

AGENDA

REGULAR MEETING OF CITY COUNCIL

2011 09 26

4:30 P.M.

COUNCIL CHAMBERS

1. ADOPTION OF MINUTES

Mover: Councillor P. Mick

Seconder: Councillor L. Turco

Resolved that the Minutes of the Regular Council Meeting of 2011 09 12 be approved.

2. QUESTIONS AND INFORMATION ARISING OUT OF THE MINUTES AND NOT OTHERWISE ON THE AGENDA

3. APPROVE AGENDA AS PRESENTED

Mover: Councillor B. Watkins

Seconder: Councillor R. Niro

Resolved that the Agenda for 2011 09 26 City Council meeting as presented be approved.

4. DELEGATIONS/PROCLAMATIONS

- a) Paul Milosevich, Assistant Chief Fire Prevention will be in attendance concerning proclamation – Fire Prevention Week.
- b) Caroline Meawasige, volunteer for the Lupus Foundation will be in attendance concerning proclamation – Lupus Awareness Month.

- c) Jean Dawson, Co-chair, Portraits of Honour Tour (Sault Ste. Marie) will be in attendance together with members of the Sault Ste. Marie Kinsmen Club and the Sault Ste. Marie Military Family Support Group concerning the Portraits of Honour Tour.
- d) Mike Peski, President and Lori Lopez, Executive Director – CARHA Hockey will be in attendance to update Council on their upcoming event.
- e) Chintan Patel, current owner of Smokey's BBQ Pit and Patio and previous owners Craig Burgess and Damon Burgess will be in attendance to receive the 2011 Community Development Award for Smokey's BBQ and Pit, 658 Queen Street East.
- f) Mike Delfre, Executive Director – Canadian Bushplane Heritage Centre will be in attendance concerning agenda item 6.(6)(b).

PART ONE – CONSENT AGENDA

5. COMMUNICATIONS AND ROUTINE REPORTS OF CITY DEPARTMENTS, BOARDS AND COMMITTEES

Mover: Councillor P. Mick

Seconded: Councillor R. Niro

Resolved that all the items listed under date 2011 09 26 – Part One – Consent Agenda be approved as recommended.

a) Staff Travel

A report of the Chief Administrative Officer is attached for the consideration of Council.

Mover: Councillor B. Watkins

Seconded: Councillor L. Turco

Resolved that the report of the Chief Administrative Officer dated 2011 09 26 concerning Staff Travel requests be approved as requested.

b) 2011-2014 Corporate Strategic Plan

A report of the Deputy City Clerk and Manager of Quality Improvement is attached for the consideration of Council. The 2011-2014 Corporate Strategic Plan is attached under separate cover.

Mover: Councillor B. Watkins

Seconded: Councillor R. Niro

Resolved that the report of the Deputy City Clerk and Manager of Quality Improvement dated 2011 09 26 concerning 2011-2014 Corporate Strategic Plan be accepted and the recommendation to approve the 2011-2014 Corporate Strategic Plan be approved.

c) **Property Tax Appeals**

A report of the City Tax Collector is attached for the consideration of Council.

Mover: Councillor P. Mick

Second: Councillor L. Turco

Resolved that Pursuant to Section 357 of the Municipal Act, 2001, the adjustments for the tax accounts outlined on the City Tax Collector's report of 2011 09 26 be approved and that the tax records be amended accordingly.

d) **Mayor and Council Travel Expenses – January 1 – June 30, 2011**

A report of the Commissioner of Finance and Treasurer is attached for the consideration of Council.

Mover: Councillor P. Mick

Second: Councillor R. Niro

Resolved that the Report of the Commissioner of Finance and Treasurer dated 2011 09 26 concerning Mayor and Council travel expenses for the period January 1 to June 30, 2011 be accepted as information.

e) **2012 Budget**

A report of the Commissioner of Finance and Treasurer is attached for the consideration of Council.

Mover: Councillor B. Watkins

Second: Councillor R. Niro

Resolved that the report of the Commissioner of Finance and Treasurer dated 2011 09 26 concerning 2012 Budget be accepted as information.

f) **Fort Creek Aqueduct – Engineering Services**

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

Mover: Councillor B. Watkins

Second: Councillor L. Turco

Resolved that the report of the Director of Engineering Services dated 2011 09 26 concerning Fort Creek Aqueduct – Engineering Services be accepted and the recommendation to enter into an agreement with STEM Engineering for the design and contract administration of the first phase of reconstruction be approved.

g) **Green Fleet Plan**

A report of the Environmental Initiatives Coordinator is attached for the consideration of Council.

Mover: Councillor P. Mick

Second: Councillor R. Niro

Resolved that the report of the Environmental Initiatives Coordinator dated 2011 09 26 concerning Green Fleet Plan be accepted as information.

h) McNabb Street/MacDonald Avenue Flooding

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

Mover: Councillor P. Mick

Seconder: Councillor L. Turco

Resolved that the report of the Director of Engineering Services dated 2011 09 26 concerning McNabb Street/MacDonald Avenue Flooding be accepted and the recommendation to encourage building owners in the area to isolate their foundation and roof water drainage systems from the City storm sewer system be approved; and

Further that a consultant be retained to complete a technical review of the subject flood prone areas and provide recommendations and cost estimated for potential improvements.

i) Reconstruction of White Oak Drive – Engineering Consultant Agreement

A report of the Design and Construction Engineer is attached for the consideration of Council.

Mover: Councillor B. Watkins

Seconder: Councillor R. Niro

Resolved that the report of the Design and Construction Engineer dated 2011 09 26 concerning the Reconstruction of White Oak Drive – Engineering Consultant Agreement be accepted and the recommendation to enter into an agreement for design, contract document preparation, tendering, contract administration and inspection with Kresin Engineering be approved.

j) Confidentiality Agreement Pertaining to Vulnerable Persons Registry Data

A report of the Assistant Fire Chief – Support Services is attached for the consideration of Council.

Mover: Councillor B. Watkins

Seconder: Councillor L. Turco

Resolved that the report of the Assistant Fire Chief – Support Services dated 2011 09 26 concerning Confidentiality Agreement Pertaining to Vulnerable Persons Registry Data be accepted.

k) Ed Vowels – 1420 Second Line West – A-9-11-Z.OP – By-law 2011-94

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

Mover: Councillor P. Mick

Seconder: Councillor R. Niro

Resolved that the report of the City Solicitor dated 2011 09 26 concerning Ed Vowels – 1420 Second Line West – A-9-11-Z.OP – By-law 2011-94 be accepted as information.

l) Municipal Landfill – End-of-Life Technology Collection and the Ontario Electronic Stewardship

A report of the Deputy Commissioner, Public Works and Transportation is attached for the consideration of Council.

Mover: Councillor P. Mick

Seconder: Councillor L. Turco

Resolved that the report of the Deputy Commissioner, Public Works and Transportation dated 2011 09 26 concerning Municipal Landfill – End-of-Life Technology Collection and the Ontario Electronic Stewardship (OES) be accepted and the recommendation that the City's Municipal Landfill Site be registered with the OES as a collection location for end-of-life technology be approved.

m) Municipal Household Special Waste Facility and Funding Agreement with Stewardship Ontario

A report of the Deputy Commissioner, Public Works and Transportation is attached for the consideration of Council.

The relevant By-law 2011-167 is listed under Item 10 of the Agenda and will be read with all other by-laws listed under that item.

n) Sidewalk Plowing – Lloyd Street

A report of the Commissioner, Public Works and Transportation is attached for the consideration of Council.

Mover: Councillor B. Watkins

Seconder: Councillor R. Niro

Resolved that the report of the Commissioner, Public Works and Transportation dated 2011 09 26 concerning Sidewalk Plowing – Lloyd Street be accepted and the recommendation to add the sidewalk on the west side of Lloyd Street from Churchill Avenue to Johnson Avenue be approved.

o) UPS Backup Installation at Signalized Intersections

A report of the Deputy Commissioner, Public Works and Transportation is attached for the consideration of Council,

Mover: Councillor B. Watkins

Seconder: Councillor L. Turco

Resolved that the report of the Deputy Commissioner, Public Works and Transportation dated 2011 09 26 concerning UPS Backup Installation at Signalized Intersections be referred to the 2012 Budget.

p) **MacDonald Avenue Traffic Study**

A report of the Deputy Commissioner, Public Works and Transportation is attached for the consideration of Council.

Mover: Councillor P. Mick

Seconder: Councillor R. Niro

Resolved that the report of the Deputy Commissioner, Public Works and Transportation dated 2011 09 26 concerning MacDonald Avenue Traffic Study be referred to the 2012 Budget.

q) **Evaluation of the McGregor Avenue Speed Humps**

A report of the Deputy Commissioner, Public Works and Transportation is attached for the consideration of Council.

Mover: Councillor P. Mick

Seconder: Councillor L. Turco

Resolved that the report of the Deputy Commissioner, Public Works and Transportation dated 2011 09 26 concerning Evaluation of the McGregor Avenue Speed Humps be accepted and the recommendations to monitor speed humps concerning repetitive issues arising and develop a traffic calming policy be approved.

r) **Hub Trail – Seasonal Maintenance**

A report of the Commissioner, Public Works and Transportation is attached for the consideration of Council.

Mover: Councillor B. Watkins

Seconder: Councillor R. Niro

Resolved that the report of the Commissioner, Public Works and Transportation dated 2011 09 26 concerning Hub Trail – Seasonal Maintenance be accepted as information.

s) **Bruce Street (Salisbury to Pim) Traffic Study**

The following item was deferred from the 2011 09 12 Council Meeting. A report of the Deputy Commissioner, Public Works and Transportation is attached for the consideration of Council.

Mover: Councillor P. Mick

Seconder: Councillor R. Niro

Resolved that the report of the Deputy Commissioner, Public Works and Transportation dated 2011 09 12 concerning Bruce Street (Salisbury to Pim) Traffic Study be accepted and the recommendation that no change be made to the signalization and regulatory signs along this section of Bruce Street, be approved.

PART TWO – REGULAR AGENDA

6. REPORTS OF CITY DEPARTMENTS, BOARDS AND COMMITTEES

- (1) ADMINISTRATION**
- (2) COMMUNITY SERVICES DEPARTMENT**
- (3) ENGINEERING**
- (4) FIRE**
- (5) LEGAL**
- (6) PLANNING**

a) Application No. A-18-11-Z – Antonio M. Ruscio

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

Mover: Councillor B. Watkins

Seconder: Councillor R. Niro

Resolved that the report of the Planning Division dated 2011 09 26 concerning Application No. A-18-11-Z – filed by Antonio M. Ruscio – 849 Second Line East be accepted and the Planning Director's recommendation that the application be deferred until such time as a proper site plan is developed, in consultation with both City Planning staff and the developer, which addresses the site plan design concerns raised in this report, be endorsed.

b) Minor Amendment to Signs By-law – Application No. A-7-11 – Bushplane Museum

The following item was deferred from the 2011 09 12 Council Meeting. A report of the Planning Division is attached for the consideration of Council.

Mover: Councillor B. Watkins

Seconder: Councillor L. Turco

Resolved that the report of the Planning Division dated 2011 09 12 concerning Minor Amendment to Signs By-law – Application No. A-7-11 – Bushplane Museum be accepted and the Planning Director's recommendation that based on the comments from Public Works and Transportation, City Council deny the applicants request to locate a digital reader board within the existing sign adjacent to Bay Street, be endorsed.

(7) PUBLIC WORKS AND TRANSPORTATION

(8) BOARDS AND COMMITTEES

a) Proposed Film and Television Production Support Policy and EDF Applications for Two Films

A report of the Chief Executive Officer – SSMEDC is attached for the consideration of Council.

Mover: Councillor B. Watkins

Seconder: Councillor R. Niro

Resolved that the report of the Chief Executive Officer – SSMEDC dated 2011 09 20 concerning a proposed Film and Television Production Support Policy and EDF Applications for Two Films be referred to appropriate staff and/or committee of Council for review and report back to Council.

7. UNFINISHED BUSINESS, NOTICE OF MOTIONS AND RESOLUTIONS PLACED ON AGENDA BY MEMBERS OF COUNCIL

a) The following NOTICE OF MOTION was read at the September 12, 2011 Council Meeting and is now being presented for the consideration of Council.

Mover: Councillor T. Sheehan

Seconder: Councillor S. Butland

Whereas the City of Sault Ste. Marie has been home to and a base for a number of successful movie and television shoots; and

Whereas the film and television industry provide many benefits to the community of Sault Ste. Marie; and

Whereas the NOHFC continues to support this industry in Northern Ontario; and

Whereas in response to the prospect of making films in Sault Ste. Marie, City Council had created the Arts and Entertainment (A&E) Opportunities Working Committee, a working group that made recommendations aimed at jump-starting the film and television industry in our community;

Now Therefore Be It Resolved that City Council reinstitute the A&E Working Committee for the purpose of reviewing and making recommendations related to improving the Film and Television industry in Sault Ste. Marie. The committee will be made up of City Councillors, City staff, EDC representatives and other resource members as necessary.

b) Mover: Councillor P. Christian

Seconder: Councillor S. Butland

Whereas the City has been without a comprehensive review of its sign by-law for many years; and

Whereas electronic digital sign regulations are not part of the City's permanent sign by-law; and

Whereas applications for placement of these signs have increased in the city over the past year; and

Whereas, at the time of this resolution, another digital sign application is before Council; and

Whereas a committee made up of City staff, Council members and industry personnel will soon be created to review and perhaps amend the City's current sign by-laws;

Therefore Be It Resolved that Council decide on the digital sign application before it and institute a moratorium on all future digital sign requests until such time as a formal review of the City's sign policies have been completed and a final decision has been made regarding such policies.

c) Mover: Councillor Brian Watkins

Seconder: Councillor Susan Myers

Whereas the John Rowswell Hub Trail is growing in use daily; and

Whereas funding for creating a signage program has been provided; and

Whereas many residents and users of the trail are asking for information related to the trail mapping;

Now Therefore Be It Resolved that the appropriate staff provide an update as to the status of the sign program and report back to City Council at the next meeting.

8. COMMITTEE OF THE WHOLE FOR THE PURPOSE OF SUCH MATTERS AS ARE REFERRED TO IT BY THE COUNCIL BY RESOLUTION

9. ADOPTION OF REPORT OF THE COMMITTEE OF THE WHOLE

10. CONSIDERATION AND PASSING OF BY-LAWS

By-laws before Council for THREE readings which do not require more than a simple majority.

AGREEMENTS

(a) 2011-167

A by-law to execute an agreement for the transition from the City of Sault Ste. Marie operated Municipal Hazardous Waste Program to a private sector program operated under the direction of Stewardship Ontario.

A report from the Deputy Commissioner of Public Works and Transportation is on the agenda.

PARKING

(b) **2011-164**

A by-law to appoint Municipal Law Enforcement Officers to enforce the by-laws on various private properties and to amend Schedule "A" to By-law 90-305.

PLANNING

(c) **2011-166**

A by-law to designate certain zones as being subject to site plan control.

Approved by Council Resolution on September 12, 2011.

REGULATIONS

(d) **2011-165**

A by-law to exempt the Diwali Festival from By-law 73-107 being a by-law to prohibit the use of fireworks in the municipality.

A report from the City Solicitor is on the agenda.

11. QUESTIONS BY, NEW BUSINESS FROM, OR ADDRESSES BY MEMBERS OF COUNCIL CONCERNING MATTERS NOT OTHERWISE ON THE AGENDA

12. ADDENDUM TO THE AGENDA

13. ADJOURNMENT

Mover: Councillor P. Mick

Seconder: Councillor L. Turco

Resolved that this Council now adjourn.

MINUTES

REGULAR MEETING OF CITY COUNCIL

2011 09 12

4:30 P.M.

COUNCIL CHAMBERS

Present: Mayor D. Amaroso, Councillors L. Turco, S. Butland, S. Myers, M. Bruni, J. Krmpotich, B. Watkins, R. Niro, P. Christian, F. Fata, T. Sheehan, P. Mick, F. Manzo

Officials: J. Fratesi, M. White, N. Kenny, L. Girardi, N. Apostle, B. Freiburger, J. Dolcetti, J. Luska, S. Hamilton-Beach, A. Starzomski, S. Turco

1. ADOPTION OF MINUTES

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that the Minutes of the Regular Council Meeting of 2011 08 15 and of the Special Meeting of 2011 08 26 be approved. CARRIED

2. QUESTIONS AND INFORMATION ARISING OUT OF THE MINUTES AND NOT OTHERWISE ON THE AGENDA

3. APPROVE AGENDA AS PRESENTED

Moved by: Councillor B. Watkins

Seconded by: Councillor R. Niro

Resolved that the Agenda for 2011 09 12 City Council meeting and Addendum #1 as presented be approved. CARRIED

4. DELEGATIONS/PROCLAMATIONS

- a) Romuald Kwolek was in attendance concerning proclamation - Terry Fox Run Day and Terry Fox Week.
- b) Marilyn Isaacson, President Branch 25 was in attendance concerning proclamation – Legion Week.
- c) Lou St. Jules, Public Relations Coordinator was in attendance concerning proclamation – Elks and Royal Purple Oncology Van Program Week.
- d) Lisé Joyal, President Francophone Centre was in attendance concerning proclamation Francophone Day.
- e) Bill Durnford, Chair – EDC Gateway Committee and Ian McMillan, Executive Director Tourism Sault Ste. Marie were in attendance to provide Council with an update on the progress of developing a Management Plan and Destination Attraction Development and Business Plan.
- f) Mike Delfre, Canadian Bushplane Heritage Museum was in attendance concerning agenda item 6.(6)(a).
- g) Dominic Parrella, VP Operations and Engineering, PUC Services Inc., Terry Greco, Claudio Stefano, Gord Mezzomo and Larry Guerriero were in attendance concerning agenda item 6.(8)(a).
- h) Bud Wildman, Chair and Tiana Wildman, Co-Chair, 2011 United Way Campaign were in attendance concerning proclamation – Change Starts Here.

PART ONE – CONSENT AGENDA

5. COMMUNICATIONS AND ROUTINE REPORTS OF CITY DEPARTMENTS, BOARDS AND COMMITTEES

Moved by: Councillor P. Mick

Seconded by: Councillor R. Niro

Resolved that all the items listed under date 2011 09 12 – Part One – Consent Agenda and Addendum #1 be approved save and except 5.(v) as recommended.
CARRIED

- a) A letter from the Chair, MPAC Board of Directors concerning the appointment of a new President and Chief Administrative Officer was received by Council.

b) Council Travel

Moved by: Councillor P. Mick

Seconded by: Councillor R. Niro

Resolved that Councillor Lou Turco be authorized to travel to the FONOM Board Meeting and NOBA Awards being held in Sudbury (2 days in September) at no cost to the City and the AMO Board Meeting being held in Toronto (2 days in September) at a cost of \$300. to the City. CARRIED

Moved by: Councillor P. Mick

Seconded by: Councillor R. Niro

Resolved that Councillor Terry Sheehan be authorized to travel to the ADMA Meeting being held in Wawa (1 day in September) at an estimated cost to the City of \$200. CARRIED

c) **Staff Travel**

The report of the Chief Administrative Officer was received by Council.

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that the report of the Chief Administrative Officer dated 2011 09 12 concerning Staff Travel requests be approved as requested. CARRIED

d) **Tender for Screened Street Sand**

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

Moved by: Councillor B. Watkins

Seconded by: Councillor L. Turco

Resolved that the report of the Manager of Purchasing dated 2011 09 12 be endorsed and that the tender for the supply of Screened Street Sand, required by the Public Works and Transportation Department be awarded as recommended. CARRIED

e) **Tenders for Equipment – Public Works and Transportation Department**

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

Moved by: Councillor B. Watkins

Seconded by: Councillor R. Niro

Resolved that the Report of the Manager of Purchasing dated 2011 09 12 be endorsed and that the tenders for the supply and delivery of various pieces of equipment, required by the Public Works and Transportation Department be awarded as recommended. CARRIED

Councillor Niro declared a pecuniary interest – employer has a service agreement with a recommended tender.

f) **Tender for Grader and Plow Blades (2011WA20)**

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

Moved by: Councillor P. Mick

Seconded by: Councillor R. Niro

Resolved that the Report of the Manager of Purchasing dated 2011 09 12 be endorsed and that the tender for the supply and delivery of Grader and Plow Blades required by the Public Works and Transportation Department be awarded as recommended. CARRIED

g) **City of Sault Ste. Marie Credit Rating**

The report of the Commissioner of Finance and Treasurer was received by Council.

Moved by: Councillor B. Watkins

Seconded by: Councillor L. Turco

Resolved that the report of the Commissioner of Finance and Treasurer dated 2011 09 12 concerning City of Sault Ste. Marie Credit Rating be received as information. CARRIED

h) **John Rhodes Community Centre – Request for Proposals (RFP) for the Operation of the Restaurant/Lounge**

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

The relevant By-law 2011-163 is listed under Item 10 of the Minutes.

i) **Request for Financial Assistance for National/International Sports Competitions**

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

Moved by: Councillor B. Watkins

Seconded by: Councillor R. Niro

Resolved that the report of the Manager Recreation and Culture dated 2011 09 12 concerning Request for Financial Assistance for National/International Sports Competitions be accepted and the request for financial assistance in the amount of \$1000. to Team Superior Crane/Upper Deck for their participation at the 2011 USSSA World Tournament, be approved. CARRIED

j) **Request for Financial Assistance for National/International Sports Competitions**

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

Moved by: Councillor B. Watkins

Seconded by: Councillor L. Turco

Resolved that the report of the Manager Recreation and Culture dated 2011 09 12 concerning Request for Financial Assistance for National/International Sports Competitions be accepted and the request for financial assistance in the amount of \$750. to the Sault Ste. Marie Aquatic Club for their participation at the 2011 Canadian Age Group Swimming Championships, be approved. CARRIED

k) **Reconstruction of Small Pumping Stations Operated by Public Works – Engineering Fees**

The report of the Design and Construction Engineer was received by Council.

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that the report of the Design and Construction Engineer dated 2011 09 12 concerning Reconstruction of Small Pumping Stations – Engineering Fees be accepted and the recommendation to increase the upset limit for the consulting engineering work by \$42,000 with funding from the existing project budget be approved. CARRIED

l) **Clark Creek Sewage Pumping Station – Valve and Sluice Gate Replacement Contract for Engineering Services**

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

Moved by: Councillor B. Watkins

Seconded by: Councillor R. Niro

Resolved that the report of the Director of Engineering Services dated 2011 09 12 concerning Clark Creek Sewage Pumping Station – Valve and Sluice Gate Replacement Contract for Engineering Services be accepted and the recommendation to enter into an agreement with Kresin Engineering Corporation with an upset limit of \$142,000 (including HST) be approved. CARRIED

m) **Debris, Buildings and Abandoned Vehicles – Civic No. 608 “Rear” Douglas Street**

The report of the Chief Building Official - Property Standards Officer was received by Council.

Moved by: Councillor B. Watkins

Seconded by: Councillor L. Turco

Resolved that the report of the Chief Building Official - Property Standards Officer dated 2011 09 12 concerning Civic No. Rear 608 Douglas Street, more specifically described as Part Lot 9-10 RCP H730 Korah, Part 2 1R2887 & Part 1 1R-6010 be accepted and the recommendation that the Corporation hire the forces necessary to remove all debris including abandoned vehicles and all structures adding the costs of this action to the taxes of the subject property be approved. CARRIED

n) **Taxi By-Law 2005-154**

The report of the City Solicitor was received by Council.

The relevant By-law 2011-161 is listed under Item 10 of the Minutes.

- o) **Renewal of Lease Between the City and Canadian Pacific Railway Company to Maintain the City Welcome Sign**

The report of Corporate Counsel was received by Council.

The relevant By-law 2011-159 is listed under Item 10 of the Minutes.

- p) **1187839 Ontario Inc. – 843 Great Northern Road and 605 Third Line East – Zoning By-law 2011-129 – Planning Application A-14-11-Z.OP**

The report of the City Solicitor was received by Council.

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that the report of the City Solicitor dated 2011 09 12 concerning the OMB Appeal – By-law 2011-129 be accepted and that despite the appeal Council confirms its wish to proceed with the by-law. CARRIED

- q) **Part Lot Control By-law for Lots 529, 530 and 566 on Plan 7602 (Sault Ste. Marie Park Subdivision) 654 Korah Road**

The report of Corporate Counsel was received by Council.

The relevant By-law 2011-162 is listed under Item 10 of the Minutes.

- r) **Prince Township Inspection Agreement**

The report of the City Solicitor was received by Council.

The relevant By-law 2011-158 is listed under Item 10 of the Minutes.

- s) **Sustainable Site Plan Guidelines Request for Adoption**

The report of the Planning Division was received by Council.

Moved by: Councillor B. Watkins

Seconded by: Councillor L. Turco

Resolved that the report of the Planning Division dated 2011 09 12 concerning Sustainable Site Plan Guidelines – Request for Adoption be accepted and the Planning Director's recommendation that City Council approve the application subject to the 2 conditions contained in the report, be endorsed. CARRIED

- t) **Municipal Landfill – Fencing for the East Side of Site**

The report of the Deputy Commissioner, Public Works and Transportation was received by Council.

Moved by: Councillor B. Watkins

Seconded by: Councillor R. Niro

Resolved that the report of the Deputy Commissioner, Public Works and Transportation dated 2011 09 12 concerning Municipal Landfill – Fencing for the East Side of Site be accepted and the recommendation to construct a perimeter

fence along the east side of the landfill at an estimated cost of \$80,000 with funding from the Landfill Site Reserve, be approved. CARRIED

u) **Request for Stop Control at the Intersection of Simon Avenue and Glen Avenue**

The report of the Deputy Commissioner, Public Works and Transportation was received by Council.

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that the report of the Deputy Commissioner, Public Works and Transportation dated 2011 09 12 concerning Request for Stop Control – Intersection of Simon Avenue and Glen Avenue be accepted and the recommendation for no change to be made to the yield control at the intersection, be approved. CARRIED

v) **Bruce Street (Salisbury to Pim) Traffic Study**

The report of the Deputy Commissioner, Public Works and Transportation was received by Council.

Moved by: Councillor S. Myers

Seconded by: Councillor B. Watkins

Resolved that agenda item 5.(v) – Bruce Street (Salisbury to Pim) Traffic Study be deferred until the next City Council meeting. CARRIED

Moved by: Councillor P. Mick

Seconded by: Councillor R. Niro

Resolved that the report of the Deputy Commissioner, Public Works and Transportation dated 2011 09 12 concerning Bruce Street (Salisbury to Pim) Traffic Study be accepted and the recommendation for no change to be made to the signalization and regulatory signs along this section of Bruce Street, be approved. DEFERRED

w) **Provincial Water and Erosion Control Infrastructure Funding 2011**

The report of the General Manager, Sault Ste. Marie Region Conservation Authority was received by Council.

Moved by: Councillor B. Watkins

Seconded by: Councillor L. Turco

Resolved that the report of the General Manager, Sault Ste. Marie Region Conservation Authority dated 2011 09 12 concerning Provincial Water and Erosion Control Infrastructure Funding 2011 be accepted as information. CARRIED

- x) Correspondence from the Corporation of the Municipality of McDougall concerning Black Bears was received by Council.
- y) Correspondence from the Ministry of Transportation concerning Northern Ontario Passenger and Commercial Vehicle Origin – Destination Survey: Travel Pattern Data Collection Program was received by Council.
- z) Correspondence requesting permission for a liquor licence extension was received by Council.

Moved by: Councillor B. Watkins

Seconded by: Councillor R. Niro

Resolved that City Council has no objection to the proposed extended licenced area as detailed in the written request for a liquor licence extension for an outdoor event on the following stated date:

The Royal Canadian Legion

96 Great Northern Rd.

Thank-you Afghan Vets Parade and Celebration – September 17, 2011

CARRIED

PART TWO – REGULAR AGENDA

6. REPORTS OF CITY DEPARTMENTS, BOARDS AND COMMITTEES

(1) ADMINISTRATION

(2) COMMUNITY SERVICES DEPARTMENT

(3) ENGINEERING

(4) FIRE

(5) LEGAL

(6) PLANNING

a) Minor Amendment to Signs By-law – Application No. A-7-11 – Bushplane Museum

The report of the Planning Division was received by Council.

Moved by: Councillor M. Bruni

Seconded by: Councillor S. Myers

Resolved that agenda item 6.(6)(a) be deferred to a future meeting of Council.
CARRIED

Moved by: Councillor B. Watkins

Seconded by: Councillor L. Turco

Resolved that the report of the Planning Division dated 2011 09 12 concerning Minor Amendment to Signs By-law – Application No. A-7-11 – Bushplane Museum be accepted and the Planning Director's recommendation that based on the comments from Public Works and Transportation, that City Council deny the applicants request to locate a digital reader board within the existing sign adjacent to Bay Street, be endorsed. DEFERRED

(7) PUBLIC WORKS AND TRANSPORTATION

(8) BOARDS AND COMMITTEES

a) Proposed New Building for PUC Group of Companies

The report of the Vice President Operations and Engineering, PUC was received by Council. A letter from Councillor Butland and correspondence from the Sault Ste. Marie Ratepayers Association was received by Council.

Moved by: Councillor P. Mick

Seconded by: Councillor M. Bruni

Whereas extensive analysis has been completed over the past 10 years to correct the workplace deficiencies of the Service Centre and both the

shareholder and the PUC Board of Directors have given approval to proceed with the design of an integrated corporate building; and
 Whereas construction bids have been received for the new building, the lowest of which is significantly under most recent estimates; and
 Whereas the total cost of the building including the vehicle storage garage is \$23,500,000; and
 Whereas financing from Infrastructure Ontario is available at attractive terms; and
 Whereas according to the PUC Inc. Shareholder Agreement, PUC Inc. must seek approval for single capital expenditures beyond an authorized limit and for borrowing beyond an authorized limit;
 Now Therefore Be It Resolved that approval is given this 12th day of September, 2011 PUC Inc. to proceed with the construction of a new building with a budget of \$23,500,000 and to borrow to a maximum of \$23,500,000 from Infrastructure Ontario. CARRIED

Recorded Vote

For: Mayor D. Amaroso, Councillors L. Turco, S. Myers, M. Bruni, J. Krmpotich, F. Fata, T. Sheehan, P. Mick

Against: Councillors S. Butland, B. Watkins, R. Niro, P. Christian, F. Manzo

7. UNFINISHED BUSINESS, NOTICE OF MOTIONS AND RESOLUTIONS PLACED ON AGENDA BY MEMBERS OF COUNCIL

- a) Moved by: Councillor S. Butland
 Seconded by: Councillor P. Christian
 Whereas the road system traversing Bellevue Park is comprised of Class A, B and gravel sections; and
 Now Therefore Be It Resolved that Public Works and Transportation prepare a cost estimate of upgrading the entire roadway to asphalt; and
 Further Be It Resolved that the cost of maintenance of the present system be included in the report. CARRIED
- b) Moved by: Councillor S. Butland
 Seconded by: Councillor P. Christian
 Now Therefore Be It Resolved that Public Works and Transportation initiate the procedure whereby consideration be given to prohibit parking on one side of South Market St. CARRIED
- c) **NOTICE OF MOTION**
 Moved by: Councillor T. Sheehan
 Seconded by: Councillor S. Butland
 Whereas the City of Sault Ste. Marie has been home to and a base for a number of successful movie and television shoots; and

Whereas the film and television industry provide many benefits to the community of Sault Ste. Marie; and

Whereas the NOHFC continues to support this industry in Northern Ontario; and
Whereas in response to the prospect of making films in Sault Ste. Marie, City Council had created the Arts and Entertainment (A&E) Opportunities Working Committee, a working group that made recommendations aimed at jump-starting the film and television industry in our community;

Now Therefore Be It Resolved that City Council reinstitute the A&E Working Committee for the purpose of reviewing and making recommendations related to improving the Film and Television industry in Sault Ste. Marie. The committee will be made up of City Councillors, City Staff, EDC representatives and other resource members as necessary.

- d) Moved by: Councillor P. Mick
Seconded by: Councillor S. Myers

Whereas the Sault Youth Association (SYA) has been doing an excellent job in creating opportunities for the Youth of the City of Sault Ste. Marie; and
Whereas the issues, challenges and concerns facing youth are comparable for neighbouring communities across the District of Algoma,
Therefore Be It Resolved that City Council request that the Algoma District Municipal Association (ADMA) at its September meeting consider a resolution which would ask the SYA to investigate the viability of spearheading the creation of an Algoma District wide Youth Retention and Attraction strategy. CARRIED

- e) Moved by: Councillor R. Niro
Seconded by: Councillor L. Turco

Whereas there has been an increase of accidents reported at the intersection of Byrne and Morin St.; and
Whereas there have been numerous vehicles not stopping at the said intersection,
Now Therefore Be It Resolved that the Department of Public Works and Transportation review the intersection of Byrne and Morin St. and make recommendations on any improvements that could be made to increase driver awareness at that intersection. CARRIED

- f) Moved by: Councillor R. Niro
Seconded by: Councillor L. Turco

Whereas Bridgeview Village is located across the street from Notre Dame Du Sault; and
Whereas the new school year has commenced; and
Whereas there is an increase of parking on the west side of North St. in front of Bridgeview Village; and
Whereas the parked vehicles obstruct the view of oncoming traffic from drivers exiting Bridgeview Village on to North St.,
Now Therefore Be It Resolved that the Department of Public Works and Transportation review the said area and consider the request to prohibit parking

on the west side of North St. across the entire frontage of Bridgeview Village.
CARRIED

- g) Moved by: Councillor B. Watkins
Seconded by: Councillor P. Mick

Whereas the extension of Third Line West now joins Great Northern Rd. and combined with the opening of our new hospital in the immediate vicinity and expansion and redevelopment plans are now surrounding this intersection, including our existing E.A. of the remainder of Third Line East; and

Whereas these continuing changes should allow for traffic volume increases especially accessing the main hospital entrance and our major retail area from this new northern route; and

Whereas at this point there is no provision for a right hand turn lane to proceed south bound to these major destinations,

Now Therefore Be It Resolved that city staff review traffic movement and patterns at the intersection of Great Northern Road and Third Line with a view to create proper turning lanes in anticipation of the expected significant increase in traffic volume. CARRIED

8. COMMITTEE OF THE WHOLE FOR THE PURPOSE OF SUCH MATTERS AS ARE REFERRED TO IT BY THE COUNCIL BY RESOLUTION

9. ADOPTION OF REPORT OF THE COMMITTEE OF THE WHOLE

10. CONSIDERATION AND PASSING OF BY-LAWS

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that all the by-laws listed under Item 10 of the Agenda under date 2011 09 12, save and except 2011-161 be approved. CARRIED

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that By-law 2010-144 being a by-law to stop up, close and authorize the conveyance of a lane in the Wilding Park Subdivision, Plan 6541 be read a Third time and Passed in open Council this 12th day of September, 2011. CARRIED

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that By-law 2011-156 being a by-law to appoint Municipal Law Enforcement Officers to enforce the by-laws on various private properties and to amend Schedule "A" to By-law 90-305 be Passed in open Council this 12th day of September, 2011. CARRIED

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that By-law 2011-158 being a by-law to authorize an agreement between the City and The Corporation of the Township of Prince to provide technical assistance in administering the provisions of the Ontario Building Code, the Plumbing Code and Township by-laws relating to the construction of buildings be Passed in open Council this 12th day of September, 2011. CARRIED

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that By-law 2011-159 being a by-law to authorize the execution of a lease agreement between the City and the Canadian Pacific Railway Company for property at the east entrance to the City for maintenance of the City "Welcome" sign be Passed in open Council this 12th day of September, 2011. CARRIED

Moved by: Councillor P. Mick

Seconded by: Councillor R. Niro

Resolved that By-law 2011-161 being a by-law to regulate, licence and govern vehicles used for hire to convey passengers, including brokers, owners, and drivers of taxicabs, limousines, wheelchair accessible vehicles and hotel shuttles be Passed in open Council this 12th day of September, 2011. CARRIED

Councillor Turco declared a pecuniary interest – spouse employed by the Police Service.

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that By-law 2011-162 being a by-law to repeal By-law 2011-70 which designated certain lots in the Sault Ste. Marie Park Subdivision as an area not subject to part lot control be Passed in open Council this 12th day of September, 2011. CARRIED

Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that By-law 2011-163 being a by-law to authorize the execution of a lease agreement between the City and "A Company to be Incorporated" carrying on business as Chilly Willy's Sports Bar and Grill for the operation of a restaurant/lounge at the John Rhodes Centre be Passed in open Council this 12th day of September, 2011. CARRIED

**11. QUESTIONS BY, NEW BUSINESS FROM, OR ADDRESSES BY MEMBERS
OF COUNCIL CONCERNING MATTERS NOT OTHERWISE ON THE AGENDA**

12. ADDENDUM TO THE AGENDA

13. ADJOURNMENT

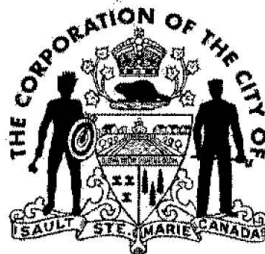
Moved by: Councillor P. Mick

Seconded by: Councillor L. Turco

Resolved that this Council now adjourn. CARRIED

5(a)

Joseph M. Fratesi, B.A., J.D. (LL.B.)
Chief Administrative Officer



99 Foster Drive
P.O. Box 580, Civic Centre
Sault Ste. Marie, Ontario
Canada. P6A 5N1
(705) 759-5347
(705) 759-5952 (Fax)
E-Mail:
j.fratesi@cityssm.on.ca
b.berlingieri@cityssm.on.ca

2011 09 26

Mayor Debbie Amaroso and
Members of City Council
Civic Centre

RE: STAFF TRAVEL REQUESTS

Dear Council:

The following staff travel requests are presented to you for approval:

1. **Bill Wallace – Fire Services**
Annual EMS & Mechanical Symposium
October, 2011
North Bay, Ontario
Estimated total cost to the City - \$ 364.55
Estimated net cost to the City - \$ 364.55
2. **Jeff Bowen – Fire Services – EMS Division**
Annual EMS & Mechanical Symposium
October, 2011
North Bay, Ontario
Estimated total cost to the City - \$ 289.55
Estimated net cost to the City - \$ 289.55
3. **Jeff Lajoie – Fire Services**
Fire Scene Assessment
October, 2011
Gravenhurst, Ontario
Estimated total cost to the City - \$ 400.00
Estimated net cost to the City - \$ 400.00
4. **Michael Simon – Fire Services**
Fire Scene Assessment
October, 2011
Gravenhurst, Ontario
Estimated total cost to the City - \$ 400.00
Estimated net cost to the City - \$ 400.00

5. **Ken McPhee – Social Services – Ontario Works Division**
ASETS Ontario Works Meeting
October, 2011
Thunder Bay, Ontario
Estimated total cost to the City - \$ 1,121.54
Estimated net cost to the City - \$ 1,121.54

6. **Mike Lebel – Public Works & Transportation**
Snow & Ice Colloquium 2011
October, 2011
Mississauga, Ontario
Estimated total cost to the City - \$ 1,223.00
Estimated net cost to the City - \$ 1,223.00

7. **Malcolm White - Clerks**
AMCTO Zone 7 Workshop/Meeting
October, 2011
Killarney, Ontario
Estimated total cost to the City - \$ 756.00
Estimated net cost to the City - \$ 756.00

8. **Kim Streich-Poser – Social Services Department**
OW Director-Administrator AGM
November, 2011
Toronto, Ontario
Estimated total cost to the City - \$ 471.62
Estimated net cost to the City - \$ 471.62

9. **Don McConnell – Engineering & Planning – Planning Division**
NE Ontario Planning Technical Workshop
October, 2011
Sudbury, Ontario
Estimated total cost to the City - \$ 702.00
Estimated net cost to the City - \$ 702.00

10. **Peter Niro – Human Resources**
TAIS Certification (Robbinex)
October, 2011
Hamilton, Ontario
Estimated total cost to the City - \$ 1,906.95
Estimated net cost to the City - \$ 1,906.95

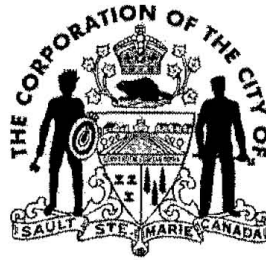
Yours truly,



JMF:bb

Joseph M. Fratesi
Chief Administrative Officer

Rachel Tyczinski
Deputy City Clerk &
Manager of Quality
Improvement



**City Clerk's
Department**

2011 09 26

Mayor Debbie Amaroso and
Members of City Council

RE: 2011-2014 Corporate Strategic Plan

Please find attached under separate cover the final draft of the 2011-2014 corporate Strategic Plan.

Objectives and activities of the plan are the result of input from Council, the public and City staff, as well as review of corporate and outside agency reports and information. Data received from a recent employee health and wellness survey has also been integrated into the plan.

From January to March 2011, members of City Council were surveyed and interviewed. During the same time period, surveys were made available to municipal staff (including members of the Senior Management Team) via the City's Intranet and to the public through the City's website. It is significant to note that public response through the website was unprecedented.

Data was sorted and presented to City Council and senior staff on March 28, 2011, at which time City Council gave senior staff direction as to which activities should be included in the draft Strategic Plan and reviewed the relevance of corporate values, vision and mission statements.

Members of the Senior Management Team and division heads subsequently met to add further detail to activities identified by City Council

The draft Plan was made available to the public through the City's website and through a News Release issued August 18, 2011.

The corporate Strategic Plan provides Council's direction and focus to the nine corporate departments that report to Council through the Chief Administrative Officer. The plan is meant to complement and be linked to the budget process, the performance evaluation system and annual department work plans.

-More-

RECOMMENDATION

"That the report of the Deputy City Clerk and Manager of Quality Improvement dated 2011 09 26 concerning 2011-2014 corporate Strategic Plan be received as information and that the 2011- 2014 corporate Strategic Plan be approved."

Respectfully submitted,



Rachel Tyczinski
Deputy City Clerk &
Manager of Quality Improvement

Recommended for approval,

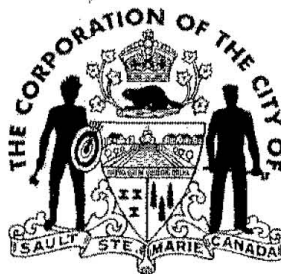


Malcolm White
City Clerk

Attachment

Peter A. Liepa
City Tax Collector

Tax & Licence Division
Finance Department



2011 09 26

Mayor Debbie Amaroso
and Members of City Council
Civic Centre

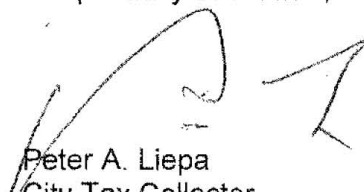
RE: Property Tax Appeals

Attached are the listings that summarize applications for adjustments to the Tax Roll pursuant to Section 357 of the Municipal Act, 2001.

The Municipal Property Assessment Corporation (MPAC) has recommended the amount of assessment to be adjusted. Each of the applications has been reviewed individually and recommended as shown.

An appropriate resolution has been prepared for your consideration.

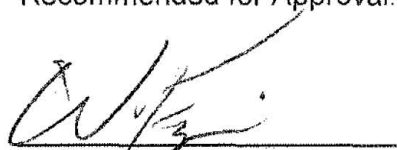
Respectfully submitted,


Peter A. Liepa
City Tax Collector

PAL/md

Attach.

Recommended for Approval:


William Freiburger
Commissioner of Finance & Treasurer

RECOMMENDED FOR APPROVAL


Joseph M. Fratesi
Chief Administrative Officer

APPLICATION TO COUNCIL TO CANCEL
OR REFUND PROPERTY TAXES PURSUANT TO SECTION 357
OF THE MUNICIPAL ACT, 2001

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
PROPERTY TAX APPEALS
2011

DATE: 2011 09 26
PAGE: 1 of 1

ROLL NUMBER	PROPERTY ADDRESS	PERSON ASSESSED	TAX CLASS	REASON	APPEAL NO.	CANCELLATIONS		TOTAL
						TAXES	INTEREST	ADJUSTMENT
020-017-062-00	00181 Biggings Avenue	Sculthorpe Tristram John	RT	F	11-011			CONFIRMED
020-045-020-00	00969 Queen Street East	Sault Area Hospitals	CT	B	11-012	2,086.46	106.49	2,192.95
030-045-087-00	00040 Elmwood Avenue	Richard Linda Marie	CT/RT	A	11-013	117.26		117.26
050-010-095-00	00151 Second Line West	Greganti Gabriel	RT	D	11-014	102.15		102.15
050-013-171-00	00302 Korah Road	Bernardo Laila	RT	D	11-015	398.33	2.32	400.65

Certified Correct:

TOTAL 2,704.20 108.81 2,813.01

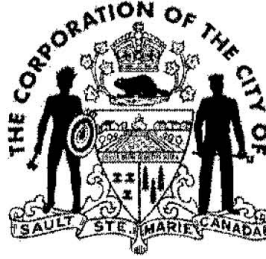

Peter A Liepa
Tax Collector

- A. REALTY TAX CLASS CONVERSION
- B. BECAME EXEMPT AFTER RETURN OF ROLL
- C. RAZED BY FIRE AFTER RETURN OF ROLL

- D. DEMOLISHED AFTER RETURN OF ROLL
- E. OVERCHARGED BY REASON OF GROSS OR MANIFEST CLERICAL ERROR
- F. REAL PROPERTY THAT COULD NOT BE USED FOR A PERIOD OF AT LEAST 3 MONTHS DUE TO REPAIRS OR RENOVATIONS

5(c)

William Freiburger, CMA
Commissioner of Finance
and Treasurer



Finance Department

2011 09 26

Mayor Debbie Amaroso and
Members of City Council

Re: Mayor and Council Travel Expenses
January 1 – June 30, 2011

Attached is a summary of Mayor and Council travel expenses for the period
January 1 to June 30, 2011.

This is provided for the information of Council.

Respectfully submitted,

W. Freiburger, CMA
Commissioner of Finance and Treasurer

WF/kl
attachment

RECOMMENDED FOR APPROVAL

Joseph M. Fratesi
Chief Administrative Officer

Corporation of the City of Sault Ste. Marie
Finance Department

Summary of Mayor and Council Travel Expenses
January 1 – June 30, 2011

Mayor

D. Amaroso	Travel – Other City Business - Meetings	1,219.00
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Councillors

M. Bruni	Travel	0.00
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S. Butland	Travel	0.00
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P. Christian	Travel	0.00
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F. Fata	Travel	0.00
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J. Krmpotich	Travel	0.00
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P. Mick	Travel	0.00
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F. Manzo	Travel	0.00
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S. Myers	Travel	0.00
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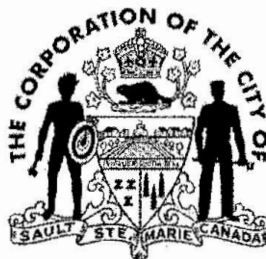
R. Niro	Travel	0.00
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T. Sheehan	Travel	0.00
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L. Turco	Travel – Conference	326.66	
	– Executive Meetings	<u>1,480.24</u>	1,806.90

B. Watkins	Travel	0.00
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William Freiburger, CMA
Commissioner of Finance
and Treasurer



Finance Department

2011 09 26

Mayor Debbie Amaroso
Members of City Council

Re: 2012 Budget

Attached is a Budget Status report and 2012 Budget Schedule report from Mr. Scott McLellan, Manager of Budgets and Revenue.

Public budget input sessions have been scheduled for Saturday, October 1, 2011 from 10:00 a.m. to 1:00 p.m., and Wednesday, November 2, 2011 from 6:00 p.m. to 9:00 p.m. in the Russ Ramsay Room, Civic Centre.

Sault Ste. Marie residents are encouraged to e-mail budget comments and/or suggestions to budgetinput2012@cityssm.on.ca until December 31, 2011.

This is provided for the information of Council.

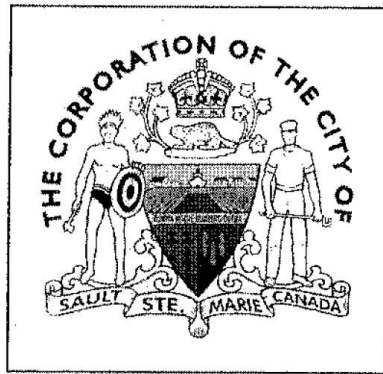
Respectfully submitted,

W. Freiburger, CMA
Commissioner of Finance and Treasurer

WF/kl
attachment

RECOMMENDED FOR APPROVAL

Joseph M. Fratesi
Chief Administrative Officer



CORPORATION OF THE CITY OF SAULT STE. MARIE

2012 BUDGET STATUS REPORT # 1

*Prepared by : Scott McLellan
Manager of Budgets & Revenue
26 September 2011*

SCOPE : This report is intended as information for Council on the status of the 2012 Budget.

2012 BUDGET PREPARATION : The 2012 Budget Preparation system is open and available for department's to commence entering their information. Information has also been distributed for the 2012 to 2021 Capital Budget Forecast and for the 2012 User Fee By-law.

2012 TIMETABLE : A draft timetable is attached for information.

CONCERNS/ISSUES FOR 2012 : Items that will impact the 2012 Budget include :

Wage and Benefit adjustments. Most of the City's collective agreements expire January 31, 2012 and the negotiation process has begun. The outcome of the negotiations will impact the 2012 Budget.

Fuel Costs. The 2011 Budget contains approximately \$ 2,000,000 for fuel costs. Later in the year we will assess the costs but it is highly likely the 2012 budget will require an additional \$ 400,000 to \$ 600,000 to cover increased costs.

West End Community Centre. The new facility will open in 2012 and will require adjustment over and above the amounts in the 2011 Budget for the McMeeken Centre.

Surplus. In 2011 Council allocated \$ 500,000 from the 2010 Surplus to reduce the 2011 Tax Levy. A similar amount of Surplus will need to be allocated from 2011 or a revenue shortfall will occur.

Ontario Municipal Partnership Fund. There will be a Provincial election in October and the status of our major Provincial grant will be unknown. The current formula is not beneficial to northern Ontario as it is tied to the DSSAB (District Social Services Administration Board) levy. The announcement of our 2012 allocation is expected sometime between December 2011 and March 2012.

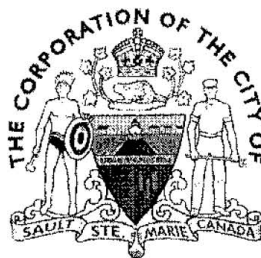
PUBLIC INPUT : A tentative schedule for Public input sessions has been developed as well as an E-mail address budgetinput2012@cityssm.on.ca has been established.

CONCLUSION : There are several issues which may adversely impact on the 2012 Budget. Additional information will be provided as it becomes available.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Scott McLellan", written in a cursive style.

Scott McLellan
Manager of Budgets & Revenue



CITY OF SAULT STE. MARIE

Finance Department

2012 BUDGET - PROPOSED TIMETABLE

EARLY SEPTEMBER

Budget Preparation System open to all Users. Capital Forecast and User Fee information Distributed.

OCTOBER 28

2012 User Fees, Preliminary Capital from Current Requests and the 2012 - 2021 Capital Budget Forecast to be submitted.

NOVEMBER 16

All Department Current Budgets should be submitted.

MID DECEMBER

2012 Assessment Roll should be received. User Fee Report and Preliminary Capital from Current list submitted to Council.

MID JANUARY

Preliminary Cost Centre Summary and other budget information distributed to Senior Management and Council.

LATE JANUARY

Senior Management completes initial review of budget.

FEBRUARY

Initial Budget Presentation to Council including listing of outstanding items. 2012 to 2021 Capital Forecast presented as information.

MID/LATE MARCH

Provincial Education Rates, OMPF (Ontario Municipal Partnership Fund) information and DSSAB Levy should be received.

LATE MARCH

Final Budget Report to Council (*assumes all Grant Information, Education Tax Rates, DSSAB Levy etc are available*).

APRIL

Council finalizes 2012 Budget and sets Municipal Property Tax Rates. Distribution of 2011 Surplus and final approval of items not previously approved from Reserves etc). Final Budget merged to General Ledger.

MID/LATE APRIL

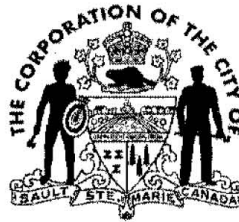
Tax Rate By-laws approved.

MAY

Budget documentation prepared and distributed.

Jerry D. Dolcetti, RPP
Commissioner

Don J. Elliott, P. Eng.
Director of Engineering Services



ENGINEERING & PLANNING DEPARTMENT

Engineering & Construction Division

Tel: (705) 759-5378
Fax: (705) 541-7165

5(f)

2011 09 26

File: B-09-04

Mayor Debbie Amaroso
Members of Council

Re: Fort Creek Aqueduct – Engineering Services

At the 2011 06 27 meeting, Council approved the 2012 Capital Construction Plan. A budget of \$2.05M was included for the first phase of the reconstruction of the Fort Creek Aqueduct starting at Queen Street and moving upstream.

Through the good efforts of the Conservation Authority, the City eventually received 50% funding under the provincial Water Erosion and Control Infrastructure program (WECI), for the recent reconstruction of the Farwell Terrace aqueduct. The funding was received in increments for a few years after the construction was complete. We are advised by the Conservation Authority that in the future, this funding will not be provided unless the project is pre-approved. Accordingly, the intention is to prepare the design and assist the CA in an application for funding in March of 2012. If it is approved, we will proceed to tender. If not, we will attempt to defer construction if there is any likelihood of funding approval in the next round of applications. The consultant can advise us of the potential consequences of deferral. The main concern is the fact that there have been several instances where openings have appeared in the roof of the existing structure, which can be a safety hazard.

The firm of STEM engineering has considerable experience with our major aqueducts, having been retained for all recent biennial inspections, improvement to the Farwell Terrace aqueduct and last year's aqueduct crossing replacements on Alexandra and Young Streets.

Recommendation:

In accordance with the City's practice for retaining consulting engineers, it is recommended that the City enter into an agreement for engineering services for the design and contract administration of the first phase of the reconstruction of the Fort Creek Aqueduct. An agreement will be brought to Council at a future meeting.

Respectfully submitted,

Recommended for Approval:

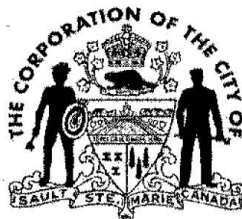

Don J. Elliott, P. Eng.
Director of Engineering Services


Jerry D. Dolcetti, RPP
Commissioner
Engineering & Planning Department

5(g)

Jerry D. Dolcetti, RPP
Commissioner

Don J. Elliott, P. Eng.
Director of Engineering Services



ENGINEERING & PLANNING DEPARTMENT

Engineering & Construction Division

Tel: (705) 759-5378
Fax: (705) 541-7165

2011 09 26

Mayor Debbie Amaroso and
Members of City Council

Re: Green Fleet Plan

At the March 3, 2010, Council meeting, the following motion, as moved by Councillor P. Mick and seconded by Councillor L. Turco, was carried:

Resolved that the report of the Environmental Initiatives Co-ordinator dated 2010 03 08 concerning Continued Use/Expansion of Hybrid Vehicles in the City's Fleet be received and the recommendation to develop a Green Fleet Plan, including a profile of the City's current fleet be approved.

Purpose

This report is intended to respond to Council's resolution. The Municipal Environmental Initiatives (Green) Committee is pleased to provide the executive summary of the Green Fleet Plan for the Corporation of the City of Sault Ste. Marie (Appendix A). The complete Plan is available at Council's request.

The Plan outlines:

- The City's fleet management goals and objectives, including a reduction in fuel consumption, operating costs, capital costs, greenhouse gas emissions, and unnecessary idling and kilometers driven;
- A detailed description of the City fleet, fuel consumption and current initiatives; and
- Strategies and action items, barriers and challenges, and legislation, regulations and programs that will influence implementation.

The Plan will assist City staff in future decision making, policy development and training programs.

This report is for Council's information.

Respectfully submitted,

Recommended for Approval,

Madison Zuppa

Jerry D. Dolcetti

Madison Zuppa, MES
Environmental Initiatives Coordinator

Jerry D. Dolcetti, RPP
Commissioner
Engineering & Planning Department

RECOMMENDED FOR APPROVAL

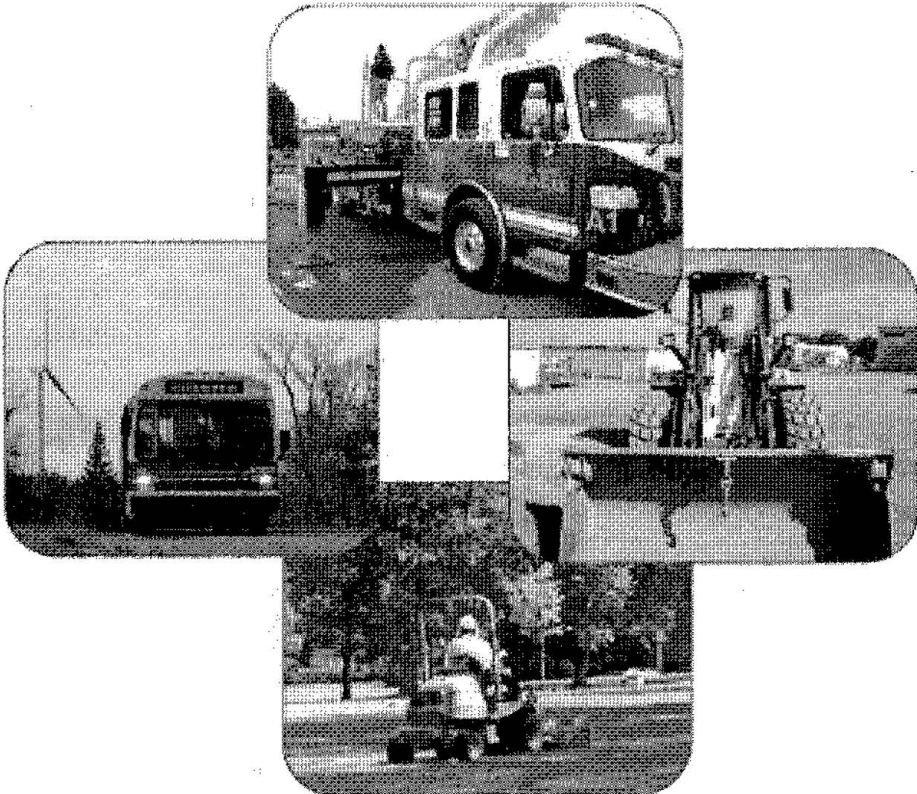
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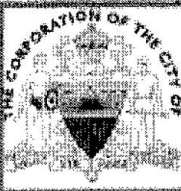
Appendix A – Green Fleet Plan Executive Summary

September 2011

GREEN FLEET PLAN

The Corporation of the City of Sault Ste. Marie





Prepared by:

Municipal Environmental Initiatives Committee

Fleet Management Sub-Committee



Executive Summary

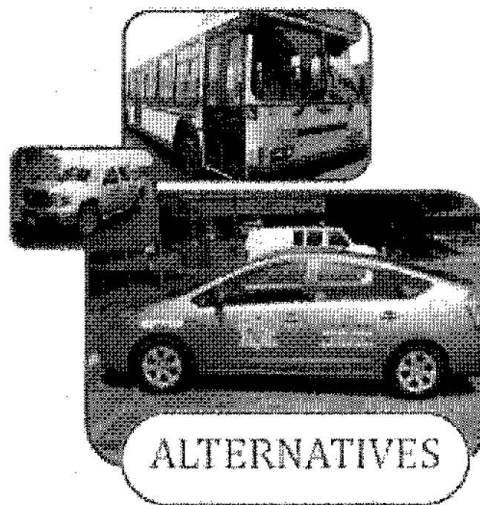
In March 2010, City Council carried a resolution approving the development of a corporate Green Fleet Plan, which complements the effort to reduce the corporate carbon footprint. The City of Sault Ste. Marie began with the lease of a hybrid to show commitment to utilizing alternative vehicles, and is exploring additional areas to maintain this momentum. Greening the fleet can assist in improving its efficiency, reduce operating and capital costs, fuel consumption and subsequent greenhouse gases.

The City of Sault Ste. Marie has 365 vehicles and 165 pieces of miscellaneous equipment. Fuel consumption is necessary to provide the community a level of service that is expected from the Municipality. The City of Sault Ste. Marie utilizes over 2.76 million litres of unleaded gasoline, clear and coloured diesel, and biodiesel. In 2007, the benchmark year, fuel consumption produced 7,295 tonnes of eCO₂ with costs of over \$2.5 million dollars.

The Green Fleet Plan highlights the City's current green initiatives, fleet profile, and future strategies to improve the efficiency of the fleet. Strategies include: driver education; vehicle replacement assessment; traffic control; vehicle efficiency; monitor and track

data and information; incentives; remote fuel and materials sites; auxiliary heating and cooling; anti-idling policy and procedures; and route planning and scheduling.

Cost estimates for each strategy will be explored and those deemed cost effective and feasible will be brought back to Council for consideration and approval. Various pieces of information will be collected and measured to determine if this plan's objectives were met, including fuel consumption, fuel prices, weather, staff trained, total vehicles, average age of fleet, and engine hours where applicable. Regular reporting will be completed with an implementation update summarizing the success and challenges.



Acknowledgements

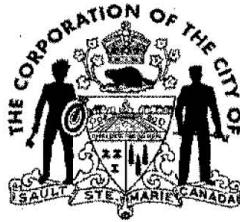
The Municipal Environmental Initiatives Committee and Fleet Management Sub-Committee wishes to thank those who contributed ideas, input and data to this plan, especially:

- Brian Avery, Mechanical Foreman, Equipment and Building Division;
- Bob Barnett, Health and Safety Training Coordinator, Administration;
- Mike Blanchard, Manager of Equipment and Building Maintenance, Equipment and Building Division;
- Bob Camirand, Shop Foreman, Transit Division;
- Don Elliott, Director of Engineering Services, Engineering and Construction Division;
- Bill Freiburger, Commissioner of Finance, Finance Department;
- Tim Gowans, Senior Purchaser, Purchasing Division;
- Don Maki, Chief Building Official, Building Division;
- Brad Miller, Training Supervisor, Transit Division;
- Don Scott, Manager of Transit and Parking, Transit Division;
- Andy Starzomski, Manager of Traffic and Communications, Traffic Division;
- Jim St. Jules, Assistant Fire Chief, Support Services Division, Fire Services; and
- Enzo Tridico, Equipment Mechanic, Equipment and Building Division.



Jerry D. Dolcetti, RPP
Commissioner

Don J. Elliott, P. Eng.
Director of Engineering Services



ENGINEERING & PLANNING DEPARTMENT

Engineering & Construction Division

Tel: (705) 759-5378
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2011 09 26

File: B-11-08

Mayor Debbie Amaroso
Members of Council

Re: McNabb Street/MacDonald Ave. Flooding

At the 2011 08 15 meeting, Council passed the following resolutions:

Whereas the YMCA has raised concerns about the adequacy of the City's storm sewer system in their area, in light of two recent flooding incidents; and Whereas these two incidents in July have had a great financial and operational impact on the YMCA; Now Therefore Be It Resolved that the City's Engineering Department carry out a site visit and review of the circumstances around these two incidents and report back to City Council within one month as to any inadequacy of the City storm sewer system that contributed to these events and that steps be identified that can be taken by the City and the YMCA to reduce any further incidents of flooding.

Whereas several homes on the south side of MacDonald Avenue between Brien Avenue and Poplar Avenue have experienced repeated extensive flooding whenever heavy rainfall occurs; and whereas these heavy rain patterns are becoming more common; and whereas a dip in MacDonald Avenue in this area results in an accumulation of up to 2 feet of water leading to the strain on the system in that area; Therefore Be It Resolved that Engineering staff review and report back to Council within two months with a recommendation for a solution to address this issue.

Given the commonality between the two resolutions, and the similarities during the eventual recommendations, the Engineering Division determined that it would be best to address both resolutions in one report. General comments applicable to both resolutions are below, followed by specific comments for each.

It is most important to understand that storm sewer design standards are such that in high intensity rain events, we anticipate that they will surcharge. Municipalities cannot afford to construct systems big enough to carry high flows. Storm sewers in Sault Ste. Marie are designed for a ten-year return period – that is, on average, we anticipate they will surcharge every ten years. That return period can be diminished by additional flows upstream, or blockages downstream. The point is, it is not uncommon for storm sewers to surcharge. Therefore, it is wise to reduce or eliminate the adverse effects of the surcharge by protecting the buildings themselves.

In all cases of basement flooding from storm water, the most effective approach is for the owner to isolate the building as much as possible from the storm sewer system. There are things the property owner can do to reduce or even eliminate flooding. Roof water leaders on older buildings can be re-routed outside of the building, and foundation weeper drains that drain by gravity to the storm sewer can be replaced with a pumped system, often with an affordable back up power supply for power

failures. Building owners are also wise to ensure they have a fully functioning and well maintained sanitary back check valve to prevent sanitary sewer backups.

McNabb Street Flooding – YMCA and Algoma Family Services

Engineering staff have had discussions with the consulting engineer retained by the YMCA and Algoma Family Services, and our recommendation to the building owners has been that they follow the recommendations of their consultant. The Group Health Center had many instances of flooding in the past. They implemented all of the recommendations of their consultant with good success. According to our information, the Group Health Center has had only minor problems this summer. Isolating the building from the storm sewer is the best defense against storm water backups.

MacDonald Avenue Flooding – Brien to Poplar

Several private homes on the south side of the road have had flooded basements. Two have been in contact with the Engineering Division. Both have been advised to isolate the weeping tiles/foundation drainage systems from the storm sewer. One homeowner plans to install a pumped system with back up power supply for power outages, and abandon the gravity drain to the storm sewer. Home owners who have gravity drains to the storm sewer are encouraged to do this if they are prone to flooding. The second home seems to have had a failure of the sanitary backwater check valve.

Surface Water Ponding on Both McNabb and MacDonald

In addition to the above, in high flow conditions, water ponds on the street at both locations. The ponding extends onto private property, particularly in the parking lot of the Algoma Family Services building. City staff intend to evaluate both storm sewer systems. The McNabb system extends south from McNabb through the Algoma Family Services parking lot and across several properties, including the Canadian Hotel to the ravine on the west side of Pim Street near the former Boston's car dealership. It is a very deep sewer, likely following the course of an old ravine that has been filled. We are completing a survey to accurately quantify the capacity of the system, and determine if anything can be done to reduce flooding on McNabb Street and the Algoma Family Services parking lot. We are also completing a closed circuit television (CCTV) survey to check the pipe condition and confirm there are no downstream blockages. A similar exercise can be completed on the MacDonald Avenue system.

If the outcome of that investigation is a recommendation for increased pipe sizes or some form of storm water retention/storage facilities, it will be some time before the City will be able to implement it as it will have to be evaluated together with other capital priorities. This work should be considered secondary to the efforts described above by property owners to isolate their buildings from the system. Simply increasing pipe sizes may not be the solution, as that may just transfer the flooding issue to another location downstream.

The Engineering Division is short staffed at this time due to the promotion of our former Land Development and Environmental Engineer to PWT. A Junior Engineer will begin work in the department in January. In the meantime, some tasks will be difficult to complete in a timely manner. In this situation, it would be most beneficial to contract a few engineering assignments to a consultant. It is recommended that upon completion of the field work and data collection/background work, that the evaluation, investigative report and recommendations be contracted to a qualified engineering consultant. The expense can be covered by the savings we are experiencing for six months of 2011.

Recommendations

It is recommended that:

- Building owners in areas of McNabb Street and MacDonald Avenue that have had basement flooding recently be encouraged to isolate their foundation and roof water drainage systems from the City storm sewer system. Their work should be in accordance with the City sewer use by-law and the plumbing code.
- Upon completion of the field work, and data collection, the Engineering Division retain a consultant to complete a technical review of the subject flood prone areas on McNabb Street and MacDonald Avenue and provide recommendations and cost estimates for long term improvements for storm water conveyance and/or temporary storage.

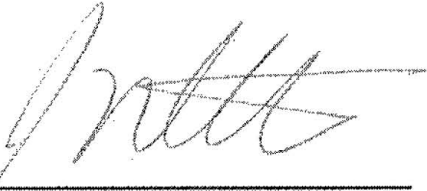
Respectfully submitted,

Recommended for Approval:



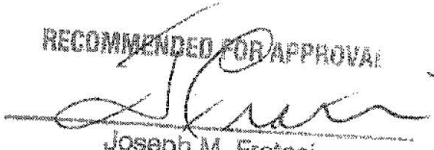
Don J. Elliott, P. Eng.
Director of Engineering Services

/bb



Jerry D. Dolcetti, RPP
Commissioner
Engineering & Planning Department

RECOMMENDED FOR APPROVAL

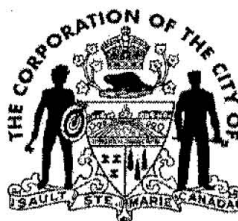


Joseph M. Fratesi
Chief Administrative Officer

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Jerry D. Dolcetti, RPP
Commissioner

Don J. Elliott, P. Eng.
Director of Engineering Services



ENGINEERING & PLANNING DEPARTMENT

Engineering & Construction Division

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2011 09 26

Our File: B-97-09

Mayor Debbie Amaroso
Members of City Council

**RE: THE RECONSTRUCTION OF WHITE OAK DRIVE
ENGINEERING CONSULTANT ASSIGNMENT**

At the 2010 06 28 meeting, Council approved the 2011-12 Capital Road Reconstruction Program. At the regular meeting of 2003 10 20, Council approved a report presented by the Engineering Department that outlined the procedures to be followed when retaining the services of consulting engineers for general municipal servicing projects such as road reconstruction. In accordance with this procedure, the Engineering Department is requesting Council approve the hiring of Kresin Engineering Corporation to provide design and contract administration services for the Reconstruction of White Oak Drive from Carmen's Way to North Street.

Recommendation

It is recommended that the design, contract document preparation, tendering, contract administration and inspection for the Reconstruction of White Oak Drive be awarded Kresin Engineering Corporation.

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

Respectfully submitted,

Recommended for Approval:

Carl Rumieli, P. Eng
Design & Construction Engineer

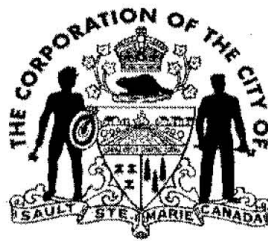
Jerry D. Dolcetti, RPP
Commissioner Engineering & Planning
Department

F:\ENGINEERING DATA\COUNCIL\Rumieli\2011\ The Reconstruction of White Oak Drive - Eng Consultant Assignments - 2011 09 26.doc

Fire Chief Marcel Provenzano

Division Heads:

Paul Milosevich – Prevention
Frank Brescacin - Suppression
Robert Rushworth – EMS
Jim St. Jules – Support Services



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Emergency Direct "911"
Emergency Phone (705) 949-3333
Business Phone (705) 949-3335
Fire Prevention Phone (705) 949-3377
Emergency Medical Services (705) 949-3387
Fax Phone (705) 949-2341

FIRE SERVICES
72 Tancred Street
Sault Ste. Marie, Ontario
P6A 2W1

September 26, 2011

Mayor Debbie Amaroso and
Members of Council

Re: Confidentiality Agreement pertaining to Vulnerable Persons Registry Data

Background:

The Accessibility Committee recommended that a "Vulnerable Persons Registry" be set up following the untimely death of Lewis Wheelan during the blackout of August, 2003. The Community Geomatics Centre of the Sault Ste. Marie Innovation Centre created an electronic registry model to capture the information provided by vulnerable persons. The Innovation Centre will manage the collection, updates and distribution of the data. This data will be made accessible to all emergency services and public utilities.

Sault Ste. Marie Fire Services' computerized dispatch and records system has the capability to upload this data and future upgrades. Beta testing of this system upload has been successfully conducted. This data is confidential and to be used in emergency situations only. As a result, a Vulnerable Persons Registry Confidentiality Agreement between the Corporation of the City of Sault Ste. Marie and the Innovation Centre has been requested by the Sault Ste. Marie Innovation Centre in order to provide us with access to the data.

The City Solicitor has reviewed and approved the attached agreement.

Recommendation;

Therefore, I am respectfully requesting that Council approve the Vulnerable Persons Registry Confidentiality Agreement Contract which has a one year term with an option to renew.

Jim St. Jules
Assistant Fire Chief –Support Services

Recommended for Approval

Marcel Provenzano, Fire Chief
Sault Ste. Marie Fire Services

Attachment

RECOMMENDED FOR APPROVAL

Joseph M. Fratesi
Chief Administrative Officer

Protecting Vulnerable Residents in Emergencies

Sault Ste. Marie Points the Way

BY FRANK NICHOLSON

Imagine that you're living alone in a 7th floor apartment and are suddenly jolted awake by the building fire alarm. Or your house grows cold in January because there's a massive power outage. Or you hear on the radio that a flash flood is sweeping through your neighbourhood.

All these scenarios would be upsetting under any circumstances. But imagine that you also happen to use a wheelchair and can't get down stairs. Or are vision or hearing-impaired. Or have a medical condition that makes you dependent on life-sustaining equipment, useless without electricity.

Local authorities across Ontario are aware of the special needs of vulnerable residents in emergencies. The needs of those in seniors' buildings, retirement homes, group homes and long-term care facilities can be anticipated. But what about the growing number of elderly citizens and other residents with disabilities who are able to continue living in their homes with support from personal care workers, meals-on-wheels and family or friends?

This is the gap that the Vulnerable Persons Registry ("the VPR") being launched in Sault Ste. Marie is designed to fill.

The VPR in a Nutshell

The VPR is a voluntary, confidential, free service for residents of the city and surrounding areas who are at greater risk in emergencies or disasters. Anyone who does not have support in their home 24-hours a day will be able to register for the VPR. The registry will give the local utility company and first responders access to key information in three separate situations:

1. Power outages
2. Home emergencies
3. Large-scale emergencies

While still at the pilot stage, the hope is that the VPR will become a permanent service in Sault Ste Marie and provide a model that could be copied across Ontario and Canada.

The VPR's Genesis

The VPR grew out of a real-life tragedy some years ago that involved a Sault native.

This young man was severely injured in an accident on a summer job that left him in a wheelchair and unable to control his body temperature without air conditioning. Following extensive rehabilitation, he was determined to get on with his life and moved to southern Ontario, where he had his own apartment. Then came the electrical outage that blacked out most of the province and the U.S. northeast in August 2003. The power in the apartment building was out for 22 hours, putting out of commission the young man's AC and telephone. Despite their frantic efforts, his family was unable to reach him, and he died from the heat.

The event was widely reported and discussed within the Sault Ste. Marie community.

It came up at a meeting between Accessibility Sault Ste. Marie, the city's accessibility advisory committee, and the Community Geomatics Centre of the Sault's Innovation Centre, a non-profit organization that maintains a GIS-based system for a number of local public and non-profit organizations. The group discussed how the system could be used to minimize the chances of a similar tragedy happening locally.

Thus was born the concept of a comprehensive, multi-user, GIS-based registry to protect vulnerable residents in Sault Ste. Marie during emergencies.

The Community Geomatics Centre ("the CGC") was asked to take the lead in designing, implementing and maintaining the VPR. Start-up funding came from Accessibility Sault Ste. Marie, the Community Endowment Fund and the DSSAB. As the project evolved, the public utilities company, the police and fire departments, emergency management services, the district social services administration board and a host of community organizations agreed to participate. All partners provided their expertise and input along the way in order to develop a public service that meets the needs of both the partners and the community.

Challenges to Overcome

The first step that the Community Geomatics Centre took was to find out what could be learned from experience with registries elsewhere. The research revealed that while some Ontario municipalities had established registries for particular departments (e.g., police) or conditions (e.g.,

VPR by the Numbers

Number of organizations involved—25

Years in gestation—8

FTEs required to maintain—1

Anticipated number of registrants—500 to 2,000

Population of SSM census agglomeration—80,000





Alzheimer's); none appeared to have done anything like what the Sault was contemplating. (This was before the Town of Quinte West added a vulnerable persons component to its automated GIS-based telephone call-out system for warning residents about emergency events.)

Why haven't community VPRs been more widely implemented in Ontario? Susan Gilbert, an emergency management consultant specializing in high-risk populations in emergencies, explained some of the issues to me.

First of all, universal coverage is difficult to achieve given people's natural

reluctance to have their disability recorded in an electronic database, a reluctance reinforced by recurring headlines about hacked websites and computer systems. Persons with disabilities are generally more comfortable self-identifying to a client-specific agency (e.g., a blind person to the CNIB). This is one of the reasons why local emergency managers tend to rely on support agencies in emergencies rather than trying to proactively collect, store and maintain information themselves.

Another reason is the effort and resources needed to ensure that the information is kept up-to-date and accurate. This can be a major chore, but is critical. As one fire official said, "The crew at the scene of an apartment building fire doesn't want to waste time trying to locate someone on the 7th floor who has moved or died."

It is also sometimes argued that a registry can send the message that people at risk don't need to make their own preparations to ensure their personal

health and safety in emergencies. A final issue for consideration is—as with any new public service—the potential for increased liability to the service-provider.

The VPR in Operation

The Sault Ste. Marie team appears to have done its best to address all these challenges. We can see this by looking at how the VPR works.

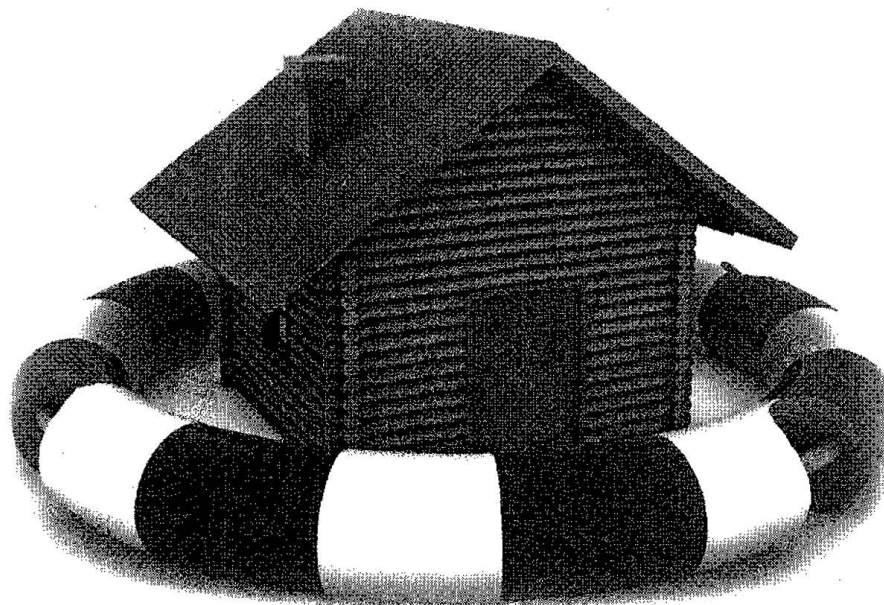
In order to maximize participation in a voluntary system, the Sault team has invested considerable effort to publicize the existence of the VPR and make the registration process as easy as possible.

During the "soft" launch of the registry currently underway, support agencies such as the Alzheimer Society, the Canadian Hearing Society and the Ontario March of Dimes are alerting their clients to the service and accepting applications at their offices. The Community Care Access Centre is also playing an active role by distributing

"We hope ... the VPR ... can serve as a model that could help other communities develop their own registries."



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registration kits to its clients in home visits. During the public launch to come this fall, the focus will shift to vulnerable residents not connected to support agencies. Anyone qualifying will be able to register in person at two public registration locations; by mail to the CGC office; or online on the VPR website.

In order to protect confidentiality, the Community Geomatics Centre has researched provincial privacy laws extensively. "We've dotted all the i's and crossed all the t's to make sure that the VPR complies with all relevant legislation, including the Personal Health Information Protection Act," says Kimberley LeClair, the VPR Coordinator.

In order to ensure that VPR data is as fresh as possible, each registrant's information will be updated every three months. The VPR Coordinator will make contact with registrants by their preferred method—in person at the office; by telephone; by mail; or online (if they registered online). Authorized public utility and first responder personnel will receive refreshed data sets on a monthly basis.

As for the potential for increased complacency, that's why the VPR includes a major education component. Registrants' responsibility to make their own arrangements is a message that comes through loud and clear in the registration kit:

- "Always be prepared since there is no way of knowing when first responders can arrive" (*VPR Information Brochure*)

- "Emergency Management Ontario expects everyone to be prepared to care for themselves and their families for at least 3 days in a large scale emergency." (*VPR Disclaimer Form*)
- "I understand that having an emergency plan in place is an important part of being prepared for an emergency in order to ensure my safety." (*VPR Consent Form*)

Being prepared for emergencies is also one of the points that the VPR Coordinator will cover in the quarterly updates.

"We're making it crystal clear that the registry is meant as a system redundancy," says Lauren Perry, the Sault's Community Emergency Management Coordinator. "We actually see the VPR as an opportunity to draw vulnerable residents into the emergency planning process and put some of the onus back on them."

With respect to liability—the concern that introducing the new service could raise the standard to which VPR partners could be held in litigation—this was considered at length by the CGC's lawyer as well as those of its partners. The 15-point disclaimer form and 12-point consent form that applicants must sign when registering resulted from the review.

The VPR's Benefits

By linking registrant and GIS data, the VPR will securely provide the utility company, first responders and emergency management personnel information that will help them increase the safety

of vulnerable persons in a variety of situations.

During planned power outages, the PUC will know that a resident requiring electricity for life-sustaining equipment lives in the area affected and will be able to contact them to advise them of the estimated duration. In the case of unplanned outages, PUC will coordinate with the Canadian Red Cross, which has trained staff available 24/7.

For regular home emergencies, first responder dispatchers will see a flag on their screen if a 911 call is from a VPR registrant, and one click will open a window showing the person's key information (bed-ridden, electric-dependent, mental health, deaf, etc.). When dealing with an apartment building fire, a fire crew will know that there's a person on the 7th floor who uses a wheelchair and can't exit by stairs.

In large-scale emergencies, the emergency command centre will have access to the locations and key vulnerabilities of registrants living in the affected areas. This will help fire, police, EMS and Sault Search and Rescue allocate resources appropriately.

An indirect benefit of the VPR should be to reduce the pressures on hospital and long-term care institutions. "This extra level of support—the knowledge that someone knows you're out there—may be a further encouragement to seniors and persons with disabilities to remain living in their homes as long as possible," notes Kim Streich-Poser, Sault Ste. Marie's Commissioner of Social Services.

Looking to the Future

Such is the Vulnerable Persons Registry that Sault Ste. Marie has developed.

"We realize that the registry is no panacea," says Paul Beach, the CGC's Manager. "We hope, however, that the VPR will not only enhance the safety of at-risk residents in our community, but also can serve as a model to help other communities develop their own registries. We'll shortly have a package of resources so people can avoid having to reinvent the wheel."

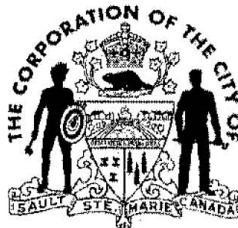
Good news for vulnerable persons throughout Ontario who may someday suddenly be confronted with a fire alarm, power outage, flash flood or other emergency or disaster! ♦



NUALA KENNY
CITY SOLICITOR

MELANIE BOROWICZ-SIBENIK
SOLICITOR / PROSECUTOR

LORIE BOTTOS
CORPORATE COUNSEL



LEGAL DEPARTMENT

REPORT TO: Mayor Debbie Amaroso
and Members of Council

REPORT FROM: Nuala Kenny
City Solicitor

DATE: 2011 09 26

SUBJECT: **ED VOWELS – 1420 SECOND LINE WEST – A-9-11-Z.OP
– BY-LAW 2011-94**

On May 9, 2011 City Council passed By-law 2011-94 the purpose of which was to allow a temporary contractor's yard. The person making the request to council was Mr. Ed Vowels. After the bylaw was passed notice of its passing was sent out as required under the provisions of the Planning Act. One individual to whom notice was sent was Mr. Rosario Medaglia.

The passing of this bylaw was appealed by Mr. Rosario Medaglia to the Ontario Municipal Board. The reason for Mr. Medaglia's appeal is that the intended use of the subject property is inconsistent with the relative provisions of the City's official plan.

The Ontario Municipal Board has set a hearing date of Thursday October 20, 2011 at 10:30 a.m. setting aside 2 days for the hearing. The Legal Department will represent the City at the hearing. Mr. Medaglia will be represented by his legal counsel. Mr. Vowels will be in attendance as well.

Respectfully Submitted,

Nuala Kenny
City Solicitor
NK:cf

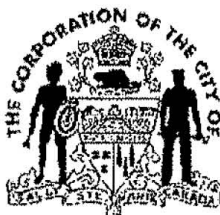
c.c. Peter Tonazzo, Planner, Engineering & Planning Dept.

RECOMMENDED FOR APPROVAL

Joseph M. Fratesi
Chief Administrative Officer

Staff/Zoning/OMB/vowels/cf

S. Hamilton Beach, P. Eng.
Deputy Commissioner



Larry Girardi
Commissioner

September 26, 2011

File: Landfill – L.10.0

Mayor Debbie Amaroso
Members of City Council

**RE: Municipal Landfill
End-of-life Technology Collection and the
Ontario Electronic Stewardship**

Background

Since the Spring, Landfill Staff have been collecting 'waste' electronic devices at the Municipal Landfill Site. It was expected that despite the excellent service provided by Community Living Algoma ('CLA') to the public to properly dispose of end-of-life technology, there remained considerable volume finding its way to the landfill. The study proved true - approximately 40,000 kg in five months.

Discussions with the Ontario Electronic Stewardship ('OES') have indicated that the City of Sault Ste. Marie – with the landfill as a collection location – can register with OES and receive funds for the service. The incentive for the City is \$150.00 per tonne with the responsibility and funding of the collection bin(s) also OES'. The WEEE would be delivered to Community Living Algoma ('CLA') after being collected for processing. It is our understanding that CLA's payment for their service would not be altered. CLA would ultimately be receiving this greater volume to process and a greater volume of electronics would be diverted from disposal at the landfill. Staff think this is a win-win situation and propose to move forward with the service and registry with OES.

Recommendation

Public Works and Transportation – Landfill Division recommend that Council approve the City of Sault Ste. Marie Municipal Landfill Site be registered with OES as a collection location for end-of-life technology.

Respectfully Submitted:



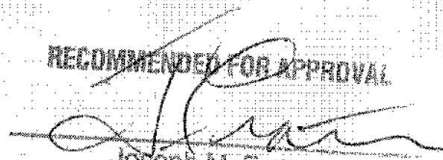
Susan Hamilton Beach, P. Eng.
Deputy Commissioner,
Public Works and Transportation

Recommended for Approval:



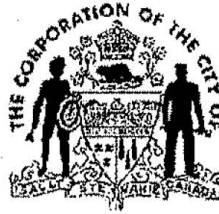
Larry Girardi
Commissioner,
Public Works and Transportation

RECOMMENDED FOR APPROVAL



Joseph M. Fratesi
Chief Administrative Officer

S. Hamilton Beach, P. Eng
Deputy Commissioner



Larry Girardi
Commissioner

September 26, 2011

File: H.15.0

Mayor Debbie Amaroso
Members of City Council

**Subject: Municipal Household Special Waste Facility and
Funding Agreement with Stewardship Ontario ('SO')**

Background

At the meeting of Council dated February 22, 2010, a report was presented for Council's information and it was further resolved that, *"Council authorizes City staff to meet with Stewardship Ontario to initiate an agreement for the transition from a City operated Municipal Hazardous Waste Program to a private sector program operated under the direction of Stewardship Ontario"*. For Council's understanding and reference, several key terms are explained below:

- **Extended Producer Responsibility ('EPR')** is the concept for recycling and packaging whereby the producers (and consumers) take responsibility for the recycling of their products and not the taxpayer;
- **Waste Diversion Act** is the regulation governing this industry in Ontario. It became effective in 2002.
- The **Ministry of Environment ('MOE')** is the branch of the provincial government that regulates which materials must be "stewarded" and sets the targets and the requirements that the respective industries ("stewards") must meet.
- **Waste Diversion Ontario ('WDO')** is the agency that ensures that the regulations and requirements – set by the MOE through the power of the Waste Diversion Act - are fulfilled and oversees industry programs.
- **Stewardship Ontario ('SO')** is the not-for-profit, industry self-managed organization that has the mandate to create and run cost effective stewardship programs. They have developed diversion programs for printed paper and packaging and household hazardous or special waste. They were incorporated in 2003.
- **Blue Box Program** – is the most common name for paper and packaging recycling programs in Ontario.
- **Orange Drop Program** – is the name given to the household hazardous or special waste disposal program in the province of Ontario.

The City of Sault Ste. Marie has operated its Household Special Waste Depot at 115 Industrial Park Crescent since September, 2001. It has been a successful service provided to the residents of this community as well as many households in the surrounding area. It should be noted that the service started in 2001 with no external funding, however, since 2008 has received partial funding.

Following Council's resolution on February 22, 2010, discussions between staff and SO took place focusing on how our existing program was to integrate into that being designed by the Province and SO. It became obvious early on that the operation of the facility would remain within municipal control and ownership. Discussions then focused on the amount of funding necessary for the City to provide the historical level of service.

In general, the framework and delivery of the Orange Drop Program has taken place in stages. In July, 2008, Orange Drop Phase 1 was launched. At that time, there were nine (9) obligated materials which became the responsibility of SO – called Phase 1 materials. Orange Drop Phase 2 was launched on July 1, 2010 and included full Extended Producer Responsibility ('EPR') on an additional 23 materials - called Phase 2 and 3 materials.

Unfortunately, the July 1st launch was not successful. The model for funding the program quickly came under question and consumers scrutinized the addition of "eco fees" to an extensive list of products. The controversy resulted in the provincial government announcing changes to the Orange Drop program on October 12th, 2010. At that point, the program entered into a 'transition period'. Throughout this period Staff has participated in several webinars to explain the "revamped" program, but, most in the industry will agree it remains 'messy'.

The SO Agreement

In August, 2011, municipalities were provided with an agreement by SO. In summary, staff understand the following:

- SO remains responsible, financially, for Phase 1 materials
- The MOE is responsible, financially, for Phase 2 materials; and
- Municipalities will be wholly responsible for Phase 3 materials.

Phase 3 materials represent approximately ten percent (10%) of the materials collected, by volume, at the depot.

Through recent discussions with SO, it was explained that it is their intent to provide the Municipality, during this transition period, with a cost per hour to operate the facility - in addition to funding the transport and processing of all Phase 1 materials. This means \$47,515 towards the operational costs of the facility in addition to transportation and processing costs for Phase 1 materials. This offer is intended to represent 2/3rds of cost of operations. Although the agreement does not reflect the terms and conditions with the MOE for Phase 2 materials, Staff have been told that an additional \$25,585. (representing the

remaining 1/3rd of the operational costs) will be provided to the City by the MOE through SO.

After comparing the proposed cost per hour to operate the facility to the actual operating costs it is realized that the full expense will not be covered by SO and the MOE for 2011 and beyond. Also, Phase 3 materials and the associated operational costs will remain an expense to the City.

It should also be made clear, that throughout the transition period (ie. Fall, 2010 to-date) the local taxpayer and the surrounding municipalities have 'floated' the full program costs. It is our understanding that funds should be forthcoming in the near future from SO and the MOE for this period of time.

Discussion

Upon review of the details of the agreement there are several issues staff would like to bring to the attention of Council.

1. There is a clause which prevents the Municipality from charging residential generators for collection of hazardous waste. It should be clear that there has never been a 'gate fee' for the residents of Sault Ste. Marie, however, agreements have existed between the City and a number of surrounding communities. The agreed upon rate with these areas is \$7/household. Staff recommends that these agreements are revoked for the term of the SO agreement (July, 1st, 2011 to December 31st, 2012). Notices will be sent to those communities involved, clarifying the future of the service, once directed by Council. It should be noted that there is a definite liability and responsibility borne by the Municipality to service those around us. It is estimated that ten (10) percent of the vehicular traffic at the site is from the surrounding area.
2. The details of the agreement indicate that as of December 31, 2011, SO will be in a service agreement with their own collection and processing contractor. Staff has expressed the concern to SO that this may cause issues with our existing contractor and our operation. Loading separate transports and sorting products by additional categories could be potentially onerous and represent additional costs. SO has assured us that although details cannot be released at this point in time, several models are being examined and our needs should be met. Also, as our facility operates under a Certificate of Approval from the MOE there are storage limitations and conditions which must be adhered to.
3. As noted above, Staff are no longer hopeful that the Orange Drop program will mean no cost to the taxpayer. Fortunately, a budget has been included for the current operating year which should be adequate to cover the shortcomings of the funding program. An additional concern is that no agreement has been provided by the MOE to the City. This represents approximately 1/3rd of the stewarded materials and thus related costs.

4. SO's representative has indicated it is their intent to enter into the same agreement with every Municipality as it would be too onerous to administer individual terms and conditions for 110 municipalities. Staff has requested a number of administration changes, but, to our knowledge, has been denied their request.

Conclusion

Based on Staff's understanding of the state of the Orange Drop program, SO will partially fund the program for the City of Sault Ste. Marie. The Municipality will be responsible for ensuring the logistics of the service are met for our community (and the surrounding area). The regulations and the level of financial support are still 'under development'. Securing the level of support offered by the SO agreement is determined to be in the best interest of our program and the local taxpayers. SO requires the City enter into this agreement by the end of September, 2011. It is our understanding that payment for our past service (ie. Quarters 3 and 4, 2010) are pending this endorsed agreement – this amount is approximately \$100,000.

Recommendation

The Public Works and Transportation Department recommends that the SO agreement be entered into by the City of Sault Ste. Marie. Furthermore, that Council revoke the established agreements with the surrounding municipalities.

Respectfully Submitted:



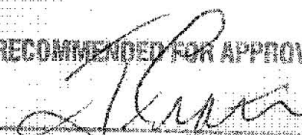
Susan Hamilton Beach, P. Eng
Deputy Commissioner,
Public Works and Transportation

Recommended for
Approval:



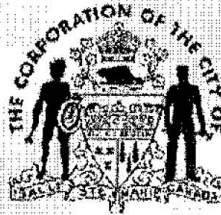
Larry Girardi
Commissioner,
Public Works and Transportation

RECOMMENDED FOR APPROVAL



Joseph M. Fratesi
Chief Administrative Officer

Larry Girardi
Commissioner



Public Works &
Transportation
Department

September 26, 2011

Mayor Debbie Amaroso
And Members of Council
Civic Centre

RE: SIDEWALK PLOWING – Lloyd Street

The City has received a petition to plow the sidewalk on the west side of Lloyd Street. The petition for approval has been signed by 5 out of 6 owner representatives of all properties involved.

It is therefore recommended that the sidewalk on the west side of Lloyd Street, from Churchill Avenue going north ending at Johnson Avenue be added to the appropriate sidewalk snow plow route. The associated costs to plow and sand this sidewalk will be added to the Winter Maintenance Cost Centre.

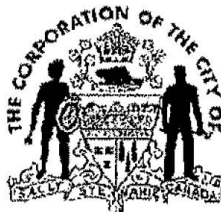
Recommended for Approval

Larry Girardi
Commissioner
Public Works & Transportation

RECOMMENDED FOR APPROVAL

Joseph M. Fratesi
Chief Administrative Officer

S. Hamilton Beach, P. Eng.
Deputy Commissioner



Larry Girardi
Commissioner

September 26, 2011

File: T.9.2 – Traffic Division

Mayor Debbie Amaroso
Members of City Council

Subject: UPS Backup Installation at Signalized Intersections

Background

At the meeting of Council dated June 13, 2011 the following resolution was passed: *"Whereas the City of Sault Ste. Marie experienced a major power outage on June 8th which lasted for more than 5 hours; and Whereas many businesses, schools and activities were forced to close early for the day; and Whereas traffic lights throughout the city were inoperable causing traffic delays and bottlenecks and increasing the chances of vehicular accidents; and Whereas ambulances and other emergency vehicles would have been unduly delayed as a result of these problems, potentially lives at risk; Now Therefore Be It Resolved that City council request that appropriate staff investigate the feasibility of installing solar back up equipment at the intersections of all major arteries running north/south and east/west within the city and that staff report back to council with their findings at a later date."*

Uninterrupted Power Supplies ('UPS') have been used in the traffic industry for approximately 10 years. With the advent of Light-Emitting Diode ('LED') traffic signals the power demand has been reduced to the point where systems can be powered for extended periods of time by batteries. The typical setup is to have six (6) batteries with heating blankets stored inside the existing controller cabinet or in an exterior cabinet. The batteries are charged via a trickle charge from the power grid. It should be noted that solar technology, as mentioned in Council's resolution, is not the technology utilized by this industry as it is dependent on weather conditions.

The City of Sault Ste. Marie currently has eighty-five (85) signalized intersections, with twelve (12) locations utilizing UPS backup systems. It should be noted that a significant portion of the City's cabinets are of an age that requires replacement (pre 1980). These cabinets are located at 36 intersections and based on their age and the lack of space, require replacement with the addition of UPS backup.

Discussion

In recent years, major traffic intersections involved in a capital upgrade project or the hub trail construction have had UPS backup included in the scope of work. In 2011, it is our understanding that three (3) additional intersections will be updated/built to include a UPS system. Don Elliott, Director of Engineering Services has advised that an additional six (6) intersections will be upgraded with UPS within the approved 5 year capital works program.

The Traffic Division proposes that a program of cabinet replacement and UPS installation be planned, starting in 2012. It is recommended that a Capital from Current request be supported by Council in the amount of \$115,000, annually. This shall allow the replacement to take place at three to five intersections based on staffing requirements. Depending on the existing configuration of the cabinet the value of the upgrade at each location ranges from \$15,000 – \$30,000.

The replacement schedule shall consider such factors as: geometry of the intersection, railway pre-emption, existing power problems, high volume intersections, emergency services, truck route and proximity to other UPS signals. A bi-annual report to Council will be prepared which will provide an update of installation locations and future program requirements and cost.

PWT shall also continue to work with the Engineering and Planning Department and ensure that the current practice of upgrading traffic control equipment during capital and hub trail projects is maintained.

Recommendation

Public Works and Transportation recommends that Council consider, during the 2012 budget deliberations, allocating \$115,000 from Capital from Current to the Traffic Division to upgrade the existing aged traffic equipment and provide UPS backup installations; and Furthermore that the Traffic Division shall provide a status report to Council bi-annually.

Respectfully Submitted:



Susan Hamilton Beach, P. Eng.
Deputy Commissioner,
Public Works and Transportation

Recommended for Approval:



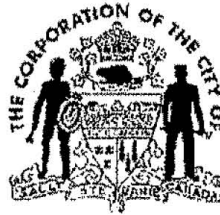
Larry Girardi
Commissioner,
Public Works and Transportation

RECOMMENDED FOR APPROVAL



Joseph M. Fratesi
Chief Administrative Officer

S. Hamilton Beach, P. Eng
Deputy Commissioner



Larry Girardi
Commissioner

September 26, 2011

File: T.9.2 – Traffic Division
MacDonald Avenue

Mayor Debbie Amaroso
Members of City Council

Subject: MacDonald Avenue Traffic Study

Background

At the August 15, 2011 meeting of Council the following resolution was passed:
"Therefore Be it Resolved that Public Works and Transportation study the volume and speed of traffic on MacDonald Avenue (between Lake Street and Pine Street) and be requested to report back to Council on how traffic issues can be addressed; and Further Be it Resolved that City Police be asked to redouble their traffic enforcement efforts."

MacDonald Avenue is an 11m wide roadway with one lane eastbound and one lane westbound. A sidewalk currently exists on the north side of MacDonald Avenue. The roadway in this particular location is a straight and wide and in excellent condition as it was reconstructed in 2007. Recent counts indicate there are approximately 18,000 vehicles per day on this portion of the roadway.

Our records indicate that the Public Works and Transportation – Traffic Division has received no complaints or concerns about this section of roadway.

Discussion

The Traffic Division recently deployed two (2) different types of radar units along MacDonald Avenue to perform this study. One radar was a typical radar that the general public would not notice if they were driving by. The second radar unit was a display unit that would display the speed of the vehicle as it approached it. The intent of using the two different types of units was to compare the results and to examine the impact of educating the public as to the speed they are traveling.

The base for all traffic speed studies is the 85th percentile which is the speed at which 85 percent of the vehicles are comfortable and confident to navigate the roadway. The expected 85th percentile for MacDonald Avenue would be in the 60

kph range. The measured 85th percentile for MacDonald Avenue using the radar with no display was 64 kph (14 kph or 8 mph over the 50 kph speed).

Interestingly, the second radar unit indicated the 85th percentile for the radar display board was 2 kph lower (62 kph). This is not a dramatic difference, however, there were a number of comments from people who saw the display board and slowed down after being informed of their speed. This is not a new phenomenon as Police Services has also commented on the same results with their radar display board. Public education may be our greatest tool in addressing some of the traffic speed concerns.

Given the number of traffic speed issues raised by Council and the general public, radar display boards are a tool the Traffic Division would like to use to educate and impact the speed of these drivers. Information and public education is always critical in advancing and changing public behaviour and these devices can be an integral part of the City's traffic management plan.

Recommendation

Public Works and Transportation recommends that Council consider, during the 2012 budget deliberations, allocating \$42,000 from Capital from Current to the Traffic Division to purchase six (6) radar display boards, one for each ward, and Furthermore that staff develop a web request form for the submission of potential locations for the radar display boards.

Respectfully Submitted:

Recommended for Approval:

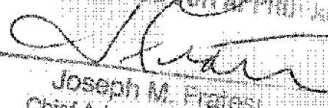


Susan Hamilton Beach, P. Eng.
Deputy Commissioner,
Public Works and Transportation



Larry Girardi
Commissioner,
Public Works and Transportation

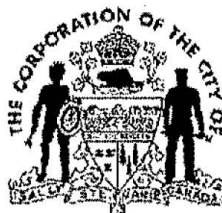
RECOMMENDED FOR APPROVAL



Joseph M. Fratesi
Chief Administrative Officer

Public Works & Transportation

S. Hamilton Beach, P. Eng.
Deputy Commissioner



Larry Girardi
Commissioner

September 26, 2011

File: T.9.2 – Traffic Division
McGregor Avenue

Mayor Debbie Amaroso
Members of City Council

Subject: Evaluation of the McGregor Avenue Speed Humps

Background

On November 9, 2009, Council supported the recommendation made by Public Works and Transportation ('PWT') that a pilot project be undertaken for the use of speed humps on McGregor Avenue. That report is attached for Council's information and reference. The purpose of the pilot project was to address concerns raised by members of Council regarding speeding on McGregor Avenue as well as provide the data necessary to determine the usefulness of speed humps as a traffic calming tool in other locations throughout the City.

In September, 2010, two speed humps were permanently installed on McGregor Avenue, one in front of civic addresses 197 and 200 with the second in front of 263 and 270. Both speed humps were marked with hot tape and were adjunct with a set of speed hump and speed hump tab signs.

The purpose of this report is to fulfill the requirement of the recommendation of the November 9, 2009 Council submission which included that the findings of the study be presented at a later date.

Discussion

An evaluation has been undertaken to determine the effectiveness of the McGregor Avenue speed humps. PWT staff has collected volume and speed data before and after the installation. Staff has also visually inspected the speed humps for winter damage and discussed with PWT Works staff regarding operators' views from a snowplowing standpoint. One McGregor resident has also expressed concerns to PWT staff regarding these speed humps.

Traffic Study and Overall Issues

Affect on Volume and Speed

Volume data collected over the past three years has shown a significant decrease in the amount of traffic using this roadway. The results of a recent volume study have shown a 46% reduction since 2009. There are several factors that have attributed to the volume reduction. The Wellington Street East reconstruction project and the relocation of Sault Area Hospital have had significant impact in the use of McGregor and other area streets.

In addition to the volume reduction, a speed reduction of the 85th percentile to 50 km/hrs also has taken place. The 85th percentile speed is the speed at which 85% of the people travelling McGregor Avenue are comfortable driving.

Physical Condition

A visual inspection of the two humps showed a minor crack on the northerly speed hump and wear of the hot tape on the crest of both humps from snowplow operations. Some pieces of the tape have been scraped off, but, the overall effectiveness of the hot tape has not been compromised.

Winter Maintenance Issues

The Area Co-ordinator reports no complaints from the operator(s) of the snow plow following the installation of the traffic humps.

It has been noted that on two separate occasions during the snow melt period, water had backed up in the area of the northerly traffic hump creating a pool of water between the curb and snow bank. It is common for snow storage to extend beyond the curb and onto the roadway and this often prohibits the melt water from getting to the catchbasins. Crews had to clear a path to the nearest catch basin to alleviate the water problem.

A McGregor Avenue resident has provided input that since the installation an increase in noise is noted due to deceleration and acceleration of vehicles negotiating the speed humps. This resident had also witnessed motor vehicles, as well as the non-motorized type, using these speed humps as "jumps".

Summary

Although there were many good reasons for McGregor Avenue to be the location for the pilot study of speed humps, the timing of the project coincided with the closure of the Sault Area Hospital and the completion of the reconstruction on Wellington Street East. Due to these separate factors, the true effect of the speed humps is inconclusive.

There have been several issues noted as a result of their installation that require consideration should speed humps be used elsewhere in the community particularly the potential increase in noise pollution, additional drainage issues and the potential of the humps being used as a jump.

There are also other traffic calming measures which may be appropriate for this street. Currently, parking is prohibited on the west side of McGregor Avenue. Based on the relocation of the hospital, parking prohibitions are being examined in the nearby neighbourhood and the Traffic Division indicates that allowing parking may further reduce speed.

Recommendation

Public Works and Transportation recommend that PWT staff continue to monitor these speed humps to see if repetitive issues arise particularly winter maintenance concerns; and furthermore that PWT staff develop a Traffic Calming Policy and speed hump warrant system and furthermore that PWT – Traffic Division move forward with the public consultation to remove parking prohibitions from the west side of McGregor Avenue.

Respectfully Submitted,



Susan Hamilton Beach, P. Eng.
Deputy Commissioner,
Public Works and Transportation

Recommended for Approval



Larry Girardi
Commissioner,
Public Works and Transportation

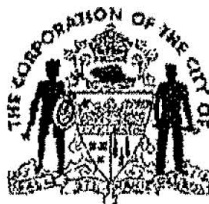
RECOMMENDED FOR APPROVAL



Joseph M. Fratesi
Chief Administrative Officer

5(q)
5(*)

J. M. Elliott P. Eng
Commissioner



Public Works &
Transportation department

November 9, 2009

Mayor John Rowswell
And Members of Council
Civic Centre

Subject: Pilot Project for the Use of Speed Bumps/Humps on McGregor Avenue.

Whereas a number of normally quiet residential streets have become speed lanes for motorists who simply will not obey the posted speed limits and Police Services is unable to provide 24/7 monitoring; and

Whereas this poses an ongoing risk and danger for residents of said streets and pedestrians using the streets especially children on streets near school routes; and

Whereas McGregor Avenue is clearly one such example; and

Whereas residents on this street would like to see speed bumps introduced in this community similar to other communities such as Ottawa; and

Whereas there are temporary speed bump structures such as what is used in many big box parking lots;

Therefore be it resolved that appropriate city staff prepare a report as soon as possible regarding undertaking a pilot project for the use of speed bumps on McGregor Avenue, indicating the time frame, cost and feasibility of such a pilot project.

Background

Based on the information provided from other municipalities, it is understood that speed "bumps" are not appropriate on City roadways. Speed "humps" have been the method that other municipalities have been using to control the speed of traffic on certain streets within a municipality. Speed "bumps" differ from speed "humps" in that they are abrupt, sharply angled narrow mounds usually seen in private parking lots, schools, shopping malls etc. where there is generally a lower driving speed. They create a high degree of vertical deflection and jarring motion in the vehicle. On the other hand, speed "humps" are asphalt mounds that are flatter in nature and constructed on the street with the intent to reducing travel speeds. Well-designed speed "humps" have minimal effect on the majority of vehicles and only act to reduce speeds at the higher end of the travel speed range.

5(q)

5(x)

Discussion

The use of speed "humps" comes under what is called "Traffic Calming". Traffic calming measures attempt to control a driver's behavior by physically altering the geometrics of a roadway. Traffic calming measures are generally self enforcing since they influence driver behavior. The measures are effective because drivers instinctively comply and they are operational 24 hours per day seven days a week. It is staff's position that in order to install speed humps on a street such as McGregor, the following requirements must be met.

- There must be an initial level of support from the neighborhood. An informal survey/poll conducted by the Ward Councillor(s) or a petition indicating a reasonable level of support must be submitted by the abutting residents on the street indicating support for installing speed humps.
- The City must undertake speed, volume and through traffic studies.
- The subject roadway must function as a local or minor collector roadway.
- The speed limit on the subject roadway must be at least 50 km/hr.
- The subject roadway must not be a primary emergency response route or a designated bus route.

Technical Details

In order to install "Speed Humps" the following technical details must be met prior to their installation.

- The minimum 24 hour volume on the street must be at least 750 vehicles per day (vpd) for a local road and between 2500 -- 5000 (vpd) for minor collector roadway. In cases where "cut-through" traffic is greater than 30%, no minimum volume threshold is required
- The 85th percentile speed must be at least 8 km/hr above the posted or default speed limit. In cases where the 85th percentile speed is at least 15 km/hr above the posted speed, no minimum volume threshold is required (the 85th percentile speed is the speed at which 85% of the motorist travel at/or below on a given road).
- The minimum block length must be at least 200 m.
- There must be a sidewalk on at least one side of the road.
- The minimum public approval criteria of a positive response from 70% of all directly affected residences and 50% of indirectly affected residences must be achieved. The "affected areas" will be determined by staff in consultation with the Ward Councillor(s).

57(9)
5(X)

Costs

Based on costs provided by other municipalities, the installation of a single speed "hump" is approximately \$3000. For estimate purposes at least two (2) speed humps would be considered for McGregor Ave. with the total cost of approximately \$6,000.

Summary

Staff agrees that a pilot project should be undertaken for McGregor Ave. with the understanding that all the above requirements must be met prior to installing speed "humps". A study using the above requirements can be carried out in the Spring of 2010 and should the results indicate that speed humps are warranted, a report will be prepared to Council with a recommendation.

Recommendations

It is recommended that:

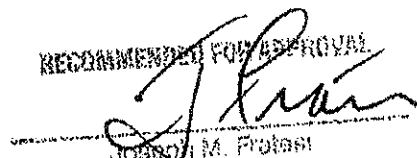
- A pilot project be undertaken for the use of speed humps on McGregor Ave.
- A report will be presented to Council on findings of the study.
- A supplementary request for \$6,000 for the installation for speed humps will be included in the 2010 Budget.

Respectfully submitted



J.M. Elliott, P. Eng
Commissioner
Public Works and Transportation Department

RECOMMENDED FOR APPROVAL



Joseph M. Probst
Chief Administrative Officer

Public Works & Transportation

The Corporation of the City of Sault Ste. Marie 128 Sackville Road ~ Sault Ste. Marie, ON P6B 4T6
Telephone: (705) 541-7000 ext. 224 ~ Fax: (705) 541-7010 www.cityssm.on.ca

5(r)

S. Hamilton Beach, P. Eng.
Deputy Commissioner



Larry Girardi
Commissioner

September 26, 2011

File: H.17.0 - Hub Trail

Mayor Debbie Amaroso
Members of City Council

**RE: Hub Trail
Seasonal Maintenance**

Background

The purpose of this report is to inform Council that the Hub Trail will not be maintained throughout the Winter months.

The period of time affected is October 15th, 2011 to May 15th, 2012.

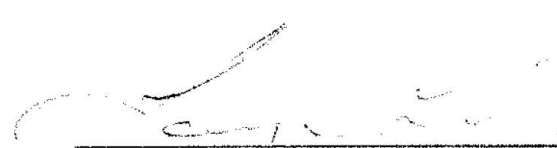
The general public will be informed that the trail will not be maintained by:

- Signs posted at various entrances to the trail network;
- The City's web page will include this information; and
- A notice will be placed in the newspaper.

Recommendation

Public Works and Transportation have provided this report for Council's information.

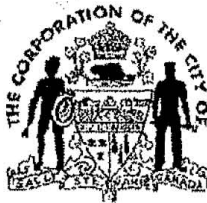
Respectfully Submitted:


Larry Girardi
Commissioner
Public Works and Transportation

RECOMMENDED FOR APPROVAL


Joseph M. Fratesi
Chief Administrative Officer

S. Hamilton Beach, P. Eng
Deputy Commissioner



Larry Girardi
Commissioner

September 12, 2011

File: T.9.2 – Traffic Division

Mayor Debbie Amaroso
Members of City Council

Subject: Bruce Street (Salisbury to Pim) Traffic Study

Background

At the meeting of Council dated September 27, 2010, the following resolution was passed:

Whereas Bruce Street (Salisbury Avenue to Pim Street) has been recently reconstructed; and

Whereas a number of cars are driving too fast and erratically on this roadway;

Now therefore be it resolved that City Council request that Public Works and Transportation Department report back to City Council on:

- 1) *Reinstalling the traffic lights at Gladstone Avenue and Bruce Street*
- 2) *Installing guiderails at appropriate points in front of homes and buildings;*
- 3) *Any other ideas which will improve traffic and safety in that area;*

And further be it resolved that the Police Service be asked to re-double their traffic enforcement efforts in the area.

Council is aware that this road was reconstructed in 2004. The design includes a 14m wide arterial roadway with two lanes eastbound and two westbound with a posted speed of 50 km/hr. Presently, Bruce Street is signalized below the hill at the intersection of Grosvenor Avenue and is not signalized until it is at the intersection of Pim Street. The intersections of Salisbury Avenue, Alberta Avenue, Algoma Avenue, Gladstone Avenue and Melrose Avenue are either yield or stop controlled.

At the March 16, 2004 meeting, Council approved the removal of the signals at Bruce Street and Gladstone Avenue. At that time, due to the reconstruction project, a traffic review was completed and the data collected indicated that signals were no longer warranted.

Discussion

1) *Reinstalling traffic lights at Gladstone Avenue and Bruce Street*

In order to address the first item in Council's resolution, the Traffic Division has completed a study of the above noted intersection. As in 2004, the review included comparing the data to both traffic signal and all-way stop warrants. Once again, both warrants were not satisfied, thus, indicating the stop control currently in place at Gladstone Avenue is sufficient for this intersection.

Council shall be reminded that warrants protect drivers, pedestrians and the City. History has shown that where warrants are not met, driver tendency is to disregard the control devices and ultimately may result in an increase in collisions.

2) *Installing guardrails at appropriate points in front of homes and buildings;*

A guardrail itself is considered a roadside hazard and therefore, unless, specifications are met, the basic principle is to avoid or minimize their use. The Ontario Provincial Standard Specification (OPSS) for guardrails support their use when:

- the posted speed limit is greater than 60km/hr;
- the edge of the roadway drops off dramatically; and
- the roadside hazards cannot be removed and geometric design cannot be altered.

Given consideration to the specification described above, guardrails are not recommended by the Traffic Division. The posted speed for Bruce Street is 50 km/hr and there is not a significant drop at the edge of the roadway. The design of the road includes a 0.5m boulevard on both sides. Based on our understanding, the placement of guardrail within this boulevard along any portion of this street may only create a greater hazard for drivers, pedestrians and the abutting properties.

3) *Other ideas which improve the traffic and safety in that area*

A review of collision locations and statistics was completed in order to suggest valid improvements to avoid or minimize accidents. Based on our review, collision details indicate that speed and driver control were key factors in the events. Based on the number of vehicles using this route daily (ie. 13,000 vehicles per day) it is the judgment of the Traffic Division that this arterial roadway is working well and that the current design is sufficient.

An increased level of traffic enforcement by Police Services was included in Council's resolution and may bring about a greater level of public awareness and safety on this street and throughout the area.

Recommendation

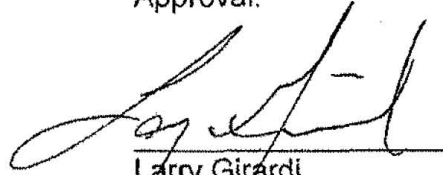
The Public Works and Transportation Department recommends no change to the signalization and regulatory signs along Bruce Street, in particular at the Gladstone Avenue intersection. Furthermore, it is recommended that no changes to the design be implemented at this time including the installation of guardrails.

Respectfully Submitted,

Recommended for
Approval:



Susan Hamilton Beach, P. Eng
Deputy Commissioner,
Public Works and Transportation



Larry Girardi
Commissioner,
Public Works and Transportation

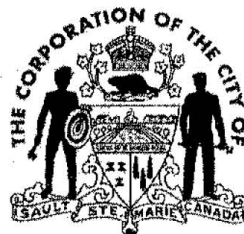
RECOMMENDED FOR APPROVAL



Joseph M. Fratesi
Chief Administrative Officer

Public Works & Transportation

The Corporation of the City of Sault Ste. Marie 128 Sackville Road ~ Sault Ste. Marie, ON P6B 4T6
Telephone: (705) 759-5201 ~ Fax: (705) 541-7010 www.cityssm.on.ca



2011 09 26

REPORT OF THE ENGINEERING & PLANNING DEPARTMENT

PLANNING DIVISION

TO: Mayor Debbie Amaroso
and Members of City Council

SUBJECT: Application No. A-18-11-Z – filed by Antonio M. Ruscio

SUBJECT PROPERTY: Location – Part 32 Tarentorus as in T46903 Except Part 12 as in T83525 and Part 1, 1R12031, City of Sault Ste. Marie, Located approximately 400m east of the intersection of Old Garden River Road and Second Line East; civic no. 849 Second Line East
Size – Approximately 181m (593.8') frontage x 68m (223.1') depth; 1.23 ha (3.04 acres)
Present Use – Vacant land
Owner – Antonio M. Ruscio

REQUEST: The applicant, Antonio M. Ruscio, is requesting to rezone the subject property from "RA" (Rural Area) zone to "R4" (Medium Density Residential) zone with a Special Exception. The applicant is proposing to construct two (2) 68-unit apartment buildings.

CONSULTATION: Engineering – See attached letter
Building Division – No comments
Municipal Heritage Committee – No concerns
CSD – No concerns
Conservation Authority – No concerns
PUC Services – No objection
Ministry of Transportation – No concerns
PWT – See attached letter
Legal Department – No comment
Accessibility Advisory Committee – See attached

PREVIOUS APPLICATIONS

There are no previous applications.

Conformity with the Official Plan

The subject property is designated Residential on Schedule 'C' of the City's Official Plan and therefore, the proposed development conforms to the existing land use designation.

Comments

The applicant is seeking to rezone the southerly (approximate) 181m (593.8') portion of the subject property to facilitate the construction of two (2), six (6) storey apartment buildings. To accommodate this proposal, the subject property requires a rezoning from "RA", (Rural Area) zone, to "R4", (Medium Density Residential) zone. In addition, a Special Exception to the Zoning By-law is required, as the maximum permitted height in a "R4" zone is five (5) storeys.

The subject property is situated in an area of transition between residential uses, institutional uses and the City's major commercial corridor along Great Northern Road. The property is also within close proximity to lands at the north terminus of the Pine Street extension, which were recently rezoned to accommodate the possible relocation of an amalgamated secondary school for the Huron-Superior Catholic District School Board (A-5-11-Z).

Other significant land uses located near-by the subject property include Sault College, located approximately 280 metres south of the property, and the new Extendicare Facility, approximately one-half kilometre from the subject property at the eastern terminus of Northern Avenue.

Given the subject property's proximity to these surrounding uses, as well as its proximity to a major commercial corridor, Planning staff are of the opinion that rezoning the subject property to 'Medium Density Residential' is appropriate.

Although rezoning the property to accommodate apartment type uses is appropriate, the proposed site plan submitted by the applicant, and attached to this report, represents an over-utilization of land as the site is dominated by parking and building footprints, includes little landscaping and provides little or no outdoor or private amenity space for future residents.

The City's Official Plan encourages development that is friendly and accessible to all users and which respects and reinforces the human scale. Given that this proposal would be the first major development along the Pine Street extension, the development should seek to create a sense of place or establish a character.

To reinforce the human scale, the building could be situated closer to the street to provide more direct pedestrian access to the street and future public transit which will service this area. In addition, if the site is developed with the proposed building heights, the building(s) could utilize a stepping down design, where upper floors are set back from lower floors, in order to create a sense of transition between the high-rise buildings and adjacent lower profile areas.

Also, active uses such as lobbies, common rooms, offices or recreational facilities should be located along the street façade to enhance the buildings relationship to the public realm.

Surrounding the subject property are land parcels that have potential for urban development. In addition, the site is within close proximity to Second Line East, which is a significant entrance corridor to the city. Therefore, any future building(s) should be designed to ensure no blank or featureless facades, and that utility, service and refuse areas are well screened as the proposed building(s) will eventually face surrounding development and will be visible from a major entrance corridor. The Official Plan promotes a high standard of site design at entrances to the city.

In addition, consideration should be given for a 20.0m (66') right-of-way to access future development on the undeveloped lands to the west of the subject property.

It is also important to reiterate the lack of both communal and personal amenity space. As proposed, the site can accommodate 136 units or 314 residents (based on the average City of Sault Ste. Marie household size of 2.3 persons, according to the 2006 Census). Given the number of residents, communal amenity space, such as park equipment, and/or outdoor common areas for eating, leisure or recreation, should be incorporated into the final design. These common areas should be designed so that they are sufficient in size for gatherings, and that they are directly accessible and visible from within the building for convenience and security.

It is also encouraged that private outdoor space, such as balconies, are integrated into the final design to ensure personal amenity space for residents.

In its current state, the subject property is well treed. Any future development should incorporate some of the existing vegetation and provide a high standard of landscaping to provide privacy for some of the residents of ground floor units, break up parking areas and enhance the character of the street. The City's Official Plan encourages the "Urban Forest" concept of maintaining existing and establishing new vegetation as part of new developments.

The Official Plan also supports design that accommodates alternative modes of transportation such as pedestrian, cycle or transit travel. Any future design should ensure direct pedestrian connections to the street, and provide bicycle parking close to the building(s) entrances which are easily accessible, visible from the interior of the building and protected from the weather.

Given the overall site considerations that should be accommodated in any future design, Planning staff recommend that as a condition of approval, the property be designated as an area of Site Plan Control.

With respect to comments from other city agencies and departments, the City's Engineering Division has commented that a 5.0 metre road widening is required along the Second Line East frontage and a 3.0 metre widening is required along Pine Street, if not already taken. As well, sewer connections on Pine Street will not be available until sanitary services are extending on Second Line East towards Strachlair fields. When extended and at time of connection, local improvement charges will be owed.

In addition Engineering staff commented that post-development flows cannot exceed pre-development flows and that curb returns are not permitted, unless traffic volumes meet the requirements of the Streets By-law.

Staff from Public Works and Transportation has commented that servicing in the area is not complete and that maintenance and operation issues are undetermined at this time.

Given the comments of both the Engineering Division and Public Works, development on the subject property can not occur on the site until servicing is extended on Second Line East towards Strathclair. As a condition of approval, no building permits should be issued until all appropriate underground servicing is available.

SUMMARY

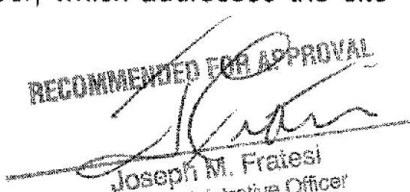
Planning staff are of the opinion that rezoning the subject property to "R4", (Medium Density Residential) zone, is appropriate, given its proximity to land uses within the immediate area and its proximity to one of the city's major commercial corridors. However, Planning do not support the site plan design provided with this application as it is an over-utilization of land, dominated by parking and building footprints, incorporates little landscaping and provides little or no outdoor or private amenity space for future residents.

Planning staff recommend that the application be deferred until such time as a proper site plan is developed, in consultation with both City Planning staff and the developer, which addresses the site plan design concerns raised in this report. Once a proper site plan is developed, Planning staff will then report back to Council with the required conditions of approval (i.e. staff's recommendation that the property be designated as an area of Site Plan Control, that no building permits be issued until all appropriate underground servicing is available, and any variances to building height, if required).

Planning Director's Recommendation

That the application be deferred until such time a proper site plan is developed, in consultation with both City Planning staff and the developer, which addresses the site plan design concerns raised in this report.

RECOMMENDED FOR APPROVAL


Joseph M. Fratesi
Chief Administrative Officer

ST/pms

PUBLIC HEARING – 2011 09 26, Council Chambers, Civic Centre

**PROPOSED BUILDING A - 68 UNIT 6 STOREY
PROPOSED BUILDING B - 68 UNIT 6 STOREY
APARTMENT COMPLEXES**

Building A is 1121 sq m.
Building B is 1121 sq m.

Total Lot Area = 12346.5 x 30%
= 3704 sq m for green space

Snow removal will be taken offsite

136 units x 1.25 spaces/unit
= 170 parking spaces required

Total Green space include terraces
= 3784 sq m

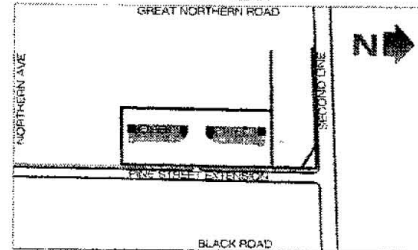
Refuse to be stored inside
Refuse room and carted away.

14 barrier free units
1 space / barrier free units + 6 additional
= 20 barrier free parking spaces

Total parking provided
152 + 20 barrier free parking spaces
= 172 total parking

Parking Spaces
Required 170, Supplied 172

KEY PLAN



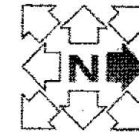
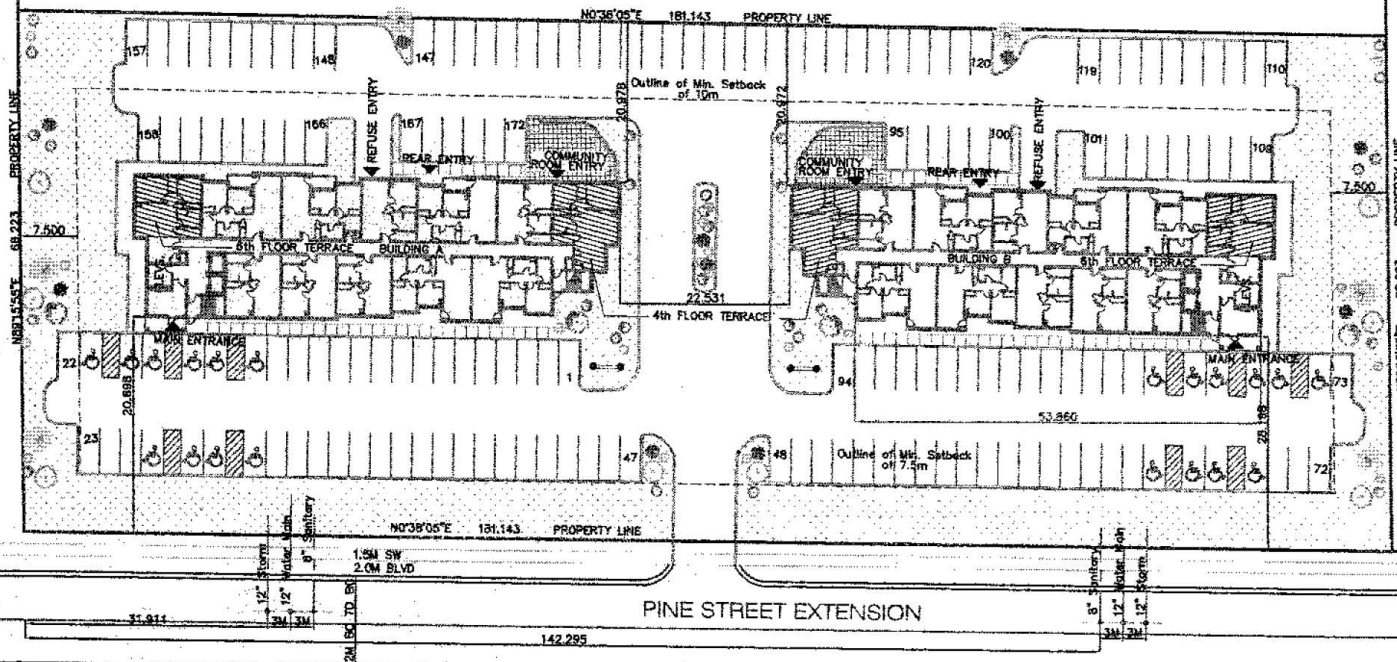
LEGEND

- PROPERTY LINE
- - - SETBACK LINE
- BARRIER FREE PARKING
- ▲ BUILDING ACCESS POINTS

ADJACENT PROPERTY
ZONED ~~RESIDENTIAL~~

Rural Area

ADJACENT PROPERTY ZONED RESIDENTIAL



ADJACENT PROPERTY
ZONED ~~RESIDENTIAL~~

Rural Area

CAIRNS ENGINEERING INC

145 INDUSTRIAL COURT "B" UNIT 3
SAULT STE. MARIE, ONTARIO P6B 5Z9
PHONE - 705-254-7640 FAX -
705-254-2555



THIS DRAWING IS THE PROPERTY OF CAIRNS ENGINEERING INC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF CAIRNS ENGINEERING INC.

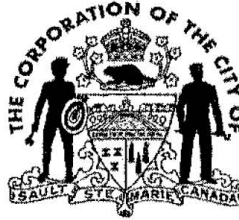
REVISIONS

CHECKED BY: MALLAR
CHECKED BY: P. DELDERY
DRAWN BY: A. HAMMOND
DATE: MAY 11, 2011
SCALE: 1:750
PROJECT TITLE: TONY RUSO
PINE STREET, SAULT STE. MARIE, ON
DRAWING TITLE: SITE PLAN
PROJECT No: DRAWING No: 2011-070 SP1

6/6Xa)

Jerry D. Dolcetti, RPP
Commissioner

Don J. Elliott, P. Eng.
Director of Engineering Services



6(6)(a)
ENGINEERING & PLANNING DEPARTMENT

Engineering & Construction Division

Tel: (705) 759-5378
Fax: (705) 541-7165

2011 09 08

Our File: A-18-11-Z

Donald B. McConnell, MCIP, RPP
Planning Director
Engineering and Planning Department
City of Sault Ste. Marie



Dear Mr. McConnell:

**RE: A-18-11-Z – 849 SECOND LINE EAST
REQUEST FOR AN AMENDMENT TO THE ZONING BY-LAW**

The Engineering and Construction Division has reviewed the above noted application, and provides the following:

- A 5.0 m widening is required along Second Line East, and a 3.0 m widening is required along Pine Street, if they have not already been taken. The applicant should confirm whether this has been transferred to the City;
- Sanitary sewer on Pine Street is not available for connection until it is extended down Second Line to Strathclair. When the sanitary is extended, and prior to connection of the subject property, equivalent local improvement charges are owing;
- Post development flows shall not exceed pre-development flows for all storms up to and including a 100 year event, unless otherwise approved;
- Curb returns are not permitted at entrances, unless the traffic flow meets the requirements of the Streets Bylaw.

If you have any questions, please contact the undersigned.

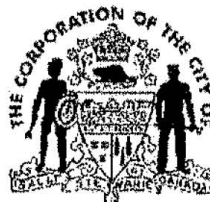
Sincerely,

Catherine Taddo, P. Eng.
Land Development & Environmental Engineer

c: Susan Hamilton Beach, Deputy Commissioner, PWT
Jerry Dolcetti, Commissioner, Engineering & Planning

6(6)(a)

S. Hamilton Beach, P. Eng
Deputy Commissioner



Larry Girardi
Commissioner

September 8, 2011

Donald McConnell
Planning Director

Subject: Application Number A-18-11-Z
Request for an Amendment to the Zoning By-law

Applicant: Antonio M. Ruscio

Subject Property: 849 Second Line East

Staff from Public Works and Transportation has reviewed this application and provide the following comments:

- From a drainage perspective, as the Pine Street and Second Line servicing in the immediate area is not complete – maintenance and operation issues are undetermined at this time; and
- It is recommended that the details of the access off of Pine Street be subject to Site Plan Control to allow for a review by Public Works and Transportation.

If you have any further questions please contact me at (705) 759-5207.

Deputy Commissioner
Public Works and Transportation

H:\Planning Reports\Rezoning & OP Amend\Second Line East - 849.doc

6(6)(a)



September 9, 2011

Don McConnell
Planning Director
City Planning & Engineering Division

SUBJECT: REZONING APPLICATION REVIEW -A-18-11-Z 849 Second Line East

Dear Mr. McConnell

The Accessibility Advisory Committee makes the following recommendations in respect of barriers to access for person with disabilities on the subject rezoning application.

Exterior

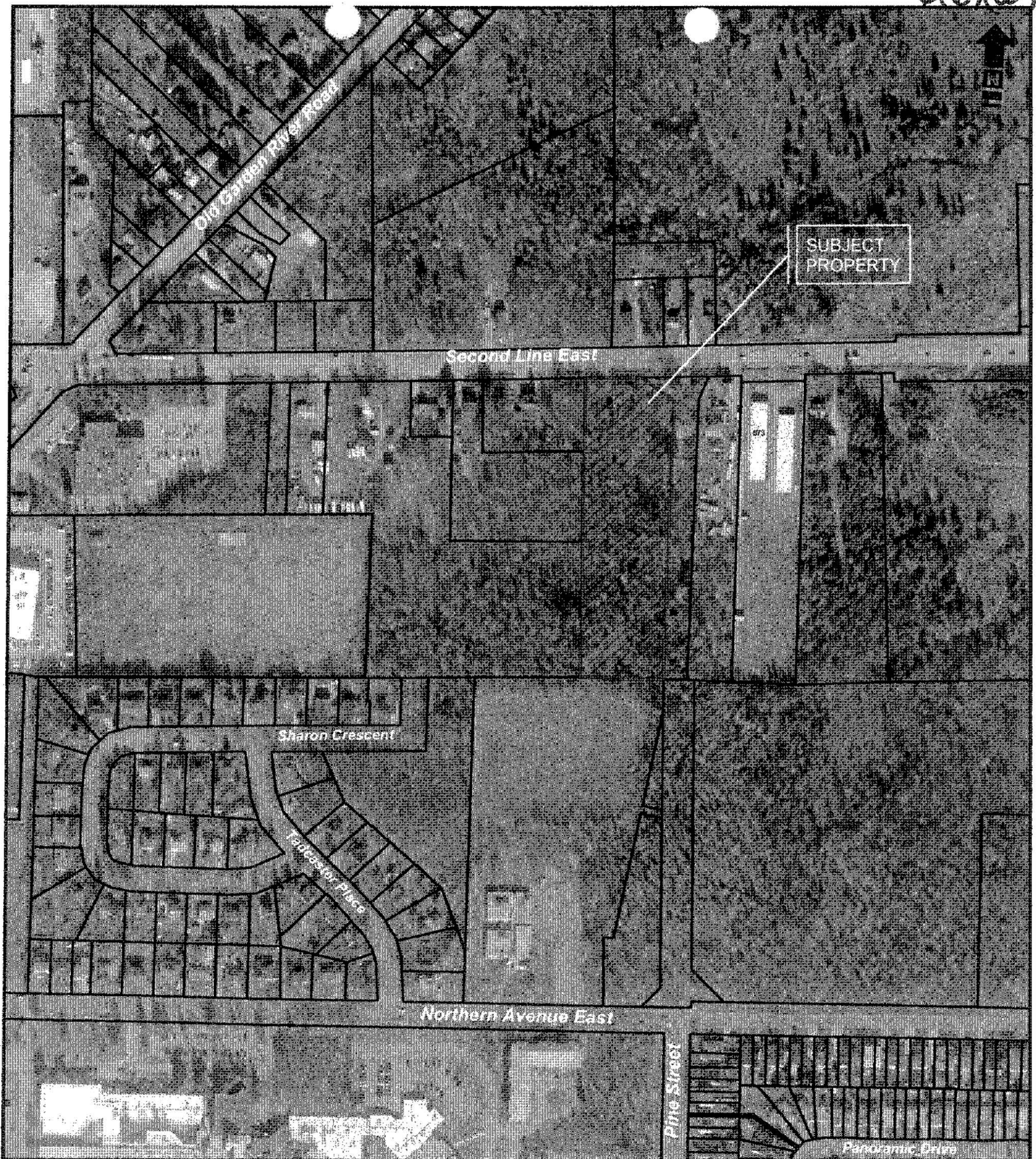
1. Parking: Accessible Parking as per the Zoning Bylaw
2. Walkways & Sidewalks: At grade and paved
3. Curb Cuts: At grade
4. Ramping: Not required if at grade otherwise 1:20 grade preferred
5. Transit Access: Parabus access
6. Lighting: In accordance with the Illuminating Engineers Society of North America Standards
7. Signage: HTA signage to identify accessible parking spaces and clear signage to identify all accessible features such as ramp access (if required)
8. Other:

Thank you for your attention to these recommendations.

☒ We request a Site Plan

☐ We do not want a Site Plan for review

6(6)10



ORTHOIMAGE MAP

Application No.: A-18-11-Z
Civic No.: 849 Second Line East



Subject Property - 849 Second Line East

The Corporation of the City of Sault Ste. Marie
Engineering & Planning Department
Planning Division
June 27, 2011

This map is for general reference only.
For official mapping, see the
Engineering and Planning Department.
Orthophoto: Fall 2008 25cm

0 25 50 100 Meters
1:4,000

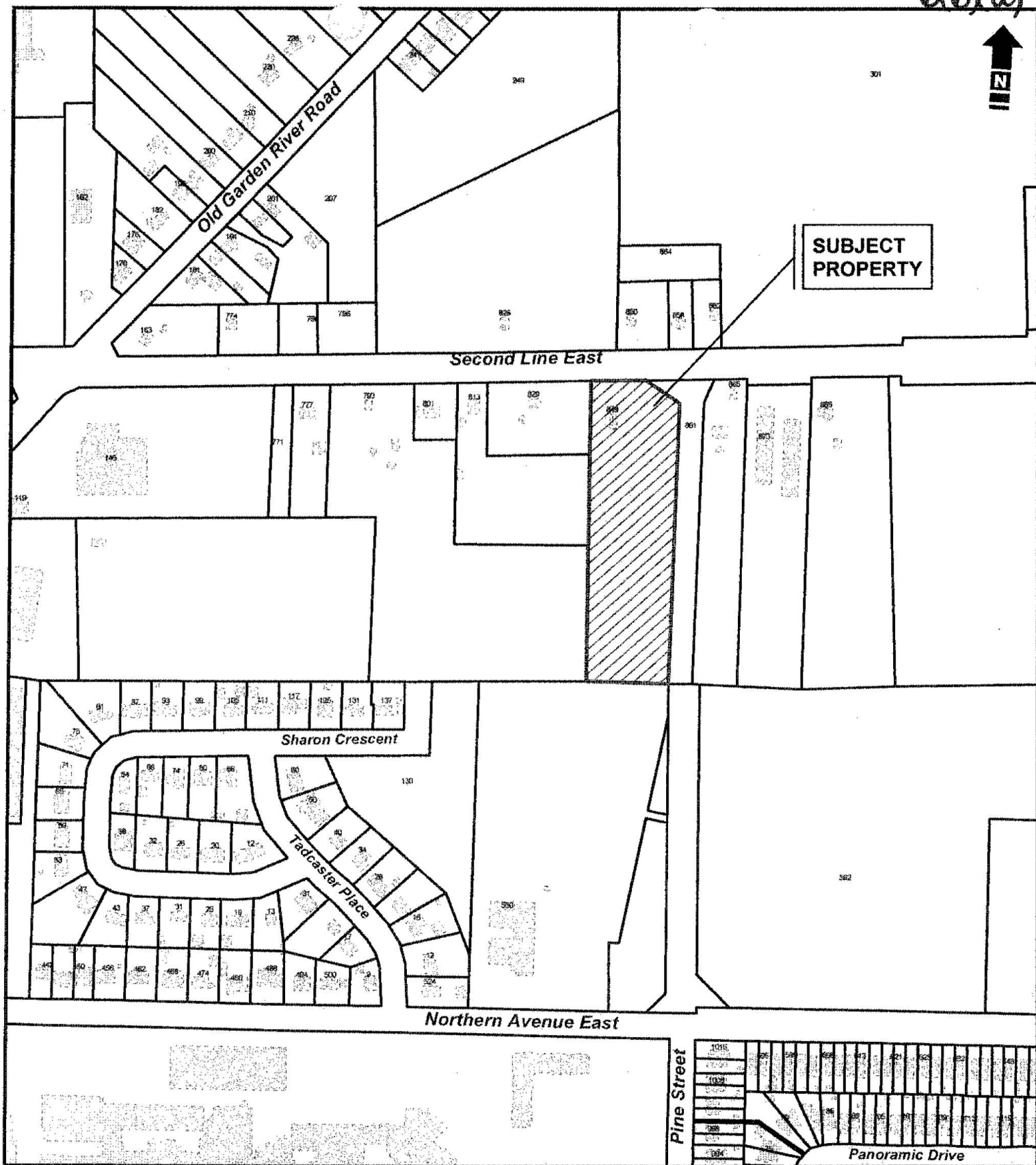
Reference Details:

Map Ref: 71/1-76
Mailing Label Ref: A11-18-Z

Projection Details:

NAD 1983 UTM Zone 16N
GCS North American 1983

66111



SUBJECT PROPERTY MAP

Application No.: A-18-11-Z
Civic No.: 849 Second Line East



Subject Property - 849 Second Line East

The Corporation of the City of Sault Ste. Marie
Engineering & Planning Department
Planning Division
June 27, 2011

This map is for general reference only.
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Engineering and Planning Department.
Orthophoto: Fall 2008 25cm

0 25 50 100 Meters
1:4,000

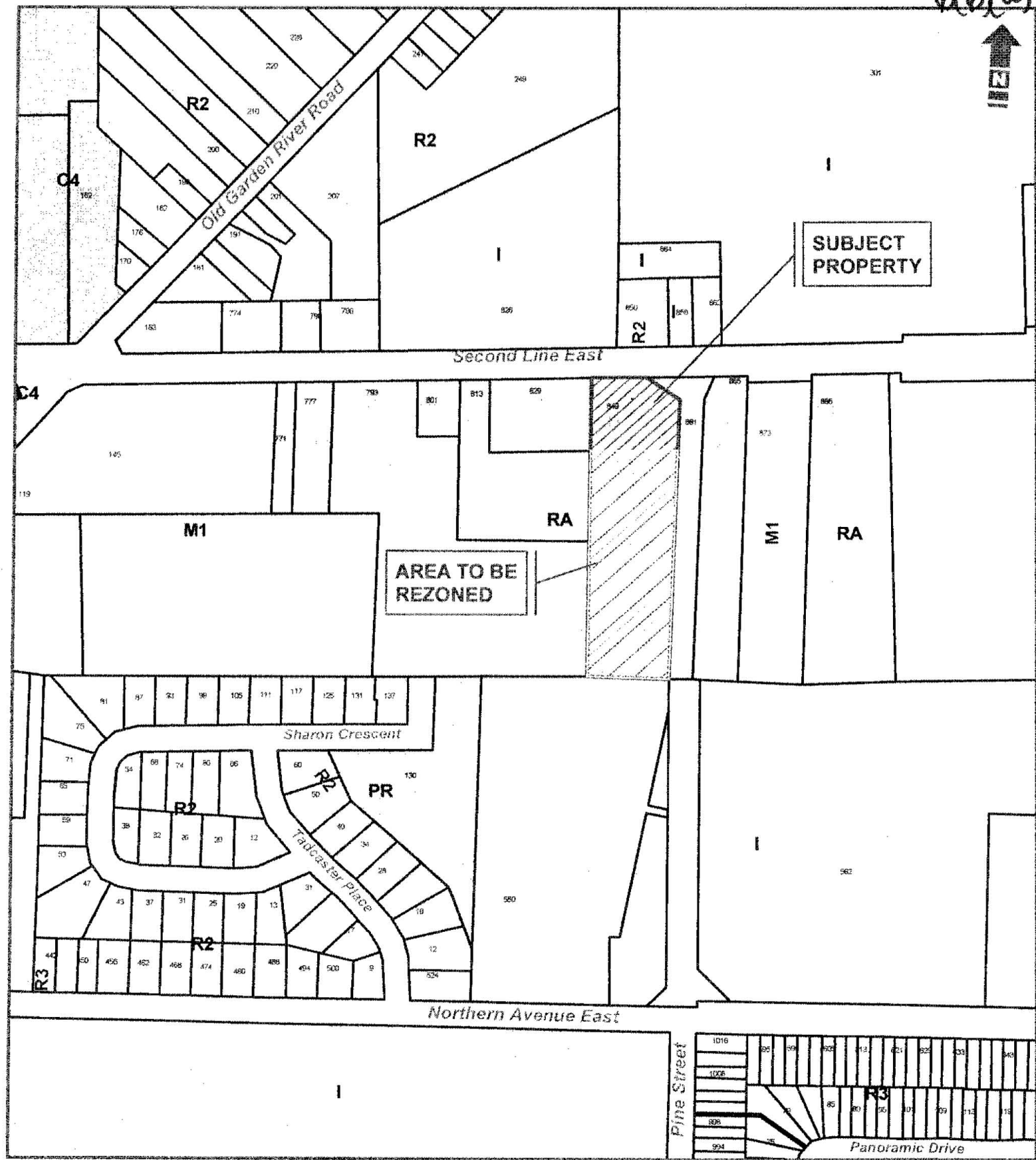
Reference Details:

Map Ref: 71/1-76
Mailing Label Ref: A11-18-Z

Projection Details:

NAD 1983 UTM Zone 16N
GCS North American 1983

(b)(1)(c)



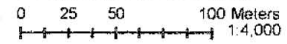
EXISTING ZONING MAP

Application No.: A-18-11-Z
Civic No.: 849 Second Line East

- | | |
|---------------------------------------|---|
| C4 - General Commercial Zone | I - Institutional Zone |
| M1 - Light Industrial Zone | RA - Rural Area Zone; RAhp |
| R2 - Single Detached Residential Zone | PR - Parks and Recreation Zone |
| R3 - Low Density Residential Zone | Subject Property - 849 Second Line East |

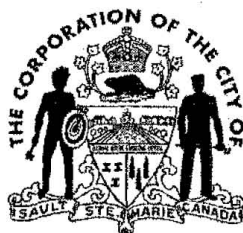
The Corporation of the City of Sault Ste. Marie
Engineering & Planning Department
Planning Division
June 27, 2011

This map is for general reference only.
For official mapping, see the
Engineering and Planning Department.
Orthophoto: Fall 2008 25cm



Reference Details:
Map Ref: 71/1-76
Mailing Label Ref: A11-18-Z

Projection Details:
NAD 1983 UTM Zone 16N
GCS North American 1983



2011 09 12

REPORT OF THE ENGINEERING & PLANNING DEPARTMENT

PLANNING DIVISION

TO: Mayor Debbie Amaroso
and Members of City Council

SUBJECT: Minor Amendment to Signs By-law
Application No. A-7-11 – Bushplane Museum

SUBJECT PROPERTY: 875 Queen Street East

REQUEST: The Bushplane Museum, is requesting an amendment to Signs by-law 2005-166 in order to locate a 29" x 81" electronic reader board sign within the existing sign facing Bay Street.

CONSULTATION: Engineering – No objection
Building Division – No comments
PUC Services – No objection
PWT – See attached letter

Comments

The Bushplane Museum is requesting City Council's approval to locate a 29"X81" electronic reader board sign within the existing sign that faces Bay Street. Please see the attached drawings.

Representatives from the Bushplane Museum have indicated that the reader board would be used to advertise upcoming events at the Museum. The sign copy would not be moving, scrolling or flashing, and changes would be minimal.

On April 4, 2011 City Council passed a resolution approving the attached interim policy aimed at regulating digital signage until such time that a comprehensive signs by-law can be drafted.

Among other things, the interim policy requires all digital signage to be at least 50m away from a non-signalized intersection. The proposed reader board sign would be located within this setback, and thus, does not meet the interim policy.

As per the comments attached, PWT has indicated that they cannot support this application as it could further 'clutter' the 90 degree corner at this part of Bay Street and distract drivers on this difficult stretch of roadway. Essentially, PWT is of the opinion that a digital reader board at this location would reduce the effectiveness of the existing traffic control signals.

Traffic has also noted that they could support locating the digital reader board on the western wall of the Bushplane Museum, as it could then achieve the required setbacks as outlined in the interim policy.

Status of Signs By-law Review

In April 2010, Council passed a resolution noting the existing issues with current signs by-law 2005-166, which is more than 20 years old. When drafted, the by-law did not envision the widespread use of digital electronic technology. The resolution requests that the Planning Division report back to Council with recommendations on the process required in drafting a new signs by-law.

Given the various stakeholders involved and the resources required to draft a new comprehensive signs by-law, staff initially felt that hiring an outside Consultant to draft the by-law and guide the process would be appropriate. This request was not approved by Council.

Consequently, Planning Division has completed a review of various signs by-laws throughout Ontario and Michigan. A comparative analysis of regulations as they apply to all types of signage, including digital, is complete. Staff has also completed a preliminary drafting of the general definitions required to support the by-law.

Later this fall, staff will approach Council with a request to set up a steering committee to oversee the development of the by-law. It is envisioned that the committee will include representation from City Council, staff and the signs industry.

Digital Signs Enforcement

Earlier this year, counter to staff's recommendation, City Council approved the placement of a digital sign at the southwest corner of Bay Street and Spring Street. At that time, the applicants noted a number of existing digital signs throughout the community which did not meet the Interim Digital Signs Policy (attached).

Throughout the summer Building Staff have reviewed and catalogued all digital signs throughout the community. Of the fifteen (15) signs that were identified, thirteen (13) were erected without a permit. In some cases, owners have come forward and requested a permit. Where the existing sign meets the interim policy, the signs are approved. Where such signage does not meet the interim policy, the owners have the option of applying for a variance or removing the sign. Legal Division will begin prosecution of those sign owners that have not come forward.

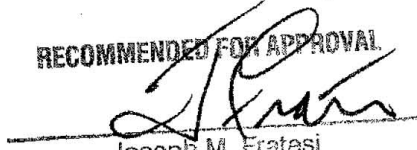
Building Division's review of existing digital signage will likely result in a number of requests for City Council's approval, where the existing sign does not meet the interim policy and staff cannot support a variance.

Planning Director's Recommendation

Based on the comments from Public Works and Transportation, that City Council deny the applicants request to locate a digital reader board within the existing sign adjacent to Bay Street.

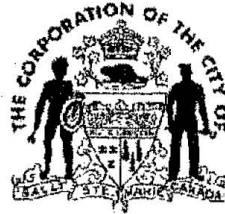
PT/pms

RECOMMENDED FOR APPROVAL


Joseph M. Fratesi
Chief Administrative Officer

6(6)(b)

S. Hamilton Beach P. Eng
Deputy Commissioner



Larry Girardi
Commissioner

Donald McConnell
Planning Director

Subject: Minor Amendment to Signs By-law 2005-166
Application 7-11

Applicant: Gary Dumanski – Dumanski Office Interiors

Subject Property: 875 Queen Street East

Staff from Public Works and Transportation has reviewed this application we do not support the installation of the proposed reader board for the following reasons:

- 1) The proposed installation is within the 50 m limit of an intersection not controlled by signals; and
- 2) The proposed installation is within 75 m of another electronic display – warning flashers are installed on the checkerboards; and
- 3) Chevrons, checkerboards and flashers are currently installed in the immediate vicinity of the proposed reader board as warning devices.

If you have any further questions please contact me at 541-7000 ext. 229.

Susan Hamilton Beach, P. Eng.
Deputy Commissioner
Public Works and Transportation

INTERIM POLICY FOR SIGNS CONTAINING ELECTRONIC DISPLAYS

CITY OF SAULT STE. MARIE

Introduction

The purpose of this policy is to provide criteria for the location of signs containing electronic displays in the City of Sault Ste. Marie.

The term electronic display refers to that portion of a sign face which consists of electronic components or devices that are used to display sign copy. The sign copy displayed is controlled and changed by electronic means. It may or may not change at intervals.

Sign copy refers to the message, image, or graphics displayed on a sign face for the purpose of visually communicating information.

Interim Policy

A sign or part of a sign containing an electronic display shall be subject to the following requirements:

1. Only a sign permitted by By-law 2005-166 shall contain an electronic display but a portable sign shall not contain an electronic display.
2. The electronic display shall not exceed the maximum sign area permitted for a sign.
3. No more than one electronic display shall be erected on a property where a sign is otherwise permitted by By-law 2005-166.
4. Location
 - a. An electronic display shall not be located within:
 - i. 50 metres of an intersection that is not controlled by traffic signals;
 - ii. 100 metres of an intersection that is controlled by traffic signals;
 - iii. 100 metres of a railway crossing;
 - iv. 75 metres of any other electronic display;
 - v. 100 metres of a property where residential uses are permitted by a zoning by-law.
 - b. An electronic display shall not be located so as to:
 - i. Obstruct the view or otherwise reduce the visibility of any traffic control device for a driver, cyclist, or pedestrian;
 - ii. Create confusion with a traffic control device or otherwise reduce the clarity, or effectiveness of a traffic control device.

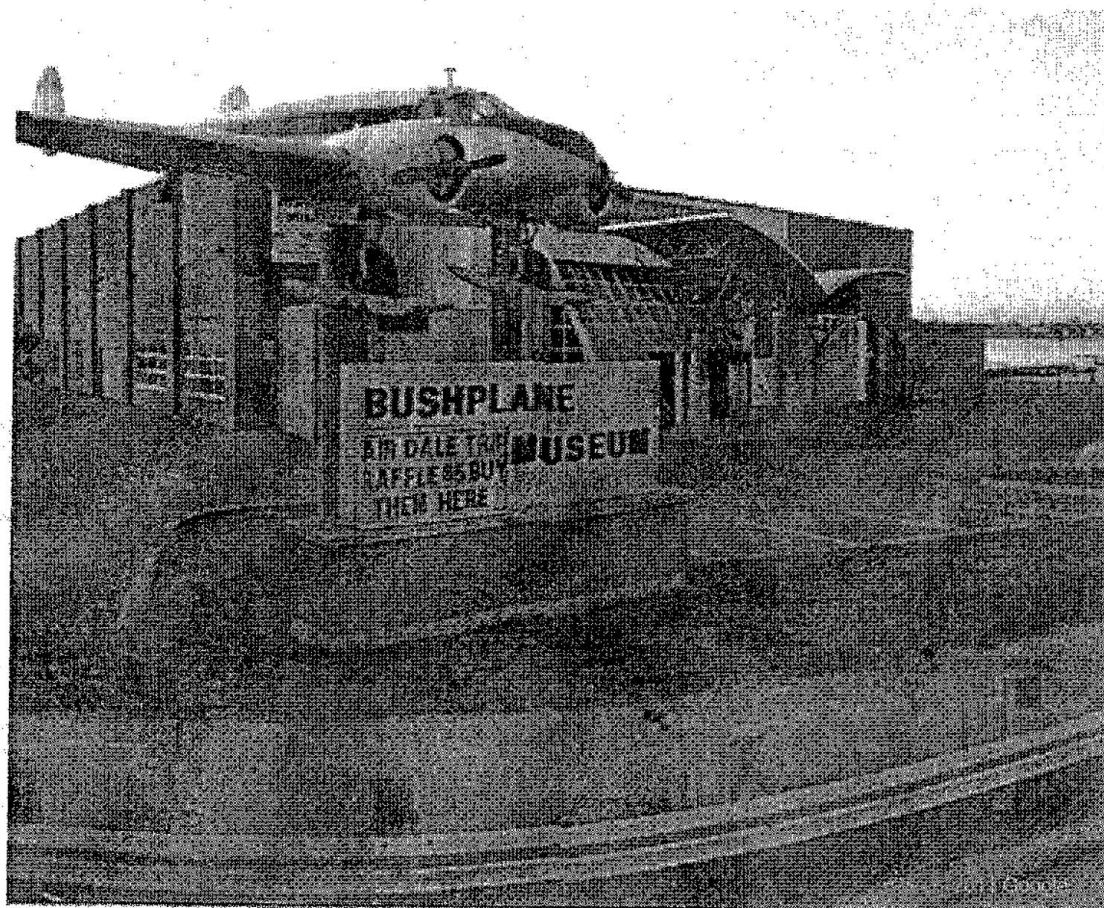
5. An electronic display shall not display anything that resembles a traffic control device.
6. Sign copy shall be displayed continuously on an electronic display in a static manner and without change for a period of time that is not less than 30 seconds.
7. The sign copy displayed on an electronic display may change if the transition between sign copy:
 - a. Is no longer than one second in duration;
 - b. Is a change of the entire area of the electronic display at the same moment;
 - c. Does not consist of changes to portions of the area of the electronic display so that the transition occurs as partial, incremental, or sequential changes of the sign copy;
 - d. Does not display any visible effects including but not limited to motion, fading, dissolving, flashing, intermittent or blinking light, scrolling, or the illusion of such effects.
8. The illumination created by an electronic display shall not:
 - a. Exceed 5,000 nits during the period between sunrise and sunset;
 - b. Exceed 500 nits during the period between sunset and sunrise;
 - c. Increase the light level within 10 metres of all parts of the sign face by more than 6.5 lux above the ambient lighting level.
9. An electronic display shall be designed so as to cease operation in the case of a malfunction.

6(6)(b).

Google maps

Address Pim Street

Address is approximate





EXISTING.

(96XB)



New 29"X81" READER BOARD



We know
the way

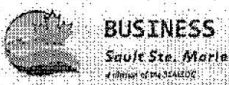
Gary Dumanski
President, Planning Consultant

71 Black Road Unit #2
Sault Ste. Marie, Ont. P6A 6J8
Phone: (705) 946-4248
Toll Free: 1-800-461-2139
Fax: (705) 946-2478
E-Mail: garyd@doiweb.com
Web Site: www.doiweb.com

Architectural Sign Systems
Consulting & Design

(905) 946-4248

6(8)(a)



September 20, 2011

Mayor and Members of Council for the City of Sault Ste. Marie
The Corporation of the City of Sault Ste. Marie
99 Foster Drive, P.O. Box 580
Sault Ste. Marie, ON P6A 5N1

Dear Mayor Amaroso and City Council,

The Sault Ste. Marie Economic Development Corporation has received two applications for the Economic Development Fund. They are for the films *Foxfire* and *The Story of Luke* which were received earlier this year. The SSMEDC has assessed these films in relation to EDF criteria, which is contained in the attached material.

Council may be aware that the number of occasions where Sault Ste. Marie is the primary "on-location" venue for film production has increased over the past few years. Northern Ontario television and film production has grown over the last seven years, primarily due to the financial assistance provided by the Northern Ontario Heritage Fund Corporation. The City of Sault Ste. Marie is being asked to support these film productions with financial assistance, in-kind contributions and general endorsement of these projects on a more regular basis. In light of the frequency of films being produced here, the SSMEDC recommends that Council consider following approach and policy for the City to consider regarding its support for these films.

Recognizing that City Council has received EDF film production applications in the past, currently is in receipt of two EDF applications for films that have been reviewed by the SSMEDC and with the expectation that it will likely receive future requests for support for media productions in the community, the SSMEDC recommends:

- City Council consider the enclosed policy proposal (Annex A) with respect to its support for film and television productions in the community; and,
- City Council not approve the two EDF applications for *Foxfire* and the *Story of Luke* as they do not meet EDF criteria (Annex B).

SSMEDC staff is prepared to discuss approaches for the development and implementation of this policy with City staff.

Sincerely,

Tom Dodds
Chief Executive Officer



Annex A

PROPOSED SAULT STE. MARIE FILM AND TELEVISION PRODUCTION SUPPORT POLICY

ISSUE:

The number of occasions where Sault Ste. Marie is the primary "on – location" venue for film production has increased over the past few years. The City of Sault Ste. Marie is being asked to support these film productions with financial assistance, in-kind contributions, logistics coordination and general endorsement of these projects on a more regular basis. There are two film related EDF applications that have been reviewed by SSMEDC. The following proposes an approach and policy for the City to consider regarding its support for these films and feature requests for film production in the community.

BACKGROUND:

Northern Ontario Film Development

The economic and financial sustainability of the Canadian film and television industry is contingent on funding by government throughout the country. The federal and provincial governments have provided financial assistance to the production of films and television projects and programs for many years and have specific organizations and programs to support them. In general, provincial funders have moved away from loans and direct financing towards tax credit schemes. Those that do provide direct financial assistance, generally reserve their support for local producers only or external producers that have partnered with local producers.

Northern Ontario television and film production has grown over the last seven years, primarily due to the financial assistance provided by the Northern Ontario Heritage Fund Corporation.

The Northern Ontario Heritage Fund is leading in the development of an emerging film infrastructure, culture and reputation in Northern Ontario. They have determined that the industry in Northern Ontario is at the tipping point for growth. A Northern Ontario film and television industry is unlikely sustainable without public investment. Lessons drawn from other jurisdictions show that developing a sustainable film and television industry requires constant investment in talent development, marketing and relationship building.

Northern Ontario Heritage Fund Support

Economic Development Fund (Source: Northern Ontario Heritage Fund Corporation)

Since February 2004, NOHFC has approved an excess of \$38 million in funding support to 60 film and television projects in Northern Ontario valued at \$210,522,800, primarily through their Emerging Technology Program. Generally, NOHFC supported up to 50% of eligible project costs. In light of these substantial contributions, on October 8, 2010 the NOHFC Board approved a review of film and television funding support and past a

resolution freezing applications for these types of projects pending the outcome of the review. The NOHFC study involved:

- A performance overview of NOHFC's investments in the film and television industry;
- A jurisdictional review of other film and television industry funders;
- An assessment of the sustainability of the sector in northern Ontario; and,
- Recommendations to support continued industry growth and taxpayer value for money.

The key outcomes of the final report were that:

- A film and television production industry is emerging in northern Ontario;
- Progress has been expensive with mixed economic development benefits; NOHFC's challenges are not out of line with other jurisdictions; and,
- The film and television production industry in northern Ontario would falter if in an NOHFC he were to cease its support.

On June 17, 2011 the NOHFC released the report's recommendations. **Attachment A** provides information on the report's key recommendations, guiding principles, program objectives, eligibility and eligible costs. **Attachment B** outlines and NOHFC's financial assistance and decision criteria for the these types of t projects.

Sault Ste. Marie Assistance to Film Production, including EDF Support

Over the years, communities in Northern Ontario have taken various approaches to providing assistance to television and film production. This has included everything from setting-up a film office, direct financial assistance, to designating a staff person to assist as needed. Sault Ste. Marie's interest in film production had its origins in 2005 with the production of *Looking for Angelina*. \$25,000 from the EDF was approved by Council to cover the municipal costs associated with the production of the film.

Through to 2009, film inquiries were managed through SSMEDC's Tourism Division. This continued until the fall of 2010, when film inquiry responsibility was transferred to the SSMEDC Business Division.

Over the last 18 months the number of films having a Sault Ste. Marie location has substantially increased with the films like the *Collaborator* (formerly *Longfellow*), *Extasy*, *Edwin Boyd*, *Foxfire* and *The Story of Luke*, which was produced this summer.

Film and television production are not a key strategic priority sector or growth area supported by the SSMEDC Strategic Plan. **The Northern Ontario film industry is only sustained by NOHFC financial assistance and has mixed economic development benefits as noted in the NOHFC review.** The true economic impact of these films on the community is hard to determine. While cast and crew were included Sault Ste. Marie residents, salaries are generally for very temporary employment, and benefits to local business are limited to the

provision of supplies and services to the production for the time they are in a community.

In light of this and in the context the criteria for EDF funding on March 7, 2011, the SSMEDC Board of Directors recommended declining the *Edwin Boyd* film EDF application. It did not meet established EDF funding criteria.

There were four major areas of concern identified by SSMEDC in declining the Edwin Boyd film EDF application as follows:

- Under potential for tax assessment increase, there would appear to be no increased tax assessment from this film.
- Under projected job creation, this EDF application indicates "estimated 25 full-time temporary jobs for technical, crew, production management, and director assistance for 6 weeks." In this regard, there may be projects that come forward to the EDF for funding in 2011 with more job creation benefits for the community over the longer term. (Note: the proposed employment created in Sault Ste. Marie for this film is the equivalent of only three person-years.)
- Within this context, one has to consider the significance of this up to \$25,000 being requested from the EDF for the Edwin Boyd Film. Although of some significance to the EDF budget, this up to \$25,000 would appear to be of less significance when compared to both the overall budget for this Film of \$4.9 million and the funding being provided by other partners (between \$400,000 and \$1.2 million).
- The EDF budget that is expected to reach its 2011 limit. In this regard, it is reasonable to expect that all requests for EDF assistance will not be able to be accommodated in 2011.

On April 12, 2011, a briefing note was prepared by SSMEDC staff regarding films that contained the following recommendations:

- Based on the reasons for declining the Edwin Boyd Film (noted above), on a go forward basis SSMEDC should not support the investment of limited EDF monies toward films.
- SSMEDC (thru Business Sault Ste. Marie) should not commit any additional staff time toward films (other than what is currently being committed) until the results of NOHFC's review are clear.

On June 17, 2011, the NOHFC announced more stringent guidelines for funding film projects based on the results of their review. Since the results of NOHFC's review are now clear, SSMEDC is revisiting the current approach to supporting films and suggesting an approach for the Board's consideration. If approved by the SSMEDC Board, the proposed policy would go forward to City Council for their consideration. At this stage this policy document is for discussion purposes only.

CONSIDERATIONS:

Film Production Benefits

As noted the sustainability of film and television production in Northern Ontario is based on the level of provincial support through NOHFC. To date films, which have used SSM as a location for filming, have not met EDF criteria in any substantial way. However television and film production:

- remains a NOHFC program element;
- provides some limited economic benefit to the community - albeit difficult to fully quantify;
- supports efforts to attract other film productions to the community by increasing its recognition as a film production location and in general its profile; and,
- provide opportunities for employment training, mentorship, in particular for individuals with relevant, specialized expertise, which would otherwise be unavailable if the films were not produced in the community.

Film Production Logistics

Film production in the community has an impact on the city's operations, services and infrastructure which is often felt by members of the community directly. Coordination and management of these impacts associated needs to be considered and addressed both by the producers and the city. Film producers may or may not have or were be willing to share operational plans associated with the production prior to the start of filming. Sharing this type of information with city staff regarding filming activities and associated time frames are invaluable in mitigating production challenges and potentially negative community related impacts associated with production. The community needs to have some understanding of how the film's production will unfold and potentially impact them. From the standpoint of the production's use of city services, programs and infrastructure. In a similar fashion, it would appear to be in the interest of the city to have a process and single point of contact for film productions in the community.

Community Support and Endorsement of a Production

The SSMEDC has been advised that film production companies very much appreciate the recognition and support they receive from the communities in which they film. It is important for them that the community acknowledge and recognize their efforts in producing a film in their location and are prepared to accommodate them.

Independent of the proposed policy, Council may wish to consider a resolution that acknowledges and/or endorses a particular film production effort in the community on a case-by-case basis.

Tourism Considerations

From a tourism perspective, there is no question that for a limited duration a movie production is on location, bring a certain amount of economic benefit and revenues to the community, including expenditures for accommodations and food services. The dilemma faced by the accommodation sector is that generally the production companies are looking for deep discounts on room rates and as such these hoteliers generally make the decision on a case by case basis, depending on time of year and available room inventory

In terms of the Tourism division of the SSMEDC, the concern is the commitment of staff time to facilitate the films production. Prior to having a private company in the community to after the logistics of a film shoot, it fell to the the divisions Meetings/Conventions Coordinator. This resulted in significant time spent in this area, impacting the core function of bidding on city wide conventions and conferences.

The SSMEDC is not in a position to dedicate appropriate staff to take on the lead role in the area of film production services and procurement. However, if the film industry is to grow in the City, and create job opportunities, then the private sector should assess this from the perspective of a business opportunity

As noted earlier earlier, the entire process of filming in Northern Ontario will be dependant on funding remaining available through NOHFC. Without this incentive, the film of production activity in Northern Ontario would be very limited.

ANALYSIS:

In light of this information, the SSMEDC considered the following options for Council consider:

1. Do nothing: provide no financial or support
2. Refer to the SSMEDC for an assessment of the application but only provide limited support through a "Special Fund" (i.e. a non-EDF source) for financial assistance directly from the City support;

Another option, which could be considered in combination with either of the previous two options the following:

3. the Establishment of a permitting/endorsement process by the City that would include the following:
 - o require the production company to provide a film production plan that describes the logistical and operational requirements associated with the provision of city operations, services and infrastructure;
 - o the identification of an individual associated with the production company to serve as the community liaison and point of contact for the city; and
 - o a city staff member to serve as a single point of contact for film productions and a review process by city staff to ensure that they are aware of the timing, impacts and other logistical issues that may be associated with the production of the film and the community.

The SSMEDC concluded the following:

- The City and SSMEDC have limited resources. The SSMEDC does not want to use its resources to support business sectors that currently do not appear to offer a long-term sustainable economic opportunity for the community.
- There are some economic benefits to the production of a film in the community; however, they are not well defined. The current and estimated potential economic benefits are not sufficiently strong or evident to make film and television production in the community a strategic economic development priority.

- There are other unquantifiable benefits to having films produced in the community (e.g: education and training; international, national and provincial profile; and, support for local culture and the arts).
- Film producers are interested in some form of acknowledgment or endorsement of the fact they're producing the film in the community. This is an important public relations component for them.
- Generally speaking films do not meet the EDF criteria for support. However, in light of the other community benefits and the limited economic benefit provided by these films, the City may wish to consider some financial assistance to films through a municipal source such as a "Special Fund" to serve as an expression of the City's support and endorsement of the production.
- Regardless of whether the City chooses to provide financial support, it is recommended the city consider a review and endorsement process for all films that may require the use of city infrastructure, services and or operations.

RECOMMENDATIONS:

It is recommended that:

- The proposed Funding Policy for Films and associated model (noted below) be considered by City Council.
- The City, with input from the community, explore the further development of guidelines for film projects with a goal of developing a film permit approval process with appropriate film production guidelines.
- The City and SSMEDC prepare communications plan to ensure interested parties and key stakeholders are aware of this new approach and policy.
- The two EDF applications currently under review by the EDC only be considered once the City has made a determination on this proposed approach and policy.

Proposed Funding Policy For Films:

The City of Sault Ste. Marie may wish to consider adopting the following Funding Policy for Films:

1. Film Projects would only be considered eligible for City funding if they were previously **approved** for NOHFC funding.
2. Film Projects will be required to establish:
 - a. Potential local job creation for a minimum of the duration of the shoot period.
 - b. Budget outlining usage of funds as they relate to overall Special Fund criteria and their utilization for local cost coverage.
3. All film projects will be reviewed on an individual basis and approved based on available City funds.
4. Maximum City funding per Film Project will **not** exceed **\$5,000***;
5. Funding is limited, and there is no guarantee that all film applications will receive financial assistance.

* Productions may also be referred to other funding sources, e.g. the Community Development Corporation of Sault Ste. Marie in Areas Local Initiatives Fund

Source of City Funds:

The SSMEDC does not have a budget for initiatives that are not identified as priorities in its strategic plan. As noted most film and television productions do not meet EDF criteria. Therefore, it is recommended the city consider establishing a "special television and production fund" with a limited budget (MAXIMUM Amount: TBD).

Proposed Funding Model:

On the basis that the NOHFC will continue to provide financial support for television and film productions in Northern Ontario for film projects, albeit on a more stringent basis, it is proposed that the City consider the following funding model:

1. A film project approved by the City will not exceed \$5,000 in funding.
2. Film projects will be eligible for the "special fund" in amounts comparable and proportional to those received from NOHFC.
 - a. Examples:
 - i. Film 'A' receives \$1,000,000 (maximum) from the NOHFC, resulting in a maximum eligible Special Fund approval of \$5,000;
 - ii. Film 'B' receives \$500,000 from the NOHFC, resulting in a maximum eligible Special Fund approval of \$2,500; and,
 - iii. Film 'C' receives \$100,000 in NOHFC funding, resulting in a maximum eligible Special Fund approval of \$500.
3. All Film Project application approvals are subject to the availability of Special Funds.

Proposed Film Permit and Appropriate Guidelines:

In considering the funding model noted above, it was noted that there does not currently exist within the community an appropriate mechanism to coordinate film activities at the local level. Film productions may not have a focused communications or operations plan useful or applicable to "on location" external parties". If such plans or strategies do exist, they may not necessarily be shared with the community prior to the start of filming for example: appropriate City departments, the general population, local merchants regarding street closings, etc.

With this in mind, it is proposed that the City consider that a television and film production permit process with appropriate guidelines be explored. The objective of this process would be to ensure that appropriate communication coordination and management of productions is undertaken within the community. This approach will result in Sault Ste. Marie mirroring the approach and process of other centres, not only in Northern Ontario, but across the country, including municipalities Hamilton, North Bay, Toronto, Vancouver and Montreal. All have filming permits and guidelines which are utilized for these productions.

Attachment A.
NOHFC Emerging Technology Program
Film and Television Production Funding
(Source: Northern Ontario Heritage Fund Corporation)

Recommendations:

- Shift focus from one-off projects to investing in producers with a longer-term interest in the industry;
- Take a more market-driven approach to projects selection;
- Implement minimum local crew requirements or mandatory training/mentoring programs within project funding approval;
- Create formal linkages between producers and relevant northern Ontario colleges and universities to facilitate student internships;
- Consider increasing local spend requirements on external productions.
- Consider reducing average contribution depending on project scope and benefits

Guiding Principles:

Under the Emerging Technology Program, the NOHFC that can assist in the production of eligible film and television projects that:

- Demonstrates significant economic employment benefit to northern Ontario;
- Increase the level of film and television production in northern Ontario;
- contribute to the development of a sustainable industry; and,
- demonstrate high probability of recoupment

Objectives:

The objectives of the program are to:

- Increase film and television industry jobs and investment in northern Ontario;
- Increase the number of high quality, original film and television productions produced, in whole or in part, in northern Ontario; and, to affect the establishment of infrastructure to grow and support the industry in northern Ontario.

Eligibility:

Production companies and their productions must meet these minimum conditions to qualify for an NOHFC funding:

- productions must have a minimum budget of the million dollars;
- the production Corporation must own all of the rights necessary to exploit introduced the production;
- the proponent must provide evidence of the availability of all other project financing with terms and conditions satisfactory to NOHFC and a written commitment letter from a qualified and experienced distributor or broadcaster

- Applicants must be in good standing with a NOHFC. Applicants or any owners, promoters or principles of a related company that are in default or on any contractual obligations to NOHFC are not eligible;
- applicants must have experience as producers of commercial film and/or television projects and must demonstrate that they have the necessary expertise and resources to complete the proposed production and arrange for its marketing;
- Applicants must have beady owner or co-owner of the project, control copyright and receive a share of revenues from sales of the project; and applicants must receive a producer credit on the project.

Eligible costs:

- production costs are eligible for NOHFC funding include all production and postproduction costs, less producer fees, that are paid to northern Ontario businesses, individuals and/or employees;
- If a crew position cannot be filled by and in an available and qualified northern Ontario resident, the labour costs of the qualifying non-northern Ontario resident will be deemed eligible, provided that during that time they are working on the production northern Ontario and act as a mentor to at least one northern Ontario resident in an eligible trainee position. (aka **Northern Ontario Crew Content Requirement**)

Attachment B.

**NOHFC Emerging Technology Program
Film and Television Production Funding
Financial Assistance and Decision Criteria**
(Source: Northern Ontario Heritage Fund Corporation)

Financials Assistance Criteria:

Prior to the NOHFC review, all films considered for NOHFC funding could receive assistance generally amounting to 50% of the eligible project costs up to \$1,000,000 with half of the NOHFC funding in the form of a conditional grant with the remaining in the form of a repayable loan.

The revised NOHFC policy for film project funding (including more stringent decision criteria) are as follows:

- The maximum investment from NOHFC will generally not exceed 30% of eligible project costs up to \$500,000 per project;
- For productions that satisfy the **Northern Ontario Crew Content Requirement**, the maximum investment from NOHFC will generally not exceed 50% of eligible costs up to \$1,000,000 per project; and
- Half of the NOHFC funding will be in the form of a conditional grant with the remaining in the form of a repayable loan.

Decision Criteria:

Applications will be assessed against the following criteria:

- Demonstrated probability of recoupment and profit potential;
- Economic benefit to northern Ontario;
- Job creation potential in Northern Ontario, including training and mentoring opportunities for Northern Ontario talent;
- Projected expenditures northern Ontario;
- The marketing plan and the distributors capacity and commitment to the project and track record of success;
- Feasibility of the project with respect to budget, financing, schedule and scope;
- The marquee value of the potential and budgeted cast;

Production Company (Project)	Status - Date	Direct Spend in Sault Ste. Marie (Indirect Spend***)	Comments
Platinum Films (Looking for Angelina)	Completed – 2004	\$ 66,000 \$102,300	
DViant Films (Collaborator, formerly Longfellow)	Completed – December 2009	\$609,371 (\$944,525)	• Received NOHFC Funding • Received EDF Funding • Premiered at IFF Karlovy Vary in Prague, Czech Republic (July 2011) • Awarded Critic's Choice and Best Actor (David Morse)
Ecstasy Films Inc. (Ecstasy)	Completed December 2010	\$2,000,000 (\$3,100,000)	• Received NOHFC Funding • Premiering at the Toronto International Film Festival (Sept 2011)
Euclid 431 Pictures (Edwin Boyd)	Completed March 2011	\$2,000,000 (3,100,000)	• Received NOHFC Funding • Premiering at the Toronto International Film Festival (Sept 2011)
FilmFarm (Foxfire: Confessions of a Girl Gang)	Completed SSM portion in July 2011 (in production in Southern Ontario until Mid-Sept)	\$2,500,000 (3,875,000)	• Received NOHFC Funding • Director, Laurent Cantet was awarded the Palm D'Or (highest honour) at the 2008 Cannes Film Festival
Fluid Productions/DViant Films (The Story of Luke)	In Production - August 2011	\$800,000 \$1,240,000	• Received NOHFC Funding • Implementing Social Media and Marketing Campaign during production and working with local, national and international Autism organizations.

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Annex B

August 29, 2011

To: Sault Ste. Marie Economic Development Corporation Board of Directors

From: Tom Dodds, CEO

Re: EDF applications for Two Films: Foxfire and Story of Luke

Over the course of the summer, the SSMEDC received EDF applications for two movies.

FOXFIRE

In July 2011, Foxfire productions Inc.- a division of the film production company- Film Farm, was in Sault Ste. Marie for the filming of "Foxfire". Inspired by the Joyce Carol Oates novel, the feature focuses on a group of 1950s high school girls. Foxfire's EDF application information is attached. This film has a \$12 million budget (with \$2 million being spent in SSM) and was filmed in Sault Ste. Marie for five weeks. The project received \$1 million from the Northern Ontario Heritage Fund.

The City has received an EDF request from Foxfire for \$10,000 in financial assistance as well as \$10,000 in in-kind services from the City. The EDF application indicates that Business Sault Ste. Marie suggested to the company representative (Rosalie Chilleli) that \$10,000 was a reasonable "ask" for EDF funding. In discussions with this company representative, I indicated that given the number of applications that the City could anticipate receiving for film productions over the foreseeable future, it was prudent for the SSMEDC to consider recommending a broader policy with regard to film production in the City.

STORY OF LUKE

In July 2011, DViant Films is moved to Sault Ste. Marie for the filming of "STORY OF LUKE," a quirky comedy about a serious matter: Autism. The film has a \$ 2.2 million budget (with 1.4 million being spent in SSM). The Story of Luke EDF application information is attached. The project received \$750,000 from the Northern Ontario Heritage fund. Filming will occur in Sault Ste. Marie over a 5-week period. Prior to the filming, a portion of the crew and production team was in SSM completing pre-production work for three weeks. Local crew and talent have been hired. All background actors are being hired from Sault Ste. Marie and paid for their work.

The City has received an EDF request from DViant Films for \$10,000 in financial assistance as well as \$10,000 in in-kind services from the City.

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Analysis:

Strictly from an economic development fund EDF criteria perspective, both applications are very limited in their ability to meet key performance targets, namely net job creation, increased tax base or an economic development project consistent with the City's strategic economic development priorities. These applications do not significantly promote economic diversification or substantially facilitate the establishment of new businesses or industries that support new products, services, and innovation. They do not contribute to the sustainability or expansion of existing enterprises. The City's EDF financial assistance is not necessary for the films to proceed or succeed.

These applications are not fully consistent with strategic community initiatives that support creating the environment for business development (e.g. infrastructure development, educational/economic opportunities, labour development initiatives, specific sector strategy development, innovation, and support for new economic cluster development).

RECOMMENDATION

Therefore, the Sault Ste. Marie Economic Development Corporation is **not recommending** city support for these films through the Economic Development Fund. **However, the SSMEDC recommends that the City consider a draft film policy prepared by the SSMEDC.** It seeks to strike a balance between city support for film production in the community and addressing the needs and priorities of both the city and the film's producers in support of film production in the community.

TD/attachments

June 27, 2011

Sault Ste. Marie Economic Development Corporation
99 Foster Drive, Level 3



99 Foster Drive . Level Three . Sault Ste. Marie, Ontario . Canada . P6A 5X6 . Tel: 705.759.5432 . 1.800.461.6020 . Fax: 705.759.2185
info@ssmedc.ca . www.sault-canada.com

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Sault Ste. Marie, ON

Attention: Tom Dodds, CEO

Dear Mr. Dodds:

Re: EDF Application for FOXFIRE

Thank you very much for your consideration of the attached application for EDF funding in support of the film, FOXFIRE.

We understand that historically, the SSMEDC has supported the development of Sault Ste. Marie as a destination for the film, T.V. and media industry. Also, we have done a thorough scout of Sault Ste. Marie and met with many business owners and service providers. Therefore, it is with much enthusiasm and without reserve that Foxfire Productions Inc. has chosen Sault Ste. Marie as the northern destination in which to film FOXFIRE.

We are very pleased that there will be an immediate economic impact for the community, as we have hired local vendors and labor. Also 11 local actors and over 700 background actors will be cast and paid by the production. In addition, the production team and cast will reside in SSM for close to 50 days, thus creating additional economic spin-off that will benefit the city.

As we understand it, this fund is very useful to film makers as it offsets some of the municipal costs a production might incur while in Sault Ste. Marie. This contribution is very important to a production such as ours given that Sault Ste. Marie is one of the more Northern locations in Ontario and is still in the beginning stages of film development.

It is our hope that the fund can assist with municipal expenses such as:

- Rental of municipal buildings for offices, shooting or for use as base camp (pending availability)
- Assistance with construction through the City of SSM Public Works Department (when available)
- Police and Fire and Emergency Services
- Rental of Buses for crew transport
- Parking Permits
- Street Closures and Permits
- Disposal of Garbage

Once again, we thank you for your consideration.

Sincerely,

Simone Urdl
Foxfire Productions Inc.

APPLICATION TO THE SAULT STE. MARIE EDF FUND – JULY 2011
(Movie Film Production for Sault Ste. Marie)

Foxfire Productions Inc. (BY Foxfire Productions Inc)

Foxfire Productions Inc. is requesting the support from the City of Sault Ste. Marie to host the film called "FOXFIRE." The film will be shot partially in Sault Ste. Marie (5 weeks of 12). Foxfire Productions Inc. has asked for support from the City of Sault Ste. Marie for services in the area of Bussing and Transportation, Police Services/Security, Parking Permits, and possibly other services for the production while in SSM. The following information, as requested by the SSMEDC and outlined in the EDF Criteria, will outline the project and its benefits in more detail.

Applicant Information

Name of Applicant: Foxfire Productions Inc.: A Toronto based independent film production company lead by producers Simone Urdl and Jennifer Weiss

Names of Officers, Directors and Principals: Directors: Simone Urdl and Jennifer Weiss

History of Organization: Foxfire Productions Inc, owned completely by The Film Farm Inc. producers Simone Urdl and Jennifer Weiss. Their past films have screened at major festivals around the world such as Cannes, Venice, Berlin, and the Toronto International Film Festival, and have also been nominated for Academy Awards. (see attached for a copy of The Film Farm's corporate profile)

Organization Mandate – For profit Canadian Film Production Company

Key contact for Initiative – Dan Bekerman, Production Manager – 416.897.5211

Contributing Partners - Telefilm Canada, Ontario Media Development Corp, NOHFC, Alliance Films, Memento Films International

References—Producers Simone Urdl and Jennifer Weiss credits include Academy Award nominated film Away From Her, Brian De Palma's Redacted, and Atom Egoyan's Adoration, among others. Production Manager, Dan Bekerman's credits (<http://www.imdb.com/name/nm1764941>) include work on award winning films at both the Whistler Film Festival and Palm Springs International Film Festival.

Project Information

Project Description - In July 2011, The Film Farm will be in Sault Ste. Marie for the filming of "Foxfire," Inspired by the Joyce Carol Oates novel, the feature focuses on a group of 1950s high school girls repulsed by the casual brutality of their world. In defiance of social norms, the girls form a secret society FOXFIRE and, with the innocent passion of youth, design a campaign of retaliation and justice. Foxfire will be directed by Laurent Cantet, director of *The Class*, winner of the 2008 Palme d'Or (Cannes Film Festival) and Oscar

nominee (Best Foreign Language Film) as the principle location for his next film FOXFIRE. Filming starts in July. This will be Mr. Cantet's first English language film.

Objectives – Sault Ste. Marie fits with the profile of the film. The Film Farm has leased private homes, businesses and properties to film their production. Filming will occur in Sault Ste. Marie over a 5 week period. Prior to the filming, a portion of the crew and production team will be in SSM completing pre-production work for three weeks. Local crew and talent have and continue to be hired. All background actors will also be hired from Sault Ste. Marie and paid rates for their work.

Performance Targets: Complete the film production and remain within budget. The film has a \$ \$11,875,600 million budget (with 2 million being spent in SSM).

Impacts and Limitations of Project – The proposed EDF budget for this project is capped at \$10,000 and is billed by the EDC to the City of Sault Ste. Marie for its services. There are no other risks or limitations to the City or Business SSM in supporting this film production.

Methodology and Timing (including key dates for progress reports and final report to Council) – Production Time Lines would commence July 5, 2011 and complete on August 4, 2011; post production would go to Early Spring 2012. Release date for the film would be Late Spring 2012. Timing to incur City expenses would take place during the July 2011 timing.

Costs and Financing

Detailed Project Costs – The Film Farm is working on finalizing the estimated costs for their requirements for City Services and this needs to be discussed with appropriate City departments to finalize the numbers. Business SSM has suggested we look at an upset budget of \$10,000 in light of previous considerations such as Looking for Angelina, Ice Time and Longfellow as well as the resources and funding that may be available. City services cost, although not finalized, are estimated to be higher than \$10,000.

Financing Arrangements (e.g., equity, loans, etc.) and Funding Partners:

Northern Ontario Heritage Fund, \$1,000,000
 Telefilm Canada, \$800,000
 Alliance Films \$300,000
 OMDC \$400,000
 Canal + \$1,805,664
 Cine Cinema, France \$40,925
 France 2 \$1,620,000
 Memento Films International \$2,544,750
 Haut et Court Distribution \$675,000
 Other Funders- announcements pending

\$11,875,600

In-kind Contributions – City of Sault Ste. Marie - Up to \$10,000

Balance, Financial Statements, Cash Flow Projections (historical and projected) – The Northern Ontario spend for this project, which will be in Sault Ste. Marie, is budgeted at \$2 million. (Economic benefits both direct and indirect are estimated at 3.1 million).

Demonstrated need for assistance and supporting documentation and applications to other government assistance programs, etc: Northern Ontario Heritage Fund Corporation has confirmed funding for this project and have completed due diligence for this project; as have Ontario Media Development Fund and Telefilm Canada. The request for assistance from the EDF for this project is at least as crucial, as is for projects with smaller budgets. The production is a period piece requiring a larger crew in both Production Design and Costumes. A bigger crew also brings much higher travel expenses associated with filming in Sault Saint Marie which are already very difficult to fit into the budget. Other producers have discussed how great, helpful and rewarding a location Sault Ste. Marie is to film in, but that there are higher costs associated with travel. These costs could be offset by the assistance the EDF could provide. In summary, the productions benefits to the economy and the community, as will be discussed below, are being supported by the EDF and it is integral to allowing the production to provide these benefits.

Economic Benefits - Description of how the project promotes economic growth and diversification – This project is an excellent opportunity for film and TV media industry development in Sault Ste. Marie. This has been identified as an opportunity to further continue developing the creative talent of our theatre and cultural sectors in Sault Ste. Marie. It will have direct spinoffs to the hospitality, service, and equipment rental sectors supporting SSM businesses. In addition, Foxfire will be one of the highest budgeted film to date to be produced in SSM and will generate a significant economic impact to date on the community. Further, the profile and reputation of the director will lead to other independent film makers of his calibre enquiring about the community. Sault Ste. Marie is well-placed to build a film and digital media industry cluster. It has a strong base of highly skilled workers, and college and university programs which support human resource development; it has a natural landscape that provides a perfect backdrop for a host of film genres with its dramatic wilderness areas and non-congested urban landscape; and a number of established entrepreneurs knowledgeable about the industry. Film productions carry with them a number of both temporary and permanent occupations that build on the local economy. In addition to the writers, actors, camera-sound-lighting technicians, directors and musicians, productions usually require carpentry, welding, and artistic set design skills, as well as architectural and engineering consultation and administrative and professional services that last throughout the duration of filming. Longer-term employment naturally flows once the film productions become a more permanent installation, as they are in Sudbury and other larger markets. Rental agencies for set equipment provide production companies cost savings while providing entrepreneurs opportunities to tackle

niche markets through the procurement of green energy generators and high efficiency lighting to reduce the carbon footprints of film productions. Production spaces and studios cater to the developing need for permanent studio space, while revamping under-utilized buildings and properties. Attracting film productions to the area also increases demand for professional services such as accounting, legal services, insurance, and other professional services. For every dollar spent by a production in Northern Ontario, the total direct and indirect spend can be estimated at \$1.55 according to FedNor and Music and Film in Motion, the lead organization charged with attracting films to Northern Ontario. Larger film markets, such as those in southern Ontario, estimate that the economic impact of the film industry is actually equivalent to \$2.26. With the further development of the film industry in Northern Ontario and the development of post-production facilities, animation studios, and other film-related services, the economic impact of film in Northern Ontario will quickly approach that found in larger markets. As Sault Ste. Marie is building its industry it is important to support those projects that invest in Sault Ste. Marie rather than communities closer to and more easily accessible from Toronto.

Projected Job Creation – estimated 25 full-time temporary jobs for technical, crew, production management, and director assistance for 6 weeks. Key lead staff will be coming to Sault Ste. Marie that would provide training for the local crew hired. Also casting of local actors, including speaking parts and background has begun.

Potential for Tax Assessment Increase – no direct tax assessment except to support existing small business tax base.

Other Economic and Community Benefits – This project offers increased experience for SSM on hosting a film production and increased experience and training for our SSM employment. Also, there is the capture of NOHFC funding for film productions in Northern Ontario which historically has gone almost exclusively to Sudbury and more recently has extended to include North Bay as well. The attraction of film productions to Sault Ste. Marie compliments a number of post-secondary education initiatives underway at Sault College and Algoma University and builds on a number of community strengths. Sault College has developed a new Department of Media & Design with five component programs: Graphic Design, Video Gaming, Web Design, Digital Photography, and Journalism. The latter program is unique among applied technical schools, usually offered only as a niche program in select universities. Graduates of these programs will find opportunities within the film industry for employment and will provide a ready-made skilled workforce to attract filmmakers to the community. Algoma University's Community Economic and Social Development (CESD) program has recently expressed interest in providing film and production-related training through its Spring Institute intensive courses. Graduates of the CESD program have been involved in the making of 4 films to date, with a 5th in the early stages of production. Film Study classes are offered through Algoma University's English program, and the Fine Arts and Music departments also provide skills development to a growing number of artists who could find employment in the

film industry. The gaming industry requires both animators and artists, allowing Sault College and Algoma University to collaborate through their respective programs (Algoma University offers a Masters in Computer Gaming through the University of Abertay Dundee). Algoma's program has a focus on animators while Sault College's program targets artists. Only one other college in Canada offers such a program as Sault College's - Holland College of Prince Edward Island. Clearly, the programs at Algoma University and Sault College provide a ready labour pool for the needs of future film productions, and without available work graduates will simply take their credentials elsewhere. This potential phenomenon highlights the most significant advantage of film industry development in the city, which is a strong measure to curb youth out-migration and attract more youth to the community from outside the area. While Sault Ste. Marie offers a number of employment opportunities in traditional skilled trades and unskilled labour, there has been a significant limitation on the occupational opportunities in the creative arts and trades. In addition, local film enthusiasts and film festivals such as Shadows of the Mind have frequently provided programming that encourages the development of local filmmakers, from the Sault Ste. Marie 24 Hour Film Challenge to the Digital Storytelling Project spearheaded by the Queer Voices of the North Film Festival. These initiatives are laying the groundwork for the development of a home-grown film industry which will accomplish the same goal of youth retention, while producing works that speak to Northern Ontario's reality and distinctness, building a local culture that then feeds back into tourism initiatives. Film production will substantially increase the national and international profile of Sault Ste. Marie by benefiting from the press and advertising campaigns stemming from films shot locally, as well as the word of mouth generated by cast and crew which will in turn lead to future film productions, as well as impact the tourism industry in the area. Connections fostered between visiting film crews and members of the local arts & culture communities contribute not only to local capacity building, but building relationships that are mutually enriching and encouraging of artistic production. The result is a community that is more resilient, where people want to live, work, play and visit. The development of an increased niche for film productions would also provide the City with an additional strong cultural asset to leverage in the greater development of the local arts and culture sector and cultural tourism.

Community Benefits

How the project compliments other local initiatives – supports tourism in hosting the cast and crew from out of town and compliments Sault Ste. Marie's Arts and Culture industry. This winter it is of particular interest to the hospitality industry as the Agawa Canyon Snow Train is not available to encourage tourists to visit SSM. Also, as Sault Saint Marie is developing its resources and capacity as a filming centre, Edwin Boyd will be spending money and time on helping to develop those resources. People will be training in many different positions and local businesses will be engaged to work in the film model. It prepares the city for the next film(s) that are already underway. The production will continue to contribute to the building of the infrastructure for continuing and growing film production in Sault Saint Marie. Attracting

film productions to the city will also have significant spin-off effects for local businesses providing production goods and services, such as the food industry and rental goods. Similar impacts are felt by the hospitality industry through increased demands for hotel/motel services, restaurants, and shopping. Building on the number of film productions coming to Sault Ste. Marie will also attract other creative industries tied to the film industry, such as post-production facilities and animation studios, as has also been seen in Sudbury.

Impact on the community as a whole – This production will enhance Sault Ste. Marie's fledgling reputation for film and television productions. It continues to reflect the communities reputation as a community that celebrates diversity and tolerance.

July 13, 2011

Sault Ste. Marie Economic Development Corporation
99 Foster Drive, Level 3
Sault Ste. Marie, ON

Attention: Tom Dodds, CEO

Dear Mr. Dodds:

Re: EDF Application for STORY OF LUKE

Thank you very much for your consideration and input regarding the attached application for EDF funding in support of the film, STORY OF LUKE, a film written and to be directed by Alonso Mayo, produced by Julien Favre (Night Train, Collaborator), Nina Leidersdorff (Wake, The Last Full Measure) & Fred Roos (The Godfather, Lost In Translation).

The first feature of Student Academy Award winner Alonso Mayo, Story Of Luke is a coming of age comedy about a young man with autism. Sheltered his whole life until his caretaker passes away, Luke is suddenly thrust into a world that doesn't expect much from him. But Luke is about to embark on a quest for true love (and a job!) and he won't be taking "no" for an answer.

Touching, insightful, funny and provoking, Story Of Luke offers more than pure entertainment. With new cases of autism skyrocketing (1 out of 75 children are diagnosed with the condition in the U.S.), the film tackles an incredibly important subject matter which will resonate with hundreds of thousands of families around the world. Developed in close collaboration with the autism community, Story Of Luke hopes not only to make the audience laugh and cry, but also to use the power of filmmaking to foster better a understanding and integration of autism in our society.

Community-building is also at the core of the plan to film entirely in the Northern town of Sault Ste. Marie, Ontario, putting local resources to use on a project which will benefit the community economically (\$1.5M will be spent locally) while enhancing the art and culture landscape, and offering opportunities to the local workforce (including special need and disabled persons hired as cast and crew).

We understand that historically, the SSMEDC has supported the development of Sault Ste. Marie as a destination for the film, T.V. and media industry.

As we understand it, this fund is very useful to film makers as it offsets some of the local labour or city service costs a production might incur while in Sault Ste. Marie. This contribution is very important to a production such as ours given that Sault Ste. Marie is one of the more Northern locations in Ontario and is still in the beginning stages of film development.

It is our hope that the fund can assist with either municipal expenses such as:

- Hiring a local driver and renting a bus to transport the crew to the various locations
- Rental of city buses for use in 3 scenes
- Police Services

or local labour expenses such as:

- Hiring a local social media manager who will be in charge of launching and maintaining the media campaign while we will be in production
- Hiring a local video crew to produce the film's behind the scene (we intend to involved special needs children and adults in the "making of").
- Hiring of an Assistant Director Trainee, as SSM offers no trained AD's at the moment.

Once again, we thank you for your consideration.

Sincerely,

Julien Favre, Producer
DViant Films,
On behalf of Story of Luke
705-257-6527

APPLICATION TO THE SAULT STE. MARIE EDF FUND – JULY 2011
(Movie Film Production for Sault Ste. Marie)

Story Of Luke Ltd. (By DViant Films)

DViant Films is requesting the support from the City of Sault Ste. Marie to host the film called "STORY OF LUKE." This film will be shot entirely in Sault Ste. Marie. DViant Films is kindly asking for support from the City of Sault Ste. Marie to help with either the hiring local labor to render services for the film or with assistance with the procurement of city services while in production. The following information, as requested by the SSMEDC and outlined in the EDF Criteria, will outline the project and its benefits in more detail.

Applicant Information

Name of Applicant: DViant Films is a production company based in Toronto and Los Angeles.

Names of Officers, Directors and Principals: Officers and Principals: Julien Favre, Nina Leidersdorff, Fred Roos.

History of Organization: DViant Films' first feature film NIGHT TRAIN premiered in Cannes in 2008. The company's second feature LONGFELLOW (later renamed COLLABORATOR) was partially shot in Sault Ste Marie and just premiered at the Karlovy Vary Film Festival. It won Critic's Choice and Best Actor (David Morse) awards at the festival. The film will be released throughout Canada by Entertainment One.

Organization Mandate – For profit American Film Production Company

Key contact for Initiative – Julien Favre, Producer – 705.257.6527

Contributing Partners - NOHFC, Luke Entertainment, Ontario Production Service Tax Credits.

References—Producer Fred Roos produced several critically acclaimed pictures such as The Godfather and Lost In Translation.

Project Information

Project Description - In July 2011, DViant Films is moving to Sault Ste. Marie for the filming of "STORY OF LUKE," a quirky comedy about a serious matter: Autism. Sheltered his whole life by his grandparents, Luke, a young man with autism, is suddenly thrust into a world that doesn't expect anything from him. But Luke is on a quest for a job and true love, and he isn't taking no for an answer.

Objectives – Sault Ste. Marie fits with the profile of the film and DViant Films has leased private homes, businesses and properties to film their production. 100% of the filming will occur in Sault Ste. Marie over a 5-week period. Prior to the filming, a portion of the crew and production team will be in SSM

completing pre-production work for three weeks. Local crew and talent have and continue to be hired. All background actors will be hired from Sault Ste. Marie and paid for their work.

Performance Targets: Complete the film production and remain within budget. The film has a \$ 2.2 million budget (with 1.4 million being spent in SSM – Northern Budget Attached).

Impacts and Limitations of Project – The proposed EDF budget for this project is capped at \$10,000 and is billed by the EDC to the City of Sault Ste. Marie for its services or it is given to the production to be used to help off-set the costs of hiring a local video crew, a local AD trainee and a local media relations person. There are no other risks or limitations to the City or Business SSM in supporting this film production.

Methodology and Timing (including key dates for progress reports and final report to Council) – Production Time Lines would commence July 11th) and would be completed by September 4th; post production would be completed by December 2011. Release date for the film would be Fall/Winter 2012. Timing to incur City expenses would take place during the July and August 2011 timing.

Costs and Financing

Detailed Project Costs – DViant Films is working on finalizing the estimated costs for their requirements for local labor/vendors. Business SSM has suggested we look at an upset budget of \$10,000 in light of previous consideration such as Looking for Angelina, Ice Time and Longfellow.

Financing Arrangements (e.g., equity, loans, etc.) and Funding Partners:
Northern Ontario Heritage Fund - \$750,000, Distribution Advance
(Distributor) - \$700,000, Other Funders: \$750,000.

In-kind Contributions – City of Sault Ste. Marie - Up to \$10,000

Balance, Financial Statements, Cash Flow Projections (historical and projected) – Story Of Luke's Northern Ontario budget topsheet is attached. Also, the Northern Ontario spend for this project, which will be in Sault Ste. Marie, is budgeted at \$1.4 million. (Economic benefits both direct and indirect are estimated at 2.17 million).

Demonstrated need for assistance and supporting documentation and applications to other government assistance programs, etc: Northern Ontario Heritage Fund Corporation has confirmed funding for this project and have completed due diligence for this project. The request for assistance from the EDF for this project is just as crucial as the other partner funding as the distance to travel here as compared to other northern centres is more costly.

Economic Benefits - Description of how the project promotes economic growth and diversification – This project is an excellent opportunity for the

continuation of film and TV media industry development in Sault Ste. Marie. This has been identified as an opportunity to further continue developing the creative talent of our theatre and cultural sectors in Sault Ste. Marie. It will have direct spinoffs to the hospitality, service, and equipment rental sectors supporting SSM businesses. Also, this will be Sault Ste. Marie's 5th film in just under two years. It comes on the heels of Foxfire which will allow for local crew hired by Foxfire to continue to be employed and trained. In addition, Sault Ste. Marie is well-placed to build a film and digital media industry cluster. It has a strong base of highly skilled workers, and college and university programs which support human resource development; it has a natural landscape that provides a perfect backdrop for a host of film genres with its dramatic wilderness areas and non-congested urban landscape; and a number of established entrepreneurs knowledgeable about the industry. Film productions carry with them a number of both temporary and permanent occupations that build on the local economy. In addition to the writers, actors, camera-sound-lighting technicians, directors and musicians, productions usually require carpentry, welding, and artistic set design skills, as well as architectural and engineering consultation and administrative and professional services that last throughout the duration of filming. Longer-term employment naturally flows once the film productions become a more permanent installation, as they are in Sudbury and other larger markets. Rental agencies for set equipment provide production companies cost savings while providing entrepreneurs opportunities to tackle niche markets through the procurement of green energy generators and high efficiency lighting to reduce the carbon footprints of film productions. Production spaces and studios cater to the developing need for permanent studio space, while revamping under-utilized buildings and properties. Attracting film productions to the area also increases demand for professional services such as accounting, legal services, insurance, and other professional services. For every dollar spent by a production in Northern Ontario, the total direct and indirect spend can be estimated at \$1.55 according to FedNor and Music and Film in Motion, the lead organization charged with attracting films to Northern Ontario. Larger film markets, such as those in southern Ontario, estimate that the economic impact of the film industry is actually equivalent to \$2.26. With the further development of the film industry in Northern Ontario and the development of post-production facilities, animation studios, and other film-related services, the economic impact of film in Northern Ontario will quickly approach that found in larger markets. As Sault Ste. Marie is building its industry it is important to support those projects that invest in Sault Ste. Marie rather than communities closer to and more easily accessible from Toronto.

Projected Job Creation – estimated 30 full-time temporary jobs for technical, crew, production management, and director assistance for 6 weeks. Key lead staff will be coming to Sault Ste. Marie that would provide training for the local crew hired. Also casting of local actors, including speaking parts and background has begun.

Potential for Tax Assessment Increase – no direct tax assessment except to support existing small business tax base.

Other Economic and Community Benefits – This project offers increased experience for SSM on hosting a film production and increased experience and training for our SSM employment. Also, there is the capture of NOHFC funding for film productions in Northern Ontario which historically has gone almost exclusively to Sudbury and more recently has extended to include North Bay as well. The attraction of film productions to Sault Ste. Marie compliments a number of post-secondary education initiatives underway at Sault College and Algoma University and builds on a number of community strengths. Sault College has developed a new Department of Media & Design with five component programs: Graphic Design, Video Gaming, Web Design, Digital Photography, and Journalism. The latter program is unique among applied technical schools, usually offered only as a niche program in select universities. Graduates of these programs will find opportunities within the film industry for employment and will provide a ready-made skilled workforce to attract filmmakers to the community. Algoma University's Community Economic and Social Development (CESD) program and the CQI have both recently expressed interest in providing film and production-related training. Film Study classes are offered through Algoma University's English program, and the Fine Arts and Music departments also provide skills development to a growing number of artists who could find employment in the film industry. The gaming industry requires both animators and artists, allowing Sault College and Algoma University to collaborate through their respective programs (Algoma University offers a Masters in Computer Gaming through the University of Abertay Dundee). Algoma's program has a focus on animators while Sault College's program targets artists. Only one other college in Canada offers such a program as Sault College's - Holland College of Prince Edward Island. Clearly, the programs at Algoma University and Sault College provide a ready labour pool for the needs of future film productions, and without available work graduates will simply take their credentials elsewhere. This potential phenomenon highlights the most significant advantage of film industry development in the city, which is a strong measure to curb youth out-migration and attract more youth to the community from outside the area. While Sault Ste. Marie offers a number of employment opportunities in traditional skilled trades and unskilled labour, there has been a significant limitation on the occupational opportunities in the creative arts and trades. In addition, local film enthusiasts and film festivals such as Shadows of the Mind have frequently provided programming that encourages the development of local filmmakers, from the Sault Ste. Marie 24 Hour Film Challenge to the Digital Storytelling Project spearheaded by the Queer Voices of the North Film Festival. This film in particular will qualify for the Shadows of the Mind film festival as well. These initiatives continue to build the groundwork for the development of a home-grown film industry which will accomplish the same goal of youth retention, while producing works that speak to Northern Ontario's reality and distinctness, building a local culture that then feeds back into tourism initiatives. Film production will substantially increase the national and international profile of Sault Ste. Marie by benefiting from the press and advertising campaigns stemming from films shot locally, as well as the word of mouth generated by cast and crew which will in turn lead to future film productions, as well as impact the tourism industry in the area. Connections fostered between visiting film crews and

members of the local arts & culture communities contribute not only to local capacity building, but building relationships that are mutually enriching and encouraging of artistic production. The result is a community that is more resilient, where people want to live, work, play and visit. The development of an increased niche for film productions would also provide the City with an additional strong cultural asset to leverage in the greater development of the local arts and culture sector and cultural tourism.

Community Benefits

How the project compliments other local initiatives – supports tourism in hosting the cast and crew from out of town and compliments Sault Ste. Marie's Arts and Culture industry. Also, as Sault Saint Marie is developing its resources and capacity as a filming centre, Story Of Luke will be spending money and time on helping to develop those resources. People will be training in many different positions and local businesses will be engaged to work in the film model. It prepares the city for the next film(s) that are already underway. The production will continue to contribute to the building of the infrastructure for continuing and growing film production in Sault Saint Marie. Attracting film productions to the city will also have significant spin-off effects for local businesses providing production goods and services, such as the food industry and rental goods. Similar impacts are felt by the hospitality industry through increased demands for hotel/motel services, restaurants, and shopping. Building on the number of film productions coming to Sault Ste. Marie will also attract other creative industries tied to the film industry, such as post-production facilities and animation studios, as has also been seen in Sudbury.

Impact on the community as a whole – This production will further strengthen Sault Ste. Marie's reputation as a location for film and television productions. It continues to reflect Sault Ste. Marie as a community that celebrates diversity and tolerance. Story of Luke has already begun early marketing and a pre-awareness publicity using various social media and by partnering with Autism Canada.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2011-167

AGREEMENT: (E.3.4.6.) A by-law to authorize the execution of an agreement between the City and Stewardship Ontario.

THE COUNCIL of the Corporation of the City of Sault Ste. Marie, **ENACTS** as follows:

1. **EXECUTION OF DOCUMENTS**

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 an agreement in the form of Schedule "A" attached hereto dated the 1st day of July, 2011 between the City and Stewardship Ontario. This agreement is for the transition from the City of Sault Ste. Marie operated Municipal Hazardous Waste Program to a private sector program operated under the direction of Stewardship Ontario.

2. **SCHEDULE "A"**

Schedule "A" hereto forms a 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 26th day of September, 2011.

MAYOR – DEBBIE AMAROSO

CITY CLERK – MALCOLM WHITE

NOTICE

THIS IS A DRAFT DOCUMENT. This document has not been enacted by City Council. It may not be enacted at all **AND** if enacted, it may not be in the form of the DRAFT copy.

CITY SOLICITOR

10(a)

NEW MUNICIPAL HAZARDOUS OR SPECIAL WASTE SERVICES AGREEMENT

THIS AGREEMENT is made as of the 1st day of July, 2011.

BETWEEN:

STEWARDSHIP ONTARIO ("SO")

- and -

CORPORATION OF THE CITY SAULT STE MARIE ("MUNICIPALITY")

collectively, the "Parties"

WHEREAS:

- A. By letter received by Waste Diversion Ontario December 12, 2006, the Minister of the Environment for the Province of Ontario required Waste Diversion Ontario ("WDO") to develop a waste diversion program for municipal hazardous or special waste ("MHSW") and that SO act as the Industry Funding Organization ("IFO") for the program;
- B. SO, at the direction of and in cooperation with Waste Diversion Ontario, developed a municipal hazardous or special waste program plan for 9 materials (the Phase 1 materials), which was approved for implementation by the Minister of the Environment by letter dated February 19, 2008;
- C. By letter received by Waste Diversion Ontario on July 22, 2008, the Minister of the Environment required WDO to develop an amended waste diversion program for MHSW that included all materials referred to as "Phase 2" and "Phase 3";
- D. The amended MHSW Program Plan was approved by the Minister on September 22, 2009, took effect on July 1, 2010, and included 22 materials;
- E. By Regulations 298/10 and 396/10, Phase 2 and 3 materials stewards were no longer required to pay fees to SO;
- F. SO intends to submit a new program plan for the Phase 1 MHSW only to the Minister for approval (the "revised MHSW Program Plan");
- G. SO and the Municipality wish to enter into a new agreement concerning the provision of certain services by the Municipality to SO concerning the Phase 1 materials.

NOW THEREFORE in consideration of the premises, the parties hereto agree as follows:

1.0 Definitions and Interpretation

- 1.1. Terms beginning with capital letters and used herein without definition shall have the meanings given to them in either the *Waste Diversion Act 2002* (Ontario) or the *Municipal Act, 2001* (Ontario), as the case may be unless otherwise specified.
- 1.2. In this Agreement:
- (a) **"Agreement"** means this Agreement and includes all schedules and amendments thereto;
 - (b) **"Business Day"** means Monday through Friday, excluding statutory holidays and any other day that the Government of Ontario has elected to be closed for business;
 - (c) **"Certificate of Approval"** means an approval issued by the Director of the Environmental Assessment and Approvals Branch of the Ministry of the Environment of Ontario pursuant to the *Environmental Protection Act* (Ontario);
 - (d) **"Claims Submission"** means submission to SO of data required to validate claim for payment;
 - (e) **"Collection Services"** means all the activities, including those conducted at Events and Depots operated by or on behalf of the Municipality, for the purpose of receiving, classifying, packing, storing and transferring Obligated MHSW onto transportation vehicles, including the manifesting of the MHSW prior to transportation away from the Event or Depot;
 - (f) **"Commingled Materials"** means the materials listed in Schedule E that can be safely packed together for transportation as per the Packing Standards;
 - (g) **"Depot"** means a collection and transfer facility/location operated by or on behalf of the Municipality for receiving MHSW from the public and/or Exempt Small Quantity IC&I Generators and transferring same to transporters for processing or recycling;
 - (h) **"End Processor"** means a Service Provider that processes collected Obligated MHSW;
 - (i) **"Event"** means a one-day or other collection event, operated by or on behalf of a municipality to collect, pack, transport, weigh, and process MHSW from the public and/or Exempt Small Quantity IC&I Generators ;
 - (j) **"Exempt Small Quantity IC&I Generator" or "Exempt SQG"** means a business that is not required to submit a Generator Registration Report with respect to MHSW under subsection 18 (1) of Regulation 347, made under the *Environmental Protection Act* (Ontario), as amended from time to time;
 - (k) **"FOB"** means free on board;

- (l) **"Generator"** means the final user who generates waste which will be reused, recycled or disposed;
- (m) **"Lab Pack Audit"** means a lab pack audit by a third party, the results of which are shared with municipalities annually at a minimum and no more frequently than quarterly to account for seasonality;
- (n) **"Manifesting"** means those activities associated with preparing a manifest for Post-Collection Services in accordance with Regulation 347 made under the *Environmental Protection Act* (Ontario);
- (o) **"MHSW Services"** means the Collection Services and/or Post-Collection Services provided by the Service Provider;
- (p) **"Minister"** means the Minister of the Environment for the Province of Ontario;
- (q) **"Non-Commingle Materials"** means the materials listed in Schedule E that must be packed separately for transportation as per the Packing Standards;
- (r) **"Obligated MHSW"** means MHSW designated as Phase 1 in the Minister's program request letter to Waste Diversion Ontario received on October 25, 2010 requesting a revised waste diversion program for Phase 1 MHSW and as may be further defined by the Minister from time to time;
- (s) **"Packing Standards"** means the Waste Packing Protocols listed in Schedule "E" as amended by SO from time to time;
- (t) **"Post-Collection Services"** means the management of Obligated MHSW after delivery of such MHSW to a transportation Service Provider FOB the Event or Depot location, including but not limited to transportation of Obligated MHSW materials from Events and Depots, consolidation, sorting, weighing, processing, recycling, and safe disposal of residual waste and other post-collection waste management activities;
- (u) **"MHSW Program Plan"** means the current MHSW waste diversion program as it applies to Phase 1 materials approved by the Minister pursuant to section 26 of the *Waste Diversion Act, 2002* (Ontario), and any amendments thereto and replacements thereof;
- (v) **"Service Provider"** means the Municipality and/or a commercial party that provides MHSW Services to SO or the Municipality as the case may be;
- (w) **"SO Portal"** means SO's online system for uploading Claims Submissions.

2.0 MHSW Services

- 2.1. Schedule "A" to this Agreement sets out schematically two different service location types for the provision of MHSW Services by the Municipality to SO. These are as follows:

(a) Depot

(b) Event.

For the purpose of this Agreement, SO and the Municipality have agreed that the service location types marked with an "X" below will be the ones under which the Municipality will provide MHSW Services to SO.

☒ Depot

☒ Event

- 2.2. SO and Municipality may agree in writing at any time to change the service location type under which Municipality is providing MHSW Services to SO herein to the other service location type listed above and described in Schedule "A" hereto or to add the other service location type, and this Agreement shall be deemed to have been amended accordingly.
- 2.3. The Parties recognize that there may be changes, including addition or removal of some materials, to the MHSW Program Plan. In the event of such changes, either Party may request appropriate amendments to this Agreement to reflect those changes, and the Parties will negotiate same in good faith, failing which the matter will be resolved by arbitration in accordance with the provisions hereof.

3.0 Price and Payment

3.1. Price

- (a) MHSW Services – Depot. As described in Schedule "A" hereto, SO will pay for MHSW Services provided by the Municipality as follows:
- (i) SO will pay the Municipality the hourly rate as set out in Schedule "C" for the Total Reimbursable Hours of Operation as specified in Schedule "B" for the Collection Services.
 - (ii) SO will pay the Municipality SO's proportionate share (weight of Obligated MHSW as a proportion of total weight of transported MHSW) of the Post-Collection Services transportation costs for the Commingled Materials. The proportionate share will be based on the most recent Lab Pack Audit. Processing costs will be paid based on actual weight of the Obligated MHSW.
 - (iii) SO will pay the Municipality SO's proportionate share (by weight) of the Post-Collection Services transportation and end processing costs for the Non-Commingled Materials until such services are contracted for directly by SO. Transportation weight will be determined by the most recent Lab Pack Audit. End processing costs will be based on actual weight. Municipality acknowledges that SO currently has a target date of December 31, 2011 to transition the provision of Post-Collection Services for Obligated MHSW collected at Depots from Municipality to SO, and will facilitate such transition as reasonably requested by SO.

(b) MHSW Services - Event. As described in Schedule "A" hereto, SO will pay for MHSW Services provided by the Municipality as follows:

- (i) SO will pay the Municipality an amount per tonne as set out in Schedule "C" for the Collection Services and Post-Collection Services for each of the agreed upon Events specified in Schedule "B". The actual weight of the Obligated MHSW will be used.

(c) Intentionally deleted.

3.2. Payment

(a) MHSW Services – Depot.

- (i) To receive payment for Depot Collection Services, the Municipality must upload a monthly Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s). The Claims Submission is to be submitted to SO within fifteen (15) Business Days of the end of each calendar month. SO will validate the Claims Submission with the manifest(s) and, upon validation SO will issue a purchase order against which the Municipality will invoice SO. SO will pay invoices net thirty (30) days of receipt.
- (ii) To receive payment for Depot Post-Collection Services for the Commingled Materials, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) and diversion report(s) from the End Processor with respect to the Commingled Materials. The Claims Submission is to be submitted to SO within fifteen (15) Business Days of Municipality receiving the related diversion report(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the manifest(s) and, upon validation SO will issue a purchase order against which the Municipality will invoice SO. SO will pay invoices net thirty (30) days of receipt.
- (iii) To receive payment for Depot Post-Collection Services for the Non-Commingled Materials, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) and diversion report(s) from the End Processor with respect to the Non-Commingled Materials. The Claims Submission is to be submitted to SO within fifteen (15) Business Days of Municipality receiving the related diversion report(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the manifest(s) and, upon validation SO will issue a purchase order against which the Municipality will invoice SO. SO will pay invoices net thirty (30) days of receipt.

(b) MHSW Services - Event.

- (i) To receive payment for Event Collection Services and Post-Collection Services, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) and diversion report(s) from the End Processor with respect to the Obligated MHSW. The Claims Submission is to be submitted to SO within fifteen (15) Business Days of

Municipality receiving the related diversion report(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the manifest(s) and, upon validation SO will issue a purchase order against which the Municipality will invoice SO. SO will pay invoices net thirty (30) days of receipt of said invoice.

(c) Intentionally deleted.

3.3. Municipality will provide any additional back-up/supporting information reasonably requested by SO to verify the accuracy of the Claims Submissions from time to time.

3.4. The Municipality will not charge residential Generators of MHSW for collection of MHSW at its Depots or Events.

3.5. Late Submission Penalties

(a) SO may apply a penalty of ten (10%) per cent per month to Claims Submissions which are not submitted to SO within the time periods set out in section 3.2(a)(ii) and (iii), (b) and (c).

For section 3.2(a)(i) SO may apply a penalty of ten (10%) per cent per month to Claims Submissions which are not submitted to SO by the end of the following calendar quarter.

(b) SO will have no responsibility to pay and Municipality will forfeit the right to claim for, any Claim Submission in respect of a calendar year which is not received by SO within three (3) months of the end of that calendar year.

3.6. The price paid to Municipality herein for MHSW Services will not at any time exceed the prices charged by the Municipality for similar services to other producers or product stewards or their organizations. SO may amend Schedule "C" to match any better pricing extended for such services at any time by the Municipality and upon delivery of same to the Municipality this Agreement will be deemed to have been amended accordingly.

4.0 Term

4.1. The initial term of this Agreement will be eighteen months (July 1, 2011 to December 31, 2012).

4.2. This Agreement will automatically renew for up to four (4) successive one year terms unless either party provides at least ninety (90) days advance written notice of termination prior to the expiration of the then-current term.

5.0 Title and Compliance with Laws

5.1. Title to all Obligated MHSW collected by Municipality at Events and Depots will belong to SO from the time of collection, and whether the Obligated MHSW is transported to the End Processor by the Municipality's Service Providers or SO's Service Providers. Any contract entered into between Municipality and an End Processor for Obligated MHSW

must provide that title transfers to the End Processor in accordance with the Processor Standards in Schedule E, as amended from time to time.

- 5.2. In performing the MHSW Services hereunder, Municipality represents and warrants that it will at all times, and will require its service providers to, have all Certificates of Approval and any other approvals required and that it will otherwise comply at all times and require its service providers to comply, with all applicable laws, regulations and requirements of any governmental authority having jurisdiction, including without limitation the Ontario Ministry of the Environment and the Ontario Ministry of Labour.

6.0 SO Policies, Standards and Guidelines

- 6.1. SO has developed, and may develop or amend from time to time policies, standards and guidelines relevant to the provision of the MHSW Services.

At the time of entering into this Agreement, the SO policies, standards and guidelines relevant to the provision of the MHSW Services herein are referenced in Schedule "E".

Municipality will comply and will ensure that any of its contractors supplying MHSW Services comply, with the provisions of all such policies, standards and guidelines as they pertain to the provision of the MHSW Services. SO will communicate any new or amended such policies, standards and guidelines to Municipality via email and will post copies of such new or amended policies, standards and guidelines on SO's website as they are developed and Municipality agrees to comply with the provisions of such new or amended policies, standards and guidelines in providing and contracting for the MHSW Services hereunder unless Municipality provides written notice stating otherwise within twenty (20) Business Days of receiving such communication.

7.0 Promotion and Education

- 7.1. Proper education and promotion of the MHSW Program Plan is essential to its success. Municipality will work cooperatively with SO in undertaking such promotion and education activities with respect to the MHSW Program Plan and collection of the Obligated MHSW as set out in Schedule "D" and as may otherwise be reasonably requested by SO from time to time.

8.0 Indemnity and Insurance

- 8.1. Each party (the "Indemnifying Party") hereby indemnifies and saves harmless the other party (the "Indemnified Party") on its behalf and as trustee for, its respective directors, officers, contractors, employees and agent, from and against any and all manner of actions or causes of actions, damages (but not including consequential damages), costs, loss or expenses of whatever kind (including related legal fees on a full indemnity basis) which the Indemnified Party, its directors, officers, contractors, employees and agents may sustain, incur or be put to by reason of or directly or indirectly arising out of any breach of this Agreement by the other party or any wilful misconduct or negligence of the Indemnifying Party or any person for whom the Indemnifying Party is, at law, responsible, in relation to matters arising out of this Agreement.
- 8.2. The Municipality will, during the term of the Agreement, self-insure, maintain at its expense and/or require any Service Provider to maintain at either the Municipality's or

Service Provider's expense Comprehensive General Liability coverage with limits of not less than \$5,000,000 (five million dollars) per occurrence. For clarity, only the Municipality can self-insure.

- 8.3. The Comprehensive General Liability policy of insurance referred to in this section will include SO as an additional insured.
- 8.4. Unless the Municipality wholly self-insures, the Municipality will deliver a copy of Certificate(s) of Insurance maintained by the Municipality or a Service Provider pursuant to this Agreement, upon the effective date of this Agreement, and annually upon renewal of the Municipality or Service Provider's insurance, naming SO as an additional insured with the following language:

"Stewardship Ontario and its affiliated entities, officers, partners, directors, employees, representatives and agents are included as Additional Insureds for Comprehensive General Liability. Such coverage is primary and non-contributing."

If the Municipality wholly self-insures, the Municipality will deliver a letter stating such self-insurance to SO upon the effective date of this Agreement, and annually upon each automatic renewal of this Agreement.

- 8.5. The Certificate(s) of Insurance, referred to in subsection 8.4, must also provide that SO will be provided with thirty (30) days advance written notice of cancellation, termination, non-renewal or material change.

9.0 Assignment

- 9.1. The Municipality may not subcontract or assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of SO.
- 9.2. Notwithstanding subsection 9.1, the Municipality may assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of, but with written notice to, SO:
- (a) from a Lower-tier Municipality to an Upper-tier Municipality or vice versa;
 - (b) to a municipal service board pursuant to sections 194 to 202 of the Municipal Act, 2001, as amended; or
 - (c) to a municipal business corporation pursuant to section 203 of the Municipal Act, 2001, as amended

10.0 Notices

Any notice, request, demand or other instrument or communication herein provide, permitted or required to be given by either SO or the Municipality will be in writing and sufficiently given if delivered personally, by facsimile transmission or other electronic means of written communication tested prior to transmission to the extent such testing is available (unless otherwise expressly provided

herein) or if sent by registered mail to the following respective address hereinafter set out, namely:

Notices to SO will be delivered to:

Director, Channel Management MHSW
Stewardship Ontario
1 St. Clair Avenue West, Suite 701
Toronto, ON M4V 1K6
Facsimile: (416) 323-3185
Email: serviceprovider@stewardshipontario.ca

Notices to The Municipality will be delivered to:

Monty Pinder, Manager of Landfill and Refuse
Sault Ste Marie
128 Sackville Rd
Sault Ste Marie, On P6B 4T6
Facsimile: (705) 759-5219
Email: m.pinder@cityssm.on.ca

Any such notice if delivered personally, by facsimile transmission or by other electronic means will be conclusively deemed to have been given on the day of personal delivery, or facsimile transmission or electronic communication (and if after 5 p.m. E.T. the next following Business Day), or if mailed as aforesaid, will be conclusively deemed to have been received on the fifth (5th) business day following the day on which such notice is mailed as aforesaid (except during a postal strike in which case such notice shall be delivered via courier). Either party may, at any time, give written notice to the other of any change of address (postal and/or email) of the party giving such notice and from and after the giving of such notice the address therein specified shall (in the absence of knowledge to the contrary) be deemed to be the address of such party for the giving of notices thereafter.

11.0 No Partnership or Joint Venture

- 11.1. This Agreement does not create and will not in any circumstances create or be deemed to create a partnership or joint venture between the parties. For all purposes Municipality will be an independent contractor.

12.0 Severability

- 12.1. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such determination will not impair or affect the validity, legality or enforceability of the remaining provisions hereof, and each provision is hereby declared to be separate, severable and distinct. To the extent that any such provision is found to be invalid, illegal or unenforceable, the parties hereto will act in good faith to substitute for such provision, to the extent possible, a new provision with content and purpose as close as possible to the provision so determined to be invalid, illegal or unenforceable.

13.0 Amendment and Waivers

- 13.1. No amendment or waiver of any provision of this Agreement will be binding on any party unless consented to in writing by such party other than as provided for in section 3.6 of this Agreement. No waiver of any provision of this Agreement will constitute a waiver of any other provision, and no waiver will constitute a continuing waiver unless otherwise provided.

14.0 Further Acts

- 14.1. Each party will execute all such documents and do all such other acts and things as may be necessary or desirable from time to time in order effectively to carry out the provisions of this Agreement and will not to take any action, or omit to take any action, that would constitute a breach of this Agreement.

15.0 No Third Party Beneficiaries

- 15.1. No person or entity which is not a party hereto will have any rights or obligations pursuant to this Agreement or be permitted to place any reliance on anything in this Agreement or on the continuation of this Agreement.

16.0 Counterparts and Facsimile

- 16.1. This Agreement may be executed in counterparts, and may be transmitted by facsimile or secure electronic document (PDF) each of which will constitute an original and all of which taken together will constitute one and the same instrument.

17.0 Force Majeure

- 17.1. In the event that either party hereto is delayed or hindered in the performance of any act required herein by reason of Acts of God, riots, insurrection, war or other reasons of a like nature not the fault of such party (an "Event of Force Majeure"), then the performance of such act will be excused for the period of the delay and the period for performance of any such act will be extended for a period equivalent to the period of such delay. The party whose performance of this Agreement is or may reasonably be expected to be affected by an Event of Force Majeure will promptly notify the other party of the existence of such circumstances and will use its best efforts to resume and complete performance. Whenever a party is reasonably certain that such an Event of Force Majeure is likely to occur, it will notify and consult with the other party as soon as practicable. All time periods for the performance of obligations hereunder will be extended by a period corresponding to the time period of any delay caused by the occurrence of an Event of Force Majeure.

18.0 Dispute Resolution

- 18.1. All disputes arising out of in connection with this Agreement, or in respect of any legal relationship associated with or derived from this Agreement, that cannot be resolved within thirty (30) days by a senior representative of each party, will upon written notice by any party to the others be arbitrated and finally resolved by one (1) arbitrator qualified by education, experience or training to render a decision upon the issues in dispute and who has not previously been employed by any party or any of their affiliates, and does

not have a direct or indirect interest in any party or the subject matter of the arbitration. Such arbitrator will either be mutually agreed upon by the parties within thirty (30) days after written notice from any party requesting arbitration or, failing agreement, Waste Diversion Ontario may appoint the arbitrator on behalf of the Parties after receiving written submission from both.

19.0 Termination

- 19.1. If, in the reasonable opinion of either party, there has been a breach of this Agreement by the other party (the "defaulting party"), the Municipality or SO (the "party giving notice") may give the defaulting party written notice to remedy the breach or default within sixty (60) days, failing which the Agreement may be terminated. In the event that the remedy of such breach reasonably requires more than sixty (60) days, the defaulting party will so advise the party giving notice forthwith and provide a revised timetable for remedying the breach. The party giving notice will notify the defaulting party in writing as to whether the revised time line is acceptable and, if it is, the revised time line to remedy such breach will apply.
- 19.2. On the date of termination neither party shall have any obligations, financial or otherwise, hereunder save and except for matters arising prior to termination.
- 19.3. SO may terminate this Agreement for any reason whatsoever without cause, cost or penalty, save and except for matters arising prior to termination, upon providing Municipality with ninety (90) days written notice.
- 19.4. SO may terminate this agreement immediately upon written notice to the Municipality if:
- (a) the Municipality assigns or subcontracts any of its rights or obligations under this Agreement or any part thereof except as expressly provided for herein; or
 - (b) the Municipality provides written notice that it will not comply with any new or amended policies, standards and guidelines developed by SO as per section 6.1; or
 - (c) the Municipality fails to keep the terms of this Agreement confidential as per section 26.1; or
 - (d) a receiver or trustee is appointed for any part of the assets of SO.

20.0 Survival

- 20.1. Articles 8 and 26 of this Agreement will survive termination or expiry and continue in full force and effect:

21.0 Additional Conditions

- 21.1. The parties shall execute such further and other documents, cause such meetings to be held, resolutions passed and by-laws enacted, exercise their vote and influence, do and perform and cause to be done and performed such further and other acts and things as may be necessary or desirable in order to give full effect to this Agreement and every part thereof.

22.0 Entire Agreement

- 22.1. This Agreement constitutes the entire agreement between the parties with respect to all of the matters herein and supersedes and replaces all previous agreements, whether oral or written, concerning the same or similar subject matter.

23.0 Headings for Convenience Only

- 23.1. The division of this Agreement into articles and sections is for convenience of reference only and will not affect the interpretation or construction of this Agreement.

24.0 Governing Law

- 24.1. This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and each of the parties hereto agrees irrevocably to conform to the non-exclusive jurisdiction of the Courts of such Province.

25.0 Legislation References

- 25.1. Any reference in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body will be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.

26.0 Confidentiality

- 26.1. Municipality will at all times treat Schedule "C" and the financial terms contained therein as private and confidential information.

27.0 Rights and Remedies

- 27.1. The rights, remedies and privileges in this Agreement given to the Parties:
- (a) are cumulative and any one or more may be exercised;
 - (b) are without prejudice to and are in addition to and apply notwithstanding any other provisions in this Agreement; and
 - (c) are not dependent or conditional upon, or in any way lessened, restricted or affected by any other provisions of this Agreement.

28.0 Schedules

- 28.1. Schedules "A" through "E" are attached hereto and incorporated in and form part of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of
the date first set out above.

STEWARDSHIP ONTARIO

by: _____

Name: Gemma Zecchini

Title: Chief Executive Officer

MUNICIPALITY

by: _____

Name: Mayor Amaroso

Title: Mayor

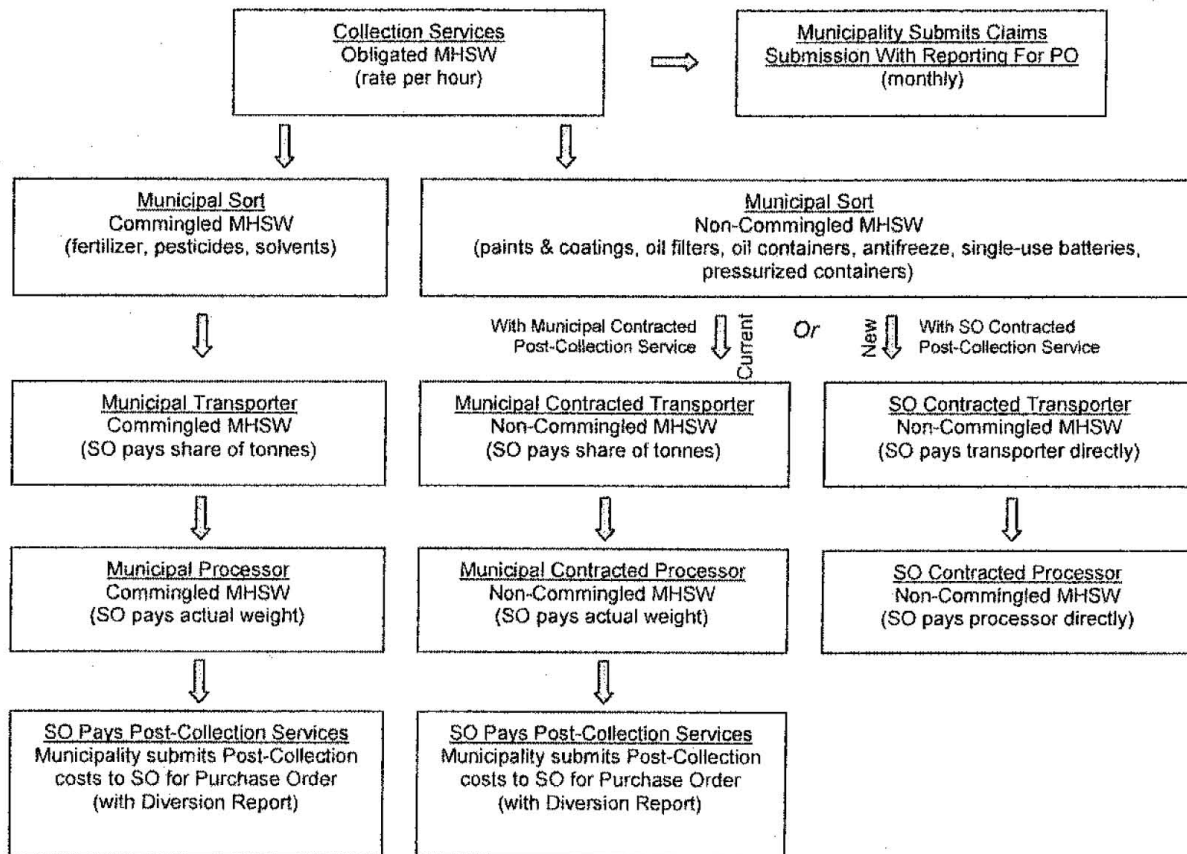
by: _____

Name:
Malcolm White

Title:
City Clerk

SCHEDULE "A" – MHSW SERVICES

DEPOT

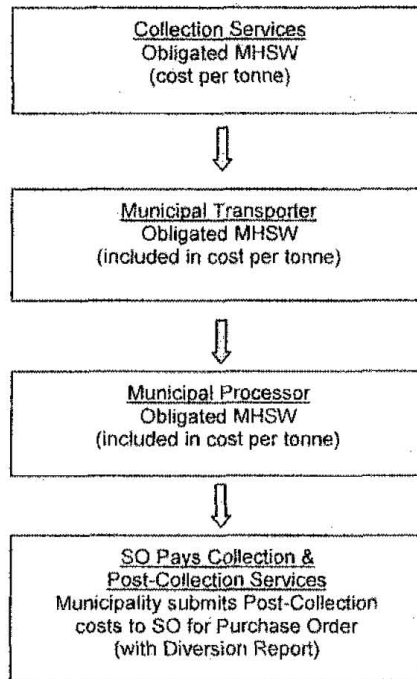


The Municipality or the Municipality's Service Provider provides Depot Collection Services for Obligated MHSW. SO pays the Municipality an hourly rate for the Collection Services.

Commingle MHSW may be commingled with other non-Phase 1 MHSW materials at municipal Depots as per Packing Standards. For Commingle MHSW, the Municipality is to contract for transportation and processing of such Commingle MHSW and SO will pay its proportionate share of the transportation (by weight as determined by Lab Pack Audit) and processing (by actual weight) costs for the Commingle MHSW.

Non-Commingle MHSW are to be separately sorted by material as per Packing Standards by the Municipality at its Depots and made ready for pick-up at the designated, scheduled time by:

- a) a municipal contracted transporter for delivery to a municipal contracted End Processor, each of whom must agree to adhere to SO's Transportation and Processor Standards, as the case may be until such time as SO provides the Municipality with thirty (30) days notice that SO has its own contracted Service Providers to manage Post-Collection Services, or
- b) an SO contracted transporter, if thirty (30) days have passed since SO provided notice to the Municipality that SO has its own contracted Service Providers to manage Post-Collection Services.

EVENT

The Municipality or the Municipality's Service Provider provides Event Collection Services for Obligated MHSW. The Municipality may combine Events with other activities, including collection of non-Phase 1 MHSW. SO pays the Municipality a cost per tonne of Obligated MHSW as per Schedule "C" for the Collection and Post-Collection Services.

SCHEDULE "B" – COLLECTION ACCESSIBILITY SCHEDULES

Municipality will collect Obligated MHSW Materials from its residents according to the following Collection Accessibility Schedules.

Depots

MHSW Depot Name	Address	Days & Hours of Operation	Operating Season	Total Hours	Notes
Sault Ste Marie Household Special Waste Facility	115 Industrial Park Crest. Sault Ste. Marie, ON P6B 5P3	Thursday, Friday 9:00am to 6:00pm Saturday 8:00am to 4:00pm	Mid April to end of October.	860	

Total Reimbursable Hours of Operation: 860

Events

Date	Location	Address	Collection Hours	Service Provider
January 7, 2012	Cambrian Mall	44 Great Northern Rd Sault Ste. Marie, ON P6B 4Y7	8:00am to 4:00pm	HOTZ

Total Events per Quarter

Q1	Q2	Q3	Q4
1	0	0	0

Municipality will use commercially reasonable efforts to submit Event Collection Accessibility Schedules to SO for approval by March 31st of the calendar year in which the Events will be held, and in all cases will submit Event Collection Accessibility Schedules not less than sixty (60) days prior to the next planned Event. Once approved by SO, the updated information on Event Schedules will be deemed to be incorporated into this Agreement.

INITIALLED BY MUNICIPALITY: _____

SCHEDULE "C" – PAYMENT FOR COLLECTION SERVICES

SO will pay the Municipality for MHSW Collection Services as follows:

For MHSW Services – Depot, SO will pay the Municipality a rate of **\$55.25** per hour plus applicable taxes for the Total Reimbursable Hours set out in Schedule "B", to be paid in twelve (12) equal monthly instalments. For greater clarity, the monthly instalment will be calculated as Total Reimbursable Hours divided by twelve (12) and multiplied by the hourly rate.

For MHSW Services – Event, SO will pay the Municipality a rate of **\$1,100.00** per tonne of Obligated MHSW plus applicable taxes.

INITIALLED BY MUNICIPALITY: _____

SCHEDULE "D" – PROMOTION & EDUCATION

The Municipality will actively promote the collection of Obligated MHSW and the Orange Drop brand through municipal publications, events and activities that support the Municipality's waste management strategy. The Municipality will not charge SO for any promotion or education activities unless SO has agreed to such charges in advance in writing. SO's decision not to pay for specific promotion and education activities does not discharge the Municipality from its obligation to inform the Municipality's residents of its Collection Accessibility Schedules (see Schedule "B").

If the Municipality has a waste management webpage then the Municipality will post the Collection Accessibility Schedules, the Orange Drop logo and a link to www.makethedrop.ca on the aforementioned webpage at no cost to SO.

The Municipality must submit to SO draft copies of all publications using SO trademarks and logos for approval, which SO may withhold for any reason.

The Municipality, its employees and Service Providers will not engage in any activity that may cause or perceive to cause harm to the Stewardship Ontario name or any brand owned by SO, such as Orange Drop.

The Municipality will periodically educate its residents about the BUDS message:

- Buy only what you need
- Use it all up
- Divert
- Safely dispose of the rest

SCHEDULE "E" – SO STANDARDS**Commingled Materials**

- Fertilizers, and the containers in which they are contained,
- Pesticides, and the containers in which they are contained, and
- Solvents, and the containers in which they are contained,

that are Obligated MHSW;

Non-Commingled Materials

- Antifreeze, and the containers in which it is contained,
- Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil,
- Oil filters – after they have been used for their intended purpose,
- Paints and Coatings, and containers in which they are contained,
- Pressurized containers, and
- Single-use dry cell batteries,
-

that are Obligated MHSW;

The following are SO's standards applicable to this Agreement as of the date of this Agreement.
Revisions to these standards will be posted on
www.stewardshipontario.ca/service_providers/vendor_standards

Municipal Hazardous or Special Waste Program Standards for Collection Site Operators

To the extent that there is any conflict between the SO standards and the requirements of applicable laws and regulations, the requirements of applicable laws and regulations apply and the collection site operator is required to comply with the requirements of the applicable laws and regulations. For greater certainty, in the event that the SO standards impose requirements that are more stringent or additional to the requirements of applicable laws and regulations but do not conflict with such laws and regulations, the collection site operator is required to comply with the SO standards as well as with applicable laws and regulations.

Background:

The Municipal Hazardous or Special Waste (MHSW) Program is a waste collection and diversion plan designed to ensure that certain hazardous and special wastes are managed in an environmentally appropriate way.

The plan is being implemented in phases. Phase one began on July 1, 2008 and included nine material categories. The consolidated program, which begins on July 1, 2010, adds another 13 materials for a total of 22 materials.

Stewardship Ontario was directed by the Ontario Minister of the Environment to plan, implement and operate the consolidated MHSW Program. The minister approved the consolidated program in September 2009 under the authority of the *Waste Diversion Act, 2002*.

More information, including the consolidated MHSW Program Plan (volumes 1 & 2), can be found on the Stewardship Ontario website:

http://www.stewardshipontario.ca/service_providers/what-we-do/mhsw/program-plan

Purpose:

The Standards for Collection Site Operators define the minimum operating requirements to qualify as a Stewardship Ontario collection site for municipal hazardous or special waste. Collection sites must also agree to and comply with Stewardship Ontario's Terms and Conditions¹.

The Standards for Collection Site Operators do not absolve collection sites from any federal, provincial and/or municipal legislation and regulations applicable to their operation. It is the collection sites' responsibility to be aware of, and abide by, all such legislation and regulations.

Stewardship Ontario reserves the right to review and revise these standards on an ongoing basis.

¹ The terms and conditions for collection site operators for phase 1 of the MHSW Program can be found at <http://www.stewardshipontario.ca/sites/default/files/SO-CSO-TermsandConditions.pdf>. Revisions to reflect changes under the consolidated program will be published as soon as they become available.

Who this applies to:

For the purposes of these standards, a *Collection Site Operator* means the operator of a location at which MHSW is received from the public or via the site's internal operations from which a transporter will pick up MHSW and transport it to either i) an approved consolidation site operator, or ii) an approved MHSW processor. These Standards apply to the following two types of collection sites:

1. **Type A sites:** Sites that receive a wide range of MHSW, and
2. **Type B sites:** Sites that collect one or more of the following wastes:
 - Batteries;
 - Paints and coatings;
 - Mercury-containing materials (including switches and fluorescent lamps);
 - Pharmaceuticals;
 - Sharps;
 - Antifreeze and oil filters defined as selected waste as per R.R.O. 1990, O. Reg. 347 clause 44(1).

Enforcement of these Vendor Standards:

Collection site operators shall:

- Provide Stewardship Ontario with all reasonable information relating to these standards or any matter that relates to the consolidated MHSW Program or procedures of Stewardship Ontario;
- Acknowledge that Stewardship Ontario has a right of access to any and all such information during normal business hours and on 24 hours notice.

Moreover, Stewardship Ontario may verify compliance information provided by collection site operators, either directly or through a third party acting on its behalf. Please note that all parties acting on behalf of Stewardship Ontario are bound by strict confidentiality agreements.

1. General Requirements**All MHSW collection site operators shall:**

- 1.1 Possess a valid business licence if they are a commercial operation.
- 1.2 Either self-insure, or possess comprehensive or commercial general liability insurance, including coverage for bodily injury, property damage, complete operations and contractual liability. Except in the case of self-insurance, MHSW collection site operators must have Stewardship Ontario listed on the policy as an additional insured party.
- 1.3 Identify and comply with all applicable legislation and approvals, including but not limited to:

Type A collection sites shall be:

- In compliance with all terms in their MOE Certificates of Approval;
- Registered with the MOE's Hazardous Waste Information Network (HWIN);

- In compliance with the Ontario *Environmental Protection Act, 1990* (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
- In compliance with the federal *Transportation of Dangerous Goods Act* (TDGA);
- In compliance with applicable municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.

Type B collection sites shall be:

- In compliance with the Ontario *Environmental Protection Act, 1990* (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
- In compliance with the federal *Transportation of Dangerous Goods Act* ;
- In compliance with applicable municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.

- 1.4 Maintain a documented process to identify, assess and ensure compliance with this standard and all applicable legislative and regulatory requirements, including but not limited to:
 - Environmental regulations, including permits or certifications for operating, air emissions, or other discharges;
 - Occupational health and safety regulations;
 - Hazardous waste management regulations (storage, handling).
- 1.5 Implement and maintain an emergency response plan to prepare for and respond to emergency situations including fires, spills and medical events.
- 1.6 Maintain all records for a minimum of two years or longer as required by law, including manifests, bills of lading and waste records.
- 1.7 Provide notice to Stewardship Ontario of any fines or regulatory orders in the previous five years and, going forward, within 60 days of any new fine or regulatory order as it relates to the MHSW Program.

2. Occupational Health and Safety

All MHSW collection site operators shall:

- 2.1 Identify and comply with all applicable health and safety legislation, including but not limited to:
 - *Employment Standards Act, 2000*;
 - *Occupational Health and Safety Act, 1990*;
 - *Workplace Safety and Insurance Act, 1997*;
 - *Canada Labour Code*.
- 2.2 Possess workers' compensation coverage through either a provincial/state program or a private insurance policy.
- 2.3 Be compliant with the Workplace Hazardous Materials Information System (WHMIS), including training requirements.

- 2.4 Maintain an occupational health program that includes processes to safeguard the health and safety of employees by:
- Providing regular documented health and safety training;
 - Providing and enforcing the correct use of personal protection equipment; and
 - Safeguarding hazardous mechanical processes.

3. Staff Training

All MHSW collection site operators shall:

- 3.1 Train staff on their emergency response plan.
- 3.2 Train staff to identify and pack MHSW in its appropriate waste class according to Waste Packing Protocols (refer to Appendix A).
- 3.3 Train staff to differentiate between waste products that are eligible for collection services under the consolidated MHSW Program and those that are not (refer to Appendix B).
- 3.4 Update staff training based on any changes made to MHSW Collection Site Vendor Standards.
- 3.5 Document and maintain records of staff training.

4. Waste Packing Protocols

All MHSW collection site operators shall:

- 4.1 Pack waste according to the Ministry of the Environment waste classes outlined in Appendix A.
- 4.2 Ensure that MHSW is handled and stored as follows:

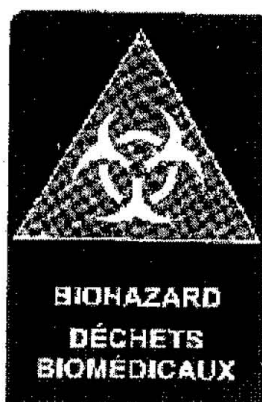
For Type A collection sites:

In accordance with the conditions laid out in their respective Certificates of Approval and all applicable laws and regulations.

For Type B collection sites:

- Have the ability to receive wastes from the public in a controlled manner (direct supervision or monitored) in a customer drop-off area;
- Have adequate infrastructure to shelter material from inclement weather in a consolidation storage area;
- Have sufficient space to receive, sort, store and prepare transportation containers for shipment:
 - Paints and coatings: minimum of eight (8) 205 L drums/two standard gaylord boxes or one week of paints and coatings received at each collection site;
- As applicable, have material-handling equipment with the ability to move containers onto transport vehicles;
- Be accessible to transport vehicles for pick up of MHSW; and

- Have adequate security measures in place to prevent MHSW from being tampered with by anyone at the site or using the collection facility at unauthorized times.
- 4.3 All waste must be packed in an approved UN container² or equivalent, as supplied by Stewardship Ontario or a Stewardship Ontario-approved service provider³. If using a non-UN approved container, the permit for equivalent level of safety must be presented to Stewardship Ontario.
- 4.4 Pack sharps in a puncture-resistant leak-proof container dedicated specifically for that purpose⁴:
- The sharps container shall have a lid which can't be removed once it has been permanently closed.
 - The container shall have a prominently displayed universal biohazard symbol, as shown below, permanently affixed to an outer surface of the container.
 - The label shall contain the words "BIOHAZARD/DÉCHETS BIOMÉDICAUX" (or equivalent) as its legend. The symbol and legend shall clearly contrast with the background.
 - The colour of the container must be yellow, indicating that the biomedical waste does not require incineration.



- 4.5 Pack fluorescent tubes in either fibre drums or storage boxes or other appropriate containers that are suitable in size (i.e., that correspond to the different tube lengths collected) or in containers supplied by Stewardship Ontario.

² Refers to containers that meet the requirements established by the United Nations Committee of Experts on the Transportation of Dangerous Goods; these requirements provide a uniform international system for identifying and packaging Class 3, 4, 5, 6.1, 8 and 9 dangerous goods for transport.

³ All containers are either supplied by Stewardship Ontario or by a Stewardship Ontario service provider. Alternatively, if a collection site operator incurs costs related to containers, they will be reimbursed by Stewardship Ontario subject to having a negotiated agreement in place.

⁴ On average, at least half of the users returning sharps for proper disposal do so in containers that do not meet this standard (e.g., hard-shell containers, such as water bottles and bleach containers are used instead). In those instances, collection sites should not refuse or attempt to re-pack those sharps. Instead, non-conforming containers should be placed in an appropriate transport container (preferably a cart) with the conforming containers.

- 4.6 Pack batteries in either one of the following container types:
- Battery box that measures 12"h x 8"d x 6"w;
 - 2 - or 5-gallon pail;
 - 205 litre drum.
- 4.7 Bulky items, such as 20-lb. propane tanks, must be stored in an upright position in a secure area, and in accordance with Technical Standards & Safety Authority (TSSA) requirements.
- 4.8 Transportation containers must be filled to capacity, except if this practice contravenes either a ministry order or the Collection Site Operator's Certificate of Approval Storage Requirements. Waste material collected at event days is a special case, since it may not always be possible to fill a transport container of a given waste class to capacity.
- 4.9 Make use of vermiculite in sufficient quantity to cover and protect the waste material from breakage for the following waste classes when there is a potential for spillage or breakage of containers in a lab pack during transport:
- 112C inorganic acids;
 - 121C inorganic alkalines;
 - 148I inorganic oxidizers;
 - Any other transport container that holds glass containers.
- 4.10 Place large pails (20 litres or more) on skids and shrink wrap to prevent shifting of waste during transport. Alternatively, gaylord boxes may be used.
- 4.11 Contamination allowances
- The maximum contamination allowance is 5%. This is a volume-based allowance assessed on individual drums for a given waste class.
 - Contamination levels in transport containers (mis-packed MHSW, non-program wastes as identified in Appendix B) will be monitored by Stewardship Ontario through random sampling. MHSW collection site operators will be required to take corrective action if contamination allowances are exceeded. Stewardship Ontario reserves the right to apply a financial penalty to collection site operators who exceed the contamination allowance.

Appendix A – Waste Packing Protocols

Please note: Waste materials in each individual row (as numbered in the first column on the left) are required to be packed separately (even though they may be packed under the same waste class)

#	Waste Class	Instructions	Product Examples
1	112 – Inorganic Acids pH ≤ 2.5	Vermiculite must be used in sufficient quantity to cover and protect the waste when there is a potential for breakage or spillage during transport	Products bearing the bony hand symbol  Cleaners, acidic Rust stain remover pH reducer Bluestone crystals Soldering flux Copper patina for solder Drain opener, acidic Concrete etch Descaler Wood cleaner and brightener
2	112 – Small Sealed Lead Acid Batteries	• Metal containers must be lined with plastic • Leaking and/or corroding batteries must be bagged	Typically used to power personal uninterruptible power supply (UPS) units, local emergency lighting and wheelchairs
3	121 – Inorganic Alkaline Materials pH ≥ 12.5	Vermiculite must be used in sufficient quantity to cover and protect the waste when there is a potential for breakage or spillage during transport	Products bearing the bony hand symbol  Cleaners and degreasers, alkaline Concrete, cement and mortar mixes Stain and scale controllers Drain openers, alkaline Grout Disinfectant pH Up Deck washes Ammonia Mildew tile cleaner Bleach cleaner Lime sulphur Garden sulphur
4	121 – Mixed Batteries (Alkaline, NiCd,	• Metal containers must be lined with plastic	Single-use and rechargeable batteries of all sizes (e.g., button cell, AA, AAA, DD)

#	Waste Class	Instructions	Product Examples
	NiHM, Lithium)	- Leaking and/or corroding batteries must be bagged - Lithium batteries must be either taped or put into individual bags and packed with vermiculite	
5	145* – Paints, Stains and Coatings <i>*If transporting under manifest, must be shipped as 145-B; if not transporting under manifest, follow TDG requirements</i>	All paint collection/transport containers must be packed with larger paint containers at the bottom, smaller paint containers on top, and all paint containers must be stacked upright	Latex paint Alkyd (oil) paint Water-based stains and coatings Alkyd (oil)-based stains and coatings
6	146* – Fluorescent Lamps <i>*If transporting under manifest, must be shipped as 146; if not transporting under manifest, follow TDG requirements</i>	- Fluorescent tubes must be placed in boxes long enough to accommodate the longest tubes collected - Bulbs must be placed in any of the other eligible containers	Fluorescent tubes, compact fluorescent bulbs
7	147 – Fertilizers		Indoor plant food Transplant fertilizer Iron chelate Plant starter Liquid plant food Aluminum sulphate Super phosphate Bone meal Weed & feed Food spikes Garden mix soil Dolomitic lime Fish-based plant food Ammonium nitrate fertilizer

#	Waste Class	Instructions	Product Examples
9	148 – Mercury-containing Measuring Devices	Brand and manufacturer information must be recorded on the log sheet presented in Appendix C	Thermometers and barometers that contain mercury
10	148 – Inorganic Oxidizers		Some products may bear the bony hand symbol  Chlorinating liquid Timber care wood colour brightener Bromine tablets, powders, pucks Chlorinating tablets, powders, pucks Chlorine-free oxidizer Cleaners, oxidizing
11	212 – Antifreeze		
12	242 – Pesticides	Vermiculite must be used in sufficient quantity to cover and protect the waste when there is a potential for breakage or spillage during transport	Insecticides Pesticides Garden sprays Algaecides Fungicides Larvacides End cut preservative
13	243 – PCB Ballasts 252 – Non-PCB Ballasts	Ballasts must be examined to determine if they contain PCBs. Collection site operators must be trained in the recognition of PCB ballasts, as outlined in the documentation published by Environment Canada ⁵ . Generally speaking, ballasts made before 1980 are likely to contain PCBs.	Askarel liquids, such as Aroclor, Pydraul, Pyranol, Therminolds, Inerteen and other PCB-contaminated materials

⁵ Please refer to the documents pertaining to the identification of lamp ballasts containing PCBs on Environment Canada's website: <http://www.ec.gc.ca/Publications/default.asp?lang=En&xml=F1D91988-3B5E-4956-A705-78D054685FFE>

#	Waste Class	Instructions	Product Examples
		PCB-containing ballasts must be segregated from non-PCB units	
14	252- Oil Filters		
15	261 - Pharmaceuticals		Prescription drugs Non-prescription drugs Natural health products (e.g., vitamins, echinacea) Medical inhalers Plant start (hormone-containing) Stim-Root Flea powder Insect repellant Pet shampoos
16	263 - Miscellaneous Organics, including Liquid Fuels and Liquid Flammables <i>Note: Collection site operators bulking either or both flammables and fuels are to do so under the following waste classes:</i> 212: Liquid Flammables 213: Petroleum Distillates 221: Liquid Fuels	Vermiculite must be used in sufficient quantity to cover and protect the waste when there is a potential for breakage or spillage during transport	Products may bear the flammable symbol  or the words "keep away from flames or sparks" Products may bear the poison symbol  Fuel (e.g., fondue, camping, lighter, cooking, home heating) Fuel conditioner, fuel stabilizer, fuel injector BBQ starter fluid & charcoal starter Gasoline Diesel Gas/oil mixes Aftershaves and perfumes Nail polish remover Isopropanol Wood preservative Citronella Enamel reducer and enamel solvent Acetone Linseed oil Lacquer thinner Gasoline antifreeze Methyl alcohol Paint thinner Degreaser Paint brush cleaner Liquid sandpaper Methyl hydrate

#	Waste Class	Instructions	Product Examples
			Auto body filler Rubber cement Solvent cement Adhesive Power steering fluid Transmission stop leak Silicone emulsion Mastic Anti-seize compound Waxes and polishes Silicones Drywall compound Wallpaper stripper Foundation coating Sealant and asphalt undercoating Roof repair cement Pothole patch Plastic cement Products bearing the words "CAUTION IRRITANT" Cleaners (fabric, multipurpose, bathroom, wood, floor, metal) Detergents Dishwashing liquid
17	263 – Organic Oxidizers	Vermiculite must be used in sufficient quantity to cover and protect the waste when there is a potential for breakage or spillage during transport. An appropriate-sized container (e.g., 5L-UN compliant box) should be used	Hardeners containing organic peroxides
18	312 – Pathological (Sharps)		Disposable injection needles Acupuncture needles Syringe cylinders
19	331 – Aerosols	If an Equivalent of Safety Permit has been granted to use gaylord boxes for the transport of aerosol cans, a 10-ml plastic liner must be used to prevent leakage of residual liquids.	Spray paints Spray lubricants Penetrants Spray adhesive Spray cleaner Spray air fresheners Airwick air freshener Spray beauty products Spray insecticides Pruning spray Flea spray Insulating foam

10(a)

#	Waste Class	Instructions	Product Examples
20	331 – Propane Cylinders		
21	331 – Oxygen, Nitrogen, All Other Compressed Gases		
22	331- Fire Extinguishers		
23	Empty Containers		Oil containers Antifreeze containers Windshield washer containers Automotive additive containers

Appendix B – Waste Types Not Designated Under the MHSW Program

The following waste types are not designated under the MHSW Program:

- Ammunition, flares, fireworks
- Carbon monoxide detectors
- Lead acid batteries from vehicles
- Lubricating oil
- Natural health products (NHPs) in food format (e.g., yogurt, orange juice)
- NHPs that **do not** have a Natural Product Number (NPN), i.e., unlicensed NHPs
- Non-fluorescent light bulbs (LED, incandescent)
- Non-mercury containing measuring devices
- Thermostats (both mercury and non-mercury)
Note: Thermostats are managed through the Switch the 'Stat Industry Stewardship Plan
- Personal care products not packaged in aerosol containers (e.g., sunblock lotions, creams, shampoo, deodorant). To clarify, only those creams and lotions that are either antifungal or antibiotic are designated under the program. All other creams and lotions are excluded.
- Smoke detectors

Please note: This list will be updated as further sampling work is carried out by Stewardship Ontario. Collection site service providers will be informed accordingly.

**Appendix C – Information to be Recorded
for Mercury-Containing Measuring Devices**

Item Number	Instrument Type <i>(e.g., Thermometer, Barometer)</i>	Make <i>(Manufacturer or Brand Name)</i>	Model
1			
2			
3			

Municipal Hazardous or Special Waste Program Transportation Standards

To the extent that there is any conflict between the SO standards and the requirements of applicable laws and regulations, the requirements of applicable laws and regulations apply and the transporter is required to comply with the requirements of the applicable laws and regulations. For greater certainty, in the event that the SO standards impose requirements that are more stringent or additional to the requirements of applicable laws and regulations but do not conflict with such laws and regulations, the transporter is required to comply with the SO standards as well as with applicable laws and regulations.

Background:

The Municipal Hazardous or Special Waste (MHSW) Program is a waste collection and diversion plan designed to ensure that certain hazardous and special wastes are managed in an environmentally appropriate way.

The plan is being implemented in phases. Phase one began on July 1, 2008 and included nine material categories. The consolidated program, which begins on July 1, 2010, adds another 13 materials for a total of 22 materials.

Stewardship Ontario was directed by the Ontario Minister of the Environment to plan, implement and operate the consolidated MHSW Program. The minister approved the consolidated program in September 2009 under the authority of the *Waste Diversion Act, 2002*.

More information, including the consolidated MHSW Program Plan (volumes 1 & 2) can be found on the Stewardship Ontario website:

http://www.stewardshipontario.ca/service_providers/what-we-do/mhsw/program-plan

Purpose:

The Transportation Standards define the minimum operating requirements to qualify as a Stewardship Ontario Transporter of municipal hazardous or special waste. Transportation service providers also agree to and comply with Stewardship Ontario's Terms and Conditions.

The Transportation Standards do not absolve transporters from any federal, provincial and/or municipal legislation and regulations applicable to their operation. It is the transporters' responsibility to be aware of and abide by all such legislation and regulations.

Stewardship Ontario reserves the right to review and revise these standards on an ongoing basis.

Who this applies to:

For the purposes of these standards, a *Transporter* means any person or firm duly registered with Stewardship Ontario as authorized to transport MHSW.

Enforcement of these Vendor Standards:

Transportation service providers shall:

- Provide Stewardship Ontario with all reasonable information relating to these standards or any matter that relates to the consolidated MHSW Program or procedures of Stewardship Ontario
- Acknowledge that Stewardship Ontario has a right of access to any and all such information during normal business hours and on 24 hours notice.

Moreover, Stewardship Ontario may verify compliance information provided by transportation service providers, either directly or through a third party acting on its behalf. Please note that all parties acting on behalf of Stewardship Ontario are bound by strict confidentiality agreements.

1. General Requirements

All transportation service providers shall:

- 1.1 Possess a valid business licence if they are a commercial operation.
- 1.2 Possess comprehensive or commercial general liability insurance, including coverage for bodily injury, property damage, complete operations and contractual liability with combined single limits of not less than \$5,000,000 per occurrence, \$5,000,000 general aggregate. Transportation service providers must have Stewardship Ontario listed on the policy as an additional insured party.
- 1.3 Possess environmental liability insurance of not less than \$2,000,000.
- 1.4 Identify and comply with all applicable legislation and approvals, including but not limited to:
 - Ministry of the Environment Certificates of Approval;
 - Ontario *Environmental Protection Act*, 1990 (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
 - Federal *Transportation of Dangerous Goods Act* (TDGA);
 - Provincial *Dangerous Goods Transportation Act*, R.S.O. 1990, c. D.1;
 - *The Highway Traffic Act*, R.S.O. 1990, c. H.8;
 - Canadian *Environmental Protection Act*, 1999 - Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations (EIHWHRMR);
 - *Public Vehicles Act*;
 - *Motor Vehicle Transport Act*;
 - *Compulsory Automobile Insurance Act*;
 - *Fuel Tax Act*.

- 1.5 Be in compliance with Ontario's Commercial Vehicle Operator's Registration (CVOR) system and the Carrier Safety Rating (CSR) program and provide proof of such compliance to Stewardship Ontario within five business days upon request.
- 1.6 Have a written policy approved by senior management outlining corporate commitment to environmental management and continuous improvement.
- 1.7 Maintain a documented process to identify, assess and ensure compliance with this standard and all applicable regulatory requirements, including but not limited to:
 - Occupational health and safety regulations;
 - Transportation regulations;
 - Hazardous waste management regulations (shipping).
- 1.8 Implement and maintain an emergency response plan to prepare for and respond to emergency situations, including fires, spills and medical events.
- 1.9 Maintain all records for a minimum of two years or longer as required by law, including waste manifests and bills of lading.
- 1.10 Provide notice to Stewardship Ontario of any relevant fines or regulatory orders in the previous five years and within 60 days of any subsequent fine or regulatory order.

2. Occupational Health and Safety

All transportation service providers shall:

- 2.1 Identify and comply with all applicable health and safety legislation, including but not limited to:
 - *Employment Standards Act, 2000;*
 - *Occupational Health and Safety Act, 1990;*
 - *Workplace Safety and Insurance Act, 1997;*
 - *Canada Labour Code.*
- 2.2 Possess workers' compensation coverage through either a provincial/state program or a private insurance policy.
- 2.3 Be compliant with the Workplace Hazardous Materials Information System (WHMIS), including training requirements.
- 2.4 Maintain an occupational health program that includes processes to safeguard the health and safety of employees by:
 - Providing regular documented health and safety training;
 - Providing and enforcing the use of personal protection equipment;
 - Safeguarding hazardous mechanical processes.

3. Staff Training

All MHSW transportation service providers shall:

- 3.1 Ensure that drivers are trained and certified as per *Transportation of Dangerous Goods Act* and the requirements of any other applicable legislation.
- 3.2 Ensure that drivers are trained in the consolidated MHSW Program requirements.
- 3.3 Train staff on their emergency response plan.
- 3.4 Document and maintain records of staff training.

4. Transportation-Specific Requirements

- 4.1 All waste must be transported in an approved UN container⁶ or equivalent, as supplied by Stewardship Ontario or a service provider to Stewardship Ontario. If using a non-UN approved container, the permit of equivalent level of safety must be presented to Stewardship Ontario.
- 4.2 All vehicles used to transport MHSW must have an enclosed cargo area.
- 4.3 All materials transported must be contained in accordance with TDGA requirements.

5. Material-Specific Transportation Standards

Material	Standard
Antifreeze	To be eligible for the transportation incentive, the minimum glycol concentration of the antifreeze that is transported must be 30%. Transporters must make available upon request the test results showing glycol concentrations of bulk and lab-packed truck loads transported to an approved processor. The approved transporter is responsible for the testing.
Sharps	The waste may only be transported by a waste management company for which a waste management system certificate of approval has been issued under Part V of the EPA. In addition, the vehicle used for the transportation of waste sharps must meet the standards outlined in section 7.2 of <i>Guideline C-4: The Management of Biomedical Waste in Ontario</i> , November 2009 ⁷ .

⁶ Refers to containers that meet the requirements established by the United Nations Committee of Experts on the Transportation of Dangerous Goods; these requirements provide a uniform international system for identifying and packaging Class 3, 4, 5, 6.1, 8 and 9 dangerous goods for transport.

⁷ Available at www.ene.gov.on.ca/publications/7397e.pdf

Consolidated Municipal Hazardous or Special Waste Program Processor Standards

To the extent that there is any conflict between the SO standards and the requirements of applicable laws and regulations, the requirements of applicable laws and regulations apply and the processor is required to comply with the requirements of the applicable laws and regulations. For greater certainty, in the event that the SO standards impose requirements that are more stringent or additional to the requirements of applicable laws and regulations but do not conflict with such laws and regulations, the processor is required to comply with the SO standards as well as with applicable laws and regulations

Background:

The Municipal Hazardous or Special Waste (MHSW) Program is a waste collection and diversion plan designed to ensure that certain hazardous and special wastes are managed in an environmentally appropriate way.

The plan is being implemented in phases. Phase one began on July 1, 2008 and included nine material categories. The consolidated program, which begins on July 1, 2010, adds another 13 materials for a total of 22 materials.

Stewardship Ontario was directed by the Ontario Minister of the Environment to plan, implement and operate the consolidated MHSW Program. The minister approved the consolidated program in September 2009 under the authority of the *Waste Diversion Act, 2002*.

More information, including the consolidated MHSW Program Plan (volumes 1 & 2) can be found on the Stewardship Ontario website:

http://www.stewardshipontario.ca/service_providers/what-we-do/mhsw/program-plan

Purpose:

The Processor Standards define the minimum operating requirements to qualify as a Stewardship Ontario processor of municipal hazardous or special waste. Processors must also agree to and comply with their respective Terms and Conditions.

The Processing Standards do not absolve processors from any federal, provincial and/or municipal legislation and regulations applicable to their operation. It is the processors' responsibility to be aware of and abide by all such legislation and regulations.

Stewardship Ontario reserves the right to review and revise these standards on an ongoing basis.

Enforcement of these Vendor Standards:

Processors shall:

- Provide Stewardship Ontario with all reasonable information relating to these standards or any matter that relates to the consolidated MHSW Program or procedures of Stewardship Ontario
- Acknowledge that Stewardship Ontario has a right of access to any and all such information during normal business hours and on 24 hours notice.

Moreover, Stewardship Ontario may verify compliance information provided by processors, either directly or through a third party acting on its behalf. Please note that all parties acting on behalf of Stewardship Ontario are bound by strict confidentiality agreements.

1. General Requirements

All MHSW processors shall:

- 1.1 Possess a valid business licence if they are a commercial operation.
- 1.2 Possess comprehensive or commercial general liability insurance, including coverage for bodily injury, property damage, complete operations and contractual liability with combined single limits of not less than \$5,000,000 per occurrence, \$5,000,000 general aggregate. MHSW processors must have Stewardship Ontario listed on the policy as an additional insured party.
- 1.3 Possess environmental liability insurance with combined single limits of not less than \$5,000,000 per occurrence, \$5,000,000 general aggregate. MHSW processors must have Stewardship Ontario listed on the policy as an additional insured party.
- 1.4 Identify and comply with all applicable legislation and approvals, including but not limited to:
 - Ministry of the Environment Certificates of Approval;
 - Ontario Hazardous Waste Information Network registration requirements;
 - Ontario *Environmental Protection Act*, 1990 (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
 - Federal *Transportation of Dangerous Goods Act* (TDGA);
 - Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations, 2005 (EIHWHRMR) under the *Canadian Environmental Protection Act*;
 - Applicable municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.
- 1.5 Have a written policy approved by senior management outlining corporate commitment to environmental management and continuous improvement.
- 1.6 Implement and maintain an emergency response plan to prepare for and respond to emergency situations, including fires, spills and medical events.
- 1.7 Maintain a documented process to identify, assess and ensure compliance with this standard and all applicable regulatory requirements, including but not limited to:

- Environmental regulations, including permits or certifications for operating, air emissions, or other discharges;
 - Occupational health and safety regulations.
- 1.8 Document the downstream flow and handling of MHSW from receipt at their facility to each point of final disposition, including details on how the waste materials are processed at each point and the percentage of processed materials sent to each downstream processor. Stewardship Ontario will treat this information as confidential.
 - 1.9 For out-of-province processors, demonstrate that they meet or exceed environmental health and safety standards equal to Ontario requirements.
 - 1.10 Maintain all records for a minimum of two years, or as required by regulation, including manifests, bills of lading and waste records.
 - 1.11 Provide notice to Stewardship Ontario of any fines or regulatory orders in the previous five years and within 60 days of any subsequent fine or regulatory order.
 - 1.12 Assume title to the recovered material once it has been made ready for market use, purchase or final safe disposal, at which point title will transfer to the processor and the monies obtained will help offset the costs of processing.

2. Occupational Health and Safety

All MHSW processors shall:

- 2.1 Identify and demonstrate compliance with all applicable health and safety legislation, including but not limited to:
 - *Employment Standards Act, 2000*;
 - *Occupational Health and Safety Act, 1990*;
 - *Workplace Safety and Insurance Act, 1997*;
 - *Canada Labour Code* or equivalent in their area of jurisdiction.
- 2.2 Possess workers' compensation coverage through either a provincial/state program or a private insurance policy. Processors shall supply Stewardship Ontario with valid certificates upon request and within five business days of such request.
- 2.3 Be compliant with the Workplace Hazardous Materials Information System (WHMIS), including training requirements, or equivalent in their area of jurisdiction.
- 2.4 Implement and maintain an occupational health and safety (OHS) program to ensure compliance with applicable OHS legislation.

3. Material-Specific Requirements

Material-specific end-of-life management requirements are outlined in the Table 3.1 below.

Note: The material-specific standards outlined in Table 3.1 are the minimum standards that service providers are required to meet. A disposal standard has been set for waste materials for which no known commercially viable recycling process is available⁸. In these cases, processors who choose to pilot recycling processes would not be penalized for failing to meet the disposal standards outlined.

Table 3.1: Material-Specific End-of-Life Management Requirements

Note: Containers for which a recycling option is technically feasible, as identified in the Recyclability Status Table⁹, must be recycled.

MHSW Category	MOE Waste Class	End-of-Life Management Requirements
Corrosives	112 121	Chemical treatment followed by water treatment and/or secure (hazardous) landfill
Batteries	112 121	- Staff must have received training in proper procedures for: - Identifying battery chemistries - Handling leaking or corrosive batteries - Identifying and handling batteries containing mercury, and - Handling unidentifiable batteries - Minimum recycling rates, not including energy-from-waste or slag applications: - Alkaline-manganese, zinc carbon, and zinc air batteries: 80% - Other single-use batteries: 37% - Rechargeable batteries: 60%
Paints & Coatings	145	Paints and coatings must be segregated into respective recycling streams which may consist of: • Alkyd paints • Latex paint • Solvent-based coatings • Water-based coatings • Metal containers • Plastic containers Alkyd and latex paints must be recycled according to the following minimum rates: • Alkyd paint: 75% • Latex paint: 75% Solvent-based coatings must be handled in the following manner (in order of precedence): 1) Recycle into new product – recycling rate subject to waste quality 2) Subject to fuel blending processes¹⁰ for poor quality wastes

⁸ Under the *Waste Diversion Act*, landfilling, incineration and energy-from-waste are not considered recycling.

⁹ See http://www.stewardshipontario.ca/mhsw/pdf/municipal/recycle_status_phase1.pdf (table needs to be redone and reposted)

¹⁰ See footnote no. 5

MHSW Category	MOE Waste Class	End-of-Life Management Requirements
		Water-based coatings must be handled in the following manner (in order of precedence): 1) Recycle into product 2) Fuel blending 3) Solidification and landfill Containers must be recycled according to the following recycling rate target:¹¹ • Metal containers: 90% • Plastic containers: 50%
Fluorescents ¹²	146	• Lamps must be broken in a negative pressure machine to allow separation of glass, aluminum, brass and phosphor-mercury powder • Individual components must be cleaned and tested for mercury content • Glass must be recycled into end product (e.g., fibreglass) • Metal must be reclaimed • Phosphoric powder must be separated from glass via mechanical separation. The phosphoric powder must be heated in a retort unit to separate the mercury from the phosphor powder • Mercury must undergo a quadruple retort process under high vacuum in order to be usable in a new product (e.g., fluorescent lighting), or transformed into cinebar (sulfide form) and permanently retired in a secure (hazardous) landfill
Fertilizers	147	Must be handled in the following manner (in order of precedence): 1) Reuse 2) Composting 3) Secure landfilling
Mercury waste • switches • thermometers, barometers, manometer	148	Recover the different waste components¹³ • Glass tested for mercury content and recycled into new product • Plastic and metal recycled • Mercury must undergo a quadruple retort process under high vacuum in order to be usable in a new product (e.g., fluorescent lighting), or transformed into cinebar (sulfide form) and permanently retired in a secure (hazardous) landfill

¹¹ Stewardship Ontario recognizes that metal and plastic are commodities that are subject to significant market fluctuations. As such, the stated recycling rates for paint and coating containers should be interpreted as goals rather than set targets.

¹² Stewardship Ontario has been made aware that a Canada-wide standard for the proper collection, recycling and valorization of mercury-containing lamps is currently under development. Depending on the outcome, Stewardship Ontario may amend its processing standard for fluorescent lamps.

¹³ Stewardship Ontario is awaiting input from Environment Canada on the preferred option for the management of mercury in end-of-life products

MHSW Category	MOE Waste Class	End-of-Life Management Requirements
Inorganic Oxidizers	148	Chemical treatment followed by secure (hazardous) / non-secure landfilling
Antifreeze	212	100% recycled
Pesticides	242	Incineration in a hazardous incinerator or disposal in a secure (hazardous) landfill
Ballasts • PCB • Non-PCB	243 252	Ballasts must be examined to determine if they contain PCBs Collection site operators must be trained in the recognition of PCB ballasts, as outlined in the documentation published by Environment Canada ¹⁴ . Generally speaking, ballasts made before 1980 are likely to contain PCBs. - PCB-containing ballasts must be sent to hazardous incineration facility - Non-PCB ballasts that were built before 1991 may contain DEHP, a probable human carcinogen. These must be treated as PCB containing ballasts. - Ballasts not containing either PCBs or DEHP metal must be reclaimed
Oil Filters	252	100% recycled
Pharmaceuticals (including medical inhalers)	261	Incineration
Miscellaneous Organics Liquid Flammable Fuels	263	Miscellaneous Organics: Fuel blending ¹⁵ Landfill (after solidification) Hazardous landfill – where needed Flammables: Fuel blending Fuels: Fuel blending
Organic Oxidizers, e.g., organic peroxides	263	Incineration at a hazardous facility
Sharps	312	As per MOE Guideline C-4 ¹⁶ , may be treated with non-incineration methods provided the technology will reduce bacterial spores of <i>B. stearothermophilus</i> within the waste by a level of 6 Log10 (99.9999%)

¹⁴ Please refer to the documents pertaining to the identification of lamp ballasts containing PCBs available on Environment Canada's website at <http://www.ec.gc.ca/Publications/default.asp?lang=En&xml=F1D91988-3B5E-4956-A705-78D054685FFE>

¹⁵ Stewardship Ontario expects to implement a research and development project to recycle certain types of liquid fuels and solvents. If the project results in a viable alternative to fuel blending for certain materials, this standard will be modified.

¹⁶ See www.ene.gov.on.ca/publications/7397e.pdf

10(a)

MHSW Category	MOE Waste Class	End-of-Life Management Requirements
Aerosols	331	• Empty aerosol containers: – Processed in accordance to Material Recycling Facility (MRF) Certificate of Approval • Aerosol containers containing residual matter: – Aerosols are punctured – Residual is discharged and fuel blended – Metal containers are recycled – Plastic caps are recycled

INITIALLED BY MUNICIPALITY: _____

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2011-164

PARKING: (P.1.2.4.) A by-law to appoint Municipal Law Enforcement Officers to enforce the by-laws on various private properties and to amend Schedule "A" to By-law 90-305.

THE COUNCIL of the Corporation of the City of Sault Ste. Marie pursuant to Section 15 of the Police Services Act, R.S.O. 1990, chapter P.15 and amendments thereto, **ENACTS AS FOLLOWS:**

1. **SCHEDULE "A" TO BY-LAW 90-305 AMENDED**

Schedule "A" to By-law 90-305 is hereby repealed and replaced with Schedule "A" attached to this by-law.

2. **EFFECTIVE DATE**

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

PASSED in open Council this 26th day of September, 2011.

MAYOR – DEBBIE AMAROSO

CLERK –MALCOLM WHITE

cf Bylaws\2011\2011-164Parking Officers – Private lots

NOTICE
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CITY SOLICITOR

10(C)

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2011-166

PLANNING:

Designation of Zones Subject to Site Plan Control: (P.2.4.B.) A by-law to designate certain zones as being subject to site plan control

WHEREAS the Official Plan of the Corporation of the City of Sault Ste. Marie has several policy directions for the implementation of sustainable site plan guidelines pursuant to the Planning Act;

WHEREAS City Council at a meeting held on 2011 09 12 did approve a report from the Planning Division recommending the adoption of Sustainable Site Plan Guidelines for the implementation of sustainable design features as part of new commercial and institutional development be administered through the City's Site Plan Control Process;

WHEREAS the implementation of those guidelines requires the designation of Site Plan Control Areas in various zones in the City;

NOW THEREFORE the Council of the Corporation of the City of Sault Ste. Marie Pursuant to Section 41 of the Planning Act, RSO 1990, c.13 enacts as follows:

1. **ZONES DESIGNATED AS SITE PLAN CONTROL AREAS**

The following zones are designated as Site Plan Control Areas pursuant to Section 41(2) of the Planning Act:

Riverfront Zone (C3)
General Commercial Zone (C4)
Shopping Centre (C5)
Highway Zone (HZ)
Institutional (I)

2. **EFFECTIVE DATE**

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

PASSED in open Council this 26th day of September, 2011.

MAYOR – DEBBIE AMAROSO

CLERK –MALCOLM WHITE

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THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2011-165

REGULATIONS: (R.1.2.6.) A by-law to exempt the Diwali Festival from By-law 73-107 being a by-law to prohibit the use of fireworks in the municipality.

The Council of the Corporation of the City of Sault Ste. Marie, pursuant to Section 129 of the Municipal Act, 2001 S.O. 2001 c. 25 ENACTS as follows:

1. **EXEMPTION FROM FIREWORKS BY-LAW 73-107**

Despite the provisions of By-law 73-107, the discharge of fireworks from 55 Pelican Drive shall be deemed not to be a violation of By-law 73-107 on the following date and time to facilitate Diwali Festival:

October 26, 2011 – 7:00 p.m. to 9:00 p.m..

2. **EFFECTIVE DATE**

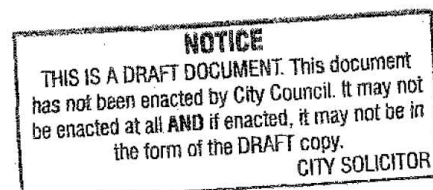
This by-law is effective on October 26, 2011.

PASSED in Open Council this 26th day of September, 2011.

MAYOR – DEBBIE AMAROSO

CLERK – MALCOLM WHITE

cf\Bylaws\2011\2011-165 Diwali festival fireworks exemption





City of Sault Ste. Marie

Corporate Strategic Plan 2011-2014



September 26, 2011

Vision Statement (the future of the City)

“The Corporation will be a leader in the provision of efficient, affordable and quality services supporting a progressive and sustainable community”

Mission Statement (what the City does)

“To provide quality and cost-effective municipal services in a responsible and supportive manner.

Corporate Values

Integrity and honesty

We will demonstrate honesty, sincerity and fairness in carrying out our responsibilities.

Accountability and transparency

We will be accountable to our citizens and transparent in our decision-making processes.

Commitment to citizens and the community

Putting people first is a hallmark of success. We are committed to working together to provide inclusive and accessible services to protect, support and enrich quality of life in our community.

Respect and appreciation of employees

We will strive to create an environment where all employees share a common purpose and direction. We value energized and enthusiastic employees who make the most effective use of available physical and financial resources to deliver the best possible service.

Fiscal responsibility

We will manage municipal finances in a responsible and prudent manner to provide quality and affordable services. We pursue best practices to lower costs and ensure best value in service delivery.

Environmental stewardship

We will use resources wisely to maintain and create a livable city for future generations, minimizing the footprint of our activities on the environment.

Strategic Directions

Developing Solid Infrastructure

Environmental Leadership
Transportation Network Improvements
Property Management and Development

Delivering Excellent Services

Communications
Process Improvement
Leadership and Staff Development
Technological Innovation

Enriching Our Lives

Recreational/Cultural Infrastructure
Planning for the Future

Strategic Direction 1: Developing Solid Infrastructure

Objective 1A – Environmental Leadership

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Solid waste management •Bio-solids management study (awaiting provincial compost guidelines) •Implementation Design Construction •EA for solid waste disposal	Underway	Underway	Reduction in waste/refuse	D. Elliott	Engineering, PUC, PWT, Consultants	\$65,000	\$65,000	Sewer Surcharge Operations Budget + Sewer Surcharge Capital Budget	Approved	2010-2011
		2014				\$750,000	\$750,000			
	Underway	2014				\$11,250,000	\$11,250,000		Approved	2005 to unknown
		2014	Increased waste disposal capacity			\$750,000	\$750,000	Waste Disposal Site Reserve		
West End Sewer Investigative Study •Upgrades to west end sewage plant •Infiltration elimination/reduction	Underway	Underway	Improved wastewater quality and operations	D. Elliott	Engineering, PUC, PWT, Consultants	\$120,000	\$120,000	Sewer Surcharge Capital Budget	Approved	2009
			<i>(Study within term of this plan, upgrades post-2014)</i>			TBD	TBD			
			Reduce costs; Reduce by-passes and overflows to river (\$100,000/annually)			\$400,000	\$400,000	Sewer Surcharge Capital Budget	Approved	2011-2014
Implement SCADA system to monitor operations of waste water facilities •System construction/ installation/ commissioning •System improvements (check valves, removal of overflows)	Underway	2011	Improved operations and communications	D. Elliott	Engineering, PUC, PWT, Consultants	\$175,000	\$500,000	Sewer Surcharge Capital budget; COMRIF	Approved	2009
Rehabilitation of aqueducts/open channels •Fort Creek •Central Creek	2012 2012	2018 2015	Improved stormwater management Extend life of flood control facilities	D. Elliott	Engineering, PUC, PWT, Consultants, Conservation Authority	\$5,475,000	\$6,500,000	Capital Works (Urban Only) Budget + Federal gas tax		
Review sanitary sewer construction – sewers not associated with roadways	Underway	Ongoing	\$100,000 annually	D. Elliott	Engineering	\$400,000	\$400,000	Sewer Surcharge Capital Budget	Approved	Ongoing
Reconstruction of small pumping stations •Lake Street •McGregor Avenue •Industrial Court "A" •Tallack Boulevard •Pine Street	2011 2011 2012 2012 2012	2012 2012 2014 2014 2014	Upgrade/replace aging sanitary pump stations Reduce overflows	D. Elliott	Engineering PWT Consultants	 \$600,000 \$500,000 \$500,000 \$500,000	 \$600,000 \$500,000 \$500,000 \$500,000	Sewer Surcharge	Approved Approved	2011 2011

Strategic Direction 1: Developing Solid Infrastructure

Objective 1A – Environmental Leadership

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Underground fuel tank replacement			Reduce liability							
•Fire – Station 1	2011	2011		J. St. Jules	Fire	\$60,000	\$60,000	Capital from Current	Approved	2011
•Cemetery	2011	2011		J. King	Cemetery	\$70,000	\$70,000	Capital from Current		
•PWT (Sackville)	2012	2012		L. Girardi	PWT	\$135,000	\$135,000	Capital from Current		2012

Strategic Direction 1: Developing Solid Infrastructure

Objective 1B – Transportation Network Improvements

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Environmental Assessments for:			Improved pedestrian and vehicular traffic flow	D. Elliott	Engineering, Consultants					
•Great Northern Road – Second Line/Third Line	Underway	2012				\$50,000	\$50,000	Misc Construction budget	Approved	2009-2010
•Third Line East and Black Road – hospital to Second Line	Underway	2012				\$55,000	\$55,000	Misc Construction budget	Approved	2010-2011
•Second Line – Old Garden River to Black Road	Underway	2012				\$50,000	\$50,000	Capital Budget w. Pine/connecting link	Approved	2011-2012
•Northern Avenue extension	2014	2015				\$50,000	\$50,000	Misc Construction budget		
Connecting link reconstruction			Improved pavement surface Extend longevity	D. Elliott	Engineering, Consultants					
•Miscellaneous resurfacing Second Line – Gt. Northern to Pine		2012				\$500,000	\$6,000,000	Capital Works budget + connecting link funding	Approved	2011-2012
Great Northern – Second Line to Third Line		2013				\$500,000				
Second Line – Pine to Strathclair		2014				\$500,000				
•Root River bridges (Gt. Northern)	2011	2011				\$703,500	\$2,800,000		Approved	2011
McNabb/South Market connection	Underway	2011	Improved traffic flow at McNabb/ Boundary/ Adeline	D. Elliott	Engineering, Consultants	\$1,800,000	\$1,800,000	Capital Works Budget	Approved	2009-2010
Pine Street extension – Northern Avenue to Second Line			Improved traffic flow meets Master Traffic Plan objective	D. Elliott	Engineering, Consultants	\$1,600,000	\$4,200,000	Capital Works budget; Federal gas tax; sewer surcharge – urban only	Approved Approved	2011-2012
•Phase 1 – road construction	2011	2011								
•Phase 2 – intersection with Second Line	2012	2012								
Third Line extension	Underway	2011	Improved traffic flow meets Master Traffic Plan objective	D. Elliott	Engineering, Consultants	\$1,100,000	\$1,100,000	Capital Works Budget	Approved	2009-2010
Capital Works Road Reconstruction			Improved longevity of infrastructure	D. Elliott	Engineering, Consultants	\$12,500,000	\$16,800,000	Capital Works Budget; Federal gas tax; sewer surcharge urban capital	Approved	2011-2012
•John Street – Wellington to Elm	2011	2013								
•Queen Street – Pim to Simpson	2012	2013								
•Euclid Road – Wemyss to Pim	2012	2013								
•Glenholme Drive/Arthur Street	2011	2012								
•White Oak Drive – North to John	2012	2013								
•Queen Street Phase 2 – Simpson to Pine	2013	2013				\$7,900,000	\$7,900,000			

Strategic Direction 1: Developing Solid Infrastructure

Objective 1B – Transportation Network Improvements

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
•Maretta – Wallace Terrace to Henrietta •Upton Road – Queen to Wellington •Queen Street – Pine to Gravelle •Forest Avenue – Putney to Upton •St. Andrew's Terrace – John to North Street •London Street – North to Tancred •March Street – Queen to Wellington •People's Road-Everett to Third Line (resurfacing)	2013	2013								
	2013	2013								
	2014	2014				\$8,300,000	\$8,300,000			
	2014	2014								
	2014	2014								
	2014	2014								
	2014	2014								
	2012	2012				\$1,300,000	\$1,300,000	\$750K Misc; \$600K Capital budget		2012
Bridge improvements for:			Improved longevity	D. Elliott	Engineering, Consultants, Prince Twp.					
•Base Line #14 and #15 •Town Line #12 and #13 (all shared with Prince Township)			Removal of load restrictions (shared with Twp. of Prince)							
Preliminary design	2011	2012				\$64,000	\$128,000	Misc construction	Approved	2012
Construction		2015	Contingent upon Prince Twp. obtaining funding			\$2,000,000	\$4,000,000	50% cost share with Prince Capital Works budget		
Winter maintenance – additional streets	2012	2012	Review and report to Council with respect to added costs to provide winter maintenance to new and/or widened or extended streets	L. Girardi	PWT				Report only	
Improved transportation systems – assume lead role as transportation hub for Northern Ontario (Northern Ontario										
•Rail	2011	2014	Monitor implementation of capital improvement approved in 2010	J. Fratesi						
•Harbour Phase 1 – Study	2011	2014	Shipping access to expedite ingress of raw materials and egress of finished products (SSM and Northern Ontario)	Transportation Committee	EDC, Consultant Essar Ports	\$200,000	\$200,000	EDF Reserve for HCR allocated to sea port in 2011	Approved	2008

Strategic Direction 1: Developing Solid Infrastructure

Objective 1B – Transportation Network Improvements

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
•Air	2011		Improve air service	Air Services Committee						
Transportation master plan update	2012	2012	Transportation master plan for capital forecasting	D. Elliott	Engineering, Consultants, PWT	\$200,000	\$200,000	Capital Works Budget	Approved	2012

Strategic Direction 1: Developing Solid Infrastructure

Objective 1C – Property Management and Development

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
PWT Equipment Program Review •adding public works, landfill and cemetery equipment needs to 10 year capital plan •review credit system	2010	2011	Report with recommendations for financing equipment renewal/ replacement	M. Blanchard L. Girardi	S. Schell M. Pinder, J. King, J. Bruzas				Report only	
Transit •Replace one parabus •40-foot transit buses	2011	ongoing	Transit vehicles replaced on a managed timeline Four buses funded in 2011/2012	L. Girardi D. Scott B. Freiburger	J. Bruzas, PWT, Finance, AAC	\$100,000 \$500,000	\$100,000 \$2,000,000	Capital from Current Federal gas tax; Surplus	Approved	2011-2012
PWT – parts for vehicles – transit addition	2010	2012	Budget for increasing costs of replacement parts	B.Freiburger L. Girardi	M. Blanchard J. Bruzas	\$150,000	\$150,000	General Levy		
Fire – replace 55’ Quint (pumper/aerial apparatus)	2013	2014	Replace 15-year-old apparatus in compliance with insurance underwriter's guidelines	M. Provenzano	J. St. Jules F. Brescacin	\$812,000	\$812,000	Fire Capital Equipment Reserve		2013-2014
Corporate fuel adjustment	2012	2012	Mitigate volatile fuel prices \$600,000 annually	S. Schell	PWT Finance	\$2,400,000	\$2,400,000	General Levy		2012-2014
Civic Centre •Flooring upgrade •Council Chambers refresh (A/V etc.) •Service elevator upgrade •Window replacement	Underway 2012 2013 2013	2013 2012 2013 2013	Building upgrades to maintain integrity and contain utility costs \$40,000/year – 2011-2013	J. Dolcetti R. Caron	Engineering Clerk's Clerk's	\$120,000 \$100,000 \$200,000 \$500,000	\$120,000 \$100,000 \$200,000 \$500,000	Capital from Current Capital from Current Capital from Current Capital from Current	Approved	2011-2013 2012 2013 2013
Fire •Roof replacement – Station 4	Underway	2011	Eliminate leaks and protect building and contents	M. Provenzano	J. St. Jules	\$470,000	\$470,000	Capital from Current +DSSAB rent revenue	Approved	2011-2013
•Lighting fixture upgrades Stations 1, 2, 3	Underway	2011	Energy cost savings, reduce carbon footprint	J. St. Jules		\$12,000	\$12,000	Capital from Current	Approved	2011
•Direct capture exhaust systems Stations 2, 3	Underway	2011	Improved health and safety	M. Provenzano	J. St. Jules	\$68,000	\$68,000	Capital from Current	Approved	2011
•Station 1 office reconfiguration	2012	2012	Optimize efficiency	M. Provenzano	J. St. Jules	\$18,500	\$18,500	Capital from Current		2012
•Resurface parking lot–Station 1	2012	2013	Eliminate trip hazards	J. St. Jules		\$250,000	\$250,000	Capital from Current		2012
•Electronic fuel card lock dispensing system	2013	2013	Enhanced tracking system to improve operational efficiencies	J. St. Jules		\$50,000	\$50,000	Capital from Current		2012

Strategic Direction 1: Developing Solid Infrastructure

Objective 1C – Property Management and Development

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
PWT										
•Admin building energy retrofit – HVAC	2012	2012	Improved energy conservation	L. Girardi	PWT/Finance	\$32,000	\$32,000	Capital from Current		
•Lighting retrofit	2011	2011	(Project is dependent upon OPA funding)	M. Blanchard	Green Committee	\$73,000	\$85,000	Ontario Power Authority, Green Committee Reserve	Approved	2010
•Shop exhaust	2011	2011	Improved health and safety		Green Committee	\$90,000	\$90,000	Capital from Current	Approved	2011
•Overhead doors	2012	2012	Replace 26 wooden overhead doors			\$130,000	\$130,000			
•Equipment storage garage	2013	2014	Expand equipment storage facility			\$550,000	\$550,000			
•Sand storage	2014	2014				\$550,000	\$550,000			
Fencing east side landfill site	2011	2011	To provide site security	M. Pinder	PWT	\$80,000	\$80,000	Landfill site reserve	Approved	2011
Cemetery – Mausoleum Phase XIII	2011	2012		J. King	PWT	\$600,000	\$600,000	Cemetery Reserve Fund	Approved	2011-2012
Transit – Replace roof – vehicle storage building (Huron Street)	2013	2014	Maintain building integrity	D. Scott	Transit	\$550,000	\$550,000	Capital from Current		
Downtown development initiative										
•Part 1	Underway	2011	Revitalization of downtown area	D. McConnell	Planning Downtown Association	\$65,000	\$184,000	FedNor, OMAFRA	Approved	2007-2011
•Part 2	2011	2011	Report to Council identifying potential next steps	D. McConnell					Report only	

Strategic Direction 2: Delivering Excellent Services

Objective 2A – Communications

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Council-to-Council communications •Electronic bulletin boards; blogs; mass e-mail	Underway	2011	Review technology and report to Council outlining potential tools available	M. White F. Coccimiglio	Clerk's Legal				Report only	
External corporate communications strategy •Citizen satisfaction survey and other methods to receive client/stakeholder input i.e. Internet •Blogs, Internet forums, FaceBook •Social networking – Twitter	2012 2011 2011	2013 2011 2012	Improved accessibility Integrate with website refresh Report with respect to impact, recommendations Dissemination of news releases, corporate information	M. White	Clerk's IT			n/a	Report only Report only	
Electronic message board for employees: safety notices; new employees, social event reminders, OMERS updates, etc.	Underway	2012	Expansion of Intranet	F. Coccimiglio	Clerk's IT	\$10,000	\$10,000	General Levy		
Improved communications /relationships with employees •Communication of policies and procedures to staff	Underway	2012	Ease of access Encourage expanded use of corporate Intranet	F. Coccimiglio J. Luszka	Clerk's , IT Human Resources				Report only	

Strategic Direction 2: Delivering Excellent Services

Objective 2B – Process Management

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Review of corporate programs and services on a departmental basis to ensure effective and efficient delivery	Underway	2014	Improved efficiencies Cost savings	B. Freiburger J. Fratesi	Finance Committee J.Fratesi					
•Transit operational review	2011	2011		D. Scott		\$0	\$80,000	Provincial gas tax	Approved	2011-2012
Customer service/Best Practices •Pilot projects to be undertaken by each department annually to improve service	Underway	2014	Improved customer service, adoption of best practices (costs to be absorbed in existing operational budgets)	J. Fratesi	All Departments				n/a	
Corporate records management review •New records retention by-law •Document management system	2011 2012	2012 2014	Update/revision of by-law and review of records management issues	M. White F. Coccimiglio	All Departments			n/a		
						\$100,000	\$100,000	Capital from Current		
Framework for annual department/division operations plans to link with strategic plan, performance evaluation system and budget process – template for reporting, tracking	2011	2012	Consistent planning across the corporation Increased productivity and accountability	J.Fratesi	SMT, R. Tyczinski, S. McLellan					

Strategic Direction 2: Delivering Excellent Services

Objective 2C – Leadership and Staff Development

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Succession planning	Underway	2011	Updated report to Council concerning succession planning issues	J. Luszka					Report only	
Staff training plans to address specific training needs on a departmental basis			Assessment and analysis of individual training needs within departments	All Departments	Human Resources					
Develop and implement annual employee and management development training to include: •Customer service excellence - Ontario Municipal Management Institute workshops - AMCTO workshops •Health and safety for supervisors •Excellence Canada (formerly NQI) •Web-based corporate training calendar •In-house policy/procedure training - Legal issues (facility liability, risk management, etc.) - Workshops to update staff after collective agreements ratified	Fall 2012 as available Fall 2011 2012	Spring 2013 Fall 2011 2012	Corporate-wide training – additional staff resources = \$100,000/annually x 3 yrs (2012-14) <i>Departmental training absorbed through existing operational budgets</i>	J. Luszka J. Luszka	 R. Dewar R. Tyczinski Legal Human Resources	\$300,000	\$300,000	General Levy		2012
Wellness program	2012	2013	Establishment of parameters of a program for employees to address health promotion; disease prevention/management; then implementation <i>Add-on to Employee Assistance Program</i>	J. Luszka	SMT R. Dewar	\$320,000	\$320,000	General Levy		

Strategic Direction 2: Delivering Excellent Services

Objective 2C – Leadership and Staff Development

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Healthy Workplace initiatives (NQI) •Physical exercise options available to staff •Employee recognition programs (e.g. perfect attendance •Inspire camaraderie	2011	2012	Analyze existing data and establish plan to address identified issues	J. Luszka	SMT R. Dewar R. Tyczinski					

Strategic Direction 2: Delivering Excellent Services

Objective 2D – Technological Innovation

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Council administration software (electronic agendas, etc.)	2011	Dec. 2012	Increased accessibility to staff and public Cost savings of \$10,000/year +/- Software Hardware	M. White R. Tyczinski	IT Clerk's Legal	\$15,000 \$10,000	\$15,000 \$50,000	Cost savings offset initial cost		2012
Election technology review – Election 2014	2013	2014	To ensure most efficient and appropriate use of technology	M. White	IT Clerk's				Report only	
Webstreaming – Council meetings	Underway	Spring 2012	Increased access to meetings Better archiving capabilities	M. White R. Tyczinski	IT Clerk's	\$75,000	\$75,000	General Levy		
Refresh website	2012	2012	Enhanced capabilities (e-commerce, virtual City hall) Report to Council with respect to extent of improvements and costing (i.e. additional staff, etc.)	F. Coccimiglio	IT Clerk's	\$25,000	\$25,000	General Levy	Report only	
Electronic filing, e-commerce	2012	2012		L. Ballstadt		\$15,000	\$15,000			
Phone system upgrade, VOIP – investigate VOIP technology as alternative to traditional phone system	Underway	June 2012	Ensure most cost effective and up-to-date technology with minimal capital cost	R. Caron	IT				Report only	

Strategic Direction 3: Enhancing Quality of Life

Objective 3A – Recreational/Cultural Infrastructure

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
West End Community Centre – Construction •Phases 1 and 2	Feb 2011	March 2012	Indoor turf, library	N. Apostle	AAC	\$750,000	\$11,300,000	Invest Ontario Grant + debt issue + NOHFC grant/loan	Approved	2011-2012
		2014	Arena, ice surface	N. Apostle					Report only	
Ermatinger-Clergue National Historic Site Discovery Centre •Identify source funding •Construction Drawings (contingent upon funding)	2011	2012	Completed project will include: Visitor Centre, summer kitchen redesign and site accessibility improvements	N. Apostle	B.Freiburger Historic Sites Board AAC	\$200,000	\$4,000,000	Pursuing additional funding. \$1 m. NOHFC funding confirmed		
	2012	2012								
Hub Trail construction (as part of future construction projects) •Fort Creek, Waterfront Walkway •Queen Street •Huron Street	Underway	2011	25 km multi-use trail <i>(Cost is \$1 m. but not noted as a net cost in this activity as the work takes place as part of other construction)</i>	D. McConnell	Planning & Engineering PWT CSD STAC			Infrastructure Stimulus Funding grant + Invest Ontario grant	Approved	2009-2010
	2013	2013								
	2014	2014								
Implement cycling master plan	Underway	2011	Report to Council identifying next steps now that hub trail is complete (address gaps in hub trail route system and identify priority cycling routes)	D.McConnell D.Elliott	Planning & Engineering PWT STAC				Report only	
Seniors Drop-In Centre parking lot	2012	2014	Asphalt surface	J. Cain	AAC	\$75,000	\$75,000	Capital from Current		
Strathclair Field lighting	2012	2013	Lighting of slo-pitch field “A”	N. Apostle	J. Cain T. Reid / Parks	\$90,000	\$240,000	Capital from Current, 5% Subdivider fees, user groups		
Bellevue Park duck pond	2012	2013	Proper water circulation	M. Lebel	M.Lebel T.Reid	\$150,000	\$150,000	Capital from Current		

Strategic Direction 3: Enhancing Quality of Life

Objective 3B – Planning for the Future

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Master Strategy Plan – Parks, Recreation and Culture •Bellevue Park •Dog park •Strathclair •Other municipal parks and recreational properties/facilities	2011	2013	Replace 1986 plan	N. Apostle	J. Cain Cultural Advisory Board PRAC PWT AAC	\$25,000	\$25,000	5% Sub-dividers Reserve Account new costs are being and will be presented to Council in fall of 2011	Approved	2012
Implement plan for Community Archaeological Assessment	2011	2011	Adopt municipal policy consistent with provincial requirements	D. McConnell	Steering Com'tee Mun. Heritage Committee Cultural Advisory Board	\$11,000	\$11,000	Capital Works Budget	Approved	2009-2010
Environmental awareness – reduction in CO2 emissions			Completed action plans and strategies for improved environmental stewardship	M. Zuppa	Green Committee					
•Equipment Renewal – Green Fleet Plan	2010	2012	Identify actions to increase fleet efficiency, reduce fuel consumption	M. Zuppa	Engineering, PWT, Finance, Fire				Report only	
•No idling policy	2011	2012	Reduce unnecessary idling of corporate vehicles	J. Dolcetti	All Departments				Report only	
•Comprehensive property management plan linked to energy audits	2011	2012	Identify energy efficiency opportunities	J. Dolcetti	Engineering Finance				Report only	
•Corporate energy management plan (as mandated by Ontario Regulation 397/11)			Establish targets and identify action items re: energy conservation and demand management – \$15,000/audit – target one to two buildings/year	All Departments	All Departments	\$40,000	\$60,000	Ontario Power Authority, Union Gas, Environmental Initiatives project budget		2011-2014
Report facility energy consumption	2011	2012		M. Zuppa					Report only	
Develop three-year conservation plan	2012	2014							Report only	
•Energy management software	2011	2012	Monitor, track energy consumption and identify savings opportunities	M. Zuppa	Engineering IT	\$15,000				
Cultural attractions and activities; tourist attractions (Gateway)	Underway	2012	Feasible development opportunities	EDC Tourism SSM	Planning & Engineering Legal, Council			\$5 m NOHFC Grant , balance unknown, City to recover \$2 m	Report only	

Strategic Direction 3: Enhancing Quality of Life

Objective 3B – Planning for the Future

Activity	Start Date	Completion Date	Results	Lead Role	Resources: People	Net Cost	Gross Cost	Funding Source	Approval Status	Budget Year (s)
Update industrial land strategy	2012	2012	Review industrial land strategy to ensure adequate supply for future development	D. McConnell EDC	Planning & Engineering Legal, EDC				Report only	
Local immigration partnership plans	2011	2012	Community partnership to develop a range of immigration services to attract and retain new immigrants – \$150,000/annually	D. Krmpotich	IT Social Services	0	\$600,000	Federally funded	Approved	2011-2012
Long term municipal housing plan	2011	2012	Housing plan per Ministry of Municipal Affairs and Housing legislation (DSSAB responsibility)	K.Streich-Poser	R. Cobean D. McConnell	\$0	\$300,000	DSSAB		