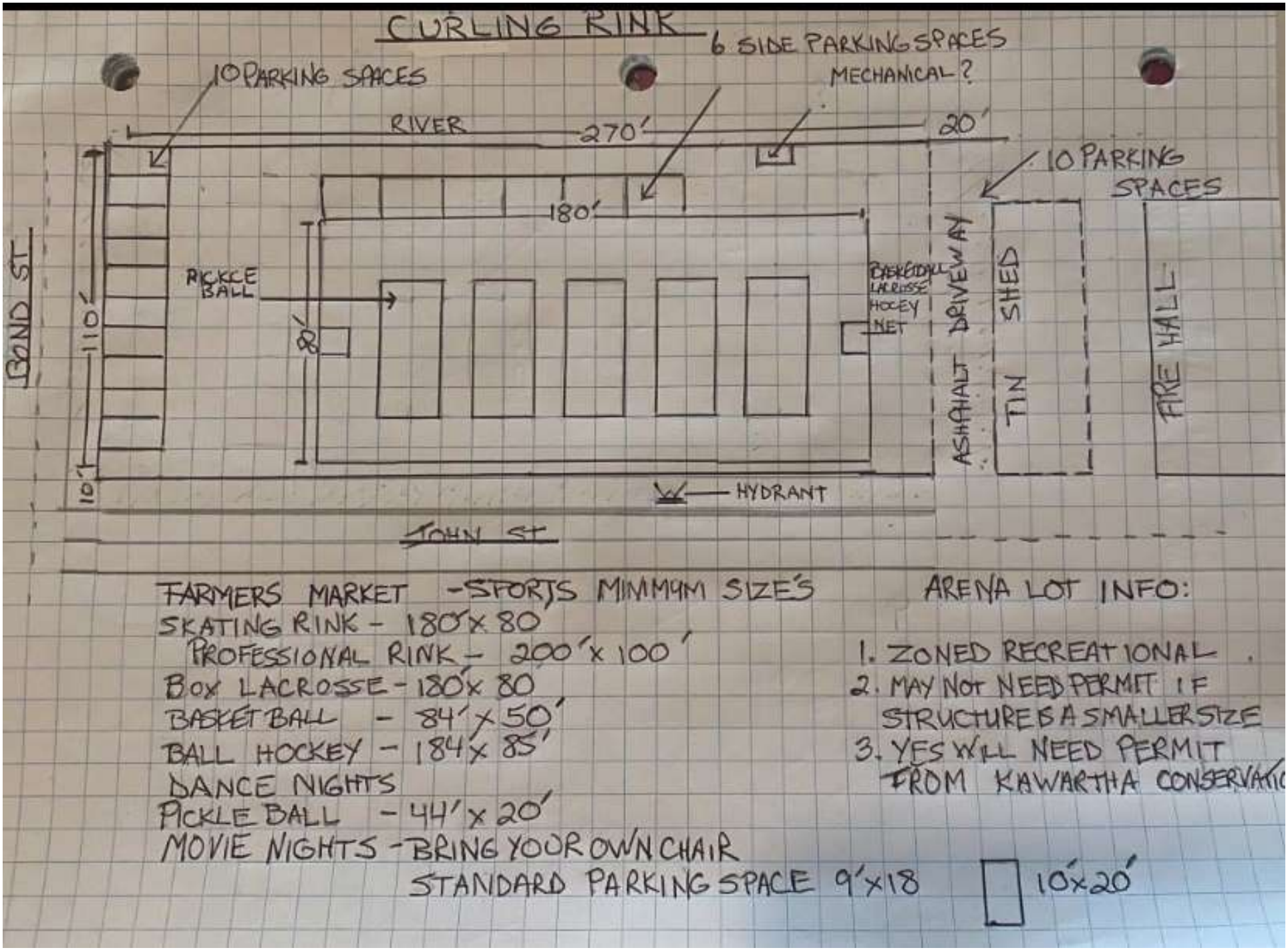
CURLING RINK
10 PARKING SPACES
6 SIDE PARKING SPACES
MECHANICAL?
RIVER
270'
20'
10 PARKING SPACES
180'
BOND ST
110'
PICKCE BALL
80'
BASKETBALL LACROSSE HOCEY NET
ASHPHALT DRIVEWAY
TIN SHED
FIRE HALL
10'
HYDRANT
JOHN ST
FARMERS MARKET -SPORTS MINMUM SIZE'S
SKATING RINK - 180'x 80'
PROFESSIONAL RINK - 200'x 100'
BOX LACROSSE - 180'x 80'
BASKETBALL - 84'x 50'
BALL HOCKEY - 184'x 85'
DANCE NIGHTS
PICKLE BALL - 44'x 20'
MOVIE NIGHTS - BRING YOUR OWN CHAIR
STANDARD PARKING SPACE 9'x18'
10'x20'
ARENA LOT INFO:
1. ZONED RECREATIONAL
2. MAY NOT NEED PERMIT IF STRUCTURE IS A SMALLER SIZE
3. YES WILL NEED PERMIT FROM KAWARTHA CONSERVATIO

DigTex
9:07
SAMSUNG

Request to Speak before Council

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City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Ron Awde

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

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Deputant One:

Ron Awde

Deputant Two:

First Name, Last Name

Please provide details of the matter to which you wish to speak: *

By law, the Greenbelt is reviewed every 10 years. That review is expected this year.
A strong, evidence-based review is needed to ensure and strengthen its protection
in order to provide the following benefits to the City of Kawartha Lakes:

- Greater planning certainty
- Stronger watershed and environmental protection in the critically important Oak Ridges Moraine
- Ensuring the health and security of farmland and agricultural systems in the affected areas

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- ○ Yes
- ◉ No

If yes, Which department and staff member(s) have you spoken to?

What action are you hoping will result from your presentation/deputation? *

Support and adoption of the attached resolution.

How would you like to complete your deputation? *

In Person in Council Chambers

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Ron Awde

Date:

10/22/2025

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at clerks@kawarthalakes.ca.

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Presentation to Council -City of Kawartha Lakes

Speaking Notes (5 Minutes)

Our Greenbelt Vision

“Mayor and Council. Thank you for the opportunity to speak. We’re here to talk about Ontario’s Greenbelt — the farmland, forests, and water systems that sustain us.

We need the Greenbelt now more than ever. Farmland is disappearing at the rate of 319 acres every day. Flood risks are increasing. And climate change is straining the natural systems that keep our communities safe and livable. The Greenbelt is one of the most effective tools Ontario has to meet these challenges.”

OGA & Presenter Background

“We are presenting as a supporter of the Ontario Greenbelt Alliance. The Alliance is the province’s oldest and largest Greenbelt advocacy group, representing over 120 member organizations across Ontario.

Together, we believe a healthier and more prosperous Ontario requires a strong and growing Greenbelt — one that protects our water, natural heritage, and farmland, while also helping us adapt to climate change.”

The Greenbelt

“The Greenbelt isn’t new. It builds on decades of planning and conservation.

- The Niagara Escarpment was protected in 1985.
- The Oak Ridges Moraine in 2002.
- And the Greenbelt Act itself in 2005.

In 2015, David Crombie’s expert panel recommended that the Greenbelt be strengthened and expanded to better protect water and farmland. A 2017 plan was laid out to make this happen, but it was left unfinished after a change in government.

This review gives us a chance to return to that work — and finish the job.”

The Greenbelt's Impact

"At 2 million acres, the Greenbelt is a cornerstone of Ontario's prosperity.
It delivers:

- $9.6 billion in annual economic activity
- $3.2 billion in ecosystem services like water purification and pollination
- $224 million annually in flood prevention
- And 71 million tonnes of carbon storage

This isn't just green space. It's critical infrastructure for Ontario."

Current Opportunity

"By law, the Greenbelt is reviewed every 10 years. That review is expected this year.

A strong, evidence-based review could give municipalities real benefits:

- Greater planning certainty
- Stronger watershed and environmental protection
- More secure farmland and agricultural systems.

This is a chance to strengthen protections, not weaken them."

OGA Greenbelt Resolution

"That's why we're asking Council to pass this resolution.

'Therefore be it resolved that [Municipality] Council supports opportunities to expand and strengthen Greenbelt protections, calls on the Province to collaborate with municipalities, Indigenous Nations, and stakeholders, and forwards this resolution to provincial ministers, MPPs, and AMO.'

This resolution has already been adopted by several municipalities. Adding our City's voice helps create province-wide support."

Greenbelt Champions- What Council Can Do

"Your support matters. By passing this resolution, you show your municipality values farmland, water security, and climate resilience — and that you expect the province to do the same.

Together, municipalities can ensure the Greenbelt review is not just a formality, but a recommitment to Ontario's future."

Closing

"Thank you for your time and leadership. I'd be pleased to answer any questions."

City of Kawartha Lakes - Municipal Resolution

WHEREAS the Greenbelt Plan provides permanent protection for ecologically and hydrologically significant landscapes, working in tandem with Source Water Protection Plans and the Provincial Policy Statement to guide sustainable land use;

WHEREAS the Greenbelt Plan is designed as an agriculture-forward land use framework, intended to permanently protect prime farmland, reduce speculative pressure, and support Ontario's food security and rural economies;

WHEREAS municipalities face increasing pressure from growth, aggregate extraction, and climate-related risks, and require strong, enforceable tools to protect water, farmland, and natural heritage for future generations;

WHEREAS this Council supports initiating dialogue with the Province, Indigenous Nations, and community stakeholders to explore opportunities for expanding Greenbelt boundaries and strengthening its policies in alignment with local planning goals and environmental needs;

WHEREAS the 2015 Coordinated Land Use Planning Review recommended expansion of the Greenbelt into key hydrological areas, such as moraines and headwater systems, to further safeguard water and ecological health;

WHEREAS the Greenbelt Act, 2005 requires a review of the Greenbelt Plan at least every 10 years, and the next mandatory review must begin in 2025, presenting a timely opportunity for municipalities to shape the future of protected lands and policies in Ontario;

THEREFORE BE IT RESOLVED THAT:

1. Council supports the exploration of opportunities to expand and strengthen Greenbelt protections.

2. Council calls on the Province of Ontario to collaborate with municipalities, Indigenous Nations, and stakeholders in identifying and protecting additional lands of ecological, agricultural, and hydrological significance.

3. A copy of this resolution be forwarded to the Minister of Municipal Affairs and Housing, the Minister of the Environment, Conservation and Parks, local MPP(s), the Association of Municipalities of Ontario (AMO), and other relevant stakeholders.

Request to Speak before Council

Request to Make a Deputation/Presentation to Council/Committee
City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Chantelle Gubert

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

Matt Kennedy

Deputant Two:

Chantelle Gubert

Please provide details of the matter to which you wish to speak: *

Skyline Energy alongside Blue Circle Energy will present the details of a battery energy storage project that they are interested in developing in Kawartha Lakes as part of the IESO's LT2 RFP.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (•) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

What action are you hoping will result from your presentation/deputation? *

That there will be a follow up regular council meeting where a municipal support resolution for the project Skyline Energy presents is put to vote.

How would you like to complete your deputation? *

In Person in Council Chambers

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Chantelle Gubert

Date:

9/23/2025

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at clerks@kawarthalakes.ca.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

Please complete this form and return to the City Clerk's Office by submitting it online or:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

Project Report

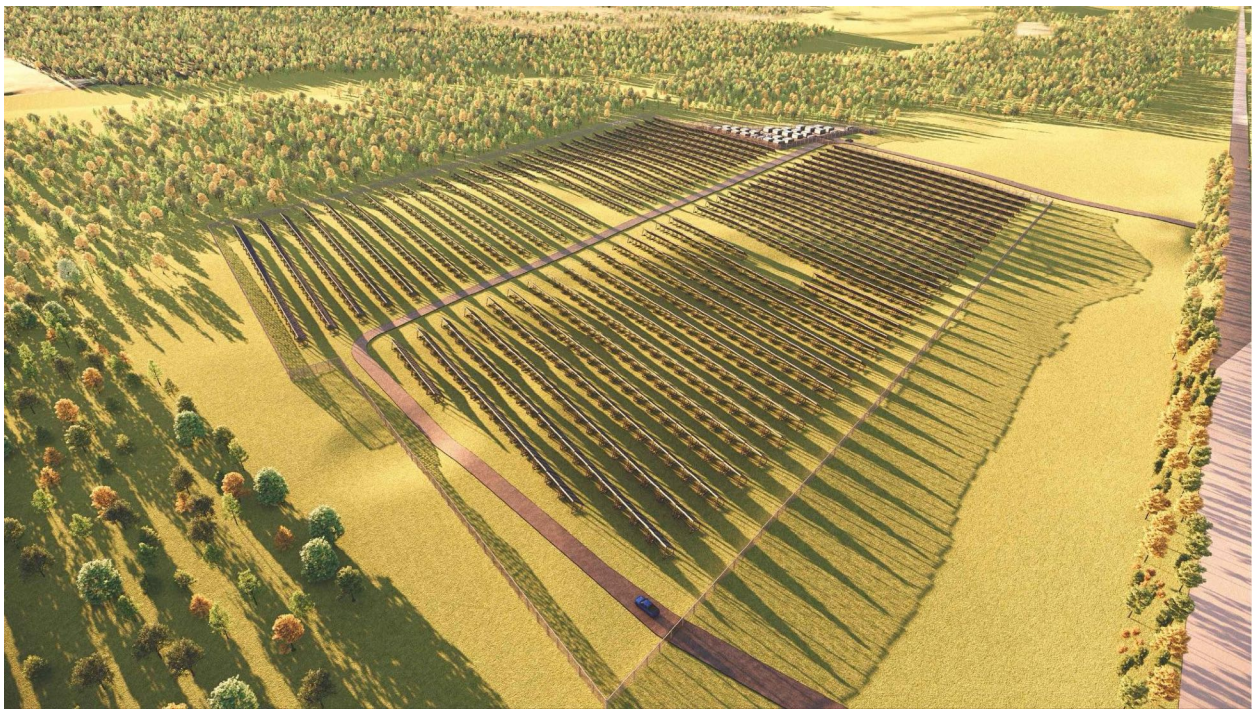
Balsam Lake Battery Energy Storage System (BESS)

Located at

1246 Northline Rd, Kawartha Lakes, ON

Developed by

Skyline Energy (Skyline Clean Energy SPV VI Inc.)



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Overview

This report has been prepared on behalf of Skyline Energy in support of our request for a Municipal Support Resolution for our proposed 22MW (8 hour) battery energy storage system at 1246 Northline Road (the ***Project***). It provides an overview of the Project and the development work we have completed as of the date of this report. By passing a Municipal Support Resolution, Council will indicate its support in principle for the project. That support is a mandatory requirement for Skyline Energy to be able to bid this project to the IESO. We thank you for taking the time to learn about our Project and to consider granting the resolution.

Request

Skyline Energy requests that Council pass a "Municipal Resolution in Support of Proposal Submission" (as defined in the IESO LT2 RFP) (referred to in this report as a ***Municipal Support Resolution***) for the Project described in this report.

Purpose	Skyline Energy plans to bid the project in response to a request for proposal issued by the Independent Electricity System Operator (IESO) as part of the IESO's Long Term 2 Procurement (the ***LT2 RFP***). **The project must receive a Municipal Support Resolution to be eligible under the LT2 RFP**. As detailed below, the Municipal Support Resolution is a first step in approving the Project. If the Project is awarded a contract by the IESO, Skyline Energy will seek the other Downstream Approvals described in this report.
Timing	The next opportunity to bid closes December 18, 2025. **We hope to receive the Municipal Support Resolution before the end of November** to leave us time to prepare the balance of our bid submission.

Form and Content	The Municipal Support Resolution must either be in the form approved by Ontario's Independent Electricity System Operator (***IESO***) (populated template attached as Exhibit A) or in a form that meets all of the requirements of the IESO for Municipal Support Resolutions (requirements attached as Exhibit B). The IESO is very specific about what must be included in the Municipal Support Resolution. Even small deviations from the IESO requirements could result in the Project being disqualified under the RFP. We therefore strongly urge the Municipality to use the template resolution attached as Exhibit A. If you would prefer to draft a resolution that meets the requirements in Exhibit B, we would kindly ask for an opportunity to review the draft resolution prior to the applicable Council meeting to ensure that it meets the IESO's requirements.

Executive Summary

Proponent

This Project will be owned by **Skyline Clean Energy SPV VI Inc.**, a special purpose vehicle owned and controlled by Skyline Energy. Skyline Clean Energy SPV VI Inc. will also be the proponent named in the IESO LT2 RFP.

Skyline Energy is an experienced owner and operator of renewable energy projects in Ontario. It has a portfolio of 80+ solar installations and multiple biogas facilities across the province. Skyline Energy is part of the Skyline Group of Companies based in Guelph, Ontario. With over $9B in assets under management and a proven record in renewable energy, Skyline brings the scale, stability, and expertise municipalities can depend on.

IESO LT2 RFP

Skyline Energy, through its subsidiary Skyline Clean Energy SPV VI Inc., plans to bid the project into the **IESO's LT2 RFP which closes December 18, 2025**. The LT2 RFP is a competitive process for procuring new capacity resources. The Project will be competing on price against other proposals for a share of 600 MW of available capacity. The Project must meet rigorous technical, legal and financial criteria prescribed by the IESO, including a mandatory requirement to receive a Municipal Support Resolution from the host community.

Development Process

Skyline Energy, with support from Blue Circle Energy Advisory Inc., is undertaking the **pre-bid development** of the Project. This work includes: analyzing the physical and planning characteristics of the project site,; engaging with the City of Kawartha Lakes to understand local requirements; confirming connection capacity with Hydro

One Networks Inc.; developing preliminary site layouts; developing a project budget and financial model; and assembling a bid. Pre-bid development will culminate in December before bids are due under the LT2c-1 RFP.

Obtaining a **Municipal Support Resolution** from the Council of the City of Kawartha Lakes is a critical milestone in the pre-bid development process. Without the timely support of Council in the prescribed form, we cannot bid the Project.

If the IESO awards a contract to the Project (expected in June 2026), Skyline Energy will complete the **post-award development** of the Project, including obtaining all Downstream Approvals, completing the design of the project, and procuring and constructing the Project. This post-award development would continue through 2026 and 2027 with the goal of commissioning the Project in early 2028.

Project Description

Skyline Energy is developing a battery energy storage system (***BESS***) with a capacity of up to 22 MW (8-hour duration) at 1246 Northline Road (the ***Host Property***). Skyline Energy owns the 3MW solar photovoltaic generating facility on the Host Property. The BESS Project will be located on the same property but will be a separate and distinct facility from the solar PV facility.

The Project will be **connected to the distribution system** operated by Hydro One Networks Inc. and will be charged from, and deliver energy to, the public grid.

It will use industry-leading lithium iron phosphate (***LFP***) battery technology. Skyline Energy will work with **top-tier vendors and suppliers** to design, build and operate the Project in accordance with all applicable laws and industry best practices.

Safety is a top priority: the Project will comply with fire standards set out under NFPA 855 and UL 9540A and be equipped with fire detection and suppression systems. Skyline Energy will prepare a comprehensive emergency response plan with input from local fire authorities and will arrange BESS-specific fire response training.

Skyline Energy chose the Host Property because the property has **space available** for the Project in an area that is **sufficiently set back from natural heritage features**, is **not a Prime Agricultural Area** in the Official Plan, and is close **to distribution lines with capacity**.

Skyline Energy also owns the existing 3MW solar PV generating facility on the Host Property, which is under a 20-year contract with the IESO. Skyline Energy is satisfied that the BESS Project can safely be added as a **complementary use** of the Host Property. The BESS Project will be a separate and distinct project from the solar PV generating facility.

The Host Property is **designated Rural under the Official Plan (with portions subject to an EP overlay)** and is **zoned RG (Rural General) (with portions subject to an EP overlay)** under the existing Somerville Zoning By-law[1]. Notably, it is not designed as a Prime Agricultural Area.

The Project will be carefully situated on the Host Property to **avoid any impact on natural heritage features**. It will remain outside of any areas designated as

[1] We understand that Council of the City of Kawartha Lakes has passed a consolidated Rural Zoning By-law (By-law No. 2024-113) (May 2024), but that the consolidated RZB is not yet in effect due to a appeal before the Ontario Land Tribunal.

Environmental Protection under the Official Plan or Zoning By-law. More specifically, it will be set back more than **30 meters from creeks** on the property and more than **120 meters from significant woodlands and unevaluated wetlands**.

The existing solar PV generating facility is subject to a provincial **species-at-risk** (***SAR***) permit that includes conservation obligations with respect to a designated part of the Host Property. The BESS Project will be located outside of the area designated for conservation.

The Project will be situated far enough from the neighbouring residential homes and designed carefully so as to **meet all applicable noise requirements** for rural environments.

Community Benefits

The Project will support the local and provincial **reliability of the electricity grid**. by storing excess energy when it is not needed, delivering that energy when it is needed, and smoothing our irregularities in the grid.

Skyline Energy is committed to ensuring that the Project benefits the local community. We are offering a **$1,000 per MW per year of funding to the Municipality** over the 20-year contract life of the Project, the details of which would be documented in a Community Benefit Agreement to be signed after the IESO awards a contract to the Project.

The Project will create some **local jobs**. Skyline Energy will offer opportunities to local suppliers and trades during construction and operation.

Community Engagement

Skyline Energy has undertaken **pre-consultation** with Council and municipal planning staff to validate our understanding of the Host Property, to prepare to request a Municipal Support resolution, and to understand what Downstream Approvals will be required for the Project.

Skyline Energy voluntarily held a **community open house** on October 23, 3025. As discussed further below, the project was generally well received by those in attendance, particularly after we addressed some specific questions they had.

Skyline Energy is also **engaging with Indigenous communities** in the area, in particular the local Indigenous communities who are parties to the Williams Treaties and the Métis Nations of Ontario Peterborough and District Wapiti Métis Council, to inform them of the Project, seek any input they may have, and hopefully to identify a Indigenous equity partner for the Project.

We will continue to engage with the community as the Project moves forward.

Downstream Approvals

If granted, a **Municipal Support Resolution does not replace the requirement for the Project to obtain project-specific approvals** from the Municipality or the County or other authorities having jurisdiction (collectively, the ***Downstream Approvals***). As detailed in this report, Skyline Energy expects to be required to seek several Downstream Approvals, including an official plan amendment and a zoning change (both to add BESS as a permitted use of this property), site plan approval (to be confirmed) and building permits. Skyline Energy will apply for the Downstream Approvals once it receives a contract from the IESO.

Skyline Energy incurs significant risk by bidding the Project. The IESO will require Skyline Energy to **post bid security with the IESO of $35,000 per MW** (up to $525,000). If the IESO awards a contract to the Project but Skyline Energy is unable to complete the Project - including because it cannot obtain Downstream Approvals - then Skyline Energy will forfeit that bid security. Skyline Energy is therefore investing significant time and effort to understand Downstream Approvals before submitting its bid.

Details

Proponent

Project Name

The project is called **Balsam Lake** in our submissions to the IESO.

Proponent Name

Skyline Energy has formed the following project company specifically to own the West Grey project: **Skyline Clean Energy SPV VI Inc.**

Skyline Energy

Skyline Energy is a leading Canadian clean-energy developer and asset manager headquartered in Guelph, Ontario. Since launching the Skyline Clean Energy Fund in 2018, Skyline Energy has built a diversified portfolio of 80+ solar installations (including projects on the Host Property and in Pontypool) and multiple biogas facilities across the province with in excess of $500 million.

Skyline Energy is part of the Skyline Group which acquires, develops and manages real estate properties and clean energy assets. Their real estate holdings include apartments, commercial plazas and industrial sites, including apartments in Linday.

With over $9B in assets under management and a proven record in renewable energy, Skyline brings the scale, stability, and expertise municipalities can depend on.

Blue Circle Energy

To accelerate the growth of our battery energy storage system portfolio, Skyline Energy has partnered with Toronto-based Blue Circle Energy Advisory Inc., specialists in renewable energy project development. Representatives of Blue Circle Energy have supported Skyline Energy in their pre-consultation engagements.

IESO LT2 RFP

About the IESO

The IESO is a Crown corporation that is responsible for several key functions in Ontario's electricity sector:

- *Grid operation* - making sure electricity is flowing to the right places in the transmission system;
- *Wholesale market administration* - tracking and financially settling payments for purchase and sale of energy;
- *Long-term system planning* - determining what resources and improvements the grid will need to meet future demand;
- *Resource procurement* - running programs to acquire new energy resources.

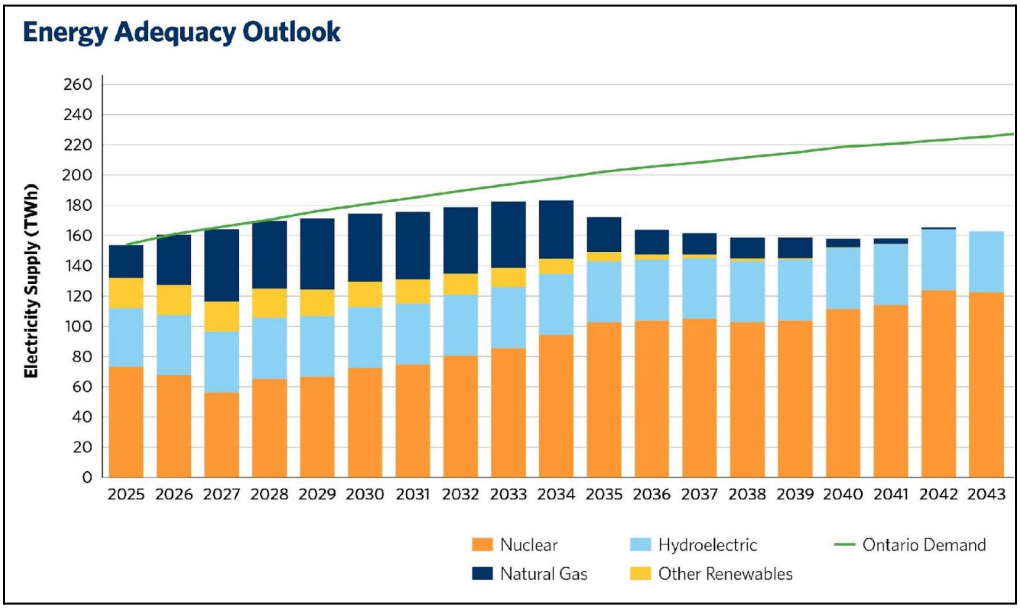
When planning and procuring new resources, the IESO carefully balances the technical needs of the grid, the policy priorities of the government, and the interests of electricity customers in receiving reliable and affordable power.

Need for Long Term Procurement

In its role as system planner, the IESO prepares Annual Planning Outlooks for the province. The IESO forecasts that Ontario is facing a multi-year period of dynamic change (see Figure 1 below):

- Demand is going up, driven by the electrification of everything (EVs, heat pumps, datacentres, etc.).
- Ontario is refurbishing nuclear stations, which provide over half of the province's energy. Significant amounts of nuclear capacity will come offline temporarily.
- Existing generating resources are nearing their end of contract, potentially coming offline.

Figure 1: Supply Gap



Source: IESO

To respond to these changes, the IESO needs to procure more resources to fill the gap between supply and demand and to keep the grid stable. The IESO needs two types of resources:

- *Energy*: resources like wind, solar and hydro plants supply the bulk of the electricity needed to meet most of the forecasted demand.
- *Capacity*: resources like gas-peaker plants and battery energy storage systems (BESS) deliver bursts of power to make sure that supply matches demand minute-by-minute every day, to accommodate the intermittency of renewable generation, and to resolve instabilities in the grid.

The more the IESO adds Energy resources, the more it also needs to add Capacity resources to keep the system balanced at all times.

LT2 Procurement

Over the next several years, the IESO will procure the following:

- at least 14,000 GWh of energy resource; and

- at least 1,600 GW of capacity resources

The IESO is looking to the private sector to develop, finance, construct, operate and maintain these new resources.

To that end, the IESO is running a competitive Long Term Procurement process, which is currently in its second phase: ***LT2***. LT2 has two streams: Energy (LT2e) and Capacity (LT2c). Each will include multiple RFP rounds. The first round is running now:

- LT2e-1, which closed October 16, 2025, is for 3,000 GW of energy projects
- LT2c-1, which closes December 18, 2025, is for 600 MW of capacity projects.

Skyline Energy is participating in LT2c-1.

LT2c-1 RFP

Under the LT2c-1 RFP, qualifying projects are referred to as ***Long-Term Capacity Services Projects***. To qualify as a Long-Term Capacity Services Project, Skyline Energy's West Grey BESS project must:

- Have enough energy storage capacity to deliver energy at full power (e.g., 30 MW) for at least 8 hours;
- Connect to a feeder or circuit that has capacity for the Project;
- Receive a Municipal Support Resolution;
- Provide large financial security ($35,000 per MW) that Skyline Energy forfeits if they are awarded a project that they cannot build; and
- Meet all of the other requirements of the LT2c-1 RFP and Contract (copies of which are published on the IESO website[2])

Every LT2 round is designed to be competitive for bidders and to result in projects that serve the best interest of Ontario:

[2] https://www.ieso.ca/Sector-Participants/Resource-Acquisition-and-Contracts/Long-Term-2-RFP

- The RFP and Contract were developed by the IESO through almost two years of public consultation.
- The RFP is transparent - everybody plays by the same rules.
- Bidders must propose good projects in sensible locations at the lowest possible prices if they hope to win.
- The private sector pays to develop, build and operate the projects.
- Proponents must adhere to the price they bid and cannot increase that price if they run over budget.

Development Process

Pre-bid Development

Skyline Energy is currently completing the pre-bid development of the Project. The goals of pre-bid development are to:

- analyze the attributes of the Host Property;
- validate the feasibility of the Project;
- seek a Municipal Support Resolution;
- understand the scope of Downstream Approvals;
- develop an initial financial model and bid price for the Project,
- partner with an Indigenous equity partner if possible,
- decide if the Project can be bid competitively under LT2c-1 RFP; and
- submit a complete bid.

The pre-bid development work has included:

- identifying the host property, which is owned by a subsidiary of Skyline Energy;
- engaging with Hydro One and the IESO to validate that there is grid capacity for the Project;
- reviewing planning, zoning and other existing site attributes that inform the siting of the Project and the scope of Downstream Approvals;

- engaging with Council of the City of Kawartha Lakes to introduce the Project and seek a Municipal Support Resolution;
- engaging with staff at the municipality and other potential authorities having jurisdiction to validate our understanding of site constraints and Downstream Approval requirements;
- engaging with Indigenous communities to make them aware of the Project and to seek an equity partner;
- preparing a preliminary site layout;
- obtaining indicative pricing from manufacturers and service providers for the construction and operation of the Project.

The pre-bid development will culminate in December 2025 when Skyline Energy hopes to bid the Project under LT2c-1.

Post-award Development

The IESO currently intends to award contracts under LT2c-1 by June 20, 2026. If Skyline Energy is awarded a Contract by the IESO[3], it will then undertake the post-award development of the Project, including:

- continuing engagement with the Municipality and other authorities having jurisdiction, obtaining all Downstream Approvals, and completing detailed site plans and engineering design (through the balance of 2026);
- procuring equipment and services to construct and operate the Project and completing construction (2027);
- commissioning the Project (early 2028).

[3] If Skyline Energy defers bidding the Project this December or is not awarded a Contract, it may choose to rebid the Project in a subsequent LT2 round.

Project Description

Specifications

Sponsor	Skyline Energy
Proponent name	Skyline Clean Energy SPV VI Inc.
Capacity	22 MW, 8-hour duration
Size	Approximately 2 acres
Location	The proposed location of the Host Property is shown in Figure 2 below. The draft site layout is shown in Figures 3 and 4 below.
Major components	Integrated BESS system comprising: ● Approximately forty (40) 20-foot containers, which house the batteries and power conversion systems; ● Transformers (with spill protection); ● Switchgear; and ● Wires and poles from switchgear to point of interconnection with Hydro One feeder
Interconnection	Hydro One distribution system through the 44kV M7 feeder (which connects to the Linday TS).
Fire safety	Comprehensive approach including: ● Design in compliance with NFPA 855 and UL 9540A ensuring adequate spacing between containers and road clearances; ● Equipment with integrated with multi-layer fire detection, thermal monitoring, and automatic suppression systems; ● Comprehensive emergency response plan, to be drafted with help from Energy Safety Response Group (ESRG), the leading safety experts for BESS and local fire authorities; and

	• Training on emergency response plan to local fire authorities.
Noise	Meet all applicable noise criteria for sensitive receptions in Class 3 (rural) environments, with the final design to be validated in an acoustical assessment prepared and stamped by a licensed engineering professional.
Access and laneways	Use existing entrance from Northline Road to the solar PV generating facility to provide access to the Host Property. Extend and improve laneways on the Host Property as needed to provide access to the Project, including for emergency response vehicles.
Stormwater management	Stormwater management plan to be completed during post-award development
New buildings	None. All BESS equipment is self-contained and designed for outdoor use

Host Property

Address	1246 Northline Road, Kawartha Lakes, ON (see Figure 2 below)
PIN	63119-0589 (LRO#57)
Landowner	2426628 Ontario Inc. (a subsidiary of Skyline Energy)
Access rights	Proponent to enter into an intercompany long-term lease with landowner
Neighbouring uses	Rural on all sides, with some residential homes
Nearest home	> 250 m
Official Plan designation	Rural Some portions designated Environmental Protection

Prime Agricultural Area	No part of the Host Property is designated as a Prime Agricultural Area under the Official Plan
Zoning	RG (Rural General) Some portions designated Environmental Protection
Conservation	The existing solar PV generating facility holds a species-at-risk permit that imposes conservation obligations with respect to a portion of the Host Property (see Figure 4) - the new BESS Project is outside of the conservation zone
Natural heritage	The Project will be sufficiently setback from all designated natural heritage features (see Figure 4 below). Specifically, it will be: • more than 30 m from creeks; • more than 120 m from the Significant Woodlands found to the south and east of the Host Property; • more than 120 m from the unevaluated wetland on the Host Property.
Cultural heritage	A Heritage Self-Assessment Report was prepared by York North Archaeological Services Inc. (a professional archaeological and heritage consultant) in 2012 in connection with the development of the solar PV generating facility. The Heritage Self-Assessment concluded that the Host Property does not have on it, or abutting it, any properties of cultural heritage significance. It also concluded that the solar project would not have the potential to impact on any other heritage or cultural resources.[4] We assume those conclusions will hold true for the BESS given its proximity to the solar project on the same property.
Archeological potential	A Stage I-II Archaeological Assessment was prepared by

[4] This Heritage Self-Assessment Report was reviewed and summarized by Arcadis Canada Inc. in s. 3.1.7.3 of a Phase I Environmental Site Assessment Update report on the Host Property dated January 7, 2020 (the ***Phase 1 ESA***). We reviewed the Phase 1 ESA only.

	York North Archaeological Services Inc. (a professional archaeological and heritage consultant) in 2012 in connection with the development of the solar PV generating facility. The Archaeological Assessment concluded that the Project Location does not have any significant archaeological or cultural heritage resources.[5]

Figure 2: Host Property location

[5] This Stage I-II Archeological Assessment Report was also reviewed and summarized by Arcadis Canada Inc. in s. 3.1.7.4 of the Phase 1 ESA (ibid). We reviewed the Phase 1 ESA only.

Site Layout

The draft site layout is illustrated below:

- Figure 3 shows the draft site layout for the Project on the Host Property.
- Figure 4 illustrates the layout in relation to natural heritage and noise setbacks.
- Figures 5 and 6 are renderings showing the BESS Project in relation to the existing solar PV generation facility.

The draft site layout meets the following objectives:

- Uses a portion of the Host Property that is close to, but outside the footprint of, the existing solar PV generation facility.
- Uses a portion of the Host Property that has minimal tree cover.
- Allows for direct and straightforward access (including for emergency vehicles) via an existing entrance from Northline Road.
- Avoids areas designated under the Official Plan or Zoning Bylaws as Environmental Protection.
- Set back at least 30m from creeks and at least 120m from significant woodlands and unevaluated wetlands.
- Set back at least 250 m from the nearest residential window pane (for noise purposes).
- Tucked back from the road as far as possible (given other constraints) to minimize visual impact.

The site layout will be elaborated and refined during the post-award design phase, including to address any additional feedback from the municipality.

Figure 3: BESS site layout

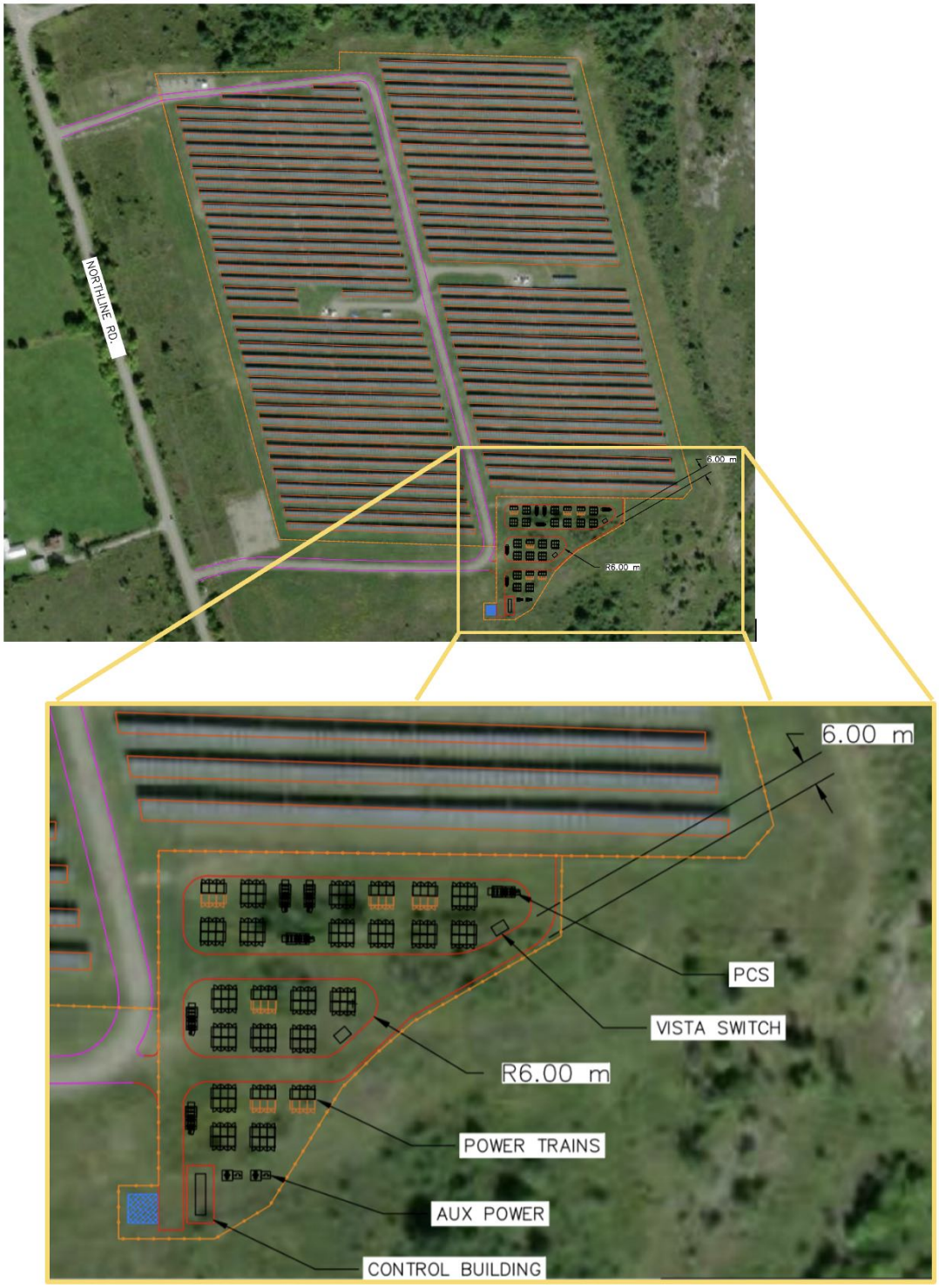


Figure 4: BESS site with overlays showing constraints

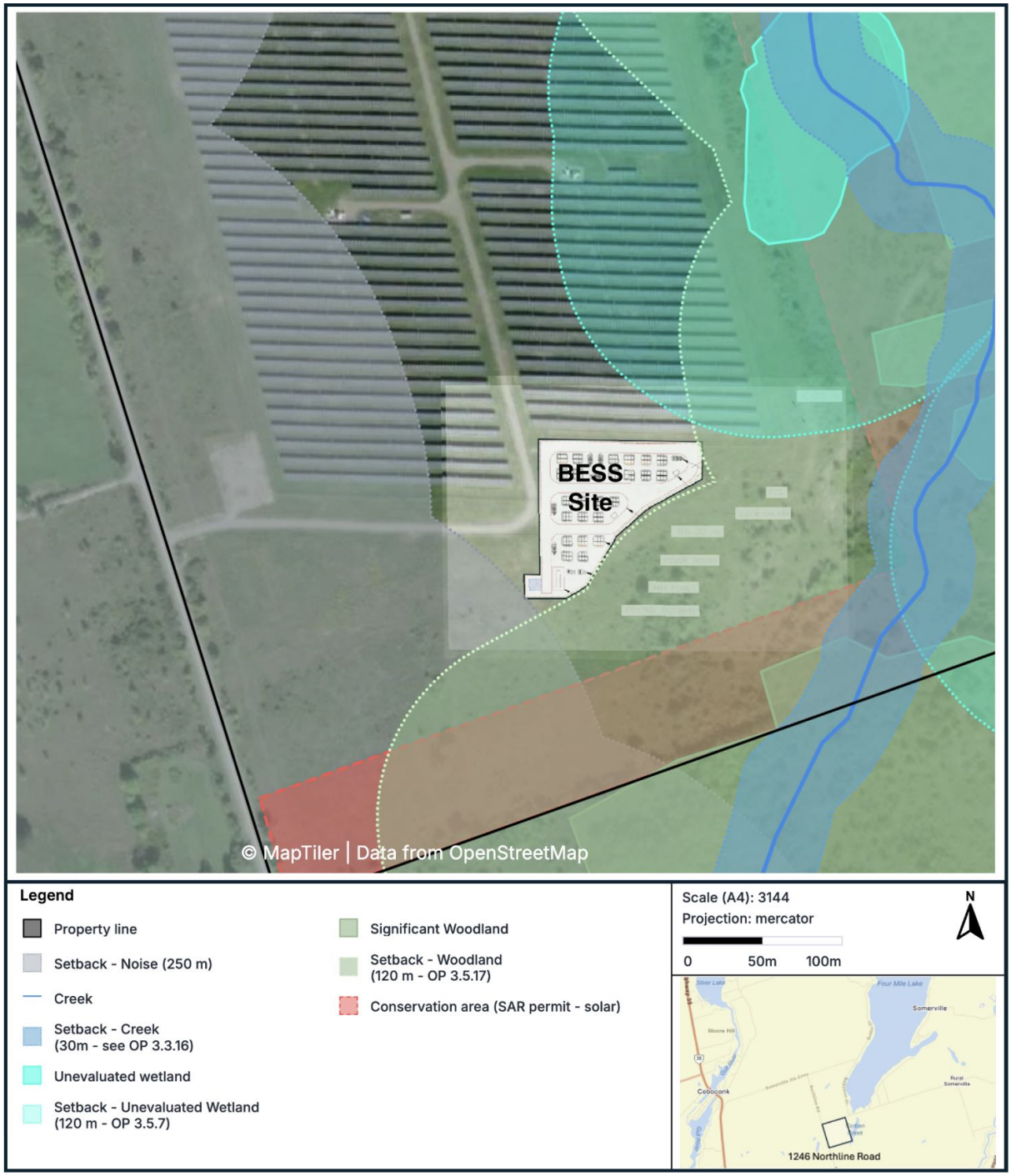


Figure 5: Looking southeast over the solar PV project to the BESS Project

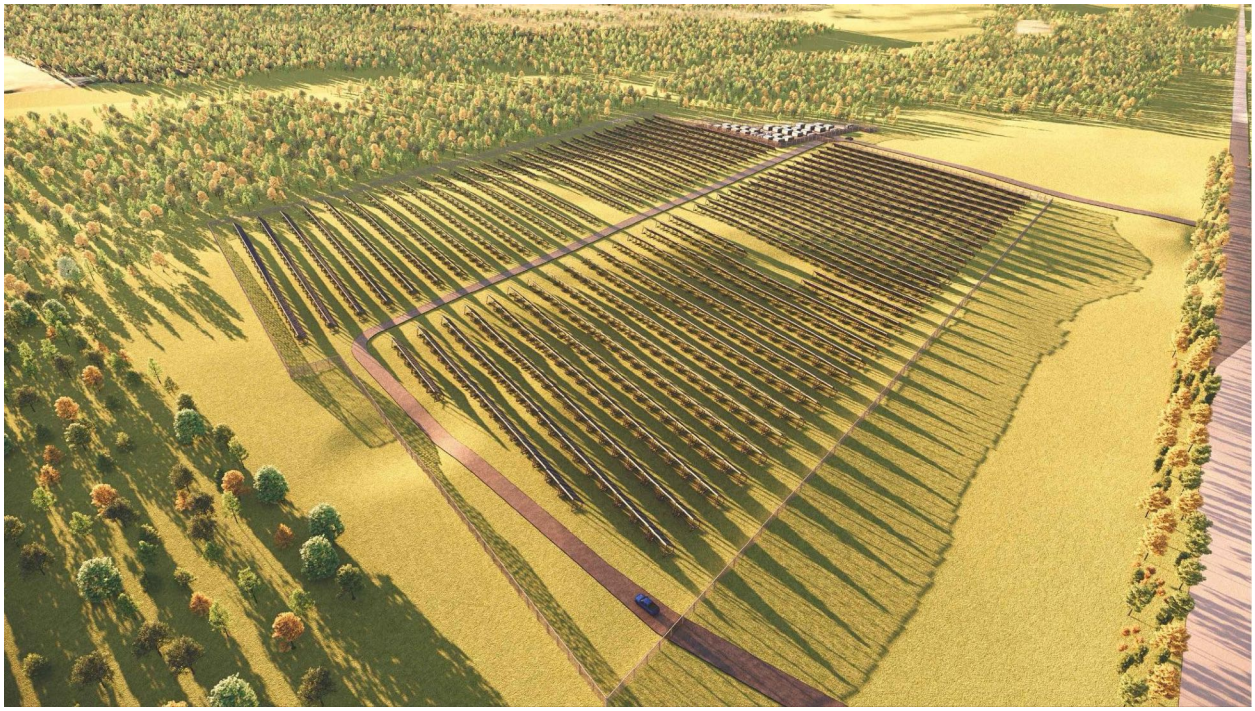


Figure 6: Looking east from existing entrance on Northline Road

Major Vendors and Suppliers

Skyline Energy will work with top tier equipment manufacturers and service providers to ensure that we build a high-quality, safe and reliable BESS. Skyline Energy has identified the following vendors as meeting those standards:

BESS Equipment and Commissioning	CanadianSolar Canadian Roots, Global Reach: Headquartered in Guelph, Ontario, Canadian Solar is a trusted, TSX- and NASDAQ-listed company with a strong Canadian identity. Global Manufacturing Power: Their batteries are produced in China, where scale manufacturing drives cost efficiency and supply reliability. Lithium Iron Phosphate (***LFP***) chemistry – Proven Safety LFP batteries are inherently safer than other lithium-ion chemistries. They are resistant to thermal runaway, meaning a lower fire risk. We are evaluating multiple LFP BESS manufacturers to ensure the best fit. Canadian Solar is currently leading due to its balance of safety, scale, cost-effectiveness, and Canadian market presence.
Operations and Maintenance	ANVIL CRAWLER DEVELOPMENT CORP. Anvil Crawler Development Corp. (***ACDC***), a fully integrated member of Skyline Group of Companies, brings deep roots in Ontario's clean energy ecosystem and a proven track record

	across the full lifecycle of BESS infrastructure, design, build, operation, and maintenance. Anvil Crawler has successfully delivered BESS projects for the Toronto Transit Commission, integrating battery systems that now power e-bus depots with peak shaving and grid support capabilities. They have also led Ontario microgrid and EV charging deployments, backed by federal funding through NRCan. ACDC has also performed BESS deployments for Panasonic and Powerbank.
Emergency response planning and training	 Energy Safety Response Group (ESRG) is a firefighter-led organization who specializes in battery storage testing, deployment and lifecycle services. ESRG possesses nearly 150 years of combined experience in firefighting, training, fire and failure investigation, risk assessment, hazardous materials, and energy storage safety and testing. Via ESRG, Skyline Energy will coordinate training, site familiarization and emergency response planning development with local fire services and EMS prior to commissioning.

Once the Project receives a contract from the IESO, Skyline Energy will run competitive procurement processes for major equipment and services. The list of vendors may change based on Skyline Energy's evaluation of proposals.

Community Benefits

Grid Stability

The Project will support the local and provincial **reliability of the electricity grid**. Battery energy storage acts as a "shock absorber" for the grid by storing excess energy when it is not needed, delivering that energy when it is needed, and smoothing our irregularities in the grid.

Community Benefit Agreement

Skyline Energy acknowledges that the Project may not produce a significant increase in property tax revenue for the municipality because the majority of the capital cost of the Project is equipment, which generally does not increase the assessed value of the Host Property. Skyline Energy is therefore prepared to provide **$1,000 per MW per year of funding to the Municipality** over the 20-year contract life of the Project. This commitment could take the form of a Community Benefit Agreement to be signed after the IESO awards a contract to the Project.

Local Jobs and Businesses

Skyline Energy will offer **opportunities for local suppliers and trades** to help build and operate the Project.

Community Engagement

Municipal Engagement

Skyline Energy engages early with municipalities and the public, sharing project goals, timelines, and expected impacts. We have consulted with the municipality and community as follows:

- Initial outreach - July
- Pre-consultation application and supporting cover letter submitted September 18, 2025 (fee paid September 22)
- Pre-consultation discussion with Planning staff (Mark Jull and Katherine Evans) held October 6, 2025
- Notice of community meeting - October 14, 026
- Community meeting - October 23, 2025
- Pre-Engagement Confirmation Notice (IESO form) delivered to Ron Taylor (Chief Administrative Officer, City of Kawartha Lakes) on October 8, 2025 - see Exhibit C.
- Presentation to Committee of the Whole - planned for November 4, 2025

Community Meeting

Skyline Energy voluntarily hosted a public community meeting on October 23, 2025 (notice of which was published October 14) to share information about the Project and answer questions.

Six members of the public attended, one of whom was a member of the local fire department. The attendees were supportive of the role BESS can play in the electricity system, which is to store excess generation during periods of low demand (mostly at night) and to inject it back into the grid during periods of high demand, thus making better used of existing generation capacity while mitigating the needs to sell excess power to the US during periods of oversupply.

As set out below, attendees had questions about three main topics, which Skyline Energy addressed during the meeting.

Question	Response
Groundwater contamination - Some attendees were concerned that leaks from the BESS could leak into the groundwater, flow through limestone deposits, and contaminate Four Mile Lake, which supplies drinking water.	Under normal operation, a BESS does not release any contaminants into the environment. Skyline Energy is, however, prepared to manage the risk posed by two unlikely events: transformer leaks and battery fires: • The risk of oil leaks from transformers will be addressed by including appropriate spill containment structures under the transformer pads (including adsorbent material to soak up any spills). Transformers are a very common type of electrical equipment. They are used throughout Ontario in many different applications, not just BESS. Skyline Energy will follow the well-developed industry best practice for designing and building appropriate spill containment for transformers. • In the case of a fire, the contaminants are found in the ash that is produced by the fire. Unlike transformer oil, that ash does not flow quickly into groundwater. Contamination can therefore be managed through appropriate fire response and cleanup

	protocols, which skyline Energy will help develop as part of the emergency response plan for the Project.
Battery fires - Some attendees were concerned about the prospect of batteries catching fire and burning very dramatically (through a process known as thermal runaway).	Skyline Energy explained how the risk of such fires is very low. The risk of thermal runaway fire is extremely low for modern BESS systems that use lithium iron phosphate (LFP) chemistry (which is less prone to thermal runaway than older NMC chemistry). As a point of comparison, based on reported incident rates in North America, an LFP BESS is 200 times less likely to catch fire than a typical gas station. The risk of BESS fires can be well managed through equipment choice, container spacing and emergency preparedness: ● Our Project will be designed with fire safety as a top priority. Each BESS unit will meet specific BESS fire standards (NFPA 855 and UL 9540A), will be remotely monitored 24/7, and will have built-in fire detection, automatic suppression and gas venting. ● BESS units will be spaced out to prevent a fire in one container from spreading to any other container. ● In the unlikely event that a BESS container catches fire, the best approach is usually to have a plan to

	allow the fire to burn itself out and to prevent it from spreading. We will develop a site-specific emergency response plan with input from local firefighters and will arrange BESS-specific fire fighting training for your local first responders. We work with Energy Safety Response Group (ESRG), a firefighter-led organization who specializes in battery storage testing, deployment and lifecycle services, to develop these plans and training.
Noise - Some attendees were concerned that the BESS would be loud and that sound would travel far.	Skyline Energy explained that the main source of noise is HVAC equipment (used to manage battery temperature). They assured residents that the project will be designed to meet the applicable noise standards (NPC-300 rural noise standards - no more than 40 dBA at any bedroom window; library volume). ● As part of the design process, the Project will be subject to an acoustical analysis by a qualified engineer. ● If any potential noise issues are identified, the design will be updated to include appropriate noise abatement and mitigation measures.

Skyline Energy believes that the residents who attended the open house left better informed about - and more comfortable with - the Project.

Request for Municipal Support Resolution

We have reached the stage where we are respectfully asking the City of Kawartha Lakes to provide a Municipal Support Resolution for the Project.

The LT2 RFP explicitly requires that any Project that is located on "Municipal Project Lands" (defined in the RFP to mean properties that are subject to the land use authority of the local municipality) must receive a "Municipal Resolution in Support of Proposal Submission" - i.e., a Municipal Support Resolution. Skyline Energy must include a copy of the signed Municipal Support Resolution as part of its proposal submission to the IESO.

Exhibit A to this report provides a populated template Municipal Support Resolution in the form prescribed by the IESO. Exhibit B provides a copy of the IESO *Prescribed Form: Evidence of Municipal Support*, which includes specific guidance for municipalities, including in cases where the municipality would prefer to draft its own form of resolution. As an overview only, the Municipal Support Resolution must:

- include specific identifying information about the Project, which we have included in Exhibit A;
- confirm that Skyline Energy has, no later than sixty (60) days prior to the Proposal Submission Deadline of December 18, 2025, delivered a Pre-Engagement Confirmation Notice to the Chief Administrative Officer, which we have done (copy attached as Exhibit C);
- state that:
    - the City of Kawartha Lakes supports the submission of a proposal to the IESO for the Long-Term Capacity Services Project located on the applicable Municipal Project Lands;
    - the proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the

Long-Term Capacity Services Project to the satisfaction of the City of Kawartha Lakes - we have commenced and are committed to continuing such engagement activities;

- the Municipal Project Lands where we will locate the Project are not designated as Prime Agricultural Areas - we have received confirmation from Planning staff that the host Property is designated Rural and is not part of any Prime Agricultural Areas.

As indicated at the outset of this report, **the IESO is very specific about what must be included in the Municipal Support Resolution. Even small deviations from the IESO requirements could result in the Project being disqualified under the RFP. We therefore strongly urge the Municipality to use the template resolution attached as Exhibit A.** If you would prefer to draft a resolution that meets the requirements in Exhibit B, we would kindly ask for an opportunity to review the draft resolution prior to the applicable Council meeting to ensure that it meets the IESO's requirements.

A Municipal Support Resolution does not replace the need for Skyline Energy to seek the Downstream Approvals discussed below should the Project be awarded a contract by the IESO. Also, granting a Municipal Support Resolution does not guarantee that the Project will be bid into the December RFP or awarded a contract by the IESO.

Indigenous Engagement

Skyline Energy is also committed to engaging with Indigenous communities. We respect and value the input of the Indigenous communities who are the traditional keepers of the land and who may have an interest in learning more about our Project.

We are notifying several Indigenous communities early in the development process to ensure that they are aware of this proposed Project and have the opportunity to

share any comments, interests, or concerns. Those communities include those who are parties to the Williams Treaties and the Métis Nations of Ontario Peterborough and District Wapiti Métis Council.

We are also endeavouring to identify an Indigenous community to become an equity partner in the Project.

Ongoing Engagement

Skyline Energy remains committed to ongoing engagement with the City of Kawartha Lakes and with the public. Assuming the IESO awards a Contract to the Project, we will continue to work with you to identify and meet requirements related to the Downstream Approvals for the Project (as discussed below) and to implement a Community Benefit Agreement.

We will also continue our engagement with Indigenous communities about the Project.

Downstream Approvals

As mentioned above, the Municipal Support Resolution is a preliminary endorsement of the Project that is a mandatory component of a bid under the LT2 RFP. However, it is not the only approval we will need to proceed with the Project. Several Downstream Approvals will be sought once we receive a contract from the IESO.

The following table summarizes our current understanding of the Downstream Approvals that will be required for the Project:

Planning and Zoning	The Host Property is primarily designated Rural under the Kawartha Lakes Official Plan, with some parts of the property designated Environmental Protection. The Host Property also contains Unevaluated Wetlands and Significant Woodlands as identified in the Official Plan. The Host Property is zoned RG (Rural General) under Somerville Zoning By-law 78-45 with some areas zoned Environmental Protection. Neither the Official Plan designation nor the zoning explicitly contemplates battery energy storage systems as a permitted use, nor do they include general exceptions for this type of use (e.g., for electrical utility infrastructure). We therefore plan to apply for site-specific **Official Plan amendments** and **Zoning By-law amendments**. Planning staff have indicated that our planning applications will need to be accompanied by a Planning Justification Report (PJR) outlining and justifying the proposal with respect to The Provincial Planning Statement, 2024 (PPS) and The City of Kawartha Lakes Official Plan (Official Plan).

	Planning staff are investigating if **Site Plan Approval** will be required. However, we note that the Host Property is not in the site plan control areas mapped in Schedule 1 through 15 of By-law 2016-069.
Conservation	The Project is not in an area that is regulated by a provincial conservation authority.
Other Environmental	BESS projects are eligible to be registered under the provincial Environmental Activity and Sector Registry (***EASR***) provided that the noise emission criteria are met. We will design the Project accordingly and will **register the Project under EASR**. Stormwater management plans associated with BESS projects would have previously required Environmental Compliance Approvals. However, following recent regulatory changes by the Province, they can now be registered under EASR[6] if applicable requirements are met, including the preparation of a stormwater management report stamped by a licensed engineering professional. We will design the Project accordingly and will **register any stormwater management works under EASR**. The Project **does not require a Class Environmental** Assessment for Transmission Facilities because the project will connect to the distribution system at 44kV, it is well below the threshold for which a Class EA for TF would be required.[7] We will work with the province to determine if any amendments are required to the **species-at-risk** permit

[6] See O. Reg. 137/25: Registrations Under Part II.2 of the Act - Storm Water Management Works
[7] See *Class Environmental Assessment for Transmission Facilities* (February 2024)

	granted to the solar PV generating facility or if any complementary species-at-risk permit is required for the new BESS Project. As discussed previously, the BESS Project is being situsted outside of the parts of the Host Property that are designated for conservation under the existing species-at-risk permit.
Interconnection	As part of its evaluation of the Project proposal under the LT2 RFP, the IESO will conduct a **Deliverability Test** which will assess whether the Project can be safely connected to the grid. The Deliverability Test takes into account the existing conditions on the grid and the impact of projects that will be approved under LT2. If the Project does not pass the Deliverability Test, it will not be awarded a contract. If the Project is awarded an LT2 Contract, Hydro One will conduct a **Connection Impact Assessment** to identify the project-specific technical and operational requirements that the Project must meet to connect to the distribution system.
Cultural heritage	We do not anticipate needing any approvals with respect to cultural heritage. As discussed above, a prior Heritage Self-Assessment concluded that the Host Property does not have on it, or abutting it, any properties of cultural heritage significance. It also concluded that the solar project would not have the potential to impact on any other heritage or cultural resources.
Archeological potential	We do not anticipate needing any approvals with respect to cultural heritage. As discussed above, a Stage I-II Archaeological Assessment concluded that the Project Location does not have any significant archaeological or cultural heritage resources.

Exhibit A - Template Municipal Support Resolution

The attached template Municipal Support Resolution is in the form published by the IESO and has been pre-populated with Project-specific details.

MUNICIPAL SUPPORT RESOLUTION

Resolution NO: _____ Date:_____

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

2. Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

3. The Proponent has delivered, no later than sixty (60) days prior to the Proposal Submission Deadline, a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined in the table below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Unique Project ID of the Long-Term Capacity Services Project (if available):	Not yet assigned by IESO Temp: LT2c1-SkylineCESPVVIBalsamLake-2025
Legal name of the Proponent:	Skyline Clean Energy SPV VI Inc.
Name of the Long-Term Capacity Services Project:	Balsam Lake
Technology of the Long-Term Capacity Services Project:	Lithium iron phosphate (LFP) battery energy storage system (BESS)
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW):	23.00 MW
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: (the "**Municipal Project Lands**")	63119-0589 (LRO#57)

4. Pursuant to the LT2(c-1) RFP, if the Long-Term Capacity Services Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation which may be in the form of a Municipal Resolution in Support of Proposal Submission;

NOW THEREFORE BE IT RESOLVED THAT:

5. The council of the City of Kawartha Lakes supports the submission of a Proposal for the Long-Term Capacity Services Project located on the Municipal Project Lands.

6. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Capacity Services Project or for any other purpose.

7. The Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality.

8. The Municipal Project Lands do not include lands designated as Prime Agricultural Areas in the City of Kawartha Lakes's Official Plan.

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the _____ day of _____, 20___

<Signature lines for elected representatives. At least one signature is required.>

Name:	Name:
Title	Title
Name:	Name:
Title	Title

Exhibit B - IESO Requirements for Municipal Support Resolution

See attached IESO *Prescribed Form: Evidence of Municipal Support.*

As part of their bids, Proponents must include a copy of the Municipal Support Resolution as an attachment to this IESO *Prescribed Form: Evidence of Municipal Support*. That form includes specific "Guidance for Municipalities" which explains exactly what must be included in a Municipal Support Resolution. Should the Municipality wish to draft its own resolution (rather than using the template attached as Exhibit A), please follow this guidance exactly.

120 Adelaide Street West
Suite 1600
Toronto, Ontario M5H 1T1
T 416-967-7474
F 416-967-1947
www.ieso.ca

This page sets out the instructions for completing the Prescribed Form: Evidence of Municipal Support (Capacity).

All capitalized terms used in these instructions and the Prescribed Form: Evidence of Municipal Support (Capacity), unless otherwise stated, have the meanings ascribed to them in the LT2(c-1) RFP.

INSTRUCTIONS APPLICABLE TO ALL PRESCRIBED FORMS:

a. The first page of a Prescribed Form should be marked with the name of the Long-Term Capacity Services Project that is the subject of the Proposal. The Proponent should use the name given to the Long-Term Capacity Services Project in the Prescribed Form: Proponent Information, Declarations and Workbook (Capacity).

b. This instruction page is not required to be submitted as part of the completed Prescribed Form.

c. The Prescribed Form is required to be submitted electronically via email to the IESO at LT2.RFP@ieso.ca.

d. Information provided in each Prescribed Form should be consistent with the information provided in the Proposal.

e. Where the Prescribed Form has multiple pages, the pages of the Prescribed Form should be kept together in the Proposal in sequential order.

f. Where a blank field for a section/page reference is provided in a Prescribed Form, enter the section/page reference of the Proposal where the substantiating evidence for that particular item can be found.

g. Apart from the completion of any blanks, drop down lists, check boxes or similar uncompleted information in a Prescribed Form, no amendments may be made to the wording of a Prescribed Form.

h. Each Prescribed Form must be completed in its entirety. Fields marked <if applicable> must be completed if applicable to the Proposal. If not applicable, they should be marked " Not Applicable".

i. If a signature is required for a Prescribed Form, the Prescribed Form must be signed by a person with authority to bind the Proponent. The Prescribed Form may be printed, signed and scanned, or may be signed digitally through Adobe (Digital ID, or Fill and Sign), Apple Preview or DocuSign.

j. With the exception of this instruction page, instructions within a Prescribed Form will be enclosed in brackets.

INSTRUCTIONS SPECIFIC TO THIS PRESCRIBED FORM: EVIDENCE OF MUNICIPAL SUPPORT (CAPACITY)

k. To meet the mandatory requirements of Section 4.2(c) of the LT2(c-1) RFP, where the Project Site is proposed to be located in whole or in part on Municipal Project Lands, a Proponent is to complete and submit in the Proposal a) the main body of this Prescribed Form and b) a copy of the applicable Municipal Support Confirmation, as indicated in Section 3, from each Local Municipality with authority over the Municipal Project Lands.

l. Where the Municipal Support Confirmation is in the form of a Municipal Resolution in Support of Proposal Submission, such resolution must be dated no earlier than seven (7) months prior to the RFP Effective Date.

m. Where the Municipal Support Confirmation is in the form of a Blanket Municipal Support Resolution together with a Blanket MS Confirmation Letter, such Blanket MS Confirmation Letter must be dated no earlier than seven (7) months prior to the RFP Effective Date.

n. A copy of the Municipal Support Confirmation must be provided in Exhibit B.

o. Councils of Local Municipalities have the option of using the form of Municipal Resolution in Support of Proposal Submission provided Exhibit A, should they so choose. An alternative to the Municipal Resolution in Support of Proposal Submission is a Blanket Municipal Support Resolution provided together with a Blanket MS Confirmation Letter.

p. A Municipal Support Confirmation is not required if the Project Site of the Long-Term Capacity Services Project is located wholly on Indigenous Lands, Crown lands managed by the Ministry of Natural Resources and located outside of Municipal Project Lands, Unincorporated Territory, or any combination thereof.

GUIDANCE FOR MUNICIPALITIES:

The IESO is undertaking the LT2(c-1) RFP to competitively procure year-round energy generation services, on a Contract Capacity basis from New Build Electricity generating facilities equal to or larger than one (1) MW registered or able to become registered in the *IESO-administered markets*.

Should a Local Municipality wish to support the submission of a Proposal for a particular Long-Term Capacity Services Project, a group of Long-Term Capacity Services Projects, or one or more particular technology types, they must either pass a Municipal Resolution in Support of Proposal Submission (project-specific) or a Blanket Municipal Support Resolution. In the case of a Blanket Municipal Support Resolution, a Blanket MS Confirmation Letter (project-specific), containing the same project-specific information and statements as set out in template Municipal Resolution in Support of Proposal Submission, must be provided together with the Blanket Municipal Support Resolution.

Local Municipalities are encouraged to use the template Municipal Resolution in Support of Proposal Submission in Exhibit A. Should a Local Municipality wish to develop its own resolution, the resolution must:

(A) identify:

(i) the Unique Project ID of the Long-Term Capacity Services Project (if applicable/ known)
(ii) the name of the Long-Term Capacity Services Project
(iii) the name of the Proponent
(iv) the generation technology type of the Long-Term Capacity Services Project
(v) the maximum potential Contract Capacity of the Long-Term Capacity Services Project (which must not be less than, and may exceed, the largest Contract Capacity ultimately provided in the Prescribed Form: Proponent Information, Declarations and Workbook (Capacity) in respect of the Long-Term Capacity Services Project); and
(vi) the Property Identification Number (PIN), municipal address, legal description or GPS coordinates of the Municipal Project Lands; and

(B) confirm that the Proponent has, no later than sixty (60) days prior to the Proposal Submission Deadline, delivered a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Local Municipality that includes the information above, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available, and a sample of a Pre-Engagement Confirmation Notice has been provided in Exhibit C for your convenience; and

(C) state:

(i) that the Local Municipality supports the submission of a Proposal for the Long-Term Capacity Services Project located on the applicable Municipal Project Lands. The statement in such resolution may be qualified as being solely for the purposes of satisfying the mandatory requirements under Section 4.2(c) of the LT2(c-1) RFP, and does not supersede any applicable permits or approvals under applicable Laws and Regulations that may be required for a particular Long-Term Capacity Services Project;

(ii) that that the Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality;

(iii) whether or not the Municipal Project Lands are designated as Prime Agricultural Areas as set out in the Local Municipality's Official Plan as of the date of the resolution; and

(iv) if the Municipal Project Lands are designated as Prime Agricultural Areas:
(a) the Municipal Project Lands are not designated as Specialty Crop Areas;
(b) the Long-Term Capacity Services Project is not a Non-Rooftop Solar Project;
(c) the Proponent has satisfied the AIA Component One Requirement to the satisfaction of the Local Municipality; and
(d) if the Proponent is selected as a Selected Proponent under the LT2(c-1) RFP, the Local Municipality will engage in good faith with the Selected Proponent to enable the Selected Proponent to complete the AIA Components Two and Three Requirement.

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Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

Section 1 – Information of the Proponent and the Long-Term Capacity Services Project

a.	Unique Project ID of the Long-Term Capacity Services Project: *<input Unique Project ID>*	
b.	Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
c.	Legal name of the Proponent: *<input legal name of the Proponent>*	
d.	Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of Properties included in the Municipal Project Lands: *<input PIN(s) (if a PIN is not available, use Municipal Address or legal description) or GPS coordinates, if applicable>*	
e.	Name(s) of all Local Municipalities with authority over the Municipal Project Lands: *<input name of the Local Municipality(ies)>*	Local Municipality 1: Local Municipality 2 (if applicable):

Section 2 – Pre-Engagement Confirmation Notice

a.	A Pre-Engagement Confirmation Notice has been delivered to all Local Municipalities with authority over the Municipal Project Lands in accordance with Section 2.1(c)(iii) of the LT2(c-1) RFP:	☐ Yes, a Pre-Engagement Confirmation Notice was delivered to Local Municipality 1 named above in Section 1(e) no later than sixty (60) days prior to the Proposal Submission Deadline AND (if applicable) ☐ Yes, a Pre-Engagement Confirmation Notice was delivered to Local Municipality 2 named above in Section 1(e) no later than sixty (60) days prior to the Proposal Submission Deadline

Section 3 – Municipal Support Confirmation

a.	The form of Municipal Support Confirmation used for Local Municipality 1 named above in Section 1(e), attached in Exhibit B, which has not been revoked, amended or supplemented in any material respect as of the date hereof, is:	○ A Municipal Resolution in Support of Proposal Submission dated no earlier than seven (7) months prior to the RFP Effective Date OR ○ A Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter dated no earlier than seven (7) months prior to the RFP Effective Date
b.	The form of Municipal Support Confirmation used for Local Municipality 2 (if applicable) named above in Section 1(e), attached in Exhibit B, which has not been revoked, amended or supplemented in any material respect as of the date hereof, is:	○ A Municipal Resolution in Support of Proposal Submission dated no earlier than seven (7) months prior to the RFP Effective Date OR ○ A Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter dated no earlier than seven (7) months prior to the RFP Effective Date

I hereby confirm that I am an individual with the authority to bind the Proponent and that, if applicable, by signing this form using electronic signature, I agree to the content, terms and conditions set out in the document on behalf of the Proponent.

PROPONENT NAME: _____

Per: _____

Print Name:

Print Title:

(I have authority to bind the Proponent)

Date Signed:

EXHIBIT A
FORM OF MUNICIPAL RESOLUTION IN SUPPORT OF PROPOSAL SUBMISSION

Resolution NO: _____ Date: _____

[Note: The Municipal Resolution in Support of Proposal Submission must not be dated earlier than seven (7) months prior to the RFP Effective Date.]

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

2. Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

3. The Proponent has delivered, no later than sixty (60) days prior to the Proposal Submission Deadline, a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined in the table below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Unique Project ID of the Long-Term Capacity Services Project (if available): *<input Unique Project ID>*	
Legal name of the Proponent: *<input legal name of the Proponent>*	
Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
Technology of the Long-Term Capacity Services Project: *<input technology of the Long-Term Capacity Services Project>*	

Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW): *<input the maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW)>*	
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: *<input the applicable description>* (the "**Municipal Project Lands**")	

4. Pursuant to the LT2(c-1) RFP, if the Long-Term Capacity Services Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation which may be in the form of a Municipal Resolution in Support of Proposal Submission;

NOW THEREFORE BE IT RESOLVED THAT:

5. The council of *<insert name of Municipality>* _____ supports the submission of a Proposal for the Long-Term Capacity Services Project located on the Municipal Project Lands.

6. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Capacity Services Project or for any other purpose.

7. The Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality.

8. The Municipal Project Lands *<does/does not>* _____ include lands designated as Prime Agricultural Areas in the *<insert name of Municipality>* _____'s Official Plan.

9. Where the Municipal Project Lands does include lands designated as Prime Agricultural Areas in the *<insert name of Municipality>* _____'s Official Plan as of the date of this resolution:
    a. The Municipal Project Lands are not designated as Specialty Crop Areas;

b. The Long-Term Capacity Services Project is not a Non-Rooftop Solar Project;
c. The Proponent has satisfied the AIA Component One Requirement to the satisfaction of the Local Municipality; and
   If the Proponent is selected as a Selected Proponent under the LT2(c-1) RFP, the council of *<insert name of Municipality>* _____ will engage in good faith with the Selected Proponent to enable the Selected Proponent to complete the AIA Components Two and Three Requirement

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the ____ day of _____, 20____

<Signature lines for elected representatives. At least one signature is required.>

EXHIBIT B
MUNICIPAL SUPPORT CONFIRMATION

Note: Attach the Municipal Support Confirmation (i.e., Municipal Resolution in Support of Proposal Submission or a Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter).

120 Adelaide Street West
Suite 1600
Toronto, Ontario M5H 1T1
T 416-967-7474
F 416-967-1947
www.ieso.ca

EXHIBIT C
SAMPLE OF PRE-ENGAGEMENT CONFIRMATION NOTICE

Date: _____

Re: Pre-Engagement Confirmation Notice under the LT2(e-1) RFP

Dear *<insert name of the Local Body Administrator>* _____,

The Proponent (defined below) is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

We, the Proponent intend to submit a Proposal under the LT2(c-1) RFP and seek to confirm applicable land-use details in relation to the Municipal Project Lands identified below.

Unique Project ID of the Long-Term Capacity Services Project (if available): *<input Unique Project ID>*	
Legal name of the Proponent: *<input legal name of the Proponent>*	
Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
Technology of the Long-Term Capacity Services Project: *<input technology of the Long-Term Capacity Services Project>*	
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW): *<input the maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW)>*	
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: *<input the applicable description>* (the "**Municipal Project Lands**")	

We intend to undertake community engagement in respect of the Long-Term Capacity Services Project and appreciate your confirming the applicable land-use details in relation to the Municipal Project Lands. *[Note: Consider detailing planned engagement events, if known.]*

We will be happy to coordinate with you and receive your feedback in respect of our planned engagements.

PROPONENT NAME: _____

Per: _____

Print Name:

Print Title:

(I have authority to bind the Proponent)

Date Signed:

Exhibit C - Pre-Engagement Confirmation Notice

See attached copy of the IESO form of Pre-Engagement Confirmation Notice as delivered October 8, 2025.

Docusign Envelope ID: 117BBB77-9EFC-4B8C-A7B2-8B2AA17B9513

120 Adelaide Street West
Suite 1600
Toronto, Ontario M5H 1T1
T 416-967-7474
F 416-967-1947
www.ieso.ca

PRE-ENGAGEMENT CONFIRMATION NOTICE

October 7, 2025

Re: Pre-Engagement Confirmation Notice under the LT2(c-1) RFP

Dear Mr. Ron Taylor, Chief Administrative Officer, City of Kawartha Lakes

The Proponent (defined below) is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

We, the Proponent intend to submit a Proposal under the LT2(c-1) RFP and seek to confirm applicable land-use details in relation to the Municipal Project Lands identified below.

Unique Project ID of the Long-Term Capacity Services Project (if available): *<input Unique Project ID>*	Temp: LT2c1-SkylineCESPVVIBalsamLake-2025
Legal name of the Proponent: *<input legal name of the Proponent>*	Skyline Clean Energy SPV VI Inc.
Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	Balsam Lake
Technology of the Long-Term Capacity Services Project: *<input technology of the Long-Term Capacity Services Project>*	Lithium iron phosphate (LFP) battery energy storage system (BESS)
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW): *<input the maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW)>*	23.00 MW
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: *<input the applicable description>* (the "**Municipal Project Lands**")	63119-0589 (LRO#57)

Docusign Envelope ID: 117BBB77-9EFC-4B8C-A7B2-8B2AA17B9513

120 Adelaide Street West
Suite 1600
Toronto, Ontario M5H 1T1
T 416-967-7474
F 416-967-1947
www.ieso.ca

We intend to undertake community engagement in respect of the Long-Term Capacity Services Project and appreciate your confirming the applicable land-use details in relation to the Municipal Project Lands.

We will be happy to coordinate with you and receive your feedback in respect of our planned engagements.

PROPONENT NAME: Skyline Clean Energy SPV VI Inc.

Per: DocuSigned by: 9D2BDCCA19A44FE...

Print Name: Robert James Stein

Print Title: Authorized Signing Officer

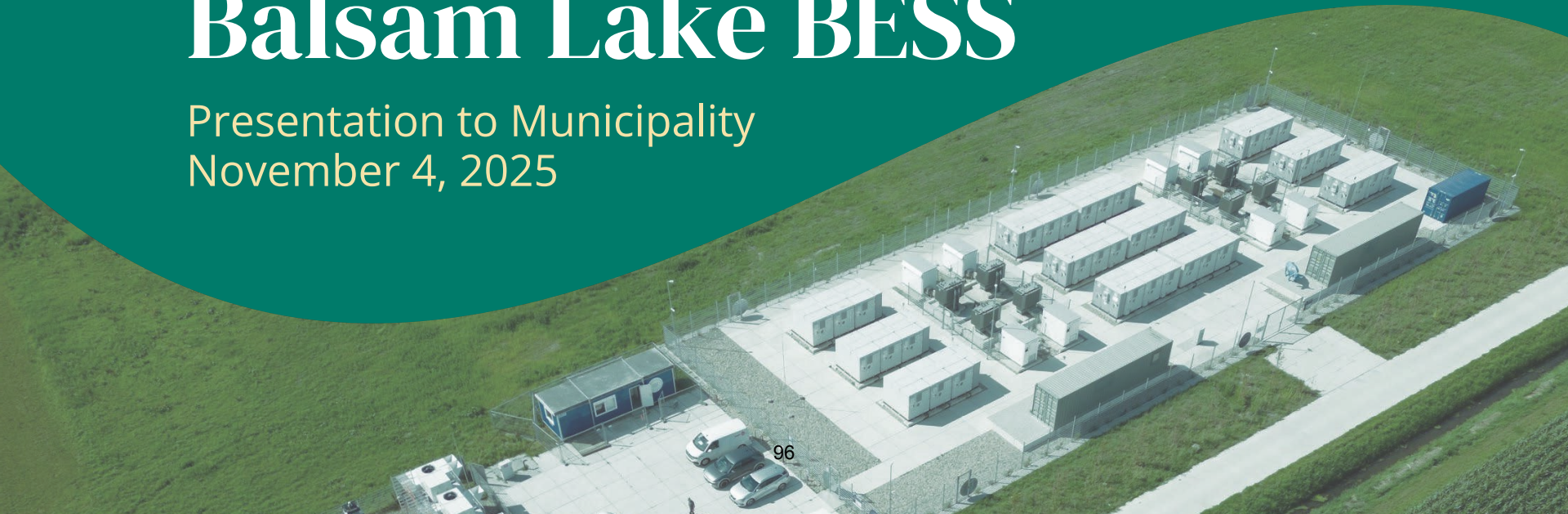
(I have authority to bind the Proponent)

Date Signed: 10/07/2025

SKYLINE ENERGY

Balsam Lake BESS

Presentation to Municipality
November 4, 2025



Agenda

- Introductions
- What is Energy Storage?
- Why Do We Need Energy Storage?
- Balsam Lake BESS Site and Details
- Proven Project Technology
- Comprehensive Fire Safety
- Community Engagement
- Community Opportunity
- Key Suppliers
- Project Timeline
- Our Requests

SKYLINE ENERGY

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Introductions

Matt Kennedy
Director, Skyline Energy

Bo Castellan
Operations and Maintenance Technician, Skyline Energy

SKYLINE ENERGY

Skyline Energy

Skyline Energy, part of the Skyline Group of Companies, is a leading Canadian clean-energy developer and asset manager headquartered in Guelph, Ontario. Since launching the **Skyline Clean Energy Fund** in 2018, we've built a diversified portfolio of 80+ solar installations and multiple biogas facilities across the province with in excess of $500 million.

The Skyline Clean Energy Fund will own the Balsam Lake BESS through our subsidiary Skyline Clean Energy SPV VI Inc., likely with an Indigenous Partner.

To accelerate the growth of our battery energy storage (BESS) portfolio, **Skyline Energy has partnered with Toronto-based Blue Circle Energy**, specialists in renewable energy project development.

SKYLINE ENERGY

Skyline Group

With over $9B in assets under management and a proven record in renewable energy, **Skyline Energy brings the scale, stability, and expertise municipalities can depend on**. Our clean-energy division combines long-term investment discipline with purpose-built systems that deliver reliable, sustainable energy.

By partnering with a Skyline Group company, municipalities gain a trusted ally in achieving climate goals, building energy resilience, and driving economic growth for their communities.

SKYLINE ENERGY

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Blue Circle Energy

Blue Circle Energy is a renewable energy development advisor with deep expertise in solar PV and BESS across multiple global jurisdictions. With decades of combined experience, the team has successfully advanced projects through every stage of development, from early siting and permitting, to construction, financing, and long-term operations.

By bringing this global perspective back to Ontario, Blue Circle helps its clients unlock the benefits of solar and battery storage projects. System design, licensing, procurement, construction management, and asset oversight, can be handled by an experienced partner committed to reliable delivery.

BlueCircle
ENERGY

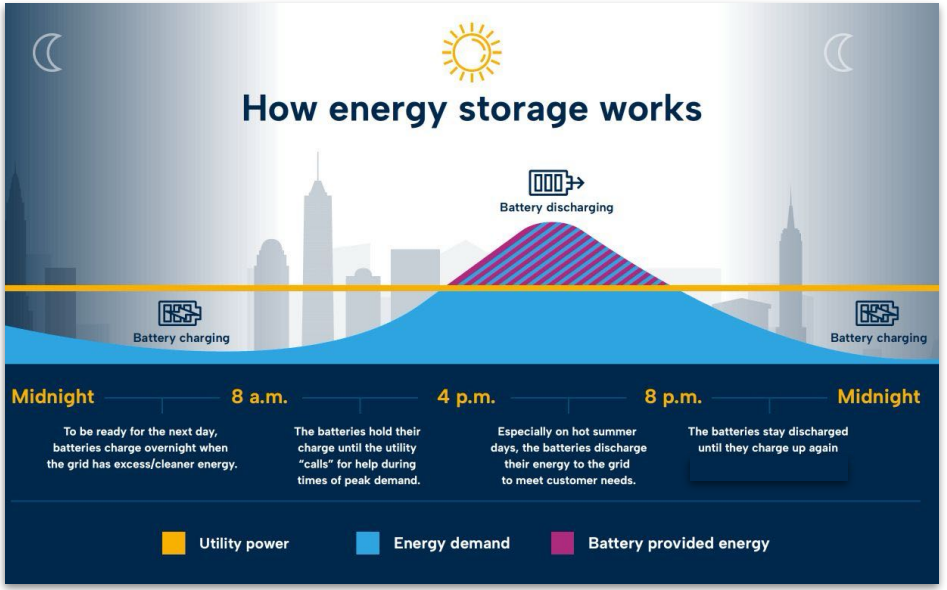
What is Energy Storage?

BESS plays a critical role in Ontario's electricity grid, functioning like a "**shock absorber**" for the grid, keeping supply and demand in balance while making renewable energy more dependable and cost-effective.

Acts as Backup Power - When the sun isn't shining, wind isn't blowing, or during sudden demand spikes (heat waves, winter storms).

Grid Balancing - Smooths out irregularities to maintain a reliable and resilient grid.

Load Shifting - Absorbs energy when it is cheap and plentiful and delivers it back when the grid is under stress.

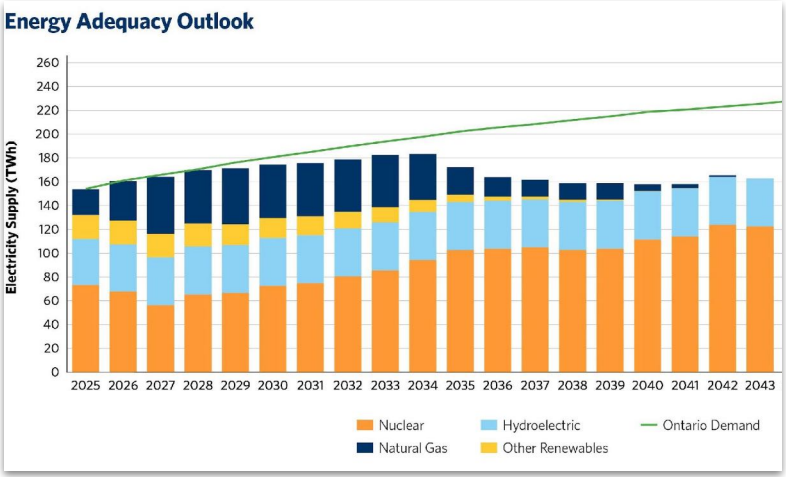


SKYLINE ENERGY

Why Do We Need Energy Storage?

The Independent Electricity System Operator (IESO) forecasts growing energy demand in Ontario[1]. The province needs enough safe, clean, decarbonized energy that meets demand. To fill this gap, **IESO is seeking proposals for energy and capacity infrastructure in the coming years. The current request for proposal cycle runs until December 18th, 2025.**

Battery Energy Storage Systems ("BESS") is a critical grid capacity resource that makes better use of existing energy generation, supports the integration of renewable energy, and helps keep energy affordable in Ontario. As **an alternative to gas plants**, BESS offers a practical path to decarbonizing Ontario's electricity supply and meeting future clean energy needs.



[1] The IESO suggests demand could rise **by 75% in the next 25 years**, the equivalent of adding **four to five cities the size of Toronto** to the grid.

SKYLINE ENERGY

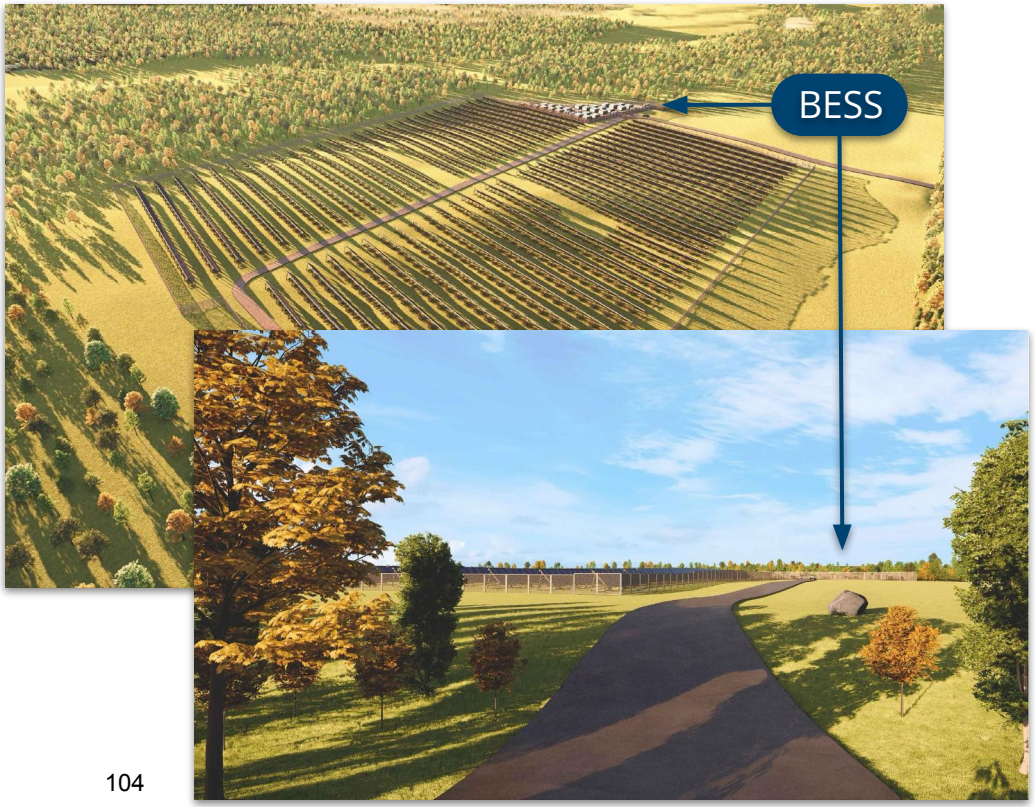
Balsam Lake BESS Details

Capacity:
- ✓ 22 MW (8 hour duration)

Interconnection:
- ✓ To the 44kV feeder (M7 - Lindsay TS)

Site Area:
- ✓ Open area south of existing PV plant
- ✓ ~ 2 acres (pending final site plan)
- ✓ Approximately forty (40) 20-foot shipping containers, plus associated power conversion equipment

Technology:
- ✓ Lithium Iron Phosphate (LFP)



SKYLINE ENERGY

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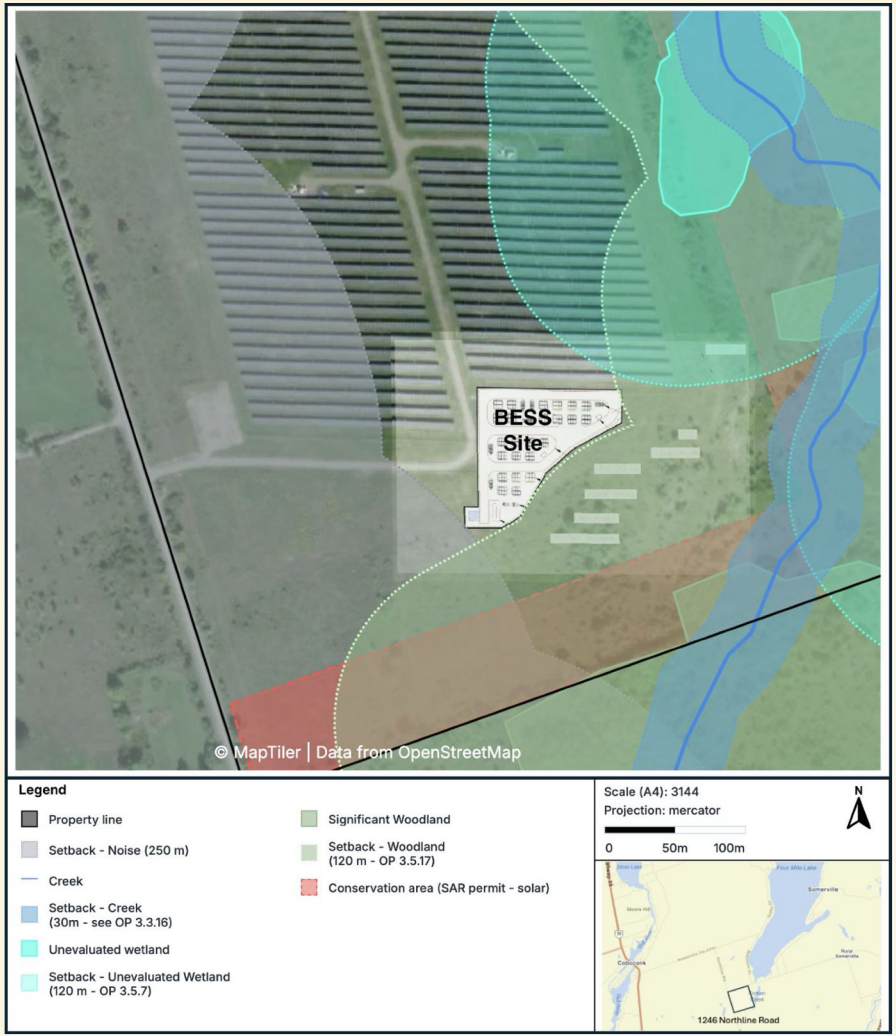
Balsam Lake BESS Site

Address	1246 Northline Road, Kawartha Lakes
Owner	2426628 Ontario Inc. (Skyline Energy)
Planning	Rural, with some EP. Not Prime Ag Area.
Zoning	Rural General (RG), with some EP
Land Type	Cleared, generally level lot
Surrounding Uses	Existing 3MW solar PV generation facility Rural and residential Nearest residential > 250m
Setbacks	> 30m from creeks > 120m from wetland & significant woodland Outside of EP areas & SAR conservation area



SKYLINE ENERGY

Safe and Proven Technology

Regulation Adherence

All of our projects will be built based on Ontario regulations, and will follow environmental impact assessment, zoning, and permitting requirements and conditions as required.

Safe and Clean

No fumes, chemicals or electromagnetic frequencies that are harmful to humans or wildlife whatsoever are released during normal operation.

Low Incident Risk

The risk of a fire from a BESS is extremely low. An LFP BESS unit has a 200-times lower likelihood of fire than a standard gas station

SKYLINE ENERGY

Safety at Every Level

Site Layout	Designed in compliance with NFPA 855 and UL 9540A ensuring adequate spacing between containers and road clearances
Container Design	Equipped with multi-layer fire detection, thermal monitoring, and automatic suppression systems. Factory-integrated fire detection and suppression systems included in all BESS units.
Emergency Response Plan	Skyline will ensure a comprehensive emergency response plan is drafted with the expertise of ESRG and local fire authorities
Fire Department Training	ESRG will provide training on emergency response plan to local fire authorities

SKYLINE ENERGY

ESRG ENERGY SAFETY RESPONSE GROUP

Community Engagement

City of Kawartha Lakes:

- ✓ Pre-Consultation with Planning
- ✓ Presentation to Council
- ✓ Ongoing dialogue with Councillors and staff

Public:

- ✓ Completed community meeting (Oct 27)
- ✓ Open to ongoing feedback

Indigenous Communities:

- ✓ Outreach to Indigenous communities who are part of Williams Treaties and to Metis Nation of Ontario
- ✓ Indigenous equity partnership, if possible

SKYLINE ENERGY

Community Meeting (Oct 23) Discussion Points

Will the Project contaminate the drinking water supply?

- Project does not release contaminants under normal operation
- Transformer leaks are managed through spill containment structures
- Emergency response plan includes quick cleanup of ash and other fire residues before they enter groundwater

What about the risk of batteries catching fire?

- LFP BESS fires are very rare
- System is NFPA 855 and UL 9540A compliant
- Designed to detect, suppress and prevent spread of fire
- Emergency response plan and BESS fire training ensure rapid, safe response

Will the Project be noisy?

- HVAC is main noise source
- Project will meet or beat all NPC-300 rural noise standards (max 40dB; library volume)
- Design will be subject to acoustical study and will be revised to include noise abatement and mitigation measures as needed

SKYLINE ENERGY

Community Opportunity

Local Jobs

Creating local jobs through preference for local suppliers and trades during construction and operation.

Money to Municipality

Direct funding via Benefit Agreement – $1,000/MW per year for 20 years.

All costs associated with the building and interconnection of this project will be borne by Skyline Energy.

Local Energy Reliability

Stores energy from the grid in times of low demand and discharges when it's most needed, reducing outages during peak demand events.

SKYLINE ENERGY

BESS Manufacturer

CanadianSolar

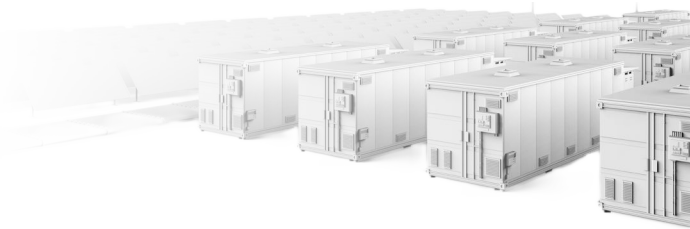
Why Canadian Solar?

Canadian Roots, Global Reach: Headquartered in Guelph, Ontario, Canadian Solar is a trusted, TSX- and NASDAQ-listed company with a strong Canadian identity.

Global Manufacturing Power: Their batteries are produced in China, where scale manufacturing drives cost efficiency and supply reliability.

Lithium Iron Phosphate (LFP) – Proven Safety

LFP batteries are inherently safer than other lithium-ion chemistries. They are resistant to thermal runaway, meaning a lower fire risk.



We are evaluating multiple LFP BESS manufacturers to ensure the best fit. Canadian Solar is currently leading due to its balance of safety, scale, cost-effectiveness, and Canadian market presence.

SKYLINE ENERGY

Operations & Maintenance

Anvil Crawler Development Corp. (ACDC), a fully integrated member of Skyline Group of Companies, brings deep roots in Ontario's clean energy ecosystem and a proven track record across the full lifecycle of BESS infrastructure, design, build, operation, and maintenance.

Anvil Crawler has successfully delivered BESS projects for the Toronto Transit Commission, integrating battery systems that now power e-bus depots with peak shaving and grid support capabilities. They have also led Ontario microgrid and EV charging deployments, backed by federal funding through NRCan. ACDC has also performed BESS deployments for Panasonic and Powerbank.

For this project, ACDC will provide operations and maintenance services, ensuring long-term reliability and performance of the BESS.

Panasonic

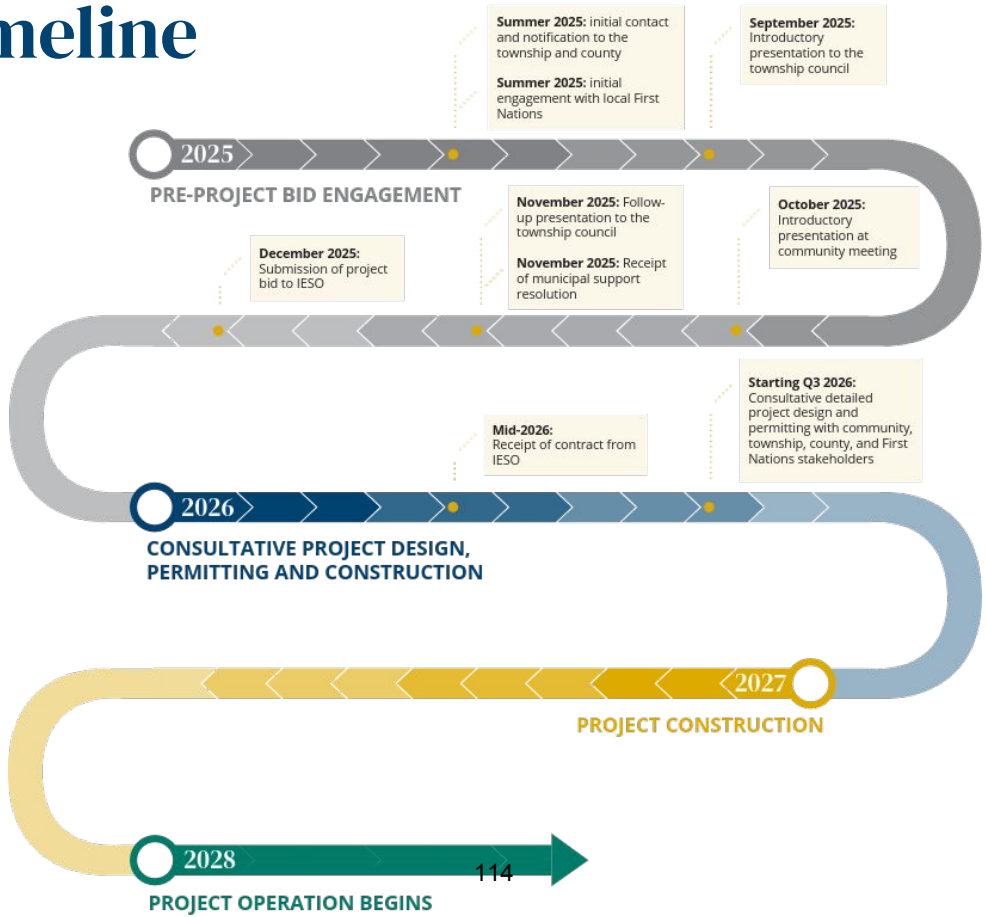
POWERBANK

Fire Safety

Energy Safety Response Group (ESRG) is a firefighter-led organization who specializes in battery storage testing, deployment and lifecycle services. ESRG possesses nearly 150 years of combined experience in firefighting, training, fire and failure investigation, risk assessment, hazardous materials, and energy storage safety and testing.

Via ESRG, we will coordinate training, site familiarization and emergency response planning development with local fire services and EMS prior to commissioning.

Project Timeline



SKYLINE ENERGY

Requests of the City of Kawartha Lakes

November 2025

Municipal Support Resolution

Resolution of Council that expresses **support for Skyline Energy submitting the Project in the RFP** and that confirms certain other matters

- Does not supersede planning approvals and permits (“downstream approvals”)
- Mandatory under IESO LT2 RFP, which closes in December
- Must be in IESO-approved form

Once the Project has a Contract

Downstream approvals

Skyline Energy will continue to work with the municipality to apply for and obtain downstream approvals:

- Official Plan Amendment
- Zoning Bylaw Amendment
- Site Plan Approval (if required)
- Building permits
- Community Benefit Agreement

SKYLINE ENERGY

Questions?

communityengagement@skylineenergybess.com

SKYLINE ENERGY

MUNICIPAL SUPPORT RESOLUTION

Resolution NO: _____ Date:_____

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

2. Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

3. The Proponent has delivered, no later than sixty (60) days prior to the Proposal Submission Deadline, a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined in the table below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Unique Project ID of the Long-Term Capacity Services Project (if available):	Not yet assigned by IESO Temp: LT2c1-SkylineCESPVVIBalsamLake-2025
Legal name of the Proponent:	Skyline Clean Energy SPV VI Inc.
Name of the Long-Term Capacity Services Project:	Balsam Lake
Technology of the Long-Term Capacity Services Project:	Lithium iron phosphate (LFP) battery energy storage system (BESS)
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW):	23.00 MW
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: (the "**Municipal Project Lands**")	63119-0589 (LRO#57)

4. Pursuant to the LT2(c-1) RFP, if the Long-Term Capacity Services Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation which may be in the form of a Municipal Resolution in Support of Proposal Submission;

NOW THEREFORE BE IT RESOLVED THAT:

5. The council of the City of Kawartha Lakes supports the submission of a Proposal for the Long-Term Capacity Services Project located on the Municipal Project Lands.

6. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Capacity Services Project or for any other purpose.

7. The Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality.

8. The Municipal Project Lands does not include lands designated as Prime Agricultural Areas in the City of Kawartha Lakes's Official Plan.

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the _____ day of _____, 20___

<Signature lines for elected representatives. At least one signature is required.>

Name:	Name:
Title	Title
Name:	Name:
Title	Title

This page sets out the instructions for completing the Prescribed Form: Evidence of Municipal Support (Capacity).

All capitalized terms used in these instructions and the Prescribed Form: Evidence of Municipal Support (Capacity), unless otherwise stated, have the meanings ascribed to them in the LT2(c-1) RFP.

INSTRUCTIONS APPLICABLE TO ALL PRESCRIBED FORMS:

a. The first page of a Prescribed Form should be marked with the name of the Long-Term Capacity Services Project that is the subject of the Proposal. The Proponent should use the name given to the Long-Term Capacity Services Project in the Prescribed Form: Proponent Information, Declarations and Workbook (Capacity).

b. This instruction page is not required to be submitted as part of the completed Prescribed Form.

c. The Prescribed Form is required to be submitted electronically via email to the IESO at LT2.RFP@ieso.ca.

d. Information provided in each Prescribed Form should be consistent with the information provided in the Proposal.

e. Where the Prescribed Form has multiple pages, the pages of the Prescribed Form should be kept together in the Proposal in sequential order.

f. Where a blank field for a section/page reference is provided in a Prescribed Form, enter the section/page reference of the Proposal where the substantiating evidence for that particular item can be found.

g. Apart from the completion of any blanks, drop down lists, check boxes or similar uncompleted information in a Prescribed Form, no amendments may be made to the wording of a Prescribed Form.

h. Each Prescribed Form must be completed in its entirety. Fields marked <if applicable> must be completed if applicable to the Proposal. If not applicable, they should be marked " Not Applicable".

i. If a signature is required for a Prescribed Form, the Prescribed Form must be signed by a person with authority to bind the Proponent. The Prescribed Form may be printed, signed and scanned, or may be signed digitally through Adobe (Digital ID, or Fill and Sign), Apple Preview or DocuSign.

j. With the exception of this instruction page, instructions within a Prescribed Form will be enclosed in brackets.

INSTRUCTIONS SPECIFIC TO THIS PRESCRIBED FORM: EVIDENCE OF MUNICIPAL SUPPORT (CAPACITY)

k. To meet the mandatory requirements of Section 4.2(c) of the LT2(c-1) RFP, where the Project Site is proposed to be located in whole or in part on Municipal Project Lands, a Proponent is to complete and submit in the Proposal a) the main body of this Prescribed Form and b) a copy of the applicable Municipal Support Confirmation, as indicated in Section 3, from each Local Municipality with authority over the Municipal Project Lands.

l. Where the Municipal Support Confirmation is in the form of a Municipal Resolution in Support of Proposal Submission, such resolution must be dated no earlier than seven (7) months prior to the RFP Effective Date.

m. Where the Municipal Support Confirmation is in the form of a Blanket Municipal Support Resolution together with a Blanket MS Confirmation Letter, such Blanket MS Confirmation Letter must be dated no earlier than seven (7) months prior to the RFP Effective Date.

n. A copy of the Municipal Support Confirmation must be provided in Exhibit B.

o. Councils of Local Municipalities have the option of using the form of Municipal Resolution in Support of Proposal Submission provided Exhibit A, should they so choose. An alternative to the Municipal Resolution in Support of Proposal Submission is a Blanket Municipal Support Resolution provided together with a Blanket MS Confirmation Letter.

p. A Municipal Support Confirmation is not required if the Project Site of the Long-Term Capacity Services Project is located wholly on Indigenous Lands, Crown lands managed by the Ministry of Natural Resources and located outside of Municipal Project Lands, Unincorporated Territory, or any combination thereof.

GUIDANCE FOR MUNICIPALITIES:

The IESO is undertaking the LT2(c-1) RFP to competitively procure year-round energy generation services, on a Contract Capacity basis from New Build Electricity generating facilities equal to or larger than one (1) MW registered or able to become registered in the *IESO-administered markets*.

Should a Local Municipality wish to support the submission of a Proposal for a particular Long-Term Capacity Services Project, a group of Long-Term Capacity Services Projects, or one or more particular technology types, they must either pass a Municipal Resolution in Support of Proposal Submission (project-specific) or a Blanket Municipal Support Resolution. In the case of a Blanket Municipal Support Resolution, a Blanket MS Confirmation Letter (project-specific), containing the same project-specific information and statements as set out in template Municipal Resolution in Support of Proposal Submission, must be provided together with the Blanket Municipal Support Resolution.

Local Municipalities are encouraged to use the template Municipal Resolution in Support of Proposal Submission in Exhibit A. Should a Local Municipality wish to develop its own resolution, the resolution must:

(A) identify:

(i) the Unique Project ID of the Long-Term Capacity Services Project (if applicable/ known)
(ii) the name of the Long-Term Capacity Services Project
(iii) the name of the Proponent
(iv) the generation technology type of the Long-Term Capacity Services Project
(v) the maximum potential Contract Capacity of the Long-Term Capacity Services Project (which must not be less than, and may exceed, the largest Contract Capacity ultimately provided in the Prescribed Form: Proponent Information, Declarations and Workbook (Capacity) in respect of the Long-Term Capacity Services Project); and
(vi) the Property Identification Number (PIN), municipal address, legal description or GPS coordinates of the Municipal Project Lands; and

(B) confirm that the Proponent has, no later than sixty (60) days prior to the Proposal Submission Deadline, delivered a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Local Municipality that includes the information above, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available, and a sample of a Pre-Engagement Confirmation Notice has been provided in Exhibit C for your convenience; and

(C) state:

(i) that the Local Municipality supports the submission of a Proposal for the Long-Term Capacity Services Project located on the applicable Municipal Project Lands. The statement in such resolution may be qualified as being solely for the purposes of satisfying the mandatory requirements under Section 4.2(c) of the LT2(c-1) RFP, and does not supersede any applicable permits or approvals under applicable Laws and Regulations that may be required for a particular Long-Term Capacity Services Project;

(ii) that that the Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality;

(iii) whether or not the Municipal Project Lands are designated as Prime Agricultural Areas as set out in the Local Municipality's Official Plan as of the date of the resolution; and

(iv) if the Municipal Project Lands are designated as Prime Agricultural Areas:
(a) the Municipal Project Lands are not designated as Specialty Crop Areas;
(b) the Long-Term Capacity Services Project is not a Non-Rooftop Solar Project;
(c) the Proponent has satisfied the AIA Component One Requirement to the satisfaction of the Local Municipality; and
(d) if the Proponent is selected as a Selected Proponent under the LT2(c-1) RFP, the Local Municipality will engage in good faith with the Selected Proponent to enable the Selected Proponent to complete the AIA Components Two and Three Requirement.

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Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

Section 1 – Information of the Proponent and the Long-Term Capacity Services Project

a.	Unique Project ID of the Long-Term Capacity Services Project: *<input Unique Project ID>*	
b.	Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
c.	Legal name of the Proponent: *<input legal name of the Proponent>*	
d.	Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of Properties included in the Municipal Project Lands: *<input PIN(s) (if a PIN is not available, use Municipal Address or legal description) or GPS coordinates, if applicable>*	
e.	Name(s) of all Local Municipalities with authority over the Municipal Project Lands: *<input name of the Local Municipality(ies)>*	Local Municipality 1: Local Municipality 2 (if applicable):

Section 2 – Pre-Engagement Confirmation Notice

a.	A Pre-Engagement Confirmation Notice has been delivered to all Local Municipalities with authority over the Municipal Project Lands in accordance with Section 2.1(c)(iii) of the LT2(c-1) RFP:	☐ Yes, a Pre-Engagement Confirmation Notice was delivered to Local Municipality 1 named above in Section 1(e) no later than sixty (60) days prior to the Proposal Submission Deadline AND (if applicable) ☐ Yes, a Pre-Engagement Confirmation Notice was delivered to Local Municipality 2 named above in Section 1(e) no later than sixty (60) days prior to the Proposal Submission Deadline

Section 3 – Municipal Support Confirmation

a.	The form of Municipal Support Confirmation used for Local Municipality 1 named above in Section 1(e), attached in Exhibit B, which has not been revoked, amended or supplemented in any material respect as of the date hereof, is:	○ A Municipal Resolution in Support of Proposal Submission dated no earlier than seven (7) months prior to the RFP Effective Date OR ○ A Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter dated no earlier than seven (7) months prior to the RFP Effective Date
b.	The form of Municipal Support Confirmation used for Local Municipality 2 (if applicable) named above in Section 1(e), attached in Exhibit B, which has not been revoked, amended or supplemented in any material respect as of the date hereof, is:	○ A Municipal Resolution in Support of Proposal Submission dated no earlier than seven (7) months prior to the RFP Effective Date OR ○ A Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter dated no earlier than seven (7) months prior to the RFP Effective Date

I hereby confirm that I am an individual with the authority to bind the Proponent and that, if applicable, by signing this form using electronic signature, I agree to the content, terms and conditions set out in the document on behalf of the Proponent.

PROPONENT NAME: _____

Per: _____

Print Name:

Print Title:

(I have authority to bind the Proponent)

Date Signed:

EXHIBIT A
FORM OF MUNICIPAL RESOLUTION IN SUPPORT OF PROPOSAL SUBMISSION

Resolution NO: _____ Date: _____

[Note: The Municipal Resolution in Support of Proposal Submission must not be dated earlier than seven (7) months prior to the RFP Effective Date.]

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

2. Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.

3. The Proponent has delivered, no later than sixty (60) days prior to the Proposal Submission Deadline, a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined in the table below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Unique Project ID of the Long-Term Capacity Services Project (if available): *<input Unique Project ID>*	
Legal name of the Proponent: *<input legal name of the Proponent>*	
Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
Technology of the Long-Term Capacity Services Project: *<input technology of the Long-Term Capacity Services Project>*	

Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW): *<input the maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW)>*	
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: *<input the applicable description>* (the "**Municipal Project Lands**")	

4. Pursuant to the LT2(c-1) RFP, if the Long-Term Capacity Services Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation which may be in the form of a Municipal Resolution in Support of Proposal Submission;

NOW THEREFORE BE IT RESOLVED THAT:

5. The council of *<insert name of Municipality>* _____ supports the submission of a Proposal for the Long-Term Capacity Services Project located on the Municipal Project Lands.

6. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Capacity Services Project or for any other purpose.

7. The Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality.

8. The Municipal Project Lands *<does/does not>* _____ include lands designated as Prime Agricultural Areas in the *<insert name of Municipality>* _____'s Official Plan.

9. Where the Municipal Project Lands does include lands designated as Prime Agricultural Areas in the *<insert name of Municipality>* _____'s Official Plan as of the date of this resolution:
    a. The Municipal Project Lands are not designated as Specialty Crop Areas;

b. The Long-Term Capacity Services Project is not a Non-Rooftop Solar Project;
c. The Proponent has satisfied the AIA Component One Requirement to the satisfaction of the Local Municipality; and

If the Proponent is selected as a Selected Proponent under the LT2(c-1) RFP, the council of *<insert name of Municipality>* _____ will engage in good faith with the Selected Proponent to enable the Selected Proponent to complete the AIA Components Two and Three Requirement

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the ____ day of _____, 20____

<Signature lines for elected representatives. At least one signature is required.>

EXHIBIT B
MUNICIPAL SUPPORT CONFIRMATION

Note: Attach the Municipal Support Confirmation (i.e., Municipal Resolution in Support of Proposal Submission or a Blanket Municipal Support Resolution with a Blanket MS Confirmation Letter).

120 Adelaide Street West
Suite 1600
Toronto, Ontario M5H 1T1
T 416-967-7474
F 416-967-1947
www.ieso.ca

EXHIBIT C
SAMPLE OF PRE-ENGAGEMENT CONFIRMATION NOTICE

Date: _____

Re: Pre-Engagement Confirmation Notice under the LT2(e-1) RFP

Dear *<insert name of the Local Body Administrator>* _____,

The Proponent (defined below) is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("**LT2(c-1) RFP**") issued by the Independent Electricity System Operator ("**IESO**").

We, the Proponent intend to submit a Proposal under the LT2(c-1) RFP and seek to confirm applicable land-use details in relation to the Municipal Project Lands identified below.

Unique Project ID of the Long-Term Capacity Services Project (if available): *<input Unique Project ID>*	
Legal name of the Proponent: *<input legal name of the Proponent>*	
Name of the Long-Term Capacity Services Project: *<input name of the Long-Term Capacity Services Project>*	
Technology of the Long-Term Capacity Services Project: *<input technology of the Long-Term Capacity Services Project>*	
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW): *<input the maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW)>*	
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands: *<input the applicable description>* (the "**Municipal Project Lands**")	

We intend to undertake community engagement in respect of the Long-Term Capacity Services Project and appreciate your confirming the applicable land-use details in relation to the Municipal Project Lands. *[Note: Consider detailing planned engagement events, if known.]*

We will be happy to coordinate with you and receive your feedback in respect of our planned engagements.

PROPONENT NAME: _____

Per: _____

Print Name:

Print Title:

(I have authority to bind the Proponent)

Date Signed:

Request to Speak before Council

Request to Make a Deputation/Presentation to Council/Committee
City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Alex Simakov

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

Alex Simakov, Head of Policy & Partnership - Neoen

Deputant Two:

Paul Brown - Energy Safety Resource Group (ESRG)

Please provide details of the matter to which you wish to speak: *

To present information concerning Neoen's proposal to develop a 70 megawatt Battery Energy Storage System (BESS) project at 25093 Simcoe St in Woodville, for submission to the Independent Electricity System Operator's (IESO) Long Term 2 capacity procurement, in equal equity partnership with communities from Williams Lake Treaty First Nations.

We would welcome the opportunity to present information about BESS technology, the benefits this would deliver to the community and broader region, and outline the development, permitting and safety processes.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (●) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

Planning, Economic Development, Fire Services

What action are you hoping will result from your presentation/deputation? *

We are hoping to secure the vote and passage of a Municipal Support Resolution (MSR) from City Council.

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Alex Simakov

Date:

23 October 2025

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1322.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

- (●) Yes
- ( ) No

Please complete this form and return to the City Clerk's Office by submitting it online or:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

Request to Speak before Council

Request to Make a Deputation/Presentation to Council/Committee
City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Zhaabaskatoon

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

John Rowinski

Deputant Two:

Patrick Gillette

Please provide details of the matter to which you wish to speak: *

Woodville Battery Storage project's request for a Municipal Support Resolution.

The Project is being developed by Neoen Renewables Canada Inc. (Neoen) and a consortium of certain First Nations which are signatories to the Williams Treaties, as represented by Zhaaboshkaatoon Ltd., a corporation wholly-owned by such communities including Mississaugas of Scugog Island First Nation, Hiawatha First Nation, and Alderville First Nation (the First Nations).

Project, with an MSR, can benefit both the City and region, while furthering the goals of First Nation economic growth and reconciliation.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (●) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

Rebecca Mustard and Emily Turner.

What action are you hoping will result from your presentation/deputation? *

Woodville Battery Storage project (the Project) will be issued a Municipal Support Resolution in fulfillment of the City's objective of supporting Indigenous economic opportunities

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Patrick William Gillette

Date:

2025-10-28

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at 705 324-9411 ext. 1322.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

- (●) Yes
- ( ) No

Please complete this form and return to the City Clerk's Office by submitting it online or:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca

October 6, 2025

To: Counsel of The Corporation of the City of Kawartha Lakes

Re: Proposed Road Allowance Sale – Road Allowance adjacent to Part of Lot 2, Concession 1, Verulam Part 1 on 57R-6408, Kawartha Lakes.

File No. L06-25-RS006

We reside and are the owners at [redacted] Harvest Road, Dunsford and are writing this letter at your invitation to comment on the possible sale of the above noted road allowance which lies directly in front of our home. This road allowance extends from the end of Harvest Road to the lot directly adjacent to us which was originally severed from our property in the early 2000's by a previous owner.

After we purchased 81 Harvest Road in 2012, the lot was offered for sale to us by the original owner of the lot and of course, we were interested so we called the C of KL and inquired about getting a building permit. We were told at that time that yes, we could get a building permit but to do so the road allowance would need to be upgraded and assumed by the City. The upgrade of the road allowance would need to be to the City's standards in order to be able to support plows etc and the City would then maintain the road. We were not offered the possibility of purchasing the road allowance.

When we received your letter of September 18, 2025, we called to inquire about it and spoke with Madison MacCormack, the Law Clerk – Realty Services. At that time, we were told that the only possible buyer would be the owner of the lot because otherwise they would be landlocked. We understand and accept this and are empathetic to their situation.

Our concern with the possible sale of the road allowance is that it is directly in front of our house and depending on how it is maintained by any current/future owner, it could impact us significantly and decrease the value and aesthetics of our property if it becomes a muddy mess full of ruts during rainy times in the spring and fall. We are also an active farm in that hay is cut, baled and taken from our property every year in mid summer. The current road allowance has been used for many years by large tractors, haybines, round balers, fertilizers and wagons hauling tons of hay during this dry period. There may also be seeders and combines used in the future.

Our preference/suggestion would be that the road allowance be upgraded to city standards and then assumed and maintained by the C of KL rather than be sold (as we were told when we inquired).

Thank you for the invitation to voice our concerns.

Kind Regards,

Richard Oliver and Sherry Nielsen

[redacted]

Request to Speak before Council

Request to Make a Deputation/Presentation to Council/Committee
City of Kawartha Lakes
City Clerk's Office
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8
705-324-9411

Name: *

Kawartha Conservation

Address: *

[redacted]

City/Town/Village:

[redacted]

Province: *

[redacted]

Postal Code:

[redacted]

Telephone: *

[redacted]

Email: *

[redacted]

There can be a maximum of two speakers for each deputation. Please list the name(s) of the individual(s) who will be speaking. The names that are listed here will be included on the Council Meeting Agenda.

Deputant One:

Nancy Aspden, Director, Integrated Watershed Management

Deputant Two:

Brett Tregunno, Aquatic Biologist

Please provide details of the matter to which you wish to speak: *

The Bobcaygeon Dam Project, a CKL Lake Implementation Project being undertaken by Kawartha Conservation is going forward to council as part of the organization's 2026 Budget request. This presentation is to provide council an overview of the project, highlight work undertaken in 2025, discuss the project benefits and what is being proposed to be delivered in 2026.

Please attach any additional supporting documents you wish to provide and submit with this completed form.

Have you discussed this matter with City Staff?

- (•) Yes
- ( ) No

If yes, Which department and staff member(s) have you spoken to?

What action are you hoping will result from your presentation/deputation? *

Provide an overview of the Bobcaygeon Dam Project
Highlight what has been accomplished in 2025
Discuss, the benefits of continuing the project in 2026 and what deliverables we hope to accomplish.
Briefly discuss the impacts to the 2026 Budget

Overall action, is to give council a better understanding of the project before going into budget deliberations for 2026.

How would you like to complete your deputation? *

In Person in Council Chambers

By signing this form you are acknowledging that all of the information you are providing on this form is true, and giving the City permission to collect your personal information for the principal purpose of a request to make a deputation to Committee or Council as outlined below.

Signature:

Nancy Aspden

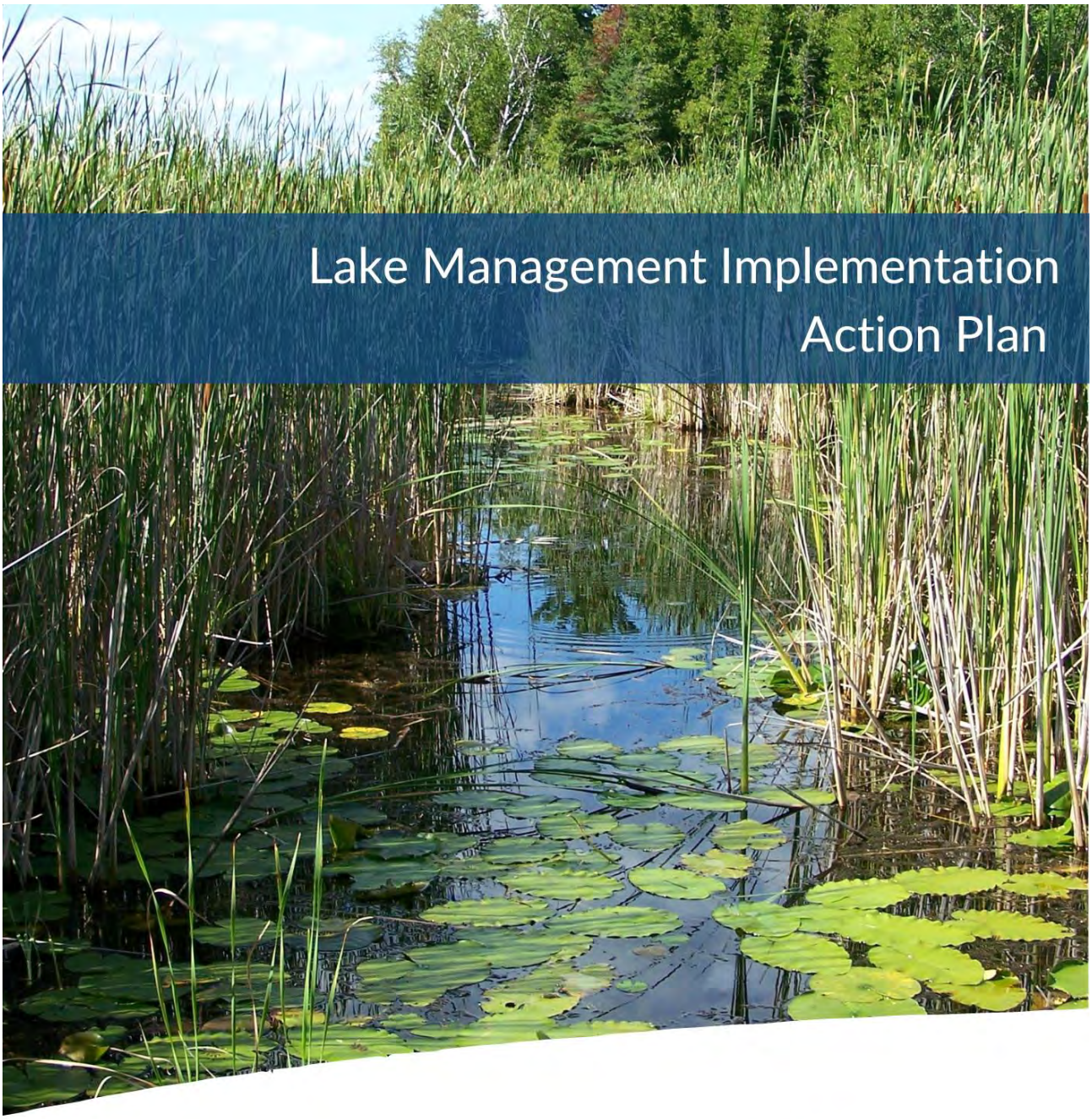
Date:

10/27/2025

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of a request to make a deputation to Committee or Council pursuant to the City's procedural by-law. This information, including all attachments submitted may be circulated to members of Council, staff, the general public and posted on the City website. Questions about the collection of this information should be directed to the City Clerk or Deputy Clerk at clerks@kawarthalakes.ca.

Do you agree to the publication of your contact information (including your address, telephone number and email) on the City's website as part of a meeting agenda? *

Please complete this form and return to the City Clerk's Office by submitting it online or:
Fax: 705-324-8110 Email: agendaitems@kawarthalakes.ca



Lake Management Implementation Action Plan

KAWARTHA CONSERVATION

Discover · Protect · Restore

Contents

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Recommendations 7
Implementation Program Areas 7
Conclusion 9

Executive Summary

The Kawartha Lakes are an important contributor to our economic growth. We need to continue protecting our healthy fisheries, clear water, and access to our lakes for recreational activities for now and for generations to come.

Our community is growing and so are the demands. Kawartha Conservation along with its many partners continue to work towards protecting and enhancing our lakes through our strategic goals of a healthy environment, a vibrant growing community, and supporting an exceptional quality of life. Kawartha Conservation will use this plan to prioritize Lake Management Plan recommendations to develop innovative programs, and improving existing programs that align with the goals laid out in the Healthy Environment Plan (2019) and Kawartha Lakes Strategic Plan (2022-2023) for the City of Kawartha Lakes.

Kawartha Conservation developed the Lake Management Implementation Action Plan and programs to address high priority recommendations in 2019. For the last four years, these programs have been successfully operating and generating positive impacts within our community. The health of our lakes has been improved by planting over 111,000 trees and shrubs, naturalizing 5,580ft of shoreline, and leveraging over $322,000 in landowner contributions to private land implementation projects. We want to continue these improvements through our new plan. By updating our programs and building on our successes, we are improving water quality, building community awareness and involvement, and attracting additional investment into our municipality.

Kawartha Conservation has consulted with many stakeholders, including Lake Associations, shoreline communities, the agricultural community, City of Kawartha Lakes council and staff, as well as representatives from our real estate and business sector. This plan is the result of the collaboration within our community.

Program activities are ranked in priority, each program in its own context and on its own timeline. Costing is forecasted over five years, with the usual caveat that budgets are approved only annually. The five-year budget forecast for the recommended programs is attached to this Executive Summary as Table 1. The first-year budget request for 2024 Municipal Investment is $527,546.
Program summaries as follows:

1. Incentive Grant Program
    a. Kawartha Water Fund **-** provides private landowners and community groups with financial support through micro-grants to implement environmental projects that will have a direct impact on the health of our lakes.
2. Implementation Outreach Program
    a. Partner and Community Engagement - continue collaboration with our partners through presentations, attendance at local events, online newsletter, website, and social media updates, etc. to ensure that the actions recommended in the Lake Management Plans are being met.
    b. Sedimentation and Erosion Control - continue to develop partnerships with the City of Kawartha Lakes and industry professionals to pilot innovative monitoring technologies and ensure good erosion and sediment control measures.
3. Rural Program
    a. Agricultural Stewardship - offer technical services and incentives to the farming community to increase the number of implementation Best Management Practices (BMP's), including

exclusion fencing, barnyard eavestroughs, manure control and other projects that will achieve the Lake Management Plan recommendations.

   b. Forestry and Tree Planting Stewardship - work with private landowners to increase forest cover across the watershed through a variety of tree planting options including urban tree planting, large scale block tree planting, and over the counter seedling sales.
   c. Investigative Upstream Monitoring – includes the monitoring of streams which will provide information on where and what nutrients are entering our watercourses and using this data to inform stewardship initiatives.

4. Shoreline Program
   a. Waterfront Stewardship - promote naturalized and stabilized streambanks and shorelines through the implementation of on-the-ground demonstration sites, technical services provided to landowners and a semi-annual native plant sale.
   b. Community Science Monitoring – includes working with community volunteers to proactively sample the near shore environment as part of an early warning system to identify where pollution is entering the lakes.
   c. Bobcaygeon Dam Aquatic Habitat Assessment - address concerns surrounding the aquatic ecosystem that is immediately downstream of the Bobcaygeon Dam to determine if the negative impacts on Walleye spawning success.
5. Urban Program
   a. Stormwater Monitoring Program - monitoring urban runoff areas in Lindsay and areas that drain into the Scugog River to identify where nutrients and contaminants are entering the river and using this data to inform stewardship activities.
   b. Urban Restoration – promote urban naturalization techniques to improve infiltration and reduce urban runoff though demonstration LID projects, collaborations with the building industry, and private land consultations.

Further information on each program can be found in Appendix A.

The Lake Management Implementation Action Plan 2024-2028 recommends approval for the following reasons:

1. Actions and programs that have a direct impact on the recommendations of the Lake Management Plans
2. The program actions support healthy communities and align with the goals laid out in the Healthy Environment Plan (2019) and the City of Kawartha Lakes Strategic Plan (2022-2023)
3. Investment in the Plan will be used to focus on in-the-ground actions.
4. The programs support healthy lakes and a healthy environment in a changing climate.

Approval of the Municipal Investment for the year 2024 - 2028 as set out in Table 1 is requested.

Table 1 – Recommended Budget

Kawartha Conservation has considered each program area at three different funding levels. The recommendations below are a result of considering a balance of effectiveness, priorities, and budget constraints.

Program	2024	2025	2026	2027	2028
1. Incentive Grant Program					
Kawartha Water Fund	$107,500	$107,500	$107,500	$107,500	$137,800
2. Implementation Outreach Program					
Partner and Community Engagement	$98,045	$80,040	$80,040	$80,040	$80,040
Sedimentation & Erosion Control Planning	$24,401	$37,640	$37,640	$37,640	$49,430
3. **Rural Program**					
Agricultural Stewardship	$19,000	$22,800	$30,200	$22,800	$22,800
Forestry and Tree Planting Stewardship	$48,000	$51,300	$51,300	$51,300	$51,300
Investigative Upstream Monitoring	$42,400	-	-	-	-
4. Shoreline Program					
Waterfront Stewardship	$22,000	$13,800	$22,000	$13,800	$22,000
Community Science Monitoring	$25,300	$25,300	$26,850	$25,300	$29,150
Bobcaygeon Dam Aquatic Habitat Assessment	-	-	-	-	-
5. **Urban Program**					
Stormwater Monitoring	$123,300	$100,500	$100,500	$100,500	$100,500
Urban Restoration	$17,600	$22,300	$31,000	$22,300	$22,300
Total Project Cost	**$527,546**	**$461,180**	**$487,030**	**$461,180**	**$515,320**
Deferred Revenue	$140,762	$66,660	$84,620	$50,722	$56,286
Total Municipal Investment	**$386,784**	**$394,520**	**$402,410**	**$410,458**	**$459,034**
Grant Funding Leveraged	**$203,900**	**$283,500**	**$439,400**	**$283,500**	**$319,400**
In-Kind Support Leveraged	**$326,550**	**$297,750**	**$317,350**	**$297,750**	**$484,350**
Total Program Value	**$1,057,996**	**$1,042,430**	**$1,243,780**	**$1,042,430**	**$1,319,070**

The recommendations on program levels and timelines are based on the potential impacts the programs could have on the environment and the local economy. Consideration is also put on the impact of funding from the City of Kawartha Lakes and other supporting foundations. The recommendations for programs and funding levels are expected to garner 133% return on investment over the next five-year period.

The Plan

The purpose of the plan is to provide the framework for investment in the initiatives that play an important role in the implementation of the actions recommended in the lake plans. The plan will outline the multi-year programs that will be delivered to satisfy the recommendations put forward by Kawartha Conservation while also supporting the strategic goals of the City of Kawartha Lakes. The goal of the Lake Management Implementation Action Plan 2024-2028 is to continue to build on the momentum created from the previous plan and to continue to foster the effective use of limited resources across partnering agencies to improve the economic, social, and environmental wellbeing of our lakes and our lake communities.

Implementation Success

The first Lake Management Implementation Action Plan began in January of 2019, and will run until the end of 2023. The program area incorporated actions geared towards rural, urban and shoreline landowners. Each program area targeted different priorities and set out to accomplish incredible milestones (Appendix C).

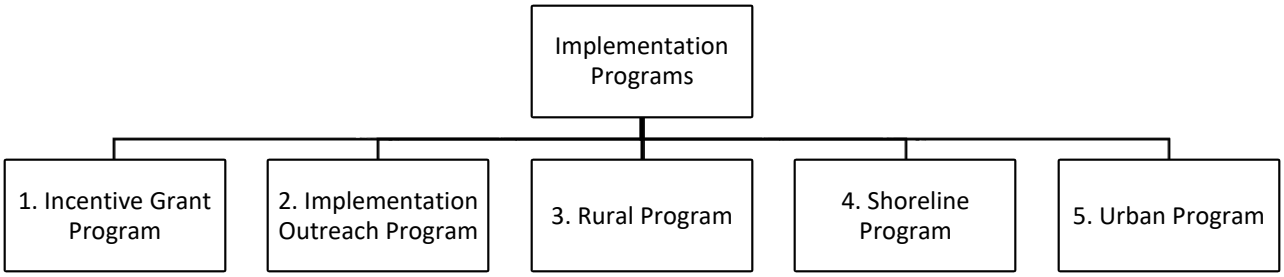
Even with unforeseen circumstances including the COVID-19 pandemic, each program area saw important implementation achievements. A key example of achievements includes the Incentive Grant program. In the first 4 years, at the time this action plan was written, this program granted a total of $169,693 between community groups and private landowners and leveraged $322,953. Projects completed through that program include exclusion fencing, rain garden plantings, tree plantings, shoreline naturalization, well decommissioning and more. The Landowner Incentive fund saw the completion of 26 agricultural, 25 rural, 23 waterfront and 5 urban projects on private land throughout the City of Kawartha Lakes. These “boots on-the-ground” projects are key to working towards the recommended actions from the Lake Management plans.

Kawartha Conservation program leaders continued to build strong relationships in our community through attendance at and hosting workshops, symposiums, and online program events. Building healthy relationships with community members, including developers, community groups and local contractors, helps to continuously raise awareness of the importance of implementation actions and the programs that were designed to protect and enhance our watershed. Furthermore, Kawartha Conservation staff successfully implemented projects that contributed to the restoration of 5,580ft of shoreline, plantings of over 111,205 trees and shrubs and plantings of over 6,150 native plant species within our watershed.

Kawartha Conservation and its partners intend to build on these successes and continue to improve the health of our watershed. Keeping the momentum going from the previous five years will be vital in ensuring that the actions recommended in the Lake Management Plans continue to be implemented and that promoting awareness of our programs remains a constant at all levels.

Recommendations

Kawartha Conservation has recommended the following implementation program areas. Funding is provided by City of Kawartha Lakes, government agencies and in-kind contributions.



Implementation Program Areas

Each of the following programs will impact the three unique communities within our watershed, this includes our rural, shoreline, and urban areas. Each of these communities have different needs and require different remedial actions which are outlined in the prioritization matrix (Appendix B). Programs were identified and designed so that they can meet the actions required for each community as well as meet the goals laid out in the Lake Management Plans, City of Kawartha Lakes Healthy Environment Plan, and the Stewardship Strategy.

1. **Incentive Grant Program:**

The Kawartha Water Fund program was created to support private landowners and community groups that are interested in undertaking projects on their properties that demonstrate actions from the Lake Management Plans. The program provides financial support in the way of small micro grants to private landowners and community groups who wish to implement environmental projects that will improve water quality. This is a cost sharing program that leverages cash and in-kind contributions from the landowners, community groups and other agencies. Kawartha Conservation administers and reports on the funding under the guidance of a grant selection committee. More information about this program can be found on page 3 of Appendix A.

2. **Implementation Outreach Program:**

Partner and Community Engagement will continue to build collaboration with our partners at various levels to ensure that the programs are meeting the actions recommended in the Lake Management Plans. To ensure that our community continues to be engaged and involved, the program proposes to extend outreach through presentations and attendance at local events and engage residents through an online newsletter publication that will showcase Kawartha Conservations programs and news from our partner agencies. For more information about this program see page 6 of Appendix A.

The Sedimentation and Erosion Control Planning Program will advance erosion and sediment control practices for projects in and around water for construction and construction related industries. The release of materials from construction and development sites to local watercourses can have significant

long-term impacts on water quality, community aesthetics, fish habitat and others. For more information regarding this program see page 8 of Appendix A.

3. Rural Program:

The Agricultural Stewardship program will offer a range of technical services and incentives to the farming community to increase the number of implementation Best Management Practices (BMP's) within the Kawartha Lakes. These projects include activities such as exclusion fencing, barnyard eavestroughs, manure control and other projects that will help improve water quality and the health of our community. For more information about how this program will improve water quality see page 12 of Appendix A.

The Forestry and Tree Planting Stewardship will help to build the tree cover of our watershed from the current level of 21% to the recommended level of 30%. This program will increase forest cover through private landowner tree plantings, community plantings, an urban tree program and an over-the-counter seedling sale. Increased forest cover will reduce erosion, increase natural habitat, support water balance, and help to sustain a community that is more resilient in the face of climate change. For more information on how this program will increase our watersheds tree cover see page 14 of Appendix A.

The Investigative Upstream Monitoring Program is designed to identify areas where nutrients and contaminants are entering streams and ultimately ending up in our lakes. By identifying the sources of these nutrients, priority areas for restoration can be identified and partnerships with landowners can be made. For more information on the final year of this project see page 16 of Appendix A.

4. Shoreline Program:

The Waterfront Stewardship program works with private landowners and the municipality to achieve naturalized and stabilized streambanks and shorelines through the implementation of on-the-ground demonstration sites. These projects will address issues such as erosion, nutrient runoff, and aquatic plant control. Restoring the delicate interface of where land meets our lakes and rivers is vital to improving water quality. For more information on how waterfront stewardship will help improve water quality see page 20 of Appendix A.

The Community Science Monitoring Program will work with community members to establish and maintain a community monitoring network that will focus on monitoring the nearshore zone of the lakes within the watershed. The information gathered will be presented to the community to raise awareness of water quality needs and will help identify potential sites for stewardship projects. For more information on this project see page 22 of Appendix A.

The Bobcaygeon Dam Aquatic Habitat Assessment program will address concerns raised by the local community surrounding the aquatic ecosystem that is immediately downstream of the Bobcaygeon Dam, as exemplified by the Save the Walleye Campaign. The area is recognized as an important fishery and this project will monitor the spawning habitat conditions to determine if the Bobcaygeon Dam is negatively impacting the Walleye spawning success. For more information on this program and its program partners see page 24 of Appendix A.

5. **Urban Program**:

The Stormwater Monitoring program will focus on monitoring the urban runoff areas in Lindsay that drain into the Scugog River. Urban runoff can negatively impact water quality in various ways, and this monitoring will help identify key areas requiring restoration and the types of restoration required to address the site-specific conditions. This program will help to inform developers on proper stormwater management techniques and provide information needed to develop Low Impact Development (LID) site plans and community stewardship plans. For more information see page 27 of Appendix A.

The Urban Restoration program works alongside the stormwater monitoring program to encourage the building of resilient communities through implementation of natural infrastructure-based demonstration sites within core urban areas. The program will concentrate on working with the municipality to identify key locations for public Low Impact Development (LID) sites to create alternatives to conventional stormwater management practices. Working with the development community to showcase lot level designs on new builds will help promote urban stewardship practices for new home buyers. This program will also empower private landowners to make changes on their properties through free downloadable landscape templates from Kawartha Conservation. For more information on this program see page 29 of Appendix A.

Conclusion

Continuing to implement the priority recommendations from the Lake Management Plans is a vital part of the health of our communities and our watershed. The programs proposed in this 5-year Action Plan will continue to build on our knowledge of how to improve our water quality, build increased understanding and capacity amongst our unique communities, and attract additional investment to our municipality. Our lakes are an important part of our economy, our quality of life and our environment.

The Action Plan will continue to foster effective use of resources to improve economic, social, and environmental wellbeing of our watershed to continue to build and support the communities that we live, work, and play in. Kawartha Conservation recommends proceeding with the programs and investments that are laid out in this plan. Following through with the recommendations will result in a return on investment of 133%.

The following table provides recommendations on when programs should be introduced, and the funding level associated with the recommendations. These recommendations are a result of considering a balance of effectiveness, priorities, and budget constraints.

Table 1-1: Proposed 5-Year Implementation Program and Timelines.

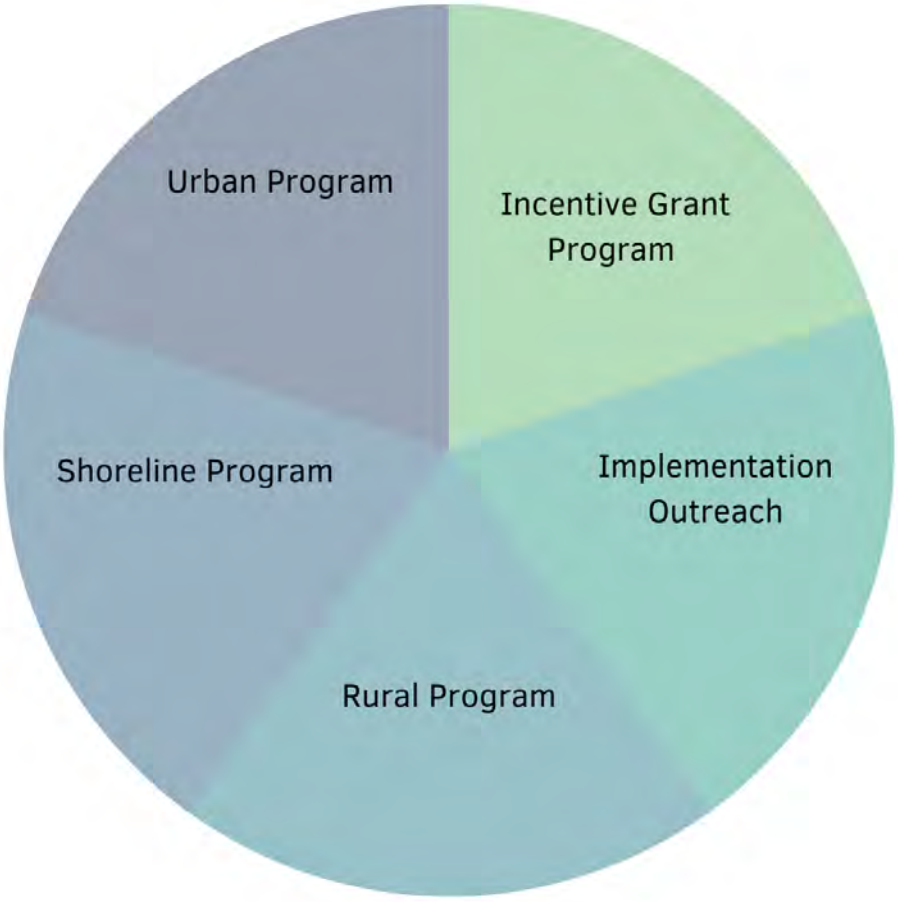
Program	2024	2025	2026	2027	2028
Incentive Grant Program					
Kawartha Water Fund	$107,500	$107,500	$107,500	$107,500	$137,800
Implementation Outreach Program					
Partner and Community Engagement	$98,045	$80,040	$80,040	$80,040	$80,040
Sedimentation & Erosion Control Planning	$24,401	$37,640	$37,640	$37,640	$49,430
Rural Program					
Agricultural Stewardship	$19,000	$22,800	$30,200	$22,800	$22,800
Forestry and Tree Planting Stewardship	$48,000	$51,300	$51,300	$51,300	$51,300
Investigative Upstream Monitoring	$42,400	-	-	-	-
Shoreline Program					
Waterfront Stewardship	$22,000	$13,800	$22,000	$13,800	$22,000
Community Science Monitoring	$25,300	$25,300	$26,850	$25,300	$29,150
Bobcaygeon Dam Aquatic Habitat Assessment	-	-	-	-	-
Urban Program					
Stormwater Monitoring	$123,300	$100,500	$100,500	$100,500	$100,500
Urban Restoration	$17,600	$22,300	$31,000	$22,300	$22,300
Total Project Cost	**$527,546**	**$461,180**	**$487,030**	**$461,180**	**$515,320**
Deferred Revenue	$140,762	$66,660	$84,620	$50,722	$56,286
Total Municipal Investment	**$386,784**	**$394,520**	**$402,410**	**$410,458**	**$459,034**
Grant Funding Leveraged	**$203,900**	**$283,500**	**$439,400**	**$283,500**	**$319,400**
In-Kind Support Leveraged	**$326,550**	**$297,750**	**$317,350**	**$297,750**	**$484,350**
Total Program Value	**$1,057,996**	**$1,042,430**	**$1,243,780**	**$1,042,430**	**$1,319,070**

Level 1	Level 2	Level 3

Information on the various levels and associated deliverables can be found in Appendix A.

Appendix A

Program Descriptions



1. Incentive Grant Program

The Incentive Grant program contains the following detailed programs:

Level 1
Level 2
Level 3

Kawartha Water Fund

The Kawartha Water Fund now combines the Community Grant Program and the Landowner Incentive Fund into one program area. The chart below indicates the funding for both areas combined, this allows for more flexibility and efficiency within the program.

	2024	2025	2026	2027	2028
Kawartha Water Fund					
Municipal Contribution/Deferred Revenue	$107,500	$107,500	$107,500	$107,500	$137,800
Grant Funding Leveraged					
Support Leveraged	$215,000	$215,000	$215,000	$215,000	$375,000
Total Project Value	$322,500	$322,500	$322,500	$322,500	$512,800

Kawartha Water Fund

Program Lead: Landowner and Community Support

Program Partners: City of Kawartha Lakes, Private Landowners, Cottage and Community Organizations, Non-profit Organizations

Recommended Funding Level: Level 2 for 2024-2027
Level 3 for 2028

Since 2019, 70 landowners have been granted $123,000 in funding, leveraging an additional $491,659 in community investment. 367 meters of waterfront was restored, and 11,500 native trees, shrubs, and perennials were planted. 9 community groups have been granted $47,000, leveraging an additional $122,500 in community investment. 95 metres of waterfront was restored, and 400 native trees, shrubs, and perennials were planted.

A community raingarden planting completed with funding through the Kawartha Water Fund.

Much of the land base in the City of Kawartha Lakes is privately owned. Kawartha Conservation seeks to support and partner with private landowners to implement environmental projects that improve water quality. Actions taken on private property can have a big impact on the overall health and wellbeing of our community's shared water resources.

The Kawartha Water Fund program provides private landowners and community groups with support to implement environmental projects that will have a direct impact on the health of our lakes. This is a cost sharing program that leverages cash and in-kind contributions from the landowners, community groups and other agencies. The Water Fund is now a well-known program for landowners in Kawartha Lakes. Eligible landowner projects include agricultural Best Management Practices (BMPs), shoreline/streambank erosion control and naturalization, and Low Impact Development LID) projects to reduce stormwater impacts on private property. The Water Fund is also available for locally led non-profit community organizations. Community group projects include aquatic plant control measures, establishing community rain gardens, undertaking water-based research studies, implementing invasive species mitigation programs, and other projects that increase community awareness, involvement, and health. The Kawartha Water Fund is designed to inspire further investment from other agencies, while empowering change for land stewardship behaviours in our community.

Private landowner and community group contributions and commitments are required to obtain healthy watershed goals. Stewardship staff offer free phone and on-site consultations to aid in the preparation of appropriate project proposals. Additionally, where appropriate on a site-specific level, Integrated Watershed Management staff will monitor environmental KPIs before and after project implementation to determine the effectiveness of Kawartha Water Fund projects. This program is important as it builds relationships in our community, engages with community members in environmental action and creates a positive, trust-filled reputation in our watershed.

Kawartha Water Fund

Level 1	Level 2	Level 3
✓ Increase landowner awareness and engagement through Landowner and Community Grants webpage updates ✓ Present at **2** cottage owner association meetings and community events ✓ Award **20** landowners and **3** community groups with funding to implement environmental projects to improve water quality ✓ Monitor environmental quality characteristics at project sites if applicable	✓ Increase landowner awareness and engagement through Landowner and Community Grants webpage updates ✓ Present at **3 cottage owner association meetings and community events** ✓ Award **25 landowners and 4 community groups** with funding to implement environmental projects to improve water quality ✓ Monitor environmental quality characteristics at project sites if applicable	✓ Increase landowner awareness and engagement through Landowner and Community Grants webpage updates ✓ Present at **5 cottage owner association meetings and community events** ✓ Award **33 landowners and 5 community groups** with funding to implement environmental projects to improve water quality ✓ Monitor environmental quality characteristics at project sites if applicable
Municipal funding: $80,800 Grant funding: $0 Support leveraged: $160,000 **Total Value: $240,800** **ROI: 198%**	**Municipal funding: $107,500** Grant funding: $0 Support leveraged: $215,000 **Total Value: $322,500** **ROI: 200%**	**Municipal funding: $137,800** Grant funding: $0 Support leveraged: $375,000 **Total Value: $512,800** **ROI: 272%**

The Kawartha Water Fund program provides suggestions as to the types of projects that could receive funding while leaving room for the creativity of individual groups and private landowners. The guiding principle is that the projects should address the priority actions as recommended in the Lake Management Plans. Individual project level funding and the number of projects will vary depending on the level of funding available. While all projects will be considered, the caps per project will vary from one level of programming to the next.

The Advisory Committee recommends building this program over the five-year period to build community capacity and landowner interest. Starting at the Level 2 program will continue to build on an already solid momentum and ensure that the program demonstrates continued success. The consequences of not growing the capacity of the program includes a lack of community participation and a reduced ability to implement larger and more sophisticated projects.

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted it indicates varying levels of implementation over the 5-year period.

Text in bold represents unique activities between the levels.

2. Implementation Outreach Program

The Implementation Outreach program contains the following detailed programs:

1. Partner and Community Engagement
2. Sedimentation and Erosion Control Planning

Level 1
Level 2
Level 3

		2024	2025	2026	2027	2028
Partner and Community Engagement						
	Municipal Contribution/Deferred Revenue	$98,045	$80,040	$80,040	$80,040	$80,040
	Grant Funding Leveraged					
	Support Leveraged					
	Total Project Value	$98,045	$80,040	$80,040	$80,040	$80,040

		2024	2025	2026	2027	2028
Sedimentation & Erosion Control Planning						
	Municipal Contribution/Deferred Revenue	$24,401	$37,640	$37,640	$37,640	$49,430
	Grant Funding Leveraged					
	Support Leveraged		$6000	$6000	$6000	$15,000
	Total Project Value	$24,401	$43,630	$43,640	$43,640	$64,430

Combined Implementation Outreach Budget		2024	2025	2026	2027	2028
	Municipal Contribution/Deferred Revenue	$122,446	$117,680	$117,680	$117,680	$129,470
	Grant Funding Leveraged					
	Support Leveraged		$6000	$6000	$6000	$15,000
	Total Project Value	$122,446	$123,680	$123,680	$123,680	$144,470

Partner and Community Engagement

Program Lead: Kawartha Conservation

Program Partners: City of Kawartha Lakes, Trent Severn Waterway, First Nations Communities, Community Groups, Lake Associations, Academia, Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Environment and Climate Change Canada, Alternative Land Use Services (ALUS), City of Kawartha Lake Environmental Advisory Committee (CKLEAC)

Recommended Funding Level: Level 2 for 2025-2029
Level 3 for 2024

Ensuring there is unity of action among Kawartha Conservation leaders, external stakeholders, community groups, agencies, and municipal partners is important to guarantee that our goals are in sync and being met. The Partner and Community Engagement program will maintain collaboration with our partners at various levels to ensure that programs and projects are meeting the actions that were recommended in the Lake Management plans. By working alongside the different program partners Kawartha Conservation will share and promote sound scientific decision making, local knowledge, and traditional values.

Community Advisory Panel members from local groups help to form the Lake Management Plans.

The lakes and rivers within the Kawartha watershed are an incredible resource and a major driver in increasing tourism and promoting economic growth. As the City of Kawartha Lakes population increases and audiences change, Kawartha Conservation recognizes that now more than ever there is a need to find new ways to reach those different audiences to inform on the different factors that can affect the health of our lakes and rivers. Kawartha Conservation will target outreach to the various groups that have the greatest impact and investment into the health of our lakes. Those groups include shoreline property owners, lake associations, agricultural and rural landowners, urban communities, tourists and other visitors, municipal staff and more. Increasing our outreach through presentations, improved reporting, public newsletters and more will ensure that we are reaching every level of those audiences and increasing awareness of the direct impacts they have on our watershed. All while promoting different ways that they can get involved to help maintain and improve the lakes that are incredibly vital to our community.

Moreover, this program will raise the profile of the different types of programs within the Action Plan to increase awareness and promote development of new partnerships that aid in maintaining a positive relationship with our community. To raise the profile of our programs, Kawartha Conservation will increase our communications and extend our reach to additional communities throughout the City of Kawartha Lakes. With improved communications, Kawartha Conservation can build heightened awareness and create more opportunities for collaboration with community groups, partner agencies, academia and more that share in our values and goals. This improved collaboration will also have a positive impact on the development of deeper more meaningful partnerships that can lead to opportunities like grant funding, program promotion, and an increased participation in recommended remedial activities.

Partner and Community Engagement

Level 1

- ✓ Attend local shows to provide updated information to local and seasonal residence (Fenelon Falls Country Living Show, East Central Farm Show)
- ✓ Attend and/or present at one Annual General Meeting for a Lake Association
- ✓ Provide an annual report on the implementation programs involving KRCA, partner groups and agencies
- ✓ Liaise with community groups and lake associations to build community leadership and positive relationships

Municipal funding: $58,065
Grant funding: -
Support leveraged: -
Total Value: $58,065
ROI: 0%

The Advisory Committee recommends starting 2024 at a Level 3 for this project because it allows for increased coordination, planning and attendance at the International Plowing Match and Rural Expo. From 2025-2028 it is recommended to bring the program down to the Level 2 to continue building capacity and leadership within community organizations and proactively create opportunities to collaborate with other agencies that have jurisdiction over the lakes. This will build the overall capacity to implement the plan through multiple organizations and

Level 2

- ✓ Attend local shows to provide updated information to local and seasonal residence (Fenelon Falls Country Living Show, East Central Farm Show, **Spotlight on Agriculture**)
- ✓ Attend and/or present at **Annual General Meetings for six Lake Associations**
- ✓ Provide an annual report for on the implementation programs involving KRCA, partner groups and agencies
- ✓ Liaise with community groups and lake associations to build community leadership and positive relationships
- ✓ **Publish technical information and implementation program actions through various means (e.g. website, social media)**
- ✓ **Coordinate and facilitate a multi-partner public State of Lakes Symposium every three years**
- ✓ **Create and publish a semi-annual digital newsletter on KRCA's website providing information on implementation activities from KRCA, partner agencies and groups**
- ✓ **Implement a basic digital dashboard on KRCA's website to report on implementation data and activities in real time**

Municipal funding: $80,040
Grant funding: -
Support leveraged: -
Total Value: $80,040
ROI: 0%

Level 3

- ✓ Attend local shows to provide updated information to local and seasonal residence (Fenelon Falls Country Living Show, East Central Farm Show, Spotlight on Agriculture)
- ✓ Attend and/or present at Annual General Meetings for six Lake Associations
- ✓ Provide an annual report for on the implementation programs involving KRCA, partner groups and agencies
- ✓ Liaise with community groups and lake associations to build community leadership and positive relationships
- ✓ Publish technical information and implementation program actions through various means (e.g. website, social media)
- ✓ Coordinate and facilitate a multi-partner public State of Lakes Symposium every three years
- ✓ Create a semi-annual digital newsletter in conjunction with partner groups and agencies to report on implementation activities
- ✓ implement a **complex digital dashboard** on KRCA's website to report on implementation data and activities in real time
- ✓ **Oversee the planning and preparation for attendance at the International Plowing Match and Rural Expo at the Lindsay Fairgrounds**

Municipal funding: $98,045
Grant funding: -
Support leveraged: -
Total Value: $98,045
ROI: 0%

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted, it indicates varying levels of implementation over the 5-year period.

Text in bold represents unique activities between the levels.

Sedimentation and Erosion Control Planning

Program Lead: Kawartha Conservation.

Program Partners: City of Kawartha Lakes; Construction Industry (local developers and contractors); Sustainable Technologies Evaluation Program.

Recommended Funding Level: Level 1 for 2024
Level 2 for 2025-2027
Level 3 for 2028

Better erosion and sediment control management at construction projects near water is a priority recommendation in all Lake Management Plans. Sediment-laden runoff is a significant threat to the health of local lakes and their connecting waters and can have both acute and long-term impacts including filling in shallow areas, smothering fish habitat, increasing phosphorus loads, and poor aesthetics.

Sedimentation and erosion control site inspections help to understand what control measures are problematic, and how to work with developers to resolve them.

Ongoing development is a priority in the City of Kawartha Lakes and vital to our economic growth. Responsible sediment and erosion control planning is a required part of the pre-, during, and post-construction process. Effective erosion and sediment control planning between municipalities, contractors, conservation authorities, and other construction partners reduces construction delays, ensures work permit compliance, and protects the local environment.

The purpose of the 5-year program is to partner with the development industry to pilot innovative technologies and research to track erosion and sedimentation at construction sites Educating developers, contractors, construction works, and others in the development industry on best management practices related to selection, installation, and inspection of erosion and sediment control measures will help ensure the effectiveness of these technologies. The program will also work towards an updated consolidation of Erosion and Sedimentation control plan requirements and guidelines to streamline approval processes and increase efficiencies. Lastly, a key part of this program is to undertake site inspections on active construction projects to work with proponents on evaluating effectiveness and to make adjustments when needed to ensure the health and safety of our surface water.

Innovative technologies include the use of drones to identify high-risk areas, and turbidity meters (logging devices or real-time devices) installed in a receiving watercourse upstream and downstream of a construction site. Innovative research includes establishing a relationship between land-based and water-based sediment for total suspended solids (CSA standard) and turbidity (not CSA standard). This will allow site inspectors to detect non-compliant sediment-release events more efficiently.

Sedimentation and Erosion Control Planning

Level 1

- ✓ Establish a partnership with 1 developer to test sediment and erosion tracking technologies during the construction phase of a project.
- ✓ Establish a relationship between water clarity and sedimentation at 1 site during the construction phase of a project.
- ✓ Increased distribution of fact sheets, videos, and other education materials to proponents by 25% annually.
- ✓ Update erosion and sediment control guidelines at Kawartha Conservation.
- ✓ Undertake 10 construction site inspections annually to assess efficiency of control measures.
- ✓ Secure proponent-led solutions for improving control measures for 5 construction projects annually.
- ✓ Certification of 1 staff as a Certified Inspector of Sediment and Erosion Control, annually.

Municipal funding: $24,401
Grant funding: -
Support leveraged: -
Total Value: $24,401
ROI: 0%

Level 2

- ✓ Establish a partnership with **2** developers to test sediment and erosion tracking technologies during the construction phase of a project.
- ✓ Establish a relationship between water clarity and sedimentation at **2** sites during the construction phase of a project.
- ✓ Increased distribution of fact sheets, videos, and other education materials by proponents by **50% annually**.
- ✓ Update erosion and sediment control guidelines at Kawartha Conservation **and consolidate guidelines with City of Kawartha Lakes.**
- ✓ Undertake **20** construction site inspections annually to assess efficiency of control measures.
- ✓ Secure proponent-led solutions for improving control measures for **10** construction projects annually.
- ✓ Certification of **2 staff** as a Certified Inspector of Sediment and Erosion Control, annually.

Municipal funding: $37,640
Grant funding: -
Support leveraged: $6,000
Total Value: $55,740
ROI: 48%

Level 3

- ✓ Establish a partnership with **3** developers to test sediment and erosion tracking technologies during the construction phase of a project.
- ✓ Establish a relationship between water clarity and sedimentation at **3** sites during the construction phase of a project.
- ✓ Increased distribution of fact sheets, videos, and other education materials by proponents by **100% annually**.
- ✓ Update erosion and sediment control guidelines at Kawartha Conservation and consolidate guidelines with City of Kawartha Lakes, **and Parks Canada**.
- ✓ Undertake **30 construction site inspections** annually to assess efficiency of control measures.
- ✓ Secure proponent-led solutions for improving control measures for **15 construction projects** annually.
- ✓ Certification of **3 staff** as a Certified Inspector of Sediment and Erosion Control, annually.

Municipal funding: $49,430
Grant funding: -
Support leveraged: $15,000
Total Value: $64,430
ROI: 30%

The Advisory Committee recommends starting at a Level 1 programing, increasing to Level 2 for 2025-2027 and finishing 2028 at a level 3. Staring programming at the lowest level allows time to build a healthy relationship with a local developer to pilot new monitoring techniques. Increasing levels will help to establish more relationships and provide greater insight into the sedimentation and erosion control techniques that are being used on-the-ground. Increasing levels will also include multiple information transfer opportunities which will support improved techniques.

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted it indicates varying levels of implementation over the 5-year period.

Text in bold represents unique activities between the levels.

3. Rural Program

The Community and Landowner Stewardship Services program contains the following detailed programs:
Agricultural Stewardship
Forestry and Tree Planting Stewardship
Investigative Upstream Monitoring

Level 1
Level 2
Level 3

	2024	2025	2026	2027	2028
Agricultural Stewardship					
Municipal Contribution/Deferred Revenue	$19,000	$22,800	$30,200	$22,800	$22,800
Grant Funding Leveraged		$55,000	$105,000	$55,000	$55,000
Support Leveraged		$1,500	$2,500	$1,500	$1,500
Total Project Value	$19,000	$79,300	$137,700	$79,300	$79,300

	2024	2025	2026	2027	2028
Forestry and Tree Planting Stewardship					
Municipal Contribution/Deferred Revenue	$48,000	$51,300	$51,300	$51,300	$51,300
Grant Funding Leveraged	$81,400	$101,900	$101,900	$101,900	$101,900
Support Leveraged	$56,600	$62,300	$62,300	$62,300	$62,300
Other	$66,000	$69,300	$69,300	$69,300	$69,300
Total Project Value	$252,000	$284,800	$284,800	$284,800	$284,800

	2024	2025	2026	2027	2028
Investigative Upstream Monitoring					
Municipal Contribution/Deferred Revenue	$42,400	-	-	-	-
Grant Funding Leveraged					
Support Leveraged	$25,900				
Total Project Value	$68,300	-	-	-	-

Combined Rural Program Budget		2024	2025	2026	2027	2028
	Municipal Contribution/Deferred Revenue	$109,400	$74,100	$81,500	$74,100	$74,100
	Grant Funding Leveraged	$81,400	$156,900	$206,900	$156,900	$156,900
	Support Leveraged	$82,500	$63,800	$64,800	$63,800	$63,800
	Other	$66,000	$69,300	$69,300	$69,300	$69,300
	Total Project Value	$339,300	$364,100	$422,500	$364,100	$364,100

Agricultural Stewardship

Program Lead: Landowner and Community Support

Program Partners: City of Kawartha Lakes, Ontario Ministry of Agriculture, Food and Rural Affairs, East Central Farm Stewardship Collaborative, ALUS Peterborough, East Central Farm Show, Ontario Soil and Crop Improvement Association, Victoria Soil and Crop Improvement Association, Ducks Unlimited Canada, Ontario Federation of Agriculture, Kawartha Lakes Haliburton Federation of Agriculture, other commodity groups.

Recommended Funding Level: Level 1 for 2024
Level 2 for 2025, 2027-2028
Level 3 for 2026

Since 2019, 9 agricultural demonstration projects have been implemented in Kawartha Lakes. $208,000 in granting funding and $8,000 in community funding was leveraged. 2095 native trees and shrubs were planted, and 36 on-site consultations were conducted.

Barnyard eavestrough project completed in partnership with agricultural landowner and Ontario Ministry of Agriculture, Food and Rural Affairs.

Farmland makes up nearly 50% of the Kawartha watershed, and is particularly important in sustaining our rural communities, with agriculture and healthy lakes being the two pillars of our vibrant local economy. Farms can have significant impact and benefits on watershed health. When such a large portion of the watershed is used for agriculture, a significant opportunity exists to implement innovative Best Management Practices (BMPs) to make a big difference. Farmer contributions and commitment are essential for obtaining our healthy watershed goals.

The Agricultural Stewardship program provides a range of technical services and incentives for our farming community to increase the implementation of agricultural Best Management Practices (BMPs) in our watershed. Projects include BMP activities that improve surface water quality and soil erosion control, which ultimately help to achieve Lake Management Plan targets. In 2020, Kawartha Conservation surveyed local farmers to decipher how our programs could best encourage and support the agricultural community to implement BMPs on their land. Respondents answered unanimously that the primary barrier to BMP implementation is financial support. Kawartha Conservation recognizes that reducing the financial burden from producers by partnering with external funding agencies will ensure we achieve the greatest participation in our Agricultural Stewardship Program, thereby achieving the greatest uptake in BMP implementation.

This program will also build on community outreach and engagement by facilitating the continued participation of Kawartha Conservation in initiatives like the East Central Farm Stewardship Collaborative (a group of 12 organizations that leverage local expertise and resources to support farm stewardship projects across the region) and the ALUS Peterborough Participant Action Committee (an initiative that provides technical and financial support to farmers undertaking stewardship projects on marginal agricultural land). Kawartha Conservation's involvement in these initiatives leads to opportunities to combine resources with our partners to increase the participation, success, and impact of agricultural stewardship projects. Outreach also includes attending local events including the East Central Farm Show, International Plowing Match, Kawartha Lakes Country Living Show, Spotlight on Agriculture, and AGMs for local commodity groups to share programs and opportunities for networking and collaboration across the watershed.

Agricultural Stewardship

Level 1

- ✓ Present at **3** agricultural commodity group meetings and events
- ✓ Participate in the East Central Farm Stewardship Collaborative
- ✓ Participate in the ALUS Peterborough PAC
- ✓ Increase landowner awareness and engagement through Farm Management webpage updates

Municipal funding:	**$19,000**
Grant funding:	$0
Support leveraged:	$0
Total Value:	**$19,000**
ROI:	**0%**

Level 2

- ✓ Present at **5** agricultural commodity group meetings and events
- ✓ Participate in the East Central Farm Stewardship Collaborative
- ✓ Participate in the ALUS Peterborough PAC
- ✓ Increase landowner awareness and engagement through Farm Management webpage updates **and a mailout campaign to 250 farmers**
- ✓ **Provide on-farm consultations with 10+ landowners**
- ✓ **Implement 2-3 agricultural Best Management Practice (BMP) projects**
- ✓ **Creation 1 new educational resource**
- ✓ **Monitor nutrient loading and sedimentation in agricultural waterways**

Municipal funding:	**$22,800**
Grant funding:	$55,000
Support leveraged:	$1,500
Total Value:	**$79,300**
ROI:	**248%**

Level 3

- ✓ Present at **7** agricultural commodity group meetings and events
- ✓ Participate in the East Central Farm Stewardship Collaborative
- ✓ Participate in the ALUS Peterborough PAC
- ✓ Increase landowner awareness and engagement through Farm Management webpage updates and a mailout campaign **to 500 farmers**
- ✓ Provide on-farm consultations with **20+ landowners**
- ✓ Implement **5 agricultural Best Management Practice (BMP) projects**
- ✓ Create 1 new educational resource
- ✓ Monitor nutrient loading and sedimentation in agricultural waterways
- ✓ **Host 1 farm tour**

Municipal funding:	**$30,200**
Grant funding:	$105,000
Support leveraged:	$2,500
Total Value:	**$137,700**
ROI:	**357%**

The Advisory Committee recommends starting at a Level 1 program for the first year, increasing to the Level 2 program for 3-years and then increasing service to a Level 3 for the final year. This level of programming will support our agricultural sector to implement BMPs and protect our water while also showcasing new technologies. The City of Kawartha Lakes has a significant and well-respected agricultural community. By developing these relationships and working together towards a healthier lake system, we are better able to affect change on the landscape. Reducing the level of activity will make this relationship building more difficult and will impact the number of in-the-ground projects we can accomplish.

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted it indicates varying levels of implementation over the 5-year period.

Text in bold represents unique activities between the levels.

Forestry and Tree Planting Stewardship

Program Lead: Kawartha Conservation

Program Partners: Forests Ontario, Durham Region, City of Kawartha Lakes, TD Friends of the Environment, Ontario Woodlot Association

Timeline: Level 2 for 2024
Level 3 for 2025-2028

Since 2018, Kawartha Conservation has implemented 8 private land large scale plantings, 2 community plantings, and hosted 5 annual seedling sales. With the help of funding from external partners, we were able to offset large scale tree planting costs by 60-95% and implement community driven urban plantings on public land.

Community tree planting events encourage residence to be involved in environmental improvements.

Rural landowners have a unique opportunity to impact their watershed's health simply because they often own and manage large areas (e.g. 10-100 acres), which are home to valuable ecosystem features that protect our water resources and overall health. Private rural properties often possess significant forested lands, wetlands, streams, and pollinator habitat. It is imperative that these features are maintained in proper functioning order. Rural land management can be complex and complicated, and as our climate changes the level of complexity increases. Extreme weather conditions, increasing populations of forest pests and invasive species all pose new challenges for rural land managers.

The Forestry and Tree Planting program works to provide large scale tree planting services at a reduced cost to the landowner. The goal of this is to increase forest cover to 30% as laid out in the Stewardship Strategy and all the Lake Management Plans. This program includes projects such as afforestation, reforestation, windrows, and riparian plantings. With additional forest cover, these projects will also help to target the goal sequestration of carbon as laid out in the City of Kawartha Lakes Healthy Environment Plan. Plantings will also assist in decreasing soil erosion, all while aiding in soil remediation. With these planting projects we create resilient planting plans to grow and thrive through the ever-changing climate of our future.

Other benefits of the tree planting program are that City of Kawartha Lakes private landowners receive additional resources during consultation on topics such as invasive species management, climate change, forest health, riparian habitat, and buffer zones, as well as the opportunity to implement windrows that not only benefit them but the community that use the surrounding rural roads.

The forestry and tree planting program also aims to increase urban forest cover through engaging the community in volunteer planting events, and an urban tree program. These programs allow us to engage with the community on a personal level to help enhance their land and community spaces. These tree plantings will help enhance our watershed and community greenspace by reducing the heat island effects, increasing shade and wildlife habitat as well as reduce runoff into local water systems.

Forestry and Tree Planting Stewardship

Level 1

- ✓ Increase forest cover up to 10ha each year in CKL through increasing the number of hectares of afforested land to help reach the Kawartha Conservation goal of 30% forest cover jurisdiction wide.
- ✓ Sell 8,000 trees during the annual seedling sale to citizen of the City of Kawartha Lakes help increase forest cover up on private lands
- ✓ Plant 11,000 trees through the forestry and tree planting program in the City of Kawartha Lakes to help sequester a goal of 71 tons of carbon each year to help the region reach their emission reduction rates for 2030
- ✓ Host 1 community tree planting event in an urban area and engage the community.

Municipal funding: $45,000
Other: $63,000
Grant funding: $58,900
Fee of service: $50,900
Total Value: $217,800
ROI: 384%

Level 2

- ✓ Increase forest cover up to **15ha** each year in CKL through increasing the number of hectares of afforested land to help reach the Kawartha Conservation goal of 30% forest cover jurisdiction wide.
- ✓ Sell **15,000** trees during the annual seedling sale to citizen of the City of Kawartha Lakes help increase forest cover up on private lands.
- ✓ Plant **15,000** trees through the forestry and tree planting program in the City of Kawartha Lakes to help **sequester 97 tons of carbon** each year to help CKL reach their emission reduction rates for 2030
- ✓ **Implement an urban trees project to increase forest cover in urban centres by planting 5 Urban Public or Private Properties**
- ✓ Host **2** community tree planting event on public urban lands and engage the community.

Municipal funding: $48,000
Other: $66,000
Grant funding: $81,400
Fee of Service: $56,600
Total Value: $252,000
ROI: 425%

Level 3

- ✓ Increase forest cover up to **16ha** each year in CKL through increasing the number of hectares of afforested land to help reach the Kawartha Conservation goal of 30% forest cover jurisdiction wide.
- ✓ Sell 15,000 trees during the annual seedling sale to citizen of the City of Kawartha Lakes help increase forest cover up on private lands.
- ✓ Plant **18,000** trees through the forestry and tree planting program in the City of Kawartha Lakes to help sequester **117 tons of carbon** each year to help CKL reach their emission reduction rates for 2030
- ✓ Implement an urban trees project to increase forest cover in urban centres by planting **10** Urban Public or Private Properties
- ✓ Host 2 community tree planting event on public urban lands and engage the community.

Municipal funding: 51,300
Other: $69,300
Grant funding: $101,900
Fee of Service: $62,300
Total Value: $284,800
ROI: 455%

The Advisory Committee recommends beginning implementation at Level 2 for the first year and increasing service to a Level 3 for 2025-2028. The recommended delivery levels will provide support to private landowners, leading to improved and maintained ecosystem function on large rural lots.

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted it indicates varying levels of implementation over the 5-year period.

Text in bold represents unique activities between the levels.

Investigative Upstream Monitoring

Program Lead: Kawartha Conservation

Program Partners: Trent University

Recommended Funding Level: Level 2 for 2024

Investigative Upstream monitoring focuses on surface water draining into tributaries entering our lakes that have been identified by the Lake Management plan process as having high concentration of nutrients and contaminants. Knowing the point source of these nutrients will help us to design and implement stewardship restoration projects to address the nutrient loading at these sites. The intention of the Investigative Upstream Monitoring Program is to reduce the data gaps by performing more comprehensive water quality & quantity data collection (more sites on one stream) over a three-year period, to identify areas of water quality degradation and plan for remediation or restoration efforts through our stewardship department.

Monitoring streams across the watershed will identify key areas where nutrients enter our waterways.

Currently, three streams are monitored through a collaboration with Trent University, which has strengthened strategic, beneficial, and impactful opportunities for learning, a key strategic goal of Kawartha Conservation. By collaborating, our partners benefited from our technical expertise and vast knowledge of the landscape. In addition, partners with students can gain critical hands-on experience from Kawartha Conservation staff.

Unfortunately, the program initiated a year later than anticipated due to pandemic response (2021), on three tributaries **Sucker Creek, Stoney Creek, and Janetville Creek**, and will continue in 2023 (as year 2 of three). To round up the third year of monitoring on these tributaries Kawartha Conservation will require an extension of one year into 2024 (year 3 of 3). At the end of 2024 we will have addressed all the high priority tributary of concerns identified through the Lake Management Plans.

Investigative Upstream Monitoring

*Due to the hiatus in 2020 for pandemic response, Year 3 of this project will use deferred funds in 2024.
The Investigative Upstream Monitoring program will continue through deferred revenue and will operate at a level 2 programming as it is being carried forward for a single year. Level 2 programming meets the objectives of identifying upstream hot spots with scientific rigor which will provide stewardship prioritizations for remedial actions. The consequence of reducing the program has implications that due to fewer samples and the identification of stewardship actions will become less targeted.

Level 2

- ✓ One year monitoring period
- ✓ 3 streams (21 sites based on road crossings)
- ✓ Flow data collected simultaneously -Ontario Stream Assessment Protocol
- ✓ Water chemistry sampling 8 time a year
- ✓ Parameters include nutrients (phosphorus & nitrogen), total suspended solids, chloride- proxy for road salt.
- ✓ Produce summary report including recommendations for stewardship prioritization projects.

Municipal funding: $0
Deferred Revenue: $42,400
Grant funding: $0
Support leveraged: $25,900
Total Value: $68,300
ROI: 61%

4. Shoreline Program

The Rural and Shoreline Monitoring program contains the following detailed programs:
Waterfront Stewardship
Community Science Monitoring
Bobcaygeon Dam Aquatic Habitat Assessment

Level 1
Level 2
Level 3

	2024	2025	2026	2027	2028
Waterfront Stewardship					
Municipal Contribution/Deferred Revenue	$22,000	$13,800	$22,000	$13,800	$22,000
Grant Funding Leveraged	$35,900		$35,900		$35,900
Support Leveraged	$17,600		$17,600		$17,600
Total Project Value	$75,500	$13,800	$75,500	$13,800	$75,500

	2024	2025	2026	2027	2028
Community Science Monitoring					
Municipal Contribution/Deferred Revenue	$25,300	$25,300	$26,850	$25,300	$29,150
Grant Funding Leveraged	$40,000	$40,000	$40,000	$40,000	$40,000
Support Leveraged					
Total Project Value	$65,300	$65,300	$66,850	$65,300	$69,150

	2024	2025	2026	2027	2028
Bobcaygeon Dam Aquatic Habitat Assessment					
Municipal Contribution/Deferred Revenue	-	-	-	-	-
Grant Funding Leveraged	$46,600	$46,600	$46,600	$46,600	$46,600
Support Leveraged	$11,450	**$11,450**	**$11,450**	**$11,450**	**$11,450**
Total Project Value	$58,050	**$58,050**	**$58,050**	**$58,050**	**$58,050**

Combined Shoreline Program Budget		2024	2025	2026	2027	2028
	Municipal Contribution/Deferred Revenue	$47,300	$39,100	$48,850	$39,100	$51,150
	Grant Funding Leveraged	$122,500	$86,600	$122,500	$86,600	$122,500
	Support Leveraged	$29,050	$11,450	$29,050	$11,450	$29,050
	Total Project Value	$198,850	$137,150	$200,400	$137,150	$202,700

Waterfront Stewardship

Program Lead: Landowner and Community Support

Program Partners: City of Kawartha Lakes, Real Estate Board, CKLEAC, Cottage and Communication Associations.

Recommended Funding Level: Level 1 for 2025, 2027
Level 2 for 2024, 2026, 2028

Since 2019, the Native Plant Sale drew 104 landowners to plant 3,265 native plants in Kawartha Lakes.

The majority of waterfront properties in the City of Kawartha Lakes are privately owned. One of the primary reasons tourists and new residents come to the Kawartha Lakes is the abundant recreational opportunities our lakes and waterways provide. Recreation and other activities can have significant impacts on the health of our waterways, which could limit access and enjoyability for the entire community. With increased tourism and development in our region, it is imperative that Kawartha Conservation works with the municipality and external agencies on the public spaces on our lakes and waterways to protect and improve water quality and prevent erosion.

Naturalized shorelines and streambanks help to reduce erosion and runoff.

The Waterfront Stewardship program aims to achieve 75% naturalized and stabilized streambanks and shorelines on all shoreline projects as outlined in the Stewardship Strategy. By implementing on-the-ground demonstration projects in high traffic, publicly accessible areas Kawartha Conservation can help to educate and inspire private landowners to adopt similar projects on their properties. The team will monitor water at all demonstration sites prior to and after the completion of project activities to determine project success. Over the past 5 years, a previous rendition of this program attracted interest and investment from the municipality, community, and external funding agencies who all aim to improve the quality of experience our waterways have to offer. We will continue to build relationships with project partners and funders to implement the most meaningful, innovative, and attractive projects possible.

This program supports private landowners to undertake land stewardship initiatives on their shorelines by offering technical advice for addressing shoreline issues and offering a semi-annual Native Plant Sale. The Native Plant Sale supplies residents with waterfront stabilizing native plants and shrubs at a reduced cost. Kawartha Conservation staff select species and provide supplementary resources with the goal of helping landowners to enhance their shorelines while simultaneously preventing erosion and nutrient runoff to improve water quality across our watershed.

Additionally, a Watershed Welcome package will be created annually and distributed to partnering realtors to reach the largest number of new landowners in our community. This package will contain pertinent information about waterfront stewardship, including project examples, funding opportunities, plant sale promotions, and permit guidelines to ensure landowner projects are implemented safely and effectively.

Waterfront Stewardship

Level 1

- ✓ Increase landowner awareness and engagement through Erosion and Shoreline Protection webpage updates
- ✓ Increase new landowner awareness and engagement through Watershed Welcome packages
- ✓ Provide **800** native plants to waterfront landowners through annual shoreline plant kit sale

Municipal funding:	**$13,800**
Grant funding:	$0
Support leveraged:	$0
Total Value:	**$13,800**
ROI:	**0%**

Level 2

- ✓ Increase landowner awareness and engagement through Erosion and Shoreline Protection webpage updates
- ✓ Increase new landowner awareness and engagement through Watershed Welcome packages
- ✓ Provide **1,200** native plants to waterfront landowners through annual shoreline plant kit sale
- ✓ Implement **1-2** public waterfront naturalization projects
- ✓ Monitor sedimentation and nutrient loading at project waterfronts
- ✓ Present at **3** cottage owner association meetings

Municipal funding:	**$22,000**
Grant funding:	$35,900
Support leveraged:	$17,600
Total Value:	**$75,500**
ROI:	**243%**

Level 3

- ✓ Increase landowner awareness and engagement through Erosion and Shoreline Protection webpage updates
- ✓ Increase new landowner awareness and engagement through Watershed Welcome packages
- ✓ Provide **2,000** native plants to waterfront landowners through annual shoreline plant kit sale
- ✓ Implement **3-5** public waterfront naturalization projects
- ✓ Monitor sedimentation and nutrient loading at project waterfronts
- ✓ Present at **5** cottage owner association meetings
- ✓ Engage **100** community volunteers in public waterfront naturalization projects

Municipal funding:	**$26,500**
Grant funding:	$110,000
Support leveraged:	$2,500
Total Value:	**$139,000**
ROI:	**427%**

Most of our shoreline is privately owned and managed. As the ribbon of land surrounding our lakes, this area is particularly sensitive to management techniques and often has a direct impact on lake water quality. The Advisory Committee recommends alternating between a Level 2 and Level 1 for this program because it combines the provision of information to private landowners with the collaboration between Real Estate Professionals and the City of Kawartha Lakes. Building these partnerships and collaborating with community partners will help to improve the state of our shorelines. Reducing the level of programming offered to the shoreline community will significantly impact on the quality of projects and our ability to maintain or improve water quality within our lakes.

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted it indicates varying levels of implementation over the 5-year period.

Text in bold represents unique activities between the levels.

Community Science Monitoring

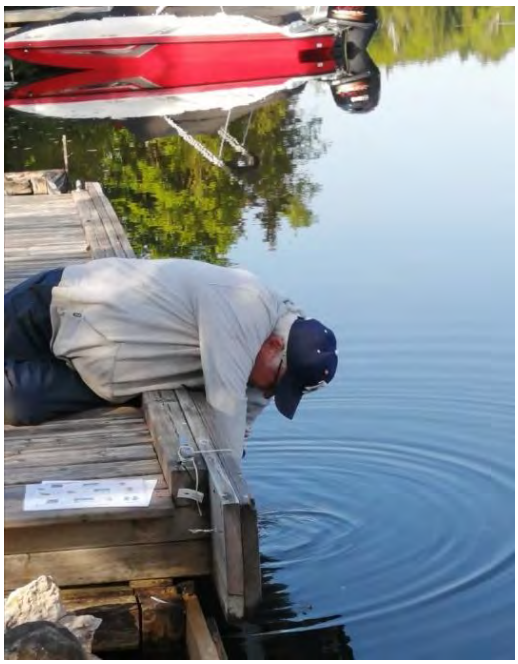
Program Lead: Kawartha Conservation

Program Partners: City of Kawartha Lakes; Kawartha Lake Stewards Association; Scugog Lake Stewards Association; other community associations/groups, lakeshore residents

Recommended Funding Level: Level 3 for 2024-2028

The nearshore area is under the direct influence of activities performed on the shoreline (urban development, agriculture, specific shoreline alteration) in addition to acting as a transition zone that is highly influenced from waters offshore and land and tributary drainage. The data collected in near shore areas can act as an early warning indicator for the lakes and thus identify "problem areas" or "hot spots" of degraded water quality and threats to human and animal health in addition to a decrease in biodiversity and habitat.

Routine water quality monitoring was identified as a priority recommendation in every Lake Management Plan. In addition, members of the public, councillors, environmental groups, and other governmental agencies have all questioned the health of the surrounding waterbodies due to the greater movement of people from the Greater Toronto Area to the Kawarthas, the reliance of the lake for tourism and recreational dollars, and the growing awareness of environmental issues such as climate change, harmful algae blooms, contaminants, and invasive species. This awareness of the health of our waterbodies has major implications to the health and well-being of the citizens of Kawartha Lakes, whom many have spent their lives connecting to their favourite lake or stream.



Community Science engages community members to actively participate in the monitoring of their local lakes.

This citizen science program will continue the successful Nearshore Monitoring Program (2019-2021) and aim to continue to empower our community to take action and provide valuable information on the concentrations of various nutrients in our waterbodies.

The objectives of the 5-year Community Science Monitoring Program are to monitor the nearshore environments health annually, provide up-to-date results to the public and key lake stakeholders, track changes over a 3- and 5-year period to inform Lake Plan actions, and provide stewardship with information on areas with degraded nearshore water quality. These findings will guide stewardship efforts through the Water Fund and Waterfront Stewardship programs. The monitoring and hands-on components will work together to seek funding.

Community Science Monitoring

Level 1

- ✓ Monthly (May to October) contaminant concentration monitoring at 40 sites across the high priority lakes (Sturgeon, Balsam, Cameron, Pigeon), yearly.
- ✓ Engage at least 40 volunteers in monitoring activities annually.
- ✓ Reporting of key findings to lake stakeholders through online dashboards.
- ✓ Annual reporting of key findings.
- ✓ Summary report of degraded areas of water quality for the planning of future stewardship project.
- ✓ Monthly social media posts with science summary.
- ✓ 3 and 5-year trending summary report.
- ✓ Annual volunteer appreciation event. **

Municipal funding: $*17,680
Grant funding: $20,000
Support leveraged: $0
Total Value: $37,680
ROI: 113%

*Year 3: $19,200
*Year 5: $21,150

Level 2

- ✓ Monthly (May to October) contaminant concentration monitoring at 55 sites across the high priority lakes (Sturgeon, Balsam, Cameron, Pigeon), and medium priority lakes (Canal, Mitchell, Dalrymple), yearly.
- ✓ Engage at least 55 volunteers in monitoring activities annually.
- ✓ Reporting of key findings to watershed residents through online dashboards.
- ✓ Annual reporting of key findings.
- ✓ Summary report of degraded areas of water quality for the planning of future stewardship project.
- ✓ Monthly social media posts with science summary.
- ✓ 3 and 5-year trending summary report.
- ✓ Annual volunteer appreciation event. **

Municipal funding: $*20,000
Grant funding: $30,000
Support leveraged: $0
Total Value: $50,000
ROI: 150%

*Year 3: $21,500
*Year 5: $23,440

Level 3

- ✓ Monthly (May to October) contaminant concentration monitoring at 70 sites across the high priority lakes (Sturgeon, Balsam, Cameron, Pigeon), medium priority lakes (Canal, Mitchell, Dalrymple), and low priority lakes (Head, Shadow, Four Mile), yearly.
- ✓ Engage at least 70 volunteers in monitoring activities annually.
- ✓ Reporting of key findings to watershed residents through online dashboards.
- ✓ Annual reporting of key findings.
- ✓ Summary report of degraded areas of water quality for the planning of future stewardship project.
- ✓ Monthly social media posts with science summary.
- ✓ 3 and 5-year trending summary report.
- ✓ Annual volunteer appreciation event. **

Municipal funding: $*25,300
Grant funding: $40,000
Support leveraged: $0
Total Value: $65,300
ROI: 178%

*Year 3: $26,850
*Year 5: $29,150

* Funding will differ for year 3 & 5 to accommodate addition reporting.

The Advisory Committee recommends the Level 3 program as it will provide for monitoring on all ten of major lakes within our watershed at the same time. This monitoring will provide the greatest amount of insight into the health of our nearshore lake environment.

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted it indicates varying levels of implementation over the 5-year period.

Text in bold represents unique activities between the levels.

Bobcaygeon Dam Aquatic Habitat Assessment

Program Lead: Kawartha Conservation.

Program Partners: Save the Walleye Campaign; Jamie Schmale's Office; Parks Canada; Ontario Ministry of Natural Resources and Forestry; Fleming College Fish and Wildlife Program.

Timeline: Level 3 for 2024-2028

The aquatic system immediately downstream of the Bobcaygeon Dam (Big Bob Channel, Bobcaygeon River) has long been recognized as an important reproductive area for fishes, especially Walleye but also other aquatic organisms that exist in connected waters which includes Pigeon Lake, Buckhorn Lake, and Chemong Lake (collectively called the 'Tri-Lakes').

The local community has expressed significant concerns that the aquatic ecosystem in this section is not functioning as optimally as it could be, as exemplified by the Save the Walleye campaign. Of particular concern is the management of water flows through the Bobcaygeon Dam, specifically the perception that this leads to sub-optimal and/or degrading habitat conditions for spawning Walleye and other aquatic life. Specifically, there is a perception that the current flow regime causes the following negative impacts:

- Reduced surface area of habitat due to low water levels, with sections of prime spawning grounds being 'high and dry' during all or part of the spawning period.
- Increased flow velocities at the substrate that dislodge deposited and developing eggs.
- Reductions in dissolved oxygen and water temperature.

The purpose of the 5-year program is to:

1) Monitor spring Walleye spawning habitat conditions downstream of Bobcaygeon Dam over a multi-year period to confirm if any water quality, quantity, or habitat limitations exist that negatively impact Walleye spawning success.

2) Share information with partners and develop site-specific recommendations that strive to improve Walleye spawning habitat conditions in Big Bob Channel below the dam.

Bobcaygeon Dam – working with program partners to determine if the aquatic system downstream is being affected by water flows.

Local organizations including provincial and federal governments, academia, First Nations, angling and hunting clubs, and conservation authorities met in December 2020 on the topic and expressed a general interest in pursuing a science-based study of the local aquatic ecosystem.

Comparison of existing conditions against known Walleye spawning habitat preferences for each parameter of interest, for example optimal spawning depth, optimal dissolved oxygen concentrations, etc. Annual monitoring of key water quality, quantity, and aquatic habitat conditions in the spring, including: water levels, water flows, dissolved oxygen, water temperature, substrate and riparian land use.

Bobcaygeon Dam Aquatic Habitat Assessment

Level 1	Level 2	Level 3
✓ Aquatic habitat monitoring of fish spawning and nursery habitat along 2.2 ha (from dam to Main St.) of Bobcaygeon River annually during spring. ✓ Secure 2 students to undertake Walleye Watch spawning population monitoring during spring. ✓ Coordinate 1 multi-stakeholder meeting per year for project info sharing. ✓ Partner with 3 external organization on monitoring efforts. ✓ Technical report on fish spawning habitat conditions and constraints in the Bobcaygeon River.	✓ Aquatic habitat monitoring of fish spawning and nursery habitat along **7.1 ha (from dam to East St.)** of Bobcaygeon River annually during spring. ✓ Secure **4** students to undertake Walleye Watch spawning population monitoring during spring. ✓ Coordinate **2** multi-stakeholder meetings per year for project info sharing. ✓ Partner with 3 external organizations on monitoring efforts. ✓ Technical report on fish spawning habitat conditions and constraints in the Bobcaygeon River.	✓ Aquatic habitat monitoring of fish spawning and nursery habitat along **11.5 ha (from dam to Pigeon Lake)** of Bobcaygeon River annually during spring. ✓ Secure **6** students to undertake Walleye Watch spawning population monitoring during spring. ✓ Coordinate **3** multi-stakeholder meetings per year for project info sharing. ✓ Partner with 3 external organizations on monitoring efforts. ✓ Technical report on fish spawning habitat conditions and constraints in the Bobcaygeon River.
Municipal funding: $0 Grant funding: $36,140 Support leveraged: $5,150 **Total Value: $41,290** **ROI: 0%**	**Municipal funding: $0** Grant funding: $41,370 Support leveraged: $9,300 **Total Value: $50,670** **ROI: 0%**	**Municipal funding: $0** Grant funding: $46,600 Support leveraged: $11,450 **Total Value: $58,050** **ROI: 0%**

The Advisory Committee recommends Level 3 programming. This service level will monitor the largest habitat area which will help to discern if dam water flows need to be adjusted to protect valuable habitat. This program level will also increase the outreach efforts to the local community which will impact awareness surrounding this important issue.

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted it indicates varying levels of implementation over the 5-year period.

5. Urban Program

The Urban Program contains the following detailed programs:
Stormwater Monitoring
Urban Restoration

Level 1
Level 2
Level 3

	2024	2025	2026	2027	2028
Stormwater Monitoring					
Municipal Contribution/Deferred Revenue	$123,300	$100,500	$100,500	$100,500	$100,500
Grant Funding Leveraged					
Support Leveraged					
Total Project Value	$123,300	$100,500	$100,500	$100,500	$100,500

	2024	2025	2026	2027	2028
Urban Restoration					
Municipal Contribution/Deferred Revenue	$17,600	$22,300	$31,000	$22,300	$22,300
Grant Funding Leveraged		$40,000	$110,000	$40,000	$40,000
Support Leveraged		$1,500	$2,500	$1,500	$1,500
Total Project Value	$17,600	$63,800	$143,500	$63,800	$63,800

Combined Stormwater Monitoring and Restoration Budget	2024	2025	2026	2027	2028
Municipal Contribution/Deferred Revenue	$140,900	$122,800	$131,500	$122,800	$122,800
Grant Funding Leveraged		$40,000	$110,000	$40,000	$40,000
Support Leveraged		$1,500	$2,500	$1,500	$1,500
Total Project Value	$140,900	$164,300	$244,00	$164,300	$164,300

Stormwater Monitoring Program

Program Lead: Kawartha Conservation

Program Partners: City of Kawartha Lakes, Fleming College and Developers

Recommended Funding Level: Level 2 for 2024-2028

The City of Kawartha Lakes has a number of urban centres that are poised for growth in the coming years. It is critical that we develop a program designed to support this growing community to protect our watershed. Urban centers, such as Lindsay, has been recorded to increase phosphorus concentrations up to 0.114 mg/L (note that the Provincial Water Quality Objective is 0.03 mg/L) in the Scugog River. Furthermore, urban centers are source points for other contaminant types such as chloride, hydrocarbons, and heavy metals.

During the next 5 years, our focus will be in the largest urban centre of CKL, Lindsay, and the urban runoff draining into the Scugog River. The Stormwater Monitoring program will gather baseline water quality and quantity information from both stormwater outlets and streams. Our collection efforts will take place at outlets during storm events occurring spring, summer and fall months as well as at 5 major streams that drain directly into the Scugog River (Distillery, Jennings, Sinister, Albert, and Sucker creeks).

Urban stormwater runoff has been identified throughout all Lake Management Plans to be a concern due to higher rates of imperviousness and the concentration of contaminant sources. Building upon the successes of the Investigative Upstream Monitoring program for agricultural tributaries, we are able to transfer the same approach of monitoring multiple sites along a watercourse, to identify hotspots along the Scugog River.

In the older development areas, we will determine whether implementation measures need to be put in place to improve stormwater runoff, while in the newer development areas we will track storm water runoff to ensure that water quality and quantity is satisfactory and if not, ensure that the proper measures are put in place by developers to improve the stormwater runoff entering the Scugog River.

In addition, the information gathered will help direct the upcoming monitoring plans that will need to be developed by municipalities as part of the new provincial guidance being released in 2023, that are specific to the Consolidated Linear Infrastructure Permissions Approach (CLI-EAC). The preliminary data being collected will directly correlate with the two main objectives that these plans will have to include.

i) Identifying existing or emerging water quality and quantity issues in the key receivers as well as track future changes to water quality and quantity including long term trends of receiver health due to urbanization and
ii) Determining cumulative impacts on the receiver due to water quality and quantity changes over time due to urbanization.

Stormwater Monitoring

Level 1

- ✓ Calculating contaminant inputs from 63% of the Lindsay Urban Area, into the Scugog River, annually.
- ✓ Calculating contaminant inputs from 25% of storm sewer catchments in the Lindsay Urban Area, into the Scugog River, annually.
- ✓ Calculating contaminant inputs from 53% of watercourse catchments in the Lindsay Urban Area, into the Scugog River, annually.
- ✓ Determining source bacteria at 1 storm sewer outlet and 1 stream location.
- ✓ Continuous conductivity logger at 1 storm sewer outlet

Municipal funding: $81,000
Grant funding: $0
Support leveraged: $0
Total Value: $81,000
ROI: 0%

Level 2

- ✓ Calculating contaminant inputs from 63% of the Lindsay Urban Area, into the Scugog River, annually.
- ✓ Calculating contaminant inputs from 25% of storm sewer catchments in the Lindsay Urban Area, into the Scugog River, annually.
- ✓ Calculating contaminant inputs from 53% of watercourse catchments in the Lindsay Urban Area, into the Scugog River, annually.
- ✓ Determining source of bacteria at **2** storm sewer outlets and **2** stream locations.
- ✓ Continuous conductivity loggers at **2** storm sewer outlets.

Municipal funding: *$100,500
Grant funding: $0
Support leveraged: $0
Total Value: $100,500
ROI: 0%

*Year 1: $123,300

Level 3

- ✓ Calculating contaminant inputs from 63% of the Lindsay Urban Area, into the Scugog River, annually.
- ✓ Calculating contaminant inputs from 25% of storm sewer catchments in the Lindsay Urban Area, into the Scugog River, annually.
- ✓ Calculating contaminant inputs from 53% of watercourse catchments in the Lindsay Urban Area, into the Scugog River, annually.
- ✓ **Determining source of bacteria at 3 storm sewer outlets and 3 stream locations.**
- ✓ **Continuous conductivity loggers**

Municipal funding: *$136,250
Grant funding: $0
Support leveraged: $0
Total Value: $136,250
ROI: 0%

*Year 1: $165,150

*Year 1 will have slightly higher budget than all other years, due to equipment purchases taking place.

The Advisory Committee recommends Level 2 programming so that base line information can be collected to be provide Stewardship with the information needed to pinpoint locations for restoration projects. Reducing the program level will not provide enough information to be able to help locate important areas for restoration projects.

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted it indicates varying levels of implementation over the 5-year period.

Text in bold represents unique activities between the levels.

Urban Restoration

Program Lead: Landowner and Community Support

Program Partners: City of Kawartha Lakes, CKLEAC, contractors, community organizations

Recommended Funding Level: Level 1 for 2024
Level 2 for 2025, 2027-2028
Level 3 for 2026

Since 2019, Kawartha Conservation has successfully implemented 14 urban demonstration projects, with $75,000 in grant funding and $38,200 in community investment leveraged. Through these projects, 456 metres of waterfront was restored and 2,190 native trees, shrubs and perennials were planted.

The City of Kawartha Lakes has several urban centres that are poised for growth in the coming years. It is critical that we develop a program designed to support this growing community to protect our watershed. The Stormwater Monitoring and Restoration program is a new initiative that will consist of two separate sub-programs: 1) the Stormwater Monitoring program, and 2) the Urban Restoration program.

Kent Street silva cell installation to help with urban runoff and reduce the heat island effect.

The Urban Restoration program will focus on natural infrastructure-based demonstration projects in our urban centres to build resilient communities in the face of climate change. At the core of natural infrastructure is the principle of Low Impact Development (LID) – an alternative to conventional stormwater management that supplements municipal water infrastructure with practices that treat stormwater at the source, preventing flooding and erosion. Examples of natural infrastructure include permeable pavement, green roofs, raingardens, bioswales, tree cells, and rainwater harvesting and storage. This program aims to create demonstration projects in high traffic, publicly accessible areas to educate and inspire private landowners to adopt similar projects on their properties

Decentralized LIDs absorb stormwater, reducing pressure on municipal stormwater facilities, and consequently the reducing the probability of stormwater facility failure events that are only likely to increase in the face of climate change and extreme weather. This program will empower private landowners to undertake land stewardship initiatives on their properties by offering free, downloadable landscape templates for Low Impact Development (LID) lawn alternatives. This approach will provide professionally curated resources, instructions, and landscape templates for independent implementation by landowners. Kawartha Conservation will seek to collaborate with businesses and developers to expand the implementation to corporate grounds and new subdivisions. The primary goal of inspiring private land LIDs is to grow the amount of natural infrastructure and direct stormwater treatment areas across our watershed. Additionally, this program provides secondary benefits including increased biodiversity, habitat quantity and connectivity, community awareness and of natural processes.

Urban Restoration

Level 1

- ✓ Increase landowner awareness and engagement through Healthy Gardens webpage updates
- ✓ Increase urban naturalization through **50** digital landowner garden template downloads

Municipal funding:	**$17,600**
Grant funding:	$0
Support leveraged:	$0
Total Value:	**$17,600**
ROI:	**0%**

Level 2

- ✓ Increase landowner awareness and engagement through Healthy Gardens webpage updates
- ✓ Increase urban naturalization through **100** digital landowner garden template downloads
- ✓ Implement **1-2** public land LID projects
- ✓ Collaborate with **2** businesses/developments to implement LID projects
- ✓ Monitor stormwater runoff diversion and water quality at project sites

Municipal funding:	**$22,300**
Grant funding:	$40,000
Support leveraged:	$1,500
Total Value:	**$63,800**
ROI:	**187%**

Level 3

- ✓ Increase landowner awareness and engagement through Healthy Gardens webpage updates
- ✓ Increase urban naturalization through **200** digital landowner garden template downloads
- ✓ Implement **3-5** public land LID projects
- ✓ Collaborate with **3** businesses/developments to implement LID projects
- ✓ Monitor stormwater runoff diversion and water quality at project sites
- ✓ Present at **2** public meetings
- ✓ Engage **50** community volunteers in public land projects

Municipal funding:	**$31,000**
Grant funding:	$110,000
Support leveraged:	$2,500
Total Value:	**$143,500**
ROI:	**363%**

The Advisory Committee recommends starting at a service Level 1, increasing to a Level 2 for 2025-2027 and increasing service to a Level 3 in 2028. Building the program will encourage practical partnership development with the landscape and development industries to reduce urban runoff by facilitating voluntary lot level stormwater management by private landowners in new and existing homes.

Preferred program levels are highlighted in blue boxes. When multiple levels are highlighted it indicates varying levels of implementation over the 5-year period.

Text in bold represents unique activities between the levels.

Appendix B

Prioritization Matrix

A summary of the recommendations and priorities for all Lake Plans, each recommendation has a weighted value. The final column has been added to indicate which recommendation will be addressed in the new Action Plan programs.

		Urban/Rural					Rural								
Recommendation	Strategy	Balsam/Cameron	Canal/Mitchell	Scugog	Pigeon	Sturgeon	Four Mile	Head/Rush	Shadow/Silver	# of Highs(3)	# of Mediums(2)	# of Lows(1)	# of Any	Weighted Value	Implementation Action Plan 2024 Programs
Responsible Development and Construction	Urban and Rural Infrastructure	H	H	H	H	M	H	H	H	7	1	0	8	23	✓
Shoreline Naturalization	Stewardship	H	H	H	H	H	M	H	H	7	1	0	8	23	✓
Urban Stormwater BMP Projects	Stewardship	H	H	H	H	H	M	H	H	7	1	0	8	23	✓
Invasive Species Management	Stewardship	H	H		H	H	H	H	H	7	0	0	7	21	
Coordinated Monitoring of Lake Health	Research and Monitoring	M	H	H	H	M	M	H	H	5	3	0	8	21	
Septic System Management	Stewardship	M		H	M	H	H	H	H	5	2	0	7	19	✓
Keeping stakeholders informed	Communications and Outreach	H			H	H	H	H	H	6	0	0	6	18	✓
Implementing other community plans	Strategic Planning	H	H		M	H	M	M	H	4	3	0	7	18	
Management of Public Waterfronts	Urban and Rural Infrastructure	M	H		M	H	M	H	H	4	3	0	7	18	
Public/Technical Advisory Committees	Communications and Outreach	H	H	H	H	H	M			5	1	0	6	17	✓
Stormwater Management Planning	Urban and Rural Infrastructure	H	H	H	H	H				5	0	0	5	15	✓
Aquatic Plant Management Options	Communications and Outreach	H	H		H	H	H			5	0	0	5	15	

		Urban/Rural					Rural								
Recommendation	Strategy	Balsam/Cameron	Canal/Mitchell	Scugog	Pigeon	Sturgeon	Four Mile	Head/Rush	Shadow/Silver	# of Highs(3)	# of Mediums(2)	# of Lows(1)	# of Any	Weighted Value	Implementation Action Plan 2024 Programs
Agricultural BMP Projects	Stewardship	M	H	H	M	H		L	L	3	2	2	7	15	✓
Enhanced Shoreline Protection	Strategic Planning	H	H		H	H	M			4	1	0	5	14	
Pilot Projects	Research and Monitoring	H	H	M	H	M				3	2	0	5	13	✓
Profiling Lake Values	Communications and Outreach	H			H	H	M	M		3	2	0	5	13	
Research on Emerging Pressures	Research and Monitoring	L	H		L	M	M	M	M	1	4	2	7	13	
Official Plan Updating and Consistency	Strategic Planning	H	H		H	H				4	0	0	4	12	
Responsible Boating	Stewardship	M			M	M	M	M	M	0	6	0	6	12	
Obtaining Community Input	Communications and Outreach	H			H	H	M			3	1	0	4	11	✓
Sewage Treatment and Landfill	Urban and Rural Infrastructure	M		H	M	M				1	3	0	4	9	
Reforestation Program	Stewardship	M		M	M	M				0	4	0	4	8	✓
Collaboration With Partners	Communications and Outreach	M			H	M				1	2	0	3	7	✓
Lake Level Management Planning	Strategic Planning							H	H	2	0	0	2	6	
Shoreline Permitting Coordination	Strategic Planning	M			M	M				0	3	0	3	6	
Youth Programming	Communications and Outreach	M			M	M				0	3	0	3	6	
Protect large tracts of natural lands	Strategic Planning				M		M			0	2	0	2	4	
CANWET and PREDICT models	Research and Monitoring			H						1	0	0	1	3	
Colonial Waterbird Research	Research and Monitoring							H		1	0	0	1	3	
Maintain Special Policy Area	Strategic Planning						H			1	0	0	1	3	
Protecting Significant Groundwater Recharge Areas	Strategic Planning		H							1	0	0	1	3	

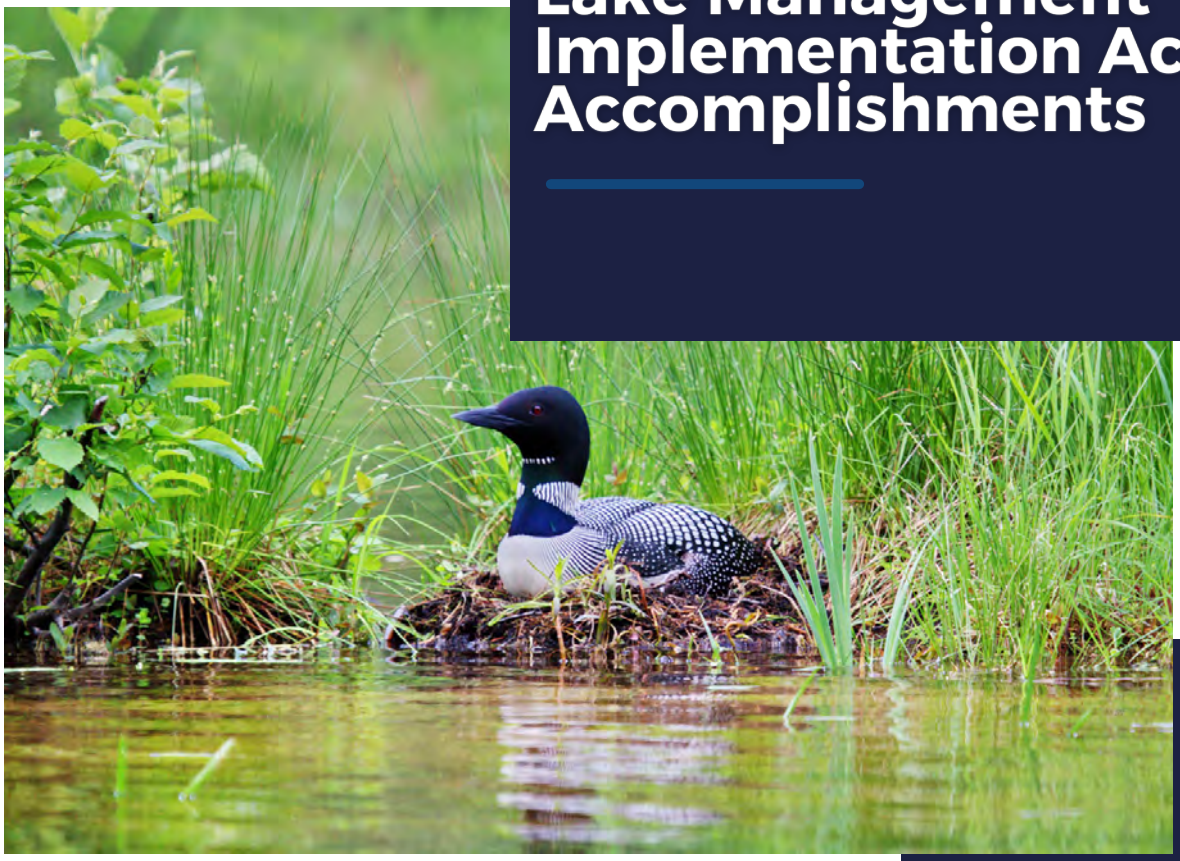
		Urban/Rural					Rural								
Recommendation	Strategy	Balsam/Cameron	Canal/Mitchell	Scugog	Pigeon	Sturgeon	Four Mile	Head/Rush	Shadow/Silver	# of Highs(3)	# of Mediums(2)	# of Lows(1)	# of Any	Weighted Value	Implementation Action Plan 2024 Programs
Routine Water Levels Communications	Communications and Outreach								H	1	0	0	1	3	
Scugog WATER Fund	Stewardship			H						1	0	0	1	3	
Watershed Planning	Strategic Planning			H						1	0	0	1	3	
Wild Rice Management	Strategic Planning				H					1	0	0	1	3	
Stewardship Strategy	Stewardship		H							1	0	0	1	3	
Socioeconomic Valuation	Research and Monitoring	L			L	L				0	0	3	3	3	
Lake Dredging	Urban and Rural Infrastructure			M						0	1	0	1	2	
Regulation	Strategic Planning			M						0	1	0	1	2	
Rural Landowner Stewardship Guide	Stewardship			M						0	1	0	1	2	

Appendix C

Status Update Report

2019-2023

Lake Management Implementation Action Plan Accomplishments



KAWARTHA CONSERVATION

www.kawarthaconservation.com

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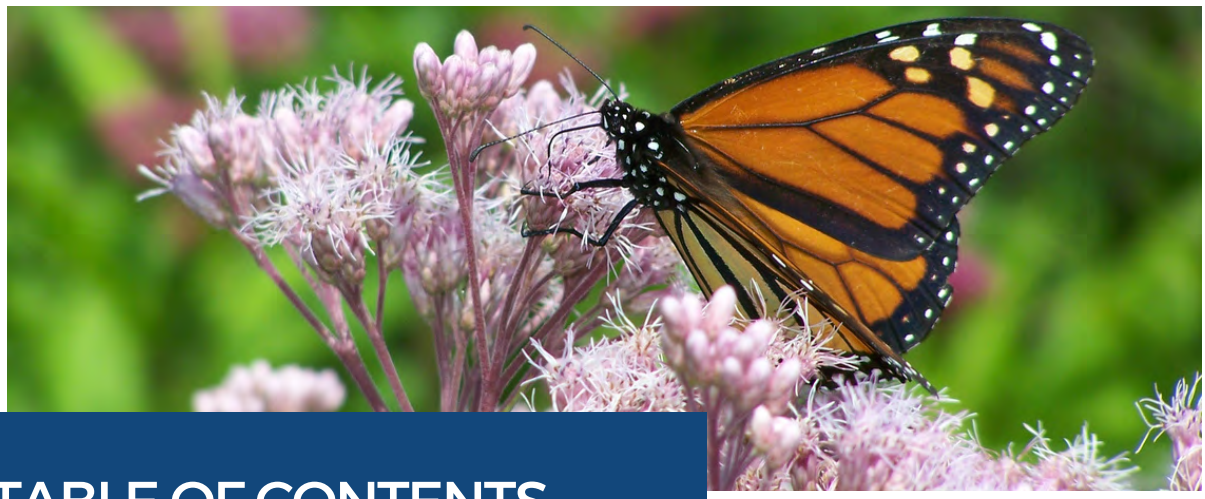

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Protecting our lakes and water resources in Kawartha Lakes.

Kawartha Conservation

Kawartha Conservation is a science and information based organization that manages natural resource features that are essential for sustaining water quality and quantity.
Through scientific monitoring and best stewardship practices, our programs and services promote an integrated watershed approach that balances human, environmental, and economic need.

Lake Management Implementation Action Plan

The Lake Management Implementation Action Plan builds on the momentum of involvement and investment generated through the lake planning process with the goal to preserve and improve the appeal of our lakes as an engine for economic growth.

Spotlight on Success

HIGHLIGHTS

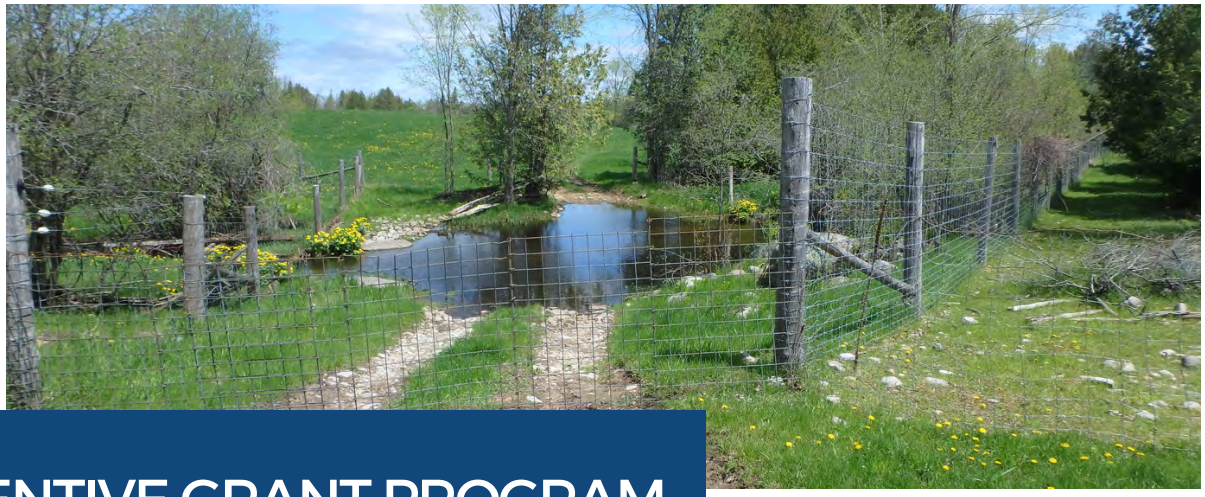
153,311
Trees & shrubs planted

7,785
Shoreline (ft) restored

10,846
Native species planted

The team has hit significant milestones during the last four years. Each year Kawartha Conservation has increased the number of trees, shrubs and native species planted. A significant amount of shoreline, that plays a crucial role in the health of our lakes, has also been repaired.

Program Highlights



INCENTIVE GRANT PROGRAM

Community Grant Program

- Twelve community projects were completed:
  - Educational awareness campaign, lake health optimization, climate change initiative through tree planting, rain garden planting, aquatic plant removal and shoreline erosion control and naturalization
- Granted a total of $62,337 and leveraged an additional $150,208 in completed projects

Landowner Incentive Fund

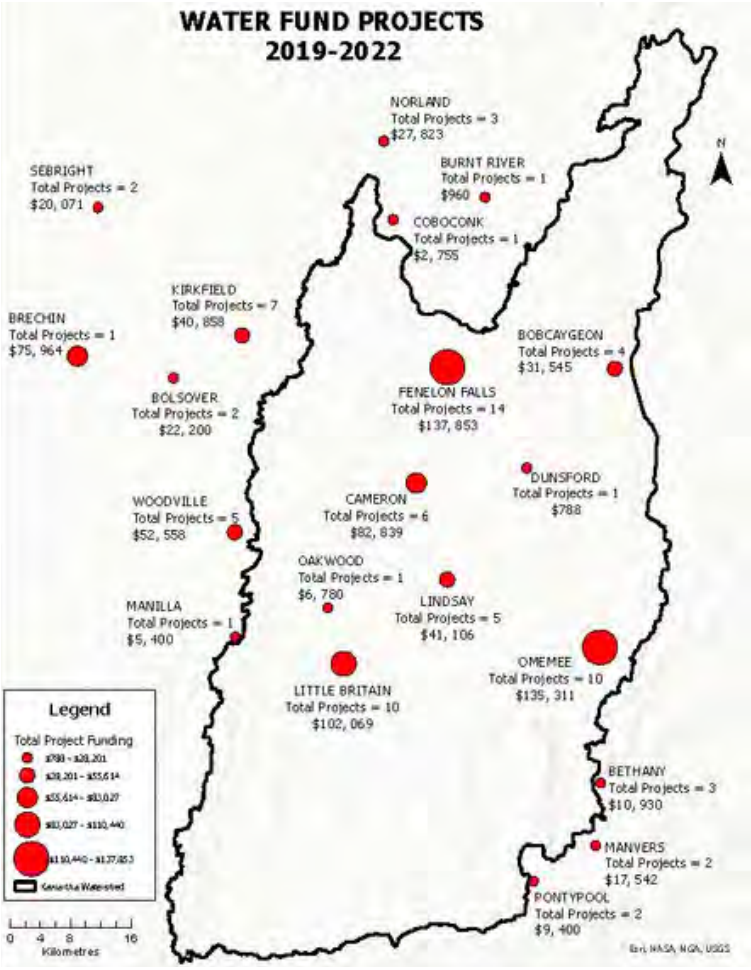
- Successfully completed a total of 88 private landowner projects
  - 30 Agricultural projects
  - 27 Rural projects
  - 25 Waterfront projects
  - 6 Urban projects
- Granted a total of $162,856 and leveraged an additional $604,970 in completed projects

Program Highlights

GENERAL PROGRAM

Implementation Oversight and Coordination

- Worked with the Community Advisory Panel, and the Science and Technical Advisory Committee to design an interactive map on Kawartha Conservations website
  - Provides a place for community groups and private landowners to go to promote their projects
- Connected with outside agencies to create lasting relationships including
  - Trent Severn Waterway
  - Carleton University
  - OMAFRA (Ontario Ministry of Agriculture Food and Rural Affairs)
  - ALUS (Alternate Land Use Services)



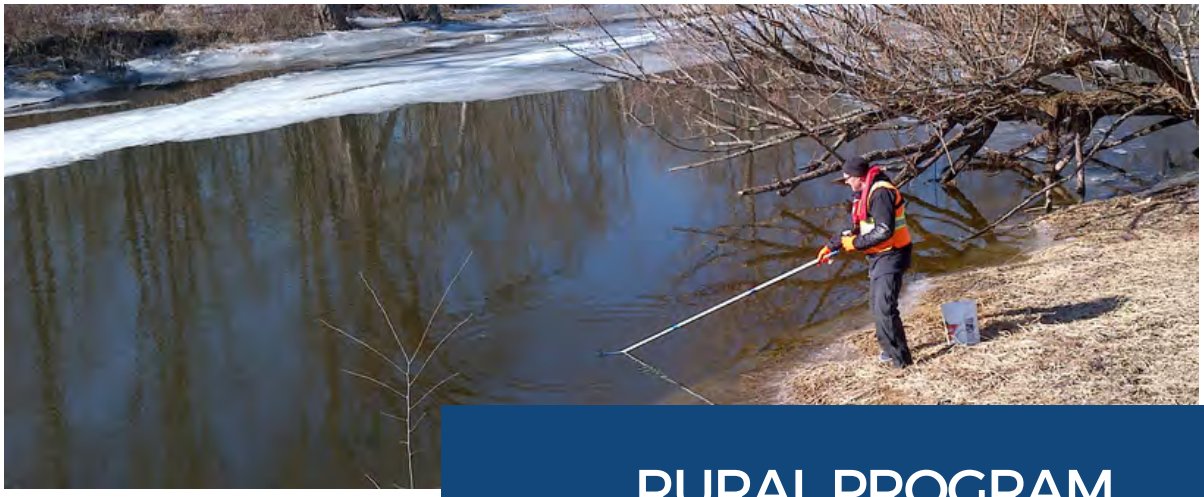
Program Highlights

GENERAL PROGRAM

Sedimentation and Erosion Control Planning

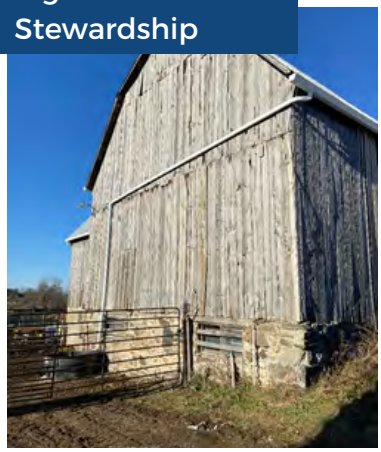
- Staff certification and renewal of Certified Inspector of Sediment and Erosion Control.
- Attended site visits on active construction sites to better understand the deficiencies and identify local contractor approaches to fixing erosion sediment control practices.
- Creation of five fact sheets, distributed during permitting process, and made available on new webpage
  - Silt Fencing
  - Fibre Rolls
  - Straw Bale Check Dams
  - Erosion Control Blankets
  - Calculating Erosion Risk and Slope
- Created of four training videos, available on new webpage, includes training on silt fencing, fibre rolls, straw bale check dams and erosion control blankets.
- Hosted a symposium in Fenelon Falls for industry professionals, which included several presentations, exhibitors and networking opportunities. Over 120 people in attendance.

Program Highlights



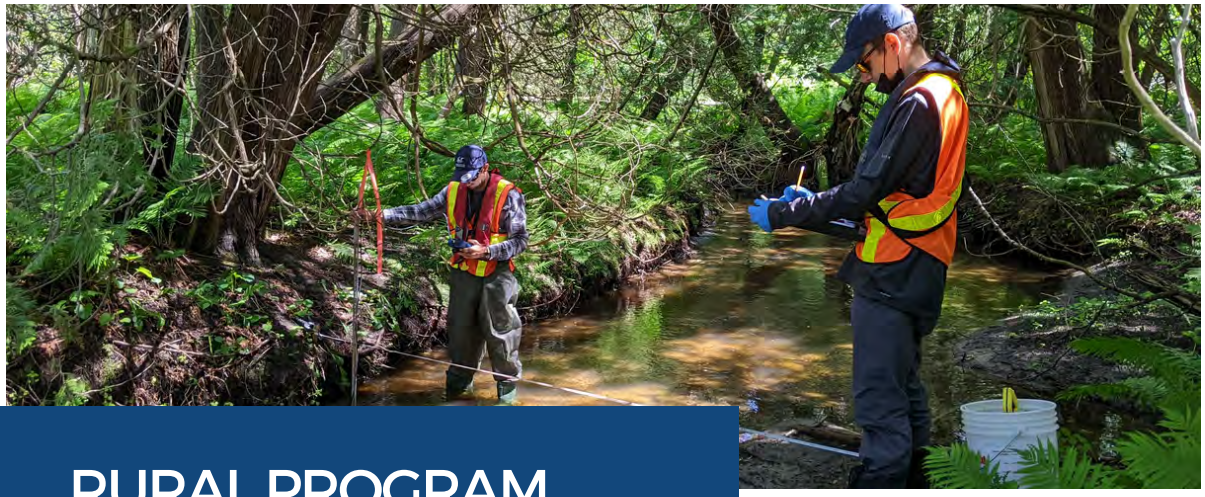
RURAL PROGRAM

Agricultural Stewardship



- 50 consultations with farmers regarding Best Management Practice (BMP) implementation
- Attended and presented at annual agricultural commodity group meetings
  - City of Kawartha Lakes VIP Farm Tour, Kawartha Country Living Show, East Central Farm Show, Environmental Farm Plan Workshops, Victoria Soil and Crop Improvement Association
- Participated in the East Central Farm Stewardship Collaborative and the ALUS Peterborough Participant Advisory Committee
- Hosted agricultural outreach and education events:
  - BMP webinar with partners Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Lake Simcoe Region Conservation Authority, Toronto Region Conservation Authority
  - Agricultural Symposium with presentation from Thames River Phosphorus Reduction Collaborative
- Implemented 9 agricultural BMP demonstration projects across the Upper Talbot River sub watershed, contributing to the Talbot River Healthy Environment Initiative funded in part by OMAFRA

Program Highlights



RURAL PROGRAM

Investigative Upstream Monitoring

- Monitored six streams over a five year period
  - McLaren Creek, Jennings Creek, Reforestation Creek, and working with Trent University on Sucker, Stoney, and Janetville Creek
- Analyzed results were provided to the Stewardship department for consideration during project implementation.
- A technical and summary report on McLaren Creek, Jennings Creek and Reforestation Creek was developed and published on Kawartha Conservation's website.
- News article produced by the Peterborough Examiner

Investigative Upstream Monitoring - Rural Extension

- Extension of the Investigative Upstream Monitoring program to monitor four rural rurally sourced streams in Lindsay.
  - Sinister, Jennings, Distillery and Albert Creek
- Characterizing water quality, flow regime and aquatic life at each outlet through unique sampling techniques including:
  - Automatic samplers and microbial source tracking (used to identify sources of E.coli)
  - Water level loggers and staff gauges installed to monitor flow regimes.
  - Rain gauges to continuously capture rainfall amounts.
  - Benthic-invertebrate species and community structures are monitored to assess aquatic life.

Program Highlights

RURAL PROGRAM

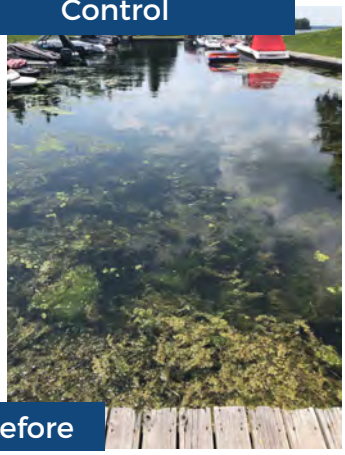
Rural Residential Stewardship

- Funding received from the Forest Recovery Program
  - Four sites, 5,500 trees in the ground
- For three seasons now, funding has been received from the 50 Million Tree Program
  - Six sites in 2021, 6,700 trees planted
  - Four sites in 2022, 11,475 trees planted
  - Twenty two sites in 2023, 39,090 trees planted
- Over the Counter Seedling Sale saw 75,150 seedlings sold

Program Highlights

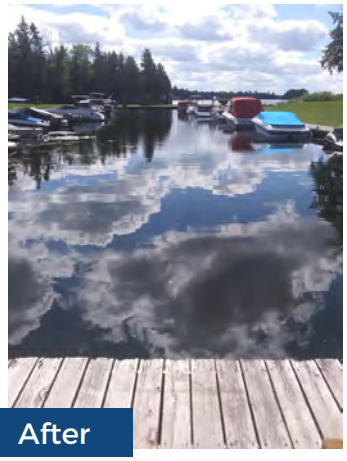
SHORELINE PROGRAM

Aquatic Plant Control



Before

During



After

- Tested one brand of aerator, the Kasco 3/4 Horsepower Dock Mount Aquatic Thruster
- Three study locations including Lake Scugog, Balsam Lake, and Sturgeon Lake
- Drafted technical report; data indicates significant reductions in plants growing in the immediate "zone of influence", plant coverage has declined to about one-third.
- Partner in a research collaborative starting in 2023 with Carleton University as the lead, the project will be completed on Trent Severn Waterway and Rideau Canal. The study will look at:
  - impacts of aquatic plant control techniques
  - nearshore aquatic ecosystems
  - impact of boat wakes on shoreline erosion
  - strategies for naturalizing shorelines in urbanized settings

Program Highlights

SHORELINE PROGRAM

Shoreline Planning and Policy Background

- Informed the City of Kawartha Lakes Planning Department on rural zoning by law review
- Published planning policy articles:
  - "Shoreline Planning and Policy in the City of Kawartha Lakes - Comparison of municipal land use policies 2020" on where CKL compares to other municipalities with respect to shoreline land use policies
  - "Shoreline Planning and Policy in the City of Kawartha Lakes- Trends in shoreline development and water quality 2020" on shoreline land use change in relation to water quality changes over time
- Conducted research on socioeconomic and environmental changes with help from an enviro-analytic company
  - Created a data snapshot of the income and dwelling permanency around the lakes

Program Highlights

SHORELINE PROGRAM

Near Shore Monitoring

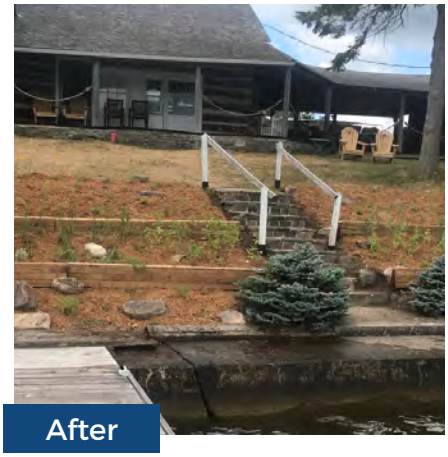
- 170 Citizen Scientists engaged in monthly monitoring of nutrients (phosphorus and nitrogen), water clarity (turbidity), salts (chloride), E. ecoli, and algae (chlorophyll) for the following lakes:
  - Lake Scugog (northshore)
  - Balsam Lake
  - Cameron Lake
  - Sturgeon Lake
  - Pigeon Lake
- Data collected used to issue reports and provide recommendations for stewardship activities
- Peer reviewed article:
  - "Community science- based monitoring reveals the role of land use scale in driving nearshore water quality in a large, shallow, Canadian lake" accepted to Lake and Reservoir Management
  - “Nearshore plankton and macroinvertebrate community structure is strongly associated with macrophyte abundance in a large lake with high shoreline development”
- Ph.D. thesis performed on “Assessing nearshore water quality and biological condition in the Kawartha Lakes using a community science approach”
- A technical and summary report on the Nearshore Monitoring Program was developed and published on Kawartha Conservation’s website.

Program Highlights

SHORELINE PROGRAM

Shoreline Stewardship

Before



After

- More than 50 consultations completed with private landowners and community groups
- Watershed Welcome created for local realtor's to provide to new home buyers
- Shoreline restoration project completed at Sturgeon Point Golf Club (see above photos) to address erosion issues adjacent to the shoreline.
- We worked with Haliburton, Kawartha, Pineridge District Health Unit to monitor local beaches, inform on beach posting decisions, and provide recommendations to CKL on stewardship projects.
- Semi-annual Native Plant Sale that encourages the community to purchase native species at a reduced cost. Plant kits include shoreline stabilizers, understory oasis, pollinator gardens and rain gardens. Since 2019, a total of 7153 native species have been sold with 212 private landowners participating.

Program Highlights

URBAN PROGRAM

Bluescaping

- Received an RBC grant to complete impactful demonstration sites;
  - Kent Street silva cell installation for Lindsay's downtown revitalization project
  - Rain garden and tree planting at Alexandra Public School
  - Rain garden at Ken Reid Conservation Area
  - Rain garden at Omemee Beach

Program Highlights

URBAN PROGRAM

Bluescaping

- Creation of three different Garden Guides to help landowners implement healthy, natural gardens on their properties. Each guide includes design templates, species list, maintenance tips and more.
  - Pollinator Garden
  - Understory Garden
  - Low Maintenance Rain Garden
- Received $75,000 in funding from Environmental Damages Fund (EDF) over the course of 2021 and 2022 to complete restoration of fish habitat within the urban areas of the City of Kawartha Lakes.
  - A total of 10 project sites were completed, with each site focusing on water quality improvement and streambank erosion and sediment control.
  - Once implementation was completed, there was a total of 1,496 ft of restored streambank, 747 trees and shrubs planted and 910 native species planted.

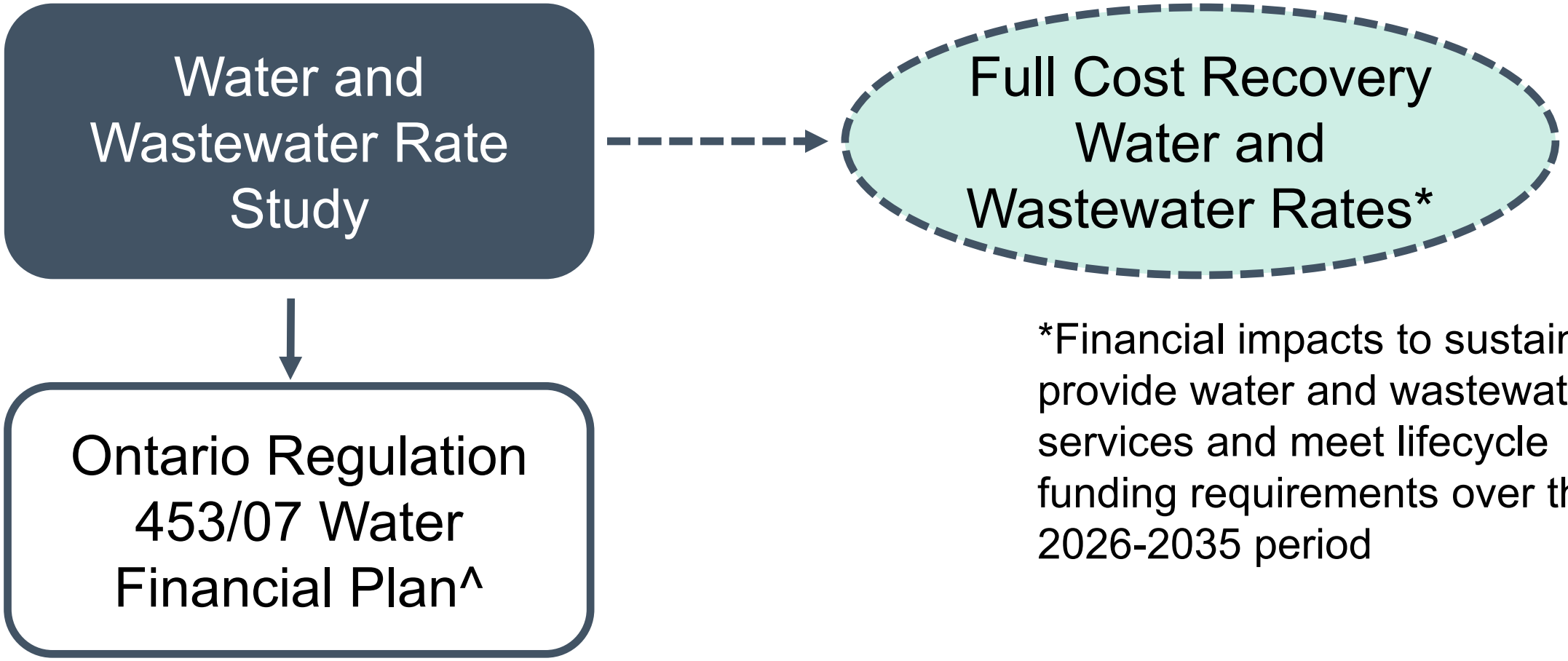
Watson & Associates ECONOMISTS LTD.

Water and Wastewater Rate Study
City of Kawartha Lakes

Committee of the Whole
November 4, 2025

Water and Wastewater Rate Study

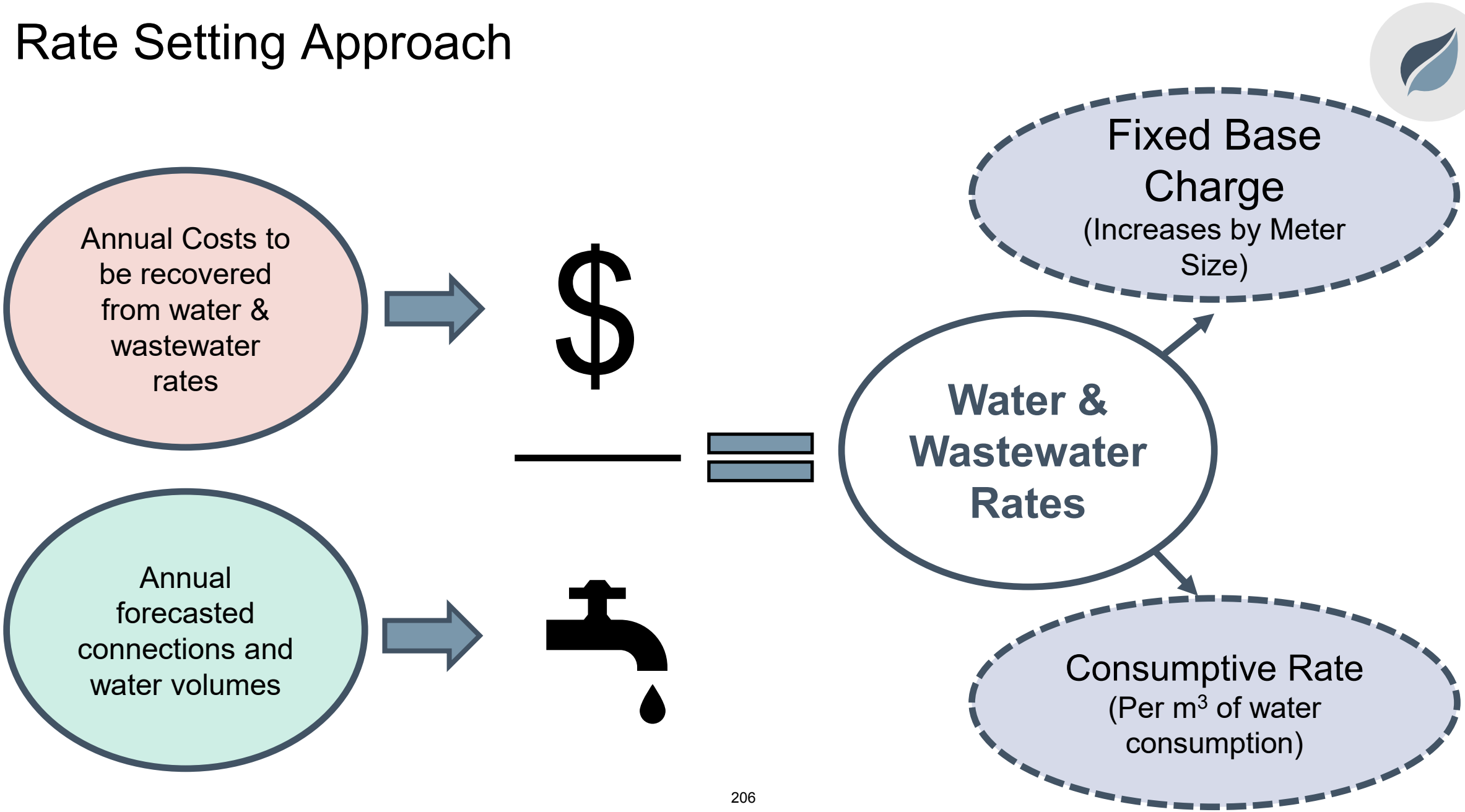
Deliverables



*Financial impacts to sustainably provide water and wastewater services and meet lifecycle funding requirements over the 2026-2035 period

^Required as part of the City's Drinking Water License Renewal Application

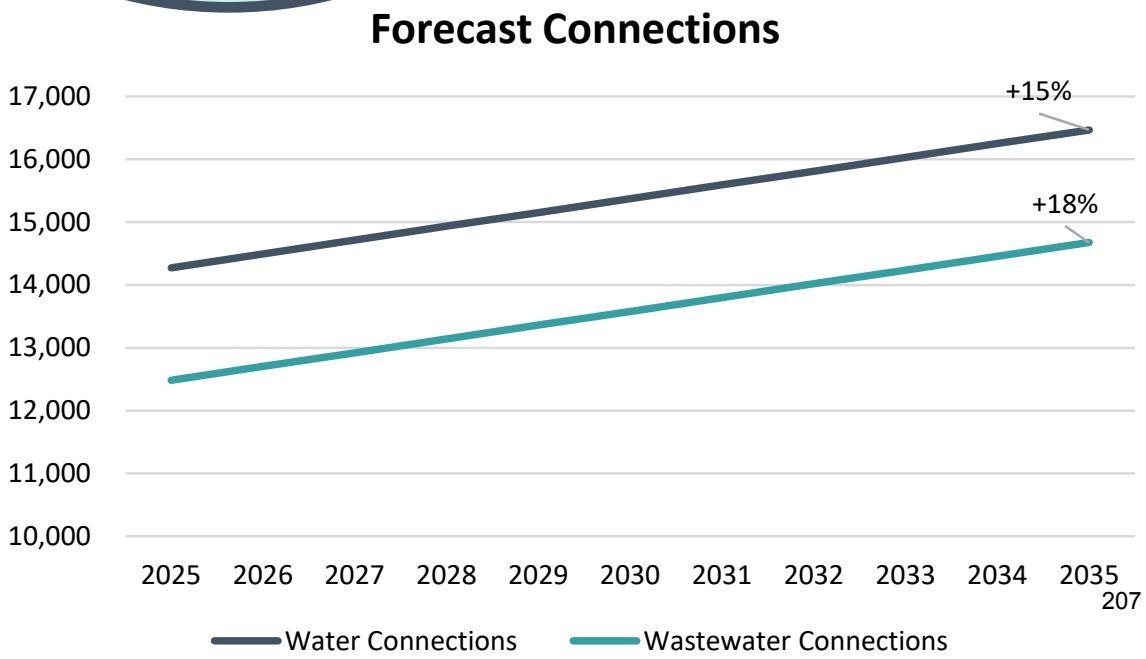
Rate Setting Approach

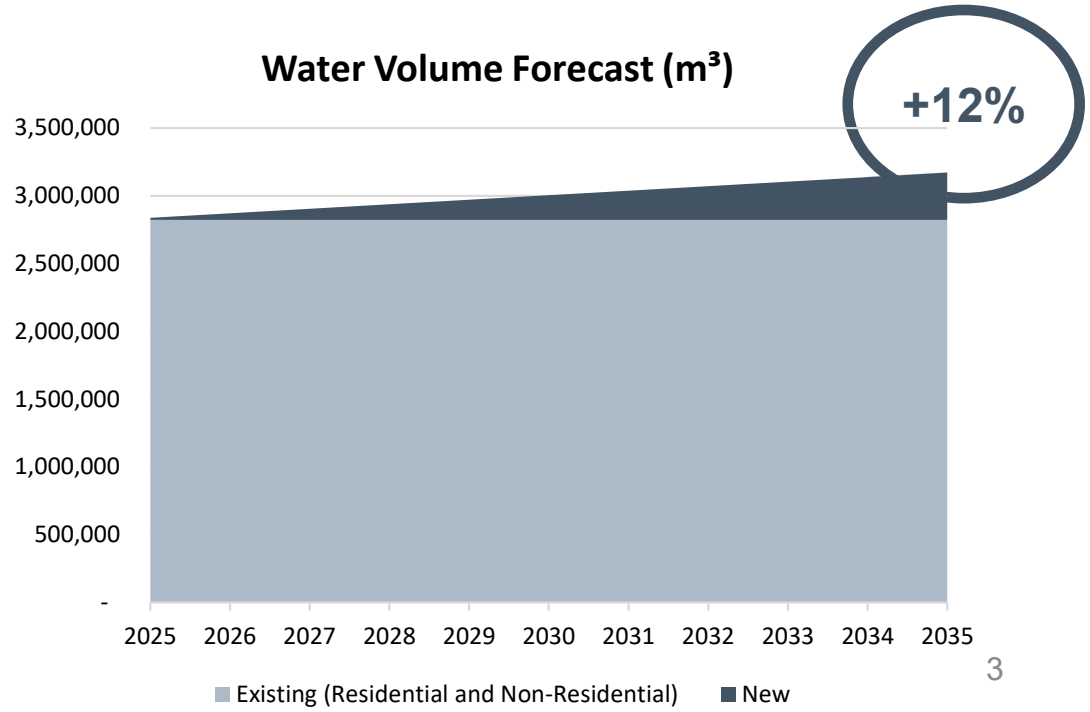


Rate Setting Approach

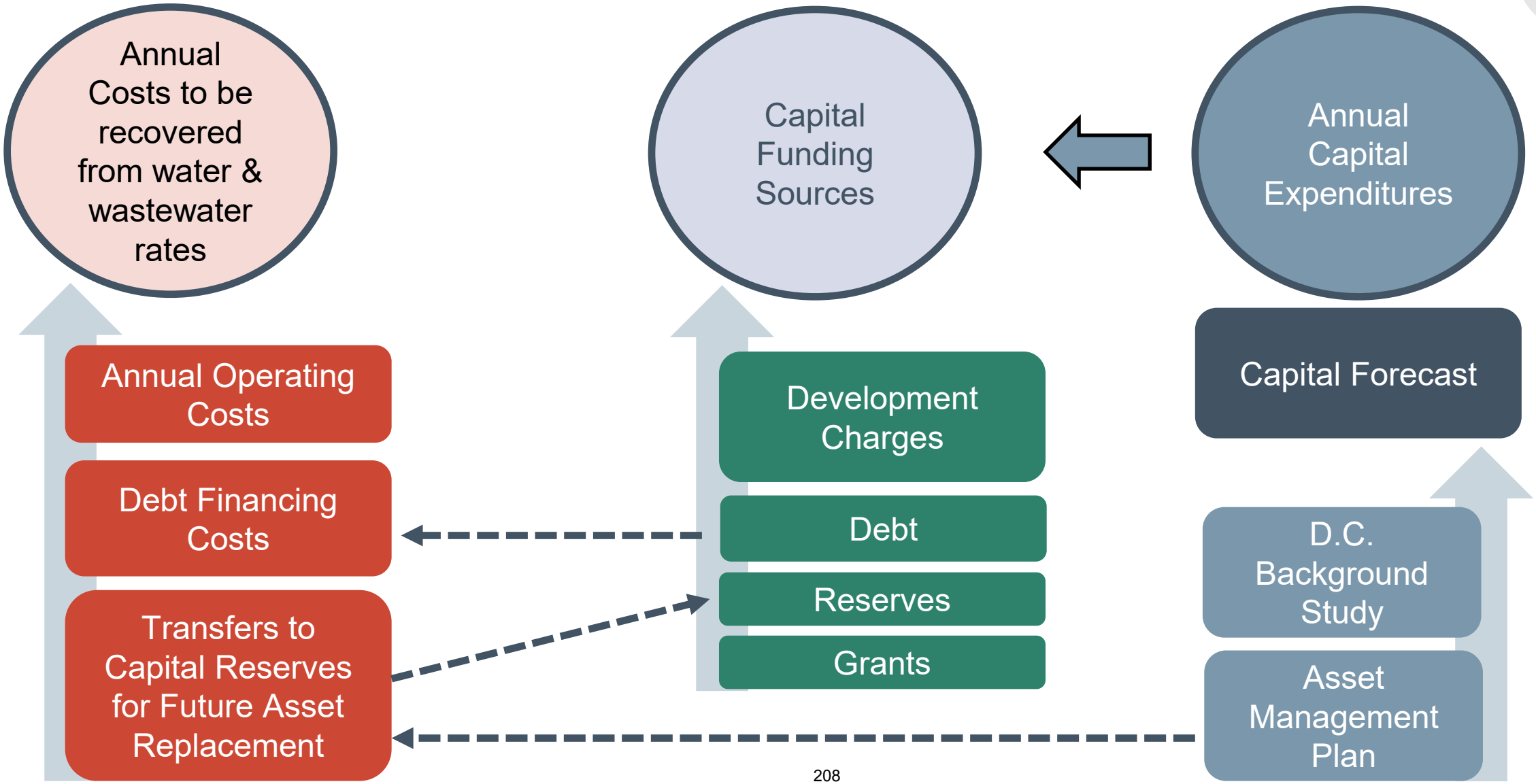
Forecasted Connections and Water Volumes

- Forecast connections and consumption based on average annual growth (2021-2024) and average consumption per connection (net of large volume users)

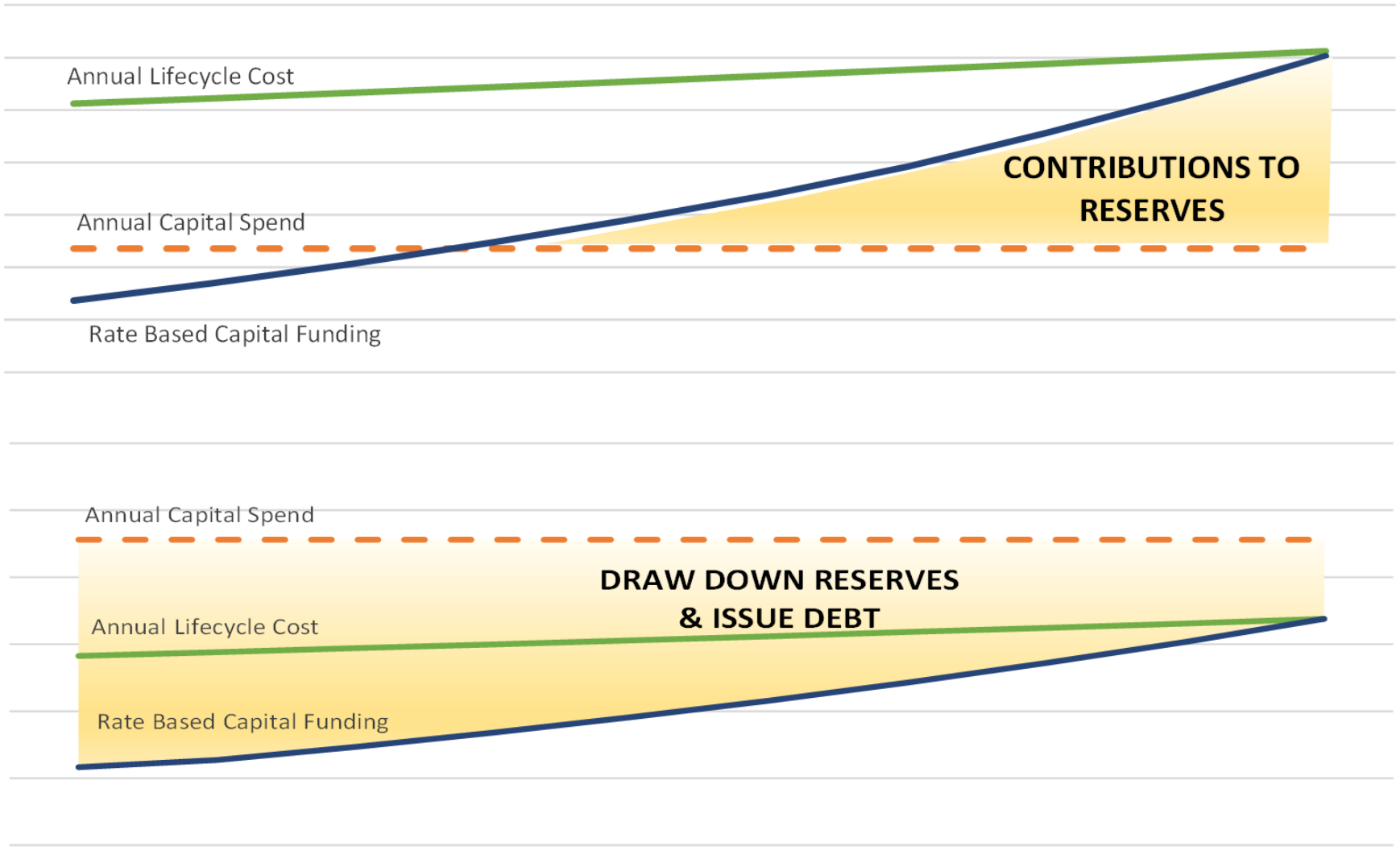




Rate Setting Approach



Rate Setting Approach

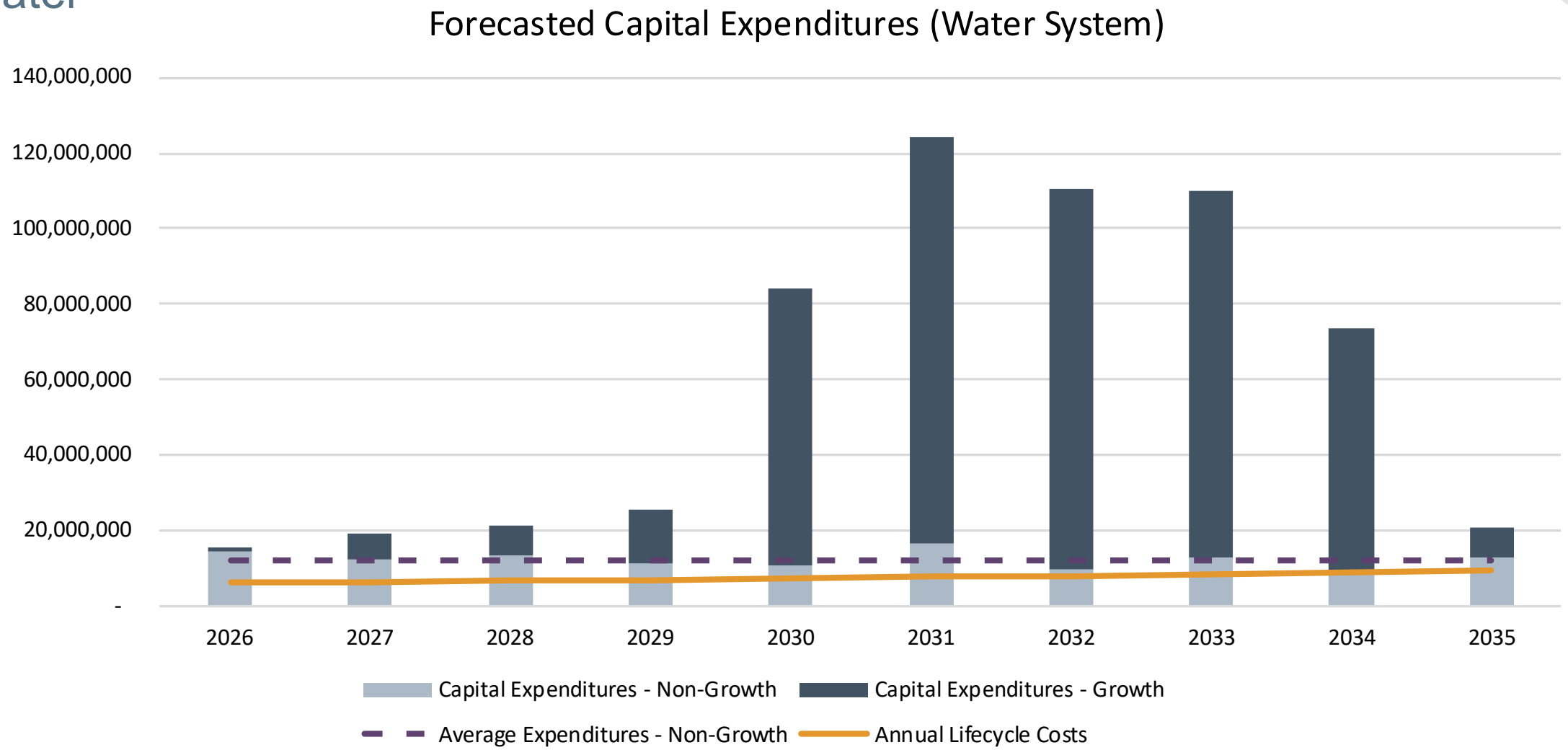


Capital Expenditure Forecast

- Capital expenditures based on City's 10-year capital budget considers the D.C. Background Study and Asset Management Plan
- Capital costs inflated by 3% annually
- Average annual lifecycle costs based on 2025 AMP plus lifecycle costs related to growth-related infrastructure within forecast period

Capital Expenditure Forecast

Water

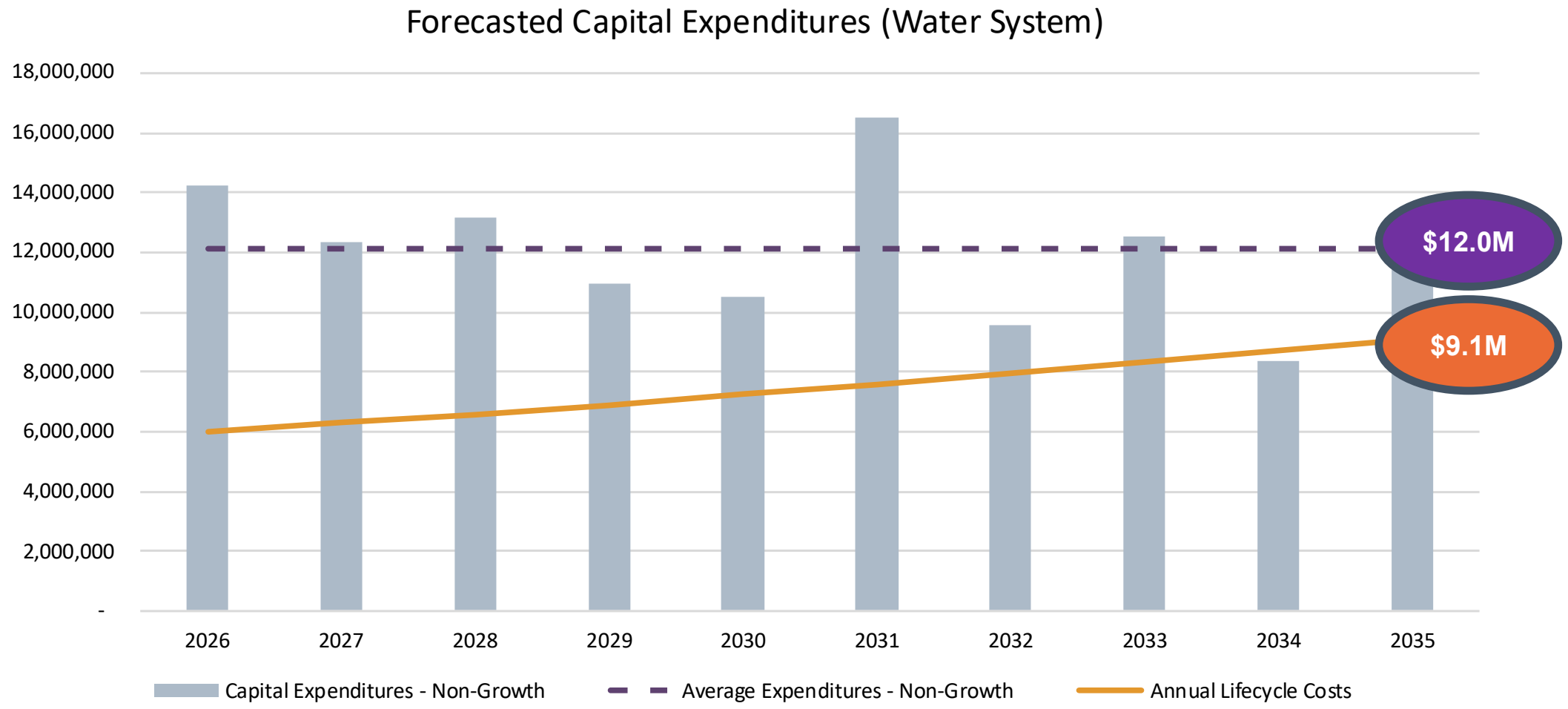


Lindsay WTP Phase 1 Construction - $307.7 million (2030 to 2034)

Bobcaygeon WTP Construction - $78.1 million (2031 to 2033)

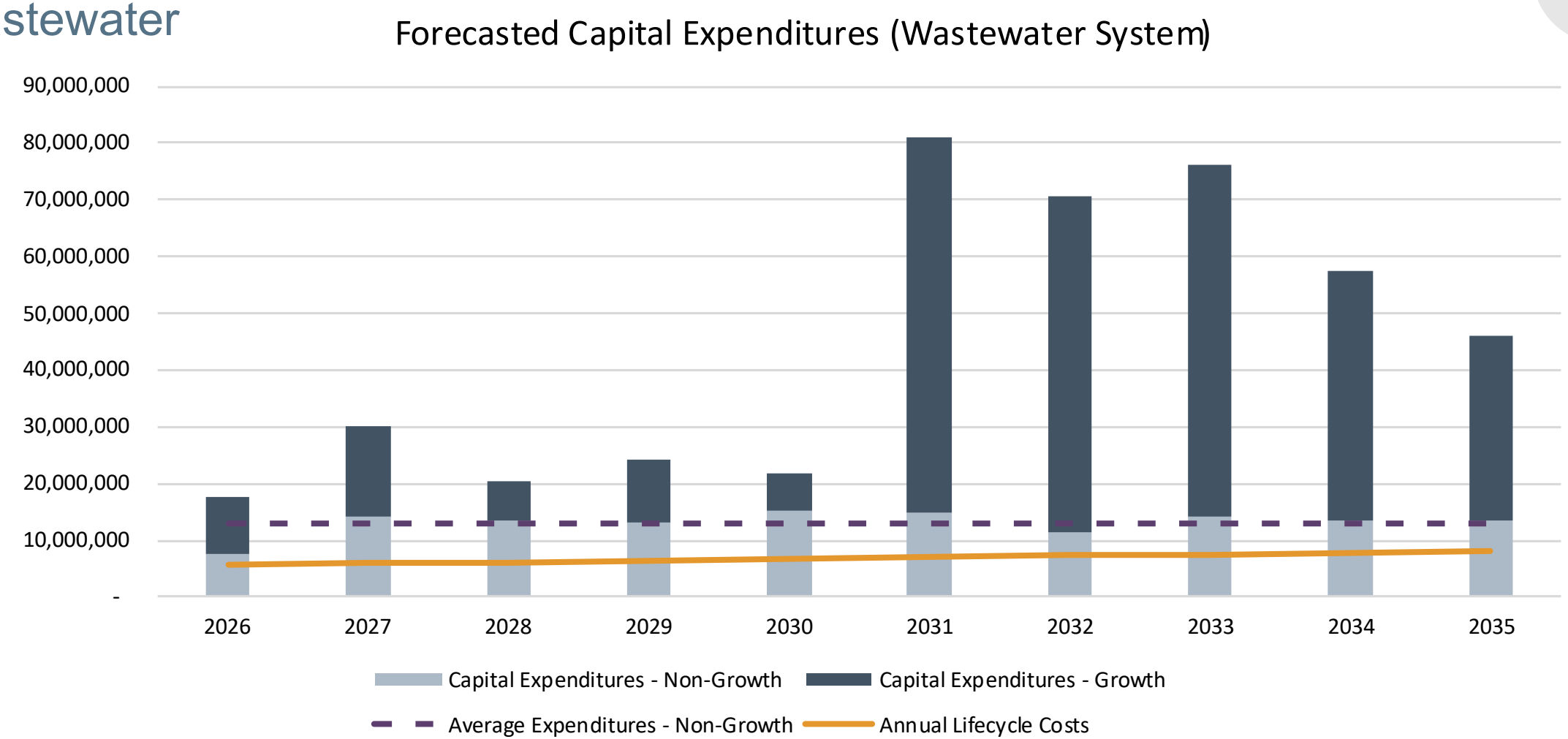
Capital Expenditure Forecast (Excluding Growth)

Water



Capital Expenditure Forecast

Wastewater



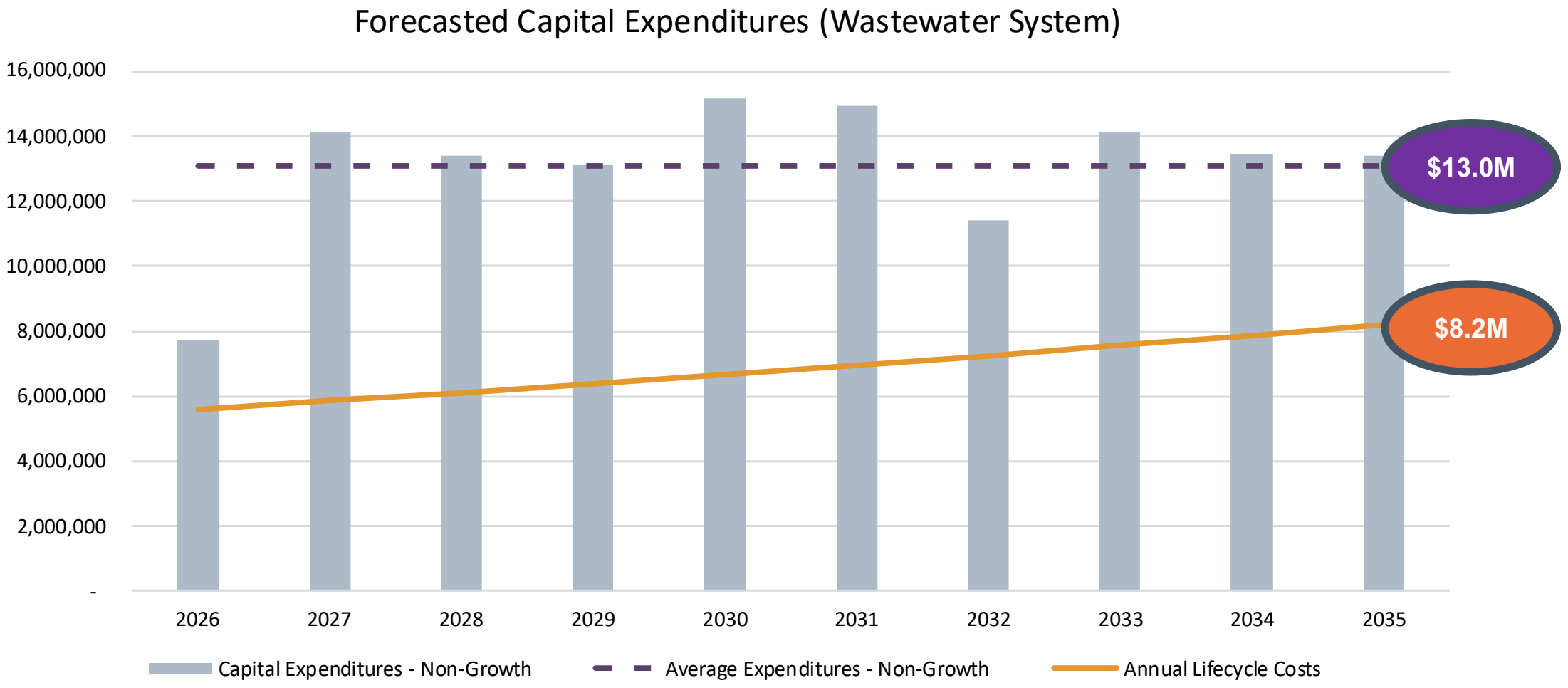
Lindsay WPCP Phase 1 Construction - $152.1 million (2031 to 2035)

Bobcaygeon WPCP Construction - $53.2 million (2031 to 2033)

Fenelon Falls WPCP Construction - $22.7 million (2031 to 2034)

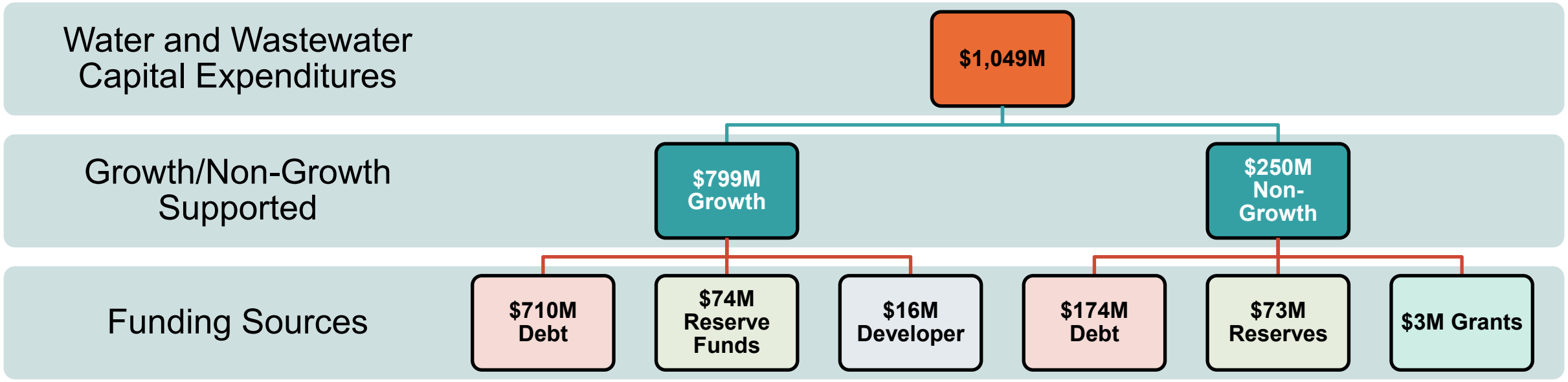
Capital Expenditure Forecast (Excluding Growth)

Wastewater



Capital Funding Plan

2026-2035



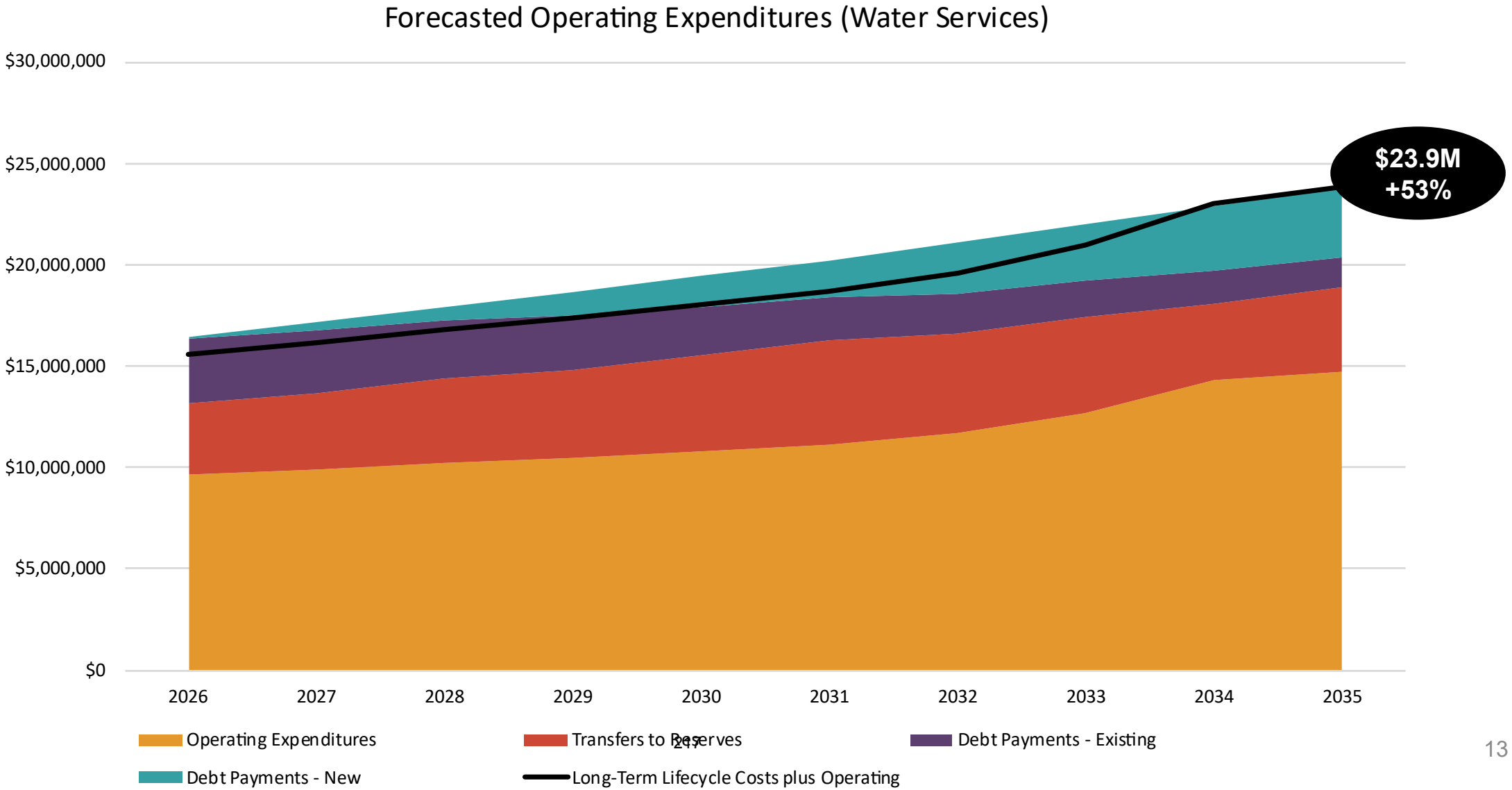
Debt Servicing Impacts

- City's adopted debt servicing policy is to limit annual debt servicing costs to 10% of gross revenues. Policy excludes D.C. supported debt.
- $13M annual debt financing costs at 2035 (Including new and existing rate supported debt)
  - 46% of City debt servicing cap at 2035*
  - 81% of City debt servicing cap at 2035 including existing tax supported debt*
- Provincial debt servicing cap is 25% of net revenues
  - 89% utilization of provincial cap (including D.C. debt financing costs)
  - 32% utilization of provincial cap (excluding D.C. debt financing costs)

***Assumes 3% in tax-supported revenues**

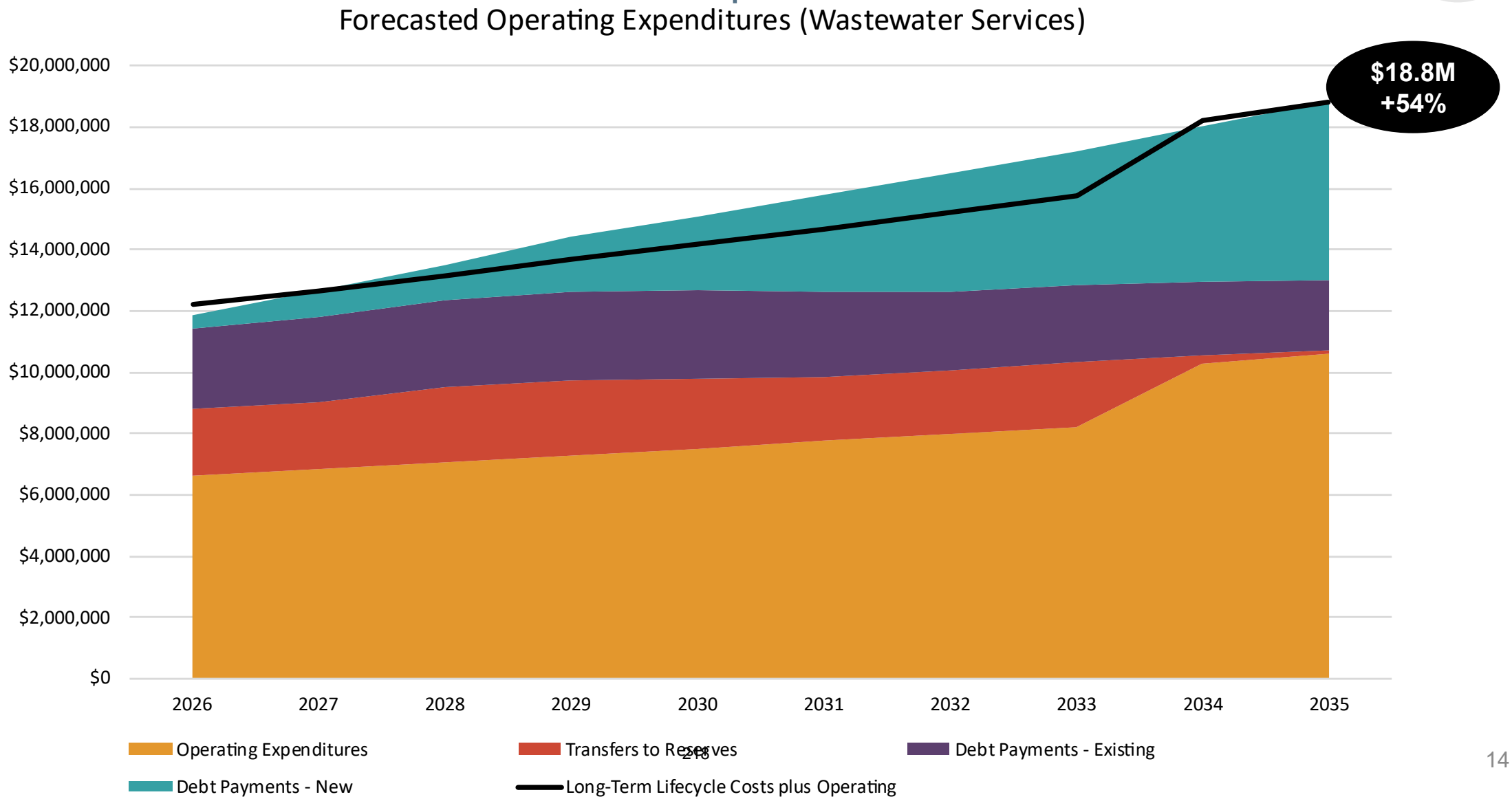
Operating Expenditure Forecast

Water – Excludes Growth-Related Expenditures



Operating Expenditure Forecast

Wastewater – Excludes Growth-Related Expenditures



Rate Recommendations

- No change to the current monthly base charge and consumptive rate structure
- Base charge revenue designed to fund average annual capital needs and consumptive rate revenue to fund annual operating costs
- For average residential home, total water and wastewater bills will increase by 4% in 2026 to 2029 followed by 3% increases to 2035
  - Actual percentage increases for monthly base and consumptive rates will differ from averages

Average Annual Increase		
Description	**Water**	**Wastewater**
Base Charge	2.80%	1.80%
Volumetric Charge	3.20%	6.60%

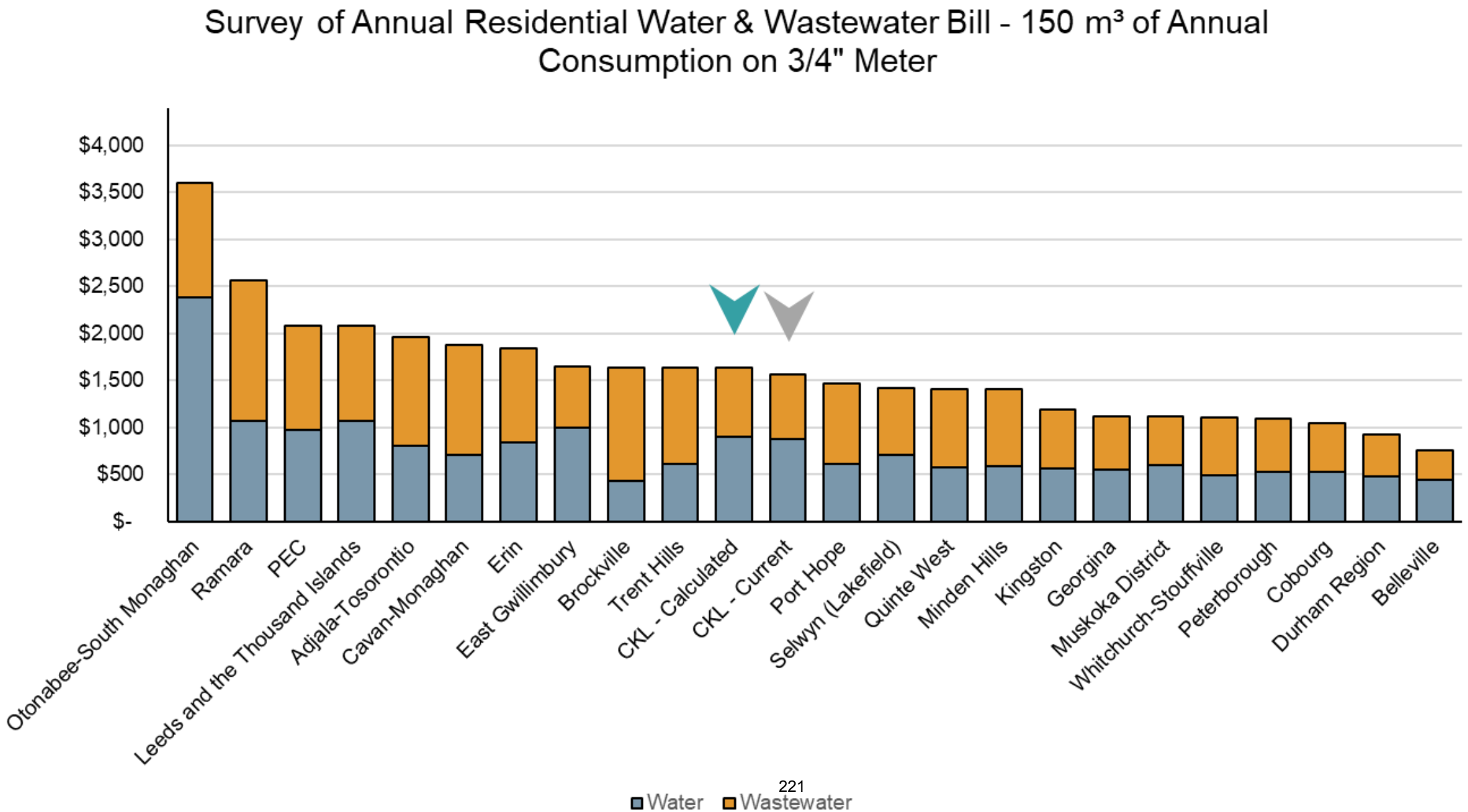
Rate Forecast

Impacts on Annual Customer Bills

Annual Customer Water & Wastewater Bill - Based on 150 m³ of usage and ⅝" or ¾" meter

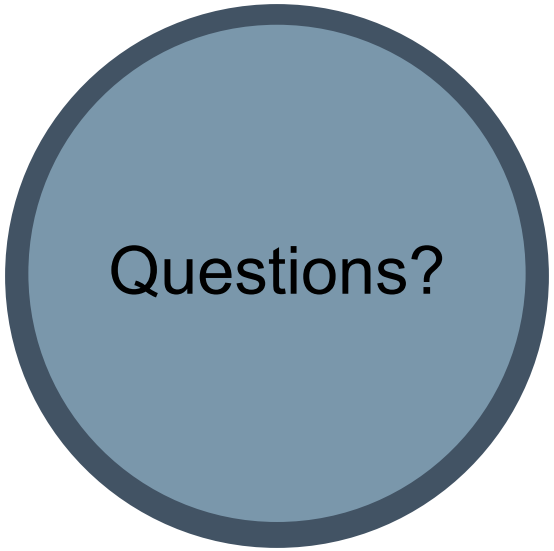
Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Annual Water Bill											
Annual Base Rate Bill	$402	$413	$425	$437	$449	$461	$474	$487	$500	$514	$529
Annual Volume Bill	$485	$500	$516	$532	$549	$567	$585	$603	$622	$642	$662
Total	$887	$914	$941	$969	$998	$1,028	$1,058	$1,090	$1,123	$1,156	$1,191
Annual Wastewater Bill											
Annual Base Rate Bill	$427	$444	$462	$480	$499	$502	$504	$506	$509	$511	$514
Annual Volume Bill	$264	$283	$303	$325	$349	$372	$396	$421	$446	$473	$501
Total	$691	$727	$765	$806	$848	$874	$900	$927	$955	$984	$1,015
Total Annual Bill	**$1,578**	**$1,641**	**$1,706**	**$1,775**	**$1,846**	**$1,902**	**$1,959**	**$2,017**	**$2,078**	**$2,140**	**$2,206**
Total Monthly Bill	**$132**	**$137**	**$142**	**$148**	**$154**	**$159**	**$163**	**$168**	**$173**	**$178**	**$184**
% Increase - Total Annual Bill		4.0%	4.0%	4.0%	4.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
$ Increase - Total Annual Bill		$62.55	$65.50	$68.48	$71.50	$55.85	$56.81	$58.53	$60.27	$62.76	$65.26
$ Increase - Monthly Bill		$5.21	$5.46	$5.71	$5.96	$4.65	$4.73	$4.88	$5.02	$5.23	$5.44

Survey – Municipal Comparators



Next Steps

- Receive Feedback
- Finalize Water Financial Plan
- Rate Study and Water Financial Plan to be approved by Council – November 18, 2025


Questions?

Committee of the Whole Report

Report Number:	**CLK2025-008**
Meeting Date:	November 4, 2025
Title:	Municipal Election 2026 – Voting Method
Description:	Internet/Telephone Voting
Author and Title:	Cathie Ritchie, City Clerk

Recommendation(s):

That Report CLK2025-008, **Municipal Elections 2026 – Voting Method**, be received;

That internet/telephone voting be approved as the voting method for the 2026 municipal election;

That internet/telephone voting be approved as the voting method for any by-elections for the position of Mayor during the 2026-2030 term of Council;

That internet voting be approved as the voting method for any by-elections for the position of ward Councillor or School Board Trustee during the 2026-2030 term of Council;

That a by-law be brought forward to Council authorizing the alternative voting method and advance voting as prescribed by Section 42 of the Municipal Elections Act, 1996, S.O. c 32 as amended; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Municipal Elections Act (MEA) states that municipal elections are to be held every four years with the next voting day being Monday, October 26, 2026.

In 2016, the Municipal Elections Act was amended. Section 42(1) sets out that council may pass a by-law authorizing an alternative voting method as long as a by-law is passed before May 1 in the year prior to the election.

The 2018 Municipal Election was the first election for the City of Kawartha Lakes using internet/telephone voting, the same voting method was also used for the 2022 Municipal Election.

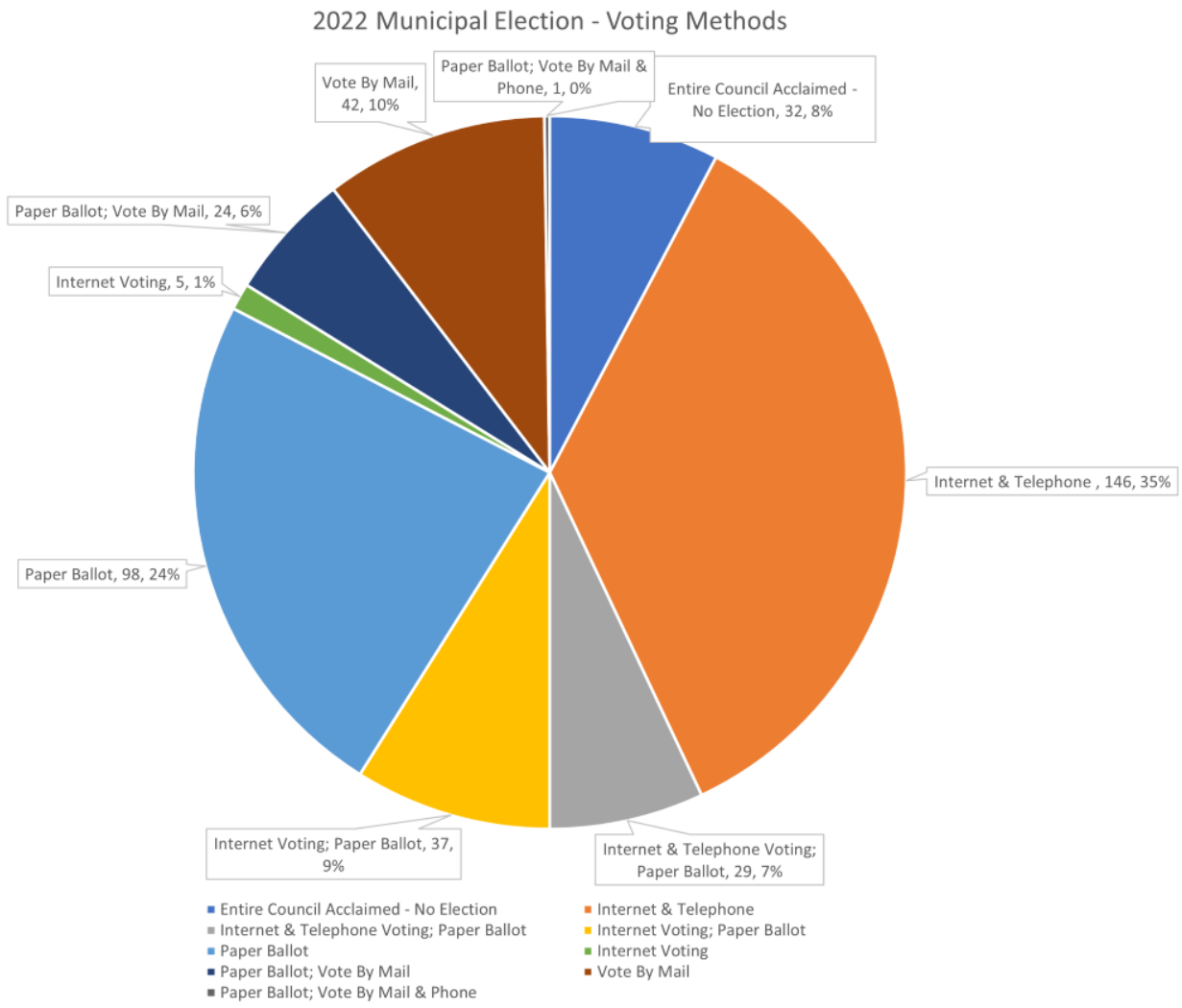
The 2025 By-Election for Ward 5 was conducted solely by internet voting.

The following tables provide the voter data from the 2022 Municipal Election.

2014 to 2022 Total Voter Turnout Comparison:

	Kawartha Lakes	**Ontario-Wide Estimate (source: AMO):**
2022	32.66%	32.90%
2018	38.05%	38.29%
2014	41.49%	43.12%

How votes are cast continues to move to technology-based methods. In 2022, 217 municipal governments used internet and/or phone/combined method, which is 42 more than the 2018 election. The following charts illustrate the methods used by Ontario Municipalites in 2022.



CKL 2022 Election Voting Method Comparison:

Method	Count	Percentage
Internet	19,280	83.33%
Telephone	3,338	14.43%
Kiosk/Voters Receiving Assistance (including Long Term Care)	518	2.24%
Total	23,136	

This report is being presented in advance of May 1st, 2026 to obtain Council's approval to maintain internet/telephone voting as the voting method for the 2026 Municipal Election, to use internet/telephone voting as the voting method for any by-election for the position of Mayor during the 2026-2030 term of Council and to use internet voting as the voting method for any by-election for the position of ward Councillor or School Board Trustee during the 2026-2030 term of Council.

Rationale:

Of all voting methods, internet/telephone voting provides the best and most efficient way for persons with disabilities and/or those who are seasonal electors, who will not in the City of Kawartha Lakes during the voting period, to participate in the election process.

During the 10-day voting period there will be multiple voting locations throughout the City (City Hall, Municipal Services Centres, Libraries) where tablets and computers will be made available to the public to accommodate those who may not have the technology or the connectivity that is needed to cast their vote. Staff will be present at each voting location to assist electors and there will be an Election Help Line that will support those who need assistance. Staff will also attend Long Term Care and Retirement Facilities prior to, and again on, Election Day to provide an opportunity for all qualified electors within those facilities to cast their vote. Alternatively, telephone voting is also available for those who do not wish to utilize online voting.

Council authorized internet/telephone voting for the 2022 Municipal Elections, therefore a by-law would have to be passed to authorize the alternative voting method for the 2026 Municipal Elections.

Section 43 of the Municipal Elections Act, 1996, c.32 as amended regarding advance voting shall apply in respect of the 2026 municipal election. Ten days for voting, including voting day will be provided.

Other Alternatives Considered:

To maintain and build on modernization, no other alternatives are proposed.

Alignment to Strategic Priorities

The selection of a voting method has the potential to support many of the goals or enablers within the adopted Strategic Plan 2024-2027. Internet/telephone voting:

Healthy Environment

- Reduces paper usage and therefore supports the Integrated Waste Management Strategy
- Reduces transportation needs and therefore reduces greenhouse gas emissions

An Exceptional Quality of Life

- Will provide greater opportunity to those with physical disabilities or other restrictions the ability to cast their votes reducing the number of those possibly disenfranchised from carrying out their civic rights.

Good Government

- Increase efficiency and effectiveness of service delivery
- Promote continuous improvement to Make It Better
- Improves accessibility for those with disabilities or location challenges on election day
- Shows fiscal responsible service delivery
- Provides excellent customer service

Financial/Operation Impacts:

The City currently budgets $70,000.00 annually to reserves for the four-year term for election purposes.

Attachments:

2025-XXX A Bylaw to Authorize Alternative

Department Head email: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, CAO

The Corporation of the City of Kawartha Lakes

By-Law 2025-

A By-Law to Authorize the Use of Alternative Voting Methods and Advance Vote for the City of Kawartha Lakes 2026 Municipal Elections, and for any By-Elections Held During the 2026-2030 Term of Council

Recitals

1. Section 42 of the Municipal Elections Act, 1996, S.O. c.32, as amended, provides that the council of a municipality may, by by-law, authorize the use of voting and vote-counting equipment for municipal elections and for any by-elections.
2. Section 42 of the Municipal Elections Act, 1996, S.O. c.32, as amended, provides the authority for the council of a local municipality to pass by-laws authorizing electors to use an alternative voting method that does not require electors to attend at a voting place in order to vote.
3. Section 43 of the Municipal Elections Act, 1996, c.32 as amended regarding advance voting shall apply in respect of the 2026 municipal election.
4. This by-law puts into effect the decision of Council made by Resolution CR2025-___.

Accordingly, the Council of the Corporation of the City of Kawartha Lakes enacts this By-law 2025-__.

Section 1.00: Definitions and Interpretation

1.01 **Definitions**: In this by-law,

“City”, “City of Kawartha Lakes” or “Kawartha Lakes” means the Corporation of the City of Kawartha Lakes and includes its entire geographic area;

"City Clerk" means the person appointed by Council to carry out the duties of the clerk described in section 228 of the Municipal Act, 2001;

“Council” or “City Council” means the municipal council for the City;

1.02 **Interpretation Rules:**

The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-

law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

Section 2.00: Alternative Voting Method

2.01 **Voting Method:** That the City of Kawartha Lakes use voting and vote counting equipment for the 2026 municipal election and for any by-elections during the 2026-2030 term of Council.

2.02 **Internet/Telephone**: That the City of Kawartha Lakes use the alternative voting method of internet/telephone voting combination for the 2026 municipal election and for any by-elections for the position of Mayor during the 2026-2030 term of Council.

2.03 **Internet:** That the City of Kawartha Lakes use the alternative voting method of internet voting for any by-elections for the position of ward Councillor or School Board Trustee during the 2026-2030 term of Council.

Section 3.00: Advance and Proxy Vote

3.01 All Advance voting shall use the same alternative voting method of internet/telephone voting combination for the 2026 municipal election and for any by-elections during the 2026-2030 term of Council.

3.02 Proxy voting provisions shall not be permitted for the 2026 municipal election or for any by-elections during the 2026-2030 term of Council.

Section 4.00: Administration and Effective Date

4.01 **Administration of the By-law:** The City Clerk is responsible for the administration of this by-law.

4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

Section 5.00: Repeals

5.01 **Repeal:** By-law 2021-002 is hereby repealed.

By-law read a first, second and third time, and finally passed, this 18th day of November, 2025.

_____	_____
Doug Elmslie, Mayor	Cathie Ritchie, City Clerk

Committee of the Whole Report

Report Number:	**RS2025-038**
Meeting Date:	November 4, 2025
Title:	**Proposed Surplus Declaration, Closure and Sale of Road Allowances adjacent to Lot 2 and Lot 3, Concession 3, Laxton**
Description:	Proposed Surplus Declaration, Closure and Sale of Road Allowances Legally Described as Part of the Road Allowance between Concession 2 and Concession 3; Laxton; Kawartha Lakes (Part of PIN: 63112-0209); and Road Allowance between Lot 3 and Lot 4, Concession 3, Laxton; Kawartha Lakes (PIN: 63112-0223)
Author and Title:	Madison MacCormack, Law Clerk – Realty Services

Recommendations:

That Report RS2025-038, **Proposed Surplus Declaration, Closure and Sale of Road Allowances adjacent to Lot 2 and Lot 3, Concession 3, Laxton**, be received;

That the subject property, being road allowances legally described as Part of the Road Allowance between Concession 2 and Concession 3; Laxton; Kawartha Lakes (Part of PIN: 63112-0209); and Road Allowance between Lot 3 and Lot 4, Concession 3, Laxton; Kawartha Lakes (PIN: 63112-0223), be declared surplus to municipal needs;

That the sale of the road allowance to the adjoining landowner be supported, in principle, in accordance with the provisions of By-Law 018-020, as amended, and the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject road allowance merge with the purchaser's adjacent properties on closing);

That the sale of the road allowances be conditional upon the subject road allowances reverting to City ownership at the conclusion of the purchaser's project term (estimated at 30 years);

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

That Council set the value of the land at the set price of $2.50 per square foot of interior road allowance, unless the purchasers wish to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of $2.50 per square foot of interior road allowance or the appraised value;

That staff be directed to commence the process to stop up and close the said road allowance;

That a by-law (with any amendments deemed necessary) to close the road and authorize its disposition shall be passed, if appropriate;

That a deeming by-law be passed contemporaneously with the disposition by-law, if required;

That the Mayor and Clerk be authorized to sign all documents to facilitate the road closing and conveyance of the lands; and

That these recommendations be brought forward to Council for consideration at the next Regular Council Meeting.

Background:

The City of Kawartha Lakes received a request from the Department of National Defence to acquire usage of the road allowance that is adjacent to their property, which is legally described as West 1/2 of Lot 2 Concession 3 Laxton; East 1/2 of Lot 2 Concession 3 Laxton; Lot 3 Concession 3 Laxton; City of Kawartha Lakes (PIN: 63112-0127 (LT)).

The Land Management Team reviewed this request at its meeting on September 8, 2025. The Team noted that there was no municipal need for the road allowance. Accordingly, the Team recommended a disposition of the road allowances with the condition that ownership of the road allowances revert back to the City of Kawartha Lakes following the end of the (estimated) 30-year project.

Public Notice advertising the potential surplus declaration and sale of the subject road allowance was completed by posting on the City's website commencing on September 24, 2025. Realty Services received notice of concerns from a resident with regards to the proposed closure and sale of the subject lands, which the resident will be presenting to Council via deputation on this Agenda.

Rationale:

The Land Management Team has determined that this portion of the road allowance is not required for municipal purposes.

The interested party owns property that borders the subject road allowance. As a result, pursuant to the City's By-Law to Regulate the Disposition of Municipal Real Property (By-Law 2018-020, as amended) the road allowance can be conveyed to the adjoining landowner.

The north/south road allowance (PIN: 63112-0209) does not lead to water, it borders private property, and therefore, the stop up, closure and sale would not contravene section 8.00 of By-Law 2018-020, as amended. The east/west road allowance (PIN: 63112-0223) does lead to water (Duck Lake); however, access to the water is maintained via the remaining sections to the west of the intersection of the north/south road allowance and the east/west road allowance. In addition, access to Duck Lake remains via Curl's Road to the west.

As per section 4.04 of By-Law 2018-020, as amended, an appraisal is not required for closed road allowances being sold to an adjacent landowner, as long as the price set out in Schedule C of By-Law 2018-020 is recovered, being $2.50 per square foot of interior road allowance. Use of the set price results in a cost and time savings to the

purchaser, as they are not required to pay for an appraisal or wait while an appraisal is completed. However, Staff have found that some purchasers are of the opinion the set price is too high for the land they are purchasing. Section 4.03 of By-Law 2018-020, as amended, does note that an appraisal may be required in order for Council to set the price of the land to be disposed of. Accordingly, if the purchasers are of the opinion that the set price is too high, Staff recommend offering the purchasers the option of paying for an appraisal so that the land value can be set at the lower of the set price or the appraised value.

Other Alternatives Considered:

Council may decide not to sell the road allowance and derive no financial benefit whatsoever.

Alignment to Strategic Priorities:

The recommendations set out in this Report align with the following strategic priority:

- Good Government
    - Effective management of the municipal building and land portfolio

Financial/Operation Impacts:

The purchaser will be asked to enter into a conditional Agreement of Purchase and Sale. All costs of the transaction, plus a $1,500.00 fee to cover the City's staff time expenses will be paid for by the purchasers.

The revenue from the sale will be placed in the Property Development Reserve.

Consultations:

Land Management Team

Attachments:

Appendix A – Map

Appendix A - Map.pdf

Appendix B – General Location Map

Appendix B
General Location Ma

Department Head E-mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Department File: L06-25-RS020

Appendix A
to
Report RS2025-038
File No. L06-25-RS020

Appendix B
to
Report RS2025-038
File No. L06-25-RS020

Committee of the Whole Report

Report Number:	**RS2025-039**
Meeting Date:	November 4, 2025
Title:	**RS2025-039 Proposed Surplus Declaration, Closure and Sale of Road Allowance adjacent to 81 Harvest Road**
Description:	Proposed Surplus Declaration, Closure and Sale of a Road Allowance Legally Described as Part of the Road Allowance between Concession 1 and Concession 2 Verulam Abutting Lots 2 to 4 Except R378237; Kawartha Lakes (Part of PIN: 63143-0259),
Author and Title:	Madison MacCormack, Law Clerk – Realty Services Robyn Carlson, City Solicitor

Recommendations:

That Report RS2025-039, **Proposed Surplus Declaration, Closure and Sale of Road Allowance adjacent to 81 Harvest Road**, be received.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Land Management Team received a request from the owner of the property municipally known as Part Lot 2, Concession 1, Verulam (Harvest Road) to purchase the road allowance that is adjacent to their property and runs southerly from their property along the westerly lot line of 81 Harvest Road to join with the northern terminus of Harvest Road.

The Land Management Team reviewed this request at its meeting on July 14, 2025. The Team noted that they were not in a position to support the request to purchase a portion of the unopened road allowance as the road allowance is used for municipal purposes, including snow storage at the terminus of Harvest Road.

As this matter had previously been reviewed by Council via a deputation by the applicants, the Land Management Team were of the opinion that Realty Services should advance a Report to Council outlining the details of the matter and rationale for the Land Management Team's position. This was presented in closed session at the Council Meeting on August 26, 2025. Council resolved to direct the property through the disposition process, subject to the requirements of By-Law 2018-020 (Disposition of Municipal Real Property) and the City's Land Disposition Policy, including advertisement and return to Council for surplus declaration.

Accordingly, Realty Services commenced the public notice process, including reaching out to the adjoining landowners to determine their concerns or objections in the City disposing of the road allowance abutting their respective properties. One party expressed concerns with a lack of fairness, as they had previously expressed an interest in purchasing the lot prior to the applicant's purchase, and were advised by the City that the road allowance would need to be upgraded to City standards and then assumed by the City for maintenance purposes, in order for the lot to be developable. This party moreover expressed concerns with the proposed sale of the road allowance as the use/development by a private owner could impact their property depending on how it is maintained. In addition, this party noted that the road allowance has been consistently used for access to farm fields by a variety of large farm equipment, including tractors, haybines, balers, seeders, and combines. They further expressed that their preferred option would be for the road allowance to be upgraded and then assumed and maintained by the City. This party intends to provide correspondence to Council on this Agenda to personally express their concerns and provide additional details.

Public Notice advertising the potential surplus declaration and sale of the subject road allowance was completed by posting on the City's website commencing on September 24, 2025 and with a "Proposed Surplus Property" sign installed on-site commencing

September 17, 2025. Realty Services did not receive any further concerns with regards to the proposed closure and sale of the subject lands.

Rationale:

The interested party owns property that borders a portion of the subject road allowance. As a result, pursuant to the City's By-Law to Regulate the Disposition of Municipal Real Property (By-Law 2018-020, as amended) this portion of the road allowance can be conveyed to the adjoining landowner. It should be noted that typically, a purchaser is only permitted to purchase the road allowance which directly abuts the boundaries of their property. In this case, an additional section south of the applicant's property (adjacent to 81 Harvest Road) is being requested in order to attain frontage at the existing terminus of Harvest Road. Frontage on a municipally maintained road is required in order for the purchaser's property to be developed (another option which would result in development is for the vacant property to upgrade the road to its frontage). A map outlining the area proposed to be sold is attached as Appendix A.

The subject road allowance does lead to water, and therefore, the stop up, closure and sale would contravene section 8.00 of By-Law 2018-020, as amended: "Council has declared, by Resolution CR2001-1025, that unopened road allowances leading to water shall be retained by the municipality. Upon receipt of a request to purchase an unopened road allowance leading to water the applicant shall be advised that Council is not prepared to consider declaring any unopened road allowances that lead to water as surplus to municipal needs. Exceptions may be considered where alternate access to water in the immediate vicinity can be provided."

As per section 4.04 of By-Law 2018-020, as amended, an appraisal is not required for closed road allowances being sold to an adjacent landowner, as long as the price set out in Schedule C of By-Law 2018-020 is recovered, being $2.50 per square foot of interior road allowance. Use of the set price results in a cost and time savings to the purchaser, as they are not required to pay for an appraisal or wait while an appraisal is completed. However, Staff have found that some purchasers are of the opinion the set price is too high for the land they are purchasing. Section 4.03 of By-Law 2018-020, as amended, does note that an appraisal may be required in order for Council to set the price of the land to be disposed of. Accordingly, if the purchasers are of the opinion that the set price is too high, Staff recommend offering the purchasers the option of paying for an appraisal so that the land value can be set at the lower of the set price or the appraised value.

As at least one of the adjoining landowners has noted that they use the subject road allowance for access to farm fields, a right-of-way in favour of the landowner (or both,

should the other adjoining landowner confirm that they too have historically used the road allowance) should be granted in order to maintain access rights. As these rights-of-way would not be required were the subject road allowance to remain in City ownership, the costs of registering the rights-of-way should be borne by the purchaser, including any legal fees incurred by the two adjoining landowners.

Other Alternatives Considered:

Council may decide to sell the road allowance. In this case, in addition to passing the above recommended resolution, Council will pass the following resolution:

"**That** the subject property, being a road allowance legally described as Part of the Road Allowance between Concession 1 and Concession 2 Verulam Abutting Lots 2 to 4 Except R378237; Kawartha Lakes (Part of PIN: 63143-0259), which is located adjacent to 81 Harvest Road, Dunsford and adjacent to the property legally described as Part of Lot 2, Concession 1, Verulam Part 1 on 57R-6408; Kawartha Lakes, be declared surplus to municipal needs;

That the sale of the road allowance to the adjoining landowner to the northern section of the road allowance be supported, in principle, notwithstanding section 8.0 of By-Law 018-020, as amended, and in accordance with the Municipal Act, 2001, and subject to the parties entering into a conditional Agreement of Purchase and Sale (including a condition that the subject road allowance merge with the purchaser's adjacent properties on closing);

That an exemption to compliance with section 8.00 of By-Law 2018-020 be granted, in order for the sale to proceed;

That rights-of-way in favour of the adjoining landowners to the east (60 Harvest Road) and west (81 Harvest Road) be granted prior to closing, if required to maintain existing/historical access and that the associated costs (including the east/west adjoining landowners' legal fees) be paid by the purchaser;

That Council set the value of the land at the set price of $2.50 per square foot of interior road allowance, unless the purchasers wish to pay for an appraisal, in which case, Council set the value of the land at the lower of the set price of $2.50 per square foot of interior road allowance or the appraised value;

That staff be directed to commence the process to stop up and close the said road allowance;

That a by-law (with any amendments deemed necessary) to close the road and authorize its disposition shall be passed, if appropriate;

That a deeming by-law be passed contemporaneously with the disposition by-law, if required;

That the Mayor and Clerk be authorized to sign all documents to facilitate the road closing and conveyance of the lands; and

That these recommendations be brought forward to Council for consideration at the next Regular Council Meeting."

Alignment to Strategic Priorities:

The recommendations set out in this Report align with the following strategic priority:

- Good Government
    - Effective management of the municipal building and land portfolio

Financial/Operation Impacts:

If the alternative is pursued: The purchaser will be asked to enter into a conditional Agreement of Purchase and Sale with a non-refundable $1,000.00 deposit to cover initial road closing costs. All costs of the transaction, plus a $1,500.00 fee to cover the City's staff time expenses will be paid for by the purchasers. This includes any costs required to register rights-of-way on title for the two adjoining landowners to retain access rights for farm equipment, as well as any legal fees incurred by said landowners.

The revenue from the sale will be placed in the Property Development Reserve.

There will be negative operational impacts with respect to winter maintenance, as discussed above.

If the property owner is required to upgrade the road for assumption by the municipality, including the provision of a turnaround at the end, this will improve the road network.

Consultations:

Land Management Team

Attachments:

Appendix A – Map

Appendix A - Map.pdf

Appendix B – General Location Map

Appendix B - General Location Ma

Appendix C – Aerial Map

Appendix C - Aerial Map.pdf

Department Head E-mail: rcarlson@kawarthalakes.ca

Department Head: Robyn Carlson

Department File: L06-25-RS006

Appendix A
to
Report RS2025-039
File No. L06-25-RS006

Appendix B
to
Report RS2025-039
File No. L06-25-RS006

Appendix C
to
Report RS2025-039
File No. L06-25-RS006

Committee of the Whole Report

Report Number:	**PLAN2025-051**
Meeting Date:	November 4, 2025
Title:	**CP2018-014 Telecommunications and Antenna System Siting Policy Update 2025**
Description:	Proposed changes to clarify roles and responsibilities and streamline the application and concurrence request process
Author and Title:	Nicolas Smith, Planner II - Policy

Recommendations:

That Report PLAN2025-051, **CP2018-014 Telecommunications and Antenna System Siting Policy Update 2025,** be received for information;

That the policy entitled Telecommunications and Antenna System Siting Policy, attached as Appendix C to Report PLAN2025-051, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The telecommunications industry is regulated by the federal government through the Radiocommunication Act, which is primarily administered by Innovation, Science and Economic Development (ISED) Canada and Health Canada. As telecommunications systems are regulated by the federal government, they are therefore not subject to provincial requirements or municipal documents such as official plans or zoning by-laws. However, ISED Canada considers the local Land-use Authority (i.e. the municipality) to have the best knowledge of land uses in an area. Therefore, ISED Canada encourages the development of protocols by the local municipalities to ensure that a clear process is established for the consideration of new telecommunications facilities within the community. Where a municipality has adopted a Telecommunications Policy, the Proponent must receive concurrence from the municipality that the proposal complies with the municipal Policy, before ISED Canada will issue an approval for the facility.

As described in the following section, Council has adopted a Telecommunications Policy attached at **Appendix A**. Staff have prepared a series of updates to the Telecommunications Policy in order to clarify roles and responsibilities and streamline the application and concurrence request process. The proposed updates also broaden public notification through enhanced communications.

The following represents the timeframe of the municipality's involvement with Telecommunications applications in the City of Kawartha Lakes:

- **May 22, 2012** – Council adopted Policy C 178 PLAN 001, the first Telecommunications System Protocol;
- **July 15, 2014** – ISED Canada's Client Procedures Circular CPC-2-0-03, Issue 5 came into effect (resulting from a federal consultation review of standards). The document outlined the requirements that apply to anyone (considered a Proponent) who is planning to install or modify an antenna installation of any type anywhere in Canada (typically, an Antenna System);
- **May 22, 2018** – Council adopted Policy CP2018-014, the Telecommunications and Antenna System Siting Policy to replace the 2012 Telecommunications System Protocol, taking into account the updated 2014 ISED Canada standards;
- **June 15, 2021** – Council adopted changes to CP2018-014, one of which was to delegate authority to the Director of Development Services for Uncontested applications;
- **July 28, 2022** – ISED Canada's Client Procedures Circular CPC-2-0-03, Issue 6 came into effect (resulting from a recent federal consultation review of standards). The updates included revising the name of the department to ISED Canada throughout; official languages requirements which came into effect August 1, 2023; revised references to the Canadian Environmental Assessment Act to reflect the coming into force of the Impact Assessment Act; revised

Transport Canada references and details; adopted the text proposed by NAV Canada regarding land-use proposal submission forms; and editorial changes and clarifications;

- **September 27, 2022** – Council adopted changes to CP2018-014 through CR2022-348 to update and revise policy.

Rationale:

Telecommunications Policy Update Summary

Staff typically complete an annual review of existing Council Policies. Staff are proposing to update the Telecommunications and Antenna System Siting Policy to include some practical improvements based on recent working experience with the 2022 updated Policy. **Appendix B** is a track-changes version of the current Council Policy and the changes are summarized below:

1. Wording and policy clarifications, to ensure consistent interpretation;
2. Revised definitions to align with ISED Canada CPC 2-0-03;
3. Revised policies relating to process to provide greater clarity for submission expectations, approval process, and approval timelines;
4. Clarification of expectations for complete applications;
5. Clarification that Director of Development Services determines when an application will proceed to Council for a determination or proceed as an 'uncontested' application;
6. Streamline the Policy by removing terms Contentious and Non-contentious applications, but keeping Contested and Uncontested applications;
7. Structure of the Policy revised to follow logical order of process steps;
8. Policies clarified to not allow Telecommunication Facilities in natural heritage areas, improve provisions to reduce impact on adjacent natural heritage features;
9. Policies clarified to maximize distance between freestanding antenna systems and listed and designated heritage buildings and sites, and require structure-mounted antenna systems to blend in with the structure with respect to form, materials, and colour;
10. The Policy includes a Public consultation process following ISED Canada CPC 2-0-03, to provide reference and clarity that Proponents shall follow;
11. The Public Consultation Process has additional requirements beyond the ISED Canada CPC 2-0-03 minimum, including requirements to post a public notice on the Kawartha Lakes News and Notices website as well as a Public Notice Sign on

the property. These are in addition to ISED Canada requirements for a public notification package to the surrounding local public and circulation in the local newspaper. The requirements for each of these public notices are identified in the Policy and follow ISED Canada CPC 2-0-03 requirements;

12. Public consultation process revised so comments are channeled through City staff to review and direct Proponents to address. City staff shall also be copied on all responses by the Proponent to be informed on the public consultation process;
13. The Policy clarifies what is considered as a reasonable and relevant concern per ISED Canada CPC 2-0-03;
14. In the Public Consultation Summary Report, Proponents are required to provide all communications received, responses provided, and in the case of comments not addressed, to clearly indicate why the comment was not considered reasonable or relevant;
15. The Concurrence Application now requires Proponents to provide confirmation that the Telecommunications Facilities have completed construction through submitting photos of the installation and as-built drawings with location noted;
16. The Policy is clarified that the Request for Re-concurrence must be submitted before construction begins;
17. The Policy includes a request that notification be received by the City for exempt telecommunication facilities to ensure the City is more knowledgeable of telecom work and aid in facilitating more co-location opportunities in the future as the preferred means of increasing coverage and capacity;
18. The Policy provides direction for rescinding a concurrence, in the event the City determines that the proposed Telecommunications Facility contains a misrepresentation, a failure to disclose all pertinent information regarding the proposal, or the plans and Development Agreement have not been complied with, and a resolution cannot be reached to resolve the matter; and
19. The Policy includes that the City can request from Telecommunication Carriers information on a specific Telecommunications Facility whether it is required to support the telecommunications network. The Telecommunications Carriers will provide information on the future status or planned decommissioning for the Telecommunications Facility. When the Telecommunications Carrier concurs that a Telecommunications Facility is redundant, the Telecommunications Carrier and City will mutually agree on a timeframe for removing the Telecommunications Facility and all associated structures and equipment from the applicable site. Once a Telecommunications Facility is deemed redundant, removal will occur no later than two (2) years following this issuance.

Overall, these changes will lead to an improved process, processing times and clarify expectations for processing new applications by providing greater clarity on the process.

More Demand and Need to Streamline Process

The City of Kawartha Lakes has seen an increase in the demand for access to internet to better support today's lifestyles. All three levels of government (Municipal, Provincial and Federal) have recognized the need for rural communities to have reliable mobile phone and internet access, a need exacerbated by recent events. The Eastern Ontario Regional Network (EORN) has been leading the significant public-private partnership to improve cell service across the region, through the EORN Cell Gap Project (the Project). The overall goal of this Project is to expand cell data coverage and capacity which will help to improve safety through increasing signal coverage, provide more choice of internet sources, and provide access to this modern necessity. This Project will provide 99 percent of the area with voice calling services, 95 percent of the area with standard-definition level services (video-app calls, basic app usage, and streaming of standard-definition video), and at least 85 percent with service levels that can support high-definition video and apps. Both the Federal and Provincial governments have contributed to the Project, with some investment from the members of the Eastern Ontario Wardens' Caucus (EOWC). Rogers Communications was selected through a competitive bidding process as the successful partner to contribute the balance of the funds.

The City has also seen an increase in inquiries and requests for proposed telecommunication facilities from various Proponents including Bell, Rogers, Xplorenet, and other third-party providers. The Proponents seek to increase coverage and capacity of telecommunication facilities in Kawartha Lakes to address the current deficiencies. This increase in applications has allowed for the current policy update from 2022 to be implemented and give insight on potential revisions to further streamline and improve the process.

Since the City has had a Telecommunication Policy, revisions have occurred to refine the procedure. Prior to June 15, 2021, all applications requesting concurrence had to proceed to Council for support and to receive a Council Resolution. This necessitated a staff report prepared for each request, when in most cases the requests for concurrence were supported by Staff as there were no outstanding issues from the public, an agency, or City staff (an Uncontested application). The major change to the Council Policy in June 2021 granted the concurrence authority to the Director of Development Services on behalf of Council for Uncontested applications. This was done to reduce the amount of staff processing time.

The proposed changes as outlined above also include further refinements to the Telecommunications Preconsultation process and subsequent Telecommunications concurrence requests to improve and streamline the application process. It is anticipated these updates will reduce staff time and effort in reviewing proposals, clarify the Policy process, and formalize staff procedures in the Policy. The proposed revisions as summarized at **Appendix D** were also discussed with the Senior Management Team.

Applicable Provincial Policies:

While telecommunication systems are a federally-led initiative, the Province also recognizes the importance of telecommunications infrastructure and encourages further systems development to meet current and projected service demands in its policy documents, including the Provincial Planning Statement (2024) (PPS). The proposed updates to Policy CP2018-014, as amended, continue to fulfill the objectives of the PPS.

Other Alternatives Considered:

No other alternatives considered.

Alignment to Strategic Priorities

The City of Kawartha Lakes 2024-2027 Strategic Plan includes the following four (4) strategic priorities:

1. Healthy Environment
2. An Exceptional Quality of Life
3. A Vibrant and Growing Economy
4. Good Government

The proposal aligns with both the 'Vibrant and Growing Economy' and 'Exceptional Quality of Life' priorities by facilitating better access to phone and internet services in the City and especially in the rural areas; and, by increasing the efficiency and effectiveness of service delivery through continued streamlining of the telecommunication facility process in Kawartha Lakes.

Financial/Operation Impacts:

There are no direct financial considerations for the City, however there will be some new time and cost savings by reallocation of staff time and efforts to other matters.

Servicing Implications:

There are no servicing considerations for the City.

Consultations:

Senior Management Team

Conclusion:

The proposed Policy updates continue to follow the ISED Canada standards, while streamlining and clarifying the processing of applications. Staff respectfully recommend that Council approve the proposed changes to the Policy.

Attachments:

Appendix A – Council Policy CP2018-014, as amended, dated September 27, 2022

CP2018-014 Sept 27, 2022 Version

Appendix B – Proposed Changes to CP2018-014, as amended – Track Changes Version

CP2018-014 Track Changes Version

Appendix C – Proposed CP2018-014, as amended – October 2025

Proposed CP2018-014 Novemb

Appendix D – Summary of proposed changes for SMT Discussion

Telecom Policy Update SMT Summa

Department Head email: lbarrie@kawarthalakes.ca

Department Head: Leah Barrie, Director of Development Services

Department File: D00-99

Council Policy

Council Policy No.:	CP2018-014
Council Policy Name:	Telecommunications and Antenna System Siting Policy
Date Approved by Council:	May 22, 2012
Date revision approved by Council:	June 15, 2021 CR2021-309 September 27, 2022 CR2022-348
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

The purpose of the Telecommunications and Antenna System Siting Policy is to provide Proponents with a comprehensive set of policies and procedures for the installation of new Telecommunications Facilities and Towers within the City of Kawartha Lakes (the "City"). The goals and objectives of the policies are designed to:

a) promote a wireless telecommunications system within the City that provides appropriate service and capacity levels to business, emergency services, and residents;

b) encourage site selection that promotes compatible land uses by minimizing the visual impact of towers on the surrounding landscape;

c) discourage site selection within or adjacent to sensitive environmental features;

d) provide for public input to the approvals process for area residents, as prescribed by Innovation, Science, and Economic Development (ISED) Canada (formerly Industry Canada) even when a proposal does not meet the requirements established by this policy; and

e) provide development and locational criteria and requirements for new telecommunications towers.

Scope:

Telecommunication systems are regulated and approved by the federal government under the jurisdiction of ISED Canada, and as such, are not subject to municipal official plan policies and zoning regulations established under the Planning Act. Notwithstanding, ISED Canada still requires Proponents to contact the local Land-use Authority (LUA) as a part of the consultation process, and to complete a public consultation for area residents. Proponents are required to present their proposals to the City for Preconsultation (Precon) review, to ensure compliance with the City's and relevant external agencies' requirements. ISED Canada requires Proponents to receive concurrence from the local LUA before commencing construction of any new Telecommunications Facility which is not exempted from the consultation process. Staff also highly recommend that the Proponent reach out to City staff at the initial site selection stage, prior to securing a lease with a property Owner, to ensure this Policy's site selection criteria are considered prior to the Precon process.

Accordingly, Proponents of Telecommunication Facilities within the City are required to submit two **consecutive** applications for consideration:

a) A **Telecommunications Preconsultation Application** (Precon) with the necessary review fee and materials for internal circulation and review in accordance with the requirements of Section 4.01; and

b) A formal **Telecommunications Facility Concurrence Application** (Application) with the necessary review fees and supplementary materials identified through Precon for the purposes of receiving municipal concurrence in accordance with the requirements of Section 4.02.

Planning staff will circulate the Precon submission materials to the Precon Committee in accordance with Section 4.01 of this Policy. Upon completion of the review, staff will provide to the Proponent a list of submission requirements (typically this will consist of a final Precon report with attached checklist), along with any preliminary comments to be addressed as part of a formal Application. This report will identify if the proposal has or has not addressed all the locational criteria based on Section 2.02 below. Upon receiving the final report, the Proponent may prepare and submit the formal Application package.

If no locational issues are identified in the final Precon report, no further internal or external agency circulation will be required. However, if the report identifies any non-compliant locational issues, the Proponent will need to provide an updated proposal addressing the locational criteria under Section 2.02 below, and/or to provide additional rationale for consideration. Planning staff will then circulate the Application to City Departments and relevant external agencies in accordance with Section 4.02 of this Policy to ensure any identified issues have been addressed.

Upon completion of the review process (Sections 4.02 and 4.03 together), the City will provide a letter to ISED Canada and the Proponent identifying either concurrence of the proposal (with a list of conditions), or alternatively, non-concurrence with the proposal. Should the City and the Proponent not be able to reach consensus on a proposal (non-concurrence), ISED Canada may intervene in an attempt to settle the impasse.

Policy:

1. Definitions:

Alternative Tower Structures: shall mean man-made support structures that camouflage or conceal the presence of Antennas or towers such as flagpoles, clock towers, church steeples, street lights, artificial trees and other everyday features. This definition shall not include towers supported by guyed wires.

Antenna: shall mean an exterior transmitting device – or group of devices – used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other Antennas.

Antenna System: shall mean an Antenna, and may include a supporting tower, mast or other supporting structure, and an Equipment Shelter. There are two most common types of Antenna Systems:

a) Freestanding Antenna System: a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;

b) Building/Structure-Mounted Antenna System: an Antenna System mounted on an existing non-tower structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other similar device.

Application, Contested: shall mean a Telecommunications Facility Concurrence Application where one or more outstanding issues have been identified and not resolved. There are two types of Contested Applications:

a) **Contested, Staff**: shall mean an application where there are outstanding issues identified by staff and/or external agencies.

b) **Contested, Public**: shall mean an application where the proposal complies with all locational criteria, and there are only outstanding concerns identified by members of the public.

Application, Uncontested: shall mean a Telecommunications Facility Concurrence Application where there are no agency, department or public concerns outstanding.

Application, Contentious: shall mean a Telecommunications Facility Concurrence Application where one or more locational issues have been identified through Precon, or where modifications are required to resolve issues identified through the Public Consultation process.

Application, Non-Contentious: shall mean a Telecommunications Facility Concurrence Application where no locational issues have been identified through Precon.

City: shall mean The Corporation of the City of Kawartha Lakes, and including the various Departments and Divisions thereof.

Co-location: shall mean the placement of Antennas and equipment operated by one or more Proponents on a telcommunication Antenna System operated by a different Proponent, thereby creating a shared facility.

CPC-2-0-03: shall mean ISED Canada's publication 'Client Procedures Circular CPC-2-0-03, Radiocommunication and Broadcasting Antenna Systems, Issue 6' dated July 2022.

Community Sensitive Locations: shall mean land on which the siting of new Antenna Systems is discouraged, or requested to be subject to greater consultation than otherwise dictated by the standard Policy, and includes lands designated or zoned for environmental protection or a Residential Area.

Director: shall mean the Director of Development Services, or an alternate.

Equipment Shelter: shall mean a structure containing equipment necessary to transmit and receive signals.

Land-use Authority (LUA): shall mean representatives of the Corporation of the City of Kawartha Lakes, including City Council and staff.

Precon: shall mean a Telecommunications Preconsultation Application.

Proponent: shall mean a company or organization proposing to site an Antenna System (including contractors undertaking work for Telecommunications Carriers and third-party tower owners) for the purposes of providing commercial or private telecommunications services, exclusive of personal or household users.

Public Consultation: shall mean ISED Canada's process, consisting of two distinct components:

- Public Notification – where the Proponent informs the public of the proposed antenna system installation or modification, providing the information needed for a complete understanding of the proposal; and

- Public Engagement – where the Proponent engages the public and responds to all questions and comments, addressing all reasonable and relevant concerns. Public engagement may take various forms, from answering letters to hosting a public meeting or drop-in, depending on the community's level of interest.

Residential Area: shall mean lands used or zoned to permit residential uses or residential uses in conjunction with other ground floor uses.

Telecommunications Carrier: shall mean a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

Telecommunications Facilities: shall mean the same as an Antenna System as defined above.

Telecommunications Towers: shall mean structures designed and constructed to support one or more antennas, including but not limited to lattice towers, monopoles and guyed towers.

2. Site Selection Criteria

2.01 Preferred Methods for Additional Capacity

The installation of new Telecommunications Facilities is generally discouraged unless all other options for Co-location within the carrier's search area have been explored and are not considered to be technically viable. The preferred methods of achieving additional capacity are:

a) Co-location of Antennas on existing towers or structures within the City or within adjacent municipalities;

b) location of new Telecommunications Facilities on publicly owned lands and/or buildings;

c) use of Alternative Tower Structures that are less obtrusive, where appropriate;

d) clustering of new towers adjacent to existing Telecommunications Facilities; and

e) location of new Telecommunications Facilities on hydro transmission towers or within or adjacent to existing hydro transmission corridors.

2.02 Site Selection Criteria

Telecommunications Facilities should be located in a manner which minimizes their overall impact on the community. The following site selection criteria will be applied to the proposed location of any new telecommunication facility.

a) New Telecommunications Towers should be encouraged in more sparsely populated areas within the City's limits;

b) The distance between new Telecommunications Towers and existing and future Residential Areas; community and institutional uses; historical downtown areas; and waterfront areas should be maximized;

c) New telecommunications towers should generally be set back a minimum of 120 metres, or three times the tower height, whichever is greater, from any lands designated or zoned for residential uses and/or schools. For greater clarity, all rural zoning by-laws treat agriculturally zoned lots of 1 hectare or less (and this may be up to 2 hectares in some by-laws) as 'residentially zoned lots'. This criteria is subject to the local in-effect zoning by-law;

d) Alternative Tower Structures are recommended to be implemented for new tower locations within and/or surrounding a settlement area, as identified in the City's land use planning documents, and shall be designed to achieve the City's urban design objectives;

e) There shall be no negative impact on significant natural heritage features or hazard land areas. New Telecommunications Tower installations will not be permitted in areas which are designated and/or zoned as environmentally sensitive areas; shall be outside of floodplain areas; shall be outside of significant natural heritage features as identified by the Province; and shall be setback a minimum of 30 metres from a waterbody or watercourse;

f) New telecommunications towers should be set back a minimum of 14 metres plus the height of the tower from a property line fronting Provincial Highways; 30 metres from a property line fronting arterial, collector or local municipal roads; and 15 metres from all other property lines. The setback shall be measured from the base of the Telecommunication Facility (the tower or the guyed wires, whichever is greater);

g) Terminal vistas from existing and future roads and areas of topographical prominence should be avoided. Where a Telecommunications Tower in these areas is necessary, Alternative Tower Structures in conjunction with the lowest possible height shall be used by the Proponent;

h) Locations and heights where Transport Canada will require lighting on the tower should be avoided, unless it is necessary for technical reasons, or to facilitate future Co-location opportunities. When lighting is required by Transport Canada, the City requests that any required night lighting shall refrain from using white flashing strobe lights;

i) Telecommunication Facilities shall not be permitted on lands which do not front on and/or have direct access from an open and maintained municipal road, a Provincial Highway, or a Private Road. For direct access from a municipal road, the access shall be obtained from the improved public street, in accordance with the City's Entrance By-law 2017-151, as amended. Any proposed direct access to a Provincial Highway will only be considered when no municipal road access options are available. No access is permitted onto freeways or staged freeways and all Ministry of Transportation Ontario (MTO) access management policies will apply. Access from private roads is discouraged, but may be necessary in some rural parts of the City. Telecommunication Facilities shall not be permitted on or within a City owned unimproved, unmaintained road allowance;

j) Advertising shall not be permitted on any Telecommunications Facility; and

k) The host property and building(s) shall not have tax arrears at the time of execution of the Development Agreement.

3. Site Development Criteria

3.01 New Telecommunications Facilities

The following site development criteria shall be considered in the design and layout of new Telecommunications Facilities:

a) Trees and shrubs shall be planted around the perimeter fencing and the guy wire bases to mitigate the visual impact of the tower and Equipment Shelter, where they are visible from the municipal road and/or from neighbouring properties, where applicable. Where vegetation planting is not possible (such as on paved sites in urban areas), consideration will be given to alternative methods of screening;

b) Identification signage of the carrier(s), measuring 0.5 square metres or less may be permitted on the Equipment Shelter or perimeter fencing;

c) Where Alternative Tower Structures are not feasible, Telecommunication Towers and Equipment Shelters shall blend in with the predominant colour of the surrounding area, subject to any Transport Canada requirements;

d) Security lighting required for the shelter or base area as well as the driveway shall meet the Illuminating Engineering Society of North America (IESNA) lighting guidelines and utilize full cut-off lighting fixtures.

3.02 Roof Top Antennas or Existing Structures

When locating Telecommunications Facilities on roof tops or existing structures, and notwithstanding ISED Canada exemptions from local LUA review of Telecommunications Towers less than 15 metres in height, the City requests compliance by carriers to minimize the visual impacts of such Facilities by considering the following design techniques:

a) Alternative Tower Structures should be utilized where possible;

b) The City encourages these types of installations on commercial and industrial buildings with larger roof areas to minimize the aesthetic views of these facilities;

c) The overall height of new roof top Antennae should be minimized and should not extend beyond the vertical projection of the building;

d) Equipment Shelters on roof tops should be set back a minimum of 3 metres from the edge of the roof;

e) The colour and architectural style of the Antenna and Equipment Shelter shall blend in with the building or structure; and

f) The City will encourage residential buildings greater than 6 storeys in height to be pre-designed to accommodate Telecommunication Facilities.

3.03 Decommissioning or End of Lease

Telecommunication Carriers shall be required to remove Facilities that have not been in use for one year or more. The Telecommunication Carriers shall advise the City in writing of the termination of a lease agreement between the Carrier and a property owner.

Alternatively, another Telecommunication Carrier can enter into a new lease agreement with the landowner to take over carriage of the Telecommunications Facility. The Owner and new Carrier shall enter into an amending Development Agreement with the City.

4. Consultation Process

4.01 Municipal Preconsultation Process

Proponents requesting a new Telecommunications Tower shall submit a Precon application to the City's Preconsultation Committee for Department and agency circulation and review. This process will provide information and guidance from all necessary review agencies regarding site selection, land use compatibility, environmental constraints, visual concerns, and compliance with the requirements of this Policy. Abutting upper-tier and lower-tier municipalities will be circulated where the host site, or any part thereof, is located within 200 metres of the abutting municipality; or where the tower location is less than three times the tower height (measured from the base of the tower or guyed wires); whichever is greater.

4.02 Telecommunications Facility Concurrence Application (Application) Review Process

In order to pursue concurrence of the following, the proponent must submit an Application to the Development Services Department – Planning Division, for review:

i) a new Telecommunications Towner;

ii) a roof top Telecommunications structure; or

iii) change(s) to an existing Telecommunications Facility.

These applications are **not** processed under Section 41 of the Planning Act. Application fees are payable upon Application submission, as prescribed in the City's approved Planning Application Fees.

Once the Planning Division has reviewed, and deemed the Application complete, it will be circulated to the relevant City Departments and external agencies as follows:

- **Non-contentious** – No additional circulation required.
- **Contentious** – Circulated to theinterested parties identified in the final Precon report comments.

This process can be completed subsequent to, or concurrently with the Public Consultation process identified in Section 4.03.

Upon completion of the Public Consultation process, the Proponent is required to submit a Public Consultation Summary Report, outlining how they have fulfilled the mandated ISED Canada Public Consultation, and identifying any comments received and any unresolved issues. If the Proponent requires any changes, either to comply with the locational requirements of this Policy or as a result of the Public Consultation process, the Application will be treated as a Contentious Application.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary; however, requests will generally be considered against the requirements of CPC-2-0-03 Issue 6 and to the amenities or important characteristics of the area surrounding the host site.

Examples of concerns that Proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the Proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the Proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What steps did the Proponent take to ensure compliance with the general requirements of this document, including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc.?

Concerns that are not relevant include:

- Disputes with members of the public relating to the Proponent's service, but unrelated to antenna installations;
- The proposed antenna system’s potential effects on property values or municipal taxes;
- Questions pertaining to the validity, or the reform of locally established by-laws, procedures or processes, and relevant legislation such as the *Radiocommunication Act*, CPC-2-0-03 Issue 6, Safety Code 6.

Upon completion of the internal circulation (as necessary for contentious applications) and the submission of the Public Consultation Summary Report, the application will either be processed as an Uncontested Application (if no unresolved issues) or as a Contested Application (either Staff or Public contested).

Uncontested Applications

The Director is the delegated authority to process Applications which are not contested (i.e. supported by all relevant departments and external agencies, and with no public concerns outstanding). In this instance, a draft Telecommunications Facility Development Agreement (Development Agreement) will be prepared for review by the Proponent and Owner. Once reviewed, the final Development Agreement will be prepared for execution by the Proponent, the Owner, and the City. Once the Development Agreement has been executed (signed by the Owner, Proponent and the City), the Development Agreement will be registered on title, and the Director will prepare a letter of concurrence to be sent to ISED Canada and the Proponent. Where the Owner is the City, the Province or the Federal Government, a Development Agreement will not be required (e.g. treated as a 'plans only' concurrence).

Contested Applications

Once the Planning Division has reviewed the Application and is ready to provide a recommendation to Council on the proposal, a report will be forwarded to Council with a rationale and recommendations for expressing either support for or opposition to the request for concurrence. The report will also contain any relevant conditions of concurrence, including a draft Development Agreement. Council will make a decision on the proposal, and the Director will prepare a letter of concurrence or non-concurrence to be sent to ISED Canada and the Proponent. The letter will contain a formal resolution by Council, a copy of the Council report, and any other relevant information.

For all formal Applications, the City will endeavor to provide a decision on projects within the 120 day approvals timeframe established by ISED Canada. The approval timeframe will be based upon the submission of a complete Application, in accordance with ISED Canada's guidelines, as amended from time to time. The 120 day approvals timeframe starts with the submission of a complete Application.

4.03 Public Consultation Process

ISED Canada provides LUAs with two (2) options for undertaking a public consultation process as part of a proposal to construct new Telecommunications Facilities:

- The City can include a public consultation process as part of this Policy, whereby it determines its level of participation in the process; or

- Alternatively, the Proponent is required to adhere to ISED Canada's default public consultation process contained in Section 4.2 of CPC-2-0-03, as amended should the City not adopt a separate process in this Policy.

While ISED Canada permits the LUA to develop its own public consultation process, the City has opted for the alternate (second) option: a Proponent-lead public consultation process in accordance with ISED Canada's policies. The City will require the Proponent to provide a record of the public consultation process, including comments provided by the public as well as the Proponent's response to those public comments, as part of their application for concurrence with the City. Notwithstanding the ISED Canada minimum notification requirements to adjacent property owners, in addition to the circulation to all properties within three times the tower height (measured from the base of the tower or guyed wires, whichever is greater), the City will also request that in Urban areas, all property owners within 60 metres of the host property are notified. In all non-urban areas, all property owners within 120 metres of the host property are to be notified of the proposal. This requirement will not apply if the tower is located at least 500 metres from all neighbouring properties or if the properties are located outside the City of Kawartha Lakes. Nothing in this additional circulation requirement is meant to exempt any other ISED notification requirements (such as newspaper advertisements, where required).

Applications for New Telecommunications Facilities

An application for a new Telecommunications Facility will require the following information to be submitted to the Planning Division:

a) A completed application form and covering letter. In the absence of a Telecommunications Facility application form, the Proponent may use a copy of the City's Site Plan application form as an alternate, and provide only the relevant information to be considered;

b) A Tower Justification Report from the Proponent detailing a thorough investigation relating to the sharing (Co-location) of infrastructure and the use of existing structures in proximity of the proposed Telecommunications Facility. Should the proposal not be able to Co-locate or utilize existing structures, a detailed reasoning for the location of a new Antenna is required. Alternatives shall be explored in the Tower Justification Report as well. Justification for the proposed height shall be required, and any lighting requirements should be identified (including identification of Transport Canada lighting and marking requirements). The

proposed tower should explore the ability to allow for future Co-location opportunities and be designed to accommodate additional future Carriers, where practical;

c) A detailed site plan prepared by an Ontario Land Surveyor (OLS) or Professional Engineer (P.Eng.) illustrating the proposed installation. The site plan shall include:

- a key map;
- the location of the proposed tower;
- property lines;
- existing and proposed site grading details;
- existing and proposed structures;
- landscaping (if required for screening);
- entrance details, access, driveways and parking; and
- setbacks from all nearby environmental features and property lines, including confirmation of compliance with any setbacks required under Section 2.02 of this Policy;

d) Information on security lighting where proposed;

e) A map of the surrounding area illustrating all setbacks from adjacent property lines; setbacks to the nearest residential, community facility and/or institutional uses; and setbacks to areas with residential, community facility and/or institutional zoning, if applicable (including rural residential lots);

f) Stamped engineered drawings of the proposed telecommunications facility;

g) A cost estimate of the required landscaping works, identifying the number and value of plantings for landscaping and securities for the landscaping. Where an Entrance Permit is not required for access to the site, an additional $2,500.00 security will be required to cover the cost of clean up of roads during construction and demolition periods. These securities are 100% refundable;

h) Pictures of the proposed site, including photo renderings showing what the proposed tower will look like taken from various vantage points;

i) Authorization from the Owner of the land;

j) Confirmation of any changes made to any drawings, reports, etc. since the previous version was supplied to the City. Where changes have been made, a summary of the changes (matrix or table) is to be included; and

k) Any additional relevant information as identified through the Precon process which may be necessary to fully assess the proposal.

Applications for Roof Top or Existing Structures

An application for new Telecommunication Facilities on roof tops or existing structures, requiring consultation with the City by ISED Canada, will include the following information to be submitted to the Planning Division;

a) A statement from the Proponent on the need for any increase in proposed tower height if applicable;

b) A plan showing the location of the proposed Antenna and associated Facilities on the roof top or structure;

c) Two sets of stamped engineered drawings that identify the Antenna and associated Facilities to be constructed on the building roof top or structure and any other information required by the Building Division;

d) Upon review of the site plan, the Planning Division may require the carriers to submit photo renderings of the building or structure with the proposed Antenna and Equipment Shelter superimposed on the picture from four directions: north, south, east and west; and

e) Demonstrated conformity with Section 3.02 of this policy.

Applications to Alter Existing Facilities

Where modifications to the site are proposed to non-exempt classes of Telecommunications Facilities, an amendment to a Development Agreement may be required. Non-exempt classes may include but not be limited to; an increase in the height of the Tower in excess of 25%, or the addition of new Equipment Shelters or entrances. Submission requirements to the Planning Division will be determined in consultation with the Proponent.

Applications to Reconsider An Expired Concurrence Request

Where the Proponent has received Concurrence for a Telecommunications Facility in the City, but has not constructed the Facility within the allotted time prescribed by ISED Canada in accordance with Section 4.4 of CPC-2-0-03, as amended, consultations will no longer be deemed valid except in the case where a Proponent secures a written extension agreement with the relevant LUA for a specified time period. In these instances, a Request for Re-Concurrence will be required. The Proponent shall submit a request in writing to the City, identifying the requested extension to the Concurrence, with copy to the local ISED Canada office.

Submission requirements to the Planning Division will be determined in consultation with the Proponent, and considered based on the relevant site-specific factors, such as:

- Amount of time lapsed since the original Concurrence request was received and completed;
- The relevant Council Policy in place at the time of the original consideration for Concurrence;
- Any relevant changes in Provincial or local policy which may affect the Concurrence;
- Changes in adjacent land uses which may affect the Concurrence (e.g. lot creation, zoning amendments, etc.).

Based on the above noted factors, the Planning Division may determine that a new Public Consultation is required to confirm support for Re-Concurrence, prior to issuance of a new letter to ISED Canada.

4.04 Telecommunications Facility Development Agreement

A Telecommunications Facility Development Agreement (Development Agreement) will be required for the construction of a new Telecommunications Facility as well as a new roof top Equipment Shelter or a new Equipment Shelter necessary to accommodate Co-location of the Antenna not exempted by ISED Canada. The Development Agreement shall be signed by the landowner and Telecommunications Carrier. The Development Agreement will contain provisions relating to the following matters:

a) Site and grading plan drawings;

b) Lighting information;

c) Building and entrance permits as required;

d) Security deposits for site works and mechanisms for their release;

e) Road widenings and easements as required;

f) A commitment to remove all structures upon expiration of the lease or use of tower;

g) A commitment to accommodate other carriers on site where feasible; and

h) Other conditions as required by the City.

5. ISED Canada Exclusions

5.01 ISED Canada has listed certain types of installations for which the Proponent is exempted from consulting with the City and/or the public. For all installations, the General Requirements contained in Section 7 of CPC-2-0-03 as amended must still be fulfilled.

Section 6 of CPC-2-0-03, as amended from time to time, outlines the following exclusions:

- **New Antenna Systems**: including masts, towers or other antenna-supporting structure, where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by Telecommunications Carriers, broadcasting undertakings, or third party tower owners;

- **Existing Antenna Systems**: where modifications are made, antennas added or the tower replaced (where the replacement is similar to the original design and location), including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation that existed prior to the initial date of this policy. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by Telecommunications Carriers, broadcasting undertakings, or third party tower owners;

- **Non-Tower Structure**: Antennas on buildings, water towers, lamp posts, etc. provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;

- **Temporary Antenna Systems**: used for special events or emergency operations and must be removed within three (3) months after the start of the emergency or special event;

- **Maintenance**: of existing radio apparatus including the Antenna System, transmission line, mast, tower or other Antenna-supporting structure; and

- **Maintenance**: of an Antenna system's painting or lighting in order to comply with Transport Canada's requirements.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. This may include an Antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the Antenna System.

Individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the local LUA and the public even if the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- the Antenna System's physical dimensions, including the Antenna, mast, and tower, compared to the local surroundings;

- the location of the proposed Antenna System on the property and its proximity to neighbouring residents;

- the likelihood of an area being a Community-Sensitive Location; and

- Transport Canada’s marking and lighting requirements for the proposed structure.

Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact ISED Canada for guidance. At a minimum, for our records, the City requests that the Proponent provide an Exemption Letter via email to telecomapplications@kawarthalakes.ca (c/o the Planning Division) outlining the proposal and how it complies with the exemption criteria.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	01/20/2021	Updated Policy Template	
1.0	06/15/2021	Updated Content	CR2021-309
2.0	09/27/2022	Updated Content	CR2022-348

Council Policy

Council Policy No.:	CP2018-014
Council Policy Name:	Telecommunications and Antenna System Siting Policy
Date Approved by Council:	May 22, 2012
Date revision approved by Council:	June 15, 2021 CR2021-309 September 27, 2022 CR2022-348 November 18, 2025 CR2025-XXX
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

The purpose of the Telecommunications and Antenna System Siting Policy is to provide Proponents with a comprehensive set of policies and procedures for the installation of new Telecommunications Facilities and Towers within the City of Kawartha Lakes (the "City"). The goals and objectives of the policies are designed to:

a) promote a wireless telecommunications system within the City that provides appropriate service and capacity levels to business, emergency services, and residents;

b) encourage site selection that promotes compatible land uses by minimizing the visual impact of towers on the surrounding landscape;

c) discourage site selection within or adjacent to sensitive environmental features;

d) provide for public input to the approvals process for area residents, as prescribed by Innovation, Science, and Economic Development (ISED) Canada ~~(formerly Industry Canada)~~ even when a proposal does not meet the requirements established by this policy; and

e) provide development, ~~and~~ locational criteria, and requirements for new ~~telecommunications towers~~telecommunications facilities.

Scope:

Telecommunication systems are regulated and approved by the federal government under the jurisdiction of ISED Canada, and as such, are not subject to municipal official plan policies and zoning regulations established under the Planning Act.

Notwithstanding, ISED Canada still requires Proponents to contact the local Land-use Authority (LUA) as a part of the consultation process, and to complete a public consultation for the local public. Proponents are required to present their proposals to the City for Preconsultation (Precon) review, to ensure compliance with the City's and relevant external agencies' requirements. ISED Canada requires Proponents to receive concurrence from the local LUA before commencing construction of any new Telecommunications Facility which is not exempted from the consultation process. Staff also highly recommend that the Proponent reach out to City staff at the initial site selection stage, prior to securing a lease with a property Owner, to ensure this Policy's site selection criteria are considered prior to the Precon process.

Accordingly, Proponents of Telecommunication Facilities within the City are required to submit two **consecutive** applications for consideration:

a) A **Telecommunications Preconsultation Application** (Precon) with the necessary review fee and materials for internal circulation and review in accordance with the requirements of Section ~~4.01~~6; and

b) A formal **Telecommunications Facility Concurrence Application** (Application) with the necessary review fees and supplementary materials identified through Precon for the purposes of receiving municipal concurrence in accordance with the requirements of Section ~~4.02~~6.

Planning staff will circulate the Precon submission materials to the Precon Committee in accordance with Section ~~4.01~~4 of this Policy. Upon completion of the review, staff will provide to the Proponent a list of submission requirements (typically this will consist of a final Precon report with attached checklist), along with any preliminary comments to be addressed as part of a formal Application. This report will identify if the proposal has or has not addressed all the locational criteria based on Section ~~2.02~~2 below. Upon receiving the final report, the Proponent may ~~prepare~~ proceed to the Public Consultation process, followed by ~~and submit~~submission of the formal Application package.

If no locational issues are identified in the final Precon report, no further internal or external agency circulation will be required. However, if the report identifies any non-compliant locational issues, the Proponent will need to provide an updated proposal addressing the locational criteria under Section ~~2.02~~2 below, and/or to provide additional

rationale for consideration. Should Planning staff deem it necessary, the revised Application will then be circulated ~~the Application~~ to City Departments and relevant external agencies in accordance with Section ~~4.02~~6 of this Policy to ensure any identified issues have been addressed. Upon completion of the review process (Sections ~~4.02~~5 and ~~4.03~~6 together), the City will provide a letter to ISED Canada and the Proponent identifying either concurrence of the proposal (with a list of conditions), or alternatively, non-concurrence with the proposal. Should the City and the Proponent not be able to reach consensus on a proposal (non- concurrence), ISED Canada may intervene in an attempt to settle the impasse. The Proponent shall inform the City when construction of the Telecommunications Facility is completed.

Policy:

1. Definitions:

Alternative Tower Structures: shall mean man-made support structures that camouflage or conceal the presence of Antennas or towers such as flagpoles, clock towers, church steeples, street lights, artificial trees and other everyday features. This definition shall not include towers supported by guyed wires.

Antenna: shall mean an exterior transmitting device – or group of devices – used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other Antennas.

Antenna System: shall mean an Antenna, and may include a supporting tower, mast or other supporting structure, and an Equipment Shelter. There are two most common types of Antenna Systems:

a) Freestanding Antenna System: a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;

b) Building/Structure-Mounted Antenna System: an Antenna System mounted on an existing non-tower structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other similar device.

Application, Contested: shall mean a Telecommunications Facility Concurrence Application where one or more outstanding issues have been identified and not resolved. There are two types of Contested Applications:

a) **Contested, Staff**: shall mean an application where there are outstanding issues identified by staff and/or external agencies.

b) **Contested, Public**: shall mean an application where the proposal complies with all locational criteria, and there are only outstanding concerns identified by members of the public.

Application, Uncontested: shall mean a Telecommunications Facility Concurrence Application where there are no agency, department or public concerns outstanding.

~~**Application, Contentious**: shall mean a Telecommunications Facility Concurrence Application where one or more locational issues have been identified through Precon, or where modifications are required to resolve issues identified through the Public Consultation process.~~

~~**Application, Non-Contentious**: shall mean a Telecommunications Facility Concurrence Application where no locational issues have been identified through Precon.~~

City: shall mean The Corporation of the City of Kawartha Lakes, and including the various Departments and Divisions thereof.

Co-location: shall mean the placement of Antennas and equipment operated by one or more Proponents on a telecommunication Antenna System operated by a different Proponent, thereby creating a shared facility.

CPC-2-0-03: shall mean ISED Canada's publication 'Client Procedures Circular CPC-2-0-03, Radiocommunication and Broadcasting Antenna Systems, Issue 6' dated July 2022.

Community Sensitive Locations: shall mean land on which the siting of new Antenna Systems is discouraged, or requested to be subject to greater consultation than otherwise dictated by the standard Policy, and includes lands designated or zoned for environmental protection or a Residential Area.

Director: shall mean the Director of Development Services, or an alternate.

Equipment Shelter: shall mean a structure containing equipment necessary to transmit and receive signals.

Land-use Authority (LUA): shall mean representatives of the Corporation of the City of Kawartha Lakes, including City Council and staff.

Precon: shall mean a Telecommunications Preconsultation Application.

Proponent: shall mean a company or organization proposing to site an Antenna System (including contractors undertaking work for Telecommunications Carriers and third-party tower owners) for the purposes of providing commercial or private telecommunications services, exclusive of personal or household users.

Public Consultation: shall mean ISED Canada's process, consisting of two distinct components:

- Public Notification – where the Proponent informs the public of the proposed antenna system installation or modification, providing the information needed for a complete understanding of the proposal; ~~and~~
- Public Engagement – where the Proponent engages the public and responds to all questions and comments, addressing all reasonable and relevant concerns. Public engagement may take various forms, from answering letters to hosting a public meeting or drop-in, depending on the community's level of interest~~.~~; and

- Public Reply Comments – where the Proponent provides an opportunity for the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns.

Residential Area: shall mean lands used or zoned to permit residential uses or residential uses in conjunction with other ground floor uses.

Telecommunications Carrier: shall mean a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

Telecommunications Facilities: shall mean the same as an Antenna System as defined above.

Telecommunications Towers: shall mean structures designed and constructed to support one or more antennas, including but not limited to lattice towers, monopoles and guyed towers.

2. Site Selection Criteria

2.01 Preferred Methods for Additional Capacity

The installation of new Telecommunications Facilities is generally discouraged unless all other options for Co-location within the Telecommunications Carrier's search area have been explored and are not considered to be technically viable. The preferred methods of achieving additional capacity are:

a) Co-location of Antennas on existing ~~towers~~ Freestanding Antenna Systems or structures within the City or within adjacent municipalities;

b) Location of new Telecommunications Facilities on publicly owned lands and/or buildings, where technically feasible, and acceptable to the City;

c) Use of Alternative Tower Structures that are less obtrusive, where appropriate;

d) Clustering of new ~~towers~~ Telecommunications Facilities adjacent to existing Telecommunications Facilities; and

e) Location of new Telecommunications Facilities on hydro transmission towers or within or adjacent to existing hydro transmission corridors.

2.02 Preferred Site ~~Selection Criteria~~Locations

Telecommunications Facilities should be located in a manner which minimizes their overall impact on the community. The following site selection criteria will be applied to the proposed location of any new telecommunication facility:~~.~~

a) New Telecommunications Towers should be encouraged in more sparsely populated areas within the City's limits;

b) The distance between new Freestanding Antenna Systems and existing and future Residential Areas; community and institutional uses; historical downtown areas; listed and designated heritage buildings and sites; and waterfront areas should be maximized;

c) New Freestanding Antenna Systems should generally be set back a minimum of 120 metres, or three times the tower height, whichever is greater, from any lands designated or zoned for residential uses and/or schools. For greater clarity, all rural zoning by-laws treat agriculturally zoned lots of 1 hectare or less (and this may be up to 2 hectares in some by-laws) as 'residentially zoned lots'. This criteria is subject to the local in-effect zoning by-law;

d) Alternative Tower Structures are recommended to be implemented for new tower locations within and/or surrounding an urban or hamlet ~~-~~ settlement area, as identified in the City's land use planning documents, and shall be designed to achieve the City's urban design objectives;

e) ~~There shall be no negative impact on significant natural heritage features or hazard land areas.~~ New Freestanding Antenna System installations will not be permitted in areas which are designated and/or zoned as environmentally sensitive areas; shall be outside of floodplain areas; shall be outside of significant natural heritage features as identified by the Province; and shall be setback a minimum of 30 metres from a waterbody or watercourse. There shall be no negative impact on adjacent significant natural heritage features or hazard land areas;

f) New Telecommunications Towers should be set back a minimum of 14 metres plus the height of the tower from a property line fronting Provincial Highways; 30 metres from a property line fronting arterial, collector or local municipal roads; and 15 metres from all other property lines. The setback shall be measured from the base of the Freestanding Antenna System (the tower or the guyed wires, whichever is greater);

g) Terminal vistas from existing and future roads and areas of topographical prominence that would obscure public views and vistas should be avoided. Where Freestanding Antenna Systems in these areas are necessary, Alternative Tower Structures in conjunction with the lowest possible height shall be used by the Proponent;

h) Locations and heights where Transport Canada will require lighting on ~~the tower~~Telecommunications Facilities should be avoided, unless it is necessary for technical reasons, or to facilitate future Co-location opportunities. When lighting is required by Transport Canada, the City requests that any required night lighting shall refrain from using white flashing strobe lights;

i) Telecommunication Facilities shall not be permitted on lands which do not front on and/or have direct access from an open and maintained municipal road, a Provincial Highway, or a Private Road. For direct access from a municipal road, the access shall be obtained from the improved public street, in accordance with the City's Entrance By-law 2017-151, as amended. Any proposed direct access to a Provincial Highway will only be considered when no municipal road access options are available. No access is permitted onto freeways or staged freeways and all Ministry of Transportation Ontario (MTO) access management policies will apply. Access from private roads is discouraged, but may be necessary in some rural parts of the City. Telecommunication Facilities shall not be permitted on or within a City owned unimproved, unmaintained road allowance;

j) On undeveloped sites, locate the Telecommunications Facilities so as not to preclude future development opportunities for the property;

~~j)~~k) Advertising shall not be permitted on any Telecommunications Facilities; and

~~k)~~l) The host property and building(s) shall not have tax arrears at the time of execution of the Development Agreement.

3. Site Development Criteria

~~2.04~~3.01 ~~New Telecommunications Facilities~~Freestanding Antenna System

The following site development criteria shall be used in the design and layout of new ~~Telecommunications Facilities~~Freestanding Antenna Systems:

a) Make best effort to preserve existing vegetation and/or trees and shrubs

shall be planted around the perimeter fencing and the guy wire bases to mitigate the visual impact of the ~~tower~~ Telecommunications Tower and Equipment Shelter, where they are visible from the municipal road and/or from neighbouring properties, where applicable. Where vegetation planting is not possible (such as on paved sites in urban areas), consideration will be given to alternative methods of screening;

b) Identification signage of the carrier(s), measuring 0.5 square metres or less may be permitted on the Equipment Shelter or perimeter fencing;

c) Where Alternative Tower Structures are not feasible, Telecommunication Towers and Equipment Shelters shall blend in with the predominant colour of the surrounding area, subject to any Transport Canada requirements;

d) Security lighting required for the shelter or base area as well as the driveway shall meet the Illuminating Engineering Society of North America (IESNA) lighting guidelines and utilize full cut-off lighting fixtures to minimize objectionable light glare from affecting adjacent properties; and~~.~~

e) Freestanding antenna systems should have no adverse effects on natural heritage features, hydrologically sensitive features, or areas prone to natural hazards, and proponents must follow City's Official Plan policies that pertain to protection of the natural environment.

~~2.05~~3.02 ~~Roof T~~Building/Structure-Mounted Antenna System~~op Antennas or Existing Structures~~

When locating Telecommunications Facilities on roof tops or existing structures, and notwithstanding ISED Canada exemptions from local LUA review of ~~Telecommunications Towers~~new Antenna Systems less than 15 metres in height, the City requests compliance by ~~carriers~~ Telecommunications Carriers to minimize the visual impacts of such Telecommunications Facilities by considering the following design techniques:

a) Alternative Tower Structures should be utilized where possible;

b) The City encourages these types of installations on commercial and industrial buildings with larger roof areas to minimize the aesthetic views of these facilities;

c) The overall height of new Building/Structure-Mounted Antenna System ~~roof top Antennae~~ should be minimized and should not extend beyond the vertical projection of the building;

d) Equipment Shelters on roof tops should be set back a minimum of 3 metres from the edge of the roof;

e) The colour and architectural style of the Antenna and Equipment Shelter shall blend in with the building or structure with respect to form, materials, and colour; and

f) The City will encourage residential buildings greater than 6 storeys in height to be pre-designed to accommodate Building/~~Telecommunication Facilities~~Structure-Mounted Antenna Systems.

~~**3. Decommissioning or End of Lease**~~

~~4.00 Telecommunication Carriers shall be required to remove Facilities that have not been in use for one year or more. The Telecommunication Carriers shall advise the City in writing of the termination of a lease agreement between the Carrier and a property owner.~~

~~Alternatively, another Telecommunication Carrier can enter into a new lease agreement with the landowner to take over carriage of the Telecommunications Facility. The Owner and new Carrier shall enter into an amending Development Agreement with the City.~~

~~6. Consultation Process~~

~~7.~~4. Municipal Preconsultation Process

Proponents requesting a new Telecommunications ~~Tower~~ Facility shall submit a Precon application to the City's Preconsultation Committee for Department and agency circulation and review, where consultation is required by ISED Canada with the City (see Section 8). This process will provide information and guidance from all necessary review agencies regarding site selection, land use compatibility, environmental constraints, visual concerns, and compliance with the requirements of this Policy. Abutting upper-tier and lower-tier municipalities will be circulated where the host site, or any part thereof, is located within 200 metres of the abutting municipality; or where the tower location is less than three times the tower height (measured from the base of the tower or guyed wires); whichever is greater.

4.01 Precon Submission Requirements

T~~For the Precon, t~~he following information must be provided to the Planning Division at the time of submitting the Precon application:

- A complete Telecommunication Preconsultation application form with associated fee;
- A cover letter detailing the rationale for the proposed location and details on the proposed antenna system;
- Draft site plan or survey for the subject property showing the proposed antenna systems location and relation to the other structures on the property as well as coverage of the antenna system;
- Elevation drawings of the proposed antenna system which include the proposed height and colour; and
- Photo renderings of the building or structure with the proposed Telecommunications Tower, Antenna(s), Equipment Shelter and other associated Facilities superimposed on the picture from four directions: north, south, east and west.

4.02 Precon Process

Once a complete Precon ~~A~~application has been provided to the Planning Division,

an initial Precon report will be prepared to circulate to the Precon Committee for comments. Following the closure of the commenting period, the staff member assigned the file will prepare the final Precon report. Once prepared, the Final Telecommunication Precon report will be provided to the Proponent. Upon completion of the review, staff will provide to the Proponent a list of submission requirements (typically this will consist of a final Precon report with attached checklist), along with any preliminary comments to be addressed as part of a formal Application. This report will identify if the proposal has or has not addressed all the locational criteria based on Section 2.

A mailing notification list for the local public will also be prepared for the Proponent to assist with the Public Consultation process.

5. Public Consultation Process

Where a Public Consultation is required per this Policy and ISED Canada CPC 2-0-03, the Proponent must follow the public consultation process in this Policy.

Public consultation must not be initiated until the Proponent has received the final Precon report. The Proponent must synchronize the distribution of the public notice, newspaper advertisement circulation, Kawartha Lakes News and Notices webpage, and public notice sign. Nothing in these requirements are meant to exempt any other ISED notification requirements.

P~~The p~~ublic comments shall be directed to the Planning Administration (planningadmin@kawarthalakes.ca). The Planning Staff shall review comments and direct them to the Proponent to address.

The Proponent shall be responsible for all costs associated with public notification and consultation.

5.01 Public Consultation Requirements

Proponents must ensure the local public, land-use authority(ies), and ISED Canada are notified of the proposed Antenna System. Notwithstanding the ISED Canada minimum notification requirements to the local public, in addition to the circulation to all properties within three times the tower height (measured from the base of the tower or guyed wires, whichever is greater), the City will also request that:

- In Urban and Hamlet areas, all local public within 60 metres of the host property are notified
- In all other areas, all local public within 120 metres of the host property are to be notified of the proposal.

5.02 Public Notification Package Requirements

The proponent must ensure that at least 30 days are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by the Proponent either by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The Proponent must also provide a copy of the notification package to the land-use authority and the local ISED office at the same time as the package is provided to the public. Notification must include, but need not be limited to:

a) The proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;

b) The proposed location within the community, the geographic coordinates and the specific property or rooftop, including a letter size (21 cm x 28 cm (8 ½" x 11") copy of the site plan submitted with the application;

c) Photo renderings showing what the proposed Antenna System will look like taken from various vantage points;

d) Identification of areas accessible to the general public and the access/demarcation measures to control public access;

e) Information on the environmental status of the project, including any requirements under the Impact Assessment Act;

f) A description of the proposed Antenna System including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;

g) Transport Canada's aeronautical obstruction marking/lighting requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available;

h) An attestation that the installation will respect good engineering practices including structural adequacy;

i) Reference to any applicable local land-use requirements such as local

processes, protocols, etc.;

j) Notice that general information relating to Antenna Systems is available on ISED's Spectrum Management and Telecommunications website;

k) Contact information including phone number and email for the Proponent, Kawartha Lakes Planning Division, and the local ISED office;

l) Information on how to submit written comments to the Proponent, through the Planning Administration (planningadmin@kawarthalakes.ca), and the closing date for submission of written public comments (not less than 30 days from receipt of notification); and

m) An attestation that the general public will be protected in compliance with Health Canada's Safety Code 6, including combined effects within the local radio environment at all times; for example:

I, (*name of individual or representative of company*) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

5.03 Responding to the Public

Comments related to applications from the public shall be directed to Planning Administration (planningadmin@kawarthalakes.ca) where a staff member will forward the comments to the applicable Proponent and save the comment to the file. Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications, including comments provided by the public as well as the Proponent's response to those public comments, as part of their Application with the City. The Proponent shall copy the Planning Administration (planningadmin@kawarthalakes.ca) on all responses provided so that staff can save the response to file. If the local public or land-use authority raises a question, comment or concern relating to the antenna system as a result of the public notification process, then the proponent is required to:

a) Respond to the party in writing within fourteen (14) days acknowledging receipt of the question, comment or concern, and keep a record of the communication;

b) Address in writing all reasonable and relevant concerns within sixty (60)

days of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant, and clearly indicate that the party has twenty-one (21) days from the date of the correspondence to reply to the Proponent's response; and

c) In the case where the party responds within twenty-one (21) days, the Proponent shall address all applicable concerns within twenty-one (21) days either by responding in writing or by contacting the party by telephone.

5.04 Notice Publication in Local Newspaper

In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area. Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting, or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include:

- a description of the proposed installation
- its location and street address
- proponent contact information and mailing address
- an invitation to provide public comments to the proponent within 30 days of the notice

In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local ISED office for guidance.

5.05 Notice on City of Kawartha Lakes webpage

The Proponent shall work with Communications, Advertising, and Marketing to submit an online public notice to be posted on the City of Kawartha Lakes News and Notices webpage. The online public notice shall contain the information provided in the public notification package. The online public notice shall be synchronized with the time that the other public notification occur and shall

remain on the webpage for the duration of the public consultation process.

5.06 Public Notice Sign

For the public consultation process, Proponents shall erect a sign on the subject property to notify the public of antenna system proposals. The sign shall contain the information provided in the public notification package. A sign shall be erected on each of the frontages for the property in a clear, visible, and legible manner. The sign should be placed as near the street line(s) as possible so the public can see the sign and make note of the contact information should they wish to make enquiries.

The sign shall be prepared by a professional at the expense of the Proponent. For the sign dimensions, the sign shall be a minimum of 1.2 by 1.2 metres and be at least 1 metre off the ground to a maximum height of 2.5 metres above the ground. The sign(s) shall not be attached or nailed to trees.

Photos showing the sign posted and the date on which it was erected on the subject property shall be submitted to the Planning Administration within ten (10) days after the sign has been erected. The erection of the sign(s) should be synchronized with the time that the other public notification occur.

The sign(s) shall remain on the subject property for the duration of the public consultation process. The Proponent shall be responsible for removing the sign no later than twenty-one (21) days after the completion of the consultation process.

5.07 Public Consultation Summary Report

Upon completion of the Public Consultation process, the Proponent is required to submit a Public Consultation Summary Report which:

a) Outlines how they have fulfilled the Public Consultation process;

b) Identifying any comments received, how the comments were addressed, and any unresolved issues. If concerns were not addressed, clearly indicate why such concerns are not applicable;

c) Details of any modifications to the proposal, including revised plans and drawings, if applicable.

If the Proponent requires any changes, either to comply with the locational requirements of this Policy or as a result of the Public Consultation process, the Application will be treated as a Contested Application. The Proponent shall make the required revisions to submit with the Application.

A recirculation of the public notification packages will be required if the proposed Antenna System has been relocated as a result of the public consultation process.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary; however, requests will generally be considered against the requirements of CPC-2-0-03 which regards the amenities or important characteristics of the area surrounding the host site.

Examples of concerns that Proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the Proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the Proponent trying to integrate the antenna system into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the Proponent took to ensure compliance with the general requirements of this document, including the *Canadian Environmental Assessment Act* (CEAA), the *Impact Assessment Act* (IAA), Safety Code 6, etc.?

Concerns that are not reasonable or relevant include:

- Disputes with members of the public relating to the Proponent's service, but unrelated to antenna installations;
- Potential effects that the proposed antenna system will have on property values or municipal taxes;
- Questions pertaining to the validity, or the reform of locally established by-laws, procedures or processes, and relevant legislation such as the *Radiocommunication Act*, CPC-2-0-03, Safety Code 6.

5.08 Exclusions from Public Consultation Requirements

a) Where a proposed Freestanding Antenna System is located at least 500

metres from all neighbouring properties or if the properties are located outside the City of Kawartha Lakes; and

b) All Telecommunications Facilities exempt from the LUA process per Section 8, are also to be exempted from public consultation.

6. Telecommunications Facility Concurrence Application

~~7.01 Telecommunications Facility Concurrence Application (Application) Review Process~~

In order to pursue concurrence of the following, the proponent must submit a Telecommunications Facility Concurrence Application (Application) to the Development Services Department – Planning Division, for review:

i) a new Freestanding Antenna System~~Telecommunications Towner~~;

ii) a ~~roof top Telecommunications structure~~new Building/Structure-Mounted Antenna System; or

iii) change(s) to an existing Telecommunications Facility.

These applications are **not** processed under Section 41 of the Planning Act. Application fees are payable upon Application submission, as prescribed in the City's approved By-law 2018-234 Consolidated Fee Schedule, as amended.

6.01 Applications for New Freestanding Antenna System

An application for a new Freestanding Antenna System will require the following information to be submitted to the Planning Division:

a) A completed Telecommunications Facility Concurrence Application form and covering letter;

b) A Tower Justification Report from the Proponent detailing a thorough investigation relating to the sharing (Co-location) of infrastructure and the use of existing structures in proximity of the proposed Freestanding Antenna System. Should the proposal not be able to Co-locate or utilize existing structures, a detailed reasoning for the location of a new Freestanding Antenna System is required. Alternatives shall be explored in the Tower Justification Report as well. Justification for the proposed height shall be required, and any lighting requirements should be identified (including identification of Transport Canada lighting and marking requirements). The proposed Freestanding Antenna System should explore the ability to allow for future Co-location opportunities and

be designed to accommodate additional future Telecommunications Carriers, where practical;

c) A detailed site plan prepared by an Ontario Land Surveyor (OLS) or Professional Engineer (P.Eng.) illustrating the proposed installation. The site plan shall include:

- a key map;
- the location of the proposed Telecommunications Tower, Antenna(s), and Equipment Shelter, including guyed wire anchors geographic coordinates (if applicable);
- property lines;
- existing and proposed site grading details;
- existing and proposed structures;
- landscaping (if required for screening);
- entrance details, access, driveways and parking; and
- setbacks from all nearby environmental features and property lines, including confirmation of compliance with any setbacks required under Section 2.02 of this Policy;

d) Information on security lighting where proposed;

e) A map of the surrounding area illustrating all setbacks from adjacent property lines; setbacks to the nearest residential, community facility and/or institutional uses; setbacks from airports; and setbacks to areas with residential, community facility and/or institutional zoning, if applicable (including rural residential lots);

f) Stamped engineered drawings of the proposed Freestanding Antenna System;

g) A cost estimate of the required landscaping works, identifying the number and value of plantings for landscaping and securities for the landscaping. Where an Entrance Permit is not required for access to the site, an additional $2,500.00 security will be required to cover the cost of clean up of roads during construction and demolition periods. These securities are 100% refundable;

h) Pictures of the proposed site, including photo renderings showing what the proposed Freestanding Antenna System will look like taken from various vantage points;

i) Authorization from the Owner of the land;

j) Confirmation of any changes made to any drawings, reports, etc. since the previous version was supplied to the City. Where changes have been made, a summary of the changes (matrix or table) is to be included;

k) Any additional relevant information as identified through the Precon process which may be necessary to fully assess the proposal; and

l) Confirmation of construction completion through submission of colour photo(s) depicting installed Telecommunications Facilities and as-built drawings of the Telecommunications Facilities including its location.

6.02 Applications for New Building/Structure-Mounted Antenna System

An application for new Telecommunication Facilities on roof tops or existing structures, requiring consultation with the City by ISED Canada, will include the following information to be submitted to the Planning Division;

a) A completed Telecommunications Facility Concurrence Application form and covering letter;

b) A statement from the Proponent on the need for any increase in proposed Antenna System height if applicable;

c) A plan showing the location of the proposed Telecommunications Tower, Antenna(s), Equipment Shelter and other associated Facilities on the roof top or structure;

d) Two sets of stamped engineered drawings that identify the Telecommunications Tower, Antenna(s), Equipment Shelter and other associated Facilities to be constructed on the building roof top or structure and any other information required by the Building Division;

e) Upon review of the site plan, the Planning Division may require the Telecommunications Carriers to submit photo renderings of the building or structure with the proposed Telecommunications Tower, Antenna(s), Equipment Shelter and other associated Facilities superimposed on the picture from four directions: north, south, east and west;

f) Authorization from the Owner of the land;

g) Demonstrated conformity with Section 3.02 of this policy; and

h) Confirmation of construction completion through submission of colour photo(s) depicting installed Telecommunications Facilities and as-built drawings of the Telecommunications Facilities including its location. ~~(s)~~

6.03 Applications to Alter Existing Telecommunications Facilities

Where modifications to the site are proposed to non-exempt classes of Telecommunications Facilities, an amendment to a Development Agreement may be required. Non-exempt classes may include, but not be limited to; an increase in the height of the Tower in excess of 25%, or the addition of new Equipment Shelters or entrances. See Section 8 for ISED Canada Exclusions. Submission requirements to the Planning Division will be determined in consultation with the Proponent.

6.04 Processing Concurrence Applications

Once the Planning Division has reviewed and deemed the application complete, it will be processed as follows:

- **Uncontested Application** – no unresolved issues.
- **Contested Application**– Either staff or relevant public concerns per CPC 2-0-03.

This process will be completed subsequent to the Public Consultation process identified in Section 5.

~~Upon completion of the Public Consultation process, the Proponent is required to submit a Public Consultation Summary Report, outlining how they have fulfilled the mandated ISED Canada Public Consultation, and identifying any comments received and any unresolved issues. If the Proponent requires any changes, either to comply with the locational requirements of this Policy or as a result of the Public Consultation process, the Application will be treated as a Contentious Application.~~

~~The factors that will determine whether a concern is reasonable or relevant according to this process will vary; however, requests will generally be considered against the requirements of CPC-2-0-03 Issue 6 and to the amenities or important characteristics of the area surrounding the host site.~~

~~Examples of concerns that Proponents are to address may include:~~

- ~~Why is the use of an existing antenna system or structure not possible?~~
- ~~Why is an alternate site not possible?~~
- ~~What is the Proponent doing to ensure that the antenna system is not accessible to the general public?~~
- ~~How is the Proponent trying to integrate the antenna into the local surroundings?~~
- ~~What options are available to satisfy aeronautical obstruction marking requirements at this site?~~
- ~~What steps did the Proponent take to ensure compliance with the general requirements of this document, including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc.?~~

~~Concerns that are not relevant include:~~

- ~~Disputes with members of the public relating to the Proponent's service, but unrelated to antenna installations;~~
- ~~The proposed antenna system's potential effects on property values or municipal taxes;~~
- ~~Questions pertaining to the validity, or the reform of locally established by- laws, procedures or processes, and relevant legislation such as the *Radiocommunication Act*, CPC-2-0-03 Issue 6, Safety Code 6.~~

Upon completion of ~~the internal circulation (as necessary for contentious applications)~~application review and the submission of the Public Consultation Summary Report, the application will either be processed as an Uncontested Application (if no unresolved issues) or as a Contested Application (either Staff or Public contested). Should Planning staff deem it necessary, a revised Contested Application will be circulated to City Departments and relevant external agencies before proceeding to Council.

6.05 Uncontested Applications

The Director is the delegated authority to process ~~Applications which are not contested~~Uncontested Applications (i.e. supported by all relevant departments and external agencies, and with no public concerns outstanding). In this instance, a draft Telecommunications Facility Development Agreement (Development Agreement) will be prepared for review by the Proponent and Owner. Once reviewed, the final Development Agreement will be prepared for execution by the Proponent, the Owner, and the City. Once the Development Agreement has been executed (signed by the Owner, Proponent and the City), the Development Agreement will be registered on title, and the Director will prepare a letter of concurrence to be sent to ISED Canada and the Proponent. Where the Owner is the City, the Province or the Federal Government, a Development Agreement will not be required (e.g. treated as a 'plans only' concurrence).

6.06 Contested Applications

Should the Director of Development Services determine an application is a Contested Application, ~~Once the Planning Division has reviewed the and is ready to provide a recommendation to Council on the proposal,~~ a report will be forwarded to Council with a rationale and recommendations for expressing either support for or opposition to the request for concurrence. The report will also contain any relevant conditions of concurrence, including a draft Development Agreement.

Council will make a decision on the proposal, and the Director will prepare a letter of concurrence or non-concurrence to be sent to ISED Canada and the Proponent. The letter will contain a formal resolution by Council, a copy of the Council report, and any other relevant information.

6.07 Decision Timelines

For all formal ~~A~~applications, the City will endeavor to provide a decision on projects within the 120 day approvals timeframe established by ISED Canada.

The approval timeframe will be based upon the submission of a complete AApplication, in accordance with ISED Canada's guidelines, as amended from time to time. The 120 day approvals timeframe starts with the submission of a complete ~~Application~~Application.

~~7.01 Public Consultation Process~~

~~ISED Canada provides LUAs with two (2) options for undertaking a public consultation process as part of a proposal to construct new Telecommunications Facilities:~~

- ~~The City can include a public consultation process as part of this Policy, whereby it determines its level of participation in the process; or~~
- ~~Alternatively, the Proponent is required to adhere to ISED Canada's default public consultation process contained in Section 4.2 of CPC-2-0-03, as amended should the City not adopt a separate process in this Policy.~~

7. ~~While ISED Canada permits the LUA to develop its own public consultation process, the City has opted for the alternate (second) option: a Proponent lead public consultation process in accordance with ISED Canada's policies. The City will require the Proponent to provide a record of the public consultation process, including comments provided by the public as well as the Proponent's response to those public comments, as part of their application for concurrence with the City. In cases where the Proponent determines a public comment to not be reasonable or relevant, the Proponent will explain why the question, comment, or concern is not, in the view of the Proponent, reasonable or relevant. Notwithstanding the ISED Canada minimum notification requirements to adjacent property owners, in addition to the circulation to all properties within three times the tower height (measured from the base of the tower or guyed wires, whichever is greater), the City will also request that in Urban areas, all property owners within 60 metres of the host property are notified. In all non- urban areas, all property owners within 120 metres of the host property are to be notified of the proposal. This requirement will not apply if the tower is located at least 500 metres from all neighbouring properties or if the properties are located outside the City of Kawartha Lakes. Telecommunications Sign Guide (see Appendix A) In public consultation notices, the City's planningadmin@kawarthalakes.ca will be used for the City's contact information.Nothing in this additional circulation requirement is meant to exempt any other ISED notification requirements (such as newspaper advertisements, where required).which regards~~Telecommunications Facility Development Agreement

~~10.01 Telecommunications Facility Development Agreement~~

A Telecommunications Facility Development Agreement (Development Agreement) will be required for the construction of a new Telecommunications Facility as well as a new roof top Equipment Shelter or a new Equipment Shelter necessary to accommodate Co-location of the Antenna not exempted by ISED Canada. The Development Agreement shall be signed by the landowner and Telecommunications Carrier. The Development Agreement will contain provisions relating to the following matters:

a) Site and grading plan drawings;

b) Lighting information;

c) Building and entrance permits as required;

d) Security deposits for site works and mechanisms for their release;

e) Road widenings and easements as required;

f) A commitment to remove all structures upon expiration of the lease or use of tower;

g) A commitment to accommodate other carriers on site where feasible; and

h) Other conditions as required by the City.

~~5.~~8. ISED Canada Exclusions

8.01 ISED Canada has listed certain types of installations for which the Proponent is exempted from consulting with the City and/or the public. For all installations, the General Requirements contained in Section 7 of CPC-2-0-03 as amended must still be fulfilled.

Individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the local LUA and the public even if the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- the Antenna System's physical dimensions, including the Antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed Antenna System on the property and its

proximity to neighbouring residents;

- the likelihood of an area being a Community-Sensitive Location; and
- Transport Canada's marking and lighting requirements for the proposed structure.

Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact ISED Canada for guidance.

Section 6 of CPC-2-0-03, as amended from time to time, outlines the following exclusions from land-use authority and public consultation requirements:

- **New Antenna Systems**: including masts, towers, or other antenna-supporting structure, where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by Telecommunications Carriers, broadcasting undertakings, or third party tower owners;
- **Existing Antenna Systems**: where modifications are made, antennas added, or the tower replaced (where the replacement is similar to the original design and location), including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation that existed prior to the initial date of this policy. Initial antenna system installation refers to the system as it was first consulted on, or installed. No increase in height may occur within one (1) year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by Telecommunications Carriers, broadcasting undertakings, or third party tower owners;
- **Non-Tower Structure**: including a~~A~~ntennas on buildings, water towers, lamp posts, etc. provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%. Telecommunications Carriers, operators of broadcasting undertakings, and third party tower owners may benefit from local knowledge by contacting the land-use authority when planning an antenna system that meets this exclusion criteria;
- **Temporary Antenna Systems**: used for special events or emergency

operations and must be removed within three (3) months after the start of the emergency or special event;

- **Maintenance**: of existing radio apparatus including the Antenna System, transmission line, mast, tower or other Antenna-supporting structure; and

- **Maintenance**: of an Antenna system's painting or lighting in order to comply with Transport Canada's requirements.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. This may include an Antenna, lightning rod, aviation obstruction lighting, or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the Antenna System.

Notification for Exempt Telecommunications Facilities

Notwithstanding ISED Canada's exemption criteria for certain Antenna Systems, the City should be informed of all new Telecommunication Facility installations so the City can:

- Respond to public enquiries on new Telecommunications Facilities construction;

- Be aware of co-location opportunities in the City;

- Be knowledgeable of when Telecommunications Facilities that received concurrence completed construction to ensure concurrence requests have not expired.

- Maintain data for reference in event of future modifications and additions to Telecommunications Facilities; and

- Ensure Proponents regard the Policy guidance on proposed Telecommunications Facilities before completion of final design.

At a minimum, for our records, the City requests that the Proponent shall provide an Exemption Letter via email to telecomapplications@kawarthalakes.ca (c/o the Planning Division) outlining the proposal and how it complies with the exemption criteria. For all Telecommunications Facilities constructed in the City, please provide confirmation of construction completion through submission of colour photo depicting installed Telecommunications Facilities and as built drawings of construction.

9. Additional Provisions for Antenna Systems

9.01 Applications to Reconsider an Expired Concurrence Request

Where the Proponent has received Concurrence for a Telecommunications Facility in the City, but has not constructed the Facility within the allotted time of three (3) years prescribed by ISED Canada in accordance with Section 4.5 of CPC-2-0-03, as amended, concurrences will no longer be deemed valid except in the case where a Proponent secures a written extension agreement with the relevant LUA for a specified time period. In these instances, a Request for Re-Concurrence will be required. The Proponent shall submit a request in writing to the City, identifying the requested extension to the Concurrence, with copy to the local ISED Canada office. The Request for Re-Concurrence shall be submitted before construction begins.

Submission requirements to the Planning Division will be determined in consultation with the Proponent, and considered based on the relevant site-specific factors, such as:

- Amount of time lapsed since the original Concurrence request was received and completed;
- The relevant Council Policy in place at the time of the original consideration for Concurrence;
- Any relevant changes in Provincial or local policy which may affect the Concurrence;
- Changes in adjacent land uses which may affect the Concurrence (e.g. lot creation, zoning amendments, expansion of community sensitive locations, etc.).

Based on the above noted factors, the Planning Division may determine that a new Public Consultation is required to confirm support for Re-Concurrence, prior to issuance of a new letter to ISED Canada.

9.02 Rescinding a Concurrence

The City may rescind its concurrence if following the issuance of the concurrence, the City determines that the proposed Telecommunications Facility contains a misrepresentation or a failure to disclose all pertinent information regarding the proposal, or the plans and Development Agreement have not been complied with, and a resolution cannot be reached to resolve the matter.

In such cases, the City will notify the Proponent and ISED Canada in writing,

including the reason(s) for why the concurrence was rescinded.

9.03 Decommissioning

Telecommunication Carriers shall be required to remove Telecommunications Facilities that have not been in use for one year or more. The Telecommunication Carriers shall advise the City in writing of the termination of a lease agreement between the Telecommunications Carrier and a property owner.

9.04 Transfer of Lease

Alternatively, another Telecommunication Carrier can enter into a new lease agreement with the landowner to take over carriage of the Telecommunications Facility. The Owner and new Carrier shall enter into an amending Development Agreement with the City.

9.05 Redundant Antenna Systems

The City can issue a request to Telecommunications Carriers to clarify that a specific Telecommunications Facility is required to support the telecommunications network. The Telecommunications Carrier will respond within 30 days of a request receipt, and provide any available information on the future status or planned decommissioning of the Telecommunications Facility.

When the Telecommunications Carrier concurs that a Telecommunications Facility is redundant, the Telecommunications Carrier and City will mutually agree on a timeframe for removing the Telecommunications Facility and all associated structures and equipment from the applicable site. Once a Telecommunications Facility is deemed redundant, removal will occur no later than two (2) years following this issuance.

~~Individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the local LUA and the public even if the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:~~

- ~~the Antenna System's physical dimensions, including the Antenna, mast, and tower, compared to the local surroundings;~~

- ~~the location of the proposed Antenna System on the property and its proximity to neighbouring residents;~~
- ~~the likelihood of an area being a Community-Sensitive Location; and~~
- ~~Transport Canada's marking and lighting requirements for the proposed structure.~~

~~Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact ISED Canada for guidance. At a minimum, for our records, the City requests that the Proponent provide an Exemption Letter via email to telecomapplications@kawarthalakes.ca (c/o the Planning Division) outlining the proposal and how it complies with the exemption criteria.~~

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	01/20/2021	Updated Policy Template	
1.0	06/15/2021	Updated Content	CR2021-309
2.0	09/27/2022	Updated Content	CR2022-348
3.0	11/18/2025	Updated Content	CR2025-XXX

Council Policy

Council Policy No.:	CP2018-014
Council Policy Name:	Telecommunications and Antenna System Siting Policy
Date Approved by Council:	May 22, 2012
Date revision approved by Council:	June 15, 2021 CR2021-309 September 27, 2022 CR2022-348 November 18, 2025 CR2025-XXX
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

The purpose of the Telecommunications and Antenna System Siting Policy is to provide Proponents with a comprehensive set of policies and procedures for the installation of new Telecommunications Facilities and Towers within the City of Kawartha Lakes (the "City"). The goals and objectives of the policies are designed to:

a) promote a wireless telecommunications system within the City that provides appropriate service and capacity levels to business, emergency services, and residents;

b) encourage site selection that promotes compatible land uses by minimizing the visual impact of towers on the surrounding landscape;

c) discourage site selection within or adjacent to sensitive environmental features;

d) provide for public input to the approvals process for area residents, as prescribed by Innovation, Science, and Economic Development (ISED) Canada even when a proposal does not meet the requirements established by this policy; and

e) provide development, locational criteria, and requirements for new telecommunications facilities.

Scope:

Telecommunication systems are regulated and approved by the federal government under the jurisdiction of ISED Canada, and as such, are not subject to municipal official plan policies and zoning regulations established under the Planning Act.

Notwithstanding, ISED Canada still requires Proponents to contact the local Land-use Authority (LUA) as a part of the consultation process, and to complete a public consultation for the local public. Proponents are required to present their proposals to the City for Preconsultation (Precon) review, to ensure compliance with the City's and relevant external agencies' requirements. ISED Canada requires Proponents to receive concurrence from the local LUA before commencing construction of any new Telecommunications Facility which is not exempted from the consultation process. Staff also highly recommend that the Proponent reach out to City staff at the initial site selection stage, prior to securing a lease with a property Owner, to ensure this Policy's site selection criteria are considered prior to the Precon process.

Accordingly, Proponents of Telecommunication Facilities within the City are required to submit two **consecutive** applications for consideration:

a) A **Telecommunications Preconsultation Application** (Precon) with the necessary review fee and materials for internal circulation and review in accordance with the requirements of Section 6; and

b) A formal **Telecommunications Facility Concurrence Application** (Application) with the necessary review fees and supplementary materials identified through Precon for the purposes of receiving municipal concurrence in accordance with the requirements of Section 6.

Planning staff will circulate the Precon submission materials to the Precon Committee in accordance with Section 4 of this Policy. Upon completion of the review, staff will provide to the Proponent a list of submission requirements (typically this will consist of a final Precon report with attached checklist), along with any preliminary comments to be addressed as part of a formal Application. This report will identify if the proposal has or has not addressed all the locational criteria based on Section 2 below. Upon receiving the final report, the Proponent may proceed to the Public Consultation process, followed by submission of the formal Application package.

If no locational issues are identified in the final Precon report, no further internal or external agency circulation will be required. However, if the report identifies any non-compliant locational issues, the Proponent will need to provide an updated proposal addressing the locational criteria under Section 2 below, and/or to provide additional rationale for consideration. Should Planning staff deem it necessary, the revised

Application will then be circulated to City Departments and relevant external agencies in accordance with Section 6 of this Policy to ensure any identified issues have been addressed. Upon completion of the review process (Sections 5 and 6 together), the City will provide a letter to ISED Canada and the Proponent identifying either concurrence of the proposal (with a list of conditions), or alternatively, non-concurrence with the proposal. Should the City and the Proponent not be able to reach consensus on a proposal (non- concurrence), ISED Canada may intervene in an attempt to settle the impasse. The Proponent shall inform the City when construction of the Telecommunications Facility is completed.

Policy:

1. Definitions:

Alternative Tower Structures: shall mean man-made support structures that camouflage or conceal the presence of Antennas or towers such as flagpoles, clock towers, church steeples, street lights, artificial trees and other everyday features. This definition shall not include towers supported by guyed wires.

Antenna: shall mean an exterior transmitting device – or group of devices – used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other Antennas.

Antenna System: shall mean an Antenna, and may include a supporting tower, mast or other supporting structure, and an Equipment Shelter. There are two most common types of Antenna Systems:

a) Freestanding Antenna System: a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;

b) Building/Structure-Mounted Antenna System: an Antenna System mounted on an existing non-tower structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other similar device.

Application, Contested: shall mean a Telecommunications Facility Concurrence Application where one or more outstanding issues have been identified and not resolved. There are two types of Contested Applications:

a) **Contested, Staff**: shall mean an application where there are outstanding issues identified by staff and/or external agencies.

b) **Contested, Public**: shall mean an application where the proposal complies with all locational criteria, and there are only outstanding concerns identified by members of the public.

Application, Uncontested: shall mean a Telecommunications Facility Concurrence Application where there are no agency, department or public concerns outstanding.

City: shall mean The Corporation of the City of Kawartha Lakes, and including the various Departments and Divisions thereof.

Co-location: shall mean the placement of Antennas and equipment operated by one or more Proponents on a telecommunication Antenna System operated by a different

Proponent, thereby creating a shared facility.

CPC-2-0-03: shall mean ISED Canada's publication 'Client Procedures Circular CPC-2-0-03, Radiocommunication and Broadcasting Antenna Systems, Issue 6' dated July 2022.

Community Sensitive Locations: shall mean land on which the siting of new Antenna Systems is discouraged, or requested to be subject to greater consultation than otherwise dictated by the standard Policy, and includes lands designated or zoned for environmental protection or a Residential Area.

Director: shall mean the Director of Development Services, or an alternate.

Equipment Shelter: shall mean a structure containing equipment necessary to transmit and receive signals.

Land-use Authority (LUA): shall mean representatives of the Corporation of the City of Kawartha Lakes, including City Council and staff.

Precon: shall mean a Telecommunications Preconsultation Application.

Proponent: shall mean a company or organization proposing to site an Antenna System (including contractors undertaking work for Telecommunications Carriers and third-party tower owners) for the purposes of providing commercial or private telecommunications services, exclusive of personal or household users.

Public Consultation: shall mean ISED Canada's process, consisting of two distinct components:

- Public Notification – where the Proponent informs the public of the proposed antenna system installation or modification, providing the information needed for a complete understanding of the proposal;

- Public Engagement – where the Proponent engages the public and responds to all questions and comments, addressing all reasonable and relevant concerns. Public engagement may take various forms, from answering letters to hosting a public meeting or drop-in, depending on the community's level of interest; and

- Public Reply Comments – where the Proponent provides an opportunity for the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns.

Residential Area: shall mean lands used or zoned to permit residential uses or residential uses in conjunction with other ground floor uses.

Telecommunications Carrier: shall mean a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

Telecommunications Facilities: shall mean the same as an Antenna System as defined above.

Telecommunications Towers: shall mean structures designed and constructed to support one or more antennas, including but not limited to lattice towers, monopoles and guyed towers.

2. Site Selection Criteria

2.01 Preferred Methods for Additional Capacity

The installation of new Telecommunications Facilities is generally discouraged unless all other options for Co-location within the Telecommunications Carrier's search area have been explored and are not considered to be technically viable. The preferred methods of achieving additional capacity are:

a) Co-location of Antennas on existing Freestanding Antenna Systems or structures within the City or within adjacent municipalities;

b) Location of new Telecommunications Facilities on publicly owned lands and/or buildings, where technically feasible, and acceptable to the City;

c) Use of Alternative Tower Structures that are less obtrusive, where appropriate;

d) Clustering of new Telecommunications Facilities adjacent to existing Telecommunications Facilities; and

e) Location of new Telecommunications Facilities on hydro transmission towers or within or adjacent to existing hydro transmission corridors.

2.02 Preferred Site Locations

Telecommunications Facilities should be located in a manner which minimizes their overall impact on the community. The following site selection criteria will be applied to the proposed location of any new telecommunication facility:

a) New Telecommunications Towers should be encouraged in more sparsely populated areas within the City's limits;

b) The distance between new Freestanding Antenna Systems and existing and future Residential Areas; community and institutional uses; historical downtown areas; listed and designated heritage buildings and sites; and waterfront areas should be maximized;

c) New Freestanding Antenna Systems should generally be set back a minimum of 120 metres, or three times the tower height, whichever is greater, from any lands designated or zoned for residential uses and/or schools. For greater clarity, all rural zoning by-laws treat agriculturally zoned lots of 1 hectare or less (and this may be up to 2 hectares in some by-laws) as 'residentially zoned lots'. This criteria is subject to the local in-effect zoning by-law;

d) Alternative Tower Structures are recommended to be implemented for new tower locations within and/or surrounding an urban or hamlet settlement area, as identified in the City's land use planning documents, and shall be designed to achieve the City's urban design objectives;

e) New Freestanding Antenna System installations will not be permitted in areas which are designated and/or zoned as environmentally sensitive areas; shall be outside of floodplain areas; shall be outside of significant natural heritage features as identified by the Province; and shall be setback a minimum of 30 metres from a waterbody or watercourse. There shall be no negative impact on adjacent significant natural heritage features or hazard land areas;

f) New Telecommunications Towers should be set back a minimum of 14 metres plus the height of the tower from a property line fronting Provincial Highways; 30 metres from a property line fronting arterial, collector or local municipal roads; and 15 metres from all other property lines. The setback shall be measured from the base of the Freestanding Antenna System (the tower or the guyed wires, whichever is greater);

g) Terminal vistas from existing and future roads and areas of topographical prominence that would obscure public views and vistas should be avoided. Where Freestanding Antenna Systems in these areas are necessary, Alternative Tower Structures in conjunction with the lowest possible height shall be used by the Proponent;

h) Locations and heights where Transport Canada will require lighting on Telecommunications Facilities should be avoided, unless it is necessary for technical reasons, or to facilitate future Co-location opportunities. When lighting is required by Transport Canada, the City requests that any required night lighting shall refrain from using white flashing strobe lights;

i) Telecommunication Facilities shall not be permitted on lands which do not front on and/or have direct access from an open and maintained municipal road, a Provincial Highway, or a Private Road. For direct access from a municipal road, the access shall be obtained from the improved public street, in accordance with the City's Entrance By-law 2017-151, as amended. Any proposed direct access to a Provincial Highway will only be considered when no municipal road access options are available. No access is permitted onto freeways or staged freeways and all Ministry of Transportation Ontario (MTO) access management policies will apply. Access from private roads is discouraged, but may be necessary in some rural parts of the City. Telecommunication Facilities shall not be permitted on or within a City owned unimproved, unmaintained road allowance;

j) On undeveloped sites, locate the Telecommunications Facilities so as not to preclude future development opportunities for the property;

k) Advertising shall not be permitted on any Telecommunications Facilities; and

l) The host property and building(s) shall not have tax arrears at the time of execution of the Development Agreement.

3. Site Development Criteria

3.01 Freestanding Antenna System

The following site development criteria shall be used in the design and layout of new Freestanding Antenna Systems:

a) Make best effort to preserve existing vegetation and/or trees and shrubs shall be planted around the perimeter fencing and the guy wire bases to mitigate the visual impact of the Telecommunications Tower and

Equipment Shelter, where they are visible from the municipal road and/or from neighbouring properties, where applicable. Where vegetation planting is not possible (such as on paved sites in urban areas), consideration will be given to alternative methods of screening;

b) Identification signage of the carrier(s), measuring 0.5 square metres or less may be permitted on the Equipment Shelter or perimeter fencing;

c) Where Alternative Tower Structures are not feasible, Telecommunication Towers and Equipment Shelters shall blend in with the predominant colour of the surrounding area, subject to any Transport Canada requirements;

d) Security lighting required for the shelter or base area as well as the driveway shall meet the Illuminating Engineering Society of North America (IESNA) lighting guidelines and utilize full cut-off lighting fixtures to minimize objectionable light glare from affecting adjacent properties; and

e) Freestanding antenna systems should have no adverse effects on natural heritage features, hydrologically sensitive features, or areas prone to natural hazards, and proponents must follow City's Official Plan policies that pertain to protection of the natural environment.

3.02 Building/Structure-Mounted Antenna System

When locating Telecommunications Facilities on roof tops or existing structures, and notwithstanding ISED Canada exemptions from local LUA review of new Antenna Systems less than 15 metres in height, the City requests compliance by Telecommunications Carriers to minimize the visual impacts of such Telecommunications Facilities by considering the following design techniques:

a) Alternative Tower Structures should be utilized where possible;

b) The City encourages these types of installations on commercial and industrial buildings with larger roof areas to minimize the aesthetic views of these facilities;

c) The overall height of new Building/Structure-Mounted Antenna System should be minimized and should not extend beyond the vertical projection of the building;

d) Equipment Shelters on roof tops should be set back a minimum of 3 metres from the edge of the roof;

e) The colour and architectural style of the Antenna and Equipment Shelter

shall blend in with the building or structure with respect to form, materials, and colour; and

f) The City will encourage residential buildings greater than 6 storeys in height to be pre-designed to accommodate Building/Structure-Mounted Antenna Systems.

4. Municipal Preconsultation Process

Proponents requesting a new Telecommunications Facility shall submit a Precon application to the City's Preconsultation Committee for Department and agency circulation and review, where consultation is required by ISED Canada with the City (see Section 8). This process will provide information and guidance from all necessary review agencies regarding site selection, land use compatibility, environmental constraints, visual concerns, and compliance with the requirements of this Policy. Abutting upper-tier and lower-tier municipalities will be circulated where the host site, or any part thereof, is located within 200 metres of the abutting municipality; or where the tower location is less than three times the tower height (measured from the base of the tower or guyed wires); whichever is greater.

4.01 Precon Submission Requirements

The following information must be provided to the Planning Division at the time of submitting the Precon application:

- A complete Telecommunication Preconsultation application form with associated fee;
- A cover letter detailing the rationale for the proposed location and details on the proposed antenna system;
- Draft site plan or survey for the subject property showing the proposed antenna systems location and relation to the other structures on the property as well as coverage of the antenna system;
- Elevation drawings of the proposed antenna system which include the proposed height and colour; and
- Photo renderings of the building or structure with the proposed Telecommunications Tower, Antenna(s), Equipment Shelter and other associated Facilities superimposed on the picture from four directions: north, south, east and west.

4.02 Precon Process

Once a complete Precon application has been provided to the Planning Division, an initial Precon report will be prepared to circulate to the Precon Committee for comments. Following the closure of the commenting period, the staff member assigned the file will prepare the final Precon report. Once prepared, the Final Telecommunication Precon report will be provided to the Proponent. Upon completion of the review, staff will provide to the Proponent a list of submission requirements (typically this will consist of a final Precon report with attached checklist), along with any preliminary comments to be addressed as part of a formal Application. This report will identify if the proposal has or has not addressed all the locational criteria based on Section 2.

A mailing notification list for the local public will also be prepared for the Proponent to assist with the Public Consultation process.

5. Public Consultation Process

Where a Public Consultation is required per this Policy and ISED Canada CPC 2-0-03, the Proponent must follow the public consultation process in this Policy.

Public consultation must not be initiated until the Proponent has received the final Precon report. The Proponent must synchronize the distribution of the public notice, newspaper advertisement circulation, Kawartha Lakes News and Notices webpage, and public notice sign. Nothing in these requirements are meant to exempt any other ISED notification requirements.

Public comments shall be directed to the Planning Administration (planningadmin@kawarthalakes.ca). The Planning Staff shall review comments and direct them to the Proponent to address.

The Proponent shall be responsible for all costs associated with public notification and consultation.

5.01 Public Consultation Requirements

Proponents must ensure the local public, land-use authority(ies), and ISED Canada are notified of the proposed Antenna System. Notwithstanding the ISED Canada minimum notification requirements to the local public, in addition to the circulation to all properties within three times the tower height (measured from the base of the tower or guyed wires, whichever is greater), the City will also request that:

- In Urban and Hamlet areas, all local public within 60 metres of the host property are notified

- In all other areas, all local public within 120 metres of the host property are to be notified of the proposal.

5.02 Public Notification Package Requirements

The proponent must ensure that at least 30 days are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by the Proponent either by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The Proponent must also provide a copy of the notification package to the land-use authority and the local ISED office at the same time as the package is provided to the public. Notification must include, but need not be limited to:

a) The proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;

b) The proposed location within the community, the geographic coordinates and the specific property or rooftop, including a letter size (21 cm x 28 cm (8 ½" x 11") copy of the site plan submitted with the application;

c) Photo renderings showing what the proposed Antenna System will look like taken from various vantage points;

d) Identification of areas accessible to the general public and the access/demarcation measures to control public access;

e) Information on the environmental status of the project, including any requirements under the Impact Assessment Act;

f) A description of the proposed Antenna System including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;

g) Transport Canada's aeronautical obstruction marking/lighting requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available;

h) An attestation that the installation will respect good engineering practices

including structural adequacy;

i) Reference to any applicable local land-use requirements such as local processes, protocols, etc.;

j) Notice that general information relating to Antenna Systems is available on ISED's Spectrum Management and Telecommunications website;

k) Contact information including phone number and email for the Proponent, Kawartha Lakes Planning Division, and the local ISED office;

l) Information on how to submit written comments to the Proponent, through the Planning Administration (planningadmin@kawarthalakes.ca), and the closing date for submission of written public comments (not less than 30 days from receipt of notification); and

m) An attestation that the general public will be protected in compliance with Health Canada's Safety Code 6, including combined effects within the local radio environment at all times; for example:

I, (*name of individual or representative of company*) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

5.03 Responding to the Public

Comments related to applications from the public shall be directed to Planning Administration (planningadmin@kawarthalakes.ca) where a staff member will forward the comments to the applicable Proponent and save the comment to the file. Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications, including comments provided by the public as well as the Proponent's response to those public comments, as part of their Application with the City. The Proponent shall copy the Planning Administration (planningadmin@kawarthalakes.ca) on all responses provided so that staff can save the response to file. If the local public or land-use authority raises a question, comment or concern relating to the antenna system as a result of the public notification process, then the proponent is required to:

a) Respond to the party in writing within fourteen (14) days acknowledging receipt of the question, comment or concern, and keep a record of the

communication;

b) Address in writing all reasonable and relevant concerns within sixty (60) days of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant, and clearly indicate that the party has twenty-one (21) days from the date of the correspondence to reply to the Proponent's response; and

c) In the case where the party responds within twenty-one (21) days, the Proponent shall address all applicable concerns within twenty-one (21) days either by responding in writing or by contacting the party by telephone.

5.04 Notice Publication in Local Newspaper

In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area. Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting, or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include:

- a description of the proposed installation
- its location and street address
- proponent contact information and mailing address
- an invitation to provide public comments to the proponent within 30 days of the notice

In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local ISED office for guidance.

5.05 Notice on City of Kawartha Lakes webpage

The Proponent shall work with Communications, Advertising, and Marketing to submit an online public notice to be posted on the City of Kawartha Lakes News

and Notices webpage. The online public notice shall contain the information provided in the public notification package. The online public notice shall be synchronized with the time that the other public notification occur and shall remain on the webpage for the duration of the public consultation process.

5.06 Public Notice Sign

For the public consultation process, Proponents shall erect a sign on the subject property to notify the public of antenna system proposals. The sign shall contain the information provided in the public notification package. A sign shall be erected on each of the frontages for the property in a clear, visible, and legible manner. The sign should be placed as near the street line(s) as possible so the public can see the sign and make note of the contact information should they wish to make enquiries.

The sign shall be prepared by a professional at the expense of the Proponent. For the sign dimensions, the sign shall be a minimum of 1.2 by 1.2 metres and be at least 1 metre off the ground to a maximum height of 2.5 metres above the ground. The sign(s) shall not be attached or nailed to trees.

Photos showing the sign posted and the date on which it was erected on the subject property shall be submitted to the Planning Administration within ten (10) days after the sign has been erected. The erection of the sign(s) should be synchronized with the time that the other public notification occur.

The sign(s) shall remain on the subject property for the duration of the public consultation process. The Proponent shall be responsible for removing the sign no later than twenty-one (21) days after the completion of the consultation process.

5.07 Public Consultation Summary Report

Upon completion of the Public Consultation process, the Proponent is required to submit a Public Consultation Summary Report which:

a) Outlines how they have fulfilled the Public Consultation process;

b) Identifying any comments received, how the comments were addressed, and any unresolved issues. If concerns were not addressed, clearly indicate why such concerns are not applicable;

c) Details of any modifications to the proposal, including revised plans and drawings, if applicable.

If the Proponent requires any changes, either to comply with the locational requirements of this Policy or as a result of the Public Consultation process, the

Application will be treated as a Contested Application. The Proponent shall make the required revisions to submit with the Application.

A recirculation of the public notification packages will be required if the proposed Antenna System has been relocated as a result of the public consultation process.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary; however, requests will generally be considered against the requirements of CPC-2-0-03 which regards the amenities or important characteristics of the area surrounding the host site.

Examples of concerns that Proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the Proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the Proponent trying to integrate the antenna system into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the Proponent took to ensure compliance with the general requirements of this document, including the *Canadian Environmental Assessment Act* (CEAA), the *Impact Assessment Act* (IAA), Safety Code 6, etc.?

Concerns that are not reasonable or relevant include:

- Disputes with members of the public relating to the Proponent's service, but unrelated to antenna installations;
- Potential effects that the proposed antenna system will have on property values or municipal taxes;
- Questions pertaining to the validity, or the reform of locally established by-laws, procedures or processes, and relevant legislation such as the *Radiocommunication Act*, CPC-2-0-03, Safety Code 6.

5.08 Exclusions from Public Consultation Requirements

a) Where a proposed Freestanding Antenna System is located at least 500 metres from all neighbouring properties or if the properties are located outside the City of Kawartha Lakes; and

b) All Telecommunications Facilities exempt from the LUA process per Section 8, are also to be exempted from public consultation.

6. Telecommunications Facility Concurrence Application

In order to pursue concurrence of the following, the proponent must submit a Telecommunications Facility Concurrence Application (Application) to the Development Services Department – Planning Division, for review:

i) a new Freestanding Antenna System;

ii) a new Building/Structure-Mounted Antenna System; or

iii) change(s) to an existing Telecommunications Facility.

These applications are **not** processed under Section 41 of the Planning Act. Application fees are payable upon Application submission, as prescribed in the City's approved By-law 2018-234 Consolidated Fee Schedule, as amended.

6.01 Applications for New Freestanding Antenna System

An application for a new Freestanding Antenna System will require the following information to be submitted to the Planning Division:

a) A completed Telecommunications Facility Concurrence Application form and covering letter;

b) A Tower Justification Report from the Proponent detailing a thorough investigation relating to the sharing (Co-location) of infrastructure and the use of existing structures in proximity of the proposed Freestanding Antenna System. Should the proposal not be able to Co-locate or utilize existing structures, a detailed reasoning for the location of a new Freestanding Antenna System is required. Alternatives shall be explored in the Tower Justification Report as well. Justification for the proposed height shall be required, and any lighting requirements should be identified (including identification of Transport Canada lighting and marking requirements). The proposed Freestanding Antenna System should explore the ability to allow for future Co-location opportunities and be designed to accommodate additional future Telecommunications

Carriers, where practical;

c) A detailed site plan prepared by an Ontario Land Surveyor (OLS) or Professional Engineer (P.Eng.) illustrating the proposed installation. The site plan shall include:

- a key map;
- the location of the proposed Telecommunications Tower, Antenna(s), and Equipment Shelter, including guyed wire anchors geographic coordinates (if applicable);
- property lines;
- existing and proposed site grading details;
- existing and proposed structures;
- landscaping (if required for screening);
- entrance details, access, driveways and parking; and
- setbacks from all nearby environmental features and property lines, including confirmation of compliance with any setbacks required under Section 2.02 of this Policy;

d) Information on security lighting where proposed;

e) A map of the surrounding area illustrating all setbacks from adjacent property lines; setbacks to the nearest residential, community facility and/or institutional uses; setbacks from airports; and setbacks to areas with residential, community facility and/or institutional zoning, if applicable (including rural residential lots);

f) Stamped engineered drawings of the proposed Freestanding Antenna System;

g) A cost estimate of the required landscaping works, identifying the number and value of plantings for landscaping and securities for the landscaping. Where an Entrance Permit is not required for access to the site, an additional $2,500.00 security will be required to cover the cost of clean up of roads during construction and demolition periods. These securities are 100% refundable;

h) Pictures of the proposed site, including photo renderings showing what the

proposed Freestanding Antenna System will look like taken from various vantage points;

i) Authorization from the Owner of the land;

j) Confirmation of any changes made to any drawings, reports, etc. since the previous version was supplied to the City. Where changes have been made, a summary of the changes (matrix or table) is to be included;

k) Any additional relevant information as identified through the Precon process which may be necessary to fully assess the proposal; and

l) Confirmation of construction completion through submission of colour photo(s) depicting installed Telecommunications Facilities and as-built drawings of the Telecommunications Facilities including its location.

6.02 Applications for New Building/Structure-Mounted Antenna System

An application for new Telecommunication Facilities on roof tops or existing structures, requiring consultation with the City by ISED Canada, will include the following information to be submitted to the Planning Division;

a) A completed Telecommunications Facility Concurrence Application form and covering letter;

b) A statement from the Proponent on the need for any increase in proposed Antenna System height if applicable;

c) A plan showing the location of the proposed Telecommunications Tower, Antenna(s), Equipment Shelter and other associated Facilities on the roof top or structure;

d) Two sets of stamped engineered drawings that identify the Telecommunications Tower, Antenna(s), Equipment Shelter and other associated Facilities to be constructed on the building roof top or structure and any other information required by the Building Division;

e) Upon review of the site plan, the Planning Division may require the Telecommunications Carriers to submit photo renderings of the building or structure with the proposed Telecommunications Tower, Antenna(s), Equipment Shelter and other associated Facilities superimposed on the picture from four directions: north, south, east and west;

f) Authorization from the Owner of the land;

g) Demonstrated conformity with Section 3.02 of this policy; and

h) Confirmation of construction completion through submission of colour photo(s) depicting installed Telecommunications Facilities and as-built drawings of the Telecommunications Facilities including its location.

6.03 Applications to Alter Existing Telecommunications Facilities

Where modifications to the site are proposed to non-exempt classes of Telecommunications Facilities, an amendment to a Development Agreement may be required. Non-exempt classes may include, but not be limited to; an increase in the height of the Tower in excess of 25%, or the addition of new Equipment Shelters or entrances. See Section 8 for ISED Canada Exclusions. Submission requirements to the Planning Division will be determined in consultation with the Proponent.

6.04 Processing Concurrence Applications

Once the Planning Division has reviewed and deemed the application complete, it will be processed as follows:

- **Uncontested Application** – no unresolved issues.
- **Contested Application**– Either staff or relevant public concerns per CPC 2-0-03.

This process will be completed subsequent to the Public Consultation process identified in Section 5.

Upon completion of application review and the submission of the Public Consultation Summary Report, the application will either be processed as an Uncontested Application (if no unresolved issues) or as a Contested Application (either Staff or Public contested). Should Planning staff deem it necessary, a revised Contested Application will be circulated to City Departments and relevant external agencies before proceeding to Council.

6.05 Uncontested Applications

The Director is the delegated authority to process Uncontested Applications (i.e. supported by all relevant departments and external agencies, and with no public concerns outstanding). In this instance, a draft Telecommunications Facility Development Agreement (Development Agreement) will be prepared for review by the Proponent and Owner. Once reviewed, the final Development Agreement will be prepared for execution by the Proponent, the Owner, and the City. Once the Development Agreement has been executed (signed by the Owner,

Proponent and the City), the Development Agreement will be registered on title, and the Director will prepare a letter of concurrence to be sent to ISED Canada and the Proponent. Where the Owner is the City, the Province or the Federal Government, a Development Agreement will not be required (e.g. treated as a 'plans only' concurrence).

6.06 Contested Applications

Should the Director of Development Services determine an application is a Contested Application, a report will be forwarded to Council with a rationale and recommendations for expressing either support for or opposition to the request for concurrence. The report will also contain any relevant conditions of concurrence, including a draft Development Agreement.

Council will make a decision on the proposal, and the Director will prepare a letter of concurrence or non-concurrence to be sent to ISED Canada and the Proponent. The letter will contain a formal resolution by Council, a copy of the Council report, and any other relevant information.

6.07 Decision Timelines

For all formal applications, the City will endeavor to provide a decision on projects within the 120 day approvals timeframe established by ISED Canada. The approval timeframe will be based upon the submission of a complete Application, in accordance with ISED Canada's guidelines, as amended from time to time. The 120 day approvals timeframe starts with the submission of a complete Application.

7. Telecommunications Facility Development Agreement

A Telecommunications Facility Development Agreement (Development Agreement) will be required for the construction of a new Telecommunications Facility as well as a new roof top Equipment Shelter or a new Equipment Shelter necessary to accommodate Co-location of the Antenna not exempted by ISED Canada. The Development Agreement shall be signed by the landowner and Telecommunications Carrier. The Development Agreement will contain provisions relating to the following matters:

a) Site and grading plan drawings;

b) Lighting information;

c) Building and entrance permits as required;

d) Security deposits for site works and mechanisms for their release;

e) Road widenings and easements as required;

f) A commitment to remove all structures upon expiration of the lease or use of tower;

g) A commitment to accommodate other carriers on site where feasible; and

h) Other conditions as required by the City.

8. ISED Canada Exclusions

8.01 ISED Canada has listed certain types of installations for which the Proponent is exempted from consulting with the City and/or the public. For all installations, the General Requirements contained in Section 7 of CPC-2-0-03 as amended must still be fulfilled.

Individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the local LUA and the public even if the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- the Antenna System's physical dimensions, including the Antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed Antenna System on the property and its proximity to neighbouring residents;
- the likelihood of an area being a Community-Sensitive Location; and
- Transport Canada’s marking and lighting requirements for the proposed structure.

Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact ISED Canada for guidance.

Section 6 of CPC-2-0-03, as amended from time to time, outlines the following exclusions from land-use authority and public consultation requirements:

- **New Antenna Systems**: including masts, towers, or other antenna-supporting structure, where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by Telecommunications Carriers, broadcasting undertakings, or third party tower

owners;

- **Existing Antenna Systems**: where modifications are made, antennas added, or the tower replaced (where the replacement is similar to the original design and location), including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation that existed prior to the initial date of this policy. Initial antenna system installation refers to the system as it was first consulted on, or installed. No increase in height may occur within one (1) year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by Telecommunications Carriers, broadcasting undertakings, or third party tower owners;

- **Non-Tower Structure**: including antennas on buildings, water towers, lamp posts, etc. provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%. Telecommunications Carriers, operators of broadcasting undertakings, and third party tower owners may benefit from local knowledge by contacting the land-use authority when planning an antenna system that meets this exclusion criteria;

- **Temporary Antenna Systems**: used for special events or emergency operations and must be removed within three (3) months after the start of the emergency or special event;

- **Maintenance**: of existing radio apparatus including the Antenna System, transmission line, mast, tower or other Antenna-supporting structure; and

- **Maintenance**: of an Antenna system's painting or lighting in order to comply with Transport Canada's requirements.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. This may include an Antenna, lightning rod, aviation obstruction lighting, or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the Antenna System.

Notification for Exempt Telecommunications Facilities

Notwithstanding ISED Canada's exemption criteria for certain Antenna Systems, the City should be informed of all new Telecommunication Facility installations so the City can:

- Respond to public enquiries on new Telecommunications Facilities construction;
- Be aware of co-location opportunities in the City;
- Be knowledgeable of when Telecommunications Facilities that received concurrence completed construction to ensure concurrence requests have not expired.
- Maintain data for reference in event of future modifications and additions to Telecommunications Facilities; and
- Ensure Proponents regard the Policy guidance on proposed Telecommunications Facilities before completion of final design.

At a minimum, for our records, the City requests that the Proponent shall provide an Exemption Letter via email to telecomapplications@kawarthalakes.ca (c/o the Planning Division) outlining the proposal and how it complies with the exemption criteria. For all Telecommunications Facilities constructed in the City, please provide confirmation of construction completion through submission of colour photo depicting installed Telecommunications Facilities and as built drawings of construction.

9. Additional Provisions for Antenna Systems

9.01 Applications to Reconsider an Expired Concurrence Request

Where the Proponent has received Concurrence for a Telecommunications Facility in the City, but has not constructed the Facility within the allotted time of three (3) years prescribed by ISED Canada in accordance with Section 4.5 of CPC-2-0-03, as amended, concurrences will no longer be deemed valid except in the case where a Proponent secures a written extension agreement with the relevant LUA for a specified time period. In these instances, a Request for Re-Concurrence will be required. The Proponent shall submit a request in writing to the City, identifying the requested extension to the Concurrence, with copy to the local ISED Canada office. The Request for Re-Concurrence shall be submitted before construction begins.

Submission requirements to the Planning Division will be determined in

consultation with the Proponent, and considered based on the relevant site-specific factors, such as:

- Amount of time lapsed since the original Concurrence request was received and completed;
- The relevant Council Policy in place at the time of the original consideration for Concurrence;
- Any relevant changes in Provincial or local policy which may affect the Concurrence;
- Changes in adjacent land uses which may affect the Concurrence (e.g. lot creation, zoning amendments, expansion of community sensitive locations, etc.).

Based on the above noted factors, the Planning Division may determine that a new Public Consultation is required to confirm support for Re-Concurrence, prior to issuance of a new letter to ISED Canada.

9.02 Rescinding a Concurrence

The City may rescind its concurrence if following the issuance of the concurrence, the City determines that the proposed Telecommunications Facility contains a misrepresentation or a failure to disclose all pertinent information regarding the proposal, or the plans and Development Agreement have not been complied with, and a resolution cannot be reached to resolve the matter.

In such cases, the City will notify the Proponent and ISED Canada in writing, including the reason(s) for why the concurrence was rescinded.

9.03 Decommissioning

Telecommunication Carriers shall be required to remove Telecommunications Facilities that have not been in use for one year or more. The Telecommunication Carriers shall advise the City in writing of the termination of a lease agreement between the Telecommunications Carrier and a property owner.

9.04 Transfer of Lease

Alternatively, another Telecommunication Carrier can enter into a new lease agreement with the landowner to take over carriage of the Telecommunications Facility. The Owner and new Carrier shall enter into an amending Development Agreement with the City.

9.05 Redundant Antenna Systems

The City can issue a request to Telecommunications Carriers to clarify that a specific Telecommunications Facility is required to support the telecommunications network. The Telecommunications Carrier will respond within 30 days of a request receipt, and provide any available information on the future status or planned decommissioning of the Telecommunications Facility.

When the Telecommunications Carrier concurs that a Telecommunications Facility is redundant, the Telecommunications Carrier and City will mutually agree on a timeframe for removing the Telecommunications Facility and all associated structures and equipment from the applicable site. Once a Telecommunications Facility is deemed redundant, removal will occur no later than two (2) years following this issuance.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	01/20/2021	Updated Policy Template	
1.0	06/15/2021	Updated Content	CR2021-309
2.0	09/27/2022	Updated Content	CR2022-348
3.0	11/18/2025	Updated Content	CR2025-XXX

Development Services Department
Planning Division
180 Kent Street West
Lindsay, ON K9V 2Y6
(705) 324-9411 Ext. 1393
nismith@kawarthalakes.ca

Summary of proposed changes to Council Policy **CP2018-014 Telecommunications and Antenna System Siting Policy** for discussion at Senior Management Team (SMT) Meeting October 15, 2025

Council last revised the Policy on September 27, 2022 (CR2022-348). The current work proposes to further update the Policy through the following revisions:

1. Decision Authority

i. Categorize proposals only as contested or non-contested, and no longer categorize as contentious and non-contentious. All applications are at the discretion of the Director of Development Services; Director to determine which applications receive a Director Decision, and which applications receive a Council Decision.

ii. Clarify nature of public concerns that trigger a contested process to ensure that only relevant concerns identified by ISED Canada are being considered contested. Non-relevant public concerns do not activate a contested process by default if unresolved.

2. Changes to Public Notice

i. Post public notice on City website by proponents in coordination with CAM, in addition to current newspaper requirements.

ii. Post public notice sign on property at proponent's expense. Include requirements for information display on sign with default sign format. This will be done in collaboration with CAM to guide template, graphics, etc.

iii. Add property address to mailed public notice where a structure (dwelling) is present, to ensure that tenants, in addition to land owners, are informed of the proposal.

iv. File public comments through DS-Planning (planningadmin@kawarthalakes.ca) per updated direction on public notice, and not through the proponent. Staff are trained on process for addressing comments. Staff forward comments to the proponent.

3. Policy Updates

i. Ensure accuracy and relevancy with Innovation, Science, and Economic Development Canada's (ISED) applicable legislation references (CPC 2-0-03).

ii. Emphasize preference for co-location of proposals. Elaborate staff role for addressing questions on co-location potential in Kawartha Lakes.

iii. Public Notice is to be circulated by the proponent. The circulation list is prepared by staff and included in the Final Telecom Preconsultation report.

iv. The proponent's Concurrence Letter Request application package is to include the proponent's Declaration that all information provided is true, and that they circulated public notice to required recipients. The package is to include a checklist of submission requirements flagged in the Final Telecom Preconsultation report.

v. The proponent's Public Consultation Summary is to include all original public comments. Staff need to be aware of how the proponent addressed public concerns deemed to be non-relevant by ISED.

vi. Clarify siting restrictions - telecom facilities are not permitted within the Natural Heritage System. Clarify requirements for proposed towers adjacent to the Natural Heritage System.

vii. Clerical updates - add section numbers, ordering and term references.

4. New Provisions

i. Add criteria to rescind a telecom concurrence as a result of misrepresentation, failure to disclose all pertinent information, and/or failure to comply with plans or Development Agreement.

ii. Add direction for Redundant Antenna Systems including whether they are still needed; provided Telecom Carriers concur with redundancy, that infrastructure is to be removed within two (2) years of issuance.

iii. Clarify Exemption process - The proponent's exemption letter is to include information regarding all telecom facilities constructed, to increase knowledge and awareness.

Committee of the Whole Report

Report Number:	**WM2025-008**
Meeting Date:	November 4, 2025
Title:	**Leaf and Yard Curbside Collection Service Review**
Description:	Review of request for additional leaf and yard collection
Author and Title:	Heather Dzurko

Recommendation(s):

That Report 2025-008, **Leaf and Yard Curbside Collection Service Review**, be received;

That Council maintain the existing level of curbside leaf and yard collection service; and

That staff consider options for leaf and yard collection as part of the next waste collection contract; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Regular Council Meeting on June 24, 2025, a deputation regarding a request for an increased frequency of yard waste collection was received. As a result of the deputation the following resolution was adopted by Council at the Regular Council Meeting:

CR2025-221
Moved By Councillor Warren
Seconded By Councillor Joyce

That the petition from Doug Whalen, **regarding a Request for an Increased Frequency of Yard Waste Collection in the City of Kawartha Lakes**, be received and referred to Staff for review and report back to Council by the end of Q4, 2025.

Carried

This report addresses that direction.

The petition from Mr. Whalen requests an increase in the frequency of yard waste collection that will provide better services to CKL residents and is more comparable to what is provided by surrounding municipalities. A summary of other municipal service levels for leaf and yard waste collection is below.

Municipality	**Curbside and Depot Level of Service**	**Notes**
City of Peterborough	Weekly collection (April-November)	Urban centre –not a comparable municipality in geography
City of Peterborough	Depot service available at cost	$10 minimum, $120/tonne at landfill
County of Peterborough	Four fall collection events	Collection only occurs in 14 communities, not for every resident.
County of Peterborough	Some townships offer depot services. Cavan Monaghan and Douro-Dummer direct residents to City/County Depot	North Kawartha - $5/bag or $20/yard Selwyn - >100kg - $120/tonne Otonabee South Monaghan, Trent Lakes, Asphodel Norwood – free
Northumberland County	Monthly collection	A separate area of the County is collected each week on rotation.

Northumberland County	Depot available to offset curbside	500kg free, $130/tonne
County of Simcoe	Eleven collection events	4 spring events, 2 summer events, 5 fall events. Also completed on a rotating basis.
County of Simcoe	Fees vary depending on materials	Brush - $75/tonne Yard Waste - free
Region of Durham	Weekly	between April and Dec.
Region of Durham	None	Not accepted at regional waste facilities.

Leaf and yard waste service level was also a theme that emerged through feedback during the development of the Integrated Waste Management Strategy Update (2025-2029). The Strategy includes a recommendation for monthly urban collection and call-in collection for rural areas in the next waste collection contract. The financial impact would be about a 7% increase to existing waste collection costs.

In August 2025, staff engaged the public to assess their preference for budget decisions in 2026. Through the process, residents provided feedback on 12 budget options to invest in, and the option of no additional spending. Enhanced Leaf and Yard Collection was included as one of the 13 budget spending options and of 586 votes, ranked 12 out of 13, with less than 5% of votes. Despite the interest in additional leaf and yard collection identified through the Waste Management Strategy, the budget survey results suggests that the majority of respondents have other priorities for spending tax dollars. The survey results included 7 comments about leaf and yard service – two in favour of program expansion, 4 strongly against program expansion, and 1 comment related to timing of existing services.

Ontario Regulation 101/94 – Recycling & Composting of Municipal Waste, requires municipalities with a population greater than 50,000 residents to establish and operate a collection program. The regulation does not specify the type of collection or management methods for the leaf and yard program. To address this requirement, the City currently provides curbside and landfill depot collection services to residents of the municipality.

The City offers 3 curbside collection events per year to all residents (one in the spring and two in the fall). City wide collection is currently just under 40,000 households per

year. These collection events are included in the budget, funded by the tax levy. The City collects roughly 25% of leaf and yard waste (between 700 and 800 tonnes) annually through the curbside collection program.

Residents are also permitted to bring leaf and yard waste to landfill sites during regular hours of operation. Up to 250kg of leaf and yard waste is accepted at no charge to residents, and quantities greater than 250 kg are charged the regular tipping fee. The landfill sites experience over 34,000 customers per year with leaf and yard waste. Over 90% of those customers drop off leaf and yard material at no charge. The landfill site collection program manages approximately 2500-3000 tonnes, or 75% of the total quantity of leaf and yard waste received annually.

The City manages leaf and yard waste, to produce wood chips, and compost materials.

Rationale:

Staff recommend Council maintain existing service levels, including three curbside events and free leaf and yard waste drop off up to 250kg/day. Although there is an interest in increasing leaf and yard service that was identified by the petition and emerged through the Integrated Waste Management Strategy, it is clear from additional follow up that it is not a budget priority for many residents.

Staff recommend that changes to curbside collection frequency be considered in the future, when the waste collection contract is retendered.

Other Alternatives Considered:

In developing options staff have carefully considered budgetary impacts. There are several alternative options that could be considered:

1. Additional curbside collection events
2. Adjust tipping fees (Option A, B, and C)
    a. Option A: Regular Fees and add an Additional Curbside Collection Event
    b. Option B: Increase Quantity of Leaf and Yard Accepted for the Minimum Fee and have a $5 Minimum for all Leaf and Yard Visits
    c. Option C: Increase Quantity of Leaf and Yard Accepted Free
3. Pilot a fee for service curbside collection program

Provide Additional Curbside Collection Events

To align with the frequency of collection in other local municipalities, the City could provide curbside collection events during additional months in the growing season.

Through the Integrated Waste Management Strategy, the impact was estimated as a 7% increase to curbside collection contract. If this option is selected staff will have to complete additional public education to ensure all residents are aware of the added collection events, as the municipal calendar has been finalized for 2026. This option is not recommended as survey results indicate spending on leaf and yard service is not a priority. If this option is pursued, it is recommended that the program changes be implemented beginning in 2027.

Update Tipping Fees at Landfills

Council could consider implementing a tipping fee for all leaf and yard waste received at the landfill sites.

Option A:

Applying a regular tipping fee for all leaf and yard materials received at the site would reduce the number of customers by encouraging them to bring all of their materials to the landfill in one visit. It is expected that some residents would continue to use the landfill, even with the tipping fees in place. The revenue is difficult to estimate accurately as more residents may choose to use the curbside program rather than bring materials to the landfill. Staff have estimated $50,000 revenue could be generated by implementing these fees.

In conjunction with the change in fees at the landfill sites, staff recommend advertising one additional free curbside leaf and yard collection event in October. It is difficult to understand how a change in fees would impact revenues for leaf and yard materials and as such it is possible that there would still be an added cost to the tax base for providing this curbside service. Leaf and yard collection dates printed in the municipal calendar are currently scheduled later in the season to ensure that the curbside service allows as many people to participate as possible.

The net cost of this option would be budgeted at $0, and the actual costs confirmed through evaluation after implementation.

Option B:

Council could consider implementing a $5/visit minimum fee for bringing in leaf and yard waste. This fee would assist in establishing a user fee for costs of managing leaf and yard waste at the depots. The minimum fee could be implemented with an increase

to the quantity of leaf and yard waste accepted at the landfill for this minimum from 250kg to 500kg. Increasing the minimum quantity accepted for $5/visit is expected to reduce visits to the landfill.

The revenue is difficult to estimate accurately as more residents may choose to use the curbside program rather than bring materials to the landfill. Staff have estimated $30,000 revenue could be generated by implementing these fees.

Removing free drop off is likely to cause disagreement with residents. If this option A or B is pursued, it is recommended that the program changes be implemented beginning in 2027.

Option C:

Council could consider increasing the quantity of leaf and yard waste accepted at the landfill for free from 250kg to 500kg. There are currently about 500 visits out of 34,000 (about 1.5%) that are captured in this range. This could potentially reduce multiple trips from residents attempting to come in under the chargeable quantity. This option is expected to result in approximately $10,000 loss in revenue.

Pilot a Curbside Fee for Service Collection Program

Staff considered several options to provide additional curbside collection service including a fee for service curbside collection pilot program for four weeks of the year.

The program would allow members of the public to purchase an online tag (similar to bulky items or mattresses) and call in to schedule leaf and yard pick up during designated weeks. To account for seasonality of leaf and yard service needs, the weeks for the pilot project would occur in May, July, September, October. The cost of the tag would be intended to cover the costs of the service, estimate an initial cost for providing this call-in service would be $40/collection of up to 10 bags of leaf and yard waste – equivalent to $4/bag. The fee was determined by estimated rates to provide the service and expected participation. Once the interest in the program is understood, the fee can be adjusted to ensure cost recovery.

The benefits associated with this option are that:

1. Residents interested in additional leaf and yard curbside collection service have a collection option available.

2. Many rural residents compost or manage leaf and yard waste on property and are not interested in any leaf and yard waste services.
3. There is possibility that offering this additional program would reduce landfill site visits.

The drawbacks include:

1. Potential to impact business of property maintenance companies.
2. Residents requesting additional leaf and yard collection service are likely looking for the service to be covered by the tax levy.
3. Participation in a fee for service option is unknown and may not be cost effective if few residents are willing to pay for this additional service.

In order to make the program effective, there would have to be an investment in advertising the new pilot program. The program is being recommended as a pilot project to evaluate interest and cost recovery for the service. There is potential that the pilot program does not fully recover costs associated with the service depending on number of participants and their location within the municipality. Staff are not aware of other municipalities that provide leaf and yard service this way.

The City would maintain the three existing free curbside collection events in June, and November. As well as maintaining the existing structure for tipping fees at the landfill sites.

If this option is pursued, it is recommended that the program changes be implemented beginning in 2027.

Alignment to Strategic Priorities

The City's strategic plan places a focus on balancing several priorities. This recommendation aligns with the priority of good governance by maintaining an affordable and sustainable level of service.

Financial/Operation Impacts:

No new financial impacts are expected as a result of this recommendation. Longer term, recommendations to consider changes to leaf and yard collection program as part of the next collection contract are estimated at 7% of collection contract costs, and will be reviewed in the future.

Consultations:

Miller Waste

Attachments:

Department Head email: ovigelius@kawarthalakes.ca

Department Head: Oliver Vigelius

Committee of the Whole Report

Report Number:	**WWW2025-004**
Meeting Date:	November 4, 2025
Title:	**Level of Service Policy – Water and Wastewater Update**
Description:	Revisions to the Level of Service policy for Water and Wastewater
Author and Title:	Amber Hayter, Manager, Water & Wastewater

Recommendation(s):

That Report WWW2025-004, **Level of Service Policy – Water and Wastewater Update**, be received;

That the policy entitled the Level of Service Policy Water and Wastewater, attached as Appendix B to Report WWW2025-004, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

This report seeks Council approval to amend the existing policy, CP2021-006 Level of Service Policy – Water and Wastewater with inclusion of information in alignment with supporting management directives as well as other minor changes. A tracked changes version of Policy CP2021-006 has been included as Appendix A to this report to outline the recommended updates for the policy. An updated version of Policy CP2021-006 (with no tracked changes) has been included as Appendix B to this report.

Rationale:

The Level of Service Policy – Water and Wastewater is intended to ensure that staff understand the levels of service they are expected to provide, and that owners/residents/customers are aware of the scope of work done by the Water and Wastewater Division and the level of service that can be reasonably expected.

The policy covers the following measurable areas of service provided by the Water and Wastewater Division:

- Customer Complaints/Callouts/General Inquiries – Non-emergency and emergency
- Frozen Services
- Sewer Backups
- Alarm Response – Non-emergency and emergency
- Service Interruptions – Planned and unplanned
- Preventative maintenance and inspections
- Staff competency
- Water Quality

The most current edits to the Level of Service Policy – Water and Wastewater, recommended for approval, align the policy with existing Management Directives, more specifically MD2018-021 Water and Wastewater Sewer Backup, and minor administrative amendments.

The proposed changes to the policy include a) adding section 3.0 Sewer Backups, which aligns with the language and responsibilities included in the management directive; b) change reference to "on-call operators" to "stand-by operators" to be consistent with definitions within the Collective Agreement and c) clarify methods and expectations as it relates to communication with the public during various activities. A tracked changes

version of the policy is attached to this report as Appendix A to see all the recommended changes.

Alignment to Strategic Priorities

The policy and this report support the strategic priorities of both an exceptional quality of life and healthy environment, as they ensure that all customers are provided the highest level of customer service, with the environment given priority consideration in the production and delivery of safe drinking water and the effective treatment of wastewater.

Consultations:

Quality Management and Policy Coordinator
Director of Public Works

Attachments:

Appendix A – CP2021-006 Level of Service Policy Water Wastewater with Tracked Changes

Appendix A
CP2021-006 Level of

Appendix B – CP2021-006 Level of Service Policy Water Wastewater – Updated Version

Appendix B
CP2021-006 Level of

Department Head email: ovigelius@kawarthalakes.ca

Department Head: Oliver Vigelius

Council Policy

Council Policy No.:	CP2021-006 (formerly CP2017-012)
Council Policy Name:	Level of Service Policy – Water and Wastewater
Date Approved by Council:	October 24, 2017
Date revision approved by Council:	April 20, 2021 CW2021-095/CR2021-195
Related SOP, Management Directive, Council Policy, Forms	Frozen Services Management Directive Frozen Services SOP Frozen Services Form Water and Wastewater – Sewer Backup Management Directive

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Policy Statement and Rationale:

It is the objective of the Corporation of the City of Kawartha Lakes to apply its operational and administrative activities in an efficient and effective way so as to provide safe, reliable drinking water and wastewater treatment to all City residents, visitors and businesses. Service excellence is a City of Kawartha Lakes core value and long-standing source of pride across the corporation. Our employees are committed to remaining service-focused and responsive to the needs of the community. The purpose of this policy will be to achieve the levels of service as defined herein and in no case shall the levels of service be permitted to fall below the minimum legislative requirements.

Scope:

Inherent within this Service Policy is the expectation that all Staff and contracted services will act responsibly and with due diligence at all times in the production of safe, reliable drinking water and the efficient treatment of wastewater.

This policy only applies to properties that are serviced by municipal water and/or wastewater and are located within the City of Kawartha Lakes' municipal boundaries. The standard applies to any customer including:

- Property owners with water and/or wastewater connections or access to municipal infrastructure; and
- Persons who use our services (residents, tenants, the general community and visitors).

This policy will not apply during periods of declared natural emergencies until as soon as practicable after the affected normal services have been restored. During an emergency or natural disaster, the operating authority will endeavor to maintain services and infrastructure and respond to incidents as soon as possible depending on the availability of resources and the severity of the event.

It is the focus of the City of Kawartha Lakes to, when possible, meet all designated service levels and, where feasible, exceed the expectations of all customers. Further, this policy ensures that the City of Kawartha Lakes continues to provide services that are consistent, professional and coordinated so that customers are satisfied at the first point of contact.

Definitions:

"**As soon as practicable**" shall mean without undue delay.

"**Competent**" shall mean having the necessary ability, knowledge, or skill to do something successfully.

"**Emergency**" shall mean any event which human and/or environmental health is affected or an incident resulting in an interruption of potable water supply or impairment of the quality of potable water or disruption of wastewater services.

"**Freeze Prevention**" shall refer to the procedure/steps to follow in order to help avoid frozen services.

"**Operating Authority**" shall refer to the accredited operator of the drinking water and wastewater systems.

"**Owner**" shall mean the owner of the building of the property being serviced as well as a person who has any right, title, estate, or interest in a property, other than that of only an occupant and, where that person is a corporation, shall include the officers, directors and shareholders of that corporation, and shall include a developer of property and any person with authority or power over or control of that property on behalf of an owner.

"**Preventative maintenance**" shall mean the practice of regularly servicing equipment on a pre-determined schedule.

"**Response**" shall mean the initiation of action towards resolution (i.e. communication with a resident, investigation into an after hours alarm, etc.).

"**Resolution**" shall mean the solving of an issue/service interruption, etc.

"**Service**" can be defined in two contexts. In the larger context, any government activity is a service. For instance, a potable water supply is a service. When used in the context of these standards, "service" refers more specifically to aspects of drinking water production and delivery and wastewater solutions. Services are seen from the perspective of the user.

Policy, Procedure and Implementation:

Process: for the purposes of this policy, levels of service have been categorized as follows:

- **Customer Complaints/Call-Outs** – categorized further into Emergency and Non-Emergency Events.
- **Frozen Services** – categorized into Owner Responsibility and City Responsibility.
- **Alarm Response** – categorized further into Emergency and Non-Emergency Events.
- **Service Interruptions** – categorized further into Planned and Unplanned Events.
- **Preventative Maintenance** – not resulting in service interruption.
- **Safe Competency**
- **Water Quality**
- **Sewer Backups**.

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1.0 Customer Complaints/Call-Outs/General ~~E~~Inquiry

1.1 **Non-Emergency Complaints/Call-Outs/General Inquiry** – includes call-outs, service requests and complaints received during normal work hours and after hours.

- Upon notification, the Operating Authority will communicate/respond to all non-emergency complaints/call-outs/general inquiries within one business day under normal circumstances.
- An investigation will be made, in all possible instances within two to three business days.
- Resolution will be made as soon as possible. Depending upon the nature of the call, the problem may be resolved on the initial response or resolution may require additional time.

1.2 **Emergency Complaints/Call-Outs** – includes emergency call-outs and complaints received during normal work hours and after hours.

- Upon notification, the Operating Authority will communicate/respond to emergency complaints/call-outs within sixty minutes.
- An investigation will be made. Time of said investigation will depend upon the nature of the emergency:

Level 1 Emergency – generally those that can be addressed by the Operating Authority's own~~er~~ resources and do not require notification beyond that dictated in Ontario Regulation 170/03, Schedule 16 or the Ontario Water Resources Act (OWRA). Level 1 Emergencies can usually be solved by ~~the~~ following Standard Operating Procedures.

Examples of Level 1 Emergency: minor sewer backup, response to an internal alarm, first aid incident, small onsite spill, or a process upset that can be easily brought under control.

Level 2 Emergency~~:~~ - higher level emergency but can ~~be~~ generally still be addressed by the Operating Authority's own resources and do~~es~~ not require notification beyond that dictated in Ontario Regulation~~,~~ 170/03, Schedule 16 or the Ontario Water Resources Act (OWRA).

Examples of Level 2 Emergency: minor basement flooding, injury to staff that requires medical attention or a spill that causes, or is likely to cause localized, off-site adverse effects. If an event reaches this level, the instructions must indicate the need to contact the appropriate Supervisor.

Note: It is possible for an event to initially be classified as a Level 1 or 2 but continuing circumstances could elevate it to a Level 3 Event.

Level 3 Emergency – highest level emergency – cannot be addressed by the Operating Authority's own resources. Requires assistance from outside work forces (i.e. regulators, emergency responders). Notification beyond Ontario Regulation 170/03, Schedule 16 is required including cont~~r~~acting the Corporate Response Team as referenced in the City of Kawartha L~~l~~akes~~'~~ Emergency Response Plan.

Examples of Level 3 Emergency: Explosion/fire, prolonged power failure, extreme equipment failure, large spill or spill that threatens human health, the source water or the environment, critical injury including loss of life, breach of security that is a threat to public health, community emergency affecting the water supply/treatment, declared pandemic, catastrophic failure (from any cause) that could impact public health or the environment, or cause significant property damage. Level 3 emergencies require an effective operations response and effective issues management.

- Resolution for all emergency events will be made as soon as possible under normal circumstances.

2.0 Frozen Services

2.1 The Owner of any commercial, industrial, institutional or residential property shall keep in good repair and be responsible for the maintenance and repair of the water services on the private portion of the property (between the residence/building and the property line).

2.2 The City will ensure that instruction for residents regarding frozen services is kept up to date on the City website. This will include information regarding the seasonal voluntary freeze prevention program, a series of tips for homeowners to avoid the freezing of their water services which will be provided in the late fall of each year.

Residents will be encouraged to take the following actions:

- Ensure that their plumbing and drains will accommodate continuous, unattended running of water.
- Begin running their water when advised, in order to prevent pipes from freezing (there will be no adjustments to water bills for additional water usage due to running of taps).
- Notify the City as soon as possible when an interruption in water supply occurs.

2.3 Customer service requests will be made on a “first come, first served” basis.

2.4 Staff shall adhere to the operational processes to address the frozen services as defined within the Management Directive and associated Standard Operating Procedures. The Management Directive shall define responsibilities of the City and the public and will also define accountability and respective costs.

Note: In emergency situations, the City may offer extended service through stand-by~~on-call~~ operators. Response efforts to service requests from vulnerable customers may be accelerated.

3.0 Sewer Backups

3.1 The Owner of any commercial, industrial, institutional or residential property shall keep in good repair and be responsible for the maintenance and repair of the sanitary sewer service on the private portion of the property (between the residence/building and the property line). A property owner will also be responsible for protecting municipal infrastructure from damage or failure due to

misuse such as pouring grease/other foreign material down the drain. The property owner is responsible for the cost of repairs and clearing any blockages determined to be the result of the owner's misuse even if the blockage/material has travelled from the private portion of the service to the City's side of the service/sewer main.

3.2 The City will ensure that instructions for residents regarding sewer backups is kept up to date on the City website. This will include information regarding the procedure to follow when experiencing a sewer backup, a series of tips for homeowners to avoid sewer backups and a list of City Approved plumbers.

Residents will be encouraged to the take the following steps if experiencing a sewer backup:

- Report sewer backup to the City first
- Hire a City Approved plumber to determine the location of the blockage whether on the City side (property line to main within street) or Owner's side (inside of property line).
- Have plumber call City prior to commencing work – they will be advised they must provide video documentation if blockage is determined to be on the City's side. If no video documentation is provided the City will assume no responsibility for costs incurred.
    - If blockage is located on the Owner's side, they are responsible for all costs associated with the sewer backup.
    - If blockage is located on the City's side, and plumber provides video documentation to prove location and cause, the City is responsible for all associated costs of the sewer backup.
    - If blockage is located on the City's side, but is due to the misuse of system, the Owner is responsible for all associated costs of the sewer backup.

Note: Only City Approved plumbers are able to perform work on the City's infrastructure.

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3.3 Customer service requests will be made on a "first come, first served" basis, however when possible vulnerable customers will be accelerated.

3.4 Staff shall adhere to the operational processes to address the sewer backup as defined within the Management Directive and associated Standard Operating Procedures. The Management Directive shall define responsibilities of the City and the public and will also define accountability and responsibility for costs.

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43.0 Alarm Response

34.1 Non-Emergency Alarms

- The Operating Authority will respond to non-emergency alarms as soon as possible within a two-hour response time under normal circumstances. (For alarms received after normal working hours, response includes the initial investigation into the cause of an alarm.)
- Resolution time will depend on the nature of the alarm.

34.2 **Emergency Alarms** – categorized as events that generate an immediate threat to the public and/or the environment, or an incident that results in an interruption of potable water supply or impairment of the quality of potable water.

- The Operating Authority will respond to all emergency alarms within one hour under normal circumstances. (For alarms received after normal working hours, response includes the initial investigation into the cause of the alarm.)
- Resolution time will depend upon the nature of the alarm although there is the ~~exception~~ expectation that the Operating Authority will resolve all emergency issues as soon as possible.

Potential critical alarms could include:

General: intrusion, power failure, loss of communication, chemical leak (i.e. sodium hypo, alum, etc.)

Water System: low/high chlorine residual, high turbidity, low distribution system pressure, low/high tower level.

Wastewater System: low/high wet well, blower failure/low dissolved oxygen (DO), bypassing (high flows), and disinfection failure.

45.0 Service Interruptions

45.1 **Planned Service Interruptions** – usually the result of required equipment repair, infrastructure maintenance, construction, etc.

- The Operating Authority will ensure that all planned service interruptions are resolved as soon as possible. Resolution will depend on the complexity of the work being completed.

- Under normal circumstances, notice for all planned service interruptions (via individual hand delivered notices as well as the City website and social media when required), will be provided a minimum of twenty-four hours prior to work commencing.

45.2 **Unplanned Service Interruptions** – usually required in the event of an emergency event including but not limited to: accidents, mainbreaks and urgent equipment/infrastructure repair.

- The Operating Aauthority will ensure that all unplanned service interruptions are resolved as soon as possible. Resolution will depend on the complexity of the work being completed. The Operating Authority will do its best to communicate the issues with residents, however in emergency events this may not always be feasible. Should the event last longer than anticipated, further communication with residents will be initiated.

56.0 Preventative Maintenance/Inspections – not resulting in service interruptions.

Preventative maintenance includes but is not limited to: flushing, fire flow testing, alarm testing, equipment calibration, equipment inspection and/or repair etc. For equipment, preventative maintenance (including inspection), is conducted as per legislation or as per manufacturer specifications, whichever is more frequent.

Preventative maintenance is essential to ensure all infrastructure and equipment related to the production of safe drinking water and the treatment of wastewater is in good working condition.

Inspections of facilities will be completed at a frequency which complies with applicable laws and regulations.

67.0 Staff Competency

The Operating Authority will ensure that all staff are trained and licensed as per mandated legislation and regulation. The Operating Authority will ensure that at all times, there are adequate numbers of competent staff available to work in the system.

78.0 Water Quality – includes but is not limited to: sampling testing and monitoring inspections, operational checks, treatment and reporting.

The Operating Authority will continue to ensure that all sampling, testing and monitoring is completed according to mandated legislation and regulations and

that compliance with regards to drinking water and wastewater effluent criteria requirements is achieved 100% of the time.

~~8~~9.0 Management Expectations

Management is responsible for applying the following principles to achieve increased efficiency in the development and delivery of water and wastewater services:

- Client Service – Services are designed and delivered with the consideration of client needs and client feedback.
- Operational Efficiency – Services are designed and delivered in a cost-effective manner, considering opportunities for standardization and integration of service across the City.
- Culture of Service Management ~~e~~Excellence - services are designed and delivered based on strong management practices.
- To ensure priority services are reviewed regularly to identify opportunities for services redesign, improved use-ability, channel integration and mobile optimization and, where appropriate, adopt best-in-class service delivery approaches, alternative service delivery mechanisms and partnership arrangements.
- Management and Reporting Requirements – Management is responsible for monitoring compliance with this policy within their department and taking corrective action as needed; establishing a framework for the review of this policy. ~~and ensuring that a review is initiated within five years of the effective date of this policy.~~
- Management is responsible for investigating and acting when issues arise regarding policy compliance. Management is also responsible for ensuring the appropriate remedial actions are taken to address those issues within the department (i.e. review or audit, corrective actions.)
- Management is responsible for providing policy advice and guidance and for communicating with and engaging departments on the plan, progress, risks and challenges associates with implementing this policy and related instruments.

~~9~~10.0 Expected Results: The expected results of this policy are: better service experiences for the clients, the continued delivery of safe, reliable drinking water, the efficient treatment of wastewater and more efficient and budget-conscious services.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
1	October 24, 2017	Initial Release	Council
2	April 20, 2021	Policy Confirmed and Renewed	Council
3	October 21, 2025	Policy Confirmed and Renewed	Council

Council Policy

Council Policy No.:	CP2021-006 (formerly CP2017-012)
Council Policy Name:	Level of Service Policy – Water and Wastewater
Date Approved by Council:	October 24, 2017
Date revision approved by Council:	April 20, 2021 CW2021-095/CR2021-195
Related SOP, Management Directive, Council Policy, Forms	Frozen Services Management Directive Frozen Services SOP Frozen Services Form Water and Wastewater – Sewer Backup Management Directive

Policy Statement and Rationale:

It is the objective of the Corporation of the City of Kawartha Lakes to apply its operational and administrative activities in an efficient and effective way so as to provide safe, reliable drinking water and wastewater treatment to all City residents, visitors and businesses. Service excellence is a City of Kawartha Lakes core value and long-standing source of pride across the corporation. Our employees are committed to remaining service-focused and responsive to the needs of the community. The purpose of this policy will be to achieve the levels of service as defined herein and in no case shall the levels of service be permitted to fall below the minimum legislative requirements.

Scope:

Inherent within this Service Policy is the expectation that all Staff and contracted services will act responsibly and with due diligence at all times in the production of safe, reliable drinking water and the efficient treatment of wastewater.

This policy only applies to properties that are serviced by municipal water and/or wastewater and are located within the City of Kawartha Lakes' municipal boundaries. The standard applies to any customer including:

- Property owners with water and/or wastewater connections or access to municipal infrastructure; and
- Persons who use our services (residents, tenants, the general community and visitors).

This policy will not apply during periods of declared natural emergencies until as soon as practicable after the affected normal services have been restored. During an emergency or natural disaster, the operating authority will endeavor to maintain services and infrastructure and respond to incidents as soon as possible depending on the availability of resources and the severity of the event.

It is the focus of the City of Kawartha Lakes to, when possible, meet all designated service levels and, where feasible, exceed the expectations of all customers. Further, this policy ensures that the City of Kawartha Lakes continues to provide services that are consistent, professional and coordinated so that customers are satisfied at the first point of contact.

Definitions:

"**As soon as practicable**" shall mean without undue delay.

"**Competent**" shall mean having the necessary ability, knowledge, or skill to do something successfully.

"**Emergency**" shall mean any event which human and/or environmental health is affected or an incident resulting in an interruption of potable water supply or impairment of the quality of potable water or disruption of wastewater services.

"**Freeze Prevention**" shall refer to the procedure/steps to follow in order to help avoid frozen services.

"**Operating Authority**" shall refer to the accredited operator of the drinking water and wastewater systems.

"**Owner**" shall mean the owner of the building of the property being serviced as well as a person who has any right, title, estate, or interest in a property, other than that of only an occupant and, where that person is a corporation, shall include the officers, directors and shareholders of that corporation, and shall include a developer of property and any person with authority or power over or control of that property on behalf of an owner.

"**Preventative maintenance**" shall mean the practice of regularly servicing equipment on a pre-determined schedule.

"**Response**" shall mean the initiation of action towards resolution (i.e. communication with a resident, investigation into an after hours alarm, etc.).

"**Resolution**" shall mean the solving of an issue/service interruption, etc.

"**Service**" can be defined in two contexts. In the larger context, any government activity is a service. For instance, a potable water supply is a service. When used in the context of these standards, "service" refers more specifically to aspects of drinking water production and delivery and wastewater solutions. Services are seen from the perspective of the user.

Policy, Procedure and Implementation:

Process: for the purposes of this policy, levels of service have been categorized as follows:

- **Customer Complaints/Call-Outs** – categorized further into Emergency and Non-Emergency Events.
- **Frozen Services** – categorized into Owner Responsibility and City Responsibility.
- **Alarm Response** – categorized further into Emergency and Non-Emergency Events.
- **Service Interruptions** – categorized further into Planned and Unplanned Events.
- **Preventative Maintenance** – not resulting in service interruption.
- **Safe Competency**
- **Water Quality**
- **Sewer Backups**.

1.0 Customer Complaints/Call-Outs/General Inquiry

1.1 **Non-Emergency Complaints/Call-Outs/General Inquiry** – includes call-outs, service requests and complaints received during normal work hours and after hours.

- Upon notification, the Operating Authority will communicate/respond to all non-emergency complaints/call-outs/general inquiries within one business day under normal circumstances.
- An investigation will be made, in all possible instances within two to three business days.
- Resolution will be made as soon as possible. Depending upon the nature of the call, the problem may be resolved on the initial response or resolution may require additional time.

1.2 **Emergency Complaints/Call-Outs** – includes emergency call-outs and complaints received during normal work hours and after hours.

- Upon notification, the Operating Authority will communicate/respond to emergency complaints/call-outs within sixty minutes.
- An investigation will be made. Time of said investigation will depend upon the nature of the emergency:

Level 1 Emergency – generally those that can be addressed by the Operating Authority's own resources and do not require notification beyond that dictated in Ontario Regulation 170/03, Schedule 16 or the Ontario Water Resources Act (OWRA). Level 1 Emergencies can usually be solved by following Standard Operating Procedures.

Examples of Level 1 Emergency: minor sewer backup, response to an internal alarm, first aid incident, small onsite spill, or a process upset that can be easily brought under control.

Level 2 Emergency - higher level emergency but can generally still be addressed by the Operating Authority's own resources and does not require notification beyond that dictated in Ontario Regulation 170/03, Schedule 16 or the Ontario Water Resources Act (OWRA).

Examples of Level 2 Emergency: minor basement flooding, injury to staff that requires medical attention or a spill that causes, or is likely to cause localized, off-site adverse effects. If an event reaches this level, the instructions must indicate the need to contact the appropriate Supervisor.

Note: It is possible for an event to initially be classified as a Level 1 or 2 but continuing circumstances could elevate it to a Level 3 Event.

Level 3 Emergency – highest level emergency – cannot be addressed by the Operating Authority's own resources. Requires assistance from outside work forces (i.e. regulators, emergency responders). Notification beyond Ontario Regulation 170/03, Schedule 16 is required including contacting the Corporate Response Team as referenced in the City of Kawartha Lakes Emergency Response Plan.

Examples of Level 3 Emergency: Explosion/fire, prolonged power failure, extreme equipment failure, large spill or spill that threatens human health, the source water or the environment, critical injury including loss of life, breach of security that is a threat to public health, community emergency affecting the water supply/treatment, declared pandemic, catastrophic failure (from any cause) that could impact public health or the environment, or cause significant property damage. Level 3 emergencies require an effective operations response and effective issues management.

- Resolution for all emergency events will be made as soon as possible under normal circumstances.

2.0 Frozen Services

2.1 The Owner of any commercial, industrial, institutional or residential property shall keep in good repair and be responsible for the maintenance and repair of the water services on the private portion of the property (between the residence/building and the property line).

2.2 The City will ensure that instruction for residents regarding frozen services is kept up to date on the City website. This will include information regarding the seasonal voluntary freeze prevention program, a series of tips for homeowners to avoid the freezing of their water services which will be provided in the late fall of each year.

Residents will be encouraged to take the following actions:

- Ensure that their plumbing and drains will accommodate continuous, unattended running of water.
- Begin running their water when advised, in order to prevent pipes from freezing (there will be no adjustments to water bills for additional water usage due to running of taps).
- Notify the City as soon as possible when an interruption in water supply occurs.

2.3 Customer service requests will be made on a “first come, first served” basis.

2.4 Staff shall adhere to the operational processes to address the frozen services as defined within the Management Directive and associated Standard Operating Procedures. The Management Directive shall define responsibilities of the City and the public and will also define accountability and respective costs.

Note: In emergency situations, the City may offer extended service through stand -by operators. Response efforts to service requests from vulnerable customers may be accelerated.

3.0 Sewer Backups

3.1 The Owner of any commercial, industrial, institutional or residential property shall keep in good repair and be responsible for the maintenance and repair of the sanitary sewer service on the private portion of the property (between the residence/building and the property line). A property owner will also be responsible for protecting municipal infrastructure from damage or failure due to

misuse such as pouring grease/other foreign material down the drain. The property owner is responsible for the cost of repairs and clearing any blockages determined to be the result of the owner's misuse even if the blockage/material has travelled from the private portion of the service to the City's side of the service/sewer main.

3.2 The City will ensure that instructions for residents regarding sewer backups is kept up to date on the City website. This will include information regarding the procedure to follow when experiencing a sewer backup, a series of tips for homeowners to avoid sewer backups and a list of City Approved plumbers.

Residents will be encouraged to the take the following steps if experiencing a sewer backup:

- Report sewer backup to the City first
- Hire a City Approved plumber to determine the location of the blockage whether on the City side (property line to main within street) or Owner's side (inside of property line).
- Have plumber call City prior to commencing work – they will be advised they must provide video documentation if blockage is determined to be on the City's side. If no video documentation is provided the City will assume no responsibility for costs incurred.
    - If blockage is located on the Owner's side, they are responsible for all costs associated with the sewer backup.
    - If blockage is located on the City's side, and plumber provides video documentation to prove location and cause, the City is responsible for all associated costs of the sewer backup.
    - If blockage is located on the City's side, but is due to the misuse of system, the Owner is responsible for all associated costs of the sewer backup.

Note: Only City Approved plumbers are able to perform work on the City's infrastructure.

3.3 Customer service requests will be made on a "first come, first served" basis, however when possible vulnerable customers will be accelerated.

3.4 Staff shall adhere to the operational processes to address the sewer backup as defined within the Management Directive and associated Standard Operating Procedures. The Management Directive shall define responsibilities of the City and the public and will also define accountability and responsibility for costs.

4.0 Alarm Response

4.1 Non-Emergency Alarms

- The Operating Authority will respond to non-emergency alarms as soon as possible within a two-hour response time under normal circumstances. (For alarms received after normal working hours, response includes the initial investigation into the cause of an alarm.)
- Resolution time will depend on the nature of the alarm.

4.2 **Emergency Alarms** – categorized as events that generate an immediate threat to the public and/or the environment, or an incident that results in an interruption of potable water supply or impairment of the quality of potable water.

- The Operating Authority will respond to all emergency alarms within one hour under normal circumstances. (For alarms received after normal working hours, response includes the initial investigation into the cause of the alarm.)
- Resolution time will depend upon the nature of the alarm although there is the expectation that the Operating Authority will resolve all emergency issues as soon as possible.

Potential critical alarms could include:

General: intrusion, power failure, loss of communication, chemical leak (i.e. sodium hypo, alum, etc.)

Water System: low/high chlorine residual, high turbidity, low distribution system pressure, low/high tower level.

Wastewater System: low/high wet well, blower failure/low dissolved oxygen (DO), bypassing (high flows), and disinfection failure.

5.0 Service Interruptions

5.1 **Planned Service Interruptions** – usually the result of required equipment repair, infrastructure maintenance, construction, etc.

- The Operating Authority will ensure that all planned service interruptions are resolved as soon as possible. Resolution will depend on the complexity of the work being completed.
- Under normal circumstances, notice for all planned service interruptions (via individual hand delivered notices as well as the City website and

social media when required), will be provided a minimum of twenty-four hours prior to work commencing.

5.2 **Unplanned Service Interruptions** – usually required in the event of an emergency event including but not limited to: accidents, mainbreaks and urgent equipment/infrastructure repair.

- The Operating Authority will ensure that all unplanned service interruptions are resolved as soon as possible. Resolution will depend on the complexity of the work being completed. The Operating Authority will do its best to communicate the issues with residents, however in emergency events this may not always be feasible. Should the event last longer than anticipated, further communication with residents will be initiated.

6.0 Preventative Maintenance/Inspections – not resulting in service interruptions.

Preventative maintenance includes but is not limited to: flushing, fire flow testing, alarm testing, equipment calibration, equipment inspection and/or repair etc. For equipment, preventative maintenance (including inspection), is conducted as per legislation or as per manufacturer specifications, whichever is more frequent.

Preventative maintenance is essential to ensure all infrastructure and equipment related to the production of safe drinking water and the treatment of wastewater is in good working condition.

Inspections of facilities will be completed at a frequency which complies with applicable laws and regulations.

7.0 Staff Competency

The Operating Authority will ensure that all staff are trained and licensed as per mandated legislation and regulation. The Operating Authority will ensure that at all times, there are adequate numbers of competent staff available to work in the system.

8.0 Water Quality – includes but is not limited to: sampling testing and monitoring inspections, operational checks, treatment and reporting.

The Operating Authority will continue to ensure that all sampling, testing and monitoring is completed according to mandated legislation and regulations and that compliance with regards to drinking water and wastewater effluent criteria requirements is achieved 100% of the time.

9.0 Management Expectations

Management is responsible for applying the following principles to achieve increased efficiency in the development and delivery of water and wastewater services:

- Client Service – Services are designed and delivered with the consideration of client needs and client feedback.
- Operational Efficiency – Services are designed and delivered in a cost-effective manner, considering opportunities for standardization and integration of service across the City.
- Culture of Service Management Excellence - services are designed and delivered based on strong management practices.
- To ensure priority services are reviewed regularly to identify opportunities for services redesign, improved use-ability, channel integration and mobile optimization and, where appropriate, adopt best-in-class service delivery approaches, alternative service delivery mechanisms and partnership arrangements.
- Management and Reporting Requirements – Management is responsible for monitoring compliance with this policy within their department and taking corrective action as needed; establishing a framework for the review of this policy.
- Management is responsible for investigating and acting when issues arise regarding policy compliance. Management is also responsible for ensuring the appropriate remedial actions are taken to address those issues within the department (i.e. review or audit, corrective actions.)
- Management is responsible for providing policy advice and guidance and for communicating with and engaging departments on the plan, progress, risks and challenges associates with implementing this policy and related instruments.

10.0 Expected Results: The expected results of this policy are: better service experiences for the clients, the continued delivery of safe, reliable drinking water, the efficient treatment of wastewater and more efficient and budget-conscious services.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
1	October 24, 2017	Initial Release	Council

2	April 20, 2021	Policy Confirmed and Renewed	Council
3	October 21, 2025	Policy Confirmed and Renewed	Council

Committee of the Whole Report

Report Number:	**RD2025-004**
Meeting Date:	November 4, 2025
Title:	**RD2025-004 Salt Management Plan Update**
Description:	Salt Management Plan Update
Author and Title:	Chris Porter

Recommendation(s):

That Report RD2025-004, **Salt Management Plan Update**, be received;

That the 2025 Salt Management Plan, attached as Appendix A to Report RD2025-004, be approved and adopted to guide the management of road salt related to winter control operations; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting

Department Head: _____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

In April 2004, Environment Canada published a Code of Practice for the Environmental Management of Road Salt. The Code requires any organization that uses more than 500 tonnes of road salts per year to prepare a Salt Management Plan (SMP) and to report annually on the status of the plan and their winter maintenance practices. The Code of Practice was developed to encourage road authorities to adopt new winter operation practices that would maintain safe roads and reduce environmental impacts due to road salts.

The City of Kawartha Lakes retained the services of Totten Sims Hubicki in 2006 and 2007 to develop a Salt Management Plan for use by the City. The plan looked at practices in place at that time and made recommendations for future implementation. Since the original development, Council was provided Salt Management Plan updates in 2011, 2012 and 2016. Moving forward, Staff plan to provide Council an update and recommendations on the Salt Management Plan every 5 years.

Rationale:

The proposed City of Kawartha Lakes Salt Management Plan (SMP) attached to this report includes a discussion of updated current and future operations and procedures as well as planned upgrades and potential improvement opportunities. The Salt Management Plan is a “living” document that is reviewed annually and updated as changes occur.

The revisions to the Salt Management Plan are generally administrative in nature to more accurately reflect current conditions and future opportunities that have changed since the last update that was made in 2016.

Other Alternatives Considered:

No alternatives are being considered at this time. The Salt Management Plan is intended to be a guidance document for the municipality and serve to guarantee continuous improvement in respect of the management of road salt as well as support the environmental vision and commitments of the City of Kawartha Lakes.

Alignment to Strategic Priorities

The recommendation in this report relates to the following strategic priorities:

1. A Healthy Environment – The updated Salt Management Plan provided within this report demonstrates the City of Kawartha Lakes’ commitment to protection of and respect for the natural environment and water quality.

2. Good Government – The Salt Management Plan provides guidance for proper use of winter materials to provide adequate winter control to accommodate our residents and seasonal tourism.

Financial/Operation Impacts:

There are financial implications associated with this report. Costs related to winter maintenance include the general requirements of the Salt Management Plan. Capital improvement recommendations in the plan will be determined based on priority of need and will be included in future budgets for approval.

Consultations:

Director of Public Works
Manager, Roads Operations (West A)
Manager, Roads Operations (West B)
Manager, Fleet and Transit
Manager, Water and Wastewater

Attachments:

Appendix A – City of Kawartha Lakes Salt Management Plan 2025 (with Track Changes)

Salt Management Plan 2025 Update (wit

Appendix B - City of Kawartha Lakes Salt Management Plan 2025 (without Track Changes)

Salt Management Plan 2025 Update .p

Department Head email: ovigelius@kawarthalakes.ca

Department Head: Oliver Vigelius

City of Kawartha Lakes

SALT

MANAGEMENT

PLAN

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NOTICE:

This Plan is modeled on a Salt Management Plan Template and has been prepared for the sole use of the City of Kawartha Lakes

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Any copy or reproductions of this document are strictly prohibited.

Commitment to Salt Management Plan

The undersigned are committed to maintaining and implementing The City of Kawartha Lakes Salt Management Plan contained within this document.

SIGNATURE:	**DATE:**
Chief Administrator Officer	
Director of Public Works	
Manager(s), of Roads Operations	

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INTRODUCTION

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1.0 INTRODUCTION

1.1 Overview

The City of Kawartha Lakes (City) has approximately 2,700 lane kilometers of roads within the framework of a classification and prioritized system, which provide for the safe, efficient and affordable means of surface transportation for road users. People rely on our roadway network throughout the year for ~~transport~~uses such as transportation to the workplace, ~~to~~ recreation and leisure facilities, ~~for the transport~~ transportation of goods and services, and for emergency and security services.

Snow and ice conditions on the road system have a dramatic impact on public safety, roadway capacity, travel time and economic costs. User safety remains the most important priority within winter maintenance operations, practices and strategies contained in this Salt Management Plan.

Although ~~there is ongoing~~the industry continues research into the use of alternatives to road salt in winter maintenance, road salt continues to be a cost-effective deicer. However, because of the adverse effects that salt may have on the environment, this Salt Management Plan strives to ~~minimize~~limit the amount of salt entering the environment by including best salt management practices, and using ~~new~~appropriate technologies to ensure its most effective use over the road system. At the same time, the City will continue to ~~search out and use~~consider viable and cost-effective new technologies and chemicals to reduce the environmental impacts of winter maintenance activities.

In 2001, Environment Canada released an assessment report stating that road salts are entering the environment in large amounts and pose a potential risk to plants, animals, birds, fish, lake and stream ecosystems and groundwater. Based on the assessment, Environment Canada is considering declaring road salt to be "toxic" under the Canadian Environment Protection Act (CEPA). The "toxic" designation only means that it is harmful to the environment if used in excessive amounts. Environment Canada has stated that they will not ban road salts, but rather will encourage users to develop their own salt management strategy. ***It must be noted that Health Canada has stated that road salts are not harmful to humans.***

~~Health Canada stated that "road salts are not harmful to human health".~~

Environment Canada has released a "Code of Practice for the Environmental Management of Road Salts". Road salt users, that meet the minimum requirements of the Code of Practice, have to prepare a Salt Management Plan to better manage their road salt use and report their progress.

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The City ~~of Kawartha Lakes~~ has developed this Salt Management Plan in accordance with Environment Canada's Code of Practice for the Environmental Management of Road Salts. This will address growing concerns about the effect road salt is having on our natural environment and at the same time continue to provide for road safety by better managing our use of salt.

1.2 Purpose of the Plan

This Plan establishes a Management Directive (MD) and procedural framework for ensuring that the City ~~of Kawartha Lakes~~ continuously improves the management of road salt used in its winter maintenance operations. The Plan demonstrates the City's commitment to ~~minimizing~~limit the environmental effects of ~~excessive~~ salt use, consistent with Environment Canada's stated objectives and Kawartha Lakes strategic goals.

Any modifications to winter maintenance activities must be carried out in a way that provides roadway safety and user mobility consistent with the weather conditions experienced during the snow and ice control season.

This Plan is dynamic and fluid, allowing the City to phase in new approaches and technologies in a way that is responsive to fiscal demands and the needs to ensure that roadway safety is not compromised.

1.3 Legislative Authority

The policies presented in this Plan are consistent with fulfilling the City's obligations under provincial and federal legislation.

1.4 Format of the Plan

Chapter 2.0 of this Plan presents the Council Policy Direction approved by City of Kawartha Lakes Council.

Chapter 3.0 of this Plan presents the Winter Maintenance Management Directives that are relevant to salt management.

Chapter 4.0 of this Plan presents the summaries of Operational Practices and Strategies for Snow and Ice Control as they relate to the effective management of road salt. This chapter is presented as a series of sub-sections that can be modified as new policies, procedures and practices are introduced and refined.

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Chapter 5.0 of this Plan presents the approach to monitoring the implementation of the Plan and to maintaining and updating the Plan.

1.5 Responsibilities

Chief Administrative Officer – Has corporate responsibility for the City's Salt Management Plan.

Director of Public Works – Shall be responsible for ensuring that the Salt Management Plan is developed, maintained, and implemented consistently ~~across the City~~ within roads operations.

Manager(s) and Supervisor(s), Roads Operations – Shall be responsible for developing and maintaining the Salt Management Plan and ensuring that it is implemented consistently ~~across the City~~; for overseeing the maintenance and upgrading of the winter maintenance facilities in compliance with the Salt Management Plan, as well as monitoring the change in environmental impacts associated with the Salt Management Plan.

Manager and Supervisor, Fleet Services – Shall be responsible for purchasing, maintaining and calibrating the winter maintenance fleet in compliance with the Salt Management Plan.

Roads ~~***Lead-hands / Patrollers***~~***Crew Leads*** – Shall be responsible for ensuring that wintermaintenance activities are carried out in compliance with the Salt ManagementPlan.

Winter Maintenance Personnel – Shall be responsible for ensuring that winter maintenance duties are completed in accordance with the policies and procedures set out in the Salt Management Plan as directed by their manager/supervisor.

Manager ~~***Environmental Services***~~***, Water and Wastewater*** – Shall be responsible for environmental review and for monitoring environmental impacts ~~of Chlorides~~ in the City's municipal drinking water ~~sheds and other environmentally identified sensitive areas.~~

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Management Directive

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2.0 MANAGEMENT DIRECTIVE CONTEXT

2.1 Corporate Strategic Plan

The City of Kawartha Lakes' ~~2016-2019~~2024-2027 Corporate Strategic Plan defines one of the key the corporate strategic goals being commitment to "A ~~Health~~Healthy Environment". ~~The key~~Key priorities within the Strategic Plan relating to a Healthy Environment are to "Protect and ~~Enhance Water Quality~~preserve natural areas including greenspaces, waterways, parks, trails and farmlands" and to ~~Protect Prime Agricultural Lands~~"Support environmental sustainability and resilience in our community".

The Salt Management Plan aligns to these strategies through effective and appropriate application of salt in relation to winter control activities.

2.2 Maintenance and Operations Salt Management Plan Objective

The employees of the City's Roads Operations Division are dedicated to continuous improvement. Through "Winter Maintenance" programs and activities staff work together to improve service delivery and to communicate better with residents of Kawartha Lakes.

2.3 Salt Management Plan Management Directive

Within the City Kawartha Lakes overall policy context, the following is the City's management directive on the use and management of road salt.

- To comply with all applicable federal and provincial legislation regarding the storage and use of snow and ice control products.
- To use road salt in an environmentally responsible manner, and ~~minimize~~limit the negative environmental effects of handling, storage and application of salt onthe environment.
- In providing the approved Level of Service, the City of Kawartha Lakes will conserve the use of salt by utilizing cost-effective technologies and practices whenever and wherever ~~available~~practical.

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~~2.3.1~~ *Salt Management Principles*

1. Road safety is a top priority for the City ~~of Kawartha Lakes (the City).~~.
2. Road salt is essential to maintaining roadway safety ~~during the snow and ice control season~~when experiencing winter conditions.
3. The City will strive to ~~reduce~~control the amount of salt released to the environment through effective salt management practices.

~~4. The City will show leadership locally, provincially and nationally in the area of road salt management.~~

~~5.~~4. This Salt Management Plan will be reviewed and updated as required ~~annually~~.

~~6.~~5. The City will provide the necessary training and ~~encouragement~~guidance to its wintermaintenance personnel (internal and contracted services) to achieve an environmentally sound and safe winter maintenance program.

~~7.~~6. Performance will be measured and reported through appropriate publicreporting vehicles.

~~2.3.2~~ *Implementation Guidelines*

This Salt Management Plan was developed in accordance with the following directions:

General:

- Salt Management Plans will embrace the concepts set out in the ~~Salt Management Guide (TAC, 1999) and~~ Syntheses of Best Practices Road Salt Management (TAC~~, 2003)~~ 2013)prepared by the Transportation Association of Canada and subsequentrevisions, and Codes of Practice issued by Environment Canada.
- For the purposes of this plan, winter sand is a sand/salt mix that is comprised of 3-5% salt mixed in to the stockpile to reduce the chances of the sand from freezing.

On-roadway Use:

- Operate in accordance with clearly stated, documented, and approved Level of Service standards that promote safety and efficient salt and winter sand use;

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- Prioritize environmentally sensitive areas when implementing strategies for reducing salt impacts;
- Apply salt and winter sand at rates that are consistent with best salt management practices; and

- Improve the efficiency of salt and winter sand usage through better use oftechnology and application equipment.

Winter Sand and Salt Storage:

- Review current storage practices for salt and winter sand~~/salt blends and~~, as well as develop and implement strategies for cleaning up existing sites and minimizing salt loss to the environment from future operations~~.~~

Snow Storage & Disposal:

- ~~Carry out environmental reviews of~~Assess snow storage areas to improve site selection and management of practices that impact the environment, including site drainage;
- Manage its snow disposal sites in a way that minimizes impacts to the environment.

Training:

- Implement effective employee training and awareness for supervisors, operators and contracted services when and where applicable;
- Ensure compliance to training and awareness programs for contracted services.

Decision-Support:

- Endeavor to improve snow and ice control decision-making by increasing staff focus on pavement temperatures;
- Endeavor to improve ~~its~~staff's ability to monitor and interpret weather forecasts.

Record Keeping:

- ~~Improve~~Establish sufficient record keeping ~~to~~processes enable better tracking of salt use and salt-related impacts;
- Develop salt management performance criteria and related monitoring programs. These will be integrated into any national salt management reporting program developed by Environment Canada.

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2.4 Application

This Plan was first adopted by City Council on -

September 4, 2007 and applies to all employees and contractors involved in Winter Maintenance Operations for the City. Staff circulate updates through Council and endeavour to update the plan every 5 years or as major changes occur or are required.

2.5 Implementation

This Salt Management Plan is activity based and follows an Environmental Management System framework. It includes the following elements:

- Periodic review and analysis of Legislative requirements and industry practices
- Implementation and documentation of the Salt Management Plan
- Education and training of staff
- Monitoring and analysis of operations
- Management review and revisions
- Environmental review
- Management Directive and practices revision

The implementation and improvement of this Salt Management Plan will promote the continuous development of practices and procedures to improve winter maintenance activities and procedures while striving to reduce the effects of road salt on our environment. The Plan is a dynamic document. It will be reviewed and refined on an on-going basis and will function at all levels of the organization. All personnel related to winter maintenance have a role ensuring that this Plan is implemented, monitored, improved and updated.

Adoption of the policies and procedures in this Plan by other parties involved in snow and ice control activities on behalf of the City shall include outsourced agencies ~~and~~that are monitored by senior competent City staff~~, such as;~~.

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3.0 WINTER MAINTENANCE STANDARDS SALT MANAGEMENT PLAN

3.1 Introduction

This chapter documents the City's snow and ice control standards.

The major activities related to winter maintenance are:

- saltSalt and winter sand storage;
- saltSalt spreading;
- Winter sand spreading;
- snowSnow plowing;
- snowSnow removal, storage and disposal.

3.2 Level of Service (LOS)

For the purposes of road patrolling, snow plowing, salting, winter sanding, ice controland snow removal the, municipal roads have been classified as per O. Reg.
239/02 - Minimum Maintenance Standards for Municipal Highways (MMS) and asamended by O.Reg.47/13 - based on posted speed limits and traffic volumes.
Winter maintenance hascommitments are also been consideredoutlined in the road "priorities" as per theCity's "Level of Service" guidelinesLOS Policies for Winter Maintenance Operationswinter maintenance operations.

The City's Council Policies CP2021-045 and CP2021-046 (Roadway and Sidewalk Winter Level of Service (LOS) is also contained in the "Level of Service" for Winter Operations standards. The LOS isPolicies) are regularly reviewed to ensure the City continues to provide a level of serviceLOS that meets and may exceed the MMS as set out in O. Reg. 239/02. Appendix A and B contain the most recent copy of the"Level of Service" for Winter Operations – Roads and Sidewalk standards and will be updated each time the document is reviewed, as amended.

The "Level of Service"LOS for Winter Operationswinter operations standard is designed to meet the needs of the community from the perspective of driver safety and the provision for emergency services. The LOS standards are driven by both the technical requirements of winter operations and the need to address the socio-economicand environmental concerns of a large rural and urban municipality.

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3.3 Material Application Rates

~~3.3.1~~ *Salt*

The City ~~of Kawartha Lakes currently spreads~~typically applies salt at a rate of approximately 130kg / ~~Two Lane~~two lane km to designated asphalt roads. Table B.1 in Appendix "B" provides a summary of the current application rates for dry salt for various conditions requiring snow or ice control that occur within the City. ~~As application rates are refined and the use of pre- wetting[1] and anti-icing[2] technology increases, additional rates will be added to the table~~Salt is not applied to gravel or high float (tar and chip) roads.

The Managers, Roads Operations ~~Manager(s),~~ Supervisors, Roads Operations and ~~/~~ /or ~~Supervisor(s)~~Road Crew Leaders have the flexibility to adjust the settings to accommodate specific conditions. For example, applications rates may be reduced for road (black) ice and/or frost conditions andincreased on steep grades~~.~~ and intersections. In environmentally sensitive areas, the City will review and apply the appropriate resources, methods and utilize applicable spreading rates of de-icing materials to ensure a consistent experience for drivers.

~~3.3.2~~ *Abrasives / ~~Sand~~Winter sand / Winter Mix*

A mixture of winter sand and road salt to prevent freezing of the ~~sand (blended~~winter sand~~)~~ when it is stored is used as an abrasive to improve traction and provide some ice and snow control on City roads. ~~Sand~~Winter sand is purchased, delivered and mixed with road salt at the City's Operations Works Depots ~~(on site) by a contractor. Sand~~. Winter sand is currently blended with road salt at a rate of approximately 3% to 5% by volume.

The City ~~currently spreads~~typically applies abrasives at a rate of approximately 570 kg / ~~Two Lane~~two lane km. Table B.2 in Appendix "B" provides a summary of the current application rates for abrasives for various conditions requiring snow or ice control that occur within the City. ~~As application rates are refined and the use of pre-~~

~~[1] Pre-wetting is the application of a liquid to a solid material just prior to application to the road surface. Applying a liquid to the solid material helps the solid material "stick" to the road surface and not bounce away onto the shoulder. Liquid applied to a solid chemical also begins the process of brine formation and allows the chemical to~~

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[2] Anti-icing is a proactive snow and ice control strategy whereby straight brine or an alternative is sprayed directly on the road in advance of a storm. The term can also refer to early application of chemical in any form early in a storm to prevent the formation of the snow/road bond.

~~wetting and anti-icing technology increases additional rates will be added to the table.~~

Due to the variety of road conditions that may be encountered during regular operations, within this Plan, the Managers, Roads Operations ~~Manager(s) and / or Supervisor(s) are allowed full controlsregarding~~, Supervisors, Roads Operations and/or Road Crew Leaders have authority to determine frequency and timing of applications. Forecasted and existing weather and road conditions shall be referenced and used in the decision making process.

~~3.3.3 Liquids~~

~~The City has introduced the use of liquids for pre-wetting and / or anti-icing as a pilot project. As this is a relatively new practice, identifying the right method and locations are being reviewed in order to maximize the efficient use of Pre-wet or DLA. The liquid application rates are set by the City, as summarized in Table B.3 in Appendix "B".~~

~~3.4~~ *Snow Removal, Storage and Disposal*

As a result of snow plowing operations, snow accumulates at the side of roads as "windrows". In most cases this is not a safety, operational, or environmental concern. However, in some locations where snow storage is a problem or as directed in Council approved LOS policy, the accumulated snow must be removed. Snow removal operations are initiated when windrows reach volumes that create a nuisance or hazard to pedestrians and motorists, or to maintain storage capacity for subsequent snowfalls. Snow removal, storage and disposal must be performed properly to ensure that the operations do not cause adverse effects to the environment.

Occasionally the City has had to remove and dispose of snow from assumed roads. The snow is blown or loaded into dump trucks and disposed of at a site controlled and owned by the City.

~~The City will provide snow removal services in accordance with its LOS when public safety and / or identified areas are compromised.~~

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~~3.5~~ *Sidewalk Snow ~~Clearing~~Maintenance*

The City, with the use of contracted and internal staff services, will ~~clear all~~maintain sidewalks along ~~all~~ City road allowances in accordance with the approved LOS policy. With each winter weather event being unique, the decision in regards to response, timing and materials shall be at the discretion of the ~~Road Manager(s),~~Managers, Roads Operations, Supervisors, Roads Operations and/or Road ~~Supervisor(s)~~Crew Leaders according to the most recent approved LOS for sidewalk winter maintenance.

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OPERATIONAL PRACTICES & STRATEGIES

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4.0 OPERATIONAL PRACTICES AND STRATEGIES

4.1 Overview

This chapter of the Plan provides a discussion of each of the key operational practices and strategies related to the effective management of road salt during winter maintenance activities.

Each subsection has a summary that provides a discussion of the objectives, environmental considerations, current situation, framework objectives, responsibilities, performance measures and references (documents or tables). Table 4.1.1 (below) demonstrates the format and explains the intent of each category.

It is important to recognize that the Plan is intended to be fluid and dynamic ~~and will take time to implement.~~ Therefore, the purpose of this section is to establish the goals of the Plan and a strategy for achieving these goals.

TABLE 4.1.1

SUBJECT	
OBJECTIVE	This section states the salt management objective that is to be achieved.
ENVIRONMENTAL CONSIDERATION	It is important that people understand the rationale behind the need to make changes. This section identifies briefly the environmental considerations that make it important to address the subject area.
CURRENT SITUATION	This section identifies the status of the subject area at the time of initial implementation of the Plan or following any update of the Plan.
OBJECTIVES & RESPONSIBILITIES	The Plan must have clearly stated objectives and timetables. This section identifies the objectives and timetable for each subject area.
IMPLEMENTATION CONSIDERATIONS	Explanation of reasoning behind the objectives and timetable factoring in resource issues and also includes opportunities such as partnerships.
STAFF RESPONSIBILITIES	The Plan must have staffing resources assigned the responsibility to implement the elements of the Plan. This section assigns those responsibilities for each goal.

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PERFORMANCE MEASURE	It is important to monitor and measure the progress of implementing each element of the Salt Management Plan. This section establishes the criteria for measuring performance and monitoring. There should be a performance ~~criterion~~criteria for each goal.
REFERENCES	This section identifies any reference documents or tables related to this subject area or that provide more detailed direction regarding implementation of the salt management strategy.

4.2 Management Practices

~~4.2.1 Level of Service~~

~~Table 4.2.1~~

LEVEL OF SERVICE (LOS)	
OBJECTIVE	To ensure that the ~~Level of Service (~~LOS~~)~~ is reviewed and that any revisions are approved by ~~senior management~~the Director of Public Works and Council, and communicated to winter maintenance personnel. The defined LOS must be clear, functional and understandable to operations personnel and ~~the layperson~~other stakeholders (e.g. public and politicians). It should make it clear what is to be achieved and what will not be achieved (e.g. there may not be continuous bare-like pavement conditions throughout a storm). Typically the LOS will explain the intended: ▪ Initial response time; and ▪ ~~Cycle frequency; and~~ ▪ ~~End of storm condition.~~Response activity.
ENVIRONMENTAL CONSIDERATION	The prescribed ~~Level of Service~~LOS is the foundation for the winter maintenance program and has a significant impact on salt / winter sand used to achieve the standard. It is also very important in being able to demonstrate due diligence in the event of a claimagainst the ~~road authority~~City.

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CURRENT SITUATION	• Each road in the City network ~~has been assigned to one of three priorities of~~is classified into a road class based on Council Policy CP2021-044, as amended. • The City's "two Level of Service" Policies for ~~Winter Operations documentdetails~~winter operations detail the ~~Level of Service~~LOS for the snow accumulation and icy condition component of the City's ~~Winter Operations Program~~winter operations program for both roadways and sidewalks.
GOAL	• Review the LOS and the minimum maintenance standard (O.Reg.239/02, as amended) annually and revise if required. • Consider the potential impacts of introducing new technologies. • Obtain management and Council endorsement of the revised LOS. • Implement the revised LOS. • Review routes after changing LOS. • Train and inform staff, management and the public on the intentions and expectations in service delivery.
IMPLEMENTATION CONSIDERATIONS	Changes in LOS expectations could impact the cost of service, driver safety and resource need amongst other potential impacts.
RESPONSIBILITIES	***Managers, Roads Operations*** • Responsible for leading the development and approval of LOS revisions. ***Supervisors, Roads Operations and Road Crew Leaders*** • Responsible for ensuring compliance with the LOS and providing input during revisions. ***Winter Maintenance Personnel*** • Responsible for complying with the LOS.
PERFORMANCE MEASURE	• Levels of Service(LOS) Policies Reviewed Annually. • Compliance with the LOS throughout the organization.
REFERENCE	CP2021-045 CP2021-046 Ontario Regulation 239/02, as amended

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~~GOAL~~	• ~~Review the LOS and the minimum maintenance standard (as per O.Reg.239/02) annually and revise if required.~~ • ~~Consider the potential impacts of introducing new technologies.~~ • ~~Obtain management and Council endorsement of the revised LOS.~~ • ~~Implement the revised LOS.~~ • ~~Review routes after changing LOS.~~ • ~~Train and inform staff, management and the public on the intentions and expectations in service delivery.~~ • ~~Monitor and report on compliance with the LOS annually.~~
~~IMPLEMENTATION CONSIDERATIONS~~	~~Changes in LOS expectations will impact the cost of service. For example, if you increase the cycle time, you may decrease the equipment needs, which reduces cost.~~
~~RESPONSIBILITIES~~	~~***Manager*** - Responsible for leading the development and approval of the LOS.~~ ~~***Supervisor*** - Responsible for ensuring compliance with the LOS.~~ ~~***Winter Maintenance Personnel*** - Responsible for complying with the LOS.~~
~~PERFORMANCE MEASURE~~	• ~~Completion of an updated and improved Levels of Service (LOS).~~ • ~~Presence of a written LOS that has been endorsed by senior staff and City Council.~~ • ~~Compliance with the LOS throughout the organization.~~
~~REFERENCE~~	~~Refer to LOS and Application Rate Policies.~~

4.3 Equipment

Good salt management is dependent upon having equipment that permits operators to place:

~~The 5 "R"s.~~

- the **right material**;
- at the **right time**;
- at the **right amount**;
- in the **right place**; and
- for the **right duration,** to keep it there long enough to do the job.

Proper equipment is also important for tracking salt and winter sand usage and being able to measure progress in reducing excessive and improper material use.

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~~Effective annual calibration along with ongoing monitoring and recalibration are important equipment maintenance practices.~~

Technologies such as ground-speed oriented electronic spreader controllers with dataloggers and variable spreader settings can improve salt and winter sand use. These systems require effective annual calibration along with ongoing monitoring and recalibration to ensure proper functionality.
~~Techniques such as pre-wetting and anti-icing are also proven methods for reducing salt use.~~

~~Spreaders need to be washed to prevent corrosion. However, improper management of wash water can lead to environmental impacts.~~

The following action plans relate to fleet allocation, upgrading and maintenance.

~~4.3.1 Fleet Allocation/Optimization~~

Table 4.3.1

Fleet Allocation/Optimization	
OBJECTIVE	To optimize the use of spreaders and plows by efficient routing in accordance with the LOS expectations.
ENVIRONMENTAL CONSIDERATION	Duplication of service due to inefficient routes leads to redundant material use and premature plowing of previously salted roads.
CURRENT SITUATION	• ~~No formal winter maintenance route~~Route optimization ~~has been done for~~continues on an annual basis, as needed to ensure compliance with the ~~City~~LOS. • Staff shall continue to review routes and manually optimize them. Equipment shall then be allocated on the most efficientroutes.
GOAL	• ~~As new technologies are implemented or Levels of Service (LOS) is changed, affected spreader and plow routes will be reviewed.~~ • ~~Assess the need for a route optimization review by 2016.~~
IMPLEMENTATION CONSIDERATIONS	• The timing of implementing route optimization is contingent upon the availability of equipment. • There ~~will~~could be costs associated with acquiring new equipment. • There ~~will~~could be facility implications. • ~~The City will reassign ***Winter Maintenance Personnel*** including contractors as required.~~ • There is an ongoing need for route refinements.

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RESPONSIBILITIES	***Managers and Supervisors, Roads Operations*** • Responsible for periodically reviewing and optimizing plow routes, validating the practicality of routes and ensuring equipment is used effectively. ***Manager and Supervisor, Fleet Services*** • Responsible fordeveloping a replacement strategy for removing old equipment from service and acquiring new equipment, as per the City's Non-Emergency Fleet Policy.
PERFORMANCE MEASURE	• Completion of reviews of routes. • Achievement of the LOS.

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RESPONSIBILITIES	***Manager and Supervisor – Roads Operations*** - Responsible for periodically reviewing and optimizing routes, validating the practicality of routes and ensuring equipment are used effectively. ***Manager and Supervisor, of Fleet Services*** - Responsible for developing a replacement strategy for removing old equipment from service and acquiring new equipment, as per the City's Fleet Policy.
PERFORMANCE MEASURE	• Completion of reviews of routes. • Achievement of the LOS for each type of road.
REFERENCE	

4.3.2 Fleet Upgrading

Table 4.3.2

ELECTRONIC SPREADER CONTROLS	
OBJECTIVE	To equip all spreaders with electronic spreader controls that can be accurately calibrated, regulated to ground speed and will generate pertinent salt- and winter sand use data.
ENVIRONMENTAL CONSIDERATION	Electronic controllers ensure that the chosen and prescribed amount of material is being placed on the roadway consistently, regardless of speed and provides data that permits salt use to be tracked.
CURRENT SITUATION	• 100% of the City's fleet of 65 combination units have electronic controls that are able to communicate with AVL/GPS units. • 100% of the 10 private contracted spreadersunits on high volume arterial roads have electronic controls that are able to communicate with AVL/GPS units. • 100% of the 6 private contracted units on low volume secondary routesroads have electronic controls however theycannot communicate with the AVL/active GPS system.logging, but not material speading capability. • The data is retrieved from the electronic controllers. • Developed and implemented a record-keeping and monitoring program that uses the data supplied from the electronic controllers. •

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GOAL	• All equipment used to spread winter sand and salt on City roads shall have ground speed regulated electronic controllers with printout or download capabilities and be integrated with an AVL/GPS system. • Staff will monitor to improve accuracy of applicable technology used for salt and winter sand use tracking.
IMPLEMENTATION CONSIDERATIONS	• Where possible move towards consistency within the fleet. It is recognized that some variability will always exist between new and older equipment and future technological improvements. • Budget constraints and delivery schedules for new equipment will affect the pace of the fleet upgrades.
~~GOAL~~RESPONSIBILITIES	~~All~~***Manager and Supervisor, Fleet Services*** • Responsible for ensuring all equipment used to spread winter sand and salt ~~on City roads shall have groundspeed~~ has ground speed regulated electronic controllers ~~with printout or download capabilities and be integrated with~~ where possible. • Responsible for maintaining an AVL/GPS system. ~~Replacement will be at a rate of at least 2units per year As per the Fleet Policy adopted by Council~~ ~~• Review the merits of retrofitting existing spreaders. May have to be implemented with a newly tendered GPS/AVL Contract.~~ ~~Develop and implement~~***Manager-Roads Operations*** • Responsible for maintaining a record-keeping program that uses the data supplied from the electronic controllers. ***Supervisors of Roads Operations*** • Responsible for following the record-keeping program that uses the data supplied from the electronic controllers. • Responsible for identifying and reporting issues or inconsistencies with AVL/GPS reporting of units assigned to them. ***Winter Maintenance Personnel*** • Responsible for reporting issues with their spreader controls to their Supervisor.
PERFORMANCE MEASURE	• Receiving accurate salt and winter sand use data from the spreaders with electronic spreader controls that can be accurately calibrated and regulated to ground speed to reduce material inconsistencies. • Percentage of units with electronic spreader control units.

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REFERENCE	• CP2021-002 – Non Emergency Fleet Policy • MD 2016-015 Non-Emergency Fleet Services Management Directive • SOP2019-108 – Salt and Sand Application Calibration for Plows

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IMPLEMENTATION CONSIDERATIONS	• Where possible move towards consistency within the fleet. Recognize that some variability will always exist between new and older equipment and future technological improvements. • Budget constraints and delivery schedules for new equipment will affect the pace of the fleet upgrades.
RESPONSIBILITIES	***Manager Roads Operations*** - Responsible for developing a record-keeping program that uses the data supplied from the electronic controllers. - Responsible for implementing an AVL/GPS system. ***Supervisor, of Fleet Services*** - Responsible for ensuring all equipment used to spread sand and salt (liquid and solid) has groundspeed regulated electronic controllers. ***Supervisors of Roads Operations*** - Responsible for implementing a record-keeping program that uses the data supplied from the electronic controllers.
PERFORMANCE MEASURE	• Percentage of spreaders, maintaining City roads, with electronic controllers with a feedback system.
REFERENCE	

PRE-WETTING AND ANTI-ICING EQUIPMENT	
OBJECTIVE	To implement and improve the effectiveness of salt applied to roadways through the use of pre-wetting of salt and anti-icing techniques by 2018.
ENVIRONMENTAL CONSIDERATION	Pre-wetting of materials helps to keep the material on the roadway by reducing bounce and blowing and activates the salt more quickly. Studies show that the actual amount of rock salt applied can be reduced when pre-wetting and that pre-wetted abrasives will stay on the road longer to provide traction. Significant reductions in salt use can also be achieved through the use of liquid anti-icing – especially during the fall and spring for frost and black-ice conditions.
CURRENT SITUATION	4% of the City's fleet is equipped with pre-wetting capabilities. • 0% of the private contracted spreaders have pre-wetting capabilities. • The City currently does not have the ability for direct liquid applications (DLA, anti-icing) from the use of one slip-in tank (configuration).

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GOAL	• Assess and review the results of the pre-wetting and anti-icing pilot project. • Develop a pro-active pre-wetting operation and assess various technologies and strategies by 2018. • Develop a pre-wetting guideline that addresses preferred application rates and expected performance on the road. • Ensure that spreader equipment (one per operating district) maintaining City roads have pre-wetting capabilities by 2020. • Ensure staff is knowledgeable in liquid use and handling. • Evaluate the merits of alternative liquids or mixtures and identify the most cost-effective long-term supply of the chosen liquid.
IMPLEMENTATION CONSIDERATIONS	• Where possible move towards consistency within the fleet. Recognize that some variability will always exist between new and older equipment and future technological improvements. • Budget constraints and delivery schedules for new equipment will affect the pace of the fleet upgrades.
RESPONSIBILITIES	***Manager, Supervisor, Roads Operations*** - Responsible for implementing an anti-icing program. - Responsible for developing a pre-wetting guideline that addresses preferred application rates and expected performance on the road. - Responsible for evaluating the merits of alternative liquids and identifying the most cost-effective long-term supply of the chosen liquid. - Responsible for ensuring staff is knowledgeable in liquid use and handling. ***Supervisor, Fleet Services*** - Responsible for ensuring that the fleet upgrade plan includes pre-wetting and anti-icing capabilities.
PERFORMANCE MEASURE	• Percentage of spreaders with pre-wetting and anti-icing capabilities. • Number of kilometres subjected to anti-icing. • Development of pre-wetting guidelines. • Percentage of staff knowledgeable in liquid use and handling.
REFERENCE	

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~~4.3.3 Equipment Maintenance and Calibration~~

Table 4.3.3

SPREADER CALIBRATION	
OBJECTIVE	To ensure that equipment is properly calibrated at the beginning of the snow and ice control season and that the calibration is checked and maintained during ~~with~~the winter.
ENVIRONMENTAL CONSIDERATION	Effective placement of salt and winter sand depend on accuratecalibration of spreaders.
CURRENT SITUATION	• The Fleet Services Division is responsible for equipment calibration. • Calibration of City spreaders is completed prior to each ~~season, mid~~winter season and ~~visually~~ monitored throughout the season. • The City has written calibration procedures and records are kept. • Contractors are responsible for their own calibration~~.~~ but are offered to be included in the City's program. The Fleet Services Division confirms calibration of ~~Contractors~~Contractor (private) equipment prior to each season and verifies calibration of all ~~contracted~~ units ~~mid~~ as required. • Identified concerns with calibration during the winter season are assessed and addressed to by the Fleet Services Division.
GOAL	• Calibration and /or verification procedures for City equipment will be reviewed annually and updated as required. • Contractor (private) calibrations shall be verified by ~~City~~the Fleet Division to ensure calibration is adequate and standard procedures have been followed by the start of each season. • All spreaders will be properly calibrated prior to each winter season. • All routes will be benchmarked (determine the quantity of material applied at a given calibration) to ensure that the correct amount of material is being applied. Information directly from the electronic controllers will be compared to the benchmark to check unit calibrations as methods become available. Equipment will be recalibrated as required. • Equipment will be recalibrated after any repair that affects the material delivery system~~.~~ or irregular results are

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	recorded in the material delivery system or at the request of the Manager or Supervisor, Roads Operations • A calibration history for all spreaders will be maintained and reviewed as required.

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IMPLEMENTATION CONSIDERATIONS	• There are limitations to the calibration process, which introduce minor errors. • The calibration procedure should identify when a calibration review will occur. • It is important to acknowledge that a degree of tolerance is acceptable. • Staff availability, weather and seasonal changeovers can affect calibration schedules.
RESPONSIBILITIES	***Manager*** ~~,~~ ***and Supervisor*** ~~***Roads Operations –***~~ ***, Fleet Services*** • Responsible for verifying that ~~contractor~~Contractor calibrations are adequate and standard procedures have been followed. • ~~***Supervisor, Fleet Services –***~~Responsible for reviewing calibration procedures for City equipment and ensuring they are followed. ~~***Supervisor***~~***Managers and Supervisors*****, *Roads Operations*** ~~**–**~~ • Responsible for benchmarking usage for all ~~beats~~routes and comparing actual usage against the benchmark. • ~~–~~Responsible for investigating any discrepancies and ensuring corrections and recalibrations are done.
PERFORMANCE MEASURE	• Percentage of spreaders calibrated prior to each winter season • Number of re-calibrations carried out during each winter
REFERENCE	• SOP2019-108 – Salt and Sand Application Calibration for Plows

~~**4.3.4 Equipment Washing**~~

Table 4.3.4

EQUIPMENT WASHING	
OBJECTIVE	To ensure that equipment wash water is managed in a way that minimizes discharges to the environment.
ENVIRONMENTAL CONSIDERATION	It is not possible to contain the chlorides unless collected in a tank. Vehicle wash water contains de-icing chemicals, oil, grease and grit. If allowed to discharge to ditches or within the yards, these contaminants can have adverse effects on the environment.

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SALT MANAGEMENT PLAN

CURRENT SITUATION	~~• The City does have a procedure covering vehicle washing and the management of wash water.~~ • Spreaders and vehicle undercarriages are generally washed after each storm. ~~•~~ Vehicle washing is done primarily inside on pads at the depot. The wash water is directed through ~~a~~an oil-grit separator,collected and disposed of~~.~~ • ~~Contractors are expected to wash their equipment at theirneeds~~, where these systems exist.
GOAL	• Integrate options for managing wash water as depots are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	• Containment and disposal cost.
RESPONSIBILITIES	***Managers, Roads Operations*** • Responsible for reviewing washing procedures by location and incorporating containment options at new roads facilities. ***Supervisors, Roads Operations*** • Responsible for ensuring that equipment washing is done in a manner that minimizes discharge into the environement. ***Winter Maintenance Personnel*** • Responsible for following washing procedures.
PERFORMANCE MEASURE	• Facility construction or upgrade projects with wash water systems into them incorporated into them. • Audit on equipment washing to ensure vehicles and attachments are washed as per the procedure.
REFERENCE	• SOP 2018-006, Cleaning of Municipal Vehicles & Equipment

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GOAL	• Review the policy on management of wash water. • Review the merits of recycling the wash water. • Implement options for managing wash water as depots are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	• Containment and disposal has a cost.
RESPONSIBILITIES	***Manager Roads Operations*** - Responsible for reviewing the equipment washing and wash water management procedure. - Responsible for implementing wash water management at all equipment washing facilities. ***Supervisor Roads Operations*** - Responsible for ensuring that equipment washing is carried out in accordance with the procedure.
PERFORMANCE MEASURE	• Implementation of a wash water management procedure. • Percentage of sites with wash water management facilities that is consistent with the policy. • Audit on equipment washing to ensure vehicles and attachments are washed as per the procedure.
REFERENCE	

4.4 Materials

4.4.1 Material Ordering, and Delivery

4.4 Materials

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Table 4.4.1

MATERIAL ORDERING AND DELIVERY	
OBJECTIVE	To ensure that the quality of the snow and ice control materials delivered is sufficient for winter maintenance needs.
ENVIRONMENTAL CONSIDERATION	Improper handling and storage of salt and ~~pickled~~blended winter sand can increase loss to the environment. Excessive moisture creates clumping of the salt ~~making salt difficult~~and can cause inconsistent application to ~~use. Excessive moisture also interferes with the success of pre-treatment operations.~~roads.
CURRENT SITUATION	• The Supervisors, Roads Operations estimate remaining material quantities and orders material before stocks are depleted. • The City has specifications for salt and winter sand. • Winter sand is generally tested for quality when delivered.

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	• Salt is delivered indoors when possible and outdoors and moved inside within 12 hours. • All winter materials are stored under cover. • The Supervisor tracks material deliveries. Information is sent to the appropriate staff. • End of season reconciliation is done.
GOAL	• Review material specifications and update as needed. Ensure the specifications include minimum moisture content standards for winter sand and salt. • Work with industry and other road authorities to investigate options for a reduction in salt usage. • QA testing of salt.

~~CURRENT SITUATION~~	~~• The Supervisor estimates remaining material quantities and orders material before stocks are depleted.~~ ~~• The City has specifications for salt and sand.~~ ~~• Salt and sand are tested for quality when delivered.~~ ~~• Salt is delivered indoors when possible and outdoors and then moved inside within 24 hours.~~ ~~• Sand is delivered outdoors, mixed with salt by a contractor and stockpiled indoors. Sand may remain outside for a few days.~~ ~~• The Supervisor tracks material deliveries. Information is sent to the appropriate staff.~~ ~~• End of season reconciliation is done.~~
~~GOAL~~	~~• Review material specifications and update as needed. Ensure the specifications include minimum moisture content standards for sand and salt.~~ ~~• Ensure all bulk material is tested and meets the specifications.~~ ~~• Cover all salt as soon as possible following delivery.~~ ~~• Material usage will be reconciled with the end of season residuals.~~ ~~• Work with industry and other road authorities to investigate the effectiveness and possible salt usage reduction through the use of a finer grade of salt.~~
IMPLEMENTATION CONSIDERATIONS	• Have a contingency plan for when salt cannot be placed under cover immediately.
RESPONSIBILITIES	***Manager Roads Operations***~~—~~ • Responsible for reviewing and~~,as needed,~~ updating the material quality specifications~~.~~ as required. ***Supervisor Roads Operations***~~—~~ • Responsible for ensuring materials are ~~covered~~ stored indoors as soon as possible following delivery. ~~-~~• Responsible for monitoring material deliveries to determine compliance with the material specifications. ~~-~~• Responsible for end of season reconciliation of material usage.
PERFORMANCE MEASURE	• Summary of quality tests for materials. • ~~Percentage~~Reduced percentage of material deliveries that do not meet specifications. • ~~Number of salt deliveries that are stored outside for more than 1 day.~~Eliminate need to share materials between depots due to insufficient quantities in stock.
REFERENCE	• Ontario Provincial Standard Specification Prov. 1004 • Ontario Provincial Standard Specification Muni. 2502

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~~4.4.2 Material Application Rates~~

Table 4.4.2

MATERIAL APPLICATION RATES	
OBJECTIVE	To optimize the amount of ~~chemical (~~salt~~), liquid~~ and winter sand used in winter maintenance operations.
ENVIRONMENTAL CONSIDERATION	Any opportunity to reduce the amount of salt and ~~blended~~winter sand used will reduce the amount of salt entering the environment, provided that road safety is not compromised.
CURRENT SITUATION	• The material application rate for road salt is typically 130 kg ~~/~~per 2 ~~Lane~~lane km. A range of application rates are available pending conditions. • The material application rate for ~~blended~~winter sand is typically 570 kg ~~/~~per 2 ~~Lane~~lane km. • ~~Blended~~Winter sand and road salt are applied dry.
GOAL	• Review and update the application rates, as required, for road salt and ~~blended~~winter sand. Include a range of rates (e.g. light, normal &heavy) to accommodate various road conditions. • ~~Develop an approach to adjust application rates for various pavement temperature ranges and winter conditions.~~ • ~~All operators shall be knowledgeable in the approach adopted.~~
IMPLEMENTATION CONSIDERATIONS	• Specifying a range of application rates allows operators to apply less road salt when conditions allow (such as black ice and/or frosting).
RESPONSIBILITIES	***~~Manager~~Managers, Roads Operations*** ~~–~~ • Responsible for reviewing and updating ~~the~~ material application rates. • ~~–~~Responsible for developing an approach to adjust application rates for various pavement temperature ranges and winter conditions. ***~~Supervisor~~Supervisors, Roads Operations ~~–~~and Roads Crew Leaders*** • Responsible for providing winter maintenance personnel direction on which application rate to use and ensuring application rates are followed. ***Winter Maintenance Personnel***

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	• Responsible for following the directed application rate.
PERFORMANCE MEASURE	• Material application rates reviewed or updated. • ~~Tonnes of salt applied through spreading~~Consistent application rates used for winter maintenance operations across the City.
REFERENCE	• SOP2019-108 – Salt and Sand Application Calibration for Plows

~~4.4.3 Sand/Salt Blends~~

Table 4.4.3

BLENDING WINTER SAND~~/SALT BLENDS~~	
OBJECTIVE	To optimize the amount of salt in winter sand~~/salt~~ blends required toensure the abrasives function effectively in snow and ice control.
ENVIRONMENTAL CONSIDERATION	Only enough salt should be added to abrasives to keep the abrasives free flowing under freezing conditions. In some cases, higher winter sand/salt blends are used to address special circumstances. High amounts of salt in winter sand/salt blends can result in excessive salt entering the environment for the task. ~~The concept of sand aiding the retention of straight salt on the road can increase the silt and dust produced.~~
CURRENT SITUATION	• ~~Sand/salt~~Winter sand blends are used to provide both traction and some ice and snow control on many of the roads in the City's network. • ~~Sand/salt~~Winter sand blends are not used to achieve bare- ~~like~~ pavement conditions. • ~~Sand~~Winter sand is sand blended with road salt at a rate of approximately 3%to 5% by volume. • ~~A City contractor blends the~~Winter sand is blended at each ~~yard~~Depot prior to stockpiling.
GOAL	• To limit the use of ~~blended~~winter sand for providing traction. • Review where winter sand vs. salt is being used. • To limit the amount of salt in winter sand/salt blends to ~~a maximumof~~approximately 3% by volume where deemed appropriate. • To investigate the merits of alternatives to salt for preventingwinter sand from freezing.
IMPLEMENTATION CONSIDERATIONS	• ~~A cross-Canada TAC survey identified the best practice trend to minimize the amount of salt blended with sand altogether.~~Current market rates and availability of winter maintenance materials. • Consistent approach and method of blending.
RESPONSIBILITIES	***Manager Roads Operations*** ~~—~~ • Responsible for investigating~~the merits of~~ alternatives ~~to~~for winter ~~mix~~sand blends. ***Supervisor, Roads Operations*** ~~—~~ • Responsible for ensuring the amount of salt in winter sand~~/salt~~ blends is kept to a maximum of 3% to 5~~% where~~

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	~~deemed appropriate.~~%.
PERFORMANCE MEASURE	• Percentage of salt in winter sand/salt blends. • Tonnes of winter sand used.
REFERENCE	CKL Winter Maintenance Guidelines

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~~4.4.4 Material Storage / Handling~~

Table 4.4.4

SALT STORAGE / HANDLING	
OBJECTIVE	All snow and ice control chemicals shall be stored and handled inside proper covered storage structures so as to minimize loss of salt to the environment.
ENVIRONMENTAL CONSIDERATION	If not properly stored, ~~de-icing chemicals~~salt can be lost to the environment ~~in large quantities~~ because of exposure to precipitation and wind~~.~~ which dissolves it out of the exposed pile. This loss can be costly due to the actual loss of salt, and can lead to negative environmental ~~damage~~impacts.
CURRENT SITUATION	• 100% of the road salt is stored indoors in domes or small sheds with asphalt or concrete pads. • ~~The spreaders~~Winter maintenance vehicles are loaded outside. • Drainage from the salt storages is overland. Except one facility, all other facilities do not have a drainage management system.
GOAL	• All salt shall be stored inside structures on impermeable floors. • All new storage facilities will be designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. • All salt storage facilities shall have drainage water management systems as facilities are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	• Staff must be conscientious in keeping the salt pile pushed back from the structures' doorway as well preventing piles from exceeding on the top of the concrete foundation wall. • The timing for the installation of the drainage water management systems is tied to the timing of material storage upgrades. • ~~There are safety considerations related to venting structures when loading salt indoors.~~ • ~~Yard rationalization~~The Depot Master Plan is symbiotic with Depot upgrades and may impact the phase-in timing.

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RESPONSIBILITIES	***Manager Roads Operations —*** • Responsible for ensuring that all new salt storage facilities have drainage water management systems. • ~~————~~Responsible for ensuring all new salt storage facilities are designed with regard to the principlesset out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. ***Supervisor, Roads Operations —*** • Responsible for ensuring that all salt is stored indoors on impermeable pads. ***Winter Maintenance Personnel*** • Responsible for ensuring any material left in their plow truck at the end of their assigned duties is put back in the covered dome or shed.
PERFORMANCE MEASURE	• 100% of salt stored indoors on asphalt or concretepads. • Number of new storage facilities designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. • Percentage of salt storage facilities that have drainage watermanagement systems.
REFERENCE	• TAC's Syntheses of Best Practices Road Salt Management –Design and Operation of Road Maintenance Yards

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Table 4.4.5

WINTER SAND STORAGE / HANDLING	
OBJECTIVE	All blended winter sand shall be stored in covered facilities and handled so as to minimize loss to the environment.
ENVIRONMENTAL CONSIDERATION	If not properly stored, salt in winter sand can be lost to the environment because of exposure to precipitation which dissolves it out of the exposed pile. This loss can be costly due to the actual loss of salt, and can lead to negative environmental impacts.
CURRENT SITUATION	• All winter sand is stored in domes or sheds with asphalt or concrete pads. • Delivered sand is unloaded outdoors, mixed outdoors and loaded into the covered storage facilities. • All except one of the facilities do not have a drainage management system.
GOAL	• 100% of winter sand shall be stored inside structures on impermeable floors. • All new storage facilities will be designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. • All winter sand storage facilities shall have drainage water management systems as the facilities are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	• Staff needs to be conscientious in keeping the winter sand pile pushed back from the structures' doorway as well as on top of the bullring.
RESPONSIBILITIES	***Manager Roads Operations*** • Responsible for ensuring all dome storage facilities are kept in a good state of repair • Responsible for ensuring all new storage facilities are designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of RoadMaintenance Yards. ***Supervisor, Roads Operations*** • Responsible for ensuring that all materials are stored indoors on impermeable pads and are not overfilled. ***Winter Maintenance Personnel*** • Responsible for ensuring any material left in their plow truck at the end of their assigned duties is put back in the covered dome or shed.

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PERFORMANCE MEASURE	• ~~Percentage~~100% of ~~salt~~materials stored indoors on ~~asphalt or concrete~~impermeable pads. • Number of new storage facilities designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. • Percentage of ~~salt~~blended winter sand storage facilities that have drainage water management systems.
REFERENCE	TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards

Table 4.4.6

~~BLENDED SAND STORAGE / HANDLING~~INDUSTRY BEST PRACTICES FOR MAINTENANCE YARDS	
~~OBJECTIVE~~	~~All blended sand and salt shall be stored and handled so as to minimize loss to the environment.~~
~~ENVIRONMENTAL CONSIDERATION~~	~~If not properly stored, snow and ice control chemicals in blended sand can be lost to the environment in large quantities because of exposure to precipitation which dissolves it out of the exposed pile. This loss can be costly due to the actual loss of salt, and can lead to environmental damage.~~
~~CURRENT SITUATION~~	• ~~All blended sand is stored in domes or sheds with asphalt or concrete pads.~~ • ~~Delivered sand is unloaded outdoors, mixed outdoors and loaded into the covered storage facilities.~~ • ~~All except one of the facilities do not have a drainage management system.~~
~~GOAL~~	• ~~All blended sand and salt shall be stored inside structures on impermeable floors.~~ • ~~All new storage facilities will be designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards.~~ • ~~All blended sand storage facilities shall have drainage water management systems as the facilities are upgraded or built.~~
~~IMPLEMENTATION CONSIDERATIONS~~	• ~~Staff needs to be conscientious in keeping the blended sand pile pushed back from the structures' doorway.~~

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RESPONSIBILITIES	***Manager Roads Operations*** – Responsible for ensuring thatall storage facilities have drainage water management systems. Responsible for ensuring all new storage facilities are designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. ***Supervisor, Roads Operations*** – Responsible for ensuring that all materials are stored indoors on impermeable pads.
PERFORMANCE MEASURE	• Percentage of materials stored indoors on impermeable pads. • Number of new storage facilities designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. • Percentage of blended sand storage facilities that have drainage water management systems.
REFERENCE	TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards

4.4.5 Good Housekeeping Practices for Maintenance Yards

GOOD HOUSEKEEPING PRACTICES	
OBJECTIVE	To ensure that practices at salt storage and handling facilities are geared toward reducing salt loss to the environment.
ENVIRONMENTAL CONSIDERATION	Improper handling of salt at maintenance facilities can result in significant amounts of salt being lost to the environment. Good housekeeping practices can help to reduce this loss.
CURRENT SITUATION	• The City does not have a written Good Housekeeping Practices Procedure for their depots. • Good Housekeeping Practices are managed by the Depot Supervisor. • Facility inspections and repairs are the responsibility of the Supervisors, Road Operations with the assistance of the Managers, Roads Operations. • A consultant is hired to inspect facilities and recommend repairs.

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GOAL	• Ensure City staff are knowledgeable about the City's Salt Management Practices. • Facility inspections are conducted to ensure good salt management. • Conduct periodic audits of yards to ensure the Good Housekeeping Practices are followed.

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~~GOAL~~	~~• Review and, as needed, update the Good Housekeeping Practices. Ensure they include appropriate best Salt Management Practices.~~ ~~• Ensure City staff is knowledgeable about the City's Salt Management Practices.~~ ~~• Facility inspections are conducted to ensure good salt management.~~ ~~• Conduct periodic audits of yards to ensure the Good Housekeeping Practices are followed.~~
IMPLEMENTATION CONSIDERATIONS	• Without a guideline to follow, past practices may not meet expectations.
RESPONSIBILITIES	***Manager Roads Operations*** — Responsible for ~~reviewing and~~updating the Good ~~Housekeeping Practices.~~ • ~~Responsible for~~ ensuring the facilities are periodically inspected. ***Supervisor, Roads Operations*** — • Responsible for implementing and maintaining good housekeeping practices. ***Winter Maintenance Personnel*** • Responsible for ~~ensuring the~~following good house keeping practices established by their Supervisor. ~~**Good Housekeeping Practices** are followed.~~
PERFORMANCE MEASURE	~~• Good Housekeeping practices reviewed or updated.~~ • ~~Yard inspection report on compliance with~~ All maintenance repairs recommended by the ~~Consultant~~ are completed in a timely manner. • Deficiencies found during inspections are addressed. • Development of Good Housekeeping Practices~~.~~
REFERENCE	TAC's Syntheses of Best Practices Road Salt Management – • Design and Operation of Road Maintenance Yards

4.5 Storm Response

~~4.5.1 Weather Forecasting~~

Table 4.5.1

WEATHER FORECASTING	
OBJECTIVE	To provide timely and accurate weather information to assist in snow and ice control decision-making.

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ENVIRONMENTAL CONSIDERATION	Effective use of ~~chemicals~~materials is ~~dependant~~dependent upon good snow and ice control decision-making, which in turn depends on consistently accurate and timely weather information. ~~Chemicals~~ Materials can be wasted if information is incorrect or suspect.
CURRENT SITUATION	• ~~—~~Presently the City relies on Internet based public weather forecasts by Environment Canada and a ~~Value Added Meteorological Service provider (VAMS)~~ Contracted service • ~~Internet-based Canadian Doppler radar~~ that provides detailed weather forecasts. • The City does not have ownership of Road Weather Information Systems (RWIS) stations forecasts and information.
GOAL	• Ensure appropriate weather forecasts are available to decision making staff before the start of each season. • Ensure staff is knowledgeable in the use of weather forecasts and information. • Consider alternative sources of weather information to improve staff's pro-active decision-making abilities. • Investigate the use of technology to improve delivery of weather information to the decision makers.
IMPLEMENTATION CONSIDERATIONS	• Proactive material use is dependent on anticipating a "salt applicable event". • Inaccuracies are inherent in weather forecasting and we respond based on the information we have available to us at the time.
RESPONSIBILITIES	***Manager, Supervisor Roads Operations*** • Responsible for ensuring appropriate weather forecasts are available to decision making staff. • Responsible for ensuring staff are knowledgeable in the use ofweather forecasts and information. • Responsible for investigating additional and alternative sources of weather information and technology. ***Road Crew Leaders*** • Responsible for reviewing weather forecasts and determining the applicable response.
PERFORMANCE MEASURE	• Delivery of clearly formatted weather forecasts to those that need them. • Accuracy of the forecasts received.
REFERENCE	

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GOAL	• Ensure appropriate weather forecasts are available to decision making staff before the start of each season. • Ensure staff is knowledgeable in the use of weather forecasts and information. • Investigate additional and alternative sources of weather information to improve staff's pro-active decision-making abilities. • Investigate the use of technology to improve delivery of weather information to the decision makers.
IMPLEMENTATION CONSIDERATIONS	• Proactive chemical use is dependent on anticipating a "salt applicable event". • Inaccuracies are inherent in weather forecasting and a QA standard is appropriate.
RESPONSIBILITIES	***Manager, Supervisor Roads Operations*** - Responsible for ensuring appropriate weather forecasts are available to decision making staff. - Responsible for ensuring staff is knowledgeable in the use of weather forecasts and information. - Responsible for investigating additional and alternative sources of weather information and technology.
PERFORMANCE MEASURE	• Delivery of clearly formatted weather forecasts to those that need them. • Accuracy of forecast to experienced weather.
REFERENCE	

4.5.2 Decision Making Support Technology

ROAD WEATHER INFORMATION SYSTEMS (RWIS)	
OBJECTIVE	To provide pavement forecast and real-time information from a network of sensors to assist with snow and ice control decisions.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that are based on road temperature information, dew point, air temperature and precipitation information are more accurate and result in efficient salt use.

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Table 4.5.2

INFRARED THERMOMETERS (IRT's)	
OBJECTIVE	To provide real-time pavement temperature trends from truck mounted pavement temperature sensors to assist with snow and ice control decisions.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that are based on road temperature information, result in better salt use. Real-time information on pavement temperature trends produces more timely decisions on when to deploy and not deploy ~~chemicals.~~certain materials.
CURRENT SITUATION	• The City has truck mounted IRT's on the ~~patrollers~~patrol vehicles. • ~~The~~Patrol vehicle IRT's are calibrated annually. • All other IRT's are checked for accuracy upon request~~, PatrolVehicle IRT's are checked for accuracy annually~~. • Training in the use of IRT's has been provided.
GOAL	• Every patrol and Road Supervisor vehicle shall be outfitted with an IRT ~~by 2016.~~ • Verify accuracy of every IRT annually as required.

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~~CURRENT SITUATION~~	• ~~City staff receive Value Added Meteorological Service Weather Reports~~ • ~~Staff are making use of weather reports to aid in making well based decisions.~~ • ~~The City does not presently have a plan for a City RWIS training protocol.~~
~~GOAL~~	• ~~Train patrollers on OGRA RWIS program to gain access to MTO sites.~~ • ~~Provide RWIS forecasts and information to decision-making staff as RWIS sites become available in and around the City.~~
~~IMPLEMENTATION CONSIDERATIONS~~	• ~~Mobile infrared thermometers validate real-time pavement temperature trends and help track the forecast.~~ • ~~Learning curve and acceptance timeframe justify a phased implementation strategy for RWIS.~~ • ~~Archiving of RWIS data helps in showing due diligence.~~
~~RESPONSIBILITIES~~	~~***Manager, Supervisor Roads Operations***~~ ~~Responsible for ensuring RWIS forecasts and information are available to decision-making staff.~~
~~PERFORMANCE MEASURE~~	• ~~Number of RWIS sites accessed (preferably 3 to 4).~~ • ~~Delivery of clearly formatted pavement forecasts to those that need them – four times per day between October and Aril and once / day for the rest of each year.~~
~~REFERENCE~~	

Table 4.5.2

INFRARED THERMOMETERS (IRT's)	
OBJECTIVE	To provide real-time pavement temperature trends from truck mounted pavement temperature sensors to assist with snow and ice control decisions.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that are based on road temperature information, result in better salt use. Real-time information on pavement temperature trends produces more timely decisions on when to deploy and not deploy ~~chemicals.~~certain materials.
CURRENT SITUATION	• The City has truck mounted IRT's on the ~~patrollers~~patrol vehicles. • ~~The~~Patrol vehicle IRT's are calibrated annually. • All other IRT's are checked for accuracy upon request~~, Patrol Vehicle IRT's are checked for accuracy annually.~~ • Training in the use of IRT's has been provided.

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GOAL	• Every patrol and Road Supervisor vehicle shall be outfitted with an IRT ~~by 2016.~~ • Verify accuracy of every IRT annually as required.

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IMPLEMENTATION CONSIDERATIONS	• IRT's are to track trends and not absolute temperatures. • Cheaper IRT's have higher failure rates and lower accuracy than more expensive units. • IRT's must be properly mounted to prevent erroneous readings.
RESPONSIBILITIES	***Manager, Supervisor Roads Operations*** • Responsible for ensuring that all patrol and Road Supervisor vehicles are outfitted with IRT's. ~~• Responsible for ensuring that all spreaders are outfitted with IRT's.~~ ***Manager, Fleet Services*** • Responsible for ensuring the IRT's are properly mounted, and providing accurate information.
PERFORMANCE MEASURE	• Percentage of winter patrol and Road Supervisor vehicles with IRT's. ~~• Percentage of spreaders with IRT's.~~
REFERENCE	

Table 4.5.3

~~REFERENCE~~	

~~4.5.3 Storm Response Approaches~~

STORM RESPONSE APPROACHES	
OBJECTIVE	To understand and document storm response approaches for different storm scenarios and improve upon practices.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that vary across the organization may lead to inefficiencies in ~~some response~~responses and~~ultimately~~ eventually results in loss of effectiveness of salt use.
CURRENT SITUATION	• Public Works is currently utilizing Standard Operating Guidelines and industry best practices. • Managers/Supervisors/Road Crew Leaders will continue to retain the decision making processes for a response to ~~conditions~~winter events.
GOAL	• Develop and maintain Standard Operating Guidelines at regular intervals. Ensure that it includes typical and ~~a typical~~atypical storm responses. • As new technologies are introduced, review and update the Standard Operating Guidelines.

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IMPLEMENTATION CONSIDERATIONS	• Local~~—~~ field~~—~~ experience~~—~~ is~~—~~ valuable~~—~~ and~~—~~ should~~—~~ be incorporated into the training process as much as possible.
RESPONSIBILITIES	***Manager, Supervisor Roads Operations~~—~~*** Responsible for reviewing and updating the Standard Operating • Guidelines. ***Road Crew Leaders*** • Responsible for reviewing and adhering to the Standard Operating Guidelines unless approval from Supervisor or Manager is provided to respond otherwise.
PERFORMANCE MEASURE	• ~~Development~~Continuous development and updating of~~—~~ the Standard Operating Guidelines.
REFERENCE	• ~~AASHTO, TAC, OGRA~~Ontario Regulation 239/02, as amended

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~~4.5.4 Winter Road Patrol~~

Table 4.5.4

WINTER ROAD PATROL	
OBJECTIVE	To ~~impact~~assess winter road conditions, mobilize appropriate snow and ice control operations, and monitor the storm response.
ENVIRONMENTAL CONSIDERATION	Accurate monitoring of winter maintenance activities will support appropriate and effective snow and ice controldecisions, leading to efficient use of salt.
CURRENT SITUATION	• ~~Designated staff to handle the~~ Road Crew Leaders perform winter road patrolling. • ~~The City is currently preparing a written Winter Road Patrol Guidelines.~~Winter Road Patrol follows a representative route and may veer off the route to check localized areas depending on forecasts and weather radar information.
GOAL	• Complete ~~a written~~ Winter Road Patrol ~~Guidelines by 2016-2017~~in accordance with Ontario Regulation 239/02, as amended. • All Road Crew Leaders trained on winter ~~season.~~road patrolling.
IMPLEMENTATION CONSIDERATIONS	• Cycle frequency relates the level of observations to the required resources. This can govern efficient salt decisions. • ~~Patroller~~Road Crew Leader training and experience are key success factors.
RESPONSIBILITIES	***Manager, Supervisor Roads Operations*** • Responsible for developing and updating the ~~Winter~~ Road Patrol ~~Guidelines~~SOP. • Responsible for ensuring the ~~Patrollers~~Road Crew Leaders have the appropriate knowledge to monitor road conditions and make snow and ice control decisions. ***Supervisors ~~and Patrollers~~, Roads Operations and Road Crew Leaders*** • Responsible for monitoring roadway conditions and weather information and making timely decisions on snow and ice control in accordance with the Winter Road Patrol ~~Guidelines~~SOP.

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PERFORMANCE MEASURE	• ~~Development and updating~~Review of the ~~Winter~~ Road Patrol ~~Guidelines~~SOP. • Documentation of roads patrolled during winter conditions.
REFERENCE	• Ontario Regulation 239/02, as amended

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~~4.5.5 Drift Control~~

Table 4.5.5

DRIFT CONTROL	
OBJECTIVE	To reduce snow accumulation on roadways and problems associated with drifting and blowing snow.
ENVIRONMENTAL CONSIDERATION	A ~~significant~~portion amount of winter maintenance activity is devoted to controlling drifting snow. ~~If a~~ During drifting events, material can be blown off of the roadway ~~has a lower potential for snow~~resulting in an ineffective use of material and ~~ice accumulation, then the winter maintenance demands will be correspondingly lower and~~excess material entering the ~~need for chemical application will be reduced.~~environment.
CURRENT SITUATION	• Presently ~~little or no~~the City does not place snow ~~fence~~fencing annually but is ~~installed.~~piloting its effect in certain areas. • The City has an informal inventory of snowdrift problem areas.
GOAL	• ~~—~~Formalize the ~~snowdrift~~snow drift problem area inventory and ~~develop a checklist of annual installations by 2018~~ • ~~Keep the inventory of stretches of road with drifting snow problems~~keep it up to date as changes are observed. • ~~The City consider creating a formal standard for installing~~Continue piloting snow fence to review the impact it has. • Consider tree planting projects to create 'living' snow fence. • Create a snow fencing~~.~~ SOP based on the pilot project.
IMPLEMENTATION CONSIDERATIONS	• There is a cost associated with installing, or arranging for, and maintaining natural or structural snow fencing. • ~~It may take a few winter seasons to determine the optimum snow fence for a given stretch of problem road.~~ • There may be ~~a liability issue due to~~ restoration requirements seasonally installed snow fence debris being left in fields. • Snow fencing needs to be placed far away from the roadway which requires discussion with property owners adjacent to the roadway in these areas.
RESPONSIBILITIES	~~***Manager, Supervisor***~~***Managers and Supervisors, Roads Operations*** ~~–~~ • Responsible forformalizing and maintaining the snowdrift problem area inventory ~~and checklist of installations~~. ~~• Responsible for maintaining the inventory of snowdrift~~

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PERFORMANCE MEASURE	• Inventory of stretches of road with drifting snow problems. • Development and updating of the ~~Drift Control Guidelines.~~snow fence SOP.
~~REFERENCE~~	~~TAC Salt Management Guide~~
REFERENCE	

4.6 Snow and Ice Control Training

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~~4.6 Snow and Ice Control Training~~

~~Table 4.6.1~~

TRAINING	
~~OBJECTIVE~~	~~To ensure that all in-house and contracted staff, including management, supervisors, patrollers and operators, are trained in salt management practices.~~
~~ENVIRONMENTAL CONSIDERATION~~	~~To achieve effective implementation of a salt management program, those people charged with delivering the snow and ice control program must understand the rationale behind the measures being implemented as well as what is expected of them. This can only come through a thorough education / training program, including annual refreshers.~~
~~CURRENT SITUATION~~	~~• The City has a mandatory fall review and training session that covers health & safety issues, operating procedures, log books, equipment, etc.~~ ~~• Returning and experienced staff review operating procedures, routes, and patrols.~~ ~~• New staff also receive winter maintenance specific driver training, defensive driving instruction.~~ ~~• In-house developed and outsourced material is presented and delivered to staff. Presently there is "in-house" training and outsourced training in the fall of each year to all operators, supervisors and managers.~~ ~~•~~ ~~• Contractors are responsible for their own training.~~
~~GOAL~~	~~• Update the training program by 2016 to address the subject areas set out in TAC's Syntheses of Best Practices Road Salt Management - Training.~~ ~~• Annually review and update the training program to include additional subject areas as they become needed or technology changes.~~ ~~• Ensure that contractors are fulfilling their responsibility for training and adequately addressing salt management.~~
OBJECTIVE	To ensure that all in-house and contracted staff, including management, supervisors, road crew leaders and operators, are trained in salt management practices.
ENVIRONMENTAL CONSIDERATION	To achieve effective implementation of a salt management program, those people responsible for delivering the snow and ice control program must understand the rationale behind the measures being implemented as well as what is expected of them. This can only come through a thorough education /training program, including annual refreshers.

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CURRENT SITUATION	• The City has a mandatory fall review and training session that covers winter maintenance. • Returning and experienced staff review operating procedures, routes. • New staff also receive winter maintenance specific driver training. • In-house developed and outsourced material is presented and delivered to staff. Presently there is "in house" training and outsourced training in the fall of each year to all operators, supervisors and managers. • Contractors are responsible for their own training.
GOAL	• Develop updated training for the Salt Management Plan that includes subject areas set out in TAC's Syntheses of Best Practices Road Salt Management (TAC 2013). • Annually review and update the training program to include additional subject areas as they become needed or technology changes. • Ensure that contractors are fulfilling their responsibility for training and adequately addressing salt management.
IMPLEMENTATION CONSIDERATIONS	• Trainers must be experienced in adult training principles and be able to adjust their instructional techniques to reach a variety of learners.

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RESPONSIBILITIES	***Manager, Supervisor****Managers and Supervisors,* ***Roads Operations*** **–** • Responsible for~~updating~~ developing the training program to address the subject areas set out in TAC's Syntheses of Best Practices Road Salt Management - Training. • Responsible for reviewing and updating the training program to include new subject areas andtechnologies as then are introduced. • Responsible for delivering or coordinating the delivery of the City's training program each fall. • Responsible for ensuring that the winter maintenance contractors have an adequate training program. ***All Winter Maintenance Personnel*** **–** • Responsible for participating in the training program.
PERFORMANCE MEASURE	• ~~Percentage of~~All supervisors receiving training each year. • ~~Percentage of lead hands receiving~~All road crew leaders receive training each year. • ~~Percentage of~~All operators ~~receiving~~receive training each year. • ~~Percentage of~~Confirm all contractor staff ~~receiving~~receive training each year. • Total annual attendance at training sessions.
REFERENCE	• MTO training materials. • OGRA training materials. • TAC's Syntheses of Best Practices Road Salt Management - ~~Training~~2013.

4.7 Snow Removal and Disposal Guideline

Table 4.7.1

SNOW REMOVAL, STORAGE AND DISPOSAL GUIDELINE	
OBJECTIVE	To ensure snow removal, storage and disposal operations are done efficiently and in an environmentally responsible manner.
ENVIRONMENTAL CONSIDERATION	A review of disposal operations can lead to adopting methods that are the least harmful to the environment. Environmental issues associated with snow disposal sites include: melt-water quality, litter, dust, aesthetics, and noise.

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CURRENT SITUATION	• The City uses local City owned property for snow storage/disposal. • The City will occasionally remove, store and dispose of snow as required. • The City has, contained within its LOS ~~and current SMP~~, Snow Removal ~~and Disposal Guidelines.~~criteria.
GOAL	• Meet Council approved LOS. • Develop ~~Snow Removal and Disposal Guidelines SOP.~~snow removal guideline.
IMPLEMENTATION CONSIDERATIONS	• ~~It may be preferred to design an ultimate Snow Removal Program, and have this as background to a staged implementation plan.~~Distance of snow removal dump site to where snow removal is required. • Ability to efficiently remove snow from downtown cores is hindered due to obstructions. • Staffing levels and Contracted service availability to complete snow removal during sustained/concurrent winter events.
RESPONSIBILITIES	***Managers, Roads Operations*** • Responsible for updating the Snow Removal LOS. ***Supervisors, Roads Operations*** • Responsible for meeting the Snow removal LOS.
PERFORMANCE MEASURE	• Updating of the Snow Removal LOS as required. • Meeting the Snow Removal LOS consistently. • Snow Removal Guideline Developed.
REFERENCE	• TAC's Syntheses of Best Practices Road Salt Management 2013.

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~~RESPONSIBILITIES~~	~~***Manager, Roads Operations*** - Responsible for updating the Snow Removal and Disposal Guidelines.~~ ~~***Supervisor, Roads Operations*** - Responsible for ensuring the Snow Removal and Disposal Guidelines are followed.~~
~~PERFORMANCE MEASURE~~	~~• Updating of the Snow Removal and Disposal Guidelines.~~
~~REFERENCE~~	~~TAC's Syntheses of Best Practices Road Salt Management – Snow Storage and Disposal.~~

4.8 Technology Transfer Review

Table 4.8.1

~~4.85.4 Technology Transfer Review~~

TECHNOLOGY TRANSFER REVIEW	
OBJECTIVE	To monitor existing available and new approaches and technologies on a continual basis and to recommend pilot studies on the preferred technologies and winter maintenance methodologies.
ENVIRONMENTAL CONSIDERATION	New techniques, procedures, and technologies may provide new methods of reducing salt entering the environment.
CURRENT SITUATION	• The City is an active member on Municipal and Provincial committees such as the Ontario Good Roads Association, and Ontario Public Works Association. • Staff attends technology transfer conferences when able and appropriate.
GOAL	• To ensure the latest technologies are ~~studied~~, reviewed, ~~tested~~evaluated and adopted ~~as~~where appropriate. • ~~To continue to participate in conferences and forums geared to the development of salt best management practices.~~ • ~~Report the implementation of new technologies andpractices to Council and the public.~~

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IMPLEMENTATION CONSIDERATIONS	• Often, individual technologies will not provide the degree of improvement as compared to the synergies of a broader systems approach. • The results of trials should be documented with proper assessment methodologies. • New technologies should first be introduced and proven in one area of the municipality and then expanded to the rest of the municipality.

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RESPONSIBILITIES	***Director of Public Works*** ~~–~~ • Responsible for ensuring staff are attending and participating in appropriate conferences and forums. ***Managers*** ~~,~~ ***and Supervisors*** ~~& ,~~ ***Roads Operations*** ~~***Winter Maintenance Personnel***~~ ~~–~~ Responsible for attending and participating in appropriate conferences and forums. ~~• Responsible for bringing forward salt management ideas they are aware of in their field of expertise.~~
PERFORMANCE MEASURE	• ~~Reports on new~~New technologies ~~and practices prepared for council and~~tested or piloted. • New technologies implemented across the ~~public.~~City after successful trials.
REFERENCE	
~~REFERENCE~~	

4.9 Communications

Table 4.9.1

COMMUNICATIONS	
OBJECTIVE	To communicate effectively ~~with staff, the public~~internally and ~~the media~~externally about the importance of road salt and winter sand to maintaining safe roadways during the winter season ~~and about~~as well as what the City is doing to improve spreading material management. To inform the public about the current ~~level of service~~LOS.
ENVIRONMENTAL CONSIDERATION	~~An informed staff, public and media~~Informed stakeholders are more likely to become effective partners in achieving the goals of the Salt Management Plan.
CURRENT SITUATION	• The City has a communications program to inform various stakeholders when the City has commenced full scale winter operations. • The City has an internal specific communications program to communicate when both partial or full winter operations have commenced for Customer Service purposes. • The Public has access to the current Level of Service Policy for Roadway and Sidewalk Winter Maintenance through the City's website.

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~~CURRENT SITUATION~~GOAL	~~• The City has a communications program to inform the public and the media of service expectations or significant changes to winter maintenance operations. It includes the City's call centre phone number, local radio stations, social media and Internet information, via the corporate web site.~~ ~~• The City is a single tier municipality that maintains all municipally owned road networks in the City. Communication and co-operation between operations and the public could be improved and expanded upon.~~Maintain a Communications Plan for Winter Maintenance. • Inform the Council, public and local regulatory agencies about the actions being taken by the City to manage road salt use, and the City's winter maintenance programas needed. • Notify Environment Canada upon completion of the Salt Management Plan and update them annually about the status of Salt Management activities (as per Annex C of the Code of Practice for the Environmental Management of Road Salts).

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~~SALT MANAGEMENT PLAN~~

~~GOAL~~	• ~~Develop a Communications Plan for Winter Maintenance by 2017~~ • ~~Inform the Council, public and local regulatory agencies about the actions being taken by the City to manage road salt use, and the City's winter maintenance programannually.~~ • ~~Notify Environment Canada upon completion of the Salt Management Plan and update them annually about the status of Salt Management activities (as per Annex C of the Code of Practice for the Environmental Management of Road Salts).~~
IMPLEMENTATION CONSIDERATIONS	• Repetition may be necessary to ensure the message is heard. Safety-first must continually be reinforced.
RESPONSIBILITIES	***Communications Officer and Manager, Roads Operations***~~—~~ • ~~-~~Responsible for developing and implementing a Communications Plan. ~~—~~***Road Crew Leaders*** • Responsible for ~~reporting to Council, the public andthe local regulatory agencies.~~sending communications an end of shift report when commencing a full call out.
PERFORMANCE MEASURE	• Communications Plan developed~~ and updated~~. • ~~Appropriate stakeholders are informed of the City's Road Salt Management initiatives.~~Report required salt management information to Environment Canada.
REFERENCE	

4.10 Salt Vulnerable Areas

Table 4.10.1

~~REFERENCE~~	

~~4.10 Salt Vulnerable Areas~~

SALT VULNERABLE AREAS

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SALT MANAGEMENT PLAN

OBJECTIVE	To determine if any salt vulnerable areas are potentially impacted by the use of salt.
ENVIRONMENTAL CONSIDERATION	Salt vulnerable areas may require unique solutions that may require the use of other strategies/methods or more expensive de-icers to maintain sensitive areas.

CURRENT SITUATION	• The City has many unique environmental features including lakeshores, environmentally significant sensitive areas and significant agricultural land. • The City formally acknowledges the "Environmentally Sensitive areas" as identified salt vulnerable areas and is making an effort correlating these features to the maintenance of roadways and existing salt and winter sand storage sites. • The City has a partial list of salt vulnerable areas
GOAL	• Monitor Environment Canada's and the Province's approach to addressing salt vulnerable areas. • Develop a full list of salt vulnerable areas.
IMPLEMENTATION CONSIDERATIONS	• There is no clear consensus on how to reasonably monitor the impactsto vulnerable areas. • Other agencies may provide assistance to help identify saltvulnerable areas. • Appling different materials in different areas creates operational inefficiency.
RESPONSIBILITIES	***Managers and Supervisors Roads Operations*** • Responsible for identifying strategies to reduce salt impacts to salt vulnerable areas.
~~File:2016 Salt Management Plan CKL.doc~~PERFORMANCE MEASURE	• ~~Revision No: 1~~Number of salt vunerable areas identified. • No observed incease of impacts to salt vulnerable areas. • Winter maintenance plan for salt vulnerable areas developed.

~~CURRENT SITUATION~~	~~• There are currently discussions ongoing at the Federal level to determine a definition of salt vulnerable areas.~~ ~~• The City has many unique environmental features including lakeshores, environmentally significant sensitive areas and significant agricultural land.~~ ~~• The City formally acknowledges the "Environmentally Sensitive areas" as identified salt vulnerable and is making an effort correlating these features to the maintenance of roadways and existing salt and sand storage sites.~~
~~GOAL~~	~~• Monitor Environment Canada's approach to addressing salt vulnerable areas.~~ ~~• Work with other agencies to identify and map salt vulnerable areas.~~
~~IMPLEMENTATION CONSIDERATIONS~~	~~• There is no clear consensus on how to monitor the impacts to vulnerable areas.~~ ~~• Other agencies may provide assistance to help identify salt vulnerable areas.~~
~~RESPONSIBILITIES~~	~~***Manager, Supervisor Roads Operations*** - Responsible for identifying strategies to reduce salt impacts to salt vulnerable areas.~~
~~PERFORMANCE MEASURE~~	~~• Number of salt vulnerable areas identified.~~ ~~• Number of winter maintenance prescriptions developed in response to salt vulnerable areas.~~
REFERENCE	• Trent Source Protection Plan, Policies R-1 to R-6, andG-5

4.11 Record Keeping

Table 4.11.1

	MATERIAL USAGE RECORD KEEPING
OBJECTIVE	To provide an accurate record of how much material was used, where it was used and the reason it was used.
ENVIRONMENTAL CONSIDERATION	Effective salt management requires an accurate understanding of how much salt and winter sand is being used, and where. It is not sufficient to measure gross totals since these can very widely from year-to-year due to weather fluctuations.

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CURRENT SITUATION	• The City has electronic controls on all of its spreaders which is collected via the City's GPS tracking system and subsequently digitally archived. The delivery and restocking of solid bulk materials (winter sand and salt) is tracked and recorded by the Supervisors and technical staff. • Salt and winter sand usage by storm and season is reviewed at years end. • Operators and Supervisors manually track salt and winter sand usage using operator provided totals as well as digital winter operations reports from the City's GPS system provider. • Material is reconciled at the end of the season.
GOAL	• To optimize the use of all materials. • Maintain records that integrates the manual and electronic data. • Increase periodic comparisons of usage by route to identify and address any inconsistencies.
IMPLEMENTATION CONSIDERATIONS	• Material use is dependent upon the severity of the winter and therefore record analysis needs to normalize for the type of winter. • Material usage records in conjunction with the overall winter maintenance program can serve as a surrogate for a winter severity index. • High winter sand usage has cleanup and dust implications and environmental logistics.
RESPONSIBILITIES	***Manager, Roads Operations*** • Responsible for ensuring Record Keeping Procedure is followed. • Responsible for investigating opportunities to optimize the use of all materials. ***Supervisor, Roads Operations*** • Responsible for reviewing, updating and implementing the logs used to track material usage. • Responsible for regularly summarizing the data retrieved from the electronic controllers. • Responsible for ensuring that the necessary equipment is available and operating to measure the amount of material placed into the spreaders and spread on the road. ***Winter Maintenance Personnel*** • Responsible for completing the appropriate logs at the end of each day and retaining them with the yard records.
PERFORMANCE MEASURE	• Completion of a Record Keeping Guideline. • Tonnes of salt applied through spreading operations. • Tonnes of winter sand applied through spreading operations.

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	• Material reconciliation and summary at the end of the season.(amount at start of season + purchases/production - actualusage = amount at end of season) • Daily records checked for completeness.

REFERENCE	

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CURRENT SITUATION	• The City has electronic controls on all of its spreaders which is collected via the City's GPS tracking system and subsequently digitally archived. The delivery and restocking of solid bulk materials (sand and salt) is tracked and recorded by the Supervisors and technical staff. • Salt and sand usage by storm and season is reviewed at years end. • Operators and Supervisors manually track salt and sand usage using operator and existing Storm reports as well as digital winter operations reports from the City's GPS system provider. • Material is reconciled at the end of the season.
GOAL	• To optimize the use of all materials. • Develop a Record Keeping Procedure that integrates the manual and electronic data. • Increase periodic comparisons of usage by route to identify and address any inconsistencies.
IMPLEMENTATION CONSIDERATIONS	• Material use is dependent upon the severity of the winter and therefore record analysis needs to normalize for the typeof winter. • Material usage records in conjunction with the overall winter maintenance program can serve as a surrogate for a winter severity index. • High sand usage has cleanup and dust implications and environmental logistics.

~~RESPONSIBILITIES~~	~~***Manager, Roads Operations*** - Responsible for developing a Record Keeping Procedure.~~ ~~- Responsible for reviewing, updating and implementing the logs used to track material usage.~~ ~~- Responsible for investigating opportunities to optimize the use of all materials.~~ ~~- Responsible for regularly summarizing the data retrieved from the electronic controllers.~~ ~~- Responsible for periodically comparing material use across the organization to test consistency.~~ ~~- Responsible for ensuring that the necessary equipment is available and operating to measure the amount of material placed into the spreaders and spread on the road.~~ ~~***Supervisor, Roads Operations & Winter Maintenance Personnel***~~ ~~- Responsible for completing the appropriate logs at the end of each day and retaining them with the yard records.~~
~~PERFORMANCE MEASURE~~	~~• Completion of a Record Keeping Guideline.~~ ~~• Tonnes of salt applied through spreading operations.~~ ~~• Tonnes of salt used per lane km.~~ ~~• Tonnes of sand used.~~ ~~• Material reconciliation and summary at the end of the season.~~ ~~(amount at start of season + purchases/production - actual usage = amount at end of season)~~ ~~• Daily records checked for completeness.~~
~~REFERENCE~~	

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Table 4.11.2

STORM RESPONSE RECORD KEEPING	
OBJECTIVE	To provide accurate documentation of changing road and weather conditions, and actions taken during storm response.

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ENVIRONMENTAL CONSIDERATION	Accurate record keeping and reporting during snow and ice control activities will facilitate a review of storm response and ultimately result in the most effective response in similar situations. This can help to optimize the use of salt. It will also provide information for due diligence ~~defence~~defense in the event of a lawsuit by demonstrating prudent judgement with regard to safety and environmental stewardship.
CURRENT SITUATION	• The City currently keeps winter road patrol log sheets. • The City retains, and has digitally archived, GPS/AVL logs for all City winter maintenance equipment and contracted units. • The City currently produces a winter event record sheet for each winter event for each depot operating area which forms part of historical record retention. • The City currently retains 'beat sheets' for each contracted unit for each day service is performed. • Commercially supplied forecasts are retained. • A review of storm responses and the season is done each spring.
GOAL	• Continue to maintain a complete record of road conditions and treatment strategies. • The patrol logs used to record road conditions and storm responses will be reviewed, and updated as needed.
IMPLEMENTATION CONSIDERATIONS	• Record keeping can be observation and action-oriented. It can document what was known and the rationale for decisions including what was not done (by choice).
RESPONSIBILITIES	***Manager, Roads Operations*** • Responsible for reviewing, updating and implementing the logs used to record road conditions and storm responses. ***Supervisor, Roads Operations & Road Crew Leaders*** • Responsible for maintaining logs showing the actions taken and the rationale for those actions.
PERFORMANCE MEASURE	• Accurate and complete record of storm response.
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CURRENT SITUATION	• The City currently keeps winter road patrol log sheets. • The City retains, and has digitally archived, GPS/AVL logs for all City winter maintenance equipment and the majority of contracted units. • The City currently produces a winter event record sheet for each winter event for each depot operating area which forms part of historical record retention. • The City currently retains 'beat sheets' for each contracted unit for each day service is performed. • Commercially supplied forecasts are retained. • A review of storm responses and the season is done each spring.
GOAL	• To maintain a complete record of road conditions and treatment strategies. • The operator and patroller logs used to record road conditions and storm responses will be reviewed, and updated as needed. • Road condition and treatment strategy information from all logs and weather forecasts will be retrieved, reviewed and archived.
IMPLEMENTATION CONSIDERATIONS	• Record keeping can be observation and action oriented. It can document what was known and the rationale for decisions including what was not done (by choice).
RESPONSIBILITIES	***Manager, Roads Operations*** – Responsible for reviewing, updating and implementing the logs used to record road conditions and storm responses. ***Supervisor, Roads Operations & Winter Maintenance Personnel*** – Responsible for maintaining logs showing the actions taken and the rationale for those actions.
PERFORMANCE MEASURE	• Accurate and complete record of storm response. • Percentage of representative samples of records in conformance with the Record Keeping Guideline.
REFERENCE	

4.12 Source Water Monitoring Program

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MONITORING PROGRAM

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~~OBJECTIVE~~	~~To monitor the chloride concentrations along rivers, snow disposal sites, salt storage facilities, and selected environmentally sensitive areas to determine the effectiveness of salting reduction strategies.~~

Table 4.12.1

MONITORING PROGRAM	
OBJECTIVE	To monitor the concentrations at salt vulnerable areas to determine the effectiveness of winter salt reduction strategies.
ENVIRONMENTAL CONSIDERATION	By monitoring the effectiveness of the Salt Management Plan mitigation strategies, this may demonstrate improvements to the amount of salt entering the environment.
CURRENT SITUATION	• The City currently has not implemented ~~an~~ya program to monitor chloride levels in the environment and relate those levels to winter maintenance activities. • The City has carried out contaminant assessments at ~~several~~some of its facilities.
GOAL	• Monitor developments on the Federal ~~level~~and Provincial levels with respect to monitoring requirements for salt management plans. • ~~Conduct risk assessments at all yards~~
IMPLEMENTATION CONSIDERATIONS	• Other parameters may affect interpretation of the data, such as traffic volumes, winter severity index, climate variations, etc.
RESPONSIBILITIES	***Director of Public Works*** ~~– Responsible for ensuring the maintenance yards are properly assessed.~~& ***Manager, Roads Operations*** – Responsible for monitoring • developments at the Federal ~~level~~and Provincial levels with respect to monitoring requirements.
PERFORMANCE MEASURE	• ~~Maintenance works yard properly assessed.~~Continue to monitor and take action when necessary at salt vulnerable areas.
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~~4.13 Emergency Response Program~~

4.13 Emergency Response Program

Table 4.13.1

EMERGENCY RESPONSE PROGRAM	
OBJECTIVE	To be prepared to respond to emergencies or hazardous situations involving winter maintenance operations and contain and clean-up the situation as required without compromising the Health & Safety of workers.
ENVIRONMENTAL CONSIDERATION	Environment Canada has done an assessment of road salt and has concluded that the excessive use of road salts can be harmful to the environment. A spill or release involving snow and ice control chemicals may involve the release of a significant amount of salt into the environment.
CURRENT SITUATION	~~•~~ The City currently has an Emergency Response Plan for roadway spills~~.~~ • ~~The City does not have a formal plan to respond to a spill or~~, which also includes the release of ~~solid~~excess salt ~~or Brine on roadways or at its maintenance yards~~onto the roadway during an accidental release.
GOAL	~~• Include a spill response component in the Good Housekeeping Procedure.~~ ~~• Define what constitutes a "spill" of solid salt or Brine~~ • Ensure staff are aware of the potential hazards and the Response Plan as part of the City's overall Health & Safety program.
IMPLEMENTATION CONSIDERATIONS	• Communication~~—~~ and~~—~~ coordination~~—~~ with~~—~~ other~~—~~ agencies responsible for Emergency Response will be required.
RESPONSIBILITIES	***Director of Public Works and Manager, Roads Operations***~~—~~ • Responsible for ~~developing a~~ maintaining the Spills Response ~~Plan for maintenance yards~~SOP. ~~Responsible for ensuring staff is aware of the hazards and the Response Plan.~~ ***Supervisors~~—~~, Roads Operations*** • Responsible for ~~coordinating~~reporting spills and mitigating the ~~Response Plan~~risks associated with ~~other agencies.~~a spill.

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	Winter Maintenance Personnel • Responsible for reporting spills to their Supervisor.
PERFORMANCE MEASURE	• ~~Development of a~~Maintain the Spills Response ~~Plan~~SOP. • Staff are aware ~~of the potential hazards and~~/trained on the Spills Response ~~Plan.~~SOP
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MONITORING AND UPDATING ~~THE~~ ~~SALT MANAGEMENT PLAN~~

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5.0 MONITORING

5.1 Overview

This ~~chapter~~section of the plan includes table summaries of current practices to allow tracking of the Salt Management Plan Reviews and the implementation of the Plan.

~~5.1.1~~ *Salt Management Plan Review*

An annual management review will take place as part of the plan. During this review the Salt Management Plan will be updated to include changes in departmental procedure, as well as to summarize new strategies and techniques deployed. It will also allow the City to measure and report upon progress towards established goals and standards outlined in the previous chapter dealing with operational practices and strategies. A follow up report will be generated / prepared and submitted to Environment Canada (EC) during the month of June every year for EC's annual National Salt Management report.

Salt Management Plan Review					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Salt Management Plan reviewed.	~~2016~~	~~2017~~	~~2018~~	~~2019~~	~~2020~~
Salt Management Plan updated.	~~2016~~				
Salt Management information sent (*According to Environment Canada's Code of Practice for the Environmental Management of Road Salts).*	~~N/A~~				

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~~The following areas will be included in the annual analysis and review:~~

- ~~Management Practices~~
  - ~~Level of service~~
- ~~Equipment~~
  - ~~Fleet Allocation/Optimization~~
  - ~~Fleet Upgrading~~
  - ~~Equipment Maintenance and Calibration~~
  - ~~Equipment Washing~~
- ~~Materials~~
  - ~~Material Ordering and Delivery~~
  - ~~Material Application Rates~~
  - ~~Sand/Salt Blends~~
  - ~~Material Storage / Handling~~
  - ~~Good Housekeeping Practices for Maintenance Yards~~
- ~~Storm Response Summary~~
  - ~~Weather Forecasting~~
  - ~~Decision Making Support Technology~~
  - ~~Storm Response Approaches~~
  - ~~Winter Road Patrol~~
  - ~~Drift Control~~

~~5.4 Snow and Ice Control Training~~

- ~~Snow Removal and Disposal Guideline~~
- ~~Technology Transfer Review~~
- ~~Communications~~

~~5.4 Salt Vulnerable Areas~~

~~5.4 Record Keeping~~

- ~~Monitoring Program~~

~~4.4 Emergency Response Program~~

The following summaries can contribute to future management reviews of theimplementation of the Salt Management Plan.

For the purposes of using the measuring matrices below, the charts are designedto review practices on a five year rolling average. As such year one will be assumed to be starting from ~~2016~~2025 (as identified in 5.2.1, 5.3.1, and 5.3.2) and ending at column 5 as ~~2020~~2029. The following column will be ~~2021~~2030 with ~~2016~~2025 dropping from the matrix.

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5.2 Management Practices

~~5.2.1 Level of Service~~

Level of Service					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
LOS ~~has been endorsed by Council~~Reviewed	~~2015~~				
Compliance with the LOS throughout the organization.	~~2015-16~~				

5.3 Equipment

~~5.3.0 Fleet Allocation/Optimization~~

Fleet Allocation/Optimization					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Route reviews completed.	~~Fall of 2015-16~~				
Achieved the stipulated LOS for each class of road.	~~Fall of 2015-16~~				

~~*Fleet Upgrading*~~
~~5.3.1~~

Electronic Spreader Controls					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Percentage of spreaders with electronic ground-speed controllers with a feedback system.	~~2016 100%~~				

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Percentage of salt placed by spreaders with electronic controllers.					

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Percentage of salt placed by spreaders with electronic controllers.	2016 100%				

Pre-wetting and Anti-Icing Equipment					
Progress	Year				
	1	2	3	4	5
Percentage of spreaders with pre-wetting capabilities.	4%				
Percentage of spreaders with anti-icing capabilities.	0%				
Number of kilometres subjected to anti-icing.	Approx. 30 L/Km				
Pre-wetting guidelines developed or updated.	Not at This Time				
Percentage of staff trained in pre-wetting and liquid use and handling.	4%				
Number of FAST systems installed.	N/A				

Equipment Maintenance and Calibration

Spreader Calibration					
Progress	Year				
	1	2	3	4	5
Percentage of units calibrated.	100%				
Number of in-seasonre-calibrations.					

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Equipment Washing					
Progress	Year				
~~File:2015 Salt Management Plan CKL.doc~~	~~Revision No:~~ ~~1~~1	~~Last Revision Date:~~ ~~October 2012~~2	3	~~Page 5~~ 4	5
Facility construction or upgrade projects with wash water systems incorporated into them.					
Percentage of audits whrere quipment washing is in line with SOP.					

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Number of in-season re-calibrations.	15%				

5.20.0 Equipment Washing

Equipment Washing					
Progress	Year				
	1	2	3	4	5
Wash water management guideline developed or updated.	No				
Percentage of sites with wash water management facilities consistent with guideline.	3 Facilities No guideline				

5.4 Materials

4.4 Materials

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5.4.0 Material Ordering, and Delivery

Material Ordering and Delivery					
Progress	Year				
	1	2	3	4	5
Summary of quality tests received.	Yes				
Percentage of deliveries and production that did not meet specifications.	0%				

Number of salt deliveries that were stored outside for more than 12 hours.					

Material Application Rates					
Progress	Year				
File:2015 Salt Management Plan CKL.doc	Revision No: 1	Last Revision Date: October 2012	3	4	Page 5
Material application rates reviewed or updated.					
Percentage of audits where material application is consistent across the City.					

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~~Number of salt deliveries that werestored outside for more than 1 day.~~**Winter Sand/Salt Blends**
Progress

~~5.4.0 Material Application Rates~~

~~Material Application Rates~~					
~~Progress~~	~~Year~~				
	1	**2**	**3**	**4**	**5**
~~Material application rates reviewed or updated.~~Percentage of salt inwinter sand/salt blends.	~~Yes~~				
Tonnes of ~~salt applied through spreading operations~~winter sand placed.	~~TBD~~				

~~5.4.0 Sand/Salt Blends~~

~~Sand/Salt Blends~~					
~~Progress~~	~~Year~~				
	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~
~~Percentage of salt in sand/salt blends.~~	~~3-5%, 50%~~				
~~Tonnes of sand used.~~	~~TBD~~				

~~5.4.0 Material Storage / Handling~~

Salt Storage / Handling	
	Year

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Progress	1	2	3	4	5
Percentage of salt stored undercover.	~~100%~~				
Number of new storage facilities designed in accordance with TAC's Syntheses of Best Practices.					
Percentage of salt storages with drainage water management systems.					

Blended Winter sand Storage / Handling

Progress	Year				
~~File:2015 Salt Management Plan CKL.doc~~	~~Revision No: 1~~1	~~Last Revision Date: October 2012~~2	3	4	~~Page 5~~ 6
Percentage of winter sand/salt blends stored indoors.					
Number of new storage facilities designed in accordance with TAC's Syntheses of Best Practices.					

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Percentage of blended winter sand/saltstorages with drainage water management systems.					

Good Housekeeping Practices~~Number of new storages designed inaccordance with TAC's Syntheses of Best Practices.~~

~~Blended Sand Storage / Handling~~					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
~~Percentage of sand/salt blends stored indoors.~~A Good Housekeeping guideline developed or updated.	~~100%~~				
Number of ~~new storages designed in accordance~~sites to beaudited for compliance with ~~TAC's Syntheses of Best Practices.~~housekeeping guideline	~~TBD~~				
~~Percentage of blended sand/salt storages with drainage water management systems.~~	~~8%~~				

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~~5.4.0 Good Housekeeping Practices for Maintenance Yards~~

5.5 Storm Response

Weather Forecasting~~Good Housekeeping Practices~~					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
~~A Good Housekeeping guideline developed or updated.~~Weather forecast delivered in a timelymanner.	~~NO~~				
Accuracy of weather forecasts.					

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Number of sites to be audited for compliance with housekeeping guideline	No Guideline Developed				

5.4 Storm Response

5.4.0 Weather Forecasting

Weather Forecasting					
Progress	Year				
	1	2	3	4	5
Weather forecast delivered in a timely manner.	Yes				
Accuracy of weather forecasts.	High Degree Of Confidence				

5.4.0 Decision-Making Support Technology

Road Weather Information Systems (RWIS)					
Progress	Year				
	1	2	3	4	5
Number of RWIS sites accessed.	None				
RWIS forecasts delivered in a timely manner.	NA				

Infrared Thermometers (IRT's)	
Progress	Year

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Percentage of patrol vehicles with IRT's.					
Percentage of Supervisor Vehicles with IRT's.					

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Storm Response Approaches					
Progress	Year				
	1	2	3	4	5
~~Percentage of patrolvehicles with IRT's.~~Standard Operating Guidelines Reviewed/Updated	~~100%~~				
~~Percentage of Supervisor Vehicles with IRT's.~~	~~100%~~				

~~5.4.11 *Storm Response Approaches*~~

~~Storm Response Approaches~~Winter Road Patrol					
Progress	Year				
	1	2	3	4	5
~~Standard Operating Guidelines~~Winter Road Patrol SOP reviewed or updated.	~~2015 Via LOS~~				
Documented road patrolling during winter conditions.					

~~5.4.11 Winter Road Patrol~~

~~Winter Road Patrol~~					
~~Progress~~	~~Year~~				
	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~

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~~Winter Road Patrol Guidelines developed or updated.~~	~~2016~~				
~~Documented road patrolling during winter conditions.~~	~~Yes Ongoing~~				

~~5.4.28 Drift Control~~

Drift Control					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
An inventory of drifting snow problem areas developed or updated.	~~Ongoing~~				
Drift Control Guidelines developed or updated.	~~N/A~~				

5.6 Snow and Ice Control Training

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~~4.4 Snow and Ice Control Training~~

Training					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Percentage of Union Exempt staff trained.	~~100%~~				
Percentage of Road ~~Patrollers~~Crew Leaders trained.	~~100%~~				
Percentage of ~~Lead hands~~, operators trained.	~~100%~~				
Percentage of contractor staff trained.	~~100%~~				

~~5.6~~5.7 Snow Removal and Disposal Guideline

Snow Removal and Disposal Guideline					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Snow Removal and Disposal Guidelines developed or updated.	~~Requires updating~~				
Snow removal LOS achieved.					

5.8 Technology Transfer Review

Technology Transfer Review					
Progress	Year				
	1	2	3	4	5

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New winter maintenance or salt management technologies trialed or implemented.					

5.9 Communications

Communications					
Progress	Year				
	1	2	3	4	5
Communication plan developed or updated.					
Appropriate stakeholders informed.					

5.10 Salt Vulnerable Areas

Salt Vulnerable Areas

~~4.4 Technology Transfer Review~~

~~Technology Transfer Review~~					
Progress	Year				
	1	2	3	4	5
~~Report on new technologies and practices prepared.~~Number of salt vulnerable areas identified.	~~N/A~~				
Number of winter maintenance plans developed in response to salt vulnerable areas.					

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Relative change in impact indicators.					

5.11 Record Keeping

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Communications

Communications					
Progress	Year				
	1	2	3	4	5
Communication plan developed or updated.	Currently being updated				
Appropriate stakeholders informed.	Yes				

5.84.4 Salt Vulnerable Areas

Salt Vulnerable Areas					
Progress	Year				
	1	2	3	4	5
Number of salt vulnerable areas identified.	Yes				
Number of winter maintenance prescription developed in response to salt vulnerable areas.	N/A				
Relative change in impact indicators.	N/A				

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5.8 Record Keeping

Material Usage Record Keeping					
Progress	Year				
	1	2	3	4	5
Record Keeping Guideline developed or updated.	Yes				
Tonnes of salt applied through sandingspreading operations. (Jan 1 – Apr 30)	TBD				
Tonnes of salt applied through spreading operations (Nov 1 – Dec 31)					
Tonnes of salt used per lane km. (urban/arterial routes)	TBD				
Tonnes of winter sand used. (Jan 1 – Apr 30)	TBD				
Tonnes of winter sand used (Nov 1 – Dec 31)					
Tonnes of winter sand usedper lane km (rural routes)					
End of season material reconciliation completed.	Yes				

Storm Response Record Keeping					
Progress	Year				
	1	2	3	4	5

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Accurate and complete record of storm responses.	~~2015 Yes~~				

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5.12 ~~Works Yards~~Source Water Monitoring Program

Monitoring Program					
~~Progress~~Surface Water Intake Protection Zones	Year				
	1	2	3	4	5
~~Maintenance yards properly assessed~~	~~Yes Partially~~				
~~Site 1 – Lindsay~~					
~~Site 2- Oakwood~~					
~~Site 3 – Eldon~~					
~~Site 4 – Fenelon~~					
~~Site 5 – Coboconk~~					
~~Site 6 - Carden~~					
~~Site 7 - Manvers~~					
~~Site 8 – Emily~~					
~~Site 9 - Bobcaygeon~~					
~~Site 10 – Burnt River~~					

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Site 11 – Sturgeon Point					
Site 12 - Downeyville					
Site 13 - Ops					

5.12 Source Water Monitoring Program (Identified Vulnerable Areas)

Monitoring Program					
Progress	Year				
	1	2	3	4	5
Surface Water Intake Protection Zones					
Site 1– Lindsay Intake					
Site 2- Bobcaygeon Intake					
Site 3– Norland Intake					
Site 4– Fenelon Falls Intake					
Site 5- Kinmount Intake					
Site 6- Southview Estates Intake					

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~~5.12~~5.13 Emergency Response Program

Emergency Response Program					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
~~Maintenance Yard Response Plan developed~~Spills response SOP reviewed or updated.	~~To be developed~~				
Staff ~~is~~are aware of potential hazards and the Response Plan.	~~N/A~~				

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Appendix "A"

~~Level of Service for Winter Operations - Roads~~

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~~*Please make reference to 124 EPW 010 Roadway Level of Service Policy – Winter Maintenance*~~

~~*Kawartha Lakes staff have created an updated (and Council adopted) L.O.S that requires it to be a stand alone document for its position within the context of the Municipalities Winter Maintenance Programs and Activities.*~~

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~~Appendix "B"~~

Application Rate Tables

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The following tables are a summary of The City's snow and ice control material application rates and are used in conjunction with the City's Levels of Service for Winter Maintenance Operations.

TABLE B.1 – TYPICAL APPLICATION RATES – ~~SALT[3] (kg / 2 L km~~SALT (kilogram per two lane kilometer)			
	Light	**Normal**	**Heavy**
Condition	Frost or Road (Black) ice	Typical storm with snow accumulation	~~Curves, steep grades,~~Non-typical storm or extreme conditions
Dry Salt	130	130	~~130~~150
~~**Pre-wetted Salt***~~	~~110~~	~~110~~	~~110~~
~~* As liquids are introduced the application rates for pre-wetted salt will be set from guidelines identified in Table B.3, a summary of the corresponding pre- wetting liquid application rates.~~			

TABLE B.2 – TYPICAL APPLICATION RATES – ~~ABRASIVES[4] (kg / 2 L km~~WINTER SAND (kilogram per two lane kilometer)			
	Light	**Normal**	**Heavy**
Condition	Frost or Black ice	Typical storm with snow accumulation	~~Curves, steep grades,~~Non-typical storm or extreme conditions
Winter **Sand ~~/ Salt Blend~~**	570	570	~~570~~750
~~**Pre-wetted Abrasives***~~	~~N/A~~	~~N/A~~	~~N/A~~

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City of Kawartha Lakes

SALT

MANAGEMENT

PLAN

NOTICE:

This Plan is modeled on a Salt Management Plan Template and has been prepared for the sole use of the City of Kawartha Lakes

Any copy or reproductions of this document are strictly prohibited.

Commitment to Salt Management Plan

The undersigned are committed to maintaining and implementing The City of Kawartha Lakes Salt Management Plan contained within this document.

SIGNATURE:	**DATE:**
Chief Administrator Officer	
Director of Public Works	
Manager(s), of Roads Operations	

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INTRODUCTION

1.0 INTRODUCTION

1.1 Overview

The City of Kawartha Lakes (City) has approximately 2,700 lane kilometers of roads within the framework of a classification and prioritized system, which provide for the safe, efficient and affordable means of surface transportation for road users. People rely on our roadway network throughout the year for uses such as transportation to the workplace, recreation and leisure facilities, transportation of goods and services, and for emergency and security services.

Snow and ice conditions on the road system have a dramatic impact on public safety, roadway capacity, travel time and economic costs. User safety remains the most important priority within winter maintenance operations, practices and strategies contained in this Salt Management Plan.

Although the industry continues research into the use of alternatives to road salt in winter maintenance, road salt continues to be a cost-effective deicer. However, because of the adverse effects that salt may have on the environment, this Salt Management Plan strives to limit the amount of salt entering the environment by including best salt management practices, and using appropriate technologies to ensure its most effective use over the road system. At the same time, the City will continue to consider viable and cost-effective new technologies and chemicals to reduce the environmental impacts of winter maintenance activities.

In 2001, Environment Canada released an assessment report stating that road salts are entering the environment in large amounts and pose a potential risk to plants, animals, birds, fish, lake and stream ecosystems and groundwater. Based on the assessment, Environment Canada is considering declaring road salt to be “toxic” under the Canadian Environment Protection Act (CEPA). The “toxic” designation only means that it is harmful to the environment if used in excessive amounts. Environment Canada has stated that they will not ban road salts, but rather will encourage users to develop their own salt management strategy. ***It must be noted that Health Canada has stated that road salts are not harmful to humans.***

Environment Canada has released a “Code of Practice for the Environmental Management of Road Salts”. Road salt users, that meet the minimum requirements of the Code of Practice, have to prepare a Salt Management Plan to better manage their road salt use and report their progress.

The City has developed this Salt Management Plan in accordance with Environment Canada’s Code of Practice for the Environmental Management of Road Salts. This will address growing concerns about the effectroad salt is

having on our natural environment and at the same time continue to provide for road safety by better managing our use of salt.

1.2 Purpose of the Plan

This Plan establishes a Management Directive (MD) and procedural framework for ensuring that the City continuously improves the management of road salt used in its winter maintenance operations. The Plan demonstrates the City's commitment to limit the environmental effects of salt use, consistent with Environment Canada's stated objectives and Kawartha Lakes strategic goals.

Any modifications to winter maintenance activities must be carried out in a way that provides roadway safety and user mobility consistent with the weather conditions experienced during the snow and ice control season.

This Plan is dynamic and fluid, allowing the City to phase in new approaches and technologies in a way that is responsive to fiscal demands and the needs to ensure that roadway safety is not compromised.

1.3 Legislative Authority

The policies presented in this Plan are consistent with fulfilling the City's obligations under provincial and federal legislation.

1.4 Format of the Plan

Chapter 2.0 of this Plan presents the Council Policy Direction approved by City of Kawartha Lakes Council.

Chapter 3.0 of this Plan presents the Winter Maintenance Management Directives that are relevant to salt management.

Chapter 4.0 of this Plan presents the summaries of Operational Practices and Strategies for Snow and Ice Control as they relate to the effective management of road salt. This chapter is presented as a series of sub-sections that can be modified as new policies, procedures and practices are introduced and refined.

Chapter 5.0 of this Plan presents the approach to monitoring the implementation of the Plan and to maintaining and updating the Plan.

1.5 Responsibilities

Chief Administrative Officer – Has corporate responsibility for the City's Salt Management Plan.

Director of Public Works – Shall be responsible for ensuring that the Salt

Management Plan is developed, maintained, and implemented consistently within roads operations.

Manager(s) and Supervisor(s), Roads Operations – Shall be responsible for developing and maintaining the Salt Management Plan and ensuring that it is implemented consistently; for overseeing the maintenance and upgrading of the winter maintenance facilities in compliance with the Salt Management Plan, as well as monitoring the change in environmental impacts associated with the Salt Management Plan.

Manager and Supervisor, Fleet Services – Shall be responsible for purchasing, maintaining and calibrating the winter maintenance fleet in compliance with the Salt Management Plan.

Roads Crew Leads – Shall be responsible for ensuring that winter maintenance activities are carried out in compliance with the Salt Management Plan.

Winter Maintenance Personnel – Shall be responsible for ensuring that winter maintenance duties are completed in accordance with the policies and procedures set out in the Salt Management Plan as directed by their manager/supervisor.

Manager, Water and Wastewater – Shall be responsible for environmental review and for monitoring environmental impacts in the City's municipal drinking water sources.

Management Directive

2.0 MANAGEMENT DIRECTIVE CONTEXT

2.1 Corporate Strategic Plan

The City of Kawartha Lakes' 2024-2027 Corporate Strategic Plan defines one of the key the corporate strategic goals being commitment to "A Healthy Environment". Key priorities within the Strategic Plan relating to a Healthy Environment are to "Protect and preserve natural areas including greenspaces, waterways, parks, trails and farmlands" and to "Support environmental sustainability and resilience in our community".

The Salt Management Plan aligns to these strategies through effective and appropriate application of salt in relation to winter control activities.

2.2 Maintenance and Operations Salt Management Plan Objective

The employees of the City's Roads Operations Division are dedicated to continuous improvement. Through "Winter Maintenance" programs and activities staff work together to improve service delivery and to communicate better with residents of Kawartha Lakes.

2.3 Salt Management Plan Management Directive

Within the City Kawartha Lakes overall policy context, the following is the City's management directive on the use and management of road salt.

- To comply with all applicable federal and provincial legislation regarding the storage and use of snow and ice control products.

- To use road salt in an environmentally responsible manner, and limit the negative environmental effects of handling, storage and application of salt on the environment.

- In providing the approved Level of Service, the City of Kawartha Lakes will conserve the use of salt by utilizing cost-effective technologies and practices whenever and wherever practical.

Salt Management Principles

1. Road safety is a top priority for the City.

2. Road salt is essential to maintaining roadway safety when experiencing winter conditions.

3. The City will strive to control the amount of salt released to the environment through effective salt management practices.

4. This Salt Management Plan will be reviewed and updated as required.

5. The City will provide the necessary training and guidance to its winter maintenance personnel (internal and contracted services) to achieve an environmentally sound and safe winter maintenance program.

6. Performance will be measured and reported through appropriate public reporting vehicles.

Implementation Guidelines

This Salt Management Plan was developed in accordance with the following directions:

General:

- Salt Management Plans will embrace the concepts set out in the Syntheses of Best Practices Road Salt Management (TAC 2013)prepared by the Transportation Association of Canada and subsequentrevisions, and Codes of Practice issued by Environment Canada.
- For the purposes of this plan, winter sand is a sand/salt mix that is comprised of 3-5% salt mixed in to the stockpile to reduce the chances of the sand from freezing.

On-roadway Use:

- Operate in accordance with clearly stated, documented, and approved Level of Service standards that promote safety and efficient salt and winter sand use;
- Prioritize environmentally sensitive areas when implementing strategies for reducing salt impacts;
- Apply salt and winter sand at rates that are consistent with best salt management practices; and
- Improve the efficiency of salt and winter sand usage through better use oftechnology and application equipment.

Winter Sand and Salt Storage:

- Review current storage practices for salt and winter sand, as well as develop and implement strategies for cleaning up existing sites and minimizing salt loss to the environment from future operations

Snow Storage & Disposal:

- Assess snow storage areas to improve site selection and management of practices that impact the environment, including site drainage;

- Manage its snow disposal sites in a way that minimizes impacts to the environment.

Training:

- Implement effective employee training and awareness for supervisors, operators and contracted services when and where applicable;

- Ensure compliance to training and awareness programs for contracted services.

Decision-Support:

- Endeavor to improve snow and ice control decision-making by increasing staff focus on pavement temperatures;

- Endeavor to improve staff's ability to monitor and interpret weather forecasts.

Record Keeping:

- Establish sufficient record keeping processes enable better tracking of salt use and salt-related impacts;

- Develop salt management performance criteria and related monitoring programs. These will be integrated into any national salt management reporting program developed by Environment Canada.

2.4 Application

This Plan was first adopted by City Council on September 4, 2007 and applies to all employees and contractors involved in Winter Maintenance Operations for the City. Staff circulate updates through Council and endeavour to update the plan every 5 years or as major changes occur or are required.

2.5 Implementation

This Salt Management Plan is activity based and follows an Environmental Management System framework. It includes the following elements:

- Periodic review and analysis of Legislative requirements and industry practices
- Implementation and documentation of the Salt Management Plan
- Education and training of staff
- Monitoring and analysis of operations
- Management review and revisions
- Environmental review
- Management Directive and practices revision

The implementation and improvement of this Salt Management Plan will promote the continuous development of practices and procedures to improve winter maintenance activities and procedures while striving to reduce the effects of road salt on our environment. The Plan is a dynamic document. It will be reviewed and refined on an on-going basis and will function at all levels of the organization.

All personnel related to winter maintenance have a role ensuring that this Plan is implemented, monitored, improved and updated.

Adoption of the policies and procedures in this Plan by other parties involved in snow and ice control activities on behalf of the City shall include outsourced agencies that are monitored by senior competent City staff.

WINTER MAINTENANCE STANDARDS

3.0 WINTER MAINTENANCE STANDARDS

3.1 Introduction

This chapter documents the City's snow and ice control standards.

The major activities related to winter maintenance are:

- Salt and winter sand storage;
- Salt spreading;
- Winter sand spreading;
- Snow plowing;
- Snow removal, storage and disposal.

3.2 Level of Service (LOS)

For the purposes of road patrolling, snow plowing, salting, winter sanding, ice controland snow removal, municipal roads have been classified as per O. Reg. 239/02 - Minimum Maintenance Standards for Municipal Highways (MMS) and asamended - based on posted speed limits and traffic volumes. Winter maintenance commitments are also outlined in the City's LOS Policies for winter maintenance operations.

The Council Policies CP2021-045 and CP2021-046 (Roadway and Sidewalk Winter Level of Service Policies) are regularly reviewed to ensure the City continues to provide a LOS that meets and may exceed the MMS as set out in O. Reg. 239/02, as amended.

The LOS for winter operations standard is designed to meet the needs of the community from the perspective of driver safety and the provision for emergency services. The LOS standards are driven by both the technical requirements of winter operations and the need to address the socio-economic and environmental concerns of a large rural and urban municipality.

3.3 Material Application Rates

Salt

The City typically applies salt at a rate of approximately 130kg / two lane km to designated asphalt roads. Table B.1 in Appendix "B" provides a summary of the current application rates for dry salt for various conditions requiring snow or ice control that occur within the City. Salt is not applied to gravel or high float (tar and chip) roads.

The Managers, Roads Operations, Supervisors, Roads Operations and/or Road Crew Leaders have the flexibility to adjust the settings to accommodate specific conditions. For example, applications rates may be reduced for road (black) ice and/or frost conditions andincreased on steep grades and intersections. In environmentally sensitive areas, the City will review and apply the appropriate

resources, methods and utilize applicable spreading rates of de-icing materials to ensure a consistent experience for drivers.

Abrasives / Winter sand / Winter Mix

A mixture of winter sand and road salt to prevent freezing of the winter sand when it is stored is used as an abrasive to improve traction and provide some ice and snow control on City roads. Winter sand is purchased, delivered and mixed with road salt at the City's Operations Works Depots . Winter sand is currently blended with road salt at a rate of approximately 3% to 5% by volume.

The City typically applies abrasives at a rate of approximately 570 kg / two lane km. Table B.2 in Appendix "B" provides a summary of the current application rates for abrasives for various conditions requiring snow or ice control that occur within the City.

Due to the variety of road conditions that may be encountered during regular operations, within this Plan, the Managers, Roads Operations, Supervisors, Roads Operations and/or Road Crew Leaders have authority to determine frequency and timing of applications. Forecasted and existing weather and road conditions shall be referenced and used in the decision making process.

Snow Removal, Storage and Disposal

As a result of snow plowing operations, snow accumulates at the side of roads as "windrows". In most cases this is not a safety, operational, or environmental concern. However, in some locations where snow storage is a problem or as directed in Council approved LOS policy, the accumulated snow must be removed. Snow removal operations are initiated when windrows reach volumes that create a nuisance or hazard to pedestrians and motorists, or to maintain storage capacity for subsequent snowfalls. Snow removal, storage and disposal must be performed properly to ensure that the operations do not cause adverse effects to the environment.

Occasionally the City has had to remove and dispose of snow from assumed roads. The snow is blown or loaded into dump trucks and disposed of at a site controlled and owned by the City.

Sidewalk Snow Maintenance

The City, with the use of contracted and internal staff services, will maintain sidewalks along City road allowances in accordance with the approved LOS policy. With each winter weather event being unique, the decision in regards to response, timing and materials shall be at the discretion of the Managers, Roads Operations, Supervisors, Roads Operations and/or Road Crew Leaders according to the most recent approved LOS for sidewalk winter maintenance.

OPERATIONAL PRACTICES & STRATEGIES

4.0 OPERATIONAL PRACTICES AND STRATEGIES

4.1 Overview

This chapter of the Plan provides a discussion of each of the key operational practices and strategies related to the effective management of road salt during winter maintenance activities.

Each subsection has a summary that provides a discussion of the objectives, environmental considerations, current situation, framework objectives, responsibilities, performance measures and references (documents or tables). Table 4.1.1 (below) demonstrates the format and explains the intent of each category.

It is important to recognize that the Plan is intended to be fluid and dynamic. Therefore, the purpose of this section is to establish the goals of the Plan and a strategy for achieving these goals.

TABLE 4.1.1

SUBJECT	
OBJECTIVE	This section states the salt management objective that is to be achieved.
ENVIRONMENTAL CONSIDERATION	It is important that people understand the rationale behind the need to make changes. This section identifies briefly the environmental considerations that make it important to address the subject area.
CURRENT SITUATION	This section identifies the status of the subject area at the time of initial implementation of the Plan or following any update of the Plan.
OBJECTIVES & RESPONSIBILITIES	The Plan must have clearly stated objectives and timetables. This section identifies the objectives and timetable for each subject area.
IMPLEMENTATION CONSIDERATIONS	Explanation of reasoning behind the objectives and timetable factoring in resource issues and also includes opportunities such as partnerships.
STAFF RESPONSIBILITIES	The Plan must have staffing resources assigned the responsibility to implement the elements of the Plan. This section assigns those responsibilities for each goal.
PERFORMANCE MEASURE	It is important to monitor and measure the progress of implementing each element of the Salt Management Plan. This section establishes the criteria for measuring performance and monitoring. There should be a performance criteria for each goal.

REFERENCES	This section identifies any reference documents or tables related to this subject area or that provide more detailed direction regarding implementation of the salt management strategy.

4.2 Management Practices

Table 4.2.1

LEVEL OF SERVICE (LOS)	
OBJECTIVE	To ensure that the LOS is reviewed and that any revisions are approved by the Director of Public Works and Council, and communicated to winter maintenance personnel. The defined LOS must be clear, functional and understandable to operations personnel and other stakeholders (e.g. public and politicians). It should make it clear what is to be achieved and what will not be achieved (e.g. there may not be continuous bare-like pavement conditions throughout a storm). Typically the LOS will explain the intended: ▪ Initial response time; and ▪ Response activity.
ENVIRONMENTAL CONSIDERATION	The prescribed LOS is the foundation for the winter maintenance program and has a significant impact on salt / winter sand used to achieve the standard. It is also very important in being able to demonstrate due diligence in the event of a claimagainst the City.
CURRENT SITUATION	• Each road in the City network is classified into a road class based on Council Policy CP2021-044, as amended. • The City's two Level of Service Policies for winter operations detail the LOS for the snow accumulation and icy condition component of the City's winter operations program for both roadways and sidewalks.
GOAL	• Review the LOS and the minimum maintenance standard (O.Reg.239/02, as amended) annually and revise if required. • Consider the potential impacts of introducing new technologies. • Obtain management and Council endorsement of the revised LOS. • Implement the revised LOS. • Review routes after changing LOS. • Train and inform staff, management and the public on the intentions and expectations in service delivery.

IMPLEMENTATION CONSIDERATIONS	Changes in LOS expectations could impact the cost of service, driver safety and resource need amongst other potential impacts.
RESPONSIBILITIES	***Managers, Roads Operations*** • Responsible for leading the development and approval of LOS revisions. ***Supervisors, Roads Operations and Road Crew Leaders*** • Responsible for ensuring compliance with the LOS and providing input during revisions. ***Winter Maintenance Personnel*** • Responsible for complying with the LOS.
PERFORMANCE MEASURE	• Levels of Service(LOS) Policies Reviewed Annually. • Compliance with the LOS throughout the organization.
REFERENCE	CP2021-045 CP2021-046 Ontario Regulation 239/02, as amended

4.3 Equipment

Good salt management is dependent upon having equipment that permits operators to place:

- the **right material**;
- at the **right time**;
- at the **right amount**;
- in the **right place**; and
- for the **right duration,** to keep it there long enough to do the job.

Proper equipment is also important for tracking salt and winter sand usage and being able to measure progress in reducing excessive and improper material use. Technologies such as ground-speed oriented electronic spreader controllers with dataloggers and variable spreader settings can improve salt and winter sand use. These systems require effective annual calibration along with ongoing monitoring and recalibration to ensure proper functionality.

The following action plans relate to fleet allocation, upgrading and maintenance.

Table 4.3.1

Fleet Allocation/Optimization	
OBJECTIVE	To optimize the use of spreaders and plows by efficient routing in accordance with the LOS expectations.

ENVIRONMENTAL CONSIDERATION	Duplication of service due to inefficient routes leads to redundant material use and premature plowing of previously salted roads.
CURRENT SITUATION	• Route optimization continues on an annual basis, as needed to ensure compliance with the LOS. • Staff shall continue to review routes and manually optimize them. Equipment shall then be allocated on the most efficientroutes.
GOAL	• As new technologies are implemented or Levels of Service (LOS) is changed, affected spreader and plow routes will be reviewed.
IMPLEMENTATION CONSIDERATIONS	• The timing of implementing route optimization is contingent upon the availability of equipment. • There could be costs associated with acquiring new equipment. • There could be facility implications. • There is an ongoing need for route refinements.
RESPONSIBILITIES	***Managers and Supervisors, Roads Operations*** • Responsible for periodically reviewing and optimizing plow routes, validating the practicality of routes and ensuring equipment is used effectively. ***Manager and Supervisor, Fleet Services*** • Responsible fordeveloping a replacement strategy for removing old equipment from service and acquiring new equipment, as per the City's Non-Emergency Fleet Policy.
PERFORMANCE MEASURE	• Completion of reviews of routes. • Achievement of the LOS.

Table 4.3.2

ELECTRONIC SPREADER CONTROLS	
OBJECTIVE	To equip all spreaders with electronic spreader controls that can be accurately calibrated, regulated to ground speed and will generate salt and winter sand use data.
ENVIRONMENTAL CONSIDERATION	Electronic controllers ensure that the chosen and prescribed amount of material is being placed on the roadway consistently, regardless of speed and provides data that permits salt use to be tracked.

CURRENT SITUATION	• 100% of the City's fleet of combination units have electronic controls that are able to communicate with AVL/GPS units. • 100% of the contracted units on high volume arterial roads have electronic controls that are able to communicate with AVL/GPS units. • 100% of the contracted units on low volume secondary roads have active GPS logging, but not material speading capability. • The data is retrieved from the electronic controllers. • Developed and implemented a record-keeping and monitoring program that uses the data supplied from the electronic controllers.
GOAL	• All equipment used to spread winter sand and salt on City roads shall have ground speed regulated electronic controllers with printout or download capabilities and be integrated with an AVL/GPS system. • Staff will monitor to improve accuracy of applicable technology used for salt and winter sand use tracking.
IMPLEMENTATION CONSIDERATIONS	• Where possible move towards consistency within the fleet. It is recognized that some variability will always exist between new and older equipment and future technological improvements. • Budget constraints and delivery schedules for new equipment will affect the pace of the fleet upgrades.
RESPONSIBILITIES	***Manager and Supervisor, Fleet Services*** • Responsible for ensuring all equipment used to spread winter sand and salt has ground speed regulated electronic controllers where possible. • Responsible for maintaining an AVL/GPS system. ***Manager-Roads Operations*** • Responsible for maintaining a record-keeping program that uses the data supplied from the electronic controllers. ***Supervisors of Roads Operations*** • Responsible for following the record-keeping program that uses the data supplied from the electronic controllers. • Responsible for identifying and reporting issues or inconsistencies with AVL/GPS reporting of units assigned to them. ***Winter Maintenance Personnel***

	• Responsible for reporting issues with their spreader controls to their Supervisor.
PERFORMANCE MEASURE	• Receiving accurate salt and winter sand use data from the spreaders with electronic spreader controls that can be accurately calibrated and regulated to ground speed to reduce material inconsistencies. • Percentage of units with electronic spreader control units.
REFERENCE	• CP2021-002 – Non Emergency Fleet Policy • MD 2016-015 Non-Emergency Fleet Services Management Directive • SOP2019-108 – Salt and Sand Application Calibration for Plows

Table 4.3.3

SPREADER CALIBRATION	
OBJECTIVE	To ensure that equipment is properly calibrated at the beginning of the snow and ice control season and that the calibration is checked and maintained during the winter.
ENVIRONMENTAL CONSIDERATION	Effective placement of salt and winter sand depend on accuratecalibration of spreaders.
CURRENT SITUATION	• The Fleet Services Division is responsible for equipment calibration. • Calibration of City spreaders is completed prior to each winter season and monitored throughout the season. • The City has written calibration procedures and records are kept. • Contractors are responsible for their own calibration but are offered to be included in the City's program. The Fleet Services Division confirms calibration of Contractor (private) equipment prior to each season and verifies calibration of all units as required. • Identified concerns with calibration during the winter season are assessed and addressed to by the Fleet Services Division.
GOAL	• Calibration and /or verification procedures for City equipment will be reviewed annually and updated as required. • Contractor (private) calibrations shall be verified by the Fleet Division to ensure calibration is adequate and standard procedures have been followed by the start of each season. • All spreaders will be properly calibrated prior to each winter season. • All routes will be benchmarked (determine the quantity of

	material applied at a given calibration) to ensure that the correct amount of material is being applied. Information directly from the electronic controllers will be compared to the benchmark to check unit calibrations as methods become available. Equipment will be recalibrated as required. • Equipment will be recalibrated after any repair that affects the material delivery system or irregular results are recorded in the material delivery system or at the request of the Manager or Supervisor, Roads Operations • A calibration history for all spreaders will be maintained and reviewed as required.
IMPLEMENTATION CONSIDERATIONS	• There are limitations to the calibration process, which introduce minor errors. • The calibration procedure should identify when a calibration review will occur. • It is important to acknowledge that a degree of tolerance is acceptable. • Staff availability, weather and seasonal changeovers can affect calibration schedules.
RESPONSIBILITIES	***Manager and Supervisor, Fleet Services*** • Responsible for verifying that Contractor calibrations are adequate and standard procedures have been followed. • Responsible for reviewing calibration procedures for City equipment and ensuring they are followed. ***Managers and Supervisors, Roads Operations*** • Responsible for benchmarking usage for all routes and comparing actual usage against the benchmark. • Responsible for investigating any discrepancies and ensuring corrections and recalibrations are done.
PERFORMANCE MEASURE	• Percentage of spreaders calibrated prior to each winter season • Number of re-calibrations carried out during each winter
REFERENCE	• SOP2019-108 – Salt and Sand Application Calibration for Plows

Table 4.3.4

EQUIPMENT WASHING	
OBJECTIVE	To ensure that equipment wash water is managed in a way that minimizes discharges to the environment.

ENVIRONMENTAL CONSIDERATION	It is not possible to contain the chlorides unless collected in a tank. Vehicle wash water contains de-icing chemicals, oil, grease and grit. If allowed to discharge to ditches or within the yards, these contaminants can have adverse effects on the environment.
CURRENT SITUATION	• Spreaders and vehicle undercarriages are generally washed after each storm. • Vehicle washing is done primarily inside on pads at the depot. The wash water is directed through an oil-grit separator,collected and disposed of, where these systems exist.
GOAL	• Integrate options for managing wash water as depots are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	• Containment and disposal cost.
RESPONSIBILITIES	***Managers, Roads Operations*** • Responsible for reviewing washing procedures by location and incorporating containment options at new roads facilities. ***Supervisors, Roads Operations*** • Responsible for ensuring that equipment washing is done in a manner that minimizes discharge into the environement. ***Winter Maintenance Personnel*** • Responsible for following washing procedures.
PERFORMANCE MEASURE	• Facility construction or upgrade projects with wash water systems into them incorporated into them. • Audit on equipment washing to ensure vehicles and attachments are washed as per the procedure.
REFERENCE	• SOP 2018-006, Cleaning of Municipal Vehicles & Equipment

4.4 Materials

Table 4.4.1

MATERIAL ORDERING AND DELIVERY	
OBJECTIVE	To ensure that the quality of the snow and ice control materials delivered is sufficient for winter maintenance needs.
ENVIRONMENTAL CONSIDERATION	Improper handling and storage of salt and blended winter sand can increase loss to the environment. Excessive moisture creates clumping of the salt and can cause inconsistent application to roads.
CURRENT SITUATION	• The Supervisors, Roads Operations estimate remaining material quantities and orders material before stocks are depleted. • The City has specifications for salt and winter sand. • Winter sand is generally tested for quality when delivered.

	• Salt is delivered indoors when possible and outdoors and moved inside within 12 hours. • All winter materials are stored under cover. • The Supervisor tracks material deliveries. Information is sent to the appropriate staff. • End of season reconciliation is done.
GOAL	• Review material specifications and update as needed. Ensure the specifications include minimum moisture content standards for winter sand and salt. • Work with industry and other road authorities to investigate options for a reduction in salt usage. • QA testing of salt.
IMPLEMENTATION CONSIDERATIONS	• Have a contingency plan for when salt cannot be placed under cover immediately.
RESPONSIBILITIES	***Manager Roads Operations*** • Responsible for reviewing and updating the material quality specifications as required. ***Supervisor Roads Operations*** • Responsible for ensuring materials are stored indoors as soon as possible following delivery. • Responsible for monitoring material deliveries to determine compliance with the material specifications. • Responsible for end of season reconciliation of material usage.
PERFORMANCE MEASURE	• Summary of quality tests for materials. • Reduced percentage of material deliveries that do not meet specifications. • Eliminate need to share materials between depots due to insufficient quantities in stock.
REFERENCE	• Ontario Provincial Standard Specification Prov. 1004 • Ontario Provincial Standard Specification Muni. 2502

Table 4.4.2

MATERIAL APPLICATION RATES	
OBJECTIVE	To optimize the amount of salt and winter sand used in winter maintenance operations.
ENVIRONMENTAL CONSIDERATION	Any opportunity to reduce the amount of salt and winter sand used will reduce the amount of salt entering the environment, provided that road safety is not compromised.

CURRENT SITUATION	• The material application rate for road salt is typically 130 kg per 2 lane km. A range of application rates are available pending conditions. • The material application rate for winter sand is typically 570 kg per 2 lane km. • Winter sand and road salt are applied dry.
GOAL	• Review and update the application rates, as required, for road salt and winter sand. Include a range of rates (e.g. light, normal &heavy) to accommodate various road conditions.
IMPLEMENTATION CONSIDERATIONS	• Specifying a range of application rates allows operators to apply less road salt when conditions allow (such as black ice and/or frosting).
RESPONSIBILITIES	***Managers, Roads Operations*** • Responsible for reviewing and updating material application rates. • Responsible for developing an approach to adjust application rates for various pavement temperature ranges and winter conditions. ***Supervisors, Roads Operations and Roads Crew Leaders*** • Responsible for providing winter maintenance personnel direction on which application rate to use and ensuring application rates are followed. ***Winter Maintenance Personnel*** • Responsible for following the directed application rate.
PERFORMANCE MEASURE	• Material application rates reviewed or updated. • Consistent application rates used for winter maintenance operations across the City.
REFERENCE	• SOP2019-108 – Salt and Sand Application Calibration for Plows

Table 4.4.3

BLENDING WINTER SAND	
OBJECTIVE	To optimize the amount of salt in winter sand blends required to ensure the abrasives function effectively in snow and ice control.
ENVIRONMENTAL CONSIDERATION	Only enough salt should be added to abrasives to keep the abrasives free flowing under freezing conditions. In some cases, higher winter sand/salt blends are used to address special circumstances. High amounts of salt in winter sand/salt blends can result in excessive salt entering the environment for the task.

CURRENT SITUATION	• Winter sand blends are used to provide both traction and some ice and snow control on many of the roads in the City's network. • Winter sand blends are not used to achieve bare-pavement conditions. • Winter sand is sand blended with road salt at a rate of approximately 3%to 5% by volume. • Winter sand is blended at each Depot prior to stockpiling.
GOAL	• To limit the use of winter sand for providing traction. • Review where winter sand vs. salt is being used. • To limit the amount of salt in winter sand/salt blends to approximately 3% by volume where deemed appropriate. • To investigate the merits of alternatives to salt for preventingwinter sand from freezing.
IMPLEMENTATION CONSIDERATIONS	• Current market rates and availability of winter maintenance materials. • Consistent approach and method of blending.
RESPONSIBILITIES	***Manager Roads Operations*** • Responsible for investigating alternatives for winter sand blends. ***Supervisor, Roads Operations*** • Responsible for ensuring the amount of salt in winter sand blends is kept to a maximum of 3% to 5%.
PERFORMANCE MEASURE	• Percentage of salt in winter sand/salt blends. • Tonnes of winter sand used.
REFERENCE	CKL Winter Maintenance Guidelines

Table 4.4.4

SALT STORAGE / HANDLING	
OBJECTIVE	All snow and ice control chemicals shall be stored and handled inside proper covered storage structures so as to minimize loss of salt to the environment.
ENVIRONMENTAL CONSIDERATION	If not properly stored, salt can be lost to the environment because of exposure to precipitation and wind which dissolves it out of the exposed pile. This loss can be costly due to the actual loss of salt, and can lead to negative environmental impacts.
CURRENT SITUATION	• 100% of the road salt is stored indoors in domes or small sheds with asphalt or concrete pads. • Winter maintenance vehicles are loaded outside. • Drainage from the salt storages is overland. Except one facility, all other facilities do not have a drainage management system.

GOAL	• All salt shall be stored inside structures on impermeable floors. • All new storage facilities will be designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. • All salt storage facilities shall have drainage water management systems as facilities are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	• Staff must be conscientious in keeping the salt pile pushed back from the structures' doorway as well preventing piles from exceeding on the top of the concrete foundation wall. • The timing for the installation of the drainage water management systems is tied to the timing of material storage upgrades. • The Depot Master Plan is symbiotic with Depot upgrades and may impact the phase-in timing.
RESPONSIBILITIES	***Manager Roads Operations*** • Responsible for ensuring that all new salt storage facilities have drainage water management systems. • Responsible for ensuring all new salt storage facilities are designed with regard to the principlesset out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. ***Supervisor, Roads Operations*** • Responsible for ensuring that all salt is stored indoors on impermeable pads. ***Winter Maintenance Personnel*** • Responsible for ensuring any material left in their plow truck at the end of their assigned duties is put back in the covered dome or shed.
PERFORMANCE MEASURE	• 100% of salt stored indoors on asphalt or concretepads. • Number of new storage facilities designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. • Percentage of salt storage facilities that have drainage watermanagement systems.
REFERENCE	• TAC's Syntheses of Best Practices Road Salt Management –Design and Operation of Road Maintenance Yards

Table 4.4.5

WINTER SAND STORAGE / HANDLING	
OBJECTIVE	All blended winter sand shall be stored in covered facilities and handled so as to minimize loss to the environment.

ENVIRONMENTAL CONSIDERATION	If not properly stored, salt in winter sand can be lost to the environment because of exposure to precipitation which dissolves it out of the exposed pile. This loss can be costly due to the actual loss of salt, and can lead to negative environmental impacts.
CURRENT SITUATION	• All winter sand is stored in domes or sheds with asphalt or concrete pads. • Delivered sand is unloaded outdoors, mixed outdoors and loaded into the covered storage facilities. • All except one of the facilities do not have a drainage management system.
GOAL	• 100% of winter sand shall be stored inside structures on impermeable floors. • All new storage facilities will be designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. • All winter sand storage facilities shall have drainage water management systems as the facilities are upgraded or built.
IMPLEMENTATION CONSIDERATIONS	• Staff needs to be conscientious in keeping the winter sand pile pushed back from the structures' doorway as well as on top of the bullring.
RESPONSIBILITIES	***Manager Roads Operations*** • Responsible for ensuring all dome storage facilities are kept in a good state of repair • Responsible for ensuring all new storage facilities are designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of RoadMaintenance Yards. ***Supervisor, Roads Operations*** • Responsible for ensuring that all materials are stored indoors on impermeable pads and are not overfilled. ***Winter Maintenance Personnel*** • Responsible for ensuring any material left in their plow truck at the end of their assigned duties is put back in the covered dome or shed.
PERFORMANCE MEASURE	• 100% of materials stored indoors on impermeable pads. • Number of new storage facilities designed with regard to the principles set out in TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards. • Percentage of blended winter sand storage facilities that have drainage water management systems.

REFERENCE	• TAC's Syntheses of Best Practices Road Salt Management –Design and Operation of Road Maintenance Yards

Table 4.4.6

INDUSTRY BEST PRACTICES FOR MAINTENANCE YARDS	
OBJECTIVE	To ensure that practices at salt storage and handling facilities are geared toward reducing salt loss to the environment.
ENVIRONMENTAL CONSIDERATION	Improper handling of salt at maintenance facilities can result in salt being lost to the environment. Good housekeeping practices can help to reduce this loss.
CURRENT SITUATION	• The City does not have a written Good Housekeeping Practices Procedure for their depots. • Good Housekeeping Practices are managed by the Depot Supervisor. • Facility inspections and repairs are the responsibility of the Supervisors, Road Operations with the assistance of the Managers, Roads Operations. • A consultant is hired to inspect facilities and recommend repairs.
GOAL	• Ensure City staff are knowledgeable about the City's Salt Management Practices. • Facility inspections are conducted to ensure good salt management. • Conduct periodic audits of yards to ensure the Good Housekeeping Practices are followed.
IMPLEMENTATION CONSIDERATIONS	• Without a guideline to follow, past practices may not meet expectations.
RESPONSIBILITIES	***Manager Roads Operations*** • Responsible for ensuring the facilities are periodically inspected. ***Supervisor, Roads Operations*** • Responsible for implementing and maintaining good housekeeping practices. ***Winter Maintenance Personnel*** • Responsible for following good house keeping practices established by their Supervisor.
PERFORMANCE MEASURE	• All maintenance repairs recommended by the Consultant are completed in a timely manner. • Deficiencies found during inspections are addressed. • Development of Good Housekeeping Practices
REFERENCE	• TAC's Syntheses of Best Practices Road Salt Management – Design and Operation of Road Maintenance Yards

4.5 Storm Response

Table 4.5.1

WEATHER FORECASTING	
OBJECTIVE	To provide timely and accurate weather information to assist in snow and ice control decision-making.
ENVIRONMENTAL CONSIDERATION	Effective use of materials is dependent upon good snow and ice control decision-making, which in turn depends on consistently accurate and timely weather information. Materials can be wasted if information is incorrect or suspect.
CURRENT SITUATION	• Presently the City relies on Internet based public weather forecasts by Environment Canada and a Contracted service that provides detailed weather forecasts. • The City does not have ownership of Road Weather Information Systems (RWIS) stations forecasts and information.
GOAL	• Ensure appropriate weather forecasts are available to decision making staff before the start of each season. • Ensure staff is knowledgeable in the use of weather forecasts and information. • Consider alternative sources of weather information to improve staff's pro-active decision-making abilities. • Investigate the use of technology to improve delivery of weather information to the decision makers.
IMPLEMENTATION CONSIDERATIONS	• Proactive material use is dependent on anticipating a "salt applicable event". • Inaccuracies are inherent in weather forecasting and we respond based on the information we have available to us at the time.
RESPONSIBILITIES	***Manager, Supervisor Roads Operations*** • Responsible for ensuring appropriate weather forecasts are available to decision making staff. • Responsible for ensuring staff are knowledgeable in the use ofweather forecasts and information. • Responsible for investigating additional and alternative sources of weather information and technology. ***Road Crew Leaders*** • Responsible for reviewing weather forecasts and determining the applicable response.
PERFORMANCE MEASURE	• Delivery of clearly formatted weather forecasts to those that need them. • Accuracy of the forecasts received.
REFERENCE	

Table 4.5.2

INFRARED THERMOMETERS (IRT's)	
OBJECTIVE	To provide real-time pavement temperature trends from truck mounted pavement temperature sensors to assist with snow and ice control decisions.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that are based on road temperature information, result in better salt use. Real-time information on pavement temperature trends produces more timely decisions on when to deploy and not deploy certain materials.
CURRENT SITUATION	• The City has truck mounted IRT's on the patrol vehicles. • Patrol vehicle IRT's are calibrated annually. • All other IRT's are checked for accuracy upon request. • Training in the use of IRT's has been provided.
GOAL	• Every patrol and Road Supervisor vehicle shall be outfitted with an IRT. • Verify accuracy of every IRT annually as required.
IMPLEMENTATION CONSIDERATIONS	• IRT's are to track trends and not absolute temperatures. • Cheaper IRT's have higher failure rates and lower accuracy than more expensive units. • IRT's must be properly mounted to prevent erroneous readings.
RESPONSIBILITIES	***Manager, Supervisor Roads Operations*** • Responsible for ensuring that all patrol and Road Supervisor vehicles are outfitted with IRT's. ***Manager, Fleet Services*** • Responsible for ensuring the IRT's are properly mounted, and providing accurate information.
PERFORMANCE MEASURE	• Percentage of winter patrol and Road Supervisor vehicles with IRT's.
REFERENCE	

Table 4.5.3

STORM RESPONSE APPROACHES	
OBJECTIVE	To understand and document storm response approaches for different storm scenarios and improve upon practices.
ENVIRONMENTAL CONSIDERATION	Snow and ice control decisions that vary across the organization may lead to inefficiencies in responses and eventually results in loss of effectiveness of salt use.
CURRENT SITUATION	• Public Works is currently utilizing Standard Operating Guidelines and industry best practices. • Managers/Supervisors/Road Crew Leaders will continue to

	retain the decision making processes for a response to winter events.
GOAL	• Develop and maintain Standard Operating Guidelines at regular intervals. Ensure that it includes typical and atypical storm responses. • As new technologies are introduced, review and update the Standard Operating Guidelines.
IMPLEMENTATION CONSIDERATIONS	• Local field experience is valuable and should be incorporated into the training process as much as possible.
RESPONSIBILITIES	***Manager, Supervisor Roads Operations*** • Responsible for reviewing and updating the Standard Operating Guidelines. ***Road Crew Leaders*** • Responsible for reviewing and adhering to the Standard Operating Guidelines unless approval from Supervisor or Manager is provided to respond otherwise.
PERFORMANCE MEASURE	• Continuous development and updating of the Standard Operating Guidelines.
REFERENCE	• Ontario Regulation 239/02, as amended

Table 4.5.4

WINTER ROAD PATROL	
OBJECTIVE	To assess winter road conditions, mobilize appropriate snow and ice control operations, and monitor the storm response.
ENVIRONMENTAL CONSIDERATION	Accurate monitoring of winter maintenance activities will support appropriate and effective snow and ice controldecisions, leading to efficient use of salt.
CURRENT SITUATION	• Road Crew Leaders perform winter road patrolling. • Winter Road Patrol follows a representative route and may veer off the route to check localized areas depending on forecasts and weather radar information.
GOAL	• Complete Winter Road Patrol in accordance with Ontario Regulation 239/02, as amended. • All Road Crew Leaders trained on winter road patrolling.
IMPLEMENTATION CONSIDERATIONS	• Cycle frequency relates the level of observations to the required resources. This can govern efficient salt decisions. • Road Crew Leader training and experience are key success factors.

RESPONSIBILITIES	***Manager, Supervisor Roads Operations*** • Responsible for developing and updating the Road Patrol SOP. • Responsible for ensuring the Road Crew Leaders have the appropriate knowledge to monitor road conditions and make snow and ice control decisions. ***Supervisors, Roads Operations and Road Crew Leaders*** • Responsible for monitoring roadway conditions and weather information and making timely decisions on snow and ice control in accordance with the Winter Road Patrol SOP.
PERFORMANCE MEASURE	• Review of the Road PatrolSOP. • Documentation of roads patrolled during winter conditions.
REFERENCE	• Ontario Regulation 239/02, as amended

Table 4.5.5

DRIFT CONTROL	
OBJECTIVE	To reduce snow accumulation on roadways and problems associated with drifting and blowing snow.
ENVIRONMENTAL CONSIDERATION	A portion amount of winter maintenance activity is devoted to controlling drifting snow. During drifting events, material can be blown off of the roadway resulting in an ineffective use of material and excess material entering the environment.
CURRENT SITUATION	• Presently the City does not place snow fencing annually but is piloting its effect in certain areas. • The City has an informal inventory of snowdrift problem areas.
GOAL	• Formalize the snow drift problem area inventory and keep it up to date as changes are observed. • Continue piloting snow fence to review the impact it has. • Consider tree planting projects to create ‘living’ snow fence. • Create a snow fencing SOP based on the pilot project.
IMPLEMENTATION CONSIDERATIONS	• There is a cost associated with installing, or arranging for, and maintaining natural or structural snow fencing. • There may be restoration requirements seasonally installed snow fence debris being left in fields. • Snow fencing needs to be placed far away from the roadway which requires discussion with property owners adjacent to the roadway in these areas.
RESPONSIBILITIES	***Managers and Supervisors, Roads Operations*** • Responsible forformalizing and maintaining the snowdrift problem area inventory. • Responsible for implementing drift control strategies as needed and monitoring them.

PERFORMANCE MEASURE	• Inventory of stretches of road with drifting snow problems. • Development and updating of the snow fence SOP.
REFERENCE	

4.6 Snow and Ice Control Training

Table 4.6.1

TRAINING	
OBJECTIVE	To ensure that all in-house and contracted staff, including management, supervisors, road crew leaders and operators, are trained in salt management practices.
ENVIRONMENTAL CONSIDERATION	To achieve effective implementation of a salt management program, those people responsible for delivering the snow and ice control program must understand the rationale behind the measures being implemented as well as what is expected of them. This can only come through a thorough education /training program, including annual refreshers.
CURRENT SITUATION	• The City has a mandatory fall review and training session that covers winter maintenance. • Returning and experienced staff review operating procedures, routes. • New staff also receive winter maintenance specific driver training. • In-house developed and outsourced material is presented and delivered to staff. Presently there is “in house” training and outsourced training in the fall of each year to all operators, supervisors and managers. • Contractors are responsible for their own training.
GOAL	• Develop updated training for the Salt Management Plan that includes subject areas set out in TAC’s Syntheses of Best Practices Road Salt Management (TAC 2013). • Annually review and update the training program to include additional subject areas as they become needed or technology changes. • Ensure that contractors are fulfilling their responsibility for training and adequately addressing salt management.
IMPLEMENTATION CONSIDERATIONS	• Trainers must be experienced in adult training principles and be able to adjust their instructional techniques to reach a variety of learners.
RESPONSIBILITIES	***Managers and Supervisors, Roads Operations*** • Responsible for developing the training program to address the subject areas set out in TAC’s Syntheses of Best Practices Road Salt Management - Training.

	• Responsible for reviewing and updating the training program to include new subject areas andtechnologies as then are introduced. • Responsible for delivering or coordinating the delivery of the City's training program each fall. • Responsible for ensuring that the winter maintenance contractors have an adequate training program. ***All Winter Maintenance Personnel*** • Responsible for participating in the training program.
PERFORMANCE MEASURE	• All supervisors receiving training each year. • All road crew leaders receive training each year. • All operators receive training each year. • Confirm all contractor staff receive training each year. • Total annual attendance at training sessions.
REFERENCE	• MTO training materials. • OGRA training materials. • TAC's Syntheses of Best Practices Road Salt Management 2013.

4.7 Snow Removal and Disposal Guideline

Table 4.7.1

SNOW REMOVAL, STORAGE AND DISPOSAL GUIDELINE	
OBJECTIVE	To ensure snow removal, storage and disposal operations are done efficiently and in an environmentally responsible manner.
ENVIRONMENTAL CONSIDERATION	A review of disposal operations can lead to adopting methods that are the least harmful to the environment. Environmental issues associated with snow disposal sites include: melt-water quality, litter, dust, aesthetics, and noise.
CURRENT SITUATION	• The City uses local City owned property for snow storage/disposal. • The City will occasionally remove, store and dispose of snow as required. • The City has, contained within its LOS, Snow Removal criteria.
GOAL	• Meet Council approved LOS. • Develop snow removal guideline.
IMPLEMENTATION CONSIDERATIONS	• Distance of snow removal dump site to where snow removal is required. • Ability to efficiently remove snow from downtown cores is hindered due to obstructions. • Staffing levels and Contracted service availability to complete snow removal during sustained/concurrent winter

	events.
RESPONSIBILITIES	***Managers, Roads Operations*** • Responsible for updating the Snow Removal LOS. ***Supervisors, Roads Operations*** • Responsible for meeting the Snow removal LOS.
PERFORMANCE MEASURE	• Updating of the Snow Removal LOS as required. • Meeting the Snow Removal LOS consistently. • Snow Removal Guideline Developed.
REFERENCE	• TAC's Syntheses of Best Practices Road Salt Management 2013.

4.8 Technology Transfer Review

Table 4.8.1

TECHNOLOGY TRANSFER REVIEW	
OBJECTIVE	To monitor existing available and new approaches and technologies on a continual basis and to recommend pilot studies on the preferred technologies and winter maintenance methodologies.
ENVIRONMENTAL CONSIDERATION	New techniques, procedures, and technologies may provide new methods of reducing salt entering the environment.
CURRENT SITUATION	• The City is an active member on Municipal and Provincial committees such as the Ontario Good Roads Association, and Ontario Public Works Association. • Staff attends technology transfer conferences when able and appropriate.
GOAL	• To ensure the latest technologies are, reviewed, evaluated and adopted where appropriate. • To continue to participate in conferences and forums geared to the development of salt best management practices.
IMPLEMENTATION CONSIDERATIONS	• Often, individual technologies will not provide the degree of improvement as compared to the synergies of a broader systems approach. • The results of trials should be documented with proper assessment methodologies. • New technologies should first be introduced and proven in one area of the municipality and then expanded to the rest of the municipality.
RESPONSIBILITIES	***Director of Public Works*** • Responsible for ensuring staff are attending and participating in appropriate conferences and forums. ***Managers and Supervisors, Roads Operations*** • Responsible for attending and participating in appropriate

	conferences and forums.
PERFORMANCE MEASURE	• New technologies tested or piloted. • New technologies implemented across the City after successful trials.
REFERENCE	

4.9 Communications

Table 4.9.1

COMMUNICATIONS	
OBJECTIVE	To communicate effectively internally and externally about the importance of road salt and winter sand to maintaining safe roadways during the winter season as well as what the City is doing to improve spreading material management. To inform the public about the current LOS.
ENVIRONMENTAL CONSIDERATION	Informed stakeholders are more likely to become effective partners in achieving the goals of the Salt Management Plan.
CURRENT SITUATION	• The City has a communications program to inform various stakeholders when the City has commenced full scale winter operations. • The City has an internal specific communications program to communicate when both partial or full winter operations have commenced for Customer Service purposes. • The Public has access to the current Level of Service Policy for Roadway and Sidewalk Winter Maintenance through the City's website.
GOAL	• Maintain a Communications Plan for Winter Maintenance. • Inform the Council, public and local regulatory agencies about the actions being taken by the City to manage road salt use, and the City's winter maintenance programas needed. • Notify Environment Canada upon completion of the Salt Management Plan and update them annually about the status of Salt Management activities (as per Annex C of the Code of Practice for the Environmental Management of Road Salts).
IMPLEMENTATION CONSIDERATIONS	• Repetition may be necessary to ensure the message is heard. Safety-first must continually be reinforced.
RESPONSIBILITIES	***Communications Officer and Manager, Roads Operations*** • Responsible for developing and implementing a Communications Plan. ***Road Crew Leaders*** • Responsible for sending communications an end of shift report when commencing a full call out.

PERFORMANCE MEASURE	• Communications Plan developed. • Report required salt management information to Environment Canada.
REFERENCE	

4.10 Salt Vulnerable Areas

Table 4.10.1

SALT VULNERABLE AREAS	
OBJECTIVE	To determine if any salt vulnerable areas are potentially impacted by the use of salt.
ENVIRONMENTAL CONSIDERATION	Salt vulnerable areas may require unique solutions that may require the use of other strategies/methods or more expensive de-icers to maintain sensitive areas.
CURRENT SITUATION	• The City has many unique environmental features including lakeshores, environmentally significant sensitive areas and significant agricultural land. • The City formally acknowledges the “Environmentally Sensitive areas” as identified salt vulnerable areas and is making an effort correlating these features to the maintenance of roadways and existing salt and winter sand storage sites. • The City has a partial list of salt vulnerable areas
GOAL	• Monitor Environment Canada’s and the Province’s approach to addressing salt vulnerable areas. • Develop a full list of salt vulnerable areas.
IMPLEMENTATION CONSIDERATIONS	• There is no clear consensus on how to reasonably monitor the impactsto vulnerable areas. • Other agencies may provide assistance to help identify salt vulnerable areas. • Appling different materials in different areas creates operational inefficiency.
RESPONSIBILITIES	***Managers and Supervisors Roads Operations*** • Responsible for identifying strategies to reduce salt impacts to salt vulnerable areas.
PERFORMANCE MEASURE	• Number of salt vunerable areas identified. • No observed incease of impacts to salt vulnerable areas. • Winter maintenance plan for salt vulnerable areas developed.
REFERENCE	• Trent Source Protection Plan, Policies R-1 to R-6, andG-5

4.11 Record Keeping

Table 4.11.1

	MATERIAL USAGE RECORD KEEPING
OBJECTIVE	To provide an accurate record of how much material was used, where it was used and the reason it was used.
ENVIRONMENTAL CONSIDERATION	Effective salt management requires an accurate understanding of how much salt and winter sand is being used, and where. It is not sufficient to measure gross totals since these can very widely from year-to-year due to weather fluctuations.
CURRENT SITUATION	• The City has electronic controls on all of its spreaders which is collected via the City's GPS tracking system and subsequently digitally archived. The delivery and restocking of solid bulk materials (winter sand and salt) is tracked and recorded by the Supervisors and technical staff. • Salt and winter sand usage by storm and season is reviewed at years end. • Operators and Supervisors manually track salt and winter sand usage using operator provided totals as well as digital winter operations reports from the City's GPS system provider. • Material is reconciled at the end of the season.
GOAL	• To optimize the use of all materials. • Maintain records that integrates the manual and electronic data. • Increase periodic comparisons of usage by route to identify and address any inconsistencies.
IMPLEMENTATION CONSIDERATIONS	• Material use is dependent upon the severity of the winter and therefore record analysis needs to normalize for the type of winter. • Material usage records in conjunction with the overall winter maintenance program can serve as a surrogate for a winter severity index. • High winter sand usage has cleanup and dust implications and environmental logistics.
RESPONSIBILITIES	***Manager, Roads Operations*** • Responsible for ensuring Record Keeping Procedure is followed. • Responsible for investigating opportunities to optimize the use of all materials. ***Supervisor, Roads Operations*** • Responsible for reviewing, updating and implementing the logs used to track material usage. • Responsible for regularly summarizing the data retrieved

	from the electronic controllers. • Responsible for ensuring that the necessary equipment is available and operating to measure the amount of material placed into the spreaders and spread on the road. ***Winter Maintenance Personnel*** • Responsible for completing the appropriate logs at the end of each day and retaining them with the yard records.
PERFORMANCE MEASURE	• Completion of a Record Keeping Guideline. • Tonnes of salt applied through spreading operations. • Tonnes of winter sand applied through spreading operations. • Material reconciliation and summary at the end of the season.(amount at start of season + purchases/production - actualusage = amount at end of season) • Daily records checked for completeness.
REFERENCE	

Table 4.11.2

STORM RESPONSE RECORD KEEPING	
OBJECTIVE	To provide accurate documentation of changing road and weather conditions, and actions taken during storm response.
ENVIRONMENTAL CONSIDERATION	Accurate record keeping and reporting during snow and ice control activities will facilitate a review of storm response and ultimately result in the most effective response in similar situations. This can help to optimize the use of salt. It will also provide information for due diligence defense in the event of a lawsuit by demonstrating prudent judgement with regard to safety and environmental stewardship.
CURRENT SITUATION	• The City currently keeps winter road patrol log sheets. • The City retains, and has digitally archived, GPS/AVL logs for all City winter maintenance equipment and contracted units. • The City currently produces a winter event record sheet for each winter event for each depot operating area which forms part of historical record retention. • The City currently retains 'beat sheets' for each contracted unit for each day service is performed. • Commercially supplied forecasts are retained. • A review of storm responses and the season is done each spring.
GOAL	• Continue to maintain a complete record of road conditions and treatment strategies. • The patrol logs used to record road conditions and storm responses will be reviewed, and updated as needed.

IMPLEMENTATION CONSIDERATIONS	• Record keeping can be observation and action-oriented. It can document what was known and the rationale for decisions including what was not done (by choice).
RESPONSIBILITIES	***Manager, Roads Operations*** • Responsible for reviewing, updating and implementing the logs used to record road conditions and storm responses. ***Supervisor, Roads Operations & Road Crew Leaders*** • Responsible for maintaining logs showing the actions taken and the rationale for those actions.
PERFORMANCE MEASURE	• Accurate and complete record of storm response.
REFERENCE	

4.12 Source Water Monitoring Program

Table 4.12.1

MONITORING PROGRAM	
OBJECTIVE	To monitor the concentrations at salt vulnerable areas to determine the effectiveness of winter salt reduction strategies.
ENVIRONMENTAL CONSIDERATION	By monitoring the effectiveness of the Salt Management Plan mitigation strategies, this may demonstrate improvements to the amount of salt entering the environment.
CURRENT SITUATION	• The City currently has not implemented a program to monitor chloride levels in the environment and relate those levels to winter maintenance activities. • The City has carried out contaminant assessments at some of its facilities.
GOAL	• Monitor developments on the Federal and Provincial levels with respect to monitoring requirements for salt management plans.
IMPLEMENTATION CONSIDERATIONS	• Other parameters may affect interpretation of the data, such as traffic volumes, winter severity index, climate variations, etc.
RESPONSIBILITIES	***Director of Public Works*** & ***Manager, Roads Operations*** • Responsible for monitoring developments at the Federal and Provincial levels with respect to monitoring requirements.
PERFORMANCE MEASURE	• Continue to monitor and take action when necessary at salt vulnerable areas.
REFERENCE	

4.13 Emergency Response Program

Table 4.13.1

EMERGENCY RESPONSE PROGRAM	
OBJECTIVE	To be prepared to respond to emergencies or hazardous situations involving winter maintenance operations and contain and clean-up the situation as required without compromising the Health & Safety of workers.
ENVIRONMENTAL CONSIDERATION	Environment Canada has done an assessment of road salt and has concluded that the excessive use of road salts can be harmful to the environment. A spill or release involving snow and ice control chemicals may involve the release of a significant amount of salt into the environment.
CURRENT SITUATION	• The City currently has an Emergency Response Plan for roadway spills, which also includes the release of excess salt onto the roadway during an accidental release.
GOAL	• Ensure staff are aware of the potential hazards and the Response Plan as part of the City's overall Health & Safety program.
IMPLEMENTATION CONSIDERATIONS	• Communication and coordination with other agencies responsible for Emergency Response will be required.
RESPONSIBILITIES	***Director of Public Works and Manager, Roads Operations*** • Responsible for maintaining the Spills Response SOP. ***Supervisors, Roads Operations*** • Responsible for reporting spills and mitigating the risks associated with a spill. ***Winter Maintenance Personnel*** • Responsible for reporting spills to their Supervisor.
PERFORMANCE MEASURE	• Maintain the Spills Response SOP. • Staff are aware/trained on the Spills Response SOP
REFERENCE	

MONITORING AND UPDATING

5.0 MONITORING

5.1 Overview

This section of the plan includes table summaries of current practices to allow tracking of the Salt Management Plan Reviews and the implementation of the Plan.

Salt Management Plan Review

An annual management review will take place as part of the plan. During this review the Salt Management Plan will be updated to include changes in departmental procedure, as well as to summarize new strategies and techniques deployed. It will also allow the City to measure and report upon progress towards established goals and standards outlined in the previous chapter dealing with operational practices and strategies. A follow up report will be generated / prepared and submitted to Environment Canada (EC) during the month of June every year for EC's annual National Salt Management report.

Salt Management Plan Review					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Salt Management Plan reviewed.					
Salt Management Plan updated.					
Salt Management information sent (*According to Environment Canada's Code of Practice for the Environmental Management of Road Salts).*					

The following summaries can contribute to future management reviews of the implementation of the Salt Management Plan.

For the purposes of using the measuring matrices below, the charts are designed to review practices on a five year rolling average. As such year one will be assumed to be starting from 2025 (as identified in 5.2.1, 5.3.1, and 5.3.2) and ending at column 5 as 2029. The following column will be 2030 with 2025 dropping from the matrix.

5.2 Management Practices

Level of Service					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
LOS Reviewed					
Compliance with the LOS throughout the organization.					

5.3 Equipment

Fleet Allocation/Optimization					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Route reviews completed.					
Achieved the stipulated LOS for each class of road.					

Electronic Spreader Controls					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Percentage of spreaders with electronic ground-speed controllers with a feedback system.					
Percentage of salt placed by spreaders with electronic controllers.					

Spreader Calibration					
Progress	Year				
	1	2	3	4	5
Percentage of units calibrated.					
Number of in-seasonre-calibrations.					

Equipment Washing					
Progress	Year				
	1	2	3	4	5
Facility construction or upgrade projects with wash water systems incorporated into them.					
Percentage of audits whrere quipment washing is in line with SOP.					

5.4 Materials

Material Ordering and Delivery					
Progress	Year				
	1	2	3	4	5
Summary of quality tests received.					
Percentage of deliveries and production that did not meet specifications.					

Number of salt deliveries that were stored outside for more than 12 hours.					

Material Application Rates					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Material application rates reviewed or updated.					
Percentage of audits where material application is consistent across the City.					

Winter Sand/Salt Blends					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Percentage of salt in winter sand/salt blends.					
Tonnes of winter sand placed.					

Salt Storage / Handling					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Percentage of salt stored undercover.					

Number of new storage facilities designed in accordance with TAC's Syntheses of Best Practices.					
Percentage of salt storages with drainage water management systems.					

Blended Winter sand Storage / Handling					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Percentage of winter sand/salt blends stored indoors.					
Number of new storage facilities designed in accordance with TAC's Syntheses of Best Practices.					
Percentage of blended winter sand/saltstorages with drainage water management systems.					

Good Housekeeping Practices					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
A Good Housekeeping guideline developed or updated.					
Number of sites to be audited for compliance with housekeeping guideline					

5.5 Storm Response

Weather Forecasting					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Weather forecast delivered in a timely manner.					
Accuracy of weather forecasts.					

Infrared Thermometers (IRT's)					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Percentage of patrol vehicles with IRT's.					
Percentage of Supervisor Vehicles with IRT's.					

Storm Response Approaches					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Standard Operating Guidelines Reviewed/Updated					

Winter Road Patrol					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Winter Road Patrol SOP reviewed or updated.					
Documented road patrolling during winter conditions.					

Drift Control					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
An inventory of drifting snow problem areas developed or updated.					
Drift Control Guidelines developed or updated.					

5.6 Snow and Ice Control Training

Training					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Percentage of Union Exempt staff trained.					
Percentage of Road Crew Leaders trained.					

Percentage of , operators trained.					
Percentage of contractor staff trained.					

5.7 Snow Removal and Disposal Guideline

Snow Removal and Disposal Guideline					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Snow Removal and Disposal Guidelines developed or updated.					
Snow removal LOS achieved.					

5.8 Technology Transfer Review

Technology Transfer Review					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
New winter maintenance or salt management technologies trialed or implemented.					

5.9 Communications

Communications					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**

Communication plan developed or updated.					
Appropriate stakeholders informed.					

5.10 Salt Vulnerable Areas

Salt Vulnerable Areas					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Number of salt vulnerable areas identified.					
Number of winter maintenance plans developed in response to salt vulnerable areas.					
Relative change in impact indicators.					

5.11 Record Keeping

Material Usage Record Keeping					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Record Keeping Guideline developed or updated.					
Tonnes of salt applied through spreading operations (Jan 1 – Apr 30)					

Tonnes of salt applied through spreading operations (Nov 1 – Dec 31)					
Tonnes of salt used per lane km (urban/arterial routes)					
Tonnes of winter sand used (Jan 1 – Apr 30)					
Tonnes of winter sand used (Nov 1 – Dec 31)					
Tonnes of winter sand usedper lane km (rural routes)					
End of season material reconciliation completed.					

Storm Response Record Keeping					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Accurate and complete record of storm responses.					

5.12 Source Water Monitoring Program

Monitoring Program					
Surface Water Intake Protection Zones	**Year**				
	1	**2**	**3**	**4**	**5**
Site 1– Lindsay Intake					
Site 2- Bobcaygeon Intake					

Site 3– Norland Intake					
Site 4– Fenelon Falls Intake					
Site 5- Kinmount Intake					
Site 6- Southview Estates Intake					

5.13 Emergency Response Program

Emergency Response Program					
Progress	**Year**				
	1	**2**	**3**	**4**	**5**
Spills response SOP reviewed or updated.					
Staff are aware of potential hazards and the Response Plan.					

Appendix A

Application Rate Tables

The following tables are a summary of The City's snow and ice control material application rates and are used in conjunction with the City's Levels of Service for Winter Maintenance Operations.

TABLE B.1 – TYPICAL APPLICATION RATES – SALT (kilogram per two lane kilometer)			
	Light	**Normal**	**Heavy**
Condition	Frost or Road (Black) ice	Typical storm with snow accumulation	Non-typical storm or extreme conditions
Dry Salt	130	130	150

TABLE B.2 – TYPICAL APPLICATION RATES – WINTER SAND (kilogram per two lane kilometer)			
	Light	**Normal**	**Heavy**
Condition	Frost or Black ice	Typical storm with snow accumulation	Non-typical storm or extreme conditions
Winter Sand	570	570	750

Council Memorandum

Date:	November 4, 2025
To:	Committee of the Whole
From:	Councillor Perry
Re:	Automated Speed Enforcement Cameras

Recommendation

That the Memorandum from Councillor Perry, **regarding Automated Speed Enforcement Cameras**, be received;

That the resolution by the Town of Midland, expressing opposition to the ban of automated speed enforcement, be supported;

That a copy of this resolution be forwarded to the Ministry of Municipal Affairs and Housing, the Ministry of Transportation and local M.P.P. Laurie Scott; and

That this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

Rationale

Speeding has become a top concern of residents across Kawartha Lakes in both urban and rural areas. Many means to reduce speeding have been deployed locally however the issue persists. Ultimately, drivers reduce speeding however speed enforcement cameras are a means of encouraging drivers not to speed, requested by many local residents.

The Ontario Association of Chiefs of Police notes that deployment of speed enforcement cameras has been proven to reduce speed, change driver behaviour, and make roads safer for drivers, pedestrians, cyclists, and children.

The ban proposed by the provincial government would remove a viable and proven resource that would help combat speeding and would lead to more dangerous driving habits and unsafe roads.

Town of Midland
Resolution

The Corporation of the Town of Midland

575 Dominion Avenue
Midland, ON L4R 1R2
Phone: 705-526-4275
Fax: 705-526-9971
info@midland.ca

September 25, 2025

Via Email doug.fordco@pc.ola.org

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, Ontario M7A 1A1

Dear Premier Ford:

Re: Council Resolution Opposing the Elimination of Automated Speed Enforcement (ASE) Cameras

Please be advised that Town of Midland Council passed the following Resolution at their September 24th, 2025 Regular Council Meeting:

Moved By: Councillor MacDonald **Resolution Number:** RES-2025-247
Seconded By: Councillor Ball

WHEREAS a 2025 CAA survey of 1,500 Ontario drivers found 73 per cent actually support the use of speed cameras and 76 per cent say they deter speeding. A recent SickKids study also found they cut speeding around Toronto schools nearly in half;

AND WHEREAS the Ontario Association of Chiefs of Police (OACP) who said "Employing ASE tools has been proven to reduce speeding, change driver behaviour, and make our roads safer for everyone — drivers, cyclists, pedestrians, and especially children and other vulnerable road users";

AND WHEREAS the Town of Midland entered into legal and good faith implementation of Provincially approved automated speed enforcement cameras to reduce speeds in our school and community safety zones and has committed to the continued installation of traffic calming infrastructure in our community whose funding source is fines from offenders rather than law abiding taxpayers;

AND WHEREAS the Premier has announced his intention to introduce legislation to ban automated speed enforcement;

BE IT resolved that Midland Council send this resolution expressing our opposition to any attempts to usurp this community safety initiative in our community and that copies be circulated to the MMAH, the MTO, AMO and Ontario Municipalities.

CARRIED

Yours Truly,

Sherri Edgar

Sherri Edgar
Director of Legislative Services/Town Clerk

cc. Hon. Rob Flack, Minister of Municipal Affairs and Housing, minister.mah@ontario.ca
Hon. Prabmeet Sarkaria, Minister of Transportation, prabmeet.sarkaria@pc.ola.org
MTO, mtoinfo@ontario.ca
AMO, resolutions@amo.on.ca
Ontario Municipalities

Council Memorandum

Date:	November 4, 2025
To:	Committee of the Whole
From:	Councillor Warren
Re:	Mental Health, Homelessness, and Addictions

Recommendation

That the Memorandum from Councillor Warren, **regarding Mental Health, Homelessness, and Addictions,** be received;

That the resolution from Niagara Region to advocate for a coordinated approach between the Ministry of Health, the Ministry of Municipal Affairs and Housing, and the Ministry of Children, Community and Social Services to address ongoing challenges related to mental health, homelessness, and addiction, including identifying gaps in programs and services that support housing, addiction treatment, and mental heath in vulnerable populations, be supported;

That a copy be forwarded to the Ministry of Health, the Ministry of Municipal Affairs and Housing, the Ministry of Children, Community and Social Services, and local M.P.P. Laurie Scott; and

That this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

Rationale

There is a growing gap in available housing for individuals and families that cannot afford the ballooning rental and real estate costs for accommodations. The pace of housing inflation far exceeds the income of our lower-income residents and is causing a strain on municipal resources when those individuals and families can no longer afford to live where they are. There is clear evidence that the housing supports which exist in Kawartha Lakes are strained and there is need for more provincial support to help municipalities across the province in addressing this very serious concern.

Niagara Region
Resolution

Administration
Office of the Regional Clerk
1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7
Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-4977
www.niagararegion.ca

September 30, 2025

CL 14-2025, September 25, 2025

DISTRIBUTION LIST

SENT ELECTRONICALLY

Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions

Regional Council, at its meeting held on September 25, 2025, passed the following motion:

WHEREAS Niagara Region issued three separate declarations of emergency in the areas of homelessness, mental health and opioid addiction on February 23, 2023, recognizing that the scope and scale of the crisis surpasses the Region's capacity to respond effectively; and

WHEREAS following the submission of the three declarations of emergency, the Provincial Emergency Operations Centre (PEOC) has engaged with the Region's Community Emergency Management Coordinator (CEMC); and

WHEREAS these issues have continued to intensify and add further strain to the social support system in Niagara over the past two years; and

WHEREAS municipalities across Ontario are continuing to experience similar challenges; and

WHEREAS a coordinated, province-wide approach and associated funding support is required to address the growing emergency of mental health, homelessness and opioid addiction, the scale of which falls well beyond the scope of what a municipality can address.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Region **ADVOCATES** that the Province support a coordinated approach between the Ministry of Health, the Ministry of Municipal Affairs and Housing, and the Ministry of Children, Community and Social Services to address ongoing challenges related to mental health, homelessness and opioid addiction;

2. That Niagara Region **FORMALLY ADVOCATES** for Provincial funding to address identified gaps in programs and services contributing to the state of emergency including affordable housing, supportive housing, addictions treatment, and mental health supports for vulnerable populations; and

3. That this motion **BE SENT** to the Provincial and Federal Governments, FCM, AMO and all municipalities in Ontario.

Yours truly,

Ann-Marie Norio
Regional Clerk
:kl
CLK-C 2025-109

Distribution List

Premier of Ontario
Prime Minister of Canada
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

Council Memorandum

Date:	November 4, 2025
To:	Committee of the Whole
From:	Councillor Warren
Re:	Support Resolution Urging the Federal Government to Keep Climate Change as a Foremost National Priority

Recommendation

That the Memorandum from Councillor Warren, **regarding Support Resolution Urging the Federal Government to Keep Climate Change as a Foremost National Priority**, be received;

That the resolution from the Municipality of Bluewater, be supported, calling on the Federal Government to maintain climate change as a top national priority, reflected in legislation, national planning, funding and public policy through the following measures:

- Prioritizing investments in the clean energy transition in the upcoming Federal Budget;
- Continuing to support municipalities in their efforts to mitigate and adapt to climate change, including through sustainable infrastructure funding, disaster preparedness support, and clean energy investments since municipalities have the ability to influence change in ~50% of emissions within Canada;
- Accelerating the transition to a low-carbon economy, ensuring that it is just, inclusive, and economically beneficial for all regions and communities;
- Engaging in transparent, science-based policymaking that reflects the urgency of the climate crisis and the lived experiences of Canadians;
- Collaborating with Indigenous communities and respect Indigenous knowledge and leadership in addressing climate;

- Continuing to report annually on national progress in reducing emissions and implementing adaptation strategies;

That a copy of this recommendation be forwarded to the Prime Minister of Canada, the Minister of Environment and Climate Change, the Premier of Ontario, the local Member of Parliament Jamie Schmale, the Federation of Canadian Municipalities, and the Association of Municipalities of Ontario; and

That this recommendation be forwarded to Council for consideration at the next Regular Council Meeting.

Rationale

The impacts of climate change—such as rising temperatures, extreme weather events, flooding, droughts, wildfires, and sea-level rise—are already affecting communities across Canada

Climate change poses a serious threat to public health, infrastructure, local economies, biodiversity, and future generations;

Municipalities are on the front lines of climate change, often bearing the burden of disaster response, infrastructure adaptation, and long-term community resilience. Despite local action, meaningful progress on climate change requires bold and coordinated leadership at the federal level, including policies, legislation, funding, and international cooperation. Canada has made national and international climate commitments, including under the Paris Agreement, and must continue to strengthen its role in mitigating greenhouse gas emissions and supporting adaptation.

Muncipality of Bluewater Resolutio

Municipality of Bluewater

October 16, 2025

Resolution Urging the Federal Government to Keep Climate Change as a Foremost National Priority

WHEREAS, the impacts of climate change—such as rising temperatures, extreme weather events, flooding, droughts, wildfires, and sea-level rise—are already affecting communities across Canada;

WHEREAS, climate change poses a serious threat to public health, infrastructure, local economies, biodiversity, and future generations;

WHEREAS, municipalities are on the front lines of climate change, often bearing the burden of disaster response, infrastructure adaptation, and long-term community resilience;

WHEREAS, despite local action, meaningful progress on climate change requires bold and coordinated leadership at the federal level, including policies, legislation, funding, and international cooperation;

WHEREAS, Canada has made national and international climate commitments, including under the Paris Agreement, and must continue to strengthen its role in mitigating greenhouse gas emissions and supporting adaptation;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Bluewater Council urges the Government of Canada to:

1. **Maintain climate change as a top national priority**, reflected in legislation, national planning, funding, and public policy;
2. **Prioritize investments in the clean energy transition in the upcoming Federal budget**;
3. **Continue to support municipalities** in their efforts to mitigate and adapt to climate change, including through sustainable infrastructure funding, disaster preparedness support, and clean energy investments since municipalities have the ability to influence change in ~50% of emissions within Canada;
4. **Accelerate the transition to a low-carbon economy**, ensuring that it is just, inclusive, and economically beneficial for all regions and communities;
5. **Engage in transparent, science-based policymaking** that reflects the urgency of the climate crisis and the lived experiences of Canadians;
6. **Collaborate with Indigenous communities** and respect Indigenous knowledge and leadership in addressing climate change including obtaining free, prior and informed consent; and
7. **Continue to report annually** on national progress in reducing emissions and implementing adaptation strategies.

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Prime Minister of Canada, the Minister of Environment and Climate Change, local Members of Parliament, the Federation of Canadian Municipalities, the Premier of Ontario, the Association of Municipalities of Ontario as well as local MPPs and all municipalities for their consideration.

Sincerely,

Chandra Alexander
Manager of Corporate Services/Clerk

cc: The Right Honourable Mark Carney, Prime Minister of Canada
The Honourable Doug Ford, Premier of Ontario
The Honourable Julie Dabrusin, Minister of Environment and Climate Change
Lisa Thompson, Huron-Bruce MPP
Ben Lobb, Huron-Bruce MP
Federation of Canadian Municipalities
Association of Municipalities of Ontario
All Ontario Municipalities