



# AGENDA

Corporation of the Town of Kirkland Lake  
Regular Meeting of Council  
Electronically via Zoom  
June 15, 2021  
4:40 p.m.

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

2. **Approval of the Agenda**

***BE IT RESOLVED THAT*** the Agenda for the Regular Meeting of Council held on June 15, 2021 beginning at 4:40 p.m. be approved as circulated to all Members of Council.

3. **Declaration of Pecuniary Interest**

4. **Petitions and Delegations**

4.1 TNT Drag Race Request for Final Approval  
Blair Preston

***BE IT RESOLVED THAT*** the delegation from Blair Preston be received.

4.2 Park Proposal  
Anna Boudreault & Francine Sanche

***BE IT RESOLVED THAT*** the delegation from Anna Boudreault and Francine Sanche be received.

5. **Acceptance of Minutes and Recommendations**

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

- Minutes of the Regular Meeting of Council held June 1, 2021
- Minutes of the Special Meeting of Council held June 8, 2021, and

***THAT*** Council accept the minutes of the following committee meetings:

- Minutes of the Economic Development Committee Meeting held March 24, 2021
- Minutes of the Library Board Meeting held March 18, 2021, and
- Minutes of the Library Board Meeting held April 15, 2021

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

6.1 Loose Parts Playground  
Bonnie Sackrider, Director of Community Services

***BE IT RESOLVED THAT*** Report Number CS-2021-014 entitled “**Loose Parts Playground**” be received,

***THAT*** staff be directed to work with the volunteers to assist in the creation of a successful playground, and

***THAT*** staff be directed to present to Council a use agreement once further details are determined.

6.2 Age Friendly Grant Report  
Bonnie Sackrider, Director of Community Services

***BE IT RESOLVED THAT*** Report Number 2021-CS-015 entitled “**Age Friendly Grant Report**” be received, and

***THAT*** staff be directed to continue implementing action items to ensure Kirkland Lake is an Age-Friendly Community.

6.3 Employee Wellness Program  
Kassandra Young, Human Resources Supervisor

***BE IT RESOLVED THAT*** Report Number 2021-HR-009 entitled “**Employee Wellness Program**” be received, and

***THAT*** Council review and approve the Employee Wellness Strategy.

6.4 Health & Safety Policy  
Kassandra Young, Human Resources Supervisor

***BE IT RESOLVED THAT*** Memorandum Number 2021-HR-010 entitled “**Health and Safety Policy**” be received,

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

***THAT*** staff be directed to insert the updated policy into the Corporate Policy Manual and upload it to the Town’s website.

6.5 Dispatch  
Rob Adair, Fire Chief

***BE IT RESOLVED THAT*** Memorandum Number 2021-FIRE-004M entitled “**Dispatch**” be received.

6.6 Request to Purchase Lands in Pacaud Township  
Jenna McNaughton, Planning Administrator/Recycling Coordinator/Data Manager

***BE IT RESOLVED THAT*** Memorandum Number 2021-DEV-027M entitled “***Request to Purchase lands in Pacaud Township***” be received,

***THAT*** the property known as Parcel 5104 SEC SST, Pacaud Township be declared surplus to the needs of the Corporation,

***THAT*** staff be directed to provide notice of intent to sell the lands described as Parcel 5104 SEC SST, Pacaud Township, and

***THAT*** staff be directed to prepare and present a By-law to Council to authorize the Corporation of the Town of Kirkland Lake to enter into an agreement of purchase and sale to sell the property known as Parcel 5104 SEC SST, Pacaud Township to Mr. Dhallower Hossain for a sale price of \$20,000.

- 6.7 Request to Waive the Two-Year Moratorium for the Zoning Amendment Application at 42 Second Street  
Jenna McNaughton, Planning Administrator/Recycling Coordinator/Data Manager

***BE IT RESOLVED THAT*** Report Number 2021-DEV-026 entitled “***Request to Waive the Two-Year Moratorium for the Zoning Amendment Application at 42 Second Street***” be received, and

***THAT*** Council for the Corporation of the Town of Kirkland Lake hereby waives the two-year moratorium in accordance of Section 34 (10.0.0.1) of the Planning Act with respect to a zoning amendment application at 42 Second Street.

- 6.8 Integrity Commissioner Financials  
Meagan Elliott, Clerk

***BE IT RESOLVED THAT*** Memorandum Number 2021-CLK-017M entitled “***Integrity Commissioner Financials***” be received.

**7. Consideration of Notices of Motion**

***BE IT RESOLVED THAT*** staff be directed to bring back a report on how many properties are being charged for commercial water in residential homes, how much revenue that represents and whether the Town can at this time offer any relief to these home business owners due to being shut down because of COVID.

**8. Introduction, Reading and Consideration of By-Laws**

By-Law 21-045            Being a by-law to adopt the 2021 Municipal Budget

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

***By-law Number 21-045, being a by-law to adopt the 2021 Municipal Budget***

By-Law 21-046            Being a by-law to set the tax ratios for municipal purposes for the year 2021

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

***By-law Number 21-046, being a by-law to set the tax ratios for municipal purposes for the year 2021***

By-Law 21-047            Being a by-law to adopt the estimates of all sums required during the year and to strike the rates of taxation for the year 2021

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

***By-law Number 21-047, being a by-law to adopt the estimates of all sums required during the year and to strike the rates of taxation for the year 2021***

By-Law 21-048            Being a by-law to set the municipal water and wastewater rates for 2021

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

***By-law Number 21-048, being a by-law to set the municipal water and wastewater rates for 2021***

9. **Questions from Council to Staff**

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

11. **Councillor's Reports**

11.1 **Councillor Updates**

***BE IT RESOLVED THAT the verbal updates from members of Council be received.***

12. **Additional Information**

**13. Closed Session**

***BE IT RESOLVED THAT*** Council move into a Closed Session pursuant to Section 239(2) to discuss 1 land disposition matter and 1 matter relating to labour relations involving an identifiable individual.

**14. Matters from Closed Session**

**15. Confirmation By-Law**

By-law 21-049                      Being a by-law to confirm the proceedings of Council at its meeting held June 15, 2021

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

***By-law Number 21-049***, being a by-law to confirm the proceedings of Council at its meeting held June 15, 2021.

**16. Adjournment**

***BE IT RESOLVED THAT*** Council adjourn the June 15, 2021 Regular Meeting of Council.



# MINUTES

Corporation of the Town of Kirkland Lake  
Regular Meeting of Council  
Electronically via Zoom  
June 1, 2021  
4:40 p.m.

## **Attendance**

Mayor: Pat Kiely  
Councillors: Rick Owen  
Casey Owens  
Eugene Ivanov  
Lad Shaba  
Patrick Adams  
Stacy Wight  
Staff: Interim CAO: Don Studholme  
Clerk: Meagan Elliott  
Director of Community Services: Bonnie Sackrider  
Director of Care: Tanya Schumacher  
Fire Chief: Rob Adair  
Director of Economic Development: Wilf Hass  
Planning Administrator/Recycling Coordinator/Data Manager: Jenna McNaughton  
Manager of Operations and Engineering: Stephane Fortin

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

Mayor Kiely requested a moment of silence.

## **2. Approval of the Agenda**

Moved by: Stacy Wight

Seconded by: Eugene Ivanov

**BE IT RESOLVED THAT** the Agenda for the Regular Meeting of Council held on June 1, 2021 beginning at 4:40 p.m. be approved as circulated to all Members of Council.

**CARRIED**

## **3. Declaration of Pecuniary Interest**

Mayor Kiely requested those present to declare any pecuniary interests with matters appearing on the Open Session agenda. None noted.

## **4. Petitions and Delegations**

4.1 Laurentian University Cuts  
Allan Daoust

Moved by: Lad Shaba  
Seconded by: Patrick Adams

**BE IT RESOLVED THAT** the delegation from Allan Daoust be received.

**CARRIED**

4.2 Nettie Lake  
Kathy Whelan and Brian Coghlan

*TKL Boardroom lost connection at 5:30pm and returned at 5:35pm*

Moved by: Casey Owens  
Seconded by: Rick Owen

**BE IT RESOLVED THAT** the delegation from Kathy Whelan and Brian Coghlan be received.

**CARRIED**

**5. Acceptance of Minutes and Recommendations**

Moved by: Eugene Ivanov  
Seconded by: Lad Shaba

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

- Minutes of the Regular Meeting of Council held May 18, 2021, and

**THAT** Council accept the minutes of the following committee meetings:

- Minutes of the TPR Committee of Management meeting held November 23, 2020
- Minutes of the Museum Advisory Committee meeting held February 24, 2021
- Minutes of the TPR Committee of Management meeting held March 1, 2021

**CARRIED**

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

6.1 Verbal COVID-19 Update  
Bonnie Sackrider, Director of Community Services

*Mayor Kiely requested a short break at 5:40pm and returned at 5:42pm*

Moved by: Stacy Wight  
Seconded by: Rick Owen

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

**CARRIED**

6.2 Proposed 2021 Budget  
Don Studholme, Interim CAO

Moved by: Patrick Adams  
Seconded by: Casey Owens

**BE IT RESOLVED THAT** Memorandum Number 2021-CAO-013M entitled “**2021 Budget**” be received, and

**THAT** staff be directed to continue to make changes and bring the final document to a Special Meeting of Council on June 8, 2021 for review before the final passing at the June 15, 2021 Regular Meeting of Council.

**CARRIED**

6.3 ONR Passenger Train Service  
Don Studholme, Interim CAO

Moved by: Lad Shaba  
Seconded by: Eugene Ivanov

**BE IT RESOLVED THAT** Memorandum Number 2021-CAO-009M entitled “**ONR Passenger Train Service**” be received,

**THAT** staff be directed to forward to the ONR a list of issues around the train not stopping in Kirkland Lake to pick up or drop off passengers, and

**THAT** staff be directed to invite MPP Vanthof and the chair of ONR to come meet with TKL and look into forming a committee to address this issue.

**CARRIED**

6.4 2021 AMO Delegation Requests  
Meagan Elliott, Clerk

Moved by: Rick Owen  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** Memorandum Number 2021-CLK-016M entitled “**2021 AMO Delegation Requests**” be received, and

**THAT** staff be directed to submit a request for delegations on the following topics:

Connecting Link Funding  
Opioid Crisis (Pinegar)  
Long-Term Care Funding Timelines  
ONR Passenger Service in Swastika  
Mineral tax sharing with Municipalities

**CARRIED**



6.5 Municipal Accommodation Tax  
Wilf Hass, Director of Economic Development

Moved by: Patrick Adams  
Seconded by: Rick Owen

*Mayor Kiely stepped out at 6:46pm and Councillor Adams stepped in as Acting Mayor  
Mayor Kiely returned at 6:48pm and assumed the Chair*

**BE IT RESOLVED THAT** Report Number 2021-DEV-022 entitled “**Municipal Accommodation Tax**” be received, and

**THAT** staff be directed to begin the process of implementing the Municipal Accommodations Tax as per the process outlined in this report, inclusive of continuing public consultations on the matter.

**CARRIED**

6.6 FedNor Application for Funding – Biomass Availability Study  
Wilf Hass, Director of Economic Development

Moved by: Casey Owens  
Seconded by: Lad Shaba

**BE IT RESOLVED THAT** Report Number 2021-DEV-024 entitled “**FedNor Application for Funding - Biomass Availability Study**” be received, and

**THAT** staff be directed to submit an application for funding to the Federal Economic Development Initiative for Northern Ontario (FedNor) in support of a study to conduct a biomass availability study.

**CARRIED**

6.7 Award of RFP-564-21 Arena Refrigeration Retrofit  
Bonnie Sackrider, Director of Community Services

Moved by: Eugene Ivanov  
Seconded by: Casey Owens

**BE IT RESOLVED THAT** Report Number 2021-CS-013 entitled “**Award of RFP 564-21 Arena Refrigeration Retrofit**” be received,

**THAT** Council hereby awards the contract to complete Arena Refrigeration Retrofit for the Town of Kirkland Lake to Northland Group of Companies in the amount of \$163,254.75 + HST,

**THAT** staff is hereby authorized to approve additional work as part of the Arena Refrigeration Retrofit that corresponds to approved items in the agreement,

**THAT** the required monies in the amount of \$203,191.00 be allocated from the Investing in Canada Infrastructure Program (ICIP) Grant Fund, and

**THAT** staff be directed to present a bylaw to authorize the execution of an agreement with Northland Group of Companies to conduct Arena Plant Refrigeration upgrade for the Town of Kirkland Lake.

**CARRIED**

**7. Consideration of Notices of Motion**

Moved by: Rick Owen

Seconded by: Patrick Adams

**BE IT RESOLVED THAT** staff be directed to contact our 911 service provider and the ONR to arrange for 911 operators to inform the ONR dispatch service when emergency first responder vehicles need to respond to an emergency west of the ONR tracks crossing Highway 66 in Swastika.

**CARRIED**

**8. Introduction, Reading and Consideration of By-Laws**

Moved by: Stacy Wight

Seconded by: Casey Owens

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

**By-law Number 21-038**, being a by-law to authorize the execution of an agreement with the Culver Park Operating Authority

**CARRIED**

Moved by: Lad Shaba

Seconded by: Patrick Adams

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

**By-law Number 21-042**, being a by-law to appoint a property standards officer

**CARRIED**

**9. Questions from Council to Staff**

None noted.

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

Councillor Wight put forth the following motion to be considered next meeting:

**BE IT RESOLVED THAT** staff be directed to bring back a report on how many properties are being charged for commercial water in residential homes, how much revenue that represents and whether the town can at this time offer any relief to these home business owners due to being shut down because of COVID.

**11. Councillor's Reports**

**11.1 Councillor Updates**

Moved by: Eugene Ivanov  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** the verbal updates from members of Council be received, and **THAT** the Mayor provide a letter on behalf of Council to the awarded students.

**CARRIED**

**12. Additional Information**

**12.1 Response to Chamber Letter**

Moved by: Casey Owens  
Seconded by: Lad Shaba

**BE IT RESOLVED THAT** the response letter to the Kirkland Lake Chamber be received.

**CARRIED**

**12.2 2020 Annual Integrity Commissioner Report – E4M**

Moved by: Rick Owen  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** the 2020 Annual Integrity Commissioner Report from E4M be received, and

**THAT** staff be directed to report back on total costs associated with the Integrity Commissioner from this term of Council.

**CARRIED**

**13. Closed Session**

Moved by: Eugene Ivanov  
Seconded by: Patrick Adams

**BE IT RESOLVED THAT** Council move into a Closed Session pursuant to Section 239(2) to discuss 2 land disposition matters and 2 matters involving identifiable individuals.

**CARRIED**

*Council moved into Closed Session at 7:27pm  
Council rose from Closed Session at 8:46pm*

**14. Matters from Closed Session**

Moved by: Lad Shaba  
Seconded by: Casey Owens

**THAT** staff be directed to end the By-Law contract with PADS by the end of June 2021.

**CARRIED**

**15. Confirmation By-Law**

Moved by: Stacy Wight  
Seconded by: Rick Owen

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

**By-law Number 21-043**, being a by-law to confirm the proceedings of Council at its meeting held June 1, 2021.

**CARRIED**

**16. Adjournment**

Moved by: Casey Owens  
Seconded by: Lad Shaba

**BE IT RESOLVED THAT** Council adjourn the June 1, 2021 Regular Meeting of Council.

**CARRIED**

*The meeting adjourned at 8:48pm*

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Pat Kiely, Mayor

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Meagan Elliott, Clerk



# **MINUTES**

Corporation of the Town of Kirkland Lake  
Special Meeting of Council  
Electronically via Zoom  
June 8, 2021  
4:40 p.m.

## **Attendance**

Mayor: Pat Kiely  
Councillors: Rick Owen  
Casey Owens  
Eugene Ivanov  
Lad Shaba  
Patrick Adams  
Stacy Wight  
Staff: Interim CAO: Don Studholme  
Clerk: Meagan Elliott  
Director of Community Services: Bonnie Sackrider  
Director of Care: Tanya Schumacher  
Fire Chief: Rob Adair  
Director of Economic Development: Wilf Hass  
Manager of Operations and Engineering: Stephane Fortin

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

Mayor Kiely requested a moment of silence.

## **2. Approval of the Agenda**

Moved by: Rick Owen  
Seconded by: Patrick Adams

**BE IT RESOLVED THAT** the Agenda for the Special Meeting of Council held on June 8, 2021 beginning at 4:40 p.m. be approved as circulated to all Members of Council with the removal of Closed Session.

**CARRIED**

## **3. Declaration of Pecuniary Interest**

Mayor Kiely requested those present to declare any pecuniary interests with matters appearing on the Open Session agenda. None noted.

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

4.1 Proposed 2021 Budget  
Don Studholme, Interim CAO

Moved by: Casey Owens  
Seconded by: Eugene Ivanov

**BE IT RESOLVED THAT** the Proposed 2021 Budget documents be received, and **THAT** staff be directed to provide the appropriate notice for the passing of the budget at the June 15, 2021 Regular Meeting of Council.

**CARRIED**

Moved by: Lad Shaba  
Seconded by: Stacy Wight

**BE IT RESOLVED THAT** Council hereby approves the following transfers of the 2020 Operating Surplus of \$3,063,009:  
\$1,161,000 into a Tax Stabilization Reserve  
\$540,990 into the Reserve for Working Capital  
\$36,000 into the Reserve for Infrastructure Capital  
\$5,709 into a Reserve Fund for Library Purposes  
\$3,820 into a Reserve for Library Purposes  
\$657,745 into the Reserve for Working Funds, and  
The remaining \$657,745 be utilized to reduce the 2021 tax levy request.

**CARRIED**

**5. Confirmation By-Law**

Moved by: Stacy Wight  
Seconded by: Rick Owen

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

**By-law Number 21-044**, being a by-law to confirm the proceedings of Council at its meeting held June 8, 2021.

**CARRIED**

**6. Adjournment**

Moved by: Patrick Adams  
Seconded by: Casey Owens

**BE IT RESOLVED THAT** Council adjourn the June 8, 2021 Special Meeting of Council.

**CARRIED**

*The meeting adjourned at 5:13pm*

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Pat Kiely, Mayor

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Meagan Elliott, Clerk



# ***MINUTES***

Corporation of the Town of Kirkland Lake  
Economic Development Committee  
Electronically via Zoom  
March 24, 2021  
4:30 PM

## **Attendance**

Mayor:

Committee Members: Elizabeth Kelly (Acting Chair)  
Mike Sutton  
Beverly Allsopp  
Emilie Bouley

Staff: Wilfred Hass, Director, Economic Development and Tourism

## **1. Call to Order**

Chair Kelly called the meeting to order 4:31 PM

## **2. Approval of the Agenda**

Moved by: Emile Boulley  
Seconded by: Mike Sutton

**BE IT RESOLVED THAT** the Agenda for the Economic Development Committee held on March 24, 2021 beginning at 4:31PM be approved as circulated to all members.

## **3. Declaration of Pecuniary Interest**

Acting Chair Kelly requested those present to declare any pecuniary interests on items appearing on the agenda. None noted.

## **4. Presentations**

None noted.

## **5. Acceptance of Minutes and Recommendations**

5.1 Minutes of November 25, 2020 meeting

Moved by: Elizabeth Kelly  
Seconded by: Beverly Allsopp

**BE IT RESOLVED THAT** the Minutes for the Economic Development Committee held on November 25, 2020 be approved.

**6. Items for Discussion**

6.1 Report 2021-EDD-001 (CIP Application 14 Government Road West)

Moved by: Mike Sutton

Seconded by: Emile Boulley

**BE IT RESOLVED THAT** Memorandum Number 2021-EDC-001 entitled "CIP Application 14 Government Road West" be received, and

**THAT,** Council approve a maximum \$5,000 disbursement for building renovations and a maximum \$5,000 disbursement for facade improvements, to be drawn from the Community Improvement Program, for the application submitted by Ms. Karen Suykens for 14 Government Road West, Kirkland Lake.

**7. Additional Information**

Moved by: Emile Boulley

Seconded by: Beverly Allsop

**BE IT RESOLVED THAT** additional information regarding the 2021 EDC meeting schedule and the proposed timber harvesting public consultation presentation be received.

The meeting adjourned at 4:48 PM.

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Elizabeth Kelly, Acting Chair

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Wilfred Hass, Secretary

APPROVED BY COMMITTEE ON JUNE 2 2021





# MINUTES

Corporation of the Town of Kirkland Lake  
Kirkland Lake Public Library Board  
Teck Centennial Public Library Meeting Room  
March 18, 2021  
5:00 pm

## **Attendance**

Chair: Shirley Scott

Members: Mrs. S. Orr, Ms. J. Johnson; Mrs. H. Miller; Ms. S. Wight

Secretary: Cheryl Lafreniere

### **1. Call to Order**

Chair Mrs. S. Scott called the meeting to order at 5:05 p.m.

### **2. Approval of the Agenda**

Moved by: Ms. S. Wight

Seconded by: Mrs. S. Orr

**Motion # 2021- 18: BE IT RESOLVED THAT** the Agenda for the Kirkland Lake Public Library Board held on March 18, 2021 beginning at 5:05 p.m. be approved as circulated to all Board Members.

**CARRIED**

### **3. Declaration of Pecuniary Interest**

None noted

### **4. Presentations / Delegations**

None noted

### **5. Acceptance of Minutes and Recommendations**

Moved by: Mrs. S. Orr

Seconded by: Mrs. H. Miller

**Motion # 2021 – 19: BE IT RESOLVED THAT** the Kirkland Lake Public Library Board accepts the minutes of the regular meeting held on Thursday, February 18, 2021 at 5:05 p.m.

**CARRIED**

**6. Business Arising**

No business arising.

**7. Reports**

7.1 Librarian's Monthly Report

**BE IT RESOLVED THAT** the Librarian's Monthly Report for March 2021, be received as presented.

7.2 Policy Review

Moved by: Ms. S. Wight

Seconded by: Ms. J. Johnson

**Motion # 2021 – 20: BE IT RESOLVED THAT** the following policies be received and approved by the Kirkland Lake Public Library Board: Foundation Policy – Mission Statement FN-01; Foundation Policy – Vision Statement FN-02; Foundation Policy – Statement of Value FN-03; Foundation Policy – Intellectual Freedom FN-04; Foundation Policy – Respect and Acknowledgment Declaration FN-05

**CARRIED**

**8. Correspondence**

8.1 Thank you card – Received as information.

8.2 Government HUB Newsletter – Received as information

8.3 Canadian Council of Archives

**9. Additional Information**

9.1 Smile Cookie Campaign

CEO informed the Library Board that the Children's Department was this years' recipient of the Tim Horton's Smile Cookie Campaign.

**10 Closed Session**

Moved by: Ms. J. Johnson

Seconded by: Mrs. S. Orr

**Motion # 2021 – 21: BE IT RESOLVED THAT** the Kirkland Lake Public Library Board move into closed session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings at 5:38 p.m. to discuss two financial matters.

**CARRIED**

**Motion # 2021 – 22: BE IT RESOLVED THAT** the Kirkland Lake Public Library Board rise from the close session at 5:50 p.m.

**CARRIED**

**11. Adjournment**

Moved by: Mrs. S. Orr

Seconded by: Mrs. S. Scott

**BE IT RESOLVED THAT** Members adjourn the March 18, 2021 Kirkland Lake Public Library Board Meeting.

*The meeting adjourned at: 5:55 p.m.*

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Shirley Scott, Board Chair

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Cheryl Lafreniere, Secretary to the Board

APPROVED BY BOARD ON APRIL 15 2021



# **MINUTES**

Corporation of the Town of Kirkland Lake  
Kirkland Lake Public Library Board  
Teck Centennial Public Library Meeting Room  
April 15, 2021  
5:00 pm

## **Attendance**

Chair: Shirley Scott

Members: Mrs. S. Orr, Mrs. H. Miller, Ms. S. Wight

Absent: Ms. J. Johnson

Secretary: Cheryl Lafreniere

## **1. Call to Order**

Mrs. S. Scott, Board Chair, called the meeting to order at 5:05 p.m.

## **2. Additions to the Agenda**

None noted

## **3. Approval of the Agenda**

Moved by: Mrs. H. Miller

Seconded by: Mrs. S. Orr

**Motion # 2021- 25: BE IT RESOLVED THAT** the Agenda for the Kirkland Lake Public Library Board meeting, held on April 15, 2021 beginning at 5:05 p.m. be approved as circulated to all Board Members.

**CARRIED**

## **4. Declaration of Pecuniary Interest**

None noted.

## **5. Presentations / Delegations**

None noted.

## **6. Acceptance of Minutes and Recommendations**

Moved by: Ms. S. Wight.

Seconded by: Mrs. H. Miller

**Motion # 2021 – 26: BE IT RESOLVED THAT** the Kirkland Lake Public Library Board accept the minutes of the regular meeting held on March 18, 2021.

**CARRIED**

**7. Business Arising**

No business arising.

**8. Reports**

**7.1 Librarian's Monthly Report**

**BE IT RESOLVED THAT** the Librarian's Monthly Report for March 2021 be received as presented and discussed.

**7.2 Monthly Statistics**

**BE IT RESOLVED THAT** the Library statistics for the Month of March 2021 be received as presented and discussed.

**9. Correspondence**

There was no correspondence at this time.

**10. Additional Information**

None noted.

**11. Closed Session**

Moved by: Mrs. H. Miller  
Seconded by: Ms. S. Wight

**Motion # 2021 – 32: BE IT RESOLVED THAT** The Kirkland Lake Public Library Board approves the motions passed in Closed Session.

**CARRIED**

**12. Adjournment**

Moved by: Mr. S. Orr  
Seconded by: Mrs. H. Miller

**Motion # 2021 – 33: BE IT RESOLVED THAT** the Kirkland Lake Public Library Board adjourn the April 15, 2021 regular scheduled meeting.

*The meeting adjourned at 5:29 p.m.*

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Shirley Scott, Chair

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Cheryl Lafreniere, Secretary

APPROVED BY BOARD ON MAY 20 2021

## REPORT TO COUNCIL

Meeting Date: 15/06/2021

Report Number: CS-2021-014

Presented by: Bonnie Sackrider

Department: Community Services

### REPORT TITLE

Loose Parts Playground

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number CS-2021-014 entitled “**Loose Parts Playground**” be received,

**THAT** staff be directed to work with the volunteers to assist in the creation of a successful playground, and

**THAT** staff be directed to present to Council a use agreement once further details are determined.

### BACKGROUND

Two members of the community have expressed an interest in redeveloping the corner lot on Second Street and Station Road as a *Loose Parks Playground*. Staff have met with the volunteers and have discussed how the municipality can support their efforts with an end result of a functioning park for Kirkland Lake residents to enjoy, at minimal cost to the Corporation.

### RATIONALE

Because there are municipal services located under the ground in this area, the land is not attractive for any project that requires work beneath the grade, or anything that would push frost into the ground, such as a parking area. For these reasons, redevelopment into a seasonal play area is very appropriate. This is an example of true Community Development, whereby members of the municipality take on activities that provide a service to the community to make it more livable and sustainable.

## OTHER ALTERNATIVES CONSIDERED

Council may choose not to support the loose parts playground development initiative, or may suggest an alternate location to the volunteers.

## FINANCIAL CONSIDERATIONS

Financial considerations would be minimal as the volunteers will complete the creation of the park area and the supply of loose parts. If this group of volunteers are not able to maintain the park in the future, the redeveloped area will be more attractive than it currently is, and could be maintained as play space by the department. The Community Services Department would be obligated to conduct regular inspections for safety and will add it to the tri-weekly garbage runs completed by staff in the spring, summer and fall.

## RELATIONSHIP TO STRATEGIC PRIORITIES

Community Development of unusable municipal property aligns with the pillars of Sustainable Operational Excellence and Outstanding Service.

## ACCESSIBILITY CONSIDERATIONS

Ontario's Accessibility Standard for the Design of Public Spaces will help eliminate physical barriers to accessing outdoor recreation experiences. Newly developed outdoor play spaces require adherence to the legislative standards. The volunteers have been briefed on what is required and are confident that all aspects will be integrated into the design.

## CONSULTATIONS

Meagan Elliot – Clerk

Jenna McNaughton – Planning Department

Francine Sanche and Anna Boudreault - Volunteers

Intact Public Entities (formally Frank Cowan) - Risk Management Team

## ATTACHMENTS

Attachment 1 – Loose Parts Playground Initiative – Francine Sanche and Anna Boudreault



# Loose Parts Playground

May 2021

Proposed by: Francine Sanche and Anna Boudreault

Proposed to: The Town Council of Kirkland Lake

## Our introduction

We are both Educators at La Garderie Francofleur et Miel. Francine is a Registered Native Early Childhood Educator with 13 years of experience in childcare. Anna is currently enrolled in an Early Childhood Education Apprenticeship program with Collège Boréal with 2 years experience.

## Overview

We would like to present the idea of adding a loose parts playground in our community. Previously there was a playspace for the children in the community located at the corner of Second Street and Station Road. This space is currently not being utilized and we would like to propose that this space be turned back into an area where children can play. We see the need for a play environment that encourages creativity, imagination and innovation for children in the community of Kirkland Lake. Our goal is to create and provide this playground to the community at no cost to the town with the support of local businesses and donations of materials. Recently one of our coworkers passed away and one of her passions as an educator was to encourage open-ended play with loose part materials. In memory of her, we would like to name the park "Reece Fillion Memorial Loose Parts Playground".

## What is it?

Children are naturally drawn to objects that allow open-ended play. You've probably seen it yourself when they ignore the toy in order to spend hours exploring the box it came in. This natural sense of creativity and wonder is what the theory of loose parts is all about. Loose Parts is simply a name for stimulating materials that children can use to learn how the world works. Unlike "normal" playgrounds or most toys, loose parts are open ended and reusable in an infinite number of ways depending on the child's needs for development. Children are naturally drawn to objects that allow open-ended play.

## Previous success

1. Pop Up Adventure Playground established in New York City in 2010 has now expanded worldwide to the Uk, Australia, Costa Rica, Columbia, Uganda. They have shared remarkable stories on how their playgrounds have helped the health of their communities and the lives of children locally.
2. The Land Adventure Playground is located in the United Kingdom and was established in 2011. This adventure play park encourages children and young people to experiment with risk, challenge and creativity. This Play Team also runs a number of additional groups and trips.

## Materials

Our goal is to have most materials donated by local businesses and our community. Loose parts is a term that refers to any material that can be moved, stacked, carried or altered. These can include natural materials such as sticks, stones, stumps, water, leaves and sand or recycled materials like milk crates, ropes, pipes, spools, gutters, pallets, tarps and many more.

## Benefits

1. Encourages imagination and creativity
2. Connects children to reality
3. They get to set their own agenda in their play
4. Creates opportunities for communication and enhances vocabulary
5. Creates independence
6. Children are more engaged in play
7. Gross and fine motor development
8. Developpes problem solving skills
9. Supports risk taking
10. Connection with nature

## Images of Loose Parts Playground Ideas



Here is the additional information requested

### **Storage/avoid stealing**

We are aware that theft is a possibility and probably will occur. Since most of our materials are recycled, we are hoping to obtain a large enough quantity that will allow us to replace parts over time. We will have storage areas to store the more expensive items that will be taken out during the day and locked in the evening. Storage shelving for materials will be secured on the fence to help prevent stealing. Some items will be painted in order to diminish their value such as tires.

### **Slopes**

We have evaluated the current location's state and judge that the best option would be to level the ground into two separate spaces that will be connected with an accessible ramp. We understand that there is a cost that will be associated with this and we will be responsible for this cost. This means the ground will need to be dug out as well as leveled with loose fill engineered wood fibre and possibly interlocking bricks if we obtain the funding necessary. The wood surrounding the two current play spaces will also be replaced as well as removing the tree stumps.

### **Accessible grounds**

We are planning on keeping the two separate play levels with an accessible ramp connecting the two. The lower level play space will also have a ramp that connects to the walkway. We have attached a picture of our inspiration for this ramp. The lower level play space will be made of loose fill engineered wood fibre and the top level will be made up of play sand and pebble stones. Both accessible ramps will be composed of the loose fill engineered wood fibre.





## List of materials and equipment

### General:

- Rain barrels with spouts
- Tires
- Wood and plastic Spools
- PVC piping
- Plastic Rain gutters
- Tree stumps
- Logs, branches, leaves, acorns
- Wood planks
- Plastic flower pots
- Plastic milk crates
- Wood pallets
- Vehicle steering wheel
- Traffic cones
- Plastic watering cans
- Gardening tools (plastic pails, shovels)
- Plastic shopping baskets
- Child size wheelbarrow
- Plastic steering wheels
- Tarp
- Rope
- Pool noodles

- Wooden benches
- Wooden picnic tables
- Rocks
- Wooden play house
- Balls
- Chalk

**Mud Kitchen: (Made out of wood and a stainless steel sink)**

- Pots and pans
- Spoons and spatulas
- Strainers
- Bowls and cups

**Music Wall:**

- Baking pans
- Cookie cooling racks
- Bowls
- Muffin Tins
- Wooden spoons



## REPORT TO COUNCIL

Meeting Date: 15/06/2021

Report Number: 2021-CS-015

Presented by: Bonnie Sackrider/Hailey Clarke

Department: Community Services

### REPORT TITLE

Age Friendly Grant Report

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2021-CS-015 entitled “**Age Friendly Grant Report**” be received, and

**THAT** staff be directed to continue implementing action items to ensure Kirkland Lake is an Age-Friendly Community.

### BACKGROUND

The Town of Kirkland Lake implemented an **Age-Friendly Community Plan** in 2018, with a goal to promote active aging within the community, remove barriers that prevent seniors from living fulfilling lives and allowing seniors in our community to age with dignity in a safe environment. The Department of Physical Services produced an **Action Plan** for making Kirkland Lake an Age-Friendly Community, which included key issues within the *Eight Dimensions of an Age-Friendly Community* and recommendations for change.

The information for the action plan was taken from public meetings held to gain insight from seniors, caregivers, service providers and other interested individuals. After the plan was completed, some initiatives were completed, however, limited staff resources did not allow for completion of all.

In the fall of 2020, the Department of Development Services and the Department of Community Services applied to the *Ministry for Seniors and Accessibility* through the *Seniors Community Grant Program* for dollars to complete more action items in the Plan. The Municipality was successful in securing \$25,000 primarily for wages as well as marketing and supplies. Locally, DTSSAB contributed \$10,000 to enhance one key project, the Senior's Care Packages.



With the absence of a Director of Development Services, the Age Friendly Coordinator worked in the Department of Community Services to achieve results indicated in the grant agreement.

## RATIONALE

As of the 2016 census, individuals 55 and over made up over 40% of the population of Kirkland Lake and are the fastest growing age group over the past 15 years.

## VISION STATEMENT OF THE AGE-FRIENDLY PLAN

“As the number of older adults rise within Kirkland Lake and area, so does the need for services and infrastructure to accommodate their growing needs. The Age-Friendly Community Plan aims to enhance the quality of life for older adults within the municipality. The initiatives resulting from this plan would benefit the community as a whole by accounting for a wide range of physical and mental abilities.”

## FINANCIAL CONSIDERATIONS

All activities undertaken were 100% funded through the grant and local donations.

## RELATIONSHIP TO STRATEGIC PRIORITIES

Implementing the action steps in the Age Friendly Plan align with offering *Outstanding Service* as well as Supporting local Businesses, leveraging existing strengths and making Kirkland Lake presentable in the pillar of *Promoting Economic Growth*.

## ACCESSIBILITY CONSIDERATIONS

Accessibility and enhancing it is a key priority in all aspects of an Age Friendly Community. How seniors obtain information, accessibility of buildings and services, and access to wellness were all addressed in the various action items completed.

## CONSULTATIONS

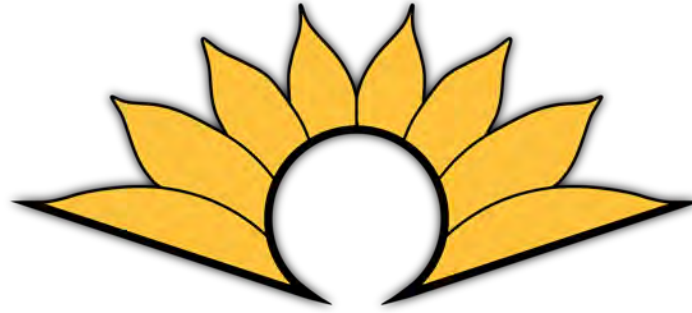
Hailey Clarke – Age Friendly Coordinator for the Grant Objectives

## ATTACHMENTS

Attachment 1 – Age-Friendly Community Plan - 2018

Attachment 2 – Age Friendly Business Guide - 2021

Attachment 3 – Presentation by Age Friendly Coordinator



# **AGING WELL IN K.L.**

**Making Kirkland Lake an Age-Friendly Community**

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An  
**Age-Friendly Community Plan**  
for Kirkland Lake and Area

Corporation of the Town of Kirkland Lake

Department of Physical Services

04/13/2018



"A society for all ages is multigenerational. It is not fragmented, with youths, adults and older persons going their separate ways. Rather, it is age-inclusive, with different generations recognizing — and acting upon — their commonality of interest."

— Kofi Annan,  
Secretary General of the United Nations

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## What is Age-Friendly?

The Age-Friendly Community Planning Outreach Initiative is a joint effort by the *Ministry of Seniors Affairs (MSA)*, the *University of Waterloo*, the *Ontario Interdisciplinary Council on Aging and Health (OICAH)* and the *Seniors Health Knowledge Network (SHKN)* to develop communities that will promote active and healthy aging. The idea is to accommodate the needs of the aging population, which continues to increase. An Age-Friendly Community will benefit more than just seniors in the long term. Targeting older adults and taking into account their various needs will enable communities to improve the quality of life for all residents, regardless of their physical or mental capabilities.

## Incentive for Change

The population is aging. The *Annual Demographics Estimates: Canada, Provinces and Territories, 2017* released by Statistics Canada<sup>1</sup> states that “In 2015, population estimates showed that Canada had more people aged 65 and older than children aged 0 to 14.” They go on to say that 16.9% of Canadians are at least 65 years of age, while only 16.0% of the population were aged 0 to 14. They estimate that by 2024, the amount of people aged 65 and over will make up 20% of the population while children aged 0-14 will remain around 16%. This growth in the aging population will see service providers scrambling to keep up with the increasing demand for services. A small community such as Kirkland Lake, where services are already limited, will not be able to support this growth the way it is now.

Change needs to happen. A community must be able to accommodate its residents or risk losing them. As it stands, our community will not be able to keep up with the increase in senior residents and the services they will require. However, if change is taken seriously by this community, Kirkland Lake will be able to achieve an Age-Friendly Community status.

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<sup>1</sup> <http://www.statcan.gc.ca/pub/91-215-x/91-215-x2017000-eng.pdf> - Accessed March, 2018

## INTRODUCTION

### Kirkland Lake Census Data

Percentages shown in the following section were calculated using the 2016 Census of Population by Statistics Canada for Kirkland Lake<sup>2</sup>. According to Statistics Canada, Kirkland Lake had a population of 7,980 residents in 2016. Of this amount, 21% of people were 65 years and over and only 15% of people were children aged 0 to 14 years. The senior population outnumbers children by 475. In addition, those aged 50 to 54 years, 55 to 59 years and 60 to 64 years each represent 8% of residents for a combined 24% of the total population. This means that, in 2016, people aged 50 years and over made up 45% of the total population.



Broken down further, 3,950 people (49% of the total population) are male and 4,035 (51%) are female. 19% of the male population is 65 years or older and 23% of the female population is 65 years or older. The amount of women aged 85 years or over is double the amount of men aged 85 and over. The average age in Kirkland Lake was 43.8 years in 2016. This was 42.5 years for men and 45.1 years for women. Not only do women outnumber men in Kirkland Lake, but they are also older overall. Finally, the 2016 census reported 5 people over 100 years of age in Kirkland Lake, all of which were women.

<sup>2</sup> <http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=3554068&Geo2=CD&Code2=3554&Data=Count&SearchText=Kirkland%20Lake&SearchType=Begin&SearchPR=01&B1=All&TABID=1> – Accessed March, 2018



## Goals and Objectives

### VISION STATEMENT:

As the number of older adults rise within Kirkland Lake and Area, so does the need for services and infrastructure to accommodate their growing needs. The Age-Friendly Community Plan aims to enhance the quality of life for older adults within the municipality. The initiatives resulting from this plan would benefit the community as a whole by accounting for a wide range of physical and mental abilities.

### GOALS:

- ❖ Promote active aging within the community
- ❖ Remove barriers that prevent seniors from leading fulfilling lives
- ❖ Allow seniors in our community to age with dignity in a safe environment

### OBJECTIVES:

- ❖ Improve pedestrian environment, especially in winter
- ❖ Enhance existing transportation and make it more affordable
- ❖ Encourage housing initiatives that promote independent living for older adults
- ❖ Promote better access to social activities/events
- ❖ Promote education workshops on various topics of interest to senior residents
- ❖ Encourage community groups and businesses to accommodate older volunteers/employees
- ❖ Improve the availability/accessibility of information to seniors
- ❖ Improve access to services within the community



### Eight Dimensions of an Age-Friendly Community

In 2007, the World Health Organization (WHO) released “*Global Age-Friendly Cities: A Guide*”, which outlined eight areas of urban living. These were then adopted by the Age-Friendly Outreach Initiative as the eight dimensions which make up an Age-Friendly community.

#### **OUTDOOR SPACES AND PUBLIC BUILDINGS**

**This includes the physical environment that impacts the mobility, independence, and quality of life for senior residents.**

#### **TRANSPORTATION**

**The services and means that are available to senior residents in order to move throughout the community.**

#### **HOUSING**

**This includes the structure, design, location, and affordability of housing, as well as any related community and social services.**

#### **SOCIAL PARTICIPATION**

**This includes the physical, social, cultural, and spiritual activities that are available to seniors in the community.**



## THE PLANNING PROCESS

### RESPECT AND SOCIAL INCLUSION

Fostering positive attitudes towards seniors and recognizing their voice within the community.

### CIVIC PARTICIPATION AND EMPLOYMENT

This includes any volunteer or employment opportunities that can accommodate seniors and their respective needs.

### COMMUNICATION AND INFORMATION

Ensuring that information about services and activities are readily available and easily accessible to senior residents.

### COMMUNITY SUPPORT AND HEALTH SERVICES

This includes all services available to senior residents which would help them to maintain their physical health and personal independence.

## THE PLANNING PROCESS

### Public Consultation

#### FOCUS GROUP SESSIONS

Public meetings were held monthly in order to gain insight from seniors, caregivers, service providers, and other interested individuals. Each meeting focused on one of the eight dimensions of an Age-Friendly community. Discussions centered on the major issues or barriers to seniors in the community, what services already exist and where improvements can be made, as well as what can be done to make the community more Age-Friendly.

The community was enthusiastic about the project and the public meetings generated quite a bit of interest. Those who attended these meetings helped to identify the key issues within each of the eight dimensions and made some recommendations for change. These key elements have been outlined in this Plan to support future community incentives and improvement projects.

#### COMMUNITY-WIDE SURVEY

A survey was distributed throughout the community in October, 2017, in both French and English, as a means to gain more direct insight from senior residents. The survey, which addressed all eight dimensions of an Age-Friendly community and gathered background information on respondents, generated over 140 responses from community members.

A full report detailing the data collected from the survey has been completed and is available in tandem with this Community Plan.



# OUTDOOR SPACES AND PUBLIC BUILDINGS





## OUTDOOR SPACES AND PUBLIC BUILDINGS

### 1. Safety and Comfort in the Pedestrian Realm

Residents felt that walking around the community was difficult. One concern was that sidewalks are not as well-maintained as they should be. Many areas have cracked and heaved, and some areas do not have sidewalks at all. Another concern was regarding pedestrian lights downtown. It was felt that the “walk” signal did not last long enough for people to cross at a comfortable pace. Inconsistencies were also noted between crossing times at each light, which creates confusion over how much time one actually has to cross. The final concern was snow. Many sidewalks do not get plowed during winter months, forcing residents to walk along the road and in the way of vehicular traffic. There is also the issue of snow banks between the streets and sidewalks creating a barrier for those trying to access businesses. These banks have very few openings shoveled out, if any. Those with limited mobility or balance issues cannot get over these banks, and even younger people risk falling when trying to climb over.

### 2. Accessibility of Buildings

The issues mentioned above impact the community's overall accessibility. Poor sidewalk conditions or snow covered sidewalks makes it even more difficult for those who use scooters, wheelchairs or other mobility aids. Other concerns included parking, access to buildings and availability of washrooms. It was felt that the community did not have enough accessible spaces, or that they were inappropriately placed. Many accessible spaces still have a curb and some have trees or service poles blocking the passenger side of parked vehicles. As for getting into buildings, many businesses downtown have steps at their entrances and very few have automatic doors. These accessibility issues create barriers for residents, and businesses may lose out on potential customers. Finally, it was noted that few places in the downtown core allow the public to use their washroom facilities especially if they are not paying customers. This can be problematic for those walking downtown who will have nowhere to go if they suddenly find themselves in need of a washroom.

# TRANSPORTATION



## TRANSPORTATION

### 1. Cost and Availability of Transportation

Many were concerned with the lack of transportation options and the cost of existing options. The municipality does not have a public transportation system and those who do not drive have to rely on family/friends or take taxis. There was also concern over the cost of taxis, especially for seniors who take them often for medical appointments or to run errands. Out-of-town travel is also a concern as finding a ride can be difficult. Residents were disappointed with the Ontario Northland bus service. Since moving locations, the station is not open on weekends, which leaves people to stand outside to wait for the bus, regardless of weather. There can sometimes be transfers that delay the trip, and the overall lack of travel times makes it much easier for someone to become stranded out of town for hours or even overnight. Timiskaming Home Support offers in and out of town transportation services, however many people do not know how to access this service, if they even qualify, nor how much it would cost them.

### 2. Road Conditions for Drivers

The lack of transportation options has many older adults continue driving despite the decline in their vision and reaction times because they fear losing their independence. With this in mind, older drivers are concerned about visibility at intersections and narrow streets, especially in winter. The layout of some intersections around the community can make it difficult to see if there are vehicles coming. Drivers can pull out of an intersection without knowing if there is a vehicle coming or how fast it is coming. This is worse in winter when snow banks are piled up on the corners of intersections. With regards to narrow streets, many places around town do not have sidewalks. This forces pedestrians to walk in the roadways. During winter months, snow banks can sometimes encroach into the roadway and many people park their vehicles on the street during the day. This makes it difficult for two way traffic to get through, and also makes it dangerous for pedestrians who have no sidewalk to follow. Finally, it was mentioned that many seniors enjoy cycling, but that not all streets are safe for cyclists, as they must share the roadway with vehicular traffic.



# HOUSING



## HOUSING

### 1. Transition Between Independent Living and Long-Term Care

Residents were concerned that there was a severe lack of “transitional” housing. This is housing that accommodates older residents who can no longer maintain a house or those who require some assisted living, but that do not yet require long-term care. Unfortunately, there is a lack of accessible housing in the community. Because of this, the buildings that are able to accommodate this demographic have long wait lists. Another concern was that there are not enough clean, updated apartments that were affordable for fixed incomes. It was also expressed that mixed age groups in apartment buildings can cause neighbour disputes due to different lifestyles, making the environment uncomfortable for seniors to reside in.

### 2. Lack of Services to Keep People in their Homes

The community is also lacking in at-home services which would help older adults remain in their own homes longer, and help reduce the need for “transitional” housing. While some people have family members or younger friends who can help with everyday tasks, not all senior residents have that luxury. Many seniors may require help with yard maintenance, small home repairs, or even daily chores like laundry or house cleaning, especially if they need to go up and down stairs to do so. Some people have the help of Personal Support Workers. However, the workers only have so much time with their clients and are not necessarily able to help with chores and such. Another issue with getting help for maintaining a home is the cost. Hiring a landscaper, repairman or housekeeper is costly and many older adults do not have disposable income. If the cost of utilities and taxes are also considered, the financial upkeep of a house is not always feasible for seniors on fixed incomes.



## SOCIAL PARTICIPATION



## SOCIAL PARTICIPATION

### 1. Getting to and from Events/Activities

Older adults may not participate as much as they would like to due to difficulties getting to and from events. Residents identified difficulties getting transportation, building accessibility issues, and winter weather as key items that make it more difficult for older adults to get out and about. The lack of transportation prevents seniors from getting to places, event or activities, even though they may want to. Those with mobility issues may also be impeded by the venue of an activity or event if that particular venue is not fully accessible. Winter also discourages people from leaving their homes because of the cold weather and snow making it difficult to walk. Moreover, some seniors may not comfortable driving in winter conditions. It was also mentioned by some service providers that it can be difficult to convince people to try something new or to change their routine, even when activities are in the building they reside in.

### 2. Difficulties Accessing Information on Events/Activities

Another concern was that many people are simply not aware of the events, activities or programs available to them. Information is sometimes on many different platforms, which forces people to go searching for specific information themselves. The issue is that people do not necessarily go looking for events or activities. Those who do go looking for information are likely already leading socially fulfilling lives. However, most people will simply happen upon information either by radio, newspaper, on bulletin boards or even on social media, which leads to the next concern. Residents felt that community groups rely too heavily on social media because it is free. Unfortunately, this means that a large number of seniors who do not use social media, or do not have access to a computer, cannot access this information and so do not attend.

# RESPECT AND SOCIAL INCLUSION





## RESPECT AND SOCIAL INCLUSION

### 1. New Technologies Creating Barriers

Residents were concerned that technology, which is meant to make life more convenient, is actually making things more difficult for the senior population. Things like automated tellers and online banking are removing face-to-face interactions that are sometimes needed. There is also the use of complicated telephone directories that may prevent people from accessing services. Many older adults already struggle with technology, and to force them to use online or automated services can be trying. It is likely to take them longer to use an automated service than it would be to speak to someone directly, especially if it is their first time using that particular service. This shift is not limited to services either. As mentioned in the previous section, there is an over-reliance on social media for advertising, which excludes the portion of the population that cannot access this medium. Finally, there is the concern that using computer and internet services creates more opportunities for scammers to take advantage of people through email scams or adware, which are used to scare people into paying money or releasing financial information.

### 2. Lack of Consideration for Seniors' Needs

For many areas, there seems to be an overall lack of consideration for seniors. This does not mean that people are intentionally disrespectful, but that they may not be taking into account what older adults need. Accessibility is a major concern. Many buildings, especially in the downtown core, were built long before accessibility standards were implemented. This means that many businesses have stairs, steps, narrow doorways and/or heavy doors, and their washrooms are not fully accessible. The needs of senior residents may also be neglected with regards to customer service as employees are not always taught specifically on how to deal with seniors and the varying types of issues (mobility, sight, hearing, etc.) they might have. Some may even appear rude even without intending to be. As for older workers, some employers may not consider that their needs differ from younger employees. This could include ergonomic issues, standing for too long, lifting heavy items or even just needing to use the washroom more frequently.

# CIVIC PARTICIPATION AND EMPLOYMENT



## CIVIC PARTICIPATION AND EMPLOYMENT

### 1. Too Much Pressure on Older Volunteers

As most seniors are retired, employment was not much of a concern for residents. As such, this section pertains to issues regarding volunteer work. Firstly, many residents felt that there was a lack of younger volunteers which places more of a burden on older volunteers. If senior volunteers become too overwhelmed, they are more likely to burn out sooner and stop volunteering. It was expressed that more commitment from younger volunteer was required. Unfortunately, it was felt that the current volunteering program in high schools does not work for the long term as most youth will stop volunteering as soon as they have their required hours. There was also concern that “exclusivity” may play a role in why younger adults do not join community groups. Community groups are seeing fewer and fewer members and it was suggested that they start actively recruiting younger members in order to keep these groups running. There was concern that once the older adults “running the show” are no longer able to volunteer, the community groups and the services they provide will end.

### 2. Finding Volunteer Opportunities

Another concern was regarding difficulties finding volunteer opportunities. Many community groups use current members to recruit new volunteers and do not necessarily advertise when they are looking for new members. It was also mentioned that there are some people who cannot always commit due to mental or physical health issues, but that they are still interested in volunteering when they can. These people would benefit from a service where they can inquire about opportunities that would fit their lifestyle. There are also those who would like to see opportunities for at-home volunteering. They might do things such as talking over the phone to other isolated seniors, or completing tasks such as managing finances, making schedules or recruiting new volunteers.

# COMMUNICATION AND INFORMATION



## Welcome to Kirkland Lake



Located in the heart of Northeastern Ontario, this friendly community of 9,000 people has seen its roots grow from a booming gold mining camp to a charming town with much to see and do for everyone. So join us for a day, a week, or longer and see why Kirkland Lake is the right environment for you.

## Announcements

## COMMUNICATION AND INFORMATION

### 1. Difficulties Obtaining Accurate Information

Many concerns with the other dimensions in this plan include being unable to find the right information. The community is not necessarily lacking in services, events or programs for older adults. The issue is that many people are either uninformed or misinformed about what is available. Seniors who rely mainly on word-of-mouth may not be getting accurate information from others. Miscommunication can even occur when contacting provider directly due to hearing problems or if the provider is speaking too fast. It can also occur if someone uses complicated terminology or if they simply assume that the other person understood them. Another concern was that information can be “all over the place”. Some information is in the newspaper, some on the radio, some online or on social media and some on bulletin boards around the community. This makes finding information difficult as people have to go looking for it on various platforms.

### 2. Over-Reliance on New Technologies.

As discussed previously, the use of more modern technologies can create barriers for older adults. This also includes how information is dispersed. Most seniors prefer to get their information via radio, newspaper or word-of-mouth. However, more and more places are relying heavily on social media to advertise events because it is free. Otherwise, information may be placed on a service provider's website. Unfortunately, not all seniors have access to a computer and not all websites are easily navigated, especially for those who do not use the internet often. There is also the issue of navigating automated phone services to find information. Firstly, finding the right number can be an issue and it is easy for people to call the wrong provider thinking that that is who can help them. Also, if someone does not have a phone book, they would then need to look up the provider online. Finally, they may end up with the number for the wrong branch or for the main office out of town, especially when the providers use toll free numbers.



# COMMUNITY SUPPORT AND HEALTH SERVICES



## COMMUNITY SUPPORT AND HEALTH SERVICES

### 1. Transportation for Out-of-Town Appointments

As mentioned previously, many older adults struggle with getting to and from appointments due to costs and lack of availability of transportation. This is even more difficult when trying to get to out-of-town appointments. While many seniors still drive, some out-of-town appointments are for procedures where you would not be able to drive yourself afterwards. As such, it is not always easy to find someone willing to take the time to drive out of town, even when one has family nearby. It can also be inconvenient for older adults to take a bus because of limited travel times, transfers and long hours sitting. Residents were concerned that the loss of the passenger rail service has had a negative impact on seniors in the community. Many people had previously used the rail service as it was much more comfortable than a bus, was more likely to be on time and could better accommodate mobility needs. While Timiskaming Home Support also offers out-of-town transportation, many do not know how to access this service or feel that they cannot afford it.

### 2. Difficulties Finding/Accessing Service Providers

The other concern for this dimension comes back to the difficulties seniors face when trying to access information. People are simply not getting the proper information about the available services, how to access these services, or who to contact to get more information. Again, there is the issue of information being online-only or people being given the wrong information via word-of-mouth. Residents felt that better coordination between service providers was needed in order to make information more accessible to older adults. If someone calls the wrong provider, they should be directed to the appropriate number to call, or if someone is already using a provider and needs a service they do not offer, they can at least direct them to the appropriate provider to contact. The community offers many services to accommodate older adults. Unfortunately not very many people are aware of these services.

## SUMMARY

The feedback received during the public consultation process was invaluable for determining the strengths and weaknesses of the community with regards to "Age-Friendliness". Between items discussed at public meetings and the data collected from the Community Survey, four dimensions were identified as key concerns for the community. These dimensions are:

- Communication and Information
- Transportation
- Housing
- Outdoor Spaces and Public Buildings

"Communication and Information" is the most important dimension for the community to focus on. The difficulty accessing accurate information means that less people are taking advantage of available services, programs, activities and events, and the community will see less and less of them. Service providers will have funding cut, activity coordinators will have to cancel programs due to low registration, and community groups will not be able to host as many events. "Transportation" also comes up in several other dimensions. Although most seniors still drive themselves, this dimension is important because it is a major factor for social isolation. Also, if other options were available, older adults who may no longer be safe on the roads would be more willing to stop driving, as they would still be able to maintain their independence afterwards.

"Housing" is important for the community in order to keep older adults living independently for longer and relieve pressure on long-term care services. This would encourage seniors to stay in the community. Currently, finding appropriate housing or in-home services can be a challenge, which may lead people to move out of the community in order to be closer to family or the services they require. "Outdoor Spaces and Public Buildings" would address accessibility issues, enhance walkability, and improve the physical environment of the community. Fixing items which may create barriers for seniors will also improve the environment for others with varying levels of mobility, such as children, people with disabilities, or even parents with strollers.

Finally, while improving all eight dimensions is important, focusing on these four areas is likely to have the strongest impact towards achieving an Age-Friendly Community status.

# ACTION PLAN

## 1. OUTDOOR SPACES AND PUBLIC BUILDINGS

### ACTION ITEM(S)

### TIMEFRAME

#### 1.1 – Search for Ways to Improve Snow Removal

- A public meeting was held on March 15, 2018 in order to discuss Snow Service Standards. Feedback was reviewed and options to improve services are being explored. It would be beneficial to host a second meeting next year to review and assess the changes made.
- Consider the creation of a By-law to transfer the responsibility of clearing snow in the Downtown core. Property owners/business owners/occupants would be responsible for clearing the portion of sidewalks directly adjacent to their buildings.

Medium-Term

#### 1.2 – Consider the Creation of a Sidewalk Improvement Plan

- Recommend that a public meeting be held to discuss the existing maintenance standards and to request public input on potential improvements. Have costs associated with the changes and/or additions available for public feedback
- Encouraging the implementation of a program that addresses the areas of concern presented in the Accessibility Review completed August 29/17

Long-Term

#### 1.3 – Extend Time to Cross at Pedestrian Lights

- Direct staff to begin preparations (budgeting, pre-installation planning, etc.) to install new pedestrian lights which meet accessibility standards
- Ensure that times to cross are extended

Medium-Term

## 2. TRANSPORTATION

### ACTION ITEM(S)

### TIMEFRAME

#### 2.1 – Conduct Traffic Study

- Encourage staff to identify problem areas through town where traffic calming measures could be introduced (e.g. 4-Way Stops, Speed Bumps, etc.)

Medium-Term

#### 2.2 – Partner with Taxi's to Provide Discounted/Flat Rates

- Encourage Police Service Board to introduce senior rates and/or special rates when using taxis regularly to attend local medical appointments
- Encourage the creation of a courtesy plan (e.g. training on opening doors for seniors, loading groceries, etc.)

Short-Term

#### 2.3 – Work to Enhance Out-of-Town Transportation

- Direct staff to discuss opportunities for transportation with other municipalities to look at a more regional approach.

Long-Term

## 3. HOUSING

### ACTION ITEM(S)

### TIMEFRAME

#### 3.1 – Promote the Creation of Senior Housing

- Offer incentives (e.g. waiving planning application fees) for the introduction of affordable and/or senior-friendly housing
- Direct staff to advertise a need for senior oriented housing and/or age-friendly services (delivery services, social visits, small home repair services, etc.)

Long-Term

#### 3.2 – Investigate Opportunities for a House-Sharing Program

- Direct staff to inquire with various agencies that may be able to host a program that will pair older home owners with other seniors, to assist with living expenses.

Long-Term

## 4. SOCIAL PARTICIPATION

### ACTION ITEM(S)

### TIMEFRAME

#### 4.1 – Films for Seniors

- Encourage museum and/or Heritage North to host “senior matinee movies” similar to the existing program for children.

Short-Term

#### 4.2 – Encourage Common Areas in Seniors Housing

- Direct staff to find ways to encourage apartment building owners to create common spaces in their buildings
- Modify Official Plan to include common areas in all new apartment complexes.

Medium to Long-Term

## 5. RESPECT AND SOCIAL INCLUSION

### ACTION ITEM(S)

### TIMEFRAME

#### 5.1 – Age-Friendly Checklist for Businesses

- Request the creation of an Age-Friendly Checklist which would be distributed to local business owners and operators in order to encourage the adoption Age-Friendly Practices.
- Items could include: accessibility recommendations, staff training to deal with seniors, accommodating older employees, etc.

Short to Medium-Term

#### 5.2 – Connect Isolated Individuals

- Encourage local community groups to create a list of volunteers willing to simply chat with individuals who may feel lonely. This list should be circulated in senior housing units and to any individuals who are at risk of becoming socially isolated

Short-Term

## 6. CIVIC PARTICIPATION AND EMPLOYMENT

### ACTION ITEM(S)

### TIMEFRAME

#### 6.1 – Create a “Volunteering Database”

- Identify organizations and agencies that are looking for volunteers and advertise on a “volunteer database”.
- Direct staff to inquire with organizations and agencies that may be able to host such a database.

Medium-Term

## 7. COMMUNICATION AND INFORMATION

### ACTION ITEM(S)

### TIMEFRAME

#### 7.1 – Creation of an Age-Friendly Community Guide

- Direct Staff to create a Community Guide which would detail the services and programs available in the community, as well as the contact information of the service providers

Medium-Term

#### 7.2 – Golden Years Expo

- Request that the Golden Years Expo, which occurred in October 2016, be held annually in order to present senior related information to residents.

Short to Long-Term

## 8. COMMUNITY SUPPORT AND HEALTH SERVICES

### ACTION ITEM(S)

### TIMEFRAME

#### 8.1 – Better Transportation Options

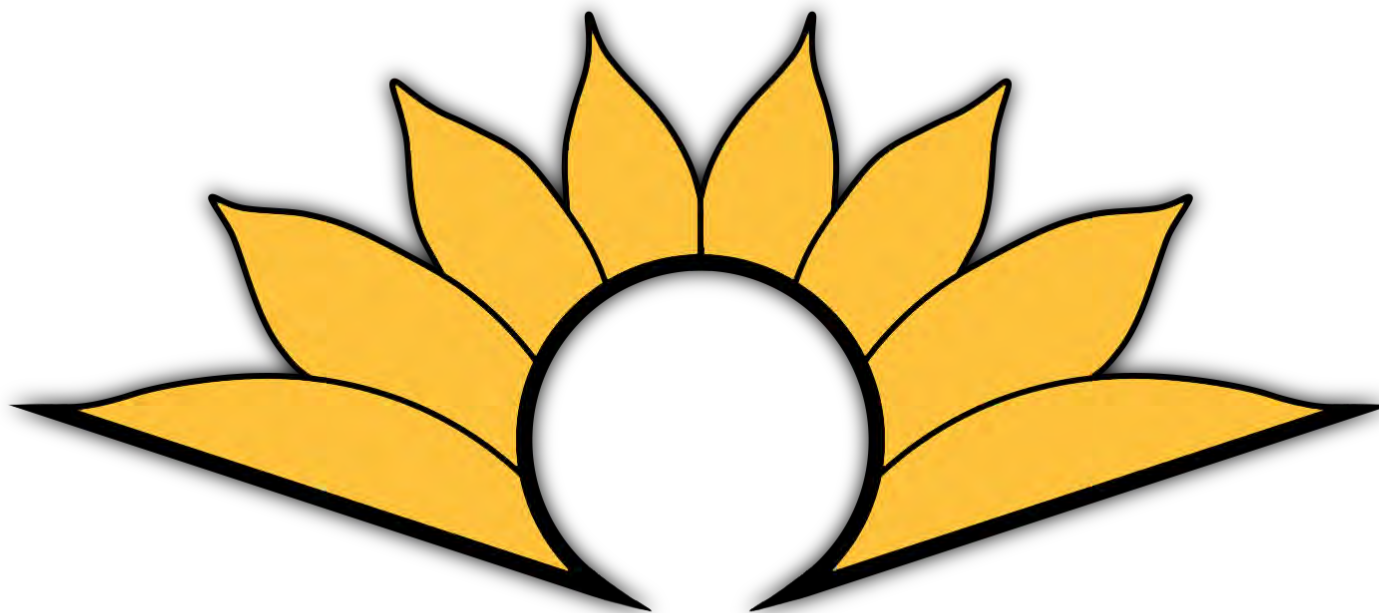
- See “Transportation”

Medium to Long-Term

#### 8.2 – Better Communication of Available Services

- See “Communication and Information”

Medium to Long-Term



**KIRKLAND LAKE**  
THE RIGHT ENVIRONMENT



# The Town of Kirkland Lake Age- Friendly Business Guide

**The right retirement environment.**



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## **About the Guide**

This age friendly business guide is designed to support local businesses by providing insight into the older adult market and to provide practical, no cost, or low costs recommendations to assist in improving local business.

The Town of Kirkland Lake's 2016 census data revealed that 45% of the population is 50 years or older, compared to the Canadian population with 38% of Canadians over the age of 50.



In 2018 the Town of Kirkland Lake completed surveys and focus groups with seniors to develop an age friendly plan to help identify areas of strength and areas of opportunity to increase livability in our municipality.

This guide is designed to encourage our local businesses to become more age-friendly in the way they offer their services both physically and personally.

Today older adults are staying active and are living longer than ever before. While people are living longer than in generations past, the majority are also living with at least one chronic health condition. The Age Friendly Business Guide is just one component of a larger community age-friendly plan.

## **Town of Kirkland Lake's Age Friendly Community Plan**

### **Vision statement:**

As the number of older adults rises within Kirkland Lake and the surrounding area, so does the need for services and infrastructure to accommodate this group. The Age-Friendly Community Plan aims to enhance the quality of life for older adults within the municipality. The initiatives resulting from this plan will benefit the community as a whole by accounting for a wide range of physical and mental abilities.

### **Goals:**

- Promote active aging within the community
- Remove barriers that prevent seniors from leading fulfilling lives
- Allow seniors in our community to age with dignity in a safe environment

### **Objectives:**

- Improve pedestrian environment, especially in the winter
- Enhance existing transportation and affordability
- Encourage housing initiatives that promote independent living for older adults
- Promote better access to social activities/events
- Promote education workshops on various topics of interest to senior residents
- Encourage community groups and businesses to accommodate older volunteers/employees
- Improve the availability/ accessibility of information to seniors
- Improve access to services within the community

For more information of the Age-Friendly Community Plan visit our website

[kirklandlake.ca](http://kirklandlake.ca)

## **What Makes a Business Age-Friendly?**

Depending on the nature of your business/organization, an age-friendly space may look different. However, there are some elements of age-friendliness that are common for almost all. Below is a review of each element with specific examples of the Kirkland Lake area based on surveys and focus groups during the development of the town's age friendly community plan.

### **RESPECT**

Through customer service training geared towards seniors, your business can ensure you are an age-friendly business. This includes things such as not using endearing terms (i.e Sweetie) as well as not talking “down” to older adults.

### **COMFORT**

Establishing a welcoming environment, with seated waiting areas has been voiced as an important detail for senior residents, in Kirkland Lake and surrounding areas.

### **SAFETY**

Ensuring that community members are able to safely utilize your space both inside and outside is an important aspect of creating an age friendly business environment.

### **VISIBILITY**

The seniors in our community hear about events and services mainly through word of mouth, radio and newspaper. While social media is a great and inexpensive advertising tool, it is important to reach all of the community. Survey respondents in Kirkland Lake also indicated that they are only sometimes or never portrayed in a positive light within the media or advertisements; consider using seniors within our community in your advertisements.

## **ACCESSIBILITY**

Among the list of accessibility challenges highlighted throughout the survey, primary concerns were the availability of washrooms, accessibility of buildings, and accessible parking.

## **SERVICE**

29% of respondents of the Town of Kirkland Lake's 2018 Senior Survey indicated that they have been treated disrespectfully due to their age from business staff.

Training is an important tool for all employees; implementing mandatory training on how to treat seniors and/or people with disabilities will improve overall customer service. (See resource section for training opportunities).

There are plenty of opportunities for value added customer services such as senior discounts, hours, and portion sizes.





## Why Become Age Friendly?

Beyond the importance of being a respectful, inclusive, and accessible business or organization for seniors in our community, this guide explains the benefits of becoming an age friendly service economically and socially.

- AODA accessibility act law aims to have an accessible Ontario by 2025; many of the suggested actions in this guide contribute to those requirements
- Being age friendly provides you with a competitive advantage
- This guide not only supports seniors but also families, wheelchair users, people with disabilities, parents with strollers, and the greater population
- Increased spending power
  - In Canada boomers' consumer spending is 66 percent higher than that of millennials (EnviroNics Analytics)
  - 45% of Kirkland Lake residents were aged 50 + in 2016; therefore almost half of our population will be, or are looking for accessible places to shop in the area
- Research has shown that multi-generation teams are more productive and better at responding to the needs of the marketplace. By making use of everyone's talents, age-friendly workplaces even help boost economies.



## **Examples of Age-Friendly Businesses/Organizations**

### **A taxi business has**

- A person answering the telephone with a slow and clear voice
- Staff that are trained in accessible customer services; opening doors, helping with carrying groceries, etc.
- Wheelchair accessible vehicles

### **A non-profit organization has**

- A gradual slope to automatic doors, large foyer
- A receptionist to greet clients
- Staff who are trained in serving seniors and people with disabilities
- A website that is accessible, building signage is clear and high contrast

### **A pharmacy has**

- Magnifying glasses to help people read fine print on product labels
- Pharmacy staff who move to a private area if discussion is required
- An easily accessible washroom
- Staff who are trained to be sensitive to customers with varying circumstances.

### **A bank has**

- A visible customer service areas and some counters at scooter height;
- Staff who are trained to identify signs of possible financial abuse, or people needing additional care;
- An area where people can sit to conduct business.

### **A restaurant has**

- Space to move easily between tables for walkers, or wheelchairs
- Tables located away from chilly air vents and chairs that are steady with armrests
- Menus with low-fat, heart-smart, low-sodium choices, and smaller portions at lower prices
- Menus (and bills) with easy-to-read print



## **Becoming An Age Friendly Employer**

We are seeing more and more people working well past the traditional 'retirement-age'. Older adults represent a highly-skilled and committed segment of the workforce. As they make transitions into new positions or careers, they bring with them a wealth of experience, expertise and commitment.

To be an age friendly employer, develop a formal diversity and inclusion policy (find sample in resources) that specifically includes age phased retirement, which allows employees to move out of a full-time position over a period of up to five years. Be sure to evaluate age inclusiveness in your recruitment and retention practices.

### **Why consider older workers?**

There are a number of reasons why you should consider including older workers as part of your workforce. Among the benefits are:

- Enabling a successful transfer of your organization's knowledge, skills and experience to your future leaders, as well as those to areas that require specialized expertise;
- Potentially reducing turnover and costs associated with hiring, training, and orienting new staff, as older workers tend to remain with employers for longer periods, resulting in fewer costs for hiring and training new staff
- Building on the networks, knowledge and experience of older workers, thereby adding value to your organization;
- Remaining competitive by attracting and retaining older workers to help address changes in labour force growth; and
- Potentially increasing productivity, as older workers tend to have a strong work ethic, work well in team settings and require minimal supervision

## **Recruiting older workers**

### **Recruitment strategy.**

Many employers engage in online recruitment because it is cost-effective and convenient. However, while many older job seekers use online job boards, many also rely on the classified section of newspapers and trade magazines, seek the services of an employment agency, or use personal contacts and networks. To obtain the most diverse pool of potential candidates, you should consider where and how you recruit. Here are some possibilities:

- Place advertisements both online and in print such as local newspapers, and/or on the local radio station;
- Contact various organizations such as the Kirkland Lake Chamber of Commerce and/or retirement or seniors' organizations;
- Develop an employee referral program;

### **Advertisement content.**

Consider reviewing your job postings to ensure that they are as age neutral as possible. To attract older workers, mention your need for mature and experienced candidates in your advertisements.

### **Screening process.**

You may wish to examine the way your organization reviews resumes and applications to ensure that age is not being used to screen out potentially qualified candidates.

### **Interview process.**

It is a good idea to periodically review your interview process to assess whether it is as neutral and unbiased as possible. Your organization could even consider having people of different ages on the interview panel.



## Checklists

Use this checklist to find strengths your business or organization already has in terms of being age-friendly. For the items you are not able to check off, consider what improvements could be made to strengthen your organization.

<b>Inside Safety</b>		
<b>1</b>	Automatic door opening moves slowly & safely to accommodate people using mobility aids	
<b>2</b>	Mats are placed where necessary and are well secured	
<b>3</b>	Stairways have sturdy handrails	
<b>4</b>	Stairs are safe and wide	
<b>5</b>	Stair edges are clearly marked	
<b>6</b>	Obstacles (e.g steps, wet floor, etc) are clearly marked	
<b>7</b>	Flooring is non-slip & non-shiny	
<b>8</b>	Location of elevator and washrooms are clearly posted	
<b>9</b>	Ramps are in place for changes in elevation	
<b>10</b>	Aisles are wide enough for walkers and wheelchairs	
<b>11</b>	Products are placed on shelves that are accessible or staff offer help to reach items	
<b>12</b>	Staff are trained to assist elderly and disabled persons in the event of an emergency, including evacuations	
<b>13</b>	Staff are encouraged to have current First Aid/ CPR training	
<b>14</b>	AED (automated external defibrillator) on site	
<b>15</b>	Fire exit doors are coloured consistently throughout the building so they are easily distinguishable from other doors	

### Inside - Comfort, Visibility and Clarity

<b>1</b>	Seating available	
<b>2</b>	Lighting is adequate and glare-free	
<b>3</b>	Signs are placed at key decision points	
<b>4</b>	Signage uses large, easy-to-read lettering and good contrast (e.g black letters on white background)	
<b>5</b>	Signage displays the universal symbol for hearing loss where these services are available	
<b>6</b>	Signage include appropriate pictographs wherever possible (e.g on washroom doors)	
<b>7</b>	Printed materials (e.g packages, price labels, receipts,etc) have good contrast and use readable sizes of lettering	
<b>8</b>	Materials are offered in both official languages	
<b>9</b>	Website is easy to navigate	
<b>10</b>	Instructions on the website show how font sizes can be increased	
<b>11</b>	Quiet space is provided for discussing private business such as medications, financial or sensitive concerns	
<b>12</b>	Sound/speaker system is clear for public announcements	
<b>13</b>	Background music is absent, or is low enough in volume so customers can hear conversations clearly	
<b>14</b>	Automated answering services that require customers to press a lot of buttons before talking to a live person are avoided	
<b>15</b>	Alternate means of communication for consumers with hearing impairments are available (e.g TTY devices, ASL interpreters)	

## Inside - Customer Services and Respect

<b>1</b>	Customer services desk is clearly visible for assistance	
<b>2</b>	A staff person is available to answer the telephone	
<b>3</b>	Staff are clearly identifiable to customers; e.g., wearing name tags or staff uniforms	
<b>4</b>	Staff are trained in accessible customer services standards including servicing customers with memory loss	
<b>5</b>	Staff are trained to understand the needs of older adults	
<b>6</b>	Staff are trained to speak clearly, and at an appropriate speed, ensuring the customer is included in the conversation regardless of their ability	
<b>7</b>	Staff are trained to be sensitive to customers with varying circumstances to avoid stereotyping or condescending behaviour (e.g speaking too loudly, showing impatience or speaking too familiarly as in calling someone “dear”)	
<b>8</b>	Staff are trained to manage situations in ways that preserve a person’s dignity (for examples, incidents such as falls or outbursts)	
<b>9</b>	Staff are acknowledged for being respectful	
<b>10</b>	A processes is in place to obtain medical assistance for emergency situations	
<b>11</b>	Elder abuse training is provided to staff	
<b>12</b>	Seniors and people with disabilities are portrayed positively in promotional materials and advertisements	
<b>13</b>	Products and services are designed for smaller householders, incomes and appetites	
<b>14</b>	Print and spoken communication use simple familiar words in short, straightforward sentences	
<b>15</b>	Services are available in other languages	
<b>16</b>	Supports local senior organizations, groups or events	

### Inside - Customer Services and Respect

<b>17</b>	Hires and supports employees of all ages and capabilities	
<b>18</b>	Encourages volunteer opportunities for older adults	
<b>19</b>	Has a readily available feedback process from customers	
<b>20</b>	Older adults receive discounts or special offers	
<b>21</b>	Allow people to use their own personal assistive devices	
<b>22</b>	Is aware of Accessibility for Ontarians with Disabilities Act (AODA)	

### Outside

<b>1</b>	Accessible entrances are marked	
<b>2</b>	Entrance to the business/organization are kept clear of obstructions	
<b>3</b>	Entrances & parking lots are well and evenly lit	
<b>4</b>	Entrance doors are automatic or have access buttons	
<b>5</b>	At least one entrance is on grade level	
<b>6</b>	Doors are sufficiently wide for wheelchairs	
<b>7</b>	Pick up/ drop off areas are convenient, sheltered and clearly marked	
<b>8</b>	Handrails are located on both sides of exterior stairs or ramps	
<b>9</b>	Sidewalk access is level	
<b>10</b>	Curbs are cut and ramps are in place to allow for easier access	
<b>11</b>	Curb cut is marked with yellow stripe	
<b>12</b>	Accessible and seniors parking spaces are designated	
<b>13</b>	Parking lots and sidewalks are promptly cleared of snow, ice and other	

## Outside

	hazards	
<b>14</b>	Pavement in parking lots is smooth without major cracks or bumps	

## Inside- Mobility & User Friendliness

<b>1</b>	Lever handles are used on all doors	
<b>2</b>	Easy to open doors	
<b>3</b>	Sturdy, various- height seating (with and without armrest) is available in waiting areas and line-up areas	
<b>4</b>	At least one customer service area is accessible for persons in wheelchairs	
<b>5</b>	Service counters have a place to hook a cane	
<b>6</b>	Service animals are welcome	
<b>7</b>	Magnifying glasses are available to help people read fine print on small labels	
<b>8</b>	There is space near the entrance for customers to park scooters	
<b>9</b>	Online or phone-in ordering (and delivery) service is available	
<b>10</b>	Carry out service is available to customers	
<b>11</b>	Home delivery service is offered to customers	
<b>12</b>	Customer washrooms are available on all service floors	
<b>13</b>	Universal and accessible washrooms are available	
<b>14</b>	Washrooms contains at least one accessible cubicle and hand washing area	
<b>15</b>	Public phones have large print buttons and amplification abilities	



## Inside- Mobility & User Friendliness

<b>16</b>	Floor is kept clean and dry	
<b>17</b>	Videos and/or television programs are tele-captioned	

## Action Items

In reviewing your checklist items, we encourage businesses to grow into an Age-Friendly Business by highlighting both short and long term goals for improvement. It is also important to involve your customers and consumers in this process, by discussing with them what they see as priority areas of improvement.

[illegible]

## **Funding Opportunities**

### **Town of Kirkland Lake- Building Renovation & Improvement Grant**

This opportunity is designed to promote the undertaking of function improvements (structural, energy efficiency, or accessibility) to existing buildings. Matching grant up to a maximum of 50% eligible costs up to a maximum of \$5,000.

The following may be eligible for the grant:

- Provision of structural improvements
- Provision of energy efficiency improvements
- Provision of accessibility improvements
- Any other related work as approved by the town

### **Trillium Capital Grants**

This program is created to improve the infrastructure of nonprofits that communities need to thrive. Capital grants support projects that provide people with suitable, accessible, and well-equipped buildings and spaces.

Capital grant projects that are supported:

- Improve access to community spaces, programs, activities and services, and facilitate community members' full participation in the life of the community
- Improve and build community spaces
- Make programs better and more efficient
- Make better use of technology

### **EnAbling Change Program**

This program provides funding to not-for-profit organizations, industry organizations and professional associations to:

- Educate their stakeholders about the value and benefits of accessibility
- Help support compliance with accessibility laws
- Promote a culture of inclusion

Typical projects may involve:

- Customized educational tools and resources that directly communicate about accessibility and inclusion with their sector
- Promoting accessibility in daily living and encouraging regulatory compliance
- Public outreach programs and initiatives

### **Inclusive Communities Grant**

*(Currently Closed, new intake possible in the future)*

Inclusive Community Grants are designed to sustain existing, and create new, Age-Friendly Communities (AFCs) for older adults and people of all abilities by supporting projects with funding of up to \$60,000. Inclusive communities respond to both the opportunities and challenges of an aging population by:

- Creating physical and social environments that support independent and active living
- Enabling older adults and people with disabilities to continue contributing to all aspects of community life

## **Resources**

1. The Age-Friendly Business guidelines are not the same as the Accessibility for Ontarians with Disabilities Act (AODA). Although, Age-Friendly Business and AODA share many of the same goals. For more information and tools, visit: [www.ontario.ca/page/accessibility-laws](http://www.ontario.ca/page/accessibility-laws)
  
2. Other helpful websites for buildings include:  
 Ontario Building Officials Association [www.oboa.on.ca](http://www.oboa.on.ca)  
 or CMHC  
<https://www.cmhc-schl.gc.ca/en/developing-and-renovating/accessible-adaptable-housing/aging-in-place>
  
3. Ontario BIA Handbook on the AODA, visit: <http://obiaa.com/ontario-bia-association-releases-the-bia-handbook-on-the-aoda>
  
4. Free online Staff Training Modules from [AccessForward.ca](http://AccessForward.ca)
  
5. Readability shouldn't be an afterthought when producing materials. It should be the first step in making your merchandising, service, location or information accessible to everyone, no matter how much vision they have. Keep the following Clear Print guidelines in mind as you design your products, and you'll reach a wider audience:  
  
 CNIB Clear print Accessibility Guidelines  
<https://cnib.ca/sites/default/files/2018-07/CNIB%20Clear%20Print%20Guide.pdf>
  
6. The University of Pennsylvania has a detailed phased retirement policy that can be found on their website or through the link:  
  
<https://www.hr.upenn.edu/policies-and-procedures/policy-manual/benefits/phased-retirement-policy>



# Age-Friendly Community Plan

*Update*



# Action Plan

## OUTDOOR SPACES AND PUBLIC BUILDINGS

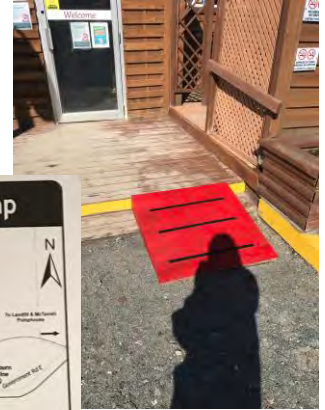
- 1.1 Search for way to improve snow removal
- 1.2 Consider the creation of a sidewalk improvement plan
- 1.3 Extend time to cross at pedestrian lights

## TRANSPORTATION

- 2.1 Conduct traffic study
- 2.2 Partner with Taxis to provide discounted/ flat rates
- 2.3 Work to enhance out-of-town transportation

## HOUSING

- 3.1 Promote the creation of senior housing
- 3.2 Investigate opportunities for a house-sharing program



# Action Plan Continued

## SOCIAL PARTICIPATION

4.1 Films for seniors

4.2 Encourage common areas in seniors housing ★

## RESPECT AND SOCIAL INCLUSION

5.1 Age-friendly business checklist ★

5.2 Connect isolated individuals ★

AGE FRIENDLY BUILDING/ RENOVATION RECOMMENDATIONS



**AGING WELL IN K.L.**

*Making Kirkland Lake an Age-Friendly Community*

The Town of Kirkland Lake Age-Friendly Community Plan



# Action Plan Continued

## CIVIC PARTICIPATION AND EMPLOYMENT

6.1 Create a volunteering database

## COMMUNICATION AND INFORMATION

7.1 Creation of an age-friendly Community Guide ★

7.2 Gold years expo

## COMMUNITY SUPPORT AND HEALTH SERVICES

8.1 Better transportation options ★

8.2 Better communication of available services ★



# Projects developed through grant

- Senior Care packages- supported local business handed out June 10th in honour of Seniors Month
- Letter of recommendation sent to police service board regarding taxi fees
- Accessible gap ramps offered to local businesses
- 17 page business guide distributed to local businesses in the community
- Monthly newsletter distributed to almost 50 seniors via mail or email
- Walkability map created
- Age Friendly Building/ Renovation Recommendations to be attached to all permits
- Senior Care Packages for 150 seniors

The Town of  
Kirkland Lake  
Age-Friendly Business  
Guide



# Takeaways

- Newspaper > Social media
- Many resources/ partnerships to be made to successfully create an age friendly community in Kirkland Lake

# Next Steps

- World Health Organization Recognition
- Continue Senior Monthly NewsLetters
- Continue to support Independent living options
  - Housing
  - Lawn care options
  - PSW
- Update community guide
- Remaining action items



**WHO Global Network  
for Age-friendly Cities  
and Communities**



## REPORT TO COUNCIL

Meeting Date: 15/06/2021

Report Number: 2021-HR-009

Presented by: Kassandra Young

Department: Human Resources

### REPORT TITLE

Employee Wellness Program

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2021-HR-009 entitled “**Employee Wellness Program**” be received, and

**THAT** Council review and approve the Employee Wellness Strategy.

### BACKGROUND

COVID-19 has changed everything about how we work, including the kind of support employees need. Designing and managing an employee wellness program is an important step in improving the health and productivity of employees and potentially improving the overall cost of employer-provided health care. Wellness programs can benefit employers by:

- Lowering health care costs.
- Reducing absenteeism.
- Achieving higher employee productivity.
- Reducing workers' compensation and disability-related costs.
- Reducing injuries.
- Improving employee morale and loyalty.

Because of the ever-increasing costs of health insurance and the importance of employee health, it is important to consider implementing a well-thought-out wellness program that benefits both the employee's health and the employer's bottom line.

## RATIONALE

The Town of Kirkland Lake recognizes that workplace wellness can have a significant impact on the lives and wellbeing of their employees as employees spend approximately 1/3 of their lives or half of their waking hours at work.

The Town of Kirkland Lake Employee Wellness Strategy will be one step to the end goal of being recognized as a top employer in the community.

The purpose of the Wellness committee is to assess, plan and implement activities that will help the organization's employees to be more aware, motivated, and skilled around life decision to increase their own and other's wellbeing. The committee's role is also to build a workplace environment that is supportive of living a healthy life style. The committee acts as the voice of all staff to cultivate an organizational culture of healthy living.

## FINANCIAL CONSIDERATIONS

When creating a wellness budget, we must include the cost of events and incentives in the budget. Currently the Committee has budgeted \$500 for the Employee Wellness initiative under Human Resources for the 2021 fiscal year. Staff time that is used for this program is about 2 hours per week.

As we continue to focus on Employee Wellness and grow the initiative, the Committee will be looking for approval for a bigger budget (e.g. investing \$10 or \$20 per employee through this program).

## RELATIONSHIP TO STRATEGIC PRIORITIES

Developing and implementing an Employee Wellness Program has been identified as a strategic initiative for Quarter 2 of 2021. The goal of this strategic initiative is to establish an attraction and retention plan of qualified and professional staff.

## CONSULTATIONS

Senior Management

Wellness Committee Members

## ATTACHMENTS

Attachment 1 - The Corporation of the Town of Kirkland Lake Employee Wellness Strategy



## **The Corporation of the Town of Kirkland Lake Employee Wellness Strategy**

### **Mission**

"The Town of Kirkland Lake is committed to the continuous evolution and development of a workplace that promotes healthy living and wellbeing of our employees."

### **Objectives**

The Town of Kirkland Lake values work-life balance, while improving the physical, mental, and social health of its employees. The Town of Kirkland Lake strives to create a workplace that grows healthier each year by providing the tools, events, workshops, classes, and education to their employees.

### **Rationale**

The COVID-19 pandemic has changed our way of living indefinitely. While the long-term effects are still unknown, the short-term effects include isolation, struggles to maintain work-life balance, and increased mental health concerns. The Town of Kirkland Lake recognizes that workplace wellness can have a significant impact on the lives and wellbeing of their employees as employees spend approximately 1/3 of their lives or half of their waking hours at work.

The Town of Kirkland Lake Employee Wellness Strategy will be one step to the end goal of being recognized as a top employer in the community.

Canadian statistics show that:

- 25% of employees have quit their job due to excess stress
- 26% of employees lose 1+ hour per day at work due to stress
- 52% of Canadians over 20 years have at least one chronic condition
- 75% of employees have suffered anxiety due to COVID-19
- 80% of employees would leave their job for an employer more in tune with employee wellness

In a typical workplace 20% of employees participate in an active lifestyle, 20% will not participate regardless, and 60% of employees know that wellness is good for them but don't have the time, the disposable income to participate, or are intimidated.

***The Corporation of the Town of Kirkland Lake believes that an Employee Wellness Program is a necessity, not a nicety.***



## **Pillars**

The Town of Kirkland Lake values all dimensions of wellness but will prioritize physical wellness, emotional wellness, and social wellness. Initial initiatives could include:

Emotional Health: Seminars, Stress Management, EFAP Promotion

Physical Health: TKL Fitness Classes, Promotion of Stretch Breaks and Walking Meetings, Ergonomic Assessment, Health Risk Assessments, Nutrition Workshops, Complex Membership Discounts

Social Health: Sport Events utilizing The Town's amenities, Department Challenges, Fundraising for Local Charities

We aspire to impact all of our employees in whatever means that is beneficial to them; this highlights the importance of a well-rounded employee wellness program as one size does not fit or benefit all.

## **Phases**

Phase 1:

- Support from Senior Management
- Support from Town Council
- Finding employee champions
- Launch event
- Promote existing initiatives and opportunities that promote wellbeing
- Monthly employee wellness newsletter

Phase 2:

- Health screening, as requested
- Ergonomic assessments, as requested
- At least one 'Workplace Wellness' activity/event will take place each month.
- On a 'Corporate Wellness' level, a thorough review will be done on health-focused policies
- Employee benefit analysis

Phase 3:

- Employee login to a health portal filled with resources, health-driven policies, what Employee Wellness is currently working on, etc.
- Implementation of a 'wellness day', 'volunteer day', or 'personal day'





## **Return on Investment**

While measuring Return on Investment (ROI) used to be the norm, we are focused on the Value on Investment (VOI). The Town of Kirkland Lake values their employees and recognizes the value that a wellness program can bring to the masses.

Employers pay more for unhealthy employees. A meaningful wellness programs can pay for itself within the first few years of implementation.

Generally speaking, an optimal state of wellbeing is associated with:

- High levels of organizational engagement
- Lower employee turnover
- Enhanced performance and productivity
- Decreased absenteeism
- Improved employee relations and team morale
- Fewer injuries, therefore reduced WSIB claims and health benefits costs

A 2013 Sun Life-Ivey Canadian Wellness study stated that an employee wellness program can result in significant improvements in physical and mental health, reduced WSIB claims, and a return of \$3-\$10 for every \$1 spent on health and wellness programs.

Return on investment can be measured and tracked through a variety of methods including: employee participation, health risk assessments, claim activity, mental health claims, leave durations, absenteeism, and EFAP utilization.

As long as we are making a positive difference in employee health and wellbeing, we will see a return on our investment.



## MEMORANDUM TO COUNCIL

Meeting Date: 15/06/2021

Memorandum Number: 2021-HR-010

Presented by: Kassandra Young

Department: Human Resources

### MEMORANDUM TITLE

Health and Safety Policy

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2021-HR-010 entitled “**Health and Safety Policy**” be received,

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

**THAT** staff be directed to insert the updated policy into the Corporate Policy Manual and upload it to the Town’s website.

### BACKGROUND

The Strategic Plan identifies a need to review policies, bring the policies up-to-date to ensure consistency and present them to Council. The Health and Safety Policy has been reviewed and amended to align the Policy with the Strategic Plan.

### RATIONALE

The current Health and Safety Policy has been amended to include a policy scope and includes the reference to sections **26, 27 and 28** of the Ontario Occupational Health & Safety Act which outlines mandatory and general responsibilities for employers, supervisors and employees.

### ATTACHMENTS

Attachment 1 – HS2020-001 Health and Safety Policy



POLICY	
Policy Number: HS2020-001	Date Approved: June 2006
Department: Health and Safety	Date Reviewed: June 15, 2021
Health and Safety Policy	

## 1. **Policy Statement**

The Town of Kirkland Lake (the Corporation) is committed to the prevention of occupational illness and injury to all employees in the workplace.

In fulfilling this commitment, the Town of Kirkland Lake will take all reasonable and necessary actions to provide and maintain a safe and healthy work environment for all employees. Pursuant to legislation, acceptable industry standards and practices; the Town of Kirkland Lake will strive to eliminate reasonably foreseeable hazards that may result in personal injuries, illnesses, fires, security losses, and damage to property.

## 2. **Purpose**

Health and Safety related questions, concerns or comments should be directed to any department supervisor or manager, Safety Committee member or Safety Coordinator. Please refer to the Health and Safety Bulletin Board for a list of Safety Committee members.

## 3. **Scope**

This Policy is applicable to all employees working for the Corporation of the Town of Kirkland Lake including; (part time and full time), students and Contractors.

## 4. **Definitions**

Not Applicable

## 5. **Policy & Procedures**

**Employers** are legislatively mandated to implement and maintain a safe and healthy work environment. The Town of Kirkland Lake is dedicated to taking all reasonable actions to eliminate workplace illness and injury.

**Supervisors and managers** have the responsibility to ensure that safe and healthy work conditions are maintained in assigned work areas. Supervisors must ensure that employees work in compliance with the Act and regulations.

**Employees** have the responsibility to work in accordance with legislated standards, employer Safe Work procedures and practices. Employees have a duty to report any hazard or contravention of the Act or regulations to the supervisor, manager, safety committee member or employer.

**Section 25, 26, 27 and 28** of the Ontario Occupational Health & Safety Act outlines mandatory and general responsibilities for employers, supervisors and employees.

## **6. Summary**

The Town of Kirkland Lake promotes and reiterates the expectation of all employees and their participation in maintaining a safe and healthy work environment.

In accordance with the Occupational Health and Safety Legislation, this policy will be reviewed, signed and dated on an annual basis and posted in a conspicuous location in the workplace.

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**CAO**

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**DATE**



## MEMORANDUM TO COUNCIL

Meeting Date: 15/06/2021

Memorandum Number: 2021-FIRE-004M

Presented by: Rob Adair

Department: Fire

### MEMORANDUM TITLE

Dispatch

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2021-FIRE-004M entitled “**Dispatch**” be received.

### BACKGROUND

Staff were directed by council to look into this.

### RATIONALE

I have contacted North Bay O.P.P. the C.E.R.B. (Central Emergency Reporting Bureau) for the municipality. They answer the 911 calls and dispatch our emergency services. They stated that they have the contact number for the ONR and the responding agency would have to ask for the ONR to be contacted. It cannot be automatic. ONR was also contacted and they said they would do what they could to stop or slow down the train when contacted.

### ATTACHMENTS

N/A



## MEMORANDUM TO COUNCIL

Meeting Date: 15/06/2021

Memorandum Number: 2021-DEV-027M

Presented by: Jenna McNaughton

Department: Development Services

### MEMORANDUM TITLE

Request to Purchase lands in Pacaud Township

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2021-DEV-027M entitled “**Request to Purchase lands in Pacaud Township**” be received,

**THAT** the property known as Parcel 5104 SEC SST, Pacaud Township be declared surplus to the needs of the Corporation,

**THAT** staff be directed to provide notice of intent to sell the lands described as Parcel 5104 SEC SST, Pacaud Township, and

**THAT** staff be directed to prepare and present a By-law to Council to authorize the Corporation of the Town of Kirkland Lake to enter into an agreement of purchase and sale to sell the property known as Parcel 5104 SEC SST, Pacaud Township to Mr. Dhallower Hossain for a sale price of \$20,000.

### BACKGROUND

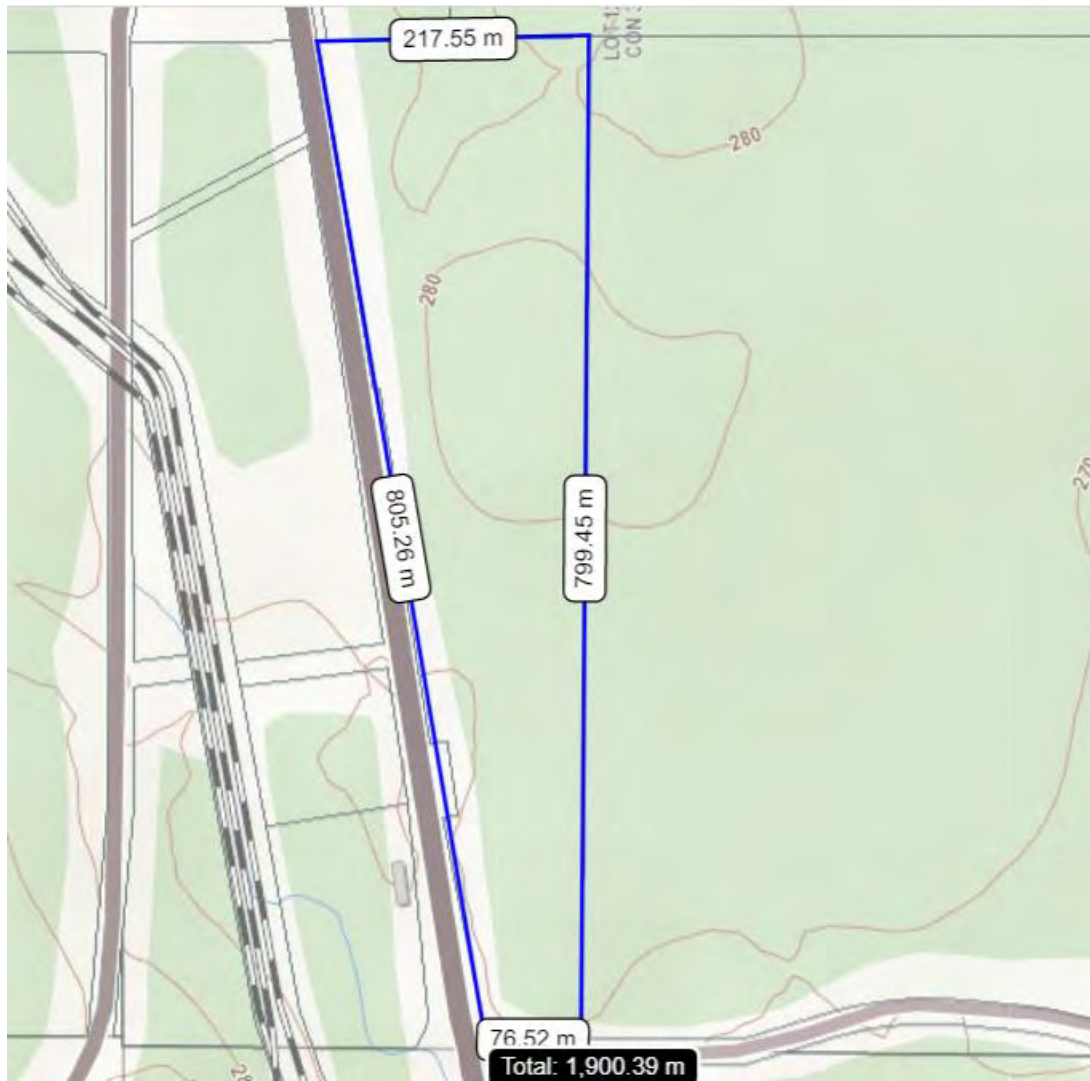
A request to purchase was presented to Council at a closed session on June 1<sup>st</sup>, 2021. Council directed staff to provide notice of intent to sell the property. In order to provide notice of intent, Council must first declare the lands as surplus.

### RATIONALE

If the Town proceeds with the sale of the property, there would be associated revenues from the land sale. As the proposed use of the property is commercial, the sale could potentially create employment opportunities in the community.

### ATTACHMENTS

Attachment 1 – Property Location







## REPORT TO COUNCIL

Meeting Date: 15/06/2021

Report Number: 2021-DEV-026

Presented by: Jenna McNaughton

Department: Development Services

### REPORT TITLE

Request to Waive the Two-Year Moratorium for the Zoning Amendment Application at 42 Second Street

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Report Number 2021-DEV-026 entitled “**Request to Waive the Two-Year Moratorium for the Zoning Amendment Application at 42 Second Street**” be received, and

**THAT** Council for the Corporation of the Town of Kirkland Lake hereby waives the two-year moratorium in accordance of Section 34 (10.0.0.1) of the *Planning Act* with respect to a zoning amendment application at 42 Second Street.

### BACKGROUND

Council passed a new comprehensive Zoning By-law, 21-032 on May 4<sup>th</sup>, 2021. Section 34 (10.0.0.1) of the Planning Act sets out a two-year moratorium on privately-initiated Zoning By-law amendments unless Council has declared by resolution that such an application is permitted, which resolution may be made in respect of a specific application, a class of applications or in respect of such applications generally.

On May 28<sup>th</sup>, 2021, staff received an application for a zoning amendment at 42 Second Street. The application is concurrently being applied for with an Official Plan amendment and an amendment to the Site Plan Control Agreement. The application is to rezone lands from “Town Centre Commercial (C1)” to “Residential High Density (R3)”; Official Plan amendment from a *Commercial* designation to *Residential*; and an amendment to the Site Plan Control agreement to reflect the proposed changes. As noted above, the requested amendment cannot proceed without Council’s express permission.

## RATIONALE

The applicant wishes to convert the remainder of the existing commercial space into residential dwelling units. Staff believe the change supports the need for more housing options in the community and benefits the neighbourhood. As such, staff recommend Council give its approval.

The Planning Act permits Council to pass a resolution to permit a specific application, a class of applications or all such applications generally. Staff are recommending that at this time a resolution be passed to permit only this specific application, and not all applications generally. The reasoning for this is that the Zoning By-law review was a comprehensive review and update completed over the past few years. Staff are confident that the zoning designations set out in the by-law meet the requirements of the community.

## OTHER ALTERNATIVES CONSIDERED

Council can choose one of the following options:

- to stick with the moratorium, thereby no applications for zoning amendment would be permitted for a two-year period;
- decide to accept application on a case-by-case basis;
- decide to accept application of a particular type or in a particular area; or
- decide to accept all applications for zoning by-law amendments.

## FINANCIAL CONSIDERATIONS

There are application fees associated with zoning amendment applications. With the absence of a Professional Planner, there is potential for additional added cost associated with hiring a consultant to process large scale applications; however this particular application can be completed by staff in-house.

## RELATIONSHIP TO STRATEGIC PRIORITIES

Outstanding Service: Implement Sustainable Service Delivery

## ACCESSIBILITY CONSIDERATIONS

The applicant is proposing to create an accessible friendly apartment as part of the proposed renovations.

## CONSULTATIONS

JL Richards

Economic Development



## MEMORANDUM TO COUNCIL

Meeting Date: 15/06/2021

Memorandum Number: 2021-CLK-017M

Presented by: Meagan Elliott

Department: Corporate Services

### MEMORANDUM TITLE

Integrity Commissioner Financials

### RECOMMENDATION(S)

**BE IT RESOLVED THAT** Memorandum Number 2021-CLK-017M entitled “**Integrity Commissioner Financials**” be received.

### BACKGROUND

Municipalities are required to appoint an Integrity Commissioner who reports to Council in respect to the application of the Code of Conduct and the application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act. An Integrity Commissioner may also be utilized by members of Council for seeking advice surrounding the same. In 2019 and part of 2020, TKL Council's Integrity Commissioner was Peggy Lovelace with E4M and for part of 2020 to current, the Integrity Commissioner is Kim Cholette with DPRA. Council received a 2020 annual report from E4M at the June 1, 2021 Regular Meeting of Council and resolved to have staff be directed to report back with dollars spent through the Integrity Commissioner for this term of Council.

### RATIONALE

This term of Council has had 3 inquiry reports to date which require the Integrity Commissioner to spend time on an investigation and invoice the municipality for their services. The Integrity Commissioner may also choose to invoice the municipality for time spent to answer general questions posed by members of Council. From reviewing billings it appears that E4M did not usually invoice for this, however DPRA has been.

The total Integrity Commissioner costs paid by TKL to date for this term of Council is \$35,508.21 (net of HST rebates). It is important to note that 1 of the completed reports required the Integrity Commissioner to utilize TKL legal counsel due to the complex, sensitive nature of the inquiry which resulted in an additional \$13,463.76 (net of HST rebates) bringing the total to \$48,971.97.



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

**BY-LAW NUMBER 21-045**

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**BEING A BY-LAW TO ADOPT THE 2021 MUNICIPAL BUDGET**

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

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

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

- 1     **THAT** the municipally managed net Operating Budget in the amount of \$17,403,881 attached hereto and included within Schedule 'A' and forming a part of this by-law, is hereby adopted as the net Operating Budget for the Corporation of the Town of Kirkland Lake for the year 2021,
- 2     **THAT** the municipally managed Capital Budget in the amount of \$12,681,942 attached hereto and included within Schedule 'A' and forming a part of this by-law, is hereby adopted as the Capital Budget for the Corporation of the Town of Kirkland Lake for the year 2021,
- 3     **THAT** the municipally managed Water Budget in the amount of \$2,773,151 attached hereto and included within Schedule 'A' and forming a part of this by-law, is hereby adopted as the Water Budget for the Corporation of the Town of Kirkland Lake for the year 2021,
- 4     **THAT** the municipally managed discharge of Wastewater Budget in the amount of \$1,964,833 attached hereto and included within Schedule 'A' and forming a part of this by-law, is hereby adopted as the Wastewater Budget for the Corporation of the Town of Kirkland Lake for the year 2021, and
- 5     **THAT** this by-law shall come into force and take effect on the date of its passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15th DAY OF JUNE, 2021.**

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Pat Kiely, Mayor

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Meagan Elliott, Clerk

## 2021 Operating Budget

### Community Services

		\$	\$	\$	\$
		Budget	Actual	Budget	Actual
		2021	2020	2020	2019
<b>Recreation</b>					
Revenues					
	User Fees	324,411	272,684	398,404	571,506
	Grants	48,950	7,578	3,658	33,854
	Donations	8,000	20,310	500	1,275
	Recoveries	2,032	15,332	2,044	8,021
	<b>Total</b>	<b>383,393</b>	<b>315,904</b>	<b>404,606</b>	<b>614,656</b>
Expenditures					
	Labour and Related	1,189,069	1,081,776	1,165,607	1,196,712
	Contracted Services	39,032	34,790	28,009	31,841
	Materials and Supplies	194,602	126,819	187,475	164,401
	Utilities	503,154	422,955	502,059	503,269
	Administration and Other	210,785	164,344	168,427	157,975
	Interest and LTD Payments	899,357	899,169	899,356	1,055,113
	Rents and Financial	16,500	9,537	18,800	18,615
	<b>Total</b>	<b>3,052,499</b>	<b>2,739,390</b>	<b>2,969,733</b>	<b>3,127,926</b>
Net	Revenues (Expenditures)	(2,669,106)	(2,423,486)	(2,565,127)	(2,513,270)

### **Cemetery**

Revenues					
	User Fees	130,615	120,888	112,531	129,959
	Recoveries		2,210	5,000	5,670
	Penalties and Interest	440	1,083	250	347
	<b>Total</b>	<b>131,055</b>	<b>124,181</b>	<b>117,781</b>	<b>135,976</b>
Expenditures					
	Labour and Related	91,357	110,302	125,865	118,912
	Contracted Services	3,000	3,215	6,700	5,551
	Materials and Supplies	12,150	9,625	12,010	12,717
	Utilities	1,250	3,714	4,200	3,233
	Administration and Other	12,830	8,457	10,962	10,562
	Interest and LTD Payments		2,919	3,500	2,043
	Rents and Financial				
	<b>Total</b>	<b>120,587</b>	<b>138,232</b>	<b>163,237</b>	<b>153,018</b>
Net	Revenues (Expenditures)	10,468	(14,051)	(45,456)	(17,042)

## Museum

### Revenues

User Fees	6,150	14,278	9,350	34,887
Grants	61,873	63,489	54,337	38,334
Donations	2,200	3,537	5,325	12,843
Recoveries	250	164	200	259
Total	70,473	81,468	69,212	86,323

### Expenditures

Labour and Related	198,585	197,344	194,363	195,381
Contracted Services	25,150	10,688	27,050	11,662
Materials and Supplies	27,906	15,190	19,755	29,414
Utilities	14,800	12,695	14,750	14,434
Administration and Other	18,229	12,825	15,758	14,950
Interest and LTD Payments				
Rents and Financial	1,000	754	705	738
Total	285,670	249,496	272,381	266,579

### Net

Revenues (Expenditures)	(215,197)	(168,028)	(203,169)	(180,256)
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## Heritage North

### Revenues

User Fees	18,000	27,642	25,220	136,405
Recoveries	300	415	400	3,303
Total	18,300	28,057	25,620	139,708

### Expenditures

Labour and Related	84,605	98,517	136,725	181,074
Contracted Services	2,624	8,085	8,170	18,497
Materials and Supplies	9,200	15,357	24,730	52,373
Utilities	29,300	30,245	29,900	38,097
Administration and Other	27,380	23,001	27,651	22,783
Interest and LTD Payments				157,904
Rents and Financial	150		350	248
Total	153,259	175,205	227,526	470,976

### Net

Revenues (Expenditures)	(134,959)	(147,148)	(201,906)	(331,268)
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## Child Care

### Revenues

Rent	18,000	18,000	18,000	18,000
Recoveries		5,000	5,000	
Total	18,000	23,000	23,000	18,000

**Expenditures**

Labour and Related	2,928	3,064	4,770	4,092
Contracted Services		794		
Materials and Supplies	574	409	2,700	4,365
Administration and Other	2,910	14,664	6,527	3,841
Total	6,412	18,931	13,997	12,298

**Net**

Revenues (Expenditures)	11,588	4,069	9,003	5,702
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**Library****Revenues**

User Fees	4,650	3,812	7,500	6,623
Grants	34,422	45,350	43,875	36,022
Investment Income	9,154	8,702	9,154	9,788
Donations	2,650	14,121	4,100	13,556
Recoveries	169		335	269
Total	51,045	71,985	64,964	66,258

**Expenditures**

Labour and Related	284,585	274,920	303,257	265,749
Contracted Services	18,400	18,546	15,700	17,964
Materials and Supplies	30,454	28,677	33,204	38,176
Utilities	13,400	12,440	15,690	13,269
Administration and Other	18,040	13,817	16,975	15,430
Interest and LTD Payments		60		
Rents and Financial				102
Total	364,879	348,460	384,826	350,690

**Net**

Revenues (Expenditures)	(313,834)	(276,475)	(319,862)	(284,432)
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**Net Community Services**

(3,311,040)	(3,025,119)	(3,326,517)	(3,320,566)
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**Development Services****Planning****Revenues**

User Fees	37,000	37,368	36,000	41,817
Grants				11,998
Recoveries				455
Total	37,000	37,368	36,000	54,270

**Expenditures**

Labour and Related	128,981	145,143	123,822	120,697
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Contracted Services	46,000	39,525	28,600	4,075
Materials and Supplies	1,900	1,181	3,860	12,359
Utilities				
Administration and Other	12,625	13,409	43,843	11,839
Interest and LTD Payments				
Rents and Financial				
Total	189,506	199,258	200,125	148,970

Net	Revenues (Expenditures)	(152,506)	(161,890)	(164,125)	(94,700)
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## Building

### Revenues

User Fees	60,000	59,935	60,000	111,518
Recoveries	21,400	39,995	68,000	15,950
Total	81,400	99,930	128,000	127,468

### Expenditures

Labour and Related	119,039	153,220	199,746	142,938
Contracted Services	160,600	78,783	93,000	4,169
Materials and Supplies	5,800	2,551	9,110	12,026
Utilities				
Administration and Other	8,880	7,851	11,239	3,882
Interest and LTD Payments				
Rents and Financial				
Total	294,319	242,405	313,095	163,015

Net	Revenues (Expenditures)	(212,919)	(142,475)	(185,095)	(35,547)
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## Waste Management

### Revenues

User Fees	12,000	12,695	10,000	11,641
Grants				
Donations				
Recoveries	435,500	489,862	394,500	423,203
Total	447,500	502,557	404,500	434,844

### Expenditures

Labour and Related	129,308	194,552	200,767	188,594
Contracted Services	1,023,278	1,056,905	1,025,580	990,954
Materials and Supplies	82,112	47,198	50,242	25,951
Utilities				
Administration and Other	7,535	555	17,230	49,454
Interest and LTD Payments	53,655	52,556	52,610	52,558
Rents and Financial				
Total	1,295,888	1,351,766	1,346,429	1,307,511

Net	Revenues (Expenditures)	(848,388)	(849,209)	(941,929)	(872,667)
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## Economic Development

### Revenues

Contributions from Reserves	128,360	-	-	51,174
Grants	45,000	1,450	153,000	78,047
Rent	191,791	191,791	191,790	133,105
Donations				97,307
Recoveries	3,640	107,463	107,387	148,937
Total	368,791	300,704	452,177	508,570

### Expenditures

Labour and Related	150,990	129,378	145,470	180,962
Contracted Services	97,450	24,812	157,550	108,270
Materials and Supplies	200	464	1,250	141,522
Utilities				
Administration and Other	164,310	20,506	75,943	45,283
Interest and LTD Payments	137,222	68,641	137,222	76,509
Rents and Financial				37,979
Total	550,172	243,801	517,435	590,525

Net	Revenues (Expenditures)	(181,381)	56,903	(65,258)	(81,955)
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## Animal Control

### Revenues

User Fees		14,764	2,000	2,000
Grants		5,462		1,250
Donations			12,000	6,005
Recoveries	9,600	186	10,000	3,687
Total	9,600	20,412	24,000	12,942

### Expenditures

Labour and Related		31,885	22,483	35,169
Contracted Services	70,945	121,753	133,872	81,548
Materials and Supplies	800	1,603	11,500	1,574
Utilities	2,600	2,410	3,600	2,257
Administration and Other	725	1,155	562	972
Interest and LTD Payments				
Rents and Financial				
Total	75,070	158,806	172,017	121,520

Net	Revenues (Expenditures)	(65,470)	(138,394)	(148,017)	(108,578)
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## Residential Development

### Revenues

Miscellaneous	10,000	19,500	15,140	37,000
Total	10,000	19,500	15,140	37,000

### Expenditures

Labour and Related Contracted Services Materials and Supplies Utilities Administration and Other Interest and LTD Payments Rents and Financial	1,650	625	1,000	36,000
Total	1,650	625	1,000	36,000

### Net

Revenues (Expenditures)	8,350	18,875	14,140	1,000
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## Airport Operations

### Revenues

User Fees	111,940	108,509	129,940	137,313
Recoveries	3,500	1,781	3,500	2,908
Total	115,440	110,290	133,440	140,221

### Expenditures

Labour and Related Contracted Services Materials and Supplies Utilities Administration and Other Interest and LTD Payments Rents and Financial	58,676	160,098	159,814	129,907
	3,000	17,600	18,500	15,152
	58,750	46,816	80,135	75,625
	16,100	7,540	9,600	8,045
	28,088	22,614	23,940	20,981
	2,000	734	2,000	1,525
Total	166,614	255,402	293,989	251,235

### Net

Revenues (Expenditures)	(51,174)	(145,112)	(160,549)	(111,014)
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Revenues (Expenditures)	(1,503,488)	(1,361,302)	(1,650,833)	(1,303,461)
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## Administration

### General Administration

### Revenues

User Fees	30,000	29,416	34,600	39,057
Grants		107,041		

Donations				6,355
Recoveries		229,937		5
Total	30,000	366,394	34,600	45,417

#### Expenditures

Labour and Related	502,100	1,010,781	574,226	236,455
Contracted Services	57,000	244,981	135,500	192,710
Materials and Supplies	8,000	39,002	27,350	24,062
Utilities	24,800	18,599	25,000	20,610
Administration and Other	112,650	145,444	112,423	67,000
Interest and LTD Payments				
Rents and Financial	-			
Transfers			5,000	6,000
Total	704,550	1,458,807	879,499	546,837
Reserve Transfer	5,000		(217,000)	(150,308)
Revenues (Expenditures)	(679,550)	(1,092,413)	(627,899)	(351,112)

Net

#### Treasury

#### Revenues

370,000	338,297	298,000	405,441
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#### Expenditures

Labour and Related	759,300	631,072	708,597	735,656
Contracted Services	35,910	31,520	45,000	31,247
Materials and Supplies	7,500	9,424	8,500	7,590
Utilities				
Administration and Other	163,300	469,937	249,721	501,516
Interest and LTD Payments				
Rents and Financial	4,000	2,345	4,000	3,415
Transfers	(149,000)	(146,230)	(146,229)	(143,362)
Total	821,010	998,068	869,589	1,136,062
Reserve Transfer			(15,000)	

Net

Revenues (Expenditures)	(451,010)	(659,771)	(556,589)	(730,621)
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#### Human Resources

#### Revenues

#### Expenditures

Labour and Related	252,050	239,227	153,680	105,451
Contracted Services	9,600	251	2,483	
Materials and Supplies	13,300	14,155	2,800	2,275
Utilities				
Administration and Other	6,050	8,812	7,000	3,346
Interest and LTD Payments				

	Rents and Financial				
	Total	281,000	262,445	165,963	111,072
Net	Revenues (Expenditures)	(281,000)	(262,445)	(165,963)	(111,072)

## **MIS Systems**

Revenues

Expenditures

	Labour and Related	123,904	71,687	72,816	70,943
	Contracted Services	40,600	51,989	55,200	48,534
	Materials and Supplies	4,410	1,222	250	152
	Utilities				
	Administration and Other	41,424	62,150	50,237	51,120
	Interest and LTD Payments				
	Rents and Financial				
	Total	210,338	187,048	178,503	170,749
Net	Revenues (Expenditures)	(210,338)	(187,048)	(178,503)	(170,749)
	Revenues (Expenditures)	(1,621,898)	(2,201,677)	(1,528,954)	(1,363,554)

## **Governance**

### **Mayor and Council**

Revenues

Expenditures

	Labour and Related	153,180	152,578	157,748	152,076
	Contracted Services	20,000	26,423	40,000	5,096
	Materials and Supplies	300	471	7,650	403
	Utilities				
	Administration and Other	5,050	3,827	14,898	9,028
	Interest and LTD Payments				
	Rents and Financial				
	Total	178,530	183,299	220,296	166,603
	Reserve Transfer			(7,000)	
Net	Revenues (Expenditures)	(178,530)	(183,299)	(213,296)	(166,603)

## **Protective Services**

### **Fire**

#### Revenues

Grant	6,500			
User Fees	500	500	500	500
Recoveries	3,000	4,555	4,000	10,871
Total	10,000	5,055	4,500	11,371

#### Expenditures

Labour and Related	1,664,307	1,701,947	1,658,762	2,129,501
Contracted Services	42,519	30,901	38,453	34,978
Materials and Supplies	42,500	43,696	47,700	43,497
Utilities	12,377	12,019	12,800	11,979
Administration and Other	77,009	45,947	55,686	51,677
Interest and LTD Payments				
Rents and Financial				
Total	1,838,712	1,834,510	1,813,401	2,271,632

#### Net

Revenues (Expenditures)	(1,828,712)	(1,829,455)	(1,808,901)	(2,260,261)
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### **Police**

#### Revenues

Rental Income	76,750	76,750	76,750	76,750
Grants	73,000	78,948	75,000	81,120
User Fees	2,500		1,500	655
Recoveries	7,000	16,179	5,000	10,253
Total	159,250	171,877	158,250	168,778

#### Expenditures

Labour and Related	18,950	18,762	19,095	19,606
Contracted Services	2,570,426	2,498,138	2,428,228	2,488,417
Materials and Supplies	300		1,500	7,229
Utilities	21,500	20,601	21,800	22,745
Administration and Other	9,950	6,783	7,877	7,305
Interest and LTD Payments				
Rents and Financial				
Total	2,621,126	2,544,284	2,478,500	2,545,302

#### Net

Revenues (Expenditures)	(2,461,876)	(2,372,407)	(2,320,250)	(2,376,524)
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Revenues (Expenditures)	(4,290,588)	(4,201,862)	(4,129,151)	(4,636,785)
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## **Public Works**

### **Roads and Maintenance**

#### Revenues

User Fees				63,838
Recoveries	40,000	37,263	45,000	68,502
Total	40,000	37,263	45,000	132,340

#### Expenditures

Labour and Related	1,812,784	1,543,221	1,941,091	1,635,752
Contracted Services	251,318	192,905	480,090	389,138
Materials and Supplies	1,117,338	549,989	788,510	702,482
Utilities	73,050	56,774	67,500	65,598
Administration and Other	293,520	233,237	228,658	241,269
Interest and LTD Payments	59,984	196,819	181,064	178,722
Rents and Financial				
Transfer to Reserve	112,500			
Total	3,720,494	2,772,945	3,686,913	3,212,961

#### Net

Revenues (Expenditures)	(3,680,494)	(2,735,682)	(3,641,913)	(3,080,621)
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### **Streetlighting**

#### Revenues

#### Expenditures

Labour and Related	1,250	100	600	
Contracted Services	15,000	10,686	30,000	36,074
Materials and Supplies	10,000	5,762		
Utilities	52,000	50,929	52,000	50,024
Administration and Other		119,456		
Interest and LTD Payments	119,470		119,470	119,457
Rents and Financial				
Total	197,720	186,933	202,070	205,555

#### Net

Revenues (Expenditures)	(197,720)	(186,933)	(202,070)	(205,555)
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Revenues (Expenditures)	(3,878,214)	(2,922,615)	(3,843,983)	(3,286,176)
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## **Teck Pioneer Residence**

#### Revenues

Teck Pioneer	6,104,559	1,939,050	6,025,588	5,872,523
Grants	625,092	4,736,713	93,000	

Donations	30,000	36,224	30,000	13,202
Recoveries	53,644	59,361	60,334	73,650
Total	6,813,295	6,771,348	6,208,922	5,959,375

#### Expenditures

Labour and Related	5,333,570	5,333,570	5,126,131	4,854,404
Contracted Services	313,433	192,405	181,650	127,297
Materials and Supplies	868,500	868,531	825,028	770,569
Utilities	210,000	207,425	239,000	211,223
Administration and Other	60,000	58,742	61,691	48,141
Interest and LTD Payments	569,200	547,763	547,763	546,806
Rents and Financial	60		60	
Total	7,354,763	7,208,436	6,981,323	6,558,440

#### Net

Revenues (Expenditures)	(541,468)	(437,088)	(772,401)	(599,065)
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#### Outside Charges

Temiskaming Health Unit	367,698	350,188	350,188	322,523
Ambulance	770,913	729,299	729,299	669,128
Ontario Works	327,955	326,402	326,346	318,273
Social Housing	447,645	486,241	486,201	496,271
Child Care	53,337	54,448	54,456	53,026
MPAC	111,107	112,436	112,000	111,671

Revenues (Expenditures)	(2,078,655)	(2,059,014)	(2,058,490)	(1,970,892)
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#### Total Town Operating

Revenues (Expenditures)	(17,403,881)	(16,391,976)	(17,523,625)	(16,647,102)
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TOWN OF KIRKLAND LAKE  
CAPITAL BUDGET  
2021

PROJECT NAME	SERVICE AREA	PROJECT #	EXPENSE	GOVERNMENT FUNDING	GAS TAX	OCIF	TAX LEVY	RESERVES	RESERVE FUNDS	OTHER	NOTES
			\$	\$	\$	\$	\$	\$	\$	\$	
Asset Management Software & Implementation Services	Public Works	B2021-0001	29,017					29,017			[1]
Chlorine Analyzer Replacement	Public Works	B2021-0002	8,000						8,000		[2]
KL Water Treatment Plant SCADA	Public Works	B2021-0003	250,000						250,000		[2]
Municipal Services Expansion - West End	Public Works	B2021-0004	2,339,514	1,624,368					215,146	500,000	[3]
Storm & Sanitary Tunnel Engineering Study	Public Works	B2021-0005	71,947		71,947						
Street Scan - Road and Sidewalk Assessment	Public Works	B2021-0006	66,144	50,000			16,144				
Swastika WPCP Decommissioning + Sewer Connection to KL WWTP	Public Works	B2021-0007	8,175,398	5,600,000		2,100,000			475,398		[4]
Two New Laptop Computers	Public Works	B2021-0008	10,000					10,000			[1]
Wilson Ave. - Water & Wastewater Forcemain	Public Works	B2021-0009	45,792		45,792						
KL Water Distribution System Modelling	Public Works	B2021-0010	13,229						13,229		[2]
Comfort Street Treatment Plant/Pump Station (OCWA)	Public Works	B2021-0011	40,704						40,704		[4]
KL Wastewater System (OCWA)	Public Works	B2021-0012	160,781						160,781		[4]
Nipissing Lane Resurfacing	Public Works	B2021-0013	134,224		134,224						
Tactile Plates	Public Works	B2021-0014	45,221		45,221						
TKL Water Treatment Plant - High Lift & Post Treatment (OCWA)	Public Works	B2021-0015	40,704						40,704		[2]
TKL Water Treatment Plant - Raw Water Pre-Treating (OCWA)	Public Works	B2021-0016	191,309						191,309		[2]
Two (2) New Radar Signs	Public Works	B2021-0017	9,258				9,258				
Wastewater Pump Station (OCWA)	Public Works	B2021-0018	105,830						105,830		[4]
Waterworks Enclosed Cargo Trailer	Public Works	B2021-0019	30,093						30,093		[2]
New Truck Box (Hopper)	Public Works	B2021-0020	33,214				33,214				
Chiller and Header Replacement	Complex	B2021-0021	193,344	193,344							
House Local Hockey Artifacts	Complex	B2021-0022	21,370				10,685			10,685	[5]
JMCC Signage	Complex	B2021-0023	8,000					500		7,500	[6]
Parkland Repair	Parks	B2021-0024	7,193						7,193		[7]
Vehicle Replacement	Parks	B2021-0025	34,822				34,822				
Zero Turn Mower	Cemetery	B2021-0026	12,415							12,415	[8]
Air Conditioner	Library	B2021-0027	15,339				15,339				
Bunker Gear	Fire	B2021-0028	30,000				30,000				
Equipment	Fire	B2021-0029	20,000				20,000				
Folder/Insertion Machine	Admin.	B2021-0030	11,700				11,700				
Wireless Infrastructure	MIS	B2021-0031	7,000				7,000				
Workstation Upgrades	MIS	B2021-0032	7,500				7,500				
VMWare Cluster	MIS	B2021-0033	153,780				153,780				
Workstation Replacements	MIS	B2021-0034	38,900				38,900				
Layer 3 Switches	MIS	B2021-0035	7,900				7,900				
Refrigeration Replacement	TPR	B2021-0036	10,800				10,800				
Window & Carpet Replacement	TPR	B2021-0037	26,000	26,000							
HVAC System	TPR	B2021-0038	85,000	85,000							
Wheelchair Accessibility	TPR	B2021-0039	4,500	4,500							
Vehicle Replacement	Dev. Services	B2021-0040	36,000				36,000				
37 Duncan Demolition	Dev. Services	B2021-0041	100,000				100,000				
Random Demolition	Dev. Services	B2021-0042	50,000				50,000				
TOTALS			12,681,942	7,583,212	297,184	2,100,000	593,042	39,517	1,538,387	530,600	

**Notes:**  
[1] from Organization Restructuring & Efficiency Reserve  
[2] from Waterworks Reserve Fund  
[3] \$107,573 from Waterworks Reserve Fund, \$107,573 from Wastewater Reserve Fund, \$500,000 from Kirkland Lake Gold  
[4] from Wastewater Reserve Fund  
[5] \$10,685 donation from external party  
[6] \$7,500 donation from external party  
[7] from Parkland Reserve Fund  
[8] from Cemetery Trust Funds interest

## 2021 Water and Wastewater Budget

### Water

#### Revenues

User Fees	2,732,051	2,605,775	2,678,481
Recoveries	31,100	28,749	31,100
Penalties and Interest	10,000	20,540	10,000
Total	<u>2,773,151</u>	<u>2,655,064</u>	<u>2,719,581</u>

#### Expenditures

Labour & Related	576,828	520,493	674,985
Contracted Services	743,408	652,769	686,356
Materials and Supplies	196,025	77,434	202,800
Utilities	438,500	465,564	417,500
Administration and Others	113,753	89,539	97,032
Interest and LTD Payments	28,802	28,775	28,802
Program Support	89,420	82,733	87,733
Transfers	586,415	524,373	524,373
Total	<u>2,773,151</u>	<u>2,441,680</u>	<u>2,719,581</u>

### Wastewater

#### Revenues

User Fees	1,932,402	1,808,656	1,894,512
Recoveries	19,953	6,929	19,953
Penalties and Interest	12,478	17,158	12,478
Total	<u>1,964,833</u>	<u>1,832,743</u>	<u>1,926,943</u>

#### Expenditures

Labour and Related	588,666	277,914	382,844
Contracted Services	612,992	493,345	550,500
Materials and Supplies	75,900	22,093	53,800
Utilities	388,000	377,487	400,000
Administration and Others	124,454	106,661	125,120
Interest and LTD Payments			
Program Support	65,930	63,497	64,846
Transfers	108,891	349,833	349,833
Total	<u>1,964,833</u>	<u>1,690,830</u>	<u>1,926,943</u>

TOWN OF KIRKLAND LAKE  
RESERVES - PROJECTIONS  
For the year 2021  
**\*\* FOR BUDGET PURPOSES \*\***

	Opening Balance, 01-Jan-21	2021 Transfers To	2021 Transfers From	Ending Balance, 31-Dec-21
<b>RESERVES</b>	\$	\$	\$	\$
<b>Capital Contingency</b>	10,820			10,820
<b>Centennial Committee</b>	64,923			64,923
<b>Community Improvement Program (C.I.P.)</b>	105,687			
- budgeted to utilize for C.I.P disbursements for 2021			(48,500)	57,187
<b>Infrastructure Capital</b>	476,792			
- transfer a portion of 2020 operating surplus		36,000		
- budgeted transfer for 1/2 of cost of backhoe & truck		112,500		
- budgeted to utilize for 2021 capital projects			(500)	624,792
<b>Kirkland District Health Centre</b>	56,691			
- budgeted to utilize for 2021			(11,250)	45,441
<b>Organization Restructuring &amp; Efficiency</b>	284,541			
- budgeted to utilize for 2021 capital projects			(39,017)	245,524
<b>Other</b>				
- Accrued Vacation	35,050			35,050
- Archer Drive	45,425			45,425
- Election	16,000			
- budgeted transfer for 2021 for next election		5,000		21,000
- Library Programming	-			
- transfer a portion of 2020 operating surplus		3,820		3,820
<b>Tax Stabilization</b>	-			
- transfer a portion of 2020 operating surplus		1,161,000		1,161,000
<b>Winter Control Stabilization</b>	12,680			12,680
<b>Working Capital</b>	2,179,324			
- transfer a portion of 2020 operating surplus (Restart \$'s)		540,990		
- transfer remaining \$'s from 2020 operating surplus		1,315,490		
- budgeted to utilize for 2021 to offset NOHFC payments			(68,610)	
- budgeted to utilize for 2021 (reduce tax levy \$'s required)			(657,745)	3,309,449
<b>TOTALS</b>	<b>3,287,933</b>	<b>3,174,800</b>	<b>(825,622)</b>	<b>5,637,111</b>

TOWN OF KIRKLAND LAKE  
RESERVE FUNDS - PROJECTIONS  
For the year 2021  
**\*\* FOR BUDGET PURPOSES \*\***

	Opening Balance, 01-Jan-21	2021 Transfers To	2021 Transfers From	Ending Balance, 31-Dec-21
<b>RESERVE FUNDS</b>	\$	\$	\$	\$
<b>Archer Drive</b>	203,256			203,256
<b>Employees' Accumulated Sick Leave</b>	69,731			69,731
<b>Health Unit</b>	231,724			231,724
<b>Kinross Park Maintenance (Bill Enouy Memorial)</b>	7,745			7,745
<b>Library - capital</b>	-			
- transfer a portion of 2020 operating surplus		5,709		5,709
<b>Life Cycle Replacement</b>	153,093			153,093
<b>Parkland</b>	99,392			
- budgeted to utilize for 2021 capital projects			(7,193)	92,199
<b>Residential Development</b>	20,325			20,325
<b>Wastewater Capital Projects</b>	1,135,910			
- transfer of 2020 Wastewater surplus		141,912		
- transfer as per 2021 budget		108,891		
- to fund 'unfunded' 2020 capital projects			(8,490)	
- budgeted to utilize for 2021 capital projects			(890,286)	487,937
<b>Waterworks Capital Projects</b>	1,216,675			
- transfer of 2020 Waterworks surplus		262,827		
- transfer as per 2021 budget		586,415		
- to fund 'unfunded' 2020 capital projects			(11,300)	
- budgeted to utilize for 2021 capital projects			(640,908)	1,413,709
<b>TOTALS</b>	<b>3,137,851</b>	<b>1,105,754</b>	<b>(1,558,177)</b>	<b>2,685,428</b>

TOWN OF KIRKLAND LAKE  
 DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS - PROJECTIONS  
 For the year 2021  
**\*\* FOR BUDGET PURPOSES \*\***

	Opening Balance, 01-Jan-21	2021 Allocation	2021 Transfers From	Ending Balance, 31-Dec-21
<b>Deferred Revenue - Obligatory Reserve Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Gas Tax</b>	1,423,964			
- 2021 allocation		506,237		
- 2021 top-up funding		486,660		
- budgeted to utilize for 2021 capital projects			(297,184)	<b>2,119,677</b>
<b>OCIF</b>	1,530,974			
- 2021 allocation		608,544		
- budgeted to utilize for 2021 capital projects			(2,100,000)	<b>39,518</b>
<b>TOTALS</b>	<b>2,954,938</b>	<b>1,601,441</b>	<b>(2,397,184)</b>	<b>2,159,195</b>



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

**BY-LAW NUMBER 21-046**

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**BEING A BY-LAW TO SET TAX RATIOS FOR MUNICIPAL PURPOSES FOR THE  
YEAR 2021**

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**WHEREAS** it is necessary for the Council of the Corporation of the Town of Kirkland Lake, pursuant to Section 308 (2) of the *Municipal Act, 2001*, Chapter 25, and Regulation 385/98 to establish the tax ratios for 2021 for the Corporation of the Town of Kirkland Lake,

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

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

- 1 **THAT** for the taxation year 2021:
  - a) the residential property class shall be 1.000000;
  - b) the new multi-residential property class shall be 1.100000;
  - c) the multi-residential property class shall be 1.196260;
  - d) the commercial property class shall be 1.998748;
  - e) the industrial property class shall be 3.846259; and
  - f) the pipelines property class shall be 2.039965;
- 2 **THAT** for the purposes of this by-law:
  - a) the commercial property class includes all commercial office property, shopping centre property, parking lot property and new commercial property, and
  - b) the industrial property class includes all large industrial property and new industrial property.
- 3 **THAT** this by-law shall come into force and take effect after its passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15th DAY  
OF JUNE, 2021.**

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Pat Kiely, Mayor

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Meagan Elliott, Clerk



THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 21-047

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BEING A BY-LAW TO ADOPT THE ESTIMATES OF ALL SUMS REQUIRED DURING  
THE YEAR AND TO STRIKE THE RATES OF TAXATION FOR THE YEAR 2021

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**WHEREAS** the Council of the Town of Kirkland Lake in accordance with the *Municipal Act, 2001* Chapter 25, Section 312 has considered and adopted the estimates of the municipality and deems it to be advisable that the following sums be raised by means of taxation for the year 2021:

Education Purposes	\$ 1,317,393
Municipal Purposes	<u>\$ 10,764,046</u>
	<u>\$ 12,081,439</u>

**AND WHEREAS** all property assessment rolls on which the 2021 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act* subject to appeals at present before the Municipal Property Assessment Corporation and the Assessment Review Board,

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

**AND WHEREAS** the tax ratios on the aforementioned property for the 2021 taxation year have been set out in by-law 21-046 of the Town of Kirkland Lake,

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

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

**AND WHEREAS** the sub-class tax rate reductions on prescribed sub-classes on the aforementioned property for the 2021 taxation year is as follows:

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

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

BY-LAW NUMBER 21-047 - being a by-law to adopt the estimates of all sums required during the year and to strike the rates of taxation for the year 2021

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

Residential	\$352,634,760
Residential – Polls 25 & 26	\$ 28,298,600
New Multi Residential	\$ 879,000
Multi Residential	\$ 20,162,000
Commercial	\$ 58,068,540
Commercial Vacant	\$ 2,015,200
Industrial Low Band	\$ 11,352,700
Industrial High Band	\$ 4,606,000
Industrial Vacant	\$ 769,400
Pipelines	\$ 3,380,000
TOTAL	<u>\$482,166,200</u>

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

- 1 **THAT** there shall be levied and collected upon assessable lands, buildings and pipelines within the Corporation of the Town of Kirkland Lake, taxation based upon the following rates for the year 2021:

Class	Municipal	Education	Total
Residential	0.01866433	0.00153000	0.02019433
Residential – Polls 25 & 26	0.00653291	0.00153000	0.00806291
New Multi Residential	0.02053076	0.00153000	0.02206076
Multi Residential	0.02232739	0.00153000	0.02385739
Commercial Occupied	0.03730529	0.00880000	0.04610529
Commercial Vacant	0.02611371	0.00880000	0.03491371
Industrial Occupied Low Band	0.01874789	0.00227317	0.02102106
Industrial Occupied High Band	0.20830994	0.02525749	0.23356743
Industrial Vacant Low Band	0.01218613	0.00227317	0.01445930
Pipelines	0.03807458	0.00880000	0.04687458

- 2 **THAT** there has been levied \$7,247,771.56 in two installments that were due on March 18, 2021 and April 15, 2021



- 3     **THAT** the balance of taxes shall be levied in two (2) installments and shall be due on the following dates: August 19, 2021 and September 23, 2021
- 4     **THAT** if any taxpayer in the Town of Kirkland Lake fails to make payment of the taxes due and owing on the property for which he or she is assessed, he or she shall, after the due dates pay in addition to the amount of taxes, the additional penalty or penalties as follows:
- A percentage charge of one per centum (1%) shall be imposed as a penalty for non-payment, and shall be added to every tax installment or part thereof remaining unpaid on the first day following the last day of payment of each installment and thereafter an additional charge of one per centum (1%) shall be imposed and shall be added to every such tax installment or part therefore remaining unpaid on the first day of each calendar month in which default continues up to and including December of this year and for each month thereafter until this By-law is repealed.
- 5     **THAT** the Tax Collector is hereby authorized to mail or cause to be mailed the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given or to the Mortgage Company, whichever has been provided by the property owner as the correct address,
- 6     **THAT** taxes shall be paid to the Town of Kirkland Lake, to the Town Treasurer or Tax Collector,
- 7     **THAT** the Treasurer or Tax Collector are authorized to accept part payment from time to time on account of any taxes due and to give receipt from time to time on account of any taxes due and to give receipt for such payment, provided however, that acceptance of any part payment, shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment of any taxes or installment thereof,
- 8     **THAT** this by-law shall come into force and effect upon its passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15th DAY OF JUNE, 2021.**

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Pat Kiely, Mayor

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Meagan Elliott, Clerk



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

**BY-LAW NUMBER 21-048**

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**BEING A BY-LAW TO SET THE MUNICIPAL WATER AND WASTEWATER RATES  
FOR 2021**

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

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

**AND WHEREAS** the Municipal Water Budget in the amount of \$2,773,151 was adopted by by-law 21-045 on June 15, 2021, as the Water Budget for the Corporation of the Town of Kirkland Lake for the year 2021,

**AND WHEREAS** the Municipal Wastewater Budget in the amount of \$1,964,833 was adopted by by-law 21-045 on June 15, 2021, as the Wastewater Budget for the Corporation of the Town of Kirkland Lake for the year 2021,

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

- 1 **THAT** the rates provided in Schedule "A" attached hereto are hereby imposed and levied for:
  - a. water supplied to all water users from the waterworks system, and
  - b. discharge of wastewater for all users of the Kirkland Lake and Swastika Sewage Treatment Plants.
- 2 **THAT** the due dates in Schedule 'B' attached hereto are hereby determined to be the days on which payments are due,
- 3 **THAT** where payment of water and/or wastewater rates are made after the due date, an interest charge will be assessed on any outstanding balance due at the rate of 1% per month applied on the first day of each month,
- 4 **THAT** by-law 21-002 is hereby repealed, and
- 5 **THAT** this by-law shall come into force and take effect on July 1, 2021.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15th DAY  
OF JUNE, 2021.**

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Pat Kiely, Mayor

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Meagan Elliott, Clerk

## 2021 Water & Wastewater Rates

		<b>Water</b>	<b>Sewer</b>
The flat rate for water used in private houses and apartments shall be per quarter:		<b>2021</b>	<b>2021</b>
	First room	\$52.06	\$41.65
	Each additional room	\$9.40	\$7.53
	Private toilet	\$17.75	\$14.20
	Private bathtub or shower	\$17.75	\$14.20
except that where a common toilet, bathtub or shower is provided for the use of more than one apartment, each additional apartment including the first shall pay \$17.75 water (\$14.20 sewer) for the use of the toilet and \$17.75 water (\$14.20 sewer) for the use of the bathtub or shower.			
The flat rate for water used in boarding or rooming houses shall be per quarter:			
	First room	\$52.06	\$41.65
	Each additional room	\$9.40	\$7.53
	Private toilet	\$44.42	\$35.54
	Private bathtub or shower	\$44.42	\$35.54
	Urinal	\$22.03	\$17.63
except that boarding or rooming houses with ten rooms or over shall be on a meter.			
Standard hotel and beverage rooms, business houses where water is used for manufacturing, steam baths, bottling works, wash racks, public buildings excluding churches and municipal office buildings, shall be on a meter with a minimum charge of \$66.68 (water) \$53.35(sewer) monthly.			
Any business water user may apply for a meter.			
<b>BUSINESS RATES</b>		<b>Per Quarter</b>	
	Business houses (except where used for manufacturing)	\$79.58	\$63.67
	Toilet for above	\$18.12	\$14.49
	Urinal for above	\$22.03	\$17.63
	Office - single room	\$18.12	\$14.49
	Each additional room	\$9.40	\$7.53
	Toilet for above	\$18.12	\$14.49
	Office for doctor of medicine or dentistry (each office)	\$44.42	\$35.54
	Toilet for above	\$18.12	\$14.49
	Sink for above	\$44.42	\$35.54
	Barber shops, hairdressers, beauty salons	\$127.94	\$102.35
	Bakeries and pastry shops	\$127.94	\$102.35
	Hand laundries	\$504.03	\$403.23
	Toilet for above	\$18.12	\$14.49
	Public halls	\$127.94	\$102.35
	Theatres	\$127.94	\$102.35
	Garages and service stations	\$127.94	\$102.35
	Restaurants, grills, and lunch counters	\$314.00	\$251.20
	Toilet for above	\$44.42	\$35.54
	Urinal for above	\$22.03	\$17.63
		<b>Per Quarter</b>	
<b>CONSTRUCTION CHARGE</b>		\$64.57	\$51.65
<b>TANKERS</b>	per 1,000 gal	\$306.92	

<b>TRAILERS-</b> For each trailer	\$105.27	\$84.22
<b>Interest</b> 1% per month applied on outstanding balances		
<b>SPRINKLER CONNECTIONS</b>	<b>Per Month</b>	
4" Connection	\$28.08	
6" Connection	\$42.11	
8" Connection	\$56.14	
<b>HYDRANT RENTAL</b> - for each Municipal Hydrant - per day	\$7.03	
<b>PRIVATE HYDRANT INSPECTION</b> - for each hydrant per year	\$364.95	
<b>TURN OFF OR ON ORDER-</b> each- (working hours, Mon-Fri 7:00 a.m. to 4:00 p.m.)	\$112.28	
<b>TURN OFF OR ON ORDER</b> - each (after hours)	\$287.74	
<b>SEALING OR UNSEALING</b> - each-	\$70.19	
<b>THAWING FROZEN WATER SERVICE STANDARD CHARGE</b>		
Thaw orders deemed to be the property owner's responsibility, working hours, Mon-Fri 7:00 a.m. to 4:00 p.m.	\$645.66	
After hours, Actual expense, minimum charge \$645.66		
<b>METERED SERVICE CHARGE</b>		
The metered rates for water used shall be as follows per month:		
FIRST 50,000 gallons- per 1,000 gallons	\$6.60	\$5.28
SECOND- 50,000 gallons- per 1,000 gallons	\$5.68	\$4.55
THIRD 50,000 gallons- per 1,000 gallons	\$4.14	\$3.32
BALANCE- per 1,000 gallons	\$2.95	\$2.36
Minimum Charge: (10,000) gallons	\$66.68	\$53.35
<b>Interest: 1% per month applied on outstanding balances</b>		
5/8" Meter at - per month	\$3.16	
3/4" Meter at - per month	\$4.28	
1" Meter at - per month	\$5.68	
1 1/2" Meter at - per month	\$8.71	
2" Meter at - per month	\$11.37	
3" Meter at - per month	\$16.71	
4" Meter at - per month	\$21.96	
6" Meter at - per month	\$33.27	
<b>OTHER SEWER SERVICES</b>		
1 Unblock residential sewer, working hours		\$259.22
2 Unblock other sewer, working hours (commercial)		\$385.67
3 Unblock residential sewer, after hours		\$467.86
4 Unblock other sewer, after hours (commercial)		\$518.45
5 Video Sewer Inspection, residential		\$189.68
6 Video Sewer Inspection, other (commercial)		\$379.35
<b>Note:</b> 1-6 Rates are Minimum charges, actual labour and material will be charged		

## 2021 Water and Wastewater Due Dates

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**Flat Rate/Quarterly**

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<b>Billing Period</b>	<b>Due Date</b>
Jul - Sept 2021	July 29, 2021
Oct - Dec 2021	October 28, 2021

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**Metered Rate/Monthly**

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<b>Billing Period</b>	<b>Due Date</b>
July 2021	August 30, 2021
August 2021	September 29, 2021
September 2021	October 28, 2021
October 2021	November 29, 2021
November 2021	December 30, 2021
December 2021	January 28, 2022



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

**BY-LAW NUMBER 21-049**

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**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS  
REGULAR MEETING HELD JUNE 15, 2021**

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

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

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

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

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

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15th DAY  
OF JUNE, 2021.**

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Pat Kiely, Mayor

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Meagan Elliott, Clerk