



The Corporation of the City of Sault Ste. Marie  
Regular Meeting of City Council  
Agenda

Tuesday, February 22, 2022

4:30 pm

Video Conference

Council meetings may be viewed live on the City's Youtube channel  
<https://www.youtube.com/user/SaultSteMarieOntario> and on Shaw Channel 10

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	Pages
<b>1. Adoption of Minutes</b>	<b>13 - 38</b>
Mover Councillor L. Dufour Seconder Councillor M. Bruni Resolved that the Minutes of the Regular Council Meeting of January 31, 2022 and Special Council Meeting of February 7, 2022 be approved.	
<b>2. Questions and Information Arising Out of the Minutes and not Otherwise on the Agenda</b>	
<b>3. Declaration of Pecuniary Interest</b>	
<b>4. Approve Agenda as Presented</b>	
Mover Councillor L. Vezeau-Allen Seconder Councillor R. Niro Resolved that the Agenda for February 22, 2022 City Council Meeting as presented be approved.	
<b>5. Proclamations/Delegations</b>	
<b>5.1. National Heritage Week</b>	<b>39 - 39</b>
<b>5.2. World Lymphedema Day</b>	<b>40 - 40</b>
<b>5.3. Anti-Human Trafficking Awareness Day</b>	<b>41 - 42</b>

- 5.4. Pink Shirt Day** 43 - 43
- 5.5. Economic Development Update** 44 - 64  
Rick Van Staveren, Director of Economic Development
- 6. Communications and Routine Reports of City Departments, Boards and Committees – Consent Agenda**  
Mover Councillor L. Vezeau-Allen  
Seconder Councillor R. Niro  
Resolved that all the items listed under date February 22, 2022 – Agenda item 6 – Consent Agenda be approved as recommended.
- 6.1. Tender for One 35-Foot Low-Floor Passenger Bus, One Community Bus and One Parabus** 65 - 69  
A report of the Manager of Purchasing is attached for the consideration of Council.  
Mover Councillor L. Vezeau-Allen  
Seconder Councillor R. Niro  
Resolved that the report of the Manager of Purchasing dated February 22, 2022 be received and that the tenders for:
- Supply and delivery of one 35-foot low-floor passenger bus be awarded to New Flyer Industries Canada ULC at their tendered price of \$573,640 plus HST;
  - Supply and delivery of one community bus be awarded to Creative Carriage Ltd. at their tendered price of \$182,444 plus HST;
  - Supply and delivery of one Para-Transit minibus be awarded to Creative Carriage Ltd. at their tendered price of \$172,790 plus HST
- be approved.
- 6.2. Council Remuneration By-law** 70 - 71  
A report of the City Clerk is attached for the consideration of Council.  
Mover Councillor L. Dufour  
Seconder Councillor R. Niro  
Resolved that the report of the City Clerk dated February 22, 2022 concerning Council Remuneration By-law Updates be received and that the recommended amendments be reflected in a by-law to appear on a future Council Agenda.
- 6.3. Carpenters Constitutional Challenge (Update)** 72 - 73

A report of the Director of Human Resources is attached for the consideration of Council.

Mover Councillor L. Dufour

Seconder Councillor R. Niro

Resolved that the report of the Director of Human Resources dated February 22, 2022 concerning section 133 Constitutional Challenge be received and that up to \$100,000 be approved to continue the constitutional challenge at the Divisional Court level, with ongoing single-sourcing of MathewsDinsdale as the City's representative; further, if the amounts cannot be accommodated through the corporate budget, the use of Contingency Reserve up to a maximum of \$100,000 for 2021 and forward be approved.

**6.4. Mill Market Architectural and Engineering Services**

74 - 87

A report of the Deputy CAO, Community Development and Enterprise Services is attached for the consideration of Council.

Mover Councillor L. Vezeau-Allen

Seconder Councillor R. Niro

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated February 22, 2022 be received and City Council authorize an expenditure of up to \$260,000 from the 2021 One-time Canada Community Building Fund (CCBF) funding to procure architectural and engineering services associated with the Mill Market project at 73 Brock Street.

**6.5. Additional Donations in Support of Rosedale Park – Childcare Algoma and Kiwanis Club of Sault Ste. Marie**

88 - 91

A report of the Director of Community Services is attached for the consideration of Council.

The relevant By-laws 2022-29 and 2022-34 are listed under item 11 of the Agenda and will be read with all by-laws under that item.

**6.6. Public Art Project Funding**

92 - 110

A report of the Manager of Recreation and Culture is attached for the consideration of Council.

Mover Councillor L. Dufour

Seconder Councillor R. Niro

Resolved that the report of the Manager of Recreation and Culture dated February 22, 2022 concerning Public Art Projects Funding be received and that the public art projects:

1. Bi'Minowaaseyaa To Bring Forth New Light – Light Box Project  
\$12,000

2. Traffic Wrap Program – \$12,000
3. New Community Development Fund – Public Art Reserve with an upper limit of \$200,000 from the unspent funds allocated in the annual operating budget for public art to be approved.

**6.7. Municipal Law Enforcement Officers** 111 - 111

A report of the Manager of Transit and Parking is attached for the consideration of Council.

The relevant By-law 2022-40 is listed under item 11 of the Agenda and will be read with all by-laws under that item.

**6.8. 2022 Aqueduct Repairs – Engineering Consultant Selection** 112 - 113

A report of the Manager of Design and Transportation Engineering is attached for the consideration of Council.

Mover Councillor L. Vezeau-Allen

Seconder Councillor R. Niro

Resolved that the report of the Manager of Design and Transportation Engineering dated February 22, 2022 concerning 2022 Aqueduct Repairs be received and that design and contract administration services be awarded to Tulloch Engineering.

An individual engineering agreement will be brought to Council for approval at a future meeting.

**6.9. Elizabeth Street Sewer and Stairs Repair** 114 - 118

A report of the Manager of Design and Transportation Engineering is attached for the consideration of Council.

The relevant By-law 2022-22 is listed under item 11 of the Agenda and will be read with all by-laws under that item.

**6.10. Brock Street Road Closure** 119 - 122

A report of the Manager of Design and Transportation Engineering is attached for the consideration of Council.

The relevant By-law 2022-31 is listed under item 11 of the Agenda and will be read with all by-laws under that item.

**6.11. Deeming By-law – 937 and 945 Sunnyside Beach Road** 123 - 125

A report of the Assistant City Solicitor/Senior is attached for the consideration of Council.

The relevant By-law 2022-13 is listed under item 11 of the Agenda and will be

read with all by-laws under that item.

**6.12. Downtown Plaza Property Exchange (Stone's Office Supply Ltd.)** 126 - 129

A report of the Assistant City Solicitor/Senior Litigation Counsel is attached for the consideration of Council.

The relevant By-laws 2022-32, 2022-33, 2022-38 and 2022-39 are listed under item 11 of the Agenda and will be read with all by-laws under that item.

**6.13. Property Declared Surplus and Sale – Water Lot Abutting 5 McPhail Avenue** 130 - 132

A report of the Assistant City Solicitor/Senior Litigation Counsel is attached for the consideration of Council.

The relevant By-law 2022-28 is listed under item 11 of the Agenda and will be read with all by-laws under that item.

**6.14. Intact Public Entities – Claims Handling Agreement** 133 - 134

A report of the Risk Manager is attached for the consideration of Council.

The relevant By-law 2022-30 listed under item 11 of the Agenda and will be read with all by-laws under that item.

**6.15. Potential Demolition Incentive** 135 - 138

A report of the Planning Director is attached for the consideration of Council.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that the report of the Planning Director dated March 21, 2022 concerning potential demolition incentive be received as information.

**7. Reports of City Departments, Boards and Committees**

**7.1. Administration**

**7.2. Corporate Services**

**7.3. Community Development and Enterprise Services**

**7.3.1. Economic Development Update** 139 - 141

A report of the Director of Economic Development is attached for the consideration of Council.

Mover Councillor L. Vezeau-Allen

Seconder Councillor R. Niro

Resolved that the report of the Director of Economic Development dated February 22, 2022 concerning Economic Development Update be received as information.

**7.4. Public Works and Engineering Services**

**7.5. Fire Services**

**7.6. Legal**

**7.7. Planning**

**7.8. Boards and Committees**

**8. Unfinished Business, Notice of Motions and Resolutions Placed on Agenda by Members of Council**

**8.1. Activation of Downtown**

Mover Councillor M. Shoemaker

Seconder Councillor D. Hilsinger

Whereas in 2017 a motion was brought seeking a plan for downtown street closures; and

Whereas in January 2022, a staff report indicated that the Downtown Association had a number of concerns about weekend downtown street closures and staff was not recommending the weekend downtown street closures; and

Whereas Council expressed a desire to continue pursuing activating the downtown for additional events;

Now Therefore Be It Resolved that Council direct staff bring a plan to Council for additional activation of Queen Street or nearby areas by working in conjunction with the Downtown Association, but that such plan be the City of Sault Ste. Marie's plan.

**8.2. Butterfly House Proposal**

142 - 152

Mover Councillor D. Hilsinger

Seconder Councillor M. Scott

Whereas the attached presentation regarding a butterfly house was made to Mayor Provenzano, the Deputy CAO, Community Development and Enterprise Services and the Director of Tourism and Community Development; and

Whereas a butterfly house would be a novel and interesting feature for our

community

Now Therefore Be It Resolved that staff be requested to work with Entomica to assess the proposal and return to Council with a report as to the feasibility of a butterfly house in Sault Ste. Marie.

**9. Committee of the Whole for the Purpose of Such Matters as are Referred to it by the Council by Resolution**

**10. Adoption of Report of the Committee of the Whole**

**11. Consideration and Passing of By-laws**

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that all By-laws under item 11 of the Agenda under date February 22, 2022 be approved.

**11.1. By-laws before Council to be passed which do not require more than a simple majority**

**11.1.1. By-law 2022-13 (Subdivision Control) Deeming 937 and 945 Sunnyside Beach Road 153 - 155**

A report from the Assistant City Solicitor/Senior Litigation Counsel is on the Agenda.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-13 being a by-law to deem not registered for purposes of subdivision control certain lots in the Sunnyside Beach Subdivision 2, pursuant to section 50(4) of the *Planning Act* be passed in open Council this 22nd day of February, 2022.

**11.1.2. By-law 2022-22 (Engineering) Contract 2022-1E Ellis Don Industrial Services Inc. 156 - 158**

A report from Manager of Design and Transportation Engineering is on the Agenda.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-22 being a by-law to authorize the execution of the Contract between the City and Ellis Don Industrial Services Inc. for the replacement of the Elizabeth Street sanitary sewer and to repair the foundations of the Elizabeth Street stairs (Contract 2022-1E) be passed in open Council this 22nd day of February, 2022.

- 11.1.3. By-law 2022-28 (Property Sale) Abutting 5 McPhail Avenue** 159 - 161
- A report from the Assistant City Solicitor/Senior Litigation Counsel is on the Agenda.
- Mover Councillor L. Dufour  
Seconded Councillor M. Bruni  
Resolved that By-law 2022-28 being a by-law to declare the City owned property legally described as PT PIN 31539-0119 (LT) PT WATER LT IN FRONT OF PARK LOT 11 CON 1 ST. MARY'S AS IN A2793 EXCEPT PT 2-3 1R9071 AND PT 1 1R11346, BEING PART 1 PART OF WATER LOT IN FRONT OF PARK LOT 11 CONCESSION 1 PLAN 1R-13714; SAULT STE. MARIE being property abutting 5 McPhail Avenue as surplus to the City's needs and to authorize the disposition of the said property to Randy Park or as otherwise directed be passed in open Council this 22nd day of February, 2022.
- 11.1.4. By-law 2022-29 (Agreement) Child Care Algoma – Rosedale Park** 162 - 165
- A report from the Director of Community Services is on the Agenda.
- Mover Councillor L. Dufour  
Seconded Councillor M. Bruni  
Resolved that By-law 2022-29 being a by-law to authorize the execution of the Agreement between the City and Child Care Algoma for playground equipment for Rosedale Park be passed in open Council this 22nd day of February, 2022.
- 11.1.5. By-law 2022-30 (Agreement) Intact Public Entities Inc. Claim Handling** 166 - 169
- A report from the Risk Manager is on the Agenda.
- Mover Councillor L. Dufour  
Seconded Councillor M. Bruni  
Resolved that By-law 2022-30 being a by-law to authorize the execution of the Agreement between the City and Intact Public Entities Inc. for claim handling be passed in open Council this 22nd day of February, 2022.
- 11.1.6. By-law 2022-31 (Temporary Street Closing) Brock Street** 170 - 170
- A report from the Manager of Design and Transportation Engineering is on the Agenda.
- Mover Councillor L. Dufour  
Seconded Councillor M. Bruni  
Resolved that By-law 2022-31 being a by-law to permit the temporary closing of Brock Street between Albert Street East and the northerly laneway adjacent to Civic #181 from February 23, 2022 to June 1, 2022 be passed in

open Council this 22nd day of February, 2022.

**11.1.7. By-law 2022-32 (Property Sale) Portion of Property to Stone's Office Supply Ltd. 171 - 172**

A report from the Assistant City Solicitor/Senior Litigation Counsel is on the Agenda.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-32 being a by-law to declare the City owned property legally described as PT PIN 31542-0094 (LT) LT 8-10, 18-21 PL 366MCD ST. MARY'S; PT LT 11 PL 366MCD ST. MARY'S PT 2 1R9277; PT MCDOUGALD ST. PL 366MCD ST. MARY'S AS IN T219159 CLOSED BY T219159; SAULT STE. MARIE as surplus to the City's needs and to authorize the disposition of the said property to Stone's Office Supply Ltd. or as otherwise directed be passed in open Council this 22nd day of February.

**11.1.8. By-law 2022-33 (Property Acquisition) Purchase of 78 Bingham Street from Stone's Office Supply Ltd. 173 - 174**

A report from the Assistant City Solicitor/Senior Litigation Counsel is on the Agenda.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-33 being a by-law to authorize the acquisition of property located at civic 78 Bingham Street (Stone's Office Supply Ltd.) be passed in open Council this 22nd day of February, 2022.

**11.1.9. By-law 2022-34 (Agreement) Kiwanis Club of Sault Ste. Marie, Ontario, Incorporated re Donation Rosedale Park 175 - 178**

A report from the Director of Community Services is on the Agenda.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-34 being a by-law to authorize the execution of the Agreement between the City and The Kiwanis Club of Sault Ste. Marie, Ontario Incorporated for the donation for playground equipment for Rosedale Park be passed in open Council this 22nd day of February, 2022.

**11.1.10. By-law 2022-37 (Agreement) WSP Canada Inc. Active Transportation Master Plan 179 - 242**

Council Report was passed by Council resolution on December 13, 2021.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-37 being a by-law to authorize the execution of the Agreement between the City and WSP Canada Inc. for the provision of Development of Active Transportation Master Plan be passed in open Council this 22nd day of February, 2022.

**11.1.11. By-law 2022-38 (Lane Assumption) Downtown Plaza Lane 243 - 244**

A report from the Assistant City Solicitor/Senior Litigation Counsel is on the Agenda.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-38 being a by-law to assume for public use and establish as a public lane, the lane more particularly described as PIN 31542-0306 (LT) 15 FT Lane PL 366MCD St. Mary's S of LT 1-3 & N of LT 22; SAULT STE. MARIE, McDougald Subdivision be passed in open Council this 22nd day of February, 2022.

**11.1.12. By-law 2022-40 (Parking) Enforcement Officers 245 - 246**

A report from the Manager of Transit and Parking is on the Agenda.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-40 being a by-law to to appoint by-law enforcement officers to enforce the by-laws of The Corporation of the City of Sault Ste. Marie be passed in open Council this 22nd day of February, 2022.

**11.1.13. By-law 2022-41 (Official Plan Amendment) 16 Caesar Road 247 - 249**

Council report was passed by Council resolution on January 31, 2022.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-41 being a by-law to adopt Amendment No. 237 to the Official Plan for the City of Sault Ste. Marie (786211 Ontario Limited - Primo Pizza - 16 Caesar Road) be passed in open Council this 22nd day of February, 2022.

**11.1.14. By-law 2022-42 (Zoning) 16 Caesar Road 250 - 252**

Council report was passed by Council resolution on January 31, 2022.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-42 being a by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 16 Caesar Road (786211 Ontario Limited - Primo Pizza) be passed in open Council this 22nd day of February, 2022.

**11.1.15. By-law 2022-43 (Development Control) 16 Caesar Road** 253 - 255

Council report was passed by Council resolution on January 31, 2022.

Mover Councillor L. Dufour

Seconder Councillor M. Bruni

Resolved that By-law 2022-43 being a by-law to designate the lands located at the northern 5.18 metres of 16 Caesar Road an area of site plan control (786211 Ontario Limited – Primo Pizza).

**11.2. By-laws before Council for FIRST and SECOND reading which do not require more than a simple majority**

**11.2.1. By-law 2022-39 (Lane Closing and Conveyance) Downtown Plaza Lane** 256 - 257

A report from the Assistant City Solicitor/Senior Litigation Counsel is on the Agenda.

Mover Councillor C. Gardi

Seconder Councillor M. Bruni

Resolved that By-law 2022-39 being a by-law to stop up, close and authorize the conveyance of a lane in the McDougald Subdivision, Plan 366MCD be passed in open Council this 22nd day of February, 2022.

**11.3. By-laws before Council for THIRD reading which do not require more than a simple majority**

**12. Questions By, New Business From, or Addresses by Members of Council Concerning Matters Not Otherwise on the Agenda**

**13. Closed Session**

Mover Councillor L. Vezeau-Allen

Seconder Councillor R. Niro

Resolved that this Council move into closed session to consider two items relating to the disposition of property and one item relating to labour relations or employee negotiations; and one item relating to a plan to be applied to negotiations

Further Be It Resolved that should the said closed session be adjourned, the Council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution.

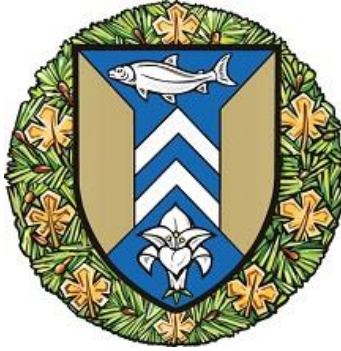
*(Municipal Act section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; (d) labour relations or employee negotiations; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board)*

**14. Adjournment**

Mover Councillor L. Vezeau-Allen

Seconder Councillor M. Bruni

Resolved that this Council now adjourn.



## **REGULAR MEETING OF CITY COUNCIL MINUTES**

Monday, January 31, 2022

4:00 pm

Video Conference

Meetings may be viewed live on the City's YouTube channel  
<https://www.youtube.com/user/SaultSteMarieOntario>

Present: Mayor C. Provenzano, Councillor P. Christian, Councillor S. Hollingsworth, Councillor L. Dufour, Councillor L. Vezeau-Allen, Councillor D. Hilsinger, Councillor M. Shoemaker, Councillor M. Bruni, Councillor R. Niro, Councillor C. Gardi, Councillor M. Scott

Officials: M.White, M. Zuppa, F. Coccimiglio (L. Girardi, T. Vair, K. Fields, S. Schell, P. Johnson, P. Niro, D. Elliott, S. Hamilton Beach, B. Lamming, M. Borowicz-Sibenik, P. Tonazzo, C. Taddo, J. King, S. Olar, T. Vecchio, L. Perry, S. Araba by video conference)

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### **13. Closed Session**

Moved by: Councillor P. Christian

Seconded by: Councillor M. Bruni

Resolved that this Council move into closed session to consider one item relating to the security of property of the municipality; one item relating to the disposition of property; one item relating to labour relations or employee negotiations; and one item relating to a plan to be applied to negotiations

Further Be It Resolved that should the said closed session be adjourned, the Council may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution.

*(Municipal Act section 239(2)(a) the security of the property of the municipality or local board; (c) a proposed or pending acquisition or disposition of land by the municipality or local board; (d) labour relations or employee negotiations; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board)*

**Carried**

**1. Adoption of Minutes**

Moved by: Councillor P. Christian

Seconded by: Councillor M. Scott

Resolved that the Minutes of the Regular Council Meeting of January 10, 2022 be approved.

**Carried**

**2. Questions and Information Arising Out of the Minutes and not Otherwise on the Agenda**

**3. Declaration of Pecuniary Interest**

**3.1 Councillor M. Shoemaker - Rental Housing Incentive Program**

Applicant is a client of law firm.

**4. Approve Agenda as Presented**

Moved by: Councillor P. Christian

Seconded by: Councillor S. Hollingsworth

Resolved that the Agenda for January 31, 2022 City Council Meeting as amended be approved.

**Carried**

**5. Proclamations/Delegations**

**5.1 Dr. Roberta Bondar 30th Anniversary**

Dr. Roberta Bondar was in attendance.

**5.2 Indigenous Women and Girls Memorial Day**

**5.3 Black History Month 2022**

**5.4 Bon Soo**

**5.5 Algoma University**

Asima Vezina, President and Vice-Chancellor was in attendance.

**5.6 Local Immigration Partnership**

Steve Araba, Local Immigration Partnership Coordinator was in attendance.

**5.7 A-1-22-Z.OP 16 Caesar Road**

Counsel for the Applicant, Mark Lepore was in attendance.

**6. Communications and Routine Reports of City Departments, Boards and Committees – Consent Agenda**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that all the items listed under date January 31, 2022 – Agenda item 6 – Consent Agenda be approved as recommended save and except Agenda item 6.4 and 6.13.

**Carried**

**6.1 Ontario Medical Association**

Correspondence from Allan O'Dette, CEO and Dr. Adam Kassam, President, Ontario Medical Association in response to Council's resolution concerning the Northern Ontario School of Medicine was received by Council.

**6.2 Municipal Conflict of Interest**

Correspondence from John R. Hart, Ritchie Ketcheson Hart and Biggart, LLP was received by Council.

**6.3 2021-2022 Gas Tax Allocation**

Correspondence from Hon. Caroline Mulroney, Minister of Transportation was received by Council.

The relevant By-law 2022-27 appears under item 11 of the Minutes.

**6.5 Vesting of Unsold Tax Sale Property**

The report of the Manager of Taxation was received by Council.

Moved by: Councillor P. Christian

Seconded by: Councillor C. Gardi

Resolved that the report of the Manager of Taxation dated January 31, 2022 concerning Vesting of Unsold Tax Sale Property be received and that the Manager of Taxation be authorized to vest this property in the City's name.

**Carried**

**6.6 Northern Community Centre – Twin Pad Electric Ice Resurfacer**

The report of the Manager of Purchasing was received by Council.

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that the report of the Manager of Purchasing dated January 31, 2022 be received and that the proposal for the supply and delivery of one electric ice resurfacer (Zamboni) for the Northern Community Centre Twin Pad Arena be awarded to Zamboni Canada Ltd. at their pricing of \$158,507.75 plus HST, as required by the Arenas Division – Community Development and Enterprise Services.

**Carried**

**6.7 Tender for Oils, Greases and Gear Lubricants**

The report of the Manager of Purchasing was received by Council.

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that the report of the Manager of Purchasing dated January 31, 2022 be received and that the tender submitted by Petro Canada Lubricants Inc. for the supply and delivery of oils, greases and gear lubricants be awarded on an as-required basis for the three year period commencing February 1, 2022 with the option for two additional one year extensions by mutual agreement.

**Carried**

**6.8 Retrofit for Refuse Packers – Request for Proposal**

The report of the Manager of Purchasing was received by Council.

Moved by: Councillor P. Christian

Seconded by: Councillor C. Gardi

Resolved that the report of the Manager of Purchasing dated January 31, 2022 be received and that the quotation submitted by Joe Johnson Equipment for the retrofit of two refuse packers at a total quoted cost of \$175,902.14 plus HST be approved on a sole source basis.

**Carried**

**6.9 Transit Fare Collection System – Request for Proposal**

The report of the Manager of Purchasing was received by Council.

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that the report of the Manager of Purchasing dated January 31, 2022 be received and that the proposal submitted by Cubic Transportation Systems Inc. for provision of a Transit Fare Collection System solution in accordance with their quoted price schedule as required by the Transit and Parking Division – Community Development and Enterprise Services be approved.

A by-law authorizing signature of the contract for this project will appear on a future Agenda.

**Carried**

**6.10 Memorandum of Settlement – SSM Professional Firefighters Association Local 529**

The report of the Director of Human Resources was received by Council.

Moved by: Councillor P. Christian

Seconded by: Councillor M. Scott

Resolved that the report from the Director of Human Resources dated January 31, 2022 be received and that the recommendation to ratify the attached Memorandum of Settlement be approved.

**Carried**

**6.11 Canada Community Revitalization Fund Agreement**

The report of the Deputy CAO, Community Development and Enterprise Services was received by Council.

The relevant by-law 2022-27 appears under item 11 of the Minutes.

**6.12 M.S. Norgoma Asset Purchase Agreement**

The report of the Deputy CAO of Community Development and Enterprise Services was received by Council.

The relevant by-law 2022-19 appears under item 11 of the Minutes.

**6.14 Crime Stoppers Outside Agency Grant Agreement 2022**

The report of the Director of Community Services was received by Council.

The relevant by-law 2022-14 appears under item 11 of the Minutes.

**6.15 Municipal Law Enforcement Officers**

The report of the Manager of Transit and Parking was received by Council.

The relevant By-law 2022-25 appears under item 11 of the Minutes.

**6.16 Local Immigration Partnership Update**

The report of the Local Immigration Partnership Coordinator was received by Council.

Moved by: Councillor P. Christian

Seconded by: Councillor M. Scott

Resolved that the report of the Local Immigration Partnership Coordinator dated January 31, 2022 concerning Local Immigration Partnership update be received as information.

**Carried**

**6.17 Hazardous and Special Products – Sault Ste. Marie Depot**

The report of the Director of Public Works was received by Council.

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor C. Gardi

Resolved that the report of the Director of Public Works dated January 31, 2022 concerning Hazardous and Special Products – Sault Ste. Marie Depot be received and that staff be authorized to enter into negotiations with various PROs for the funding of the various categories of hazardous and special products material.

**Carried**

**6.18 Waste Management By-law – 2022 Update**

The report of the Director of Public Works was received by Council.

The relevant By-law 2022-24 appears under item 11 of the Minutes.

**6.19 Update on Blue Box Transition to Full Producer Responsibility**

The report of the Director of Public Works was received by Council.

Moved by: Councillor P. Christian

Seconded by: Councillor M. Scott

Resolved that the report of the Director of Public Works dated January 31, 2022 be received as information; and further that staff enter into negotiations of a contract extension with Green For Life for the collection and processing of recyclable materials for the period of time of the existing contract termination until the transition date.

**Carried**

**6.20 2022 Capital Transportation Program – Ontario Community Infrastructure Fund Grant**

The report of the Director of Engineering was received by Council.

Moved by: Councillor P. Christian

Seconded by: Councillor C. Gardi

Resolved that the report of the Director of Engineering dated January 31, 2022 concerning supplementary Capital Transportation Projects and the additional OCIF funds be received, and that:

The following projects:

- Three pedestrian crossings (Pine Street at Pleasant Drive; Carmen's Way at Albert Street West; Goulais Avenue at Rushmere Drive)
- Upgrades to Glasgow Stormwater Pumping Station
- Millennium Court Stormwater Management
- Culvert Replacement (Fourth Line east of Old Goulais Bay Road near Civic 340)
- Asset management Phase II (\$80,000)
- Resurfacing various streets
- Piping ravines at Grand Boulevard near Grangemill Road and Plummer Court

with single sourcing design to AECOM, and authorization of a contract change order under existing contract 2020-6E if within budget, for the upgrades to the Glasgow stormwater pumping station be approved.

**Carried**

**6.21 Fuel Agreement Renewal between DSSMSSAB and the City of SSM**

The report of the Fire Chief was received by Council.

The relevant By-law 2022-23 appears under item 11 of the Minutes.

**6.22 Supra Box Agreement Renewal**

The report of the Fire Chief was received by Council.

The relevant By-law 2022-21 appears under item 11 of the Minutes.

**6.23 Extreme Cold Warning Notification Process**

The report of the Community Emergency Management Coordinator was received by Council.

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor C. Gardi

Resolved that the report of the Community Emergency Management Coordinator dated January 31, 2022 concerning the Extreme Cold Weather Notification Process be received as information.

**Carried**

**6.24 Cost Recovery By-law – Fire Services**

The report of the Assistant City Solicitor/Senior Litigation Counsel and Fire Chief was received by Council.

The relevant By-laws 2022-15 and 2022-20 appear under item 11 of the Minutes.

**6.25 Part 903 Base Line Declared Surplus**

The report of the Assistant City Solicitor/Senior Litigation Counsel was received by Council.

The relevant by-law 2022-18 appears under item 11 of the Minutes.

**6.26 499 Queen Street West and 395 Queen Street West**

The report of the Assistant City Solicitor/Senior Litigation Counsel was received by Council.

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor C. Gardi

It is therefore recommended that Council take the following action:

To authorize the Legal Department to accept Offer #2, specifically the property exchange option and thereby:

(a) authorize the disposition of the City owned property described as PIN 31578-0215 (LT) PT LT 12 S/S SUPERIOR ST PL TOWN PLOT OF ST. MARY'S AS IN T430377; SAULT STE. MARIE in accordance with the City's policy for the disposition of land to The Federal Bridge Corporation Limited for the sum of \$1.00 and all costs related thereto; and

(b) authorize the acquisition of a portion of property described as PART PIN 31576-0355 (LT) PT LOTS 19, 20, 21, 22, 23, 24 ORIGINAL TOWN PLOT SOUTH SIDE SUPERIOR STREET BEING PART 1, PART OF PART 4, PARTS 5, 6, 7 AND 8 PLAN 1R13282, known municipally as 395 Queen Street West, Sault Ste. Marie for the sum of \$1.00 and all costs relating thereto.

**Carried**

The relevant By-laws 2022-16 and 2022-17 appear under item 11 of the Minutes.

#### **6.27 Insurance Program Renewal – Policy Period 2022/2023**

The report of the Risk Manager was received by Council.

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor C. Gardi

Resolved that the report of the Risk Manager dated January 31, 2022 concerning Insurance Program Renewal – Policy Period 2022-2023 be received and that Council authorize the Legal Department to bind coverage for the City in accordance with Intact's Municipal Insurance Program Renewal documents which establishes the premium payable as \$1,472,737.00 Dollars plus applicable taxes.

**Carried**

#### **6.28 Rental Housing Incentive Program**

Councillor M. Shoemaker declared a conflict on this item. (Applicant is a client of law firm.)

The report of the Senior Planner was received by Council.

Moved by: Councillor P. Christian

Seconded by: Councillor M. Scott

Resolved that the report of the Senior Planner dated January 31, 2022 concerning the Rental Housing Incentive Program be received and that City Council authorize a four-year incremental tax grant (75%, 75%, 50%, 25%) for the proposed 20 unit multi-unit development at 139 White Oak Drive, subject to:

1. That the municipal tax grant applies only to the increase in assessment resulting from new construction, and
2. After the grant program is completed, full municipal taxes will apply.

**Carried**

#### **6.4 2022 Operating Budget Levy Approval**

The report of the Chief Financial Officer and Treasurer was received by Council.

Moved by: Councillor P. Christian

Seconded by: Councillor M. Scott

Resolved that the report of the Chief Financial Officer and Treasurer dated January 31, 2022 concerning 2022 Operational Budget Levy Approval be received and that:

- the 2022 levies and local boards be approved, resulting in an increase to the levy and local board portion of the municipal levy from 2021 of 2.72%;

- the overall 2022 municipal levy (corporate and levy and local boards) of \$128,077,959 be approved; and
- the Capital expenses for major building maintenance and upgrades to the NG911 system in the amount of \$362,000 be funded from the Asset Management Reserve.

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Mayor C. Provenzano	X		
Councillor P. Christian	X		
Councillor S. Hollingsworth		X	
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen	X		
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		
Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>10</b>	<b>1</b>	<b>0</b>

**Carried**

#### **6.13 Sault Ste. Marie Horse and Pony Club Inc.**

This matter was pulled from the Agenda at the request of staff.

### **7. Reports of City Departments, Boards and Committees**

#### **7.1 Administration**

#### **7.2 Corporate Services**

#### **7.3 Community Development and Enterprise Services**

#### **7.4 Public Works and Engineering Services**

#### **7.5 Fire Services**

#### **7.6 Legal**

#### **7.7 Planning**

### 7.7.1 A-1-22-Z.OP 16 Caesar Road

The report of the Planner was received by Council.

Moved by: Councillor P. Christian

Seconded by: Councillor M. Scott

Resolved that the report of the Planner dated January 31, 2022 concerning Official Plan and Rezoning Application A-1-22-Z.OP be received and that Council redesignate the northern 5.18 metres of 16 Caesar Road from Residential to Commercial on Land Use Schedule C of the Official Plan by approving Official Plan Amendment #237.

Be it further resolved that Council rezone the subject property in the following manner:

1. Northern 5.18 metres of 16 Caesar Road be rezoned from Medium Density Residential Zone (R4) to General Commercial Zone (C4.S) with a Special Exception to:
  - Permit a parking lot in association with 149 Trunk Road only.
  - Permit access from Trunk Road only.
2. The remaining portion of 16 Caesar Road be rezoned from Medium Density Residential Zone (R4) to Medium Density Residential Zone (R4.S) with a Special Exception to, in addition to those uses permitted in an R4 zone:
  - Reduce the required frontage from 18 metres to 15 metres.
  - Reduce the required front yard setback from 7.5 metres to 5.5 metres.

And that the northern 5.18 metres of 16 Caesar Road be deemed subject to site plan control as per section 41 of the *Planning Act*.

And that the Legal Department be requested to prepare the necessary by-law(s) to effect the same.

	For	Against	Absent
Mayor C. Provenzano	X		
Councillor P. Christian	X		
Councillor S. Hollingsworth	X		
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen	X		
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		

Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Carried**

## **7.8 Boards and Committees**

Email correspondence from Mayor Provenzano regarding Public Utilities Commission (Water) and Police Services Board was received by Council.

### **7.8.1 Public Utilities Commission (Water) – Council Appointment**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that Councillor Gardi be nominated to the Public Utilities Commission (Water) from January 31, 2022 to December 31, 2022.

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Mayor C. Provenzano	X		
Councillor P. Christian	X		
Councillor S. Hollingsworth	X		
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen	X		
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		
Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Carried**

### 7.8.2 Police Services Board – Council Appointment

Councillor S. Hollingsworth and Councillor M. Shoemaker indicated an interest in this appointment.

A simultaneous recorded vote was held.

**Councillor S. Hollingsworth:** Councillors D. Hilsinger, S. Hollingsworth

**Councillor M. Shoemaker:** Mayor Provenzano, Councillors P. Christian, L. Dufour, L. Vezeau-Allen, M. Bruni, R. Niro, C. Gardi, M. Scott

Moved by: Councillor P. Christian

Seconded by: Councillor C. Gardi

Resolved that Councillor Shoemaker be appointed to the Police Services Board from January 31, 2022 to December 31, 2022.

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Mayor C. Provenzano	X		
Councillor P. Christian	X		
Councillor S. Hollingsworth	X		
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen	X		
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		
Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Carried**

### 7.8.3 Environmental Monitoring Committee – Council Appointment

Moved by: Councillor P. Christian

Seconded by: Councillor C. Gardi

Resolved that Christian Tenaglia be appointed to the Environmental Monitoring Committee from January 31, 2022 to December 31, 2022.

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Mayor C. Provenzano	X		
Councillor P. Christian	X		
Councillor S. Hollingsworth	X		
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen	X		
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		
Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Carried**

**8. Unfinished Business, Notice of Motions and Resolutions Placed on Agenda by Members of Council**

**8.1 Two Billion Trees**

Moved by: Councillor C. Gardi

Seconded by: Councillor D. Hilsinger

Whereas trees capture carbon and reduce greenhouse gas emissions and help in the fight against climate change; and

Whereas enhancing biodiversity and forest resilience to climate change can be accomplished by planting the right tree species in the right places and restoring wildlife habitat; and

Whereas the planting of trees creates more green spaces for recreational activities and sanctuaries for connecting with nature; better regulation of temperatures in cities; improved mental well-being and reduced risk of wildland fire and floods to our communities; and

Whereas the Federal Government through Natural Resources Development Canada has established a program to plant two billion trees over the next several years, to capitalize on the foregoing benefits; and

Whereas eligible applicants, are able to apply to more than one funding stream under the program, municipalities being an eligible applicant;

Now Therefore Be It Resolved that City staff be requested to develop a plan and/or utilize an existing plan to apply to the Two Billion Tree Program's second call for proposals in an effort to plant appropriate tree species to add to our urban tree canopy.

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Mayor C. Provenzano	X		
Councillor P. Christian	X		
Councillor S. Hollingsworth	X		
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen	X		
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		
Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Carried**

## **8.2 Multi-Year Replacement Plan – Small Engine Machinery**

Moved by: Councillor M. Shoemaker

Seconded by: Councillor P. Christian

Whereas the City of Sault Ste. Marie has pledged to use resources wisely to maintain and create a sustainable city for future generation; and

Whereas the Community Greenhouse Gas Reduction Plan: 2020-2030 recommends supporting electrification opportunities; and

Whereas in December 2021, Council was presented with a multi-year replacement plan for ice resurfacers (commonly known as Zambonis) which is seeking to electrify all Zambonis in the City of Sault Ste. Marie's fleet; and

Whereas Public Works uses a substantial number of small engine machinery, including, but not limited to, ride-on lawn mowers, push lawn mowers and weed eaters;

Now Therefore Be It Resolved that staff be requested to report to Council on the feasibility of replacing any small engine equipment with electric small engine equipment as the existing equipment reaches the end of its useful life.

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Mayor C. Provenzano	X		
Councillor P. Christian	X		
Councillor S. Hollingsworth	X		
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen	X		
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		
Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Carried**

### **8.3 Northern Ontario Transportation Task Force**

Moved by: Councillor P. Christian

Seconded by: Councillor M. Shoemaker

Whereas, Sault Ste Marie is situated on an international border with access to major U.S. commercial markets and;

Whereas, the International Bridge is situated at the northern terminus of Interstate 75, a major transportation route and;

Whereas, Sault Ste. Marie is located on a major waterway, the St. Marys River which is home to the locks of Sault Ste. Marie Ontario and Michigan and;

Whereas, the not for profit group, Coalition For Passenger Trains (CAPT), whose membership is composed of volunteers from Sault Ste. Marie and the Algoma district, has been in existence for several years and;

Whereas, the CAPT group's major focus is advocating for an integrated transportation system for passengers and freight in the Algoma region and;

Whereas, the provincial government recently announced the creation of a Northern Ontario Transportation task force and;

Whereas, the task force does not include anyone from Sault Ste. Marie.

Now, therefore be it resolved that council ask Mayor Christian Provenzano, to write a letter to Transportation Minister, Caroline Mulroney requesting that a representative from Sault Ste. Marie be included on the transportation task force.

Further be it resolved that MPP Ross Romano be copied on the letter.

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Mayor C. Provenzano	X		
Councillor P. Christian	X		
Councillor S. Hollingsworth	X		
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen	X		
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		
Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Carried**

#### 8.4 Administrative Support to Police Services

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor M. Shoemaker

Whereas municipalities commonly provide civilian administrative support to municipal police services; and

Whereas the City of Sault Ste. Marie currently provides financial and human resources support to Sault Ste. Marie Police Services; and

Whereas the Sault Ste. Marie Police Service budget has increased significantly year-over-year with civilian costs rising sharply from 2021 to 2022; and

Whereas the Sault Ste. Marie Police Service is looking for ways to address its impact on the municipal levy without affecting service levels;

Now Therefore Be It Resolved that City Council directs the CAO to work with the Police Chief and their respective senior staff to assess the City providing further administrative services to Sault Ste. Marie Police Services provided the provision of those services represents a decrease in the cost of those services to the ratepayers of the City of Sault Ste. Marie.

	For	Against	Absent
Mayor C. Provenzano	X		
Councillor P. Christian	X		
Councillor S. Hollingsworth	X		
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen	X		
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		
Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Carried**

**9. Committee of the Whole for the Purpose of Such Matters as are Referred to it by the Council by Resolution**

**10. Adoption of Report of the Committee of the Whole**

**11. Consideration and Passing of By-laws**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that all By-laws under item 11 of the Agenda under date January 31, 2022 be approved save and except Agenda item 11.1.2 By-law 2022-13.

**Carried**

**11.1 By-laws before Council to be passed which do not require more than a simple majority**

**11.1.1 By-law 2022-12 (Agreement) FedNor Waterfront Walkway Funding**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-12 being a by-law to authorize the execution of the Agreement between the City and The Federal Economic Development Agency for Northern Ontario as represented by the Minister of Indigenous Services and Minister responsible for the Federal Economic Development Agency for Northern Ontario for funding to support the extension of the waterfront walkway be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.3 By-law 2022-14 (Agreement) Sault Ste. Marie Crime Stoppers**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-14 being a by-law to authorize the execution of the Agreement between the City and Sault Ste. Marie Crime Stoppers for a grant to assist with reducing the cost of policing and paying rewards be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.4 By-law 2022-15 (Cost Recovery) Fire Services**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-15 being a by-law to establish cost recovery fees and charges for the provision of specified Fire Services within the City of Sault Ste. Marie be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.5 By-law 2022-16 (Property Sale) 499 Queen Street West (The Federal Bridge Corporation Limited)**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-16 being a by-law to authorize the sale of surplus property being civic 499 Queen Street West, legally described in PIN 31578-0215 (LT) to The Federal Bridge Corporation Limited be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.6 By-law 2022-17 (Property Acquisition) Part of 395 Queen Street West (The Federal Bridge Corporation Limited)**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-17 being a by-law to authorize the acquisition of property located at civic 395 Queen Street West (The Federal Bridge Corporation Limited) be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.7 By-law 2022-18 (Property Surplus and Sale) Part of 903 Base Line Declared (Enbridge Gas Distribution)**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-18 being a by-law to declare the City owned property legally described as Part PIN 31613-0365 (LT) PART OF SECTION 4 AWENGE; CITY OF SAULT STE. MARIE, being part of civic 903 Base Line, as surplus to the City's needs and to authorize the disposition of the said property to Enbridge Gas Distribution or as otherwise directed be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.8 By-law 2022-19 (Agreement) Norgoma Asset Purchase**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-19 being a by-law to authorize the execution of the Agreement between the City and 5009991 Ontario Inc. (Jeffrey Dwor), for the sale of the M.S. Norgoma to

5009991 Ontario Inc. (Jeffrey Dwor) of Port Colborne Ontario be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.9 By-law 2022-20 (User Fees) Fire Services Amendment to Schedule G**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-20 being a by-law to amend User Fees 2021-224 (Schedule G) be passed in Open Council this 31st day of January, 2022.

**Carried**

**11.1.10 By-law 2022-21 (Agreement) Supra Box Renewal**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-21 being a by-law to authorize the execution of the Amending Agreement between the City and District of Sault Ste. Marie Social Services Administration Board to enable Emergency Medical Services (EMS) to continue the use and responsibilities of the Supra Box Key System be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.11 By-law 2022-23 (Agreement) DSSAB Fuel Supply**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-23 being a by-law to authorize the execution of the Amending Agreement between the City and District of Sault Ste. Marie Social Services Administration Board to enable Emergency Medical Services (EMS) to continue to utilize the existing fuel supply located at Fire Services be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.12 By-law 2022-24 (Regulations) Waste and Recycling**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-24 being a by-law for the management of waste and recycling in the City of Sault Ste. Marie be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.13 By-law 2022-25 (Parking) Municipal Law Enforcement Officers**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-25 being a by-law to appoint Municipal Law Enforcement Officers to enforce the by-laws on various private properties and to amend Schedule "A" to By-law 90-305 be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.14 By-law 2022-26 (Regulation) Firearms Amendment**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-26 being a by-law to to amend By-Law 2008-168 being a by-law to prohibit the discharge of firearms in the Municipality be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.15 By-law 2022-27 (Agreement) Dedicated Gas Tax Fund**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2022-27 being a by-law to authorize the execution of the Letter of Agreement between the City and Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario regarding Dedicated Gas Tax Funds for Public Transportation Program be passed in open Council this 31st day of January, 2022.

**Carried**

**11.1.2 By-law 2022-13 (Agreement) Sault Ste. Marie Horse and Pony Club Inc.**

This matter was pulled from the Agenda at the request of staff.

**11.2 By-laws before Council for FIRST and SECOND reading which do not require more than a simple majority**

**11.3 By-laws before Council for THIRD reading which do not require more than a simple majority**

**11.3.1 By-law 2021-25 (Local Improvements) Angelina Avenue**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2021-25 being a by-law to authorize the construction of Class "A" pavement on Angelina Avenue from Wellington Street East to Caesar Road under Section 3 of the *Municipal Act, 2001*, Ontario Regulation 586/06 be read a THIRD time and passed in open Council this 31st day of January, 2022.

**Carried**

#### **11.3.2 By-law 2021-202 (Local Improvements) Bloor Street West**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2021-202 being a by-law to authorize the construction of Class "A" pavement on Bloor Street West from Lyons Avenue to Patrick Street under Section 3 of the *Municipal Act, 2001*, Ontario Regulation 586/06 be read the THIRD time and passed in open Council this 31st day of January, 2022.

**Carried**

#### **11.3.3 By-law 2021-203 (Local Improvements) Cedar Street**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2021-203 being a by-law to authorize the construction of Class "A" pavement on Cedar Street from Wilson Street to Tancred Street under Section 3 of the *Municipal Act, 2001*, Ontario Regulation 586/06 be read a THIRD time and passed in open Council this 31st day of January, 2022.

**Carried**

#### **11.3.4 By-law 2021-204 (Local Improvements) Dufferin Street**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor M. Scott

Resolved that By-law 2021-204 being a by-law to authorize the construction of Class "A" pavement on Dufferin Street from Grosvenor Avenue to Trelawne Avenue under Section 3 of the *Municipal act, 2001*, Ontario Regulation 586/06 be read a THIRD time and passed in open Council this 31st day of January, 2022.

**Carried**

### **11. Consideration and Passing of By-laws**

#### **11.1 By-laws before Council to be passed which do not require more than a simple majority**

**12. Questions By, New Business From, or Addresses by Members of Council Concerning Matters Not Otherwise on the Agenda**

**14. Adjournment**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor C. Gardi

Resolved that this Council now adjourn.

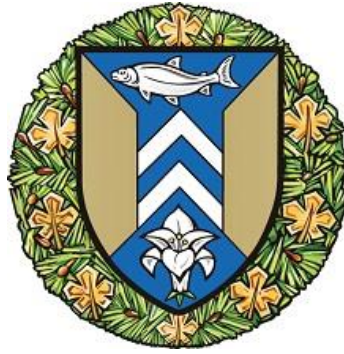
**Carried**

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Mayor

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Deputy City Clerk



**The Corporation of the City of Sault Ste. Marie**

**Special Meeting of City Council**

**Minutes**

Monday, February 7, 2022

4:30 pm

Video Conference

Meetings may be viewed live on the City's Youtube channel

<https://www.youtube.com/user/SaultSteMarieOntario>

Present: Mayor C. Provenzano, Councillor P. Christian, Councillor S. Hollingsworth, Councillor L. Dufour, Councillor L. Vezeau-Allen, Councillor D. Hilsinger, Councillor M. Shoemaker, Councillor M. Bruni, Councillor R. Niro, Councillor C. Gardi, Councillor M. Scott

Officials: M. White, R. Tyczinski, L. Girardi, T. Vair, K. Fields, S. Schell, D. Elliott, D. McConnell, F. Coccimiglio, T. Vecchio, M. Zuppa, P. Tonazzo, B. Lamming, S. Turco, J. Kircal

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**1. Approve Agenda as Presented**

Moved By Councillor L. Vezeau-Allen

Seconded By Councillor R. Niro

That the Agenda for the February 7, 2022 Special City Council Meeting as presented be approved.

**Carried**

**2. Declaration of Pecuniary Interest**

**2.1 Mayor C. Provenzano – Official Plan Background Report**

Law firm has made a submission on behalf of a client.

**3. New Official Plan**

Mayor C. Provenzano declared a conflict on this item. (Law firm has made a submission on behalf of a client.) Councillor S. Hollingsworth assumed the chair as Acting Mayor.

Moved By Councillor L. Vezeau-Allen

Seconded By Councillor R. Niro

Resolved that the Report of the Senior Planner dated February 7, 2022 concerning the Official Plan Background Report be received as information.

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Mayor C. Provenzano	Conflict		
Councillor P. Christian			X
Councillor S. Hollingsworth	X		
Councillor L. Dufour	X		
Councillor L. Vezeau-Allen			X
Councillor D. Hilsinger	X		
Councillor M. Shoemaker	X		
Councillor M. Bruni	X		
Councillor R. Niro	X		
Councillor C. Gardi	X		
Councillor M. Scott	X		
<b>Results</b>	<b>8</b>	<b>0</b>	<b>2</b>
<b>Carried</b>			

**4. Adjournment**

Moved By Councillor L. Dufour

Seconded By Councillor M. Bruni

That this Council shall now adjourn.

**Carried**

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Acting Mayor

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City Clerk



## OFFICE OF THE MAYOR

# PROCLAMATION

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- WHEREAS** Since 1973, the National Trust of Canada has designated the third Monday in February of each year as Heritage Day; and
- WHEREAS** Heritage Week runs from February 21 to 27, 2022 with the theme of Resiliency: relying on our Heritage foundations to hold strong and help us pivot in a changing present for the wellbeing of our future generations; and
- WHEREAS** Heritage Week provides an opportunity to celebrate heritage in all of its forms – cultural and natural, architectural, archaeological and collections – for it is these touchstones with the past that root us in place with our diverse traditions and cultural expressions; and
- WHEREAS** Our shared heritage and histories has the power to bring people together and create a sense of belonging. Intangible heritage – languages, traditional rituals, music, dance, storytelling and more – is at the heart of family and community; and
- WHEREAS** Sault Ste. Marie wishes to remember those who have helped shape our identity, and have forged a place in the history of our community:

**NOW THEREFORE, I,** Christian Provenzano, as Mayor of Sault Ste. Marie, do hereby proclaim the week of **February 21 to 27, 2022** as “**National Heritage Week**” in Sault Ste. Marie.

Signed,

Christian Provenzano  
MAYOR



OFFICE OF THE MAYOR

PROCLAMATION

- WHEREAS** Lymphedema is an incurable disease afflicting more than 300 million people worldwide with disfigurement, disabilities, discomfort, pain, and distress; and
- WHEREAS** Approximately 1 million Canadians are living and suffering with lymphedema, whether: primary - inherited, present at birth or manifesting itself later in life, from genetic defects; or, secondary - developed from bodily trauma such as cancer treatment, radiation therapy, major surgery, severe burns or other injuries; and
- WHEREAS** Lymphedema is an accumulation of high-protein lymphatic fluid that causes swelling which impairs mobility, function, causes pain that significantly impacts quality of life and can lead to severe infection or the loss of use of limbs for the affected person, regardless of age or gender; and
- WHEREAS** There is currently no cure for lymphedema; and
- WHEREAS** In recognition of the severe physical, emotional, psychosocial, and financial impacts and consequences of lymphedema, it is time to support the courageous individuals living with this debilitating disease as well as their caregivers and families; and
- WHEREAS** 2022 marks the seventh annual year, where “World Lymphedema Day” is observed and recognized throughout Canada and the world to increase public attention, awareness and action related to this serious, chronic and progressive disease;

**NOW THEREFORE, I,** Christian Provenzano, as Mayor of Sault Ste. Marie, do hereby proclaim **March 6, 2022** as “**World Lymphedema Day**” in Sault Ste. Marie.

Signed,

Christian Provenzano  
Mayor



OFFICE OF THE MAYOR

PROCLAMATION

- WHEREAS** Human Trafficking is defined as recruiting, transporting, transferring, receiving, holding, concealing or harbouring a person, or exercising control direction or influence over the movements of a person, to exploit them or to assist in facilitating their exploitation (sections 279.01 and 279.011 of the Canadian Criminal Code).; and
- WHEREAS** On February 22, 2007, the Canadian House of Commons passed a motion condemning the trafficking of women and children across international borders for the purposes of sexual exploitation. The House of Commons proclaimed February 22 as Human Trafficking Awareness Day to help bring awareness to the magnitude of modern-day slavery in Canada and abroad and encourage Canadians to take steps to combat human trafficking; and
- WHEREAS** HOPE Alliance is a provincially recognized Anti-Human Trafficking Coalition consisting of 30 plus agencies within the Algoma Region. Agency sectors include, criminal justice, social services and medical; and
- WHEREAS** Recruitment begins as young as 11 years old, 98% sex trafficking occurs in Canada (Canadians to Canadians), 97% of human trafficking survivors are women and girls; and
- WHEREAS** Individuals are more at risk due to COVID-19 due to the virtual platform and spending more time online. Websites and apps include, Facebook, Instagram, TikTok and Tinder as means to recruit individuals; and
- WHEREAS** Many who are requiring services are finding more services online and in-person through agencies such as, but not limited to, Algoma Family Services, Social Services Administration Board, John Howard Society of Sault Ste. Marie & District, Canadian Mental Health Association Algoma, Victims Services of Algoma and the Canadian Human Trafficking Hotline ; and
- WHEREAS** Learning to recognize the early warning signs of human trafficking and where to obtain necessary assistance and treatment gives families’ better opportunities to lead productive lives:

**NOW THEREFORE**, I, Christian Provenzano, as Mayor of the City of Sault Ste. Marie, do hereby proclaim **February 22** as “**Human Trafficking Awareness Day**”. We acknowledge HOPE Alliance for their efforts in bringing attention to this important day. We encourage all citizens of Sault Ste. Marie to work together and raise awareness of human trafficking in our community.

Signed,

Christian Provenzano  
Mayor



## OFFICE OF THE MAYOR

### PROCLAMATION

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**WHEREAS** Pink Shirt Day began as an act of kindness in 2007 when two students wore pink shirts to school after witnessing a younger student being bullied for wearing one, and

**WHEREAS** Pink Shirt Day has evolved into a global call to action against bullying and discrimination and creating safe spaces for everyone in our schools, workplaces and communities, and.

**WHEREAS** we all share a collective responsibility to ensure that acts of bullying, discrimination, harassment, intimidation and violence are unacceptable as these could have a profound effect on an individual's sense of safety, self-worth and ability to learn, and

**WHEREAS** Pink Shirt Day is an opportunity for each of us to stand up against injustice and collectively declare intolerance against all forms of bullying, recognizing our efforts to build a community that fosters respect, inclusion, fairness, equity and compassion, and

**WHEREAS** Pink Shirt Day is an opportunity to actively, promote and encourage respect, empathy, compassion and kind behaviour, towards one another

**NOW THEREFORE**, I, Christian Provenzano, as Mayor of the City of Sault Ste. Marie, proclaim **WEDNESDAY, FEBRUARY 23, 2022** as **"PINK SHIRT DAY"** in the City of Sault Ste. Marie.

Signed,

Christian Provenzano  
MAYOR



**SAULT  
STE.MARIE**



# Economic Development Summary 2021

# Contents

- 2021 Highlights
- Moving into 2022
- Economic Development Transition
- Business Retention and Expansion
- Business Attraction
- Small Business and Entrepreneurship Centre (Millworks)
- Select Projects
- Appendices

## 2021 Highlights

- Transition Year - Staffing
  - New Director (Rick Van Staveren) hired in January and began outreach with local businesses and key stakeholders/funders.
  - Updated job descriptions and recruited for Manager, Business Development and Manager, Business Attraction
    - Manager, Business Development - responsible for our Business Retention and Expansion program, which covers growth of all businesses within the City. Kathleen Heymans started as Manager, Business Development at the end of March.
    - Manager, Business Attraction - created to target businesses looking to relocate or establish new businesses within the City. Joe Turpin started as the Manager, Business Attraction in June.
    - Both bring great experience and passion for growing our business base, and engaging with the community.

## New Team Members

- **Rick Van Staveren, Director Economic Development** — Rick has over 25 years of senior management and change management experience in the courier industry, leading both sales and operations divisions in Canada, the United States and South America. He brings seven years of experience with a major Canadian consumer goods provider where he had responsibility for the retail network, customer care, commercial furniture and small business sales. Van Staveren's previous experiences include being an entrepreneur, general manager in the tourism industry and retail management experience.
- **Kathleen Heymans, Manager Business Development** — Kathleen has diverse work experience across the innovation and entrepreneurial, mining, energy and electricity, and agriculture industry. She has supported the launch of dozens of new businesses, including research commercialization as a Project Management and Communications Lead at Dalhousie University and Main Street Businesses at a Community Entrepreneurship Centre. During this time, she also ran her own consulting business where she gained experience in Corporate Social Responsibility working as a Consultant for a Junior Gold Mining Company. Kathleen has experience with program design and delivery and policy development at the provincial level where she led the solar and sustainable agriculture files. She holds an MBA and BSc (Biology and Environmental Science).
- **Joe Turpin, Manager Business Attraction** — Joe has a strong background in finance and business development. He brings over 10 years of financial experience working with a large financial institution in their capital markets division performing risk management of large, complex portfolios. For the last 6 years Joe has been a commercial banker managing and building a lending portfolio with a diverse group of businesses that generate at least \$10MM-\$100MM in revenues. Joe is originally from Sault Ste. Marie and completed his Business Degree at Algoma University and a Masters degree in Industrial Relations from Queen's University.

## 2021 Highlights

- Transition Year – Operations Updates
  - Q1 selected a vendor to update the Invest website. and new site launched in September, with a bright new look and feel, aligning with our overall branding.
  - Updated processes for customer relationship management (Executive Pulse) and improved social media presence (LinkedIn, Facebook) to further promote our community and the benefits of the same.
  - All major initiatives that were underway, or had been proposed in the past, were assessed
  - Identified gaps and opportunities and began to develop a set of metrics that help us measure our progress, and support growth in businesses of all sizes.
- Covid-19 Business Support Services
  - Adjusted operations to provide businesses with information and support related to Covid-19 support programs and services.

## 2021 Highlights (cont'd)

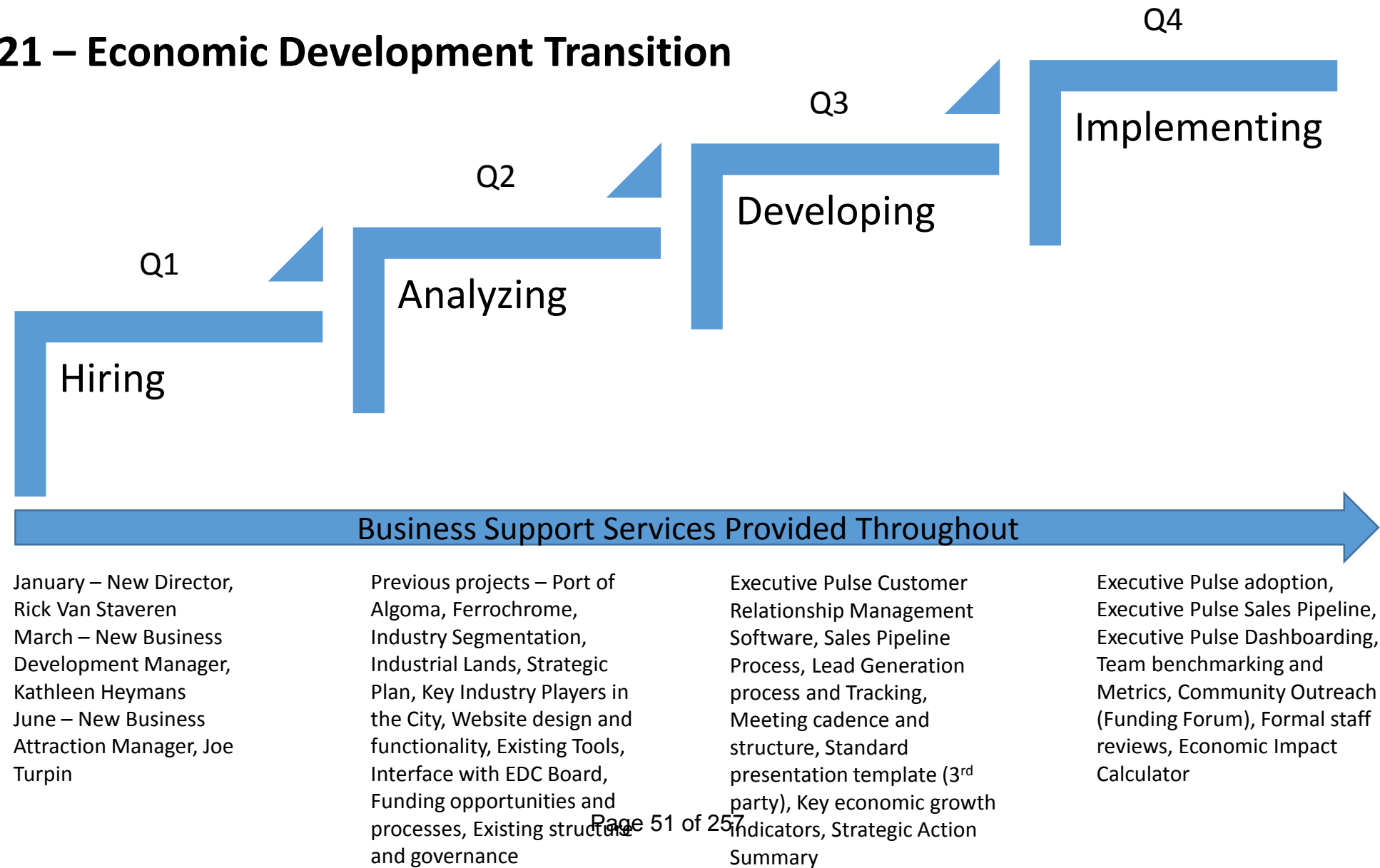
- Millworks Centre for Entrepreneurship - expanded our offerings to include Marketing packages that sponsors could purchase to promote their offerings. In addition to broadening our offering this also generates additional income to offset expenses. Currently we are refreshing the Millworks website to highlight not only our offerings, but the environment and location.
- Business Attraction Strategy - procured a lead generation provider, Return on Investment, they arrange meetings with C-Suite individuals within companies based upon our target industries, who are looking to expand or relocate within the next three years. (Breakdown of activities provided).
- Port of Algoma Project – Reviewed past work and initiated discussions with stakeholders. We are now engaging local businesses to establish a committee to move this project forward.
- In addition to our targeted industries, other areas we have gained significant knowledge and traction in include: Green Hydrogen Generation, Biomass, Recycling (tire reclamation) and Energy Storage (Battery production). We see these as forward looking industries that present great future opportunity based on our community profile.
- Borrowing best practices we have developed an Economic Development Impact calculator that uses publicly available information.

## Moving into 2022

- The Economic Development Team is now focused and fully acclimatized to the business environment in the Sault. We have put the necessary tools in place to support our activities, created metrics that will support our growth and community engagement mandate, and have a motivated team in place.
- Key areas we will be focusing on in 2022
  - Industrial Land
  - Community engagement through Millworks
  - Engaging the local business community through our Business Retention and Engagement (BR&E) Strategy and assisting businesses with funding applications (access/process)
  - Focus on developing relationships within select industries and attracting them to Sault Ste. Marie
  - Develop future focused strategies that are tied to local business initiatives (e.g., spin offs from Algoma Steel Electric ARC implementation)
  - Utilize sales funnel tactics to understand our activity levels and rate of success
  - Continue to champion the Port of Algoma Project
  - Continue to support Downtown growth and rejuvenation initiatives
  - Continually assess our effectiveness, and pivot when we need to



# 2021 – Economic Development Transition



## 2021 Activities - Business Retention and Expansion (started April 2021)

- Developed Business Retention and Expansion Strategy
- 150-200 direct introductions with stakeholders and businesses
- Virtual Funding Forum
  - **99** Registrants
  - **70+** Participants
  - **5** follow-up calls, plus partners also receiving leads e.g. both NOHFC and BDC confirmed having received inquiries post event
- Small Business Survey
  - **100** participants
  - **53** businesses looking for follow-up in Q1 2022
  - Results expected to be published in Q1 2022
- Funding Applications –
  - \$ applied for: **\$734,816.00** Potential Jobs: **3**
  - \$ in progress: **\$600,000.00** Potential Jobs: **15-20**
- Water Agency Bid Development
  - Community Consultations (August – December 2021): 206 individual participants across diverse groups, including Youth, Indigenous, Organizational Stakeholder, and All Community
  - Website Developed and launched ([www.ssmcwa.ca](http://www.ssmcwa.ca))
  - Designed and Coordinated Promotional Video (launch date tbd)
  - What We Heard Report: Co-wrote report to be shared February 2021, culmination of Community Consultations
- Foreign Trade Point Designation
  - Task Force Established
  - Kick Off Meeting Q3 2021

## 2021 Activities – Business Attraction (started June 2021)

- Developed Business Attraction Strategy
- Sales prospecting
  - Industry focus of renewable energy, advanced manufacturing, hydrogen, vehicle electrification, biomass, mining, forestry, aviation and digital economy.
  - Active leads: **50** leads sourced from cold calls, referrals or inbound calls.
    - Follow up with **13** companies for **37** conversations.
  - Advanced conversations with **4** companies which has **potential job creation of 705**.
  - Developed standardized pitch deck with a third party.
- Attended Hydrogen Business Council Conference and Energy Storage Canada Conference
- Sales lead program – Return on Investment selected from RFP process:
  - ROI is a lead generation company that generates C-Suite meetings for our team with companies that are considering expansion or relocation within the next 36 months. This program was funded through the EDC.
  - Lead summary – **18** prospects received and called, **40** follow up conversations, 18 active leads with ongoing follow ups.
  - Advanced conversations with **3** companies which has **potential job creation of 105**.

# Small Business and Entrepreneurship Centre

## Key Stats:

- Inquiries handled – **511**
- Client Consultations
  - new business – **89**
  - existing business – **20**
- Businesses started – **4**
- Workshops hosted – **14**
- Workshop attendance – **196**

## **Starter Company Plus program** *(limited grant spots available based on Provincial funding)*

- Businesses started – **7**
- Businesses expanded – **2**
- Business planning and training workshops – **10**

## **Summer Company program** *(limited grant spots available based on Provincial funding)*

- Youth businesses started - **10**

## **Bridges to Better Business Pitch Competition 2021**

- Businesses expanded – **2**
- Virtual event attendance - **136**
- Cash and In-kind contributions raised from public and private sector partners - **\$17,750**
- Winner prize valued at - **\$15,000**
- Runner-up prize valued at **\$5,000**
- **Lease** Renewed at Canal District Site

## Select Projects Completed or in Process

- Manage and review processes of Northern Ontario Defense Readiness Program (ONEDC sponsored) – in process
- Real Estate Services RFP – in process
- Assess City Owned Industrial Land and propose new pricing structure – complete
- Complete transition activities from EDC – in process, accounting procedures being finalized

# Summary

- Great team assembled to advance economic development in Sault Ste. Marie.
- Core economic development toolkit and processes in place and will continue to be enhanced (website, social media, CRM, metrics, etc.) .
- A number of positive indicators for the community point to future growth opportunities.
- Team looks forward to providing regular updates and metrics to City Council.

# Appendices

- Value of Building Construction – Economic Growth Leading Indicator
- 2022 Team Metrics Chart
- Strategic Focus Map
- Economic Development Impact Calculator

# Value of Building Construction – Leading Indicator

## Value of Building Construction - 2017-2021

Year	Single Family	2&3 Apartment	4+ Apartment	Commercial	Industrial	Institutional	Total
2017	\$29,593,019	\$4,906,275	\$3,464,020	\$14,183,292	\$4,770,971	\$44,531,758	\$103,449,337
2018	\$2,629,366	\$2,565,127	\$9,720,945	\$23,507,018	\$3,729,416	\$28,014,203	\$93,806,077
2019	\$24,088,474	\$1,583,055	\$13,688,692	\$23,209,704	\$19,301,500	\$17,793,636	\$99,665,061
2020	\$30,283,978	\$8,627,400	\$5,092,887	\$20,725,027	\$12,260,397	\$16,524,329	\$93,514,020
<b>2021</b>	<b>\$50,732,078</b>	<b>\$19,953,405</b>	<b>\$4,303,581</b>	<b>\$89,888,142</b>	<b>\$8,425,148</b>	<b>\$38,118,444</b>	<b>\$211,420,799</b>
Avg 5 Year	\$17,318,967	\$3,536,371	\$6,393,309	\$16,325,008	\$8,012,457	\$21,372,785	\$78,086,899
2021 vs Avg	<b>293%</b>	<b>564%</b>	<b>67%</b>	<b>551%</b>	<b>105%</b>	<b>178%</b>	<b>271%</b>

- Significant increase in total Value of Building Construction year over year
- Significant increase In Commercial Value of Building Construction
- Industrial very close to the five year average
- Significant increase in Institutional Value of Building Construction

Team Metrics Tracking for 2022 – based on Economic Development  
best practices and practical data availability.

Metrics - Macro - Quarterly	Source	Calculation	Measure
1. Unemployment	AWICS	AWICS report	% Unemployed
2. New Business Opened	MW + ED	Manual Tracking 1/4ly - annually Statscan	# Opened
3. Jobs Created including Indirect and Induced	MW + ED	Economic Impact Calculator	# New Jobs Calculated
4. Workforce	AWICS	AWICS report	Size
5. Inquiries Received	MW + Social Media	Manually Millworks, Social Media, ED Team	# Inquiries (all channels)
6. Building Permits - Commercial	Building	Manual call to Building	\$ ,000
7. Building Permits - Industrial	Building	Manual call to Building	\$ ,000

Team Metrics Tracking for 2022 – based on Economic Development  
best practices and practical data availability.

Metrics - BRE - Quarterly (Existing Clients)	Source	Calculation	Measure
Funding \$ applications supported	BDM	FedNor, NOHFC and other funding programs	Total \$ applied for
Funding \$ applications won	BDM	FedNor, NOHFC and other funding programs	Total \$ obtained
\$ invested/leveraged in the private sector	BDM	Business Development Manager, Exec Pulse	Total \$
Jobs created	BDM	Economic Impact Calculator	# New jobs Calculated
Special Projects completed on schedule	BDM	Business Development Manager	# Completed
Special Projects jobs created	BDM	Business Development Manager	# Jobs spin-off
Monthly business contacts	BDM	Executive Pulse	# contacts all channels
Partnership engagements/referrals	BDM	BDM Executive Pulse	# of referrals



**Team Metrics Tracking for 2022 – based on Economic Development  
best practices and practical data availability.**

<b>Metrics - Business Acquisition - Quarterly (New Clients)</b>	<b>Source</b>	<b>Calculation</b>	<b>Measure</b>
Funding \$ applications supported	MBA	FedNor, NOHFC and other funding programs	Total \$ applied for
Funding \$ applications won	MBA	FedNor, NOHFC and other funding programs	Total \$ obtained
\$ invested/leveraged in the private sector	MBA	MBA, Executive Pulse	Total \$
Collaboration Calls	MBA	MBA Executive Pulse	# of Calls
Partnership engagements/referrals	MBA	MBA Executive Pulse	# of referrals
New Business Opened	MBA	MBA Executive Pulse	# of New businesses
Jobs created	MBA	Economic Impact Calculator	# New jobs Calculated
Monthly business contacts	MBA	MBA Executive Pulse	# contacts all channels

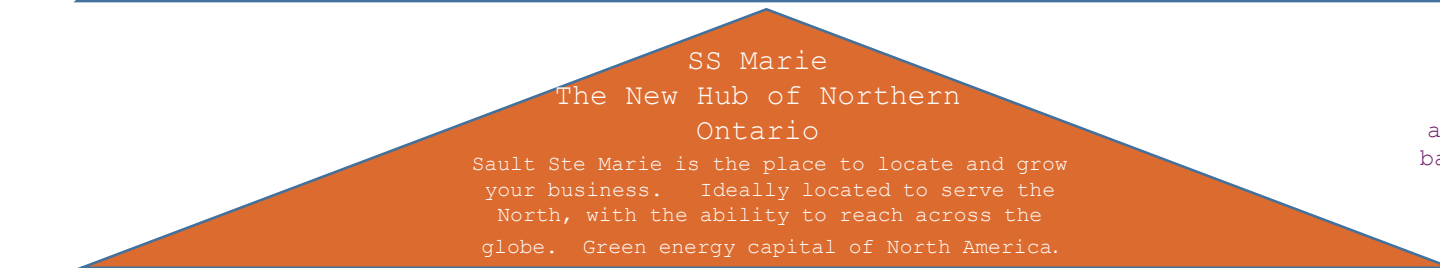
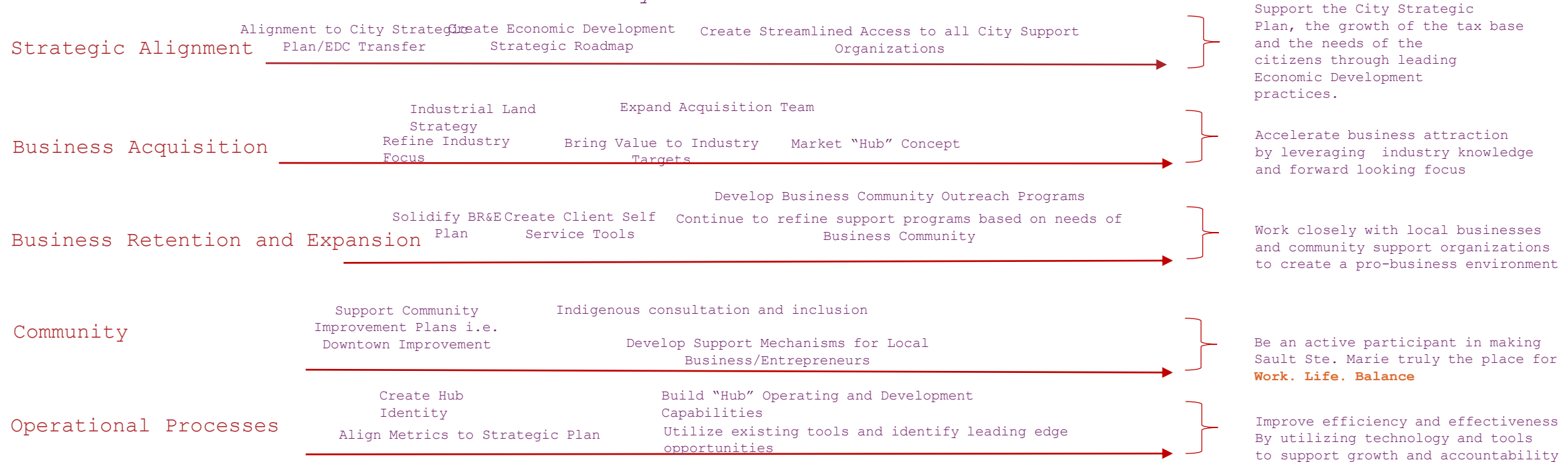
Team Metrics Tracking for 2022 – based on Economic Development best practices and practical data availability.

Metrics - Millworks - Quarterly	Source	Calculation	Measure
Client Testimonials	MW Team	MW User feedback, Executive Pulse	# Testimonials
Social Media Engagement & Website Users	JM	SM Tracking, Google Analytics	# users and post engagement
Jobs created through the Entrepreneurship Centre	BS, HP	MW Reporting	# New jobs Calculated
Incubator Occupancy Rate	HP, JM	MW Reporting	% occupied
5 year Survival Rate	HP	MW Reporting	# still in business
\$ Leveraged in the Community	MW Team	MW Reporting, funding agency apps	Total \$
Outreach Partnerships	MW Team	MW Reporting, Executive Pulse	Number of calls
Inquiries turned to clients	MW Team	MW Reporting, Executive Pulse	# of inquiries who used MW

# Sault Ste Marie – Strategic Action Summary

Support the growth of the community through citizens, the Mayor and Council

Needs/Drivers



Effective Economic Development strategies and execution will support the growth of the tax base enabling investment back into the community to further sustainable and green growth.



# Economic Development Impact Calculator

Inputs	
Number of Direct New Jobs Being Added to the Community	12
Average Annual Income for New Jobs Being Directly Added by Employer	\$60,000
Average Annual Income of Other Jobs in the Community	\$40,950
Number of Other Local Jobs That Will be Generated for Every Job the New Employer Brings	1.61
New Employer's Projected Annual Revenue for Work Done in the Community	\$10,000,000

Calculated Results		Outputs	
Total Annual Income from Jobs Directly Provided by New Employer		\$720,000	
Estimated Number of Additional Other Jobs Created in Community		19.32	
Total Annual Income From Additional Jobs Generated in Community		\$791,154	
Combined Annual Income from All Jobs Added to Community		\$1,511,154	
Total Annual Economic Contribution of the New Employer		\$10,791,154	

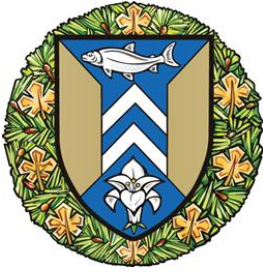
Comments:

- Line 4 - enter number of jobs being created
- Line 5 - enter the average salary the company will be paying
- Line 6 - enter annual average income in Sault Ste Marie
- Line 7 - from the chart on the left select the multiplier in Algoma for the closest related industry
- Line 8 - Enter the employers projected revenues for the work they are doing at this location

From this information the Calculated Results will populate

Table 8: Employment Multiplier by Industry & Geography (Northeastern Ontario)

Industry (NAICS)	Algoma	Cochrane	Greater Sudbury	Manitoulin	Nipissing	Parry Sound	Sudbury	Timiskaming
Agriculture, forestry, fishing, and hunting [11]	1.20	1.17	1.25	1.23	1.13	1.08	1.24	1.18
Mining, quarrying, and oil and gas extraction [21]	1.59	1.70	1.75	1.25	1.77	1.42	1.62	1.72
Utilities [22]	1.78	1.70	1.74	1.88	1.78	1.94	1.59	1.77
Construction [23]	1.42	1.45	1.51	1.24	1.47	1.48	1.32	1.51
Manufacturing [31-33]	1.61	1.55	1.57	1.49	1.71	1.35	1.40	1.55
Wholesale trade [41]	1.42	1.40	1.56	1.32	1.45	1.46	1.38	1.49
Retail trade [44-45]	1.39	1.33	1.44	1.40	1.36	1.34	1.19	1.30
Transportation and warehousing [48-49]	1.60	1.49	1.63	1.62	1.42	1.56	1.41	1.43
Information and cultural industries [51]	1.34	1.31	1.34	1.32	1.34	1.25	1.41	1.24
Finance and insurance [52]	1.77	1.33	1.49	1.26	1.45	1.58	1.30	1.48
Real estate and rental and leasing [53]	1.15	1.09	1.12	1.15	1.09	1.09	1.08	1.07
Professional, scientific, and technical services [54]	1.74	1.62	1.68	1.78	1.69	1.79	1.31	1.64
Management of companies and enterprises [55]	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Administrative and support, waste management, and	1.19	1.20	1.28	1.20	1.18	1.13	1.32	1.24



**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

**TO:** Mayor Christian Provenzano and Members of City Council

**AUTHOR:** Karen Marlow, Manager of Purchasing

**DEPARTMENT:** Finance Department

**RE:** Tender for One (1) 35 Foot Low Floor Passenger Bus;  
One (1) Community Bus and One (1) Parabus

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**PURPOSE**

Attached hereto for your information and consideration is a summary of the tenders received for the supply and delivery of One (1) 35 Foot Low Floor Passenger Buses; One (1) Community Bus, and One (1) Low Floor Parabus required by the Transit & Parking Division – Community Development & Enterprise Services (CDES). Staff is seeking Council approval of the tender recommendations.

**BACKGROUND**

The tenders were publicly advertised and tender documents forwarded to all firms on our bidders list. The closing date for submission of tenders was December 15, 2021 for the 35 Foot Low Floor Bus; and January 19, 2022 for both the Community Bus and Low Floor Parabus.

**ANALYSIS**

The tenders received have been thoroughly evaluated and reviewed by the Director of Community Services-CDES and staff from the Transit & Parking Division; and the low tendered prices, meeting specifications, have been indicated on the attached summaries.

**FINANCIAL IMPLICATIONS**

The proposed fee of \$573,640 for one (1) 35 Foot Low Floor bus will result in a total expenditure of \$583,736 including the non-rebatable portion of the HST.

The proposed fee of \$182,444 for one (1) Community Bus bus will result in a total expenditure of \$185,655 including the non-rebatable portion of the HST.

The proposed fee of \$172,790 for one (1) Low Floor Parabus will result in a total expenditure of \$175,831 including the non-rebatable portion of the HST.

Tender for One (1) 35 Foot Low Floor Passenger Buses; One (1) Community Bus; and One (1) Low Floor Parabus  
February 22, 2022  
Page 2

Funding is provided through the Invest in Canada Infrastructure Program (ICIP) in the amount of \$693,131 for the purchase of all three (3) buses. The City Share of \$252,091 is provided for in the 2020 and 2021 approved capital budgets. In order to accommodate the overage totalling \$85,222 a second Parabus procurement will be deferred at this time which is in addition to the one Parabus deferral from the October 25, 2021 Council Report (three (3) 40 Foot Buses).

### **STRATEGIC PLAN / POLICY IMPACT**

Acquisition of this equipment is linked to Delivery of New Infrastructure as listed in the Infrastructure Focus Area of the Corporate Strategic Plan and aligns with the City's commitment to Delivering Excellent Customer Service.

### **RECOMMENDATION**

Resolved that the report of the Manager of Purchasing dated February 22, 2022 be received for the following recommendations as required by the Transit & Parking Division – Community Development and Enterprise Services:

The tender for the supply and delivery of One (1) 35 Foot Low Floor Passenger Bus be awarded to New Flyer Industries Canada ULC at their tendered price of \$573,640 plus HST;

The tender for the supply and delivery of One (1) Community Bus be awarded to Creative Carriage Ltd. at their tendered price of \$182,444 plus HST;

The tender for the supply and delivery of One (1) Para-Transit Mini Bus be awarded to Creative Carriage Ltd. at their tendered price of \$172,790 plus HST, be approved.

Respectfully submitted,

Karen Marlow  
Manager of Purchasing  
705.759.5298  
[k.marlow@cityssm.on.ca](mailto:k.marlow@cityssm.on.ca)

FINANCE DEPARTMENT  
PURCHASING DIVISION

RECEIVED: December 15, 2021  
FILE: #2021CDE-CS-TR-07-T

SUMMMARY OF TENDERS  
ONE (1) 35' BUS

<u>Description</u>	<u>City View Bus Sales &amp; Service Ltd.</u> <u>Mississauga, ON</u>	<u>New Flyer Industries Canada ULC</u> <u>Winnipeg, MB</u>	<u>Vicinity Motor Corp.</u> <u>Aldergrove, BC</u>
	<u>Total Price</u> <u>HST Extra</u>	<u>Total Price</u> <u>HST Extra</u>	<u>Total Price</u> <u>HST Extra</u>
One 35' Bus	\$622,605.18	\$573,640.00	\$439,900.00
Chassis	Current Year	2022	2022
Coach Body	Axess-HD 35'	New Flyer XD35	Vicinity VI35D
<u>Remarks</u>	Meets Specifications	Meets Specifications	Does not meet specifications

Note: The low tendered price, meeting specifications, is boxed above.

The total cost to the City will be \$583,736.06 including the non-rebatable portion of the HST.

It is my recommendation that the tendered price, submitted by New Flyer Industries Canada ULC, be accepted.

Karen Marlow  
Manager of Purchasing

SUMMARY OF TENDERS  
ONE (1) COMMUNITY BUS

<u>Description</u>	<u><b>Creative Carriage Ltd.</b></u> <u><b>Saint George, ON</b></u>	<u><b>Crestline Coach Ltd.</b></u> <u><b>Saskatoon, SK</b></u>	<u><b>Western Canada Bus</b></u> <u><b>Sherwood Park, AB</b></u>
	<u>Total Price</u> <u>Applicable HST Extra</u>	<u>Total Price</u> <u>Applicable HST Extra</u>	<u>Total Price</u> <u>Applicable HST Extra</u>
One 35' Bus	\$182,444.00	#####	\$213,674.00
Chassis	2021 General Motors Express Commercial Cut Away 4500	2023 Ford E450	2022 Ford E450
Coach Body	2022 Arboc Specialty Vehicles Spirit of Freedom	2022 Champion LF	2022 Champion LF Transport
<u>Remarks</u>	Meets Specifications	Meets Specifications	Meets Specifications

Note: The low tendered price, meeting specifications, is boxed above.

The total cost to the City will be \$185,655.01 including the non-rebatable portion of the HST.

It is my recommendation that the tendered price, submitted by Creative Carriage Ltd., be accepted.

Karen Marlow  
Manager of Purchasing

SUMMARY OF TENDERS  
PARATRANSIT MINI BUSES

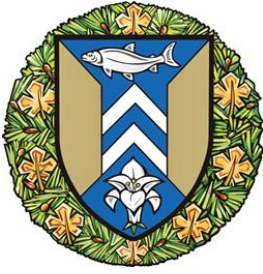
<u>Description</u>	<u><b>Creative Carriage Ltd.</b></u> <u><b>Saint George, ON</b></u>		<u><b>Crestline Coach Ltd.</b></u> <u><b>Saskatoon, SK</b></u>	<u><b>Western Canada Bus</b></u> <u><b>Sherwood Park, AB</b></u>
	<u>Unit Price</u>	<u>Total Price</u> <u>Applicable HST Extra</u>	<u>Total Price</u> <u>Applicable HST Extra</u>	<u>Total Price</u> <u>Applicable HST Extra</u>
One (1) Paratransit Mini Buses		\$172,790.00	\$210,155.40	\$205,892.00
Chassis	2020/2021 General Motors Express Commercial Cut Away 4500		2023 Ford E450	2023 Ford E450
Coach Body	2022 Arboc Specialty Vehicles Spirit of Freedom		2022 Champion LF	2022 Champion LF Transport
<u>Remarks</u>	Meets Specifications		Meets Specifications	Meets Specifications

Note: The low tendered price, meeting specifications, is boxed above.

The total cost to the City will be \$175,831.10 including the non-rebatable portion of the HST.

It is my recommendation that the tendered price, submitted by Creative Carriage Ltd., be accepted.

Karen Marlow  
Manager of Purchasing



**The Corporation of the  
City of Sault Ste. Marie**

**C O U N C I L   R E P O R T**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Rachel Tyczinski, City Clerk  
DEPARTMENT: Corporate Services  
RE: Council Remuneration By-law Updates

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**Purpose**

The purpose of this report is to obtain Council approval to amend By-law 2011-39, a by-law to provide for the remuneration of Council and local boards.

**Background**

A comprehensive review of boards and committees was conducted by an ad hoc committee of Council in 2021, with a report presented to Council on November 15, 2021. The report recommended that the Council Remuneration By-law be updated.

**Analysis**

By-law 2011-39 provides that a member of Council may elect not to receive the annual honorarium increase (being the average of wage settlements between the City and its management staff and employees in the CUPE units for that year). As this section has not been acted upon, it is recommended that it be removed from the by-law.

Members of Sault Ste. Marie City Council appointed to the DSSAB, Conservation Authority and Police Services Board do not receive honoraria, while other members appointed to these boards do receive honoraria.

Members of Council in the northern Ontario cities of Greater Sudbury, North Bay, Timmins and Thunder Bay all receive honoraria from external boards where there is an honorarium.

Sault Ste. Marie's By-law 2011-39 provides that a local board on which a member of Council serves as a Council appointee shall remit to the City any salary to which the member of Council would be entitled as a member of the board; however, this has not been practice. It is recommended that this section be removed from the by-law and that members of Sault Ste. Marie City Council receive honoraria paid by local boards.

By-law 2011-39 sets remuneration for members appointed to the Committee of Adjustment, Committee of Revision and Property Standards Appeal Committee. Members of the Fence Viewers Committee also receive remuneration and this should be added to the by-law (\$50/fence view). Remuneration for members of the

Sault Ste. Marie Police Services Board is set out in the by-law; however, as this remuneration is set by Police, this section should be removed.

**Financial Implications**

There is no financial impact to the City.

**Strategic Plan / Policy Impact**

This is an administrative matter not articulated in the corporate Strategic Plan.

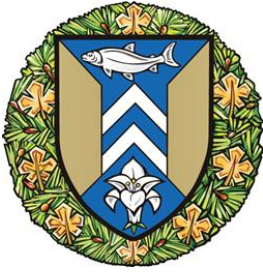
**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the City Clerk dated February 22, 2022 concerning Council Remuneration By-law Updates be received and that the recommended amendments be reflected in a by-law to appear on a future Council Agenda.

Respectfully submitted,

Rachel Tyczinski  
City Clerk  
705.759.5391  
[r.tyczinski@cityssm.on.ca](mailto:r.tyczinski@cityssm.on.ca)



**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Peter Niro, Director of Human Resources  
DEPARTMENT: Corporate Services  
RE: Section 133 Constitutional Challenge (Carpenters) OLRB  
Decision

---

**Purpose**

The purpose of this report is to provide information regarding the Ontario Labour Relation Board's recent decision on the UBCJA (Carpenters) Section 133 Constitutional Challenge. Additionally, outlined for Council's consideration is a recommendation that Council approve additional funding and continued sole sourcing for services from Mathews-Dinsdale in support of the City's ongoing attempt to be deemed a "Non-Construction Employer". Additionally, Council's authorization is requested to proceed to Divisional Court, should the case reach this point. Staff is seeking Council approval of the report recommendation.

**Background**

In July, 2019 the Provincial Government amended the Ontario Labour Relations Act through the passing of Bill 66. As a result, the Corporation of the City of Sault Ste. Marie has been able to "open tender" construction projects, without consideration to Union affiliation (UBCJA Carpenters).

The Carpenters' Union subsequently filed a grievance in July of 2019 that has triggered the current Ontario Labour Relations Board proceedings. In their resolution dated 2020 07 13, Council approved the continued effort to address the grievance at the Ontario Labour Relations Board. This effort at the OLRB is a defense to maintain the City's status as a non-construction employer.

**Analysis**

The process to date has involved the Attorney General, The City of Sault Ste. Marie, The City of Hamilton and the Region of Waterloo appearing before the Ontario Labour Relations Board for eight (8) case management hearings as detailed below. The formal hearing dates for argument followed in October 2021 as detailed below. The parties were required to submit written arguments supported by will-say statements to minimize the need for oral arguments.

The City and MathewsDinsdale attended case management hearings on the following dates:

- September 17, 2019
- March 12, 2020
- July 29, 2020

- January 22, 2021
- July 6, 2021
- July 7, 2021
- July 8, 2021
- July 12, 2021

Closing Arguments:

- October 4, 2021
- October 6, 2021
- October 7, 2021

Decision: October 22, 2021

Closing arguments at the OLRB level have concluded and we are pleased to report that the City of Sault Ste. Marie was successful. It is expected that the Carpenters as the “losing party” will initiate the appeal process through Divisional Court. In preparation to proceed to Divisional Court, Council must contemplate further funding to fight an appeal from the Carpenters.

**Financial Implications**

The Carpenters constitutional challenge has incurred costs of \$100,000 to date which have been accommodated through the Human Resources departmental budget with any shortfall being covered by the overall corporate budget. It is estimated that the Divisional Court Challenge will require a further \$100,000 in funding. The use of the Contingency Reserve up to \$100,000 will be required if the overall corporate budget is unable to accommodate these costs for 2021 and 2022.

**Strategic Plan / Policy Impact**

This is an operational matter not articulated in the Strategic Plan.

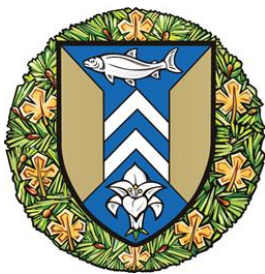
**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Human Resources dated February 22, 2022 concerning section 133 Constitutional Challenge be received and that up to \$100,000 be approved to continue the constitutional challenge at the Divisional Court level, with ongoing single-sourcing of MathewsDinsdale as the City’s representative; further, if the amounts cannot be accommodated through the corporate budget, the use of Contingency Reserve up to a maximum of \$100,000 for 2021 and forward be approved..

Respectfully submitted,

Peter Niro  
Director of Human Resources  
705.759.5366  
[p.niro@cityssm.on.ca](mailto:p.niro@cityssm.on.ca)



**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council

AUTHOR: Tom Vair, Deputy CAO, Community Development and Enterprise Services

DEPARTMENT: Community Development and Enterprise Services

RE: Mill Market Architectural and Engineering Services

---

**Purpose**

The purpose of the report is to seek Council approval to procure architectural and engineering services to advance the Mill Market project at 73 Brock Street (former Union Cab building).

**Background**

On March 23, 2020 City Council approved the acquisition of 73 Brock Street with the purpose of hosting the Mill Market. Since that time, staff engaged the architects at Brook McIlroy to do a conceptual design for renovating the building (Attachment A – Mill Market Conceptual Design). The location of the market has been an important consideration in both the design of the plaza and in the development of the conceptual drawings for the new Mill Market. The architects also obtained feedback from the Mill Market to finalize the conceptual design of the facility.

An initial, high-level cost estimate of the renovation costs based on the conceptual plan was \$2.9M. Staff have undertaken additional review of the cost estimate and discussed options for the building and believes the budget can be reduced to approximately \$2M. Engaging with architectural and engineering consultants will allow the City to obtain a firm cost estimate.

Staff have also worked with the Mill Market as they submitted a number of funding applications to assist with the renovation costs:

- Rural Economic Development Program - \$250,000 (confirmed)
- Green and Inclusive Community Building Program (GICBP) with Infrastructure Canada - \$1,750,000 (awaiting decision)
- Northern Ontario Heritage Corp - \$450,000 (requires confirmation of other funding sources for application to proceed)
- Canada Community Revitalization Fund - \$750,000 (not approved)

In order to advance the project, staff are seeking approval to utilize funds from the one time 2021 Canada Community Building Fund (CCBF) funding to procure architectural and engineering services associated with the planning, design, tendering and contract administration of the project.

### **Analysis**

The building at 73 Brock Street was purchased by the City for the purpose of relocating the Mill Market. The Board of Directors at the Mill Market continues to be supportive of the relocation to 73 Brock Street.

As outlined previously to Council, locating these two community assets adjacent to one another brings a number of benefits to both the Mill Market and the downtown plaza. Best practices from other cities and the recommendations from Roger Brooks, who states that plazas and public markets should be “joined at the hip”, help confirm this approach.

Having the construction and opening of these two projects closely aligned is optimal. Staff recommend proceeding to finalize the design drawings in order to advance the project and be in a better position to tender the project once project funding is confirmed.

### **Financial Implications**

It is recommended funding from the 2021 One-time Canada Community Building Fund (formerly Gas Tax Fund) Top Up funding be utilized to support the cost of the architectural and engineering services required for this project. The cost of the architectural and engineering services is estimated to be up to \$260,000. There is currently \$2.5 million remaining uncommitted from these funds.

### **Strategic Plan / Policy Impact**

This acquisition aligns directly with several areas of the Corporate Strategic Plan including:

Quality of Life – Vibrant Downtown Areas – We are striving to create a vibrant downtown that contributes to the vitality and resiliency of our City. Downtown areas play a central role in defining the character of our City. And also, “Promote and Support Arts and Culture.”

Community Development and Partnerships – Develop partnerships with key stakeholders.

### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated February 22, 2022 be received and City Council authorize an expenditure of up to \$260,000 from the 2021 One-time Canada

Mill Market Architectural and Engineering Services

February 22, 2022

Page 3.

Community Building Fund (CCBF) funding to procure architectural and engineering services associated with the Mill Market project at 73 Brock Street.

Respectfully submitted,

Tom Vair

Deputy CAO

Community Development & Enterprise Services

(705)759-5264

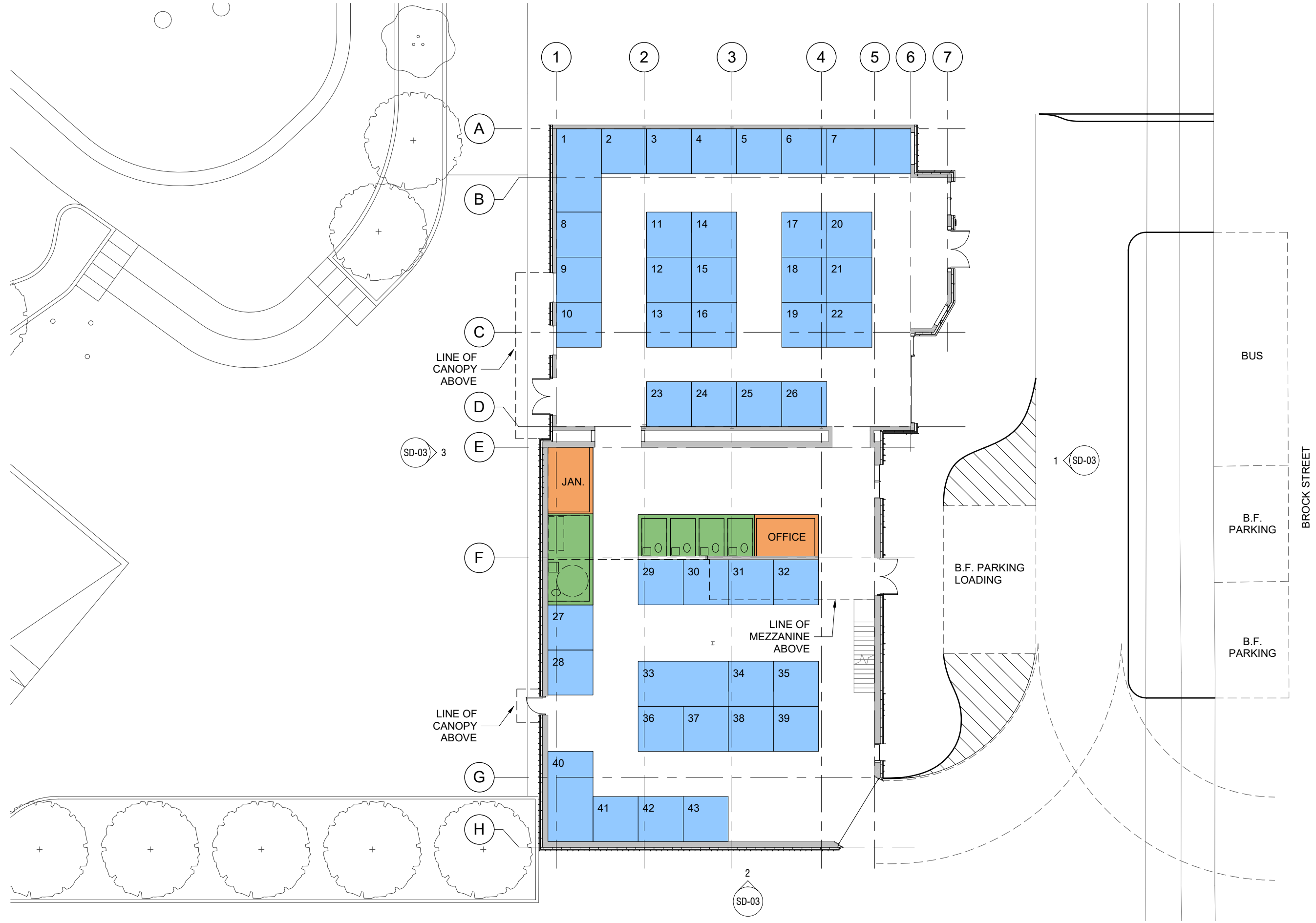
t.vair@cityssm.on.ca

SAULT STE. MARIE  
DOWNTOWN PLAZA MARKET BUILDING  
CONCEPTUAL DESIGN

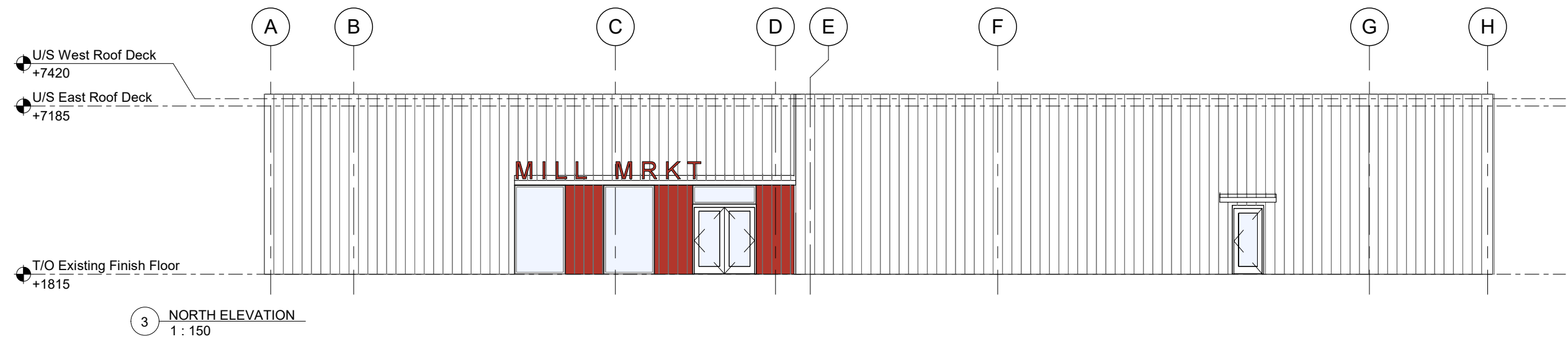
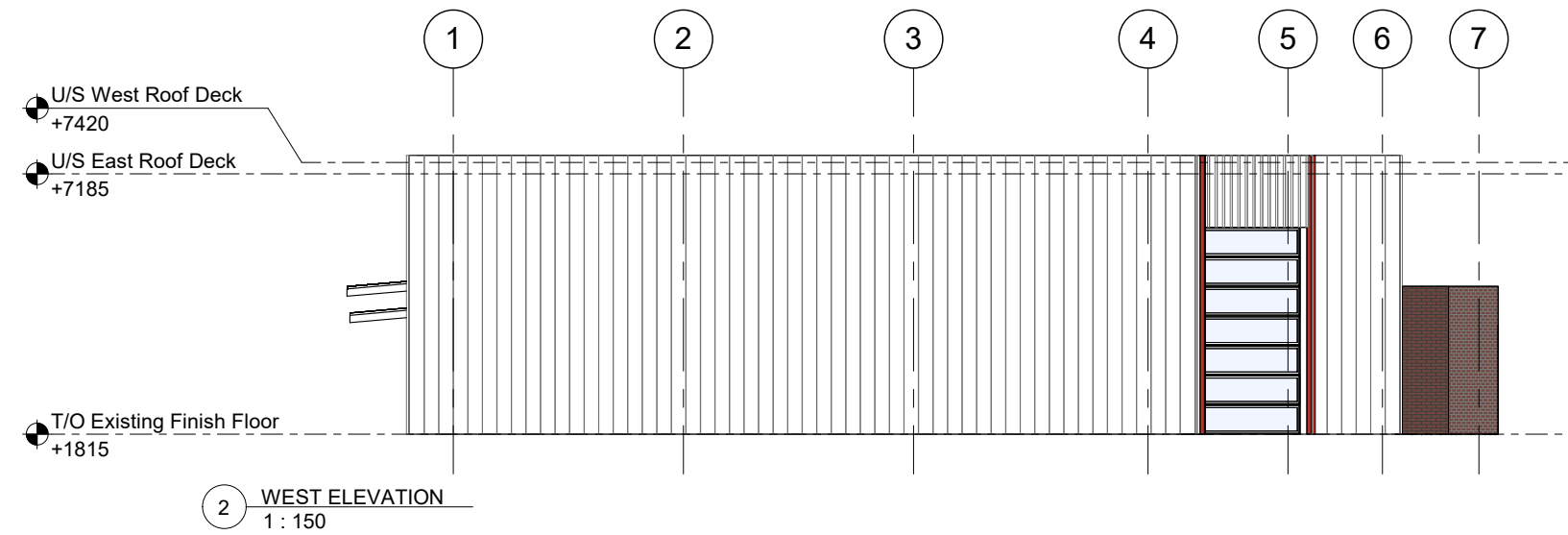
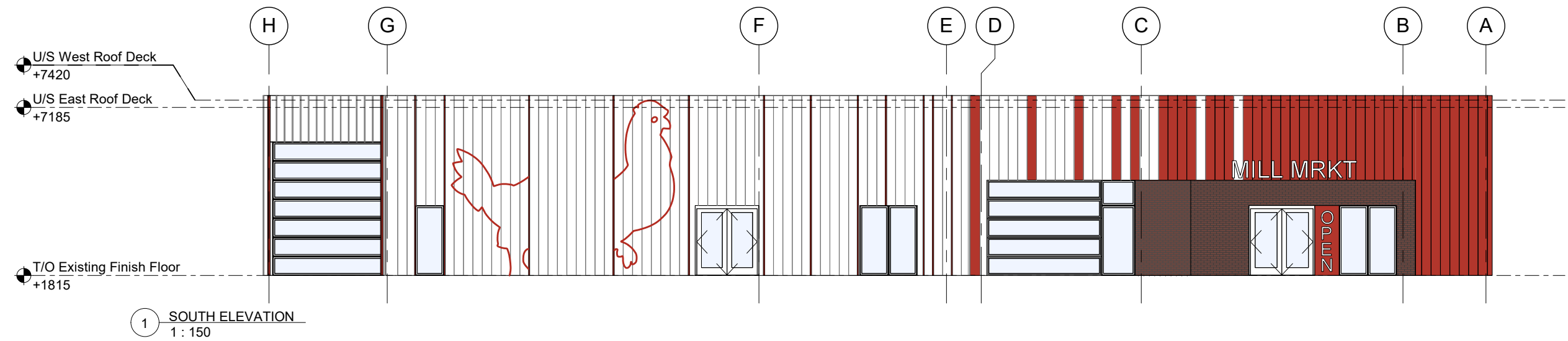
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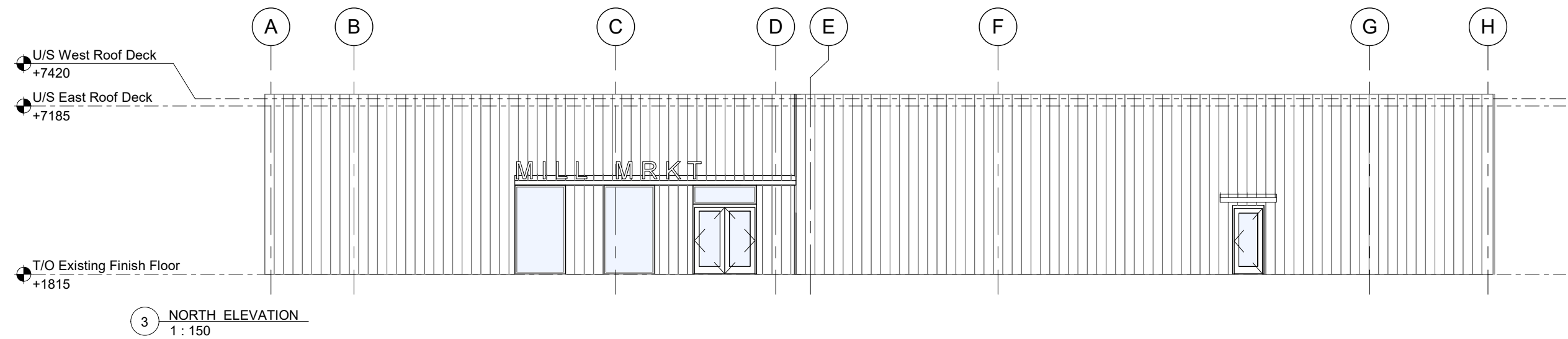
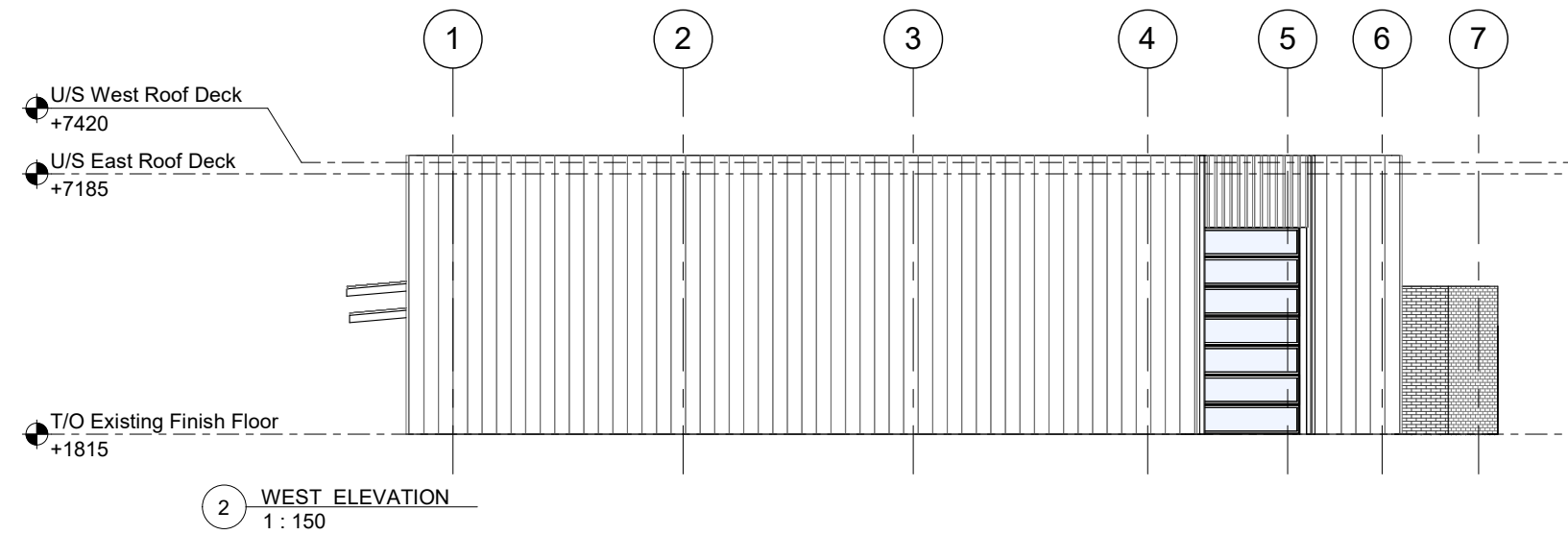
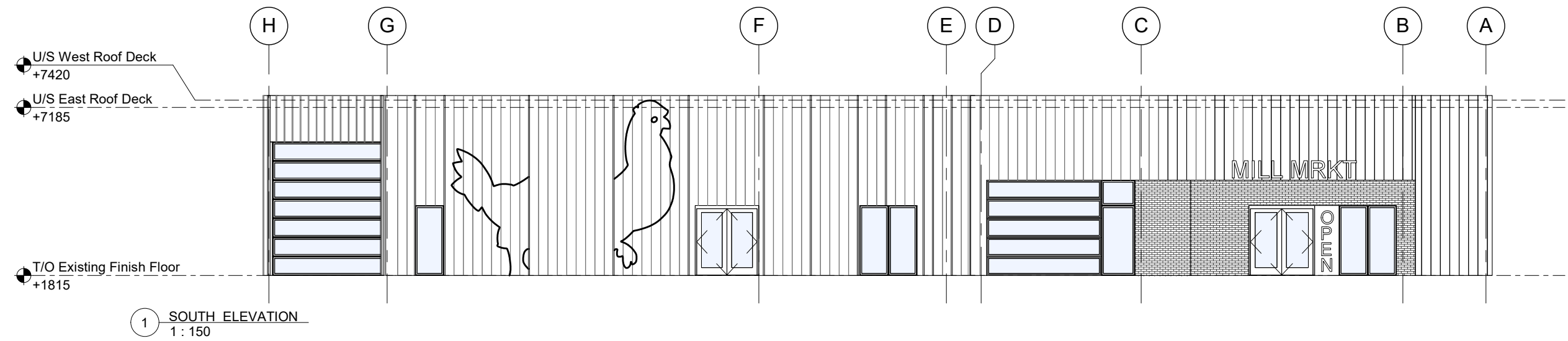
**Serino** Architects

NOTES:  
1) FINAL GRADE AT CIVIL  
PLAZA ENTRY T.B.D.















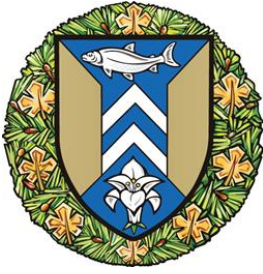


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**The Corporation of the  
City of Sault Ste. Marie**

**C O U N C I L   R E P O R T**

February 22, 2022

**TO:** Mayor Christian Provenzano and Members of City Council

**AUTHOR:** Brent Lamming, Director of Community Services

**DEPARTMENT:** Community Development and Enterprise Services

**RE:** Additional Donations in Support of Rosedale Park – Childcare Algoma and Kiwanis Club of Sault Ste. Marie

---

**PURPOSE**

The purpose of this report is to request Council's approval to enter into donation agreements with Childcare Algoma and with Kiwanis Club of Sault Ste. Marie in support of the purchase of playground equipment and/or park amenities at Rosedale Park.

**BACKGROUND**

At a Council meeting dated November 4, 2019 the following resolutions were passed.

**Parks and Recreation Master Plan Update 2020-2025**

Resolved that the report of the Manager of Recreation and Culture dated 2019 11 04 be received and that the Sault Ste. Marie Parks and Recreation Master Plan Update 2020–2025 be approved in principle;

Further, that staff be directed to work to achieve the goals and actions outlined in the Plan with any municipal monetary requests referred to future budgets.

**Parks Analysis**

Resolved that the report of the Manager of Recreation and Culture dated 2019 11 04 concerning the parks analysis be received that staff be directed to work with community partners to revitalize Anna Marinelli Park in 2020 with Public Works and Engineering Services performing installation of playground components;

Further that staff develop a multi-year plan targeting revitalization of neighbourhood parks or greenspaces annually including an assessment of

properties, review of operational staffing and capital requirements, and  
report to Council.

At a Council meeting dated May 25, 2020 the following resolution was passed.

**Park Revitalization Plan**

Resolved that the report of the Director of Community Services dated  
2020 05 25 be received and the five-year park revitalization plan be  
approved;

Further that a capital request for park revitalization be submitted as part of  
the 2021 Budget prioritization exercise.

At a Council meeting dated September 27, 2021 the following resolution was  
passed.

Kiwanis Club of Lakeshore Donation – Rosedale Park Playground  
Equipment. The report of the Director of Community Services was received  
by Council.

Resolved that By-law 2021-181 being a by-law to authorize the execution  
of the Donation Agreement between the City and The Kiwanis Club of  
Lakeshore Foundation in support of a playground equipment purchase be  
passed in open Council this 27th day of September, 2021.

Furthermore, at a Council meeting dated December 13, 2021 the following  
resolution was passed.

Kiwanis Club of Lakeshore – Additional Donation in Support of Rosedale  
Park. The report of the Director of Community Services was received by  
Council.

Resolved that By-law 2021-211 being a by-law to authorize the execution  
of the Agreement between the City and The Kiwanis Club for Lakeshore  
Foundation for the playground equipment for Rosedale Park be passed in  
open Council this 13<sup>th</sup> day of December, 2021.

**ANALYSIS**

Kiwanis Club of Lakeshore has made two (2) donations to date totaling \$80,000 to  
enhance playground equipment and/or site amenities at Rosedale Park.

City staff have connected with Social Services as part of consultation being a direct  
neighbour to the east of the park. Since that dialogue, Childcare Algoma has  
contacted the working group to advise that their organization would also like to

donate \$50,000 towards the revitalization. The project aligns well with a number of the organizations values as noted here:

- We believe in accessible and affordable childcare programs.
- We believe in the development and implementation of program/service enhancement to meet the growing needs within the Algoma District
- We believe in programs, services, resources and funding to meet the needs of our community and industry.

Childcare Algoma prides itself with being a leader in providing quality programs which support healthy early childhood development. The redevelopment of Rosedale Park will meet a growing need for free youth activities in the area.

In addition, Kiwanis Club of Lakeshore have connected with Kiwanis Club of Sault Ste. Marie and we are pleased to advise that Kiwanis Club of Sault Ste. Marie will be donating \$10,000 towards the project. Kiwanis Club of Sault Ste. Marie has confirmed the value that this project will have in servicing a high need area in the community.

With the additional donations, that now brings the total to \$140,000 including the prior Kiwanis Club of Lakeshore donation.

The working group continues to meet and is finalizing budget elements, obtaining costing for the proposed amenities and preparing a site plan.

#### Next steps

1. Prioritizing proposed amenities based on:
  - a. Replacing aged existing infrastructure,
  - b. Assessing how new amenities are a fit for space
  - c. Reviewing accessibility features
  - d. Evaluating how components activate and or complements park space
2. Finalize site plan – Winter 2022
3. Tender recommended components – Spring 2022
4. Construction – Summer-Fall 2022

Staff are recommending receipt of funds in alignment with the donation policy.

#### **FINANCIAL IMPLICATIONS**

There will not be an impact to the Operating Budget for 2022 as a result of receiving the \$50,000 and \$10,000 donations. The labour and equipment costs to build the playground are recommended to be covered by in kind services from Public Works. This figure is estimated at \$30,000.

There would not be any additional operating expenses incurred if there is a new play structure and or amenities added to Rosedale Park. City staff currently inspect and repair the existing play structures at that site.

**STRATEGIC PLAN / POLICY IMPACT**

This project supports the Focus Area: Infrastructure – Maintaining Existing Infrastructure. It also demonstrates Fiscal responsibility in managing municipal finances in a responsible and prudent manner. In addition, it is in alignment with developing key partnerships with key stakeholders.

**RECOMMENDATION**

It is therefore recommended that Council take the following action:

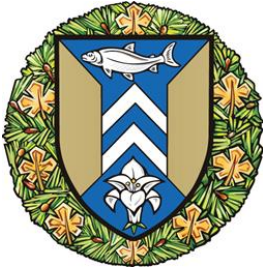
Resolved that the report of the Director of Community Services dated February 22, 2022 be received.

Furthermore, that in-kind services from Public Works in the amount of \$30,000 and total project costs exceeding \$125,000 covered by external donations be approved.

Relevant By-law's 2022-29 and 2022-34 with supporting Donation agreements appear elsewhere on the Council agenda.

Respectfully submitted,

Brent Lamming, PFP, CPA, CMA  
Director, Community Services  
Community Development & Enterprise Services  
(705)759-5314  
[b.lamming@cityssm.on.ca](mailto:b.lamming@cityssm.on.ca)



**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Virginia McLeod, Manager of Recreation and Culture  
DEPARTMENT: Community Development and Enterprise Services  
RE: Public Art Project Funding

---

**Purpose**

The purpose of this report is to seek Council's approval to allocate \$24,000 in funding towards two public art projects and create a reserve account for public art.

**Background**

The Community Cultural Plan 2019-2024 implementation plan identified goals and action items. The public art projects that are being recommended for funding are in alignment with the plan and address the following goals.

Goal Four: Downtown Activation

Identified the need to create greater street level animation. Public art plays a vital role in creating vibrant spaces and helps establish the downtown as a core destination for cultural activity.

Goal Five: Youth

Develop greater engagement with youth in Sault Ste Marie through collaboration with the arts community and partners. Arts, culture and heritage provide avenues for self-expression, fresh ideas, and new perspectives.

Two projects were presented to the Cultural Vitality Committee on January 19, 2022. The committee passed the following resolutions:

Moved by: H. Bot

Seconded by: J. Jovanovic

"Resolved that the Cultural Vitality Committee recommend that City Council support Bi'Minowaaseyaa To Bring Forth New Light – Light Box Project and approve \$12,000 from Public Art Funding be approved."

Carried

Moved by: H. Bot

Seconded by: J. Jovanovic

"Resolved that the Cultural Vitality Committee recommend that City Council support Traffic Wrap Program and approve \$12,000 from Public Art Funding be approved."

Carried

### **Analysis**

The partnerships that have been developed with Algoma University and Sault College provide an opportunity to support emerging professionals, provide a showcase for their work and create vibrant spaces within our community.

Bi'Minowaaseyaa To Bring Forth New Light – Light Box Project was developed as part of the City Studio Partnership between the City of Sault Ste. Marie and Algoma University. The project will bring art to the downtown while lighting up the streets and creating safer spaces. The funding would allow for the creation of up to 5 light boxes which would be installed in the downtown area. The presentation which provides more details is attached for Council's information.

The Traffic Wrap Program is a partnership with the City of Sault Ste. Marie and Sault College. Students in the program are tasked with creating traffic wraps as part of their curriculum. The designs are then presented to a review panel who assess the works and provide feedback to the students. This program is a great opportunity for the students to showcase their works throughout our community. The funding would allow for the installation of 6 new traffic wraps. The presentation is attached as Appendix B for Council's information.

### **Reserve Recommendation**

As new funding was approved in 2021 for public art it gives the City the opportunity to save for larger scale art installations. It is recommended that unspent funds be carried forward and put into a reserve for future years.

### **Financial Implications**

There are sufficient funds in the 2022 Community Development Fund – Arts and Culture operating budget to support the two public art installations totalling \$24,000.

The Chief Financial Officer and Treasurer has reviewed and approved the request for the new reserve specific to the public art annual budget of \$40,000 per year. The Community Development Fund – Public Art Reserve would have an upper limit of \$200,000.

### **Strategic Plan / Policy Impact**

This project supports the Corporate Strategic Plans Focus Area: Quality of Life - Promote, Grow and Support Art and Culture and the Cultural Plan Implementation.

### **Recommendation**

It is therefore recommended that Council take the following action:

'Resolved that the report of the Manager of Recreation dated February 22, 2022 concerning Public Art Projects Funding be received and that the recommendation to support the public art projects as follows;

1. Bi'Minowaaseyaa To Bring Forth New Light – Light Box Project in the amount of \$12,000

2. Traffic Wrap Program- in the amount of \$12,000.
3. To approve the new Community Development Fund - Public Art Reserve with an upper limit of \$200,000 from the unspent funds allocated in the annual operating budget for public art.

be approved.”

Respectfully submitted,

Virginia McLeod  
Manager of Recreation and Culture  
705-759-5311  
[v.mcleod@cityssm.on.ca](mailto:v.mcleod@cityssm.on.ca)

# Bi'Minowaaseyaa To Bring Forth New Light

A Downtown Sault Lightboxes Project  
To promote Arts & Culture  
While making Sault Ste. Marie Safer



# Bi'minowaaseyaa To Bring Forth New Light

## **The Team**

Desiree Watson, Helene Proulx, Internship Students, Fall 2021

Irene Gray, Internship Student, Winter 2022

Shemia Nelson, Senior Exhibition, 2021/22

Todd Fleet, Arts and Culture Coordinator, Future Sault Ste. Marie

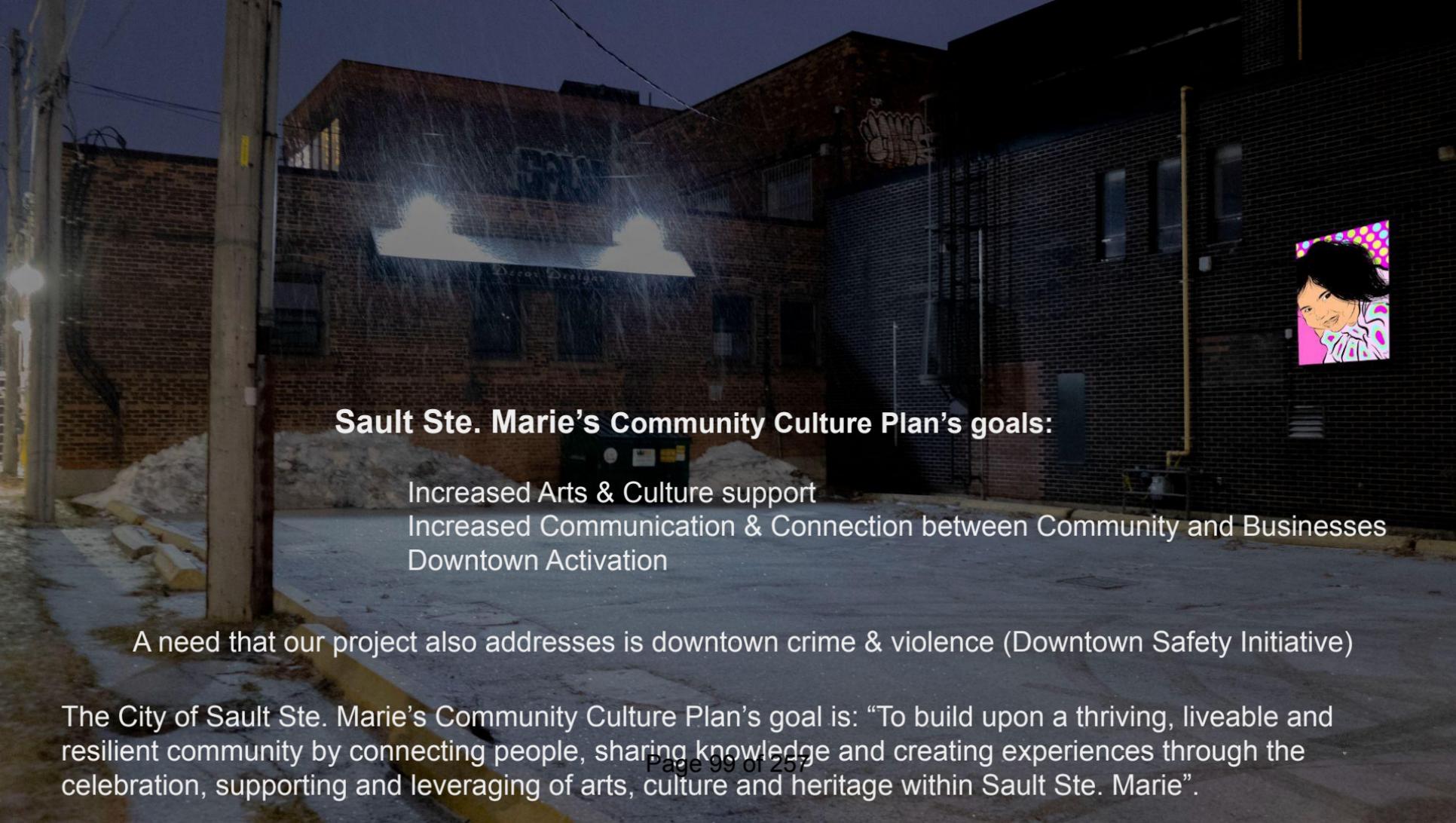
Taylor Jaehrling, CityStudio Sault Ste. Marie Innovation Hub Coordinator

Aldrich Lamprea, CityStudio Sault Ste. Marie Innovation Hub Coordinator

Andrea Pinheiro, Algoma University Visual Arts Chair







**Sault Ste. Marie's Community Culture Plan's goals:**

Increased Arts & Culture support

Increased Communication & Connection between Community and Businesses

Downtown Activation

A need that our project also addresses is downtown crime & violence (Downtown Safety Initiative)

The City of Sault Ste. Marie's Community Culture Plan's goal is: "To build upon a thriving, liveable and resilient community by connecting people, sharing knowledge and creating experiences through the celebration, supporting and leveraging of arts, culture and heritage within Sault Ste. Marie".

# How Public Art Makes Communities HEALTHIER & SAFER

- Promotes empathy and understanding
- Teaches every voice matters
- Builds community
- Increases trust among neighbours
- Increases social cohesion
- Increases informal social organization
- Promotes social awareness
- Promotes positive social change
- Influences law and policy
- Decreases violence and crime
- Provides career opportunities
- Increases overall aesthetic quality
- Improves the walking environment
- Increases foot traffic, busier places are safer, more cared for
- Advances quality of place
- Improves ratings of specific buildings
- Increases perceived neighborhood safety

- Decreases stigma toward individuals with mental health or substance abuse challenges
- Increases a sense of empowerment
- Promotes development of positive individual identity
- Improves wellness/Supports wellbeing

*Creative Placemaking and Community Safety: Synthesizing Cross-Cutting Themes*, 2018  
Mark Treskon, Sino Esthappan, Cameron Okeke, Carla Vasquez-Noriega

*Porch Light Program: Final Evaluation Report, 2015*  
(Jacob Kraemer Tebes, Samantha L. Matlin, Bronwyn Hunter, Azure B. Thompson, Dana M. Prince, Nathaniel Mohatt 2015)

“Patients in hospitals have been found to experience less anxiety, lower levels of pain, and faster healing after medical procedures when their hospital surroundings incorporated various forms of art.”

*More Hospitals Use the Healing Powers of Public Art*  
<https://www.wsj.com/articles/more-hospitals-use-the-healing-powers-of-public-art-1408404629>



*The Cree syllabics for the words 'river and sky'*

Created by the Sturgeon Lake First Nation  
City of Saskatoon, Saskatchewan



*A Moment in the Life of a Pigeon,*  
Elizabeth Wild

City of Long Beach Vacant Building  
Installation 2009-2010



***Living Memories***, Asinnajaq and Camille Georgeson-Usher, Sydney Frances Pickering

Curated by Becca Taylor

Part of *Crossings: Itineraries of Encounter*, the 2021–22 Lightbox Program

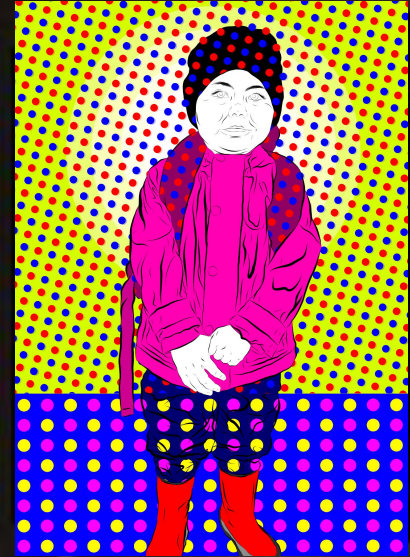
Blackwood Gallery, U of T Mississauga

## **Our proposed lightbox project will allow potential opportunities to:**

- display mediums and formats not typically suited to public mural artworks
- provide ongoing exhibition space for local artists
- exhibit multiple artists at a time
- exhibit Algoma University Visual Art Thesis work
- curate exhibitions

## **Artistic exchange through curated exhibitions will:**

- enlarge awareness of SSM through shared group exhibitions (adding Sault Ste Marie to artist CVs, etc.)
- expand awareness of local artists into other communities
- and bring together established and emerging artists







## Shemia Nelson, BFA Thesis Student

Aanii/Hello my name is Shemia Nelson and I am a daughter and granddaughter of Residential School Survivors of the Pelican Lake Indian Residential School.

I have always done my work with an awareness of trying to break the cycle of what happened to my father and grandmother while they were in Residential School. I have always expressed my voice through my art work. I am trying to strengthen and show the happiness in us again and to ensure future generations grow up strong and healthy with our culture.

For my thesis project I am making digital drawings of my son and my niece and nephew showing the strong resilient kids they are and continue to be.

I want to bring our culture back that is rightfully ours, to finally be ourselves and to always be ourselves. I want my images to help bring happiness back to our children; they are going to know their grandparents were survivors. I want the children to know they don't have to hide or be scared of who they are.

# List of proposed Sponsors/Donors

Algoma University

City Studio

City of Sault Ste Marie

Downtown Sault Businesses

Local Anishinaabe Organizations

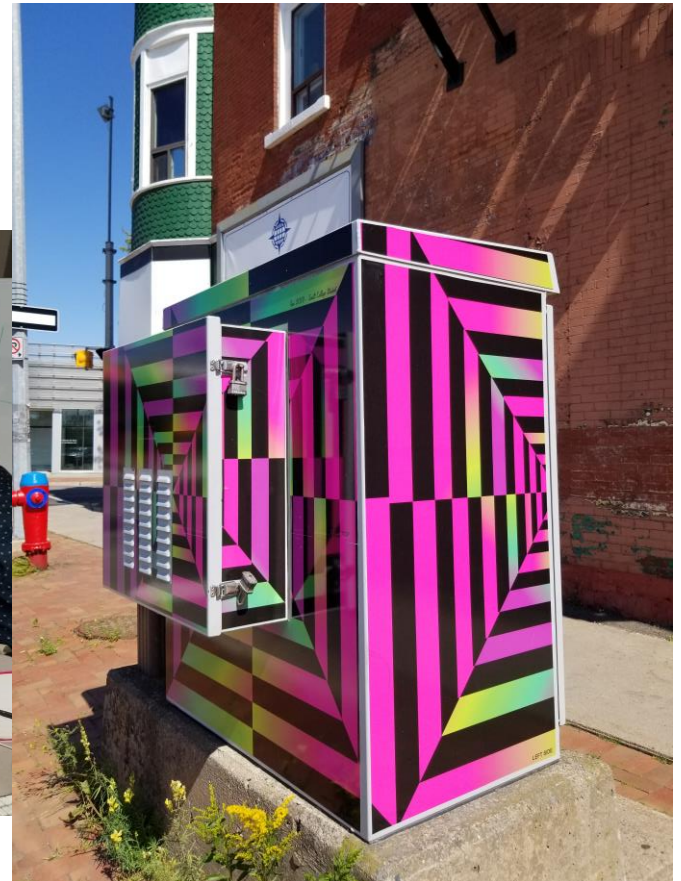


# Bi'Minowaaseyaa To Bring Forth New Light



# Traffic Box Wrap Project

The Traffic Box Wrap Project was developed as an experiential learning opportunity providing students with real world working scenarios with actual clients and mentorship from industry professionals.

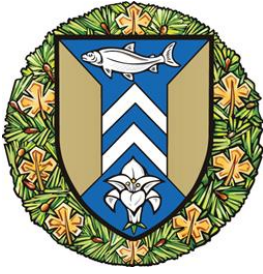


# Benefits of participation

- Real World Experience - working with actual clients (City of SSM)
- Mentorship Opportunities - with arts and culture organizations as well as a vast array of design industry professionals and businesses in the community provide guidance and advice
- Networking Opportunities - with arts and culture organizations as well as a vast array of design industry professionals and businesses in the community provide opportunities for students to meet potential employers
- Portfolio Building – ability to have an actual project for a municipal client with your work included in municipal public art collection, arts & culture tours and other tourism promotions
- Media Exposure – participants receive exposure in a number of formats, print, web, video through a number of media outlets again building portfolios

## Photos of students and their traffic box designs





**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

**TO:** Mayor Christian Provenzano and Members of City Council

**AUTHOR:** Nicole Maione, Manager of Transit & Parking

**DEPARTMENT:** Community Development and Enterprise Services

**RE:** Municipal Law Enforcement Officers

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**PURPOSE**

The purpose of this report is to update By-law 93-165, which appoints municipal law enforcement officers.

**BACKGROUND**

By-Law 93-165 is a By-law appointing municipal law enforcement officers and is amended from time to time.

**ANALYSIS**

Not applicable.

**FINANCIAL IMPLICATIONS**

There is no budgetary impact.

**STRATEGIC PLAN / POLICY IMPACT**

This is an operational activity not articulated in the strategic plan.

**RECOMMENDATION**

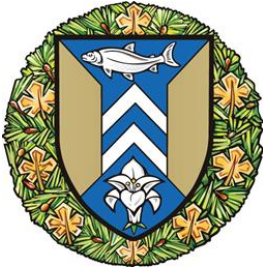
It is therefore recommended that Council take the following action:

By-law 2022-40 appears elsewhere on the Agenda and is recommended for approval.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Maione'.

Nicole Maione  
Manager of Transit and Parking  
705.759.5434  
[n.maione@cityssm.on.ca](mailto:n.maione@cityssm.on.ca)



**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council

AUTHOR: Carl Rumiel, Manager of Design and Transportation Engineering

DEPARTMENT: Public Works and Engineering Services

RE: 2022 Aqueduct Repairs – Engineering Consultant Selection

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**Purpose**

The purpose of this report is to obtain Council approval to single source professional engineering services for design and contract administration for the 2022 Aqueduct Repairs contract.

**Background**

At the December 6, 2021 meeting of Council, it was approved that \$1,500,000 be allocated to the rehabilitation of aqueducts, bridges and culverts as part of the 2022 Capital Transportation Program.

**Analysis**

To ensure public safety and to satisfy the recommendations of our structural engineering specialist, Tulloch Engineering, the City should continue with the aqueduct repairs on the two remaining road crossings on Central Street at McAllen and at Metzger Streets in 2022.

In accordance with the Procurement Policies and Procedures By-law, section 22(3), it is recommended that the work be single sourced to Tulloch Engineering. The staff at this firm have completed inspection, design and administration of the rehabilitation to these aqueducts for many years, and such continuity is in the best interests of the City.

**Financial Implications**

The engineering fee estimate for the 2022 aqueduct repairs is \$135,000 excluding HST. This can be accommodated in the \$1,500,000 allowance in the 2022 budget for rehabilitation of aqueducts, bridges and culverts. The actual project budget will be brought to Council when the contract is awarded.

**Strategic Plan / Policy Impact**

Rehabilitation of aqueducts is linked to the existing infrastructure component of the strategic plan.

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Design and Transportation Engineering dated February 22, 2022 concerning 2022 Aqueduct Repairs be received and that design and contract administration services be awarded to Tulloch Engineering, be approved.

An individual engineering agreement will be brought to Council for approval at a future meeting.

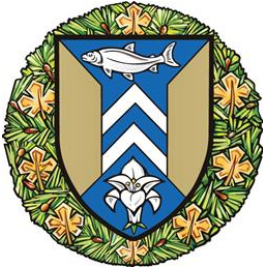
Respectfully submitted,

Carl Rumié, P. Eng.

Manager of Design and Transportation Engineering

705.759.5379

[c.rumiel@cityssm.on.ca](mailto:c.rumiel@cityssm.on.ca)



**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council

AUTHOR: Carl Rumiel, Manager of Design and Transportation Engineering

DEPARTMENT: Public Works and Engineering Services

RE: Elizabeth Street Sewer and Stairs Repair

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**Purpose**

The purpose of this report is to obtain approval to award Contract 2022-1E. The project includes the urgent replacement of the Elizabeth Street sanitary sewer and to repair the foundations of the Elizabeth Street stairs.

**Background**

At the April 12, 2021 meeting, Council approved retaining WSP to provide engineering services for design and contract administration of the Elizabeth Street Sewer and Stairs Repair.

The sanitary sewer, located in the unopened Elizabeth Street right-of-way is on the hill between MacDonald Avenue and Creery Avenue. The pipe has reached the end of its useful life and is experiencing joint failure. In the fall of 2020, Public Works undertook spot repairs on the pipe, but it was determined that the whole section of the pipe should be replaced.

The Elizabeth Street stairs, constructed in the 1980s, consist of four steel staircases on concrete abutments, connected with concrete sidewalk. During an inspection in December 2020, the steel staircases were noted to be in overall good condition, but the concrete abutment walls and walkways suffered from material loss and were severely undermined, with some abutment wall rotation. The stairs were closed to pedestrians in December 2020.

**Analysis**

A total of four (4) tenders were received. All tenders submitted were found to be complete and valid. The low tender of \$474,299 (excluding HST) was received from Ellisdon Industrial Services Inc.

**Financial Implications**

When non-recoverable HST and engineering fees are added, the City's cost to complete this project is projected to be \$543,744. This amount can be

accommodated within the \$600,000 approved for Emergency Sanitary Sewer repairs in the 2021 Capital Budget.

**Strategic Plan / Policy Impact**

This report is linked to the infrastructure focus area of the strategic plan.

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Design and Transportation Engineering dated February 22, 2022 concerning the Elizabeth Street Sewer and Stairs Repair be received and that the recommendation that Contract 2022-1E be awarded to Ellisdon Industrial Services Inc. be approved.

By-law 2022-22 authorizing execution of Contract 2022-1E appears elsewhere on the Agenda and is recommended for approval.

Respectfully submitted,

Carl Rumiel, P. Eng.  
Manager of Design and Transportation Engineering  
705.759.5379  
[c.rumiel@cityssm.on.ca](mailto:c.rumiel@cityssm.on.ca)



February 10, 2022

Mr. Carl Rumiel, P.Eng.  
Design & Construction Engineer  
Corporation of the City of Sault Ste. Marie  
99 Foster Drive, Civic Centre  
Sault Ste. Marie, ON P6A 5N1

Dear Mr. Rumiel:

**Subject: City Contract No. 2021-1E – Elizabeth Street Sanitary Sewer & Stair Repairs - Tender Report**

We are pleased to provide our Tender Evaluation Report and recommendation for the Tenders received for the Sanitary Sewer & Stair Repairs of Elizabeth Street.

## PROJECT DESCRIPTION

The work generally consists of the Sanitary Sewer & Stair Repairs of Elizabeth Street, from Elizabeth Street to MacDonald Avenue including sanitary sewers, appurtenances, service connections and stairway repair.

## TENDERING OF THE WORKS

The call for tenders was advertised in the City Information Column of the Sault Daily Star on January 15, 2022. Copies of the contract documents were also made available for review at the Sault Ste. Marie Construction Association as well as the Consulting Engineer's office.

Two Addendums were issued to the contract on February 1, February 8, 2022.

Tenders closed at the Civic Centre on February 9, 2022 at 3:00 p.m.

## TENDER PRICES

Four (4) tenders were received for the works. The tender prices, inclusive of H.S.T. were as follows:

CONTRACTOR	TOTAL TENDER PRICE (INCLUDING HST)	RANKING
Ellis Don	\$ 535,957.87	1
Pioneer Construction	\$ 591,752.19	2
Trimount Construction	\$ 656,771.16	3
Avery Construction	\$ 686,748.34	4

185 East Street  
Sault Ste. Marie, ON  
Canada P6A 3C8

T: +1 705 942-2070  
F: +1 705 942-3532  
wsp.com



The tenders were checked for arithmetic accuracy.

All of the tenders were submitted with the appropriate Tender Deposit in the amount of 10% of the tender price, Agreements to Bond, and other required documentation. The Tender Deposits were retained by the City for safe keeping. The submitted tenders all included a Contingency Allowance in the amount of \$25,000.

A breakdown of the bids by Tender Items is attached.

The Pre-Tender Estimate for the work was \$319,422.75 (including HST).

## WSP'S EXPERIENCE WITH THE LOW BIDDER

WSP is very familiar with Ellis Don and have worked on several municipal projects with them. It is our opinion that they are qualified and have the ability to successfully complete the assignment.

## COMPLETION DATE

The contract documents required that all work be Complete by June 30, 2022. Final paving and restoration must be completed by July 31, 2022.

## TENDER VALIDITY

The contract documents stipulated that tenders be open for acceptance for a period of 60 days following the closing date, or until April 10, 2022.

## APPROVALS

An Environmental Compliance Approval under the Ontario Water Resources Act for sewer works on the project is required from the Ministry of the Environment, Conservation and Parks (MECP) prior to commencing construction. The application for this approval has been made, and we expect to receive the approval shortly.

## AWARD

WSP recommends that the City award the Tender to Ellis Don for a Total Tender Price of \$535,957.87 (inclusive of HST), subject to receipt of the Environmental Compliance Approval for the sewage works from the MECP.

Attached with this letter is the required City Agreement between Ellis Don and the City of Sault Ste. Marie.

## TENDER DEPOSITS

We recommend that the tender deposits for Ellis Don and Pioneer Construction, the two low bidders, be retained until such time as a contract has been executed between the City and Ellis Don.



The above is respectfully submitted. If you have any questions, please do not hesitate to contact the undersigned.

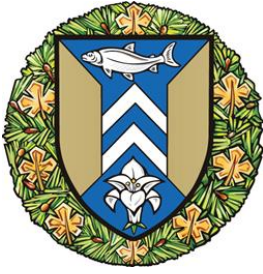
Yours sincerely,

A handwritten signature in black ink, appearing to read 'D. Spacek', written over a horizontal line.

David Spacek P.Eng., PMP  
Manager of Municipal Infrastructure

Encl.

WSP ref.: 211-07919-00



**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council

AUTHOR: Carl Rumiel, Manager of Design and Transportation  
Engineering

DEPARTMENT: Public Works and Engineering Services

RE: Brock Street Road Closure

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**Purpose**

The purpose of this report is to obtain Council approval to close Brock Street between Albert Street East and the northerly Laneway adjacent to Civic #181, for a period of fourteen (14) weeks.

**Background**

As Council is aware, Social Services (Ontario Works, Early Years and Housing ) is constructing a new building on the west side of Brock Street between Albert Street East and Wellington Street East. This will amalgamate offices and centralize its operations.

**Analysis**

The construction of the new Social Services Building on Brock Street is being impacted by lack of available space for material and equipment storage as well as the offloading of trucks. This has caused a significant amount of traffic congestion during business hours, has potential to delay the project and has created a potentially dangerous traffic situation.

Additionally, the Ministry of Labour has directed the contractor to bring another site trailer and a further washroom trailer to the site to meet their Covid-19 requirements, which will cause further congestion on the site spilling over to Brock Street potentially creating unsafe flow of traffic.

The contractor has agreed to take over winter maintenance of the entire length of Brock Street from Wellington down to Albert for the duration of the closure to the standard established by City Guideline – W-3 – Winter Maintenance and to the satisfaction of the DCAO of Public Works and Engineering Services. Access will be maintained for local traffic only. Sault Ste. Marie Housing Corporation and Matheson Constructors will also obtain a Municipal Consent Permit from the City in order to occupy and work on our road allowance and satisfy various

requirements as set out in the City's Road Cuts By-law, including insurance requirements and providing a signed Indemnity in favour of the City that will be prepared by the City Legal Department.

**Financial Implications**

There are no financial implications to this report.

**Strategic Plan / Policy Impact**

Closure of a public road in order to facilitate building construction is not related to a specific area of the strategic plan.

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Design and Transportation Engineering dated February 22, 2022 concerning the closure of Brock Street, be received; and that the road closure of Brock Street between the Albert Street East and the northerly laneway adjacent to Civic #181 from February 23, 2022 to June 1, 2022 be approved.

By-law 2022-31 authorizing the road closure appears elsewhere on the Agenda and is recommended for approval.

Respectfully submitted,

Carl Rumiel, P. Eng.  
Manager of Design and  
Transportation Engineering  
705.759.5379  
[c.rumiel@cityssm.on.ca](mailto:c.rumiel@cityssm.on.ca)

Attach.



david **ELLIS** architect inc.  
267 Cathcart Street Studio 2  
Sault Ste. Marie

**February 14, 2022**

**Attention: Carl Rumiel**

**RE: Brock Street Road Closure**

**Dear Sir:**

We request that a modification to the next Council Meeting Agenda, being held on February 22nd, be amended with the matter of closing Brock Street, between Albert Street and the northerly Laneway adjacent to Civic #181, for a period of fourteen (14) weeks, with periodic 1 lane closures thereafter throughout the remainder of the project.

The construction of the new Social Services Building on Brock Street is being greatly impeded by lack of available land on which to lay down materials and equipment. Currently the contractor is having to off load trucks while they are parked on the street, causing traffic congestion and creating a hazardous situation. This will only get worse as the project moves forward.

The current site has been excavated to the available extents of the property lines on the east, west and north boundaries, for construction of the footings. Until the foundation walls are poured and the Level 1 concrete slabs are installed, no backfilling of the site can take place. Additionally large cranes will soon be installed to be used for the installation of concrete floor slabs and the erection of steel superstructure. With the existing limits of construction, the contractor has no room to locate the cranes nor has he been able to meet the safety sight line requirements set down by the Ministry of Labour, in the existing space available. Given all these limitations, there is nowhere on site for lay down of needed equipment or materials, which will necessitate many occurrences of tractor trailers being parked on the street while unloading.

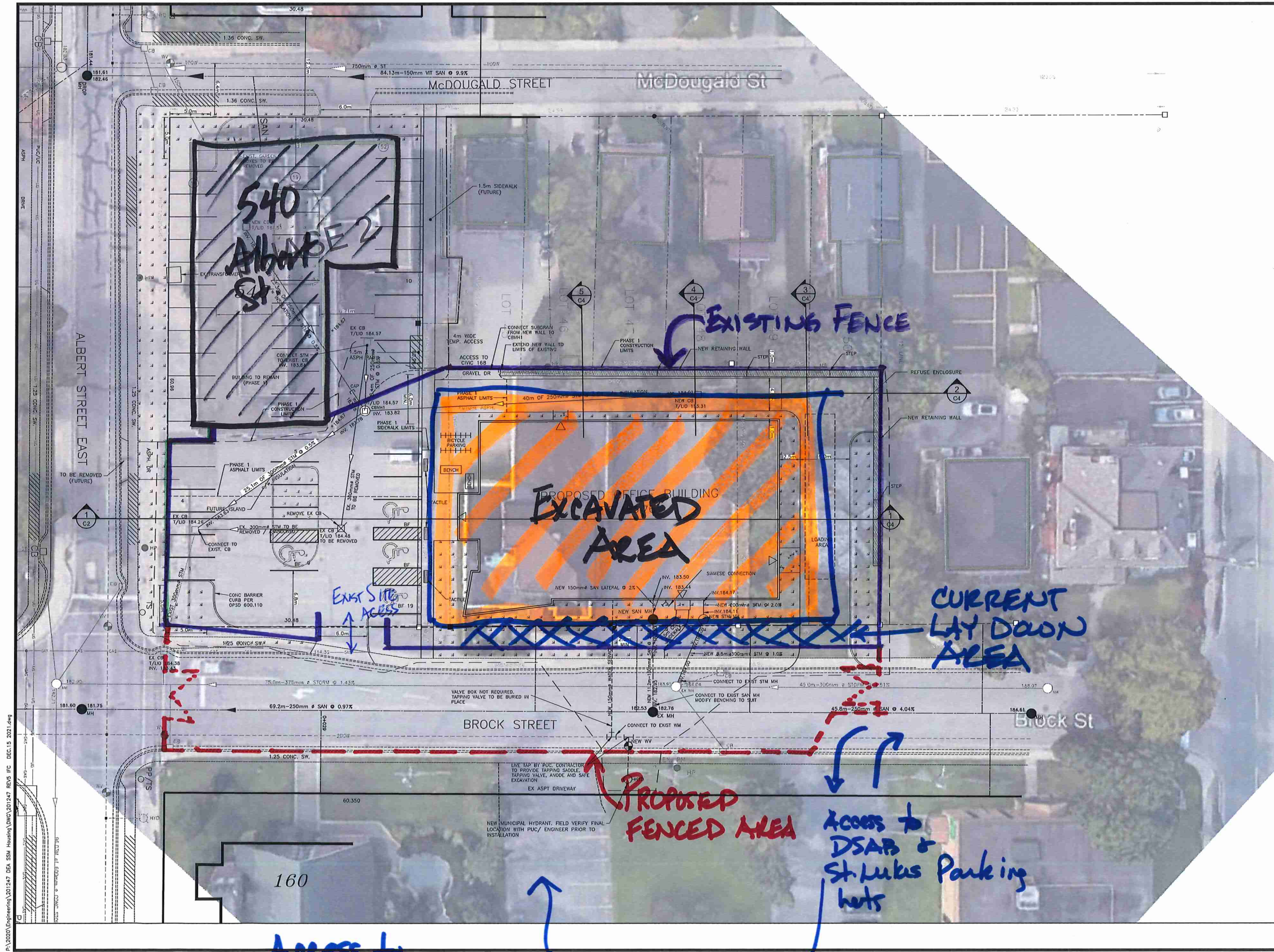
Additionally in order to meet Ministry of Labour Covid requirements, there will be another site trailer installed, as well as a further washroom trailer. Currently all staff vehicles are being parked off site as there is no room for even one vehicle. The contractor and the client have done all they can to ensure site safety, and meet Ministry requirements, but still require more room from which to work, off load materials and ensure public safety.

The contractor has agreed to take over winter maintenance of the entire length of Brock Street from Wellington down to Albert for the duration of the closure. Access would be maintained to the private residence at 181 Brock Street and the DSAB parking lot entrance. (See attached plan for proposed limits of street closure). The side walk on the easterly side of Brock would remain open and would be the responsibility of the City to maintain for the remainder of the winter season.

Your consideration of this matter is greatly appreciated.

Yours very truly,

**David Ellis**  
MOAA MRAIC NCARB LEED AP  
david **ELLIS** architect inc.



KEY PLAN

ENGINEER'S SEAL

DATE	REV.	REVISION	BY	APP'D
DEC 15/21	5	ISSUED FOR CONSTRUCTION	TP	JL
NOV 2/21	4	ISSUED FOR CONSTRUCTION	KG	JL
OCT 26/21	3	ISSUED FOR CONSTRUCTION	KG	JL
SEPT 29/21	2	ISSUED FOR CONSTRUCTION	KTN	JML
JULY 16/21	1	ISSUED FOR TENDER	KTN	JML
JUNE 8/21	0	ISSUED FOR SPC APPROVAL	DAM	JML

CLIENT:

**DAVID ELLIS ARCHITECT**  
267 CATHCART STREET - STUDIO #2  
SAULT STE. ARIE, ONTARIO

CONSULTANT:



PROJECT TITLE:

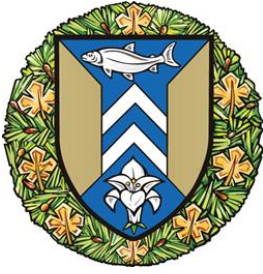
**SOCIAL SERVICES  
DEVELOPMENT  
BROCK STREET**

DRAWING TITLE:

**SITE SERVICING  
PLAN**

KTN	JML	JML	JML
DRAWN	DESIGNED	CHECKED	APPROVED
1:200		JULY 16, 2021	
SCALE		DATE	
20-1247	5	C2a	
PROJECT No.	REVISION	DRAWING	

P:\2020\Engineering\201247 DEA SSM Housing\DWG\201247 REV5 IFC DEC.15 2021.dwg



**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council

AUTHOR: Melanie Borowicz-Sibenik, Assistant City Solicitor/Senior Litigation Counsel

DEPARTMENT: Legal Department

RE: Deeming – 937 and 945 Sunnyside Beach Road  
(Sunnyside Beach 2 Subdivision) (Oliver, Erin/Lonsdale, Craig)

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**Purpose**

The purpose of this report is to bring to Council a request received from Craig Lonsdale and Erin Oliver the owners of Lot 19 Plan 1M557; s/t easement in gross over Pt 15 1R11426 as in AL31296; Sault Ste. Marie (PIN 31617-0203) and Lot 20 Plan 1M557; s/t easement in gross over Pt 14 1R11426 as in AL31296; Sault Ste. Marie (PIN 31617-0204).

**ATTACHMENT**

Attached as Schedule “A” is a map of the subject property.

**Background**

The owners of Lot 19 Plan 1M557; s/t easement in gross over Pt 15 1R11426 as in AL31296; Sault Ste. Marie (PIN 31617-0203) (937 Sunnyside Beach Road) and Lot 20 Plan 1M557; s/t easement in gross over Pt 14 1R11426 as in AL31296; Sault Ste. Marie (PIN 31617-0204) (945 Sunnyside Beach Road) have requested that the City pass a Deeming By-law under Section 50(4) of the *Planning Act* for these properties. The effect of the Deeming By-law, once it is registered on title, would result in these properties being treated as one block of land and it could no longer be sold as individual lots without the by-law being repealed or by a Committee of Adjustment severance approval.

**Analysis**

The request has been circulated to Don McConnell, Planning Director, Freddie Pozzebon, Chief Building Official, Maggie McAuley, Municipal Services Engineer and Michelle Kelly, Secretary-Treasurer, Committee of Adjustment, none of whom have an objection to the request that a Deeming By-law be passed in respect of these properties.

**Financial Implications**

Approval of this report will not impact municipal finances.

**Strategic Plan / Policy Impact**

Not Applicable.

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that By-law 2022-13 which has the effects of deeming Lot 19 Plan 1M557; s/t easement in gross over Pt 15 1R11426 as in AL31296; Sault Ste. Marie and Lot 20 Plan 1M557; s/t easement in gross over Pt 14 1R11426 as in AL31296; Sault Ste. Marie, Sunnyside Beach Subdivision 2 as no longer being part of a plan of subdivision be recommended for approval. By-law 2022-13 appears elsewhere on the agenda.

Respectfully submitted,

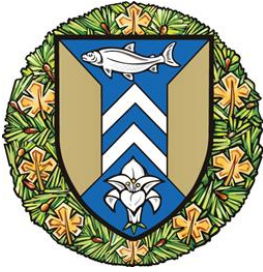
Melanie Borowicz-Sibenik  
Assistant City Solicitor/Senior  
Litigation Counsel  
705.759.5403  
m.borowicz-sibenik@cityssm.on.ca

MBS/da



SCHEDULE "A"

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**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council

AUTHOR: Melanie Borowicz-Sibenik, Assistant City Solicitor/Senior  
Litigation Counsel

DEPARTMENT: Legal Department

RE: Downtown Plaza Property Exchange (Stone's Office Supply  
Ltd.)

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**Purpose**

The purpose of this report is to recommend to Council:

- (a) that the property described as PIN 31542-0306 (LT) 15 FT Lane PL 366MCD St. Mary's S of LT 1-3 & N of LT 22; Sault Ste. Marie first be assumed for public use and established as a public lane, and second, be stopped up, closed and conveyed to Stone's Office Supply Ltd. ("Desired Stone's Property #1");
- (b) that the property described as Part PIN 31542-0094 (LT) LT 8-10, 18-21 PL 366MCD St. Mary's; PT LT 11 PL 366MCD St. Mary's PT 2 1R9277; PT McDougald St. PL 366MCD St. Mary's as in T219159 Closed By T219159; Sault Ste. Marie be declared surplus and offered for sale by the City in accordance with the City's policy for the disposition of land to Stone's Office Supply Ltd. ("Desired Stone's Property #2"); and
- (c) that the property described as PIN 31542-0092 (LT) LT 7 PL 366MCD St. Mary's; Sault Ste. Marie, being civic 78 Bingham ("Desired City Property") be acquired by the City,

to finalize property requirements for the proposed Downtown Plaza.

**ATTACHMENT**

Attached as Schedule "A" is a Map that shows the three properties relevant to this Report.

**Background**

On September 27, 2021, City Council approved the necessary funding and directed staff to finalize the construction drawings and issue a tender for the construction of the Downtown Plaza at an estimated cost of \$7,844,000.

City Council had previously approved the acquisition of two properties at 535 Queen Street and 516 – 526 Bay Street for this project. Both of these property acquisitions have been completed.

### **Analysis**

Stone's Office Supply Ltd., directed by Mr. Peter Stone, owns a property directly behind the Country Way store on Brock Street, specifically the Desired City Property. Mr. Stone/Stone's Office Supply Ltd. owns several other properties in the immediate area and uses the Desired City Property as parking for his tenants. The location of this property is critical to the development of the Downtown Plaza.

Mr. Stone has been very cooperative in property discussions with City Staff. However he has stressed the need to be able to continue to provide parking in this area for his tenants. It has been agreed that rather than the City purchasing the Desired City Property, Mr. Stone will transfer it to the City at no cost in exchange for a portion of the City's existing Bingham Street parking lot, specifically the Desired Stone's Property #1 and Desired Stone's Property #2. This proposed exchange is shown on the attached drawing.

The Desired Stone's Property #1 consists of a 15 foot wide city laneway behind Civics 519, 523 and 527 Queen Street East. All three properties are owned by Mr. Stone and he has been maintaining this lane at his cost for some time. A number of years ago he resurfaced the laneway with paving stones which will be retained. Mr. Stone has asked if the laneway property could also be transferred to him. To ensure that access is maintained to 519 and 523 Queen Street as well as 515 Queen Street (Arturo's) and 513 Queen Street, a private easement will be put in place as a condition of any property transfers. The proposed easement is also shown on the attached drawing.

The Desired Stone's Property #2 consists of an approximate 60 foot by 85 foot area currently comprising a portion of the Bingham Street parking lot. A portion of the area being transferred to Stone's Office Supply Ltd. will be repaved to create proper drainage. A guard rail will be constructed along the easterly and southerly edges of the lot and appropriate signage installed to identify this area as private parking.

The land transfers and all other arrangements have been included in the design and construction drawings for the Downtown Plaza.

### **Financial Implications**

All of the costs associated with land transfers and improvements have been included in the budget for the Downtown Plaza as recently approved by City Council.

### **Strategic Plan / Policy Impact**

This is an operational issue not part of the strategic plan.

**Recommendation**

It is therefore recommended that Council take the following action:

- (a) authorize that the City owned property described as PIN 31542-0306 (LT) 15 FT Lane PL 366MCD St. Mary's S of LT 1-3 & N of LT 22; Sault Ste. Marie first be assumed for public use and established as a public lane, and second, be stopped up, closed and conveyed to Stone's Office Supply Ltd. for the sum of \$1.00 subject to any necessary utility easements and a private access easement in favour of civics 519, 523, 513 and 515 Queen Street, Sault Ste. Marie. By-laws 2022-38 and By-law 2022-39 authorizing same appear elsewhere on the Agenda and are recommended for approval;
- (b) authorize that the City owned property described as Part PIN 31542-0094 (LT) LT 8-10, 18-21 PL 366MCD St. Mary's; PT LT 11 PL 366MCD St. Mary's PT 2 1R9277; PT McDougald St. PL 366MCD St. Mary's as in T219159 Closed By T219159; Sault Ste. Marie be declared surplus and offered for sale by the City in accordance with the City's policy for the disposition of land to Stone's Office Supply Ltd. for the sum of \$1.00 subject to any necessary utility easements and a private access easement in favour of civics 519, 523, 513 and 515 Queen Street, Sault Ste. Marie. By-law 2022-32 authorizing same appears elsewhere on the Agenda and is recommended for approval and;
- (c) authorize that the property described as PIN 31542-0092(LT) LT 7 PL 366MCD St. Mary's; Sault Ste. Marie, being civic 78 Bingham be acquired by the City \$1.00. By-law 2022-33 authorizing same appears elsewhere on the Agenda and is recommended for approval

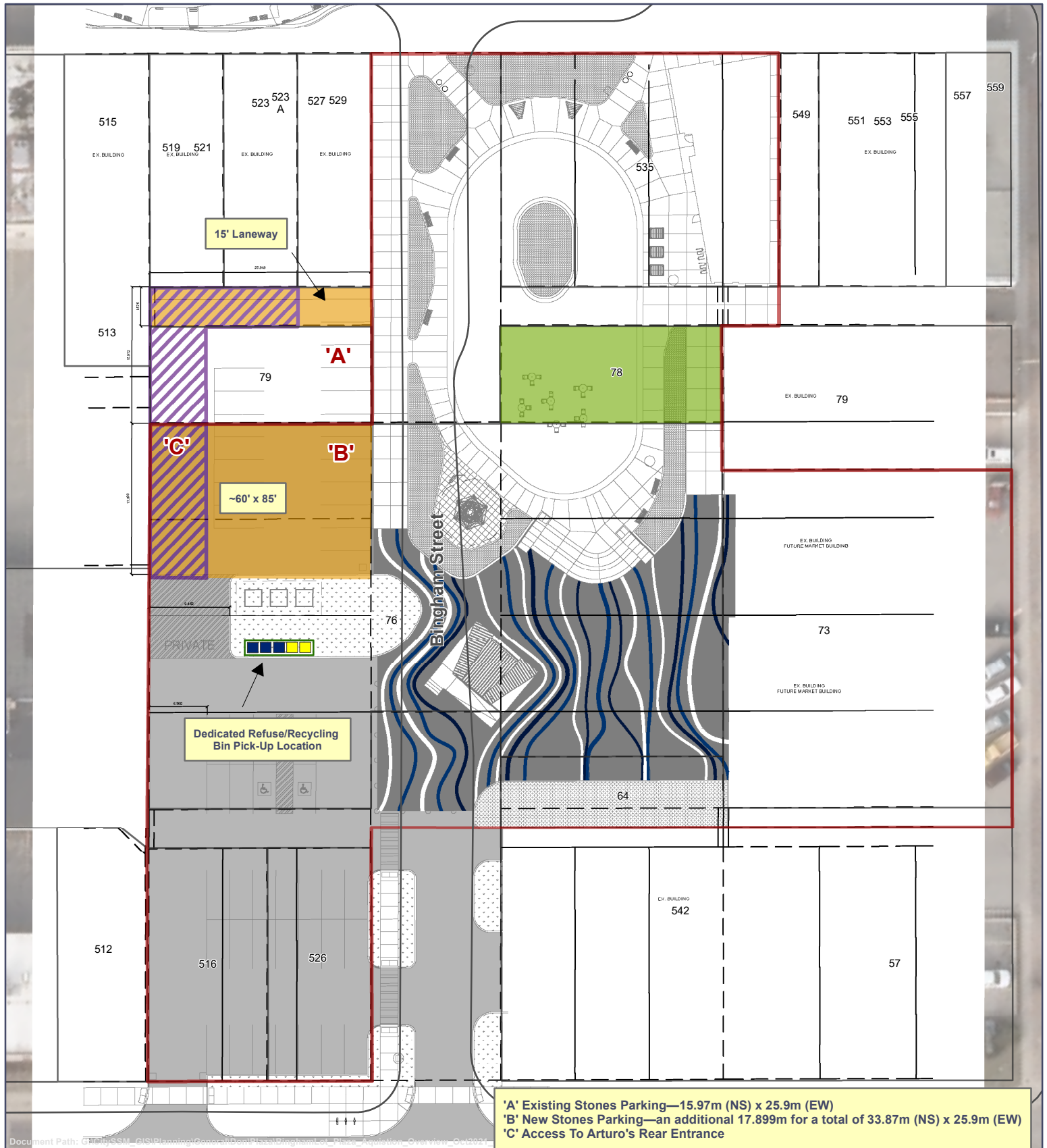
to finalize the property requirements for the proposed Downtown Plaza.

Respectfully submitted,

Melanie Borowicz-Sibenik  
Assistant City Solicitor/Senior Litigation Counsel  
705.759.5403  
[m.borowiczsibenik@cityssm.on.ca](mailto:m.borowiczsibenik@cityssm.on.ca)

MBS/tj  
Enclosure

\\citydata\LegalDept\Legal\Staff\COUNCIL\REPORTS\2022\Downtown Property Exchange (Stone's Office Supply)  
OPEN.docx



Document Path: G:\cityssm\GIS\Planning\BinghamLot\_Plaza\_Acquisition\_Overview\_Oct2021

**Application Map Series**

- ☐ Subject Property ☐ Official Plan Landuse  
☐ Existing Zoning ☐ Aerial Image  
☐ Official Plan Amendment ☒ Illustration

**Map Information**

Date Created: October 6, 2021  
 Revised: October 21, 2021

**Bingham Lot Plaza Overview Map****Legend**

- Arturo's Easement Access  
 Stone to Acquire from CitySSM  
 CitySSM to Acquire from Stone  
 Plaza Outline  
 Paved Fabric

**SAULT STE. MARIE****Planning and Enterprise Services**

Community Development and Enterprise  
 Services Department

99 Foster Drive, Sault Ste Marie, ON P6A 5X6  
 saultstemarie.ca | 705-759-5368 | planning@cityssm.on.ca

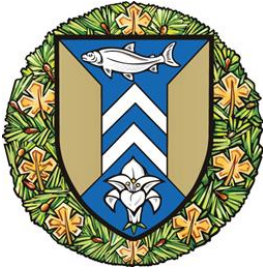
This map is for general reference only  
 Orthophoto: 2016 Colour 20cm

Projection Details:

NAD 1983 UTM Zone 16N  
 GCS North American 1983

0 2.5 5 10 Meters  
 1:600





**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council

AUTHOR: Melanie Borowicz-Sibenik, Assistant City Solicitor/Senior Litigation Counsel

DEPARTMENT: Legal Department

RE: Property Declared Surplus and Sale – Water Lot Abutting 5 McPhail Avenue

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**Purpose**

The purpose of this report is to advise Council of the negotiated price for the sale of the water lot abutting 5 McPhail Avenue.

**ATTACHMENT**

Attached as Schedule “A” is a map of the “Subject Property”.

**Background**

The Legal Department received a request from Randy Park to ascertain if the Subject Property could be declared surplus. At the Closed Council Session held December 2, 2019, Council gave direction to declare the Subject Property surplus and authorized the disposition of same to Mr. Park with an amount to be negotiated.

**Analysis**

Negotiations ensued and a purchase price in the sum of \$2,700.00 has been negotiated for the sale of the Subject Property. The purchase price is in accordance with the estimated market value of the Subject Property.

Mr. Park retained a surveyor to prepare a Reference Plan to denote the Subject Property to be acquired by him. The survey was finalized, circulated and deposited. The updated description for the Subject Property is now available for the final by-law authorizing the sale. Mr. Park would be responsible for all fees relating to the transfer.

**Financial Implications**

If the City decides to dispose of the Subject Property, it would be consistent with the City’s plan to dispose of surplus property. As this property is presently City owned the City does not receive any revenues from taxes. Upon sale of the property, it may be assessable depending upon its ultimate use.

**Strategic Plan / Policy Impact**

Not applicable.

**Recommendation**

It is therefore recommended that Council take the following action:

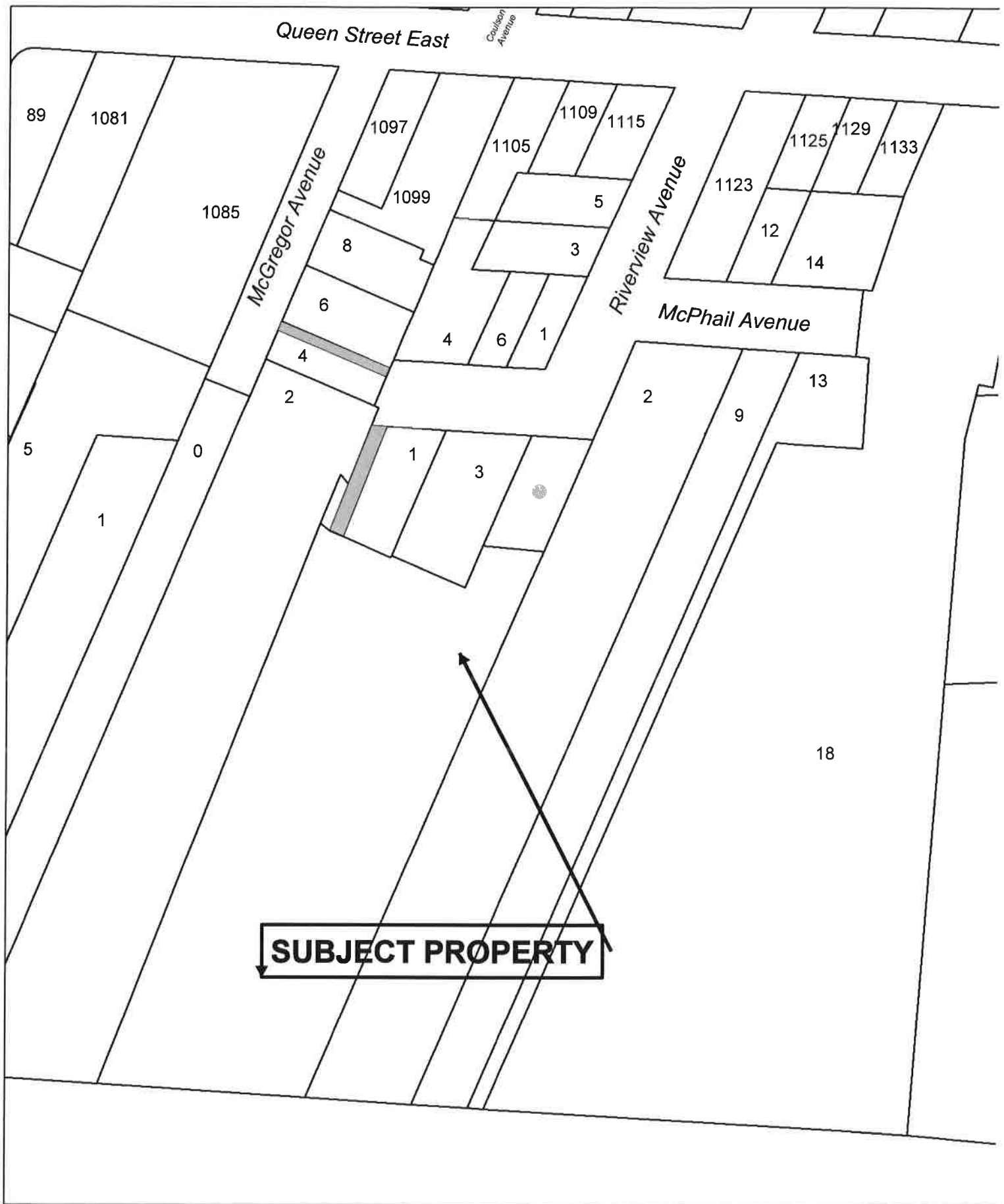
Authorize that the City owned property described as Part of PIN 31539-0119 (LT) PT WATER LT IN FRONT OF PARK LOT 11 CON 1 ST. MARY'S AS IN A2793 EXCEPT PT 2-3 1R9071 AND PT 1 1R11346, BEING PART 1 PART OF WATER LOT IN FRONT OF PARK LOT 11 CONCESSION 1 PLAN 1R-13714; SAULT STE. MARIE be declared surplus to the City's needs and authorize the disposition of the said property in accordance with the City's policy for the disposition of land to Randy Park for the sum of \$2,700.00.

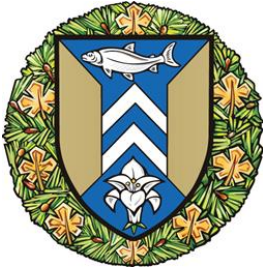
By-law 2022-28 authorizing same appears elsewhere on the Agenda and is recommended for approval.

Respectfully submitted,

Melanie Borowicz-Sibenik  
Assistant City Solicitor/Senior Litigation Counsel  
705.759.5403  
[m.borowiczsibenik@cityssm.on.ca](mailto:m.borowiczsibenik@cityssm.on.ca)

MBS/tj  
Enclosure





**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Shelley Olar Risk Manager  
DEPARTMENT: Legal Department  
RE: Intact Public Entities – Claims Handling Agreement

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**Purpose**

The purpose of this report is to seek Council's approval of a Claim Handling Agreement (the "Agreement") between the City and Intact Public Entities Inc. ("Intact") that was contemplated in the General Insurance Services Agreement between the City and Frank Cowan Insurance Company ("Cowan") approved by Council under By-law 2021-42.

**Background**

In 2020, the City issued an RFP for the provision of General Insurance Services. Council thereafter approved Staff's recommendation at the conclusion of the RFP to enter into a three-year General Insurance Services agreement with Cowan for the period February 28, 2021 to February 28, 2024. The Frank Cowan Insurance Company rebranded and are now known as Intact Public Entities Inc ("Intact").

The main General Insurance Services Agreement has provided a subsidiary agreement, specifically the Claim Handling Agreement for execution for the upcoming policy period February 28, 2022 to February 28, 2023. There is no additional cost for this agreement.

**Analysis**

The Agreement grants the City permission to respond to certain claims through its processes and also sets out the City's reporting obligations to Intact. The City is required to immediately notify Intact if during the handling of a claim it becomes apparent that the claim:

- Reaches or is expected to reach a total incurred value (Reserves and payments) in excess of 50% of the policy deductible;
- Triggers coverage under a Claims Made wording (ie. E&O, Environmental, etc.); or
- Is a certain type of claim as enumerated by Intact (ie. More serious in nature, including fatalities, brain damage resulting in mental/physical impairment, class action suits, etc.).

Further, the Agreement requires the City to maintain a claims reporting and tracking system, along with a “claims loss bordereaux of all claims handled by the City” every six months. The Risk Manager shall complete this reporting.

**Financial Implications**

There is no additional financial impact to the City for the execution of this agreement.

**Strategic Plan / Policy Impact**

This is an operational matter and not a matter within the Strategic Plan.

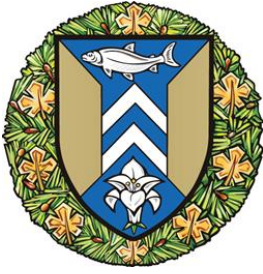
**Recommendation**

It is therefore recommended that Council take the following action:

By-law 2022-30 authorizing the execution of the Claim Handling Agreement between the City and Intact Public Entities Inc. appears elsewhere on the Agenda and is recommended for approval.

Respectfully submitted,

Shelley Olar, CIP  
Risk Manager  
705.759.5768  
[s.olar@cityssm.on.ca](mailto:s.olar@cityssm.on.ca)



**The Corporation of the  
City of Sault Ste. Marie**

**C O U N C I L   R E P O R T**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Donald B. McConnell MCIP, RPP, Planning Director  
DEPARTMENT: Community Development and Enterprise Services  
RE: Potential Demolition Incentive

---

**Purpose**

The purpose of this report is to respond to the following resolution which was approved on November 30, 2020.

“Whereas the City of Sault Ste. Marie has used the tools at its disposal to attempt to beautify neighbourhoods throughout the City through measures such as enhanced by-law enforcement, community improvement plans for vacant buildings and targeted investments in downtown improvement; and

Whereas there remain a number of derelict or unsafe or abandoned properties in the City of Sault Ste. Marie, which detract from the efforts that have been made to beautify neighbourhoods; and

Whereas it is in the interest of the City of Sault Ste. Marie to have occupied and vibrant neighbourhoods without derelict or unsafe or abandoned properties within those neighbourhoods;

Now Therefore Be It Resolved that staff be requested to investigate programs that exist throughout municipalities in Ontario to incentivize or provide assistance in the demolition of these derelict or unsafe or abandoned properties and propose a comprehensive plan to City Council for implementation.”

**Background**

Section 28 of the Planning Act and Section 365 of the Municipal Act allow municipalities to create Community Improvement Plans to provide incentives to accomplish specific community objectives. Therefore City Council can approve a Community Improvement Program to incentivize the demolition of unsafe or abandoned properties.

Generally, Community Improvement Plans are intended to provide an incentive to encourage a particular outcome. While there is a short-term cost, there is a long-term financial benefit as a result of increased assessment.

The city currently has three Community Improvement Plans in place to support downtown development, new rental housing and economic growth of export-oriented businesses. All three plans use a graduated tax rebate process by which new assessment is not fully taxed during the first few years. In addition, the downtown development program provides grants for specified projects.

### **Analysis**

It is recognized that the demolition of unsightly or abandoned buildings does provide a benefit to the surrounding properties as the appearance of the area is improved. The following is a general description of the incentive program used in North Bay and a discussion of three other factors that should be taken into consideration prior to undertaking a demolition incentive program. Staff was not able to identify any other municipal incentive programs related to demolition in Ontario.

It should be noted that demolishing a building creates its own incentive as the assessment and therefore property taxes will be reduced.

### **North Bay**

North Bay's Growth Community Improvement Plan provides incentives for downtown, housing, industrial and waterfront target areas. North Bay supports demolition projects by rebating a portion of the landfill tipping fees but only for projects which occur within the housing target area. This area generally includes the downtown and abutting older residential area. In summary, North Bay will provide a rebate of up to 100% of the landfill tipping fees for sorted material or 50% of the landfill tipping fees for unsorted material. However only 25% of the rebate is paid when the building is demolished. To qualify for the remaining 75%, the building must be replaced with new development within one year of demolition. To date, the City of North Bay has not received any applications under this program.

North Bay also rebates demolition permits but city staff confirmed that these are usually only about \$100. The cost of a demolition permit in Sault Ste. Marie is \$126 for a building of four units or less.

### **Property Standards By-law Amendments**

Last year, City Council approved amendments to the Property Standards By-law to increase enforcement of vacant properties that cause a public safety hazard or nuisance. Specifically, when a by-law enforcement officer deems a building to be vacant, creates a safety risk to the public or is causing a nuisance the responding officer may issue a notice to the property owner to take immediate action. If the problem persists, the city can demolish the building and recover this cost as part

of the taxes when the property is sold. However in some cases, the value of the property is less than the cost of demolition and unpaid taxes resulting in a net cost to the municipality.

In addition, the amended Property Standards By-law now requires that owners ensure that vacant buildings be secured against unauthorized entry, maintain liability insurance of no less than \$2 million, provide inspection and monitoring of the vacant building on at least a monthly basis and disconnect all utilities unless required for security or by law.

#### Existing CIP Policy

The three current Community Improvement Plan incentive programs all require that the municipal property taxes are paid up to date and that there are no outstanding work orders on the property. The purpose of these two conditions is to ensure that municipal funds are not used to subsidize “slum landlord” type environments. Many, if not most of the properties that would be considered for a demolition grant would fail to meet either or both of these conditions.

Staff are concerned that the owners of derelict properties will avoid taking action to demolish the building if they are waiting for a grant from the city and this will further delay the desired outcome.

#### Loss of Assessment

All of the city’s existing Community Improvement Programs provide a rebate that is based on the municipal taxes associated with increased assessed value. In other words, the property owner cannot pay less taxes than what he is currently paying in order to qualify for an incentive.

However when a building is demolished, the assessed value is reduced, which results in a loss of tax revenue for the city. North Bay has attempted to minimize this loss by providing only a small incentive (25% rebate on landfill tipping fees) unless a new building is constructed within one year.

Providing an incentive to encourage demolition without subsequent development provides no long-term financial benefit to the community.

#### Summary

Providing a grant to demolish a building in poor condition is rewarding a property owner that has allowed the building to deteriorate. As stated above, very few dilapidated buildings are not already subject to a work order or are not in arrears on their municipal taxes.

Further, in many cases the cost of demolition exceeds the value of the vacant property. In these situations, the property owner simply abandons the property to the city who then becomes responsible for the demolition costs. Providing a grant to recover a small portion of the demolition costs will not alter this situation.

Staff is recommending that the new Property Standards By-law process put in place last fall continue to be used and monitored to determine the success rate. Several vacant properties are currently in this process and it is anticipated that demolition will occur this year.

Where properties are being demolished in association with new development, the new development may be eligible for an incentive under one of the city's three existing Community Improvement Programs. Further, demolishing a building creates its own incentive as the assessment and therefore property taxes are reduced.

Should City Council wish to proceed with instituting a program to incentivize demolition, city staff will prepare a Community Improvement Plan Strategy as required by provincial legislation. This program would have to take the form of a grant as there would be no increase in assessment.

### **Financial Implications**

Given that this is an information report, approval will not impact municipal finances.

### **Strategic Plan / Policy Impact**

This is an operational matter not articulated in the Corporate Strategic Plan.

### **Recommendation**

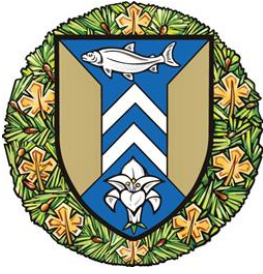
It is therefore recommended that Council take the following action:

Resolved that the report of the Planning Director dated March 21, 2022 concerning a potential demolition incentive be received as information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D.B. McConnell".

Donald B. McConnell MCIP, RPP  
Director of Planning & Enterprise Services  
705.759.5375  
[d.mcconnell@cityssm.on.ca](mailto:d.mcconnell@cityssm.on.ca)



**The Corporation of the  
City of Sault Ste. Marie**

**COUNCIL REPORT**

February 22, 2022

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Rick Van Staveren  
DEPARTMENT: Community Development and Enterprise Services  
RE: Economic Development Update

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**Purpose**

The purpose of this report is to provide an update to Council on Economic Development Activities in 2021, and an overview of 2022 major initiatives.

**Background**

In the 1<sup>st</sup> Quarter of 2020, the transition of the Economic Development staff from the Sault Ste. Marie Economic Development Corporation, to the City of Sault Ste. Marie began. The process entailed moving of all staff, processes, functions (finance, operations) to direct line reporting into the Community Development and Enterprise Services service area.

In 2021, the City recruited a number of staff positions including a Director of Economic Development, Manager of Business Development and Manager of Business Attraction.

The year of 2021 was a building year for the Economic Development team, from the onboarding process, the implementation of CRM and Sales Funnel practices, introduction to the Sault Ste. Marie business community and ongoing client support. In addition to implementing these operational processes, an analysis was conducted on previous initiatives developed through the Economic Development Corporation, and each was assessed for viability and ability to be successfully implemented moving forward.

The Economic Development Board of Directors is responsible for providing input on economic development strategies and makes recommendations to City Council on Economic Development Program applications. The Director of Economic Development attends monthly EDC Board of Directors meetings to provide updates on projects that the EDC is funding, as well as to propose future opportunities and seek guidance on the same.

A report is provided for City Council that summarizes the activities of the Economic Development team in 2021 (Attachment A – Council Update EcDev

2021). Data was gathered through individual call reports, Executive Pulse (Customer Relationship Management System), and available public sources (StatsCan, Algoma Workforce Investment Corporation, Small Business and Entrepreneurship Centre Metrics and others).

### **Analysis**

The Economic Development team has undertaken a number of initiatives in 2021 including client support activities, pandemic funding support and business attraction.

Key achievements in 2021 for Business Retention and Expansion included over 150 direct engagements with stakeholders and local businesses, completion of a Virtual Funding Forum that had 70+ participants and generated five potential funding opportunities, completion of a Small Business Survey that had over 100 participants that generated 53 follow up calls for Q1 2022. Funding requests in process have the potential to add 20+ jobs.

Business Attraction successes included follow up of over 50 leads sourced through cold calling, referrals or inbound calls. These calls have lead to advanced conversations with four companies with the potential to generate over 700 jobs. Staff also engaged with 18 leads generated through a contracted lead generation firm, Return on Investment, which has identified three potential opportunities which could lead to an additional 100 jobs.

The Small Business and Entrepreneurship Centre handled over 511 direct inquiries in 2021. In addition, they conducted over 100 client consultations, helped start 4 new business and hosted 14 workshops with a combined attendance of 200. The Starter Company Plus and Summer Company Program had ongoing success as they have in the past. Other notable events were the Bridges to Better Business Pitch Competition that generated a virtual audience of 130 participants and raised over \$17,000 in cash and in-kind contributions to provide prizeing for the winners. A three-year extension to the lease on the Canal District Site was also finalized.

A review was conducted of initiatives either initiated or proposed by the previous Economic Development Corporation staff to help develop our future direction. These included, but were not limited to web development, social media usage and strategy, downtown revitalization, Port of Algoma, industrial land usage and pricing, Millworks operations, business retention and expansion program, business acquisition program, sales lead generation RFP, and future marketing plans.

In addition to implementing best practices, the team is involved with a number of opportunities including implementation of the Foreign Trade Zone Program, the

Canada Water Agency bid, and multiple funding support efforts for local businesses.

Staff have assembled a skilled and motivated team to advance economic development in Sault Ste. Marie. We have implemented a core toolkit and put in place processes that continue to be enhanced (web, social media, CRM, metrics, etc.). A number of positive indicators for the community point to future growth opportunities (Sales Pipeline Activity, Industrial and Commercial Building Permits, Inbound Information Requests, Industry Focused Strategy execution, etc.).

The team looks forward to advancing economic development in Sault Ste. Marie and to providing regular updates and metrics to City Council moving forward.

### **Financial Implications**

There are no current financial implications as this report is for information purposes.

Financial impact of the above initiatives will be quantified using the Economic Development Impact calculator in the attached presentation, which uses a combination of local salary information and Stats Can employment multipliers. This will be a key area of measurement as to the financial effectiveness of initiatives launched in addition to our complete group of metrics.

### **Strategic Plan / Policy Impact**

Economic Development is a key contributor to the Strategic Focus Area of Community Development and Partnerships. In addition, as new industry and business is attracted to Sault Ste. Marie, the spin off benefits will affect Quality of Life and potentially Infrastructure.

### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report titled "Economic Development Update" dated February 22, 2022, be received as information.

Respectfully submitted,

Rick Van Staveren  
Director, Economic Development  
705.759.7428  
[r.vanstaveren@cityssm.on.ca](mailto:r.vanstaveren@cityssm.on.ca)



# Butterfly House Community Centre

--Reimagining Northern Ontario Tourism--



- Since 2014, Entomica has made it our mission to share the fascinating, hidden, and often misunderstood world of insects.
- We believe that insects possess an outstanding ability to create a spark of curiosity that will lead to a passion for lifelong learning and discovery. Entomica showcases insects to our visitors and uses their fantastic forms and diversity to provide inspiring and educational experiences. Our focus is on personal interaction, and hands on experience for deeper learning.
- Entomica is dedicated to learning with nature, culture, and authenticity.

## Goal



- To create a community-centric butterfly house, that showcases Sault Ste. Marie as the hub of environmental research and education through year-round tourism, community attractions and wellness programs.

## Motivation



- Entomica has quickly expanded from a small, interactive children's exhibit, to a significant contributor to the local tourism community.
- Entomica has positioned itself as a facilitator and educator for nature-based learning and science-related community events, both in-person and online.
- Entomica is looking to further expand and revitalize the tourism industry, by offering further wellness and educational programs to the community.



## Background

- Botanical or garden tourism is one of the fastest-growing sectors of cultural attractions around the world, and gardens as tourist destinations are becoming more prominent (Ontario Garden Tourism Strategy, 2011).
- Current USA and Canada tourism databases reveal new networks and unique models for attracting visitors by offering unique environmental and natural experiences, such as butterfly houses.
- COVID has ushered a societal shift creating a new awareness toward personal and family wellness, quality of life and nature's ability to sustain our planet.
- Individuals are seeking SAFE, healthy ways to enjoy and understand our world through education and environmental awareness.
- Extreme climate conditions pose an existential threat to the flora and ecosystems that public gardens showcase and conserve, enhancing the need for more indoor botanical experiences.



# Community Resources

## Abundant Human and Natural Resources

- Sault Ste. Marie hosts an outstanding and unique science community, within the Great Lakes Forestry Centre (GLFC), Invasive Species Centre (ISC) and Ontario Forest Research Institute (OFRI), as well as Algoma University and Sault College. These residents routinely make contributions and publications to research communities on a global level.
- In Sault Ste Marie, we are perfectly poised to offer knowledge, information and community collaboration. The Butterfly House Community Centre could become a conduit of collaborations and scientific research within the science community, offering a platform for change, and bringing continued scientific-based experiences and attractions to this beautiful region of the world.
- Sault Ste. Marie, the hub of the Great Lakes and geographical centre of Canada, has the potential to create a new awareness of environmental threats to ecosystems, through a variety of different programs.





# The Initiative THE BUTTERFLY HOUSE COMMUNITY CENTRE



- A Butterfly House Community Centre is a multi-season attraction that will promote science/environmental community learning, as well as wellness and sanctuary throughout the year.
- The Centre will provide a platform for local scientists and educators to share and present relevant environmental topics to the community.
- The Butterfly House Community Centre will solidify Sault Ste. Marie's standing within the places to go for eco-tourism and eco-wellness experiences.
- **Program Possibilities:**
  - Conservation programs
  - Senior engagement-day programs
  - Education- for all ages
  - People with disabilities and mental health (incl. child and youth)
  - Social gathering –community bonding, sharing of research
  - Butterfly release
  - Nature-based art and therapeutic learning through health and wellness lectures and practices
  - Birthday parties
  - Weddings-ceremonies, photos
  - Conferences, meetings



# The Traditional Butterfly House

There are numerous shapes and styles around the world and Sault Ste. Marie has the opportunity to work with architects to design something new, unique and appealing for our city.

## Approximate Dimensions:

Exhibit Space: 2500-5000 sq. ft. (232-462 sq. m)

Ceiling Height: 20-40 ft. h (6-12sq. m)

Supporting Greenhouses: already present

Working Space: 200 sq. ft. (18 sq. m) - incubator, refrigerator, freezer, bench top- window into greenhouse (must be in containment zone)

Front Entrance: 400-600 sq. ft. reception, gift shop, double doors, concession/café, closet/storage and washrooms

Classroom/Event Room: 1000 sq. feet (92 sq. m)





# The Modern Butterfly House



# ILLUMINATION



## Grow Lighting

Required during the fall, winter and spring months (daytime and night time)



## Effect Lighting

During evenings, community events, attracts tourists

# OTHER INDOOR AND OUTDOOR FEATURES



## Indoor Water Features



## Outdoor Mosaic Culture/Pollinator Gardens



# STAFF/VOLUNTEERS

---



## HORTICULTURALIST

Responsible for plant  
and flower displays



## SOCIAL PROGRAMMER /THERAPIST

Responsible for the  
development of centre  
programs  
(community/wellness)



## BUTTERFLY CURATOR

Responsible for  
ordering, tours,  
bookings, events,  
outreach



## VOLUNTEERS

Community  
members, students,  
seniors



## ENGINEER/ CUSTODIAN

Responsible for repairs,  
additions, cleaning –  
contract/city staff

# Grant and Funding Opportunities

- Trillium
- NOHFC
- FedNor- Tourism Relief Fund
- Go Wild Fund
- Tourism Northern Ontario



## Possible Community Partners and Collaborations



- Entomica
- Insights and Outsights
- Sault Ste Marie Horticultural Society
- Senior Services SSM
- Tourism- SSM, N. Ontario, Algoma Country
- Sault College
- Algoma University
- School Boards- Algoma District, Huron Catholic, French- CSPGNO
- Daycare centres, Best start hub
- Algoma Family Services
- Ontario Forest Research Institute (OFRI)
- Great Lakes Forestry Centre (GLFC)
- Invasive Species Centre (ISC)
- ARCH hospice
- Indigenous Communities- Batchewana First Nation, Garden River First Nation, Missanabie-Cree First Nation, Mississauga First Nation



ENTOMICA: <https://www.entomica.com/>

INSIGHTS & OUTSIGHTS: <https://insights-outsights.com/>

NORTHERN ONTARIO TOURISM REPORT - GARDEN TOURISM

Importance of Eco-psychology:

<https://e360.yale.edu/features/ecopsychology-how-immersion-in-nature-benefits-your-health>

Contact us

Phone: 705-297-5777

Email: [bugus@entomica.com](mailto:bugus@entomica.com)

Prepared by:

John Dedes, CEO-Entomica

Eva DeBoer, Psychotherapist-

Insights and Outsights



# THE CORPORATION OF THE CITY OF SAULT STE. MARIE

## BY-LAW 2022-13

**SUBDIVISION CONTROL:** (Deeming) A by-law to deem not registered for purposes of subdivision control certain lots in the **Sunnyside Beach Subdivision 2**, pursuant to section 50(4) of the *Planning Act*.

WHEREAS section 50(4) of the *Planning Act* authorizes the Council of a municipality to designate by a by-law any plan of subdivision or part thereof that has been registered for 8 years or more as not being a plan of subdivision for subdivision control purposes; and

WHEREAS a plan of the **Sunnyside Beach Subdivision 2** was registered in the Land Titles Division on **January 31, 2006 as Plan 1M557**; and

WHEREAS it is deemed expedient that a by-law be enacted pursuant to the said section 50(4) to designate part of the **Sunnyside Beach Subdivision 2** as being not a registered plan of subdivision;

NOW THEREFORE THE COUNCIL of The Corporation of the City of Sault Ste. Marie, pursuant to section 50(4) of the *Planning Act*, R.S.O. 1990, Chapter P.13 and amendments thereto, **ENACTS** as follows:

1. **PART OF SUNNYSIDE BEACH SUBDIVISION 2 DEEMED NOT REGISTERED**

**Lot 19 Plan 1M557 s/t easement in gross over Pt 15 1R11426 as in AL31296 and Lot 20 Plan 1M557 s/t easement in gross over Pt 14 1R11426 as in AL31296, Sunnyside Beach Subdivision 2**, registered in the Land Titles Division for the District of Algoma are hereby designated to be part of a plan of subdivision which shall be deemed not to be a registered plan of subdivision pursuant to section 50(4) of the *Planning Act*. The said lots together are hereby designated an area of subdivision control.

2. **EXECUTION OF DOCUMENTS**

The City Solicitor is hereby authorized by By-law 2018-55 for and in the name of the Corporation to execute and to affix the seal of the Corporation to all documents required to give effect to this by-law.

3. **EFFECTIVE DATE**

This by-law takes effect on the day that this by-law is registered in the Land Titles system pursuant to section 50(28) of the *Planning Act*.

**PASSED** in open Council this 22nd day of February, 2022.

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**MAYOR – CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**



This drawing is  
for information  
purposes only.  
It does not form  
part of the by-law.

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**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW 2022-22**

**ENGINEERING**: A by-law to authorize the execution of the Contract between the City and Ellis Don Industrial Services Inc. for the replacement of the Elizabeth Street sanitary sewer and to repair the foundations of the Elizabeth Street stairs (Contract 2022-1E).

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, **ENACTS** as follows:

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Contract dated February 22, 2022 between the City and Ellis Don Industrial Services Inc., a copy of which is attached as Schedule "A" hereto. This Contract is for the replacement of the Elizabeth Street sanitary sewer and to repair the foundations of the Elizabeth Street stairs (Contract 2022-1E).

2. **SCHEDULE "A"**

Schedule "A" forms part of this by-law.

3. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22nd day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

**SCHEDULE "A"**

**CORPORATION OF THE CITY OF SAULT STE. MARIE**

**CONTRACT 2022-1E**

**FORM OF AGREEMENT**

This Agreement made (in triplicate) this **22<sup>nd</sup>** day of May in the year **2022** by and between **Ellis Don Industrial Services Inc.** hereinafter called the "**Contractor**"

AND

**The Corporation of the City of Sault Ste. Marie**, Ontario hereinafter called the "**Corporation**".

WITNESSETH: That the Contractor and the Corporation undertake and agree as follows:

1. The Contractor will provide all the labour, equipment, and materials and all of the works shown and described in the Contract Documents entitled:

**Elizabeth Street Sanitary Sewer & Stairs Repairs  
Contract No. 2022-1E**

which have been signed in triplicate by both parties and which were prepared by WSP Canada Inc., acting as Agent and Contract Administrator and herein entitled, "the Contract Administrator".

2. The Contractor will do and fulfill everything indicated by the Agreement, the General Conditions, the Specifications, the Special Provisions, Information for Tenderers, Form of Tender, Addenda (if any), and the Drawings.
3. The Contractor will complete all the work under the supervision and direction and to the entire satisfaction of the Contract Administrator within the period of time specified.
4. The Corporation shall pay to the Contractor the contract price as set forth in the Form of Tender in accordance with the provisions as set forth in the General Conditions, and the Special Provisions. The quantities contained in the Form of Tender are approximate only and the final payment shall be made for the actual quantities that are incorporated in or made necessary by the work covered by the contract.
5. The Corporation shall pay the Contractor for work that is ordered in writing by the Contract Administrator and that cannot be classified as coming under any of the contract units and for which no unit price, lump sum, or other basis can be agreed upon, on a time and material basis as set out in the General Conditions, or as otherwise stipulated in Section FT.04 of the Form of Tender.
6. The Contractor shall indemnify and save harmless the Corporation, its officers, employees and agents, including the Contract Administrator, from all loss, damages, costs, charges and expenses of every nature and kind whatsoever which may be made or brought against the Corporation, its officers, employees and agents, by reason or in consequence of the execution and performance or maintenance of the work by the Contractor, its employees, agents or officers. The Contractor shall also indemnify The Public Utilities Commission of the City of Sault Ste. Marie, PUC Distribution Inc. and PUC Services Inc., its officers, employees, agents and affiliates, from all loss, damages, costs, charges and expenses of every nature and kind whatsoever which may be made or brought against The Public Utilities Commission of the City of Sault Ste. Marie, PUC Distribution Inc. and/or PUC Services Inc., its officers, employees, agents and affiliates, by reason or in consequent of the execution and performance or maintenance of the work by the Contractor, its employees, agents, officers, or those for whom at law the Contractor is responsible.
7. All communications in writing between the Corporation, the Contractor and the Contract Administrator shall be deemed to have been received by the Addressee if delivered to the individual, a member of the firm or

an officer of the Corporation for whom they are intended, or if sent by post or by telegram addressed as follows:

**The Corporation:** The Corporation of the City of Sault Ste. Marie  
P. O. Box 580, Civic Centre, 99 Foster Drive  
Sault Ste. Marie, Ontario, P6A 5N1

**The Contractor:** ELLISDON INDUSTRIAL SERVICES INC.  
132 Industrial Park Road, Court A  
Sault Ste. Marie, Ontario

**The Contract Administrator:** WSP Canada Inc.  
185 East Street  
Sault Ste. Marie, Ontario, P6A 3C8

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement by the day and year first above written.

Signed, Sealed and Delivered  
in the presence of

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

\_\_\_\_\_  
MAYOR – Christian Provenzano

(seal)

\_\_\_\_\_  
CITY CLERK – Malcolm White

**THE CONTRACTOR**

\_\_\_\_\_  
ELLISDON INDUSTRIAL SERVICES INC.

(seal)

\_\_\_\_\_  
SIGNATURE

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW NO. 2022-28**

**PROPERTY SALE:** A by-law to declare the City owned property legally described as PT PIN 31539-0119 (LT) PT WATER LT IN FRONT OF PARK LOT 11 CON 1 ST. MARY'S AS IN A2793 EXCEPT PT 2-3 1R9071 AND PT 1 1R11346, BEING PART 1 PART OF WATER LOT IN FRONT OF PARK LOT 11 CONCESSION 1 PLAN 1R-13714; SAULT STE. MARIE being property abutting 5 McPhail Avenue as surplus to the City's needs and to authorize the disposition of the said property to Randy Park or as otherwise directed.

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25, **ENACTS** as follows:

1. **LANDS DECLARED SURPLUS**

The lands more particularly described in Schedule "A" to this by-law are surplus to the requirements of the municipality.

2. **SALE AUTHORIZED**

The Corporation of the City of Sault Ste. Marie shall sell the lands more particularly described in the attached Schedule "A" to Randy Park or as otherwise directed at the consideration shown in Schedule "A".

3. **EXECUTION OF DOCUMENTS**

The City Solicitor is hereby authorized by By-law 2018-55 for and in the name of the Corporation to execute and to affix the seal of the Corporation to all documents required to complete the sale.

4. **SCHEDULE "A"**

Schedule "A" hereto forms a part of this by-law.

5. **BY-LAW 2020-7 REPEALED**

By-law 2020-7 is hereby repealed.

6. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22<sup>nd</sup> day of February, 2022.

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**MAYOR – CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

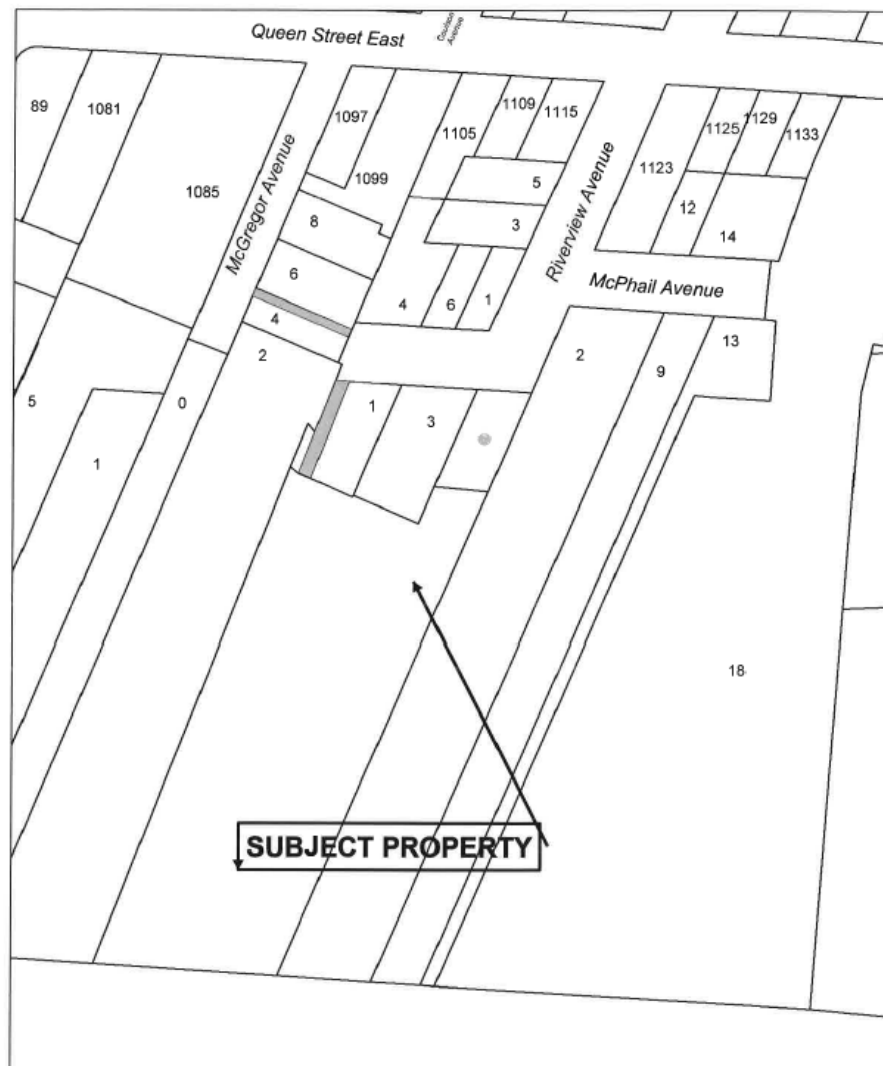
TJ\\citydata\\LegalDept\\Legal\\Staff\\COUNCIL\\BY-LAWS\\2022\\2022-28 Abutting 5 McPhail Avenue.docx

## SCHEDULE "A" TO BY-LAW 2022-28

PURCHASER: Randy Park

LEGAL DESCRIPTION: Part PIN: 31539-0119 (LT)  
PT WATER LT IN FRONT OF PARK LOT 11 CON 1 ST.  
MARY'S AS IN A2793 EXCEPT PT 2-3 1R9071 AND PT 1  
1R11346, BEING PART 1 PART OF WATER LOT IN FRONT  
OF PARK LOT 11 CONCESSION 1 PLAN 1R-13714; SAULT  
STE. MARIE

CONSIDERATION: TWO THOUSAND SEVEN HUNDRED (\$2700.00) DOLLARS



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW 2022-29**

**AGREEMENT**: A by-law to authorize the execution of the Agreement between the City and Child Care Algoma for the donation for playground equipment for Rosedale Park.

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, **ENACTS** as follows:

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement dated February 22, 2022 between the City and Child Care Algoma copy of which is attached as Schedule "A" hereto. This Agreement is for the donation for playground equipment for Rosedale Park.

2. **SCHEDULE "A"**

Schedule "A" forms part of this by-law.

3. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22<sup>nd</sup> day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

da LEGAL\STAFF\COUNCIL\BY-LAWS\2022\2022-29 CHILD CARE ALGOMA ROSEDALE PARK  
DONATION.DOCX

**DONATION AGREEMENT**

This Donation Agreement made this 22nd day of February 2022

**BETWEEN:**

**CHILD CARE ALGOMA**

*(hereinafter referred to as "Child Care Algoma")*

**- and -**

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

*(hereinafter referred to as the "City")*

**"WHEREAS** the City is the registered owner of parkland in the City of Sault Ste. Marie known as Rosedale Park, which includes a portion of property legally described as LT 293-312, 315-350 PL 20146 ST. MARY'S; LANE PL 20146 ST. MARY'S ABUTTING ELY LIMIT OF LT 333 TO 352 PL 20146; LANE PL 20146 ST. MARY'S ABUTTING ELY LIMIT OF LT 293 TO 312 PL 20146; CALEDON ST PL 20146 ST. MARY'S LYING BTN CHAPPLE AV PL 20146 & MARWAYNE ST PL 20146; SAULT STE. MARIE, ON hereinafter referred to as "Rosedale Park";

**AND WHEREAS** the City is adding new playground equipment and amenities to a portion of Rosedale Park which will be located at the location of the existing playground equipment;

**AND WHEREAS** Child Care Algoma has agreed to assist the City in the acquisition of playground equipment and amenities by donating funds to the City for that purpose.

**NOW THEREFORE** the parties hereto agree as follows:

**1. DONATION**

Child Care Algoma agrees to donate funds in the amount of Fifty Thousand (\$50,000.00) Dollars to the City for the exclusive purpose of purchasing playground equipment and amenities for Rosedale Park.

The City acknowledges having received the said funds as referred in Section 1 of this agreement from Child Care Algoma and will purchase the playground equipment and amenities with said funds.

**2. USE OF DONATION FUNDS**

The City covenants and agrees that the donation of funds provided to it by Child Care Algoma shall be used solely towards the cost of purchasing playground equipment and amenities at Rosedale Park and for no other purpose.

The City acknowledges that Child Care Algoma makes the said donation of funds towards purchasing playground equipment and amenities at Rosedale Park and Child Care Algoma does not make any representations or warranties as to the safety of said playground equipment and amenities or its appropriateness for use by any members of the public.

**3. INSTALLATION & MAINTENANCE**

The City acknowledges and agrees that the purchase of playground equipment and amenities shall be the sole responsibility of the City.

The City acknowledges and agrees that all necessary maintenance of the playground equipment and amenities shall be the sole responsibility of the City.

The City shall indemnify and save harmless Child Care Algoma however caused, or costs incurred from defending action arising out of the installation, maintenance or the use of the playground equipment and amenities by any person or persons who may take claim against Child Care Algoma.

The parties hereto acknowledge and agree that if at any point in the future the playground equipment and/or amenities becomes unfit for use, the City may remove and/or replace it at its sole discretion and expense.

**4. APPRECIATION**

The City agrees to purchase, install and maintain a plaque/sign at the Rosedale Park playground of which material, design and word composition is to the approval of Child Care Algoma acknowledging the generous donation of the Child Care Algoma.

**5. DEFAULT**

(1) In the event that the City breaches any provision of this Donation Agreement, the Child Care Algoma shall notify the City in writing of the nature of said breach, and the City shall be given thirty (30) days to remedy the violation. If the City has not remedied the violation to the satisfaction of the Child Care Algoma at the expiration of thirty (30) days from such notification, the Child Care Algoma may:

- (a) Waive the breach;
- (b) Make any other mutually agreeable arrangement with the City; or
- (c) Terminate this Donation Agreement and provide the City with written notice of same.

**IN WITNESS WHEREOF** the parties hereto have affixed their hands and seals this  
22nd day of February 2022.

**CHILD CARE ALGOMA**

Per: *Shane Delaney, Executive Director*  
Signing Officer

Per: *J. Rizzo, President*  
Signing Officer

**THE CORPORATION OF THE CITY OF  
SAULT STE. MARIE**

Per: \_\_\_\_\_  
MAYOR – CHRISTIAN PROVENZANO

Per: \_\_\_\_\_  
CITY CLERK – RACHEL TYCZINSKI

# THE CORPORATION OF THE CITY OF SAULT STE. MARIE

## BY-LAW 2022-30

**AGREEMENT**: A by-law to authorize the execution of the Agreement between the City and Intact Public Entities Inc. for claim handling.

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, **ENACTS** as follows:

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement between the City and Intact Public Entities Inc., a copy of which is attached as Schedule "A" hereto. This Agreement is for claim handling.

2. **SCHEDULE "A"**

Schedule "A" forms part of this by-law.

3. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22<sup>nd</sup> day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

tj\\citydata\\LegalDept\\Legal\\Staff\\COUNCIL\\BY-LAWS\\2022\\2022-30 Intact Claims Agreement.docx

# Claim Handling Agreement

This agreement is by and between Intact Public Entities Inc. ("Intact Public Entities") and  
The Corporation of the City of Sault Ste. Marie

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(the "Insured")

This Agreement pertains to the following Policy Numbers:

CP83590A

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## Purpose

- To formally set the basis upon which the "Insured" is permitted to respond to claims against the "Insured" that normally would be reported to and handled by "Intact Public Entities"
- To ensure all claims are handled effectively and appropriately
- To reduce the cost of claims handling
- To ensure all arms-length expenses incurred by the "Insured" on internally handled claims matters are tracked accurately and completely
- To provide an early warning system for claims that may exceed the policy deductible

## Background

Whereas reporting conditions and requirements are present in and form part of the policies of insurance issued to the "Insured" by "Intact Public Entities"; and

whereas the "Insured" wishes to handle and respond to certain claims against the "Insured" internally; and

whereas "Intact Public Entities" authorizes the "Insured" to respond to certain claims against the "Insured" internally subject to the terms of this agreement; and

whereas this agreement is intended to remain in force until all claims handled by the "Insured" and covered by the policies of insurance issued by "Intact Public Entities" are resolved,

therefore, the "Insured" agrees to the following terms and conditions.

## Reporting Requirement:

If at any time during the handling of a claim it becomes apparent that the claim:

- has reached or is expected to reach a total incurred (Reserves + Payments) value in excess of 50% of the policy deductible or,
- is the type of claim set out below, or
- triggers coverage under a Claims Made wording. I.e. E&O, Environmental, (Claims of this nature must be reported before the end of the policy term in which they are received by the "Insured" as it is a condition of coverage).

The “Insured” shall **immediately** report the claim, despite the “Insured” not bearing any liability, to “Intact Public Entities” who may elect to assume handling of the claim.

**Type of Claim That Must Be Reported Immediately (Regardless of Liability Assessment):**

- Fatalities
- Brain damage resulting in mental or physical impairment
- Injuries resulting in total or partial paralysis
- Third degree burns (10% of body) or second degree burns (30% of body)
- Impairment of vision or hearing (50% or more)
- Massive internal injuries affecting internal body organ(s)
- Multiple fractures involving more than one member or significant shortening of limbs
- Fracture of both heel bones
- Total disability in excess of 6 month, regardless of injury
- Multiple cases of drug or vaccine reaction
- Class action suits
- Pollution, environmental or contamination

If at any time a claim is not reported to “Intact Public Entities” that otherwise should have been as per the above criteria or “Intact Public Entities” requests a claim be reported which subsequently is not, “Intact Public Entities” reserves the right to deny coverage if the Insurer has been prejudiced.

When claims are reported to “Intact Public Entities”, any commitments made by the “Insured” are subject to ratification by “Intact Public Entities”. “Intact Public Entities” may exercise its right to engage alternative service providers than those the “Insured” has assigned.

**Tracking**

The “Insured” shall maintain a claims reporting and tracking system on which all claims will be entered. An up to date claims loss bordereaux of all claims handled by the “Insured” must be forwarded to “Intact Public Entities” every six (6) months or as requested by “Intact Public Entities”. The bordereaux shall include the following data elements:

- Date Claim Reported
- Claims Reference
- Date of loss
- Loss Description inclusive of injuries and or property damage details
- Claim Status (open / closed / reopened)
- Financials
  - Reserve - Indemnity
  - Reserve – Expense
  - Paid –Indemnity
  - Paid – Expense
  - Total Incurred

The “Insured” shall continue to provide the above noted bordereaux until such time that there are no longer any open “Intact Public Entities” claims being handled internally.

**Expenses**

Arms-length expenses will not include salaries for “Insured” personnel, administrative or overhead expenses.

Arms–length expenses will include the following paid to third party vendors:

- Defence legal
- Adjusting
- Investigation
- Experts

**Audit**

“Intact Public Entities” shall have the right to audit claims handled by the “Insured”, under this Claims Handling Agreement, having provided reasonable notice. The results of all audits will be shared with the “Insured”.

The audit will address proper documentation to support coverage, liability and quantum, claim handling quality, reserve timeliness, settlement level appropriateness, quality of defense and adherence to this agreement.

“Intact Public Entities” shall have the right to audit claims handled by the “Insured” under this Claim Handling Agreement until all claims handled by the “Insured” and covered by “Intact Public Entities” are resolved; regardless of whether “Intact Public Entities” continues to issue policies on behalf of the “Insured”.

**Termination**

If at any time the terms of this agreement are not being met, “Intact Public Entities” reserves the right to terminate this agreement and assume carriage of all or some of the “Insured’s” claims.

We the undersigned have the authority to execute this agreement.

Dated at \_\_\_\_\_ the \_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_

(the “Insured”)

Mayor - Christian Provenzano  
\_\_\_\_\_  
Name and Title of Authorized Representative

City Clerk - Rachel Tyczinski  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_

**Intact Public Entities Inc.**

Josie Pachis, Vice President Claims  
\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW 2022-31**

**TEMPORARY STREET CLOSING:** A by-law to permit the temporary closing of Brock Street between Albert Street East and the northerly laneway adjacent to Civic #181 from February 23, 2022 to June 1, 2022.

**THE COUNCIL** of the Corporation of the City of Sault Ste. Marie pursuant to section 10 of the *Municipal Act, 2001*, S.O. 2001, c. 25 and amendments thereto **ENACTS** as follows:

1. **TEMPORARY STREET CLOSING OF BROCK STREET**

The Council of the Corporation of the City of Sault Ste. Marie hereby authorizes the closing to vehicular traffic of Brock Street between Albert Street East and the northerly laneway adjacent to Civic #181 from February 23, 2022 to June 1, 2022.

2. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22nd day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW NO. 2022-32**

**PROPERTY SALE:** A by-law to declare the City owned property legally described as PT PIN 31542-0094 (LT) LT 8-10, 18-21 PL 366MCD ST. MARY'S; PT LT 11 PL 366MCD ST. MARY'S PT 2 1R9277; PT MCDOUGALD ST. PL 366MCD ST. MARY'S AS IN T219159 CLOSED BY T219159; SAULT STE. MARIE as surplus to the City's needs and to authorize the disposition of the said property to Stone's Office Supply Ltd. or as otherwise directed.

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25, **ENACTS** as follows:

1. **LANDS DECLARED SURPLUS**

The lands more particularly described in Schedule "A" to this by-law are surplus to the requirements of the municipality.

2. **SALE AUTHORIZED**

The Corporation of the City of Sault Ste. Marie shall sell the lands more particularly described in the attached Schedule "A" to Stone's Office Supply Ltd. or as otherwise directed at the consideration shown in Schedule "A".

3. **EXECUTION OF DOCUMENTS**

The City Solicitor is hereby authorized by By-law 2018-55 for and in the name of the Corporation to execute and to affix the seal of the Corporation to all documents required to complete the sale.

4. **SCHEDULE "A"**

Schedule "A" hereto forms a part of this by-law.

5. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22<sup>nd</sup> day of February, 2022.

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**MAYOR – CHRISTIAN PROVENZANO**

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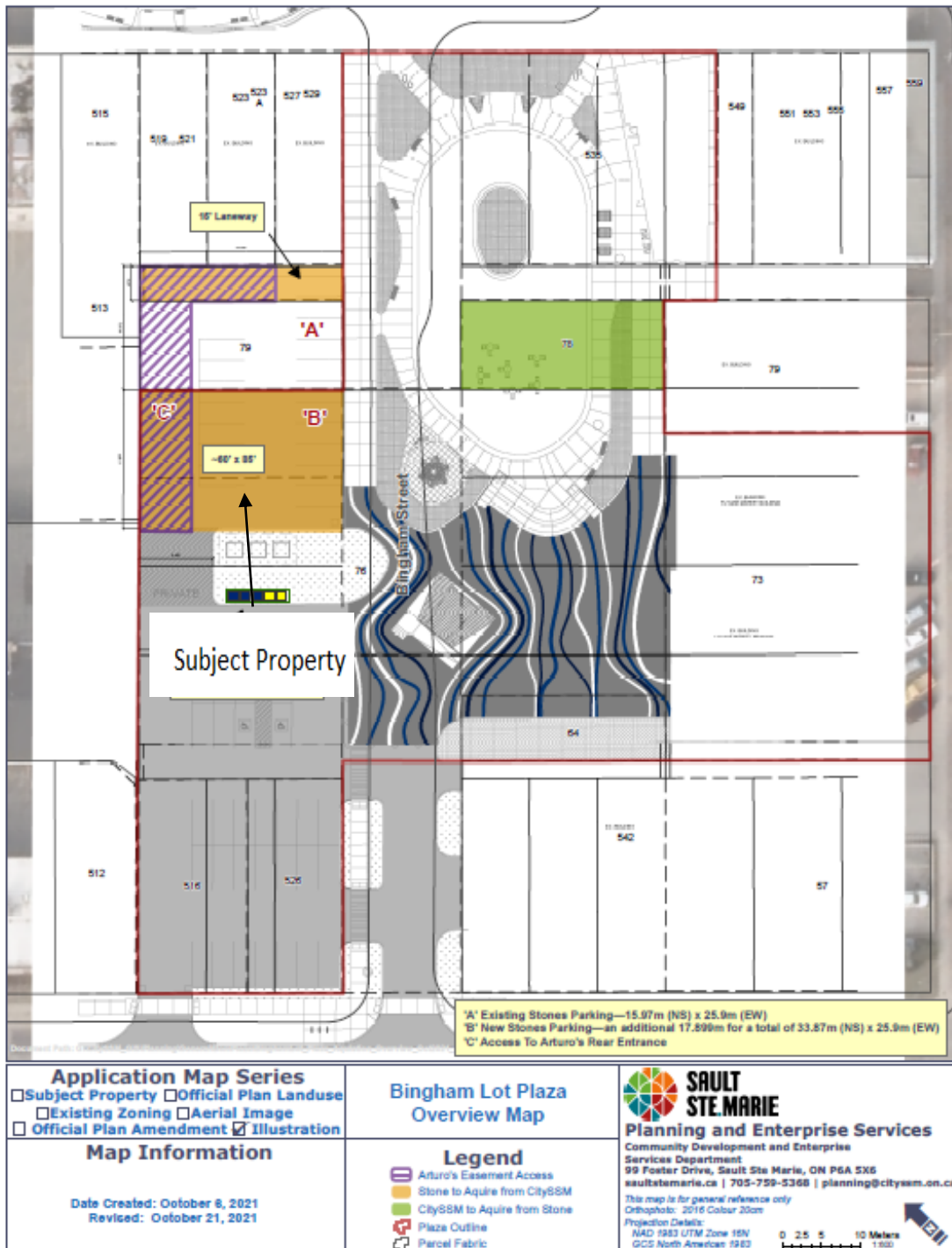
**CITY CLERK – RACHEL TYCZINSKI**

## SCHEDULE "A" TO BY-LAW 2022-32

**PURCHASER:** Stone's Office Supply Ltd.

**LEGAL DESCRIPTION:** Part PIN: 31542-0094 (LT) LT 8-10, 18-21 PL 366MCD St. Mary's; PT LT 11 PL 366MCD St. Mary's PT 2 1R9277; PT McDougald St. PL 366MCD St. Mary's as in T219159 Closed By T219159; Sault Ste. Marie

**CONSIDERATION:** ONE (\$1.00) DOLLAR



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW 2022-33**

**PROPERTY ACQUISITION**: A by-law to authorize the acquisition of property located at civic 78 Bingham Street (Stone's Office Supply Ltd.).

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, **ENACTS** as follows:

1. **PROPERTY ACQUISITION**

The Corporation shall acquire by purchase the absolute right in fee simple to the lands more particularly described in Schedule "A" attached hereto.

2. **EXECUTION OF DOCUMENTS**

The City Solicitor is hereby authorized by By-law 2018-55 for and in the name of the Corporation to execute and affix the seal of the Corporation to all documents required to complete the said acquisition.

3. **SCHEDULE "A"**

Schedule "A" forms part of this by-law.

4. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22<sup>nd</sup> day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

tj\\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2022\2022-33 78 Bingham Purchase.docx

## SCHEDULE "A"

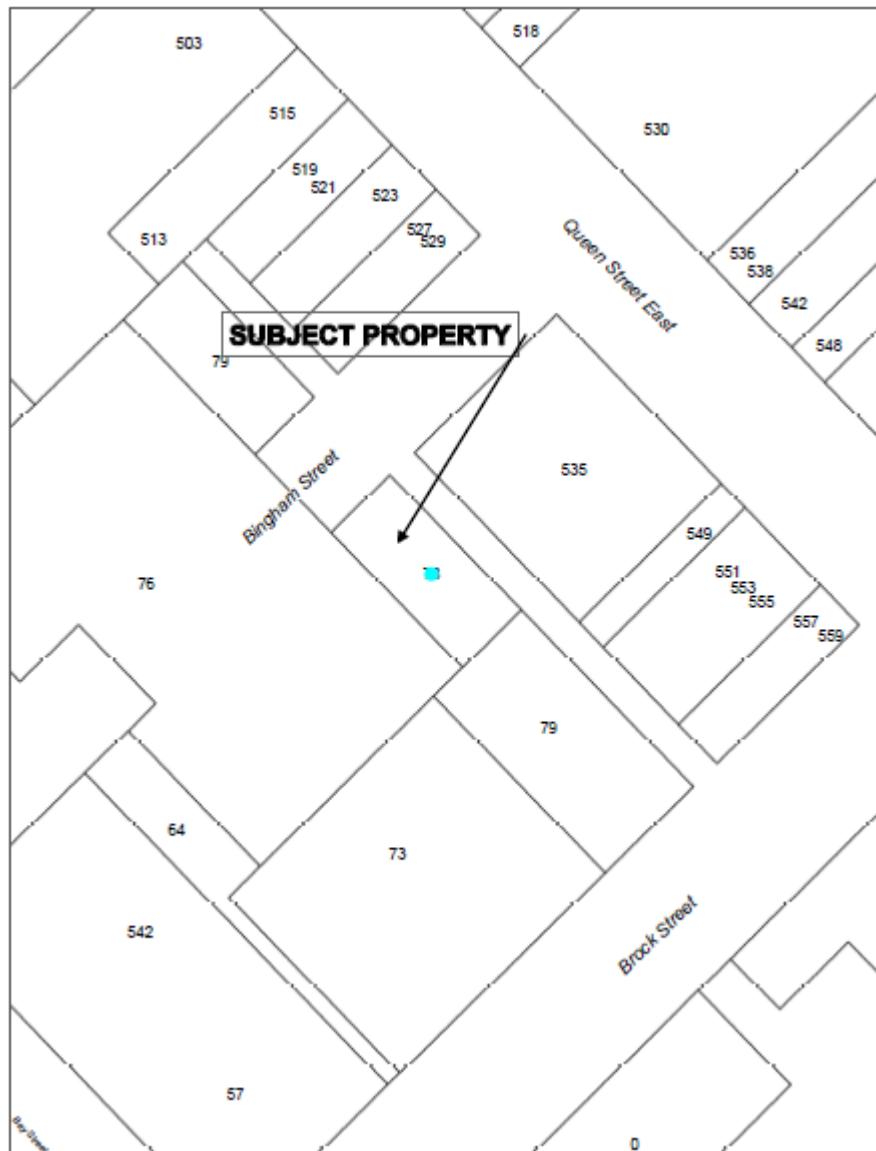
PURCHASER: The Corporation of the City of Sault Ste. Marie

VENDOR: Stone's Office Supply Ltd. (or as otherwise directed)

ADDRESS: 78 Bingham Street

LEGAL DESCRIPTION: PIN 31542-0092 (LT) LT 7 PL 366MCD ST. MARY'S; SAULT STE. MARIE

CONSIDERATION: One (\$1.00) Dollar (subject to usual adjustments)



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW 2022-34**

**AGREEMENT**: A by-law to authorize the execution of the Agreement between the City and The Kiwanis Club of Sault Ste. Marie, Ontario, Incorporated for the donation for playground equipment for Rosedale Park.

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, **ENACTS** as follows:

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement dated February 22, 2022 between the City and The Kiwanis Club of Sault Ste. Marie, Ontario, Incorporated a copy of which is attached as Schedule "A" hereto. This Agreement is for the donation for playground equipment for Rosedale Park.

2. **SCHEDULE "A"**

Schedule "A" forms part of this by-law.

3. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22<sup>nd</sup> day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

da LEGAL\STAFF\COUNCIL\BY-LAWS\2022\2022-34 KIWANIS CLUB SSM ROSEDALE PARK  
DONATION.DOCX

**SCHEDULE "A"**  
**DONATION AGREEMENT**

This Donation Agreement made this 22nd day of February 2022

**BETWEEN:**

**KIWANIS CLUB OF SAULT STE. MARIE, ONTARIO, INCORPORATED**

*(hereinafter referred to as "Kiwanis")*

**- and -**

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

*(hereinafter referred to as the "City")*

**"WHEREAS** the City is the registered owner of parkland in the City of Sault Ste. Marie known as Rosedale Park, which includes a portion of property legally described as LT 293-312, 315-350 PL 20146 ST. MARY'S; LANE PL 20146 ST. MARY'S ABUTTING ELY LIMIT OF LT 333 TO 352 PL 20146; LANE PL 20146 ST. MARY'S ABUTTING ELY LIMIT OF LT 293 TO 312 PL 20146; CALEDON ST PL 20146 ST. MARY'S LYING BTN CHAPPLE AV PL 20146 & MARWAYNE ST PL 20146; SAULT STE. MARIE, ON hereinafter referred to as "Rosedale Park";

**AND WHEREAS** the City is adding new playground equipment and amenities to a portion of Rosedale Park which will be located at the location of the existing playground equipment;

**AND WHEREAS** Kiwanis has agreed to assist the City in the acquisition of playground equipment and amenities by donating funds to the City for that purpose.

**NOW THEREFORE** the parties hereto agree as follows:

**1. DONATION**

Kiwanis agrees to donate funds in the amount of Ten Thousand (\$10,000.00) Dollars to the City for the exclusive purpose of purchasing playground equipment and amenities for Rosedale Park.

The City acknowledges having received the said funds as referred in Section 1 of this agreement from Kiwanis and will purchase the playground equipment and amenities with said funds.

**2. USE OF DONATION FUNDS**

The City covenants and agrees that the donation of funds provided to it by Kiwanis shall be used solely towards the cost of purchasing playground equipment and amenities at Rosedale Park and for no other purpose.

The City acknowledges that Kiwanis makes the said donation of funds towards purchasing playground equipment and amenities at Rosedale Park and Kiwanis does not make any representations or warranties as to the safety of said playground equipment and amenities or its appropriateness for use by any members of the public.

**3. INSTALLATION & MAINTENANCE**

The City acknowledges and agrees that the purchase of playground equipment and amenities shall be the sole responsibility of the City.

The City acknowledges and agrees that all necessary maintenance of the playground equipment and amenities shall be the sole responsibility of the City.

The City shall indemnify and save harmless Kiwanis however caused, or costs incurred from defending action arising out of the installation, maintenance or the use of the playground equipment and amenities by any person or persons who may take claim against Kiwanis.

The parties hereto acknowledge and agree that if at any point in the future the playground equipment and/or amenities becomes unfit for use, the City may remove and/or replace it at its sole discretion and expense.

**4. APPRECIATION**

The City agrees to purchase, install and maintain a plaque/sign at the Rosedale Park playground of which material, design and word composition is to the approval of Kiwanis acknowledging the generous donation of Kiwanis

**5. DEFAULT**

(1) In the event that the City breaches any provision of this Donation Agreement, the Kiwanis shall notify the City in writing of the nature of said breach, and the City shall be given thirty (30) days to remedy the violation. If the City has not remedied the violation to the satisfaction of the Kiwanis at the expiration of thirty (30) days from such notification, Kiwanis may:

- (a) Waive the breach;
- (b) Make any other mutually agreeable arrangement with the City; or
- (c) Terminate this Donation Agreement and provide the City with written notice of same.

**IN WITNESS WHEREOF** the parties hereto have affixed their hands and seals this 22nd day of February 2022.

**KIWANIS CLUB OF SAULT STE. MARIE,  
ONTARIO, INCORPORATED**

Per: \_\_\_\_\_  
Signing Officer

Per: \_\_\_\_\_  
Signing Officer

**THE CORPORATION OF THE CITY OF  
SAULT STE. MARIE**

**Per: \_\_\_\_\_**  
MAYOR – CHRISTIAN PROVENZANO

Per \_\_\_\_\_  
CLERK – RACHEL TYCZINSKI

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW 2022-37**

**AGREEMENT**: A by-law to authorize the execution of the Agreement between the City and WSP Canada Inc. for the provision of Development of Active Transportation Master Plan.

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, **ENACTS** as follows:

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement dated January 26, 2022 between the City and PUC Services Inc., a copy of which is attached as Schedule "A" hereto. This Agreement is for the provision of Development of Active Transportation Master Plan.

2. **SCHEDULE "A"**

Schedule "A" forms part of this by-law.

3. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22<sup>nd</sup> day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**



## **CONSULTANT AGREEMENT**

Entered into in the City of Markham, Province of Ontario, on the effective date of January-26-2022 (the "**Agreement**").

**AMONG:**      **The Corporation of the City of Sault Ste. Marie**, a duly incorporated corporation, having its head office at 99 Foster Drive – Level 2, Sault Ste. Marie, Ontario, P6A 5X6, represented by Stephen Turco, who declares being duly authorized to act herein.

(herein referred to as the "**Client**")

**AND:**

**WSP Canada Inc.**, a duly incorporated corporation, having its head office at 1600 Rene-Levesque West, 16<sup>th</sup> floor, Montreal, Quebec, H3P 1P9, represented by Dave McLaughlin, who declares being duly authorized to act herein.

(herein referred to as the "**Consultant**")

(The Client and the Consultant referred to individually as a "**Party**" or collectively as the "**Parties**")

### **THE PARTIES MAKE THE FOLLOWING PRELIMINARY STATEMENTS:**

- A.** The Client wishes to develop an Active Transportation Master Plan including recommendations and implementation steps for the City of Sault Ste. Marie, Canada (the "**Project**").
- B.** The Client desires to retain the Consultant to provide to the Client the professional services described in Schedule B (the "**Services**").
- C.** The Consultant is a corporation specializing in the field of Active Transportation Master Plans and agrees to providing the Services to the Client.

In consideration of the mutual promises contained herein and other good and sufficient consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

## **1      DEFINITIONS AND INTERPRETATION**

1.1      **Definitions.** In this Agreement, unless the context indicates a different meaning:

- (a)      "**Affiliate**" shall have the meaning given to that term in the *Canada Business Corporations Act* or any replacement or supplemental Law in effect from time to time, which meaning shall, mutatis mutandis, apply to partnerships, general partnerships and limited partnerships;

- (b) **“Change”** means any alterations, amendment, additions, reductions or other changes in the Services initially provided for in the Agreement, either by a Change Order or a Change Directive;
- (c) **“Change Directive”** means a written instruction signed by the Client directing the Consultant to proceed with a Change in the Services, prior to the Parties agreeing on an adjustment in the Agreement Price and/or the Time Schedule (if such adjustment is necessary);
- (d) **“Change Order”** means a written amendment to this Agreement signed by both Parties agreeing on a Change in the Services, an adjustment in the Contract Price and/or the Time Schedule;
- (e) **“Contract Price”** means the amount payable to the Consultant set forth in Schedule A. The amount payable shall be fixed and firm, unless otherwise provided in Schedule A. The Contract Price may only be modified in accordance with Section 7 (Changes);
- (f) **“Deliverables”** means all those things that have been or are to be conceived, developed and delivered to the Client in the course of the execution of this Agreement or otherwise in connection with the Project or the Services, including without limitation, all drawings, plans, models, designs, specifications, reports, photographs, computer software, surveys, calculations and other data, including computer print outs, in any material form and support whatsoever, prepared, procured or provided by or on behalf of the Consultant;
- (g) **“Force Majeure”** means an event beyond the control of the Parties, which materially prevents a Party from complying with any of its obligations under this Agreement, and could not reasonably have been foreseen or provided against, including but not limited to an act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods), war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo, rebellion, revolution, insurrection, or military or usurped power, or civil war, contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly, riot, commotion, or disorder or acts or threats of terrorism, but does not include general economic or other conditions affecting financial markets generally;
- (h) **“Law”** or **“Laws”** means collectively all valid applicable common law, federal, provincial and municipal and other local laws, orders, rules, regulations and decisions of regulatory bodies, including, occupational health and safety, fire, employment insurance, workers’ compensation, environmental protection legislation, building codes, anti-bribery law or international convention, as may apply now or in the future and any other governmental requirements, work practices and procedures prescribed by law and related to the Project or the Services;
- (i) **“Place of the Work”** means the designated site or location of where the Services are performed;
- (j) **“Reimbursable Expenses”** means those expenses that are identified in Schedule A of this Agreement and which are payable by the Client to the Consultant;
- (k) **“Services Commencement Date”** means the date as set out in Schedule C; and
- (l) **“Time Schedule”** means the time schedule for performing the Services and delivering the Deliverables, as set out in Schedule C.

1.2 **Schedules.** The Schedules referenced in this Agreement shall be deemed to form an integral part hereof.

## 2 INTERPRETATION

2.1 **Interpretation.** The interpretation of this Agreement shall be governed by the following rules:

- (a) Headings contained in this Agreement are for convenience and reference only and are not to be considered in the interpretation of, or affect the meaning of any of its provisions;
- (b) Words importing the singular only also include the plural and vice versa where the context requires; and
- (c) All dollar figures shall mean Canadian Dollars, unless otherwise specifically referenced.

2.2 **Precedence.** If there is a conflict or inconsistency among or between the documents comprising this Agreement, the order of priority of the documents which make up this Agreement, from the highest to the lowest, shall be:

- (a) This Agreement [which includes the Schedules attached here to](#); and
- (b) If any, the other attachments to this Agreement.

## 3 CONSULTANT OBLIGATIONS

3.1 **Execution of Services.** The Consultant shall provide the Services in accordance with this Agreement.

3.2 **Schedule and Completion.** The Consultant shall perform the Services and submit the Deliverables as set out in Schedule C.

Should the Consultant determine that the Time Schedule will not be met for any reason, the Consultant shall so notify the Client without delay and the Parties shall forthwith discuss in good faith to find a mutually acceptable solution.

3.3 **Standard of Care.** Services provided by the Consultant under this Agreement shall be performed in a manner consistent with that degree of care, skill and diligence normally provided by members of the same profession performing the same or comparable services in respect of projects of a similar nature in similar circumstances.

3.4 **Deliverables.** The Consultant shall prepare, issue and submit for review to the Client, all Deliverables within the Time Schedule. If and when applicable, Deliverables shall be stamped by a licensed professional engineer duly authorized and licensed to work in the jurisdiction of the Project. Unless otherwise agreed to by the Parties, all Deliverables and other documents produced hereunder shall be in English.

3.5 **Laws and Regulations.** The Consultant shall comply in all respects with the provisions of all Laws applicable to the Services.

3.6 **Representation.** The Consultant represents that the Services provided in connection with the Project shall be in conformity with the requirements of this Agreement. If at any time during the performance of the Services or thereafter the Client notifies the Consultant of any non-conforming Services, the Consultant, at its own costs, shall promptly correct such Services. The Client and the Consultant shall agree upon a schedule for the Consultant's re-performance of its Services, which shall allow the Consultant to complete the corrective services within a reasonable period of time.

3.7 **Occupational Health and Safety.** The Consultant shall take all necessary precautions for the health and safety of its employees, consultants, agents and other persons under the Consultant's responsibility or control. The Consultant shall comply with all applicable occupational health and safety legislation as well as with all safety precautions and programs of the Client. The Consultant shall coordinate its actions with those of the Client and others, as applicable, but the Consultant shall remain responsible for independently evaluating the risks specifically related to the Services

and take such additional safeguards as appropriate. The Client retains the right to review the Consultant's health and safety plan in order to monitor the Consultant's compliance.

#### **4 CLIENT OBLIGATIONS**

- 4.1 **Duty to Answer.** The Client shall forthwith consider any requests made by the Consultant in connection with this Agreement, including, without limitation, as it relates to information, directions or decisions and answer to such request within a reasonable period of time so as to avoid delaying the performance of the Services.
- 4.2 **Duty of Information.** The Client shall make available to the Consultant any and all information and data relating to the Project that is required by the Consultant in connection with the performance of the Services.
- 4.3 **Permits and Other Authorizations.** The Client shall obtain and pay for all permits, licences, authorizations and approvals required by federal, provincial, municipal or other authority and satisfy any other conditions necessary or desirable for the execution of the Services.
- 4.4 **Exclusive Use by Client.** Reports, opinions, findings, recommendations, including expert testimony, or other documents prepared under this Agreement are prepared for the exclusive use of the Client identified as the intended recipient. The Consultant accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on these documents. The Consultant is not responsible for the use of, or reliance on, these documents by any other party without the written consent of the Consultant.

In the event that the Client wishes to provide a third party with a document prepared under this Agreement, the Consultant may, at its sole discretion, provide a reliance letter on its own terms.

#### **5 PAYMENT**

- 5.1 **Invoicing & Payment.** The Consultant shall submit its invoice to the Client, on a monthly basis for Services performed during the immediate preceding month, together with such information and supporting documentation.
- The Client shall pay the full amount invoiced to the Consultant within forty-five (45) days of receipt thereof. The acceptance by the Consultant of the final payment under this Agreement shall not operate as a release to the Client for all claims and liability to the Consultant, its representatives, subcontractors, suppliers, and assigns for any additional compensation or payment relating to any and all things done or furnished relating to the Services rendered by the Consultant.
- 5.2 **Disputed Invoice.** The Client shall notify the Consultant in writing if any portion of an invoice is disputed within ten (10) days following the receipt of the invoice. The failure to notify the Consultant of the existence of disputed amounts within the aforementioned time period shall be deemed an acceptance of the amounts shown in said invoice.
- 5.3 **Taxes.** The Client is fully responsible for the payment of any and all sales, use, transfer or similar taxes in connection with the Services including, for more certainty, the federal goods and services tax, the harmonized sales tax and the Quebec sales tax, as the case may be.
- 5.4 **Intentionally Deleted.**
- 5.5 **Disbursements.** Disbursements will be billed at cost plus a two percent (2 %) administrative charge.
- 5.6 **Suspension of Services.** If any invoice submitted by the Consultant remains unpaid by the Client for forty-five (45) days or more from the date the invoice was submitted, then the Consultant may give seven (7) days' written notice to the Client that the Consultant will suspend Services. The

Client shall not have any claim whatsoever against the Consultant for any loss, cost, damage, or expense incurred or anticipated to be incurred by the Client as a result of the suspended Services.

## **6 OWNERSHIP OF DELIVERABLES AND INTELLECTUAL PROPERTY RIGHTS**

- 6.1 **Intellectual Property Rights.** All intellectual property, including any Deliverables, data, information, reports, drawings, calculations, renderings, plans, specifications, memoranda or other documents, test data, financial information, calibration records, survey results, photographs, renderings, sketches, models, written works of authorship, regardless of format and all other items used or developed as a part of the Services (the “**Data**”), including under copyright, patent or industrial design laws (collectively, the “**Intellectual Property**”), developed as part of the Project shall vest to the Client.
- 6.2 **Background Intellectual Property.** Section 6.1 above shall not apply to “Consultant Materials” which comprise any of the following, which were developed by the Consultant, at its own cost and expense in advance of or independent of this Agreement and as proven by the Consultant to be the case in the event of a dispute concerning the same: (i) any and all notes, research, information, data, specifications, designs, programs, documentation, software (including object code and source materials), development tools, products and other materials or things; (ii) any and all knowledge, know-how, techniques, inventions, processes, trade secrets, methodologies, approaches and other intangible intellectual property rights; and (iii) all designs, patent applications, issued patents, industrial design registrations, design patents, trade-mark applications, registered trade-marks and copyright which may relate thereto.

## **7 FORCE MAJEURE**

- 7.1 **Delays Caused by Force Majeure.** A Party shall not be liable for any failure of or delay in the performance of this Agreement by reason of an event of Force Majeure. Where there is an event of Force Majeure, the Party prevented from or delayed in performing its obligations under this Agreement must immediately notify the other Party giving full particulars of the event of Force Majeure and the reasons for the event of Force Majeure preventing that Party from, or delaying that Party in performing its obligations under this Agreement and that Party must take all reasonable precautions, due care and reasonable alternative measures to mitigate the effect of the event of Force Majeure upon its performance of the Services.
- 7.2 **Recommencement of Obligations.** Upon completion of the event of Force Majeure the Party affected must as soon as reasonably practicable recommence the performance of its obligations under this Agreement. The Consultant must provide a revised programme rescheduling the works to minimise the effects of the prevention or delay caused by the event of Force Majeure.
- 7.3 **Continuing Obligations.** An event of Force Majeure does not relieve a Party from liability for an obligation which arose before the occurrence of that event, nor does that event affect the obligation to pay money in a timely manner which matured prior to the occurrence of that event.
- 7.4 **Additional Time.** In the event that a Party is unable to perform its obligations due to an event of Force Majeure, the affected Party shall benefit from an additional period equal to the time during which such Party was unable to perform such obligations as a result of Force Majeure.

## **8 CHANGES**

- 8.1 **Change Order.** Upon the Client’s request for a Change, the Consultant shall promptly provide the Client with a written Change Order proposal respecting all aspects of the Change, including the scope of the Change, the amount of the adjustment in the Contract Price and progress payments, if any and the effect on the Time Schedule, if any. If the Parties agree on all aspects of the Change for which a Change Order proposal is made, they shall execute a written Change.

The Change Order is effective when agreed to and signed by the Parties. The Consultant shall carry out such Change Order as well as its obligations under the Agreement and continues to be bound by all the provisions of the Agreement.

The Consultant shall only be entitled to additional compensation and, to the extent provided in a Change Order, extension of time for Services forming part of a Change.

- 8.2 **Change Directive.** If the Client requires the Consultant to proceed with a Change before the Consultant agrees to a Change Order, or if the Parties are unable to agree on a Change Order proposal, the Client may issue a Change Directive. Upon receipt of a Change Directive, the Consultant shall promptly carry out the Change specified in the Change Directive.

If the Consultant believes that a Change Directive will increase or decrease the Contract Price or affect the Time Schedule or the performance of a warranty, covenant or obligation, the Consultant shall, within five (5) days of receipt such Change Directive or before carrying out the Change, whichever is earlier, give written notice of its concerns and anticipated impacts to the Client.

- 8.3 **Change Required by the Consultant.** The Consultant shall not make any Change to the Services unless having obtained prior approval from the Client.

For a Change that results from circumstances that were totally unforeseeable at the time of the signature of the Agreement, the Consultant may submit to the Client a request for adjustments in the Contract Price, Time Schedule or any other condition of the Agreement. Any such request shall (i) be made in writing within fifteen (15) days after the occurrence of the event giving rise to the request for adjustments, and (ii) contain explanation regarding the basis for the adjustment requested and include realistic estimates, an explanation of the methods of calculation and information on the relevant costs and quantities of materials or additional labour.

The Client shall consent in writing to any written request for adjustments submitted by the Consultant by issuing a Change Order. Regardless of the Client's position regarding a request for adjustments, the Consultant must continue to meet its obligations for the duration of the Agreement. For clarity, in the absence of the Client's written consent, the Consultant's request for adjustments in the Contract Price shall be deemed to have been accepted.

- 8.4 **Change without the Client consent.** The Consultant shall not make any Change, regardless of the reason, without first receiving a duly executed Change Order or Change Directive from the Client, failing which the Consultant shall assume the entire risks, costs and expenses related to the Changes.
- 8.5 **Incorporation into the Agreement.** The Changes are incorporated into the Agreement once a Change Order or Change Directive is made in writing and duly signed by the Parties in the case of a Change Order, and in the case of a Change Directive, once signed by the Client and delivered to the Consultant.

## 9 CONSULTANT EVENTS OF DEFAULT

- 9.1 **Consultant Default.** The Consultant shall be in default of its obligations pursuant to this Agreement upon the occurrence of any one or more events of default set forth below (each, a "**Consultant Event of Default**"):
- (a) The Consultant fails to commence the Services on the Services Commencement Date or suspends the progress of the Services or fails to perform the Services or any part thereof within the scheduled dates set out in Schedule C, except where the Consultant as the right to suspend the Services pursuant to this Agreement;
  - (b) The Consultant defaults of any of its obligation under the Agreement and fails to remedy such default to the satisfaction of the Client, acting reasonably, within the time period stated in a written notice from the Client specifying the default, which period shall be reasonable;

- (c) The Consultant proceeds to wind up all or most of all its assets outside the normal course of its business, permanently ceases all or substantially all of its activities, becomes bankrupt or insolvent, or makes an assignment for the benefit of its creditors in general, or is unable to pay its debts as they become due, or if a receiver, liquidator, official or interim receiver is appointed with respect to its property or part of its property, or commits an act of bankruptcy; or
- (d) The Consultant fails to correct the Services rejected by the Client within the time period stated in a written notice to this effect, which period shall be reasonable.

## 10 SUSPENSION OR TERMINATION

- 10.1 **Termination for Default of Consultant.** Upon the occurrence of any Consultant Event of Default, the Client shall notify the Consultant that the default must be corrected. If the Consultant fails to correct the default within thirty (30) calendar days after receipt of such notice or, where the default is not susceptible of being corrected within such time, if the Consultant fails to provide a corrective measures plan acceptable to the Client within thirty (30) calendar days, the Client may terminate this Agreement by written notice to the Consultant. Upon such termination, the Client may, without prejudice to all its other remedies, take possession of the Services, including, whether completed or in progress, all Deliverables in order to have the Services completed by a third party.
- 10.2 **Termination for Default of Client.** Should the Client be in default of its obligations pursuant to this Agreement, the Consultant shall notify the Client that the default must be corrected. If the Client fails to correct the default within fifteen (15) calendar days after receipt of such notice or, where the default is not susceptible of being corrected within such time, the Client fails to provide a corrective measures plan acceptable to the Consultant within fifteen (15) calendar days, the Consultant may terminate this Agreement by written notice to the Client. Upon such termination, the Client shall pay to the Consultant the portion of the Contract Price due to the Consultant for Services effectively completed up to the date of termination and all Reimbursable Expenses (which shall, for more certainty, include all fees payable by the Consultant to third parties in connection with the early termination of their contractual arrangements with the Consultant) incurred by the Consultant up to the said date. For more certainty, the payment by the Client of the sums provided in this Subsection 10.2 shall not operate as a waiver of any further claim that the Consultant may have against the Client for the termination of the Agreement or otherwise.
- 10.3 **Termination for Convenience.** The Client may terminate this agreement at its sole convivence upon providing the Consultant with ten (10) calendar days notice. Upon such termination, the Client may, without prejudice to all its other remedies, take possession of the Services, including, whether completed or in progress, all Deliverables in order to have the Services completed by a third party.

## 11 SURVIVAL OF OBLIGATIONS

- 11.1 **Survival.** The end of this Agreement shall not terminate any provision which, implicitly or explicitly, shall remain in force including, without limiting the generality hereof, Sections 6 (Ownership of Deliverables and Intellectual Property Rights), 12 (Liability and Indemnification), 14 (Non-Solicitation), 15 (Confidentiality), 16 (Dispute Resolution), 17.3 (Governing Law) and 17.4 (Forum).

## 12 LIABILITY AND INDEMNIFICATION

- 12.1 **Indemnification by the Consultant.**  
The Consultant shall indemnify the Client, its officers, Council members, partners, agents and employees from and against:
- (a) all action, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the Client; and
  - (b) all losses, liabilities, judgements, claims, suits, demands or expenses which the Client may sustain, suffer or be put to,

provided the same results from or arises out of the Consultant's failure to exercise reasonable care, skill or diligence or the Consultant's omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the Consultant, its agents, officials and employees. This indemnification shall include any reasonable legal costs incurred by the Client on a substantial indemnity basis, including those incurred to defend any criminal prosecution against the Client resulting from the negligent actions of the Consultant.

Notwithstanding anything hereunder to the contrary, the Consultant shall not have any liability whatsoever to the Client for:

- (a) any indirect, consequential, special, incidental, exemplary or punitive damages or similar damages or losses including, without limitation, for any loss of opportunity, revenue, sales or profits, regardless of whether arising from breach of contract, warranty, tort (including negligence), strict liability, statutory liability or otherwise, even if such party is advised of the possibility of such damage or loss or if such loss or damage could have been reasonably foreseen;
- (b) the failure of a contractor, retained by the Client, to perform the work required in the Project, nor shall the Consultant be responsible for job site safety or construction means and methods;
- (c) the design of or defects in equipment supplied or provided by the Client for incorporation into the Project;
- (d) any cross-contamination resulting from subsurface investigations;
- (e) any advice on any matter given by an independent third party, even if such third party's advice was requested on the recommendation of the Consultant;
- (f) any default affecting goods that were recommended by the Consultant;
- (g) any damage to subsurface structures and utilities which were identified and located by the Client, or by the Client's other consultants or contractors;
- (h) any Project decisions made by the Client, if the decisions were made without the advice of the Consultant, or contrary to or inconsistent with the Consultant's advice;
- (i) the unauthorized distribution of any confidential document or report prepared by or on behalf of the Consultant for the exclusive use of the Client; or
- (j) claims for damages for bodily injury, including death which is actually or allegedly, in whole or in part, directly or indirectly, caused by, based upon or in any way involving asbestos or any material derived therefrom in whatever form or quantity.

12.2 **Indemnification by the Client.** The Client agrees to defend, indemnify and hold the Consultant, its principals, employees, directors, officers and agents harmless from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Consultant, its principals, employees, directors, officers, or agents may suffer, sustain, or incur arising from:

- (a) claims of third parties in relation to the Project;
- (b) any negligent or faulty acts or omissions of the Client or anyone for whom the Client is responsible; or
- (c) any breach of the Client's obligations under this Agreement.

12.3 **Limit of Liability.** Notwithstanding the foregoing, the Client acknowledges and agrees that the liability of the Consultant, its affiliates and their respective employees, officers, directors, agents,

consultants and subcontractors under this Agreement, whether in contract, tort or otherwise, shall in no event exceed the total fees received by the Consultant under this Agreement.

- 12.4 **Limitation Period.** Notwithstanding any other provision of this Agreement, no claim may be brought against the Consultant in contract or in tort, more than two (2) years after the Services were completed or terminated under this Agreement. The Client waives any and all rights, remedies, and claims that it may have against the Consultant, its principals, employees, directors, officers, or agents whether at law, under any statute or in equity or otherwise, directly or indirectly, relating to the performance of this Agreement to the extent limited by this Section 12.

## 13 INSURANCE

- 13.1 **Coverage.** The Consultant shall carry and continuously maintain the following insurance:

- (a) Commercial General Liability (CGL) insurance with limits of not less than five million dollars (\$5,000,000.00) inclusive per occurrence for bodily and personal injury, death and damage to property. The CGL insurance will include Cross Liability and Severability of Interest Clauses, Products and Completed Operations coverage (twelve (12) months) and Standard Non-Owned Automobile liability.
- (b) Automobile Liability Insurance in respect of a licensed vehicle must have limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property. Coverage shall be in the form of a standard owner's form automobile policy providing third part liability and accident benefits insurance and covering licensed vehicles owned and/or leased or operated by or on behalf of the Consultant.
- (c) Professional Liability Insurance coverage must have limits of not less than two million dollars (\$2,000,000.00) inclusive per claim, covering services or activities that are professional in nature and excluded under the CGL policy.

- 13.2 **Notice of Insurance Claim.** Each Party shall forthwith give to the other Party any and all information relating to events and circumstances that may result in a claim pursuant to any insurance coverage maintained by the Consultant pursuant to this Agreement. The Parties agree to collaborate with each other in a commercially reasonable manner in connection with any such insurance claim.

## 14 NON-SOLICITATION

- 14.1 Unless otherwise agreed to in writing, the Client, during the term of this Agreement and for an additional six (6) month period, undertakes and binds itself not to, directly or indirectly, alone or through an intermediary, in association with any third party, for its own benefit or on behalf of a third party, for any reason, solicit or assist in the solicitation of an employee of the Consultant who is assigned to the provision of Services for the purpose of offering him/her an employment, a participation or a form of partnership, or to convince an employee of the Consultant involved in the Services to terminate his/her employment relationship, under risk of penalty equal to twelve (12) months of each solicited employee's gross salary. Nothing in this Subsection 14.1 shall apply if the employee is hired in response to a public advertisement or general solicitation disseminated by the Client.

## 15 CONFIDENTIALITY

- 15.1 **Confidential Information.** The information of one Party (the "**Disclosing Party**") brought to the attention of another Party (the "**Receiving Party**"), whether such information is identified as being confidential or proprietary (the "**Confidential Information**"), must be treated by the Receiving Party in a strictly confidential manner during the term of this Agreement and for an additional twenty-four (24) month period. The Receiving Party agrees to take appropriate action so that its employees, agents, Affiliates, subsidiaries, associated companies, subcontractors and entire staff abide by the

confidentiality obligations described herein. The Receiving Party which breaches the provisions of this Section shall be liable towards the Disclosing Party for damages arising out of its default. The confidentiality obligations shall not apply to any information which (i) is generally available to and known by the public (other than as a result of improper disclosure by the Receiving Party, (ii) is available to (or in the possession of) the Receiving Party on a non-confidential basis, provided that the source of such information was not known by the Receiving Party to be bound by a confidentiality obligation to the Disclosing Party, (iii) must be disclosed pursuant to an order or final directive of a court or government agency in authority, or in accordance with the Law.

- 15.2 **Disclosure.** In such case, the Receiving Party which is required to disclose information shall, as soon as possible after receiving said order or directive, or upon becoming aware of its legal obligation of disclosure, notify the Disclosing Party in writing that it is required to make such disclosure.
- 15.3 **Liability for Breach of Confidentiality Obligation.** Without limitation and in addition to any other rights or remedies each Party may have, each Party acknowledges that it shall be liable to and shall indemnify and hold harmless the other Party and its Affiliates and the Client from any claims brought against or suffered, sustained, paid or incurred by the other Party or its Affiliates resulting from a breach of this Section 15.
- 15.4 **Right to Injunction.** Each Party acknowledges that a breach of any of the undertakings or provisions contained in this Section 15 may cause the other party to suffer irreparable harm. In addition to claiming damages or an indemnity, the affected party shall be entitled to any injunctive relief and specific performance and the other party consents to any such injunctive relief and specific performance. The foregoing rights shall be cumulative and shall be in addition to any other remedies which may be available to the concerned Party.
- 15.5 **Municipal Freedom of Information and Protection of Privacy Act.** The content of this Agreement, Schedules, and all documentation, and information shall be held in confidence by the Client subject only to the provision the Municipal Freedom of Information and Protection of Privacy Act.

## 16 DISPUTE RESOLUTION

- 16.1 **Process.** Any dispute or disagreement arising out of or relating to this Agreement or arising from its interpretation or application shall be dealt with in accordance with the dispute resolution mechanism described below and shall be conducted on a confidential basis. In the event of a dispute, a written notice by either Party to the other shall set in motion the formal dispute resolution mechanism. The notice of dispute shall provide all details reasonable available regarding the matter that is subject of the dispute. Upon receipt of a notice of dispute, the Parties agree to resolve the dispute in the following order:
- (a) through amicable negotiations between the representatives each Party;
  - (b) before the courts in the judicial district where the Services are rendered.

## 17 MISCELLANEOUS PROVISIONS

- 17.1 **Good Faith.** The Parties endeavor to use reasonable diligence as well as good faith in their performance of this Agreement.
- 17.2 **R&D Incentives.** Should any portion of the Services and Deliverables performed by Consultant be eligible for the Scientific Research and Experimental Development Tax Incentive Program (as such program is defined by the Canada Revenue Agency) or any other equivalent tax credit or grant program which may be awarded in Canada, Consultant retains the exclusive right to claim such incentive, tax credit or grant.

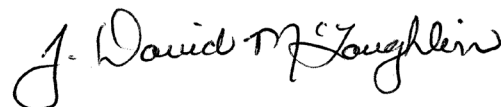
- 17.3 **Governing Law.** This Agreement shall be interpreted pursuant to, governed by and construed under the Laws of the Province of the Place of the Work and the federal Laws of Canada applicable therein, without regard to the principles of conflict of laws. The Parties agree, subject to Section 16, to accept and submit to the exclusive jurisdiction of the courts of the Province of the Place of the Work, to the exclusion of the courts of any other Province.
- 17.4 **Forum.** The Parties waive any objection based on venue or *forum non conveniens* with respect to any claim or other disputes arising under this Agreement or in any way connected to or related to or incidental to the dealings of the Consultant and the Client in respect of this Agreement or any related transactions, in each case whether now existing or hereafter arising and whether in contract, tort, civil liability, or other legal theories or specific statutes.
- Notice.** Any notice required or which may be given under this Agreement is sufficient if in writing and sent in a way that allows the sending Party to prove that such notice was actually delivered to the address or to the fax number of each receiving Party or to any other address, fax number or email address set out below. Notices and other forms of communication are deemed received from the time of their delivery, if delivered by messenger, on the date of the acknowledgement of receipt, if delivered by mail, on the date received, if sent by fax, on the date stated on the transmission slip, and on the transmittal date in the case of an email sent to a valid email address specified below:
- (a) if to the Client at:
- The Corporation of the City of Sault Ste. Marie, 99 Foster Drive – Level 2, Sault Ste. Marie, Ontario, P6A 5X6
- Attention of Stephen Turco  
Telephone: 705-759-5279  
Email: s.turco@cityssm.on.ca
- (b) if to the Consultant at:
- WSP Canada Inc. 100 Commerce Valley Drive West Thornhill, Ontario L3T 0A1
- Attention of Dave McLaughlin  
Telephone: 905-882-7306  
Email: Dave.McLaughlin@wsp.com
- 17.5 **Assignment.** Neither Party shall assign or subcontract any part of this Agreement, including the Services, nor any rights or obligations herein without the prior written consent of the other Party. In the event this Agreement is assigned or subcontracted with the consent of a Party, the assignor shall remain responsible to the non-assigning Party for the proper performance of the assignee's obligations under this Agreement.
- 17.6 **Entire Agreement and Amendments.** This Agreement contains the entire understanding of the Parties with respect to the subject matter hereof. There are no other oral understandings, terms or conditions and neither Party has relied upon any representation, express or implied, not contained in this Agreement or the other documents mentioned herein. No change, amendment or modification to this Agreement shall be valid or binding upon the Parties hereto unless such change, amendment or modification is made in writing and duly executed by both Parties hereto.
- 17.7 **No Waiver.** Any failure of any Party to enforce any of the provisions of this Agreement or to require compliance with any of its terms at any time during the term of this Agreement shall in no way affect the validity of this Agreement, or any part hereof, and shall not be deemed a waiver of the right of such Party thereafter to enforce such provisions or require compliance with such terms.

- 17.8 **Severability.** If any term, covenant or condition of this Agreement, to any extent, is held to be invalid or unenforceable, the remainder of this shall not be affected and each remaining term, covenant or condition of this Agreement shall be separately valid and shall be enforceable to the fullest extent permitted by Law.
- 17.9 **Adverse Rule of Construction Not to Apply.** The words in this Agreement shall bear their natural or defined meaning. The Parties have each had full opportunity of obtaining legal advice and accordingly any rule of construction to the effect that any ambiguity is to be resolved against the drafting Party shall not be applicable in the interpretation of this Agreement.
- 17.10 **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a substitution to any duties, obligations, rights and remedies otherwise available by Law.
- 17.11 **Further Assurances.** Each Party agrees to provide such information, execute and deliver any instruments and documents and to take such other actions as may be necessary or reasonably requested by the other Party which are not inconsistent with the provisions of this Agreement and which do not involve the assumptions of obligations other than those provided for in this Agreement, in order to give full effect to this Agreement and to carry out the intent of this Agreement.
- 17.12 **No Joint Venture.** Nothing contained in this Agreement shall be construed as constituting a joint venture or partnership between the Client and the Consultant. The relationship between the Client and the Consultant is that of an independent contractor and a client, respectively, and under no circumstances shall either Party be deemed agents or representatives of the other Party. Neither Party shall have the right to enter into any contracts or commitments in the name of or on behalf of the other Party in any respect whatsoever. In addition, neither Party shall hold itself out to anyone, or otherwise represent, that it has any such authority vis-a-vis the other Party.
- 17.13 **Language Clause.** This Agreement and all documents and notices relating thereto have been drawn up in English at the express request of the Parties. *Le présent contrat ainsi que tous les documents et avis y afférent ont été rédigés en anglais à la demande des parties.*

**IN WITNESS WHEREOF** the Parties have signed this Agreement at the place and on the date first hereinabove mentioned.

**THE CORPORATION OF THE CITY OF  
SAULT STE. MARIE**

**WSP CANADA INC.**



Name : Christian Provenzano

Name : David McLaughlin

Title : Mayor

Title: Principal, Manager – National Active  
Transportation, Practice Transportation  
Planning and Science

City Clerk - Rachel Tyczinski

**SCHEDULE A  
CONTRACT PRICE AND REIMBURSABLE EXPENSES**

**Contract Price:**

\$136,876 plus HST

The Contract Price payable by the Client to the Consultant in respect of the Services shall be the aggregate of all fees payable to the Consultant (exclusive of the Reimbursable Expenses) for the base services and additional services set forth in Schedule B, which fees shall be as follows:

The fee for the Consultant's base services shall be: Preparing an Active Transportation Master Plan in accordance with the City's RFP and WSP's proposal response (attached).

The fee for the tasks outside of the scope of work will be provided at market rate and confirmed before work commences.

**Reimbursable Expenses:**

Expenses are included in the contract price quoted above.

**SCHEDULE B  
DESCRIPTION OF THE SERVICES**

For a description of services, refer to proposal attached.



Proposal

**Consulting Services  
Develop-Active  
Transportation Master  
Plan for:**

**The City of Sault Ste. Marie**

Solicitation Number: 2021CDE-PE-04-P  
November, 05 2021

Submitted by:  
**WSP Canada Inc.**

### **SECTION 3**

#### **3. FORM OF PROPOSAL**

##### **Develop - Active Transportation Master Plan**

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Ms. Karen Marlow  
Manager of Purchasing  
Civic Centre, Sault Ste. Marie

I/We the undersigned, hereby submit the attached Proposal to satisfy the requirements laid out by the Corporation of the City of Sault Ste. Marie.

I/We have reviewed and understand the Information to Proponents (Section 1) of the RFP and agree to the terms and conditions contained therein in submitting this Proposal.

I/We agree that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons submitting a Proposal for the same purpose and is in all respects fair and without collusion or fraud.

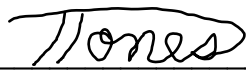
It is further understood and agreed that the lowest or any Proposal will not necessarily be accepted and that the City reserves the right in its absolute discretion to reject any or all Proposals, or accept the Proposal deemed most acceptable to the City. The City further reserves the right to negotiate with the successful Proponent to finalize the terms and conditions of the Proposal.

I/We acknowledge review of **Addenda #. 1 to #. 1** issued for this Proposal.

This **"Form of Proposal"** must be completed, legibly signed with handwritten signature, and returned as part of the Proposal submission to qualify.

WSP CANADA INC.  
\_\_\_\_\_  
NAME OF FIRM  
100 Commerce Valley Dr W  
\_\_\_\_\_  
ADDRESS  
Thornhill, ON  
\_\_\_\_\_  
CITY  
  
\_\_\_\_\_  
SIGNING OFFICER SIGNATURE

Dave J McLaughlin  
\_\_\_\_\_  
SIGNING OFFICER'S NAME (please print)  
Dave.McLaughlin@wsp.com  
\_\_\_\_\_  
PRINCIPAL CONTACT EMAIL

SEAL  
  
L3T 0A1  
\_\_\_\_\_  
POSTAL CODE  
  
\_\_\_\_\_  
WITNESS' SIGNATURE (must be present if  
Corporate Seal is not affixed to Form of Proposal)  
(905)-882-1100  
\_\_\_\_\_  
TELEPHONE NUMBER  
November 5th, 2021  
\_\_\_\_\_  
DATE



November 5, 2021

The Corporation of the City of Sault Ste. Marie  
99 Foster Drive-Level 2  
Sault Ste. Marie, Ontario, P6A5X6

**Attention: Karen Marlow, Manager of Purchasing**

Dear Madam:

**Client ref.: 2021CDE-PE-04-P**

On behalf of WSP Canada Inc., we are pleased to provide you with this proposal to develop the Active Transportation and Master Plan for the City of Sault Ste. Marie. Our team brings a wealth of knowledge and experience in transportation and land-use master planning, active transportation, trails and cycling facility design, implementation, and public and stakeholder engagement. We bring an unparalleled understanding of cycling facility design to every project, having served as lead author of the Ontario Traffic Manual Book 18: Cycling Facilities design guide for Ontario. Our firm also has extensive experience advancing active transportation within Sault Ste. Marie, having led the development of the City's current Cycling Master Plan and the HUB trail system – including a recent expansion.

Perhaps most importantly, our team understands the importance of working in partnership with communities of all sizes to deliver active transportation and trails plans that meet changing needs and goals. We know plans that are developed in partnership with key stakeholders have a higher chance of succeeding, which is why we will work to build and strengthen relationships as we work to develop your plan.

We have carefully and thoroughly reviewed the RFP and scope of work and we understand the level of effort and expertise required to meet the requirements of the City. Our workplan responds to the RFP scope and provides both innovative elements and added value. We are confident our team will develop an Active Transportation and Master Plan that is informed by best practices and will help the City achieve its future infrastructure, policy, and programming goals.

Upon completing an internal review, we are confident that there are no conflicts of interest among any members of our project team that would prevent us from undertaking this assignment. Thank you for the opportunity to submit this proposal. Should you have any questions regarding our proposal, please do not hesitate to contact the undersigned.

Yours sincerely,

A handwritten signature in black ink that reads 'J. David McLaughlin'.

J. David McLaughlin, MES, MCIP, RPP  
Principal  
National Active Transportation Practice Manager  
Transportation Planning and Science

# 1 WSP COMPANY PROFILE

WSP has been providing an array of consulting engineering services to public and private sector clients across Canada since 1959. During the past 62 years, acquisitions and organic growth have significantly augmented WSP's professional services, resulting in our position as one of Canada's largest consulting engineering firms. Our sources of strength include our experienced staff of approximately 8,300 people, our superior design documentation, our thorough understanding of current technology and future trends, and our philosophy of collaborative teamwork as a core value.

Our teams are committed to helping our clients succeed no matter how they grow, what they choose to do, or where they move. As a multidisciplinary firm, WSP is a leader in creating vibrant communities through transforming the built environment and restoring the natural environment. Our expertise ranges from designing sustainable transportation networks to engineering iconic buildings to environmental remediation and urban planning, to developing tomorrow's energy sources and finding innovative ways to extract essential resources. We utilize strong client relationships and deep industry knowledge to deliver cutting-edge, personalized, and practical solutions to our clients. To help our clients seize opportunities, understand and address challenges, identify and manage risks, and navigate relevant regulatory systems, we provide an unparalleled team to execute the plan. This comprehensive approach delivers strong results and positions us as industry leaders on the national and international stages.

On the national stage, WSP is recognized as a leader in the development of active transportation and trail plans and infrastructure. Our team has been involved in award-winning projects across Canada, but especially here in Ontario where our work on master plans, functional and detailed designs, and design manuals has been recognized by our clients and our peers as industry leading. With an office located within Sault Ste. Marie, WSP has a close attachment to the City. Along with this understanding of the local environment, we will bring the combined experience of our award-winning team to the City of Sault Ste. Marie to create an Active Transportation Master Plan (ATMP) of which the City will be proud, and that will set the City up for success for years to come.

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## OUR COMPETITIVE EDGE

WSP is a leader in the field of multi-modal solutions and Active Transportation (AT), cycling and trail related planning, design, and implementation. Over the past 20 years we have worked throughout the Province of Ontario and Canada to provide master planning, feasibility, preliminary and detailed design services to a range of clients. WSP has experience in developing best practices that are reflective of emerging trends in topics such as healthy community design, age friendly communities, vision zero, transit-oriented development and transportation demand management. Our Project Manager and Principal, Dave McLaughlin, is one of the lead authors of Ontario Traffic Manual Book 18: Cycling Facilities as well as the Ministry of Transportation Bikeways Design Guidelines and our multi-disciplinary team, has extensive experiencing working together and with municipal clients across Ontario to deliver meaningful, achievable plans to enhance access to active transportation infrastructure and programs.

WSP has experience working in and around the City of Sault Ste. Marie and is familiar with the local context. Our firm (then MMM) prepared the City's John Roswell Hub Trail and the Cycling Master Plan. Through work with similar sized municipalities in and around Northern Ontario, we understand the importance of tailoring plans to the unique needs of each municipality. Balancing considerations for Sault Ste. Marie's growth, natural environment, and historic character is at the forefront of our approach. Working collaboratively with key stakeholders, we will ensure the City is well served by a AT network that enables broad mobility, tourism, and economic development. We bring an approach that centers the needs of the AT network's end users and will leverage lessons learned from past work and other industry best practices to build a process that is efficient, responsive, and accountable.

We recognize that City staff, residents, and local stakeholders hold significant expertise about the local context, so we will work to develop a plan in partnership with the community. Our experience is that plans with a high level of engagement with locals is much more likely to succeed, given the public's sense of ownership over the plan, and desire to see its goals achieved. Our Engagement Lead, Justin Jones, has 11 years of experience working with municipalities to share best practices, design effective community engagement and create ambitious, but achievable education and encouragement programs to facilitate higher rates of active transportation. Justin is further committed to meaningful engagement with indigenous communities as it relates to the planning process. His training with the International Association for Public Participation (IAP2) and Dignity Infused Community Engagement (DICE) offers the tools needed to centre and uphold the experiences of communities that have traditionally been left out of the planning process. Given the significant First Nations population in and around the City, we are committed to developing an engagement process that recognizes the unique needs and histories of Indigenous communities in the area. Working with the City's leaders and community members, we commit to creating a Plan that is tailored for the City of Sault Ste. Marie and provides feasible short, medium and long-term action towards a more active, sustainable and healthy community future.

## 2 WORK PLAN AND PROJECT TIMEFRAME

### UNDERSTANDING OUR APPROACH TO THE PROJECT

As a community anticipating considerable growth in both population and employment over the next 15 years, the City of Sault Ste. Marie is seeking a consultant to develop an ATMP that will support the growth of both physical and social infrastructure to support walking, cycling, and rolling within the City. The ATMP will leverage the strong foundations of Active Transportation (AT) infrastructure in Sault Ste. Marie, including the City's extensive trails network and the many cycle routes developed through the Cycling Master Plan. The ATMP will be a community-orientated plan that helps residents use AT more often, strengthen political support and establish new partnerships with community stakeholders to facilitate implementation.

WSP is familiar with the City of Sault Ste. Marie, with a corporate office located in the City's downtown. Our team prides itself on delivering plans to municipalities that are not only ambitious but achievable. Our unique combination of technical expertise, project experience and prioritization of facilitating broad, meaningful engagement is proven to produce plans that are publicly supported and effective. Our understanding of leading design standards, costing, available funding streams and supportive policies will ensure the City of Sault Ste. Marie's ATMP reflects best practices while still respecting its unique characteristics.

Our team has thoroughly reviewed the RFP, the City's Corporate Strategic Plan (2021-2024), and the City's Cycling Master Plan and feel that our approach aligns with the core objectives and values for strategic long-range AT planning. Our approach to the development of the ATMP is to write the plan in public, producing a series of discussion papers that can be reviewed by City Staff, key stakeholders, and members of the public as the project progresses. This will allow for full transparency in the creation of the final report, with each paper eventually becoming a chapter of the final document. We believe this approach aligns with the City's guiding principles in the following ways:

- **Commitment to Citizens & Community:** Our team will follow the approach outlined by the International Association of Public Participation (IAP2) to ensure that all stakeholder groups are provided meaningful and relevant opportunities to provide input. In addition, our team will incorporate elements of the Dignity Infused Community Engagement (DICE) Process to ensure that the plan is developed equitably, supporting anti-racist and anti-displacement imperatives. This will ensure the needs of all City residents, including indigenous communities, are met.
- **Accountability and Transparency:** Our team's approach to this assignment is to **Write the Plan in Public**. As we complete the aspects of this project, we will release a series of plain-language Discussion Papers for public review and comment. These discussion papers will be reviewed internally by City Staff and key partners before being published for public comment and, once comments are closed, the Discussion Papers will become the final chapters of the ATMP. This process improves trust in the project by ensuring that people can see how their feedback is being incorporated at each stage of the process, and it ensures that there are no surprises when the final ATMP document is presented to City Council.
- **Environmental Stewardship:** The ATMP will be a leading document for the City to achieve its goal of creating a sustainable city for future generations. Active transportation is a key component of a cleaner transportation system and will be vital to achieve the City's goals of net zero greenhouse gas emissions by 2050. The strategies outlined in the ATMP will set the City up to be a leader in supporting multi-modal transportation, defining Sault Ste. Marie as an environmental leader in Ontario.
- **Fiscal Responsibility:** By developing elements of the plan as the process unfolds, we reduce the amount of review and revision required near the conclusion of the project. This results in a document with a higher level of Staff and community buy-in and reduces the need for resources to prepare the final document.
- **Innovation and Productivity:** An ATMP introduces many opportunities for innovation and continuous improvement. As part of our recommended approach, we will identify potential demonstration projects, pilot projects and other opportunities for a community to rethink its relationship towards public spaces. We will work with the City to produce a plan that aligns with international best practices, positioning Sault Ste. Marie to move into a leadership position in sustainable transportation.
- **Integrity and Honesty:** Our team will work with the City to foster a sense of trust and accountability around the project that respects the views of those who participate and is transparent on how their feedback is applied. We will be open and honest about the trade-offs that are necessary when considering active transportation and will provide regular updates about how decisions are being made as the project progresses.
- **Promote Quality of Life:** Active Transportation Implementation is included as one of the City's Key Activities for 2021. An ATMP is a long-term document that requires a well-defined implementation plan; the iterative process of preparing the Plan will help to ensure the underlying vision of public involvement is refined into a series of real-world implementation targets.

## 3 UNDERSTANDING OF THE BRIEF / SCOPE OF WORK

### PART 1: BACKGROUND REVIEW

Key to developing an active transportation master plan is a comprehensive understanding of the community's physical makeup and its social character. Understanding this context is not only vital to identifying the City's existing active transportation system but knowing where and how it should be expanded and enhanced. Employing a comprehensive set of spatial analyses, extensive policy review and consultation with City staff and the public, our team will develop a robust assessment of AT network and identify key deficiencies and opportunities to direct the rest of the ATMP study. To ensure this analysis and assessment is guided by leading best practices, a case study review among municipalities of comparable sizes, climates and urban forms will also be undertaken.

#### Value Adds

- Familiarity with the Sault Ste. Marie active transportation context through past work developing the City's Cycling Master Plan and HUB Trail system – including a recent expansion.
- Existing summaries of provincial policies as related to active transportation planning and development, which can streamline an associated policy review of the Sault Ste. Marie Context.
- Familiarity with Sault Ste. Marie through past work developing the Provincial On-Road Cycling Network, Cycling Master Plan and Hub Trail Expansion.
- Detailed understanding of best practices for communities of comparable size, with WSP serving as lead author on several Active Transportation Plans for communities of similar size to Sault Ste. Marie.

#### TASK 1.1: HOST A PROJECT KICK-OFF MEETING

Upon award, we will submit a data request to the City and begin creating a Master Project Contact List, which will confirm key stakeholders and interested parties for the project. We will prepare a draft Notice of Study Commencement to comply with the MCEA Process, which will be confirmed at the Project Kick-Off Meeting. During the Kick-Off Meeting, our team will refine timelines and the approach to the project, determine communication protocols, and confirm potential interviewees for the upcoming pre-consultation interviews.

#### TASK 1.2 REVIEW AND PREPARE SUMMARY OF RELEVANT MUNICIPAL AND PROVINCIAL PLANS

Our team will prepare an extensive summary of provincial and municipal policies with relevancy to active transportation within Sault Ste. Marie. This exercise will not only enhance understandings of the local context but help to identify foundational themes and directives that the ATMP should align with. At the provincial level, key documents in our review will include the recently updated Ontario Traffic Manual's Book 18 and Ontario's Bikeways Design Manual, two leading technical references WSP lead the development for. At the municipal level, our review will include the City's current transportation master plan, cycling master plan and trails plan, to leverage current investments and policy initiatives supportive of active transportation. Within our review we will also review the City's Official Plan as it moves towards completion, Greenhouse Gas Emissions Reduction Plan and most recent Strategic Plan, given their overlapping mandate and consideration for sustainable and multi-modal transportation.

#### TASK 1.3 ANALYZE RECENT TRAFFIC DATA, INCLUDING TRAFFIC DATA RELATED TO AT, AND IDENTIFY KEY TRENDS AND AREAS OF CONCERN

Our team will conduct a thorough review and analysis of recent traffic data to better understand current traffic activity within Sault Ste. Marie. Primary focuses will include identifying key travel destinations and corridors where new active transportation facilities and amenities should be prioritized, and what sorts of treatments are most appropriate given current traffic conditions. This exercise will not only seek to understand how the City's transportation system operates today but reveal key trends and demands that aim to predict its evolution in the years to come. Results of this traffic analysis will be summarized and used to identify key areas of concern. These locations will be cross-referenced with the special design areas listed in Section 4 (in consultation with City staff), where localized design solutions are recommended.

#### TASK 1.4 ASSEMBLE RELEVANT SPATIAL DATA AND COMPLETE EXISTING CONDITIONS MAPPING

Our team will work closely with City Staff to generate a robust inventory of existing conditions, including key travel destinations and the location of current infrastructure assets. This will include information available through the City's existing GIS databases, which will be used to generate project base mapping for future analytical work. Existing conditions will be supplemented by desktop reviews of the City to inform baseline understandings of the current conditions.

### **TASK 1.5 COMPLETE PRELIMINARY ASSESSMENT OF EXISTING AT NETWORK**

Based on the inventory and map of existing active transportation conditions, we will assess missing links in the current active transportation network and identify locations for potential new on and off-road linkages that can increase active transportation usage in Sault Ste. Marie. We will review and confirm the outcomes of our existing conditions analysis with members of City staff to validate perceived gaps and barriers in the existing active transportation network and traffic conflict areas that would benefit most from new / improved active transportation infrastructure.

### **TASK 1.6 CONDUCT BEST PRACTICES REVIEW AMONG COMPARABLE MUNICIPALITIES AND LEADING TECHNICAL STANDARDS**

To ensure all ATMP recommendations reflect leading technical expertise, our team will conduct an extensive best practice review among the active transportation planning approaches of comparable municipalities. Municipalities included as part of this research will be selected based on their applicability to the Sault Ste. Marie context and their reputations as municipal leaders. This includes municipalities with similar scales and climates, which is vital in developing cost appropriate maintenance programs, design solutions and programming initiatives. This review will include an in-depth review of their existing policy regimes as well as one-on-one interviews with key staff members to gain a more nuanced understandings of their approaches.

### **TASK 1.7 PREPARE AND SUBMIT DISCUSSION PAPER #1 DATA SUMMARY AND EXISTING CONDITIONS REPORT**

Results of the background review and consultation activities will be clearly documented within the submission of the ATMP's first discussion paper. To ensure no details are left omitted or misstated, the report will be iteratively reviewed by both City staff and members of the WSP team. Once drafted, the document will remain viewable on the City's website, to provide greater detail on the study-process and public record. In addition, our team will deliver a presentation detailing the results of our technical review and consultation activities to Township staff and City Council as desired.

## **PART 2: PUBLIC CONSULTATION/ENGAGEMENT STRATEGY**

Developing an ATMP that is accountable to the needs and desires of the local community requires a thoughtful and robust consultation strategy that engages with a wide range of audiences. Leading this strategy will be our engagement lead, Justin Jones, who is trained in the Foundations of the IAP2 Approach, as well as the DICE method and the Gender Based Analysis Plus (GBA+) approach. This educational background will ensure an engagement format for the ATMP that meets the highest standards. Applying a IAP2 approach, we will ensure that engagement opportunities are frequent, meaningful, audience-specific and provide the appropriate level of information and opportunity for input according to the needs of each audience.

### **Value Adds**

- Develop a Stakeholder Engagement Strategy based on International Association of Public Participation (IAP2) Principals that can be applied within the consultation and communications of other public projects within Sault St Marie.
- Community Engagement tasks are structured to provide key stakeholder with multiple opportunities to engage in the project and develop a sense of ownership over its outcome – this sense of ownership can help to generate new partnerships that can be leveraged to deliver new programs and support the implementation of the ATMP.
- Leverage our firm's local Sault Ste. Marie office to provide physical support for in-person public information centers and other directly held consultation events and activities.

### **TASK 2.1 PRE-CONSULTATION INTERVIEWS**

These brief interviews help to refine and expand our list of stakeholders to ensure that stakeholders with an interest in the Plan are included in the process. The interviews also provide a stronger understanding of how particular audiences want to be engaged throughout the process. These short interviews provide insight into what engagement tactics have worked well in the past and what tactics have fallen short, ensuring our team is able to deliver appropriate and effective engagement throughout the project

### **TASK 2.2 DEVELOP A THOROUGH AND ROBUST CONSULTATION & STAKEHOLDER ENGAGEMENT PLAN**

Based on the results of the Kickoff Meeting and the Pre-Consultation Interviews, our team will draft an Engagement Strategy to guide community engagement. Based on IAP2 principles, the Strategy will identify the audiences that will be engaged as part of this process, their anticipated level of interest and ability to impact the outcomes of the project, and protocols to communicate and engage with those audiences in a way that is meaningful and respectful. To fulfill the ATMP's underlying equity imperatives, the strategy will devote a considerable amount of energy to listening and incorporating the perspectives of communities living within the City who are often excluded. This includes members of the city's urban indigenous population, racialized residents, residents living with disabilities and other groups typically absent from discussion related to active transportation. Importantly, the Strategy will be a living document and any assumptions and objectives included will be reviewed and updated as the project evolves.

### TASK 2.3 KEY STAKEHOLDER AND RIGHTSHOLDER LISTENING SESSIONS

To develop a stronger understanding of the existing context of active transportation within the City, a series of small group listening sessions will be hosted. Our team will conduct interviews with key partners with a background in active transportation within the City as well as groups that we hope to help the City build a stronger relationship with as the Plan moves forward. This includes members from the Accessibility Advisory Committee, Best for Kids Committee, Cultural Vitality Committee, Downtown Business Improvement Area, Environmental Sustainability Committee and Parks and Recreation Committee. To guarantee the involvement and perspective of the indigenous residents, we will also include representation from the local friendship center and other institutions representative of the local Indigenous community. This approach will not only address the ATMP's underlying equity imperatives, but also ensure a process and outcomes that affirms principles of reconciliation. Participants of the interviews will also be considered to form the ATMP steering committee (see task E2), to ensure the committee represents the diversity present within the City of Sault Ste. Marie.

### TASK 2.4 ADVISORY COMMITTEE FOCUS GROUPS

To gain a stronger understanding of Sault Ste. Marie's current context, our team will undertake a series of Focus Groups with the City's existing Advisory Committees, including the Accessibility Advisory Committee, Best for Kids Committee, Cultural Vitality Committee, Downtown Business Improvement Area, Environmental Sustainability Committee and Parks and Recreation Committee. We will integrate these Focus Group sessions into the committee's regular meeting schedule, focusing on identifying the existing strengths and opportunities as well as the support that these committees could offer as the ATMP moves into the implementation phase.

### TASK 2.5 INDIGENOUS COMMUNITY FOCUS GROUPS

To ensure that the ATMP meets the needs of the Indigenous communities living within Sault Ste. Marie, our team will convene Focus Groups with representatives from both the Sault College Indigenous Student Union and the SSM Indian Friendship Centre to gain a stronger understanding of how Indigenous residents of Sault Ste. Marie interact with public space in the City. We will also provide additional opportunities for Indigenous representatives to participate in the project steering committee if desired and will commit to an accountability session with the Focus Group participants as the project draws to a close to report back about how their feedback was incorporated into the final Plan.

### TASK 2.6, 2.11 AND 2.12 – STAKEHOLDER WORKSHOPS

To develop key components of the ATMP and to refine our recommendations, we are proposing a series of three workshops which would be open to key stakeholders and partners within the City. These workshops would focus on:

1. Developing the Project Vision and Goals and refining our Strengths, Weaknesses, Opportunities and Threats Analysis (Workshop #1)
2. Refining and confirming the physical infrastructure components of the ATMP, including the draft network, design standards and recommendations for Special Areas (Workshop #2)
3. Developing programming and tourism recommendations to support the development of a stronger culture of active transportation within Sault Ste. Marie and define how the City can market itself as a cycling tourism destination (Workshop #3)

Each of these workshops will be held virtually, using a combination of tools such as Zoom, Miro digital whiteboarding, Menti live polling and more as necessary. The workshops are designed both to gather the collective expertise of key partners in Sault Ste. Marie, but also to provide those partners with a sense of ownership over the Plan, ensuring that they will be there to assist the City when it comes time to seek funding, develop new programs or implement recommendations from the Plan.

### TASK 2.7 & TASK 2.13 DEVELOP PROJECT WEBSITE HOST PUBLIC SURVEY & MAPPING AND NETWORK TOOL

We will work with City Staff to launch a project webpage on the City's website. The project website will be an important element of the project, providing timely updates to residents and keeping them informed about how the project is progressing. Consistent updates on the site will enhance accountability and increase interest and participation throughout the project.

The webpage will launch with a public survey gauging support for AT as well as a mapping tool to identify specific locations where challenges or opportunities exist. The survey will be designed to provide measurable statistics that describe priorities, concerns, and behaviour as it relates to active transportation. To ensure a high participation rate, the survey will be broadly advertised, including on the City's website, in local media outlets and across the platforms of prominent community groups and institutions.

## TASK 2.8 SUMMARIZE PHASE 1 CONSULTATION INCLUDING PUBLIC SURVEY

The public survey represents the final element of the first phase of Consultation – background information gathering. At this point, our team will have a very strong understanding of the existing context as it relates to active transportation in Sault Ste. Marie. We will prepare a summary that will serve to inform our background review Discussion Paper and will also form the first half of our Engagement Summary Discussion Paper once all consultations have concluded.

Once the commenting period for the public survey has closed, results of the survey will be summarized for discussion and eventual incorporation within the ATMP. Key findings and insights will be illustrated with clear and concise graphics, including summary charts, images and infographics that allow information to be easily discernable among a wide audience.

## TASK 2.9 PROJECT WEBSITE UPDATES, MAINTENANCE AND ADDITIONAL COMMUNICATIONS

As the Project progresses, it will be important to maintain the project website so that the most up-to-date information about the ATMP is available to the public. We will post discussion papers, link to comment forms, add documents and pdfs of maps and provide other opportunities for comment, as well as provide information about upcoming PICs and other engagement opportunities. We will also work closely with the City's Communications and Marketing team to promote the ATMP process through traditional media channels, social media and more to ensure that the community is broadly aware of the project and their opportunities to engage with it.

## TASK 2.10 AND 2.14 – PROJECT OPEN HOUSES (2)

In anticipation for each of the project's scheduled Public Open Houses, our team will prepare a series of materials that ensure each event is informative, engaging, and interactive. Drawing from our experience hosting events for similar community-led plans, preparations will be made to ensure an experience that is professional and seamless for City staff and attending participants. For our virtual event, our team will utilize online programs such as Menti, Miro and Mural that allow participants to view, comment on and discuss project materials interactively and collaboratively in real-time. These virtual tools will be delivered simultaneously to an in-person event, where a display of printed boards depicting project details in a manner that is clear and supports a "hands-on" participatory approach will be used to gather feedback. This Hybrid approach provides access for those who are able (and comfortable) attending an in-person event while also extending opportunities to those who cannot attend in person or who prefer to participate from home. This creates a more equitable approach, providing multiple avenues to participate.

Our team has extensive experience hosting both virtual and in-person engagements and will prepare all necessary materials to ensure the event serves the needs of residents. We will also record presentations delivered at the Open Houses and make some of the tools available to participants available for 2 weeks following the session to extend access to those who were unable to attend.

## TASK 2.15 PREPARE AND SUBMIT DISCUSSION PAPER #2 PROJECT ENGAGEMENT SUMMARY

Once all scheduled engagement activities have been completed, WSP will submit *Discussion Paper #2*, to summarize all engagement events, including objectives, outcomes, and incorporation within the draft ATMP report. The Engagement Summary will clearly outline **What Was Said** (verbatim excerpts of feedback and comments), **What We Heard** (a summary of key themes from the feedback) and **What We Did** (a detailed account of how the ATMP was modified based on the feedback received). This approach enhances transparency and accountability, providing clear rationales for how and why decisions about the project have been made. This summary will also comply with the MCEA requirements, documenting all engagement activities and their results.

## TASK 2.16 PRESENT FINAL ATMP REPORT TO CITY COUNCIL

Upon receiving City staff's approval, the ATMP will be presented to City of Sault Ste. Marie's elected council for eventual adoption. The presentation will be clear, concise and outline the draft Plan including the study process, key outcomes, and recommendations.

## TASK E1 BIWEEKLY CLIENT CHECK-INS

To ensure that the project timeline and budget remain on track, we will schedule biweekly meetings between the City's Project Manager and WSP's Project Manager. These regular meetings will help to ensure that any issues or concerns are raised and addressed before they cause a more significant impact to the delivery of the project.

## TASK E2: QUARTERLY STEERING COMMITTEE MEETINGS

Key to project's success will be the recruitment and engagement of a project Steering Committee. While the final composition of the Steering Committee will be determined in conversation with City Staff, our team proposes an initial membership list of City Staff, members of relevant advisory committees, indigenous representation, representation from the local health Unit and those actively involved within the promotion of active transportation. Once the Steering Committee composition has been confirmed, we will convene the committee for a Vision and Goals workshop to establish the ATMP's foundational principles. These foundations will be structured on the City's existing Strategic Plan and other key planning documents. We will connect with the Steering

Committee as the project progresses, presenting Discussion Papers for comment and refinement and gathering feedback to ensure that the Plan is both supported by the community and implementable based on the expertise of those who live there.

### **TASK E3 – ONGOING PROJECT COMMUNICATIONS**

This task accounts for communications between our project team and City Staff, including but not limited to invoicing, project updates and responding to resident and stakeholder questions and requests.

## **PART 3: DEVELOPMENT A COMPREHENSIVE ACTIVE TRANSPORTATION NETWORK**

Foundational to the ATMP's recommendations is a comprehensive network of active transportation facilities designed to make active travel convenient and comfortable for all residents. Guided by OTM Book 18's 5-Step Network Development Tool, our team will ensure all recommended facilities are both, evidence-based and accountable to public concerns and considerations, as expressed through the ATMP's underlying vision and objectives. This will include an approach that builds upon the framework of existing and currently planned facilities, comprehensive GIS spatial analysis, detailed site visits and public input. Additionally, our team will also review applicable guidelines related to universal accessibility, including the Accessibility for Ontarians with Disabilities Act (AODA) and NACTO's All Ages & Abilities (AAA) Design Guide.

### **Value Adds**

- Unparallel understanding of OTM Book 18 and Ontario Bikeways Design Guide acquired from our experience leading their most recent update and publishing, respectively.
- Previous active transportation planning experience within Sault St Marie through our work developing its Cycling Master Plan, Hub Trail System, and local sections of Provincial On-road Cycling Network
- Georeferenced database of all site visit photos, including our proprietary site assessment tool which can be used for future asset management and transportation planning projects

### **TASK 3.1 CONFIRM LIST OF KEY TRAVEL DESTINATIONS AND TRAVEL CORRIDORS TO BE SERVICED BY AT NETWORK WITH CITY STAFF**

The first step in developing a complete comprehensive active transportation network is identifying the locations and corridors that shape travel activity within the City. This task will involve assembling all relevant spatial information, including data already collected by the City, provincial trail authorities and any publicly available information to develop a GIS data inventory. Key facets of data to be mapped include existing and proposed AT facilities, community services, education institutions, parkland, transit facilities, tourist sites, commercial districts, and other key trip generators.

### **TASK 3.2 CONDUCT GAP AND OPPORTUNITY ANALYSIS OF EXISTING AT NETWORK**

Based on the mapping, policy review, and consultation completed to date, we will identify priority gaps and opportunities in the City's AT network. We will leverage our extensive expertise in GIS Analysis, combined with consultation results, to generate an equity-focused spatial analysis tool that will help to guide future decision-making, including accounting for growth and future travel trends. Using GIS data from the City, Province and Statistics Canada, we will ensure that Sault Ste. Marie's ATMP prioritizes the needs of all residents – providing access to mobility options for the residents who need them most. Outcomes of this analysis will be depicted within a series of maps which denote city area by AT suitability, based off where trip distances tend to be short, where access to destinations is high, and where residents may be more inclined to use AT if facilities were available to them. These maps will then be overlaid with those previously created to show the coverage of the current AT network and key travel destinations, to identify gaps to be prioritized for enhancement during the ATMP process.

### **TASK 3.3 PREPARE CONCEPTUAL NETWORK OF PROPOSED ACTIVE TRANSPORTATION ROUTES**

Modelling off OTM Book 18's 5-step network development process, we will present a network of candidate AT routes. Both the ends and alignments of these routes will be based off an underlying set of route selection criteria, which will strive to balance consideration for applicable best practices and the ATMP's expressed community vision and objectives. To ensure the support of local knowledge and expertise, route selection criteria will be developed through consultation with staff and key partners before being presented and confirmed at the first Public Open House event.

### **TASK 3.4 COMPLETE FIELD INVESTIGATIONS OF EXISTING CONDITIONS**

To confirm understandings of the local context, our team will complete a series of field investigations across the City of Sault Ste. Marie. Visits will target key locations across the conceptual AT network, and enrich understandings of different constraints and opportunities otherwise hard to fully grasp remotely. Using a standardized checklist, visits will seek to document current traffic conditions, elevation changes, site lines as well as potential safety hazards for AT users. These visits will occur during the spring

and summer months, at both the AM and PM off peak periods, to understand how the transportation system performs during the busiest periods of travel activity. These investigations will also include visits to the “Special Design Areas” outlined within Section 4 of the ATMP’s outlined methodology. Upon completion of the Field Investigations, we will submit a georeferenced database of all photos captured and their accompanying notes to the City, which can be used for future asset management exercises.

### **TASK 3.5 CONFIRM FACILITY NETWORK BASED OFF APPLICABLE DESIGN GUIDELINES AND POLICY CONSIDERATIONS**

Once a conceptual network of AT routes has been identified, our team will assign appropriate facility types. These assignments will be largely determined using OTM Book 18’s facility selection tool and designed to ensure an all ages and ability (AAA) approach. As an industry best practice, the tool uses a pair of nomographs for routes within urban and rural contexts, and assigns a facility type appropriate to the posted speed limit and observed annual average daily traffic (AADT) volumes. Complimentary of OTM Book 18, our team will also complete a thorough review of several industry leading references. Key among which will be OTM Book 15, the TAC Geometric Design Guide for Canadian Roads and the Ontario Bikeway Design Manual for Provincial Highways. To then ground these assignments in local knowledge, all assignments will be confirmed based off received public feedback, continuity with existing facilities, constructability, and other relevant considerations.

### **TASK 3.6 PREPARE A DRAFT PROPOSED AT NETWORK FOR PUBLIC REVIEW AND CONFIRMATION**

Once a draft network of active transportation facilities has been developed, our team will then prepare a series of engagement activities to both inform and gauge the public for their input. Whether held remotely or in-person, our team will ensure an engagement format that is interactive and comprehensive, offering participants greater flexibility and precision with how they offer their feedback. This includes providing fully scalable maps of the full active transportation network, that allow participants to easily identify all proposed segments and referenced surrounding details and, correspond their comments directly. The results of this Task will also be presented at the second Public Open House.

### **TASK 3.7 IDENTIFY BARRIERS AND CONSTRAINTS WITHIN THE NEW PROPOSED ROUTE NETWORK**

In addition to preparing a proposed AT network, our team will identify key barriers and constraints to its implementation. Relying on our thorough understanding of the local context, these problem areas will be clearly identified within network mapping and associated sections of the final ATMP report. Examples include constrained rights-of-way, sharp elevation changes, water crossings, rail crossings and major highways. These considerations will be reflected in the network’s eventual phasing, with segments featuring higher costs due to such barriers and constraints more likely to be assigned within the “long-term” implementation phase (as described within Part 7 of the ATMP methodology).

### **TASK 3.8 PREPARE AND SUBMIT DISCUSSION PAPER #3 DETAILING RESULTS AND PROCESS OF DEVELOPING COMPREHENSIVE AT NETWORK**

All work completed as part of the Phase 3 of the ATMP process will be documented within *Discussion Paper #3*. Key contents featured within the document will include: an overview of the 5-step development process (adapted from OTM Book 18) used to develop the proposed ATM network, list of route selection criteria, maps of the proposed ATMP network at different stages (i.e., existing conditions, conceptual routes, facility assignments) and a table summarizing the different route recommendations. Additionally, the document will provide high-level guidance on the design of different facilities as well as suggested treatments to mitigate the impact of identified network barriers and constraints.

## **PART 4: SPECIAL AREAS – REVIEW CERTAIN LOCATIONS WITH MORE SITE-SPECIFIC RECOMMENDATIONS**

Complimentary of designing an active transportation network for the City of Sault Ste. Marie, our team will also propose innovative design solutions within identified special areas. Each site’s solution will begin with a comprehensive understanding of their unique constraints and opportunities, as acquired through field visits and public input. Applying our understanding of best practices and the input of our interdisciplinary team, we will propose a series of solutions that are both context-sensitize and seamlessly integrate with the rest of the network.

### **Value Adds**

- Draw from our site-specific approach followed to develop a recent expansion to the Sault Ste. Marie Hub Trail System.
- Apply the broad range of knowledge expertise possessed by our interdisciplinary team to inform solutions that seamlessly integrate with the various infrastructure systems that makeup Sault Ste. Marie’s built fabric.
- Leverage the proximity of our local Sault Ste. Marie office to conduct detailed field investigations within all special areas.

#### **TASK 4.1 CONFIRM LIST OF SPECIAL DESIGN AREAS WITH CITY STAFF**

Complimentary of designing an overall AT network for the City of Sault Ste. Marie, our team will also conduct specialized studies of key areas, as identified by City staff. This will include high-level analysis and design recommendations, such as right-of way assessments, traffic analysis, and concept and layout planning. In addition to the list previously identified by City staff, our team will recommend new locations based off the outcomes of the ATMP's study process to date.

#### **TASK 4.2 DOCUMENT FINDINGS OF SPECIAL AREAS**

Once the list of special design areas is confirmed, we will begin our thorough review of each site's current physicality as well as any constraints and opportunities to consider in any proposed redesigns. This review would rely on a series of desktop analyses as well as site visits to each of the locations. Results of these field investigations will be summarized with a list of key design opportunities and problems, to begin the process of developing appropriate solutions. These summaries will also be shared with City staff to ensure no details from are incorrect or missing and that the goals for the proposed solutions are reasonable.

#### **TASK 4.3 REVIEW APPLICABLE DESIGN GUIDELINES AND LOCAL POLICIES TO INFORM PROPOSED SOLUTIONS**

Our team will begin reviewing applicable design guidelines to inform context-sensitive and innovative design solutions, relying on the directions raised from previous site investigations and confirming discussions with City staff. Existing local policies and initiatives pertaining to each special area will also be reviewed to ensure coordination and consistency with currently planned works. In cases where modifications to a site's policy context are warranted, our team will work with City staff to justify our recommendations and work to achieve a consensus that satisfies all parties.

#### **TASK 4.4 PREPARE CONCEPT PLANS AND SUMMARIZE DESIGN RECOMMENDATIONS FOR SPECIAL AREAS**

With a confirmed understanding of each special design area's current condition and opportunities for improvement finalized, we will begin developing conceptual plans and detailed guidance to convey our proposed recommendations. This includes a high-level overview of how the proposed design solution may look in practice, including plan view conceptual drawings and a breakdown of key elements related to traffic, street amenities, road design work, AT facilities and amenities and signage. We will also provide high-level costing estimates and phasing suggestions, as well as a list of accompanying considerations and technical references to assist the City in progressing each project towards future detailed and preliminary design work.

#### **TASK 4.5 TRAFFIC ANALYSIS**

As part of our review of the identified special areas, our team will review the turning movement count, pedestrian, and cyclist counts, AADT, speed and collision data provided by the City. Using this data, our team will then evaluate traffic operations under the current lane configurations and assess the impacts of geometric changes stemming from the design process, including commentary on future signal timing plans. Results of this analysis will be summarized along with the prepared conceptual plans and design recommendations for each special design area.

### **PART 5: POLICIES/Framework AND PROGRAMS**

An effective ATMP must also identify policies to support the growth of active transportation through continuous improvements to the City's walking, cycling and wheeling environment. Our team has extensive experience in crafting context-sensitive policy recommendations to support active transportation through the provision of new funding and partnership models, complete streets design guidance for new development and the integration of trails and placemaking principles into the City's routine operations. Overarching objectives will include addressing social inequities within existing active transportation modal splits, planning for new innovative technologies, incorporating best practices and better operationalizing active transportation within existing local planning tools. These elements not only strengthen the ATMP but better align it with the City's current strategic goals.

#### **Value Adds**

- Incorporate relevant lessons and best practices from our team's experience developing Complete Streets Design Guidelines and Manuals for municipalities across Ontario.
- Draw from past research conducting into the potential opportunities and impacts of e-mobility devices in developing policy associated policy recommendations.
- Apply lessons learned from past facility design projects involving the full or partial conversion of rail corridors into active transportation facilities, to inform relevant policy recommendations.

#### **TASK 5.1 COMPLETE GAP ANALYSIS OF EXISTING POLICY RELEVANT TO COMPLETE STREETS (I.E. COMPLETE STREETS, DEVELOPMENTS, SIDEWALK RENEWAL)**

To identify opportunities for the ATMP to support a Complete Streets planning framework, our team will conduct a policy review among the various planning tools and policies that can be used to support this approach. This will include The City's upcoming Official Plan update, urban design guidelines, zoning bylaws, secondary plans, and development charges background reports. Documents will be thoroughly reviewed based on their referencing to Complete Streets principles, using both quantitative and qualitative analytical methods, such as key word counts and thematic overview. This exercise will inform how the ATMP may best support the City in adopting a Complete Streets framework as part of a future planning initiative.

#### **TASK 5.2 REVIEW AND SUMMARIZE LEGISLATION AND BEST PRACTICES ON UTILIZING RAIL CORRIDORS AS PART OF AN INTEGRATED AT NETWORK**

To support the implementation of the proposed active transportation network, our team will explore opportunities to convert easements adjacent to active rail lines (Rails with Trails) or abandoned rail lines (Rails to Trails) into new trail facilities. With high amounts of industrial activity, Sault Ste. Marie possess an extensive rail network, with lines stretching across much of the city's urban area, including key travel destinations such as it's waterfront and commercial core. To inform our review, we will draw upon our experience with similar projects from across Ontario, as well as conduct a best practice review among municipalities where implemented. Aspects from each case study's approach that will be documented include practices related to property acquisition, maintenance, liability and insurance and high-level costs.

#### **TASK 5.3 IDENTIFY POSSIBLE OPPORTUNITIES OF UTILIZING RAIL CORRIDORS WITHIN SAULT STE. MARIE**

Relying on guidance provided through the previous best practices review, our team will complete a thorough review of the City's rail network to identify strategic opportunities to build new active transportation facilities. Chosen opportunities will be evaluated based on how they integrate with existing and newly proposed facilities, and their alignment with the route selection criteria outlined within ATMP's network development process.

#### **TASK 5.4 DEVELOP STRATEGY TO PROMOTE EQUITABLE AND ACCESSIBLE MOBILITY CHOICES**

To achieve a meaningful shift towards the use of active transportation, all ATMP recommendations actions will be developed through an equity-based lens. Despite active transportation's universal appeal, underlying social inequities often contribute to disparities in how active transportation is both encouraged and tailored to the needs of certain community groups. This includes racialized communities, indigenous communities, immigrant communities and elderly residents, who remain underrepresented within the active transportation mode shares of most cities. Recognizing this context, our team will work to develop an accompanying strategy to the ATMP which actively corrects imbalances in access to active transportation among these groups. This strategy will draw from tangible lessons gained from past experiences, as well as the outcomes of active collaborative with the communities we seek to empower through this initiative.

#### **TASK 5.5 REVIEW AND UPDATE CITY'S EXISTING OPERATIONS AND MAINTENANCE REGULATIONS REGARDING AT**

The value of an active transportation network is contingent on a comprehensive maintenance program which properly maintains each facility's state of well-repair. This can include from general wear, incidental damages, or deterioration due to inclement weather. Our team will identify a set of practices and regulations that are both cost-effective and detailed to help the City prioritize maintenance programs that will meet the needs of the greatest number of residents. Relying on the O. Reg. 29/02 Minimum Maintenance Standards for Municipal Highways and OTM Book 18, our team will identify a comprehensive list of maintenance standards, asset management advice and cost planning strategies to maximize the value of infrastructure investments. This includes seasonal and non-seasonal measures to maintain access and promote active transportation throughout the year.

#### **TASK 5.6 PROVIDE GUIDANCE ON THE PERMITTANCE AND REGULATION OF E-MOBILITY DEVICES**

In addition to planning for conventional modes of active transportation, the ATMP will also consider the opportunity and potential disruption of emerging technologies, such as e-mobility. Broadly recognized as any form of active transportation partly assisted by electrical propulsion, e-mobility devices have witnessed increasing popularity as both a form of recreation and flexible mobility. Working with City staff and local stakeholders, our team will evaluate the suitability of adopting an e-mobility pilot program with Sault Ste. Marie from a variety of perspectives and considerations. This includes its potential to support new tourism-based businesses, integrate with the transportation system, anticipated cost demands and potential to increase active mode share.

#### **TASK 5.7 PREPARE AND SUBMIT DISCUSSION PAPER #4 POLICY & REGULATIONS BRIEF**

To summarize guidance on the following policy enhancements, our team will prepare and submit *Discussion Paper #4*. In addition to listing our policy related recommendations, the document will detail the supportive research and considerations that informed their development. This includes our background review of the City of Sault Ste. Marie's policy context, best practices review, research papers, and relevant takeaways from engagement held among City staff and members of the public.

## PART 6: CYCLING/RECREATIONAL TOURISM, AND ACTIVE TRANSPORTATION CULTURE

An effective ATMP focuses on both the physical infrastructure as well as the social infrastructure necessary to support behaviour change within a community. While AT physical infrastructure is relatively well recognized, social infrastructure that supports active transportation tends to be overlooked when plans are created. Our team will develop recommendations to support cultural change within the City of Sault Ste. Marie and get more people walking, cycling, and wheeling. This will maximize the value of investments made in physical infrastructure and showcase the City's dedication to sustainable transportation. Our approach will build partnerships with existing community stakeholders, develop opportunities to pursue funding and highlight examples from similar communities where culture change programs have worked. We will provide a prioritized list of future programs, including costing and staffing requirement estimates based on our thorough understanding of best practices in Ontario and beyond.

As we develop a series of recommendations to shift attitudes and behaviours among residents of Sault Ste. Marie, we will also prepare a suite of recommendations that will help the City to market itself as an active tourism destination. As one of the major urban centres in Northern Ontario, Sault Ste. Marie is well known for its natural heritage, and could capitalize on its reputation as an active destination through an enhanced tourism and marketing campaign. Our team will underscore how the investments in active transportation infrastructure, coupled with the City's growing culture of active transportation, can be marketed to bring additional tourism revenue and economic development into the City as the ATMP is implemented.

### Value Adds

- Experience developing tourism strategies within AT and cycling master plans of municipalities across Ontario.
- Understanding of Community-Based Social Marketing techniques, a best practice on active transportation culture shift.
- Experience designing culture shift programs, that provide accurate estimates of cost, staffing requirements and partnerships.
- Engagement techniques are designed to develop partnerships, provide stakeholders with a sense of ownership over the final ATMP and assign responsibilities to external partners to assist with the implementation of the Plan, reducing the burden of effort on City Staff to boost active transportation culture and support tourism.

### TASK 6.1 DEVELOP STRATEGIES TO PROMOTE AT AS A TOURISM GENERATOR

As one of few major urban centers within Northern Ontario, we recognize the role that tourism holds within Sault Ste. Marie's economy. We also believe that through investment in new active transportation facilities and programs, the City will gain a reputation as one of Ontario's premiere active transportation destinations. Working closely with City staff, local business, and other stakeholders we will identify a list of current tourism enterprises supported by active transportation, as well as opportunities for industry growth. Working collaboratively, we will prepare a strategy to both sustain and expand the operations of these tourism enterprises and help to draw new tourism dollars into the community based off best practices from other jurisdictions.

### TASK 6.2 IDENTIFY OPPORTUNITIES FOR PLACEMAKING AND SUPPORTIVE AMENITIES ALONG PROPOSED AT NETWORK

Active transportation is as much about the journey as it is about the destination – the way that people experience a trip can have a significant impact on whether they choose to use that route again. Recognizing this, our team will work with the City to identify ways that the AT network meets the needs of the users, providing streetscapes and amenities that are inviting and joyful and enhance the cultural character of the City. We will provide the City with recommendations for supportive amenities such as seating areas, shade, water fill stations, bike parking and more to bring more joy and vibrancy to every active travel trip in Sault Ste. Marie.

### TASK 6.3 DEVELOP A LOCAL AT PROMOTIONAL STRATEGY

Our team brings unparalleled expertise in the development of effective, achievable active transportation promotion strategies to all communities we work in. With a deep understanding of both best practices and Community Based Social Marketing principles, our team will develop promotional strategies that meet the needs of the community and encourage agency partners to play a more active role in supporting AT. We will develop a promotional strategy that builds on the existing local partnerships and programs, that focuses on recruiting new partners and maximizing the value of the City's investments in new programs and leveraging available resources from outside the City. We will help the City to refine its active transportation "brand", identify steps to build a stronger AT culture in Sault Ste. Marie and justify future investments in new promotional programs. We will engage with diverse partners to understand their needs and ensure an approach that reflects those concerns and desires in a meaningful way.

### TASK 6.4 SUBMIT DISCUSSION PAPER #5 DETAILING AT TOURISM AND CULTURAL SHIFT RECOMMENDATIONS

To summarize the tourism and promotional related recommendations our team will submit *Discussion Paper #5*. As described within the tasks listed above, this document will detail our list of suggested initiatives and the rationale considered to support their inclusion. Like other discussion papers, contents of the following documented will be integrated within the final ATMP report.

## PART 7: IMPLEMENTATION

To ensure the timely and strategic implementation of the ATMP's recommendations, we will work with City staff to offer detailed guidance regarding project phasing, costing, and delivery to achieve key Plan goals. Borrowing from the City's existing capital structures, we will phase all recommendations within one of three implementation horizons. These assignments will be based off their relative feasibility, alignment with current capital works and overall merit. Drawing from our extensive inventory of facility cost estimates, we will fully cost the ATMP and detail a series of financial strategies and approaches to secure necessary funding.

### Value Adds

- Extensive inventory of facility cost estimates, aggregated from recent construction costs of projects across Ontario
- Customizable costing spreadsheets developed from past ATMP projects which can be shared with the client to organize and assist their future financial planning and asset management

### TASK 7.1 PHASE ALL AT RECOMMENDATIONS WITHIN SHORT-TERM, MEDIUM-TERM, AND LONG-TERM IMPLEMENTATION HORIZONS

Recognizing the constraint of limited financial resources, recommended infrastructure projects will be scheduled in a manner that is both strategic and cost-effective. This will include leveraging opportunities to minimize construction cost and traffic disruptions by incorporating projects within previously planned capital works projects. As per the RFP, all projects will be phased within the three horizons of: short-term (0-2 years), medium-term (2-5 years) and long term (5+ years). To effectively visualize the phased implementation of the proposed active transportation network, our team will also prepare associated mapping and tables.

### TASK 7.2 PROVIDE PRELIMINARY COST ESTIMATES FOR RECOMMENDED AT PROJECTS

All draft recommended active transportation facilities and programs will be costed based off WSP's in-house unit costs, reflective of recent projects in Ontario that are priced in 2021 values. This analysis will be vital in determining project phasing by identifying quick wins, projects with greater outcome impacts, and those projects that can wait, due to cost feasibility. All information will be inputted into an Excel spreadsheet that will be shared with the City for their review and use going forward.

### TASK 7.3 PROVIDE GUIDANCE ON PROJECT IMPLEMENTATION & ADMINISTRATION

To assist the City with the eventual adoption of ATMP recommendations, our team will provide clear and effective guidance on project implementation and administration. We know from our experience in other municipalities that active transportation touches on many different departments and agencies – whether they be Planning, Engineering, Public Works, Recreation, Parks, Public Health, Policing, or others. This underscores a need to clearly define roles, set benchmarks and identify who holds decision-making authority over different new infrastructure and programs to support active transportation. For facility builds specifically, our team will also provide advice on how to advance projects through stages of detailed design to eventual construction.

## PART 8: MONITORING AND REPORTING

To prolong the success of the ATMP, it must feature a robust monitoring and reporting scheme. Our team recognizes the importance of designing a scheme to consider a wide range of considerations using a wide variety of both quantitative and qualitative performance metrics. To provide these results in a clear and transparent format, accessible to both decision makers and the public, our team will identify a series of tangible recommendations to record and present monitoring results.

### TASK 8.1 DEVELOP A MONITORING PROGRAM AND DISCUSSION PAPER #6 – IMPLEMENTATION AND EVALUATION

All recommendations listed in the ATMP must be tied to measurable performance metrics to validate the impact of the City's investments. Our team will develop a draft list of metrics that can be tracked over time to demonstrate the success of the ATMP as it is implemented, and suggestions for relevant data collection. This includes metrics related to safety, connectivity, implementation timelines, usage and more. Building on the sense of accountability and transparency that has been developed through the process of preparing the ATMP, our team will also prepare a suggested approach to report annually or biannually on the progress being made in implementing the Plan. Once the monitoring program has been confirmed, we will prepare *Discussion Paper #6*, focused on the implementation (phasing, costing, and funding options) and evaluation of the ATMP.

### TASK 8.2 ASSEMBLE DRAFT ATMP REPORT FOR STAFF REVIEW

Combining outcomes of the project's engagement with public and key stakeholders and, all the contents of the project's intermediate technical reports, a draft ATMP will be prepared. As a public facing document, the report will use plain language and avoid technical jargon. Once a draft is completed, the ATMP will be circulated to City Staff and key stakeholders for review.

### TASK 8.3 FINALIZE ATMP REPORT BASED OFF STAFF INPUT

Once a draft is completed, the ATMP will be circulated to City Staff and key stakeholders for review. Key changes brought out of this iterative review will be documented and kept as an appendix within the final report, to maintain public transparency.

## 4 PROJECT DELIVERABLES

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### DISCUSSION PAPER FORMAT

To address several intermediate project deliverables listed within the RFP, our team will submit a series of discussion papers following the completion of most parts of the detailed work plan. Each of these Discussion Papers will be refined through consultation with City Staff and stakeholders and discussed at engagement events with the public before they are finalized. Once finalized, the Discussion papers will be submitted to City Staff for posting on the project's website. Prepared as public-facing, plain language documents, the Discussion Paper approach will ensure greater transparency and accountability, by inserting public oversight and review of intermediate project deliverables, across key milestones in the ATMP study. Using this method will also ensure a more streamlined approach to developing content within the ATMP, with each Discussion Paper intended to serve as an underlying chapter of the final ATMP report. This will ultimately ensure that the final ATMP is delivered on-time and on-budget. Overall a total of six discussion papers will be submitted over the course of the study. Developing these discussion papers will be guided by our background review, consultation, best practices, and ongoing discussions with the City. Listed below are the various of what each Discussion Paper will contain, and the RFP deliverables that they will address:

- **Discussion Paper #1 Data Summary and Existing Conditions Report**
- Summary of Part 1 of the workplan that will include the *data summary and existing conditions report*.
- **Discussion Paper #2 Project Engagement Summary**
- Summary of Part 2 of the workplan that will include a *summary of all project consultation, engagement materials and consultation plan* as an appendix.
- **Discussion Paper #3 Detailing Results and Process of Developing Comprehensive AT Network**
- Summary of Part 3 of the workplan that include both the *existing and proposed AT network and other relevant mapping*.
- **Discussion Paper #4 Policy & Regulations Brief**
- Summary of Part 5 of the workplan that will include the *policy and regulations brief*.
- **Discussion Paper #5 Detailing AT Tourism and Cultural Shift Recommendations**
- Summary of Part 6 of the workplan that will include *recommendations have related to AT tourism supportive measures and policy*
- **Discussion Paper#6 Implementation and Evaluation**
- Summary of Part 7 of the workplan that will include draft project phasing and implementation guidance.

In addition to the following discussion papers, our team will also provide the full *engagement plan, conceptual plans and design recommendations for the special focus areas, engagement materials* and associated *draft and final ATMP report and council presentations* deliverables to City staff separately during the study. Contents from these items, however, will be incorporated within the final ATMP report, either directly or as an attached appendix.

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### QA/QC APPROACH

We believe disciplined project management will assist in maintaining a strategic focus for the project and deliver a successful result for the Sault Ste. Marie. Our project management team with Dave McLaughlin has extensive experience working together on active transportation master plans and will lead the team to successful completion while adhering to our in-house project management methodology, which is aligned with industry best practices. WSP's Project Manager will have full accountability for controlling the project scope, schedule, and cost. Through our corporate financial software, our Project Manager can view latest project costs at any time and apply an earned value approach to determine exactly how the project is tracking relative to budget. For the purpose of this project, Dave McLaughlin will also serve as the Quality Control lead. Identifying a quality control lead is critical to ensuring consistency between project deliverables and approach as well as an ongoing set of high-quality deliverables. In addition to identifying an individual to oversee quality control, it is also important to track key milestones over the course of the study. Throughout the development of the ATMP, we will have regular meetings with the City's Project Manager to review submitted deliverables, review the project schedule and upcoming milestones / tasks. The project schedule (see Section 3.1), will be reviewed and if needed, updated monthly, and used at meetings to discuss project progress and upcoming work. The fee schedule (see Section 4) will be used to help monitor and maintain appropriate tracking for invoices and billing.

## 5 RELEVANT PROJECTS

WSP is an industry leader in active transportation and trail related planning, design, management, engineering, maintenance, and costing within the Province of Ontario. Our core and focused project team – as well as other employees of our company - has a strong track record of successfully delivering active transportation projects for both public and private sector clients for 20+ years, with the goals of providing innovative solutions, quality service and value and proactively working with community members to address key issues with creative solutions. WSP has completed over 100 active transportation master plans throughout the province of Ontario. We have selected examples from comparable municipalities, highlighted in Figure 1 and Table 1, outlining the experience and knowledge which was demonstrated through these assignments. Our project sheets can be found in Appendix A. Illustrated below are the locations of the relevant project experience and list of their associated scope of work.

Projects Completed by WSP	Pedestrian & Cyclist Master Planning	Network Planning	Design Guidelines	Road Design	Off-Road / Trail Design	Implementation Strategy	Transportation Demand Management	Operations & Maintenance	Public Consultation
Clarke Avenue Active Transportation Facility			X	X				X	X
County of Essex County-Wide Active Transportation Study	X	X	X	X		X	X	X	X
Grey County Cycling & Trails Master Plan	X	X	X		X	X		X	X
Lake Huron North Channel Cycling Route		X			X			X	X
Kingston Active Transportation Master Plan	X	X	X	X		X			X
Ontario Traffic Manual Book 18: Cycling Facilities Update (2021)		X	X	X	X			X	
MTO Province-wide Cycling Strategy	X	X				X		X	X
City of Greater Sudbury Transportation Master Plan	X	X	X	X	X	X	X	X	X

### Key Projects & References

*County of Essex County-Wide Active Transportation Study:*

Contact (s): Jerry Behl (Manager, Transportation Planning & Development - County of Essex)

Email: [JBehl@countyofessex.ca](mailto:JBehl@countyofessex.ca)

Phone: 519-776-6441 ext. 1316

*Ontario Traffic Manual Book 18: Cycling Facilities Update (2021):*

Contact (s): Michael Pardo P.Eng., RSP (Senior Traffic Engineer – Ministry of Transportation)

Email: [Michael.Pardo@ontario.ca](mailto:Michael.Pardo@ontario.ca)

Phone: 289 969-7094

*City of Greater Sudbury Transportation Master Plan*

Contact (s): Joe Rocca (Traffic & Asset Management Supervisor – City of Greater Sudbury)

Email: [joe.rocca@greatersudbury.ca](mailto:joe.rocca@greatersudbury.ca)

Phone: (705)-674-4455 Ext 3620



# 6 PROPOSED FEES

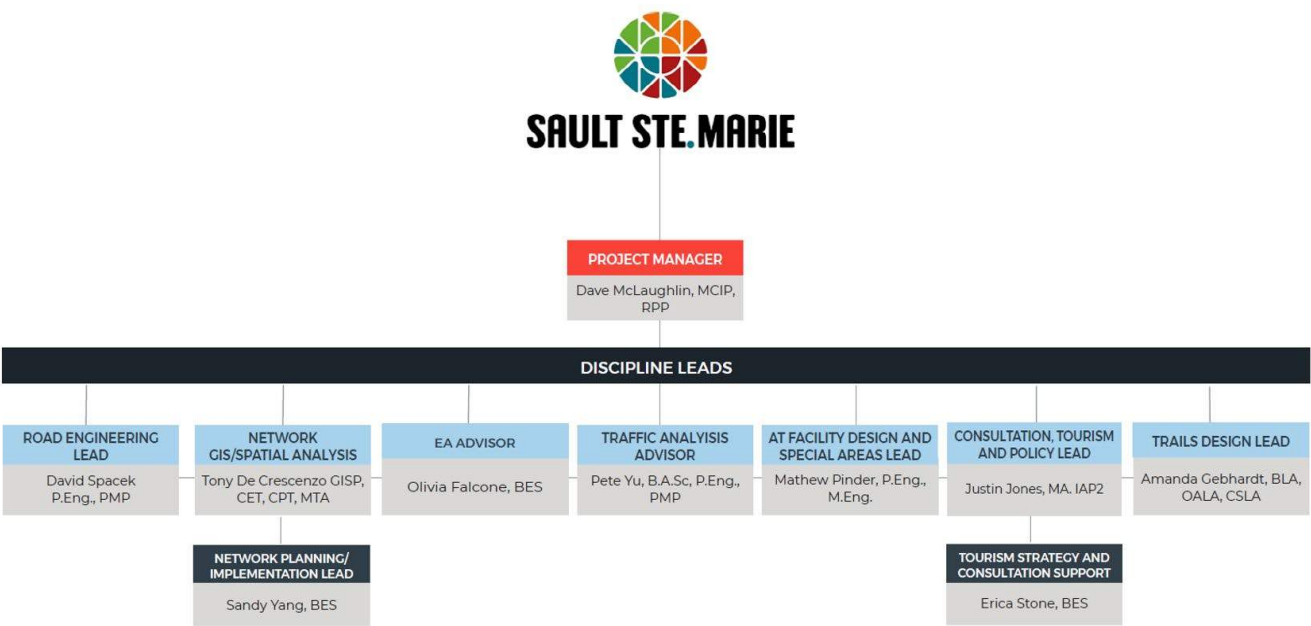
Our team’s experience in developing active transportation master plans, in addition to our experience developing design guides and other supportive municipal documents, means that we bring a well-refined suite of tools to every project we work on. For the Sault Ste. Marie ATMP, our team will enhance the efficiency and cost-effectiveness of the plan by bringing well-defined, industry leading materials to the project and adapting them to Sault Ste. Marie’s unique needs. These tools include, but are not limited to:

- Our proprietary site assessment tool which provides the City with detailed, georeferenced information about each photo taken during the site visits, which are highly useful for ongoing asset management plans.
- Our knowledge of the facility selection process in the updated Ontario Traffic Manual Book 18 on Cycling Facility design
- Our unique trails hierarchy system that defines surface types, maintenance standards and signage
- Our experience delivering engagement in both virtual and in-person settings, with the knowledge, flexibility, and capacity to adapt our approach as public health measures change

The Fee Schedule and Project Schedule on *pages 29 and 30, respectively*, show our estimated fees and disbursements, including the hours per task per team member and the anticipated date when the work will be completed. Based on our cost competitive rates we estimate a total cost of **\$136,876** exclusive of HST.

# 7 PROPOSED TEAM

Our team will be led by our **Project Manager** Dave McLaughlin, who has extensive experience delivering municipal and active transportation master plans with urban and rural municipalities across Ontario, including in the north. While Dave will serve as the day-to-day contact for this project, he is supported by a highly experienced team, with each member possessing a deep understanding of the master planning process and bringing applicable knowledge and expertise to this assignment. The figure below illustrates how each team member will contribute to the development of the ATMP and critical lines of communication that are needed to complete this study. The following organizational chart indicates the staff who will be assigned to this project.



To ensure an efficient and strategic use of our interdisciplinary team, members have been distinguished as either a part of the project’s core team or project advisors. **Core Team** members will work more closely with the project manager to lead the development and delivery of key project components. These team members will attend most key project consultations, including client check-ins and public consultation to answer and detail study findings at key milestones. Alternatively, **Project Advisors** represent a broader array of technical disciplines and will assist members of the core team and the project manager in the development of more specialized work. These team members will only attend project consultations concerning their respective matter of expertise or when request by City staff. All team member CVs and bios are provided on the pages below.

## PRESENTATION OF THE PROJECT MANAGER [PROJECT MANAGER]

### Areas of practice

Transportation Planning  
Active Transportation  
Project Management  
Master Planning  
Complete Streets Design  
Class EAs  
Urban Design  
Transit

### Education

MES, Environmental  
Studies/Planning, York University,  
1992

B.A., Urban Studies/Political  
Science, York University, 1989

### Professional associations

Ontario Professional Planners  
Institute

Canadian Institute of Planners  
Institute of Transportation  
Engineers

Ontario Traffic Council, AT  
Committee

ITE Pedestrian and Bicycle  
Council

Association of Pedestrian and  
Bicycle Professionals

Director of the Board, Share the  
Road Coalition

### Career

Principal and National Active  
Transportation Practice Manager  
& Senior Project Manager,  
Planning and Advisory, WSP,  
2015-Present

Senior Project Manager,  
Transportation Planning, Partner,  
MMM Group Limited  
(WSP Acquisition), 2013-2015

Senior Project Manager,  
Associate Partner, MMM Group  
Limited, 2006-2013

Project Manager, Associate,  
MMM Group Limited, 2001-2006

Senior Transportation Planner,  
MMM Group Limited, 1998-2001

Project Planner, MMM Group  
Limited, 1995-1997

Transportation Planner, MMM  
Group Limited, 1993-1994

Urban Planner & Urban Policy  
Advisor, Commission on Planning  
Development Reform in Ontario,  
1992-1993

Urban Planner / Research  
Assistant, Royal Commission on  
the Future of The Toronto  
Waterfront (Renamed The  
Waterfront Regeneration Trust  
1992), 1989-1991

WSP

Proposal No. P21-11042-32

Prepared for The Corporation of the City of Sault Ste. File No:2021CDEPE04-P

November 5<sup>th</sup>, 2021

### J. DAVID MCLAUGHLIN, BA, MES, MCIP, RPP PRINCIPAL, NATIONAL ACTIVE TRANSPORTATION PRACTICE MANAGER TRANSPORTATION PLANNING AND SCIENCE – CANADA

Dave McLaughlin is WSP Canada's National Active Transportation Practice Manager and based out of WSP's Thornhill office. He has more than 29 years of experience in the transportation and land use planning fields. Dave's experience encompasses active transportation planning and facility design, mobility hub planning, traffic impact assessments, community traffic studies, municipal transportation master plan studies, public consultation/workshop design and facilitation, transportation master plans, class environmental assessments, parking studies, public opinion surveys and strategic transportation policy. He has undertaken well over a hundred AT, Cycling and Trail Master Plans and Design Assignments, including in Sault Ste. Marie. Dave leads a team that specializes in bicycle, pedestrian, trail and transit system access planning, bike share system and complete streets and intersection related functional design and policy development as well as transportation demand management (TDM).

### REPRESENTATIVE PROFESSIONAL EXPERIENCE *Active Transportation and Complete Streets*

**Update to Ontario Traffic Manual Book 18: Cycling Facilities (2021).** WSP was retained in 2018 to update Ontario's bikeway design manual. Published by MTO in the fall of 2021, this comprehensive update is based on international best practices and increases the focus on separated cycling infrastructure design.

**City of Sault Ste. Marie Downtown HUB Trail Link Feasibility study, 2021.** Dave led a team that completed a feasibility assessment for a missing link in the HUB Trail in the downtown area, including the functional design and associated cost estimate for the preferred solution. Dave also co-authored the city's cycling plan.

**City of Sault Ste. Marie Bikeway Corridors & Design Support for Cycling Facilities in Sault Ste. Marie (2018 – 2020).** Dave and his team gave design for many corridors for cycling infrastructure, including pavement marking and intersection design input for Pine/Northern, Lake/Queen, Pine/Queen, MacDonald/Lake, MacDonald/Pine, Northern/Willow, Northern/North

**Region of Durham Primary Cycling Network (PCN) Master Plan Update (2021):** WSP completed a comprehensive update to their 2012 cycling network plan. This included consideration of the Region's 2017 TMP, existing and planned transit improvements, local municipal cycling, trail and active transportation plans, best practices in bikeway/trail design and cost and phasing implementation strategy.

**City of London Complete Streets Design Guidelines (2017-2019).** Dave was the principal and provided technical support for the development of London's award winning (Ontario Traffic Council 2019 Project of the Year) Complete Streets Design Guidelines. These new guidelines include an innovative street classification system that is integrated with London's recently adopted Official Plan.

**Region of Waterloo Separated Bike Lane Network Pilot planning and design study (2017-2019).** WSP completed the designs to pilot a cycling network consisting of physically separated cycling facilities and cross-rides. 18 study areas were identified, three potential study areas assessed and one selected for the pilot. Provided detailed design, communication and marketing and monitoring in 2019.

**Lake Huron North Channel Cycling Route Study (Sault Ste. Marie to Sudbury), 2017:** WSP (then MMM) was retained by Tourism Sault Ste. Marie to undertake a feasibility study for the Lake Huron North Channel cycling route between the cities of Sault Ste. Marie and Greater Sudbury. Now mostly implemented, it included design of the route, signage design, marketing and promotional strategies conducted meetings with local stakeholders and interest groups, and interviews with first nations representatives located along the proposed route.

## PRESENTATION OF CORE TEAM [NETWORK & PLANNING / IMPLEMENTATION LEAD]

### Areas of practice

Transportation Planning  
Active Transportation and  
Network Development  
Transportation Demand  
Management  
Transportation Master Plans  
Spatial Analysis  
GIS

### Education

Diploma of Excellence in  
Geographic Information Systems,  
University of Waterloo, 2019

Bachelor of Environmental  
Studies in Planning  
(Specialization in Land  
Development Planning),  
University of Waterloo, 2019

### Professional associations

Ontario Professional Planners,  
2020, OPPI

Canadian Institute of Planners,  
2020, CIP

Institute of Transportation  
Engineers, 2018, ITE

### Career

Transportation Planner,  
Transportation Planning and  
Advisory Services, WSP, 2019-  
Present

Transportation Student (Co-Op),  
Transportation Planning and  
Advisory Services, WSP, 2018

GIS Technician (Co-Op), GHD,  
Waterloo, ON, Canada, 2017

GIS Technician (Co-Op), Region  
of Halton, Oakville, ON, Canada,  
2017

Map Design Support (Co-Op),  
Mappedin, Kitchener, ON,  
Canada, 2016

### SANDY YANG, BES

#### TRANSPORTATION PLANNER, TRANSPORTATION PLANNING & ADVISORY SERVICES

Sandy Yang is a transportation professional in WSP's Transportation Planning and Advisory Services Group. Her areas of expertise include active transportation and transportation master plans, stakeholder consultation and engagement, data management, and spatial analysis using geographic information systems (GIS). She is currently pursuing her professional planning designations with the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI).

Sandy leverages her experience in spatial analysis and visualization software tools to support multi-modal network planning and master plans, traffic studies and policy development. She worked extensively with Python, ArcGIS, Adobe Creative Suite and SketchUp.

#### REPRESENTATIVE PROFESSIONAL EXPERIENCE

##### Active Transportation and Transportation Master Plans

- Town of Kingsville Comprehensive Transportation Master Plan (2021 – Present): Project coordinator
- County of Essex County-Wide Active Transportation System Update (2021 – Present): AT network lead
- Town of East Gwillimbury Active Transportation and Trail Master Plan (2021 – Present): Project coordinator
- Town of Bradford West Gwillimbury Transportation Master Plan (2021 – Present): Project coordinator
- City of Temiskaming Shores Active Transportation Plan (2021 – Present): AT network lead
- Township of Seguin Active Transportation Plan (2021 – Present): AT network lead
- Prince Edward County Transportation Master Plan (2019 – 2021): Transit lead and engagement support
- Township of King Transportation Master Plan Update (2019 – 2020): Network mapping, engagement support and GIS lead
- Town of Lasalle Transportation Master Plan (2018 – 2020): Technical support

##### Public Consultation and Engagement

- City of St. Catharines Transportation Master Plan (2019 – 2021): Engagement support
- Canada Company Avenue Road Rehabilitation, City of Vaughan, ON (2019): Engagement support

##### Other Transportation Supportive Projects

- Town of Ajax Central Ajax Intensification Servicing and Transportation Study (2019 – Present): Project Coordinator
- Town of Ajax Harwood Avenue Environmental Assessment (2021 – Present): Project Coordinator
- City of Welland Community Trails Strategy (2021 – Present): Network mapping lead and engagement support

## PRESENTATION OF THE CORE TEAM [NETWORK GIS / SPATIAL ANALYSIS SUPPORT]

### Areas of practice

Active Transportation Planning  
Active Transportation Facility Design  
Urban / Environmental Planning  
Geographic Information Systems Design Drafting  
Application Development

### Education

Certificate, Big Data Analytics, McMaster University, 2019  
Certificate, Microstation Drafting & Design, Mohawk College, 2017  
Certificate, Microsoft .NET Programming, Centennial College, 2015  
Diploma, Urban and Regional Planning GIS, Mohawk College, 2009

### Professional associations

Geographic Information Systems Certification Institute (GISCI) since 2019  
Ontario Association of Certified Engineering Technicians & Technologists (OACETT) since 2016  
Canadian Association of Certified Planning Technicians (CACPT) since 2016

### Career

Senior Technologist,  
Transportation Planning, WSP,  
Thornhill, ON (2021-Present)

Technologist, Active  
Transportation, IBI Group,  
Hamilton, ON (2016-2021)

GIS Specialist, Environmental  
Services, Stantec, Stoney Creek,  
ON (2011-2016)

Planning Technician, Land  
Planning, ParoPlan, Edmonton,  
AB (2009-2010)

### TONY DE CRESCENZO, GISP, CET, CPT, MTA SENIOR TECHNOLOGIST, TRANSPORTATION PLANNING AND SCIENCE

Tony De Crescenzo is a Senior Technologist at WSP with 11 years of experience supporting sustainable planning & mobility projects for both public and private sector clients. He is a Certified Engineering Technologist (CET), specializing in the planning and design of varied active transportation projects, from network development through detailed design and implementation. Tony employs a variety of industry-standard software platforms, including ArcGIS, AutoCAD, Microstation and FME Workbench.

### REPRESENTATIVE PROFESSIONAL EXPERIENCE

#### Professional Experience

**ActiveTO Yonge Street Cycle Track Design, City of Toronto, ON (2021):** *Lead Designer* – Completed planning & analysis tasks and prepared detailed design drawings for the implementation of protected bike lanes along Yonge Street in downtown Toronto as part of ActiveTO pilot project. \*

**Eglinton Bike Lane Retrofit Design, City of Toronto, ON (2020):** *Lead Designer* – Prepared functional design plans for the implementation of buffered bike lane facilities along Eglinton Avenue between Bicknell Avenue and Brentcliffe Road. \*

**Peterborough Active Transportation Master Plan, City of Peterborough, ON (2020):** *GIS/Planning Analyst* – Completed analysis tasks and developed a high-level cycling network plan, taking into account local planning priorities and constraints. Conducted full feasibility review of proposed network segments including the development of a priority network and preliminary costing & phasing estimates. \*

**Markham Active Transportation Master Plan, City of Markham, ON (2019):** *Planning Analyst* – Created spatial analysis tools and mapping to rank cycling infill links as well as pedestrian priority areas; weighted analysis looking at factors such as population and employment density, short trips, key destinations, existing infrastructure, connectivity and potential barriers. Developed a high-level cycling network taking into account local planning priorities and constraints. Conducted full feasibility review of proposed network segments, including the development of a priority network and preliminary costing & phasing estimates. \*

**Regional Cycling Plan, Metrolinx, GTHA, ON (2017):** *GIS Analyst* – Created spatial analysis tools and mapping to identify key cycling infrastructure and analyze potential network linkages; weighted analysis looking at factors such as population density, short trips, transit service, connectivity, potential barriers and municipal connections. \*

**Pickering Integrated Transportation Master Plan, City of Pickering, ON (2017):** *Planning/GIS Analyst* – Completed data acquisition, data management, mapping and analysis tasks. Conducted full feasibility review of proposed network segments including preliminary costing and phasing estimates. \*

**Mountain Brow Trail Feasibility Master Plan, City of Hamilton, ON (2017):** *GIS Analyst* – Conducted analysis, design and mapping of over 10km of trail along the edge of the Niagara Escarpment, providing a framework for the upgrading of existing trail segments, the extension of the trail into undeveloped areas, and possible linkages to existing and planned cycling and public transit infrastructure. \*

\* denotes projects completed with previous employers

## PRESENTATION OF THE CORE TEAM [AT FACILITY DESIGN AND SPECIAL AREAS LEAD]

### Areas of practice

Active Transportation Planning  
Active Transportation Facility Design  
Complete Streets Design  
First and Last-Mile Access to Transit  
Technical and Policy Document Writing

### Education

M.Eng., Transportation Planning and Engineering, University of Toronto, 2018

B.Eng. Mgt, Mechanical Engineering and Management, McMaster University, 2014

### Professional associations

Secretary, Active Transportation Integrated Committee (ATIC), Transportation Association of Canada (TAC)

Professional Engineers of Ontario (PEO)

### Career

Project Engineer, Transportation Planning, WSP, 2021-Present

Engineer, Alta Planning + Design, Ottawa, ON, 2019-2021

Advisor, Planning and Development, Metrolinx, Toronto, ON, 2015-2018

### MATTHEW PINDER, P.ENG., M.ENG., PROJECT ENGINEER, TRANSPORTATION PLANNING

Matt Pinder is a Transportation Engineer based out of WSP's Ottawa office, focused on designing streets for people. Matt has a master's in civil engineering and six years of experience in transportation planning and engineering, specializing in active transportation facility design, complete streets, road safety, first and last-mile access to transit and transit data analytics.

Matt is an emerging expert in the planning and design of streets and intersections that balance the needs of all road users. He has advised on and completed concept and detailed designs for dozens of protected intersections in Ottawa and Toronto and was a contributing author on Ottawa's Protected Intersection Design Guide and the updated OTM Book 18: Cycling Facilities which includes extensive guidance on bikeway treatments at intersections. Matt was a lead author of the white paper Corner Design for All Users that proposed strategies to reduce intersection corner radii, including case studies of truck aprons. In 2020, Matt was recognized as the Young Professional of the Year by the Association of Pedestrian and Bicycle Professionals (APBP).

### REPRESENTATIVE PROFESSIONAL EXPERIENCE PROFESSIONAL EXPERIENCE

**Toronto The Esplanade and Mill Street Bikeway (2021-ongoing):** Matt is serving as an engineering designer on this project that includes the design and construction of a 2km two-way bikeway through Toronto's St Lawrence Market and Distillery District neighbourhoods. Matt led the design development for two intersections, including a complex T-intersection design at Mill and Parliament involving a high volume of pedestrians. Matt ensured that the designs balanced safety, comfort, convenience, and accessibility for all users.

**Ottawa Active Transportation Plan Update (2021-ongoing):** For this project, Matt completed preliminary feasibility studies for 12 corridors to determine whether cycling facilities should be considered as part of the plan. Matt reviewed each corridor, documented constraints, identified preferred cycling facilities and intersection configurations, and interpreted synchro model results to recommend how each corridor should be scoped for inclusion in the plan.

**Toronto Bloor West Bikeway Turning Conflicts Study (2021-ongoing):** Matt is serving as the lead engineer on this project to improve safety for cyclists at uncontrolled driveway and side street crossings along the recently completed Bloor West Bikeway Extension. Matt's role includes video review of six high-concern locations, producing data-driven recommendations for improving safety at each location, and producing a generalized guidance document to be applied by the City at other locations.

**Innisfil 25<sup>th</sup> Side Road Preliminary Design for Active Transportation Facilities (2021-ongoing):** Matt is serving as the active transportation specialist on this unique assignment to develop an "active transportation first" design for an 8km portion of 25<sup>th</sup> Side Road, a collector road running through a variety of urban and rural contexts. Matt is informing the development of preferred walking and cycling facility types and alignments and selection of traffic calming elements to produce a roadway design that encourages slower travel speeds.

**Brampton Official Plan Update (2021-ongoing):** Matt served as the lead author for the public discussion paper on Transportation and Connectivity intended to support and inform the development of the Official Plan and its specific policies, including the desire for improved

## PRESENTATION OF THE CORE TEAM [CONSULTATION, TOURISM AND POLICY LEAD]

### Areas of practice

*Community Engagement,  
Equity and Inclusion,  
Active Transportation,  
Program Development,  
Public Space,  
Education and Encouragement*

### Education

*MA, Geography, University of  
Toronto, 2011*

*BA, Geography / Political  
Sciences, University of Alberta,  
2007*

### Professional associations

*Association of Pedestrian and  
Bicycle Professionals, since 2013,  
(APBP)*

*International Association of  
Public Participation, since 2021,  
IAP2*

*IAP2 Great Lakes Chapter  
Executive Committee, since 2021*

### Career

*Community Engagement Planner,  
Planning and Advisory, WSP,  
2020-Present*

*Community Engagement  
Specialist and Manager, Bicycle  
Friendly Ontario, Share the Road  
Cycling Coalition, 2013-2020*

*Researcher and Communications  
Manager, Clean Air Partnership,  
Toronto, Ontario, 2010-2013*

### JUSTIN JONES., BA, MA, IAP2

#### COMMUNITY ENGAGEMENT SPECIALIST AND ACTIVE TRANSPORTATION PLANNER, PLANNING AND ADVISORY - TRANSPORTATION

Justin Jones is a Community Engagement Specialist and Active Transportation Planner based out of WSP's Thornhill Office. He has 10 years of experience working with municipalities to share best practices, design effective community engagement and create ambitious, but achievable education and encouragement programs to facilitate more sustainable transportation patterns within communities.

Justin is a member of the Association of Pedestrian and Bicycle Professionals and the International Association of Public Participation, as well as an alumnus of the inaugural class of the Dignity Institute – an engagement framework based on the Dignity Infused Community Engagement (DICE) Method to centre the experiences of communities that have traditionally been left out of the planning process. Justin's focus is on building engagement strategies that deliberately ask the question "who is not in the room?" and then takes efforts to include those voices.

Prior to joining WSP, Justin was a leading voice for active transportation in Ontario in his previous role at the Share the Road Cycling Coalition, working with municipalities across Ontario to share best practices and build better places for people to ride their bikes. Justin brings an unparalleled depth of knowledge about programs relating to all 4 "Es" of the Bicycle Friendly Communities Program – Engineering, Education, Encouragement and Evaluation and Planning – to his projects. He is an accomplished public speaker, an experienced facilitator in both in-person and virtual environments and an expert in many different aspects of engagement, equity and mobility.

### REPRESENTATIVE PROFESSIONAL EXPERIENCE

#### Professional Experience

**Halton Hills Active Transportation Master Plan, Halton Hills, Ontario, (November 2018 – October 2020)** *Engagement Specialist, Culture Change Lead.* As part of their ongoing efforts to create a less carbon intensive community, Halton Hills engaged WSP to create their first Active Transportation Master Plan – a unified planning document that combined their existing Cycling Plan, Trails Plan and their goals of becoming a better place to walk and wheel. Justin prepared a Culture Change Chapter based on best practices, Community Based Social Marketing principles and extensive stakeholder and community engagement. The HHATMP was Unanimously approved by Town Council in November 2020.

**Prince Edward County Cycling Master Plan and Transportation Master Plan, Prince Edward County, Ontario (2019-2021).** *Engagement Lead.* Justin led the development of a hybrid engagement strategy for a project that needed to adapt mid-stream to the realities of the COVID-19 Pandemic. The consultation that took place through online platforms, combined with traditional media, outdoor events when safe, and virtual public sessions, generated significant input that was incorporated into the final plans.

**City of Temiskaming Shores Active Transportation Plan, City of Temiskaming Shores, Ontario (2021-Ongoing)** *Project Manager.* As Project Manager, Justin is responsible for all elements of client and public communications for this project on WSP's behalf. With a focus on expanding access to walking, cycling and transit in this northern Ontario community, the ATP aims to enhance mobility equity and provide additional options for all residents of Temiskaming Shores as it relates to their transportation habits. Leading a multi-disciplinary team, Justin is focused on delivering an ATP that provided the City of Temiskaming Shores with a cost-effective, implementable Plan that sets the City up for success.

## PRESENTATION OF THE CORE TEAM [TOURISM STRATEGY AND CONSULTATION SUPPORT]

### Areas of practice

*Community Engagement,  
Equity and Inclusion,  
Active Transportation,  
Program Development,  
Transportation Planning  
Education and Encouragement*

### Education

*BES (Planning), University of  
Waterloo, 2021*

### Career

*Transportation Planner,  
Transportation Planning and  
Advisory Services, WSP, May  
2021 - Present*

*Active Transportation Planning  
Student, Active Transportation  
Planning, IBI Group, Hamilton,  
ON, May 2020 – December 2020*

*Junior Environmental Planner,  
Environmental Planning, Dillon  
Consulting, London, ON,  
September 2019 – December 2019*

*Active Transportation Planning  
Student, Active Transportation  
Planning, WSP, Kitchener, ON,  
January 2019 – April 2019*

*Student Planner, Planning,  
Monteith Brown Planning  
Consultants, London, ON, April  
2018 – August 2018*

### ERICA STONE, BES,

### TRANSPORTATION PLANNER, TRANSPORTATION PLANNING AND ADVISORY SERVICES

Erica Stone is a Transportation Planner in WSP's Oakville Office whose planning practices focus on active transportation and community engagement. Erica has significant experience creating, delivering, and summarizing public and stakeholder engagement activities and has a strong understanding of public participation tools and processes. She has coordinated engagement activities in both in-person and virtual settings and is familiar with a range of online engagement platforms and tools. Erica has also contributed to many transportation planning projects such as Active Transportation and Transportation Master Plans, Trails Strategies, facility selection reviews, and best practice reviews and policy development, with some experience in Traffic Calming, Complete Streets planning, and on- and off-road cycling and pedestrian facility design.

### REPRESENTATIVE PROFESSIONAL EXPERIENCE

#### Public and Stakeholder Engagement

- Township of Seguin Active Transportation and Trails Master Plan (2021 – ongoing): Engagement Support
- City of Temiskaming Shores Active Transportation Master Plan (2021 – ongoing): Engagement Support
- Grey County Age-Friendly Community Plan (2021 – ongoing): Engagement Support
- Township of Brock Official Plan Review and Update, Brock, ON, Canada (2021 - ongoing): Engagement Support
- Town of Milton Transit Strategy, Milton, ON, Canada (2019): Engagement Support
- Township of Lincoln Transportation Master Plan, Lincoln, ON, Canada (2019): Engagement Support
- Town of Halton Hills Active Transportation Master Plan, Halton Hills, ON, Canada (2019): Engagement Support
- Town of Fort Erie Active Transportation Master Plan, Fort Erie, ON, Canada (2019): Engagement Support

#### Transportation Planning

- Township of Seguin Active Transportation and Trails Master Plan (2021 – ongoing): Policy Development
- City of Peterborough Cycling Master Plan, Peterborough, ON, Canada (2020)\*: Facility Selection, Policy Development, Report Writing and Engagement Support
- City of Markham Active Transportation Master Plan, Markham, ON, Canada (2020)\*: Pedestrian Network Review and Report Writing
- City of Hamilton Active and Sustainable School Travel Report, Hamilton, ON, Canada (2020)\*: Report Writing
- Penetanguishene Cycling Master Plan, Penetanguishene, ON, Canada (2019): Report Writing
- City of Barrie Active Transportation Strategy, Barrie, ON, Canada (2019): Report Writing
- Town of Milton Transit Strategy, Milton, ON, Canada (2019): Report Writing

## PRESENTATION OF THE PROJECT ADVISORS [LANDSCAPE ARCHITECT & TRAIL DESIGN ADVISOR]

### Areas of practice

Landscape Architecture  
Cemetery Design  
Urban Design  
Arboriculture  
Restoration/Habitat Design  
Trail & Active Transportation  
Project Management  
Contract Administration  
Facilitation

### Education

Bachelor of Landscape  
Architecture (BLA), University of  
Guelph, Ontario (2002-2006)

### Professional associations

Ontario Association of Landscape  
Architects (OALA)  
Canadian Society of Landscape  
Architects (CSLA)  
Ontario Curling Association:  
Board of Directors (2019 –  
present)  
Ontario Curling Council: Board  
of Director Councillor (2020-  
present)

### Career

Manager, Landscape  
Architecture, Infrastructure, WSP  
(2019- Present)  
Senior Landscape Architect,  
MMM Group Limited (now named  
WSP), Kitchener, Ontario (2012-  
2019)  
Landscape Architect, MMM  
Group Limited, Mississauga,  
Ontario (2006 – 2012)

**AMANDA GEBHARDT, BLA, OALA,  
MANAGER - LANDSCAPE ARCHITECTURE (KITCHENER OFFICE)  
ARCHITECT, PLANNING, LANDSCAPE ARCHITECTURE AND URBAN DESIGN**

Amanda Gebhardt is a Senior Landscape Architect with 15 years of experience designing parks and open spaces, commemorative/ memorial places, and environmentally significant landscapes. Manager of WSPs Kitchener location Landscape Architecture team, her design practice focus's largely on off-road trail networks, pedestrian realm, and Complete Streets.

### REPRESENTATIVE PROFESSIONAL EXPERIENCE

#### Streetscape & Urban Design

- Mohawk Lake District Study, Brantford Ontario: Trail and urban design support, visualization lead.
- Cambridge East/West Riverside Promenades and Pedestrian Bridge, Cambridge, Ontario (2015-2018): Project Manager
- Talbot Street Streetscape Redevelopment, St. Thomas, Ontario (2014-2016): Project Landscape Architect.
- King William and Main Street West Streetscape, Huntsville, Ontario (2007-2008): Lead Designer.

#### Active Transportation & Trail Planning

- Niagara Complete Street Design Guidelines, Niagara Region, Ontario (2019-2022): Project Landscape Architect.
- Community Trails Strategy, Welland, ON (2021): Landscape Architect. Lead trail designer/planner for articulating the off-road portion of the master plan. Client: City of Welland

#### Trail Studies & Detail Design

- Fort Mississauga National Historic Site Waterfront Trail and Landscape, Niagara-on-the-Lake, ON (2019-2020): Landscape Architect/QAQC. Client: Parks Canada
- Rouge National Urban Park, Trail Planning and Design, Toronto, Ontario (2016-ongoing): Supporting Landscape Architect. Client: Parks Canada.
- Farmers Market Trail Feasibility Study and Detailed Design, Waterloo, ON (2017 – 2021)
- Trans Canada Trail Design – Trail with Trail, Guelph, Ontario (2007-2011)
- Etobicoke Creek Trail, Mississauga, Ontario (2010)
- Woodlawn Road Active Transportation Pathway Detailed Design Peer Review, Guelph, ON (2016)
- Former Winding Lane Bird Sanctuary Heritage Trail, Mississauga, ON (2015 - present)
- Hanlan Feedermain Multi-use Trail Feasibility and Detailed Design, Mississauga, ON (2013)

## PRESENTATION OF THE PROJECT ADVISORS [MUNICIPAL ENGINEERING & COST ADVISOR]

### Areas of practice

Municipal  
Land Development  
Environmental Assessments  
Institutional  
Industrial  
Hydro Electric

### Education

Bachelor of Science, Civil  
Engineering, University of  
Toronto, ON, 1997

### Professional associations

Project Management Institute,  
PMP  
Professional Engineers Ontario,  
PEO  
Fellow of Engineers Canada, FEC  
Designated Consulting Engineer,  
PEO  
Building Design Specialist (BDS)  
PEO

### Career

Civil Engineer, Infrastructure,  
WSP, Sault Ste. Marie, ON, 2014-  
Present

Civil Engineer, GENIVAR (WSP  
Acquisition), Sault Ste. Marie,  
ON, 2009-2013

Civil Engineer, Wm. R. Walker  
Engineering Inc., Sault Ste. Marie,  
ON 2001-2009

Civil Engineer, Graham, Page  
and Associates, Sault Ste. Marie,  
ON, 1997-2001

### DAVID SPACEK, P.ENG., PMP, BDS, MANAGER OF MUNICIPAL INFRASTRUCTURE - NORTHERN ONTARIO CONSULTING ENGINEER (CIVIL)

David Spacek is a registered Professional Engineer and Consulting Engineer in the Province of Ontario and a graduate of the University of Toronto. As a Senior Civil Engineer, he has experience in municipal, structural, and environmental engineering, preliminary design, detailed design, and preparation of specifications and contract documents.

### REPRESENTATIVE PROFESSIONAL EXPERIENCE Infrastructure Projects

- Wanapitei Trunk Watermain, Sudbury, ON (2019/2020). Detailed design (engineer of record) for a 750mm diameter 10 km trunk watermain for the City of Sudbury, including multiple creek and railway crossings, highway crossings, air-release valves, and valve chambers.
- Leo Avenue Reconstruction, Sault Ste. Marie, ON (2019). Engineer of Record for the reconstruction of roads, replacement of sanitary sewers, storm sewers, watermains and services. Client: City of Sault Ste. Marie
- Rankin Service Expansion (2019-current): Engineer of Record for the design of a new sanitary sewage system and sewage pumping station for the Batchewana First Nation. The Sewage Pumping Station will pump to the City of Sault Ste. Marie trunk sewer through a 480-metre sewage forcemain.
- Vermillion Bridge Rehabilitation (2018/2019): Detailed engineering for a new watermain and associated heat tracing/ insulation running along the underside of the Vermillion bridge and associated valve chambers near Sudbury Ontario.
- Sault Ste. Marie Canal National Historic Site (2017 – Present): Develop engineering solutions including detailed design to address water infiltration into the historic Powerhouse (circa 1890). Duties include Project Management, detailed design (engineer of record), contract administration, and site inspections.
- Bruce Street Reconstruction, Sault Ste. Marie, ON (2018). Engineer of Record for the reconstruction of roads, replacement of sanitary sewers, storm sewers, watermains and services. Client: City of Sault Ste. Marie
- Coulson Avenue and Manor Road Reconstruction, Sault Ste. Marie, ON (2016). Engineer of Record for the reconstruction of roads, replacement of sanitary sewers, storm sewers, watermains and services. Client: City of Sault Ste. Marie
- Upton Road Reconstruction, Sault Ste. Marie, ON (2015). Engineer of Record for the reconstruction of roads, replacement of sanitary sewers, storm sewers, watermains and services. Client: City of Sault Ste. Marie

## PRESENTATION OF THE PROJECT ADVISORS [TRAFFIC ANALYSIS ADVISOR]

### Areas of practice

Traffic Operations and Planning  
Complete Street Design  
Traffic Engineering  
Multi-modal Traffic Modelling  
Stakeholder Engagement and  
Public Education  
Municipal Class Environmental  
Assessments

### Education

Bachelor of Applied Science in  
Civil Engineering (Honours),  
University of Waterloo, 2012

### Professional associations

Professional Engineers Ontario,  
2016, PEO

Institute of Transportation  
Engineers, ITE

Project Management Institute,  
2019, PMI

### Career

Project Manager, WSP, 2018-  
Present

Senior Project Engineer, WSP,  
2017-2018

Project Engineer, WSP-MMM  
Group, 2015-2017

Transportation Designer, MMM  
Group, 2011-2015

PETER YU, B.A.SC, P.ENG., PMP

### PROJECT MANAGER, PLANNING AND ADVISORY - TRANSPORTATION

Peter Yu is a Project Manager in the firm's Planning and Advisory – Transportation Department. As a Bachelor of Applied Science graduate from the University of Waterloo, Peter has 10 years of experiences across the Greater Toronto Area in a wide range of transportation planning and traffic engineering assignments including Transportation Master Plans, Class Environmental Assessments, Traffic Impact Studies, Multi-modal Assessments, Complete Street Design, School & Pedestrian studies, and peer review services. In particular, Peter has a strong understanding and background in ensuring the quality of large-scale, multi-discipline transportation studies in the City of Toronto.

### REPRESENTATIVE PROFESSIONAL EXPERIENCE

#### Professional Experience

**SW Agincourt Transportation Connections EA (2019 – present):** Role – Deputy Project Manager/Transportation Planning/Property Impact Lead. Evaluate the multimodal impacts of different complete street options to support the study area's Secondary Plan and Official Plan targets. Coordinate municipal road and various disciplines to develop a holistic 30% design while working with various agencies including TTC, TRCA, Metrolinx and CP Rail. As part of the EA, comprehensive multi-modal evaluation was completed using of the City of Ottawa Multi-Modal Level of Service to capture the performance of existing conditions and future improvement options qualitatively and quantitatively.

City of Toronto. Project Value: \$1,350,000

**St. Clair Avenue West Transportation Master Plan (2015-2019):** Role – Deputy Project Manager/Transportation Planning/Property Impact Lead. Coordinated various disciplines to develop 30% designs for various complete streets to deal with ongoing rail corridor and natural environment constraints involving various agencies including Metrolinx, TTC, TRCA, Infrastructure Ontario and local BIAs. Various configurations of active transportation facilities were considered to accommodate the site-specific needs and the introduction of the St. Clair-Old Weston SmartTrack Station in the study area. The TMP is in accordance with the requirements of a Schedule C Environmental Assessment and included several public consultation events.

Client: City of Toronto. Project Value: \$1,100,000

**REimagining Yonge Street EA (2016-2020):** Role – Transportation Planner and Project Coordinator. Worked with various City divisions and external agencies to analyze the impacts of various complete street options along Yonge Street, Beecroft Road and Doris Avenue. The project goal was to improve the public realm, enhance pedestrian amenities, provide dedicated cycling facilities, and create a greater sense of place to create an identity for this civically important 2.7-kilometre street section, and a design that will work for the evolving multimodal nature of urban transportation. The evaluation considered the travel time and impacts to all modes of transportation including cars, buses, walking and cycling. As part of the EA, WSP helped the City host numerous and various types of public consultation event with a diverse segment of the public.

Client: City of Toronto. Project Value: \$2,100,000

**Yonge North Subway Extension – Station Design Transportation Study for the Steeles, Clark and Langstaff stations (2018-2020):** Role – Transportation Lead. Led the evaluation of how to incorporate the transportation needs of the various subway stations in various environments to encourage multi-modal access. Each of the stations had various pedestrian, cycling and transit components and the balanced evaluation of serving each mode was analyzed in collaboration with various agencies including the Region of York, City of Markham, City of Toronto, and City of Richmond Hill.

Client: Metrolinx and TTC. Project Value: \$100,000

## PRESENTATION OF THE PROJECT ADVISORS [EA ADVISOR]

### Areas of practice

Transportation Planning  
Urban Design  
Land Use Planning  
Cultural Heritage Planning

### Education

Bachelor of Environmental Studies, Honours Planning with Co-op, Specialization in Urban Design, University of Waterloo, 2018

### Professional associations

Ontario Professional Planners Institute: Candidate Member

### Career

P Transportation Planner, Transportation Planning, WSP (2018 – Present)

Resident Planner, Forge and Foster, Hamilton, ON (2018)

Assistant Cultural Heritage Planner, City of Hamilton, Hamilton, ON (2017)

Development Planning & Urban Design Intern, Better Neighbourhoods Inc, St. Catharines, ON (2016)

Community and Long Range Student Planner, Niagara Region, Thorold, ON (2016)

### OLIVIA FALCONE, BES, TRANSPORTATION PLANNER

Olivia Falcone joined WSP as a Transportation Planner in 2018. Olivia has been involved in many transportation planning projects within Ontario, including in the environmental assessment (EA) of several provincial and municipal projects. Her experience consists of coordinating a variety of EA study components in project management and in land use planning. Her Class EA studies experiences include: completing the inventory process for study areas, preparing planning justification reports, preparing an evaluation criteria, evaluating alternatives, and preparing final project reports (e.g. Environmental Study Reports). Olivia also has extensive consultation experiences, including: developing mailing lists, preparing and coordinating communications with clients and stakeholders, issuing study notifications, facilitating of in-person and virtual Public Information Centres (PICs), as well as documenting correspondence for the Class EA process.

### REPRESENTATIVE PROFESSIONAL EXPERIENCE

#### Transportation Planning: Environmental Assessment Studies / Environmental Planning

- Rathburn Road East and Ponytrail Drive Integrated Road Project – Class Environmental Study, Mississauga, ON (2020-ongoing) – City of Mississauga: Junior Planner.
- Vaughan Metropolitan Centre (VMC) Transportation Master Plan (TMP) Update and Schedule ‘C’ Class EA Studies for the extensions of Interchange Way and Millway Avenue, Vaughan, ON (2020-ongoing) – City of Vaughan: Junior Planner.
- Wellington Road 109 Bridges Municipal Class Environmental Assessment Study, Wellington North, ON (2020-ongoing) - Wellington County: Transportation Planner.
- Weston 7 Transportation Master Plan, Vaughan, ON (2020-ongoing) – City of Vaughan: Junior Planner.
- Concord GO Transportation Master Plan and Class Environmental Assessment Study, Vaughan, ON (2019-ongoing) – City of Vaughan: Junior Planner.
- Kerr Street at Lakeshore Rail Corridor – Grade Separation – Addendum to the 2009 Environmental Study Report (ESR), Oakville, ON (2019-ongoing) – Town of Oakville: Junior Planner.
- Redmond Road/Webb Drive/The Exchange/Kariya Drive Class Environmental Assessments, Mississauga, ON (2018-ongoing) - City of Mississauga: Junior Planner.
- Steeles Avenue Class Environmental Assessment, Town of Milton, ON (2017-ongoing) - Halton Region: Junior Planner.

#### Transportation Planning: Rail, Transit and Highway

- Southwestern Ontario Rail Corridors Existing Conditions Study, Various cities, ON (2019-2020) – MTO: Junior Transportation Planner.
- Metrolinx Priority Bus Guidelines, Various Cities, ON (2019) – Metrolinx: Junior Planner.
- GTAA Regional Transit Centre, Mississauga, ON (2018-ongoing) – Greater Toronto Airports Authority: Junior Planner.

#### Urban Design

- Heritage Heights Urban Design Guidelines – City of Brampton, ON (2021 – ongoing): Junior Urban Designer
- Central Kingston Urban Design Guidelines – City of Kingston, ON (2021): Junior Urban Designer

Fees Schedule | WSP

The Corporation of the City of Sault Ste. Marie Request for Proposal No. 2021CDE-PE-04-P Active Transportation Master Plan		Core Team					Project Advisors				STAFF HOURS	TOTAL STAFF FEES	DISBURSEMENT S	TOTAL COST	
		Dave McLaughlin Project Manager	Sandy Yang Network Planning / Implementation Lead	Tony De Crescenzo Network GIS / Spatial Analysis Support	Matthew Pinder AT Facility Design and Special Areas Lead	Justin Jones Consultation, Tourism and Policy Lead	Erica Stone Tourism Strategy and Consultation Support	Amanda Gebhardt Landscape Architect & Trail Design Advisor	David Spacek Municipal Engineering & Cost Advisor	Peter Yu Traffic Analysis Advisor					Olivia Falcone EA Advisor
Part 1: Background Review															
1.1	Host a project kick-off meeting	2.00	2.00	2.00	2.00	2.00		1.00	1.00			12.0	\$1,790		\$1,790
1.2	Review and prepare summary of relevant municipal and provincial plans		4.00				4.00				2.00	10.0	\$1,032		\$1,032
1.3	Analyze recent traffic data, including traffic data related to AT, and identify key trends and areas of concern	6.00	11.00	7.00								24.0	\$3,480		\$3,480
1.4	Assemble relevant spatial data and complete existing conditions mapping		2.00	12.00							2.00	16.0	\$2,042		\$2,042
1.5	Complete preliminary assessment of existing AT network	2.00	8.00	3.00				2.00	2.00			17.0	\$2,385		\$2,385
1.6	Conduct best practices review among comparable municipalities and leading technical standards	3.00	2.00		2.00	4.00	10.00					21.0	\$2,680		\$2,680
1.7	Prepare and submit discussion Paper #1 Data Summary and Existing Conditions Report	1.00	7.00			2.00	4.00		2.00		2.00	18.0	\$2,207		\$2,207
Part 2: Public Consultation & Engagement Strategy															
2.1	Pre-Consultation Interviews	2.00				2.00	4.00		1.00			9.0	\$1,310		\$1,310
2.2	Develop Consultation & Stakeholder Engagement Plan	0.50				2.00	10.00				2.00	14.5	\$1,597		\$1,597
2.3	Key Stakeholder and Rightsholder Listening Sessions	2.00				4.00	8.00					14.0	\$1,800		\$1,800
2.4	Advisory Committee Focus Groups	2.00				6.00	8.00					16.0	\$2,070		\$2,070
2.5	Indigenous Community Focus Groups (2 - one with Sault College Indigenous Student Union, one with SSM Indian Friendship Centre)	2.00				4.00	4.00					10.0	\$1,400		\$1,400
2.6	Host a Stakeholder Workshop to identify Project Vision and Goals	2.00	2.00			4.00	6.00					14.0	\$1,810		\$1,810
2.7	Develop project website and public survey					2.00	8.00				2.00	12.0	\$1,282		\$1,282
2.8	Summarize Phase 1 Consultation, including public survey					2.00	11.00				2.00	15.0	\$1,582		\$1,582
2.9	Project website updates, maintenance and additional communications					4.00	7.00				2.00	13.0	\$1,452		\$1,452
2.10	Public Open House #1 - Background Review and Project Vision - Materials development and facilitation	4.00	4.00			6.00	7.00					21.0	\$2,850		\$2,850
2.11	Stakeholder Workshop #2 - Network confirmation	4.00	4.00			4.00	5.00	2.00			2.00	21.0	\$2,912		\$2,912
2.12	Stakeholder Workshop #3 - Programming and Tourism	4.00	4.00			4.00	5.00				2.00	19.0	\$2,592		\$2,592
2.13	Develop online engagement #2 - mapping and network		2.00			2.00	5.00				2.00	11.0	\$1,192		\$1,192
2.14	Public Open House #2 - Network, Design and Programs	4.00	4.00		2.00	6.00	7.00				2.00	25.0	\$3,302	\$2,000	\$5,302
2.15	Prepare and submit discussion Paper #2 Project Engagement Summary	1.00				2.00	7.00				2.00	12.0	\$1,412		\$1,412
2.16	Present final ATMP report to City Council	3.00				3.00						6.0	\$1,095		\$1,095
E1	Bi-weekly client check-ins	10.00				4.00						14.0	\$2,840		\$2,840
E2	Quarter-annual steering committee meetings	4.00				4.00	8.00					16.0	\$2,260		\$2,260
E3	Ongoing project communications	8.00				4.00	4.00					16.0	\$2,780		\$2,780
Part 3: Development of a Comprehensive Active Transportation Network															
3.1	Confirm list of key travel destinations and travel corridors to be serviced by AT network with City Staff	1.00	7.50									8.5	\$1,018		\$1,018
3.2	Conduct gap analysis of existing AT Network	10.00	16.00	18.00	4.00			2.00				50.0	\$7,210		\$7,210
3.3	Prepare conceptual network of proposed Active Transportation routes	5.00	8.00	9.00	2.00	2.00						26.0	\$3,715		\$3,715
3.4	Complete field investigations of existing conditions, candidate routes Including Special Areas	15.00	2.00	2.00		15.00						34.0	\$5,955	\$2,000	\$7,955
3.5	Confirm facility network based off applicable design guidelines and policy considerations	2.00	5.00	2.00	4.00	2.00						15.0	\$2,005		\$2,005
3.6	Prepare a draft Proposed AT Network for public review and confirmation	3.00	8.00	9.00		2.00		2.00				24.0	\$3,335		\$3,335
3.7	Identify barriers and constraints and mitigation strategies for the new proposed AT network	3.00	10.00					2.00				15.0	\$2,060		\$2,060
3.8	Prepare and Submit Discussion Paper #3 Detailing Results and Process of Developing Comprehensive AT Network	1.00	11.00									12.0	\$1,385		\$1,385
Part 4: Special Area - Review Certain Locations with More Site-Specific Recommendations															
4.1	Confirm list of special design areas with City Staff	1.00			3.00							4.0	\$590		\$590
4.2	Document findings of Special Areas	1.00			16.00							17.0	\$2,150		\$2,150
4.3	Review applicable design guidelines and local policies to inform proposed solutions	1.00			5.00							6.0	\$830		\$830
4.4	Prepare concept plans and summarize design recommendations for Special Areas	2.00		8.00	45.00							55.0	\$6,940		\$6,940
Provision Items															
P4.1	Traffic analysis									52.00		0.0	\$0		\$0
												52.0	\$7,800		\$7,800
Part 5: Policies/Framework and Programs															
5.1	Complete a policy review relevant to Complete Streets (i.e. Complete Streets, Developments, Sidewalk Renewal)	1.00			8.00							9.0	\$1,190		\$1,190
5.2	Review and summarize legislation and best practices on utilizing rail corridors as part of an integrated AT network		3.00					2.00				5.0	\$635		\$635
5.3	Identify possible opportunities of utilizing rail corridors within Sault Ste. Marie	1.00	2.00					2.00				5.0	\$760		\$760
5.4	Develop strategy to promote equitable and accessible mobility choices	2.00	4.00			4.00	6.00					16.0	\$2,020		\$2,020
5.5	Review and update City's existing operations and maintenance regulations regarding AT	3.00	3.00		2.00							8.0	\$1,245		\$1,245
5.6	Provide guidance on the permittance and regulation of E-Mobility Devices	1.00	3.00		4.00							8.0	\$1,025		\$1,025
5.7	Submit Discussion Paper #4 Policy & Regulations Brief	1.00				4.00						5.0	\$770		\$770
Part 6: Cycling/Recreational Tourism, and Active Transportation Culture															
6.1	Develop strategies to promote AT as a tourism generator	1.00	5.00			4.00	6.00					16.0	\$1,895		\$1,895
6.2	Identify opportunities for placemaking and AT supportive amenities along Proposed AT Network	1.00	3.00			4.00	6.00	2.00				16.0	\$2,005		\$2,005
6.3	Develop a local AT promotional strategy	1.00	6.00			4.00	6.00				3.00	20.0	\$2,318		\$2,318
6.4	Submit Discussion Paper #5 Detailing AT Tourism and Cultural Shift Recommendations	1.00	3.00			2.00	12.00					18.0	\$2,015		\$2,015
Part 7: Implementation															
7.1	Phase all AT recommendations within short-term, medium-term and long-term implementation horizons	4.00	8.50	9.00		2.00						23.5	\$3,298		\$3,298
7.2	Provide preliminary cost estimates for recommended AT projects	1.00	8.00	10.00				2.00				21.0	\$2,740		\$2,740
7.3	Provide guidance on project implementation & administration	6.00	8.00					2.00				16.0	\$2,540		\$2,540
Part 8: Monitoring & Reporting															
8.1	Develop a monitoring program and Discussion Paper #6 – Implementation and Evaluation	1.00	7.50			4.00		2.00				14.5	\$1,878		\$1,878
8.2	Assemble draft ATMP Report for staff review	4.00	7.00	10.00		6.00		2.00			3.00	32.0	\$4,453		\$4,453
8.3	Finalize ATMP Report based off staff input	2.00	7.00	12.00		6.00					3.00	30.0	\$3,943		\$3,943
TOTAL (HOURS)		142.5	201.5	113.0	99.0	138.0	168.0	25.0	6.0	52.0	33.0	978.0	\$132,876	\$4,000	\$136,876
PER DIEM RATE <sup>1</sup>		\$1,725	\$788	\$1,013	\$900	\$1,013	\$750	\$1,200	\$1,350	\$1,125	\$795				
PER HOUR		\$230	\$105	\$135	\$120	\$135	\$100	\$160	\$180	\$150	\$106				
SUB-TOTAL		\$32,775	\$21,158	\$15,255	\$11,880	\$18,630	\$16,800	\$4,000	\$1,080	\$7,800	\$3,498	SUB-TOTAL		\$136,876	
% OF TOTAL HOURS		15%	21%	12%	10%	14%	17%	3%	1%	5%	3%	HST (13%)		\$17,794	
												TOTAL		\$154,669	

The Corporation of the City of Sault Ste. Marie Request for Proposal No. 2021 CDE-PE-04-P Active Transportation Master Plan	December 2021				January 2022					February 2022				March 2022				April 2022				May 2022				June 2022				July 2022				August 2022					September 2022			
	6	13	20	27	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	2	9	16	23	30	6	13	20

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C	Consultation / Engagement
C	Council Presentation

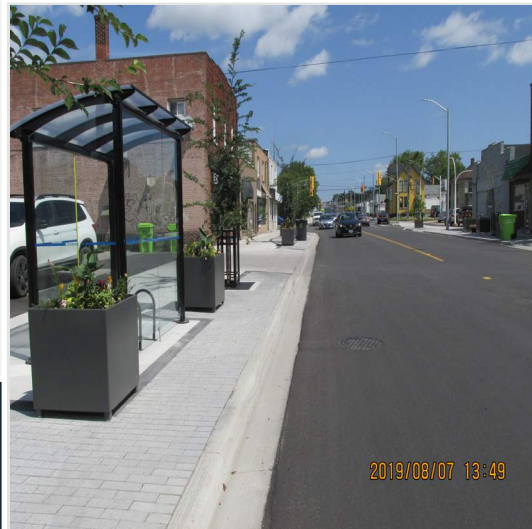
M	Project Team Meeting
FG	Focus Group Meeting

**SC** Steering Committee Meeting

P	PIC Event
SW	Stakeholder Workshop



Submitted by:  
**WSP Canada Inc.**



## Appendix A Project Sheets & Corporate Brochure

City of Sault Ste. Marie November, 05  
2021

## CLARK AVENUE ACTIVE TRANSPORTATION FACILITY:

*Multi-modal Transportation, Operational and  
Road Improvements*



### PROJECT DESCRIPTION

The City of Vaughan completed a feasibility study for cycling facilities on Clark Avenue in 2018 and then selected WSP to review and confirm the design assumptions and prepare the preliminary and detailed design. The project included 4.5 kilometres of cycling facilities on both sides of Clark Avenue between Jason Street/David Lewis Drive and Yonge Street as well as road and sidewalk rehabilitation. This was the City's first cycle track retrofit project.

Considering public and stakeholder feedback and extensive design experience, WSP determined a new preferred design solution that included an in-boulevard cycle track and continuity strip behind the back of curb. The road was narrowed to minimize impacts to light poles and hundreds of mature trees as well as provide traffic calming and operational improvements. Future cycle facilities with setback crossings were integrated on connecting streets at Atkinson, New Westminster and Hilda to avoid having to rebuild the intersections in the future when the cycling network is expanded.

### LOCATION

Vaughan, Ontario, Canada

### CLIENT

City of Vaughan

### PROJECT VALUE

Construction cost: CAD \$10,287,000

### STATUS

Construction: In Progress (Estimated completion in Summer 2021)

WSP coordinated with York Region to incorporate their standards at the regional intersections and bus stops. York Region Transit bus pads were upgraded for the entire corridor including provision for future bus rapid transit stops at New Westminster, Bathurst and Hilda.

WSP was able to meet an aggressive design schedule in order to meet a provincial funding deadline. The changes will be transformative, helping to create easier, safer and more comfortable ways for people to move along Clark Avenue, regardless of their travel mode.

### CLIENT BRIEF/PROJECT CHALLENGES

- First in-boulevard cycle track retrofit project for City
- 16 signalized intersections
- Coordination with York Region, TRCA
- Full depth pavement rehabilitation including relocating curbs

### OUTCOME/CLIENT BENEFIT

- Multi-modal transportation, operational and road improvements
- Minimized costs and impacts to light poles, utilities and mature trees
- Completed to meet Ontario Municipal Commuter Cycling funding requirements

## CLARK AVENUE ACTIVE TRANSPORTATION FACILITY:

*Multi-modal Transportation, Operational and  
Road Improvements*



### LIST OF PRIMARY SERVICES

- Preliminary and Detailed Design
- Public Consultation and Stakeholder Management
- Survey
- Geotechnical Investigation and Pavement Design
- Electrical Design
- Utility Coordination
- Grading, Drainage
- Structural
- Environmental
- Traffic Analysis and Roadside Safety
- Design Services During Construction

- 1 Mid-block rendering, Clark Avenue
- 2 Intersection rendering, Clark Avenue @  
Vaughan Secondary School / Coulter's Mills  
Plaza
- 3 Community pop-up consultation event at  
Concert in the Park, July 31, 2019
- 4 Construction in progress, Clark Avenue, June  
2020

# ESSEX COUNTY-WIDE ACTIVE TRANSPORTATION STUDY MASTER PLAN



## PROJECT DESCRIPTION

The Essex County-Wide Active Transportation Study (CWATS) Master Plan is intended to guide the county and its local municipalities in the implementation of cycling and pedestrian facilities over a 20-year horizon.

MMM (WSP Acquisition) worked closely with the county steering committee and local stakeholders in order to draw on their knowledge of the county, with specific attention to active transportation (pedestrian and cycling) facilities, and routing on the county and local levels. For the first phase of the study, WSP reviewed local official plans, transportation master plans, and the local GIS database to develop an inventory of previously existing or proposed pedestrian and cycling facilities. The existing municipal policies for pedestrian and cycling facilities were also used as the foundation to build the CWATS Master Plan.

The recommended CWATS network was developed based on the application of the selection principles, experience of the study team, observations made in the field, and local insight from members of the steering committee. The recommended CWATS network provides critical links between key destinations and local municipalities throughout the county. WSP also provided a designer's toolbox of pedestrian and cycling facility type guidelines to support the County in developing safe and attractive active transportation facilities. Throughout the study, the team consulted twice with the public, providing the opportunity to ask questions, submit commentary, and collect input on deliverables for the proposed network.

## LOCATION

Essex, ON, Canada

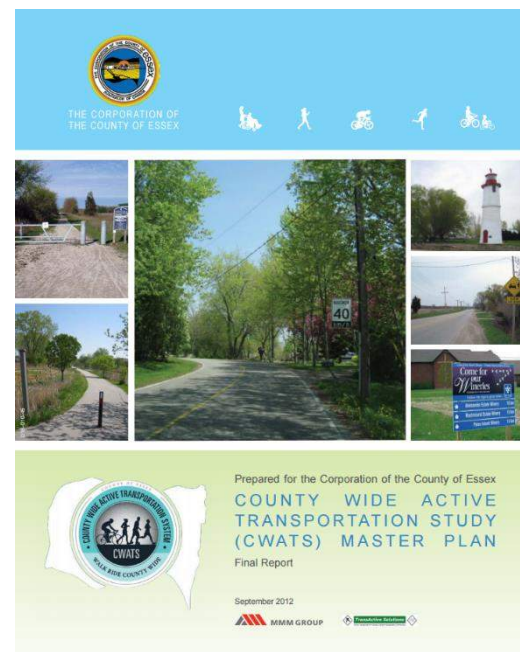
## CLIENT

County of Essex

WSP developed a detailed implementation strategy to guide the efforts of the county and its local municipalities in improving the active transportation network. The implementation strategy involved recommendations for supportive programs, and network phasing including an interim design solution for immediate implementation on routes that are highly desirable for active transportation.

## LIST OF PRIMARY SERVICES

- Transportation Planning
- Landscape Architecture
- On- and Off-Road Trail Design
- Cycling and Pedestrian Facilities
- Public and Stakeholder
- Consultation





## PROJECT DESCRIPTION

In 2018, WSP was retained by the County of Grey to develop the Cycling and Trails Master Plan. The Cycling and Trails Master Plan aims to enhance the quality of life for residents of the County through provision of low-cost access and options to engage in physical activity to improve health and social well-being. The plan also has a goal to improve opportunities for economic development and tourism by situating Grey County as the leader of cycling and trails in Ontario through connecting member municipalities, key destinations and surrounding regions.

The development of the Grey County Cycling and Trails Master Plan was guided by past initiatives and projects that outlined the need for a long-term guiding document to identify and prioritize opportunities to enhance cycling and trails within Grey County and its member municipalities. The plan is meant to reflect the guiding principles and objectives found in policies at all levels of government that support enhanced mobility, increased quality of life and healthy communities.

As part of the study process, WSP undertook a comprehensive consultation program and engaged with County staff, member municipalities, local stakeholders and businesses, clubs and organizations, members of the public and County Council. WSP worked closely with County staff to identify locations where the County's Paved Shoulder Program has been implemented, including locations where existing partial paved shoulders could be enhanced to provide a wider shoulder, and locations where a partial paved shoulder could be implemented. In addition to paved shoulders, the study team identified a comprehensive network and facilities throughout Grey County including rural areas and built-up / urban areas.

## LOCATION

Grey County, ON, Canada

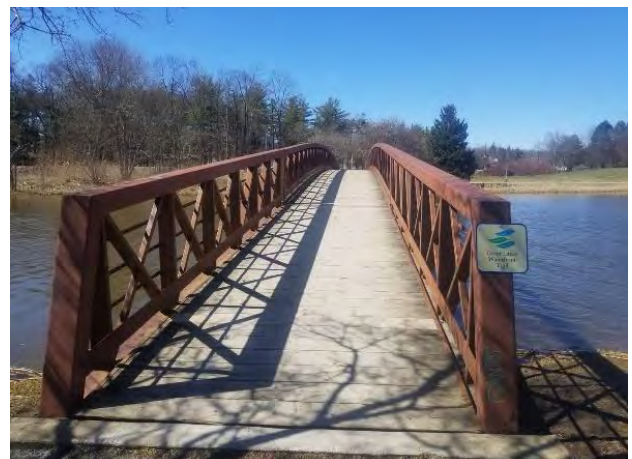
## CLIENT

County of Grey

## STATUS

Completed: November 2020

The Cycling and Trails Master Plan was completed in November 2020 subsequent to final a presentation to County Council.





## PROJECT DESCRIPTION

As a result of the Northern Ontario Bike Summit in 2011, a concept was developed in 2012 for a proposed bike route along the Lake Huron North Channel between the cities of Sault Ste. Marie and Greater Sudbury. In collaboration with local stakeholders and interest groups, Tourism Sault Ste. Marie initiated the Lake Huron North Channel Cycling Route study to confirm the cycling route alignment and develop a business, marketing, and implementation plan for the sustainable development of a community connection corridor between Sault Ste. Marie and Sudbury.

In May 2012, MMM Group Limited was retained by Tourism Sault Ste. Marie to undertake a feasibility study to refine the proposed route and to identify potential signage, marketing and promotional strategies, and an implementation plan. Included in the study process was a detailed consultation approach, which included an online questionnaire, meetings with local stakeholders and interest groups, and interviews with First Nations representatives located along the proposed route.

Ultimately a preferred cycling route alignment was confirmed which runs along the North Shore Channel primarily on secondary, lower volume roads, and off-road multi-use trails, where possible. The study team developed a detailed report, which outlined the preferred routes, identified a detailed implementation strategy including costing for both capital infrastructure, and marketing, and promotional strategies in the short and long term.

## LOCATION

Northern Ontario

## CLIENT

Tourism Sault Ste. Marie

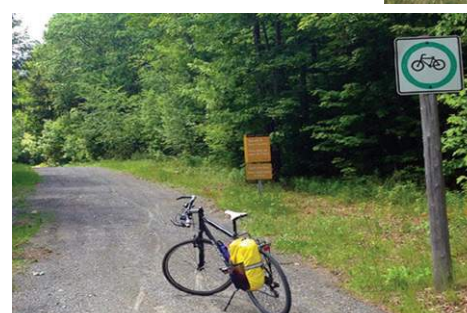
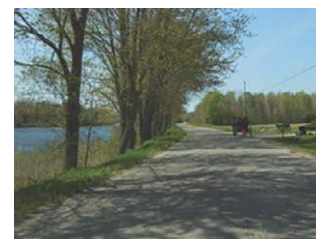
## STATUS

Concept Finalized in 2012

Since opening in August 2019, the Lake Huron North Channel Cycling Route has been celebrated by local residents and visitors alike for its scenic natural beauty and improvement to broader regional cycling connectivity. The facility has earned considerable praise from the Tourism Industry Association of Ontario (TIAO)

## LIST OF PRIMARY SERVICES

- Public & Stakeholder Consultation
- Feasibility Study
- Network Development & Design
- Route Costing & Implementation
- Program Outreach & Development
- Signage





## PROJECT DESCRIPTION

In 2016, MMM Group Limited (acquired by WSP Canada Group Ltd.) was retained for the development and design of Kingston's first Active Transportation Master Plan (ATMP) – branded as Walk 'n' Roll Kingston. The ATMP is an active transportation plan intended to enhance active transportation throughout the City and better address the mobility needs of pedestrians and cyclists of all ages and abilities and help the City achieve its goal of a twenty percent active transportation mode share by 2034.

The plan builds upon the City's official Plan, Transportation Master Plan and strategic objectives and vision to increase active transportation mode share throughout the City and follows best practices and benefits to highlight the health, safety, environmental, and economic advantages of active transportation. It provides a comprehensive City-wide active transportation network that is supported by linkages at a local level that provides a blueprint for short and long-term infrastructure and network improvements.

Objectives were established to support specific outcomes that the plan intends to achieve as it is implemented. These objectives include identifying: comprehensive active transportation network; corridors that encourage the use of walking and cycling; network that encourages and supports multi-modal transportation; facilities that support recreational and tourism trips; programs to help achieve the City's active transportation goals.

The proposed route network can be classified into two categories: City-wide Spine Routes and Neighbourhood routes within Transportation Focus Areas and along local roads. Recommendations were established in order to implement the network and help the City achieve the vision and goals of the Plan.

## LOCATION

Kingston, Ontario

## CLIENT

City of Kingston

## STATUS

Completed April 2018

The Active Transportation Master Plan was developed to support the unique needs of the local community through a variety of outreach and promotional activities. These engagement tools and events included: an online survey; posting and collecting feedback via the City's website; an Active Transportation Community Stakeholder Forum; Pop-up workshops; Public Open Houses and Workshops; Cycling and Walking Tours; and Technical Advisory Group meetings.

## LIST OF PRIMARY SERVICES

- Bike and Pedestrian Network Development
- Public and Stakeholder Consultation
- Implementation and Outreach Strategies
- Cycling facility Selection and Design



## PROJECT DESCRIPTION

MMM Group Limited (WSP Acquisition) was retained by the Ontario Traffic Council (OTC) to develop Ontario Traffic Manual (OTM) Book 18: Cycling Facilities. WSP worked closely with a Project Steering Committee comprised of OTC and Ministry of Transportation (MTO) staff plus representatives from a number of contributing municipalities.

As part of the study, WSP completed a comprehensive literature review of bicycle facility design guidelines, standards and legislation across local, provincial, national and international jurisdictions. A web-based questionnaire was also used to support the collection of information from the Steering Committee throughout the study. The project included a review of recent studies and policies relevant to bicycle facilities across North America and internationally to identify best practices.

The information from this review was evaluated by the Steering Committee and included a comprehensive examination of road safety and human factors. A bikeway facility selection tool was developed to help planners and engineers choose appropriate cycling facilities based on the context plus a set of design criteria. The assignment also included a review of the Ontario Highway Traffic Act as it relates to cycling, which provided MTO with recommendations for provincial regulatory changes.

The outcome of this project was the development of a comprehensive set of bikeway design guidelines that will serve as a resource for municipalities throughout the Province of Ontario.

## LOCATION

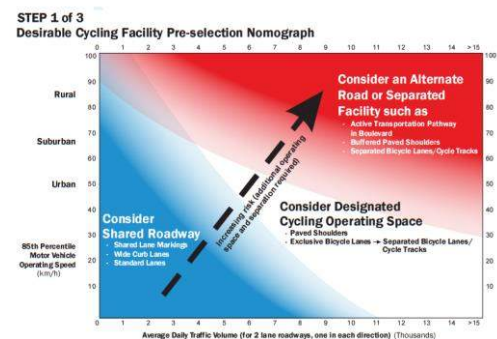
Ontario

## CLIENT

Ontario Traffic Council

## LIST OF PRIMARY SERVICES

- Transportation Planning
- Transportation Engineering
- Cycling Facility Design





## PROJECT DESCRIPTION

In 2015, WSP was retained by the Ministry of Transportation Ontario (MTO) to develop a province-wide comprehensive data inventory of cycling routes. WSP led a team that included representatives from Velo Quebec and a tourism company.

The Province-wide Cycling Network Study builds on #CycleON: Ontario's Cycling Strategy by identifying links and connections that would promote recreational and tourism cycling and connect municipal cycling routes.

The project's objectives were to identify a provincial scale cycling network to prioritize investments, and to identify priority routes for partnership. The result was a network of primary cycling routes that builds upon local routes and supports tourism and economic development.

The public, municipalities, advocacy groups engaged and provincial ministries engaged with the project team. The feedback from the engagement process was used to refine the proposed province-wide network. The resulting network will be costed to assist MTO and its partners in future design and implementation projects.

## LOCATION

Ontario

## CLIENT

Ministry of Transportation Ontario

## LIST OF PRIMARY SERVICES

- Transportation Planning
- Network Mapping
- Stakeholder Consultation





## PROJECT DESCRIPTION

WSP (formerly MMM Group Limited) developed a transportation master plan for the City of Greater Sudbury, as part of the City's Official Plan update. An active transportation master plan is an integral component of the overall work plan. In order to prepare a 20-year transportation vision for the City, the TransCAD model has been updated, and both existing and future transportation conditions have been analyzed.

Extensive community outreach has been conducted through Public Information Centres (PICs) and meetings with stakeholder groups. The public has been engaged through an online survey, and the PICs have been advertised in English and French, in several daily and weekly newspapers, as well as online through the City's website, Facebook page and Twitter account.

The final report incorporates short-term solutions to existing transportation concerns, and medium and long-term improvements to create a multi-modal transportation network. The improvement to mobility within the city, addresses the City's core principles of healthy communities, sustainability, and economic vitality.

## LOCATION

Sudbury, Ontario

## CLIENT

City of Greater Sudbury



A blurred photograph of a city street scene. In the foreground, a large, light-colored bicycle symbol is painted on the asphalt. Several cyclists are in motion, their figures and wheels blurred. One cyclist on the left has a blue pannier bag. In the background, a city street with buildings, trees, and a yellow car is visible. The overall image conveys a sense of active transportation and urban mobility.

# Active Transportation, Public Realm, and Streetscape Design Services





WSP designed the bike lanes on Bloor Street West in the City of Toronto. The protected bike lanes are among the busiest in the City with over 5000 cyclists per day. They create a dedicated space for people cycling and improve safety for all road users.

# Delivering World Class Solutions Locally

WSP is a recognized leader in the development of active transportation policies, master plans, design guidelines and functional and detailed design. Our team has the experience and expertise in the delivery of pedestrian and bicycle facilities, land use planning, multi-modal transportation planning, environmental management, landscape design, consultation and engagement and complete streets planning and design.

Our firm's integrated, multidisciplinary capabilities enable us to successfully guide active transportation and landscape architecture projects from concept and planning, through to detailed design and implementation. 150 offices in Canada means that our presence is second to none, allowing our clients access to experts who can address the challenges of today's complex and rapidly changing environments no matter which part of the country they call home.

## FUTURE READY

Whether it's extreme weather changes, disruptive technological advancements, evolving demographics or dwindling resources, our experts are focusing on the current national and global trends to better understand and plan for the challenges of tomorrow.

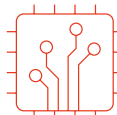
**That's how we see the future more clearly, and design for it today. For more information, please visit:**  
[wsp.com/en-CA/who-we-are/future-ready](https://wsp.com/en-CA/who-we-are/future-ready)



CLIMATE



SOCIETY



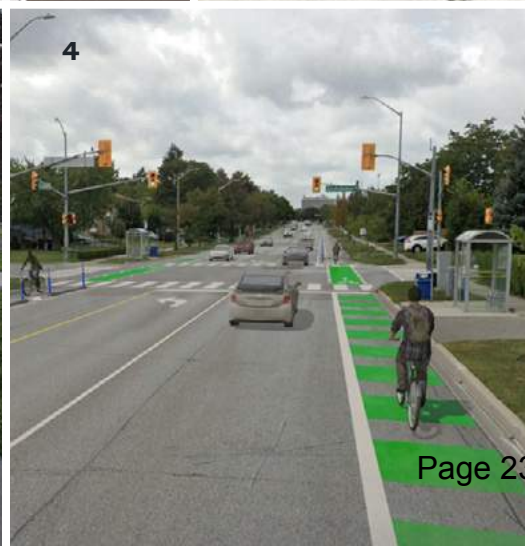
TECHNOLOGY



RESOURCES

## PROJECTS

<b>Bloor West Bikeway</b> Toronto, ON	<b>Bike Share Toronto</b> Toronto, ON	<b>2</b>	<b>2nd Concession Grade Separation</b> York Region, ON	<b>5</b>	<b>Flora Footbridge</b> Ottawa, ON	<b>8</b>
<b>Lake Shore Cycle Track Detailed Design</b> Toronto, ON	<b>Clark Ave</b> Vaughan, ON	<b>3</b>	<b>Paris-Notre Dame</b> Greater Sudbury, ON	<b>6</b>	<b>Province-wide Cycling Network Strategy</b> Ontario	<b>9</b>
<b>Reimagining Yonge Class Environmental Assessment</b> Toronto, ON	<b>Vodden</b> Brampton, ON	<b>4</b>	<b>Ottawa LRT AT Connections</b> Ottawa, ON	<b>7</b>		



HERE'S HOW WSP CAN HELP

Active Transportation

- Complete Streets Planning and Design
- Active Transportation (Cycling, Pedestrian and Trail) Master Plans
- Multi-modal Transportation Master Plans and policies
- Community, Subdivision and Site Plan Design
- Accessible Built Environment Standards
- Functional and Detailed Design of Off-road and On-road Cycling and Pedestrian Facilities
- Maintenance Guidelines and Risk Management Assessments
- Wayfinding Strategies
- Multi-modal Level of Service Assessments and Road Safety Audits
- Infrastructure Asset Management Strategies and Tools
- Community Workshops, Public Engagement and Consultation
- Transportation Demand Management, Programs
- Provincial, Federal and Agency Funding Applications
- Micromobility Feasibility and Planning

Public Realm and Streetscape

- Community Planning and Design
- Master Planning
- Streetscape Design
- Landscape Architecture
- Campus Planning
- Waterfront Design
- Urban Design Guidelines
- Architectural Control Guidelines
- Transit-oriented Development Planning and Design
- Transit Station and Mobility Hub Access Planning and Design
- Design Review
- Urban Design Briefs
- Site Development Feasibility Analysis
- Site Planning
- Public Realm Planning and Design

Lake Shore Cycle Track  
Detailed Design  
Toronto ON

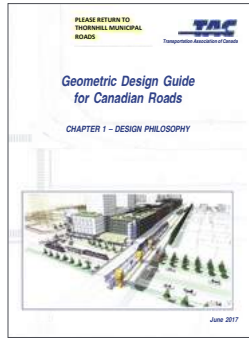


## DESIGN GUIDELINES



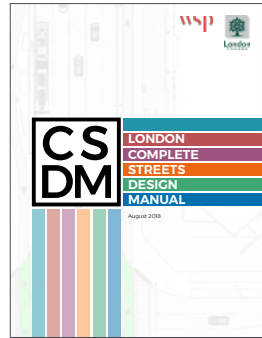
### Ontario Traffic Manual (OTM) Book 18: Cycling Facilities

WSP was retained by the Ontario Traffic Council (OTC) to update Ontario Traffic Manual (OTM) Book 18: Cycling Facilities to reflect the rapid change in cycling facility design. We undertook a comprehensive review of bicycle facility guidelines, standards and legislation across local, provincial and international jurisdictions including 13 design research topics of special interest. The new manual puts emphasis on



### Transportation Association Of Canada (TAC) Geometric Design Guide Of Canadian Roads

WSP was the Prime Consultant to undertake major revisions. This assignment involved a series of national stakeholder consultations over a 3-year period on selected chapters of the Design Guide ranging from design philosophy, cross section elements to pedestrian-integrated and bicycle-integrated designs. The process involved several stages of revisions with input from geometric design experts, human factors specialists, safety experts, and 26 government agencies across the country.



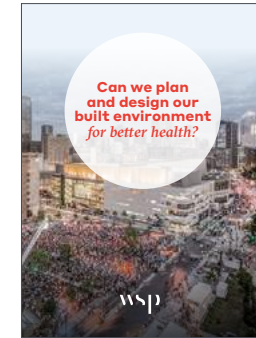
### The London Complete Streets Design Manual

Winner of the Ontario Traffic Council Transportation Planning Project of the Year award, this transformative tool guides the way streets are designed in London. The design manual walks the user through the steps required to implement Complete Streets – from inception and planning, to monitoring and progress tracking. By using metrics such as Level of Service, a measure that is primarily used to categorize traffic delay, along with spatial analysis and road safety assessments, London plans to continually evaluate the effectiveness of the new streets and communicate the results with stakeholders.

## RECENT WSP WHITE PAPERS



Vision Zero is a concept that embraces a transformative mindset and approach to making all roads safe. Vision Zero refuses to accept that fatalities and serious injuries are inevitable consequences of mobility on the world's roads.



The way we design the built environment can have enormous impacts on public health. Engineering our buildings, transportation, infrastructure and communities to positively influence healthy lifestyle choices could make a meaningful difference toward health care costs, chronic disease rates and mental wellness.



What if we can harness the emerging role of e-bikes to address key mobility gaps within our transportation network? In WSP's latest white paper, discover how e-bikes and other forms of micromobility, such as e-scooters can help address the "missing middle" of transportation.



London Complete Streets Manual



WSP is one of the world's leading professional services consulting firms. We are dedicated to our local communities and propelled by international brainpower. We are technical experts and strategic advisors including engineers, technicians, scientists, project managers, planners, surveyors and environmental specialists, as well as other design and program management professionals. We design and deliver lasting solutions in the Buildings, Transportation, Infrastructure, Oil & Gas, Environment, Geomatics, Energy, Resources and Industry sectors as well as project delivery and strategic consulting services. With over 8,000 talented people across Canada and 42,000 globally, we engineer projects that will help societies grow for generations to come.

### **Dave McLaughlin**

National Manager, Active Transportation Practice  
[dave.mclaughlin@wsp.com](mailto:dave.mclaughlin@wsp.com)

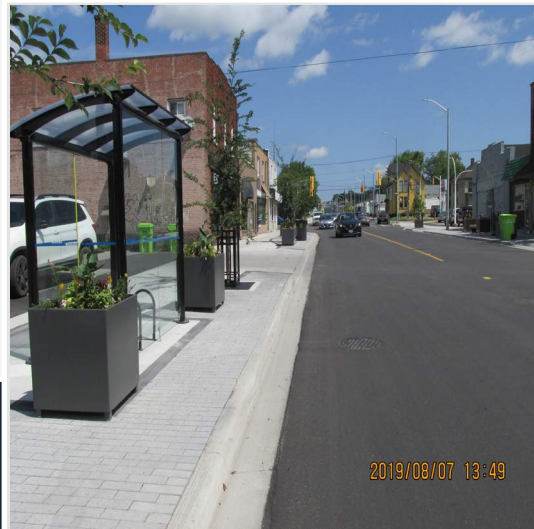
### **Amanda Gebhart**

Manager, Landscape Architect  
[amanda.gebhardt@wsp.com](mailto:amanda.gebhardt@wsp.com)





Submitted by:  
**WSP Canada Inc.**



## Appendix B Insurance Form

City of Sault Ste. Marie  
November, 05 2021

## CERTIFICATE OF INSURANCE

**2021a-20900R**

THIS CERTIFICATE OF INSURANCE NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE AFFORDED BY THE POLICIES SCHEDULED HEREIN. IT IS FURNISHED AS A MATTER OF INFORMATION ONLY, CONFERS NO RIGHTS UPON THE HOLDER AND IS ISSUED WITH THE UNDERSTANDING THAT THE RIGHTS AND LIABILITIES OF THE PARTIES WILL BE GOVERNED BY THE ORIGINAL POLICY OR POLICIES AS THEY MAY BE LAWFULLY AMENDED BY ENDORSEMENT FROM TIME TO TIME. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

**Name and address of Certificate Holder:**

**The Corporation of the City of Sault Ste. Marie  
Planning Division CDES**  
99 Foster Drive Level 2, Sault Ste. Marie,  
Ontario, P6A5X6

**Name and address of Insured:**

**WSP Canada Inc**  
1600 boul. René-Lévesque O 16e étage  
Montréal QC H3H 1P9

Type of insurance	Insurer	Policy number	Policy period	Coverages	Limits of liability (\$ CAD)
Commercial General Liability - Occurrence Basis	Zurich Insurance Company Ltd.	8841732	May 1, 2021 to May 1, 2022	Liability for bodily injury, property damage and personal injury, subject to policy terms, limitations and exclusions.	\$5,000,000 Each occurrence \$5,000,000 Personal and Advertising Injury \$5,000,000 Products & Completed Operations Aggregate \$5,000,000 General Aggregate limit
Including: • Non-Owned Automobile Liability • Owners and Contractors Protective • Tenants Legal Liability • Primary and non-contributory clause • Contractual Liability • Separation of Insureds, Cross Liability • Third Party Fire Fighting Expenses including Forest Fire Expenses • Contingent Employers' Liability • Premises and Operations Liability • Broad form property					
Professional Indemnity Insurance	Lloyd's Underwriters	B1262F1174321	November 1, 2021 to October 31, 2022	Protection for claims resulting as a consequence of professional acts, errors or omissions arising out of the exercise and conduct of the Insured's Professional Business.	\$2,000,000 Per claim and in the aggregate.  The aggregate limit is the total insurance available for all covered claims made and reported within the policy period and is not limited to claims by or in connection with the above noted Certificate holder.
Contractor's Pollution Liability	Zurich Insurance Company Ltd.	ZCAN8619731	November 1, 2021 to November 1, 2022	Protection for sums legally obligated to pay as a result of Claims for Bodily Injury, Property Damage or Environmental Damage resulting from Pollution Conditions caused by Covered Operations	\$2,000,000 Each loss (USD)
Automobile	Zurich Insurance Company Ltd.	9806980	May 1, 2021 to May 1, 2022	Civil Liability  Direct Damage – All Perils	\$2,000,000 Per occurrence  Deductible : \$5,000  For vehicles registered in the provinces of BC and SK, Third Party Liability limits is only excess of minimum limits provided by Provincial and Property Damage Coverage is only covered as per terms and conditions on the policy provided by Provincial.

**Description of operation**

Project No.: P21-11040-39 Office: 185 East Street Sault-Ste-Marie ON P6A 5M6  
RQQ-2021-PPDD-546  
Consulting Services Develop - Active Transportation Master Plan

**Other comments**

The Corporation of the City of Sault Ste. Marie is (are) added as Additional Insured(s) under General liability but only with respect to the Insured's operations and the above-mentioned reference.

**CANCELLATION:** Should any of the above described policies be cancelled before the expiration date thereof, the Insurer(s) will endeavour to mail a 30 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer(s) or his representative.

**GPL ASSURANCE INC.**



Signed by : Sherry Morley  
Damage Insurance Broker

Issued in Montreal on November 3, 2021  
Prepared by : Alejandro Nadal

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW NO. 2022-38**

**LANE ASSUMPTION:** A by-law to assume for public use and establish as a public lane, the lane more particularly described as PIN 31542-0306 (LT) 15 FT Lane PL 366MCD St. Mary's S of LT 1-3 & N of LT 22; SAULT STE. MARIE, McDougald Subdivision.

**THE COUNCIL** of the Corporation of the City of Sault Ste. Marie, pursuant to the *Municipal Act, 2001*, S.O. 2001, **ENACTS** as follows:

1. **LANE ESTABLISHED AND ASSUMED**

The Corporation of the City of Sault Ste. Marie hereby assumes for public use and establishes as a public lane, the lane more particularly described as PIN 31542-0306 (LT) 15 FT Lane PL 366MCD St. Mary's S of LT 1-3 & N of LT 22; Sault Ste. Marie, McDougald Subdivision.

2. **EFFECTIVE DATE**

The by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22<sup>nd</sup> day of February, 2022.

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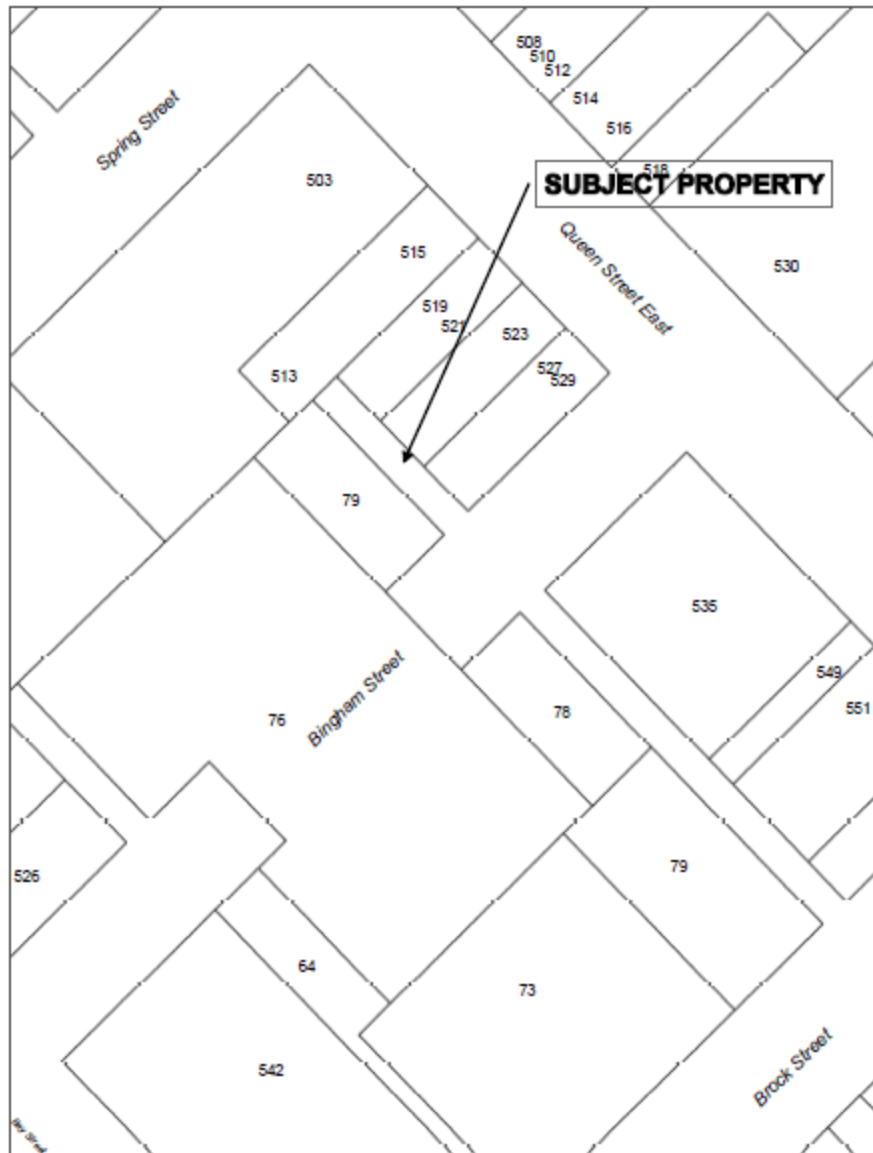
**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

tj\\citydata\\LegalDept\\Legal\\Staff\\COUNCIL\\BY-LAWS\\2022\\2022-38 Downtown Plaza Lane Assumption.docx

THIS DRAWING DOES NOT FORM PART OF THE BY-LAW. IT IS FOR INFORMATION PURPOSES ONLY.



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW NO. 2022-40**

**PARKING**: A by-law to appoint by-law enforcement officers to enforce the by-laws of The Corporation of the City of Sault Ste. Marie.

**WHEREAS** from time to time persons have been appointed by-law enforcement officers;

**THEREFORE THE COUNCIL** of the Corporation of the City of Sault Ste. Marie pursuant to section 15 of the *Police Services Act*, R.S.O. 1990, chapter p. 15 and amendments thereto, **ENACTS** as follows:

1. **SCHEDULE “A” TO BY-LAW 93-165 REPEALED**

Schedule “A” to By-law 93-165 is hereby repealed and replaced with Schedule “A” attached to this by-law.

2. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**PASSED** in open Council this 22<sup>nd</sup> day of February, 2022.

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**MAYOR – CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

## **SCHEDULE "A"**

<b>Alan Smith</b>	<b>81</b>
<b>Dave Devoe</b>	<b>84</b>
<b>Edward Pigeau</b>	<b>89</b>
<b>George Robinson</b>	<b>94</b>
<b>Bill Long</b>	<b>96</b>
<b>Jason Levesque</b>	<b>101</b>
<b>Brian Ford</b>	<b>104</b>
<b>Sean Miller</b>	<b>107</b>
<b>Timothy Moreland</b>	<b>108</b>
<b>Arian Finlayson</b>	<b>109</b>
<b>James Kemp</b>	<b>110</b>
<b>Anthony McCoy</b>	<b>111</b>
<b>Edward Thorold</b>	<b>112</b>
<b>Lovedeep Sidhu</b>	<b>113</b>

<b>Brady Bishop</b>	<b>125</b>
<b>Orrette Robinson</b>	<b>126</b>
<b>Anthony Rocca</b>	<b>127</b>
<b>Chelsea Dokis</b>	<b>129</b>
<b>Ryan Vendramin</b>	<b>130</b>
<b>Ravi Kumar</b>	<b>131</b>
<b>Daniel Roussain</b>	<b>132</b>
<b>Aashmeen Thind</b>	<b>133</b>
<b>Cody Poirier</b>	<b>134</b>
<b>Jordan Gregorini</b>	<b>135</b>
<b>Michael Steinburg</b>	<b>136</b>
<b>Marc Flumian</b>	<b>137</b>
<b>Michael Heptbourne-Fletcher</b>	<b>138</b>
<b>Rajneesh Kumar</b>	<b>139</b>
<b>Anthony Gallagher</b>	<b>140</b>
<b>Liam Thibault</b>	<b>141</b>
<b>Jason Merrifield</b>	<b>142</b>
<b>Jasinder Singh</b>	<b>143</b>
<b>Riley Higgins</b>	<b>144</b>
<b>Paul Hillier</b>	<b>145</b>

**THE CORPORATION OF THE CITY OF SAULT STE.MARIE**

**BY-LAW 2022-41**

**OFFICIAL PLAN AMENDMENT:** A by-law to adopt Amendment No. 237 to the Official Plan for the City of Sault Ste. Marie (786211 Ontario Limited-Primo Pizza 16 Caesar Road).

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 17 of the *Planning Act*, R.S.O. 1990, c. P.13 and amendments thereto, **ENACTS** as follows:

1. The Council hereby adopts Amendment No. 237 to the Official Plan for the Sault Ste. Marie planning area in the form attached hereto.
2. Subject to any referrals under the Planning Act, this by-law shall come into force on the date of its final passing.

PASSED in open Council this 22nd day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK - RACHEL TYCZINSKI**

lv \\citydata\LegalDept\Legal\Staff\LEGAL\ZONING\2022\Caesar Road, 16\2022-41(OP) 16 Caesar Road.docx

**AMENDMENT NO. 237  
TO THE  
SAULT STE. MARIE OFFICIAL PLAN**

**PURPOSE**

This Amendment is an amendment to Land Use Schedule C of the Official Plan.

**LOCATION**

LT 132 PL 55366 St. Mary's; Sault Ste. Marie having Civic Number, 16 Caesar Road, located at the north side of Caesar Road, at the T-intersection of Caesar Road and Angelina Avenue.

**BASIS**

This Amendment is necessary in view of a request to permit commercial uses on the subject property.

The proposal does not conform to the existing Land Use Schedule C map of the Official Plan.

Council now considers it desirable to amend the Official Plan.

**DETAILS OF THE ACTUAL AMENDMENT & POLICIES RELATED THERETO**

Land Use Schedule C of the Sault Ste. Marie Official Plan is hereby amended by re-designating the rear 6 metres of the subject property from Residential to Commercial.

**INTERPRETATION**

The provisions of the Official Plan as amended from time to time will be applied to this Amendment.

OPA 237

SUBJECT  
PROPERTY

Trunk Road

AREA TO BE  
REZONED &  
REDESIGNATED

COM

RES

Caesar Road

Angelina Avenue

Document Path: G:\Applications\2017 - Present\Planning Act Applications\2022\16 Caesar Road\GIS Maps\A-1-22-ZOP\_LanduseMap\_Dec2021\_8x11\_V1.mxd










### Application Map Series

- ☐ Subject Property ☒ Official Plan Landuse  
☐ Existing Zoning ☐ Aerial Image  
☐ Official Plan Amendment

### Property Information

Civic Address: 16 Caesar Road  
Roll No.: 010006066000000  
Map No.: 21  
Application No.: A-1-22-ZOP  
Date Created: December 16, 2021

### Legend

-  Subject Property  
 Residential  
 Commercial  
 Institutional  
 Parks Recreation  
 Industrial  
 Rural Area  
 Airport Lands  
 Pavement Public



**SAULT  
STE. MARIE**

### Planning and Enterprise Services

Community Development and Enterprise  
Services Department

99 Foster Drive, Sault Ste Marie, ON P6A 5X6  
saultstemarie.ca | 705-759-5368 | planning@cityssm.on.ca

*This map is for general reference only*  
Orthophoto: None

Projection Details:  
NAD 1983 UTM Zone 16N  
GCS North American 1983

0 5 10 20 Meters  
1:800



## THE CORPORATION OF THE CITY OF SAULT STE. MARIE

### BY-LAW NO. 2022-42

**ZONING:** A by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 16 Caesar Road (786211 Ontario Limited-Primo Pizza).

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to section 34 of the *Planning Act*, R.S.O. 1990, c. P.13 and amendments thereto, **ENACTS** as follows:

1. **THE NORTHERN 5.18 M OF 16 CAESAR ROAD; LOCATED ON THE NORTH SIDE OF CAESAR ROAD, AT THE T-INTERSECTION OF CAESAR ROAD AND ANGELINA AVENUE; CHANGE FROM R4 TO C4.S WITH A "SPECIAL EXCEPTION" AND THE REMAINING PORTION OF 16 CAESAR ROAD BE CHANGED FROM R4 TO R4.S WITH A "SPECIAL EXCEPTION".**

The zone designation on the lands described in Section 2 of this by-law, which lands are shown on Map 21 of Schedule "A" to By-law 2005-150, is changed from R4 (Medium Density Residential) zone to C4.S (General Commercial) zone with a "Special Exception" and R4 (Medium Density Residential) zone to R4.S (Medium Density Residential) zone with a "Special Exception" in accordance with the above referenced points of measure.

2. **BY-LAW 2005-151 AMENDED**

Section 2 of By-law 2005-151 is amended by adding the following subsection 2(419) and heading as follows:

**"2(419) 16 Caesar Road**

Despite the provisions of By-law 2005-150, the zone designation on the lands located on the northern 5.18 metres of 16 Caesar Road and having civic no. 16 Caesar Road and outlined and marked "Subject Property" on the map attached as Schedule "A" hereto is changed from R4 (Medium Density Residential) zone to C4.S (General Commercial) zone with a "Special Exception" to, in addition to those uses permitted in an C4.S zone:

1. Permit a parking lot in association with 149 Trunk Road only;

2. Permit access from Trunk Road only; and,
3. No other uses for a C4 are permitted.

The remaining portion of 16 Caesar Road be rezoned from R4 (Medium Density Residential) zone to R4.S (Medium Density Residential) zone with a "Special Exception" to, in addition to those uses permitted in an R4 zone:

1. Reduce the required frontage from 18 metres to 15 metres.
2. Reduce the required front yard setback from 7.5 metres to 5.5 metres."

3. **SCHEDULE "A"**

Schedule "A" hereto forms a part of this by-law.

4. **CERTIFICATE OF CONFORMITY**

It is hereby certified that this by-law is in conformity with the Official Plan for the City of Sault Ste. Marie authorized and in force on the day of the passing of this by-law as amended by Official Plan Amendment No. 237.

PASSED in Open Council this 22nd day of February, 2022.

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**MAYOR – CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

lv \\citydata\LegalDept\Legal\Staff\LEGAL\ZONING\2022\Caesar Road, 16\2022-42 (Z) 16 Caesar Road.docx

SCHEDULE "A" TO BY-LAW 2022-42 AND  
SCHEDULE "A" TO BY-LAW 2005-151



# THE CORPORATION OF THE CITY OF SAULT STE. MARIE

## BY-LAW NO. 2022-43

**DEVELOPMENT CONTROL:** A by-law to designate the lands located at the northern 5.18 metres of 16 Caesar Road an area of site plan control (786211 Ontario Limited-Primo Pizza).

**THE COUNCIL** of The Corporation of the City of Sault Ste. Marie **ENACTS** as follows:

1. **DEVELOPMENT CONTROL AREA**

The lands described on Schedule “A” attached hereto are hereby designated to be an area of site plan control pursuant to section 41 of the *Planning Act*, R.S.O. 1990, c. P. 13 and amendments thereto.

2. **SITE PLAN POWERS DELEGATED**

The Council hereby delegates to the Planning Director or his/her designate for the City of Sault Ste. Marie, Council’s powers to enter into a site plan agreement dealing with any of the works or matters mentioned in Section 41 of the *Planning Act* as amended, for the lands shown as Subject Property on the map attached as Schedule “A” to this by-law.

3. **SCHEDULE “A”**

Schedule “A” hereto forms a part of this by-law.

4. **PENALTY**

Any person who contravenes this by-law including the obligations pursuant to the agreement entered into under the authority of this by-law is liable upon conviction therefore to penalty provisions as contained in the *Planning Act* and the *Municipal Act, 2001*.

5. **EFFECTIVE DATE**

This by-law takes effect from the date of its final passing.

PASSED in open Council this 22nd day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK - RACHEL TYCZINSKI**

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SCHEDULE "A" TO BY-LAW 2022-43



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

**BY-LAW NO 2022-39**

**LANE CLOSING & CONVEYANCE:** A by-law to stop up, close and authorize the conveyance of a lane in the McDougald Subdivision, Plan 366MCD.

**WHEREAS** the lane more particularly hereinafter described was established as a public lane and assumed for public use by By-law 2022-38;

**NOW THEREFORE THE COUNCIL** of The Corporation of the City of Sault Ste. Marie, pursuant to *the Municipal Act, 2001*, S.O. 2001, **ENACTS** as follows:

1. **LANE CLOSED, DECLARED SURPLUS AND CONVEYANCE AUTHORIZED**

The lane more particularly described as PIN 31542-0306 (LT) 15 FT Lane PL 366MCD St. Mary's S of LT 1-3 & N of LT 22; SAULT STE. MARIE, McDougald Subdivision, Plan 366MCD, having been assumed by the Corporation for public use, is hereby stopped up, closed, declared surplus to the requirements of the Municipality and the conveyance of same is authorized.

2. **EXECUTION OF DOCUMENTS**

The City Solicitor is hereby authorized by By-law 2018-55 for and in the name of the Corporation to execute and to affix the seal of the Corporation to all documents required to give effect to this by-law.

3. **EASEMENTS TO BE RETAINED**

The lane is subject to the retention of easements if required.

4. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**READ** the **FIRST** and **SECOND** time in open Council this 22<sup>nd</sup> day of February, 2022.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

THIS DRAWING DOES NOT FORM PART OF THE BY-LAW. IT IS FOR INFORMATION PURPOSES ONLY.

