



Agenda
The Township of Cavan Monaghan
Regular Council Meeting

Monday, April 15, 2024

1:00 p.m.

Council Chambers

Members in attendance are asked to please turn off all electronic devices during the Council Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting. A link to the livestreaming is available at www.cavanmonaghan.net. Council Members may be participating remotely.

Pages

1. Call to Order

2. Land Acknowledgement

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg. We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.

3. Approval of the Agenda

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Closed Session

6. Presentation

**6.1 Angela Lloyd, Kawartha Pine Ridge District School Board Trustee,
Accommodation and Boundary Planning for City and County of
Peterborough Schools**

4 - 41

7. Delegation

**7.1 Chief Patricia Bromfield and Chief Randy Mellow: Peterborough
County/City Paramedic Services and Community Program Updates**

42 - 78

8. Minutes

8.1 Minutes of the Regular Meeting held April 2, 2024

79 - 84

9.	Minutes from Committees and Boards	
9.1	Municipal Revitalization and Heritage Advisory Committee Meeting Minutes of January 18, 2024	85 - 87
10.	Reports	
10.1	Report - PEB 2024-20 First Quarter Activity Report 2024 - Planning, Economic Development and Building (KP)	88 - 91
10.2	Report - PEB 2024-21 Additional Event for 2024 - Fishing Derby (BA)	92 - 93
10.3	Report - CAO Report and Capital Status (YH)	94 - 96
10.4	Council/Committee Verbal Reports	
11.	General Business	
12.	Correspondence for Information	
13.	Correspondence for Action	
14.	By-laws	
15.	Unfinished Business	
16.	Notice of Motion	
17.	Confirming By-law	
17.1	By-law No. 2024-21 being a by-law to confirm the proceedings of the meeting held April 15, 2024	97 - 97
18.	Adjournment	
19.	Upcoming Events/Meetings	
19.1	Cavan Monaghan Public Library Board Meeting Tuesday, April 16, 2024 at 7:00 p.m., Millbrook Branch Library	
19.2	Millbrook Valley Trails Advisory Committee Meeting, Monday, April 22, 2024 at 4:00 p.m.	
19.3	Regular Council Meeting Monday, May 6, 2024 at 1:00 p.m.	
19.4	Regular Council Meeting Tuesday, May 21, 2024 at 1:00 p.m.	

- 19.5 Regular Council Meeting Monday June 3, 2024 at 1:00 p.m.
- 19.6 Municipal Revitalization and Heritage Advisory Committee Meeting
Thursday, June 20, 2024 at 9:00 a.m.

Subject: FW: Letter to Parenta

From: Angela Lloyd <angela_lloyd@kprdsb.ca>
Sent: April 5, 2024 9:38 AM
To: Yvette Hurley <yhurley@cavanmonaghan.net>
Subject: Letter to Parenta

You don't often get email from angela_lloyd@kprdsb.ca. [Learn why this is important](#)

April 4, 2024

Re: Accommodation and Boundary Planning for City and County of Peterborough Schools

Dear KPR families,

Student enrolment in the Kawartha Pine Ridge (KPR) District School Board has been increasing over the last five years (with an annual growth rate of approximately 2%) and this trend is expected to continue. As we welcome more students and families, we are seeing that the growth within schools has been uneven. This has led to significant overcrowding in some schools and extra space in others.

As we consider the best ways to balance student enrolment in Peterborough City and County schools, we are inviting feedback from families, students and staff.

To support high quality learning experiences and opportunities for all students, we need to move students from overcrowded schools into schools that have space. This can be accomplished with changes to:

- school attendance boundaries,
- family of school groupings,
- grades/cohorts, and/or
- programs.

Proposed Accommodation Concepts

School board administration has created a Background Study with student enrolment, school space available, and existing attendance boundaries for all schools in Peterborough City and County. This information is available on the KPR website, at kprschools.ca/ptbo-accommodation.

We know that the situation for some schools is not sustainable and that changes are needed to address the current challenges. A number of possible strategies have been identified to manage student growth and balance the numbers of students at local schools.

The proposed strategies are presented as Concepts A, B, C or D.

Detailed information about the proposed concepts, and maps showing the changes being considered, are all available at kprschools.ca/ptbo-accommodation.

When evaluating solutions, we will be guided by the following principles:

- balancing student numbers between schools
- providing high quality learning for all students
- developing long-term, sustainable plans
- maintaining walkable routes to school, and
- streamlining transportation services.

Community Engagement Meeting – Wednesday, April 17, 2024

A community engagement meeting will be held on **Wednesday, April 17, 2024**, at Kenner Collegiate Vocational Institute from 5:30 to 8:30pm. This meeting will be organized in an open house format and families may drop into the meeting at any time that is convenient to them to review possible accommodation concepts and provide feedback.

Families, students and staff may provide feedback about the accommodation strategies at the in-person community engagement meeting, or through our website where an online survey link is posted.

The survey allows for commenting on Concepts A, B, C and D; has space for questions; and allows school communities to offer suggestions. The survey will be open until May 31, 2024.

We welcome everyone's participation in this process, and we will carefully consider the feedback received.

Second Engagement Opportunity – Fall 2024

The consolidated feedback and a summary of the initial community engagement process will be collected and reviewed by school board administration. The accommodation concepts will then be refined further, informed by community feedback, and brought to the Board's Resource Committee in the fall of 2024. Families will then have another opportunity to provide feedback.

Following this second feedback opportunity, a final staff report will be brought to the Resource Committee for review and then presented to the Board of Trustees for final approval by the end of December 2024. The approved accommodation strategies will begin to be implemented in September 2025.

We appreciate that this process and the outcomes are of significant interest to families, and we are committed to ongoing communication throughout the accommodation planning process.

Thank you for your continued support of our school communities. Please visit kprschools.ca/ptbo-accommodation for information about the Accommodation Concepts, Frequently Asked Questions, and a link to the Accommodation Survey. Questions about this process can be directed to [705-742-9773, ext. 2201](tel:705-742-9773) or by email: kpr_info@kprdsb.ca

Sincerely,

Rita Russo
Director of Education

Sent from my iPad

City and County of Peterborough Accommodation Planning

Background Study

Adam Scott Collegiate Vocational Institute
Crestwood Secondary School
Kenner CVI Collegiate Vocational Institute
Norwood District High School
Thomas A. Stewart Secondary School
Families of Schools

February 2024

Revised March 2024

1 Introduction

1.1 Background

Kawartha Pine Ridge District School Board (KPR) has experienced an annual growth rate of approximately 2% over the last five years. This same trend is expected to continue into the foreseeable future. In response to the accommodation pressures being experienced across the board, administration is beginning to assess each area across the district to develop an appropriate and responsive accommodation plan. The process will begin with the schools situated within the City and County of Peterborough.

The Board's Long Term Accommodation Plan (LTAP) 2020-2025, 2023 Edition, outlines areas experiencing accommodation pressures. Residential growth within the City and County of Peterborough has been concentrated in certain areas within the City (i.e., west-end, Lily Lake Road) and the County (i.e., Township of Cavan Monaghan, Township of Selwyn, Township of Asphodel-Norwood). Due to this uneven growth, the Board has experienced uneven enrolment growth throughout the area schools. The LTAP recommends that a secondary school boundary review for Peterborough be conducted in the next 12 to 24 months. To manage the accommodation pressures in the City and County of Peterborough, the Board will prioritize balancing student enrolment amongst the City and County of Peterborough schools. To accomplish this, a phased approach will be taken, with phase one commencing in September of 2025. The review cannot be completed without considering program availability within these families of schools. The location for specialized programs such as French Immersion needs to be considered, as well as the possible expansion of the Anishinaabemowin (Ojibwe Language) program. Therefore, the Specialized Program Review that is presently underway will inform some of the decisions made within this accommodation plan.

1.2 Purpose of the Report

This report shall guide the student accommodation planning process. This report is intended to provide background information relevant to each family of schools within the City and County of Peterborough.

1.3 Board Wide Student Accommodation Planning Goals

The following goals relate to every student accommodation planning process that the Board undertakes and must be considered during this process:

- Provide school accommodation which optimizes and supports the learning environment.
 - Provide a healthy student learning and work environment.

- Recognize the diversity of students and seek to accommodate their needs, where possible.
- Ensure an efficient use of system resources by balancing enrolment and facilities.
 - Maximize the use of existing Board-owned permanent facilities over the long term.
 - Minimize the use of non-permanent accommodations (i.e., portables, holding areas) as a long-term strategy, while recognizing that these are part of the solution in the short-term.
- Create boundaries that consider:
 - natural geographic boundaries,
 - bus transportation and road patterns,
 - relative location of schools (i.e., walkability), and
 - municipal boundaries.
- Develop accommodation options with consideration for Ministry of Education capital funding formulas and the Board's Long Term Accommodation Plan (LTAP).

2 The Student Accommodation Planning Process

2.1 Relevant Policies and Administrative Regulations

The student accommodation planning process will follow Board policy BA-7.1, Student Accommodation Planning, specifically section 6.1, and associated administrative regulation BA-7.1.1, School Attendance Areas.

Section 6.1, School Attendance Areas, of the policy states:

Each school has a defined attendance area, which is appropriately sized to accommodate sustainable student enrolment. Attendance areas will be established in such a way as to balance enrolment, achieve program continuity, and minimize transportation costs. Attendance areas are subject to change based on enrolment trends, construction of new schools, program changes and alignment of elementary and secondary boundaries.

An attendance area review will consider the Board's changing enrolment patterns, school accommodation requirements and school facility utilizations. The Board will assess existing school attendance area boundaries to determine whether a reconfiguration of boundaries would serve the best interests of the students and the board over the long-term. Administrative Regulation BA-7.1.1, School Attendance Areas, provides guidelines and expectations concerning the establishment and review of school attendance areas.

An attendance area review is an exemption to an accommodation review process in accordance with Board Policy BA-1.2, Pupil Accommodation Review: School Closure/Consolidation, and the Ministry of Education (EDU) Pupil Accommodation Review Guideline (2018).

Section 5.3, School Attendance Area Reviews, of the administrative regulation set out guidelines to guide the student attendance area review. This section identifies that school attendance areas may require adjustment from time to time, and that a school attendance area review may also include a review of program offerings and grade cohorts in an effort to respond to changing enrolment patterns.

2.2 Steering Committee

In accordance with administrative regulation BA-7.1.1 a steering committee has been established, and is composed of the following staff positions:

- Director of Education,
- Associate Director of Education: Student Learning and School Improvement, Norwood District HS Family of Schools,
- Superintendent of Education: Student Achievement, Adam Scott CVI Family of Schools,
- Superintendent of Education: Student Achievement, Crestwood SS and Kenner CVI Families of Schools;
- Superintendent of Education: Student Achievement, Thomas A. Stewart SS Family of Schools
- Superintendent, Business and Corporate Services;
- Manager, Planning Services;

Other staff members have been and will continue to be consulted on an ad hoc basis:

- Executive Officer, Communications and Corporate Affairs;
- Senior Manager, Communications and Community Outreach;
- Executive Officer, Facilities Services;
- Manager of Operations, Student Transportation Services of Central Ontario;
- Planning GIS Technician, Planning Services.
- Senior Administration Team; and
- Principal(s) of the affected schools.

The role of the steering committee is to:

- guide the review process,
- prepare and present reports/materials to senior administration staff, Board of Trustees, and other staff as required,
- facilitate community engagement,
- review community input/feedback, and
- determine the final recommendation for the Board of Trustees' consideration.

2.3 Community Engagement

A community engagement meeting will be held on Wednesday, April 17, 2024, at Kenner Collegiate Vocational Institute from 5:30 p.m. to 8:30 p.m. The meeting will be organized in an open house format. This will provide community members with the opportunity to drop into the meeting at a time that is convenient to them and review the proposed accommodation strategies. Administrative staff and trustees will be available to answer questions of the community. Opportunities to engage in a feedback process will also be available on site.

In addition to the feedback received at the in-person community engagement meeting, an electronic feedback option will also be available following the meeting.

Consolidated feedback and a summary of the community engagement process will be brought to the Resource Committee in the Fall of 2024. A second community engagement meeting will be held in the Fall of 2024 to gather additional feedback.

2.4 Recommendation and Approval

Following community engagement, a final staff report will be brought to the Resource Committee for review and presented to the Board of Trustees for final approval by the end of December 2024. It is anticipated that the long-term accommodation strategies will be implemented using a phased approach, with initial changes becoming effective September 2025. The final staff report will be available to the public.

3 Families of Schools Overview

Table 1 provides the total On-the-Ground capacity (OTG) of each family of schools located in the region, together with anticipated enrolment levels over the 10-year planning horizon. Table 1 illustrates that all the families of schools within the City and County of Peterborough are near or at capacity and will continue to experience growth, apart from the Kenner Collegiate Vocational Institute (CVI) family of schools. The Kenner CVI family of schools is noticeably below capacity with an excess of 1,000 pupil spaces projected over the 10-year planning horizon.

Appendix A provides detailed enrolment projections for each school within the five families of schools situated in the City and County of Peterborough.

Table 1: City and County of Peterborough Family of Schools Existing Enrolment Projections

Family of Schools (FOS)	Capacity	2023-2024 OCT 31 ADE		2024-2025 1-YR Projection		2028-2029 5-YR Projection		2033-2034 10-YR Projection	
		Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization
Adam Scott CVI FOS	3,413	3,366	99%	3,536	104%	3,665	107%	3,671	108%
Crestwood SS FOS	3,070	3,179	104%	3,252	106%	3,251	106%	3,259	106%
Kenner CVI FOS	2,996	2,073	69%	1,993	67%	1,980	66%	1,963	66%
Nortwood District HS FOS	1,147	961	84%	1,049	91%	1,168	102%	1,251	109%
Thomas A. Stewart SS FOS	3,530	3,616	102%	3,780	107%	4,046	115%	4,218	119%
Total	14,156	13,195	93%	13,610	96%	14,110	100%	14,362	101%

3.1 Adam Scott Collegiate Vocational Institute Family of Schools

Presently there are six elementary schools that feed Adam Scott CVI. Further, four additional elementary schools feed Adam Scott CVI for French Immersion (FI) (refer to Figure 1). Appendix B illustrates the school attendance areas (i.e., boundaries) for each of the elementary schools within the Adam Scott CVI family of schools.

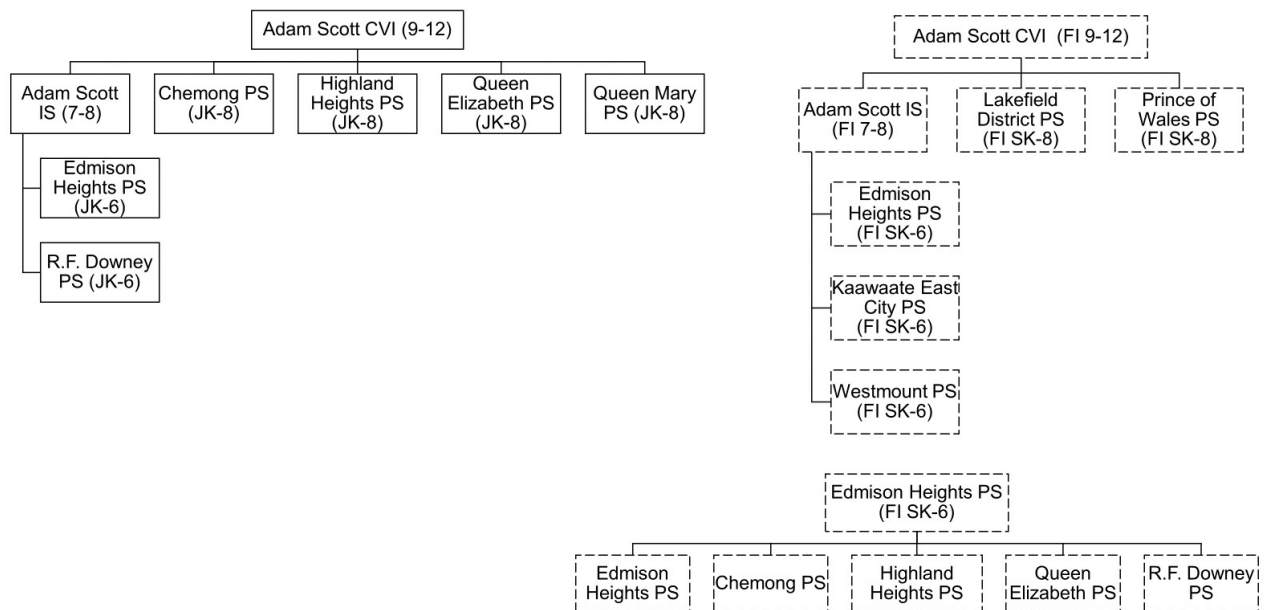


Figure 1: Adam Scott CVI Family of Schools

Table 2 provides 1-, 5-, and 10-year enrolment projections for this family of schools if they remain status quo.

Table 2: Status Quo Enrolment Projections, Adam Scott CVI Family of Schools

Adam Scott CVI Family of Schools									
School	OTG (Capacity)	2023-2024 OCT 31 ADE		2024-2025 1-YR Projection		2028-2029 5-YR Projection		2033-2034 10-YR Projection	
		Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization
Adam Scott CVI (9-12, FI 9-12)	1,017	993	98%	1,017	100%	1,127	111%	1,123	110%
Adam Scott IS (7-8, FI 7-8)	225	298	132%	320	142%	371	165%	358	159%
Total in Physical Building	1,242	1,291	104%	1,337	108%	1,498	121%	1,481	119%
Chemong PS (JK-8)	501	444	89%	455	91%	423	84%	404	81%
Edmison Heights PS (JK-6, FI SK-6)	432	546	126%	531	123%	477	110%	456	106%
Highland Heights PS (JK-8)	300	211	70%	244	81%	325	108%	410	137%
Queen Elizabeth PS (JK-8)	295	220	75%	210	71%	180	61%	180	61%
Queen Mary PS (JK-8)	421	363	86%	370	88%	318	76%	279	66%
R.F. Downey PS (JK-6)	222	265	119%	264	119%	273	123%	265	119%
Total	3,413	3,340	98%	3,411	100%	3,494	102%	3,475	102%

Adam Scott CVI is a dual track Grades 9-12 secondary school. Adam Scott Intermediate School is a dual track Grades 7-8 elementary school and is within the same building as Adam Scott CVI. Presently, the building is above capacity and is projected to experience additional growth over the next 10 years. The utilization of portable classrooms at this site would be challenging; therefore, it is anticipated that the school will not be able to physically accommodate the number of students projected to be attending Adam Scott CVI and Intermediate School within five years. There are several active residential development applications (e.g., plan of subdivision(s)) within Adam Scott CVI's overall school boundary, which is anticipated to generate approximately 219 secondary students at full build-out.

Chemong Public School (PS) is a Junior Kindergarten (JK)-Grade 8 elementary school. Enrolment at this school is anticipated to remain stable just below the building's capacity. There is one development proposal within the Chemong PS school boundary, which is anticipated to generate four elementary students.

Edmison Heights PS is a dual track JK-Grade 6 elementary school, which feeds into Adam Scott Intermediate School for Grades 7-8. It is anticipated that enrolment at this school will continue to be above the building's capacity; however, it will remain fairly stable over the 10-year planning horizon. Presently there are nine portable classrooms on site, which are anticipated to continue to accommodate the overflow of students. There are three development proposals (i.e., apartment buildings) in the Edmison Heights PS school boundary, which is anticipated to generate 11 elementary students.

Highland Heights PS is a JK-Grade 8 elementary school. Enrolment at this school is below capacity with an average utilization rate of 70%. However, three development proposals within Highland Heights PS school boundary (i.e., in the Lily Lake Road development area) are anticipated to generate approximately 357 elementary students at full build-out. The residual capacity at Highland Heights PS will be required to accommodate these students. Administration may need to consider establishing holding area(s) and holding school(s) in the Lily Lake Road development area to manage fluctuations in enrolment depending on the rate of build out. The Board has an option to purchase a new school site within the Lily Lake Road development area. The potential purchase of this site will need to be considered as part of long-term accommodation planning.

Queen Elizabeth PS is a JK-Grade 8 elementary school. Enrolment at this school is anticipated to decline over the 10-year planning horizon. Administration may consider utilizing Queen Elizabeth PS as a holding school to accommodate students being generated from the Lily Lake Road development area. There is one development proposal in this school boundary, which is anticipated to generate seven elementary students.

Queen Mary PS is a JK-Grade 8 elementary school. Enrolment at this school is also anticipated to decline over the 10-year planning horizon. Administration may give consideration to a boundary adjustment with adjacent schools to balance enrolment amongst the area schools. There are three residential apartment development proposals within this school boundary, which are anticipated to generate seven elementary students.

R.F. Downey PS is a JK-Grade 6 elementary school that feeds into Adam Scott Intermediate School for Grades 7-8. It is anticipated that enrolment at this school will continue to be above the building's capacity; however, it will remain fairly stable over the 10-year planning horizon. Presently there are two portable classrooms on site, which are anticipated to continue to accommodate the overflow of students. There are three development proposals in the R.F. Downey PS school boundary, which are anticipated to generate 43 elementary students.

3.2 Crestwood Secondary School Family of Schools

Presently there are five elementary schools that feed into Crestwood Secondary School (SS) (refer to Figure 2). Appendix B illustrates the school attendance areas (i.e., boundaries) for each of the elementary schools within the Crestwood SS family of schools.

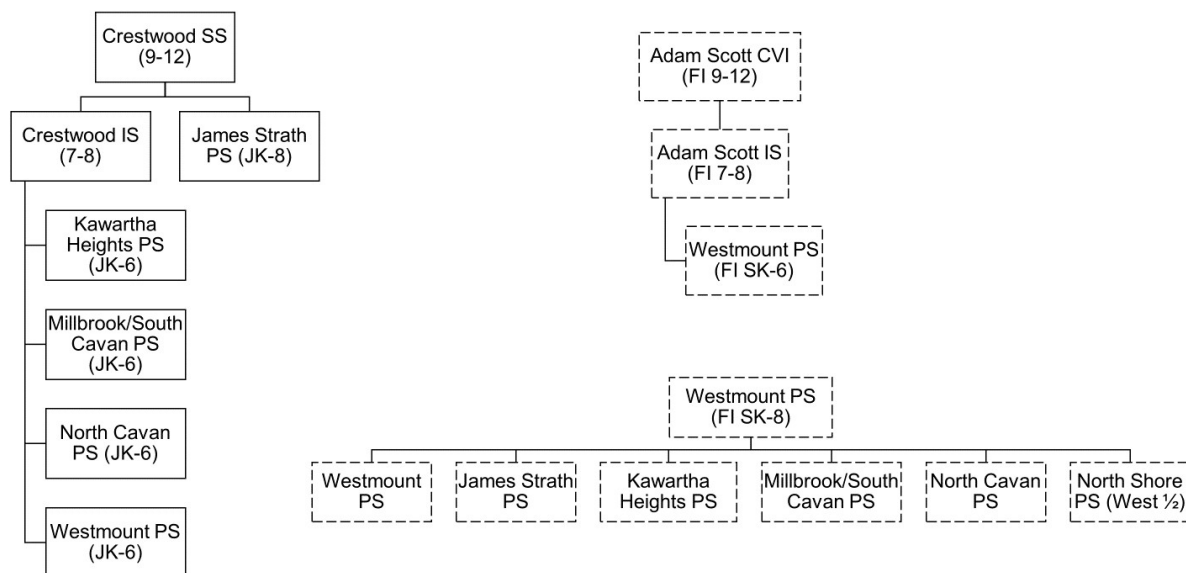


Figure 2: Crestwood SS Family of Schools

Table 3 provides 1-, 5-, and 10-year enrolment projections for this family of schools if they remained status quo.

Table 3: Status Quo Enrolment Projections, Crestwood SS Family of Schools

Crestwood SS Family of Schools									
School	OTG (Capacity)	2023-2024 OCT 31 ADE		2024-2025 1-YR Projection		2028-2029 5-YR Projection		2033-2034 10-YR Projection	
		Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization
Crestwood SS (9-12)	765	737	96%	732	96%	824	108%	888	116%
Crestwood IS (7-8)	184	271	147%	294	160%	338	184%	353	192%
Total in Physical Building	949	1,008	106%	1,026	108%	1,162	122%	1,241	131%
James Strath PS (JK-8)	714	616	86%	617	86%	615	86%	602	84%
Kawartha Heights PS (JK-6)	268	248	93%	241	90%	252	94%	280	104%
Millbrook/South Cavan PS (JK-6)	447	585	131%	599	134%	669	150%	698	156%
North Cavan PS (JK-6)	130	210	162%	211	162%	191	147%	189	145%
Westmont PS (JK-6, FI SK-6)	562	510	91%	496	88%	463	82%	478	85%
Total	3,070	3,177	103%	3,190	104%	3,352	109%	3,488	114%

Crestwood SS is a Grade 9-12 secondary school. Crestwood Intermediate School is a Grades 7-8 elementary school and is within the same building as Crestwood SS. Presently, the building is above capacity and is projected to experience additional growth over the next 10 years. The utilization of portable classrooms at this site would be challenging; therefore, it is anticipated that the

school will not be able to physically accommodate the projected number of students in the 2024-2025 school year. In order to provide accommodation for students while undergoing accommodation planning for the City and County of Peterborough, the grade 6 students from Kawartha Heights PS and Westmount PS will attend James Strath PS for grade 7 in the 2024-2025 school year and continue to attend James Strath for Grade 8. There are several active residential development applications (e.g., plan of subdivision(s)) within Crestwood SS's overall school boundary, which are anticipated to generate approximately 158 secondary students.

James Strath PS is a JK-Grade 8 elementary school. Enrolment at this school is anticipated to remain fairly stable below its capacity over the 10-year planning horizon. There are two development proposals in this school boundary, which are anticipated to generate 10 elementary students.

Kawartha Heights PS is a JK-Grade 6 elementary school that feeds into Crestwood Intermediate School for Grades 7-8. As noted above, the grade 6 students from Kawartha Heights PS will attend James Strath PS for grade 7 in the 2024-2025 school year, to provide accommodation pressure relief at Crestwood Intermediate School while the Board undergoes regional accommodation planning. It is anticipated that enrolment at this school will continue to remain stable at or slightly above the building's capacity over the 10-year planning horizon. There are two residential development proposals (e.g., townhouses, apartments) in this school boundary, which are anticipated to generate seven elementary students.

Millbrook/South Cavan PS is a JK-Grade 6 elementary school that feeds into Crestwood Intermediate School for Grades 7-8. It is anticipated that Millbrook/South Cavan PS will experience enrolment growth over the 10-year planning horizon. Presently there are eight portable classrooms on site. Facilities Services has confirmed that the site can accommodate an additional four portable classrooms. There are four active development proposals in this school boundary, which is anticipated to generate 267 elementary students. Holding areas have been established within this school boundary, with the students being generated from new development attending Roger Neilson PS for Grades JK-6, Kenner IS for Grades 7-8 and Kenner CVI for Grades 9-12. French Immersion students would attend Prince of Wales PS for Grades JK-8 and Adam Scott CVI for Grades 9-12. The Board has an option to purchase a new school site within one of the development sites (i.e., Towerhill North draft plan of subdivision). The Board also submitted a request for a new school to the Ministry of Education as part of the 2023-2024 Capital Priorities Program.

North Cavan PS is a JK-Grade 6 elementary school that feeds into Crestwood Intermediate School for Grades 7-8. It is anticipated that North Cavan PS will continue to experience enrolment growth over the 10-year planning horizon, reaching utilization rates above 145%. Presently there are four portable

classrooms on site. Facilities Services has confirmed that the site cannot accommodate additional portable classrooms. There are four active development proposals in this school boundary, which is anticipated to generate 92 elementary students. Holding areas have been established within this school boundary, with the students being generated from new development attending Roger Neilson PS for Grades JK-6, Kenner IS for Grades 7-8 and Kenner CVI for Grades 9-12. French Immersion students would attend Prince of Wales PS for Grades JK-8 and Adam Scott CVI for Grades 9-12. A new school as noted above in the Township of Cavan Monaghan would also reduce accommodation pressures being felt at North Cavan PS.

Westmount PS is a dual-track JK-Grade 6 elementary school that feeds into Crestwood Intermediate School (English stream) and Adam Scott Intermediate School (FI) for Grades 7-8. As noted above, the Grade 6 students from Westmount PS will attend James Strath PS for grade 7 and 8, beginning in the 2024-2025 school year, to provide accommodation pressure relief at Crestwood Intermediate School while the Board undergoes regional accommodation planning. It is anticipated that enrolment at this school will continue to remain stable, at or slightly below, the building's capacity over the 10-year planning horizon. However, all available classroom space is presently being utilized. There are no development proposals in this school boundary.

3.3 Kenner Collegiate Vocational Institute Family of Schools

Presently there are four elementary schools that feed into Kenner CVI (refer to Figure 3). Appendix B illustrates the school attendance areas (i.e., boundaries) for each of the elementary schools within the Kenner CVI family of schools.

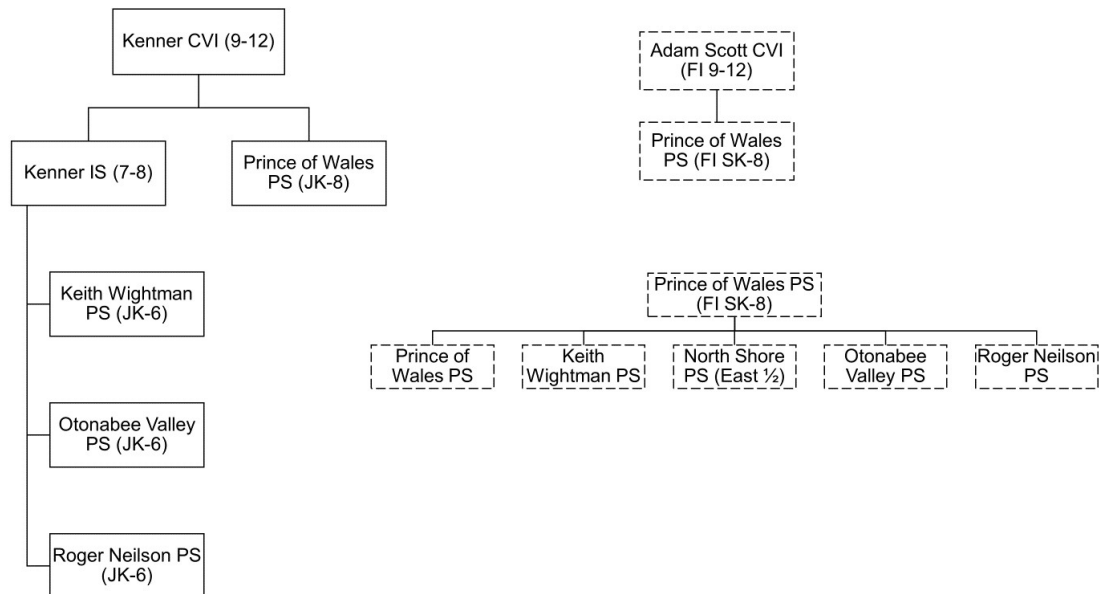


Figure 3: Kenner CVI Family of Schools

Table 4 provides 1-, 5-, and 10-year enrolment projections for this family of schools if they remained status quo. The projections for Kenner CVI incorporate the phasing out of the IB program commencing in September 2024.

Table 4: Status Quo Enrolment Projections, Kenner CVI Family of Schools

Kenner CVI Family of Schools									
School	OTG (Capacity)	2023-2024 OCT 31 ADE		2024-2025 1-YR Projection		2028-2029 5-YR Projection		2033-2034 10-YR Projection	
		Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization
Kenner CVI (9-12)	918	570	62%	580	63%	412	45%	379	41%
Kenner IS (7-8)	306	161	53%	173	57%	164	54%	164	54%
Total in Physical Building	1,224	731	60%	753	62%	576	47%	543	44%
Keith Wightman PS (JK-6)	353	238	67%	242	69%	225	64%	221	63%
Otonabee Valley PS (JK-6)	459	255	56%	251	55%	256	56%	245	53%
Prince of Wales PS (JK-8, FI JK-8)	622	557	90%	553	89%	507	82%	490	79%
Roger Neilson PS (JK-6)	338	250	74%	244	72%	229	68%	235	70%
Total	2,996	2,031	68%	2,043	68%	1,793	60%	1,734	58%

Kenner CVI is a Grade 9-12 secondary school. Kenner Intermediate School is a Grade 7-8 elementary school and is within the same building as Kenner CVI. Presently, the building is below capacity and is projected to remain well below capacity over the next 10 years. There are a limited number of active residential development applications (e.g., plan of subdivision(s)) within Kenner CVI's overall school boundary, which are anticipated to generate approximately 33 secondary students.

Keith Wightman PS is a JK-Grade 6 elementary school that feeds into Kenner Intermediate School for Grades 7-8. Presently the building is below capacity, and it is anticipated that enrolment at this school will continue to decline over the 10-year planning horizon. There are four residential development proposals (e.g., townhomes, apartments) in this school boundary, which are anticipated to generate 13 elementary students.

Otonabee Valley PS is a JK-Grade 6 elementary school that feeds into Kenner Intermediate School for Grades 7-8. Presently the building is below capacity, and it is anticipated that enrolment at this school will continue to decline over the 10-year planning horizon. There is one residential development proposal in this school boundary, which is anticipated to generate 65 elementary students.

Prince of Wales PS is a dual track JK-Grade 8 elementary school. French Immersion students feed into Adam Scott CVI for Grades 9-12. It is anticipated that enrolment at this school will continue to remain stable below the building's capacity over the 10-year planning horizon. There are no development proposals in this school boundary.

Roger Neilson PS is a JK-Grade 6 elementary school that feeds into Kenner Intermediate School for Grades 7-8. It is anticipated that enrolment at this school will continue to remain stable below the building's capacity over the 10-year planning horizon. There are no development proposals in this school boundary.

3.4 Norwood District High School Family of Schools

Presently there are two elementary schools that feed into Norwood District High School (HS) (refer to Figure 4). Appendix B illustrates the school attendance areas (i.e., boundaries) for each of the elementary schools within the Norwood District HS family of schools.

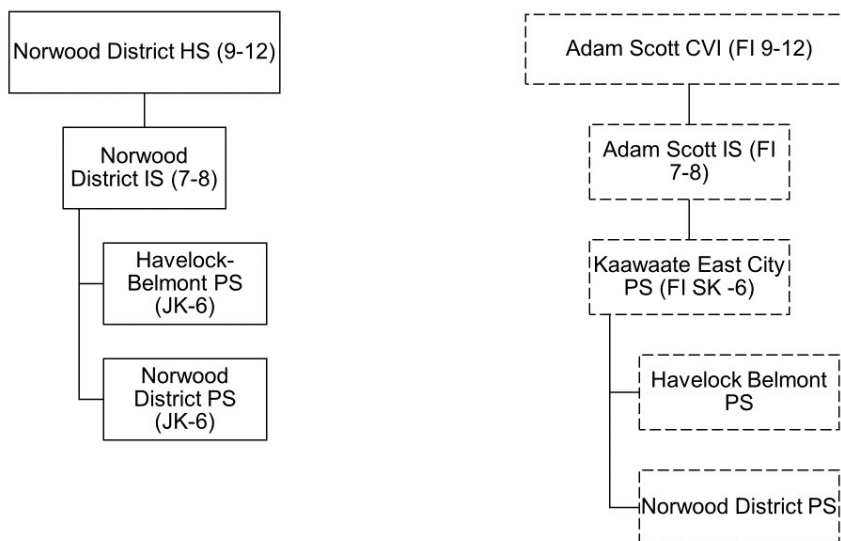


Figure 4: Norwood District HS Family of Schools

Table 5 provides 1-, 5-, and 10-year enrolment projections for this family of schools if they remained status quo.

Table 5: Status Quo Enrolment Projections, Norwood District HS Family of Schools

Norwood District HS Family of Schools									
School	OTG (Capacity)	2023-2024 OCT 31 ADE		2024-2025 1-YR Projection		2028-2029 5-YR Projection		2033-2034 10-YR Projection	
		Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization
Norwood District HS (9-12)	429	285	66%	280	65%	318	74%	372	87%
Norwood District IS (7-8)	138	133	96%	127	92%	150	109%	179	130%
Total in Physical Building	567	418	74%	407	72%	468	83%	551	97%
Havelock Belmont PS (JK-6)	257	215	84%	212	82%	215	84%	221	86%
Norwood District PS (JK-6)	323	328	102%	341	106%	386	120%	430	133%
Total	1,147	961	84%	960	84%	1,069	93%	1,202	105%

Norwood District HS is a Grade 9-12 secondary school. Norwood District Intermediate School is a Grade 7-8 elementary school and is within the same building as Norwood District HS. Presently, the building is below capacity; however, slow growth is projected over the 10-year planning horizon, with the building reaching its capacity by 2033-2034. The active residential development applications (e.g., plan of subdivision(s)) within Norwood District HS's overall school boundary, are anticipated to generate approximately 96 secondary students.

Havelock Belmont PS is a JK-Grade 6 elementary school that feeds into Norwood District Intermediate School for Grades 7-8. It is anticipated that enrolment at this school will continue to remain stable, slightly below the building's capacity over the 10-year planning horizon. There are no development proposals in this school boundary.

Norwood District PS is a JK-Grade 6 elementary school that feeds into Norwood District Intermediate School for Grades 7-8. It is anticipated that Norwood District PS will continue to experience enrolment growth over the 10-year planning horizon, reaching utilization rates above 130%. Presently there is one portable classroom on site. At this time, enrolment at this school can be managed via the use of portable classrooms. Administration may need to consider alternative accommodation strategies over the long term. There are eight active development proposals in this school boundary, which are anticipated to generate 182 elementary students.

3.5 Thomas A. Stewart Secondary School Family of Schools

Presently there are six elementary schools that feed into Thomas A. Stewart SS (refer to Figure 5). Appendix B illustrates the school attendance areas (i.e., boundaries) for each of the elementary schools within the Thomas A. Stewart SS family of schools.

Figure 5: Thomas A. Stewart SS Family of Schools

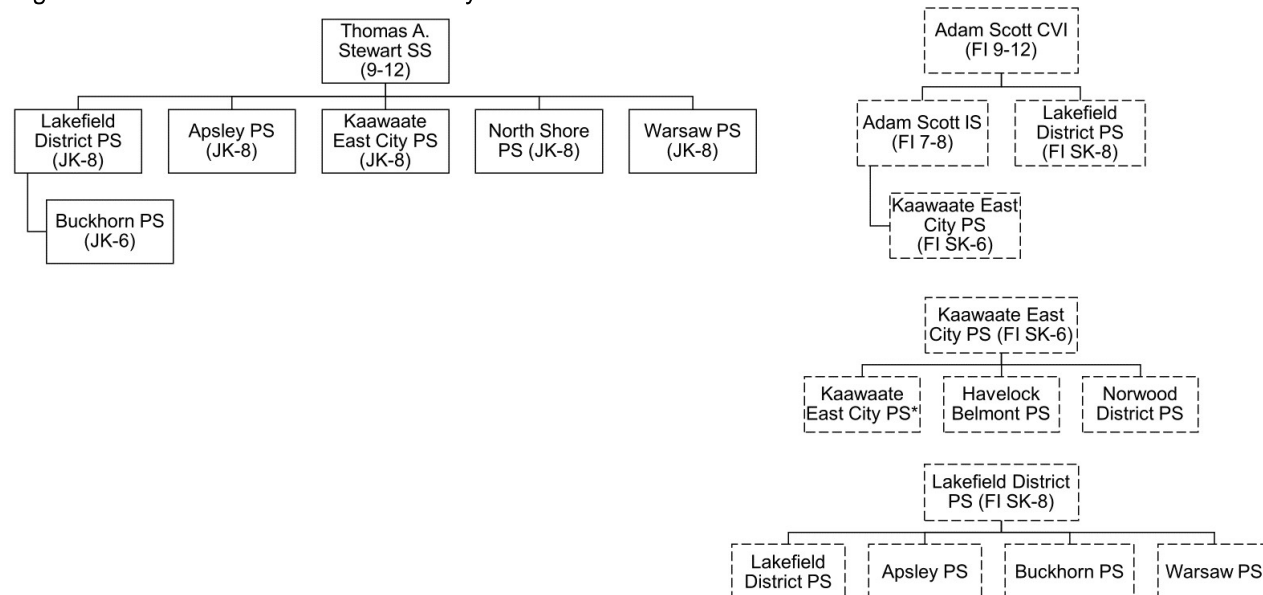


Table 6 provides 1-, 5-, and 10-year enrolment projections for this family of schools if they remained status quo.

Table 6: Status Quo Enrolment Projections, Thomas A. Stewart Family of Schools

Thomas A. Stewart SS Family of Schools									
School	OTG (Capacity)	2023-2024 OCT 31 ADE		2024-2025 1-YR Projection		2028-2029 5-YR Projection		2033-2034 10-YR Projection	
		Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization
Thomas A. Stewart SS (9-12)	1,290	1,282	99%	1,300	101%	1,362	106%	1,429	111%
Apsley PS (JK-8)	141	171	121%	173	123%	174	123%	147	104%
Buckhorn PS (JK-6)	118	165	140%	172	146%	214	181%	247	209%
Kaawaate East City PS (JK-8, FI SK-6)	675	784	116%	816	121%	817	121%	824	122%
Lakefield District PS (JK-8, FI SK-8)	678	674	99%	685	101%	731	108%	748	110%
North Shore PS (JK-8)	441	394	89%	399	90%	397	90%	406	92%
Warsaw PS (JK-8)	187	142	76%	132	71%	144	77%	150	80%
Total	3,530	3,612	102%	3,677	104%	3,839	109%	3,951	112%

Thomas A. Stewart SS is a Grade 9-12 secondary school. Presently, the building is slightly above capacity; and is projected to grow over the 10-year planning horizon, with the building reaching enrolment levels of 1,400 plus students by 2033-2034. Presently, there is an outdoor education building and one portable classroom on site. The active residential development applications (e.g., plan of subdivision(s)) within Thomas A. Stewart SS's overall school boundary are anticipated to generate approximately 197 secondary students.

Apsley PS is a JK-Grade 8 elementary school. Apsley PS is currently above capacity at 121% utilization. However, it is anticipated that Apsley PS will experience a decline in enrolment over the 10-year planning horizon, stabilizing at its capacity. Presently there are two portable classrooms on site. There are no development proposals within this school boundary.

Buckhorn PS is a JK-Grade 6 elementary school, that feeds into Lakefield District Public School for Grades 7-8. Buckhorn PS is currently above capacity at 140% utilization, and is expected to continue this growth trend, reaching utilization rates of over 200% over the 10-year planning horizon. Presently there are three portable classrooms on site. There are six active development proposals in this school boundary, which are anticipated to generate 23 elementary students.

Kaawaate East City PS is a dual track JK-Grade 8 elementary school, which currently offers French Immersion from SK-Grade 6. It was intended that the Grade 7-8 French Immersion would be phased in during the 2024-2025 and 2025-2026 school years; however, given the current accommodation pressures at this school, the Grade 7-8 FI students will be attending Adam Scott Intermediate School commencing in 2024-2025. Kaawaate East City PS is currently above capacity at 116% utilization, and is expected to continue this growth trend, reaching utilization rates of over 120% over the 10-year planning horizon. Presently there are four portable classrooms on site. Facilities Services has indicated that it is not possible to locate any additional portable classrooms on site. There are fourteen active development proposals in this school boundary, which are anticipated to generate 214 elementary students. Lakefield District PS is a dual track JK-Grade 8 elementary school. Buckhorn PS feeds into Lakefield District PS for Grades 7-8. Lakefield District PS is currently above capacity at 103% utilization, and is expected to continue a slow growth trend, reaching a utilization rate of 113% over the 10-year planning horizon. Presently there is one portable classroom on site. It is anticipated that growth at this site can be managed via portable classrooms. There are four active development proposals in this school boundary, which are anticipated to generate 115 elementary students.

North Shore PS is a JK-Grade 8 elementary school. North Shore PS is currently below capacity at 89% utilization and is expected to have stable enrolment over the 10-year planning horizon. There are six active development proposals in this school boundary, which are anticipated to generate 34 elementary students.

Warsaw PS is a JK-Grade 8 elementary school. Warsaw PS is currently below capacity at 77% utilization and is expected to experience slow growth over the 10-year planning horizon, reaching capacity by 2033. There are two active development proposals in this school boundary, which are anticipated to generate 14 elementary students.

4 Specialized Programs

4.1 French Immersion

The location and distribution of French Immersion (FI) programs throughout the City and County of Peterborough play a vital role in accommodation management. Figure 6 provides information related to elementary French Immersion programs/schools and their feeder schools. To provide a better understanding of the distribution of FI students throughout the City and County of Peterborough, the number of students attending FI from each of the feeder schools (denoted by dashed lines) is beside each school. Transportation to the program is provided in accordance with the Board's transportation policies.

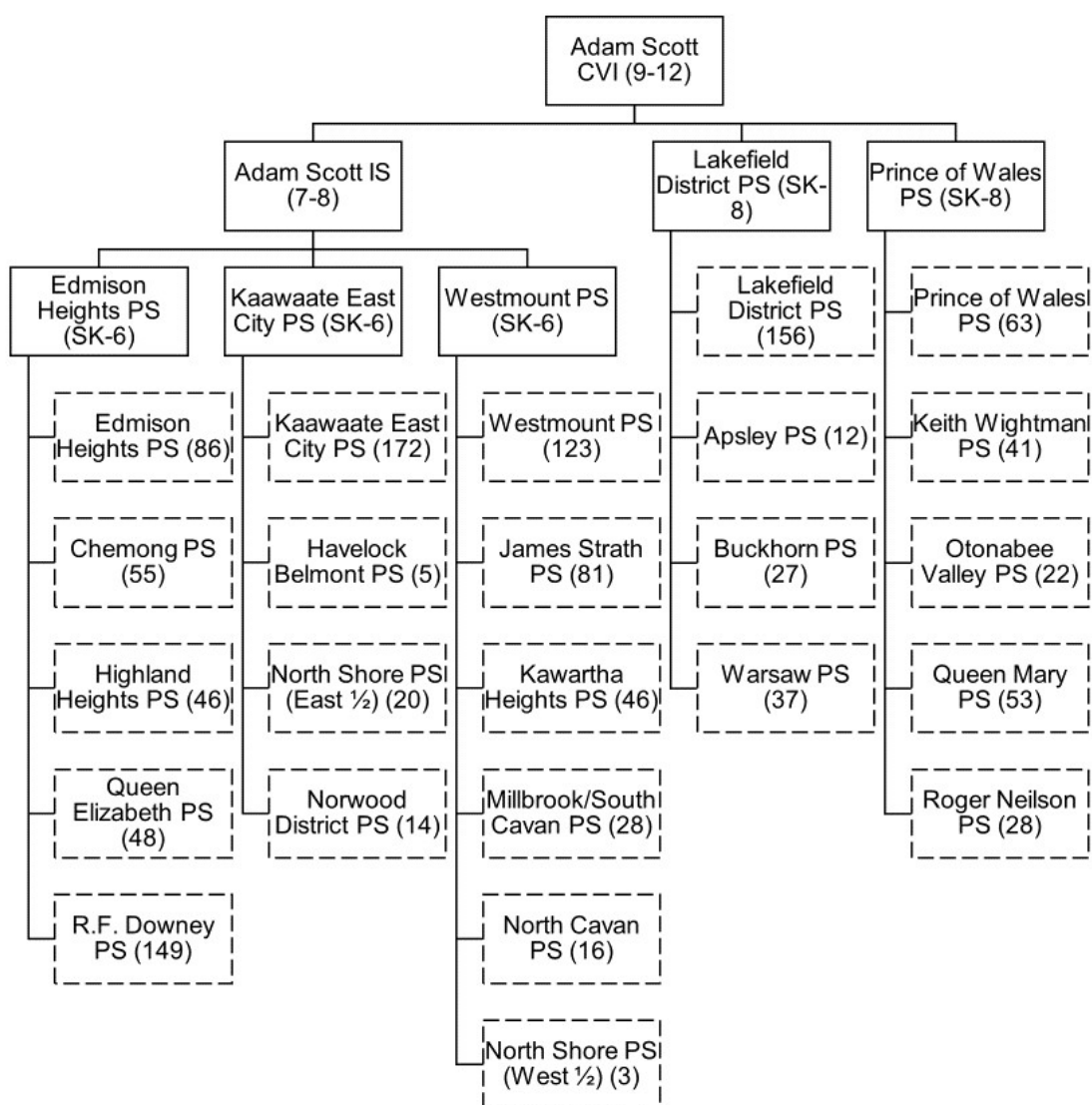


Figure 6: Distribution of French Immersion Programming in the City and County of Peterborough

4.2 International Baccalaureate

The International Baccalaureate (IB) program is presently offered at Kenner CVI for students residing in the City and County of Peterborough as well as part of the Village of Hastings that is located on the northwest side of the Trent River. The Board made the decision in November 2023 to phase out the IB program beginning in the 2024-2025 school year. The phase out of the program will be complete by June 2027.

4.3 Integrated Arts

The Integrated Arts (IA) program is presently offered at Thomas A. Stewart SS, and offers a unique secondary school experience for students with a high interest in the arts. These students have an opportunity to combine their graduation requirements with an integrated study of arts including drama, music, visual arts, and dance. On average there are 300 students from across the City and County of Peterborough attending the program. Table 7 illustrates the distribution of students from across the region. Transportation to the program is offered to students residing within the City and County of Peterborough in accordance with the Board's transportation policies.

Table 7: Distribution of Integrated Arts Students (2023-2024)

Place of Residence	No. of Students
City of Peterborough	197
Township of Asphodel-Norwood	18
Township of Cavan Monaghan	17
Township of Douro-Dummer	6
Township of Otonabee-South Monaghan	24
Township of North Kawartha	6
Township of Selwyn	28
Municipality of Trent Lakes	13
Out-of-Boundary/District	7

4.4 Anishinaabemowin Program

The Anishinaabemowin (Ojibwe) language program is available to all Indigenous and non-Indigenous students enrolled at a school that offers the program. The program is available to other schools where numbers warrant and based on availability of staff.

Presently, there are three elementary schools and two secondary schools that offer the Anishinaabemowin (Ojibwe) language program board wide. There are a total of 278 elementary students and 85 secondary students enrolled in the program.

The Anishinaabemowin (Ojibwe) language program is presently offered at the following City and County of Peterborough schools:

- Lakefield District Public School
- Thomas A Stewart Secondary School
- North Shore Public School

Future accommodation planning will consider additional locations for Anishinaabemowin (Ojibwe) language programs.

4.5 Learning and Life Skills and Primary Communication Classes

The Learning and Life Skills (LLS) program is a specialized program available to students 9-21 years of age who meet the criteria for a developmental disability. These classes will have a maximum of ten students. Primary Communication Classes (PCC) support students with intense communications needs in the primary division (i.e., Grades 1 to 3). These classes are capped at six students. Understanding the need and distribution of LLS and PCC classrooms are important in accommodation planning as the program utilizes regular classroom space for smaller class sizes. Within the City and County of Peterborough, the following schools have LLS and/or PCC programming:

- Elementary Schools:
 - James Strath PS – 1 PCC, 2 LLS
 - Kenner Intermediate – 1 LLS
 - Queen Elizabeth PS – 2 LLS
 - Roger Neilson PS – 1 LLS
- Secondary Schools
 - Adam Scott CVI – 4 LLS
 - Crestwood SS – 3 LLS
 - Kenner CVI – 6 LLS
 - Thomas A. Stewart SS – 2 LLS

5 Child Care Facilities

KPR values its relationships with the early year's community, and is committed to building strong, collaborative partnerships with the Consolidated Municipal Services Manager (CMSM) (i.e., the City of Peterborough) and community partners to support the children and families in KPR schools, of all ages. KPR's collaborative work focuses on the CMSM's defined regional priority neighbourhoods. This includes reviewing available space and planning for board projects that could include renovations or additions for child care, and opportunities for new school and child care builds.

The Board has three forms of early years programs within KPR schools: child care centres offering programming for infants, toddlers, and pre-school aged children, Before and After school programs that offer care for school aged children aged 3.8 to 12 years, and Early ON programming. The child care programs in schools are purpose-built spaces that are often funded through the Ministry of Education (MOE) and the CMSM. The programs are operated by third party licensed child care providers. Before and After school programs are also operated by third party licensed child care operators or authorized recreation providers using spaces in school gymnasiums and kindergarten classrooms. In addition, the Board provides space for Early ON programs for children and families. The Board continues to collaborate with the CMSM and the MOE to seek out opportunities to construct new child care program spaces within the City and County of Peterborough to meet the needs of families. Child care is an increasingly important part of the Board's accommodation planning, and as such capital requests for new schools are often accompanied by a request for childcare spaces within the proposed school. Table 7 illustrates the current full day child care locations, as well as Before and After School child care and Early ON programs.

City and County of Peterborough Accommodation Planning: Background Study

Table 8: Child Care and EarlyON Programs in the City and County of Peterborough

School	Child Care	Before and After	EarlyON
Adam Scott CVI FOS			
Adam Scott CVI			
Adam Scott IS			
Chemong PS		✓	
Edmison Heights		✓	
Highland Heights PS		✓	
Queen Elizabeth		✓	
Queen Mary		✓	
R.F. Downey PS		✓	
Crestwood SS FOS			
Crestwood SS	✓		
Crestwood IS			
James Strath PS	✓	✓	
Kawartha Heights PS		✓	
Millbrook/South Cavan PS	✓	✓	
North Cavan PS		✓	
Westmont PS		✓	
Kenner CVI FOS			
Kenner CVI			
Kenner IS			
Keith Wightman PS			
Otonabee Valley PS		✓	✓
Prince of Wales PS		✓	
Roger Neilson PS		✓	
Norwood District HS FOS			
Norwood District HS	✓		✓
Norwood District IS			
Havelock Belmont PS	✓	✓	
Norwood District PS		✓	
Thomas A. Stewart SS FOS			
Thomas A. Stewart SS			
Apsley PS	✓	✓	
Buckhorn PS		✓	
Kaawaate East City PS	✓	✓	
Lakefield District PS	✓	✓	✓
North Shore PS	✓	✓	
Warsaw PS		✓	

6 Growth Management Strategies

The City and County of Peterborough have experienced uneven growth, with some areas seeing little to no growth, while other areas are experiencing dynamic and fast-paced growth. Therefore, it is important to plan for the future and to be adaptable. KPR engages in long-term planning to be flexible and accommodate the growth being experienced across the region.

KPR closely monitors the region's population growth and plans for new residential developments throughout the region. The Board tries to accommodate students at local schools, however, when there is no room, the Board will employ different strategies to manage accommodation pressure over the short and long term. The following paragraphs describe some of the growth management strategies that are utilized by the Board.

6.1 Maximizing the Use of Classroom Space

When all regular classrooms in a school are fully utilized, KPR looks closely at how space is being used to try to ensure that all available classroom space is being utilized. This may include collapsing specialized classrooms (i.e., music, French, art) and converting them into regular classroom space. KPR will also look for other spaces that could be converted to classroom space (i.e., learning commons (library), stage, etc.). Minor renovations may be required to convert the spaces to make them suitable for classroom use.

6.2 Close Schools to Out-of-Boundary Students

Each KPR school has a designated attendance area that serves the students who live in it. If a school has surplus capacity, it may be able to accept students who live outside the area. Annually, KPR looks at current and projected enrolment and determines if a school can continue to welcome students from outside its school attendance area. If it cannot because of projected enrolment growth, the school becomes closed to students outside the area and only serves students in its school attendance area.

6.3 Portable Classrooms

When all space within a school is fully utilized, portable classrooms may be used to accommodate students on the school grounds if there is adequate space. Portable classrooms are a tool used by school boards to provide additional classroom space. Each year, portable classrooms are added to schools where needed and are removed from schools when they are no longer required. Funding provided for the purchase of portable classrooms is limited, and therefore the availability of portable classrooms does not always provide a viable solution to manage student accommodation pressures at a given school site. The placement of portable classrooms needs to be prioritized annually across the

district.

6.4 Redistribution of Grade Cohorts or Programs

When a school is at capacity, specialized programs (i.e., French Immersion, Integrated Arts, Special Education, etc.) may need to be relocated to another school. Further, the grades offered at a school may be changed to help manage high utilization rates at a school, that is projected to persist. An example could be expanding the grades of a senior school if the local junior schools are full. In this example, by removing Grade 6 students from the local junior schools and adding them to the senior school, enrolment may be better balanced within the group of schools.

6.5 Use of Overflow Schools

Overflow schools may be utilized in the situation where the designated home school or specialized program does not have the space available to accommodate the student(s). In such cases, the Board may temporarily direct new student registrations to attend a school other than their designated home school or specialized program.

6.6 Holding Areas and Holding Schools

This strategy involves designating a future residential development area as a holding area. Board staff closely monitor residential development applications and forecast the number of school-aged children that are likely to be generated by the proposed development. If the number of students anticipated to be generated from the proposed development exceeds the available capacity at the designated home school, the development area is designated as a holding area and assigned a holding school, which is a school that has the capacity to accommodate the anticipated students. The designation of holding areas and holding schools is a temporary solution used to manage growth. The goal is to return students to their local schools in the future when space becomes available.

6.7 Adjustments to School Attendance Areas

This is a more formal and long-term solution to manage enrolment and school capacity utilization. Board staff analyze municipal development applications and plans, demographic shifts, facility condition, school utilization rates and program requirements. Through community engagement sessions, the Board will share this information with the school communities impacted and solicit the communities' input on potential boundary adjustments. The objective of a boundary adjustment is to balance enrolment for the long term, amongst several schools. Boundary reviews are not undertaken frequently, and in most cases they are undertaken because of a new school build, school closure, significant

program adjustments, sustained residential development and/or significant demographic shifts.

6.8 Building New Schools and/or Additions to Existing Schools

When a school is overcrowded and there are no other feasible options to balance enrolment because other schools in the area are also full, the Board must create much needed additional space. One way to do so is to build an addition onto an existing school. In other cases, a new school may be the preferred option. The Ministry of Education must approve all capital projects and provides funding to school boards to support them. Each year, business cases that outline the need for school additions, school replacements or deep retrofits are prepared and submitted to the Ministry of Education for capital funding consideration. Capital Priority projects are submitted with a ranking based on a priority sequence (e.g., accommodation pressure) that aligns with the criteria outlined by the Ministry.

7 Enrolment Projection Methodology

Enrolment Projections reflect the enrolment trends expected for the next 10 years, within a family of schools (FOS) and Board wide. The KPR Planning Services Department uses the Baragar Systems customized software program to track and analyze data, and to generate projections.

7.1 Data Sources

Data sources for generating projections include:

- The Provincial Birth Registry current and historic files,
- Canada Revenue Agency's current and historic Canada Child Benefit databases,
- Current enrolment, which is the starting point for a projection and is based on the enrolment as of October 31st of a given year,
 - Grade to grade retention rates which are applied to current enrolment to generate future enrolment,
 - Feeder flow methodology that reflects student movement within the school system and programs,
- Additional data can be incorporated based on an area's specific circumstances (i.e., a new housing project and the expected pupil yield).

7.1.1 Birth Data

Forecasting the number of junior kindergarten (JK) students is challenging because unlike senior kindergarten to grade 12 forecasts, which use current enrolments (children already in the school system) to create the forecast, junior kindergarten forecasts attempt to predict the number of children that will enter the school system. The Provincial Birth Registry (Department of Vital Statistics) is the data source for the annual number of births for the past 20 years. Trends vary

significantly from school to school, and because the projections are done at the school level, birth projections are the first step in the enrolment projection methodology.

7.1.2 Canada Revenue Agency Databases

Canada Revenue Agency databases (i.e., Child Tax Benefit, Universal Child Care Benefit and Canada Child Benefit) are the data sources for the annual number of children aged 1–17 by single year of age (1, 2, 3, 4, etc.). From this information, Baragar Systems is able to determine the number of school aged children living in a school's catchment area. Further, Baragar Systems uses this data to calculate the net impact of migration annually by age group. This quantifies the net impact of migration resulting from the new families moving into the area and into new housing as well as used housing, versus those moving out. Assumptions about future migration by age group forms the second part of the projection methodology. The current population from age 0 to age 17 is "aged" by applying "age group-specific" migration rates to the current population. This results in a projection of the number of children for each year of age for each of the next 15 years. This base population projection is the key variable affecting enrolment projections.

7.1.3 Enrolment by School, Grade and Program

The source of data is the Student Information System (SIS) of the Board.

Grade-To-Grade Retention Rates

The grade-to-grade retention rates capture any enrolment gains or losses at a school by comparing the number of current students in a specific grade to the number of students in the previous grade in the previous year. The grade-to-grade retention rates most objectively reflect growth trends in a particular area such as the movement of families into and out of an area, new residential housing construction, and student transfers to and from the KPRDSB system. The Baragar Systems program tracks historic student movements, and summarizes the grade-by-grade, year-by-year, progression of students. Average retention rates for each grade at each individual school are generated and applied to current enrolments to create a forecast.

"Feeder Flow" Methodology

"Feeder flow" reflects the student movement between schools and school systems, or programs, such as grade 8 students moving to grade 9 or junior kindergarten students moving into senior kindergarten French Immersion program. For example, if there are currently 30 grade 8 students at an elementary school and 28 proceed to a certain secondary school the next year, the feeder flow between that elementary and secondary school is 93%. For

secondary school projections, the feeder flows are averaged and applied to the grade 8 feeder schools to generate the projected number of grade 9 students for a specific secondary school the following year.

7.1.4 New Housing Development

Tracking and monitoring new housing development is important to ensure enrolment projections reflect future growth, and it allows the KPRDSB to proactively plan for areas of the Board's jurisdiction where new growth is occurring. The KPRDSB Planning Services staff regularly obtain building permit and planning information for new housing developments from local municipalities and site visits. Enrolment projections can be adjusted using a pupil yield to estimate the number of future students expected at a given school from new housing development. A pupil yield is the number of students the KPRDSB receives from a particular housing type, age, and geographic area. Pupil yields have been derived for both the elementary and secondary panel for different geographic regions by Watson & Associates Economists Ltd. Pupil yields can then be used to calculate the projected number of students from a new development that are over and above what is captured by retention rates. The number of residential units in each new development plan is multiplied by the associated pupil yield to generate a projected number of students over the years. The projected number of additional students in each year is then distributed across the grades in the projection.

Appendix A: City and County of Peterborough Status Quo Enrolment Projections

Adam Scott CVI Family of Schools																								
OTG (Capacity)	School	2023-2024 OCT 31 ADE		2024-2025 1-YR Projection		2025-2026 2-YR Projection		2026-2027 3-YR Projection		2027-2028 4-YR Projection		2028-2029 5-YR Projection		2029-2030 6-YR Projection		2030-2031 7-YR Projection		2031-2032 8-YR Projection		2032-2033 9-YR Projection		2033-2034 10-YR Projection		
		Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	
1,017	Adam Scott CVI (9-12, FI 9-12)	993	98%	1,017	100%	1,016	100%	1,057	104%	1,081	106%	1,127	111%	1,152	113%	1,177	116%	1,178	116%	1,153	113%	1,123	110%	
225	Adam Scott IS (7-8, FI 7-8)	298	132%	320	142%	367	163%	368	164%	356	158%	371	165%	380	169%	351	156%	332	148%	340	151%	358	159%	
1,242	Total in Physical Building	1,291	104%	1,337	108%	1,383	111%	1,425	115%	1,437	116%	1,498	121%	1,532	123%	1,528	123%	1,510	122%	1,493	120%	1,481	119%	
501	Chemong PS (JK-8)	444	89%	455	91%	450	90%	442	88%	435	87%	423	84%	418	83%	403	80%	393	78%	392	78%	404	81%	
432	Edmonson Heights PS (JK-6, FI SK-6)	546	126%	531	123%	516	119%	504	117%	491	114%	477	110%	469	109%	465	108%	472	109%	466	108%	456	106%	
300	Highland Heights PS (JK-8)	211	70%	244	81%	270	90%	291	97%	304	101%	325	108%	341	114%	361	120%	372	124%	392	131%	410	137%	
295	Queen Elizabeth PS (JK-8)	220	75%	210	71%	192	65%	188	64%	180	61%	180	61%	184	62%	182	62%	177	60%	173	59%	180	61%	
421	Queen Mary PS (JK-8)	363	86%	370	88%	360	86%	352	84%	335	80%	318	76%	312	74%	292	69%	286	68%	286	68%	279	66%	
R.F.	Downey PS (JK-6)	265	119%	264	119%	275	124%	270	122%	275	124%	273	123%	275	124%	275	124%	277	125%	271	122%	265	119%	
Total		3,340	98%	3,411	100%	3,446	101%	3,472	102%	3,457	101%	3,494	102%	3,531	103%	3,506	103%	3,487	102%	3,473	102%	3,475	102%	
Crestwood SS Family of Schools																								
OTG (Capacity)	School	2023-2024 OCT 31 ADE		2024-2025 1-YR Projection		2025-2026 2-YR Projection		2026-2027 3-YR Projection		2027-2028 4-YR Projection		2028-2029 5-YR Projection		2029-2030 6-YR Projection		2030-2031 7-YR Projection		2031-2032 8-YR Projection		2032-2033 9-YR Projection		2033-2034 10-YR Projection		
		Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	
765	Crestwood SS (9-12)	737	96%	732	96%	752	98%	755	99%	779	102%	824	108%	852	111%	869	114%	881	115%	864	113%	888	116%	
184	Crestwood IS (7-8)	271	147%	294	160%	330	179%	352	191%	346	188%	338	184%	341	185%	336	183%	360	196%	356	193%	353	192%	
949	Total in Physical Building	1,008	106%	1,026	108%	1,082	114%	1,107	117%	1,125	119%	1,162	122%	1,193	126%	1,205	127%	1,241	131%	1,220	129%	1,241	131%	
714	James Strath PS (JK-8)	616	86%	617	86%	608	85%	601	84%	616	86%	615	86%	604	85%	604	85%	599	84%	610	85%	602	84%	
268	Kawartha Heights PS (JK-6)	248	93%	241	90%	228	85%	232	87%	235	88%	252	94%	255	95%	263	98%	269	100%	279	104%	280	104%	
447	Millbrook/South Cavan PS (JK-6)	585	131%	599	134%	633	142%	644	144%	660	148%	669	150%	679	152%	682	153%	679	152%	693	155%	698	156%	
130	North Cavan PS (JK-6)	210	162%	211	162%	214	165%	201	155%	201	155%	191	147%	197	152%	203	156%	193	148%	198	152%	189	145%	
562	Westmont PS (JK-6, FI SK-6)	510	91%	496	88%	483	86%	474	84%	463	82%	463	82%	459	82%	468	83%	466	83%	470	84%	478	85%	
Total		3,177	103%	3,190	104%	3,248	106%	3,259	106%	3,300	107%	3,352	109%	3,387	110%	3,425	112%	3,447	112%	3,470	113%	3,488	114%	
Kenner CVI Family of Schools																								
OTG (Capacity)	School	2023-2024 OCT 31 ADE		2024-2025 1-YR Projection		2025-2026 2-YR Projection		2026-2027 3-YR Projection		2027-2028 4-YR Projection		2028-2029 5-YR Projection		2029-2030 6-YR Projection		2030-2031 7-YR Projection		2031-2032 8-YR Projection		2032-2033 9-YR Projection		2033-2034 10-YR Projection		
		Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	
918	Kenner CVI (9-12)	570	62%	580	63%	519	57%	482	53%	440	48%	412	45%	412	45%	393	43%	379	41%	377	41%	379	41%	
306	Kenner IS (7-8)	161	53%	173	57%	176	58%	169	55%	167	55%	164	54%	152	50%	153	50%	170	56%	171	56%	164	54%	
1,224	Total in Physical Building	731	60%	753	62%	695	57%	651	53%	607	50%	576	47%	564	46%	546	45%	549	45%	548	45%	543	44%	
353	Keith Wightman PS (JK-6)	238	67%	242	69%	233	66%	229	65%	220	62%	225	64%	230	65%	225	64%	223	63%	218	62%	221	63%	
459	Otonabee Valley PS (JK-6)	255	56%	251	55%	260	57%	259	56%	254	55%	256	56%	257	56%	257	56%	252	55%	253	55%	245	53%	
622	Prince of Wales PS (JK-8, FI SK-8)	557	90%	553	89%	560	90%	532	86%	515	83%	507	82%	500	80%	508	82%	498	80%	491	79%	490	79%	
338	Roger Neilson PS (JK-6)	250	74%	244	72%	239	71%	232	69%	235	70%	229	68%	233	69%	237	70%	233	69%	232	69%	235	70%	
2,996	total	2,031	68%	2,043	68%	1,987	66%	1,903	64%	1,831	61%	1,793	60%	1,784	60%	1,773	59%	1,755	59%	1,742	58%	1,734	58%	

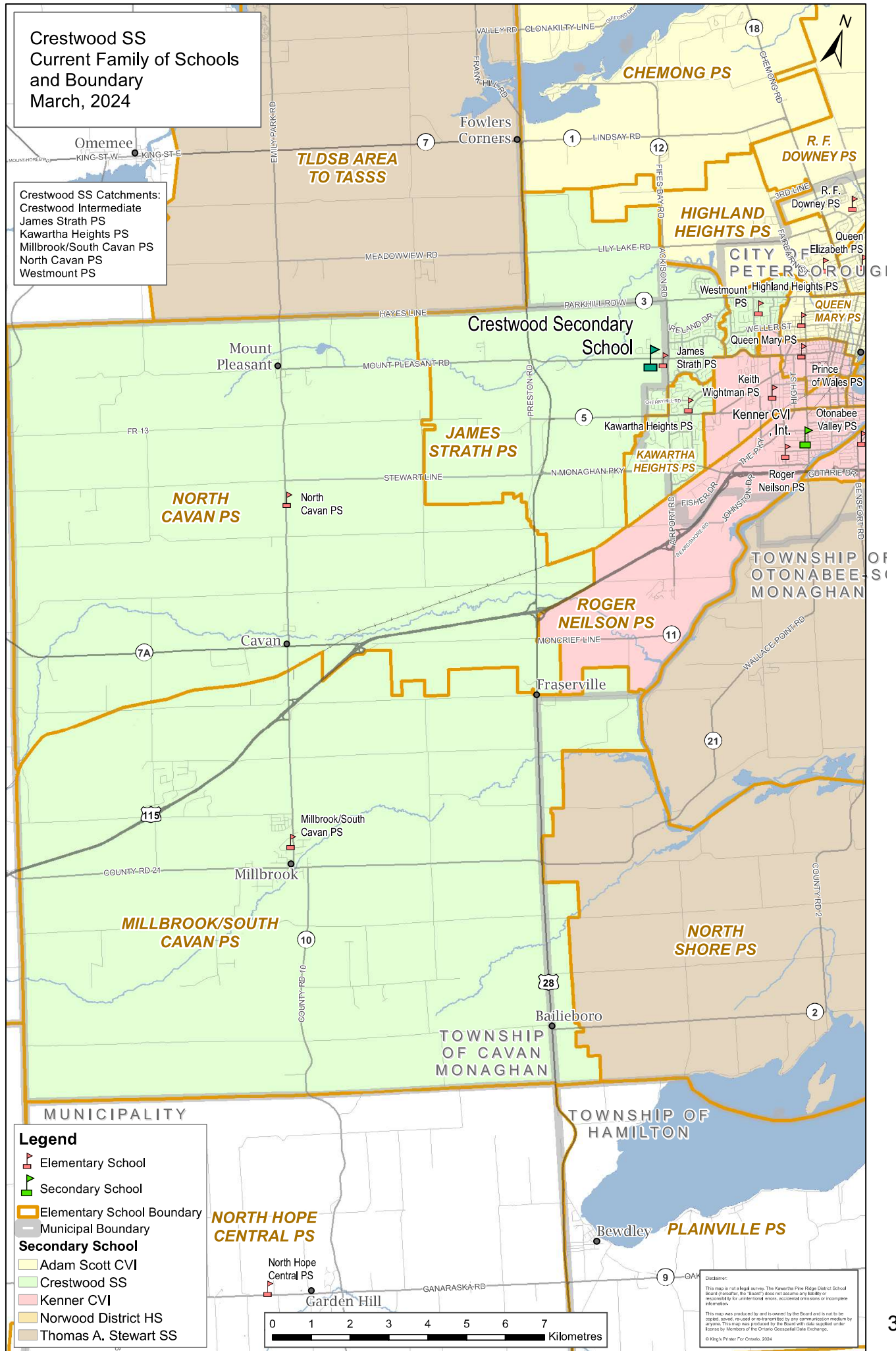
Norwood District HS Family of Schools																								
2023-2024 OCT 31 ADE	2024-2025 1-YR Projection		2025-2026 2-YR Projection		2026-2027 3-YR Projection		2027-2028 4-YR Projection		2028-2029 5-YR Projection		2029-2030 6-YR Projection		2030-2031 7-YR Projection		2031-2032 8-YR Projection		2032-2033 9-YR Projection		2033-2034 10-YR Projection					
	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization				
	OTG (Capacity)																							
	Norwood District HS (9-12)	285	66%	280	65%	303	71%	314	73%	311	72%	318	74%	335	78%	348	81%	354	83%	367	86%	372	87%	
	Norwood District IS (7-8)	138	96%	127	92%	138	100%	145	105%	149	108%	150	109%	153	111%	168	122%	174	126%	169	122%	179	130%	
	Total in Physical Building	567	74%	407	72%	441	78%	459	81%	460	81%	468	83%	488	86%	516	91%	528	93%	536	95%	551	97%	
	Havebuck Belmont PS (JK-6)	257	84%	212	82%	207	81%	210	82%	213	83%	215	84%	223	87%	225	88%	227	88%	226	88%	221	86%	
	Norwood District PS (JK-6)	323	102%	341	106%	356	110%	356	110%	372	115%	386	120%	404	125%	404	125%	417	129%	429	133%	430	133%	
	Total	961	84%	960	84%	1,004	88%	1,025	89%	1,045	91%	1,069	93%	1,115	97%	1,145	100%	1,172	102%	1,191	104%	1,202	105%	
Thomas A. Stewart SS Family of Schools																								
2023-2024 OCT 31 ADE	2024-2025 1-YR Projection		2025-2026 2-YR Projection		2026-2027 3-YR Projection		2027-2028 4-YR Projection		2028-2029 5-YR Projection		2029-2030 6-YR Projection		2030-2031 7-YR Projection		2031-2032 8-YR Projection		2032-2033 9-YR Projection		2033-2034 10-YR Projection					
	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization	Students	Utilization				
	OTG (Capacity)																							
	Thomas A. Stewart SS (9-12)	1,290	98%	1,300	101%	1,327	103%	1,326	103%	1,358	105%	1,362	106%	1,348	104%	1,371	106%	1,382	107%	1,413	110%	1,429	111%	
	Apsley PS (JK-8)	141	121%	173	123%	178	126%	188	133%	180	128%	174	123%	159	113%	162	115%	158	112%	150	106%	147	104%	
	Buckhorn PS (JK-6)	118	140%	172	146%	185	157%	203	172%	208	176%	214	181%	230	195%	236	200%	239	203%	243	206%	247	209%	
	Kaawaete East City PS (JK-8, FISK-6)	675	116%	816	121%	800	119%	792	117%	815	121%	817	121%	814	121%	834	124%	831	123%	825	122%	824	122%	
	Lakefield District PS (JK-8, FISK-6)	678	99%	685	101%	692	102%	707	104%	717	106%	731	108%	721	106%	723	107%	729	108%	740	109%	748	110%	
	North Shore PS (JK-8)	441	89%	399	90%	391	89%	401	91%	391	89%	397	90%	402	91%	406	92%	400	92%	400	91%	406	92%	
	Warsaw PS (JK-8)	187	76%	132	71%	138	74%	140	75%	143	76%	144	76%	149	80%	150	80%	146	78%	147	79%	150	80%	
	Total	3,530	102%	3,677	104%	3,711	105%	3,757	106%	3,812	108%	3,839	109%	3,823	108%	3,882	110%	3,892	110%	3,918	111%	3,951	112%	

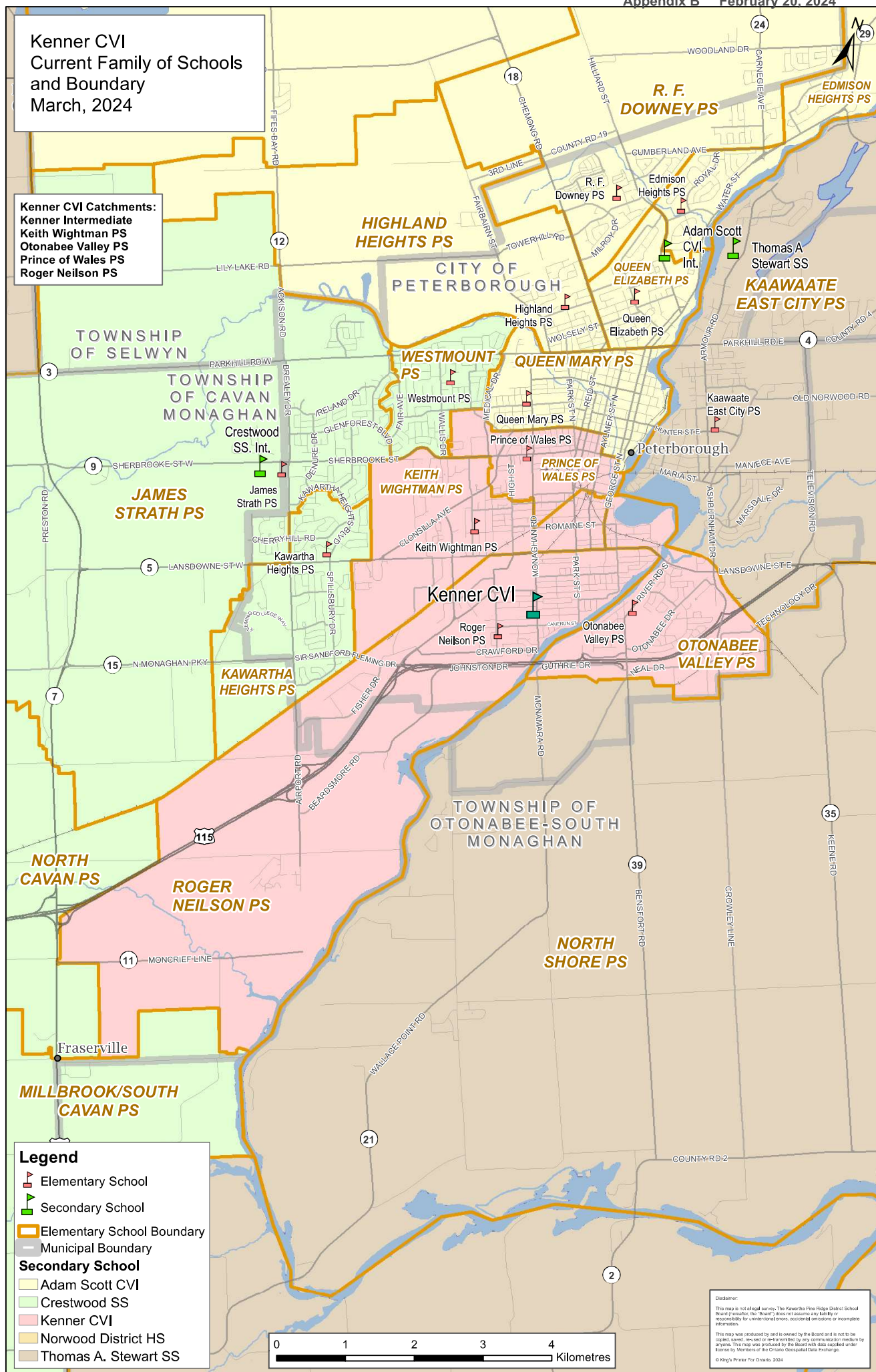
Adam Scott CVI Catchments:
Adam Scott Intermediate
Chemong PS
Edmison Heights PS
Highland Heights PS
Queen Elizabeth PS
Queen Mary PS
R.F. Downey PS
French Immersion for Peterborough City and County



**Crestwood SS
Current Family of Schools
and Boundary
March, 2024**

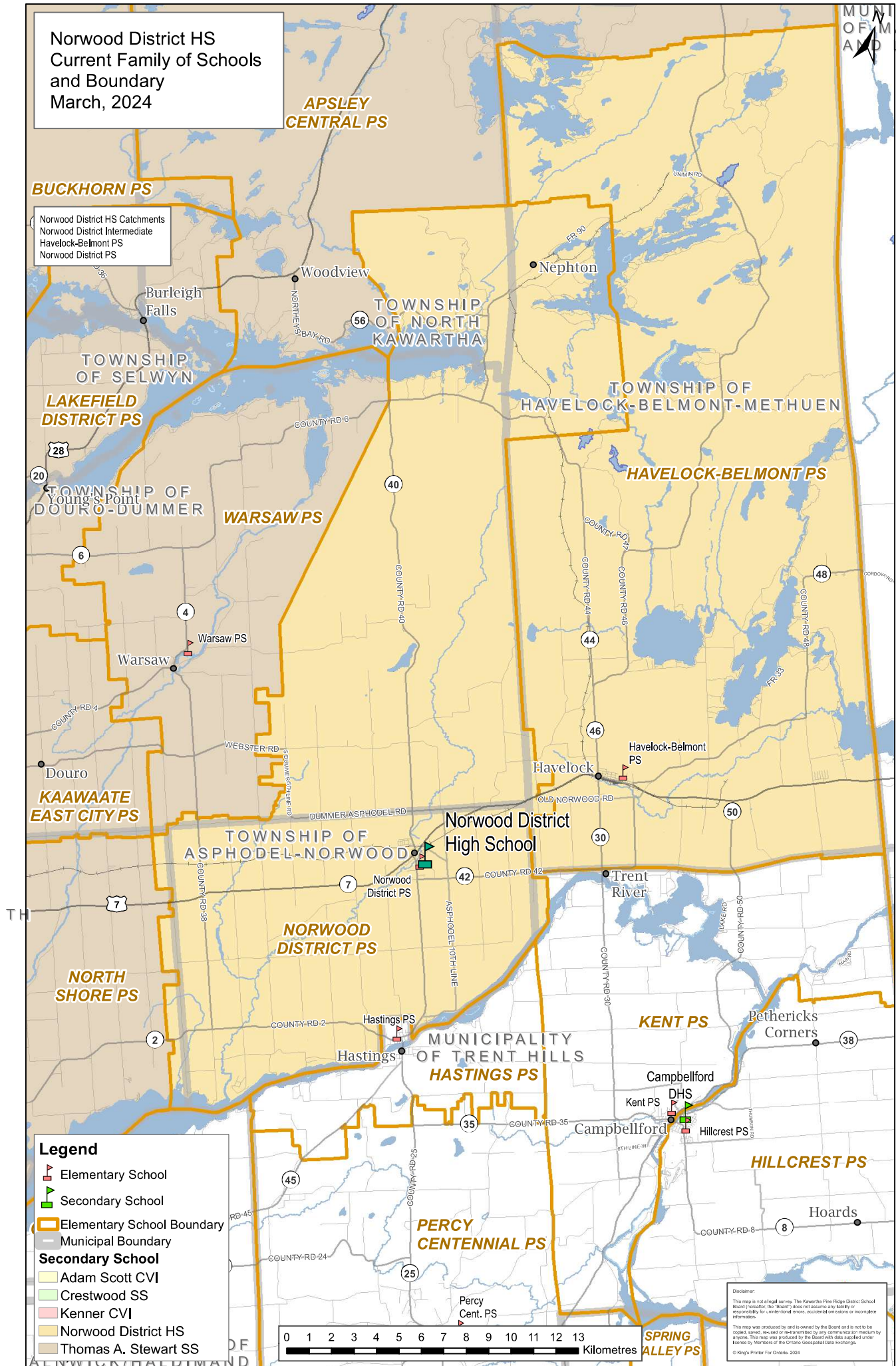
Crestwood SS Catchments:
Crestwood Intermediate
James Strath PS
Kawartha Heights PS
Millbrook/South Cavan PS
North Cavan PS
Westmount PS



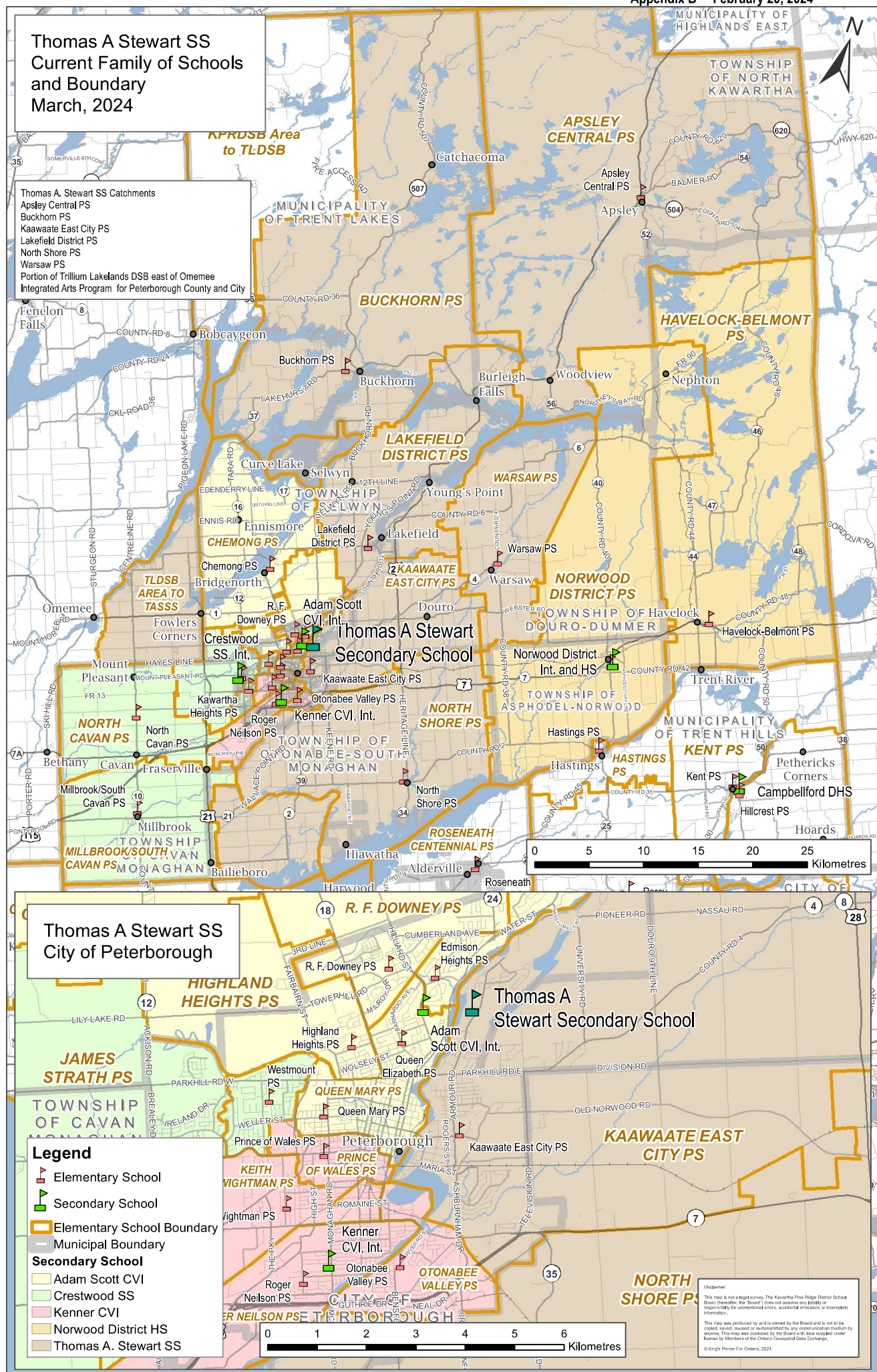


**Norwood District HS
Current Family of Schools
and Boundary
March, 2024**

MUNICIPALITY OF
TRENTHILLS
AND
LA



Thomas A. Stewart SS Catchments
Apsley Central PS
Buckhorn PS
Kaawaate East City PS
Lakefield District PS
North Shore PS
Warsaw PS
Portion of Trillium Lakelands DSB east of Omamee
Integrated Arts Program for Peterborough County and City





Peterborough County/City Paramedics

Paramedic Services Update





ABOUT US

Peterborough County/City Paramedics (PCCP) provides emergency medical care to citizens and visitors of both Peterborough County and City; combined population of 147,681 and combined coverage area of 3,844.23 km squared.

Our staffing consists of 76 Full-Time Paramedics and 64 Part-time Paramedics. 15 Community Paramedics. 18 Management staff including 8 part-time Road Supervisors. 2-FTE Logistics staff and 4 Administrators. Our 911 fleet consists of 17 Ambulances, 4 Administrative vehicles and 1 Bariatric truck.

Base Locations:

1. Headquarters: 310 Armour Road, Peterborough
2. Clonsilla Base
3. Lakefield Base
4. Norwood Base
5. Apsley Base
6. Buckhorn Base (seasonal from April until October)

In 2022, preparations began for our new base in the town of Millbrook to provide coverage to the quickly expanding region of Cavan-Monaghan. The base is anticipated to open in Fall 2024 and will be shared with Cavan Fire Department.



LEVELS OF TRAINING & ON-GOING EDUCATION

Levels of Service:

1. Primary Care Paramedics (PCP)
2. Advanced Care Paramedics (ACP)

Education:

Paramedic staff undergo annual education/ Continued Medical Education (CME) in both spring and fall for Central East Prehospital Care Program (CEPCP/Base Hospital) of 16 hours and 16 hours of in-service/ department required training to maintain certifications.

Total of 32 hours of required annual training.





THE PILLARS OF PCCP



Patricia Bromfield,
Chief of Paramedics



Ryan Moloney,
Deputy Chief of
Operations



Don Oettinger,
Deputy Chief of
Professional Support



Craig Jones,
Deputy Chief of
Community Programs &
Emergency Management

ADMINISTRATION



Creation of
benchmarks
to exceed
expectations of
stakeholders



Budget and
financial
responsibility



Transparent
reporting to
Council, public
and other
stakeholders

OPERATIONS



Equipment
maintenance
and Supply



Staffing -
onboarding,
scheduling &
payrol



Fleet
maintenance
and Supply

PROFESSIONAL SUPPORT



Assist staff in
maintaining
credentials
through
ongoing training



Support staff by
researching the
best tools to do
their job.



Ensure Staff
Health &
Wellness is
maintained at
work

COMMUNITY PROGRAMS/ EMERGENCY MGMT



Community
Paramedicine
Programs



Special Projects
Coordination



Emergency
Management
Program/
Coordination
with Allied
Agencies



Land Ambulance Funding

Joint Funding

Land ambulance funding is provided jointly through the County of Peterborough, City of Peterborough and the Province of Ontario through the Ministry of Health.

50% is shared between the City and County and 50% from Ministry of Health.

The service is managed by the County of Peterborough and reports to both County Council and City's Peterborough Regional Liaison Committee.

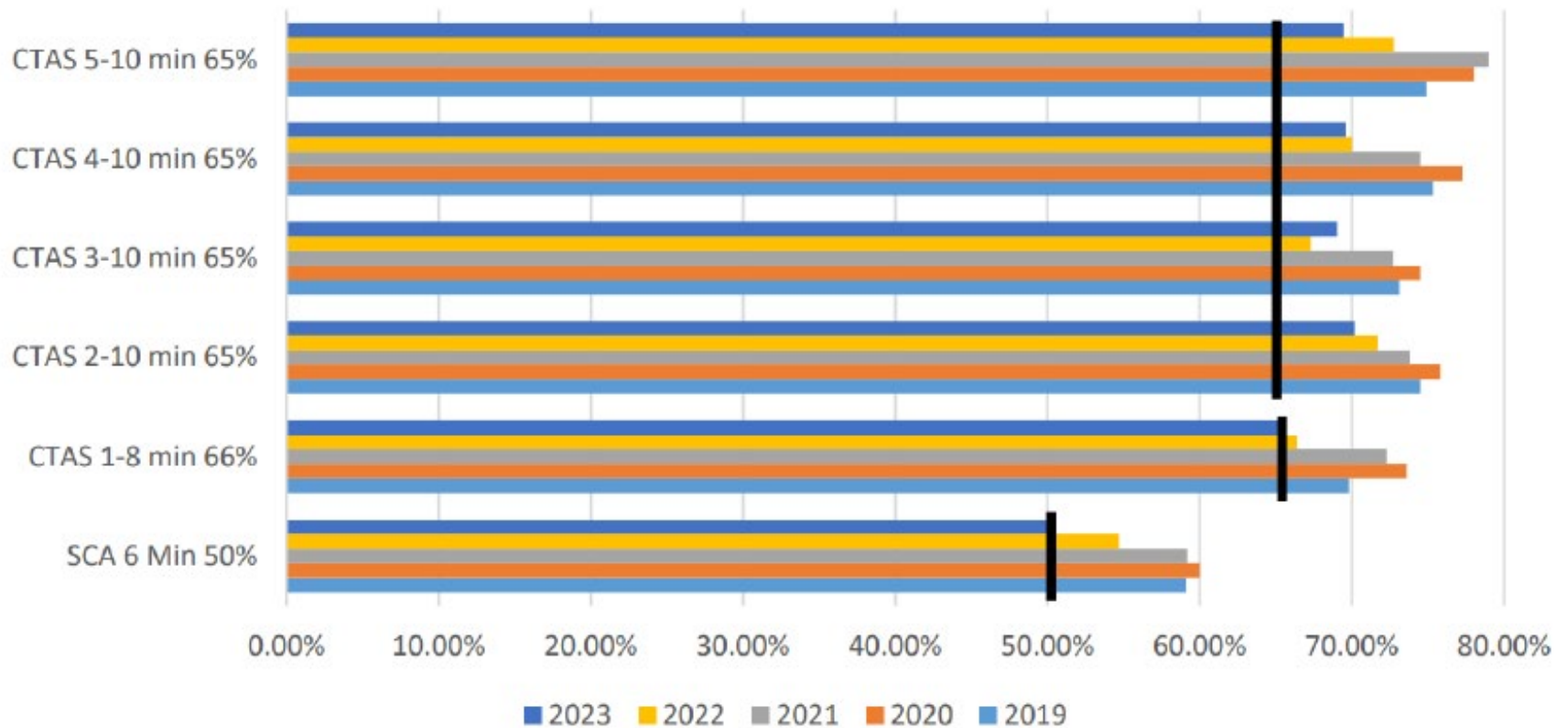
Funding from the County and City is calculated based on Population for the respective catchment areas, although the majority of calls are serviced in the City.





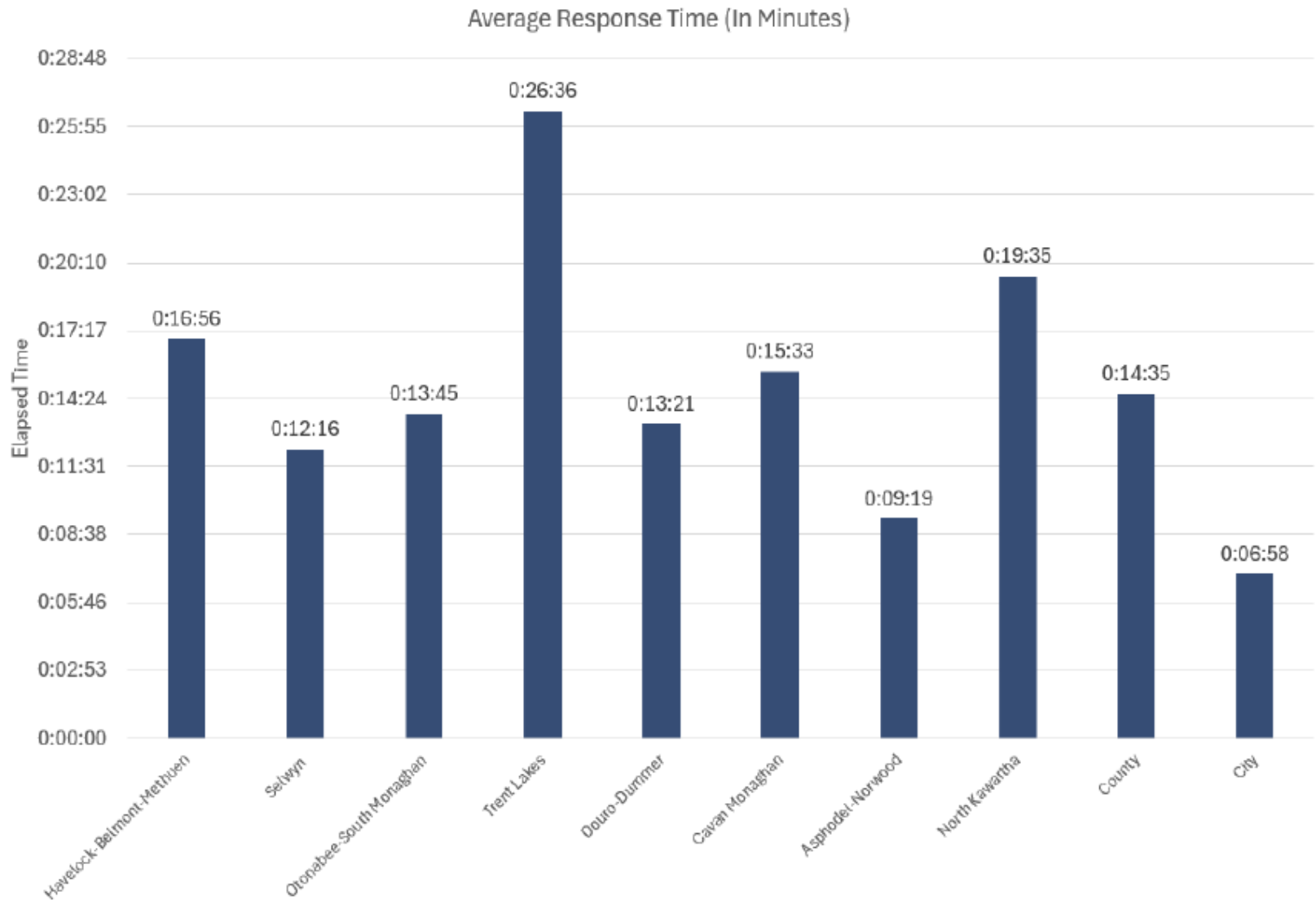
Response Time Performance Standards Requirements

RTP-1 Response Time Performance Plan Reportable





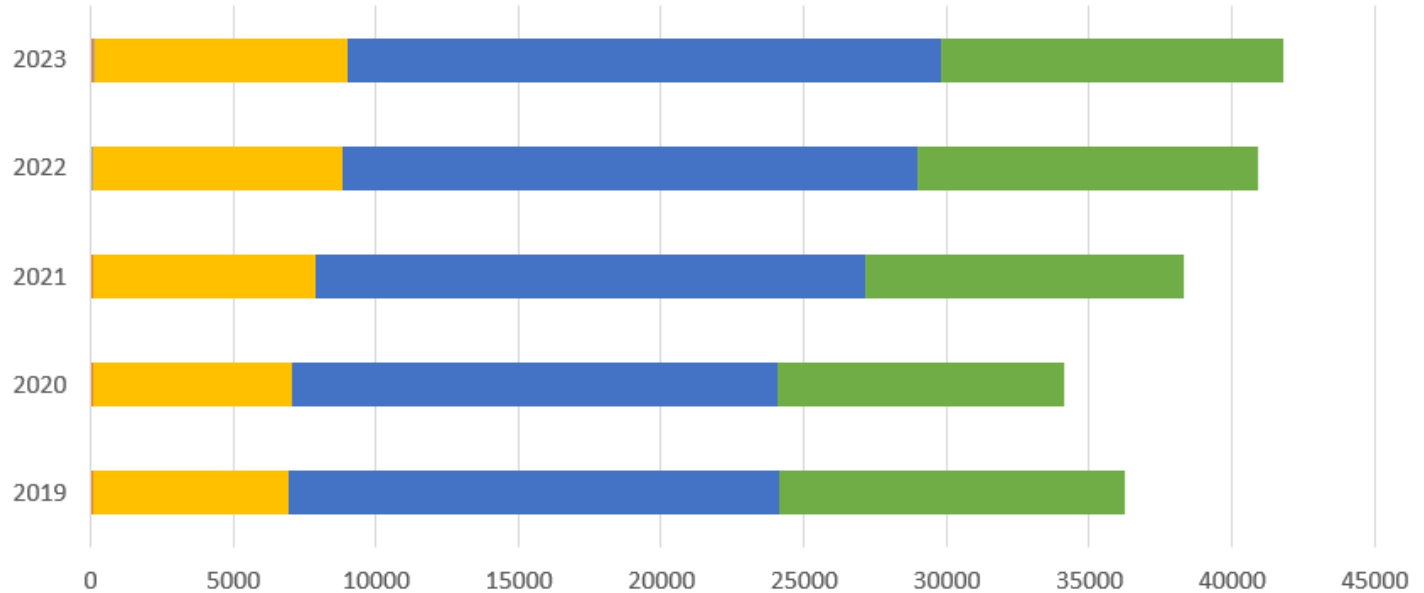
Average Response Time





Summary of All Pickups

Summary of All Responses (County/City)



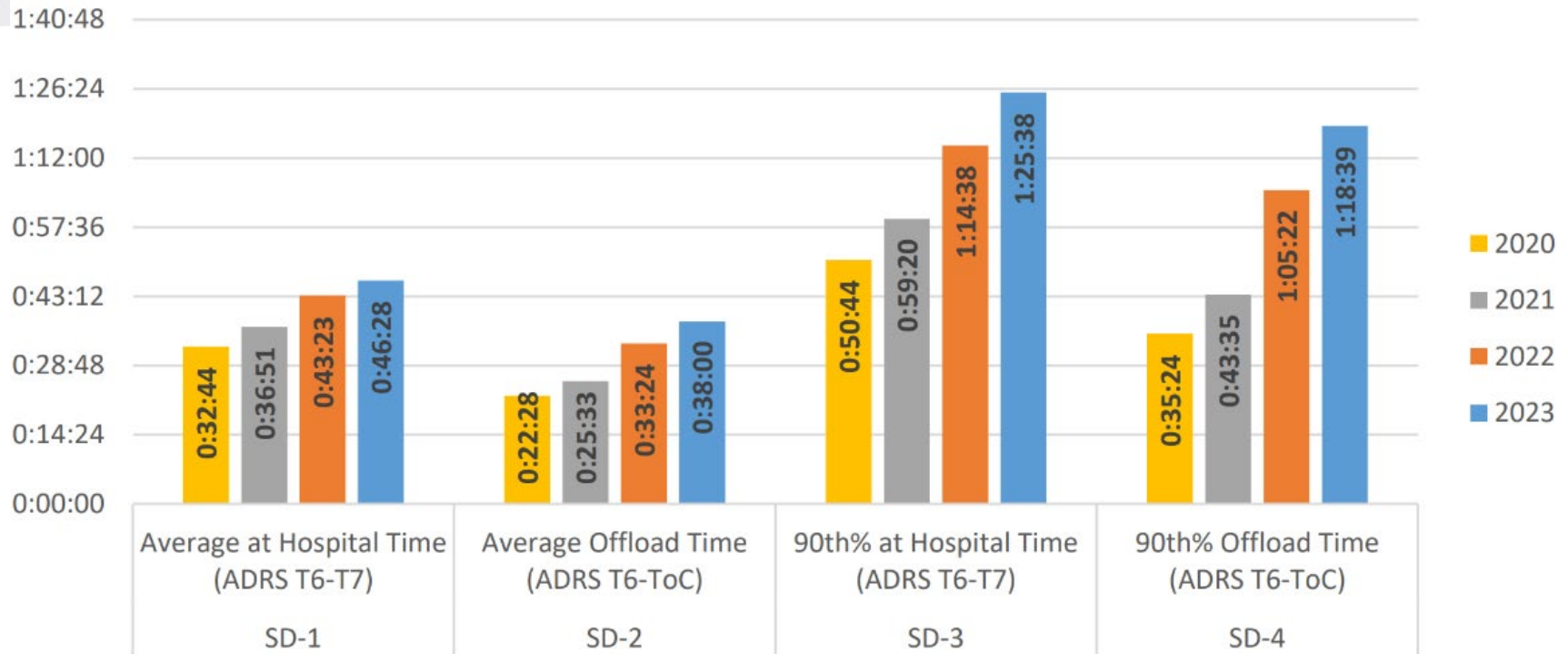
	2019	2020	2021	2022	2023
1-Deferrable	71	68	75	61	111
2-Scheduled	25	29	29	19	19
3-Prompt	6850	6955	7797	8752	8897
4-Urgent	17216	17048	19231	20134	20809
8-Stand-by	12074	10012	11181	11937	11992

Totals	36,236	34,112	38,313	40,903	41,828
---------------	---------------	---------------	---------------	---------------	---------------



Offload Delay Summary

System Design/Deployment Measures



The service experienced 10,340 hours (in excess of 30 minutes) of offload delay in 2023. That is 1.27% of the staffed hours or equivalent to 9 FTE's.

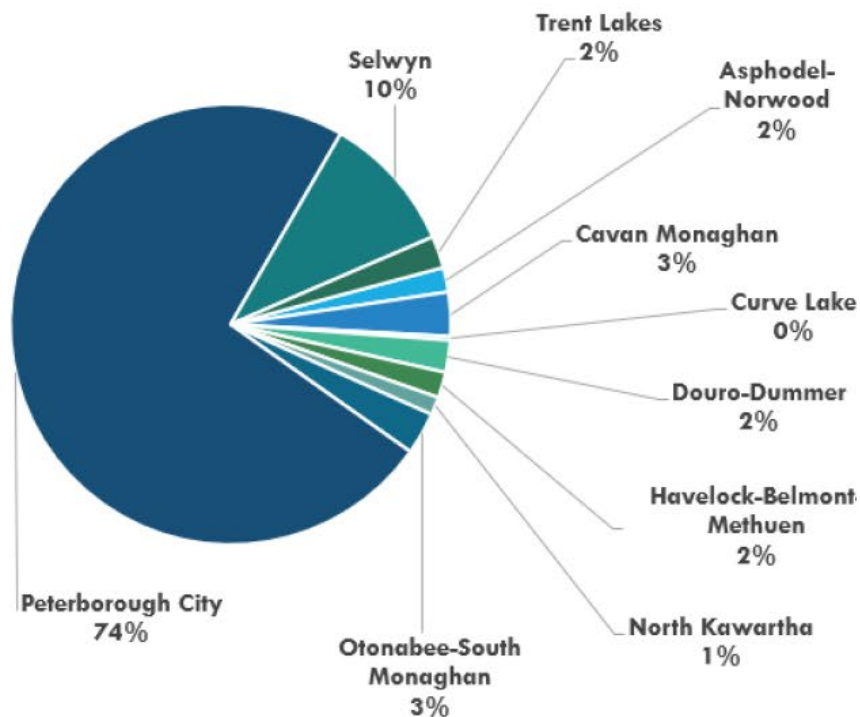


Annual Patient Survey

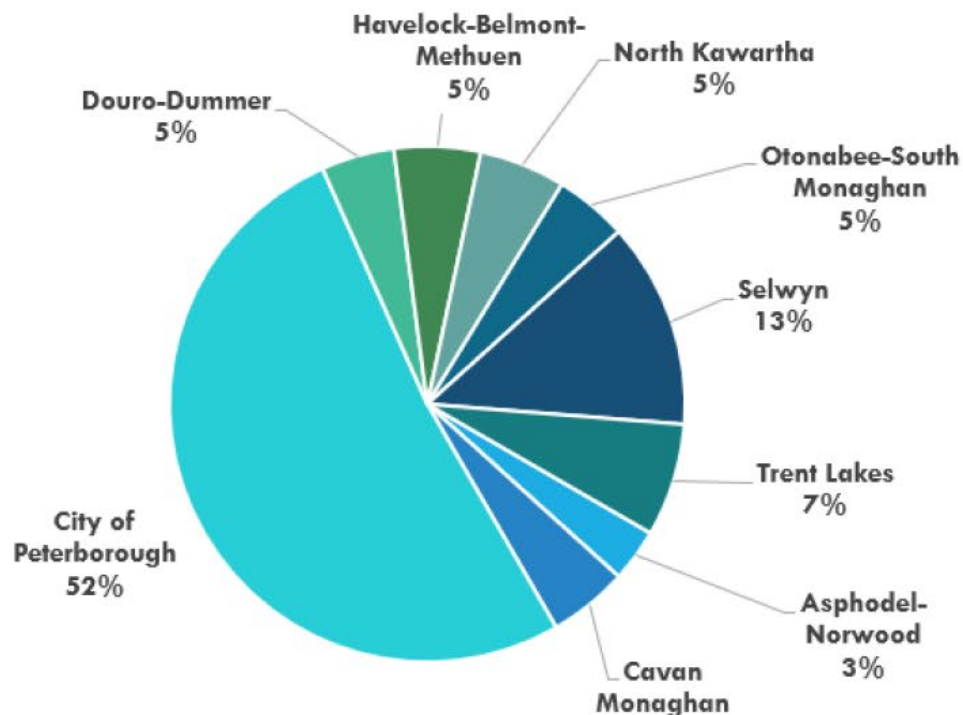
Response Rate

The rate of survey participation by residents of the County was higher than those of the City of Peterborough when comparing the previous 12-month call volume data against survey responses. Acknowledging the survey limitations, the response rates suggest that the data collected is reasonably reliable to form conclusions related to patient satisfaction in the urban and rural settings.

Previous 12 Month Call Volume Distribution



Survey Response Distribution





Satisfaction Measures

Provision of Care

“Please rate how you felt about the level of care provided to you by the ambulance paramedics overall, including arrival, treatment and transport”

	Very Good	Good	OK	Poor	Very Poor	Net Good	Net Poor
Asphodel-Norwood	63%	25%	0%	0%	12%	88%	12%
Cavan-Monaghan	92%	0%	0%	0%	8%	92%	8%
Douro-Dummer	64%	18%	9%	0%	9%	82%	9%
Havelock-Belmont-Methuen	75%	17%	0%	8%	0%	92%	8%
North Kawartha	58%	25%	8%	8%	0%	84%	8%
Otonabee-South Monaghan	82%	18%	0%	0%	0%	100%	0%
Selwyn	76%	17%	0%	7%	0%	93%	7%
Trent Lakes	59%	29%	0%	0%	12%	88%	12%
County	72%	18%	2%	4%	4%	90%	8%
City of Peterborough	79%	9%	7%	2%	3%	88%	5%
All Areas	76%	14%	4%	3%	4%	90%	6%



Satisfaction Measures

Trust and Confidence

“How would you rate the level of trust and confidence you had in the ambulance services staff and their ability to provide quality care and treatment?”

	Very High Confidence	Highly Confident	Confident	Low Level of Confidence	Very Low Level of Confidence	Net High Confidence	Net Low Confidence
Asphodel-Norwood	50%	13%	25%	12%	0%	63%	12%
Cavan-Monaghan	64%	27%	0%	0%	9%	91%	9%
Douro-Dummer	36%	36%	10%	9%	9%	72%	18%
Havelock-Belmont-Methuen	54%	31%	8%	0%	7%	85%	7%
North Kawartha	36%	55%	0%	9%	0%	91%	9%
Otonabee-South Monaghan	55%	36%	0%	9%	0%	91%	9%
Selwyn	66%	24%	3%	7%	0%	90%	7%
Trent Lakes	53%	35%	6%	0%	6%	88%	6%
County	54%	32%	5%	5%	4%	86%	9%
City of Peterborough	70%	14%	11%	2%	3%	84%	5%
All Areas	62%	23%	9%	3%	3%	85%	7%



Satisfaction Measures

Waiting for Ambulance

“Which of the following would best describe how you felt about the length of time you waited for the ambulance to arrive?”

	Much Quicker than Expected	A little Quicker	As Expected	A Little Slower	Much Slower	Net Exceeded Expectation	Net Dissatisfied
Asphodel-Norwood	25%	0%	38%	25%	12%	25%	38%
Cavan-Monaghan	27%	10%	36%	0%	27%	36%	27%
Douro-Dummer	27%	27%	18%	18%	10%	55%	27%
Havelock-Belmont-Methuen	15%	8%	15%	31%	23%	23%	54%
North Kawartha	31%	8%	38%	8%	15%	38%	23%
Otonabee-South Monaghan	37%	18%	27%	9%	9%	55%	18%
Selwyn	20%	10%	40%	13%	10%	30%	23%
Trent Lakes	0%	18%	29%	12%	41%	18%	53%
County	21%	13%	32%	14%	18%	34%	32%
City of Peterborough	31%	18%	23%	12%	13%	49%	25%
All Areas	26%	16%	27%	13%	16%	41%	28%



Satisfaction Measures

Overall Satisfaction

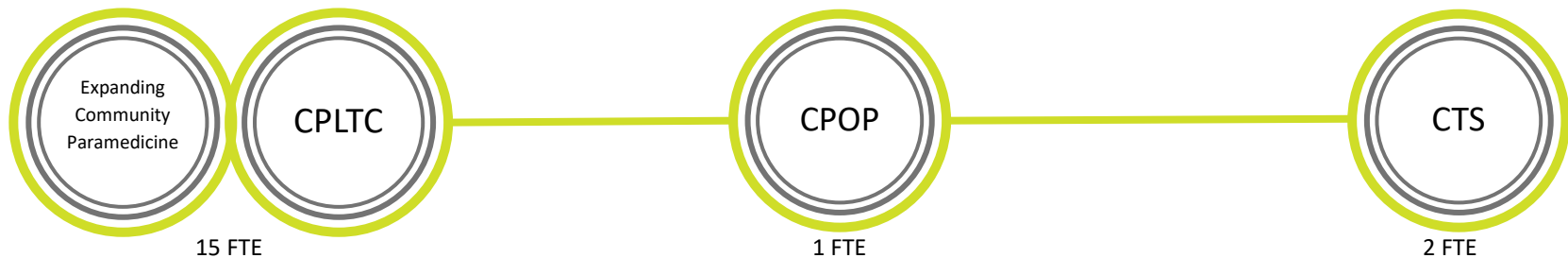
“Please rate how satisfied were you overall with your last experience using the Ambulance Service”

	Very Satisfied	Satisfied	Neither Satisfied, nor Dissatisfied	Dissatisfied	Very Dissatisfied	Net Satisfied	Net Dissatisfied
Asphodel-Norwood	38%	50%	0%	0%	12%	88%	12%
Cavan-Monaghan	64%	9%	9%	0%	18%	73%	18%
Douro-Dummer	73%	9%	9%	0%	9%	82%	9%
Havelock-Belmont-Methuen	46%	46%	0%	0%	8%	92%	8%
North Kawartha	46%	23%	8%	8%	15%	69%	23%
Otonabee-South Monaghan	82%	9%	9%	0%	0%	91%	0%
Selwyn	70%	14%	10%	3%	3%	83%	7%
Trent Lakes	40%	33%	7%	0%	20%	73%	20%
County	59%	22%	7%	2%	10%	82%	11%
City of Peterborough	69%	16%	3%	5%	7%	85%	12%
All Areas	65%	19%	5%	3%	8%	83%	12%



COMMUNITY PARAMEDICS

Community Paramedic Programs



Community Paramedicine (CP) is an innovative and evolving model of community-based healthcare designed to provide more effective and efficient services at a lower cost. This allows paramedics to function outside their traditional emergency response and transport roles to help facilitate more appropriate use of emergency care resources while enhancing access to primary care for medically underserved populations.

Community Paramedic Outreach Program (CPOP) is a collaborative pilot project serving people in Peterborough City and County with the intent to reduce overdoses and minimize the risk of harms related to overdose and substance use, especially opioids. The project is designed to enhance our community's response to the opioid/drug poisoning/overdose crisis, helping to fill gaps and working alongside the Consumption and Treatment Services Site (CTS) in Peterborough.

The Consumption and Treatment Services site (CTS) is a health service that provides a safe, clean space for people to consume pre-obtained drugs under the supervision of health professionals. Staff are present at all times to respond to medical emergencies. Individuals are also provided with sterile injection supplies, education on safer consumption practices, basic medical services, and referrals to drug treatment, housing, and other social services.

CPLTC

as of Q4 of 2022

Referrals



CPLTC & Expanding Community Paramedicine program (formerly CP HISH)

Total Enrolments: **1,233**

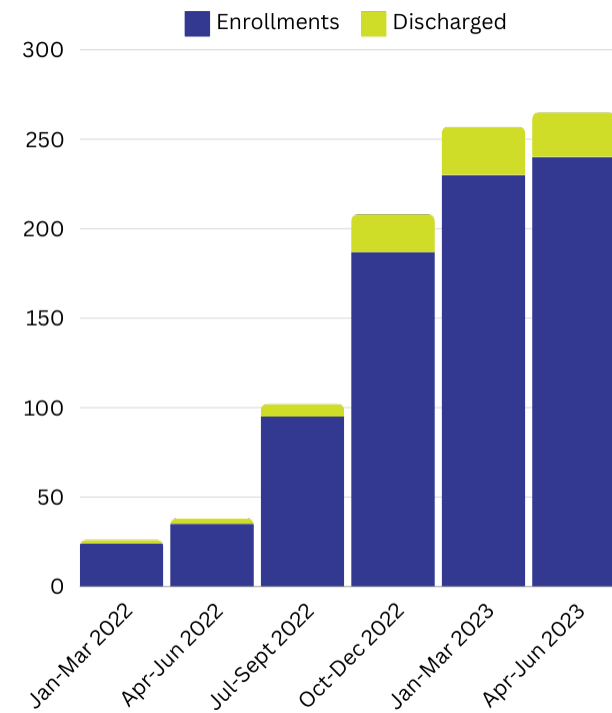
Active Enrolments: **782**



Significant increase in referrals from Q4 of 2022 to Q1 of 2023.



A remarkable impact of community trust as enrollments soar through local referrals. From dedicated PCCP 911 medics trusted Doctors, HCCSS, to hospital partnerships and heartfelt self/family recommendations.



CPLTC

Demographics

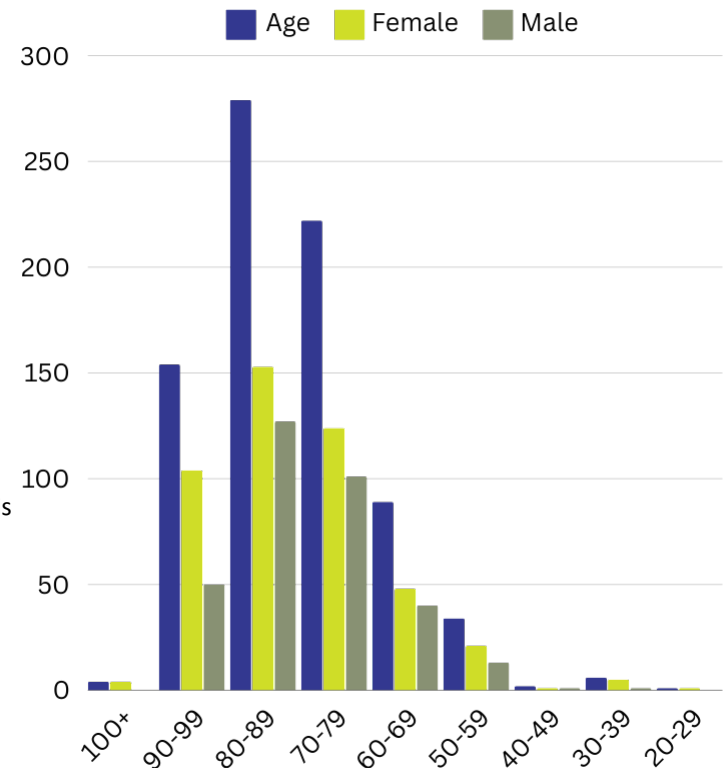


Individuals aged 70 to 89 constitute the primary demographic enrolled in the community paramedics program as patients.



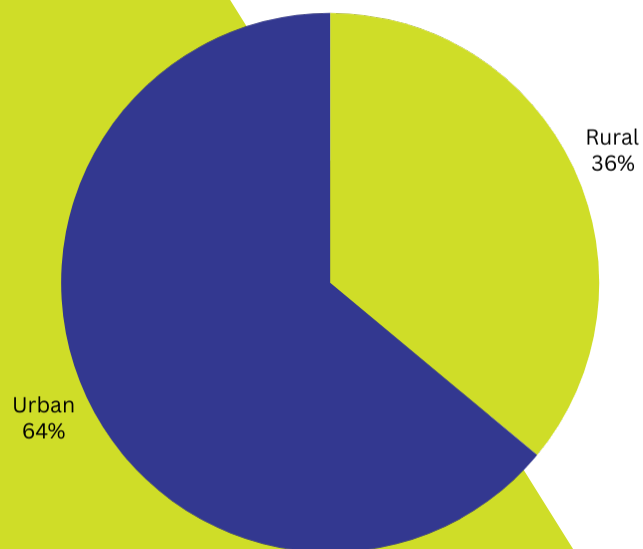
A noticeable trend has emerged within the community paramedics program, revealing a higher enrollment of females as patients in comparison to men. This intriguing demographic pattern suggests potential variations in health-seeking behaviors or medical needs between genders.

CPs are adapting to provide personalized and gender-sensitive care, ensuring that the unique requirements of both male and female patients are met effectively.



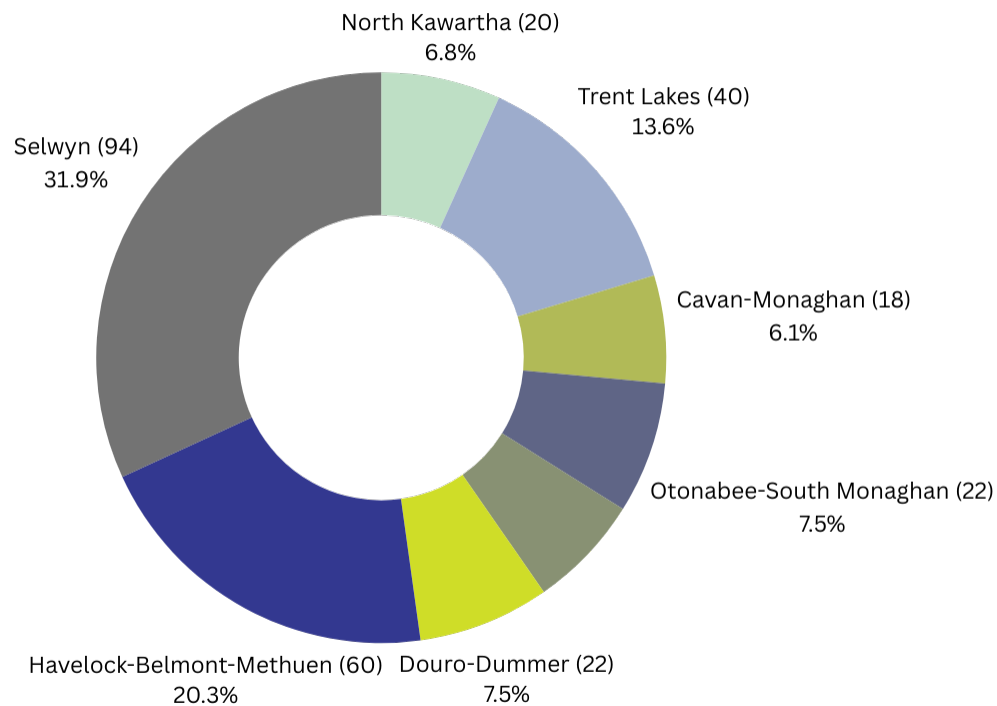
Clients

By Region



County

*Based on 295 active clients



Testimonials

“This is the best program I have ever used. I am so thankful for the CPLTC Program. These Paramedics really have shown they care about me and my well-being, when they see my readings and are concerned about me they phone me to make sure I am doing well. The fact that they provide details with my Dr. makes my life so much easier”

“they kept my doctor informed”

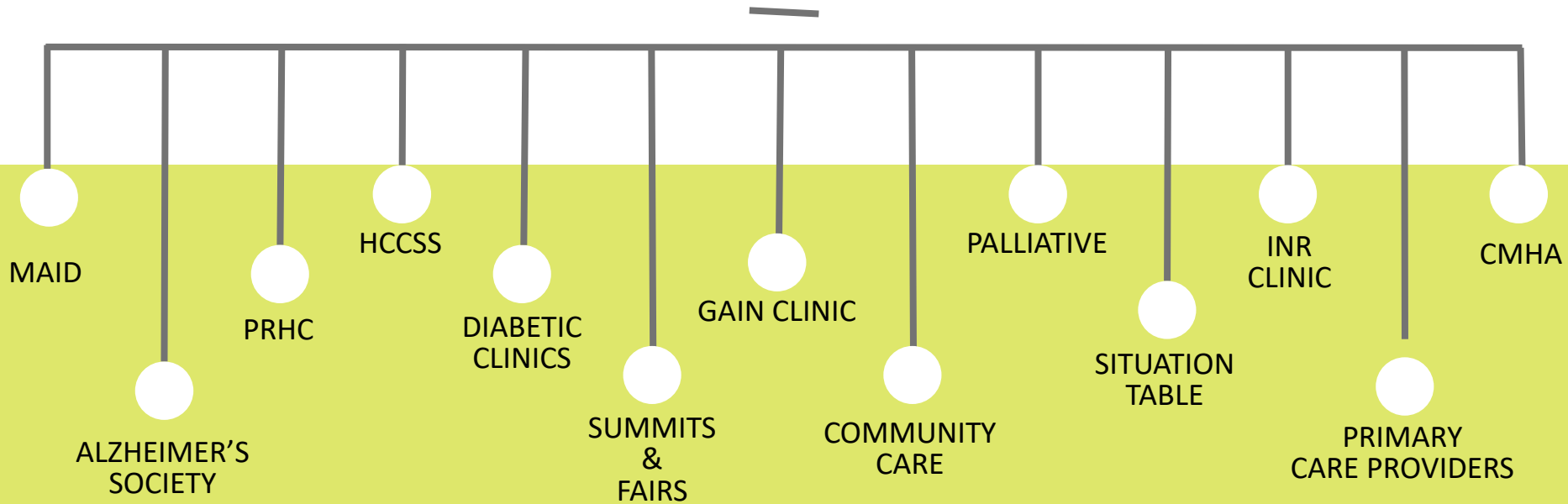
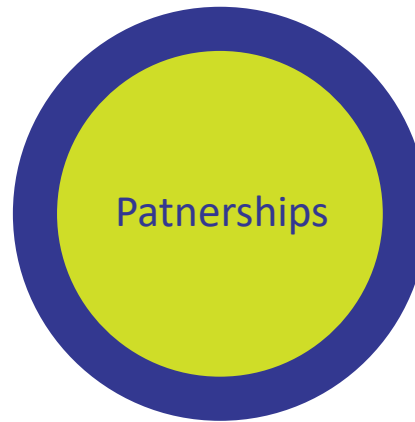
“very good advice on medical care 🙌. very helpful explaining medical problems”

“I was able to avoid a trip to emerge when I was experiencing congestion that was just allergies”

“they have been great, don't know what I would do with out them.”

“The paramedic team is always there calling if any of the numbers are out of the normal range, I am extremely impressed with the service you provide 🙌 Keep up the good ,”

“very caring people and very prompt to call me with concerns. I am very grateful for there assistance. great job 🙌”



Services Offered



- Patient Assessments
- Cardiac Monitoring
- Chronic Disease Management
- Blood Glucose Testing
- Urinalysis, EPOC, INR, & AIC Testing
- Home Safety Scans
- In-Person Centered Care
- Referral with Community Partners
- Remote Patient Monitoring
- Vaccinations



Education & Supports

1

ACP

ACP education offers paramedics advanced skills, encompassing complex conditions, trauma management, and advanced procedures.

2

SIM LAB

Hands-on, controlled environment where paramedics can practice scenarios, refine skills, and enhance decision-making. This replicates real-life situations, fostering experiential learning that boosts confidence and competence.

3

MSORT

PARN, PCCP, and FourCAST all have frontline staff on the MSORT team. Harm reduction supports, supplies, and naloxone training and education via one-on-one and large group interactions. Ongoing education of substances within the county.

4

911

Ongoing CME equips paramedics with the latest protocols, techniques, and medical knowledge, enhancing patient care and bolstering confidence.

5

CHARLIE

Supports both PCCP, CP and their patients.



Thank you!





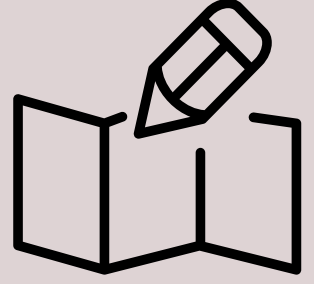
Peterborough County/City Paramedics

Paramedic Services Update





Peterborough County/City Paramedics



ABOUT US

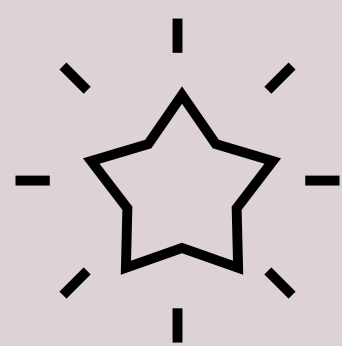
Peterborough County/City Paramedics (PCCP) provides emergency medical care to citizens and visitors of both Peterborough County and City; combined population of 147,681 and combined coverage area of 3,844.23 km squared.

Our staffing consists of 76 Full-Time Paramedics and 64 Part-time Paramedics. 15 Community Paramedics. 18 Management staff including 8 part-time Road Supervisors, 2-FTE Logistics staff and 4 Administrators. Our 911 fleet consists of 17 Ambulances, 4 Administrative vehicles and 1 Bariatric truck.

Base Locations:

1. Headquarters: 310 Armour Road, Peterborough
2. Clonsilla Base
3. Lakefield Base
4. Norwood Base
5. Apsley Base
6. Buckhorn Base (seasonal from April until October)

In 2022, preparations began for our new base in the town of Millbrook to provide coverage to the quickly expanding region of Cavan-Monaghan. The base is anticipated to open in Fall 2024 and will be shared with Cavan Fire Department.



LEVELS OF TRAINING & ON-GOING EDUCATION

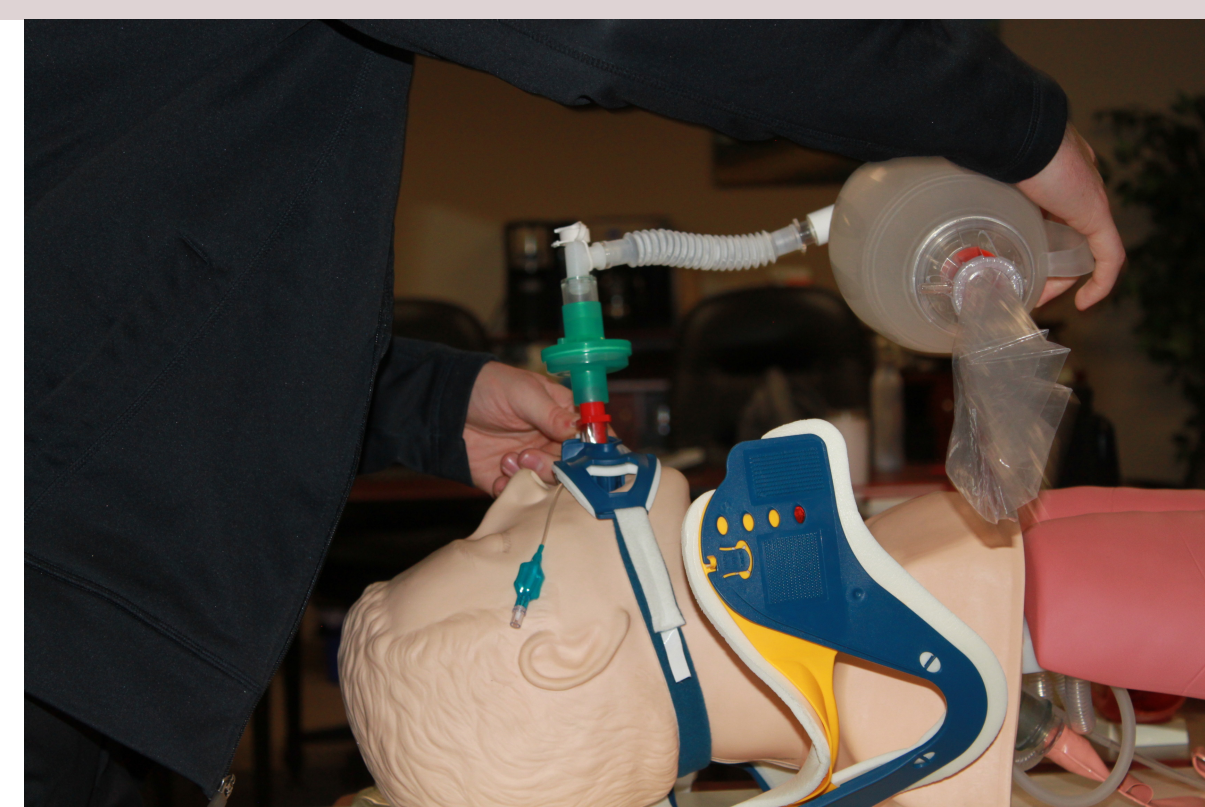
Levels of Service:

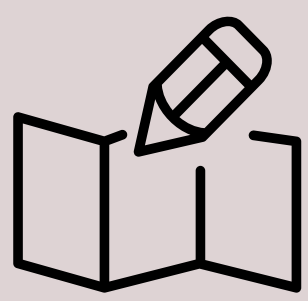
1. Primary Care Paramedics (PCP)
2. Advanced Care Paramedics (ACP)

Education:

Paramedic staff undergo annual education/ Continued Medical Education (CME) in both spring and fall for Central East Prehospital Care Program (CEPCP/Base Hospital) of 16 hours and 16 hours of in-service/ department required training to maintain certifications.

Total of 32 hours of required annual training.





THE PILLARS OF PCCP



Patricia Bromfield,
Chief of Paramedics



Ryan Moloney,
Deputy Chief of
Operations

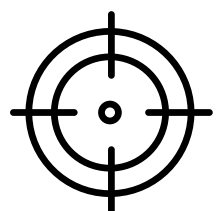


Don Oettinger,
Deputy Chief of
Professional Support



Craig Jones,
Deputy Chief of
Community Programs &
Emergency Management

ADMINISTRATION



Creation of benchmarks to exceed expectations of stakeholders



Budget and financial responsibility



Transparent reporting to Council, public and other stakeholders

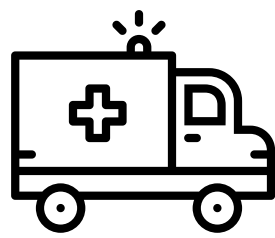
OPERATIONS



Equipment maintenance and Supply

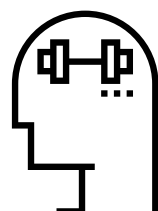


Staffing - onboarding, scheduling & payroll



Fleet maintenance and Supply

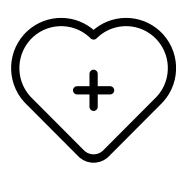
PROFESSIONAL SUPPORT



Assist staff in maintaining credentials through ongoing training

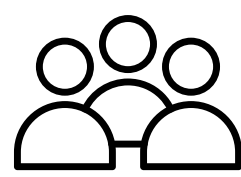


Support staff by researching the best tools to do their job.

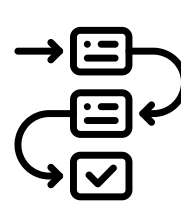


Ensure Staff Health & Wellness is maintained at work

COMMUNITY PROGRAMS/
EMERGENCY MGMT



Community Paramedicine Programs



Special Projects Coordination



Emergency Management Program/ Coordination with Allied Agencies



Land Ambulance Funding

Joint Funding

Land ambulance funding is provided jointly through the County of Peterborough, City of Peterborough and the Province of Ontario through the Ministry of Health.

50% is shared between the City and County and 50% from Ministry of Health.

The service is managed by the County of Peterborough and reports to both County Council and City's Peterborough Regional Liaison Committee.

Funding from the County and City is calculated based on Population for the respective catchment areas, although the majority of calls are serviced in the City.





COMMUNITY PARAMEDIC PROGRAMS

In 2022, PCCP was provided with funding from the Ministry of Health, Ontario Health and other sources, to provide additional resources and services to the Community. Below are our current programs.

Note: Due to changes in funding, the Mobile Support Overdose Resource Team (MSORT) has ended and was replaced by the Community Paramedic Outreach Program (CPOP).

Community Paramedics

- Staffing: 13 Full-time Paramedics, 1 Supervisor & 1 Administrator
- Provide care for patients in their homes'
- Remote monitoring of patients' health; detecting and addressing any health concerns quickly
- Coordinating health care of patients' with their physicians'
- Create a safe environment for patients to age in the comfort of their own homes.
- Largest of PCCP Community Programs

Community Paramedic Outreach Program

- Pilot project intended to reduce overdoses and minimize the risk of harms related to overdose and substance abuse, especially opioids
- Program compliments the Consumption & Treatment Services Site (CTS)
- The frontline team includes a Community-based Paramedic, two Addictions Treatment Specialists and Harm Reduction Peer Outreach Workers who offer a range of support, health and treatment options

Consumption Treatment Site (CTS)

- Health service that provides a safe, clean space for people to consume pre-obtained drugs under the supervision of health professionals.
- Individuals are provided with sterile injection supplies, education on safer consumption practices, basic medical services, and referrals to drug treatment, housing, and other social services.
- 2 Paramedic staff are assigned to the CTS site on rotation



"I know somebody is looking out for me. As soon as you call, you get an answer, you're not waiting. The other day, something came up with my pulse and I thought something was wrong. They looked after me, checked everything and I felt good when the paramedic said you don't have to go to the hospital if you don't want to go."

Lorraine Crawford
RPM Patient



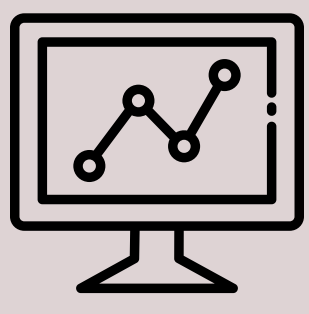
"We're able to see and monitor their vital signs here in the office and if there's a problem with any of their vital signs, it comes up on my monitor and I'm able to reach out to that patient and confirm whether or not they're having any symptoms with those vital signs. It's another sort of safety net to check in with them before 911."

Chris O'Connor
Community Paramedic, Peterborough County



"I think the biggest advantage to having RPM and Community Paramedicine is the security that patients feel when they are in their home. They can hook up the machines, take their vital signs and have somebody acknowledge and review them. When patients go to the drugstore and buy a blood pressure cuff, they don't have anyone on the other end looking at results."

Stephanie Duggan
Community Paramedic, Peterborough County



Response Time Performance Standards Requirements

Per Part VIII of Ontario Regulation 257/00 under the Ambulance Act, land ambulance services are required to set Response Time Performance Standards and report on them annually. Report is broken out for Sudden Cardiac Arrest (SCA) and the Canadian Triage Acuity Scale (CTAS) 1, 2, 3, 4, and 5 patients requiring emergency responses. CTAS is an international medical triage standard utilized by hospitals, ambulance communication services and paramedics to identify how urgently a patient requires medical care.

Specifically, in providing performance plans and reports to the ministry, each municipality must report on:

- The percentage of times that sudden cardiac arrest patients received assistance from a person equipped to provide defibrillation (e.g., paramedic, fire, police, or other first responder) **within six minutes from the notification of a call by an ambulance communication service.**
- The percentage of times that an ambulance crew has arrived on-scene to provide ambulance services to sudden cardiac arrest patients or other patients categorized as CTAS 1 **within eight minutes of the time notice is received respecting such services.**
- The percentage of times that a paramedic arrived at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time **determined appropriate by the municipality.**

All municipal RTPPs are posted on the Ministry of Health and Long Term Care public website (www.health.gov.on.ca/english/public/program/ehs/land/responsetime.html), and are to be accompanied by performance results for the previous year.

Municipalities may adjust individual performance plans at will, subject to timely notification of the Ministry. Annually, and no later than October 1st, municipalities are required to approve their Response Time Performance Plans for the upcoming calendar year and submit the plan to the Ministry by October 31st.

Below is our response time performance plan for the City & County for the past 5 years.

RTP-1 Response Time Performance Plan Reportable

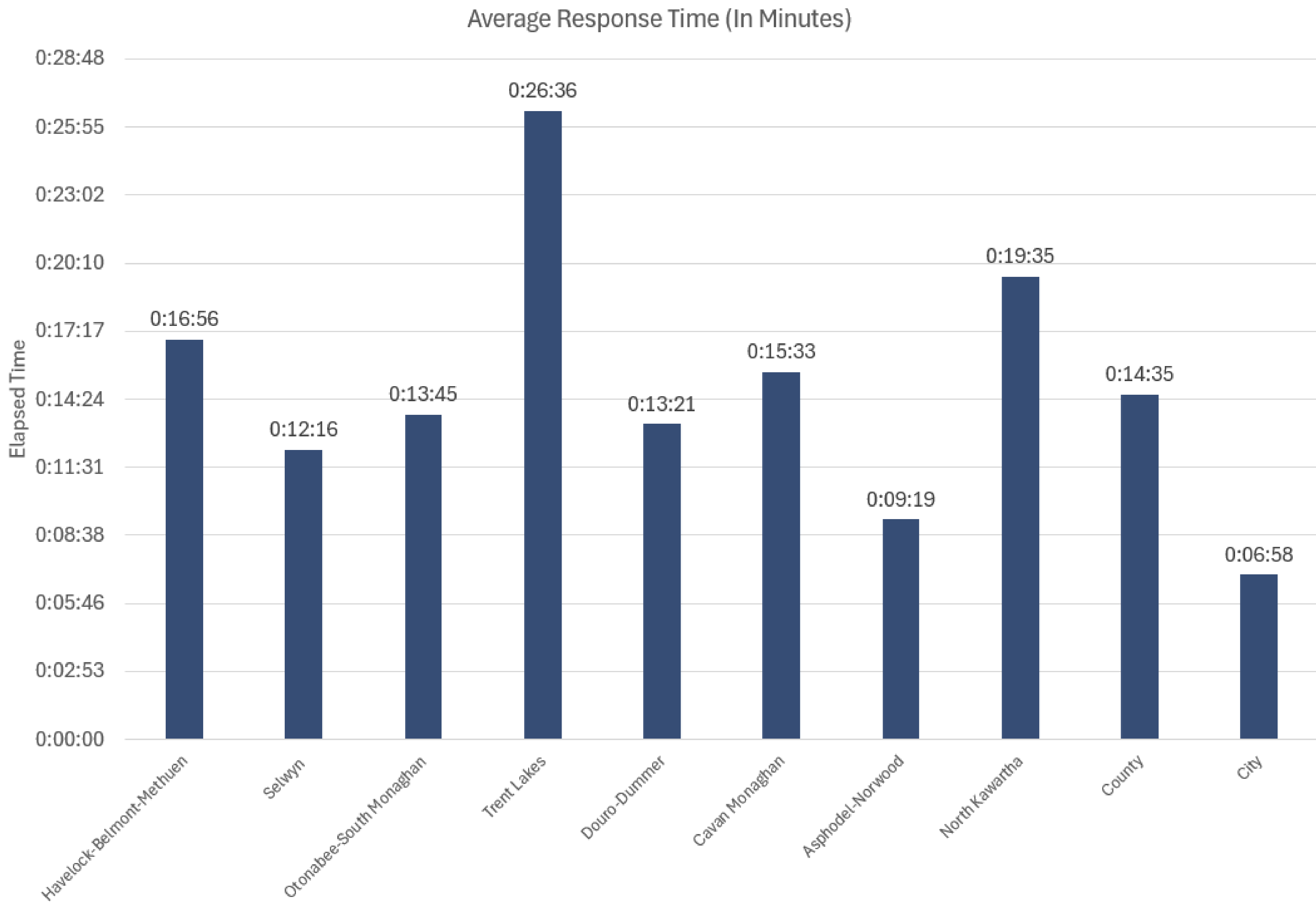


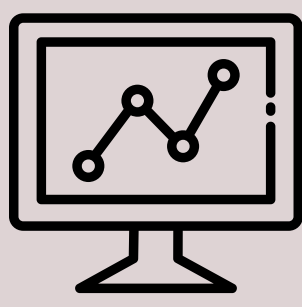


Average Response Time

The below chart, displays the Average Elapsed Time in minutes and seconds for calls received in our coverage area from the time crew is notified (T2) to the time crews arrive on scene (T4).

Cavan Monaghan's average response time was 00:15:33 where the County average was 00:14:35.



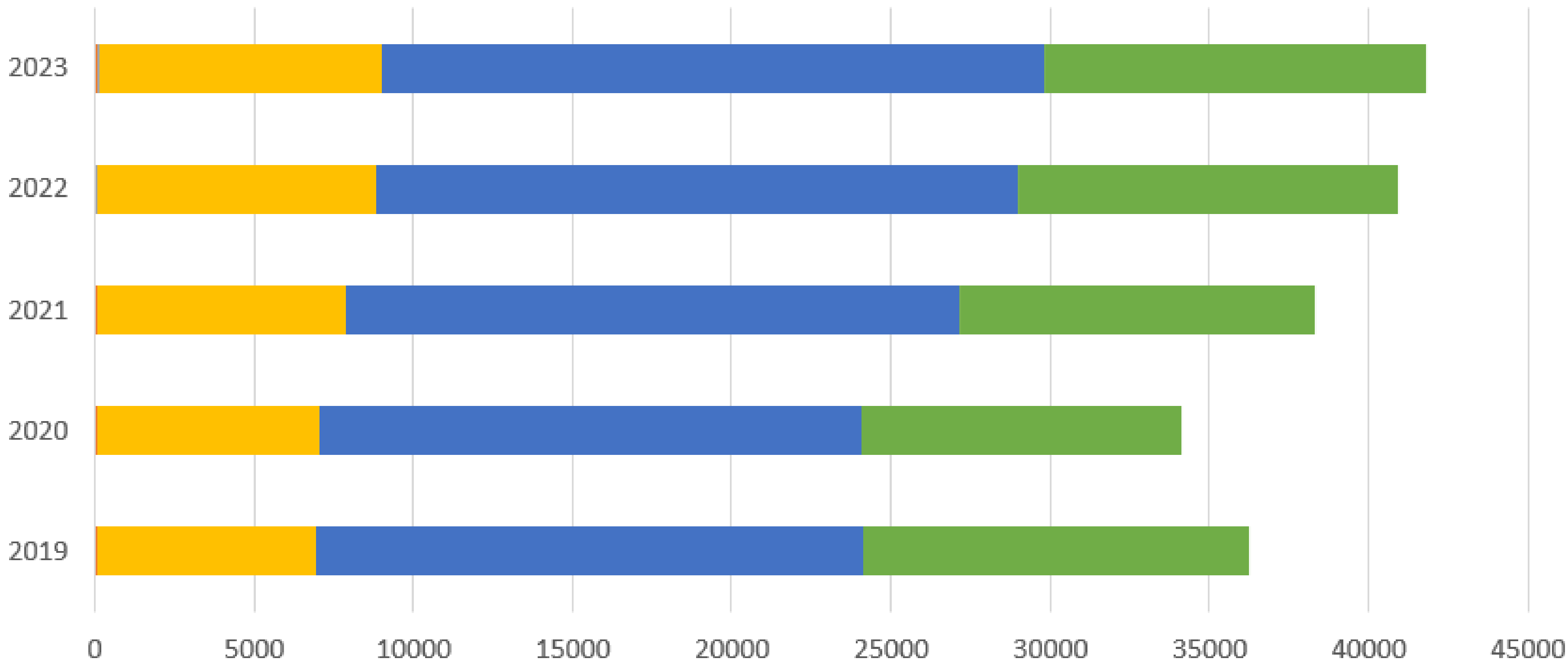


Summary of All Pickups

Below is the summary of all pickups serviced by Peterborough County/City Paramedics.

In 2023, the number of Emergency/Urgent (Code 4 - Urgent/Life threatening) calls dispatched saw an increase of 3.35% over 2022 and Prompt (Code 3-Prompt/Serious) calls saw an increase of 1.66%. **There was an overall increase of 2.26%.** The average year over year increase for the reporting period below is 3.87% for the past 5 years.

Summary of All Responses (County/City)



	2019	2020	2021	2022	2023
1-Deferrable	71	68	75	61	111
2-Scheduled	25	29	29	19	19
3-Prompt	6850	6955	7797	8752	8897
4-Urgent	17216	17048	19231	20134	20809
8-Stand-by	12074	10012	11181	11937	11992

Totals	36,236	34,112	38,313	40,903	41,828
--------	--------	--------	--------	--------	--------

Cavan-Monaghan Township

In comparison, of the total calls in 2023, Cavan experienced 928 calls or 5.82% of Peterborough County/City (coverage area) Call Volume.

Of the total Cavan-Monaghan calls, 26.07% were code 3/Prompt and 71.12% were Code 4/Urgent Calls and 2.69% were stand-by calls.

	1-Deferrable	2-Scheduled	3-Prompt	4-Urgent	8-Stand-by
Cavan Monaghan	0	1	242	660	25

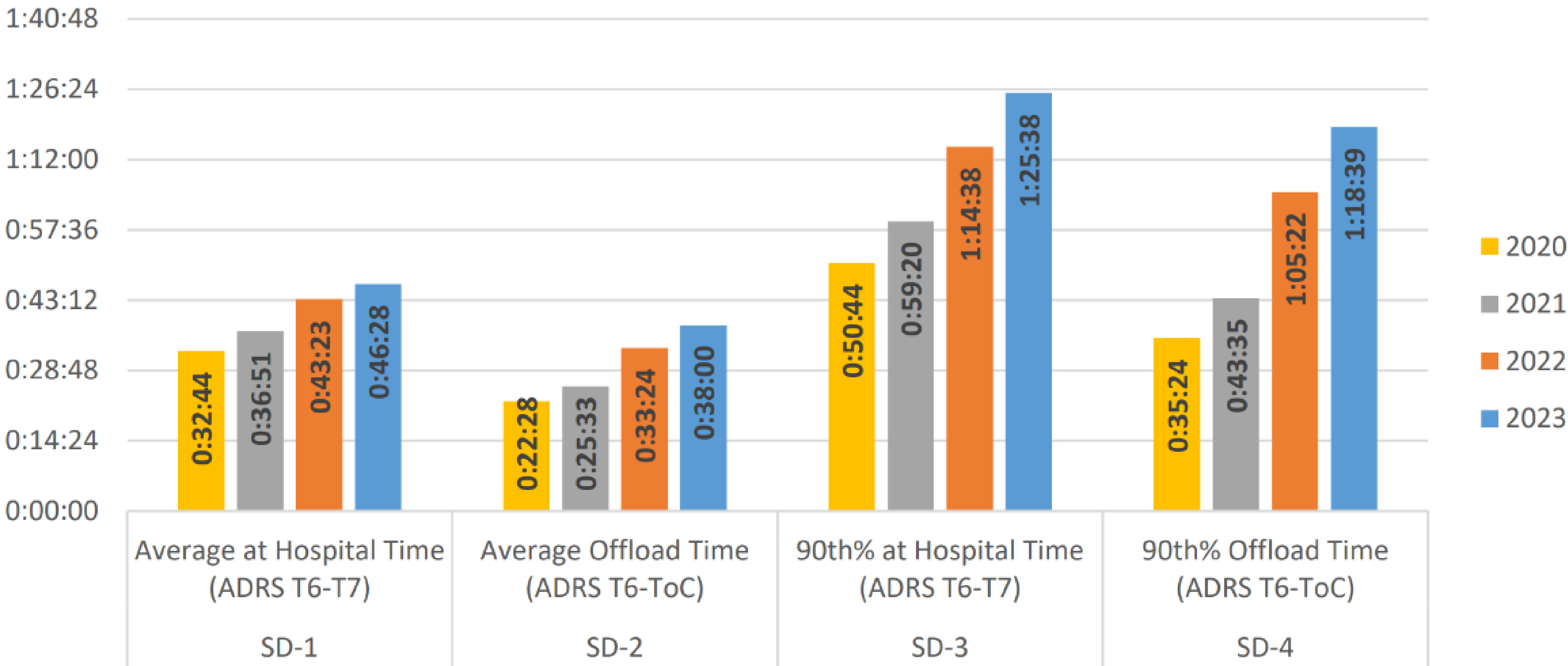


Offload Delay Summary

Charted below are the System Design and Deployment Measures. First category shows average at hospital time. Second category is Average Offload time. The last two categories are our 90th percentile at Hospital Time and 90th percentile Offload time.

The service experienced 10,340 hours (in excess of 30 minutes) of offload delay in 2023. That is 12.7% of the staffed hours or equivalent to 9 FTE's.

System Design/Deployment Measures





Annual Patient Survey

Peterborough County/City Paramedics developed a core set of questions for the patient experience survey.

During the period of Monday, October 2, 2023 to Friday, December 15th, 2023 patients and/or their care givers were invited to participate and provide feedback regarding their experience with PCCP in the previous 12 months.

The community members and visitors were invited to participate through the following means:

- Media including television and radio advertisements
- Social media
- Roadside signage
- Invitations included with hospital bill

Access to the online survey was provided through website address and QR codes to allow smart phone access.

Responses were collected through the use of a data collection and analysis tool. The data collection was designed and implemented to ensure anonymity. No personal identifiers or personal health information was collected.

The data analysis tool enabled aggregation of data in various formats including municipal boundaries, patient demographics and self described urban, rural and remote settings.

Limitations

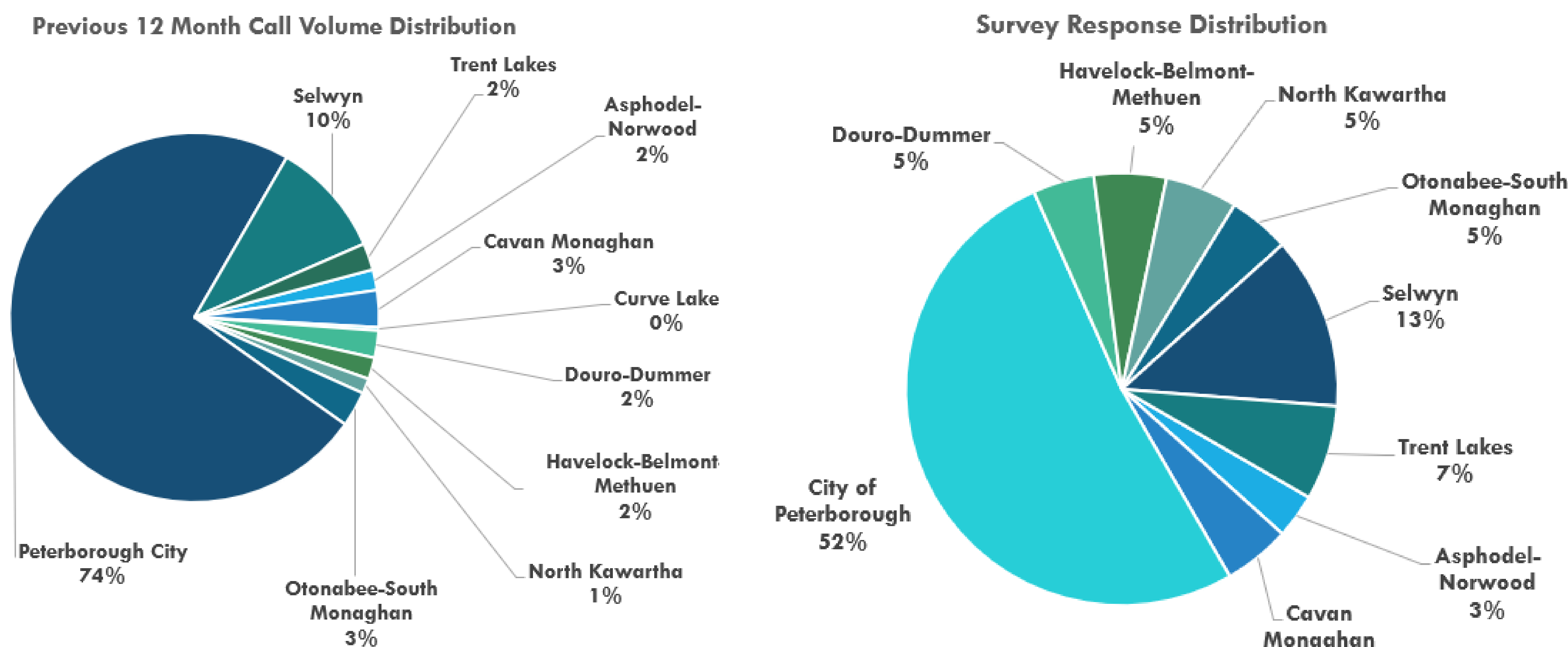
While the data discovered through the Patient Experience Survey is informative, several limitations must be considered in the use of the information gathered.

- **Distribution and Awareness:** The methods utilized to invite participation may not reach all potential participants
- **Access to survey tool:** The survey tool required internet access and a basic level of technical proficiency.
- **Sample Size:** In comparison to total annual responses, the sample size resulting from the survey is relatively low.
- **Participant Biases:** Willingness for survey participation and response content is likely effected by circumstances of their recent experience with strong negative or positive feelings compelling participation.

The most effective way of exploring and representing the patient's experience is by using a mixed-method approach. This could involve use of more consistency in survey distribution and more narrative methods, such as patient stories to effectively define quality and ensuring that the focus is always on what matters most to patients.

Response Rate

The rate of survey participation by residents of the County was higher than those of the City of Peterborough when comparing the previous 12 month call volume data against survey responses. Acknowledging the aforementioned survey limitations, the response rates suggest that the data collected is reasonably reliable to form conclusions related to patient satisfaction in the urban and rural settings.





Satisfaction Measures

Provision of Care

“Please rate how you felt about the level of care provided to you by the ambulance paramedics overall, including arrival, treatment and transport”

Overall, respondents’ experiences with care provided by paramedics were very positive. 90% of County and 88% City patients reported their care was “very good” or “good” and additional 9% reported care met expectations or “ok”.

Net satisfaction was reported higher in the County (90%) as compared to the City (88%). A deeper review of feedback indicates concern related to transport destination as significantly influencing the lower net satisfaction ratings in certain municipalities.

	Very Good	Good	OK	Poor	Very Poor	Net Good	Net Poor
Asphodel-Norwood	63%	25%	0%	0%	12%	88%	12%
Cavan-Monaghan	92%	0%	0%	0%	8%	92%	8%
Douro-Dummer	64%	18%	9%	0%	9%	82%	9%
Havelock-Belmont-Methuen	75%	17%	0%	8%	0%	92%	8%
North Kawartha	58%	25%	8%	8%	0%	84%	8%
Otonabee-South Monaghan	82%	18%	0%	0%	0%	100%	0%
Selwyn	76%	17%	0%	7%	0%	93%	7%
Trent Lakes	59%	29%	0%	0%	12%	88%	12%
County	72%	18%	2%	4%	4%	90%	8%
City of Peterborough	79%	9%	7%	2%	3%	88%	5%
All Areas	76%	14%	4%	3%	4%	90%	6%

“The crew were very kind to my elderly mother. Took the time to explain things to me. Very kind and professional. Also explained what was happening while waiting for a room at the hospital.”- City of Peterborough Respondent



Satisfaction Measures

Trust and Confidence

“How would you rate the level of trust and confidence you had in the ambulance services staff and their ability to provide quality care and treatment?”

Survey responses revealed a very high level of trust and confidence in PCCP staff and their ability to provide care at 85% overall ratings of “high” or “very high” net level of trust and confidence.

Total confidence level (“confident”, highly confident” and “very high confidence”) is overwhelmingly high at 93% (95% City & 91% County) for the combined areas.

As noted in the survey limitations, the lower number of responses associated with the lower tier municipalities has potential to skew results directly associated with those regions. As such, observations and assumptions are provided mainly at County and City level.

	Very High Confidence	Highly Confident	Confident	Low Level of Confidence	Very Low Level of Confidence	Net High Confidence	Net Low Confidence
Asphodel-Norwood	50%	13%	25%	12%	0%	63%	12%
Cavan-Monaghan	64%	27%	0%	0%	9%	91%	9%
Douro-Dummer	36%	36%	10%	9%	9%	72%	18%
Havelock-Belmont-Methuen	54%	31%	8%	0%	7%	85%	7%
North Kawartha	36%	55%	0%	9%	0%	91%	9%
Otonabee-South Monaghan	55%	36%	0%	9%	0%	91%	9%
Selwyn	66%	24%	3%	7%	0%	90%	7%
Trent Lakes	53%	35%	6%	0%	6%	88%	6%
County	54%	32%	5%	5%	4%	86%	9%
City of Peterborough	70%	14%	11%	2%	3%	84%	5%
All Areas	62%	23%	9%	3%	3%	85%	7%

Everything was handled professionally, skillfully and with the greatest care for the patient. There is nothing that was lacking from our experiences with the service. –Selwyn Respondent



Satisfaction Measures

Waiting for ambulance

“Which of the following would best describe how you felt about the length of time you waited for the ambulance to arrive?”

69% of respondents in Peterborough County and City report the ambulance response was as quick as expected

- Response time satisfaction is higher in the City of Peterborough (72%) as compared to the County (66%)
- Lower levels of response time satisfaction was reported by respondents in the Municipalities of Trent Lakes (53%) and Havelock-Belmont-Methuen (54%)
- Highest levels of response time satisfaction was reported by respondents in the Municipalities of Otonabee South-Monaghan (82%) and North Kawartha (77%)

	Much Quick- er than Ex- pected	A little Quick- er	As Expected	A Little Slow- er	Much Slower	Net Exceeded Expectation	Net Dissatisfied
Asphodel-Norwood	25%	0%	38%	25%	12%	25%	38%
Cavan-Monaghan	27%	10%	36%	0%	27%	36%	27%
Douro-Dummer	27%	27%	18%	18%	10%	55%	27%
Havelock-Belmont- Methuen	15%	8%	15%	31%	23%	23%	54%
North Kawartha	31%	8%	38%	8%	15%	38%	23%
Otonabee-South Monaghan	37%	18%	27%	9%	9%	55%	18%
Selwyn	20%	10%	40%	13%	10%	30%	23%
Trent Lakes	0%	18%	29%	12%	41%	18%	53%
County	21%	13%	32%	14%	18%	34%	32%
City of Peterbor- ough	31%	18%	23%	12%	13%	49%	25%
All Areas	26%	16%	27%	13%	16%	41%	28%

An appreciable differing level of satisfaction with response times exists between City and County respondents.

As noted in the survey limitations, the lower number of responses associated with the lower tier municipalities has potential to skew results directly associated with those regions. As such, observations and assumptions are provided mainly at County and City level.



Satisfaction Measures

Overall satisfaction

“Please rate how satisfied were you overall with your last experience using the Ambulance Service”

Over 8-in-10 in patients in Peterborough County and City were satisfied with their most recent experience with Peterborough County/City Paramedic Service (PCCP)

- Satisfaction among respondents within the City of Peterborough was reported at higher than those within the County
- 85.0% of City respondents reporting “Very High” or “High” level of satisfaction
- 82% of County respondents reporting “Very High” or “High” level of satisfaction
- Lower levels of satisfaction was reported by respondents in the Municipalities of North Kawartha (23%) and Trent Lakes (20%)
- Highest levels of satisfaction was reported by respondents in the Municipalities of Asphodel-Norwood (87.5%) and Havelock-Belmont-Methuen (92.3%)

	Very Satisfied	Satisfied	Neither Satisfied, nor Dissatisfied	Dissatisfied	Very Dissatisfied	Net Satisfied	Net Dissatisfied
Asphodel-Norwood	38%	50%	0%	0%	12%	88%	12%
Cavan-Monaghan	64%	9%	9%	0%	18%	73%	18%
Douro-Dummer	73%	9%	9%	0%	9%	82%	9%
Havelock-Belmont-Methuen	46%	46%	0%	0%	8%	92%	8%
North Kawartha	46%	23%	8%	8%	15%	69%	23%
Otonabee-South Monaghan	82%	9%	9%	0%	0%	91%	0%
Selwyn	70%	14%	10%	3%	3%	83%	7%
Trent Lakes	40%	33%	7%	0%	20%	73%	20%
County	59%	22%	7%	2%	10%	82%	11%
City of Peterborough	69%	16%	3%	5%	7%	85%	12%
All Areas	65%	19%	5%	3%	8%	83%	12%

Net satisfaction is calculated by removing the neutral “Neither Satisfied nor Dissatisfied” responses. This method allows for comparison of responses indicating opinion that service level met or exceeded expectations against those that failed to meet expectations.

This summary once again demonstrates an appreciable differing level of satisfaction with service level expectations between City and County respondents.

As noted in the survey limitations, the lower number of responses associated with the lower tier municipalities has potential to skew results directly associated with those regions. As such, observations and assumptions are provided mainly at County and City level.



**Minutes
The Township of Cavan Monaghan
Regular Council Meeting**

**Tuesday, April 2, 2024
1:00 p.m.
Council Chambers**

Those members in attendance were:

Council	Ryan Huntley Nelson Edgerton Gerry Byrne Lance Nachoff	Deputy Mayor Councillor Councillor Councillor
Staff	Yvette Hurley Cindy Page Karlie Hartman Karen Ellis Matt Wilkinson Kyle Phillips Wayne Hancock Jessica Fradley Drew Hutchison Kimberley Pope	CAO Clerk Deputy Clerk Director of Planning Planner Chief Building Official/By-law Enforcement Officer Director of Public Works Water & Wastewater Technician Engineering Technician Director of Finance/Treasurer

Those members absent:

Council	Matthew Graham	Mayor
---------	----------------	-------

1. Call to Order

Deputy Mayor Huntley called the meeting to order at 1:00 p.m.

2. Land Acknowledgement

Deputy Mayor Huntley recited the land acknowledgement.

3. Approval of the Agenda

R-2024-91

Moved by: Byrne

Seconded by: Nachoff

That the agenda for the Regular Council Meeting be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

There was no Closed Session.

6. Delegation

6.1 Nancy Fischer, Project Consultant and Sandra Robinson, Manager of Children's Services, City of Peterborough - Child Care Growth Plan 2023 – 2026

R-2024-92

Moved by: Nachoff

Seconded by: Byrne

That Council receive the delegation from Nancy Fischer, Project Consultant and Sandra Robinson, Manager of Children's Services, City of Peterborough regarding the Child Care Growth Plan 2023 – 2026 for information.

Carried

7. Minutes

7.1 Minutes of the Regular Meeting held March 18, 2024

R-2024-93

Moved by: Nachoff

Seconded by: Byrne

That the minutes of the Regular Meeting held March 18, 2024 be approved as presented.

Carried

8. Minutes from Committees and Boards

8.1 Millbrook Valley Trails Advisory Committee Meeting Minutes of June 26, September 25, October 23, November 27, 2023 and January 22, 2024

8.2 Sustainability Advisory Committee Meeting Minutes of September 26, 2023

R-2024-94

Moved by: Nachoff

Seconded by: Byrne

That the minutes of the Millbrook Valley Trails Advisory Committee Meeting held June 26, September 25, October 23, November 27, 2023 and January 22, 2024 and of the Sustainability Advisory Committee

Meeting held September 26, 2023 be approved as presented.

Carried

8.3 Cavan Monaghan Public Library Board Meeting Minutes of February 20, 2024

R-2024-95

Moved by: Nachoff

Seconded by: Byrne

That the minutes of the Cavan Monaghan Public Library Board Meeting of February 20, 2024 be received for information.

Carried

9. Reports

9.1 Report - PEB 2024-17 Watson - Temporary Use Agreement - Garden Suite

R-2024-96

Moved by: Nachoff

Seconded by: Edgerton

That By-law No. 2024-18 be approved to authorize the execution of a Temporary Use Agreement between Michelle Watson and the Corporation of the Township of Cavan Monaghan.

Carried

9.2 Report - PEB 2024-18 Springville Heights (Woodview Properties Inc.) Subdivision Agreement (15T-21003)

R-2024-97

Moved by: Byrne

Seconded by: Nachoff

That Council recognize Down Lane and Davenport Road as the street names for Streets A and B respectively in Subdivision Application 15T-21003; and

That By-law No. 2024-19 be approved to authorize the Mayor and Clerk to sign the Subdivision Agreement between Woodview Properties Inc. and the Corporation of the Township of Cavan Monaghan with the insertion of final financial numbers and other minor edits authorized by the Township Solicitor and/or C.A.O.

Carried

9.3 Report - Public Works 2024-04 Tender T-PW-24-01 Slurry Seal

R-2024-98

Moved by: Nachoff

Seconded by: Byrne

That Council award the Slurry Seal Tender T-PW-24-01 to Duncor Enterprises Inc., at the tender amount of \$240,387.84 with H.S.T. of

\$31,249.09. The total tender amount with net municipal H.S.T. is \$244,618.67; and

That Council approve a 10.2% Contingency in the amount of \$25,000.00 for this project. The total amount for approval including contingencies is \$269,618.67. The Slurry Seal program of \$300,000.00 was approved in the 2024 Capital Budget and is funded through the Canada Community Building Fund (formerly known as Federal Gas Tax).

Carried

9.4 Report - Public Works 2024-05 Tender T-PW-24-02 White Midsize Crew Cab 4x4 Pick-up Truck

R-2024-99

Moved by: Nachoff

Seconded by: Byrne

That Council award the Pickup Truck Tender T-PW-24-02 to Peterborough Chrysler Jeep Dodge at the lowest tender amount of \$59,290.00, with H.S.T. in the amount of \$7,707.70, for a total amount of \$66,997.00. The total tender amount with net municipal H.S.T. is \$60,333.50.

Carried

9.5 Report - Public Works 2024-06 Property Acquisition - 78 King Street West

R-2024-100

Moved by: Byrne

Seconded by: Nachoff

That Council receive Report PW 2024-06 Property Acquisition – 78 King Street West for information.

Carried

9.6 Council/Committee Verbal Reports

Councillor Nachoff spoke to the updates from the Millbrook Valley Trails Advisory Committee meeting on March 25 noting that the Work Day is on May 4, the Committee will be making a presentation to Council to discuss a reroute of the Baxter Creek Trail, and noted that the trails look great and are being used for new events for user groups.

Councillor Edgerton spoke to the updates from the Municipal Revitalization and Heritage Advisory Committee meeting held on March 21 noting they were provided the financial updates, they discussed concepts for the Mural and proposed updates to the Draft Heritage By-laws.

Councillors Byrne spoke to updates from the Kawartha Conservation Authority noting the Budget is in place and finalized. Councillor Byrne spoke to Maple Fest noting there is an event on Sunday being held on 7A.

Deputy Mayor Huntley noted that it is Joe the Barbers 80th Birthday.

R-2024-101

Moved by: Nachoff

Seconded by: Byrne

That Council receive the Council/Committee verbal reports for information.

Carried

10. General Business

There was no General Business.

11. Correspondence for Information

There was no Correspondence for Information.

12. Correspondence for Action

There was no Correspondence for Action.

13. By-laws

13.1 By-law No. 2024-18 being a by-law to authorize the execution of a Temporary Use Agreement between Michelle Watson and the Corporation of the Township of Cavan Monaghan

13.2 By-law No. 2024-19 being a by-law to authorize the execution of a Subdivision Agreement between Woodview Properties Inc. (Subdivider) and the Corporation of the Township of Cavan Monaghan (Municipality)

R-2024-102

Moved by: Nachoff

Seconded by: Byrne

That By-law No. 2024-18 being a by-law to authorize the execution of a Temporary Use Agreement between Michelle Watson and the Corporation of the Township of Cavan Monaghan and By-law No. 2024-19 being a by-law to authorize the execution of a Subdivision Agreement between Woodview Properties Inc. (Subdivider) and the Corporation of the Township of Cavan Monaghan (Municipality) be read a first, second and third time and passed this 2nd day of April signed by the Deputy Mayor and Clerk and the Corporate Seal attached.

Carried

14. Unfinished Business

There was no Unfinished Business.

15. Notice of Motion

There were no Notices of Motion.

16. Confirming By-law

16.1 By-law No. 2024-20 being a by-law to confirm the proceedings of the meeting held April 2, 2024

R-2024-103

Moved by: Nachoff

Seconded by: Byrne

That By-law No. 2024-20 being a by-law to confirm the proceedings of the meeting held April 2, 2024 be read a first, second and third time and passed this 2nd day of April signed by the Deputy Mayor and Clerk and the Corporate Seal attached.

Carried

17. Adjournment

R-2024-104

Moved by: Nachoff

Seconded by: Bryne

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 1:38 p.m.

Carried

Ryan Huntley
Deputy Mayor

Cindy Page
Clerk

Minutes
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting
Thursday, January 18, 2024
9:00 a.m.
Council Chambers – Hybrid Room

Those members in attendance:

Nelson Edgerton, Councillor
Ashley Stewart
Nancy Davis
John Collver

Those members absent:

Deborah Luchuk (with regrets)

Staff members in attendance:

Cindy Page, Clerk
Brigid Ayotte, Economic Development & Communications Officer
Karen Ellis, Director of Planning

1. Call to Order

Ashley Stewart, Vice-Chair called the meeting to order at 9:08 a.m.

2. Land Acknowledgement

Ashley Stewart, Vice-Chair recited the Land Acknowledgement.

3. Approval of the Agenda

Moved by: Collver

Seconded by: Davis

That the agenda for the Municipal Revitalization and Heritage Advisory Committee be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

There was no closed session.

6. Minutes

6.1 Minutes of the meeting held October 10, 2023

Moved by: Collver

Seconded by: Davis

That the minutes of the meeting held October 10, 2023 be approved as presented.

Carried

7. Report

7.1 Financial Report – Karen Ellis

Karen Ellis provided the Committee with an overview of the proposed budget requests for 2024, noting that the two new initiatives had not been supported by Council at first draft. Ms. Ellis noted the Restoration of the Bell from the former Municipal Office was transferred to the Parks and Facilities Department to be considered at a future date and the Committee would be a part of the project to provide input when the time comes. Ms. Ellis spoke to the Porch Light Project noting that Council did not feel that the project was a Heritage Initiative. Ms. Ellis advised the Committee that should they wish to pursue this request, members could present their case to Council for consideration at the January 25 Budget Meeting to have it added back in. The Committee discussed the options and decided to not pursue the Porch Light Project through a budget request.

Moved by: Collver

Seconded by: Davis

That the Municipal Revitalization and Heritage Advisory Committee receive the financial report for information.

Carried

8. General Business

8.1 Resignation of Peter Ramsay

8.1.1 Appointment of the Chair

Moved by: Davis

Seconded by: Collver

That the Municipal Revitalization and Heritage Advisory Committee accept the resignation from Peter Ramay and send a letter of thanks.

Carried

Moved by: Davis

Seconded by: Stewart

That the Municipal Revitalization and Heritage Advisory Committee accept the resignation from Ashley Stweart as Vice-Chair; and

That the Municipal Revitalization and Heritage Advisory Committee accept

the election of Ashley Sewart as the Chair for the 2022-2026 term; and
That the Municipal Revitalization and Heritage Advisory Committee accept
the election of John Collver as the Vice-Chair for the 2022-2026 term.

Carried

8.2 Terms of Reference Review - Karen Ellis

Ms. Ellis reviewed the Terms of Reference with the Committee outlining the roles and responsibilities of the Committee and the purpose of the Committee. Ms. Ellis noted the importance of respecting people's privacy as we are livestreamed on YouTube and reminded the members to not speak about property owners' personal information.

8.3 2024 Budget Discussion and Workplan

8.3.1 Mural - Brigid Ayotte

The Committee reviewed the work plan and discussed the updates and projects for 2024. As part of the discussion Brigid Ayotte provided the Committee with a rendering of a conceptual design for the Mural being installed at Station Park.

Moved by: Davis

Seconded by: Collver

That the Municipal Revitalization and Heritage Advisory Committee approve the work plan and updates discussed, including the addition of the Cultural Mapping Review Project.

Carried

8.4 2024 Meeting Schedule

Moved by: Collver

Seconded by: Davis

That the Municipal Revitalization and Heritage Advisory Committee approve the 2024 Meeting Schedule.

Carried

9. Adjournment

Moved by: Davis

Seconded by: Stewart

That the Municipal Revitalization and Heritage Advisory Committee adjourn.
(10:28 a.m.)

Carried


Ashely Stewart
Chair


Cindy Page
Clerk

Regular Council Meeting

To:	Mayor and Council
Date:	April 15, 2024
From:	Kyle Phillips, Chief Building Official
Report Number:	PEB 2024-20
Subject:	First Quarter Activity Report 2024 - Planning, Economic Development and Building

Recommendation:

That Council receive Report PEB 2024-20 First Quarter Activity Report 2024-20 Planning, Economic Development & Building (PEB) for information.

Overview

This Report outlines the first quarter of 2024 Planning, Economic Development and Building activity. It is part of a series of quarterly reports providing Council with a summary of departmental activity including monitoring active planning applications on a consolidated basis.

Building Permits

Attachment No. 1 provides a Summary of Building Statistics for the first quarter of 2024 as compared to the first quarter of 2023. In addition, the summary also provides the number of building permits and specifically the number of new Single Family Dwelling permits issued for the first three months of 2024 as compared to the same time period of 2023.

For the first quarter of 2024, the number of building permits issued (24) increased from the number (22) as compared to the same first quarter of 2023 (an increase of 9%). In the first quarter of 2024, permits for 3 new Single Family Dwellings (SFD) were issued, which is 1 less SFD for the same period in 2023.

Building permit applications for the first quarter for 2024 are up totaling \$81,153.00 as compared to \$47,064.00 for the same period of 2023. There has been a reduction in Township DC revenues in the amount of \$3852.00 for the first quarter exacerbated by the changes to from Bill 23.

The building permit revenue is tracking lower for first quarter of 2023 than the estimated \$345,000 for the fiscal year. The reason for this is that first quarter is typically the slowest construction quarter of the year, as well as the sewage system program is being taken over on April 1, 2024, therefore no building permits for sewage systems were administered in this quarter.

At its Regular Council Meeting of February 21, 2023, Report Finance 2023-02 identified that changes to Development Charges (DC) brought about through the Province's Bill 23 will have an impact of DC revenues for the Township and the County. For the Township, in the first quarter of 2024, DC revenue was reduced by \$4494.00.

Economic Development & Planning Inquiries

Since 2019, Staff have been preparing quarterly economic development reports that summarizes both planning applications and economic development inquiries.

Table No. 1 (below) provides a summary of Land Use Inquiries, Legal Requests and Preliminary Severance Reviews.

Table No. 1 – Planning Activity Summary

Activity	2023 Q1 Total	2024 Q1 Total	Trend Direction
Land Use Inquiries	53	85	↑
Legal Requests	4	5	↑
Preliminary Severance Reviews	6	3	↓

Table No. 1 also provides a statistical breakdown of inquiries/requests/reviews for the first quarters of 2024 as compared to the first quarters of 2023. This table allows Council and Staff to monitor activity throughout the year as well as how this is tracking against last year's total activity to distinguish any overall trends – quarter over quarter and year over year. Looking at year over year comparison of the first quarter of 2024 versus the same time in 2023 there is an upward trend in land use inquiries and legal requests and a reduction in preliminary severance reviews.

Planning Applications

Table No. 2 (below) shows a comparison from 2023 to 2024 for key planning application activity.

Table No. 2 – Time Series: Active Planning Applications

Application Type	2023 Total	2024 – First Quarter
Zoning By-law Amendments	7	2
Minor Variance	3	2
Plan of Subdivision	11	11
Official Plan Amendment	2	5
Site Plan Approval	4	9
Severance Applications	7	7
Minister Zoning Orders	1	2
Part Lot Control	0	1

This table (and its metrics) has been included because it captures another aspect of the Department's work when it comes to various Planning Act applications and the focus of Staff efforts and resources which is not always reported. Table No. 2 identifies active applications for Zoning By-law Amendments, Minor Variances, Plans of Subdivision, Official Plan Amendments, Site Plan Approvals, Severance Applications and Part Lot Control.

The biggest take away from Table No. 2 is that over and above processing building permits, plans review, inspections, fielding general and economic development inquiries, Staff are processing and implementing these planning applications long after a decision has been made on this development.

Financial Impact:

Building permit applications for the first quarter for 2024 are up totaling \$81,153.00 as compared to \$47,064.00 for the same period of 2023. In addition, as a result of changes through Bill 23, there have been a reduction in Township DC revenues in the amount of \$3852.00 for the first quarter.

Attachment:

Attachment No. 1 – First Quarter Building Statistics.

Respectfully Submitted by,

Reviewed by,

Kyle Phillips
Chief Building Official

Yvette Hurley
Chief Administrative Officer

Attachment No. 1 – First Quarter Building Statistics 2024

	2023 - first Quarter	2024 - first Quarter	%
Permits	22	24	9%
County Development Charges	\$43,828.00	\$45,908.00	5.00%
Township Development Charges	\$37,812.00	\$33,960.00	-10.00%
Water	\$0.00	\$0.00	N/A
Sewer	\$0.00	\$0.00	N/A
Education	\$1,744.00	\$3,574.00	105.00%
Total Dev. Fees	\$83,384.00	\$83,442.00	0.06%
Building Permit Fee	\$47,064	\$81,153	72%
Residential Category (New SFD)	4	3	-25%
Value of Construction	\$3,586,952	\$17,214,872	380%



Regular Council Meeting

To:	Mayor and Council
Date:	April 15, 2024
From:	Brigid Ayotte, Economic Development & Communications Officer
Report Number:	PEB 2024-21
Subject:	Road Occupancy Permits for Children's Fishing Derby

Recommendations:

1. That Council authorize staff to issue Road Occupancy Permits to the Millbrook and District Lions Club for their annual Children's Fishing Derby April 27, 2024.
2. That the Township of Cavan Monaghan provide a Certificate of Insurance to the County of Peterborough for the Children's Fishing Derby, April 27, 2024.

Overview:

The Millbrook and District Lions Club together with Trout Unlimited will be hosting their annual Fishing Derby Saturday April 27, from 8:00 a.m. to 1:00 p.m. This long-standing event celebrates the opening of fishing season.

The event takes place at the Millpond and washroom facilities along with some parking is available at the Millbrook Arena. There will be food trailers and a registration booth set up in the parking area west of the Mill.

There are a large number of children and families anticipated to attend this year's event. Staff has recommended that Needler's Lane be closed to vehicular traffic from King Street to Anne Street for safety reasons. As part of any road closure, a Certificate of Insurance is required. Since this event is such a long-standing event that brings families together, Staff is requesting that this event be covered under the Township's insurance policy.

As part of the permit process, Staff circulates a copy of this report along with a Certificate of Insurance and a traffic management plan to the Peterborough Police, Peterborough County Emergency Management System (EMS), and the Fire Department for information ahead of these events. Staff will continue to work with Community Policing to facilitate the road closures on the day of the event.

Financial Impact:

Road occupancy permits are issued at no cost.

Respectfully Submitted by:

Reviewed by:

Brigid Ayotte
Economic Development
& Communications Officer

Yvette Hurley
Chief Administrative Officer

Report and Capital Project Status

Report Status

Priority	Directed By	Date Requested	Resolution or Direction	Staff Responsi	Est. Report Date	Status
High	Council	2020-12-10	Fire Station	B. Balfour	2024	25%
Normal	Council		ICIP Update Millbrook Arena	K. Pope	2024	Scope Under Review, Fall
Normal	Staff		Jail Lands IO Update	Y. Hurley/ W. Hancock/ C.Page	2024	
High	Council		Sherbrooke Street West Pedestrian Crossing	W. Hancock	2024	County of PTBO to review speed limit
Normal	Council	2024-01-15	That Council direct staff to bring a report back on costing of the last 4 municipal elections 2010, 2014, 2018, 2022	C.Page	May-24	
Normal	Council		Cell Tower Policy	K.Ellis	2024	
Normal	Council		Consideration for naming of Fire Hall letter	B. Balfour	2024	
Normal	Council		Debenture Report Public Works Operations Center and Parks and Public Works Millbrook Depot	K. Pope	2024	

Report and Capital Project Status

Capital Project Status

Project List	Department	Status	Est. Report Date	% Complete
Corporate Strategic Plan Update	C.A.O	In Progress	2024	RFP Released
IT Infrastructure	Information Technology	In Progress	2024	Ongoing
Downtown Mural	ECD	In Progress	2024	Council approval received, artist contacted, 50% complete
2019-2022 CIP Incentives	ECD	In Progress	2024	
2023 CIP Incentives	ECD	In Progress	2024	
Baxter Creek Floodplain SSA (Special Study Area)	Planning	In Progress	2024	
Official Plan	Planning		2024	County OP posted for approval on ERO, Township provided support, pending provincial approval and PPS approval
Zoning By-law	Planning		2025	Will follow County OP, Township OP and approval
MVT Bridge and Boardwalk Repairs	Parks and Facilities		2024	
Parks and Recreation Plan Phase Three	Parks and Facilities		2024	
CMCC Splash Pad/Water Features	Parks and Facilities		2024	RFP Released
OMS Play Shade Structure	Parks and Facilities		2024	
HVAC Unit Municipal Office	Parks and Facilities		2024	Tentative Installation April 10, 2024

Project List	Department	Status	Est. Report Date	% Complete
Fire Hall No. 1	Protective Services	In Progress	2024	
Bunker Gear	Protective Services			
Fire Hoses	Protective Services			
Public Works Ops Centre Generator, Fuel System	Public Works			
Sidewalks	Public Works			
Lisa Court Reconstruction	Public Works			
Cross Road Culvert (Larmer Line)	Public Works			
Roads Needs Study and OSIM Report Study	Public Works			
Brookside Street Reconstruction	Public Works			

Operating duties are not included

Committee of Councils - MVT, MRHAC, BIA, SUSTAINABILITY

The Township of Cavan Monaghan

By-law No. 2024-21

Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 15th day of April 2024.

Whereas the Municipal Act, 2001, S.O., 2001, c.25, S.5, S. 8 and S. 11 authorizes Council to pass by-laws;

Now Therefore the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. That the actions of the Council at its regular meeting held on the 15th day of April 2024, in respect to each recommendation and action by the Council at its said meetings except where prior approval of the Local Planning Appeal Tribunal or other statutory authority is required are hereby adopted ratified and confirmed.
2. That the Mayor and Clerk of the Township of Cavan Monaghan are hereby authorized and directed to do all things necessary to give effect to the said actions or obtain approvals where required, and to execute all documents as may be necessary and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents. Read a first, second and third time and passed this 15th day of April 2024.

Matthew Graham
Mayor

Cindy Page
Clerk