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

Monday, April 9, 2018
4:30 pm
Council Chambers
Civic Centre

Pages

1. Adoption of Minutes 19 - 33

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the Minutes of the Regular Council Meeting of 2018 03 19 be approved.

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

3. Declaration of Pecuniary Interest

4. Approve Agenda as Presented

Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that the Agenda for 2018 04 09 City Council Meeting as presented be approved.

5. Proclamations/Delegations

5.1 National Volunteer Week

Elspeth Belair, Volunteer Celebration Planning Committee Member

5.2 Be A Donor

Marci Oliverio

5.3 **Sault Ste. Marie Region Conservation Authority Annual Report and Watershed Report Card** 34 - 41

Rhonda Bateman, General Manager

5.4 **Peddler and Food Vendor Licencing By-law**

Joseph Greco

5.5 **M.S. Norgoma**

Will Hollingshead, St. Mary's River Marine Heritage Centre

Sean Meades, Municipal Heritage Committee and Cultural Advisory Board

5.6 **Transit Route Optimization Study** 42 - 71

Wally Beck, Principal and Project Manager, Transit Consulting Network

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

Mover Councillor R. Niro
Seconder Councillor M. Shoemaker

Resolved that all the items listed under date 2018 04 09 – Agenda item 6 – Consent Agenda be approved as recommended.

6.1 **Council Travel**

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that Mayor C. Provenzano be authorized to travel to Toronto for one day in April for a meeting with OLG/Gateway Casino at an estimated cost to the City of $400.

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that Mayor C. Provenzano be authorized to travel to Toronto for one day in April for a meeting with the Minister of Health and Long Term Care at an estimated cost to the City of $400.

6.2 **OLG Correspondence** 72 - 73

Correspondence between Stephen Rigby, President and Chief Executive Officer, OLG and Mayor C. Provenzano is attached.

6.3 **2018 Discretionary Spending List** 74 - 82

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

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that the report of the Chief Administrative Officer dated 2018 03 19 concerning 2018 Discretionary Spending List be received as information.

6.4 Year End Financial Report – December 31, 2017 83 - 100

A report of the Chief Financial Officer and Treasurer is attached for the information of Council.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the report of the Chief Financial Officer and Treasurer dated 2018 04 09 concerning the Year End Financial Report of December 31, 2017 be received as information.

6.5 Tender for Replacement of Exterior Cladding and Windows – Civic Centre 101 - 106

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

Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and that the tender for replacement of the exterior cladding and windows at the Civic Centre be awarded to Cy Rheault Construction Ltd. at their low tendered price, meeting specifications, of $6,895,000 plus HST contingent upon Cy Rheault Construction Ltd.'s agreement to using sub-contractors (labourers) bound to Labourers' International Union of North America, Local 1036;

Further that the City's consultant, Morrison Hershfield, be authorized to provide a letter of intent formally authorizing Cy Rheault Construction Ltd. to proceed with this project;

Further that the increase to the construction project budget in the amount of $875,500 be funded from the Asset Management Reserve.

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

6.6 Tender for Lease of One (1) Motor Grader 107 - 109

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

Mover Councillor R. Niro
Seconder Councillor M. Shoemaker

Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and that the tender for the lease of one (1) grader c/w snow wing and

front blade as required by the Public Works Department be awarded to Nortrax Canada Inc. at their tendered price including maintenance agreement and extended warranty of $7,970.29 plus HST per unit for each periodic payment.

6.7 Tenders for Equipment 110 - 115

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

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and that the tenders for the supply and delivery of various pieces of equipment be awarded as follows:

- One (1) Detachable Loader Mounted Snow Blower from J.A. LaRue Inc. at $169,948.00
- One (1) 4WD Municipal Tractor c/w Snow Blower, Plow & Sweeper from Work Equipment Ltd. at $150,320.00
- One (1) 58000 GVW Tandem Truck c/w Plow, Wing & Dump Box(Opt. 2) from Tru-Nor Truck Centre at $222,678.98
- One (1) Articulated Wheel Loader from Tracks & Wheels at $167,283.00

for a total amount of $710,229.98 plus HST.

6.8 Black Road – Connecting Link Funding 116 - 118

A report of the Director of Engineering is attached for the information of Council.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the report of the Director of Engineering dated 2018 04 09 regarding Black Road Connecting Link funding be received as information.

6.9 RFP – Utility Upgrades – Black Road Reconstruction Second Line to Third Line 119 - 120

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

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and that the proposals submitted by PUC Services Inc., Algoma Power Inc. and Shaw Cable for utility, street lighting and cable system upgrades be approved on a sole-source basis.

6.10 RFP – Utility Upgrades – Black Road Reconstruction McNabb Street to Second Line 121 - 122

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

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and that the proposal submitted by PUC Services Inc. for utility and street lighting upgrades be approved on a sole-source basis.

6.11 Black Road Connecting Link Project – Offers to Purchase 123 - 125

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

The relevant By-laws 2018-60, 2018-61, 2018-62 and 2018-63 are listed under item 11 of the Agenda and will be read with all by-laws under that item.

6.12 Fort Creek Aqueduct Reconstruction – John Street to Carmen's Way 126 - 131

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

The relevant By-laws 2018-49 and 2018-68 are listed under item 11 of the Agenda and will be read with all by-laws under that item.

6.13 Sault Remote Control Car Club Licence of Occupation Agreement 132 - 134

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

The relevant By-law 2018-47 is listed under item 11 of the Agenda and will be read with all by-laws listed under that item.

6.14 Firearms Bylaw Exemptions – Ermatinger-Clergue National Historic Site 135 - 136

A report of the Curator of the Ermatinger-Clergue National Historic Site is attached for the consideration of Council.

The relevant By-law 2018-66 is listed under item 11 of the Agenda and will be read with all by-laws listed under that item.

6.15 Local Immigration Partnership Immigration Refugees Citizenship Canada Funding Amendment 137 - 138

A report of the Coordinator Local Immigration Partnership is attached for the consideration of Council.

The relevant By-law 2018-73 is listed under item 11 of the Agenda and will be read with all by-laws listed under that item.

6.16 **Sault Ste. Marie Humane Society Funding Request** 139 - 141

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

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated 2018 04 09 regarding the Sault Ste. Marie Humane Society be received and that the request for an additional $24,150 in funding from the contingency reserve be approved.

6.17 **Ontario Healthy Kids Community Challenge – Amended Agreements re: Theme 4** 142 - 150

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

The relevant By-law 2018-65 is listed under item 11 of the Agenda and will be read with all by-laws listed under that item.

6.18 **Transit Relocation Report** 151 - 330

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

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated 2018 04 09 concerning Transit Relocation Report be received and that Council request staff to develop a plan for Council approval to utilize Public Transit Infrastructure Funding for priority Transit needs that does not include re-opening the environmental assessment for an integrated Transit and Public Works and Transportation facility;

Further that staff review the study results and the Asset Management Plan for the Public Works facility and determine the needs and timing for identified projects.

6.19 **Source Protection Municipal Implementation Fund Agreement: Amendment No. 4** 331 - 333

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

The relevant By-law 2018-69 is listed under item 11 of the Agenda and will be read with all by-laws listed under that item.

6.20 **Huron Street Pump Station** 334 - 335

A report of the Land Development and Environmental Engineer is attached for the consideration of Council.

Mover Councillor L. Turco

Seconder Councillor J. Hupponen

Resolved that the report of the Land Development and Environmental Engineer dated 2018 04 09 concerning the Huron Street pump station be received and a Request for Proposal and associated tendering process be approved.

6.21 McNabb Street – Pim Street Drainage Improvements Phase 2 336 - 337

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

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that the report of the Design and Construction Engineer dated 2018 04 09 concerning the McNabb Street to Pim Street Drainage Improvements consultant selection be received, and that Council authorize single-sourcing this work by entering into an agreement for engineering services with Tulloch Engineering.

6.22 RFP – Comprehensive Review of Information Technology Service Delivery Model 338 - 339

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

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and that the proposal submitted by Blackline Consulting to provide a Comprehensive Review of the Information Technology Service Delivery Model for the City of Sault Ste. Marie be approved;

Further that $90,000 be allocated from the Unforeseen account to fund the project.

A by-law authorizing signature of the agreement for the provision of the Comprehensive Review will appear on a future Council agenda.

6.23 2018 Aqueduct Repairs – Engineering Agreement 340 - 341

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

The relevant By-law 2018-64 is listed under item 11 of the Agenda and will be read with all by-laws listed under that item.

7. Reports of City Departments, Boards and Committees

7.1 Administration

7.2 Corporate Services

7.3 Community Development and Enterprise Services

7.3.1 M.S. Norgoma – Options for Removal 342 - 400

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the report of the Deputy CAO of Community Development and Enterprise Services dated 2018 04 09 concerning M.S. Norgoma – Options for Removal be received and that the recommendation to pursue option 3 (Peter Gregos-Nicols offer to acquire the Norgoma) be approved with funding of $35,000 to come from the Facilities Maintenance Reserve;

Further that should a satisfactory agreement not be reached with Peter Gregos-Nicols and no other option comes forward for restoration at another location, that staff be requested to report with costs and a proposed timeline to proceed with option 5 (decommission and remove the M.S. Norgoma from Bondar Marina).

7.3.2 Cultural Advisory Board and Municipal Heritage Committee Response Regarding the Norgoma 401 - 411

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the report of the Manager and Recreation and Culture submitted on behalf of the Cultural Advisory Board and the Municipal Heritage Committee dated 2018 02 05 concerning the Cultural Advisory Board and Municipal Heritage Committee Response Regarding the Norgoma be received as information.

7.3.3 Transit Route Optimization Study 412 - 476

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

Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that the report of the Manager of Transit and Parking dated 2018 04 09 concerning Transit Route Optimization Study be received and that City Council proceed with the implementation of the Transit Route Optimization Plan beginning June 3, 2018 which will include:

- Return of late evening Sunday service;
- Addition of the Great Northern bus to connect the Great Northern Road area to the Downtown Business area;
- Moving forward with east-west connectors and route enhancements that reduce travel time and reduce the need to travel to the downtown terminal; and

that staff be requested to develop a plan to maximize the City's share of the Public Transit Infrastructure Funding over the next ten years and make Transit infrastructure a priority in order to leverage this funding opportunity.

7.3.3.1 Additional Information and Amending Motion *477 - 482*

Information received from Councillor P. Christian

Mover Councillor P. Christian
Seconder Councillor S. Butland

Resolved that the main motion be amended by adding the words "except that the Riverside route traveling east on Bennett Boulevard exit Bennett Boulevard and travel north on Boundary Road and left onto South Market Street" be added following bullet #3 in the main motion.

7.4 Public Works and Engineering Services

7.5 Fire Services

7.6 Legal

7.6.1 Peddler and Food Vendor Licencing By-law 483 - 486

A report of the Solicitor/Prosecutor is attached for the consideration of Council.

The relevant By-law 2018-67 is listed under item 11 of the Agenda and will be read with all by-laws listed under that item.

7.6.1.1 Additional Information *487 - 488*

Mover Councillor R. Niro
Seconder Councillor M. Shoemaker

Whereas it is the intent of City Council to revise the peddler and food vendor by-law; and

Whereas the City's Legal Department has provided Council with the said by-law; and

Whereas Council has received a letter from Joseph Greco of Willson Law representing local business owners who are impacted by the peddler and food vendor licencing by-law;

Now Therefore Be It Resolved that the letter from Willson Law be referred to the City's Legal Department for review, and consideration of including the suggested changes to the by-law.

7.6.2 Animal Care and Control By-law 489 - 498

A report of the Solicitor/Prosecutor is attached for the information of Council.

Mover Councillor S. Butland

Seconder Councillor S. Myers

Whereas by Council resolution passed on 20 02 2018 City Council directed the Solicitor to include in the proposed new animal care and control by-law wording that would exempt or grandfather Spruce Haven Nature Park from complying with any sections of the proposed new by-law that would otherwise cause the operation to be in a state of non-compliance; and
that consideration by given to forming a written agreement between the City and Spruce Haven stating there will be no further expansion of the current business of Spruce Haven relative to the new animal care and control by-law;and

Now Therefore Be It Resolved that the resolution be reconsidered.

Mover Councillor S. Butland
Seconder Councillor S. Myers

Whereas Spruce Haven Nature Park has provided a noteworthy service to abandoned animals for several decades and has proven to be a compassionate caregiver to these animals and has provided an enjoyable experience for a certain segment of our residents; and

Whereas despite the above, a recent occurrence regarding an insufficient animal enclosure has resulted in several escapes by a wolf with potential safety risks to neighbouring residents;

Now Therefore Be It Resolved that the City of Sault Ste. Marie adopt the Animal Care and Control By-law recommended by the Legal Department including the prohibition of zoos in Sault Ste. Marie; and

Be It Further Resolved that the City require Spruce Haven Nature Park to be in compliance with the Animal Care and Control By-law herein adopted on or before December 31, 2018.

The relevant By-law 2018-19 is listed under item 11 of the Agenda and will be read with all by-laws listed under that item.

7.6.2.1 *Additional Information* *499 - 503*

7.7 Planning

7.7.1 A-6-18-Z – 462 McNabb Street (Ontario Aboriginal Housing Support Services) 504 - 517

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

Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that the Report of the Senior Planner dated 2018 04 09 concerning Rezoning Application A-6-18-Z be received and that Council rezone the subject property from Institutional (I) to Institutional (I.S) with a special exception to permit up to 20 dwelling units to be located within the existing building, in addition to the uses currently permitted in the Institutional Zone (I).

And that the Legal Department be directed to prepare the necessary by-law to effect this approval.

7.8 Boards and Committees

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

8.1 Snow Dumps

Mover Councillor M. Shoemaker
Seconder Councillor S. Butland

Whereas many contracts charge commercial and multi-residential buildings significant amounts to collect and dispose of piled snow on their properties; and

Whereas the City of Sault Ste. Marie does not have any special zoning provisions identifying where these piles of snow can be brought and dumped within the city limits; and

Whereas the Planning Department requires that any property requesting a change in use has a drainage plan to ensure that no harmful substances are making their way into the City's ditches and sewers; and

Whereas no similar safeguards exist for the substances that flow from snow dumps into the City's ditches and sewers;

Now Therefore Be It Resolved that the Planning Department along with the input from any other department be requested to investigate the creation of a new zoning classification for snow dumps and further that it considers:

- a fee structure to offset or cover the costs the City incurs from the annual runoff from snow dumps (either as part of the Stormwater Management Fee Study, or independent of it);
- environmental safeguards to ensure the runoff of any harmful substance is minimized to the greatest degree possible.

8.1.1 Replacement Resolution regarding Snow Dumps

Mover Councillor M. Shoemaker
Seconder Councillor S. Butland

Whereas many site plan agreements require private property owners to remove large snow piles from their properties; and

Whereas the City of Sault Ste. Marie does not have any special zoning provisions dealing with where the large piles of snow on private property can be brought and dumped within the city limits; and

Whereas the Stormwater Management Plan seeks to ensure that no harmful substances are making their way into the rivers and lakes around the Sault; and

Whereas at present, no safeguards exist to control where private snow dumps

can be, which can lead to harmful substances ending up in the rivers and lakes around the Sault;

Now Therefore Be It Resolved that the Planning Department along with the input from any other department investigate creating a new zoning classification for private snow dumps to ensure the runoff of any harmful substance is minimized to the greatest degree possible.

8.2 Holiday Waste Collection

Mover Councillor M. Shoemaker
Seconder Councillor O. Grandinetti

Whereas on December 4, 2017, staff recommended to Council that the method of waste collection on public holidays should continue as it is currently done, that being, that collection is one day late for any week during which there is a public holiday; and

Whereas staff reported that the overtime costs associated with the current method of waste collection on holidays is $50,000 annually; and

Whereas the report did not contain information on what comparable municipalities throughout Ontario do for waste collection in weeks during which there is a public holiday;

Now Therefore Be It Resolved that the staff be requested to investigate and report on the method comparator municipalities use for collecting waste in weeks during which there is a public holiday.

8.3 Open Data

Mover Councillor S. Hollingsworth
Seconder Councillor S. Butland

Whereas many government agencies including municipalities are developing open data plans and open data catalogues to make more data available to the general public; and

Whereas sharing data and datasets with the general public can make the city more transparent, accountable and accessible; and

Whereas sharing data and datasets with the general public encourages engagement and participation and can lead to private sector economy and/or opportunity; and

Whereas an open data plan can assist in the development of the community as a 'Smart City' and form a part of the necessary foundation; and

Whereas the City does not have an open data plan or strategy;

Now Therefore Be It Resolved that the appropriate City staff be requested to research, develop and draft an open data plan and strategy for the municipal corporation and present the same to Council for review and approval.

8.4 Digital Strategy

Mover Councillor S. Hollingsworth
Seconder Councillor S. Butland

Whereas the City's corporate strategic plan identifies innovation and productivity as core values; and

Whereas municipalities now commonly develop digital strategies which ensure that the municipality is upgrading its technologies; and

Whereas a digital strategy can assist in ensuring becomes more innovative and forward looking and provides better, more accessible and timely customer service and customer service experience; and

Whereas a progressive digital strategy can assist in the development of the community as a 'Smart City' and form a part of the necessary foundation; and

Whereas the City is embarking on a comprehensive review of its IT service delivery model which will provide a basis for developing a digital strategy;

Now Therefore Be It Resolved that the appropriate City staff research, develop and draft a digital strategy for the municipal corporation and present the same to Council for its review and approval.

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

10. Adoption of Report of the Committee of the Whole

11. Consideration and Passing of By-laws

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that all by-laws under item 11 of the Agenda under date 2018 04 09 be approved.

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

11.1.1 By-law 2018-19 (Regulation) Animal Care and Control 518 - 551

A report from the Solicitor/Prosecutor is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-19, being a by-law for responsible animal care and control for The Corporation of the City of Sault Ste. Marie be passed in open Council this 9th day of April, 2018.

11.1.2 By-law 2018-47 (Agreement) Sault Remote Control Car Club 552 - 561

A report from the Manager of Recreation and Culture is on the Agenda.

Mover Councillor L. Turco

Seconder Councillor M. Shoemaker

Resolved that By-law 2018-47 being a by-law to authorize the execution of the Agreement between the City and Sault Remote Control Car Club in reference to their exclusive use of Wilcox Park Tennis Courts effective April 1, 2018 be passed in open Council this 9th day of April, 2018.

11.1.3 By-law 2018-49 (Agreement) Fort Creek Aqueduct Reconstruction 562 - 564

A report from the Design and Construction Engineer is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-49 being a by-law to authorize the execution of the Contract between the City and Avery Construction Limited for the next phase in improvements to the Fort Creek Aqueduct which includes the reconstruction of the Fort Creek Aqueduct along Wellington Street West from John Street to Carmen's Way (Contract 2018-1E) be passed in open Council this 9th day of April, 2018.

11.1.4 By-law 2018-60 (Property Acquisition) Purchase Part of Black Road 565 - 566

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

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-60 being a by-law to authorize the acquisition of an irregular strip of rural residential land along the west side of Black Road (Minister of Infrastructure) be passed in open Council this 9th day of April, 2018.

11.1.5 By-law 2018-61 (Property Acquisition) Purchase Part of 536 Black Road 567 - 568

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

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-61 being a by-law to authorize the acquisition of a portion of property located at civic 536 Black Road (Minister of Infrastructure) be passed in open Council this 9th day of April, 2018.

11.1.6 By-law 2018-62 (Property Acquisition) Purchase Part of 483, 489 and 493 Black Road 569 - 571

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

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-62 being a by-law to authorize the acquisition of portions of property located at civics 483, 489 and 493 Black Road (Oaklin Trucking and Leasing Limited) be passed in open Council this 9th day of April, 2018.

11.1.7 By-law 2018-63 (Property Acquisition) Purchase Part of 638 Black Road 572 - 573

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

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-63 being a by-law to authorize the acquisition of a portion of property located at civic 638 Black Road (Bethel Bible Chapel) be passed in open Council this 9th day of April, 2018.

11.1.8 By-law 2018-64 (Agreement) Central Creek and Farwell Terrace Aqueducts 574 - 591

A report from the Director of Engineering is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-64 being a by-law to authorize the execution of the Agreement between the City and STEM Engineering Group Incorporated for repair work to be carried out on the Central Creek Aqueduct at MacKenzie Street and on the Farwell Terrace Aqueduct at Second Line be passed in open Council this 9th day of April, 2018.

11.1.9 By-law 2018-65 (Agreement) Amending Services Agreement with Algoma Public Health 592 - 615

A report from the Deputy CAO - Community Development and Enterprise Services is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-65 being by-law to authorize the execution of the Agreement between the City and The Board of Health for the District of Algoma Health Unit operating as Algoma Public Health to extend the programming for the existing Ontario Healthy Kids Community Challenge to include Theme 4 which commences April 1, 2018 and ends on September 30, 2018 be passed in open Council this 9th day of April, 2018.

11.1.10 By-law 2018-66 (Regulations) Noise Exemption for Ermatinger-Clergue National Historic Site 616 - 616

A report from the Curator, Ermatinger-Clergue National Historic Site is on the Agenda.

Mover Councillor L. Turco

Seconder Councillor M. Shoemaker

Resolved that By-law 2018-66 being a by-law to exempt the Ermatinger●Clergue National Historic Site from May 1, 2018 to December 20, 2018 from Noise Control By-law 80-200 be passed in open Council this 9th day of April, 2018.

11.1.11 By-law 2018-67 (Licencing) Peddler and Food Vendors 617 - 630

A report from the Solicitor/Prosecutor is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-67 being a by-law to licence, govern and regulate peddlers and street sales and to repeal By-laws 2003-51 and 2003-53 be passed in open Council this 9th day of April, 2018.

11.1.12 By-law 2018-68 (Temporary Street Closing) Wellington Street West 631 - 631

A report from the Design and Construction Engineer is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-68 being a by-law to permit the temporary closing of Wellington Street West from John Street to Carmen's Way from April 16, 2018 until October 31, 2018 be passed in open Council this 9th day of April, 2018.

11.1.13 By-law 2018-69 (Agreement) Source Protection Municipal Implementation Fund Amendment No.4 632 - 636

A report from the Senior Planner is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-69 being a by-law to authorize the execution of the Agreement between the City and Her Majesty the Queen in Right of Ontario as represented by the Minister of the Environment and Climate Change for Amendment No. 4 to an Ontario Transfer Payment Agreement under the Source Protection Municipal Implementation Fund be passed in open Council this 9th day of April, 2018.

11.1.14 By-law 2018-70 (Taxes) Tax Rates 637 - 638

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-70 being a by-law to provide for the adoption of property tax rates for 2018 be passed in open Council this 9th day of April, 2018.

11.1.15 By-law 2018-71 (Taxes) Adoption of Tax Ratios 639 - 640

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-71 being a by-law to provide for the adoption of tax ratios be passed in open Council this 9th day of April, 2018.

11.1.16 By-law 2018-72 (Taxes) Final Tax Billing 641 - 642

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-72 being a by-law to provide for 2018 final tax billing be passed in open Council this 9th day of April, 2018.

11.1.17 By-law 2018-73 (Agreement) Local Immigration Partnership Amendment 643 - 648

A report from the Coordinator of Local Immigration Plan-SOCSR is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-73 being a by-law to authorize the execution of the Amending Agreement between the City and Her Majesty the Queen in Right of Canada, represented by the Minister of Immigration, Refugees and Citizenship to amend the 2017-2020 Contribution Agreement from Immigration Refugees Citizenship Canada (IRCC) be passed in open Council this 9th day of April, 2018.

11.1.18 By-law 2017-76 (Agreement) Funding for Sault Ste. Marie Insectarium *649 - 658*

Council Report was passed by Council Resolution on December 11, 2017.

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that By-law 2018-76 being a by-law to authorize the execution of the Agreement between the City and The Sault Ste. Marie Insectarium for funding to assist with operating costs be passed in open Council this 9th day of April, 2018.

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

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

11.3.1 By-law 2017-166 (Street Closing) Part Holden Street 659 - 662

Council Report was passed by Council Resolution on August 21, 2017.

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

13. Closed Session

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that this Council proceed into closed session to discuss two labour relations / employee negotiations items;

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

Municipal Act R.S.O. 2002 – section 239 (2) (d) labour relations / employee negotiations.

14. Adjournment

Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that this Council now adjourn.

REGULAR MEETING OF CITY COUNCIL

MINUTES

Monday, March 19, 2018
4:30 pm
Council Chambers
Civic Centre

Present:	Mayor C. Provenzano, Councillor S. Butland, Councillor P. Christian, Councillor S. Myers, Councillor S. Hollingsworth, Councillor L. Turco, Councillor M. Shoemaker, Councillor R. Niro, Councillor M. Bruni, Councillor F. Fata, Councillor J. Krmpotich, Councillor O. Grandinetti
Absent:	Councillor J. Hupponen
Officials:	A. Horsman, R. Tyczinski, L. Girardi, T. Vair, M. White, N. Kenny, P. Johnson, P. Niro, S. Schell, C. Rumiel, C. Pascall, S. Bursche, P. Milosevich, S. Cole, D. Langevin, L. Perry, V. McLeod, I. Bruno, R. Pihlaja

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1. Adoption of Minutes

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the Minutes of the Regular Council Meeting of 2018 03 05 be approved.

Carried

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

3. Declaration of Pecuniary Interest

3.1 Councillor R. Niro – Comprehensive Risk Assessment and Fire Master Plan

Brother is employed by Sault Ste. Marie Fire Services

3.2 Councillor O. Grandinetti – Ratification of Local 2251 – Memorandum of Settlement

Member of Local 2251

3.3 Councillor O. Grandinetti – By-law 2018-51 (Memorandum of Settlement) Steelworkers Local 2251

Member of Local 2251

3.4 Councillor J. Krmpotich – Ratification of Local 2251 – Memorandum of Settlement

Member of Local 2251

3.5 Councillor J. Krmpotich – By-law 2018-51 (Memorandum of Settlement) Steelworkers Local 2251

Member of Local 2251

3.6 Councillor M. Shoemaker – Funding for Sault Ste. Marie Economic Development Corporation Restructuring Costs

EDC is a client of law firm

3.7 Councillor L. Turco – Municipal Law Enforcement Officers and Municipal By-law Enforcement Officers

Spouse is employed by Sault Ste. Marie Police Service

3.8 Councillor L. Turco – By-law 2018-56 (Parking) Appointment Municipal Law Enforcement Officers

Spouse is employed by Sault Ste. Marie Police Service

3.9 Councillor L. Turco – Crossing Guard – St. George's Avenue and McNabb Street

Spouse is employed by Sault Ste. Marie Police Service

4. Approve Agenda as Presented

Moved by: Councillor M. Shoemaker
Seconded by: Councillor R. Niro

Resolved that the Agenda for 2018 03 19 City Council Meeting as presented be approved.

Carried

5. Proclamations/Delegations

5.1 Zonta Club of Sault Ste. Marie Area 40th Anniversary

Heather Edwards, President, Zonta Club of Sault Ste. Marie Area was in attendance.

5.2 International Day for the Elimination of Racial Discrimination

Danny Krmpotich, Coordinator, Sault Ste. Marie & Area Local Immigration Partnership was in attendance.

5.3 World Lymphedema Day

Steve Kelland, Advocate for Lymphedema was in attendance.

5.4 CNIB 100th Anniversary

Dorothy Macnaughton, Chair, CNIB Northern Regional Board and Larry Knapp were in attendance.

5.5 Long Term Tax Policy Review

Rory Ring, Chief Executive Officer, Sault Ste. Marie Chamber of Commerce was in attendance.

Robert Heil, Municipal Tax Advisory Group was in attendance.

5.6 Comprehensive Risk Assessment and Fire Master Plan

Councillor R. Niro declared a conflict on this item. (Brother is employed by Sault Ste. Marie Fire Services)

Steve Thurlow, Dillon Consulting Limited was in attendance.

5.7 Soo Blasters – Request for Municiaply Significant Event

Erik Nielson, Soo Blasters was in attendance.

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

Mayor Provenzano was not in attendance during the Consent section of the meeting. Acting Mayor R. Niro assumed the chair.

Moved by: Councillor S. Hollingsworth
Seconded by: Councillor L. Turco

Resolved that all the items listed under date 2018 03 19 – Agenda item 6 – Consent Agenda save and except Agenda item 6.3 be approved as recommended.

Carried

6.1 Council Travel

Moved by: Councillor M. Shoemaker
Seconded by: Councillor P. Christian

Resolved that Councillor L. Turco be authorized to travel to Toronto for two days in March to attend an AMO Board meeting at an estimated cost to the City of $300.

Carried

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that Councillor S. Hollingsworth be authorized to travel to Montreal for three days in May for the Great Lakes Economic Forum at an estimated cost to the City of $1,950.

Carried

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that Mayor C. Provenzano and Councillor S. Butland be authorized to travel to Halifax for one day in May and two days in June for the FCM Annual Conference and Trade Show at an estimated cost to the City of $2,625 per person.

Carried

6.2 Correspondence

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Whereas public libraries provide safe, inclusive and vibrant community spaces where everyone is welcome to learn, work, connect and have fun; and

Whereas the Sault Ste. Marie Public Library continues to evolve its services to meet the changing needs of our community, including a new generation of residents who think, learn, read and collaborate in new ways; and

Whereas the Sault Ste. Marie Public Library continues to seek funding opportunities through donor development and sponsorships to increase services and expand programming outside of their core funding; and

Whereas in 2017 the Sault Ste. Marie Public Library continues to have a limited resource budget despite issuing 18,102 library cards, having 862,273 website visits and establishing a Digital Creator Lab for youth; and

Whereas the Sault Ste. Marie Public Library continues to manage public resources with the utmost care and are committed to the sustainability of their services;

Now Therefore Be It Resolved that the City of Sault Ste. Marie urges the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20 year budget freeze to local libraries in an acknowledgement to the services they offer all residents; and

Be It Further Resolved that the City of Sault Ste. Marie urges the Province of Ontario to reinstate adequate and appropriate funding for local libraries, increasing each year going forward in line with the consumer price index; and

Be It Finally Resolved that a copy of this resolution be sent to the Minister of Tourism, Culture and Sport, to the Ontario Minister of Municipal Affairs, to the local MPP, to the Ontario Library Association and to the Federation of Public Libraries.

Carried

6.4 Funding for Sault Ste. Marie Economic Development Corporation Restructuring Costs

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

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

Moved by: Councillor L. Turco
Seconded by: Councillor S. Hollingsworth

Resolved that the report of the Chief Administrative Officer dated 2018 03 19 be received and staff be directed to provide one-time funding of $123,775 to Sault Ste. Marie Economic Development Corporation as funded from the City's Contingency Reserve.

Carried

6.5 Cold Weather Response Plan for Vulnerable Populations

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Emergency Management Coordinator dated 2018 03 19 concerning the Cold Weather Response Plan for Vulnerable Populations be received as information.

Carried

6.6 2017 Honoraria and Expenses – Mayor & Council and Board & Committee Members

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Chief Financial Officer and Treasurer dated 2018 03 19 concerning 2017 Honoraria and Expenses (Mayor, Council, Board and Committee Members) be received as information.

Carried

6.7 Property Tax Appeals

The report of the Manager of Accounting and City Tax Collector was received by Council.

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Manager of Accounting and City Tax Collector dated 2018 03 19 concerning Property Tax Appeals be received and that the tax records be amended pursuant to section 357 of the *Municipal Act*.

Carried

6.8 Queenstown Board of Management 2017 Audit Report and 2018 Budget

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Chief Financial Officer and Treasurer dated 2018 03 19 concerning the Queenstown Board of Management (O/A The Downtown Association) Audited Financial Statements for the year 2017 be received and that the Downtown Association 2018 Budget be approved.

Carried

6.9 RFP – Armoured Car Service

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

The relevant By-law 2018-54 is listed under item 11 of the Minutes.

6.10 Tender for Selected Granular Materials

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Manager of Purchasing dated 2018 03 19 be received and that the tender for the supply of selected granular materials for the 2018 and 2019 seasons be awarded on an as-required basis;

Further that the City's requirements for blast furnace slag be awarded to Inter-Ontario Equipment Rental & Repair Ltd. for a period of one (1) year at their tendered prices of $7.00 per tonne plus HST for 7/8" minus granular, and $6.85 per tonne plus HST for nut slag.

Carried

6.11 RFP – Design, Supply and Install a Splash Pad – Bellevue Park

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Manager of Purchasing dated 2018 03 19 be received and that the proposal submitted by CRCS Recreation for the design, supply and installation of a splash pad for Bellevue Park be approved.

Carried

6.12 Splash Pad Development and Design Update

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Manager of Recreation and Culture dated 2018 03 19 concerning Splash Pad Development and Design Update be received as information.

Carried

6.13 Donations – Kiwanis Club of Lakeshore and Kiwanis Club of Lakeshore Foundation

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

The relevant By-laws 2018-52 and 2018-53 are listed under item 11 of the Minutes.

6.14 Ratification of Local 2251 – Memorandum of Settlement

Councillor O. Grandinetti declared a conflict on this item. (Member of Local 2251)

Councillor J. Krmpotich declared a conflict on this item. (Member of Local 2251)

A report of the Labour Relations Coordinator was received by Council.

The relevant By-law 2018-51 is listed under item 11 of the Minutes.

6.15 FutureSSM Project Update II

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated 2018 03 19 concerning FutureSSM project be received as information.

Carried

6.16 Ice Capacity/Expansion Study

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Deputy CAO, Community Development and Enterprise Services dated 2018 03 19 concerning ice capacity expansion be received and that the allocation of up to $15,000 from the Facilities Maintenance Reserve fund be approved;

Further that single-sourcing this contract by engaging LeisurePlan International Inc. and STEM Engineering Group Inc. to assist with planning and cost estimation for expanding ice capacity and examining the cost/benefit of collaborating with Sault College to locate one ice pad on their campus.

Carried

6.17 2018 Cultural Financial Assistance Grants

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Manager of Recreation and Culture dated 2018 03 19 be received and that the recommendation of the Cultural Advisory Board to endorse the following grants be approved.

- Algoma Arts Festival Association – $5,000
- Algoma Conservatory of Music – $5,000
- Algoma Festival Choir – $5,500
- Arts Council of Sault Ste. Marie and District – $8,500
- Living History of Algoma / Oral History of Sault Ste. Marie Project –$4,400
- Over the Rainbow Children's Entertainment Series – $2,000
- Sault Blues Society – $2,000
- Kiwanis Community Theatre Centre – $3,500
- Sault Symphony – $5,000
- Sault Theatre Workshop – $3,000
- Shadows of the Mind Film Festival – $5,000
- Soo Pipe Band – $3,500
- Centre Francophone SSM – $1,500

Carried

6.18 Purchase of Twenty Pay and Display Units

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Manager of Transit and Parking dated 2018 03 19 be received and that single-sourcing supply for and delivery of twenty pay and display units, as required by the Parking Division from J.J. MacKay Canada Limited at their proposed price of $151,278.66 plus HST be approved.

Carried

6.19 Municipal Law Enforcement Officers and Municipal By-law Enforcement Officers

Councillor L. Turco declared a conflict on this item. (Spouse is employed by Sault Ste. Marie Police Service)

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

The relevant By-law 2018-56 is listed under item 11 of the Minutes.

6.20 Delegation of Signing Authority – Acquisitions and Transfers of Property

A report of the City Solicitor was received by Council.

The relevant By-law 2018-55 is listed under item 11 of the Minutes.

6.21 Deeming By-law – Harris and Buckley Subdivision

A report of the City Solicitor was received by Council.

The relevant By-law 2018-45 is listed under item 11 of the Minutes.

6.22 PR1.89(6) Project – McNabb Gladstone – Canadian Motor Hotel

A report of the City Solicitor was received by Council.

The relevant By-law 2018-46 is listed under item 11 of the Minutes.

6.23 Declare Surplus – Part Lot 1 Plan H518 – Greenfield Drive

A report of the City Solicitor was received by Council.

The relevant By-law 2018-59 is listed under item 11 of the Minutes.

6.24 Licence to Occupy 166 Plaintree Drive

A report of the City Solicitor was received by Council.

The relevant By-law 2018-50 is listed under item 11 of the Minutes.

6.25 Crossing Guard – St. George's Avenue and McNabb Street

Councillor L. Turco declared a conflict on this item. (Spouse is employed by Sault Ste. Marie Police Service)

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor S. Hollingsworth

Resolved that the report of the Design and Construction Engineer dated 2018 03 19 concerning the crossing guard at the McNabb Street and St. George's Avenue intersection be received as information.

Carried

6.3 2018 Discretionary Spending List

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Chief Administrative Officer dated 2018 03 19 concerning 2018 Discretionary Spending List be received as information.

Postponed

Amendment:

Moved by: Councillor P. Christian
Seconded by: Councillor M. Shoemaker

Resolved that Agenda item 6.3 Discretionary Spending List be postponed to a future meeting.

Carried

7. Reports of City Departments, Boards and Committees

7.1 Administration

7.1.1 Suspend Rules of Procedure By-law 2013-100

Mayor Provenzano was not in attendance for this item. Acting Mayor R. Niro assumed the chair.

Moved by: Councillor S. Myers
Seconded by: Councillor M. Shoemaker

Resolved that the provisions of procedure by-law 2013-100 be suspended to allow this meeting to proceed past five hours (9:30 p.m.)

Carried

7.2 Corporate Services

7.2.1 2018 Tax Rates and Tax Policy

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Chief Financial Officer and Treasurer dated 2018 03 19 concerning 2018 Tax Policy be received and that Alternate Ratios be approved as follows:

- Starting ratios adjusted to reflect 1.10000 for the Multi-residential class and 3.0500 for the Office-Occupied class

Carried

7.2.2 Long Term Tax Policy Review

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

Moved by: Councillor M. Shoemaker
Seconded by: Councillor R. Niro

Resolved that the report of the Chief Financial Officer and Treasurer dated 2018 03 19 concerning Long Term Tax Policy be received as information.

Carried

7.2.3 Soo Blasters – Request for Municipally Significant Event

Moved by: Councillor M. Shoemaker
Seconded by: Councillor R. Niro

Resolved that the report of the Deputy CAO / City Clerk dated 2018 03 19 concerning Soo Blasters – Request for Municipally Significant Event be received and that Council has no objection to the Soo Blasters Nelly Concert Event, being held Tuesday, March 20, 2018 from 8:00 p.m. to 2:00 a.m. (concert 9:00 p.m. to 12 midnight) being declared a municipally significant event.

Carried

7.3 Community Development and Enterprise Services

7.4 Public Works and Engineering Services

7.5 Fire Services

7.5.1 Comprehensive Risk Assessment and Fire Master Plan

Councillor R. Niro declared a conflict on this item. (Brother is employed by Sault Ste. Marie Fire Services)

The report of the Fire Chief was received by Council.

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the Fire Chief dated 2018 03 19 concerning Comprehensive Risk Assessment and Fire Master Plan be received and that:

1. The Fire Master Plan be approved as the strategic framework for the delivery of fire protection services within the City of Sault Ste. Marie for the next 10-year planning horizon; and
2. Council direct the Fire Chief to implement Option 1 contained within the Fire Master Plan including a minimum on duty staffing of fifteen (15) firefighters at all times as the interim Fire Station and firefighter deployment model; and
3. Council approve Option 3 contained within the Fire Master Plan as the preferred Fire Station location and firefighter deployment model and direct the Fire Chief to develop an implementation plan for Option 3 for Council's consideration and approval; and
4. Council direct the Fire Chief to report further on the implementation of recommendations presented in the Fire Master Plan in accordance with the financial resources available through the annual budget process of the City of Sault Ste. Marie.

Recorded	**For**	**Against**	**Absent**
Mayor C. Provenzano	X		
Councillor S. Butland	X		
Councillor P. Christian	X		
Councillor S. Myers	X		
Councillor S. Hollingsworth	X		
Councillor J. Hupponen			X
Councillor L. Turco	X		
Councillor M. Shoemaker	X		
Councillor R. Niro			
Councillor M. Bruni	X		
Councillor F. Fata	X		
Councillor J. Krmpotich	X		
Councillor O. Grandinetti	X		
Results	**11**	**0**	**1**

Carried

7.6 Legal

7.6.1 Closing and Conveyance of Peer Street

The report of the City Solicitor was received by Council.

Mayor Provenzano was not in attendance for this item. Acting Mayor R. Niro assumed the chair.

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that the report of the City Solicitor dated 2018 03 19 concerning Closing and Conveyance of Peer Street be received and that the consideration of By-law 2018-18 be postponed.

Carried

7.7 Planning

7.8 Boards and Committees

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

8.1 Notice of Motion – Animal Care and Control By-law

Moved by: Councillor J. Hupponen
Seconded by: Councillor M. Shoemaker

Whereas on February 20, 2018, City Council passed a motion exempting Spruce Haven Zoo from a prohibition on zoos within the City of Sault Ste. Marie in a new Animal Control By-Law; and

Whereas said motion went beyond simply exempting Spruce Haven Zoo from the provision of the By-Law that prohibited zoos, and in fact, exempted them “from complying with any sections of the proposed new by-law”; and

Whereas such a sweeping exemption would allow Spruce Haven Zoo to exist without any regulation or method of ensuring City oversight of the zoo and without a method of protecting the residents of Sault Ste. Marie or the animals from mistreatment;

Now Therefore Be It Resolved that staff be directed to include an exemption for Spruce Haven from complying with the zoo Prohibition in the proposed new Animal Control By-Law, but that Spruce Haven be required to comply with the proposed new Animal Control By-Law in all other respects.

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

10. Adoption of Report of the Committee of the Whole

11. Consideration and Passing of By-laws

Mayor Provenzano was not in attendance during the by-law Consent section of the meeting. Acting Mayor R. Niro assumed the chair.

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that all by-laws under item 11 of the Agenda under date 2018 03 19 be approved save and except By-laws 2018-56 and 2018-18.

Carried

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

11.1.3 By-law 2018-48 (Parking) By-law Enforcement Officers

Moved by: Councillor M. Shoemaker
Seconded by: Councillor S. Hollingsworth

Resolved that By-law 2018-48 being a by-law to appoint by-law enforcement officers to enforce the by-laws of The Corporation of the City of Sault Ste. Marie be passed in open Council this 19th day of March, 2018.

Carried

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

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

11.3.3 By-law 2018-18 (Street Closing & Conveyance) Peer Street

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that By-law 2018-18 being a by-law to stop up, close and authorize the conveyance of Peer Street and a 0.30m Reserve on the Easterly limit of Peer Street in the Peer Subdivision, Plan 1M448 be read a THIRD time and passed in open Council this 19th day of March, 2018.

Postponed

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

13. Closed Session

Mayor Provenzano was not in attendance for this item. Acting Mayor R. Niro assumed the chair.

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that this Council proceed into closed session to discuss:

- two labour relations / employee negotiations items;
- educational session – opioid issues (March 21, 2018)

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

Municipal Act R.S.O. 2002 – section 239 (2) (d) labour relations / employee negotiations; section 239(3.1) educational sessions.

Carried

14. Adjournment

Moved by: Councillor M. Shoemaker
Seconded by: Councillor L. Turco

Resolved that this Council now adjourn.

Carried

_____

Mayor

_____

Deputy City Clerk

Sault Ste. Marie Region Conservation Authority

Watershed Report Cards and Annual Report

April 9, 2018

Watershed Report Cards

A Watershed Report Card is an analysis of data collected by the Conservation Authority. This data can monitor some health parameters of our natural resources on a watershed basis.

It can help to provide a better understanding of local environmental issues and to focus actions where they are needed and to track progress over time.

This program, coordinated through Conservation Ontario, began with the first publication of Report Cards in 2013. SSMRCA did not participate.

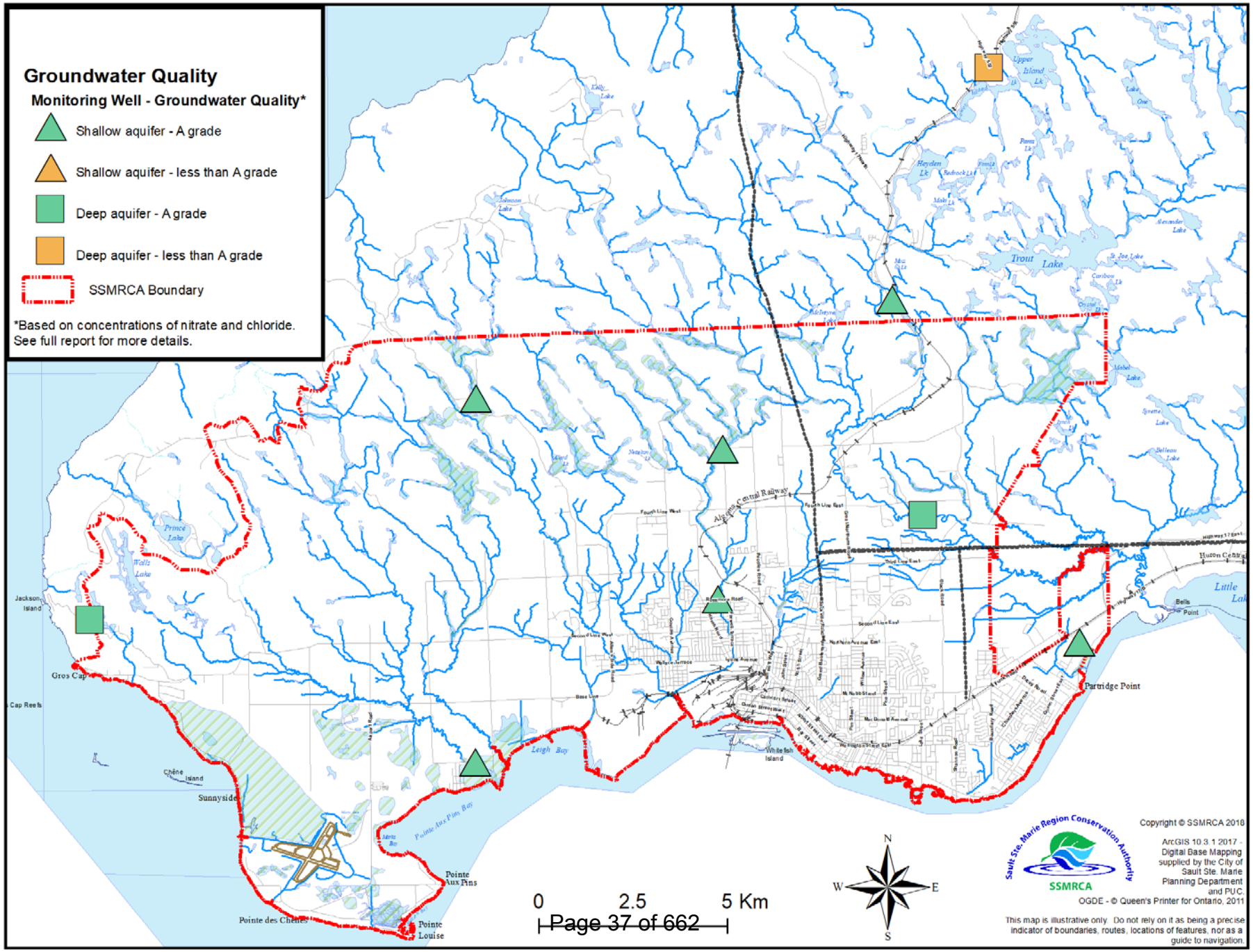
Watershed Report Cards

The Report Card contains descriptions of the data that is collected by the SSMRCA and the maps depict the data on the ground.

Grades associated with the maps are based on a standardized assessment developed through Conservation Ontario's and conservation authority technical teams.

The standardization of the data assists for comparative measures.

Conservation Ontario released all the prepared conservation authority watershed report cards on March 22 – World Water Day
www.conservationontario.ca


Groundwater Quality
Monitoring Well - Groundwater Quality*
Shallow aquifer - A grade
Shallow aquifer - less than A grade
Deep aquifer - A grade
Deep aquifer - less than A grade
SSMRCA Boundary
*Based on concentrations of nitrate and chloride.
See full report for more details.
Trout Lake
Algoma Central Railway
Huron Central
Jackson Island
Gros Cap
Cap Reels
Chêne Island
Sunnyside
Pointe Aux Pins
Pointe des Chênes
Pointe Louise
Partridge Point
Bells Point
Whitefish Island
Leigh Bay
Pointe Aux Pins Bay
Prince Lake
Wallis Lake
Little Lake
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SSMRCA
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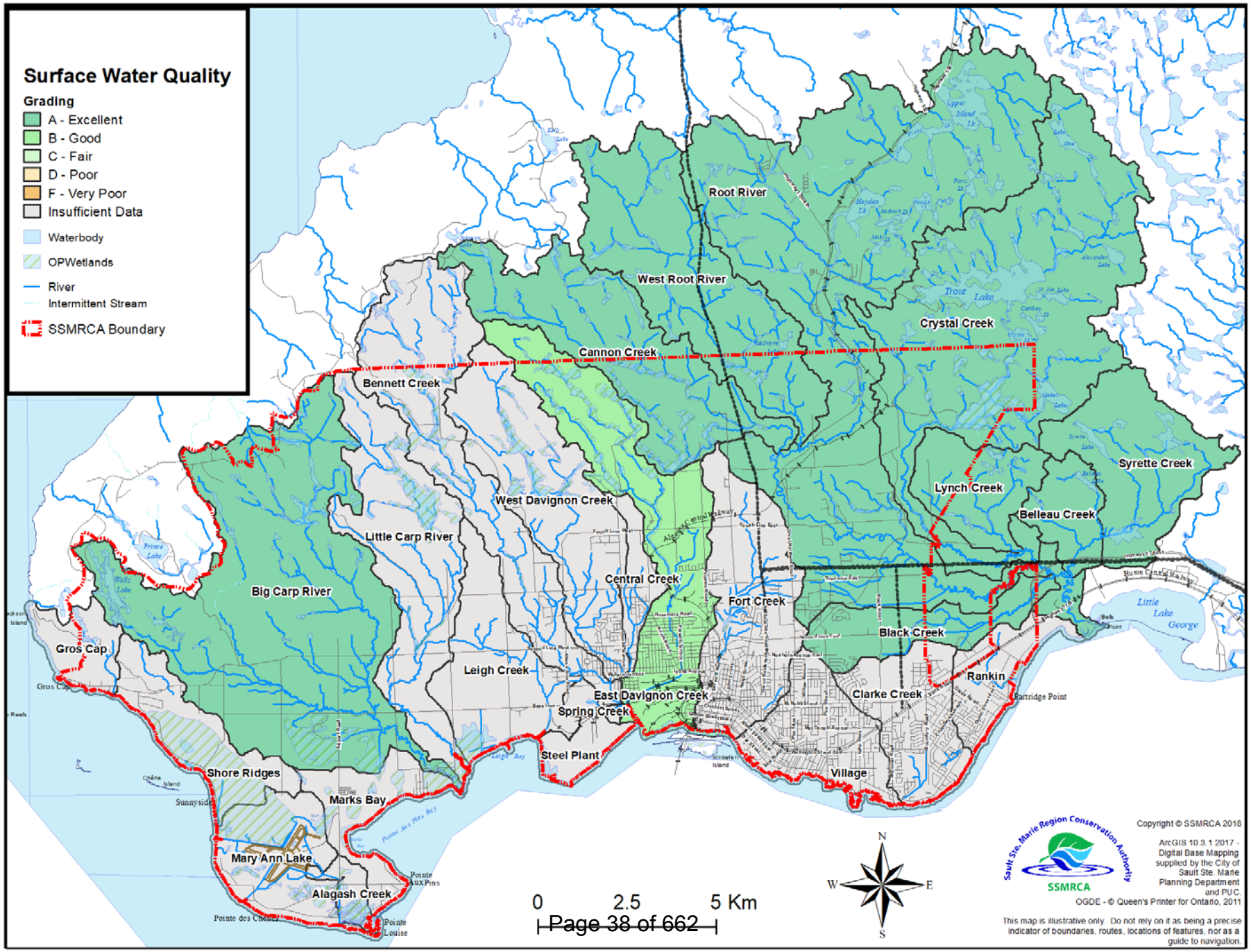
Surface Water Quality
Grading
A - Excellent
B - Good
C - Fair
D - Poor
F - Very Poor
Insufficient Data
Waterbody
OPWetlands
River
Intermittent Stream
SSMRCA Boundary
Root River
West Root River
Crystal Creek
Cannon Creek
Bennett Creek
Syrette Creek
Lynch Creek
Belleau Creek
West Davignon Creek
Little Carp River
Big Carp River
Central Creek
Fort Creek
Black Creek
Gros Cap
Leigh Creek
Rankin
East Davignon Creek
Clarke Creek
Spring Creek
Steel Plant
Village
Shore Ridges
Marks Bay
Mary Ann Lake
Alagash Creek
Trout Lake
Little Lake George
Prince Lake
Walls Lake
Sunnyside
Pointe Aux Pins
Pointe des Chênes
Pointe Louise
Partridge Point
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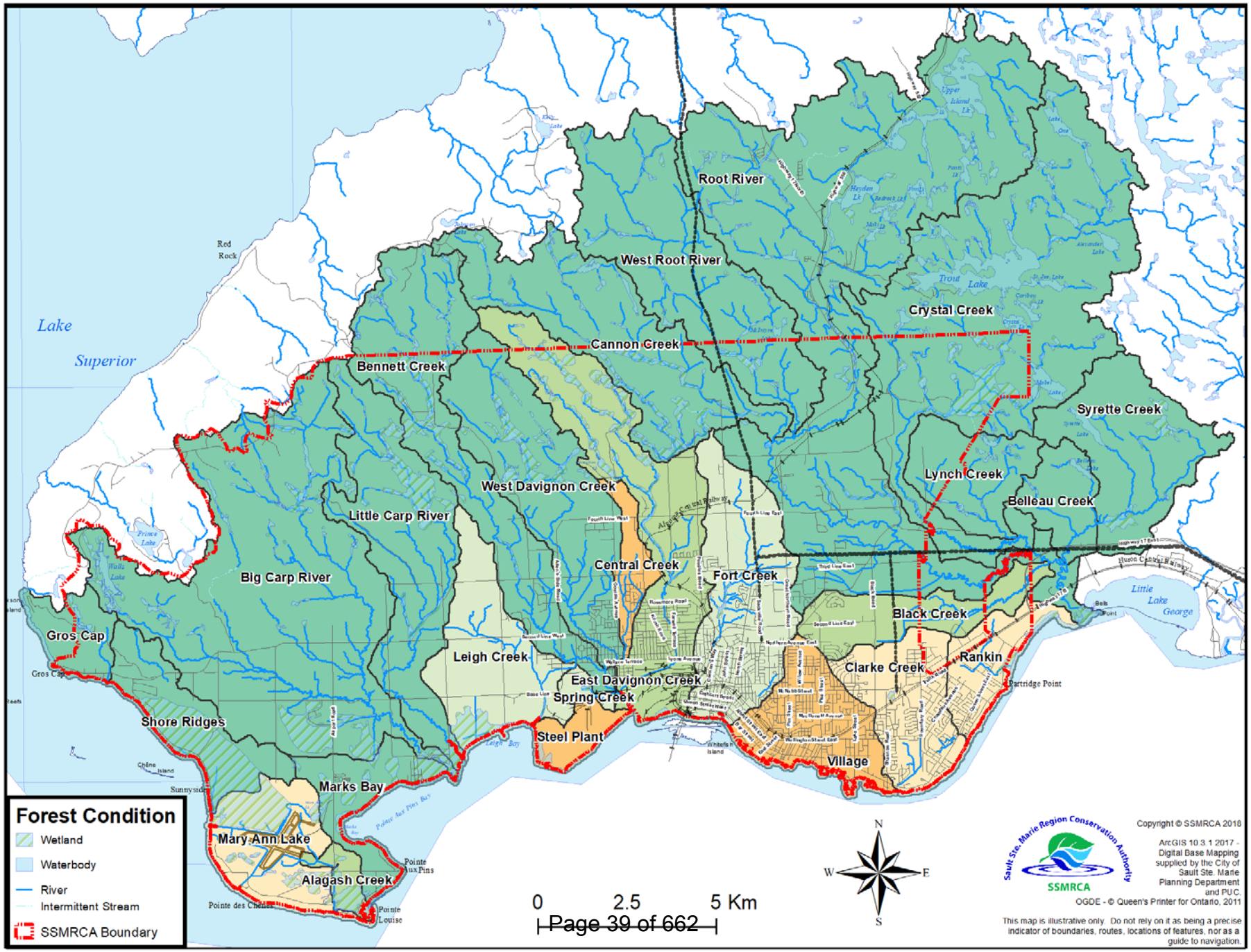
Sault Ste. Marie Region Conservation Authority
SSMRCA


Lake
Superior
Red Rock
Root River
West Root River
Crystal Creek
Cannon Creek
Bennett Creek
Syrette Creek
Lynch Creek
Belleau Creek
West Davignon Creek
Little Carp River
Big Carp River
Central Creek
Fort Creek
Black Creek
Gros Cap
Leigh Creek
Clarke Creek
Rankin
East Davignon Creek
Spring Creek
Shore Ridges
Steel Plant
Village
Marks Bay
Mary Ann Lake
Alagash Creek
Pointe aux Pins
Pointe des Chênes
Pointe Louise
Partridge Point
Little Lake George
Algoma Central Railway
Forest Condition
Wetland
Waterbody
River
Intermittent Stream
SSMRCA Boundary
0 2.5 5 Km
N
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S
Sault Ste. Marie Region Conservation Authority
SSMRCA
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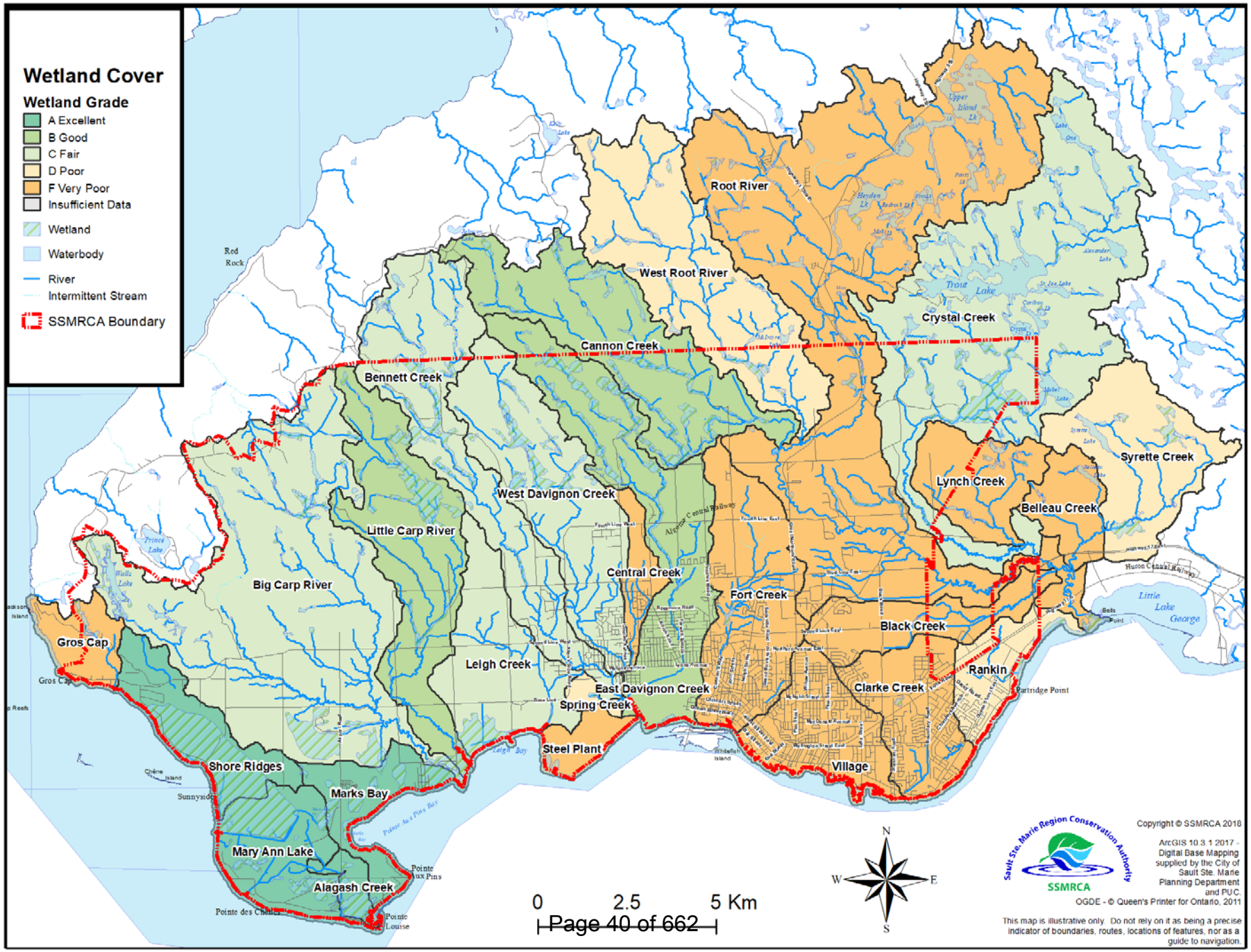
Wetland Cover
Wetland Grade
A Excellent
B Good
C Fair
D Poor
F Very Poor
Insufficient Data
Wetland
Waterbody
River
Intermittent Stream
SSMRCA Boundary
Root River
West Root River
Crystal Creek
Cannon Creek
Bennett Creek
Syrette Creek
Lynch Creek
Belleau Creek
West Davignon Creek
Little Carp River
Central Creek
Fort Creek
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Pointe Aux Pins
Pointe Louise
Pointe des Chênes
Sunnyside
Chêne Island
Prince Lake
Walls Lake
Leigh Bay
Pointe Aux Pins Bay
Huron Central Railway
Alexander Lake
Upper Island Lk
Heyden Lk
Bells Point
Whitefish Island
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Annual Report

The Annual Report has been neglected over the past 23 years due to staff and time constraints.

The annual report is an identification of the programs and activities that are underway and have been achieved by the conservation authority in 2017.

Since it has been many years since the last report, this edition is rather extensive. We are proud to provide it to Council for their information and for the promotion of all the good work accomplished by the staff and Board of the SSMRCA.

City of Sault Ste. Marie
Transit Services

City of Sault Ste. Marie Transit Route Optimization Study

APRIL 9, 2018

TRANSIT CONSULTING NETWORK

Presentation Overview

- Background
- Study Objectives
- Study Work Plan Current Service
- Assessment of Current Sault Transit Service
- Community Engagement
- Route and Service Design Best Practices
- Report Recommendations
- Next Steps

Background

- Transit ridership has been on the decline recently due to economy and relocation of St. Marys' High School
- Sunday evening transit service was eliminated
- Some residential areas of the City are without reasonable access to bus service
- Development growth is occurring north of Second Line
- Desire to re-evaluate how routes and services are designed
- Need to adapt to changing population demographics

Study Objectives

- Expand service coverage and hours of operation within existing budget for 80,000 revenue hours of service per year
- Reduce the need to transfer
- Reduce the duplication of routes
- Improve route efficiencies while also improving route coverage
- Reinstate Sunday evening service
- Assess need for downtown bus terminal and other terminal locations
- Assess business case for smart card and other technologies
- ***The ultimate goal and challenge*** is to provide a transit service plan for the City of Sault Ste. Marie that meets community needs and priorities in a fiscally responsible manner

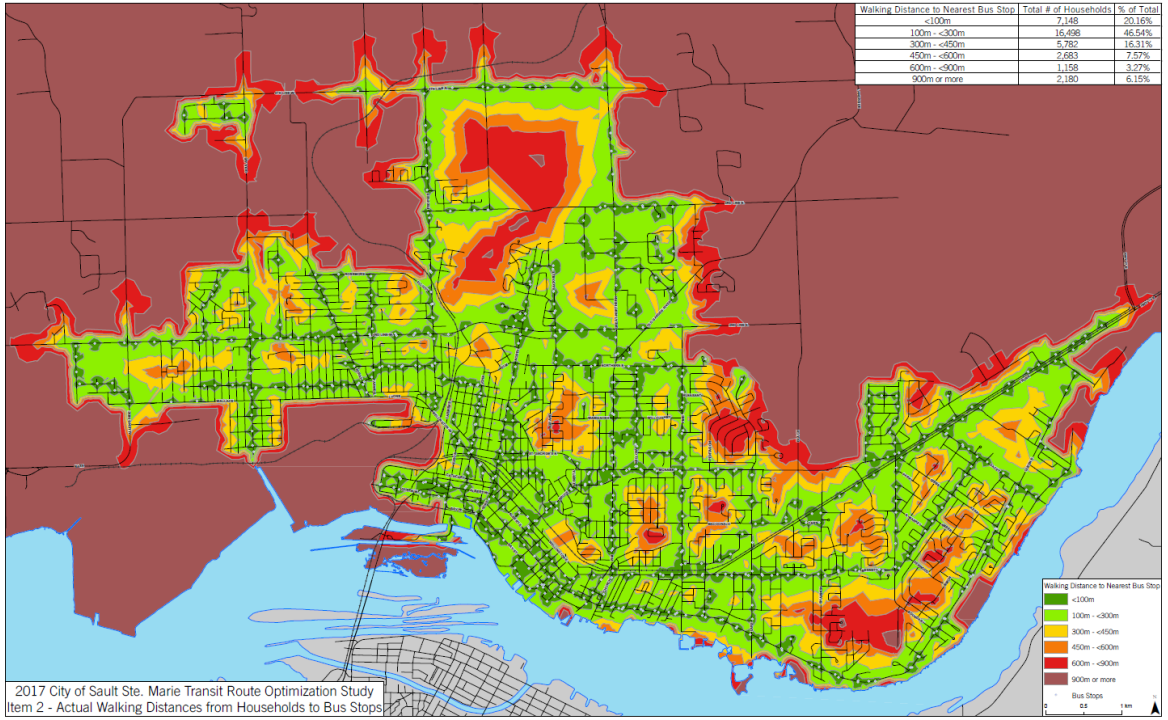
Study Work Plan Summary

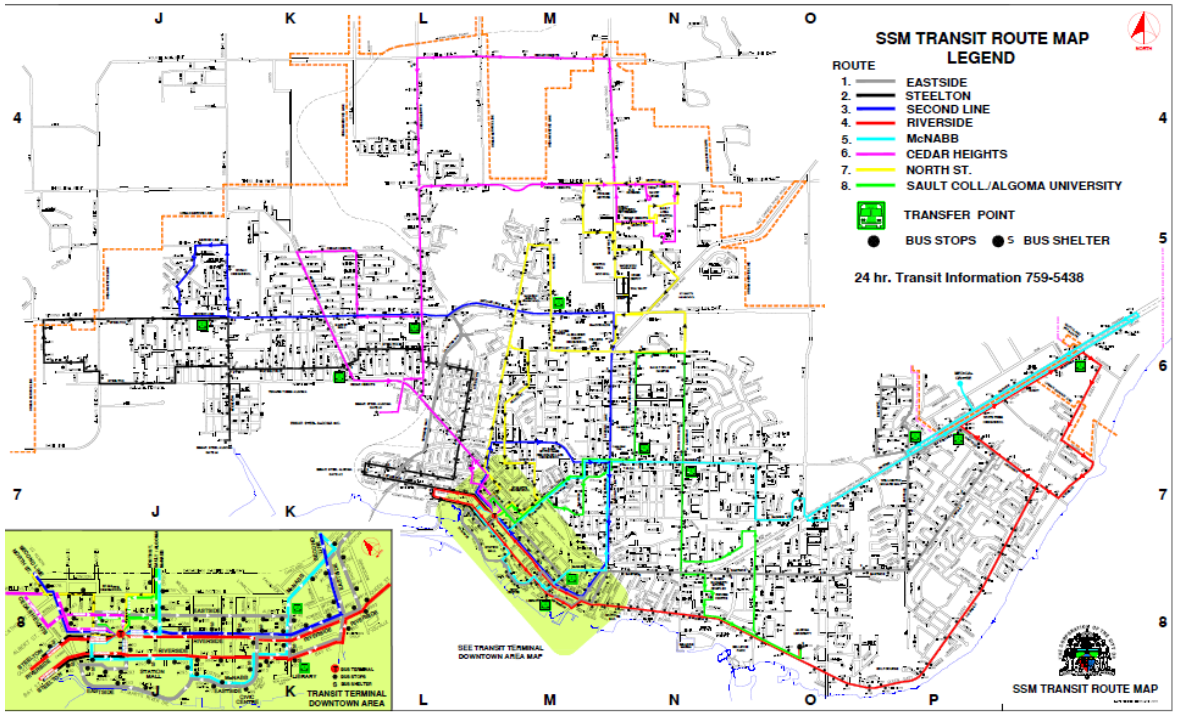
The study was undertaken in three phases:

- **Phase I: Critical Evaluation of Existing Transit Services** to fully understand Sault Transit relative to it's recent performance and from the opinion of a wide range of stakeholders.
- **Phase II: Transit Service Plan** that was developed based on updated service standards, community priorities and best practices service design
- **Phase III: Transit Asset Management Plan** - capital investments that are needed to support the transit service plan

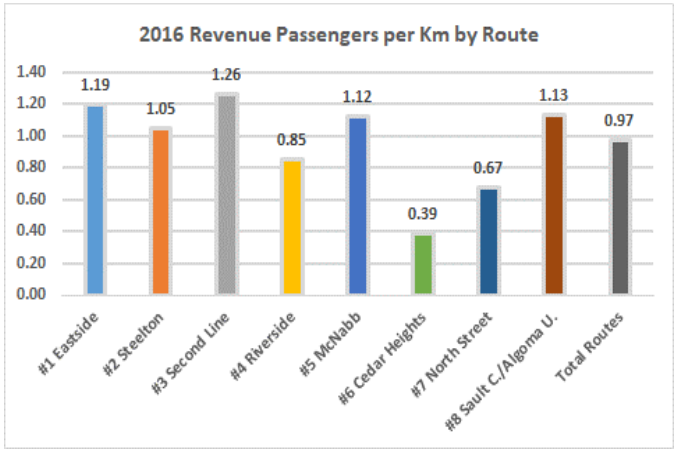
Current Transit Service

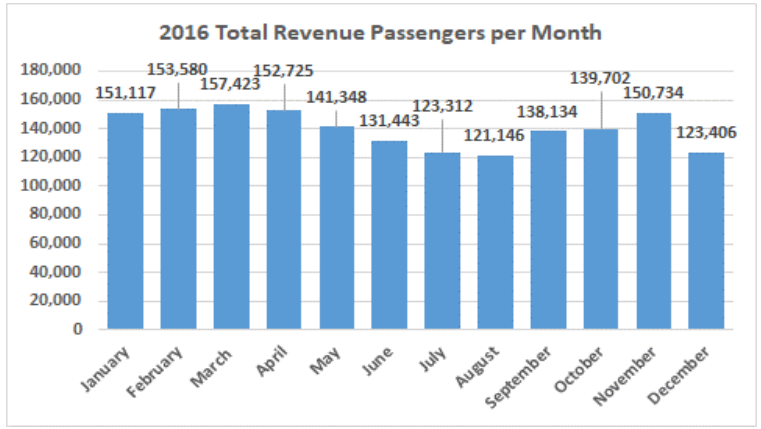
Route Network and Coverage

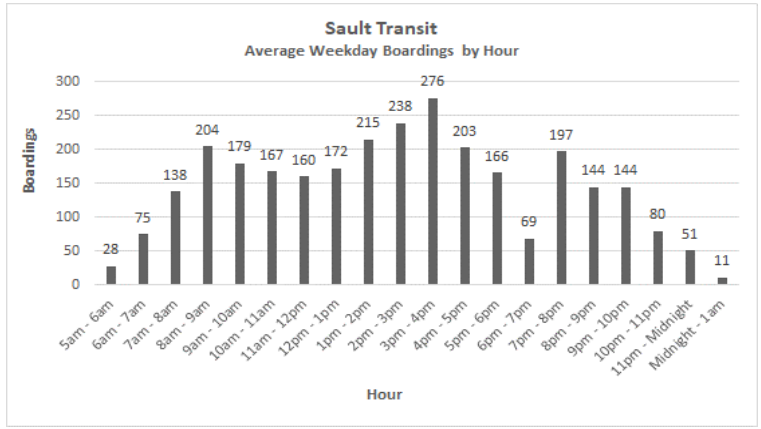




Route Statistics







- Cedar Heights and North Street route performance well below the norm
- Transit use drops off during summer
- Automatic Passenger Counters (APCs) installed on two buses to quantify system-wide and route by route boardings and passenger loads (system-wide shown above)

Community Engagement

The Transit Market

- Captive market – those that have no other affordable means of travel
- Aging population
  - Living longer
  - Aging in place
  - 'Grey' market
  - Transit needs to adapt
- Choice market has lots of room to grow
- Students are the future of Transit
- Different world than previous generations
- Millennials
  - More environmentally conscious
  - Deferring car ownership
  - More financially aware of benefits
- Economic benefits of transit
- Businesses need access to employees

Round 1 Community Engagement

- Eight (8) Transit Focus Groups to launch the study
- Four public information centres to launch the on-line survey
- Two on-line surveys – general public and employer surveys
- On-line public transit survey: 837 responses!
  - 2/3 transit customers, 1/3 non-transit customers
- Employer survey: 58 businesses
- 331 residents provided one or more comments

What the Community Wanted to See

Transit Customers

- Longer service hours
- More frequent service
- Lower bus fares
- More direct service
- Service to more destinations
- Better buses

Non-Transit Customers

- More direct service/ fewer transfers
- More frequent service
- Longer service hours
- Increased service hours
- Service to more designations
- Shorter travel times

Route Design Principles & Best Practices

- Walk distance to bus stops: 95% within 5 minute walk (450 metres)
- Two-way service to extent possible (loops longer than 2 km should be avoided)
- Safe travel speeds (18 kph to 25 kph)
- Ensure key (priority) destinations are served appropriately
- Reflect community priorities:
  - Maintain focus on downtown + better service to northern destinations
  - Reduce the need to transfer
  - Bring back Sunday evening service
  - Serve residential areas not currently accommodated

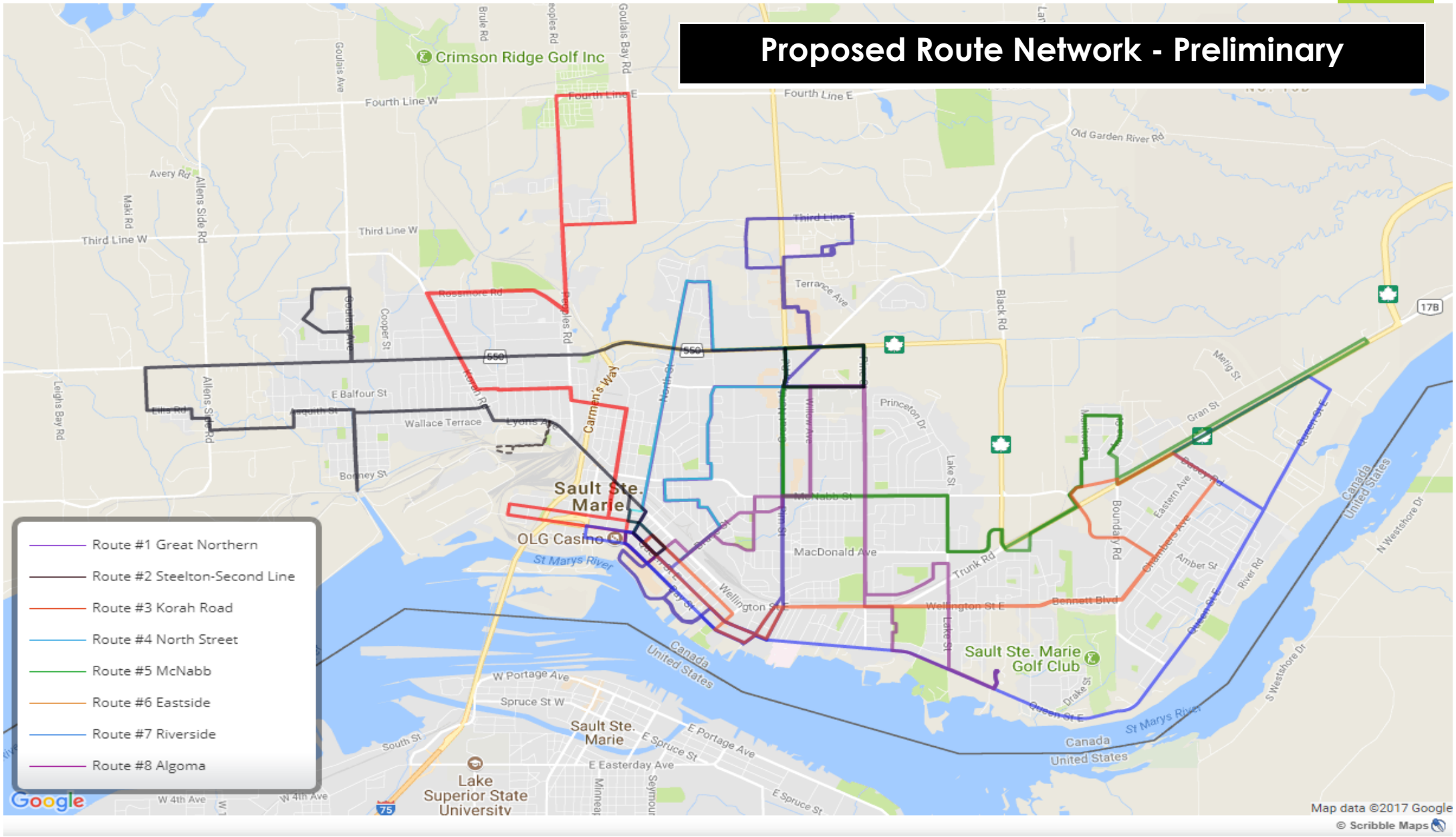
Recommendations

Service Recommendation Highlights

September through May		June through August	
Day an Span of Service	Frequency (minutes)	Day and Span of Service	Frequency (minutes)
Weekday			
6:00am-9:00am	30	6:00am-9:00am	30
9:00am-3:00pm	30	9:00am-3:00pm	**From 30 to 60**
3:00pm-6:00pm	30	3:00pm-6:00pm	30
6:00pm-midnight	60	6:00pm- midnight	60
Saturday			
6:00am-9:00am	30	6:00am-9:00am	60
9:00am-3:00pm	60	9:00am-3:00pm	60
3:00pm-6:00pm	30	3:00pm-6:00pm	60
6:00pm- midnight	60	6:00pm-midnight	60
Sunday			
7:00am – midnight	60	7:00am- midnight	60

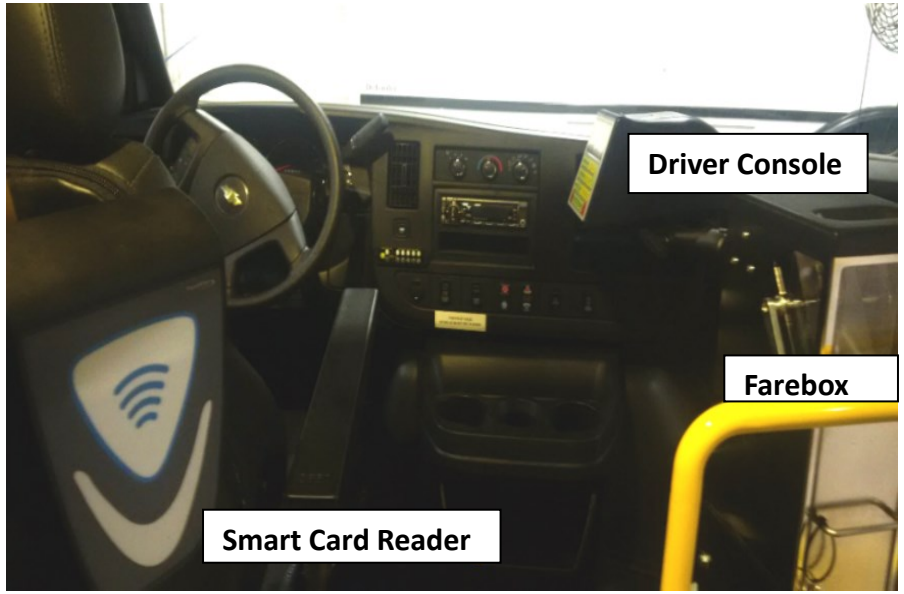
- Redesign of most routes
- New bus transfer hub at or near Sault College
- Reinstatement of Great Northern Route to Hospital
- New community bus route
- * Reduce 9am-3pm(off-peak) frequency during summer months from 30 min. to 60 min.

Proposed Route Network - Preliminary



Other Recommendations

- Smart Card fare collection & mobility payment
- Real time information (mobile app)
- Automatic Passenger Counters (to determine number of people on bus at any time)
- Introduce technology to monitor bus reliability
- Construct northern bus transfer facility
- Bike racks
- Upgrade existing bus stop infrastructure and signage
- Upgrade bus fleet



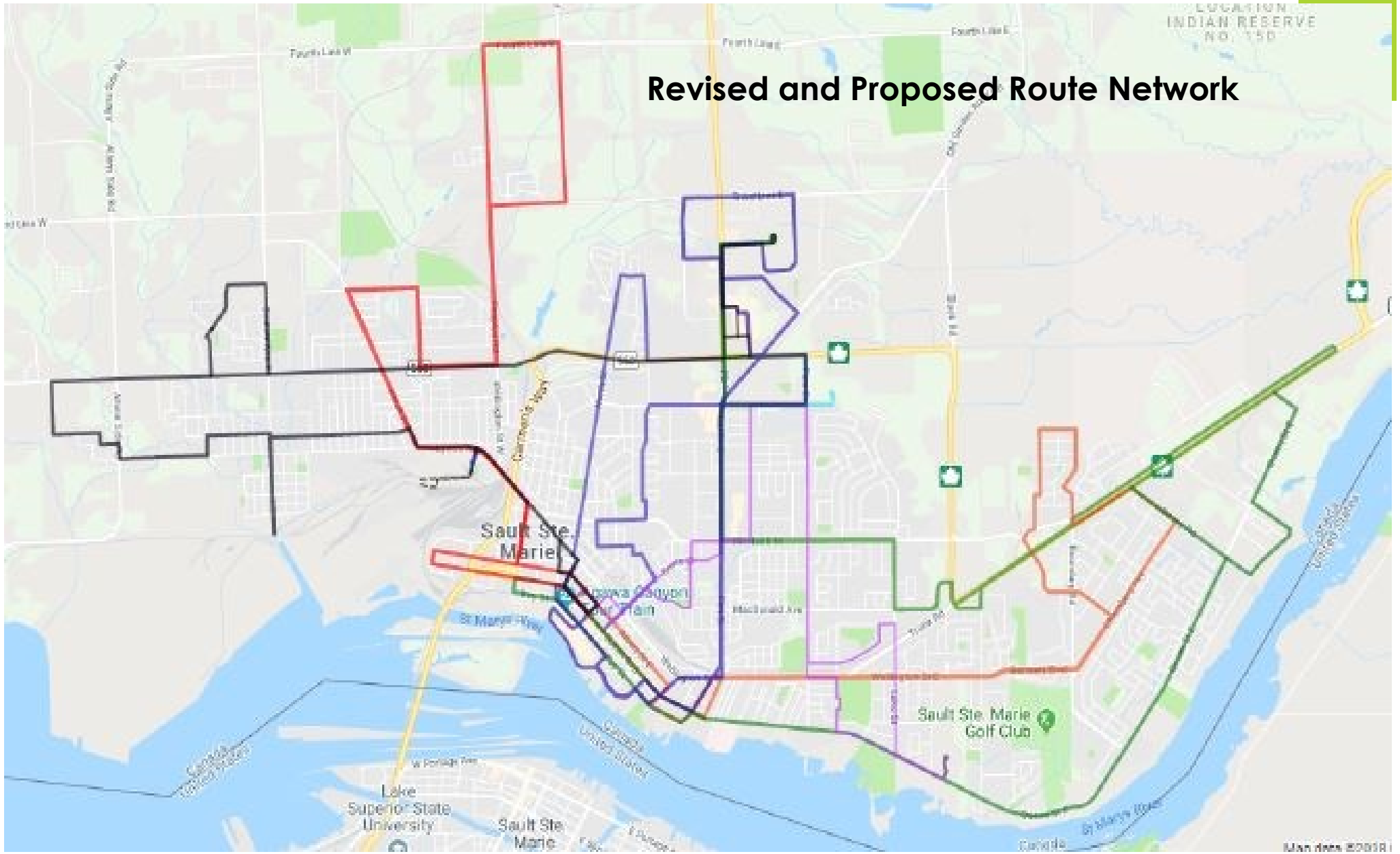
Round 2 Community Engagement

- Three public open houses
  - 100% support in full or with minor changes
- On-line survey – 312 responses, 361 comments
  - 78% supported the route changes

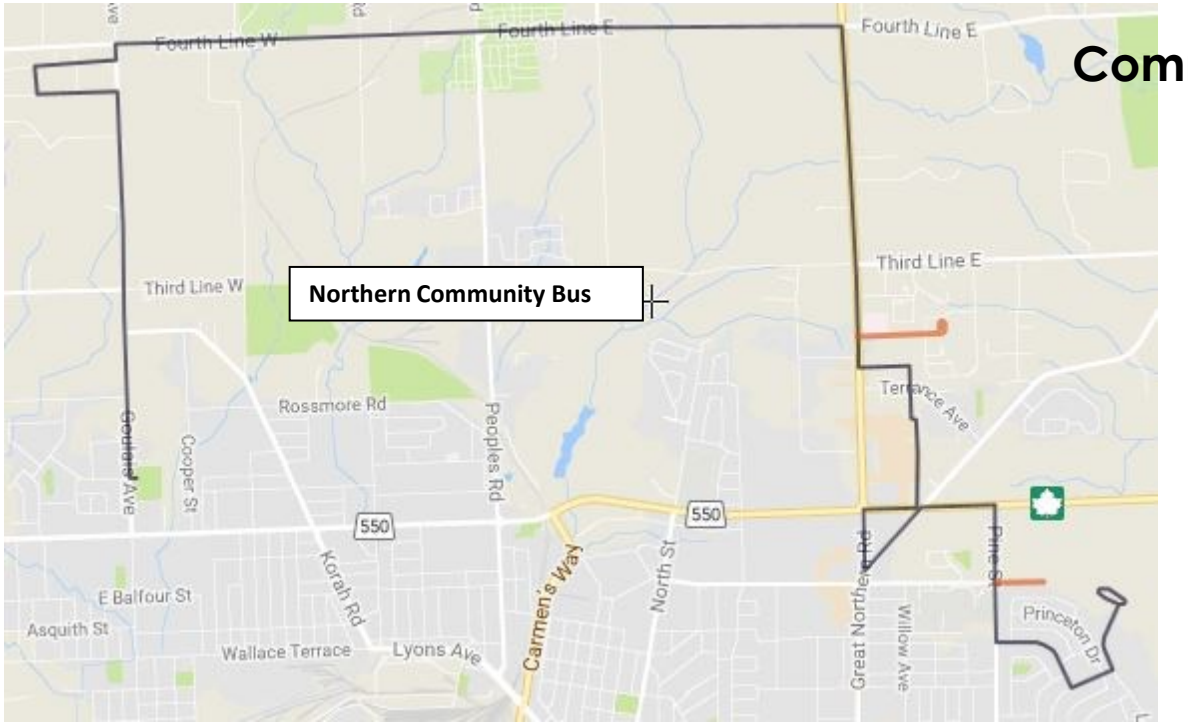
Summary of Community Engagement

- 8 Transit Focus Groups
- 8 Public Open Houses
- 3 on-line surveys
  - 1,208 responses to surveys
  - 900+ comments
- Unprecedented public input to transit!

Revised and Proposed Route Network



Community Bus Routes



Northern Community Bus (NEW)

- Provide service to residents currently not served such as Lake Street and Pawating Co-op
- Provide service along roadways where service would be removed in the new route plan such as a section along Fourth Line currently served by the Cedar Heights Route (to be redesigned)
- Provide service close to St. Mary's College and Sault College
- Service to Sault Area Hospital provided on request
- Monday through Saturday service is provided with 10 one-hour round trips from approximately 7:00am to 10:00pm to accommodate work, shopping, school, and after school activity trips

Central Community Bus

- One-hour loop service to accommodate seniors' residences, Lake Street and Pawating Co-op
- Eight trips daily: Monday through Friday

Summary of Improvements

- Revised route network
- East-west connectors to reduce the need to travel downtown to transfer
- Return of late evening Sunday service
- Establish a central northern transit mobility hub
- Getting anywhere in the City by bus within 60 minutes
- Confirmation that a downtown transit terminal should be retained
- Accelerated fleet renewal/ modernization program
- Embracing technology to improve fare collection, provide real time schedule information, and the ongoing monitoring of passenger loads & bus reliability

Recommendation and Next Steps

- Recommendation
  - It is recommended that the City of Sault Ste. Marie approve, in principle, the recommendations of the Sault Ste. Marie Transit Route Optimization Study and take steps to implement changes in 2018.
- Next steps
  - Marketing of changes through community outreach
  - Install bus stops
  - Implement changes and adjust, as required

Questions?

Final Route Concepts

Route 1: Great Northern (2 buses in peak)

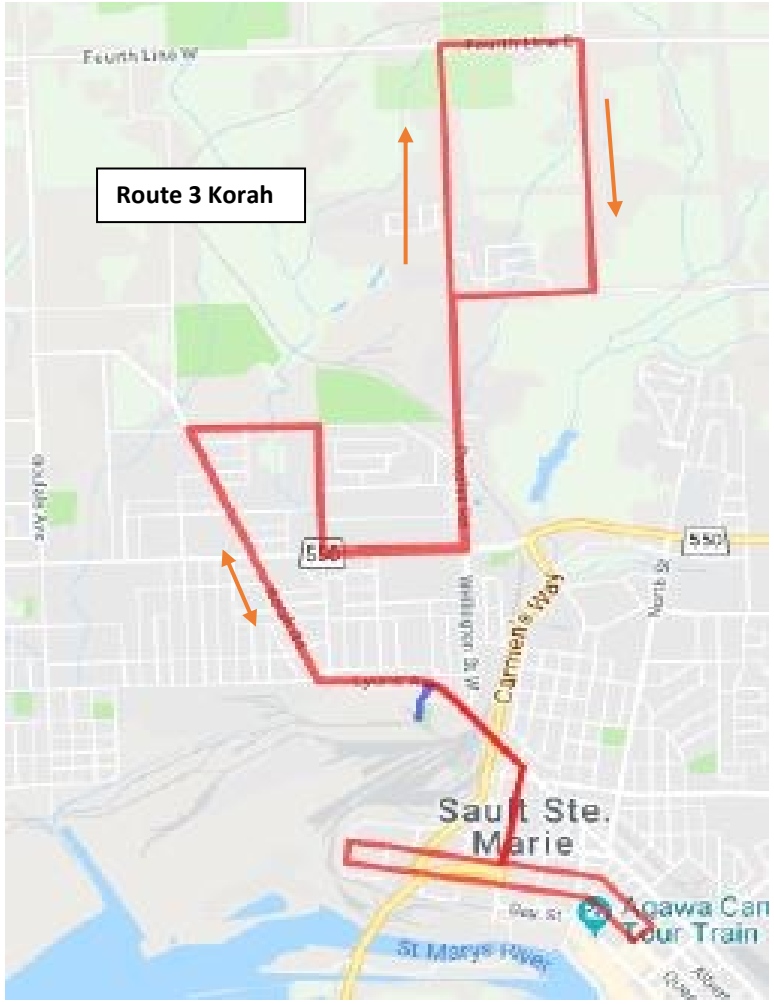
- Direct core route
- Links the downtown directly to the Sault Area Hospital
- Links numerous hotels to the downtown tourist destinations, including the casino

Route 2: Steelton-Second Line (4 buses in peak)

- Combines previous Steelton and Second Line routes
- Eliminates the need for passengers to transfer at Second Line West at Goulais St.
- Two-way service all day enables transit customers the option to go downtown or connect routes that serve all areas of the City, including Sault Area Hospital
- Two-way service into Essar Steel Algoma Gate #4

Route 3 Korah

- Two-way service all day between downtown and Fourth Line
- Replaces Steelton Route service to James St. area
- Reduces the need for some areas to be served by the existing Community Bus service, which has difficulty meeting schedules



Route 4 North Street

- Follows similar routing to existing Route 4 North, except for travel to Sault Area Hospital
- Service removed from Kitchener, Knox and Walnut in favour of Grand Blvd. to provide improved coverage
- Serves many seniors residences
- 30-minute route from terminal (60 minutes per 2-way direction)
- Serves many seniors residences
- One-way 30-minute loop

Route 5 McNabb - Riverside

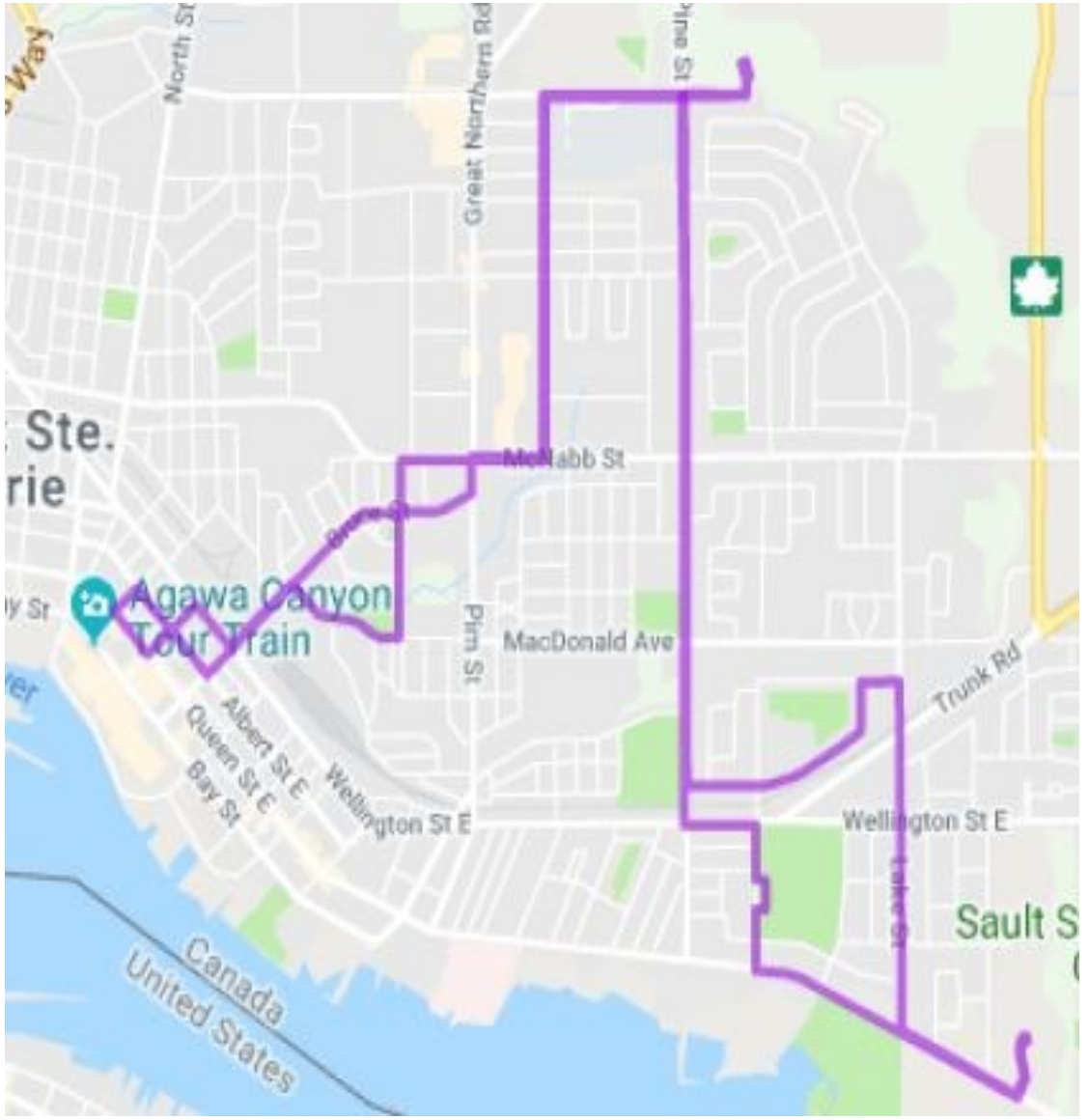
- Serves north side of Sault College, Northern Transfer Point, St. Mary's College and Sault Area Hospital
- No service to Manitou Park (now served by new Route 6 Eastside where transfers can be made to downtown with Eastside and Riverside route transfer points)

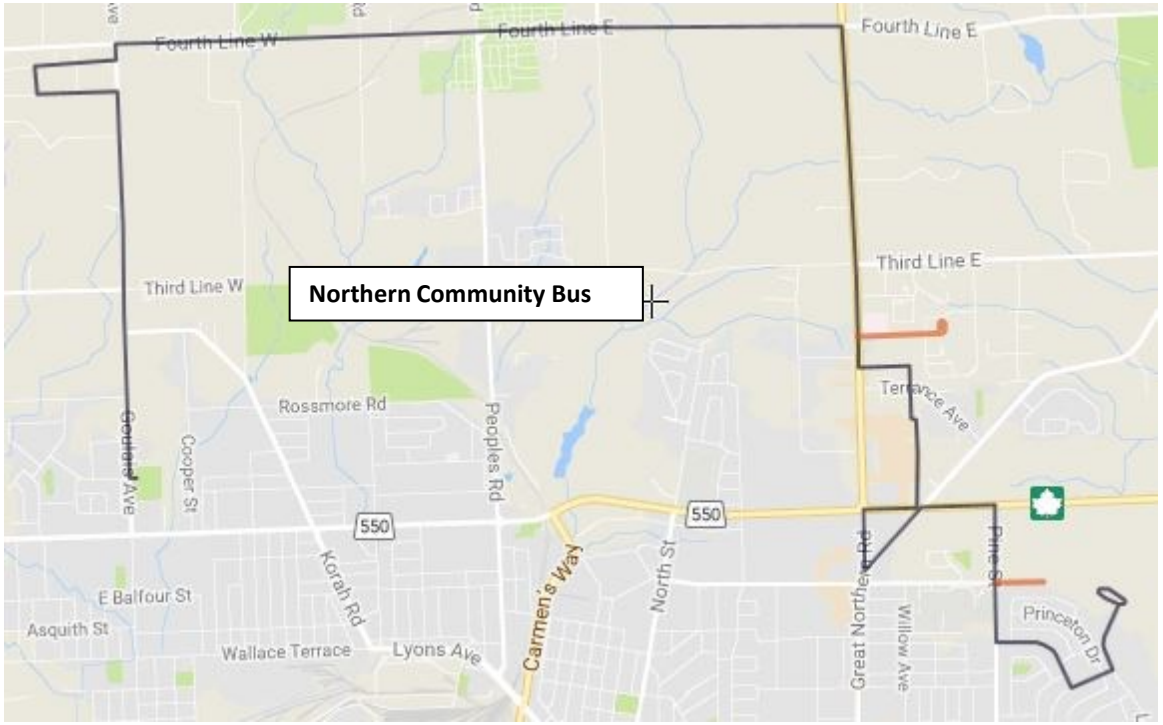
Route 6 Eastside

- Follows existing Eastside Route for the most part
- Service extended into Manitou Park previously served by McNabb Route
- Serves South Market Rd. on both sides of Trunk Rd., serving many residents that were more than a 5-minute walk to the nearest bus stop
- Timed transfers to Route 5 McNabb provides more direct service to northern destinations

Route 8 Sault College – Algoma University

- No change in routing





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Stephen Rigby
President & CEO

4120 Yonge Street
Suite 500
Toronto, Ontario
M2P 2B8

4120, rue Yonge
Bureau 500
Toronto (Ontario)
M2P 2B8

Tel. (416) 224-4999
srigby@olg.ca

olg.ca

March 5, 2018

Mayor Christian Provenzano
City Hall
Corporation of the City of Sault Ste. Marie
99 Foster Drive
Sault Ste. Marie, ON P6A 5X6

Dear Mayor Provenzano,

I am writing to follow up on recent discussions we've had on job stability in Sault Ste. Marie, including the conversation we had over breakfast on January 24th.

Our current strategic direction will see OLG's direct employment levels in Sault Ste. Marie remain stable over our three-year planning horizon. Our plan is to continue driving the core business, while enhancing the customer experience through new digital, innovative, and responsible entertainment options. The contribution of Sault Ste. Marie employees remains fundamental to our continued success and to reaching those new goals. Our commitment to our employees in Sault Ste. Marie and to the broader community will remain unchanged, even as OLG continues to evolve into a new and different organization by task and culture.

As a Crown agency of the province, our business direction is sometimes impacted by variables beyond our control. However, I commit to a conversation to keep you informed of any changes and how they may impact employees in your community.

I look forward to seeing you tomorrow. Thank you for your ongoing support of OLG.

Yours truly,

Stephen Rigby
President and Chief Executive Officer

OFFICE OF THE MAYOR

CORPORATION OF THE
CITY OF SAULT STE. MARIE

March 15, 2018

Sent via email

Mr. Stephen Rigby, President & CEO
Ontario Lottery and Gaming Corporation
4120 Yonge Street, Suite 500
Toronto, Ontario
M2P 2B8

Mr. Rigby:

I have your letter of March 5th, 2018, and I thank you for its provision.

The Ontario Lottery and Gaming Corporation is a critical part of our economic and social community. I want to recognize the importance of OLG's commitment to maintain the direct employment levels here in Sault Ste. Marie as it continues to modernize. For clarity and my own ability to assess the commitment over the course of the current strategic planning cycle, I would appreciate confirmation of the current full time equivalent count in Sault Ste. Marie.

We have worked hard to be a positive and productive partner for the OLG and believe that it can succeed and thrive here in Sault Ste. Marie. While we appreciate that we will maintain our employment levels as OLG continues to modernize, we will do our best to create the circumstances whereby the OLG is compelled to grow its operation here. We look forward to continuing to work with you in that regard.

Yours truly,

Christian C. Provenzano, B.A., LL.B., LL.M.

P.O. Box 580, 99 Foster Drive ~ Sault Ste. Marie, Ontario ~ P6A 5N1
705-759-5344 ~ mayor.provenzano@cityssm.on.ca

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

March 19, 2018

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

AUTHOR: **Al Horsman**

DEPARTMENT: **Chief Administrative Officer**

RE: **2018 Discretionary Spending List**

PURPOSE

The purpose of this report is to respond to the following Council resolution passed at the 2018 01 08 meeting.

Whereas a May 8, 2017 motion at City Council requested a list from City staff on options to achieve a 0% budget increase and a 1% budget reduction in 2018; and

Whereas such a list was not provided by staff despite a clear Council directive;

Now Therefore Be It Resolved that the five City Departments being: Public Works and Engineering, Fire Services, Legal Department, Corporate Services and Community Development and Enterprise Services be directed to present to City Council in the first quarter of 2018 a specific list of all discretionary spending for Council to consider possible savings options during budget deliberations.

BACKGROUND

Attached are lists by service area and functional area requested by Council breaking out all departmental discretionary spending for Council's consideration. As Fire Services is almost entirely mandatory and will be reviewed over the next year relative to the Fire Master Plan found elsewhere on the March 19, 2018 agenda, it is not found in the list.

ANALYSIS

It is intended that staff will co-ordinate a Special Council meeting in late April to provide an in-depth view of how the annual operating budget is prepared at the staff level. It is staff's expectation that the material provided at that meeting as well as the discretionary spending lists attached to this report will provide Council with information necessary to meet the needs of the above resolution.

FINANCIAL IMPLICATIONS
The 2018 Budget was approved by Council at its meeting of December 4, 2017 and included total departmental spending of $ 62.8 million representing 1.03% of the 2018 levy increase of 2.08%.

STRATEGIC PLAN / POLICY IMPACT
This report is linked to the Service Delivery focus area of the corporate Strategic plan.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Chief Administrative Officer dated 2018 03 19 concerning 2018 Discretionary Spending List be received as information.

Respectfully submitted,

Al Horsman, CAO
705.759.5347
cao.horsman@cityssm.on.ca

CITY OF SAULT STE MARIE
COMMUNITY SERVICES AND ECONOMIC DEVELOPMENT

	Revenues	Expenditures	Total Costs
Parking:	**$ 438,695**	**$ 510,697**	**$ 72,002**
Administration	$ 82,865	$ 125,335	$ 42,470
Meters	$ 212,100	$ 125,466	$ (86,634)
Lots	$ 143,730	$ 259,896	$ 116,166
Cemetery Operations:	**$ 958,526**	**$ 1,072,671**	**$ 114,145**
Transit:	**$ 3,610,012**	**$ 9,497,372**	**$ 5,887,360**
Administration	$ 3,529,537	$ 716,749	$ (2,812,788)
Parabus	$ 77,000	$ 1,489,558	$ 1,412,558
Community bus	$ 3,475	$ 159,891	$ 156,416
Regular transit and operations	$ -	$ 7,131,174	$ 7,131,174
School Guards	**$ -**	**$ 299,290**	$ 299,290
			$ -
Recreation & Culture	**$ 1,519,879**	**$ 3,810,386**	**$ 2,290,507**
Healthy Kids	$ 175,000	$ 225,000	$ 50,000
Canada Day	$ 10,000	$ 20,000	$ 10,000
Mayor's Youth Advisory Committee	$ -	$ 27,500	$ 27,500
Administration	$ 64,584	$ 558,191	$ 493,607
Miscellaneous Programs	$ -	$ 21,162	$ 21,162
Sports Administration	$ -	$ 14,944	$ 14,944
Parks & Recreation Advisory Committee	$ -	$ 2,465	$ 2,465
			$ -
Roberta Bondar Park	**$ 34,777**	**$ 185,265**	**$ 150,488**
			$ -
Marinas	**$ 263,814**	**$ 283,129**	$ 19,315
Bellevue Marina	$ 174,902	$ 162,502	$ (12,400)
Bondar Marina	$ 88,912	$ 120,627	$ 31,715
			$ -
Senior Facilities and Programming	**$ 170,070**	**$ 620,103**	$ 450,033
Seniors Drop In Centre	$ 106,370	$ 424,858	$ 318,488
Steelton Senior Centre	$ 63,700	$ 195,245	$ 131,545
			$ -
Heritage Property and Services (includes Northern	**$ 95,656**	**$ 400,549**	$ 304,893
John Rhodes Pool	$ 465,978	$ 1,177,038	$ 711,060
			$ -
Outdoor Pools	**$ -**	**$ 83,180**	**$ 83,180**
Greco Pool	$ -	$ 56,216	$ 56,216
Manzo Pool	$ -	$ 26,964	$ 26,964
Northern Community Centre	$ 240,000	$ 191,861	$ (48,139)

Community Centres	**$ 1,294,910**		**$ 2,932,450**		**$ 1,637,540**
John Rhodes Arena	$ 741,899		$ 1,485,084		$ 743,185
McMeeken	$ 143,566		$ 284,212		$ 140,646
Miscellaneous Concessions	$ 145,445		$ 145,001		$ (444)
Facility Administration	$ 24,000		$ 975,558		$ 951,558
Facilities - Summer Students	$ -		$ 34,035		$ 34,035
					$ -
Lock Operations	**$ -**		**$ 44,050**		**$ 44,050**
Accessibility	**$ -**		**$ 218,771**		$ 218,771
Essar Centre	**$ 1,739,457**		**$ 2,351,815**		**$ 612,358**
					$ -
Community Services Administration	**$ -**		**$ 636,373**		**$ 636,373**
Community Adjustment Committee					

THE CORPORATION OF THE CITY OF SAULT STE MARIE
DISCRETIONARY SERVICES
(BASED UPON 2018 OPERATING BUDGET)

SERVICE DESCRIPTION		OPERATING BUDGET	RAMIFICATIONS OF SERVICE DECREASE
FINANCE DEPARTMENT			
Information technology			**All areas of service are dependent upon computers and software**
Software Licenses and Support Agreements	$	572,860	**Decreases in this area will inhibit mandatory services from meeting**
Hardware Maintenance Agreements	$	64,000	**their required service levels**
Operating Capital Expenditures	$	111,850	Level of support required will depend on level of corporate service
City Wide Are Network Communication Infrastructure Support	$	69,150	delivery
I.T. Salaries and Benefits and other operating	$	1,090,485	
Innovation Center - GIS Service Contract	$	253,000	
	$	2,161,345	All aspects of IT services will be reviewed in 2018 by third party IT Service Delivery Review

Financial Reporting (Quarterly Reports)

The Municipal Act does not specifically reference Information Technology as a mandated service.
Information Technology is the keeper/overseer of critical information whether it be in the form of database information and unstructured data. IT ensures that the information is

- Secure User access control rights
- Secure from Cyber Attacks (Ramsomware, malware, viruses, spam)
- Secure from physical damage (Data Backup)
- Data integrity
- Put policies, procedures, and technical measures in place to prevent unauthorized access, alteration, theft, or physical damage to information systems

CLERK'S DEPARTMENT

Office Services - includes Print shop (copying, printing, collating, binding, folding/inserting, laminating and combo-punching, mail processing	$188,302	More costly to produce documents on floor machines than on print shop machines. In-house printing is more cost effective and timely for many City uses. Impacts efficiency of having centralized mail delivery. Staff resources in this area were reduced in 2016
Corporate Communications - includes implementation of corporate communications plan; including policy development and implementation (visual identity, media relations, social media, corporate website) as well as communications and website/social media content management	$187,690	Impacts customer service, co-ordination of departmental efforts; corporate image and media relations. The services in this area have been added over a 15 year period at no additional cost to the levy

Quality Improvement - includes staff training (in association with Excellence Canada), quality improvement initiatives, corporate strategic plan administration		$23,250	Impacts staff training, improvement and strategic planning initiatives
Council Meetings (meals)		$8,350	Impacts councillors and staff who have no break between work and Council meetings. Also provided for Shaw Cable volunteers and media.
Walk of Fame		$2,000	Impact ability to fund program. Downtown Association also provides funding.
Receptions		$25,650	Impact level of service for protocol and civic receptions. Spending in this area has decreased during this Council term compared to previous terms.
Co-ordination of retirement events	$	27,000	Impacts employee morale, appreciation – currently under review.
		$462,242	
HUMAN RESOURCES DEPARTMENT			
Claims management, non-occupational sick leave claims management, WSIB claims appeal consultant	$	110,700	Impacts ability to mitigate increased costs to corporation in management of absenteeism, sick leave and WSIB.
Employee Assistance Plan	$	37,200	Impacts provision of EAP services which assist in maintaining employee wellness and mitigating absenteeism and sick leave costs.
Corporate Recruitment and Training	$	17,850	Impacts skill development and recuitment of staff
	$	165,750	

CITY OF SAULT STE MARIE
LEGAL

			MANDATORY SERVICES		DISCRETIONARY SERVICES
SERVICE DESCRIPTION	**OPERATING BUDGET**		**LEGISLATIVE AUTHORITY**	**CURRENT LEVEL OF SERVICE**	**RAMIFICATIONS OF SERVICE DECREASE**
Corporate Insurance	$	1,321,955			Exposure to litigation
Vehicle Insurance	$	430,000	Insurance Act	Minimum	
Legal: advisory, representation at courts and tribunals, prepartion of agreements, purchase and sale of land	$	291,155			Exposure to litigation, unsuccessful at courts & tribunals, lack of formal agreements
POA Court-Prosecution & Administration	$	958,725			Function will go to another municipality, lost revenue
FOI Processing	$	350,000.00	MFIPPA	Minimum	
By Law Preparation	$	350,000.00	Municipal Act	Minimum	
Total Mandatory	$	1,130,000			
Total Discretionary	$	2,571,835			
Total 2018 Preliminary Operating Budget	$	3,701,835			

PARKS

Athletic Parks

113-01	Football	$44,058
113-02	Soccer	$116,894
113-03	Slow-Pitch	$88,635
113-04	Track and Field	$6,751
113-05	Complexes	$24,000
	Total:	$280,338

* Any reduction in this area would have an impact on our Outdoor City run Sportsfield League Programs.

PassiveParks

114-05	Ground Maintenance	$314,823
114-06	Grass Cutting	$308,499
114-07	Playground Maintenance	$175,048
114-08	Structure Maintenance	$90,121
114-09	Passive Parks	$236,518
114-19	Hub Trail	$47,896
115-03	Waterfront Walkway(Boardwalk)	$66,178
116-02	Skateboard Park	$6,296
	Total:	$1,245,379

* Any reduction in this area would have an impact in our City Parks, Sports Fields, Playgrounds, Hub Trail, and the Waterfront Boardwalk.

Greenhouses

117-01	Greenhouse Structure Maintenance	$66,073
117-05	Shrub Bed Maintenance	$29,602
117-06	Showhouse Floral Maintenance	$38,281
117-07	Floral Production Outside	$70,332
117-08	Floral Bed Maintenance	$141,736
117-09	Weed Control	$25,061
	Total:	$371,084

* Any reduction in this area would have an impact on our City floral displays, shrub beds and showhouses.

Forestry

118-01	Residential-Works	$164,665
118-02	Forestry Services	$6,637
118-04	Tree Planting	$47,154
118-06	Elm Program	$23,000
118-11	Emerald Ash Program	$9,300
	Total:	$368,697

* Any reduction in this area would impact our City tree trimming, removals, treatment and tree planting.

Winter

119-08	Rinks-Flood/Plow	$120,634
119-09	Rinks-Bldg/Maintenance	$27,450
119-10	Rinks-Security	$44,760
119-11	General Winter Maintenance	$115,871
	Total:	$308,715

* Any reduction in this area would have an impact on Outdoor Rinks, Skating Oval and Toboggan Hills.

Overhead

	Parks Overhead	$ 633,483

Total Parks Budget: $3,207,696

WINTER CONTROL

Snow Removal

107-02	Snow Removal	$	1,290,444

*Snow removal can be reduced but it should be noted that we were over approx. $60,000 in 2017.

Sidewalk Maintenance

107-08	Sidewalk Plowing	$	294,589
107-09	Sidewalk Sanding	$	245,164
107-16	Sidewalk Sweeping	$	110,379
	Total:	$	650,132

* Any reduction in this area would have a reduced service area contrary to the policy recently approved by Council.

CARPENTRY

Carpentry Division

	Carpentry Division	$	616,490

* Any reduction here would prevent this Division from completing inter-Departmental carpentry work and require outside Contractors signatory to the Unions to bid.

WASTE MANAGEMENT

Multi-family Waste Collection

153-06	Collection - Multi-Family Contract	$	116,680

* Any reduction here would require all multi-family building owners to contract their own waste collection

HHW Depot

152-02	Hazardous Waste		
	City Operation	$	99,200
	HHW Contractor	$	90,830
	Total:	$	190,030

* Any reduction here would impact hours/days/season of operation of the HHW Depot

Environmental Initiatives/Green Committee

154-01	Environmental Initiatives		
	Project and disbursement costs	$	92,070
	Total:	$	92,070

* Any reduction here would impact the ability to complete small energy retrofits (ie. lighting projects) not included in the Asset Mgmt Plan, Public Education campaigns and energy audits.

SANITARY SEWERS

Wood Chipping Contract

152-05	Wood Chipping Contract (at landfill)	$	99,560

* Any reduction here would prevent this material from being chipped. It is currently being used to blend with the biosolids (absorbing some of the water and allow it to be more workable).

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Shelley J Schell, CPA, CA Chief Financial Officer & Treasurer**

DEPARTMENT: **Corporate Services**

RE: **Year End Financial Report – December 31, 2017**

PURPOSE

The purpose of this report is to provide Council the Year End Financial Report for December 31, 2017.

BACKGROUND

The year end financial report provides Council with the fiscal unaudited financial position.

Council approved the Surplus Management Policy on September 11, 2017, which allocates any year end surplus as follows:

- Tax Stabilization Reserve 40%
- Capital Reserves 30%
- Long Term Debt 30%

ANALYSIS

The 2017 year end resulted in a surplus of $3.3 million. The Third Quarter Report presented to Council on November 6, 2017 conservatively estimated a surplus of $500,000 to $1 million. Assessment growth was not estimated to exceed budget at that time.

The 2017 surplus includes, in $(000):

Taxation – positive variance for supplementary taxes(growth) and Payment in Lieu	1.2
Interest on Taxes	1.6
Insurance Claims in excess of budget	(0.4)
Retiree Benefits in excess of budget	(0.3)

Long Term Care Home mitigation funding-one time funding extended for one more year	0.5
Local Board-Police Services negative variance	(0.2)
Casino Revenue received in excess of budget	0.1
Public Works positive variance – $470k gapping & seasonal layoff, $235k WSIB positive variance	1.3
Fires Services – over budget due to restructuring costs	(0.5)
TOTAL	$3.3

Other department variances offset.

FINANCIAL IMPLICATIONS
The 2017 surplus will be transferred as a 2017 year end transaction according to the Surplus Management Policy as follows:
Tax Stabilization Reserve: $1.3 million
Capital Reserves: $1.0 million to Asset Management Reserve
Long Term Debt: $1.0 million to reduce internally financed long term debt

STRATEGIC PLAN / POLICY IMPACT
This is not an activity directly related to the Strategic Plan.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Chief Financial Officer & Treasurer dated April 9, 2018 concerning the Year End Financial Report of December 31, 2017 be received as information.

Respectfully submitted,

Shelley J. Schell, CPA, CA
Chief Financial Officer/Treasurer
705.759.5355
s.schell@cityssm.on.ca

CITY OF SAULT STE MARIE

2017 - YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING% :	**2017**	**2017**		0%	**Year End**
REVENUE					
Taxation	($112,328,695.03)	($111,333,602.00)	$995,093.03	(0.89%)	**($107,045,941.84)**
Payment in Lieu of taxes	($4,541,861.40)	($4,371,195.00)	$170,666.40	(3.90%)	**($4,372,431.32)**
Fees and user charges	($33,819,249.60)	($34,964,699.27)	($1,145,449.67)	3.28%	**($40,847,677.25)**
Government grants	($20,718,263.89)	($19,497,615.00)	$1,220,648.89	(6.26%)	**($20,611,412.95)**
Interest and Investment income	($4,958,709.82)	($4,305,000.00)	$653,709.82	(15.18%)	**($5,452,124.14)**
Contribution from own funds	($3,154,082.56)	($218,060.16)	$2,936,022.40	(1,346.43%)	**($5,062,201.61)**
Other income	($4,571,603.39)	($1,503,320.00)	$3,068,283.39	(204.10%)	**($2,244,040.72)**
Prior year surplus			$0.00	0.00%	**($550,000.00)**
Change in future employee benefits	$171,251.36		($171,251.36)	0.00%	**($7,897.59)**
	($183,921,214.33)	($176,193,491.43)	$7,727,722.90	(4.39%)	**($186,193,727.42)**
EXPENDITURES					
Salaries	$68,066,144.65	$67,214,470.00	($851,674.65)	(1.27%)	**$72,989,556.93**
Benefits	$18,326,604.88	$18,370,782.31	$44,177.43	0.24%	**$19,209,698.89**
TOTAL SALARIES/BENEFITS	**$86,392,749.53**	**$85,585,252.31**	**($807,497.22)**	**(0.94%)**	**$92,199,255.82**
Travel and training	$685,270.33	$841,795.00	$156,524.67	18.59%	**$649,217.33**
Election			$0.00	0.00%	**$808.82**
Vehicle allowance, maintenance and repairs	$4,847,813.72	$3,813,150.00	($1,034,663.72)	(27.13%)	**$4,295,752.17**
Utilities and Fuel	$9,914,309.87	$10,009,195.00	$94,885.13	0.95%	**$9,879,855.91**
Materials and supplies	$6,170,212.77	$6,599,665.00	$429,452.23	6.51%	**$7,059,353.96**
Maintenance and repairs	$2,749,406.20	$2,576,130.00	($173,276.20)	(6.73%)	**$2,418,691.79**
Program expenses	$245,571.14	$121,200.00	($124,371.14)	(102.62%)	**$150,836.08**
Goods for resale	$576,888.23	$619,325.00	$42,436.77	6.85%	**$579,880.75**
Rents and leases	$328,108.81	$302,950.00	($25,158.81)	(8.30%)	**$335,109.17**
Taxes and licenses	$2,495,249.21	$2,191,290.00	($303,959.21)	(13.87%)	**$2,240,785.13**
Financial expenses	$5,346,382.76	$2,736,405.00	($2,609,977.76)	(95.38%)	**$5,482,028.99**
Purchased and contracted services	$9,363,529.93	$9,342,762.90	($20,767.03)	(0.22%)	**$9,237,531.67**
Grants to others	$26,861,442.53	$26,571,954.48	($289,488.05)	(1.09%)	**$26,880,952.42**
Long term debt	$3,243,871.52	$3,252,490.00	$8,618.48	0.26%	**$1,971,711.52**
Transfer to own funds	$20,969,436.98	$21,072,528.40	$103,091.42	0.49%	**$22,190,758.22**
Capital expense	$874,140.01	$777,530.00	($96,610.01)	(12.43%)	**$924,123.80**
Less: recoverable costs	($469,832.03)	($220,130.00)	$249,702.03	(113.43%)	**($302,926.13)**
TOTAL OTHER EXPENSES	**$94,201,801.98**	**$90,608,240.78**	**($3,593,561.20)**	**(3.97%)**	**$93,994,471.60**
	$180,594,551.51	$176,193,493.09	($4,401,058.42)	(2.50%)	**$186,193,727.42**
NET (REVENUE)/EXPENDITURE	**($3,326,662.82)**		**$3,326,664.48**		**$0.00**

	Actual	**Budget**	Surplus/ Deficit
Mayor and Council	$614,937.76	$709,802.18	$94,864.42
Chief Administrative Officer	$355,490.95	$374,181.00	$18,690.05
Corporate Services	$9,727,090.61	$10,094,792.13	$367,701.52
Legal	$1,604,756.69	$1,422,450.94	($182,305.75)
Fire Services	$13,468,553.89	$13,001,304.96	($467,248.93)
Public Works and Engineering	$38,034,067.65	$39,519,527.53	$1,485,459.88
Community Development and Enterprise Services	$12,533,958.67	$12,503,682.51	($30,276.16)
Levy Boards	$44,961,758.65	$44,844,150.01	($117,608.64)
Outside Agencies	$3,622,254.40	$3,636,037.40	$13,783.00
Outside Agencies - Other	$2,091,838.90	$1,926,711.00	($165,127.90)
Economic Diversification	$500,000.00	$500,000.00	$0.00
Corporate	($140,001,141.70)	($137,677,707.00)	$2,323,434.70
Capital and Debt	$9,156,572.35	$9,145,069.00	($11,503.35)
Other	$3,198.36	$0.00	($3,198.36)
	($3,326,662.82)		$3,326,664.48

MAYOR AND COUNCIL

2017 - YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING% :	**2017**	**2017**		0%	**Year End**
REVENUE					
Government grants			$0.00	0.00%	**($1,577.00)**
Contribution from own funds	($5,702.28)		$5,702.28	0.00%	
	($5,702.28)	$0.00	$5,702.28	0.00%	**($1,577.00)**
EXPENDITURES					
Salaries	$444,621.80	$485,284.00	$40,662.20	8.38%	**$486,112.85**
Benefits	$53,250.25	$56,003.18	$2,752.93	4.92%	**$48,784.76**
TOTAL SALARIES/BENEFITS	**$497,872.05**	**$541,287.18**	**$43,415.13**	**8.02%**	**$534,897.61**
Travel and training	$18,899.57	$53,500.00	$34,600.43	64.67%	**$19,141.52**
Vehicle allowance, maintenance and repairs	$31,252.13	$36,030.00	$4,777.87	13.26%	**$29,688.59**
Materials and supplies	$40,714.39	$50,885.00	$10,170.61	19.99%	**$52,674.40**
Purchased and contracted services	$1,199.62	$3,100.00	$1,900.38	61.30%	**$1,493.27**
Grants to others	$30,702.28	$25,000.00	($5,702.28)	(22.81%)	
Transfer to own funds			$0.00	0.00%	**$22,400.00**
Depreciation			$0.00	0.00%	**$2,910.58**
TOTAL OTHER EXPENSES	**$122,767.99**	**$168,515.00**	**$45,747.01**	**27.15%**	**$128,308.36**
	$620,640.04	$709,802.18	$89,162.14	12.56%	**$663,205.97**
NET (REVENUE)/EXPENDITURE	**$614,937.76**	**$709,802.18**	**$94,864.42**	**13.36%**	**$661,628.97**

CAO'S OFFICE

2017 - YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING% :	**2017**	**2017**		0%	**Year End**
REVENUE					
Government grants	($231,260.71)	($265,700.00)	($34,439.29)	12.96%	**($208,435.38)**
Other income	($955.25)		$955.25	0.00%	**($568.25)**
	($232,215.96)	($265,700.00)	($33,484.04)	12.60%	**($209,003.63)**
EXPENDITURES					
Salaries	$438,826.90	$459,535.00	$20,708.10	4.51%	**$437,747.20**
Benefits	$110,143.10	$118,808.00	$8,664.90	7.29%	**$89,824.99**
TOTAL SALARIES/BENEFITS	**$548,970.00**	**$578,343.00**	**$29,373.00**	**5.08%**	**$527,572.19**
Travel and training	$3,161.57	$10,715.00	$7,553.43	70.49%	**$6,171.95**
Vehicle allowance, maintenance and repairs	$4,220.97	$4,480.00	$259.03	5.78%	**$4,256.14**
Materials and supplies	$13,355.95	$25,343.00	$11,987.05	47.30%	**$11,373.23**
Maintenance and repairs		$150.00	$150.00	100.00%	
Purchased and contracted services	$17,998.42	$20,650.00	$2,651.58	12.84%	**$16,411.84**
Capital expense		$200.00	$200.00	100.00%	
Depreciation			$0.00	0.00%	**$1,816.15**
TOTAL OTHER EXPENSES	**$38,736.91**	**$61,538.00**	**$22,801.09**	**37.05%**	**$40,029.31**
	$587,706.91	$639,881.00	$52,174.09	8.15%	**$567,601.50**
NET (REVENUE)/EXPENDITURE	**$355,490.95**	**$374,181.00**	**$18,690.05**	**4.99%**	**$358,597.87**

CORPORATE SERVICES

2017 - YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING% :	**2017**	**2017**		0%	**Year End**
REVENUE					
Fees and user charges	($126,699.48)	($155,040.00)	($28,340.52)	18.28%	**($265,722.46)**
Government grants	($485,146.79)	($1,540.00)	$483,606.79	(31,403.04%)	**($508,442.69)**
Contribution from own funds	($298,026.59)		$298,026.59	0.00%	**($342,669.46)**
Other income	($110,099.56)	($88,100.00)	$21,999.56	(24.97%)	**($134,940.78)**
	($1,019,972.42)	($244,680.00)	$775,292.42	(316.86%)	**($1,251,775.39)**
EXPENDITURES					
Salaries	$4,084,932.03	$4,162,197.00	$77,264.97	1.86%	**$4,188,745.73**
Benefits	$1,709,319.28	$1,439,414.23	($269,905.05)	(18.75%)	**$1,484,675.80**
TOTAL SALARIES/BENEFITS	**$5,794,251.31**	**$5,601,611.23**	**($192,640.08)**	**(3.44%)**	**$5,673,421.53**
Travel and training	$104,899.34	$87,245.00	($17,654.34)	(20.24%)	**$112,299.08**
Election			$0.00	0.00%	**$808.82**
Vehicle allowance, maintenance and repairs	$551.57	$1,500.00	$948.43	63.23%	**$626.13**
Materials and supplies	$45,653.30	$152,900.00	$107,246.70	70.14%	**$109,007.89**
Maintenance and repairs	$545,536.85	$616,380.00	$70,843.15	11.49%	**$654,575.43**
Goods for resale	$19,200.00	$19,200.00	$0.00	0.00%	**$20,448.00**
Rents and leases	$6,690.06	$7,625.00	$934.94	12.26%	**$1,009.50**
Financial expenses	$5,367,292.71	$2,679,845.00	($2,687,447.71)	(100.28%)	**$4,912,082.84**
Purchased and contracted services	$846,315.12	$968,690.90	$122,375.78	12.63%	**$920,724.42**
Grants to others	$2,000.00	$2,000.00	$0.00	0.00%	**$11,116.24**
Transfer to own funds	$193,271.33	$60,000.00	($133,271.33)	(222.12%)	**$113,534.83**
Capital expense	$93,651.44	$142,475.00	$48,823.56	34.27%	**$94,306.85**
Depreciation			$0.00	0.00%	**$434,116.97**
TOTAL OTHER EXPENSES	**$7,225,061.72**	**$4,737,860.90**	**($2,487,200.82)**	**(52.50%)**	**$7,384,657.00**
	$13,019,313.03	$10,339,472.13	($2,679,840.90)	(25.92%)	**$13,058,078.53**
NET (REVENUE)/EXPENDITURE	**$11,999,340.61**	**$10,094,792.13**	**($1,904,548.48)**	**(18.87%)**	**$11,806,303.14**
less:					
Donation-- GLP Settlement	2,272,250.00				
	$9,727,090.61	**$10,094,792.13**	**$367,701.52**		
HR	1,973,701.12	1,642,967.78	(330,733.34)	(20.13%)	
Clerks	1,047,396.17	1,041,005.36	(6,390.81)	(0.61%)	
Finance	6,705,993.32	7,410,818.99	704,825.67	9.51%	
	9,727,090.61	10,094,792.13	367,701.52		

LEGAL DEPARTMENT

2017 - YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING% :	**2017**	**2017**		0%	**Year End**
REVENUE					
Fees and user charges	($2,314,894.89)	($2,234,651.00)	$80,243.89	(3.59%)	**($2,183,792.69)**
Government grants	($28,595.90)		$28,595.90	0.00%	
Interest and Investment income	($7,580.41)		$7,580.41	0.00%	**($7,455.53)**
	($2,351,071.20)	($2,234,651.00)	$116,420.20	(5.21%)	**($2,191,248.22)**
EXPENDITURES					
Salaries	$1,038,580.74	$1,025,252.00	($13,328.74)	(1.30%)	**$967,702.45**
Benefits	$264,898.16	$271,274.94	$6,376.78	2.35%	**$225,004.11**
TOTAL SALARIES/BENEFITS	**$1,303,478.90**	**$1,296,526.94**	**($6,951.96)**	**(0.54%)**	**$1,192,706.56**
Travel and training	$15,763.09	$18,735.00	$2,971.91	15.86%	**$14,787.93**
Vehicle allowance, maintenance and repairs		$250.00	$250.00	100.00%	
Materials and supplies	$64,228.37	$78,815.00	$14,586.63	18.51%	**$75,658.31**
Maintenance and repairs		$4,000.00	$4,000.00	100.00%	
Rents and leases	$69,563.66	$78,075.00	$8,511.34	10.90%	**$73,636.32**
Taxes and licenses	$2,116,121.26	$1,776,500.00	($339,621.26)	(19.12%)	**$1,827,887.88**
Purchased and contracted services	$249,876.64	$292,000.00	$42,123.36	14.43%	**$298,011.42**
Transfer to own funds	$136,646.70	$102,200.00	($34,446.70)	(33.71%)	**$127,822.83**
Capital expense	$149.27	$10,000.00	$9,850.73	98.51%	**$2,203.67**
Depreciation			$0.00	0.00%	**$3,782.24**
TOTAL OTHER EXPENSES	**$2,652,348.99**	**$2,360,575.00**	**($291,773.99)**	**(12.36%)**	**$2,423,790.60**
	$3,955,827.89	$3,657,101.94	($298,725.95)	(8.17%)	**$3,616,497.16**
NET (REVENUE)/EXPENDITURE	**$1,604,756.69**	**$1,422,450.94**	**($182,305.75)**	**(12.82%)**	**$1,425,248.94**

FIRE SERVICES

2017 - YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING% :	**2017**	**2017**		0%	**Year End**
REVENUE					
Fees and user charges	($6,897,395.90)	($6,757,347.00)	$140,048.90	(2.07%)	**($6,576,436.06)**
Government grants	($2.01)		$2.01	0.00%	**($1,577.00)**
Contribution from own funds			$0.00	0.00%	**($596,646.00)**
Other income	($3,555.80)	($6,800.00)	($3,244.20)	47.71%	**($2,083.62)**
	($6,900,953.71)	($6,764,147.00)	$136,806.71	(2.02%)	**($7,176,742.68)**
EXPENDITURES					
Salaries	$14,725,565.72	$14,276,475.00	($449,090.72)	(3.15%)	**$14,756,193.23**
Benefits	$3,872,148.38	$3,766,292.96	($105,855.42)	(2.81%)	**$4,816,630.12**
TOTAL SALARIES/BENEFITS	**$18,597,714.10**	**$18,042,767.96**	**($554,946.14)**	**(3.08%)**	**$19,572,823.35**
Travel and training	$66,496.47	$103,200.00	$36,703.53	35.57%	**$59,266.90**
Vehicle allowance, maintenance and repairs	$278,387.10	$175,601.00	($102,786.10)	(58.53%)	**$204,317.33**
Utilities and Fuel	$326,642.45	$305,030.00	($21,612.45)	(7.09%)	**$308,916.72**
Materials and supplies	$270,744.73	$384,196.00	$113,451.27	29.53%	**$271,164.79**
Maintenance and repairs	$214,048.57	$227,160.00	$13,111.43	5.77%	**$210,755.84**
Rents and leases	$2,429.04	$2,000.00	($429.04)	(21.45%)	**$1,214.52**
Taxes and licenses	$44,130.00	$62,200.00	$18,070.00	29.05%	**$49,676.00**
Financial expenses	$3,468.45	$2,500.00	($968.45)	(38.74%)	**$3,646.59**
Purchased and contracted services	$169,561.62	$130,122.00	($39,439.62)	(30.31%)	**$105,827.21**
Transfer to own funds	$352,688.53	$303,000.00	($49,688.53)	(16.40%)	**$362,853.16**
Capital expense	$43,396.54	$27,675.00	($15,721.54)	(56.81%)	**$5,702.22**
Depreciation			$0.00	0.00%	**$417,058.40**
Gain/Loss on Disposal of Capital Assets			$0.00	0.00%	**($33,193.63)**
Less: recoverable costs	($200.00)		$200.00	0.00%	
TOTAL OTHER EXPENSES	**$1,771,793.50**	**$1,722,684.00**	**($49,109.50)**	**(2.85%)**	**$1,967,206.05**
	$20,369,507.60	$19,765,451.96	($604,055.64)	(3.06%)	**$21,540,029.40**
NET (REVENUE)/EXPENDITURE	**$13,468,553.89**	**$13,001,304.96**	**($467,248.93)**	**(3.59%)**	**$14,363,286.72**

PUBLIC WORKS AND ENGINEERING

2017 - YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING% :	**2017**	**2017**		0%	**Year End**
REVENUE					
Fees and user charges	($2,442,142.84)	($2,605,615.00)	($163,472.16)	6.27%	**($2,622,620.28)**
Government grants	($748,199.58)	($616,000.00)	$132,199.58	(21.46%)	**($744,554.49)**
Contribution from own funds	($5,827.50)	($40,500.00)	($34,672.50)	85.61%	**($30,000.00)**
Other income	($157,311.37)	($18,500.00)	$138,811.37	(750.33%)	**($107,790.92)**
	($3,353,481.29)	($3,280,615.00)	$72,866.29	(2.22%)	**($3,504,965.69)**
EXPENDITURES					
Salaries	$15,718,315.77	$16,414,080.00	$695,764.23	4.24%	**$15,875,050.49**
Benefits	$4,348,653.87	$4,869,098.53	$520,444.66	10.69%	**$4,210,696.24**
TOTAL SALARIES/BENEFITS	**$20,066,969.64**	**$21,283,178.53**	**$1,216,208.89**	**5.71%**	**$20,085,746.73**
Travel and training	$55,473.68	$82,840.00	$27,366.32	33.04%	**$55,152.71**
Vehicle allowance, maintenance and repairs	$2,941,920.73	$2,386,729.00	($555,191.73)	(23.26%)	**$2,420,269.52**
Utilities and Fuel	$6,338,007.47	$6,387,820.00	$49,812.53	0.78%	**$6,459,155.05**
Materials and supplies	$3,309,935.44	$3,666,655.00	$356,719.56	9.73%	**$3,637,440.68**
Maintenance and repairs	$256,611.16	$257,500.00	$888.84	0.35%	**$225,587.66**
Taxes and licenses	$57,928.66	$82,715.00	$24,786.34	29.97%	**$84,716.28**
Financial expenses	$4,418.65	$2,000.00	($2,418.65)	(120.93%)	**$4,125.05**
Purchased and contracted services	$6,616,210.21	$6,828,832.00	$212,621.79	3.11%	**$6,606,709.22**
Transfer to own funds	$2,184,511.67	$1,992,003.00	($192,508.67)	(9.66%)	**$3,482,619.09**
Capital expense	$25,193.66	$50,000.00	$24,806.34	49.61%	**$47,228.63**
Depreciation			$0.00	0.00%	**$13,211,036.80**
Gain/Loss on Disposal of Capital Assets			$0.00	0.00%	**$188,854.89**
Less: recoverable costs	($469,632.03)	($220,130.00)	$249,502.03	(113.34%)	**($302,926.13)**
TOTAL OTHER EXPENSES	**$21,320,579.30**	**$21,516,964.00**	**$196,384.70**	**0.91%**	**$36,119,969.45**
	$41,387,548.94	$42,800,142.53	$1,412,593.59	3.30%	**$56,205,716.18**
NET (REVENUE)/EXPENDITURE	**$38,034,067.65**	**$39,519,527.53**	**$1,485,459.88**	**3.76%**	**$52,700,750.49**
Public Works	26,096,069.70	27,433,705.62	1,337,635.92	4.88%	
Engineering	11,937,997.95	12,085,821.91	147,823.96	1.22%	
	38,034,067.65	39,519,527.53	1,485,459.88		

PUBLIC WORKS

2017 - YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING% :	**2017**	**2017**		0%	**Year End**
REVENUE					
Fees and user charges	($2,432,441.44)	($2,593,465.00)	($161,023.56)	6.21%	**($2,616,932.58)**
Government grants	($719,473.08)	($575,000.00)	$144,473.08	(25.13%)	**($703,458.74)**
Contribution from own funds	($5,827.50)	($40,500.00)	($34,672.50)	85.61%	**($30,000.00)**
Other income	($157,311.37)	($18,500.00)	$138,811.37	(750.33%)	**($107,790.92)**
	($3,315,053.39)	($3,227,465.00)	$87,588.39	(2.71%)	**($3,458,182.24)**
EXPENDITURES					
Salaries	$13,901,933.72	$14,401,251.00	$499,317.28	3.47%	**$13,685,871.75**
Benefits	$3,852,824.98	$4,355,595.62	$502,770.64	11.54%	**$3,717,258.04**
TOTAL SALARIES/BENEFITS	**$17,754,758.70**	**$18,756,846.62**	**$1,002,087.92**	**5.34%**	**$17,403,129.79**
Travel and training	$51,538.26	$78,040.00	$26,501.74	33.96%	**$52,529.13**
Vehicle allowance, maintenance and repairs	$2,932,395.28	$2,371,529.00	($560,866.28)	(23.65%)	**$2,414,589.63**
Utilities and Fuel	$1,454,674.41	$1,354,640.00	($100,034.41)	(7.38%)	**$1,362,160.95**
Materials and supplies	$3,181,336.03	$3,495,445.00	$314,108.97	8.99%	**$3,516,188.77**
Taxes and licenses	$57,928.66	$82,715.00	$24,786.34	29.97%	**$84,716.28**
Financial expenses	$4,418.65	$2,000.00	($2,418.65)	(120.93%)	**$4,125.05**
Purchased and contracted services	$3,017,680.73	$3,265,082.00	$247,401.27	7.58%	**$3,160,381.30**
Transfer to own funds	$1,423,348.11	$1,472,003.00	$48,654.89	3.31%	**$1,316,613.19**
Capital expense	$2,676.29	$3,000.00	$323.71	10.79%	**$7,767.63**
Depreciation			$0.00	0.00%	**$2,488,208.01**
Gain/Loss on Disposal of Capital Assets			$0.00	0.00%	**$188,593.30**
Less: recoverable costs	($469,632.03)	($220,130.00)	$249,502.03	(113.34%)	**($302,926.13)**
TOTAL OTHER EXPENSES	**$11,656,364.39**	**$11,904,324.00**	**$247,959.61**	**2.08%**	**$14,292,947.11**
	$29,411,123.09	$30,661,170.62	$1,250,047.53	4.08%	**$31,696,076.90**
NET (REVENUE)/EXPENDITURE	**$26,096,069.70**	**$27,433,705.62**	**$1,337,635.92**	**4.88%**	**$28,237,894.66**

Operations				
Winter Control: Roadways and Sidewalk	7,173,183.25	6,953,756.90	(219,426.35)	(3.16%)
Sanitary Sewers	1,627,025.26	1,923,312.00	296,286.74	15.41%
Storm Sewers	455,715.79	563,910.00	108,194.21	19.19%
Roadways and Sidewalks	2,987,551.39	3,546,512.10	558,960.71	15.76%
Supervision and Overhead	3,224,326.10	3,033,219.00	(191,107.10)	(6.30%)
Traffic & Communications	1,396,985.84	1,703,338.00	306,352.16	17.99%
Carpentry	615,235.05	602,518.82	(12,716.23)	(2.11%)
Administration	1,498,769.02	1,725,323.31	226,554.29	13.13%
Buildings & Equipment	1,868,894.01	1,992,536.39	123,642.38	6.21%
Waste Management	2,289,251.42	2,247,121.10	(42,130.32)	(1.87%)
Parks	2,959,132.57	3,142,158.00	183,025.43	5.82%
	26,096,069.70	27,433,705.62	1,337,635.92	

ENGINEERING

2017- YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING% :	**2017**	**2017**		0%	**Year End**
REVENUE					
Fees and user charges	($9,701.40)	($12,150.00)	($2,448.60)	20.15%	**($5,687.70)**
Government grants	($28,726.50)	($41,000.00)	($12,273.50)	29.94%	**($41,095.75)**
	($38,427.90)	($53,150.00)	($14,722.10)	27.70%	**($46,783.45)**
EXPENDITURES					
Salaries	$1,816,382.05	$2,012,829.00	$196,446.95	9.76%	**$2,189,178.74**
Benefits	$495,828.89	$513,502.91	$17,674.02	3.44%	**$493,438.20**
TOTAL SALARIES/BENEFITS	**$2,312,210.94**	**$2,526,331.91**	**$214,120.97**	**8.48%**	**$2,682,616.94**
Travel and training	$3,935.42	$4,800.00	$864.58	18.01%	**$2,623.58**
Vehicle allowance, maintenance and repairs	$9,525.45	$15,200.00	$5,674.55	37.33%	**$5,679.89**
Utilities and Fuel	$4,883,333.06	$5,033,180.00	$149,846.94	2.98%	**$5,096,994.10**
Materials and supplies	$128,599.41	$171,210.00	$42,610.59	24.89%	**$121,251.91**
Maintenance and repairs	$256,611.16	$257,500.00	$888.84	0.35%	**$225,587.66**
Purchased and contracted services	$3,598,529.48	$3,563,750.00	($34,779.48)	(0.98%)	**$3,446,327.92**
Transfer to own funds	$761,163.56	$520,000.00	($241,163.56)	(46.38%)	**$2,166,005.90**
Capital expense	$22,517.37	$47,000.00	$24,482.63	52.09%	**$39,461.00**
Depreciation			$0.00	0.00%	**$10,722,828.79**
Gain/Loss on Disposal of Capital Assets			$0.00	0.00%	**$261.59**
TOTAL OTHER EXPENSES	**$9,664,214.91**	**$9,612,640.00**	**($51,574.91)**	**(0.54%)**	**$21,827,022.34**
	$11,976,425.85	$12,138,971.91	$162,546.06	1.34%	**$24,509,639.28**
NET (REVENUE)/EXPENDITURE	**$11,937,997.95**	**$12,085,821.91**	**$147,823.96**	**1.22%**	**$24,462,855.83**

COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES

2017 - YEAR ENDED DEC 31, 2017

FISCAL YEAR REMAINING% :	Actual 2017	Budget 2017	Variance	Percentage Budget-Rem 0%	2016 Actual Year End
REVENUE					
Fees and user charges	($9,154,449.87)	($9,443,241.27)	($288,791.40)	3.06%	**($10,004,428.76)**
Government grants	($1,817,322.35)	($1,445,400.00)	$371,922.35	(25.73%)	**($1,735,160.61)**
Contribution from own funds	($748,123.94)	($97,560.16)	$650,563.78	(666.83%)	**($329,624.82)**
Other income	($185,854.67)	($39,920.00)	$145,934.67	(365.57%)	**($152,176.91)**
	($11,905,750.83)	($11,026,121.43)	$879,629.40	(7.98%)	**($12,221,391.10)**
EXPENDITURES					
Salaries	$12,598,646.89	$12,549,344.00	($49,302.89)	(0.39%)	**$13,182,266.47**
Benefits	$3,098,152.98	$3,053,371.94	($44,781.04)	(1.47%)	**$2,890,197.56**
TOTAL SALARIES/BENEFITS	**$15,696,799.87**	**$15,602,715.94**	**($94,083.93)**	**(0.60%)**	**$16,072,464.03**
Travel and training	$38,662.33	$62,070.00	$23,407.67	37.71%	**$46,538.59**
Vehicle allowance, maintenance and repairs	$1,020,914.20	$654,405.00	($366,509.20)	(56.01%)	**$1,173,220.73**
Utilities and Fuel	$2,894,055.78	$2,935,545.00	$41,489.22	1.41%	**$2,725,036.10**
Materials and supplies	$826,392.04	$976,696.00	$150,303.96	15.39%	**$890,892.65**
Maintenance and repairs	$1,367,387.24	$1,192,225.00	($175,162.24)	(14.69%)	**$1,056,181.32**
Program expenses	$245,571.14	$121,200.00	($124,371.14)	(102.62%)	**$150,836.08**
Goods for resale	$557,688.23	$600,125.00	$42,436.77	7.07%	**$559,432.75**
Rents and leases	$95,118.13	$95,250.00	$131.87	0.14%	**$95,085.72**
Taxes and licenses	$181,538.29	$171,050.00	($10,488.29)	(6.13%)	**$174,206.44**
Financial expenses	$77,633.56	$52,060.00	($25,573.56)	(49.12%)	**$90,166.84**
Purchased and contracted services	$591,817.29	$519,293.00	($72,524.29)	(13.97%)	**$578,364.16**
Grants to others	$315,860.80	$239,000.00	($76,860.80)	(32.16%)	**$272,416.20**
Transfer to own funds	$416,558.59	$252,509.00	($164,049.59)	(64.97%)	**$446,384.93**
Capital expense	$113,712.01	$55,660.00	($58,052.01)	(104.30%)	**$101,076.08**
Depreciation			$0.00	0.00%	**$1,728,522.08**
Gain/Loss on Disposal of Capital Assets			$0.00	0.00%	**($6,000.00)**
TOTAL OTHER EXPENSES	**$8,742,909.63**	**$7,927,088.00**	**($815,821.63)**	**(10.29%)**	**$10,082,360.67**
	$24,439,709.50	$23,529,803.94	($909,905.56)	(3.87%)	**$26,154,824.70**
NET (REVENUE)/EXPENDITURE	**$12,533,958.67**	**$12,503,682.51**	**($30,276.16)**	**(0.24%)**	**$13,933,433.60**
Building Permit/Inspection	104,798.24	135,881.40	31,083.16	22.88%	
Planning	517,504.58	633,033.18	115,528.60	18.25%	
Recreation & Culture	1,356,378.59	1,451,753.50	95,374.91	6.57%	
Community Centres					
John Rhodes Community Centre	1,266,928.18	1,422,054.81	155,126.63	10.91%	
McMeeken Centre	113,274.74	140,712.08	27,437.34	19.50%	
Essar Centre	730,104.10	589,008.15	(141,095.95)	(23.95%)	
Northern Community Centre	(120,353.97)	(69,715.63)	50,638.34	(72.64%)	
Outdoor Pools/ Misc Concessions	92,226.11	98,690.94	6,464.83	6.55%	
Accessibility	217,093.30	223,794.36	6,701.06	2.99%	
Administration	985,479.29	926,714.51	(58,764.78)	(6.34%)	
Daycare	416,172.63	403,101.26	(13,071.37)	(3.24%)	
Locks	20,387.03	40,244.07	19,857.04	49.34%	
Cemetery	123,902.00	123,902.00	0.00	.00%	
Transit	5,914,113.31	5,659,508.52	(254,604.79)	(4.50%)	
School Guards	253,406.84	281,790.00	28,383.16	10.07%	
Community Adj Committee	0.00	0.00	0.00		
Parking	47,226.97	108,769.00	61,542.03	56.58%	
Administration	495,316.73	334,440.36	(160,876.37)	(48.10%)	
	12,533,958.67	12,503,682.51	(30,276.16)		

LEVY BOARDS

2017 - YEAR ENDED
DEC 31, 2017

FISCAL YEAR REMAINING%	Actual 2017	Budget 2017	Variance	Percentage Budget-Rem 0%	2016 Actual Year End
REVENUE					
Fees and user charges			$0.00	0.00%	**($604,019.05)**
	$0.00	$0.00	$0.00	0.00%	**($604,019.05)**
EXPENDITURES					
Grants to others	$44,961,758.65	$44,844,150.01	($117,608.64)	(0.26%)	**$44,112,296.66**
TOTAL OTHER EXPENSES	**$44,961,758.65**	**$44,844,150.01**	**($117,608.64)**	**(0.26%)**	**$44,112,296.66**
	$44,961,758.65	$44,844,150.01	($117,608.64)	(0.26%)	**$44,112,296.66**
NET (REVENUE)/EXPENDITURE	**$44,961,758.65**	**$44,844,150.01**	**($117,608.64)**	**(0.26%)**	**$44,112,296.66**

OUTSIDE AGENCIES - MAIN

2017 - YEAR ENDED
DEC 31, 2017

FISCAL YEAR REMAINING%	Actual 2017	Budget 2017	Variance	Percentage Budget-Rem 0%	2016 Actual Year End
REVENUE					
Fees and user charges			$0.00	0.00%	**($2,690.00)**
Government grants	($161,299.80)		$161,299.80	0.00%	**($198,599.70)**
	($161,299.80)	$0.00	$161,299.80	0.00%	**($201,289.70)**
EXPENDITURES					
Grants to others	$3,479,751.80	$3,332,235.00	($147,516.80)	(4.43%)	**$3,699,474.85**
Transfer to own funds	$303,802.40	$303,802.40	$0.00	0.00%	**$80,000.00**
TOTAL OTHER EXPENSES	**$3,783,554.20**	**$3,636,037.40**	**($147,516.80)**	**(4.06%)**	**$3,779,474.85**
	$3,783,554.20	$3,636,037.40	($147,516.80)	(4.06%)	**$3,779,474.85**
NET (REVENUE)/EXPENDITURE	**$3,622,254.40**	**$3,636,037.40**	**$13,783.00**	**0.38%**	**$3,578,185.15**

OUTSIDE AGENCIES - OTHER

2017 YEAR ENDED
DEC 31, 2017

FISCAL YEAR REMAINING%	Actual 2017	Budget 2017	Variance	Percentage Budget-Rem 0%	2016 Actual Year End
REVENUE					
Fees and user charges	($132,664.94)	($120,000.00)	$12,664.94	(10.55%)	**($168,962.48)**
Contribution from own funds	($88,443.30)	($80,000.00)	$8,443.30	(10.55%)	**($84,481.24)**
	($221,108.24)	($200,000.00)	$21,108.24	(10.55%)	**($253,443.72)**
EXPENDITURES					
Materials and supplies	$221,108.25	$200,000.00	($21,108.25)	(10.55%)	**$253,443.73**
Grants to others	$2,091,838.89	$1,926,711.00	($165,127.89)	(8.57%)	**$2,093,405.70**
TOTAL OTHER EXPENSES	**$2,312,947.14**	**$2,126,711.00**	**($186,236.14)**	**(8.76%)**	**$2,346,849.43**
	$2,312,947.14	$2,126,711.00	($186,236.14)	(8.76%)	**$2,346,849.43**
NET (REVENUE)/EXPENDITURE	**$2,091,838.90**	**$1,926,711.00**	**($165,127.90)**	**(8.57%)**	**$2,093,405.71**

EDF

2017 - YEAR ENDED
DEC 31, 2017

FISCAL YEAR REMAINING%	Actual 2017	Budget 2017	Variance	Percentage Budget-Rem 0%	2016 Actual Year End
REVENUE					
Contribution from own funds	($318,624.20)		$318,624.20	0.00%	**($605,608.57)**
	($318,624.20)	$0.00	$318,624.20	0.00%	**($605,608.57)**
EXPENDITURES					
Materials and supplies	$318,624.20		($318,624.20)	0.00%	**$605,608.57**
Transfer to own funds	$500,000.00	$500,000.00	$0.00	0.00%	**$500,000.00**
TOTAL OTHER EXPENSES	**$818,624.20**	**$500,000.00**	**($318,624.20)**	**(63.72%)**	**$1,105,608.57**
	$818,624.20	$500,000.00	($318,624.20)	(63.72%)	**$1,105,608.57**
NET (REVENUE)/EXPENDITURE	**$500,000.00**	**$500,000.00**	**$0.00**	**0.00%**	**$500,000.00**

CORPORATE FINANCIALS

2017 - YEAR ENDED
DEC 31, 2017

FISCAL YEAR REMAINING%	Actual 2017	Budget 2017	Variance	Percentage Budget-Rem 0%	2016 Actual Year End
REVENUE					
Taxation	($112,328,695.03)	($111,333,602.00)	$995,093.03	(0.89%)	**($107,045,941.84)**
Payment in Lieu of taxes	($4,541,861.40)	($4,371,195.00)	$170,666.40	(3.90%)	**($4,372,431.32)**
Fees and user charges	($11,896,833.41)	($12,960,000.00)	($1,063,166.59)	8.20%	**($11,728,207.02)**
Government grants	($15,335,000.00)	($15,335,000.00)	$0.00	0.00%	**($15,335,000.00)**
Interest and Investment income	($4,951,129.41)	($4,305,000.00)	$646,129.41	(15.01%)	**($5,444,668.61)**
Contribution from own funds	($683,672.26)		$683,672.26	0.00%	**($2,110,916.44)**
Other income	($3,846,993.12)	($1,350,000.00)	$2,496,993.12	(184.96%)	**($1,543,310.59)**
Prior year surplus			$0.00	0.00%	**($550,000.00)**
Change in future employee benefits	$171,251.36		($171,251.36)	0.00%	**($7,897.59)**
	($153,412,933.27)	($149,654,797.00)	$3,758,136.27	(2.51%)	**($148,138,373.41)**
EXPENDITURES					
Salaries	$157.74		($157.74)	0.00%	**$109.48**
Benefits	$14,000.00	$20,000.00	$6,000.00	30.00%	**$20,000.00**
TOTAL SALARIES/BENEFITS	**$14,157.74**	**$20,000.00**	**$5,842.26**	**29.21%**	**$20,109.48**
Materials and supplies	$263,199.38	$290,295.00	$27,095.62	9.33%	**$219,751.74**
Financial expenses	($108,346.48)		$108,346.48	0.00%	**$470,121.08**
Purchased and contracted services	$38,332.67	$36,000.00	($2,332.67)	(6.48%)	**$51,192.76**
Grants to others	$479,323.76	$479,360.00	$36.24	0.01%	**$538,873.76**
Transfer to own funds	$10,452,874.50	$11,151,435.00	$698,560.50	6.26%	**$10,642,942.38**
TOTAL OTHER EXPENSES	**$11,125,383.83**	**$11,957,090.00**	**$831,706.17**	**6.96%**	**$11,922,881.72**
	$11,139,541.57	$11,977,090.00	$837,548.43	6.99%	**$11,942,991.20**
NET (REVENUE)/EXPENDITURE	**($142,273,391.70)**	**($137,677,707.00)**	**$4,595,684.70**	**(3.34%)**	**($136,195,382.21)**
less:					
Donation-- GLP Settlement	2,272,250.00				
	($140,001,141.70)	**($137,677,707.00)**	**$2,323,434.70**		

CAPITAL LEVY & DEBT

2017 - YEAR ENDED
DEC 31, 2017

	Actual	Budget	Variance	Percentage Budget-Rem	2016 Actual
FISCAL YEAR REMAINING%	**2017**	**2017**		0%	**Year End**
REVENUE					
Fees and user charges	($351,382.43)	($350,000.00)	$1,382.43	(0.39%)	**($358,894.52)**
	($351,382.43)	($350,000.00)	$1,382.43	(0.39%)	**($358,894.52)**
EXPENDITURES					
Long term debt	$3,243,871.52	$3,252,490.00	$8,618.48	0.26%	**$1,971,711.52**
Transfer to own funds	$6,264,083.26	$6,242,579.00	($21,504.26)	(0.34%)	**$6,247,201.00**
TOTAL OTHER EXPENSES	**$9,507,954.78**	**$9,495,069.00**	**($12,885.78)**	**(0.14%)**	**$8,218,912.52**
	$9,507,954.78	$9,495,069.00	($12,885.78)	(0.14%)	**$8,218,912.52**
NET (REVENUE)/EXPENDITURE	**$9,156,572.35**	**$9,145,069.00**	**($11,503.35)**	**(0.13%)**	**$7,860,018.00**

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Tim Gowans, Manager of Purchasing**

DEPARTMENT: **Finance Department**

RE: **Tender for Replacement of Exterior Cladding & Windows – Civic Centre (2018PWE-ENG-BS-01-T)**

PURPOSE

Attached hereto for your information and consideration is a summary of the tenders received for Replacement of the Exterior Cladding and Windows at the Civic Centre. Staff is seeking Council approval of the tender recommendation.

BACKGROUND

The tender was publicly advertised and tender documents forwarded to all firms on our bidders list. A public opening of the tenders was held March 26, 2018 with the Deputy City Clerk in attendance.

ANALYSIS

The tenders received have been thoroughly evaluated and reviewed with the City's Consultant for the project, Morrison Hershfield (M. Lucuik), the City's Director of Engineering, and the Supervisor of Building Services. Mr. Lucuik's report concerning the tenders received is attached for your reference.

The tender document addressed the union requirements for this Project as follows:

This Project is subject to the Collective Agreement with the Labourers International Union of North America Local 1036 and the United Brotherhood of Carpenters and Joiners Local 2486. (The Agreement requires the City to use only Contractors who are in contractual relations with these unions for work in the ICI sector).

Mr. Lucuik was in communication with the low bidder, and they confirmed that they are signatories for the carpenter's union but are not signatories to the labourer's union. The bidder noted that it was their intention that all work claimed by the labourer's union will be in compliance with the tender.

FINANCIAL IMPLICATIONS
The low tendered price, meeting specifications, as recommended by the City's Consultant is $6,895,000 plus HST.

Funding in the amount of $6,500,000 for construction was approved during 2017 Budget deliberations by City Council. There is a funding shortfall in the amount of approximately $525,500 for construction, and approximately $350,000 for project contingencies as identified by the City's Consultant. Staff is recommending the allocation of $875,500 from the funds earmarked by Finance in the Asset Management Reserve for the project to cover the shortfall.

STRATEGIC PLAN / POLICY IMPACT
Upgrading of Existing Infrastructure is included in the Infrastructure focus area of the Corporate Strategic Plan.

RECOMMENDATION
Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and the recommendation that the tender for Replacement of the Exterior Cladding and Windows at the Civic Centre be awarded to Cy Rheault Construction Ltd. at their low tendered price, meeting specifications, of $6,895,000 plus HST, be approved; contingent upon Cy Rheault Construction Ltd.'s agreement to using sub-contractors (labourers) bound to Labourers' International Union of North America 1036 LIUNA; and further that the City's Consultant, Morrison Hershfield, be authorized to provide a Letter of Intent formally authorizing Cy Rheault Construction Ltd. to proceed with this project. A By-Law authorizing signature of a formal Contract for this project will appear on a future Council Agenda.

It is further recommended that City Council approve the increase to the construction project budget in the amount of $875,500 to be funded from the Asset Management Reserve.

Respectfully submitted,

Tim Gowans
Manager of Purchasing
705.759.5298

t.gowans@cityssm.on.ca

MORRISON HERSHFIELD

March 27, 2018 MH Ref. No. 2160292.00

Roger Caron
Supervisor of Building Services
Public Works and Engineering Services
The City of Sault Ste. Marie
99 Foster Drive
Sault Ste. Marie, Ontario, P6A 5X6

Re: Bid Review, Replacement of Exterior Cladding and Windows, Civic Centre,

We have reviewed the bids for the tendering of the above mentioned project, due at the Civic Center on March 26, 2018 by 12:00 PM and opened at the Civic Center at 3:00 P.M. on the same day (Public Opening). The following summarizes the results of the bid submissions:

Bidder	Base Bid Amount* Stipulated Price	Start Date	General Comments
Cy Rheault	$6,895,000	Not Provided	• No Start Date Noted • auto liability is 2M, CCDC requires 5M
Bondfield	$9,611,000	17-Apr	
George Stone & Sons	$9,796,000	5-Nov	• start date is very late. May be a minor error.
NuStyle	$13,420,000	1-May	• No Seal on Contract Bonding • auto liability is 2M, CCDC requires 5M

*excluding HST

Discussion of Bid Evaluation

This project was an open tender and we received four bids. All four of the bids received were deemed to be in general compliance with the outlined bid requirements, with no major irregularities identified. A number of minor irregularities were found in several of the bids as summarized below:

- Cy Rheault: No start date was noted on the bid form. As there are no specific requirements for a date to start work, we consider this a minor irregularity. We have contacted them and they stated that they would intent to start in the Spring of 2018.
- Cy Rheault: The insurance policy provided notes an automobile general liability limit of $2M. The contract documents require $5M limit. Note that insurance requirements were not a

required submittal for the tender. Further, this can likely be resolved easily by the contractor. Accordingly, this is considered a minor irregularity.

- NuStyle: The insurance policy provided notes an automobile general liability limit of $2M. The contract documents require $5M limit. Note that insurance requirements were not a required submittal for the tender. Further, this can likely be resolved easily by the contractor. Accordingly, this is considered a minor irregularity.
- NuStyle: There was no seal on the contract bonding.

The above irregularities are minor in nature, and we would not recommend that any of the bids be rejected.

There were a number of questions from bidders regarding the clause within the specifications related to union requirements. The specific requirement in the specifications is as follows:

> *This Project is subject to the Collective Agreement with the Labourers International Union of North America Local 1036 and the United Brotherhood of Carpenters and Joiners Local 2486. (The Agreement requires the City to use only Contractors who are in contractual relations with these unions for work in the ICI sector).*

We communicated with the low bidder, Cy Rheault, and they confirmed that they are signatories for the carpenters union but are not signatories to the laborer's union. However, they noted that it is their intention that all work claimed by the laborer's union will be in compliance with the contract documents.

The construction cost estimate for the project was $6,570,000. The low bid was $6,895,000, but we would also suggest that you include a small contingency for unexpected changes to the contract as noted below.

Recommendations

Provided the City is comfortable with the method by which Cy Rheault is meeting the union requirements, we recommend awarding the contract to the lowest conforming bidder, Cy Rheault Construction Ltd., for the total stipulated and unit price amount of $6,895,000.00 (excluding HST). In addition to the above noted amount, we also recommend that the Corporation carry a construction contingency of approximately 5% to cover the costs for unknown conditions that may be encountered during construction. Accordingly, we recommend that the Corporation plan for the following construction budget:

Base Construction Contract:	$6,895,000.00
HST (13%):	*$896,350.00*
CCDC Contract Amount:	**$7,791,350.00**
Construction Contingency (≈5%):	$350,000.00
Recommended Construction Budget:	**$8,141,350.00**

Please note that the above budgets do not include consulting fees or any soft costs you may incur during construction.

It is important to note that the bids are open for a period of 60-days, expiring on May 25, 2018. However, in fairness to all bidders, and to ensure that work can begin on site quickly, we recommend that a decision be made as soon as possible so that the successful bidder can prepare to begin work on-site and the unsuccessful bidders can begin pursing other work. We await your direction on how you would like to proceed.

Once we receive your direction, we will draft a letter of intent to the successful Contractor and begin work on drafting the formal construction contract.

We trust this satisfies your requirements at this time. If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,
Morrison Hershfield Limited

Mark Lucuik, P.Eng.
Principal, Building Science Specialist

Dave Noel, P.Eng.
Manager, Building Science Specialist

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The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Tim Gowans, Manager of Purchasing**

DEPARTMENT: **Finance Department**

RE: **Tender for Lease of One (1) Motor Grader**

PURPOSE

Attached hereto for your information and consideration is a summary of the tenders received for the supply and delivery of One (1) Grader c/w Snow Wing and Front Blade as required by the Public Works Department. Staff is seeking Council approval of the tender recommendation.

BACKGROUND

The tender was publicly advertised and tender documents forwarded to all firms on our bidders lists. A public opening of the tenders was held February 27, 2018 with the Deputy City Clerk in attendance.

ANALYSIS

The tenders received have been thoroughly evaluated and reviewed by the Manager of Equipment & Building Maintenance – PWT and the low tendered price, meeting specifications, has been identified on the attached summary.

Tendered pricing was requested for both leasing and purchase of this equipment. Finance has reviewed the pricing tendered and recommends the lease option for this procurement.

FINANCIAL IMPLICATIONS

The total lease costs for the initial winter season will be $48,663.40 including the non-refundable portion of HST. The lease will be for a fifty-four (54) month term commencing October 15, 2018 with thirty (30) periodic payments; and include extended warranty and maintenance agreement and is accommodated within the Operating Budget.

STRATEGIC PLAN / POLICY IMPACT
This is an operational matter not articulated in the Corporate Strategic Plan.

RECOMMENDATION
Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and the recommendation that the tender for the Lease of One (1) Grader c/w Snow Wing and Front Blade, as required by the Public Works Department, be awarded to Nortrax Canada Inc. at their tendered price including Maintenance Agreement and Extended Warranty of $7,970.29 plus HST, per unit for each periodic payment, be approved.

Respectfully submitted,

Tim Gowans
Manager of Purchasing
705.759.5298
t.gowans@cityssm.on.ca

FINANCE DEPARTMENT
PURCHASING DIVISION

Received: February 27, 2018
File: 2018PWE-PWT-15-T

SUMMARY OF TENDERS
LEASE OF ONE (1) MOTOR GRADER c/w SNOW WING & FRONT BLADE

Firm	Make & Model	Warranty	Periodic Lease Rate/Unit (including mtce.) (HST extra)	Total Annual Cost/Unit (6 payments) (HST extra)	Remarks
Nortrax Canada Inc. Lively, ON	2018 John Deere 772G (AWD)	for length of lease	$7,970.29	$47,821.74	Extra hours billed at $85.00/hour
Toromont Cat Sault Ste. Marie, ON	2018 Caterpillar 140M3 AWD	for length of lease	$8,737.53	$52,425.18	Meets specifications Extra hours billed at $52.43/hour

Note: The low tendered price, meeting specifications, is boxed above; leasing will be for a 54 month period - 30 periodic payments.
The actual cost to the City will be $48,663.40 annually (6 payments) including the non-rebatable portion of the HST.
It is my recommendation that the tendered price, submitted by Nortrax Canada Inc., be accepted.

Tim Gowans
Manager of Purchasing

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Tim Gowans, Manager of Purchasing**

DEPARTMENT: **Finance Department**

RE: **Tenders for Equipment**

PURPOSE

Attached hereto for your information and consideration are the summaries of the tenders received for the supply and delivery of various pieces of equipment required by the Public Works & Transportation Department. Staff is seeking Council approval of the tender recommendation.

BACKGROUND

The tender was publicly advertised and tender documents forwarded to all firms on our bidders lists. A public opening of the tenders was held February 27, 2018 with the Deputy City Clerk in attendance.

ANALYSIS

The tenders received have been thoroughly evaluated and reviewed by the Manager of Equipment & Building Maintenance – PWT and the low tendered prices, meeting specifications, have been indicated on their respective summaries.

FINANCIAL IMPLICATIONS

The total purchase price for this equipment replacement is $722,730.03 including non-rebatable HST.

The Council approved 2018 Capital Budget for Public Works Equipment of $1,080,500.00 included acquisition of this equipment.

STRATEGIC PLAN / POLICY IMPACT

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

RECOMMENDATION

Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and the recommendation that the tenders for the supply and delivery of various pieces of equipment be awarded as follows:

One (1) Detachable Loader Mounted Snow Blower	J.A. LaRue Inc.	$169,948.00
One (1) 4WD Municipal Tractor c/w Snow Blower, Plow & Sweeper	Work Equipment Ltd.	$150,320.00
One (1) 58000 GVW Tandem Truck c/w Plow, Wing & Dump Box	Tru-Nor Truck Centre (Opt. 2)	$222,678.98
One (1) Articulated Wheel Loader	Tracks & Wheels	$167,283.00

for a total amount of $710,229.98, HST extra, be approved.

Respectfully submitted,

Tim Gowans
Manager of Purchasing
705.759.5298
t.gowans@cityssm.on.ca

FINANCE DEPARTMENT
PURCHASING DIVISION
2018 PWT Equipment Allocation: $1,080,500.00

Received:February 27, 2018
File: 2018PWE-PWT-10-T

SUMMARY OF TENDERS
ONE (1) DETACHABLE LOADER MOUNTED SNOWBLOWER

Firm	Make & Model	Delivery	Warranty	Total Tendered Price (HST extra)	Remarks
J.A. Larue Inc. Quebec, QC	2018 Larue D60	150 w/days	Engine - 2 yrs Blower -1 yr	$169,948.00	Meets Specifications
R.P.M. Tech Inc. Laval, QC	2018 RPM 227M	40 w/days	Engine - 2 yrs/3000 hrs Blower - 1 yr/1500 hrs	$209,312.00	Does not meet Specifications

Note: The low tendered price, meeting specifications, is boxed above.
The total cost to the City will be $172,939.08 including the non-rebatable portion of the HST.
It is my recommendation that the tendered price, submitted by J.A. Larue Inc., be accepted.

Tim Gowans
Manager of Purchasing

FINANCE DEPARTMENT
PURCHASING DIVISION
2018 PWT Equipment Allocation: $1,080,500.00

Received: February 27, 2018
File: 2018PWE-PWT-13-T

SUMMARY OF TENDERS
ONE (1) 4WD MUNICIPAL TRACTOR C/W SNOWBLOWER, V-TYPE PLOWS, & SWEEPER ATTACHMENTS

Firm	Make & Model	Delivery	Warranty	Total Tendered Price after Trade-In Allowance (HST extra)	Remarks
CUBEX Ltd. Brantford, ON	2018 MacLean Engineering MV-4	75 w/days	12 months/600 hrs.	$168,924.28	Does not meet Specifications
Work Equipment Ltd. Courtland, ON	2018 Trackless MT7	30-45 w/days	12 months/600 hrs. 60 mon./5000 hrs engine	$150,320.00	Meets Specifications

Note: The low tendered price, meeting specifications, is boxed above.
The total cost to the City will be $152,965.63 including the non-rebatable portion of the HST.
It is my recommendation that the tendered price which includes the Trade-In Allowance, submitted by Work Equipment Ltd., be accepted.

Tim Gowans
Manager of Purchasing

FINANCE DEPARTMENT
PURCHASING DIVISION
2018 PWT Equipment Allocation: $1,080,500.00

Received:February 27, 2018
File: 2018PWE-PWT-14-T

SUMMARY OF TENDERS
ONE (1) 58000 GVW TANDEM TRUCK c/w PLOW, WING & FOUR SEASONS TYPE DUMP BOX

Firm	Opt.	Make & Model	Delivery	Warranty	Total Tendered Price after Trade-In Allowance (HST extra)	Remarks
Tru-Nor Truck Centre Ltd. Sault Ste. Marie, ON	1	2019 International HV607 Cab & Chassis Tenco Equip. Pkg.	150 w/days	1 yr/Unlimited Basic 7 yr/250,000 mi. Ext. Engine 1 yr. Equip. Pkg.	$222,943.78	Meets Specifcations
	2	2019 International HV607 Cab & Chassis Gin-Cor Equip. Pkg.	150 w/days	1 yr/Unlimited Basic 7 yr/402,500 km Ext. Engine 1 yr. Equip. Pkg.	$222,678.98	Meets Specifications

Note: The low tendered price, meeting specifications, is boxed above.
The total cost to the City will be $226,598.13 including the non-rebatable portion of the HST.
It is my recommendation that the tendered price which includes the Trade-In Allowance, submitted by Tru Nor Truck Centre for Option 2, be accepted.

Tim Gowans
Manager of Purchasing

FINANCE DEPARTMENT
PURCHASING DIVISION
2018 PWT Equipment Allocation: $1,080,000.00

Received: February 27, 2018
File: 2018PWE-PWT-17-T

SUMMARY OF TENDERS
ONE (1) ARTICULATED WHEEL LOADER

Firm	Opt	Make & Model	Delivery	Warranty	Total Tendered Price after Trade-In Allowance (HST extra)	Remarks
Nortrax Canada Inc. Lively, ON		2018 John Deere 544K II Powerllel	30 w/days	1 year	$188,184.07	Meets Specifications
Strongco Limited Partnership Lively, ON		2018 Volvo L70H	130 w/days	1 year/2500 hrs	$198,800.00	Meets Specifications
Toromont CAT Sault Ste. Marie, ON	1	2018 CAT 926 M	45 w/days	1 year	$183,321.35	Meets Specifications
	2	2018 CAT 930 M	60 w/days	1 year	$206,621.00	Meets Specifications
Tracks and Wheels Sudbury, ON		2018 Case G621 Zbar	90-120 w/days	3 yrs/3000 hrs	$167,283.00	Meets Specifications

Note: The low tendered price, meeting specifications, is boxed above.
The total cost to the City will be $170,227.18, after trade-in allowance including the non-rebatable portion of the HST.
It is my recommendation that the tendered price, submitted by Tracks and Wheels, be accepted.

Tim Gowans
Manager of Purchasing

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Don Elliott, Director of Engineering**

DEPARTMENT: **Public Works and Engineering Services**

RE: **Black Road – Connecting Link Funding**

PURPOSE

The purpose of this report is to advise Council that the 2018 Connecting Link funding application for the widening of Black Road between McNabb and Second Line was not approved.

BACKGROUND

The Connecting Link program assists communities with up to the lesser of 90% or $3M for capital works on roads within municipalities that are provincial highways. Sault Ste. Marie has the most Connecting Links of the 77 municipalities; a full 24.5km or 7% of the 352 km provincial total. The Connecting Link program allocation has risen from $15M to $30M over the last three years. It is evident that the City's share would average $2.1M annually.

The Province reinstated the program in 2016 after cancelling it for three years. In 2016, the City applied to the program to widen Black Road between McNabb Street and Second Line and the application was not approved. MTO cited an eligibility problem in that the widening was required due to an increase in local traffic. The City responded that it was not proper for the Province to be first in line for capacity of a road it does not own. In the interim, the MTO reconsidered its eligibility criteria and the project became eligible. Staff recommended, and Council endorsed the project as the 2018 candidate for funding.

ANALYSIS

On March 14th, 2018, the Regional Director advised that the project was not approved. Staff have been advised by MTO that the reason is that it did not rate as high for technical need as other projects. When asked to elaborate, MTO staff responded that "the technical needs are lower in Sault Ste. Marie than that of other municipalities. The needs of all of our Connecting Links applications are high…the pavement condition in Timmins and Espanola are rated poor and the bridge in Blind River requires rehabilitation and these were the top priorities. The pavement condition for your application is in relatively good shape when

compared to that of Timmins and Espanola. With the traffic volumes you indicate on the application, the expansion from two lanes to four lanes is warranted and we encourage you to apply for the next intake of Connecting Link funding."

Staff is seeking the opinion of MTO staff on whether the City should apply for resurfacing Trunk Road instead of Black Road, if pavement condition is deemed the more critical need. A report will be brought to Council with the recommended 2019 candidate at a later date.

The Black Road project between McNabb and Second Line was in the process of being tendered. It will now be temporarily shelved but it in the opinion of staff, it remains a high priority. A second 2018 Black Road capital project is for reconstruction between Second and Third Lines. It is not a Connecting Link and can proceed this year.

There are two reports elsewhere on this evening's agenda seeking approval for utility relocations. They are recommended for both projects. Further, there is a report on this evening's agenda from the Legal Department for property purchases on the Connecting Link portion of Black Road, and it is also recommended for approval.

FINANCIAL IMPLICATIONS
The 2018 capital budget approved $5,301,000 for the Black Road Connecting Link project, of which $2.3M was the City's share. Design, land purchases and utility relocation costs will not exceed $900,000. The majority of these costs are not eligible for Connecting Link funding and thus potential grants will not be foregone. Staff is recommending that the balance be carried forward to the 2019 capital budget to be utilized for 2019 Capital Budget requirements.

STRATEGIC PLAN / POLICY IMPACT
This report is linked to the new and existing infrastructure components of the strategic plan.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Engineering dated 2018 04 09 regarding Black Road Connecting Link funding, be received as information.

Respectfully submitted,

Don Elliott, P. Eng.,
Director of Engineering
705.759.5329

d.elliott@cityssm.on.ca

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Tim Gowans, Manager of Purchasing**

DEPARTMENT: **Finance Department**

RE: **RFP – Utility Upgrades – Black Road Reconstruction Second Line to Third Line**

PURPOSE

During the upcoming Construction Season, upgrades to the electrical, street lighting and telecommunications systems will be required for Black Road during reconstruction. Staff is seeking Council approval of the recommendation contained in this report.

BACKGROUND

Each Utility Company will be performing upgrades to their own networks. Approval of sole sourcing is requested on the basis in accordance with the Purchasing By-law when the service can only be supplied by a particular supplier.

ANALYSIS

PUC Services Inc. has provided pricing for upgrades to its electrical distribution and street lighting networks. Algoma Power Inc. has provided pricing for upgrades to its electrical distribution network. Shaw Cable has provided pricing for upgrades to their cable system.

FINANCIAL IMPLICATIONS

The cost for the upgrades to the PUC Services Inc. networks is $268,000 plus HST; the cost for upgrades to the Algoma Power Inc. network is $11,996 plus HST; and the cost for upgrades to the Shaw Cable network is $84,848.13 plus HST. These costs can be accommodated within the approved 2018 Capital Budget for the Black Road Reconstruction.

STRATEGIC PLAN / POLICY IMPACT

These upgrades are linked to Delivery of New Infrastructure as listed in the Infrastructure Focus area of the Corporate Strategic Plan.

RECOMMENDATION

Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and the recommendation that the Proposals submitted by PUC Services Inc., Algoma Power Inc. and Shaw Cable for Utility, Street Lighting and Cable System Upgrades, be approved, on a sole source basis.

Respectfully submitted,

Tim Gowans
Manager of Purchasing
705.759.5298
t.gowans@cityssm.on.ca

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Tim Gowans, Manager of Purchasing**

DEPARTMENT: **Finance Department**

RE: **RFP – Utility Upgrades – Black Road Reconstruction McNabb Street to Second Line**

PURPOSE

Upgrades to the electrical and street lighting systems will be required for the Black Road Connecting Link project. Staff is seeking Council approval of the recommendation contained in this report.

BACKGROUND

PUC Services Inc. will be performing upgrades to its own networks. Approval of sole sourcing is requested on the basis in accordance with the Purchasing By-law when the service can only be supplied by a particular supplier.

ANALYSIS

PUC Services Inc. has provided pricing for upgrades to its electrical distribution and street lighting networks.

FINANCIAL IMPLICATIONS

The cost for the upgrades to the PUC Services Inc. networks is $328,000 plus HST. Although Connecting Link funding was not approved for this project, these expenses can be accommodated within the City's funding share included in the 2018 Capital Budget. Potential grant opportunities are not foregone as these expenses are ineligible under the grant.

STRATEGIC PLAN / POLICY IMPACT

These upgrades are linked to Delivery of New Infrastructure as listed in the Infrastructure Focus area of the Corporate Strategic Plan.

RECOMMENDATION

Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and the recommendation that the Proposal submitted by PUC Services Inc. for Utility and Street Lighting Upgrades, be approved, on a sole source basis.

Respectfully submitted,

Tim Gowans
Manager of Purchasing
705.759.5298
t.gowans@cityssm.on.ca

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

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

DEPARTMENT: **Legal Department**

RE: **Black Road Connecting Link Project – Offers to Purchase**

PURPOSE

The purpose of this report is to update Council on the status of the Black Road Connecting Link Project Phase I (the "Project") and request Council's authorization to acquire six abutting properties needed to complete the Project for the amounts outlined below.

BACKGROUND

On February 8, 2016, Council directed staff to proceed to acquire eight properties at a total cost not to exceed $200,000.00. One of these eight properties is already owned by the City, leaving seven properties to acquire, which are owned by four separate owners.

ANALYSIS

The Legal Department requisitioned appraisals for each of the parcels from AREA Real Estate Appraisals, in addition to reference plans from D.S. Urso Surveying, and has been in contact with the property owners. Below is a summary of the properties required and the purchase amount for each. One of the properties, part of 498 Black Road owned by Roy Graham Trucking Limited, has been excluded from this report as the details of this transaction are still under review.

(a) Two of the parcels, a 2.61-acre portion of land and a 1.38-acre portion of land, are owned by Her Majesty the Queen in Right of Ontario as Represented by The Minister of Infrastructure (hereinafter "the Province"), with a purchase price of $15,000.00 and $7,000.00 respectively.
(b) Three of the parcels are owned by Oaklin Trucking, with a purchase price of $9,000.00 total.

(c) The final piece is owned by Bethel Bible Chapel, with a purchase price of $26,000.00.

FINANCIAL IMPLICATIONS
Council has authorized $200,000.00 for the acquisition of these properties. The total costs, including costs to date and anticipated future costs, do not exceed this amount and are funded within the City's share of the Connecting Link project in the approved 2018 Capital Budget for the project.

Land purchases are not eligible costs under Connecting Link funding and thus no potential grant funding will be foregone.

STRATEGIC PLAN / POLICY IMPACT
The Black Road Connecting Link Project is linked to Objective 1A, Transportation Network Improvements under the Developing Solid Infrastructure strategic direction.

RECOMMENDATION
It is therefore recommended that Council take the following action:

In accordance with the direction given in Closed Session on February 5, 2018, City Council directs the Legal Department to proceed with the acquisition of the following properties to facilitate the Black Road Widening Project Phase I:

(a) A portion of Black Road from the Province for the sum of $15,000.00;
(b) Part of 536 Black Road from the Province for the sum of $7,000.00;
(c) Part of 483, 489 and 493 Black Road from Oaklin Trucking and Leasing Limited for the sum of $9,000.00; and
(d) Part of 683 Black Road from the Bethel Bible Chapel for the sum of $26,000.00,

along with payment of all necessary expenditures related to the acquisition of the aforesaid properties, with the required funding to be taken from the $2.0 Million allocation in the 2018 capital budget for Black Road.

By-laws 2018-60, 2018-61, 2018-62 and 2018-63 which authorize the acquisitions of the above-noted Black Road properties appear elsewhere on the Agenda and are recommended for your approval.

Respectfully submitted,

Melanie Borowicz-Sibenik
Assistant City Solicitor/Senior Litigation Counsel

MBS/hh

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The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Carl Rumiel, P. Eng., Design & Construction Engineer**

DEPARTMENT: **Public Works and Engineering Services**

RE: **Fort Creek Aqueduct Reconstruction – John Street to Carmen's Way**

PURPOSE

The purpose of this report is to obtain approval to award Contract 2018-1E. The project is the next phase in improvements to the Fort Creek Aqueduct which includes the reconstruction of the Fort Creek Aqueduct along Wellington Street West from John Street to Carmen's Way.

BACKGROUND

Tenders received for Contract 2018-1E were opened at a public meeting Wednesday, March 28, 2018 in the Steelton Room of the Civic Centre. Present at the opening was Deputy City Clerk Rachel Tyczinski as well as City staff and contractor representatives.

ANALYSIS

A total of four (4) tenders were received. All tenders submitted were found to be complete and are summarized on the attached report from Tulloch Engineering. The low tender of $8,161,833.31 (excluding HST) was received from Avery Construction Limited. This is below the consultant's pre-tender estimate of $9,993,925.58.

FINANCIAL IMPLICATIONS

This project is part of the Small Communities Fund (SCF) portion of the Build Canada Fund (BCF) which the City, the Province and the Federal government will share the $31.26M project in thirds, or $10.42M each.

From 2015 to 2017 the City budgeted a total of $6,000,000 for its share of the program, with $2,488,500 remaining from this allocation. As part of the 2018 Capital Budget the City budgeted an additional $1,500,000 for the program.

As part of the multiyear SCF-BCF program, these Fort Creek projects which began in 2015 are tracking under the overall program budget of $31.26M. At a

future meeting Staff will report to Council on the overall program as well as request additional fees for engineering be approved for contract administration of the project. The City's remaining share of the project (approx. $3M) will be included in the 2019 and 2020 Capital budgets.

When recoverable PUC costs are removed and non-recoverable HST is added, the total costs for this phase of the project are anticipated to be $8,171,600. Within this amount, $5,447,733 will be covered by the SCF grant and the remaining $2,723,867 is the City's share and can be covered within the 2018 allocation from the Capital Budget and the unspent project budgets from 2015, 2016 and 2017.

STRATEGIC PLAN / POLICY IMPACT
This report is linked to the new infrastructure focus area of the strategic plan.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Design & Construction Engineer dated 2018 04 09 concerning Fort Creek Aqueduct – Wellington Street West from John Street to Carmen's Way, be received and the recommendation that Contract 2018-1E be awarded to Avery Construction Limited, be approved.

By-law 2018-49 authorizing execution of Contract 2018-1E and By-law 2018-68 authorizing the intermittent road closures of Wellington Street West from John Street to Carmen's Way from April 16, 2018 until October 31, 2018 appear elsewhere on the Agenda and are recommended for approval.

Respectfully submitted,

Carl Rumiel, P. Eng.
Design & Construction Engineer
705.759.5379
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Attach.

TULLOCH ENGINEERING

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March 29, 2018
15-1192

The Corporation of the City of Sault Ste. Marie
Engineering Department - Level 5
99 Foster Drive
Sault Ste. Marie, ON
P6A 5X6

Attention: **Mr. Carl Rumiel, P.Eng.**
Design and Construction Engineer

Re: **Contract 2018-1E**
Fort Creek Aqueduct Replacement, Carmen's Way to St. Andrews Terrace
Tender Report

Dear Sir:

Provided herein is our Tender Evaluation Report and recommendations on the tenders received for City Capital Project 2018-1E, Fort Creek Aqueduct Replacement, Carmen's Way to St. Andrews Terrace.

Project Description

The tendered work generally consists of the replacement of the large concrete box storm sewer forming the sidewalk along the south side of Wellington, the replacement of the large concrete box storm sewer within the grassed boulevard along the west side of Carmen's Way, the upsizing of the storm sewer along the south side of St. Georges Avenue from John St. to Wellington St and increasing the storm water inlet capacity within the John St./St. Georges Ave. intersection.

Tendering of the Works

The call for tenders was advertised in the City Information Column of the Sault Star on Saturday March 3rd, 2018 and with the Sault Ste. Marie Construction Association. The call for tenders was picked up by National Tender Advertising websites such as MERX. Copies of the Contract Documents were available at the City of Sault Ste. Marie Engineering Department, the Sault Ste. Marie Construction Association and the office of the Consultant.

Four (4) Addenda were issued to the contract. Tenders closed at the Civic Centre on March 28th, 2018 at 3:00 pm and were opened publically by representatives of the City and TULLOCH Engineering Inc. at approximately 3:15 pm on the same day.

Tender Prices

Four (4) tenders were received for the works. The tender prices including HST, as read at the tender opening were as follows:

Contractor	Total Tender Price	Rank
Avery Construction Ltd.	$9,222,871.64	1
Palmer Construction Group Inc.	$9,468,640.64	2
R.M. Belanger Construction Ltd.	$11,672,244.60	3
Boyer Construction Ltd.	$12,724,457.10	4

The tenders were checked for arithmetic accuracy. A minor error of $0.20 was noted in the low bid of Avery Construction and the subtotal for Part B within Belanger Constructions bid was inaccurately transferred to the summary table resulting in a substantial decrease to their submitted total price. The table below lists the corrected tender prices including HST. Note that the corrections do not change the ranking of the bids received.

Contractor	Total Tender Price	Rank
Avery Construction Ltd.	$9,222,871.41	1
Palmer Construction Group Inc.	$9,468,640.64	2
R.M. Belanger Construction Ltd.	$11,218,662.60	3
Boyer Construction Ltd.	$12,724,457.10	4

All the tenders were submitted with the appropriate Tender Deposit in the amount of $250,000.00, Agreements to Bond and other required documentation. The Tender Deposit cheques were retained by the City for safe keeping. The submitted tenders all included a Contingency Allowance in the amount of $250,000.00.

The pre-tender estimate for the work was $9,993,925.58 ($11,293,135.90 including HST). The city has approximately $3,900,000 allocated for this year's work program as part of their 1/3 Small Communities Fund grant. The grant covers 2/3^{rds} of eligible project costs.

Tender Evaluation

Pricing Evaluation

TULLOCH Engineering completed the Environmental Assessment for this project in August of 2016. Within, a preliminary pre-design cost estimate based on the general scope of work and other historical construction prices was prepared. The predesign EA estimated the total construction cost at $7,500,669.00 ($8,475,755.97 including HST), below our pre-tender estimate of $9,993,925.58 ($11,293,135.90 including HST).

The submitted low bid of $9,222,871.41 (incl. HST) is $2,222,081.73 below our pre-tender estimate and $747,155.44 above the 2016 Environmental Assessment cost estimate.

Completion Dates

The contract documents require that all work be completed by November 9th, 2018 with the exception of surface course asphalt paving which shall be completed by June 19th, 2019.

TULLOCH Engineering's Experience with the Low Bidder

TULLOCH Engineering is very familiar with Avery Construction Ltd. and has worked with them on numerous projects. Avery Construction's Tender Submission – Statement Sheet CD1, Tenderer's Experience on Similar Projects listed three (3) box sewer installation projects in which they were the prime contractor. Additionally, we know that Avery Construction regularly completes road reconstruction projects for the City of Sault Ste. Marie, and has done so for many years.

Based on the aforementioned and our experience working with the low bidder, TULLOCH Engineering is of the opinion that Avery Construction has sufficient experience, equipment and manpower to complete the project satisfactorily in the allotted timeframe.

Tender Validity

The tender contract documents stipulated that tenders be held open for acceptance for a period of 60 days following the closing date, or until May 28th, 2018.

Approvals

An Environmental Compliance Approval (ECA) from the Ministry of Environment and Climate Change (MOECC), under the Ontario Water Resources Act is required on this project prior to commencing with the construction. The ECA application is required for sewer and has been submitted under the Transfer of Review Program through City staff, and we expect to receive the approval shortly.

A permit has been granted from the Sault Ste. Marie Region Conservation Authority under Regulation 176-06 "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses".

The waterworks portion of the contract is pre-approved under PUC's Drinking Water Works Permit (DWWP) and the appropriate documentation is on file with PUC Services Inc.

Recommendation

TULLOCH Engineering Inc. recommends that the City award the tender to Avery Construction Ltd. for a revised Total Tender Price of $9,222,871.41 (inclusive of HST) subject to receipt of Environmental Compliance Approvals for sewage works from the Ministry of Environment and Climate Change.

Tender Deposit Cheques

We recommend that the tender deposit cheques of Avery Construction Ltd. and Palmer Construction Group Inc., the two low bidders, be retained until such time as a contract has been executed between the City and Avery Construction. The remaining tender deposit cheques from Boyer Construction and Belanger Construction Ltd. should be returned.

Conclusion

Enclosed with this report, please find the original copies of the submitted Tenders, a copy of the revised Schedule of Prices, together with a completed Agreement for your use at Council. Contract documents for execution are being finalized and will be forwarded to Avery Construction once official award of contract has been determined.

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

Yours very truly,
TULLOCH Engineering Inc.

John V. McDonald, P.Eng.
Project Manager

JVM/bt

Encls.

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

TO:	**Mayor Christian Provenzano and Members of City Council**
AUTHOR:	**Virginia McLeod, Manager of Recreation and Culture**
DEPARTMENT:	**Community Development and Enterprise Services**
RE:	**Sault RC Car Club Licence of Occupation Agreement**

PURPOSE

The purpose of this report is to request Council's approval to enter into a licence of occupation agreement with the Sault RC Car Club in reference to their exclusive use of Wilcox Park Tennis Courts effective April 1, 2018.

BACKGROUND

Remote Control Car racing is a well-established sport. A permanent home for the Sault RC Car Club (the "Club") will allow for continual growth and interest in an activity that is accessible and inclusive to all ages and has become a family friendly and social opportunity for our community. The Sault RC Car Club is governed by a club constitution, by-laws and executive positions.

At the Parks & Recreation Advisory Committee meeting held Tuesday, May 2, 2017 the following resolution was passed:

Moved by: B. Lindsay
Seconded by R. Carricato
"Resolved that the Parks & Recreation Advisory Committee supports the allocation of the Wilcox Park tennis courts for use by the Sault Ste Marie Remote Control Car Club and further that terms of usage be defined in a formal two year agreement that includes dawn to dusk operation with specified municipal expectations; and further be it resolved that this recommendation be forwarded to City Council for their approval."

CARRIED

On May 30th, 2017 a public open house was held. A press release was issued and community members that lived within a 400 metre radius of Wilcox Park were invited to attend. City staff, members of the Sault RC Car Club, Councillor

R. Niro and Councillor L. Turco were in attendance. A total of thirty seven (37) individuals attended the open house.

Furthermore, a usage analysis was conducted at Wilcox Park of both the tennis courts and playground area from July 10 to July 23 for a total of 80 hours.

On September 25, 2017 a report was presented to City Council and the following resolution was passed.

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

"Resolved that the report of the Manager of Recreation and Culture dated 2017 09 25 concerning the Sault Ste. Marie Remote Control Car Club's facility lease request be received and that staff be authorized to enter into a short term agreement not to exceed two years with the Sault Ste. Marie Remote Control Car Club in reference to the new Remote Control Outdoor Facility to be located within the tennis courts at Wilcox Park."

CARRIED

ANALYSIS

The feedback City staff obtained through the community consultation process was taken into consideration. Furthermore, additional conditions were identified at the September 25, 2018 meeting of City Council which have been incorporated into the agreement. City Staff and Committee members worked to develop an agreement which incorporated feedback obtained from community members and the basic operating needs of the Sault RC Car Club.

The provisions to be included in the agreement were discussed at Park and Recreation Advisory Committee meetings on October 3, 2017and January 9, 2018. At the Parks & Recreation Advisory Committee meeting held Tuesday, February 6, 2018 the following resolution was passed:

Moved by: R. Carricato
Seconded by: J. Moore

"Resolved that the Parks and Recreation Advisory Committee recommend that the City of Sault Ste. Marie enter into a license of occupation with the Sault Remote Control Car Club for use of the area at Wilcox Park known as the tennis courts following the parameters, items and details as contained in the written project description document attached to this agenda package."

CARRIED

FINANCIAL IMPLICATIONS
The agreement provides for an annual lease fee of $400 which will be applied to parks operating revenue.

STRATEGIC PLAN / POLICY IMPACT
This project is not specifically identified in the Corporate Strategic Plan. However, this project links to the focus areas: Quality of Life and Community Partnerships. Furthermore, support of emerging sports and leisure activities are items identified in the Parks and Recreation Master Plan.

RECOMMENDATION
It is therefore recommended that Council take the following action:

"That the report of the Manager of Recreation and Culture dated 2018 04 09 concerning the Sault RC Car Club Licence of Occupation Agreement be received and that Council authorize staff to enter into an agreement with the Sault RC Car Club for use of Wilcox Park Tennis Courts effective April 1, 2018, be approved."

"The relevant by-law 2018-47 appears elsewhere on the agenda and is recommended for approval."

Respectfully submitted,

Virginia McLeod
Manager Recreation & Culture
705.759.5311
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The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

TO:	**Mayor Christian Provenzano and Members of City Council**
AUTHOR:	**Kathy Fisher, Curator, Ermatinger●Clergue National Historic Site**
DEPARTMENT:	**Community Development and Enterprise Services**
RE:	**Firearms Bylaw Exemptions- Ermatinger●Clergue National Historic Site**

PURPOSE

The purpose of this report is to request Council's approval to allow exemptions to the current firearms regulation. These exemptions would permit the staff and volunteers of the Ermatinger●Clergue National Historic Site (ECNHS) to carry out period re-enactments (utilizing black powder musters and cannon firing), during operations and special events on the ECNHS grounds.

BACKGROUND

This season May to Christmas, the staff and volunteers of the ECNHS will be hosting a number of special events at the site, including the Fall Rendezvous and Culture Days. At these events re-enactors from the Royal Newfoundland Regiment and the Coureur Du Bois II demonstrate the loading and firing of militia muskets and cannon (black powder shooting).

A temporary exemption of firearms regulation 2008-168, regulation R.1.2.6 (black powder for use in military musters) is requested from May 1, 2018 to December 20, 2018.

The Historic Sites Board is supportive of this application to City Council for the annual exemption for the purposes of the discharge of historic firearms within the City limits at the Ermatinger•Clergue National Historic Site.

Due to the nature of our National Historic Site, the re-enactors are contacted to be part of our interpretation on a regular basis – sometimes with little-to-no lead time, and they are most willing to join our re-enactments and programs.

FINANCIAL IMPLICATIONS
There is no financial impact to the City with regards to this matter.

STRATEGIC PLAN / POLICY IMPACT
This matter is not specifically identified, however, is linked to the plan through aiding the City in developing a rich Cultural and Heritage Site with living history interpretation.

RECOMMENDATION
It is therefore recommended that Council take the following action:

"That the report of the Curator of the Ermatinger●Clergue National Historic Site dated 2018 04 09 concerning the request of the Historic Site Board for a temporary exemption of firearms regulation 2008-168, regulation R. 1.2.6. from May 1, 2018 to December 20, 2018 be approved."

Respectfully submitted,

Kathy Fisher, Curator
Ermatinger●Clergue National Historic Site
705.759.5443
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The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

TO:	**Mayor Christian Provenzano and Members of City Council**
AUTHOR:	**Danny Krmpotich, Coordinator Local Immigration Partnership**
DEPARTMENT:	**Chief Administrative Officer**
RE:	**Local Immigration Partnership IRCC Funding Amendment**

PURPOSE

The propose of this report is to request Council's authorization to amend the 2017-2020 Contribution Agreement from Immigration Refugees Citizenship Canada (IRCC).

BACKGROUND

IRCC began providing full funding to the City of Sault Ste. Marie in September 2009 for the formation of a Local Immigration Partnership (LIP). LIP is currently made up of over 50 local organizations representing all sectors of the community. LIP concentrates on the formation of strong partnership to implement strategies and initiatives that assist in the settlement, integration and retention of newcomers to our community.

ANALYSIS

IRCC will provide funding in the amount of $657,562 which is amended from the original agreement of funding in the amount of $646,733 providing an increase to the overall funding of $10,829.

FINANCIAL IMPLICATIONS

LIP is fully funded by IRCC. The community as a whole will benefit from the implementation of strategic plans, initiatives and programs developed through LIP and its partners. Currently LIP is at full staffing capacity as agreed in past contribution agreements.

STRATEGIC PLAN / POLICY IMPACT

This item is linked to Focus Area: Quality of Life – Welcome and seek out immigration in the strategic plan.

RECOMMENDATION
It is therefore recommended that Council take the following action:

That Council authorize the 2017-2020 Local Immigration Agreement Amendment between the City of Sault Ste. Marie CAO's Department and Immigration Refugees Citizenship Canada for the time period of April 1, 2017 to March 31, 2020.

By-Law 2018-73 is listed elsewhere on the agenda and is recommended for approval.

Respectfully submitted,

Danny Krmpotich
Coordinator, LIP
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The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Tom Vair, Deputy CAO**

DEPARTMENT: **Community Development and Enterprise Services**

RE: **Sault Ste. Marie Humane Society Funding Request**

PURPOSE

The purpose of this report is to seek Council's approval to provide an additional $24,150 in funding to the Sault Ste. Marie Humane Society to address the shortfall in operations caused by the minimum wage increase that was not accounted for in their 2018 budget planning.

BACKGROUND

The Sault Ste. Marie Humane Society is an animal welfare organization and provides animal control services to the City of Sault Ste. Marie.

The main source of revenue for the shelter is the fee for service contract with the City of Sault Ste. Marie. This revenue only covers costs for the enforcement of municipal by-laws, Dog Owner's Liability Act and some shelter operations. All other shelter services - Emergency & Crisis services, medical and spay and neuter assistance, humane education, etc. - are funded through donations and fundraising.

In 2017 Council approved the payment to the Humane Society of $478,460 for the purchased services.

ANALYSIS

The previously approved amount of $478,460 did not factor in the increase in minimum wage. Staff met with the Humane Society Manager to discuss this request and the following information has been provided:

- Current Humane Society staff consists of eight (8) full-time and one (1) Manager. These staff are all cross-trained to be able to perform multiple functions.

- Humane Society staffing is required 7 days/week including statutory holidays and for on-call services. The regular public hours of service are Monday to Friday 11:00am to 5:00pm and Saturday & Sunday Noon to 5:00pm. Please note that additional hours are scheduled each day prior to opening and after closing public operations.

- A weekly minimum of 320 regularly scheduled hours and 112 hours on-call are required to provide services. There are fluctuations to the number of staffing hours required based on a number of factors, including varying levels of shelter population, call volume and level of enforcement required, season, etc.

Staff is satisfied that the requested amount of $24,150 accurately reflects the impact of the minimum wage increase on the organization and necessary adjustments to their salary grid.

FINANCIAL IMPLICATIONS
The request being made is for an additional $24,150 which can be accommodated through the contingency reserve fund.

This increase is ongoing and will be reflected in the 2019 Operating Budget.

STRATEGIC PLAN / POLICY IMPACT
This service is not contemplated in the strategic plan but does align with the City's commitment to Delivering Excellent Customer Service and the requirement to provide animal control and shelter services to residents.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Deputy CAO, Community Development & Enterprise Services dated 2018 04 09 regarding the Sault Ste. Marie Humane Society be received and that Council approve the request for an additional $24,150 in funding from the contingency reserve.

Respectfully submitted,

Tom Vair
Deputy CAO, Community Development & Enterprise Services
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The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

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

DEPARTMENT: **Community Development and Enterprise Services**

RE: **Ontario Healthy Kids Community Challenge – Amended Agreements re: Theme 4**

PURPOSE

The purpose of this report is to seek Council's approval to sign the amended agreements between the Ministry of Health and Long-Term Care (MOHLTC) and the City of Sault Ste. Marie as well as between the City of Sault Ste. Marie and Algoma Public Health to extend the programming for the existing Ontario Healthy Kids Community Challenge to include Theme 4 which commences April 1, 2018 and ends on September 30, 2018.

BACKGROUND

Ontario's Healthy Kids Community Challenge is a community led program established in 2015. Partners from different sectors have worked together to implement activities to promote healthy weight and lifestyle options for kids in Sault Ste. Marie. The City entered into the initial agreement with the Ministry of Health and Long Term Care to secure funding and a Purchase of Service Agreement with Algoma Public Health in 2015. The following resolution was passed at the January 12, 2015 Council Meeting;

Resolved that the report of the Commissioner of Social Services dated 2015 01 12 concerning Healthy Kids Community Challenge be received and that annual funding of up to $50,000 (based on 50% of actual total administration costs) for four (4) years to participate in Ontario's Healthy Kids Community Challenge once MOHLTC provides a funding agreement be referred to 2015 budget.

The program has been implemented each year with a specific theme as the focus.

The inauguration of the program focused Theme 1 on the importance of physical activity. Free skating and swimming programs were offered to the community and an outdoor pick-up hockey tournament with the Soo Greyhounds was held which saw 500 youth receive a free hockey stick.

The focus of Theme 2 was healthy hydration. This theme encouraged kids and families to reach for water when thirsty instead of sugar-sweetened beverages. In conjunction with Healthy Kids Community Challenge, Algoma District School Board (ADSB) and select School Councils, thirty-two water bottle refilling stations were purchased for use throughout the ADSB. Units were situated in schools throughout Sault Ste. Marie, Central Algoma and Blind River.

The focus of Theme 3 was healthy eating and increasing the consumption of vegetables and fruit. This theme saw the development of "Community Take-Out Days," a food security initiative that's been feeding between 400-600 people weekly for the past 8 months, and the implementation of the "Healthy Choices Menu" within community centres concessions providing healthy alternative snacks that are within the recommendation of Health Canada's Food Guide.

The focus of Theme 4 is reducing sedentary screen time and Power Off and Play. Healthy Kids in partnership with the daycare and after school programs and the city have supplied 25 after school programs with equipment to increase physical activity and also cognitive enhancement games. Proper training has been provided for the equipment. A complete Theme 4 Action Plan is included.

ANALYSIS

In the attached amended agreement with the Ministry of Health and Long-Term Care, the Ministry will provide to the City of Sault Ste. Marie up to $87,500 in one-time funding for the 2018-19 funding year to support the Healthy Kids Community Challenge.

Although the project timeline has been extended and we are shifting our current payments, the project will remain within the previously approved funds.

FINANCIAL IMPLICATIONS

The total funding contributions for the extension will be:

$25,000 municipal, $87,500 provincial

This can be accommodated within the existing 2018 budget

STRATEGIC PLAN / POLICY IMPACT

This matter is identified in the Corporate Strategic Plans, Focus Areas: Quality of Life and Community Development & Partnerships

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Deputy CAO, Community Development & Enterprise Services dated 2018 04 09 regarding the Ontario Healthy Kids Community Challenge be received and that Council approve the amendment of the existing Agreements with the Ministry of Health and Long-Term Care and with Algoma Public Health to include Theme 4 which commences April 1, 2018 and ends September 30, 2018.

“The relevant By-law 2018-65 appears elsewhere on the agenda and is recommended for approval.”

Respectfully submitted,

Tom Vair
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HEALTHY KIDS
COMMUNITY CHALLENGE

I. Intervention name: Power Off & Stay Active

II. Description of Intervention:

a. Provide a complete and concise description of the intervention. If the intervention has multiple phases or components (e.g. planning, event, contest, etc.), please describe each one.

Using the structure and relationships developed during the planning phase for *Active Pass* This intervention will support physical literacy, skill development and access to resources that support children in making healthy, active choices that are both beneficial to and respectful of their whole self, others, and their environment. This initiative is a strength-based approach that focuses on the existing strengths of our recreation and sport community, community agencies and organizations with the intent to develop partnerships and mobilize local recreation and sport in ways that are sustainable.

The goal of Power Off & Stay Active is to encourage and increase participation in physical actives, reduce barriers to engaging in physical /creative activities and to create sustainable partnerships between communities, social and private groups, organizations and institutions.

This project will include the following phases:

a. A comprehensive list and inventory of all free programs/activities for youth in the City will be compiled. From this list information will be distributed to community partners through posters, social media and press releases. Seasonal marketing/messaging tools to include a library of digital images to be prepared and provided to agencies and community partners to ensure the power off and stay active messaging is carried forward. This will become a community resource and tool which will have an ongoing community impact.

b. Physical literacy support to community hubs and the Sault Ste. Marie Soup Kitchen. Lack of resources, (equipment) has been identified as a barrier to participation. Without equipment and the knowledge of how to play children are less likely to get active. Through this initiative, equipment will be purchased to create equipment play bags for each hub so that things like basketballs, Frisbees, balls etc. can be signed out for use for those who can't afford to buy equipment or those who do not have access. Each locations equipment supply will be based on the needs of that neighbourhood and facilities within walking distance of the hub.

c. Active Pass Sault Ste. Marie will now be a one day event targeting Grade 5 students that introduces them to various sports and play options within the community. Schools will be invited to attend, busing students to a location where they will rotate from station to station. This format will provide equal access of physical literacy education to all students. Partnerships with sporting groups, organizations, and fitness professionals will make this event a success. The target is for this event to occur in June so that outdoor venues can also be utilized. This experience will introduce grade 5 students to new physical and recreational activities available to them in the City of Sault Ste. Marie. *****The completion of "Part C" is contingent on the receipt of a physical literacy grant by the City of Sault Ste. Marie.***

b. Describe the need, barrier or opportunity that you are trying to address through this intervention. Explain the reasons or root causes behind this issue. Be sure to provide the source of this information (e.g. Community Needs Assessment, evidence-based research, successful community interventions etc.).

There is a need for affordable and accessible recreational activities in our community. This will provide an opportunity to develop partnerships between multi sectorial agencies, ultimately creating more opportunity for children to reduce sedentary screen time though physical and recreational activities.

III. Type of intervention : (click on "Choose an item" and select main type from the drop-down list)

Program/Activity

IV. Select any additional health promotion and behavior change strategies of the comprehensive approach model that the intervention will incorporate:

☒Community engagement ☐Education and awareness ☐Social marketing ☒Parent/Family and caregivers' partnerships

☒Peer support/student involvement ☐Policy ☒Supportive environments ☐Other:

V. Duration: (In the table below, please report the projected duration of the intervention that will occur during the reporting period (i.e., number of days/weeks/months, or ongoing). If there are multiple phases or components (e.g. planning, event, contest, etc.), please provide the projected duration of each.)

Intervention Phase or Component (e.g. planning, event, contest, etc.)	**Projected Duration**	
	Start Date:	**Length of Time:**
Planning	January 1, 2018	3 Month(s)

Implementation	April 1, 2018	3 Month(s)
Use of created messaging	September 30, 2018	Ongoing

VI. Targeted population(s) and reach:

a. In the table below, list all specific population groups being targeted and indicate how many you plan to reach.

Target Population (e.g. children, students, schools, teachers, parents/caregivers, low-income, new immigrants, French communities, etc.)	Projected Number to Reach
children, students, schools, teachers, parents/caregivers, families, low-income, new immigrants and French communities	Approx. 20,000 children aged 0-12 in Sault Ste. Marie and their families for an estimated total of 30,000

b. Please include any other comments about who will benefit from this intervention.

This intervention targets primarily Children aged 0-12 and their families. Although that age is the primary target this is an initiative that will benefit the whole community with regards to knowledge of free and accessible activities offered in Sault Ste. Marie.

VII. Goals/Objectives and performance measures

Goals	Objectives/Deliverables	Performance Measures
List the goal(s) of the intervention (Add rows if required)	*For each goal, list specific objectives and/or deliverables that will indicate the achievement of the goal when the intervention is completed.*	*For each objective/deliverable, list the measures that will be used to evaluate the results achieved.* ***What and will you measure to determine progress? Explain how you will undertake this evaluation. (Include quantitative and/or qualitative measures)***
1. To encourage and increase participation in physical & creative activities within the community while reducing sedentary behavior and screen time.	A. Parents will indicate that their child has had the opportunity to participate in a new/different activity B. Partners will host classes / activities for children	• Number of activities available

HEALTHY KIDS
COMMUNITY CHALLENGE

2. To increase physical activity levels among low income neighborhoods	A. Increase the number available sport / recreation activities within priority neighborhoods	• Number of children participating • New equipment provided
3. To reduce barriers to engaging in physical & creative activities (e.g., cost, accessibility)	A. Children will not require transportation to participate in activities directly in their neighborhoods B. C. More activities targeting gr. Children and families will be created	• Number of free activities offered • Number of registered partners
4. To create sustainable partnerships between communities, social and private groups organizations, and institutions.	A. Host an open house for willing community partners B. Work with partners to understand their capacity to offer free programming C. Leverage existing partnerships to improve community by in and improve chances for sustainability	• Number of "open house" attendees • Number or school presentations delivered

VIII. Sustainability:

a. As you design this intervention, are you keeping in mind plans for sustainability beyond the theme and/or project?

Yes

b. If so, select any planned actions to sustain this intervention or elements of this intervention beyond the theme and/or project.

☒ Integrating it into existing community structures
☒ Establishing a leadership team
☐ Other
☒ Maintaining partnerships
☒ Securing additional funding/resources

c. Please include any other comments about how this intervention or elements of this intervention will be sustained beyond the

theme and/or project.

The Healthy Kids Community Challenge and the City of Sault Ste. Marie are working together to establish the base for this program to ensure opportunities to participate in physical and recreational activities are available and the community is aware of the opportunities currently being offered in our municipality

IX. Partners: *Please list partners involved in supporting the intervention. Partners can be individuals, groups, private business or organizations. (Add rows if required)* Please find a full list of partners attached.

Official Partner Organization Name	**Represented Sector**	**Area of expertise** (e.g. food literacy, physical activity, research, etc.)	**Planned Contribution** (roles and responsibilities; specify if donation, in-kind, other)
Algoma District School Board (ADSB)	School/School Board	Education	**In-Kind**
Huron Superior Catholic District School Board	School/School Board	Education	**In-Kind**
Conseil scolaire catholique du Nouvel-Ontario	School/School Board	Education	**In-Kind**
Conseil scolaire public du Grand Nord l'Ontario	School/School Board	Education	**In-Kind**
YMCA	Non-profit	Youth Engagement & Sports & Recreation	**In-Kind**
Silver Creek Golf Course	Sport/Recreation Organization	Golf	**In-Kind**
Algoma Public Health	Public Health Unit	Public Health	**In-Kind**
Sault Ste. Marie Public Library	Library	Education & Youth Programming	**In-Kind**
City of Sault Ste. Marie	Local Municipality	Administration	**In-Kind**
Fit Bodies. Fit Minds.	Local Business	Health & Fitness	**In-Kind**
John Rhodes Community Centre	Sport/Recreation Organization	Sports & Recreation	**In-Kind**
Centre for Social Justice and Good Works	Non-profit	Priority Populations	**In-Kind**
Sault Ste. Marie Indian Friendship Centre	Non-profit	Indigenous Populations	**In-Kind**
Pinder's Family Martial Arts Centre	Sport/Recreation Organization	Mixed Martial Arts	**In-Kind**

HEALTHY KIDS
COMMUNITY CHALLENGE

Art Gallery of Algoma	Sport/Recreation Organization	Arts & Culture	**In-Kind**
Arts Council of Algoma	Non-profit	Arts & Culture	**In-Kind**

X. **Budget Breakdown:** (Please outline the projected cost of the intervention) (Add rows if required and for each item, copy and paste 'Budget Category' drop down list)
TOTAL PROJECTED COST: $20,000

Item	Budget Category	Projected Cost
Bussing to Active Pass Sault Ste. Marie Event	**Transportation**	$2000
Equipment for programming (golf clubs, shoes, sports equipment to assist local business in providing programming)	**Program Materials**	$14,000
Digital and Print Advertising.	**Services**	$4000

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

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

DEPARTMENT: **Community Development and Enterprise Services**

RE: **Transit Relocation Report**

PURPOSE

The purpose of this report is to inform Council of the status of this study and provide a recommendation from staff on the potential integration of transit operations at Public Works.

BACKGROUND

A report was brought to City Council authored by Susan Hamilton Beach on June 26, 2017 (Attachment A) which outlined staff's recommendation not to proceed with an integrated facility. This was based on the estimated costs of the project being significant (approximately $36M and $60M) and not realistically capable of being funded by the City despite a potential contribution by funders (PTIF). It was recommended that the addition/renovation at each of the separate facilities be pursued.

With this being the recommended option, a Class B Environmental Assessment would satisfy the MOECC's requirements and, as such, a Notice of Completion was posted to complete the study.

The Notice of Completion was issued on July 3, 2017 and no responses were received related to this completion notice.

ANALYSIS

It is felt the significant cost of either of the two options for an integrated facility are not justified from a cost/benefit perspective. In addition, some other points for consideration include:

- The current location of the Transit facility is in close proximity to a high proportion of clientele who frequently visit the facility to purchase passes and conduct Transit business

- The route optimization study has been modeled on this facility as the termination point and it is estimated the Sackville Road location would create additional costs and inefficiencies
- The cost estimated for the Transit facility renovations is high as not all the renovations listed are required at this point in time (facility additions) given limited growth of Transit use. Some renovations are required and these are included in current capital plans and plans for use of the PTIF funding
- There are a number of innovations and changes in the Transit sector and investing significantly in a new facility based on current needs is not recommended
- Utilization of the PTIF funding towards more pressing needs to revitalize the Transit fleet and implement modern technologies is preferred (i.e. improve fare collection, provide real time schedule information and monitoring of passenger loads)

For the reasons outlined above, the staff recommendation to focus on the renovations at the existing, separate facilities remains unchanged.

FINANCIAL IMPLICATIONS
The study has provided the City with a higher level analysis of the needs of both the existing Transit facility and the Public Works complex. Key projects (i.e. Transit roof) are included in the City's Asset Management Plan and shall be prioritized and assessed through that process. PTIF and any other funding options for which these projects qualify, shall be brought to Council moving forward.

STRATEGIC PLAN / POLICY IMPACT
The content of this report is linked to the Corporate Strategic Plan – in the Infrastructure component as Asset Management and Maintaining Existing Infrastructure are focus areas.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report dated 2018 04 09 by the Deputy CAO, Community Development and Enterprise Services shall be received, and

Council request staff to come back with a plan to utilize PTIF funding for priority Transit needs that does not include re-opening the EA for an integrated transit and PWT facility, and

Further that Public Works and Finance staff review the study results and the Asset Management Plan for the Public Works facility and determine the needs and timing for identified projects".

Respectfully submitted,

Tom Vair
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The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

June 26, 2017

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

AUTHOR: **Susan Hamilton Beach, P. Eng. Director, PW**

DEPARTMENT: **Public Works and Engineering Services**

RE: **Feasibility Study – Potential Transit Operations Integration at Public Works**

PURPOSE

The purpose of this report is to inform Council of the status of this study and further to advise Council that the Notice of Completion shall be posted.

BACKGROUND

As a result of the City's understanding that a new funding program was being launched by the Federal government in the near future (Public Transit Infrastructure Funding 'PTIF') a proposal call was issued and closed on May 20, 2016. The study was awarded to Tulloch Engineering on June 27, 2016 with the Notice of Commencement published in September 3rd and 8th, 2016.

ANALYSIS

The study was launched as a Class 'C' Environmental Assessment. Initially, four (4) alternatives were included in the study:

- Upgrade both facilities at their existing locations;
- Construct a standalone Transit facility at 128 Sackville Road;
- Construct a fully integrated facility for both functions at 128 Sackville Road; and
- Do nothing, if the environmental impact was determined to be too great.

The Consultant evaluated both sites, the current and future needs of both Transit and Public Works service groups and held several meetings with the project team. It was determined that a standalone facility at Sackville Road would not offer any of the sought after advantages (sharing of common functions with PW, deadhead costs would increase). This alternative was therefore eliminated. The do-nothing option was also not considered further as it was determined that the proposal at both sites did not impose a significant environmental impact.

The two remaining alternatives were:

- Stay and upgrade both facilities at their current locations; and
- Construct a fully integrated facility at 128 Sackville Road to house both transit and public works maintenance activities. Two options were considered under this alternative – 1) add a transit and administrative office addition in the northeast corner of the existing Public Works garage and 2) construct a new building along the frontage of Industrial Park Crescent.

A Class D estimate was then completed for the remaining alternatives with the results included below:

- Addition/Renovation at 111 Huron Street $11,968,700 + HST
- Addition/Renovation at 128 Sackville Road $ 3,756,800 + HST
- Fully integrated facility:
  Option 1) Addition to existing $35,851,462 + HST
  Option 2) New integrated building $59,338,650 + HST

Based on the presentation of these estimated costs, the project team felt that the price tag associated with the two options for an integrated facility on Sackville Road (approximately $36M and $60M, respectively) was not realistically capable of being funded by the City at this point in time despite a potential contribution by funders (PTIF).

The addition/renovation at each of the separate facilities is therefore the recommended option with the goal of pursuing as much funding as possible through PTIF and any other infrastructure program.

With this being the recommended option, a Class B Environmental Assessment will satisfy the MOECC's requirements. As such, the Notice of Completion, as attached for Council's information, shall be posted to complete the study.

FINANCIAL IMPLICATIONS

The study has provided the City with a higher level analysis of the needs of both the existing Transit facility and the Public Works complex. Based on the Class D estimate conducted, approximately $16M is required to address an expansion at Transit as well as the repair and maintenance needs of the Transit and Public Works complex facilities. No commitment has been made at this time to commence any of these projects, although, some key projects (ie. Transit roof) are included in the City's Asset Management Plan and shall be prioritized and assessed through that process. PTIF and any other funding options for which these projects qualify, shall be brought to Council as a funding possibility.

STRATEGIC PLAN / POLICY IMPACT

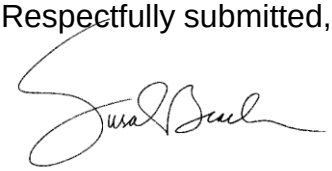
The content of this report is linked to the Corporate Strategic Plan – in the Infrastructure component as Asset Management and Maintaining Existing Infrastructure are focus areas.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report dated 2017 06 26 by the Director of Public Works shall be received as information.

Respectfully submitted,



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TRANSIT RELOCATION FEASIBILITY STUDY
Class Environmental Assessment

TULLOCH ENGINEERING

Prepared For:
The City of Sault Ste. Marie
Project #: 16-1085
June 2017

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Appendices

Appendix 1: Previous Studies, Reports and References
Appendix 2: Municipal Engineers Class EA Planning and Design Process Flowchart
Appendix 3: Notice of Study Commencement
Appendix 4: Natural Heritage Review TULLOCH Environmental
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Appendix 7: Minutes of Project Meetings
Appendix 8: Responses to EA Notice
Appendix 9: Notice of Study Completion

1. PHASE 1 - PROBLEM OR OPPORTUNITY

1.1 Introduction

Study Background

The Public Works and Engineering Services Department is a relatively new City department combining Public Works and Engineering Services. The Public Works Division includes Parks, Operations, Traffic and Waste Management, while Engineering Services is comprised of Building Services and Engineering and Construction.

The department's administration offices are located at 128 Sackville Road. The Sackville Road site is also the location for Public Works fleet management, where both maintenance and storage is provided for the department's vehicles and equipment. The Engineering Services offices are located at the Civic Centre at 99 Foster Drive.

Sault Ste Marie Transit is located at 111 Huron Street. Formerly a division of Public Works, it was transferred to Community Development and Enterprise Services in the fall of 2016 as part of a corporate restructuring. The Huron Street location provides:

- Transit and Parking Administration
- Daily start/finish point for 8 regular fixed route buses
- Parabus dispatching
- Maintenace facilities for transit fleet
- Indoor storage facilities for the fleet

Transit has traditionally provided its own maintenance and storage activities. Prior to the Huron Street location, the City's "bus barn" was located on the north side of Bay Street, between Tancred Street and Dennis Street.

Study Purpose

The Transit garage was built in 1981 and is in need of major repairs and upgrades. Some of the required repairs, such as the replacement of the existing roof, will be quite costly. In addition to the required repairs, the facility no longer fully meets the needs of the Transit Division and upgrades are required to provide additional maintenance space and office space. The Huron Street location is also no longer central to key transit destinations such as the hospital and major shopping centres. Development has increasingly migrated north, away from the downtown and, as a result, the current location of the Transit garage may not be ideal due to the increased costs associated with servicing customers and their changing travel patterns.

The City's Public Works and Transportation facility at 128 Sackville Road was constructed in 1970. Similar to the City Transit facilities, the PW facilities are in need of major repairs and upgrades. The administration building's HVAC system requires replacement; the second floor meeting rooms are not accessible to disabled persons; the cafeteria is undersized for the staff complement and the locker room and washroom facilities are significantly undersized and do

not meet today's standards. Additional maintenance space and vehicle storage space is required to accommodate the larger and more sophisticated vehicles in the current fleet, compared to the equipment for which the building was designed to accommodate 45 years ago.

Recognizing the shortcomings of the existing Transit and PW facilities, as well as the significant expenditures that will be required to modernize and restore them to an adequate functionality and safety standards, the City is undertaking a Feasibility Study to consider the possibility of integrating the Sault Transit facilities with the Public Works site. Such integration offers the potential for synergies in the operation of the respective facilities and potential cost savings.

In addition, the recent Federal transit infrastructure funding announcement at the Sault Transit bus depot on April 8, 2016 indicated that approximately $1.5 billion of $3.4 billion Canada wide funding would be allocated to Ontario. Timely completion of this feasibility study would, therefore, provide the documentation required to support the City's application to receive the enhanced funding, which would minimize the cost to the City of Sault Ste. Marie taxpayers.

Accordingly, **TULLOCH Engineering** has been engaged to conduct an assessment following the Municipal Class Environmental Assessment process to include a full consideration of alternatives, potential environmental impacts and mitigating measures, capital costs and possible cost savings which would result from the envisioned integration.

1.2 Description of Study Areas

As shown in Figures 1 and 2, the study areas are located around both properties involved. Area 1 includes the industrial properties surrounding 128 Sackville Road and the residential properties along Sackville Road, from Mary Street to Second Line West. Area 2 includes all properties that surround the Transit facility at 111 Huron Street.

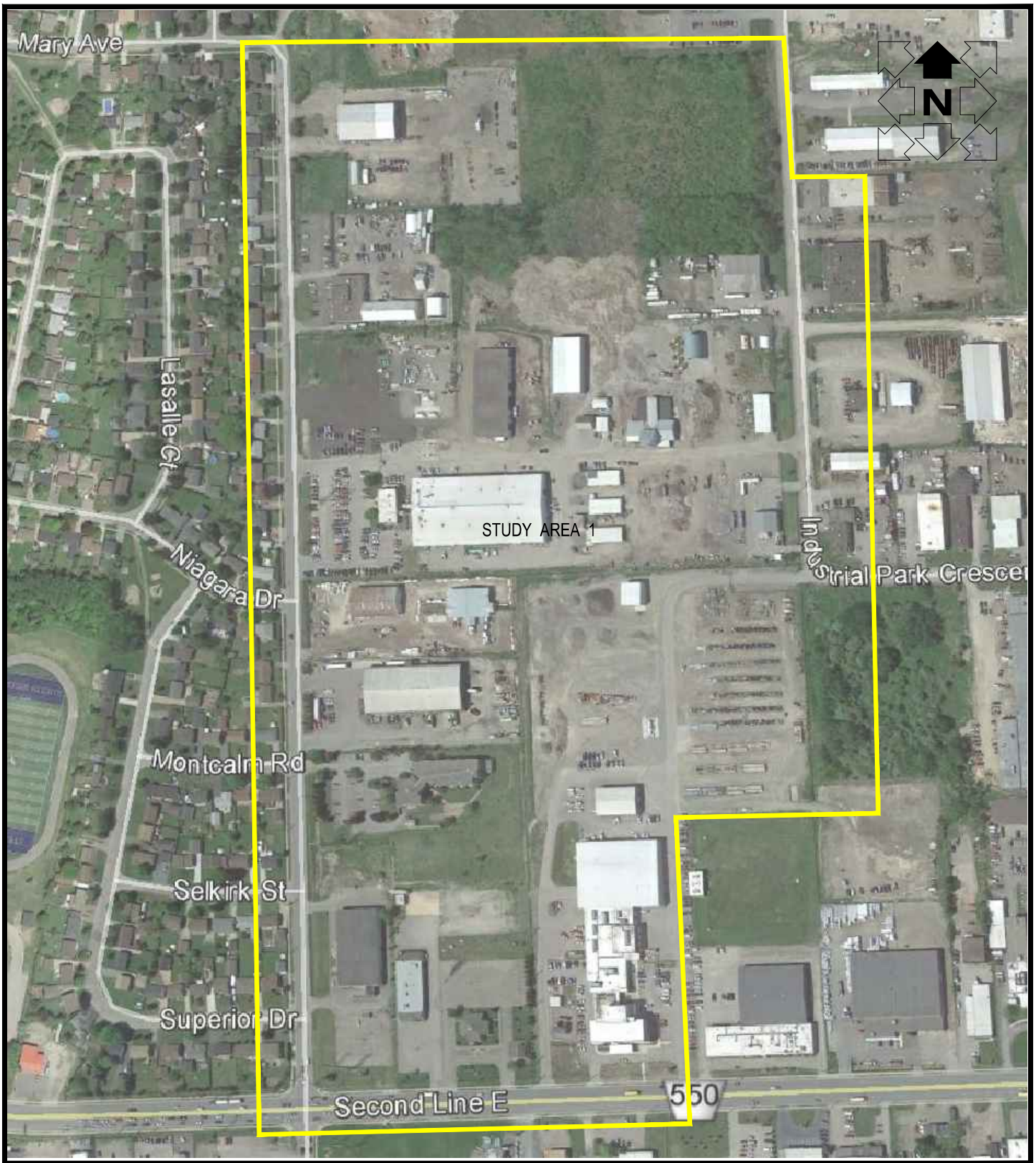
1.3 Previous Studies

The full list of previous studies reviewed for this EA is found in Appendix 1. Of particular importance were the 2012-2016 Public Transit Operations Review – Sault Ste Marie, December 2011, completed by HDR, and the City's Asset Management Facility Condition Assessment, April 2014 completed by Morrison Hershfield Limited.

2012-2016 Public Transit Operations Review

The Operations Review considered all aspects of Public Transit in Sault Ste Marie. With regard to the current bus maintenance garage, the report states:

"*The Transit garage facility on Huron Street was built in 1981 and is need of costly major repairs and upgrades. Given the aforementioned, capital improvements will need to be set aside for a new roof, new fuel storage tanks, additional hoists, additional office space, and other*



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PROJECT:

CITY OF SAULT STE. MARIE
TRANSIT RELOCATION
FEASIBILITY STUDY

TULLOCH ENGINEERING

DRAWING:

FIGURE 1
STUDY AREA 1

No.	DATE	BY	ISSUES / REVISIONS
0	MAY 15, 2017	PM	ISSUED FOR REPORT

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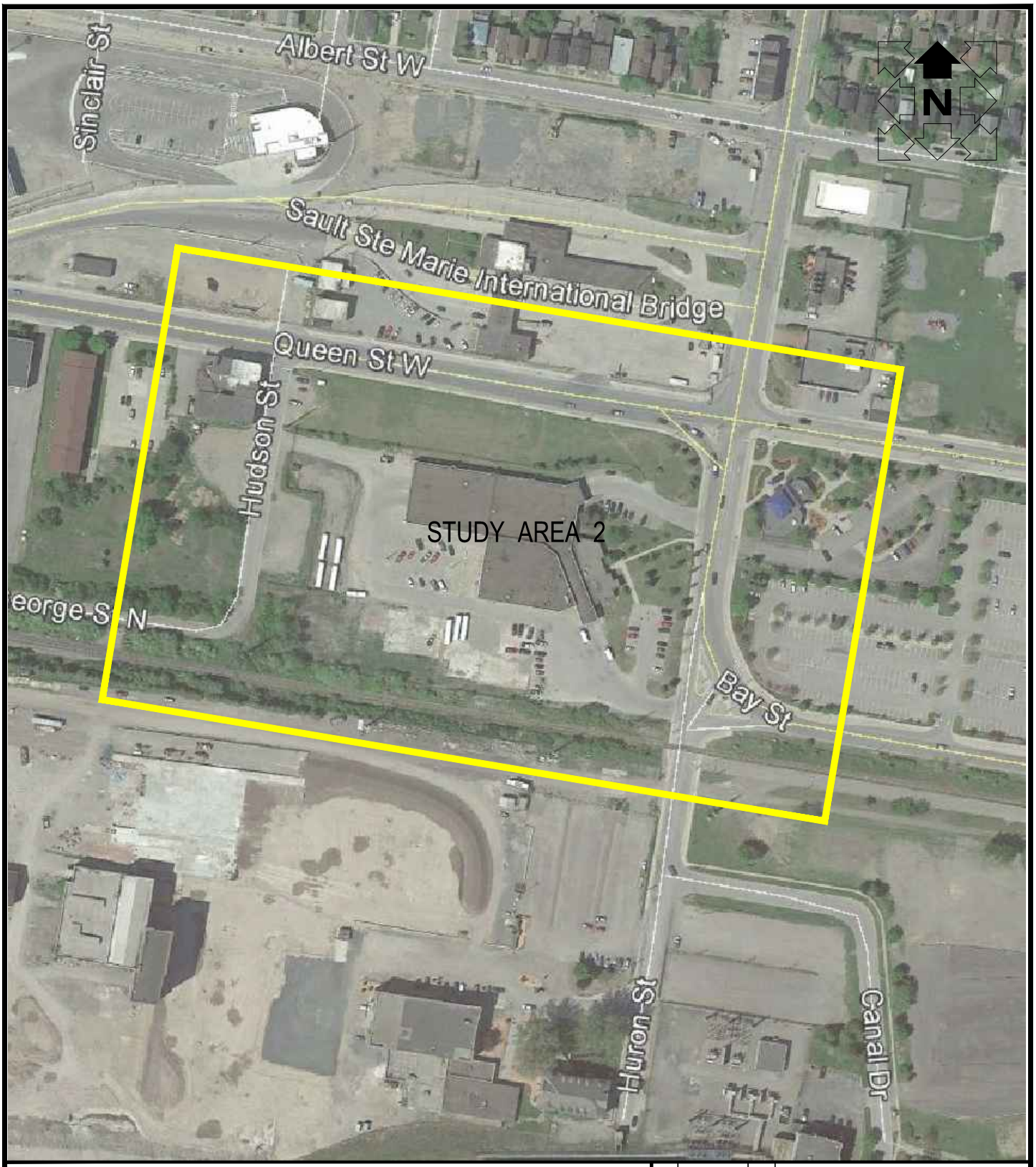

PROJECT:

CITY OF SAULT STE. MARIE
TRANSIT RELOCATION
FEASIBILITY STUDY

TULLOCH ENGINEERING

DRAWING:

FIGURE 2
STUDY AREA 2

No.	DATE	BY	ISSUES / REVISIONS
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improvements. In addition, the southerly garage location on Huron Street is not central, which results in added travel times for buses travelling to and from the garage when beginning and ending service; this adds to costly "deadhead" time.

One of the recommendations from the Operations Review states:

"the *City should investigate the opportunity to provide for a common facility to accommodate the maintenance needs of Public Works and Transportation services."*

This recommendation is, therefore, one of the alternatives being evaluated by this EA.

The City's Asset Management Facility Condition Assessment

In 2013 the City undertook an assessment of all municipally owned buildings in order to identify future maintenance needs and recommended capital spending. Each building was assessed, and a 25 year capital plan provided. The assessments provided for each building are summarized below:

Transit Bus Depot 111 Huron Street

The 44,000 sq. ft. bus garage was constructed in 1981. The report describes it as being in fair condition, but several replacement and restoration projects have been deferred such that the overall condition is deteriorating. A list of capital spending recommendations was made, totalling approximately $896,333, to be expended over the following 3 years (2013 to 2015). Roof replacement over the main garage, using a phased in approach, was the recommendation with the highest cost.

Public Works Facility 128 Sackville

Administration Building
The 10,100 sq. ft. Public Works administration building is a 2-storey steel frame building constructed in 1970. It is considered in fair condition, but several replacement and restoration projects have been deferred such that the overall condition is deteriorating. Capital spending of approximately $473,000 was recommended, to be spread over 3 years (2013 to 2015), including some roof replacement, parking lot repaving and continuing the replacement of original windows. Energy efficiency improvements are also recommended.

Public Works Main Garage Building 'A'
The 61,000 sq. ft. main garage is a single storey building with various mezzanines used for equipment maintenance, storage, offices and shops for PW. It was constructed in 1970 at the same time as the administration building and is connected by a corridor. The building is in fair

condition overall, but several replacement and restoration projects have been deferred such that the overall condition is deteriorating. $802,000 of capital spending was recommended over 3 years (2013-2015), including boiler replacement, metal siding replacement and some electrical work. The cafeteria is too small, having been reduced in size to accommodate Parks administration offices, and washrooms and locker rooms are deficient. Many lockers are located in public corridors where workers change to and from their street clothes. This may have been acceptable in the 1970's when all outside workers were assumed to be male, but is no longer acceptable today.

There is also an identified need for a proper indoor vehicle washing area. The current area is outdated and not large enough, and equipment needs to be properly cleaned, particularly in the winter, to ensure vehicle inspections can be performed for safety, and prior to mechanical repair work and maintenance.

1.4 Accessibility Standards

In 2005, the Provincial Government passed the *Accessibility for Ontarians with Disabilities Act* (AODA) to make Ontario accessible by 2025. The City of Sault Ste Marie has committed to meeting the Act by acknowledging and addressing the differing accessibility needs of employees, residents and visitors. The City's Accessibility Plan is a multiyear plan outlining the City's approach to being an accessible and inclusive workplace by preventing and removing barriers and fulfilling its obligations under the AODA.

To do this, the City has committed to comply with the AODA Design of Public Spaces Standards (Accessibility Standards for The Built Environment) when undertaking new construction and redevelopment of public spaces, including locations where the public accesses municipal services.

In 2009, based on a recommendation from the Planning Director, City Council adopted the City of London's Facility Accessibility Design Standards (FADS) for the construction of new municipal facilities or additions to existing buildings. These include standards for entrances, ramps, stairs, elevators, washrooms, parking, lighting, etc. These design standards for municipal offices are intended to address accessibility for staff and visitors alike.

Current Accessibility Issues

The Public Works Facility on Sackville Road was built to the Ontario Building Code in effect in 1970, which did not include today's standards for accessibility. Improvements have been added over time where possible, including curb cuts, accessible parking spaces, and a main entrance ramp. However, much of the facility is considered inaccessible due to the lack of an elevator serving the second floor offices and meeting rooms. Throughout the facility, there are other

barriers including narrow doorways, stairs in the entrance link to the garage and the lack of accessible washrooms on site.
The Transit Bus Depot on Huron Street is about 11 years newer than the Public Works Facility, but does not meet today's accessibility standards either. Although offices are on the main floor, narrow doors and access routes, lack of accessible counter space for Transit and Parking clients and inaccessible washrooms are prevalent. Substantial improvements are needed to meet current standards.

1.5 Problem/Opportunity Statement

The issues facing Public Works and Transit can be summarized into a problem/opportunity statement:
Currently, the City of Sault Ste Marie maintains two separate garage/maintenance facilities for the equipment, vehicles and buses used by Public Works and Transit. Both facilities have many identified deficiencies and deferred maintenance items that will require major capital spending into the future.

Relocating the Transit facility from 111 Huron Street to 128 Sackville Road may reduce both capital and operating costs for the City and provide other efficiencies through the sharing of common functions for these two large City cost centres.
Given the announced upcoming federal funding program for transit projects, an opportunity thus exists to study the feasibility of improving both Transit and Public Works operations by relocating Transit to the Public Works site.

1.6 Class Environmental Assessment Process

Municipal infrastructure projects are required to meet the requirements of the Ontario Environmental Assessment (EA) Act. The Municipal "Class" EA applies to groups or "classes" of municipal road, water, wastewater and transit projects that occur frequently and have relatively minor and predictable impacts. These projects are approved under the EA Act, as long as they are planned, designed and constructed according to the requirements of the Class EA document. A flow chart detailing the Municipal Class Environmental Assessment Planning and Design Process is included in Appendix 2.

The selection of a preferred alternative is subject to the planning process outlined in the Municipal Class Environmental Assessment document. The preferred solution will be found through the key principles of environmental assessment planning:

- Consultation
- Reasonable range of alternatives
- Consideration of effects on all aspects of the environment

- Systematic evaluation
- Clear documentation
- Traceable decision making

The specific requirements of the Class EA for a particular project depend on the type of project, its complexity and the significance of environmental impacts. Transit projects have a specific section in the Municipal Class EA. To assist proponents in determining the status of projects, four categories of projects are identified, including Schedule “A”,”A+”, “B” and “C” projects:

Schedule A

These projects are limited in scale, have minimal adverse environmental effects, and typically consist of normal maintenance and operational activities. These projects are considered pre-approved and may proceed without following the full Class EA planning process.

Schedule A+

These projects are also limited in scale, have minimal adverse environmental effects, and are considered pre-approved, but there is a requirement for public notification prior to construction or implementation of the project. The purpose of the notification is to inform the public of projects occurring in their local area. Although the public is informed of the project, there is no appeal mechanism to the Ministry of the Environment and Climate Change (MOECC); any concerns raised can be addressed at the municipal council level.

Schedule B

These projects have the potential for some adverse environmental effects, thus requiring a screening process involving mandatory contact with directly affected public and relevant review agencies. If all concerns can be adequately addressed, the project may proceed. These projects generally include improvements and minor expansions to existing facilities.

Schedule C

These projects have the potential for significant environmental effects and are subject to the full planning and documentation procedures specified in the Class EA document. An Environmental Study Report must be prepared and submitted for review by the public and relevant review agencies. If all public and agency comments and issues can be adequately mitigated during the public review period, the project may proceed. These projects generally include construction of new facilities or major expansions to existing facilities.

Initial Schedule Selection

There are a number of alternatives considered to be feasible methods of addressing the problem/opportunity statement. The alternative which potentially has the most impact on the environment involves relocating the storage and maintenance of city transit vehicles to Sackville Road. Description #33 in the Municipal Class Environmental Assessment document for Transit Projects indicates the following is considered a Schedule C activity:

Description #33: Construction of new maintenance facilities in or adjacent to residential land-use or an environmentally-sensitive area including natural heritage features, cultural heritage and archaeological resources, recreational or other sensitive land uses.

The Public Works Centre at 128 Sackville Road is across the street from a residential neighbourhood, accordingly the feasibility study is considered a Schedule C undertaking. This is subject to change should the preferred alternative not include relocating transit maintenance facilities adjacent to a residential land-use.

1.7 Transit Project Assessment Process (TPAP)

It is noted that since the addition of transit projects to the Municipal Class EA process in 2007, the Ministry of the Environment has added an alternative assessment process for transit projects (and Metrolinks Undertakings), under Regulation 231/08 of the Environmental Assessment Act. The Regulation exempts proponents of all transit projects from the Environmental Assessment Act (including the Municipal Class EA process) by creating a specific streamlined and focused process to follow. The process includes consultation, an assessment of potential positive and negative impacts, an assessment of measures to mitigate negative impacts and documentation.

However, to be eligible for this streamlined process the proposed project must meet the following definition:

"transit project" means:

"*An enterprise or activity that is…..(i) a facility or service that…is used exclusively for the transportation of passengers by bus or rail, or (ii) anything that is ancillary… and is used to support or facilitate the transportation of passengers by bus or rail"*

It was concluded that this study does not meet this definition since one of the alternatives being considered includes relocating Transit from Huron Street into a new combined maintenance facility on Sackville Road where all City vehicles and equipment would be serviced and maintained collectively. A combined facility would therefore not be used to "exclusively" support the transportation of passengers.

Accordingly, following discussion with City staff, it was concluded that the evaluation of alternatives should follow the Municipal Class Environmental Assessment process. (See minutes of August 9, 2016 meeting in Appendix 7)

1.8 Publication Notice – Notice of Study Commencement

In order to notify affected/interested residents of the study, a Notice of Study Commencement was published in the Sault Star on Saturday September 3 and Thursday September 8, 2016 (Appendix 3) and placed on the City's web page. Two study areas (Figures 1 & 2) were determined around both existing facilities based on the problem statement. The notice was also mailed to all property owners in the study areas using owner information obtained from the City. In addition, notices were mailed (and faxed and emailed as appropriate) to other parties with potential interest: Garden River First Nation, Batchewana First Nation, Métis Nation of Ontario, Sault Ste Marie Region Conservation Authority, EA Coordinator Ministry of the Environment and Climate Change, and Ward 4 and Ward 5 City Councillors.

Appendix 8 contains copies of correspondence sent to interested parties, and a copy of the 3 responses received from the Notice of Study Commencement from Infrastructure Ontario, Councillor Marchy Bruni and Mr. Frank Darou.

2. PHASE 2

2.1 Identification & Evaluation of Alternative Solutions

Alternative Solutions

The following alternative solutions were considered reasonable and analyzed in this study:

1) Do nothing.
2) Keep the Transit maintenance and storage facility at 111 Huron Street, but address the identified deficiencies at 111 Huron Street and 128 Sackville Road with adequate capital investment. (Stay and Upgrade solution)
3) Relocate Transit from Huron Street to a new and separate facility somewhere on the PW site (Standalone solution)
4) Combine Transit and PW in a fully intergrated maintenace/storage garage with a combined administration area. (Fully Integrated solution)

1) Do Nothing

This alternative represents baseline conditions, and its evaluation is required by the Municipal Class EA process. A decision to "do nothing" would typically be made when the cost of all other alternatives, both financial and environmental, significantly outweigh the benefits. It is not a

preferred solution here since the identified problems are not addressed and with the passage of time, City assets will continue to deteriorate and potential efficiencies will not be realized.

2) Stay and Upgrade

This alternative recognizes the substantial investment the City has made in the PW and Transit buildings on Huron Street and on Sackville Road, and thus considers the capital investments needed to keep them functional, accessible and as efficient as possible for the next 20+ years.

3) Construct a new Standalone Transit Facility at 128 Sackville Road

This alternative would allow the city to sell the Huron Street site, and consolidate City fleet maintenance on one site. This would allow sharing of as many similar staff and equipment maintenance functions as possible, while addressing current Transit deficiencies with a “new build”.

4) Provide a new Fully Integrated Transit/PW facility

This alternative combines all maintenance functions under one roof, and thus maximizes the sharing of common functions: administration, locker/washrooms, cafeteria, fueling, vehicle washing, parts store, central lubrication, central body shop, etc.

2.2 Inventory of Natural, Social and Economic Environments

2.2.1 Economic Environment

Public Transit Infrastructure Fund (PTIF)

As previously noted, the recent Federal Transit infrastructure funding announcement at the Sault Transit bus garage on April 8, 2016 indicated that approximately $3.4 billion has been made available to municipalities for transit related projects through the federal government’s Public Transit Infrastructure Fund (PTIF), with $1.5 billion allocated to Ontario municipalities. Infrastructure Canada’s website indicates “this funding is intended to help accelerate municipal investments to support the rehabilitation of transit systems, new capital projects, and planning and studies for future transit expansion.”

It also notes that “eligible investment areas are targeted at meeting immediate public transit priorities that will strengthen communities and grow the economy. Eligible investments include capital projects for the rehabilitation, optimization and modernization of public transit infrastructure, or that improve the efficiency, accessibility and/or safety of public transit infrastructure (including maintenance and storage facilities)”

PTIF total federal funding can be up to 50% of total eligible costs per project. Phase 1 projects are required to be completed by March 31, 2018. Federal funds are expected to be available for future phases; the government's Fall Economic Statement indicated $25.3 billion will be available for Public Transit over the next 11 years (to 2027/28).

Potential Municipal Funding

The balance of funding for any recommended improvements to Transit would need to be provided by the City, potentially in combination with provincial funding. The City also has the ability to debt finance through the issuance of debentures. It is noted that the 2017 staff budget presentation to City Council included for the possibility of an $18 million transit relocation project in 2018/19 consisting of $12 million of other government funding and $6 million raised by the City through debenture.

The economic environment is also affected by the long term prospects of the City's primary employer, Essar Steel Algoma Inc. The company filed for creditor protection under the Companies Creditors Arrangement Act in November 2015, and at the time of writing, is undergoing a Sale and Investment Solicitation Process. The non payment of municipal property taxes by Essar Algoma since November 2015 has had a substantial impact on the City's financal position.

2.2.2 128 Sackville Road

Natural Environment

Tulloch Environmental, a division of Tulloch Engineering (TULLOCH), has completed a Natural Heritage Review for both study areas. (The report can be found in Appendix 4). It outlines the results of a natural heritage desktop review, on-site habitat assessments, assessments of potential impacts of the relocation options, and recommends mitigation methods to address potential impacts. The report should be reviewed, and recommended mitigation methods followed if construction activity is proposed on the Sackville Road site.

Soils and Topography

The underlying bedrock in the Sault Ste. Marie area is of the Cambrian and Precambrian age. Bedrock elevations are approximately 15 metres below the surface in the study area. The natural soils consist of lacustrine clay, with boreholes indicating depths over 6 metres. The permeability of the clay is extremely low and as a result, rainfall and snow melt tend to accumulate on the surface and run off, rather than seep into the ground. The PW site slopes westerly, with approximately 8 meters of fall from Industrial Park Crescent to Sackville Road. This westerly slope has major implications for future buildings on site; any easterly additions to

the existing garage would likely have to be elevated by one storey. The floor of the existing garage slopes 1.4 m from east to west, to accommodate the topography.

Drainage from the site is collected by ditches and swales on both the north and south sides. They connect to the easterly ditch of Sackville Road before entering the City's storm sewer system to the south.

Groundwater Conditions

Groundwater generally flows from the northern areas of the city southerly to the St Mary's River. Boreholes indicate the static water table to be close to the surface (0 to 2 m) in the area. As noted, it is being controlled by roadside ditches on Sackville Road and Industrial Park Crescent, as well as by means of drainage ditches crossing PW property.

Socio Economic Environment

Land Use

The Public Works site at 128 Sackville Road is used for maintaining and storing the majority of the City's fleet of equipment. This includes equipment and vehicles for:

- summer road maintenance
- winter road plowing,sanding and removal
- sanitary and storm sewer repair and maintenance
- traffic controls and municipal signs
- municipal park maintenance and grass cutting

Waste management, landfill and cemeteries' equipment is stored off site, but maintenance on this equipment can take place at 128 Sackville as needed. The administrative offices for the department are also located here.

Land use surrounding the PW site is divided by Sackville Road. On the west side of Sackville Road, from Second Line East north to Mary Street, single family residences are found. On the east side of Sackville, on all sides of PW, light industrial properties are established, including the Soo Mill Roof Truss Division, the Public Utilities Commission (PUC) maintenance facility, S&T Group and Soo Van Moving and Storage.

Zoning and Official Plan

Land Use as indicated on Schedule C of the Official Plan (OP) reflects the above split along the centreline of Sackville Road, with residential uses (R2) on the west side and industrial uses (M2) on the east side of the road. There are two exceptions to this: the Peoples Pentecostal Church, zoned Institutional (I), and the Croatian Housing Association, zoned R4, are on the east

side of Sackville Road, just north of Second Line East. (See Figure 3 for Land Use/Zoning in the area.)
The Public Works property adjoins Industrial Park, an industrial zoned area developed by the City in the 1970/80's to provide land for a variety of industrial uses. PW connects to Industrial Park Crescent along its east property line.

Schedule D – Transportation, indicates both Second Line and Great Northern Road are the two principal urban arterial roads in the area, roads that are " designed to facilitate the movement of large volumes of traffic at a moderate rate of speed over extended distances" according to the OP. The Truck Route map in Traffic Bylaw 77-200 indicates Second Line, Great Northern Road and Industrial Park Crescent are Class A truck routes, where trucking is permitted 24 hours a day, 7 days a week.

Sackville Road Extension

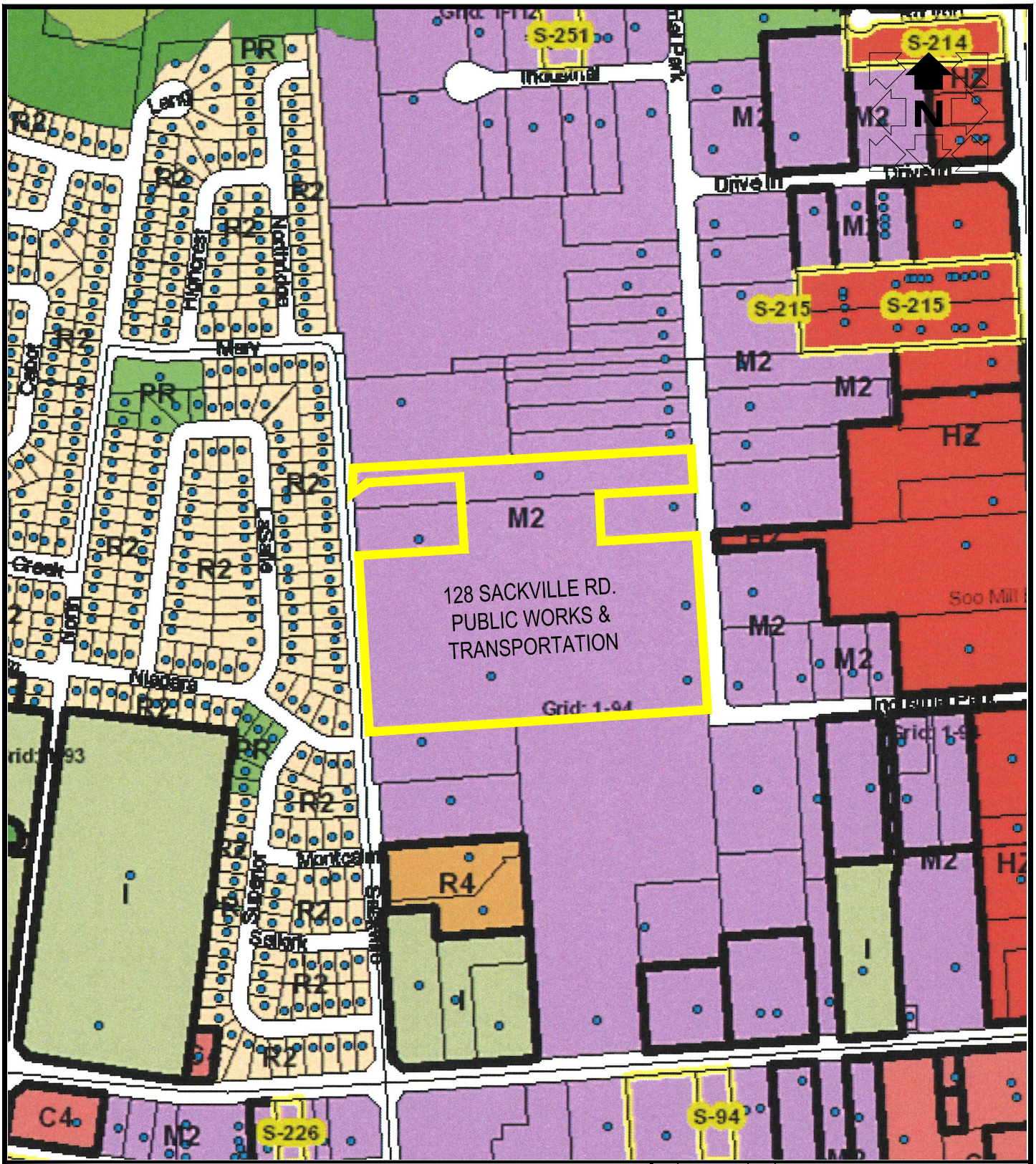
A Schedule C Class Environmental Assessment was conducted by the City in 2012 by Kresin Engineering Corporation to study alternative routes to reduce level of service issues on Great Northern Road (GNR).Traffic volumes have been increasing on GNR following the new hospital construction and continuing commercial development, and are approaching the road's capacity.
Five alternatives to address this capacity problem were analyzed. The Environmental Study Report concluded that the preferred solution is to provide an additional route for north/south traffic on the west side of GNR by extending Sackville Road to Third Line East. The recommended solution would position the road extension along the east side of the utility corridor to avoid existing hydro poles and cause less disruption to the residential properties to the west side of the extension.

The City has yet to schedule the recommended Sackville Road extension in its Capital Works Program, but it is anticipated it will be built within the next few years.

Sackville Road Classification

Sackville Road is considered a collector street and currently provides vehicle access to the residents on the west side of the street, and residents to the north along Mary Street, Northridge Road and Highcrest Street. In addition, the light industrial properties on the east side of the street are accessed via Sackville Road. The most recent traffic count indicates approximately 3690 vehicle use the road, on average, each day. The count was taken over a one week period, just south of Superior Drive in September 2016. It is noted that traffic on the weekend averaged 2332 vehicles per day (vpd) whereas weekday traffic averaged 4370 vpd.

Utilities



PROJECT:

CITY OF SAULT STE. MARIE
TRANSIT RELOCATION
FEASIBILITY STUDY

No.	DATE	BY	ISSUES / REVISIONS
0	MAY 15, 2017	PM	ISSUED FOR REPORT

DRAWN BY:	CHECKED BY:	PROJECT No. :
KN	PM	16-1085

DESIGNED BY:	APPROVED BY:	DRAWING No.	REVISION No.
		Fig 3	0

SCALE:	DATE:
N.T.S.	MAY 15, 2017

TULLOCH ENGINEERING

DRAWING:

FIGURE 3

LAND USE ZONING - 128 SACKVILLE ROAD

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Sackville Road, including PW, is serviced with the following utilities:

1. Road, sanitary and storm sewers: City of Sault Ste. Marie
2. Water and electricity: Public Utilities Commission (PUC);
3. Telecommunications: Bell Canada and Shaw Cable;
4. Natural gas: Union Gas.

It is noted that Great Lakes Power Transmission has a 230 kV transmission line on a 200 ft (60.96 m) wide easement which parallels Sackville Road on the east side. The area under this transmission line is used for employee parking, and will continue to be used only for parking. No buildings will be proposed on this easement.

John Rowswell Hub Trail and Area Parks

The John Rowswell Hub trail is located through the Fort Creek Conservation area and along the south side of Third Line, approximately 1 km to the north/northwest of PW. The City's Cycling Design Study, completed in 2014 by MMM Group, proposes a connecting route, or spoke, through Public Works property, connecting Sackville Road with Industrial Park Crescent. There are three network links to the hub trail considered in the study. This particular link forms part of the west route which is planned to eventually connect to Gros Cap in Prince Township. The suggested location on PW property is along the north property line, however, the south property line was also considered.

There are two local parks in the residential neighbourhood to the west: LaSalle Park on North Street at Mary Avenue and Superior Park on Superior Drive at Niagara Drive. Both parks are maintained by the City and used by area residents for recreational activities.

Cultural Environment

Land use planning requirements for municipalities in Ontario require an assessment of archaeological site potential according to the Provincial Policy Statement. The City conducted a study in 2011 to identify areas of archaeological potential city wide. As a condition of approval, archaeological assessments are required when a project proposed by a municipality that is subject to the Environmental Assessment process falls within an area of archaeological potential.
Based on the 2011 review and as indicated in Schedule E of the OP, a section of the northern undeveloped portion of the PW property has potential for archaeological resources. However, Archaeological Policy 2 of the OP notes that "*Archaeological Assessments may not be required in areas that have been subject to previous intensive and extensive soil disturbance."*

Contact was made with the City's Planning Division, and the following response was received:

"Locally, any archaeological remains are relatively shallow and easily disturbed by activities such as agricultural tilling. A review of historic air photos reveals that the land was cleared and tilled for a short period of time in the early 60's.

Please accept this correspondence as confirmation that an Archaeological Study is not required to develop the northern portion of the PWT property at 128 Sackville Road."

Environmental Compliance Approvals for 128 Sackville Road

In accordance with MOECC requirements, PW has a current Environmental Compliance Approval (ECA) in place to cover emissions and discharges related to air and noise. The City has utilized GHD Canada (formerly Conestoga-Rovers & Associates) to obtain and to renew ECA approvals to date. The following information has been provided by GHD in their annual reporting on behalf of Public Works:

Air Emissions

Public Works was issued an Environmental Compliance Approval with Operational Flexibility (ECA) (Air/Noise) on June 29, 2012, by the MOECC. The ECA approves the Public Works operations including vehicle storage, refueling, and maintenance at the Facility, and provides Limited Operational Flexibility to PW.

A condition of the ECA requires that PW provides an annual written summary of activities undertaken in the previous calendar year. The written summary includes a signed statement that the Facility was in compliance with the performance limits, and a summary of modifications that have taken place and have resulted in a change in the previously calculated concentration at the Point of Impingement (POI) for any Compounds of Concern (COC). The most recent written summary of activities was submitted to the MOECC on August 12, 2016.

Public Works is required under its ECA to maintain vehicle storage, refueling and maintenance activities, including equipment and any other ancillary or support activities, at a facility production limit of up to 500 pieces of equipment stored and 200 vehicles dispatched per day. The facility is currently below these production limits.

The written summary and signed statement provided to the MOECC fulfills the requirement that Public Works provide a signed statement that the facility operated in accordance with the Performance Limits of the ECA.

In 2015, changes were made related to vehicle fueling, including the replacement of the underground tanks with above ground storage tanks and an update of contaminants/emission rates associated with the fuels stored, based on updated Safety Data Sheets (SDS) provided by the fuel supplier. It was concluded that the 2015 changes to the fueling depot meet the intent of the ECA.

It is noted that PWT's ECA was also amended in 2015 to include mobile emergency equipment (generators and pumps). An emergency 250KW generator for standby power was also registered under the Environmental Activity and Sector Registry.

Noise

An Acoustic Assessment Report was also completed by GHD for the City of Sault Ste. Marie Public Works Centre in 2009 and updated in 2013. The assessment focused on the sound emissions from the noise sources identified at the facility with a potential to adversely impact nearby (worst case) sensitive receptors. It was concluded that the facility is noisiest during the snow removal period in the winter months.

Appropriate worst-case sensitive points-of-reception (POR) were identified. They are defined as the sensitive receptors with the greatest potential exposure to the facility noise sources due to proximity and direct line-of-sight exposure. Three PORs were used:

• POR1 – Two-storey Sackville Road Residence, 100 metres west of the Administration building (modeled at a height of 4.5 m above grade)
• POR2 – Two-storey Sackville Road Residence, 92 metres west of the Administration building (modeled at a height of 4.5 m above grade)
• POR3 – Croatian Village, an apartment building 170 metres south of the main garage

The objective of the assessment was to determine the predictable worst-case 1-hour equivalent sound level (1-hour Leq) at the worst-case point(s)-of-reception.

The following sources of noise emitted from Public Works were considered:

- Fourteen (14) exhaust fans
- Two (2) HVAC units
- One (1) Carpentry building dust collector
- One (1) Carpentry building louvre
- One (1) Stationary sand pile front end loader
- Two (2) Carpentry building bay doors
- Four (4) Mechanic bay doors
- One (1) Light duty truck/car route
- One (1) mid-sized duty truck route
- Three (3) plow truck routes
- Three (3) Sander routes
- Three (3) Dump truck routes
- Three (3) Trackless sidewalk machine routes
- Three (3) Grader routes
- Three (3) Front end loader routes

A Noise Abatement Action Plan (NAAP) was created which details the maximum allowable operating scenario for each vehicle at the facility.

GHD's reports conclude that the unattenuated steady-state sound levels estimated at the PORs currently meet the MOECC's minimum exclusionary daytime and nighttime sound level limits, that is, they meet the requirements of NPC-300, " Environmental Noise Guideline Stationary and Transportation Sources – Approval and Planning-August, 2013".

GHD also recommended that any future equipment (including vehicles) contribute less than 30 dBA at the applicable POR(s).

2.2.3 111 Huron Street

Natural Environment

Appendix 4 includes Tulloch Environmental's Natural Heritage Review for the Huron Street study area. It outlines the results of a natural heritage desktop review, on-site habitat assessments, assessments of potential impacts of the relocation options, and recommends mitigation methods to address potential impacts. The report should be reviewed and recommended mitigation methods followed if construction activity is proposed on the Huron Street site.

Soils and Topography

The underlying bedrock in the Sault Ste. Marie area is of the Cambrian and Precambrian age. Bedrock elevations vary 3 to 6 metres below the surface in the study area. The natural soils are glacial till in nature, although clay and sand have been observed in area boreholes. The transit site slopes south easterly, with approximately 1 metre of fall across the site.

Groundwater Conditions

Groundwater generally flows from the northern areas of the city southerly to the St Mary's River. Boreholes indicate the static water table to be approximately 3 metres below the surface in the area.

Socio Economic Environment

Land Use/Zoning and Official Plan

The Transit site on Huron Street is zoned M2, Medium Industrial, reflecting its use as a maintenance garage for city buses. The property is surrounded by the Canadian International Bridge Plaza to the north, zoned Institutional (I); the OLG Casino and Ministry of Tourism Information Centre to the east, both zoned C3, Riverfront Zone; the Canadian National Railway to the south, zoned M3, Heavy Industrial; and Studio 10 Hotel to the west, zoned Medium Density Residential (R4). (See Figure 4 for Land Use/Zoning in the area.)

Schedule D of the OP – Transportation, indicates that Queen Street West is an urban collector and Huron Street is an urban arterial road. The Truck Route map in Traffic Bylaw 77-200 indicates that both roads are Class A truck routes, where trucking is permitted 24 hours a day, 7 days a week.

Potential Future Land Use

Should Transit Services relocate from the property at 111 Huron Street, there may be potential for other uses for the property, other than industrial, that reflect the current neighbouring land uses. Its location across from the International Bridge Plaza gives it valuable exposure to international traffic to and from the United States. Several of the adjacent properties are in a state of active redevelopment. At the time of writing, a new Federal Bridge Plaza is under construction, Ontario Lottery and Gaming (OLG) has proposed that the casino be privately operated, and the former St Marys Paper site, south of the railway tracks, is developing as a commercial site reflecting local heritage along with various business uses. The Gateway site to the east, on the south side of Bay St West across from the casino is being marketed for development and has had several proposals since being obtained by the City.

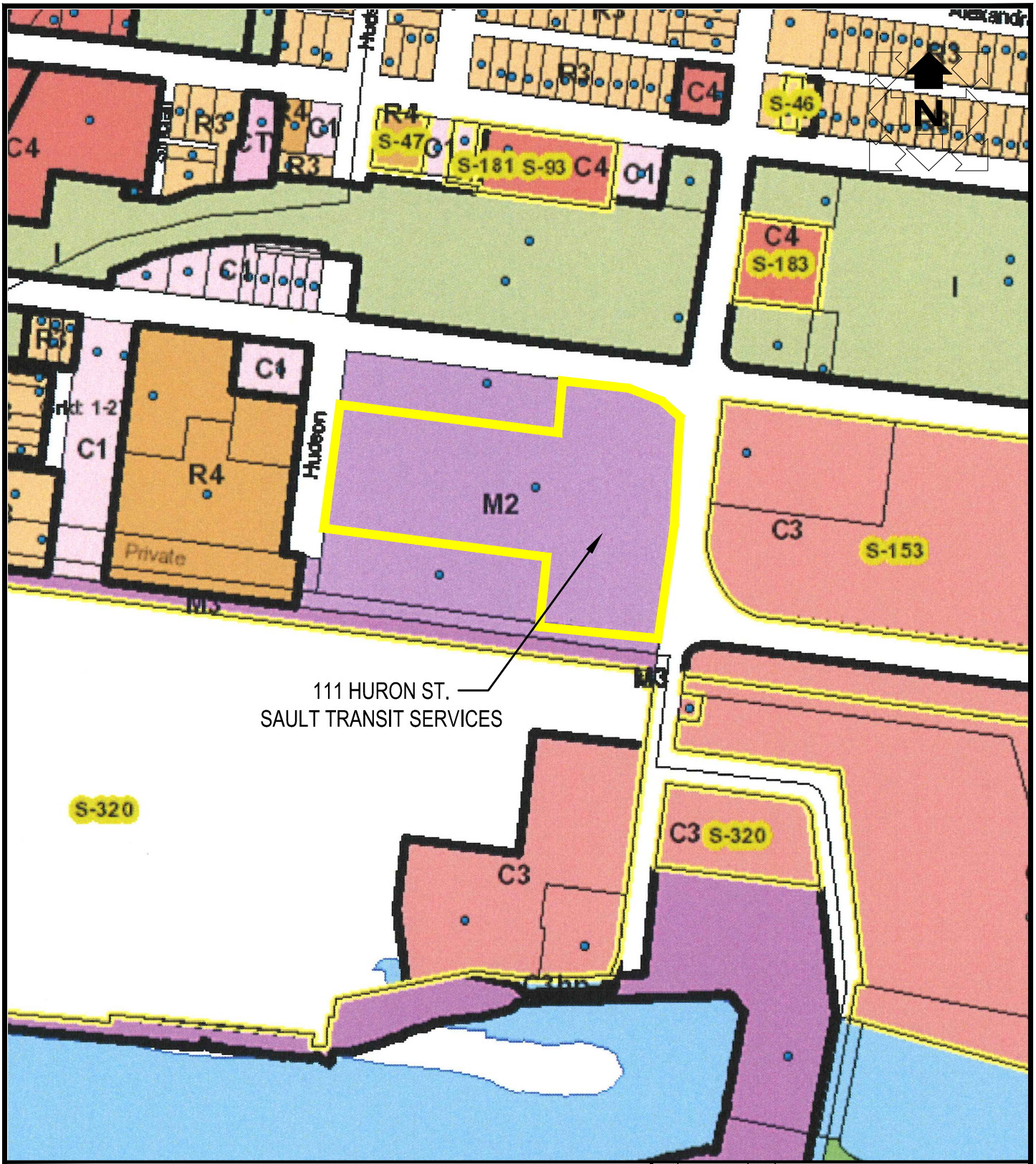
The 111 Huron Street property may prove valuable to the city for tourist or commerce related activities if Transit should relocate in the future.

Cultural Environment

Schedule E of the Official Plan indicates that the 111 Huron Street site has potential for archaeological resources. Should Transit remain on the site and a building addition be proposed, a review may be necessary if the area of construction has not been "*subject to previous intensive and extensive soil disturbance."*

Environmental Compliance Approvals

In accordance with MOECC requirements, Transit has a current Environmental Compliance Approval (ECA) in place to cover emissions and discharges related to air and noise. The City has utilized GHD Canada to obtain and to renew ECA approvals to date. The following information has been provided by GHD in their annual reporting on behalf of Public Works.



PROJECT:

CITY OF SAULT STE. MARIE
TRANSIT RELOCATION
FEASIBILITY STUDY

TULLOCH ENGINEERING

DRAWING:

FIGURE 4

LAND USE ZONING - 111 HURON STREET

No.	DATE	BY	ISSUES / REVISIONS
0	MAY 15, 2017	PM	ISSUED FOR REPORT

DRAWN BY:	CHECKED BY:	PROJECT No. :	
KN	PM	16-1085	
DESIGNED BY:	APPROVED BY:	DRAWING No.	REVISION No.
SCALE: N.T.S.	DATE: MAY 15, 2017	Fig 4	0

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The Environmental Compliance Approval for Transit differs from the one for Public Works in that it does not have limited operational flexibility. As a result, annual reporting is not required. This reflects the routine daily activities of a Transit maintenance and storage facility.
The current ECA was issued following assessments for air and noise in 2009/2010. The ECA covers:

- natural gas-fired combustion equipment
- ventilation fans
- underground fuel storage
- noise emissions from buses and equipment based on the 2010 Acoustic Assessment Report prepared by Conestoga-Rovers & Associates

The Acoustic Assessment identified two worst case points of reception:

• POR1 – Three storey Hotel, west of the facility (7.5 m above grade)
• POR2 – Residential zoned land, west of the facility (1.5 m above grade)

A Noise Abatement Action Plan (NAAP) was created that details appropriate attenuation measures to be implemented to control adverse impact at the points of reception. Restrictions were placed on bus idling on the west side of the facility, when the western bay doors can be left open, and limiting the operation of the welding bench exhaust fan to daytime hours only.

The assessment concluded that the facility-wide attenuated steady-state sound levels estimated at the points-of-reception are below the MOE sound level limits based on the implementation of the proposed controls defined in the NAAP.

2.2.4 Assessment of Sault Transit Garage Location by Transit Consulting Network

Wally Beck, from Transit Consulting Network, was engaged to provide a review of operations and a current assessment of the 111 Huron Street site to assist in determining which alternative should be brought forward as the “recommended alternative” for the class EA. An assessment of the current facilities requirements and functionality is provided in the report, along with an analysis of the impacts relocation would have on deadhead and greenhouse gas emissions (GHGs). The report is found in Appendix 5.

In summary, many issues will need to be addressed if Sault Transit is to continue to operate from the 111 Huron Street site as detailed in the assessment, including many of those identified in the 2013 Asset Management Facility Condition Assessment.

Relocating buses to the PW site is also feasible, but operating costs and GHG emissions are currently estimated to be higher due to an increase in deadhead costs (costs to operate buses

"out of service", i.e. to and from the garage). This, however, may not be the case in the future if routes are adjusted to minimize deadhead travel, and engine technologies introduced that improve emissions and reduce fuel consumption.

2.2.5 Requirements Report by Perry and Perry Architects Inc.

A Program of Requirements was developed by Perry & Perry Architects Inc to assist in determining the potential to integrate transit operations on the Sackville Road site. The report is found in Appendix 6. It reviews key functional requirements and relationships, general design considerations for the facilities and provides concept designs and preliminary project budgets. The study analyzed three options:

I. Addition/Renovation at 111 Huron St & PW Upgrades at 128 Sackville Rd
II. Addition/Renovation at 128 Sackville Rd - Integrated Option A
III. New Building at 128 Sackville Rd – Integrated Option B

Class D cost estimates are provided in the report as preliminary project budgets:

I.	Addition/Renovation at 111 Huron St & PW Upgrades	$16M
II.	Addition/Renovation at 128 Sackville Rd Integrated Option A	$36M
III.	New Building at 128 Sackville Rd Integrated Option B	$60M

2.3 Evaluation of Alternative Solutions

As noted, the following alternative solutions were initially considered reasonable:

1) Keep the Transit maintenance and storage facility at 111 Huron Street, but address the identified deficiencies at 111 Huron Street and 128 Sackville Road with adequate capital investment. (Stay and upgrade solution)
2) Relocate Transit from Huron Street to a new and separate facility somewhere on the PW site. (Standalone solution)
3) Combine Transit and PW in a fully integrated maintenace/storage garage with a combined administration area. (Fully integrated solution)

Alternative solution #3 was subsequently further divided into two options:

- Option A: build an integrated facility housing Transit and PW at 128 Sackville Road. This concept utilizes the existing PW garage and adds an attached two storey administration wing and transit garage on the north east corner of the existing garage.
- Option B: construct a new building facing Industrial Park Crescent, housing both PW and Transit, including an administration wing.

2.3.1 Evaluation Criteria

In order to evaluate the alternative solutions, the following evaluation criteria were developed. The ratings are shown in Table A below and should be read as the higher the number of asterisks (***) the better the expected result (i.e. the less impact on the environment or the lower the cost).

1) Effectiveness: How well will the alternative solve the problem, as identified in the problem statement? Has the Transit building, as an asset, reached the end of its useful economic life, or can it continue to provide the required level of service if modified? Will a standalone building on site be efficient?
2) Natural Environment: Are impacts to the natural environment minimized? (Note: there are no long term effects anticipated with any alternative, mitigation methods are suggested if woodlot habitat cleared).
3) Cultural, social, economic environments: All undertakings have some negative impacts on people (residents, passengers, business owners, motorists, employees, etc.), possibly short and/or long term. To what extent does the alternative minimize the negative impacts on the social, cultural and economic environments? Examples:
    - increased bus traffic on Sackville Rd adjacent to residential area
    - effects of increased employee generated traffic and parking lot size
    - increased air emissions and noise from maintenance/storage garage
    - economic impact on downtown by transferring employees and closing Transit building
    - workplace effects, union negotiations needed, new work environment
4) Property effects: Is property required to be purchased, or are easements required from private property? Other than costs, what are the effects of vacating 111 Huron St?
5) Cost implications: How cost effective is the alternative in solving the problem? Considerations:
    - available federal/provincial funding for each alternative (Transit oriented funding versus any PW specific funding)
    - Value of 111 Huron Street if listed for sale (potentially a contaminated site, Essar Steel sewer easement under building, new bridge plaza design established)

- City's willingness to debenture for capital funding
- Any deadhead cost savings?
- Efficiency gains and associated cost savings by combining common activities: stores, dispatching, fueling, equipment maintenance, administration functions etc.

2.3.2 Table A - Evaluation Results

Evaluation Criteria	Alternative #1 Stay at Huron and Upgrade both Existing facilities	Alternative #2 New Transit building as Standalone at #128 Sackville	Alternative #3 Option A Fully Integrated Addition at #128 Sackville	Alternative #3 Option B New Fully Integrated Facility at #128 Sackville	Alternative #4 Do Nothing	Rationale
Effectiveness	****	**	***	******	Not effective, so not considered further; other alternatives viable	Alternative #3 B considered most effective due to sharing possibilities, work flow, best use of site restrictions and reduced # of buildings being owned and maintained in the long term
Natural Environment	****	***	***	***		Staying at Huron St does not require the loss of the woodlot on the north side of Sackville property
Cultural, Social, Economic Environments	*****	**	**	***		Staying at Huron eliminates effects of buses on Sackville residents and effects on employees/public due to a transferred workplace
Property Effects	***	**	**	**		Staying at Huron eliminates need to market property or purchase property on Industrial Park
Cost Implications to City	******	***	**	*		Staying and upgrading is lower cost than new buildings, but can still potentially trigger government funding.
Totals	22	12	12	15		Alternative 1 scores the highest
Class EA Schedule	A+	C	C	C		Staying at Huron is a Schedule A+, but the EA has moved into Phase 2 and will be completed as a Schedule B to document study in a Project File Report.

2.3.3 Evaluation Rationale

Alternative #1 Stay and Upgrade

This alternative scores highest as it offers an effective solution to the problem statement at the lowest cost. It also minimizes impacts on the natural environment and the cultural and social environments.

Alternative #2 Standalone Option

Alternative #2 does not offer much advantage to addressing the roblem statement and, in fact, was eliminated during the course of the study, and not advanced in the final draft of the Requirements Report. (See minutes of December 14, 2016 meeting in Appendix 7.)
The current layout at the Huron Street site is near to what is considered the ideal building layout to accommodate bus maintenance and storage for the City's fleet. (See, Requirements Report, Appendix 6, page 8.) Constructing a standalone building of similar design at the Sackville Road site would limit the sharing of common functions. Activities such as dispatching, fueling, bus washing, training, parts inventory, provision of locker/shower rooms and administration would be located too far away to be considered shareable with PW. Increases in deadhead costs and greenhouse gas emissions is also of concern as noted in the Transit Consulting Network report (see Appendix 5). Therefore, replicating the existing building as a standalone structure on the Sackville Road site was eliminated as an alternative.

Alternative #3 Fully Integrated Facility, Option A

Option A of Alternative #3 presents difficulties in that constructing a major garage and office administration addition onto the existing PW garage does not achieve the desired results. To address the site's grade differential, a two storey administration wing would be utilized to connect the two garage buildings, with the Transit garage constructed one storey (3-4 metres) higher in elevation than the existing PW garage. The two work areas would be separated and would interconnect by means of a stairway and an elevator, resulting in considerable loss of functionality.

As well the administration wing would be located in the centre of the Sackville Road site. Public access would therefore need to be provided to the centre of the complex, conflicting with operations and existing heavy equipment circulation routes.

Alternative #3 Fully Integrated Facility, Option B

In the long term, this alternative is considered the most effective as it would leave the City with a new and modern Public Works/Transit facility, addressing all deficiencies and providing the City with a reliable and cost effective hub to operate infrastructure maintenance and transit

activities from for the next 20+ years. The high cost, however, scores the alternative low, primarily due to the current economic climate.

2.4 Selection of Recommended Alternative

The preferred solution to address the problem statement therefore is to provide the necessary upgrades and additions to both 111 Huron Street and 128 Sackville Road (Alternative #1) as detailed in this report and in the *Assessment of Sault Transit Garage Location* and the *Requirements Report* (Appendices 5 & 6).

2.5 Publication Notice – Notice of Study Completion

In order to notify affected/interested residents of the findings of the study and to seek input, a Notice of Study Completion detailing the recommended alternative was published in the Sault Star on Saturday July 8 and July 15, 2017 (Appendix 9) and placed on the City's web page. The notice was also mailed to all property owners in the two study areas using owner information obtained from the City. In addition, notices were mailed (and faxed and emailed as appropriate) to other parties with potential interest: Garden River First Nation, Batchewana First Nation, Métis Nation of Ontario, Sault Ste Marie Region Conservation Authority, EA Coordinator Ministry of the Environment and Climate Change, and Ward 4 and Ward 5 City Councillors.

2.6 Project File Report

The completion of this Project File Report and filing of the Notice of Study Completion concludes the Class EA process for this project. The report is made available to the public for review upon request for thirty (30) calendar days. If concerns regarding the project cannot be resolved in discussion with the City of Sault Ste Marie, a person or party may request that the Minister of the Environment and Climate Change make an order for the project to comply with Part II of the *Environmental Assessment Act* (referred to as a Part II Order), which requires an Individual Environmental Assessment. Requests must be received by the Minister within the 30-day review period. If no new or outstanding concerns are brought forward during the review period, the City may complete detailed design and construction of the project.

APPENDIX 1

Previous Studies, Reports and References

General Reports

1. The Corporation of the City of Sault Ste Marie Asset Management Facility Condition Assessment; April 2014, Morrison Hershfield Ltd.

2. Great Northern Road Corridor Traffic Capacity Improvements; Environmental Study Report, February 2012; Kresin Engineering Corporation.

3. Trans Canada Trail Route Investigation: Sault Ste Marie Cycling Design Study, July 2014, Marshall Macklin Monaghan Limited (MMM) MMM Group

4. City of Sault Ste Marie Official Plan 1996, Amended 2003, City website November 2012

5. Geotechnical Study, City of Sault Ste Marie; The Trow Group, January 1977

6. Municipal Engineers Association: Municipal Class Environmental Assessment, October 2000, as amended in 2007 and 2011.

7. Infrastructure Canada/Public Transit www.infrastructure.gc.ca

Transit Reports

1. 2012 – 2016 Public Transit Operations Review – Sault Ste. Marie, December 2011, HDR.

2. Comprehensive Transit Operational Review of Existing Services with Ridership Growth Plan and Asset Management Plan, March 2006; iTRANS Consulting Inc.

3. Acoustic Assessment Report, Transit Services Centre, Sault Ste. Marie – June 2009, Conestoga-Rovers & Associates.

4. Roof Condition Report, Transit Facility – April 2007; M.R. Wright & Associates Co. Ltd.

5. Administrative Plan 1992-96 – Sault Ste. Marie Transit, December 1991, IBI Group.

6. Service Plan 1992 - 96, Sault Ste. Marie Transit – December 1991, IBI Group.

7. Sault Ste Marie Transit Maintenance Facility Drawings, February 1981, DelCan Deleuw Cather Canada Ltd.

Public Works Reports

1. Rooftop Solar Photovoltaic System at Transit Services and Public Works and Transportation-Feasibility Study – January 2011; AECOM.

2. Asbestos Management and Control Plan – PWT Sackville Road, Administration Building "A" and Garage "A" – 2008; Harris Building Science Inc.

3. Comprehensive Energy Assessment – October 15, 2009; IB Storey Professional Energy Solutions.

4. Electrical System Analysis, Public Works and Transportation, 128 Sackville Road – July 28, 2010; S&T Group.

5. City Works Centre Vehicle Storage Building – June 24, 1988; Gugula/Smedly/Mezzomo.

6. Public Works and Transportation New Generator Installation – January 08, 2014; Tulloch Engineering/NorMech Engineering.

7. NorSteel Buildings Limited Foundation Plan & Typical Pier/Footing Details. Storage Garage Building "O" Public Works and Transportation, 128 Sackville Road - June 12, 2013; A-D Engineering Group Ltd.

8. Upgrade of Water Line at Public Works and Transportation, 128 Sackville Road – January 2014 – WSP Group.

9. Public Works and Transportation Storage Garage Building "O" – Electrical and Ventilation Installation – July 2013; NorMech Engineering.

10. Public Works and Transportation, Storage Building Fire Alarm Upgrade – March 2015; NorMech Engineering.

11. Board of Works Centre Drawings – June 1969; Marani/Rounthwaite & Dick.

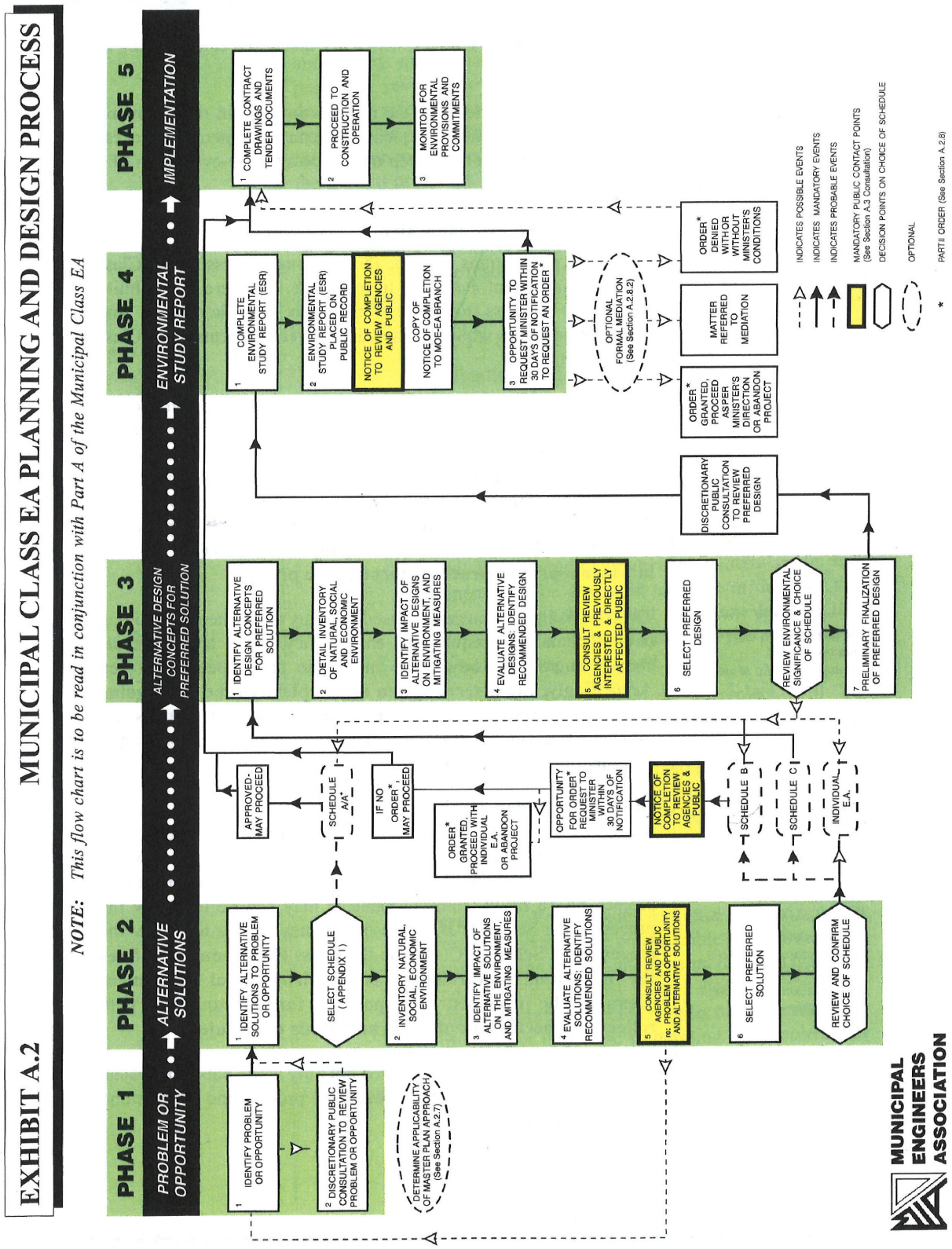
12. Board of Works Centre, Detail Drawings – June 1969; Marani/Rounthwaite & Dick.

13. Sault Ste. Marie Transit Maintenance Facility Drawings – February 16, 1981; DeLCan, De Leuw Cather, Canada Ltd. Consulting Engineers and Planners.

14. Acoustic Assessment Report, Public Works Centre, Sault Ste. Marie – June 2009, Conestoga-Rovers & Associates.

APPENDIX 2

Municipal Engineers Class EA Planning and Design Process Flowchart



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PROJECT:

CITY OF SAULT STE. MARIE
TRANSIT RELOCATION
FEASIBILITY STUDY

No.	DATE	BY	ISSUES / REVISIONS
0	MAY 15, 2017	PM	ISSUED FOR REPORT

DRAWN BY:	CHECKED BY:	PROJECT No. :
KN	PM	16-1085
DESIGNED BY:	APPROVED BY:	DRAWING No. / REVISION No.
SCALE: N.T.S.	DATE: MAY 15, 2017	Ap 2 / 0

TULLOCH ENGINEERING

DRAWING:

APPENDIX 2

MUNICIPAL CLASS EA PLANNING & DESIGN PROCESS

APPENDIX 3

Notice of Study Commencement

Notice of Study Commencement

Feasibility Study

Relocation of City Transit Garage and Administration Offices

The Study

The City of Sault Ste Marie has initiated a Class Environmental Assessment (EA) to evaluate the feasibility of relocating the City Transit maintenance garage and administrative offices from the current location at 111 Huron Street to the Public Works Centre at 128 Sackville Road. The relocation would not affect existing transit routes or parabus operations.

The Process

The project is being planned as a Schedule C project under the Municipal Class Environmental Assessment process.

A key component of the study will be consultation with interested stakeholders (public and review agencies). A Public Information Centre (PIC) will be held this fall, at a date to be announced, to present the alternatives and to consult with interested parties on the project, the environmental impacts of the potential relocation and the identification of reasonable measures to mitigate any adverse impacts.

Upon completion of the study, an Environmental Study Report will be prepared for public review and comment.

How to Get Involved

Public consultation is invited and encouraged. The City of Sault Ste Marie wants to ensure that anyone interested in this study has the opportunity to get involved and provide input. To get involved in the study you can contact us at any time to express your interest and to be added to the study contact list, or interested persons can attend the PIC once scheduled. The initial contact list includes all property owners on Sackville Road and those bordering 128 Sackville Rd and 111 Huron Street.

Further details regarding the PIC, including the time and location, will be advertised in the Sault Star and mailed to those on the contact list in a subsequent notice, in the coming months.

For more information, please contact:

Pat McAuley P. Eng.
Tulloch Engineering
71 Black Rd Unit 8
Sault Ste Marie ON.
P6B 0A3
Phone (705) 949-1457
pat.mcauley@tulloch.ca

Susan Hamilton Beach P. Eng.
City of Sault Ste. Marie
128 Sackville Rd
Sault Ste. Marie, ON
P6B 4T6
Phone (705) 759-5207
s.hamiltonbeach@cityssm.on.ca

Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record.

APPENDIX 4

Natural Heritage Review

TULLOCH Environmental

TULLOCH ENVIRONMENTAL

ENVIRONMENTAL SERVICES

Sault Ste. Marie Transit Expansion/Relocation
Tulloch Project # 16-1085

November 2016

TULLOCH

2 November 2016

City of Sault Ste. Marie
128 Sackville Rd.
Sault Ste. Marie, ON
P6B 4T6

Attention: Susan Hamilton Beach, P. Eng.

Re: Sault Ste. Marie Transit Expansion/Relocation – Preliminary Natural Heritage Reviews for Current and Potential Future Transit Depot Sites.

1. BACKGROUND

1.1 General

Tulloch Environmental, a division of Tulloch Engineering (TULLOCH), was retained by the City of Sault Ste. Marie to perform natural heritage reviews of the Sault Ste. Marie Transportation public office and garage complex (111 Huron Street) and the Public Works Centre (128 Sackville Road) in support of a Schedule C project under the Municipal Class Environmental Assessment process. Assessments are preliminary and are intended to compare the potential natural heritage impacts of four possible alternatives for the expansion or relocation of the Sault Ste. Marie Transportation administrative office and maintenance facilities.

This report outlines results of a natural heritage desktop review, two on-site habitat assessments, assessments of potential impacts of four relocation options, and recommended mitigation addressing potential impacts. TULLOCH is not currently aware of any specific developments planned at either site location; all information provided herein is therefore preliminary based on typical impacts expected for similar developments.

1.2 Study Area and Project Description

In an effort to modernize and grow their garage and administrative infrastructure, as well as to offer improved service to the general public, the City of Sault Ste. Marie (the City) is investigating options to expand and/or relocate the Sault Ste. Marie Transportation administrative office and maintenance complex. The complex is currently located at 111 Huron Street (Figure 1). As of the creation of this report, TULLOCH has been presented with four options being considered by the City:

1. Do nothing.
2. Perform upgrades to existing complex at 111 Huron Street, including a new roof, equipment and possibly an office expansion.

3. Build a new garage/storage facility at the current Public Works complex at 128 Sackville Road as a standalone building, sharing the existing office, fueling and cafeteria spaces.
4. Build a new integrated public works and transit garage at 128 Sackville Road where fleet maintenance and vehicle storage is shared.

The current Sault Ste. Marie Transportation public office and garage complex at 111 Huron Street (henceforth the Huron Site) is a 1.7 ha facility located in downtown Sault Ste. Marie that consists of single structure integrating both an administrative office section and a series of indoor garage and storage spaces. The Public Works complex at 128 Sackville Road (henceforth the Sackville Site) is a 10.3 ha facility located in the northern industrial park area of the City. It is comprised of approximately 20 permanent structures that serve administrative, workspace and storage functions.

The 'Study Area' is defined in this report as including both the Huron and Sackville sites plus a study buffer at each site (Figure 1). A study buffer of 500m is applied to the natural heritage desktop review portion of this report. The study buffer for on-site habitat assessments is considered all areas visually assessable from within property boundaries and the public areas immediately adjacent. The latter buffer is restricted largely due to access issues associated with private land that encircled both properties.

2. NATURAL HERITAGE DESKTOP REVIEW

2.1 Sources Reviewed

A background natural heritage review was conducted to determine which natural heritage features exist, or have the potential to exist, within the defined Study Area and its general vicinity.

Records and resources searched as part of the background review are listed in Table 1. Communications with regulatory authorities are provided in Appendix A

Table 1 - Records and resources searched in background review.

Record Source		Records Requested and/or Reviewed
Ministry of Natural Resources and Forestry (MNRF) Sault Ste. Marie District	**Date of Request:** September 22, 2016 **Date of Data Receipt:** September 28, 2016	**Derek Goertz** Management Biologist Existing environmental values information, including any sensitivities and environmental constraints.
Natural Heritage Information Centre (NHIC)	**Accessed:** September 22, 2016	Natural Heritage Mapping Tool Square # **16GS0354**, **16GS0355** **16GS0457** and **16GS0557** were searched for: • Rare species • Rare plant communities • Natural Heritage Areas • Invasive species • Wildlife concentration areas
MNRF Species at Risk in Ontario (SARO) List	**Accessed:** September 22, 2016	Determine SAR within range and their status.
MNRF Fish ON-line	**Accessed:** September 22, 2016	Reviewed known fish species present in Lake Huron.
Ontario Breeding Bird Atlas (OBBA)	**Accessed:** September 22, 2016	Determine migratory birds, including SAR within block #: **16GS05**
Ontario Butterfly Atlas Online (OBAO)	**Accessed:** October 14, 2016	Determine SAR within range and their status.
Ontario Nature Mammal Atlas	**Publication Date:** 1994	Species range maps.
Land Information Ontario (LIO)	**Accessed:** October 18, 2016	Accessed 54 GIS spatial data files regarding known significant habitats including: • Significant Wildlife Habitats • Wildlife Nesting Areas • Provincially Significant Wetlands • Areas protected federally, provincially or municipally

2.2 Protected Areas

Reviews of data provided by Land Information Ontario in conjunction with communications with the Ministry of Natural Resources and Forestry (MNRF) have identified no federal, provincial or municipal parks or conservation reserves within 500m of the Study Area. Whitefish Island, located 640m south of the Huron Site, is land reserved for the Batchewana First Nation. The Fort Creek Conservation Area is located approximately 550m west of the Sackville Site. No Areas of Natural or Scientific Interest exist within 1000m of the Study Area.

2.3 Species at Risk

Species at Risk (SAR) included species identified federally under the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and provincially under the Committee on the Status of Species at Risk in Ontario (COSSARO). Species and their habitat listed as endangered or threatened are regulated federally under the Canadian Species at Risk Act (SARA S.C. 2002 c.29) and provincially under the Ontario Endangered Species Act (ESA S.O. 2007 c.6). In some instances, species listed as special concern may also receive habitat protection under the 2014 Provincial Policy Statement (PPS; MMAH 2014); see Section 2.6 Significant Wildlife Habitat, below.

The MNRF has identified 51 species at risk (SAR) associated with the Sault Ste. Marie District (complete list is provided in Appendix A). MNRF records indicate that Milksnake (*Lampropeltis triangulum*) has been observed within 500m of both the Huron and Sackville Sites. As of June 2016, Milksnake is no longer listed provincially as an 'at-Risk' species (formerly considered special concern) but the species remains federally listed as special concern. Bank Swallow (*Riparia riparia*; threatened) is also associated with the area. Lake Sturgeon (*Acipenser fulvescens*; threatened) and American Eel (*Anguilla rostrate*; endangered) are also associated with the St. Mary's River, which is approximately 200m south of Huron Site.

2.4 Locally Rare Species

The NHIC identifies two locally rare species that are associated with the Study Area. Oval-leaved Bilberry (*Vaccinium ovalifolium*) has been identified within 500m of both the Huron and Sackville Sites. Greene's Rush (*Juncus greenei*) and American Brook Lamprey (*Lampetra appendix*) have been observed within vicinity of the Huron Site and adjacent St. Mary's River.

2.5 Significant Wildlife Habitat

Significant Wildlife Habitats (SWH) are outlined in the Significant Wildlife Habitat Technical Guide (OMNR 2000) as natural heritage areas that are "ecologically important in terms of features, functions, representation and amount and contribute to the quality and diversity of an identifiable geographic area or Natural Heritage System". The alteration and development of

SWH is prohibited under the 2014 Provincial Policy Statement (PPS). SWH are considered according to four broad categories:

- Seasonal concentration areas (i.e., winter deer yards, colonial bird nesting sites, reptile hibernacula);
- Rare vegetation communities or specialized habitat for wildlife (i.e., alvars, rare forest types, moose aquatic feeding areas, amphibian woodland breeding ponds, turtle nesting habitat);
- Habitat of species of conservation concern (i.e., species identified as special concern federally or provincially, and species listed as rare or historical in Ontario based on records kept by the NHIC (i.e. S1- Critically Imperiled, S2- Imperiled, S3- Vulnerable and SH - Historic ranks); These ranks are not legal designations but are assigned in a manner to set protection priorities); and,
- Animal movement corridors (i.e., naturally vegetated corridors or man-made features such as power transmission and pipeline corridors that provide animal movement from one habitat to another).

A review of data provided by Land Information Ontario and communications with the MNRF found no records of Significant Wildlife Habitat within 1000m of either the Huron or Sackville Sites (Appendix C).

2.6 Migratory Birds

The Migratory Birds Convention Act (MBCA 1994) prohibits the disturbance and destruction of migratory birds, their nests and eggs. Environment and Climate Change Canada has developed a number of tools, including the general nesting calendars (http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&n=4F39A78F-1) and avoidance guidelines (http://ec.gc.ca/paom-itmb/default.asp?lang=En&n=AB36A082-1) to support compliance with the Act.

2.7 Fisheries and Fish Management Objectives

The Huron Site is located 200m north of St. Mary's River and 280m west of Fort Creek; a tributary to St. Mary's River. The MNRF has indicated that no fisheries data exists for Fort Creek but 58 fish species are known to occur in the St. Mary's River, which is considered a cool water ecosystem. A full listing of fish species attributed to the St. Mary's River is provided in Appendix A.

The MNRF has indicated that the St. Mary's Rapids provide critical fish spawning and nursery habitat, but that these areas are well removed (approximately 1000m) from the Huron Site. The MNRF also reports several barriers to fish passage that may impede some species from passing from the St. Mary's River to Lake Superior, including: Clergue Generating Station, compensating gates, St. Mary's Rapids, and the canal system.

The MNRF has identified the St. Mary's River as an Area of Concern (AOC) under the Canada-United States Great Lakes Water Quality Agreement. See Environment Canada's website (http://www.ec.gc.ca/raps-pas/default.asp?lang=En&n=6D2EB6E1-1) or the Bi-National Public Advisory Council's website (http://bpac.algomau.ca/) for further details. Programs are underway to reduce pollutant input (e.g. petrochemicals, suspended solids, phenols, ammonia and biological oxygen demand) and restore habitat along the river and its tributaries. Future programs will focus on addressing contaminated sediment, stormwater runoff, and fish and wildlife habitat in the St. Mary's River.

The Sackville Site is located 640m east of an unnamed headwater tributary to Fort Creek and constructed drains exist on and around the site. No data is available.

The MNRF has indicated that any in-water work must be performed between July 16 and August 31 (inclusive) in order to safeguard fish spawning activity. This timing window reflects the known species community within vicinity of the Huron and Sackville Sites and could be adjusted, at the discretion of the MNRF, depending on the exact nature and location of intended development. All in-water work, including within the above timing window, must avoid causing serious harm to fish as stipulated in the Fisheries Act. See Fisheries and Oceans Canada (DFO) website for further information: http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html. The DFO may need to be consulted depending on the nature of any in-water work. Before commencing in-water work, see the DFO self-assessment tool to determine if a project review is required: http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html.

The MNRF has indicated that baitfish licenses are assigned on a Township basis and that an active license exists for Township of Tarentorus. Exact locations of harvest are not known.

Fish community objectives are presented in detail in the Great Lakes Fisheries Commission's *Fish Community Objectives for Lake Huron*.

3. FIELD INVESTIGATION METHODS

3.1 Habitat Assessment

The Study Area for on-site habitat assessments includes the property boundaries of the Huron and Sackville Sites and all areas visually assessable from within the property and public areas immediately adjacent. This definition reflects restricted access associated with private land that encircles both properties.

Existing environmental conditions and the presence or potential presence of natural heritage features within the Study Area were assessed by a TULLOCH biologist (terrestrial ecologist)

and a fisheries specialist. Both staff have extensive experience in the identification of flora and fauna (including SAR and their habitat), as well as the identification of SWH as described in the *Significant Wildlife Habitat Technical Guide* (OMNR 2000). The qualifications of all site investigators can be found in Appendix B.

The Study Area was investigated using general reconnaissance methods performed by foot. Aerial imagery of the Study Area and information gained from the natural heritage desktop review were evaluated prior to field assessments to identify priority areas on site. Survey effort varied depending on the potential for an area to possess natural heritage features, as well as the topography and homogeneity of the area. Incidental observations were also collected in transit across the site while performing targeted surveys.

Field observations and spatial data were collected using a combination of traditional field data journaling and GPS mapping. GPS data was uploaded to ArcGIS 10.2 for mapping and is considered accurate to within 3-10m.

4. FIELD INVESTIGATION RESULTS

4.1 Habitat Assessment

Field Assessments were performed at both the Huron and Sackville Sites on October 12, 2016 (Figures 2A and 2B). Field investigations were led by Kelly Major (terrestrial ecologist), assisted by Jennifer Beasley (fisheries specialist) and accompanied by Pat McAuley (Project Manager and Engineering Senior Advisor).

4.1.1 111 Huron Street – Transportation Public Office and Maintenance Garage

Little habitat and no natural environment exists at 111 Huron Street. The property includes a single multi-section building approximately 0.4 ha (47,000 sq./ft.) in area on a 1.7ha lot with paved and gravel parking areas dominating the lot's east, west and south sides. Adjacent land uses are a mix of commercial and industrial spaces including newly constructed parking areas to the north, casino parking to the east, rail lines and a demolished building foundation to the south, and commercial businesses and parking to the west.

Habitat exists on and around site that could support the nesting of migratory bird species. This includes a small stand of Trembling Aspen and Balsam Poplar located southwest of the property (Photograph 1), feral shrubs growing along the southern fence line adjacent the rail corridor (Photograph 2), and ornamental trees planted on the east lawns (Photograph 3). No nests were observed by TULLOCH staff on site but the assessment was performed during a leaf-on condition when evidence of nesting can be obscured.

Milkweed was observed along the north, west and south edges of the property (Photograph 4). Milkweed serves as suitable reproductive and forage habitat for the Monarch Butterfly (*Danaus plexippus*; special concern). This species was not observed on site at the time of the field assessment but the likelihood of its presence on site should be considered moderately high.

Planted trees on site included ornamental species of maple, spruce, cedar and elm. Other vegetation on site included tree (e.g. Manitoba Maple, Trembling Aspen), shrub (Red-osier Dogwood, ornamental Rose) and herbaceous (e.g. Queen-Anne's Lace, Chicory, Cow Vetch, Clover, Mullein, Common Tansey, mixed Goldenrods) species.

All habitats are fragmented and subject to considerable and persistent disturbance associated with arterial road traffic in combination with public access and trains. Terrestrial habitat was subject to considerable household and industrial litter owing to public access and to the storage of decommissioned vehicles on the premises (Photograph 5). Staining of the soil surface, especially on the west side of the property, also suggests soils on site may be contaminated with petroleum hydrocarbons (likely automotive fluids) (Photograph 6). No permanent or temporary aquatic habitat was observed on site.

The vertical edges and overhangs of the facility structure may provide marginally suitable habitat for Barn Swallow (*Hirundo rustica*; threatened). A visual search of these areas using 10x binoculars found no evidence of current or recent swallow nesting.

Dilapidated busses being stored on site have the potential to serve as opportunistic roosting by bats, including three endangered species known to occur in Sault Ste. Marie; Little Brown Myotis (*Myotis lucifugus*), Eastern Small-footed Myotis (*Myotis leibii*) and Northern Myotis (*Myotis septentrionalis*). Cabin interiors and crevices within the machinery provide warm and dry spaces sheltered from the weather and predators. During the summer months these spaces could be used by endangered bat species as day roosts.

Field observations found no other suitable habitat for SAR species associated with the Sault Ste. Marie District. No habitat on site qualified as SWH.

4.1.2 128 Sackville Road – Public Works Complex

The Public Works Complex is a large (~10.7ha) facility comprised of a series of approximately 20 free standing permanent structures used for the administration, vehicle maintenance and equipment storage. The site also serves as a storage facility for municipal road sand and salt supplies. The site is situated on the edge of an industrial park and is bordered on three sides by commercial and industrial land uses. To the west, the Sackville Site is bordered by a residential community.

An urban woodlot borders the northeast side of the Sackville Site which extends approximately 50m into the north side of the property. The entire woodlot within the north neighbouring property was clearcut harvested between June 2011 and May 2012 and has since experienced five years of coppice regeneration from stumps retained on site. The original stand was dominated by White Birch, Red Maple, White Ash and Sugar Maple and these species now form a loosely spaced shrubby environment (Photograph 7). The lack of canopy is supporting a dense understory of mixed wildflowers, grasses and sedges. Extensive networks of game trails, likely reflecting White-tailed Deer activity, were observed throughout this area.

One third of the woodlot within the Sackville Site property was harvested between November 2013 and July 2014 separating the remaining mature woodlot into two parcels. In the northeast corner of the property, the east-most retained parcel of mature woodlot measures 0.5 ha in area and is dominated by White Birch and Red Maple with components of White Ash, Sugar Maple, Red Oak and Yellow Birch (Photograph 8). The closed canopy supports a sparse understory of regenerating overstory species and groundcover dominated by mixed ferns, Large-leaf Aster, False Solomon's Seal, Goldenrod and Raspberry. Household and commercial litter was prevalent throughout the stand (Photographs 9 & 10).

Several cavity trees were observed within the woodlot that appeared to be supporting woodpecker feeding and may serve as habitat for secondary cavity users including rodents and bats (Photograph 11). Only one cavity tree (Photograph 12) was observed to be sufficiently large (>25cm diameter) enough to be considered suitable for bat maternity roosting (BMR) but the cavities in this stem were located very close to the ground (within 1.5m) which suggests this habitat is unlikely to be used for colonial roosting by endangered bat species.

A mammal den was found within the wooded area at UTM (NAD 83) 16 T 705091 5158014 (Photograph 13). The den appeared inactive as evidenced by the undisturbed leaves and spider webs that had partially covered the entrance.

The west-most parcel of mature woodlot retained on the Sackville Site is located 90m west of its eastern counterpart. This smaller parcel measured 0.3ha and was dominated by Trembling Aspen with components of Red Maple, Sugar Maple, Red Oak and Balsam Poplar. The canopy was only half closed owing to several large dead standing White Ash (Photograph 14) that appeared to have succumbed to Emerald Ash Borer (Photograph 15).

Despite being >25cm diameter at breast height, large dead standing ash did not appear to be serving as effective cavity trees as the main stems consistently split within 3m of the ground (Photograph 16) resulting in insufficient size at height to support BMR. Sloughing bark could provide habitat to transient day roosting by male and non-reproductive female bats, including three endangered species; Little Brown Myotis, Eastern Small-footed Myotis and Northern Myotis. Male bats forage freely by night and roost singularly or in small groups in temporary day roosts that are quickly abandoned. Piles of large construction debris observed on site

(Photograph 10) as well as machinery store openly for extended periods of time could also provide opportunities for transient day roosting.

Wooded areas along the northern portion of the Sackville Site present the only semi-naturalized habitat on the property. Their hardwood canopies, shrubby understories and open edges will likely support nesting by migratory bird species protected under the Migratory Bird Convention Act (MBCA 1994). They have the potential to support four species of SAR bird, all of whom are listed as special concern; Canada Warbler (*Wilsonia canadensis*), Golden-winged Warbler (*Vermivora chrysoptera*), Eastern Wood-pewee (*Contopus virens*) and Olive-sided Flycatcher (*Contopus cooperi*).

These wooded areas may also provide marginally suitable habitat for SAR tree butternut (*Juglans cinerea*; endangered) and locally rare shrub Oval-leaved Bilberry. TULLOCH staff remained vigilant for both species while on site. Butternut, which is typically considered a more southerly species, was not observed during field assessment and not believed to exist on site. Preliminary searches also failed to observe Oval-leaved Bilberry within the property but, as the species is attributed to the area, targeted searches for the species during its flowering period (spring) might be recommended by the MNRF prior to development.

Man-made structures on site present potential habitat for Barn Swallow nesting. In particular, open canopies and overhangs, such as the structure at 16 T 704996 5157764 (Photograph 17) provide ideal surfaces for swallow nests. The apparent lack of prime swallow forage habitat nearby (e.g. waterbodies, fields) may reduce the desirability of the site for the species. A preliminary search of the open canopy and surrounding structures found no evidence of current or recent nesting by Barn Swallow.

Stockpiles of exposed aggregate and sand could provide suitable habitat for Bank Swallow if left undisturbed for an extended time. Road sand stockpiles on site appear to be kept active and subject to sufficient disturbance that nesting by the species is unlikely. No evidence of the species was observed during field assessments.

Drainage on site runs east to west and is facilitated by constructed drains located centrally and along the southern edge of the property. The likely destination of run-off from the site is Fort Creek and the Fort Creek Conservation Reserve which outlets to St. Mary's River.

The drainage in the southern extent of the property maintains permanent flow that increases with periods of precipitation and spring melt runoff. A portion of this drain is directed underground by steel culverts. This drain has been artificially constructed and maintains no typical natural stream morphology. During the field investigation, the drains were swollen with the runoff from recent precipitation (Photograph 18). This drain appears to flow west and beyond the study site and eventually into Fort Creek.

Substrate within the southern drain is a combination of sand, gravel, cobble and rubble (Photograph 19). The rubble component appears unnatural and was likely placed there at some point. This section of drain maintains a mostly stable riparian area and banks are stabilized by vegetation. Terrestrial grasses and dogwood compose the majority of riparian bank species along this drain section. Aquatic plants and filamentous algae growing within the drain suggest some level of flow is maintained throughout the year.

Water depth on the southern drain was minimal and did not appear to exceed 10cm in depth at the time of the investigation despite investigations taking place during a rain event. Wetted width did not exceed 1m.

Drainage ditches in the center of the study area have been recently excavated in some sections, as indicated by the uniform appearance of the banks and lack of vegetation (Photograph 20). This drain directs three smaller runoff channels that are dry aside from rain event periods. During the investigation, water flowing here was turbid; transporting sediment from the adjacent landscape downstream, and eventually to Fort Creek. This channel has a straight, manufactured morphology and lacks varying habitat types. This ditch functions as a fast run/ riffle during rain events.

Substrate within the central drain is composed of cobble, gravel and sand amongst clay parent material (Photograph 21). Some sections appear to be only sand on clay. This drain did not exceed 10cm in water depth despite the rain event at the time of investigation. The width of the channel was also not more than 1m at any point. The bank of this drain is high in certain areas which without stabilization may erode into the drain (Photograph 22). The drainage within this site will provide indirect fish benefit to certain species of small bodied fish during periods of high flow (assuming there are no barriers to fish passage between the confluences of these drains with Fort Creek).

No fish were observed during field investigations but habitat usage may be seasonal and will depend on the presence/absence of barriers to fish passage between the site and Fort Creek (of which there is no data).

The remainder of the Sackville Site is thoroughly developed and is subjected to constant disturbance by industrial, commercial and public activities associated with land use on and around the property.

4.2 Summary of Habitat Assessment

4.2.1 111 Huron Street – Transportation Public Office and Garage

Minimal wildlife habitat exists at the Huron Site but ornamental and feral trees/shrubs surrounding the property could support nesting by migratory bird species protected under the Migratory Bird Convention Act. The transit building itself could support marginal Barn Swallow

nesting habitat but searches found no evidence of current or recent nesting by the species. Dilapidated buses on site could serve as summer day roosts for several varieties of bat, including three endangered species; Little Brown Myotis, Eastern Small-footed Myotis and Northern Myotis. Milkweed around the north, west and south peripheries of the property could support Monarch Butterfly reproduction.

4.2.1 128 Sackville Road – Public Works Complex

Wooded areas along the north side of the Sackville Site and within the north adjacent property will likely support migratory bird nesting as well as potential habitat for four special concern SAR birds; Canada Warbler, Golden-winged Warbler, Eastern Wood-pewee and Olive-sided Flycatcher. No SAR birds were observed during field assessments but targeted surveys during peak breeding season were not performed to confirm presence/absence.

The woodlots provide marginal forage habitat for up to three species of endangered bats (Little Brown Myotis, Eastern Small-footed Myotis and Northern Myotis) and dead standing cavity trees may support the transient day roosting by male and non-reproductive bats. Large piles of debris and machinery openly stored for prolonged periods of time on site may also invite opportunistic bat roosting by endangered species. The limited size of the cavity trees (<25cm diameter) and the quality of the cavities observed suggest the potential of colonial bat roosting, including BMR, is unlikely.

The woodlots may provide marginal habitat for locally rare shrub Oval-leaved Bilberry. Preliminary searches failed to find the species on site.

Open canopies and overhangs on man-made structures throughout the Sackville Site provide opportunities for Barn Swallow nesting. Stockpiles of sand and other aggregates present provide opportunities for Bank Swallow nesting.

Constructed drainage ditches on site flow west and likely outlet to Fort Creek and the Fort Creek Conservation Area. Water levels are sufficient for all or part of the year to support potential habitat for small bodied fish. No fish were observed during field investigations but habitat usage will depend on the presence/absence of barriers to fish passage between the site and Fort Creek.

5. IMPACT ASSESSMENT AND MITIGATION

5.1 General

An impact assessment is provided that compares the potential impacts on observed environmental sensitivities of four alternatives being considered for the expansion or relocation of the Sault Ste. Marie Transportation maintenance garage and administrative office. This impact assessment is preliminary as the finer details of location and extent of development is not known at either site. Table 2 identifies which impacts and associated mitigation should be considered for each alternative. A full list of mitigation addressing those impacts is provided in Section 5.2

In instances where multiple differing timing exclusions are provided for a development alternative, the timing exclusion for that alternative should be considered to be from the earliest date to the latest date. For example, should the removal of vegetation be avoided during the General Nesting Period (April 14 to August 28) and the Bat Active Season (May 1 to September 1), then the true period within which no vegetation should be removed is April 14 to September 1.

Table 2 – Preliminary impact assessment of four development alternatives for the expansion or relocation of the Sault Ste. Marie Transportation Public Office and Garage. Each alternative references potential impacts of associated mitigation relevant to that activity. See Section 5.1 for further details.

Development Alternatives	Potential Impacts and Mitigations	Anticipated Impacts if Mitigation is Applied
1. Do Nothing Neither site is altered.	None.	None.
2. Upgrade Huron Site New roof, equipment and possibly an office expansion.	**5.1.1 - Migratory Birds** Clearing of vegetation **5.1.3 - Barn Swallow** Alteration of Existing Structures **5.1.4 - SAR Bats** Removing Old Machinery (buses) **5.1.5 - Monarch Butterfly** Removing Milkweed **5.1.8 - General Mitigation** Best Practices	No long term effects anticipated.
3. Build New Facility at Sackville Site Standalone building, with a sharing existing office, fueling and cafeteria spaces. OR **4. Build Integrated Facility at Sackville Site.** Public works, transit garage and vehicle storage is shared. AND **No alteration of woodlot habitat.** Regarding alternatives 3 and 4; work area will be entirely within existing developed footprint at Sackville Site.	**5.1.3 - Barn Swallow** Alteration of Existing Structures **5.1.4 - SAR Bats** Removing Debris & Old Machinery **5.1.7 - Fisheries** Alteration/sedimentation of drains **5.1.8 - General Mitigation** Best Practices	No long term effects anticipated.
3. Build New Facility at Sackville Site Standalone building, with a sharing existing office, fueling and cafeteria spaces. OR **4. Build Integrated Facility at Sackville Site.** Public works, transit garage and vehicle storage is shared. AND **Woodlot habitat cleared in whole or in part.** Vegetation is removed as work area will extend into the north woodlot.	**5.1.1 - Migratory Birds** Clearing of vegetation **5.1.2 - SAR Birds: Special Concern** Clearing of woodlot **5.1.3 - Barn Swallow** Alteration of Existing Structures **5.1.4 - SAR Bats** Clearing of Woodlot, and Removing Debris & Old Machinery **5.1.6 - Oval-leaved Bilberry** Clearing of Woodlot **5.1.7 - Fisheries** Alteration/sedimentation of drains **5.1.8 - General Mitigation** Best Practices	Depending on the location of the development, the MNRF may request targeted surveys for some SAR or rare species. Some permanent habitat loss will occur if wooded areas are removed and not revegetated.

5.1.1 Migratory Birds

The Migratory Bird Convention Act prohibits the harming of migratory birds, their nests and eggs. The removal of vegetation on site, including feral, ornamental, and dead standing tree stems, may have the following impacts on migratory birds:

- The removal of vegetation during the nesting season may result in the direct mortality of migratory birds and/or their eggs or broods.
- The removal of vegetation during the nesting season may cause the destruction of migratory bird nests.
- The removal of vegetation will reduce the quantity of breeding and foraging habitat available to migratory birds.
- Noise and other vibrations resulting from heavy equipment operation and personnel within the Study Area may disrupt migratory bird nesting and foraging within adjacent areas.

The following mitigation will prevent harm and disruption to migratory birds and their broods while minimizing long term habitat loss:

- Any clearing of vegetation should be performed outside the General Nesting Period identified by Environment and Climate Change Canada as being from April 14 to August 28 (Nesting Zone C4 – Forest Habitat).
- If clearing or construction is required during a General Nesting Period, areas should be checked for nesting prior to work each day and should only proceed if the vegetation is devoid of any sign of nesting.
- Vegetation loss should be minimized where possible.
- If clearing of vegetation is required, cleared areas should be re-vegetated. Re-vegetation should make use of native species as opposed to horticultural varieties.

With the above mitigation in place, development would be expected to have no direct impact on migratory birds and alteration of their habitat would be minimal.

5.1.2 SAR Birds: Special Concern

In some circumstances, habitat supporting species of special concern could qualify as Significant Wildlife Habitat (SWHTG 2000) and receive protection from development under the Provincial Policy Statement (PPS 2014).

Habitat assessments identified four SAR bird species with a potential to occur within the Study Area; Canada Warbler, Golden-winged Warbler, Eastern Wood-pewee and Olive-sided Flycatcher. No SAR birds were observed during field assessments but the MNRF may request

that targeted surveys during peak breeding season be performed to confirm presence/absence. If present on site, the removal of vegetation on site, including feral and ornamental, may have the following impacts on SAR birds:

- The removal of vegetation during the nesting season may result in the direct mortality of SAR birds and/or their eggs or broods.
- The removal of vegetation during the nesting season may cause the destruction of SAR bird nests.
- The removal of vegetation will reduce the quantity of breeding and forage habitat available to SAR birds.
- Noise and other vibrations resulting from heavy equipment operation and personnel within the Study Area may disrupt SAR bird nesting and foraging within adjacent areas.

The following mitigation will prevent harm and disruption to migratory birds and their broods while minimizing long term habitat loss:

- Any clearing of vegetation should be performed outside the General Nesting Period identified by Environment and Climate Change Canada as being from April 14 to August 28 (Nesting Zone C4 – Forest Habitat).
- If clearing or construction is required during a General Nesting Period, areas should be checked for nesting prior to work each day and work should only proceed if the vegetation is devoid of any sign of nesting.
- Vegetation loss should be minimized where possible.
- If clearing of vegetation is required, cleared areas should be re-vegetated. Re-vegetation should make use of native species as opposed to horticultural varieties.
- If SAR birds are observed within a development site work should halt or be altered in order to prevent harm to the species and its habitat. The MNRF should be notified of all SAR bird observations.

With the above mitigation in place, development would be expected to have no direct impact on special concern birds and alteration of their habitat would be minimal.

5.1.3 SAR Birds: Barn Swallows

Barn Swallow is listed as a provincially threatened species which receives general protection and habitat protection under the Endangered Species Act (ESA 2002). Man-made structures in the Study Area, especially overhangs and open canopies, can provide nesting habitat for the species. No Barn Swallows or evidence of recent Barn Swallow nesting were observed during field assessments. If present on site, the demolition or renovation of man-made structures, especially overhangs and open canopies, may have the following impacts on Barn Swallows:

- The demolition or renovation of man-made structures during the nesting season may result in the direct mortality of Barn Swallow and/or their eggs or broods.
- The demolition or renovation of man-made structures may cause the destruction of Barn Swallow bird nests.

The following mitigation will prevent harm and disruption to Barn Swallows and their broods while minimizing long term habitat loss:

- Searches for Barn Swallow nests should be performed before demolishing or altering structures within the Study Area. Emphasis should be placed on overhangs and open canopies. If the species is observed within a development site work should halt or be altered in order to prevent harm to the species and its habitat.
- If Barn Swallow is observed within the work area, contact the MNRF for further guidance.

With the above mitigation in place, development would be expected to have no negative impact on Barn Swallows and to their habitat.

5.1.4 SAR Bats

Three species of endangered bat are known to occur in the Sault Ste. Marie District; Little Brown Myotis, Eastern Small-footed Myotis and Northern Myotis. These species and habitat that supports their critical life functions are protected under the Endangered Species Act (ESA 2002). Of particular conservation concern is habitat that supports bat maternity roosting and bat hibernacula. No habitat was observed within the study that could support BMR or hibernation. Wooded areas can support bat foraging and transient day roosting by male and non-reproductive female bats (MNRF 2015). The removal of vegetation, especially large (>25cm diameter) trees with cracks, crevices or sloughing bark (i.e. cavity trees), in wooded areas within the Study Area may have the following impacts on SAR bats:

- The removal of living and dead woody vegetation, especially cavity trees, during the active bat season may result in the direct mortality of SAR bats in transient day roosts.
- The removal of vegetation will reduce the quantity of forage habitat available to SAR bats.
- Noise and other vibrations resulting from heavy equipment operation and personnel within the Study Area may disrupt SAR bats nesting and foraging within adjacent areas.

SAR bats may also elect to roost opportunistically in large discarded or stockpiled materials/debris on site. Relevant debris are those that provide partly enclosed internal spaces sheltered from the weather and external disturbance (Harvey *et al* 2011). Specific examples include piles of woody material (natural wood or lumber), dilapidated structures, unused machinery and discarded construction materials including culverts, open storage tanks and

concrete rubble. The removal of relevant debris within the Study Area may have the following impacts on SAR bats:

- The removal of relevant debris during the active bat season could result in the direct mortality of SAR bats in transient day roosts.

The following mitigation will prevent harm and disruption to SAR Bats should foraging and day roosting be occurring on site:

- Any clearing of living or dead standing cavity trees should be performed outside the bat active period which is considered May 1 to September 1. These dates are derived MNRF Technical Note: Species at Risk (SAR) Bats (MNRF 2015).
- The MNRF should be consulted if the clearing of vegetation is required during the active period for bats. Searches of vegetation prior to clearing may be deemed appropriate by the Ministry provided that any stems found to have suitable bat roosting spaces (e.g. cavities, cracks, sloughing bark) are retained. Suitable roosting trees should only be removed outside the active period for bats.
- Where possible, the removal or disturbance of relevant debris and stored machinery on site should also be performed outside the active bat season (May 1 to September 1). Otherwise debris and machinery should be inspected for evidence of bat day roosting prior to removal and only be disturbed if bats are not present.
- Vegetation loss should be minimized where possible.
- If clearing is required, cleared areas should be re-vegetated using native species when possible.

With the above mitigation in place, the removal of vegetation, relevant debris and stored machinery would be expected to have no negative impact to SAR bat individuals and minimal long-term impacts to their habitat.

5.1.5 Monarch Butterfly

As a species of special concern, monarch butterfly and their habitat should be safeguarded wherever possible. The removal of milkweed and other wildflowers on site may have the following impacts on the Monarch Butterfly and other pollinators:

- The removal of vegetation during the Monarch active season could result in the mortality of adults or their larva.
- The removal of Milkweed from the site will destroy potential breeding and nursery habitat for the species.
- The removal of wildflowers from the site will destroy forage habitat for adult Monarchs.

The following mitigation will prevent harm to Monarch Butterflies while minimizing long term habitat loss:

- Clear Milkweed outside the Monarch active season, which is considered for the Sault Ste. Marie area to be from May 15 to September 20 according to best management practices established by the Monarch Joint Venture (MJV 2015).
- If clearing or construction is required during the active period, areas should be checked for Monarch adults and larva prior to work each day and should only proceed if the vegetation is devoid of the species.
- Vegetation loss should be minimized where possible.
- The worksite should be re-vegetated with Milkweed and other flowering plants wherever possible; preference should be given to native flowering species.
- Flowering plants should be incorporated into the landscaping of the new facility in support of Monarch Butterflies and other pollinators. Preference should be given to native flowering species. A *Guide to Creating Monarch Friendly Habitat* is provided by the Monarch Teacher Network of Canada at: http://monarchteacher.ca/workshops/creating-monarch-habitat.dot.

With the above mitigation in place, development would be expected to have no direct impact on Monarch Butterfly and alteration of its habitat would be minimal.

5.1.6 Rare Species: Oval-leaved Bilberry

Wooded areas within the Study Area may support locally rare shrub species Oval-leaved Bilberry. If present, habitat supporting this species may qualify as Significant Wildlife Habitat (SWHTG 2000) and receive protection from development under the *Provincial Policy Statement* (PPS 2014). Preliminary surveys performed on site failed to observe the species but the MNRF may instruct that targeted surveys be performed for the species during its flowering period prior to the removal of vegetation. If present, the destruction of wooded habitat may have the following impacts on Oval-leaved Bilberry:

- The removal of vegetation may result in the direct mortality of Oval-leaved Bilberry.
- The removal of vegetation may result in the destruction of suitable habitat of Oval-leaved Bilberry.

The following mitigation will prevent harm to locally rare shrub Oval-leaved Bilberry should it occur on site:

- If Oval-leaved Bilberry is observed on site the MRNF should be contacted for further instruction.

5.1.7 Fisheries

All waterways (including constructed drains) with connectivity to established watercourses such as Fort Creek need to be protected as fish habitat through sediment transport control and ensuring no alteration to fish habitat occurs without authorization from DFO. The drains within the Study Area could be impacted by construction activities in the following ways:

- Transportation of deleterious substances downstream (i.e.: sediment transport) to larger waterbodies, including Fort Creek and the St. Mary's River.
- Harm or kill fish within the drains or downstream.
- Alteration (changing morphology) of the drains.

The following mitigations will ensure regulatory compliance and inhibit any negative impact on the watercourses within the Study Area:

- Complete work outside high water periods and significant precipitation events.
- Ensure any runoff directed to the drainage from construction activities is filtered through the use of geotextile, silt fence material, or a silt filter bag.
- Avoid work below the high water mark of all streams and drains and do not alter the riparian area. If alteration is necessary, a Request for Project Review must be submitted to the DFO for consideration.

With the above mitigation in place, development would be expected to have no direct impact on fish and fish habitat.

5.1.8 General Mitigation: Best Practices

The general mitigations provided below are best practices that should be applied to the preferred alternative determined for this project.

- Minimize vegetation removal within the proposed development area: Use existing trails whenever feasible. Where removal is necessary, minimize clearing, protect adjacent vegetation and use proper clearing techniques. Clearly delineate the boundaries of areas to be cleared using flagging or stakes. Where possible, use techniques that allow the root system to stay intact; this helps bind the soil and encourages rapid colonization of low-growing plant species.
- Restore native vegetation: Restorative plantings and seed mixes of species common to the region should be used for erosion control and rehabilitation of disturbed areas.
- Use original site vegetation: Where possible, retain and reuse original vegetation and topsoil for restorative planting.

- Work site containment: Design and implement a plan to isolate all work thereby preventing entry of potentially deleterious materials (e.g. dust, fuel, eroded soils, etc.) to natural habitat surrounding the site. The design should include the regular inspection, removal and timely disposal of materials generated.

- Excess materials and stockpiles: Store, handle and dispose of all materials used or generated (e.g., rock, organics, soils, woody debris, temporary stockpiles, construction debris, etc.) in a manner that prevents erosion and eventual entry to a waterbody. Temporary storage and stockpiling of materials must take place at a safe distance from any waterbody (not within 30m); these materials must be stabilized or otherwise contained. If stored long term, these areas should be sloped appropriately and vegetated.

- Avoid use of erosion control products with plastic netting: The “gillnet-like” mesh associated with erosion control products can pose an entanglement hazard to wildlife such as snakes, turtles, birds and other wildlife. The use of erosion control products containing any type of plastic mesh should be avoided. Rock, rip rap, various mulches, and polyethylene sheeting may be effective alternatives. It is noted that alternative rolled erosion control products are available without plastic mesh.

- Avoid use of heavy duty silt fencing reinforced with mesh netting: Heavy duty silt fencing constructed with nylon mesh netting reinforcement can pose an entanglement hazard to snakes and other wildlife. The use of heavy duty silt fencing constructed with nylon mesh netting reinforcement should be avoided. Silt fencing without mesh netting may be a suitable alternative.

- Remove temporary erosion control measures: When work is completed and areas are deemed stable, all temporary erosion control measures (silt fencing, straw bales, etc.) should be removed from the work site. These devices can act as a barrier to wildlife and impede their movement.

- Clearly define work areas: Access and activity should be limited to the designated work areas in order to minimize disturbance to adjacent wildlife habitat. These areas will be clearly marked within the site using fencing, stakes, flagging tape, signs etc.

- Check work area each day: reptiles are attracted to roadways, embankments, temporary stockpiles and machinery, as these surfaces absorb heat from the sun and are suitable for reptile basking. Work areas should be checked for reptiles prior to work each day. If there is immediate danger (such as collision with traffic/construction equipment), reptiles can be moved to adjacent habitat without harm (to worker or reptile) by carefully using a shovel or stick and bucket. SAR must be reported immediately to the MNRF and are not to be disturbed or moved without MNRF direction and approval.

- Equipment: Operate, store and maintain (e.g., re-fuel, lubricate) all equipment and associated materials in a manner that prevents the entry of any deleterious substance to a water body.

- Spills: A Spills Management Plan (including materials, instructions regarding their use, education of contract personnel, emergency contact numbers, etc.) is to be on site at all

times for implementation in the event of a spill. All spills must be immediately reported by phone to the Ontario Ministry of the Environment Spills Action Centre (24-hours a day) at 1-800-268-6060.

- Chemicals: Use only specified amounts and types of fertilizer in areas draining to water bodies. Avoid use of chemical dust suppressants and pesticides/herbicides in areas near or draining to water bodies.

6. CLOSING

TULLOCH has completed a natural heritage desktop review and on-site habitat assessment of the current Sault Ste. Marie Transportation public office and garage complex (111 Huron Street) and the Public Works Complex (128 Sackville Road). This report summarizes the findings of these efforts and provides an impact assessment for each of the four transit relocation options being considered by the City of Sault Ste. Marie. Recommended mitigations addressing potential impacts are also provided.

As of the creation of this report, TULLOCH is not aware of any specific plans for development or alteration at either site investigated. As such, the contents of this report should be considered preliminary.

TULLOCH would be pleased to address any questions regarding the contents and findings presented in this report. Please feel free to contact the undersigned.

Yours truly,

TULLOCH ENVIRONMENTAL

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Appendices:

Appendix A – Natural Heritage Review and Communications with Regulators

Appendix B – Project Staff

Appendix C – Figures and Maps

Appendix D – Field Photographs

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Ontario Ministry of Natural Resources and Forestry (MNRF). 2016. Species at Risk by Area Web Application. Accessed from: https://www.ontario.ca/environment-and-energy/species-risk-area.

Ontario Ministry of Environment and Climate Change (MOECC).2016. Water Well Information System Accessed from: https://www.ontario.ca/page/well-records.

APPENDIX A

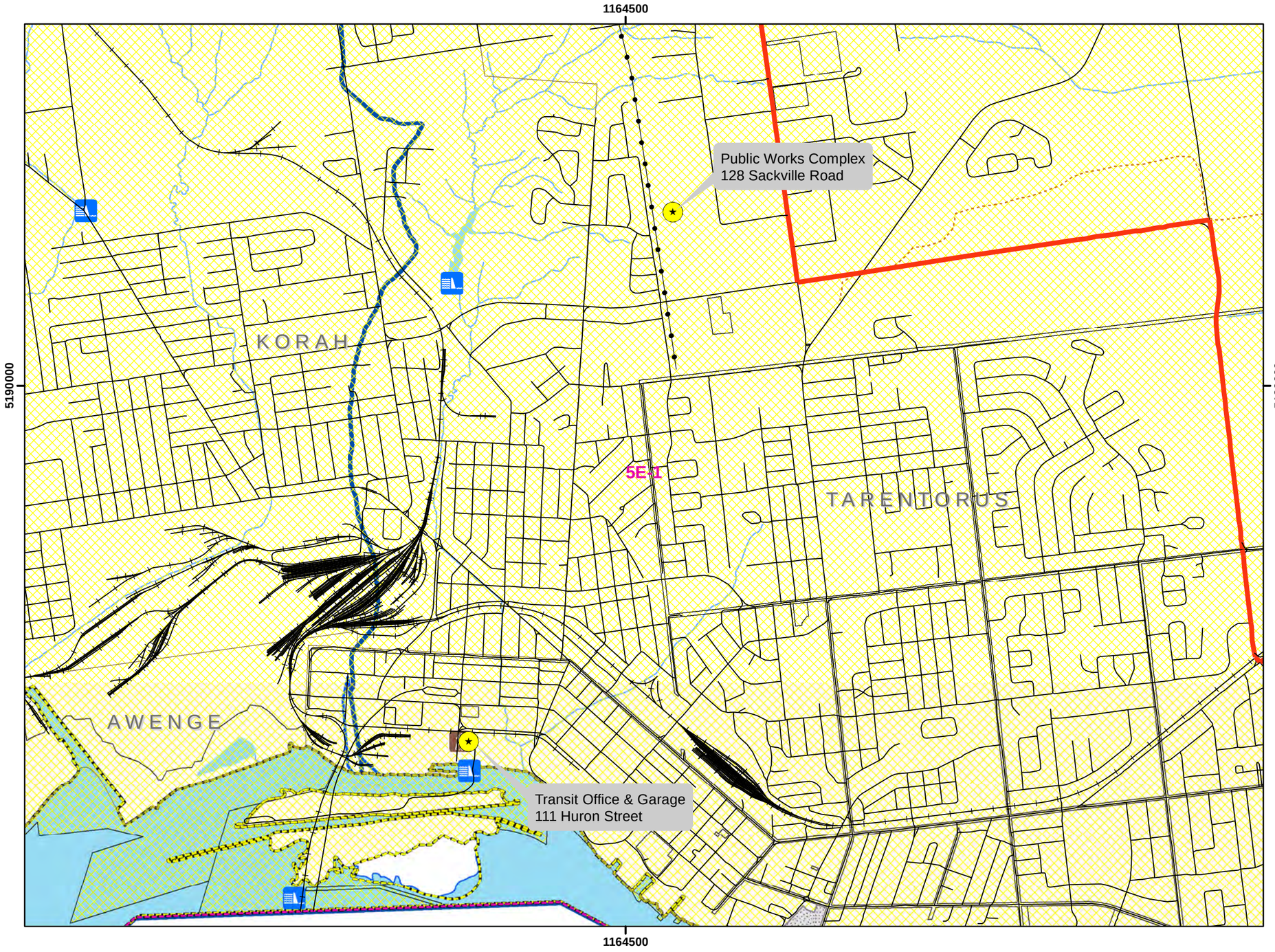
Natural Heritage Review and

Communications with Regulatory Agencies

Data Obtained and Searched from Land Information Ontario

Data File	Last Revision Date	Date Acquired
Aggregate Site Authorized Active	03/06/2016	28/06/2016
Aggregate Sites MTO	03/06/2015	28/06/2016
Airport Official	02/06/2016	14/07/2016
Airport Other	13/07/2016	14/07/2016
Areas of Natural and Scientific Interest	02/06/2016	28/06/2016
Conservation Reserve Regulated	01/06/2016	28/06/2016
Constructed Drains	28/10/2015	11/11/2015
Crown Game Preserves	18/05/2016	28/06/2016
Ecodistrict	19/06/2015	11/11/2015
Federal Protected Areas	28/09/2015	28/06/2016
Fish Feeding Area	21/04/2016	28/06/2016
Fish Nursery Area	10/11/2015	28/06/2016
Fish Spawning Area	27/06/2016	28/06/2016
Fish Staging Area	05/11/2015	28/06/2016
Fish Travel Corridor	05/11/2015	28/06/2016
Fishing Access Point	23/06/2016	28/06/2016
MNR Road Segments	06/08/2015	28/06/2016
Municipal Parks	17/05/2016	29/06/2016
National Wildlife Area	17/05/2016	28/06/2016
Natural Heritage Values Area	27/06/2016	28/06/2016
NGO Nature Reserve	17/05/2016	28/06/2016
OHN - Waterbodies	06/08/2015	28/06/2016
OHN - Watercourses	14/09/2015	28/06/2016
Ontario Dam Inventory	31/05/2016	28/06/2016
Ontario Trail Network Trailhead	07/06/2016	28/06/2016
ORWN Tracks	03/11/2015	14/04/2016
OWES Evaluated Wetlands	30/01/2015	11/11/2015
Patent Land External	27/06/2016	28/06/2016
Provincial Park Regulated Areas	26/10/2015	28/06/2016
Recreation Point	04/11/2015	28/06/2016
Research Plots	27/06/2016	28/06/2016
Significant Ecological Areas	04/11/2015	28/06/2016
Tourism Establishment Area	12/05/2016	14/07/2016
Trail Segment	07/06/2016	28/06/2016
Utility Lines	30/03/2016	14/04/2016
Waste Management Attenuation Zone	29/06/2016	14/07/2016
Waste Management Site	29/06/2016	14/07/2016
Water Well Information System (WWIS)	30/06/2015	14/07/2016
Watersheds - Primary	31/05/2016	28/06/2016

Watersheds - Quarternary	16/07/2015	28/06/2016
Watersheds - Secondary	31/05/2016	28/06/2016
Watersheds - Tertiary	16/07/2015	28/06/2016
Wildlife - Aquatic Feeding Areas	02/10/2015	28/06/2016
Wildlife - Breeding Areas	29/09/2015	28/06/2016
Wildlife - Calving Fawning Sites	01/10/2015	28/06/2016
Wildlife - Den Sites	21/04/2016	28/06/2016
Wildlife - Feeding Areas	03/11/2015	28/06/2016
Wildlife - Nesting Sites	27/06/2016	28/06/2016
Wildlife - Nursery Areas	10/11/2015	28/06/2016
Wildlife - Resting Area	04/11/2015	28/06/2016
Wildlife - Staging Areas	05/11/2015	28/06/2016
Wildlife - Travel Corridors	05/11/2015	28/06/2016
Wildlife - Wintering Area	27/06/2016	28/06/2016
Wooded Areas	30/05/2016	28/06/2016



Sault Ste. Marie Transit Relocation

Natural Heritage Background Review

Legend

- Highway
- Local Road
- Rail Line
- Utility Line
- Trailhead
- Dam
- Trail Segment
- Aerodrome (Official)
- Township
- Ecodistrict
- Municipalities
- Patent (Private) Land
- OHN Waterbody
- OHN Watercourse
- Primary Watershed
- Secondary Watershed
- Tertiary Watershed
- Quarternary Watershed

PROJECT: 161085
DATE: 18/10/2016

SCALE: 1:24,000
Datum: NAD83
Projection: UTM Zone 15N

Data Provided by Land Information Ontario:
Updated January 2015 through June 2016.

N

TULLOCH ENVIRONMENTAL

TULLOCH
ENVIRONMENTAL

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22 September 2016

Derek Goertz
Management Biologist
Ontario Ministry of Natural Resources and Forestry – Sault Ste. Marie District
64 Church Street
Sault Ste. Marie, ON P6A 3H3

Re: Natural Heritage Background Information Request: Proposed Relocation of the Sault Ste. Marie Transit Garage and Administration Offices.

Dear Mr. Goertz,

Tulloch Environmental (a Division of Tulloch Engineering) has been retained by Tulloch Engineering to conduct an assessment of natural heritage background information for the proposed undertaking and the adjacent landscape, including a review of available background natural heritage information from regulatory agencies. The background information review and assessment of the aquatic and terrestrial habitats are in support of the proposed relocation of the Sault Ste. Marie transit garage and administration office. The current location of the garage and office building is 111 Huron Street and the proposed new location is 128 Sackville Road in the City of Sault Ste. Marie, ON.

The study area includes the existing location of the garage and administration offices and the proposed new location, plus a 120 m buffer around each of the two locations. The UTM coordinates for the existing location and the proposed new location (NAD 83) are 16T 5155025N 703324E and 16T 5157785N 704884E respectively. Maps indicating the area of the two locations are appended to this letter.

At this time it is currently unknown whether the building located on the existing property (111 Huron Street) will be demolished prior to selling the property. The Public Works buildings that are currently located on the proposed new property (128 Sackville Road) will remain and the new transit garage and administration building will be constructed either north of the existing buildings, or to the east.

A review of online resources including the Natural Heritage Information Centre (NHIC) website, the MNRF Fish ON-Line website, the Ontario Breeding Bird Atlas, and the MNRF Ontario Species At Risk website was completed to screen the site for any significant values (species at risk, rare species, significant wildlife habitat etc.) which may be listed, and general community information. A summary of notable information is provided below:

- Records for significant natural heritage values were returned from an NHIC query and include: Milksnake (*Lampropeltis Triangulum*); Lake Sturgeon (*Acipenser fulvescens*); Oval-leaved Bilberry (*Vaccinium ovalifolium*), ranked S3; and Greene's Rush (*Juncus greenei*) which is also ranked S3. The NHIC also identified the St. Mary's River as a Canadian Heritage River.
- A total of 17 SAR species were identified in the region (Table 1).
- Fish community information was available for Lake Huron and Lake Superior; however, fish community information was not available for Fort Creek which is located west of Sackville Drive.

- We have prepared a list of species (including SAR) that may potentially inhabit the study area based on searches of available resources and habitat preferences. A copy of this list is appended to this letter (Table 1). We are requesting that the OMNRF provide, where possible, any additional details, records of occurrences or other information on the species list and occurrences in the list provided.

We also request the following information and guidance from the OMNRF:

- Fishery data for water bodies adjacent to the project area including:
  - fish community species
  - thermal regime
  - areas of known critical habitat (spawning, etc.)
  - aquatic species at risk (records, local knowledge)
  - barriers to passage

- OMNRF fishery management information:
  - in-water work timing window
  - areas of concern (e.g. known sources of sediment and erosion, sources of pollution)
  - fisheries management objectives (e.g. rehabilitation or protection goals, etc.)
  - Known commercial fishing licenses (i.e. commercial baitfish licenses) in the area

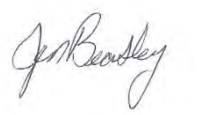
- Terrestrial data for the adjacent lands to the crossing, such as:
  - records of species at risk or species of conservation concern
  - timing windows or other restrictions
  - wildlife habitat use, and
  - significant portions of the habitat of any species at risk.

- Adjacent areas of natural or scientific interest.

If you have any questions or require additional information please do not hesitate to contact the undersigned at (705) 522-6303.

Thank you for your time and assistance.

Sincerely,



Jen Beasley, BA, CET, rcsi
Tulloch Engineering
Fisheries Contracts Specialist
jen.beasley@tulloch.ca
(705) 522-6303, ext. 626

Table 1. Species with a potential or previously documented occurrence in the vicinity of the project area (based on range, habitat and records).

Resources	Common Name	Scientific Name	Note
Ontario SAR database	Bald Eagle	*Haliaeetus leucocephalus*	Special Concern
	Black Tern	*Chlidonias niger*	Special Concern
	Bobolink	*Dolichonyx oryzivorus*	Threatened
	Eastern Meadowlark	*Sturnella magna*	Threatened
	Eastern Whip-poor-will	*Antrostomas vociferus*	Threatened
	Least Bittern	*Ixobrychus exilis*	Threatened
	Peregrine Falcon	*Falco peregrinus*	Special Concern
	Lake Sturgeon	*Acipenser fulvescens*	Threatened
	Northern Brook Lamprey	*Ichthyomyzon fossor*	Special Concern
	Redside Dace	*Clinostomus elongatus*	Endangered
	Shortjaw Cisco	*Coregonus zenithicus*	Threatened
	Rusty-patched Bumble Bee	*Bombus affinis*	Endangered
	Gattinger's Agalinis	*Agalinis gattingeri*	Endangered
	Hill's Thistle	*Cirsium hilii*	Threatened
	Houghton's Goldenrod	*Solidago houghtonii*	Threatened
	Eastern Ribbonsnake	*Thamnophis sauritus*	Special Concern
	Massasauga Rattlesnake	*Sistrurus catenatus*	Threatened
	Blandings Turtle	*Emydoidea blandingii*	Threatened
	Snapping Turtle	*Chelydra serpentina*	Special Concern
NHIC	Milksnake	*Lampropeltis triangulum*	Special Concern 16GS0354, 16GS0355, 16GS0457, 16GS0557
	Lake Sturgeon	*Acipenser fulvescens*	Threatened 16GS0354, 16GS0355

	Oval-leaved Bilberry	*Vaccinium ovalifolium*	S3 16GS0354, 16GS0355, 16GS0457, 16GS0557
	Greene's Rush	*Juncus greenei*	16GS0354 and 16GS0355
MNRF Fish ON-Line	White Bass	*Morone chrysops*	Lake Huron
	Pumpkinseed	*Lepomis gibbosus*	Lake Huron/Lake Superior
	Lake Trout	*Salvelinus namaycush*	Lake Huron/Lake Superior
	White Perch	*Morone americana*	Lake Huron/Lake Superior
	Walleye	*Sander vitreus*	Lake Huron/Lake Superior
	Brown Bullhead	*Ameiurus nebulosus*	Lake Huron/Lake Superior
	Brown Trout	*Salmo trutta*	Lake Huron/Lake Superior
	Rainbow Trout	*Oncorhynchus mykiss*	Lake Huron/Lake Superior
	Bowfin	*Amia calva*	Lake Huron
	Rock Bass	*Ambloplites rupestris*	Lake Huron/Lake Superior
	Lake Whitefish	*Coregonus clupeaformis*	Lake Huron/Lake Superior
	Channel Catfish	*Ictalurus punctatus*	Lake Huron/Lake Superior
	Muskellunge	*Esox masquinongy*	Lake Huron/Lake Superior
	Coho Salmon	*Oncorhynchus kisutch*	Lake Huron/Lake Superior
	Largemouth Bass	*Micropterus salmoides*	Lake Huron/Lake Superior
	Common Carp	*Cyprinus carpio*	Lake Huron/Lake Superior
	Northern Pike	*Esox lucius*	Lake Huron/Lake Superior
	Black Crappie	*Pomoxis nigromaculatus*	Lake Huron/Lake Superior
	Smallmouth Bass	*Micropterus dolomieu*	Lake Huron/Lake Superior
	Sauger	*Sander canadensis*	Lake Huron/Lake Superior
	White Sucker	*Catostomas comersonii*	Lake Huron/Lake Superior
	Yellow Perch	*Perca flavescens*	Lake Huron/Lake Superior
	Brook Trout	*Salvelinus fontinalis*	Lake Huron/Lake Superior
	Bluegill	*Lepomis macrochirus*	Lake Huron/Lake Superior
	Freshwater Drum	*Aplodinotus grunniens*	Lake Huron/Lake Superior
	Burbot	*Lota lota*	Lake Huron/Lake Superior

	Rainbow Smelt	*Osmerus mordax*	Lake Huron/Lake Superior
	Round Whitefish	*Prosopium cylindraceum*	Lake Huron/Lake Superior
	Splake	*Salvelinus fontinalis × S. namaycush*	Lake Superior
	Yellow Bullhead	*Ameiurus natalis*	Lake Superior
	Cisco	*Coregonus sp.*	Lake Superior
Ontario Breeding Bird Atlas	Bald Eagle	*Haliaeetus leucocephalus*	16GS05
	Bank Swallow	*Riparia riparia*	16GS05
	Barn Swallow	*Hirundo rustica*	16GS05
	Bobolink	*Dolichonyx oryzivorus*	16GS05
	Canada Warbler	*Cardellina canadensis*	16GS05
	Chimney Swift	*Chaetura pelagica*	16GS05
	Common Nighthawk	*Chordeiles minor*	16GS05
	Eastern Meadowlark	*Sturnella magna*	16GS05
	Eastern Wood-Pewee	*Contopus virens*	16GS05
	Olive-sided Flycatcher	*Contopus cooperi*	16GS05
	Peregrine Falcon	*Falco peregrinus*	16GS05
	Rusty Blackbird	*Euphagus carolinus*	16GS05
	Wood Thrush	*Hylocichla mustelina*	16GS05

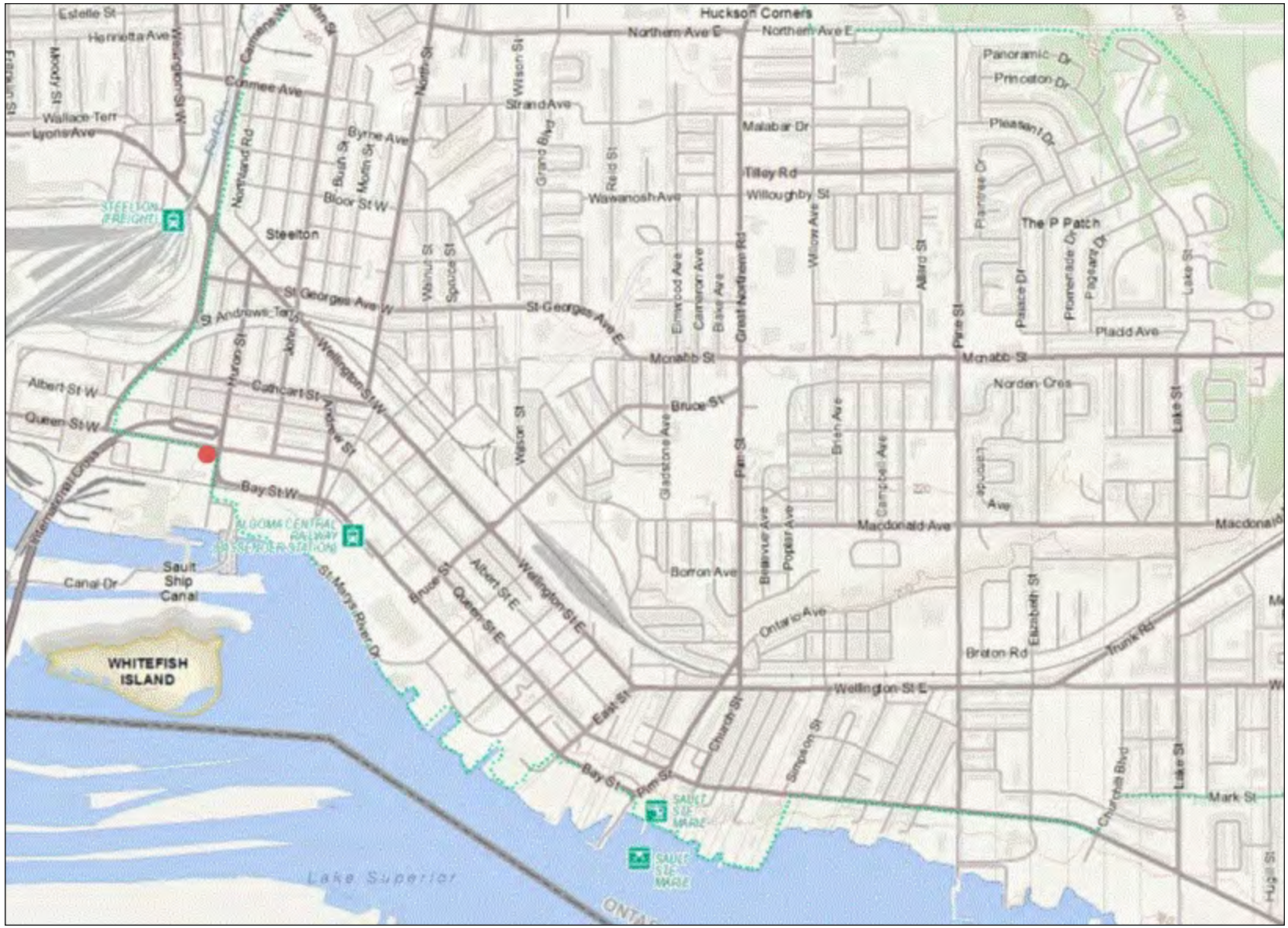
Ontario

MINISTRY OF NATURAL RESOURCES AND FORESTRY

Make a Topographic Map

Existing Location of the SSM Transit Garage and Administration Office

Notes:



Legend

- Building as Symbol
- Building to Scale
- Airport
- Heliport \ Hospital Heliport
- Seaplane Base
- Ferry Route
- Trail Head \ Trail
- Railway \ Train Station
- Railway with Bridge
- Railway with Tunnel
- Road (Major — Minor)
- Winter Road
- Road with Bridge
- Road with Tunnel
- Primary, Kings or 400 Series Highway
- Secondary Highway
- Tertiary Highway
- District, County, Regional or Municipal Road
- Toll Highway
- One Way Road
- Road with Permanent Blocked Passage
- Road with Address Ranges
- Hydro Line, Communication Line or Unknown Transmission Line
- Natural Gas Pipeline, Water Pipeline or Unknown Pipeline
- Spot Height
- Index Contour
- Contour
- Wooded Area
- Wetland
- Waterbody
- Waterbody Elevation
- Watercourse
- Falls
- Rapids
- Rapids \ Falls
- Rapids
- Rocks
- Lock Gate
- Dam \ Hydro Wall
- Dam \ Hydro Wall
- Provincial \ State Boundary
- International Boundary
- Upper Tier \ District Municipal Boundary
- Lower Tier \ Single Tier Municipal Boundary
- Lot Line
- Indian Reserve
- Provincial Park
- National Park
- Conservation Reserve
- Military Lands

0 1.3 km

Projection: Web Mercator

N

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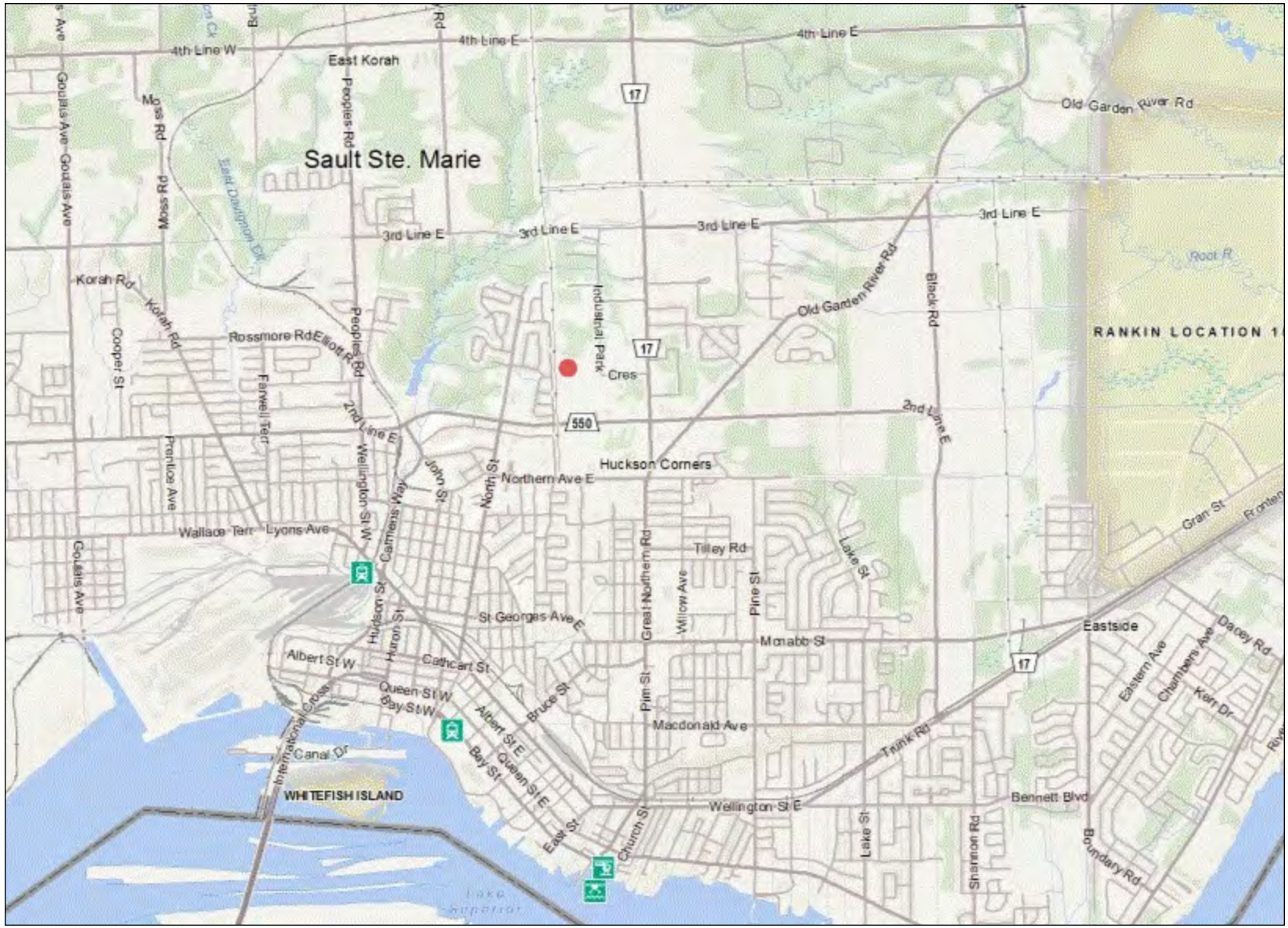
Ontario

MINISTRY OF NATURAL RESOURCES AND FORESTRY

Make a Topographic Map

Proposed New Location of the SSM Transit Garage and Administration Office

Notes:



Legend

- Building as Symbol
- Building to Scale
- Airport
- Heliport \ Hospital Heliport
- Seaplane Base
- Ferry Route
- Trail Head \ Trail
- Railway \ Train Station
- Railway with Bridge
- Railway with Tunnel
- Road (Major — Minor)
- Winter Road
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- Road with Tunnel
- Primary, Kings or 400 Series Highway
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- International Boundary
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- Lower Tier \ Single Tier Municipal Boundary
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- Indian Reserve
- Provincial Park
- National Park
- Conservation Reserve
- Military Lands

0 2.5 km

Projection: Web Mercator

N

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Kelly Major

From: Paul Koke <paul.koke@tulloch.ca>
Sent: October-03-16 10:45 AM
To: Kelly Major
Subject: FW: Request for Background Information - Proposed relocation of the SSM Transit Garage and Administration Office
Attachments: SSM_SAR_List(March17_2015).pdf; Fishes of the St Marys River.pdf; Fish Community Objectives for Lake Huron.pdf

Flag Status: Flagged

See below information for SSM Transit Study locations…

Paul Koke M.A., LEED AP
Environmental Project Manager

TULLOCH ENGINEERING 25 ANNIVERSARY YEARS

Tel: 705 522 6303
Fax: 705 671 9477
Cell: 705 626 4255

TULLOCH Engineering Inc
1942 Regent Street – Unit L, Sudbury, ON P3E 5V5
paul.koke@TULLOCH.ca | TULLOCH.ca

From: Goertz, Derek (MNRF) [mailto:Derek.Goertz@ontario.ca]
Sent: Wednesday, September 28, 2016 1:38 PM
To: Jen Beasley
Cc: Paul Koke (paul.koke@tulloch.ca)
Subject: RE: Request for Background Information - Proposed relocation of the SSM Transit Garage and Administration Office

Hello Jen,

Thank you for your email requesting natural heritage information pertaining to the existing and proposed SSM Transit Garage sites located in Sault Ste. Marie. I have had the opportunity to review your submission and am pleased to provide you with the following information related to the area within 120m of each site ("subject area") as per your request. (I actually used a 500m radius around each site to ensure that any point feature located beyond 120m, didn't have associated habitat that extended within 120m.)

Fisheries Information

- Unfortunately MNRF does not have any information related to fish or fish habitat relevant to Fort Creek. However, fish community information is available for the St. Mary's River (see attachment). Please note that this list should not be thought of as complete. Both of these watercourses function as cool water ecosystems.

- The following aquatic species at risk are known from the St. Mary's River: Lake Sturgeon (threatened) and American Eel (endangered), however comprehensive inventories are incomplete so please keep in mind that the potential for occurrence of additional species at risk exists. It is important to note that American Brook Lamprey (*Lampetra appendix*) is known from the river, and while not a species at risk, is considered provincially rare (S3).

- The St. Mary's Rapids and vicinity provides critical spawning and nursery habitat for a number of fish species. However, this portion of the St. Mary's is well removed (~1km) from the subject area and may not necessarily be applicable. In addition, there are several obstacles that may impede the passage of fish from the St. Mary's River upstream to Lake Superior. This includes the Clergue Generating Station, compensating gates, St. Mary's Rapids, and the canal system. This is largely dependent on the species in question and facility operations.

Fisheries Management

- Fish community objectives are laid out in detail in the Great Lakes Fisheries Commission's *Fish Community Objectives for Lake Huron*. Please find this document attached.

- The St. Mary's River is identified as an Area of Concern (AOC) in 1987 under the Canada-United States Great Lakes Water Quality Agreement. Information related to this AOC can be found on Environment Canada's website at http://www.ec.gc.ca/raps-pas/default.asp?lang=En&n=6D2EB6E1-1 or the Bi-National Public Advisory Council's website at http://bpac.algomau.ca/

- In order to protect fish during spawning and other critical life stages, any in-water work shall only be conducted within the period of July 16 – August 31 (inclusive). This timing window is based on species known to be present throughout the aquatic ecosystem and vicinity and may be adjusted depending the exact location of any proposed work. Even when operating within this window, the proponent is still required to avoid causing serious harm to fish (under the federal Fisheries Act) by following the measures described on DFO's website: http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html

- Department of Fisheries and Oceans (DFO) may need to be consulted. I would suggest the proponent use DFO's online self-assessment tool at http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html to determine if project review is required. If the applicant is uncertain about whether their project requires DFO review or has any related questions, they can contact DFO via email at fisheriesprotection@dfo-mpo.gc.ca.

- Commercial baitfish licences are assigned on a Township basis (not by water body). The Township of Tarentorus does have an assigned bait licence. In order to determine where harvesting is occurring, the licensee would need to be contacted.

Terrestrial Data

- There is one known terrestrial Species at Risk (SAR) from the vicinity of the subject area: Bank Swallow (threatened). As mentioned, MNRF's inventory of Species at Risk is often incomplete. Please see the attached *Sault Ste. Marie District Species at Risk List* for your reference. Any of the species have the potential to occur on site should suitable habitat be present. If SAR are encountered during the course of any work, and are likely to be impacted, please stop the work immediately and contact the SSM District MNRF office for further direction. It is the proponent's responsibility to ensure they are in compliance with the Endangered Species Act, 2007.

- One provincially rare species, Oval-leaved Bilberry (*Vaccinium ovalifolium*), is known from the vicinity of the subject area and as a result may occur on site.

- No Provincial Parks, Conservations Reserves, or Areas of Natural or Scientific Interest (ANSIs) exist within 1km of the geographic coordinates provided.

- It is important to avoid contravention of the federally administered *Migratory Birds Convention Act, 1994 (MBCA)* by avoiding impacts to migratory birds, their eggs and/or nests. Environment and Climate Change Canada has developed a number of tools to help reduce the risk of contravening the Act. Specifically, the general nesting calendars (http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&n=4F39A78F-1) and avoidance guidelines (http://ec.gc.ca/paom-itmb/default.asp?lang=En&n=AB36A082-1. For information about the MBCA or for advice on how to avoid incidental take of, or reduce risks of detrimental effects to migratory bird nests and eggs, please can contact the Environment and Climate Change Canada or visit their website at http://www.ec.gc.ca/paom-itmb/. It is the proponent's responsibility to comply with all applicable legislation.

- Please report any Species at Risk observations to MNRF's Natural Heritage Information Centre at http://www.ontario.ca/environment-and-energy/report-rare-species-animals-and-plants and any invasive species to http://www.eddmaps.org/ontario/

If you have any questions please don't hesitate to contact me at derek.goertz@ontario.ca or 705-941-5130.

Regards,

Derek Goertz
Management Biologist
Sault Ste. Marie District
Ontario Ministry of Natural Resources and Forestry
64 Church Street, Sault Ste. Marie, ON P6A 3H3
Tel: 705-941-5130, Fax: 705-949-6450
derek.goertz@ontario.ca

From: Jen Beasley [mailto:jen.beasley@tulloch.ca]
Sent: September 23, 2016 10:05 AM
To: Goertz, Derek (MNRF)
Cc: 'Paul Koke'
Subject: Request for Background Information - Proposed relocation of the SSM Transit Garage and Administration Office

Good morning Derek,

Please find attached a Natural Heritage Background Information Request for the proposed relocation of the Sault Ste. Marie transit garage and administration office.

If you require additional information, please do not hesitate to contact us.

Have good weekend!

Jen

Jen Beasley BA, CET, rsci
Fisheries Contracts Specialist

TULLOCH ENGINEERING 25 ANNIVERSARY YEARS

Tel: 705 522 6303

Fax: 705 671 9477
Cell: 705 690 1724

TULLOCH Engineering Inc
1942 Regent Street –Unit L, Sudbury, ON P3E 5V5
jen.beasley@TULLOCH.ca | TULLOCH.ca

Sault Ste. Marie District Species at Risk (March 17, 2015)

	At Risk Status – Endangered (**END**), Threatened (**THR**), Special Concern (**SC**)	
Species Common Name	**Species At Risk in Ontario - (SARO)**	**Species at Risk Act (Federal Listing) - (SARA)**
American Chestnut	END	END
American Eel	END	No Status
Butternut	END	END
Cougar or Mountain Lion	END	Data Deficient
Eastern Small-footed Myotis	END	No Status
Golden Eagle	END	Not At Risk
Henslow's Sparrow	END	END
Hickorynut	END	No Status
King Rail	END	END
Kirtland's Warbler	END	END
Little Brown Myotis	END	No Status
Loggerhead Shrike	END	END
Northern Myotis	END	No Status
Redside Dace	END	SC
Shortnose Cisco	END	END
Wood Turtle	END	THR
American White Pelican	THR	Not At Risk
Bank Swallow	THR	No Status
Barn Swallow	THR	No Status
Blanding's Turtle	THR	THR
Bobolink	THR	No Status
Chimney Swift	THR	THR
Eastern Meadowlark	THR	No Status
Flooded Jellyskin	THR	THR
Lake Sturgeon (Great Lakes - Upper St. Lawrence population)	THR	No Status
Least Bittern	THR	THR
Massasauga Rattlesnake	THR	THR
Shortjaw Cisco	THR	THR
Whip-poor-will	THR	No Status
Bald Eagle	SC	Not At Risk
Black Tern	SC	Not At Risk
Canada Warbler	SC	THR
Cerulean Warbler	SC	SC
Common Five-lined Skink	SC	SC
Common Nighthawk	SC	THR
Eastern Wolf	SC	SC
Eastern Wood-Pewee	SC	No Status
Golden-winged Warbler	SC	THR
Milksnake	SC	SC
Monarch Butterfly	SC	SC
Northern Brook Lamprey	SC	SC
Olive-sided Flycatcher	SC	THR
Peregrine Falcon	SC	SC
Red-headed Woodpecker	SC	THR
Short-eared Owl	SC	SC
Silver Lamprey (Great Lakes - Upper St. Lawrence population)	SC	No status
Snapping Turtle	SC	SC
Upper Great Lakes Kiyi	SC	SC
West Virginia White Butterfly	SC	No Status

Wood Thrush	SC	No Status
Yellow Rail	SC	SC

For an updated copy of this list, or more detailed information on any of the species listed above, including identification features and range maps, please visit the OMNR Species at Risk website at Ontario.ca/speciesatrisk or contact the Sault Ste. Marie MNR District Management Biologist, at (705) 949-1231

Fishes of the St Mary's River

COMMON NAME
Alewife
American brook lamprey adult
American eel
Atlantic salmon
Banded killifish
Black crappie
Blacknose shiner
Bluegill
Bowfin
Brook stickleback
Brook trout
Brown bullhead
Brown trout
Burbot
Chinook salmon
Coho salmon
Common Carp
Common shiner
Creek chub
Emerald shiner
Gizzard shad
Golden redhorse
Golden shiner
Hornyhead chub
Johnny darter
Lake chub
Lake sturgeon
Lake trout
Lake whitefish
Largemouth bass
Log perch
Longnose dace
Longnose sucker
Mimic shiner
Mottled sculpin
Ninespine stickleback
Northern Pike
Pink salmon
Pumpkinseed
Rainbow darter
Rainbow smelt
Rainbow trout

Rock bass
Round whitefish
Sand shiner
Sea lamprey adult
Sea lamprey ammocete
Sea lamprey transformer
Silver lamprey adult
Slimy sculpin
Smallmouth bass
Spoonhead sculpin
Spottail shiner
Threespine stickleback
Trout-perch
Walleye
White sucker
Yellow perch

APPENDIX B

Project Staff

PROJECT STAFF

Kelly Major, M.Sc. EP is a Terrestrial Ecologist at Tulloch Engineering. He has worked professionally throughout Ontario for five years in consulting, government and academic sectors. His areas of specialization include species at risk, habitat assessment, wetland evaluation and biostatistics. As an academic, Kelly has acted as principal investigator for various studies in community ecology, plant invasion and silviculture. His research has been peer-reviewed and published. With the Ministry of Natural Resources and Forestry (MNRF), he surveyed wildlife biodiversity across the province and built statistical models forecasting forest succession for Boreal Ontario. As a consultant with Tulloch, Kelly leads species at risk surveys, wetland evaluations (Ontario Wetland Evaluation Systems) and terrestrial habitat description (e.g. Ecological Land Classification). He performs impact assessments at sites of proposed development and prepares site specific mitigation strategies appropriate to the nature of the habitat alteration and the sensitivities present. He also serves as data analyst for Tulloch's environmental department; managing and mapping spatial data in ArcGIS and modeling quantitative data using univariate and multivariate statistical techniques.

Jen Beasley, B.Sc. is a Fisheries Specialist for Tulloch Engineering. She has over eight years of environmental consulting experience and has been a part of project management, planning and executing of field work, as well as data collection, and technical report writing. She has been involved in several highway construction projects requiring compliance to federal and provincial environmental legislation. Responsibilities have included site inspections; the review of plans and submissions for in-water work; species at risk surveys; correspondence with regulatory authorities to obtain necessary permits and approvals; and, identifying potential impacts to fish habitat caused by proposed work.

Jen is currently approved under the MTO's RAQS for the Fisheries Compliance during Construction Contracts specialty. She has also been involved in several fisheries assessment projects for highway construction/rehabilitation projects. Extensive knowledge of provincial and federal legislation pertaining to fish and species at risk has been gained through her experience in the environmental consulting industry. Jen has also successfully completed the Ontario Wetland Evaluation System training course through the Ontario Ministry of Natural Resources and an Erosion and Sediment Control training course offered through Vancouver Island University.

Paul Koke, M.A. LEED AP is an Environmental Project Manager at Tulloch Engineering. He has ten years experience in the environmental and technical services sector, as well as seven years as a consultant. He specializes in environmental permitting, impact assessment, aquatic and terrestrial effects evaluation, project planning and management, and environmental feasibility studies for natural resource and industry sector clients. Much of his recent work has focused on regulatory agency liaison, biophysical assessment, erosion and sediment control planning, and construction management and inspection for large resource sector infrastructure projects in locations across Canada.

APPENDIX C

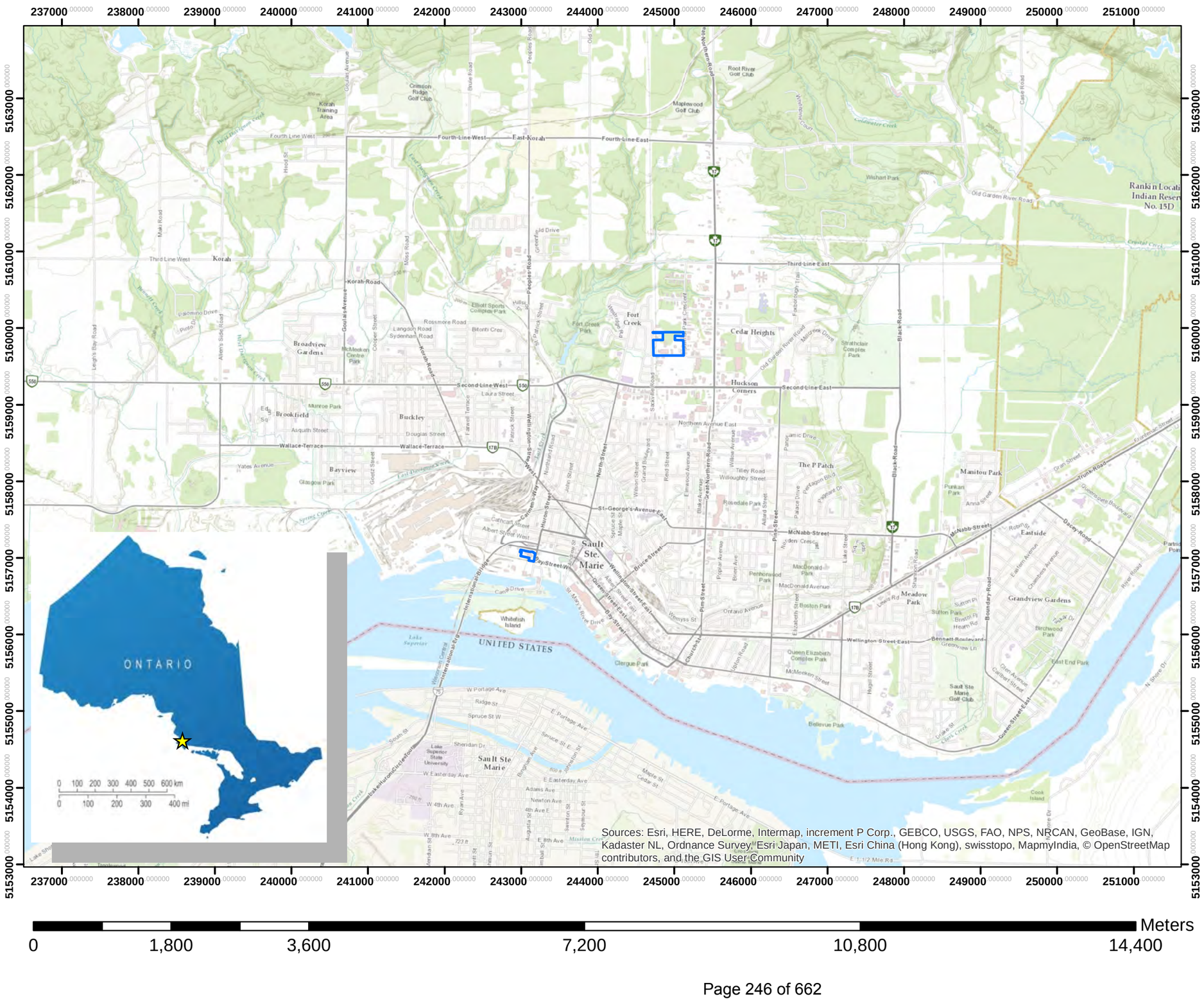
Figures and Maps

Sault Ste. Marie
Transit Expansion/Relocation

Site Location

Legend

Property Boundaries

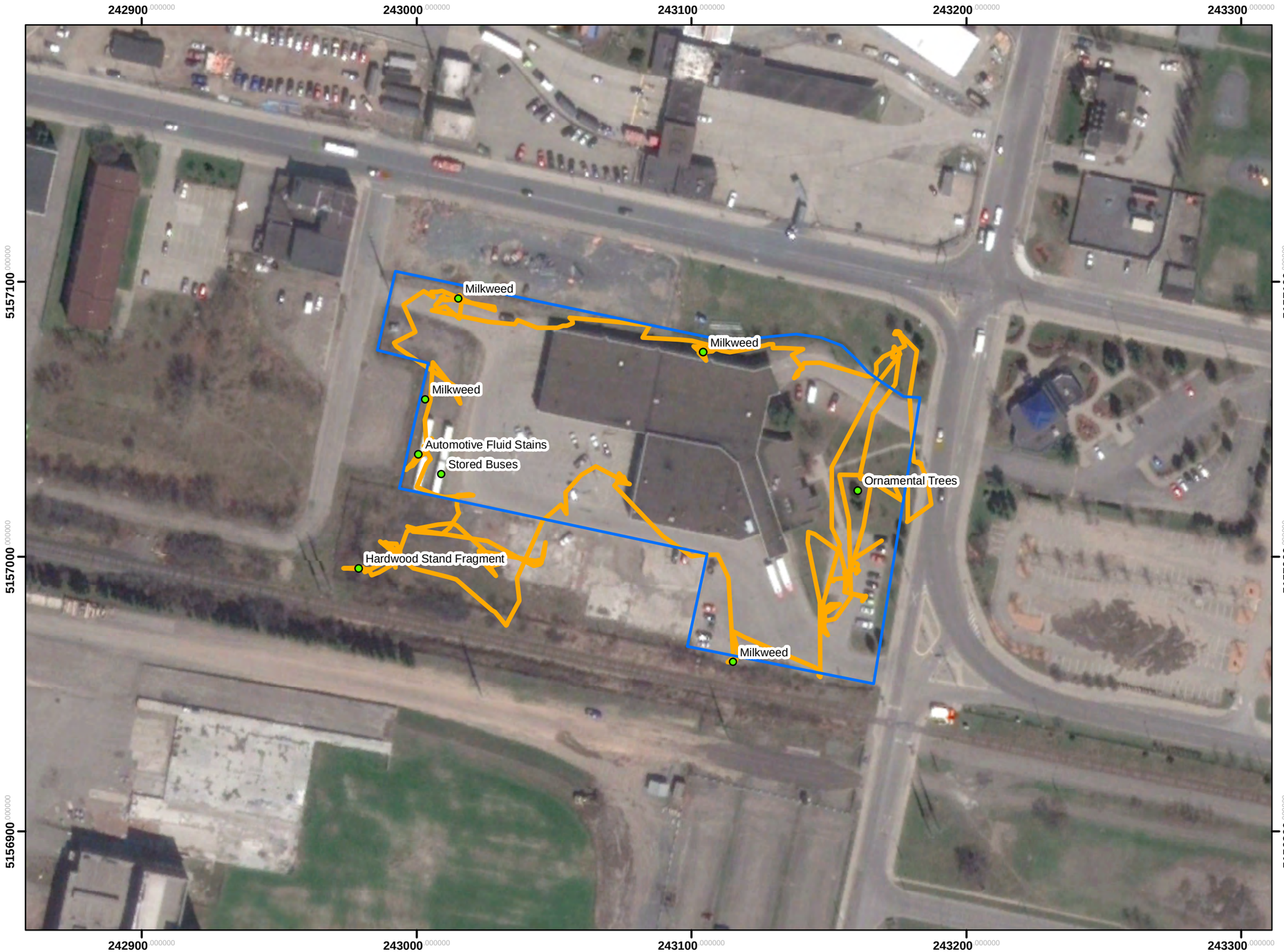


Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Meters

0 1,800 3,600 7,200 10,800 14,400

PROJECT: 16-1085	Figure 1
SCALE: 1:50,000	Date: 31/10/2016
Datum: NAD83 Projection: UTM Zone 16N Declination: +7	
	NOTES None.



Sault Ste. Marie Transit Expansion/Relocation

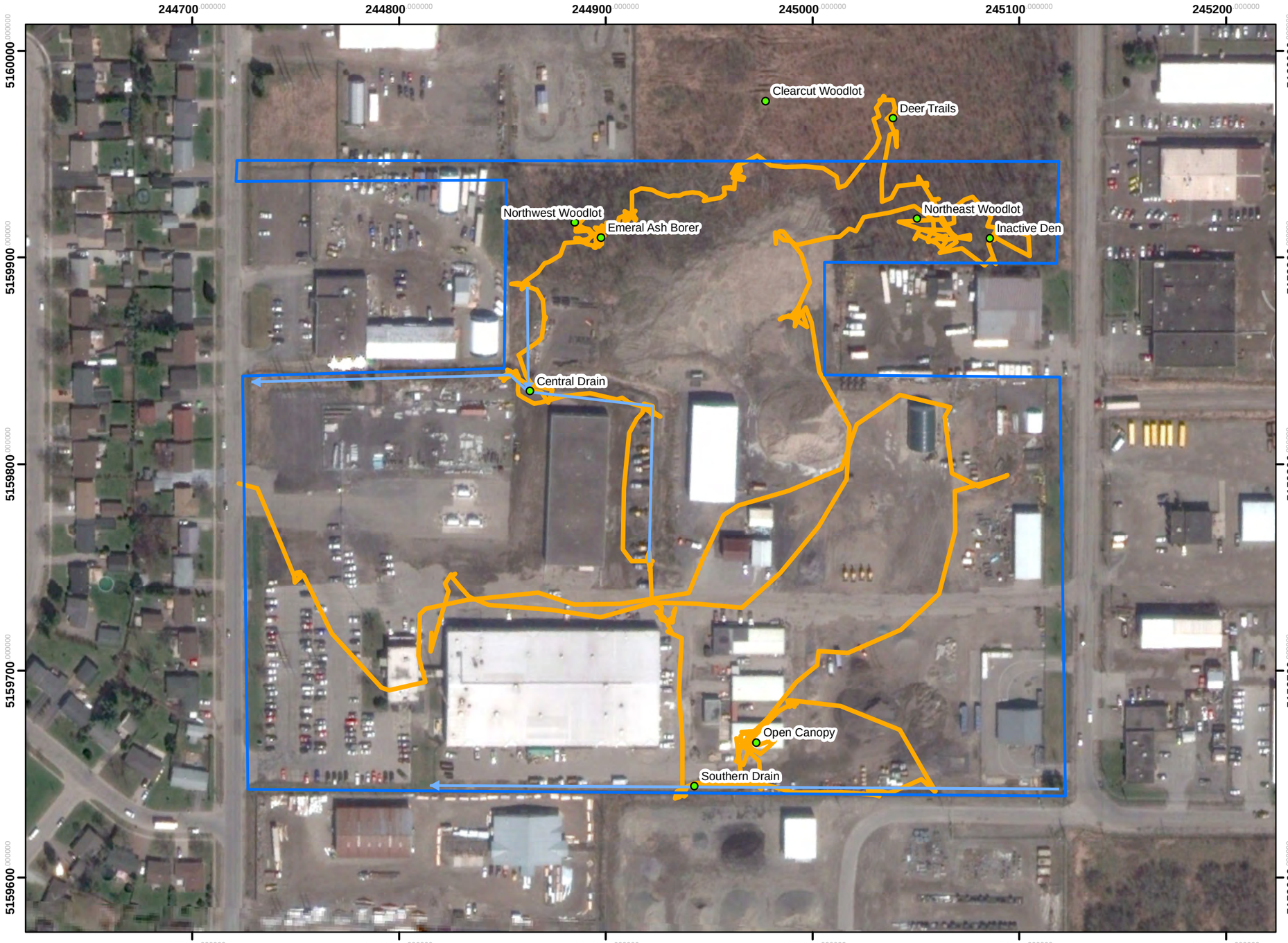
111 Huron St

Site Habitat Assessment
August 2016

Legend

- Property Boundary
- Constructed Drains
- Habitat Assessment (Tracks)
- Observations

PROJECT: 16-1085	Figures 2A & 2B
SCALE: 1:1,500	Date: 31/10/2016
Datum: NAD83 Projection: UTM Zone 16N Declination: +7	N
Background basemap obtained from DigitalGlobe. Image Date: 5/4/2016	NOTES None.



Sault Ste. Marie Transit Expansion/Relocation

128 Sackville Rd

Site Habitat Assessment
August 2016

Legend

- Property Boundary
- Constructed Drains
- Habitat Assessment (Tracks)
- Observations

PROJECT: 16-1085	Figures 2A & 2B
SCALE: 1:2,000	Date: 31/10/2016
Datum: NAD83 Projection: UTM Zone 16N Declination: +7	
Background basemap obtained from DigitalGlobe. Image Date: 5/4/2016	NOTES None.

APPENDIX D

Field Photographs

Photograph 1: Aspen/Birch stand could support migratory bird nesting in the southwest corner of the Huron Site.

Photograph 2: Feral shrubs could support migratory bird nesting along the south edge of the Huron Site.

Photograph 3: Manicured lawns and ornamental trees could support migratory bird nesting on the east side of Huron Site.

Photograph 4: Milkweed on three sides of Huron Site provides potential habitat for Monarch Butterfly.

Photograph 5: Household litter common throughout Huron Site.

Photograph 6: Stains suggest soil contamination by automotive fluids at Huron Site.

Photograph 7: Coppice regeneration abutting the north side of the Sackville Site after recent clearcut.

Photograph 1: Small (0.5ha) woodlot in the northeast corner of the Sackville Site could support migratory bird nesting.

Photograph 2: Woodlots at the Sackville Site indicated a history of household and commercial litter accumulation.

Photograph 3: Litter at the Sackville Site ranged from small consumer packaging to large construction remnants.

Photograph 4: Woodpecker foraging within northeast wooded area at Sackville Site.

Photograph 5: Large cavity tree in northeast wooded area at Sackville Site.

Photograph 13: Unidentified mammal den in wooded area at Sackville Site.

Photograph 14: Semi-closed canopy of northwest wooded area at Sackville Site with dead standing ash trees.

Photograph 15: Evidence of Emerald Ash Borer in northwest wooded area at Sackville Site.

Photograph 16: Low branching of dead standing Ash precludes effective BMR habitat.

Photograph 17: Open canopy with potential for Barn Swallow nesting at the Sackville Site.

Photograph 186: Constructed drain at south edge of Sackville Site.

Photograph 19: Sediment of constructed drain at south edge of Sackville Site.

Photograph 20: Constructed drain at center of Sackville Site.

Photograph 21: Sediment of constructed drain at center of Sackville Site.

Photograph 22: Banks of constructed drain at center of Sackville Site.

APPENDIX 5

Assessment of Sault Transit Garage Location

Transit Consulting Network

Assessment of Sault Transit Garage Location

Wally Beck, President,
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1. INTRODUCTION

In 2013, a comprehensive Asset Management Facility Condition Assessment (AMFCA) report was completed to determine overall capital needs and deficiencies of all city buildings. The consideration to move Sault Transit and ParaBus from the Huron Street site (Transit site) to the Public Works site (PW site) came from the 2012-2016 Public Operations Transit Review.

During the period September 19 - 20, 2016, Wally Beck, Transit Consulting Network, met with the following individuals at the Sault Transit and Para-Bus maintenance facility:

- Don Scott, Manager of Transit and Parking
- Bob Camirand, Maintenance Supervisor
- Brad Miller, Training Supervisor
- Adam Corcoran, Stores Attendant (parts department)
- Mike Vanderloo, Mechanic

On the afternoon of September 20, 2016, Wally Beck and Pat McAuley, Senior Advisor, Tulloch Engineering then met with the following Public Works and Transportation prior to the PW on-site inspection:

- Susan Hamilton Beach, Director of Public Works
- Mike Blanchard, Manager, Equipment/ Building Maintenance

The consultations were undertaken to:

- Obtain feedback on maintenance and operations issues directly from front line staff through very frank discussions
- Reconfirm improvements to the facility that need attention today and over the next 20 years using the AMFCA report as a reference document
- Help identify ‘must haves’ and ‘nice to haves’ in the current Transit site and potential PW site
- Assist the City of Sault Ste. Marie in determining whether to maintain and upgrade the existing Transit site or build new facilities at the PW site.

Mr. Beck also undertook on-site observations at 5:00am at the Sault Transit maintenance facility on September 20, 2016 to record and confirm issues brought up in the previous day’s interviews.

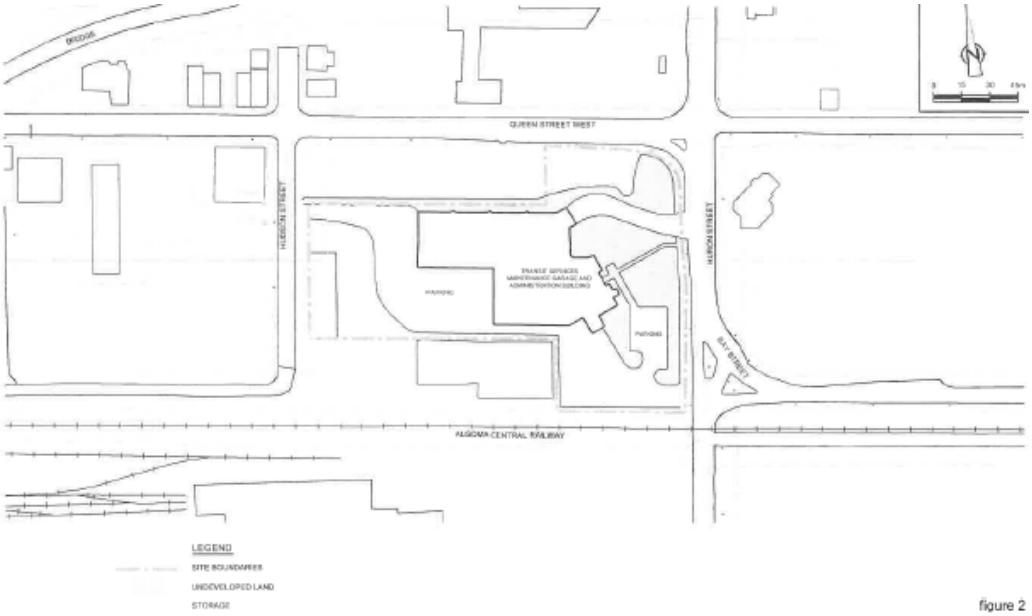
2. EXISTING SAULT TRANSIT SITE

2.1 Introduction

The study team assessed, at a high-level, the transit maintenance facility requirements and functionality over the next 5 years and beyond based on the on-site staff consultations in conjunction with the 2013 AMFCA report. Although some of the AMFCA report's recommendations were addressed since 2013, the approximately $900,000 in expenditures recommended was underspent. As a result, many issues continue to persist or worsen, which are identified in this report from the staff that deal with the issues on a day to day basis.

The key issues identified by staff and the potential issues that need to be addressed are as follows:

- Noise Pollution
- Deadheading
- Vehicle Storage
- Vehicle Access and Egress
- Bus Wash
- Fueling
- Hoists and Mechanic Work Areas
- Building Roof
- Parts Supply and Stores Room
- Other Storage Rooms and Areas
- Body Shop Heating and Transformers
- Other Issues



Sault Transit and Para-Bus Maintenance Facility Site Plan

2.2 Noise Pollution

There is very little residential development in close proximity to the transit facility with the exception of residential units above the commercial building at the intersection of Hudson St. and Queen St. W. A noise abatement policy does exist that limits and prohibits bus idling on the west side of the vehicle parking garage. Since buses pull out for service on this side of the building, departures must be completed within 30 minutes. Another noise abatement policy limits the operation of the welding bench exhaust to the period from 7:00am to 7:00pm.

Since the Sault Transit facility has Environmental Compliance Approvals (ECA's) for both noise and air emissions from the site. It is anticipated that any future expansion of the site can be designed to meet MOECC requirements related to air and noise discharges, and the existing ECA's can be amended accordingly.

The Noise Abatement Action Plan in place is considered to have little impact on future expansion of the transit facility.

2.3 Existing Vehicle Storage Capacity

The Sault Transit and Para-Bus fleet (herein referred to as the 'transit fleet') consists of:

- 26 – 12.2 metre (40') conventional transit vehicles (17 buses operate in the peak)
- 2 – 8.2 metre (27') community buses
- 11 Para-transit small buses
- 39 Total vehicles

Overnight vehicle storage at crush capacity using maintenance area

Sault Transit and Para-Bus vehicles are parked overnight in the bus wash bay (2) and the maintenance area (2), which makes the transit garage appear to be at 'crush capacity'; however, this is not the case since one bus lane in the storage area is used for non-rolling stock items such as the Essar Arena emergency generator. As the day begins and buses pull out, the bus wash and maintenance areas are cleared. It works for now; however, an additional overnight storage lane would provide improved flexibility of the parking plan.

The bus storage capacity currently provides for the equivalent of 48–12.2 metre conventional transit buses – eight lanes with six buses per lane. Currently, five Sault Transit buses are parked in tandem in five of the eight lanes. Two lanes are dedicated to Para-Bus and other vehicles (e.g. Elks vans) while one lane is used to store items. If the lane used to store items is freed up for transit, there would be capacity for 42 conventional transit buses, which is eight more than the current transit fleet (26 conventional transit buses plus 2 community buses).

Recommended action: Permanently clear bus lane used for equipment storage.

2.4.2 Potential Requirements Based on Future Route Network and Ridership Demand

Based on past trends, the growth in the number of transit vehicles that need to be accommodated in the future will be nominal given the modest population growth and ridership experienced in recent years. For example, the total Sault Ste. Marie population reported to the Canadian Urban Transit Association in 2009 was 74,000, which grew to only 74,200 in 2014. To be conservative relative to addressing capacity concerns, it has been assumed that there will be a need to expand the garage capacity by 8 vehicles, which represents a 20% increase in the total fleet size. This can be met with the existing storage area footprint; however, this may change and the City should be prepared.

The public transportation fleet needs may increase significantly for number of reasons, such as:

- Transit use is increasing among younger generations (e.g. millennials) as they delay obtaining automobiles or even getting a driver's license compared to past generations
- The aging population is putting pressure on Para-Bus and low-cost methods of service delivery, which can affect the number of vehicles and the fleet mix (e.g. known as the 'family of services')
- Should Sault College and Algoma University adopt a Universal Pass (U-Pass) program, which is growing in popularity across Canada, an increase in the fleet will likely be needed
- Public transit may replace or complement yellow school buses to provide transportation to secondary school students as the Province and municipalities look for ways to reduce service and funding duplication
- Private automobile ownership could decrease as the cost of ownership increases

Another factor that can influence the required vehicle storage capacity is a change in the service design and fleet mix. Since development is taking place in the more northern areas of the City, an additional transit node(s) or terminal(s) may be required; this could potentially result in a complete route network redesign, which could impact the fleet make-up and size. If the fleet size exceeds the current capacity of the transit storage area and maintenance facility, the storage area will need to be expanded as a minimum. Extending the garage westerly is an option.

Conversely, if the fleet size and service levels are reduced due to a reduction in population and employment, a smaller facility may be needed; however, this may reverse itself down the road.

Recommended action: To be addressed further in future transit operations review.

2.4.2 Exterior Storage of De-commissioned Buses

In addition to interior storage area, a number of buses, which have been taken out of active service (i.e. retired) are parked on the west side of the transit garage site and are 'cannibalized' for parts, as required.

Since the retired buses are located on soil, there is a concern that oils and other lubricants would contaminate the soil.

Decommissioned buses stored on west side of property

Transit staff mentioned that a storage location closer to the garage would be welcomed by the mechanics since it would be more convenient to remove needed parts. This would also eliminate oil and lubricant leaks into the soils. If buses do leak, the leaks would occur on the asphalt area, which can be easily cleaned up, as required.

Recommended action: Relocate outdoor storage of buses closer to garage.

2.5 Vehicle Access and Egress

Transit vehicles access the maintenance facility from the north side of the building via Huron Street and leave via the south end of the building onto Huron Street where buses can turn left onto Huron Street or straight through onto Bay Street.

Buses Departing Garage at 5:30 a.m.

The typical transit vehicle movement onsite and within the garage when buses leave and return from service is described as follows:

- Vehicles depart from overnight storage through one of 7 lanes while an 8th lane is used for non-transit equipment storage
- Transit vehicles travel to downtown bus terminal via Bay Street to begin revenue service
- Vehicles return to garage at end of service day via a single overhead door
- Bus is fueled while farebox is removed, emptied and placed back on bus, and farebox data is transferred from GFI farebox
- Exterior of bus is washed and interior swept
- Bus is parked in designated spot

2.6 Bus Wash

The bus wash, installed in 1981, is now 35 years old. Since parts are becoming scarcer and the bus wash unit has extensive rust, the ability to undertake repairs adequately is jeopardized.

In addition, newer buses are built differently than buses in previous years whereby the air conditioning units and radiators are now located on the roof of the buses and, as such, cannot be adequately cleaned.

The interior of the bus is cleaned manually due to the limitations of the bus wash equipment. It is also worth noting that the water used is not recycled (or partially recycled).

New Bus with Air Conditioner and Radiator Units on Roof of Bus

Recommended action: Purchase a new bus wash system that accommodates current and potentially future bus designs and maximizes recycling of water.

2.7 Fuel and Oil Tanks

Sault Transit staff determined that transit vehicles will continue to have diesel propulsion systems. Sault Transit consumes approximately 1 million litres of diesel fuel per year.

Issue: The in-ground diesel fuel storage tank with 45,400 litre capacity has been in place since 1981 and will need to be replaced in a refurbished transit facility for environmental reasons. To mitigate future environmental concerns and costs, there is a staff preference for above ground storage. There is also an in-ground used oil tank located outside the west wall of the maintenance area, which could be replaced with an above-ground storage tank.

Recommended action: Remove below ground fuel and waste oil tanks and replace with above-ground diesel tank and waste oil tank.

2.8 Vehicle Hoists and Mechanic Work Area

There are three hoists and four licensed mechanic work bays that provide service to a total of 39 vehicles. A separate hoist is located in the body shop. A ratio of one hoist per 10 vehicles is required for ongoing mechanical maintenance work, leaving a shortfall of one hoist. This was previously identified in the 2012-2016 Sault Transit and Para-Bus Master Plan.

A fixed hoist to accommodate a 12.2 metre conventional transit bus is required; however, staff indicated that a lower-cost portable hoist would suffice to meet their needs and provides the flexibility to move the hoist elsewhere, if required.

Recommended action: Purchase portable hoist.

2.9 Roof

Issue: Although the maintenance facility roof is maintained to some extent, problems persist. Maintenance staff stated “Within 10 minutes of a mild rain, the roof leaks all over the place.” Ponding of water and other roof deterioration signs identified in the previous Asset Management Facility Condition Assessment (AMFCA) report likely persist.

Recommended action: Accelerate roof replacement program.

2.10 Parts Supply/Stores Room

Issues: Observations and discussions with the stores attendant revealed the following issues:

- The parts storage area and tool storage area is adequate for meeting current and future inventory needs
- There is no loading dock
- There is no area to store large equipment
- The removal of the parts counter in the past now forces mechanics to access the parts directly, which impedes inventory control (note: this is not the case at the stores area at the Public Works and Transportation facility)
- Parts are received through a doorway in proximity to the stores attendant’s work desk, which is an issue during inclement winter weather conditions
- The stores attendant is obligated to leave the transit maintenance facility to pick up parts during the day, which leaves the stores room unattended

- There is no stores attendant on weekends while on weekdays from 4:30am-8:00am and after 4:00pm, no stores attendant is available. A lead hand is designated the responsibility at these times.

Stores Room

Stores Attendant Work Area in Proximity to Outside

Recommended action: Reconfigure the stores area to improve functionality and employee comfort, add parts counter, and improve parts receiving area.

2.11 Other Storage Rooms and Areas

Observations and discussions with the stores attendant revealed the following issues and possible actions:

Oil and Lubricant Storage Room

Issue: Cannot access room with forklift due to small door opening size; this results in the use of small oil barrels, which are difficult to manoeuvre (health and safety issue).

Action: Enlarge door opening to enable large bulk liquids (oil, gear oil, transmission fluid) to be stored using forklifts. Bulk purchase also save on costs.

Issue: Empty barrels are sometimes placed at exit door, which is a fire violation while liquid storage containers need to be vented at the top in order to have adequate air pressure when pump is being used.

Lubricant Storage Room

Recommended action: Enlarge or redesign lubricant storage area to accommodate larger bulk containers.

Battery Storage Room

Issue: Battery room and access does not allow for forklift access of batteries which weigh 40 kilograms (100 pounds). They are now carried manually; this requires two individuals to lift the battery or risk injury if one person attempts to carry the load.

Battery Storage Room

Recommended action: Enlarge battery storage room and door to accommodate a forklift and movement of the forklift within the room.

Windshield Storage

Issue: Windshields are stored on the second level of the vehicle maintenance area, which requires a person to carry windshields, weighing at over 22 kilograms (50 pounds) down the stairwell, which could be considered a safety issue.

Windshields Stored on Second Level

Recommended action: Add a storage room on the main level in proximity to the mechanic work area. An unheated exterior storage room would be sufficient.

Sand Storage

Issue: Sand storage on-site is provided in a temporary tarp enclosure on the westerly portion of the site. The tarp enclosure is replaced after two years.

Sand Storage Enclosure near Hudson Street

Recommended action: Replace tarp sand enclosure with permanent sand storage enclosure.

Shelter Storage

Issue: Shelters and shelter glass replacements are currently stored in the bus parking area along the north wall, which is also where the Essar Arena spare generator is located. Items such as these eliminate the usability of the overnight parking lane, which is why vehicles are stored in the mechanic's area and bus wash area.

Recommended action: Add unheated exterior storage area to accommodate bus shelters and other items that do not require climate control.

2.12 Body Shop Heating and Transformers

Issue: A heat scan was conducted on the transformer (owned by PW) and it was concluded that the transformer needs to be replaced. The body shop is in-floor electrically heated, which is more expensive than heating by gas.

Recommended action: Rather than **r**eplace transformer for the body shop, remove transformer and convert body shop to gas heating. Replace remaining electrical transformers as recommended in AMFCA report.

2.13 Heating and Cooling

Interviews with administration and maintenance staff revealed issues persist with the HVAC system in place.

Maintenance Area

Issue: During the cold months, the maintenance area constitutes to heat when the overhead doors are open. During the warmer months, work area temperatures of up to 40°C are experienced, which is a health and safety issue. Maintenance staff described it as 'unbearable' and often have to take (paid) breaks.

Recommended action: Provide automatic heat shut-off during cold weather when overhead doors are open for an extended period of time and air cooling/ fans to mechanic work areas in the summer months.

Administration Area

Issue: Air ducts travel a long way under the floor in the administration area. In the winter, cool air is delivered while in the summer, warm air is delivered to the rooms. As a result, ducts are shut off to mitigate the problem.

Recommended action: Re-engineer/ update HVAC system.

Windows

Issue: Window seals throughout the building have never been re-caulked nor have windows been upgraded. This results in costly heat loss and employee discomfort.

Recommended action: Replace all windows or at the very least, immediately re-caulk all windows.

2.14 Other

Building Exterior

Issue: Bricks throughout the exterior of the building are deteriorating, which will accelerate over time due to water penetration causing expansion/ contraction and eventually require costly brick replacement.

Recommended action: Repoint bricks and replace, where necessary and repair deteriorated sealants.

Overhead Doors

Issue: With the exception of the front main door, all overhead doors are have some degree of damage, rust and/or air leakage into the bus parking area. This was clearly identified in the AMFCA report.

Recommended action: Replace all overhead doors with the exception of the recently replaced the main front door.

Air Quality

Issue: Diesel fumes are reported to leak into administration offices, which is a health and safety issue.

Recommended action: Undertake air quality tests and take appropriate action to eliminate leakage into administration offices, training room and lunch room.

Administration Area

Issue: There are shortcomings relative to the administration area such as the need to have a separate dispatch, improved training facilities and washrooms, including the need to meet AODA requirements. In this regard, the public's main entrance power door was identified previously and does not fully open.

Recommended action: Invest in a more functional administration area that better meets staff needs and is AODA compliant. Repairing or replacing the public entrance power door should be undertaken as soon as possible.

Lighting

Issue: Although an LED light replacement program has been underway, complaints of poor lighting was identified as both a safety issue and cost-efficiency issue.

Recommended action: Accelerate the conversion to LED lighting throughout the transit facility building.

3. PUBLIC WORKS SITE OPTION

3.1 Introduction

The alternative to move Sault Transit and ParaBus maintenance and storage function to the Public Works site is discussed in this section. For this part of the analysis, it is assumed that there is sufficient land to accommodate Sault Transit and ParaBus maintenance and storage requirements. The functionality, the impact on traffic, noise, transit operations, and related costs are addressed.

3.2 Traffic Impact

Sault Transit buses entering or leaving the Public Works site can be routed via either Sackville Road, Industrial Park Crescent, or both. Buses using Great Northern Road to Industrial Park Cr., which is a busy intersection; however, since buses deadhead to their start points at approximately 5:30am and return to the garage after 6:30pm and midnight, traffic delays would be minimal.

The two community buses operate during off-peak periods only while the smaller ParaBus vehicles operate during the same hours as Sault Transit and have schedules that are pre-booked and can change daily. These vehicles would have the same options relative to leaving and entering the PW site.

3.3 Noise and Air Pollution

Public Works has existing Environmental Compliance Approvals (ECA's) for noise and air emissions. At the Sault Transit site, a current noise abatement policy does exist that limits and prohibits bus idling on the west side of the vehicle parking garage. Another noise abatement policy limits the operation of the welding bench exhaust to the period from 7:00am to 7:00pm. It is assumed that similar policies would be in effect at the PW site; however, this would be in addition to the existing PW noise and air pollution activities. It will be important to ensure that the combined noise and air pollution impact of a combined Sault Transit and PW site are within performance limits.

In this regard, buses have the option of entering and leaving the PW site away from the closest residents located on Sackville Road, which would mitigate noise pollution levels if they would be exceeded.

4. DEADHEADING IMPACT: SAULT TRANSIT SITE VS PUBLIC WORKS SITE

At the start of the service days, buses depart the garage and deadhead to various locations throughout the city to commence revenue service. When buses return to the garage at the end of their revenue service, they are no longer picking up revenue passengers and as such, are deadheading. A review was undertaken to assess the deadheading impact of the Sault Transit site versus the Public Works site relative to the impact on the carbon footprint and on operating costs based on estimated deadheading distances of Sault Transit buses.

The current environmental impact and financial costs were quantified for Sault Transit's conventional fleet operations only and excludes the demand responsive ParaBus service and the infrequent Community Bus service, which would likely begin and end in proximity to either maintenance facility site.

4.1 Sault Transit Site Deadheading

The existing annual deadheading distances and travel times were calculated to quantify:

- Greenhouse gases (GHGs). GHG impacts global warming and climate change. Greenhouse gases have several components, the most important of which is carbon dioxide (CO_2). GHGs are directly related to the amount of fuel consumed, so that measures aimed at reducing fuel consumption will also reduce GHG emissions.
- Criteria Air Contaminants (CACs). CACs are the components of air pollution and smog, and have a direct impact on human health (among other impacts). They include hydrocarbons (HC), carbon monoxide (CO), particulate matter (PM) and nitrogen oxides (NOx).

During weekdays, there are eight fixed bus routes with two buses on each route to provide 30-minute service. Routes 1 through 5 commence service in the outer areas of the City to being their inbound service while Routes 6 through 8 begin at the bus terminal located at Dennis St. and Queen St. E. At the end of a vehicle's service day, all trips end at the terminal then deadhead to the transit garage. On Saturdays and Sundays only eight buses are used to provide hourly service on all routes. As illustrated in Table 1: Sault Transit Site Annual Deadhead Distances, there were 9,840 deadhead trips where buses travelled a total of 27,054 kilometres, which are used to base the current environmental and cost impacts described in the foregoing.

Existng Sault Transit Site Deadheading				# Trips	# Trips	# Trips	# Annual Deadhead Trips	Annual Deadhead Kilometres
Route	From	To	Distance	Weekday	Sat	Sun		
1 Eastside	Garage	Bennett/ Boundary	6.91	2	1	1	615	4,250
2 Steelton	Garage	Goulais/ Asquith	4.55	2	1	1	615	2,798
3 Second Line	Garage	2nd Line/ Goulais	5.16	2	1	1	615	3,173
4 Riverside	Garage	Queen/ Dacey	9.88	2	1	1	615	6,076
5 McNab	Garage	Trunk/ Capp	5.60	2	1	1	615	3,444
6 Cedar Heights	Garage	Terminal	1.11	2	1	1	615	683
7 North Street	Garage	Terminal	1.11	2	1	1	615	683
8 Sault C/ Algoma U	Garage	Terminal	1.11	2	1	1	615	683
All 8 Routes	Terminal	Garage	1.07	16	8	8	4,920	5,264
						Total	9,840	27,054

Table 1: Sault Transit Site Annual Deadhead Distances

4.1.1 Fuel Consumption, GHGs and Criteria Air Contaminants

Based on the 2014 fuel consumption (1,016,105 litres) and total distance travelled (1,817,555 km), fuel efficiency was 55.9 litres/ 100 kilometres of which 15,123 litres was attributed to the 27,054 km of deadheading, or 1.5% of all diesel fuel consumed. Over the 10-year period, 151,230 litres of fuel would be attributed to deadheading, which translates to the annual CO_2 emissions, as summarized in Table A: CO_2 emissions.

If additional deadheading trips were made as a result of nominal growth in ridership accommodated by additional bus trips, this will also increase the carbon footprint further. Two 10-year scenarios were assessed – no growth and 2% annual growth in deadhead kilometres.

A nominal annual increase in deadheading trips and distances of 2% per annum were assumed, which translates to the following environmental impact over a 10-year period based on no growth in deadheading and 2% growth per year, as summarized in Table 2. For the purposes of this analysis, the current year is assumed to be Year 1.

Based on the current fuel consumed, the distance travelled at an average 40 kph travel speed, the carbon dioxide (CO_2)[1] emissions are 40,631 kg annually (approximately 41 tonnes[2]) and 406 tonnes over 10 years assuming no growth, and 445 tonnes over 10 years based on 2% growth per year in the deadhead kilometres travelled.

Year	Total **Annual** DH km	Total **Annual** DH with 2% growth	CO_2 (kg) no growth	CO_2 (kg) with 2% growth
1	27,054	27,054	40,631	40,631
2	27,054	27,595	40,631	41,444
3	27,054	28,147	40,631	42,273
4	27,054	28,710	40,631	43,118
5	27,054	29,284	40,631	43,980
6	27,054	29,870	40,631	44,860
7	27,054	30,467	40,631	45,757
8	27,054	31,076	40,631	46,672
9	27,054	31,698	40,631	47,606
10	27,054	32,332	40,631	48,558
Cumulative, 10-year	**270,539**	**296,232**	**406,310**	**444,899**

Table 2: CO_2 emissions - Existing Sault Transit Site Deadhead

4.1.2 Deadhead Costs

Deadhead costs are calculated using the Cost Efficiency (cost per hour) derived from the 2014 Canadian Urban Transit Association Fact Book ($98.51/ hour) applied to the hours of deadhead time, which assumes an average speed of 40 kph. On an annual basis, the 27,054 km travelled therefore equates to 676 hours of service at a cost of approximately $66,600 per year.

4.2 Public Works Site Deadheading

The benefit of the current Sault Transit site is that it is in close proximity (1.1 km) to the downtown terminal, which minimizes deadhead times. To compare the impact on deadheading by locating to the Public Works site, it was assumed that all routes would have the same start and end points that are in place today. The annual deadhead distances are illustrated in Table 3: Public Works Site Annual Deadhead Distances.

The Public Works site would result in the need to almost double the deadheading distance to an estimated 54,102 km per year, which translates to 1,352 hours of deadheading based on the average travel speed of 40 kph. The environmental impact and financial costs where then quantified for the Public Works site then compared to that of the Sault Transit site.

[1] CO_2 is the primary component of GHGs. Emission rates were not available for total GHGs.
[2] 1 tonne = 1,000 kg. Values are rounded to the nearest tonne.

Public Works Site Deadheading Route	From	To	Distance	# Trips Weekday	# Trips Sat	# Trips Sun	# Annual Deadhead Trips	Annual Deadhead Kilometres
1 Eastside	Garage	Bennett/ Boundary	7.72	2	1	1	615	4,748
2 Steelton	Garage	Goulais/ Asquith	6.24	2	1	1	615	3,838
3 Second Line	Garage	2nd Line/ Goulais	5.64	2	1	1	615	3,469
4 Riverside	Garage	Queen/ Dacey	11.48	2	1	1	615	7,060
5 McNab	Garage	Trunk/ Capp	5.82	2	1	1	615	3,579
6 Cedar Heights	Garage	Terminal	3.85	2	1	1	615	2,368
7 North Street	Garage	Terminal	3.85	2	1	1	615	2,368
8 Sault C/ Algoma U	Garage	Terminal	4.89	2	1	1	615	3,007
All 8 Routes	Terminal	Garage	4.81	16	8	8	4,920	23,665
						Total	9,840	54,102

Table 3: Public Works Site Deadhead Distances

The environmental impact and financial costs of deadheading were then quantified for the Public Works site.

4.2.1 Fuel Consumption, GHGs and Criteria Air Contaminants

Based on the 2014 fuel consumption and distance travelled, fuel efficiency was 55.9 litres/ 100 kilometres. Deadheading fuel consumption equates to 30,243 litres annually, which translates to the following annual CO_2 emissions, as summarized in Table 4: CO_2 emissions - Public Works Site Deadheading. Based on the current fuel consumed and distance and average 40 kph travel speeds, the carbon dioxide (CO_2) emissions are 81 tonnes annually and 813 tonnes over 10 years assuming no growth, and 890 tonnes over 10 years based on 2% growth per year in the deadhead kilometres travelled. These **CO_2 emissions are double** (2.0x) those associated with the existing site. Because GHGs are directly related to fuel consumption, **fuel consumption is also doubled**.

Year	Total **Annual** DH km	Total **Annual** DH with 2% growth	CO_2 (kg) no growth	CO_2 (kg) with 2% annual growth
1	54,102	54,102	81,253	81,253
2	54,102	55,184	81,253	82,878
3	54,102	56,287	81,253	84,535
4	54,102	57,413	81,253	86,226
5	54,102	58,561	81,253	87,951
6	54,102	59,732	81,253	89,710
7	54,102	60,927	81,253	91,504
8	54,102	62,146	81,253	93,334
9	54,102	63,389	81,253	95,201
10	54,102	64,656	81,253	97,105
Cumulative, 10-year	**541,016**	**592,397**	**812,528**	**889,696**

Table 4: CO_2 emissions - Public Works Site Deadheading

A detailed comparison examines how CO_2 and CACs would increase should the Sault Transit facility be relocated to the Public Works site over a 10-year period, which assumes no growth in deadheading trips taken. Table 5 illustrates the net increase in annual CO_2 emissions, hydrocarbons (HC), carbon monoxide (CO), particulate matter (PM), and nitrogen oxide (NO_x) if buses deadheaded from the Public Works site, according to the no-growth scenario.

[3] Because fuel consumption, CO_2 (and GHGs) and CACs all increase with the additional distances travelled, it is evident that **the Public Works site would generate additional GHGs (and fuel consumption) and CACs, compared with the existing site**. Table 6 shows that the additional 2% per annum growth in deadhead distances travelled (9.5% over the 10-year period, compared with the no-growth deadhead distances) in turn yield a corresponding increase in CO_2 and CACs of 9.5%.

However, the additional amounts of generated fuel, GHGs and CACs should be put into perspective. The current deadhead distance represents 1.5% of the total annual distance travelled by the City's buses today (1,817,555 km per year). The additional deadhead distances associated with the Public Works site add another 1.5% to the total annual bus distances travelled, so that deadhead distances make up 2.9% of the total annual distance. This is a doubling of the current situation; nonetheless, this is still a very small proportion of the overall distance travelled and of the overall fuel consumption, GHG and CAC emissions.

[3] Source: California Air Resources Board, *EMFAC2014 Volume III – Technical Documentation, V1.0.7*, May 12, 2015.

Year	Total increased **Annual** DH km with PW site PW site	CO_2 (kg) no growth	HC (kg) no growth	CO (kg) no growth	PM (kg) no growth	NOx (kg) no growth
1	27,048	40,622	0.47	37.82	34.29	0.24
2	27,048	40,622	0.47	37.82	34.29	0.24
3	27,048	40,622	0.47	37.82	34.29	0.24
4	27,048	40,622	0.47	37.82	34.29	0.24
5	27,048	40,622	0.47	37.82	34.29	0.24
6	27,048	40,622	0.47	37.82	34.29	0.24
7	27,048	40,622	0.47	37.82	34.29	0.24
8	27,048	40,622	0.47	37.82	34.29	0.24
9	27,048	40,622	0.47	37.82	34.29	0.24
10	27,048	40,622	0.47	37.82	34.29	0.24
Cumulative, 10-year	**270,477**	**406,218**	**4.71**	**378.15**	**342.86**	**2.35**

Table 5 Net Impact of Public Works Site on GHGs and Emissions – No Growth in KM

Year	Total **Annual** DH km with growth	CO_2 (kg) with growth	HC (kg) with growth	CO (kg) with growth	PM (kg) with growth	NOx (kg) with growth
1	27,048	40,622	0.47	37.82	34.29	0.24
2	27,589	41,434	0.48	38.57	34.97	0.24
3	28,140	42,263	0.49	39.34	35.67	0.24
4	28,703	43,108	0.50	40.13	36.38	0.25
5	29,277	43,970	0.51	40.93	37.11	0.25
6	29,863	44,850	0.52	41.75	37.85	0.26
7	30,460	45,747	0.53	42.59	38.61	0.26
8	31,069	46,662	0.54	43.44	39.38	0.27
9	31,691	47,595	0.55	44.31	40.17	0.28
10	32,325	48,547	0.56	45.19	40.97	0.28
Cumulative, 10-year	**296,165**	**444,797**	**5.15**	**414.06**	**375.42**	**2.58**

Table 6: Net Impact of Public Works Site on GHGs and Emissions – 2% p.a. Growth in KM

Given the nominal impact associated with the increase in the carbon footprint, the impact of the difference was then assessed relative to the service provided and additional costs.

4.2.1 Deadhead Impact on Service and Costs

Based on the 1,352 hours of deadheading in Year 1, the annual deadheading cost of $98.51 per hour translates to approximately $133,200 per year in total direct operating costs, which is double the deadhead cost when compared to the existing Sault Transit site. Relocating to the Public Works site would increase annual deadhead operating costs by 100% or $66,600; however, this assumes that the downtown terminal would remain as the main transfer point.

Another approach that was considered to assess the impact is what the additional deadhead distance means to revenue service. If the deadhead travel time difference (676 hours) was converted to revenue service in Year 1, this would equate to a number of service increase options such as adding 1.5 hours of Sunday service to all routes or providing a Sunday level of service (12 hours) for all routes on approximately 5 statutory holidays when no service is available.

4.2.2 Environmental and Financial Summary

If the Sault Transit operations were operated out of the Public Works site at 128 Sackville Road, there will be a negative impact on Criteria Air Contaminants and GHGs while there would be an added transit cost of approximately $66,600 per year. While the use of alternative engine propulsion technology or other emissions / fuel reduction technologies could reduce the transit carbon footprint, there will remain to be added costs to accommodate increased deadheading. This may change. Consideration could be given to adjusting the route structure so as to reduce the deadheading distance from the Public Works site while still maintaining the same level and quality of service.

Given that development is occurring in the northern sections of the City (e.g. north of Second Line), the role of the downtown terminal may be diminished in a restructured route network. This would then change the impact on both deadhead costs and GHGs and emissions.

5. SUMMARY

The 2013 Asset Management Facility Condition Assessment (AMFCA) report identified many issues that recommended expenditures at the Sault Transit site during the first three years of the 25-year investment plan. Based on the on-site inspections and staff interviews, there are many issues that have yet to be addressed in whole or in part.

The existing Sault Transit site can accommodate expansion through better use of the existing building footprint or modestly expanding the building footprint. At the very least, the Sault Transit site will need to be repaired and upgraded. Transit operating costs and GHGs and emissions are estimated to be higher if buses were relocated to the Public Works site; however, this may not be the case in the future. The alternative Public Works site is also viable since there is sufficient land available to house a new maintenance and storage facility whether or not it is a stand-alone facility or combined with Public Works.

Key to determining whether or not future Sault Transit requirements will be better met at the existing Sault Transit site or the Public Works site may depend on the role that transit plays in the long-term. Given the change in demographics experienced over the last few years and expected in the future, the opportunities available to grow Sault Transit and Para-Bus ridership can be significant and as such, more buses would be needed along with a functional transit facility. If a decision is to be reached relative to the future site of the transit maintenance facility, whatever is decided must ensure that future needs are met in a fiscally responsible manner.

APPENDIX 6

Requirements Report

Perry and Perry Architects Inc.

REQUIREMENTS REPORT

FEASIBILITY STUDY
TRANSIT OPERATIONS & GARAGE
POTENTIAL TO INTEGRATE WITH PUBLIC WORKS SITE
128 SACKVILLE ROAD

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SUMMARY/RECOMMENDATION page 22

INTRODUCTION

This report outlines the Program of Requirements for the City of Sault Ste Marie Transit Operations and Garage potential to integrate with the Public Works and Transportation Site located at 128 Sackville Road.

The Study involves the review of three (3) options summarized as follows:

A. Addition/Renovation at 111 Huron Street
B. Addition/Renovation at 128 Sackville Road
C. New Integrated Building at 128 Sackville road

The Program of Requirements was developed through a series of meetings and tours of existing premises with the stakeholders. Additional requirements, best practices, and industry standards for the proper design of a modern fleet and bus garage facility have also been included in this report to assist all stakeholders with the design of the proposed facility during the next stages of this project.

This report includes a program of all the required spaces for the facility, their functional and adjacency requirements, an equipment list, and Concept Designs. A corresponding draft class D cost estimate is being prepared based on the requirements defined in this report. This estimate will be issued when completed, under separate cover.

The facility is to accommodate the daily servicing, storage, and maintenance of 40 buses, including 10 Parabus vehicles. No articulating or double deck buses will be accommodated. The total Gross Floor Area established in the space program is approximately 75,000 square feet including circulation.

It is recommended that the City review this document to ensure all their requirements have been incorporated, and if necessary, provide feedback to the Consultant Team for use in the next phase of the Schematic Design.

PROJECT OBJECTIVES

A meeting with the Project Team was held to confirm the project objectives to clearly define the project scope and establish a clear understanding of the larger gals of the project.

The Project Team has established the following project specific goals and objectives:

- Functional, modern, efficient transit operations and garage facility
- Centrally located with minimal impact on residential areas
- Open concept service area to facilitate easy and efficient supervision
- Functionally efficient dedicated service areas
- Accommodate for current space needs (40 buses) and future (60 buses)
- Environmentally responsible (LEED principles)
- Consider future expansion needs
- Maintenance free design, materials and equipment
- Consolidate and centralize all related City functions (Integrated)
- Barrier Free accessible
- Incorporate design flexibility of space
- Build to current building, life safety, fire and electrical codes
- Technically current ("wired" building)
- Portray a professional image that is efficient, competitive and cost-effective

Both of the sites currently have noted shortcomings and deficiencies that an integrated facility may be able to address. The feasibility study should consider the following potential synergies and design features, but not be limited to the following list. The advantages and disadvantages of the integrated site and each component of the site should be studied as well as consideration given to the option of a new standalone transit facility on the PWT site.

- Facilities must be sized adequate to handle the current and future fleet.
- Traffic flow throughout the site – transit, PWT operations and the general public including adequate turning radii for all heavy equipment including buses, graders and plows.
- Administration offices for both PWT and Transit including reception and dispatch. A central customer service area should be considered.
- Adequate cafeteria space for both PWT and Transit.
- Adequate locker rooms and showers for both PWT and Transit.

- Combined stores area to manage parts and supplies for both PWT and Transit.
- A shared mechanics area with hoists adequate for both PWT and Transit equipment. This area should also include a 5 – 6 tonne overhead crane and ensure adequate shop ventilation.
- PWT site has a newly installed emergency generator and all additional buildings should provide for emergency generator connection (250kV).
- A connection to Building „O" or other appropriate connections may provide efficiencies.
- Adequate equipment storage areas, including consideration for seasonal and spare tires.
- Parking requirements for an integrated staff and the general public needs to be considered.
- Security requirements (i.e. video surveillance) for all new areas of operation should be included.

FUNCTIONAL REQUIREMENTS

The Functional Space Requirements for the facility were determined through a series of meetings and various user groups for the facility. Area calculations for the Administration, Bus Storage, Vehicle Maintenance, Stores, Service lanes, Parking areas and other internal and external areas were based on Owner requirements and good practice industry standards. The resulting detailed Functional Space Program is enclosed in the Appendix.

Relocating to 128 Sackville Road provides an opportunity to consolidate different municipal Public Works Departments and realize space savings in shared functions as follows:

- Meeting/Boardroom (Training Room)
- Reception/Waiting (require one for Garage, one for Administration)
- Lockers/Showers /Lunchroom (80 person capacity)
- Stock Room/ Shipping & Receiving
- Public Washrooms/Staff Washrooms
- Staff Room
- Mechanical/Electrical/Janitor Room
- Compressor Room/Oxygen & Gas
- Wash Bay
- Tool Crib/Tire Storage/Tire Repair Station
- Generator

A summary of the Functional Space Requirements documenting the required allocated spaces is summarized as follows:

DIVISON	DESCRIPTION	EXISTING s.f. per unit	PROPOSED s.f. per unit	TOTAL ASSIGNABLE AREA Sq Ft	TOTAL STAFF REQUIERD	REMARKS AND EXPLANATORY NOTES
TRANSIT DIVISION						
	Sub Total:	0.00	1,345.00	2,423.25	18	
		0.00	1,345.00	**2,423.25**	**18**	
FLEET OPERATIONS						
	Sub Total:	0.00	500.00	2,436.75	15	
		0.00	500.00	**2,436.75**	**15**	
SHARED SUPPORT SPACE						
	Sub Total	0.00	5,305.00	7,161.75	0	
		0.00	5,305.00	**7,161.75**	**0**	
REPAIR SHOP AREA						
	Sub Total	0.00	10,400.00	16,320.00	0	
		0.00	10,400.00	**16,320.00**	**0**	
VEHICLE STORAGE						
	Sub Total	0.00	1,175.00	44,800.00	0	
		0.00	1,175.00	**44,800.00**	**0**	
	CIRCULATION	Included	0.00	0.00	0	
	TOTALS	0.00	8,325.00	**73,141.75**	**33**	

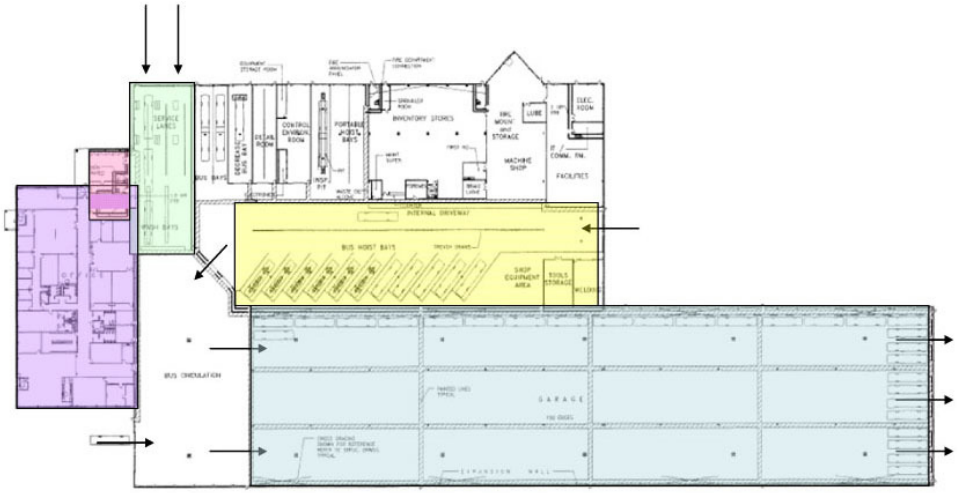
Public Works & Transportation

DIVISON	DESCRIPTION	EXISTING s.f. per unit	PROPOSED s.f. per unit	TOTAL ASSIGNABLE AREA Sq Ft	TOTAL STAFF REQUIERD	REMARKS AND EXPLANATORY NOTES
ADMINISTRATION						
	Sub Total:	0.00	1,030.00	1,390.50	9	
		0.00	1,030.00	**1,390.50**	**9**	
TRAFFIC						
	Sub Total:	0.00	90.00	1,498.50	11	
		0.00	90.00	**1,498.50**	**11**	
BUILDINGS & EQUIPMENT						
	Sub Total	0.00	1,290.00	4,050.00	32	
		0.00	1,290.00	**4,050.00**	**32**	
CARPENTRY						
	Sub Total	0.00	540.00	1,336.50	9	
		0.00	540.00	**1,336.50**	**9**	
PARKS						
	Sub Total	0.00	960.00	4,212.00	85	
		0.00	960.00	**4,212.00**	**85**	
OPERATIONS SUPERVISION						
	Sub Total	0.00	720.00	1,215.00	8	
		0.00	720.00	**1,215.00**	**8**	
OPERATIONS						
	Sub Total	0.00	630.00	14,823.00	122	
		0.00	630.00	**14,823.00**	**122**	
SHARED SUPPORT SPACE						
	Sub Total	0.00	8,570.00	11,569.50	0	
		0.00	8,570.00	**11,569.50**	**0**	
REPAIR GARAGE SHOP AREAS						
	Sub Total	0.00	56,650.00	67,980.00	0	
		0.00	56,650.00	**67,980.00**	**0**	
	CIRCULATION	Included	0.00	0.00	0	
	TOTALS	0.00	70,480.00	**108,075.00**	**276**	

KEY FUNCTIONAL RELATIONSHIPS

Design Team meetings were held to confirm that the existing building can functionally accommodate the space needs. A key functional relationship diagram was further developed to confirm that the interrelationships of the functional requirements could be satisfied. It was concluded that the existing building can accommodate the current and future needs of the City of Sault Ste Marie Transit Operations.

Ideal Bus Layout



111 Huron Street Bus Layout

GENERAL DESIGN CONSIDERATIONS

111 Huron Street

Transit Bus Depot Garage (44,000 SF)

The current transit garage facility is located at 111 Huron Street (Figure 1). Huron Street is in the downtown portion of the city. The Transit Garage was built in 1983 and is in need of costly major repairs and upgrades. Morrison Hershfield completed an Asset Management Facility Condition Assessment in 2013 identifying key capital improvements summarized as follows:

Priority 1 - Replace and relocate transformer in bus wash bay ($5,000.00)

Priority 2 – Capital improvements over the next three years ($896,333):

- Continue repairs in concrete floors at bus hoist frames
- Replace sealant joints at the exterior
- Replace all overhead doors
- Begin a phased program of roof replacements
- Replace make-up air unit at the body shop
- Replace older make-up air units at the storage garage
- Replace electrical transformers
- Convert all interior, exterior and site lighting to LED fixtures
- Repair sprinkler and fire protection systems as needed
- Resurface parking lot for office staff

Figure 1—Transit Location Plan

In addition to these capital investments the current location is in the south central portion of the community. This location is no longer central to key destinations (i.e. hospital, medical office buildings, box stores, college, university, etc.) as the community has developed in a northerly direction. This has resulted in additional travel times for buses travelling to and from the garage when beginning and ending their service routes. The transit terminal is located at 160 Queen Street East (corner of Dennis Street).

128 Sackville Road

The Public Works facility is located at 128 Sackville Road as can be seen on Figure 2 and it should be noted the PWT site does include civic addresses 115 and 137 Industrial Park Crescent, as well. The Public Works and Transportation Centre is an industrial facility designed in 1969 and built in the early 1970s. It abuts a residential area to the west, and primarily (light) industrial/commercial areas to the north, south and east.

Figure 2 – PWT Location Plan

It is used to store and maintain municipal style equipment that support parks, sewer, traffic, and road infrastructure for the City of Sault Ste. Marie. The site also includes an administration building used to monitor the work completed by PWT. This site also includes a fuel island and aboveground storage tanks to supply Public Works equipment with diesel and gasoline.

During the mid-1990s the Parks Division was amalgamated into the Public Works Site. Amalgamation included moving personnel, equipment and

maintenance Facilities into the original Public Works Facility. During the early 2000s satellite garages located in Korah and on McNabb Street were also sold. The result of this was a reduction in space that is available for storage and repair of equipment. During peak operation in the summer months there are currently over 300 employees working from the Public Works Site.

As the facility aged and expanded in use, deficiencies and upgrades have been identified. Morrison Hershfield completed an Asset Management Facility Condition Assessment in 2013 identifying key capital improvements summarized as follows:

Public Works Administration Building (10,100 SF)

The Public Works Administration building is a 2-storey steel frame building acting as the offices for the public works department. The building was constructed in about 1970, and is clad with a combination of brick masonry, stucco and metal cladding. The building is connected with Building A-Garage, which is immediately to the east.

The building is in fair condition, but several replacement and restoration projects have been deferred such that the overall condition is deteriorating. There are no safety concerns requiring immediate expenditures.

Capital improvements over the next three years ($473,000):

- Replace roof over washrooms
- Replace distribution transformer
- Repave front parking lot
- Replace rooftop units
- Allowance to repair hydronic heating system
- Replace front entrance doors
- Replace remaining original windows - second floor and ground floor
- Repair stucco
- Paint metal siding

Functional issues include:

- The second floor of the administration building is not accessible to the public. Meeting rooms are located on the second floor. An elevator is necessary to make the building accessible.
- The cafeteria size was reduced to create office for Parks administration staff and therefore is too small for current PWT staffing levels.

- Expansion of lockers rooms and washrooms are required for both men and women. Currently lockers are located in hallways and workers must dress in the hallways.

Public Works Garage – Building A (61,100)

The Public Works Garage, Building A is a single storey building with mezzanines containing storage, maintenance, offices and shops for the Public Works Department. The building was constructed in about 1970, and is a prefabricated rigid frame steel structure, clad primarily with corrugated metal cladding. The building was constructed at the same time as the adjacent administration building, which is connected with a corridor.

The building is in fair condition overall, but several replacement and restoration projects have been deferred such that the overall condition is deteriorating. There are no safety concerns requiring immediate expenditures.

Capital improvements over the next three years ($802,000):

- Replace metal siding at south and east elevations
- Replace primary heating boilers, expansion tanks, hydronic circulation pumps and allow for repairs to hydronic distribution piping.
- Replace domestic hot water heaters and storage tanks in boiler room
- Allowance to repair fan coil units
- Replace interior distribution transformers
- Resurface asphalt pavements around building

Functional issues include:

- There is a lack of equipment washing facility. The current area is congested and not large enough to efficiently handle all equipment stored and used by Public Works and Parks. Washing of vehicles is especially important in the winter months to clean salt, sand and snow so operators can complete a proper vehicle inspection for safety.
- Lack of equipment storage area results in the use of outdoor storage containers to store Parks equipment. There is also a lack of storage and maintenance area for the Sewer Division. Equipment is currently being stored in outbuildings.
- There is a lack of covered sand storage facility. This creates an environmental problem due to saturation of salt that is occurring in the storage yard.

- The mechanic shop and welding shop are the original design from 1969. There has been an expansion of equipment necessary to provide Public Works services. Equipment is larger and requires specialized tooling that is necessary for the repair of this equipment. This area requires expansion.

Carpentry Building (4,750 SF)

The carpentry building consists of a steel-framed carport structure that was enclosed, as well as an adjoining modular building. The carport was likely constructed in the early 1970's, with the modular building added in the mid-1990's. Fire alarm devices in this building are monitored by the panel in adjacent Building A- Garage.

The building is in fair condition, but several replacement and restoration projects have been deferred such that the overall condition is deteriorating.

Priority 1 - Immediate expenditures ($21,000):

- Exposed rigid insulation throughout the building should be clad with metal or drywall to reduce risk to occupants in a fire.

Priority 2 - Capital improvements over the next three years ($54,000):

- Cover exposed rigid insulation;
- Recoat or paint metal roof; and
- Replace flat roof.

Lab Building (1,236 SF)

The Lab Building is a prefabricated metal building used for testing of concrete, asphalt and granular materials used during road construction. The building is connected with the adjacent CCTV building. We understand the building was moved to its current location in about 1988.

The building is generally in good condition. Capital expenditures for this facility in the future are expected to be minimal, with most costs being below study threshold. There are no safety concerns requiring immediate expenditures. No capital recommendations over the next three years.

CCTV Building (1,216 SF)

The CCTV Building is a prefabricated metal building used to store specialty equipment. The building is connected with the adjacent lab building, and was constructed in 2011.

The building is in excellent condition and essentially brand new. There are no safety concerns requiring immediate expenditures. No major capital expenditures are anticipated in the near future.

Equipment Storage Garage (21,804 SF)

The equipment storage garage is a single-storey building that primarily stores landscaping and snow removal equipment. The building is steel framed, clad with corrugated metal and has a flat roof. The building was constructed in about 1985.

The building is in fair condition apart from the roof. No Priority 1 – Immediate expenditures were identified.

Capital improvements over the next three years ($460,000):

- Replace main building roof;
- Replace suspended unit heaters; and
- Replace distribution transformer.

Ontario Building Code Matrix – 111 Huron Street

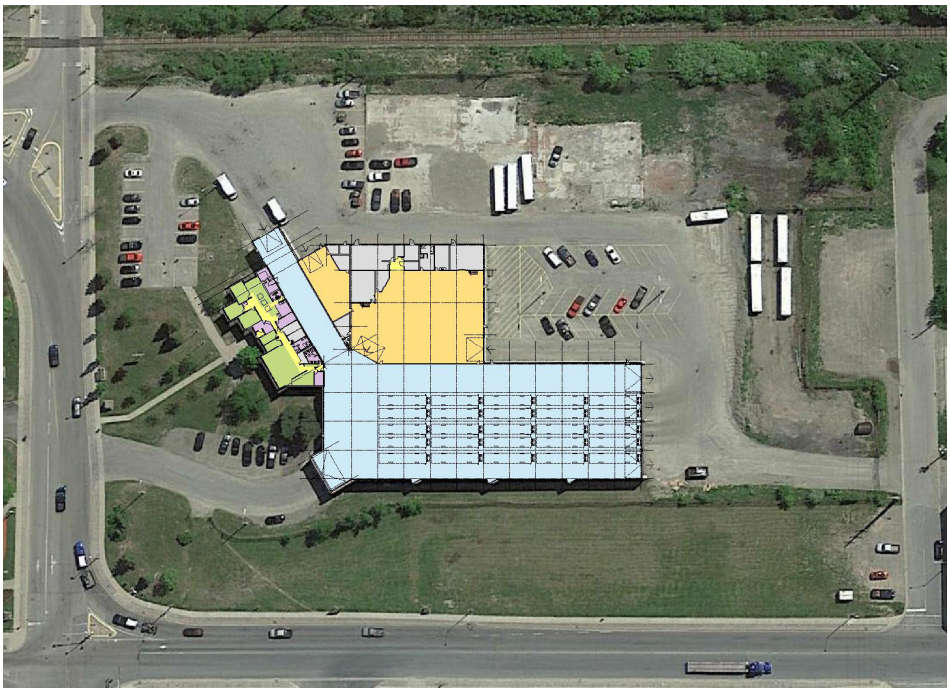
Ontario Building Code Data Sheet		Comments
Project Description	Renovation	
Major Occupancy(s)	Group F2 (major)/ Group D (minor)	Low Hazard Industrial/ Business & Personal Services
Building Area m^2 (ft^2)	7,000 m^2 (+/-75,000 sf)	Existing Building
Gross Area	7,000 m^2 (+/-75,000 sf)	No second floor addition proposed
Number of Storeys	1	Possible 2 storey pending second floor addition
Height of Building (ft)	8.5 m (+/- 28'-0")	
Number of Streets	2 (minimum)	
Building Classification	Group F2, up to 4 Storeys (3.2.2.69)	Minor D Occupancy
Sprinkler System	Required	
Standpipe and Hose	Required	
Fire Alarm System	Required	
Fire Alarm Monitoring	Not Applicable	
Voice Communication	Yes	Public Address System
Emergency Power	Yes	Generator
Water Service/Supply	Yes	Fire Flow Calculations required for addition only
Fire Pumps	Yes	Operation to be confirmed
Maglocks	Not Required	
Special Systems	Yes	Paint Booth, Welding, Vehicle Exhaust
High Building	No	
Permitted Construction	Non-combustible	Floor Assemblies 1 hour FRR
Roof Construction	Non-combustible	
Mezzanine(s) Area m^2	(to be confirmed)	Pending final design solution
Occupancy Load	75	Administration (20) + Repair Garage (50)
Barrier-Free Design	Yes	Administrative and Public areas only
Plumbing Facilities	4 wc (males) / 4 wc (females)	Does not include for M/F Shower/Change
Spatial Separation	(to be confirmed)	Repair Garage requires 2 hour fire separation

Ontario Building Code Matrix – 128 Sackville Road

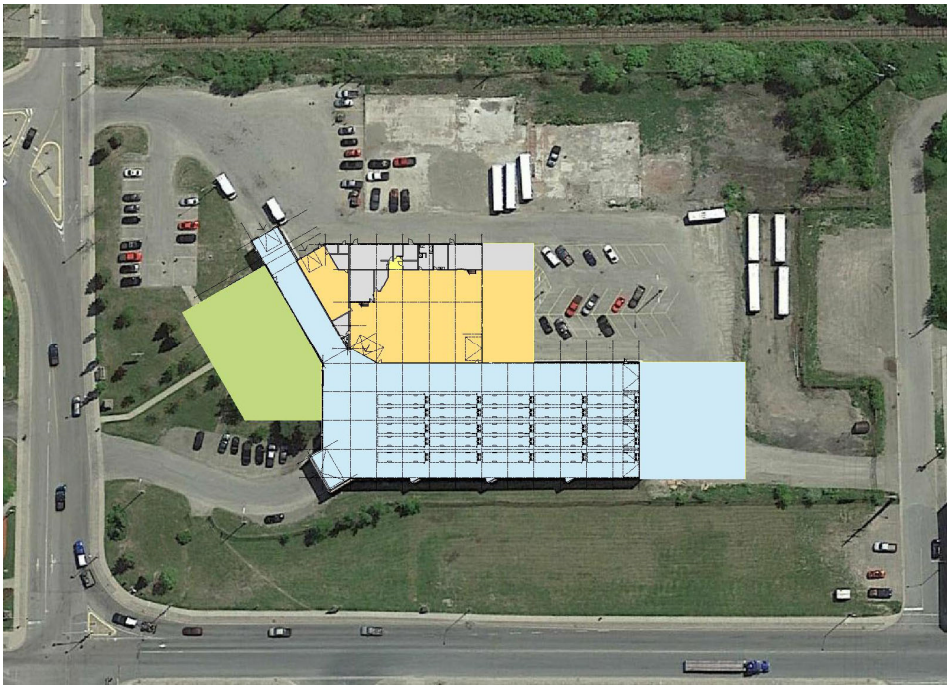
Ontario Building Code Data Sheet		Comments
Project Description	New Construction	
Major Occupancy(s)	Group F2 (major)/ Group D (minor)	Low Hazard Industrial/ Business & Personal Services
Building Area m^2 (ft^2)	15,000 m^2 (+/-185,000 sf)	
Gross Area	17,000 m^2 (+/-185,000 sf)	
Number of Storeys	2	
Height of Building (ft)	8.5 m (+/- 28'-0")	
Number of Streets	1	
Building Classification	Group F2, Any Height or Any Area	(3.2.2.67) Minor D Occupancy
Sprinkler System	Required	
Standpipe and Hose	Required	
Fire Alarm System	Required	
Fire Alarm Monitoring	Not Applicable	
Voice Communication	Yes	Public Address System
Emergency Power	Yes	Generator
Water Service/Supply	Yes	Fire Flow Calculations to be confirmed
Fire Pumps	Yes	Operation to be confirmed
Maglocks	Not Required	
Special Systems	Yes	Paint Booth, Welding, Vehicle Exhaust
High Building	No	
Permitted Construction	Non-combustible	Floor Assemblies 1 hour FRR
Roof Construction	Non-combustible	
Mezzanine(s) Area m^2	(to be confirmed)	Pending final design solution
Occupancy Load	250	
Barrier-Free Design	Yes	Administrative and Public areas only
Plumbing Facilities	12 wc (males) / 12 wc (females)	Does not include for M/F Shower/Change
Spatial Separation	(to be confirmed)	Repair Garage requires 2 hour fire separation

CONCEPT DESIGNS - 111 Huron Street

Existing Site Plan



Proposed Site Plan



PRELIMINARY PROJECT BUDGET

111 Huron Street Addition/Renovation

	Units	Qty	Rate/Lot	TOTAL	Comments
Land Acquisition					
Purchase Cost	fixed	1	$0.00	$0.00	Essar Land to South?
Legal Fees/Closing Costs	%	PP	1.75%	$0.00	
OLS Survey	fixed	1	$2,500.00	$2,500.00	
Topographic Survey	fixed	1	$3,500.00	$2,500.00	
Appraisal Fees	fixed	0	$0.00	$0.00	
Geotechnical Investigation	fixed	1	$25,000.00	$25,000.00	
Environmental Assessment	fixed	1	$25,000.00	$25,000.00	DSS Report
Sub Total			$0.00	**$55,000.00**	
Construction Costs					
Off-Site Improvements	fixed	1	$0.00	$0.00	
On-Site Development	fixed	1	$500,000.00	$500,000.00	Site Drainage
Roof Repair	sf	50000	$25.00	$1,250,000.00	
Existing Building Upgrades	sf	50000	$50.00	$2,500,000.00	Building Envelope
Addition (Service Bays)	sf	4500	$250.00	$1,125,000.00	
Addition (Bus Storage)	sf	4500	$200.00	$900,000.00	
Addition (Administration)	sf	6000	$300.00	$1,800,000.00	
Renovation (Administration)	sf	4000	$150.00	$600,000.00	
Process Equipment	fixed	1	$250,000.00	$250,000.00	New Hoists
Contingency	%	CC	10.00%	$892,500.00	
Sub Total				**$9,817,500.00**	
Professional Fees + Charges					
Architect/Engineer	%	CC	10.0%	$981,750.00	
Civil Engineer	%	CC	10.00%	$50,000.00	
Project Management	%	CC	2.00%	$196,350.00	
Project Administration	%	CC	1.00%	$98,175.00	
Quantity Surveyor	fixed	1	$25,000.00	$25,000.00	
Furnishings and Equipment	fixed	1	$150,000.00	$150,000.00	
Voice/Data/Security	fixed	1	$25,000.00	$25,000.00	
Sub Total				**$1,526,275.00**	
Financing and Administration					
Not Applicable	%	PC	0.0%	$0.00	To be confirmed
Sub Total				**$0.00**	
Project Contingency	%	PC	5.0%	$569,938.75	
TOTAL PROJECT COST				**$11,968,713.75**	does not include HST

This Recommended Project Budget is intended to provide a modified Class D Order of Magnitude assessment (+/-15%) of the project costs associated with the project at the design analysis stage. Accordingly, this cost estimate should only be considered in conjunction with the proposed preliminary scope of work and design documents associated with the project. This type of estimate is used to obtain project approval and maintain a baseline for budgetary control.

PRELIMINARY PROJECT BUDGETS

128 Sackville Road PW Upgrades

	Units	Qty	Rate/Lot	TOTAL	Comments
Land Acquisition					
Purchase Cost	fixed	1	$0.00	$0.00	
Legal Fees/Closing Costs	%	PP	1.75%	$0.00	
OLS Survey	fixed	1	$0.00	$0.00	
Topographic Survey	fixed	1	$0.00	$2,500.00	
Appraisal Fees	fixed	0	$0.00	$0.00	
Geotechnical Investigation	fixed	1	$0.00	$0.00	
Environmental Assessment	fixed	1	$25,000.00	$25,000.00	DSS Report
Sub Total			$0.00	**$27,500.00**	
Construction Costs					
Off-Site Improvements	fixed	1	$0.00	$0.00	
On-Site Development	fixed	1	$300,000.00	$300,000.00	Sand Storage
PW Administration Building	fixed	1	$750,000.00	$750,000.00	Includes Elevator
PW Garage Upgrades	fixed	1	$1,000,000.00	$1,000,000.00	
Equipment Storage Garage	fixed	1	$500,000.00	$500,000.00	
Demolition/Removals	fixed	1	$250,000.00	$250,000.00	
Contingency	%	CC	10.00%	$280,000.00	
Sub Total				**$3,080,000.00**	
Professional Fees + Charges					
Architect/Engineer	%	CC	10.0%	$308,000.00	
Civil Engineer	%	CC	10.00%	$30,000.00	
Project Management	%	CC	2.00%	$61,600.00	
Project Administration	%	CC	1.00%	$30,800.00	
Quantity Surveyor	fixed	1	$15,000.00	$15,000.00	
Furnishings and Equipment	fixed	1	$0.00	$0.00	
Voice/Data/Security	fixed	1	$25,000.00	$25,000.00	
Sub Total				**$470,400.00**	
Financing and Administration					
Not Applicable	%	PC	0.0%	$0.00	To be confirmed
Sub Total				**$0.00**	
Project Contingency	%	PC	5.0%	$178,895.00	
TOTAL PROJECT COST				**$3,756,795.00**	does not include HST

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CONCEPT DESIGNS - 128 Sackville Road

Existing Site Plan

Proposed Site Plan – Integrated Option A

PRELIMINARY PROJECT BUDGETS

128 Sackville Road Integrated Building – Option A

	Units	Qty	Rate/Lot	TOTAL	Comments
Land Acquisition					
Purchase Cost	fixed	1	$0.00	$0.00	
Legal Fees/Closing Costs	%	PP	1.75%	$0.00	
OLS Survey	fixed	1	$3,500.00	$3,500.00	
Topographic Survey	fixed	1	$5,000.00	$2,500.00	
Appraisal Fees	fixed	0	$0.00	$0.00	
Geotechnical Investigation	fixed	1	$40,000.00	$40,000.00	
Environmental Assessment	fixed	1	$25,000.00	$25,000.00	ESA Phase 1/2
Sub Total			$0.00	**$71,000.00**	
Construction Costs					
Off-Site Improvements	fixed	1	$0.00	$0.00	
On-Site Development	sf	50000	$25.00	$1,250,000.00	
Transit Building	sf	75000	$250.00	$18,750,000.00	
Public Works Building	sf	15000	$300.00	$4,500,000.00	
Process Equipment	fixed	1	$2,500,000.00	$2,500,000.00	
Contingency	%	CC	10.00%	$2,700,000.00	
Sub Total				**$29,700,000.00**	
Professional Fees + Charges					
Architect/Engineer	%	CC	10.0%	$2,970,000.00	
Civil Engineer	%	CC	10.00%	$125,000.00	
Project Management	%	CC	1.50%	$445,500.00	
Project Administration	%	CC	0.75%	$222,750.00	
Quantity Surveyor	fixed	1	$35,000.00	$35,000.00	
Furnishings and Equipment	fixed	1	$500,000.00	$500,000.00	
Voice/Data/Security	fixed	1	$75,000.00	$75,000.00	
Sub Total				**$4,373,250.00**	
Financing and Administration					
Not Applicable	%	PC	0.0%	$0.00	To be confirmed
Sub Total				**$0.00**	
Project Contingency	%	PC	5.0%	$1,707,212.50	
TOTAL PROJECT COST				**$35,851,462.50**	does not include HST

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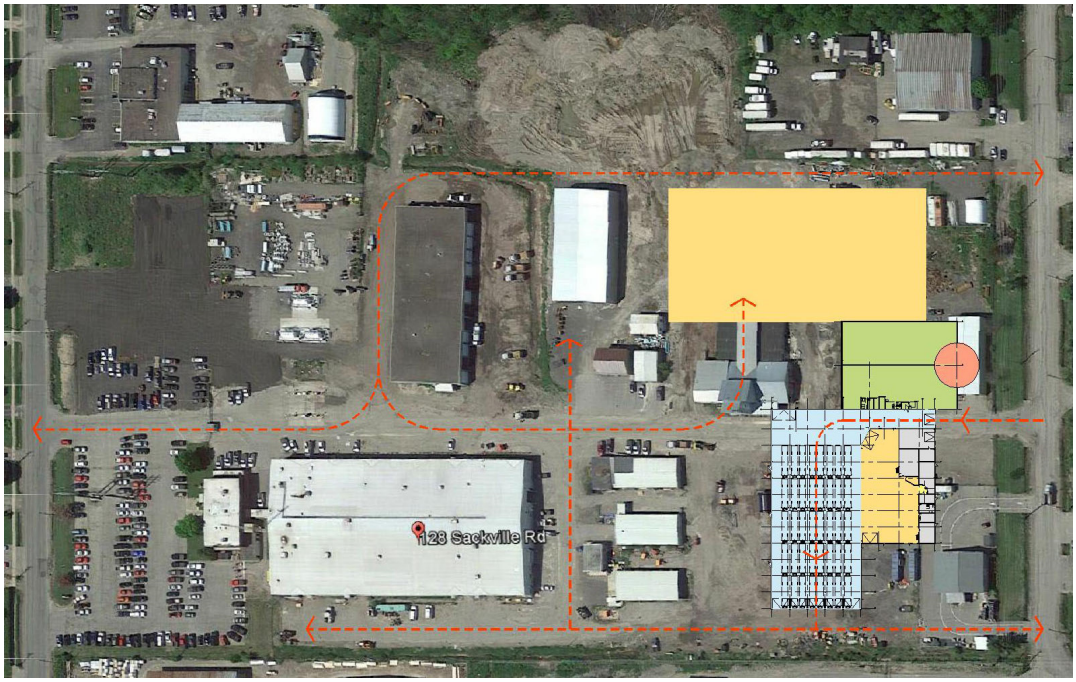
CONCEPT DESIGNS - 128 Sackville Road

Existing Site Plan

Proposed Site Plan – Integrated Option B



PRELIMINARY PROJECT BUDGETS

128 Sackville Road Integrated Building – Option B

	Units	Qty	Rate/Lot	TOTAL	Comments
Land Acquisition					
Purchase Cost	fixed	1	$0.00	$0.00	
Legal Fees/Closing Costs	%	PP	1.75%	$0.00	
OLS Survey	fixed	1	$3,500.00	$3,500.00	
Topographic Survey	fixed	1	$5,000.00	$2,500.00	
Appraisal Fees	fixed	0	$0.00	$0.00	
Geotechnical Investigation	fixed	1	$40,000.00	$40,000.00	
Environmental Assessment	fixed	1	$25,000.00	$25,000.00	ESA Phase 1/2
Existing Building Demolition	fixed	1	$250,000.00	$250,000.00	
Sub Total			$0.00	**$321,000.00**	
Construction Costs					
Off-Site Improvements	fixed	1	$0.00	$0.00	
On-Site Development	sf	50000	$25.00	$1,250,000.00	
Transit Building	sf	75000	$250.00	$18,750,000.00	
Public Works Administration	sf	15000	$300.00	$4,500,000.00	
Public Works Garage	sf	95000	$200.00	$19,000,000.00	
Process Equipment	fixed	1	$2,500,000.00	$2,500,000.00	Transit Only
Contingency	%	CC	10.00%	$4,600,000.00	
Sub Total				**$50,600,000.00**	
Professional Fees + Charges					
Architect/Engineer	%	CC	8.0%	$4,048,000.00	
Civil Engineer	%	CC	10.00%	$125,000.00	
Project Management	%	CC	1.00%	$506,000.00	
Project Administration	%	CC	0.50%	$253,000.00	
Quantity Surveyor	fixed	1	$35,000.00	$35,000.00	
Furnishings and Equipment	fixed	1	$500,000.00	$500,000.00	
Voice/Data/Security	fixed	1	$125,000.00	$125,000.00	
Sub Total				**$5,592,000.00**	
Financing and Administration					
Not Applicable	%	PC	0.0%	$0.00	To be confirmed
Sub Total				**$0.00**	
Project Contingency	%	PC	5.0%	$2,825,650.00	
TOTAL PROJECT COST				**$59,338,650.00**	does not include HST

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SUMMARY

OPTION	LOCATION	TYPE	COST	REMARKS
I	111 Huron Street 128 Sackville Road	Addition/Renovation PW Upgrades	**$16.0M**	2013 Asset Management Facility Condition Assessment upgrades included
II	128 Sackville Road Integrated Option A	Addition/Renovation	**$36.0M**	Existing grade and public access issues
III	128 Sackville Road Integrated Option B	New Construction	**$60.0M**	

The Project Team agreed that **Option II – 128 Sackville Road Integrated Option A** proposing a major addition on the east end of the existing PW garage did not fully achieve the project objectives. In addition, the current grade across the site (6 m difference between Industrial Park and Sackville) results in a "split" building compromising the functionality of the site and operations. The combined administration and building for staff would be located in the middle however, it is required to be accessible to the public and include public parking.

The third alternative, **Option III – 128 Sackville Road Integrated Option B** constructing a new standalone transit facility on the Sackville Road site has been eliminated. It was concluded that the sharing of common functions with Public Works would be difficult, deadhead costs would increase and there is not much advantage gained by duplicating the existing Huron St building at 128 Sackville Rd.

RECOMMENDATION

The Project Team recommends that **Option I – 111 Huron Street Addition/Renovation** and **128 Sackville Road PW Upgrades** represents the best option to realize the project objectives, accommodate the specified space requirements and achieve the maximum functionality in the most cost-effective solution.

APPENDIX 7

Minutes of Project Meetings

TULLOCH ENGINEERING

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16-1085

City of Sault Ste. Marie
Transit Relocation Feasibility Study
Project Initiation Meeting
Minutes
Tuesday August 9, 2016 – 10:30 a.m.
PWT Boardroom

Present: PWT: Larry Girardi, Susan Hamilton Beach, Don Scott, Mike Blanchard

Tulloch Engineering: Larry Jackson, Pat McAuley

Transit Consulting Network: Wally Beck (by phone)

Perry + Perry Architects: Chris Perry

1. Scope of Work/Overview of Project

Discussion took place on scope of work to be carried out for the feasibility study and the steps to be taken for a schedule C Class EA. The possibility of using the focused Transit Project Assessment Process was discussed as a way to reduce costs ("TPAP" under Regulation 231/08) rather than a Schedule C Class EA. It was decided that based on the alternatives that will be considered to address the issues outlined in the RFP at both PWT and Transit, the project does not meet the definition of a transit project in Regulation 231/08. The focused Transit EA is applicable only to projects that are "used *exclusively* for the transportation of passengers by bus… ". It was agreed that including an integrated facility as one of the alternatives appears to disqualify this study.

Other issues discussed:

- There is a possibility that Fire Services vehicle maintenance may be included.
- The project should consider a joint use cafeteria and welfare building, i.e. lockers, showers etc.
- Accessibility needs should be addressed.

2. Schedule C Class EA

The phases of a schedule C Class EA were reviewed:

Phase 1: Problem Statement (inefficiencies, aging infrastructure, need for storage, office space, lack of accessibility, possible changes to transit routes to address changing passenger needs, etc.)

Phase 2: Identify alternatives, consider environmental impacts, consult with public, confirm schedule. Four alternatives were discussed:
1) Do nothing if environmental impact too great;
2) upgrade both locations but keep Transit at 111 Huron;
3) construct a standalone Transit facility at 128 Sackville;
4) construct a fully integrated facility for both functions at 128 Sackville.

Phase 3: Identify alternative design concepts, evaluate impacts and ways to mitigate, consult with public, select preferred.

Phase 4: Complete Environmental Study Report

3. Background Studies
   Background studies listed in RFP were provided to Tulloch, including the Sackville Road Extension Environmental Study Report. Copies of the zip drive will be provided to sub consultants.
4. Sub consultants roles
   The roles of the sub consultants were briefly discussed. These are outlined in the proposal and include:

Transit Consulting Network:	- affects of relocation on Transit routes
	-traffic impact study
	-assessment of current deficiencies at 111 Huron
	-input into conceptual design at 128 Sackville
Perry + Perry Architects:	-review of both facilities
	-upgrade and renovate existing versus new
	- conceptual site and building designs for new
HGC Engineering:	noise and vibration studies as required

5. Potential Concerns
   Two potential concerns were identified. Relocating Transit operations to Sackville Rd will create potential traffic issues with the increased bus traffic in the area, and increased traffic on Sackville Rd may impact the adjacent residential neighbourhood. It was noted a recent traffic study for the Pino property (south west corner of Industrial Park Crescent and Great Northern Rd.) has recommended traffic signals at the Wal-Mart entrance. The results of this EA may influence future traffic signal locations.
   It was also noted bus traffic would be generated primarily early morning and late evening, if drivers do shift changes on route.

6. Functional Space Requirements
   C. Perry outlined his requirements to begin assessing space requirements for both PWT and Transit. He will need staffing information, job functions etc to determine building conceptual designs. He will contact Mike Blanchard and Don Scott as required.

7. Fleet Size
   Future bus fleet size was discussed. It was suggested conventional bus fleet will not increase in the future, but para-bus fleet size will. No consideration will be given to future double-decker buses, articulating buses or electric buses.

8. Schedule Update
   This will be updated and provided to all following kick off meeting.

9. Health and Safety
   City's Contractor Pre-Qualification Program. Aldo Iacoe will be contacted to ensure Tulloch and sub consultants are in compliance.

10. MEA Agreement Status
    A signed copy of the agreement was provided by the City.

11. Project Capital Funding
    It was noted project funding is not known at this time, nor are any details on the criteria that will be used to assess if a project is eligible for upcoming federal funding. It was agreed the project should proceed as per the RFP by preparing for overall needs. Future funding announcements may alter the decision process by affecting the economic/financial environments that will be assessed in the various phases.

12. Tours
    Tours of both facilities were provided by Mike Blanchard and Don Scott respectively, for Chris Perry and Pat McAuley.

PMc
August 10, 2016

Distribution: all present

TULLOCH ENGINEERING

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16-1085

City of Sault Ste. Marie
Transit Relocation Feasibility Study
Project Progress Meeting
Minutes
Wednesday December 14, 2016 – 10:30 a.m.
PW Boardroom

Present: PW: Larry Girardi, Susan Hamilton Beach, Mike Blanchard

Community Development: Tom Vair, Don Scott

Tulloch Engineering: Larry Jackson, Pat McAuley

Transit Consulting Network: Wally Beck

Perry + Perry Architects: Chris Perry

1. Current Status of EA process

An update of the steps taken to date, based on the phases of the Municipal Class EA was given. A draft problem statement has been developed and was discussed. Three alternative solutions considered feasible and reasonable, have been developed. Inventories of existing environments have been completed or are underway.

Tulloch Environmental has completed natural heritage reviews and habitat assessments for both sites. Mitigation methods and best practices were developed to minimize natural environment impacts depending on the proposed location of any additions or new buildings. Social and land use reviews have been completed. It was determined an archeological review is not required at either site.

The financial/economic environment is the most challenging as it is influenced by departmental reorganization, the funding program from the federal government for Transit improvements, and the City's financial situation. It was noted the 2017 budget presentation to Council included for the possibility of an $18 million Transit relocation project in 2018/19 consisting of $12 million of other government funding and $6 million raised by the City through debenture. It was agreed departmental reorganization will not be considered in the EA in determining the recommended alternative given that future restructuring could result if a combined transit/PW operation is recommended.

2. Sub Consultants Work to date:

Wally Beck from Transit Consulting Network reviewed his work to date. He has completed his assessment of the existing Transit operations at 111 Huron St and calculations of changes to deadhead costs (cost to operate a bus without passengers, i.e. out of service) if Transit relocates. It was noted deadhead costs increase by $66,000 annually if buses travel to Sackville each evening. Air emissions also double. There are approximately 615 deadhead trips annually.

It was noted this increase assumes Transit routes start and stop at the Dennis St terminal each day. If the bus terminal was relocated or eliminated, and routes redesigned to accommodate a Sackville Road storage garage, deadhead costs and emissions would change.

A review of the traffic implications of a Transit relocation was also undertaken. Given that buses leave the storage garage at 5:30 a.m. and return at midnight, it was concluded buses would not be affected by Second Line or Great Northern Rd traffic volumes, either starting or finishing their routes. Parabus traffic would be more affected but is also more flexible in route selection.
Therefore, the addition of traffic signals on Great Northern Rd at Industrial Park Cres or elsewhere as a result of other development in the area would not be a factor in choosing a preferred alternative in the EA.

Chris Perry of Perry + Perry Architects outlined the Requirements Report he has completed including functional requirements, key functional relationships and general design considerations for both sites. Concept site plans were shown for the three alternatives. In summary:

1) If Transit is to remain at Huron Street, additions could be added to the building to accommodate new administration offices, parts storage and future bus storage, when and if fleet growth is experienced. Consideration could be given to acquiring the former Core Storage property from Essar Steel (80 Hudson St) for fueling/outdoor storage purposes.

2) A site plan showing an integrated building on Sackville was also developed, by adding a major addition on the east end of the existing PW garage. Some of the issues with this include handling the current grade across the site (6 m difference between Industrial Park and Sackville) and where a joint administration and welfare building for staff would be located. It needs to be accessible to the public and include parking. A common administration building between the two garages could be used to address the grade differential, but would also require public access (and parking) to the middle of the site.

3) Several locations were discussed for a new standalone Transit facility on Sackville. It was noted the existing Transit building can functionally accommodate the space needs and interrelationships needed, and the ideal design is very similar to the current 111 Huron St design. If a standalone facility is located at Sackville Rd, the current design, with needed improvements, would be appropriate. It was noted that the administration portion of the building is an integral part of Transit operations (fare box handling, fueling, cleaning, operator and supervisor routines) and it is not advisable to separate it from the maintenance/storage functions.

Potential locations discussed included use of the Soo Van Moving and Storage property, the former Household Hazardous Waste site and where the salt dome is located. It was noted the 200 foot wide Great Lakes Power easement adjacent to Sackville Rd is not available.

3) Environmental Compliance Approvals

Both sites currently operate under ECA's for noise and air emissions. Any functional changes to the sites would require amendments. The PW site operates under "limited flexibility" so annual updates are required. It was noted that GHD Consultants have been the consultant utilized by the City to obtain the original ECA's, and to update them annually. It was agreed that if an assessment of noise and air emissions is required for Transit relocation Tulloch would obtain a quote from GHD, and consider them rather than the consultant carried in the proposal (HGC Engineering) due to the amount of work done to date for both facilities by GHD. It was also noted these assessments will not be done unless relocation is the preferred alternative and a conceptual site plan has been developed.

4) Discussion on Preferred Alternative

Discussion centered on the alternatives and what is feasible in the current economic climate and upper government funding potential. There appears to be no environmental restraints, that could not be mitigated, that would prevent Transit from relocating to Sackville, however public input has not yet been received through a PIC. It was generally agreed that a standalone Transit facility at Sackville, closely resembling the existing building would not offer much advantage if substantial sharing of common functions was not possible.
Other issues:
-the existing building at 111 Huron may have limited value if put on the market. It may be considered a contaminated site due to past industrial activities on and around it, and it has an older, active large diameter outfall sewer from Essar Steel crossing the site on an easement, diagonally under the building. A minimum of $ 1.5 million would need to be spent to make it marketable, if it was not demolished.
-the existing building is about 35 years old, was specifically designed as a Transit facility and has had few upgrades since being built. The 2013 Asset Management Plan considered the building in fair condition. Chris Perry's functional analysis suggests its design is still appropriate for SSM Transit and is near ideal.
-an integrated facility on Sackville offers many advantages if common functions are shared, and if the existing deficiencies are addressed. The PW site, administration building and garage have undergone many updates in attempts to solve issues, however many more remain and need to be addressed in this 47 year old complex. The administration building and the main garage are also considered to be in fair condition in the Asset Management Plan.
-the Transit component costs in an integrated facility building can easily be identified and separated from project costs if required, to capitalize on available federal funding for Transit work.

In conclusion it was agreed a standalone Transit facility located at Sackville Rd is not the preferred alternative, however more work and cost estimating is required before one of the other two alternatives can be eliminated.

5) Review of Scope of Work

The scope of work outlined in the RFP was reviewed to ensure all items are being covered. It was agreed life cycle costing will not be undertaken given the uncertainties of future maintenance, operating and disposal costs of PW and/or Transit facilities. Life cycle costing principles however will form part of the decision process.

6) Next Steps

As noted more work will be done on the two remaining options prior to choosing a preferred. If the preferred alternative is to remain at Huron St the Class Environmental Assessment could be changed from a Schedule C to a Schedule B. Regardless, a public open house will be held, preferably in a few months. The date will be chosen at the next meeting.

7) Next Meeting date - to be determined.

PMc
December 14, 2016

Distribution: all present

TULLOCH ENGINEERING

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16-1085

City of Sault Ste. Marie
Transit Relocation Feasibility Study
Project Progress Meeting
Minutes
Tuesday February 28, 2017 – 10:30 a.m.
PW Boardroom

Present:

Public Works: Larry Girardi, Susan Hamilton Beach, Mike Blanchard

Community Development: Don Scott, Tom Vair (regrets)

Tulloch Engineering: Larry Jackson, Pat McAuley

Transit Consulting Network: Wally Beck (by phone)

Perry + Perry Architects: Chris Perry

1. Review of previous minutes

The minutes of the Dec 14, 2016 meeting were reviewed to summarize current project status and work done to date. The project is currently in Phase 2 of a Schedule C Municipal Class EA. Phase 2 will be concluded once a preferred solution is selected, following public consultation.

At the December meeting it was concluded that replicating a standalone transit facility at Sackville, similar to the existing building on Huron Street, is not a preferred alternative since it would not offer much advantage. Substantial sharing of common functions would not be feasible without a fully integrated facility.

2. Review of remaining alternatives

The two remaining alternatives are: 1) stay and upgrade both facilities at their current locations; or 2) construct a fully integrated facility at 128 Sackville Road to house both transit and public works maintenance activities.

Chris Perry presented an updated draft copy of the *Transit Operations & Garage Feasibility Study Requirements Report.* The report reviews key functional requirements and relationships, general design

considerations for the facilities and provides proposed site plans. For clarity the "stay and upgrade" alternative is considered as two separate undertakings at the two locations. Thus the study analyzes three options:

A. Addition/Renovation at 111 Huron St
B. Addition/Renovation at 128 Sackville Rd
C. New Building at 128 Sackville Rd

Class D cost estimates are provided in the report as preliminary project budgets:

A. Addition/Renovation at 111 Huron St	$11,968,700 plus HST
B. Addition/Renovation at 128 Sackville Rd	$3,756,800 plus HST
C. New Building at 128 Sackville Rd	$35,851,460 plus HST

The following points were made during the discussion that followed:

- If the Huron St facility is upgraded, a bus bay could be established along the Huron St frontage to accommodate passenger transfers. This would be contingent on a Bay St extension along the CNR railway, south of the transit property, connecting with Carmen's Way, thereby reducing traffic on Queen St W and Huron St. (The Transportation Master Plan recommends an Environmental Assessment be conducted for this Bay St extension within the next 10 years)
- The various site plans for an integrated building at Sackville (connected to the existing garage) are awkward in that they have the central offices/administration building in the centre of the site. This would necessitate public access well into the site, potentially conflicting with heavy equipment routes and maintenance activities.
- It was suggested that some activities requiring public access could be transferred to City Hall (transit ticket sales, parking ticket payment) but accessible public access would still be needed.
- To address these concerns an additional site plan was presented by C Perry, showing a completely new facility fronting on Industrial Park Cres with a combined maintenance garage, central offices, and bus storage garage. The public identity for this facility would thus shift from Sackville Road to Industrial Park Crescent. This has definite benefits in solving the 6 m grade issue and also minimizes potential negative residential impacts, concentrating activity on the east side of the property, away from the residential neighbourhood and facing Industrial Park.
- With this option the existing garage and administration offices could be demolished, or the garage repurposed for equipment cold storage. The Sault Van Moving and Storage property would need to be purchased.
- A combined maintenance facility of this design would be similar to Sudbury's where transit, public works, and fire equipment is maintained in one facility.
- Environmental Assessments require a review and consideration of the economic environment, and based on the current economic climate in Sault Ste Marie and the financial difficulties of Essar Steel Algoma, it is difficult to conclude a best option at this time.
- It was concluded that a presentation should be made to senior city management to get additional input. L Girardi to arrange, tentatively in early April. (April 12th suggested)

3. Upcoming Transit Operations and Route Review

Impacts of the upcoming Route Review Study on this EA were discussed. Deadhead costs may be affected if routes are altered. It was concluded both studies can proceed as planned but should acknowledge that potential route changes could affect the amount of deadhead travel if the bus maintenance and storage garage is moved to Sackville Road. Deadhead costs would not be a determining factor in recommendations.

4. Next Steps

-C Perry will refine his report to expand on the new combined facility facing Industrial Park Crescent
-M Blanchard to review functional requirements report for comment to C Perry
-S Hamilton Beach will provide C Perry with City Logo
-L Girardi to arrange for presentation to senior management
-Presentation preparation by Tulloch and Perry & Perry

5. Next Meeting Date

Tentatively April 12, 2017, to be confirmed.

PMc
March 6, 2017

Distribution: all present + Tom Vair

TULLOCH ENGINEERING

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16-1085

City of Sault Ste. Marie
Transit Relocation Feasibility Study
Project Progress Meeting
Minutes
Wednesday April 12, 2017 – 10:30 a.m.
Thompson Room Civic Centre

Present:	
Al Horsman	CAO
Larry Girardi	Public Works and Engineering Services
Susan Hamilton Beach	Public Works and Engineering Services
Mike Blanchard	Public Works and Engineering Services
Tom Vair	Community Development and Enterprise Services
Shelley Schell	Corporate Services
Jacob Bruzas	Corporate Services
Larry Jackson	TULLOCH Engineering Inc.
Pat McAuley	TULLOCH Engineering Inc.
Chris Perry	Perry + Perry Architects

1. Review of work done to date

An update was given outlining the work done to date and the steps involved in the Schedule C class environmental assessment being undertaken. Once a preferred alternative is chosen, a Public Information Centre (PIC) will be scheduled to obtain public and review agency input as part of Phase 2 of the EA.

A problem statement has been developed along with three reasonable alternatives. The environmental effects (natural environment, social environment, cultural environment and economic environment) of each alternative have been considered. The economic environment, which includes estimated costs of each alternative, available funding sources, the potential resale value of 111 Huron Street and the City's ability to pay, is the most challenging.

2. Review of remaining alternatives

The two remaining alternatives are:

1) Stay and upgrade both facilities at their current locations;

2) Construct a fully integrated facility at 128 Sackville Road to house both transit and public works maintenance activities.

The third alternative, constructing a new standalone transit facility on the Sackville Road site has been eliminated. It was concluded that the sharing of common functions with PW would be difficult, deadhead costs would increase and there is not much advantage gained by duplicating the existing Huron St building at 128 Sackville Rd.

3. Requirements Report

Chris Perry presented an updated draft copy of the *Transit Operations & Garage Feasibility Study Requirements Report.* The report reviews key functional requirements and relationships, general design considerations for the facilities and provides proposed site plans. For clarity the "stay and upgrade" alternative is considered as two separate undertakings at the two locations. Thus the study analyzes three options:

A. Addition/Renovation at 111 Huron St
B. Addition/Renovation at 128 Sackville Rd
C. New Building at 128 Sackville Rd

Class D cost estimates are provided in the report as preliminary project budgets:

A.	Addition/Renovation at 111 Huron St	$11,968,700 plus HST
B.	Addition/Renovation at 128 Sackville Rd	$3,756,800 plus HST
C.	New Building at 128 Sackville Rd	$59,338,650 plus HST

The following points were made during the discussion that followed:

- One of the reasons for this feasibility study is to be ready for any transit related stimulus funding that may be announced.
- The Public Works garage was built nearly 50 years ago to maintain a much smaller fleet (equipment size, quantity and variety) and badly needs major improvements/replacement.
- The nearly $60 million cost for a fully integrated building reflects the costs of a new 75,000 s.f. transit facility and a 95,000 s.f. PW garage combined with a 15,000 s.f. common administration building.
- 4500 s.f. of additional bus storage space is included, which can be delayed and constructed if needed in the future as a separate phase.
- It is unknown at this time how much of the $12 million cost for Addition/Renovation at 111 Huron St would be eligible for stimulus funding. (Corporate Services to review)
- If option C is not chosen as the preferred, the E.A can be continued as a Schedule B project under the planning and design process, as the preferred alternative would not involve constructing a new transit maintenance facility adjacent to residential land use.
- Should the economic environment change in the future, and work has not been completed on the chosen alternative, the project could be reactivated as a Schedule C undertaking to pursue a fully integrated facility by issuing an addendum to the EA.

Public consultation would be undertaken and the remaining EA phases would be completed.

- Following discussion and staff comments it was concluded that the “stay and upgrade” alternative is the preferred alternative to go forward.

4. Next Steps

- A PIC will be scheduled to present the study to the public and interested parties for comment. Documentation and drawings outlining the EA planning process, the problem statement, alternative solutions and the recommended “stay and upgrade” alternative will be provided.
- To provide accessibility, a room in the Civic Centre will be used.
- A Project File Report will then be produced prior to issuing a Notice of Completion and providing a 30 day review period.

Meeting Adjourned.

/PMc
April 13, 2017

Distribution: All Present
Don Scott – Community Development and Enterprise Services
Wally Beck – Transit Consulting Network

APPENDIX 8

Responses to EA Notice

Ontario
Infrastructure Ontario

One Dundas Street West, Suite 2000, Toronto, ON M5G 2L5
1, rue Dundas Ouest, bureau 2000, Toronto, ON M5G 2L5

November 25, 2016

Response to EA Notice

Thank you for providing Infrastructure Ontario (IO) with a copy of your Environmental Assessment Notice. From the information you have provided, it is unclear if you are proposing to use lands under the control of the Ministry of Infrastructure (MOI lands) to support your proposed project.

Prior to MOI consenting to the use of MOI lands, the applicable environmental assessment, duty to consult Aboriginal peoples (if triggered) and heritage obligations will need to be met. In order for MOI to allow you access to MOI lands and to carry out proposed activities, MOI must ensure that provincial requirements and due diligence obligations are satisfied. These requirements are in addition to any such obligations you as the proponent of the project may have.

You as the proponent of the project will be required to work with Infrastructure Ontario (IO) to fulfill MOI's obligations which may include considering the use of any MOI lands as part of your individual environmental assessment. All costs associated with meeting MOI's obligations will be the responsibility of the proponent. Please note that time should be allocated in your project timelines for MOI to ensure that its obligations have been met and to secure any required internal government approvals required to allow for the use of the MOI lands for your proposed project.

In order for MOI and IO to assist you to meet your required project timelines, please recognize that early, direct contact with IO is imperative. The due diligence required prior to the use of MOI lands for your proposed project, may include but may not be limited to the following:

- Procedural aspects of the Provincial Crown's Aboriginal Duty to Consult obligations – *see Instruction Note 1*
- Requirements of the MOI Public Work Class Environmental Assessment – *see Instruction Note 2*
- Requirements of the Ministry of Tourism Culture and Sport (MTCS) Standards and Guidelines for Consultant Archaeologists– *see Instruction Note 3*
- Requirements of the MTCS Standards and Guidelines for the Conservation of Provincial Heritage Properties Consultant Archaeologists – *see Instruction Note 4*

Representatives from IO are available to discuss your proposed project, the potential need for MOI lands and the corresponding provincial requirements and due diligence obligations.

Please review the attached instruction notes which provide greater detail on the due diligence obligations associated with the use of MOI lands for your proposed project. We are providing this information to allow you as the proponent to allocate adequate time and funding into your project schedule and budgets. If your project requires you to study MOI lands, then an agreement is required and all studies undertaken on MOI lands will be considered confidential until approval is received. IO will require electronic copies of all required studies on MOI lands that you undertake.

We strongly encourage you to work with IO as early as possible in your process to identify if any MOI lands would be required for your proposed project. Please note that on title MOI control may

be identified under the name of MOI or one of its predecessor ministries or agencies which may include but is not limited to variations of the following: Her Majesty the Queen/King, Hydro One, MBS, MEI, MEDEI, MGS, MOI, OLC, ORC, PIR or Ministry of Public Works[1].

Please provide Rita Kelly with a confirmation in writing of any MOI lands that you propose to use for your proposed project and why the lands are required along with a copy of a title search for the MOI lands.

For more information concerning the identification of MOI lands in your study area or the process for acquiring access to or an interest in MOI lands, please contact:

Rita Kelly
Project Manager
Land Transactions, Hydro Corridors & Public Works
Infrastructure Ontario
1 Dundas Street West, Suite 2000
Toronto, ON
M5G 2L5
Tel: (416) 212-4934
Email: rita.kelly@infrastructureontario.ca

An application package and requirements checklist is attached for your reference. Please note that transfer of an interest in MOI lands to a proponent can take up to one year and there is no certainty that approval will be obtained.

For more information concerning the MOI Public Work Class Environmental Assessment process and due diligence requirements, please contact:

Lisa Myslicki
Environmental Specialist
Infrastructure Ontario
1 Dundas Street West, Suite 2000
Toronto, ON
M5G 2L5
Tel: (416) 557-3116
Email: lisa.myslicki@infrastructureontario.ca

[1] MBS - Management Board Secretariat; MEI - Ministry of Energy and Infrastructure; MEDEI – Ministry of Economic Development, Employment and Infrastructure; MGS - Ministry of Government Services; MOI - Ministry of Infrastructure; OLC - Ontario Lands Corporation; ORC - Ontario Realty Corporation; PIR - Ministry of Public Infrastructure Renewal

If MOI lands are not to be impacted by the proposed project, please provide a confirmation in writing to Infrastructure Ontario.

Thank you for the opportunity to provide initial comments on your proposed project.

Sincerely,

Patrick Grace
Director
Land Transactions, Hydro Corridors & Public Works
Infrastructure Ontario
1 Dundas Street West, Suite 2000
Toronto, ON, M5G 2L5

INSTRUCTION NOTE 1

Provincial Crown's Aboriginal Duty to Consult obligations

The Crown has a constitutional Duty to Consult (DTC) in certain circumstances and Aboriginal consultation may be required prior to MOI granting access to MOI lands or undertaking other activities. The requirement for Aboriginal consultation may be triggered given Aboriginal or treaty rights, established consultation or notification protocols, government policy and/or program decisions, archaeological potential or results, and/or cultural heritage consultation obligations. The requirement for Aboriginal consultation will be assessed by MOI.

Prior to the use of MOI lands, MOI must first meet any duty to consult obligations that may be triggered by the proposed use of MOI lands. It is incumbent on you to consult with IO as early in the process as possible once you have confirmed that MOI lands would be involved.

MOI will evaluate the potential impact of your proposed project on Aboriginal and treaty rights. MOI may assess that the Crown's Duty to Consult (DTC) requires consultation of Aboriginal communities. Proponents should discuss with IO whether MOI will require consultation to occur and if so, which communities should be consulted.

Where MOI determines that Aboriginal consultation is required, MOI will formally ask you to consult or continue to consult with Aboriginal peoples at the direction of MOI.

On behalf of MOI you will also be required to:

1. Maintain a record and document all notices and engagement activities, including telephone calls and/or meetings;
2. Provide the Ministry updates on these activities as requested; and
3. Notify the Ministry of any issues raised by Aboriginal communities.

If consultation has already occurred, IO strongly encourages you to provide complete Aboriginal consultation documentation to IO as soon as possible. This documentation should include all notices and engagement activities, including telephone calls and/or meetings.

Any duty to consult obligations must be met prior to publically releasing the Notice of Completion for the assessment undertaken under the MOI PW Class EA.

INSTRUCTION NOTE 2

Requirements of the MOI Public Work Class Environmental Assessment

MOI has an approved Class EA (the Ministry of Infrastructure Public Work Class Environmental Assessment (Public Work Class EA) to assesses undertakings that affect MOI lands including disposing of an interest in land or site development. Details on the Public Work Class EA can be found at:
http://www.infrastructureontario.ca/Templates/Buildings.aspx?id=2147490336&langtype=1033

You may be required to work with IO to complete an environmental assessment under the Public Work Class EA for the undertakings related to MOI lands. IO will work with you to ensure that all of the MOI undertakings or activities related to the use of MOI lands are identified, that the appropriate Category of undertaking is used and a monitoring and report back mechanism is established to ensure that MOI's obligations are met.

The completion of another environmental assessment process that assesses the undertakings related to MOI lands may satisfy MOI's obligations under the Public Work Class EA. You will be required to work with IO to determine the most appropriate approach to meeting the Public Work Class EA obligations for undertakings related to MOI lands on a case by case basis.

Where it is decided that the assessment of undertakings related to MOI lands can be assessed as part of the environmental assessment being undertaken by the proponent then it is likely that the following provisions will be required:

- that the environmental assessment documents set out that one process will be relied on by both the proponent and MOI to evaluate their respective undertakings and meet their respective obligations to assess the potential impacts of their undertakings;
- that the proponent's description of the undertaking to be assessed include all of the MOI undertakings related to the use or access to MOI lands (see Glossary of Terms);
- the associated EA Category from the Public Works Class EA be identified and met by the environmental assessment (see Figure 22. Category Listing Matrix and/or Tale 2.1 EA Category Identification Table);
- that the proponent's environmental assessment indicate that MOI would be relying on the proponent's assessment to satisfy MOI's obligations under the *Environment Assessment Act*;
- establish a monitoring and report back mechanism to ensure that any obligations of MOI resulting from the assessment will be met; and

An environmental assessment consultation plan be developed to ensure that all stakeholders required to be consulted regarding the undertakings on the MOI lands are consulted

Other Due Diligence Requirements

There may also be other additional due diligence requirements for the use of MOI lands in the proposed project. These may include:

- Phase One Environmental Site Assessment and follow up
- Stage 1 Archaeological Assessment and follow up

- Survey
- Title Search
- Species at Risk Survey(s)
- Appraisal

INSTRUCTION NOTE 3 – ARCHAEOLOGY - (see also *Instruction Note on Duty to Consult*)

Archaeological sites are recognized and protected under the *Ontario Heritage Act*. Carrying out archaeological fieldwork is a licensed, regulated activity under the 2011 Ministry of Culture Standards and Guidelines for Consulting Archaeologists. Please visit.....

Archaeological due diligence is required for any proposed project on MOI land that could cause significant below ground disturbance such as, new building construction, installation/modification of site services, and installation/maintenance of new pipelines or transmission lines.

You, as the proponent, must engage IO prior to undertaking any archaeological work on MOI lands.

IO has two in-house licensed archaeologists who should be consulted early in the preparatory stages of a proposed project when geographic and site locations are being considered so that the potential for archaeological resources including historic and Aboriginal material (ion Aboriginal villages and burials sites) can be assessed.

To support both the Public Work Class EA and MOI's duty to consult analysis, archaeological assessments are required to determine if there are any significant findings that may be of cultural value or interest to Aboriginal people (e.g., archaeological or burial sites).

Archaeological work can begin before the assessment under the Public Works Class EA begins but the Class EA cannot be completed until the duty to consult that may be triggered regarding archaeological resources are fulfilled.

Depending upon the number or significance of resources found, the duty to consult may be triggered during any of the 4 phases of archaeological work (see below) or anytime during project construction.

The discovery of Aboriginal resources can impact on activities, including project and site plans, timelines and all costs. As the proponent, you are expected to ensure that you project timelines include adequate time and resources to address MOI due diligence obligations, including internal government approvals. All costs associated with meeting MOI's archaeological obligations will be the responsibility of the proponent.

For Archaeological Assessments (Stages 1 through 4), proponents must adhere to the four stage archaeological fieldwork process prescribed by the Ontario Ministry of Tourism, Culture and Sport (MTCS) as per the 2011 Standards and Guidelines for Consultant Archeologists. Not all noted Stages will be necessary for all work. Respondents must follow industry procedures and practices as per the MTCS Standards and Guidelines for Consultant Archeologists 2011 for each Stage of archaeological assessment, all reporting criteria and formatting, and any other license requirements and/or obligations.

- Stage 1 Background Study - Evaluation of Archaeological Potential
  - Archival research and non-intrusive site visit
- Stage 2 Property Assessment

- In-field systematic pedestrian survey or test pitting and reporting
-

- Stage 3 Site-specific Assessment
  - Limited excavation to determine site significance and size
  - Field works and reporting

- Stage 4 Site mitigation
  - Through either avoidance/protection or excavation Field work 4 to 8 weeks
  - Develop summary report
  - MTCS review – expedited review of summary report 6 weeks
  - Final report
  - Time to develop and implement mitigation measures – negotiation, legal protections, avoidance

IO Contact Information and direction to IO website....

INSTRUCTION NOTE 4 – HERITAGE REQUIREMENTS

Built Heritage/Cultural Landscapes

Built heritage/cultural landscapes (cultural heritage) are recognized and protected under the Ontario Heritage Act, the regulations to that Act and the 2010 Ministry of Culture Standards and Guidelines for Conservation of Provincial Heritage Properties (S&Gs) Criteria for determining cultural heritage value or interest are set out in O. Reg. 9/06 and 10/06. The S&Gs set out a process for identifying properties of cultural heritage value, and the standards for protection, maintenance, use and disposal of these properties. Please visit.....

Cultural heritage due diligence will be required for any proposed project on MOI land with the potential to impact cultural heritage resources, such as new building construction, installation/modification of site services, landscape modifications and installation/maintenance of new pipelines, transmission lines.

To support MOI's heritage and MOI PW Class EA obligations, proponents will be required to undertake cultural heritage assessments for all projects that require MOI lands. This will help to determine if the MOI lands are of cultural value or interest to the Province and the level of heritage significance. Where a property has heritage value, proponents may be required to develop appropriate conservation measures/plans and heritage management plans.

You, as the proponent, are strongly encouraged engage IO heritage staff as early in your project planning process as possible and in advance of beginning any cultural heritage assessment work. IO staff will be able to provide advice on the S&Gs and will provide any available heritage information for the MOI lands.

Proponents must also follow industry procedures and practices for all components of cultural heritage assessment work, all reporting criteria and formatting, and any other requirements and/or obligations. IO heritage staff can help identify any required reports.

Should MOI lands be identified under the S&Gs as a Provincial Heritage Property (local significance) or a Provincial Heritage Property of Provincial Significance, IO must be engaged to determine next steps.

Please note that if a Provincial Heritage Property of Provincial Significance is to be impacted, it is likely that consent from the Minister, Ontario Minister, Tourism, Culture and Sport (MTCS) will be required prior to access being granted to MOI lands. Minister's consent requires a detailed application and approvals should land dispositions or building demolitions be applied for as part of the proposed project.

As the proponent, you are expected to ensure that your project timelines include adequate time and resources to address MOI's heritage due diligence obligations, including internal government approvals. All costs associated with meeting MOI's heritage obligations are the responsibility of the proponent.

Staff contacts.....

Pat McAuley

From: Susan Hamilton Beach [s.hamiltonbeach@cityssm.on.ca]
Sent: Friday, September 09, 2016 4:37 PM
To: 'Pat McAuley'
Cc: Don Scott
Subject: Public Notice for Transit Relocation Study

Hi Pat,

I have received a message from a Mr. Frank Darou – 705-254-6490 regarding the above noted study. He received the notice of the study and would like to be added to the stakeholders list and kept informed as the study progresses.

Regards,

Susan

Susan Hamilton Beach, P.Eng.
Director of Public Works
City of Sault Ste. Marie
(P) 705-759-5207
(F) 705-541-7010

Pat McAuley

From: Marchy Bruni [m.bruni@cityssm.on.ca]
Sent: Monday, September 12, 2016 10:14 AM
To: Susan Hamilton Beach; pat.mcauley@tulloch.ca
Subject: Relocation of City Transit garage and admin offices

Good Morning Susan and Pat,
I received a letter of interest regarding the above.
Please add me to the study contact list.
Thank you,
Regards,

Marchy Bruni
Councillor Ward 5
Cell Phone 705-971-0029
E-mail - m.bruni@cityssm.on.ca

APPENDIX 9

Notice of Study Completion

Notice of Completion

Feasibility Study

Relocation of City Transit Garage and Administration Offices

The Study

In the fall of 2016 the City of Sault Ste Marie initiated a Class Environmental Assessment (EA) to evaluate the feasibility of relocating the City Transit maintenance garage and administrative offices from the current location at 111 Huron Street to the Public Works Centre site at 128 Sackville Road. The prospect of constructing a transit maintenance garage adjacent to a residential neighbourhood triggered the need for an EA. The project was originally planned under **Schedule C** of the **Municipal Class Environmental Assessment** process.

The Findings

After reviewing several alternatives, the recommended solution is to keep the City's Transit garage and administrative office at its current location on Huron Street. Improvements are recommended to both the City's Huron Street and Sackville Road facilities in recognition of the various identified deficiencies, including building additions to address accessibility and storage issues.

This recommendation results from a comparison of the high capital costs of relocating transit compared to the costs of providing needed improvements at both facilities, and in consideration of the current economic environment in the city.

With the recommendation for Transit to remain at 111 Huron Street the project is no longer a **Schedule C** undertaking. The project is being completed under **Schedule B** of the **Municipal Class Environmental Assessment** process.

A formal public information centre (PIC) showing the potential Sackville Road design concepts will not be held. However consultation with the public and review agencies and other interested stakeholders is still very important and encouraged. A Class EA Project File Report documenting the study process and the recommended alternative solution has been prepared and by this notice is being placed in the public record for review and comment. The report is available at the following locations from July 10th to August 11th, 2017:

Public Works and Engineering Services
City of Sault Ste. Marie
128 Sackville Rd, Sault Ste. Marie, ON
P6B 4T6
Phone (705) 759 5201
Mon-Fri 8:30 am – 4:30 pm

TULLOCH Engineering
71 Black Rd Unit 8
Sault Ste. Marie ON.
P6B 0A3
Phone (705) 949 1457
Mon-Fri 8:00 am – 4:30 pm

PTO

The report is also available for review at: saultstemarie.ca/TransitEA

Interested persons should provide written comments to the City on the study on or before August 11, 2017. Comments should be directed to Susan Hamilton Beach at the above address.

If concerns should arise which cannot be resolved in discussion with the City, a person or party may request that the Minister of the Environment and Climate Change order a change in the project status and require a higher level of assessment (referred to as a Part II Order). Requests must be received by the Minister within 30 days of publication of this Notice. Reasons must be provided for the request. Copies of the request must be sent to:

Minister
Ministry of the Environment and Climate Change
Floor 11
77 Wellesley St W
Toronto ON
M7A 2T5

-and-

Director, Environmental Approvals Branch
Ministry of the Environment and Climate Change
135 St. Clair Ave West, 1st Floor
Toronto ON
M4V 1P5

-and-

City Clerk
City of Sault Ste. Marie
99 Foster Drive
Sault Ste. Marie ON
P6A 5X6

This Notice issued July 3, 2017.

Susan Hamilton Beach P.Eng.

Public Works and Engineering Services
s.hamiltonbeach@cityssm.on.ca

Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record.

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Peter Tonazzo, RPP, Senior Planner**

DEPARTMENT: **Community Development and Enterprise Services**

RE: **Source Protection Municipal Implementation Fund Agreement: Amendment No. 4**

PURPOSE

This Report requests Council's approval of an amendment to the Source Protection Funding Agreement with the Ministry of the Environment and Climate Change (MOECC).

BACKGROUND

In the wake of the Walkerton Tragedy, in 2006, the Province passed the Clean Water Act, which outlines a 'multi-barrier' approach to protecting drinking water resources.

The Clean Water Act established Source Protection Areas and Source Protection Committees tasked with creating Source Protection Plans aimed at protecting the groundwater aquifer from which the Community's Drinking Water is obtained.

In March 2015, the Sault Ste. Marie Area Source Protection Plan was approved by the Province. The Municipality is responsible for implementing the Plan. In 2015, the Planning Division was established as 'The Source Protection Office'. The Senior Planner was identified as the Risk Management Official (RMO) to implement the program, with assistance from the Sault Ste. Marie Region Conservation Authority.

In December 2015, prior to the approval of the Source Protection Plan and establishment of the Source Protection Office, MOECC established a 'Source Protection Municipal Implementation Fund (SPMIF). The City received a total grant of $80,000.

To date, there have been three amendments to the Grant Funding Agreement. The first amendment extended the funding deadline from December 2015 to March 2017. The second amendment added a number of additional qualifying

expenses. The third amendment extended the funding deadline to March 31, 2018 and facilitated the transfer of an additional $12,500 of grant monies which were originally directed to Prince Township.

ANALYSIS
Amendment No. 4 to the Grant Funding Agreement further extends the funding deadline to December 31, 2018.

FINANCIAL IMPLICATIONS
Executing Amendment No. 4 to the Grant Funding Agreement will defer any costs for an additional year, and result in the transfer of an additional $12,500 to fund the implementation of the Plan.

Upon completion of the SPMIF, the costs of implementation will ultimately be the responsibility of the Municipality. The Public Utilities Commission (PUC) have indicated a willingness to fund the program at the conclusion of the Grant Funding Agreement. At the conclusion of the agreement, costs are anticipated to be approximately $20,000 per year.

STRATEGIC PLAN / POLICY IMPACT
Under the Clean Water Act, the Municipality is ultimately responsible for implementing the Sault Ste. Marie Area Source Protection Plan.

Protecting the city's drinking water aquifer relates to a number of Key Focus Areas within the Corporate Strategic Plan, including maintaining existing infrastructure, asset management and quality of life advantages.

Execution of the agreement will benefit the City by continuing a current funding partnership with MOECC and Prince Township.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the Report of the Senior Planner dated 2018 04 09 be received and that Council approve Amendment No. 4 to the Grant Funding Agreement under the Source Protection Municipal Implementation Fund. The relevant By-law 2018-69 is listed under item 11 of the Agenda and will be read with all by-laws under that item.

Respectfully submitted,

Peter Tonazzo, RPP
Senior Planner
705.759.2780
p.tonazzo@cityssm.on.ca

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Land Development and Environmental Engineer**

DEPARTMENT: **Public Works and Engineering Services**

RE: **Huron Street Pump Station**

PURPOSE

The purpose of this report is to obtain approval to issue a Request for Proposal for engineering and contract administration services associated with the Huron Street pump station upgrades, and associated tender.

BACKGROUND

The Huron Street pump station requires upgrades and/or replacement as part of our ongoing asset management process. The pump station was originally installed in the 1960's, and has reached the end of its useful life. A Class Environment Assessment may also be necessary, which will be dependant on the design details.

ANALYSIS

A Request for Proposal for engineering services and associated tender for construction work are required. The project will deliver necessary upgrades to an existing pump station. Property acquisition is anticipated to allow continued operation of the existing pump station during construction. The new pump station capacity will be dependant on allowances for future flows, which will form part of the scope of work. An increase in capacity may necessitate a Class Environmental Assessment. Upgrades to pump stations are completed on an ongoing basis for asset management purposes.

FINANCIAL IMPLICATIONS

The project including engineering and construction is estimated to be within the remaining 2017 and 2018 budget allowance of approximately $1.2 million for pump station work. The conceptual budget estimate is approximately $700,000 at this time, which will need to be further delineated as the project proceeds. Costs will be further defined during the design and tendering process.

STRATEGIC PLAN / POLICY IMPACT
The report links to the Strategic Plan focus area of infrastructure, and specifically maintaining existing infrastructure.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Land Development and Environmental Engineer dated 2018 04 09 concerning the Huron Street pump station be received and a Request for Proposal and associated tendering process be approved.

Respectfully submitted,

C. Taddo

Catherine Taddo, P. Eng.
Land Development and Environmental Engineer
705.759.5380
c.taddo@cityssm.on.ca

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Carl Rumiel, Design and Construction Engineer**

DEPARTMENT: **Public Works and Engineering Services**

RE: **McNabb Street – Pim Street Drainage Improvements Phase 2**

PURPOSE

The purpose of this report is to obtain Council approval to single-source Tulloch Engineering to provide engineering services for the contract administration of the above-mentioned project that is planned for 2018.

BACKGROUND

As Council is aware, in 2017 the City planned on the replacement of a storm sewer from Pim Street to Poplar Park, and up to McNabb Street near The Group Health Centre. The project also included construction of a storm water management pond in the ravine between Pim Street and Gladstone Avenue. Tulloch Engineering was retained at the 2016 11 21 meeting of Council to design, tender and provide contract administration services for this project.

This work was the City's candidate for the Clean Water and Waste Water Fund (CWWF) program announced by the Provincial and Federal Governments for which the City received $3,296,751. At the 2017 05 29 meeting of Council, it was reported that the low tender of $6,871,515 was over the combined City/CWWF funding budget of $5.3M. Accordingly, the project scope was reduced and awarded to Boyer Construction. This reduction in scope left approximately 330m of the existing storm sewer from Poplar Park to the north side of McNabb Street still in need of replacement. This unfinished portion of the project estimated at $2,200,000 was added to the 2018 Capital Road Reconstruction Plan and was approved during the 2018 Capital Budget deliberations.

ANALYSIS

Under the current agreement with the City, Tulloch Engineering has designed the entire project up to McNabb Street. While this work is complete, the City does require a consultant to provide tendering and contract administration services

during construction for the 2018 project. Given that Tulloch has completed 100% of the design work as part of the 2017 project, it would be wise to retain them for the 2018 assignment as well. Therefore, in accordance with the Procurement Policies and Procedures By-Law section 22 (3) (a) the standardization or compatibility of a Purchase with an existing service relates to the recommendation to single sourcing this work to Tulloch Engineering.

Tulloch Engineering has provided an estimate of $271,608 (inclusive of non-recoverable HST).

FINANCIAL IMPLICATIONS
The proposed engineering fees of $271,608 can be covered within the approved $2.2M budget for this project.

STRATEGIC PLAN / POLICY IMPACT
This report is linked to the new infrastructure focus area of the strategic plan.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Design & Construction Engineer dated 2018 04 09 concerning the McNabb Street to Pim Street Drainage Improvements consultant selection be received, and that Council authorize single sourcing this work by entering into an agreement for engineering services with Tulloch Engineering.

Respectfully submitted,

Carl Rumiel, P. Eng.
Design and Construction Engineer
705.759.5379
c.rumiel@cityssm.on.ca

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Tim Gowans, Manager of Purchasing**

DEPARTMENT: **Finance Department**

RE: **RFP – Comprehensive Review of IT Service Delivery Model - City of Sault Ste. Marie (2018CRP-FNC-01-P)**

PURPOSE

This report has been prepared for your information and consideration, on behalf of the Evaluation Committee, concerning proposals received for the provision of a Comprehensive Review of the IT Service Delivery Model for the City of Sault Ste. Marie. Staff is seeking Council approval of the Evaluation Committee's recommendation.

BACKGROUND

The Request for Proposal was publicly advertised and RFP documents forwarded to all firms on our bidders list. Proposals were required to be submitted for consideration no later than 4:00 p.m. on March 2, 2018.

ANALYSIS

Proposals from three (3) proponents were received prior to the closing date:

Blackline Consulting, Toronto. ON
Infosys Public Services Inc., Toronto, ON
Tantus Solutions Group Inc., Edmonton, ON

The proposals received have been evaluated by a committee comprised of the Chief Administrative Officer, the Deputy-CAO's of Corporate Services and Community Development and Enterprise Services, the Chief Financial Officer and Treasurer, the Manager of Information Systems and the Manager of Purchasing.

It is the consensus of the Evaluation Committee that the proponent scoring the highest in the evaluation process is Blackline Consulting of Toronto, ON.

FINANCIAL IMPLICATIONS
Fees and expenses in the amount of $83,505 plus HST have been proposed for this project. Staff is requesting that $90,000 be allocated from the Unforeseen Account in order to fund the project.

STRATEGIC PLAN / POLICY IMPACT
This is an operational matter not articulated in the Corporate Strategic Plan.

RECOMMENDATION
Resolved that the report of the Manager of Purchasing dated 2018 04 09 be received and the recommendation that the proposal submitted by Blackline Consulting to provide a Comprehensive Review of the IT Service Delivery Model for the City of Sault Ste. Marie, be approved. A by-law authorizing signature of the agreement for the provision of the Comprehensive Review will appear on a future Council agenda.

Respectfully submitted,

Tim Gowans
Manager of Purchasing
705.759.5298
t.gowans@cityssm.on.ca

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Don Elliott, Director of Engineering**

DEPARTMENT: **Public Works and Engineering Services**

RE: **2018 Aqueduct Repairs – Engineering Agreement**

PURPOSE

The purpose of this report is to obtain Council approval for an engineering agreement for aqueduct repairs.

BACKGROUND

At the 2018 02 05 meeting, Council approved that STEM Engineering be retained to provide design and contract administration services for repairs to the East Davignon Creek Second Line crossing, just west of Farwell Terrace, and repairs to the small (westerly) Central Creek aqueduct on Central Street near McKenzie Avenue.

ANALYSIS

Council approval is required for authorization of the agreement for professional services.

FINANCIAL IMPLICATIONS

The engineering fee estimate of $95,000 for the aqueduct repairs, was approved at the 2018 02 05 meeting.

STRATEGIC PLAN / POLICY IMPACT

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

RECOMMENDATION

It is therefore recommended that Council take the following action:

By-law 2018-64 appears elsewhere on the Agenda and is recommended for approval.

Respectfully submitted,

Don Elliott, P. Eng.,
Director of Engineering
705.759.5329
d.elliott@cityssm.on.ca

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

TO:	**Mayor Christian Provenzano and Members of City Council**
AUTHOR:	**Tom Vair, Deputy CAO, Community Development and Enterprise Services**
DEPARTMENT:	**Community Development and Enterprise Services**
RE:	**M.S. Norgoma – Options for Removal**

PURPOSE

The purpose of this report is to respond to the October 10, 2017 City Council resolution:

> Whereas in April 2013 City staff reported to Council on options to remove the M.S. Norgoma from the Bondar Marina; and
>
> Whereas at the time, the water levels in the St. Mary's River meant that the removal effort would require dredging the Bondar Marina in order to successfully remove the M.S. Norgoma from the Bondar marina; and
>
> Whereas 2017 has seen high river and lake water levels across the Sault; and
>
> Whereas the high water levels may provide an opportunity to remove the M.S. Norgoma from the Bondar Marina without the requirement to dredge the Marina; and
>
> Whereas the M.S. Norgoma cannot be removed from the Bondar Marina without a plan in place for where the ship should go, and what improvements should be made to the Bondar Marina;
>
> Now Therefore Be It Resolved that City Staff report back to City Council on the following:
>
> 1. Options for removing the M.S. Norgoma from the Bondar Marina, including the cost of removal, where the ship will be brought, and options for what

can be done with the ship on a permanent basis and potential funding sources to achieve this;

2. Recommended improvements to the Bondar Marina, including the cost of implementing said improvements and identifying potential funding sources for those improvements.

BACKGROUND

The M.S. Norgoma is 185 feet long vessel which draws 12-13 feet when fully loaded and was acquired by the City in 1975 and has been in the Bondar Marina since 1994. From 1950 to 1963, the vessel was a means of transportation between Owen Sound and Sault Ste Marie and made a 5-day round trip every week. In 1963 after the Trans-Canada Highway was completed, the Norgoma was operated as a car ferry between Tobermory and South Baymouth.

City staff reviewed the studies and reports that have been prepared and presented to City Council regarding the M.S. Norgoma.

In 2000 a feasibility study was completed by the Tourism Company entitled “The Phase 1 Report for the Norgoma Feasibility Study and Business Plan.”

In 2001 the Tourism Company completed another study; “Feasibility Study and Business Plan, Phase 2 Report: Relocation Assessment”.

On May 29, 2006 City Council passed a resolution stating:

> “Be it resolved that Destiny SSM be requested to conduct an objective evaluation of the Norgoma and provide Council with recommendations as to next steps;
> Recommendations should consider the benefits and associated costs concerning options evaluated and the recommended option;
> It is understood that Destiny would establish an advisory committee and that city staff along with other key players will participate”

Destiny Sault Ste. Marie presented their report “The Norgoma Background and Recommendations a Report to City Council” in January of 2007 at which time they made several recommendations. The report is attached as M.S. Norgoma - Appendix A.

In September 2011, Parks Canada, unveiled a Historic Sites and Monuments Board of Canada plaque located in Roberta Bondar Park adjacent to the M.S. Norgoma commemorating the passenger and packet freighters on the Upper Great Lakes as a National Historic Event.

The five-year funding period for the Norgoma ended in 2012. On January 21, 2013 the St. Mary's River Marine Heritage Centre (S.M.R.M.H.C.) Board of Directors made a presentation to Council requesting continued funding and sharing of resources. At that meeting the following resolution was passed:

> "Resolved that the presentation of the St. Mary's River Marine Heritage Centre (M.S. Norgoma) be referred to Destiny Sault Ste. Marie, the Economic Development Corporation and appropriate staff for review and report back to Council."

Reports from the Commissioner Community Services, the Chair of the Destiny Committee, and the Chief Executive Officer – Economic Development Corporation were provided to Council at the April 8, 2013 budget meeting recommending that no further municipal funding be provided. Council instead approved funding the Norgoma for one year only in the amount of $15,000.

On February 18, 2014, a report outlining the details of various exit strategies for the M.S. Norgoma was prepared and again recommended that no further municipal funding be provided.

Council instead referred funding for the M.S. Norgoma to the 2014 budget deliberations. Funding in the amount of $15,000 was approved in the 2014 budget.

The Ministry of the Environment and Climate Change contacted the City staff the week of July 16, 2017 to convey a complaint was received regarding a tarp affixed to the M.S. Norgoma was floating in the marina basin collecting chips of paint which were falling off the ship. There was concern this posed an environmental concern due to their lead content and MOECC wanted to know the plan for this activity and the vessel.

As mentioned in the Purpose section, on October 10, 2017 City Council passed two resolutions. This first resolution requested that staff to report back regarding;

1. Options for removing the M.S. Norgoma from the Bondar Marina, including the cost of removal, where the ship will be brought, and options for what can be done with the ship on a permanent basis and potential funding sources to achieve this;

2. Recommended improvements to the Bondar Marina, including the cost of implementing said improvements and identifying potential funding sources for those improvements.

The second resolution requested that the Cultural Advisory Board and the Municipal Heritage Committee provide an opinion on the cultural and heritage value of the M.S. Norgoma appears elsewhere in the Council agenda package.

On November 14, 2017 City Staff and three members of the St. Mary's River Marine Heritage Centre (S.M.R.M.H.C) Board, participated in a conference call with Peter Gregos-Nicols from Chicago to discuss his interest in acquiring the M.S. Norgoma.

As a follow-up to this conversation Mr. Gregos-Nicols travelled to Sault Ste. Marie on December 20, 2018 to meet with S.M.R.M.H.C Board members and tour the M.S. Norgoma.

On January 16, 2018 City staff attended a M.S. Norgoma Board Meeting. A follow-up meeting was held on January 25th to review the offer from Mr. Gregos-Nicols, and to review the list of repairs required which was requested at the November 14th meeting.

Staff completed a review of the current agreements, as well as, the St. Mary's River Marine Heritage Centre letters of patent and operating by-laws are included as attachments to this report:

1. Agreement between Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation and Communication and the Corporation of the City of Sault Ste. Marie. Attached as M.S. Norgoma -Appendix B.
2. Agreement between The Corporation of the City of Sault Ste. Marie and the St. Mary's River Marine Heritage Centre. Attached as M.S. Norgoma-Appendix C
3. Agreement between St. Mary's River Marine Heritage Centre and Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation and Communication. Attached as M.S. Norgoma-Appendix D
4. St. Mary's River Marine Heritage Centre Letters of Patent. Attached as M.S. Norgoma-Appendix E
5. By-Law No. 1 – relating generally to the transaction of affairs of St. Mary's River Marine Heritage Centre. Attached as M.S. Norgoma-Appendix F

ANALYSIS

City Council requested that staff investigate options for removing the M.S. Norgoma from the Roberta Bondar Marina including the cost of removal, where the ship will be brought, and options for what can be done with the ship on a permanent basis and potential funding sources to achieve this.

A number of factors were considered in order to respond to the most recent Council resolution. In order to assist with determining the costs for removing the Norgoma water depths in the Roberta Bondar Marina were required. In

November of 2017, Total Precision Survey completed soundings of Roberta Bondar Marina to determine the water levels throughout marina basin. Water levels are currently high and are 83 centimetres above chart datum which would minimize the potential for dredging. At this point we do not believe dredging is required.

A number of factors were considered to determine if there were any locations that could accommodate the 185 foot M.S. Norgoma. Criteria considered when examining potential locations included:

1. City owned property or a property owner that is willing to host the M.S. Norgoma.
2. Sufficient dock wall with enough draft to moor the vessel and mooring bollards.
3. Close proximity to utilities (water, sewer, electrical).

M.S. NORGOMA OPTIONS

The options considered for the M.S. Norgoma include:

Option 1: Relocation to Parks Canada Site

In 2001, the Tourism Company was engaged to complete “Feasibility Study and Business Plan Phase 2 Report: Relocation Assessment”. The focus of the study was to relocate the M.S. Norgoma to the Sault Ste. Marie Canal National Historic Site operated by Parks Canada. City staff has followed up with Parks Canada staff to investigate the possibility of relocating the M.S. Norgoma to the Sault Canal. Based on the discussions it was determined that there are a number of reasons why this is not an option at this time.

1. Currently, Parks Canada is in the midst of completing a new management plan which will take the site through the next 10 years. The focus during this next planning cycle will be on the investments and improvements to on-site infrastructure and heritage buildings that will help create a more dynamic offer at the Sault Ste. Marie Canal.
2. Since the M.S. Norgoma is not directly linked to the reason for designation as a national historic site, it is not something Parks Canada would be willing to assume responsibility for. Accountability is to those cultural resources that are currently managed by Parks Canada that are directly related to the reason for designation.
3. In addition, one of the pieces of infrastructure Parks Canada is actively seeking funding for is to repair the pier walls. In some areas they are compromised and Parks Canada could not guarantee they could safely accommodate such a large vessel at this time.

Option 2: Location near Canadian Bushplane Heritage Centre

A location adjacent to the Canadian Bushplane Museum was ruled out due to the lack of dock space and water depths.

Option 3: Relocation to the Pier at the Former Hospital Location

Currently, the pier at the former hospital location is owned by the City and could potentially accommodate the M.S. Norgoma. There are no utility services, telecom services, sewer connection or mooring bollards available at this location. Services would need to be brought to the site from Lucy Terrace.

Estimated Cost Breakdown	
Cost to bring services to pier (285 m)	$120,000
Installation of mooring bollards	$15,000-$25,000
Towing of vessel to a new location (tug boats)	$15,000
Removal of docks, disconnect electrical and water services to the docks.	$35,000
Total	$185,000 - $195,000

The cost to connect the Norgoma to the services would be an additional charge.

This option is not recommended due to the cost to move and relocate the M.S. Norgoma. Furthermore, there is no public parking available, the location has reduced visibility which would negatively impact visitation.

Option 4: Mr. Peter Gregos-Nicols Offer to Acquire the Norgoma.

Mr. Gregos-Nicols has expressed interest in acquiring the M.S. Norgoma and relocating the boat to Chicago. On November 14, 2017 City Staff and three members of the St. Mary's River Marine Heritage Centre (S.M.R.M.H.C) Board participated in a conference call with Mr. Gregos-Nicols from Chicago to discuss his interest in acquiring the M.S. Norgoma. On December 20, 2017 Mr. Gregos-Nicols travelled to Sault Ste. Marie to meet with S.M.R.M.H.C Board members and tour the M.S. Norgoma.

The M.S. Norgoma requires significant investment to restore the boat to its 1950's character and is estimated to cost approximately $500,000 plus labour. The vision is to restore the M.S. Norgoma and utilize it as a maritime museum. Mr. Gregos-Nicols indicated his hope would be in the future that the M.S. Norgoma would be able to tour and visit major cities around the Great Lakes.

However, staff cautions that this is preliminary and due to the logistics and associated expenses the M.S. Norgoma may not return to Sault Ste. Marie.

It is also important to note that the timing for the removal of the Norgoma would need to be coordinated with City Staff to coincide with the replacement of the Roberta Bondar Marina Docks. It is currently recommended that this option take place in the Fall of 2018 and be done in coordination with a planned replacement of docks in 2019.

The costs associated with inspecting the hull of the vessel, disconnecting the electrical and sewage connections to the ship, as well as, associated tugboat fees would be the responsibility of Mr. Gregos-Nicols. The City would be responsible for removal of the docks and disconnecting the services to the docks which is estimated at $35,000.

Transport Canada and/or U.S. Coast Guard approval and insurance will be obtained and provided to the St. Marys' River Marine Centre and the Corporation of City of Sault Ste. Marie.

An agreement would need to be created to ensure there will be no liability to the Board of the Norgoma or the City of Sault Ste. Marie which would address:

- Permits and licensing
- Safety
- Environmental Protection
- International customs and security

Any additional permits or notifications (Conservation Authority or other Ministries) required to remove the Norgoma from Roberta Bondar Marina would be obtained and any associated costs would be covered at no cost to the Norgoma Board or the City.

There are a number of steps required in order to move the ship from Canada to the United States which include:

1. The Board of the S.M.R.M.H.C must pass a resolution requesting to be released from clause one in the 1982 agreement with Ontario Ministry of Transportation.
2. The City of Sault Ste. Marie would then need to pass a resolution at City Council requesting to be released from clause seven in the 1975 agreement with Ontario Ministry of Transportation.
3. Written notice would be sent to Transport Canada requesting approval to move the M.S. Norgoma within the Port of Sault Ste. Marie's protected waters.
4. The Department of Canadian Heritage, Movable Cultural Property and Heritage Policy Programs require an application be submitted for a "Permanent Export Permit". The permit is examined and then the

application is either approved or refused. (The M.S. Norgoma meets the definition of a machine and is greater than 50 years old).

Mr. Gregos-Nicols has provided a signed letter indicating his intentions which is attached as M.S. Norgoma - Appendix G.

Option 5: Decommission and Remove the M.S. Norgoma from Bondar Marina

In 2013 the City retained STEM engineering to investigate various exit strategies for the M.S. Norgoma. The report concluded that the cost of decommissioning and removing the Norgoma would exceed any salvage value. A number of factors contributed to the costs and include:

- Disposal of hazardous materials from the ship (asbestos, lead paint and oil)
- An abundance of wood on the upper decks has no salvage value and must be disposed of.
- Its location in the marina requires either expensive onsite decommissioning or it needs to be removed to a ship breaking yard for demolition.
- Due to its construction, and condition, it has little value for being re-purposed as a barge or other vessel.

Through this investigation three exit strategy options were determined and evaluated, as follows:

A. Demolish onsite:
Estimated Cost >$500,000 *(2013 values and water depths at the time)*
Completely demolish the Norgoma onsite. This would require working from the top down and inside out until only the lower hull remains. The hull would then need to be lifted out of the water and the final demolition carried out on land adjacent to the marina.

B. Partially demolish onsite, final demolition offsite:
Estimated Cost $200,000-$240,000. *(2013 values and water depths at the time)*
Remove the upper portions of Norgoma to lighten the ship enough so dredging would not be required. Once light enough, the marina docks would be removed and the Norgoma would be tugged out of the marina to a ship breaking yard for final demolition.

C. Remove off-site:
Estimated Cost $200,000-$300,000. *(2013 values and water depths at the time)*
The marina docks would be removed, the marina basin around the stern of the Norgoma would be dredged until the Norgoma was able to be safely removed from the marina. See attached drawing C1.0 which depicts the

estimated area requiring dredging. The Norgoma would then be tugged to a ship breaking yard for demolition.

A copy of the full report is attached for your reference as M.S. Norgoma – Appendix H.

Option 6: Invest and Support the Norgoma

If the M.S. Norgoma were to remain in the Roberta Bondar Marina an investment would need to be made to assist the capital upgrades that are required. As suggested by Mr. Gregos-Nicols and discussed with the Board, it is anticipated an investment of approximately $500,000 would be necessary to fully restore the interior and exterior for museum purposes.

A request was made of the Board to provide cost estimates and options to restore the vessel, however, a Board member response indicated they are a volunteer board and have only so much time available to do things. They indicated they could not provide this information in time for this Council report as this would require obtaining quotes and estimates. It was indicated they can try to provide this information in due time when they begin to examine their restoration costs and projects for the fiscal year.

Currently, the M.S. Norgoma relies upon various grant programs to hire summer students and operates from mid-June to Labour Day each year. Sault Ste. Marie's peak tourist season is September to October, during which time the M.S. Norgoma is not in operation. In order to expand the operating season and ensure consistency in operating hours it would be necessary to secure ongoing financial support.

Option 7: Status Quo

The operation of the M.S. Norgoma would continue under the current arrangement without financial support from the City. In the event the St. Mary's River Marine Heritage Centre is unable to fulfill the terms of the agreement with the City, meet their financial obligations or dissolves the M.S. Norgoma reverts back to the City and the City assumes all liabilities.

MARINA DOCK REPLACEMENT OPTIONS

The Council resolution requested improvements to the Bondar Marina, including the cost of implementing said improvements and identifying potential funding sources for those improvements.

The docks at Roberta Bondar Marina were installed in 1989 and have reached the end of their useful life and are in need of replacement. A dock replacement plan has been developed for both Bellevue Marina and Roberta Bondar Marina

and is identified in the City's capital forecasts. Regardless of the decision regarding the M.S. Norgoma the docks need to be replaced at the Bondar Marina. Funding for this replacement will need to be approved as part of future capital budgets.

The current dock lay out consists of the following slips and allow for no more than 5 feet of bow overhang:

- A-Dock- 19 slips: (1) 45 foot slip, (2) 36 foot slips, (6)-33 foot slips and (9)-30 foot slips
- B-Dock- (18) 20 foot slips
- D-Dock - 200 feet of open serviced dock face

DOCK OPTION A: Dock Replacement as per current layout with M.S. Norgoma remaining:

Estimated Cost $ 625,000

This option is for complete replacement of the marina docks if the M.S. Norgoma remains in place. The docks would be a modular system which utilizes an eco-style decking and aluminum substructure along with new concrete anchoring. The new style docks allow for a 10 foot bow overhang on each finger. The same number of slips would be maintained as per the current layout.

DOCK OPTION B: Dock replacement: improved layout with M.S. Norgoma removed:

Estimated Cost: $ 771,000

If the M.S. Norgoma was removed this would allow for a greater reconfiguration of the dock layout. The dock replacement will utilize the same system outlined in Dock Option A which allows for a 10 foot bow overhang of vessels

A-Dock would remain in the current location; the south side finger lengths would be increased to 35 and 40 foot fingers. A shift of B-Dock 10 feet north, allows an increase of finger lengths to 30 feet on the south side of this dock accommodating up to 40 foot vessels as well as the north side of A-Dock would be the same. The fingers on the north side of B-dock would change to 35 foot slips to be able to accommodate up to 45 foot vessels. An additional 4 slips would be added with the Norgoma removal. In addition an extra 40 feet of open dock face parallel to Foster Drive would be added as well as 150 feet of unserviced dock face connecting A-Dock to the fuel dock.

The redesign of the marina dock layout would better suit the needs of the transient boater by providing larger slips. The increase in the number of longer slips, additional slips and dock space will positively impact revenue generation. The marina would increase availability by approximately 300 feet of revenue generating dock space which if maximized could generate an additional $500.00 per day based on 45 foot vessels. The increases in slips are as follows:

- A-Dock- 20 Slips (10) 30 foot slips, (5) 45 foot slips, (5) 40 foot slips (Increase of 1 slip)
- B-Dock- 24 Slips (11) 30 foot slips, (13) 35 foot slips (+5 slips)
- 240 feet of open serviced dock face (increased by 40 feet)
- 150 feet of unserviced dock face (New)

The increase in available dock space and longer slips, will better position the marina to accommodate the growing recreational boating industry and become more attractive to larger boating events such as the growing CAN/AM VIP Poker Run, Grand Banks Rendezvous, Trans-Superior Yacht Race of which, in years past were only able accommodate according to our most usable slips on A dock and open dock face.

Additional features could include seating/lounging/picnic platforms for boaters creating social spaces as well as larger perimeter walkways connected to the fuel dock which would also allow for seating areas and a wider double cantilevered ramp and entrance for dock access.

DOCK OPTION C: Norgoma is removed and existing timber docks are maintained:

Estimated Cost >$ 72,000

This estimated option makes no changes in the current aging dock infrastructure that is in place or any serious repairs that are needed as many of the pontoons are now taking on water and even once foam filled cannot maintain buoyancy. Approximately 1 week of labour and materials will be needed to remove and replace the docks, including electrical and plumbing service connections. The docks will be removed, tethered together and safely held in either the North Easterly or South Westerly corner of the marina; allowing ample room for the vessel to be towed out.

The current docks are quite fragile and the dismantling of these docks could cause further damage, aged mooring chains and shackles would require replacing at this time. The estimate does not include replacement of some of the current pontoons which are poor condition and may not withstand the disassembly. Should it be necessary, an estimate to replace C & D-dock portions that currently surround the M.S. Norgoma is > $120,000 (not including transportation costs).

SUMMARY

Regardless of the decision regarding the M.S. Norgoma the docks need to be replaced at the Roberta Bondar Marina.

The St. Mary's River Marine Heritage Centre Board of Directors is a volunteer group which has contributed numerous hours towards the management and maintenance of the M.S. Norgoma and should be commended for their years of hard work and service. The M.S. Norgoma is a seasonal attraction which operates from mid-June to Labour Day each year and opens for special events in the fall.

The City of Sault Ste. Marie has a number of city-owned assets which require investment. Each year the investment required to maintain these assets far outweighs the available financial resources. In addition, the City supports a number of outside agencies such as the Sault Ste. Marie Museum, Canadian Bushplane Heritage Centre and Art Gallery of Algoma who experience financial challenges and as a result have requested additional funding from the City to support their activities.

The amount of funds available to these organizations is limited and Council must prioritize the allocation of funds to outside agencies and organizations. It must also consider the impact of these attractions and organizations to the community and the tourism sector.

Council sets the priorities and determines the funding to outside agencies and organizations. In consideration of the information above, Staff would recommend pursuing the option to enter into an agreement with Mr. Gregos-Nicols for the following reasons:

- A significant investment is required to upgrade, operate and maintain the vessel properly
- There is a limited operating window of the museum and therefore a limited community benefit relative to the investment required
- The organization relies entirely on summer student staffing and community volunteers
- Despite numerous attempts and strategies nothing has taken hold and there is no current strategic plan (although the Board has indicated they are working on an updated plan)
- The vessel has limited impact to attract visitors as a unique tourism facility
- There is limited grant funding available and any money received by the M.S. Norgoma could affect funding available for other cultural and museum attractions
- We acknowledge the views of the Municipal Heritage Committee and Cultural Advisory Board - this option enables this vessel to be preserved (although not maintained in the community)
- Removing the M.S. Norgoma enables the reconfiguration of the marina to better serve boaters
- While the boat does legally belong to the S.M.R.M.H.C, the City does bear liability in the event the organization dissolves or cannot meet its

obligations. The M.S. Norgoma also resides in the City owned marina and features prominently on the revitalized waterfront.

- The recommendation requires the Board to pass a resolution requesting to be released from clause one in the 1982 agreement with Ontario Ministry of Transportation. In the event the Board is unwilling to do so, the City Legal department has identified provisions in the agreement that would enable the City to proceed with this option.

Again, this is not meant to diminish the work of the Board and volunteers over the years. Simply, it is a matter of limited funds and prioritization that ultimately Council will determine.

FINANCIAL IMPLICATIONS

A number of possible options were investigated as per Council's request. Outlined below are the financial implications for the options identified as potentially viable:

Option 3: Relocation to the Pier at the Former Hospital Location

The cost to relocate the M.S. Norgoma to the former hospital pier is estimated to cost between $185,000 and $195,000. It is anticipated that ongoing operational costs would be paid by the S.M.R.M.H.C Board.

Option: 4: Mr. Peter Gregos-Nicols Offer to Acquire the Norgoma.

If the M.S. Norgoma were acquired by Mr. Gregos-Nicols the cost to the City would be approximately $35,000 in 2018 to remove the docks and disconnect the water and electrical services should we proceed in the Fall as recommended above. Additional costs to install a docking system depend on the Council decision on dock replacement vs. re-installing the existing docks (not recommended). No incremental operating costs would be incurred.

Option 5: Decommission and Remove the M.S. Norgoma from Bondar Marina

The options to decommission and remove the M.S. Norgoma from Roberta Bondar Marina based on the 2013 STEM engineering report range from a low of $200,000 to over $500,000. It is important to note that the values are based on the 2013 report and water levels at the time. Dredging is not likely required and would therefore reduce costs associated with these options. No incremental operating costs would be incurred.

Option 6: Invest and Support the Norgoma

The cost to fully refurbish the interior and exterior of the M.S. Norgoma is estimated at $500,000. Historically, the City has provided $15,000 annually to assist with operating costs, however, it is felt to appropriately operate the M.S.

Norgoma additional operating resources should be funded to provide adequate staffing levels and extend the operating season.

Option 6: Status Quo

If the operating model were to remain unchanged there would be no additional capital or incremental operating costs although there is an anticipated future liability cost to the City.

Dock Replacement

Regardless of the option selected for the future of the M.S. Norgoma, funding for the docks will need to be identified for their replacement and approved as part of future capital budgets. The difference between Dock Replacement Option A and Dock Replacement Option B is approximately $150,000. Option B will better position the marina to accommodate the growing recreational boating industry and accommodate large vessels which will positively impact revenue.

STRATEGIC PLAN / POLICY IMPACT
This item relates to the Corporate Strategic Plans Focus Areas:
Quality of Life – Promote and Support Arts and Culture
Community Development and Partnerships – Create Social and Economic Activity

RECOMMENDATION
It is therefore recommended that Council take the following action:

"Resolved that the report of the Deputy CAO of Community Development and Enterprise Services dated 2018 04 09 concerning M.S. Norgoma – Options for Removal be received.

Further that the recommendation to pursue Option 3: Mr. Peter Gregos-Nicols Offer to Acquire the Norgoma be approved.

Further that Council approve the Funding of $35,000 to come from the Facilities Maintenance Reserve to cover recommended Option 3.

Further that should a satisfactory agreement not be able to be reached with Mr. Gregos-Nicols and no other option comes forward for restoration at another location that Staff return with costs and a proposed timeline to proceed with Option 5: Decommission and Remove the M.S. Norgoma from Bondar Marina."

Respectfully submitted,

Tom Vair
Deputy CAO, Community Development and Enterprise Services

705.759.5264
t.vair@cityssm.on.ca

THE NORGOMA

BACKGROUND AND RECOMMENDATIONS REPORT

November, 2006

Recommendations

It is recommended that the SMRMC would be provided with a viable opportunity to pursue their desire to provide SSM with a Great Lakes Heritage tourist attraction that could compliment the existing waterfront and downtown tourism infrastructure.

1. It would be clearly understood by all parties that the Norgoma would not be subsidized by City funding for more than five years.
2. The City would provide SMRMC with an annual subsidy of $15,000[1]/yr. to operate the Norgoma as a Museum ship and tourist attraction for up to five years. With this funding the SMRMC would be expected to operate and maintain the Norgoma. Income from visitation, along with other grants, contributions or partnerships would be used for capital maintenance and development.
3. During year one the SMRMC, working with the SSMEDC would explore the viability and interest of a possible restaurant partnership e.g. this type of partnership exists elsewhere with respect to chain restaurants and heritage railway stations.
4. SMRMC would strengthen and broaden their board membership and implement administrative procedures that ensure adequate governance, management and decision making.
5. SMRMC would work with Tourism SSM and other community tourism organizations to strengthen marketing and promotion of Norgoma. This could include a Norgoma Advisory Committee to advise the Board on tourism development opportunities and relevant management of the Norgoma. Members could include key funding, education and tourism organizations.
6. During year one, through a community consultative process SMRMC would develop a vision and five year strategic plan clearly outlining where the ship is going[2]!
7. SMRMC would enter into a contract with the city that would identify specific annual commitments and measurement criteria associated with the allocation of the annual subsidy. SMRMC would be expected to provide an annual report to the Commissioner of Community Services.

Rationale for the Recommendation

- The Norgoma is part of the history of the North Channel and SSM. The volunteer SMRMC Board should be provided with a viable opportunity to make the Norgoma a positive aspect of the SSM waterfront.
- Over the past year the SMRMC, with assistance from Service Canada has undertaken improvements to the vessel at a total cost of $160,000.
- It is estimated to cost $100,000 to dismantle the Norgoma and considerably more to relocate it (should a new site be found).

[1] Although the Norgoma Board requested $20,000, $5,000 was for capital support. It is anticipated that this funding could come from increased marketing and other avenues.

[2] E.g. working with tourism organizations, historical associations, youth and the educational community among others.

- The existing approach to managing the Norgoma requires strengthening, including a clearly articulated vision/direction and assistance and support from the broader community including Tourism SSM and city staff.

Introduction

On November 14, 2005 SSM City Council: "*Resolved that the report of the Commissioner Community Services dated 2005 11 14 concerning M.S. Norgoma Status Report be accepted and the recommendation that Council authorize appropriate staff to meet with the St. Mary's River Marine Heritage Centre Board.*"

On May 29th, 2006 SSM City Council passed a resolution stating: "*Be it resolved that Destiny SSM be requested to conduct an objective evaluation of the Norgoma and provide Council with recommendations as to next steps;*
Recommendations should consider the benefits and associated costs concerning options evaluated and the recommended option;
It is understood that Destiny would establish an advisory committee and that city staff along with other key players will participate"

Subsequent to the latter motion an advisory committee was established consisting of:

- Bill Therriault, (then Managing Director of SSM) - chair
- Nick Apostle, City Commissioner of Community Services
- Bill Shepherd, SSM Chamber of Commerce
- Ian McMillan, Tourism SSM
- John Bain, St. Mary's Marine Heritage Centre (Norgoma)

The committee met several times. Although the committee was unable to reach consensus on a recommended approach they did provide solid information and feedback. Using this information this report was prepared by Bill Therriault.
The recommendations contained in this report have been endorsed by the Destiny SSM Steering committee

History and Ownership

The Norgoma was launched from the Collingwood shipyards in 1950. Her name was taken from the prefix "Nor" used by the Owen Sound Transportation Company for ships of her fleet and "Goma" which refers to the Algoma District. From 1950 to 1963 the Norgoma carried equipment, supplies and passengers on the east-west water route from Georgian Bay to Lake Superior known as the "Turkey Trail". The Norgoma is the last vessel of the eighty year marine lifeline to the North Channel communities.
From 1964 to 1974 the Norgoma operated as an automobile ferry between Tobermory and South Baymouth.
In 1975 the City of SSM purchased the Norgoma with the intent of operating it as a museum ship and tourist attraction.
In 1981 the City transferred ownership of the Norgoma to the St. Mary's River Marine Centre (SMRMC), a non profit group interested in operating it as a museum ship and tourist attraction. Conditions for this transfer included that the ship be operated as a museum ship and tourist attraction and that it be maintained in a safe and attractive condition. In the event that the SMRMC did not meet these conditions the City could demand the re-conveyance of the Norgoma to the City for $1.

Issues and Concerns

Mandate

Two feasibility studies have been conducted to help determine the mandate and needs of the Norgoma (1994 and 2001). The 2001 study indicated that the current location was the best fit if a bed and breakfast was going to be developed along with a land based visitor centre. If this development was not going to occur then the ship would be better located at the Canal. This study also indicated the possibility of establishing a restaurant on board. It is generally acknowledged that the immediate needs are the development of an acceptable museum and tourist attraction. The SMRMC has not discarded the possibility of additional developments but they are unlikely to occur for the next three or four years.

Although the SMRMC Board has indicated that they have a plan that is consistent with the recommendations of the feasibility study, to date there has been no articulated vision and strategy that clearly sets the desired direction for the ship and how it is going to get there. Without this strategic direction and associated measurement criteria the best one could hope for is a somewhat uncoordinated and haphazard progress.

Condition

The ship has not been well maintained and until recently there has been no significant upgrading.

- In the spring and early summer of 2006 (with funding from Service Canada and private contributions totaling $75,000) the exterior was painted and some deck repairs undertaken.
- An additional $85,000 is to be spent between October 2006 and January 2007 to complete exterior work and begin interior maintenance and repair
- A website has been developed to promote the vessel.
- The Board has applied for designation of the vessel as a nationally significant heritage artifact and anticipates designation in the spring of 2007.

Operations Funding

Over the past decade the ship has operated as a museum attraction. However the board experienced funding and administration challenges and in 2005 the ship did not open as a tourist attraction. With a $10,000 one time grant from City Council it was able to open for the 2006 season. Visitation for 2006 was 1740 with total revenue of $6532.
Recently the Board identified a need for a contribution from the City of $20,000/yr. ($10,000 for annual operations, $5,000 for annual maintenance & advertising and $5,000 for capital contingency) plus annual revenues for five years. Their perception is that this funding would enable them to *"refurbish the vessel, develop programs and achieve sustainability i.e. sufficient revenue to cover operating costs."*

Governance and Administration

The existing non profit board acknowledges that they do not have the skills or resources to manage the SMRMC. They have requested City staff assistance to help insure the appropriate administrative functions are carried out. City staff have pointed out that this

is not the normal process in dealing with non profit organizations. However, they are available as advisors and will be represented on the Norgoma Board of Directors.

SSM Waterfront/Downtown

In 2005 Destiny SSM developed a SSM Downtown Waterfront Vision that outlined key components of the City's waterfront. Although the Norgoma was recognized in this document as a contributor to the overall waterfront picture it was not considered to be a key/essential component. However, if the ship is to remain anywhere on the waterfront it must be maintained, attractive and a positive contribution to the waterfront/downtown area.

Tourism SSM has indicated that if the ship is operating in an acceptable manner they are prepared to work with the Board to help market it to visiting tourists.

Options

A number of options were evaluated, of which the following are most plausible:

1. Relocation of Norgoma
   - Relocation options are limited
   - Cost to move ship is estimated to be in excess of $100,000 plus construction of new docking facilities etc.
   - Does not solve the operating cost dilemma
   - May reduce opportunities to attract visitors

2. Scrap Norgoma
   - Preliminary cost estimates are $100,000

3. Do Nothing
   - SMRMC would proceed to operate in current floundering manner
   - Highly probable that the SMRMC would either collapse or become so ineffective that the city would be forced to reclaim ownership of the Norgoma
   - City would then be faced with the dilemma of either maintaining or scrapping the Norgoma

4. Subsidize and Strengthen Existing Norgoma Operations
   - Council would commit to provide a fixed amount for a prescribed time period with specific parameters around funding allocations
   - SMRMC would commit to ensure effective governance practices are implemented including strengthening and diversifying their board membership and administration procedures
   - SMRMC would work with City staff and Tourism SSM to strengthen and promote Norgoma image and opportunities
   - SMRMC would explore opportunities for long term partnerships e.g. a partnership with a restaurant chain wherein the restaurateur would maintain the essential historic integrity of the ship.

Recommendations

Option #4 is recommended. Under this option the SMRMC would be provided with a viable opportunity to pursue their desire to provide SSM with a Great Lakes Heritage tourist attraction that could compliment the existing waterfront and downtown tourism infrastructure.

1. It would be clearly understood by all parties that the Norgoma would not be subsidized by City funding for more than five years.
2. The City would provide SMRMC with an annual subsidy of $15,000[3]/yr. to operate the Norgoma as a Museum ship and tourist attraction for up to five years. With this funding the SMRMC would be expected to operate and maintain the Norgoma. Income from visitation, along with other grants, contributions or partnerships would be used for capital maintenance and development.
3. During year one the SMRMC, working with the SSMEDC would explore the viability and interest of a possible restaurant partnership e.g. this type of partnership exists elsewhere with respect to chain restaurants and heritage railway stations.
4. SMRMC would strengthen and broaden their board membership and implement administrative procedures that ensure adequate governance, management and decision making.
5. SMRMC would work with Tourism SSM and other community tourism organizations to strengthen marketing and promotion of Norgoma. This could include a Norgoma Advisory Committee to advise the Board on tourism development opportunities and relevant management of the Norgoma. Members could include key funding, education and tourism organizations.
6. During year one, through a community consultative process SMRMC would develop a vision and five year strategic plan clearly outlining where the ship is going[4]!
7. SMRMC would enter into a contract with the city that would identify specific annual commitments and measurement criteria associated with the allocation of the annual subsidy. SMRMC would be expected to provide an annual report to the Commissioner of Community Services.

The Alternative

In the event that City Council is unwilling to make the above commitment it is recommended that the City reclaim and dismantle the ship (Option #2 above). Estimated cost would be $100,000.

[3] Although the Norgoma Board requested $20,000, $5,000 was for capital support. It is anticipated that this funding could come from increased marketing and other avenues.

[4] E.g. working with tourism organizations, historical associations, youth and the educational community among others.

MEMORANDUM OF AGREEMENT made in triplicate this 12th day of September, A.D. 1975

BETWEEN:

HER MAJESTY THE QUEEN in right of the Province of Ontario as represented by the Minister of Transportation and Communications,
hereinafter referred to as the "Minister

OF THE FIRST PART

- and -

THE CORPORATION OF THE CITY OF SAULT STE. MARIE, in the District of Algoma,
hereinafter referred to as the "City"

OF THE SECOND PART

WHEREAS the City desires to create a Marine Museum at Sault Ste. Marie;

AND WHEREAS the Minister has under his jurisdiction a vintage coal burning steamship named the "S.S. Norgoma", which for many years was operated as a ferry between the Ports of Owen Sound in the County of Grey and South Baymouth, Manitoulin Island;

AND WHEREAS the City has requested the Minister to convey the S.S. Norgoma to the City to form part of the aforesaid Marine Museum;

NOW THEREFORE in consideration of the sum of One Dollar lawful money of Canada now paid by the City to the Minister (the receipt of which is hereby acknowledged), the Minister doth cause to be conveyed to the City title to the S.S. Norgoma.

1. That the City will recommend to the Minister a towing company or operator to tow the S.S. Norgoma from Owen Sound to the Canadian Steamship Dock at Sault Ste. Marie.
2. That the Minister will cause the S.S. Norgoma to be insured while being towed from Owen Sound to Sault Ste. Marie.
3. That the Minister will provide any crew that may be required aboard the S.S. Norgoma during the aforesaid towing operation.

4. That the Minister and the City will share equally the cost of towing the S.S. Norgoma from Owen Sound to Sault Ste. Marie, the cost of the insurance on the S.S. Norgoma during the aforesaid tow, the wages of any crew required aboard the S.S. Norgoma during the towing operation and any other costs or expenditures related to the towing operation.

5. That the City will pay to the Minister the share of the costs attributable to the City respecting the towing of the S.S. Norgoma from Owen Sound to Sault Ste. Marie as determined by the Minister forthwith upon receipt of an invoice therefor.

6. That the Minister will cause a Bill of Sale of the S.S. Norgoma to the City to be filed with the Registrar of British Ships at Owen Sound and title to the S.S. Norgoma shall not pass until such Bill of Sale is filed.

7. That the City shall not sell, lease or otherwise dispose of the S.S. Norgoma without the prior written consent of the Minister.

IN WITNESS WHEREOF the Minister of Transportation and Communications on behalf of the party of the First Part has hereunto set his hand and the party of the Second Part has affixed its corporate seal attested by the hands of its proper officers duly authorized in that behalf.

SIGNED AND SEALED this 16TH day of Sept., A.D.1975.

Minister of Transportation and Communications

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

Mayor

Clerk

THIS AGREEMENT made the 31st day of August , 1981.

B E T W E E N:

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

hereinafter referred to as the "City"

of the First Part

- and -

ST. MARY'S RIVER MARINE CENTRE, being a corporation without share capital, with its head office at the City of Sault Ste. Marie, Ontario,

hereinafter referred to as the "Corporation"

of the Second Part

WHEREAS the Corporation of the City of Sault Ste. Marie acquired ownership of the Motor Ship Norgoma in 1975 and has since operated the ship as a museum ship and tourist attraction;

AND WHEREAS the Corporation has requested the City to convey the M. S. Norgoma to the Corporation in order that the Corporation may continue the operation and maintenance of the Norgoma as a museum ship and tourist attraction in the City of Sault Ste. Marie, Ontario;

NOW THEREFORE in consideration of the sum of One Dollar lawful money of Canada now paid by the Corporation to the City (the receipt of which is hereby acknowledged) and in consideration of the mutual covenants hereinafter set forth, the parties hereto mutually promise and agree the one with the other as follows:

1. The City does hereby convey to the Corporation ownership and title to the Motor Ship Norgoma, Department of Transport Official Number 19029 (hereinafter referred to as the "Norgoma") together with ownership of all equipment, fixtures and exhibits on board the Norgoma on the date of execution of this agreement, save and except those exhibits on board which are not owned by the City as described in

Schedule "A" to this agreement.

It is understood and agreed between the parties that under this agreement the Corporation shall acquire no interest in or claim upon the dock or land site at which the Norgoma is berthed on the date of the execution of this agreement, or any rights of access thereto.

2. The Corporation hereby covenants and agrees with the City as follows:

(a) the Norgoma shall be maintained and operated by the Corporation as a museum ship and tourist attraction in the City of Sault Ste. Marie, Ontario;

(b) the Norgoma shall be maintained in a safe and attractive condition and the essential features of the exterior appearance of the Norgoma, including its name, its basic colours and its equipment shall not be changed;

(c) the interior of the Norgoma shall be primarily devoted to its function as a museum ship and all interior facilities shall be maintained in a safe and attractive condition;

(d) the Corporation may develop related interior facilities on the Norgoma including but not restricted to, a snack bar, a gift shop or a restaurant, but such facilities shall not detract from the essential function of the Norgoma as a museum ship and tourist attraction;

(e) the Norgoma, including its equipment and artifacts shall not be sold, conveyed or assigned by the Corporation without the consent of the Council of the City in the form of a by-law and the consent in writing of the Ministry of Transportation and Communications;

(f) the Norgoma, including its equipment and artifacts, shall not be mortgaged or pledged as security for any loan or debt amount in excess of twenty-thousand dollars ($20,000.00) without the consent of the Council of the City in the form of a by-law and the consent in writing of the Ministry of Transporation and Communications;

(g) the Corporation shall not remove or relocate the Norgoma or permit its removal or relocation from the site at which the Norgoma is berthed on the date of the execution of this agreement without the consent of the Council of the City in the form of a by-law.

(h) all revenue obtained by the Corporation from the operation of the Norgoma and related facilities shall be used to maintain and develop the Norgoma and related facilities as a museum ship and tourist attraction;

(i) the Corporation shall be responsible for the registration of this agreement with the Department of Transport and for obtaining a Declaration of Ownership on behalf of a Body Corporate within a reasonable time after the execution of this agreement;

(j) the Corporation shall truly observe and fulfill the lawful provisions and requirements of all Statutes, Regulations, By-laws, Rules and Orders relating to the Norgoma;

(k) the Corporation shall take out and keep in force, insurance policies to adequately insure the Norgoma against fire and other damage and to insure the Corporation against claims for bodily injury, death or property damage occurring on, in or adjacent to the Norgoma, all in amounts satisfactory to the City, which amounts shall from time to time be increased should such coverage appear to be inadequate to protect the interests of the Corporation or the City;

(l) the Corporation shall indemnify and save harmless the City from any and all claims arising out of the operation of the Norgoma and related facilities as a museum ship and tourist attraction and including, without limiting the generality of the foregoing, all claims for personal injury or property damages regardless of the cause and from all costs, counsel fees, expenses and liabilities incurred in or about any such claim or any action or proceedings brought thereon.

3. In the event that the Corporation breaches any of the provisions contained in this agreement, or breaches any of the provisions of any agreement between the City and the Corporation for the grant of berthing and access rights for the Norgoma to the Corporation, or in the event that proceedings are initiated against the Corporation for bankruptcy, receivership or dissolution, the City may demand reconveyance of the Norgoma, including its equipment, fixtures and exhibits, to the City for a total consideration of one dollar ($1.00). In the event that the City demands a re-conveyance under the aforementioned circumstances, the Corporation shall forthwith convey the Norgoma, its equipment and other fixtures to the City for a total consideration of one dollar ($1.00), subject to the provisions of The Bulk Sales Act, R.S.O. 1970, c. 52, as amended. This paragraph shall not be construed to in any way render the City liable or jointly liable for any of the debts or liabilities of the Corporation.

4. This agreement shall be binding upon the parties hereto, their heirs, administrators and assigns.

5. This agreement shall come into effect upon approval of it in writing by the Minister of Transportation and Communications.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their hands and seals this 31stday of August , 1981.

THE CORPORATION OF THE CITY O
SAULT STE. MARIE

MAYOR - DON MACGREGOR

CLERK - WILLIAM G. LINDSAY

ST. MARY'S RIVER MARINE CENTRE

SCHEDULE "A" TO AGREEMENT BETWEEN THE CORPORATION OF THE CITY OF SAULT STE. MARIE and ST. MARY'S RIVER MARINE CENTRE, dated August 31, 1981

BOTTLES

973.41.1	Green glass bottle (9½")
42.1	Green glass bottle (10")
43.1	Dark green glass bottle (11")
44.1	Small green glass bottle (9¼")
45.1	Small green glass bottle (9¼")
46.1	Large brown glass bottle (12")
47.1	Small clear glass bottle (9")
48.1	Cylindrical-like bottle (7 3/4")
49.1	Clear glass bottle (blewish appearance) (9¼")
50.1	Clear glass bottle with 2 seams (9")
51.1	Dark brown bottle (10")
52.1	Clear glass bottle (9")
53.1	Clear glass bottle (8¼")
54.1	Light green glass bottle (9¼")
55.1	Small light green glass bottle (7½")
56.1	Light green glass bottle (9 3/4")
57.1	Dark brown glass bottle (11")
58.1	Small clear glass bottle (8")
59.1	Small brown bottle (8")
60.1	Small light blue glass bottle (8")
61.1	Clear glass pickling bottle (7")
62.1	Pale green pickling bottle (6½")
63.1	Clear glass pickling bottle (7¼")
64.1	Clear glass pickling bottle (7¼")
65.1	Clear glass bottle (9")
66.1	Clear glass bottle (8 3/4")
67.1	Brown glass beer bottle (9½")
68.1	Clear glass bottle, pale green colour (9 3/4") (at O.S.H.)
69.1	Small clear glass pop bottle (8")
70.1	Tall dark green glass bottle (10")
71.1	Wide rounded glass bottle, pale green (8")
72.1	Mauve rounded bottle (7½") (at O.S.H.)
73.1	Tall thin pale green bottle (9 3/4") (at O.S.H.)
74.1	Fat milk bottle (9½") (at O.S.H.)
75.1	Tall cylindrical glass bottle (6½")
76.1	Glass pop bottle (8")
77.1	Square glass bottle (7¼") (at O.S.H.)
78.1	Flatish green coloured bottle (7") (at O.S.H.)
79.1	Green coloured glass bottle (7 3/4") (at O.S.H.)
80.1	Tall thin bottle, greenish colour (9")
81.1	Tall thin heavy bottle, greenish tinge (9")
82.1	Thin heavy bottle with different numbers on bottom (9")
83.1	Flat square bottle (5")
84.1	Tall brown beer bottle (9½")
85.1	Brown glass bottle (8")

973.86.1	Small flat medicine bottle (6")
87.1	Glass pop bottle (7 3/4")
88.1	Tall circular bottle (9")
89.1	Small brown glass oval shaped bottle, slightly green tinge
90.1	Dark green bottle (12 1/8")
91.1	Brown bottle (9 3/4")
92.1	Clear white bottle (9½")
93.1	Clear white bottle (12½")
94.1	Clear glass bottle (10")
95.1	Clear glass bottle (9 3/4")
96.1	Green glass bottle (wavy, horizontal flaws) (12½") (at O.S.H.)
97.1	Clear glass bottle (Model Dairy) (8") (at O.S.H.)
98.1	Green glass bottle (12")
99.1	Clear glass bottle (8½")
100.1	Clear glass bottle (7 3/4")
101.1	Clear glass bottle, slight greenish tinge (8")
102.1	Clear glass bottle (10 3/4")
103.1	Deep green bottle (8")
104.1	Clear glass milk bottle (quart size) (9 3/4")
105.1	Clear cylindrical shaped bottle (7 3/4")
106.1	Clear glass bottle with bluish-green tinge (9¼")
107.1	Dark brown bottle (10")
108.1	Clear glass cylindrical bottle (5½")
109.1	Clear glass cylindrical bottle (8¾")
110.1	Clear glass cylindrical bottle (7½")
111.1	Clear glass cylindrical bottle (6½")
112.1	Dark green glass bottle (10½")
113.1	Square brown bottle (8")
114.1	Greenish tinged clear glass bottle (8")
115.1	Clear white bottle (8¼")
116.1	Small clear rectangular bottle, pink tinge (2"X4"X1") (at O.S.H.)
117.1	Small rctangular bottle, clear glass (1½"X1½"X4") (at O.S.H.)
118.1	Circular glass bottle stopper, clear glass, pink tinge
119.1	Rectangular medicine bottle, clear glass (1 3/4" X 3/4" X 4")
120.1	Dark brown bottle (12 oz.) (9 3/4")
121.1	Clear glass pickling bottle, cylindrical shape (8 3/4")
122.1	Large green glass bottle (11½")
123.1	Brown glass pickling bottle (7")
124.1	Brown glass bottle, rectangular (8")
125.1	Blue glass bottle (7¼")
126.1	Ink bottle, clear rippled glass (2¼")
127.1	Small squat ink bottle (2½") triangular shaped, clear with greenish ting
128.1	Elongated square glass bottle (6¼")
129.1	Small rectangular bottle, clear glass (5") (at O.S.H.)
130.1	Dark green glass rum bottle (10")
131.1	Tall cylindrical bottle, pink tones, glass (9")
132.1	Small clear glass flash, flat appearance (5¼") (at O.S.H.)
133.1	Greyish brown salt glaze stoneware jug (15") (at O.S.H.)

973.134.1.A	Ship Crests
134.1.B	Ship Crests
134.1.C	Ship Crests
134.1.D	Ship Crests
134.1.E	Ship Crests
134.1.F	Ship Crests
134.1.G	Ship Crests
134.1.H	Ship Crests
135.1.A	Torpedo glass bottles
135.1.B	Torpedo glass bottles
135.1.C	Torpedo glass bottles
136.1	Radiosonde weather detector
137.1.A	Iron lock
137.1.B	Iron lock
137.1.C	Iron lock
137.1.D	Rusted iron key
138.1.A	Medicine bottle
138.1.B	Medicine bottle
138.1.C	Medicine bottle
138.1.D	Medicine bottle
139.1	Roll of surgical tape
140.1	Lube of ointment
141.1	Plaque of Ship Santa Maria missing
143.1	Crossed flag poles from Yankanuk
144.1	Wood case (3 pulleys)
145.1	Pair of large iron pliers
146.1	Large pair of iron tongs
147.1	Large pulley
148.1.A	Wood pulley case
148.1.B	Wood pulley wheel
148.1.C	Small wood pulley wheel
148.1.D	Wood pulley wheel - concrete core
149.1	Small pulley casing - pulley with eye hook

973.152.1	Wood pulley casing with two pulleys
153.1	Wood pulley casing with two pulleys
154.1	Metal pulley casing with hook
155.1	Brass bushing

DATED: August 31st , 1981

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

- and -

ST. MARY'S RIVER MARINE CENTRE

A G R E E M E N T

CITY SOLICITOR
Civic Centre
Sault Ste. Marie, Ont.

THIS UNDERTAKING AND RELEASE made the 3rd day of June, 1982,

GRANTED BY: THE ST. MARY'S RIVER MARINE CENTRE, being a corporation without share capital, with its head office at the City of Sault Ste. Marie, Ontario,

hereinafter referred to as the "Corporation"

TO: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO AS REPRESENTED BY THE MINISTER OF TRANSPORTATION AND COMMUNICATIONS,

hereinafter referred to as the "Minister"

WHEREAS, the Corporation of the City of Sault Ste. Marie has requested the "consent" of the Minister of Transportation and Communications pursuant to paragraph 7 of the Agreement dated the 12th day of September, 1975 entered into between Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation and Communications and the Corporation of the City of Sault Ste. Marie, to convey title to the steamship named S. S. Norgoma to the St. Mary's River Marine Centre;

AND WHEREAS, such "consent" was accorded on the 20th day of May, 1982 to the Corporation of the City of Sault Ste. Marie to convey title to the steamship named S. S. Norgoma to the St. Mary's River Marine Centre, upon such terms and conditions it deems fit, and subject to the Corporation of St. Mary's River Marine Centre entering into certain covenants with Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation and Communications;

NOW THEREFORE this indenture witnesseth that in consideration of the consent of the Minister of Transporation and Communications, the St. Mary's River Marine Centre hereby covenants and undertakes as follows:

1. The Corporation covenants and undertakes that it shall not sell, lease or otherwise dispose of the S. S. Norgoma without the prior consent of the Minister of Transportation and Communications;

2. The Corporation covenants and undertakes that it shall

indemnify and save harmless Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation and Communications from all and every liability whatsoever arising from or incidental to the operation of the S. S. Norgoma;

3. The Corporation further covenants and undertakes that Her Majesty the Queen in the right of the Province of Ontario as represented by the Minister of Transporation and Communications shall not be held liable for any of the debts or liabilities of the Corporation.

IN WITNESS WHEREOF the Corporation of the St. Mary's River Marine Centre has affixed its corporate seal attested by the hands of its proper officers duly authorized in that behalf.

SIGNED and SEALED this 21st day of June, A.D. 1982.

THE CORPORATION OF ST. MARY'S RIVER MARINE CENTRE

President

Secretary

Ministry of Consumer and Commercial Relations

Ontario Corporation Number 483622

Letters Patent

WHEREAS an application has been filed to incorporate a corporation without share capital under the name

ST. MARY'S RIVER MARINE CENTRE

AND WHEREAS the Minister of Consumer and Commercial Relations is the member of the Executive Council to whom the administration of The Corporations Act is assigned.

THEREFORE I, by virtue of the aforesaid powers vested in me, do by these Letters Patent issue a charter constituting the applicants named in the application which is attached hereto and which forms part of these Letters Patent, and any other persons who become members of the corporation hereby created, a corporation without share capital in accordance with the provisions of the said Act

AND IT IS HEREBY ORDAINED AND DECLARED that the Letters Patent shall also contain and be subject to the following terms, conditions and provisions:

(a) The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects;

(b) The corporation shall be subject to The Charities Accounting Act, The Charitable Gifts Act and The Mortmain and Charitable Uses Act;

(c) The directors shall serve as such without remuneration, and no director shall directly or indirectly receive any profit from his position as such; provided that a director may be paid reasonable expenses incurred by him in the performance of his duties;

(d) The borrowing power of the corporation pursuant to any by-law passed and confirmed in accordance with section 60 of The Corporations Act shall be limited as provided in clause 8 on page 4 of the said application;

(e) Upon the dissolution of the corporation and after the payment of all debts and liabilities; its remaining property shall be distributed or disposed of as provided on page 4 of the said application;

(f) If it is made to appear to the satisfaction of the Minister, upon report of the Public Trustee, that the Corporation has failed to comply with any of the provisions of The Charities Accounting Act, The Charitable Gifts Act or The Mortmain and Charitable Uses Act, the Minister may authorize an inquiry for the purpose of determining whether or not there is sufficient cause for the Lieutenant Governor, in his discretion, to make an order under section 347 (1) of The Corporations Act to cancel the Letters Patent of the Corporation and declare it to be dissolved.

Given under my hand and seal of office at the City of Toronto in the said Province of

Ontario

this 22nd day of June 1981 A.D.

Minister

APPLICATION FOR INCORPORATION OF A CORPORATION WITHOUT SHARE CAPITAL

TO THE LIEUTENANT GOVERNOR OF ONTARIO

HARRIET ELIZABETH BLACK Of the City of Sault Ste. Mane in the District of Agoma, Community Volunteer
JAMES BERTRAM CHAMBERS Of the City of Sault Ste. Mane in the District of Agoma, Surveyor
PETER ROSS CRESSWELL Of the City of Sault Ste. Mane in the District of Agoma, Corporate Executive
CHARLES ROBERT MACLACHLAN EAID Of the City of Sault Ste. Mane in the District of Agoma, Medical Doctor
RUSSELL LEONARD HILDERLY Of the City of Sault Ste. Mane in the District of Agoma, Broadcaster
MARYJANE ANNE MACNAMARA Of the City of Sault Ste. Mane in the District of Agoma, Community Volunteer
HAROLD SCOTT MCLELLAN Of the City of Sault Ste. Mane in the District of Agoma, Chartered Accountant
EUGENE DOUGLAS NORI Of the City of Sault Ste. Mane in the District of Agoma, Hotel Manager
GORDON JULIAN SMEDLEY Of the City of Sault Ste. Mane in the District of Agoma, Architect
JAMES ROYAL STITT Of the City of Sault Ste. Mane in the District of Agoma, Marine Engineer

WE, THE APPLICANTS HEREBY APPLY TO YOUR HONOUR TO ISSUE, BY LETTERS PATENT, A CIIARTER UNDER THE CORPORATIONS ACT CONSTITUTING US AND ANY OTHERS WHO BECOME MEMBERS OF THE CORPORATION WITI [OUT
SHARE CAPITAL HEREBY CREATED A CORPORATION WITHOUT SHARE CAPITAL AND IN SUPPORT THEREOF STATE THE FOLLOWING:

(3) EACH OF THE APPLICANTS IS EIGIITEEN OR MORE YEARS OF AGE.

(4) THE NAME OF THE CORPORATION TO BE INCORPORATED IS

ST. MARY'S RIVER MARINE CENTRE

3. THE OBJECTS FOR WHICH THE CORPORATION IS TO BE INCORPORATED ARE

(1) To operate, develop and promote the M. S. Norgoma as a museum ship and viable tourist attraction in the City of Sault Ste. Marie and to develop related on-shore facilities.

(2) To collect, preserve and exhibit objects and displays of historical interest for the furtherance of the operation of the M. S. Norgoma as a museum ship and tourist attraction

(3) To accept donations, gifts, grants, legacies and bequests for the furtherance of the objects of the Corporation.

4. THE HEAD OFFICE OF THE CORPORATION IS TO BE SITUATE **in the City** OF **Sault Ste Marie** IN THE **District OF Algoma** IN THE PROVINCE OF ONTARIO.

SPECIAL CLAUSES

(1) The number of directors of the Corporation shall iiot exceed thirteen (13), one.of whom shall be the chairman.

(2) The number of members of the Corporation shall not exceed thirteen (13) and every member shall be a director of the Corporation.

(3) The composition of the board of directors shall be as follows:

a. ten (10) members elected by the board of directors, subject to the following qualifications:

i. no fewer than eight (8) of the members so elected must reside in the City of Sault Ste. Marie, Ontario;

ii. the terms of office of the members so elected shall be as determined by the board of directors;

iii. no member so elected shall hold office for more than six (6) consecutive years, but any such member shall again be eligible for re-election after a lapse of two (2) years after the expiration of a period of membership of six (6) years or less;

b. three (3) members appointed by the Council of the Corporation of the City of Sault Ste. Marie, subject to the following qualifications:

i. each member so appointed shall hold office for a term of not more than two years;

ii. **no member so appointed shall hold office for more than two consecutive terms, but any such member shall again be eligible for re-appointment after a lapse of two years after the expiration of the second of two consecutive terms.**

4. (4) Where a vacancy on the board of directors occurs before the term of office for which a person has been elected or appointed has expired,

(a) if the vacancy is that of an elected member, the vacancy may be filled by an election by the members of the board of directors; and

(b) if the vacancy is that of an appointed member, the vacancy may be filled by an appointment by the Council of the Corporation of the City of Sault Ste. Marie;

and a person so elected or appointed shall hold office for the remainder of the term of office for which his predecessor was elected or appointed.

4. **(5) The quorum of the board of directors for the transaction of business shall be designated by by-law of the board but shall consist of not fewer than seven (7) members, at least one of whom shall be a member appointed by the Council 6f the Corporation of the City of Sault Ste. Marie.**

4. (6) The term of office of the chairman shall be as determined by the board of directors.

4. (7) No application for supplementary Letters Patent for the Corporation will be made and no supplementary Letters Patent may be obtained without the prior written consent of the Minister of Transportation and Communications and the consent of the Council of the Corporation of the City of Sault Ste. Marie in the form of a by-law.

4. (8) The borrowing power of the Corporation pursuant to any by-law passed and confirmed in accordance with Section 60 of The Corporations Act and the total debt which may be incurred by the Corporation shall be limited to a maximum of twenty thousand dollars ($20,000.00), regardless of whether such debt is unsecured or secured by real or personal property, unless the Corporation obtains the prior written consent of the Minister of Transportation and Communications and the consent of the Council of the Corporation of the City of Sault Ste. Marie in the form of a by-law to permit the Corporation to exceed such debt limit.

4. (9) Upon dissolution of the Corporation and after the payment of all debts and liabilities, the Corporation's remaining property shall be disposed of to the Corporation of the City of Sault Ste. Marie.

4. (10) The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects.

4. (11) The corporation shall be subject to The Charities Accounting Act, The Charitable Gifts Act and The Mortmain and Charitable Uses Act.

4. (12) The directors shall serve as such without remuneration, and no director shall directly or indirectly receive any profit from his position as such, provided that a director may be paid reasonable expenses incurred by him in the performance of his duties.

4. (13) If it is made to appear to the satisfaction of the Minister of Consumer and Commercial Relations, upon report of the Public Trustee, that the Corporation has failed to comply with any of the provisions of the Charities Accounting Act, The Charitable Gifts Act or The Mortmain and Charitable Uses Act or the Letters Patent of the Corporation, the Minister may authorize an inquiry for the purposes of determining whether or not there is sufficient cause for the Lieutenant Governor, in his discretion, to make an order under Section *247* (1) of The Corporations Act to cancel the Letters Patent of the corporation and declare it to be dissolved.

5. THE NAMES OF THE APPLICANTS WHO ARE TO BE THE FIRST DIRECTORS OF THE CORPORATION ARE Ont. P6A 5'I'3

Harriet Elizabeth Black, Apt. 312, 37 Silverbirch Dr., Sault Ste._Marie
James Bertram Chambers, 1469 Queen St. E., Sault Ste. Marie, Ont. P6A 2G3

Peter Ross Cresswell, 1993 Queen St. E., Sault Ste. Marie, Ont. P6A 2G8

Charles Robert Maclachlan Eaid, 1570 Queen St. E., Sault Ste. Marie; Ont P6A 2G5

Russell Leonard Hilderly, 107 Lansdowne Ave., Sault Ste. Marie, Ont.P6B 1K5
Maryjane Anne Macnamara, 6 Summit Ave., Sault Ste. Marie, Ont. P6B 2S1
Harold Scott McLellan, 1468 Queen St. E., Sault Ste. Marie, Ont. P6A 2G3
Eugene Douglas Noni, 29 Caesar Road, Sault Ste. Marie, Ont. ,P6A 3N7
Gordon Julian Smedley, 505 MacDonald Ave., Sault Ste. Marie, Ont. P6B 1H8
James Royal Stitt, 75 Meadow Park Cres., Sault Ste. Marie, Ont. P6A 4H1

DATEDTHIS 15th DAY OF June .19 **81**
SIGNATURE OF WITNESS SIGNATURES OF APPLICANTS
(ALL SIGNATURES ON ORIGINAL DOCUMENTS)

* SECTION 9 **OF THE ACT IS AS FOLLOWS:**

9. ON AN APPL CATION FOP LETTERS PATENT, SUPPLEMENTARY LETTERS PATENT OR AN ORDER, THE LIEUTENANT GOVERNOR MAY GIVE THE CORPORATION A NAME DIFFERENT FROM ITS PROPOSED OR EXISTING NAME, MAY VARY THE OBJECTS OR OTHER PROVISIONS OF THE APPLICATION AND MAY IMPOSE SUCH CONDITIONS AS HE DEEMS PROPER.

** SUBSECTION 1 OF SECTION 127 OF THE ACT IS AS FOLLOWS:

127 (1) A CORPORATION, EXCEPT A CORPORATION TO WHICH PART V OR VI APPLIES, SHALL BE CARRIED ON WITHOUT THE PURPOSE OF GAIN FOR ITS MEMBERS AND ANY PROFITS OR OTHER ACCRETIONS TO THE CORPORATION SHALL BE USED IN PROMOTING ITS OBJECTS AND THE LETTERS PATENT SHALL SO PROVIDE, AND WHERE A COMPANY IS CONVERSED IN so A CORPORATION, THE SUPPLEMENTARY LETTERS PATENT SHALL SO PROVIDE.

BY-LAW NO.1

A by-law relating generally to the transaction of the affairs

of **ST. MARY'S RIVER MARINE CENTRE**

BE IT ENACTED as a by-law of ST. MARY'S RIVER MARINE CENTRE as follows:

HEAD OFFICE

1. The Head Office of the Corporation shall be in the City of Sault Ste. Marie, in the Province of Ontario, and at such place therein as the directors may from time to time determine.

SEAL

2. The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

BOARD OF DIRECTORS

3. The affairs of the Corporation shall be managed by a board of thirteen (13) directors, each of whom at the time of his election or appointment, or within 10 days thereafter and throughout his term of office shall be a member of the Corporation. Three directors shall be appointed by the Council of The Corporation of the City of Sault Ste. Marie and shall hold office for a term as set by the City Council, provided that such term shall not exceed two years. Five of the ten elected directors shall be elected to hold office until the second annual meeting after they shall have been elected or until their successors shall have been duly elected and qualified. The remaining five of the ten elected directors shall be elected to held office until the first annual meeting after they shall have been elected or until their successors shall have been duly elected and qualified. At the expiration of the term of office of each elected director, such director shall be eligible for re-election if otherwise qualified. The election may be by a show of hands unless a ballot be demanded by any member. The members of the Corporation may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any elected director before the expiration of his term of

office, and may, by a majority of the votes cast at that meeting, elect any person in his stead for the remainder of his term.

VACANCIES, BOARD OF DIRECTORS

4. Vacancies among the elected members of the board of directors, however caused, may so long as a quorum of directors remain in office, be filled by the directors from among the qualified members of the Corporation, if they see fit to do so, otherwise such vacancy shall be filled at the next annual meeting of the members at which the directors for the ensuing year are elected, but if there is not a quorum of directors, the remaining directors shall forthwith call a meeting of the members to fill the vacancy.

QUORUM AND MEETINGS, BOARD OF DIRECTORS

5. A quorum for the transaction of business shall be as set out in paragraph 4(5) of the Letters Patent of the Corporation. Except as otherwise required by law, the board of directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the directors are present, or if those absent have signified their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or Vice-President or by the Secretary-Treasurer on direction of the President or Vice-president, or by the Secretary-Treasurer on direction in writing of two directors. **Notice of such meetings shall be delivered, telephoned or telegraphed to each director not less than one day before the 'fleeting is to take place or shall be mailed to each director not less than two days before the meeting is to take place.** The statutory declaration of the Secretary-Treasurer or President that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. A directors' meeting may also be held, without notice, immediately following the annual meeting of the Corporation. The directors may consider or transact any business either specific or general at any 'fleeting of the board.

ERRORS IN NOTICE, BOARD OF DIRECTORS

6. No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and a director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereof.

VOTING, BOARD OF DIRECTORS

7. Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, the Chairman, in addition to his original vote, shall have a second or casting vote. All votes at any such meeting shall be taken by ballot if so demanded by any director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the absence of the President his duties may be performed by the Vice-President or such other director as the board may from time to time appoint for the purpose.

POWERS

8. The directors of the Corporation may administer the affairs of the Corporation in. all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its Letters Patent or otherwise authorized to exercise and do.

Except as restricted by the Letters Patent of the Corporation, the directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, movable or immovable, real

or personal, or any right or interest therein owned by the Corporation, for such consideration and upon such terms and conditions as they may deem advisable.

REMUNERATION OF DIRECTORS

9. The directors shall receive no remuneration for acting as such.

OFFICERS OF CORPORATION

10. There shall be a President, a Vice-president, and a Secretary-Treasurer and such other officers as the board of directors may determine by by-law from time to time. One person may hold more than one office except the offices of President and Vice-President. The President and vice-President shall be elected by the board of directors from among their number at the first meeting of the board after the annual meeting, provided that in default of such election the then incumbents, being members of the board, shall hold office until their successors are elected. The other officers of the Corporation need not be members of the board and in the absence of written agreement to the contrary, the employment of all officers shall be settled from time to time by the board.

DUTIES OF PRESIDENT AND VICE-PRESIDENT

11. The President shall, when present, preside as Chairman at all meetings of the members of the Corporation and of the board of directors. The President shall also be charge with the general management and supervision of the affairs and operations of the Corporation. The President with the Secretary-Treasurer or other officers appointed by the board for the purpose shall sign all by-laws and membership certificates. During the absence or inability of the President, his duties and powers may be exercised by the Vice-President, and if the Vice-President, or such other director as the board may from time to time appoint for the purpose, exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

DUTIES OF SECRETARY-TREASURER

12. The Secretary-Treasurer shall be ex officio clerk of the board of directors. He shall attend all meetings of the board of directors and record all facts and minutes of all proceedings in the books kept for that purpose. He shall give all notices required to be given to members and to directors. He shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he shall deliver up only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution, and he shall perform such other duties as may from time to time be determined by the board of directors.

13. He shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable effect in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the board of directors. He shall disburse the funds of the Corporation under the direction of the board of directors, taking proper vouchers therefore and shall render to the board of director at the regular meetings thereof or whenever required of him, an account of all his transactions as Treasurer, and of the financial position of the Corporation. He shall also perform such other duties as may from time to time be determined by the board of directors.

DUTIES OF OTHER OFFICERS

13 The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board of directors requires of them.

EXECUTION OF DOCUMENTS

14. Deeds, transfers, licences, contracts and engagements on behalf of the

Corporation shall be signed by either the President or Vice-President and by the Secretary-Treasurer and the Secretary-Treasurer shall affix the seal of the Corporation to such instruments as require the same.

Contracts in the ordinary course of the Corporation operations may be entered into on behalf of the Corporation by the President, Vice-President, Secretary-Treasurer or by any person authorized by the board.

Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the board of directors may at any time by resolution direct the manner in which and the person or persons by whom, any particular instrument, contract or obligations of the Corporation may or shall be executed.

BOOKS AND RECORDS

15. The directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

MEMBERSHIP

16. The membership of the Corporation shall be as set out in paragraphs 4(1), 4(2) and 4(3) of the Letters Patent of the Corporation.

Members may resign by resignation in writing, which shall be effective upon acceptance thereof by the board of directors.

Each member in good standing shall be entitled to one vote on each question arising at any special or general meeting of the members.

Each member shall promptly be informed by the Secretary-Treasurer of his admission as a member.

DUES

17. There shall be no dues or fees payable by members except such, if any, as shall from time to time be fixed by unanimous vote of the 'board of directors, which vote shall become effective only when confirmed by a vote of the members at an annual or other general meeting.

ANNUAL AND OTHER MEETINGS OF MEMBERS

18. The annual or any other general meeting of the members shall be held at the head office of the Corporation or elsewhere in Ontario as the board of directors may determine and on such day as the said directors shall appoint.

At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented and a board of directors elected and auditors appointed for the ensuing year and the remuneration of the auditors shall be fixed. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members. The board of directors or the President or Vice-President shall have power to call at any time a general meeting of the members of the Corporation. No public notice nor advertisement of members' meetings, annual or general, shall be required, **but notice of the time and place of every such meeting shall be given to each member by sending the notice by prepaid mail or telegraph ten days before the time fixed for the holding of such meetings, provided that any meetings of members may be held at any time and place without such notice if all the members of the Corporation are present thereat and at such meeting any business may be transacted which the Corporation at annual or general**

meetings may transact.

ERROR OR OMISSION IN NOTICE

19. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify approve and confirm any or all proceedings taken or had thereat For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of any member director or officer shall be his last address recorded on the books of the Corporation.

ADJOURNEMENTS

20. Any meetings of the Corporation or of the directors may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

QUORUM OF MEMBERS

21. A quorum of the members of the Corporation for the transaction of business at any meeting shall be the same as the quorum of the board of directors as set out in paragraph 4 (5) of the Letters Patent of the Corporation.

VOTING OF MEMBERS

22. Subject to the provisions, if any, contained in the Letter's Patent of the Corporation, each member of the Corporation shall at all meetings of members be entitled to one vote.

At all meetings of members every question shall be decided by a majority of the votes of the members present unless otherwise required by the by-laws of the Corporation, or

by law. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any member. Upon a show of hands, every member shall have one vote, and unless a poll be demanded a declaration by the Chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Corporation shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present and such poll shall be taken in such manner as the Chairman shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a second or casting vote.

FINANCIAL YEAR

23. Unless otherwise ordered by the board of directors, the fiscal year of the Corporation shall terminate on the 31st day of December in each year.

CHEQUES, ETC.

24. All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the board of directors and any one of such officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers, and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection"[1] or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose. Any one of such officers or agents so appointed may arrange,

settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

DEPOSIT OF SECURITIES FOR SAFEKEEPING

25. The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the board of directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the board of directors and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the board of directors shall be fully protected in acting in accordance with the direction of the board of directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

NOTICE

26. Whenever under the provisions of the by-laws of the Corporation, notice is required to be given, such notice may be given either personally or telegraphed or by depositing same in a post office or a public letter-box, in a prepaid, sealed wrapper addressed to the director, officer or member at his or their address as the same appears on the books of the Corporation.

A notice or other document so sent by post shall be held to be sent at the time when the same was deposited in a post office or public letter-box as aforesaid, or if telegraphed shall be held to be sent when the same was handed to the telegraph company or its messenger. For the purpose of sending any notice the address of any member, director or officer shall be his last address as recorded on the books of the Corporation.

BORROWING

27. Subject to the limitations contained in the Letters Patent of the Corporation, the directors may from time to time

(a) borrow money on the credit of the Corporation, or

(b) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.

From time to time the directors may authorize any director, officer or employee of the Corporation or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and condition£ of the loan thereof, and as to the securities to be given therefore with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Corporation as the directors may authorize and generally to manage, transact and settle the borrowing of money by the Corporation.

INTERPRETATION

28. In these by-laws and in all other by-laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

Passed by the board of directors and sealed with the Corporate seal this 25th day of November, 1981

Russell L. Hilderly	Harold S. McLellan
President	Secretary-Treasurer

Peter Gregos Offer to Acquire the M.S. Norgoma

VISION FOR THE NORGOMA

The M.S. Norgoma currently requires significant funds to complete the restoration to ensure that it reflects the original 1950's character. A number of the plumbing fixtures recently installed, lights and woodwork need to be replaced to reflect those that would have originally been on the vessel. A study has been completed of Norgoma and Norisle films which will used to provide insight to the historic references which are necessary to rebuild the authentic 1950 Norgoma.

The intent is to apply for National Historic Landmark Status which will protect the M.S. Norgoma and the Norisle as sister ships. The M.S. Norgoma is planned to be a maritime museum and hope is that it will visit major cities around the Great Lakes as time, logistics and funds permit (including Sault Ste. Marie).

It is anticipated that the M.S. Norgoma could easily use half a million dollars in materials; such as steel repair and paint along with hundreds of hours of labor. I am working with a number of like-minded friends and colleagues and we are confident we will be able to raise sufficient funds to undertake this restoration work.

In short, I will make every reasonable effort to restore this boat and salute the history and heritage of the great people who worked and work the Great Lakes.

LOGISTICS

- A marine surveyor Bob Ojeda would like to inspect the engineering structure and hull integrity prior to removal.
- Transport Canada and/or U.S. Coast Guard approval and insurance will be obtained and provided to the St. Marys' River Marine Heritage Centre and the City of Sault Ste. Marie.
- There will be no liability to the Board of the Norgoma or the City.
- Any additional permits or notifications (Conservation Authority or other Ministries) required to remove the Norgoma from Roberta Bondar Marina would be obtained and any associated costs would be covered at no cost to the Norgoma Board or the City.
- The costs associated with disconnecting the electrical and sewage connections to the ship, as well as, associated tugboat fees would be the responsibility of Peter Gregos.
- The timing for the removal of the Norgoma will be coordinated with City Staff to coincide with the replacement of the Roberta Bondar Marina Docks.

Peter Gregos Vice

Signature

1-25-18

Date

STEM ENGINEERING GROUP

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Sault Ste. Marie, ON P6A 2B3
Canada

p. 705.942.6628
f. 705.942.7515

www.stemeng.ca
mail@stemeng.ca

January 9, 2014

Project No. 13130

City of Sault Ste. Marie
Civic Centre
P.O. Box 580
Sault Ste. Marie, Ontario
P6A 5N1

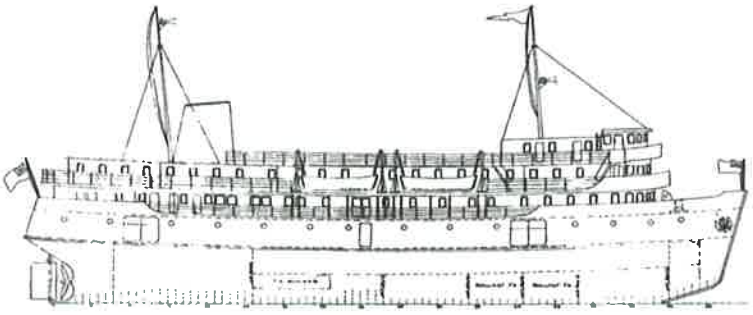
Attention: **Mr. Joe Caln, Manager of Recreation and Culture Division**

Subject: **Norgoma Exit Strategy**

The City has retained STEM Engineering to investigate various exit strategies for the Norgoma Museum Ship, which is currently docked at the Roberta Bondar Marina. These strategies will be used by the City to help guide the future planning process for the ship.

BACKGROUND

Built in 1950, the Norgoma spent 13 years carrying passengers and cargo between Owen Sound and Sault Ste. Marie on a run known as the "turkey trail". Originally built as a steam ship, the 188 foot vessel was later converted to diesel power to run more economically. The Norgoma spent its last years as a ferry running between Manitoulin Island and Owen Sound. In 1975 it was purchased by the City of Sault Ste. Marie for $1, to be used as a museum ship. In 1981 ownership of the Norgoma was transferred to the St. Mary's River Marine Center; a non-profit corporation formed to oversee the repair and operation of the vessel as an attraction.



Specifications

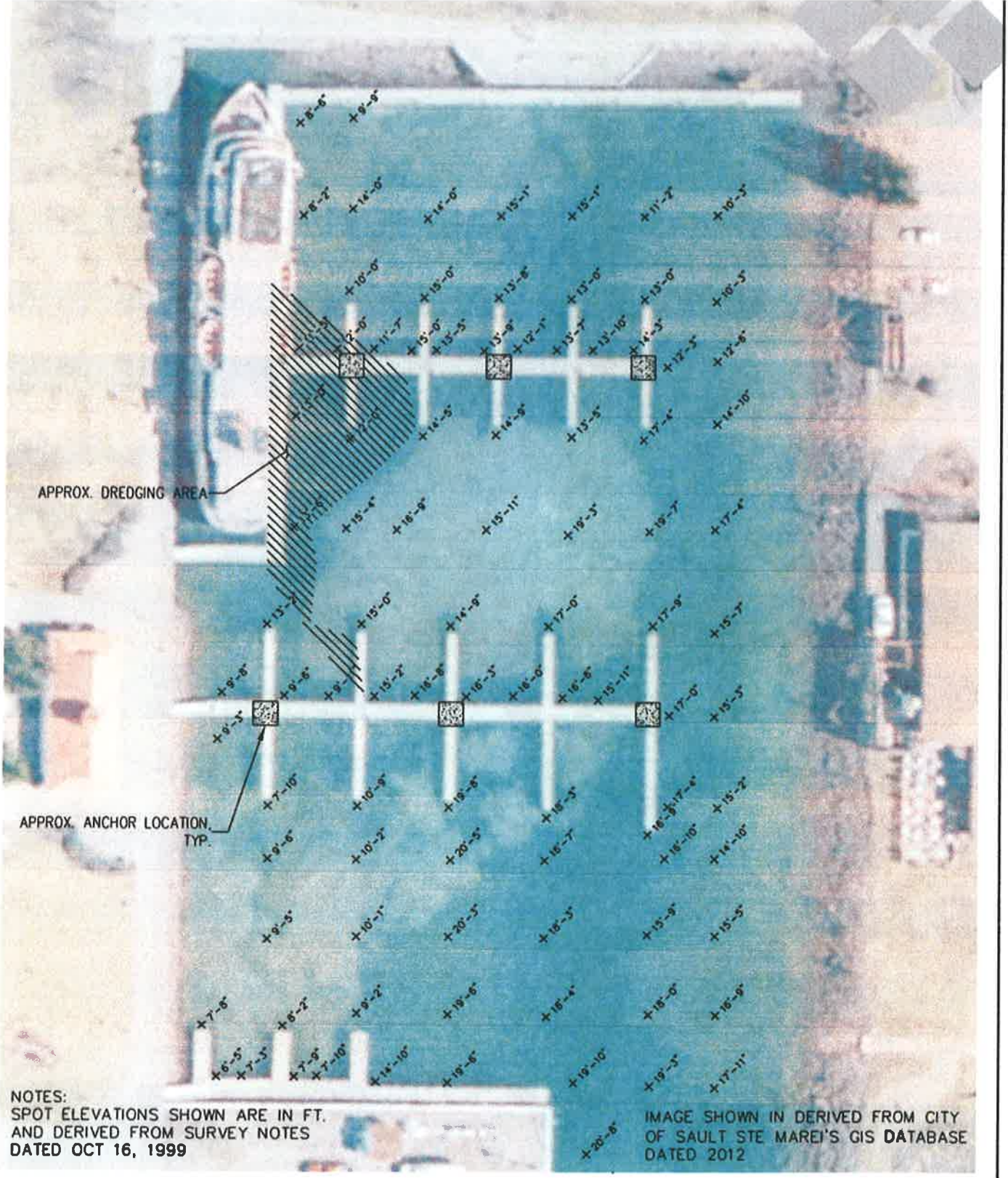
Length	188'
Width	36'
Draft	13'
Displacement	805 Ton
Hull	3/8" Plate
Decks	5

Figure 1:M.S. Norgoma

In 2000 an environmental assessment was completed for the Norgoma by Earth Tech to identify and assess potential environmental concerns associated with the ship. In this assessment, three areas of concern were identified: asbestos containing material, potential ozone depleting refrigerants in the galley refrigerator, and lead paint.

INVESTIGATION

STEM contacted relevant parties to investigate potential exit strategy options. These parties included the City of Sault Ste. Marie, the St. Mary's River Marine Centre, various marine companies, a Michigan dive club, relevant government agencies, and various contractors. A walkthrough of the ship was also conducted to collect data and observe the ship first hand.



ENGINEERING GROUP

PROJECT:
NORGOMA EXIT PLAN

DRAWING:
ROBERTA BONDAR MARINA

SCALE:	NTS
PLOT SCALE:	NTS
PROJECT:	13130
DATE:	2013-12-18
CAD FILE:	13130 Marina Layout.dwg
DRAWN:	NpL
CHECKED:	

C1.0

The base conclusion of this investigation was that the costs associated with decommissioning and removing the Norgoma would considerably exceed its salvage value. A number of factors contribute to these costs, and generally include:

- Disposal of hazardous materials from the ship (asbestos, lead paint and oil)
- An abundance of wood on the upper decks that has no salvage value and must be disposed of.
- Its location in the marina requires either expensive on-site decommissioning or significant costs to remove it from the marina so it could be floated to a ship breaking yard for demolition (i.e. temporary dock removal, associated electrical work, and dredging).
- Due to its construction, and condition, it has little potential for being re-purposed as a barge or other vessel.

EXIT STRATEGY OPTIONS

Through this investigation 3 exit strategy options were determined and evaluated, as follows:

A. Demolish onsite: *Estimated Cost >$500,000*
Completely demolish the Norgoma onsite. This would require working from the top down and inside out until only the lower hull remains. The hull would then need to be lifted out of the water and the final demolition carried out on land adjacent to the marina.

B. Partially demolish onsite, final demolition offsite: *Estimated Cost $200,000-$240,000*
Remove the upper portions of Norgoma to lighten the ship enough so dredging would not be required. Once light enough, the marina docks would be removed and the Norgoma would be tugged out of the marina to a ship breaking yard for final demolition.

C. Remove off-site: *Estimated Cost $200,000 - $300,000*
The marina docks would be removed, the marina basin around the stern of the Norgoma would be dredged until the Norgoma was able to be safely removed from the marina. See attached drawing C1.0 which depicts the estimated area requiring dredging. The Norgoma would then be tugged to a ship breaking yard for demolition.

Detailed considerations, costs, and the pros/cons associated with each option were determined and are listed in the attached Table 1.

All costs listed in this report are class D estimates (rough order of magnitude) and are included to give an indication of the costs and to facilitate comparison of the options. If the City decides to move forward with one of the options in the future, a more detailed estimate should be developed at that time.

Another possible option was investigated, but could not be formalized within the time frame of this report. It involved turning over the Norgoma to the Grand Traverse Bay Underwater Preserve (GTBUP) for use as dive site. Initial contacts were made with the past president of the club who expressed interest. However, no firm commitments could be established with the club itself. This option would involve removing the Norgoma from the marina, as described above, after which the ship would be barged to the GTBUP in Michigan where it would be sunk. Depending on the requirements of the GTBUP the ship may need to have all hazardous material removed before the GTBUP would be willing to take ownership of it. More discussions with the GTBUP are required to determine their interest in the project and what level of participation they would have in the removal costs.

RECOMMENDATIONS

Many factors come into play in making the final selection of a preferred exit strategy. Cost, environmental liability, and expertise in ship demolition are just a few.

Taking all parameters into consideration, should the City decide an exit strategy is required for the Norgoma, it is the recommendation of this report to pursue option C; removal of the Norgoma off-site with total responsibility for demolition conveyed to others. This option is comparable in price to the option with the lowest estimated cost (Option B - partial demolition on-site and final demolition off-site), but has the benefit of least involvement by the City, reduced exposure to environmental liability, partial dredging of the marina for improved operations, and significantly less disturbance to the surrounding site.

A further benefit of Option C is that the City could take this opportunity to dredge the entire marina to desired depths while the docks are temporarily removed.

Respectfully Submitted,

Nathan Lambert, P.Eng.
STEM Engineering Group

Randy Beltramin, P.Eng.
STEM Engineering Group

TABLE 1: EXIT STRATEGY OPTIONS

OPTIONS	CONSIDERATIONS	SCOPE OF WORK & ESTIMATED COSTS*		PROS & CONS
A) Demolish Onsite	• Approval[1] • Can only demolish boat down to hull while it is in water, and then it will need to be removed • Complicated crane lift requiring engineering & large crane(s) • The Roberta Bondar Marina and area would be affected due to the large construction site • Environmental risks such as oil, asbestos & lead paint would have to be dealt with during demolition	Onsite Demolition of Norgoma *Demolition* *Asbestos Removal* *Crane Lift* *Landfill Fees From Demolition*[5] Professional Fees @ 10% Scrap Recovery Value Site Restoration **Total Estimated Cost**	>520K [illegible] [illegible] [illegible] [illegible] 50K -120K 50K **>500K**	**Pros** • No removal from marina required[2] • No dredging required[3] **Cons** • Environmental Liability • High Cost • Large Impact on site • Demolished in public location
B) Partially Demolish Onsite, Final Demolition Offsite	• Approval[1] • The Roberta Bondar Marina and area would be affected due to the construction site • Environmental risks such as oil, asbestos & lead paint would have to be dealt with during demolition • Removal[2] • Towing[4] • Demolition could be done on American side (MCM Marine/Reid's Metals) or Canadian side (Purvis)	Onsite Demolition of Upper Structure *Demolition* *Asbestos Removal* *Landfill Fees From Demolition*[5] Remove Norgoma from Marina *Remove docks* *Tug boat(s)* Professional Fees @ 10% Cost to Demolish *Demolition (inc. landfill fees*[5]*)* *Scrap Recovery Value* **Total Estimated Cost**	155K-195K [illegible] [illegible] [illegible] 27K [illegible] [illegible] 18K 0 [illegible] [illegible] **200K-240K**	**Pros** • No dredging required[3] • No large lift required **Cons** • Environmental Liability • Large impact on site • Demolished in public location
C) Remove Offsite	• Approval[1] • Removal[2] • Dredging[3] • Towing[4] • Demolition could be done on American side (MCM Marine/Reid's Metals) or Canadian side (Purvis)	Remove Norgoma from Marina *Remove Docks* *Dredging* *Landfill fees from dredging*[5] *Environmental testing & monitoring* *Tug boat(s)* Professional Fees @ 10% Cost to Other party for Demolition *Demolition (inc. landfill fees*[5]*)* *Scrap Recovery Value* **Total Estimated Cost**	100K-150K [illegible] [illegible] [illegible] [illegible] [illegible] 10K 90K-140K [illegible] [illegible] **200K-300K**	**Pros** • Ship removed from city responsibility • Less impact on site • No public demolition • Dredging may be beneficial to marina operation • Entire marina could be dredged when docks removed **Cons** • Dredging is expensive

*Costs are class D estimates (rough order of magnitude)

1) Approval is required from Conservation Authority and other Ministries

2) Removing the Norgoma from the Marina requires removing some docks (electrical, plumbing, diving) and anchor(s), and the use of a tug to pull it out. Afterwards the anchor(s) and docks must be re-installed.

3) Dredging requires proper approvals, environmental testing & monitoring, a silt screen, and disposal of dredged material in the landfill.

4) Moving the vessel requires proper paperwork/approvals for Transport Canada &/Or U.S. Coast Guard

5) Landfill [illegible]n be recouped by the city.

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Virginia McLeod, Manager of Recreation and Culture**

DEPARTMENT: **Community Development and Enterprise Services**

RE: **Cultural Advisory Board and Municipal Heritage Committee Response Regarding the Norgoma**

PURPOSE

The purpose of this report is to respond to the October 10, 2017 City Council resolution:

> "Whereas the City of Sault Ste. Marie has two well established advisory bodies of City Council each of which was created to advise City Council on matters pertaining to culture and heritage, and whose members are community volunteers appointed by City Council based on their expertise in culture and heritage, and said bodies as stated on the City's website are:
>
> Cultural Advisory Board – as a Board of Council, whose primary purpose is to advise on all matters concerning the cultural life of the community and the implementation of the Cultural Policy for the Corporation of the City of Sault Ste. Marie;
> Municipal Heritage Committee – The Sault Ste. Marie Municipal Heritage Committee advises City Council on matters relating to Part IV (Conservation of Buildings of Cultural Heritage Value or Interest); and
>
> Whereas the Cultural Policy indicates that a Cultural Advisory Board be formed "to advise, assist and make recommendations to Council on cultural matters"; and
>
> Whereas Section 1.2 of the Cultural Policy, Definition of Culture, includes a heritage arts component, which speaks to heritage conservation, identification, protection and interpretation of:
>
> i. intangible heritage (dance, music, song, story, etc.)

ii. immovable heritage (buildings, cultural heritage landscapes, natural heritage, archaeological and traditional use sites)
iii. movable property (personal property art, artifacts, documents, natural objects and specimens) and

Whereas the M.S. Norgoma is a museum ship, an artifact referenced in the aforementioned section iii and meeting the Miriam Webster definition of an artifact being "an object remaining from a particular period";

Now Therefore Be It Resolved that the Cultural Advisory Board and Municipal Heritage Committee be requested to provide City Council with a report providing an opinion as to the cultural and heritage value of the M.S. Norgoma to the community in its present state; and

Further Be It Resolved that such an opinion be viewed as advice only, provided to Council for consideration as to present and future value of the M.S. Norgoma within the context of community culture and heritage said reports ideally to coordinate with the staff report to Council concerning the Norgoma and Bondar Marina."

BACKGROUND

In response to the resolution the Cultural Advisory Board and the Municipal Heritage Committee requested that City staff coordinate a time for committee members to tour the M.S. Norgoma. During the week of November 6th, 2017 there were 3 options available to committee members to tour the M.S. Norgoma, November 9th at noon, November 10th at noon, November 11th at 12:15 pm.

At the December 6th, 2017 meeting of the Municipal Heritage Committee the Council resolution was discussed and feedback was obtained. The Chair of the Municipal Heritage Committee, Lloyd Beilhartz prepared a response to the resolution. The draft response was discussed at the January 10th, 2018 Municipal Heritage Committee meeting and the following resolution was passed;

Moved By: S. Meades
Seconded By: M. Caruso

"Resolved that the Sault Ste. Marie Municipal Heritage Committee endorse the letter responding to the City Council resolution regarding the M.S. Norgoma as amended."

CARRIED

The Cultural Advisory Board met on December 14th, 2017 to discuss the resolution and feedback and comments were obtained. A draft response was

prepared by the Chair of the Cultural Advisory Board, Chris Rous and board member, Sean Meades. The draft response was discussed at the January 18th, 2018 Cultural Advisory Board meeting. The following resolution was passed;

Moved By: E. Belair
Seconded By: D. Ostrowski

"Resolved that the Cultural Advisory Board submit the letter responding to the City Council resolution regarding the M.S. Norgoma as amended."

CARRIED

The amended letter was reviewed and signed at the February 21, 2018 Cultural Advisory Board Meeting.

ANALYSIS
The Cultural Advisory Board and the Municipal Heritage Committee have provided a response to the request from City Council to provide an opinion on the cultural and heritage value of the M.S. Norgoma. The responses from the Cultural Advisory Board and Municipal Heritage Committee are attached.

FINANCIAL IMPLICATIONS
There is no financial impact to the City with regards to this matter.

STRATEGIC PLAN / POLICY IMPACT
This item supports the Corporate Strategic Plans Focus Area: Quality of Life – Promote and Support Arts and Culture.

RECOMMENDATION
It is therefore recommended that Council take the following action:

"Resolved that the report of the Manager and Recreation and Culture submitted on behalf of the Cultural Advisory Board and the Municipal Heritage Committee dated 2018 02 05 concerning the Cultural Advisory Board and Municipal Heritage Committee Response Regarding the Norgoma be received as information."

Respectfully submitted on behalf of the Cultural Advisory Board and Municipal Heritage Committee,

Virginia McLeod
Manager of Recreation and Culture
705.759.5311
v.mcleod@cityssm.on.ca

The Corporation of the

City of Sault Ste. Marie

Council Report

February 21, 2018

To: Mayor Christian Provenzano, and Members of City Council

Author: Cultural Advisory Board Chair Christopher Rous and Sean Meades

Department Community Development and Enterprise Service

Re: Motion Re: M.S. Norgoma, October 10, 2017

Task: The Cultural Advisory Board and Municipal Heritage Committees were requested to provide City Council with a report providing an opinion as to the cultural and heritage value of the M.S. Norgoma to the community in its present state.

Background

The M.S. Norgoma is owned and operated by the St. Mary's River Marine Heritage Centre, which is a not for profit corporation managed by a board of directors established in 1981. The directors are volunteers that give of their time and talent in preserving this piece of Great Lakes history. With a number of new members joining the board, it is hoped that the St. Mary's River Marine Heritage Centre will enjoy renewed sustainability with an increase in curatorial skill and capacity, aesthetic improvements, and thereby increased visitation.

Analysis:

Cultural Value

The MS Norgoma was a Canadian package freighter and passenger ferry that could also transport automobiles on a limited basis. Originally constructed as a steam-powered ship in 1950, the Norgoma primarily sailed the route from her homeport of Owen Sound to Sault Ste. Marie, providing a five-day round trip, once a week, colloquially known as the Turkey Trail. The Norgoma is the last surviving ship from an era before roads connected the Sault to southern Ontario and is a reminder of a time when our communities were stitched together primarily through waterways rather than highways.

Today the Norgoma demonstrates to visitors what life was like for those traveling to and from the communities of the Upper Great Lakes and showcases how marine travel was integral to our local commercial development, accommodating business travel, bringing visitors and much needed supplies to Sault Ste. Marie and other communities along the Huron North Shore and Manitoulin Island. It is unique also in its focus on the era of marine travel following the completion of the Canadian Locks up to the end of the ferry service in 1967.

As a museum, the Norgoma has three areas of interpretive focus:

1) The passenger and packet freighters on the Upper Great Lakes from 1856 to 1967 (which was designated a national historic event in 2008 by the national Historic Sites and Monuments Board);
2) The transitional architectural era where such ships consisted of both steel and wood; and
3) The ecological history of the St Mary's River.

There is always an element of subjectivity to cultural value, and this is true of heritage arts as much as any other dimension of culture. The Norgoma showcases unique aspects of our collective stories, and while they may not appeal to every person's interest and taste, neither does any other single element of a given community's heritage. The stories of our river, of the ships that sailed through it, and of the people who travelled it, are every bit as much a piece of our common identity as the industrial barons or prominent politicians who made their homes on that river's shore.

Financial Investment

There are currently no direct cash investments offered to the Norgoma by the City of Sault Ste. Marie. The Norgoma does enjoy in-kind services and contributions from the City, namely the meagre cost of the water line, the foregone fees at the Roberta Bondar Transient Marina and staff time contributed by the Recreation and Culture Division to attend board meetings. In the past, the Norgoma has applied for and was successful in obtaining a small grant from the City's Cultural Financial Assistance program. As such, it is among the city's many, many independent, not-for-profit organizations with a cultural focus.

Policy Implications

City of Sault Ste. Marie Corporate Strategic Plan

The future of the Norgoma is of significance to the City's corporate strategic plan's *Quality of Life* focus area, namely with respect to promoting and supporting arts and culture, and striving to create vibrant downtown areas. In addition to the cultural value outlined above, the Norgoma attracted over 5,300 visitors last year with a gradual trend of increasing visitations, contributing to the inventory of sites and activities available on the waterfront to both visitors and residents alike. The Norgoma also contributes to defining the City's waterfront by providing a link to the city's maritime

past.

Community Adjustment Committee

Among the recommendations of the Community Adjustment Committee, the Norgoma bears significance for:

- EGD-07: Develop new place-based tourism infrastructure and products in the community and surrounding area;
- EDG-10: Pursue UNESCO heritage site designation for the St. Mary's River.
- CV-04: Market our city as a preferred location for film and digital media production
- CV-06: Foster a culture of creativity and excellence by celebrating arts and culture, and providing diverse opportunities for creative expression and professional development

The Norgoma's unique footprint on the city's waterfront and inventory of tourism attractions contribute to maintaining a robust number of destinations to appeal to a wide diversity of interests. The story that the Norgoma helps tell is also a valuable piece of the story of Sault Ste. Marie, which contributes to place-making through the promotion of unique perspectives and nuanced accounts of our shared history.

Additionally, should UNESCO heritage site designation be achieved for the St. Mary's River, there is a ready location for its interpretation at the St. Mary's River Marine Heritage Centre. The ecological history of the St. Mary's River is already an area of focus of the Museum Ship, a focus which could be further developed should the time come when UNESCO designation is achieved. The Sault Ste. Marie Canal National Historic Site may be an alternative location, however its own curatorial focus is unique to the canal. No other existing cultural institutions could accommodate the interpretive responsibilities associated with the UNESCO designation without significant alterations to their own foci and mandates.

With respect to film production, the Norgoma is a unique filming location. It was used as a filming location in 2012 for *The Long Journey Home* (working title, *Midnight Sun*), and has been shown to many prospective crews as a possible location by Edge Enterprises, a local production company. Edge's coordinator of casting and locations, Jennifer Barbeau, commented that there are "many different ways you can use the boat and it dresses very well." Consequently, the Norgoma demonstrably adds to the diverse inventory of locations that help make Sault Ste. Marie and Algoma valuable filming locations.

Finally, the Norgoma also affords many prospective individuals with the opportunity for professional development within the heritage arts sector, whether they be receiving first-time employment through a summer job, or building on their skills through volunteering with the board of directors. The contributions of the Norgoma to the landscape of cultural institutions in Sault Ste. Marie deserve to be celebrated. To

foster a culture of creativity and excellence requires a degree of comfort with a mix of success and failure. Every failure is the foundation for lessons learned and the next success. Indeed, the Norgoma has had a number of resounding successes. Focusing on the struggles to the exclusion of their progress contributes to the stifling of the creative and entrepreneurial spirit that is the driver of not-for-profit organizations in the culture sector.

The outcome of recommendation *CV-02: Update the City Cultural Policy and develop a Cultural Plan*, may also have ramifications for the Norgoma in the longer term.

Downtown Strategy

Given the cultural significance and the ship's status as an attraction outlined above, retaining the Norgoma in its current place, or at least within the City's Downtown, also contributes to preserving the Downtown as the City's cultural core. Given the significant number of cultural venues that have migrated out of this neighbourhood over a number of years, the further dislocation of cultural infrastructure from the area should be viewed as a threat to sustaining the Downtown's "cultural core" status.

Challenges

Despite the significant cultural contribution outlined above, the St. Mary's River Marine Heritage Centre has endured a number of challenges throughout its history, namely

- Limited accessibility for people with mobility or endurance disabilities;
- Delayed repairs due to availability of funds and necessary infrastructure;
- Relying on volunteer labour for some renovations and coordinating use of the space for monetized purposes other than that of a museum;
- Limited public awareness of improvements that have been made; and
- Inconsistent curatorial standards and a need for appropriate storage and cataloguing of artefacts.

A number of committee members expressed a desire to see physical improvements, including the selection of a clear purpose for the upper decks and renovations to bring them in line with that purpose; completion of the exterior painting; and a more selective approach to the choice of items on display, with focus on artefacts that are immediately connected to the facility's three areas of interpretive focus.

Opportunities

A number of opportunities also exist. These include:

- Renewed community involvement, with a number of new, young volunteers joining the board of directors, and a number of professionals in the heritage and culture sectors with needed expertise volunteering to assist the board with

such tasks as grant writing, cataloguing of artefacts, and promotions;

- Strong visitation numbers have contributed to achieving financial stability. While the expenses for maintaining and renovating the vessel are significant, the funds acquired to date can be used to leverage additional public and private foundation financial support;
- The seasonal nature of the Centre contributes to keeping staffing costs low and stable, as the ship can be staffed primarily by summer students for whom the board is able to access subsidies;
- Diversified revenue streams, such as through rentals for events and occasional film shoots, if properly developed, will contribute to both public awareness of the Norgoma's contribution to Sault Ste. Marie's cultural and heritage landscape as well as contribute to the financial health of the organization, thereby allowing it to address some of its key challenges.

Conclusions and Recommendation(s)

It is the opinion of the Cultural Advisory Board that the Norgoma and its steward, the St. Mary's River Marine Heritage Centre, demonstrate cultural value with respect to:

- Heritage arts, as they are practiced by the St. Mary's River Marine Heritage Centre's volunteers and demonstrated through its interpretive focus on:
    - The passenger and packet freighters on the Upper Great Lakes;
    - The transitional architectural era of the ship; and
    - The ecological history of the St. Mary's River.
- Place-making initiatives, particularly through the promotion of the marine character and history of Sault Ste. Marie and its historic connection to other marine ports;
- The promotion of heritage arts and development of future generations of skilled workers in related cultural fields;
- Its status as an asset to local cultural industries, both established and emerging.

Consequently, the Cultural Advisory Board recommends that:

1. Ongoing preservation of the Norgoma and that a location be maintained in the City's Downtown neighbourhood;
2. While recognizing that The St. Mary's River Marine Heritage Centre is an independent not-for-profit corporation over which Committees of Council have no authority, we suggest that the Centre complete a new strategic plan that responds to the opportunities and challenges outlined in this report;
3. The St. Mary's River Marine Heritage Centre be considered the appropriate site for interpretative features that may accompany any UNESCO designation of the

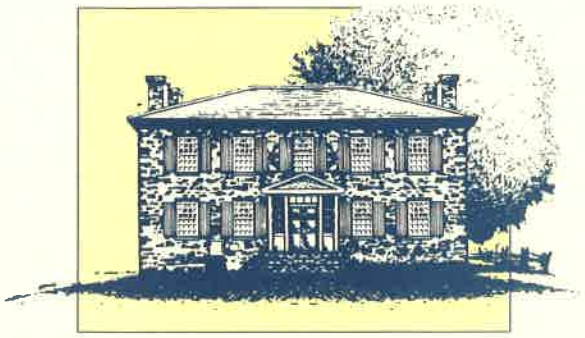
St. Mary's River; and

4. The development of a Cultural Plan for the City of Sault Ste. Marie take into account the cultural value of the Norgoma as outlined above.

Respectfully Submitted

Chris Rous

Chair of the Cultural Advisory Board



Sault Ste. Marie
Municipal Heritage Committee

January 10, 2018

RE: Municipal Heritage Committee response to Council Resolution regarding M.S. Norgoma

The Municipal Heritage Committee feels strongly the M.S. Norgoma has significant heritage value to Sault Ste. Marie.

The Municipal Heritage Committee referred to the following definitions during their discussions which were taken from the Standards and Guidelines for the Conservation of Historic Places in Canada:

Heritage Value: Aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present and future generations. The heritage value of a historic place is embodied in its character defining materials, form, location, spatial configurations, uses and cultural associations or meanings.

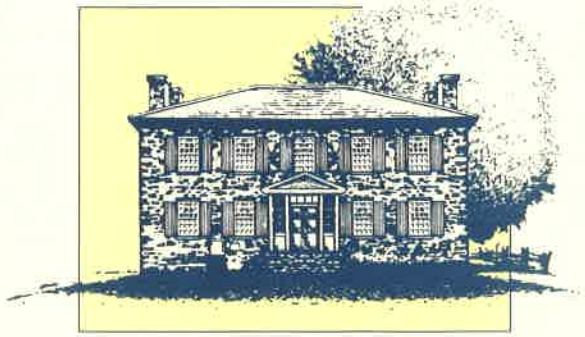
Historic Place: structure building or group of buildings, landscape, archeological site or other place in Canada.

Cultural Heritage Properties Include:
- Residential, commercial, institutional, agricultural or industrial buildings
- Monuments, such as a cenotaph, public art or a statue
- Structures, such as a water tower, culvert, fence or bridge
- Natural features that have cultural heritage value or interest
- Cemeteries, gravestones or cemetery markers
- Cultural heritage landscapes
- Spiritual sites
- Building interiors
- Ruins
- Archaeological sites, including marine archaeology
- Areas of archaeological potential
- Built/immoveable fixture or chattel attached to real property

In examining the heritage value the Municipal Heritage Committee referenced the Historic Sites and Monument Board report which designated Passenger and Packet Freighters on The Upper Great Lakes (ca. 1856 – 1967) as a National Historic Event in 2011.

Passenger and packet freighters, such as the M. S. Norgoma on the Upper Great Lakes are of historical significance because:

1. they were of fundamental importance to the early and on-going settlement and development of Northern Ontario. For many decades, they were virtually the only source



Sault Ste. Marie
Municipal Heritage Committee

2. of transportation for goods and people to and from isolated Upper Great Lakes coastal communities;
3. they were integral components of Canada's earliest transcontinental transportation systems, supplementing and complementing the railroad service provided by the CPR for the settlement and economic development of the Canadian prairies by transporting settlers and supplies to the west and western grain to the east;
4. they gradually evolved into a distinctive marine architecture specially suited for service at the numerous, and generally small ports of the upper lakes. Construction of vessels destined for the Upper Great Lakes service contributed to the development of shipbuilding industries on the upper lakes, especially at Georgian Bay.

(reference: Historic Sites and Monuments Board, "Passenger and Packet Freighters on the Upper Great Lakes" Norman Shields, Historical Services Branch Parks Canada.)

Further, Sault Ste. Marie was an important port for the passenger and packet freighters on two of their routes. The Sault was a turn-around port for one route and a stop-over point for the route that went west to the lake head. This area was an important location for those vessels.

On behalf of the Municipal Heritage Committee,

Lloyd Beilhartz

Chair of the Municipal Heritage Committee
Lloyd Beilhartz

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Sam Piraino, Manager of Transit & Parking**

DEPARTMENT: **Community Development and Enterprise Services**

RE: **Transit Route Optimization Study**

PURPOSE

Staff is seeking Council's approval to implement changes as per the Transit Route Optimization Study as recommended by Transit Consulting Network.

BACKGROUND

Sault Ste. Marie Transit Services has experienced a ridership decline since 2011 with a dramatic decline in 2016. Over the 2011-2015 five-year period, Sault Transit dropped 102,994 revenue passengers. Transit experienced an additional drop of 183,358 revenue passenger rides in 2016.

Transit Consulting Network was retained in 2017 to undertake a Comprehensive Operational Review of Conventional Transit Services. The objectives of the study were to reverse the service and ridership decline in recent years, by looking at alternatives that can reduce average travel time and improve transit coverage to serve more residents. They also looked at reinstating late Sunday service and other measures to increase Transit ridership, while remaining within the existing 80,000 service hours.

ANALYSIS

Phase One: Critical Evaluation of Existing Transit Services

First part of the evaluation was conducted as a Transit Report Card and Peer Review. Comparisons were made on how Sault Ste. Marie's Transit Services compared to its peer group. Sault Transit's performance in terms of efficiency and effectiveness was at par with its peer group.

The second part of the evaluation was done through community engagement and stakeholder consultations. The consultant and staff held eight stakeholder meetings with groups such as transit operators, Garden River First Nation, Senior Management, Union Taxi, the Accessibility Advisory Committee and others. The consultant also conducted public information sessions at various locations within the City. Two surveys were conducted to identify community-wide priorities to improve transit service. A general public survey for transit users and non-users was available on-line and at various locations within the city and an employer survey was conducted to discuss various options such as employer shift times and employer subsidized monthly transit passes. It should also be noted that Algoma Steel conducted their own survey and they reported those results to the consultant.

Phase Two: Transit Service Plan

After all the data was collected in Phase One, the working group used the data to make improvements to the Service Plan. Users wanted more weekend service and more frequent and direct service to the northern part of the City. The Transit Consultant and the working group then worked on modifying the existing Transit Services Plan to meet the needs of the riding public, but without increasing the service hours.

The preliminary route and service concepts, and other improvements were presented to the community at three public open houses. A power point presentation was provided at the open houses, complemented by open house boards and individual route maps. A second general public survey was conducted seeking input on the proposed changes and provided the public an opportunity to provide more input.

Based on the feedback received, the study team revised some of the preliminary recommendations and undertook trial runs and tested travel times to determine final routings and to ensure timely transfers can be made at all transfer locations.

Phase Three: Transit Asset Management Plan

To support the Transit Services Plan, a number of investments were identified: Smart Card technology to improve transit efficiency, fleet replacement and expansion, bike racks on buses, passenger counters, Transit mobility hubs for the downtown terminal and a need for a northern satellite terminal. All of the above capital plans are dependent on Public Transit Infrastructure Funding.

FINANCIAL IMPLICATIONS
The change in the service level to include increased Sunday service and the addition of the Great Northern bus is offset by the adjustment in service hours and a reduction in summer service hours resulting in a zero impact to the operating budget for Transit Services.

The recommended 10-year Transit Capital Plan is estimated at $14.2 million and is not currently included in the 2018 Capital Budget and Forecast. Public Infrastructure Funding of approximately $31.7 million from the Federal and Provincial governments for 2018-2020 requires a municipal share of 27%, or approximately $11.7 million, over the same period. For certain rehabilitation projects the City's share is 17%, however it should be noted the Investing in Canada Infrastructure Program Transit Worksheet indicates a 15% national cap has been set for rehabilitation initiatives and it is likely this pool of funding is very limited. The funding of the City's share has not been identified at this time.

STRATEGIC PLAN / POLICY IMPACT
The topic of this report is linked to the Strategic Direction 2: Delivering Excellent Customer Services. The citizens of Sault Ste. Marie are the focus of our work and our existence. Providing outstanding service to citizens benefits the resilience of our community and our collective future as a society. Dynamic citizen engagement is critical to our success.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Transit and Parking dated 2018 04 09 be received as and that City Council

proceed with the implementation of the consultants Route Optimization Plan beginning June 3, 2018 which will include:

Return of late evening Sunday service,

Addition of the Great Northern bus to connect the Great Northern Road area to the Downtown Business area,

Moving forward with East-West connectors and route enhancements that reduce travel time and reduce the need to travel to the downtown terminal, and

Direct staff to develop a plan to maximize the City's share of the Public Transit Infrastructure Funding over the next ten years and make Transit Infrastructure a priority in order to leverage this funding opportunity.

Respectfully submitted,

Sam Piraino
Manager of Transit and Parking
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The Corporation of the City of Sault Ste. Marie
Transit Route Optimization Study

Transit Consulting Network **March 12, 2018**

City of Sault Ste. Marie Project Team

Project Manager	**Sam Piraino, Transit Manager**
Project Team	Brad Miller, Area Coordinator Christian Frost, Training Supervisor Andre Taavel, Transit Supervisor Justine Palmer, ParaBus Dispatcher

Transit Consulting Network Project Team

Principal & Project Manager	**Wally Beck, C.E.T**
Project Team	Vince Mauceri, Senior Technical Pat McAuley, Advisor Charles Fitzsimmons, Specialized Transit/ AODA Kim Laursen, Administrative/ Technical Support

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1 INTRODUCTION

1.1 Background

The City of Sault Ste. Marie is well known as a desirable and affordable place to live that also serves surrounding communities, complemented by the presence of Sault College and Algoma University. The population has decreased by 2.4 per cent since the last census in 2011 attributed mainly to challenges in the local steel industry, which was historically the core of the City's economy. To offset the impact of the steel industry's uncertainty in the past and present, the City has been successful in diversifying its employment base by attracting call centres, information technology firms, alternative energy companies, and forming partnerships such as the one with the Sault Ste. Marie Innovation Centre.

Sault Ste. Marie Transit (Sault Transit) ridership has been on the decline recently. Over the 2011-2015 five-year period, Sault Transit ridership dropped by 102,994 annual revenue passengers - a nominal 5.2% reduction from 1,990,583 passengers in 2011 to 1,887,639 passengers in 2015. This is not considered a large decline over 5 years; however, there was a significant recent drop of almost 10% (183,358 passengers) in just one year (from 2015 to 2016) to 1,694,358 passengers.

This additional decline in transit use can be largely attributed to the closure and relocation of St. Mary's College from the downtown, which was served by eight bus routes to Old Garden River Road north of Second Line where marginal transit is provided by only one route. This translates to reduced transit system revenues, which must be absorbed either through higher taxes, increased bus fares, reduced service, or a combination of all three. In 2016, the City of Sault Ste. Marie eliminated Sunday evening transit service as one measure to address the revenue shortfall. This resulted in additional ridership and revenue losses, and a loss of affordable mobility for residents that need it the most.

Transit Consulting Network was retained to undertake the 2018 City of Sault Ste. Marie Comprehensive Operation Review of Conventional Transit Services study, which was also branded as the City of Sault Ste. Marie Transit Route Optimization Study (Route Optimization Study). Although the study focused on conventional transit fixed route service, both ParaBus and Community Bus services were also addressed given the complementary roles they play in the city-wide public transportation network.

1.2 Study Objectives

To reverse the service and transit ridership decline in recent years, the study focus was in contrast to those taken during the 2006-2011 and 2012-2016 transit service reviews, which focussed on transit service expansion and ParaBus. Given the city's growth north of Second Line and along east-west routes in place, an increasing number of transit customers are taking over an hour to travel from home to their destination. The long travel times by bus for many transit customers is attributed to out-of-direction travel via the downtown terminal where all eight routes are timed to meet.

By looking at alternatives that can reduce the average travel time taken to get from point A to point B, amending transit service levels, and improving transit coverage to serve more residents, the City has the potential to work within existing resources to improve transit, including the reinstatement of late Sunday evening service and other measures to collectively increase transit ridership and revenues.

The Route Optimization Study addressed existing and future services relative to an updated policy framework and action plan customized for the City of Sault Ste. Marie that will:

- Focus on transit operations and the unique Sault Ste. Marie environment and roadway network
- Update route and service design principles based on what both transit customers and non-transit customers are saying to make transit more convenient and a mode of choice

- Reduce the need to travel to the downtown terminal to transfer
- Better serve St. Mary's College students
- Expanding the reach of transit beyond the City boundaries such as Garden River First Nation
- Understand growing expectations of seniors who are making up a larger portion of the population
- Appreciate the expectations of the millennial generation and new Canadians who, unlike previous generations, are more supportive of sustainability and the environment and as such, tend to defer auto ownership while some may choose to not own a car at all
- Maximize transit efficiency (how well our given resources are being allocated)
- Maximize transit effectiveness (the degree that transit meets resident needs)

Ultimately, the Route Optimization Study needed to reflect the input of a diverse group of stakeholders – transit customers, non-transit customers, front-line Sault Transit staff, businesses, senior management team, and Council. Recognizing that transit cannot be all things to all people, it was of paramount importance that the top priorities are met within the existing funding framework and that consensus is reached among all stakeholder groups.

The ultimate goal and challenge are to make adjustments to Sault Transit that will maintain the ability to meet community needs while operating effectively within available resources and 80,000 annual transit revenue hours of service. The study must find solid evidence on which to base recommendations that will lower the unit cost and/or improve the quality of conventional transit and community bus service, while ensuring full and timely compliance with AODA requirements.

Transit Route Optimization Plan Overall Objectives:

- Undertake a comprehensive analysis of Sault Transit routes and service levels
- Hear from transit passengers, staff, stakeholders, and the larger community about transit priorities.
- Consider all potential opportunities to improve route coverage and increase transit use.
- Identify and recommended transit service, infrastructure and related improvements.
- Build public awareness and support of Sault Transit and its services.
- Improve service without exceeding the 80,000 hours per year provided today.

1.3 Work Plan Summary

The study was undertaken in three phases:

- **Phase I: Critical Evaluation of Existing Transit Services** to fully understand Sault Transit relative to its performance and from the opinion of a wide range of stakeholders.
- **Phase II: Transit Service Plan** that was developed based on updated service standards, community priorities and best practices service design
- **Phase III: Transit Asset Management Plan** that ensures community-wide consensus is reached on the transit service plan that would be recommended by the study team

The study was launched on May 16, 2017.

In Focus: Route Optimization Plan Key Questions

Beyond its general goals, the Sault Transit Route Optimization Plan also set out to seek answers to the following specific questions:

- What is the **optimal route/ schedule design** for the short- and long-term?
- What **route design principals** and service standards should be employed moving forward?
- What transit **infrastructure** (e.g. bus stop**)** will be needed to support the transit service plan?
- What is a best practices **transit fare pricing** policy to reduce cash, grow ridership and increase revenues?
- How can the results of this study help the City better qualify for **future external funding** programs such as the Public Transit Infrastructure Fund?

To address the questions, the study addressed services relative to the route optimization plan that will:

- Focus on transit operations and the unique Sault Ste. Marie environment and roadway network.
- Update route and service design principles based on what both transit customers and non-transit customers are saying to make transit more convenient and, increasingly, the mode of choice.
- Understand growing expectations of seniors who are making up a larger portion of the population.
- Appreciate the expectations of the millennial generation and new Canadians who tend defer auto ownership and seek lifestyles less reliant on owning a car.

2 PHASE I: EVALUATION OF EXISTING TRANSIT SERVICE

2.1 Transit Report Card and Peer Review

The Canadian Urban Transit Association (CUTA) has kept records of individual transit systems and their performance across Canada since the 1970's when transit systems began reporting data annually. The data is summarized in the Canadian Urban Transit Fact Book. This mature database has evolved over the years, is consistent and is designed for industry professionals. The Ministry of Transportation of Ontario requires Ontario municipalities that apply for the 2-cent per litre dedicated gas tax funding to report similar statistics as a condition of funding. The Ontario database is managed by CUTA.

The data was analyzed for two purposes:

- To measure Sault Transit performance over a 5-year period
- To assess how Sault Transit performed in relation to its peer group in 2015

2.1.1 2011-2015 Sault Transit Report Card and Peer Review

Exhibit 1: 2011-2015 Sault Transit Performance Data quantifies the change in performance over the five-year period.

2011 to 2015 CUTA Statistics - Sault Ste. Marie Report Card													
Year	Municipal Population	Ridership (revenue passengers)	Fleet Size	Total Direct Operating Expense	Passenger Revenues	Revenue Vehicle Hours	Cost Efficiency (Cost per Hour)	Revenue Passengers per Revenue Hour	Revenue Vehicle Hours per Capita	Revenue Passengers per Capita	Municipal Operating Contribution per Capita	Adult Cash Fare	Average Fare
2011	74,200	1,990,583	30	$7,695,032	$2,270,247	82,594	$92.41	24.1	1.18	28.48	$61.57	$2.25	$1.14
2012	74,200	1,975,039	30	$8,312,536	$2,382,104	82,314	$100.06	23.99	1.18	28.26	$69.57	$2.50	$1.21
2013	74,200	1,950,893	29	$8,483,449	$2,384,306	83,548	$100.86	23.35	1.20	27.91	$73.83	$2.50	$1.22
2014	74,200	1,978,645	27	$8,325,653	$2,390,521	84,007	$98.51	23.55	1.20	28.31	$70.01	$2.50	$1.21
2015	74,200	1,877,639	29	$8,225,607	$2,285,144	84,153	$97.04	22.3	1.20	26.86	$71.78	$2.50	$1.22
% Change 2015 Vs 2011	0.0%	-5.7%	-3.3%	6.9%	0.7%	1.9%	5.0%	-7.4%	1.7%	-5.7%	16.6%	11.1%	7.0%

Exhibit 1: 2011– 2015 Sault Transit Report Card

Comparisons were made of the various operating, service performance and financial data. Caution should be exercised when assessing peer review statistics since the peer review only provides a high-level assessment of transit service levels and costs in other comparable jurisdictions. The peer reviews are also provided to help to understand transit industry statistics reported elsewhere for accountability and to identify the levels of local investment, which tend to drive the decision-making process relative to service quantity.

The criteria guiding the selection of peer review jurisdictions for comparison purposes with the City of Sault Ste. Marie were Ontario municipalities with a population between 50,000 and 150,000. Individual transit system statistics across Ontario can vary significantly due to factors such as:

- Local labour costs
- Population and population density
- Municipally operated versus contracted services
- Climate and topography

- Local bus fare policies
- High school student transportation policies (yellow school bus versus public transit)
- Local financial commitment to transit

Eleven (11) Ontario municipal jurisdictions were selected and the data illustrated in Exhibit 2 below.

2015 Conventional Transit Fact Book Statistics Peer Review										
Jurisdiction	Municipal Population	Ridership (revenue passengers)	Revenue Vehicle Hours	Cost Efficiency (Cost per Hour)	Revenue Passengers per Revenue Hour	Revenue Vehicle Hours per Capita	Revenue Passengers per Capita	Municipal Operating Contribution per Capita	Adult Cash Fare	Average Fare
Sault Ste. Marie	**74,200**	**1,877,639**	**84,153**	**$97.04**	**22.3**	**1.20**	**26.9**	**$71.78**	**$2.50**	**$1.22**
Sudbury	160,274	4,263,622	166,715	$114.22	25.6	1.21	30.9	$77.97	$3.00	$1.76
Guelph	141,097	6,386,104	308,800	$82.26	20.7	2.19	45.3	$92.12	$3.00	$1.61
Barrie	142,000	2,539,382	172,049	$94.30	14.8	1.27	18.7	$70.90	$3.00	$2.00
Brantford	97,862	1,521,531	76,149	$115.53	20.0	0.78	15.6	$46.72	$3.00	$1.87
Milton	103,700	418,055	33,338	$112.29	12.5	0.39	4.9	$29.09	$3.25	$2.47
Kingston	127,250	4,659,300	219,323	$84.34	21.2	1.90	40.5	$111.68	$2.75	$1.35
Peterborough	80,000	3,404,333	122,639	$85.06	27.5	1.53	42.6	$60.03	$2.50	$1.38
Niagara Falls	85,000	2,258,555	79,949	$113.88	28.3	1.00	28.2	$73.63	$2.75	$0.61
St. Catherines	149,331	5,489,764	168,704	$108.35	32.5	1.13	36.8	$59.14	$3.00	$1.63
Thunder Bay	146,000	3,600,425	144,378	$106.27	24.9	1.32	33.0	$92.46	$2.65	$1.43
Peer Group Avg.	**123,251**	**3,454,107**	**149,204**	**$101.65**	**22.8**	**1.27**	**29.6**	**$71.37**	**$2.89**	**$1.61**

Exhibit 2: 2015 Sault Transit Peer Review

2.1.2 Assessment of Sault Transit Performance

2.1.2.1 Transit Ridership and Services Hours

As can be seen in Exhibits 3 and 4, while the amount of service provided increased marginally by 1.9% from 2011 to 2015 in Sault Ste. Marie, ridership had dropped by 5.7%. An additional drop of over 183,000 passengers (10%) in 2016 was experienced over 2015 where only 1,694,358 passengers were carried.

Exhibit 3: 2011-2015 Sault Transit Ridership

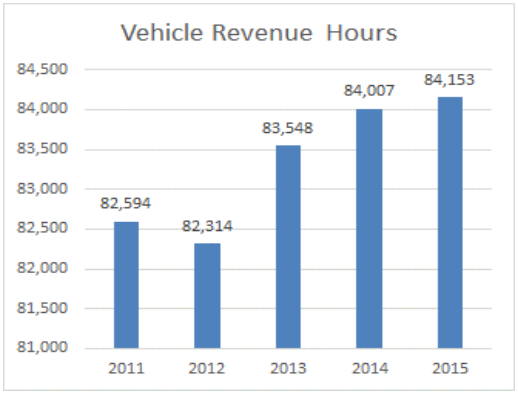


Exhibit 4: 2011-2015 Sault Transit Revenue Hours

The bulk of the transit ridership drop is attributed to the February 2015 relocation of St. Mary's College from the downtown, which was served by all 8 routes to Second Line East at Pine Street, which is only served by the North Route. In addition, the transit ridership drop is also attributed to the economic

downturn that was experienced such as the Tenaris Algoma Tubes plant shutdown, which resulted in an overall reduction in work travel by bus. To help mitigate the impact on the tax payer, in 2016 Sault Transit reduced its service by over 4,000 hours on an annualized basis (approximately 5%) by eliminating late night Sunday service. As expected, the reduction of late Sunday evening service met with negative reaction from the public since captive transit customers – those that have no alternative – are now forced to use cost prohibitive taxis or rely on friends and family.

To quantify the relative amount of service provided by the City of Sault Ste. Marie, the Service Hours per Capita measure has been developed in the industry, which is simply the number of annual hours of revenue service divided by the service area population. These have been summarized in Exhibits 5 and 6.

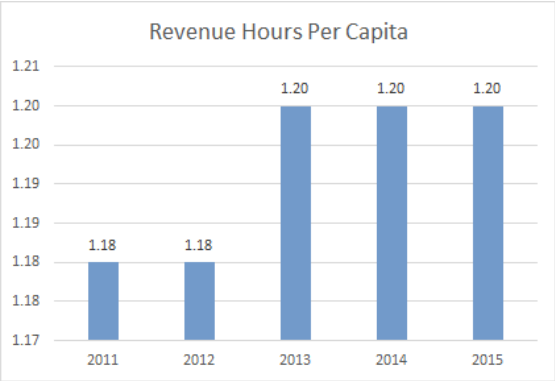


Exhibit 5: 2011-2015 Sault Transit Revenue Hours per Capita

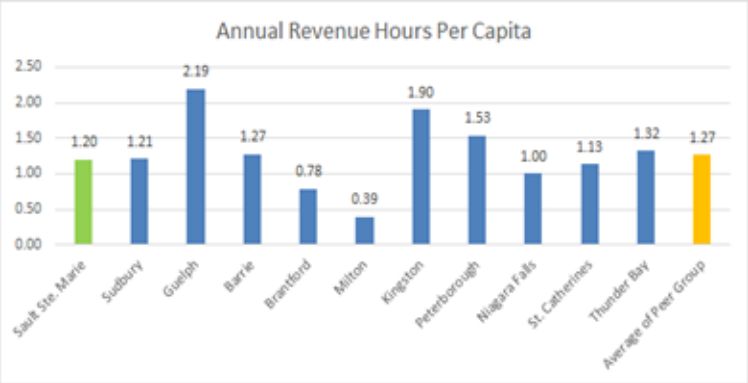


Exhibit 6: 2015 Peer Group Revenue Hours per Capita

On a per capita basis, Sault Transit increased service from 2011 to 2013 marginally by 1.7%, which remained constant through 2015. In comparison to its peer group in 2015, Sault Transit provided a nominal 5% less service hours per capita. If taking into consideration the 4,000 hours of reduced service in 2016, Sault Transit offered 1.08 hours of service per capita, which represents less service than was in place in 2012 and 15% less than the 2015 peer group average of 1.27 service hours per capita.

2.1.2.2 Sault Transit Efficiency

Transit systems across Canada use the Revenue Passengers per Hour of service statistic as one measure to quantify transit efficiency and to help determine when to increase or modify service. Exhibit 7 and Exhibit 8 illustrate Sault Transit's efficiency from 2011 to 2015 and in comparison, to its peer group, respectively.

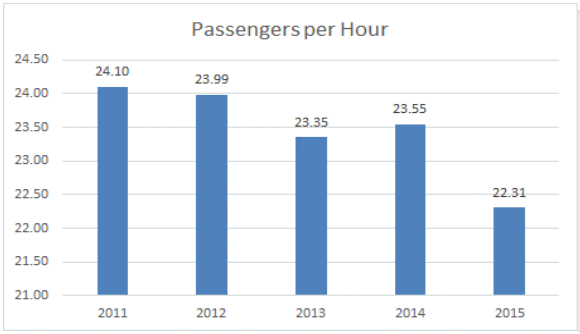


Exhibit 7: 2011-2015 Sault Transit Passengers per Hour

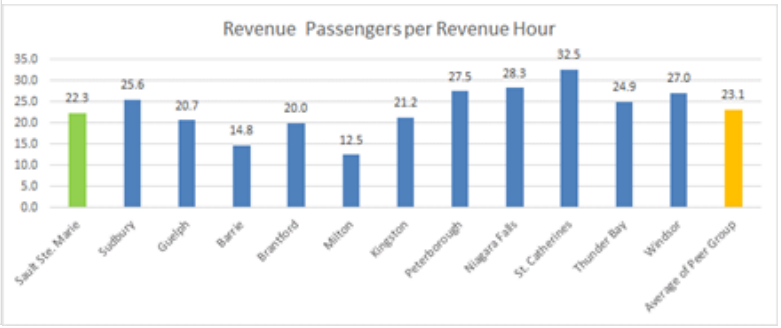


Exhibit 8: 2015 Peer Group Revenue Passengers per Hour

Sault Transit experienced a 7.4% reduction in service efficiency from 2011 to 2015 to 22.31 passengers per hour in 2015, which was 10% below its peer group average of 24.9 passengers. With further reductions in the passengers carried and the service offered in 2016, transit efficiencies declined a further 5% to approximately 21.2 passengers per hour.

The challenge is to now stabilize and even reverse the recent transit efficiency decline through implementation of transit ridership growth strategies and route optimization, which is what this study is all about.

2.1.2.3 Sault Transit Service Effectiveness

A key measure of a transit system's effectiveness is how many trips are taken annually based on the population served in a given year. If transit ridership growth exceeds population growth then service is deemed to be more effective and as such, transit becomes a more integral component of urban travel.

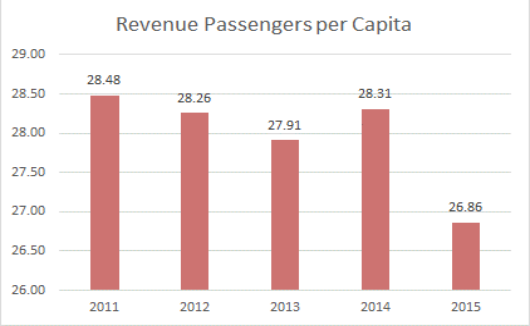


Exhibit 9: 2011-2015 Transit Revenue Passengers per Capita

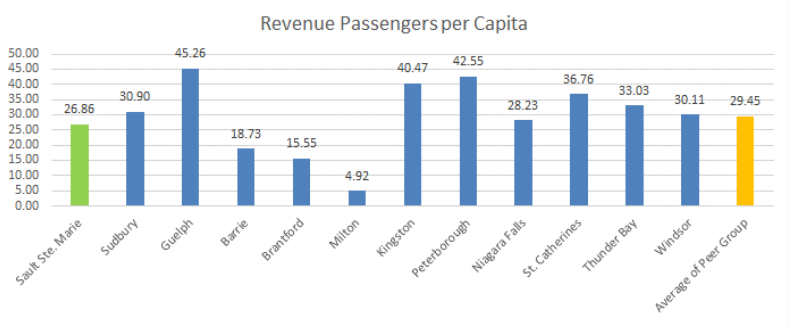


Exhibit 10: 2015 Peer Group Revenue Passengers per Capita

Exhibit 9 shows that on a per capita basis Sault Transit's effectiveness was relatively stable from 2011 to 2014 then dropped to 26.86 trips per capita in 2015 (5.7% less than in 2011) - 9% below that of Sault Transit's peer group average of 29.45 trips per capita. In 2016, there was a further reduction to 24.2 trips per capita, which was expected given service was reduced by 4,000 hours on an annualized basis.

2.1.3 Sault Transit Financial Indicators

A key metric that transit systems use to track financial performance is the direct and auxiliary operating expense in a given year divided by the total vehicle hours (i.e. revenue service, deadheading and charters), which can vary significantly between transit systems due to differences in operating environments. A more important comparison would be to look at an individual transit system's performance over time to identify trends while a peer group comparison provides an opportunity to determine whether or not a transit system costs are in line with the 'norm'.

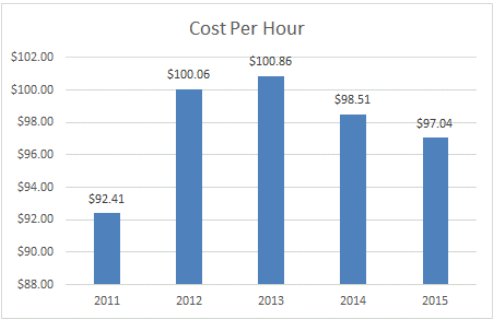


Exhibit 11: 2011-2015 Sault Transit Cost per Hour

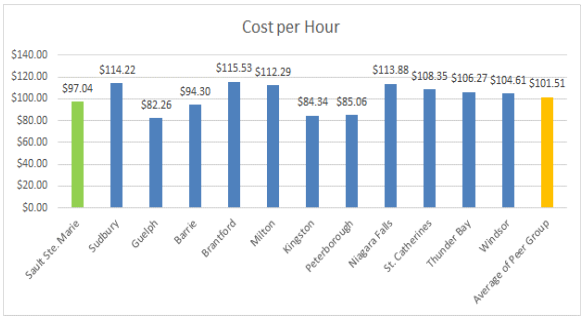


Exhibit 12: 2015 Peer Group Cost per Hour

Exhibit 11 illustrates that Sault Transit's hourly cost in had increased significantly from 2011 to 2012 primarily attributed to increased bus operator costs (6%) and a 28% jump in fuel prices in 2012 over 2011. After hitting a peak of $100.86 per hour in 2013, costs dropped 5% over 5 years to $97.04 primarily due to a $174,000 reduction in general administrations expenses. This can be attributed to $100,000 of TransCab service costs being transferred to the Community Bus account while the remaining $74,000 was primarily attributed to staff adjustments.

Sault Transit's 2015 hourly cost is 4.5% below the average of peer group at $101.23 per hour. The peer group values ranged from a low of $82.26 in Guelph to a high of $114.22 in Greater Sudbury. Transit system wage rates, operating environments, topography, etc. can vary significantly across Ontario and as such, the hourly cost of service should not be compared directly with any individual transit system.

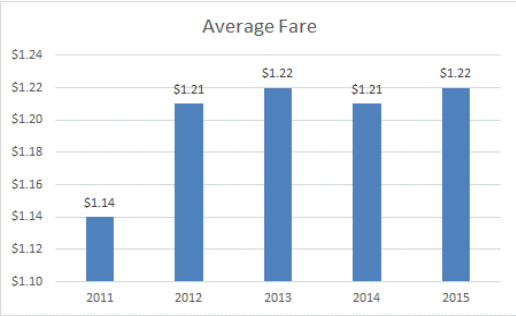


Exhibit 13: 2011-2015 Sault Transit Average Fare

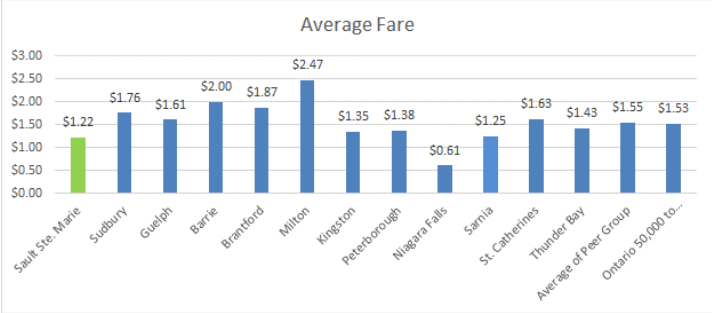


Exhibit 14: 2015 Peer Group Average Fare

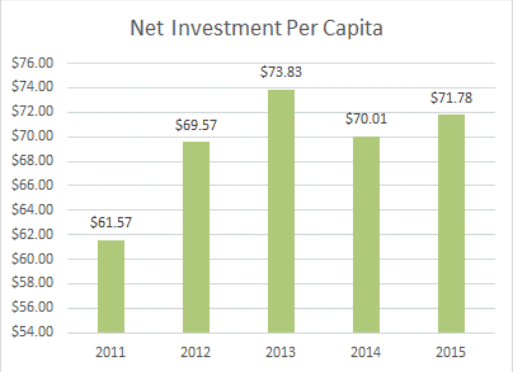
The adult cash fare reported in 2011 (Exhibit 13) was $2.25 while the average fare paid was $1.14. When the adult cash fare increased to $2.50 in 2012, it was unchanged through 2015; this explains why the average fare has remained relatively unchanged at $1.22. What is telling is that in Exhibit 14, the average transit fare of $1.22 is 21.3% below the peer group average of $1.53 in 2015. The Sault Transit average fare reported in 2016 increased marginally to $1.28. The relatively low average fare is worth pointing out since a fare increase could be more justified if service hours were to be expanded at the same time.

Of the total direct operating cost of $8,225,607 to operate Sault Transit 2015, $7,021,147 was attributed to variable operating costs – fuel, bus operators, maintenance – for the 84,761 total vehicle hours operated. This equates to $82.83 per vehicle hour travelled. With service reduced by 4,000 hours annually, this saves $331,320 in operating costs annually less revenues that would be lost due to the reduced service. To put this into perspective, if the average Sault Transit fare increased by 20 cents to $1.42, the average fare would still be below that of the peer group while Sault Transit revenues would have likely increased by $375,000 – well above the cost savings realized with the service cutback.

Although fare increases are unpopular, they are necessary to offset inflation and to maintain service levels; otherwise, increased municipal taxes are needed to support transit. As a rule, transit customers are less sensitive to fare increases if it means maintaining or expanding transit service. Since the vast majority of transit customers are captive to transit, it is logical to assume that the ability to get to and from work (including those who work Sunday evenings) or travelling for other trip purposes takes precedence over the transit fare price.

A municipality's commitment to transit is reflected by the quality of the transit service (e.g. service reliability) and the quantity of the transit service provided (e.g. hours of service per capita), which is

dictated by the financial resources made available. The municipal operating contribution per capita is a measure of the local municipal investment that is calculated using net transit costs (total direct operating costs less revenues) and dividing by the population served by transit. Since transit operates as deficit – not unlike other municipal services – the net cost per capita can also be expressed as the net investment per capita as illustrated in Exhibits 15 and 16 below.



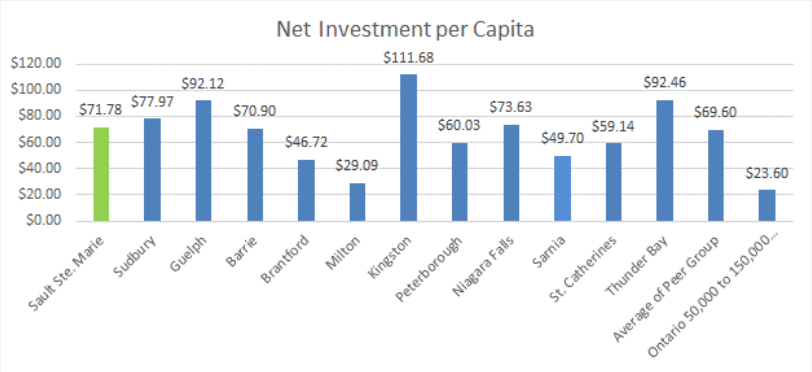


Exhibit 15: 2011-2015 Sault Transit Net Investment per Capita **Exhibit 16: 2015 Peer Group Net Investment per Capita**

As shown in Exhibit 15, the City of Sault Ste. Marie's net investment per capita jumped from $61.57 to $73.83 in 2012 then stabilized to $71.78 in 2015, which is relatively on par with the peer group average of $69.60. If the average fare had kept pace, it is likely that the net investment per capita would have resulted in lower net costs to the taxpayer.

2.1.4 Summary of Report Card and Peer Review

Over the 2011-2015 five-year period, Sault Transit's ridership and performance was fairly steady during the first four years (to 2014) but has since pared back due to factors beyond its control. For example, the closure of Tenaris Algoma Tubes resulted in fewer transit trips being taken. This also continued into 2016, which prompted the City to eliminate late evening service on Sundays in order to reduce the impact to the taxpayer. Although the service cutback affected the fewest transit customers, it continues to be an unpopular move for those affected.

In the 2015 Peer Review, Sault Transit's performance in terms of efficiency and effectiveness was at par with its peer group for the most part. What was notable is that while the hourly cost to provide service was less than that of the peer group, transit fares had not kept pace, being approximately 20% below the peer group value. Raising transit fares may be justified; however, a 20% jump to be at par with its peer group would, in our opinion, be too dramatic and result in a reduction in transit ridership even if the late evening Sunday service were to return.

The challenge for this study is, therefore, to maximize the return on investment through the introduction of transit ridership growth strategies that optimizes Sault Transit's route network and service design. For example, should duplication of service be eliminated in some cases and a transit customer's travel time to get from point A to point B is reduced, this can make transit travel more attractive and efficient. This, in turn, could enable Sault Transit to bring back late evening Sunday service while also attracting new transit customers.

2.2 Round 1 Community Engagement

Transit Consulting Network (TCN) initiated the first round of the study's community engagement process, which consisted of four components:

- Preliminary stakeholder consultations
- Public Information Centre (PIC) to launch the study and obtain preliminary comments
- Community-wide on-line and hard copy survey to obtain input from residents throughout the community whether or not they are transit customers
- Employer-based on-line survey

The purpose of the first round of consultations was to determine community-wide priorities at the outset of the study that would guide the development of route and service concepts that, when combined with industry best practices, would be short-listed and carried forward into a recommended route optimization and transit service plan.

2.2.1 Stakeholder Consultations

The stakeholder consultations consisted of informal roundtable meetings presenting all participants with an opportunity to be involved in very frank discussions, which would go a long way to successful study completion. TCN provided an overview of the study and the desired study outcomes along with best practices in similar municipalities with transit systems across Ontario. This information provided the meeting participants with background relative to the role that transit can play to better enable them to provide meaningful input based on their own perspectives. The discussions enabled TCN to more fully understand community needs from a cross-section of interest groups.

A key study objective that was discussed with the participants is that the route optimization plan would be based on transit service plan that would not exceed the 80,000 revenue hours of service being offered today. It was made clear that consideration would be given to reallocating the 80,000 hours of transit service in a strategy that would improve service levels where they were needed and reduce service hours where they were not justified based on community priorities. Ultimately, the route optimization and service plan would be designed to increase transit ridership and overall transit system efficiencies within the existing funding framework.

TCN and Sault Transit staff facilitated eight stakeholder meeting, open houses:

- Bus Operations Working Group (May 16)
- Sault Ste. Marie Innovation Centre (May 17)
- Bus Operator Open House during shift change (June 12)
- Garden River First Nation (June 13)
- Senior Management Meeting (June 13)
- Union Taxi - ParaBus operator (June 14)
- Accessibility Advisory Committee (June 14)
- Steelton Seniors Centre (July 10)

The objective of the stakeholder meetings was to provide Transit Consulting Network with a preliminary understanding of community priorities from a wide range of perspectives. The meeting agendas were kept simple. Participants were provided with an overview of the objectives of the Route Optimization Study then invited to express to Transit Consulting Network and Sault Transit staff what services offered by Sault Transit worked well and what areas needed improvement.

Bus Operations Working Group
The bus operations working group was established for the study to obtain input on potential route optimization concepts from the perspectives of bus operators and transit supervisors. This input is deemed critical to ensure that what is brought forward to the public is reasonable and could be implemented based on their more detailed knowledge of the transit operating environment. The first meeting on May 16, 2017 was to advise the working group about the study launch and the role they would play throughout the study.

Sault Ste. Marie Integrated Geomatics Innovation Centre
TCN met with four Innovation Centre staff and was provided with an overview of the extensive GIS data layers available that could be used to help optimize the transit route network. In this regard, the benefits of the data layers that could prove to be useful for the study includes but is not limited to the following:

- GIS data is updated monthly
- Stats Canada data is likely to be updated during the course of the study; however, if not available, the current data will suffice
- All bus stop infrastructure is identified
- Since all property addresses are registered and sidewalks/ walkways coordinates are in place, actual walk distances to bus stops can be obtained; this can be used to calculate the percentage of homes and businesses within acceptable walk distances of a bus stop
- Demographic data such as by income and age can help to assess the impact of alternative transit route designs
- The planned automatic passenger counter (APC) data collection to provide the number of ons and offs by bus stop could be correlated with other GIS data layers (e.g. average transit use by household)

In addition to the aforementioned, the advent of smart card technology will provide data such as individual card user information (e.g. age, frequency of transit use by bus stop and time period, origin-destination information) can prove useful for future planning purposes.

Bus Operator Open House
Given the smaller size of the Bus Operations Working Group, it was deemed important that all bus operators and supervisors had an opportunity to provide their individual input to the study. Bus operators were invited to attend a bus operator open house during from 2:00 to 4:00pm June 12, 2017 to accommodate the afternoon shift change. Approximately 14 bus operators participated and provided initial verbal input with the opportunity to provide additional written input to the study.

Garden River First Nation Meeting
TCN and Sault Transit staff met with Garden River First Nation at their request to assess what their needs were and whether or not the route optimization plan could accommodate them given their close proximity to the Route 4 Riverside endpoint on Fournier Road at Trunk Road. The desire to have service extended into the Garden River community was deemed necessary to enable residents to have access to and from goods and services within Sault Ste. Marie while also enabling residents of Sault Ste. Marie to travel to destinations within Garden River such as the bingo hall.

Garden River First Nation residents that were identified as needing public transit were elders so they could become more socially active and post-secondary students so they can have affordable access to and from school. The additional cost of the service would be borne by Garden River First Nation.

Senior Management Meeting
TCN met with Albert Horsman (CAO) and Thomas Vair (Deputy CAO) and Don Scott (Manager of Transit and Parking) to review the Route Optimization study objectives. Key transit service issues discussed were the return of Sunday evening service and the financial challenges being faced by the City. Although the study objective to provide a maximum 80,000 of revenue service was stated, there may be some flexibility provided the net financial impact (cost less revenues) was not exceeded. For example, small fare increases or changes to increase transit ridership could be considered.

Discussions about the transit fleet revealed that Council would be interested in identifying the potential for using mid-size buses on regular transit routes. It was also pointed out that Sault Transit has one of the oldest transit fleets in Canada, averaging approximately 12 years of age while buses have a life cycle of 12 years, which can be extended up to 16-18 years with scheduled refurbishment after 9 to 10 years. Although previous studies recommended a fleet replacement budget in order to modernize the fleet, Sault Transit was only able to secure funding for used transit buses, which results in a larger spare ratio, higher maintenance costs and higher than acceptable bus breakdowns, which negatively impacts service reliability.

Union Taxi Meeting
Union Taxi provides the ParaBus service on behalf of the City of Sault Ste. Marie with three accessible vans and an accessible 14-passenger bus. Sault Transit ParaBus staff book the trip requests and send in a schedule to Union Taxi on a daily basis. The meeting with TCN revealed that Union Taxi could, if required, have the ability to provide fixed-route service to areas where demand for fixed-route transit may not be warranted.

Accessibility Advisory Committee
TCN met with Diane Morrelle, representing the Accessibility Advisory Committee plus one ParaBus customer to discuss how Sault Transit may be better able to meet ParaBus registrant needs. Highlights of the issues and opportunities discussed were:

- The requirement to book two weeks ahead for trips is considered a challenge for eligible ParaBus registrants if it is for travel outside of regularly scheduled trips such as work
- If ParaBus has ‘last minute’ cancellations, other eligible residents are not aware of the change and as such, previously scheduled trips would go unfulfilled
- Community Bus does meet some of their needs where bus stop accessibility is not an issue (e.g. Cambrian Mall)
- There are trips made by some ParaBus registrants on fixed-route transit and Community Bus service, which is encouraged by the 6-punch pass that provides free transit; however, it was pointed out that many ParaBus registrants are not aware of the program

Improvements are sought in the area of travel training to encourage ParaBus registrants to use Sault Transit where ‘feasible’. In order to maximize feasibility, the Accessibility Advisory Committee would like to see additional funds invested in making the bus stop infrastructure more accessible so that reliance on ParaBus by some registrants can be reduced during milder weather conditions. In addition, the concept of a ‘fixed flex-route’ service – a fixed route that can deviate from route to accommodate a ParaBus registrant - was supported.

Social Services – Sault Ste. Marie District
Meeting was held with Mike Nadeau, Chief Administration Officer, who provided an overview of a Social Services management group meeting that provided input to the Route Optimization Study. Social Services' primary responsibilities are Ontario Works (job training and placement), social housing, child care, and emergency medical services. The City of Sault Ste. Marie pays 88% of the cost of the Social Services budget.

Highlights of the discussion with Transit Consulting Network revealed the following:

- Social Services started to de-centralize their offices to be closer to where people reside in response to the reality that, in some cases, some clients needing to begin their transit journey up two hours ahead of their appointment time.
- Elimination of late evening Sunday service has impacted some clients' ability to take transit to, for example, call centres, forcing them to walk long distances or use cost-prohibitive taxis or leave their place of employment altogether;
- When a client accesses emergency medical services, they have no affordable means of returning home once they leave the hospital
- Social Services provides over $50,000 per month to clients to purchase bus passes, which Social Services must track administratively (e.g. confirmation of bus pass receipts). 10,209 passes in 2016 and 5,489 from January – July 2017.
- Would consider a bus pass program that covers the cost of other client family members to accommodate, for example, affordable travel by family member students that are 12 years or older (e.g. youth bus pass); this would assist the family financially by eliminating one expense and allocating the money saved for other necessities

A key objective for Social Services is to 'help people move off the system' through learning centres, job skills training, and assistance when starting out with an employer. It is also recognized that quality of life can be improved for lower income families if bus transportation can be subsidized or provided free for family members other than the adult client. In this regard, Social Services would consider simply transferring, and possibly increasing, financial resources to accommodate subsidized or free bus travel for qualifying residents and family members. This would help enable low household income to increase their participation in the community and to access part time jobs by other family members (e.g. students).

Social Services suggested that the bus pass program administration be transferred to Sault Ste. Marie Transit with the funds transferred directly to the City.

2.2.2 Public Information Centres

To launch the study to the general public, a Public Information Centre (PIC) was held at the downtown bus terminal 3:30-5:30pm on Tuesday, June 13, 2017 to advise transit customers of the study launch and to provide them with an opportunity for input early in the study. Two Transit Network Consultant staff and three Sault Transit staff were in attendance to answer questions and assist with recording comments and concerns for those that could not fill out a comments form.

Following the main PIC, Sault Transit staff hosted three additional PICs:

- Downtown Transit Terminal (July 4: 10:00am – 12 noon)
- Station Mall (July 5: 1:30pm – 3:30pm)
- Sault Area Hospital (July 6, 1:30pm – 3:30pm)

The three added PICs were well received and helped to build the response rate to the on-line community-wide survey that was underway and it provided an opportunity for Sault Transit staff to assist residents with the filling out of the form.

The initial June 13, 2017 PIC resulted in 53 comments received in addition to email inquiries, which were summarized as follows:

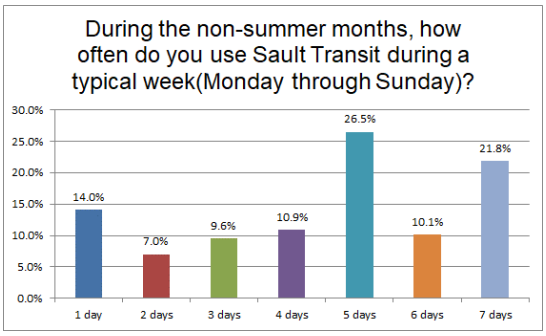
Suggestions	
More Sunday Service	21
Newer Buses with Air-conditioning	5
More Transfer Points	2
Later Evening service	2
Want Cheaper fares	2
More locations to purchase E-Pass	1
More Shelters	1
Smart Card	1
Other	14
Positives	
Drivers are courteous and helpful	4

2.2.3 On-line Transit Surveys

An on-line general public transit survey for both transit customers and on-transit customers were launched on June 29, 2017 and closed on July 21, 2017. There was a total of 837 respondents to the online and hard copy transit survey; this represents a 1.1% sample of the total population of Sault Ste. Marie. To complement the survey, a separate employer survey was distributed to businesses on August 9, 2017 by transit staff with 58 companies participating, including Algoma Steel who also conducted an employee poll and passed on their findings to the study team.

2.2.3.1 On-line Survey for Transit Customers

Two-thirds responded that they used Sault Transit within the last 3 months (considered transit customers) while one-third did not, which are considered to be non-transit customers. It is the non-transit resident that represents Sault Transit's relatively untapped and largest market potential.

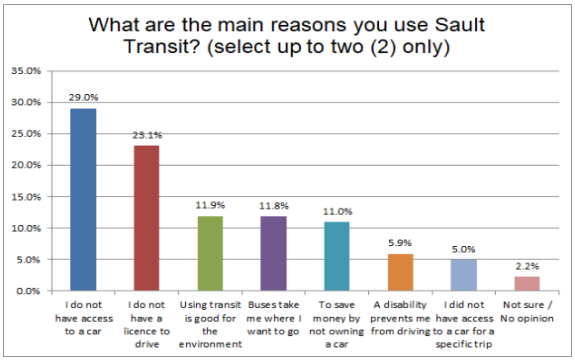


Although the on-line survey is not statistically significant, it does offer a snapshot of the total Sault Transit market, which can then be compared to the information received during the workshops and public information centres.

A large majority (58.4%) reported they used transit at least 5 days per week with a significant 21.8% indicating they use transit seven days a week, which would help to explain the importance of returning late evening service on Sundays based on the feedback received prior to the launch of the online survey.

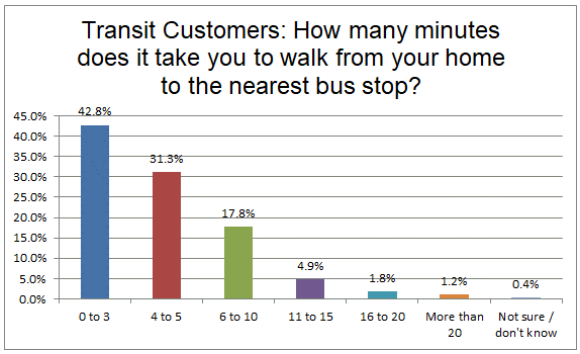
During the non-summer months, how often do you use Sault Transit during a typical week (Monday through Sunday)?		
Answer Choices	Responses	
1 day	14.0%	72
2 days	7.0%	36
3 days	9.6%	49
4 days	10.9%	56
5 days	26.5%	136
6 days	10.1%	52
7 days	21.8%	112
	Answered	**513**
	Skipped	**324**

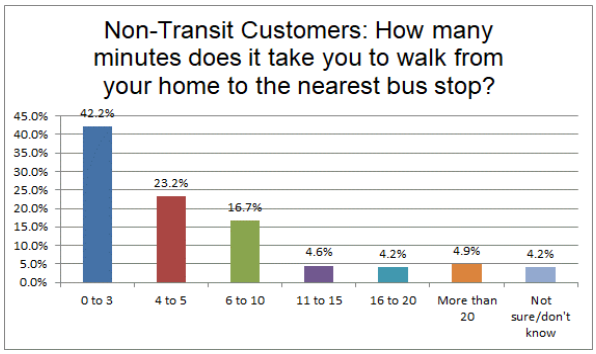
What are the main reasons you use Sault Transit? (select up to two (2) only)		
Answer Choices	Responses	
I do not have access to a car	29.0%	246
I do not have a licence to drive	23.1%	196
Using transit is good for the environment	11.9%	101
Buses take me where I want to go	11.8%	100
To save money by not owning a car	11.0%	93
A disability prevents me from driving	5.9%	50
I did not have access to a car for a specific trip	5.0%	42
Not sure / No opinion	2.2%	19
	Answered	**513**
	Skipped	**324**



When asked why transit was taken, over half of the 513 responses indicated not having a car or license, or they were unable to drive due to a disability. What is considered significant is that almost 11% indicated that it saved them money by not owning a car while 11.9% indicated environmental reasons; this is in line with the thinking of the emerging millennial generation; however, it also applies to the lower income cohort.

Of course, one of the most significant factors in determining whether or not one can or will use transit is the walk distance to the nearest bus stop. As a guide, transit bus stops should be within a 5-minute walk of 90% to 95% of residences, which equates to approximately 450 metres. Bearing in mind the 450-metre walk distance standard, the following responses are considered significant.



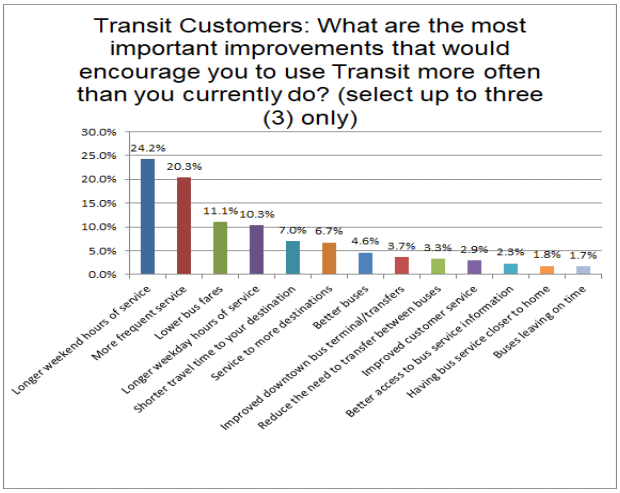


Only 74.1% of the respondents reported they were within a 5-minute walk to a bus stop compared to 65.4% of the 324 non-transit customers. Again, although the data is not statistically significant, the numbers provide a clear understanding of what needs to be overcome, namely, improving route

coverage where financially feasible. What the information does tell us is that improved service area coverage may need to be explored further. While reasonable walk distance access to transit is a priority based on industry best practices, transit customers are also sensitive to the need for other improvements, which they were able to select up to three when asked the question.

The breakdown of the improvement priorities from a transit customer perspective (up to 3 could be selected) would need to be addressed to the extent possible in the proposed route and schedule design. When listed in desired transit improvement priorities, transit customers listed longer weekend hours as the number one priority, which is double that of extending weekday evening hours. Again, this in line with input received during the public meetings held before the survey. More frequent service was the second most desired improvement.

It is interesting to note that only 7% of the respondents rated shorter travel time as a priority. This can be explained by the fact that over half of the transit customer responses related to not having access to a car or the inability to drive due to a disability.

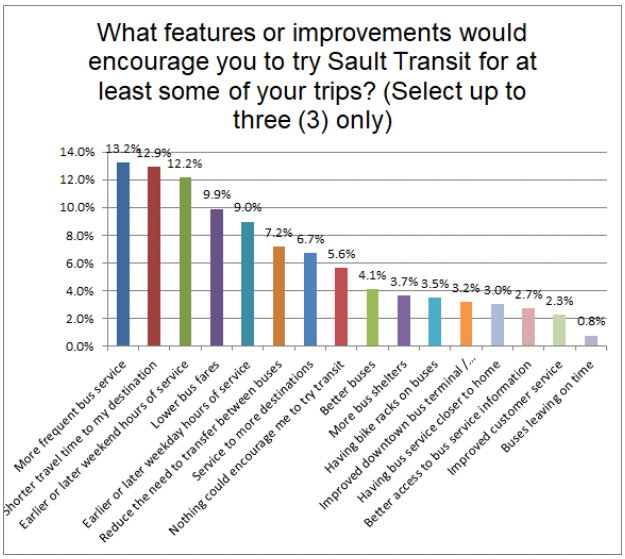


Transit Customers: What are the most important improvements that would ecourage you to use Transit more often than you currently do? (select up to three (3) only)		
Answer Choices	Responses	
Longer weekend hours of service	24.2%	334
More frequent service	20.3%	280
Lower bus fares	11.1%	153
Longer weekday hours of service	10.3%	142
Shorter travel time to your destination	7.0%	96
Service to more destinations	6.7%	93
Better buses	4.6%	64
Improved downtown bus terminal/transfers	3.7%	51
Reduce the need to transfer between buses	3.3%	45
Improved customer service	2.9%	40
Better access to bus service information	2.3%	32
Having bus service closer to home	1.8%	25
Buses leaving on time	1.7%	23
	Answered	**513**

2.2.3.2 On-line Survey for Non-Transit Customers

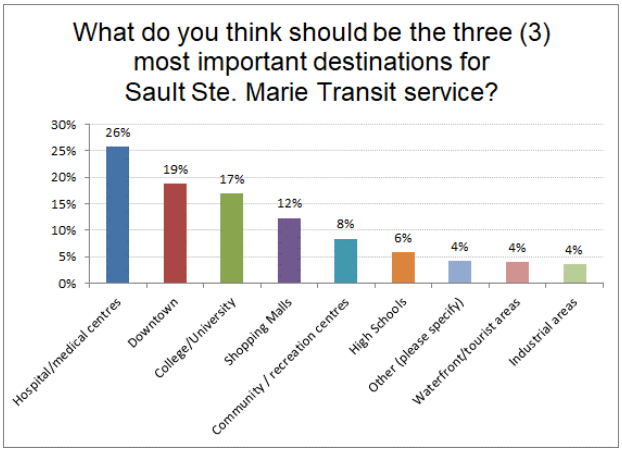
When non-transit customers were asked for the top three improvements they would like to see that would encourage them to use transit at least some of the time, 263 respondents answered (up to three reasons could be given). It is interesting to note that only 5.6% of the total responses given indicated transit would not be used, regardless of the improvements. This confirms that vast majority of the non-transit customer market may consider transit as an alternative to a private vehicle.

In order to determine what improvements to Sault Transit could be made to attract non-transit customers to transit for a least some of their trips, non-transit customers were asked to provide up to three improvements.



Non-transit Customers		
What features or improvements would encourage you to try Sault Transit for at least some of your trips? (Select up to three (3) only)		
Answer Choices	Responses	
More frequent bus service	13.2%	87
Shorter travel time to my destination	12.9%	85
Earlier or later weekend hours of service	12.2%	80
Lower bus fares	9.9%	65
Earlier or later weekday hours of service	9.0%	59
Reduce the need to transfer between buses	7.2%	47
Service to more destinations	6.7%	44
Nothing could encourage me to try transit	5.6%	37
Better buses	4.1%	27
More bus shelters	3.7%	24
Having bike racks on buses	3.5%	23
Improved downtown bus terminal / transfers	3.2%	21
Having bus service closer to home	3.0%	20
Better access to bus service information	2.7%	18
Improved customer service	2.3%	15
Buses leaving on time	0.8%	5
	Answered	**263**

More frequent service and shorter travel times were the two top reasons given followed by longer service hours and lower bus fares, which together represents 57.2% when looking at the top 3 priorities. It is interesting to note that the top five priorities selected for the non-transit customer are in line with the priorities being sought by transit customers such as longer service hours, more frequent service, shorter travel times, and lower bus fares; they represented 73.1% of the responses. What this indicates is that if improvements are made to Sault Transit to address transit customer priorities, the improvements will also meet the top priorities that non-transit customers would like to see.



Many comments received during the public consultation process were directed at improved service to the Sault Area Hospital, which is reflected the 'Hospital/ Medical Centres' as the highest priority destinations of those surveyed. This tells us that a route plan that improves service to the Hospital would be welcomed. The top three destinations point to the potential for better service linking the downtown to Sault Area Hospital via Sault College should be explored.

The following table provides a snapshot of the opinions expressed by both transit customers and non-transit customers when asked to what extent they agreed or disagreed with a number of statements.

Question	Strongly agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Strongly disagree	Don't know /no opinion	Total Answers
Sault Transit is a safe and secure means of transportation.	26%	46%	11%	12%	3%	2%	726
Sault Transit provides convenient service to the destinations I need to get to.	14%	34%	14%	20%	15%	3%	723
It is easy to get information on how to use Sault Transit.	22%	28%	18%	18%	11%	3%	724
Public transit is important in our community because it helps reduce road congestion.	44%	31%	13%	5%	4%	2%	722
Public transit is important in our community because using transit improves the environment.	45%	32%	15%	3%	3%	3%	721
Public transit is important in our community because public transit helps those without a car and those who cannot drive.	83%	12%	2%	1%	1%	1%	723
Public transit is important in our community because public transit contributes to the City's economy.	41%	31%	18%	4%	3%	2%	723
The Sault Transit bus terminal is in a good location.	26%	29%	18%	13%	11%	2%	715
All buses should connect at the downtown terminal.	37%	21%	18%	10%	11%	4%	718
Bus fares are too high.	32%	24%	28%	8%	6%	3%	717
Sault Transit should have bike racks on buses	30%	27%	24%	5%	10%	5%	716
I support the idea of increasing transit service as a way to attract new riders, even if my taxes increase somewhat.	34%	28%	15%	8%	12%	2%	723

2.2.3.3 Community-wide Comments

An open-ended question provided an opportunity for respondents to comment, namely, 'Any other ideas on how we can make Sault Transit better?" Of the 837 respondents to the online transit survey, 331 respondents providing one or more comments about Sault Transit services. The on-line survey comments complemented the feedback provided by public open houses and transit focus groups prior to the on-line survey being launched.

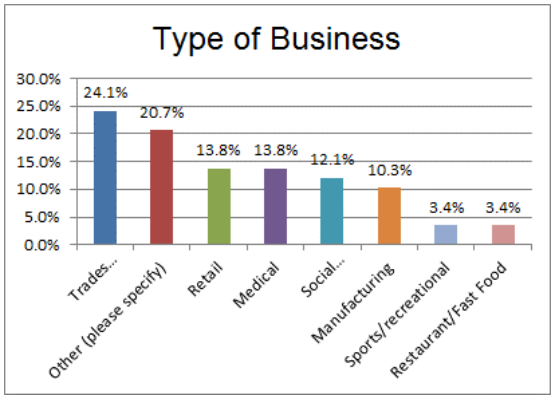
The feedback received by the on-line respondents pointed to a need to expand the hours of operation to better serve workers and businesses, improve directness of travel, increase frequency of service, and improve bus travel times. The service improvement priorities sought by transit customers and non-transit customers were similar in most respects. The comments and suggestions were also passed onto Sault Transit staff for review and consideration.

2.2.3.4 Summary of On-line Survey

In order to grow transit ridership and make transit more effective in the City of Sault Ste. Marie, it is clear that by addressing the transit service improvement priorities identified by existing customers and the priorities identified by non-transit customers (representing the largest market potential) are similar. It is reasonable to surmise that better accommodating existing transit customer priorities will result in growing their transit use; however, it will take time to attract other residents. As service improves and non-transit customer priorities are addressed and marketed appropriately, the need for high auto ownership is mitigated. Over time, existing household members may consider, for example, not replacing that second or third car.

2.2.4 Sault Ste. Marie Employer Survey

There were 58 business of various size ranging from 2 employees to 3,500 employees, that latter being Algoma Steel. Full survey responses were provided to Sault Transit staff in a separate document for future reference purposes. Of the employers whom responded, 24% represented Trades and Professional while 20.7% represented the 'other' category, which included various business types such as school maintenance, Hotel, and BPO Call Centre, in addition to automotive repair and cultural attractions.



Employer Shift Times

Employer shift times varied throughout the work day with shift times that are accommodated by Sault Transit for the 7:00am start time; however, some companies reported a start time of 6:00am, which is not accommodated by Sault Transit. The majority of employers stated that the lack of late Sunday evening service (i.e. after 7:00pm) negatively impacts some of their staff. For statutory holidays, there is concern that minimum wage earners cannot get to and from work without taking a taxi.

There were six companies that state they would consider changing their shift times to accommodate their employees taking transit. It is suggested that Sault Transit staff reach out to the six employers (as well as others) in the near future and while amending service and schedules in the future, determine the impact on shift start and end times.

Employer-subsidized Monthly Transit Passes

When asked the question with regards to supporting employer-subsidized monthly passes, one company already provides bus passes while six others reported they would be willing to provide subsidized bus passes. Based on this response, Sault Transit should consider approaching the six businesses as well as others throughout the City of Sault Ste. Marie to participate in an employer-subsidized bus pass program.

The City of Sault Ste. Marie may consider adding staff to its organization that would enable Sault Transit to build a stronger liaison with the business community, the many institutions in the City and the general public. This could more than off-set the employee costs. For example, if a number of businesses were approached and it resulted in the purchase of an additional 100 monthly transit passes at $60 per pass, this would result in an additional $72,000 revenue per year and may be considered a tax deduction for the employer. An additional benefit to the employer would be a reduction in employee parking requirements and expenses.

Employer Comments

Of the 58 employers that responded, 25 provided comments that addressed specific staff needs as well as the needs of their customers. While some employers stated that Sault Transit met their needs, other employers offered some insight to their needs and that of their employees and, in some cases, the needs of volunteers. The wide range of comments addressed hours of operation, route design, bus stop locations, the need to better accommodate low wage earners, etc.

Algoma Steel Employee Poll

It was interesting to note that Algoma Steel went beyond simply filling out the employer survey; they conducted an employee poll. Management asked their employees four questions:

- Do you take the City Bus to work?
- When you take it, is it on weekdays, Saturdays, or Sundays?
- Where do they get off at Algoma Steel? And
- Does the current City transit schedule work with your shift schedule?

Of the 57 Algoma Steel employees that responded to the poll, 41 or 72% stated that the current schedule does not work with their shift schedule. One can surmise that this can apply to all employees, including those that do not use transit. Although it is a challenge to meet the shift times of all employers in the City of Sault Ste. Marie, it should be stated that Sault Transit has and continues to work with industry to accommodate shift times as best they can. Since the Route Optimization Study will result in route and schedule changes, large employers could be consulted prior to designing schedules. Employers can also be requested to modify their shift times where a change of, for example, 15 minutes could make a difference. The change could also make it more palatable for some employees to use transit rather than driving to work.

Employer Survey Summary

Going forward, it is recommended that the City of Sault Ste. Marie continue to work with the business community and specific large employers to:

- Address route and schedules to better meet employee needs
- Change shift times, where possible
- Offer subsidized bus passes to employees
- Consider a low-cost service to accommodate the few employees that commence work before regular transit service begins (e.g. industrial bus or shared-ride taxi)

The employer survey is considered successful given the valuable feedback that complements the community-wide general public on-line survey results. The input received will go a long way to better enabling the Route Optimization Study to identify and take action transit improvement priorities. On-line employer surveys should continue to be undertaken and refined every year.

2.2.5 Summary of Round 1 Community Engagement

The stakeholder consultations held in mid-May and mid-June, 2017 were complemented by a successful public information centre (PIC) held on June 13, 2017 at the downtown bus terminal. This provided Transit Consulting Network and City of Sault Ste. Marie with the information needed to customize an on-line survey designed for both transit customers and non-transit customers, which resulted in 837 responses, representing 1.1% of the population. The business community also participated by responding to a separate on-line survey that attracted 58 responses, including the results of a poll conducted by Algoma Steel, representing 3,500 employees.

The input received was then analyzed to help the study team identify community-wide priorities in a revised route network and service plan that would eventually be brought back to the community for additional input and refinement.

2.3 Evaluation of Existing Transit Services

2.3.1 Description of Existing Services

The City of Sault Ste. Marie operates three services:

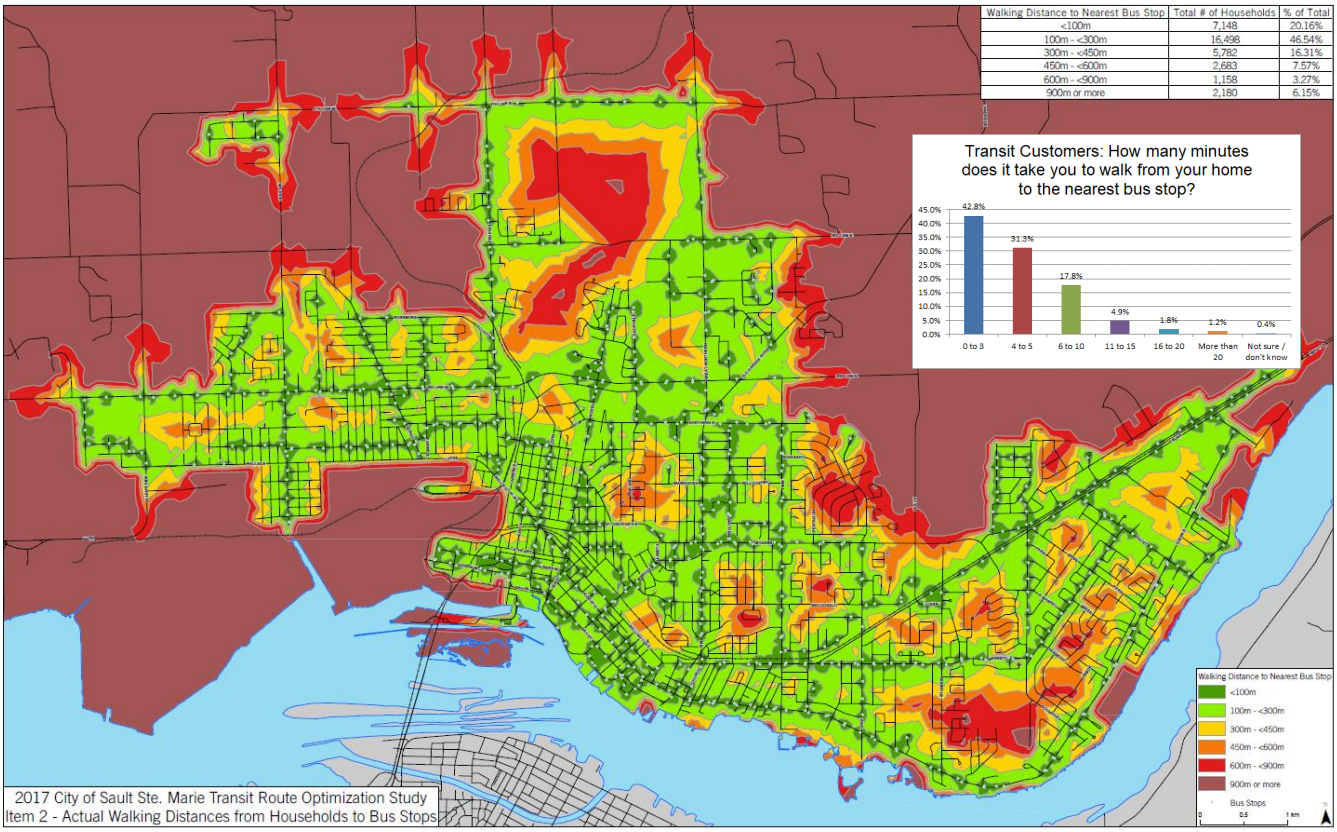
- Conventional Transit (Sault Transit): fixed route service using 12.2 metre (40-foot) low-floor heavy-duty conventional transit buses that provides service from approximately:
  - 6:00am – midnight Monday through Saturday
  - 7:00am – 7:00pm Sundays
- Community Bus: 8 metre (26-foot) low-floor medium-duty buses that provide weekday service from approximately 9:00am – 5:00pm weekdays only
- ParaBus: demand-responsive specialized transit for eligible persons that are unable to use Sault Transit or ParaBus service. ParaBus is available during the same days and hours as Sault Transit

Together, the family of services work together to accommodate all community needs. Low-floor conventional transit is designed for all trip purposes and has the most frequent service during peak hours to accommodate the work and school trip. The community bus can accommodate all transit customers, including ParaBus registrants; however, service is limited to hourly indirect service designed to serve seniors as well as those with mobility challenges.

Sault Transit operates a radial route network whereby all routes terminate in one location - the downtown terminal located at Dennis Street and Queen Street – to accommodate transfers. To accommodate quicker travel, other route transfers are available at nine other locations throughout the City where two or more routes meet.

2.3.2 Route Coverage

In order to determine whether or not transit routes provide adequate access to transit service for all residents, Transit Consulting Network worked closely with the City's Geomatics Centre staff and the Innovation Centre to quantify the actual walk distances from residences to the nearest bus stop. Fortunately, the level of detail available enabled the study team to quantify and illustrate the information, which is based on the actual walk distance from a street address to the nearest bus stop.



A transit route design guideline suggests that 95% of households should be within 450 metres of a bus stop, which represents a reasonable 5-minute walk. In the case of Sault Ste. Marie, 83% of households are within 450 metres of a bus stop as illustrated in 'heat' map and table above. This is considered very reasonable. What the heat map tells the study team is where to modify routes so that the walk distance guideline is better met.

Areas of the city that were identified as candidates for enhanced route coverage were:

- North of McNabb St./ west of Pine St. (e.g. along Lake St.)
- West of Boundary St./ south of South Market St.

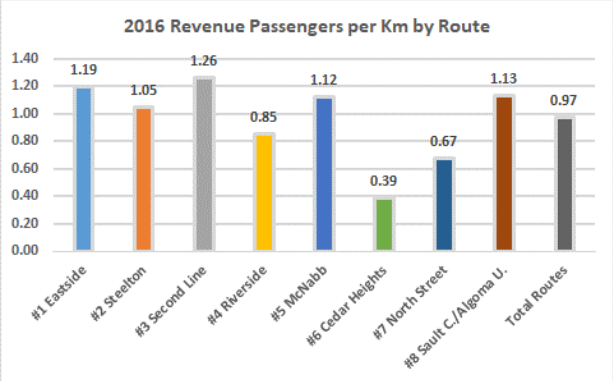
It is worth noting that many municipal GIS databases do not report on actual walk distances to a bus stop, rather, what is reported elsewhere is the straight line 'as the crow flies' distance around a bus stop. This does not account for the actual walk distance. In contrast, the Geomatics Centre data is provided at the level of accuracy that is needed for effective route design.

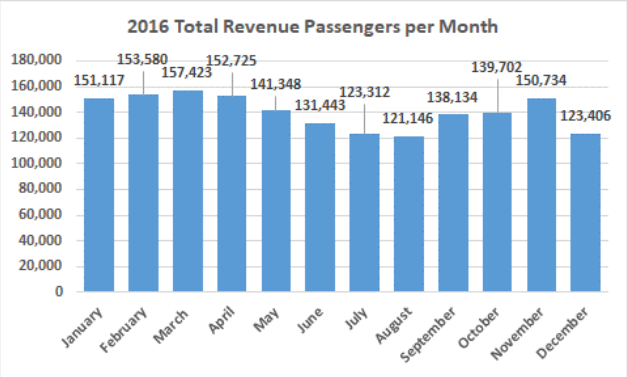
2.4 Data Collection and Analysis

2.4.1 Registering Farebox Data

Sault Transit owns and maintains electronic registering fareboxes that collect revenue passenger data on all routes for all trips. Although the registering fareboxes are due for replacement, the information available is adequate for planning and financial reporting purposes. Below is the 2016 year-end financial report that was made available by staff based on operating data and the registering farebox data.

Report of Route Analysis 2016										
Route	Mileage KM	Cost Per KM $4.38	Cash Revenue	Pass Revenue	Total Revenue	Return of Operating Cost %	No. Revenue Passengers	Cost per Passener	Deficit per Passenger	Passengers per Km
#1 Eastside	215,318	$942,751	$138,785	$214,058	$352,843	37%	256,834	$3.67	$1.17	1.19
#2 Steelton	242,740	$1,062,819	$129,078	$199,086	$328,164	31%	254,037	$4.18	$1.68	1.05
#3 Second Line	212,271	$929,410	$154,213	$237,855	$392,068	42%	268,415	$3.46	$0.96	1.26
#4 Riverside	243,756	$1,067,265	$103,075	$158,980	$262,056	25%	207,035	$5.16	$2.66	0.85
#5 McNabb	234,615	$1,027,243	$150,298	$231,816	$382,114	37%	262,632	$3.91	$1.41	1.12
#6 Cedar Heights	164,544	$720,442	$37,534	$57,892	$95,426	13%	64,183	$11.22	$8.72	0.39
#7 North Street	215,129	$941,925	$69,607	$107,360	$176,966	19%	144,740	$6.51	$4.01	0.67
#8 Sault C./Algoma U.	200,120	$876,209	$110,767	$170,843	$281,610	32%	226,194	$3.87	$1.37	1.13
Total Routes	**1,728,493**	**$7,568,064.18**	**$893,357**	**$1,377,890**	**$2,271,246**	**30%**	**1,684,070**	**$4.49**	**$1.99**	**0.97**





The Revenue Passengers per Kilometre – a measure of route and system-wide efficiency varies significantly by route and by month of the year. The graphs suggest that Route #6 Cedar Heights and Route #7 North Street are the least efficient routes and as such, should be assessed in detail during the Route Optimization Study. On a monthly basis, ridership drops over the summer period beginning in latter May up to the Labour Day weekend, which coincides with post-secondary and high-school summer months as well as being the peak holiday season for all other residents. The data suggests that consideration can be given to modifying the amount of service hours during the summer months, which could be reallocated elsewhere such as serving residents that have no service or reinstating Sunday evening service – two of the objectives of the Route Optimization Study.

2.4.2 Automatic Passenger Counters

Transit Consulting Network installed its GPS-equipped automatic passenger counters (APCs) on two conventional transit buses to record boardings and alightings (ons and offs) by trip on all routes. Normally, transit on-off data is collected manually on one typical weekday day for all routes, which may not be representative since driving conditions and passenger boarding and alighting numbers can vary significantly in one day and are subject to human error.

The APC-equipped buses were rotated on all conventional transit routes to obtain multiple day samples for weekdays, Saturdays and Sundays – an unprecedented sampling for Sault Transit. The APC equipment and data collection remained in place for the duration of the project to enable Sault Transit staff to build a significant data base for several months and undertake detailed analysis, as required.

During the month of October 2017, the two APCs were rotated throughout the transit system to calculate total boardings. Weekday value averages are reflected in Exhibit 17: Average Weekday Boardings on Sault Transit bus routes, excluding the Community Bus service.

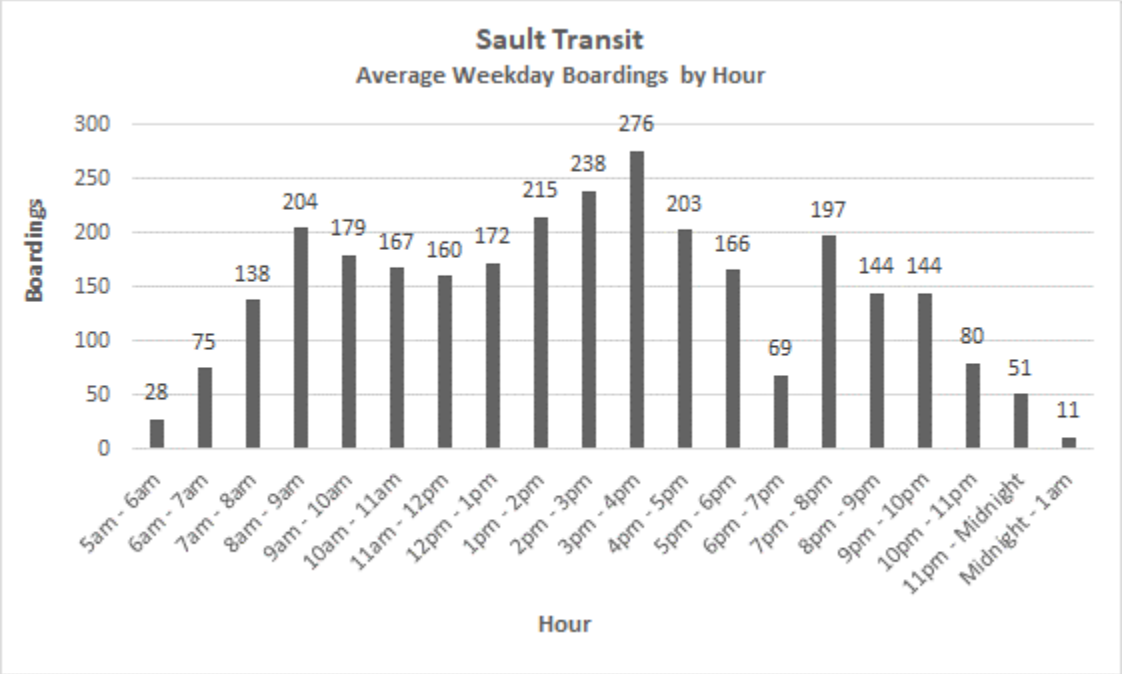


Exhibit 17: Average Weekday Sault Transit Boardings

There was an average of 2,917 weekday boardings recorded, which includes both passengers paying a fare (i.e. revenue passengers) and passengers boarding with a transfer. The value is based on the actual boarding time regardless of where the bus is along a route. The data is valuable – especially if collected year-round – because it assists in helping determine, at a high level, whether or not service should be modified based on established service standards. Transit management can now drill down to the seasonal level, month of the year, day of week, and by trip. It should be noted that Sault College faculty was on strike when the data was recorded; however, the graph is sufficient for illustration purposes.

3 PHASE II: TRANSIT SERVICE PLAN

The stakeholder consultations complemented by the APC data analysis provided the study team with a thorough understanding of the existing Sault Transit system from an operations perspective and, more importantly, from the perspective of the community at large in terms of transit improvement priorities.

In order to develop a preliminary transit service plan, it was necessary to review and update the existing transit policy framework that was developed in 2012 - 2016 Public Transit Operations Review study completed in January 2012.

The information obtained by Transit Consulting Network with the information needed to update the 2012-2016 transit policy framework. In turn, the service standards of the transit policy framework will then guide the development of preliminary transit service concepts that can be short-listed then carried forward to Phase III: Final Report and Recommendations.

3.1 Policy Framework

Transit policy drives the decision-making process by providing transit management and political decision-makers with the tools needed to support service recommendations and to maximize transit growth opportunities, while maintaining cost effectiveness. Setting policies early also drives the planning process and clarifies, for example, whether service changes should be designed to expand the system and target new riders, or whether existing funding levels should be reallocated to better serve existing customers. It is important to ensure that the policies reflect input from all stakeholders, including both transit users and non-transit users.

3.1.1 Goals and Objectives

The policy framework consists of:

- **Goals and Objectives** that provide general policy direction for the community.
- **Service Standards** to assist in determining where service will be provided, when service will be provided, and how it will be provided.

Through the consensus-building process that the consultant team advocated throughout the study, Transit Consulting Network developed a number of goals and objectives based on the vision and mission statement that was developed in 2012.

Vision Statement

The preferred future of public transportation in Sault Ste. Marie:
"Sault Transit will increase transit ridership and provide a local public transportation system that is supported by residents, academic institutions and the business community."

To support the transit vision, a number of goals and objectives were developed.

Service Goals

To provide a public transportation system as a viable alternative to the automobile in the City of Sault Ste. Marie to:

- Improve the quality of life of residents who do not have access to an automobile.
- Improve pedestrian access to transit service.

- Meet the travel demand generated by various target markets in the employment, academic, commercial, medical, and service industries.
- Recognize that transit is an integral component of urban growth.

Performance Goals
Transit performance targets have been updated and established for the next five years as follows:
- **Effectiveness:** Increase transit use by 10% - from 24.2 to 26.6 revenue passengers per capita served by 2023.
- **Efficiency:** Increase service utilization use by 15% from 21.2 to 24.5 passengers per hour of service by 2016.

The performance targets identified can be adjusted, as required, and are designed to be slightly out of reach to ensure continuous improvement is sought to help ensure ridership growth initiatives are balanced with fiscal responsibility.

Service Area Objective
Sault Transit should provide service within the urbanized area of the Sault Ste. Marie.

Service Objective
The minimum frequency of service and service hours to be provided shall be adequate to meet the various target markets within the community, including work shifts that begin at 7:00am and end at 11:00pm.

3.1.2 Transit Service Standards

The goals and objectives provide a general policy direction for the City to follow with respect to the provision of Transit service. Transit service standards are needed to guide Sault Ste. Marie Transit in determining when transit service will be provided, how frequent it will be provided, and how it will be provided through:
- A framework for making rational decisions on the level and quality of service in the community.
- Increased public awareness of the philosophy of service and growth for Sault Transit.
- A strong commitment by Council to maintain service standards within the context of balancing social and environmental objectives with fiscal responsibility.
- A high degree of acceptance for Transit expenditures since the decision-making process will be perceived as fair.

3.1.3 Transit Service Level Policies

Recognizing fiscal restraint and the need for an expanded and sustainable public transportation system, there must be a balance between providing a desirable high level of service and affordability. The service level policies have been designed, within reason, to enable residents that are captive to transit to expect a minimum level of service. Furthermore, the service level policies have been developed to adapt to a maximum 80,000 hours of service in 2018.

Minimum Service Hours
The minimum hours of operation to accommodate the various target market groups identified shall be:
- 6:00am – midnight Monday through Saturday
- 7:00am – midnight Sundays

Minimum Frequency of Service

September through May		**June through August**	
Day and Span of Service	Frequency (minutes)	Day and Span of Service	Frequency (minutes)
Weekday			
6:00am-9:00am	30	6:00am-9:00am	30
9:00am-3:00pm	30	9:00am-3:00pm	**from 30 to 60**
3:00pm-6:00pm	30	3:00pm-6:00pm	30
6:00pm-midnight	60	6:00pm- midnight	60
Saturday			
6:00am-9:00am	30	6:00am-9:00am	60
9:00am-3:00pm	60	9:00am-3:00pm	60
3:00pm-6:00pm	30	3:00pm-6:00pm	60
6:00pm- midnight	60	6:00pm-midnight	60
Sunday			
7:00am – midnight	60	7:00am- midnight	60

Minimum Service Coverage

- 95% of residents within the urbanized area of Sault Ste. Marie shall be within a 450m walk (approximately five minutes) of a bus stop.
- Conventional bus service shall be provided to new subdivisions with 400 households or 1,000 residents; alternative forms of service delivery shall be considered for new subdivisions that do not meet the criteria.
- Areas outside the urban area should be provided with a low-cost form of service delivery such a TransCab at least two days per week.

Route Design

- All routes shall be provided in both directions to the extent possible. One-way service loops beyond 2km are unacceptable.
- Routes shall be located along major arterial and collector roads and only be provided along local residential roads in order to meet walk distance guidelines.

Route Performance

- Conventional transit routes must have a minimum 10 passengers per hour.
- ParaBus service should carry at least two persons per trip on average.

The most notable Service Standards change proposed is during the summer month when off-peak weekday service frequency changed from 30-minutes to 60-minutes; peak hour frequency to accommodate the work trip remained at 30 minutes.

3.2 Revised Route and Service Concepts

Transit Consulting Network and Sault Transit staff developed a number of route concept alternatives that culminated with a revised transit network based on route design principles that achieved the following:

- Ensure all Sault Transit routes have the same frequency
- Reduce out of direction travel by bus
- Expanded and improved service coverage
- Provision of two-way service on all routes to maximize the directness of travel
- Eliminating the need to transfer at the downtown terminal for many transit customers when travelling to other destinations (this reduces the time to be from point A to point B);
- Adding a new core service between the downtown, tourist areas, hotels and Sault Area Hospital
- Additional bus service to accommodate St. Mary's College students
- Enable residents to travel by bus from east side of the city to the west side of the City without needing to go downtown.
- Eliminating route deviations to areas where demand was virtually non-existent while still enabling the few transit customers affected to be within acceptable walk distance of a bus stop
- Ensuring that as few bus stops as possible would be impacted

It is worth noting that the proposed route and service concepts and revised scheduling of buses would ensure that all Sault Transit customers would be able to:

- Start work at 7:00am and get home after finishing work at 11:00pm Monday through Saturday by Sault Transit and 8:00m to 11:00pm on Sundays
- Require no more than 60 minutes to get to from their home any destination in the City
- Reduce the number of transfers being made today

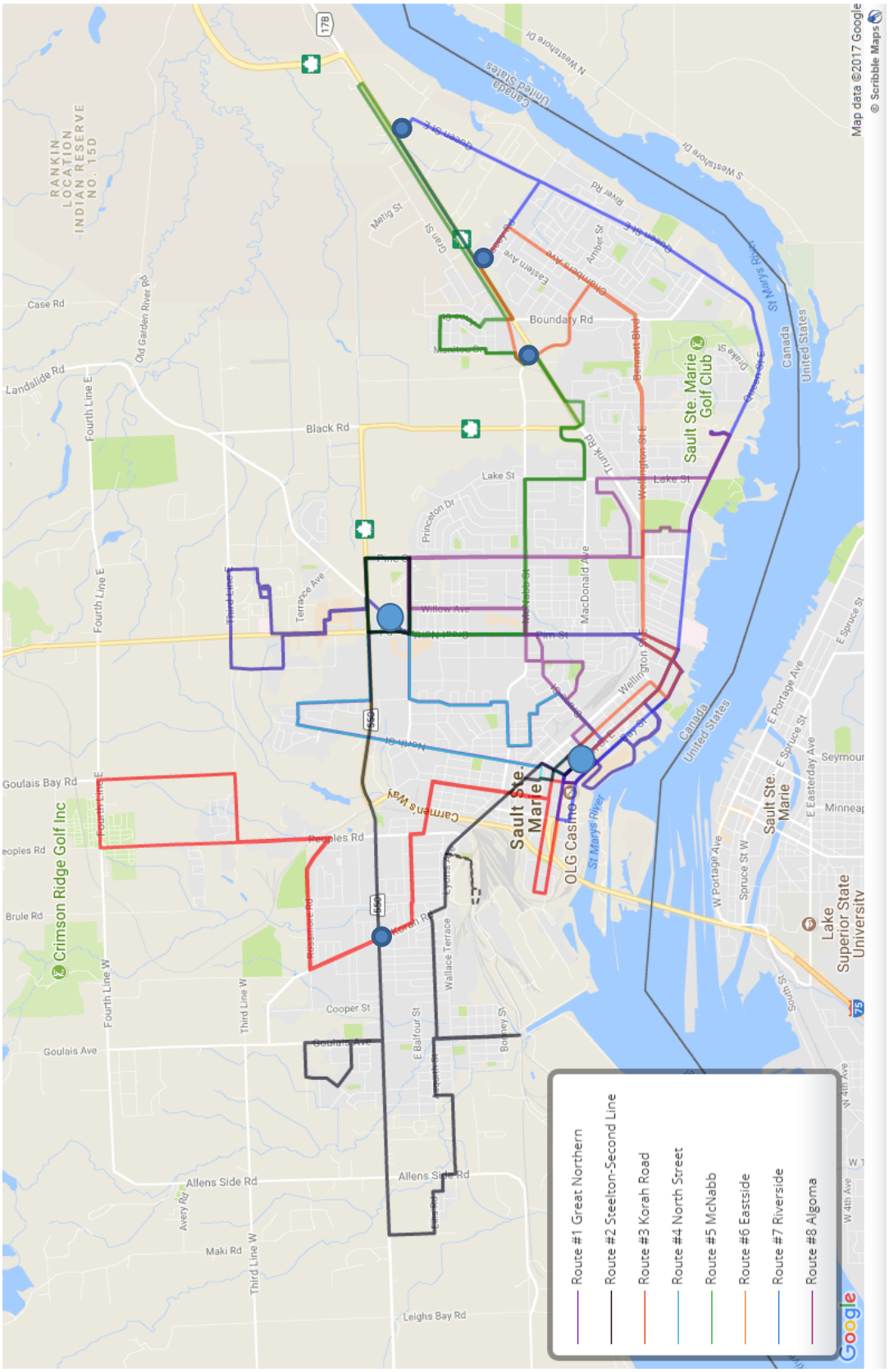
3.2.1 Round 2 Community Engagement

While the Round 1 Community Engagement process was designed to obtain feedback on what the transit priorities should be, the Round 2 Community Engagement process was designed to solicit input on whether or not our preliminary recommendations reflected their initial input. In this regard, the proposed route and service concepts were presented to the public at three open house venues for final input prior to presenting the transit service plan to Council:

- West End Community Centre: 9:00am – 11:00am January 17, 2017
- City Hall: 5:00pm – 7:00pm January 17, 2017
- John Rhodes Centre: 2:00pm – 4:00pm January 18, 2017

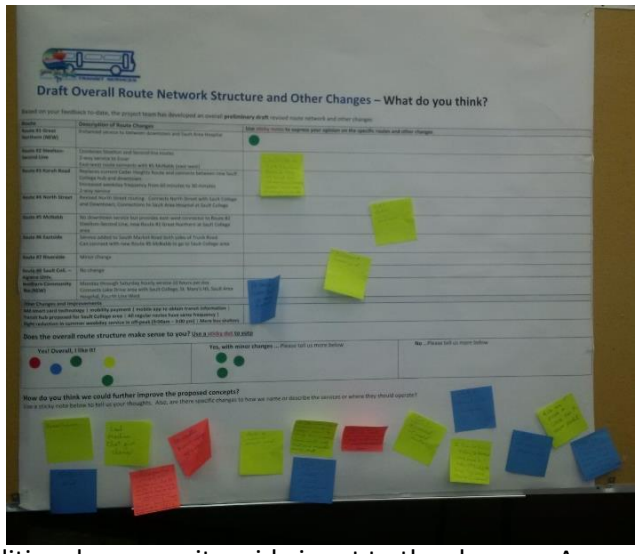
A total of 42 residents registered at the open houses where Transit Consulting Network provided a PowerPoint presentation of the proposed route concepts as illustrated in Exhibit 18: Preliminary Route Concepts as well as presenting a number of other recommendations to complement the open house boards. Four Sault Transit staff were on hand to assist with the community engagement and answer any questions.

Exhibit 18: Preliminary Route Concepts



Following the presentation, the open house participants were invited to vote on the overall changes with the results shown as follows:

- Yes, overall, I like it (60% of those that voted)
- Yes, with minor changes (40% of those that voted)
- No, please tell us more (no votes)

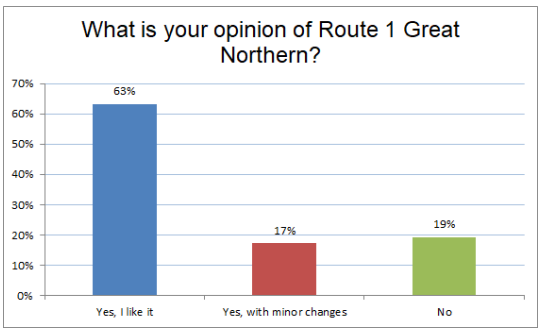


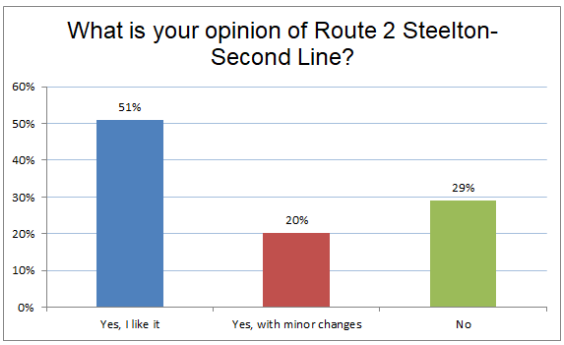
Sticky notes were also made available for participants to provide general comments as well as proposed route-specific input.

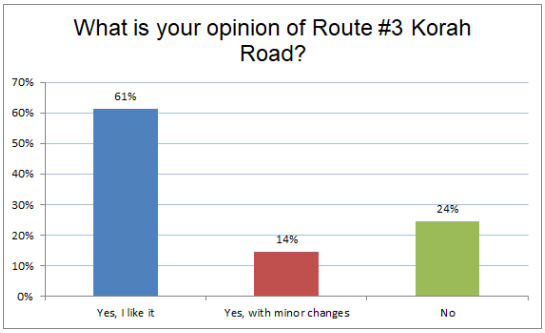
Following the open houses, the City of Sault Ste. Marie posted the PowerPoint presentation on the City's website from Friday, January 19 through Sunday, January 28, 2018 as well as a survey for additional community-wide input to the changes. A total of 312 residents viewed the information and provided a total of 361 comments.

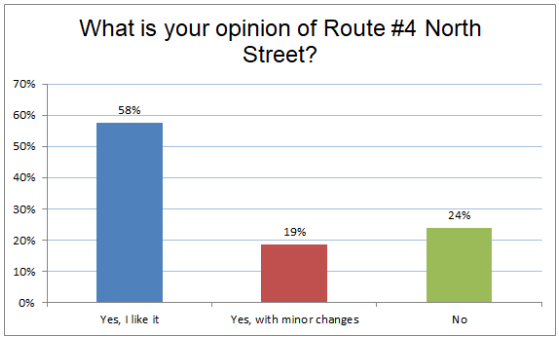
When asked to comment on each of the proposed routes, opinions were expressed by approximately 2/3 of the 312 survey participants for each route. Those that supported the changes, including support with minor changes, represented an average of 78% of the proposed eight routes.

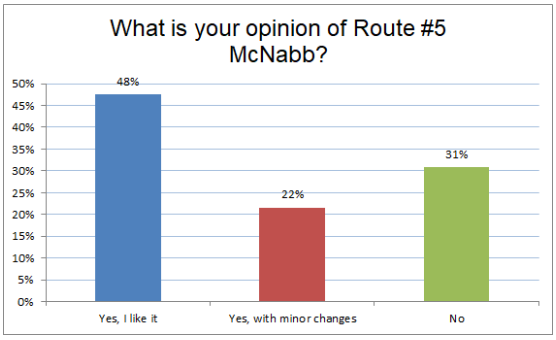
Route #	% Supportive	% Not-supportive	Comment
#1 Great Northern	80%	20%	Reinstatement of former bus route
#2 Steelton/ Second Line	71%	29%	Direct 2-way service to downtown of former routes
#3 Korah Road	75%	25%	More direct service + more frequent service (replaces 2nd lowest performing route – Cedar Hts.)
#4 North Street	77%	23%	No direct service to Sault Area Hospital (replaces poorest performing existing route)
#5 McNabb	70%	30%	No direct downtown service; however, Eastside route is an option for many while timed transfers to downtown area accommodated
#6 Eastside	81%	19%	Little change (added coverage)
#7 Riverside	78%	22%	Minor change
#8 Algoma U./ Sault College	90%	10%	No change to existing route
Northern Community Bus	74%	26%	New community bus route; adds service to Hospital

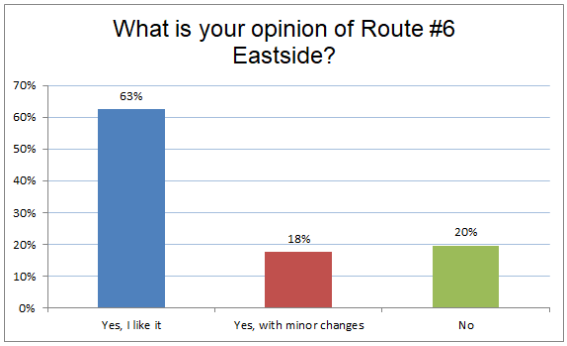


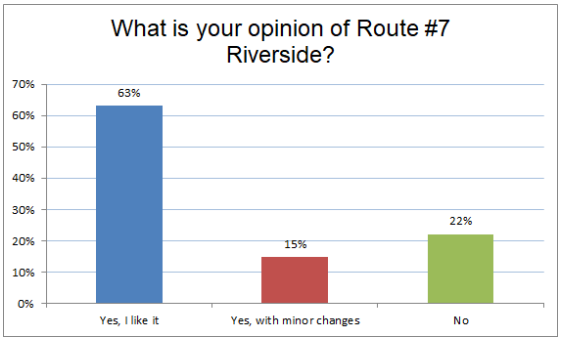


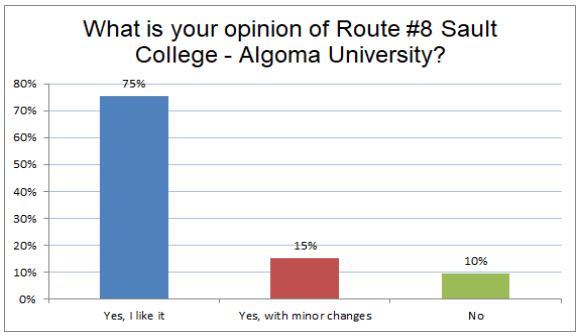


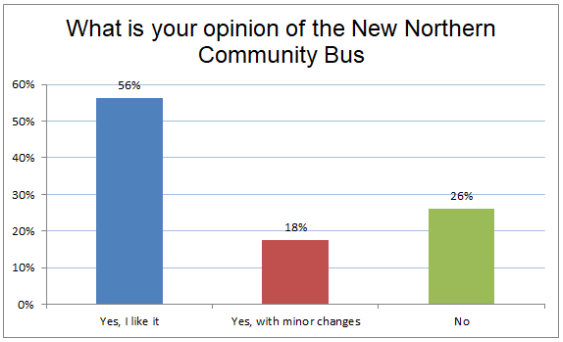












It is interesting to note that Routes 6, 7 and 8 remain relatively unchanged with an approval rating of 83% while those impacted somewhat – the remaining five routes - had an average approval rating of 74.6%. The study team used this information and reviewed the comments provided to then modify the preliminary route concepts and finalize them for implementation. In this regard, route-specific comments and opinions

varied. It was clear that in many cases, there were misunderstandings based on some comments from the on-line survey, which is expected since individual face-to-face explanations that were available at the open houses were not possible in the survey. For example, some respondents expected increases in service frequency even though there was a cap on the quantity of service available, which was set at the current 80,000 hours per year.

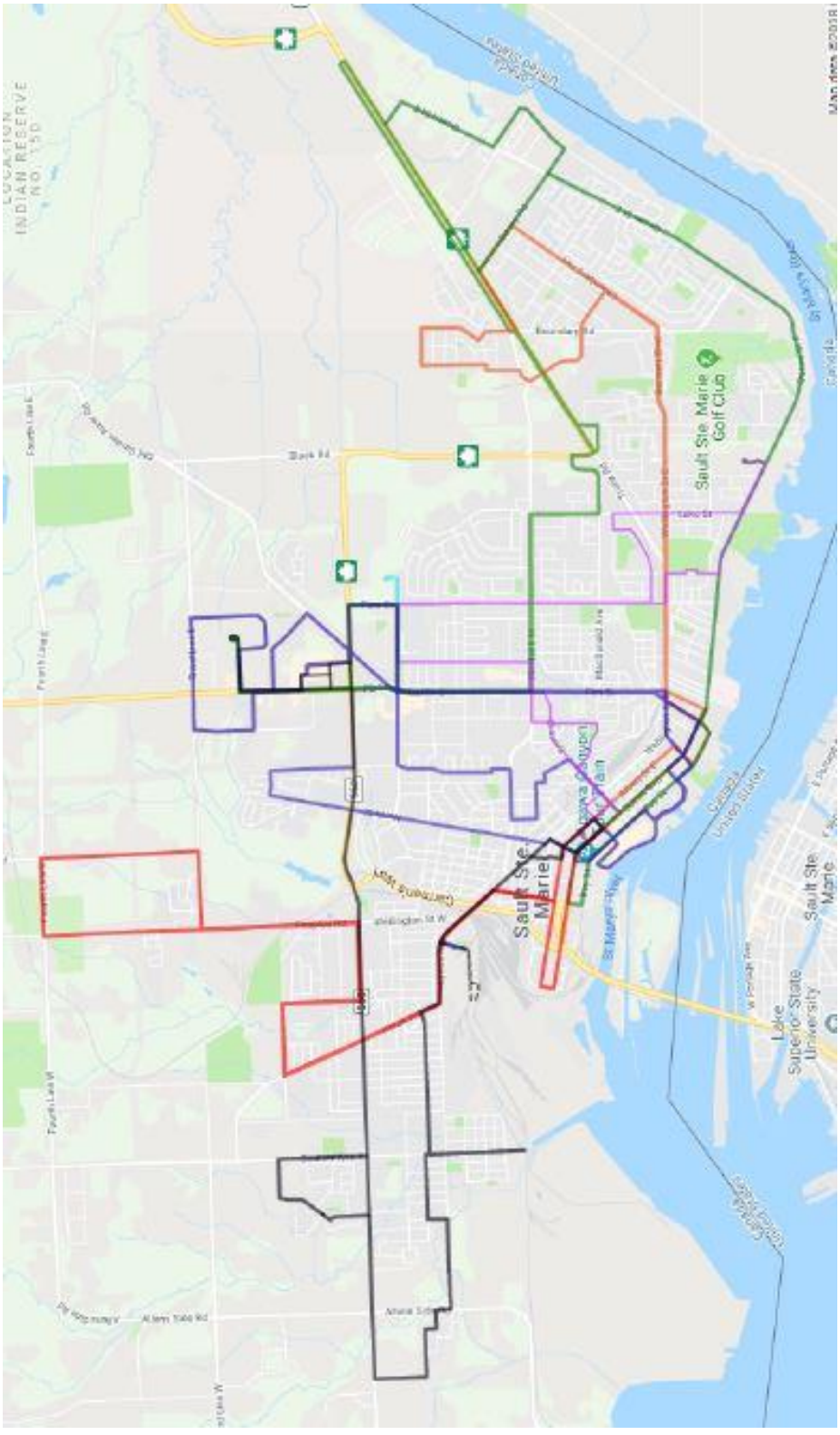
A much higher level of community-wide support could easily be attained by simply adding new routes to the existing service to reduce the need to go downtown, provide more direct routing to reduce the need to transfer, add a new east-west route that bypasses the downtown, etc. Rather, the proposed routes and schedules were designed to reallocate hours of service to meet the initial Round 1 Community Engagement priorities (e.g. better coverage, return of Sunday evening service, reduce the need to transfer, etc.)

While the open house and community on-line feedback was being addressed and modifications made to the preliminary route plan, Sault Transit staff conducted more detailed analysis of the proposed routes by undertaking test runs and assessing potential new route travel ways and bus stop locations. Every effort was made to accommodate concerns and suggestions from the public as possible. In doing so, several modifications were made to the preliminary route concepts.

The revised route network is illustrated in Exhibit 19: Revised and Proposed Route Network, followed by descriptions of the individual route changes and the new Community Bus routes. A key change made over the preliminary route network was the combining of the McNabb service with Riverside to form one route and enable more timed transfer opportunities for residents to reduce the need to travel downtown from the east side of the City, similar to that recommended for the combining of the Steelton and Second Line routes on the west side of the City.

3.3 Revised Transit System Network

Exhibit 19: Revised and Proposed Route Network

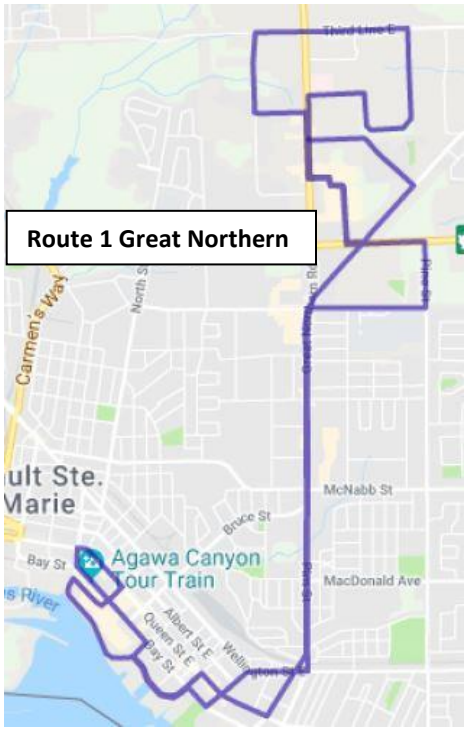


3.4 Final Individual Route Concepts

Highlights of the new routes are summarized as follows:

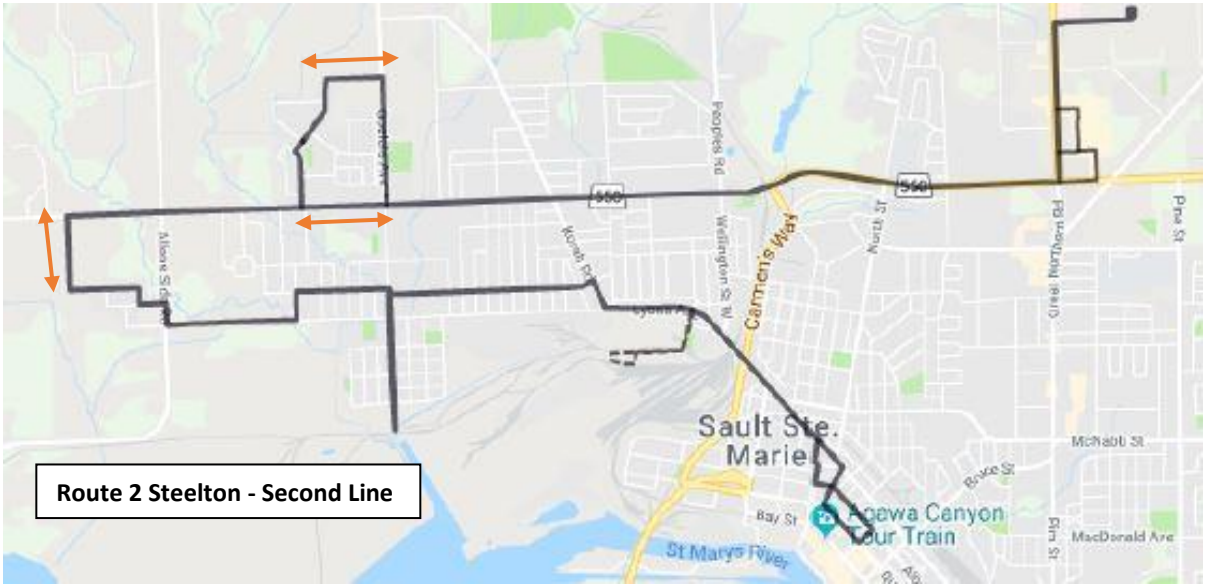
Route 1: Great Northern:

- Direct core route
- Links the downtown directly to the Sault Area Hospital
- Links numerous hotels to the downtown tourist destinations, shopping and the casino



Route 2: Steelton-Second Line:

- 4 buses in peak
- Combines previous Steelton and Second Line routes
- Eliminates the need for passengers to transfer at Second Line West at Goulais St.
- Two-way service all day enables transit customers the option to go downtown or along Second Line and to Great Northern and Sault Area Hospital
- Two-way service into Essar Steel Algoma Gate #4



Route 3 Korah

- 2 buses in peak
- Two-way service all day between downtown and Fourth Line
- Replaces previous Steelton Route with service to the James Street area
- Reduces the need for some areas to be served by the existing Community Bus service, which has difficulty meeting schedules

Route 4 North Street

- 1 bus peak
- Follows similar routing to existing Route 4 North, except for travel to Sault Area Hospital
- Service removed from Kitchener, Knox and Walnut in favour of Grand Blvd. to provide improved coverage
- Serves many seniors residences
- One-way 30-minute loop; exception to preferred 2-way service in order to better accommodate transfers

Route 5 McNabb - Riverside

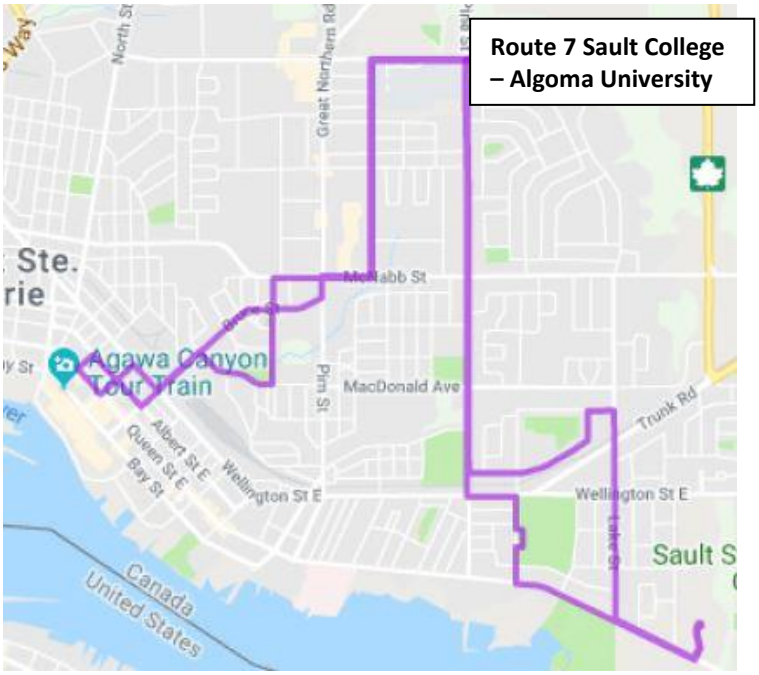
- 4 buses peak
- Serves north side of Sault College, Northern Transfer Point, St. Mary's College and Sault Area Hospital
- No service to Manitou Park (now served by new Route 6 Eastside where transfers can be made to downtown with Eastside and Riverside route transfer points)

Route 6 Eastside

- 2 buses peak
- Follows existing Eastside Route for the most part
- Service extended into Manitou Park previously served by McNabb Route
- Serves South Market Rd. on both sides of Trunk Rd., serving many residents that were more than a 5-minute walk to the nearest bus stop
- Timed transfers to Route 5 McNabb provides more direct service to northern destinations

Route 7 Sault College – Algoma University

- 2 buses peak
- No change in routing



Community Bus Routes

Although Community Bus routing is out of scope for the Route Optimization Study, the new route plan was seen as an opportunity to revise the Community A and Community B bus routes and also be able to serve residents that have inadequate community bus service to meet their needs.

Northern Community Bus

- Provide service to residents currently not served such as Lake Street and Pawating Co-op
- Provide service along roadways where service would be removed in the new route plan such as a section along Fourth Line currently served by the Cedar Heights Route (to be redesigned)
- Provide service close to St. Mary's College and Sault College
- Service to Sault Area Hospital provided on request
- Monday through Saturday service is provided with 10 one-hour round trips from approximately 7:00am to 10:00pm to accommodate work, shopping, school, and after school activity trips

Central Community Bus

- One-hour loop service to accommodate seniors' residences, Lake Street and Pawating Co-op
- Eight trips daily: Monday through Friday

3.4.1 Impact of Route Changes to Existing Transit Customers

To accommodate the new route concepts and redesigned route network, there were 10 bus stops that need to be eliminated out of the 461 bus stops throughout the city (excludes 172 community transit bus stops). Automatic Passenger Counter (APC) data was collected over 15 days to determine the number of persons that would be impacted on an average day, bearing in mind that new bus stops will be introduced to serve far more residents.

Average Number of Persons Impacted Daily by New Routes

Stop Location	Route	Boardings	Alightings	No. of days surveyed	Estimtaed No. of Persons Affected Daily	Impact on Customers
Boundary Rd near Eastern	Eastside	0	0	15	0.0	350 metre walk to bus stop
Boundary Rd @ Eastern	Eastside	2	6	15	0.3	220 metre walk to bus
Sault Hospital Emergency	Cedar Heights	13	16	7	2.1	Served by new route
Gino's Restaurant	Cedar Heights	1	1	7	0.0	Served by existing community bus and other
TMS	Cedar Heights	6	1	7	0.0	Served by existing community bus and other
Maitland Ford	Cedar Heights	1	1	7	0.0	Served by existing community bus and other
Kitchener Rd. @ Northern Ave	North Street	0	0	3	0.0	100 metre walk to bus stop
Kitchener Rd. @ Strand Ave.	North Street	7	1	3	1.3	260 metre walk to bus stop
15 Beech Street	North Street	5	1	3	1.0	250 metre walk to bus stop
55 Knox Ave.	North Street	0	0	3	0.0	270 metre walk to bus stop
Walnut Street @ 238 Birch Str	North Street	4	2	3	1.0	150 metre walk to bus stop
Walnut Street @ 35 St. Mary's	North Street	0	3	3	0.5	200 metre walk to bus stop
Walnut Street @ St. Georges A	North Street	9	3	3	2.0	230 metre walk to bus stop
Total		48	35	79	8.2	Average daily persons impacted

Only 8 persons, on average, would be slightly impacted on average per day by requiring an additional walk of 100 metres to 270 metres, which is considered to be well within reason since a 450-metre walk is considered acceptable.

3.4.2 Impact on Bus Transfer Facilities

In order to enable transit customers residing in both the east and west areas of Sault Ste. Marie to travel to destinations in the more northern area of the city (e.g. along and north of Northern Ave and Second Line) without going downtown, a bus transfer facility would be required. It was determined that a new terminal or bus transfer facility that should be located within or in close proximity to Sault College, a key destination.

Although the downtown is a major destination, the only route that requires transfers to go downtown is the McNabb Route; however, many existing customers will be able to board or transfer to an alternative route to travel downtown directly, namely the proposed Route #4 North Route #8 Sault C./ Algoma U. and the new Route #1 Great Northern that also connects to the Sault Area Hospital and, together, these options will reduce the time transit customers spend on a bus.

Other transfers can be accommodated at the following locations:

- Korah Rd. and Second Line West (NEW)
- Trunk Rd. at South Market St. (NEW)
- Willow Ave. at McNabb St. (NEW)
- Frontenac Road at Adeline Ave. (existing)
- Dacey Road at Trunk Road (existing)
- Fournier Rd. at Trunk Rd. (existing)
- Peoples Road and Second Line East (existing)

3.4.3 Proposed Service Strategy

While the proposed route network concepts addressed a number of community priorities, the added challenge from a route design perspective, the added challenge was to do so within the existing funding framework, namely, not exceeding 80,000 revenue hours of service.

Transit Consulting Network worked closely with Sault staff to provide a service plan that would result in:

- Reinstatement of late evening Sunday service;
- Adding a new core service between the downtown and Sault Area Hospital using the Great Northern corridor that also better accommodates tourists
- Provide a higher level of transit service to St. Mary's College; and
- Provide improved service to Sault Area Hospital

A key strategy was to reduce the number of routes going downtown, provide an east-west connector along the northern area of the City while improving routes, schedules, and transfers. Through the review of data provided from APCs and farebox information, it was then determined that the summer levels of service could be reduced during off-peak periods in order to be reallocated where they are most needed. In this regard, the average monthly ridership during the summer months (June through August) is 14% less than the average of the non-summer months. The transit service plan reflects a reduction in weekday hours of service during the summer off-peak only since off-peak demand (generally non-work trips) is less critical than the peak demand, which is needed for the work trip.

In addition to the aforementioned benefits, the reduction in summer weekday service hours will enable Sault Transit bus operators and mechanics to select their vacations during the most popular summer period. This would eventually translate to less overtime to accommodate bus operator and mechanic vacations.

The service hours saved during the summer together with the service hours saved by reducing bus service to the downtown enabled the study team to address community transit priorities by reallocating resources within the existing funding framework for 80,000 hours of service.

4 PHASE III: TRANSIT ASSET MANAGEMENT PLAN

To support the Transit Service Plan, a number of investments were identified for this study:

- Smart card technology to improve transit efficiency and reduce revenue management costs
- Automatic Passenger Counters to monitor bus loads and eliminate future data collection costs
- Transit mobility hubs relative to the future of the existing downtown terminal and the need for a 'satellite' transfer location
- Bike racks on buses
- Fleet replacement and expansion

4.1.1 Smart Card System Technology

4.1.1.1 Smart Card System Overview

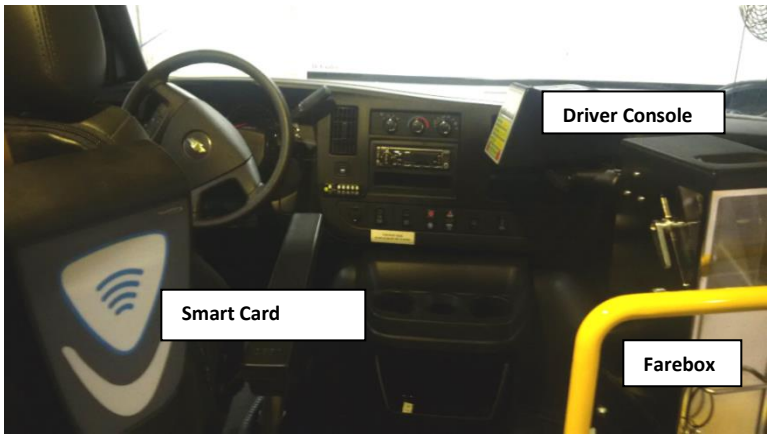
The existing registering fareboxes purchased in 2005 have served Sault Transit well; however, they have limited capability, are expensive to maintain, require ongoing maintenance, and consume an inordinate amount of staff time daily to reconcile revenues collected. During the community engagement process, both the bus operators and the public identified concerns with respect to farebox breakdowns while in service. The farebox equipment is also scheduled for replacement. Given the advent of low-cost smart card technology, it is an opportune time to upgrade or replace the fare collection equipment.

A transit smart card system enables transit customers to load value on a microchip-based card that acts like an electronic purse (e-purse), also referred to as a farecard. The smart card has monetary value similar to those typical of retail sector loyalty cards; however, that's where the similarity ends.

What differentiates the transit smart card from a retail card is the back-end software that consists of 'business rules' such as a complex fare pricing system built in to the farecard. Value can also be reloaded onto the (re-usable) smart card, as required. Transit smart cards have the potential to reduce the cost of the revenue management process (RMS) – fare collection and coin counting, printing and distribution of paper media (e.g. tickets and passes), commissions paid to sell fare media, and farebox maintenance in the case of registering fareboxes. Smart cards also reduce or eliminate the revenues lost to fare evasion.

A number of transit systems throughout Ontario utilize low-cost fare collection technology that is integrated with GPS. The use of 'proximity' smart cards is considered to be a transit ridership growth strategy by the Province of Ontario given its ease of use (simply tap the card reader) and eliminating the need for exact cash fare. By integrating with GPS, the City of Sault Ste. Marie will be able to track smart card boarding transactions by bus stop, direction and time period (by trip, by hour, time of day, week, month, and annually).

Other benefits of the smart cards include:



- Reduced boarding times
- Tracking of smart card use through embedded serial numbers
- Flexibility in fare pricing (i.e. to the one cent level, if required)
- Ease of implementing fare changes
- Built-in times for transfers, which do not have to be viewed by the bus operator
- Ridership boarding data for 100% of all trips
- Enables mobility payment from a smart phone
- Built-in GPS will enable Sault Transit to add real time schedule information to

Knowing bus stop boarding activities by passenger classification (student, senior, adult, mobility) will also help identify priorities for transit shelter enhancements such as benches and shelters. The data would complement the automatic passenger counter (APC) information that is being collected today. Sault Transit will not only be able to monitor bus stop activities, schedule adherence performance data can also be obtained. This would provide the information needed to adjust schedules, as required. Since cloud-based software is used, there is no ongoing requirement for a server or support required from City IT staff.

The current time taken to deposit and verify cash fares, tickets, passes, and transfers can take an estimated 5 seconds average per boarding. In comparison, boarding with a transit farecard will take an estimated 1.5 seconds. In 2016, there were approximately 1,820,000 transit boardings, which includes transfers. Assuming 80% that board use a smart card and saves 3 seconds (minimum) per boarding, there would be over 1,500 hours per year reduced in transit customer boarding times. This can go a long way to improving service reliability or being able to extend service without adding buses in some cases.

4.1.1.2 The Business Case for the Transit Smart Card

Notwithstanding the obvious transit customer and bus operator benefits of a smart card system, there are significant financial benefits as well. The cost to maintain the existing registering fareboxes and fare media (tickets, passes, transfers), also referred to as revenue management system (RMS) is significant.

The existing registering fareboxes need to be replaced at an approximate cost of $20,000 per unit or approximately $600,000 for the transit fleet. In addition to this, monthly costs to maintain a registering farebox system based on previous research with Sault Ste. Marie are estimated to approximate $110,000 per year. These costs can be eliminated or reduced significantly with smart card technology.

Sault Transit had undertaken a Transit Fare Collection Technology Assessment 2004 and summarized the annual Revenue Management System (RMS) costs of registering fareboxes as illustrated below.

Cost Component	Total Cost	Description
Agency Software& Hardware	$ 1,000	Fare media computer
Farebox dumping	$ 2,300	Dumping fare revenues and upload data
In-service repair	$ 2,800	Repair farboxes while in service
Depot-based repair	$ 7,100	Maintenance repair and parts
Coin room operations	$ 39,640	Staffing and equipment repair
Printed fare media	$ 9,250	Costs of passes, tickets and transfers
Vendor network servicing	$ 22,880	Delivery of fare media/ revenue reconciliation
Marketing (Pass Products & Tickets)	$ 800	Handling customer fare-related inquiries
Customer Service (Fare Products)	$ 700	Portion of marketing related to fares
Total Labour and Expenses	**$ 86,470**	
Revenue Pasengers (2004)	**1,558,486**	
Transfers - Cash Passngers	266,266	231,536 + 15% under-reporting
Transfers - Monthly pass users	50,000	
Total Boardings	1,874,752	
Passes/20-Ride Multi-Tickets Sold	22,701	
Cash Rides	659,182	Cash fares @ $1.75 = $1,153,568
Total Revenue Collected	**$2,111,634**	Excludes $98,163 Charter Revenue
Cost Per Dollar Collected	$ 0.041	
Cost Per Revenue Passenger	$ 0.056	
Cost Per Boarding Passenger	$ 0.046	

Total labour and expenses attributed to the registering fareboxes in 2004 was $86,470. Assuming a conservative increase in costs over the 13-year period of 20%, the RMS costs would be approximate $110,000 per year in 2016. With the introduction of a smart card system, fares would be priced to encourage smart card use, which could represent approximately 80% of all fares paid.

In terms of costs that would be saved with a smart card system installation, the following has been conservatively estimated:

- $20,000 in equipment repair of registering fareboxes
- $20,000 elimination of fare media and revenue reconciliation
- $4,000 in depot-based repairs
- $5,000 for farebox repair while in service
- $11,000 in the cost of tickets, transfers and passes
- $20,000 in coin room operations costs (reduced by 50%)

If a smart card system was installed and integrated with the existing registering fareboxes, an estimated $80,000 per year could be saved in the transit budget. The current practice of charging a single fare for all transit customers is a proactive strategy that encourages frequent transit users to purchase pre-paid fares. Currently, approximately 40% of transit customers pay by cash and 60% board with prepaid fares.

A smart card system consisting of a card reader, bus operator console, and transfer issuing capabilities would likely be under $6,000 per unit installed, including back-end software. It should be noted that ParaBus vehicles would also require smart card technology due to AODA legislation. The cost to equip the 29 conventional and community buses and 9-vehicle ParaBus bus fleet would approximate $228,000. The existing registering fareboxes can be kept to handle cash fare payments only. The annual support cost of a smart card system is arbitrarily estimated at $5,000 per year.

The City could elect to finance the cost through a debenture debt. For example, assuming the annual cost for capital and interest of the smart card system approximates $40,000 per year over five years, there would still be an estimated savings of $27,000 ($80,000 per year to maintain existing system less $53,000 capital debenture cost over five years). After five years, the annual savings would approximate $80,000.

4.1.1.3 Other Municipal Smart Card Applications

Following the rollout of a smart card system for Sault Transit, the card reader equipment can also be placed at all municipal facilities that collect revenue such as at sports venues, library, etc. With modifications to the back-end software, the same transit smart card can be used for payment of other municipal services. If lost or stolen, registered smart cards can be replaced for a nominal fee and the value remaining would be loaded on the replacement card.

Recommendations: Given the existing fare collection system requires replacement and the ongoing savings to the transit operating budget, it is recommended that the Sault Ste. Marie Transit and ParaBus budget up to $230,000 to equip its fleet with smart card technology.

4.1.2 Automatic Passenger Counters

While smart card technology provides transit boarding data and other bus operating statistics, automatic passenger counters (APCs) record passenger ons and offs, which will provide bus load data by bus stop. The two APCs supplied by the consultant and in place during the study have provided Sault Transit staff with first-hand experience with APCs. The passenger load data is needed for passenger load monitoring during all hours of operation. The technology will help enable other user-friendly applications such as real time passenger information on mobility devices.

Recommendation: It is recommended that Sault Transit purchase 28 automatic passenger counters at a cost of up to $280,000, including software.

4.1.3 Transit Mobility Hubs

Currently, all eight transit routes terminate at one location - the downtown terminal – to accommodate transfers for all routes. There are approximately 700 boardings and alightings that take place at the terminal on an average weekday. Given the city's growth north of Second Line, and along east-west routes in place, an increasing number of transit customers take over an hour to travel from home to their destination simply because they have to travel out-of-direction via the downtown terminal. The study team assessed the need for a second transfer location to support the proposed route concepts as well as alternatives to the existing downtown bus terminal.

4.1.3.1 Northern Bus Transfer Location

Five of the seven routes proposed in the Transit Route Optimization Study will have routes connecting in proximity to the Second Line West and Great Northern Road intersection.

It was determined that a location in proximity to Sault College was the most transit-friendly given the high demand generated by Sault College students and employees, the relative ease of access and egress via Pine Street and Northern Avenue to an off-street transfer location, and the safety and security inherent in a busy college environment. It was also important that bus travel times would be minimized to the extent possible to ensure timed transfers could take place, which is not unlike the requirements of the downtown transit terminal.

The Ontario Northland Transportation Commission (Ontario Northland) is an agency of the Province of Ontario that provides vital transportation services to Northeastern Ontario. At the time of writing, Sault Ste. Marie Transit staff were advised that Ontario Northland will be providing service between Sault Ste. Marie and Greater Sudbury with Ontario Northland bus service beginning at Sault College. Should a bus transfer facility be constructed, consideration should be given to accommodating the inter-city coaches operated by Ontario Northland.

Several off-street locations were reviewed and would require discussions with Sault College following the study, namely:

- At an off-street location on Old Garden River Road
- Vacant property at the north-west corner of Pine St. and Northern Avenue
- On the Sault College property on either the:
    - North side undeveloped lot on Northern Avenue near Willow Avenue next to the Emergency Services exit onto Northern
    - of Northern Avenue - vacant lot at end of Wilson Avenue or utilizing some of the Sault Parking lot across the main college building; or
    - South side of Northern Avenue
- Smart Centres (herein referred to as the Walmart site)

The land selection process would need to take place following the study, which would require a more detailed functional design and negotiations to take place. In the meantime, buses can be parked on-street to accommodate transfers.

Each of the northern Sault Transit terminal options are briefly discussed as follows:

4.1.3.2 Old Garden River Road

Onsite investigations were undertaken by the study team, which looked at bus transfer on-street and off-street options in proximity to the north-west corner of Old Garden River and Second Line West (e.g. former Sault Star building). It was revealed that based on the Transportation Master Plan study underway there will likely be a signalized intersection at the Walmart access off Second Line that will connect the access with a new road connection southerly to Willow Avenue at Northern Avenue at Sault

College. An on-street or off-street option could be considered once the decision has been made. This connection will benefit Sault Transit and its customers by providing more direct service.

Recommendation: To be considered further.

4.1.3.3 Pine Street and Northern Avenue

The wooded privately-owned site would provide sufficient land and easy access. Unfortunately, the proposed bus routes from the east side of the City would need to travel further and could jeopardize schedule adherence; however, this could be considered with some minor route modifications.

Recommendation: Not preferred but can be considered further, if required.

4.1.3.4 Sault College

Consideration can be given to off-street options that would require relatively minimal property if the road right-of-way along Northern Avenue is incorporated in the design. The least disruptive would be to use the north side undeveloped lot across the end of Willow Avenue next to the Emergency Services exit onto Northern Avenue. The existing parking lot on the north side of Northern Avenue would also be able to accommodate Sault Transit buses with minimal impact on parking spaces. While the approximate 20 lost parking stalls may be compensated through reworking of the parking layout or using the empty Sault College land on the west side of the Emergency Vehicle access. To accommodate buses, the controlled access gate could be moved back. The most ideal location from a transit customer perspective is on the Sault College site as close to Willow Avenue as possible.

On an interim basis, consideration could be given to accommodating buses on-street along both Willow Avenue and Northern Avenue

Recommendation: Initiate discussions with Sault College regarding the accommodation for a bus terminal.

4.1.3.5 Walmart Site

Sault Transit currently accesses the Walmart site from Second Line East for service to Sault Area Hospital. This site would continue to be used; however, in order to accommodate a bus transfer area, additional space will be needed, which will eliminate some parking. From a route network design perspective, only four buses will need to be accommodated at least initially. The Walmart site could be considered as a short-term solution, if one could not be secured for the Sault College area.

Recommendation: To consider Walmart Site option as a potential temporary bus transfer location.

4.1.4 Downtown Terminal Options

The existing bus terminal accommodates eight bus bays and parking for ParaBus and Community Bus vehicles. The proposed route network will reduce the number of bus bays to seven. Given the one-way road network and the area adjacent to the existing bus terminal lost to parking for the Essar Centre, bus operators are forced to travel around the block to position themselves for their next trip.

The study team assessed the need for the existing terminal given the new route network proposed and to determine whether or not the City should continue to maintain, expand, or relocate the bus terminal. The following options were assessed:

- On-street bus parking along Queen Street
- On-street bus parking along Bay Street
- Provide a bus terminal/ transfer location at the Transit Centre located at 111 Huron Street
- Maintain existing downtown terminal

4.1.4.1 On-street Parking along Queen Street

To accommodate transfers between buses. Buses would have to park in tandem, requiring approximately 150 to 200 metres of Queen Street frontage, which is considered to be too long since some customers such as seniors would need to walk up to 3 minutes to transfer. Alternatively, a cross street that can accommodate three of the four bus bays would be considered. On-street vehicle parking would, of course, need to be reduced. Up to three heated shelters (approximately $30,000 each) could be provided to protect transit customers from inclement weather.

Recommendation: Not to be considered further.

4.1.4.2 On-street Parking along Bay Street

One option that would be similar to the on-street parking along Bay Street is to park buses on Bay Street in proximity to the train station at Station Mall. The current Agawa Canyon Tour Train Station is scheduled to be relocated. The railway line on the south side of Bay Street could provide the area needed to accommodate all Sault Transit buses. The Station Mall is a key destination and would continue to be served on-site by Sault Transit while the washroom facilities would be accessible to transit customers. The modest platform required would need to have a large heated shelter at a cost of approximately $50,000.

Recommendation: To be considered further as an option to the downtown terminal.

4.1.4.3 Huron Street Transit Centre

The transit facility at 111 Huron Street has sufficient land available to accommodate the 7 proposed bus routes and has the advantage of access to Sault Transit staff for customer service inquiries. The site is secure and would only require municipal building approvals. However, the additional distances to the proposed west side routes would result in route modifications being required. Although a bus terminal location as close as possible to the downtown is preferred from a transit customer perspective, the 111 Huron Street option could be considered further if the City elects to sell off the existing bus terminal property for financial purposes.

Recommendation: To be considered further as an option, if required.

4.1.4.4 Existing Downtown Terminal

The existing bus terminal at Dennis Street and Queen Street is in a prime downtown location from the perspective of being central to transit customer's destinations and residential development, and is a relative mid-point for routes travelling east and west. The terminal building provides a comfortable and secure waiting area with public washrooms and transit kiosk available.

One of the objectives of the Transit Route Optimization Study was to determine if the downtown terminal bus capacity could be reduced through re-designing of the route network to a point that the terminal would not be required. Although the number of bus routes in the proposed route network are less (7 versus 8 routes at the downtown terminal), a downtown transfer area with some terminal amenities would still be required. There is also a need to accommodate community buses and ParaBus, which also serve the terminal.

The consulting team was advised that repairs were needed to the existing terminal. The need for between $47,000 and $61,000 in repairs - primarily to undertake roof repairs. On an annual basis, the terminal operating costs approximate $100,000 for security, utilities, staffing, and maintenance. This is considered nominal, representing on 1.25% of the annual transit operating budget.

As a cost-cutting measure, the terminal could be sold and buses accommodated at one of the alternative sites discussed bearing in mind that construction costs for an alternative location would be incurred. Given the need to modify routes in 2018, it would make more sense to revisit the topic after the new services have been in place.

Recommendation: To assess the impact of relocating buses from the existing downtown bus terminal should an alternative location be secured.

4.1.4.5 Summary of Downtown Bus Terminal Options

It is the opinion of Transit Consulting Network that a central downtown bus terminal will always be required today and more so in the future primarily because Sault Transit operates a radial route network where bus transfers are co-ordinated. Where the terminal is located within the downtown is flexible.

The implementation of the proposed route structure and future bus terminal location will likely be impacted by the findings of the Transportation Master Plan study underway at the time of this study since it will be addressing traffic circulation within the downtown. The impact of the Agawa Canyon Tour Train station relocation will also have an impact on potential land availability and amenities that can be accommodated. Notwithstanding the aforementioned, if the desire is to eliminate $100,000 from the transit budget attributed to maintaining the existing bus terminal and to sell off the property, this can be done. It is our opinion; however, that in the long-term, the need for a central terminal will not diminish and may, in fact, need to be expanded.

For the time being, it is recommended that the bus terminal continue to operate until an alternate location is secured that offers comparable amenities such as heated waiting areas, washroom facilities (at least nearby), bike storage, security features, and passenger information.

Recommendation: It is recommended that the City of Sault Ste. Marie budget up to $500,000 to undertake the necessary construction to accommodate bus transfers and provide for passenger amenities should the bus terminal be relocated.

4.1.5 Bike Racks on Buses

Active transportation has been playing a significant role in the overall transportation choice across Canada. Since all transit customers are pedestrians, they benefit from walk distance guidelines as proposed in this report. One active transportation market that has not been accommodated are those that travel by bicycle, which was made clear through the community engagement process. Much of the need was identified by college and university students that have become a growing market for Sault Transit. Bike racks on buses are now becoming the norm for public transit systems.

Bike racks allow transit customers to bicycle to transit stops, mount their bicycle on one of two bike mounts then board the bus. At the end of a trip, the bicyclist can then continue travel. Doing so expands the transit market potential and is a step towards a successful active transportation strategy that does not unduly burden the ability of buses to maintain schedules. With the advent of bike racks on buses, bike storage facilities should then be available at key transit destinations and bus transfer locations.

Sault Transit currently allows bikes on buses. Given the modest passenger loads experienced, Sault Transit staff would like to see higher transit ridership prior to installing bike racks. An average cost of $2,000 per bike rack would include the purchase of modest bike storage facilities. Bike racks should be placed on all 29 buses, costing approximately $58,000.

Recommendation: It is recommended the City of Sault Ste. Marie budget up to $60,000 for bike racks for installation in 2020 subject to a staff review in 2019.

4.1.6 Improved Bus Stop Amenities and Standardization

Citizens who may consider riding transit, especially those who have the option to drive, may be deterred by the unfamiliarity of the transit system (where it goes, the fare collection, the boarding process) – basically every aspect of using it. The following information should be available where feasible at bus stops:

Minimum

- Name or Identification number of the stop (i.e. 4-digit I.D. number)
- Routes that serve the stop by posting each route number
- Decals providing high tonal contrast colours for easy viewing by persons with low visibility
- Bus stop signs should be double sided with the international bus pictogram, so prospective customers may see the location of the bus stop from 2 directions
- Bus stop signs should use 3M reflective sheeting material (similar to other traffic signs) to enable bus drivers to easily view them during nighttime and low visibility periods.

At Major (busy) Bus Stops

- Schedule departure times (see example from Burlington Transit)
- Route map
- Fare information
- Phone number (to access transit information)
- Website addresses to link to a future Sault Transit GPS/Real time application and other information about transit (fares, hours of service, routes, etc.)

At Transit Shelter Locations

- Same information as above
- Transit system map

Posted Schedules at Bus Stops

Bus Stop Area Improvements

There is a total of 633 bus stops served by conventional transit (461 bus stops) and community bus (172 bus stops). There are also 85 bus shelters with a ratio of approximately one shelter for every 7.5 bus stops (13%). Municipal transit systems typically strive to have 25% to 50% of total bus stop locations with transit shelters. For example, Mississauga's transit system has 3,634 bus stops and 950 transit shelters or 26% of the total bus stops, but has an objective of achieving 40% of the bus stops with shelters. Given the colder winter weather in Sault Ste. Marie, it is suggested that one bus shelter be installed for every two bus stops as a long-term objective.

For budgeting purposes, there will need to be a requirement for bus stops that are spaced at an average of every 250-300 metres on both sides of future bus travel ways. For every 1.0 km of bus route, the City should budget for up to 8 bus stops with landing pads and two shelters.

For budgeting purposes, the following unit costs have been estimated for the supply and installation of various bus stop area components:

- $300 Bus stop post and sign
- $300 Bench
- $1,000 Concrete bus pad (12-metre length)
- $6,500 4 ft. X 8 ft. standard shelter

It is recommended that the City of Sault Ste. Marie budget a minimum of $30,000 per year to accommodate new bus stops, the addition of shelters and bus stop retrofits. With the use smart card boarding data by bus stop, shelter location priorities can be determined by passenger volumes and passenger classification (e.g. seniors and ParaBus registrant use of bus stops).

4.1.7 Fleet Replacement and Expansion

Given the modest growth in the City and the improved coverage attained by the proposed new route network, there will be no need to increase the transit fleet size over the next five years unless bus loads exceed capacity. In this regard, Sault Transit average bus loads can increase significantly without needing to increase the 30-minute frequency of buses during the peak period.

It was determined by Sault Transit staff that the 10-year transit fleet plan should reflect an 18-year bus life with refurbishments undertaken at an average bus age of 9 years, subject to a detailed assessment.

4.1.7.1 Current Sault Transit Fleet Age

In 2016, Sault Transit currently had one of the oldest bus fleets in Ontario with an average age of 11.4 years, which is 56% older than the average bus age in Ontario (see Exhibit 20: Ontario Average Vs Sault Transit Fleet and Bus Age.

A common complaint from the public based on the experience with Sault Ste. Marie transit focus groups and surveys undertaken by the study Project Manager since 2006, is the Sault Transit's bus appearance, lack of comfort and frequent breakdowns. This, in itself, lessens the transit image which negatively impacts transit ridership growth. Conventional transit buses - heavy duty 12.2 metre (40') buses – have a 12-year life cycle; however, many transit systems have opted for a 15 to 18-year life cycle with a bus refurbishment taking place in the 9th or 10th year.

Another fleet replacement option to have a longer bus life is that of purchasing stainless steel buses at a premium of $100,000 or 20% of the $500,000 cost of a 12.2 metre bus. Non-stainless-steel buses, at $500,000, have an average purchase cost of $41,666 per year over their 12-year life while a stainless-steel bus at $600,000 have an average purchase cost of $33,333 per year over their 18-year life.

Accessible Transit Bus Fleet Ages in Ontario - MTO-CUTA Transit Fact Book				
	Ontario Municpal Bus Fleets		Sault Ste. Marie Transit	
Year	No. Buses	Average Age (years)	No. Buses	Average Age (years)
2016	6,294	7.3	28	11.4
2015	5,964	7.0	27	11.4
2014	5,977	6.6	27	11.6
2013	5,864	6.2	29	12.1
2012	5,767	5.7	29	12.1
2011	5,575	5.2	29	13.2
2010	5,387	4.6	30	14.4

Exhibit 20: 2010-2016 Ontario Average Vs Sault Transit Fleet and Bus Age

In 2017, the Sault Transit fleet consists of 18 Orion buses – two are currently being replaced in 2018, two are 9 years of age while the remaining 14 buses are 21 years of age. Orion buses have not been made since 2012 since the business closed down. New Flyer Industries assumed the responsibility to provide Orion parts to transit systems across Canada and the US for 12 to 15 years, Thereafter, there is no obligation to supply Orion bus parts. Replacement parts for these older buses are either not available or when they are available, are very expensive.

In 2018, the City of Sault Ste. Marie will be purchasing one new bus (Nova) in 2018 plus four (4) used buses (2004 Orion) from Thunder Bay which has a much younger transit fleet (8.0-year average vehicle age in 2016 versus 11.4 years for Sault Transit); it is very clear that the City of Sault Ste. Marie will need to accelerate its bus replacement plan.

Recommendation: It is recommended the City of Sault Ste. Marie reduce the average fleet age from 11.4 years to 9 years through the purchase of 12.2 metre stainless steel conventional transit buses.

4.1.7.2 Fleet Spare Ratio

In order to ensure there is a sufficient number of vehicles to provide service during peak periods, additional buses are needed to accommodate:

- Preventative maintenance programs
- Major repairs
- Unforeseen bus breakdowns
- Long-term repairs (e.g. due to accidents, etc.)

In Ontario, there were 6,294 transit buses with 4,970 buses operated during peak scheduled service while 1,324 vehicles were set aside as spares; this represents a 21% vehicle spare ratio. In Sault Ste. Marie, there were 28 buses with 17 buses operating during the peak during 2016, which represents a spare ratio of 36% (10 buses). The 36% ratio can primarily be attributed to the much higher average fleet age of the Sault Transit fleet compared to the average of all transit fleets in Ontario. A target spare ratio of 25-30% is suggested for long-term budgeting purposes, which should be further assessed by staff.

Recommendation: It is recommended the City of Sault Ste. Marie reduce the fleet spare ratio target from 36% to 25%.

4.1.7.3 Transit Vehicle Size

In terms of fleet size and vehicle type, in 2017 Sault Transit operated 25 conventional transit buses plus two 19-passenger community buses. Conventional transit buses are 12.2 metre (40') heavy duty buses, which cost approximately $500K each and have a 12-year life cycle. The lighter-duty 8.2 metre (27') community buses cost approximately $200K each; however, they only have a 5 to 7-year life cycle. Transit vehicle technology has recently evolved with 9.2 metre (30') and 10.7 metre (35') heavy duty stainless steel mid-size community buses now available at an approximate cost of $500K with an 18-year life cycle.

Given that the larger heavy-duty buses offer a smoother ride and have three times the life cycle of the current community buses, it makes more sense to convert community buses to heavy duty vehicles, which is the norm at other transit systems across Canada. In addition to the business case to purchase heavy-duty community buses, the community engagement process indicated a desire for smaller vehicles on some routes; however, having a full fleet of 12.2 metre buses provides the flexibility needed in allocating vehicles to all routes on a daily basis.

The two 2015 community buses will need replacement in 2021 assuming a 6-year replacement cycle. In addition, the proposed Northern Community Bus Route will require a community bus in addition to the two community buses serving Community Bus Routes A and B. With a total of three community buses

there will be a need to ensure there are two community bus spares, bringing the total community bus complement to 4 vehicles. In this regard, following the implementation of the proposed route revisions, it would be prudent to purchase the larger community bus so that one of the community buses could be used in the regular Sault Transit routes, if necessary.

As automatic passenger counters are rotated throughout the Sault Transit service, passenger loads will be monitored to determine the applicability of using smaller buses in the regular service.

Recommendation: That Sault Transit staff purchase larger heavy-duty, mid-size, stainless steel community buses in place of the current lighter community buses.

Although not in the study scope, it is suggested that consideration be given to purchasing mid-size heavy duty buses for ParaBus due to the longer life-cycle and to enable the buses to be used in either ParaBus service regular fixed-route services that use the mid-size buses.

4.1.7.4 Fleet Replacement Plan

Based on a 12-year replacement plan on conventional transit buses and replacing existing community buses with heavy duty vehicles, the following bus replacement plan would be as follows:

- 2019: 11 conventional transit buses + 3 heavy-duty mid-size community buses
- 2021: 2 conventional transit buses + 1 heavy-duty mid-size community buses
- 2023: 4 conventional transit buses
- 2024: 1 conventional transit buses
- 2025: 1 conventional transit buses
- 2028: 1 conventional transit buses

Given the large purchase needed in 2019 based on the 12-year replacement cycle (for non-stainless-steel buses) and at an estimated $600K per bus, the purchase was spread over 2019 and 2020. It would be prudent to have a regular fleet replacement plan that balances annual fleet renewal budgets from year to year. The City of Sault Ste. Marie has the option to finance the purchase at once or through debenture debt payment, if desired.

For example, the City could finance vehicle purchases over half the vehicle

Sault Transit Fleet Replacement					
Vehicle Make	Bus No.	YEAR	Seating Capacity	Age (years)	Year of Replacement
ORION	119	1998	29	20	2019
ORION	120	1998	29	20	2019
ORION	131	2006	39	12	2019
ORION	132	2006	39	12	2019
ORION	133	2009	39	9	2021
ORION	134	2009	39	9	2021
NOVA	135	2011	34	7	2023
NOVA	136	2011	34	7	2023
NOVA	137	2011	34	7	2023
NOVA	138	2011	34	7	2023
NOVA	139	2012	34	6	2024
NOVA	140	2013	34	5	2025
ORION	141	1999	33	21	2019
ORION	142	1999	33	21	2019
ORION	143	1999	33	21	2019
ORION	144	1999	33	21	2019
ORION	146	1999	33	21	2019
ORION	147	1999	33	21	2019
ORION	148	1999	33	21	2019
ORION	149	1999	33	21	2019
ORION	150	1999	33	21	2019
ORION	151	1999	33	21	2019
ORION	152	1999	33	21	2019
ORION	153	1999	33	21	2019
GMC*	154	2015	19	3	2021
GMC*	155	2015	19	3	2021
NOVA	156	2016	31	2	2028
* Community Bus			Average Age	14.1	

Exhibit 21: 2018 Sault Transit Fleet 12-year Replacement Plan

life (i.e. 6 years) at an approximate cost of $85,000 per year per vehicle. Based on the 2017 vehicle capital expenditure of $600K, the City could purchase 7 conventional transit buses without increasing the capital budget if debentured. This could easily be accelerated based on enhanced external funding programs such as from the federal Public Transit Infrastructure Fund (PTIF). Regardless, Sault Transit should have a vehicle capital reserve fund established for long-term financial planning.

It was determined by the study team that the vehicle replacement plan over the next 10 years should reflect what is needed based on the 18-year life cycle of stainless steel buses and determine how the capital purchases would be scheduled by the City following completion of the study.

Recommendation: That the City budget for the purchase of 20 conventional transit stainless steel buses plus 5 heavy-duty mid-size stainless steel community buses over the next 10 years.

4.1.8 Ten-year (2018-2027) Capital Budget

The proposed 2018-2027 capital budget is estimated at $14,210M with approximately 70% required for fleet renewal.

Budget Item	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
Vehicle Replacement 12.2 m conventional transit bus		$3,000,000	$3,600,000	$1,200,000	$0	$2,400,000	$600,000	$600,000	$0	$0	$11,400,000
Vehicle Replacement heavy-duty community bus		$1,500,000		$100,000							$1,600,000
Integrated Smart Card Fare Collection System		$250,000									$250,000
Automatic Passenger Counters		$80,000									$80,000
Other Transit Technologies and Apps		$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$180,000
Sault College Area Terminal design and construction		$100,000	$300,000	$100,000							$500,000
Bus Stop Infrastructure and shelters	$30,000	$50,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$320,000
Downton Terminal Location and Functional Design		$40,000									$40,000
Downtown Bus Terminal - to be determined			$500,000	$500,000							$1,000,000

At the time of writing, the City of Sault Ste. Marie received notice of capital funding from the Federal Public Transit Infrastructure Fund (PTIF) to support transit infrastructure over the next 11 years. The Federal government is providing 40% of the funding while the Province would fund 33%, leaving 27% to be funded by the City of Sault Ste. Marie. The financial assistance will go a long way to modernizing Sault Transit.

5 SUMMARY AND RECOMMENDATIONS

The City of Sault Ste. Marie Transit Route Optimization Study was developed to meet the expectations of the diverse community stakeholders that use transit today or could use transit in the future. The challenge for the study team was to improve transit services within the current 80,000 hours of revenue service.

5.1 Work Plan Summary

There were three phases to the study:

- **Study Phase I: Critical Evaluation of Existing Transit Services** consisted an assessment of the transit services offered by Sault Transit, which involved a technical analysis of Sault Transit operations and an in-depth evaluation of the services from the perspective of transit customers, non-transit customers and the business community. The findings then formed the basis of developing a preliminary transit service plan.

- **Study Phase II: Transit Service Plan** involved the development of updated service standards based on community priorities identified in Phase I and best practices in service design to develop a preliminary route concepts and service plan. The preliminary service plan was then presented to the public, resulting in 78% support in whole or in part of the proposed service plan. The comments received were then reviewed by the study team, which resulted in the development of the revised route network and transit service plan.

- **Study Phase III: Transit Asset Management Plan** identified the technology, rolling stock (transit fleet) and infrastructure needed to support implementation of the transit service.

Going forward, the revised routes of proposed transit service plan will be further tested prior to implementation and as such, additional minor modifications to the plan may be required.

5.2 Summary of Consultations

Key to the development of the proposed route network and service plan, Transit Consulting Network and Sault Transit staff embarked on the most comprehensive community engagement process undertaken to date with both transit customers and non-transit customers with the latter group representing the largest potential market. The community engagement process included two rounds of extensive public consultations.

5.2.1 Round 1 Community Engagement Summary

The first round of community engagement process was to determine priorities with respect to route and schedule design, as well as identifying other improvements that would be needed. There were eight (8) Transit Focus Group/ Stakeholder meetings and four (4) Public Information Centres to start off the consultation process. This was complemented by two on-line surveys that resulted in a response from

837 members of the public and 58 businesses. Over 500 specific comments were received by 331 persons that provided comments.

Based on the analysis undertaken on the Sault Transit services, best practices in route and service design were then applied to the Sault Transit network in an effort to meet community priorities identified during the initial community engagement process.

5.2.2 Round 2 Community Engagement Summary

The preliminary route and service concepts, and other improvements were presented to the community at three public open houses. The purpose of the open houses was to determine to what degree the route and service concepts met the community priorities identified during Round 1 community engagement process. A PowerPoint presentation was provided at the open houses, complemented by open house boards and individual route maps were then posted on the City's website along with an opportunity for residents to provide input to the preliminary recommendations.

Based on the feedback received, the study team revised some of the preliminary recommendations and had undertaken trial runs to determine final routings, travel times and to ensure timely transfers can be made at the downtown bus terminal and other bus transfer locations.

5.2.3 Summary of Community Engagement

In total, there were 1,208 respondents to the on-line community surveys as well as over 900 comments received. The feedback was then used to refine the service plan further prior to presenting to City of Sault Ste. Marie Council for approval. Given the extensive feedback, it was clear that not all resident concerns can be met; however, changes to the preliminary service plan did address many concerns expressed during the Round community engagement process.

Although transit cannot be all things to all people, the 80,000 revenue hours of transit service were redesigned to:

- Reduce the need to transfer and rely less on the downtown terminal
- Reduce customer travel times
- Bring back Sunday evening service
- Enable workers in the City of Sault Ste. Marie to get to work for 7:00am shifts and return home after an 11:00pm shift
- Service residents that currently do not have reasonable access to bus service

Improving the efficiency and effectiveness of the existing Route 6 Cedar Heights and Route 7 North Street was also a consideration in the route and schedule design since they are the two lowest performing routes today. Route 6 carries 60% fewer passengers per hour than the total transit system average while Route 7 carries 31% less than the system-wide average.

The service and infrastructure improvements are likely to result in transit ridership and revenue growth over time, which can be closely monitored with the proposed passenger counting technology that would be in place. For example, long one-way routes result in extensive out-of-direction bus travel while two-way routes provide more direct travel. This will, over time, increase transit use.

5.3 Recommendations and Next Steps

The City of Sault Ste. Marie Transit Route Optimization Study culminated with a number of proposed improvements that address community priorities:

- Return of late evening Sunday service
- East-west connectors to reduce the need to travel downtown to transfer
- The feasibility of establishing a central northern transit mobility hub in proximity to Second Line and Great Northern (e.g. potentially Sault College)
- Reduce the time needed to get from point A to point B (i.e. getting anywhere in the City by bus within 60 minutes
- Transit fare pricing policy based on the use of smart card technology
- Confirmation that a downtown transit terminal should be retained
- Accelerated fleet renewal/ modernization program
- Embracing technology to improve fare collection, provide real time schedule information, and the ongoing monitoring of passenger loads and bus schedule adherence

Recognizing that transit cannot be all things to all people, especially given the cap on the number of service hours, every effort was made by the study team to accommodate the public.

5.3.1 Recommendation

The proposed route plan and asset management plan was developed to not only reflect community priorities but to also reflect best practices in route design.

It is recommended that the City of Sault Ste. Marie approve, in principle, the recommendations of the Sault Ste. Marie Transit Route Optimization Study and take steps to implement changes in 2018.

5.3.2 Next Steps

In meeting the aforementioned requirements, it was necessary to make some modifications to most existing routes and no changes to other routes; however, very few bus stops need to be eliminated and far more bus stops will need to be added. Given that the route changes can be considered significant by some, the implementation phase will require extensive marketing efforts to educate the existing transit customers and to new transit customers that will be receiving transit for the first time.

It should be pointed out that during the implementation phase, further route and schedule modifications can be expected; this is normal. Consideration can be given to a ‘walk before you run approach’ to the implementation plan whereby the off-peak weekday summer service could take place while adding service where it is needed such as the reinstatement of Sunday evening service.

As the route and service changes are rolled out, it will be important to monitor the impact of the changes and recognize that while some current customers may be negatively impacted, far more existing and new transit customers will benefit in the longer term.

Volume Hourly Summary Report

Location..... South Market Street btwn Eastern Avenue & Market Street

Municipality..... Sault Ste. Marie

#1

Date	StartTime	Eastbound	Westbound	Grand Total
ıursday, June 22, 20	0	18	15	33
	1	8	10	18
	2	6	3	9
	3	3	13	16
	4	1	14	15
	5	6	31	37
	6	9	92	101
	7	36	175	211
	8	71	216	287
	9	58	111	169
	10	60	115	175
	11	93	110	203
	12	112	126	238
	13	87	129	216
	14	91	94	185
	15	119	138	257

PRE By PASS

	16	111	152	263
	17	121	164	285
	18	135	129	264
	19	109	136	245
	20	85	137	222
	21	73	133	206
	22	50	75	125
	23	37	41	78
Thursday, June 22, 2006		1637	1812	3449

PRE

Volume Hourly Summary Report

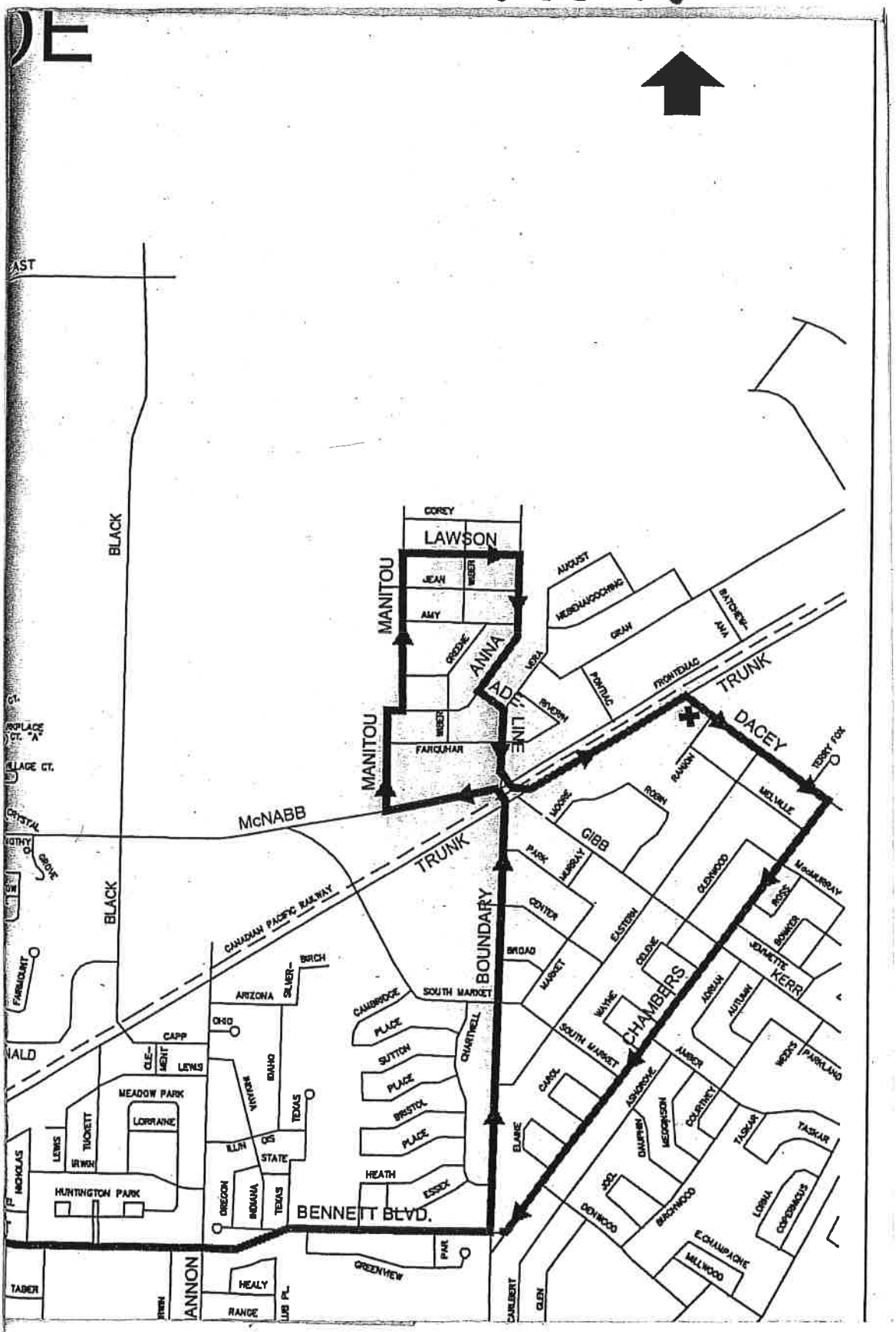
Location..... South Market Street btwn Eastern Avenue & Market Street

Municipality..... Sault Ste. Marie

Date	StartTime	Eastbound	Westbound	Grand Total
dnesday, May 10, 2(	9	17	38	55
	10	135	128	263
	11	145	135	280
	12	150	145	295
	13	160	157	317
	14	183	128	311
*	15	271	185	456
*	16	303	177	480
*	17	246	162	408
*	18	213	140	353
	19	172	109	281
	20	136	85	221
	21	101	52	153
	22	75	47	122
	23	39	26	65
Wednesday, May 10, 2017		2346	1714	4060

Post By Pass.

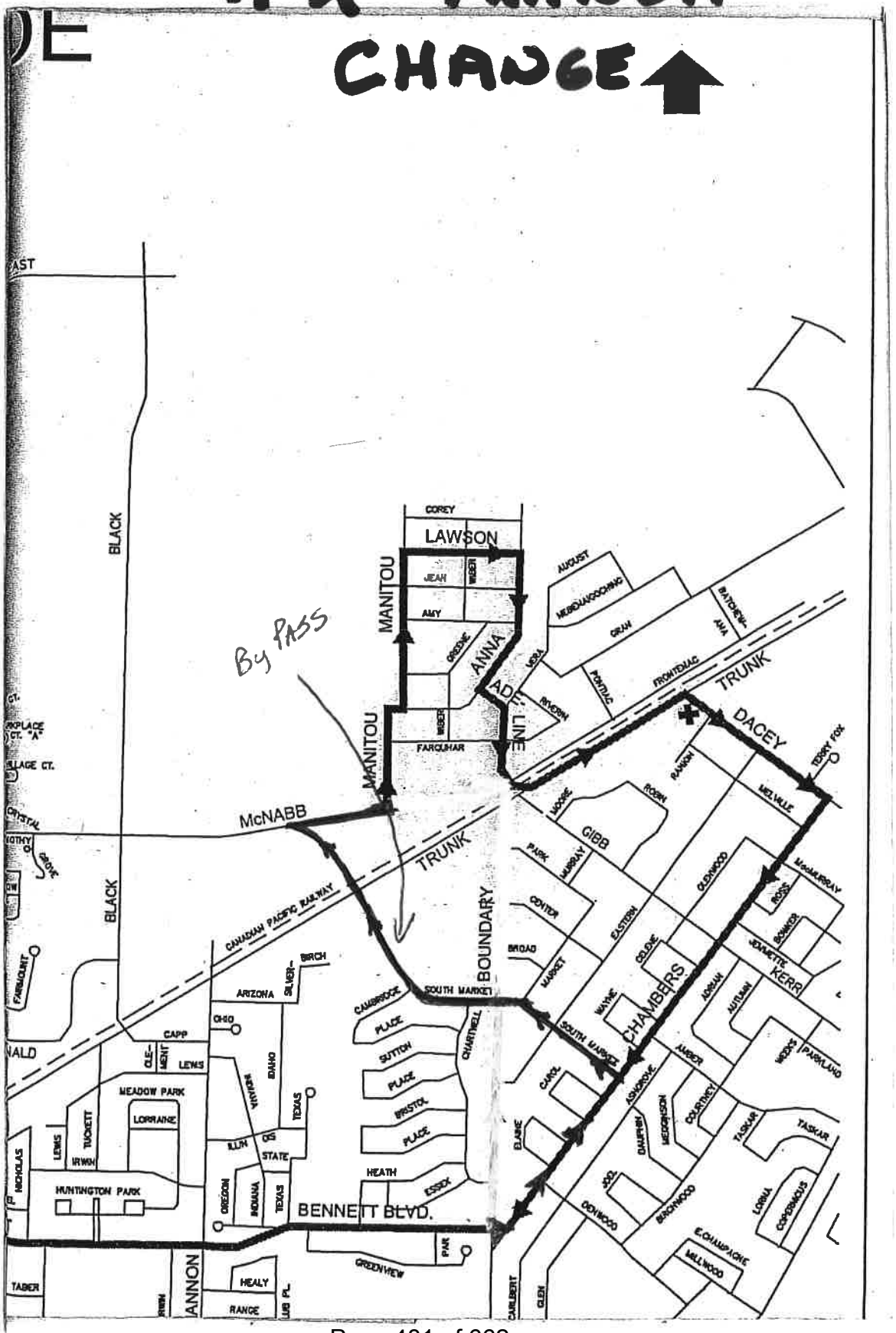
#1 CURRENT



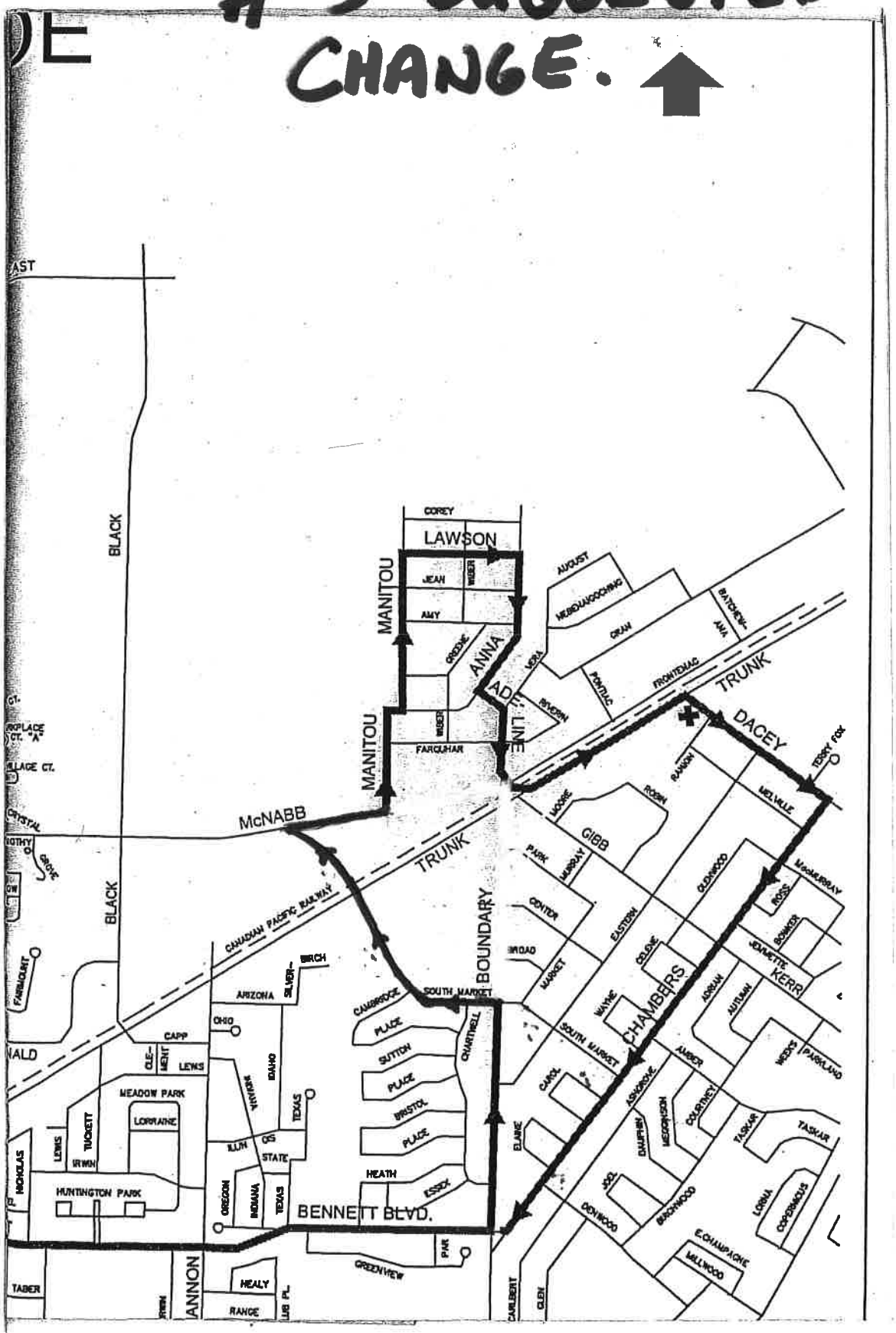
LAWSON
MANITOU
ANNA
ADELINE
McNABB
TRUNK
BOUNDARY
DACEY
CHAMBERS
KERR
BENNETT BLVD.
BLACK
CANADIAN PACIFIC RAILWAY
SOUTH MARKET
GIBB
MEADOW PARK
HUNTINGTON PARK

33

#2. TRANSIT CHANGE



#3 SUGGESTED CHANGE.



The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Jeffrey King, Solicitor/Prosecutor**

DEPARTMENT: **Legal Department**

RE: **R1.57 – Peddler and Food Vendor Licencing By-law**

PURPOSE

The purpose of this report is to respond to the below Council resolution regarding the revision of the City's current Peddler and Food Vendor Licencing By-laws.

On August 21, 2017 Council passed the following resolution:

"Resolved that the Legal Department be requested to prepare a revised draft Peddler By-law and a revised draft Food Vendor By-law including, but not limited to the following:

1. That vendors be limited to selling either goods or foods only at the location specified in the licence.
2. That the vendors not be able to locate in a residential area.
3. That a maximum time limit of 3 days be placed on each licence.
4. That a fee be charged to vendors requiring a re-inspection to confirm compliance to the respective By-law.
5. That the by-laws be amended to establish a category system depending on the class of licence.
6. That the by-laws contain a specific section dealing with inspections which authorize Police Services to inspect any premises where a stationary business is carried on.
7. That the by-laws include any additional requirements to obtain the licence, including an insurance requirement and certificates of approval from the Medical Officer of Health and the Fire Chief.
8. That the licence fee for each category be set with the norm for Northern Ontario municipalities.

9. That a separate category be established for ice cream vendors and food cart vendors with any applicable exceptions, as these are seasonal operations."

BACKGROUND

Currently, the City has By-law 2003-53 (the "Peddler By-law"), being a by-law to licence, govern and regulate peddlers in Sault Ste. Marie. In November 2016, the Peddler By-law was amended to incorporate a mechanism to revoke licences from aggressive peddlers and discourage certain tactics. Specifically, the provisions concerning the cancellation or revocation of a licence and prohibitions were amended.

The City has a separate by-law, By-law 2003-51 (the "Food Vendor By-law"), to licence, govern and regulate food vending vehicles.

On June 12, 2017 Council directed the Legal Department to review the Peddler By-law and report back on possible ways to strengthen it.

Recently, the Province of Ontario passed the *Putting Consumers First Act* (Bill 59). Among other things, Bill 59 amends the *Consumer Protection Act, 2002* to prohibit certain products and services from being offered or sold at a person's home unless the homeowner initiates the transaction. These restricted products and services include: furnaces, air conditioners, air cleaners, air purifiers, water heaters, water treatment devices, water purifiers, water filters, water softeners, duct cleaning services, and any good or service that performs or combines one or more of the above functions.

In 2017 the City issued five peddler licences and eight food vendor licences. Two of the peddler licences issued can no longer be licenced as a result of the passing of the Bill 59 and the restrictions set out.

ANALYSIS

The Legal Department consulted with relevant stakeholders, namely the City Clerk's Department, Fire Services, Algoma Public Health, the Building Department and the Community Development & Enterprise Services ("CDES") Department, in drafting this by-law.

The Legal Department reviewed other municipal approaches to licencing peddlers and food vendors and consulted with other municipal by-laws to ensure reasonable licencing fees and a balance between licencing and enforcement costs to the City and costs to the applicant. In reviewing these by-laws, it was determined that consolidating the City's Peddler By-law and the Food Vendor By-law would create a more straightforward process for licencing these individuals. Further, the definitions of "peddler" and "food vendor" were modified slightly to

eliminate confusion when licencing. With these modified definitions, an individual selling any sort of food product, whether using a food vending vehicle or not, will be licenced as a food vendor; and any person selling any other product, whether door-to-door or stationary, will be licenced as a peddler.

The nine points outlined in the above resolution were considered and incorporated into the new by-law. However, consultation with the City Clerk's Department revealed that a number of local individuals require a licence for long-term, even year-round, food vending operations. As a result, placing a 3-day time limit on *all* licences would create undue hardship for these local vendors and administrative backlog. In order to address this concern, the Legal Department created a 7-day category, a 3-month category, and an annual category; the latter available to residents of Sault Ste. Marie only. The categories have been further divided between "mobile" or "door-to-door" sales and "stationary" sales depending on the type of sales conducted. Those obtaining a "stationary" licence will be permitted to sell only in the location specified on the licence; a location which will be approved by the City's Building and CDES Departments. A separate category for ice-cream and hotdog vendors has been created with no change in fee. This category system is consistent with other Northern Ontario municipalities.

Further, certain exemptions were created to the prohibition on operating in residential areas. These exemptions include those operating ice-cream trucks and those invited to a premises for an event by the owner or occupant of that premises.

The fee schedule is consistent with other Northern Ontario municipalities. There will be lower fees for residents of Sault Ste. Marie and higher fees for non-residents. In order to receive the "resident" fee, applicants must show proof of ownership of property or proof of long-term rental (12 months) within the City. Further, a "late licence" fee was created to encourage peddlers and food vendors to obtain a licence *prior* to operations and penalize those who fail to do so. Consultation with the City Clerk's Department revealed that many individuals were failing to obtain a licence prior to commencing sales.

Certain persons remain exempt from the licence requirement, as outlined in section 3.4 for food vendors and section 4.2 for peddlers.

With respect to the insurance requirement, consultation with the City's Risk Manager and a review of other Northern Ontario municipal licencing by-laws, revealed the current requirement of $500,000.00 to be extremely low. The Risk Manager has suggested that individuals operating a food vending vehicle on City-owned property should have coverage in the amount of $5,000,000.00. This is consistent with the insurance requirements for events and other uses of City-owned property.

Part IV of the by-law, the section dealing with the licencing of peddlers, addresses the recent passing of the *Putting Consumers First Act* (Bill 59). The City will therefore only licence those individuals who are not in contravention of provincial legislation.

FINANCIAL IMPLICATIONS
If approved, the fee for a peddler's licence will change from $255 to between $150 and $300 and a food vending licence will change from $245 to between $75 and $300. The proposed new fee structure is not anticipated to have a material impact on budget revenues.

Also included in the proposed by-law are new fines for non-compliance. Financial impact of these fines will depend upon the enforcement required and cannot be quantified at this time.

STRATEGIC PLAN / POLICY IMPACT
Not applicable.

RECOMMENDATION
It is therefore recommended that Council take the following action:

By- law 2018-67, being the revised City of Sault Ste. Marie Peddler and Food Vendor Licencing By-law, appears elsewhere on the Agenda and is recommended for approval.

Respectfully submitted,

Jeffrey King
Solicitor/Prosecutor

JK/hh

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Willson Law

Barristers & Solicitors

C. Bruce Willson, B.A., LL.B., LL.M
Joseph R. Greco, B.A., J.D.

494 Albert Street East
Sault Ste. Marie, Ontario, P6A 2K2
Tel.: (705)-942-2000
Fax: (705) 942-6511
www.willsonlaw.ca

April 7, 2018

Sault Ste. Marie City Council
99 Foster Drive
Sault Ste. Marie, ON
P6A 5X6

Attention : Mayor Provenzano, Members of Council & Nuala Kenny, City Solicitor

RE: R1.57 Peddler and Food Vendor Licencing By-Law

I am counsel for a group of approximately 20 local business owners who have concerns regarding the subject by-law amendment.

I will be addressing Council on Monday April 9, 2018 of my clients' concerns, and I will be asking that Council not pass the by-law amendment at that time, the reasons are as follows:

1. There is a certain individual (as Council is more than aware) who comes from Vaughan, ON and sells Italian import foods from the back of a mobile grocery store. The individual parks his vehicle at the homes of Sault residents where groups of people attend at these residences to buy same. Section 3.4(1)(d) undermines section 3.3.7, and appears to allow this individual to continue to sell these items using his current method without seeking a licence, being subject to health inspections, or any of the requirements under section 3.2 or Part 5.
   i. I will ask Council/City Legal Department to have section 3.4(1)(d) deleted from the by-law.
2. The term "Food Vendor" does not adequately address a mobile grocer.
   i. I will ask Council/City Legal Department to define "Food Vendor" as follows:
      a. A person operating or using a Food Vending vehicle; or
      b. Any person who goes from place to place, or to a particular place, with **prepared hot** food or refreshments for sale; or
      c. Any trailer which has an employee or agent who goes from place to place or to a particular place with **prepared hot** food or refreshments for sale.

ii. I will ask Council/City Legal Department to add the definition of "mobile grocer" to the bylaw, defined as follows:

> A handcart, peddled vehicle, vehicle or trailer from which unprepared, raw, perishable, or pre-packaged food items are sold for home preparation and consumption by the public.

iii. I will ask Council/City Legal Department to amend the title of Part III to "FOOD VENDORS and MOBILE GROCERS", and that mobile grocers be allowed to obtain a class of license as set out in section 3.1.

iv. I will ask that mobile grocers be subject to the requirements as set out in section 3.2.

v. I will ask that mobile grocers be subject to the requirements as set out in section 3.3.

vi. I will ask that mobile grocers be subject to the exemptions listed in section 3.4 except for the exemption of section 3.4(1)(d).

vii. I will ask that mobile grocers be subject to the enforcement provisions in Part 5.

3. There is a typo in section 3.4(2) as there is no section 3.4(1)(g) I will ask that this simply be corrected.

I thank you for considering my clients' concerns and I look forward to meeting you all on Monday.

Yours very truly
WILLSON LAW

JOSEPH R. GRECO

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Jeffrey King, Solicitor/Prosecutor**

DEPARTMENT: **Legal Department**

RE: **Zoos and Wildlife Sanctuaries**

PURPOSE

The Legal Department has been tasked with amending a proposed animal control by-law following a motion passed back in February by City Council. Said motion was inclusive of grandfathering the current zoo operated within city limits, Spruce Haven Nature Park (hereinafter: "Spruce Haven"), and having it phased-out naturally. The purpose of this report is to provide City Council with information of a recent escape that occurred at Spruce Haven and further share City Staff's limited ability to remedy such a situation.

ATTACHMENT

Schedule "A" – Example of MNRF wildlife licence.

Schedule "B" – Letter to MNRF from City Legal Department, dated March 22, 2018.

Schedule "C" – Letter to Spruce Haven owners from City Legal Department, dated March 21, 2018.

BACKGROUND

The escape is noted as a wolf leaving captivity by means of maneuvering over a fence and returning to it enclosure, to then leave again at will. This occurred for several days. The Humane Society once notified of this escape attended Spruce Haven and provided services by way of a trap. The need to provide the same came from confirmation that Spruce Haven did not possess any equipment to capture the escaped animal. This information is worrisome in light of the below analysis.

ANALYSIS

The Legal Department has provided City Council with information on possible ways to regulate zoos and captive wildlife facilities within the City, the proposed options ranged from inaction to an outright ban. Currently the City does not have enforcement provisions within its current by-laws that address wildlife escaping an owner's captivity. In this case, a wolf shares similar characteristics with a dog, and the Humane Society was possessed a trap of appropriate size and strength. However, Spruce Haven does possess much larger animals for which the Humane Society may not be in a position to offer aid if an escape occurred.

At the provincial level, *O.Reg 60/09: Standards of Care and Administrative Standards* under the *Ontario Society for the Prevention to Cruelty Against Animals Act* provides at section 5(4)(b) "a pen or enclosed structure… otherwise secured to prevent; animals escaping from the pen or other enclosed structure". City Staff communicated with an Ontario Society of Prevention to Cruelty Against Animals officer which revealed that such an escape would likely generate an inspection in the weeks to come. They noted that they would not take part in capturing the animal and further explained that responsibility for capturing the wolf resides with the owner and municipal services. The Ontario Ministry of Natural Resources and Forestry ("MNRF"), responsible for specifically licencing the wolf ("a game animal") that escaped, mentioned to Staff that the responsibility is that of the owner to return any escaped wildlife held by it to captivity. Legal summarized the MNRF's licensing process in a report dated October 10, 2017:

> The *Ontario Fish and Wildlife Conservation Act, 1997* (the "Conservation Act") and its regulations also address the keeping of wildlife in captivity. Pursuant to section 40(1) of the Conservation Act, "a person shall not keep live game wildlife or live specially protected wildlife in captivity except under the authority of a licence and in accordance with the regulations." This Act deals with "game wildlife" and "specially protected species" only, or in other words, native species. The Province issues licences under Part 1 of the Wildlife in Captivity Regulation (O Reg 668/98) made under the Conservation Act to allow for the keeping of these types of wildlife in captivity. These licences contain conditions, including the required size of the animal enclosures. A police officer, an RCMP officer, a game officer or park warden all have the authority enforce the Conservation Act and its regulations, including completing inspections of a premises. In preparing this report, the Legal Department spoke with Jamie Stuart, Legislation Specialist with the Ministry of Natural Resources and Forestry ("MNRF"), who advised that currently constituents can report violations with respect to the keeping of wildlife in captivity to the MNRF or to the OSPCA, which in turn, will generate an inspection and possibly a charge or an order. Mr. Stuart advised that the MNRF will generally refer a case to the Society to deal with as the Society has a broader power and more tools with which to enforce.

A Sample of such a licence is attached hereto (Schedule “A”). Council will note the limited condition set out in the same and how general the licence reads. Legal turned its attention to any enforcement provisions under the Conservation Act and regulations thereunder which availed to very little. In essence, the only requirement is to maintain a log book of animals in captivity. Bill 125, Exotic Wildlife in Captivity Act, 2010 was intended to increase MNRF’s enforcement once a licence of this type was issued; however, the same never exceeded a first reading. Therefore, provincial legislation does not specifically address contingencies for wildlife escapes, but does allow the MNRF to issue such a licence within the City.

It is with the above legislation in hand that City Staff wrote a letter to the MNRF dated March 22nd, 2018 (Schedule “B”). Furthermore, Staff wrote to the owners of Spruce Haven and had them served personally with a letter indicating their responsibility to capture the wolf (Schedule “C”).

FINANCIAL IMPLICATIONS
Not applicable.

STRATEGIC PLAN / POLICY IMPACT
Not applicable.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the report of the Legal Department dated 2018 04 09 concerning an escape of a wolf at a zoo within the City of Sault Ste. Marie be received as information.

Respectfully submitted,

Jeffrey King
Solicitor/Prosecutor

JK/tj
Attachments

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Appendix 2. OMNRF Permit for Spruce Haven Kennels and Zoo

Ontario

Ministry of Natural Resources

Ministère des Richesses naturelles

Licence to Keep Specially Protected and Game Wildlife in a Zoo

Permis pour garder des animaux sauvages spécialement protégés et du gibier sauvage dans un zoo

Licence No. / N° de permis	1015833
Local Reference No. / N° de référence local	5540
Issuer Account No / N° de compte du délivreur de permis	10000922

This licence is issued under Part I of the Wildlife in Captivity Regulation made under the Fish and Wildlife Conservation Act, 1997 to:

Ce permis est délivré en vertu de la Partie I du règlement sur les animaux sauvages en captivité formulé conformément à la *Loi sur la protection du poisson et de la faune* de 1997 à :

Name of Licencee / Nom du titulaire du permis

Individual / Particulier

Last Name / Nom de famille	First Name / Prénom	Middle Name / Second prénom
Marshall	Helen	Dorothy

Name of Business/Organization/Affiliation (if applicable) / Nom de l'entreprise/de l'organisme/de l'affiliation (le cas échéant)

Sprucehaven Kennels and Zoo

OR / OU ***Corporation, etc. / Société, etc.***

Name of Corporation / Indian Band / Nom de la société/bande indienne — Corp. # (if applicable) / N° de société (le cas échéant)

OR / OU ***Group / Groupe***

Contact's Last Name / Nom de famille de la personne-ressource	First Name / Prénom	Middle Name / Second prénom

Name of Business/Organization/Affiliation (if applicable) / Nom de l'entreprise/de l'organisme/de l'affiliation (le cas échéant)

Mailing address of Licencee / Adresse postale du titulaire du permis

Street Name & No./PO Box/RR#/Gen. Del. / N°, rue/C.P./R.R./poste restante

2016 Third Line West

City/Town/Municipality / Ville/village/municipalité	Province/State / Province/Etat	Postal Code/Zip Code / Code postal/Zip
Sault Ste. Marie	ON	P6A 5K8

Applies to a group of individuals only / S'applique à un GROUPE de particuliers seulement

Additional names to appear on licence / Autres noms à inscrire sur le permis

	Last Name / Nom de famille	First Name / Prénom	Middle Name / Second prénom
1			
2			
3			
4			

to keep specially protected wildlife and game wildlife in a zoo.

pour garder des animaux sauvages spécialement protégés et du gibier sauvage dans un zoo.

continued on Page 2 / suite à la page 2

Authorized licence location(s) / Lieu(x) autorisé(s) par le permis	Street Name and No., Lot, Conc. / N°, rue, lot, conc.	City, Township, Municipality / Ville, canton, municipalité
	2016 Third Line West	Sault Ste. Marie

Licence Dates / Dates du permis	Effective Date / Date d'entrée en vigueur (Y/A Y/A Y/A Y/A M M D/J D/J)	Expiry Date / Date d'expiration (Y/A Y/A Y/A Y/A M M D/J D/J)	Licence Fee / Droits du permis	Receipt # / N° de reçu
	2017 01 23	2017 12 31	$ 100.00	$ 5540

This licence is subject to the conditions listed below.

Ce permis doit se conformer aux conditions ci-dessous.

Issued by (please print) / Délivré par (veuillez écrire en caractères d'imprimerie)	Signature of Issuer / Signature du délivreur	Date of Issue / Date de délivrance (Y/A Y/A Y/A Y/A M M D/J D/J)
Jacques Landry		2017 01 30

Signature of Licencee / Signature du titulaire du permis

Date (Y/A Y/A Y/A Y/A M M D/J D/J): 2017 02 07

Personal information contained on this form is collected under the authority of the *Fish and Wildlife Conservation Act, 1997* and will be used for the purpose of licencing, identification, enforcement, resource management and customer service surveys. Please direct further enquiries to the District Manager of the MNR issuing district.

Les renseignements personnels dans ce formulaire sont recueillis conformément à la *Loi sur la protection du poisson et de la faune, 1997*, et ils seront utilisés aux fins de délivrance de permis, d'identification, d'application des règlements, de gestion des ressources et de sondage sur les services à la clientèle. Veuillez communiquer avec le chef du district du MRN qui délivre le permis si vous avez des questions.

Licence conditions

Conditions du permis

1. Animal enclosures in which animals are on public display should be of a size which enables the animals to:
   a) exercise natural behaviours to facilitate public education and interpretation.
   b) achieve a distance from the public and other specimens at which the animals are not psychologically or physically stressed.
   c) achieve a full range of body movements and physical movements normally performed.
2. Veterinary services must be available for the animal collection.
3. The licence holder must keep a log book that contains information respecting the buying, selling, acquisition, disposition, birth and death of the specimens kept under the authority of this licence. The log book shall be kept for five years after the expiry of the licence.
4. All specially protected raptors or non-indigenous falconry birds must be marked with a clearly and uniquely numbered band of a type approved by the Minister.
5. The log book shall be updated within 24 hours of any event that the ministry has prescribed as being required in the log book, or as reasonably possible.

1. Les enceintes où les animaux sont exposés publiquement devraient être assez grandes pour permettre aux animaux :
   a) d'avoir des comportements normaux afin de faciliter l'éducation du public et l'interprétation,
   b) de pouvoir se tenir à une certaine distance du public et d'autres spécimens afin de ne pas être stressés psychologiquement ou physiquement,
   c) de pouvoir faire une vaste gamme de mouvements corporels et physiques normaux.
2. Des services vétérinaires doivent être disponibles pour prendre soin des animaux récoltés.
3. Le titulaire du permis doit tenir à jour un registre qui renferme des renseignements sur l'achat, la vente, l'acquisition, l'enlèvement, la naissance et la mort des spécimens gardés en vertu de ce permis. Le registre doit être conservé pendant cinq ans après la date d'expiration du permis.
4. Tous les rapaces spécialement protégés ou oiseaux de fauconnerie non indigènes doivent être marqués avec un type de bague portant un numéro unique et facile à voir qui a été approuvé par le ministre.
5. Le journal de bord doit être mis à jour moins de 24 heures après tout événement qui, selon la prescription du ministère, doit être inscrit dans le journal, ou aussitôt que possible.

The Corporation of the City of Sault Ste. Marie

LEGAL DEPARTMENT

NUALA KENNY, City Solicitor

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

Jeffrey King, Solicitor/Prosecutor

Adam Shier, Risk Manager

BY FAX: (705) 949-6450

March 22, 2018

Mr. Randy Tippin
Area Enforcement Manager
Ministry of Natural Resources and Forestry
64 Church Street
Sault Ste. Marie, ON P6A 3H3

Dear Mr. Tippin:

RE: FILE #R1.5(12) – SPRUCE HAVEN NATURE PARK – WOLF AT LARGE

We have knowledge that a wolf held in captivity at Spruce Haven Nature Park has escape from its enclosure. We further have knowledge that the MNRF has issued a Licence to hold wildlife in captivity to the owners of said organization. We confirm that a genuine concern for public safety exists as a wolf poses an immediate threat to life safety. In the event that injury occurs as a result of this wolf at large be advised that MNRF and its licensee may be held liable and subject to the legal and financial consequences that may ensue.

Further to contacting the MNRF, and speaking to Paul Manuel and thereafter yourself, we understand that the MNRF's position is that the responsibility to capture said wolf resides with the licensee and owner. Given that this matter is one where time is of the essence, we find it unacceptable that the MNRF would not provide more of an immediate response to this situation. At this time, we have not heard from you regarding further steps.

As a Municipality, we issue Licences and Permits both under our legislation proper and that of the Province. With issuance of a Licence is our inherent and legal responsibility to inspect, monitor, enforce and remedy violations. This is a role that the City takes very seriously in serving the constituents of Sault Ste. Marie. To be informed that the MNRF can issue a Licence within the City and not take any accountability or action following the escapement of said wildlife is absurd.

Our conversation with you revealed that the MNRF "may" look at the enclosure housing the wolf following its return to captivity by the owners. We have heard from the OSPCA that this may have taken place yesterday. We opine that this does not meet the threshold

of the MNRF's obligations and responsibilities in a situation such as this as clearly you are without any plan to action should an animal you license escape. As the Agency that holds both the resources and expertise with respect to the species at-large, we cannot emphases enough that MNRF must take action in remedying the situation.

We recognize that the provincial legislation around wildlife in captivity is vague at best, but we affirm that by way of licensing Spruce Haven, the MNRF has created a legal obligation to remedy and prevent a further occurrence of this sort. A License is more than giving someone a piece of paper; it is giving someone a privilege, which in turn, burdens the licensor with all the responsibilities noted herein.

We cannot stress enough that a wolf being held in captivity pursuant to a Licence issued by the MNRF has escaped its enclosure with what we now understanding to be no contingency plan whatsoever.

Trusting you will appreciate the gravity of the situation and take steps forthwith to remove this dangerous threat to human life.

Yours truly,

Nuala Kenny
City Solicitor

NK/mw

c. Humane Society

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Schedule "C"

The Corporation of the City of Sault Ste. Marie

LEGAL DEPARTMENT

NUALA KENNY, City Solicitor

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

Jeffrey King, Solicitor/Prosecutor

Adam Shier, Risk Manager

March 21, 2018

Mr. Ken Marshall
and Mrs. Helen Marshall
Spruce Haven Nature Park
2016 Third Line West
Sault Ste. Marie, ON P6A 5K8

Dear Mr. & Ms. Marshall:

RE: FILE # R1.5(12) – SPRUCE HAVEN NATURE PARK

The City has knowledge that a wolf held in captivity at Spruce Haven Nature Park has escaped from its enclosure. Further, the City is aware that the MNRF has issued to you a Licence to hold wildlife in captivity. The City has contacted the MNRF and understands that as the licensee and owner of the wolf, the responsibility resides with you to return said wolf to its enclosure. We strongly encourage you adhere with the above obligations and use any and all resources to ensure that this matter is handled immediately. We have a genuine concern for public safety. A wolf poses an immediate threat to life safety. In the event that injury occurs as a result of your wolf at large be advised that you and Spruce Haven may be held liable and subject to the legal and financial consequences that may ensue. Trusting you will appreciate the gravity of the situation and take steps forthwith to remove this dangerous threat to human life.

Yours truly,

Nuala Kenny
City Solicitor

c. Humane Society
MNRF (Randy Tippen & Bill May)
Jonathan Poitras, Orazietti, Walz

Sault Ste. Marie & District SPCA

MEMO

TO: Jeffrey King, Solicitor/Prosecutor, City of Sault Ste. Marie

FROM: Cindy Ross, Manager

DATE: March 29, 2018

RE: Recent activity at Spruce Haven Nature Park

I am providing you with a time line and brief summary of our involvement in the recent activity at Spruce Haven Nature Park where a wolf was repeatedly escaping from its enclosure over the course of a number of days.

INCIDENT NOTES:

- We were notified on March 20, 2018 that a wolf had escaped its enclosure at Spruce Haven Nature Park and received a video taken that morning of the wolf on the roadway and in a neighbouring driveway.
- I contacted Mrs. Marshall and was advised that the wolf had been loose for a few days. We offered our large live trap as she indicated they had no equipment to capture the wolf.
- When we delivered the live trap we noted that there were five wolves in the enclosure and observed a sixth wolf outside of the enclosure on the west side of the property.
- We also responded to a concern from a neighbor whose dog had come into contact with the wolf on their own property.
- We advised City Police and that it was an ongoing situation.
- I received a call from a representative with the MNR. They requested details about the matter and indicated that they probably would not have any involvement.

- We followed up with the Marshall's on March 21, 2018 and we were advised that the wolf had returned to the enclosure and that improvements were being made to prevent future escapes.
- While following up with neighbours in the area on March 21, 2018, we observed that the wolf had escaped again and only 5 wolves were in the enclosure.
- I spoke to Mrs. Marshall again on March 21 and 22 and she indicated that although the wolf was returned to the enclosure they still required use of our live trap.
- Mr. Marshall returned the live trap to the shelter on March 26 and indicated to staff that the wolf had been tranquilized and returned to the repaired/improved enclosure.

SUMMARY

This incident has highlighted the legislative and practical difficulties we face when an emergency arises with captive wildlife or exotic animals. Recently we answered questions about this situation hypothetically and we now know firsthand that the response would be less than ideal, given the legislative gaps at a municipal and provincial level. We currently do not have any legislated authority to take any enforcement action in these circumstances and can only offer what limited aids we have that the property owner may or may not be willing to accept. The capture and handling of large exotic animals or wildlife species is a task that requires specialized training, equipment and housing that does not fall within the scope of our Animal Control and Sheltering Services abilities. In this instance, we provided all measures of assistance available to us when we determined that the wolf enclosure was inadequate, still at large and that the Marshall's did not have equipment to capture the wolf. We provided them with the use of our resources on their property and notified Police Services of the possibility of a public safety issue arising. We do not have the authority to verify the capture of the escaped animal and/or the security of the enclosures they are kept in. It is our understanding that the MNR does not have any requirements for enclosures for captive wildlife or the capture of escaped wildlife and given that Spruce Haven Nature Park has a license issued by the MNR to keep captive wildlife, we could find ourselves in a similar situation again.

Rachel Tyczinski

Subject: FW: Spruce Haven plan

From: sprucehaven sprucehaven
Sent: Thursday, April 05, 2018 3:57 PM
To: Steve Butland; Paul Christian; Rick Niro; Lou Turco; Marchy Bruni; Susan Myers; Sandra Hollingsworth; Frank Fata; Joe Krmpotich; City Clerk
Subject: Fwd: Spruce Haven plan

We understand the urgency of the issue related to Spruce Haven Nature Park. We also understand that the safety and security of the public is our legal responsibility, as outlined in a letter from the legal department. Within 2 weeks we will have the action plan for Sprucehaven ready for review by the city, and request a postponement of the upcoming motion to allow review by all parties.

---------- Original Message ----------
From: sprucehaven sprucehaven <
To: "s.butland" <s.butland@cityssm.on.ca>
Date: April 5, 2018 at 8:01 AM
Subject: Spruce Haven plan

We are currently in discussion with the ospca and MNR to develop a plan for Spruce Haven Nature Park future activities. The draft plan will address issues such as security of the public as well as resident animals, and other issues raised by the public and other organizations. This draft plan should be availaable for review with the City within a week or two.

I will answer any questions councillors have and welcome their input as we develop the plan.

Thanks-

Ken Marshall

Rachel Tyczinski

Subject: FW: Spruce Haven steps taken

From: sprucehaven sprucehaven
Sent: Sunday, April 08, 2018 6:25 PM
To: Steve Butland; Paul Christian; Susan Myers; Sandra Hollingsworth; Rick Niro; Lou Turco; Marchy Bruni; Frank Fata; Joe Krmpotich; o.grandinetti; City Clerk
Subject: Fwd: Spruce Haven steps taken

---------- Original Message ----------
From: sprucehaven sprucehaven <
To:
Date: at
Subject: Spruce Haven steps taken

In view of the upcoming council meeting the following is an update on what we have done and plans for the future:

1. We have met wwith the MNR regarding animal health, enclosures as well as security for animals and the public We have agreed on a plan that will ensure necessary steps are taken to meet the required MNR standards for native wildlife. Key to this is having timely communications with the MNR. OSPCA, as well as the city on any development or incident related to safety of the animals or the public. As improvements to enclosuresand other MNR and OSPCA requirements are made, these will be communicaated to the MNR, OSPCA, and the city.

2. We have met with the OSPCA Inspector on March 28th and will summarize all OSPCA and MNR requirements and discuss in detail with MNR and OSPCA. This summary will be reviewed with any concerned city officials.

To address the recent wolf escape and the concerns raised , we offer the following: (note that in 30 years we have never had any damage or injury inflicted by any of our resident animals, no claim was ever made, and security has always been upermost in our mind)

a. The impression that this single young wolf was wild and would attack someone or a pet is incorrect. That young wolf is more frightened of people and was not a threat. This is of course no excuse for the escape, and **corrective action has been taken. Increased fence height and a raised electric hot wire have been established. No other wolf even attempted to escape.**

b. This young wolf did in fact know that the enclosure was his home, and returned to the enclosure where he was successfully secured. No further escape has occurred.

c. We have had no problem recapturing the wolf as he returned to his home. Daily inspections of security and enclosure fencing is conducted now.

Note: We discovered that someone had trespassed from a neighbouring property and there were observations that the wolf was spooked. The heavily packed snow cover around our line property fence allowed stepping over and approaching the wolves. Numerous boot tracks were observed. Security cameras and motion sensor lights have been installed. When the snow melts we will install a higher security fence which cannot be easily climbed.

We are in contact with other organizations with similar wildlife with regard to security for the public as well as the animals and will adhere to safety requirements.

Attn: City Councillors
Re: Spruce Haven Zoo Grandfathering Clause
From: Sara McCleary
Date: April 9, 2018

Dear Councillors,

It's become clear that the issue of the animal control bylaw and the grandfathering of Spruce Haven Zoo is one of the most contentious issues the Sault has seen in some time. So I do hope that you make the correct decision when the bylaw is in front of you for final approval.

I am very happy that a motion to reconsider the grandfathering clause has been added to the agenda for this meeting, and I hope that all members will see the sense in backtracking on the decision to exempt Spruce Haven from the prohibition on zoos. (I know some of you vote against the grandfathering clause to begin with, and for that I am thankful. I hope you hold this stance again next week.) As you are aware, I hosted a public information session last week and we had a number of concerned citizens attend, and several others who were unable to attend have reached out.

We did speak at the meeting about issues of animal welfare, but we also spoke about the safety and legal concerns inherent in allowing the zoo to continue operating in its current condition. As we learned just last week with the escape of the wolf, the enclosures are simply inadequate to house the animals safely and securely. (You may or may not have noticed the language used by Mr. Marshall in the Sault Star piece about the escape, in which he stated "the wolf ***always*** returned to the enclosure." This makes me question whether and how often this has happened before.) And as the mother of young children, I certainly do not want wolves, cougars, or African lions roaming around the city.

As Cindy Ross told Council, the Humane Society staff is not trained or equipped for the escape of one of those animals, so the only recourse would be to call in the police to shoot it. Upon reflecting on the amount of chaos that would ensue in this situation, I got to wondering what might happen if one of the carnivores escaped their enclosure and ran into the woods surrounding the zoo. We might never hear of it again - until it mauled a hiker or camper. My point here is that there is no guarantee that an escaped animal would be captured or killed immediately; it could pose a very real threat to public safety for an indefinite period of time, and potentially damage tourism to the area from those who enjoy the natural environment.

And of course there are legal implications for the City should this happen. We've all heard complaints from people about how our tax dollars are spent in the Sault; I can't imagine many residents would look too kindly on the City having to dish out millions in legal fees defending against a liability suit. The City's legal team recommended against grandfathering in the zoo, pointing out that the Sault does not have the expertise or resources to regulate it - now, with the decision in front of you again, is the time to heed their advice.

Too few people feel comfortable contacting their elected representatives, so I know you might not have heard from too many people, but I have heard from dozens in town who do not support the decision to exempt Spruce Haven from the ban on zoos in the Sault. I have also read the comments on the Sootoday and SaultOnline stories, as well as on personal Facebook posts about the controversy, and it is clear to me that the vast majority of Saultites who have taken the time to educate themselves feel that there is no well-reasoned argument in favour of the grandfathering clause.

I do hope that you've read this letter in full – it's nearly identical to the one I sent you via email last week, but as I asked for a response to that email and received few I don't know that you read it.

And I've heard similar tales from other concerned Saultites – many have sent you emails but received no response so they don't feel their voices have been heard. I can only hope that tonight you'll show that you have been listening to us and vote the way that is in the city's best interests.

All the best,

Sara McCleary

The Corporation of the
City of Sault Ste. Marie

C O U N C I L R E P O R T

April 9, 2018

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

AUTHOR: **Peter Tonazzo, Senior Planner**

DEPARTMENT: **Community Development and Enterprise Services**

RE: **A-6-18-Z - 462 McNabb Street (Ontario Aboriginal Housing Support Services)**

PURPOSE

The Applicant is seeking Council's approval to rezone the subject property to permit up to 20 dwelling units within the existing building.

PROPOSED CHANGE

The Applicant, Ontario Aboriginal Housing Support Services Inc., is seeking Council's approval to rezone the subject property from Institutional Zone (I) to Institutional Zone (I.S) with a special exception to permit up to 20 dwelling units to be located within the existing building, in addition to the uses currently permitted in the Institutional Zone (I).

Subject Property

- Location – The subject property is located on the north side of McNabb Street, approximately 150m (492') east of its intersection with Pine Street.
- Size – Approximately 151m frontage by 79m depth totalling 1.2ha (495' x 259' totalling 2.95acres).
- Present Use – Vacant property (formerly St. Bernadette School)
- Owner – Ontario Aboriginal Housing Support Services Inc.

BACKGROUND

There have been no previous applications upon the subject property.

ANALYSIS

Conformity with the Official Plan (OP)

The subject property is designated Residential on Land Use Schedule C of the Official Plan. The applicant is proposing to convert the existing building to house not more than 20-dwelling units, with on-site support services. The proposed use

is primarily residential, with on-site support services such as daycare, after school programming, and counselling, which are classified as institutional uses. Section 2.3.1 of the OP provides the following general description of the permitted uses within the Residential Land Use designation:

"R*esidential land use primarily includes buildings used as dwellings. Other uses associated and accessory to the residential uses that contribute to the completeness of the neighbourhood but do not depreciate or affect the amenity of the residential environment are permitted. Such uses include, but are not limited to, elementary schools, social and recreation centres…group home facilities…and other institutional uses."*

It is Planning staff's opinion that the proposed residential use and accessory support services, fits within the overall land use framework of the Residential designation of the property.

The following specific Residential Policies apply to the proposal to locate 20-dwelling units within the existing building:

R.2 Low and high density development should be integrated and compatible in density, height and building setbacks. Generally, high density development shall be restricted to major arterial streets and areas abutting the downtown core.

Although within the local context, the proposed development density is in fact low to medium (6.8 dwelling units/acre), McNabb Street is classified as an Arterial Road on Transportation Schedule 'D' of the Official Plan. Furthermore, the existing building is compatible with this mixed residential area in terms of height and setbacks.

The following policies further support the proposed rezoning application:

R.3 Medium density residential dwellings may be integrated into low density areas subject to a rezoning.

R.4 Small scale intensification may be permitted in all residential areas unless adequate supporting infrastructure is not available or significant physical constraints exist.

R.5 Small scale residential intensification may include, but not be limited to, rooming, boarding and lodging houses, apartments in houses, infill development and redevelopment.

The applicant's proposal represents an infill residential intensification opportunity.

Comments

The applicant, Ontario Aboriginal Housing Support Services (OAHS) is seeking Council's approval to rezone the subject property to permit up to 20-dwelling units within the existing building, along with on-site support services for those residing in the units. At this point, the applicant is anticipating a total of 16 dwelling units; however the application is for not more than 20 dwelling units, and the proposal is assessed based upon a total of 20 dwelling units.

According to OAHS, this particular development is based upon the WoodGreen Homeward Bound program located in Toronto. The program offers supports to help single Indigenous mothers enhance their lives. In addition to cultural supports, mothers will be provided a furnished housing unit, goal oriented case management, child care, after school programs, life skills training, academic upgrading and trauma counselling. An on-site Program Coordinator will have an office within the facility to provide the supports and referrals for each resident's needs.

Partners in this proposal include Sault College, Singwaulk Education Trust, Algoma University, Metis Nation, Ontario Native Women's Association, Ontario Federation of Indigenous Friendship Centres and the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB).

The renovated building would include up to 20-furnished dwelling units, office space for the Program Coordinator and a small program/common space for residents. OAHS will be the property owner/manager.

Referring to the site plan attached, the existing building footprint will remain unchanged. The overall site will be largely unchanged, with the exception of removing a small portion of fencing at the northeast portion of the property, to provide vehicular access to Placid Ave. When the school functioned, this was the bus lane and pick up/drop off area, and fencing was erected for safety purposes. It is anticipated that there will be less traffic utilizing this access then when the school operated.

The proposed parking lot configuration can accommodate 60 parking spaces. The required parking for 20 dwelling units is 25 spaces, plus additional spaces for the accessory uses, such as the daycare facility and office space. Although these parking details have yet to be determined, there is a significant surplus of parking upon the subject property. At least 3 barrier free parking spaces will also be required as part of the overall parking allotment. The property is subject to Site Plan Control, and these details can be addressed as part of the detailed review process.

The general character of the area is mixed residential. There are a number of apartment buildings to the west, semi-detached dwellings to the north, and single

detached homes to the east and south. McNabb Street is designated as an arterial roadway, capable of accommodating large volumes of traffic.

Forest Park abuts the subject property to the north and will provide ample, high quality green space for residents of the proposed development. Last year, Forest Park Community Garden relocated to a southern portion of the park directly behind the subject property. The community garden's water source is from a hose bib on the southern wall of the former school. OAHS has indicated a willingness to support the garden and continue to provide water. In fact, OAHS and the Forest Park Community Garden are discussing further partnership related to creating additional beds for residents of the program, among other things. The community garden is an asset to the applicants proposal, and vice versa.

Consultation

The following Departments/Agencies commented on this Application as part of the consultation process:

- No comments/objections – Public Works & Engineering, Sault Ste. Marie Region Conservation Authority, Municipal Heritage Committee, Fire Services, Building, Engineering, Community Development & Enterprise Services, Legal, Economic Development Corporation, Ministry of Municipal Affairs & Housing, Ontario Power Generation, Accessibility Advisory Committee

Up to the drafting of this report two letters of objection and one supporting the proposal (attached) have been received.

The first concern raised is that of increased traffic, especially through the Palace Drive access. As previously mentioned, the traffic generated from this proposal is anticipated to be much less than when this access functioned as a student pickup/drop off area.

It has also been suggested that a fence/buffer be erected between the subject property and the abutting park to the north. Such a buffer is not warranted or appropriate. As previously mentioned, the community garden and OAHS are working together to form a partnership. Furthermore, the park and playground equipment are a positive attribute to the subject property, providing additional green space for occupants thereof. As such, there are no reasons to separate or buffer the subject property from the park and community garden.

A concern is also raised regarding the nature of the housing that is proposed to be provided by the applicant. It is important to note that the Ontario Human Rights Code is very specific in stating that housing projects cannot be approved or denied on the basis of tenure (owned vs. rented) or who may or may or may

not reside in the dwellings. For example, low income, high income, ethnicity, etc…cannot factor into the decision-making process. Doing so is discrimination.

The attached correspondence from Mrs. Yarduk supports this proposal. Her main concern is to ensure the continued viability of the abutting community garden, and in her opinion, both parties should have a written legal agreement in place to ensure the long term provision of water from the subject property to the community garden. As indicated, the community garden and OAHS are currently working together, and at this point, OAHS has agreed to continue providing the garden with water. Requiring such written agreements is beyond the scope of this rezoning application.

FINANCIAL IMPLICATIONS
Approval of this Application will not impact municipal finances.

STRATEGIC PLAN / POLICY IMPACT
The overall concept proposed by the applicant relates to the Community Development and Partnerships focus area of the Corporate Strategic Plan. The location of the subject property, adjacent to Forest Park, will continue to rejuvenate this public space, leading to additional usage of the park, along with helping to ensure the long term viability of the Forest Park Community Garden. This proposal also represents a partnership among a variety of local social agencies.

SUMMARY
Located on a major arterial roadway, the subject property is well placed for the intended program, which consists of not more than 20-dwelling units and on-site support services, for single Indigenous mothers and their children. The abutting park to the north will provide high quality outdoor amenities in addition to the green space upon the subject property. The subject property is within walking distance of numerous commercial and institutional establishments (Food Basics, Group Health Centre, Cambrian Mall to name a few), and located on a bus route.

The Forest Park Community Garden is also an asset. The applicant and garden coordinator are working together to establish a partnership that will ensure the long term provision of water, and the creation of additional gardening beds to compliment OAHS intended programming.

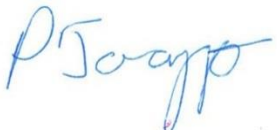
Finally, the subject property is large enough to support the intended use, with ample space for a surplus of on-site parking and green space. Traffic generated from the site will be lower than when it functioned as a school.

In closing, the applicant’s proposal represents an appropriate reuse of the former St. Bernadette School property.

RECOMMENDATION
It is therefore recommended that Council take the following action:

Resolved that the Report of the Senior Planner, dated 2018 04 09 concerning the Rezoning Application A-6-18-Z be received and that Council rezone the subject property from Institutional (I) to Institutional (I.S) with a special exception to permit up to 20 dwelling units to be located within the existing building, in addition to the uses currently permitted in the Institutional Zone (I).

Respectfully submitted,



Peter Tonazzo, RPP
Senior Planner
705-759-2780
p.tonazzo@cityssm.on.ca

Application Map Series

☐ Subject Property ☐ Official Plan Landuse
☐ Existing Zoning ☑ Aerial Image
☐ Official Plan Amendment

Property Information

Civic Address: 462 McNabb Street
Roll No.: 030022009000000
Map No.: 44/1-51
Application No.: A-6-18-Z
Date Created: February 28, 2018

Legal Department Reference

Legend

Subject Property 462 McNabb Street
Parcel Fabric

City of Sault Ste. Marie
Planning and Enterprise Services
Community Development and Enterprise Services Department
99 Foster Drive, Sault Ste Marie, ON P6A 5X6
saultstemarie.ca | 705-759-5368 | planning@cityssm.on.ca

This map is for general reference only
Orthophoto 2016 20cm Colour
Projection Details
NAD 1983 UTM Zone 16N
GCS North American 1983

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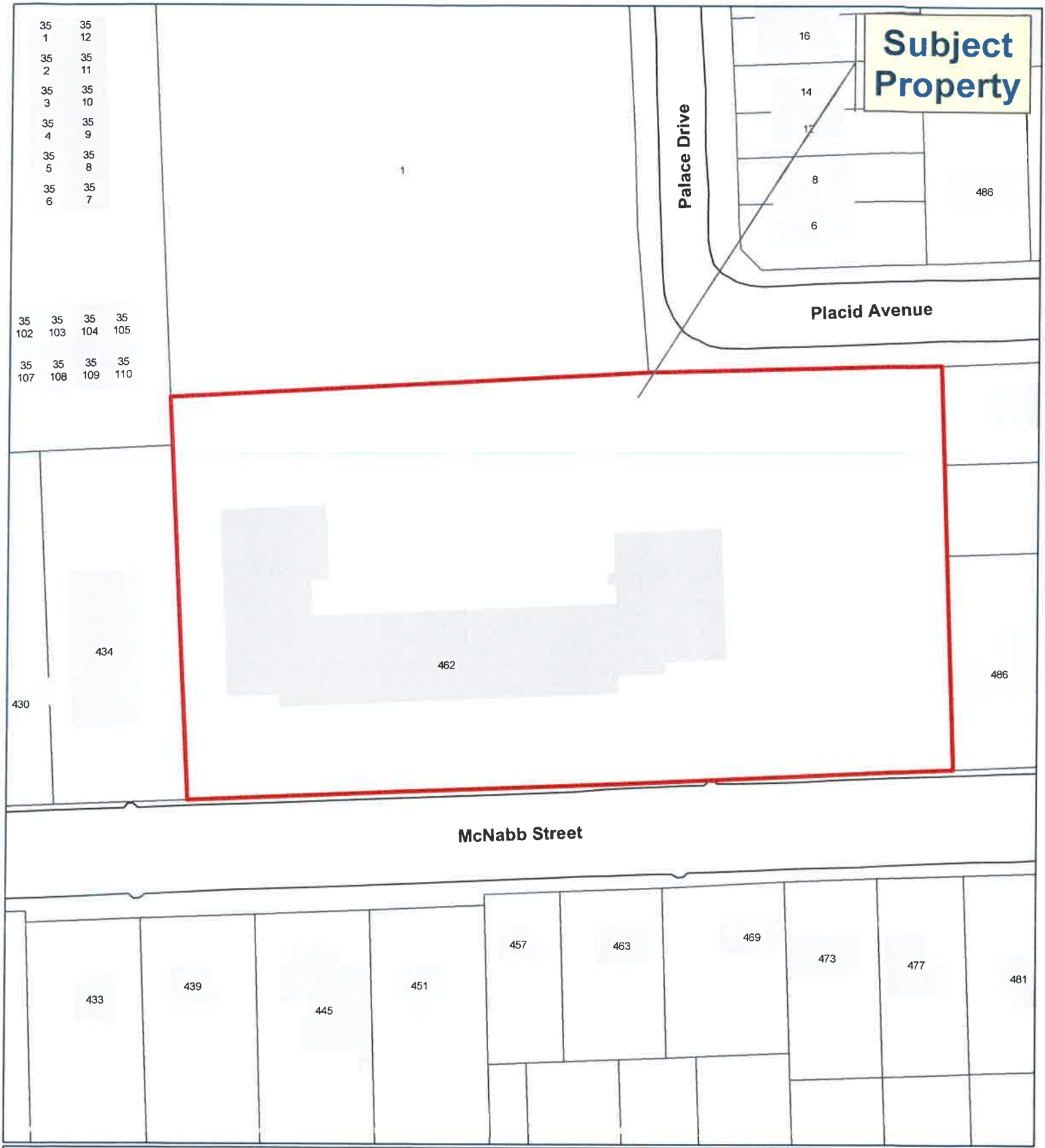

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Roll No.: 030022009000000
Map No.: 44/1-51
Application No.: A-6-18-Z
Date Created: February 28, 2018

Legend

C1 - Traditional Commercial Zone
C2 - Central Commercial Zone
CT2 - Commercial Transitional Zone
C3 - Riverfront Zone, C3hp
C4 - General Commercial Zone, C4hp
C5 - Shopping Centre Zone
HZ - Highway Zone
M1 - Light Industrial Zone
M2 - Medium Industrial Zone, M2hp
M3 - Heavy Industrial Zone
R1 - Estate Residential Zone
R2 - Single Detached Residential Zone, R2hp
R3 - Low Density Residential Zone
R4 - Medium Density Residential Zone
R5 - High Density Residential Zone
R6 - Mobile Home Residential Zone
I - Institutional Zone
EM - Environmental Management Zone
PR - Parks and Recreation Zone
RR - Rural Area Zone
RP - Rural Precambrian Uplands Zone
RE - Rural Aggregate Extraction Zone
AIR - Airport Zone
Named Use - Commercial Dock
Parcel Fabric
Subject Property - 462 McNabb Street

City of Sault Ste. Marie

Planning and Enterprise Services

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

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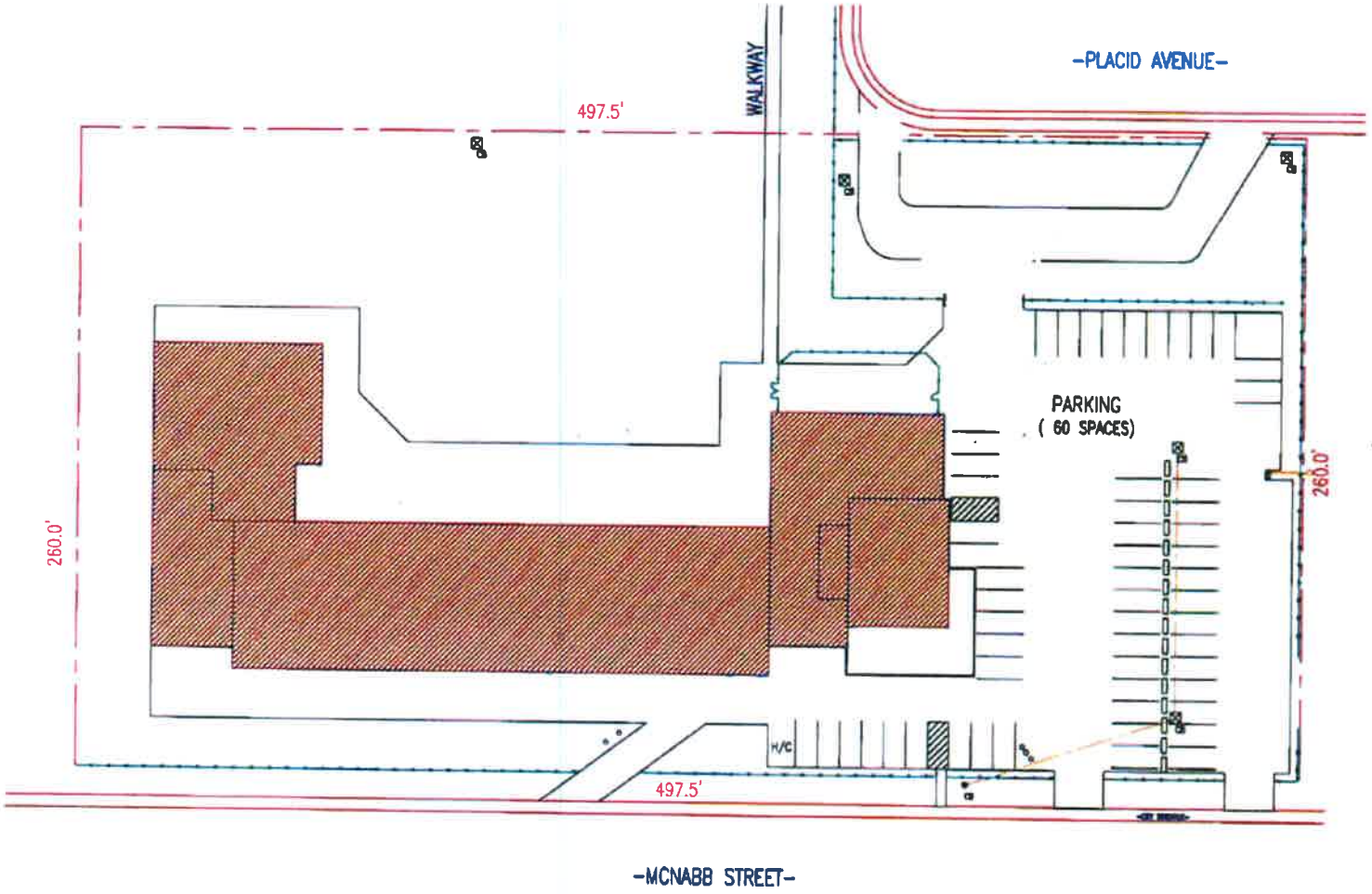

Huron-Superior CatholicDistrict School Board

St. Bernadette School

462 McNABB St., Sault Ste. Marie, Ontario 9804A

SCALE IN FEET

0' 25' 50' 100'

NORTH

Peter Tonazzo

From: tim mullin [redacted]
Sent: Saturday, March 24, 2018 12:44 PM
To: Peter Tonazzo
Subject: application A-6-18-Z

Mr Tonazzo

As a resident on Princess Cr I feel I must raise some concerns I have with permitting this zoning change.
I feel that our street especially but the neighbourhood in whole has plenty of apartment buildings in close proximity to this location and this would increase traffic in the area. I would also be very concerned if traffic to this building would be allowed access via Palace Dr in the old school bus drop off zone. If this rezoning is permitted I would request that some sort of fence/buffer be constructed separating the public park/community garden from the building in concern.
sincerely
Tim Mullin
26 Princess Cr

Peter Tonazzo

From: Amy M[redacted]
Sent: Saturday, March 24, 2018 6:56 PM
To: Peter Tonazzo
Subject: 462 McNabb street proposal

Good evening Peter. My name is Amy Chojnowski. I currently own and reside at 497 McNabb street and I am sending you this email to state that I am very unhappy about the A-6-18-Z application for zoning purposes at 462 McNabb street. I feel as though a low income housing complex across the street from my home will not only decrease my property value but will also make me feel vulnerable when it comes to the security of my residence. I am therefore submitting my input by saying NO to application No. A-6-18-Z. I worked hard in order to purchase my home and I feel as though a low income housing project across the road is not appropriate for an area where people own their own homes, and take pride in ownership. It is not fair that this is even being considered. Please take a minute to put yourself in my my position and anyone else who takes pride in their residence. Think of yourself having to live across the road from low income units ,where , what I've seen all over the city is lack of pride of their belingings. Please take this into consideration.

Thanks for your time

Amy Chojnowski

March 29, 2018

NOTICE OF APPLICATION/PUBLIC MEETING/462 McNabb street

APPLICATION NUMBER-A-6-18-Z.

APPLICANT: ONTARIO ABBORIGINAL HOUSING SUPPORT SERVICES.

To Mr. Peter Tonazzo and members of City council,

Recently my husband and I received a notice for a variance for the property of 462 McNabb St. We thank Mr. Peter Tonazzo for his correspondence and we look forward to a public conversation in this matter, and that it is put on record and in session during a public meeting. Attached is my original email to Mr. Tonazzo and my questions. After receiving the notice in the mail and receiving more information from Mr. Tonazzo, we went online and researched what the "Homeward Bound Program" was, and learned about what is involved. We are very much in favor of this excellent program for building a strong and loving community and want to be a part of this new and hopefully successful program. I am hopeful that there will be members in attendance from all areas that have an interest in this process and can and will answer all of the questions that we have raised. My husband and I have lived in the P patch for 31 years and our daughter attended St. Bernadette's. I have seen this property go from a thriving school to a vacant lot. And then when the community garden was put in all of that changed. I had my concerns about the community garden and how it would affect the residents of this area and it has proven to be a positive outcome. It is our hope that this program goes ahead as planned but I feel that we need assurance that our concerns our met and that all parties involved are satisfied with this matter. I will be in attendance for the public meeting on April/9/2018 5:30 pm. I thank you for the opportunity show our support for this program and speak at a public meeting. I feel strongly that while verbal conversations are great, circumstances can change and if you have things in writing, then there is recourse for the parties involved to fall back on.

SINCERELY,
MRS. FRANCIS YARDUK

MRS. FRANCIS YARDUK
14 PENTAGON BLVD. SSM. ON. P6B-5J1

The Corporation of the City of Sault Ste. Marie

Public Works & Engineering Services

2018 03 19

MEMO TO: Don McConnell, RPP
Planning Director

RE: A-6-18-Z
462 McNABB STREET
ONTARIO ABORIGINAL HOUSING SUPPORT SERVICES INC.

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

- The Developer's Consultant should verify the adequacy of the sanitary servicing lateral to ensure capacity for this development.

- Stormwater Management may be required if impervious areas are increased.

- A swale is located along the rear property line which provides drainage to adjacent properties. This swale should be left in place or the drainage changes should be to the satisfaction of the Director of Engineering or approved designate. If changes are proposed, a lot grading and drainage plan must be completed by a Lot Grading Professional, to ensure that drainage is dealt with appropriately. Lot Grading Professionals must be a Professional Engineer (civil), Architect, or Ontario Land Surveyor, experienced in lot grading design; and

- It is recommended that the property be subject to Site Plan Control to ensure servicing and drainage are addressed to the satisfaction of the Deputy CAO Public Works and Engineering or his designate.

If you have any questions, please do not hesitate to contact the undersigned.

C. Taddo

Catherine Taddo, P. Eng.
Land Development and Environmental Engineer
Public Works & Engineering Services
705.759.5380
c.taddo@cityssm.on.ca

CT/mm

c Susan Hamilton Beach, P. Eng. Director of Public Works
Don Elliott, P. Eng., Director of Engineering

City of Sault Ste. Marie

BY-LAW NO. 2018-19

ANIMAL CARE AND CONTROL BY-LAW: (R1.5) A by-law for responsible animal care and control for The Corporation of the City of Sault Ste. Marie.

WHEREAS sections 8, 9 and 10 of the *Municipal Act, 2001,* S.O. 2001, c.25 authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular, paragraphs 5, 8 and 9 of subsection 10(2) authorize by-laws respecting: the economic, social and environmental well-being of the municipality; the protection of persons and property and Animals;

AND WHEREAS subsection 8(3) of the *Municipal Act, 2001,* S.O. 2001, c.25 provides that a by-law under section 10 of that Act respecting a matter may regulate or prohibit and, as part of the power to regulate or prohibit respecting the matter, may require a Person to do things respecting the matter or may provide for a system of Licenses respecting the matter;

AND WHEREAS Section 103(1) of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that if a by-law is passed regulating or prohibiting with respect to the being At Large of Animals, the by-law may provide for the seizure and impounding of Animals being At Large and the sale of impounded Animals;

AND WHEREAS section 425 of the *Municipal Act, 2001,* S.O. 2001, c.25 authorizes a municipality to pass by-laws providing that a Person who contravenes a by-law of the City of Sault Ste. Marie passed under that Act is guilty of an offence;

AND WHEREAS the *Municipal Act, 2001,* S.O. 2001, c.25 further authorizes a municipality, amongst other things, to delegate its authority, to impose fees or charges, to provide for inspections, and to make orders to discontinue activity or to do work;

AND WHEREAS the Council of the City of Sault Ste. Marie deems it advisable to enact a by-law providing for the control and care of Animals in the City for the health and safety of the public;

NOW THEREFORE the Council of the City of Sault Ste. Marie enacts as follows:

SHORT TITLE

This by-Law shall be known as the Sault Ste. Marie Animal Care and Control By-law.

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1. DEFINITIONS

In this By-law:

"*Animal*" includes any mammal, bird or reptile, other than a Dog or Cat.

"*At Large*" in reference to a Dog or Cat means the Dog or Cat is:

(a) Not within the Premises of its Owner or within the Premises of another Person with the consent of that Person; and
(b) Not on a leash and under the effective control of a Person who has the strength and capacity to securely control the Dog or Cat so as to not permit or allow unwanted contact with another Person or Domestic Animal.

"*Attack*" or "*Attacked*" in reference to a Dog or Cat means aggressive behaviour resulting in unwanted physical contact resulting in harm to a Person or Domestic Animal, such as bleeding, bone breakage, sprains, serious bruising, multiple injuries or damage to clothing;

"*Bite*" means the breaking or puncturing of the skin of a Person or Domestic Animal caused by the tooth or teeth of a Dog and "Biting" has a similar meaning;

"Board" means the Board of Directors of the Agency contracted by City Council to provide for the control and care of animals in the City or designate of City Council;

"*Cat*" means a male or female feline of any breed of domesticated Cat or cross-breed of Domesticated Cat.

"*Collar*" does not include a rope, cord, chain, or other material not used as a collar in its regular use.

"*Chief of Police*" means the Chief of Police for Sault Ste. Marie Police Services or persons acting under his or her authority;

"*City*" means the Corporation of the City of Sault Ste. Marie;

"*Council*" means the Council of the Corporation of the City of Sault Ste. Marie;

"*Dog*" means a male or female canine of any breed or domesticated canine or cross-breed of a domesticated canine;

"*Domestic Animal*" includes a Cat, Dog or similar Animal kept as a pet which is generally understood to be domesticated and is typically kept indoors at a Dwelling Unit.

"*Dwelling Unit*" means one or more rooms connected together as a self-contained, separate unit in the same building comprising all or part of the building and constituting an independent housekeeping unit for residential occupancy;

"*Identification Tag*" means the tag issued annually when a Dog is registered with the Pound Keeper;

"*Keep*" in reference to a Dog, Cat or Animal means to provide care to the Dog, Cat or Animal or to own, harbour, possess or have control over, whether temporary or permanent "kept" or "keeping" have similar meaning;

"*Kennel*" means a building or structure or part thereof where animals are kept for the purpose of breeding, boarding, housing, feeding, selling and/or maintenance.

"*Livestock*" means animals including but not limited to cattle, fur-bearing animals, goats, pigs, horses and sheep, but not including dogs or cats;

"*Microchip*" means an approved Canadian Standard encoded identification device implanted into a Dog or Car which is programmed to store a unique and permanent identification number that permits access to Owner information which is stored in a central data base accessible to the Pound Keeper and "Microchipped" when used in reference to a Dog or Cat means a Microchip has been implanted into the Dog or Cat;

"*Muzzle*" in reference to a Dog means a humane fastening or covering device of sufficient strength and well-fitted animal to prevent the Dog from Biting, without interfering with the breathing, panting or vision of the Dog or with the Dog's ability to drink;

"*Officer*" means a person duly appointed as a Provincial Offences Officer or Municipal Law Enforcement Officer who is employed by the Agency contracted to provide the City with Prevention of Cruelty to Animal Services;

"*Owner*" in reference to a Dog, Cat, Livestock or other Domestic Animal means any person or persons who possesses, harbours or have custody of a Dog, Cat, Livestock or other Domestic Animal and where the Owner is a minor, the person responsible for the custody of the minor;

"*Person*" includes a corporation, association, or any other non-incorporated entity;

"*Police*" means any Police Officer as appointed by the Government of Canada, the Province of Ontario or the City.

"*Roadway*" any street, highway or other place, whether publicly or privately owned, and any part of which the public is permitted to use for the passage or parking of vehicles.

"*Service Animal*" means an animal that has been trained or is being trained to provide service for a person who, because of a disability as defined in the *Accessibility for Ontarians with Disabilities Act*, *2005,* S.O. 2005, c. 11, as amended, requires that service animal.

"*Sterilized*" in respect of a dog or cat means either spayed or neutered and "sterilization" has a corresponding meaning;

"*Tether*" means a rope, chain or any restraining device that prevents an animal from moving away from a localized area and words "tethered" and "tethering" have a corresponding meaning;

"*Wild Animal*" means an untamed or undomesticated animal indigenous to North America, wild by nature or disposition;

2. POUND KEEPER

For the purpose of this By-law, the Agency contracted by City Council to provide the City with Prevention of Cruelty to Animal Services (the "Society") shall be deemed to be the Pound Keeper of the City of Sault Ste. Marie and the animal shelter(s) operated by the Society shall be deemed to be the City Pound.

3. CARE OF ANIMALS

3.1 Responsibility to Care for Animals

3.1.1 Every Owner of an animal shall treat the animal in a humane manner, including but not limited to the provision of:

(1) a clean and sanitary environment free from the accumulation of excrement;
(2) adequate and appropriate:
    a. food;
    b. unfrozen clean water;
    c. shelter that is waterproof and protects the animal from exposure to the elements and is appropriate for its size and breed; and
    d. veterinary medical care when the animal exhibits signs of pain, illness or suffering.
(3) the opportunity for physical activity sufficient to maintain good health.

3.1.2 Every person who keeps an animal outside unsupervised for extended periods of time shall, in addition to the requirements set out in article 3.1.1, keep the animal within a confined area on the premises and ensure that the animal is provided with, and has complete and unrestricted access to the following:

(1) a raised shelter that protects the animal from the elements, having regard to the animal's size and type of coat;
(2) an area separate and apart from the shelter for the animal to use for defecation and urination;

(3) an area separate and apart from the shelter that provides the animal with protection from direct sunlight at any time of the day; and
(4) an area that is dry and free from standing water.

3.2 Tethers

3.2.1 No person shall keep an animal tethered unless:

(1) the tether is a minimum of four (4) metres in length and does not permit the animal to go beyond the limits of the property;
(2) the animal has unrestricted and unobstructed movement within the range of the tether;
(3) the animal has access to water, food, shelter, and shade; and
(4) the tether is securely attached to a collar that will not cause the animal unnecessary pain or distress.

3.2.2 No person shall use a collar on an animal that restricts or may restrict the animal's ability to breathe or swallow, or that causes or may cause the animal distress.

3.2.3 No person shall tether any cat outside while left unsupervised.

3.3 Keeping Animals Under Sanitary Conditions

3.3.1 Every person who keeps an animal within the City shall keep the animal, or cause the animal to be kept on premises that are free from the accumulation of fecal or other waste matter, foul odour, insect infestation, rodent attractants or any other unsanitary condition that disturbs or is likely to disturb the enjoyment, comfort or convenience of any person or animal, or that may endanger the health of any person or animal.

3.3.2 Article 3.3.1 does not apply to Livestock kept in accordance with the provisions of subsection 7.6 of this By-law.

4. DOGS

4.1 Registration

4.1.1 Every Owner of a Dog shall:

(1) Register the Dog with the Pound Keeper within the later of:
    a. The Dog reaching the age of five (5) months; and
    b. Seven (7) days of becoming the owner of the Dog.

(2) Pay the registration fee and administrative fee(s), if applicable, as set out in Schedule "A" as may be amended by Council from time to time; and
(3) Renew the registration annually on or before March 31st of each year, if applicable.

4.1.2 Registration of a Dog shall expire:

(1) In the case of annual registration, on March 31st of each year; and
(2) In the case of lifetime registration, on the earliest of:
    a. The transfer of Ownership of the Dog; and
    b. Death of the Dog.

4.1.3 The Pound Keeper shall provide the registrant with an identification tag for each dog registered in accordance with this By-law that will bear a licence number, the City name and the year to which it applies.

4.1.4 Where an Owner of a dog acquires the dog or moves in to the City after the 30th day of June of any year the Owner shall pay one-half of the annual registration fee as set out in Schedule "A" at the time of registration.

4.1.5 The Pound Keeper shall not register a dog unless the Owner provides:

(1) Name, address and telephone number of the dog Owner;
(2) Name, age, gender, breed, and general description of the dog;
(3) Proof of current rabies immunization from a Doctor of Veterinary Medicine;
(4) Proof of sterilization and microchip, if applicable, from a Doctor of Veterinary Medicine;
(5) Copy of Dangerous Dog Notice, if applicable; and
(6) The prescribed fee.

4.1.6 The Owner of a dog shall notify the Pound Keeper within seven (7) days of the sale or death of a dog registered with the Pound Keeper or of any change in the Owner's name, address or telephone number.

4.1.7 No Owner, upon providing proof satisfactory to the Pound Keeper, shall be required to pay a fee for the registration of a Police Dog or Service Animal.

4.2 Prohibitions

4.2.1 Every owner of a dog five (5) months of age or older shall ensure that the dog identification tag issued at the time of registration or a replacement thereof is affixed on the dog at all times during the year and until such time as he procures a tag for each dog for the following year.

4.2.2 No person shall use an identification tag for any dog other than the dog for which such identification tag was issued.

4.2.3 No person shall provide the Pound Keeper with any false information in respect of the registration or renewal of a registration of a dog.

4.2.4 No person other than the Owner or the Pound Keeper shall remove the identification tag worn by a dog.

4.2.5 The Owner of a dog shall not use a leash or other restraining device that does not enable him or her to properly control the dog.

4.3 Dog Bites/Attacks

4.3.1 No Owner of a dog shall cause or permit a dog, through neglect or failure to control, to, without provocation, bite, attack or chase a person or Domestic Animal, or damage public or private property.

4.3.2 Where it is alleged that a dog has bitten or attached a person or domestic animal such dog may be impounded on the order of the Chief of Police and held by the Pound Keeper until the proceedings provided in the *Dog Owners' Liability Act*, R.S.O., 1990 c. D.16 have been followed provided that no dog shall be so impounded for a period in excess of twenty-one (21) days unless ordered otherwise by an Ontario Court or Provincial Offences Court.

4.3.3 Where Police, Pound Keeper or Officer finds a dog running At Large contrary to the provisions of this By-law and he or she believes that before the dog can be seized it may attack a human being he or she may kill the dog.

4.3.4 No damages or compensation shall be recovered for the killing of a dog under this section.

4.4 Dangerous Dogs

4.4.1 Where the Pound Keeper or an Officer becomes aware either on its own initiative or as a result of a complaint received by it that a dog has bitten or attacked a person or Domestic Animal without provocation, or chased or approached a person or Domestic Animal in a menacing fashion, the Pound Keeper Officer may serve a Dangerous Dog Notice to the dog Owner requiring the Owner to comply with any or all of the requirements set out in this section. Such notice shall take effect immediately upon service and the dog shall be deemed to be a Dangerous Dog.

4.4.2 Every Owner of a Dangerous Dog shall, at all times while the Dangerous Dog is not in the Owner's dwelling unit, but is otherwise within the boundaries of the Owner's premises, ensure that:

(1) the dog wears a muzzle;
(2) the dog is securely tethered;

(3) the dog is contained within an area securely enclosed by a locked fence of an appropriate height, or an area enclosed by other means such that the dog cannot come into contact with members of the public; and
(4) a sign, no smaller than 5" x 7", is displayed at all entrances to the property upon which the dog is kept, bearing words and a symbol that warn that there is a Dangerous Dog on the property.

4.4.3 Every Owner of a Dangerous Dog shall, at all times while the dog is not within the boundaries of the Owner's premises, keep the dog:

(1) on a leash that does not exceed two (2) metres in length; and
(2) muzzled.

4.4.4 Every Owner of a Dangerous Dog shall notify the Pound Keeper immediately of the following:

(1) any change in Ownership or residence of the dangerous dog and provide the name, current address and telephone number of the new Owner;
(2) if the dog runs At Large, attacks or bites any person or animal; and
(3) if the dog dies.

4.4.5 The Owner of a Dangerous Dog shall ensure that:

(1) the dog is spayed or neutered at the Owners expense; and
(2) that the dog is implanted with a microchip at the Owner's expense.

4.4.6 The Pound Keeper may impound any Dangerous Dog of an Owner not in compliance with this Section, at the Owner's expense, and perform any procedure necessary in the circumstances, including euthanization.

4.5 Dangerous Dog Notice and Appeal Hearing

4.5.1 The Dangerous Dog Notice referred to in Section 4.4 shall be served by hand delivery or registered mail to an Owner of the dog. If served by registered mail, it shall be deemed received on the fifth working day after the date of mailing. Such notices shall include:

(1) a statement that the Pound Keeper has reason to believe that the dog is potentially dangerous dog or a dangerous dog;
(2) the requirements that the Owner must comply with in accordance with Section 4.4 and when such requirements take effect; and
(3) a statement that the Owner may request, within three (3) working days of receipt of the Pound Keeper's Notice, and is entitled to, a hearing by a Committee designated by Council and specify the procedure for same.

4.5.2 An Owner's request for a hearing shall be made in writing to and served on the City Clerk of the Corporation of the City of Sault Ste. Marie within three (3) working days

of receiving the Notice and include a copy of the Notice. A Committee of Council shall hold a hearing pursuant to the provisions of the *Statutory Powers Procedure Act,* R.S.O. 1990, c. S.22 within fifteen (15) working days of the City Clerk's receipt of the request for a hearing and provide the Owner with notice of same.

4.5.3 Where a dog Owner who has been given notice of a hearing does not attend at the prescribed time and place, the Committee of Council may proceed in the absence of the dog Owner and the Owner will not be entitled to any further notice in the proceedings.

4.5.4 At the conclusion of the hearing, the Committee of Council may give its decision orally or reserve its decision, but in any case it shall provide its decision in writing within fourteen (14) days of the hearing to the dog Owner and the Pound Keeper.

4.5.5 The Committee of Council may affirm or rescind the Pound Keeper's designation of the dog as potentially dangerous or dangerous, may substitute its own designation, or may substitute its own requirements of the Owner. The decision of the Committee of Council issued under this By-law is final.

4.5.6 The requirements of Sections 4.4.2, 4.4.3, 4.4.4 and 4.4.5 which may be imposed on a dog Owner by the Pound Keeper shall not be required until either the time for appeal under Section 4.5.2 has elapsed without the dog owner requesting a hearing pursuant to that Section or the Committee of Council has ordered such requirement, whichever occurs earlier.

4.6 Nuisance Dogs

4.6.1 No Owner of a dog shall cause or permit his or her dog to be a public nuisance by:

(1) Persistently barking or howling;
(2) Scattering garbage or interfering with waste collection services; or
(3) Chasing persons, vehicles, domestic animals, livestock, poultry or other animals kept on an agricultural property.

4.6.2 For the purpose of 4.6.1, persistent barking or howling is defined as repeatedly barking or howling for twenty (20) minutes or longer.

4.6.3 Where the Pound Keeper has received and investigated three (3) complaints about the persistent barking of a Dog, which complaints have resulted in a conviction of the Owner of the dog under the City's Noise By-law or any successors thereto, the Pound Keeper shall be entitled to retrieve the dog from the Owner and keep the dog in the Pound for a period of ten (10) days or until the Pound Keeper is satisfied that the Owner of the dog has taken proper and effective steps to control the barking of the dog, whichever is the lesser.

4.7 Off-Leash Areas

4.7.1 The Owner of a dog found within a designated Off-Leash Area as listed in Schedule “E”, as amended, to this by-law shall ensure:

(1) that the dog has a current rabies immunization affixed to their collar;
(2) that the dog has been registered and has an identification tag affixed to their collar; and
(3) that the dog is under the direction and sight of its Owner or, that of a competent person over the age of eighteen (18) years with the Owner’s consent, at all times.

4.7.2 No Owner shall allow a female dog in heat or a dog known to be sick to enter the confines of an Off-Leash Area.

4.7.3 No Owner of a Dangerous Dog or a dog under a Dangerous Dog Notice shall permit that dog to enter the confines of an Off-Leash Area.

4.7.4 The Owner of a dog who acts aggressively towards people or other dogs while in the confines of an Off-Leash Area shall immediately leash and remove the dog from the Off-Leash Area.

5. CATS

5.1 Identification

5.1.1 Every Owner of a cat shall ensure that the cat bears sufficient identification to allow any person finding the cat running At Large to identify and contact the Owner.

5.1.2 No person other than the Owner or the Pound Keeper shall remove the identification affixed to a cat.

5.2 Nuisance Cats

5.2.1 No Owner of a cat shall cause or permit a cat to be a public nuisance by:

(1) Scattering garbage or interfering with waste collection services;
(2) Damaging public or private property; or
(3) Chasing persons, vehicles, domestic animals, livestock, poultry or other animals kept on an agricultural property.

5.3 Prohibitions

5.3.1 No person may be or become an Owner of any female cat that is actually or apparently over the age of six (6) months or any male cat that is actually or apparently over the age of seven (7) months unless:

(1) The cat has been spayed or neutered, as the case may be, by a veterinarian;
(2) The person holds a valid breeder's permit for an unspayed or unneutered cat as provided for in this By-law; or
(3) The person is not normally resident of the Municipality and, while in the City of Sault Ste. Marie for any temporary period, ensures that his or her cat is not permitted to be running At Large in the City of Sault Ste. Marie.

5.4 Cat Breeding Permit

5.4.1 A Cat Breeding Permit shall be issued by the Pound Keeper at the fee set out in Schedule "A" provided that:

(1) The adult cats are registered as purebred with the Canadian Cat Association or Cat Fanciers Association;
(2) The permit holder is responsible for ensuring that the unspayed and/or unneutered cat(s) to which the permit relates are not running At Large in the City of Sault Ste. Marie; and
(3) An approved inspection has been performed by the Society; and
(4) The proposed location of the kennel has received certification from the building inspector confirming zoning compliance.

5.4.2 A Cat Breeding Permit issued under this section will be valid for the current calendar year.

6. CATS AND DOGS

6.1 Running At Large

6.1.1 No Owner shall cause or permit a dog or cat to be At Large in the City of Sault Ste. Marie.

6.1.2 For the purposes of this By-law, a dog or cat shall be deemed to be running At Large if it is found in any place other than on the premises of its Owner, not on a leash held by any person, not under the control of any person.

6.1.3 A dog is not considered to be At Large if the dog is:

(1) within the confines of an Off-Leash Area; or
(2) on the premises of a person who has consented to the dog being on the person's premises while it is unleashed.

6.1.4 The Owner of a dog shall control a dog by means of a leash that is held or affixed to their person.

6.1.5 For the purposes of article 6.1.4, a dog shall not be deemed to be controlled by a leash if the leash is attached to an immovable object, a motor vehicle or a bicycle.

6.2 Impoundment

6.2.1 An Officer may seize any dog or cat that is found running At Large in the City and may cause such Dog or Cat to be delivered to the Pound.

6.2.2 Any person may seize any dog or cat that is found running At Large in the City and shall immediately cause such dog or cat to be delivered to the Pound Keeper, an Officer or, if known, returned to its rightful Owner.

6.2.3 A seized dog or cat seized shall be considered impounded at the time and place when it comes under the control of an Officer or the Pound Keeper. During the redemption period, the Pound Keeper may:

(1) Provide such veterinary care or other care for an injured or ill impounded dog or cat as may be necessary to sustain its life or relieve any distress; and
(2) Inoculate the impounded dog or cat to provide immunization against distemper or any other contagious or infectious disease.

6.2.4 An impounded Dog or Cat shall be held for a period of four (4) days and if not claimed and released to the Owner thereof within such period, such Dog or Cat may then be euthanized or sold by the Pound Keeper as he or she may deem appropriate.

6.3 Confinement of Female Dogs and Cats in Heat

6.3.1 The Owner of a female dog or cat that is in heat shall confine such dog or cat to a building or enclosed pen until such heat has ended.

6.4 Stoop and Scoop

6.4.1 Every Owner of a dog or cat shall immediately remove any feces left by the animal in any place other than the premises of the Owner and dispose of it in a proper waste receptacle.

6.4.2 Article 6.4.1 does not apply to Owners of a Service Dog while that dog is being used to aid a person with a visual, hearing or other impediment.

7. GENERAL ANIMALS

7.1 Impounded Animals

7.1.1 The Owner of an animal that has been seized and impounded under this By-law may obtain release of such animal by:

(1) Paying the redemption and administrative fees set by the Board;
(2) Paying any veterinary expenses incurred in relation to the animal while it was impounded;
(3) If the animal being claimed is a dog and is not already registered with the Pound Keeper, registering the dog; and
(4) Taking any other action in relation to the care or control of the dog or cat that the Pound may direct or order.

7.1.2 After the expiration of the redemption period, the Pound Keeper may:

(1) release the animal to its Owner upon compliance with article 7.1.1; or
(2) keep, sell, transfer or euthanize the animal in accordance with the provisions of the *Animals for Research Act,* R.S.O. 1990, c. A,22, as amended.

7.2 Animals in an Enclosed Space

7.2.1 No person shall cause an animal to be confined in an enclosed space, including a vehicle, that is not ventilated or otherwise limits the animal's ability to breath, including but not limited to exposure to unsafe temperatures.

7.2.2 No person shall keep an animal in any vehicle, part of a vehicle or trailer attached to a vehicle where doing so causes, or may cause, the animal illness, pain, injury or suffering or to become subject to undue or unnecessary hardship or neglect.

7.2.3 An Officer may use any reasonable means necessary to remove an animal in need of assistance from a vehicle or any enclosed space.

7.3 Injured or Killed Animals

7.3.1 A person who, in the course of operating a motor vehicle, injures or kills a Domestic Animal or Livestock shall pull over to the side of the roadway as soon as it is safe to do so and notify the Pound Keeper or Police.

7.3.2 A person who comes into the possession of a Cat or Dog that is injured shall, as soon as possible:

(1) Release or return the animal back to the rightful Owner, if possible; or
(2) Surrender the Dog or Cat to the Pound Keeper or an Officer.

7.3.3 Where, in the opinion of Police, Pound Keeper, or Officer, an animal under this By-law is injured or should be euthanized without delay for humane reasons or for

safety reasons, such person may euthanize the animal as soon after the seizure as he or she thinks fit without permitting any person to reclaim the animal or without offering it by public sale, and no damages or compensation shall be recovered by the Owner.

7.4 Tormenting Animals

7.4.1 No person shall torment, assault, batter, annoy, tease or wilfully or recklessly kill or cause injury, pain or suffering to an animal.

7.4.2 Article 7.4.1 of this By-law shall not be interpreted so as to prohibit:

(1) a person who is a bona fide farmer engaged in a normal farming practice pursuant to the *Farming and Food Production Protection Act*, 1998, S.O. 1998, c.1, as amended from time to time and other applicable law; or
(2) a person who is a bona fide hunter actively engaged in hunting in accordance with the *Fish and Wildlife Conservation Act, 1997*, S.O. 1997, c.41, as amended, and other applicable laws.

7.5 Trapping Animals

7.5.1 No person shall set out any trap that causes or may cause injury, pain or suffering to a Domestic Animal or Livestock.

7.6 Livestock

7.6.1 No person shall keep Livestock in any area of the City unless the area is zoned for that purpose by the City's Zoning By-law 2005-150, as amended, and any successor thereto, or is lawfully used for that purpose.

7.6.2 No person shall cause or permit any Livestock owned or harboured by that person to run At Large in the City. For the purpose of this By-law, Livestock shall be deemed to be running At Large:

(1) when found on any private property other than the premises of the owner of the Livestock or the person harbouring the Livestock without the consent of the person apparently in possession or actually in possession of the property; or
(2) when on any highway or other public place and not under the care, control and supervision of the owner or other person apparently charged with the care or supervision of the Livestock.

7.6.3 Any Livestock which is found running At Large contrary to the provisions of this By-law may be seized and impounded by the Pound Keeper.

7.6.4 Any person who finds any Livestock running At Large shall report same to the Owner, if known, or the Pound Keeper immediately.

7.6.5 The Pound Keeper may euthanize any impounded Livestock without delay if, in the opinion of the Pound Keeper, such action is warranted for humane reasons.

7.6.6 The Owner of any Livestock impounded may obtain release of such Livestock by:

(1) paying the necessary fees to the Pound Keeper; and
(2) taking any other action in relation to the care or control of the Livestock that the Pound Keeper may direct.

7.6.7 The Pound may, in accordance with the *Pounds Act*, R.S.O. 1990, C P.17, as amended;

(1) release the Livestock to its Owner upon compliance with articles 7.6.6 of this By-Law; or,
(2) keep, sell or dispose of the Livestock.

7.6.8 The Owner of any Livestock found running At Large shall be liable for all damages caused by same.

7.6.9 Article 7.6.1 shall not apply to:

(1) premises used by the Society; or,
(2) premises of an accredited veterinary facility under the supervision of a veterinarian licenced pursuant to the *Veterinarians Act*, R.S.O. 1990, c. V.3, as amended.

7.7 Wild Animals

7.7.1 No person shall remove Wild Animals from City property unless authorized to do so by law.

7.7.2 No person shall keep, or cause to be kept, a Wild Animal in the City unless they are authorized to do so by law.

7.7.3 No person shall intentionally feed a Wild Animal or leave food or attractants of any type or form out of doors in such a manner as to attract, or be accessible by a Wild Animal or feral or stray Domestic Animal on private or public property.

7.7.4 Article 7.7.3 does not apply to the following situations:

(1) the feeding of song birds on private property;
(2) the leaving of food as bait in a trap by a property Owner to capture a nuisance animal inhabiting or habituating their property pursuant to the *Fish and Wildlife Conservation Act*, 1997, S.O. 1997, c.41;
(3) the leaving of food as bait by a licensed trapper, an employee of a licensed wildlife or pest control agency, or an Officer in the performance of their work; and
(4) the leaving of food for a colony of stray or feral cats for the purpose of trapping and turning over to the Pound Keeper.

7.8 Prohibited Animals

7.8.1 No person shall keep, either on a temporary or permanent basis, any prohibited animal in the City as described in Schedule “B”.

7.8.2 Any prohibited animal found in the City may be seized and impounded by an Officer or Police.

7.8.3 This section does not apply to prohibit the keeping of a prohibited animal in the following places or circumstances:

(1) An animal display operated by, or on behalf of the Corporation of the City of Sault Ste. Marie, on City-owned property;
(2) On the premises of the Society;
(3) In a veterinary hospital under the care of a licenced veterinarian;
(4) On the premises of a university of community college where such animals are being kept for research, study or teaching purposes, or on premises registered as research facilities under Section 5 of the *Animals for Research Act*, R.S.O. 1970, c. 22.; and
(5) Animals kept by anyone authorized to do so under any statute of the legislature of Ontario or the Government of Canada.
(6) On the premises of any television studio where such animals are being kept temporarily for the purpose of a television production.

7.9 Protective Care

7.9.1 Animals may be received by an Officer at the request of Police or Fire Services for the purpose of protective care pursuant to an incarceration, fire, medical emergency or for any other situation that the Pound Keeper deems appropriate.

7.9.2 Animals received into protective care shall only be kept on a temporary basis for up to a maximum of three (3) days.

7.9.3 If an animal is in protective care at the end of the three (3) day period and the animal has not been redeemed by the Owner, the Pound Keeper shall deem the animal to be running At Large and will be impounded pursuant to the articles contained in Section 6.2 of this By-Law.

8. KENNELS

8.1 Regulations

8.1.1 All Kennels shall be registered, and the owner shall pay the registration fee and administrative fee(s) as set out in Schedule “A” and provide to the Pound Keeper the following:

(1) The name, age, gender, breed, colour and sterilization status of all animals kept in the Kennel, if applicable; and
(2) The Canadian Kennel Club registration number; and
(3) Written confirmation from the City’s Building Division in writing that the Kennel complies with the City Zoning By-law 2005-150; and
(4) Any other information deemed necessary by the Pound Keeper for its records.

8.1.2 All Kennel licensees shall abide by the provisions set out in this By-law, including:

(1) providing confirmation from the Building Division in writing that the kennel complies with the City zoning by-law;
(2) an inspection of the premises by the Society within the previous twelve (12) months. Such inspection must approve the promise as to the conditions of operation and quality of care for the dogs;
(3) be a member in good standing of the Canadian Kennel Club and a local club sanctioned by same; and
(4) meet the Kennel Operations Standards set out in Scheduled “C” to this By-law.

8.1.3 Where an Owner or Operator of a Kennel constructs or establishes a kennel after the 30th day of June of any year, the Owner or Operator shall pay one-half of the applicable annual registration fee as set out in Schedule “A”.

8.1.4 No Owner or Operator of a Kennel shall permit more than ten (10) animals, excluding offspring under ten (10) weeks of age, to be kept at the Breeding Kennel.

8.1.5 Notwithstanding Article 8.1.4 of this By-law, a person who lawfully owns or operates a Kennel with more than ten (10) animals on the date of the passing of this By-law shall immediately notify the Pound Keeper and shall be permitted to continue to own or operate the Kennel.

8.1.6 Any Kennel registration may be refused, suspended, or revoked for non-compliance by an Officer if, at the Officer’s discretion, the Kennel does not comply with the provisions of this By-law.

9. ADMINISTRATION AND ENFORCEMENT

9.1 Application and Enforcement

9.1.1 This by-law shall apply to any and all property within the geographical limits of the City of Sault Ste. Marie.

9.1.2 An Officer may issue a written order or direction requiring that a person comply with the provisions of this By-Law.

9.1.3 An Officer may enter upon any land or structures at any reasonable time for the purposes of carrying out an inspection for purposes of determining whether or not:

(1) the provisions of this By-Law are being complied with; or
(2) an order under this By-Law is being or has been complied with.

9.1.4 Every Owner shall permit an Officer, upon production of identification, to enter the land or structure for the purpose of the inspection pursuant to article 9.1.3.

9.1.5 No person shall refuse to produce any documents or things required by an Officer in the exercise of a power or performance of a duty under this By-Law, and every person shall assist any entry, inspection, examination, or inquiry by an Officer.

9.1.6 No person shall knowingly furnish false information to an Officer.

9.2 Fees

9.2.1 The Pound Keeper shall be entitled to recover from the Owner of an impounded animal the cost of inoculating, veterinary care, and any other care provided while the animal was impounded, and pound and redemption fees, if applicable, prior to returning the animal.

9.2.2 Where an animal is not redeemed by the Owner and the Owner is known, they shall be held liable for all fees and expenses incurred as a result of the animal's seizure and impoundment.

9.2.3 Any fee required by or described in this By-law shall be as set out in Schedule "A" to this By-Law with the exception of those fees determined by the Board, as amended from time to time.

9.3 Offences and Penalties

9.3.1 Every person who contravenes a provision of this By-Law is guilty of an offence and is liable upon conviction to a penalty in accordance with the provisions of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

9.4 Validity

9.4.1 Should a court of competent jurisdiction declare a part or whole of any provision of this By-law to be invalid or of no force and effect, the provision or part is deemed severable from this By-law, and it is the intention of Council that the remainder survive and be applied and enforce in accordance with its terms to the extent possible under the law so as to provide a minimum standard for the care and control of animals.

9.4.2 Where a provision of this By-law conflicts with the provision of another By-law, Act, or Regulation in force within the City of Sault Ste. Marie, the provisions that establishes the higher standards for the care and control of animals and the protection of the health and safety of persons shall prevail.

9.5 By-Laws Repealed

9.5.1 By-Laws 81-180, 87-125, 98-211, 2000-49, 2003-203, and 2012-213 of the Corporation of the City of Sault Ste. Marie and any amendments made thereto are hereby repealed.

9.6 Enactment

9.6.1 This By-law shall come into force and effect on the day that it is passed.

PASSED in open Council this 9th day of April, 2018.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

The Corporation of the City of Sault Ste. Marie

Schedule "A" Schedule of Fees

1. DOG REGISTRATION FEES

Classification	Annual Fee
Unsterilized Dog	$50.00
Sterilized Dog	$20.00
Sterilized Dog with Microchip	$10.00
Dangerous Dog	$100.00
Late Registration Surcharge (after March 31st)	$10.00
Replacement Identification Tag	$5.00

2. KENNEL REGISTRATION FEES

Classification	Annual Fee
Kennel Registration	$150.00
Late Registration Surcharge (after March 31st)	$50.00

3. CAT BREEDING PERMIT FEES

Classification	Annual Fee
Cat Breeding Permit	$50.00

4. REDEMPTION, SERVICE AND POUND FEES

Redemption and pound fees and any other costs associated with the enforcement of this By-law shall be set by the Board.

The Corporation of the City of Sault Ste. Marie

Schedule “B” Prohibited Animals

The following animals are prohibited:

All Marsupials (such as Kangaroos and Opossums)

All Non-human Primates (such as Gorillas and Monkeys)

All Felids, except the domestic cat

All Canids, except the domestic dog

All Viverrids (such as Mongooses, Civets and Genets)

All Mustelids (such as Skunks, Weasels, Otters, Badgers) except the domestic Ferret

All Ursids (Bears)

All Artiodactylus Ungulates, except domestic goats, sheep, pigs and cattle

All Procyonids (such as Raccoons, Coatis and Cacomistles)

All Hyenas

All Perissodaetylus Ungulates, except the domestic horse and ass

All Elephants

All Pinnipets (such as Seals, Fur Seals and Walruses)

All Snakes of the Families Pythonidae and Boidae

All Venomous Reptiles

All Ratite Birds (such as Ostriches, Rheas and Cassowaries)

All diurnal and nocturnal Raptors (such as Eagles, Hawks and Owls)

All Edentates (such as Anteaters, Sloths, Armadillos)

All Bats

All Crocodilians (such as Alligators and Crocodiles)

All Venomous Arachnids (such as Scorpions and Tarantulas)

The Corporation of the City of Sault Ste. Marie

Schedule "C" Standards for All Kennels

All kennels operating within the City shall maintain all animals in a clean, secure, and humane manner and every Owner and operator of a kennel shall ensure that the kennel complies with the following standards:

(1) All animals shall be provided with food and water and treated in a humane manner.

(2) The kennel shall be constructed and maintained in accordance with the *Building Code Act*, 1992, S.O. 1992, c. 23 and in such a manner that:

a. Floors and other surfaces may be readily sanitized;
b. Doors, windows, pipes, drains and other openings have no space or spaces capable of harbouring or permitting the entrance of vermin;
c. Exposure to direct sunlight is limited and shall not cause distress to any animal; and
d. All kennels shall be kept in a good state of repair.

(3) Where there are floor drains:

a. A floor drain and any trench installed in connection therewith that is used for waste disposal shall be flushed at such intervals as may be necessary to prevent any accumulation of waste that might impair the health or welfare of any animal in the room;
b. The floor shall be so constructed and maintained in order that surface liquids thereon will drain into the drain; and
c. The operator of the kennel shall cause the drains to be examined as often as is necessary to ensure that they are functioning properly, have an adequate water seal and are not harbouring vermin.

(4) Alleyways and service aisles between cages or pens shall be of sufficient width to permit the safe and efficient movement of Individuals and equipment and shall not be used for storage or accumulation of materials or equipment of any kind.

(5) Every room in a kennel shall be maintained in a clean condition.

(6) The operator of every kennel shall take all reasonable steps to prevent the spread of and to destroy vermin and invertebrates that may be harmful to the health, comfort or welfare of any animal in the kennel.

(7) Every room that is used for the housing of animals within a kennel shall be equipped with a lighting system that is so designed, constructed and maintained in order that:

a. It distributes light as evenly and with as little glare as possible; and
b. It provides adequate light for the proper observation of every animal in the room.

(8) Every room that is used for the housing of animals within a kennel shall be adequately lighted for a continuous period of at least eight (8) hours in every twenty-four (24) hour period.

(9) Every room that is used for the housing of animals within a kennel shall at all times be adequately ventilated for the health, welfare and comfort of every animal therein.

(10) Every room that is used for the housing of animals within a kennel shall at all times be adequately maintained at a temperature suitable for the health, welfare and comfort of every animal therein.

(11) The operator of a kennel shall ensure that there are, in every day, on the premises on which the kennel is located, an adequate number of individuals competent in the care of animals to properly care for every animal in the kennel.

(12) Every cage or pen used in a kennel for the housing of animals shall be so constructed and maintained that:

a. Every animal in the cage or pen may comfortably:
    i. Extend its legs to their full extent,
    ii. Stand,
    iii. Sit,
    iv. Turn around, and
    v. Lie down in a fully extended position;
b. Is not likely to harm any animal therein;
c. Any animal therein cannot readily escape;
d. It minimizes as nearly as practicable the transfer of pathogenic agents; and
e. It may be readily sanitized.

(13) Where a group of animals in a kennel is housed in a communal cage, pen or animal run, no individual animal shall be placed in the cage, pen or animal run with the group of animals where the placing of the individual animal would result in harm to any of the animals and, where the behaviour of the animals in the cage, pen or animal run is such that harm is likely to result. Any animal whose removal will prevent the harm from occurring shall be removed immediately.

(14) All pens or cages in every kennel shall be maintained such that:

a. Bedding material in every cage or pen shall be changed as often as is necessary to keep it dry, clean and free of noxious fumes;
b. Every animal that is housed in a cage or pen shall be removed from its cage or pen and changed to a freshly sanitized cage or pen as often as is necessary for its health and comfort;
c. No animal shall be placed in a cage or pen that is vacant unless the cage or pen and equipment used in connection therewith have first been sanitized;
d. Where a cage is cleaned or sanitized, the cage rack or portion thereof used in connection with the cage shall be cleaned or sanitized at the same time;
e. Every animal shall be protected against liquid spray while a cage or pen is being cleaned;
f. Every device used to supply drinking water to an animal shall be maintained in a sanitary condition and shall be so constructed and maintained as to ensure:
    i. That the animal is receiving potable water; and
    ii. The device is functioning properly;
g. Every container for food or water shall be maintained in a sanitary condition.

(15) The operator of every kennel shall take or cause to be taken all steps practicable to treat and prevent the spread of any disease found in or on any animal and to prevent distress to the animal.

(16) Every pen used for the housing of animals in any kennel shall be so constructed and maintained as to provide a clean, dry and safe surface adequate to permit the animals to lie down in comfort at all times.

(17) An outdoor animal run in a kennel may be used to provide animals in the kennel with exercise subject to the following conditions:

a. No animal shall be removed from indoor housing and placed in the outdoor animal run or removed from the outdoor animal run and placed in the indoor housing where to do so would result in the change in environment likely to cause harm to the animal;
b. The surface on which the animal run is established shall be so maintained as to rapidly drain all excess surface water;
c. The animal run shall be so fenced as to prevent any animal from escaping;
d. The animal run shall be kept in a clean condition free from any materials or equipment likely to cause harm to an animal;
e. Every animal in the animal run shall have access to individual shelters that are:
    i. Readily accessible to the animal;
    ii. Large enough to comfortably accommodate the animal;

iii. Constructed and maintained so as to provide protection from the effects of direct sunlight, precipitation and wind; and,
iv. Dry and well drained.

(18) All surfaces of yards and runways shall be covered in concrete or other nonporous materials or any other equivalent material.

(19) Subject to the *Dead Animal Disposal Act*, R.S.O. 1990, c. D.3 (the "*DADA*"), as amended, in any kennel, the carcass of an animal shall be:
a. removed immediately from the cage or pen; and
b. except for the whole or a part of the carcass that is retained in a sanitary manner for research, disposed of immediately.

(20) Where the carcass of an animal is disposed of and the dead animal is not a "dead animal" as defined in the *DADA,* as amended, the carcass shall be disposed of by:
a. Burying it with a covering of at least two (2) feet of earth;
b. Incineration; or
c. Delivery to a rendering plant that is:
i. Licensed under the *DADA;* or
ii. Approved under the Meat Inspection Act (Canada) in a vehicle constructed and equipped in accordance with the *DADA.*

(21) A whelping facility or area shall be separate from any individual or group kennel enclosures housing other kennel animals, thereby providing the whelping animal with privacy.

(22) Wire floors shall not be permitted in any kennel housing animals. If wire floors must be used, a solid floored sleeping area must be provided and every animal or pup must be given an opportunity to exercise on a larger solid floored area at least three (3) times daily.

The Corporation of the City of Sault Ste. Marie

Schedule "D" Part 1 Provincial Offences and Set Fines

	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1	Failing to provide an Animal with adequate/appropriate care.	3.1.1(2)	$250.00
2	Failing to provide an Animal with adequate/appropriate food.	3.1.1(2)	$250.00
3	Failing to provide an Animal with adequate/appropriate water	3.1.1(2)	$250.00
4	Failing to provide an Animal with adequate/appropriate shelter	3.1.1 (2)	$250.00
5	Failing to provide an Animal with veterinary medical care	3.1.1(2)	$400.00
6	Failing to provide an Animal opportunity for sufficient physical activity	3.1.1(3)	$250.00
7	Failing to provide an Animal with shelter elevated above the earth	3.1.2(1)	$100.00
8	Failing to provide an Animal with shelter facing away from the prevailing wind	3.1.2(1)	$100.00
9	Failing to provide an Animal with separate area for defecation and urination	3.1.2(2)	$100.00
10	Failing to provide an Animal with sufficient shade	3.1.2(3)	$200.00
11	Failing to provide an Animal with an area dry and free from standing water	3.1.2(4)	$150.00
12	Improper Tethering of an Animal - tether less than four (4) metres	3.2.1(1)	$150.00
13	Improper Tethering of an Animal - failing to give Animal unrestricted/unobstructed movement within range of tether	3.2.1(2)	$150.00

14	Improper Tethering of an Animal - no access to food and/or water and/or shelter and/or shade	3.2.1(3)	$250.00
15	Improper Tethering of an Animal - Tether causing pain or distress	3.2.2	$150.00
16	Improper Tethering of a cat – left outside unsupervised	3.2.3	$150.00
17	Keeping an Animal in unsanitary conditions	3.3.1	$250.00
18	Failing to register a dog	4.1.1(1)	$100.00
19	Failing to renew a dog registration	4.1.1(3)	$100.00
20	Failing to display a dog identification tag on collar affixed to dog	4.2.1	$50.00
21	Failing to obtain a replacement dog identification tag	4.2.1	$50.00
22	Removed identification from dog	4.2.4	$100.00
23	Permitting a dog to bite and/or attack and/or chase a person	4.3.1	$250.00
24	Permitting a dog to bite and/or attack and/or chase a domestic animal	4.3.1	$250.00
25	Permitting a dog to damage public and/or private property	4.3.1	$250.00
26	Failing to comply with a Dangerous Dog notice	4.4.1	$400.00
27	Failing to muzzle a dangerous dog on Owner`s premises	4.4.2(1)	$300.00
28	Failing to securely tether a dangerous dog	4.4.2(2)	$400.00
29	Failing to securely confine a dangerous dog with an appropriate fence or enclosure	4.4.2(3)	$400.00
30	Failing to display Dangerous Dog warning sign	4.4.2(4)	$200.00
31	Using a leash of more than two (2) metres on a dangerous dog	4.4.3(1)	$400.00
32	Failing to muzzle a dangerous dog	4.4.3(2)	$400.00
33	Failing to notify Pound Keeper of change in dog’s address and/or Ownership	4.4.4(1)	$300.00
34	Failing to notify Pound Keeper of dangerous dog running At Large and/or attacking a person and/or biting	4.4.4(2)	$400.00

	a person		
35	Failing to notify Pound Keeper of dangerous dog attacking an animal and/or biting an animal	4.4.4(2)	$400.00
36	Permitting a dog to persistently bark and/or howl	4.6.1(1)	$150.00
37	Permitting a dog to scatter garbage and/or interfere with waste collection services	4.6.1(2)	$150.00
38	Permitting a dog to persistently bark at or chase persons, and/or vehicles, and/or domestic animals and/or livestock and/or poultry	4.6.1(3)	$150.00
39	Permitting an aggressive and/or dog under Dangerous Dog notice in Strathclair Dog Park	4.7.3	$250.00
40	Failing to provide a cat with proper identification	5.1.1	$100.00
41	Permitting a cat to be a public nuisance	5.2.1	$150.00
42	Owning an unspayed or unneutered cat over the age of six or seven months, respectively	5.3.1	$150.00
43	Permitting a dog or cat to run At Large	6.1.1	$150.00
44	Failing to properly control a dog on a leash	6.1.4	$100.00
45	Failing to turn over a found cat or dog to the pound	6.2.2	$200.00
46	Failing to turn over a found cat or dog to the Owner	6.2.2	$200.00
47	Failing to confine a dog or cat that is in heat	6.3.1	$150.00
48	Failing to immediately remove cat or dog feces	6.4.1	$100.00
49	Failing to dispose of cat or dog feces in a proper waste receptacle	6.4.1	$100.00
50	Keeping an animal in enclosed space or car without adequate ventilation	7.2.1	$300.00
51	Improper transportation of Animal - causing and/or permit illness and /or pain and/or injury and/or suffering or undue or unnecessary distress and/or hardship and/or privation and/or neglect to an Animal while in vehicle or trailer.	7.2.2	$250.00
52	Failing to notify the Pound Keeper of injuring an animal while operating a motor vehicle	7.3.1	$250.00

53	Failing to turn over an injured animal to the Owner	7.3.2(1)	$300.00
54	Failing to turn over an injured animal to an Officer or the Pound Keeper	7.3.2(2)	$300.00
55	Annoying an animal and/or assaulting an animal and/or battering an animal and/or tormenting an animal or wilfully and recklessly kill and/or causing injury to and/or causing pain to and /or cause suffering to an animal	7.4.1	$500.00
56	Trapping an animal when the animal is not causing a nuisance and/or damaging property	7.5.1	$150.00
57	Keeping livestock in area not zoned to permit the keeping of livestock	7.6.1	$250.00
58	Permitting livestock to run At Large	7.6.2	$300.00
59	Failing to turn over found livestock to its Owner	7.6.4	$200.00
60	Failing to turn over found livestock to an Officer or the Pound	7.6.4	$200.00
61	Did remove a wild animal from public lands in the City where unauthorized to do so	7.7.1	$150.00
62	Did keep and/or cause to be kept a wild animal	7.7.2	$150.00
63	Did feed a wild animal and/or leave food or attractant out of doors	7.7.3	$200.00
64	Keeping a prohibited animal	7.8.1	$300.00
65	Failing to pay Kennel registration fee	8.1.1	$200.00
66	Failing to construct and/or establish and/or maintain and/or operate a Kennel in compliance with the By-Law	8.1.2	$250.00
67	Failing to comply with Kennel Operations Standards	8.1.2(4)	$200.00
68	Breeding Kennel keeping more than ten (10) dogs	8.1.4	$250.00
69	Failing to permit an Officer to inspect premises	9.1.4	$250.00
70	Obstructing an Officer in the execution of his/her duties	9.1.5	$300.00
71	Furnish false information to an Officer	9.1.6	$300.00

The Corporation of the City of Sault Ste. Marie

Schedule “E” Off-Leash Areas

The following properties are “Off-Leash Areas” for the purposes of this By-law:

(1) Strathclair Dog Park

The Corporation of the City of Sault Ste. Marie

Schedule "F" Circus Prohibited

The purpose of Schedule "F" is to prohibit Circuses with Animals from operating within the City of Sault Ste. Marie.

1. DEFINITIONS

For the purposes of Schedule "F" of this by-law,

"Animal" means any member of the animal kingdom, other than a human;

"Circus" means a traveling company which includes any combination of acrobats, Animals, clowns, entertainers, that give performances in a series of different places for the amusement or entertainment of an audience;

2. PROHIBITION

No person within the City of Sault Ste. Marie shall operate or carry on a Circus in which an Animal is required to perform for the amusement or entertainment of an audience.

3. EXCEPTIONS

Notwithstanding the provisions of section 2, nothing in this Schedule shall prohibit or restrict:

a. An Equestrian Show;
b. A Dog Show;
c. A Domestic Cat Show;
d. An Aquarium Display;
e. Horseracing;
f. Sled Dog Racing;
g. A Pet Store or Pet Shop;
h. A municipally registered Kennel;
i. A breeding facility, which holds a valid municipal Breeding Permit;
j. A veterinary hospital under the care of a licensed veterinarian;
k. Animals kept on the premises of a university or community college where such animals are being kept for research, study or teaching purposes, or on premises registered as research facilities under Section 5 of the *Animals for Research Act*, R.S.O. 1970, Chapter 22;
l. Animals kept on the premises of any television studio where such animals are being kept temporarily for the purpose of a television production.

The Corporation of the City of Sault Ste. Marie

Schedule "G" Zoos Prohibited

The purpose of Schedule "G" is to prohibit Zoos from operating within the City of Sault Ste. Marie.

1. DEFINITIONS

For the purposes of Schedule "G" of this by-law,

"Animal" means any member of the animal kingdom, other than a human;

"Zoo" means an establishment that maintains a permanent collection of live animals kept in cages or large enclosures for any purpose, including but not limited to display to the public.

2. PROHIBITION

No person within the City of Sault Ste. Marie shall operate or carry on a Zoo.

3. EXCEPTIONS

Notwithstanding the provisions of section 2, nothing in this Schedule shall prohibit or restrict:

a. Animals kept on the premises of the Society;
b. Animals kept in a Pet Store or Pet Shop;
c. Livestock kept in an area of the City zoned for agricultural purposes;
d. An Aquarium or Insect Display;
e. A municipally registered Kennel;
f. A breeding facility, which holds a valid municipal Breeding Permit;
g. A veterinary hospital under the care of a licensed veterinarian;
h. Animals kept on the premises of a university or community college where such animals are being kept for research, study or teaching purposes, or on premises registered as research facilities under Section 5 of the *Animals for Research Act*, R.S.O. 1970, Chapter 22;
i. Animals kept by anyone authorized to do so under any statute of the legislature of Ontario or the Government of Canada;

4. COMPLIANCE DATE

Schedule"G" of this By-law shall take effect on December 31st, 2018.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-47

AGREEMENT: (C3.49) A by-law to authorize the execution of the Agreement between the City and Sault RC Car Club in reference to their exclusive use of Wilcox Park Tennis Courts effective April 1, 2018.

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

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement dated March 19, 2018 between the City and Sault RC Car Club a copy of which is attached as Schedule “A” hereto. This Agreement is in reference to their exclusive use of Wilcox Park Tennis Courts effective April 1, 2018.

2. **SCHEDULE "A"**

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

3. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK – MALCOM WHITE

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LICENCE TO OCCUPY CITY PROPERTY

THIS LICENCE AGREEMENT made this 19th day of March, 2018.

BETWEEN:

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

(hereinafter referred to as the "City")

- and -

SAULT RC CAR CLUB

(hereinafter referred to as the "Licencee")

WHEREAS the City is the registered owner of the lands and premises municipally known as Wilcox Park located at 65 Maple Street, Legally described in PLAN 19938 LOT 348 TO 387 (the "City Property");

AND WHEREAS the Licencee has approval from the City to operate a remote control car club on a portion of the City Property (the "Remote Control Car Club") within the dimensions and at the locations as marked and identified in Schedule "A" to this Licence Agreement (the "Licenced Area");

AND WHEREAS the City is prepared to grant the Licencee the right to occupy the Licenced Area for the Remote Control Car Club, subject to the terms and conditions set out herein;

AND WHEREAS the rent payable by the Licencee shall be the sum of Four Hundred Dollars ($400.00) per year;

NOW THEREFORE the receipt of which is hereby acknowledged by the City and the mutual covenants, agreements and promises hereinafter set forth, the parties for themselves and their respective permitted assigns to hereby covenant and agree with one another as follows:

1. The City grants to the Licencee the right to occupy the Licenced Area for a period not to exceed a two (2) year term with option for renewal through mutual consent following the first year of operation, commencing April 1, 2018 and ending on October 31, 2019 (the "Term"). This Licence Agreement shall automatically renew on a yearly basis thereafter on the same terms and conditions at both parties' consent (the "Renewal Term(s)").

2. The Licenced Area shall only be used for the construction and operation of the Remote Control Car Club, which shall operate from 9:00 am to 8:30 pm every day during the months of April to October, and uses ancillary thereto, and the Remote Control Car Club shall be constructed within the dimensions and at the locations as marked and identified in Scheduled "A" to this Licence Agreement. The Licenced Area must be free from users, locked and secured by 9:00 pm. The Licencee shall not use or permit the Licenced Area to be used for any other purpose other than the purpose set out herein.

3. The Licencee acknowledges and agrees that this Licence Agreement is subject to the conditions set out in Schedule "B" to this Licence Agreement.

4. The Licencee shall not assign, transfer or make any other disposition of this Licence Agreement or of the rights conferred thereby, without the prior written consent of the City.

5. Any notice pursuant to any of the provisions of this Licence Agreement shall be deemed to have been properly given if delivered in person or sent electronically as follows:

   In the case of notice to the City, to:

   Melanie Borowicz-Sibenik
   Assistant City Solicitor/Senior Litigation Counsel
   Legal Department
   The Corporation of the City of Sault Ste. Marie
   99 Foster Drive, Sault Ste. Marie ON P6A 5X6

   In the case of notice to the Licencee, to:

   Marty Charon
   Sault RC Car Club
   1200 Town Line Road
   Sault Ste. Marie ON P6A 6K4

6. This Licence Agreement together with the recitals and Schedules appended hereto constitutes the entire agreement of the parties and supercedes all prior representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be amended only by written instrument signed by both parties.

7. The provisions of this Licence Agreement shall be binding upon and enure to the benefit of the parties and their respective successors and, where applicable, permitted assigns.

8. The parties hereto acknowledge and agree that the recitals and Schedules “A” and “B” appended hereto shall and do form part of this Licence Agreement.

9. This Licence Agreement shall be exclusively governed by, and construed in accordance with the laws of the Province of Ontario, and the federal laws of Canada applicable therein.

IN WITNESS WHEREOF the parties hereto have signed this Agreement this 19th day of March, 2018.

SAULT RCCAR CLUB

Name:
Position:
I have the authority to bind the corporation.

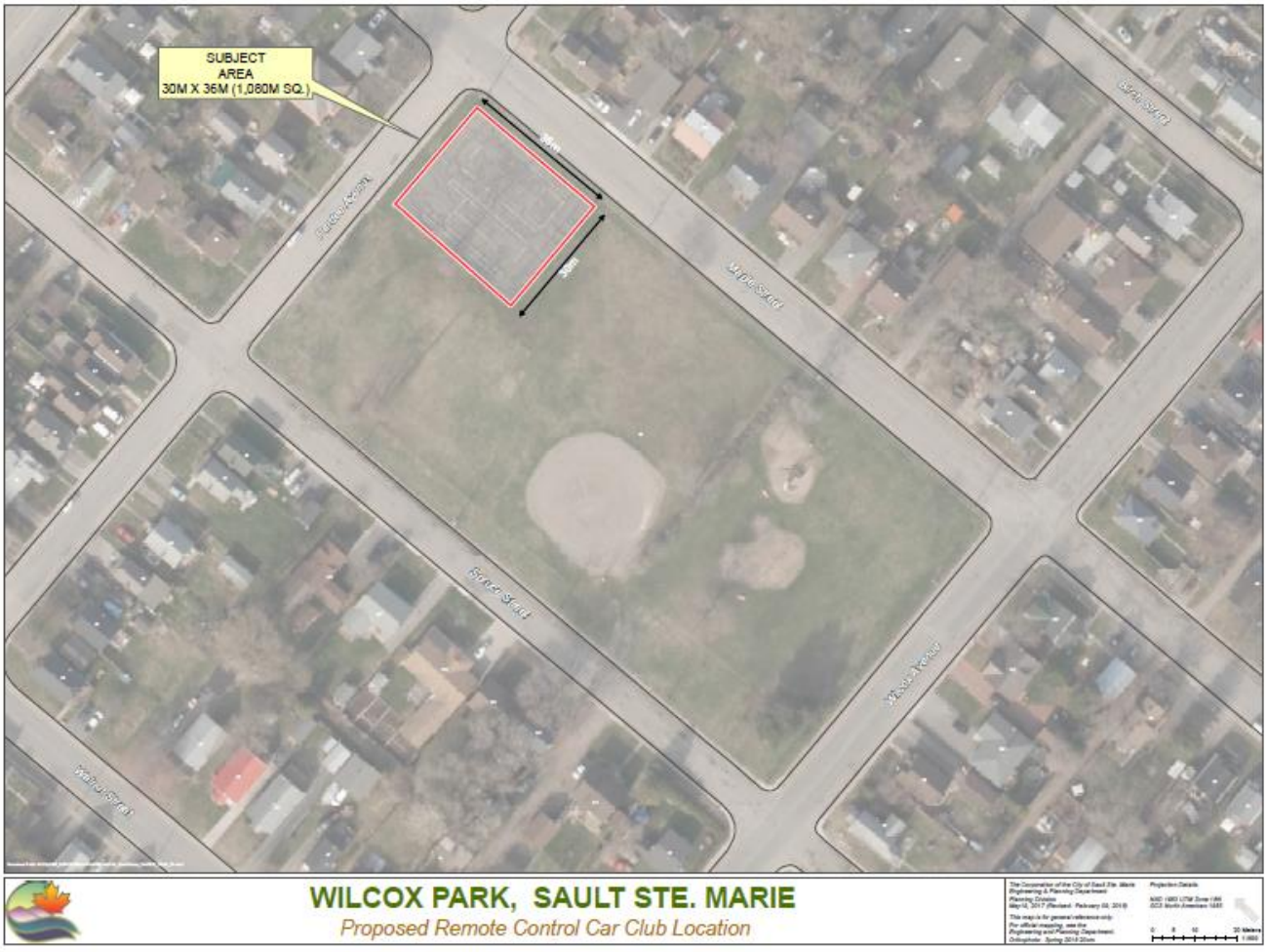
THE CORPORATION OF THE CITY OF SAULT STE. MARIE

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

SCHEDULE “A” TO LICENCE AGREEMENT

The Licensed area is 30 m x 36 m for a total of 1080 m squared. The Licencee will be responsible for the costs associated with the installation of a card lock system, addition of new outdoor ramps and ensure proper track boundaries. Prior to the Licencee occupying the site, City Staff will inspect and complete annual maintenance. Power to the site will be the responsibility of the Licencee. Site Signage will be located at the Licenced Area and the Licencee will supply the wording for hours of operations, contact information.



SCHEDULE “B” TO LICENCE AGREEMENT

The parties hereto acknowledge and agree that this Licence Agreement is subject to the terms and conditions contained herein.

Permitted Use

1. The Licencee shall be permitted to use the Licenced Area for the Remote Control Car Club, which may consist of the construction, maintenance, and enjoyment of the Remote Control Car Club, within the dimensions and at the locations as set out in Schedule “A” to this Licence Agreement and for any uses ancillary thereto (the “Permitted Use”). Subject to the terms of this Agreement, the Licencee shall not install or permit to be installed any structure, fixture or walkway not indicated on Schedule “A” as of the date of this Agreement without prior written consent of the City.
2. The Licencee is permitted to host special events, and use a loud speaker system for special events only, but must receive approval through the Recreation and Culture Division. Further, the Licencee must adhere to the municipal noise by-laws 4100 and 80-200.
3. The Licencee is not permitted to store a trailer on site.
4. The Licencee is permitted to use battery operated remote control cars only; gas operated remote control cars are not permitted.

Covenants

5. Subject to the proper construction of structures listed in Schedule “A”, the Licencee agrees to not excavate or permit to be excavated any part of the Licenced Area; and further agrees that upon the termination of this Agreement, the Licencee shall restore the Licenced Area to its condition prior the commencement of this Agreement.

6. Each party covenants and agrees to do and cause all things to be done and execute and deliver all such documents as may be required in order to carry out the provisions of this Agreement.

7. Except as otherwise set out herein, so long as the Licencee performs and observes the Licencee’s covenants hereunder, the Licencee may peaceably possess and enjoy the Licenced Area for the Term and Renewal Term(s), as applicable, without interruption or disturbance by the City or any other person claiming by, from or under the City.

Indemnity

8. At no time shall the City be responsible for constructing, setting up, operating, inspecting, maintaining, or otherwise dealing with the Remote Control Car Club or any other matters related directly or indirectly thereto. The Licencee shall be responsible for all costs, expenses and liabilities related to the construction, set up, operation, inspection, maintenance and enjoyment of the Remote Control Car Club and any other matters related directly or indirectly thereto. The Licencee shall indemnify and save harmless the City from any costs, liabilities and expenses incurred by the City that may result from the Remote Control Car Club and any matters related directly or indirectly thereto.

9. The Licencee confirms that the City has not provided any representation, warranty or other assurance regarding the suitability of the Licenced Area, City Property or any part

thereof, for use by the Licencee. The Licencee acknowledges that it has satisfied itself concerning the suitability of the City Property for the Permitted Use and further, that it is using the Licenced Area on an “as is” basis.

10. The Licencee shall indemnify and save harmless the City from all costs and expenses caused to or incurred by the City and from all claims and demands, awards, losses, costs, damages, actions, suits or other proceedings, by whomsoever made, brought or prosecuted, in any manner based upon, arising out of or connected with, the Remote Control Car Club, the intent being that the City shall be at no risk or expense to which it would not have been put had the Remote Control Car Club not been established on the City Property.

11. The Licencee agrees to defend, indemnify and save harmless the City and their respective councilors, officials, officers, directors, employees, consultants, agents, successors, contractors and assigns, or any of them, from and against any actions, causes of actions, claims, demands, interest, damages, expenses, liens, losses, costs, charges and other proceedings made or brought against or suffered by or imposed upon all or any of them or their respective property in respect of any loss or damage to property, personal injury or death or any other losses of any nature or other relief to any person or property directly or indirectly arising out of or resulting from or sustained by reason of any act, error, default, failure, fault, neglect, negligence, omission or wrong doing of the Licencee, its directors, officers, employees, consultants, subcontractors, agents, users, customers, invitees or other persons for which it is responsible in law or any of them including but not limited to the design, construction, set up, operation, inspection, maintenance and enjoyment of the Remote Control Car Club, or any other activities related directly or indirectly to the Remote Control Car Club or otherwise arising out of or connected with this Agreement.

Insurance

12. The Licencee(s) agrees to maintain at all times during the currency of this licence herein before described, a minimum of Five Million ($5,000,000.00) Dollars comprehensive general liability insurance in respect of personal injury, death, loss or damage of or to any person or property of third parties, with insurers licenced to conduct business in Ontario. The City shall be added as an Additional Insured to the required liability insurance policy or policies and no such policy shall be cancelled or allowed to lapse without at least thirty (30) days written notice having been given to the City. An Insurance Certificate, on the C.S.I.O. form and satisfactory to the City’s Risk Manager, shall be provided to the City prior to the commencement of the Licence on April 1, 2018.

Compliance with Laws

13. The Licencee shall have full responsibility, at its own expense, to ensure that it has obtained all necessary approvals and secured and/or completed all such permits, plans, assessments, proposals and studies that are necessary, if any, for the Remote Control Car Club. The Licencee shall save harmless and fully indemnify the City from and against all losses, costs (including solicitor costs on a substantial indemnity scale basis and disbursements), damages and expenses of every kind or nature which the City may suffer, be at or be put to by reason of or in consequence of the noncompliance by the Licencee of such approvals, permits, plans, assessments, proposals, and studies.

14. The Licencee, its directors, officers, employees, consultants, subcontractors, agents, users, customers, and invitees shall comply with all Laws, By-laws, Rules and Regulations or any governing body respecting the Remote Control Car Club and all matters related to this Licence Agreement and shall save harmless and fully indemnify the City from and against all losses, costs (including solicitor costs on a substantial indemnity scale basis and disbursements), damages and expenses, of every kind or nature which the City may suffer, be at or be put to by reason of or in consequence of the noncompliance by the Licencee, its directors, officers, employees, consultants, subcontractors, agents, users, customers, or invitees with such Laws, By-laws, Rules and Regulations.

Access

15. The City covenants to permit at all reasonable times the Licencee, its employees, servants, agents or invitees, ingress and egress into and through the Licenced Area.

16. If, at the sole discretion of the City and/or emergency personnel, the City and/or emergency personnel requires access to any portion of the Licenced Area, such that removal of any portion or the entirety of the Remote Control Car Club is required, the Licencee shall in no way restrict such access and the City and/or emergency personnel shall in no way be responsible for restoring the Remote Control Car Club to its condition prior to such access by the City and/or emergency personnel.

Maintenance and Repair

17. During the Term, the Licencee shall be responsible, at its sole liability and expense, to complete all necessary inspections, maintenance and upkeep of the Licenced Area. The Licencee agrees to regularly inspect and maintain the Licenced Area in a manner that is consistent with the remainder of the City Property. The Licencee further agrees not to cause or permit to be caused damage to the City Property through the transport of materials or equipment and that if such damage is caused to restore the City Property to the condition it was in prior to the damage occurring. In the event that the Licencee fails to maintain the Licenced Area in a manner satisfactory to the City in the City’s sole discretion, the City may terminate this Licence Agreement on ten (10) days’ written notice to the Licencee. The Licencee further acknowledges and agrees that its use and operation of the Remote Control Car Club shall not interfere with the use, enjoyment and maintenance of the remainder of the City Property.

18. The Licencee covenants to take all reasonable precautions to protect the Licenced Area against fire and other hazards. The Licencee further covenants to not cause or permit to be caused any damage to the Licenced Area or City Property through the operation of the Remote Control Car Club or by any other means, including but not limited to flooding, contamination of the soil, or other damage to the ground in the Licenced Area or City Property.

19. The Licencee covenants to repair, maintain and keep the Licenced Area and all improvements, appurtenances and equipment therein and thereon with respect to the Remote Control Car Club, in good repair and in a reasonable state of cleanliness, which shall include the Licencee taking reasonable steps to prevent vandalism of the Remote Control Car Club. The Licencee shall make all necessary and consequential repairs to the Licenced Area including the structures thereon and, further, shall make all necessary

and consequential repairs to the Licenced Area to the extent that same are required as a result of any act or neglect of the Licencee or any breach by the Licencee of its obligations under this Agreement.

20. The City covenants with the Licencee to repair any damage to the Licenced Area if the damage, in the discretion of the City, interferes with the Permitted Use and is attributable to negligence or willful conduct on the part of or caused by the City, its agents or employees.

21. The Licencee shall not make any alternations or improvements of any nature to the Licenced area that are not directly related to the Permitted Use and approved by the City. At the end of the Term or Renewal Term(s) or upon early termination of this Agreement the Licencee shall remove all improvements from the Licenced Area and restore the Licenced Area to a condition that is satisfactory to the City.

Termination

22. Unless terminated in accordance with Section 27(b) of this Schedule, either party hereto may terminate this Agreement upon sixty (60) days’ written notice to the other party.

23. At the conclusion of the Term or Renewal Term(s), or upon early termination of this Licence Agreement, the Licencee shall within thirty (30) days of same, promptly remove all property belonging to the Licencee, complete all necessary cleanup activities including restoring the Licensed Area to a condition that is satisfactory to the City in its sole discretion. In the event that the required cleanup activities and restoration of the Licenced Area is not completed by the Licencee by thirty (30) days after the conclusion of the Term or Renewal Term(s), or upon early termination of this Licence Agreement, the City may complete such cleanup, removal of the items and restore the Licenced Area as it deems necessary at the expense, liability and risk of the Licencee and the City shall have the right to sell all or part of the goods or materials removed by public or private sale without giving notice to the Licencee, all notices required by statute or otherwise (if any) being expressly waived.

Proprietary Rights

24. The Licencee hereby acknowledges and agrees that the Licencee has no proprietary right, title or interest in the Licenced Area, and that same is and shall remain the property, title and right of the City.

25. The Licencee shall not allow to attach to the City Property any encumbrance, including without limitation any lien for work, labour, services or materials ordered by the Licencee or for the cost of which the Licencee may in any way be obligated.

Taxes

26. Should any of the Licenced Area become taxable as a result of the City granting this Licence, the Licencee will be responsible for the payment of all taxes assessed.

Default

27. If and whenever the Licencee fails to perform or observe its covenants contained herein, the City shall have the option of proceeding pursuant to either of the following:
    (a) The City, without limiting any other remedy which it may have, shall have the right to do all things necessary to remedy any such default and for such purpose may at any time enter upon the Licenced Area. The Licencee shall reimburse the City forthwith upon demand for the aggregate of all costs, charges and expenses incurred by the City in remedying any such default plus ten (10%) percent of same; or
    (b) The City shall elect to terminate this Agreement effective immediately and provide the Licencee with written notice of same.

Severability

28. In the event that any provision of this Agreement is invalid, illegal or unenforceable, it shall not affect the validity, legality or enforceability of any other provision of this Agreement.

29. The parties hereto agree that paragraphs 8 to 11, 13, 14, 17 to 21 and 24 to 26 of this Schedule shall survive the termination of this Licence Agreement.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-49

AGREEMENT: (E2.2) A by-law to authorize the execution of the Contract between the City and Avery Construction Limited for the next phase in improvements to the Fort Creek Aqueduct which includes the reconstruction of the Fort Creek Aqueduct along Wellington Street West from John Street to Carmen's Way (Contract 2018-1E).

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

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Contract dated April 9, 2018 between the City and Avery Construction Limited, a copy of which is attached as Schedule "A" hereto. This Contract is for the next phase in improvements to the Fort Creek Aqueduct which includes the reconstruction of the Fort Creek Aqueduct along Wellington Street West from John Street to Carmen's Way (Contract 2018-1E).

2. **SCHEDULE "A"**

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

3. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

tj \\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2018\2018-49 Fort Creek Aqueduct Contract.docx

Schedule "A"

CORPORATION OF THE CITY OF SAULT STE MARIE
Contract No 2018-1E
Fort Creek Aqueduct Reconstruction
Carmen's Way to St. Andrews Terrace

FORM OF AGREEMENT

This Agreement, made (in triplicate) this 9th day of **April** in the Year **2018**, by and between **Avery Construction Limited**, hereinafter called the **"Contractor"**,

AND

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

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

The Contractor will provide all the materials and all the works shown and described in the Contract documents entitled:

Corporation of the City of Sault Ste. Marie
Contract No 2018-1E
Fort Creek Aqueduct Reconstruction – Carmen's Way to St. Andrews Terrace

Which have been signed in triplicate by both parties and which were prepared under the supervision of Don Elliott, P.Eng, Director of Engineering acting as and herein entitled, the Owner.

2. The Contractor will do and fulfill everything indicated by the Agreement, the General Conditions, the Specifications, the Special Provisions and the Drawings.

3. The Contractor will complete all the work to the entire satisfaction of the Owner within the period of time specified.

4. The Corporation shall pay to the Contractor the contract price as set forth in the Form of Tender in accordance with the provisions as set forth in the General Conditions and the Special Provisions. The quantities contained in the Form of Tender are approximate only and the final payment shall be made for the actual quantities that are incorporated in or made necessary by the work covered by the Contract.

5. The Corporation shall pay the Contractor for work that is ordered in writing by the Owner and that cannot be classified as coming under any of the contract units and for which no unit price, lump sum, or other basis can be agreed upon, on a time and material basis as set out in the General Conditions.

6. The Contractor shall completely indemnify and save harmless the Owner, its employees, officers and agents from any and all claims, demands, actions, losses, expenses, costs or damages of every kind and nature whatsoever and howsoever caused that the Client, its employees, officers or agents may sustain or suffer as a consequence of the actions, inactions or omissions of the Contractor, its employees, agents or officers or as a result of the performance of this Agreement by the Contractor, its employees, agents or officers or as a consequence of the negligent actions or inactions of the Contractor, its employees, agents or officers whether or not the Client is partially or wholly responsible for such claims, demands, actions, losses, expenses, costs or damages.

7. The Contractor shall also indemnify The Public Utilities Commission of the City of Sault Ste. Marie, PUC Distribution Inc. and PUC Services Inc., its officers, employees, agents and affiliates, from all loss, damages, costs, charges and expenses of every nature and kind whatsoever which may be made or brought against The Public Utilities Commission of the City of Sault Ste. Marie, PUC Distribution Inc. and/or PUC Services Inc., its officers, employees, agents and affiliates, by reason or in consequent of the execution and performance or maintenance of the work by the Contractor, its employees, agents, officers, or those for whom at law the Contractor is responsible.

8. All communications in writing between the Corporation, the Contractor and the Owner shall be deemed to have been received by the Addressee if delivered to the individual, a member of the firm or an officer of the Corporation for whom they are intended or if sent by post or by facsimile as follows:

The Corporation:	The Corporation of the City of Sault Ste. Marie Civic Centre, 99 Foster Drive Sault Ste. Marie, Ontario, P6A 5X6
The Contractor:	Avery Construction Limited 940 Second Line West Sault Ste. Marie, Ontario, P6C 2L3
The Contract Administrator:	TULLOCH Engineering Inc. 71 Black Road, Unit 8 Sault Ste. Marie, Ontario, P6B 0A3

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

Signed, Sealed and Delivered
in the presence of

THE CORPORATION OF THE CITY OF SAULT STE MARIE

(seal)

MAYOR – Christian Provenzano

CITY CLERK – Malcolm White

THE CONTRACTOR

AVERY CONSTRUCTION LIMITED

COMPANY NAME

(seal)

SIGNATURE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-60

PROPERTY ACQUISITION: (PR1.84(1)) A by-law to authorize the acquisition of an irregular strip of rural residential land along the west side of Black Road (Minister of Infrastructure).

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

1. **PROPERTY ACQUISITION**

The Corporation shall acquire by purchase the absolute right in fee simple to the lands more particularly described in Schedule "A" hereto at a price not exceeding the consideration provided in said Schedule "A".

2. **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 all documents required to complete the said acquisition.

3. **SCHEDULE "A"**

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

4. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

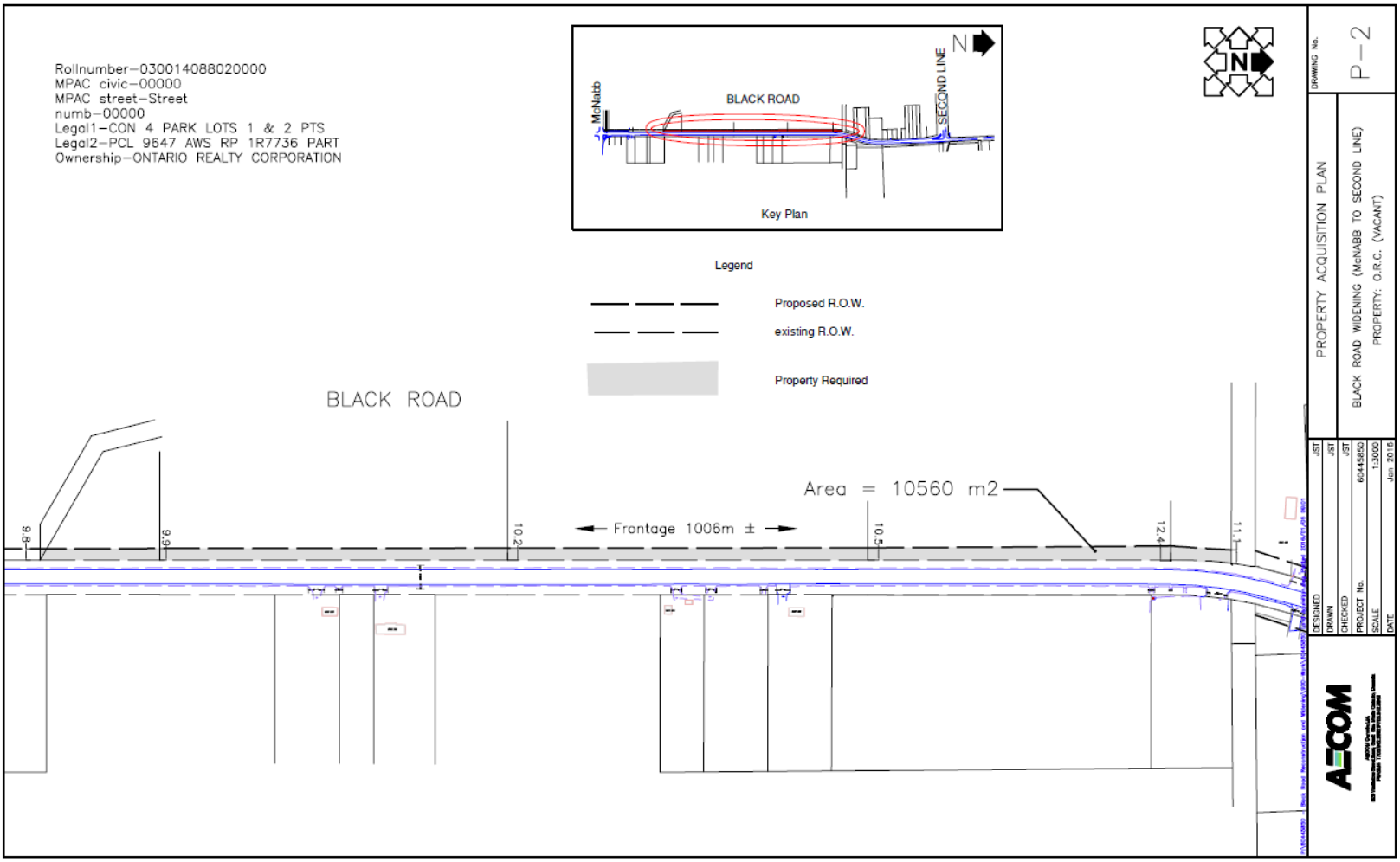
MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

mw \\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2018\2018-60 - Purchase Pt Black Rd from Province.docx

SCHEDULE “A”

PURCHASER:	The Corporation of the City of Sault Ste. Marie
VENDOR:	Her Majesty the Queen in Right of Ontario as represented by the Minister of Infrastructure
ADDRESS:	N/A
LEGAL DESCRIPTION:	PT PIN 31515-0296 (LT) PT LT 1 CON 4 ST. MARY’S; SAULT STE. MARIE
CONSIDERATION:	Fifteen Thousand ($15,000.00) Dollars (subject to usual adjustments)



THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-61

PROPERTY ACQUISITION: (PR1.84(1)) A by-law to authorize the acquisition of a portion of property located at civic 536 Black Road (Minister of Infrastructure).

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

1. **PROPERTY ACQUISITION**

The Corporation shall acquire by purchase the absolute right in fee simple to the lands more particularly described in Schedule "A" hereto at a price not exceeding the consideration provided in said Schedule "A".

2. **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 all documents required to complete the said acquisition.

3. **SCHEDULE "A"**

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

4. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

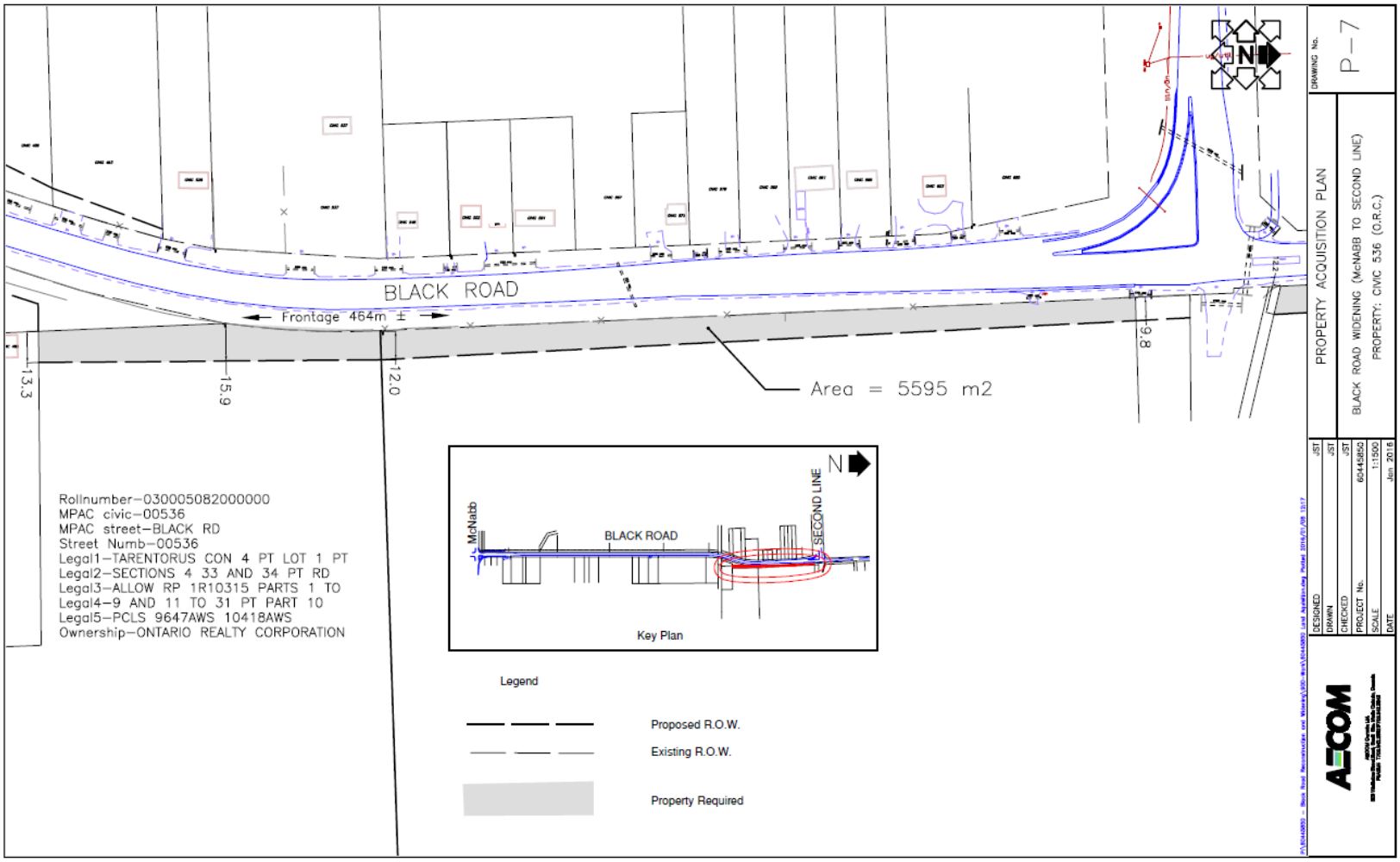
MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

mw \\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2018\2018-61 - Purchase Pt 536 Black Rd from Province.docx

SCHEDULE “A”

PURCHASER:	The Corporation of the City of Sault Ste. Marie
VENDOR:	Her Majesty the Queen in Right of Ontario as represented by the Minister of Infrastructure
ADDRESS:	536 Black Road
LEGAL DESCRIPTION:	PT PIN 31504-0003 (LT) PT SEC 33 TARENTORUS; SAULT STE. MARIE
CONSIDERATION:	Seven Thousand ($7,000.00) Dollars (subject to usual adjustments)



THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-62

PROPERTY ACQUISITION: (PR1.84(2)) A by-law to authorize the acquisition of portions of property located at civics 483, 489 and 493 Black Road (Oaklin Trucking and Leasing Limited).

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

1. **PROPERTY ACQUISITION**

The Corporation shall acquire by purchase the absolute right in fee simple to the lands more particularly described in Schedule "A" hereto at a price not exceeding the consideration provided in said Schedule "A".

2. **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 all documents required to complete the said acquisition.

3. **SCHEDULE "A"**

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

4. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

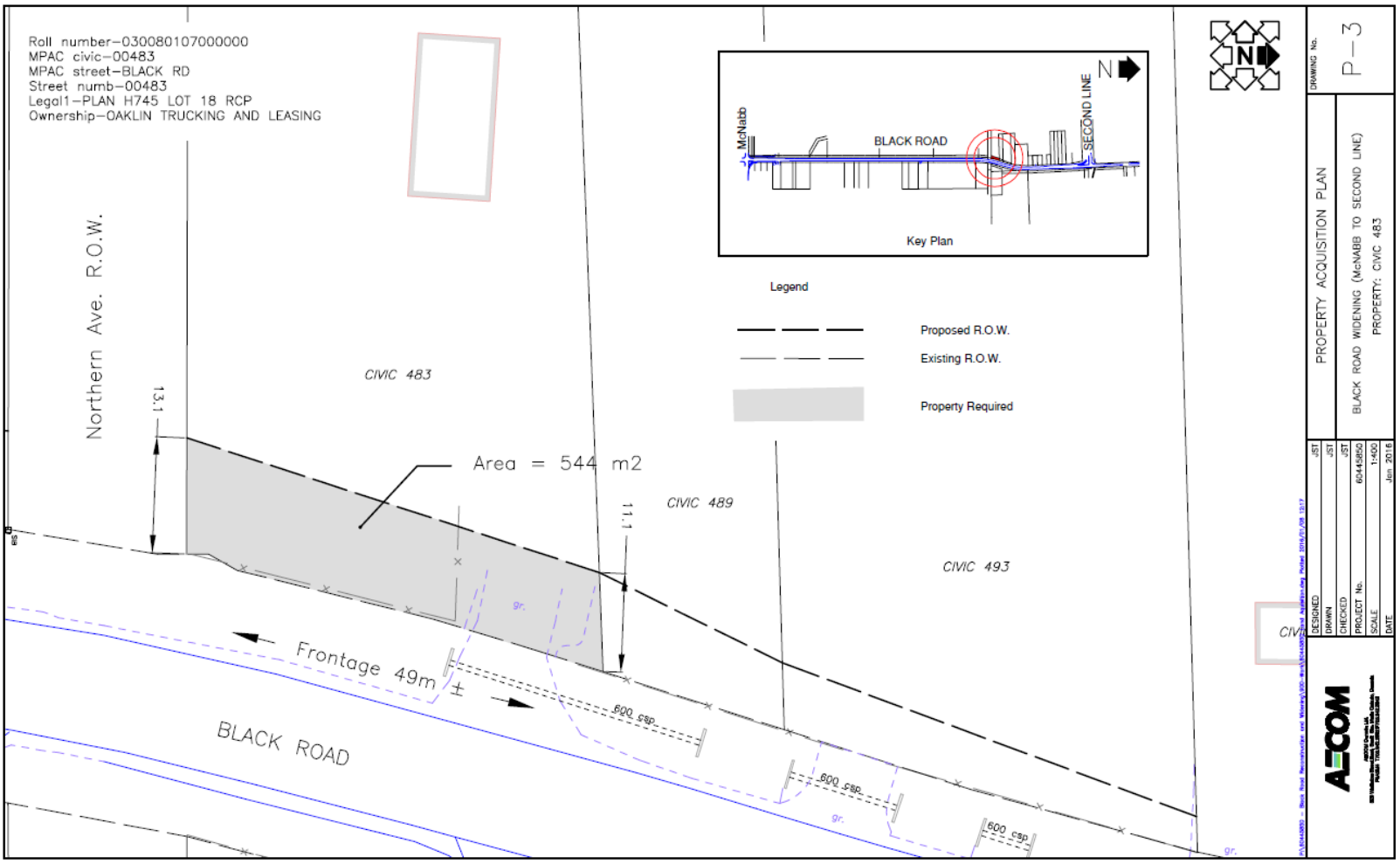
MAYOR – CHRISTIAN PROVENZANO

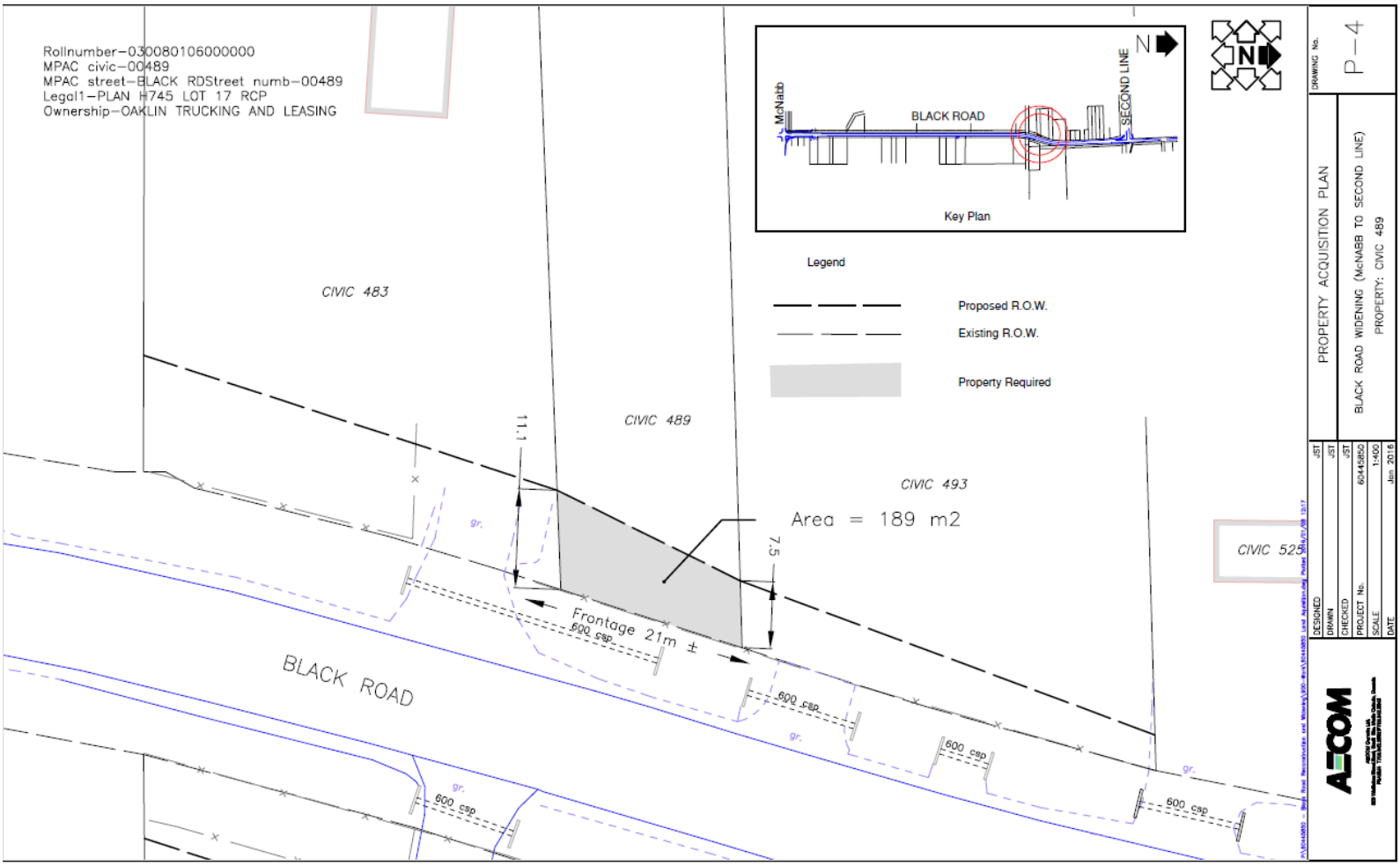
CITY CLERK – MALCOLM WHITE

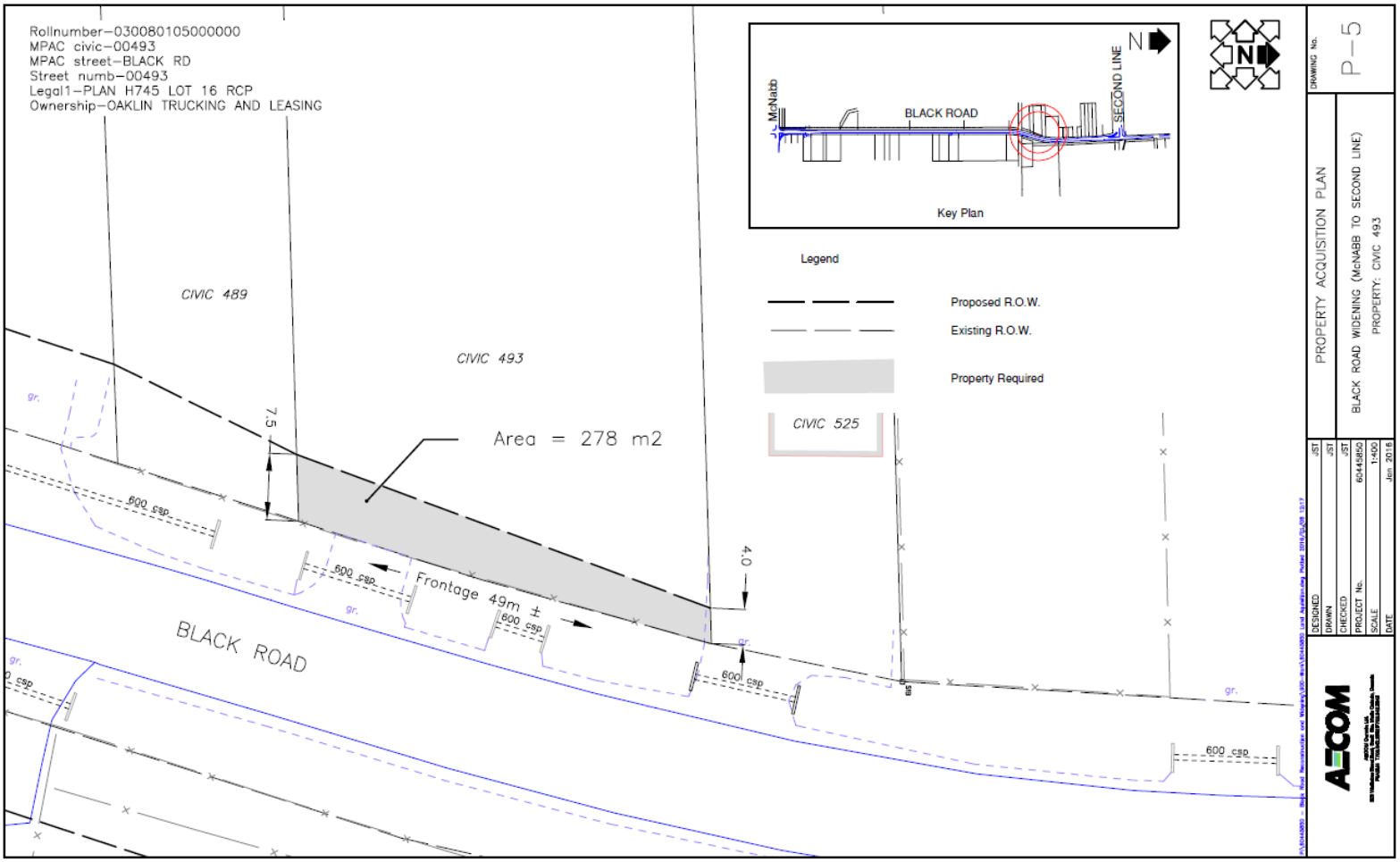
mw \\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2018\2018-62 - Purchase Pt 483,489,493 Black Rd from Oaklin Trucking.docx

SCHEDULE “A”

PURCHASER:	The Corporation of the City of Sault Ste. Marie
VENDOR:	Oaklin Trucking and Leasing Limited
ADDRESS:	483, 489 and 493 Black Road
LEGAL DESCRIPTION:	PT PIN 31504-0449 (LT) PT LT 16-17 RCP H745 TARENTORUS; SAULT STE. MARIE AND PT PIN 31504-0450 (LT) PT LT 18 RCP H745 TARENTORUS; SAULT STE. MARIE
CONSIDERATION:	Nine Thousand ($9,000.00) Dollars (subject to usual adjustments)




Rollnumber–030080106000000
MPAC civic–00489
MPAC street–BLACK RDStreet numb–00489
Legal1–PLAN H745 LOT 17 RCP
Ownership–OAKLIN TRUCKING AND LEASING
McNabb
BLACK ROAD
SECOND LINE
N
Key Plan
Legend
Proposed R.O.W.
Existing R.O.W.
Property Required
CIVIC 483
CIVIC 489
CIVIC 493
CIVIC 525
Area = 189 m2
11.1
7.5
Frontage 21m ±
600 csp
BLACK ROAD
gr.
DRAWING No.
P–4
PROPERTY ACQUISITION PLAN
BLACK ROAD WIDENING (McNABB TO SECOND LINE)
PROPERTY: CIVIC 489
DESIGNED
DRAWN
CHECKED
PROJECT No.
SCALE
DATE
JST
60443850
1:400
Jan 2016
AECOM


Rollnumber–030080105000000
MPAC civic–00493
MPAC street–BLACK RD
Street numb–00493
Legal1–PLAN H745 LOT 16 RCP
Ownership–OAKLIN TRUCKING AND LEASING
McNabb
BLACK ROAD
SECOND LINE
N
Key Plan
Legend
Proposed R.O.W.
Existing R.O.W.
Property Required
CIVIC 489
CIVIC 493
CIVIC 525
Area = 278 m2
7.5
4.0
Frontage 49m ±
600 csp
BLACK ROAD
gr.
DRAWING No.
P–5
PROPERTY ACQUISITION PLAN
BLACK ROAD WIDENING (McNABB TO SECOND LINE)
PROPERTY: CIVIC 493
DESIGNED
DRAWN
CHECKED
PROJECT No.
SCALE
DATE
JST
60443850
1:400
Jan 2016
AECOM

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-63

PROPERTY ACQUISITION: (PR1.84(3)) A by-law to authorize the acquisition of a portion of property located at civic 638 Black Road (Bethel Bible Chapel).

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

1. **PROPERTY ACQUISITION**

The Corporation shall acquire by purchase the absolute right in fee simple to the lands more particularly described in Schedule "A" hereto at a price not exceeding the consideration provided in said Schedule "A".

2. **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 all documents required to complete the said acquisition.

3. **SCHEDULE "A"**

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

4. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

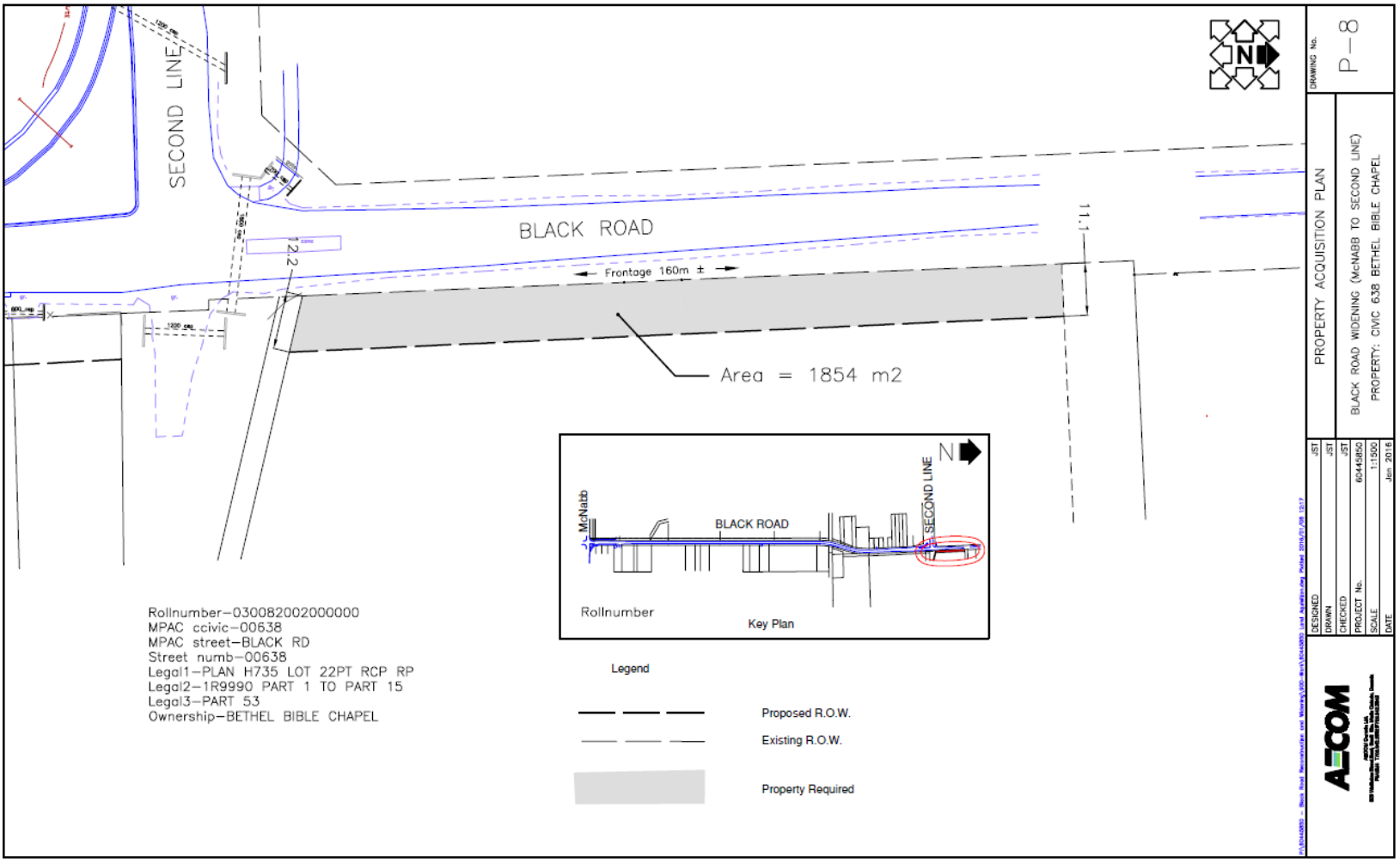
MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

mw \\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2018\2018-63 - Purchase Pt 638 Black Rd from Bethel Bible Chapel.docx

SCHEDULE “A”

PURCHASER:	The Corporation of the City of Sault Ste. Marie
VENDOR:	Bethel Bible Chapel
ADDRESS:	638 Black Road
LEGAL DESCRIPTION:	PT PIN 31505-0037 (LT) PT LT 22 RCP H735 TARENTORUS; SAULT STE. MARIE
CONSIDERATION:	Twenty-Six Thousand ($26,000.00) Dollars (subject to usual adjustments)



THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-64

AGREEMENT: (E2.3) A by-law to authorize the execution of the Agreement between the City and Stem Engineering Group Incorporated for repair work to be carried out on the Central Creek Aqueduct at MacKenzie Street and on the Farwell Terrace Aqueduct at Second Line.

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

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement dated April 9, 2018 between the City and Stem Engineering Group Incorporated, a copy of which is attached as Schedule “A” hereto. This Agreement is for work to be carried out on the Central Creek Aqueduct at MacKenzie Street and on the Farwell Terrace Aqueduct at Second Line.

2. **SCHEDULE "A"**

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

3. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

mw \\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2018\2018-64 - Agreement with Stem Eng for Aqueducts.docx

M.E.A. / C.E.O.

CLIENT / ENGINEER AGREEMENT

FOR

Professional Consulting Services

2016

AGREEMENT CONTENTS

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AGREEMENT

FOR

PROFESSIONAL CONSULTING SERVICES

Dated the 9th day of April A. D. 2018

-BETWEEN-

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

Hereinafter called the 'Client'

THE PARTY OF THE FIRST PART

-AND-

STEM ENGINEERING GROUP INCORPORATED

Hereinafter called the 'Engineer'

THE PARTY OF THE SECOND PART

WHEREAS the Client intends have repair work carried out on the Central Creek Aqueduct at MacKenzie Street and on the Farwell Terrace Aqueduct at Second Line.

Hereinafter called the 'Project' and has requested the Engineer to furnish professional services in connection therewith.

NOW THEREFORE WITNESSETH that in consideration of the covenants contained herein, the Client and the Engineer mutually agree as follows:

DEFINITIONS

a) Engineer - In this Agreement the word Engineer shall mean professionals and other specialists engaged by the Client directly and whose names are party to this Agreement.

b) Services – The services to be provided by the Consultant and by the Client for the Project are set forth in Article 2 and such services as changed, altered or added to under Section 1.7 are hereinafter called the ‘Services’.

c) RFP – N/A

d) Addenda – an item of additional material, typically omissions, added

e) Order of Precedence:

    i. Addendums

    ii. Request for Proposal issued

    iii. Proposal submission document including detailed Work Plan and Fee Estimate

ARTICLE 1 - GENERAL CONDITIONS

1.1 Retainer

The Client hereby retains the services of the Engineer in connection with the Project and the Engineer hereby agrees to provide the services described in Schedule 'A' (The Services) for the Project.

The Engineer will abide and follow the further directions and instructions provided by the Client from time to time as may be provided by the Client.

1.2 Compensation

The Client shall pay the Engineer in accordance with the provisions set forth in Article 3. For purposes of this agreement, the basis of payment shall be as specified in Article 3.2.

1.3 Staff and Methods

The Engineer shall perform the services under this agreement with the degree of care, skill and diligence expected of a reasonably prudent and competent Engineer and shall perform the services in accordance with the provisions of the Professional Engineer's Act, RSO 1990, C. P.28 and the regulations passed thereunder.

The Engineer shall employ only competent staff who will be under the supervision of a senior member of the Engineer's staff. The Engineer shall obtain the prior agreement of the Client before making any changes to the staff list after commencement of the Project.

1.4 Drawings and Documents

Subject to Section 3.2.4 of Article 3, drawings and documents or copies thereof required for the Project shall be exchanged between the parties on a reciprocal basis. Documents prepared by the Engineer for the Client may be used by the Client, for the Project herein described, including "record" drawings. The Client has ownership of the drawings and the client indemnifies the Engineer for unauthorized use of the documents and deliverables.

1.5 Intellectual Property

All concepts, products or processes produced by or resulting from the Services rendered by the Engineer in connection with the Project, or which are otherwise developed or first reduced to practice by the Engineer in the performance of his Services, and which are patentable, capable of trademark or otherwise, shall be and remain the property of the Engineer.

The Client shall have permanent non-exclusive royalty-free license to use any concept, product or process, which is patentable, capable of trademark or otherwise produced by or resulting from the Services rendered by the Engineer in connection with the Project and for no other purpose or project.

1.6 Records and Audit

a) In order to provide data for the calculation of fees on a time basis, the Engineer shall keep a detailed record of the hours worked by staff employed for the Project.

b) The Client may inspect timesheets and record of expenses and disbursements of the Engineer during regular office hours with respect to any item which the Client is required to pay on a time scale or disbursement basis as a result of this Agreement.

c) The Engineer, when requested by the Client, shall provide copies of receipts with respect to any disbursement for which the Engineer claims payment under this Agreement.

d) For seven (7) years after the expiry date or any date of termination of the Agreement, the Engineer shall maintain all necessary records to substantiate i) all charges and payments under the Agreement and ii) that all deliverables were provided in accordance with the Agreement.

1.7 **Changes and Alterations and Additional Services**

The Client may in writing at any time after the execution of the Agreement or the commencement of the Services delete, extend, increase, vary or otherwise alter the Services forming the subject of the Agreement, and if such action by the Client necessitates additional staff or services, the Engineer shall be paid in accordance with Section 3.2.2.1 for such additional staff employed directly thereon, together with such expenses and disbursements as allowed under Section 3.2.4, or as otherwise agreed in writing between the parties.

1.8 **Delays**

In the event that the start of the project is delayed for sixty (60) days or more for reasons beyond the control of the consultant, the Engineer shall have the right to renegotiate the agreement before the commencement of the project.

1.9 **Suspension or Termination**

The Client may at any time by notice in writing suspend or terminate the Services or any portion thereof at any stage of the project. Upon receipt of such written notice, the Engineer shall perform no further Services other than those reasonably necessary to close out his Services. In such an event, the Engineer shall be entitled to payment in accordance with Section 3.2 for any of the Engineer's staff employed directly thereon together with such expenses and disbursements allowed under Section 3.2.

If the Engineer is practicing as an individual and dies before his Services have been completed, this Agreement shall terminate as of the date of his death, and the Client shall pay for the Services rendered and disbursements incurred by the Engineer to the date of such termination.

1.10 **Indemnification**

The Engineer shall completely indemnify and save harmless the Client, its employees, officers and agents from any and all claims, demands, actions, losses, expenses, costs or damages of every kind and nature whatsoever and howsoever caused that the Client, its employees, officers or agents may sustain or suffer as a consequence of the actions, inactions or omissions of the Engineer, its employees, agents or officers or as a result of the performance of this Agreement by the Engineer, its employees, agents or officers or as a

consequence of the negligent actions or inactions of the Engineer , its employees, agents or officers whether or not the Client is partially or wholly responsible for such claims, demands, actions, losses, expenses, costs or damages.

1.11 **Insurance**

The Engineer shall provide the following insurance coverage as set forth below and shall ensure that the Client is named as an additional insured under the following policies of insurance. Further the following insurance policies shall contain a waiver of subrogation in favour of the Client and shall further require that the Insurer not only be obliged to defend the Client in the event of any and all Claims but that the Insurer have the obligation to indemnify and save harmless the Client from any and all claims regardless of whether the Client is partially or wholly responsible for any such Claim(s) that may be made against Engineer and the Client. The Engineer shall provide a Certificate of Insurance with respect to this coverage to the Client before the commencement of the provision of the services under this Agreement:

a) Comprehensive General Liability and Automobile Insurance

The Insurance Coverage shall be $5,000,000 per occurrence.

b) Professional Liability Insurance

The Insurance Coverage shall be in the amount of $5,000,000 per occurrence and $5,000,000 aggregate.

1.12 **Force Majeure**

The Client agrees that the Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond the Consultant's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labour disputes; severe weather disruptions or other natural disasters or acts of God; fires; riots, war or other emergencies; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if such delays resulting from any such causes increase the cost or time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to a reasonable adjustment in schedule and compensation.

1.13 **Contracting for Construction**

The Engineer or any person, firm or corporation associated or affiliated with or subsidiary to the Engineer shall not tender for the construction of the Project, or have an interest either directly or indirectly in the construction of the Project.

1.14 **Assignment**

Neither party may assign this Agreement or any portion thereof without the prior consent in writing of the other party.

1.15 **Previous Agreements**

This Agreement supersedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

1.16 **Approval by Other Authorities**

Unless otherwise provided in this Agreement, where the work of the Engineer is subject to the approval or review of an authority, department of government, or agency other than the Client, such applications for approval or review shall be the responsibility of the Engineer, but shall be submitted through the offices of the Client and unless authorized by the Client in writing, such applications for approval or review shall not be obtained by direct contact by the Engineer with such other authority, department of government or agency. Costs for all application fees shall be borne by the Client unless otherwise provided for by the Engineer. The foregoing in no way limits the Engineer's responsibility to identify, understand and coordinate any and all approvals and permits required for the Project unless otherwise specified in the RFP or agreed to by the Client.

1.17 **Sub-Consultants**

The Engineer may engage Sub-Consultants for specialized services provided that prior approval is obtained, in writing, from the Client and may add a mark-up of not more than 5% of the cost of such services to cover office administration costs when claiming reimbursement from the Client.

1.18 **Inspection (Review by the Client)**

The Client, or persons authorized by the Client, shall have the right, at all reasonable times, to inspect or otherwise review the Services performed, or being performed, under the Project and the premises where they are being performed.

1.19 **Publication**

The Engineer agrees to obtain the consent in writing of the Client before publishing or issuing any information regarding the Project.

1.20 **Confidential Data**

The Engineer shall not divulge any specific information identified as confidential, communicated to or acquired by him, or disclosed by the client in the course of carrying out the Services provided for herein. These obligations of confidentiality shall not apply to information which is in the public domain, which is provided to the Engineer by a third party without obligation of confidentially, which is independently developed by the Engineer without access to the Client's information, or which is required to be disclosed by law or court order. No such information shall be used by the Engineer on any other project without the approval in writing of the Client.

1.21 **Dispute Resolution**

1) Negotiation

   a) In the event a matter of difference between the Consultant and the Client in relation to the Contract the grieved party shall send a notice in writing of dispute to the other party which contains the particulars of the matter in dispute and the relevant provisions of the Contract Documents. The responding party shall send

a reply in writing to the dispute within ten (10) business days after receipt of the notice of dispute setting out particulars of this response and any relevant provisions of the Contract Documents.

b) The Consultant and the Client shall make all reasonable efforts to resolve their dispute by amicable negotiations and agree to provide, without prejudice, frank, candid and timely disclosure of any and all relevant facts, information, and documents to facilitate these negotiations.

c) In the event of failure by the Consultant and the Client to reach agreement within ten (10) business days of receipt of the responding party's reply, or if either party concludes that further negotiation is unlikely to result in agreement, the matter shall be referred to mediation as provided in Section 2 herein.

2) Mediation

a) The Consultant and the Client shall jointly select an impartial Mediator who shall be, preferably, properly qualified in the area of work as contemplated by this Contract. In the event that the parties, acting reasonably, cannot agree on a mediator, the candidates selected by the parties shall, acting reasonably, choose a third party to act as the Mediator.

b) The Mediator shall meet with the parties within ten (10) business days after the selection of the Mediator selection to attempt to mediate and resolve the dispute. The Consultant and the Client shall observe such reasonable procedures for conducting the mediation as the Mediator may reasonably request.

c) If no agreement is reached within twenty (20) business days of the selection of the Mediator or if either party concludes that further mediation is unlikely to result in agreement, then either the Consultant or the Client may request the Mediator to recommend (and only recommend) a basis, or bases, for resolution of the dispute. The Mediator shall, after consideration of the parties' positions and written submissions (if so requested), issue a written recommendation in this regard. Any recommended basis for resolution shall have absolutely no binding effect upon either party unless both parties agree to accept it and shall be without prejudice to the parties' positions in any further proceeding.

d) If no agreement is reached either party may refer such matter as is arbitrable to arbitration as provided in Section 3 herein or exercise any legal rights it may have.

e) All meetings and proceedings shall be held in municipality of the Client or a reasonable alternate at a time and location as determined by the parties.

f) The costs and expenses of the Mediator shall be shared equally by the Consultant and the Client.

3) Arbitration

a) In the event that the parties are unable to settle any dispute between them which is under mediation, either party may refer such matter to arbitration as provided herein:

i. The Client and the Consultant shall select an arbitrator within ten (10) business days of the submission of a dispute to arbitration under this Section. If the parties are unable to agree on a neutral arbitrator, each party shall appoint an arbitrator within ten (10) business days, and the two (2) arbitrators so chosen shall select a third arbitrator acceptable to both of them within a further ten (10) business days.

ii. The arbitration shall be conducted in accordance with the provisions of the *Arbitration Act, 1991*, S.O. 1991, C.17, unless the parties otherwise agree. If the issue in dispute is particularly time sensitive, the parties shall, in good faith, take such reasonable steps as may be required to expedite the arbitration process. In any event, all disputes shall be submitted to the arbitrator within thirty (30) calendar days of the selection of the arbitrator. All arbitration meetings and proceedings shall be held in municipality of the Client or a reasonable alternate, at a time and location determined by the parties, but in any event no later than thirty (30) calendar days following the submission of the dispute to the arbitrator.

iii. In addition to the examination of the parties by each other, the arbitration panel may examine, in the ordinary course, the parties or either of them and the witnesses in the matter referred to the arbitration panel, and the parties and witnesses, if examined, shall be examined on oath or affirmation.

iv. The arbitration panel shall, after full consideration of the issues in dispute, the relevant facts and applicable law, render a decision within thirty (30) calendar days after argument of the issue to the arbitrator, which decision shall be final and binding on the parties and not subject to appeal or challenge, except such limited relief provided under Subsection 45(1) (appeal on a question of law, with leave) or Section 46 (setting aside award) of the *Arbitration Act, 1991.*

v. Each party shall bear is own costs and expenses incurred in the arbitration, and the parties shall share equally in the costs and expenses of the neutral arbitrator.

vi. Any award of the arbitration panel may, at the insistance of either of the parties to this Agreement and without notice to the other of them, be made an Order of the Superior Court of Ontario, pursuant to the *Arbitration Act, 1991* and the *Courts of Justice Act,* R.S.O. 1990, c.C-43.

1.22 **Time**

The Consultant shall perform the Services expeditiously to meet the requirements of the Client and shall complete any portion or portions of the Services in such order as the Client may require.

The Client shall give due consideration to all designs, drawings, plans, specifications, reports, tenders, proposals and other information submitted by the Engineer, and shall make any decisions which he is required to make in connection therewith within a reasonable time so as not to delay the work of the Engineer.

1.23 Estimates, Schedules and Staff List

1.23.1 Preparation of Estimate of Fees, Schedule of Progress and Staff List

When requested by the Client, and where payment is calculated on a time basis, the Engineer shall provide, for approval by the Client:

a) An estimate of the total fees to be paid for the Services.

b) A Schedule showing an estimate of the portion of the Services to be completed in each month and an estimate of the portion of the fee which will be payable for each such month.

c) A Staff list showing the number, classifications and hourly rate ranges for staff, Principals and Executives, for which the Engineer will seek payment on a time basis. The Engineer shall relate such information to the particular type of work that such staff is to perform, while employed on the Project. Such list shall designate the member of the Engineer's staff who is to be the liaison person between the Engineer and the Client.

1.23.2 Subsequent Changes in the Estimate of Fees, Schedule of Progress and Staff List

The Engineer will require prior written approval from the Client for any of the following changes:

a) Any increase in the estimated fees beyond those approved under Subsection 1.23.1 (a).

b) Any change in the schedule at progress which results in a longer period than provided in Subsection 1.23.1 (b).

c) Any change in the number, classification and hourly rate ranges of the staff provided under Subsection 1.23.1 (c).

1.23.3 Monthly Reporting of Progress

When requested by the Client, the Engineer shall provide the Client with a written report showing the portion of the Services completed in the preceding month.

1.24 Additional Conditions Not applicable

Any requirements regarding insurance, WSIB, permits, approvals, AODA, etc. to be listed here.

ARTICLE 2 – SERVICES TO BE PROVIDED

2.01 Services provided by the Engineer will include preparation of Engineering Drawings (complete with repair details), specifications, tendering, contract administration, review and reporting. Review will be intermittent, on an as required basis, but will be sufficient to ensure the construction work complies with the intent of the contract documents; including but not limited to the drawings, specifications and general conditions.

ARTICLE 3 - FEES AND DISBURSEMENTS

3.1 Definitions

For the purpose of this Agreement, the following definitions shall apply:

a) Cost of the Work:

i. The "Cost of the Work" shall mean the total construction cost of the Project including all materials, equipment, sales taxes, labour and contractor's overhead and profit, necessary to complete the work for which the Engineer prepares designs, drawings or specifications, for which he is responsible. Where sales taxes are not included in the cost of the work, the fee shall be adjusted upwards by the factor equivalent to the sales taxes. The adjusted fee may be computed to the nearest one-tenth of one percent (1/10%).

ii. Wherever the Client furnishes labour or other service which is incorporated in the work, the current price of labour or other service when the work was executed shall be used to compute the Cost of the Work.

iii. Whenever used materials or equipment are furnished by or on behalf of the Client, the fair market value of such materials or equipment, as though it was purchased new, shall be used to compute the Cost of the Work.

iv. In computing the Cost of the Work, no deductions shall be made on account of any penalties or damages claimed by the Client from any contractor or on account of any other sum withheld from any contractor.

v. The Cost of the Work shall not include any fees and disbursements due to the Engineer, the Client's engineering and office expenses, or cost of land.

b) Site:

Site includes the actual work site and other locations where the checking of materials, equipment and workmanship is carried out.

3.2 Basis of Payment

3.2.1 Not applicable

3.2. 2 Fees Calculated on a Time Basis

3.2.2.1 Fees

The Client shall pay the Engineer a fee, calculated on a time basis, for that part of the Services described in Article 2. Fees on a time basis for all staff shall be hourly rates based on job classifications as follows:

Job Classifications:

Senior Engineer $160.00

Engineer 4 $135.00

Engineer 2 $105.00

Designer $95.00

Technician/Site $85.00

Clerical $65.00

For a project of over one (1) year duration, or for projects which become extended beyond one (1) year in duration, the Engineer may from time to time seek approval from the Client to adjust hourly rates and such approval shall not be unreasonably withheld.

3.2.2.2 Time Expended

All time expended on the assignment, whether in the Engineer's office, at the Client's premises, or elsewhere, and including travel time, shall be chargeable.

3.2.3 Not applicable

3.2.4 Reimbursable Expenses

In addition to the fee, the Engineer shall be reimbursed at cost plus an administrative charge of 5%, for all expenses and disbursements properly incurred by the Consultant in connection with the project.

3.2.5 Upset Cost Limit

(a) The Consultant shall be paid a fee, calculated on a time basis, for the Services.

(b) In addition to the fee, the Consultant shall be reimbursed at cost plus an administrative charge of 5% for all reasonable expenses properly incurred by them in connection with the Services, including but not limited to: vehicle use charges, traveling and living expenses, long distance telephone charges, report production costs, photography, special delivery charges, supplies and equipment, field equipment costs, laboratory costs. Computer and office charges are considered part of overhead and shall not be invoiced as disbursements.

(c) Notwithstanding Subsections (a) and (b) of this Section, the total fees and disbursements paid by the Client to the Consultant for the Services shall not exceed the total upset limit of $95,000.00 plus applicable taxes.

(i) **Not applicable**

(ii) **Not applicable**

(d) Notwithstanding Subsections (a) and (b) of this Section, the Client, at its sole discretion, may limit the fees and disbursements paid by the Client to the percentage equivalent to the project complete in the opinion of the Client.

(e) The Consultant must request and receive the written approval of the Client before any Additional Services are carried out that are not included in Schedule A.

3.3 Payment

3.3.1 Fees Calculated on a Time Basis

The Engineer shall submit an invoice to the Client for all Services completed in the immediately preceding month. Interest at the annual rate of 12% percent (1% percent monthly) will be paid on the total outstanding unpaid balance commencing 30 days after the Client has received the Engineer's invoice.

3.3.2 Not applicable

3.3.3 Terms of Payment

The Client will compensate the Engineer in accordance with the fees and charges for services as set out in the proposal or as otherwise mutually agreed. All fees and charges will be payable in Canadian funds unless noted otherwise. Invoices will be due and payable, as presented and without hold-backs, by the Client upon receipt. Interest on overdue accounts will be charged at the rate of 12 % per annum.

3.4 Fee Estimate

Estimated Fee is contained in Schedule A.

Our estimated Engineering fee for this 2018 work, under STEM project #18040, is an upset limit of $ 95,000.00 (+HST).

ARTICLE 4 – FORM OF AGREEMENT

ENGINEER: STEM ENGINEERING GROUP INCORPORATED

The signatory shall have the authority to bind the corporation or company for the purposes of this agreement.

This ___Day of _____ ___

Signature	
Name	MARK COLEMAN, P. Eng.
Title	PRINCIPAL

THE CORPORATION OF CITY OF SAULT STE. MARIE

The signatory shall have the authority to bind the municipality or its agency for the purposes of this agreement.

This ___Day of _____ , 20 ___

Signature		Signature	
Name	CHRISTIAN PROVENZANO	Name	MALCOLM WHITE
Title	MAYOR	Title	CITY CLERK

ARTICLE 5 – ATTACHMENTS – N/A

SCHEDULE “A”

Estimate Sheets

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-65

AGREEMENT: (C3) A by-law to authorize the execution of the Agreement between the City and The Board of Health for the District of Algoma Health Unit operating as Algoma Public Health to extend the programming for the existing Ontario Healthy Kids Community Challenge to include Theme 4 which commences April 1, 2018 and ends on September 30, 2018.

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

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement dated April 9, 2018 between the City and The Board of Health for the District of Algoma Health Unit operating as Algoma Public Health, a copy of which is attached as Schedule “A” hereto. This Agreement is to extend the programming for the existing Ontario Healthy Kids Community Challenge to include Theme 4 which commences April 1, 2018 and ends on September 30, 2018.

2. **SCHEDULE "A"**

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

3. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

mw \\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2018\2018-65 - Amending Services Agreement - Algoma Public Health.docx

Schedule "A"

AMENDING SERVICES AGREEMENT

This Amending Agreement made this 9th day of April, 2018

BETWEEN:

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

(hereinafter referred to as the "City")

— and —

THE BOARD OF HEALTH FOR THE DISTRICT OF ALGOMA HEALTH UNIT OPERATING AS ALGOMA PUBLIC HEALTH

(hereinafter referred to as the "Service Provider")

WHEREAS the City applied to Her Majesty the Queen in Right of Ontario as represented by the Minister of Health and Long-Term Care (the "Province") for funds to assist the City in carrying out the Ontario Healthy Kids Community Challenge (the "Project"), a community-led program where partners from different sectors work together to implement activities to reduce and prevent childhood overweight and obesity;

AND WHEREAS the Province approved the City's application for funding, subject to specified terms and conditions, as outlined in an Agreement between the Province and the City made effective April 1, 2015 (the "Contribution Agreement"), the said Contribution Agreement being executed by the Province on September 15, 2015 and by the City as authorized by By-law 2015-149 passed on August 10, 2015;

AND WHEREAS the Service Provider expressed its desire to administer the Project in accordance with the terms and conditions of the Contribution Agreement, thereby resulting in a Services Agreement being entered into between the City and the Service Provider on October 13, 2015;

AND WHEREAS the above-mentioned Services Agreement was amended by an Amending Services Agreement on February 22, 2016 (collectively referred to as the "Services Agreement");

AND WHEREAS Section 41.2 of the Services Agreement allows for the Services Agreement to be amended by the express prior written consent of the City;

AND WHEREAS the Parties wish to extend the Term of the Services Agreement to September 30, 2018 to allow for Theme 4 of the Project;

NOW THEREFORE in consideration of the promises, covenants and agreements herein contained and hereby assumed, the parties for themselves and their respective successors and assigns do hereby covenant and agree with one another as follows:

1. Except for the amendments provided for in this Amending Services Agreement, all provisions in the Services Agreement shall remain in full force and effect.

2. Capitalized terms used but not defined in this Amending Services Agreement have the meanings ascribed to them in the Services Agreement.

3. Section 1.2 of the Services Agreement is hereby amended by deleting the definition of "Funding Year" and replacing it with the following:
    a. **"Funding Year"** means:
        i. in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31;
        ii. in the case of Funding Years 2 and 3, the period commencing on April 1 and ending on the following March 31; and
        iii. in the case of Funding Year 4, the period commencing on April 1 and ending on the following September 30.

4. Section 1.2 of the Services Agreement is hereby amended by deleting the definition of "Budget" and replacing it with the following:

    a. "**Budget**" means:
        i. the budget attached as Schedule "B-1" to Appendix "A" of this Amending Services Agreement, the budget as attached as Appendix "B" to the Services Agreement and the budget attached as Appendix "B" to this Amending Services Agreement.

5. Section 1.2 of the Services Agreement is hereby amended by deleting the definition of "Maximum Funds" and replacing it with the following:

    "**Maximum Funds**" means $787,500.00, consisting of:

        i. the total maximum of $612,500.00 to be provided by the Province to the City in accordance with the Contribution Agreement and thereafter by the City to the Service Provider in accordance with the terms and conditions set out in this Services Agreement, and
        ii. the total maximum of $175,000.00 to be provided by the City to the Service Provider in accordance with the terms and conditions set out in this Services Agreement."

6. The Services Agreement is amended by deleting Article 3.1 Term and replacing it with the following:

    a. **3.1 Term.** The term of the Agreement shall commence on the Effective Date (April 1, 2015) and shall expire on September 30, 2018 unless terminated earlier pursuant to Article 12, Article 13 or Article 14.

7. The Services Agreement is amended by deleting Article 4.2(c) and replacing it with the following:

    a. **4.2 (c) Funds Provided.** The Services Provider and City shall adhere to the Schedules set out in Appendix "C" to the Service Agreement and Appendix "C" to this Amending Services Agreement, which Schedules sets for the Funding Release Dates, Quarter Numbers, Report Due Date and Report Period due dates for all matters as set out in Section 4.2 herein.

8. Given the addition of Funding Year 4 and Theme 4 of the Project, and the amended definitions of "Budget" and "Funds Provided", any reference to Appendix "B" or Appendix "C" in the Services Agreement is deemed to include Appendix "B" and Appendix "C" to

this Amending Services Agreement. Appendix "B" and Appendix "C" to this Amending Services Agreement thereby form part of Appendix "B" and Appendix "C" to the Services Agreement respectively.

9. Any reference to the term "Amending Services Agreement" in this Amending Services Agreement includes the Amending Contribution Agreement attached as Appendix "A" hereto, inclusive of the following schedules appended thereto.

10. This Amending Services Agreement may be executed in counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same instrument.

11. This Amending Services Agreement is governed by the laws of the Province of Ontario and the laws of Canada applicable therein.

IN WITNESS WHEREOF, the Parties have executed this Amending Agreement effective as of the date first above written.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

_____
MAYOR – CHRISTIAN PROVENZANO

_____
CITY CLERK – MALCOLM WHITE
We have the authority to bind the corporation.

THE BOARD OF HEALTH FOR THE DISTRICT OF ALGOMA HEALTH UNTI OPERATING AS ALGOMA PUBLIC HEALTH

_____
Name:
Position:
I have the authority to bind the corporation.

This Amending Agreement No. 1, effective as of April 1, 2018

Between:

Her Majesty the Queen
in right of Ontario
as represented by
the Minister of Health and Long-Term Care

(the **"Ministry"**)

- and -

City of Sault Ste. Marie

(the **"Recipient"**)

WHEREAS the Ministry and the Recipient entered into an agreement effective as of the 1st day of April, 2015 (the **"Agreement"**); and

WHEREAS the Parties wish to amend the Agreement;

NOW THEREFORE IN CONSIDERATION of the mutual covenants and agreements contained in this Amending Agreement No.1, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. This amending agreement ("Amending Agreement No. 1") shall be effective as of the first date written above.

2. Except for the amendments provided for in this Amending Agreement No. 1, all provisions in the Agreement shall remain in full force and effect.

3. Capitalized terms used but not defined in this Amending Agreement No. 1 have the meanings ascribed to them in the Agreement.

4. The Agreement is amended by deleting the definition of "Funding Year" under Article 1.2 Definitions and replacing it with the following:

   "Funding Year" means:

   (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31;

   (b) in the case of Funding Years 2 and 3, the period commencing on April 1 and ending on the following March 31; and

   (c) in the case of Funding Year 4, the period commencing on April 1 and ending on the following September 30.

5. The Agreement is amended by deleting the definition of "Maximum Funds" under Article 1.2 Definitions and replacing it with the following:

"Maximum Funds" means $612,500.

6. The Agreement is amended by deleting Article 3.1 Term and replacing it with the following:

3.1 Term. The term of the Agreement shall commence on the Effective Date and shall expire on September 30, 2018 unless terminated earlier pursuant to Article 12, Article 13 or Article 14.

7. The Agreement is amended by deleting the addresses of the Province and the Recipient under Article 18.1 Notice in Writing and Addressed and replacing them with the following:

To the Province:	**To the Recipient:**
Ministry of Health and Long-Term Care Population and Public Health Division Healthy Living Policy and Programs Branch 777 Bay Street, Suite 702, 7th Floor Toronto, ON M7A 1S5	City of Sault Ste. Marie Civic Centre Level Four, 99 Foster Drive P.O. Box 580 Sault Ste. Marie, ON P6A 5X6
Attention: Dianne Alexander Director Fax: 416-314-5497 Email: Dianne.Alexander@ontario.ca	**Attention:** Al Horsman Chief Administrative Officer Fax: Email: cao.horsman@cityssm.on.ca

8. The Agreement is amended by deleting Schedule "A" (Project Description and Timelines) and substituting Schedule "A-1" (Project Description and Timelines), attached to this Amending Agreement No. 1 as Appendix "A".

9. The Agreement is amended by deleting Schedule "B" (Budget) and substituting Schedule "B-1" (Budget), attached to this Amending Agreement No. 1 as Appendix "B".

10. The Agreement is amended by deleting Schedule "C" (Payments) and substituting Schedule "C-1" (Payments), attached to this Amending Agreement No. 1 as Appendix "C".

11. The Agreement is amended by deleting Schedule "D" (Reports) and substituting Schedule "D-1" (Reports), attached to this Amending Agreement No. 1 as Appendix "D".

The Parties have executed the Amending Agreement No. 1 as of the date last written below.

Her Majesty the Queen in right of Ontario as represented by the Minister of Health and Long-Term Care

_____ _____

Roselle Martino Date
Assistant Deputy Minister

City of Sault Ste. Marie

_____ _____

Name: Date
Title:

I have the authority to bind the **City of Sault Ste. Marie**

Appendix A

SCHEDULE "A-1"
PROJECT DESCRIPTION AND TIMELINES

Background

Ontario's Healthy Kids Community Challenge (The Challenge) is a community-led program where partners from different sectors work together to implement activities to reduce and prevent childhood overweight and obesity. The Challenge is based on the EPODE (Ensemble Prévenons l'Obesité des Enfants – Together Let's Prevent Childhood Obesity) methodology, which is recognized by the World Health Organization as a best practice in childhood overweight and obesity prevention.

The Recipient, City of Sault Ste. Marie, will be asked to implement local activities based on one specific theme related to healthy eating or physical activity every 9 months. The selection of these themes will be based on the latest and best available evidence regarding the risk and protective factors that are known to lead to, or prevent, childhood overweight and obesity.

As a selected community to participate in and support The Challenge, also referred to as the Project, the Recipient will adhere to the following guiding principles:

- Focus on healthy kids, not just healthy weights. Strategies targeting protective factors for healthy weights – including improving nutrition and increasing physical activity – will benefit all children, regardless of weight status.
- Focus on positive health messages and not on programs or messages that could increase bias or stigma around weight.
- Recognize that healthy kids live in healthy families, schools and communities.
- Support health equity through interventions at the population-level and by targeting at-risk populations.

In addition to the Maximum Funds, the Province may also assist the Recipient through the provision of various supports for the Project. These supports include, but are not limited to, communication tools, training and assistance with evaluation. The purpose of these supports is to assist the Recipient and its local partners to plan and deliver community activities as part of The Challenge. The additional supports are within the discretion of the Province and separate from the Funds, which will remain unaffected if the Recipient receives additional supports from the Province related to The Challenge.

Project Goal and Objectives

The Recipient will develop and implement programs, policies and supports through community-led planning and action to contribute to the achievement of the following goal and objectives of The Challenge:

Goal:

- To reduce the prevalence of and prevent childhood overweight and obesity in The Challenge communities.

Objectives:

- To improve the conditions within communities participating in The Challenge by creating supportive environments to enable healthy behaviours in children, and related support behaviours in their parents.
- To contribute to the evidence on the effectiveness of centrally-coordinated, community-based interventions to improve healthy weights and weight related behaviours.
- To increase community capacity to plan, implement and evaluate sustainable health interventions at the community level.
- To improve community collaboration and coordination on promoting healthy childhood weights, through the development and mobilization of multi-sectoral community partnerships.
- To increase the proportion of children reporting recommended levels of specific health behaviours targeted by The Challenge.
- To increase the proportion of parents in The Challenge communities who engage in parental support behaviours and reduce the proportion who perceives barriers to supporting child health behaviours.
- To increase awareness of and participation in The Challenge.

Scope of Project

The Recipient and its local community partners will develop and leverage new and existing programs and policies that will encourage positive behavior change in the areas that are known to be key protective factors for childhood overweight and obesity (healthy eating, physical activity). These policies and programs will also work to remove the barriers to healthy behavior change and create healthy communities and environments (e.g., schools, workplaces, homes and other community settings).

All community-based programs, policies and supports planned and implemented by the Recipient and its local partners will support progress against the government's commitment to reduce rates of childhood obesity and overweight. The Recipient will participate in ongoing data collection for the purposes of Project evaluation and accountability reporting. Examples of potential performance indicators include:

- Health outcomes (clinical metrics such as Body Mass Index);
- Process indicators (reach, partnerships and awareness); and
- Behavioural indicators (physical activity levels and diet and nutrition).

In Funding Year 1 (2015/16), the Recipient and its local community partners will undertake the following activities:

- Recruit, train and hire a Local Project Manager to lead, coordinate and monitor the planning and implementation of all community activities (e.g., local programs and/or policies) that will support the themes of The Challenge.
- Engage, orient and support a local community leader (e.g., Mayor, Councillor) as the Community Champion who will promote local partnerships and raise public awareness of the community initiatives and activities associated with The Challenge.
- Conduct a comprehensive Community Needs Assessment to identify the unique needs, gaps, opportunities, resources and assets of a community, and to support the planning and delivery of The Challenge as related to the aforementioned outcomes.

- Develop the first Theme-Based Action Plan and Project Budget that outlines the programs, policies and supports the community will implement in support of the first theme.
- Implement the first Theme-Based Action Plan, in collaboration with community partners, through the delivery of community-based programs, policies and supports to support the first theme.
- Establish and maintain multi-sectoral partnerships and identify existing community resources to leverage that will support The Challenge and contribute to its successful delivery. Part of this process will involve the establishment of a Local Steering Committee to coordinate the planning, delegation and implementation of various activities by each local partner.
- Attend training sessions provided by the Province on various topics intended to educate and support the Recipient and its partners to deliver The Challenge. Sample topics may include best practices for community mobilization and networking, Project budgeting and reporting, marketing and communications, partnership development, evaluation, and other subjects designed to build the Recipient's capacity.
- Participate in a baseline data collection process to assist with the identification of health outcome, behavioural, and process indicators for healthy, active living as part of a larger evaluation of The Challenge.

In Funding Years 2-4 (April 1, 2016 – September 30, 2018), the Recipient and its community partners will develop subsequent Theme-Based Action Plans based on the new themes announced every 9 months by the Province. The Recipient and its community partners will implement these Action Plans to support the new themes and to address the gaps and/or opportunities identified through the Community Needs Assessment. In addition to the implementation of Action Plan activities, the Recipient will:

- Continue to lead, coordinate and monitor the planning and implementation of all community-based activities that support The Challenge, including the ongoing engagement of a community champion and a wide range of local partners operating in multiple sectors.
- Ensure the ongoing mobilization and engagement of key community partners, and the delegation of Project activities, though the Local Steering Committee.
- Track, monitor and update the gaps, opportunities, and assets previously identified through the Community Needs Assessment process to ensure they remain current and appropriate to support each new theme of The Challenge.
- Maintain active involvement and participation in training sessions delivered by the Province that are designed to build community capacity to support The Challenge.
- Participate in ongoing evaluation activities to assist the Province in collecting key outcome indicators that will measure the success and impact of The Challenge.

Timelines

The Recipient will undertake a Community Needs Assessment in Year 1 and prepare and implement Theme-Based Action Plans (including the cost of activities) every 9 months thereafter for each new theme.

The Province will select and announce the first theme in the Spring of 2015. Pending the Recipient's delivery of a Community Needs Assessment and Theme-Based Action Plan, Schedules will be revised and updated accordingly to reflect the specific programs, policies and supports that will be implemented in support of the first theme. Funding for the implementation of Theme-Based Action Plans is contingent on the successful execution of the previous Theme-Based Action Plans or other required Project activities.

Funding Year:	Timelines:	Activities:
Year 1 (2015-2016)	April 1, 2015 – March 31, 2016	• Hire/train Local Project Manager(s). • Establish and build multi-sectoral partnerships. • Undertake a Community Needs Assessment and collect baseline data. • Prepare for implementation by developing the first Theme-Based Action Plan. • Begin implementation of the first Theme-Based Action Plan. • Attend training sessions.
Year 2 (2016-2017)	April 1, 2016-March 31, 2017	• Revisit and update the original Community Needs Assessment to ensure the currency and relevancy of community gaps, opportunities, assets, etc. to support the ongoing implementation of The Challenge and its marketing themes. • Approximately every 9 months, the Recipient will submit and implement Theme-Based Action Plans and Budgets outlining specific, local activities (e.g., evidence-based programs, policies and supports) that will support The Challenge and one of its themes related to healthy eating and physical activity. • Ongoing collection of qualitative and quantitative data to inform Project evaluation through the tracking and measurement of health outcome, behavioural, and process indicators. • Continue to attend training sessions.
Year 3 (2017-2018)	April 1, 2017-March 31, 2018	
Year 4 (2018-2019)	April 1, 2018-September 30, 2018	

Communications and Marketing

1. The Recipient shall:
   (a) act as media focus for the Project;
   (b) respond to public inquiries, complaints and concerns with respect to the Project;

(c) report any potential or foreseeable issues to the Province through the Healthy Living Policy and Programs Branch ("HLPPB") and the Communications and Marketing Division ("CMD") of the Ministry of Health and Long-Term Care;
(d) notify HLPPB and CMD 5 Business Days prior to issuing any news release and other planned communications relating to news releases and provide materials 5 Business Days prior to release;
(e) despite the time frames set out above for news releases and other planned communications relating to news releases, all public announcements and media communications related to urgent and/or emerging Project issues shall require the Recipient to provide HLPPB and CMD with notice of such announcement or communication as soon as possible prior to release;
(f) advise HLPPB and CMD prior to embarking on major provider outreach activities, public opinion research and the release of any publications related to the Project;
(g) develop advertising creative locally with artwork files (e.g., healthy kids assets, community word mark) and follow the Visual Identity Guidebook supplied by the Province:
    (i) This advertising creative should not include the Ontario Logo or other Ontario identifier associated with the Visual Identity Directive, September 2006; and
    (ii) The Province does not have to review and/or approve any advertising creative developed by the Recipient.
(h) Ensure that Marketing Communications (e.g., printed or printer-ready items provided by the Province such as posters, brochures, fact sheets) are not to be used in paid media. Paid media is:
    (i) any item that the Recipient pays to have published in a newspaper or magazine, displayed on a billboard, or broadcast on radio or television;
    (ii) any printed matter (e.g., householder) that the Recipient wants to pay to have distributed unaddressed to Ontario households by any method of bulk delivery; and
    (iii) still considered to have a value and therefore considered "paid media" if the media is given, donated, and/or traded.

2. Despite the Notice provision in Article 18 of the Agreement, the Recipient shall provide any Notice required to be given under the Communications and Marketing part of this Schedule to the following:

(a) **Ministry of Health and Long-Term Care**
Communications and Marketing Division
Strategic Planning and Integrated Marketing Branch
80 Grosvenor Street, 10th Floor, Hepburn Block, Toronto, ON M7A 1R3
Email: healthcommunications@ontario.ca

Ministry of Health and Long-Term Care

Population and Public Health Division
Healthy Living Policy and Programs Branch
777 Bay Street, Suite 702, 7th Floor, Toronto, ON M7A 1S5
Email: healthykidscommunitychallenge@ontario.ca

Appendix B

SCHEDULE "B-1"
BUDGET

Healthy Kids Community Challenge – City of Sault Ste. Marie

FUNDING YEAR 1: APRIL 1, 2015 - MARCH 31, 2016	
	DIRECT SERVICES / PROJECT ADMIN. COSTS
Salaries and wages including benefits (Local Project Manager)	**$50,000 (based on 100% FTE)**
Planning Services: • Community Needs Assessment • Theme-Based Action Plan and Budget • Baseline data collection • Other	**$125,000**
TOTAL *	**Up to $175,000**

FUNDING YEARS 2-3 (APRIL 1, 2016 - MARCH 31, 2018)	
	DIRECT SERVICES / PROJECT ADMIN. COSTS
Salaries and wages Contract employees Employee benefits Fee for services Transportation & communication Services Supplies Project materials Acquisition Other	**Up to $175,000 for the 2016-17 funding year** **Up to $175,000 for the 2017-18 funding year**
TOTAL *	**Up to $350,000**

FUNDING YEAR 4 (APRIL 1, 2018 - SEPTEMBER 30, 2018)	
	DIRECT SERVICES / PROJECT ADMIN. COSTS
Salaries and wages Contract employees	**Up to $87,500 for the**

Employee benefits Fee for services Transportation & communication Services Supplies Project materials Acquisition Other	**2018-19 funding year**
TOTAL *	**Up to $87,500**

* "Maximum Funds" means $612,500 over the Term of the Agreement.

Appendix C

SCHEDULE "C-1"
PAYMENT

Healthy Kids Community Challenge – City of Sault Ste. Marie

FUNDING YEAR 1: APRIL 1, 2015 – MARCH 31, 2016

PAYMENT DATE	TOTAL FUNDING
Pay up to $7,292 semi-monthly on the 15th and 30th of each month, starting from April 15, 2015 to March 31, 2016.	**$175,000**

FUNDING YEAR 2: APRIL 1, 2016 – MARCH 31, 2017

PAYMENT DATE	TOTAL FUNDING
Pay up to $7,292 semi-monthly on the 15th and 30th of each month, starting from April 15, 2016 to March 31, 2017.	**$175,000**

FUNDING YEAR 3: APRIL 1, 2017 – MARCH 31, 2018

PAYMENT DATE	TOTAL FUNDING
Pay up to $7,292 semi-monthly on the 15th and 30th of each month, starting from April 15, 2017 to March 31, 2018.	**$175,000**

FUNDING YEAR 4: APRIL 1, 2018 – SEPTEMBER 30, 2018

PAYMENT DATE	TOTAL FUNDING
Pay up to $7,292 semi-monthly on the 15th and 30th of each month, starting from April 15, 2018 to September 30, 2018.	**$87,500**

Note: Final payment amount for each Funding Year to be rounded up or down, as required, to the total approved funding amount per Funding Year.

The Province may make adjustments to these instalments for reasons including, but not limited to, prior year Budget settlement based on this Agreement.

Appendix D

SCHEDULE "D-1"
REPORTS

Healthy Kids Community Challenge – City of Sault Ste. Marie

	NAME OF REPORT	DUE DATE
Funding Year 1: April 1, 2015 to March 31, 2016		
1	Q1 Financial Report	July 31, 2015
2	1st Project Activity Report	October 31, 2015
3	Q2 Financial Report	October 31, 2015
4	Q3 Financial Report	January 31, 2016
5	2nd Project Activity Report	April 30, 2016
6	Q4 Financial Report	April 30, 2016
7	Funding Year/Annual Reconciliation Report	June 30, 2016
8	Recipient's Audited Financial Report	June 30, 2016
9	Reports specified from time to time	On a date or dates specified by the Province
Funding Year 2: April 1, 2016 to March 31, 2017		
10	Q1 Financial Report	July 31, 2016
11	3rd Project Activity Report	October 31, 2016
12	Q2 Financial Report	October 31, 2016
13	Q3 Financial Report	January 31, 2017
14	4th Project Activity Report	April 30, 2017
15	Q4 Financial Report	April 30, 2017
16	Funding Year/Annual Reconciliation Report	June 30, 2017
17	Recipient's Audited Financial Report	June 30, 2017
18	Reports specified from time to time	On a date or dates specified by the Province
Funding Year 3: April 1, 2017 to March 31, 2018		
19	Q1 Financial Report	July 31, 2017
20	Q2 Financial Report	October 31, 2017
21	Q3 Financial Report	January 31, 2018
22	5th Project Activity Report (Theme 3)	February 28, 2018
23	Q4 Financial Report	April 30, 2018
24	Funding Year/Annual Reconciliation Report	June 30, 2018
25	Recipient's Audited Financial Report	June 30, 2018
26	Reports specified from time to time	On a date or dates specified by the Province

Funding Year 4: April 1, 2018 to September 30, 2018		
27	Q1 Financial Report	July 31, 2018
28	6th Project Activity Report (Theme 4)	October 31, 2018
29	Q2 Financial Report	October 31, 2018
30	Funding Year/Annual Reconciliation Report	June 30, 2019
31	Recipient's Audited Financial Report	June 30, 2019
32	Reports specified from time to time	On a date or dates specified by the Province

Certificate of Insurance: The Certificate of Insurance shall be provided to the Province at the same time the executed Agreement is provided to the Province by the Recipient.

Report Details

1. **Q1 Financial Report**
   The financial report will specify actual expenditures/revenues against approved budget and any resulting variances for each cost category at the end of June 30, 2015. Reporting templates will be provided by the Province.

2. **1st Project Activity Report**
   This report contains Project activity progress at the end of September 30, 2015. For this report, document achievements in relation to the agreed objectives and/or major activities, including key Project and evaluation results (outputs and/or outcomes); resources produced (if any); variances in achievement of planned outputs/outcomes (e.g., delays in meeting planned activities) and barriers encountered; and, if appropriate, planned remedial actions to ensure activities are met.

3. **Q2 Financial Report**
   The financial report will specify actual expenditures/revenues against approved budget and any resulting variances for each cost category at the end of September 30, 2015. Reporting templates will be provided by the Province.

4. **Q3 Financial Report**
   This financial report contains actual expenditures at the end of December 31, 2015, and a forecast of Project expenditures for the period from January 1, 2016 to March 31, 2016. Reporting templates will be provided by the Province. The purpose of this report is to report progress, flag large expenditures that are planned for the period from January 1, 2016 to March 31, 2016, and identify any funds which will be un-spent by the end of the Funding Year.

5. **2nd Project Activity Report**
   This report contains Project activity progress at the end of March 31, 2016. For this report, document achievements in relation to the agreed objectives and/or major activities, including key Project and evaluation results (outputs and/or outcomes); resources produced (if any); variances in achievement of planned

outputs/outcomes (e.g., delays in meeting planned activities) and barriers encountered; and, if appropriate, planned remedial actions to ensure activities are met. This report should include progress against performance indicators as agreed to with the Province. The Province will provide a template for use in reporting on performance indicators.

6. **Q4 Financial Report**
The financial report will specify actual expenditures/revenues against the approved budget and any resulting variances for each cost category at the end of March 31, 2016. Reporting templates will be provided by the Province and the report will be signed by authorized signing officers of the organization (e.g., Chief Executive Officer/Medical Officer of Health and/or Chief Financial Officer/Finance Director).

7. **Funding Year/Annual Reconciliation Report**
The Funding Year/Annual Reconciliation report contains the approved budget and actual expenditures for the Funding Year from April 1, 2015 to March 31, 2016 after the organization's financial audit is completed. Reporting templates will be provided by the Province and the report will be signed by authorized signing officers of the organization (e.g., Chief Executive Officer/Medical Officer of Health and/or Chief Financial Officer/Finance Director).

8. **Recipient's Audited Financial Report**
This report is the annual audited organizational financial report, including financial statements prepared by external auditors. The Province does not require a separate schedule to be prepared for each Project funded as long as Province revenue and expenditures are identifiable within the report and the Funding Year/Annual Reconciliation reports (which are Project-specific) are duly signed by authorized signing officers.

9. **Reports specified by from time to time**
As specified by the Province.

10. **Q1 Financial Report**
The financial report will specify actual expenditures/revenues against approved budget and any resulting variances for each cost category at the end of June 30, 2016. Reporting templates will be provided by the Province.

11. **3rd Project Activity Report**
This report contains Project activity progress at the end of September 30, 2016. For this report, document achievements in relation to the agreed objectives and/or major activities, including key Project and evaluation results (outputs and/or outcomes); resources produced (if any); variances in achievement of planned outputs/outcomes (e.g., delays in meeting planned activities) and barriers encountered; and, if appropriate, planned remedial actions to ensure activities are met.

12. **Q2 Financial Report**
The financial report will specify actual expenditures/revenues against approved budget and any resulting variances for each cost category at the end of September 30, 2016. Reporting templates will be provided by the Province.

13. Q3 Financial Report

This financial report contains actual expenditures at the end of December 31, 2016, and a forecast of Project expenditures for the period from January 1, 2017 to March 31, 2017. Reporting templates will be provided by the Province. The purpose of this report is to report progress, flag large expenditures that are planned for the period from January 1, 2017 to March 31, 2017, and identify any funds which will be un-spent by the end of the Funding Year.

14. 4th Project Activity Report

This report contains Project activity progress at the end of March 31, 2017. For this report, document achievements in relation to the agreed objectives and/or major activities, including key Project and evaluation results (outputs and/or outcomes); resources produced (if any); variances in achievement of planned outputs/outcomes (e.g., delays in meeting planned activities) and barriers encountered; and, if appropriate, planned remedial actions to ensure activities are met. This report should include progress against performance indicators as agreed to with the Province. The Province will provide a template for use in reporting on performance indicators.

15. Q4 Financial Report

The financial report will specify actual expenditures/revenues against the approved budget and any resulting variances for each cost category at the end of March 31, 2017. Reporting templates will be provided by the Province and the report will be signed by authorized signing officers of the organization (e.g., Chief Executive Officer/Medical Officer of Health and/or Chief Financial Officer/Finance Director).

16. Funding Year/Annual Reconciliation Report

The Funding Year/Annual Reconciliation report contains the approved budget and actual expenditures for the Funding Year from April 1, 2016 to March 31, 2017 after the organization's financial audit is completed. Reporting templates will be provided by the Province and the report will be signed by authorized signing officers of the organization (e.g., Chief Executive Officer/Medical Officer of Health and/or Chief Financial Officer/Finance Director).

17. Recipient's Audited Financial Report

This report is the annual audited organizational financial report, including financial statements prepared by external auditors. The Province does not require a separate schedule to be prepared for each Project funded as long as Province revenue and expenditures are identifiable within the report and the Funding Year/Annual Reconciliation reports (which are Project-specific) are duly signed by authorized signing officers.

18. Reports specified from time to time

As specified by the Province.

19. Q1 Financial Report

The financial report will specify actual expenditures/revenues against approved budget and any resulting variances for each cost category at the end of June 30, 2017. Reporting templates will be provided by the Province.

20. Q2 Financial Report
The financial report will specify actual expenditures/revenues against approved budget and any resulting variances for each cost category at the end of September 30, 2017. Reporting templates will be provided by the Province.

21. Q3 Financial Report
This financial report contains actual expenditures at the end of December 31, 2017, and a forecast of Project expenditures for the period from January 1, 2018 to March 31, 2018. Reporting templates will be provided by the Province. The purpose of this report is to report progress, flag large expenditures that are planned for the period from January 1, 2018 to March 31, 2018, and identify any funds which will be un-spent by the end of the Funding Year.

22. 5th Project Activity Report (Theme 3)
This report contains Project activity progress between April 1-December 31, 2017 (Theme 3). For this report, document achievements in relation to the agreed objectives and/or major activities, including key Project and evaluation results (outputs and/or outcomes); resources produced (if any); variances in achievement of planned outputs/outcomes (e.g., delays in meeting planned activities) and barriers encountered; and, if appropriate, planned remedial actions to ensure activities are met.

23. Q4 Financial Report
This report contains actual expenditures at the end of the Funding Year (March 31, 2018). The financial report will specify actual revenues and expenditures against the approved budget and any resulting variances for the funding period. Reporting templates will be provided by the Province and the report will be signed by authorized signing officers of the organization (e.g., Chief Executive Officer/Medical Officer of Health and/or Chief Financial Officer/Finance Director).

24. Funding Year/Annual Reconciliation Report
The Funding Year/Annual Reconciliation report contains the approved budget and actual expenditures for the Funding Year from April 1, 2017 to March 31, 2018 after the organization's financial audit is completed. Reporting templates will be provided by the Province and the report will be signed by authorized signing officers of the organization (e.g., Chief Executive Officer/Medical Officer of Health and/or Chief Financial Officer/Finance Director).

25. Recipient's Audited Financial Report
This report is the annual audited organizational financial report, including financial statements prepared by external auditors. The Province does not require a separate schedule to be prepared for each Project funded as long as Province revenue and expenditures are identifiable within the report and the Funding Year/Annual Reconciliation reports (which are Project-specific) are duly signed by authorized signing officers.

26. Reports specified from time to time
As specified by the Province.

27. Q1 Financial Report

The financial report will specify actual expenditures/revenues against approved budget and any resulting variances for each cost category at the end of June 30, 2018. Reporting templates will be provided by the Province.

28. 6th Project Activity Report (Theme 4)

This report contains Project activity progress between January 1- September 30, 2018 (Theme 4). For this report, document achievements in relation to the agreed objectives and/or major activities, including key Project and evaluation results (outputs and/or outcomes); resources produced (if any); variances in achievement of planned outputs/outcomes (e.g., delays in meeting planned activities) and barriers encountered; and, if appropriate, planned remedial actions to ensure activities are met.

29. Q2 Financial Report

The financial report will specify actual expenditures/revenues against approved budget and any resulting variances for each cost category at the end of September 30, 2018. Reporting templates will be provided by the Province.

30. Funding Year/Annual Reconciliation Report

The Funding Year/Annual Reconciliation report contains the approved budget and actual expenditures for the Funding Year from April 1, 2018 to September 30, 2018 after the organization's financial audit is completed. Reporting templates will be provided by the Province and the report will be signed by authorized signing officers of the organization (e.g., Chief Executive Officer/Medical Officer of Health and/or Chief Financial Officer/Finance Director).

31. Recipient's Audited Financial Report

This report is the annual audited organizational financial report, including financial statements prepared by external auditors. The Province does not require a separate schedule to be prepared for each Project funded as long as Province revenue and expenditures are identifiable within the report and the Funding Year/Annual Reconciliation reports (which are Project-specific) are duly signed by authorized signing officers.

32. Reports specified from time to time

As specified by the Province.

APPENDIX "B"

PAYMENT – CITY'S 50% SHARE OF THE ACTUAL SALARY & BENEFIT COSTS

FOR THE PROJECT MANAGER

FUNDING YEAR 4: APRIL 1, 2018 – SEPTEMBER 20, 2018

50% of actual salary and benefit costs Project Manager	up to $25,000 (based on actual costs incurred as confirmed by the City)

APPENDIX "C"

Schedule Reports

Funding Year 4: April 1, 2018 to September 30, 2018

Month	Funding Release Date	Quarter	Report Due Date	Report Period
April	April 1	1		
May	May 1	1	May 15, 2018	2017/18 Fiscal
June	June 1	1		
July	July 1	2	July 31, 2018	Quarter 1
August	August 1	2		
September	September 1	2		
October	-	-	October, 2018	Quarter 2
November	-	-		
December	-	-		

June 30, 2019 – Final Project Report

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-66

REGULATIONS: (R1.1) A by-law to exempt the Ermatinger●Clergue National Historic Site from May 1, 2018 to December 20, 2018 from Noise Control By-law 80-200.

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 NOISE CONTROL BY-LAW**

Despite the provisions of By-law 80-200 the noise associated with the Ermatinger●Clergue National Historic Site from May 1, 2018 to December 20, 2018 is deemed not to be in violation of By-law 80-200.

2. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

mw \\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2018\2018-66 - Noise Exemption for Ermatinger Clergue National Historic Site.docx

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW NO. 2018-67

PEDDLER AND FOOD VENDOR LICENCING: (R1.57) A by-law to licence, govern and regulate peddlers and street sales and to repeal By-laws 2003-51 and 2003-53.

WHEREAS Part IV of the *Municipal Act, 2001,* S.O. 2001, c.25, Part IV being entitled "Licences" sets out the conditions precedent to a municipality licencing a business;

AND WHEREAS s. 151 of the *Municipal Act* sets out a municipality's powers with respect to licencing a business and allows a municipality to provide for a system of licences with respect to a business;

AND WHEREAS after a review carried out by the City Clerk's Department, Police Services and the Legal Department it was determined that for the purpose of nuisance control and consumer protection it was necessary to licence peddlers and food vendors;

AND WHEREAS the proposed fees for each peddler and food vendor licence is set out in Schedule "A" to this by-law;

AND WHEREAS there are costs to the City associated with preparing this by-law, issuing licences, and enforcing this by-law;

AND WHEREAS the City wishes to strengthen compliance and enforcement to ensure greater fairness for local business;

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

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PART I – DEFINITIONS

In this by-law:

"Applicant" means the person making application for issuance of a Licence under this by-law.

"City" means the Corporation of the City of Sault Ste. Marie.

"Council" means the Council of the City of Sault Ste. Marie or, where a hearing body of Council has been designated by Council for such purpose, means the hearing body of Council.

"*Farmers' Market*" means a physical retail marketplace, either indoor or outdoor, consisting of booths, tables or stands where Northern Ontario farmers and vendors sell fruits, vegetables, meats, cheeses, prepared foods and beverages, wares and merchandise which they themselves produce and/or craft.

"Fire Chief" means the Fire Chief of the City of Sault Ste. Marie Fire Services or any officer of that Service.

"Food Vending Vehicle" means a handcart, peddled vehicle, vehicle, or trailer from which refreshments and/or food are sold for consumption by the public.

"Food Vendor" includes:

(a) a person operating or using a Food Vending Vehicle; or
(b) any person who goes from place to place, or to a particular place, with food or refreshments for sale; or
(c) any retailer which has an employee or agent who goes from place to place or to a particular place with food or refreshments for sale.

"Licence" means a Licence issued pursuant to this by-law, which authorizes a Person to operate or use a Food Vending Vehicle or to go from place to place or to a particular place with goods, wares, merchandise, food or refreshments for sale, or to carry and expose samples, patterns or specimens of any goods, wares, merchandise, food or refreshments. There are six (6) classes of Food Vending Vehicle Licences and four (4) classes of Peddler Licences.

"Licencee" means the holder of a Licence.

"Medical Officer of Health" shall mean the Algoma Public Health Unit Medical Officer of Health or a person delegated by him or her for the purposes of this by-law.

"Owner" with respect to a premises licenced under this by-law shall mean the registered owner of the land on which the premises is situated and includes a trustee acting on behalf of the registered owner, the estate of a registered owner and a person with a leasehold interest in the land.

"Owner" with respect to a trade, business or occupation licenced under this By-law shall mean the person, company or partnership that carries on the trade, business or occupation and whose name appears on the Licence issued by the City for such trade, business or occupation pursuant to this by-law.

"Peddler" includes:

(a) any person who goes from place to place, or to a particular place, with goods, wares or merchandise, excluding food or refreshments, for sale, or who carries and displays

samples, patterns or specimens of any goods, wares or merchandise, excluding food or refreshments; or

(b) any retailer which has an employee or agent who goes from place to place or to a particular place with goods, wares or merchandise, excluding food or refreshments, for sale, or who carries and displays samples, patterns or specimens of any goods, wares or merchandise, excluding food or refreshments.

"Person" shall include an individual, a partnership, a firm or a corporation.

"*Resident*" shall include an individual, a partnership, a firm or a corporation who owns or rents long-term, a residential property within the City of Sault Ste. Marie or who pays commercial property tax. "Long-term" with respect to rental shall mean a minimum twelve (12) month rental.

"Sidewalk" means any public walkway, or portion of a highway between the curb line or the lateral line of a roadway and the adjacent property line.

PART II – GENERAL PROVISIONS

All of the regulations contained in this Part of this by-law shall apply to all Licences required under this by-law in addition to any other regulation contained in any other part of this by-law.

2.1 LICENCES

2.1.1 Licence Requirement

There shall be taken out by every person who operates or uses a Food Vending Vehicle or by every person who goes from place to place or to a particular place with goods, wares, merchandise, food or refreshments for sale, or who carries and exposes samples, patterns or specimens of any goods, wares, merchandise, food or refreshments, a Licence, for which said Licence the person obtaining same shall pay to The Corporation of the City of Sault Ste. Marie at the time of the taking out of such Licence the fee set out by this by-law.

2.1.2 Licence Fees

(1) The sums of money set out in Schedule "A" of this by-law are hereby fixed as the fees for Licences and which shall be paid before the issue or renewal of any Licence. Unless otherwise specified, the fees shown are for the current calendar year or the portion thereof unexpired on the date of the application.

(2) In order to receive the "Resident" fee for a Food Vendor Licence, the Applicant must provide, to the satisfaction of the City Clerk of the Corporation of the City of Sault Ste. Marie, or his/her designate, proof of ownership of property or proof of long-term rental (minimum twelve (12) month rental) within the City of Sault Ste. Marie, the determination of which shall be at the discretion of the City Clerk, or his/her designate.

2.1.3 Late Licence Fee

(1) A Licence shall be taken out prior to any person operating or using any Food Vending Vehicle or carrying on or engaging in any trade, calling, business or occupation set out in Section 2.1.1 of this by-law.

(2) A person who takes out a Licence after already engaging in the aforementioned activities in which a Licence is required for shall pay an additional "Late Licence" fee as set out in Schedule "A" to this by-law.

2.1.4 Duration of Licence

The duration of the Licence shall be set out on the Licence and shall depend on the Class of Licence issued.

2.1.5 Location of Licence

(1) Every Licence issued pursuant to this by-law shall permit the Licencee to operate or use any Food Vending Vehicle or carry on or engage in any trade, calling, business or occupation set out in Section 2.1.1 of this by-law only in the particular location for which the Licence has been issued, and not in any other location, unless a separate Licence has been issued for said location.

(2) Despite subsection (1), a person holding any Class 3, 4, 5 or 6 Licence may engage in door-to-door or mobile sales, and such permission shall be explicitly indicated on the Licence.

2.1.6 Transfer Not Permitted

(1) No person shall enjoy a vested right in the continuance of a Licence and upon the issue, renewal, transfer or suspension thereof, the value of a Licence shall be the property of the City.

(2) No Licence shall be transferred except upon the written approval of the City.

2.2 APPLICATION PROCEDURE

2.2.1 Administration

The City Clerk, or his/her designate, shall be responsible for the administration of this by-law and shall be the Issuer of Licences under this by-law.

2.2.2 Application for Licence

(1) On an application for a Licence, or the renewal thereof, the applicant shall complete the prescribed forms and shall furnish to the City Clerk's Department of the Corporation of the City of Sault Ste. Marie such information as the City may direct to be furnished.

(2) The City Clerk, or his/her designate, shall, upon receipt of an application for a Licence, make or cause to be made all investigations required by law or by the City relative to such application.

(3) Every Applicant for a Licence shall disclose each municipality in Ontario in which he/she has carried on business in the year immediately preceding his/her application for a Licence and where the Applicant is a limited company the names and addresses of all the officers of the company shall be disclosed.

(4) Every Applicant for a Licence shall disclose whether he/she, a partner or a corporation of which he/she is an officer or director has been convicted of an offence under a by-law

passed by another municipality regulating the types of businesses described in Section 2.1.1 of this bylaw or the *Business Practices Act*, R.S.O. 1990, chapter B. 18.

(5) No Licence shall be granted until the application has been referred to the Sault Ste. Marie Police Services and it has investigated and reported in respect thereof. In the event that the Applicant has been convicted of an offence relating to fraud, theft or a violation of a peddler licencing by-law in another municipality, the Sault Ste. Marie Police Services may recommend that a Licence not be issued to the Applicant.

2.2.3 Issuance of Licence

(1) If, after making the inquiries required under this by-law, the City Clerk, or his/her designate, is satisfied that a Licence should be issued the City Clerk, or his/her designate, shall issue a Licence to the Applicant.

(2) If, after making the inquiries required under this by-law, the City Clerk, or his/her designate, is of the opinion that a Licence should not be issued, the City Clerk, or his/her designate, shall so advise the Applicant in writing. The Applicant may, within fourteen (14) days of being so advised, request that the matter of the issuance of the Licence be referred to City Council for a final determination of whether a Licence should be issued.

(3) Every Licence issued under this by-law, where the same applies to a Food Vending Vehicle, shall be issued to the owner of the Food Vending Vehicle on the application of such owner and in accordance with the provisions of this by-law.

2.2.4 Cancellation or Revocation of Licence

(1) Any Licence issued pursuant to the provisions of this by-law may be revoked or cancelled at any time by the City, without notice, subject to the provisions of the *Statutory Powers Procedures Act*, R.S.O. 1990, c S.22 and the *Municipal Act, 2001*, S.O. 2001, c. 25:

(a) For any reason that would disentitle the holder of the Licence if he or she were an Applicant;
(b) If the information in the application is false;
(c) If the operation of the Licencee's business is or will not be carried on in compliance with the law;
(d) If the conduct of the Licencee is calculated to mislead, deceive, or intimidate the public, or in a manner contrary to the provisions of this by-law.

(2) Upon cancellation or revocation of a Licence, the Licencee shall return to the City Clerk, or his/her designate, all Licence certificates and licence plates, badges and other indicia issued by the City with reference to such Licence.

2.2.5 Signature on Licence

The City Clerk, or his/her designate, shall on behalf of the City sign all Licences issued by it pursuant to this by-law and his/her signature may be printed or mechanically reproduced on each Licence issued, and such Licence shall be in such form as the City may, from time to time, designate.

2.2.6 Lost Licences

Upon the City Clerk, or his/her designate, being satisfied that a Licence has been lost and that the Applicant for a new Licence form has made a diligent search therefor and is making application for a new Licence form in good faith, and if such Applicant undertakes in writing to the City Clerk, or his/her designate, to surrender the lost Licence form to him if found, the City Clerk, or his/her designate, may issue a duplicate Licence to such Applicant which shall consist of a true copy of the original Licence upon which the word "duplicate" is endorsed over the signature of the City Clerk, or his/her designate. A fee of Twenty ($20.00) Dollars shall be charged for any replacement Licence issued.

2.2.7 Partnership

(1) Where two or more persons carry on or engage in partnership in business, the Licence may be issued in the name of one partner only, but when the application for Licence is made, the name and address of each member of the partnership shall be set out therein.

(2) Where a business is carried on under a name other than that of the Licencee, the Licence shall nonetheless be issued in the name of the Licencee, but there shall be endorsed thereon the name under which the business is carried on and no person shall carry on any such business under any name other than a name so endorsed upon the Licence.

2.3 RESPONSIBILITIES OF LICENCEE

2.3.1 Licence to be Posted/Carried

(1) Every person obtaining a Licence under this by-law, where the same applies to a place or premises used in the carrying on of the business, shall keep the Licence posted up in some conspicuous place on the business premises in respect of which the Licence is issued, and every person so Licenced shall, when so requested by any member of the Sault Ste. Marie Police Service, a Municipal By-law Enforcement Officer, or the City Clerk, or his/her designate, produce a Licence for inspection.

(2) Every person obtaining a Licence under this by-law, where the same applies to the occupation of such person, shall carry his/her Licence with him when engaged in the occupation for which the Licence is issued, and every person so Licenced shall, when so requested by any member of the Sault Ste. Marie Police Services, Municipal By-law Enforcement Officer, or City Clerk, or his/her designate, produce a Licence for inspection.

(3) Every person obtaining a Licence under this by-law, where the same applies to a Food Vending Vehicle, shall during the currency of such Licence be kept affixed to and prominently displayed on the Food Vending Vehicle for which the Licence was issued.

2.3.2 Compliance with Laws

(1) Every person applying for or holding a Licence under this by-law, or who is liable to be Licenced under this by-law, shall in such application or in carrying on such business, observe, comply with and be governed by the regulations set out in this by-law which relate to such business.

(2) No person shall operate or use a Food Vending Vehicle or carry on or engage in any trade, calling, business or occupation set out in Section 2.1.1 of this by-law in contravention of any of the provisions of any other by-law of the Corporation or of any provincial or federal law.

(3) Each holder of a Licence, where the same applies to a Food Vendor, shall comply with all provincial requirements regarding the handling of food.

2.3.3 Physical Intimidation Prohibited

No person operating under a Licence issued pursuant to this by-law shall engage in physical intimidation including but not limited to entering or failing to leave private property when it is known or ought reasonably be known to be unwelcome.

2.3.4 Operate in Permitted Location

No person holding any Class 1 or Class 2 Licence shall operate or use any Food Vending Vehicle or carry on or engage in any trade, calling, business or occupation set out in Section 2.1.1 of this by-law in any location other than the particular location for which the Licence has been issued.

PART III – FOOD VENDORS

Part III of this by-law applies to “Food Vending Vehicles” and “Food Vendors” only.

3.1 LICENCE – CLASSES

The following classes of "Food Vendors" are hereby established:

Class 1 – “Stationary Day Sales” shall include temporary businesses for one period of up to seven (7) days from one specific location and may include the use of a temporary structure where the use is permitted in the Zoning By-law.

Class 2 – “Stationary Temporary Sales” shall include temporary businesses for one period of up to three (3) months from one specific location and may include the use of a temporary structure where the use is permitted in the Zoning By-law.

Class 3 – "Mobile Day Sales" shall include any business, person or organization that conducts sales or has sales conducted on his/her or its behalf by door-to-door solicitation, or by moving from place to place, and such Licences shall be valid for a period of up to seven (7) days only.

Class 4 – "Mobile Temporary Sales" shall include any business, person or organization that conducts sales or has sales conducted on his/her or its behalf by door-to-door solicitation, or by moving from place to place, and such Licences shall be valid for a period of up to three (3) months only.

Class 5 – “Ice-cream or Hotdog Cart” shall include a vehicle from which only ice-cream and related products, or hotdogs and related products, are sold or offered for sale for consumption by the public, including, but not limited to, push carts and wheeled vehicles.

Class 6 – “Annual Sales” shall include any business, person or organization that conducts sales or has sales conducted on his/her or its behalf from one specific location, which may include the use of a temporary structure where the use is permitted in the Zoning By-law, or by door-to-door solicitation, or by moving from place to place, and such Licences shall be valid only for the calendar year in which it was issued.

3.2 REQUIREMENTS FOR FOOD VENDOR

3.2.1 Health Certificate

No Food Vending Vehicle or Food Vendor shall be Licenced under this by-law unless the City Clerk’s Department has received from the Medical Officer of Health a certificate of approval of such vehicle.

3.2.2 TSSA Approval

If the Food Vending Vehicle contains fuel-burning equipment, the Applicant must provide the City Clerk’s Department with a Technical Standards and Safety Authority (“TSSA”) certificate of approval.

3.2.3 Fire Extinguisher

If the Food Vending Vehicle contains fuel-burning equipment, the Applicant must provide to the City Clerk’s Department satisfactory proof that the Food Vending Vehicle is equipped with a working 2A10BC certified portable fire extinguisher.

3.2.4 Location Approval

No Food Vending Vehicle or Food Vendor shall be Licenced as a Class 1 or Class 2 Food Vendor under this by-law unless the Applicant has received approval from the relevant City Department(s) of the location in which the Food Vending Vehicle shall operate.

3.2.5 No Alterations of Additions

No person shall make any alteration in or addition to the structure of a Licenced Food Vending Vehicle or to the equipment used therein or thereon for the storage, preparation or serving of food.

3.2.6 Insurance

A person operating a Food Vending Vehicle or operating as a Food Vendor on City-owned property shall maintain at all times during the currency of the Licence a minimum of Five Million ($5,000,000.00) Dollars comprehensive general liability insurance in respect of personal injury, death, loss or damage of or to any person or property of third parties, with insurers licenced to conduct business in Ontario. The City shall be added as an Additional Insured to the required liability insurance policy or policies and no such policy shall be cancelled or allowed to lapse without at least thirty (30) days written notice having been given to the City. An Insurance Certificate, on the C.S.I.O. form and satisfactory to the City’s Risk Manager, shall be provided to the City prior to the commencement of the Licence date.

3.3 LOCATION OF FOOD VENDING VEHICLE

3.3.1 Stationary Only (Class 1 and 2 Licences)

Class 1 and Class 2 Food Vendors may operate only in the location issued on the Licence and are not permitted to move from place to place.

3.3.2 Sidewalk, Boulevard and/or Road Allowance

If a person proposes to locate a free standing Food Vending Vehicle on a property owned by the City Corporation that is a sidewalk, boulevard and/or road allowance, that person must locate at a distance not less than thirty (30m) metres from an entrance to a food service premises unless written approval is received from the Owner and/or operator of such premises.

3.3.3 City Property

(1) If a person proposes to locate a free standing Food Vending Vehicle on a property owned by the City Corporation not identified in 3.3.2 that person must first obtain approval for that location from the City Clerk's Department and/or relevant City Departments.

(2) If the operator of the Food Vending Vehicle is not satisfied with the decision of the City Clerk's Department and/or relevant City Departments regarding the location of the Food Vending Vehicle on City property, the operator of the food vending vehicle is entitled to request that the matter be heard and a decision made by City Council.

3.3.4 Obstruction of Entrance/Exit Prohibited

No Food Vending Vehicle shall be placed so as to obstruct the entrance or exit to any building, whether the building is located on public or private property.

3.3.5 Located on Highway

No person shall sell or serve food or refreshments from the front of a Food Vending Vehicle or from the side thereof that faces the centre of the highway on which the vehicle stands.

3.3.6 Occupation without Permission

It is an offence for any person to operate a Food Vending Vehicle at any location without the written consent of the Owner of the land from which the Food Vending Vehicle is operated.

3.3.7 Residential Areas Prohibited

(1) No persons, except those listed in subsection (2), shall sell or serve food or refreshments from a Food Vending Vehicle within an area of the City zoned Residential.

(2) The following persons are permitted to sell or serve food or refreshments from a Food Vending Vehicle within an area of the City zoned Residential:
   (a) Persons holding a Class 5 Food Vendor Licence selling ice-cream and related products; and
   (b) Persons invited to sell or serve food or refreshments at an event upon the invitation of the Owner or Occupant of the premises from which the sale will take place.

3.4 EXEMPTIONS

(1) No such Licence is required for operating a Food Vending Vehicle or operating as a Food Vendor:
   (a) if the food product is grown or produced by a farmer resident in Ontario who offers for sale or sells only the produce of his/her own farm;
   (b) by persons who enter into a written agreement with a non-profit charitable organization to sell their food product at a show or fund-raising event organized by the non-profit charitable organization and only during the hours of operation of the non-profit charitable organization's fundraising event or show;
   (c) by persons who participate in a Farmers' Market open to the public;
   (d) by persons who sell food products at home parties or events upon the invitation of the Owner or Occupant of the premises from which the sale will take place;
   (e) by persons who pay commercial property tax in the City for a business wherein food is prepared at the commercial property for which the taxes are based for consumption by the public.

(2) Persons described in subsection 3.4(1)(g) are required to obtain a Licence when operating a Food Vending Vehicle and/or preparing and/or selling food off site.

PART IV – PEDDLERS

Part IV of this by-law applies to "Peddlers" only and is only applicable to the extent that door-to-door sales are permitted under the *Consumer Protection Act, 2002,* S.O. 2002, c.30.

4.1 LICENCE – CLASSES

The following classes of "Peddlers" are hereby established:

Class 1 – "Stationary Day Sales" shall include temporary businesses for one period of up to seven (7) days from one specific location and may include the use of a temporary structure where the use is permitted in the Zoning By-law.

Class 2 – "Stationary Temporary Sales" shall include temporary businesses for one period of up to three (3) months from one specific location and may include the use of a temporary structure where the use is permitted in the Zoning By-law.

Class 3 – "Door-to-Door Day Sales" shall include any business, person or organization that conducts sales or has sales conducted on his/her or its behalf by door-to-door solicitation and such Licences shall be valid for a period of up to seven (7) days only.

Class 4 – "Door-to-Door Temporary Sales" shall include any business, person or organization that conducts sales or has sales conducted on his/her or its behalf by door-to-door solicitation and such Licences shall be valid for a period of up to three (3) months only.

4.2 EXEMPTIONS

(1) No such Licence is required for hawking, peddling or selling goods, wares or merchandise:
   (a) to wholesale or retail dealers in similar goods, wares or merchandise;

(b) if the goods, wares or merchandise are hawked, peddled or sold by a person who operates a business selling similar goods, wares or merchandise in the City of Sault Ste. Marie, or by his/her employee or agent;
(c) if the goods, wares or merchandise are hawked, peddled or sold by a person who pays property tax in the City, or by his/her employee or agent;
(d) if the goods, wares or merchandise are hawked, peddled or sold by an agent of the grower, producer or manufacturer, acting on behalf of a dealer who pays property tax in the City in respect of such goods, wares or merchandise;
(e) by persons who enter into a written agreement with a non-profit charitable organization to sell their goods, wares or merchandise at a show or fund-raising event organized by the non-profit charitable organization and only during the hours of operation of the non-profit charitable organization's fundraising event or show;
(f) by persons who participate in a Farmers' Market open to the public;
(g) by persons who sell wares at "home parties" or "events" upon the invitation of the Owner or Occupant of the premises from which the sale will take place.

PART V – ADMINISTRATION AND ENFORCEMENT

5.1 ENFORCEMENT

5.1.1 Enforcement Agency

The Sault Ste. Marie Police Service and the City's Municipal By-law Enforcement Officer(s), or a designate, shall be responsible for the enforcement of this by-law.

5.1.2 Inspections and Re-inspections

(1) The Sault Ste. Marie Police Service, a Municipal By-law Enforcement Officer or any person acting under those persons, or any person authorized by the City may at reasonable times during business hours inspect as much of any place or premises carrying on any business in respect of which a person has or is required to have a Licence.

(2) The Sault Ste. Marie Police Service, a Municipal By-law Enforcement Officer or any person acting under those persons, or any person authorized by the City may at reasonable times during business hours inspect:

(a) any premises or place where a Stationary Peddler business is carried on, or where there are reasonable and probable grounds to believe a Stationary Peddler business is being carried on; and/or
(b) any goods, equipment, books, records or documents used or to be used by any person in connection with a business.

(1) When a re-inspection is required to confirm compliance with the provisions of this by-law a fee in the amount of One Hundred ($100.00) Dollars shall be charged.

5.1.3. Offences and Penalties

(1) Any person violating any of the provisions of this by-law shall be subject to a penalty of not more than $2,000.00, exclusive of costs, and all such penalties shall be recoverable under the *Provincial Offences Act*, R.S.O. 1990, c. P.33.

(2) For the purposes of this section, a separate violation shall be deemed to have been committed for each and every day during which such violation continues, and conviction in respect of a violation shall not operate as a bar to further prosecution if such violation continues.

5.2 ENACTMENT

5.2.1 Interpretation

In this by-law, unless the context otherwise requires, words importing the singular member shall include the plural and words importing the masculine shall include the feminine.

5.2.2 Conflict

In the case of a conflict between the provisions of this by-law and any other municipal by-law, the provisions of this by-law shall prevail.

5.2.3 Severances

If any section, subsection, sentence, clause, phrase or provision of this bylaw is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of the by-law. The City hereby declares that it would have passed this by-law and each section, subsection, sentence, clause, phrase and provision herein, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or provisions be declared invalid.

5.2.4 By-laws Repealed

By-Laws 2003-51 and 2003-53 of the Corporation of the City of Sault Ste. Marie and any amendments made thereto are hereby repealed.

5.2.5 Effective Date

This by-law shall be effective on the date of its final passing.

PASSED in open Council this 9th day of April, 2018.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

SCHEDULE "A" – FEE SCHEDULE

LICENCE TYPE	FEE	LATE LICENCE FEE
Part III – Food Vendor – Resident		
Class 1 – Stationary Day Sales	$75 (maximum of 7 day Licence)	$150
Class 2 – Stationary Temporary Sales	$150 (maximum of 3 month Licence)	$300
Class 3 – Mobile Day Sales	$75 (maximum of 7 day Licence)	$150
Class 4 – Mobile Temporary Sales	$150 (maximum of 3 month Licence)	$300
Class 5 – Ice-cream or Hotdog Cart	$245 (seasonal)	$490
Class 6 – Annual Sales	$245 (valid only in the calendar year issued)	$490
Part III – Food Vendor – Non-Resident		
Class 1 – Stationary Day Sales	$150 (maximum of 7 day Licence)	$300
Class 2 – Stationary Temporary Sales	$300 (maximum of 3 month Licence)	$600
Class 3 – Mobile Day Sales	$150 (maximum of 7 day Licence)	$300
Class 4 – Mobile Temporary Sales	$300 (maximum of 3 month Licence)	$600
Class 5 – Ice-cream or Hotdog Cart	$300 (seasonal)	$600
Part IV – Peddler – Resident		
Exempt from Licence requirement	N/A	N/A
Part IV – Peddler – Non-Resident		
Class 1 – Stationary Day Sales	$150 (maximum of 7 day Licence)	$300
Class 2 – Stationary Temporary Sales	$300 (maximum of 3 month Licence)	$600
Class 3 – Door-to-Door Day Sales	$150 (maximum of 7 day Licence)	$300

Class 4 – Door-to-Door Temporary Sales	$300 (maximum of 3 month Licence)	$600

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-68

TEMPORARY STREET CLOSING: (S4.1) A by-law to permit the intermittent closing of Wellington Street West from John Street to Carmen's Way from April 16, 2018 until October 31, 2018.

THE COUNCIL of the Corporation of the City of Sault Ste. Marie pursuant to section 10 of the *Municipal Act, 2001*, S.O. 2001, c. 25 and amendments thereto **ENACTS** as follows:

1. **TEMPORARY STREET CLOSING OF WELLINGTON STREET WEST**

The Council of the Corporation of the City of Sault Ste. Marie hereby authorizes the intermittent closing to vehicular traffic of Wellington Street West from John Street to Carmen's Way from April 16, 2018 until October 31, 2018.

2. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

_____

MAYOR - CHRISTIAN PROVENZANO

_____

CITY CLERK - MALCOLM WHITE

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THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-69

AGREEMENT: (P1) A by-law to authorize the execution of the Agreement between the City and Her Majesty the Queen in Right of Ontario as represented by the Minister of the Environment and Climate Change for Amendment No. 4 to an Ontario Transfer Payment Agreement under the Source Protection Municipal Implementation Fund.

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

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement dated March 28, 2018 between the City and Her Majesty the Queen in Right of Ontario as represented by the Minister of the Environment and Climate Change, a copy of which is attached as Schedule “A” hereto40. This Agreement is for Amendment No. 4 to an Ontario Transfer Payment Agreement under the Source Protection Municipal Implementation Fund.

2. **SCHEDULE "A"**

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

3. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

da LEGAL\STAFF\COUNCIL\BY-LAWS\2018\2018-69 AGREEMENT SOURCE PROTECTION MUNICIPAL IMPLEMENTATION FUND.DOCX

AMENDMENT NO.4
to a Ontario Transfer Payment Agreement under the
Source Protection Municipal Implementation Fund (SPMIF_1314_111)

THIS AMENDMENT NO. 4 made in duplicate, as of the 28th day of March 2018,

B E T W E E N:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of the Environment and Climate Change

(the **"Province"**)

- and -

The Corporation of the City of Sault Ste. Marie

(the "**Municipality**")

WHEREAS the parties entered into a transfer payment agreement under the Source Protection Municipal Implementation Fund dated as of December 13, 2013 for the Municipality to build municipal capacity to implement source protection plans and support sustainable, local actions to protect drinking water (the "**Agreement**");

AND WHEREAS the parties entered into Amendment No. 1 as of October 13, 2015 to extend the term of the Agreement, add an additional report and include new timelines;

AND WHEREAS the parties entered into Amendment No. 2 as of July 6, 2016 to extend the term of the Agreement, add an additional report, include new timelines, and expand the scope of eligible activities;

AND WHEREAS the parties entered into Amendment No. 3 as of March 17, 2017 to extend the term of the Agreement, add an additional report, include new timelines and increase the maximum funds;

AND WHEREAS pursuant to Section 20.2 of the Agreement, the parties may amend the agreement in writing;

NOW THEREFORE in consideration of the contractual relationship between the Municipality and the Province referred to above and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the Municipality and the Province hereby acknowledge, agree and undertake as follows:

1. Unless otherwise specified in this Amendment No. 4, capitalized words and phrases have their prescribed meaning as set out in the Agreement.

2. The Agreement is amended as follows:

2.1 Section 2.1 is deleted in its entirety and replaced with the following:

2.1 The term of the Agreement shall commence on the Effective Date and shall expire 90 days after the final report due date in Schedule "D" unless terminated earlier pursuant to Article 9. The Municipality shall, upon expiry or termination of the Agreement, return to the Province any Funds remaining in its possession or under its control.

2.2 The first paragraph in Section B.1 (Eligible Activities) as amended by Amendment No. 3 is again deleted and replaced with the following:

The Municipality may only spend the Funds on the following eligible activities that are undertaken by the Municipality, or that are undertaken on the Municipality's behalf, between December 13, 2013 and December 31, 2018 that are directly related to the following:

2.3 The chart in Schedule "D" (Reports) as amended by Amendment No. 3 is again deleted in its entirety and replaced with the following:

Name of Report	Due Date
Collaboration Statement (if applicable)	December 12, 2014
Progress Report 1	December 12, 2014
Progress Report 2	December 11, 2015
Progress Report 3	August 26, 2016
Progress Report 4	August 25, 2017
Progress Report 5	December 8, 2017
Progress Report 6	October 31, 2018
Final Report	January 31, 2019
Other Reports as specified from time to time	On a date or dates specified by the Province.

3. This Amendment No. 4 shall be in force from December 13, 2013 and shall have the same expiry or termination date as the Agreement.

4. All other terms and conditions of the Agreement and Amendment No. 1, Amendment No. 2 and Amendment No. 3 shall remain in full force and effect unchanged and unmodified.

5. This Amendment No. 4 shall enure to the benefit of and be binding upon the Municipality and the Province and each of their administrators, permitted successors and permitted assigns, respectively.

6. This Amendment No. 4 may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. To evidence its execution of an original counterpart, a party may send a copy of its original signature on the execution page hereof to the other party by facsimile or other means of recorded electronic transmission (including in PDF) and such transmission with an acknowledgement of receipt shall constitute delivery of an executed copy of this Amendment.

IN WITNESS WHEREOF the parties have executed this Amendment No. 4 as of the date first written above.

HER MAJESTY THE QUEEN in Right of Ontario
as represented by the Minister of the Environment and Climate Change

_____

Name: Heather Malcolmson
Title: Director
Source Protection Programs Branch

Pursuant to delegated authority.

The Corporation of the City of Sault Ste. Marie

_____

Name: Christian Provenzano
Title: Mayor

_____

Name: Malcolm White
Title: Clerk

We have authority to bind the Municipality.

THE CORPORATION OF THE CITY OF SAULT STE MARIE

TAX RATE (LEVY) BY-LAW FOR 2018

BY-LAW 2018-70

TAXES: (T1.2) A by-law to provide for the adoption of property tax rates for 2018.

WHEREAS Section 312 of the *Municipal Act, 2001* provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class, and;

WHEREAS Sections 307 and 308 of the said Act require tax rates to be established in the same proportion to tax ratios, and;

WHEREAS the 2018 municipal tax levy for all purposes including debenture principal and interest payments has been set at $111,064,317 comprised of $106,848,390 for the overall (rural) area and an additional $4,215,927 for the urban area only including debenture principal and interest payments specific to the special area;

NOW THEREFORE the Council of the Corporation of the City of Sault Ste. Marie hereby **ENACTS** the tax rates for municipal purposes as set out in Schedule "A" hereto annexed, and forming part of this by-law.

1. **SCHEDULE "A"**

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

2. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

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URBAN AREA

Property Class	RTC/RTQ	Municipal
Residential	RT/RH	0.01360325
Multi-Residential	MT	0.01496357
Commercial Occupied-New Construction	CT/CH/XT/XH	0.02970080
Commercial-New Construction-Excess Land	CU/XU	0.02079056
Commercial-Vacant Land-Parking Lots	CX/GT	0.02195868
General Rate Only (International Bridge Plaza)	CM	0.02970080
Shopping Centres Occupied-New Construction	ST/ZT	0.03152932
Shopping Centres-Excess Land	SU	0.02207053
Office Buildings Occupied-New Construction	DT/YH	0.04128916
Office Building-Excess Land	DU	0.02890242
Industrial Occupied-New Construction	IT/IH/JT	0.06387869
Industrial-New Construction-Excess Land-Vacant Land	JU/IU/IX/IJ	0.04152115
Large Industrial-Occupied	LT	0.11345023
Large Industrial-Excess Land	LU	0.07374264
Landfills	HT	0.02738175
Pipeline	PT	0.02848397
Farm-Managed Forests	FT/TT	0.00340082

RURAL AREA

Property Class	RTC/RTQ	Municipal
Residential	RT/RH	0.01302946
Multi-Residential	MT	0.01433240
Commercial Occupied-New Construction	CT/CH/XT/XH	0.02844192
Commercial-New Construction-Excess Land	CU/XU	0.01990934
Commercial-Vacant Land-Parking Lots	CX/GT	0.02102795
Shopping Centres Occupied-New Construction	ST/ZT	0.03019294
Shopping Centres-Excess Land	SU	0.02113506
Office Buildings Occupied-New Construction	DT/YH	0.03953910
Office Building-Excess Land	DU	0.02767738
Industrial Occupied-New Construction	IT/IH/JT	0.06117116
Industrial-New Construction-Excess Land-Vacant Land	JU/IU/IX/IJ	0.03976126
Large Industrial-Occupied	LT	0. 10864159
Large Industrial-Excess Land	LU	0.07061703
Landfills	HT	0.02622678
Pipeline	PT	0.02728251
Farm-Managed Forests	FT/TT	0.00325737

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-71

TAXES: (T1.2(1)) A by-law to provide for the adoption of tax ratios.

WHEREAS Section 308 of the *Municipal Act*, 2001, as amended provides that the council of a local municipality shall pass a by-law to establish tax ratios for the 2018 Taxation Year.

Therefore **THE COUNCIL** of the Corporation of the City of Sault Ste. Marie pursuant to the *Municipal Act*, as amended **ENACTS** as follows:

1. **SCHEDULE "A"**

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

2. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

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CITY OF SAULT STE MARIE 2018 TAX RATIOS Schedule A

Residential	1.000000
Multi-Residential	1.100000
Commercial Occupied	2.193976
Commercial New Construction	2.193976
Commercial Excess Land	1.535783
Shopping Centres	2.329048
Shopping Centres-New Construction	2.329048
Shopping Centres-Excess Land	1.630334
Office Building	3.050000
Office Building-New Construction	3.050000
Office Building-Excess Land	2.135000
Parking Lots & Commercial Vacant Land	1.622072
Industrial Occupied	4.718672
Industrial-New Construction	4.718672
Industrial-Excess Land	3.067137
Industrial-Vacant Land	3.067137
Large Industrial	8.380485
Large Industrial-Excess Land	5.447315
Landfills	2.012883
Pipelines	2.093910
Farmland	0.250000
Managed Forests	0.250000

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW NO. 2018-72

TAXES: (T1.2(2)) A by-law to provide for 2018 final tax billing.

WHEREAS the *Municipal Act*, 2001 S.O. 2001, c.25, as amended, provides that the council of a local municipality, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes;

AND WHEREAS the Council of the Corporation of the City of Sault Ste. Marie deems it appropriate to provide for such levy on the assessment of property in this municipality;

THEREFORE the Council of the Corporation of the City of Sault Ste. Marie enacts as follows:

1. In this by-law the following words shall be defined as:

   "Act" shall mean the *Municipal Act, 2001* S.O. 2001, C.25, as amended
   "Minister" shall mean the Minister of Finance;
   "MPAC" shall mean the Municipal Property Assessment Corporation;
   "Treasurer" means the treasurer of the Corporation of the City of Sault Ste. Marie or a person delegated the Treasurer's powers and duties under s.286(5) of the Act and By-law 2006-199, being the City Tax Collector.

2. All taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.

3. The provisions of this by-law apply in the event that assessment is added for the year 2018 to the Tax Roll after the date this by-law is passed and the tax levy shall be imposed and collected.

4. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and one-quarter percent (1¼%) of the amount in default on the first day after the due date and the first day of each calendar month during which the default continues, but not after the end of 2018.

5. Following December 31, 2018, interest charges of one and one-quarter percent (1¼%) shall be imposed upon the amount in default on the first calendar day of each month during which the default continues.

6. The final tax levy imposed by this by-law shall be paid in two installments due on the following dates:

6.1 One-half (1/2) thereof on the 5th day of July, 2018.

6.2 One-half (1/2) thereof on the 5th day of September, 2018.

7. A notice specifying the amount of taxes payable, may be mailed or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law by the Treasurer.

8. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Tax roll under Section 340 of the *Act*.

9. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under section 4 and 5 of this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.

10. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.

11. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.

12. **EFFECTIVE DATE**

This by-law takes effect from the date of its final passing.

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

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THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-73

AGREEMENT: (C2.13(6)) A by-law to authorize the execution of the Amending Agreement between the City and Her Majesty the Queen in Right of Canada, represented by the Minister of Immigration, Refugees and Citizenship to amend the 2017-2020 Contribution Agreement from Immigration Refugees Citizenship Canada (IRCC).

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

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement between the City and Her Majesty the Queen in Right of Canada, represented by the Minister of Immigration, Refugees and Citizenship, a copy of which is attached as Schedule “A” hereto. This Agreement is to amend the 2017-2020 Contribution Agreement from Immigration Refugees Citizenship Canada (IRCC).

2. **SCHEDULE "A"**

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

3. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

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Schedule "A"

Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada

AMENDMENT TO THE CONTRIBUTION AGREEMENT

AGREEMENT NUMBER: S183295049
AMENDMENT NUMBER: 1

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF CANADA,** represented by the Minister of Immigration, Refugees and Citizenship, hereinafter referred to as the "Department".

AND: Corporation of the City of Sault Ste. Marie, hereinafter referred to as the "Recipient".

THIS AMENDMENT TESTIFIES that, in consideration of the mutual covenants herein, the parties agree to amend the Agreement above referenced, as follows:

- ☐ The Contribution Agreement (see attached);
- ☐ Schedule 1, entitled *Statement of Planned Activities and Intended Results* (see attached);
- ☒ Schedule 2, entitled *Description of Eligible Costs* (see attached);
- ☐ Schedule 3, entitled *Terms of Payments* (see attached);
- ☐ Schedule 4, entitled *Supplementary Terms and Conditions* (see attached).

PRECEDENCE:

All other clauses and schedules contained in the Agreement remain unchanged, and in the event of any inconsistencies, the provisions of the current Agreement including this amendment, take precedence over those of the original Agreement and any previous amendment(s).

The parties hereto have signed this Amendment to the Contribution Agreement through duly authorized representatives.

Recipient

Name (Print)

Position

Signature

Date (YYYY-MM-DD)

Recipient

Name (Print)

Position

Signature

Date (YYYY-MM-DD)

The Department

Name (Print)

Position

Signature

Date (YYYY-MM-DD)

Canada

Settlement Program – Schedule 2
Description of Eligible Costs

Recipient Name:		File Number:
Corporation of the City of Sault Ste. Marie		**S183295049**
Address: **99 Foster Drive Sault Ste. Marie, ON, Canada P6A 5N1**		
Telephone Number: **(705) 759-5485**	Facsimile Number: **(705) 759-1639**	Amendment Number: **1**
Agreement Title: **Sault Ste. Marie and Area Local Immigration Partnership**		

Duration of Activity / Funding Period	From:	2017-04-01 YYYY-MM-DD	To:	2020-03-31 YYYY-MM-DD	Fiscal Years:	3

DEPARTMENTAL CONTRIBUTION – SEE ATTACHED FOR COST CATEGORY DETAILS

FISCAL YEAR	PROGRAM DELIVERY	ADMINISTRATIVE	CAPITAL	TOTAL CONTRIBUTION
2017-2018	$225,794	$4,516	$0	$230,310
2018-2019	$225,794	$4,516	$0	$230,310
2019-2020	$193,080	$3,862	$0	$196,942
TOTAL COST CATEGORY	$644,668	$12,894	$0	$657,562

AMENDMENT VALUE	$10,829

Recipient Name:	File Number:
Corporation of the City of Sault Ste. Marie	**S183295049**

Fiscal Year: 2017-2018

PROGRAM DELIVERY

Qty	Line Item	Description/Details	Amount for fiscal year
	Conferences and workshops	Annual Immigration Forum	$9,476
	Salaries, wages and benefits	Program Coordinator	$69,862
	Salaries, wages and benefits	Executive Assistant/Researcher	$57,798
	Salaries, wages and benefits	Outreach Worker	$35,782
	Travel, accommodation and related costs	Staff travel	$4,280
	Delivery assistance tools and material	Photocopy/ printing	$200
	Publicity	Awareness campaigns to locals and newcomers (videos, commercials, radio, newspaper, social media, productions	$8,270
	Eligible GST/HST		$241
	Salaries, wages and benefits	MERCS/Benefits	$39,885

Total Program Delivery: **$225,794**

ADMINISTRATIVE

Line Item	Description/Details	Amount for fiscal year
Negotiated Administrative Rate	2%	$4,516

Total Administrative: **$4,516**

Total Maximum Departmental Contribution for Fiscal Year: **$230,310**

Recipient Name:	File Number:
Corporation of the City of Sault Ste. Marie	**S183295049**

Fiscal Year: 2018-2019

PROGRAM DELIVERY

Qty	Line Item	Description/Details	Amount for fiscal year
	Salaries, wages and benefits	Coordinator, Outreach Worker, Executive Assistant/ Researcher	$166,088
	Salaries, wages and benefits	MERCs/Benefits	$41,019
	Conferences and workshops	Annual Immigration Forum	$9,476
	Publicity	Awareness campaigns to locals and newcomers	$8,770
	Travel, accommodation and related costs	Staff travel	$100
	Delivery assistance tools and material	Photocopy/ printing	$100
	Eligible GST/HST		$241

Total Program Delivery: **$225,794**

ADMINISTRATIVE

Line Item	Description/Details	Amount for fiscal year
Negotiated Administrative Rate	2%	$4,516

Total Administrative: **$4,516**

Total Maximum Departmental Contribution for Fiscal Year: **$230,310**

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2018-76

AGREEMENT: (C2.13(6)) A by-law to authorize the execution of the Agreement between the City and The Sault Ste. Marie Insectarium for funding to assist with operating costs.

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

1. **EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement dated February 20, 2018 between the City and The Sault Ste. Marie Insectarium, a copy of which is attached as Schedule “A” hereto. This Agreement is for funding to assist with operating costs.

2. **SCHEDULE "A"**

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

3. **EFFECTIVE DATE**

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

PASSED in open Council this 9th day of April, 2018.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

mw \\citydata\LegalDept\Legal\Staff\COUNCIL\BY-LAWS\2018\2018-76 - SSM Insectarium Funding Agreement.docx

CITY OF SAULT STE. MARIE FUNDING AGREEEMENT

THE AGREEMENT is effective as of the 9th day of April, 2018.

BETWEEN:

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

(hereinafter referred to as the "City")

-and-

THE SAULT STE. MARIE INSECTARIUM

(hereinafter referred to as the "Recipient")

WHEREAS the City Council has passed a resolution to contribute funding to the above noted recipient on a onetime basis to support operations;

AND WHEREAS the parties have mutually agreed to the covenant and funding as set out in this Agreement;

NOW THEREFORE the parties hereto agree as follows:

1.1 Term

The Agreement will commence on the Effective Date and will expire on December 31, 2018 (the "Term") unless terminated by the City pursuant to the terms contained herein.

For all subsequent annual Agreements, the Recipient shall follow the provisions of paragraph 3.6 of this Agreement and such Agreement(s) are to be negotiated between the Recipient and the City, such Agreement(s) are subject to City Council approval.

2.1 Use of Funds

The Recipient acknowledges and agrees to the following:

i. To use the Funds solely for the activities and/or services eligible for funding as set out in Schedule "A" and that the City retains the right to assess the Recipient's use of Funds at any time;
ii. That the Funds shall not be used to cover any expense that has or will be funded or reimbursed by a third party, ministry, agency, or other organization; and

iii. That the amount of Funds available to it pursuant to this Agreement is determined by calculating the actual costs to the Recipient and subtracting any income including taxes, rebates, credits or refunds, for which the Recipient has received, will receive, or is eligible to receive during the Term. The Recipient shall immediately notify the City of any change to its costs or income.

3.1 Funds Provided

The City shall:

i. Provide the Recipient up to $78,000 (the "Funds") for the purpose of operational requirements, in accordance with Schedule "A"
ii. Provide the Funds by depositing same into an account designated by the Recipient provided that the account:
    a. Resides at a Canadian financial institution; and
    b. Is in the name of the Recipient organization.

The Recipient acknowledges that it is not eligible to receive any funding or grants from any City source in addition to the Funds agreed to herein for the Term of the Agreement save and except for Municipal Tax Rebate Programs and City Council approved special grant programs. The Recipient further acknowledges that any and all amounts owing to the City must be paid in full before the Funds will be released.

3.2 Funds upon Expiry of Agreement

The Recipient shall, upon expiry of the Agreement, forthwith return to the City any remaining Funds in its possession using a method of payment that is agreeable to the City.

3.3 Repayment of Overpayment

If at any time the City provides Funds to the Recipient in an amount excess to that which the Recipient is entitled to under the Agreement, the City may:

i. Deduct an amount equal to the excess Funds from any further installments; or
ii. Demand that the Recipient repay an amount equal to the excess Funds to the City, wherein the Recipient shall forthwith comply.

3.4 Payment

Funds will be released upon receipt of vendor invoices, proof of payment, spreadsheet detailing applicable HST rebates, and copies of government funding claims.

3.5 Accounting Records

The Recipient shall maintain accounting records that document the receipt of the City Funds and all expenditures related to same. The Recipient shall keep its accounting records for at least seven (7) years after the expiration of the Term. The City retains the right to review or audit the Recipient's accounting records at any time and the Recipient shall provide full access to any and all such records as requested by the City.

3.6 Reports

The Recipient shall:

i. Submit to the City all documents in accordance with Schedule "B";
ii. Ensure that all Reports are signed on behalf of the Recipient by an authorized signing officer; and

4.1 Procurement

The selection of any third party vendors (i.e. contractors) by the Recipient to perform the project in full or in part for an amount greater than $25,000 shall follow a formal tendering process including a written request for at least 3 proposals, evaluation of bids received and execution of a written agreement with the successful contractor.

5.1 Recognition

Recognition of the City of Sault Ste. Marie Economic Development Fund contribution to the project is required. The City logo is to be included in project reports and appropriate marketing products.

6.1 Insurance

The Recipient shall keep in force during the Term of this Agreement, liability insurance against claims for bodily injury, personal injury or property damage in an amount not less than Five Million ($5,000,000.00) Dollars and name the City as "Additional Insured" to same. Proof of said insurance shall be filed with the City Community Development & Enterprise Services Department on or before March 1st, 2018

7.1 Indemnity

The Recipient agrees to indemnify the City, its respective officers, employees and agents of, from and against all actions, suits, claims, costs, damages, executions and demands of any nature whatsoever which may be brought against or made upon the City, its respective officers, servants and agents, by reason of or on account of loss or damage to property or injury (including death) occasioned by any party arising out of the activities or services listed in Schedule "A" to this Agreement and all activities or services ancillary thereto.

8.1 Default

The Recipient agrees that any default to the terms and conditions contained herein by the Recipient shall result in the immediate stoppage of payments from the City and immediate termination of the Agreement. The Recipient further agrees that a default arising from any use of Funds that is contrary to the terms of this Agreement as determined by the City may also result in the repayment of Funds to the City in an amount proportionate to the Funds that were improperly used in a method of payment specified by the City.

9.1 Termination

The City may, at its sole discretion, cancel this Agreement on six (6) months' written notice to the Recipient. In the event of such early termination of this Agreement, the Recipient acknowledges that same shall result in the immediate stoppage of any future payment of Funds from the City up to the date of termination, provided however, that in the event that the City elected to terminate the Agreement as a result of a default of the terms and conditions of the Agreement, the sole determination of which shall be made by the City in its sole discretion, the remedies, terms and amounts set out in Section 8.1 herein shall apply.

10.1 Notice

Any notice pursuant to any of the provisions of this Agreement shall be given in writing addressed:

In the case of notice to the City of SSM:

Tom Vair
Deputy CAO Community Development & Enterprise Services
The Corporation of the City of Sault Ste. Marie
99 Foster Drive
Sault Ste. Marie, ON P6A 5X6

In the case of notice to the Recipient:

John Dedes, President
The Sault Ste. Marie Insectarium
105 Bruce Street
Sault Ste. Marie, ON P6A 5N1

11.1 General Provisions

11.1.2 General Expenses Incurred

Any charges or expenses incurred by either party in preparation for or as a result of this Agreement or the parties' meetings and communications or any work done hereunder are to the sole account of the party incurring same unless otherwise agreed in writing.

11.1.3 Applicable Law

This Agreement shall be governed by the laws of the Province of Ontario and the laws of Canada applicable therein.

11.1.4 Assignment

The Recipient shall not assign or transfer this Agreement without the prior written consent of the City, which consent shall not be unreasonably withheld.

12.1 Execution of Agreement

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

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

By: _____ Date _____

Name and Title Mayor - Christian Provenzano

By: _____ Date _____

Name and Title City Clerk - Malcolm White

I/we have authority to bind the Corporation.

THE SAULT STE. MARIE INSECTARIUM

By: _____ Date _____

Name and Title _____

By: _____ Date _____

Name and Title _____

I/we have authority to bind the Corporation.

SCHEDULE "A"

1. **PROJECT DESCRIPTION**

The Sault Ste Marie Insectarium is a project partnership envisioned by and led by John Dedes. It is a place where visitors discover the hidden and often misunderstood world of insects through live exhibits of insects from all over the world, with the aim of sparking a curiosity that leads to a passion for lifelong learning and discovery. The City provides funding dollars to assist with operating costs to ultimately support job creation, support the increase of new tax assessments through new investments and to support economic development projects.

2. **THE KEY PERFORMANCE TARGETS ARE:**

A. Net Job Creation:
Support for one permanent staff member

B. Increased Tax Assessment:
N/A

C. Other Community Development Benefits
Operation of a community attraction that will benefit residents and tourists to Sault Ste. Marie as well as serve to educate visitors.

3. **ELIGIBLE GRANT EXPENDITURES**

Description of Expenditure	**Cost**
Salary & benefits for one permanent full-time staff	$60,000
Unused funding for salary and benefits may be used to support rent costs	$18,000
Total:	$78,000

4. **MAXIMUM FUNDS** $78,000

5. INSTALLMENT SCHEDULE

The City shall deposit Funds into a satisfactory account in accordance with the following schedule:

March 31, 2018	$26,000
July 3, 2018	$26,000
December 31, 2018	$26,000

Should any one of the above-mentioned dates or amounts require adjustment for any reason by the City, the City shall provide notice to the Recipient and specify the adjusted date or amount of the deposit.

6. EXPIRY DATE

December 31, 2018

SCHEDULE "B" REPORTING

The following documents shall be filed with the Finance Department of the City by February 1 of the year following each year funding was received:

1. Annual financial statements for the Recipient organization, preferably accompanied by an auditor's report, if available;
2. Written summary of Eligible Expenses, in the form provided in Schedule "C";
3. Final project report containing an evaluation of the success of the initiative in meeting its goals and key performance targets as well as the benefits to the community shall be submitted to the City within six months of project end date.

SCHEDULE "C"

SUMMARY OF ELIGIBLE EXPENSES

Eligible Expense	Approved$	Actual (net of refundable HST)
Totals:		

I hereby confirm that all Funds received and reported in this Schedule were applied to an Eligible Expense as defined in Schedule "A" and that none have been reimbursed by another party.

Signature/Title

Date

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW NO 2017-166

STREET CLOSING: (Map 82) A by-law to stop up, close and authorize the conveyance of a portion of Holden Street in the Holden Subdivision, Plan H423.

WHEREAS the street more particularly described as that portion of Holden Street, described as PART OF PIN 31567-0199 (LT) PT HOLDEN STREET, PLAN H423, ABUTTING PART LOT 6 AND PART LOT 11, PLAN H423, in the Holden Subdivision, Plan H423 was established as a public street and assumed for public use by By-law 2017-165;

NOW THEREFORE the Council of The Corporation of the City of Sault Ste. Marie, pursuant to *the Municipal Act, 2001*, S.O. 2001, **ENACTS** as follows:

1. **STREET CLOSED, DECLARED SURPLUS AND CONVEYANCE AUTHORIZED**

   The street more particularly described as that portion of Holden Street described as PART OF PIN 31567-0199 (LT) PT HOLDEN STREET, PLAN H423, ABUTTING PART LOT 6 AND PART LOT 11, PLAN H423, in the Holden Subdivision, Plan H423 having been assumed by the Corporation for public use, is hereby stopped up, closed, declared surplus to the requirements of the Municipality and the conveyance of same is authorized.

2. **EXECUTION OF DOCUMENTS**

   The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and to affix the seal of the Corporation to all documents required to give effect to this by-law.

3. **EASEMENTS TO BE RETAINED**

   The street is subject to the retention of easements if required.

4. **EFFECTIVE DATE**

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

READ the **FIRST** and **SECOND** time in open Council this 21st day of August, 2017.

MAYOR – CHRISTIAN PROVENZANO

DEPUTY CITY CLERK – RACHEL TYCZINSKI

da LEGAL\STAFF\BY-LAWS\2017\2017-166 STREET CLOSING PT HOLDEN STREET.DOC

STREET CLOSING: (MAP 82) A by-law to stop up, close and authorize the conveyance of a portion of Holden Street in the Holden Subdivision, Plan H423, PT PIN 31567-0199 PART OF HOLDEN STREET, PLAN H423, BEING PARTS 1, 2, 3, 4 and 5 PLAN 1R13409.

Read the **THIRD** time in open Council and passed this 7th day of April, 2014.

MAYOR - CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

SCHEDULE "A"

THIS SCHEDULE IS FOR INFORMATION PURPOSES ONLY.

IT DOES NOT FORM PART OF THIS BY-LAW.