

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

Monday, August 12, 2024

5:00 pm

Council Chambers and Video Conference

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

---

	Pages
<b>1. Land Acknowledgement</b>	
I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, the Historic Sault Ste. Marie Metis Council.	
<b>2. Adoption of Minutes</b>	10 - 26
Mover Councillor A. Caputo Secunder Councillor S. Hollingsworth Resolved that the Minutes of the Regular Council Meeting of July 15, 2024 be approved.	
<b>3. Questions and Information Arising Out of the Minutes and not Otherwise on the Agenda</b>	
<b>4. Declaration of Pecuniary Interest</b>	
<b>5. Approve Agenda as Presented</b>	
Mover Councillor R. Zagordo Secunder Councillor S. Spina Resolved that the Agenda for August 12, 2024 City Council Meeting as presented be approved.	

<b>6.</b>	<b>Presentations</b>	
<b>7.</b>	<b>Communications and Routine Reports of City Departments, Boards and Committees – Consent Agenda</b>	
	Mover Councillor A. Caputo Secunder Councillor S. Spina Resolved that all the items listed under date August 12, 2024 – Agenda item 7 – Consent Agenda be approved as recommended.	
<b>7.1</b>	<b>Integrity Commissioner Report</b>	<b>27 - 36</b>
	A report of the Acting Integrity Commissioner dated July 26, 2024 is attached for the information of Council.  Mover Councillor A. Caputo Secunder Councillor S. Spina Resolved that the report of the Acting Integrity Commissioner dated July 26, 2024 be received as information.	
<b>7.2</b>	<b>Outstanding Resolutions</b>	<b>37 - 39</b>
<b>7.3</b>	<b>Second Quarter Financial Report – June 30, 2024</b>	<b>40 - 57</b>
	A report of the Manager of Finance is attached for the consideration of Council.  Mover Councillor R. Zagordo Secunder Councillor S. Spina Resolved that the report of the Manager of Finance dated August 12, 2023 concerning Second Quarter Financial Report – June 30, 2024 be received as information.	
<b>7.4</b>	<b>Sackville Road Extension – Engineering Services</b>	<b>58 - 59</b>
	A report of the Manager of Purchasing is attached for the consideration of Council.  The relevant By-law 2024-122 is listed under item 12 of the Agenda and will be read with all by-laws under that item.	
<b>7.5</b>	<b>Tender for Screened Street Sand</b>	<b>60 - 61</b>
	A report of the Manager of Purchasing is attached for the consideration of Council.  Mover Councillor A. Caputo Secunder Councillor S. Spina Resolved that the report of the Manager of Purchasing dated August 12, 2024	

concerning Tender for Screened Street Sand – Public Works be received and the supply be awarded to Pioneer Construction Ltd. at the tendered pricing, HST extra.

**7.6 Computer Aided Dispatch System – Fire Services**

62 - 63

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

Mover Councillor S. Hollingsworth

Seconder Councillor R. Zagordo

Resolved that the report of the Manager of Purchasing dated August 12, 2024 concerning NG911 Compliant Computer Aided Dispatch System as required by Fire Services be received and that the proposal submitted by CriSys Ltd. for initial purchase at \$207,711 plus HST with estimated transition costs of \$300,000 plus HST be approved.

**7.7 Memorial Tower**

64 - 67

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

Mover Councillor R. Zagordo

Seconder Councillor S. Spina

Resolved that the report of the Deputy CAO Community Development and Enterprise Services dated August 12, 2024 concerning the Memorial Tower be received and that proceeds in the amount of \$1,510,000 be utilized from the Contingency Reserve to make the required repairs.

**7.8 Transit Route Optimization Study**

68 - 70

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

Mover Councillor A. Caputo

Seconder Councillor S. Hollingsworth

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated August 12, 2024 concerning Transit Route Optimization Study be received and that the following be approved:

1. Reallocate \$200,000 from approved \$825,000 2024 capital project Transit Electrical Upgrades to cover the cost of the Route Optimization Study;
2. Results of the study be brought back to Council with recommendations on:
  - Route modifications to better serve the needs of transit users;
  - Location support to remain at Dennis Street or relocate to Huron Street.

**7.9 Twin Pad Arena Project Under Budget**

71 - 74

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

Mover Councillor R. Zagordo

Seconder Councillor S. Hollingsworth

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated August 12, 2024 concerning Twin Pad Arena – Under Budget be received and that the contingency funding in the total amount of \$100,000 be approved to utilize for the following:

1. Solid surfacing installation using millings for the access area north-east of the facility;
2. Infrastructure for venting and hooding on the second level bar preparation area and additional food and beverage equipment for the facility.

**7.10 Community Development Fund – Green Initiatives Program Applications 2024 Q2 Intake**

75 - 76

A report of the Sustainability Coordinator is attached for the consideration of Council.

Mover Councillor A. Caputo

Seconder Councillor S. Hollingsworth

It is therefore recommended that Council take the following action:

Resolved that the report of the Sustainability Coordinator dated August 12, 2024 concerning Community Development Fund – Green Initiatives Program Applications 2024 Q2 Intake be received and that the recommendation of the Environmental Sustainability Committee to allocate \$1,274 to the Roberta Bondar Park Electric Lawn Maintenance Equipment Project be approved.

**7.11 Bellevue Kayak Dock Accessibility Updates**

77 - 79

A report of the Accessibility Coordinator of Community Development and Enterprise Services is attached for the consideration of Council.

Mover Councillor R. Zagordo

Seconder Councillor S. Spina

Resolved that the report of the Accessibility Coordinator dated August 12, 2024 concerning Bellevue Kayak Dock Accessibility Updates be received and that the amendment to the 2024 Capital Budget for the Bellevue kayak dock accessibility upgrade in the amount of \$20,025 with associated funding of:

- \$5,499 from the Barrier Removal Reserves for the Bellevue Kayak Dock accessibility updates;
- \$7,543 for in-kind services from Public Work; and

- \$6,983 grant from Trans Canada Trail

be approved.

**7.12 Bill 185, Cutting Red Tape to Build More Homes Act, 2024 Update**

80 - 85

A report of the Planner of Community Development and Enterprise Services is attached for the consideration of Council.

Mover Councillor A. Caputo

Seconder Councillor S. Spina

Resolved that the report of the Planner dated August 12, 2024 concerning Bill 185, *Cutting Red Tape to Build More Homes Act, 2024* be received as information.

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

**8.1 Administration**

**8.2 Corporate Services**

**8.3 Community Development and Enterprise Services**

**8.3.1 Paid Parking at the Ronald A. Irwin Civic Centre**

86 - 100

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

Mover Councillor S. Spina

Seconder Councillor A. Caputo

Resolved that the report of the Deputy CAO of Community Development and Enterprise Services dated August 12, 2024 concerning Paid Employee and Visitor Parking at the Ronald A. Irwin Civic Centre be received as information.

**8.3.1.1 Motion**

Mover Councillor R. Zagordo

Seconder Councillor S. Hollingsworth

Resolved that Council direct staff to implement paid parking for the North and South Civic Centre lots effective January 1, 2025;

Further Be It Resolved that staff report back to Council in September 2025 about expanding paid parking to other City parking lots as of January 1, 2026;

Further Be It Resolved that the North and South Civic Centre parking lots and the 619 Bay Street parking lot be turned into “two-hour free” parking lots similar to other municipal parking lots in the downtown core;

- Permits be sold to employees as with other downtown parking lots;

- The cost of permits be set at the same rate as other downtown parking lots in which permits are sold;
- Visitors, part-time employees and students be exempt from the paid-parking system;
- Mayor and Council be given the option of purchasing a permit or paying per use;
- Staff be directed to determine any outstanding issues such as enforcement, whether parking will be first-come, first-served and how to treat any tenants in the Civic Centre as well as any other remaining issues that arise.

**8.3.1.2**      *Correspondence Received*      101 - 102

**8.3.1.3**      *Additional Correspondence*      103 - 103

**8.4**            **Public Works and Engineering Services**

**8.5**            **Fire Services**

**8.6**            **Legal**

**8.7**            **Planning**

**8.7.1**        **A-10-24-CIP Housing Community Improvement Plan**      104 - 151

A report of the Junior Planner is attached for the consideration of Council.

Mover Councillor R. Zagordo

Seconder Councillor S. Hollingsworth

Resolved that the report of the Junior Planner dated August 12, 2024 concerning A-10-24-CIP Housing Community Improvement Plan be received and that Council:

1. Approve the proposed Housing Community Improvement Plan;
2. Approve the proposed Community Improvement Project Area;
3. Designate the Director of Planning or their designate as the Plan Administrator;
4. Delegate approval authority of the financial incentives to the Plan Administrator or their designate; and
5. Authorize a contribution of \$300,000 from the uncommitted capital fund to support completion of the project

And that the Legal Department be requested to prepare the necessary by-laws to effect the same.

**8.7.2**        **A-8-24-HP – 10 Huron Street, 0 Huron Street, 29 Bay Street – Removal of**      152 - 177

## **Holding Provision – Gateway Site**

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

Mover Councillor S. Spina

Seconder Councillor A. Caputo

Resolved that the report of the Director of Planning dated August 12, 2024 concerning application A-8-24-HP be received and that Council approve the application and remove the holding provision from the portion of the property shown on the attached maps as 'area to be rezoned'.

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

## **8.8 Boards and Committees**

### **8.8.1 YMCA Board Appointment**

Mover Councillor A. Caputo

Seconder Councillor S. Spina

Resolved that the Manager of Recreation and Culture be appointed to the YMCA Board of Directors.

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

### **9.1 Sensory Playground**

Mover Councillor C. Gardi

Seconder Councillor M. Scott

Whereas in July 2016 the City of Sault Ste. Marie opened its first sensory playground in Bellevue Park in the east end of the community; and

Whereas since its opening, the sensory playground has been heavily used and thoroughly enjoyed by children and families; and

Whereas a sensory playground provides enhanced accessible play options and eliminates barriers to play, and provides sensory stimulation along with the promotion of family bonding; and

Whereas the City of Sault Ste. Marie should aim to provide equitable access to amenities and services in different parts of the community, especially as they relate to families and children; and

Whereas, as a community, with the establishment of the new splash pad in the west end there has been a revitalization of Manzo Park; and

Whereas many communities of Sault Ste. Marie's size have more than one sensory playground;

Now Therefore Be It Resolved that City staff be requested to explore options for the establishment of a sensory playground at Manzo Park or at any other City park in the west end of Sault Ste. Marie, and report back to City Council with options for such a playground.

## 9.2 Highway 17 Speed Increase

Mover Councillor S. Kinach

Seconder Councillor M. Bruni

Whereas the Ministry Transportation Ontario recently increased the maximum speed limit to 110km/hr on many newly updated sections of the Trans Canada highway on July 12, 2024; and

Whereas most of Ontario's highways were originally designed to safely accommodate speed limits of 110km/hr; and

Whereas most new model vehicles have advanced safety features such as adaptive cruise control and lane monitoring technology; and

Whereas Alberta, Manitoba, New Brunswick, Nova Scotia and Saskatchewan have a maximum speed limit of 110km/hr and British Columbia maximum speed limit is 120km/hr; and

Whereas as the Transportation Minister Prabmeet Sarkaria stated data collected from 2022 shows evidence based speed increases are a common sense change to make life more convenient for Ontario drivers while bringing our highway speed limit in line with other Canadian Provinces

Now Therefore Be It Resolved that Mayor Shoemaker be requested to write a letter to Ontario Transportation Minister Prabmeet Sarkaria for consideration of Highway 17 Sault Ste Marie to Thessalon for a maximum speed limit increase along the sections on two-lane divided highway from the current 90km/hr.

## 9.3 "Solve the Crisis"

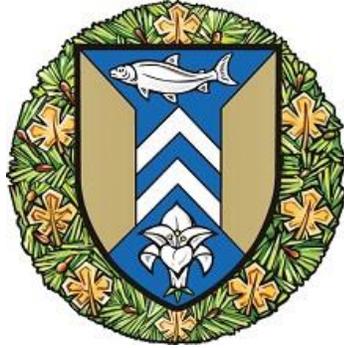
Mover Councillor L. Dufour

Seconder Councillor A. Caputo

Be It Resolved That the City of Sault Ste. Marie endorses and supports the Ontario Big City Mayors in the recommended actions to "Solve the Crisis" of rising levels of homelessness, mental health issues and addiction in Ontario cities, from which Sault Ste. Marie is not exempt, which actions include:

- Appointing a single minister provincially to bring cross-ministry focus to this issue and fund that ministry appropriately;
- Have the new provincial minister strike a task force to advise and make recommendations on solutions to these issues with a cross-section of stakeholders and commit to funding the recommendations
- Provide the municipality with resources to transition homeless and underused individuals to appropriate housing with the necessary supports
- Fund a 24/7 crisis response service across the province to relieve the pressure on hospital emergency centres and first responders.

10. **Committee of the Whole for the Purpose of Such Matters as are Referred to it by the Council by Resolution**
11. **Adoption of Report of the Committee of the Whole**
12. **Consideration and Passing of By-laws**  
Mover Councillor R. Zagordo  
Seconder Councillor S. Spina  
Resolved that all By-laws under item 12 of the Agenda under date August 12, 2024 be approved.
- 12.1 **By-laws before Council to be passed which do not require more than a simple majority**
- 12.1.1 **By-law 2024-122 (Agreement) Kresin Engineering Sackville Road Extension Consulting Services** 178 - 200  
A report from the Manager of Purchasing is on the Agenda.  
Mover Councillor A. Caputo  
Seconder Councillor S. Spina  
Resolved that By-law 2024-122 being a by-law to authorize the execution of the Agreement between the City and Kresin Engineering Corporation for engineering services for the design and contract administration for the extension of Sackville Road to Third Line.
- 12.2 **By-laws before Council for FIRST and SECOND reading which do not require more than a simple majority**
- 12.3 **By-laws before Council for THIRD reading which do not require more than a simple majority**
13. **Questions By, New Business From, or Addresses by Members of Council Concerning Matters Not Otherwise on the Agenda**
14. **Closed Session**
15. **Adjournment**  
Mover Councillor R. Zagordo  
Seconder Councillor S. Hollingsworth  
Resolved that this Council now adjourn.



## REGULAR MEETING OF CITY COUNCIL

### MINUTES

Monday, July 15, 2024

5:00 pm

Council Chambers and Video Conference

Present: Mayor M. Shoemaker, Councillor S. Hollingsworth, Councillor S. Spina, Councillor L. Dufour, Councillor L. Vezeau-Allen, Councillor A. Caputo, Councillor R. Zagordo, Councillor M. Bruni, Councillor S. Kinach, Councillor C. Gardi, Councillor M. Scott

Officials: T. Vair, R. Tyczinski, L. Girardi, S. Schell, N. Ottolino, S. Hamilton Beach, B. Lamming, C. Rumiell, P. Tonazzo, S. Facey, K. Coccimiglio, L. Perry, V. McLeod, T. Anderson, F. Coccimiglio, T. Vecchio, M. Zuppa, M. Borowicz-Sibenik, G. Atkinson, K. Pulkkinen

---

1. **Land Acknowledgement**

2. **Adoption of Minutes**

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that the Minutes of the Regular Council Meeting of June 24, 2024 be approved.

**Carried**

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

4. **Declaration of Pecuniary Interest**

**4.1 Councillor C. Gardi – YMCA Agreements**

Member of YMCA

**4.2 Councillor C. Gardi – By-law 2024-113 (Agreement) YMCA Grant Agreement**

Member of YMCA

**4.3 Councillor C. Gardi – By-law 2024-114 (Agreement) Lease Agreement YMCA**

Member of YMCA

**4.4 Councillor C. Gardi – By-law 2024-115 (Agreement) YMCA Sublease**

Member of YMCA

**4.5 Councillor C. Gardi – By-law 2024-116 (Agreement) YMCA Memorandum of Understanding**

Member of YMCA

**4.6 Councillor C. Gardi – By-law 2024-117 (Delegation) YMCA Lease Agreements**

Member of YMCA

**5. Approve Agenda as Presented**

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor S. Kinach

Resolved that the Agenda for July 15, 2024 City Council Meeting as presented be approved.

**Carried**

**6. Presentations**

**6.1 Algoma Steel Inc.**

Michael Garcia, Chief Executive Officer was in attendance.

**6.2 KPMG**

Oscar Poloni, Audit Partner and Chris Pomeroy, Senior Manager and Eric Pino, Partner were in attendance with respect to Agenda item 8.2.1 2023 Audited Financial Statements.

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

Moved by: Councillor L. Dufour

Seconded by: Councillor S. Kinach

Resolved that all the items listed under date July 15, 2024 – Agenda item 7 – Consent Agenda be approved as recommended.

**Carried**

**7.1 Corporate Strategic Plan 2024-2027**

The report of the CAO was received by Council.

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that the report of the CAO dated July 15, 2024 concerning Corporate Strategic Plan 2024–2027 be received as information.

**Carried**

**7.2 Indigenous Policy and Process Renewal Advisor**

The report of the CAO was received by Council.

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor S. Kinach

Resolved that the report of the CAO dated July 15, 2024 concerning Indigenous Policy and Process Renewal Advisor be received and that Council authorize an increase in complement to establish this new position and authorize a budget increase for the salary related to this position.

**Carried**

**7.3 Canada Community Building Fund**

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

The relevant By-law 2024-92 is listed under item 12 of the Minutes.

**7.4 Advertising Opportunities on the Hub Trail**

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

Moved by: Councillor L. Dufour

Seconded by: Councillor S. Kinach

Resolved that the report of the Deputy CAO of Community Development and Enterprise Services dated July 15, 2024 concerning Advertising on the Hub Trail be received as information.

**Carried**

### **7.5 Tourism Development Fund Applications July 2024**

The report of the Director of Tourism and Community Development was received by Council.

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor S. Kinach

Resolved that the report of the Director of Tourism and Community Development dated July 15, 2024 be received and that the recommendation of the Tourism Sault Ste. Marie Board of Directors to allocate \$86,000 as detailed below be approved:

1. Ermatinger Clergue National Historic Site – Tourism Growth Project \$20,000;
2. Sault Ste. Marie Cricket Club Soo North Cup – \$4,500;
3. Sault Ste. Marie Airport Development Corporation – Canadian Demonstration Snowbird Squadron Airshow \$18,000;
4. Soo Minor Baseball Association – 9U Selects Provincial Championships \$3,500; and
5. Entomica Insectarium – \$40,000.

**Carried**

### **7.6 Ontario’s North Economic Development Consortium Funding**

The report of the Director of Economic Development was received by Council.

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor M. Bruni

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Business Development dated July 15, 2024 concerning Ontario’s North Economic Development Consortium (ONEDC) be received and that Council approve the investment of \$21,000 total over three years through the Community Development Fund – Economic Development Stream to support ONEDC and the Northern Ontario Revenue Accelerator Program.

**Carried**

### **7.7 Arts and Culture Assistance Grant – Late Intake 2024**

The report of the Manager of Recreation and Culture was received by Council.

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that the report of the Manager of Recreation and Culture dated July 15, 2024 concerning Arts and Culture Assistance Grant – Late Intake 2024 allocation of funds be approved as follows:

- Thinking Rock Community Arts – \$5,000;
- Musical Comedy Guild – \$5,000;
- Over the Rainbow Children’s Entertainment – \$3,050;
- Rebeka Herron – \$2,452.52;
- Riley Greco – \$2,439.29;
- Sault Blues Society – \$1,726.19;
- Sault Potters Guild – \$1,432; and
- The Klub Community Centre – \$5,000.

**Carried**

### **7.8 Adopt-A-City-Property Policy**

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

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that the report of the Director of Public Works dated July 15, 2024 concerning Adopt-A-City Property Policy be received and that the policy be approved.

The relevant By-law 2024-112 repealing By-laws 99-91 and 2011-170 is listed under item 12 of the Agenda and will be read with all by-laws under that item.

**Carried**

#### **7.8.1 Adopt-A-City-Property Policy and Amended Application Form**

### **7.9 Five Year Capital Transportation Program (2025–2029)**

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

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor S. Kinach

Resolved that the report of the Director of Engineering dated July 15, 2024 concerning the 2025–2029 Five-Year Capital Transportation Program be received and that:

- Council approve the 2025-2029 programs in principle;
- that the Engineering Division proceed with any local improvement notices for 2025 works;
- that staff procure consulting engineering services for projects not to be completed by in-house staff; and

- that the resurfacing of Great Northern Road between Third Line and Wigle Street be the designated project for the City's application to the 2025 Connecting Link Program.

**Carried**

**7.10 Amend Noise Control By-law 80-200 (Wedding)**

Correspondence requesting an exemption from the noise control by-law was received by Council.

The relevant By-law 2024-99 is listed under item 12 of the Minutes.

**7.11 Wawa Reciprocal Emergency Assistance Agreement**

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

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor M. Bruni

The agreement and relevant By-law 2024-98 is listed under item 12 of the Minutes.

**Carried**

**7.12 Wawa Court Licence of Occupation (Provincial Offences)**

The report of the Court Liaison Supervisor was received by Council.

The relevant By-law 2024-105 is listed under item 12 of the Minutes.

**7.13 Building Faster Fund Investment Plan**

The report of the Junior Planner was received by Council.

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor M. Bruni

Resolved that the Report of the Junior Planner dated July 15, 2024 concerning the Building Faster Fund Investment Plan be received and that Council:

- approve the municipal Build Faster Fund Investment Plan for 2024; and
- enter into a Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing.

**Carried.**

The relevant By-law 2024-110 is listed under item 12 of the Minutes

**7.14 Association of Municipalities of Ontario**

AMO's Homelessness Encampments policy document was received by Council.

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

**8.1 Administration**

**8.1.1 Appointment of Deputy CAO Public Works and Engineering Services**

The report of the CAO was received by Council.

The relevant By-law 2024-99 is listed under item 12 of the Minutes.

**8.2 Corporate Services**

**8.2.1 2023 Audited Financial Statements**

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

Moved by: Councillor L. Dufour

Seconded by: Councillor S. Kinach

Resolved that the report of the Chief Financial Officer and Treasurer dated July 15, 2024 concerning 2023 Audited Financial Statements be received and that the financial statements be approved.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Mayor M. Shoemaker	X			
Councillor S. Hollingsworth	X			
Councillor S. Spina	X			
Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi	X			
Councillor M. Scott	X			
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>Carried</b>

### **8.3 Community Development and Enterprise Services**

#### **8.3.1 YMCA Agreements**

Councillor C. Gardi declared a conflict on this item. (Member of YMCA)

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

Jake D'Agostini, Director, Sault Ste. Marie YMCA, Jared MacSween, Acting General Manager, Sault Ste. Marie YMCA and Jim Janzen, Senior Vice President YMCA Ontario Resource Development Ontario was in attendance.

The relevant By-laws 2024-113, 2024-114, 2024-115, and 2024-116 are listed under item 12 of the Minutes.

#### **Insurance Requirement for YMCA Lease Agreements**

The report of the City Solicitor was received by Council.

The relevant By-law 2024-117 is listed under item 12 of the Minutes.

### **8.4 Public Works and Engineering Services**

### **8.5 Fire Services**

### **8.6 Legal**

### **8.7 Planning**

### **8.8 Boards and Committees**

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

### **9.1 Physician Assistant Recruitment**

Moved by: Councillor S. Hollingsworth

Seconded by: Councillor S. Spina

Whereas in January 2024 the Council of the City of Sault Ste. Marie passed a resolution seeking staff feedback on adding nurse practitioner recruitment to the scope of the Physician Recruitment Committee; and

Whereas Council is awaiting a recommendation on that issue; and

Whereas the City of Sault Ste. Marie is pushing for the development of a distributed-model third campus for NOSM-U which could include, among other things, the training of allied healthcare professionals; and

Whereas the shortage of family physicians in Sault Ste. Marie and province-wide is impacting the health and well-being of residents; and

Whereas opportunities exist to alleviate the caseload of routine family medicine treatment through the targeted use of allied healthcare professionals;

Now Therefore Be It Resolved that staff be requested to include recruitment of Physician Assistants and any other allied healthcare professionals deemed beneficial to the well-being of the community into their investigation on a potential widening of the scope of the Physician Recruitment Committee.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Mayor M. Shoemaker	X			
Councillor S. Hollingsworth	X			
Councillor S. Spina	X			
Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi	X			
Councillor M. Scott	X			
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>Carried</b>

**9.2 Goose Management Proposal**

Moved by: Councillor A. Caputo  
 Seconded by: Councillor R. Zagordo

Whereas it is important to maintain a healthy balance of wildlife and people in our community; and

Whereas according to Environment Canada temperate-breeding Canada geese can damage grass, plants, parks, crops, and other green spaces, while goose droppings foul footpaths,

docks, beaches, lawns, parks and contribute to contamination of nearby water with parasites and coliform bacteria; and

Whereas both geese with nests or young are known to be aggressive toward humans and pets; and

Whereas geese are particularly attracted to grass near water, which leads to conflict between humans and geese at places like the boardwalk, Bellevue Park, Clergue Park and many other main City attractions; and

Whereas these attractions have been put in place for the use of citizens and to encourage tourism to our city, but the presence of geese and goose droppings deters people from being able to utilize these areas to their full potential; and

Whereas municipalities such as Orillia, Barrie, Simcoe, and Ramara have successfully implemented goose management plans;

Now Therefore Be It Resolved that staff be requested to report back to Council regarding the cost and feasibility of a goose management plan in Sault Ste Marie;

Further Be It Resolved that the report include the current amount being spent to manage geese, including clean-up, and any current tactics being used to curb goose and human interaction.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Mayor M. Shoemaker	X			
Councillor S. Hollingsworth	X			
Councillor S. Spina	X			
Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi	X			
Councillor M. Scott	X			
<b>Results</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>Carried</b>

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

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

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

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that all By-laws under item 12 of the Agenda under date July 15, 2024 save and except By-laws 2024-113, 2024-114, 2024-115, 2024-116 and 2024-117 be approved.

**Carried**

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

**12.1.1 By-law 2024-92 (Agreement) Canada Community-Building Fund (AMO)**

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-law 2024-92 being a by-law to authorize the execution of the Agreement between the City and The Association of Municipalities of Ontario for access to the Canada Community-Building Fund be passed in open Council this 15th day of July, 2024.

**Carried**

**12.1.2 By-law 2024-98 (Agreement) Municipality of Wawa Reciprocal Emergency Assistance**

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-law 2024-98 being a by-law to authorize the execution of the Agreement between the City and the Municipality of Wawa to enhance emergency management capabilities through shared resources and mutual aid during emergencies be passed in open Council this 15th day of July, 2024.

**Carried**

**12.1.3 By-law 2024-99 (Regulations) Amend Noise Control By-law 80-200 (Wedding)**

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-Law 2024-99 being a by-law to exempt the wedding of Meggie Opala and Lucas Virtanen at 151 Simpson Street on Saturday, August 24, 2024 from 11:00 p.m. to 12:30 a.m. from Noise Control By-law 80-200 be passed in open Council this 15th day of July, 2024.

**Carried**

**12.1.4 By-law 2024-105 (Agreement) Wawa Provincial Offences Court Licence of Occupation**

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-law 2024-105 being a by-law to authorize the execution of the Agreement between the City and the Municipality of Wawa for the City's use of office space to conduct Provincial Offences Court be passed in open Council this 15th day of July, 2024.

**Carried**

**12.1.5 By-law 2024-110 (Agreement) Building Faster Fund**

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-Law 2024-110 being a by-law to authorize the execution of the Agreement between the City and His Majesty the King in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Building Faster Fund Transfer Payment Agreement be passed in open Council this 15th day of July, 2024.

**Carried**

**12.1.6 By-law 2024-111 (Agreement) James L. McIntyre Exterior Cladding Replacement**

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-law 2024-111 being a by-law to authorize the execution of the Agreement between the City and Everest Masonry Corp. 1000378194 for the exterior cladding at the James L. McIntyre Centennial Library as required by Sault Ste. Marie Public Library be passed in open Council this 15th day of July, 2024.

**Carried**

**12.1.7 By-law 2024-112 (Adopt-a-Street/Adopt-a-Park) Repealing By-law 99-91 and Amending By-law 2011-170**

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor S. Kinach

Resolved that By-law 2024-112, being a by-law to repeal By-law 99-91 (a by-law to authorize the standard form Adopt-A-Street and Adopt-a-Park agreements) and to repeal Amending By-law 2011-170, be passed in open Council this 15th day of July, 2024.

**Carried**

**12.1.12 By-law 2024-97 (Appointment) Appointment of Deputy CAO Public Works and Engineering Services**

Moved by: Councillor L. Dufour  
 Seconded by: Councillor M. Bruni

Resolved that By-law 2024-97, bring a by-law to appoint Susan Hamilton Beach as Deputy CAO, Public Works and Engineering Services be passed in open Council this 15th day of July 2024.

**Carried**

**12.1.8 By-law 2024-113 (Agreement) YMCA Grant Agreement**

Councillor C. Gardi declared a conflict on this item. (Member of YMCA)

Moved by: Councillor L. Dufour  
 Seconded by: Councillor M. Bruni

Resolved that By-Law 2024-113 being a by-law to authorize the execution of the Grant Agreement between the City and Young Men's Christian Association of Sault Ste. Marie for the Community Development Fund Grant for the building at 235 McNabb Street, Sault Ste. Marie, Ontario be passed in open Council this 15th day of July, 2024.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Mayor M. Shoemaker	X			
Councillor S. Hollingsworth	X			
Councillor S. Spina	X			
Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi			<b>X</b>	
Councillor M. Scott	X			
<b>Results</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>0</b>

**Carried**

**12.1.9 By-law 2024-114 (Agreement) Lease Agreement YMCA**

Councillor C. Gardi declared a conflict on this item. (Member of YMCA)

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-Law 2024-114 being a by-law to authorize the execution of the Lease Agreement between the City and 1000943321 Ontario Inc. for the YMCA building at 235 McNabb Street, Sault Ste. Marie, Ontario be passed in open Council this 15th day of July, 2024.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Mayor M. Shoemaker	X			
Councillor S. Hollingsworth	X			
Councillor S. Spina	X			
Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi			X	
Councillor M. Scott	X			
<b>Results</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>0</b>
				<b>Carried</b>

**12.1.10 By-law 2024-115 (Agreement) YMCA Sublease**

Councillor C. Gardi declared a conflict on this item. (Member of YMCA)

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-law 2024-115 being a by-law to authorize the execution of the Agreement between the City and Young Men’s Christian Association of Sault Ste. Marie for the Sublease

for the building at 235 McNabb Street in Sault Ste. Marie, Ontario be passed in open Council this 15th day of July, 2024.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Mayor M. Shoemaker	X			
Councillor S. Hollingsworth	X			
Councillor S. Spina	X			
Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi			X	
Councillor M. Scott	X			
<b>Results</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>0</b>
				<b>Carried</b>

**12.1.11 By-law 2024-116 (Agreement) YMCA Memorandum of Understanding**

Councillor C. Gardi declared a conflict on this item. (Member of YMCA)

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-law 2024-116 being a by-law to authorize the execution of the Agreement between the City and Young Men’s Christian Association of Sault Ste. Marie for the Memorandum of Understanding for the building at 235 McNabb Street in Sault Ste. Marie, Ontario be passed in open Council this 15th day of July, 2024.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Mayor M. Shoemaker	X			
Councillor S. Hollingsworth	X			
Councillor S. Spina	X			

July 15, 2024 Council Minutes

Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi			X	
Councillor M. Scott	X			
<b>Results</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>0</b>
				<b>Carried</b>

**12.1.13 By-law 2024-117 (Delegation) YMCA Lease Agreements**

Councillor C. Gardi declared a conflict on this item. (Member of YMCA)

Moved by: Councillor L. Dufour

Seconded by: Councillor M. Bruni

Resolved that By-law 2024-117 being a by-law to delegate authority to the Chief Administrative Officer to execute changes to the agreements with the Young Men's Christian Association and 1000943321 Ontario Inc. be passed in open Council this 15th day of July, 2024.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Mayor M. Shoemaker	X			
Councillor S. Hollingsworth	X			
Councillor S. Spina	X			
Councillor L. Dufour	X			
Councillor L. Vezeau-Allen	X			
Councillor A. Caputo	X			
Councillor R. Zagordo	X			
Councillor M. Bruni	X			
Councillor S. Kinach	X			
Councillor C. Gardi			X	

Councillor M. Scott	X				
<b>Results</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>Carried</b>

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

**14. Closed Session**

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor M. Bruni

Resolved that this Council move into closed session to discuss:

- one item concerning proposed acquisition of land; and
- one item concerning a position, plan, procedure, criteria or instruction 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 continue to discuss the same without the need for a further authorizing resolution.

*Municipal Act R.S.O. 2002 – section 239 2 (c) a proposed or pending acquisition or disposition of land by the municipality or local board and section 239 2 (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*

**Carried**

**15. Adjournment**

Moved by: Councillor L. Vezeau-Allen

Seconded by: Councillor S. Kinach

Resolved that this Council now adjourn.

**Carried**

---

Mayor

---

City Clerk

# Integrity Commissioner's Report

For

## The City of Sault Ste. Marie

Investigation of Complaint against Mayor Matthew Shoemaker  
Investigation of Complaint against Councillor Lisa Vezeau-Allen

Date of Requests for Investigation : May 21, 2024  
Date of Presentation of Report : August 12, 2024  
(Acting) Integrity Commissioner : John R. Hart, B.Comm. LLB  
Barrister & Solicitor

Ritchie Ketcheson Hart &  
Biggart LLP  
1 Eva Road, Suite 206  
Toronto, Ontario M9C 4Z5  
Tel: (416) 622-6601  
Fax: (416) 622-4713  
Email: [jhart@ritchieketcheson.com](mailto:jhart@ritchieketcheson.com)

**INTEGRITY COMMISSIONER'S REPORT FOR  
THE CORPORATION OF CITY OF SAULT STE. MARIE**

**REQUEST FOR INVESTIGATION**

Two Requests for Investigation were submitted to the City of Sault Ste. Marie arising out of the same fact scenario, with one Request for Investigation being submitted in respect of allegations against Mayor Matthew Shoemaker and the other Request for Investigation being submitted in respect of allegations against Councillor Lisa Vezeau-Allen. I am identifying the Council Members as their identities are necessary to understand this matter and I will be setting out my authority and rationale for so doing later in this report. Given the similarity of facts in these Requests for Investigation, I enquired of the Requestor as to whether the two Requests for Investigation could be considered together. The Requestor provided a consent to that course of action.

Accordingly, this decision is provided in respect of the allegations made against Mayor Matthew Shoemaker and against Councillor Lisa Vezeau-Allen.

**PRELIMINARY MATTER/REQUESTOR**

Appendix A to the Code of Conduct (Council and Local Boards) of the City of Sault Ste. Marie outlines the Complaint Protocol and, in that Appendix, the procedure for making a Complaint is set out. That procedure provides that “any individual who identifies or witnesses behaviour or activity by a member of Council... that appears to be in contravention of the Code of Conduct for Council and Local Boards may address the prohibited behaviour or activity themselves...” (emphasis added). The procedure for making a Complaint continues by stating that “(i)ndividuals are encouraged to pursue this informal complaint procedure as the first means of remedying behaviour or an activity that they believe violates the Code of Conduct; however, the informal process is not a precondition or a prerequisite to pursuing the formal complaint procedure” (emphasis added).

The Formal Complaints procedure set out in the Code of Conduct Complaint Protocol simply outlines the way in which a formal complaint is to be processed and does not provide further direction about who may make a complaint.

In both of the Requests for Investigation, the Requestor is identified as a particular Ratepayers' Association, as represented by a named individual.

The procedure for making a Complaint specifies that it is an "individual" who must make a Request for Investigation. Whether an incorporated Ratepayers' Association would qualify as an individual is not something that I need to decide, as the Ratepayers' Association identified in both Requests for Investigation is not incorporated. An unincorporated ratepayers' association is simply a group of individuals and there is only one named individual identified on both Requests for Investigation. That is the individual who identified themselves as representing the Ratepayers' Association. Given that this was the only named individual identified on both Requests for Investigation, I permitted an amendment to the Request for Investigation to allow this individual to become the Requestor.

#### **PRELIMINARY MATTER/CONFIDENTIALITY**

The Code of Conduct provides that I am to "carry out all inquiries in a manner which will ensure that the individual to whom the complaint relates is treated fairly".

The Code of Conduct further provides that all complaints are to be "treated as confidential to the extent possible".

As the Code of Conduct does not mandate complete confidentiality for complaints, in that it provides that complaints "are to be treated as confidential to the extent possible", I have determined that in order to treat the individuals to whom the complaints relate (i.e. Mayor Matthew Shoemaker and Councillor Lisa Vezeau-Allen) "fairly", as I am directed to do by the Code of Conduct, I must of necessity identify these individuals in this Report.

I have not identified the Requestor and there is no need to do so in reaching my decision herein.

**DATE & PLACE OF INCIDENT**

Each of the two Requests for Investigation identified the allegations complained of as having occurred on March 18<sup>th</sup>, 2024 during a City Council Meeting held on that date.

A schedule was appended to each of the two Requests for Information and that schedule was substantially the same on both, but for the particulars of the allegations. Both schedules contained three general types of submissions:

1. Background facts that had occurred before March 18<sup>th</sup>, 2024;
2. Post-March 18<sup>th</sup>, 2024 facts, which are not complained of in the Request for Investigation;
3. Arguments and submissions.

Given that both Requests for Investigations clearly stated that the date of the allegations being complained of was March 18<sup>th</sup>, 2024, I shall only examine the comments of Mayor Matthew Shoemaker and Councillor Lisa Vezeau-Allen on that date during the City Council Meeting for the purpose of determining whether a breach of the Code of Conduct by either or both of them occurred.

**BACKGROUND**

To make my determination, it is necessary that I outline the background that led to the comments made by Mayor Matthew Shoemaker and Councillor Lisa Vezeau-Allen on March 18<sup>th</sup>, 2024. Furthermore, to put this matter in better perspective, I intend to outline the events that unfolded after the Council Meeting held on March 18<sup>th</sup>, 2024, some of which are recited in Schedule 'A' to both Requests for Investigation.

I have reviewed segments of three City Council meetings and I have noted below the start and finish time of each segment that I reviewed.

**A. COUNCIL MEETING JANUARY 29, 2024 (Start 2:05:30/Finish 2:19:16)**

The issue of external consultant fees as part of the City's budget was being debated by City Council and a Motion in that regard was moved by Councillor S. Kinach and seconded by Councillor M. Bruni, which Motion stated:

**9.3 Use of Consultants**

**Moved by: Councillor S. Kinach**

**Seconded by: Councillor M. Bruni**

**Whereas the City has increased its dependences on consultants over the years;  
and**

**Whereas the federal government has just reviewed its consulting policy and  
found that it was overspending; and**

**Whereas consulting fees are not currently a line item in the budget and  
therefore cannot be properly discussed at the budget meeting; and**

**Whereas the previous Council spent roughly \$11 million between 2019-2023 on  
consulting services;**

**Now Therefore Be It Resolved that staff be requested to report back to City  
Council with a plan to make consultant fees a line item in the budget, reduce  
reliance on consulting firms, and a strategy to have more projects done in-  
house”.**

Subsequently that Motion was amended, and the following Motion was moved by Councillor Kinach and seconded by Councillor Bruni. Schedule 'A' to both of the Requests for Investigations set out the amended motion referenced below.

**“Whereas the City has increased its dependence on consultants over the  
years; and**

**Whereas the federal government itself just reviewed its consulting policy and found it was overspending; and**

**Whereas consulting fees are not currently a line item in the budget and therefore cannot be properly discussed at the budget meeting; and**

**Whereas the previous Council spent roughly \$11 million between 2019 and 2023 on consulting fees;**

**Now Therefore Be it Resolved that staff be requested to report back to City Council with a plan to make consultant fees a line item within each departmental budget,**

**Further be it resolved that staff report to Council by the end of Q1 to summarize the purposes for which each of the City's ten main service areas use consultants.**

The resolutions tabled for consideration in the Amended Motion were passed by City Council.

#### **B. STAFF REPORT MARCH 18<sup>TH</sup>, 2024**

As indicated above, the two resolutions relating to consultants were passed by City Council on January 29, 2024. Those resolutions were:

- 1. That staff be requested to report back to City Council with a plan to make consultant fees a line item within each departmental budget.**
- 2. That staff report to Council by the end of Q1 to summarise the purposes for which each of the City's ten main service areas use consultants.**

A Council Report dated March 18<sup>th</sup>, 2024 was prepared by Tom Vair, CAO, and submitted for consideration at the City Council Meeting to be held on March 18, 2024, which Council Report responded to the resolutions of Council dated January 29<sup>th</sup>, 2024.

### C. COUNCIL MEETING MARCH 18, 2024 (Start 1:47:47/Finish 1:59:41)

Councillor Kinach was the first person to speak to the March 18, 2024 Report. In his remarks, Councillor Kinach made certain remarks directed at staff. Both Mayor Matthew Shoemaker and Councillor Lisa Vezeau-Allen spoke after Councillor Kinach spoke, commenting on Councillor Kinach's remarks and I will address the remarks made by Mayor Matthew Shoemaker and Councillor Lisa Vezeau-Allen below, as these are the remarks complained of in the Requests for Investigation.

### D. INTEGRITY COMMISSIONER DECISION DATED APRIL 4<sup>TH</sup>, 2024

On April 1<sup>st</sup>, 2024, Councillor Kinach contacted Antoinette Blunt, the Integrity Commissioner of the City of Sault Ste. Marie, in accordance with the provisions of Appendix C contained in the Code of Conduct. In that regard, Councillor Kinach submitted a Request for Advice, relating to the remarks that he made on March 18, 2024. As a result of that Request for Advice, Ms. Blunt (i) reviewed the applicable portion of the March 18, 2024 City Council meeting, (ii) met with Councillor Kinach, and (iii) prepared an Integrity Commissioner's Report dated April 4<sup>th</sup>, 2024, in which she found that Councillor Kinach had breached the Code of Conduct. Because she found that Councillor Kinach had breached the Code of Conduct, Ms. Blunt's Report was submitted to the Mayor and Members of Council of the City for a determination of the sanction to be imposed upon Councillor Kinach.

In her Report, the Integrity Commissioner described the advice requested of her as follows:

**“Councillor Kinach wrote that an issue arose from comments made by him at the Meeting of Council on March 18, 2024, about a report to Council from Tom Vair, CAO regarding the use of Consultants for City Operations. After the Council meeting Councillor Kinach met with Mr. Vair and Mayor Shoemaker and was asked to apologize for his remarks at the next Council Meeting on April 8, 2024. Councillor Kinach then filed the written Request for Advice with the**

**Integrity Commissioner. In this request Councillor Kinach noted his remarks were found upsetting to staff. Councillor Kinach also provided the Integrity Commissioner with several emails exchanged between himself, the Mayor and CAO regarding this matter.”**

It is to be noted that this request originated with Councillor Kinach as a Request for Advice made by him pursuant to the Code of Conduct.

The Code of Conduct provides that in circumstances such as this, where the Integrity Commissioner determines that a violation has occurred, the Integrity Commissioner is obligated to report such violation to City Council and include in such report any recommendation for sanction that the Integrity Commissioner considers appropriate.

The Integrity Commissioner, in her report dated April 04, 2024, determined that the remarks made at the Council Meeting of March 18<sup>th</sup>, 2024 by Councillor Kinach about staff “were found to be inappropriate and contrary to the Code of Conduct”.

The recommendation for sanction contained in the Integrity Commissioner’s Report was that Councillor Kinach apologize at a meeting of Council for making for the inappropriate remarks regarding staff.

#### **E. COUNCIL MEETING APRIL 8<sup>TH</sup>, 2024 (Start 1:14:16/Finish 1:50:38)**

The report of the Integrity Commissioner dated April 4<sup>th</sup>, 2024 came before City Council for consideration on April 8<sup>th</sup>, 2024.

At that meeting, City Council was prepared to accept the recommendation of the Integrity Commissioner, that being that Councillor Kinach apologize; however, Councillor Kinach chose not to apologize. Thereafter, a debate occurred about whether the matter should be returned to the Integrity Commissioner or whether City Council should impose a further sanction as a result of the refusal of Councillor Kinach to apologize. During this debate, Councillor Kinach was

reminded that a determination had previously been made by the Integrity Commissioner regarding his violation of the Code of Conduct, and that such determination was now not debatable. What was being debated was the sanction, and the debate ultimately had to be controlled by Mayor Shoemaker pursuant to his powers under the City's Procedures By-Law.

City Council ultimately chose not to send the matter back to the Integrity Commissioner and imposed a sanction of a reprimand upon Councillor Kinach, given his refusal to apologize.

**ISSUES FOR CONSIDERATION**

The March 18<sup>th</sup>, 2024 City Council Meeting and related report are readily available for review, and a determination of who said what to whom about what can be made from a review of the City Council Meeting video. Nonetheless, I conducted an interview of the individual Requestor, as I had concerns about the preliminary issue that I outlined above.

The individual Requestor advised me that they were not in attendance at either the January 29<sup>th</sup>, 2024 meeting or the March 18<sup>th</sup>, 2024 meeting, nor had they reviewed the videos of same. As well, the Requestor had not reviewed the Code of Conduct decision of the Integrity Commissioner dated April 4<sup>th</sup>, 2024.

To understand fully what has transpired in this matter, it is necessary for one to review all of the matters discussed above.

As such, it is worth noting that on March 18<sup>th</sup>, 2024, both Mayor Matthew Shoemaker and Councillor Lisa Vezeau-Allen were responding to and commenting upon remarks made by Councillor Kinach, which remarks were ultimately found by the Integrity Commissioner to be in violation of the Code of Conduct.

I have listened to the remarks of Mayor Matthew Shoemaker made on March 18<sup>th</sup>, 2024 that he directed to Councillor Kinach.

I have listened to the remarks of Councillor Lisa Vezeau-Allen made on March 18<sup>th</sup>, 2024 that she directed to Councillor Kinach.

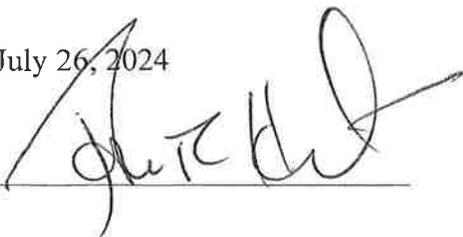
I find that both Mayor Matthew Shoemaker and Councillor Lisa Vezeau-Allen were attempting to assist Councillor Kinach with the way in which he should be approaching this matter to fulfil his desired outcomes.

**CONCLUSION**

I find that Mayor Matthew Shoemaker’s remarks did not violate the Code of Conduct of the City of Sault Ste. Marie and conclude that Mayor Matthew Shoemaker is not in violation of the Code of Conduct of the City of Sault Ste. Marie

I find that Councillor Lisa Vezeau-Allen’s remarks did not violate the Code of Conduct of the City of Sault Ste. Marie and conclude that Councillor Lisa Vezeau-Allen is not in violation of the Code of Conduct of the City of Sault Ste. Marie

Submitted: July 26, 2024

A handwritten signature in black ink, appearing to read "John R. Hart", is written over a horizontal line. The signature is stylized and cursive.

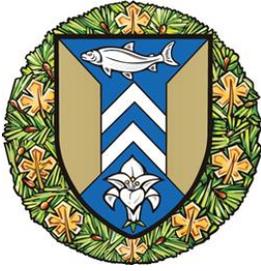
John R. Hart

(Acting) Integrity Commissioner for The Corporation of the City of Sault Ste. Marie

Meeting Date	Department	Agenda Item	Assigned To	Due Date	Comments	Description	Sponsored By
28-May-18	CAO CD&ES	Jamestown Health Equity Centre	T. Vair B. Lamming	Q3 2024	Council received Planning report October 7, 2019 for Jamestown revitalization that included this in scope of work; and the James Street Neighbourhood Strategy October 26, 2020 – Agenda item 7.7.1	Work with Algoma Leadership Table and other community partners to assess need for harm reduction and health equity services specifically in Jamestown, including cost estimates.	M. Shoemaker R. Niro
4-Mar-19	CD&ES	Active Transportation	P. Tonazzo	Q3 2024	Report December 13, 2021 – Agenda item 6.3 – Active Transportation Master Plan project approved and RFP awarded. Report August 29, 2022 – Agenda item 7.11 – fall public consultation planned	Report as part of the preliminary capital budget identifying how Transportation Master Plan, Cycling Master Plan, Active Transportation Implementation Strategy and Transit Route Optimization Study recommendations will be implemented and for all new municipal facilities, new streets, and road reconstruction projects report on how principles of complete streets will be used to ensure that municipal facilities and roadways incorporate all modes of transportation.	D. Hilsinger M. Shoemaker
12-Apr-21	CAO	Sustainable Development	T. Vair	Q3 2024		Outline options available to the municipality to ensure that the cost of new development accurately reflects the cost to the general levy.	L. Dufour M. Scott
13-Dec-21	Legal	AIM Recycling	K. Fields	Q4 2024	Report August 8, 2022 – Agenda item 7.20 – by-law to return at a future Council meeting, and enforcement requirements to be referred to 2023 Budget; Report August 28, 2023 – Agenda item 7.13 – additional consultation required	Staff to review whether a business licensing approach can be used to address some of the concerns noted by residents in the area of AIM Recycling and, by extension, the community at large concerning existing or future salvage/metal processing operations.	C. Gardi M. Scott
13-Dec-21	Clerks Legal	Taxi Licensing	R. Tyczinski K. Fields	Q4 2024	Report August 8, 2022 – Agenda item 7.2 – by-law to return at a future Council meeting, and enforcement requirements to be referred to Budget	City and Police Service to assess how the administration and enforcement of the by-law is operating and report back with any recommendations.	L. Vezeau-Allen D. Hilsinger
31-Jan-22	CAO	Administrative Support to Police Services	T. Vair	Q3 2024	Report April 8, 2024 – Agenda item 7.2 – return to Council with updates on recommendations and potential financial information	CAO to work with the Police Chief and respective senior staff to assess the City providing further administrative services to Sault Ste. Marie Police Services in an effort to decrease the cost to ratepayers.	L. Vezeau-Allen M. Shoemaker
22-Feb-22	CD&ES	Community Improvement Plan	B. Lamming P. Tonazzo	Q3 2024		Staff draft and bring back to Council a community improvement plan that addresses both the adaptive re-use of existing buildings in the community, and the option of demolishing and redeveloping unsalvageable buildings in the community within six months.	M. Shoemaker L. Dufour
21-Mar-22	CAO CD&ES	Undeveloped Property in "Gateway" Site	T. Vair B. Lamming	Q4 2024		The CAO and Deputy CAO, CD&ES work with the SSM Housing Corporation to consider and assess a high density residential development for the Gateway Site and report back.	L. Dufour D. Hilsinger

12-Dec-22	CAO Legal Planning	Supervised Consumption Site	T. Vair K. Fields P. Tonazzo	Q4 2024	Report December 18, 2023 – Agenda item 7.2	Review the process for establishment of a supervised consumption site, including necessary applications, which entity should lead the effort, and next steps.	S. Spina S. Kinach
9-Jan-23	Corporate Services	Elections Signs	R. Tyczinski	Q3 2024		Review other municipal by-laws, specifically to limiting the number of signs used and the imposition of election sign permits, and report back with a recommendation regarding a new election sign by-law for municipal, provincial and federal elections (including school board and/or other type of elections).	S. Hollingsworth S. Spina
20-Mar-23	CD&ES	Affordable Housing – New Foundations	P. Tonazzo	Q3 2024		Affordable Housing Task Force review the New Foundations program in the City of Barrie and make a recommendation on whether a similar program could be implemented locally, including structure and required budget.	L. Dufour A. Caputo
11-Apr-23	PW&ES	Better Traffic Flow / Less Idling	L. Girardi	Q3 2024	Report October 30, 2023 – Agenda item 7.19; recommended removal studies and public consultation for three intersections	Staff review traffic signals and determine if there are improvements that can be made that will: improve traffic flow; reduce unnecessary idling; determine where traffic signals are unwarranted; recommend alternate traffic management techniques; and any other outcome that will generally make the movement within the municipality easier and report back by Sept 2023.	C. Gardi S. Spina
11-Apr-23	CD&ES Finance	Property Demolition Fund	B. Lamming S. Schell	Q3 2024		Affordable Housing Taskforce to determine a target amount for Property Demolition Fund Reserve, what criteria would be used to access said reserve, and options for replenishment of the reserve as it depletes.	A. Caputo R. Zagordo
29-May-23	CD&ES	Food Truck Park Proposal	B. Lamming	Q3 2024		Report on the feasibility of a Food Truck Park with the construction of a covered structure within the downtown area, and an equitable vendor application process.	A. Caputo R. Zagordo
29-May-23	Human Resources	Living Wage	N. Ottolino	Q3 2024	Report January 8, 2024 – Agenda item 7.1 – Bring back revised wage grid for Council's consideration	Report to Council regarding instituting a living wage policy for the Corporation.	A. Caputo L. Vezeau-Allen
10-Jul-23	CD&ES PW&ES	Bellevue Park Urban Beach	B. Lamming L. Girardi	Q3 2024		Explore the feasibility, steps required, location, and potential costs to develop an urban beach at Bellevue Park, including locking kayak infrastructure.	M. Scott S. Spina
18-Sep-23	CD&ES	Graffiti Committee	B. Lamming	Q3 2024		Community Committee on Graffiti be revitalized and staff develop a Terms of Reference and Committee structure.	L. Vezeau-Allen S. Spina

10-Oct-23	Fire	Hope's Cradle	P. Johnson	Q3 2024	Work with appropriate agencies and report back with recommendations for the implementation of Hope's Cradle in a central location in Sault Ste. Marie.	A. Caputo L. Vezeau-Allen
30-Oct-23	CD&ES	Bike Lane Link	P. Tonazzo	Q4 2024	Report back by April 2024 with recommendations on the possibility of constructing a welcome sign with existing city biking lanes and on the cost and design of a link for cyclists from the end of the bike trail at Highway 17B to the City's existing cycling route on Queen Street, and whether there are funding opportunities available from other levels of government.	S. Hollingsworth S. Spina
30-Oct-23	PW&ES	Traffic Calming	C. Rumiel	Q3 2024	Refer traffic calming measures (e.g. "road diet" design methods) to the Speed Management Task Force for a recommendation on implementation whenever a street is constructed, resurfaced or altered to manage traffic volume and speed.	S. Hollingsworth A. Caputo
29-Jan-24	Human Resources	Living Wage Comparators	N. Ottolino	Q3 2024	Staff investigate City positions and external comparators with a view to creating a liveable wage target and review all of the City's non-union salary grids including part time employees and students.	A. Caputo L. Vezeau-Allen
24-Jun-24	CD&ES	Clean-up of Waterfront and Marinas	B. Lamming	Q4 2024	review the process of installing "Seabins" at local marinas and strategic waterfront areas and report back with a plan and cost to implement the installation before the end of the 2024 season.	S. Spina A. Caputo
24-Jun-24	CD&ES	Bike Valets	B. Lamming	Q4 2024	Research a pilot project of bike valets in key downtown areas in Sault Ste. Marie during the summer months.	A. Caputo S. Spina
24-Jun-24	PW&ES	Ronald A. Irwin Civic Centre Seventh Floor Space	C. Rumiel	Q4 2024	Inspect the seventh floor space and report to Council on a possible business plan to create a commercial space.	L. Vezeau-Allen C. Gardi
24-Jun-24	CD&ES PW&ES	Self-Cleaning Public Toilets	B. Lamming L. Girardi	Q4 2024	Research the possibility of self-cleaning toilet facilities in our community, including potential locations, cost, and maintenance responsibilities.	L. Vezeau-Allen A. Caputo
15-Jul-24	PW&ES	Goose Management Proposal	S. Hamilton Beach	Q4 2024	Investigate the feasibility of a goose management plan including the current amount being spent to manage geese and any current tactics being used to curb goose and human interaction.	A. Caputo R. Zagordo
15-Jul-24						



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

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Steve Facey, Manager of Finance  
DEPARTMENT: Corporate Services  
RE: Second Quarter Financial Report – June 30, 2024

---

**Purpose**

The purpose of this report is to provide Council the second quarter financial report for 2024.

**Background**

Council reviews unaudited financial reports on a quarterly basis.

**Analysis**

The second quarter financial results are presented for Council's information. At this time, the results of the financial information are not indicating any significant variances. Generally, departments are trending on budget, which is evident in Appendix A.

Corporately, salaries and benefits are trending slightly under budget. Should this trend continue, staff will return during the third quarter report with a refined estimate of salary gapping.

Fire Services should also be highlighted as the second quarter reflects a full year of actual expenditures after the direction to hire additional firefighters was received during the 2023 budget. Salary costs are trending close to budget and overtime costs are manageable within the existing line items. Staff from Fire Services are intending to return to Council with a report outlining further details related to overtime trends, actual expenditures, and the successes of the decision.

Winter control expenditures have been analyzed in depth as well. A surplus in the range of \$250,000 to \$400,000 can be anticipated for 2024 as of June 30. This is assuming that November and December winter events can be managed with remaining budgets. Staff will return to Council once the fourth quarter has concluded and will reflect on total spending with respect to these activities.

The second quarter represents a positive assessment growth of 0.22% as highlighted in Appendix B. In addition to this, building permits value approximately \$111.6 million compared to \$63.7 million in 2023.

Finally, a summary of the 2024 capital program is included for Council's information. This information reflects actual expenditures and commitments equating to 29%.

**Financial Implications**

There are no direct financial implications at this time.

The intent of the quarterly financial reports is to provide actual expenditures, both operating and capital, for the given period of time. Staff, if able to do so, also try to provide Council a projected position at the end of the year.

A significant variance is not anticipated for the 2024 year-end at this time. Staff will continue to provide additional information to Council in future reports.

**Strategic Plan / Policy Impact / Climate Impact**

This financial reporting is not an activity directly related to the strategic plan or climate action plan.

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Finance dated August 12, 2023 concerning Second Quarter Financial Report – June 30, 2024 be received as information.

Respectfully submitted,

Steve Facey  
Manager of Finance  
705.759.5356  
[s.facey@cityssm.on.ca](mailto:s.facey@cityssm.on.ca)

# City of Sault Ste. Marie - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem 50%	Actual To: June	2023
<b>REVENUE</b>						
Taxation	(\$141,638,248.24)	(\$143,335,325.00)	(\$1,697,076.76)	1.18%	(\$135,155,448.65)	(\$136,832,579.00)
Payment in lieu of taxes	(\$2,031,635.10)	(\$4,888,407.00)	(\$2,856,771.90)	58.44%	(\$2,247,940.85)	(\$4,573,680.00)
Fees and user charges	(\$16,182,767.98)	(\$34,645,433.00)	(\$18,462,665.02)	53.29%	(\$17,011,955.13)	(\$30,517,261.00)
Government grants	(\$12,347,659.39)	(\$20,697,425.00)	(\$8,349,765.61)	40.34%	(\$11,610,647.34)	(\$20,330,845.00)
Interest and investment income	(\$3,309,938.19)	(\$6,289,000.00)	(\$2,979,061.81)	47.37%	(\$3,285,512.15)	(\$4,780,000.00)
Contribution from own funds	(\$4,200.00)	(\$1,766,416.00)	(\$1,762,216.00)	99.76%		(\$2,125,143.00)
Other income	(\$1,429,071.14)	(\$2,839,746.00)	(\$1,410,674.86)	49.68%	(\$1,576,856.19)	(\$2,962,354.00)
	<u>(\$176,943,520.04)</u>	<u>(\$214,461,752.00)</u>	<u>(\$37,518,231.96)</u>	<u>17.49%</u>	<u>(\$170,888,360.31)</u>	<u>(\$202,121,862.00)</u>
<b>EXPENDITURES</b>						
Salaries	\$26,027,128.19	\$55,281,452.00	\$29,254,323.81	52.92%	\$24,425,237.31	\$51,624,164.00
Benefits	\$7,681,246.30	\$16,046,059.00	\$8,364,812.70	52.13%	\$7,342,000.70	\$15,435,563.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$33,708,374.49</b>	<b>\$71,327,511.00</b>	<b>\$37,619,136.51</b>	<b>52.74%</b>	<b>\$31,767,238.01</b>	<b>\$67,059,727.00</b>
Travel and training	\$220,670.71	\$554,862.00	\$334,191.29	60.23%	\$218,008.00	\$572,357.00
Vehicle allowance, maintenance and repairs	\$2,517,281.11	\$3,818,192.00	\$1,300,910.89	34.07%	\$2,902,594.45	\$3,765,223.00
Utilities and fuel	\$4,662,136.40	\$12,266,830.00	\$7,604,693.60	61.99%	\$5,363,928.85	\$11,715,586.00
Materials and supplies	\$3,098,937.14	\$6,763,401.00	\$3,664,463.86	54.18%	\$3,346,655.72	\$6,452,127.00
Maintenance and repairs	\$2,213,961.99	\$3,377,187.00	\$1,163,225.01	34.44%	\$1,717,052.75	\$2,737,886.00
Program expenses	\$500,981.47	\$911,192.00	\$410,210.53	45.02%	\$429,191.45	\$916,195.00
Goods for resale	\$438,562.44	\$772,271.00	\$333,708.56	43.21%	\$297,342.05	\$641,171.00
Rents and leases	\$105,699.10	\$172,557.00	\$66,857.90	38.75%	\$97,415.53	\$172,557.00
Taxes and licenses	\$2,481,918.26	\$2,978,736.00	\$496,817.74	16.68%	\$2,481,214.21	\$2,552,803.00
Financial expenses	\$1,532,116.64	\$2,514,688.00	\$982,571.36	39.07%	\$1,274,492.94	\$2,597,621.00
Purchased and contracted services	\$4,140,880.44	\$10,416,009.00	\$6,275,128.56	60.25%	\$5,738,195.85	\$11,060,089.00
Grants to others	\$32,869,598.98	\$66,390,962.00	\$33,521,363.02	50.49%	\$36,334,631.84	\$61,384,243.00
Long term debt	\$663,557.37	\$1,400,000.00	\$736,442.63	52.60%	\$297,342.05	\$1,866,135.00
Transfer to own funds	\$1,036,955.00	\$30,646,480.00	\$29,609,525.00	96.62%	\$1,699,572.44	\$28,482,578.00
Capital expense	\$167,465.02	\$406,004.00	\$238,538.98	58.75%	\$237,698.19	\$400,694.00
Clearing accounts	\$0.10		(\$0.10)	0.00%		
Less: recoverable costs	(\$214,677.23)	(\$255,130.00)	(\$40,452.77)	15.86%	(\$120,903.73)	(\$255,130.00)
<b>TOTAL OTHER EXPENSES</b>	<b>\$56,436,044.94</b>	<b>\$143,134,241.00</b>	<b>\$86,698,196.06</b>	<b>60.57%</b>	<b>\$62,017,090.54</b>	<b>\$135,062,135.00</b>
	<u>\$90,144,419.43</u>	<u>\$214,461,752.00</u>	<u>\$124,317,332.57</u>	<u>57.97%</u>	<u>\$93,784,328.55</u>	<u>\$202,121,862.00</u>
<b>NET (REVENUE)/EXPENDITURE</b>	<b>(\$86,799,100.61)</b>	<b>\$0.00</b>	<b>\$86,799,100.61</b>	<b>0.00%</b>	<b>(\$77,104,031.76)</b>	<b>\$0.00</b>

Mayor and Council	335,016.94	700,673.00	365,656.06	52.2%
Chief Administrative Officer	304,416.99	436,000.00	131,583.01	30.2%
Corporate Services	3,868,998.57	7,506,602.00	3,637,603.43	48.5%
Legal	3,804,530.65	5,933,673.00	2,129,142.35	35.9%
Fire Services	7,565,633.69	15,996,095.00	8,430,461.31	52.7%
Public Works and Engineering	19,819,125.77	49,629,366.00	29,810,240.23	60.1%
Community Development and Enterpr	6,876,062.78	20,889,541.00	14,013,478.22	67.1%
Levy Board	12,334,616.50	24,794,407.00	12,459,790.50	50.3%
Outside Agencies	20,438,530.26	41,995,055.00	21,556,524.74	51.3%
Corporate	(162,809,590.23)	(176,674,355.00)	(13,864,764.77)	7.8%
Capital and Debt	663,557.37	8,792,943.00	8,129,385.63	92.5%

Mayor & Council - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem	Actual To:	2023
				50%	June	
<b>REVENUE</b>						
<b>EXPENDITURES</b>						
Salaries	\$249,437.62	\$529,844.00	\$280,406.38	52.92%	\$219,301.22	\$497,764.00
Benefits	\$38,314.71	\$74,834.00	\$36,519.29	48.80%	\$33,172.42	\$82,524.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$287,752.33</b>	<b>\$604,678.00</b>	<b>\$316,925.67</b>	<b>52.41%</b>	<b>\$252,473.64</b>	<b>\$580,288.00</b>
Travel and training	\$16,424.77	\$20,000.00	\$3,575.23	17.88%	\$5,872.45	\$20,000.00
Vehicle allowance, maintenance and repairs	\$16,920.86	\$35,675.00	\$18,754.14	52.57%	\$16,623.59	\$35,675.00
Materials and supplies	\$12,145.53	\$23,220.00	\$11,074.47	47.69%	\$56,670.17	\$64,996.00
Purchased and contracted services	\$1,749.41	\$2,100.00	\$350.59	16.69%	\$1,723.04	\$2,100.00
Grants to others		\$15,000.00	\$15,000.00	100.00%		\$35,000.00
Capital expense	\$24.04		(\$24.04)	0.00%		
<b>TOTAL OTHER EXPENSES</b>	<b>\$47,264.61</b>	<b>\$95,995.00</b>	<b>\$48,730.39</b>	<b>50.76%</b>	<b>\$80,889.25</b>	<b>\$157,771.00</b>
	\$335,016.94	\$700,673.00	\$365,656.06	52.19%	\$333,362.89	\$738,059.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$335,016.94</b>	<b>\$700,673.00</b>	<b>\$365,656.06</b>	<b>52.19%</b>	<b>\$333,362.89</b>	<b>\$738,059.00</b>

CAO's Office - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem	Actual To:	2023
				50%	June	
<b>REVENUE</b>						
Other income	(\$11,500.00)		\$11,500.00	0.00%		
	(\$11,500.00)	\$0.00	\$11,500.00	0.00%	\$0.00	\$0.00
<b>EXPENDITURES</b>						
Salaries	\$260,817.66	\$332,926.00	\$72,108.34	21.66%	\$147,635.51	\$309,986.00
Benefits	\$43,922.12	\$80,543.00	\$36,620.88	45.47%	\$38,395.42	\$77,478.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$304,739.78</b>	<b>\$413,469.00</b>	<b>\$108,729.22</b>	<b>26.30%</b>	<b>\$186,030.93</b>	<b>\$387,464.00</b>
Travel and training	\$2,876.44	\$4,260.00	\$1,383.56	32.48%	\$6,183.95	\$4,260.00
Vehicle allowance, maintenance and repairs	\$2,852.88	\$4,500.00	\$1,647.12	36.60%	\$2,767.08	\$4,500.00
Materials and supplies	\$5,162.96	\$13,591.00	\$8,428.04	62.01%	\$8,069.41	\$13,591.00
Purchased and contracted services	\$284.93	\$30.00	(\$254.93)	(849.77%)		\$30.00
Capital expense		\$150.00	\$150.00	100.00%		\$150.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$11,177.21</b>	<b>\$22,531.00</b>	<b>\$11,353.79</b>	<b>50.39%</b>	<b>\$17,020.44</b>	<b>\$22,531.00</b>
	\$315,916.99	\$436,000.00	\$120,083.01	27.54%	\$203,051.37	\$409,995.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$304,416.99</b>	<b>\$436,000.00</b>	<b>\$131,583.01</b>	<b>30.18%</b>	<b>\$203,051.37</b>	<b>\$409,995.00</b>

Corporate Services - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem 50%	Actual To: June	2023
<b>REVENUE</b>						
Fees and user charges	(\$60,118.75)	(\$126,643.00)	(\$66,524.25)	52.53%	(\$65,765.78)	(\$121,840.00)
Government grants		(\$150,000.00)	(\$150,000.00)	100.00%		
Contribution from own funds			\$0.00	0.00%		(\$50,000.00)
Other income	(\$111,180.63)	(\$119,666.00)	(\$8,485.37)	7.09%	(\$105,149.89)	(\$119,317.00)
	(\$171,299.38)	(\$396,309.00)	(\$225,009.62)	56.78%	(\$170,915.67)	(\$291,157.00)
<b>EXPENDITURES</b>						
Salaries	\$1,837,284.19	\$3,935,596.00	\$2,098,311.81	53.32%	\$1,685,859.31	\$3,847,123.00
Benefits	\$491,840.04	\$1,026,156.00	\$534,315.96	52.07%	\$467,363.56	\$1,043,257.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$2,329,124.23</b>	<b>\$4,961,752.00</b>	<b>\$2,632,627.77</b>	<b>53.06%</b>	<b>\$2,153,222.87</b>	<b>\$4,890,380.00</b>
Travel and training	\$10,070.82	\$19,564.00	\$9,493.18	48.52%	\$10,788.93	\$19,564.00
Vehicle allowance, maintenance and repairs		\$620.00	\$620.00	100.00%	\$58.04	\$620.00
Materials and supplies	\$206,445.34	\$400,874.00	\$194,428.66	48.50%	\$176,526.44	\$295,519.00
Maintenance and repairs	\$1,151,299.04	\$1,523,520.00	\$372,220.96	24.43%	\$732,989.43	\$1,004,660.00
Goods for resale		\$19,200.00	\$19,200.00	100.00%		\$19,200.00
Rents and leases	\$8,930.23	\$3,000.00	(\$5,930.23)	(197.67%)	\$19,692.70	\$3,000.00
Financial expenses	\$14,890.72	\$30,500.00	\$15,609.28	51.18%	(\$2,815.43)	\$60,500.00
Purchased and contracted services	\$245,174.74	\$751,031.00	\$505,856.26	67.35%	\$206,786.12	\$795,728.00
Grants to others		\$2,000.00	\$2,000.00	100.00%		\$2,000.00
Transfer to own funds		\$85,000.00	\$85,000.00	100.00%		\$85,000.00
Capital expense	\$74,362.83	\$105,850.00	\$31,487.17	29.75%	\$92,078.65	\$105,850.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$1,711,173.72</b>	<b>\$2,941,159.00</b>	<b>\$1,229,985.28</b>	<b>41.82%</b>	<b>\$1,236,104.88</b>	<b>\$2,391,641.00</b>
	\$4,040,297.95	\$7,902,911.00	\$3,862,613.05	48.88%	\$3,389,327.75	\$7,282,021.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$3,868,998.57</b>	<b>\$7,506,602.00</b>	<b>\$3,637,603.43</b>	<b>48.46%</b>	<b>\$3,218,412.08</b>	<b>\$6,990,864.00</b>
<b>IT</b>						
IT	2,095,090.57	3,452,449.00	1,357,358.43	39.3%		
<b>Finance</b>						
Finance	1,184,117.35	2,765,837.00	1,581,719.65	57.2%		
<b>Clerk's</b>						
Clerk's	589,790.65	1,288,316.00	698,525.35	54.2%		

Legal Department - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem 50%	Actual To: June	2023
<b>REVENUE</b>						
Fees and user charges	(\$660,903.08)	(\$1,535,037.00)	(\$874,133.92)	56.95%	(\$670,741.52)	(\$1,535,037.00)
Government grants		(\$1,540.00)	(\$1,540.00)	100.00%		(\$1,540.00)
Interest and investment income	(\$4,644.63)		\$4,644.63	0.00%	(\$3,761.50)	
	<u>(\$665,547.71)</u>	<u>(\$1,536,577.00)</u>	<u>(\$871,029.29)</u>	<u>56.69%</u>	<u>(\$674,503.02)</u>	<u>(\$1,536,577.00)</u>
<b>EXPENDITURES</b>						
Salaries	\$1,032,405.71	\$2,228,104.00	\$1,195,698.29	53.66%	\$1,048,636.85	\$2,091,978.00
Benefits	\$942,849.52	\$1,643,904.00	\$701,054.48	42.65%	\$779,305.11	\$1,621,950.00
<b>TOTAL SALARIES/BENEFITS</b>	<u>\$1,975,255.23</u>	<u>\$3,872,008.00</u>	<u>\$1,896,752.77</u>	<u>48.99%</u>	<u>\$1,827,941.96</u>	<u>\$3,713,928.00</u>
Travel and training	\$27,476.12	\$117,706.00	\$90,229.88	76.66%	\$16,361.00	\$106,306.00
Vehicle allowance, maintenance and repairs	\$112.70	\$950.00	\$837.30	88.14%	\$249.57	\$300.00
Materials and supplies	\$42,615.98	\$111,766.00	\$69,150.02	61.87%	\$48,406.26	\$116,934.00
Maintenance and repairs	\$605.44	\$5,389.00	\$4,783.56	88.77%	\$3,029.77	\$5,389.00
Rents and leases	\$40,091.89	\$79,302.00	\$39,210.11	49.44%	\$29,635.53	\$79,302.00
Taxes and licenses	\$2,219,978.37	\$2,703,222.00	\$483,243.63	17.88%	\$2,226,379.49	\$2,289,098.00
Purchased and contracted services	\$156,927.20	\$551,507.00	\$394,579.80	71.55%	\$140,892.87	\$562,207.00
Capital expense	\$7,015.43	\$28,400.00	\$21,384.57	75.30%	\$5,947.07	\$28,400.00
<b>TOTAL OTHER EXPENSES</b>	<u>\$2,494,823.13</u>	<u>\$3,598,242.00</u>	<u>\$1,103,418.87</u>	<u>30.67%</u>	<u>\$2,470,901.56</u>	<u>\$3,187,936.00</u>
	<u>\$4,470,078.36</u>	<u>\$7,470,250.00</u>	<u>\$3,000,171.64</u>	<u>40.16%</u>	<u>\$4,298,843.52</u>	<u>\$6,901,864.00</u>
<b>NET (REVENUE)/EXPENDITURE</b>	<u>\$3,804,530.65</u>	<u>\$5,933,673.00</u>	<u>\$2,129,142.35</u>	<u>35.88%</u>	<u>\$3,624,340.50</u>	<u>\$5,365,287.00</u>

## Fire Services - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem 50%	Actual To: June	2023
<b>REVENUE</b>						
Fees and user charges	(\$371,315.70)	(\$912,613.00)	(\$541,297.30)	59.31%	(\$613,578.94)	(\$802,615.00)
Other income	(\$24,395.92)	(\$3,375.00)	\$21,020.92	(622.84%)	(\$1,665.06)	(\$3,375.00)
	(\$395,711.62)	(\$915,988.00)	(\$520,276.38)	56.80%	(\$615,244.00)	(\$805,990.00)
<b>EXPENDITURES</b>						
Salaries	\$5,589,785.13	\$11,877,407.00	\$6,287,621.87	52.94%	\$5,526,048.03	\$11,304,060.00
Benefits	\$1,673,933.27	\$3,421,007.00	\$1,747,073.73	51.07%	\$1,785,582.16	\$3,344,939.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$7,263,718.40</b>	<b>\$15,298,414.00</b>	<b>\$8,034,695.60</b>	<b>52.52%</b>	<b>\$7,311,630.19</b>	<b>\$14,648,999.00</b>
Travel and training	\$42,093.57	\$71,566.00	\$29,472.43	41.18%	\$58,381.49	\$121,220.00
Vehicle allowance, maintenance and repairs	\$192,628.60	\$244,600.00	\$51,971.40	21.25%	\$210,107.68	\$220,100.00
Utilities and fuel	\$116,767.42	\$363,000.00	\$246,232.58	67.83%	\$157,191.90	\$337,000.00
Materials and supplies	\$186,456.64	\$293,228.00	\$106,771.36	36.41%	\$187,509.89	\$285,920.00
Maintenance and repairs	\$124,084.24	\$165,636.00	\$41,551.76	25.09%	\$112,099.39	\$150,319.00
Financial expenses	\$2,122.17	\$4,000.00	\$1,877.83	46.95%	\$2,313.00	\$2,500.00
Purchased and contracted services	\$7,746.75	\$20,800.00	\$13,053.25	62.76%	\$10,761.62	\$19,300.00
Transfer to own funds		\$390,273.00	\$390,273.00	100.00%		\$380,689.00
Capital expense	\$25,727.52	\$60,566.00	\$34,838.48	57.52%	\$33,649.08	\$60,566.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$697,626.91</b>	<b>\$1,613,669.00</b>	<b>\$916,042.09</b>	<b>56.77%</b>	<b>\$772,014.05</b>	<b>\$1,577,614.00</b>
	\$7,961,345.31	\$16,912,083.00	\$8,950,737.69	52.93%	\$8,083,644.24	\$16,226,613.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$7,565,633.69</b>	<b>\$15,996,095.00</b>	<b>\$8,430,461.31</b>	<b>52.70%</b>	<b>\$7,468,400.24</b>	<b>\$15,420,623.00</b>

## Public Works & Engineering - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem 50%	Actual To: June	2023
<b>REVENUE</b>						
Fees and user charges	(\$2,107,887.62)	(\$3,726,999.00)	(\$1,619,111.38)	43.44%	(\$1,947,427.57)	(\$3,683,547.00)
Government grants	(\$660,497.03)	(\$238,721.00)	\$421,776.03	(176.68%)	(\$900,664.98)	(\$743,424.00)
Contribution from own funds		(\$247,122.00)	(\$247,122.00)	100.00%		(\$165,878.00)
Other income	(\$153,216.17)	(\$90,000.00)	\$63,216.17	(70.24%)	(\$311,574.81)	(\$90,000.00)
	(\$2,921,600.82)	(\$4,302,842.00)	(\$1,381,241.18)	32.10%	(\$3,159,667.36)	(\$4,682,849.00)
<b>EXPENDITURES</b>						
Salaries	\$9,706,186.55	\$20,750,724.00	\$11,044,537.45	53.22%	\$9,023,933.38	\$18,970,390.00
Benefits	\$2,661,689.83	\$5,660,716.00	\$2,999,026.17	52.98%	\$2,516,912.08	\$5,385,469.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$12,367,876.38</b>	<b>\$26,411,440.00</b>	<b>\$14,043,563.62</b>	<b>53.17%</b>	<b>\$11,540,845.46</b>	<b>\$24,355,859.00</b>
Travel and training	\$79,464.33	\$131,640.00	\$52,175.67	39.64%	\$70,163.57	\$114,440.00
Vehicle allowance, maintenance and repairs	\$1,734,183.73	\$2,411,938.00	\$677,754.27	28.10%	\$2,092,524.57	\$2,413,810.00
Utilities and fuel	\$2,708,767.24	\$7,882,884.00	\$5,174,116.76	65.64%	\$3,246,490.51	\$7,508,296.00
Materials and supplies	\$2,011,282.16	\$4,275,146.00	\$2,263,863.84	52.95%	\$1,948,623.46	\$3,994,167.00
Maintenance and repairs	\$164,536.44	\$247,725.00	\$83,188.56	33.58%	\$131,178.89	\$233,400.00
Taxes and licenses	\$75,581.22	\$95,544.00	\$19,962.78	20.89%	\$79,545.05	\$90,455.00
Financial expenses	\$5,066.10	\$6,400.00	\$1,333.90	20.84%	\$6,048.40	\$6,428.00
Purchased and contracted services	\$2,761,366.71	\$7,051,634.00	\$4,290,267.29	60.84%	\$3,288,911.09	\$7,476,266.00
Transfer to own funds	\$1,036,955.00	\$5,536,528.00	\$4,499,573.00	81.27%	\$928,660.94	\$4,342,829.00
Capital expense	\$10,324.51	\$136,459.00	\$126,134.49	92.43%	\$40,031.01	\$137,159.00
Less: recoverable costs	(\$214,677.23)	(\$255,130.00)	(\$40,452.77)	15.86%	(\$120,903.73)	(\$255,130.00)
<b>TOTAL OTHER EXPENSES</b>	<b>\$10,372,850.21</b>	<b>\$27,520,768.00</b>	<b>\$17,147,917.79</b>	<b>62.31%</b>	<b>\$11,711,273.76</b>	<b>\$26,062,120.00</b>
	\$22,740,726.59	\$53,932,208.00	\$31,191,481.41	57.83%	\$23,252,119.22	\$50,417,979.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$19,819,125.77</b>	<b>\$49,629,366.00</b>	<b>\$29,810,240.23</b>	<b>60.07%</b>	<b>\$20,092,451.86</b>	<b>\$45,735,130.00</b>
Public Works	15,180,387.89	35,289,302.00	20,108,914.11	56.98%		
Engineering	4,638,737.88	14,340,064.00	9,701,326.12	67.65%		

## Public Works - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	
	Actual	2024		Budget-Rem	Actual To:	Budget
				50%	June	2023
<b>REVENUE</b>						
Fees and user charges	(\$1,051,681.51)	(\$2,340,246.00)	(\$1,288,564.49)	55.06%	(\$1,214,469.53)	(\$2,337,007.00)
Government grants	(\$32,174.16)	(\$64,000.00)	(\$31,825.84)	49.73%	(\$25,664.98)	(\$568,703.00)
Contribution from own funds		(\$5,000.00)	(\$5,000.00)	100.00%		(\$5,000.00)
Other income	(\$147,709.68)	(\$90,000.00)	\$57,709.68	(64.12%)	(\$311,574.81)	(\$90,000.00)
	<u>(\$1,231,565.35)</u>	<u>(\$2,499,246.00)</u>	<u>(\$1,267,680.65)</u>	<u>50.72%</u>	<u>(\$1,551,709.32)</u>	<u>(\$3,000,710.00)</u>
<b>EXPENDITURES</b>						
Salaries	\$8,030,382.52	\$17,010,846.00	\$8,980,463.48	52.79%	\$7,549,130.52	\$15,616,472.00
Benefits	\$2,223,673.95	\$4,706,732.00	\$2,483,058.05	52.76%	\$2,121,616.22	\$4,505,969.00
<b>TOTAL SALARIES/BENEFITS</b>	<u>\$10,254,056.47</u>	<u>\$21,717,578.00</u>	<u>\$11,463,521.53</u>	<u>52.78%</u>	<u>\$9,670,746.74</u>	<u>\$20,122,441.00</u>
Travel and training	\$59,704.43	\$88,990.00	\$29,285.57	32.91%	\$50,902.71	\$88,990.00
Vehicle allowance, maintenance and repairs	\$1,723,761.50	\$2,381,045.00	\$657,283.50	27.60%	\$2,073,095.22	\$2,383,958.00
Utilities and fuel	\$844,434.17	\$2,303,897.00	\$1,459,462.83	63.35%	\$1,179,407.27	\$2,249,104.00
Materials and supplies	\$1,916,038.74	\$4,055,460.00	\$2,139,421.26	52.75%	\$1,815,645.80	\$3,785,212.00
Taxes and licenses	\$75,581.22	\$95,544.00	\$19,962.78	20.89%	\$79,545.05	\$90,455.00
Financial expenses	\$4,646.98	\$5,000.00	\$353.02	7.06%	\$5,319.26	\$5,000.00
Purchased and contracted services	\$710,890.55	\$2,342,792.00	\$1,631,901.45	69.66%	\$1,590,910.60	\$3,369,405.00
Transfer to own funds	\$1,036,955.00	\$4,976,772.00	\$3,939,817.00	79.16%	\$928,660.94	\$3,704,294.00
Capital expense	\$561.41	\$76,600.00	\$76,038.59	99.27%	\$4,780.98	\$76,600.00
Less: recoverable costs	(\$214,677.23)	(\$255,130.00)	(\$40,452.77)	15.86%	(\$120,903.73)	(\$255,130.00)
<b>TOTAL OTHER EXPENSES</b>	<u>\$6,157,896.77</u>	<u>\$16,070,970.00</u>	<u>\$9,913,073.23</u>	<u>61.68%</u>	<u>\$7,607,364.10</u>	<u>\$15,497,888.00</u>
	<u>\$16,411,953.24</u>	<u>\$37,788,548.00</u>	<u>\$21,376,594.76</u>	<u>56.57%</u>	<u>\$17,278,110.84</u>	<u>\$35,620,329.00</u>
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$15,180,387.89</b>	<b>\$35,289,302.00</b>	<b>\$20,108,914.11</b>	<b>56.98%</b>	<b>\$15,726,401.52</b>	<b>\$32,619,619.00</b>

Operations						
Winter Control: Roadways and Sid	5,057,997.88	8,251,657.00	3,193,659.12	38.70%		
Sanitary Sewers	988,763.48	2,571,481.00	1,582,717.52	61.55%		
Storm Sewers	240,056.74	736,343.00	496,286.26	67.40%		
Roadways and Sidewalks	788,442.09	4,284,643.00	3,496,200.91	81.60%		
Supervision and Overhead	1,533,392.67	3,512,069.00	1,978,676.33	56.34%		
Traffic & Communications	773,558.95	2,039,896.00	1,266,337.05	62.08%		
Carpentry	504,321.52	825,844.00	321,522.48	38.93%		
Administration	880,307.58	1,732,524.00	852,216.42	49.19%		
Buildings & Equipment	1,584,155.76	2,446,975.00	862,819.24	35.26%		
Waste Management	890,337.15	4,639,097.00	3,748,759.85	80.81%		
Parks	1,939,054.07	4,248,773.00	2,309,718.93	54.36%		

Engineering - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem	Actual To:	2023
				50%	June	
<b>REVENUE</b>						
Fees and user charges	(\$1,056,206.11)	(\$1,386,753.00)	(\$330,546.89)	23.84%	(\$732,958.04)	(\$1,346,540.00)
Government grants	(\$628,322.87)	(\$174,721.00)	\$453,601.87	(259.61%)	(\$875,000.00)	(\$174,721.00)
Contribution from own funds		(\$242,122.00)	(\$242,122.00)	100.00%		(\$160,878.00)
Other income	(\$5,506.49)		\$5,506.49	0.00%		
	(\$1,690,035.47)	(\$1,803,596.00)	(\$113,560.53)	6.30%	(\$1,607,958.04)	(\$1,682,139.00)
<b>EXPENDITURES</b>						
Salaries	\$1,675,804.03	\$3,739,878.00	\$2,064,073.97	55.19%	\$1,474,802.86	\$3,353,918.00
Benefits	\$438,015.88	\$953,984.00	\$515,968.12	54.09%	\$395,295.86	\$879,500.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$2,113,819.91</b>	<b>\$4,693,862.00</b>	<b>\$2,580,042.09</b>	<b>54.97%</b>	<b>\$1,870,098.72</b>	<b>\$4,233,418.00</b>
Travel and training	\$19,759.90	\$42,650.00	\$22,890.10	53.67%	\$19,260.86	\$25,450.00
Vehicle allowance, maintenance and repairs	\$10,422.23	\$30,893.00	\$20,470.77	66.26%	\$19,429.35	\$29,852.00
Utilities and fuel	\$1,864,333.07	\$5,578,987.00	\$3,714,653.93	66.58%	\$2,067,083.24	\$5,259,192.00
Materials and supplies	\$95,243.42	\$219,686.00	\$124,442.58	56.65%	\$132,977.66	\$208,955.00
Maintenance and repairs	\$164,536.44	\$247,725.00	\$83,188.56	33.58%	\$131,178.89	\$233,400.00
Financial expenses	\$419.12	\$1,400.00	\$980.88	70.06%	\$729.14	\$1,428.00
Purchased and contracted services	\$2,050,476.16	\$4,708,842.00	\$2,658,365.84	56.45%	\$1,698,000.49	\$4,106,861.00
Transfer to own funds		\$559,756.00	\$559,756.00	100.00%		\$638,535.00
Capital expense	\$9,763.10	\$59,859.00	\$50,095.90	83.69%	\$35,250.03	\$60,559.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$4,214,953.44</b>	<b>\$11,449,798.00</b>	<b>\$7,234,844.56</b>	<b>63.19%</b>	<b>\$4,103,909.66</b>	<b>\$10,564,232.00</b>
	\$6,328,773.35	\$16,143,660.00	\$9,814,886.65	60.80%	\$5,974,008.38	\$14,797,650.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$4,638,737.88</b>	<b>\$14,340,064.00</b>	<b>\$9,701,326.12</b>	<b>67.65%</b>	<b>\$4,366,050.34</b>	<b>\$13,115,511.00</b>

## Community Development & Enterprise Services - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD		Variance	Percentage	2023	
	Actual	Budget 2024		Budget-Rem 50%	Actual To: June	Budget 2023
<b>REVENUE</b>						
Fees and user charges	(\$5,322,100.06)	(\$9,449,683.00)	(\$4,127,582.94)	43.68%	(\$5,488,297.07)	(\$8,681,283.00)
Government grants	(\$2,152,251.67)	(\$2,209,915.00)	(\$57,663.33)	2.61%	(\$1,556,691.67)	(\$2,123,705.00)
Contribution from own funds	(\$4,200.00)	(\$519,294.00)	(\$515,094.00)	99.19%		(\$609,265.00)
Other income	(\$244,345.54)	(\$126,705.00)	\$117,640.54	(92.85%)	(\$338,252.32)	(\$249,662.00)
	<u>(\$7,722,897.27)</u>	<u>(\$12,305,597.00)</u>	<u>(\$4,582,699.73)</u>	<u>37.24%</u>	<u>(\$7,383,241.06)</u>	<u>(\$11,663,915.00)</u>
<b>EXPENDITURES</b>						
Salaries	\$7,350,911.33	\$15,626,851.00	\$8,275,939.67	52.96%	\$6,773,713.53	\$14,602,863.00
Benefits	\$1,828,696.81	\$4,138,899.00	\$2,310,202.19	55.82%	\$1,723,634.58	\$3,879,946.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$9,179,608.14</b>	<b>\$19,765,750.00</b>	<b>\$10,586,141.86</b>	<b>53.56%</b>	<b>\$8,497,348.11</b>	<b>\$18,482,809.00</b>
Travel and training	\$42,264.66	\$190,126.00	\$147,861.34	77.77%	\$50,256.61	\$186,567.00
Vehicle allowance, maintenance and repairs	\$570,582.34	\$1,119,909.00	\$549,326.66	49.05%	\$580,263.92	\$1,090,218.00
Utilities and fuel	\$1,836,601.74	\$4,020,946.00	\$2,184,344.26	54.32%	\$1,960,246.44	\$3,870,290.00
Materials and supplies	\$501,114.21	\$1,081,211.00	\$580,096.79	53.65%	\$591,644.97	\$1,166,635.00
Maintenance and repairs	\$773,436.83	\$1,434,917.00	\$661,480.17	46.10%	\$737,755.27	\$1,344,118.00
Program expenses	\$96,041.47	\$169,540.00	\$73,498.53	43.35%	\$55,863.74	\$169,540.00
Goods for resale	\$438,562.44	\$753,071.00	\$314,508.56	41.76%	\$297,342.05	\$621,971.00
Rents and leases	\$56,676.98	\$90,255.00	\$33,578.02	37.20%	\$48,087.30	\$90,255.00
Taxes and licenses	\$186,358.67	\$179,970.00	(\$6,388.67)	(3.55%)	\$175,289.67	\$173,250.00
Financial expenses	\$130,015.35	\$101,187.00	(\$28,828.35)	(28.49%)	\$84,469.04	\$97,187.00
Purchased and contracted services	\$682,367.21	\$2,027,907.00	\$1,345,539.79	66.35%	\$928,665.01	\$2,193,458.00
Grants to others	\$55,319.32	\$104,500.00	\$49,180.68	47.06%	\$29,704.70	\$66,500.00
Transfer to own funds		\$2,081,270.00	\$2,081,270.00	100.00%		\$1,576,913.00
Capital expense	\$50,010.69	\$74,579.00	\$24,568.31	32.94%	\$65,992.38	\$68,569.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$5,419,351.91</b>	<b>\$13,429,388.00</b>	<b>\$8,010,036.09</b>	<b>59.65%</b>	<b>\$5,605,581.10</b>	<b>\$12,715,471.00</b>
	<u>\$14,598,960.05</u>	<u>\$33,195,138.00</u>	<u>\$18,596,177.95</u>	<u>56.02%</u>	<u>\$14,102,929.21</u>	<u>\$31,198,280.00</u>
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$6,876,062.78</b>	<b>\$20,889,541.00</b>	<b>\$14,013,478.22</b>	<b>67.08%</b>	<b>\$6,719,688.15</b>	<b>\$19,534,365.00</b>

Humane Society	344,187.00	688,374.00	344,187.00	50.00%
LIP	(534,635.65)	-	534,635.65	0.00%
Economic Development	277,563.99	778,358.00	500,794.01	64.34%
Tourism and Community Development	403,671.02	956,048.00	552,376.98	57.78%
Planning	326,191.85	936,247.00	610,055.15	65.16%
Parking	62,104.83	254,800.00	192,695.17	75.63%
Cemetery	229,134.76	306,817.00	77,682.24	25.32%
Transit	3,232,836.01	9,198,917.00	5,966,080.99	64.86%
School Guards	198,423.35	304,455.00	106,031.65	34.83%
Recreation & Culture	662,058.69	2,002,983.00	1,340,924.31	66.95%
Locks	(49,528.00)	42,367.00	91,895.00	216.90%
Community Centres				
John Rhodes Community Centre	493,898.85	1,756,142.00	1,262,243.15	71.88%
Northern Community Centre	74,312.35	306,441.00	232,128.65	75.75%
GFL Memorial Gardens	312,181.92	984,266.00	672,084.08	68.28%
Outdoor Pools/Misc. Concessions	85,953.88	323,325.00	237,371.12	73.42%
Facility Administration	379,848.85	868,370.00	488,521.15	56.26%
Downtown Plaza	129,843.65	296,049.00	166,205.35	56.14%
Downtown Ambassador Program	(91,669.05)	63,942.00	155,611.05	243.36%
Mill Market	2,244.74	-	(2,244.74)	0.00%
Administration	337,439.74	821,640.00	484,200.26	58.93%

Levy Boards - Second Quarter Ended June 30, 2024

<b>FISCAL YEAR REMAINING% :</b>	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem	Actual To:	2023
				50%	June	
<b>REVENUE</b>						
<b>EXPENDITURES</b>						
Grants to others	\$12,334,616.50	\$24,794,407.00	\$12,459,790.50	50.25%	\$17,359,441.58	\$23,509,890.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$12,334,616.50</b>	<b>\$24,794,407.00</b>	<b>\$12,459,790.50</b>	<b>50.25%</b>	<b>\$17,359,441.58</b>	<b>\$23,509,890.00</b>
	\$12,334,616.50	\$24,794,407.00	\$12,459,790.50	50.25%	\$17,359,441.58	\$23,509,890.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$12,334,616.50</b>	<b>\$24,794,407.00</b>	<b>\$12,459,790.50</b>	<b>50.25%</b>	<b>\$17,359,441.58</b>	<b>\$23,509,890.00</b>

## Outside Agencies - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem	Actual To:	2023
				50%	June	
<b>REVENUE</b>						
Fees and user charges	(\$25,000.00)	(\$130,000.00)	(\$105,000.00)	80.77%	(\$198,086.70)	(\$130,000.00)
Government grants	(\$111,812.00)	(\$200,000.00)	(\$88,188.00)	44.09%	(\$47,742.00)	(\$200,000.00)
	(\$136,812.00)	(\$330,000.00)	(\$193,188.00)	58.54%	(\$245,828.70)	(\$330,000.00)
<b>EXPENDITURES</b>						
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>
Materials and supplies	\$95,679.10	\$270,000.00	\$174,320.90	0.00%	\$212,899.97	\$220,000.00
Grants to others	\$20,479,663.16	\$41,475,055.00	\$20,995,391.84	50.62%	\$18,945,485.56	\$37,770,853.00
Transfer to own funds		\$580,000.00	\$580,000.00	100.00%		\$580,000.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$20,575,342.26</b>	<b>\$42,325,055.00</b>	<b>\$21,749,712.74</b>	<b>51.39%</b>	<b>\$19,158,385.53</b>	<b>\$38,570,853.00</b>
	\$20,575,342.26	\$42,325,055.00	\$21,749,712.74	51.39%	\$19,158,385.53	\$38,570,853.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$20,438,530.26</b>	<b>\$41,995,055.00</b>	<b>\$21,556,524.74</b>	<b>51.33%</b>	<b>\$18,912,556.83</b>	<b>\$38,240,853.00</b>
Outside Agencies - Main	2,154,172.88	4,225,332.00	2,071,159.12	49.0%		
Outside Agencies - Other	315,779.10	140,000.00	(175,779.10)	-125.6%		
Economic Diversification	32,790.00	500,000.00	467,210.00	93.4%		
Police	17,935,788.28	37,129,723.00	19,193,934.72	51.7%		

Corporate Financials - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem 50%	Actual To: June	2023
<b>REVENUE</b>						
Taxation	(\$141,638,248.24)	(\$143,335,325.00)	(\$1,697,076.76)	1.18%	(\$135,155,448.65)	(\$136,832,579.00)
Payment in lieu of taxes	(\$2,031,635.10)	(\$4,888,407.00)	(\$2,856,771.90)	58.44%	(\$2,247,940.85)	(\$4,573,680.00)
Fees and user charges	(\$7,635,442.77)	(\$18,764,458.00)	(\$11,129,015.23)	59.31%	(\$8,028,057.55)	(\$15,562,939.00)
Government grants	(\$9,423,098.69)	(\$17,897,249.00)	(\$8,474,150.31)	47.35%	(\$9,105,548.69)	(\$17,262,176.00)
Interest and investment income	(\$3,305,293.56)	(\$6,289,000.00)	(\$2,983,706.44)	47.44%	(\$3,281,750.65)	(\$4,780,000.00)
Contribution from own funds		(\$1,000,000.00)	(\$1,000,000.00)	100.00%		(\$1,300,000.00)
Other income	(\$884,432.88)	(\$2,500,000.00)	(\$1,615,567.12)	64.62%	(\$820,214.11)	(\$2,500,000.00)
	(\$164,918,151.24)	(\$194,674,439.00)	(\$29,756,287.76)	15.29%	(\$158,638,960.50)	(\$182,811,374.00)
<b>EXPENDITURES</b>						
Salaries	\$300.00		(\$300.00)	0.00%	\$109.48	
Benefits			\$0.00	0.00%	(\$2,364.63)	
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>(\$300.00)</b>	<b>0.00%</b>	<b>(\$2,255.15)</b>	<b>\$0.00</b>
Materials and supplies	\$38,035.22	\$294,365.00	\$256,329.78	87.08%	\$116,305.15	\$294,365.00
Program expenses	\$404,940.00	\$741,652.00	\$336,712.00	45.40%	\$373,327.71	\$746,655.00
Financial expenses	\$1,380,022.30	\$2,372,601.00	\$992,578.70	41.84%	\$1,184,477.93	\$2,431,006.00
Purchased and contracted services	\$285,263.49	\$11,000.00	(\$274,263.49)	(2,493.30%)	\$1,160,456.10	\$11,000.00
Grants to others		\$0.00	\$0.00	0.00%		
Transfer to own funds		\$14,580,466.00	\$14,580,466.00	100.00%	\$770,911.50	\$14,324,943.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$2,108,261.01</b>	<b>\$18,000,084.00</b>	<b>\$15,891,822.99</b>	<b>88.29%</b>	<b>\$3,605,478.39</b>	<b>\$17,807,969.00</b>
	\$2,108,561.01	\$18,000,084.00	\$15,891,522.99	88.29%	\$3,603,223.24	\$17,807,969.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>(\$162,809,590.23)</b>	<b>(\$176,674,355.00)</b>	<b>(\$13,864,764.77)</b>	<b>7.85%</b>	<b>(\$155,035,737.26)</b>	<b>(\$165,003,405.00)</b>

## Capital Levy & Debenture Debt - Second Quarter Ended June 30, 2024

FISCAL YEAR REMAINING% :	YTD	Budget	Variance	Percentage	2023	Budget
	Actual	2024		Budget-Rem	Actual To:	2023
				50%	June	
<b>REVENUE</b>						
<b>EXPENDITURES</b>						
Long term debt	\$663,557.37	\$1,400,000.00	\$736,442.63	52.60%		\$1,866,135.00
Transfer to own funds		\$7,392,943.00	\$7,392,943.00	100.00%		\$7,192,204.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$663,557.37</b>	<b>\$8,792,943.00</b>	<b>\$8,129,385.63</b>	<b>92.45%</b>	<b>\$0.00</b>	<b>\$9,058,339.00</b>
	\$663,557.37	\$8,792,943.00	\$8,129,385.63	92.45%	\$0.00	\$9,058,339.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$663,557.37</b>	<b>\$8,792,943.00</b>	<b>\$8,129,385.63</b>	<b>92.45%</b>	<b>\$0.00</b>	<b>\$9,058,339.00</b>

## Appendix B

### Net Assessment Growth to June 30, 2024

Class	2024 Total Assessment Based on Returned Roll	2024 Total Assessment to June 30, 2024	Difference Between Returned Roll and Year End	
	CVA	CVA	\$	%
<b>Taxable</b>				
Residential	5,664,776,856	5,681,165,156	16,388,300	0.29%
New Multi-residential	19,566,000	20,510,000	944,000	4.82%
Multi-residential	434,749,096	434,749,096	0	0.00%
Com. Occupied	713,850,825	710,748,225	-3,102,600	-0.43%
Com. Exc. Land	4,899,692	5,901,692	1,002,000	20.45%
Shopping Occ.	147,578,576	147,747,976	169,400	0.11%
Office Occupied	17,279,391	17,279,391	0	0.00%
Parking/Vac. Land	24,215,200	24,632,700	417,500	1.72%
Ind. Occupied	44,138,572	44,162,572	24,000	0.05%
Ind. Exc. Land	1,015,900	1,015,900	0	0.00%
Ind. Vac. Land	6,023,100	5,942,100	-81,000	-1.34%
Large Ind. Occ.	62,049,200	62,020,200	-29,000	-0.05%
Large Ind. Exc.	245,200	245,200	0	0.00%
Pipelines	26,929,000	27,547,000	618,000	2.29%
Farm	2,610,900	2,378,500	-232,400	-8.90%
Managed Forests	2,861,100	2,861,100	0	0.00%
<b>Commercial Total Taxable</b>	<b>907,823,684</b>	<b>906,309,984</b>	<b>-1,513,700</b>	<b>-0.17%</b>
<b>Industrial Total Taxable</b>	<b>113,471,972</b>	<b>113,385,972</b>	<b>-86,000</b>	<b>-0.08%</b>
<b>Total Taxable</b>	<b>7,172,788,608</b>	<b>7,188,906,808</b>	<b>16,118,200</b>	<b>0.22%</b>

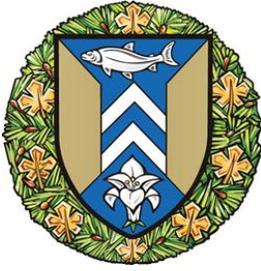
## APPENDIX C - 2024 Q2 - SUMMARY OF CAPITAL PROJECTS

	2024 Approved Capital Budget	2024 Capital Budget Amendments (Note 1)	2024 Amended Capital Budget	% of Total	Council Approved/ Costs Incurred to Date	Remaining
Roads/Bridges/Storm Sewer	22,553,206		22,553,206	29.27%	17,793,135	4,760,071
Landfill Upgrades, Fleet & Equipment	2,456,179		2,456,179	3.19%	77,230	2,378,949
Public Works Fleet & Equipment	3,809,000	9,000	3,818,000	4.96%	3,473,978	344,022
Engineering Fleet & Equipment	155,000		155,000	0.20%	33,038	121,962
Transit Fleet & Equipment	9,930,000		9,930,000	12.89%	211,966	9,718,034
Community Services Fleet & Equipment	396,500		396,500	0.51%	221,325	175,175
Building Capital Maintenance	5,784,600	7,874	5,792,474	7.52%	537,215	5,255,259
Fire Fleet & Equipment	3,150,000		3,150,000	4.09%	-	3,150,000
Corporate Equipment	979,000		979,000	1.27%	177,852	801,148
Sanitary Sewer	27,813,927		27,813,927	36.10%	433,146	27,380,781
<b>Total</b>	<b>77,027,413</b>	<b>16,874</b>	<b>77,044,287</b>	<b>100.00%</b>	<b>22,958,886</b>	<b>54,085,401</b>

### Note 1

As per the City's Capital Budget and Financing Policy dated September 28, 2020, Finance is required to provide a summary of all capital budget changes with the Capital Budget reporting. Below is a summary of all 2024 capital budget amendments as of June 30, 2024:

	2024 Approved Capital Budget	2024 Capital Budget Amendments	2024 Amended Capital Budget	Reference
<b>Public Works Fleet &amp; Equipment</b>				
Parks Upgrades	300,000	20,000	320,000	Additional \$20,000 from Barrier Removal Reserve approved April 8, 2024 Mower deferred to accommodate pickup as per May 13, 2024 meeting.
60 Inch Deck Rider Mower	27,000	(26,000)	1,000	
2014 Pickup from Police Services	-	15,000	15,000	
<b>Building Capital Maintenance</b>				
GFL Memorial Gardens - Foundation Work	100,000	(100,000)	-	Excess of \$7,874 will be funded from operations as per June 24, 2024 meeting.
Sand Filters JRCC Pool	-	107,874	107,874	
Old Stone House - Roof Replacement	160,000	(75,000)	85,000	As approved on June 24, 2024. Roof replacement project is under budget and funds were reallocated to fence, gate, shed and Blockhouse repairs.
Old Stone House - Fence & Gate	-	21,000	21,000	
Old Stone House - Shed	-	15,000	15,000	
Old Stone House - Clergue Blockhouse	-	39,000	39,000	



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

**C O U N C I L   R E P O R T**

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Karen Marlow, Manager of Purchasing  
DEPARTMENT: Corporate Services  
RE: Sackville Road Extension – Engineering Services

---

**Purpose**

The purpose of this report is to obtain Council approval to retain a consultant to provide engineering services for the design and contract administration for the extension of Sackville Road to Third Line, which is planned for 2025 and 2026, as required by Public Works and Engineering Services.

**Background**

At the July 15, 2024 Council meeting, the Five-Year Capital Transportation Program (2025-2029) was accepted as information which includes the extension of Sackville Road to Third Line planned for 2025 and 2026.

**Analysis**

Public Works and Engineering staff recommend that single source, non-competitive approval be considered to Kresin Engineering for the design and contract administration of both Phases of the Sackville Road Extension based on the following points:

- Kresin Engineering completed the original Municipal Class Environmental Assessment (MCEA) recommending the extension of Sackville Road in 2012;
- Kresin Engineering was selected through a competitive proposal process for the design and contract administration services of the Sackville Road Extension in 2017; however did not commence as it was deferred from the 2017 capital program; and
- Kresin Engineering reviewed the original MCEA and prepared the EA addendum for the Sackville Road Extension earlier this year.

This single source request is in accordance with Purchasing By-Law item 22.3 h) whereby previous awarded services were deferred to future, and this firm involved in all aspects of this project and such continuity is in the best interests of the City.

**Financial Implications**

The submitted engineering fee estimate for both phases of the Sackville Road Extension is \$484,250 (excluding HST). As part of the 2024 budget process,

Sackville Road Extension – Engineering Services

August 12, 2024

Page 2.

\$200,000 was approved for Engineering work related to the 2025 Capital Transportation Program. Kresin Engineering's 2024 work can be accommodated within the \$200,000 previously approved. Additional work and costs will not commence until such time that Council approves the 2025 Capital Budget.

**Strategic Plan / Policy Impact / Climate Impact**

This report is linked to the Infrastructure focus area of the Corporate Strategic Plan.

**Recommendation**

It is therefore recommended that Council take the following action:

The relevant By-law 2024-122 is listed under item 12 of the Agenda and will be read with all by-laws under that item.

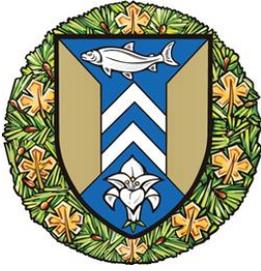
Respectfully submitted,

Karen Marlow

Manager of Purchasing

705.759.5298

[k.marlow@cityssm.on.ca](mailto:k.marlow@cityssm.on.ca)



The Corporation of the  
City of Sault Ste. Marie

## COUNCIL REPORT

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Karen Marlow, Manager of Purchasing  
DEPARTMENT: Corporate Services  
RE: Tender for Screened Street Sand – PWES

---

### **Purpose**

The purpose of this report is to obtain Council Approval to award the supply of Screened Street Sand as required by Public Works and Engineering Services for the 2024-2025 and 2025-2026 Winter Seasons.

### **Background**

The tender was publicly advertised and notification provided to all firms on the bidders list. Opening of the tender took place after closing on July 24, 2024 within the e-bidding system.

### **Analysis**

One tender was received and has been thoroughly evaluated and reviewed by the Superintendent and the Director of Public Works. Pricing from Pioneer Construction Ltd., is \$10.50 plus HST for Year One and \$10.95 plus HST for Year Two.

### **Financial Implications**

Public Works utilizes up to an estimated 25,000 tones of screened sand annually.

The 2024 budget for this requirement is \$186,000, funded through the Winter Control Operating Supplies budget. Based upon budgetary estimates, the new contract will result in an operational increase of \$49,000 in 2025 and an additional \$17,000 in 2026.

### **Strategic Plan / Policy Impact / Climate 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 Manager of Purchasing dated August 12, 2024 concerning Tender for Screened Street Sand – Public Works be received and the supply be awarded to Pioneer Construction Ltd. at the tendered pricing, HST extra.

Tender for Screened Street Sand – PWES

August 12, 2024

Page 2.

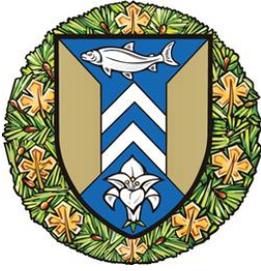
Respectfully submitted,

Karen Marlow

Manager of Purchasing

705.759.5298

[k.marlow@cityssm.on.ca](mailto:k.marlow@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**

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Karen Marlow, Manager of Purchasing  
DEPARTMENT: Corporate Services  
RE: NG911 Compliant, Computer Aided Dispatch System – Fire Services

---

**Purpose**

The purpose of this report is to obtain Council Approval for the implementation of NG-911 Compliant Computer Aided Dispatch System (CAD) as required by Fire Services.

**Background**

During the 2024 budget process, a capital request was put forward by Fire Services to purchase a new CAD system. The request was made to ensure a seamless transition to be compliant with the requirement set out by the CRTC, Bell, and Nena i3 standards for NG-911.

The current Fire Services CAD system is not compliant. By transitioning to a compliant CAD that is consistent with Police Services, the primary Public Safety Answering Point (PSAP) and Secondary PSAP will be the same. This will ensure seamless 911 for our community. The deadline for NG 911 is March 4, 2025.

**Analysis**

CriSys Ltd. is the provider of the current CAD system in operation at Fire Services for many years, and has recently achieved compliance as set out by the NG-911 standards.

Utilizing this source for the new requirements allows the City to upgrade the hardware and software requirements for the transition to NG-911 at a significantly less cost than purchase and implementation of a new system. City staff is familiar and confident with the reliability, operation, and maintenance services of CriSys Ltd.

The single source request of equipment supply and delivery is in accordance with Purchasing By-law, section 22.3 a) ensuring compatibility with existing products; and where equipment is maintained by the manufacturer or its representative, and h) where purchase is in the best interest of the City.

**Financial Implications**

CriSys Ltd. submitted pricing in the amount of \$211,366 including non-rebateable HST to purchase the required upgrades which includes equipment infrastructure, hardware, software, installation, and first year maintenance with future cost estimates leading up to the 2025 transition to a compliant NG-911 of approximately \$300,000.

During the 2024 Budget deliberations Council approved the allocation of \$1,500,000 for the Computer Aided Dispatch System.

The expenditure amount can be accommodated from within the approved funding.

**Strategic Plan / Policy Impact / Climate Impact**

This service is linked to Delivery of Excellent Customer Service as listed in the Service Delivery Focus area of the Corporate Strategic Plan.

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Purchasing dated August 12, 2024 concerning NG911 Compliant Computer Aided Dispatch System as required by Fire Services be received and that the proposal submitted by CriSys Ltd. for initial purchase at \$207,711 plus HST with estimated transition costs of \$300,000 plus HST be approved.

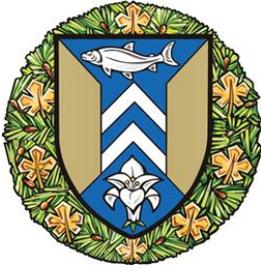
Respectfully submitted,

Karen Marlow

Manager of Purchasing

705.759.5298

[k.marlow@cityssm.on.ca](mailto:k.marlow@cityssm.on.ca)



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

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Brent Lamming, Deputy CAO Community Development and  
Enterprise Services  
DEPARTMENT: Community Development and Enterprise Services  
RE: Memorial Tower

---

**Purpose**

The purpose of this report is to seek Council approval for the repairs required to sustain the Memorial Tower.

**Background**

The Memorial Tower was constructed as part of the Sault Memorial Gardens between 1946 and 1949. The Tower was constructed of reinforced concrete and rises 20.1 meters (66 feet) from ground level and is capped with a glassed-in lamp cupola. In 2006 the Memorial Tower was severed as part of the demolition of the Memorial Gardens and remedial work was conducted to permit the Tower to function as a free-standing structure.

Over the years condition reports have been completed. In 2014, a new stainless steel glass light enclosure was installed as the unit was at the end of life.

TULLOCH Engineering conducted an inspection of the Memorial Tower in October 2020. In that report, observations were made regarding deteriorating concrete in the upper platform parapet, upper portion of the concrete buttresses, and advanced deterioration of the stucco finishes on the interior. During the 2021 Budget deliberations \$150,000 was approved to address immediate concerns identified in the report.

An updated condition report was completed in April 2024 and while the overall tower structure was found to be in fair condition, there were areas of concern that if left unaddressed, could pose a hazard to the public. Two areas of particular concern are the deteriorated concrete parapet and delaminated concrete/previously patched areas on the concrete buttresses.

These conditions, if left unaddressed could create a hazard to the public. Even a small piece of concrete can be a serious safety concern when falling to the ground from a potential height of 20.1m (66 feet).

The estimate for the repairs to be completed within the next year are approximately \$1.5 million. It should be noted, items identified as Immediate Repairs by the consultants have already been addressed by staff.

**Analysis**

The Memorial Tower as a complete structure would appear to have significant lifespan left to it. As with any structure, certain components will require repair or replacement over time. Portions of this structure may be as much as 70 years old.

In consideration of both the historical and cultural significance of the Memorial Tower, TULLOCH has prepared a list of recommendations (below), including budget estimates and implementation timelines.

The following items need to be addressed in this priority.

<b>Item</b>	<b>Amount</b>
Immediately:	
Removal of East Glass Blocks & Infill of Opening (complete)	\$5,750
Within 6 months:	
In Place Rehabilitation/Repair of Existing Concrete Structure (top 2.0m+/- of the Tower)	\$400,000
In Place Removal/Replacement of Upper Parapet Wall and Handrail	\$230,000
Replace Existing Membrane Roof and Associated Flashings	\$70,000
One Year:	
In Place Rehabilitation/Repair of Existing Concrete Structure (remainder of the Tower)	\$570,000
Repair/Replacement of Damaged Glass Blocks	\$25,000
Project Contingency	<b>\$195,000</b>
<b>Sub Total</b>	<b>\$1,495,000</b>
Ongoing:	
5 Year inspection (assuming all recommended repairs completed)	\$10,000
Yearly Review of Horizontal and Alignment of the Tower	\$5,000
<b>Total</b>	<b>\$1,510,000</b>

As with any deterioration of building materials and components, the longer the delay in addressing them, the more extensive the repairs become, which ultimately increases repair costs. The immediate repair work has been completed to secure the glass block and infill with internal resources.

The Memorial Tower was designated under Part IV of the *Ontario Heritage Act* on July 7, 2006, By-law 2006-164. The By-law contains “Reasons to Designate”, a list of elements within the property that are of importance for conservation and may not be altered without consultation with the Municipal Heritage Committee.

Staff understand the importance of the Memorial Tower has in recognition of Veterans who have served. The City also has the Cenotaph, Memorial Plaques within the GFL Memorial Gardens, Gore Street Cenotaph and plans for Veterans Commemorative Monument on the Waterfront.

[http://saulthistory.ssmpl.ca/WW1\\_Home.html](http://saulthistory.ssmpl.ca/WW1_Home.html)

<https://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=8437>

<http://thosewhoserved.ca/#:-:text=The%20Veterans%20Commemorative%20Monument%20project,in%20an%20Area%20Of%20Operations.>

City staff are exploring other funding opportunities to support the repairs; however, given the recommendations from the consultants there is a need to move with repairs even if external funding cannot be secured. The City was successful back in August 2020 in receiving \$24,986 through the Community War Memorial Commemorative Partnership Program. This was specific to enhance the interior with artwork from the Canadian War Museum, improve lighting and add glass doors for year-round viewing.

Staff have also reached out to the Canada Culture Spaces Fund.  
<https://www.canada.ca/en/canadian-heritage/services/funding/cultural-spaces-fund.html>.

It should be noted that requests are exceeding available resources as cited on their website.

### **Financial Implications**

Since the Memorial Tower was made a stand-alone structure in 2006, \$270,410 has been spent on the Tower. Currently, there is an active 2021 Capital Budget request that was approved for \$150,000 which has approximately \$93,000 (based upon costs to date) available that should be utilized to assist with current requirements.

The estimated required funding to address the repairs supported by the conditions report is \$1,510,000. Should Council want to maintain the structure, the following options to pay for the required repairs are available:

- Cancellation of approved capital priorities redirected to Tower – there are no approved projects that could be cancelled currently that would cover the requirement. Multiple projects would have to be cancelled, which would require redirection of designated funding sources, such as for fleet or roads. Many of these are already in progress at this time so funds could not be redirected. This option is not feasible.
- Asset Management Reserve – based upon reserve tracking there are sufficient funds in this reserve for the Tower rehabilitation. This will impact

- other capital priorities going forward with reduced funding availability from prioritizing the Tower.
- Contingency Reserve-2023 surplus – the 2023 surplus was directed to the Contingency Reserve and approved by Council on May 13, 2024. There are sufficient funds available for this project. This will impact funding available for other priorities that Council may be considering for the use of these funds.
  - Another option available is to explore other ways of recognition within the community.

**Strategic Plan / Policy Impact / Climate Impact**

The recommendation supports the focus area of infrastructure in the Community Strategic Plan for 2021-2024 as it will assist in maintaining existing infrastructure.

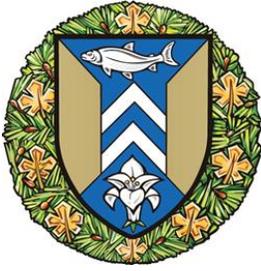
**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Deputy CAO Community Development and Enterprise Services dated August 12, 2024 concerning the Memorial Tower be received and that proceeds in the amount of \$1,510,000 be utilized from the Contingency Reserve to make the required repairs be approved.

Respectfully submitted,

Brent Lamming, PFP, CPA, CMA  
Deputy CAO  
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**

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Brent Lamming, Deputy CAO Community Development and Enterprise Services  
DEPARTMENT: Community Development and Enterprise Services  
RE: Transit Route Optimization Study

---

**Purpose**

The purpose of this report is to provide an update to Council and seek approval to reallocate funding to complete a transit route optimization study.

**Background**

As part of ongoing best practices, a route optimization review of services is recommended every five years with minor tweaking to occur on an ongoing basis as required by operations and to improve service delivery.

The last full route service optimization took place in 2018 after a review process that took two years to complete. The recommendations implemented resulted in the deployment of seven routes, a Community Bus route, a new Northern Transfer Point location at Sault College and the introduction of On-Demand services to address low ridership on weekend evening service.

With the changing demographics of the ridership and recent partnerships, a route optimization review is being recommended. For 2024, ridership is projected to exceed two million rides for the first time in Sault Ste. Marie's recent history. This review will include several areas of focus listed below:

1. Ridership capacity constraints where the number of riders exceed available bus seats at times;
2. Ridership utilization per route and best strategies to service;
3. Length of trips and recommended changes to optimize;
4. Transfer point review;
5. Review of On Demand service;
6. Review of service hours;
7. Address new ridership requirements from:
  - a. Increased newcomers to the community who are heavily utilizing transit services;

- b. Post secondary institutions (U-Pass Algoma University);
  - c. Expansion of high school partnerships – “Pass to Knowledge Program”;
  - d. Social Equity Transit pass.
8. Bus stop usage, consideration of traffic congestion and or future road construction.

### **Analysis**

The scope of work for the route optimization study will include a review of current transit operations and ridership resulting in recommendations to improve service to residents. Staff are also recommending that the use of the existing Dennis Street terminal location versus the Huron Street bus bay be included as part of the study.

Several positive benefits were previously identified by staff for the relocation of the transit terminal. Given the changes in transit ridership and current cost environment, the route optimization study provides an opportunity to revisit this project with current data.

The review and recommendation for the location of the transit terminal will include analysis of:

1. Impact on transit users;
2. Impact on transit operations (operational efficiencies, budget considerations);
3. Future potential use of Dennis Street property should terminal be relocated (e.g., housing/commercial development potential, enhanced bus shelter to service riders, impact to parking).

The funding of the route optimization study is proposed to come from the ICIP-approved allocation for the transit terminal relocation project. The route optimization study is required to inform both improved transit services and the potential relocation of the transit terminal.

Given the need for a route review and confirmation of what location best services the needs of transit users, staff are recommending the study commence this summer/fall. The team has identified an approved Council funding source to reallocate from one of the approved projects. The suggested project is the Electrical Upgrades which can be deferred to a later date. As part of the study staff is recommending that a public open house be conducted.

Staff are recommending a portion of the approved ICIP funds be utilized to complete a route optimization study in 2024. This will help provide information to improve transit service and support to aid staff with a future recommendation on the transit terminal.

### **Financial Implications**

There is no impact to the operating budget. This request will result in a cancellation of a portion of one project to facilitate moving forward with the route optimization

study – namely cancelling \$200,000 and the associated funding sources from the approved \$825,000 2024 capital project Transit Electrical Upgrades and Charging Unit. ICIP has approved a transit operational review study within the relocation of the downtown terminal project.

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

The recommendation supports the focus area of the Community Strategic Plan for 2021-2024 in several ways.

- Within the Service Delivery focus area, it continues to assist in delivering excellent customer service to citizens;
- Additionally, it supports the focus area of infrastructure, as it will assist in Maintaining Existing Infrastructure;
- It demonstrates Fiscal Responsibility in managing municipal finances in a responsible and prudent manner;
- It exemplifies communication and stakeholder consultation to create an environment that encourages engagement and the exploration of mutual goals to grow the community. Collaboration with community partners and stakeholders is essential to success.

### **Climate Impact:**

Travelling by public transportation uses less energy and produces less emissions by encouraging group transportation, which is a key mitigation strategy to reducing the impacts of climate change.

### **Recommendation**

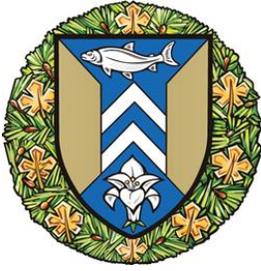
It is therefore recommended that Council take the following action:

Resolved that the report of the Deputy CAO Community Development and Enterprise Services dated August 12, 2024 concerning the Transit Route Optimization Study be received and that the following be approved:

1. Reallocate \$200,000 from approved \$825,000 2024 capital project Transit Electrical Upgrades to cover the cost of the Route Optimization Study;
2. Results of the study be brought back to Council with a recommendation on
  - Route modifications to better serve the needs of transit users.
  - Location support to remain at Dennis Street or relocate to Huron Street.

Respectfully submitted,

Brent Lamming, PFP, CPA, CMA  
Deputy CAO  
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**

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Brent Lamming, Deputy CAO Community Development and Enterprise Services  
DEPARTMENT: Community Development and Enterprise Services  
RE: Twin Pad Arena Project Under Budget

---

**Purpose**

The purpose of this report is to provide an update to Council on the total cost and request a reallocation of available contingency funding to use to install a solid surface (using millings) to a designated service area east of the Northern Community Centre (NCC) building, install hood infrastructure in the bar preparation area, and purchase a pizza oven for the facility.

**Background**

The construction tender to Ellis Don was approved on May 31, 2021 in the amount of \$29,319,000.

At the August 8, 2022 Council meeting, the following resolution was approved from project contingency:

Resolved that the report of the Deputy CAO Community Development and Enterprise Services dated August 8, 2022, concerning Twin Pad Expansion Update be received and that the recommendation of the Twin Pad Task Force for a change order in the amount of \$142,383 for rubberized surfacing of the walking track be approved from contingency funding.

At the November 21, 2022 Council meeting, the following resolution was passed:

Resolved that the report of the Director of Community Services dated November 21, 2022 concerning Twin Pad Reallocation of Contingency Funding be received and that the approved construction tender for the Twin Pad Arena be increased by \$500,000 to a total of \$29,819,000 to be funded from the project contingency budget.

Further, at the January 9, 2023 Council meeting, the following resolution was passed:

Resolved that the report of the Director of Community Services dated January 9, 2023 concerning Reallocation of Contingency Funding for the Twin Pad be received and that the approved construction tender for the Twin Pad Arena be increased by the additional \$125,000 funded from the project contingency budget to a total of \$30,086,383.

### **Analysis**

The response to the opening of the NCC Arena has been very positive. The NCC has seen many events along with expanded ice-time for users within its first year. There has been an estimated positive economic impact of at least \$1.6 million with the events held to date drawing people to the community.

Highlights include:

- Grand opening on March 6, 2023 – well attended by the public and students
- New home rink for the Sault College Cougars Men's and Women's Hockey Teams
- U18AAA Hockey Championship (2024) Playdowns (2023)
- U15AAA Ontario Hockey Championships
- Regional Ringette Championships
- NOWHL Championship Tournament and Skills Competition in March 2024
- Steel City Hockey Tournament resumed for the first time in 5 years
- Dog show hosted by the Sault Kennel Club (exhibitors from all over Canada and the U.S.)
- Bon Soo programming
- Korah Collegiate students using classroom space on the second level (room rentals remain available for weekends and evenings)
- Opening of a full-service Pro Shop to serve the public
- Expansion of ice-time for Women's Hockey, Ringette and Youth Hockey programming for demand in ice-time
- Opened throughout the summer to service ice demand
- New Shiny and Puck times for youth
- Reopening of the canteen on the main level and bar service area on the second level to accommodate larger events and programming
- Walking programming available daily on the new rubberized track
- Expanded parking to accommodate over 300 vehicles
- Implementation of an electric ice resurfacer with another on order

## Twin Pad Arena Project Under Budget

August 12, 2024

Page 3.



Of the \$32,809,500 approved total project budget, staff are happy to report that total projected final spend is estimated at \$32,371,590 putting the project \$438,000 under budget.

This was accomplished during the pandemic when delays and escalation in materials were normal in industry. Other municipalities have seen tenders come in much higher recently for arena projects. With the City contributing \$13.9 million, in conjunction with the Strategic Priorities Infrastructure grant of \$18.33 million, the project represents very good value for municipal money funds.

During the project staff had recommended expanding the service area at the north-east (rear) of the building to improve access for operations. A cost was obtained to pave at \$226,000 for this item but staff felt this was too high to implement. Another alternative was explored using excess millings to provide a solid surface from excess by-product from the City's asphalt program at a cost of \$60,000. Staff feel this is good value to use contingency funding to complete in late summer/early fall of 2024. In addition, there has been a demand to support the purchase of a

pizza oven and installation of hood infrastructure and supporting amenities in the upper-level bar preparation area. Staff are recommending utilizing \$100,000 of the available \$438,000 to complete the proposed three items.

### **Financial Implications**

There is no impact to the operating budget as a result of this report. The request to utilize \$100,000 for current capital requirements for the Twin Pad Arena can be accommodated within the estimated remaining budget. Once the Twin Pad Arena Project is finalized and closed out, any remaining budget will be transferred to the NCC Capital Reserve for future capital requirements.

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

The recommendation supports the focus area of the Corporate Strategic Plan for 2021-2024 in several ways.

- Under Fiscal responsibility, we will manage municipal finances in a responsible and prudent manner.
- Within the Service Delivery focus area, it continues to assist in delivering excellent customer service to citizens.
- It supports the focus area of infrastructure as it will assist in Maintaining Existing Infrastructure.

The Twin Pad arena project has prioritized energy efficiency and incorporates emission reduction technologies such as a full heat recovery unit to capture waste energy from the ice plant to be repurposed within the building, lowering natural gas consumption. It also includes LED lighting throughout and an electric ice resurfer which further lessens the buildings environmental impact aligning with the GHG Reduction Plan.

### **Recommendation**

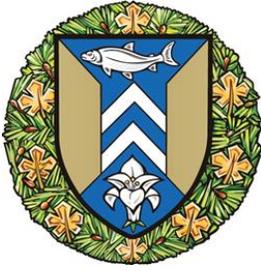
It is therefore recommended that Council take the following action:

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated August 12, 2024 concerning Twin Pad Arena – Under Budget be received and that the contingency funding in the total amount of \$100,000 be approved to utilize for the following:

1. Solid surfacing installation using millings for the access area north-east of the facility;
2. Infrastructure for venting and hooding on the second level bar preparation area and additional food and beverage equipment for the facility.

Respectfully submitted,

Brent Lamming, PFP, CPA, CMA  
Deputy CAO, Community Development and  
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**

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Emily Cormier, Sustainability Coordinator  
DEPARTMENT: Community Development and Enterprise Services  
RE: Community Development Fund – Green Initiatives Program  
Applications 2024 Q2 Intake

---

**Purpose**

The purpose of this report is to seek Council approval for recommendations from the Environmental Sustainability Committee for the distribution of Community Development Fund (CDF) – Green Initiatives Program funds.

**Background**

The purpose of the Green Initiatives Program of the Community Development Fund (CDF) is to support green initiatives that result in reduced greenhouse gas emissions (GHGs), improve water quality/rehabilitation, increase energy efficiency, healthy and resilient ecosystems, including habitat restoration, active transportation and waste reduction. The City of Sault Ste. Marie's (the City) Environmental Sustainability Committee (ESC) is responsible for making recommendations for the allocation of funds for eligible projects or programs that support the City's environment plans and practices. Funding applications are reviewed by the ESC in accordance with the CDF – Green Initiatives Program guidelines and are accepted in four quarterly intakes throughout the year. Total annual funds available for all projects under the CDF – Green Initiatives Program in 2024 is \$50,000. Eligible applicants include not-for-profit organizations, unincorporated organizations/collectives, local school or schools groups/committees and City departments.

**Analysis**

At the ESC meeting on Tuesday July 16, 2024, one project received the following recommendation:

Resolved that the Environmental Sustainability Committee supports the request for funding from the CDF Green Initiatives Program from the City of Sault Ste. Marie – Roberta Bondar Park Electric Lawn Maintenance Equipment Project for \$1,274 and recommends that Council approves the request.

This project aims to support the City's environmental initiatives by replacing aging gas-powered maintenance equipment at Roberta Bondar Park with electric alternatives, specifically 2 Echo 56v cordless U-handle trimmers/brush cutters and 1 leaf blower. This transition is expected to reduce greenhouse gas emissions and noise pollution associated with park maintenance, while increasing operational efficiency and reducing maintenance costs. This project aligns with the GHG Reduction pillar of the Green Initiatives Fund, as well as the resolution brought to Council in 2022 regarding developing a multi-year replacement plan for the electrification of small engine equipment as the existing equipment reaches the end of its useful life.

### **Financial Implications**

The 2024 Community Development Fund – Green Initiatives Fund currently has an uncommitted balance of \$23,340 available to support the project in this report totalling \$1,274.

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

The project recommendations support the values and focus areas of the Community Strategic Plan for 2021 – 2024 through:

- **Environmental Stewardship:** We will use resources wisely to maintain and create a sustainable city for future generations

In addition, the applications support actions under the transportation pillar of the Sault Ste. Marie Community GHG Reduction Plan: 2020 – 2030 including:

- Supporting fleet electrification opportunities

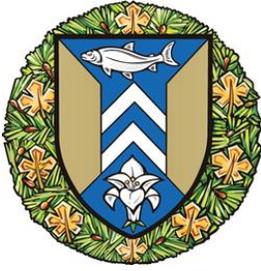
### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Sustainability Coordinator dated August 12, 2024 concerning Community Development Fund – Green Initiatives Program Applications 2024 Q2 Intake be received and that the recommendation of the Environmental Sustainability Committee to allocate \$1,274 to the Roberta Bondar Park Electric Lawn Maintenance Equipment Project be approved.

Respectfully submitted,

Emily Cormier  
Sustainability Coordinator  
705.989.8748  
[e.cormier2@cityssm.on.ca](mailto:e.cormier2@cityssm.on.ca)



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

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Diane Morrell, Accessibility Coordinator  
DEPARTMENT: Community Development and Enterprise Services  
RE: Bellevue Kayak Dock Accessibility Updates

---

**Purpose**

This report is seeking Council approval to amend the 2024 Capital Budget for the Bellevue kayak dock accessibility update and to use Barrier Removal Reserves to fulfill the unfunded portion of a grant application to update the Bellevue Kayak Dock to provide accessibility.

**Background**

At the June 12, 2024 meeting, the Accessibility Advisory Committee (AAC) passed the following resolution:

Resolved that barrier removal reserves be used to pay for Bellevue Park kayak dock accessibility updates in the amount of \$5,500.

**Analysis**

The Bellevue Park kayak dock was installed in 2021; however it requires updates to make it accessible.

This site currently has recycled asphalt for parking and part of the path of travel to the dock. Other parts of the path consist of paving, grass, and loose gravel. The kayak dock consists of ramping from grade to the floating kayak dock. There is a 3-inch step connecting the ramp and the dock. Ramping is approximately six feet above the water, and without railings.

This area would benefit from having two accessible (paved) parking spaces, a paved and appropriately sloped path of travel to the dock, railings for safety on the ramp, and the elimination of the 3-inch step from ramp to dock.

Quotes to update the kayak dock total \$19,996.07.

\$6,983 (35% of total) has been confirmed through a grant from Trans Canada Trail (TCT).

Public Works has agreed to provide in-kind labour and materials for paving at a value of \$7,543.

The amount of \$5,499 is requested from Barrier Removal Reserves to fill the unfunded portion for this project.

The Manager of Recreation and Culture and the Accessibility Coordinator have applied for a second grant, Inclusive Communities Grant (ICG) to cover the unfunded amount from TCT, as well as some additional amenities for this area.

Both Trans Canada Trail and Inclusive Communities Grant permits stacked funding for this project.

If the ICG grant is successful, funds will be reallocated to the barrier removal reserves to pay for PW services.

### **Financial Implications**

The accessibility upgrade project was not approved in the 2024 capital budget. As City funds, through the use of a reserve and in-kind services, are leveraging grant fund, staff. The Barrier Removal Reserve has an uncommitted balance of \$31,800 and can accommodate the request to fund the project.

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

The topic of this report is linked to the Strategic Direction, 'Quality of Life' from the Sault Ste. Marie, Strategic Plan. The accessibility updates to the Bellevue Kayak Dock will provide a safe and equitable experience for persons with various disabilities to access the kayak dock and St. Mary's River.

This project also aligns with the *Accessibility for Ontarians with Disabilities Act, 2005* ("AODA") and the Corporations Accessibility Policy respecting the four core principals of:

- Dignity
- Independence
- Integration
- Equality of Opportunity

There is no climate change impact associated with this request.

### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Accessibility Coordinator dated August 12, 2024 concerning Bellevue Kayak Dock Accessibility Updates be received and that Council approve the amendment to the 2024 Capital Budget for the Bellevue kayak dock accessibility upgrade in the amount of \$20,025 with associated funding of:

- \$5,499 from the Barrier Removal Reserves for the Bellevue Kayak Dock accessibility updates;
- \$7,543 for in-kind services from Public Work; and
- \$6,983 grant from Trans Canada Trail.

Bellevue Kayak Dock Accessibility Updates

August 12, 2024.

Page 3.

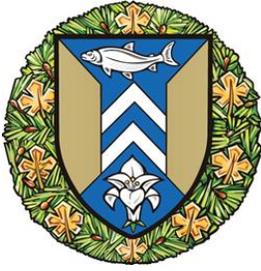
Respectfully submitted,

Diane Morrell

Accessibility Coordinator

705-541-7310

[d.morrell@cityssm.on.ca](mailto:d.morrell@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**

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Jonathan Kircal, Planner  
DEPARTMENT: Community Development and Enterprise Services  
RE: Update regarding Bill 185, Cutting Red Tape to Build More Homes Act, 2024

---

**PURPOSE**

This report outlines the significant changes made to the *Planning Act* following the recent passing of Provincial legislation highlighting its implications for the planning procedures for Sault Ste. Marie's Planning Department.

**BACKGROUND**

On June 6, 2024, the *Cutting Red Tape to Build More Homes Act, 2024* received royal assent from the Province of Ontario. This legislation is the latest effort by the Province to accelerate the development of new housing by removing perceived barriers. It also reverses some of the Province's previous amendments which had the unintended consequence of delaying development application processing.

**ANALYSIS**

Over the past five years, the Province has enacted substantial legislative changes aimed at accelerating the land use planning and development approvals process. These changes, part of a broader effort to streamline approvals and increase housing supply, align with the Province's commitment to build 1.5 million homes by 2031. Municipalities must adhere to Provincial policy and legislation.

While applied to all municipalities in the Province, these legislative changes are largely in response to the challenges faced by municipalities in the Greater Toronto Area that handle significantly greater volumes of development applications and appeals. In Sault Ste. Marie, the development approvals process is simpler, faster, and enhanced with timely and frequent interactions between City staff and applicants. Despite the sweeping legislative changes of late, the City anticipates minimal impact on its own development approvals procedures.

The most recent legislative installment supporting the Province's housing agenda was introduced in June 2024 through the *Cutting Red Tape to Build More Homes Act, 2024* (Bill 185). This amended several key Acts, including the *Planning Act*,

*Municipal Act*, and *Development Charges Act*; however, it is the *Planning Act* changes that are most relevant to Sault Ste. Marie.

- **Reduced appeal rights:** When coupled with the amendments introduced in 2022 through the *More Homes Built Faster Act* (Bill 23), the combined effect is that the general public no longer has appeal rights for any official plan or zoning by-law amendments, draft plans of subdivisions, site plans, severances or minor variances.

Appeal rights are now restricted to the following:

- The applicant;
- The registered owner of a subject property;
- A “specified person” (e.g. utility companies, rail and pipeline operators, airport operators, aggregate and environmental compliance permit holders within 300m of subject properties, NAV Canada civil air navigation service);
- The Minister of Municipal Affairs and Housing.

Given this elimination of appeal rights, it will now be especially important to ensure that the development approvals process is as open, accessible, timely and efficient for the general public so that their feedback can be obtained and reviewed by Council prior to decision making. To improve public awareness and participation, in addition to mailed notices, development proponents will soon be required to install prominent signs on properties that are subject to a *Planning Act* application. This method ensures effective notification of proposed changes to the community, addressing past concerns where some community members reported not receiving mailed notices or seeing them in the newspaper.

The City will update its public notice letters, which are sent to property owners within 120 meters of the subject property and posted on the City's website and in the Sault Star advertisement, to clarify these limited appeal rights.

- **Repeal of mandatory pre-application consultation:** Many municipalities, Sault Ste. Marie included, previously required developers of larger-scale projects to consult with City staff as part of the completeness criteria for advancing through the development approvals process. New Provincial legislation has removed this as a component needed for a “complete” application. Pre-application consultation is now voluntary at the discretion of the applicant.

- **New appeal rights for Urban Settlement Area (USA) expansion:** Historically, applicants have had the option to submit applications for expanding settlement areas to accommodate new residential, commercial, or industrial developments. However, until recently, they did not have the ability to appeal Council's decision, unless the application was submitted during an Official Plan review exercise, which typically occurs every five years as required by the Province.

The City must now address any appeal related to USA expansions through the Ontario Land Tribunal, whereas previously it did not. At this time, very few parties have expressed interest in expanding the USA. Planning staff's advice to the applicants has been to wait until USA policies are finalized or to submit an application to the Planning department with the assistance of a qualified land use planning consultant.

Expanding the USA refers to the process of increasing the geographical footprint of an urban area by converting rural lands into new denser residential, commercial or industrial developments beyond the existing urban boundaries. This also involves extending municipal infrastructure and servicing to accommodate the new development (e.g. municipal road, sewer, water).

While expanding the USA can stimulate growth, premature or poorly planned expansions can pose significant land use, servicing, and financial implications for the municipality. Therefore, such expansions should only proceed when necessary and must be supported by comprehensive technical studies.

Reviewing and making necessary adjustments to the current USA boundary are already phased in Planning staff's workplan. In total, six boundary adjustments are proposed in the draft OP and mostly serve to "square off" the existing boundary to better reflect existing and future development potential within these areas<sup>1</sup>. These six adjustments represent 124.1 hectares (306.66 acres) of land that would be added into the USA.

Municipalities are required to ensure that enough land is available to meet demand needs over a 25-year horizon. Based on previously conducted population forecasting and land use studies, these demand needs can be accommodated within existing vacant and underutilized lands within the current USA boundaries and therefore, no significant boundary adjustments are needed at this time.

---

<sup>1</sup> The location of the proposed areas to be included in the Urban Settlement Area are identified in the "Proposed Official Plan Policies on: Growth and Settlement" section of the Official Plan Background Report, 2021.

- **Universities and colleges exempt from the *Planning Act*:** Undertakings by publicly-assisted universities/colleges<sup>2</sup>, including projects such as student housing or general facility expansions, are now exempt from obtaining official plan amendments, zoning by-law amendments, site plan approvals, and subdivision approvals under the *Planning Act*. However, they still need to comply with the building permitting process as per the *Ontario Building Code*.
- **Community service facilities to be exempt from the *Planning Act*:** The Province is developing a framework where community service facilities, such as those operated by school boards under the *Education Act*, long-term care homes under the *Fixing Long-Term Care Act, 2021*, and hospitals under the *Public Hospitals Act*, would also be exempt from the *Planning Act*. Until this framework and further details are established, these facilities remain subject to the *Planning Act*.
- **Enhancing the framework for additional dwelling units:** The Province aims to create a framework allowing additional dwelling units, such as semis, townhomes, and multiplexes to be permitted as-of-right in specific circumstances, regardless of municipal zoning by-laws or performance standards (e.g. minimum lot area, frontage requirements). The intent of this is to prohibit overly stringent zoning controls that prohibit the development of additional dwelling units on lots.

In May 2024 City Council enacted the "Gentle Density" suite of permissive zoning amendments to allow for additional dwelling units on most urban residential lots without further Planning approvals. Therefore, it is not anticipated that this Provincial initiative will have any local impacts.

- **No refund of application fees:** Previously the Province mandated municipalities to refund rezoning and site plan control application fees if applications were not processed within set timelines. The intent was to expedite the development approvals process; however, throughout Ontario, this led to heightened application scrutiny and bottlenecked disputes between applicants and staff before applications were deemed complete. As a result, the Province has now withdrawn this provision.

These issues did not exist within Sault Ste. Marie and the City was never in the position where it had to refund application fees.

---

<sup>2</sup> "Publicly assisted universities/colleges" are defined in section 1 of the Ministry of Training, Colleges and Universities Act, and include colleges and universities federated or affiliated with a publicly-assisted university. Private institutions are not included.

- **Lapsing provisions for Site Plan Approval and Draft Plans of Subdivisions:** Municipalities must now include lapsing provisions in approved site plans and draft subdivisions that will withdraw the approval if building permits are not obtained within a specified timeframe not less than three years. Details on these provisions will be further defined through Provincial regulations, including a provision to deem draft subdivision approvals made prior to March 27, 1995 as lapsed by June 2027 if conditions are not met.

The intent of these "use it or lose it" provisions is to provide municipalities with clearer development indicators, aiding in better coordination of urban growth and infrastructure.

Locally, these provisions are not expected to have significant impacts, as there are few draft subdivision approvals from before 1995, and those existing may not align with current policy and engineering standards and therefore are ineligible to receive final approval. Further, as part of the draft OP, Planning staff have proposed sunset clauses so that undeveloped approvals must be reviewed and reconsidered to keep them aligned with current policies and practices.

#### **Official Plan and PPS update**

On April 10, 2024, the Province released a draft of the upcoming Provincial Planning Statement 2024 (PPS), which is a key planning document setting policy directives for land use planning across Ontario. All municipal land use decisions must conform to the PPS.

While an official adoption date has not been announced, Planning staff are of the opinion that no new Official Plans will be provincially approved until the new PPS is adopted. Consequently, the City's current Official Plan project has been put on hold. Despite this, Planning staff are actively amending the existing Official Plan to ensure that the City's community development initiatives can continue.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications from the recommendations in this report.

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

There are no strategic, policy or climate implications from the recommendations in this report.

#### **RECOMMENDATION**

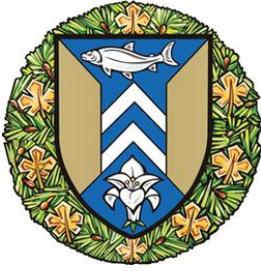
It is therefore recommended that Council take the following action:

Resolved that the report of the Planner dated August 12, 2024 concerning Bill 185, *Cutting Red Tape to Build More Homes Act, 2024* be received as information.

Update Regarding Bill 185, Cutting Red Tape to Build More Homes Act, 2024  
August 12, 2024  
Page 6.

Respectfully submitted,

Jonathan Kircal, RPP  
Planner  
705.759.6227  
[j.kircal@cityssm.on.ca](mailto:j.kircal@cityssm.on.ca)



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

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Brent Lamming, Deputy CAO Community Development and Enterprise Services  
DEPARTMENT: Community Development and Enterprise Services  
RE: Paid Employee and Visitor Parking at the Civic Centre

---

**Purpose**

The purpose of this report is to respond to a Council resolution that provides Council information regarding paid employee and visitor parking at the Civic Centre and provide comments on whether City employees outside the Civic Centre should be charged for parking.

**Background**

On June 12, 2017 the following resolution was passed by City Council:

Whereas the Parking Review Committee has studied downtown parking and recommended changes to modernize our downtown parking system; and

Whereas during the community input portion of their investigations, the Parking Review Committee received significant feedback from residents; and

Whereas many residents noted that Algoma University, Sault College, the Sault Area Hospital, Ontario Lottery and Gaming, Group Health Centre and many other entities within the City charge employees for parking; and

Whereas the City must collect revenue wherever possible to offset tax increases;

Now Therefore Be It Resolved that staff bring forward to City Council a report on charging municipal employees for parking at all City-owned buildings including the Civic Centre.

At the May 28, 2018 Council meeting, a report was brought forward from staff as information the following resolution was passed:

Resolved that the report of the Deputy CAO Community Development and Enterprise Services dated 2018 05 28 be received as information.

## Paid Employee and Visitor Parking at the Civic Centre

August 12, 2024

Page 2.

An additional motion was presented May 28, 2018, to bring forward an implementation plan for paid employee parking which was defeated seven to four (Appendix A).

Another motion was brought forward on June 3, 2019, to strike a sub-committee to review the report of May 2018 and further study the issue of paid parking for municipal staff, and come to Council with a recommendation for paid parking for municipal staff which was defeated six to three (Appendix B).

At the December 11, 2023 Budget meeting, the following additional proposed budget amendment was passed:

Be It Resolved that Council direct staff to bring forward a report and recommendation on paid employee and visitor parking at the Civic Centre including consideration of full-time and part-time employee rates; further that staff use comparators from other organizations in Sault Ste. Marie to determine the rate at which employee and visitor parking might be charged, and whether other City employees outside the Civic Centre should be charged for parking.

City employees have never been charged for parking at the Civic Centre or any satellite location. Similarly, visitors and councillors have never had to pay for parking at these locations. The only municipally operated paid parking is the on-street parking and the parking lots in the downtown core.

As of July 9, 2024 the Corporation had the following employee complement:

EMPLOYEE TYPE	CIVIC CENTRE	SATELLITE	TOTAL
Full Time Non-Union	76	66	142
Full Time Union	80	391	471
PT Non-Union	0	401	401
PT Union	1	11	12
Summer Students	27	114	141
TOTAL	184	983	1167*
<i>*Total includes 27 current vacancies.</i>			

These statistics and all other references herein do not include employees or facilities of the Sault Ste. Marie Police Services or the Sault Ste. Marie Public Library.

Each City-owned facility has enough parking to accommodate staff, students, and visitors.

### Analysis

There are several considerations when examining the option to charge municipal employees and visitors for parking at all City-owned facilities. The Analysis section is organized to address some of the major considerations that include:

- Current Practices – parking procedures with other organizations;
- Enforcement – options for enforcing a paid parking program;

- Application – who should be charged for parking and any related impact;
- Pricing – what are the considerations to determine pricing; and
- Financial Impact – what would be the net financial surplus/deficit to the City.

**Current Practices**

**Local Organizations**

The resolution requested staff research the current parking practices at local organizations to determine the rate at which employee and visitor parking might be charged. Information was gathered for the following locations:

- Sault Area Hospital;
- OLG/Roberta Bondar Place;
- Group Health Centre; and
- Sault College.

It should be noted from the previous report in 2018 that Algoma Steel, Tenaris, Arauco, Brookfield and the SSMPUC do not charge staff for parking. In addition, the Algoma District School Board and Huron Superior Catholic District School Board do not charge staff for parking.

Of the comparators chosen that do charge, items reviewed were types of passes offered (e.g. yearly, monthly), various pricing and payment options, and exceptions if applicable. Note that both employees and visitors must pay for parking at each location.

<b>SSM SAMPLE ORGANIZATION PARKING ARRANGEMENTS</b>					
	SAH	OLG	GHC	Sault College	Average
Visitor Rate	\$6/visit \$10/24h visit \$25/5-day pass	Free 30-minute parking section Free 2-hour parking section	Varies by location, generally \$6/visit	First 2 hours free \$5/day	
Payment Method	Ticket station & gate	N/A	Coin, cash, credit or tokens	Gate	
Full-Time Rate	\$30.77 biweekly	\$45/month	\$15 biweekly	\$23/month	
Part-Time Rate	\$20 biweekly	\$45/month	\$15 biweekly	\$23/month	
Payment Method	Payroll deduction	Payroll deduction	Payroll deduction	Payroll deduction	
Approx. Annual Cost to Employee	\$520-\$800 (\$660 Avg.)	\$540	\$390	\$276	\$467

Additional Details		Visitor parking "Strictly Monitored." Parking App for lot east of building available for staff not in office full time.			
--------------------	--	---	--	--	--

**Comparable Municipalities**

As part of the research the comparable municipalities were again contacted to determine their practices for staff parking. The details have been summarized in a chart below. The municipalities of North Bay, Timmins, Thunder Bay, and Sudbury were contacted. It is important to note that none have on-site parking at their respective City Halls as the Civic Centre does.

The City of North Bay has a Council approved resolution in which parking for employees is paid for within the annual budget for disclosure purposes and there is no charge to employees.

Depending on the lot, City of Sudbury employees pay the highest parking fees. For the lot closest to Tom Davies Square (Sudbury City Hall), City of Sudbury employees pay a monthly fee of \$82/month, totalling \$984 a year. Another lot is available to staff at a lower rate due to its further distance from Tom Davies Square. This lot costs \$51/month, totalling \$612/year. All employees are required to pay, regardless of title or seniority. Sudbury has free 15-minute parking underground. The underground lot is approximately \$120 a month compared to all other outdoor lots that vary in price depending on their distance from City Hall. Sudbury also has satellite offices much like public works, landfill, etc. They do not charge parking for these locations.

The City of Thunder Bay employees who work at the Civic Centre choose between a lot and a parkade (parking garage). Those opting for the lot pay \$840/year, and those opting for the parkade pay \$948/year (plus an additional \$10 deposit on the parkade key tag). All employees are required to pay, and some departments choose to pay for their senior staff.

The City of Timmins does not charge employees for parking.

<b>NORTHERN ONTARIO CITY EMPLOYEE PARKING – July 2024</b>					
	Thunder Bay	North Bay	Sudbury	Timmins	Average
Paid Employee Parking	Yes	No	Yes	No	
On-site Parking at City Hall	No	No	No	No	
Satellite Paid Employee Parking	No	No	No	No	

Paid Employee and Visitor Parking at the Civic Centre

August 12, 2024

Page 5.

Full-Time Rate	\$70-\$79/month	N/A	\$51-\$120/month	N/A	
Part-Time Rate	\$70-\$79/month	N/A	\$51-\$120/month	N/A	
Discount from Public Rate	No	N/A	No	N/A	
Payment Options	Pre-pay or payroll deduction	N/A	Payroll deduction	N/A	
Work From Home Arrangement	Yes	No	Yes	Yes	
Other Details	Surface Lots \$70/mo. Parkades \$78.77/mo.	No	Rates vary by lot and distance to City Hall. Closest lot is underground parkade, \$120/mo.		
Approx. Annual Cost to Employee	\$840 Surface Lot \$948 Parkade (\$894 Avg.)	\$0	\$612-\$1,440- under ground lot (\$1,026 Avg.)	\$0	\$363 (Parkade and Underground lot excluded)

**Enforcement**

**Monitoring**

The lot(s) must be monitored to ensure compliance. The City has the potential to expand the existing contract with the Corps of Commissionaires to monitor additional lot(s). The City pays \$24.39 per hour of enforcement.

Based on 2,080 hours per Commissionaire per year, the City would require \$51,000 for each Commissionaire. If introduced to all City locations, at least one additional enforcement officer would be required, along with a vehicle to travel to the various sites for enforcement. If the Commissionaires supplied the vehicle, the hourly rate increases.

Alternatively, the City may use a third-party security company to respond to parking infractions as needed. This is problematic because it requires staff to monitor and report parking infractions committed by their colleagues. This is not recommended.

Currently the City issues permits for staff to park in the north and south lots at the Civic Centre, GFL Memorial Gardens, Transit Building and Dennis Street Terminal. This amounts to approximately 325 passes issued annually, including summer students. If the City were to issue parking permits to all staff, the City would need to issue 1,167 in total (please note this is in addition to all parking passes issued for the public lots).

**Staff Payment**

*Payroll Deductions*

Finance does not recommend payroll deduction unless it is a set amount, and no changes are made except upon termination or an annual opt-out option. There are insufficient resources in payroll to manage ongoing monthly changes to adjust for vacation, different modes of travel, working from home, etc. If this path is taken, then administration should include 0.5 to 1.0 FTEs. This would exclude employees who do not require a parking space.

#### *Permit System*

If a permit system is employed, staff impacted would need to purchase monthly or an annual pass from the Parking Division located at 111 Huron Street. Depending on the number of staff requiring parking passes, a determination would need to be made on the requirement for extra resources to process permits.

Other potential options for enforcement should the public be required to pay include:

#### **Gates**

If the City were to purchase and install a set of gates, the cost is estimated to be \$26,500 per gate (based on 2018 figures). Each gate requires an entry and exit point, a payment acceptor, access control software, and installation labour. Given the City has approximately 20 lots with civic buildings, estimated gate requirements are 41 in total should all buildings have paid parking. Costs to implement are estimated to be a minimum of \$1.08 million excluding annual maintenance and monitoring. Annual maintenance is estimated at \$2,000 and costs to issue proximity cards are estimated at \$5 per card. These figures are based on estimates received in 2018 and are anticipated to be higher today. Staff do not recommend gates for enforcement due to the up-front cost and ongoing maintenance.

#### **Pay and Display**

If Pay and Display units were installed at all 20 civic lots, it is estimated to cost \$302,557 to implement when using two units per lot. Annual maintenance is estimated to be \$2,000 per year. This option requires a by-law enforcement officer estimated to cost \$51,355 per year per officer. These figures are based on estimates received in 2018 and are anticipated to be higher today. Staff do not recommend Pay and Display units for enforcement.

#### **Passport App**

If a 2-hour free model is chosen Passport can be used to purchase time. Currently in use at City-owned parking lots and on-street parking, the Passport parking app allows users to pay for parking on their mobile device. If the City were to charge visitors for attending City facilities, this app can quickly be expanded to include the Civic Centre. This option requires enforcement.

<https://saultstemarie.ca/Government/City-Departments/Community-Development-Enterprise-Services/Community-Services/Transit/Parking/Parking-App.aspx>

#### **Application**

The resolution from Council asked whether other City employees outside the Civic Centre (north and south lot) should be charged for parking. The list of all City buildings includes:

- Bellevue Marina and Park;
- Bellevue Park;
- Cemeteries;
- Ermatinger Clergue National Historic Site;
- Fire Station #1 – Tancred;
- Fire Station #2 – Second Line;
- Fire Station #3 – 100 Bennett Blvd;
- Fire Station #4 – 65 Old Garden River Rd (EMS);
- John Rhodes Community Centre;
- Landfill;
- Northern Community Centre;
- Public Works;
- GFL Memorial Gardens;
- Transit Centre;
- Transit Terminal; and
- Wastewater Treatment Facilities.

### **Visitors**

Staff do not recommend parking fees for visitors at City buildings. Many visitors to the Civic Centre have been invited by staff for meetings such as board and committee meetings, community meetings, public consultation sessions, collective agreement negotiations, interviews, and more. Additionally, many visitors to the Civic Centre attend to pay taxes, parking tickets, marina slip fees, building permit fees and marriage licence fees. Charging parking fees when visitors are already attending to make a payment will frustrate visitors and promote non-compliance. Charging visitors for parking at satellite locations such as the John Rhodes Community Centre or Cemetery is also not recommended. If these charges are introduced, a decline in program registration and revenue can be expected.

### **Part-Time Staff and Students**

Staff do not recommend parking fees for part-time staff or summer students. Part-time staff do not work more than 25 hours per week, with some only working a few hours per week (e.g. ushers at GFL Memorial Gardens, canteen attendants at Bellevue Park, Lifeguards at JRCC, etc.). Summer students are only employed from May to August. Many part-time staff are youth, students, and senior citizens who get a ride to and from work or use public transit. To impose parking fees on these groups is likely to worsen recruitment and retention issues.

### **Full-Time Staff**

If full-time staff are charged, it must be determined whether to include all 613 staff across all locations or 156 at the Civic Centre. If a monthly or yearly permit system were used, enforcement is required. Options could be explored to automate the process and provide flexibility but would add incremental costs. At present the Passport parking app does not facilitate the purchase of monthly and yearly pass purchases.

Union groups within the City have already submitted written opposition to the introduction of paid parking for their members after the most recent resolution was passed. Instituting and deducting a parking fee changes an employee’s take-home compensation level in the collective agreement, without negotiation. Should Council wish to implement a parking fee, this should be done through the bargaining of a new collective agreement.

The risk of grievances and arbitration could result if a parking fee is implemented outside of bargaining and the resultant cost of arbitration proceedings. If union employees are protected under their current collective agreements from paying parking fees and non-union are not, this creates an internal equity concern in an environment where full-time non-union staff have typically been granted similar benefits.

Charging some members of the same union and not others is problematic. For example, CUPE 67 members work across the various sites beyond the Civic Centre such as the Transit Office, Public Works, Cemeteries, and GFL Memorial Gardens.

The City has a salary review underway. There has been difficulty in several areas attracting and retaining staff. The introduction of parking fee may hamper efforts and will further affect staff’s financial considerations. It may impact the pool of qualified individuals submitting interest moving forward when looking to recruit the best talent.

If the City imposed a method that involved enforcement there may be a prosecutorial impact. A City prosecutor cannot prosecute a City employee as it would be considered a conflict. If vehicles are ticketed and the ticket is challenged the City may incur legal costs retaining outside counsel.

**Pricing**

If it is decided to introduce paid parking with only full-time employees, three scenarios are presented below for consideration. The first scenario is for cost recovery for the north and south lot, the second is for comparable municipalities and the third is for local organizations in the Sault.

PRICING OPTIONS						
Item	Cost Recovery- All	Cost Recovery- Civic Centre	Ave. of Mun.	Ave. of Mun.	Ave. SSM Comp’s	Ave. SSM Comp’s
North and South lot annual maintenance	Approx. \$29K/yr. last 5 yrs.	Approx. \$29K/yr. last 5 yrs.	-	-	-	-
All FT – 613 Assume 80% will purchase = 490	490	-	490	-	490	-
Just Civic Centre FT – 156 staff	-	125	-	125		125

Paid Employee and Visitor Parking at the Civic Centre

August 12, 2024

Page 9.

Assume 80% will purchase = 125						
<b>Rate</b>	<b>\$59/yr.</b>	<b>\$232/yr.</b>	<b>\$363/yr.</b>	<b>\$363/yr.</b>	<b>\$467/yr.</b>	<b>\$467/yr.</b>
Potential Annual Rev	\$28,910	\$29,000	\$177,870	\$45,375	\$228,830	\$58,375
Contracted By-Law Enforcement	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000
<b>Shortfall/Surplus</b>	<b>(\$22,090)</b>	<b>(\$22,000)</b>	<b>\$126,870</b>	<b>(\$5,625)</b>	<b>\$177,830</b>	<b>\$7,375</b>

**\*No Visitor Parking, PT or Summer Staffing would be recommended.**

For the cost recovery option, it would cover maintenance only. If capital costs were included for major resurfacing/poles this fee would need to be increased.

<b>CIVIC CENTRE PARKING SPACES</b>	
North Lot	
Available spaces to staff	112
Tim Horton's	12
Montana's	29
<b>Total North:</b>	<b>153</b>
South Lot	
Available spaces to staff (includes 22 fleet) and 1 for Justice of the Peace	67
Available spaces to visitors	53
Accessible spaces	8
Mayor and Council	11
Montana's	15
<b>Total South:</b>	<b>154</b>
<b>TOTAL NORTH AND SOUTH SPACES</b>	<b>307</b>

If Council proceeds with the introduction of a paid parking system, it is recommended the north and south lot be treated as a two-hour free lot similar to the other downtown lots. This would also need to be applicable to the lot at the Bay Street Active Living Centre (located at 619 Bay Street) to discourage individuals from relocating from the north and south lot to this nearby location. There would be negative feedback from Seniors who participate at the Active 55+ Centre for programming that extends past two hours and may impact general participation.

Enforcement at an estimated cost of \$51,355 per annum would cover Monday to Friday from 8:30am to 4:30pm. This would be for coverage of the north, south, and Bay Street Active Living Centre lots.

Additional items for consideration:

- If a permit system is introduced, will it be first-come first-serve or will it remain assigned by lot;
- If visitors are required to pay, must those with accessible permits also pay (similar to the paid lots);

- The City has existing agreements with tenants and paid parking would need to be negotiated and address (e.g. Sault Ste. Marie Innovation Centre – 36 employees; Emergency Services and Central Ambulance Communication Service);
- Will any exceptions such as Councillors, senior staff, contractors, etc. be provided.

### **Options for Council**

Should Council decide to charge for parking it would not be equitable to charge Civic Centre employees and not other locations. As many positions are performing similar work or are members of the same union across similar sites. Charging for parking will impact morale and recruitment efforts that are already facing challenges.

It is not recommended to charge the following:

- Part-time employees and summer students; and
- Visitors

There are other City-owned buildings including the Library, Museum, Police Station, but staff have not included them in this analysis. From a facility standpoint, there are some questions about the practicality of charging municipal employees located at remote facilities a parking fee. Locations such as the Cemetery and Landfill which are remote or locations such as the Northern Community Centre, GFL Memorial Gardens, and John Rhodes which have large lots largely dedicated to visitors and utilize significant part-time or youth employees may need further consideration should parking fees be implemented.

### **Summary**

Should Council wish to proceed, there are many considerations and details that would need to be finalized. As indicated above, staff have concerns about charging visitors and employees for parking at satellite locations. At the same time, the issue of fairness and equity needs to be balanced if some employees are charged and others are not. There is also a question of fairness to consider if staff is paying the entire costs for lots that are being utilized and maintained for the public to use as well. If visitors to City facilities are not required to pay for parking it makes enforcement somewhat more difficult depending on the size of the lot and the proportion of spaces that are set aside for visitors versus staff. Certainly, if it was decided to charge the public it would have a negative impact on participation rates across all programs and events and frustrate visitors who are likely attending to pay a different fee of some kind.

There is a potential for the net benefit to be reduced should a parking fee be challenged by union members, and it proceeded to arbitration. A resultant increase in wages would negate the cost savings of implementing parking fees. If union employees are protected under their current collective agreements from paying parking fees and non-union are not, this creates an internal equity concern in an environment where full-time non-union staff have typically been granted similar benefits.

If part-time employees are charged there could be potential attrition given the cost of parking versus total income received from their employment. Before proceeding into any further detailed analysis, staff felt it prudent to bring this information to Council for further direction.

**Financial Implications**

The full financial implications will depend on the approach taken by Council as there are many options to consider.

Should Council approve the implementation of paid parking it is recommended to be introduced during the next round of contract negotiations.

**Strategic Plan / Policy Impact / Climate Impact**

This item falls under the Employee Centred pillar under the newly drafted Corporate Strategic Plan. Where we commit to providing a dynamic work experience where staff feel valued and appreciated. Where we create a supportive workplace that invests in employees.

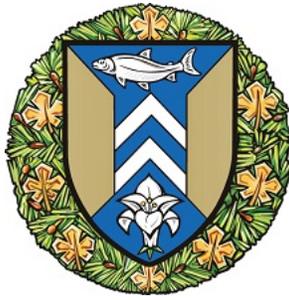
**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Deputy CAO of Community Development and Enterprise Services dated August 12, 2024 concerning Paid Employee and Visitor Parking at the Ronald A. Irwin Civic Centre be received as information.

Respectfully submitted,

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



**CITY COUNCIL RESOLUTION**

**Regular Council Meeting**

**Agenda Number:** 6.3.1.  
**Title:** Additional Motion – Review of Municipal Staff Parking Fees  
**Date:** Monday, May 28, 2018  
**Time:** 3:18 AM

---

**Moved by:** Councillor M. Shoemaker  
**Seconded by:** Councillor O. Grandinetti

Whereas a May 28, 2018 report titled Review of Municipal Staff Parking Fees sought further direction from Council on proceeding into a detailed analysis of implementing staff parking fees; and

Whereas staff set out the paid-parking practices of other Northern Ontario cities including Thunder Bay, Sudbury and Timmins; and

Whereas many public sector and greater-public-sector agencies in Sault Ste. Marie charge their employees for parking;

Now Therefore Be It Resolved that staff be requested to bring forward an implementation plan for paid employee parking at the Civic Centre North and South Lot, the Essar Centre, the Ermatinger-Clergue National Historic Site, the Transit Terminal and the Transit Centre;

Further Be It Resolved that staff use comparators from other organizations in Sault Ste. Marie to determine the rate at which employee parking will be charged;

Further Be It Resolved that staff be requested to include full-time employees, and City Councillors in implementation of the paid parking implementation plan but not to include part-time employees or summer students;

Further Be It Resolved that staff be requested to report back on the recommended method of enforcement to minimize enforcement costs to the greatest extent possible.

**YES: 4**

**NO: 7**

**ABSENT: 0**

**Defeated**

**YES: 4**

Councillor J. Hupponen	Councillor M. Shoemaker	Councillor F. Fata	Councillor O. Grandinetti
------------------------	-------------------------	--------------------	---------------------------

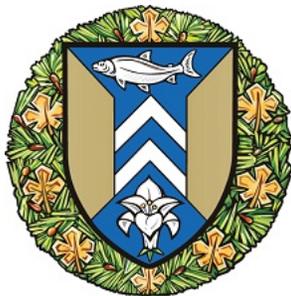
**NO: 7**

Mayor C. Provenzano	Councillor S. Butland	Councillor S. Hollingsworth	Councillor L. Turco
Councillor R. Niro	Councillor M. Bruni	Councillor J. Krmpotich	

**ABSENT: 0**

---

Matthew Shoemaker



**CITY COUNCIL RESOLUTION**

**Regular Council Meeting**

**Agenda Number:** 8.1.  
**Title:** Employee Parking  
**Date:** Monday, June 3, 2019  
**Time:** 3:18 AM

---

**Moved by:** Councillor M. Shoemaker  
**Seconded by:** Councillor M. Bruni

Whereas in June 2017 Council requested that staff review paid parking options for municipal staff; and  
Whereas in May 2018 staff reported on various options for paid parking options for municipal staff; and  
Whereas a system for paid parking options for municipal staff could not be agreed upon at that time;  
and

Whereas the City of Sault Ste. Marie remains one of the few public institutions within Sault Ste. Marie that does not charge for employee parking;

Now Therefore Be It Resolved that Council strike a sub-committee to review the report of May 2018 and further study the issue of paid parking for municipal staff, and come to Council with a recommendation for paid parking for municipal staff;

Further Be It Resolved that the said committee consist of Councillor M. Shoemaker, Councillor M. Bruni, a representative of the C.A.O's office, a representative from Corporate Services, a representative from Community Development and Enterprise Services, a representative from one of the City's larger bargaining units and a community member from the public at large.

**YES: 3**

**NO: 6**

**ABSENT: 2**

**Defeated**



**Subject:** FW: Paid parking at Civic Centre

Dear Mayor and Council,

> I have always disagreed with you Matt, on this matter and I still do not support paid parking at Civic Centre.

>

> It is not just another govt office building in our downtown core. It is much, much more than that. It is our municipal showcase building, a welcome centre for our citizens and visitors alike.

>

> Even though I don't support even staff paying because of the equity piece of other City sites, I am curious to understand what mechanism you envisage if you agree not everyone should pay, to insure employees pay to park there, but me as a citizen wanting to attend a community meeting or tour a visitor or perhaps a tourist themselves who wants to stroll our Civic Centre grounds, does not have to pay?

>

> Are the parking areas (north and south lots), to be gated?

>

> How do you see the equity for all City Employees? Do the four staff at Ermatinger Clergue have to pay to park in their little lot which rarely is full?

>

> Do the Bellevue Park staff have to park in that City property? Do City Transit workers have to pay to park on Huron Street?

>

> I simply do not agree that it is an accurate comparator that our municipal employees at these various sites is the same as a Federal Govt Building or a Provincial Building.

>

> Do the Federal and Provincial employees pay at other sites that are not in their two main buildings downtown?

>

> The hospital is paid parking for everyone; employees and the public. I would be very dismayed if you went that route.

>

> The Federal and Provincial buildings, Group Health sites or the Hospital – are not the same as Civic Centre.

>

> They don't have the Ambassador/Welcome Centre role as a site the way Civic Centre has as our seat of municipal govt and on our boardwalk as a piece of our tourism fabric.

>

> Thus I hope you do not consider making all who come to the Civic Centre pay to park. That would be a big "unwelcome" message.

J. Susan Myers

Subject: FW: Parking

As you both know I have a keen interest on this subject. I have read your report to council and believe that there are many other factors that have not been considered here. The following mostly come from Donald Shoup's book *The High Cost of Free Parking* which is available from Emily Cormier's library a must read for anyone involved in this topic.

Just a few points of many that should be added to this discussion:

First off there is no such thing as free parking and the expression should not be used. The true costs of providing this service to drivers should be in the report. In previous conversations with you and some of your staff, the calculations used to estimate the cost excluded land value. As you both know according to Parking Reform Network 39% of land use downtown SSM is dedicated to parking putting us in the lowest 5th percentile similar sized cities in US and Canada. I'm not sure how much an acre of prime vacant land in the downtown core is worth but I bet it's very expensive. You also need to add the taxation costs that would be generated if that acre was occupied by a building instead of parking. Shoup estimates that the true cost per spot in a downtown core is between \$8-15K per spot per year. Much more if it's underground or in a Parkade.

The only people who don't pay when parking is "free" are drivers. The cost of parking is embedded in buildings, rent, costs off goods, etc.... If you don't drive you are subsidizing drivers and there are a lot of people who don't drive: youth, disabled, elderly, poor and folks who simply chose not to own a car.

The argument about paid parking for unions can be easily addressed if you calculate the real cost of this benefit and provide union members who don't use it the same value in cash or other benefits. You would see a quick drop in usage guaranteed and the union would realize how unfair that would be.

The city is also considering parking reforms to incentivize housing development in the core. Research has shown that that one of the most important factors in people choosing more appropriate transportation choices is paid parking. Most people in this city drive 10 minutes or less to get to work, a journey that can easily be done by bike, walk or public transit. According to Shoup there is a 30% reduction in parking when employees have to pay for it. The extra space could be sold, turned into green space or into affordable housing.

Parking is such a sensitive issue in this city and it does not have to be. There is a growing amount of expertise and best practice when it comes to this issue and we are far from it. Most cities are shifting away from owning parking lots and the private sector or downtown associations take over the ownership and management of this valuable service. Demand based pricing and good inventory management practices are critical factors in good parking management. With all the issues we are facing us, charging employees to park is a no brainer.

We need a much better review of the implications before making this decision.

Thank you  
André Riopel

August 9, 2024

Dear Mr. Mayor and Council

Please accept this joint letter on behalf of the sole bargaining agents of CUPE Local 67 & Local 3. We are providing formal notice of our opposition to the introduction of paid parking for our members. Not only are we concerned with the financial impacts to our members; we question the lack of communication regarding these intentions.

As you are aware, this spring the Union(s) and employer entered negotiations for renewed Collective Agreements. That process includes the necessity for both sides to bring forward estopples that would alter practices and/or precedents that currently exist. The current practice and precedents are that our members do not and have never had to pay to park at work. The employer did not bring any information nor discussions regarding the issue of paid parking forward to the Union at that time. This is an obvious monetary item that affects bargaining, and our position remains that any financial implications to our members be brought forth at the time of bargaining. Attempting to negatively impact our members financially after agreements are signed demonstrates a lack of good faith and negatively impacts bargaining relationships.

Our members have provided us with clear support to address this issue as most Saulites, including city employees are attempting to navigate these challenging financial times. The additional unplanned cost not only affects the negotiated increments it directly impacts their ability to provide for themselves and their families. If the employer chooses to proceed with this Paid Parking Plan without proper discussion or notice during open bargaining, the Union is prepared to utilize all legal means to defend our members and protect their rights.

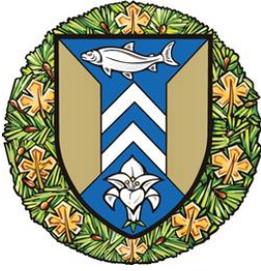
Sincerely,

*Janelle Martin*

Janelle Martin - President CUPE Local 67

*Marco Niro*

Marco Niro - President CUPE Local 3



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

**C O U N C I L   R E P O R T**

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Steve Zuppa, Junior Planner  
DEPARTMENT: Community Development and Enterprise Services  
RE: A-10-24-CIP Housing Community Improvement Plan

---

**PURPOSE**

The applicant, the City of Sault Ste. Marie (c/o Planning Division), is seeking Council's approval of the proposed Housing Community Improvement Plan (CIP).

**BACKGROUND**

Section 28 of the *Planning Act* and Section 365.1 of the *Municipal Act* allow municipalities to issue grants or loans, or provide property tax assistance to registered owners, assessed owners, or tenants of lands within a Community Improvement Project Area (CIPA). This Housing CIP establishes three financial incentive programs intended to facilitate broad investment in the City's housing stock to meet current and future housing demand. The Housing CIP is attached as Appendix A.

On December 12, 2022, Council established the Affordable Housing Task Force (AHTF), with a mandate to bring forward recommendations on amending the City's housing policies and create a Housing Action Plan.

On March 20, 2023, Council passed the following resolution:

*Whereas the City of Barrie has adopted a land-use planning approach that encourages the densification and re-development of underutilized properties, with the municipality contributing to the preliminary steps required to determine the greatest and best use of any individual property; and*

*Whereas Sault Ste. Marie has many under-utilized properties that could benefit from redevelopment and densification; and*

*Whereas densification of properties in existing built-up areas of the community promotes the greater use of existing municipal services, including transit, water, sewer and other linear infrastructure*

*Now Therefore Be It Resolved that the Affordable Housing Task Force be requested to review the New Foundations program implemented in the City of Barrie and make a recommendation to Council on whether a similar program could be implemented locally, and, if the recommendation is to implement such a program, make further recommendations on the structure of such a program, including the required budget.*

On December 13, 2023, Council endorsed the Sault Ste. Marie Housing Action Plan 2023-2028 (HAP), which describes the City-led strategies and actions that will facilitate an increase in housing supply and achieve the provincially assigned housing target. Action 3 of the HAP includes the provision of financial incentives for the creation of new housing units. The HAP constitutes Sault Ste. Marie's Municipal Housing Pledge to the Province.

On May 13, 2024, Council approved OPA 252, which defined the Strategic Development Areas (SDAs) of the City. The proposed CIPA contains three geographic areas (named as "Precincts"), which correspond to the SDAs and the remainder of the urban settlement area of the City. This approach allows the City to vary incentive values and eligibility criteria by Precinct. The CIPA map is attached as Appendix B.

On July 15, 2024, Council approved the City's Building Faster Fund (BFF) Investment Plan (IP), a portion of which is intended to fund the per-door grant program of this CIP.

The Housing CIP represents a portion of the City's commitment to increase housing supply, and it is also intended to replace the City's Rental CIP that was initiated in 2014 and expired on May 24, 2024.

While the Rental CIP was responsible for incentivizing the construction of 505 rental units over 11 years, it was not designed to specifically award grants for affordable units. The proposed new Housing CIP will offer:

- higher value grants for units that meet the City's definition of "affordable";
- higher value grants for units that are located within the SDAs; and
- other incentives that were not present in the previous Rental CIP.

It is important to note that approved applications received under the previous Rental CIP will continue until their rebate period ends.

## **ANALYSIS**

### **Conformity with Official Plan**

As outlined in the City's Housing Needs Assessment 2023-2025, Sault Ste. Marie faces a high demand for housing yet has a low housing supply. This CIP is designed to assist in increasing housing supply, while focusing on affordable unit

creation. Therefore, the following Official Plan policies support the implementation of this CIP:

#### Housing Policies

*With the overall goal of encouraging and supporting the creation of additional affordable housing units, the City shall ensure that a minimum of 30% of all dwelling units throughout the community are affordable by:*

- a. Providing additional incentives for the provision of affordable housing, through a Community Improvement Plan, which may include the waiving of planning application (rezoning, site plan control) fees, grants and tax rebates.*
- b. Supporting a mixture of housing types, including infill development and residential intensification.*
- c. Supporting the creation of Accessory Dwelling Units.*
- e. Conducting ongoing monitoring on affordability levels.*
- h. Working with non-profit stakeholders that provide affordable and supportive housing units.*
- j. Giving preference to locating major new residential developments with affordable units within walking distance of amenities*

#### Residential Land Use Policies

- R.1 A mixture of housing types and diversity of ownership and tenure forms shall be encouraged in new development.*
- R.4 Small scale intensification may be permitted in all residential areas unless adequate supporting infrastructure is not available or significant physical constraints exist.*
- R.5 Small scale residential intensification may include, but not be limited to, rooming, boarding and lodging houses, apartments in houses, infill development and redevelopment.*

The Official Plan also contains policies to direct residential development to SDAs. This CIP proposes to offer higher value incentives to housing developments within these areas.

#### Strategic Development Areas Policies

- SD.1 Encourage a complete mix of land uses with an emphasis on filling land use gaps and creating complete neighbourhoods that can meet a variety of needs, such as living, working, education, shopping, and recreational opportunities.*

*SD.3 Encourage additional residential growth and development through various means including, but not limited to, financial incentives and reduced development standards.*

Thus, the proposed Housing CIP is consistent with the Official Plan.

### **Conformity with Provincial Policy Statement (PPS) 2020**

The PPS contains a number of policies specific to the goals and objectives of this proposed CIP. These include policies on accommodating mixes of affordable and market-rate residential types; promoting residential intensification and infill development; and focusing development within settlement areas and strategic growth areas (which are consistent with the CIPA and the SDAs, respectively).

#### Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

*1.1.1 – Healthy, liveable and safe communities are sustained by:*

- A. promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- B. accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- E. promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs.*

#### Settlement Areas

*1.1.3 – Settlement Areas shall be the focus of growth and development.*

*1.1.3.2 – Land use patterns within settlement areas shall be based on densities and a mix of land uses which:*

- a) efficiently use land and resources;*
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;*
- e) support active transportation;*

## Housing

*1.4.3 - Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:*

*A. establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans...;*

*B. permitting and facilitating:*

*1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and*

*2. all types of residential intensification, including additional residential units, and redevelopment...;*

*C. directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;*

*D. promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;*

Thus, the proposed Housing CIP is consistent with the PPS.

## **Conformity with Growth Plan for Northern Ontario 2011 (GPNO)**

The GPNO supports the creation of a Housing Action Plan and to support its implementation and through the use of available tools, such as a Housing CIP.

*4.2.1 All municipalities should [...] prepare long-term community strategies. These strategies should support the goals and objectives of this Plan, identify local opportunities to implement the policies of this Plan, and be designed to achieve the following:*

*a. accommodation of the diverse needs of all residents, now and in the future.*

*c. optimized use of existing infrastructure.*

*4.2.2 Municipalities and planning boards are encouraged to:*

*a. align their official plan policies with their long-term community strategies developed in accordance with Policy 4.2.1.*

*b. employ the use of available tools to support and facilitate land-use planning that implements their long-term community strategies.*

This CIP supports intensification and infill residential development in Precinct 1 (SDA-First Neighborhoods), which contains the Downtown. The GPNO encourages municipalities to plan for higher densities within their Strategic Core Areas:

*4.4.2 Municipalities that contain strategic core areas are encouraged to plan for these areas to function as vibrant, walkable, mixed-use districts that can:*  
*b. accommodate higher densities*

Therefore, the proposed Housing CIP is consistent with the Growth Plan for Northern Ontario.

### **COMMENTS**

The proposed Housing CIP was developed by City staff and WSP, through consultation with the AHTF, as well as stakeholders and the public. These groups have provided critical insights and have recommended innovative strategies and solutions to the housing challenges faced in Sault Ste. Marie.

This CIP contains two financial incentives for the construction of new housing units: a per-door grant and a tax increment equivalent grant. The CIP also proposes a feasibility study grant (named “Sault Foundations”) that will stimulate non-profit sector investigation of the potential re-use or redevelopment of their buildings or vacant/underutilized lands within the CIPA.

Further details, including general eligibility criteria for each incentive, follow:

#### **Per-door Grant**

The per-door grant supports the creation of new affordable rental and ownership housing units by granting eligible applicants one-time funding to offset project development costs and/or to cover some of the lost revenue from renting or selling the unit at an affordable rate, rather than at market-rates. This grant also supports the creation of new market-rate units within Precinct 1 (SDA-First Neighbourhoods of the City), an area that has been identified as requiring revitalization and redevelopment.

This grant is available for developments that create up to four new units, including additional dwelling units such as basement conversions and garden suites. The per-door grant is intended to simplify the incentive process for smaller developments by providing one single capital grant in place of lengthy tax increment grants or tying incentives to specific fees and charges.

Projects that create up to four new units of the following type are eligible:

*Table 1: Per-door Grant General Eligibility*

<b>Unit Type / Tenure</b>	<b>Precinct</b>
Affordable Rental Units	All Precincts
Affordable Freehold Units (developed/owned by a non-profit entity)	All Precincts
Affordable Freehold Units (privately owned)	Precinct 1
Market-rate Rental Units	Precinct 1
Market-rate Freehold Units (developed/owned by a non-profit entity or privately owned)	Precinct 1

**Tax Increment Equivalent Grant (TIEG)**

The TIEG is intended for larger housing projects where five or more new dwelling units are created. By reimbursing a portion of the property taxes generated by the new development, the TIEG will reduce the initial financial burden on developers, making projects more economically viable. The City will benefit from increased tax revenue over time. TIEGs also stimulate economic activity by creating jobs during construction and potentially increasing local spending as new residents move in.

The TIEG is structured to incentivize both affordable housing projects and market-rate housing developments, as well as those that have a combination of both. Grant values and TIEG length are determined by:

- 1) The location of the property within the CIPA. The TIEG offers higher value grants within the SDAs.
- 2) The number/percentage of affordable units contained within the development. The higher the percentage of affordable units, the longer the rebate period (in years).

This approach will ultimately help address housing shortages and improve affordability within the City, while focusing development in areas within safe-walkable distance to a variety of services and amenities.

**Sault Foundations - Feasibility Study Grants**

The Sault Foundations program will offer one-time grants to fund studies that look at the feasibility and technical requirements of building "missing middle" housing on property that is owned by a Not-for-Profit entity. For example, a place of worship may examine the feasibility of using a portion of their property to build new residential units, or they may examine the feasibility of converting their underutilized buildings into new dwelling units.

This grant is intended to be flexible in the types of eligible studies. These include:

- financial analysis or associated business development related studies and plans; and
- technical reports or studies, such as a building conditions report where an existing building is proposed to be repurposed or significantly modified or renovated.

It is recommended that this grant be stackable with the other grants proposed in the Housing CIP. This means a non-profit that is awarded this grant will be able to apply for either a per-door grant or a TIEG, should they choose to follow through with the development of new dwelling units.

### **Other Municipal Tools**

Staff also investigated other municipal tax tools that could be implemented either in place of (or alongside) the Housing CIP. These include Municipal Capital Facilities (MCF) agreements and a new multi-residential tax rate reduction.

MCF agreements can be used by municipalities to create relationships with not-for-profit organizations to deliver municipal facilities. Through this tool, a municipality may consider an agreement with a not-for-profit organization for 100% affordable housing facilities where that development would be exempt from all property taxes indefinitely or for a stipulated timeframe.

The Housing CIP TIEG program has been specifically designed to award 100% affordable developments the highest and longest tax increment rebate periods and varies the grant value based on location (limited to the CIPA and varied by Precincts). This offers a degree of predictability for the City and for potential developers, while aligning to the goals and objectives of the City's Housing Action Plan. As such, it is recommended that 100% affordable developments be eligible for the TIEG program within this Housing CIP, rather than a separate MCF agreement.

The Provincial government has enacted a regulation giving municipalities the flexibility to reduce their new multi-residential tax rate by up to 35% for the next 35 years. In Sault Ste. Marie, the new multi-residential tax rate is the same as the multi-residential tax rate and approximately 7.5% higher than the residential tax rate.

Although reducing the new multi-residential tax rate may assist in new unit creation, it will ultimately cause the residential tax class and older multi-residential class to carry a higher tax burden. As this tax rate reduction will last for 35 years, the financial impacts are difficult to predict. Furthermore, a reduction of the new multi-residential tax rate would apply to the whole of the City. This tool does not contain the flexibility to apply the reduction (or further reductions) to affordable units or to developments in specific areas, such as Strategic Development Areas. As such, adjustments to the new multi-residential tax class are not recommended at this time.

### **Federal Housing Accelerator Fund (HAF)**

It is important to note that this Housing CIP does not contain all of the financial incentives that were included in the Housing Action Plan. The City was

unsuccessful in its first HAF application and as such some initiatives have been postponed or reduced until funding becomes available.

The federal government has recently announced that municipalities that applied for HAF but were not awarded funding are eligible to apply for a second round of HAF (HAF2). The City will reapply for this funding, which is anticipated to be in the range of \$8-10 million. The deadline for HAF2 applications is September 13, 2024.

If awarded funding through HAF2, this CIP will require amendments that may include expanded eligibility and grant values for the three programs within this CIP as well as the addition of a municipal fees rebate program, a property demolition grant, and other potential programs.

## **Implementation**

### Application Process

It is recommended that Per-door and Sault Foundations grant applications be accepted through scheduled intake periods and awarded to successful applicants based on a competitive process. As these grants will require an annual budget, funding is not guaranteed to all eligible applicants and will be based on merit.

For the per-door grants, an application points system will be developed based on eligibility criteria and the overall goals of the Housing CIP and the Housing Action Plan. A draft per-door grant scorecard is attached to this report as Appendix C.

Sault Foundations grant applications will require the non-profit entity to provide at least one quote from a consultant who will conduct the proposed study. Applications that wish to build affordable housing will be prioritized.

Similar to the Rental CIP, the TIEG is recommended to be awarded to all applicants deemed to be eligible. Applications will be submitted at the time of building permit application and will be reviewed by staff. Upon approval of the TIEG application, the applicant will enter into an agreement with the City for a defined period of time.

If this Housing CIP is approved by Council, an application guideline will be developed that will outline complete application requirements.

### Delegation of Approval Authority

At this point, staff is recommending that approval of financial incentives be delegated to the Plan Administrator – The Director of Planning, or their designate. While it is recognized that Council has traditionally been the approval authority for previous and current CIP's, upon review of similar CIP's in other communities, such approvals are generally delegated to staff. The benefit is quicker turnaround times. Staff would then provide semi-annual updates to Council, outlining successful proposals.

### Retroactive Incentives

As the previous Rental CIP expired on May 24, 2024, it is recommended that developments that began after that date be eligible to apply for the new Housing CIP TIEG (provided they meet all other eligibility criteria of the program).

Staff is also aware of one other existing development, undertaken by local non-profits, that is nearing completion and commenced prior to May 24th, 2024. This particular development was unable to apply for the previous Rental CIP, due in part to external funding requirements and severances pending, which meant that proper legal descriptions were not available, and therefore incentives could not be granted.

At this time, staff is only aware of a limited number of projects that would be eligible for Housing CIP TIEG, which does not have the same budget requirements as the proposed Per-door and Sault Foundations programs. Having said this, such projects have been contemplated as part of the overall TIEG costing. These backdating measures are being proposed as to not penalize those developers that went ahead with projects, instead of waiting for the CIP to be approved.

### Monitoring and Maintaining Affordable Housing

Applicants who receive a grant for an affordable unit will be required to maintain affordability for a period of at least 20 years. Therefore owners/applicants must annually demonstrate that each incentivized unit remains affordable over that timeframe.

For this CIP, “affordability” corresponds to the rates and sale prices shown in the Affordable Residential Units bulletin, which is amended annually and published online by the Ministry of Municipal Affairs and Housing.

For new *affordable rental units*, the initial rental rate will be set at or below the affordable rental rate contained in the most recent bulletin. The rental rate will be permitted to be raised annually based on the annual percentage rate amount approved by the Provincial Government (for example, for 2024 the Ontario government set a rate of 2.5%).

It is important to note that the Province of Ontario has removed rent control for units first occupied after 2018, however the City can require that any incentivized affordable unit be subject to the Provincial rent increase guideline for the duration of the agreement. This will be included as a condition in any grant agreement with the City that incentivizes an affordable unit. This is similar to the approach used by Canada Mortgage and Housing Corporation (CMHC) funding programs.

For new *affordable ownership housing*, any freehold unit that has been incentivized must be sold at or below the affordable purchase price in the current bulletin. For example, if the home is put up for sale in 2027, the sale price must not exceed the

affordable home price shown in the 2027 Affordable Rental Units bulletin. This agreement will be in place for 20 years from when the unit was first occupied, after which, the unit can be sold at market rates.

### **CONSULTATION**

Public notice was posted on the City's website on July 19 and 22, 2024 and advertised in the Sault Star on July 20, 2024. As this is a City-wide application, no physical notices were mailed out.

As part of the Grow the Sault initiative, four public information sessions proposing financial incentives for housing occurred in November 2023. These sessions, promoted in online media, social media, and the City's website, engaged approximately 80 members of the public.

On July 9, 2024, a public consultation website dedicated to the Housing CIP was posted to the web and linked through the City's website. A City news release calling on the public to participate in the Housing CIP through this website was picked up by online media outlets. As of the drafting of this report, the site has received 759 views and 10 participants have left comments.

A dedicated Housing CIP public open house was held on July 22, 2024. This open house was promoted on the City website, on social media, and through a news release that was republished by online media. This open house engaged 13 members of the public.

During these public information sessions and through the Housing CIP website, many individuals expressed their support for the proposed financial incentives. Several participants have indicated that they agree that an increase in housing supply will have an effect on reducing rental prices throughout the City.

Several comments were received noting that development costs have greatly increased in recent years and that developers will not choose to build affordable units even with these incentives.

- Staff note that the incentives are designed to appeal to both homeowners and housing developers. Homeowners may benefit from one-time grants that will cover a significant portion of the construction of an affordable accessory dwelling unit (such as a basement conversion). The per-door grant program will assist those who want to build affordable units but do not have all of the capital to construct.
- It is important to note that funding through these programs can be stacked with other sources of funding for affordable units, such as CMHC's Affordable Housing Funding program. Several recent large apartment developments have taken advantage of CMHC funding. It is anticipated that more of these types of developments will be realized where there is an opportunity to stack with a municipal TIEG that awards bonuses for affordable units.

Several commenters noted that they do not want their municipal tax dollars going to developers.

- As noted below in the Financial Implications section of this report, the TIEG grant does not come out of the existing tax base. The City has been awarding TIEGs for market-rate units since 2014 through the Rental CIP and Downtown Development Initiative CIP.
- Furthermore, it is proposed that the City use funds provided by the Province (and the federal government if awarded) for this Housing CIP, rather than funding these programs through the municipal tax levy.

Several commenters and stakeholders have indicated that it would be inappropriate to award financial grants to “bad actors” who have purchased homes within the City and have left them vacant and in disrepair.

- The City is not bound to accept any application under this Housing CIP. The CIP contains a clause that states an “applicant is not eligible for a financial incentive program if they are in default of any City requirement at the time of an application or when payment of the grant is made”. This includes tax arrears or any accounts receivable with the City as well as outstanding property standards or by-law infractions.
- The application process will require a corporate search which will identify the directors of the applying company. City staff will perform due diligence to ensure that the director(s) of any applying company are not a part of another company that is in default of any City requirement.

A commenter noted that the proposed TIEG structure for all market-rate developments in Precinct 2 is no different from the previous Rental CIP. The TIEG also offers a lesser grant than the Rental CIP in Precinct 3 for all market-rate developments. This means these TIEGs offer no extra financial help for developers who are willing to use their own money to put up a large-scale housing project.

- The City recognizes that rental housing supply is low and more rental units are needed, whether they are affordable or market-rate.
- Revisions were made to the TIEG structure where the baseline grant value from the previous Rental CIP now corresponds to the all market-rate grant in Precinct 3. All market-rate developments in Precinct 2 will receive one extra year at 100%, thereby providing a bonus for the development being located in an SDA. These changes were approved by the AHTF at the July 30 meeting.

### **Application Circulation**

As part of the application review, this proposal was circulated to the following City divisions and external agencies for detailed technical review and comment: Accessibility Advisory Committee, Batchewana First Nation, Bell Canada, Building Division, Canada Mortgage and Housing Corporation, Community Development and Enterprise Services, Conservation Authority, Downtown Association,

Economic Development, Engineering Services, Fire Services, Garden River First Nation, Huron Superior Catholic District School Board, Legal Division, Ministry of Municipal Affairs and Housing (MMAH), Municipal Heritage Committee, Public Works, Public Utilities Commission, Rogers Communication, and Transit Services.

The Sault Ste. Marie Region Conservation Authority (SSMRCA) noted that new developments that are located on lands that are within their jurisdiction will require a site plan review and may require a permit from SSMRCA.

MMAH have suggested changes that have been incorporated into the draft Housing CIP. The affordable housing definition has been altered so it references the specific MMAH dataset (Affordable Residential Units bulletin) that will be used to determine baseline and ongoing affordability for Sault Ste. Marie.

MMAH has also suggested a change to the Per-door Grant calculation used in the CIP. The original intention of the Per-door Grant for affordable units was to calculate the grant amount as the “lesser of \$40 per square foot or \$40,000”. MMAH has recommended the removal of the dollar amount per square foot from the Per-door Grant as it has the unintended consequence of encouraging the construction of large units only. Per-door Grants are now proposed to be fixed at a maximum per number of bedrooms, as recommended by the AHTF.

#### *Barrier-Free Units*

The previous Rental CIP awarded a bonus for exceeding the percentage of required barrier-free units within a housing development; however, between 2014 and 2023, only one development accessed this additional incentive creating one additional barrier-free unit.

Since the inception of the Rental CIP TIEG, there has been a change in the Ontario Building Code (OBC) where “at least 15% of suites within a multi-unit residential building must be designed with basic accessibility features such as a barrier-free path of travel and doorway into the: kitchen; bedroom; living room; and full bathroom.” This is an increase from 10%.

Thus, it is recommended that the barrier-free bonus not be included in the Housing CIP TIEG; however, it is recommended that the Per-door Grant application prioritize developments that create new barrier-free units or those that meet certain special needs requirements. This will encourage the inclusion of barrier free units in smaller developments where no barrier-free units are required. This has been included in the Building Design section of the draft Per-Door Grant Scorecard (Appendix C).

#### *Energy Efficiency*

The Per-Door Grant Scorecard can also be used as an opportunity to award additional points to developments that go above and beyond the OBC as it relates to energy efficiency. This will help support the City’s GHG Reduction Plan (2021). The Building Design section of the draft Per-Door Grant Scorecard includes points

for energy efficient/greenhouse gas reduction and climate resilience measures above the minimum requirements/standards.

### **FINANCIAL IMPLICATIONS**

The commitment of funds to the new Housing CIP would be an annual consideration by Council.

The CIP contains two programs that require a budget:

- 1) The Per-door Grant program proposes a maximum grant value of \$30,000 for affordable bachelor units; \$35,000 for affordable 1-bedroom units; \$40,000 for affordable 2-bedroom units; and \$45,000 for affordable 3 or more-bedroom units. Market-rate units are proposed to have a maximum grant value of \$20,000, provided they are located in Precinct 1.
- 2) The Sault Foundations (Feasibility Study) program proposes a maximum grant value of \$30,000 and it is anticipated that the City will fund up to three studies per year, for a total of \$90,000.

The total cost, outside the TIEG, tax implications and assessment growth, of the Housing CIP program is \$600,000. The City has received \$600,000 in BFF funding for 2024 for exceeding its 2023 housing target. If the City exceeds housing targets in 2024 and 2025, two more payments of \$600,000 can be expected.

Council has already allocated \$300,000 (50%) of 2024 BFF funding towards the Per-door grant program. Eligible expenditures for BFF funding include Per-door grants for affordable units; however grants for market-rate units or feasibility studies are not eligible.

Council has also allocated \$300,000 (50%) of 2024 BFF funding towards the road reconstruction portion of the Peoples Road project as this allowed the City to be flexible enough to maximize funding. This, in turn, frees up capital transportation funds that can be diverted to this initiative.

In order to fund the \$600,000 mentioned above for both the affordable units and market rate units, it is recommended to utilize \$300,000 from the Building Faster Fund as approved by Council in July 2024. The remaining \$300,000 is recommended to be funded from uncommitted capital transportation funds as a result of the additional funding for Peoples Road.

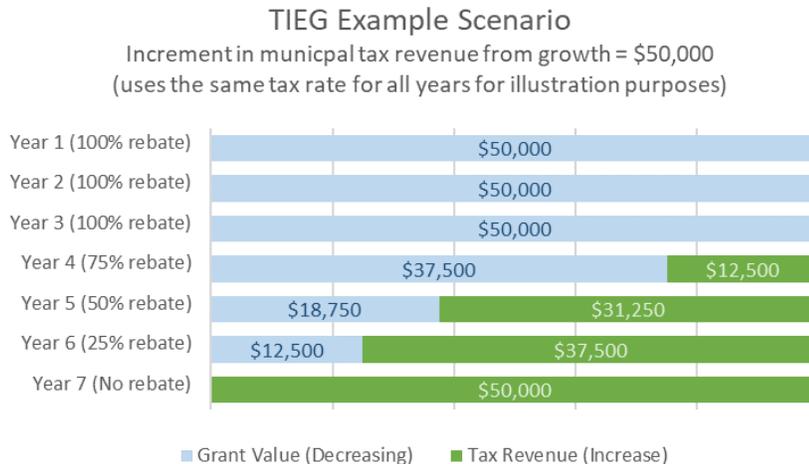
As the Peoples Road, and the applicable funding, has not been approved by Council, the intention is to provide grants once the 2025 budget is approved.

Should the BFF funding source change, the Per-door grant and the Sault Foundations program will either require an alternative funding source or be put on hold.

The TIEG requires a budget for the annual rebates which will increase the annual tax levy but will not increase the taxes of the existing base. TIEG's are considered revenue neutral as the grant amount does not come out of the existing tax base. The grant uses the incremental increase to the tax base (from growth), to invest in the community, in this case for housing. As the grant decreases, the tax revenue gradually goes back to the base.

Figure 1 illustrates an example scenario for an eligible 20-unit development in Precinct 2, where three units are affordable and the remainder are market-rate. Post-development, the increased assessment value for this property was calculated at \$2,824,400. As such, this property will receive a tax rebate for \$50,000 for the first three years. The rebates will drop by 25% each year for Years 4 to 6 years. In Year 7 and beyond, the City will no longer issue property tax rebates to the owner. Note that this scenario uses the same tax rate for all years for illustration purposes only.

Figure 1: TIEG Example Scenario



Staff will monitor the program continuously with the intention of mitigating any risk to the City's finances that could result from a lower new assessment growth.

**STRATEGIC PLAN / POLICY IMPACT**

The proposed amendments support the following strategic focus areas of the corporate strategic plan.

Maintaining existing infrastructure: This CIP encourages infill development and residential intensification within SDAs and the rest of the Urban Settlement Area, thus promoting more efficient use of existing municipal infrastructure and services.

Quality of Life: Adequate and affordable housing is a key quality of life indicator. The CIP promotes the construction of new affordable housing units, as well as an

increase in the overall housing supply (including purpose-built rentals, Additional Dwelling Units, and multiple unit dwellings); thereby providing more housing options to a broader range of income levels.

**Welcome and Seek Immigration:** Migrants from other parts of Ontario and Canada, international immigrants, and non-permanent residents are responsible for the City's recent population growth. It is critical that the community has enough housing supply (both affordable and market rate) to accommodate this growth.

**Vibrant Downtown Areas:** This CIP encourages infill development within the First Neighbourhoods, which includes the Downtown. An increase in residential density in the Downtown can help create a vibrant, complete community where people want to live and work.

**Maximize Economic Development and Investment:** This CIP focuses on increasing affordable and market-rate housing supply in the community. A lack of housing supply and high costs of housing can undermine economic growth by deterring potential residents and businesses from relocating to the City. When housing is scarce, prices tend to rise, making it difficult for workers to find affordable accommodation. This can lead to a talent shortage, as individuals may choose to move to areas with better housing opportunities, leaving local businesses struggling to fill positions.

### **Climate Impact**

Higher-density mixed-use development within the City's SDAs fosters an environment conducive to active transportation. Compact, mixed-use developments promote walkability, cycling, and public transit usage due to shorter distances between residences, workplaces, and amenities, thus reducing carbon emissions.

The Per-Door Grant application scorecard awards additional points for energy efficiency above and beyond the OBC. This supports the City's GHG Reduction Plan.

### **SUMMARY**

The Housing Needs Assessment 2023-2025 has shown that the City requires more housing. The Provincial Government has set a target of 1,500 new homes in Sault Ste. Marie by 2031, as such, the City can contribute to meeting this target by providing financial incentives for the creation of new dwelling units.

The proposed Housing CIP includes three financial incentive programs designed to increase the housing supply, while focusing on affordable units and developments within the Strategic Development Areas of the City. These incentives are:

- A Per-door Grant for developments that create up to four new dwelling units. This grant proposes to incentivize the creation of affordable units anywhere

- within the Community Improvement Project Area and market-rate units within the First Neighbourhoods (Precinct 1) of the City;
- A Tax Increment Equivalent Grant (TIEG) for developments that create five or more new units. This grant will provide tax rebates on a declining basis over a fixed term, awarding additional tax rebate years for developments with a higher percentage of affordable units and those within the Strategic Development Areas of the City; and
  - The Sault Foundations program which will assist not-for-profit entities with examining the feasibility of constructing new dwelling units on their properties.

This CIP offers favourable incentives to create housing with little expense to the City. The Per-door Grant will contribute to an increase in affordable housing supply through small-scale residential intensification and infill development (for example the creation of new additional dwelling units). The TIEG will offer developers an incentive to invest in and add housing units to underutilized sites. While the City forgoes the tax increases of redeveloped property in the short term, the investment will spawn economic activity, produce much needed housing, and will eventually contribute a higher level of taxation.

### **RECOMMENDATION**

It is therefore recommended that Council take the following action:

Resolved that the report of the Junior Planner dated August 12, 2024 concerning A-10-24-CIP Housing Community Improvement Plan be received and that Council:

1. Approve the proposed Housing Community Improvement Plan;
2. Approve the proposed Community Improvement Project Area;
3. Designate the Director of Planning or their designate as the Plan Administrator;
4. Delegate approval authority of the financial incentives to the Plan Administrator or their designate; and
5. Authorize a contribution of \$300,000 from the uncommitted capital fund to support the completion of the project.

And that the Legal Department be requested to prepare the necessary by-laws to effect the same.

Respectfully submitted,

Steve Zuppa  
Junior Planner  
705.759.5279  
s.zuppa@cityssm.on.ca



# City of Sault Ste. Marie Housing Community Improvement Plan (Draft)

August 2024



## Land Acknowledgement

### **Robinson-Huron Treaty Territory**

The City of Sault Ste. Marie acknowledges this area as part of the Robinson-Huron Treaty territory and is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, the Historic Sault Ste. Marie Metis Council and today is home to many Urban Indigenous people from across Turtle Island.

## Contents

1. Introduction .....	1
1.1 Purpose of this Plan .....	1
1.2 Objectives of this Plan.....	1
1.3 Community Improvement Project Area (CIPA) .....	2
1.4 Legislative Authority .....	3
1.5 Structure of this Plan.....	3
2. Financial Incentive Programs.....	4
2.1 Purpose.....	4
2.2 Financial Incentive Programs.....	4
2.3 Interpretation of the Programs.....	4
2.4 Per-Door Grant Program .....	5
2.5 Tax Increment Equivalent Grant (TIEG) Program.....	7
2.6 Feasibility Study Grant Program.....	10
3. General Eligibility Criteria .....	12
4. Implementation .....	17
4.1 General.....	17
4.2 Community Improvement Project Area .....	17
4.3 Plan Administration .....	17
4.4 Financial Incentive Program Funding .....	18
4.5 Plan Monitoring and Evaluation .....	18
4.6 Definitions .....	20

# 1. Introduction

## 1.1 Purpose of this Plan

This Community Improvement Plan (“CIP” or “Plan”) is a community revitalization tool that responds to the housing needs of the City of Sault Ste. Marie (“City”). It directly implements Action 3 of Sault Ste. Marie’s Housing Action Plan 2023-2028, to “provide financial incentives for housing”. In doing so, the Plan establishes a range of financial incentive programs intended to facilitate broad investment in the City’s housing stock to meet current and future housing demand.

Like many municipalities across Canada and in Ontario, the supply of adequate and affordable housing has emerged as a critical challenge. As of 2023, the City estimates that approximately 3,115 new housing units will be required by 2036 to meet projected housing demand. The Province of Ontario (“Province”) has also identified a housing target for the City of 1,500 new units by the year 2031.

The City therefore plans to meet or exceed the Provincial housing target by 2031, as well as satisfy the housing demand that is projected by the year 2036. This Plan is intended to have a key role in achieving these housing targets.

Importantly, the City will require housing that responds to changing demographics, economics, and market conditions. Therefore, housing within the City will need to provide opportunities for people with housing needs and aspirations.

## 1.2 Objectives of this Plan

The objectives of this Plan are in response to the identified housing needs and opportunities within the City, while similarly advancing the priorities of the Housing Action Plan. Therefore, the objectives of this Plan are to:

1. Support implementation of the Housing Action Plan, specifically Action 3, which states “Provide Financial Incentives to Housing”.
2. Implement the housing policies of the City’s Official Plan.
3. Increase the overall inventory of housing stock.
4. Develop an appropriate mix of housing with regards to type and tenure.
5. Prioritize the development of affordable housing.
6. Focus housing development within the Strategic Development Areas of the City that have the greatest identified need or are within a safe-walkable distance to an array of services and amenities.
7. Respond to the diverse housing needs of current and future residents.

Proposed community improvement works that benefit from the financial incentive programs of this Plan must be consistent with these objectives. These objectives are also a critical component to the monitoring and evaluation framework of this Plan, and therefore should be evaluated regularly to inform future updates.

### 1.3 Community Improvement Project Area (CIPA)

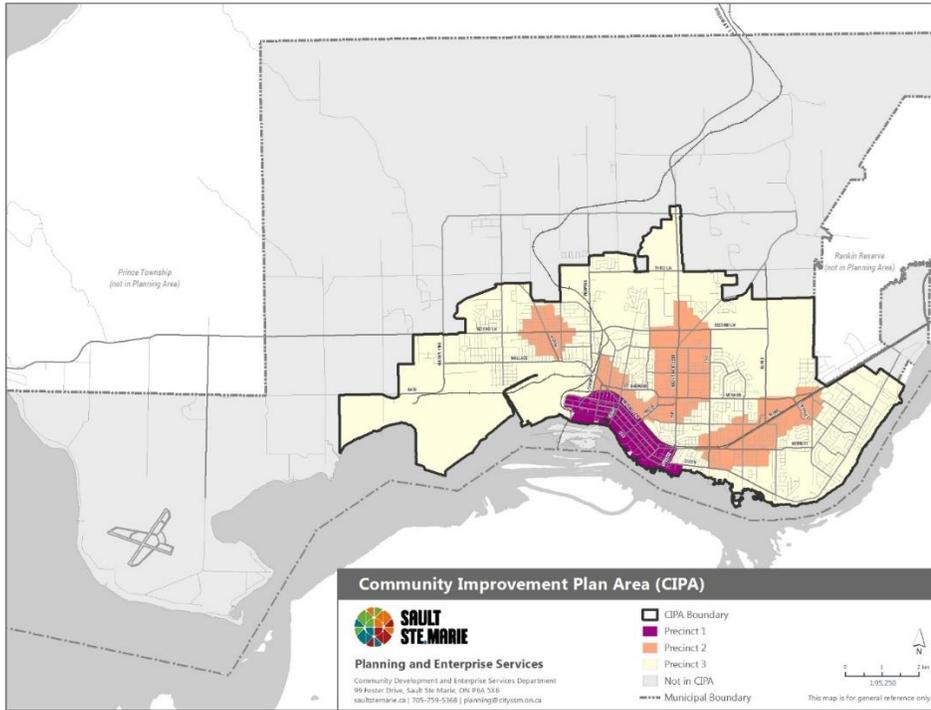
Properties eligible to apply for the financial incentive programs established by this Plan are shown on the CIPA. The CIPA is established as a separate by-law from this Plan and may be amended from time to time at Council's discretion. It is therefore important for eligible applicants to consult with the Plan Administrator to determine if a property or building is within the CIPA before applying.

The CIPA delineates distinct "Precincts", wherein this Plan contemplates some of the financial incentive programs differently in response to the housing priorities throughout the City. The Precincts are generally described as follows:

1. **Precinct 1:** This Precinct corresponds to the Strategic Development Areas – First Neighbourhoods as identified in the Official Plan. Precinct 1 includes some of the City's first established residential neighbourhoods, as well as the Downtown and is an area that demonstrates a heightened and unique need for adequate and affordable housing.
2. **Precinct 2:** This Precinct corresponds to the Strategic Development Areas – Other as identified in the Official Plan. Precinct 2 includes areas of the City that are within a safe-walkable distance to a variety of services and amenities. Over time, areas within Precinct 2 will experience residential growth and a resulting demand for new housing opportunities.
3. **Precinct 3:** This Precinct includes areas that are within the Urban Settlement Area of the City, but outside of Precincts 1 and 2.

The boundaries of the Precincts are delineated by the CIPA and may be subject to modification through a by-law as enacted by Council. The CIPA is shown in Figure 1.

Figure 1: Community Improvement Project Area (CIPA)



## 1.4 Legislative Authority

This Plan has been prepared and enacted in accordance with Section 28 of the *Planning Act*. Pursuant to Section 28, the City may issue financial incentives to eligible applicants within a designated CIPA, and where a CIP has been prepared.

This Plan is also permitted under Section 106 of the Municipal Act, 2001, which generally prohibits municipalities from directly or indirectly assisting manufacturing, business or other industrial or commercial enterprises. An exception to Section 106 is made under Section 106(3) for municipalities exercising powers under Section 28 (6) or (7) of the *Planning Act*, being to adopt a CIPA and CIP.

## 1.5 Structure of this Plan

This Plan is organized into four sections:

1. **Section 1** introduces the CIP, including relevant background information, purpose, and legislative authority.
2. **Section 2** identifies the programs of this Plan which includes the description, purpose, and interpretation for each program.
3. **Section 3** establishes the general eligibility criteria for programs.
4. **Section 4** provides detailed implementation policies that inform how this Plan is monitored and evaluated.

## 2. Financial Incentive Programs

### 2.1 Purpose

This Plan establishes several financial incentive programs to advance the housing objectives of the Plan. The programs are intended to respond to a range of housing needs and opportunities within the community.

### 2.2 Financial Incentive Programs

Under this Plan, a total of three programs are established:

1. Per-Door Grant Program;
2. Tax Increment Equivalent Grant (TIEG) Program; and
3. Sault Foundations - Feasibility Study Grant Program.

Specific details of the financial incentive programs are established under sections 2.4 through 2.6 of this Plan.

### 2.3 Interpretation of the Programs

The financial incentive programs are presented in sections to assist with interpretation and administration, as follows:

1. **Purpose:** Identifies the purpose of the financial incentive program and how it benefits applicants and the community.
2. **General Program Availability:** Specifies the types of housing and tenure that are eligible for the program based on the CIPA.
3. **Eligible Costs:** Provides details for which types of community improvement works are considered eligible in the calculation of a financial incentive program value.
4. **Financial Incentive Program Value:** This section identifies program-specific financial incentive values and maximum grant values.
5. **Payment of Financial Incentive Program:** Describes how and when a financial incentive is to be paid or deemed complete.
6. **Specific Eligibility Criteria:** Provides program-specific details of applicable criteria that applicants must satisfy in order to be eligible to apply for a Program. These eligibility criteria must be read in conjunction with Section 3 General eligibility of this Plan.

## 2.4 Per-Door Grant Program

### 2.4.1 Purpose

The Per-Door Grant Program provides a one-time grant to small-scale developments that propose up to four new dwelling units. The Program is intended to support a greater mix, size, and tenure of housing within the City, while also contributing to an increase in the overall availability of affordable housing options, particularly missing middle housing options. Successful applicants will be required to enter into an agreement with the City to maintain the housing as affordable, in accordance with the specific eligibility criteria of this Program.

### 2.4.2 General Program Availability

The availability of the Per-Door Grant Program depends on whether the housing is developed as affordable or market rate, and depending on tenure, as follows:

1. **Affordable:** Where affordable dwelling units are proposed, the Program is available in all three Precincts.
2. **Market Rate:** Where market rate dwelling units are proposed, the Program is only available in Precinct 1.
3. **Tenure:** Both freehold housing and rental housing are eligible for this Program, however freehold housing is limited to not-for-profit ownership in Precincts 2 and 3.

Additionally, only lands designated Residential, Commercial, or Institutional by the Official Plan shall be eligible for this Program.

### 2.4.3 Eligible Costs

The following costs shall be deemed eligible for the purpose of calculating the total value of the grant:

1. Any development that results a net increase in the total number of dwelling units shall be eligible for this Program.
2. Where a development consists of a mixed-use format, only the residential component of the development shall be eligible.

### 2.4.4 Financial Incentive Program Value

The structure of the Per-Door Grant Program, including the per-unit grant value, is as shown in Table 1:

Table 1: Per-Door Grant Program Structure

Housing Category	Precinct	Tenure Types	Maximum Grant Value (per unit)
Affordable	1	Purpose-Built Rental, Freehold (private and not-for-profit)	Bachelor: \$30,000 1 Bedroom: \$35,000 2 Bedroom: \$40,000 3+ Bedroom: \$45,000
	2 or 3	Purpose-Built Rental, Freehold (not-for-profit)	Bachelor: \$30,000 1 Bedroom: \$35,000 2 Bedroom: \$40,000 3+ Bedroom: \$45,000
Market Rate	1	Purpose-Built Rental, Freehold (private and not-for-profit)	\$20,000

The maximum amount of incentive provided under this program to any approved eligible property will not exceed \$180,000 (which corresponds to a four-unit development with all 3-bedroom units that meet the definition of affordable).

#### 2.4.5 Payment of Financial Incentive Program

The grant shall be paid upon completion of works related to the eligible costs and when an occupancy permit is issued, or otherwise to the satisfaction of the City, and in accordance with the requirements of this Plan.

#### 2.4.6 Specific Eligibility Criteria

Eligible applicants must satisfy the requirements of Section 3 General Eligibility Criteria, as well as the following program specific eligibility criteria:

1. Where affordable housing is proposed, the City will require successful applicants to enter into an agreement with the City to maintain the housing as affordable for a period of 20 years.
2. The City requires eligible applicants to provide a cost estimate or quote in advance of the services being rendered by a qualified professional. The cost estimate or quote shall include a detailed breakdown of tasks and associated costs. At its discretion, the City may require additional cost estimates or quotes to be provided, and in this case, the payment of this portion of the grant shall be the lesser of the cost estimates provided.
3. Applications will be assessed and prioritized using a Per-Door Grant scorecard.

## 2.5 Tax Increment Equivalent Grant (TIEG) Program

### 2.5.1 Purpose

The Tax Increment Equivalent Grant (TIEG) will provide an annual grant to reimburse a portion of the municipal property tax increase resulting from residential development on a property over a fixed number of years. The Program is intended to encourage significant investment in new housing within the City. Only applications that propose a total of five new dwelling units or greater are eligible for this Program.

### 2.5.2 General Program Availability

The TIEG is available for affordable dwelling units in all three precincts. However, the Program is structured differently depending on tenure, as follows:

1. **Purpose-Built Rental:** Financial incentives for dwelling units defined as rental by this Plan are eligible in all Precincts.
2. **Freehold:** Financial incentives for units defined as freehold by this Plan are eligible in Precinct 1 only (for example, a condominium with 5 or more units).

Additionally, only lands designated Residential, Commercial, or Institutional by the Official Plan shall be eligible for this Program.

### 2.5.3 Eligible Costs

The following costs shall be deemed eligible for the purpose of calculating the total value of the grant:

1. Any development that results in a net increase in 5 or more dwelling units shall be eligible for this Program.
2. Where a development consists of a mixed-use format, only the residential component of the development shall be eligible.

### 2.5.4 Financial Incentive Program Value

The maximum value of the TIEG is calculated as the difference between pre-project municipal tax assessment and the post-project municipal tax assessment.

As shown in Tables 2 to 4, the total length of the TIEG (in years) will be determined by the percentage of new affordable units within the development and the Precinct where the development is located.

A TIEG will typically contain a fixed number of years at 100% of the municipal portion of the tax increment, decreasing to 75% in the third last year, 50% in the second last year, and 25% in the final year. The grant ceases thereafter.

Table 2: Percentage of Property Tax (Municipal Portion) Rebated for Developments in Precinct 1

Affordable Units (%) ▶	None	1-9%	10-19%	20-29%	30-39%	40-49%	50-59%	60-69%	70-79%	80-89%	90-100%
Year 1	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Year 2	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Year 3	75%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Year 4	50%	75%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Year 5	25%	50%	75%	100%	100%	100%	100%	100%	100%	100%	100%
Year 6	0%	25%	50%	75%	100%	100%	100%	100%	100%	100%	100%
Year 7	0%	0%	25%	50%	100%	100%	100%	100%	100%	100%	100%
Year 8	0%	0%	0%	25%	75%	100%	100%	100%	100%	100%	100%
Year 9	0%	0%	0%	0%	50%	75%	100%	100%	100%	100%	100%
Year 10	0%	0%	0%	0%	25%	50%	75%	100%	100%	100%	100%
Year 11	0%	0%	0%	0%	0%	25%	50%	100%	100%	100%	100%
Year 12	0%	0%	0%	0%	0%	0%	25%	75%	100%	100%	100%
Year 13	0%	0%	0%	0%	0%	0%	0%	50%	100%	100%	100%
Year 14	0%	0%	0%	0%	0%	0%	0%	25%	75%	100%	100%
Year 15	0%	0%	0%	0%	0%	0%	0%	0%	50%	100%	100%
Year 16	0%	0%	0%	0%	0%	0%	0%	0%	25%	75%	100%
Year 17	0%	0%	0%	0%	0%	0%	0%	0%	0%	50%	75%
Year 18	0%	0%	0%	0%	0%	0%	0%	0%	0%	25%	50%
Year 19	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	25%
Year 20	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Length (Years)	5	6	7	8	10	11	12	14	16	18	19

Table 3: Percentage of Property Tax (Municipal Portion) Rebated for Developments in Precinct 2

Affordable Units (%) ▶	None	1-9%	10-19%	20-29%	30-39%	40-49%	50-59%	60-69%	70-79%	80-89%	90-100%
Year 1	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Year 2	75%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Year 3	50%	75%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Year 4	25%	50%	75%	100%	100%	100%	100%	100%	100%	100%	100%
Year 5	0%	25%	50%	75%	100%	100%	100%	100%	100%	100%	100%
Year 6	0%	0%	25%	50%	100%	100%	100%	100%	100%	100%	100%
Year 7	0%	0%	0%	25%	75%	100%	100%	100%	100%	100%	100%
Year 8	0%	0%	0%	0%	50%	75%	100%	100%	100%	100%	100%
Year 9	0%	0%	0%	0%	25%	50%	75%	100%	100%	100%	100%
Year 10	0%	0%	0%	0%	0%	25%	50%	100%	100%	100%	100%
Year 11	0%	0%	0%	0%	0%	0%	25%	75%	100%	100%	100%
Year 12	0%	0%	0%	0%	0%	0%	0%	50%	75%	100%	100%
Year 13	0%	0%	0%	0%	0%	0%	0%	25%	50%	100%	100%
Year 14	0%	0%	0%	0%	0%	0%	0%	0%	25%	75%	100%
Year 15	0%	0%	0%	0%	0%	0%	0%	0%	0%	50%	75%
Year 16	0%	0%	0%	0%	0%	0%	0%	0%	0%	25%	50%
Year 17	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	25%
Year 18	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Year 19	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Year 20	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Length (Years)	4	5	6	7	9	10	11	13	14	16	17

Table 4: Percentage of Property Tax (Municipal Portion) Rebated for Developments in Precinct 3

Affordable Units (%) ▶	None	1-9%	10-19%	20-29%	30-39%	40-49%	50-59%	60-69%	70-79%	80-89%	90-100%
Year 1	75%	75%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Year 2	50%	75%	75%	75%	100%	100%	100%	100%	100%	100%	100%
Year 3	25%	50%	50%	75%	100%	100%	100%	100%	100%	100%	100%
Year 4	0%	25%	25%	50%	75%	100%	100%	100%	100%	100%	100%
Year 5	0%	0%	0%	25%	50%	75%	100%	100%	100%	100%	100%
Year 6	0%	0%	0%	0%	25%	50%	75%	100%	100%	100%	100%
Year 7	0%	0%	0%	0%	0%	25%	50%	75%	100%	100%	100%
Year 8	0%	0%	0%	0%	0%	0%	25%	50%	75%	100%	100%
Year 9	0%	0%	0%	0%	0%	0%	0%	25%	50%	75%	100%
Year 10	0%	0%	0%	0%	0%	0%	0%	0%	25%	50%	75%
Year 11	0%	0%	0%	0%	0%	0%	0%	0%	0%	25%	50%
Year 12	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	25%
Year 13	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Year 14	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Year 15	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Year 16	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Year 17	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Year 18	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Year 19	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Year 20	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Length (Years)	3	4	4	5	6	7	8	9	10	11	12

### 2.5.5 Payment of Financial Incentive Program

1. The TIEG will only be issued subsequent to completion of approved eligible works, final inspections are complete, and an occupancy permit has been issued.
2. The grant will be paid annually by the City to the eligible applicant subsequent to payment of all property taxes.

### 2.5.6 Specific Eligibility Criteria

Eligible applicants must satisfy the requirements of Section 3 General Eligibility Criteria, as well as the following program specific eligibility criteria:

1. The TIEG program shall be eligible to be combined with the Feasibility Study Grant Program of this Plan but not the Per-Door Grant program.
2. The City may evaluate the merit of an application based on considerations for achieving specific actions as part of the Housing Action Plan.
3. The applicant must demonstrate that a substantial increase in municipal property taxes will occur due to development or redevelopment.
4. The applicant shall provide to the City a post-improvement assessment. The post-improvement assessment will be used by the City to determine the difference between the

amount of municipal taxes prior to the development or redevelopment and the amount of municipal taxes to be paid after the development is complete.

5. A grant issued under this Program will be issued in accordance with a grant schedule and provided to the registered owner of the property on an annual basis.
6. An annual grant shall not be issued until all property taxes owing for each year are fully paid. If a property tax installment is missed or payment is late, the City reserves the right, without notice and at its own discretion, to withhold or terminate all future grant payments.
7. An annual grant shall not be recalculated based on tax increases resulting from general re-assessments, or changes in tax legislation.
8. If the property is sold or there is otherwise a change in ownership, the City reserves the right to withhold or terminate future grants.
9. The City shall not issue an annual grant that is of greater value than the municipal tax collected in a given year on the increased assessed value of the property.
10. At its discretion, the City may suspend or discontinue this Program. However, existing agreements between the City and landowners will be recognized, whereby grants will continue to be issued subject to the agreement.

## 2.6 Sault Foundations - Feasibility Study Grant Program

### 2.6.1 Purpose

The Sault Foundations Program offers a grant to fund studies that assess the feasibility of building "missing middle" housing on a property that is owned by a Not-for-Profit agency. The feasibility study would facilitate development at the concept stage to identify steps and resources needed to make the development a reality.

### 2.6.2 General Program Availability

The Sault Foundations Program is available in all three precincts where proposed development includes an increase in residential units.

### 2.6.3 Eligible Costs

A feasibility study consisting of any combination of the following shall be deemed eligible under this Program:

1. financial analysis and feasibility assessment, or associated business development related studies and plans; and
2. technical reports or studies, such as a building conditions report, where an existing building is proposed to be repurposed or significantly modified or renovated.

#### 2.6.4 Financial Incentive Program Value

The maximum grant value of the Program is \$30,000.

#### 2.6.5 Payment of Financial Incentive Program

1. A grant may be issued to an eligible applicant in advance of the eligible costs being undertaken, at the City's sole discretion.
2. An application must be formally approved by the City before undertaking or initiating the eligible costs. The City may request that the applicant provide at least one quote from a prospective consultants who will conduct the study. Consultants must be qualified professionals.
3. The City may require that the study be completed within a specific timeframe. Further, the City may require full repayment of the total grant value should the study not be completed within the established timeframe.
4. The specific timeframe for which the study is completed will be determined through an agreement entered into between the City and an applicant. At its sole discretion, the City may extend this timeframe upon request of the applicant, provided advance notice is given, and justification for the extension is provided.

#### 2.6.6 Specific Eligibility Criteria

Eligible applicants must satisfy the requirements of Section 3 General Eligibility Criteria, as well as the following program specific eligibility criteria:

1. Applicants must be a registered Not-for-Profit organization in good standing. The nature of the Not-for-Profit's interest in developing housing aligns with advancing the housing goals and objectives of the City and this Plan.
2. Applications that propose affordable housing units may be prioritized for funding under this Plan, at the discretion of the City.
3. If the project is deemed feasible, applicants may be eligible for other financial incentive programs in this Plan. For clarity, applicants shall not be eligible to apply for any other financial incentive program if combined with this Program, until such time that it can be demonstrated to the City that the proposed development is feasible.

### 3. General Eligibility Criteria

#### 3.1.1 Housing Objectives

All eligible works must be deemed by the City to be consistent with the objectives of this Plan, and the Housing Action Plan.

#### 3.1.2 Eligible Applicants

1. Eligible applicants are deemed to be the registered landowner, an agent of the landowner, or a tenant of a property. The following exception to this requirement shall apply:
  - a. For the purpose of the Sault Foundations Program, an eligible applicant shall be deemed to be a Not-for-Profit agency and must own the subject property.
2. Where an application is made by someone other than the registered landowner, the applicant is required to provide written authorization from the landowner prior to the submission of an application or before undertaking of any community improvement works.
3. Only properties within the designated CIPA shall be deemed eligible properties, and further, applications must meet all eligibility criteria of this Plan to be deemed eligible.

#### 3.1.3 No Retroactive Incentives

1. Works that have already been commenced or completed prior to entering into an agreement with the City are not eligible for any financial incentive program established by this Plan. At its sole discretion, the City may make an exception to this policy by awarding an incentive retroactively, provided the merit for doing so can be satisfactorily demonstrated to the City by the applicant.

#### 3.1.4 Timing of Approved Works

1. The City shall stipulate a maximum period of time in which approved works associated with a financial incentive program under this Plan must be initiated by the applicant.
2. The City may further stipulate a maximum period of time in which the approved works funded by a financial incentive program under this Plan is required to be fully completed and/or occupied.
3. At its discretion, the City may elect to extend the maximum period of time in which approved works must be initiated and/or completed.
4. If the approved works are not initiated and/or completed within the stipulated timeframe, the City may reduce or otherwise revoke the agreement and/or grant.

### 3.1.5 Combining Financial Incentives

1. The Sault Foundations Program is permitted to be combined with other grants in this Plan, provided all eligibility criteria of this Plan are satisfied. The Tax Increment Equivalent Grant and the Per Door Grant Program shall not be permitted to be combined.
2. Where financial incentive programs are combined, in no case shall the total value of all financial incentives exceed the total value of all eligible costs and in no case shall eligible costs be counted more than once across one or more grants or applications.

### 3.1.6 Site Inspection

1. The City reserves the right to visit a property or building prior to issuing a decision on an application.
2. The City also reserves the right to visit a property or building once the approved works are completed, but prior to making payment of the grant, to ensure all works have been completed in accordance with the approved application.

### 3.1.7 Compliance

1. Eligible applications are required to comply with all applicable by-laws, standards, procedures, and guidelines of the City in order to be deemed eligible.
2. Eligible applications are also required to conform to the Official Plan and be in accordance with applicable land use regulations, including the Zoning By-law. The exception to this is where an amendment to the Zoning By-law is identified as an eligible cost by this Plan.
3. The City may determine that eligible applications are conditional subject to receiving necessary approvals, including but not limited to, permits from Provincial and Federal authorities.
4. Any conditions associated with required approvals or permits may be included in an agreement between the applicant and the landowner.

### 3.1.8 Completed Works

1. Any community improvement works that are undertaken and funded in whole or in part by this Plan must be consistent with the approved application agreement between the applicant and the City.
2. Where community improvement works are not undertaken in accordance with the approved application agreement, the City may delay, reduce, or cancel the approved agreement, and may require repayment for costs otherwise incurred by the City.

### 3.1.9 No Arrears or Defaults of City Requirements

An applicant is not eligible for a financial incentive program if they are in default of any City requirement at the time of an application or when payment of the grant is made. This includes arrears with regard to tax payments or any accounts receivable with the City. This eligibility criterion is to be included as a condition on the agreement between the City and the applicant.

### 3.1.10 Change in Ownership

Any agreement entered into under this Plan between the City and a landowner(s) shall be considered binding and registered on title and shall continue to be upheld where the property has been sold or has otherwise changed ownership.

### 3.1.11 Additional Information

At its discretion, the City may request additional information that it deems necessary to render a decision on an application, or to satisfy any of the eligibility criteria of this Plan. This may include additional information that demonstrates the applicant's creditworthiness and business track record.

### 3.1.12 Total Value of Financial Incentives

The total amount of all grants shall not exceed the total eligible costs of community improvement works that benefit from this Plan's financial incentive programs.

### 3.1.13 Maximum Grant Value

1. The total value of an individual grant shall not be greater than 100% of the calculated eligible costs for that grant.
2. Where two financial incentive programs are combined, in no case shall the value of an incentive be awarded for the same eligible costs between those combined programs.

### 3.1.14 Minimum Grant Value

The minimum value of a grant shall not be less than \$1,000. For clarity, where the total value of a grant is calculated to be less than \$1,000, the application may not be accepted by the City.

### 3.1.15 Minimum Affordability Period

1. Affordable dwelling units must be maintained in accordance with the definition of affordable under this Plan (see Section 4.6.1) for a minimum of 20 years, as indicated on an agreement between the City and landowner. The definition of affordable may be subject to change over this period of time as stated below.
  - a. For *affordable rental units*, the initial rental rate of any incentivized unit will be set at or below the affordable rental rate contained in the most recent Affordable

- Residential Units bulletin. The rental rate will be permitted to be raised annually based on the annual percentage rate amount approved by the Provincial Government for the duration of the affordability period.
- b. For *affordable ownership housing*, any freehold unit that has been incentivized must be sold at or below the affordable purchase price in the most current Affordable Residential Units bulletin if sold at any time during the affordability period.
2. An agreement prepared by the City, between the City and landowner shall be required regarding the minimum affordability period, with the agreement being registered on title. It will be a condition of this agreement that landowners will be responsible for costs associated with registering the agreement on title.
  3. An agreement regarding the minimum affordability period shall include terms and conditions should the housing no longer meet the definition of affordable, and this may include full or partial repayment of any grants that have been paid.
  4. An annual statement shall be provided to the City demonstrating that any housing subject to an agreement regarding affordability is being maintained and offered as affordable per the definition of this Plan. The City may require additional documentation or evidence to corroborate the statement.
  5. Where the conditions of an agreement are not upheld by the landowner, the City may exercise its authority to terminate the agreement and further, require that the entire amount of the incentives, including any associated costs and interest, be fully repaid to the City.

### 3.1.16 No Implications on Approval

Under no circumstance does a decision by the City to award a financial incentive under this Plan imply the merit of an application made under the *Planning Act* or a permit pursuant to the Ontario Building Code, or otherwise obligate the City to approve same in any manner.

### 3.1.17 Permanent Improvements Only

Eligible costs must involve permanent improvements only. For greater clarity, any costs associated with lifecycle replacement, housewares, or appliances, shall not be deemed an eligible cost.

### 3.1.18 Disclosure of Funding

1. Applicants are required to fully disclose all funding sources at time of application, or when otherwise requested by the City.
2. If in the City's opinion an applicant has received additional funding for the same community improvement works, at its sole discretion, the City may reduce the value of a grant, or otherwise deny an application.

3. Without limiting the generality of the foregoing, additional funding may include grants made available through other Community Improvement Plans, commercial loans, seed funding, or other similar financial assistance.

#### 3.1.19 Relationship to Other Community Improvement Plans

1. The financial incentive programs of this Plan may be combined with other CIPs administered by the City.
1. Where financial incentive programs are combined between this Plan and another CIP, in no case shall funding be made available for the same eligible cost.
2. At its sole discretion, the City may determine that an application is non-eligible to receive funding through a financial incentive program of this Plan and another CIP.

#### 3.1.20 Heritage Properties and Buildings

Community improvement works to a property or building designated under the *Ontario Heritage Act* or listed by the City may be required to submit additional information to the City in support of an application.

#### 3.1.21 Short-term Rentals

1. A dwelling unit developed with a grant issued under this Plan shall not be used for a Short-term Rental, as defined by By-law 2022-178. For additional clarity, financial incentive programs established by this Plan shall not be used for the development or redevelopment of a dwelling unit that is used, or may be used, for a Short-term Rental.
2. The City shall require this as a condition in any agreement entered into with eligible applicants.
3. Failure to uphold this requirement may result in termination of the agreement by the City. The City may also exercise its powers to recuperate a portion, or the total value of any grant(s) issued under this Plan from the landowner.

#### 3.1.22 Funding Discretion

1. At its discretion, Council may determine that certain financial incentive programs of this Plan be discontinued or the value of the grants to be modified.
2. The City is not bound to accept any application. The City reserves the right to consider any, none or all of the applications, to accept applications in whole or in part, and to elect not to proceed with this process at any given time.
3. Eligibility to programs does not guarantee funding of projects.
4. Grants and incentives are subject to budget.

## 4. Implementation

### 4.1 General

1. This Plan is intended to be implemented over a 3-year horizon, with regular review and/or update as informed by the plan monitoring and evaluation framework of this Plan.
2. If through consultation with the Plan Administrator it is deemed by Council that this Plan has achieved its objectives, a by-law to dissolve this CIP and Community Improvement Project Area may be passed at any time, in which case a new CIP and Community Improvement Project Area may be enacted by a new by-law.
3. Interpretation and administration of this Plan is at the sole discretion of the Plan Administrator, or their delegate, or Council, as the case may be.
4. This Plan must be read, interpreted, and administered in its entirety.

### 4.2 Community Improvement Project Area

1. Only properties within the designated Community Improvement Project Area shall be deemed to be eligible for the financial incentive programs of this Plan.
2. Where a portion of a lot is within the designated Community Improvement Project Area, it shall be interpreted that the entirety of the lot is within the Community Improvement Project Area.
3. The Community Improvement Project Area is established separately from this Plan as a by-law of Council. Any modification to the Community Improvement Project Area shall therefore be subject to a new by-law of Council.
4. A total of three precincts are identified within the Community Improvement Project Area. Modifying the boundary of a precinct(s) shall only be permitted through an amending by-law of Council. Further, any change to the availability of a financial incentive program within a precinct shall require an amendment to this Plan.

### 4.3 Plan Administration

1. Upon enactment of this Plan, Council shall designate a member of City staff to be the Plan Administrator.
2. The Plan Administrator, at their discretion, may identify an alternate Plan Administrator, should the principal plan administrator become unavailable.
3. Council shall be the approval authority of applications to financial incentive programs established by this Plan, however they can delegate approval authority to the Plan Administrator.

4. The Plan Administrator shall be responsible for ensuring the monitoring and evaluation framework of this Plan is fully implemented over the Plan horizon.
5. Applications shall be submitted and processed in accordance with the policies of this Plan. The Plan Administrator shall be responsible for ensuring that the review and decision process is undertaken in a timely manner.

#### 4.4 Financial Incentive Program Funding

1. Council shall establish an annual budget for this Plan, including for each of the financial incentive programs.
2. Council reserves the right to fund all or none of the financial incentive programs under this Plan in any given budgetary year.
3. Based on monitoring and evaluation of this Plan, Council may decide that certain financial incentive values need to be modified to ensure that the programs function as intended, and to be responsive to the evolving housing needs of the City.
4. An amendment to this Plan shall not be required where Council modifies the value of a financial incentive program under this Plan.

#### 4.5 Plan Monitoring and Evaluation

##### 4.5.1 General

1. It is recognized that this Plan is a tool to facilitate housing development within the City and will therefore need to respond to evolving market forces, economic conditions, and financial resources to remain relevant. Therefore, Plan monitoring and evaluation is critical to the long-term success of this Plan and the financial incentive programs.
2. The Plan Administrator will dedicate the City's available resources to ensure that this Plan is regularly monitored and evaluated in accordance with the policies of this section.
3. The overall objectives of the monitoring and evaluation framework of this Plan are to:
  - a. Ensure the financial incentive programs are advancing the objectives of this Plan and achieving their individual intended outcomes.
  - b. Adjust aspects of the financial incentive programs, including their maximum values, as may be identified, or needed to ensure they are best positioned to respond to the evolving housing needs and opportunities of the City.

##### 4.5.2 Baseline Conditions

1. Upon enactment of this Plan, the Plan Administrator will collect baseline information regarding key housing data and indicators within the Community Improvement Project Area.

2. It is recommended that key housing data and indicators used to prepare the Housing Needs Assessment be initially used for this purpose.

#### 4.5.3 On-going Monitoring

1. On-going monitoring of this Plan and the baseline conditions are critical to informing future updates to this Plan or specific financial incentive programs.
2. At a minimum, the following indicators will be monitored by the Plan Administrator:
  - a. The number of new affordable and market rate housing units that have been developed;
  - b. The tenure of new housing units that have been developed;
  - c. The location of new housing units;
  - d. Indicators pertaining to housing unit vacancies or where there is heightened demand;
  - e. Demographic and economic indicators related to the definition of “affordable” or may otherwise have bearing on the value of the financial incentive programs;
  - f. Indicators related to developer and purchaser costs of housing units that have been developed under this Plan;
  - g. The approved/denied value of the grant and the total value of construction (the total public investment versus private investment);
  - h. The projected and actual increase in property assessments and property taxes, as may be applicable; and
  - i. Indirect indicators including economic indicators, qualitative indicators and other indicators which speak more generally to the success of the City, and which may or may not be directly attributed to the influence and success of this Plan.

#### 4.5.4 Reporting

1. The Plan Administrator shall prepare an annual report detailing the indicators that are being monitored. The annual report should be made publicly available and presented to Council.
2. The annual report shall include an assessment of each individual financial incentive program, to ensure that sufficient analysis is included to inform potential updates to specific aspects of each program.
3. The annual report shall also make recommendations on potential adjustments to this Plan based on its findings. This may include, for example:
  - a. Adjustments to the annual funding of this Plan;
  - b. Revisions to the CIPA boundary;
  - c. Adjustments to the financial incentive programs, including discontinuation of certain programs in response to funding constraints or low performance, or where otherwise necessary.

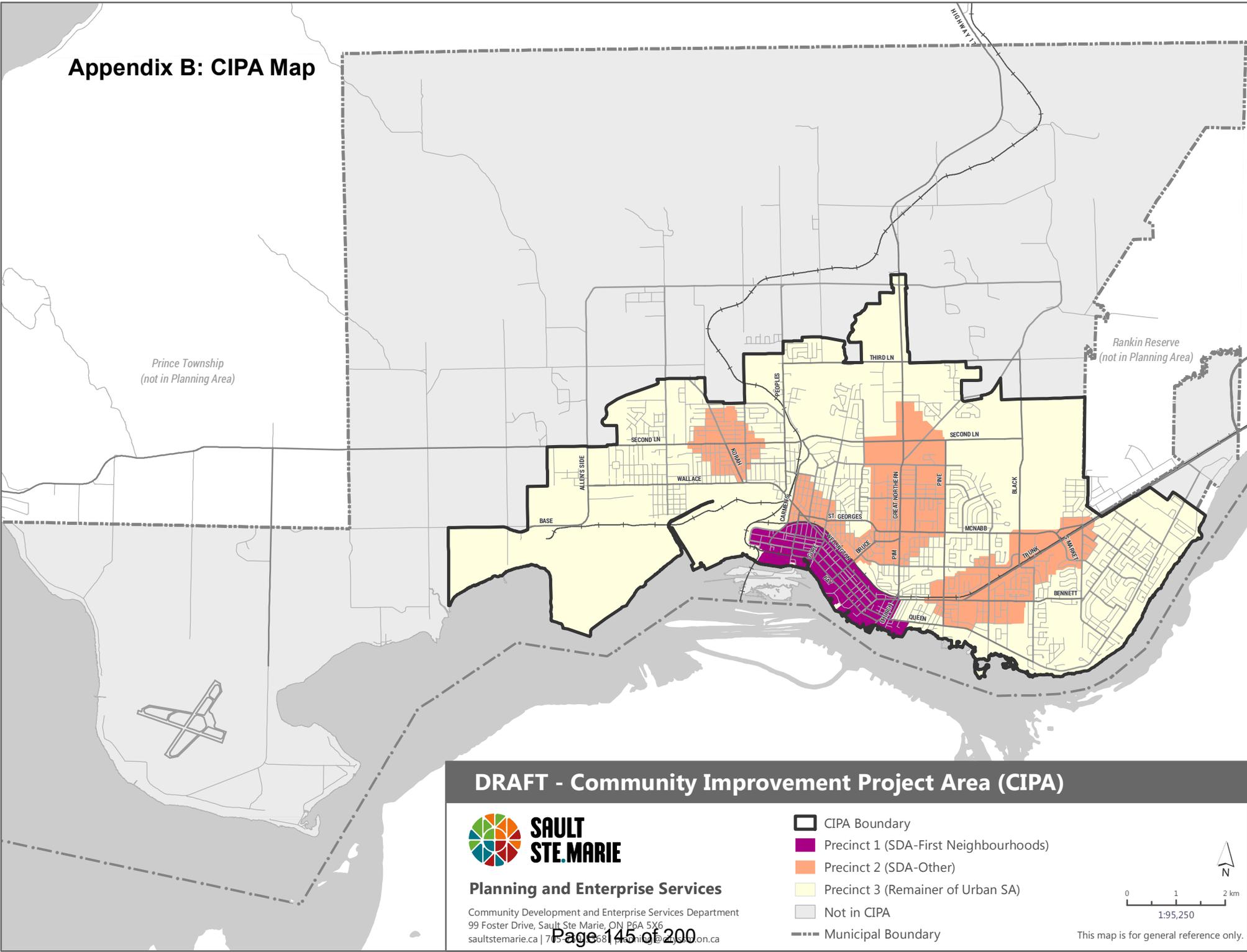
- d. Modifications to the eligible costs, or eligibility criteria;
  - e. Necessary modifications to the plan administration, including the monitoring and evaluation framework.
4. The annual report may also include an analysis or review of potential sources of funding for this Plan, and required actions or initiatives that must be undertaken by the City to pursue that funding or otherwise be considered eligible.

## 4.6 Definitions

1. “Affordable”, “Affordability” or “Affordable Housing” means:
  - a. In the case of ownership housing, a unit would be considered affordable when the purchase price is at or below the lesser of:
    - i. Income-based purchase price: A purchase price that would result in annual accommodation costs equal to 30% of a household’s gross annual income for a household at the 60th percentile of the income distribution for all households in the City of Sault Ste. Marie as set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing; and
    - ii. Market-based purchase price: 90% of the average purchase price of a unit of the same unit type in the City of Sault Ste. Marie as set out in the Affordable Residential Units bulletin.
  - b. In the case of rental housing, a unit would be considered affordable when the rent is at or below the lesser of:
    - i. Income-based rent: Rent that is equal to 30% of gross annual household income for a household at the 60th percentile of the income distribution for renter households in the City of Sault Ste. Marie as set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing; and
    - ii. Market-based rent: Average market rent of a unit of the same unit type in the City of Sault Ste. Marie as set out in the Affordable Residential Units bulletin.
2. “Affordable Residential Units bulletin” means the bulletin entitled the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario and is amended from time to time.
3. “Applicant” means the registered landowner, an authorized agent of a registered landowner, or tenants of lands or buildings with written authorization from the registered landowner.
4. “Dwelling Unit” shall have the same meaning as defined in the City’s Zoning By-law.

5. “Eligible Applicant” means an applicant (as defined above) who meets all general and specific eligibility requirements of this Plan and prepares and applies for a financial incentive program established by this CIP.
6. “Eligible Costs” shall have the same meaning as used in subsection 28 (7.1) of the *Planning Act*: “costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities.”
7. “Mixed-use” means any combination of two or more category of uses in a single development as permitted by the City’s Zoning By-law.
8. “Not-for-Profit” means organizations that are, agencies, associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare or civic improvement, or any other community benefit purpose except profit.
9. “Purpose-Built Rental” means housing built specifically for long-term rental accommodation.

# Appendix B: CIPA Map



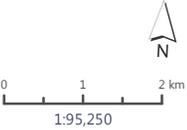
## DRAFT - Community Improvement Project Area (CIPA)



### Planning and Enterprise Services

Community Development and Enterprise Services Department  
 99 Foster Drive, Sault Ste. Marie, ON P6A 5X6  
 saultstемarie.ca | 705-946-6888 | 416-361-2434 | on.ca

- CIPA Boundary
- Precinct 1 (SDA-First Neighbourhoods)
- Precinct 2 (SDA-Other)
- Precinct 3 (Remainder of Urban SA)
- Not in CIPA
- Municipal Boundary



This map is for general reference only.

**APPENDIX C - Draft Per-door Grant Scorecard**

<b>Criteria</b>	<b>Factor</b>	<b>Score</b>
Development Status (Choose one)	Building Permit Ready: zoning approved, site plan control approved or not required, building permit application submitted or issued	15
	Nearing Building Permit Ready: Zoning approved and site plan control has been submitted and under review; if site plan control is not required, draft site design has been provided	10
	Zoning By-law permits proposed use/built form and preliminary site design is underway	5
	Development Status Score	# out of 15
Location (Choose one)	Located in Precinct 1 (SDA-First Neighbourhoods)	25
	Located in Precinct 2 (Other SDA)	15
	Located in Precinct 3 (Rest of CIPA)	0
	Location Score	# out of 25
Housing Provider (select all that apply)	Non-profit or charitable organization as primary applicant or partner	5
	Relevant prior experience or has hired an experienced firm	5
	Housing Provider Score	# out of 10
Affordability (choose one)	All of the units to be incentivized are affordable	25
	Some of the units to be incentivized are affordable and some are market-rate	15
	All of the units to be incentivized are market-rate	0
	Affordability Score	# out of 25
Deeper Affordability (points awarded per unit)	Rental rates / purchase price is lower than the minimum required	1.25 per unit
	Affordability commitment is beyond the minimum 20 year period	1.25 per unit
	Deeper Affordability Score	# out of 10
Building Design (points awarded per unit)	Includes units that meet the Ontario Building Code standard for barrier-free design such as wider doors, grade considerations, roll-in shower, etc.	1.25 per unit
	Includes energy efficient/greenhouse gas reduction and climate resilience measures above the minimum Ontario Building Code requirements/standards such as higher insulation R-values, higher efficiency space/water heating, heat pumps, etc.	1.25 per unit
	Innovation - utilizing modular or other innovative construction methods that can serve as an example for future developments	1.25 per unit
	Building Design Score	# out 15
<b>Total Score</b>		<b># out of 100</b>



**Sault Ste. Marie Region  
Conservation Authority**

July 16<sup>th</sup>, 2024

Via Email: [s.thapa@cityssm.on.ca](mailto:s.thapa@cityssm.on.ca)

Steve Zuppa  
Junior Planner - Planning & Enterprise Services  
City of Sault Ste. Marie

RE: Housing Community Improvement Plan: Application No. A-10-24-CIP

Sault Ste Marie Region Conservation Authority (SSMRCA) Comments:

Any new development on these subject properties, contained within the Community Improvement Project Area (CIPA), that are also located within areas under the jurisdiction of the SSMRCA regarding *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits* under the *Conservation Authorities Act, R.S.O. 1990, c. C.27*, will require a site plan review and may require a permit from SSMRCA.

If you require further information or clarification, please contact our office,

Kind regards,

A handwritten signature in blue ink that reads "GERARD LAVOIE".

*Gerard Lavoie (he/him)*  
GIS Applications Specialist  
Sault Ste. Marie Region Conservation Authority  
705-946-8530 ext.: 1004

COR\_COM\_PlanInput\_CIPA\_20240716.docx



1100 Fifth Line East  
Sault Ste. Marie, ON  
P6A 6J8



705-946-8530



[nature@ssmrca.ca](mailto:nature@ssmrca.ca)



[www.ssmrca.ca](http://www.ssmrca.ca)

**Ministry of Municipal  
Affairs and Housing**

Municipal Services Office  
North (Sudbury)  
159 Cedar Street, Suite 401  
Sudbury ON P3E 6A5  
Tel: 705-564-0120  
Toll-free: 1-800-461-1193

**Ministère des affaires  
municipales et du logement**

Bureau des services aux  
municipalités du Nord (Sudbury)  
159 rue Cedar, bureau 401  
Sudbury ON P3E 6A5  
Tél.: 705 564-0120  
Sans frais: 1-800-461-1193



July 26, 2024

Steve Zuppa, Junior Planner  
CITY OF SAULT STE. MARIE  
99 Foster Drive,  
Sault Ste. Marie, ON P6A 5X6  
Email: [s.zuppa@cityssm.on.ca](mailto:s.zuppa@cityssm.on.ca)

**via email only**

**RE: Draft community improvement plan**  
**Location: Sault Ste Marie, Algoma District**

Dear Steve Zuppa,

Thank you for circulating Municipal Services North your draft Community Improvement Plan, dated July 2024. The City of Sault Ste. Marie's proposed Community Improvement Plan (CIP) establishes various financial incentive programs to encourage investment in the city's housing stock, addressing both current and future housing demand. Its objectives include implementing housing policies from the City's Official Plan, increasing housing inventory, promoting a mix of housing types, prioritizing affordable housing, and focusing development in strategic areas with identified needs.

The Ministry of Municipal Affairs and Housing has reviewed the proposed amendment from the perspective of provincial interests in housing, land use planning, and municipal governance and finance. We have the following comments on the draft CIP.

### **Land Use Planning**

Provincial interests for municipal land use planning are outlined in the *Planning Act* Section 2, which lists matters of provincial interest, and Section 3, which authorises the Minister's issuance of the Provincial Policy Statement 2020 (PPS), and states that decisions affecting planning matters shall be consistent with the PPS.

The CIP provides background and rationale for the provision of incentives to facilitate the creation of new housing units in the community, with an emphasis on the need for new affordable units.

***Recommendations:***

To better achieve one of the objectives of the CIP, the prioritization of the development of affordable housing, the city may wish to consider the following:

**1. Definition of “Affordable”**

Section 4.6 of the plan defines “Affordable”, “Affordability” and “Affordable Housing” for ownership and rental housing through a cut-and-paste of the Provincial Policy Statement definition of “Affordable” as per the PPS Definitions section. The city should reconsider this approach, as the PPS definition (and the definition included in the draft CIP) refers to resale prices and rents of units within the “regional market area” – a term that is defined in the PPS, but not in the draft CIP. Further, the PPS definition of “regional market area” is not definitive in the context of a local planning authority, such as the City of Sault Ste. Marie, but is used in the PPS in a way that requires greater explanation and analysis in local policy documents, such as official plans and community improvement plans.

Further, as programs in the draft CIP require on-going affordability monitoring, for up to as much as 20 years, there should be greater clarity in this section as to how affordability will be determined annually, and how a CIP program applicant will be determined to be within compliance, year over year.

Instead of the approach in the draft CIP, the city may wish to identify in policy which datasets, exactly, it will use to determine baseline and ongoing affordability, based on average resale prices, average market rents, or the gross annual household income of owners and renters. Identifying specific datasets will provide clarity to plan administrators and successful applicants and should minimize disputes over annual reporting.

**2. Per-Door Grant Program**

Table 1 of Section 2.4 sets out the Per-Door Grant Program Structure and indicates that the grant value (per unit) will be the “lesser of \$40 per square foot or \$40,000”. While this approach caps the grant per unit at \$40,000, it also may have the unintended consequence of encouraging applicants to build larger units to qualify for the grant maximum. Larger units may not always be desirable, and could lead to higher construction costs, and ultimately less affordability.

To incentivize the creation of a range of affordable rental units, the city may wish to consider removing the \$40 per square foot requirement.

**CIP Planning Act requirements**

As per *Planning Act* requirements, we look forward to receiving the associated by-law designating the CIP project area.

## **Conclusion**

Thank you for this opportunity to provide comments on this draft community improvement plan. If you have any questions or concerns, please do not hesitate to contact Zeinab Seifpour, Planner at [zeinab.seifpour@ontario.ca](mailto:zeinab.seifpour@ontario.ca).

Sincerely,

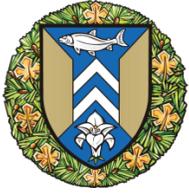


Anna Little, Manager – Community Planning & Development  
Municipal Services Office – North | Ministry of Municipal Affairs and Housing  
401-159 Cedar Street Sudbury, ON P3E 6A5  
Phone: 705-280-8946  
E-mail: [anna.little@ontario.ca](mailto:anna.little@ontario.ca)

C.

Samir Thapa - City of Sault Ste Marie - [s.thapa@cityssm.on.ca](mailto:s.thapa@cityssm.on.ca)

Peter Tonazzo - City of Sault Ste Marie - [p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca)



The Corporation of the City of Sault Ste. Marie  
99 Foster Drive, Sault Ste. Marie, Ontario P6A 5X6  
saultstemarie.ca | 705.759.2500 | info@cityssm.on.ca

## NOTICE OF APPLICATION & PUBLIC MEETING

### Housing Community Improvement Plan

Application No.: A-10-24-CIP

Applicant: The Corporation of the City of Sault Ste. Marie

**Date: Monday, August 12, 2024**  
**Time: 5:00 PM**

**Location: City of Sault Ste. Marie**  
**Civic Centre, Council Chambers**  
**99 Foster Drive**

#### PURPOSE

The applicant, the City of Sault Ste. Marie (c/o Planning Division), proposes to designate a Community Improvement Project Area (CIPA) and adopt a Community Improvement Plan (CIP) to facilitate broad investment in the City's housing stock to meet current and future housing demand. The proposed Housing CIP will directly implement Action 3 of Sault Ste. Marie's Housing Action Plan 2023-2028, which calls for the City to "provide financial incentives for housing".

#### PROPOSED CHANGE

The Housing CIP proposes three financial incentive programs that are intended to increase the supply of housing throughout the CIPA, which includes all lands within the Urban Settlement Area. These incentive programs will prioritize the development of affordable housing and will focus development within the Strategic Development Areas of the City. The proposed Housing CIP is intended to replace the now expired Rental CIP that was in place between 2013 and 2024.

The full draft Housing CIP and the proposed CIPA map are posted on the City's Public Input website: <https://publicinput.ca/v5123>.

In addition to the public Council meeting on August 12, 2024, a come and go information session will take place on Monday, July 22, 2024 between 4pm and 7pm in the Russ Ramsay Room, Civic Centre, 99 Foster Drive. This will provide an informal setting to review the CIP and interact with staff.

#### HAVE YOUR SAY

Input on the proposed Housing Community Improvement Plan is welcome and encouraged. You can provide input by making a written submission or by making a public presentation.

**TAKE NOTICE THAT** the Council of The Corporation of the City of Sault Ste. Marie will hold a Public Meeting on Monday, August 12, 2024 at 5:00 p.m. to consider a Community Improvement Plan (under section 28 of the Planning Act, R.S.O 1990, c. P13, as amended). This meeting will be broadcast by Shaw Cable and may be viewed on Shaw Cable's Community Channel, Sootoday.com and on the City's YouTube Channel <https://www.youtube.com/saultstemarieca>

Any person wishing to present at the public meeting may do so electronically or in person. Electronic participants must contact the City Clerk at [cityclerk@cityssm.on.ca](mailto:cityclerk@cityssm.on.ca) or 705-759-5388 to register as a presenter. Registered presenters will be provided with instructions as to how to join the meeting in advance Any written submissions received in advance of the meeting will be included with Council's Agenda.

#### MORE INFORMATION

The application may be reviewed in the Planning Division, Level 5, Civic Centre, 99 Foster Drive. The Report of the Planning Division will be available as part of the Council Agenda on the City's website at 4:30 p.m. on **Thursday, August 8, 2024** and in person on **Friday, August 9, 2024**, during regular office hours in the Planning Division. Digital and physical copies of the report are available upon request. Inquiries should be directed to the Planning Division, at 705.759.5368 or [planning@cityssm.on.ca](mailto:planning@cityssm.on.ca). Please refer to the application file number

#### WRITTEN SUBMISSION

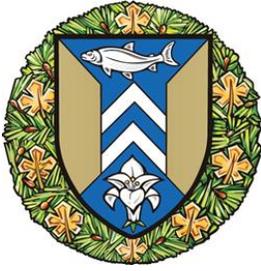
To provide input in writing, or request notice if the proposed application is approved, please submit a letter to the Planning Division, 99 Foster Drive, Sault Ste. Marie, ON P6A 5X6, or e-mail to [planning@cityssm.on.ca](mailto:planning@cityssm.on.ca) with your name, address and application file number on or before **Monday, August 12, 2024**.

If you wish to be notified of the Council of the City of Sault Ste. Marie decision to adopt or refuse the approval of an application, you must make a written request to the Planning Division at the address noted above.

#### LEGAL NOTICE CONCERNING YOUR RIGHT TO APPEAL

If a person or public body does not make oral submission at a public meeting or make written submission to the City of Sault Ste. Marie before the By-law is passed, the person or public body may not be entitled to appeal the decision of the Council of the City of Sault Ste. Marie to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Sault Ste. Marie before the By-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party to the hearing.



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

**C O U N C I L   R E P O R T**

August 12, 2024

TO: Mayor Matthew Shoemaker and Members of City Council  
AUTHOR: Peter Tonazzo, MCIP, RPP, Director of Planning  
DEPARTMENT: Community Development and Enterprise Services  
RE: A-8-24-HP – 10 Huron Street, 0 Huron Street, 29 Bay Street (1188004 Ontario Inc.) Removal of Holding Provision – Gateway Site

---

**PURPOSE**

The applicant, 1188004 Ontario Inc. (C/O SIS Group) wishes to rezone the western portion of the subject property by removing a holding provision to facilitate the construction of over 3,252m<sup>2</sup> of commercial space, consisting of tourist and community attractions, including community activities, building and maker markets, flea markets, restaurants, and associated parking.

**PROPOSED CHANGE**

The applicant is seeking Council's approval to rezone the western half (approximate) of the subject property, as shown on the map attached, from Waterfront Commercial Zone, with special exception 153 (C3.S153.H) and subject to a holding provision, to Waterfront Commercial Zone with special exception 153 (C3.S153). The overall effect of this application is to remove the holding provision from the western portion of the subject property.

**Subject Property:**

- Location: Located at the southeast corner of the intersection of Bay Street and Huron Street, with frontage on Bay Street, Huron Street, Canal Drive and the St. Mary's River.
- Approximate Size:
  - Subject Property – Approximately 420m frontage on Bay Street by +/- 210m depth totalling 4.4ha
  - Area to be Rezoned – Approximately 185m frontage on Bay Street by +/- 210m depth, totalling 2.5ha
- Present Use: Vacant.
- Owner: 1188004 Ontario Inc. (C/O SIS Group)

**BACKGROUND**

The subject property was previously occupied by a scrap metal recycling operation, Algoma Steel for storage, a fish hatchery, Mill Market, and Algoma Central Railway's passenger rail line.

A-8-24-HP 10 Huron Street, 0 Huron Street, 29 Bay Street (1188004 Ontario Inc.)

August 12, 2024

Page 2.

In 1988, this area was identified in the City's Waterfront Development Strategy for a major tourist attraction. Since that time, there have been a number of proposals to develop the 'Gateway Site'. On October 10, 2023, Council deemed the proposed area to be rezoned as surplus and entered into an agreement to sell the parcel to 1188004 Ontario Inc. (C/O SIS Group). The sale was finalized on Thursday June 27, 2024 and on July 25, 2024, the parcel was assigned a new Civic Address, 90 Huron Street.

In 1997, the subject property and surrounding areas, including the Casino and Ontario Travel Information Centre sites were rezoned (by-law 98-6) from Industrial to Commercial, with a holding provision to be removed when Council is satisfied that the following issues have or will be resolved as a condition of development:

- Flooding;
- Fish habitat;
- Contaminated soil remediation;
- Urban design; and
- Archaeological

Section 36 of the *Planning Act* establishes 'holding provisions'. The underlying Riverfront Commercial Zoning and special exception 153 establishes the principle of development through the list of permitted uses and performance standards. The holding provision freezes or restricts development of the site until such time that the above noted site specific technical matters are addressed.

This application was originally scheduled for Council's June 24, 2024 meeting; however, at the request of the applicant, the application was deferred to Council's August 12, 2024 meeting.

## **ANALYSIS**

### **Conformity with Official Plan (OP)**

Given the proposed uses are permitted by the underlying C3.S153 zoning upon the subject property and area to be rezoned, OP conformity is assessed on the matters outlined in the Holding Provision, more specifically:

#### Flooding

Located along the 'tail race', the 'area to be rezoned' is impacted by flooding from both St. Mary's River and Fort Creek, which empties into the St. Mary's River approximately 120m east of the east lot line of the 'area to be rezoned'. For this portion of the St. Mary's River, Policy L.4 of the OP states: "...*development and redevelopment may be permitted provided that flood and erosion protection are provided to current engineering standards and are approved by the Conservation Authority.*"

Since the holding provision was put in place (1997), upstream improvements have been made to increase the capacity of the Fort Creek to mitigate potential flooding from further upstream. The Sault Ste. Marie Region Conservation Authority were circulated this application and as per attached, have no objections to removing the holding provision, subject to obtaining a permit from the SSMRCA prior to development or site alteration.

It is noted that as per Zoning By-law 2005-150, openings to buildings must be above the elevation of 178.6m CGD.

#### Fish Habitat

The portion of the Fort Creek adjacent to the lands that have been purchased and are part of this application, is a known 'Type 2 fish habitat' area. Policy FI.5 permits development within or adjacent to Type 2 and 3 fish habitat areas subject to an Environmental Impact Statement. Policy FI.6 speaks to the creation of a separate zone to identify a buffer around known fish habitat. This represents the 'Environmental Management Zone' (EM) which has been applied from the top of bank on either side of the Fort Creek. The east lot line of the proposed area to be rezoned is between 64m and 94m from the edge of the EM Zone boundary on the west side of the Fort Creek. Given this distance, fish habitat is not an issue with regards to the proposed development.

#### Contaminated Soil Remediation

Given the history of the site, contaminated soils are a concern. OP Policy I.8 states: *"Redevelopment of lands previously used for industrial purposes shall require an environmental report identifying the nature and extent of any site contaminants. A Holding Provision may be used in the Zoning By-law to ensure remediation to Ministry of Environment and Energy standards."*

Since the mid-90's there have been a number of environmental investigations conducted on the subject property and area to be rezoned, and a number of test pits and monitoring wells have been installed on the site. In support of this application, the applicant retained the services of Greenstone Environmental Engineering who conducted Phase I and II Environmental Site Assessments (ESA). Intrinsic was contracted to complete a Due Diligence Risk Assessment. The Phase I and II ESA's as well as the Due Diligence Risk Assessment can be linked to below<sup>1</sup>. Greenstone also provided a summary letter dated January 16, 2024 and a follow up letter dated May 15, 2024. Both letters are attached to this report.

---

<sup>1</sup> <https://saultstemarie.ca/Newsroom/June-2024/Notice-of-application-and-public-meeting-10-Huron.aspx>

In summary, the Phase I and II ESA's found elevated levels of 'potential contaminants of concern', primarily in the form of heavy metals and petroleum hydrocarbons.

Based upon the findings of the Phase I and II ESA's, the Due Diligence Risk Assessment evaluated the risk to human health and ecological receptors, recommending the following risk management measures:

1. That gravel parking lots and landscaped areas be inspected and maintained, to ensure that impacted soils are not exposed. For areas with exposed soil or that become exposed through development or maintenance activities, new capping measures should be implemented. This may include the addition of hard caps such as asphalt, concrete or paving stones or soft caps such as a geotextile membrane covered by a minimum of 30 cm of clean topsoil. Measures should be taken to ensure that impacted soils on the subject property are covered to prevent surface runoff;
2. Workers completing subsurface work shall wear appropriate clothing and personal protective equipment, and follow appropriate regulations to protect against exposure of impacted soils and groundwater; and
3. Supplemental groundwater sampling of the existing well network to monitor the ongoing groundwater quality. This monitoring program can be completed on an annual basis.

The authors of the ESA's and Due Diligence Risk Assessment are of the opinion that development can proceed, so long as the aforementioned recommendations are adhered to.

Based upon previous discussions, Building Division has indicated that a Record of Site Condition will not be required at this time, based upon the currently proposed uses of the property. Having said this, and as per Building Division comments attached, depending upon the uses going forward, a Record of Site Condition, in accordance with O.Reg 153/04, may or may not be required prior to the issuance of a building permit.

Certain aspects of the Risk Assessment recommendations can be implemented through site plan control, such as ensuring the construction and ongoing maintenance of 'capping measures', as well as sediment and erosion control during construction. In other cases, matters related to worker safety and groundwater sampling, the applicant is aware of these measures and agrees that it is his responsibility to implement them.

Finally, the attached correspondence from Engineering clarifies that Monitoring Well #15, which is one of two wells that showed elevated levels of potential contaminants of concern, is in fact on the property purchased by the applicant, whereas Greenstone's May 15 letter (attached) indicates that it is not.

### Traffic and Parking

In 1997, when the holding provision was approved for the entire area, the contemplated development potential was significantly greater than what is currently proposed, and included a much larger area than the 2.5ha area proposed to be rezoned. Furthermore, the Bridge Plaza has been redeveloped with direct access west to Carmen's Way, and Bay Street has been extended west to Huron Street. None of these were developed when this application was originally brought to Council. The overall result is the elimination of heavy truck traffic utilizing Bay Street to access Highway 17 North and East.

Referring to the applicant's preliminary site plan attached, access to the site will be from a new access point onto Bay Street and an existing access from Canal Drive. Attached comments from Engineering Staff note no issues with traffic generated from this property.

The preliminary site plan shows a large parking area to be located generally where the existing gravel parking area is located. The proposed 3,252m<sup>2</sup> of commercial space will require approximately 113 parking spaces and based upon the preliminary site plan, the proposed parking area will exceed this minimum amount.

Therefore, the surrounding street network is capable of accommodating increased traffic and activity, and the proposed parking lot will exceed minimum parking requirements of Zoning By-law 2005-150.

### Urban Design

As this property is located at a major entrance to the City's downtown and waterfront, urban design has always been seen as an important component of any future development. The applicant's preliminary site plan attached proposes to renovate and extend the former fish hatchery and Mill Market building along the lot line towards Bay Street. It could be argued that the proposed configuration will effectively 'book-end' the site, which could minimize this site's interaction with future development east of the property. Having said this, the John Rowswell Hub Trail exists along the waterfront and will eventually be extended along Canal Drive, to a current Hub Trail that runs west towards the canal District. Subject to establishing appropriate easements, there is also the option of developing a Hub Trail link through the proposed area to be rezoned.

Currently, there is an old service road upon the subject property, running parallel to Bay Street, which is regularly utilized as an east/west pedestrian route. This link will no longer be available once the developer starts construction. Therefore, in the future, there will be a need to develop pedestrian facilities along the south side of Bay Street. Based upon preliminary investigations, there is enough room within the current Bay Street right-of-way to accommodate pedestrian facilities, including a Hub Trail extension, should that be preferred.

Therefore, there are opportunities to provide additional east/west connectivity between the Canal District and Parks Canada Sites, to areas east of the area to

be rezoned. Furthermore, staff will work with the developer through the site plan control process to explore additional opportunities for east/west connectivity, such as breezeways or openings in the building that will facilitate connections.

The area to be rezoned is subject to site plan control. Prior to development or site alteration, the applicant will be required to enter into a site plan agreement with the City, which will include specific exterior details of the proposed development.

#### Archaeological

In 2011, Archaeological Services Inc. completed an Archaeological Master Plan for the City. The Master Plan identified areas of high archeological potential and resulted in a number of amendments to the OP policies that were in place when the holding provision was originally approved in 1997. The proposed area to be rezoned was not identified as an area of high archaeological potential, therefore archaeological assessments are not required.

#### **Conformity with Provincial Policy Statement 2020 and Growth Plan for Northern Ontario 2011**

Approval of this application adheres to the Provincial Policy Statement 2020 and does not conflict with the Growth Plan for Northern Ontario.

#### **CONSULTATION**

Public notices were originally mailed to all neighbouring property owners within 120m (400') of the subject property on May 31, 2024. The notice was also advertised on the City website and in the Sault Star on June 1, 2024.

Given the deferral, new mailed notices were sent on July 17, 2024 and placed on the City website and Sault Star on July 20, 2024. The mailed notice is attached to this report.

#### **Public Comments**

Up to the drafting of this report, no comments have been received as a result of the public notice.

#### **Application Circulation**

As part of the application review, this proposal was circulated to the following City divisions and external agencies for detailed technical review and comment. Community Services, Economic Development, Fire Services, Legal, and Public Works.

Attached correspondence from Building, Engineering and the Sault Ste. Marie Region Conservation Authority are addressed above, in the Analysis Section of this report.

A-8-24-HP 10 Huron Street, 0 Huron Street, 29 Bay Street (1188004 Ontario Inc.)

August 12, 2024

Page 7.

**FINANCIAL IMPLICATIONS**

Approval of this application will not result in any incremental impacts to municipal finances.

**STRATEGIC PLAN / POLICY IMPACT**

Approval of this application is not linked to any specific policies within the Corporate Strategic Plan

**RECOMMENDATION**

It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Planning dated August 12, 2024 concerning application A-8-24-HP be received and that Council approve the application and remove the holding provision from the portion of the property shown on the attached maps as 'area to be rezoned'.

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

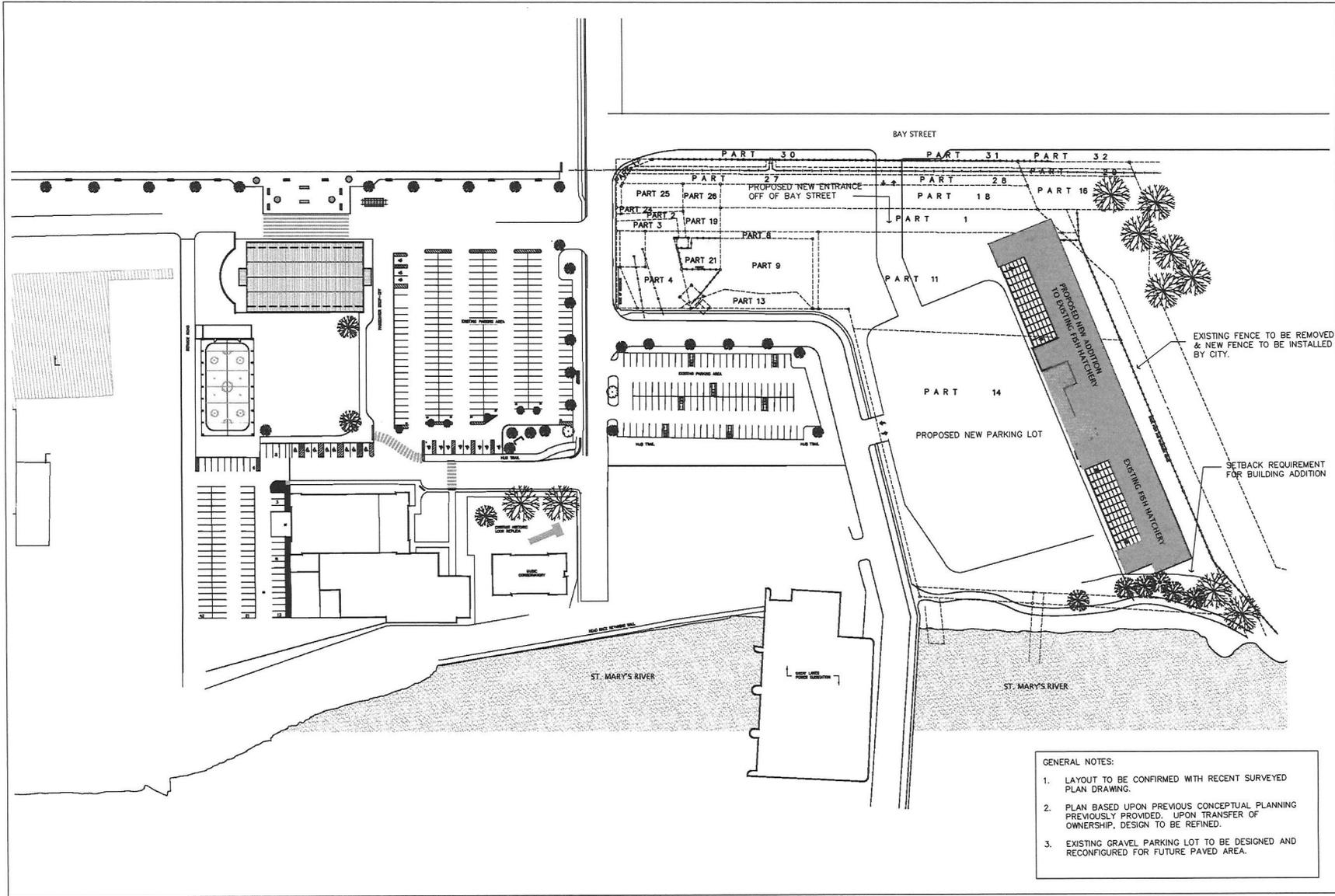
Respectfully submitted,

Peter Tonazzo, MCIP, RPP

Director of Planning

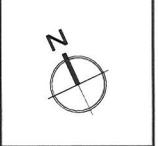
[p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca)

705.759.2780



**mgp**  
 architects + engineer inc.  
 123 East Street  
 Sault Ste. Marie, ON  
 P8A 3C7  
 705.942.9494  
 www.mgp-arch-eng.ca

NOTES:  
 ALL MEASUREMENTS ARE TO BE CONFIRMED ON SITE BY THE CONTRACTOR. ERRORS AND OMISSIONS ARE TO BE REPORTED TO THE ARCHITECT OR ENGINEER PRIOR TO PROCEEDING WITH WORK. RESPONSIBILITY FOR COORDINATION OF ALL WORK REMAINS WITH THE GENERAL CONTRACTOR. THIS WORK IS COPYRIGHT © MGP ARCHITECTS + ENGINEERS INC. AND IS NOT TO BE COPIED OR REPRODUCED WITHOUT PERMISSION.



REV	DESCRIPTION	DATE

STATUS:  
 CONCEPT PLANNING

PRELIMINARY DRAWINGS  
 NOT FOR CONSTRUCTION

PROJECT: **CANAL DISTRICT EXISTING FISH HATCHERY PROPOSED DEVELOPMENT**  
 CLIENT: HEDRICK HATCHERY  
 LOCATION: SAULT STE. MARIE, ON

KEY PLAN:  
 (Empty space for key plan)

DRAWING TITLE:  
 CONCEPT PLAN with SURVEY PLAN

SCALE: N.T.S.	DATE: 10/04/24	DRAWN: HAP
PROJECT NUMBER: .....	DRAWING NUMBER: .....	
DWG FILE:	A4.0 rev	



FISH HATCHERY RENOVATION  
35 Canal Drive | Sault Ste. Marie

 architects +  
engineer inc.



FISH HATCHERY RENOVATION  
35 Canal Drive | Sault Ste. Marie

mgp architects +  
engineer inc.



FISH HATCHERY RENOVATION  
35 Canal Drive | Sault Ste. Marie

mgo architects +  
engineer inc.



FISH HATCHERY RENOVATION  
35 Canal Drive | Sault Ste. Marie

mgp architects +  
engineer inc.

**SIS Group**

Attn: Mr. Tony Porco  
1231 Peoples Road  
Sault Ste. Marie, ON P6C 3W7

**RE: Phase I and II ESA, and Due Diligence Risk Assessment – Summary Letter**

*Subject Property: 10, 29 & 35 Canal Drive, Sault Ste. Marie, Ontario*

Good day Mr. Tony Porco,

Greenstone Engineering Ltd. (Greenstone) completed the following reports at the subject property for SIS Group (hereafter referred to as the Client):

- *“Phase I Environmental Assessment, 10, 29 & 35 Canal Drive, Sault Ste. Marie, Ontario”, dated December 12, 2024.*
- *“Phase II Environmental Assessment, 10, 29 & 35 Canal Drive, Sault Ste. Marie, Ontario”, dated December 12, 2024.*

Greenstone retained Intrinsic to complete the following report for the subject property:

- *“Due Diligence Risk Assessment, 10, 29 & 35 Canal Drive, Sault Ste. Marie, Ontario”, dated December 21, 2024.*

The Greenstone Phase I and II ESAs consisted of the evaluation of potential contaminants of concern (PCOCs), potentially contaminating activities (PCAs), as well as the identification and subsequent investigation of soil and groundwater conditions at areas of potential environmental concerns (APECs).

Based on the information gathered during the Phase II ESA, and the review of laboratory analyses of the soil and groundwater samples collected, evidence of concentrations above the applicable Table 3 and Table 9 Site Condition Standards (SCS) were identified at the site. Greenstone recommended the completion of a Due Diligence Risk Assessment (DDRA) to evaluate potential risks to human health and ecological receptors associated with elevated levels of PCOCs present in soil and groundwater at the Phase II Property.

To evaluate the potential risk to human health and ecological receptors, Intrinsic completed a DDRA based on the findings of the Phase I and II ESA. The results of the DDRA recommended the following risk management measures (RMM):

- Complete regular inspections to ensure the integrity of gravel parking lots and grassed landscaping cap to insure that impacted soil are not exposed. For areas with exposed soil or that become exposed through development or maintenance activities, new capping measures should be implemented. This may include the addition of hard caps such as asphalt, concrete or paving

stones or soft caps such a geotextile membrane covered by a minimum of 30 cm of clean topsoil. Measures should be taken to ensure that impacted soils on the subject property are covered to prevent surface runoff.

- Workers completing subsurface work at the subject property wear appropriate clothing and PPE and follow OHSA regulations to protect against exposure of impacted soils and groundwater.
- Supplemental groundwater sampling of the existing well network to monitor the ongoing groundwater quality. This monitoring program can be completed on an annual basis.

Greenstone also recommends that the groundwater monitoring wells at the subject property be maintained in accordance with Ontario Regulation 903/90.

Should you wish to discuss any aspect of this letter, please contact us at your convenience.

Sincerely yours,



Christian Tenaglia, M.Env.Sc., P.Eng., QP<sub>ESA</sub>  
*President*  
chris@greenstoneengineering.ca

**SIS Group**

Attn: Mr. Tony Porco  
1231 Peoples Road  
Sault Ste. Marie, ON P6C 3W7

**RE: Letter – May 15, 2024**

*Subject Property: 10, 29 & 35 Canal Drive, Sault Ste. Marie, Ontario*

Good day Mr. Tony Porco,

As a follow up to our summary letter dated January 16, 2024, Greenstone Engineering Ltd. (Greenstone) provides the following information in regard to our recommendations for annual groundwater monitoring at the subject property.

Groundwater monitoring well locations MW5 and MW17 were identified to have elevated concentrations of contaminants of concern above the applicable site condition standards which represented the basis for this recommendation. Monitoring well MW5 was installed at the northwest corner of the property to assess for the presence of impacts migrating onto the property from historical upgradient off-site activities. This monitoring well was later identified to have been installed on a portion of the subject lands which will not be acquired as part of the development. In addition, monitoring well MW17 was installed on the southeast corner of the property for the purpose of assessing groundwater quality migrating from the adjacent property to the east. Groundwater quality at all other on-site monitoring wells on the subject property met the applicable standards.

With respect to the obligations and recommendation for annual groundwater monitoring and sampling there are no regulatory requirements to complete annual groundwater sampling of the on-site monitoring well network. This recommendation is for due diligence purposes only.

Should you wish to discuss any aspect of this letter, please contact us at your convenience.

Sincerely yours,



Christian Tenaglia, M.Env.Sc., P.Eng., QP<sub>ESA</sub>  
*President*  
chris@greenstoneengineering.ca

## Samir Thapa

---

**From:** Maggie McAuley  
**Sent:** Wednesday, June 12, 2024 11:49 AM  
**To:** Samir Thapa; Peter Tonazzo  
**Cc:** Dan Perri; Carl Rumiel  
**Subject:** RE: Request for Comments - A-8-24-HP 10 Huron Street, 0 Huron Street & 29 Bay Street Gateway Site Removal of Holding Provision

Hi Peter,

Engineering has reviewed the application for this property and make the following comments:

- The letter of May 15 states that Monitoring Well #5 is not on the subject property. It has since been confirmed that it will be part of the subject property that will be developed. The owner should take that into consideration when reviewing the recommendations from the environmental review.
- The DDRA has a number of recommendations for outside workers and construction workers as the property is developed and maintained. There are also recommendations for sediment and erosion control during construction, and locations where minimum landscaping should be maintained. We recommend that this be included in the site plan agreement.
- Stormwater management may be required.
- Due to the changes of the traffic pattern the area with the construction of Carmen's Way and the Bay Street extension since the holding provision was applied, Engineering has no objections to removing the holding provision as it relates to the traffic generated from this property.
- Plans and specifications showing final site grading and servicing should be reviewed and approved by the Director of Engineering or his designate. Lot grading plans should show existing contours, proposed grades, and buildable area for each lot. As constructed drawings should be modified to show only final grades
- As this is subject to development control, It is understood that this property is subject to Site Plan Control. Any new development should be submitted for site plan approval to ensure servicing and drainage is addressed to the satisfaction of the Director of Engineering or his designate.

**Maggie McAuley, P.Eng.**

Municipal Services & Design Engineer  
Engineering Division  
Public Works and Engineering Services  
705.759.5385 [m.mcauley@cityssm.on.ca](mailto:m.mcauley@cityssm.on.ca)

**CITY OF SAULT STE. MARIE**

99 Foster Drive, Sault Ste. Marie, ON P6A 5X6  
[saultstemarie.ca](http://saultstemarie.ca)



---

**From:** Samir Thapa <s.thapa@cityssm.on.ca>

**Sent:** Wednesday, June 5, 2024 3:45 PM

**To:** Dan Perri <d.perri@cityssm.on.ca>; Maggie McAuley <m.mcauley@cityssm.on.ca>; Francois Couture <f.couture@cityssm.on.ca>; Karen Fields <k.fields@cityssm.on.ca>; Brent Lamming <b.lamming@cityssm.on.ca>; Rick Van Staveren <r.vanstaveren@cityssm.on.ca>; Naomi Thibault <n.thibault@cityssm.on.ca>; eng dept <eng-dept@ssmpuc.com>; Virginia McLeod <v.mcleod@cityssm.on.ca>; Diane Morrell <d.morrell@cityssm.on.ca>; Susan Hamilton Beach <s.hamiltonbeach@cityssm.on.ca>; nature@ssmrca.ca; msonorth@ontario.ca; circulations@wsp.com; planninganddevelopment@bell.ca; newdevelopment@rci.rogers.com

**Cc:** Amanda Cipriano <a.cipriano@cityssm.on.ca>; Orsalina Naccarato <o.naccarato@cityssm.on.ca>

**Subject:** Request for Comments - A-8-24-HP 10 Huron Street, 0 Huron Street & 29 Bay Street Gateway Site Removal of Holding Provision

Good Afternoon,

Please see attached for your review or comments. Kindly submit your comments by **12 June, 2024**.

Here is the link for Environmental report. Let me know if you can't access or not able to open.

<https://wishart.sharefile.com/share/getinfo/s072bd1c49fe44d64b5ac34c6e77d1e95>

Thanks,

**Samir Thapa**

Administrative Clerk

Planning and Enterprise Services

705.574.1022 [s.thapa@cityssm.on.ca](mailto:s.thapa@cityssm.on.ca)

**CITY OF SAULT STE. MARIE**

99 Foster Drive, Sault Ste. Marie, ON P6A 5X6

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

This email is privileged and contains private and confidential information that is intended solely for use by the recipient and others authorized to receive it. If you have received this message in error, please contact the sender by return email and delete this message. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation to the contents of this information is strictly prohibited and may be unlawful.



## Samir Thapa

---

**From:** Francois Couture  
**Sent:** Monday, June 10, 2024 9:09 AM  
**To:** Samir Thapa  
**Subject:** RE: Request for Comments - A-8-24-HP 10 Huron Street, 0 Huron Street & 29 Bay Street Gateway Site Removal of Holding Provision

Hello Samir,

As per O. Reg. 153/04, The filling of a Record of Site Condition may or may not be required for this development.

Sincerely,

Francois.

---

**From:** Samir Thapa <s.thapa@cityssm.on.ca>  
**Sent:** Wednesday, June 5, 2024 3:45 PM  
**To:** Dan Perri <d.perri@cityssm.on.ca>; Maggie McAuley <m.mcauley@cityssm.on.ca>; Francois Couture <f.couture@cityssm.on.ca>; Karen Fields <k.fields@cityssm.on.ca>; Brent Lamming <b.lamming@cityssm.on.ca>; Rick Van Staveren <r.vanstaveren@cityssm.on.ca>; Naomi Thibault <n.thibault@cityssm.on.ca>; eng dept <eng-dept@ssmpuc.com>; Virginia McLeod <v.mcleod@cityssm.on.ca>; Diane Morrell <d.morrell@cityssm.on.ca>; Susan Hamilton Beach <s.hamiltonbeach@cityssm.on.ca>; nature@ssmrca.ca; msonorth@ontario.ca; circulations@wsp.com; planninganddevelopment@bell.ca; newdevelopment@rci.rogers.com  
**Cc:** Amanda Cipriano <a.cipriano@cityssm.on.ca>; Orsalina Naccarato <o.naccarato@cityssm.on.ca>  
**Subject:** Request for Comments - A-8-24-HP 10 Huron Street, 0 Huron Street & 29 Bay Street Gateway Site Removal of Holding Provision

Good Afternoon,

Please see attached for your review or comments. Kindly submit your comments by **12 June, 2024**.

Here is the link for Environmental report. Let me know if you can't access or not able to open.  
<https://wishart.sharefile.com/share/getinfo/s072bd1c49fe44d64b5ac34c6e77d1e95>

Thanks,

**Samir Thapa**  
Administrative Clerk  
Planning and Enterprise Services  
705.574.1022 [s.thapa@cityssm.on.ca](mailto:s.thapa@cityssm.on.ca)

**CITY OF SAULT STE. MARIE**  
99 Foster Drive, Sault Ste. Marie, ON P6A 5X6  
[saultstemarie.ca](http://saultstemarie.ca)

This email is privileged and contains private and confidential information that is intended solely for use by the recipient and others authorized to receive it. If you have received this message in error, please contact the sender by return email and delete this

message. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation to the contents of this information is strictly prohibited and may be unlawful.



From: **Gerard Lavoie** <glavoie@ssmrca.ca>  
To: **Samir Thapa** <s.thapa@cityssm.on.ca>  
Subject: Re: Request for Comments - A-8-24-HP 10 Huron Street, 0 Huron Street & 29 Bay Street Gateway Site Removal of Holding Provision  
Date: 06.06.2024 19:02:52 (+02:00)

This email originated outside of the Corporation of the City of Sault Ste. Marie.  
Do not open attachments or click links unless you verify the sender and know the content is safe.

Sault Ste Marie Region Conservation Authority  
1100 Fifth Line East  
Sault Ste. Marie, ON P6A 6J8  
705 946 8530

June 6th, 2024

Sault Ste. Marie Conservation Authority (SSMRCA) Comments:

**RE: Application # A-8-24-HP**  
**10 Huron Street, 0 Huron Street & 29 Bay Street**  
**Gateway Site Removal of Holding Provision**  
**Sault Ste. Marie**

The subject properties (as circulated) are located within an area under the jurisdiction of the SSMRCA regarding Ont. Reg. 41/24 -Prohibited Activities, Exemptions and Permits. Any development on the subject property will require a permit from SSMRCA.

SSMRCA does not object to the rezoning application as circulated.

Kind regards,  
Gerard Lavoie  
GIS Technician – SSMRCA  
GLavoie@ssmrca.ca

---

**From:** Rick Van Staveren <[r.vanstaveren@cityssm.on.ca](mailto:r.vanstaveren@cityssm.on.ca)>

**Sent:** June 6, 2024 8:08 AM

**To:** Samir Thapa <[s.thapa@cityssm.on.ca](mailto:s.thapa@cityssm.on.ca)>; Dan Perri <[d.perri@cityssm.on.ca](mailto:d.perri@cityssm.on.ca)>; Maggie McAuley <[m.mcauley@cityssm.on.ca](mailto:m.mcauley@cityssm.on.ca)>; Francois Couture <[f.couture@cityssm.on.ca](mailto:f.couture@cityssm.on.ca)>; Karen Fields <[k.fields@cityssm.on.ca](mailto:k.fields@cityssm.on.ca)>; Brent Lamming <[b.lamming@cityssm.on.ca](mailto:b.lamming@cityssm.on.ca)>; Naomi Thibault <[n.thibault@cityssm.on.ca](mailto:n.thibault@cityssm.on.ca)>; eng dept <[eng-dept@ssmpuc.com](mailto:eng-dept@ssmpuc.com)>; Virginia McLeod <[v.mcleod@cityssm.on.ca](mailto:v.mcleod@cityssm.on.ca)>; Diane Morrell <[d.morrell@cityssm.on.ca](mailto:d.morrell@cityssm.on.ca)>; [s.hamiltonbeach@cityssm.on.ca](mailto:s.hamiltonbeach@cityssm.on.ca) <[s.hamiltonbeach@cityssm.on.ca](mailto:s.hamiltonbeach@cityssm.on.ca)>; nature <[nature@ssmrca.ca](mailto:nature@ssmrca.ca)>; [msonorth@ontario.ca](mailto:msonorth@ontario.ca) <[msonorth@ontario.ca](mailto:msonorth@ontario.ca)>; [circulations@wsp.com](mailto:circulations@wsp.com) <[circulations@wsp.com](mailto:circulations@wsp.com)>; [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca) <[planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca)>; [newdevelopment@rci.rogers.com](mailto:newdevelopment@rci.rogers.com) <[newdevelopment@rci.rogers.com](mailto:newdevelopment@rci.rogers.com)>

**Cc:** Amanda Cipriano <[a.cipriano@cityssm.on.ca](mailto:a.cipriano@cityssm.on.ca)>; Orsalina Naccarato <[o.naccarato@cityssm.on.ca](mailto:o.naccarato@cityssm.on.ca)>

**Subject:** RE: Request for Comments - A-8-24-HP 10 Huron Street, 0 Huron Street & 29 Bay Street Gateway Site Removal of Holding Provision

No issues for Economic Development.

Thanks,

Rick

**From:** Samir Thapa <[s.thapa@cityssm.on.ca](mailto:s.thapa@cityssm.on.ca)>

**Sent:** Wednesday, June 5, 2024 3:45 PM

**To:** Dan Perri <[d.perri@cityssm.on.ca](mailto:d.perri@cityssm.on.ca)>; Maggie McAuley <[m.mcauley@cityssm.on.ca](mailto:m.mcauley@cityssm.on.ca)>; Francois Couture <[f.couture@cityssm.on.ca](mailto:f.couture@cityssm.on.ca)>; Karen Fields <[k.fields@cityssm.on.ca](mailto:k.fields@cityssm.on.ca)>; Brent Lamming <[b.lamming@cityssm.on.ca](mailto:b.lamming@cityssm.on.ca)>; Rick Van Staveren <[r.vanstaveren@cityssm.on.ca](mailto:r.vanstaveren@cityssm.on.ca)>; Naomi Thibault <[n.thibault@cityssm.on.ca](mailto:n.thibault@cityssm.on.ca)>; eng dept <[eng-dept@ssmpuc.com](mailto:eng-dept@ssmpuc.com)>; Virginia McLeod <[v.mcleod@cityssm.on.ca](mailto:v.mcleod@cityssm.on.ca)>; Diane Morrell <[d.morrell@cityssm.on.ca](mailto:d.morrell@cityssm.on.ca)>; Susan Hamilton Beach <[s.hamiltonbeach@cityssm.on.ca](mailto:s.hamiltonbeach@cityssm.on.ca)>; [nature@ssmrca.ca](mailto:nature@ssmrca.ca); [msonorth@ontario.ca](mailto:msonorth@ontario.ca); [circulations@wsp.com](mailto:circulations@wsp.com); [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca); [newdevelopment@rci.rogers.com](mailto:newdevelopment@rci.rogers.com)

**Cc:** Amanda Cipriano <[a.cipriano@cityssm.on.ca](mailto:a.cipriano@cityssm.on.ca)>; Orsalina Naccarato <[o.naccarato@cityssm.on.ca](mailto:o.naccarato@cityssm.on.ca)>

**Subject:** Request for Comments - A-8-24-HP 10 Huron Street, 0 Huron Street & 29 Bay Street Gateway Site Removal of Holding Provision

Good Afternoon,

Please see attached for your review or comments. Kindly submit your comments by **12 June, 2024**.

Here is the link for Environmental report. Let me know if you can't access or not able to open.

<https://wishart.sharefile.com/share/getinfo/s072bd1c49fe44d64b5ac34c6e77d1e95>

Thanks,

**Samir Thapa**

Administrative Clerk

Planning and Enterprise Services

705.574.1022 [s.thapa@cityssm.on.ca](mailto:s.thapa@cityssm.on.ca)

**CITY OF SAULT STE. MARIE**

99 Foster Drive, Sault Ste. Marie, ON P6A 5X6

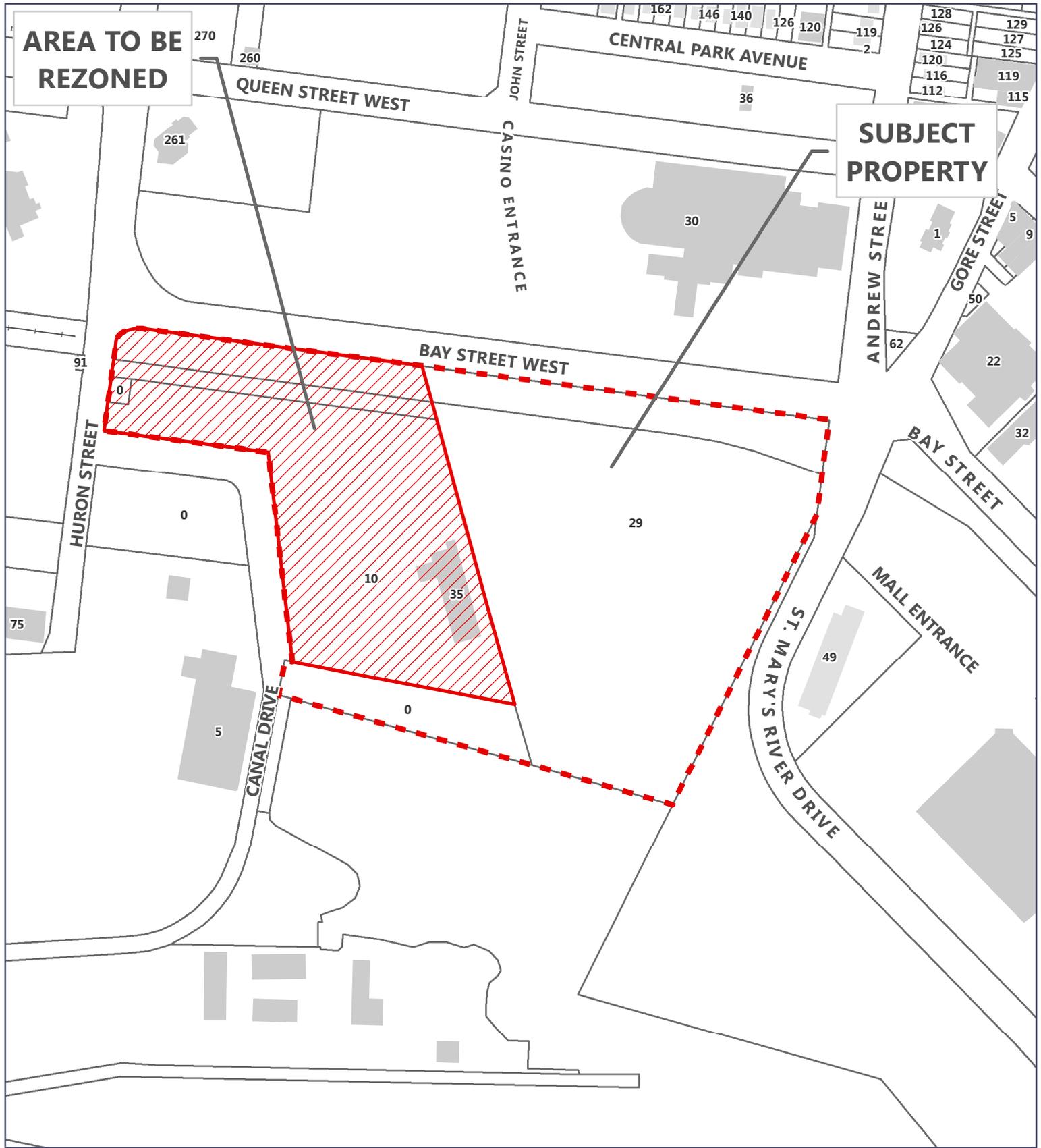
[saultstemarie.ca](http://saultstemarie.ca)

This email is privileged and contains private and confidential information that is intended solely for use by the recipient and others authorized to receive it. If you have received this message in error, please contact the sender by return email and delete this message. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation to the contents of this information is strictly prohibited and may be unlawful.



Individuals who submit written correspondence or information to the City should be aware that any personal information contained in their communications may become part of the public record and made available to the public through the Council Agenda process or that of a committee of Council or a local board.

Individuals who submit written correspondence or information to the City should be aware that any personal information contained in their communications may become part of the public record and made available to the public through the Council Agenda process or that of a committee of Council or a local board.



**AREA TO BE REZONED**

**SUBJECT PROPERTY**

**Application A-8-24-HP: Subject Property** **Property Information**

**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

**Legal Department Reference**  
 Schedule "A"  
 Subject Property  
 Area To Be Rezoned  
 Parcel Fabric

Map No.: 16/1-27  
 Date Created: June 5, 2024

Civic Address: 0 Huron Street  
 Roll No.: 040031104010000  
 040031104030000  
 040031109000000  
 Civic Address: 29 Bay Street West  
 Roll No.: 040031105000000  
 Civic Address: 10 Huron Street



**AREA TO BE REZONED**

**SUBJECT PROPERTY**

**Application A-8-24-HP: Aerial Image** **Property Information**

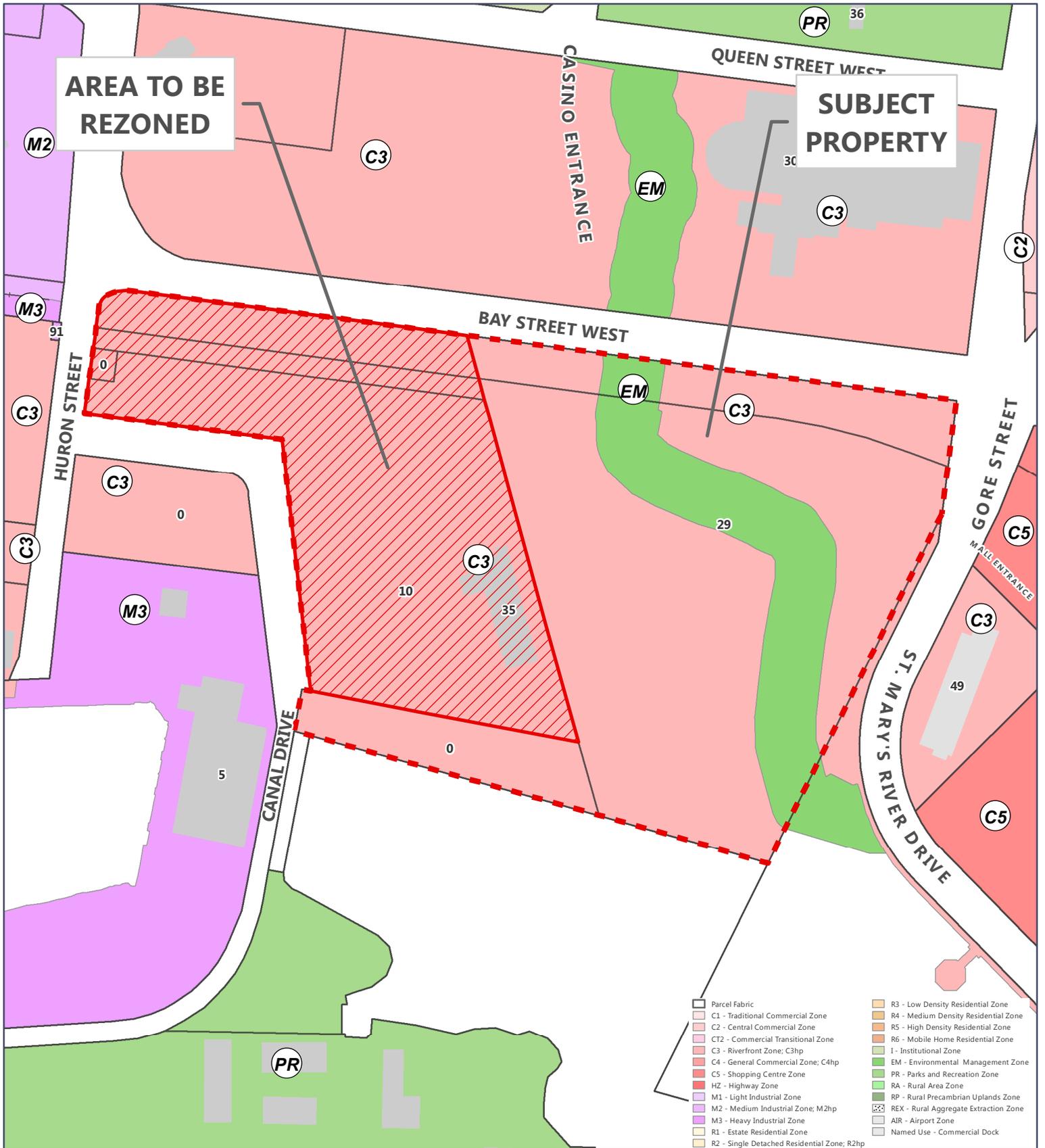
**SAULT STE. MARIE**  
**Planning and Enterprise Services**  
 Community Development and Enterprise Services Department  
 99 Foster Drive, Sault Ste Marie, ON P6A 5X6  
 saultstearie.ca | 705-759-5368 | planning@cityssm.on.ca

 Subject Property  
 Area To Be Rezoned

0 25 50 m 1:2,500  
 This map is for informational purposes only.  
 Orthophoto: 2022  
**Page 174 of 200**

Map No.: 16/1-27  
 Date Created: June 5, 2024

Civic Address: 0 Huron Street  
 Roll No.: 040031104010000  
 040031104030000  
 040031109000000  
 Civic Address: 29 Bay Street West  
 Roll No.: 040031105000000  
 Civic Address: 10 Huron Street



## Application A-8-24-HP: Existing Zoning

## Property Information



### Planning and Enterprise Services

Community Development and Enterprise  
 Services Department  
 99 Foster Drive, Sault Ste Marie, ON P6A 5X6  
 saultstearie.ca | 705-759-5368 | planning@cityssm.on.ca

Civic Address: 0 Huron Street

Roll No.: 040031104010000

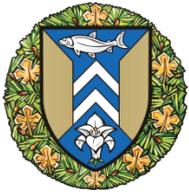
040031104030000

040031109000000

Civic Address: 29 Bay Street West

Roll No.: 040031105000000

Civic Address: 10 Huron Street



The Corporation of the City of Sault Ste. Marie  
99 Foster Drive, Sault Ste. Marie, Ontario P6A 5X6  
saultstemarie.ca | 705.759.2500 | info@cityssm.on.ca

## NOTICE OF APPLICATION & PUBLIC MEETING

### 10 Huron Street, 0 Huron Street & 29 Bay Street

Application No.: A-8-24-HP

Applicant: 1188004 Ontario Inc.

**Date: Monday, August 12, 2024**  
**Time: 5:00 PM**

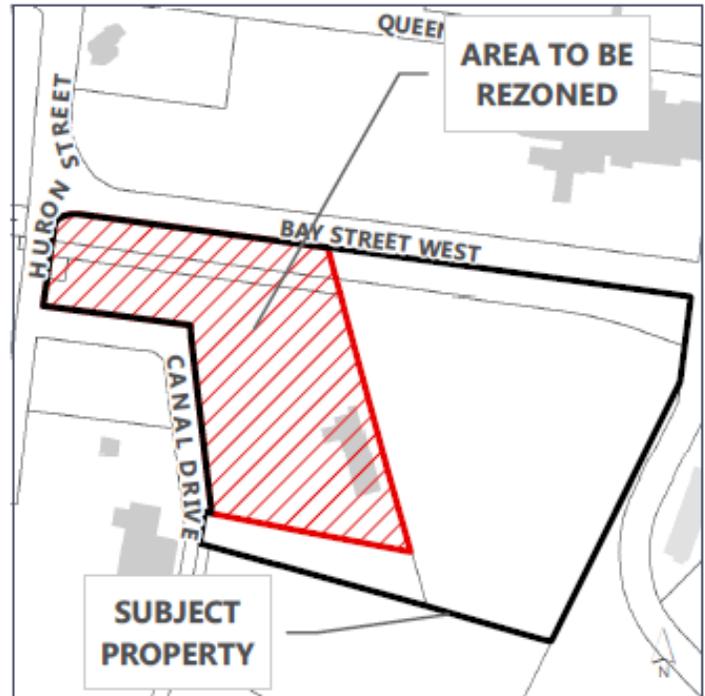
**Location: City of Sault Ste. Marie**  
**Civic Centre, Council Chambers**  
**99 Foster Drive**

#### PURPOSE

The applicant, 1188004 Ontario Inc. (C/O Tony Porco) wishes to rezone the western portion of the subject property by removing a holding provision, to facilitate the construction of over 3252m<sup>2</sup> of commercial space, consisting of tourist and community attractions, including community activities, building and makers markets, flea markets, restaurants and associated parking.

#### PROPOSED CHANGE

To rezone the western half (approximate) of the subject property from Waterfront Commercial Zone, with special exception 153 (C3.S153.H) and subject to a holding provision, to Waterfront Commercial Zone with special exception 153 (C3.S153). The overall effect of this application is to remove the holding provision from the western portion of the subject property.



#### HAVE YOUR SAY

Input on the proposed Zoning By-Law amendment is welcome and encouraged. You can provide input by making a written submission or by making a public presentation.

**TAKE NOTICE THAT** the Council of The Corporation of the City of Sault Ste. Marie will hold a Public Meeting on Monday, August 12, 2024 at 5:00 p.m. to consider a Zoning By-law Amendment (under section 36 of the Planning Act, R.S.O 1990, c. P13, as amended). This meeting will be broadcast by Shaw Cable and may be viewed on Shaw Cable's Community Channel, Sootoday.com and on the City's YouTube Channel <https://www.youtube.com/saultstemarieca>

Any person wishing to present at the public meeting may do so electronically or in person. Electronic participants must contact the City Clerk at [cityclerk@cityssm.on.ca](mailto:cityclerk@cityssm.on.ca) or 705-759-5388 to register as a presenter. Registered presenters will be provided with instructions as to how to join the meeting in advance. Any written submissions received in advance of the meeting will be included with Council's Agenda.

#### MORE INFORMATION

The application may be reviewed in the Planning Division, Level 5, Civic Centre, 99 Foster Drive. The Report of the Planning Division will be available as part of the Council Agenda on the City's website at 4:30 p.m. on **Thursday, August 8, 2024** and in person on **Friday, August 9, 2024**, during regular office hours in the Planning Division. Digital and physical copies of the report are available upon request. Inquiries should be directed to Peter Tonazzo, Planning Division, at 705.759.2780 or [p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca). Please refer to the application file number.

#### WRITTEN SUBMISSION

To provide input in writing, or request notice if the proposed application is approved, please submit a letter to Peter Tonazzo, 99 Foster Drive, Sault Ste. Marie, ON P6A 5X6, or e-mail to [p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca) with your name, address and application file number on or before **Monday, August 12, 2024**.

If you wish to be notified of the Council of the City of Sault Ste. Marie decision to adopt or refuse the approval of an application, you must make a written request to the Planning Division at the address noted above.

#### LEGAL NOTICE CONCERNING YOUR RIGHT TO APPEAL

If a person or public body does not make oral submission at a public meeting or make written submission to the City of Sault Ste. Marie before the By-law is passed, the person or public body may not be entitled to appeal the decision of the Council of the City of Sault Ste. Marie to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Sault Ste. Marie before the By-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

**mgo**  
 architects + engineer p.c.  
 122 East Street  
 Suite 200  
 P.O. Box 527  
 705.942.2494  
 www.mgoarch-eng.ca

NOTES:  
 ALL MEASUREMENTS ARE TO BE CONSIDERED AS APPROXIMATE. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING AND ITS RELATED INFRASTRUCTURE. THE ARCHITECT DOES NOT PROVIDE PROFESSIONAL SERVICES IN THE FIELD OF LAND SURVEYING, ENGINEERING, OR PROFESSIONAL CONSULTING WITHIN THE PROVINCE OF ONTARIO.

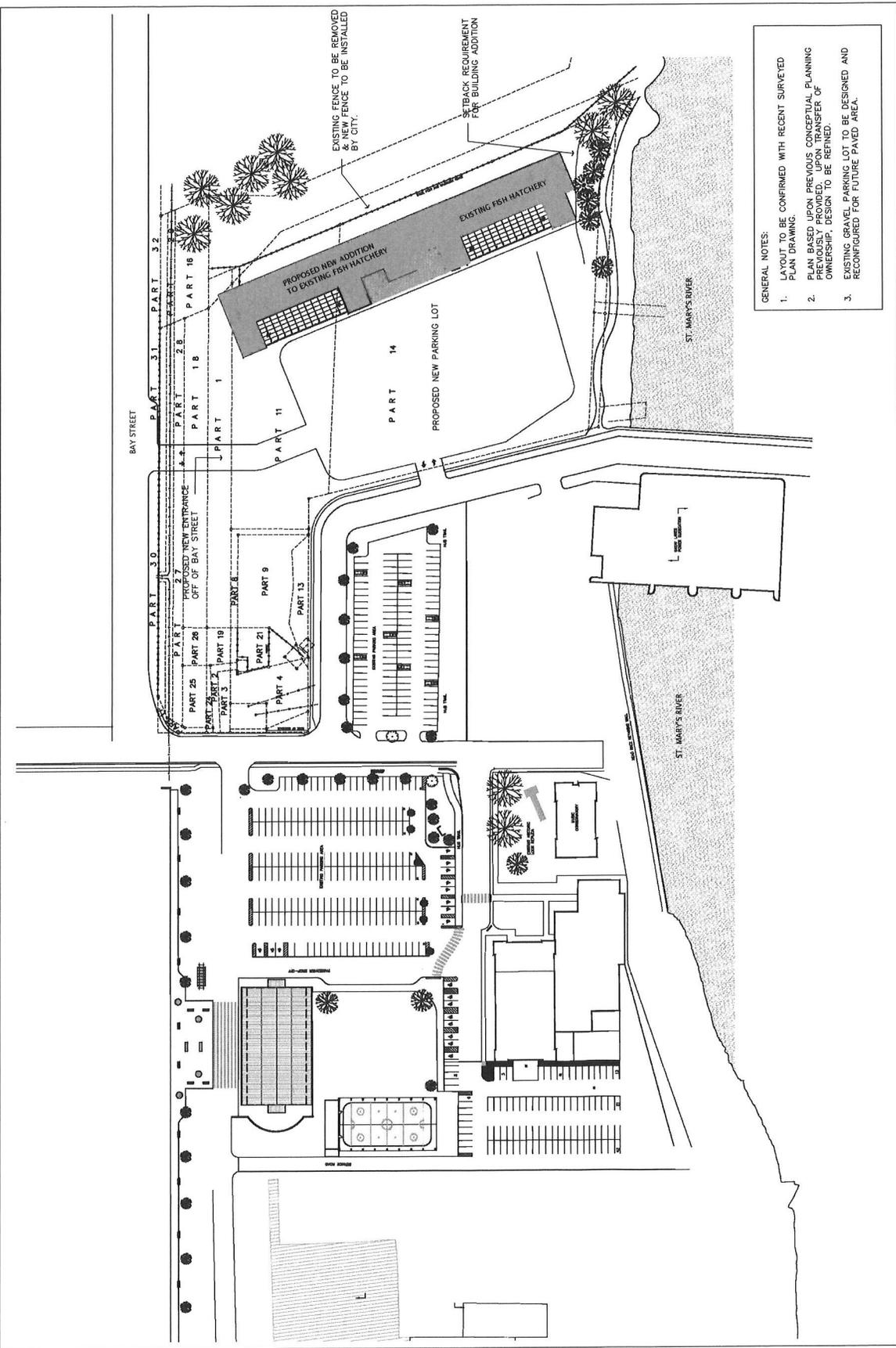
REV.	DESCRIPTION	DATE

CONCEPT PLANNING  
 PRELIMINARY DRAWINGS  
 NOT FOR CONSTRUCTION

PROJECT  
 CANAL DISTRICT  
 EXISTING FISH HATCHERY  
 PROPOSED DEVELOPMENT

CLIENT  
 1004709  
 38 KENNEL DRIVE  
 MISSISSAUGA, ONTARIO  
 L4X 1K3

DRAWING TITLE	CONCEPT PLAN with SURVEY PLAN
SCALE	N.T.S.
DATE	10/04/24
PROJECT NUMBER	
DRAWING NUMBER	
DATE FILED	A4.0 rev



GENERAL NOTES:  
 1. LAYOUT TO BE CONFIRMED WITH RECENT SURVEYED PLAN DRAWING.  
 2. PLAN BASED UPON PREVIOUS CONCEPTUAL PLANNING PROVIDED. DESIGN TO BE REFINED UPON TRANSFER OF OWNERSHIP.  
 3. EXISTING GRAVEL PARKING LOT TO BE DESIGNED AND RECONFIGURED FOR FUTURE PAVED AREA.

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

**BY-LAW 2024-122**

**AGREEMENT**: A by-law to authorize the execution of the Agreement between the City and Kresin Engineering Corporation for engineering services for the design and contract administration for the extension of Sackville Road to Third Line.

**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 August 12, 2024 between the City and Kresin Engineering Corporation, a copy of which is attached as Schedule "A" hereto. This Agreement is for engineering services for the design and contract administration for the extension of Sackville Road to Third Line.

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 12<sup>th</sup> day of August, 2024.

---

**MAYOR – MATTHEW SHOEMAKER**

---

**CITY CLERK – RACHEL TYCZINSKI**

Schedule "A"

Association of Consulting Engineering  
Companies | Ontario (ACEC-Ontario) in  
partnership with the  
Municipal Engineers Association (MEA)

CLIENT/ENGINEER AGREEMENT FOR  
*PROFESSIONAL CONSULTING SERVICES*

*2020 (VERSION 3.1)*

ENGINEERING SERVICES -  
Sackville Road Extension

# Table of Contents

DEFINITIONS ..... 4

ARTICLE 1 - GENERAL CONDITIONS ..... 5

ARTICLE 2 – SERVICES TO BE PROVIDED ..... 12

ARTICLE 3 - FEES AND DISBURSEMENTS ..... 13

ARTICLE 4 – FORM OF AGREEMENT ..... 17

ARTICLE 5 – SCHEDULES ..... 18

**AGREEMENT FOR  
PROFESSIONAL CONSULTING SERVICES**

**Dated the 12<sup>th</sup> day of August , 2024**

**-BETWEEN-**

The Corporation of the City of Sault Ste. Marie

Hereinafter called the 'Client'

**-AND-**

Kresin Engineering Corporation

Hereinafter called the 'Engineer'

WHEREAS the Client intends to (Description of Project)

Consulting Engineering Services in relation to the construction of Sackville Road, from Mary Avenue to Third Line East. Engineering services required for this project include the design, contract administration and field inspection associated with construction of the municipal road, including the associated storm sewers, sanitary sewers and watermain.

Hereinafter called the 'Project' and has requested the Engineer to furnish professional Services in connection therewith.

**NOW THEREFORE WITNESSETH** that in consideration of the covenants contained herein, the Client and the Engineer mutually agree as follows:

## DEFINITIONS

### 1. Client

Client shall be the party identified herein, and shall mean a municipality within the Province of Ontario or a related municipal organization representing the interests of Ontario municipalities.

### 2. Engineer

Engineer shall be the party identified herein, and shall be properly qualified to provide the professional services prescribed in this Agreement.

### 3. Municipal Engineers Association (MEA)

MEA shall mean the association of public sector Professional Engineers engaged in performing the various functions that comprise the field of municipal engineering in Ontario

### 4. Association of Consulting Engineering Companies | Ontario (ACEC-Ontario) shall mean the industry association created to represent the business interests of member consulting engineering firms, working with all levels of government and other stakeholders to promote fair procurement and business practices to support its member firms as necessary.

### 5. Order of Precedence:

- i. Standard Agreement
- ii. Schedule A: Supplementary Conditions to the Standard Agreement
- iii. Schedule B: Kresin Engineering letter of July 25, 2024
- iv. Schedule E: Other

## ARTICLE 1 - GENERAL CONDITIONS

### 1.1 **Retainer**

The Client hereby retains the services of the Engineer in connection with the Project and the Engineer agrees to provide the services described in Article 2 (Services to be provided) for the Project under the general direction and control of the Client.

### 1.2 **Compensation**

The Client shall pay the Engineer in accordance with the provisions set forth in Article 3. For purposes of this agreement, the basis of payment shall be as specified in Article 3.2.

### 1.3 **Staff and Methods**

The Engineer shall perform the services under this agreement with the degree of care, skill and diligence normally provided in the performance of such services as contemplated by the agreement at the time such services are rendered and as required by the Professional Engineers Act (RSO 1990, Chapter P.28) and the regulations therein. The Engineer shall employ only competent staff who will be under the supervision of a senior member of the Engineer's staff. The Engineer shall obtain the prior agreement of the Client before making any changes to the staff list after commencement of the Project.

### 1.4 **Drawings and Documents**

Subject to Article 3, drawings and documents or copies thereof required for the Project shall be exchanged between the parties on a reciprocal basis. Documents prepared by the Engineer for the Client may be used by the Client, for the Project herein described, including "record" drawings. Subject to Article 1.5, the Client has ownership of the drawings and the client indemnifies the Engineer for unauthorized use of the documents and deliverables.

### 1.5 **Intellectual Property**

All concepts, products or processes produced by or resulting from the Services rendered by the Engineer in connection with the Project, or which are otherwise developed or first reduced to practice by the Engineer in the performance of his/her Services, and which are patentable, capable of trademark or otherwise, shall be and remain the property of the Engineer.

The Client shall have permanent non-exclusive royalty-free license to use any concept, product or process, which is patentable, capable of trademark or otherwise produced by or resulting from the Services rendered by the Engineer in connection with the Project and for no other purpose or project.

### 1.6 **Records and Audit**

- a) In order to provide data for the calculation of fees on a time basis, the Engineer shall keep a detailed record of the hours worked by staff employed for the Project.
- b) The Client may inspect timesheets and record of expenses and disbursements of the Engineer during regular office hours with respect to any item which the Client is required to pay on a time scale or disbursement basis as a result of this Agreement.

- c) The Engineer, when requested by the Client, shall provide copies of receipts with respect to any disbursement for which the Engineer claims payment under this Agreement.
- d) For seven (7) years after the expiry date or any date of termination of the Agreement, the Engineer shall maintain all necessary records to substantiate i) all charges and payments under the Agreement and ii) that all deliverables were provided in accordance with the Agreement.

### 1.7 **Changes and Alterations and Additional Services**

With the consent of the Engineer, the Client may in writing at any time after the execution of the Agreement or the commencement of the Services delete, extend, increase, vary or otherwise alter the Services forming the subject of the Agreement, and if such action by the Client necessitates additional staff or Services, the Engineer shall be paid in accordance with Section 3.2.2.1 for such additional Services and staff employed directly thereon, together with such expenses and disbursements as allowed under Section 3.2.4, or as otherwise agreed in writing between the parties.

### 1.8 **Delays**

In the event that the start of the project is delayed for sixty (60) days or more for reasons beyond the control of the Engineer, the Engineer shall have the right to renegotiate the agreement before the commencement of the project.

### 1.9 **Suspension or Termination**

The Client may at any time by notice in writing suspend or terminate the Services or any portion thereof at any stage of the project. Upon receipt of such written notice, the Engineer shall perform no further Services other than those reasonably necessary to close out his/her Services. In such an event, the Engineer shall be entitled to payment in accordance with Section 3.2 for any of the Engineer's staff employed directly thereon together with such expenses and disbursements allowed under Section 3.2.

If the Engineer is an individual and deceases before his/her Services have been completed, this Agreement shall terminate as of the date of his/her death, and the Client shall pay for the Services rendered and disbursements incurred by the Engineer to the date of such termination.

### 1.10 **Indemnification**

The Engineer shall indemnify and save harmless the Client from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Client, his employees, officers or agents may suffer, to the extent the Engineer is legally liable resulting from the negligent acts of the Engineer, his employees, officers or agents in the performance of this Agreement.

The Client agrees to hold harmless, indemnify and defend the Engineer from and against any and all claims, actions, losses, expenses, costs or damages of every nature including liability and costs of defense arising out of or in any way connected with the presence, discharge, release or escape of contaminants of any kind, excluding only such liability as may arise out of the negligent acts of the Engineer in the performance of his/her Services to the Client within this project.

### 1.11 **Insurance**

The Client will accept the insurance coverage amount specified in this clause section (a) or (b), or whichever is applicable to the claim or as specified in the RFP as the aggregate limit of liability of the Engineer for Clients damages.

- a) Comprehensive General Liability and Automobile Insurance

The Insurance Coverage shall be \$ 5,000,000 \_ per occurrence and in the aggregate for general liability and \$ 2,000,000 for automobile insurance. When requested, the Engineer shall provide the Client with proof of Comprehensive General Liability and Automobile Insurance (Inclusive Limits) for both owned and non-owned vehicles.

b) Professional Liability Insurance

The Insurance Coverage shall be in the amount of \$ 2,000,000 per claim and in the aggregate. When requested, the Engineer shall provide to the Client proof of Professional Liability Insurance carried by the Engineer, and in accordance with Professional Engineers Act (RSO 1990, Chapter P.28) and Regulations therein.

c) Additional Coverage

If the Client requests to have the amount of coverage increased from that detailed in the RFP, or requests other special insurance for this Project then the Engineer shall endeavour forthwith to obtain such additional or special insurance at the Client's expense as a disbursement allowed under Section 3.2.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way nor cancelled by the Engineer until (30) days after written notice of such change or cancellation has been delivered to and acknowledged by the Client.

### 1.12 **Force Maieure**

The Client agrees that the Engineer is not responsible for damages arising directly or indirectly from any delays for causes beyond the Engineer's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labour disputes; severe weather disruptions or other natural disasters or acts of God; fires; riots, war or other emergencies; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if such delays resulting from any such causes increase the cost or time required by the Engineer to perform its services in an orderly and efficient manner, the Engineer shall be entitled to a reasonable adjustment in schedule and compensation.

### 1.13 **Contracting for Construction**

The Engineer or any person, firm or corporation associated or affiliated with or subsidiary to the Engineer shall not tender for the construction of the Project or have an interest either directly or indirectly in the construction of the Project.

### 1.14 **Assignment**

Neither party may assign this Agreement or any portion thereof without the prior consent in writing of the other party.

### 1.15 **Previous Agreements**

This Agreement supersedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

### 1.16 **Approval by Other Authorities**

Unless otherwise provided in this Agreement, where the work of the Engineer is subject to the approval or review of an authority, department of government, or agency other than the Client, such applications for approval or review shall be the responsibility of the Engineer, but shall be submitted through the offices of the Client and unless authorized by the Client in writing, such applications for approval or review shall not

be obtained by direct contact by the Engineer with such other authority, department of government or agency. Costs for all application fees shall be borne by the Client unless otherwise provided for by the Engineer. The foregoing in no way limits the Engineer's responsibility to identify, understand and coordinate any and all approvals and permits required for the Project unless otherwise specified in the RFP or agreed to by the Client.

#### **1.17 Sub-Consultants**

The Engineer may engage Sub-Consultants for specialized services provided that prior approval is obtained, in writing, from the Client and may add a mark-up of 5% of the cost of such Services to cover office administration costs when claiming reimbursement from the Client.

#### **1.18 Inspection (Review by the Client)**

The Client, or persons authorized by the Client, shall have the right, at all reasonable times, to inspect or otherwise review the Services performed, or being performed, under the Project and the premises where they are being performed.

#### **1.19 Publication**

The Engineer agrees to obtain the consent in writing of the Client before publishing or issuing any information regarding the Project.

#### **1.20 Confidential Data**

The Engineer shall not divulge any specific information identified as confidential, communicated to or acquired by him/her, or disclosed by the Client in the course of carrying out the Services provided for herein. These obligations of confidentiality shall not apply to information which is in the public domain, which is provided to the Engineer by a third party without obligation of confidentiality, which is independently developed by the Engineer without access to the Client's information, or which is required to be disclosed by law or court order. No such information shall be used by the Engineer on any other project without the approval in writing of the Client.

#### **1.21 Dispute Resolution**

- 1) Negotiation
  - a) In the event a matter of difference between the Engineer and the Client in relation to the Contract the grieved party shall send a notice in writing of dispute to the other party which contains the particulars of the matter in dispute and the relevant provisions of the Contract Documents. The responding party shall send a reply in writing to the dispute within ten (10) business days after receipt of the notice of dispute setting out particulars of this response and any relevant provisions of the Contract Documents.
  - b) The Engineer and the Client shall make all reasonable efforts to resolve their dispute by amicable negotiations and agree to provide, without prejudice, frank, candid and timely disclosure of any and all relevant facts, information, and documents to facilitate these negotiations.

- c) In the event of failure by the Engineer and the Client to reach agreement within ten (10) business days of receipt of the responding party's reply, or if either party concludes that further negotiation is unlikely to result in agreement, the matter shall be referred to mediation as provided in Section 2 herein.

## 2) Mediation

- a) The Engineer and the Client shall jointly select an impartial Mediator who shall be, preferably, properly qualified in the area of work as contemplated by this Contract. In the event that the parties, acting reasonably, cannot agree on a mediator, the candidates selected by the parties shall, acting reasonably, choose a third party to act as the Mediator.
- b) The Mediator shall meet with the parties within ten (10) business days after the selection of the Mediator, or as soon thereafter as is practicable, to attempt to mediate and resolve the dispute. The Engineer and the Client shall observe such reasonable procedures for conducting the mediation as the Mediator may reasonably request.
- c) If no agreement is reached upon mediation, or if either party concludes that further mediation is unlikely to result in agreement, then either the Engineer or the Client may request the Mediator to recommend (and only recommend) a basis, or bases, for resolution of the dispute. The Mediator shall, after consideration of the parties' positions and written submissions (if so requested), issue a written recommendation in this regard. Any recommended basis for resolution shall have absolutely no binding effect upon either party unless both parties agree to accept it and shall be without prejudice to the parties' positions in any further proceeding.
- d) If no agreement is reached either party may refer such matter as is arbitrable to arbitration as provided in Section 3 herein or exercise any legal rights it may have.
- e) All meetings and proceedings shall be held in the municipality of the Client or a reasonable alternate at a time and location as determined by the parties.
- f) The costs and expenses of the Mediator shall be shared equally by the Engineer and the Client.

## 3) Arbitration

- a) In the event that the parties are unable to settle any dispute between them which is under mediation, either party may refer such matter to arbitration as provided herein:
  - i. The Client and the Engineer shall select an arbitrator within ten (10) business days of the submission of a dispute to arbitration under this Section, which arbitrator shall be neutral and independent of the parties. If the parties are unable to agree on an arbitrator, either party shall be at liberty to seek an appointment of an arbitrator upon application under the Arbitration Act, 1991, S.O. 1991, C. 17.
  - ii. The arbitration shall be conducted in accordance with the provisions of the *Arbitration Act, 1991*, S.O. 1991, C.17, unless the parties otherwise agree. If the issue in dispute is particularly time sensitive, the parties shall, in good faith, take such reasonable steps as may be required to expedite the arbitration process. In any event, all disputes shall be submitted to the arbitrator within thirty (30) calendar days of the selection of the arbitrator. All arbitration meetings and proceedings shall be held in the municipality of the Client or a reasonable alternate, at a time and location determined by the parties, but in any event no later than thirty (30) calendar days following the submission of the dispute to the arbitrator.
  - iii. In addition to the examination of the parties by each other, the arbitration panel may examine, in the ordinary course, the parties or either of them and the witnesses in the matter referred to the arbitration panel, and the parties and witnesses, if examined, shall be examined on oath or affirmation.
  - iv. The arbitration panel shall, after full consideration of the issues in dispute, the relevant facts and applicable law, render a decision within thirty (30) calendar days after argument of the issue to the arbitrator, which decision shall be final and binding on the parties and not subject to appeal or challenge, except such limited relief provided under Subsection 45(1) (appeal on a question of law, with leave) or Section 46(setting aside award) of the *Arbitration Act, 1991*.
  - v. Each party shall bear its own costs and expenses incurred in the arbitration, and the parties shall share equally in the costs and expenses of the arbitrator.

vi. Any award of the arbitration panel may, at the instance of either of the parties to this Agreement and without notice to the other of them, be made an Order of the Superior Court of Ontario, pursuant to the *Arbitration Act, 1991* and the *Courts of Justice Act, R.S.O. 1990, c.C-43*.

4) Adjudication

- a) Nothing in this Agreement shall prevent the right of either the Engineer or the Client to refer to adjudication any dispute which may be adjudicated under the provisions of section 13.5 of the *Construction Act, R.S.O. 1990, c. C-30*.
- b) Any such adjudication shall be governed by the provisions of Part II.1 CONSTRUCTION DISPUTE INTERIM ADJUDICATION of the *Construction Act*.

**1.22 Time**

The Engineer shall perform the Services in accordance with the requirements of Article 2 and shall complete any portion or portions of the Services in such order as the Client may require.

The Client shall give due consideration to all designs, drawings, plans, specifications, reports, tenders, proposals and other information submitted by the Engineer, and shall make any decisions which he/she is required to make in connection therewith within a reasonable time so as not to delay the work of the Engineer.

**1.23 Estimates, Schedules and Staff List**

**1.23.1 Preparation of Estimate of Fees, Schedule of Progress and Staff List**

When requested by the Client, and where payment is calculated on a time basis, the Engineer shall provide, for approval by the Client:

- a) An estimate of the total fees to be paid for the Services.
- b) A Schedule showing an estimate of the portion of the Services to be completed in each month and an estimate of the portion of the fee which will be payable for each such month.
- c) A Staff list showing the number, classifications and hourly rate ranges for staff, Principals and Executives, for which the Engineer will seek payment on a time basis. The Engineer shall relate such information to the particular type of work that such staff is to perform, while employed on the Project. Such list shall designate the member of the Engineer's staff who is to be the liaison person between the Engineer and the Client.

**1.23.2 Subsequent Changes in the Estimate of Fees, Schedule of Progress and Staff List**

The Engineer will require prior written approval from the Client for any of the following changes:

- a) Any increase in the estimated fees beyond those approved under Subsection 1.23.1 (a).
- b) Any change in the schedule at progress which results in a longer period than provided in Subsection 1.23.1 (b).
- c) Any change in the number, classification and hourly rate ranges of the staff provided under Subsection 1.23.1 (c).

**1.23.3 Monthly Reporting of Progress**

When requested by the Client, the Engineer shall provide the Client with a written report showing the portion of the Services completed in the preceding month.

**1.24 Additional Conditions**

Any requirements regarding insurance, WSIB, permits, approvals, AODA, etc. to be listed here. If there are no additional conditions, then this section is to be left blank. Documentation supporting additional conditions detailed here shall be contained in Article 5.

Schedule "A" – Supplementary Conditions

## ARTICLE 2 – SERVICES TO BE PROVIDED

2.1 Services to be provided by Engineer.

Project Start Up and Meetings  
Survey  
Design and Approvals  
Tendering (2-contracts)  
Construction Services (2 contracts)

2.2 Services to be provided by Client.

Provision of existing engineering drawings and similar documentation.

## ARTICLE 3 - FEES AND DISBURSEMENTS

### 3.1 Definitions

For the purpose of this Agreement, the following definitions shall apply:

#### a) Cost of the Work:

- i. The "Cost of the Work" shall mean the total construction cost of the Project including all materials, equipment, sales taxes, labour and contractor's overhead and profit, necessary to complete the work for which the Engineer prepares designs, drawings or specifications, for which he/she is responsible. Where sales taxes are not included in the cost of the work, the fee shall be adjusted upwards by the factor equivalent to the sales taxes. The adjusted fee may be computed to the nearest one-tenth of one percent (1/10%).
- ii. Wherever the Client furnishes labour or other service which is incorporated in the work, the current price of labour or other service when the work was executed shall be used to compute the Cost of the Work.
- iii. Whenever used materials or equipment is furnished by or on behalf of the Client, the fair market value of such materials or equipment, as though it was purchased new, shall be used to compute the Cost of the Work.
- iv. In computing the Cost of the Work, no deductions shall be made on account of any penalties or damages claimed by the Client from any contractor or on account of any other sum withheld from any contractor.
- v. The Cost of the Work shall not include any fees and disbursements due to the Engineer, the Client's engineering and office expenses, or cost of land.

#### b) Site:

Site includes the actual work site and other locations where the checking of materials, equipment and workmanship is carried out.

### 3.2 Basis of Payment for this agreement

#### Fees Calculated on Time Basis

*Note: If you have multiple bases of payment please select "Applies" in the appropriate sections below. If one basis of payment applies, be sure it is the only option selected.*

#### 3.2.1 Fees Calculated on a Percentage of Cost Basis

The Client shall pay the Engineer fees to be calculated as a percentage of the Cost of the Work for normal projects as follows:

#### CALCULATION OF FEE

TYPE OF SERVICE	PERCENTAGE

### **3.2.2 Fees Calculated on a Time Basis**

a) Fees

The Client shall pay the Engineer a fee, calculated on a time basis, for that part of the Services described in Article 2. Fees on a time basis for all staff shall be hourly rates based on job classifications as detailed in the Engineer's proposal.

For a project of over one (1) year duration, or for projects which become extended beyond one (1) year in duration, the Engineer may from time to time seek approval from the Client to adjust hourly rates and such approval shall not be unreasonably withheld.

b) Time Expended

All time expended on the assignment, whether in the Engineer's office, at the Client's premises, or elsewhere, and including travel time, shall be chargeable.

### **3.2.3 Upset Cost Limit**

(a) The Engineer shall be paid a fee, calculated on a time basis, for the Services.

(b) Included in the fee, the Engineer shall be reimbursed at cost plus an administrative charge of **10%** for all reasonable expenses properly incurred by them in connection with the Services, including but not limited to: vehicle use charges, traveling and living expenses, long distance telephone charges, report production costs, photography, special delivery charges, supplies and equipment, field equipment costs, laboratory costs. Computer and office charges are considered part of overhead and shall not be invoiced as disbursements.

(c) Notwithstanding Subsections (a) and (b) of this Section, the total fees and disbursements paid by the Client to the Engineer for the Services shall not exceed the total upset amount of **\$484,250.00** plus, applicable taxes made up as follows:

(i) **\$484,250.00** plus, applicable taxes for Core Services as described in Schedule A; and,

(ii) **\$\_\_\_\_\_** plus, applicable taxes as a Contingency Allowance for Additional Services that may be required but are not included in Schedule A.

(d) Notwithstanding Subsections (a) and (b) of this Section, the Client, at its sole discretion, may limit the fees and disbursements paid by the Client to the percentage equivalent to the project complete in the opinion of the Client.

(e) The Engineer must request and receive the written approval of the Client before any Additional Services are carried out that are not included in Schedule A. The Engineer shall not be entitled to any payment from the Contingency Allowance unless the Engineer has satisfied this condition. When approving Additional Services that are not included in Schedule A, the Client, at its sole discretion, may, in writing, set a limit on the monies from the Contingency Allowance that may be permitted for the requested Additional Services.

### **3.2.4 Reimbursable Expenses – Apply to 3.2.1. through 3.2.3. and shall be included in 3.2.5.**

In addition to the fee, the Engineer shall be reimbursed at cost plus an administrative charge of **10%**, for all expenses and disbursements properly incurred by the Engineer in connection with the project.

### **3.2.5 Lump Sum Basis**

a) Fees for the scope of work covered under this Agreement will be on a Lump Sum Price Basis, inclusive of labour, disbursements and reimbursable expenses.

b) Monthly progress invoices will be based on the percentage of project completed or

milestone achieved as detailed in the RFP.

- c) If the project is abandoned or delayed for any reason beyond the Engineer's control, the Client shall pay a fee for services rendered to that date, plus the termination expenses reasonably incurred by the Engineer in winding down the project.

### 3.3 **Payment**

#### 3.3.1 **Fees Calculated on a Time Basis** Applies

The Engineer shall submit an invoice to the Client for all Services completed in the immediately preceding month.

#### 3.3.2 **Fees Calculated on a Percentage of Cost Basis** Does Not Apply

##### a) Monthly Payment

The Engineer shall submit an invoice to the Client for that part of the design of the Project completed in the immediately preceding month calculated upon the basis of the Engineer's estimate of the cost of that part of the Project, and, if the Client agrees with such estimate and that such part has been completed, the Engineer will be paid the amount of the fee so invoiced.

##### b) On Award of Contract

Following the award of the contract for the construction of the Project, the Engineer shall recalculate his/her fee on the basis of the tender quantities and prices on which the contract for the construction of the Project was awarded, plus the estimated cost of materials and other services supplied by the Client and upon such recalculation, the amount paid to the Engineer shall be adjusted to equal the full amount of the recalculated fee including the repayment by the Engineer of any overpayment made to the Engineer.

##### c) Delay of Award of Contract

In the event the contract for construction of the Project is not awarded within \_\_\_\_\_ months of the acceptance of the Design by the Client the final fee for design shall be determined as in paragraph (a) above, and paragraph (b) shall not apply.

Further services for the Project beyond the \_\_\_\_\_ months will be undertaken on a time basis.

##### d) On Completion of the Work

Following Completion of the Work, the Engineer shall recalculate his/her fee on the basis of the actual Cost of the Work and upon such recalculation the amount paid to the Engineer shall be adjusted to equal the full amount of the recalculated fee including the repayment by the Engineer of any overpayment to the Engineer.

### 3.3.3 Lump Sum Does Not Apply

Based on a milestone basis as per the Engineer's proposal.

### 3.3.4 Invoices Generally

#### a) Requirements for a proper invoice

All invoices submitted by the Engineer to the Client under this Agreement shall contain the following information:

- (1) The Engineer's name and address;
- (2) The date of the invoice and the period during which invoiced Services were supplied;
- (3) Information identifying the Agreement under which Services were supplied;
- (4) A description of the services supplied;
- (5) The amount payable for the services supplied, and a statement that payment is due upon receipt;
- (6) The name, title, telephone number and mailing address of the person to whom payment is to be sent; and
- (7) The following additional information (if any):

#### b) Disputed invoices

If the Client intends to dispute any invoice delivered by the Engineer, in whole or in part, the Client shall within 14 calendar days of receiving the invoice, deliver to the Engineer a notice of non-payment in Form 1.1 as prescribed by the *Construction Act*.

Any undisputed portion of any invoice shall remain payable upon receipt in accordance with the terms of payment set out in section 3.3.5.

### 3.3.5 Terms of Payment

The Client will compensate the Engineer in accordance with the fees and charges for services as set out in the proposal or as otherwise mutually agreed.

All fees, irrespective of their basis, shall be exclusive of HST, and HST will be added to each invoice.

All fees and charges will be payable in Canadian funds unless noted otherwise.

Invoices will be due and payable, as presented and without hold-backs, by the Client upon receipt, and in any event no later than 28 days after receiving the proper invoice.

Interest on overdue accounts will be charged at the rate of 15 % per annum.

## ARTICLE 4 – FORM OF AGREEMENT

**ENGINEER:** Kresin Engineering Corporation

The signatory shall have the authority to bind the Engineer for the purposes of this agreement.

**This 12th Day of August , 2024**

Signature		Signature	
Name	Michael Kresin, P.Eng.	Name	Chris Kresin, P.Eng.
Title	Director	Title	Director

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

The signatory shall have the authority to bind the municipality or its agency for the purposes of this agreement.

**This 12th Day of August , 2024**

Signature		Signature	
Name	Matthew Shoemaker	Name	Rachel Tyczinski
Title	Mayor	Title	City Clerk

## ARTICLE 5 – SCHEDULES

This article includes all schedules, (i.e. Request for Proposal, Proposal Submission, Certificates of Insurance, etc.) as well as any additional information required to form the Agreement, such as supplemental general conditions, etc.

The following schedules form part of:

	Attached
Schedule A: Supplementary Conditions – attached OR not used	X
Schedule B: Kresin Engineering Letter of July 25, 2024	X
Schedule C: Other	-
Schedule D: Not used	-
Schedule E: Not used	

NOTE: Attach all appropriate schedule documents as indicated (X).

## **Schedule A – Supplementary Conditions**

Notwithstanding the Order of Precedence as set out in the M.E.A./C.E.O. AGREEMENT, the Indemnification and Insurance sections below take precedence over anything to the contrary contained in the aforesaid Agreement.

Remove sections “**1.10 Indemnification**” and “**1.11 Insurance**” in their entirety and replace with the following:

### **1.10 Indemnification**

The Engineer shall indemnify and hold harmless the City, its officers, Council members, partners, agents and employees from and against:

- (a) all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the City; and
- (b) all losses, liabilities, judgements, claims, suits, demands or expenses which the City may sustain, suffer or be put to

provided that same results from or arises out of the Engineer’s failure to exercise reasonable care, skill or diligence or the Engineer’s omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the Engineer, its agents, officials and employees. This indemnification shall include any legal costs incurred by the City on a substantial indemnity basis, including those incurred to defend any criminal prosecutions against the City resulting from the actions of the Engineer.

### **1.11 Insurance**

Without restricting the generality of the requirement to indemnify the City, the Engineer shall obtain, maintain, pay for and provide evidence of insurance coverage, taken out with insurance companies licensed to transact business in the Province of Ontario and acceptable to the City’s Risk Manager. Listed below are the minimum insurance requirements deemed necessary for the Contract by the City’s Insurance and Risk Manager.

#### **Commercial General Liability Insurance**

Commercial General Liability (“CGL”) insurance must include the City as an Additional Insured, 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 including loss of use. 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 endorsement. Sudden and Accidental pollution coverage with limits of not less than two million dollars (\$2,000,000) per occurrence (can also be provided under a separate Environmental Impairment or Pollution policy).

#### **Automobile Liability Insurance**

Automobile Liability Insurance in respect of licensed vehicles 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 party liability and accident benefits insurance and covering licensed vehicles owned and/or leased or operated by or on behalf of the Engineer.

## **Professional Liability Insurance**

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.

The City will accept in place of the above-mentioned insurance coverage, a combination of primary liability limits and umbrella insurance or excess liability limits which meet the CGL and/or Automobile Liability coverage limits noted above.

Such coverage must in all respects be satisfactory to the City's Insurance and Risk Manager and shall be maintained continuously by the Engineer from either the commencement of the Services or the signing of the Contract, whichever is earliest. The policies must be endorsed to provide the City with not less than thirty (30) days' written notice in advance of cancellation, or any change or amendment restricting coverage.

All of the above insurance must be evidenced, by the Engineer only upon Contract award, on the C.S.I.O. standard Certificate of Insurance form or if on another form, one that is satisfactory to the City.

## **Additional Insurance Considerations:**

If the work involves any technology or IT aspects, Cyber coverage may be warranted – please forward these to Legal for review.

If any subconsultant is to be engaged (once approved by the City as per section 1.17) they will be required to place the same insurance coverages as outlined in section 1.11.

**Schedule B – Kresin Engineering letter of July 25, 2024 – attached**

**Schedule C – Other**