



REGULAR MEETING OF CITY COUNCIL REVISED AGENDA

Monday, April 27, 2015

4:30 p.m.

Council Chambers
Civic Centre

Pages

1.	ADOPTION OF MINUTES	16 - 35
	Mover Councillor L. Turco Seconder Councillor J. Huppenen	
	Resolved that the Minutes of the Regular Council Meeting of 2015 04 13 be approved.	
2.	QUESTIONS AND INFORMATION ARISING OUT OF THE MINUTES AND NOT OTHERWISE ON THE AGENDA	
3.	DECLARATION OF PECUNIARY INTEREST	
3.1	Councillor L. Turco - Accessible Taxis Spouse employed by Police Services.	
3.2	Councillor L. Turco - Memorandum of Understanding – Fire Investigation Spouse employed by Police Services.	
3.3	Councillor M. Shoemaker - Reconstruction of Upton Road (Queen Street to Wellington Street) – Contract 2015-1E Tender being awarded to client of law firm.	
4.	APPROVE AGENDA AS PRESENTED	
	Mover Councillor R. Niro Seconder Councillor M. Shoemaker	
	Resolved that the Agenda for 2015 04 27 City Council Meeting as presented be approved.	

5. PROCLAMATIONS/DELEGATIONS

5.1 Order of the Sons of Italy – G. Verdi Lodge

Josie Cumbo, President, Fernando Forcucci, Immediate Past President, Carmine Felice, Second Vice President and Tina Destro, Secretary – Order Sons of Italy will be in attendance re 100th Anniversary G. Verdi Lodge plaque presentation

5.2 Celebration of Light

Amber Scornaiencki – Northern Ontario Families of Children with Cancer (NOFCC)

5.3 United Way – Action for Community Change Report 36 - 85

Allan Hackett, Volunteer Facilitator – Action for Community Challenge

5.4 Parental Mental Health Day

Michelle Roberts, Co-ordinator of the You Are Not Alone project for Postpartum Mood Disorders Wellness and Awareness

5.5 Multiple Sclerosis Awareness Month

Sherri Duke – Chair, Sault Multiple Sclerosis Society of Canada

5.6 Emergency Preparedness Week

Lauren Perry – Emergency Management Co-ordinator

5.7 Cultural Diversity Week

Danny Krmpotich – Local Immigration Program Co-ordinator
Karol Raines – Executive Director Sault Community Career Centre

5.8 Day of Mourning 86 - 86

Michele McLeve Kennedy, Sault Ste. Marie Labour Council

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

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that all the items listed under date 2015 04 27 – Part One – Consent Agenda be approved as recommended, save and except 6.9 and 6.21.

6.1 Correspondence

Brian Gallagher (Store Your Stuff)

87 - 88

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the request from Brian Gallagher (Store Your Stuff) be received and that appropriate City staff be requested to review and report back to Council.

6.1.2 *Algoma Public Health* 89 - 90

6.2 *Council Travel*

Mover Councillor R. Niro
Seconder Councillor J. Hupponen

Resolved that Councillor L. Turco be authorized to travel to Sudbury to the Federation of Northern Ontario Municipalities (FONOM) General Meeting in Sudbury for 3 days in May at a cost to the City of approximately \$1,100.

6.3 *Change to Bank Signing Authorities* 91 - 92

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

Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that the report of the Commissioner of Finance and Treasurer dated 2015 04 27 concerning bank signing authorities be received; and

Further Be It Resolved that any two of the Mayor, the Commissioner of Finance and Treasurer, the Manager of Audits and Capital Planning, and the Chief Administrative Officer be and are hereby authorized to sign cheques and other legal documents on behalf of The Corporation of the City of Sault Ste. Marie for any amount including amounts over five thousand dollars (\$5,000.00) and that cheques five thousand dollars (5,000.00) and under may be signed by the Mayor and the Commissioner of Finance and Treasurer with a cheque signing machine or other mechanical means.

6.4 *2015 Capital from Current Budget* 93 - 97

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

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the report of the Commissioner of Finance and Treasurer dated 2015 04 27 concerning a revised 2015 Capital from Current program be received as information.

6.5 *RFP for Professional Collection Services – POA (2015LP01P)* 98 - 99

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 2015 04 27 be received and that the proposal submitted by EOS Canada Inc. to provide Professional Collection Services as required by the POA Division of the Legal Department, be approved. The contract will commence May 1, 2015 and continue for a period of two (2) years allowing for further one (1) year extensions by mutual agreement.

6.6

**Tender for Line Painting – City of Sault Ste. Marie – Traffic Division
(2015WA02T)**

100 - 102

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 2015 04 27 be received and that the tender submitted by 2228977 Ontario Inc. (o/a R & N Maintenance) to provide line painting services for City streets, as required by the Traffic Division of PWT, at their low tendered price of \$103,726.00 plus H.S.T., be approved.

6.7

Property Tax Appeals

103 - 105

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

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that the report of the City Tax Collector dated 2015 04 27 concerning Property Tax Appeals be received and the recommendation that the tax records be amended pursuant to Section 357 of the *Municipal Act* be approved.

6.8

**Request for Financial Assistance for National/International Sports Competitions
– Canadian Age Group Swimming Championships – Paige Banton**

106 - 111

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

Mover Councillor R. Niro
Seconder Councillor M. Shoemaker

Resolved that the report of the Manager of Recreation and Culture dated 2015 04 27 concerning Paige Banton be received and that the recommendation of the Parks and Recreation Advisory Committee that City Council approve a \$200 financial assistance grant for her to attend the 2015 Canadian Age Group

Swimming Championships to be held in Quebec City, Quebec from July 29 to August 3, 2015, be approved.

6.9	Procedure By-law Amendments	112 - 113
	A report of the City Clerk is attached for the consideration of Council.	
	The relevant By-law 2015-86 is listed under item 11 of the Agenda and will be read with all by-laws under that item.	
6.10	Appointments to PUC Inc. and PUC Services Inc.	114 - 117
	A report of the City Clerk is attached for the information of Council.	
	A list of interested persons is also attached.	
	Mover Councillor R. Niro Seconder Councillor M. Shoemaker	
	Resolved that the report of the City Clerk dated 2015 04 27 concerning Appointments to PUC Inc. and PUC Services Inc. be received as information.	
6.10.1	Supplementary Report	118 - 121
	A supplementary report of the City Clerk is attached.	
6.11	Vacancy Review Policy	122 - 127
	A report of the Commissioner of Human Resources is attached for the consideration of Council.	
	Mover Councillor R. Niro Seconder Councillor J. Hupponen	
	Resolved that the report of the Commissioner of Human Resources dated 2015 04 27 be received as information.	
6.12	Heritage Property Tax Rebate Program	128 - 134
	A report of the Manager of Recreation and Culture is attached for the consideration of Council.	
	The relevant By-law 2015-70 is listed under item 11 of the Agenda and will be read with all by-laws under that item.	
6.13	Reconstruction of McMeeken and Elizabeth (Churchill Boulevard to Queen Street) – Contract 2015-3E	135 - 137
	A report of the Design and Construction Engineer is attached for the consideration of Council.	
	The relevant By-laws 2015-73 and 2015-74 are listed under item 11 of the Agenda and will be read with all by-laws under that item.	

6.14	CTV Sponsorship Agreement	138 - 139
	A report of the Environmental Initiatives Co-ordinator is attached for the consideration of Council.	
	The relevant By-law 2015-77 is listed under item 11 of the Agenda and will be read with all by-laws under that item.	
6.15	Biosolids Management Plan – Notice of Completion	140 - 141
	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 2015 04 27 concerning the Biosolids Management Plan Notice of Completion be received and that the Notice of Completion be issued.	
6.15.1	<i>Biosolids Final Report</i>	142 - 287
6.16	Miscellaneous Flood Prone Areas – Ontario Avenue/ Summit Avenue, Bianchi Estates, Morrison Avenue, and 925 Peoples Road	288 - 291
	A report of the Engineering Intern is attached for the consideration of Council.	
	Mover Councillor R. Niro Seconder Councillor M. Shoemaker	
	Resolved that the report of the Engineering Intern dated 2015 04 27 concerning Miscellaneous Flood Prone Areas be received, and that a contract be prepared for work to remediate the flood prone areas.	
6.17	Wastewater Facility Designated Substance Surveys	292 - 293
	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 concerning the Wastewater Facility Designated Substance Survey be received and that a Request for Proposal be issued and associated \$150,000 budget be funded from the 2015 sanitary sewer surcharge budget.	
6.18	Reconstruction of Upton Road (Queen Street to Wellington Street) – Contract 2015-1E	294 - 299
	A report of the Design and Construction Engineer is attached for the consideration of Council.	
	The relevant By-laws 2015-75 and 2015-76 are listed under item 11 of the	

Agenda and will be read with all by-laws under that item.

6.19	Resurfacing of City Streets – 2015	300 - 302
A report of the Director of Engineering Services is attached for the consideration of Council.		
Mover Councillor R. Niro Seconder Councillor J. Hupponen		
	Resolved that the report of the Director of Engineering Services dated 2015 04 27 concerning the 2015 road resurfacing program be received, and that the program be approved with funding from the 2015 miscellaneous construction budget, miscellaneous construction carry-over reserves, the 2015 capital construction program, and a portion of the 2014 City budget surplus.	
6.20	Memorandum of Understanding – Fire Investigation	303 - 303
A report of the Assistant Fire Chief, Inspection Division is attached for the consideration of Council.		
The relevant By-law 2015-69 is listed under item 11 of the Agenda and will be read with all by-laws under that item.		
6.21	Accessible Taxis	304 - 306
A report of the Solicitor/Prosecutor is attached for the consideration of Council.		
The relevant By-law 2015-72 is listed under item 11 of the Agenda and will be read with all by-laws under that item.		
6.21.1	<i>Additional Correspondence</i>	307 - 307
6.22	Requested Easement to PUC – Part 186 Huron Street	308 - 309
A report of the City Solicitor is attached for the consideration of Council.		
The relevant By-law 2015-78 is listed under item 11 of the Agenda and will be read with all by-laws under that item.		
6.23	Acquisition of Property – A Portion of 1105 Goulais Avenue	310 - 312
A report of the Assistant City Solicitor is attached for the consideration of Council.		
The relevant By-law 2015-79 is listed under item 11 of the Agenda and will be read with all by-laws under that item.		
6.24	Staff Travel	313 - 313
The 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 2015 04 27 concerning Staff Travel be approved as requested.

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| 6.25 | <i>Memorandum of Settlement 2015 – 2019 – CUPE Local 3 CSD</i> | 314 - 327 |
| A report of the Commissioner of Human Resources dated 2015 04 27 is attached for the consideration of Council. | | |
| | Mover Councillor R. Niro
Seconder Councillor J. Hupponen | |
| Resolved that the report of the Commissioner of Human Resources dated 2015 04 27 concerning Memorandum of Settlement 2015 – 2019 – CUPE Local 3 CSD be approved and that City Council ratify the Memorandum of Settlement. | | |
| 6.26 | <i>Memorandum of Settlement 2015 – 2019 – CUPE Local 3 Public Works and Transportation</i> | 328 - 342 |
| A report of the Commissioner of Human Resources dated 2015 04 27 is attached for the consideraton of Council. | | |
| | Mover Councillor L. Turco
Seconder Councillor M. Shoemaker | |
| Resolved that the report of the Commissioner of Human Resources dated 2015 04 27 concerning Memorandum of Settlement 2015 – 2019 – CUPE Local 3 Public Works and Transportation be approved and that City Council ratify the Memorandum of Settlement. | | |
| 6.27 | <i>Memorandum of Settlement 2015 – 2019 – CUPE Local 67 Civic Centre Group</i> | 343 - 357 |
| A report of the Commissioner of Human Resources dated 2015 04 27 is attached for the consideration of Council. | | |
| | Mover Councillor R. Niro
Seconder Councillor J. Hupponen | |
| Resolved that the report of the Commissioner of Human Resources dated 2015 04 27 concerning Memorandum of Settlement 2015 – 2019 – CUPE Local 67 Civic Centre Group approved and that City Council ratify the Memorandum of Settlement. | | |
| 7. | REPORTS OF CITY DEPARTMENTS, BOARDS AND COMMITTEES | |
| 7.1 | ADMINISTRATION | |
| 7.2 | COMMUNITY SERVICES DEPARTMENT | |
| 7.3 | ENGINEERING | |

- 7.4 FIRE
- 7.5 LEGAL
- 7.6 PLANNING
- 7.6.1 A-9-15-Z – 297 McNabb Street 358 - 363
A report of the Planner is attached for the consideration of Council.
Mover Councillor R. Niro
Seconder Councillor M. Shoemaker
Resolved that the Report of the Planner dated 2015 04 27 be accepted as information and that Council postpone this application to a later date.
- 7.6.2 A-7-15-Z(2) – 104 Rankin Road 364 - 369
A report of the Planner is attached for the consideration of Council.
Mover Councillor L. Turco
Seconder Councillor J. Hupponen
Resolved that the Report of the Planner dated 2015 04 27 be accepted as information, and that Council postpone this application to a later date.
- 7.6.2.1 *Additional correspondence*
- 7.7 PUBLIC WORKS AND TRANSPORTATION
- 7.8 BOARDS AND COMMITTEES
- 7.8.1 2017 Brier 370 - 375
A report of the Executive Director, Tourism SSM is attached for the consideration of Council.
Mover Councillor L. Turco
Seconder Councillor J. Hupponen
Resolved that the report of the Executive Director, Tourism SSM concerning 2017 Brier Bid be received; and the recommendation that the City of Sault Ste. Marie confirm a contribution of \$150,000 toward the event budget of the 2017 Tim Hortons Brier; and that should this event be awarded to Sault Ste. Marie the contribution be funded from the Economic Diversification Fund or such source as Council deems appropriate.
8. UNFINISHED BUSINESS, NOTICE OF MOTIONS AND RESOLUTIONS PLACED ON AGENDA BY MEMBERS OF COUNCIL
- 8.1 Spending Review of City Operations and Grants to Outside Agencies
Mover Councillor M. Shoemaker

Seconder Councillor S. Myers

Whereas Sault Ste. Marie City Council recently passed the 2015 municipal budget; and,

Whereas Council elected to utilize approximately \$2 million of surplus money and redundant reserve funds as revenue to decrease the tax levy; and

Whereas these actions when combined with expected decreases in provincial grant formulas will likely result in a \$3 million gap facing the City of Sault Ste. Marie when it begins preparations for the 2016 budget; and,

Whereas Council is aware of the need to decrease this gap as much as possible in order to minimize tax increases in 2016 and future years; and

Whereas it is understood that the whole of Council must exercise leadership and must take responsibility for providing direction to staff in order to accomplish the aforementioned objective;

Now Therefore Be It Resolved that a subcommittee of council be struck, with the Mayor and two councillors as voting members and with the following staff as resources:

- The Interim CAO/CAO
- The Commissioner of Finance and Treasurer
- The Manager of Audits and Capital Planning

And that said subcommittee, by evaluating the City budgeting process and the past experiences of comparable municipalities, shall identify appropriate methods by which a Council-led spending review of City operations and grants to outside agencies could be undertaken and report back to Council with findings and recommendations.

8.2 Four-laning Highway 17

Mover Councillor T. Sheehan

Seconder Councillor S. Myers

Whereas Sault Ste. Marie MPP David Orazietti has been championing the creation of four lanes/twinning of the Trans-Canada Highway in Ontario; and

Whereas a 1949 agreement between the federal and provincial governments called on an equal funding partnership between the two levels of government to develop a national link through the province; and

Whereas a four lane highway has a number of advantages including but not limited to increased safety and economic advantages; and

Now Therefore Be It Resolved that City Council requests that the Federal Government enter into an agreement with the Provincial Government with an aim at creating four lanes/twinning of the Trans-Canada Highway in Ontario; and

Further that City Council requests the assistance of MPP David David

Orazieltii, MP Bryan Hayes, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, the Algoma District Municipal Association and any other group or individual in achieving this goal.

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 2015 04 27 be approved, save and except 2015-72, 86.

11.1	By-laws before Council TO BE PASSED which do not require more than a simple majority	376 - 381
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Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that By-law 2015-86 being a by-law to amend Council procedure By-law 2013-100 be passed in open Council this 27th day of April, 2015.

11.1.1	By-law 2015-65 (Agreement) Steelton Seniors Centre	382 - 382
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A report from the Manager of Purchasing is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that By-law 2015-65 being a by-law to authorize the execution of an Agreement between the City and 1372055 Ontario Limited O/A Pro North Roofing for the partial roof replacement and building improvements at the Steelton Seniors Centre (235 Wellington Street West) be passed in open Council this 27th day of April, 2015.

11.1.2	By-law 2015-69 (Agreement) Fire Services Procedural	383 - 396
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A report from the Assistant Fire Chief is on the Agenda.

Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that By-law 2015-69 being a by-law to authorize the execution of a Procedural Agreement concerning Fire Investigations between the Sault Ste. Marie Police Service, Her Majesty the Queen in Right of Ontario as represented by the Ministry of Community Safety and Correctional Services operating through the Office of the Fire Marshal & Emergency Management and Sault Ste. Marie Fire Services be passed in open Council this 27th day of April, 2015.

11.1.3	By-law 2015-70 (Taxes) Property Tax Rates	397 - 398
	Mover Councillor L. Turco Seconder Councillor J. Hupponen	
	Resolved that By-law 2015-70 being a by-law to provide for the adoption of property tax rates for 2015 be passed in open Council this 27th day of April, 2015.	
11.1.4	By-Law 2015-71 (Appointment)	399 - 399
	Mover Councillor L. Turco Seconder Councillor J. Hupponen	
	Resolved that By-law 2015-71 being a by-law to appoint Nuala Kenny as interim Chief Administrative Officer (CAO) until such time as a permanent CAO is selected and in place be passed in open Council this 27th day of April, 2015.	
11.1.5	By-law 2015-72 (Taxis)	400 - 439
	A report from Solicitor/Prosecutor is on the Agenda.	
	Mover Councillor R. Niro Seconder Councillor J. Hupponen	
	Resolved that By-law 2015-72 being a by-law to amend Schedule "A" to By-law 2011-161 (A by-law to regulate, licence and govern vehicles used for hire to convey passengers, including brokers, owners, and drivers of taxicabs, limousines, wheelchair accessible vehicles and hotel shuttles) be passed in open Council this 27th day of April, 2015.	
11.1.6	By-law 2015-73 (Agreement) Contract 2015-3E Ellwood Robinson Ltd.	440 - 442
	A report from the Design and Construction Engineer is on the Agenda.	
	Mover Councillor L. Turco Seconder Councillor J. Hupponen	
	Resolved that By-law 2015-73 being a by-law to authorize the execution of a contract between the City and Ellwood Robinson Ltd. for the reconstruction of McMeeken and Elizabeth Street from Churchill Boulevard to Queen Street (Contract 2015-3E) be passed in open Council this 27th day of April, 2015.	
11.1.7	By-law 2015-74 (Temporary Street Closing) McMeeken and Elizabeth Streets	443 - 443
	Mover Councillor L. Turco Seconder Councillor J. Hupponen	
	By-law 2015-74 being a by-law to permit the temporary closing of McMeeken and Elizabeth Streets from Churchill Boulevard to Queen Street from May 1, 2015 until October 31, 2015 to facilitate the reconstruction of McMeeken and Elizabeth Streets be passed in open Council this 27th day of April, 2015.	

- 11.1.8 By-law 2015-75 (Agreement) Contract 2015-1E Avery Construction Limited** 444 - 446
A report from the Design and Construction Engineer is on the Agenda.
Mover Councillor L. Turco
Seconder Councillor J. Hupponen
Resolved that By-law 2015-75 being a by-law to authorize the execution of a contract between the City and Avery Construction Limited for the reconstruction of Upton Road (Contract 2015-1E) be passed in open Council this 27th day of April, 2015.
- 11.1.9 By-law 2015-76 (Temporary Street Closing) Upton Road** 447 - 447
Mover Councillor L. Turco
Seconder Councillor J. Hupponen
Resolved that By-law 2015-76 being a by-law to permit the temporary closing of Upton Road from Queen Street to Wellington Street from May 1, 2015 until October 31, 2015 to facilitate the reconstruction of Upton Road be passed in open Council this 27th day of April, 2015.
- 11.1.10 By-law 2015-77 (Agreement) Sponsorship 20 Minute Sault Ste. Marie Makeover** 448 - 450
A report from the Environmental Initiatives Coordinator, Engineering and Planning Department, is on the agenda.
Mover Councillor L. Turco
Seconder Councillor J. Hupponen
Resolved that By-law 2015-77 being a by-law to authorize the execution of a Sponsorship Agreement between the City and CTV Television Inc. for the promotion of the 20 Minute Sault Ste. Marie Makeover be passed in open Council this 27th day of April, 2015.
- 11.1.11 By-law 2015-78 (Easement) City to PUC Inc. Pt 186 Huron Street** 451 - 452
A report from the City Solicitor is on the Agenda.
Mover Councillor L. Turco
Seconder Councillor J. Hupponen
Resolved that By-law 2015-78 being a by-law to auhorize an easement with PUC Inc. on a portion of City owned property, namely part of 186 Huron Street be passed in open Council this 27th day of April, 2015.
- 11.1.12 By-law 2015-79 (Property Acquisition) Naccarato Part 1105 Goulais Avenue** 453 - 454
A report from the Assistant City Solicitor is on the Agenda.
Mover Councillor L. Turco
Seconder Councillor J. Hupponen

Resolved that By-law 2015-79 being a by-law to authorize the City's purchase of a portion of property located at 1105 Goulais Avenue (Naccarato) to be acquired to improve the geometry of this intersection be passed in open Council this 27th day of April, 2015.

11.1.13	By-law 2015-80 (Official Plan Amendment) Mogg - 235 Old Goulais Bay Road	455 - 457
Passed by Council Resolution on April 13, 2015.		
Mover Councillor L. Turco Seconder Councillor J. Hupponen		
11.1.14	By-law 2015-81 (Zoning) Mogg - 235 Old Goulais Bay Road	458 - 460
Passed by Council Resolution on April 13, 2015.		
Mover Councillor L. Turco Seconder Councillor J. Hupponen		
By-law 2015-81 being a by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 235 Old Goulais Bay Road (Mogg) be passed in open Council this 27th day of April, 2015.		
11.1.15	By-law 2015-82 (Taxes) Recovery Percentage	461 - 461
Mover Councillor L. Turco Seconder Councillor J. Hupponen		
Resolved that By-law 2015-82 being a by-law to provide for the adoption of recovery percentage for the 2015 taxation year be passed in open Council this 27th day of April, 2015.		
11.1.16	By-law 2015-83 (Taxes) Taxation Transition Ratios	462 - 463
Mover Councillor L. Turco Seconder Councillor J. Hupponen		
Resolved that By-law 2015-83 being a by-law to provide for the adoption of taxation transition ratios be passed in open Council this 27th day of April, 2015.		
11.1.17	By-law 2015-84 (Taxes) Final Tax Billing	464 - 465
Mover Councillor L. Turco Seconder Councillor J. Hupponen		
Resolved that By-law 2015-84 being a by-law to provide for 2015 final tax billing be passed in open Council this 27th day of April, 2015.		

11.1.18	By-law 2015-86 (Council Procedure) Amend Council Procedure	466 - 471
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A report from the City Clerk is on the Agenda.

Mover Councillor R. Niro
Seconder Councillor M. Shoemaker

Resolved that By-law 2015-86 being a by-law to amend Council Procedure By-law 2013-100 be passed in open Council this 27th day of April, 2015.

11.2	By-laws before Council for FIRST and SECOND reading which do not require more than a simple majority
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11.3	By-laws before Council for THIRD reading which do not require more than a simple majority
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12.	QUESTIONS BY, NEW BUSINESS FROM, OR ADDRESSES BY MEMBERS OF COUNCIL CONCERNING MATTERS NOT OTHERWISE ON THE AGENDA
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13. CLOSED SESSION

Mover Councillor R. Niro
Seconder Councillor M. Shoemaker

Resolved that this Council proceed into closed session to discuss collective bargaining;

Further be it resolved that should the said closed session be adjourned, the Committee may reconvene in closed session to continue to discuss the same matter without the need for a further authorizing resolution. (*Labour relations or employee relations – section 239(2)(d)*)

14. ADJOURNMENT

Mover Councillor L. Turco
Seconder Councillor M. Shoemaker

Resolved that this Council now adjourn.



REGULAR MEETING OF CITY COUNCIL MINUTES

Monday, April 13, 2015

4:30 p.m.

Council Chambers

Civic Centre

Present:

Mayor C. Provenzano, Councillor S. Butland, Councillor P. Christian,
Councillor S. Myers, Councillor T. Sheehan, Councillor J. Hupponen,
Councillor M. Shoemaker, Councillor L. Turco, Councillor M. Bruni,
Councillor F. Fata, Councillor J. Krmpotich, Councillor R. Romano

Absent:

Councillor R. Niro

Officials:

J. Fratesi, N. Apostle, B. Freiburger, N. Kenny, P. Niro, M. White, M.
Figliola, D. McConnell, S. Hamilton Beach, F. Coccimiglio, V. McLeod, M.
Hazelton, T. Gowans, T. Dodds

1. ADOPTION OF MINUTES

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the Minutes of the Regular Council Meeting of 2015 03 23 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 L. Turco – Appointments to Boards and Committees

Member of the F.J. Davey Home board of directors.

3.2 Councillor M. Shoemaker - Continued Operation of Passenger Rail Service from Sault Ste. Marie to Hearst

Law firm acts for a party to this item.

3.3 Councillor M. Shoemaker - By-law 2015-62 (Official Plan Amendment) Grammi Developments Ltd. 551 Korah Rd, 0 Prentice Avenue & 400 Second Line West

Applicant is a client of law firm.

3.4 Councillor M. Shoemaker - By-law 2015-63 (Zoning) Grammi Developments Inc. 551 Korah Road, 0 Prentice Avenue & 400 Second Line West

Applicant is a client of law firm.

3.5 Councillor M. Shoemaker - By-law 2015-64 (Development Control) Grammi Developments Inc. 551 Korah Rd, 0 Prentice Avenue & 400 Second Line West

Applicant is a client of law firm.

3.6 Councillor R. Romano - Street Closing – Diversity Downtown / Passport to Unity

Spouse is a member of the Downtown Association board of directors.

3.7 Councillor R. Romano - By-law 2015-61 (Temporary Street Closing) Rotaryfest

Member of the Rotary Club.

3.8 Councillor R. Romano - By-law 2015-68 (Licensing) Rotaryfest

Member of the Rotary Club.

3.9 Mayor C. Provenzano - RFP for Concert and Special Events Personnel Services

Proponent is a client of law firm.

4. APPROVE AGENDA AS PRESENTED

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that the Agenda for 2015 04 13 City Council Meeting as presented be approved.

Carried

5. PROCLAMATIONS/DELEGATIONS

5.1 Community Development Award

George and Susan Koprash, Chippewa Trading Post and Frontier Village, 1332 Great Northern Road were in attendance.

5.2 Departmental Presentation

Human Resources

5.3 ORGANize for Life Donor Campaign

Delores Cowan, Manager of Medical Affairs, Sault Area Hospital and Dr. David Berry, Chief Nephrologist, Sault Area Hospital were in attendance concerning Agenda item 6.1.2.

5.4 Play Works Youth Friendly Recognition Program Platinum Designation

Councillor T. Sheehan addressed Council concerning Agenda item 6.15.

5.5 A-7-15-Z - 104 Rankin Road

Tammy Stoneman was in attendance.

5.6 A-8-15-Z.OP - 235 Old Goulais Bay Road

Charlie and Sherri Leishman were in attendance.

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

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that all the items listed under date 2015 04 13 – Part One –Consent Agenda and Addendum be approved as recommended, save and except items 6.1.2, 6.3, 6.6, 6.8, 6.13 and 6.17.

Carried

6.1 Correspondence

6.1.1 Township of Prince

Requesting support of an application to FedNor for a farmers' market and cultural centre.

Moved by: Councillor J. Krmpotich

Seconded by: Councillor M. Shoemaker

Resolved that Council of the City of Sault Ste. Marie support the Township of Prince's application to FedNor for funding to construct a farmers' market and cultural centre.

Carried

6.2 Liquor Licence Extension Request

Correspondence requesting permission for private property liquor licence extensions was received by Council.

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that City Council has no objection to the proposed extended licenced area as detailed in the written request for a liquor licence extension on private property for outdoor events on the following dates and times:

Waterfront Legend – 89 Foster Drive

- July 1 Canada Day – 12 noon to 2:00 a.m.
- July 2 – 12 noon to 2:00 a.m.
- July 3 – 12 noon to 2:00 a.m.
- July 4 Independence Day – 12 noon to 2:00 a.m.

Carried

6.4 Street Closing – Diversity Downtown / Passport to Unity

Councillor R. Romano declared a conflict on this item. (Spouse is a member of the Downtown Association board of directors.)

The letter of request for a temporary street closing in conjunction with "Diversity Downtown / Passport to Unity" was received by Council.

- Queen Street East from Spring Street to March Street – Friday, May 1, 2015 – from 11:45 a.m. to 1:15 p.m.

The relevant By-law 2015-67 is listed under item 11 of the Minutes.

6.5 Staff Travel

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

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the report of the Chief Administrative Officer dated 2015 04 13 concerning Staff Travel be approved as requested.

Carried

6.7 Tender of Partial Roof Replacement – Steelton Seniors Centre

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

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the report of the Manager of Purchasing dated 2015 04 13 be received and that the tender for the Partial Roof Replacement at the Steelton Seniors Centre be awarded to 1372055 Ontario Limited (Pro North Roofing) at their low tendered price, meeting specifications, of \$64,400.00 plus HST; Further that the City's Consultant, Stem Engineering Group, be authorized to provide a Letter of Intent formally authorizing 1372055 Ontario Limited to proceed with this project.

Carried

6.9 2015 Budget Input Consultation Process

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

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that the report of the Commissioner of Finance and Treasurer dated 2015 04 13 concerning the 2015 Budget Input consultation process by the Finance Committee be received as information;

Further that the following actions recommended by the Finance Committee concerning public input for the 2016 budget be approved:

1. That staff review the method of community engagement for the 2016 budget including surveys in the tax bill, input forms and other options to increase public participation in the budget process;
2. That staff review a community engagement tool for public input prior to the 2016 budget and the plan for such engagement tool to be in place for the fall of 2015.

Carried

6.10 2014 Municipal Election – Financial Statements

The report of the City Clerk was received by Council.

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that the report of the City Clerk dated 2015 04 13 concerning 2014 Municipal Election – Financial Statements be received as information.

Carried

6.11 Appointments to Boards and Committees

Councillor L. Turco declared a conflict on this item. (Member of the F.J. Davey Home board of directors.)

The report of the City Clerk was received by Council.

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that the report of the City Clerk dated 2015 04 13 concerning Appointments to Boards and Committees be received and the recommendations outlined in the report concerning appointments to PUC Inc, PUC Services Inc., the Public Utilities Commission (Water) the F.J. Davey Home and Algoma University be approved.

Carried

6.12 Boards and Committee Application Form

The report of the City Clerk was received by Council.

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that the report of the City Clerk dated 2015 04 13 concerning Boards and Committee Application Form be received as information.

Carried

6.14 Accessible Playground Infrastructure – Grant Application

The report of the Supervisor of Recreation was received by Council.

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that the report of the Supervisor of Recreation dated 2015 04 13 concerning Enabling Accessibility in Communities Grant Funding be received and that staff be authorized to apply to the Employment and Social Development Canada – Enabling Accessibility in Communities funding program for the Interactive Outdoor Sensory Play Area project at Bellevue Park.

Carried

6.15 Play Works Youth Friendly Recognition Program Platinum Designation

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

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the report of the Commissioner of Community Services dated 2015 04 13 concerning the Platinum Youth Friendly Community Builder designation be received as information.

Carried

Moved by: Councillor T. Sheehan

Seconded by: Councillor S. Myers

Whereas the City of Sault Ste. Marie has achieved Platinum in its quest to be a Youth Friendly community; and Whereas Sault Ste. Marie is the only city in Northern Ontario, and one of six in Ontario, with a Platinum Youth Friendly award which was designated by Play Works – an independent third party organization; and

Whereas this Youth Friendly Platinum designation is in place for up to five years and is a great asset for marketing our community internally and externally;

Now Therefore Be It Resolved that City Council request that the Economic Development Corporation, City Departments, Physician Recruitment Committee, Destiny Sault Ste. Marie, Innovation Centre, YMCA, schools, Library Board, Arts Council and other private and public

sector players in the community use the Youth Friendly Platinum designation (when appropriate) in their efforts to promote the City of Sault Ste. Marie.

Carried

6.16 Northern Community Centre

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

Moved by: Councillor L. Turco

Seconded by: Councillor J. Huppenen

Resolved that the report of the Commissioner of Community Services dated 2015 04 13 concerning the Northern Community Centre be received and that the financing of the components that were eliminated from the construction phase of the Northern Community Centre project be referred to the 2015 budget process.

Carried

6.18 Town of Bruce Mines – Request for Plans Review and Inspection Services

The report of the Chief Building Official was received by Council.

The relevant By-law 2015-66 is listed under item 11 of the Minutes.

6.19 Proposed Etienne Brûlé Hub Trail Spoke

The report of the Planning Division was received by Council.

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the report of the Planning Division dated 2015 04 13 concerning Proposed Etienne Brûlé Hub Trail Spoke be accepted as information and that staff be requested to identify possible funding for construction of the Hub Trail spoke through the Etienne Brûlé school property.

Carried

6.20 Railway Crossing Upgrades – Wellington and John Street Crossing and the Lake Street Crossing

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

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the report of the Deputy Commissioner of Public Works and Transportation dated 2015 04 13 concerning the proposed railway crossing projects at Wellington and John Street and Lake Street be accepted;

Further that the projects be referred to the 2015 budget (estimated total cost of \$140,000).

Carried

6.21 Pine Street/Pleasant Drive Intersection

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

Moved by: Councillor L. Turco

Seconded by: Councillor J. Huppenen

Resolved that the report of the Deputy Commissioner of Public Works and Transportation dated 2015 04 13 concerning the intersection of Pine Street and Pleasant Drive be received as information; Further that Council approve the temporary placement of a radar display board at this intersection.

Carried

6.22 CAO Selection Committee

Moved by: Councillor S. Myers

Seconded by: Councillor M. Bruni

Resolved that the report of the Chair of the CAO Selection Committee dated 2015 04 13 concerning Consultant – CAO Recruitment be received as information and the retention of Organization Consulting Limited at the fixed fee of \$30,200 plus HST and disbursements be confirmed.

Carried

6.23 Board – Committee Appointment Review Committee

Moved by: Councillor M. Shoemaker

Seconded by: Councillor R. Romano

Resolved that the report of the Board – Committee Appointment Review Committee dated 2015 04 13 concerning a revised board and committee appointment policy be received and that Council approve the revised Appointments to Boards and Committees policy and direct staff to prepare an amendment to the Council Procedure by-law that would see the policy included as a schedule to the by-law and add to the by-law the necessary wording to allow for simultaneous recorded voting to be used as part of the board and committee appointment process; and Further that the feasibility of requiring criminal record checks for persons appointed or nominated to boards and committees be referred to staff for review and report back to Council.

Carried

6.1.2 ORGANize for Life Donor Campaign

Concerning ORGANize for Life BeADonor campaign

Moved by: Councillor S. Butland

Seconded by: Councillor P. Christian

Whereas 1,500 people in Ontario are on a waiting list for an organ donor – 75 people reside in Northern Ontario – 72% of this group require a kidney transplant; and

Whereas 90% of Ontario citizens support organ transplantation – 60% are willing to donate their organs; however, only 22% are registered donors; and

Whereas one donor can save up to eight lives; and

Whereas skin, cornea, bone, and artery transplants can enhance the lives of 75 others; and

Whereas the organ and tissue donation registration rate for Sault Ste. Marie is currently 42% which is slightly below the average of many communities in Ontario; and

Whereas the opportunities for organ donation are relatively rare and the impact is life-saving; and

Whereas the City of Sault Ste. Marie along with the Sault Area Hospital, Fire Services, and Emergency Medical Services will participate in an employee BeADonor registration drive the week of April 13-17, 2015

Now Therefore Be It Resolved that City Council encourage employees and residents of Sault Ste. Marie to give serious thought to the importance of organ and tissue donation and consider the decision to register their consent.

Carried

6.3 Continued Operation of Passenger Rail Service from Sault Ste. Marie to Hearst

Councillor M. Shoemaker declared a conflict on this item. (Law firm acts for a party to this item.)

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that the report of the CAO and Chair, ACR Passenger Stakeholder Working Group dated 2015 04 13 concerning Continued Operation of Passenger Rail Service from Sault Ste. Marie to Hearst be received and that City Council approval in principle the following, with final approval and by-law to be presented at the April 27, 2015 Council meeting:

- The terms of the Contribution Agreement outlined in Transport Minister Raitt's March 31, 2015 letter to the Chair of the Working Group (note final bullet in letter is not applicable);
- The preparation of legal agreements between the City of Sault Ste. Marie and Transport Canada and a mirror agreement between the City and Railmark;
- The preparation of a legal agreement between the City and CN for the interim period (April 2015) until such time as Railmark assumes operations in May 2015;
- The recognition that the SSMEDC will incur incremental administrative costs related to this initiative.

Carried

6.3.1 Additional Information

6.6 RFP for Concert and Special Events Personnel Services

Mayor C. Provenzano declared a conflict on this item. (Proponent is a client of law firm.)

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

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the report of the Manager of Purchasing dated 2015 04 13 be received and that the proposal submitted by Blue Diamond Cleaning to provide Concert and Special Event Personnel Services as required by the Community Services Department be approved. The contract will commence June 1, 2015 and continue for a period of three (3) years allowing for further one (1) year extensions by mutual agreement.

Carried

6.8 Status of City Reserves

The report of the Manager of Finance and Budgets was received by Council.

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that the report of the Manager of Finance and Budgets dated 2015 04 13 concerning the status of City reserves be received as information.

Carried

6.13 John Rhodes Community Centre – Request for Proposals to Operate the Restaurant Space

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

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the report of the Commissioner of Community Services dated 2015 04 13 concerning Request For Proposals to Operate the John Rhodes Community Centre Restaurant Space be received and that staff be authorized to commence the process to enter into an agreement with Two Pizza and Wings Bar & Grill for the restaurant operations.

Recorded	For	Against
Mayor C. Provenzano	X	
Councillor S. Butland	X	
Councillor P. Christian	X	
Councillor S. Myers		X
Councillor T. Sheehan		X
Councillor J. Hupponen	X	
Councillor M. Shoemaker	X	
Councillor L. Turco	X	
Councillor R. Niro		
Councillor M. Bruni	X	
Councillor F. Fata	X	
Councillor J. Krmpotich	X	

Councillor R. Romano	X	
Results	10	2

In Favour Mayor C. Provenzano, Councillor S. Butland, Councillor P. Christian, Councillor J. Hupponen, Councillor M. Shoemaker, Councillor L. Turco, Councillor M. Bruni, Councillor F. Fata, Councillor J. Krmpotich and Councillor R. Romano

Opposed Councillor S. Myers, Councillor T. Sheehan

Absent Councillor R. Niro

Carried

6.17 Civic Centre – Cladding Refurbishment and Window Replacement Study

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

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the report of the Commissioner of Engineering dated 2015 04 13 concerning Civic Centre – Cladding Refurbishment and Window Replacement Study be received as information.

Carried

Moved by: Councillor M. Shoemaker

Seconded by: Councillor R. Romano

Resolved that item 6.17 be amended by adding 'and further that until the cladding refurbishment and window replacement is completed that an annual review be conducted as outlined in the consultant's report and reported to Council.'

Carried

7. REPORTS OF CITY DEPARTMENTS, BOARDS AND COMMITTEES

7.1 ADMINISTRATION

7.2 COMMUNITY SERVICES DEPARTMENT

7.3 ENGINEERING

7.4 FIRE

7.5 LEGAL

7.6 PLANNING

7.6.1 A-7-15-Z – 104 Rankin Road

The report of the Planner was received by Council.

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that the Report of the Planner dated 2015 04 13 be accepted and that Council rezone a portion of the subject property as shown on the attached map entitled '*Proposed Area to be Rezoned*' from "R2" (Single Detached Residential Zone) to "R2.S" (Single Detached Residential Zone with a Special Exception) outlining the following provisions:

1. To permit as an additional use, an apartment building consisting of not more than 20 dwelling units.
2. That the dwelling units be contained within the existing building. Any expansions to the building's footprint or height shall require a rezoning application.
3. That gymnasium rentals to sporting and cultural groups be permitted as an additional permitted use.
4. That the parking requirement in association with the gymnasium rental use be reduced to 19 spaces.
5. That the owner of the subject property grant the City a snow plow turnaround, constructed and maintained to the satisfaction of the Commissioner of Public Works and Transportation, or his designate.

and that the Legal Department be directed to prepare the necessary by-laws to effect this approval.

Moved by: Councillor S. Butland

Seconded by: Councillor P. Christian

Resolved that agenda item 7.6.1 (A-7-15-Z) be postponed to the April 27, 2015 Council meeting.

Carried

7.6.2 A-8-15-Z.OP – 235 Old Goulais Bay Road

The report of the Planner was received by Council.

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that the report of the Planner dated 2015 04 13 concerning Application A-8-15-Z.OP be accepted and that Council approve Official Plan Amendment 213 by way of a notwithstanding clause to the Rural Area Policies of the Official Plan to facilitate a severance application to the Committee of Adjustment to create not more than five (5) new rural residential lots, plus the remnant; Further that Council rezone the eastern 91.44m of the subject property from "RA" (Rural Area Zone) to "R1.S" (Estate Residential Zone with a Special Exception) which:

1. Reduces the required lot frontages from 45m to 30.48m and the required lot areas from 0.4ha to 0.28ha.
2. Requires the new lots to connect to city water and sewer services.

and that the Legal Department be directed to prepare the necessary by-laws to effect this approval.

Carried

7.7 PUBLIC WORKS AND TRANSPORTATION

7.8 BOARDS AND COMMITTEES

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

8.1 Vacancy Management Plan

Moved by: Councillor M. Shoemaker

Seconded by: Councillor S. Myers

Whereas the Mayor has stated he would like to commence a vacancy management plan for the Corporation of the City of Sault Ste. Marie; and

Whereas vacancy management plan would review every employment position that becomes vacant by any means before re-hiring that employment position; and

Whereas such a policy has yet to be fully developed; and

Whereas the position of Manager of Finance and Budgets is currently vacant; and

Whereas it is in the interest of the City to undertake such a review of the position of Manager of Finance and Budgets by the incoming Commissioner of Finance, Commissioner of Human Resources and Interim CAO;

Now Therefore Be It Resolved that said staff undertake a review and assessment of the position of Manager of Finance and Budgets within 30 days of the Commissioner of Finance commencing her position and report their findings to Council thereafter.

Recorded	For	Against
Mayor C. Provenzano	X	
Councillor S. Butland		X
Councillor P. Christian	X	
Councillor S. Myers	X	
Councillor T. Sheehan	X	
Councillor J. Huppenon	X	
Councillor M. Shoemaker	X	
Councillor L. Turco		X
Councillor R. Niro		
Councillor M. Bruni	X	
Councillor F. Fata	X	
Councillor J. Krmpotich	X	
Councillor R. Romano	X	
Results	10	2

In Favour Mayor C. Provenzano, Councillor P. Christian, Councillor S. Myers, Councillor T. Sheehan, Councillor J. Hupponen, Councillor M. Shoemaker, Councillor M. Bruni, Councillor F. Fata, Councillor J. Krmpotich and Councillor R. Romano

Opposed Councillor S. Butland, Councillor L. Turco

Absent Councillor R. Niro

Carried

8.2 Sir William H. Hearst

Moved by: Councillor M. Shoemaker

Seconded by: Councillor S. Myers

Whereas Sir William H. Hearst served as the Member of Provincial Parliament for Sault Ste. Marie from 1909 to 1919; and

Whereas April 16th marks the 103rd birthday of the incorporation of the City of Sault Ste. Marie, an objective achieved during Sir William H. Hearst's term as the City's MPP; and

Whereas from 1914-1919 Sir William H. Hearst served as Premier of Ontario; and

Whereas Sir William H. Hearst was the first Premier of Ontario from Northern Ontario; and

Whereas Sir William H. Hearst served as Premier of Ontario during the First World War; and

Whereas during his term as Premier, Sir William H. Hearst passed ground-breaking legislation giving women the right to vote in Ontario;

Now Therefore Be It Resolved that a committee be struck to determine the appropriate recognition for the former Premier of Ontario, Sir William H. Hearst; and

Further Be It Resolved that the committee consist of Councillors Shoemaker and Myers, a member of the Municipal Heritage Committee as recommended by the Municipal Heritage Committee, and three high school students, being one student from each local school board, as recommended by the Director of Education of each board.

Carried

8.3 Access to Northern Avenue from P Patch

Moved by: Councillor M. Shoemaker

Seconded by: Councillor J. Hupponen

Whereas access into and out of the P-Patch from Pine Street is a concern for many residents in the area; and

Whereas the Traffic Division of the City of Sault Ste. Marie undertook a study of the intersection of Pine Street and Pleasant Drive; and

Whereas the traffic study determined that the said intersection did not warrant additional traffic control signals; and

Whereas the concern of residents over the issue of access into and out of the P-Patch remains; and

Whereas the Transportation Master Plan has a long-term goal of extending Northern Avenue to

Black Road which would present opportunities for additional access points to the P-Patch;
Now Therefore Be It Resolved that the City of Sault Ste. Marie Engineering Department, in conjunction with any other municipal staff, department or third party required, undertake an environmental assessment to determine the most appropriate way for the P Patch's west, north and southbound traffic to access Northern Avenue.

Carried

8.4 Procurement Policies and Procedures

Moved by: Councillor R. Romano

Seconded by: Councillor S. Myers

Whereas By-law 2007-187 is a by-law that governs the City of Sault Ste. Marie's procurement policies and procedures is dated December 3, 2007 and has not been updated since; and
Whereas it is good practice to update City Council policies and procedures regularly in order to ensure that City Council is employing best practices;

Now Therefore Be It Resolved that a committee be struck consisting of Councillors Romano and Christian, the Commissioner of Finance/Treasurer; the Manager of Purchasing and appropriate City administrative staff to review procurement policies and procedures, research current and best practices and provide a report to City Council for consideration and approval of any potential changes or amendments to the policy in accordance with those current and best practices.

Carried

8.5 Notice of Motion – Four-laning Highway 17

Moved by: Councillor T. Sheehan

Seconded by: Councillor S. Myers

Whereas Sault Ste. Marie MPP David Orazietti has been championing the creation of four lanes/twinning of the Trans-Canada Highway in Ontario; and

Whereas a 1949 agreement between the federal and provincial governments called on an equal funding partnership between the two levels of government to develop a national link through the province; and

Whereas a four lane highway has a number of advantages including but not limited to increased safety and economic advantages; and

Now Therefore Be It Resolved that City Council requests that the Federal Government enter into an agreement with the Provincial Government with an aim at creating four lanes/twining of the Trans-Canada Highway in Ontario; and

Further that City Council requests the assistance of MPP David Orazietti, MP Bryan Hayes, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, the Algoma District Municipal Association and any other group or individual in achieving this goal.

8.6 Notice of Motion – M.S. Norgoma

Moved by: Councillor S. Myers

Seconded by: Councillor J. Huppenen

Whereas until the mid-20th century, the M.S. Norgoma transported passengers and goods to and from remote communities of the Upper Great Lakes and was critical in the development of the region, including the building of the Canadian Pacific Railway; and

Whereas the M.S. Norgoma was a key part of Canada's first transcontinental transportation system; and

Whereas Sault Ste. Marie is a critical port along the Great Lakes waterway still today and the M.S. Norgoma tells that heritage story; and

Whereas in 1960's, the City Council of the day purchased the M.S. Norgoma from the province of Ontario recognizing the heritage value with a view to develop a waterfront marine based park, which today stands as Roberta Bondar Park named for another voyageur in Canadian history; and

Whereas on September 16, 2011 the government of Canada erected a plaque adjacent to the M.S. Norgoma in Roberta Bondar Park to commemorate the national historic significance of the M.S. Norgoma in her role as a passenger and packet freighter on the Upper Great Lakes; and
Whereas the volunteer Board of the M.S. Norgoma has invested hundreds of hours and remains committed to refurbishing and operating the ship on a seasonal basis to promote tourism and present this important part of our community's history; and

Whereas the Board has provided City Council with a report of the 2014 performance and outlook for the 2015 season indicating an increase in demand, visitation and community value having been used as a set for movie shoots, weddings and soon to be open as a bed and breakfast; and

Whereas the Board is asking City Council to reinstate annual funding of \$15,000 to support the continuation of the M.S. Norgoma along with other funding partners and revenue generation activities; and

Whereas City Council did receive a staff report in 2014 indicating that should Council opt to cease funding and direct staff to commence dismantling and removal of the vessel the cost would be in the hundreds of thousands of dollars; and

Whereas City Council has not made the decision to commence dismantling and removal of the M.S. Norgoma nor budgeted any amount of monies to do so; and

Whereas while the volunteer Board remains active in donating their time to preserve and maintain some activity at the M.S. Norgoma each summer season it provides one more option for local citizens and visitors to visit and learn about our heritage and prevents severe decay and detraction to the vessel;

Now Therefore Be It Resolved that City Council reinstate the annual funding in the amount of \$15,000 for the operation of the M.S. Norgoma until such time as City Council establishes a plan with funds to remove the vessel.

- 9. COMMITTEE OF THE WHOLE FOR THE PURPOSE OF SUCH MATTERS AS ARE REFERRED TO IT BY THE COUNCIL BY RESOLUTION**
- 10. ADOPTION OF REPORT OF THE COMMITTEE OF THE WHOLE**
- 11. CONSIDERATION AND PASSING OF BY-LAWS**

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that all By-laws under item 11 of the Agenda under date 2015 04 13 be approved, save and except 2015-61, 2015-62, 2015-63, 2015-64 and 2015-68.

Carried

11.1 By-laws before Council TO BE PASSED which do not require more than a simple majority

11.1.1 By-law 2015-58 (Official Plan Amendment) Ideal Snowploughing Inc. o/a Ideal Landscaping 1066 Great Northern Road

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that By-law 2015-58 being a by-law to adopt Amendment No. 211 to the Official Plan for the City of Sault Ste. Marie (Ideal Snowploughing Inc. o/a Ideal Landscaping 1066 Great Northern Road) be passed in open Council this 13th day of April, 2015.

Carried

11.1.2 By-law 2015-59 (Zoning) Ideal Snowploughing Inc. o/a Ideal Landscaping 1066 Great Northern Road

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that By-law 2015-59 being a by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 1066 Great Northern Road (Ideal Snowploughing Inc. o/a Ideal Landscaping) be passed in open Council this 13th day of April, 2015.

Carried

11.1.3 By-law 2015-60 (Development Control) Ideal Snowploughing Inc. o/a Ideal Landscaping 1066 Great Northern Road

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that By-law 2015-60 being a by-law to designate the lands located at 1066 Great Northern Road an area of site plan control (Ideal Snowploughing Inc. o/a Ideal Landscaping) be passed in open Council this 13th day of April, 2015.

Carried

11.1.8 By-law 2015-66 (Agreement) Town of Bruce Mines

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that By-law 2015-66 being a by-law to authorize the execution of an agreement between the City and The Corporation of the Town of Bruce Mines for the provision of plans examination and building inspection services at the Bruce Mines and Plummer Additional Arena be passed in open Council this 13th day of April, 2015.

Carried

11.1.9 By-law 2015-67 (Temporary Street Closing) (Passport to Unity/Diversity Downtown Events

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that By-law 2015-67 being a by-law to permit the temporary closing of Queen Street East from Spring Street to March Street to facilitate the Passport to Unity/Diversity Downtown Event be passed in open Council this 13th day of April, 2015.

Carried

11.1.4 By-law 2015-61 (Temporary Street Closing) Rotaryfest

Councillor R. Romano declared a conflict on this item. (Member of the Rotary Club.)

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that By-law 2015-61 being a by-law to permit the temporary closing of various streets to facilitate Rotaryfest 2015 from July 16th until July 18th, 2015 be passed in open Council this 13th day of April, 2015.

Carried

11.1.5 By-law 2015-62 (Official Plan Amendment) Grammi Developments Ltd. 551 Korah Rd, 0 Prentice Avenue & 400 Second Line West

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

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that By-law 2015-62 being a by-law to adopt Amendment No. 212 to the Official Plan for the City of Sault Ste. Marie (Grammi Developments Ltd. 551 Korah Road, 0 Prentice Avenue and 400 Second Line West) be passed in open Council this 13th day of April, 2015.

Carried

11.1.6 By-law 2015-63 (Zoning) Grammi Developments Inc. 551 Korah Road, 0 Prentice Avenue & 400 Second Line West

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

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that By-law 2015-63 being a by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 551 Korah Road, 0 Prentice Avenue and 400 Second Line West (Grammi Developments Ltd.) be passed in open Council this 13th day of April, 2015.

Carried

11.1.7 By-law 2015-64 (Development Control) Grammi Developments Inc. 551 Korah Rd, 0 Prentice Avenue & 400 Second Line West

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

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that By-law 2015-64 being a by-law to designate the lands located at 551 Korah Road, 0 Prentice Avenue and 400 Second Line West an area of site plan control (Grammi Developments Ltd.)

Carried

11.1.10 By-law 2015-68 (Licensing) Rotaryfest

Councillor R. Romano declared a conflict on this item. (Member of the Rotary Club.)

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that By-law 2015-68 being a by-law to prohibit vendors from locating on or near the grounds of Rotaryfest 2015 be passed in open Council this 13th day of April, 2015.

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

11.3.1 By-law 2015-22 (Local Improvement) Elizabeth Street

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that By-law 2015-22 being a by-law to authorize the construction of sanitary sewer, private drain connection and Class "A" pavement on Elizabeth Street from McMeeken Street to

Queen Street East under Section 3 of the *Municipal Act, 2001*, Ontario Regulation 586/06 be read the THIRD time in open Council and finally passed this 13th day of April, 2015.

Carried

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

13. CLOSED SESSION

Moved by: Councillor L. Turco

Seconded by: Councillor J. Hupponen

Resolved that this Council proceed into closed session to discuss litigation affecting the municipality;

Further be it resolved that should the said closed session be adjourned, the Committee 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)(e)* – Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality)

Carried

Councillor M. Shoemaker declare a pecuniary interest at the March 23m 2015 closed session of City Council.

14. ADJOURNMENT

Moved by: Councillor L. Turco

Seconded by: Councillor M. Shoemaker

Resolved that this Council now adjourn.

Carried

Mayor

City Clerk

United Way of Sault Ste. Marie and district

Action for Community Change

Final Report (Draft)

Acknowledgements

We wish to thank the following individuals, organizations and groups who contributed to this project:

United Way of Sault Ste. Marie and district Board of Directors for their vision and ongoing financial support.

Our colleagues at the United Way of Sault Ste. Marie and district for their collective wisdom and ongoing support.

Our project partners at the Leeds & Grenville, Northumberland and Oxford United Ways who shared their learnings and provided continuous encouragement.

Members of the Community Priorities Task Force: Carolyn Hepburn, Craig Kohler, Carly Smith, Dree Pauze, Debbie LaFleur, Gary Vipond, Gerry Bugyra, Jonathan Coulman, Precious Cedolia, Robert Running, Suzanne Lajambe and Tom Dodds who provided advice and direction to the overall project

Members of the Community Performance Task Force: Carolyn Hepburn, Craig Kohler, Dr. Gayle Broad, Gary Vipond, George Wright, Jonathan Coulman, Lauren Doxtater, Paul Beach, Steve Zuppa and Suzanne Lajambe who continue the work of developing indicators and measurement tools so we can report on this ongoing work.

Special Thanks

To our two Harwood Certified Coaches Susan Taylor Simpson and Joanne Linsey who were extraordinary in their commitment to providing the training and support that drove us all forward.

To the people of Sault Ste. Marie who engaged directly with us through the Community Conversations and so freely shared their aspirations for their community.

We also gratefully acknowledge our funder Ontario Trillium Foundation.

Opinions expressed in this report are solely those of the author and do not represent those of the funder.

Written By: Allan Hackett

Executive Summary

We've been hearing it for more than a decade. When you look back, you realize that it was a sound coming from right here in our own backyard. At first the tone was soft and the melody gentle but as the years went by it became more strident and the melody faded away. It was a message from the people we serve. The message went like this:

"We certainly respect the United Way for all the good things they've done in the past but we're sorry, it's no longer enough. We look around and don't seem to see things getting any better. Everyone wants our attention and dedicated support. There are so many competitors offering so much choice. We want some bang for our buck. No more band aids. This is what we need from you. We want to see you make a difference with some of the really tough, long term issues before us today. We want you to ask us about what's most important to us and, we want some assurance that your work will reflect the reality of our lives and community. We want to see you focus the investment of our dollars strategically and demonstrate that you have outcome goals that are measurable, achievable and most of all achieved. We want to be your partners, not just your supporters."

The United Way of Sault Ste. Marie and district has heard your message and we're determined to respond with vigour and clarity of purpose. We embrace your needs as reasonable and right and we're determined to ground our work moving forward within this new context.

Just as the United Way of Sault Ste. Marie and district was making this shift, we became involved in a new opportunity called *Action for Community Change*. Our local United Way had already established a relationship with the Leeds & Grenville, Northumberland and Oxford United Ways and we all had received messages from our own community. *Action for Community Change was a two and one-half year collaborative action learning project that gave us the opportunity to demonstrate to our respective constituents that we could move the needle on a drilled down, critical portion of an issue that was relevant to our residents and important to the well-being of our whole community.*

We had heard about the successes that had been generated in communities across North America by *The Harwood Institute for Public Innovation*. We hired two Harwood Certified Coaches as consultants to the Project and we decided to advance our work using tools and protocols developed by The Harwood Institute. Guided by the partnership forged with our residents, the strategic direction provided by our expert consultants and the dedicated and selfless work of so many who joined us along the way, we accomplished our goal in Sault Ste. Marie. What did we do and how was it different?

We engaged residents of the City to gather Public Knowledge. We conducted 14 Community Conversations asking people to share their aspirations for their community and the challenges they face in having those aspirations fulfilled. Recurrent themes quickly emerged from the conversations. We used a Harwood designed template to consolidate the 4-four most recurrent themes into community narratives that we could share. We released these narratives to the scrutiny of an eclectic group of community leaders at a full day forum and we discussed the findings and the implications for our work together. The narratives were broadly released across the community by speaking to a wide range of experts such as the Social Development Council and Algoma Public Health. Unlike many traditional consultation processes, we went back to the people who provided the Public Knowledge in the first place. We held Conversation Feedback Forums and we made sure that we were accurately reflecting what they had told us.

Our selection group chose to drill down on the theme of a mismatch between the skills people possessed and the skills required to obtain the good well paid jobs available. The Project's working group, comprising many non-traditional partners, agreed to take on the job of mapping the attendant issues giving cause to this mismatch, and using another Harwood tool, assesses our community's stage of public engagement and capacity.

The group decided that a focus was needed in a particular neighbourhood where there was significant evidence of the lack of skills, (or mismatch of skills) and the economic and health barriers that were contributing to that situation. It was fortuitous that in the spring of 2014 the Sault Ste. Marie Police Service established a collaborative Neighbourhood Resource Centre in the Gore-Albert Streets neighbourhood to bring many service providers together for the benefit of

residents showing significant need. They agreed to our request to be included in the Centre.

The Project's working group structured a mandate and job description for an employee who would work at the Gore-Albert Neighbourhood Resource Centre during non-traditional hours. The individual would travel the neighbourhood on a regular basis proactively making contact with neighbourhood residents and offering assistance of varying forms but always with a focus on addressing people's needs around skills training or skills retraining. The United Way of Sault Ste. Marie and district and the John Howard Society of Sault Ste. Marie forged an agreement under the direction of the *Action for Community Change Project* whereby the United Way would provide funding and the John Howard Society would provide a part-time outreach worker to act in the capacity of an Options Navigator at the Neighbourhood Resource Centre. The position was activated on September 15, 2014 and by the end of that year had already succeeded in moving two neighbourhood residents to employment.

The initiative is showing promise and individual small successes are evident. Further funding is required to maintain the initiative over a longer time line and prospects for obtaining it appear very positive. We have convened another working group to establish measurable indicators of our progress at the Gore-Albert Neighbourhood Resource Centre so that we can demonstrate success and report to the community on a regular basis.

The Harwood approach of engaging with residents and acting on their knowledge in harmony with that of experts has shown itself to be a winner. The broad sharing of our findings throughout the community encouraged people to become engaged in something driven by the aspirations of the people in our community. *The Action for Community Change Project* may have concluded, but its legacy will be defined by the United Way's determination to inform its future works through the lens of engagement with residents and the repository of Public Knowledge that was gathered through Community Conversations.

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Figures, Tables & Documents

In the course of its work the Action for Community Change Project utilized many documents and document templates that are proprietary to the Harwood Institute for Public Innovation. Within that context all items identified in the figures, tables, appendices and example documents shown in this report bearing the Harwood Logo or the Harwood nameplate are proprietary to the Harwood Institute for Public Innovation and were provided for our use courtesy of the Harwood Certified Coaches hired as Consultants to the Action for Community Change Project.

Contact the Harwood Institute for Public Innovation directly at 4915 St Elmo Ave, Bethesda MD 20814 with any enquires or to make requests to use any of the Harwood proprietary materials.

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1 In the Beginning

The germination of an idea or ideas is always the beginning of any action learning project and the United Way of Sault Ste. Marie and district's participation in the Action for Community Change initiative was born from its ongoing collaborative efforts with the Leeds & Grenville (Brockville On) United Way, the Northumberland (Cobourg On) United Way and the Oxford (Woodstock On) United Way. These partnering United Ways shared a vision to learning new methods to strengthen and enhance their respective community impact work.

A restatement of the "Background" section of the Action for Community Change Interim Report from October 2013 will inform the reader of why we embarked upon our journey. Here it is.

United Ways are recognized leaders in helping their communities with short term solutions. To serve our communities even better we are committed to taking a proactive role in tackling the tough long-term issues like moving people out of poverty and ensuring every child has a fair chance of success. We have learned that these issues are too complicated for any one organization or entity to solve on their own. We are one of four United Ways that have been working together for a number of years learning how to increase our ability to help make change happen ...but doing this work, and doing it well, takes time and resources.

The Ontario Trillium Foundation has followed our progress and is very interested in the approach we are taking and what we are trying to achieve. With the Foundation's support and the encouragement of our local Boards of Directors, the Leeds & Grenville; Northumberland; Oxford; and Sault Ste. Marie and district

United Ways joined together in the spring of 2012 for a two and one-half year project to put people on the ground actively working on mobilizing residents, the community and local partners to create long-term solutions on issues people care most about.

By joining together for this project, not only will our individual learning be improved through this action learning approach , we will also be creating a bank of knowledge and know-how that can be shared with our partner United Ways across the province and nationally. The Project is using a specific set of protocols developed by The Harwood Institute for Public Innovation in Bethesda Maryland. Founder and President Richard C Harwood is considered one of America's foremost public innovators. There are 13 Harwood Certified Coaches across North America and we are delighted that the Project received professional coaching and direction by two Canadian Consultants and Harwood Certified Coaches who were hired to guide us on this journey of discovery and applied learning.

We four Action for Community Change partners greatly benefitted from the designed Project format that incorporated ongoing training sessions and collaborative meetings with our coaches and each other over the life of the Project. This provided ample opportunity to broaden our exposure to different issues and perspectives and to test our understanding of the processes we were collectively learning while allowing our coaches the time to respond to questions and concerns and keep us on track.(See Appendix A List of Training Meetings/ Consultations and Site Visits)

Key to participation in this venture was our collective understanding and acceptance that this was not a standard research project. It was to be an “action learning” process that would draw the bulk of its learnings from public knowledge shared by the residents of our respective communities. This knowledge would later be infused with the emulsifying agent of expert knowledge coming from social service professionals and their wide array of statistical research and proven data but the critical mass or base of our product was founded on input from “the people”. (See Table 1-1and Table 1-2)

2 A little More About the Harwood Approach

Table 1-1

Expert vs. Public Knowledge

- Expert knowledge includes – statistics, trend data, polling data, market and audience studies
- Public knowledge helps you understand people's aspirations, their concerns, how they see their community
- Both are important, but too often we substitute expert knowledge for public knowledge

Table 1-2

Public Knowledge Keys to Focus On

Keys
Issues of Concern – What concerns, challenges, and issues do people talk about? How do they define those concerns? What connections between and among them do they make? What tensions are there?
Aspirations – What aspirations do people hold for their community? What aspirations do they have for their future and for others?
Sense of Place – What's the history of the people, place and issues of concern? What evolution has taken place over time? What is the look and feel of the community/topic/place?
Sources – Who do people in the community consider authentic and credible?
People – What are the things people hold valuable (heritage, sports, and stories) in their lives? What language, words, and phrases do people use as they talk? What norms shape people's interactions?
Civic Places – Where do people get together? Where can they be engaged? What about online or spaces off the beaten path?
Stereotypes to watch – What preconceived notions do you and/or others have about the community, people, or issue you're exploring?

Rich Harwood and his Institute for Public Innovation believe that to maximize one's ability to be an effective public innovator it is critically important to Turn Outward. "Turning Outward makes the Community and the People the Reference Point for getting things done". (See Table 2-1 and Table 2-2)

Turning outward must also include the 3A's of Public Life which are in order; Authority, Authenticity and Accountability. The definitions for these 3A's needed ongoing scrutiny and an acquired understanding as they are fundamental elements that we often referenced as we advanced our Project work. (See Document 2-1)

The activities and timelines taken by the four independent partnering United Ways in Action for Community Change were grounded in and guided by the use of protocols developed by the Harwood Institute for Public Innovation. Throughout the Project's evolution we made liberal use of tools and templates that were designed and published by that Institute. Many of those tools and templates are not included in this report but those deemed most important in aiding an understanding of the process we followed are incorporated into the tables, figures and documents shown within the report and its appendices.

3 Following our Critical Path – Actions and Learning

In July of 2012 the CEOs and newly hired Project Facilitators of the four partner United Ways met in Cobourg Ontario with the two Harwood Coaches hired as consultants to guide the Project's progress. The three days were used to introduce people and to gain an overview of the Harwood Institute. We began planning a time lined critical path to follow over the next thirty months. (See document 3-1 that is the final version of our Roadmap.) We agreed that each of our United Ways would follow the same process and the same timeline for our work and we agreed to work on defining a common objective of the Project in each of our communities. A Project logo was developed and we scheduled a meeting for early September to plan the most important part of our journey.

At our September meeting focus was centred on two issues. The first was to establish a common Project objective in each community. We agreed to this. In each community we would engage our residents to determine issues important to them. We would select one such issue and drill down on its component parts and

Table 2-1



Turn Outward

Are you Mostly Turned Inward or Outward?

Look at the two columns below. For each row choose the word that best describes the focus of your work or efforts in the community.

INWARD

I am generally focused on:

- Activity
- Programs
- My Organization
- People as Consumers
- Process
- Outreach
- Public Relations
- Inputs
- Claiming Turf
- Charity
- Feeling Good

OUTWARD

I am generally focused on:

- Action
- People
- My Community
- People as Citizens
- Progress
- Engagement
- People's Reality
- Impact
- Coming Together
- Change
- Doing Good

Count the checkmarks in the right column to find your Turn Score

Turn Outward

6 Intentionality Tests for Turning Outward

Turn Outward:

Am I turned outward toward the community?

Aspirations:

Are my actions rooted in people's shared aspirations?

Authority:

Could I stand up on a table and talk to people about their community, their aspirations and concerns – and would they believe me?

Authenticity:

Do I reflect the reality of people's lives and do they believe I have their best interests at heart, even when we disagree?

Accountability:

Am I living up to the pledges and promises I have made?

Urge Within:

Am I staying true to my urge within?

The 3A's of Public Life

Definitions of The 3A's of Public Life

Authority – A public leader has knowledge rooted in the community – an understanding of people, their lives, where they live, their aspirations and concerns. They use this knowledge to inform their decisions. They act as part of the community as opposed to acting apart from it.

Authenticity – Words and actions of a public leader reflect the reality of people's lives in the community. They genuinely listen to the community in an ongoing way. The community genuinely believes that you have their best interests at heart.

Accountability – A leader sets realistic expectations for change and makes progress. They pursue actions that really mean something to people. They account for what they are learning.

The 3A's of Public Life

Thinking and Acting Publicly



Themes*:

Year 1: Getting Started (Engagement & Planning for Impact)

Year 2: Mobilizing

Year 3: Sharing & Learning

Legend

Engagement

Planning for Impact

Mobilizing

Sharing & Learning

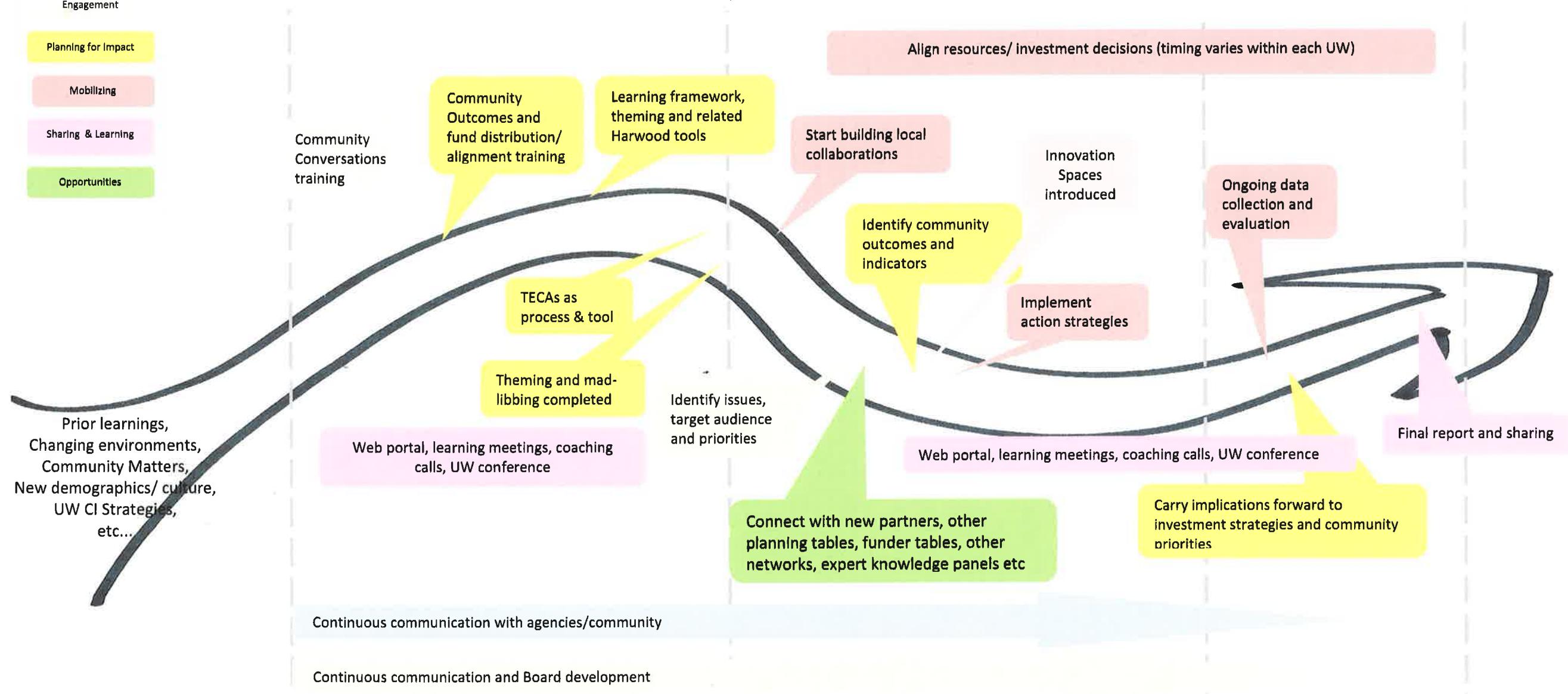
Opportunities

July 1, 2012

June 30, 2013

June 30, 2014

Dec. 31, 2014



*Although each year has an overarching theme – Year 1: Engagement and Planning for Impact; Year 2: Mobilizing;

Year 3: Sharing & Learning – all themes are integrated over the duration of the project.

look for some small portion that we could focus resources upon in order to move the needle in a positive direction. We were setting out to prove that by following the Harwood process we could measure with scientifically sound and easily understood indicators that we could move the needle forward on one part of a tough long –term issue. If successful, the implications for each community would be huge. We would now have access to a methodology that could be used to focus on issues important to residents which we could use and be reasonably assured would result in moving the needle forward on the selected issue.

The second was to gain an understanding of the Community Conversation process and the techniques we would use to interact with the residents of our community. The people are the owners of the repository of public knowledge and we wanted our work grounded on that knowledge. Our coach consultants provided us with extensive training. We were given examples of the richness of the content that could come from these conversations and encouraged to stay true to the protocols involved. We returned to our communities and prepared to engage our colleagues and the people we serve with this new approach.

In September we convened a meeting with members of the United Way Board and other individuals who we invited to serve on the Community Priorities Task Force. This was the name given to the planning/working group that would become the reviewers of our learnings and as time progressed, the ongoing input planners and drivers of the work of the Action for Community Change Project here in Sault Ste. Marie. We welcomed Susan Taylor Simpson to our community to speak to this group. Susan was one of the Harwood Coaches we hired as a consultant to our Project and the coach who would be most aligned to our work here in Sault Ste. Marie. She provided the group with an overview of the Project's purpose and a generalized view of the timeline we would use.

The period beginning October 2012 and ending March 2013 was spent engaging residents of our community in Community Conversations. This was the most intensive time spent gathering public knowledge and although we continued further Community Conversations over the life of the Project this was the sole focus during this time. The Community Conversations form the backbone of the Harwood approach to engaging the community and they rely on a simple but important set of protocols. Let's take a little closer look.

Community Conversations take a structured approach that is quite different from traditional community consultations in some very specific ways. We had a training session with our certified Harwood coaches to better understand these differences and why they are important. We learned, for example, the role of the conversation facilitator and the way of taking notes during the conversation so that we could put the public knowledge into a really useful format later. Another difference about community conversations is their design to feel like you're having a kitchen table conversation with people. We listen to people tell us about their aspirations, their hopes and dreams and we ask them what challenges they face in having those aspirations fulfilled. We are really intentional about encouraging people to use their own words to tell us the relationship between their aspirations and the reality they experience every day.

We held the Community Conversations in various neutral sites that were unlikely to be seen as aligned with any level of government or representative of any social service organization or agency. This was done to remove any mild discomfort that people might have had in those types of locations. Conversations usually lasted two and one-half hours, sometimes longer, and were held during the day or in the evening on every day of the week excepting Sunday. Participation was limited to fifteen persons or less, (giving opportunity to every attendee to participate and be heard). We found that an optimum number was between eight and twelve people. There was notable ethnic, gender, age and economic diversity of participants attending the conversations. All expressed real surprise and a keen interest that anyone really wanted to listen closely to what they thought and why. They became engaged and very willing to share their thoughts.

The conversation facilitator does not have a "dog in the race". That person's role is simply to pose questions, obtain clarification of certain statements for the benefit of clarity and to act as a devil's advocate on occasion by drawing out certain distinctions between what was said by one person versus another. Notes were taken by a note taker either on a computer or a flip chart or both and people were advised that these would never be published but would be used on aggregate to inform our work and to use in the selection of an issue to work on. We committed to keep people informed of what we were learning provided they were willing to leave their name and contact information. They were not required to do so and each person only identified themselves at the tables by a first name on a table card and nothing else.

The conversations were eye openers. It was like swinging wide the doors to a long closed library and unveiling the richness of the volumes on the shelf. It quickly became apparent that “the people’ are the repository for public knowledge and the collective wisdom of our residents vastly exceeds the common expectations of most professionals. We soon learned that our city’s residents were actually quite astute about how their community really operated. We were overwhelmed by their candid and thoughtful expressions upon their own experiences. (See figure 3-1 Questions Used in the Community Conversations and Appendix B Community Conversations and Community Feedback Sessions and Appendix C Harwood Community Conversation Guide)

By February of 2013 an analysis of our Community Conversation notes revealed that some repetitive issues were appearing in every single Conversation. We proceeded to spend considerable time looking at these recurrent themes and trying to decipher the community narrative that was emerging from them. We decided to select the three or four narratives appearing most often and put them into a form that we could share with others. Members of the Community Priorities Task Force directly engaged in the Community Conversations selected the four most recurrent themes without assigning any numeric prioritisation and published them as Community Narratives using a Harwood template entitled Keys in Moving to Stories. These were to be widely shared across the community. (See figures 3-2 through 3-5 to review the narratives)

In late March of 2013 the Project hosted a full day forum for a diverse group of community leaders and experts. The morning session was devoted to a Community Conversation that produced the same recurrent themes as previous groups. The afternoon session was used to share the four community narratives emerging from the Community Conversations and asking participants to share their thoughts on what implications these narratives would have on our ongoing work. Some suggested that we would likely need to alter the deployment of some of our resources while others thought it would mean that we would have to do our work differently by looking to partner with some non traditional players to address such issues.

The spring of 2013 found us engaging in further community conversations while devoting considerable time to widely sharing the four community narratives with

Figure 3-1

Questions Used in the Community Conversations

- 1) What are your aspirations for your community?
- 2) Given what we just said, what are the 2-3 most important issues or concerns when it comes to the community?
- 3) How do the issues we're talking about affect you personally?
- 4) When you think about these things, how do you feel about what's going on?
- 5) What do you think is keeping us from making the progress we want?
- 6) When you think about what we've talked about, what are the kinds of things that could be done that would make a difference?
- 7) Thinking back over the conversation what groups or individuals would you trust to take action on these things?

Question seven was not always used. We realized early on that most conversation groups had a noticeable reluctance to answer it.

Responses to questions about why this was so led us to conclude that most people couldn't or wouldn't identify groups or people they trusted and some people thought the question could be gratuitous in nature given that the Action for Community Change initiative was a Project of the United Way.

STEP 2 – Keys in Moving to Stories

One way to try out some stories is this “Mad Lib”

- People want **safe affordable housing (aspirations)**
- But they’re concerned that the choices available are quite limited and don’t match their needs (**main concerns**)
- As people talk more about those concerns they talk about low vacancy rates, high costs and a tough food versus shelter decision and no plan to fix the problem (**specific issue(s)**)
- They say that we need to focus on **making people aware of this issue (actions)**
- And if **all levels of government (groups)** played a part in those actions folks would be more likely to trust the effort and step forward

Figure 3-2

STEP 2 – Keys in Moving to Stories

One way to try out some stories is this “Mad Lib”

- People want **good employment opportunities** for all people (**aspirations**)
- But they're concerned that jobs numbers are limited, and, most available jobs offer limited hours, wages and benefits (**main concerns**)
- As people talk more about those concerns they talk about a mismatch between the skills they possess and the skills required (**specific issue(s)**)
- They say that we need to focus on **creating more good, well paid jobs and changing education and skills training to reflect the skills in demand** (**actions**)
- And if ? (**groups**) played a part in those actions folks would be more likely to trust the effort and step forward

Figure 3-3

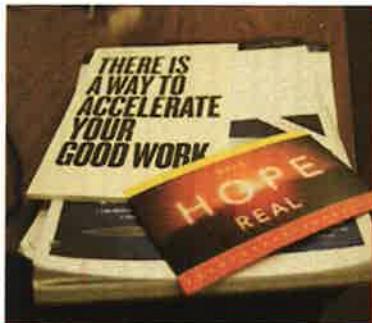


STEP 2 – Keys in Moving to Stories

One way to try out some stories is this “Mad Lib”

- People want **an open and inclusive community offering equality and respect for all (aspirations)**
- But they're concerned that **the community is rigidly traditional and resistant to change (main concerns)**
- As people talk more about those concerns they talk about **the need for a change in the way things are done and the need for creative and visionary leadership (specific issue(s))**
- They say that we need to focus on **getting more residents involved in finding solutions to community problems (actions)**
- And if ? (**groups**) played a part in those actions folks would be more likely to trust the effort and step forward

Figure 3-4



STEP 2 – Keys in Moving to Stories

One way to try out some stories is this “Mad Lib”

- People want a **safe community free from crime and drugs (aspirations)**
- But they're concerned that the existence of certain crimes are **underreported and more prevalent than thought (main concerns)**
- As people talk more about those concerns they talk about domestic abuse and drug abuse fueled by multi generational impoverishment **(specific issue(s))**
- They say that we need to focus on **treatment facilities and supports and the reduction of poverty (actions)**
- And if ? **(groups)** played a part in those actions folks would be more likely to trust the effort and step forward

Figure 3-5

individuals and groups throughout the community including previous conversation participants. We asked for feedback from each. We noted that interest was building on the content of our learnings and some traction was being gained on the value of Action for Community Change due to its focus on “public knowledge”. In May we attended the United Way Centraide Canada’s National Convention in Hamilton Ontario where in company with the Oxford United Way we presented a “TED Talk” on the merits of Community Conversations. In doing so we continued to fulfill our mandate to share our learnings nationally as well as locally. While we were gratified by these developments many other questions remained unanswered.

The Harwood Institute had learned over many years that all communities fall into one of several categories of readiness to engage in public discourse and to take actions to address common community concerns. They knew that for each such category certain action plan activities had proven themselves more successful than others in advancing the progress that people want. They developed a tool entitled “Community Rhythms” which helped groups decide what category their community occupied and by extension, what kind of actions would most likely lead to the progress desired. We determined that our community was in the category entitled “The Waiting Place” and resolved to follow a course of actions most likely to bear fruit. (Refer to Table 3-1 Community Rhythms, Table 3-2 The Stages of Community Life and Table 3-3 Community Life Do’s and Don’ts).

An analysis of the feedback we received on our community narratives coupled with the fact that all continuing community conversations produced the same recurrent themes guided our decision to choose the narrative about “the skills mismatch and skills gap difficulty” evident in our community as the area we were going to focus our energies upon for the duration of the Project. Moving through the summer and into the fall of 2013 we began modestly expanding membership to our Community Priorities Task Force to include persons from non traditional sources. The challenge before us was to systematically map all of the attendant issues and forces at play within the community which had contributed to the current situation. It also meant looking at what resources and strengths were available within the community to leverage our ongoing work. Only then could we determine which small part of the larger problem would attract our efforts to move the needle in a positive direction.

Community Rhythms

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	Content	People Say	How it Feels	Trap	Coach them to:
Waiting place	No agreement on issues, problems, or aspirations			Rush to action	Create spaces for people to come together and talk about problems and aspirations (crystallize things)
	Felt unknown; Something is wrong but people can't name it yet	"I'm waiting for a new mayor to change things"	Little energy People feel stuck Low grade anxiety Felt unknown	Start big initiatives that promise big change – but gain little traction	Identify and take small, concrete actions
	Disconnect between leaders and community				Talk about results to help build people's confidence in one another and community
Impasse	Greater sense of urgency and emotions than waiting place				Identify and help create pockets of change
	See something is wrong	"This can't go on! Enough is enough"	Abundant, pent-up emotion and energy Little patience Enough is enough	Easy to confuse people's desire for change with shared sense of how to move ahead	Create spaces where people can start to name the problem and get taboo issues on table
	There's more clarity about the issues, but people don't know where to go				Identify the language people use which helps them to imagine future
Catalytic	Pockets of change forming; not all in the same direction				Take small actions and build on them
	But status quo still exists for most of community	"There are some good things happening here and there"	Busy, energetic New people are becoming involved Pockets of change	Take on too much Try to coordinate the pockets	Create and strengthen pockets Highlight the pockets as "proof points" that change is possible; don't overplay
	Competing things happening all at once				Create informal spaces for people to share ideas and lessons; take complementary actions
	Competition in narratives				
Growth	Abundance of capacity, energy, networks and productive norms	"We're making real progress"	Widespread energy, movement Sense of common purpose Things are working Momentum	Rest on laurels Ignore systemic and regional issues like schools and race	Connect and convene groups and leaders from the pockets Begin to coordinate actions to leverage larger change Set city-wide or regional targets
	A rare stage for communities				
	Community has done great things, now what?				
Sustain and renew					Identify and invest in supporting new leadership at all levels
					Reinvigorate existing organizations and incubate new ones
					Focus on cross-cutting regional issues – education, economic equality, racial disparity, traffic

Table 3-1

Table 3-2

The Stages of Community Life	
The Waiting Place	
<ul style="list-style-type: none"> ■ In the Waiting Place, people sense that things are not working right in their community, but they are unable to clearly define the problem; the feeling could be described as a “felt unknown.” ■ People feel disconnected from leaders and from different processes within the community for making decisions; the community itself is fragmented; discussion about common challenges is infrequent and/or highly divisive. 	<ul style="list-style-type: none"> ■ Community discussion about challenges is infrequent and/or highly divisive. People want to create change, but negative norms for public life keep them locked into old patterns. ■ People often are waiting – for issues to become clearer, for someone else to “solve” their problems. People in this stage often say, “Everything will be better when we get the right mayor to save the community!” So, people just wait.
Impasse	
<ul style="list-style-type: none"> ■ At Impasse, the community has hit rock bottom, and people can be heard saying, “Enough is enough! It can’t go on like this any longer!” ■ In this stage, unlike in the Waiting Place, there is a sense of urgency in people’s voices; people are tired of “waiting.” But while people want change, they lack of clarity about what to do. 	<ul style="list-style-type: none"> ■ The community’s norms and ways of working together keep the community stuck in an undesirable status quo. The community is mired in turf wars; it lacks of leadership at different levels of the community; and people seem fixated on their own individual interests. ■ People’s frustrations have hit the boiling point but the community lacks the capacity to act.
Catalytic	
<ul style="list-style-type: none"> ■ The Catalytic stage starts with small steps that are often imperceptible to the vast majority of people in the community. ■ Small numbers of people and organizations begin to emerge, taking risks and experimenting in ways that challenge existing norms in how the community works. ■ The size of their actions is not the vital gauge. Their actions produce some semblance of results that gives people a sense of hope. 	<ul style="list-style-type: none"> ■ As this stage unfolds, the number of people and organizations stepping forward increases, and links and networks are built between and among them. ■ A key challenge in this stage is the emerging conflict between a nascent story of hope and the ingrained narrative that “nothing can change.” Even as change appears, the old narrative will still dominate people’s communication and outlook until more progress is made and trust builds.
Growth	
<ul style="list-style-type: none"> ■ During the Growth stage, people begin to see clearer and more pervasive signs of how the community is moving forward. ■ People in the community are able to name leadership at all levels and where such leadership is expanding and deepening – from the official level to neighborhoods, within civic organizations and non-profits. Networks are growing and a sense of common purpose and direction are taking deep root. 	<ul style="list-style-type: none"> ■ People feel a renewed spirit of community. More people are working together. Efforts are taking place across the community and are targeted to more concerns. ■ A feature of this stage is that you can randomly ask people on the street what kind of community they live in, and they provide similar answers. A common story has emerged about the community.
Sustain and Renew	
<ul style="list-style-type: none"> ■ In Sustain and Renew, the community is ready to take on, in a deeper and more sustained way, the tough, nagging issues that may have been tackled before but were not adequately addressed. ■ Such issues might include the public schools, racism and race relations, and economic growth in all neighborhoods; change on these concerns typically requires sustained, long-term effort. 	<ul style="list-style-type: none"> ■ Lessons and insights and new norms that have emerged over time now pervade the community. ■ But, the community may be struggling to maintain its momentum. It must find new ways to bring along a new cadre of leaders, civic groups, and active citizens, as others tire or move on. ■ There is a danger that the community will fall into a new Waiting Place as it comes to rest on its laurels.

Table 3-3

Be Careful Not To WAITING PLACE	What To Do	What To Think About
<ul style="list-style-type: none"> ▶ Inflate expectations by announcing grand plans ▶ Start visioning exercises that fail or don't have enough community support for action ▶ Try to engage people by making them feel guilty they are not involved ▶ Rely on one-shot projects 	<ul style="list-style-type: none"> ▶ Create forums for conversation and interaction where people feel they belong and crystallize feelings of frustration ▶ Connect community actions to realities in people's lives ▶ Demonstrate small signs of progress 	<ul style="list-style-type: none"> ▶ Keep working, despite feelings of limited progress ▶ Do you really know how committed your partners are? ▶ What small things could help us move forward?
<ul style="list-style-type: none"> ▶ Inflate expectations by announcing grand plans ▶ Convince yourselves there are strong networks and organizations to support new civic work ▶ Shut out citizens because they are frustrated ▶ Try to develop action plans too quickly 	<ul style="list-style-type: none"> ▶ Let people share their concerns and discover common aspirations for something different ▶ Identify taboo issues that contribute to impasse ▶ Find language that helps people imagine an alternative future 	<ul style="list-style-type: none"> ▶ Look for windows to pull people into small efforts ▶ What issues are citizens most immediately concerned about – are those issues being worked on? ▶ What is being done to bring people back into public life?
<ul style="list-style-type: none"> ▶ Coordinate activities too quickly, stifling innovation and action ▶ Rush to visioning exercises before the community is ready ▶ Do too much, too fast ▶ Start to rest on laurels 	<ul style="list-style-type: none"> ▶ Try lots of small things with room for failure, emphasize learning ▶ Build boundary spanning organizations that can generate change ▶ Encourage informal conversations, natural networks, and new engagement norms ▶ Develop a new cadre of leaders ▶ Tell authentic stories of progress over time 	<ul style="list-style-type: none"> ▶ What is motivating folks to work together? ▶ Where are the boundary spanning organizations in the community? Who supports them? ▶ What are we learning? ▶ How do we know if our work is grounded in the community's aspirations?
<ul style="list-style-type: none"> ▶ Miss parts of the community left out of progress ▶ Let "official leaders" drive the action ▶ Neglect the need to continually strengthen networks, leaders, and organizations that can keep the community moving forward ▶ Ignore underlying community issues 	<ul style="list-style-type: none"> ▶ Use community-wide engagement activities to coalesce and spring forward from the Catalytic stage ▶ Do bigger projects, building on natural progress and collaborations that have come before ▶ Reinforce positive norms for working together and continue to develop boundary spanning organizations and new leaders 	<ul style="list-style-type: none"> ▶ Who is doing the hard work? Are citizens involved? ▶ Are new people getting involved in the efforts? ▶ How are the new efforts connected to the work done before?
<ul style="list-style-type: none"> ▶ Think "success" has been achieved ▶ Assume others know the story of progress and norms for action that have been built ▶ Become arrogant and feel you have solved it all 	<ul style="list-style-type: none"> ▶ Develop new leaders across the entire community and new boundary spanning organizations to create progress ▶ Continue creating opportunities to bring citizens into processes – especially new residents ▶ Look for challenges not yet tackled to focus energies, and use lessons learned to expand progress 	<ul style="list-style-type: none"> ▶ Who are the new leaders? ▶ Who is still missing from the community's progress? ▶ How are we feeling about ourselves: pride, fully humble, or smugly self-confident? ▶ How are we consciously strengthening our norms of working together?

The Task Force worked throughout the fall of 2013 on the mapping initiative while our efforts to continue sharing our learnings with local individuals and groups included our report to City Council at the Project's half-way mark. We followed the progress of the Nordik Institute's Downtown Dialogue in Action project and shared learnings with its researchers. We became more acquainted with and aware of the importance of Public Capital concepts especially within the context of our own community. Public Capital can be thought of as the conditions for change that enable a community to move forward. Some of these factors are the constructs that either expand, (if existent), or inhibit, (if non existent), the ability and capacity of a community to work together and create change. Finding and working within the Sweet Spot, defined as the intersecting and overlapping areas of a community's concerns and specific issues with public capital or community conditions, offers the greatest prospect for moving forward. (Refer to Figure 3-6 The Sweet Spot of Public Life, Public Capital: The Conditions for Change and Figure 3-7 The Sweet Spot of Public Life)

In late February od 2014 the Community Priorities Task Force undertook a half day forum at Sault College to hammer out the final direction we should follow as a result of our mapping analysis. We concluded that we needed to select a specific area of our community where the skills gap/skills mismatch dynamic was strongly evident and where the application of scare resources would have the greatest impact. We knew that economic and health barriers were exacerbating the issue in some areas more than others. In that same month we received information from the Sault Police Service that within a short time they would establish a Neighbourhood Resource Centre in the Gore and Albert Streets area in an effort to reduce crime through social development. We were encouraged to learn that the Resource Centre would be open to many social service organizations to provide much needed services to neighbourhood residents. The Priorities Task Force had that information to consider. Could we have found the area we needed to operate within? The short answer was yes. We secured assurance from the Sault Police Service that there would be a space for us to service residents and we prepared to develop the manner and form in which this would be done.

In May of 2014 the Priorities Task Force began to consider the best way we could address the skills gap/skills mismatch issue within the Gore and Albert Streets neighbourhood and what that might look like. In that same month we attended

THE SWEET SPOT OF PUBLIC LIFE

Public Capital: The Conditions for Change

Working in the The Sweet Spot of Public Life requires a focus on Public Capital—the conditions for change that enable communities to move forward. These are the factors that shape the ability and capacity of a community to work together and create change.

An Abundance of Social Gatherings that enable people to learn about what is happening in the community and begin to develop a sense of mutual trust.

Organized Spaces for Interaction where people can come together to learn about, discuss, and often act on community challenges. These spaces help a community begin to identify and tap resources to address concerns.

Boundary-Spanning Organizations that help engage people in public life, spur discussion on community challenges, and marshal a community's resources to move ahead. These organizations help lay the foundation for community action, but do not act as the driving force.

Safe Havens for Decision Makers where a community's leaders can deliberate and work through community concerns in "unofficial," candid discussions.

Strong, Diverse Leadership that extends to all layers of a community, understands the concerns of the community as a whole, and serves as a connector among individuals and organizations throughout the community.

Informal Networks and Links that connect various individuals, groups, organizations, and institutions together to create a cross-fertilization effect of experiences, knowledge, and resources. People carry and spread ideas, messages, and community norms from place to place.

Conscious Community Discussion where a community has ample opportunity to think about and sort through its public concerns before taking action. People play an active role in helping decide how the community should act.

Community Norms for Public Life that help guide how people act individually, interact, and work together. These norms set the standards and tone for civic engagement.

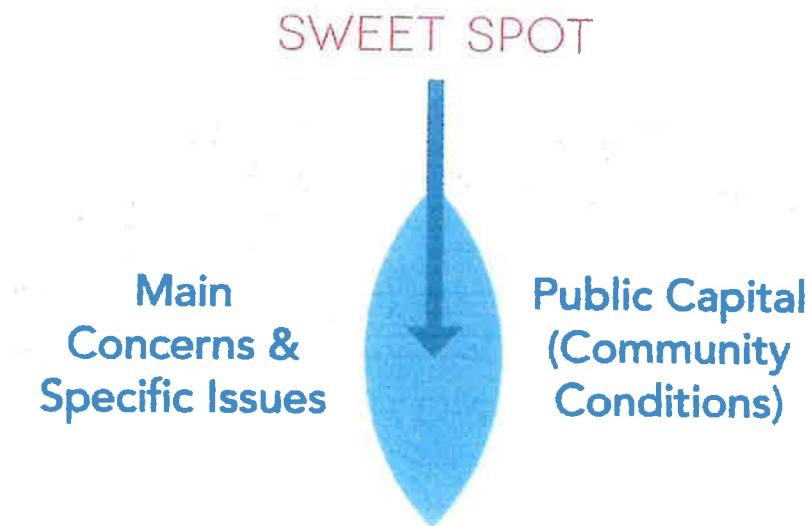
A Shared Purpose for the Community that sends an explicit message about the community's aspirations and helps reinforce that everyone is headed toward a common goal.

Figure 3-6



THE SWEET SPOT OF PUBLIC LIFE

The Sweet Spot is where you take action on issues the community cares about in a way that builds the conditions for change in your community at the same time.



NOTES

the United Ways of Ontario Conference in Mississauga and informed attendees of the progress of our work and presented a panel discussion for exploration of some of our critical learnings. We also conducted a Community Conversation at the Holy Angels Learning Centre located in close vicinity to the Gore and Albert Streets neighbourhood in which we were to focus our work. Once again we were reassured by the emergence of the same recurrent themes from all previous conversations.

Over the summer months we approached the Sault Ste. Marie Innovation Centre's Geomatics group to request preparation of a detailed demographic report for the Gore and Albert streets area. We wanted an accurate overview of the neighbourhood to guide our work at the Neighbourhood Resource Centre. The Innovation Centre graciously agreed to our request. We took time to speak with the executive directors of the Sault Community Career Centre and Employment Solutions. We advised them of our decision to place an employee at the Neighbourhood Resource Centre providing assistance to people requiring skills training or skills upgrading and requested their support in working with this individual. Both agreed to support our efforts. At this same time we began an intense effort to develop a mandate for an Outreach Employee. We ultimately settled on the title "Options Navigator" for this employee and produced a somewhat unorthodox duties list that included working non traditional hours, i.e. evenings, as well as a proactive approach that includes walkabouts in the neighbourhood in order to meet people and offer our service. Concurrent with these initiatives The Priorities Task Force was able to forge a partnership between the United Way of Sault Ste. Marie and district and the John Howard Society of Sault Ste. Marie. The United Way would provide initial funding to support placement of an Options Navigator at the Neighbourhood Resource Centre on a part-time basis for a period of six months and the John Howard Society would provide an experienced outreach worker with the requisite competencies to fulfill that mandate.

September 15, 2014 marked the day that our Options Navigator began work at the Neighbourhood Resource Centre. We had established a protocol for regular reporting from this individual and next began consideration of calling forward a second Task Force given the title of the Community Performance Task Force. This group would take the reigns of the next phase of the Project's work which would focus on developing indicators and measurement tools which would be used to

gauge the outcome successes or failures of our work to positively move the needle on the skills gap/skills mismatch issue in a small contained neighbourhood. The project remains mindful that it is critically important to keep our community informed of our progress and to demonstrate that the investments being made are improving lives and building community.

On October 1, 2014 we hosted an afternoon at the Quality Inn & Suites Bay Front and invited the Geomatics Centre to present the demographic report produced for us to a diverse group of residents and social services professionals. We also welcomed our Project Consultant Susan Taylor Simpson to present an overview of some of the methodologies we used moving through our Project. The afternoon was very informative and prompted encouraging feedback from those in attendance. Many said that they thought we were really on to something with our approach.

In November 2014 we convened the first meeting of the new Community Performance Task Force and set about organizing an approach to gathering data from the work of our Options Navigator. The group also began work on moving forward with the development of indicators and measurement tools which would be used to report on the progress of the Project's work. The work of the Community Priorities Task Force was coming to an end and at our final meeting in December we were able to review the progress of our Option Navigator's work at the short ninety day mark. We were extremely buoyed by the numbers of residents in the neighbourhood who had connected with our employee and more than delighted to learn that we had assisted two of them to obtain a job within that time. We recognized that successful outcomes would need to be measured in the short, medium and longer terms and shared that information with our Performance Task Force in that same month. The Project came to an official end on December 31, 2014.

4 Conclusions from Action for Community Change

The Project's ending came with two realizations. We could come to several conclusions that had been made clear by our learnings over the official time line for our work and that several others are yet to be written. Here are the former group.

- Residents are eager to be consulted by community leaders and social service organizations and groups to provide their perspective on what issues constitute the greatest challenge to achieving their aspirations for their community.
- Residents represent a vast repository of public knowledge that when combined with expert knowledge is likely to enhance the prospect for success of any major community undertaking.
- Collaborative efforts for community impact that draw on a diverse group of non traditional organizations and people are more likely to gain traction across the community and therefore improve the likelihood of reaching their intended goals.
- Targeted goals should be small enough to achieve and large enough to matter. Successes must first be measured in inches (mm) and feet (cm) before moving to yards (m) and miles (km).
- Building public capital across the community is the effort most likely to achieve critical mass leading to an accelerating pace of the community's movement forward.
- The Harwood approach to Turning Outward supported by the protocols developed by that Institute form an effective methodology to advance an initiative for the public's benefit.
- That the future works and investments of the United Way of Sault Ste. Marie and district will always be informed by both public and expert knowledge.

5 Moving Forward - Where do we go from here?

The Action for Community Change Project has concluded and although we have achieved some measurable success our work remains unfinished. It will take at least a year and perhaps longer to reach any definitive conclusion on the overall impact our Options Navigator might have achieved through outreach from the Neighbourhood Resource Centre. Critical to this time line is the absolute necessity of finding ongoing sources of funding for this initiative. Also critical is the work of our Community Performance Task Force as they move to establish a set of scientifically sound and easily understood indicators and their corresponding measurement tools. These will ensure that we have a clear picture of the ongoing viability of this work or whether in fact, resources could be used better elsewhere.

We're determined to report to the community along the way. We intend to share our learnings following the Harwood approach with any groups or organizations interested. We do so in the strong belief that the protocols we followed offer an excellent methodology to achieving meaningful advancement in community impact initiatives

The United Way of Sault Ste. Marie and district has been transformed. Collaborative ventures with partners from all sectors of the community will become more commonplace. In the future public knowledge will form an added ingredient to our community impact recipe. We want to engage in an ongoing partnership with the people we serve and we will continue to conduct Community Conversations to inform our decisions.

Appendix A

List of Training/Collaboration Meetings and Site Visits

July 2012	Training/Collaboration	Cobourg Ontario
September 2012	Training/Collaboration	Mississauga Ontario
September 2012	Site Visit	Sault Ste. Marie Ontario
November 2012	Training/Collaboration	Mississauga Ontario
February 2013	Training/Collaboration	Mississauga Ontario
April 2013	Training/Collaboration	Cobourg Ontario
May 2013	Training/Collaboration*	Hamilton Ontario
November 2013	Site Visit	Sault Ste. Marie Ontario
November 2013	Training/Collaboration	Mississauga Ontario
February 2014	Training/Collaboration	Mississauga Ontario
May 2014	Training/Collaboration**	Mississauga Ontario
October 2014	Site Visit	Sault Ste. Marie Ontario
November 2014	Training/Collaboration	Mississauga Ontario

*This meeting coincided with the United Way/Centraide National Convention in Hamilton Ontario. Project facilitators from the Oxford United Way and the United Way of Sault Ste. Marie and district presented a TED Talk on the Community Conversation process to the National Convention. ** This meeting coincided with the United Ways of Ontario Conference in Mississauga Ontario. The Project consultants and the four United Way CEOs made a presentation to the conference participants and the four project facilitators presented a panel discussion to the participants.

Appendix B

Community Conversations (C.C.) Community Feedback Sessions (C.F.S.)

Date	Location	Type
October 10, 2012	United Way Conference Room	C.C.
October 24, 2012	John Rhodes Community Centre	C.C.
November 06, 2012	SSM Public Library	C.C.
November 17, 2012	Soup Kitchen Community Centre	C.C.
December 12, 2012	SSM YMCA	C.C.
January 17, 2013	SSM YMCA	C.C.
January 22, 2013	Seniors Drop-In Centre	C.C.
January 28, 2013	Sault College	C.C.
March 22, 2013	Quality Inn and Suites	C.C. & C.F.S.
April 10, 2013	Sault College	C.F.S.
April 11, 2013	Sault College	C.C.
April 12, 2013	Sault College	C.C.
September 13, 2013	John Rhodes Community Centre	C.C.
October 13, 2013	Sault College	C.C.
May 14, 2014	Holy Angels Learning Centre	C.C.
October 1, 2014	Quality Inn and Suites	C.F.S.

TURNO^{UTWARD}

Community Conversation Guide

Harwood Community Conversation Guide

What to say and what to ask

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TURNOUTWARD

Community Conversation Ground Rules

To have a productive conversation, people need to know what's expected of them — what are the norms for interaction? Print out or write on a flip chart these ground rules and go through them with participants before the conversation. Ask people if there are any rules they'd like to add. Going over the ground rules up-front helps put people at ease and enables them to participate productively.

Have a “kitchen table” conversation

Everyone participates; no one dominates.

There are no “right answers”

Draw on your own experiences, views and beliefs - you do not need to be an expert.

Keep an open mind

Listen carefully and try hard to understand the views of those who disagree with you.

Help keep the discussion on track

Stick to the questions: try not to ramble.

It is okay to disagree, but don't be disagreeable

Respond to others how you want to be responded to.

Have fun!

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TURNOUTWARD

Setting up the conversation

1. Introductions

- Introduce yourself.
- Thank any groups or individuals involved in setting up the conversation.
- Thank the participants for coming.

2. Set expectations

- Over the next few months, groups will be holding conversations like this one with people across town to talk about their aspirations, their concerns, and how we can move forward.
- We cannot promise that we'll create a new program, but we will be sure to follow up with you to let you know what we learn and how we'll use it.
- These conversations usually last 2 hours, though sometimes folks want to talk more.

3. Review the Ground Rules

- Do those rules work for everyone?

4. Explain your role as Conversation Leader

- For tonight, my role is to ask questions and help make sense of our conversation. I won't participate or offer my views – this is a conversation about what *you* think.
- To make sure I understand what you're saying, I may ask follow up questions, or even play "Devil's advocate." This is so I can better understand what you're saying and why.
- To make sure we hear from everyone, and to cover more ideas, I may ask you to hold off on comments at times.

5. Identify the note taker

- We have someone (point them out) taking notes during the conversation. The notes won't include anyone's name or be made public, they're to make sure we catch what you're saying.

6. Get Started

- One last thing before we get started – introductions.
- When you introduce yourself say your first name, where you live, and what you like to do in your free time.

TURNOUTWARD

Community Conversation Guide

1. What kind of a community do you want?

- Why is that important?
- How is that different from the way things are now?

2. Given what we just said, what are the 2-3 most important issues or concerns when it comes to the community?

Decide which issue is most important for the group and use it for the discussion.

If you are going to test a specific issue introduce it here.

How about _____, how does that fit with what we're talking about? What concerns do you have about that?

3. What concerns do you have about this issue? Why?

- Does it seem like things are getting better? Worse? What makes you say that?
- How do you think the issue/concern came about?

4. How do the issues we're talking about affect you personally?

- What personal experiences have you had?
- How about people around you – family, friends, coworkers, neighbors, others – what do you see them experiencing?
- Are some people affected more than others? Who? In what ways? Why?

5. When you think about these things, how do you feel about what's going on?

- Why do you feel this way?
- How do you think other people (in different parts of town) feel about this?

TURNOUTWARD

Community Conversation Guide

6. What do you think is keeping us from making the progress we want?

7. When you think about what we've talked about, what are the kinds of things that could be done that would make a difference?

- What do you think these things might accomplish?
- How about in terms of individuals: What are the kinds of things that people like us could do to make a difference?
- What's important for us to keep in mind when we think about moving ahead?

8. Thinking back over the conversation what groups or individuals would you trust to take action on these things?

- Why them and not others?

9. If we came back together in 6 months or a year, what might you see which would tell you that the things we talked about tonight were starting to happen?

- Why would that suggest things were changing? What would it mean to see that?

10. Now that we've talked about this issue a bit, what questions do you have about it?

- What do you feel you'd like to know more about that would help you make better sense of what's going on and what should be done?
- What kind of follow-up would you like out of this discussion?

TURNOUTWARD

Community Conversation Workbook

Resources for Note takers

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TURNOUTWARD

Traits of Note Takers

What's the main responsibility of a Note taker?

The main responsibility of a note taker is to capture key insights, ideas, themes, turning points and quotes from the community conversation. Note takers work with Conversation Leaders to identify themes within conversations and across several conversations.

NOTE: Don't try to write down everything you hear (it's not a transcript). Nor should you just summarize a few points. The goal is to capture details, key quotes, turning points and patterns that can be used to create themes.

An effective Note taker:

- Is curious about how people think about the world.
- Is observant - noting what people say, how they say it (the emotion, tension or doubt) and even what people aren't saying (what's being ignored).
- Captures the essence of the conversation without inserting their own voice, words or judgment.
- Is good with details (like the specific words that people are using) AND able help translate that into larger themes.
- Stays focused on the goal of the conversation - what are we learning.

After the conversation:

Immediately after the conversation talk with the Conversation Leader to compare notes. Ask:

- "What did you make of the conversation?"
- "What ideas, actions or comments really seemed to resonate with the group?"
- "What did you notice in terms of the group's energy and emotion?"
- "What quotes stood out for you? What do we need to write down while it's fresh?"

KEY STEP: Be sure to organize your notes. After the conversation, the Note taker should organize their notes into 6 categories: *Aspirations, Main concerns, Specific issue concerns, Actions, Who people trust, Questions*. These categories will be critical for identifying themes and implications later in the process.

TURNOUTWARD

Tips for Note Taking

What to Look and Listen For

During conversations, look and listen for these key concepts to help you better understand what participants are saying. **The goal is to not just hear what participants are saying, but to understand why they are saying that** (as well as what they might not be saying).

Starting points: What are participants' initial thoughts and perspectives? How do their starting points differ with where they end the discussion?

Language: What words do participants use? How is their language distinctive?

Body language: Are participants engaged or do they hang back?

Emotions: What feelings do participants bring to the table? How strongly do they feel these emotions? What emotions prevail in the conversation?

Common ground: Where do folks agree? How strong are these areas of agreement?

Tension: Where do participants disagree? What is at issue for them?

Ambivalence: On what issues are participants torn and why?

Obstacles: What emotional, factual, or perceptual barriers are preventing participants from moving forward? How intractable are these barriers?

Connections: What issues do participants seem to link together?

Hidden story: What are participants not saying? What is going on beneath the surface that drives what people are saying?

Turning points: Where were you able to break through in the conversation? What questions or issues triggered that?

TURNOUTWARD

Note taking tool

Use this note taking tool during conversations to capture the key points voiced. Do this carefully. It's critical to understanding and getting the most out of the conversation. ***Afterward, take the time to talk with the Conversation Leader to compare insights - this will strengthen your notes.***

Aspirations
Main Concerns
Specific issue concerns
Actions
Who people trust
Questions

- 1. What kind of a community do you want?**

- 2. Given what we just said, what are the 2-3 most important issues or concerns when it comes to the community?**

- 3. What concerns do you have about this issue? Why?**

- 4. How do the issues we're talking about affect you personally?**

- 5. When you think about these things, how do you feel about what's going on?**
(listen for emotions and intensity and for places where people voice a sense of hope)

TURN OUTWARD

Note taking tool

6. What do you think is keeping us from making the progress we want?

(listen for barriers outside the school, in the community)

Aspirations
Main Concerns
Specific issue concerns
Actions
Who people trust
Questions

7. When you think about what we've talked about, what are the kinds of things that could be done that would make a difference?

(listen for what gives people hope, who they think could/should act)

8. Thinking back over the conversation what groups or individuals would you trust to take action on these things?

9. If we came back together in 6 months or a year, what might you see which would tell you that the things we talked about tonight were starting to happen?

(listen for what gives people confidence, where they see a place for individuals to act)

10. Now that we've talked about this issue a bit, what questions do you have about it?

TURNOUTWARD

Organizing Your Notes

Review and combine your notes from the different conversations. Organize them into 6 categories. It's okay if these are fairly long, or overlap. You want to keep things broad here so you can see patterns. You'll be narrowing and clarifying as you go. Write on this sheet or in a Word document if that's easier.

Aspirations (for the community, their children)

Main Concerns (top of mind concerns about the larger community)

Specific issue concerns (those concerns related to the issue you're exploring)

Actions that would make a difference

Whom do people trust to act

Questions people have

ACC Theory of Change (v.3)

UW Mission: Improve lives and build community by engaging individuals and mobilizing collective action.

Appendix D



Creating conditions for change by following 3A's (authority, authenticity, accountability)...

Collaborative Action-Learning

Trillium Grant

Project Infrastructure	Knowledge Mobilization
Training/ Webinars	
Harwood Tools	Collaborative Space
Reflection/ Learning Sessions	Invite Others
Coaching Calls/ Site visits	UWC Conference
	Stories & Final Report

Building Capacity and Skills

Board/Volunteer Staff

Training Modules
Community Conversations
Community Outcomes
F-D/Alignment
DE & Learning Framework
Theming Conversations
Strategy Maps
Product Development, etc.

Making the Change for a Particular Local Issue

Public Knowledge
(i.e. Community Conversations, 3A's & Theming)

Identify Issue(s)
Community Outcomes
Community Rhythms

Align Resources

\$\$\$ Partners

Strategies/ Action Plans/ TECA

So that...

1. Board, staff and community are more knowledgeable about/ aware of the process.
2. Increased capacity/knowledge is to know how to align investments against defined priorities.
3. Increased capacity to know how to measure effectiveness/ impact of investments.
4. Increased capacity/knowledge to share this work with other communities.
5. Maintain & apply competencies in other priority areas and other communities.

So that...

6. Increased capacity/knowledge to refine investments against defined priorities.
7. Increased understanding of appropriate interventions to tackle root causes & development of strategy to address; better understanding of community strengths & strong public capital; stronger in 3A's.
8. Strengthened/ new partnerships and collaborations aligned with community priorities.
9. Improved processes/knowledge for aligning resources with desired outcomes & strategies.
10. Increased capacity to know how to measure effectiveness/impact of investments.
11. Increased capacity to attract resources/ donors.
12. Increased credibility for UW as a leader in the community & stronger in 3A's.
13. Increased capacity to mobilize collective action in the community.

So that...

14. Increased focus on key areas to be addressed in the community priorities.
15. Improved plan(s) for efforts & investments to address community priorities.
16. Strengthened/ new partnerships & collaborations aligned with community priorities.
17. Improved processes/knowledge for aligning resources with desired outcomes & strategies.
18. Increased capacity to attract resources/ donors.

So that...

Lives are improved and communities are built by engaged individuals and mobilized collective action



OFFICE OF THE MAYOR

PROCLAMATION

WHEREAS Every year, more than 1,000 Canadian workers are killed on the job, thousands more are permanently disabled and hundreds of thousands are injured; and

WHEREAS Thousands of others die from cancer, lung disease and other ailments caused by exposure to toxic substances at their workplace; and

WHEREAS April 28 of each year has been chosen by the Canadian Labour Congress as:

- A Day of Mourning for these victims of workplace accidents & disease;
- A day to remember the maximum sacrifice they have been forced to make in order to earn a living;
- A day to renew approaches to governments for tougher occupational health and safety standards and more effective Compensation;
- A day to rededicate ourselves to the goal of making Canada's workplaces safer;

NOW THEREFORE, I, Christian Provenzano, by virtue of the power vested in me as Mayor of the City of Sault Ste. Marie, do hereby proclaim **April 28, 2015** as an annual "**DAY OF MOURNING**" in recognition of workers killed, injured or disabled on the job.

Signed,

Christian Provenzano
MAYOR

Joseph M. (Joe) Fratesi, B.A.LL.B.

April 15, 2015

Chief Administrative Officer
City of Sault Ste. Marie
99 Foster Drive
Sault Ste. Marie, ON
P6A 5X6

Mr. Fratesi,

My name is Brian Gallagher; local resident and business owner of “JBG Holdings and Investments Inc.” (O/A “Store Your Stuff”) self-storage facility located at 2196 Queen Street East. The business has been open to serve local residents’ needs since approximately September 2014. We strive to provide the most secure storage in the area, while maintaining the best customer service experience for our clients.

I am reaching out today to request an adjustment to our property tax rate to reflect our vacancies as a new, growing business.

1. Property Value Assessment (MPAC)

Our business (which occupies approximately 31,000 sq/ft), was assessed a value by MPAC of \$1,067,555. This valuation is completely contingent on full occupancy of our facility and does not align with comparable businesses in our city.

- “Store It Yourself” 661 John Street
- 35,721 sq/ft
- 2014 MPAC assessment of \$730,000

Due to these discrepancies, we have submitted a formal request for reconsideration of our MPAC assessment (this outcome will likely affect the city tax rate).

2. Storage Unit Vacancy

Unlike similar businesses (office rental, apartment rental), we have been informed that storage unit vacancies are not eligible for tax rebate consideration. Based on a similar instance in Ottawa where a vacancy rebate *was* applied, we have submitted a vacancy tax rebate request to the city.

3. Taxes Paid to Date and Upcoming Taxes

- Summery of Taxes Paid to Date since MPAC Revised Assessment (September 5, 2014)
 - November 27, 2014 - \$6,689.41
 - December 30, 2014 - \$6,689.41
 - March 5, 2015 - \$11,252.90
 - Total Paid to Date - \$24,631.72
- Upcoming Taxes to be Paid
 - May 5, 2015 - \$11,252.90

4. Actual Generated Income

Though, we are growing at a steady pace, the actual gross income generated from September 1, 2014 to today's date (April 15, 2015) was \$71,074.24 (before operating costs). This means we are currently applying 34.65% of our gross income to civic property tax.

Conclusion

Businesses such as ours (unit rental) cannot exceed the square footage rental return of 90%-95% occupancy. Therefore, we are unable to continue revenue growth beyond our capacity.

Due to the growth period required for our business, we believe a graduated tax structure for new businesses is imperative for the success and allure of new business development to the City of Sault Ste. Marie. With that in mind, and for the reason outlaid in sections 1-4, I would like to formally request adjustments be made to my commercial land taxes.

My business provides an important service to the residents of our community. Let's work together to create a feasible business landscape for local entrepreneurs and business people!

Thank you for your consideration,



-Brian Gallagher
Owner/Operator
JBG Holdings and Investments Inc
705-253-8700
storeyourstuff.ca@gmail.com

April 15, 2015

Mayors/Reeves
Constituent Municipalities for
Algoma Public Health

Dear Mayor/Reeve:

On behalf of the Algoma Board of Health, I am pleased to provide you with an update from the KPMG forensic review that was commissioned at the request of APH in response to concerns surrounding financial management and the safeguarding of employee information.

On January 23, 2015, the Algoma Board of Health engaged KPMG to provide forensic investigation services and on January 26, 2015, the Algoma Board of Health was informed by the Ministry of Health and Long-Term Care (MOHLTC) that they would be conducting an audit of the Board pursuant to Article 8.3 of the Public Health Funding and Accountability Agreement and an assessment of the Board under section 82 of the Health Protection and Promotion Act.

The independent forensic investigation was conducted by KPMG from their Sudbury office and during its closed session meeting of April 15, 2015 the Board received a presentation from KPMG on the findings of this forensic investigation. The Board is still awaiting the findings of the MOHLTC audit and assessment.

While KPMG's report and terms of reference are confidential, APH can report that KPMG's review of selected disbursements did not identify payments that appear to be unrelated to APH's activities or which resulted in unauthorized personal benefit to any individual. In addition, KPMG's procedures did not identify instances where it appears that employee banking information and social insurance numbers were accessed by unauthorized individuals.

The Board and management of APH are committed to ensuring appropriate internal controls and financial oversight and are engaging in ongoing process reviews.

Algoma Board of Health is also committed to the principles of transparency and accountability and I am pleased to share with you the media release that was issued tonight immediately following the Board of Health meeting.

Municipalities are key partners in public health and we appreciate the ongoing support and collaboration we have experienced over the years to promote and protect health in our region.

Blind River	Elliot Lake	Sault Ste. Marie	Wawa
P.O. Box 194 9B Lawton Street Blind River, ON P0R 1B0 Tel: 705-356-2551 TF: 1 (888) 356-2551 Fax: 705-356-2494	50 Roman Avenue Elliot Lake, ON P5A 1R9 Tel: 705-848-2314 TF: 1 (877) 748-2314 Fax: 705-848-1911	294 Willow Avenue Sault Ste. Marie, ON P6B 0A9 Tel: 705-942-4646 TF: 1 (866) 892-0172 Fax: 705-759-1534	18 Ganley Street Wawa, ON P0S 1K0 Tel: 705-856-7208 TF: 1 (888) 211-8074 Fax: 705-856-1752

...Page 2

On behalf of the Board of Health for Algoma Public Health, I thank you for your ongoing commitment to the work of Algoma Public Health and to the health of our communities.

If you have any questions or comments, please do not hesitate to contact me at 705-971-0029.

Sincerely,



Marchy Bruni, Chair
Algoma Board of Health

Attachment

cc ONA and CUPE Labour Relations Officers for Algoma Public Health
David Orazietti, MPP
Allen Tait, Ministry of Finance
Mr. Graham Scott
Dr. David Mowat, Interim Chief Medical Officer of Health, MOHLTC
Roselle Martino, Executive Director, Public Health Division, MOHLTC
Honourable Dr. Eric Hoskins, Minister of Health and Long-Term Care
Dr. Robert Bell, Deputy Minister of Health and Long-Term Care



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: William Freiburger, Commissioner of Finance and Treasurer
DEPARTMENT: Finance Department
RE: Change to Bank Signing Authorities

PURPOSE

The purpose of this report is to request approval to update the bank signing authorities resolution for the City.

BACKGROUND

With the personnel changes in the Finance Department, the bank signing authorities need to be updated.

ANALYSIS

The City maintains four signing authorities for banking purposes. Cheques over \$5,000 must be signed by two of the four listed signing authorities.

The current signing authority positions are:

Mayor
Chief Administrative Officer
Commissioner of Finance and Treasurer
Manager of Budgets and Revenue

Staff is recommending the bank signing authorities be revised to the following:

Mayor
Chief Administrative Officer
Commissioner of Finance and Treasurer
Manager of Audits and Capital Planning

The Manager of Audits and Capital Planning is Mr. Jacob Bruzas, CPA, CA.

IMPACT

Not applicable.

STRATEGIC PLAN

Not applicable.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Commissioner of Finance and Treasurer dated 2015 04 27 concerning bank signing authorities be approved; and

Further Be It Resolved that any two of the Mayor, the Commissioner of Finance and Treasurer, the Manager of Audits and Capital Planning, and the Chief Administrative Officer be and are hereby authorized to sign cheques and other legal documents on behalf of The Corporation of the City of Sault Ste. Marie for any amount including amounts over Five Thousand Dollars (\$5,000.00) and that cheques Five Thousand Dollars (5,000.00) and under may be signed by the Mayor and the Commissioner of Finance and Treasurer with a cheque signing machine or other mechanical means be approved.

Respectfully submitted,



W. Freiburger, CPA, CMA
Commissioner of Finance & Treasurer

WF/kl



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: William Freiburger, Commissioner of Finance and Treasurer
DEPARTMENT: Finance Department
RE: 2015 Capital from Current Budget

PURPOSE

The purpose of this report is to inform Council on the change to the 2015 Capital from Current budget.

BACKGROUND

As part of the 2015 budget deliberations, a \$100,000 reduction in the \$1,200,000 budget allocation for capital from current was recommended with staff determining the specific projects for reduction.

ANALYSIS

Staff have reviewed the capital from current list and recommend that a \$100,000 project for traffic control software be delayed until the 2016 budget with the consideration that the project be a priority in 2016.

The revised 2015 Capital from Current budget is attached.

IMPACT

Not applicable.

STRATEGIC PLAN

Not applicable.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Commissioner of Finance and Treasurer dated 2015 04 27 concerning a revised 2015 Capital from Current program be received as information.

Report to Council – 2015 Capital from Current Budget

2015 04 27

Page 2.

Respectfully submitted,



W. Freiburger, CPA, CMA
Commissioner of Finance & Treasurer

WF/kl

attachment



**Corporation of the City of Sault Ste. Marie
Capital Requests and Recommended Funding
2015**

<i>Department / Description</i>	<i>Request</i>	<i>Capital from Current - Allocation</i>	<i>Other Funding Sources</i>	<i>Notes</i>
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MAYOR & COUNCIL

0	0	0
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CLERK'S OFFICE

0	0	0
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COMMUNITY SERVICES DEPARTMENT

Recreation & Culture Division:

Sports Hall of Fame Improvements	35,000		
Bellevue Marina-Shore Drive to boat launch pavement	17,000		
Bellevue Marina-Dock Assessment	3,562		
Bellevue Marina-ticket dispenser replacement	9,870		
Steelton Senior Centre-boiler replacement	39,000	39,000	Asset Management Reserve
Ermitinger Old Stone House-furnace replacement	5,300	5,300	Asset Management Reserve

Community Centre Division:

John Rhodes Community Centre-modifications to host Ontario ParaSport Games	405,000		Council Resolution July 14, 2014
John Rhodes Pool-climbing wall	16,500		
McMeeken Centre-score clock replacement	20,000		
McMeeken Centre-ice resurfacer (1/2 funded in 2014)	56,000	56,000	
Memorial Tower Rehabilitation Plan-Phase 2	187,500	89,700	Grants to be pursued for matching funding
Essar Centre-main heating system maintenance in excess of normal operations	85,000	85,000	
Essar Centre-Hotwater tank system replacement	50,000	50,000	Asset Management Reserve

929,732	230,700	94,300
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ENGINEERING & PLANNING

0	0	0
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<i>Department / Description</i>	<i>Request</i>	<i>Capital from Current - Allocation</i>	<i>Other Funding Sources</i>	<i>Notes</i>
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FINANCE DEPARTMENT

Disaster Recovery Plan-Phase 2	75,000	75,000	Second year of two year funding
	75,000	75,000	0

FIRE SERVICES

Fire Chief vehicle replacement	20,000	20,000	Fire Equipment Reserve
Support Service vehicle replacement	30,000	30,000	Fire Equipment Reserve
Electronic Fuel Dispensing	50,000		
Safety support stand	7,500	7,500	
Parking Lot lighting	10,550		
Swift water rescue equipment	20,000	20,000	Fire Equipment Reserve
	138,050	7,500	70,000

HUMAN RESOURCES DEPARTMENT

0	0	0
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LIBRARY BOARD

0	0	0
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LEGAL DEPARTMENT

0	0	0
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POLICE SERVICES

(as apporved by Police Services Board)				
New Digital 911 System Upgrade	177,300	119,300	58,000	Police Capital Reserve. 'Council Resolution November 10, 2014
HVAC system replacement	55,000		55,000	Asset Management Reserve
Heating system repairs	27,000		27,000	Asset Management Reserve
North Stariwell repairs	25,000		25,000	Asset Management Reserve
	284,300	119,300	165,000	

PUBLIC WORKS & TRANSPORTATION

Transit Division:

Department / Description	Request	Capital from Current - Allocation	Other Funding Sources	Notes
Nova Bus, 40 ft, low floor	475,000	230,000	245,000	
Repairs to in-floor hoist concrete support-body shop	35,000	35,000		
Repair Shop pressure washer replacement	15,000	15,000		
Forklift to replace 1967 farm tractor	30,000	30,000		
Video Surveillance System for conventional fleet	135,000			
Air handling unit-body shop	60,000		60,000	Asset Management Reserve
Overhead vehicle access door replacement	80,000		80,000	Asset Management Reserve
<i>Buildings & Equipment:</i>				
Roof replacement addition due to leakage	15,000	15,000		
Demolition of Pipe Plant building	90,000	90,000		Health & Safety concerns
Parks Storage Garage-shelving	9,000	9,000		
Mechanic Shop/Men's Locker Room-gas water heater replacement	16,000	16,000		
<i>Parks Division:</i>				
Tennis Court upgrades	30,000			
Pointe des Chenes campground septic system repairs	27,500	27,500		
<i>Traffic Division:</i>				
Unsupported traffic controller replacement	25,000	25,000		
Above ground vehicle detection	50,000			
Overhead red flasher replacement to solar powered	150,000			
Phone system replacement	200,000			Corporate-wide upgrade in near future
Opticom system used by Fire Service as signal pre-emptive system (5 year funding)-Year 1	250,000	50,000		
Traffic control software	100,000			
Uninterupted Power Supply for signals	125,000	125,000		
<i>Waste Management:</i>				
Final cover and capping to South and East side of landfill	100,000		100,000	Landfill Reserve
<i>Cemeteries:</i>				
New Mausoleum	1,051,804		1,051,804	Cemetery Reserve Fund
Garage Storage Building roof replacement	6,000		6,000	Cemetery Reserve Fund
Pine Grove Cemetery new fence	10,000			
Cemetery Chapel door replacement	3,000		3,000	Cemetery Reserve Fund
Peoples Road garbage roof replacement	12,000		12,000	Cemetery Reserve Fund
	3,100,304	667,500	1,557,804	

SOCIAL SERVICES DEPARTMENT

0	0	0
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OTHER AREAS

0	0	0
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TOTAL CAPITAL & ONE TIME **4,527,386** **1,100,000** **1,887,104**



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Tim Gowans, Manager of Purchasing
DEPARTMENT: Finance Department
RE: RFP for Professional Collection Services – POA
(2015LP01P)

PURPOSE

Attached hereto for your information and consideration is a report prepared on behalf of the Evaluation Committee concerning proposals received for Professional Collection Services for the two (2) year period commencing May 1, 2015 as required by the POA Division of the Legal Department, primarily for the collection of outstanding fines.

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 February 27, 2015.

ANALYSIS

Proposals from fifteen (15) proponents were received prior to the closing date.

The proposals received have been evaluated by a committee comprised of staff from the POA Division – Legal Department; and the Purchasing Division – Finance Department.

It is the consensus of the evaluation committee that the proponent scoring the highest in the evaluation process was EOS Canada Inc. EOS Canada Inc. is licensed for collections in all Canadian provinces and territories; and being a subsidiary of the EOS Group, can also collect in the U.S.A. and worldwide.

Report to Council – Professional Collection Services - POA

2015 04 27

Page 2

IMPACT

The bulk of the Net Revenue collected by the agency remains with the City. Commission Fees associated with the collection of Provincial fines are added to the amount collected resulting in no net cost to the City. EOS Canada Inc. proposed a Commission Rate of 14% plus H.S.T.

STRATEGIC PLAN

Collection of Provincial Offences Fines is not an activity listed in the Corporate Strategic Plan.

RECOMMENDATION

Resolved that the report of the Manager of Purchasing dated 2015 04 27 be received and the recommendation that the proposal submitted by EOS Canada Inc. to provide Professional Collection Services as required by the POA Division of the Legal Department, be approved. The contract will commence May 1, 2015 and continue for a period of two (2) years allowing for further one (1) year extensions by mutual agreement. A By-law authorizing signature of the Collection Agreement with EOS Canada will appear on a future Council Agenda.

Respectfully submitted,



Tim Gowans
Manager of Purchasing

TG:tgg

Recommended for approval,



W. Freiburger
Commissioner of Finance & Treasurer



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Tim Gowans, Manager of Purchasing
DEPARTMENT: Finance Department
RE: Tender for Line Painting – City of Sault Ste. Marie – Traffic Division (2015WA02T)

PURPOSE

Attached hereto for your information and consideration is a summary of the tenders received for the provision of line painting for City streets as required by the Traffic Division of the Public Works & Transportation Department.

BACKGROUND

The tender was publicly advertised and tender documents mailed to all firms on our bidders list. A public opening of the tenders received was held April 16, 2015 with Councillor Marchy Bruni representing City Council.

ANALYSIS

The tenders received have been thoroughly evaluated and reviewed with Mr. Andy Starzomski, Manager of Traffic & Communications – PWT; and the low tendered price, meeting specifications, has been identified on the attached summary.

IMPACT

Funding for performance of this service is provided within PWT's Purchased Services Accounts.

STRATEGIC PLAN

The painting of lines on City Streets is not an activity listed in the Corporate Strategic Plan.

Report to Council – Tender for Line Painting – City of Sault Ste. Marie – Traffic

Division

2015 04 27

Page 2

RECOMMENDATION

Resolved that the report of the Manager of Purchasing dated 2015 04 27 be received and the recommendation that the tender submitted by 2228977 Ontario Inc. (o/a R & N Maintenance) to provide line painting services for City streets, as required by the Traffic Division of PWT, at their low tendered price of \$103,726.00 plus H.S.T., be approved.

Respectfully submitted,



Tim Gowans
Manager of Purchasing

TG:tgg

Recommended for approval,



W. Freiburger
Commissioner of Finance & Treasurer

**SUMMARY OF TENDERS
LINE PAINTING - TRAFFIC DIVISION**

<u>Firm</u>		<u>Total Tendered Price (H.S.T. extra)</u>	<u>Remarks</u>
North-West Lines Ltd. Thunder Bay, ON	Waterbase Paint	\$171,068.00	Meets Specifications Work completion - 90 working days Ennis Paint and Potters Canada Beads
2228977 Ontario Inc. (o/a R & N Maintenance) Guelph, ON	Waterbase Paint	\$103,726.00	Meets Specifications Work completion - 30 working days Ennis Paint and Potters Canada Beads

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

The total cost to the City will be \$105,551.58 including the non-refundable portion of the H.S.T.

It is my recommendation that the tendered price, submitted by 2228977 Ontario Inc. (o/a R & N Maintenance), be accepted.

Tim Gowans
Manager of Purchasing



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Peter Liepa, Tax Collector
DEPARTMENT: Finance Department
RE: Property Tax Appeals

PURPOSE

Council approval is required pursuant to Section 357 of the Municipal Act.

BACKGROUND

Listing of applications received for adjustment of realty taxes pursuant to Section 357 of the Municipal Act.

ANALYSIS

The Municipal Property Assessment Corporation has recommended the amount of the assessment to be adjusted.

IMPACT

There is an annual budget allocation for tax write-offs.

STRATEGIC PLAN

Not applicable.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the City Tax Collector dated 2015 04 27 concerning Property Tax Appeals be received and the recommendation that the tax records be amended pursuant to Section 357 of the Municipal Act be approved.

Report to Council – Property Tax Appeals

2015 04 27

Page 2.

Respectfully submitted,



Peter A. Liepa
City Tax Collector

Recommended for approval,



W. Freiburger, CPA, CMA
Commissioner of Finance & Treasurer

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

DATE: 2015 04 27
 PAGE: 1 of 1

ROLL NUMBER	PROPERTY ADDRESS	PERSON ASSESSED	TAX CLASS	REASON	APPEAL NO.	CANCELLATIONS	TOTAL	
						TAXES	INTEREST	ADJUSTMENT
2013								
040-001-132	00150 Conmee Ave	Essar Steel Algoma Inc.	IT	D	13-058	370.57		370.57
050-011-074	00414 Korah Rd	Dipasquo Nino & Nervina	CT/RT	A	13-059	1,206.59		1,206.59
2014								
030-075-017-95	00000 Saddle Cres	City of Sault Ste Marie	RT	B	14-026	47.18	5.81	52.99
040-001-132	00150 Conmee Ave	Essar Steel Algoma Inc.	IT	D	14-027	542.08		542.08
050-011-074	00414 Korah Rd	Dipasquo Nino & Nervina	CT/RT	A	14-028	1,274.38		1,274.38
060-006-002	00519 Douglas St	MacDonald Michael	RT	D	14-029	138.00		138.00
030-045-029	00058 Blake Ave	Flomar Automotive Ltd.	CT/CX	A	14-030	862.13		862.13
REPORT TOTAL						4,440.93	5.81	4,446.74

Peter A Liepa
 Tax Collector

-
- A. REALTY TAX CLASS CONVERSION (COMMERCIAL TAX CLASS TO RESIDENTIAL TAX CLASS)
 B. BECAME EXEMPT AFTER RETURN OF ROLL
 C. RAZED BY FIRE AFTER RETURN OF ROLL

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



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Joseph J. Cain, Manager Recreation and Culture
DEPARTMENT: Community Services Department
RE: Request for Financial Assistance for National/International Sports Competitions - Canadian Age Group Swimming Championships – Paige Banton

PURPOSE

This report is to seek City Council's approval of an application under the Parks and Recreation Advisory Committee's Financial Assistance Program for National/International Sports Competitions.

BACKGROUND

The Parks and Recreation Advisory Committee's Financial Assistance Program for National/International Sports Competitions is a program endorsed by City Council to support local athletes, including teams and individuals, who excel at their given sport on the national or international level. The program has a set of criteria by which applications are assessed and specific levels of financial assistance are governed. City Council gives final approval of all applications.

ANALYSIS

The attached application was received for Paige Banton, a member of the Northern Storm Aquatic Club in Sault Ste. Marie. The application is for financial assistance to attend the 2015 Canadian Age Group Swimming Championships to be held in Quebec City, Quebec from July 29 to August 3, 2015 sanctioned by Swim Ontario and Swim Canada. The Parks and Recreation Advisory Committee reviewed the application at their April 7, 2015 meeting and found that she meets the eligibility requirements of the Financial Assistance Policy.

Request for Financial Assistance for National International Sports Competitions Canadian Age Group Swimming Championships – Paige Banton
2015 04 27
Page 2.

The following resolution was passed:

Moved by: B. Rushon
Seconded by: P. Caldbick

“Resolved that the Parks and Recreation Advisory Committee endorse the application for Paige Banton to attend the 2015 Canadian Age Group Swimming Championships to be held in Quebec City, Quebec from July 29 to August 3, 2015 in the amount of \$200 and that a report be sent to City Council for their approval.”

IMPACT

Core funding for various financial assistance programs is provided in the City's budget.

STRATEGIC PLAN

This is not part of the City's Corporate Strategic Plan.

RECOMMENDATION

It is therefore recommended that Council take the following action:

That the report of the Manager of Recreation and Culture concerning Paige Banton be received and that the recommendation of the Parks and Recreation Advisory Committee that City Council approve a \$200 financial assistance grant for her to attend the 2015 Canadian Age Group Swimming Championships to be held in Quebec City, Quebec from July 29 to August 3, 2015, be approved.

Respectfully submitted,



Joseph J. Cain
Manager Recreation and Culture

Recommended for approval



Nicholas J. Apostle
Commissioner Community Services

attachment

COMMUNITY SERVICES DEPT.



FEB - 5 2015

REQUEST FOR FINANCIAL ASSISTANCE FOR
NATIONAL/INTERNATIONAL SPORTS COMPETITIONS
APPLICATION FORM

RECEIVED

PLEASE PRINT

Name and Address of Applicant:

Correspondence will be directed to this name and address.

Name: Erin Barton

Address: [REDACTED], 5044 Ste Marie, ON

Postal Code: [REDACTED]

Phone: [REDACTED] 613-546-1611 (W) Fax: [REDACTED]

Email: [REDACTED]

Name and Address of Athlete(s): (if different from applicant)

Attach team list to application form if applicable. (athletes only)

Name: Paige Barton

Address: [REDACTED], 5044 Ste Marie, ON

Postal Code: [REDACTED]

Name of Team or Club (if applicable):

Name of National or International Sporting Competition:

2015 Canadian Age Group Swimming Championships

Date(s) of Competition:

July 29 to Aug 3, 2015

Location of Competition:

Quebec City, Quebec

Name of Sports Governing Body:

Swim Ontario and Swim Canada

Please append correspondence (email or letter) that confirms individual or team eligibility as a Northern Ontario, Ontario or Canadian representative from the applicable sport governing body.
APPLICATIONS WILL NOT BE PROCESSED OR APPROVED WITHOUT PROOF OF ELIGIBILITY.

Total Amount of Assistance Requested:
(See Policy for application limits)

\$ 200.00

Please specify, as accurately as possible, how the financial assistance will be used if approved.

The assistance would help to offset travel, accomodations and registrations fees associated with this high level of competition.

Have you previously requested financial assistance from the City?

No Yes Amount \$.....

If yes, please indicate the year(s):
.....

If this application for funding is approved, the payment cheque should be payable to:

Erin Barton

- For recipients under the age of 18, payment will generally be provided to a parent or guardian, as circumstances dictate.
- Funding for sports teams will be payable to the coordinating group, sport association or financial representative.

I CERTIFY that to the best of my knowledge, the information provided in the Request for Financial Assistance for National/International Sports Competitions Application Form is accurate and complete and is endorsed by the individual or the not-for-profit sports team I represent.

DATE: 2015 02 03
Year Month Day

<u>Erin Barton</u>	<u>Mother</u>	<u>Erin Barton</u>	<u>[REDACTED]</u>
Name (Applicant)	Title (If applicable)	Signature	Phone Number
<u>Cathy Dupuis</u>	<u>Vice President</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Name (Club Official)	Title	Signature	Phone Number

- Two signatures are required.
- Applications submitted with only one signature will not be accepted.
- Applications received after the date of the competition will not be accepted.

PLEASE RETURN THIS FORM IN PERSON OR BY MAIL TO:

Recreation and Culture Division
Community Services Department
Civic Centre,
99 Foster Drive,
Sault Ste. Marie, ON
P6A 5X6

For additional Information:

Please call 759-5310 between the hours of 8:30 a.m. to 4:30 p.m., Monday to Friday.

The information requested above is being collected pursuant to the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be strictly used to determine eligibility for a financial assistance grant to attend a national or international sporting competition as defined in the Financial Assistance Policy. For more information or if you have any questions regarding its collection and use please contact the Recreation and Culture Division of the Community Services Department at 759-5310.

* Verification of official times as presented on the swimrankings.net website. Please note that the times are faster than the attached 2015 National Standard (Female) indicating qualification for the National Meet.

Canada

Women, 12 years

Top Ten Rankings

Long Course (50m)

Season

1 Sep 2014 - 3 Feb 2015

50m Freestyle

LUO, Jessica	02 PCS	28.80	17 Jan
HINSPERGER, Kate	02 ROW	28.93	11 Jan
MEKLENSEK, Tori	02 CW	29.17	17 Jan
KEEBLE, Abby	02 NEW	29.35	11 Jan
SIMARD, Judith	02 ELITE	29.37	17 Jan
TURVEY, Alexandra	02 VPSC	29.62	17 Jan
DUMANSKI, Elisa	02 NSAC	29.69	11 Jan
O'CONNOR, Tatum	02 GHAC	29.80	17 Jan
REES, Fiona	02 TSC	30.19	12 Dec
KEE, Raya	02 RHAC	30.22	11 Jan

50m Backstroke

TURVEY, Alexandra	02 VPSC	33.49	30 Nov
CHOMIEY, Sarah	02 EKSC	33.52	1 Feb
GATRALL, Madelyn	02 WAC	34.22	16 Jan
CRAKE, Ripley	02 NYAC	34.50	18 Jan
MEKLENSEK, Tori	02 CW	34.70	16 Jan
LAVOIE, Jaime	02 CDSC	34.73	17 Jan
BARRETT, Kelly Marie	03 WAC	34.80	16 Jan
SIMARD, Judith	02 ELITE	35.00	17 Jan
MARCHETTI, Bianca	02 RHAC	36.32	11 Jan
TRIBE, Sarah	02 TBT	36.89	16 Jan

50m Butterfly

SIMARD, Judith	02 ELITE	29.91	16 Jan
LUO, Jessica	02 PCS	30.51	17 Jan
GATRALL, Madelyn	02 WAC	31.75	17 Jan
O'CONNOR, Tatum	02 GHAC	32.00	17 Jan
FALCON, Mya	02 AJAX	32.45	10 Jan
PUHALSKI, Lindsay	02 TBT	32.78	17 Jan
MEKLENSEK, Tori	02 CW	32.87	17 Jan
TURVEY, Alexandra	02 VPSC	32.90	29 Nov
WANG, Qianyi	02 NYAC	34.36	17 Jan
CHAPMAN, Sarah	02 CW	34.50	17 Jan

100m Freestyle

LUO, Jessica	02 PCS	1:01.36	17 Jan
CARRUTHERS, Caroline	01 TSC	1:03.40	13 Dec
SIMARD, Judith	02 ELITE	1:04.52	16 Jan
BAIRD, Hannah	02 CW	1:05.64	18 Jan
HUNT, Zoe	02 TBT	1:06.00	18 Jan
SOREL, Judith	02 ELITE	1:06.06	29 Nov
CHAPMAN, Sarah	02 CW	1:06.06	18 Jan
FROH, Zoe	02 HYACK	1:06.72	17 Jan
KEEBLE, Abby	02 NEW	1:06.80	13 Dec
HINSPERGER, Kate	02 ROW	1:07.01	9 Jan

100m Backstroke

TURVEY, Alexandra	02 VPSC	1:12.78	29 Nov
MEKLENSEK, Tori	02 CW	1:13.43	17 Jan
SIMARD, Judith	02 ELITE	1:13.87	29 Nov
BARRETT, Kelly Marie	03 WAC	1:14.68	17 Jan
PUHALSKI, Lindsay	02 TBT	1:16.32	17 Jan
KEEBLE, Abby	02 NEW	1:16.96	13 Dec
KIFF, Elizabeth	02 TSC	1:18.41	17 Jan
MARCHETTI, Bianca	02 RHAC	1:18.54	10 Jan
SMITH, Jacklyn	02 BRANT	1:19.36	24 Jan
WANG, Qianyi	02 NYAC	1:19.43	17 Jan

100m Butterfly

LUO, Jessica	02 PCS	1:07.81	17 Jan
CARRUTHERS, Caroline	01 TSC	1:08.73	12 Dec
O'CONNOR, Tatum	02 GHAC	1:11.29	16 Jan
GATRALL, Madelyn	02 WAC	1:12.02	16 Jan
SIMARD, Judith	02 ELITE	1:13.59	17 Jan
HEBERT, Zoe	01 ELITE	1:13.89	29 Nov
PUHALSKI, Lindsay	02 TBT	1:14.01	16 Jan
FALCON, Mya	02 AJAX	1:14.04	11 Jan
MCCOLL, Casey	02 NEW	1:16.21	12 Dec
RICHARD, Sophie	02 ROW	1:16.40	11 Jan

200m Freestyle

LUO, Jessica	02 PCS	2:14.12	17 Jan
TURVEY, Alexandra	02 VPSC	2:16.12	30 Nov
CARRUTHERS, Caroline	01 TSC	2:16.69	12 Dec
PUHALSKI, Lindsay	02 TBT	2:20.36	16 Jan
MEKLENSEK, Tori	02 CW	2:20.36	16 Jan
LUIS, Caileigh	02 VPSC	2:21.62	30 Nov
CHAPMAN, Sarah	02 CW	2:21.62	16 Jan
BAIRD, Hannah	02 CW	2:23.47	16 Jan
SIMARD, Judith	02 ELITE	2:23.67	29 Nov
O'CONNOR, Tatum	02 GHAC	2:24.80	16 Jan

200m Backstroke

TURVEY, Alexandra	02 VPSC	2:31.19	17 Jan
GATRALL, Madelyn	02 WAC	2:37.47	18 Jan
LAVOIE, Jaime	02 CDSC	2:37.85	17 Jan
MEKLENSEK, Tori	02 CW	2:38.35	18 Jan
BARRETT, Kelly Marie	03 WAC	2:39.39	18 Jan
PUHALSKI, Lindsay	02 TBT	2:44.56	18 Jan
PELOQUIN, Alexanne	02 CNSH	2:46.52	12 Dec
HUNT, Zoe	02 TBT	2:47.50	18 Jan
KEEBLE, Abby	02 NEW	2:48.28	12 Dec
BAIRD, Hannah	02 CW	2:48.34	18 Jan

200m Butterfly

FROH, Zoe	02 HYACK	2:36.91	17 Jan
LAVOIE, Jaime	02 CDSC	2:37.86	17 Jan
CARRUTHERS, Caroline	01 TSC	2:40.88	13 Dec
GATRALL, Madelyn	02 WAC	2:46.70	17 Jan
RICHARD, Sophie	02 ROW	2:48.94	9 Jan
MCCOLL, Casey	02 NEW	2:52.02	9 Jan
EIVERS, Gabrielle	02 BRANT	2:55.10	24 Jan
CHARPENTIER, Bianka	02 ELITE	2:55.06	29 Nov
DOUBROVSKIKH, Anna	02 CALAC	3:00.94	13 Dec
DRENNAN, Emily	02 OAK	3:07.03	13 Dec

400m Freestyle

CHAPMAN, Sarah	02 CW	4:56.49	17 Jan
BAIRD, Hannah	02 CW	4:57.96	17 Jan
TURVEY, Alexandra	02 VPSC	4:59.28	29 Nov
HUNT, Zoe	02 TBT	5:05.28	17 Jan
RICHARD, Sophie	02 ROW	5:10.85	9 Jan
O'CONNOR, Tatum	02 GHAC	5:12.23	17 Jan
LLOYD, Jordan	02 NYAC	5:13.86	17 Jan
HINSPERGER, Kate	02 ROW	5:15.57	9 Jan
DUMANSKI, Elisa	02 NSAC	5:15.99	9 Jan
CHALMERS, Samantha	02 CREST	5:18.25	17 Jan

50m Breaststroke

MYBURGH, Emma	02 MST	37.70	9 Jan
BANTON, Paige	02 NSAC	37.82	9 Jan
GEORGE, Haley	02 BTSC	39.14	16 Jan
MALLETT, Victoria	02 WAC	40.55	16 Jan
HUNT, Zoe	02 TBT	40.95	16 Jan
KEE, Raya	02 RHAC	41.08	9 Jan
STARZOMSKI, Olivia	02 NSAC	41.18	9 Jan
CASWELL, Faith	02 MAC	41.39	16 Jan
GUBATAN-BEHI, Mishka	02 RHAC	41.66	9 Jan
WANG, Qianyi	02 NYAC	42.35	16 Jan

200m Medley

FROH, Zoe	02 HYACK	2:35.93	17 Jan
MEKLENSEK, Tori	02 CW	2:37.47	18 Jan
PUHALSKI, Lindsay	02 TBT	2:37.58	18 Jan
CARRUTHERS, Caroline	01 TSC	2:39.86	13 Dec
GATRALL, Madelyn	02 WAC	2:46.70	17 Jan
WANG, Qianyi	02 NYAC	2:44.69	18 Jan
BARRETT, Kelly Marie	02 WAC	2:45.07	18 Jan
FALCON, Mya	02 AJAX	2:45.57	11 Jan
ZHOU, Helena	02 ARIE	2:47.00	17 Jan
BANTON, Paige	02 NSAC	2:48.05	11 Jan
SMITH, Jacklyn	02 BRANT	2:49.34	24 Jan

800m Freestyle

TURVEY, Alexandra	02 VPSC	10:05.96	29 Nov
RICHARD, Sophie	02 ROW	10:55.42	11 Jan
HINSPERGER, Kate	02 ROW	11:02.84	11 Jan
EIVERS, Gabrielle	02 BRANT	11:15.53	24 Jan
SMITH, Jacklyn	02 BRANT	11:18.65	24 Jan
MCCOLL, Casey	02 NEW	11:20.25	11 Jan
RUSEN, Karina	02 RHAC	11:48.74	11 Jan
DOORENSPLEET, Zoe	02 SCAR	12:21.12	11 Jan
CVITKOVIC, Natasha	02 WD	12:30.75	11 Jan

100m Breaststroke

HUNT, Zoe	02 TBT	2:58.00	17 Jan
BANTON, Paige	02 NSAC	2:59.00	11 Jan
MYBURGH, Emma	02 MST	2:59.41	11 Jan
ZHOU, Helena	02 ARIE	3:00.34	17 Jan
CHAPMAN, Sarah	02 CW	3:03.69	17 Jan
MALLETT, Victoria	02 WAC	3:04.52	17 Jan
BARRETT, Kelly Marie	02 WAC	3:05.42	17 Jan
STARZOMSKI, Olivia	02 NSAC	3:06.54	11 Jan
WHITLA, Jenica	02 NEW	3:06.98	13 Dec
DONOVAN, Linda	02 NORAC	3:09.38	17 Jan

500m Freestyle

TURVEY, Alexandra	02 VPSC	5:34.26	17 Jan
CHAPMAN, Sarah	02 CW	5:43.22	18 Jan
LUIS, Caileigh	02 VPSC	5:51.77	30 Nov
FALCON, Mya	02 AJAX	5:52.95	10 Jan
RICHARD, Sophie	02 ROW	6:01.71	10 Jan
ZHANG, Joyce	02 VPSC	6:02.92	30 Nov
LLOYD, Jordan	02 NYAC	6:03.15	18 Jan
MALLETT, Victoria	02 WAC	6:03.50	18 Jan
BARRETT, Kelly Marie	03 WAC	6:05.09	18 Jan
WHITLA, Jenica	02 NEW	6:06.24	10 Jan

*Events Nationally Qualified For Are Highlighted in Pink



2015 Swimming Canada FEMALE STANDARDS - AGE GROUP CHAMPIONSHIPS										
12 & u	13	14	15	16-18	EVENT	16-18	15	14	13	12 & u
LCM	LCM	LCM	LCM	LCM		SCM	SCM	SCM	SCM	SCM
29.50	28.80	28.40	28.10	27.60	50 fr	26.90	27.40	27.70	28.00	28.90
1:04.50	1:03.00	1:01.40	1:00.80	59.30	100 fr	57.80	59.30	1:00.10	1:01.60	1:03.10
2:20.10	2:16.40	2:12.90	2:11.60	2:08.40	200 fr	2:05.20	2:08.10	2:09.90	2:13.30	2:17.40
4:56.50	4:49.10	4:42.40	4:39.10	4:32.60	400 fr	4:25.70	4:31.50	4:34.30	4:40.80	4:51.90
10:17.20	9:59.10	9:46.50	9:39.70	9:28.50	800 fr	9:10.90	9:23.10	9:28.20	9:41.00	10:04.30
20:18.00	19:32.70	18:59.30	18:51.10	18:28.70	1500 fr	18:02.10	18:16.60	18:27.30	19:02.10	19:46.60
34.70	33.80	32.90	32.50	31.80	50 bk	30.80	31.30	31.80	32.30	33.40
1:14.30	1:12.20	1:10.10	1:08.90	1:07.20	100 bk	1:09.10	1:06.20	1:07.40	1:09.30	1:11.30
2:39.50	2:34.70	2:30.90	2:28.60	2:25.00	200 bk	2:19.80	2:22.10	2:25.20	2:28.40	2:33.40
* 38.60	37.30	36.70	36.50	35.10	50 br	34.30	35.50	35.90	36.40	37.60
* 1:23.50	1:21.90	1:19.70	1:19.00	1:16.50	100 br	1:14.50	1:16.30	1:16.80	1:18.80	1:21.10
* 3:00.40	2:55.70	2:51.70	2:50.30	2:45.20	200 br	2:40.80	2:44.40	2:45.90	2:49.30	2:54.60
32.50	31.30	30.80	30.40	29.50	50 fl	28.90	30.00	30.40	31.10	32.10
1:13.20	1:10.70	1:08.40	1:07.30	1:05.40	100 fl	1:03.70	1:05.80	1:06.90	1:09.30	1:11.70
2:46.20	2:39.40	2:33.90	2:31.50	2:26.10	200 fl	2:21.60	2:27.10	2:29.70	2:34.70	2:40.80
2:40.20	2:35.60	2:32.00	2:30.20	2:26.20	200 IM	2:21.90	2:25.30	2:27.40	2:31.20	2:35.40
5:41.40	5:31.50	5:22.80	5:19.10	5:11.10	400 IM	5:02.30	5:07.90	5:12.70	5:20.30	5:29.80

2015 Swimming Canada MALE STANDARDS - AGE GROUP CHAMPIONSHIPS										
13 & u	14	15	16	17-18	EVENT	17-18	16	15	14	13 & u
LCM	LCM	LCM	LCM	LCM		SCM	SCM	SCM	SCM	SCM
27.30	26.40	25.90	25.50	24.80	50 fr	24.10	24.70	25.20	25.60	26.70
59.70	57.80	56.30	55.20	53.60	100 fr	52.30	53.80	54.90	56.50	58.20
2:11.70	2:06.50	2:03.10	2:00.90	1:57.70	200 fr	1:54.00	1:57.00	1:59.40	2:02.60	2:07.90
4:41.50	4:30.20	4:24.00	4:18.80	4:12.70	400 fr	4:04.30	4:10.00	4:14.70	4:21.80	4:32.00
9:52.20	9:34.40	9:20.30	9:14.00	9:02.90	800 fr	8:40.70	8:49.10	8:56.00	9:09.80	9:30.30
18:39.50	18:02.40	17:39.50	17:28.70	17:06.70	1500 fr	16:31.90	16:53.50	17:02.90	17:28.90	18:10.00
32.40	30.90	30.40	29.80	28.90	50 bk	27.50	28.70	29.10	29.60	31.20
1:09.20	1:06.50	1:04.40	1:03.20	1:01.30	100 bk	58.30	1:00.40	1:01.70	1:03.70	1:06.10
2:31.80	2:23.70	2:19.20	2:17.00	2:13.70	200 bk	2:06.80	2:10.90	2:13.50	2:17.50	2:23.40
36.00	34.10	33.60	33.00	31.70	50 br	30.80	32.20	32.70	33.40	35.20
1:18.10	1:15.30	1:13.40	1:11.70	1:09.40	100 br	1:06.40	1:09.10	1:10.50	1:12.40	1:15.30
2:50.00	2:44.00	2:40.20	2:37.10	2:32.20	200 br	2:24.60	2:30.50	2:33.60	2:38.00	2:44.50
30.00	28.80	28.10	27.60	26.80	50 fl	26.20	27.20	27.80	28.40	29.70
1:07.20	1:04.00	1:02.00	1:00.80	58.80	100 fl	57.70	59.60	1:00.80	1:02.80	1:06.10
2:32.60	2:26.00	2:20.80	2:17.60	2:13.10	200 fl	2:09.00	2:13.80	2:17.20	2:21.70	2:29.60
2:29.70	2:24.00	2:20.40	2:17.70	2:13.80	200 IM	2:09.30	2:13.50	2:15.80	2:19.20	2:25.00
5:19.20	5:07.90	5:00.30	4:55.80	4:50.20	400 IM	4:38.00	4:44.80	4:50.50	4:58.20	5:09.50

The Qualifying Period for Swimming Canada meets in 2015 shall be September 1, 2013 through to the published entry deadline.

The Entry Age for all Swimming Canada meets shall be the Swimmer's age as of the first day of the competition.

For CAGC's Swimmer's are limited to one Bonus Swim for 3 & 4 qualified swims, 0 for 5 or more.



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Malcolm White, City Clerk
DEPARTMENT: City Clerk's Department
RE: Procedure By-law Amendments

PURPOSE

The purpose of this report is to introduce amendments to the existing procedure by-law 2013-100 as directed by Council.

BACKGROUND

On February 9, 2015 Council passed the following resolution:

Moved by: Councillor M. Shoemaker

Seconded by: Councillor J. Huppenen

WHEREAS since January 1st 2008, citizens of Ontario have had the right to request that the Ontario Ombudsman investigate closed municipal meetings that they believe may have contravened The Municipal Act 2001 or municipal procedural bylaws; and

WHEREAS the Office of the Ontario Ombudsman has recommended that municipalities electronically record closed meetings; and

WHEREAS electronic records are more complete, definitive and less subject to dispute than written minutes and/or spoken recollections; and

WHEREAS in the event of a complaint or request to investigate a closed meeting, the availability of an electronic record would provide an accessible and complete account of the meeting, reduce the time, expense and number of interviews needed to conduct the investigation, and lead to faster decisions, recommendations and complaint resolutions;

NOW THEREFORE BE IT RESOLVED that effective March 1, 2015, all closed sessions of Meetings of Sault Ste. Marie City Council shall be recorded using

Procedure By-law Amendments

2015 04 27

Page 2.

digital audio-video recording technology and that the City Clerk's department shall be made responsible for the care and retention of the resulting records.

On April 13, 2014, Council passed the following resolution:

Moved by: Councillor M. Shoemaker

Seconded by: Councillor J. Huppenen

Resolved that the report of the Board – Committee Appointment Review Committee dated 2015 04 13 concerning a revised board and committee appointment policy be received and that Council approve the revised Appointments to Boards and Committees policy and direct staff to prepare an amending by-law to the Council Procedure by-law that would see the policy included as a schedule to the by-law and add to the by-law the necessary wording to allow for simultaneous recorded voting to be used as part of the board and committee appointment process, and

Further that the feasibility of requiring criminal record checks for persons appointed or nominated to boards and committees be referred to staff for review and report back to Council.

ANALYSIS (if applicable)

Not applicable

IMPACT

There is no budgetary impact arising from these amendments to the procedure by-law.

STRATEGIC PLAN

The amendments to the procedure by-law are not linked to any activity in the existing Strategic Plan.

RECOMMENDATION

It is therefore recommended that Council take the following action:

The relevant By-law 2015-86 is listed under item 11 of the Agenda and will be read with all by-laws under that item.

Respectfully submitted,



Malcolm White
City Clerk



COUNCIL REPORT

Date of Council Meeting

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Malcolm White, City Clerk
DEPARTMENT: City Clerk's Department
RE: Appointments to PUC Inc. and PUC Services Inc.

PURPOSE

This report outlines the appointment process and lists the applicants for appointment to the boards of directors of PUC Inc. and PUC Services Inc.

BACKGROUND

Council is aware that through the call for applications for appointment to boards and committees conducted late last year, applications were sought from interested persons for appointment to PUC Inc., PUC Services Inc. and the Public Utilities Commission (Water). A substantial number of applications were received for the various entities.

I was recently made aware that the authority for appointments to the Public Utilities Commission has been delegated to the PUC Inc. Board by Council through a by-law passed in 2001. I will therefore refer the applicants for that body to the PUC Inc. Board for their consideration.

ANALYSIS

Council has determined that the recommended slate of directors presented for ratification at the upcoming meeting of the shareholder (May 13, 2015) shall be selected by using the recently approved policy governing appointments to boards and committees.

In terms of process, Council will first select the positions on both boards that are usually reserved for members of Council. Following that, the selection of interested persons will occur for the two boards.

The interested persons listed on the attached sheet have been advised of the process that will be used and have agreed to let their names stand. Current incumbents are noted with an asterisk.

IMPACT

N/A

STRATEGIC PLAN

This item is not linked to a current activity in the Strategic Plan.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the City Clerk dated 2015 04 27 concerning Appointments to PUC Inc. and PUC Services Inc. be received as information.

Respectfully submitted,

Malcolm White

City Clerk

PUC Inc. Board of Directors – Interested Persons

Bruno Barban *

Jack Berry

Jim Boniferro

Cecilia Bruno *

Suzanne Farrell

Allan Frederick

Josef Gass

James Greco *

Larry Guerriero *

Jim Harmar

Mark Howson *

Robert Kates

J.D. Lawson *

William Lindsay

Ian MacKenzie

Pat Mick *

Terry Rainone

Robert Reid

Anthony Rossi

Trevor Sawchyn

PUC Services Inc. Board of Directors – Interested Persons

Bruno Barban *

Jack Berry

Jim Boniferro

Cecilia Bruno *

Allan Frederick

James Greco *

Larry Guerriero *

Jim Harmar

Mark Howson *

Robert Kates

J.D. Lawson *

Robert Longo

William Lindsay

Pat Mick *

Terry Rainone

Robert Reid

David Rose

Trevor Sawchyn



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Malcolm White, City Clerk
DEPARTMENT: City Clerk's Department
RE: Appointments to PUC - Supplementary

PURPOSE

This report provides supplementary information to the report already on the agenda.

BACKGROUND

The practice in past years has been to appoint a nine member board (three members of Council, six citizens). Mayor Provenzano was appointed in January, 2015 to fill the council member position of Pat Mick, who did not seek re-election to Council. Pat Mick remained on the board as a citizen.

The articles of incorporation for PUC Inc. allow for a minimum of one to a maximum of ten directors.

A data sheet providing additional information is attached.

IMPACT

N/A

STRATEGIC PLAN

This item is not linked to a current activity in the Strategic Plan.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the City Clerk dated 2015 04 27 concerning Appointments to PUC Supplementary Information be received as information.

Respectfully submitted,

Appointments to PUC – Supplementary Information

2015 04 27

Page 2.

Malcolm White

City Clerk

**APPOINTMENTS
TO
PUC INC. BOARD OF DIRECTORS**

APPOINTEE	REPRESENTS	APPOINTED DATE	YEAR(S)	TERM FROM	TO
Christian Provenzano	City Council	January 12, 2015		January, 2015	May, 2015
Marchy Bruni	City Council	Nominated Jan 7, 2013	2	May, 2014	May, 2015
Frank Fata	City Council	Nominated Jan 7, 2013	2	May, 2014	May, 2015
Pat Mick – Vice Chair	City Council	Nominated Jan 7, 2013	2	May, 2014	Dec, 2015
Cecilia Bruno	Citizen	May, 2013	1	May, 2014	May, 2015
Bruno Barban	Citizen	May, 2013	1	May, 2014	May, 2015
Larry Guerriero - Chair	Citizen	May, 2013	1	May, 2014	May, 2015
Mark Howson	Citizen	May, 2013	1	May, 2014	May, 2015
J. Douglas Lawson	Citizen	May, 2013	1	May, 2014	May, 2015
James Greco	Citizen	May, 2013	1	May, 2014	May, 2015

Board/Committee Data			
Staff Contact: Dominic Parrella, President and CEO 705-759-6538			
Usual Meeting Day:	Fourth Wed each month	Usual Meeting Time:	4:30 p.m.
Usual Meeting Location:	PUC Board Room	Average Number of Meetings/year	4 to 6 annually
Remuneration (if applicable):	\$6500 Chair annually; \$5000 Vice-Chair annually \$3500 member annually		
Additional Comments: Board of Directors slate is submitted to Council for endorsement at the annual shareholder meeting held in May. Councillors Bruni, Fata and Mick were nominated by Council in January 2013 for a two year term. Their appointments were endorsed at the annual meeting May 2013 and May 2014. Mayor Provenzano was appointed in January 2015.			



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Peter Niro
DEPARTMENT: Human Resources Department
RE: Vacancy Review Policy

PURPOSE

Further to a request by Councillor Butland, to provide to City Council as information the existing Vacancy Review policies.

BACKGROUND

Further to the discussion concerning item 8.1 at the April 13, 2015 Council meeting, Councillor Butland has been provided with the attached policies and requested they be circulated to Council.

ANALYSIS

N/A

IMPACT

N/A

STRATEGIC PLAN

N/A

RECOMMENDATION

Resolved that the report of the Commissioner of Human Resources dated 2015 04 27 be received as information.

Respectfully submitted,

Peter Niro
Commissioner
of Human Resources

Report to Council – Vacancy Review Policy

2015 04 17

Page 2.

SUBJECT: VACANCY REVIEW POLICY	
File in Section: EMPLOYMENT PRACTICES	
Effective Date: April 26, 1988	Page 1 of 1
Revision Date: January, 2013	
Approved by: Senior Management Team	

PURPOSE:

The following outlines the procedure to be followed to request the replacement of personnel.

Scope - All job openings created as a result of an employee being terminated, transferred or promoted are covered by this policy.

Position Review - The Department Head and appropriate Supervisors review the job duties and responsibilities of the vacant position to assess the appropriateness of the assignment of duties. The review should identify any changes, efficiencies or improvements in work flow, task performance or reporting structures that may be proposed as a result of the vacancy.

Position to be Changed - If the department is recommending changes in the position, the Commissioner of Human Resources Human Resources Department will be contacted prior to proceeding with the request to fill the vacancy. The Commissioner of Human Resources will review the proposed changes in the job and assess the impact on job descriptions, job classifications and salaries and report these impacts to the department.

Staffing Requisition - The Supervisor responsible for the vacant position will complete a Staff Replacement Request Form and forward it to the Department Head for review and approval.

Chief Administrative Officer Approval - Once the form is completed and approved by the Department, it is forwarded to the CAO for review and approval.

Administrator's Approval - If approved the Staff Replacement Request Form is returned to the Human Resources Department to begin the recruitment process.



INFORMATION MANUAL

H-I-1

Subject:	VACANCY REVIEW POLICY
Department/Division:	Human Resources
Source:	Manager - Employee Development
Date:	1988 04 25

Page: 1 of 2

PURPOSE	The following outlines the procedure to be followed to request the replacement of personnel.
SCOPE	All job openings created as a result of an employee being terminated, transferred or promoted are covered by this Policy.
EXCEPTION	The job of Instructor, Day Nurseries Division, Community Services Department is not subject to this policy. When an opening occurs in this job, the Manager of Day Nurseries must request in writing to the Commissioner - Human Resources, for approval to fill the position. Such request cannot affect a change in staff complement or pupil/teacher ratios.
POSITION REVIEW	The Department Head and appropriate Supervisors review the job duties and responsibilities of the vacant position to assess the appropriateness of the assignment of duties. The review should identify any changes, efficiencies or improvements in work flow, task performance or reporting structures that may be proposed as a result of the vacancy.
IF NO CHANGES IN POSITION	The Supervisor responsible for the vacant position will complete the Personnel Requisition Form and forward it to the Department Head for review and approval.
COMMISSIONER - HUMAN RESOURCES APPROVAL	The completed form is forwarded to the Commissioner - Human Resources for review and approval. Consideration is given to such factors as whether the vacancy could be filled through accommodation of a disabled worker, re-employment of staff, or whether it could be filled temporarily.
CHIEF ADMINISTRATIVE OFFICER'S APPROVAL	The Commissioner - Human Resources will forward the approved requisition form to the Chief Administrative Officer for review and approval. If approved, the Personnel requisition is returned to the Human Resources Department to begin the recruitment process.



INFORMATION MANUAL

H-I-1

Subject:	VACANCY REVIEW POLICY
Department/Division:	Human Resources
Source:	Manager - Employee Development
Date:	1988 04 25

Page: 2 of 2

POSITION TO BE CHANGED	If the Department is recommending changes in the position, the Manager of Human Resource Services in the Personnel Department must be contacted prior to completing the Personnel Requisition Form. The Department will submit for review the proposed changes and estimated impacts of the proposed changes. The Manager of Human Resource Services will assess these impacts on job descriptions, job classifications and salaries and report to the Department. The Supervisor will complete the Personnel Requisition Form with the impact of changes as reported and forward the form to the Department Head for review and approval. The Commissioner - Human Resources and Chief Administrative Officer's approvals proceed as stated above.
REFERENCE	See personnel Policies and Procedure Manual, Policy No. 1 - 4 for further details.

STAFF REPLACEMENT REQUEST

JOB TITLE: _____

DIVISION: _____ DEPT. _____

REPORTS TO: _____

UNION: _____ **MANAGEMENT:** _____

JOB CLASS: _____ LEVEL: _____

NAME OF INCUMBENT: _____

REASON FOR VACANCY: _____

Identify any changes proposed in major duties or reporting structure:

Will these changes impact on other positions in Dept. If yes - explain

Department Head Signature: _____

Chief Administrative Officer's Approval: _____

Date:

DISTRIBUTION: Commissioner of Human Resources
Department Head
Chief Administrative Officer



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Joseph Cain, Manager Recreation and Culture
DEPARTMENT: Community Services Department
RE: Heritage Property Tax Rebate Program

PURPOSE

The purpose of this report is to seek Council's approval to register two (2) owners of designated properties into the City's Heritage Property Tax Rebate program.

BACKGROUND

Two (2) owners of designated heritage properties in Sault Ste. Marie have filed applications to enroll in the City's Heritage Property Tax Rebate program.

The properties are located at 1164 Queen Street East and 36 Herrick Street.

The Ontario Government under Section 365.2 of the Municipal Act (2001, S.O. 2001, c.25 as amended) allows municipalities to grant tax rebates of 10% to 40% on the value of an "eligible" heritage property in order to stimulate the restoration and preservation of Ontario's unique heritage assets.

In 2005, City Council passed a resolution accepting the implementation of a 40% Tax Rebate Program in our community to support owners of Designated Heritage Properties. Bylaw 2005-186 outlines the criteria for the Heritage Property Tax Rebate Program (attached).

Heritage Property Tax Rebate Program

2015 04 27

Page 2.

ANALYSIS

Heritage properties are an important community resource; however, increased costs are often associated with their restoration and maintenance. Programs such as the Heritage Property Tax Rebate Program recognize these costs and are seen as an investment in the community by preserving our City's unique cultural heritage, and supporting owners of heritage properties. Currently there are 13 owners of designated heritage properties enrolled in the tax rebate program. There are a total of 37 heritage sites in the City of Sault Ste. Marie designated under Part IV of the Ontario Heritage Act.

Enrolment into the program requires the completion of an application; and once approved by Council a Heritage Property Agreement between the City and the property owner is completed which is then registered on the property title. This allows the City access to the property for inspection purposes to ensure that the owner is fulfilling the terms of the agreement. The Sault Ste. Marie Municipal Heritage Committee in conjunction with City Building Inspection services conducts an annual inspection of all heritage properties enrolled in the program. Owners are provided with a report of the findings and advised of maintenance items which need to be addressed. Owners who fail to maintain their heritage properties to an acceptable standard risk losing the annual tax rebate.

At their March 4, 2015 meeting the Sault Ste. Marie Municipal Heritage Committee reviewed two (2) new applications for the Heritage Property Tax Rebate Program and passed the following resolution:

Moved by: J. Young

Seconded by: L. Beilhartz

"Resolved that the Sault Ste. Marie Municipal Heritage Committee approve 1164 Queen Street and 36 Herrick Street to be enrolled in the Heritage Property Tax Rebate Program and that a report be prepared for the approval of City Council."

CARRIED

IMPACT

The amount of the combined rebate varies annually depending on the number of applicants. The rebates for the 2013 tax year totaled \$70,333.13 of which the municipal portion was \$52,755.20 and the education portion \$17,577.93. It is expected that the rebates for the 2014 tax year will be slightly higher as a result of the addition of the new properties to the program.

STRATEGIC PLAN

This item does not relate to the Corporate Strategic Plan.

Heritage Property Tax Rebate Program

2015 04 27

Page 3.

RECOMMENDATION

It is therefore recommended that Council take the following action:

That the report of the Manager of Recreation and Culture concerning the Heritage Property Tax Rebate Program be received and that the recommendation of the Sault Ste. Marie Municipal Heritage Committee that the following two (2) properties be enrolled in the Heritage Property Tax Rebate Program, be approved:

- 36 Herrick Street owned by Jared MacKinnon and Marisha Caswell
- 1164 Queen Street East owned by Cindy Parniak

By-law 2015-70 appears elsewhere on the Agenda and is recommended for approval.

Respectfully submitted,



Joseph J. Cain
Manager Recreation and Culture

Recommended for approval



Nicholas J. Apostle
Commissioner Community Services

cc: N. Kenny – City Solicitor
B. Freiburger – Commissioner of Finance and Treasurer
F. Pozzebon – Chief Building Official
P. Liepa – City Tax Collector

attachment



CITY COUNCIL RESOLUTION

Date: November 14, 2005

Agenda Item

MOVED BY
SECONDED BY

Councillor
Councillor

D. Amaro

J. Curran T. Sheehan

RESOLVED THAT BY-LAW 2005-186 being a by-law to provide for tax refunds in respect to eligible heritage property be read THREE times and PASSED in open Council this 14th day of November, 2005.

CARRIED
 REFERRED

DEFEATED
 OFFICIALLY READ NOT DEALT WITH

AMENDED

DEFERRED

SIGNATURE

- C.A.O.
- City Solicitor
- Comm. Finance/Treasurer
- Comm. Eng. & Planning
- Comm. Human Resources

- Comm. Community Services
- Comm. P.W. & Transportation
- City Clerk
- Fire Chief
- Police Chief

- Mayor
- Dir. Libraries
- E.D.C.
- Cons. Authority
-

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

2005-186

TAX: (T.1.2.) being a by-law to provide for tax refunds in respect of eligible heritage property

WHEREAS the Council of the Corporation of the City of Sault Ste. Marie is empowered by section 365.2 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to pass a by-law establishing a program to provide heritage tax refunds in respect of eligible heritage properties;

NOW THEREFORE the Council of The Corporation of The City of Sault Ste. Marie enacts as follows:

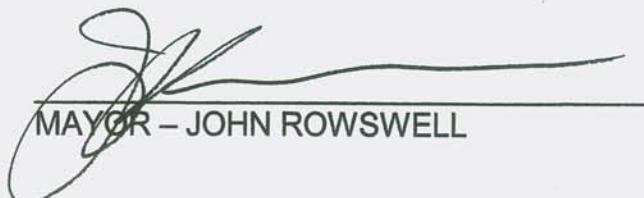
1. In this By-law:

- (a) "built heritage resource" means a building or structure or location of historic or architectural value that reveals some of the broad architectural, cultural, social, political, economic or military patterns of our local history or that has some association with specific events or people that have shaped the details of that history.
 - (b) "City" means The Corporation of the City of Sault Ste. Marie
 - (c) "Council" means the Council of The Corporation of the City of Sault Ste. Marie
 - (d) "eligible heritage property" means a property or portion of a property,
 - i) that is located in the City of Sault Ste. Marie;
 - ii) that is designated under Part IV of the Ontario Heritage Act or is part of a heritage conservation district under Part V of the Ontario Heritage Act; and
 - iii) that is subject to either an easement agreement with the City under section 37 of the Ontario Heritage Act, an easement agreement with the Ontario Heritage Foundation under section 22 of the Ontario Heritage Act, or an agreement with the City respecting the preservation and maintenance of a built heritage resource on the property.
 - (e) "heritage tax refund" means an amount of tax that may be refunded in respect of an eligible heritage property. The amount of a heritage tax refund, unless otherwise specified, shall be 40% of the taxes for municipal and school purposes levied on the eligible heritage property.
 - (f) "municipal" means the City of Sault Ste. Marie.
 - (g) "owner(s)" includes a corporation and partnership and the heirs, executors, administrators and other legal representatives of a person to whom the context can apply according to law;
 - (h) "person(s)" includes a corporation and partnership and the heirs, executors, administrators and other legal representatives of a person to whom the context can apply according to law;
2. The heritage tax refund program set out in this by-law is subject at all times to the availability of funding for the heritage tax refund program. This by-law does not require the City or Council to provide funding for this program and the heritage tax refund contemplated by this by-law may be eliminated by Council through repeal of the by-law at any time with no notice whatsoever to affected persons.

3. This heritage tax refund program is subject to any regulations that the Minister of Finance may make governing by-laws on tax refunds and reductions for heritage properties.
4. Subject to the conditions set out in this by-law, one heritage tax refund may be paid annually for each eligible heritage property in the property tax class of residential/farm as defined by the Assessment Act, R.S.O. 1990, c. A.31 and Ontario Regulation 282/98 thereunder, as amended.
5. If multiple easement and/or preservation and maintenance agreements are registered on one parcel of land, multiple refunds will not be provided in respect of the same heritage features.
6. The portion of a property's total assessment that is attributable to the building or structure or portion of the building or structure or location that is eligible heritage property and the land used in connection with it may be determined by the Municipal Assessment Corporation at the request of the City.
7.
 - (1) The owner of an eligible heritage property must make application on the prescribed form during the month of February in the year following the year for which the owner is seeking to obtain the heritage tax refund. Applications not received during the month of February, whether earlier or later, will not be considered.
 - (2) Where funding is insufficient to give a full heritage tax refund to each otherwise eligible applicant, the applications received will be pro rated. No priority will be given to applicants who have previously obtained a heritage tax refund.
 - (3) Subject to Sections 2 and 9 of this by-law, an application for a heritage tax refund if approved, is valid for three years. If an application for a three year heritage tax refund is not approved nothing prevents the owner from applying again in the subsequent year for a heritage tax refund.
 - (4) Upon application, the owner must consent to the City conducting periodic inspections to ensure that the relevant easement agreement or maintenance and preservation agreement is being complied with.
 - (5) No heritage tax refund will be given under this by-law where the City determines that the relevant easement agreement or maintenance and preservation agreement is not complied with to the satisfaction of the City.
8.
 - (1) Heritage tax refunds shall be calculated using the assessed value of the property for tax purposes.
 - (2) If the assessment of a property for a year changes as a result of proceedings under the Assessment Act, the heritage tax refund shall be redetermined using the new assessment and the tax roll for the year shall be amended to reflect the determination.
9.
 - (1) If the owner of an eligible heritage property demolishes the eligible heritage property or breaches the terms of the relevant easement or preservation and maintenance agreement, the City may, in addition to any other remedy, require the owner to repay part or all of any heritage tax refund(s) provided to the owner for one or more years under this by-law.
 - (2) The City may require the owner to pay interest on the amount of any repayment required under this section, at a rate not exceeding the lowest prime rate reported to the Bank of Canada by any of the banks listed in Schedule I of the Bank Act (Canada), calculated from the date or dates the heritage tax refund(s) were provided.

- (3) Any amount repaid under this section will be shared by the City and school boards that share in the revenue from taxes on the property, in the same proportion that they shared in the cost of the heritage tax refund(s) on the property.
10. (1) If tax arrears are attributable to a property, a heritage tax rebate may be given in lieu of the heritage tax refund or in lieu of a portion of the heritage tax refund set out in this by-law. Such rebate will be subject to the same terms as a heritage tax refund.
- (2) If tax arrears are attributable to a property, any refund or rebate granted under this by-law will first be applied against the outstanding tax liability in respect of the property.
11. The City Clerk is hereby directed to give notice of this by-law to the Minister of Finance within 30 days of the date it is passed.
12. This by-law takes effect on the date of its final passing.

Read THREE times and PASSED in Open Council this 14th day of November, 2005



MAYOR – JOHN ROWSWELL



CITY CLERK – DONNA P. IRVING



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Carl Rumieli, P. Eng., Design & Construction Engineer
DEPARTMENT: Engineering and Planning Department
RE: Reconstruction of McMeeken and Elizabeth (Churchill Boulevard to Queen Street) – Contract 2015-3E

PURPOSE

The purpose of this report is to obtain approval to award Contract 2015-3E. The project includes the Reconstruction of McMeeken and Elizabeth Street from Churchill Boulevard to Queen Street.

BACKGROUND

In the current Five Year Capital Road Reconstruction Plan, the reconstruction of these streets is planned for 2015.

Tenders received for Contract 2015-3E were opened at a public meeting Tuesday, April 14, 2015 in the Russ Ramsay Room of the Civic Centre. Present at the opening was Councilor Frank Fata 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 sheet. The low tender of **\$2,545,774.73** (including HST) was received from Ellwood Robinson Limited. This is above the consultant's pre-tender estimate of \$2,320,000.

IMPACT

When recoverable HST and PUC costs are removed, the City's cost to complete this project is projected to be **\$1,930,358**. Within this amount we are over on the overall capital budget by \$22,129, over on the urban only budget by \$205,552 and slightly under on the sanitary sewer surcharge budget by \$425.

When we compare the reconstruction of McMeeken/ Elizabeth and Upton Road (being awarded on a separate report), we are tracking over budget on the 2015

Reconstruction of McMeeken and Elizabeth Street

2015 04 27

Page 2

reconstruction program at this time. On our three accounts, we are over budget by \$160,721 on the Overall Capital, over budget by \$260,079 on the Urban Only, and over budget by \$43,020 on the Sanitary Sewer Surcharge at this time. However, our projects all carry healthy contingency allowances built into the contracts that often are not spent. As subsequent tenders come in for the other projects, we will monitor the 2015 Construction Program to ensure that we come in, on or near budget. We will continue to keep Council informed.

STRATEGIC PLAN

This is linked to the Strategic Plan through Objective 1B – Transportation Network Improvements.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Design & Construction Engineer dated 2015 04 27 concerning the reconstruction of McMeeken and Elizabeth Streets be received and the recommendation that Contract 2015-3E be awarded to Ellwood Robinson Limited be approved.

By-law **2015-73** authorizing execution of Contract 2015-3E the Reconstruction of McMeeken and Elizabeth Streets and By-law **2015-74** authorizing the road closure of McMeeken and Elizabeth Streets (Churchill Boulevard to Queen Street) from May 1, 2015 until October 31, 2015 appear elsewhere on the Agenda and are recommended for approval.

Respectfully submitted,



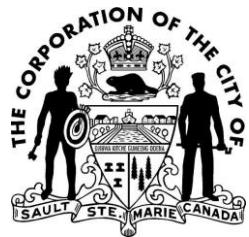
Carl Rumiel, P. Eng.
Design & Construction Engineer

Recommended for approval



Jerry Dolcetti, RPP
Commissioner

/bb
Attach.



2015 04 15

Our File: Contract 2015-3E

CONTRACT 2015-3E

RECONSTRUCTION OF ELIZABETH STREET/MCMEEKEN STREET

SUMMARY OF BIDS

CONTRACTOR	TOTAL BID PRICE
Ellwood Robinson Limited.	\$2,545,774.68
Palmer Construction Group Inc.	\$2,594,848.49
Avery Construction Limited	\$3,013,776.32
R. M. Belanger Limited	\$4,363,806.88
Pre-Tender City Estimate	\$2,320,000.00



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Madison Zuppa, Environmental Initiatives Coordinator
DEPARTMENT: Engineering and Planning Department
RE: CTV Sponsorship Agreement

PURPOSE

The purpose of the report is to request Council approval for the CTV Sponsorship Agreement for the 20-Minute Sault Ste. Marie Makeover.

BACKGROUND

The City of Sault Ste. Marie will be hosting the 4th Annual 20-Minute Sault Ste. Marie Makeover on May 12, 2015. In an effort to secure sponsors for the event, City staff forwarded requests to relevant local businesses and media organizations. On March 17, 2015, CTV Television responded with specified terms that are outlined in a Sponsorship Agreement located elsewhere on the Agenda for Council's consideration. It is the opinion of City staff that the proposed Sponsorship Agreement will assist in bringing event information to even more local residents than past years.

IMPACT

CTV is proposing \$4,000 of coverage to promote the 20-Minute Sault Ste. Marie Makeover with a commitment of \$1,000 from the Corporation of the City of Sault Ste. Marie. This will be funded through the Green Committee's Project Expenditure budget.

STRATEGIC PLAN

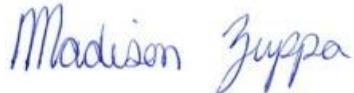
The Corporate Strategic Plan contains numerous references to environmental awareness and a reduction in CO2 emissions; however, the 20-Minute Sault Ste. Marie Makeover is not included.

RECOMMENDATION

It is therefore recommended that Council take the following action:

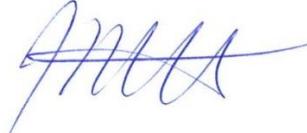
Be it resolved that the report of the Environmental Initiatives Coordinator be received. By-law 2015-77 appears elsewhere on the agenda authorizing the CTV Sponsorship Agreement and is recommended for approval.

Respectfully submitted,



Madison Zuppa, MES
Environmental Initiatives Coordinator

Recommended for approval



Jerry Dolcetti, RPP
Commissioner



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano & Members of City Council
AUTHOR: Catherine Taddo, P. Eng., Land Development and Environmental Engineer
DEPARTMENT: Engineering and Planning Department
RE: Biosolids Management Plan – Notice of Completion

PURPOSE

The purpose of the report is to obtain approval to issue the Notice of Completion and commencement of the thirty day comment period for the Biosolids Class Environmental Assessment.

BACKGROUND

A summary of Council Approvals and Public Information Centres in relation to the Biosolids Management Plan is as follows:

- On May 28, 2007, Council authorized a request for proposal process for a biosolids management/disposal study at a cost not to exceed \$50,000;
- On November 13, 2007 Council authorized TSH/Dillon to conduct the Biosolids Management Study;
- On December 10, 2007 Council authorized the execution of the engineering agreement under By-law 2007-208;
- On December 11, 2008, the City held a Public Information Centre in relation to the Biosolids Class EA to discuss the alternatives, the evaluation criteria, and the preliminary preferred alternative;
- On February 9, 2009 Council authorized an adjustment to the engineering fee to \$65,000;
- On November 10, 2014 Council was informed of a Public Information Centre scheduled for December 2, 2014;

On December 2, 2014 a second Public Information Centre was held in the Russ Ramsay Room from 3:30 p.m. to 7:30 p.m. to present the evaluation, the preliminary preferred alternative, and obtain comments.

Biosolids Management Plan – Notice of Completion

2015 04 27

Page 2

ANALYSIS

Following the second Public Information Centre, comments were compiled, and incorporated into the final report. Based on the analysis completed, the recommended alternative for the biosolids solution has been identified as follows:

- Construction of an alkaline stabilization or composting facility at the City landfill;
- Use of the final product for daily cover;
- Consideration of other uses of the processed material in the future;
- Use of modified transportation units for odour control in transit.

A Notice of Completion will be issued, followed by a thirty-day comment period. Provided that no significant concerns are raised during the review period, the City may proceed with the project, subject to appropriate approvals. A copy of the Biosolids Management Study is attached.

IMPACT

The estimated lifecycle cost, per wet tonne, based on an assumed energy inflation rate ranging from 5% to 12.5% per annum is in the range of \$165 to \$200. Although the estimate is based on existing technical data, a request for proposal (RFP) process would more accurately reveal the true cost for each process. The preferred alternative would ultimately be funded through the sanitary sewer surcharge account. The Engineering Department will report back to Council prior to proceeding with a RFP.

STRATEGIC PLAN

Biosolids management is linked to Strategic Direction 1, Developing Solid Infrastructure, and Objective 1A, Environmental Leadership.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Land Development and Environmental Engineer dated 2015 04 27 concerning the Biosolids Management Plan Notice of Completion be received, and the recommendation that the Notice of Completion be issued, be approved.

Respectfully submitted,

C. Taddo

Catherine Taddo, P. Eng
Land Development & Environmental Engineer

Recommended for approval,

J. Dolcetti

Jerry Dolcetti, RPP
Commissioner

Attach.



City of Sault Ste. Marie
Biosolids Management Study

Prepared by:

AECOM Canada Ltd.

523 Wellington Street East, Sault Ste. Marie, ON, Canada P6A 2M4
T 705.942.2612 F 705.942.3642 www.aecom.com

Project Number:

60117634

Date:

March, 2015

Statement of Qualifications and Limitations

The attached Report (the "Report") has been prepared by AECOM Canada Ltd. ("Consultant") for the benefit of the client ("Client") in accordance with the agreement between Consultant and Client, including the scope of work detailed therein (the "Agreement").

The information, data, recommendations and conclusions contained in the Report (collectively, the "Information"):

- is subject to the scope, schedule, and other constraints and limitations in the Agreement and the qualifications contained in the Report (the "Limitations");
- represents Consultant's professional judgement in light of the Limitations and industry standards for the preparation of similar reports;
- may be based on information provided to Consultant which has not been independently verified;
- has not been updated since the date of issuance of the Report and its accuracy is limited to the time period and circumstances in which it was collected, processed, made or issued;
- must be read as a whole and sections thereof should not be read out of such context;
- was prepared for the specific purposes described in the Report and the Agreement; and
- in the case of subsurface, environmental or geotechnical conditions, may be based on limited testing and on the assumption that such conditions are uniform and not variable either geographically or over time.

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Consultant agrees that the Report represents its professional judgement as described above and that the Information has been prepared for the specific purpose and use described in the Report and the Agreement, but Consultant makes no other representations, or any guarantees or warranties whatsoever, whether express or implied, with respect to the Report, the Information or any part thereof.

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Revision Log

Revision #	Revised By	Date	Issue / Revision Description
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Executive Summary

Introduction

Waste water in the City of Sault Ste. Marie is treated at two separate sewage treatment plants; the East End and West End plants. The biosolids or sludge that is generated at these plants is dewatered and transported to the City of Sault Ste. Marie landfill for disposal. Historically approximately 10,000 tonnes of biosolids have been disposed of each year. The biosolids are approximately 25% solids and accounted for approximately 17% of the overall waste disposed of in 2013. The existing landfill is projected to have approximately 7.5 years of remaining disposal capacity (at the end of 2013).

Background

This Study was initiated in 2008, a public open house was conducted in December 2008 and a final Draft report was prepared in September 2009. The study completion was subsequently deferred at the request of technology vendors to allow them to make presentations and submissions to the City regarding the capabilities of their respective technologies. In addition the province of Ontario introduced new compost standards in July 2012 which impacted the evaluation of one of the alternatives. The evaluations and report have been updated to reflect the passage of time.

Problem/Opportunity

The City initiated this project to address the following problems/opportunities:

- The diversion of biosolids from disposal would enhance the projected longevity of the existing landfill.
- There may be an opportunity to further mitigate odours in transporting and managing the biosolids.
- There are challenges in managing the biosolids at the landfill due to its poor workability and high liquid content. This problem has been exacerbated with the significant reduction in fibrous materials landfilled (ie: increased diversion of paper type products) and the disposal of commercial waste in other sites.
- There is a shortage of earthen cover materials available at the landfill to meet future operational needs.

Class Environmental Assessment Process

Municipal infrastructure projects must be undertaken in accordance with the Environmental Assessment ("EA") Act. Municipal infrastructure projects of this type are not subject to a complete environmental assessment but are subject to a "Class" Environmental Assessment ("Class EA"). The Class EA process was developed to ensure that environmental concerns and public input are considered in the implementation of municipal infrastructure projects.

Under this process it is mandatory to consult with the public and relevant review agencies. Two public open houses were conducted to provide an opportunity for agencies, area residents and the general public to review and comment on the alternative solutions and design concepts being considered.

Input received through the public consultation process was considered in the planning and design of this project.

Biosolids Processing Alternatives

Alternative processing solutions were identified and assessed to address the identified problems/opportunities. The biosolids processing alternatives included:

1. Do nothing – provides a basis for comparing the other alternatives.
2. Anaerobic Digestion – bacteria convert solids to a biogas (methane, carbon dioxide, hydrogen sulfide) in the absence of air.
3. Aerobic Digestion – air is introduced and dissolved oxygen and bacteria breakdown the solids and produce carbon dioxide and water.
4. Lime Stabilization – introduce an alkaline material and in some cases heat to raise the pH and reduce the microbiological population.
5. Geotube Freeze-Thaw – place biosolids in a geosynthetic “sock” and add polymers to allow water to drain by gravity over time.
6. Chemical and Heat Treatment – add chemicals and heat to lower the pH and reduce the microbiological population.
7. Enhanced Sludge Dewatering – reduced the liquid content through enhanced filtration and the introduction of heat.
8. Composting – an aerobic, self heating stabilization process requiring the introduction of an amendment to produce a suitable C:N ratio and improve porosity.
9. Pelletization – mixed with dust which coats the sludge granules and air dried to 80% solids content.
10. Incineration – combustion at temperatures in the range of 760°C to 870°C producing carbon dioxide and water.
11. Gasification – a high heat process (>700°C) in the absence of air to create a syngas.

A detailed evaluation of the alternatives was completed with due consideration of technical issues, natural and social environmental impacts and costs.

Preferred Processing Alternative

Based on the results of the evaluation there was a clear preference for **composting and alkaline stabilization**.

The principle reasons for selecting both processing alternatives are as follows:

- Both processes scored similarly in the evaluation and both eliminate the need for disposal of biosolids in the landfill.
- The processed material properties are similar to soil and are suitable for use as landfill cover or for other land application (eg. agriculture or forestry).
- The processed material is less odorous and safer to handle.
- No impacts to existing waste water treatment processes.
- Both are well established and reliable processes.

In addition to these processing alternatives, consideration was also given to the end use of the processed product and the location of a processing facility.

End Use Alternatives

Following the selection of a preferred processing strategy, three alternative end use applications were considered for the processed material:

1. Disposal in landfill.
2. Land application (agriculture or forestry).
3. Landfill cover.

An evaluation of these end uses was completed with due consideration of technical criteria, environmental benefits and costs.

Preferred End Use Alternative

Based on the results of the evaluation, the preliminary preferred end use for the processed material is landfill cover. The principle reasons for the selection of this alternative are as follows:

- Reduced land area requirements for application.
- No timing restrictions for application resulting in reduced storage area requirements.
- Less onerous administrative requirements.
- Lower costs and less potential for future liability.

The City also recognizes that Vendors may have an interest in marketing and distributing the processed material. Consideration of other end use alternatives will be permitted during the implementation phase.

Alternative Sites

Following the selection of preliminary preferred processing and end use alternatives, three alternative locations were considered for the proposed processing facility:

1. East End Sewage Treatment Plant;
2. West End Sewage Treatment Plant; and
3. The Municipal Landfill Site.

An evaluation of these sites was completed with due consideration of potential land use, transportation and nuisance impacts.

Preferred Site

Based on the results of the evaluation the preliminary preferred site selected to host the facility is the landfill.

The principle reasons for the selection of this site are as follows:

- Minimizes the total travel distance/time and related impacts.
- Will provide a means of mitigating biosolids odour issues at the landfill.
- Can be integrated with current operations.
- Vacant land is available on site.
- Lower density of sensitive uses in proximity to the site.

The City is also investigating upgrades to the trailers that are used to transport biosolids to the landfill site with the intent of mitigating odours during transport.

Conclusions and Recommendations

This project has been planned as a Schedule B undertaking under the Municipal Class EA process. A number of processing alternatives and facility locations were considered and evaluated. Two processing technologies – alkaline stabilization and composting received similar scoring and are capable of addressing the objectives that were established at the onset of the study. The City is encouraged to consider the following conclusions and recommendations:

- Construct a biosolids processing/management facility at the landfill site using a request for proposal process (RFP);
- The RFP should allow vendors that are capable of processing dewatered biosolids using composting or alkaline stabilization technologies;
- The Terms of Reference (TOR) for the RFP should be developed to allow consideration of key performance criteria with particular emphasis on managing odours at the site and long term costs;
- The City should consider including, in the TOR, the service of transporting the biosolids to the landfill site from the two WPCPs with significant emphasis on managing odours enroute;
- Although the preferred end use of the processed biosolids is landfill cover, the TOR should provide adequate opportunity for qualified vendors to provide other end use management options;
- The on-site processed material storage facilities should consider a range of possible end use alternatives;
- The City should consider financing options for project implementation including potential funding from higher levels of government; and
- The City should consider various alternatives for implementation including conventional design and tender, design/build, design/build/operate and design/build/operate/finance.

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1. Introduction

The City of Sault Ste. Marie (the City) retained a consultant team comprising of AECOM and Dillon Consulting ("Dillon") to assist in developing a Biosolids Management Plan. The Plan is intended to address the long term (20 years) management of biosolids generated at two water pollution control plants (WPCPs). The study was initiated in 2008 with a draft final report issued in September, 2009. The final completion of the study was subsequently delayed to allow consideration of unsolicited proposals from various technology vendors.

1.1 Current Management Practices

Wastewater in the City is treated at two WPCPs; the East End Water Pollution Control Plant ("EEWPCP"), and the West End Water Pollution Control Plant ("WEWPCP"). Biosolids from the City's two WPCPs is currently disposed of in the City's landfill. The landfill has an estimated 7.5 years of remaining disposal capacity¹ and in recent years the biosolids accounted for approximately 15% - 17% (by weight) of the overall waste disposed.

Each WPCP is described in the following subsections.

East End Water Pollution Control Plant (EEWPCP)

The EEWPCP is located at 2221 Queen Street East in the City's east end. It was converted from a primary treatment facility to secondary treatment in 2006. It is a Biological Nutrient Removal (BNR) Plant and treated effluent is discharged to the St. Mary's River.

The upgraded plant includes preliminary, primary and secondary treatment, followed by disinfection. Preliminary treatment consists of screening and grit facilities to remove large objects and heavy particles such as sand. Primary treatment consists of rectangular primary clarifiers to remove settleable solids. Secondary treatment consists of a continuous flow activated sludge process designed for BNR to provide biological phosphorus removal and nitrification/denitrification (removal of ammonia and nitrogen). The BNR process consists of bioreactors (large aerated tanks with multiple cells) and secondary clarifiers to remove suspended solids. In addition, a primary sludge fermenter provides the BNR process with the short chain volatile fatty acids required for biological phosphorus removal.

The secondary effluent from the BNR process is disinfected with ultraviolet (UV) lights installed in concrete channels. Following UV disinfection the final effluent is discharged to the river through a 1600 mm (64 inch) diameter sewer. Primary sludge from the primary clarifiers is thickened and fermented in the primary sludge fermenter. Waste activated sludge from the BNR process is mechanically thickened. The thickened primary sludge and waste activated sludge are mixed and dewatered using centrifuges prior to being trucked off site for disposal at the City's landfill.

¹ 2013 Site Development and Operations Report, Sault Ste. Marie Municipal Landfill

West End Water Pollution Control Plant (WEWPCP)

The WEWPCP is located at 55 Allen's Side Road in the City's west end. It is a conventional activated sludge treatment plant, approximately 28 years old. Treated effluent from the plant is discharged to the upper St. Mary's River southeast of Leigh Bay.

The treatment process at the WEWPCP includes preliminary, primary and secondary treatment, followed by disinfection. Preliminary treatment consists of screening and grit facilities to remove large objects and heavy particles such as sand. Primary treatment consists of rectangular primary clarifiers to remove settleable solids. Secondary treatment consists of large aerated tanks (activated sludge), phosphorus removal, and secondary clarifiers.

The secondary effluent from the treatment process is disinfected with gas chlorination, dechlorinated with sodium bi-sulphite and discharged to the river. A by-product of the process is a blended sludge comprising of raw (primary) sludge and waste activated sludge. Polymer is added to the sludge to aid in the dewatering process. The blended sludge is dewatered using plate filter presses prior to being trucked off site for disposal at the City's landfill.

A study was completed in 2014 to identify process improvements, future facility and equipment replacements at the WEWPCP. The study identified replacement of the plate and frame presses with centrifuges as a high priority need due to the age of the presses and the difficulties in sourcing replacement parts.

1.2 Study Objective

The objective of this study is to review alternative biosolids management strategies and develop a sustainable and effective strategy that reduces the impact on the City's landfill, more effectively manages nuisance odours, has wide public support and is cost effective and environmentally friendly.

The overall study process will be guided by the Municipal Engineers Association Class Environmental Assessment document (refer to Section 1.3 of this report) and the National Guide to Sustainable Municipal Infrastructure for Biosolids Management Programs. The latter document addresses best practices for biosolids management and has been developed to realize the following benefits:

- Compliance with regulatory requirements;
- Improved biosolids quality;
- Improved odour management;
- Improvements in safety;
- Wider public acceptance;
- Improved cost effectiveness; and
- Sustainability.

In order to achieve these objectives the following tasks/activities will be undertaken:

- Summarize the existing biosolids management practices;

- Identify alternative biosolids management strategies;
- Identify appropriate evaluation criteria that reflect the study objectives;
- Complete a thorough evaluation process;
- Solicit public and agency input; and
- Select a preferred long term biosolids management strategy.

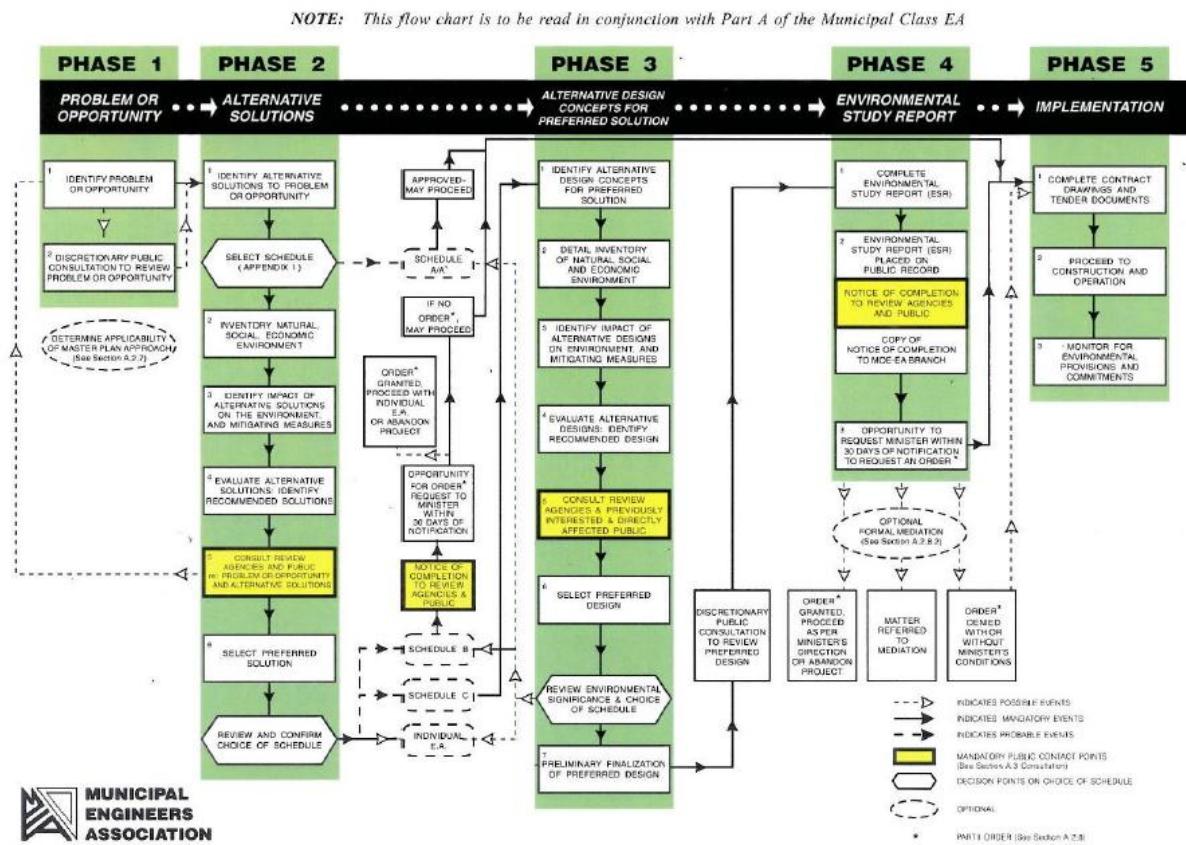
1.3 Municipal Class Environmental Assessment Process

This project is being undertaken in compliance with the Environmental Assessment Act ("EA Act"). The EA Act was enacted by the Province of Ontario to ensure that all reasonable alternatives and environmental impacts are identified and public input is solicited during the implementation of public undertakings.

Municipal wastewater undertakings are not subject to a full environmental assessment but are subject to a Class Environmental Assessment (Class EA). The Class EA process does not require formal ministerial approval provided the municipality complies with the activities and procedures set out in the pre-approved document entitled "Municipal Class Environmental Assessment - October 2000, as amended in 2007 and 2011" prepared by the Municipal Engineers Association (MEA). That document provides a planning framework that must be followed to ensure that Public and Agency concerns are properly addressed throughout the development of the proposed solutions and designs. The Municipal Class planning and design process is shown in Figure 1.3 (a).

Since impacts or potential impacts from a project can vary, projects are classified as Schedule A, A+, B or C. These schedules are fully described in the Municipal Class EA document but in general Schedule A projects are limited in scale, are expected to have minimal adverse impacts and are pre-approved without having to follow the Class EA planning process, whereas Schedule C projects have the potential for significant environmental effects and therefore must proceed under the full planning process.

At the conclusion of the Alternatives solutions evaluation, this project was confirmed to be a Schedule "B" undertaking.



Source: Municipal Engineers Association (October 2000 as amended in 2007 and 2011)

Figure 1.3(a): Municipal Class Planning and Design Process

1.4 Environmental Study Report (“ESR”) and Part II Order Provisions

In general, the Environmental Study Report (“ESR”) documents the Class EA planning and design process.

Following its completion, the ESR is placed in the public record for a review period of thirty calendar days. Copies of the ESR are also filed with the Ministry of the Environment and Climate Change (MOECC) and any other Agency that requests a copy. If there are no irreconcilable objections to the proposed undertaking during the mandatory thirty day review period, the project may proceed to final design and construction. If concerns are raised that cannot be resolved, the objector may request a Part II Order.

The Part II Order is a provision in the process for elevating the status of a project to a more rigorous Schedule (e.g. Schedule B to Schedule C or from a Class EA to an individual environmental assessment). This provision is necessary to allow for special treatment of those undertakings that may carry significant adverse environmental effects. Members of the public, interested groups, or government agencies may request a Part II Order for a specific project. The MOECC assesses any requests for a Part II Order and determines whether it is warranted.

1.5 Public Involvement

The Class EA process includes provisions for consultation with the general public and provincial and federal review agencies. Review agencies and the general public were invited to provide input at key milestones in the Class EA process.

2. Problems/Opportunities

This study was initiated to develop a sustainable, cost effective, long-term plan for managing biosolids generated at the two WPCPs. The specific problems/opportunities to be addressed within the context of the study are summarized as follows:

- Wastewater in the City is treated at two separate WPCPs; the EEWPCP and the WEWPCP. The biosolids are dewatered at each plant and transported to the City of Sault Ste. Marie landfill for disposal. Historically approximately 10,000 tonnes of biosolids have been disposed of each year. The biosolids accounted for approximately 15% to 17% of the overall waste disposed of in recent years. The existing landfill is projected to have approximately 7.5 years of remaining disposal capacity. The diversion of biosolids from disposal would enhance the projected longevity of the existing landfill.
- In accordance with the City's objectives of continual improvement there may be an opportunity to further mitigate odour generated in transporting and managing the biosolids.
- The biosolids are difficult to manage at the landfill site, due to their high liquid content (approximately 75% liquid) and poor workability. This problem has been exacerbated with the significant reduction in fibrous materials landfilled due to increased diversion of fibres.
- The manageability of the biosolids at the working face could become more problematic in the future with possible reductions in the quantity of residential and IC&I wastes disposed of at this landfill site. The City has committed its curbside residential waste stream to an energy-from-waste vendor and some of the IC&I waste may be diverted to waste disposal sites elsewhere.
- There is a shortage of earthen cover materials at the landfill site and there may be an opportunity to use processed biosolids or processing by-products as cover material.

These problems/opportunities are addressed within this study.

2.1 Projected Biosolids Quantities

The quantity of biosolids disposed of in the City's landfill over the past five years is summarized in Table 2.1(a).

Table 2.1(a)	
HISTORICAL BIOSOLIDS QUANTITIES	
Year	Quantity (tonnes) ¹
2009	10257
2010	10215
2011	10144
2012	9687
2013	9415
Average	9944

1. Quantities reflect "wet" dewatered tonnes (ie. approximately 25% solids).

Future quantities of biosolids will be dependent on population. The City's population peaked in the early 1980's, remained relatively stable (in the range of 80,000 to 83,000) for a period of approximately 15 years, declined through the 1990's and has been relatively stable since 2000. The historical decline in population is largely attributable to industry downsizing and its ripple effect in the service and retail sectors.

In 2008 the City Planning Division updated population and household projections. Their report suggests that the population will remain relatively stable near 75,000 through 2011 and grow at a modest rate to 82,500 by 2026 as the City's population ages and the community attracts new migrants to fill job vacancies.

For the purpose of this study, the 2006 and 2011 population was obtained from the census data and projections to 2026 were obtained from the City Planning Division report. The population projections are included in Table 2.1(b).

Table 2.1(b)					
POPULATION PROJECTIONS					
	2006	2011	2016	2021	2026
Sault Ste. Marie	74,948	75,141	77,594	80,047	82,500

Based on these projections, it is anticipated that the population may have a moderate impact on biosolids quantities over the next 20± years. The average annual quantity of biosolids landfilled between 2009 and 2013 has been used as a basis for this report. It has also been assumed that this quantity may increase moderately (i.e. 10%) throughout the 20 year planning period.

For the purposes of this study (i.e. comparison of the alternatives) we have assumed the annual quantity of dewatered biosolids that will require management is 10,000 tonnes. At the time of project implementation further consideration should be given to the required facility processing capacity.

3. Identification and Evaluation of Alternative Biosolids Processing and Management Solutions

The Class Environmental Assessment process requires the proponent to identify and evaluate all reasonable alternative solutions/designs to the identified problem/opportunity. The following alternative processing and management solutions have been identified and assessed within the context of the study:

Processing Alternatives (refer to Sections 3.1.1 to 3.1.9)

- Do Nothing
- Digestion Process
 - Anaerobic digestion
 - Aerobic digestion
- Alkaline stabilization
- Geotube freeze-thaw
- Chemical and heat treatment
- Enhanced sludge dewatering
- Composting
- Thermal Process
 - Incineration
 - Pelletization
 - Gasification

Management Alternatives (refer to Sections 3.2.1 to 3.2.4)

- Agricultural land application
- Non-agricultural land application
- Landfill cover
- Industrial re-use

3.1 Processing Alternatives

A range of processing alternatives has been considered in view of recent technical advances, scientific research and existing and evolving legislation. A brief description and the pros and cons of each processing alternative are presented in the following subsections.

3.1.1 Do Nothing

Under this alternative no changes to the current approach to managing the biosolids would be undertaken. The dewatered biosolids from each of the two plants would continue to be disposed of in the municipal landfill. This alternative has been included to provide a basis for comparing the other alternatives.

3.1.2 Digestion Process

Conventional digestion processes that can be used to allow direct land application of stabilized biosolids include:

- Mesophilic Anaerobic Digestion; and
- Aerobic Digestion.

Advanced digestion processes can be used to produce a better quality biosolids product, termed Class A biosolids under the U.S. Environmental Protection Act (EPA) Part 503 Rule. Advanced digestion processes include:

- Thermophilic Anaerobic Digestion;
- Staged Anaerobic Digestion which includes Staged Mesophilic Digestion, Staged Thermophilic Digestion, and Temperature Phased Anaerobic Digestion (TPAD);
- Autothermal Thermophilic Aerobic Digestion (ATAD or ATTAD);
- VertadTM (Vertical ATAD); and
- Dual Digestion (Aerobic/Anaerobic).

3.1.2.1 *Anaerobic Digestion*

In the absence of air, anaerobic acid forming bacteria convert volatile solids present in sludge to simple organic acid molecules. The organic acids are converted by methanogenic bacteria to methane and carbon dioxide, i.e., biogas. The biogas contains approximately 65 to 75% methane, with the rest of the biogas consisting of carbon dioxide and small amounts of hydrogen sulfide. The methanogenic bacteria are slow growing microorganisms requiring stable environmental conditions for effective growth and volatile solids removal. The temperature for the anaerobic digester has to be kept above 30°C for efficient conversion of volatile solids to biogas. There are two temperature ranges for anaerobic digestion; mesophilic digestion process operating between 30 to 35°C and thermophilic digestion at 55°C. Typical digestion operation is in the mesophilic temperature range.

Typical anaerobic sludge digesters consist of a primary or heated digester followed by an un-heated secondary digester. In the primary digester most of the digestion process is completed while the secondary digester provides solids settling and separation from supernatant and storage with some additional sludge stabilization. The hydraulic retention time in the primary digester has to be in excess of 15 days as per the MOECC design guidelines. This will provide approximately 50% of volatile solids removal, i.e., sludge stabilization together with pathogenic organisms kill. The secondary digester has to be approximately twice the size of the primary digester. In the secondary digester, digested sludge is settled and stored and supernatant discharged. This supernatant contains high BOD, TSS, ammonia and phosphorus loads that have to be treated by the sewage treatment plant. To minimize the impact of additional contaminant loads on existing treatment capacity, digester supernatant may have to be pretreated together with centrate or filtrate produced during sludge dewatering. For example, in the presence of magnesium hydroxide, ammonia and phosphorus could form a precipitate that combines all three compounds as struvite. The chemistry could be adjusted such to maintain the optimum pH and ammonia to phosphorus to magnesium ratio to promote the formation of struvite precipitate. The precipitate could be captured by a clarifier and used as a fertilizer.

The recommended pre-treatment process may contain the following treatment steps:

- Chemical addition, such as ferric chloride or alum to precipitate out phosphorus.

- Coagulation and flocculation to enhance precipitate formation and solids removal. A polymer may be added to enhance solids separation and the solids content of collected sludge.
- Solids separation using a sludge blanket clarifier. This type of clarifier operates with a sludge blanket that acts as a filter thereby enhancing solids removal and solids content of settled sludge. As an alternative DensaDeg® process may be used. This proprietary technology would utilize the above treatment steps for solids removal and thickening of settled sludge.

The following anaerobic sludge digestion configuration may be used by the City:

- Waste activated sludge and primary sludge blending and thickening to a minimum of 4% solids content. This step will reduce the digester tank volume. Thickening technology may include conventional gravity thickening, gravity belt thickener and rotating drum thickener. For the mechanical thickening processes a polymer will have to be added to the raw sludge, while gravity thickening may not require any conditioning.
- Settled sludge from the secondary digester will be added to the digester feed to provide active biomass for sludge digestion.
- Feed to the digester will be heated to 33°C to achieve high volatile solids removal.
- The primary digester tank will be covered by a fixed cover and will have approximately 2000 m³ of volume. The digester contents will be mixed to facilitate sludge digestion and prevent stratification in the reactor tank.
- The secondary digestion step will consist of 2 digester tanks, each with approximately 2,000 m³ of volume. One of the secondary digesters will be covered with a floating cover to facilitate supernatant decanting and periodic sludge withdrawal. The digestion system will provide approximately 50 to 60 days of sludge storage.
- The digester system will be equipped with appropriate gas handling system, including a flare.
- Digested sludge would be removed from the digester and dewatered for landfilling or land application. In case of land application, additional storage for digested sludge will be expected to meet MOECC sludge storage best management practice of 280 days.
- The digested sludge will have a solids concentration of approximately 3.5% with a total estimated volume of 49,440 m³/year. Because of the large volume, sludge will have to be dewatered before disposal.
- Sludge dewatering could be completed using existing dewatering system. It is estimated that the solids content of dewatered sludge would be similar to the existing sludge (ie. approximately 25% solids). It is estimated that the volume of waste sludge generated, following sludge dewatering, would be reduced to approximately 6200 m³/year from estimated present rate of 10,000 m³/year. This represents approximately 40% volume reduction as a result of anaerobic sludge digestion.
- The digestion process may produce approximately 1,500 m³/d of biogas with a 200 MJ/d of heat and 130 kW of electricity recovery potential in a co-generator. The recovered heat could be used to heat the feed to the digester and the electricity to supplement power demand for the sewage treatment process. This feature may support an application for funding depending on the programs available at the time of implementation.

The digested sludge could be used as a soil amendment for land application or be disposed of at the landfill. The dewatered and digested sludge will not likely be suitable for use as day cover at the landfill as it would still have some residual odour as a result of the anaerobic digestion process.

The upgraded digesters at the Ravensview WWTP at Kingston, Ontario are operating at thermophilic temperatures. The implementation of a new anaerobic digester equipped with thermophilic capability (operating at 55°C instead of 35°C) helped Ravensview WWTP to surpass current biosolids management

requirements. The process increased biogas production for the Cogeneration Facility and achieved a higher level of sludge stabilization and pathogen kill. The sludge produced through the upgraded digestion process meets the United States Environmental Protection Agency (US EPA) requirements for "Class A" biosolids, which have "virtual absence of pathogens" which can be land-applied with significantly less environmental restrictions.

Biosolids produced at the Burlington Skyway, Mid-Halton, Oakville South East and South West, Georgetown, and Acton WWTPs are stabilized on-site in anaerobic digestion processes prior to land application, landfilling, or haulage to off-site biosolids storage.

Other examples of anaerobic digestion facilities include:

- Region of Waterloo WWTPs, Ontario: Waterloo, Kitchener, Galt, Preston
- Annacis Island, Vancouver, BC

Advantages of Anaerobic Digestion:

- Well established process.
- Digested sludge is stable and will produce minimum odour during land application.
- The volume of sludge is reduced by approximately 40% as a result of the digestion process.
- Digested sludge is easy to dewater; the dewatering process presently applied may produce similar or slightly higher solids content at a reduced polymer dosage rate.
- Biosolids can be land applied for agricultural use.
- Volatile Suspended Solids (VSS) destruction of between 40 and 60%.
- Low net energy requirements.
- Low operational cost if the gas produced is utilized.
- Energy in the form of heat and electricity could be recovered that may support an application for funding.

Disadvantages of Anaerobic Digestion:

- Requires skilled operators.
- Recovers slowly from upsets.
- Foaming issues possible which can cause operation problems relating to poor settling sludge.
- Potential source of odour during digestion that needs to be mitigated using appropriate design approaches.
- Potential source of odour following processing which will likely prohibit the use of digested material as a day cover at the landfill.
- High capital cost.
- Sensitive system to temperature and pH fluctuations and to industrial contaminants such as heavy metals. The reported heavy metals content of waste sludge is below typical toxic levels for anaerobic digestion. Temperature and pH variations can be managed by appropriate engineering design.
- Supernatant contains high concentration of chemical oxygen demand (COD), biochemical oxygen demand (BOD), suspended solids and ammonia.
- Supernatant from digestion and centrate from sludge dewatering will have to be pretreated to minimize the return of contaminant loads from these sources to the sewage treatment process.
- Potential safety issue due to the presence of flammable gas (methane).

If the dewatered biosolids are to be disposed of by landfilling, some of the current challenges with management of biosolids at the landfill will still exist.

3.1.2.2 Aerobic Digestion

Sludge could be stabilized under aerobic conditions in an aerobic digester. Waste primary and activated sludge is sent to a digester tank that is equipped with an aeration system. Often the digester feed is thickened to minimize digester tank size. Thickener technology may include conventional gravity thickening, gravity belt thickener and rotating drum thickener. For the mechanical thickening processes a polymer will have to be added to the raw sludge, while gravity thickening may not require any conditioning. The aeration system provides oxygen for the biomass. Typically the aeration system used for sludge digestion is a coarse bubble system to prevent plugging of diffusers in a high solids environment. Bacteria in the presence of dissolved oxygen break down the volatile solids content of biomass. Approximately 50% of the volatile solids content of waste sludge could be removed following a 30 day digestion period. MOECC design guidelines require that the combined sludge age of the activated sludge and sludge digestion systems be at least 45 days. As a result of aeration, the supernatant and centrate generated during digested sludge dewatering will contain very little ammonia. However, as a result of the breakdown of volatile solids, significant amounts of phosphorus may be released from the BNR sludge generated by the east treatment plant as a result of digestion. Supernatant generated at the east plant will have relatively high phosphorus loads. The recommended pre-treatment process may contain the following treatment steps:

- Chemical addition, such as ferric chloride or alum to precipitate out phosphorus.
- Coagulation and flocculation to enhance precipitate formation and solids removal. A polymer may be added to enhance solids separation and the solids content of collected sludge.
- Solids separation using a sludge blanket clarifier. This clarifier type operates with a sludge blanket that acts as a filter thereby enhancing solids removal and solids content of settled sludge. As an alternative, DensaDeg® process may be used. This proprietary technology would utilize the above treatment steps for solids removal and thickening of settled sludge.

The following aerobic sludge digestion configuration may be used by the City:

- Waste activated sludge and primary sludge blending and thickening to a minimum of 4% solids content. This step will reduce the digester tank volume. Thickening technology may include conventional gravity thickening, gravity belt thickener and rotating drum thickener. For the mechanical thickening processes a polymer will have to be added to the raw sludge, while gravity thickening may not require any conditioning.
- Aerobic digester volume of approximately 4,000 m³. The total digester volume will be divided into primary and secondary digestion compartments.
- Coarse bubble aeration system to provide approximately 4,700 kg/d of oxygen. This will require approximately 200 kW of blower capacity.
- Digested sludge would be removed from the digester and dewatered for landfilling or land application. In case of land application, additional storage for digested sludge will be expected to meet MOECC sludge storage best management practice of 280 days.
- The digested sludge will have a solids concentration of approximately 3.5% with a total estimated volume of 49,440 m³/year. Because of the large volume, sludge will have to be dewatered before disposal. The existing sludge dewatering system may be used for sludge dewatering.

- The volume of sludge is reduced from approximately 10,000 m³/year to 6,200 m³/year following dewatering, or by approximately 40% as a result of the digestion process.

The digested sludge could be used as a fertilizer for land application or be disposed of at the landfill. The dewatered and digested sludge will not likely be suitable for landfill cover due to potential for odour reformation over a short period of time.

Most extended aeration plants in Ontario utilize aerobic digestion. Several examples of Ontario facilities utilizing aerobic digestion include:

- Belle River WWTP in Essex County, Ontario
- Tillsonburg WWTP in Oxford County, Ontario
- New Hamburg WWTP in Waterloo, Ontario
- Trenton WWTP in Trenton, Ontario
- Hagersville WWTP in Hagersville, Ontario

Advantages of Aerobic Digestion:

- Well established process.
- Simpler safer operation as there is no potential for gas explosion.
- Digested sludge is stable and will produce minimum odour during land application.
- The volume of sludge is reduced by approximately 40% as a result of the digestion process.
- Digested sludge is easy to dewater; the dewatering process presently applied may produce higher solids content at a reduced polymer dosage rate.
- Capital cost is less than equivalent anaerobic digestion process.
- Less sensitive process than anaerobic digestion.

Disadvantages of Aerobic Digestion:

- Relatively large footprint required.
- Aerobic biosolids difficult to mechanically dewater.
- Reduced process efficiency in cold temperatures.
- Not able to produce biogas for energy production so not suitable for energy related funding.
- Potential source of odour during digestion that needs to be mitigated using appropriate design approaches.
- High operating cost.
- Supernatant from digestion and centrate from sludge dewatering will have to be pretreated to minimize the return of contaminant loads from these sources to the sewage treatment process.
- Lower solids concentration relative to anaerobic digestion.
- Biosolids have a lower nutrient value relative to anaerobically digested sludge.
- Processed sludge is not likely suitable for use as a day cover due to potential odour reformation over a short period of time.

3.1.3 Alkaline Stabilization

Alkaline stabilization processes utilize pH, sometimes in conjunction with elevated temperature, to stabilize biosolids. The source of the alkaline material may include hydrated lime [Ca(OH)₂, slaked lime, calcium hydroxide], quicklime (CaO), kiln dust (lime of cement), fly ash, carbide lime (CaC₂), and sodium or

potassium hydroxide. There are a number of conventional and proprietary systems on the market using this type of sludge stabilization process such as:

- Wet Lime Stabilization;
- Dry Lime Stabilization;
- Alkaline Stabilization (N-Viro Process);
- In-vessel Lime Stabilization;
- Lystek; and
- Bioset.

The objective of this process is to reduce the microorganism content of waste sludge and produce an environment in the sludge matrix that prevents putrefaction and associated odour formation. Lime at a proper dosage rate, approximately 1 to 1.5 kg lime/kg of dry sludge, produces a high pH environment (approximately a pH of 11 to 12) and increases the sludge temperature above 50°C. The combination of high pH and temperature kills most of the microorganisms in the raw sludge. The sludge pH may stay at elevated levels, i.e., above 9, for several months, thereby preventing the re-growth of microorganisms. Consequently, the sludge remains stable with minimum odour emission for a long time.

In **wet lime stabilization**, lime slurry is mixed with liquid biosolids. The process is usually a batch process with a process time of at least two hours in the contact tank. The wet lime alkaline stabilization process is typically not used for pathogen elimination but rather pathogen reduction since heat requirements for pathogen destruction are typically not met.

In **dry lime stabilization**, the dry alkaline source is mixed with dewatered cake to elevate the pH to 12 or greater. If quicklime is used, the exothermic reaction of the lime with the water in the cake will elevate the temperature and complete pathogen destruction is possible.

The **N-Viro process** utilizes a combination of alkaline addition and heat drying to produce an essentially pathogen free product that meets the requirements and guidelines prescribed by the *Federal Fertilizer Act*. This allows the product to be applied with unrestricted use (e.g. public and private gardens). The main end use is typically in agriculture.

The **in-vessel lime pasteurization process** utilizes time, temperature, and pH to produce an essentially pathogen free product. The process varies from the traditional dry lime process in that external heat is added to the process and a reduced volume of lime is added.

The **Lystek process** was developed in Ontario and the rights to the process are owned by Lystek International Inc of Waterloo, Ontario. The Lystek process is used to convert dewatered cake into a stable liquid product through a combination of heat, alkali addition, and mechanical shearing. Heat is provided by injecting steam from a boiler, alkaline conditions are achieved through the addition of potassium hydroxide (KOH) and mechanical mixing is provided by a high speed mixer.

The **Schwing Bioset alkaline stabilization process** is owned by Schwing Bioset, Inc. This alkaline stabilization process uses time, temperature, and pH to produce an essentially pathogen free product as defined by USEPA. High levels of pH are maintained by adding lime and elevated temperatures are the

result of the exothermal reaction of lime (quicklime) with the water in the biosolids dewatered cake feed. No additional heat sources are required for this stabilization process and an essentially pathogen free product is produced.

A typical alkaline stabilization process has the following treatment steps:

- Raw primary and waste activated sludge blending and dewatering. The existing dewatering system could be used for this process step.
- Dewatered sludge is blended with dehydrated lime in a mixing vessel. There are proprietary systems available that provide lime dosage control and blending.
- The mixing vessel may provide a minimum storage time of 30 minutes for the mixture. This step ensures that microorganisms are killed as a result of high pH and temperature. The treated mixture is cured for a few days to allow complete stabilization of sludge and a reduction of temperature.
- Stabilized sludge may be stored in an enclosed building in windrows until land application or other use.
- The treatment and storage facilities will be enclosed for odour control. Exhaust air from the building will have to be treated in a scrubber for odour control. The main odour concern for this process is ammonia smell as this compound is released from the sludge at high temperatures and pH.

The estimated volume of lime treated sludge would be 10,000 m³/year, approximately the same volume as that produced under present operating conditions. However, as a result of lime addition and enhanced water evaporation at high mixture temperature, the solids content of the processed material will be in the range of 60% to 65%. The lime stabilized sludge can be used for agricultural application or as a day cover for the landfill.

Examples of known locations utilizing the N-Viro process include:

- Halifax, Nova Scotia
- Region of Niagara, Ontario
- Leamington, Ontario
- Sarnia, Ontario
- Summerside, PEI
- The City of Greater Sudbury is currently constructing a facility using the N-Viro process.

Examples of known locations of the in-vessel lime pasteurization process includes:

- Saanich Peninsula, Victoria, BC (RDP Technologies)
- Stellarton, Nova Scotia (RDP Technologies)

Guelph, Ontario uses the Lystek process as one of the biosolids management processes. A temporary Bioset process was installed in London, Ontario which was shut down in 2008.

Advantages of Alkaline Stabilization:

- Well established process. Demonstrated technology that has been used in Canada and the U.S. predominantly at smaller facilities.
- Stabilized sludge is stable for several months and will produce minimum odour during landfilling or land application.
- The stabilized sludge could be used for day cover in the landfill.
- Stabilized sludge could be stored on-site for a minimum cost during winter.
- Low to medium capital cost.
- Relatively simple process to construct and operate.
- Existing dewatering system could be integrated with process.
- It could provide a valuable alkaline source for acidic soil treatment. The fertilizer value of this product is good as most of the phosphorus removed during sewage treatment would be captured in the stabilized sludge. There could be some ammonia loss and the stabilized product may have to be fortified with a nitrogen source.
- The process will have minimum impact on existing sewage treatment process as very little if any by-products are returned to the treatment process.
- Higher solids content than that achievable with dewatering only. As a result of high temperature during stabilization, a significant portion of the remaining water is evaporated.

Disadvantages of Alkaline Stabilization:

- Potential source of odour during stabilization that needs to be mitigated using appropriate design approaches. The process and storage areas have to be enclosed and exhaust air scrubbed before emitting it into the environment.
- Medium operating cost. Major operating cost item is the lime or alternative alkaline reagent. The operating cost may be reduced by using alternative alkaline chemicals that are waste products of an industrial production.
- The mass of waste sludge is increased, as lime has to be added to the sludge.
- Material handling of dehydrated lime. The daily demand is approximately 13 tonnes. Large quantity of material will increase truck traffic to and from the processing facility.
- Potential for dust generation at storage facilities.
- Loss of nitrogen reduces the recycling potential of nutrients.

3.1.4 Geotube Freeze-Thaw

This process has been used for sludge management in Europe and the USA. There are a few installations where the process has been applied in Ontario or in Canada. The Geotube process provides a simple solution to sludge management.

The Geotube freeze-thaw process is a simple sludge dewatering process specially geared for small sewage treatment plants. It only provides sludge dewatering, no additional sludge conditioning such as stabilization would take place during the process. Geotube is manufactured from water permeable and strong textile resembling geotextile. The tubes come in different sizes. The tubes are located over an area, such as a paved surface or a sludge drying bed, where any runoff and filtrate from the tube could be captured. The tube is filled up with waste sludge. The waste sludge is conditioned with a polymer before feeding it into the tube. This will enhance solids separation and dewatering of sludge. Once the tube is full it is closed, water is squeezed out of the tube by forces of gravity. Dewatered sludge is left behind with 20 to 40% solids content. If the sludge is left over a winter season on site, the solids content could be further increased, up to 50%, as a result of freeze and thaw process.

The Geotube process provides dewatering; however, it will not produce a stabilized sludge or reduce the solids mass of sludge. The dewatered sludge may not be used for agricultural or other land application unless it is stabilized. Because of the potential re-growth of microorganisms and resulting odour formation, dewatered sludge from this process is not suitable as a day cover for landfill operation.

Typically, the Geotube is cut open and the dewatered sludge is hauled away. The Geotube could be reused as a geotextile. Different sized tubes are available, from 1 m to 3 m in diameter with a total liquid sludge volume from a few cubic meters up to 20 m³. Approximately 3 to 5 bags with a 20 m³ volume would have to be used daily and the sludge left on site for a minimum of 1 to 3 months for efficient dewatering.

In 2012, Geotubes were installed at the Greenway PCP in London, Ontario after successful piloting of the Geotubes for dewatering. Before the installation of Geotubes, ash from the fluid bed incinerator was stored in ash basins. When one of the basins was full, ash was dewatered and removed by draglines and trucks.

At the plant, the Geotube treatment process consists of filling the Geotube container with slurry of ash. Polymer is introduced into the media to promote flocculation which allows the solids to bind and separate water more efficiently. Once the bag is filled to its recommended storage capacity the dewatered contents are left to dry further and then the ash can be removed. St. Mary's Cement is currently recycling the dewatered ash.

Advantages of Geotube process:

- Low upfront capital cost for waste sludge dewatering.
- Low-tech process with minimum maintenance.

Disadvantages of Geotube process:

- The process is more applicable for smaller treatment plants with sludge management and dewatering problems or as a temporary measure for medium sized plants while existing sludge dewatering system is being maintained.
- Requires large surface area for storing the Geotubes while the process goes through the required dewatering steps.
- Filtrate from process may contain soluble phosphorus and ammonia as a result of anaerobic conditions of sludge in the tube.
- The process does not produce a stabilized sludge that could be land applied. If landfilled and proper cover is not provided, it may generate odour.

3.1.5 Chemical and Heat Treatment

Waste sludge may be exposed to a low pH (pH of 3 to 4) environment and high temperatures (50 to 60°C) in the presence of intensive mixing. Following treatment, the pH is adjusted to neutral. As a result of this treatment the viable microorganism content and viscosity of sludge are reduced. The sludge in this form could be stored for several months without affecting its quality. Because of the low viscosity, it is easier to store, pump and dewater the treated sludge. The low microorganism content of sludge allows for land application and landfilling. The treated sludge would have approximately 3 to 5 % solids content,

consequently there would be no significant change in the volume of sludge. The sludge following treatment and storage could be land applied in a liquid form. For landfill application, the sludge would have to be dewatered following treatment.

Advantages of chemical and heat treatment:

- Low to medium capital cost.
- Low active microbial count and low sludge viscosity.
- Sludge could be stored for an extended period of time without affecting its quality.
- Reduced cost for sludge dewatering and mixing in a holding tank.
- Reduced volume of dewatered sludge as a result of improved sludge quality and destruction/lyses of microbial cells.

Disadvantages of chemical and heat treatment:

- High operating cost for sludge heating and chemicals.
- The process does not provide sludge with reduced volatile solids; consequently microorganisms may re-grow on it and cause odour if not properly handled or disposed of.
- Processed sludge is not suitable for use as a day cover.
- There is no net reduction in solids content of sludge.
- Significant amounts of phosphorus and some ammonia are released into the liquid phase as a result of microbial cell lyses. Pre-treatment of centrate and filtrate, generated during dewatering, is required to minimize the impact of this return stream on plant operation.

3.1.6 Enhanced Sludge Dewatering

The existing sludge dewatering system cannot produce a dewatered sludge with greater than 20 to 25% of solids content. Using heat conditioning before or during dewatering together with an advanced filter press technology, the solids content of dewatered sludge could be increased to 40 to 50%. As an additional benefit, the microbial activity of dewatered sludge is greatly reduced as a result of heat treatment and the high final solids content. The volume of sludge produced could be reduced by approximately 50%. The volume of dewatered sludge would be approximately 5,000 m³/year, or less than half of the sludge produced presently.

The sludge could be efficiently disposed of at landfill. However, this process will not provide any reduction in volatile solids content; consequently the same amount of volatile organic load would be added to the landfill. The organic load will enhance landfill gas generation.

The dewatered material will not likely be suitable for use as a daily cover, because it is not stabilized, and it may produce some odour when exposed to moisture. Consequently, there may be a risk for odour formation if used as a landfill day cover. However, because of the simplicity of the process, it may be beneficial to set up a pilot project to assess the impact of using this material on landfill operation, specifically odour formation when used as a daily cover.

This process may be combined with a low dose of alkaline treatment that inhibits microbiological activity for a short time, say until the daily cover is exposed to the elements. However, the appropriate level of lime treatment would have to be assessed using a bench scale or pilot scale trials.

Advantages of enhanced sludge dewatering:

- High solids content with little odour formation potential during processing and initial placing of material into landfill. Short-term odour formation may be controlled by small dose of lime addition as described above.
- Simple plant modifications and small land requirement.
- Low to medium capital cost.
- Small quantities of contaminants returned to sewage treatment from this process. The prerequisite of reduced return of contaminants is that the waste sludge has to be kept sweet, i.e., well aerated before dewatering.
- This process could supplement other sludge management options such as anaerobic/aerobic sludge digestion.

Disadvantages of enhanced sludge dewatering

- The process does not reduce the organic solids content of sludge. This may have an impact on landfill operation in the form of landfill gas generation.
- Operating cost may be greater than that for existing dewatering system.
- Potential for odour generation.
- Not likely suitable for use as landfill cover.

3.1.7 Composting

Composting is a biological, self-heating stabilization process that results in a low odour, well-stabilized biosolids that can be stored indefinitely. Composting not only diverts organic materials from disposal in landfills, it also provides a valuable material for agriculture, horticulture and landscaping by returning nutrients and organic matter to the soil. Five key variables govern the decomposition process:

- Oxygen content;
- Moisture content;
- Temperature;
- The carbon-nitrogen ratio; and
- Particle size.

Composting of organic wastes is becoming a more popular option for waste diversion in Canadian municipalities. Although there are many examples of operating composting facilities in Ontario and throughout Canada the number of facilities accepting municipal biosolids is generally restricted to other provinces. This was largely due to the more onerous Compost Quality Standards in Ontario relative to other provinces such as Quebec and British Columbia. However, the recent revision of the Ontario Compost Quality Standards by the MOECC (July 2012) may provide enhanced flexibility in composting biosolids in Ontario. In general, the revised Standards apply only to aerobic composting of non-hazardous organic materials for the purpose of producing a humous like compost material intended for use as a soil conditioner.

There are several different approaches to composting organic waste which can range from low level technology in the form of open windrows to more sophisticated proprietary containerized/in-vessel/tunnel approaches or indoor channelized methods. Many of the proprietary technologies claim to be uniquely different or superior. The different methodologies are briefly described below.

Turned Windrow Composting

The most common composting system utilized in Ontario is open windrow. It is mainly utilized for leaf and yard waste composting and to a smaller extent source separated organics due to potential odour problems. Turned windrow composting involves placing material in standing piles of some shape and regularly turning them to aerate the material. Windrows are typically two to four metres in height and will vary in length depending on the available space. Most windrow facilities are located outdoors.

Aerated Static Pile

Aerated static pile is similar to turned windrow composting except that air is forced in (or out) of the pile and there is no need for turning the windrows. The air is circulated through perforated pipes running the length of the pile. The fans can be controlled by a timer or a temperature feedback system. The circulating air provides oxygen for the composting process and assists in preventing excessive heat build-up in the pile. This technology is successfully being used in Kelowna and Penticton to compost biosolids.

Channel Composting

A channel composting system is typically constructed inside a building with defined channels constructed to contain the feedstock. The channel walls are typically 2 metres high and the width varies. The feedstock is placed between the two walls. The material is mechanically turned and typically, aeration is enhanced with a forced air system in the floor of the channel. Outdoor turned windrow or aerated static pile technologies are used to complete the composting process.

Tunnel (In-Vessel) Composting Systems

A tunnel composting process is conducted in some sort of sealed container or chamber where the environment is highly controlled and where access is restricted. Some of the tunnel technologies are designed to have a continual flow of waste through the system. Others place a complete batch of compost in the tunnel and then fully empty the tunnel when it is done. These systems typically include an aeration system with air circulated through perforated pipes within the tunnel. Once the compost is removed from the tunnel, either turned windrow or aerated static pile systems are used to complete the composting process.

A typical biosolids composting configuration may comprise of the following:

- Indoor facility for the receipt and pre-processing of the biosolids;
- Pre-processing (e.g. grinding) supplementary waste (e.g. wood chips, leaf and yard waste, etc.);
- Mixing of the biosolids with other supplementary organic wastes/carbon sources to reduce the moisture content, enhance the aerobic activity and increase the C:N ratio of the biosolids;

- Indoor or containerized facility to facilitate the composting process in a controlled environment;
- Perforated pipes and blowers to supply air to the compost;
- Exhaust air and odour control facilities; and
- Outdoor compost curing and storage.

According to the new Composting Standards (July 2012), compost shall be tested for the parameters listed in the Table 3.1(a) below and shall be categorized according to the concentrations listed for each metal, as calculated on a dry weight basis:

- Category AA compost must not contain regulated metals in concentration that exceeds any of the limits set out in Column 2 of Table 3.1(a)
- Category A compost must not contain regulated metals in concentration that exceeds any of the limits set out in Column 3 of Table 3.1(a)
- Category B compost must not contain regulated metals in concentration that exceeds any of the limits set out in Column 4 of Table 3.1(a)

Table 3.1(a) MAXIMUM CONCENTRATION FOR METALS IN COMPOST			
Column 1	Column 2	Column 3	Column 4
Metal	Category AA Compost	Category A Compost	Category Compost B
mg/kg dry weight			
Arsenic	13	13	75
Cadmium	3	3	20
Chromium	210	210	1060
Cobalt	34	34	150
Copper	100	100	760
Lead	34	34	500
Mercury	0.8	0.8	5
Molybdenum	5	5	20
Nickel	62	62	180
Selenium	2	2	14
Zinc	500	700	1850

Source: Ontario Compost Quality Standards, Ontario Ministry of the Environment, July 2012

Advantages of composting:

- Returns nutrients to the soil.
- Improves soil structure.
- Helps soil retain moisture.
- Contributes to healthy soil ecosystem.
- Can reduce the need for fertilizers and pesticides.
- Helps to conserve water.
- Category AA and A compost are exempt from transport and use approvals, however requires a Nutrient Management Plan (NMP) and/or NASM Plan and must be applied in accordance with the NMP or NASM Plan and O.Reg.267/03.
- Category B compost may be used as a daily, intermediate cover at a landfill that has an ECA (waste disposal site) that permits the use of Category B compost as cover.

- Facility could be sized to include leaf and yard waste and possibly source separated organics to allow for co-composting of feedstock.
- Potential to add industry feedstock and share costs.

Disadvantages of composting:

- Category B compost is not an exempt waste and is therefore subject to Part V of the EPA and Reg. 347, including approvals for transportation and management. Category B compost is exempt from the above approvals when it is applied to agricultural land as a nutrient and satisfies the requirements of O.Reg 267/03 under the NMA (still requires approval for transportation).
- Category B compost is typically not permitted for areas with regular human contact such as parks and residential areas.
- Requires significant quantities of supplementary organic wastes/carbon sources to reduce moisture content and improve aerobic conditions.
- Relatively high life cycle costs.
- Process is sensitive to feedstock quality.

3.1.8 Thermal Processes

Thermal processing involves high temperature treatment of biosolids and results in a large reduction in the volume of end product which requires disposal and, in some cases allows for energy recovery.

3.1.8.1 Thermal Oxidation (Incineration)

Incineration is the combustion of the organic solids to form carbon dioxide and water. The temperature in the combustion zone of furnaces is typically 760 to 870°C. The solids that remain at the end of the process are in an inert form commonly known as ash.

Raw dewatered sludge, dewatered biosolids cake (including Class A) and thermally dried pellets are all suitable for incineration. Incineration takes advantage of the fuel value of these materials, and the energy recovered can be used in heat exchangers and waste heat boilers to save on energy use at the processing plant. The efficiency of the process is increased by the dryness (% solids) of the incinerator feed material, as well as the organics content.

Incineration results in a large reduction in volume and mass in comparison to other management options. The mass of solids in the ash is approximately 10% of that in the incinerator feed sludge, thus reducing the mass that must be further managed offsite.

Incineration also achieves complete destruction of pathogens (disease-causing organisms), as well as organics. The remaining ash is inert and not susceptible to further biological activity or decomposition. It may be disposed as a conventional waste (i.e., non-hazardous), provided that a sewer use control program is enforced to prevent excess amounts of industrial wastes such as heavy metals from entering the wastewater treatment plant that practices incineration.

Two types of incinerator units are generally used for thermal oxidation; multiple hearth and fluidized bed. Fluidized Bed Incinerators (FBI) are considered to be superior and are usually utilized in new systems.

Multiple Hearth Incineration

As the name implies, multiple hearth incinerators consist of a series of refractory brick hearths, stacked vertically. A rotating shaft through the centre of the hearths supports rake arms for each hearth, thereby facilitating drying and incineration. Solids are usually fed through at the top hearth and are directed to successive inner or outer dropholes as they move down through the hearths. Most of the ash is discharged from the bottom hearth. The incinerator is divided into three zones:

- Top or drying zone, where solids are initially fed;
- Middle, or combustion zone; and,
- Bottom, or cooling zone, where the combustion air enters.

A multiple hearth incinerator typically requires 50 to 150% excess air (over that required for complete combustion), and may still have problems related to incomplete combustion. Over the years, multiple hearth incinerators have required modifications to meet more stringent emission limits. Many units have experienced incomplete combustion, including "yellow plume" from the stack. Modifications to rectify these deficiencies have included afterburner chambers, exhaust gas recirculation, add-on thermal oxidizers and improved scrubbers. Most operating multiple hearth incinerators have added afterburners (and/or other retrofits) to improve emissions control.

Examples of facilities using multiple hearth incinerators, the vast majority of which have added afterburners (and/or other retrofits) to provide emissions control to meet the regulatory requirements, include:

- Highland Creek Treatment Plant in Toronto; and,
- Montreal Urban Community.

Examples of multiple hearth incineration facilities that have been shut-down rather than making the investment to address age and condition upgrades, as well as emissions control retrofits, include:

- Woodward Avenue WPCP (Hamilton);
- Ashbridges Bay Treatment Plant (Toronto); and,
- Greenway WPCP (London, Ontario; replaced by fluidized bed incinerator in 1988).

Figure 3.1(a) presents the multiple hearth incineration process.

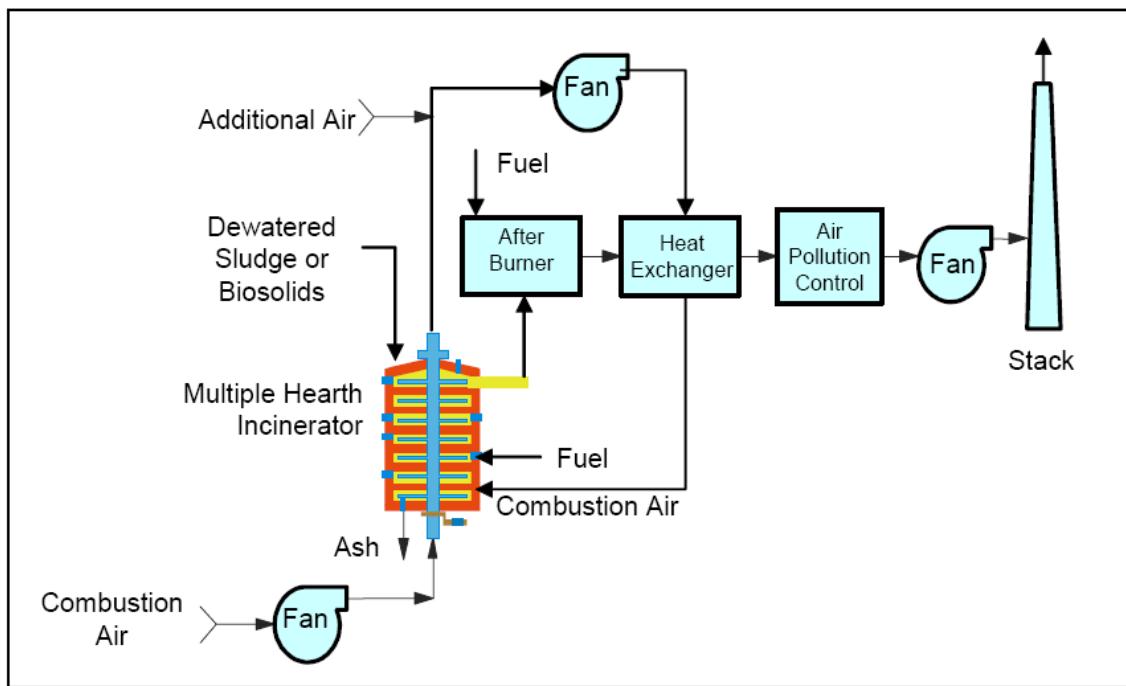


Figure 3.1(a) Schematic of Multiple Hearth Incineration

Fluidized Bed Incineration

Fluidized bed incinerators are steel cylinders lined with refractory bricks to withstand the high operating temperatures of the unit. As long as feed solids are sufficiently dry (25 to 35% total solids), the need for auxiliary fuel can be minimized. Modern dewatering equipment is capable of achieving this level of dryness, including the centrifuges and presses used in the City.

In the fluidized bed design, good fuel-air mixing is achieved and typically only 30 to 50% excess air (over that required for complete combustion) is required. The design also allows for good control of combustion air. These features result in more complete combustion and comparatively lower levels of regulated exhaust emissions such as carbon monoxide (CO), total hydrocarbons (THCs) and oxides of nitrogen (NOx).

Exhaust gas, carrying all ash, passes through energy recovery facilities and air pollution control equipment prior to being released into the atmosphere. Ash is usually recovered as a wet slurry from the exhaust gas scrubbing equipment. Examples of facilities using fluidized bed incineration in Ontario include:

- Lakeview Wastewater Treatment Plant (Region of Peel - Mississauga);
- Duffin Creek WPCP (Region of Durham);
- Greenway WPCP (City of London, Ontario);

Figure 3.1(b) presents a schematic of the fluidized bed incineration process.

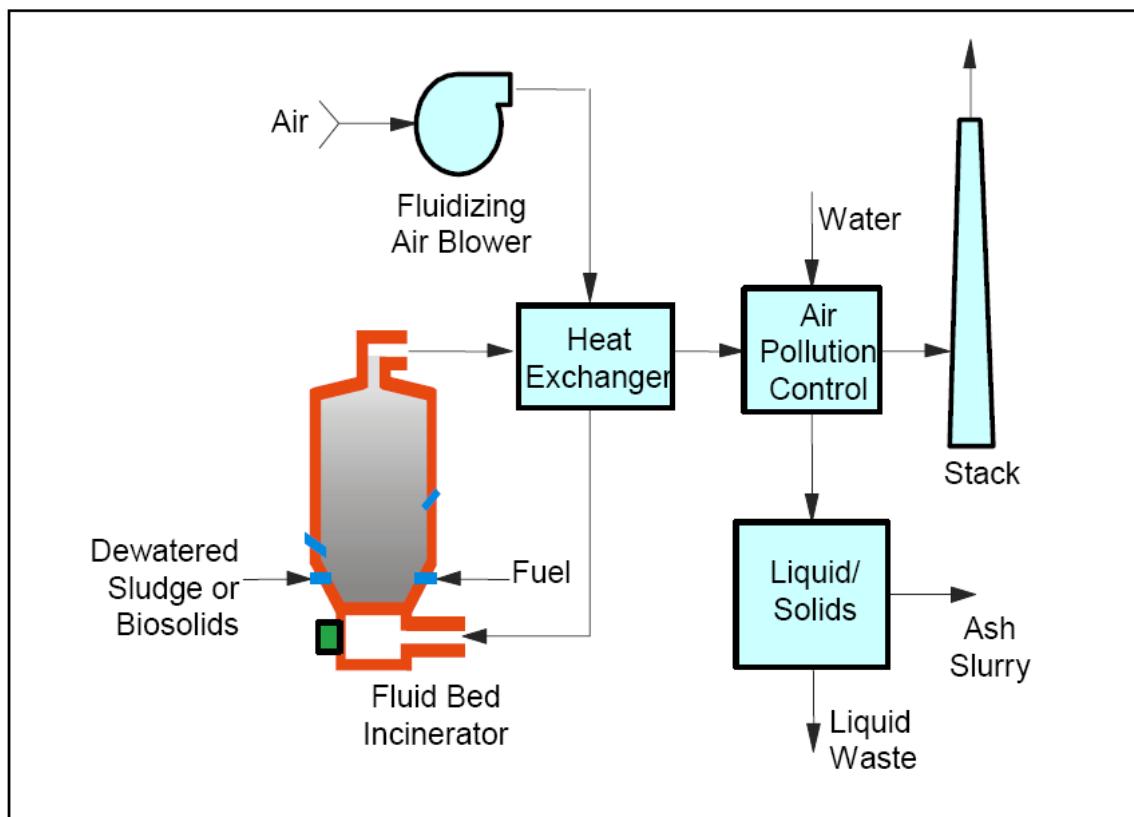


Figure 3.1(b) Schematic of Fluidized Bed Incineration

The fluidized bed incinerator is more efficient than multiple hearth incinerators because solids are fed directly into the high temperature combustion zone in a concurrent configuration where the turbulence allows for good fuel-air mixing. Moreover, fluidized bed typically requires only 30 to 50% excess air, in comparison to 50 to 150% required by multiple hearths. Nearly all new incinerators installed in the last 20 years utilize the fluidized bed technology.

Experience

Incineration of biosolids has been widely practiced in North America and Europe for many decades. In Toronto, there is multiple hearth incineration experience at both the Ashbridges Bay TP and Highland Creek TP. The Ashbridges Bay TP experienced yellow plume emission problems, which led to the shut-down of the incineration process. Three of the original six incinerators were demolished when the new pelletization facility was constructed in 2003, and the remaining three are not operating. At the Highland Creek TP, two multiple hearth incinerators remain in operation, and afterburners have been added for emission control. The largest Canadian multiple hearth incinerators operate at the Montreal wastewater treatment plant, where the facility is used for management of raw sludge (from this enhanced primary treatment plant). At that facility, afterburners have been added for emission control.

Ontario has three fluidized bed facilities among the largest in the North American wastewater industry, including facilities in Mississauga (Peel), Durham and London. Typically, ash is stored on-site for extended

periods or indefinitely, with ultimate disposal in a municipal landfill. Ash from the Duffin Creek treatment plant in York- Durham service area is used in the St. Mary's cement manufacturing process.

Ash from the London, Ontario incinerator located at the Greenway PCP was collected and temporarily stored in ash basins. In late 2012, Geotubes installed to dewater the ash and the ash basins were taken out of service. St Mary's Cement is currently recycling the dewatered ash from the Greenway PCP.

Advantages of thermal incineration of biosolids:

- Stabilization (digestion) of biosolids is not required - raw dewatered sludge has higher thermal content than digested biosolids.
- Complete destruction of pathogens and organic portion of the feed.
- Significant reduction in material (ash) to be managed off-site relative to any other management options.
- Heat recovery can be used in other areas of the plant.
- Low potential for onsite and offsite odours.
- Small land area required and operation is not dependent on weather conditions.
- Resultant inert ash can be disposed of as a conventional non-hazardous waste, can be recycled in cement manufacturing, or can be stored for extended periods in ash lagoons.

Disadvantages of biosolids incineration:

- There is negative public perception in some areas of Ontario and elsewhere regarding the potential health effects of incineration.
- Complex air pollution control equipment upgrades may be required to ensure emissions standards can be consistently achieved.
- Ash reuse programs have not been well established.
- High capital cost.
- No recycling of nutrients.
- High lifecycle costs.

3.1.8.2 Pelletization

Following sludge dewatering to approximately 25% minimum solids content, the sludge is mixed with dust particles captured during the drying-pelletization process. The dust particles coat the outside face of the sludge granules and produces sludge pellets. The sludge pellets are introduced into a dryer where in the presence of hot air flow the material is dried to approximately 80% solids content. Following the drying step, the dried material is classified based on size. Acceptable pellets are stored in a silo with a nitrogen gas atmosphere. Solids with a larger than accepted size are crushed to smaller sized particles and then blended with the captured small particulate matter fraction and added to the raw sludge feed. It is simple to transport and land apply or landfill dried pellets. The pellets could be fortified with additional fertilizers to increase its value as an organic fertilizer.

Advantages of pelletization

- Small quantity of stable product is produced.

- No odour formation from product.
- Nutrient value of product is not reduced; it may be used as a fertilizer for gardens and nurseries, i.e. as a higher value product and not as a waste.

Disadvantages of pelletization

- The existing dewatering system may need to be upgraded to produce the right solids content for feed to the process.
- Complex system.
- Expensive process.
- High operating cost for heating and enhanced dewatering.
- Process is more applicable for larger plants.

One of the biosolids management methods at the Ashbridges Bay WWTP, Toronto includes pelletization of the biosolids. In 2012, approximately 40% wet tonnes of the total biosolids generated were managed by pelletization. Pellet quality met the standards set out by the Canadian Fertilizer Act.

3.1.8.3 Gasification

The gasification process converts sludge or biosolids into a combustible gas, referred to as synthesis gas, or “syngas”, which can be recovered. Syngas is a combination of carbon monoxide and hydrogen gas. While incineration fully converts the input waste into energy and ash, gasification heats the material under controlled conditions, deliberately limiting the conversion so that combustion does not take place directly.

Gasification is a technology that has been widely used in the production of fuels and chemicals for over 50 years. Syngas can be used as a fuel to generate electricity and heat, or as a basic chemical raw material for a large number of applications in the petrochemical and refining industries.

The gasification process takes place in two reaction steps. The first reaction in the gasification process, referred to as pyrolysis, is the degradation of the sludge or biosolids in the absence of air, into a black, carbon-rich “char”. In the second reaction, the char is gasified by partial combustion in the presence of oxygen or air to produce syngas, as noted earlier.

The efficiency of a gasification process in recovering energy depends on the moisture content of the feed. The maximum moisture should not exceed 40% (i.e., 60% solids) for performance viability. Further drying of dewatered biosolids, beyond that generally achievable by mechanical means, would be required ahead of the gasification process.

Syngas from the process requires cleaning before it can be used as a fuel source. Proven wet and dry emission scrubbing technologies such as cyclones, tray towers, and bag houses have been used in gasification product gas cleaning trains.

Figure 3.1(c) presents a schematic of the gasification process.

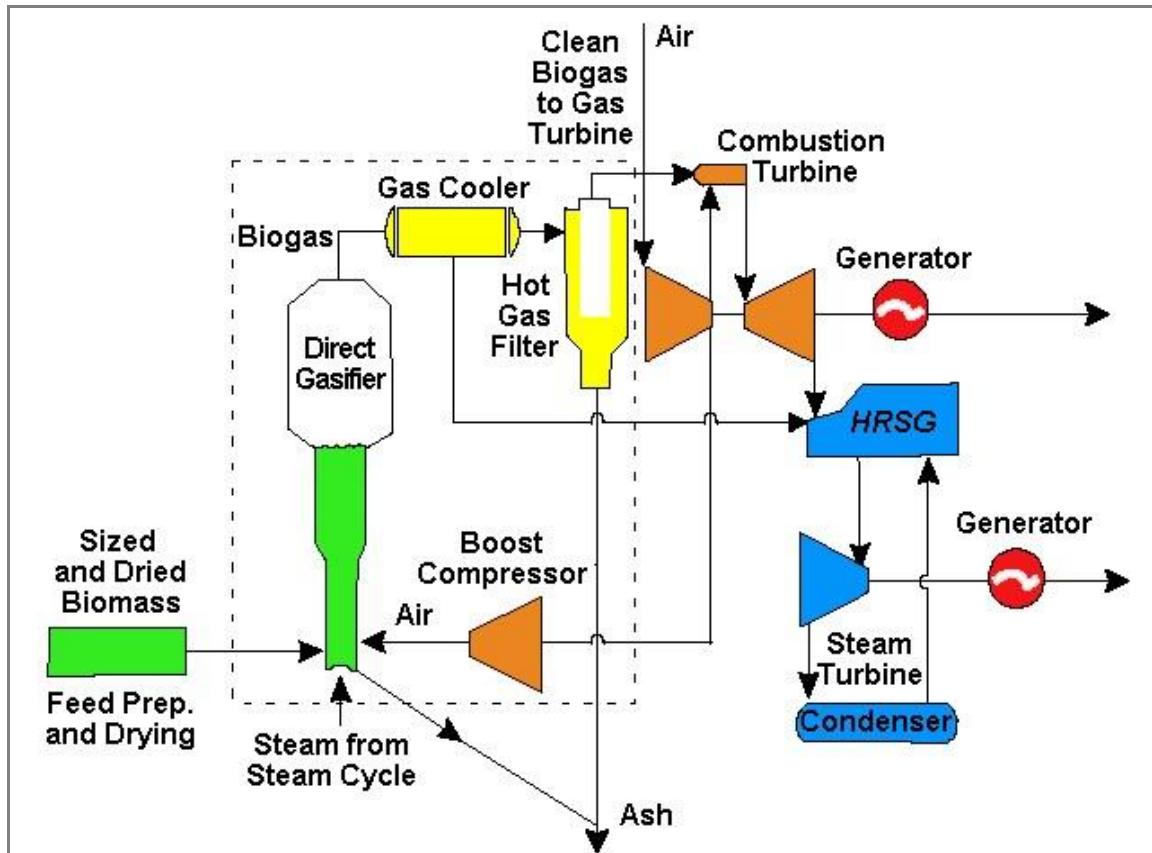


Figure 3.1(c) Schematic of Gasification

Experience

Gasification has been in commercial use for more than fifty years as a process technology for the refining, chemical, and power industries. Coal and petroleum based materials provide the vast majority of feedstocks for world gasification capacity. Historically syngas from gasification has been used primarily as a raw material for the production of chemicals. In 1989, chemical production accounted for almost one-half of syngas use worldwide. This is changing as more power generation projects are being constructed and planned.

Gasification of wastes, including wastewater treatment sludges, paper sludges and organic solid wastes has been studied in recent years. Despite success in some systems, most of the proprietary systems being promoted have only been operated using wastewater treatment plant sludge at small pilot-scales. There have also been some significant problems at particular projects that raise concerns about operational reliability.

Many studies have shown that gasification can be commercially feasible, but project costs are typically higher than conventional alternatives. In addition, hard data on true capital cost and operating costs for 'real-world' applications are unavailable.

Advantages of biosolids gasification:

- Stabilization (digestion) of biosolids is not required - raw dewatered sludge has higher thermal content than digested biosolids.
- Complete destruction of pathogens and organic portion of the feed.
- Production of valuable fuel syngas which can be used for power generation, or as chemical feedstock.
- Produce lower volume of flue gas and less emissions of nitrous oxides (NOx) and carbon dioxide, compared to incineration.
- Production of elemental sulphur or sulphur dioxide with market value.
- Significant reduction in material (char) to be managed off-site (similar to incineration). Resultant inert char can be disposed of as a conventional non-hazardous waste or recycled.
- Low potential for onsite and offsite odours.
- Small land area required and operation is not dependent on weather conditions.

Disadvantages of biosolids gasification:

- Sludge requires pre-treatment to reduce moisture content (solids drying).
- Relatively complex process.
- Potential to generate toxic compounds that can be present in the liquid, solids or gas streams
- Safety issues related to the generation of explosive gases
- Limited full-scale experience and cost data.
- Noteworthy problems in some systems raising concerns of operational reliability.
- Economically unattractive compared to other conventional technologies, such as incineration although potential future option.

3.2 Current Municipal Biosolids Management Practices in Ontario and other Jurisdictions

Canadian wastewater treatment facilities produce more than 660,000 dry tonnes of biosolids and sludge per year. In most provinces, more than 80% of biosolids are land applied. In Ontario about 40% of the biosolids are land-applied, about 40% are landfilled and about 20% are incinerated. In Quebec, about 27% of biosolids are land applied, 31% are landfilled, and the remainder, about 42% are incinerated. In Nova Scotia and Prince Edward Island, land application is the only option.

In Alberta, most WWTPs anaerobically digest their biosolids, including Edmonton and Calgary WWTPs. There are two WWTPs in Edmonton and three in Calgary. In Calgary the biosolids are land applied. In Edmonton the biosolids generated are land applied or co-composted with (MSW). The City of Edmonton is currently looking for utilization outlets for the composted material. Liquid biosolids are stored in a Regional Lagoon.

Current residual management practices in some of the Ontario jurisdictions are summarized Table 3.2(a).

Municipality	Biosolids Treatment	Biosolids Disposal/Use					
		Land Application	Landfill	Incineration	Thermal Drying (Pelletizing)	Alkaline Stabilization	Composting
Halton	Anaerobic digestion and dewatering		Secondary*				
Niagara	Anaerobic digestion					N-Viro	
Hamilton	Anaerobic digestion		Secondary				
Brant	Dewatering						
Brantford	Anaerobic digestion		Secondary				
London	Dewatering w/o digestion	Secondary	Secondary				
Windsor	Heat drying						
Sarnia	Dewatering					N-Viro	
Region of Waterloo	Anaerobic+ Aerobic digestion		Secondary				
Guelph	Anaerobic digestion		Secondary			Lystek	
Peel	Dewatering						
Haldimand	Aerobic digestion						
Toronto	Anaerobic digestion and dewatering + dewatering w/o digestion	Secondary					
Barrie	Anaerobic digestion						
Norfolk	Anaerobic+ Aerobic digestion						
Oxford	Anaerobic+ Aerobic digestion						
Durham	Anaerobic digestion						
Peterborough	Anaerobic digestion					Lystek	
Kingston	Anaerobic digestion		Secondary				
Leamington	Dewatering					N-Viro	
Ottawa	Anaerobic digestion						Out of Province

* Indicates secondary or contingency disposal process

3.3 Management Alternatives

In this section, the management or end-use of sewage biosolids is discussed. An on-going challenge to managing biosolids is that there are benefits, risks and specific considerations for every management option. In general, municipal biosolids management options depend on the characteristics and quality of the biosolids, the treatment process used to produce the biosolids and the legislative framework of the province.

Municipal biosolids management options can be classified into two broad categories - beneficial use options and disposal options. Beneficial use options capitalize on the nutrient and organic matter value and energy content of the biosolids for use in:

- Energy production (e.g. combustion)
- Compost and soil products
- Agricultural land application as a fertilizer or soil conditioner
- Forestry application as a fertilizer or soil conditioner
- Land reclamation.

When combustion is used for municipal sludge or municipal biosolids management, it may be considered a disposal option or a beneficial use option. To qualify as a beneficial use option, combustion must meet the following three criteria:

- Result in a positive energy balance
- Emit low levels of nitrous oxides
- Recover a significant portion of ash or phosphorus

Generally the end-use of sewage biosolids comprises of some form of land application. The Ministry of Environment and Climate Change has identified biosolids produced from sources other than agricultural sources, as Non Agricultural Source Materials (NASM). The NASM term is used in this section. The use of NASM in Ontario is regulated by the Ministry of Environment and Climate Change and the Ministry of Agriculture and Rural Affairs. All the involved personnel – generator, hauler and the user need to have licenses, approvals or certificates for handling the NASM from these ministries. A general process configuration for Land Application is typically as follows:

- Sludge, partially stabilized or stabilized, (i.e. it must meet the guidelines) by biological and/or chemical processes.
- Thickening/Dewatering.
- Transportation.
- Land application – Injecting or spreading operation.

3.3.1 Agricultural Land Application

Use of NASM in agricultural applications has been practiced for a long time. Under this category, the use is not limited to farmers, but also extends to Horticulturists, Landscapers and the general public.

In this use, the NASM (both partially or completely stabilized) can be applied in both liquid and wet solids form. The NASM is handled by a licensed contractor (hauler or broker), who will haul the NASM for immediate disposal on the land or for winter storage in a licensed facility.

The implementation of this alternative includes many constraints (refer to Sections 3.3.1) and requires a significant inventory of agricultural lands. The availability of agricultural lands that may be suitable for land application of processed biosolids in Sault Ste. Marie and Algoma District was identified to gain an

appreciation for this potential market. Table 5 entitled “Land use, by province, Census Agricultural Region (CAR), Census Division (CD) and Census Consolidated Subdivision (CCS), 2001” was sourced from the Statistic Canada website. Relevant data from the table is summarized in the Table 3.3(a).

Table 3.3(a)		
INVENTORY OF AGRICULTURAL LANDS		
Area	Total Number of Farms	Total Area of Farms (ha)
Sault Ste. Marie	36	1,000
Algoma District	317	40,000

The relatively small number of farms and their geographic distribution within Algoma District will present some challenges in applying stabilized biosolids to agricultural lands. For comparison purposes, in Lambton County in southwestern Ontario where the application of biosolids on agricultural lands is prominent, there are 2,427 farms totaling 244,655 ha. The density of farms in Lambton County is 0.81 farms per square kilometer relative to less than 0.01 farms per square kilometer in Algoma District.

Maximum application rates for biosolids to agricultural lands are a function of the metals concentrations in the biosolids and the allowable metals concentrations in the soil. The regulated metals concentrations in the Nutrient Management Act for materials applied to land are summarized in Table 3.3(b). Also included in the table are the dewatered biosolids quality data from the two plants. The values presented for each plant reflect the average and highest recorded value for the specific parameter from six samples from each plant over the period from 2009 to 2013. A more comprehensive summary is also included in Appendix A.

Table 3.3(b)				
REGULATED METALS CONCENTRATIONS AND DEWATERED BIOSOLIDS QUALITY				
Criterion	Nutrient Management Act (max. metals concentration in processed sewage sludge applied to land up to 8 tonnes/ha/5 yrs)	Nutrient Management Act (max. metals concentration in processed sewage sludge applied to land up to 22 tonnes/ha/5 yrs)	East Plant Avg. Concentration (Max. Concentration)	West Plant Avg. Concentration (Max. Concentration)
Arsenic	170	75	2.47 (4.1)	2.72 (4.8)
Cadmium	34	20	0.92 (1.41)	0.74 (1.28)
Chromium	2800	1060	21.0 (35.0)	19.2 (23.7)
Cobalt	340	150	2.52 (3.61)	2.78 (4.25)
Copper	1700	760	305 (372)	236 (434)
Lead	1100	500	76 (191)	20 (60)
Mercury	11	5	0.37 (0.77)	0.09 (0.15)
Molybdenum	94	20	5.63 (8.89)	5.10 (6.36)
Nickel	420	180	12.4 (18.6)	9.8 (13.2)
Selenium	34	14	2.1 (3.2)	1.7 (4.8)
Zinc	4200	1850	390 (528)	255 (432)

A summary of **maximum** application rates and the land area required to consume processed biosolids generated at the two water pollution control plants is included in Table 3.3(c). The calculations are included in Appendix B.

Table 3.3(c) AGRICULTURAL LAND AREA REQUIRED FOR PROCESSED BIOSOLIDS			
Stabilization Method	Estimated Annual Quantity of Stabilized Biosolids	MAXIMUM ³ Application Rate (tonne/ha/5 years)	Minimum Total Land Area Required (ha)
Aerobic Digestion	6,200	8 ¹	1085
Alkaline Stabilization	9,400	25 ²	1175

- Notes:
1. Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Lands.
 2. Maximum application rate for product produced using the N-Viro process in Sarnia.
 3. These application rates may have to be reduced due to other factors.

Land application of NASM offers several advantages and some disadvantages.

Advantages of land application:

- Serves as a nutrient source – major and micro nutrients, for the plants and crops.
- Aids in the improvement of soil properties such as texture, tilth, friability and water retaining capacity.
- Indirect benefit to the City by reduced fertilizer costs for farmers.
- Biosolids dewatering is not required.
- Relatively inexpensive operation to apply the processed biosolids.
- A good method for the disposal of biosolids and thus a good environmental solution.

Disadvantages of land application:

- Transportation costs.
- Labor intensiveness.
- Large area of land required.
- Limitations/restrictions in the use of biosolids due to its constituents.
- Time sensitivity (winter weather, crop harvesting/storage requirements).
- Seasonal application.
- Weather dependant.
- Dependant on willingness of farmers to accept biosolids and farming practices
- Restriction to public accessibility of land due to the likely presence of certain chemical constituents and pathogenic organisms.
- Potential for public opposition which may stem from the stigma or odours generated by the biosolids degradation.
- Potential for generation of greenhouse gases from degradation of biosolids in the land.
- Potential for future municipal liability.

3.3.2 Forest and Non Agricultural Land Application

The rationale for use of NASM in forestry and land reclamation projects is similar to application on agricultural lands. One of the purposes of NASM application is to increase the forest productivity, especially on marginally productive soils. Other reasons include excessive harvesting of trees, or disturbances due to natural disasters such as fires, land sliding and flooding.

Other land uses include re-vegetation and re-stabilization of contaminated industrial sites, construction sites, sites lost due to natural disasters and mine rehabilitation and dedicated land disposal sites (landfills).

Advantages of the Forest and Non Agricultural Land Application:

- Serves as a nutrient source – major and micro nutrients, for the plants and trees in forest.
- Improved natural habitat.
- Biosolids dewatering is not required.
- Aids in reclaiming valuable pieces of land.
- Serves as a filler material (upon addition of materials such as lime kiln dust, cement dust and fly ash) in the reclamation of contaminated land sites, rehabilitation of mineral mines.
- Serves as an erosion control material at construction sites and for road work.

Disadvantages of Land Application:

- Consistent application rate is difficult due to rough terrain, limited trails for application vehicles.
- Transportation costs.
- Labor intensiveness.
- Large area of land required.
- Time sensitivity (winter weather/storage requirements).
- Restriction to public accessibility of land due to the likely presence of certain chemical constituents and pathogenic organisms.
- Potential for generation of greenhouse gases from degradation of biosolids in the land.
- Limitations or restrictions in the use of biosolids due to its constituents.
- Potential for future municipal liability.

In Ontario, the preferred method of NASM disposal is agricultural land use. About 80% of municipalities – large, medium and small either totally or partially use this mode of disposal. At some places in eastern Ontario, NASM is used in forestry applications-specifically for plantations of hybrid poplars. Use of NASM is also under nascent (research or pilot testing) conditions as a filler material or construction material in other applications such as a mine rehabilitation, land reclamation and at construction sites in Ontario.

3.3.3 Application as Landfill Cover

Landfill disposal has been, and continues to be, a popular biosolids disposal option, but there is ever increasing competition for available landfill space. The use of processed biosolids suitable for landfill cover is becoming more attractive to municipalities to avoid high cost of landfill tipping fees. Biosolids that have been highly stabilized are suitable for a landfill cover and this practice has been successfully implemented in other

jurisdictions. The processed material is typically blended with native soils to improve workability and texture. This is a practical alternative in the case of Sault Ste. Marie given that there is a projected soil deficit (daily/interim and final cover requirements) over the remaining lifespan of the existing landfill.

The implementation of this alternative will require the disposal of a suitable volume of waste on an annual basis to consume the processed biosolids. Approximately 50,000 tonnes of waste is disposed of annually exclusive of biosolids. Presently cover materials are sourced from winter street sweepings, contaminated soils and native on-site soils. Calculations were completed to identify the quantity of processed biosolids that could potentially be consumed as landfill cover (refer to Appendix C). Based on the calculations, it is estimated that there is capacity to consume some 15,000 tonnes of processed biosolids to meet annual daily and interim cover requirements. In addition to daily and interim cover there is also a requirement for approximately 111,000 m³ of native final cover material for the existing disposal footprint. The processed biosolids could also be blended with native soils to address the final cover requirements.

Although the current annual waste disposal quantity can support the application of the projected annual quantity of processed biosolids, the waste quantity may be reduced substantially in the future with other waste diversion initiatives (e.g. source separated organics) and/or other waste disposal practices (e.g. energy from waste or disposal in alternative facilities outside of the service area). Furthermore the projected remaining landfill site life is in the range of 7.5 years. The site life may however be increased through settlement of waste and/or a possible landfill expansion. An Environmental Assessment is currently being undertaken to address future waste disposal needs in the City of Sault Ste. Marie and an expansion of the existing landfill is currently being assessed in detail.

Advantages of Landfill Cover Application:

- Consumes a significant volume in a single location - low transportation costs/impacts.
- In the case of the City of Sault Ste. Marie landfill, there is a shortage of native earthen materials on site – processed biosolids may eliminate or reduce the need to import other materials.
- Year around application (not weather dependant)
- Reliable disposal method.
- Relatively inexpensive.
- Not labour intensive.
- Reduced exposure to potential future liability.

Disadvantages of Landfill Cover Application:

- Limited use of the nutrient value of the material.
- Potential for some residual odour after processing.
- The landfill must have adequate leachate collection and control systems to prevent groundwater contamination since use of biosolids as a cover can generate a significant amount of leachate.
- Potential for generation of greenhouse gases from degradation of biosolids – many larger landfill sites, including the City of Sault Ste. Marie landfill are now mandated to have active gas collection systems.

3.3.4 Industrial Re-use

A number of industrial use alternatives exist, such as use of biosolids or ash as an ingredient in brick-making, aggregate, and cement. Fuel can also be derived from biosolids.

Industrial use of biosolids is generally specific to local market opportunities and may require the use of proprietary and/or innovative treatment technologies. There is not a known local market for industrial use of biosolids or ash in the City at present. Developing a market in other municipalities involves considerable costs and effort, as well as time. Therefore, this option is not considered further in the discussion.

3.4 Regulatory Framework – Existing Guidelines / Standards / Regulations

In this section, the existing legislation and policies currently in place to regulate biosolids in Ontario is summarized. In Ontario, there are no bans or restrictions on the use or disposal of sewage biosolids, provided an appropriate Environmental Compliance Approval (ECA), issued by the MOECC is available for the use or disposal practice. In addition the future of land application is also considered.

3.4.1 Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land

On June 27, 2002 (O.Reg 267/03), the Ontario government passed The Nutrient Management Act (NMA) to address land-applied materials containing nutrients. This Act includes provisions for the development of strong new standards for all land-applied materials containing nutrients, a proposal to ban the land application of untreated septage over a five-year period, and proposed new requirements such as: the review and approval of nutrient management plans, certification of land applicators and a new registry system for all land applications.

If the sewage biosolids are processed and utilized for agricultural land application, it then falls under the NMA. Analytical results for testing of the biosolids must consistently meet Provincial Guidelines (*Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land, March 1996; Revised January 1998; MOE and OMAFRA*). Before waste is applied to agricultural land it must be treated in such a manner to minimize odour potential and reduce the number of pathogenic organisms and other potentially harmful constituents to an acceptable level as defined in the Guidelines. (i.e. sewage biosolids must be stabilized).

The MOECC is responsible for issuing Environmental Compliance Approvals for organic soil conditioning sites and as such, reviews detailed proposals for new sites with respect to parameters such as application rates, spreading procedures and soil characteristics. The applicant must establish the potential benefit of waste spreading to agriculture. Also considered in the approval process are factors including site location, land and soils characteristics, and proposed site management methods to minimize risk of contamination to surface watercourses, groundwater, wells and residences.

The land application contractor (spreader) keeps records of all fields receiving biosolids and the quantity applied to each field, as well as nutrient content per cubic metre. The farmer is provided with information on annual average quantities of metals per cubic metre of biosolids, if requested.

The biosolids hauler must receive an "Organic Waste Management System Certificate" for the biosolids materials before they can be moved from the water pollution control plants to the land application site. The farmer should be advised of nutrient concentration, i.e. available nitrogen, so that biosolids material and fertilizer application rates may be adjusted. Nutrient application rates should be based on fertilizer recommendation for the specific crop.

The Guidelines dictate that sewage biosolids should not be spread on frozen or ice covered soil. Therefore, storage of the biosolids is required for times when land application is not possible, including inclement weather, unsuitable soil conditions and during required waiting periods between land applications. The draft NMA requires that licensed storage facilities have 240 days of storage available. The private contractor (may be a hauler only, or hauler/applicator) who is responsible for disposal of biosolids from the two Wastewater Treatment Plant Facilities will have to store the material for the winter months and during inclement weather.

Future of Land Application

A study prepared for the Water Environment Association of Ontario reviewed the safety of the application of sewage biosolids to agricultural land (*Fate and Significance of Selected Contaminants in Sewage Biosolids Applied to Agricultural Land through Literature Review and Consultation with Stakeholder Groups, April 2001*). The authors concluded that, based on scientific research into human health, there are no significant health risks to people and animals when biosolids are applied at rates that fall within Ontario guideline limits and that sewage biosolids can be safely utilized on agricultural land. However, public perception is that biosolids application may cause surface water and private well contamination and aerial disease transmission. The concerns arise from several issues including the contamination of the Walkerton water supply and perceived inadequate monitoring and control of sewage biosolids application. Therefore, public acceptance will be a critical component of the future success of the land application of sewage biosolids programs. The study recommends formation of a task force with representatives from wastewater treatment generators/regulators, the medical communities and the public to explore pathogen issues and build consensus to resolve issues such as evaluation of health impacts, definition of risks and acceptable risks, development and monitoring studies to improve the current application program, and disseminating information to stakeholders including the media and the general public.

The NMA provides a comprehensive nutrient management framework for Ontario's agricultural industry, municipalities and other generators of materials containing nutrients, including clear environmental protection guidelines. It builds on the existing system by giving current best management practices the force of law, and creating comprehensive, enforceable, province-wide standards to regulate the management of all land-applied materials containing nutrients. The Act contains amendments to the *Environmental Protection Act*, the *Highway Traffic Act*, the *Ontario Water Resources Act* and the *Pesticides Act*, and consequential amendments to the *Farming and Food Production Protection Act*, 1998 to ensure consistency and give higher recognition to the standards.

It is of note that the Act itself provides the regulatory authority to develop and enforce regulations for nutrient management practices.

The Regulations were first issued in draft form in late 2002 for public comment. The 'Public', consisting of numerous groups directly or indirectly affected by the Regulation, has been voluble in its comments and the two ministries (Ministry of Environment and Ministry of Agriculture and Food) involved are reviewing these. A revised version of the Regulations is anticipated some time in the future. It has been understood that certain changes, generally relaxing timetables for enforcement of rules as they apply to farmers, will be made. Comments from the municipal biosolids 'community' (generators, and applicators, etc.) have noted that the Regulations seem to unduly penalize "non-agricultural source materials", including municipal biosolids, in that the provisions of the former Guidelines are perpetuated in terms of seasonal limits, but even longer winter prohibitions with longer storage requirements (eight months), as well as pre-harvest waiting periods, depths to bedrock, land slopes, and setbacks, etc. are stipulated. In addition, municipal biosolids, called "non-agricultural source material", must have fewer than 2 million colony forming units per dry gram (US EPA Class B), whereas no such pathogen criterion exists for agricultural source material (manure).

A key component of this act is that any non-agricultural operation (e.g. municipal, institutional, commercial and industrial operations) which generate or manage NASM shall have an approved Nutrient Management Strategy (NMS). As well the receiver of nutrients from any source including biosolids must have an acceptable Nutrient Management Plan (NMP) which manages rates of nitrogen and phosphorus and thus minimize adverse environmental impact.

The Nutrient Management Act appears not to give more favorable treatment to non-agriculture source materials of low pathogen content, such as equivalent to US EPA Class A, e.g. thermophilically digested biosolids, or to pulp and paper sludge which is essentially free of pathogens, and continues to identify these materials as 'prescribed'. The Nutrient Management Act regulations state that materials that are produced in accordance with the Federal Fertilizers Act are not 'prescribed' and therefore not governed by the Act, except as to nutrient levels. This would include thermally dried pellets or granules, and alkaline-stabilized biosolids.

The net effect of the NMA on the City of Sault Ste. Marie is that the land application of biosolids is likely to be more restrictive and regulated in the future. It is worthy to note that the NMA doesn't govern the landfill and composting operations of NASM.

3.4.2 Compost Standards

In 2004 the City of Sault Ste. Marie completed a Co-composting Pilot Study which included consideration of municipal biosolids and residential organics as feedstocks in varying proportions. The conclusions reached in that study in relation to biosolids composting are summarized below.

Biosolids are not being actively composted in the Province of Ontario. Biosolids are effectively being composted in British Columbia, Quebec and New Brunswick. The single largest restriction to composting

biosolids in the Province of Ontario is the Interim Guidelines. Based on the current standards, biosolids do not meet the feedstock restrictions and cannot meet the unrestricted use guidelines.

Based on the above, it is recommended that the City not compost biosolids at this time. Factors that may influence this recommendation in the future include:

- *Changes in the compost standards in the Province of Ontario; and*
- *Province imposed ban on landfilling biosolids.*

Since the completion of the 2004 study, the MOECC developed and released, in July 2012, new compost quality standards and guidelines for producing compost in Ontario. The revised Ontario Compost Quality Standards address both the quality of the finished compost and feedstock. The standards set out three qualities of finished compost (AA, A and B) in comparison to the single quality standard that existed with previous standards. The new Compost Guidelines are intended to provide enhanced flexibility in managing biosolids through composting. Under these Guidelines composting of biosolids would become a viable alternative management strategy in Ontario. There are however a number of restrictions that impact the use of sewage biosolids as a feedstock in the composting process.

There are three proposed categories of compost: Category AA, Category A and Category B. Category AA does not contain septage, sewage biosolids, or pulp and paper biosolids, so is not considered further in this discussion. For categories A and B, the quality of both the feedstock material and final compost is regulated. Compost produced using sewage biosolids can only produce a category "A" or "B" compost quality. Furthermore, to achieve category "A" compost, sewage biosolids must be restricted to 25% or less of the feedstock blend on a dry weight basis. Appropriately labelled category "A" compost produced with biosolids can then be used and transported without further approvals. Conversely however, category "B" compost requires Ministry approval for use.

In Table 3.4(a) we have compared the new feedstock restrictions and finished compost quality standards to the dewatered biosolids quality data from the two plants. The values presented for each plant reflect the average and highest recorded value for the specific parameter for six samples from each plant over the period from 2009 to 2013. A more comprehensive summary is also included in Appendix A.

Table 3.4(a)					
ONTARIO COMPOST QUALITY STANDARDS (2012) AND DEWATERED BIOSOLIDS QUALITY					
Criterion	Raw Feedstock (Categories A and B Compost)	Finished Compost (Category A)	Finished Compost (Category B)	East Plant Avg. Concentration (Max. Concentration)	West Plant Avg. Concentration (Max. Concentration)
mg/kg dry weight					
Arsenic	170	13	75	2.47 (4.1)	2.72 (4.8)
Cadmium	34	3	20	0.92 (1.41)	0.74 (1.28)
Chromium	2800	210	1060	21.0 (35.0)	19.2 (23.7)
Cobalt	340	34	150	2.52 (3.61)	2.78 (4.25)
Copper	1700	400	760	305 (372)	236 (434)
Lead	1100	150	500	76 (191)	20 (60)
Mercury	11	0.8	5	0.37 (0.77)	0.09 (0.15)
Molybdenum	94	5	20	5.63 (8.89)	5.10 (6.36)
Nickel	420	62	180	12.4 (18.6)	9.8 (13.2)
Selenium	34	2	14	2.1 (3.2)	1.7 (4.8)
Zinc	4200	700	1850	390 (528)	255 (432)

Based on the representative data presented in the table, the biosolids from both plants meet the feedstock quality requirements and hence are suitable for use in producing compost. Furthermore it appears the quality of the biosolids is suitable to produce at least a "B" category compost and is likely suitable for producing and "A" category compost considering that the sewage biosolids must be restricted to 25% or less of the feedstock blend on a dry weight basis for category "A" compost. The production of category "A" compost will however require additional compostable feedstock.

The Federal Fertilizers Act and its regulations also identify labelling and application rate requirements for any compost that is sold.

3.4.3 Fertilizer Regulations

The Fertilizer Act and Regulations are administered by Agriculture and Agri-Food Canada (AAFC). It is the aim of these standards to help ensure that fertilizers and supplements, including processed sewage, compost and other by-products, are safe and pose a minimum potential for detrimental effects from metal contamination. The heavy metal standards provide maximum cumulative additions to soils (as well as maximum acceptable metal concentrations in products). Standards for heavy metals are adopted as a result of long-term effects of heavy metals in soils. Some metals are relatively toxic to plants and others are toxic to animals or humans while some of the non-essential metals have long-term cumulative effects which are not fully understood.

The standards are conservative because significant metal concentrations are already present in the soils of some areas. In addition, uncontrolled factors such as soil acidity, soil cation exchange capacity and plant species all affect the degree of uptake of some of the metals.

All fertilizers and supplements, including sewage biosolids, composts and other by-products must also meet the maximum cumulative metal additions to soil as provided in these Regulations.

The Regulations under the National Fertilizers Act also provides standards and requirements for registration, labelling, and analysis.

If the sewage biosolids is processed and offered for sale either as a fertilizer or as a component of fertilizer, it then falls under the Federal Fertilizers Act and Regulations governing fertilizers containing organic materials. Although not specifically addressed in the regulations, under these conditions the biosolids is usually dried and considered to be essentially pathogen free. The regulations state that minimum levels of nutrients in the material must be identified and all products are subject to heavy metal concentration standards.

3.4.4 Incineration and Gasification

Incineration or gasification of sludge and biosolids materials generated in Ontario is governed under the Ontario *Environmental Protection Act* (EPA), Regulation 347.

When the sludge and or biosolids incinerator is located on an existing wastewater treatment plant site, it can be approved within the ECA for the wastewater treatment facility, issued under the Ontario Water Resources Act.

Ash is typically a non-hazardous waste and can be disposed of in a municipal landfill. A site specific ECA may be required for any recycling options. An incineration facility outside the approved wastewater treatment facility boundaries would be considered a waste disposal facility under O.Reg. 347 of the Environmental Protection Act. An environmental assessment (screening or full) may also be required depending on the proposed capacity and plant configuration and an ECA would be required.

Whether on the wastewater treatment plant (generation) site or off-site, all incineration facilities are governed by the terms and conditions of site-specific ECA for air emissions. This ECA documents the emissions control equipment, monitoring, emissions limits and recordkeeping requirements for each facility.

Fluidized bed incineration facilities perform well within the current and anticipated future air emission requirements. For the older multiple hearth technologies, air pollution control equipment will become more complex to meet more stringent regulatory standards.

3.4.5 USEPA Class A, B and EQ Classifications

The US EPA Standards for the Use or Disposal of Sludge (40 CFR 503) include two approaches for controlling pathogens that may be present in raw sludge: Class A in which disinfection processes reduce pathogen levels in biosolids to "below detectable levels" and Class B in which disinfection processes "significantly reduce" pathogen levels in biosolids. Risks relating to land applying Class B biosolids are further controlled by access and crop harvesting restrictions. The purpose of these restrictions is to ensure that the pathogen levels in biosolids are reduced to levels considered safe for the biosolids to be land applied or surface disposed. In addition to those two, another classification "EQ" exist, which is defined as those sewage biosolids that meet metal standards, Class A and vector reduction standards defined in Part 40CFR 503.

In Ontario, the existing quality requirement for NASM closely follows, although not identically, that of the Class B requirements. One of the significant differences between NMA and USEPA in this aspect is the indicator organism, with the former using Escherichia Coli, whereas the latter using Fecal Coliforms.

3.5 Evaluation Methodology and Criteria

The development and evaluation of alternative solutions and designs is completed in two phases. The first phase examines each alternative solution in relation to the problem/opportunity while considering all environmental impacts. In the second phase various design options are considered for the preferred alternative selected in phase 1.

Evaluation matrices were developed by the project team to rank the alternative management and processing options in relation to doing nothing. A total of six (6) and sixteen (16) evaluation criteria were established to rank the management and processing alternatives respectively. Each evaluation criterion is described in Tables 3.5(a) and 3.5(b).

Table 3.5(a) EVALUATION CRITERIA – MANAGEMENT ALTERNATIVES	
Criterion	Description
Land Area Requirements	Estimated land area required for disposal of processed biosolids.
Net Costs	A qualitative comparison of the estimated net costs for each alternative.
Timing Restrictions / Storage Requirements	A comparison of the timing restrictions that are expected to apply in disposing of the processed biosolids and the requisite storage requirements.
Potential Future Liability	Consideration of the future liability that could be traced back to the City.
Administrative Requirements	Consideration of the complexity and time commitment required to administer the alternative.
Environmental Benefits	Consideration of the environmental benefits that are anticipated.

Table 3.5(b) EVALUATION CRITERIA – PROCESSING ALTERNATIVES	
Criterion	Description
Technical	
Flexibility – Biosolids Quality	Sensitivity of the Alternative to the biosolids quality – ability to meet performance objectives for a range of feedstock compositions
Flexibility – Biosolids Quantity	Sensitivity of the Alternative to the quantity of biosolids – ability to accommodate variations in quantity
Flexibility – Regulatory Changes	Anticipated ability to meet future changes in regulations.
Approvals Requirements	Anticipated degree of difficulty in gaining system approval including EA requirements.
Proven and Reliable Technology	Proven track record operating in North America for similarly sized installations.

Table 3.5(b)	
EVALUATION CRITERIA – PROCESSING ALTERNATIVES	
Criterion	Description
Compatibility with Current WPCP Processes	Changes required to existing wastewater infrastructure to accommodate the Alternative.
O&M Requirements	Complexity of the Alternative and level of operator skill and attention required.
Potential for Use as Landfill Cover	Potential to use the processed material or by-products of the process for landfill cover.
Odour Mitigation	Potential to mitigate odour impacts at the facilities and along transportation routes.
Natural Environment	
Air	Potential for impacts to the air in the form of emissions (odour excluded evaluated separately).
Water	Potential for impacts to surface and ground water quality.
Land	Potential for impacts to land.
Social Environment	
Public Health	Potential for impacts to public health.
Land Use – Processing	Site size requirements and the availability of suitable lands.
Land Use – Disposal	Availability of sites for the use/disposal of the processed material.
Financial	
Lifecycle Costs	A qualitative comparison of the lifecycle cost expectations for each alternative.

A comparative qualitative approach was developed to evaluate each of the management and processing alternatives relative to the “Do Nothing” Alternative. Ratings ranging from -2 to +2 were assigned to each alternative under each criterion as follows:

Rating	Criteria
-2	Much worse relative to Do Nothing
-1	Worse relative to Do Nothing
0	Status quo
+1	Better relative to Do Nothing
+2	Much better relative to Do Nothing

All criteria considered in the evaluation of management alternatives were assigned the same weighting. However, in the case of the processing alternatives evaluation, criteria weightings ranging from 1 to 3 were assigned to each criterion. Weightings greater than one were assigned to those criteria that reflect the key objectives of the undertaking. Criteria that were assigned higher weightings are identified below:

- Potential for use as landfill cover – assigned weighting = 3
- Odour mitigation – assigned weighting = 3
- Lifecycle costs – assigned weighting = 3

These weightings are aligned with the key objectives identified in Sections 1.2 and 2.0.

This evaluation methodology was selected in lieu of a more complex quantitative approach to provide the general public with a better understanding of the evaluation process. A summary of the evaluations is included in Tables 3.5(c) and 3.5(d) and the detailed evaluation matrices are included in Appendix D.

Table 3.5(c) – SUMMARY OF EVALUATION RESULTS – MANAGEMENT ALTERNATIVE SOLUTIONS

Alternative Solution	Land Area Requirements	Net Costs	Timing Restrictions / Storage Requirements	Potential Future Liability	Administrative Requirements	Environmental Benefits	Total
Criteria Weighting	x1	x1	x1	x1	x1	x1	
Agricultural Land Application	-2	-2	-2	-2	-2	+2	-8
Forest and Non-Agricultural Land Application	-2	-2	-1	-2	-2	+2	-7
Landfill Cover	0	-1	+1	0	0	+1	+1

Table 3.5(d) – SUMMARY OF EVALUATION RESULTS – PROCESSING ALTERNATIVE SOLUTIONS

Alternative Solution	Technical								Natural Environment			Social Environment			Financial	Total	
	Flexibility – Biosolids Quality	Flexibility – Biosolids Quantity	Flexibility – Regulatory Changes	Approvals	Proven & Reliable Technology	Compatibility With Current WPCP Processes	O&M Requirements	Potential for Use as Landfill Cover	Air	Water	Land	Public Health	Land Use – Processing	Land Use – Disposal			
Criteria Weighting	x 1	x 1	x 1	x 1	x 1	x 1	x 1	x 3	x 3	x 1	x 1	x 1	x 1	x 1	x 3		
Anaerobic Digestion	-2	-2	2	2	0	-1	-1	0	3	0	0	0	2	-1	2	-5	-1
Aerobic Digestion	0	-1	2	2	0	0	-1	0	3	0	0	0	2	-1	2	-4	4
Alkaline Stabilization	0	0	2	2	0	0	-1	6	5	-1	0	0	2	-1	1	-3	12
Geotube Freeze and Thaw	0	0	0	0	-1	0	0	0	0	0	-1	0	0	-2	0	0	-4
Chemical and Heat Treatment	0	0	2	-1	-1	0	-1	0	3	0	0	0	2	-1	1	-3	1
Enhanced Dewatering	-1	0	0	0	0	-1	0	0	3	0	0	0	1	0	1	-2	1
Thermal Processes	0	0	1	0	-1	0	-2	3	6	-1	0	0	1	-2	1	-6	0
Composting	0	0	2	1	0	0	-1	6	5	0	0	0	2	-1	1	-5	10

The results of the evaluation included in Table 3.5 (c) indicate that application of the final processed material as landfill cover clearly received the most favourable scoring. This alternative was carried forward into the next phase of the study process.

The summary of results included in Table 3.5(d) for the processing alternatives indicate that two alternatives received more favourable scoring relative to the other alternatives. The following alternatives were carried forward for further consideration in the next phase of the study process:

- Alkaline Stabilization; and
- Composting.

4. Identification and Evaluation of Alternative Design Concepts

Following the evaluation of Alternative Solutions, the following alternatives were short-listed for a more rigorous evaluation based on conceptual design development and lifecycle costing:

1. Alkaline Stabilization; and
2. Composting.

The conceptual design development and assumptions made for each of these alternatives are described in subsections 4.2 and 4.3 respectively.

Prior to initiating the conceptual design development for the short-listed alternatives, consideration was given to alternative site locations for a processing facility. The alternative locations considered and the criteria considered in selecting a preliminary preferred location are summarized in Section 4.1.

4.1 Facility Location

Three alternative locations were considered for the short-listed processing facilities:

1. East End Water Pollution Control Plant;
2. West End Water Pollution Control Plant; and
3. The Municipal Landfill Site.

These sites were identified as suitable candidates given that these sites are owned by the City, the biosolids are generated at the WPCP's, the anticipated beneficial use of the processed biosolids, in whole or in part, is daily, interim or final cover at the Municipal landfill site and vacant lands are available at or adjacent to each of these sites.

An evaluation matrix was developed by the project team to rank the alternative locations relative to each other. A total of five (5) evaluation criteria were established to rank the alternative locations. Each of the

evaluation criteria is described in Table 4.1(a). The lifecycle costs are not expected to vary significantly for the alternative locations being considered.

Table 4.1(a) EVALUATION CRITERIA FACILITY LOCATION OPTIONS	
Criterion	Description
Transportation	Potential impacts associated with the transportation of biosolids and the processed material (noise, vibrations, emissions).
Adjacent Land Use	Potential nuisance impacts to adjacent land uses (odour, dust, noise, vibrations).
Future Land Use	Potential impact of the proposed facilities on the future anticipated land uses at the site.
Operations	Potential impact of the proposed processing operations on the existing site operations and the ability to integrate the new operations.
Processing Plant Upset	Potential impact of a processing plant upset.

A comparative qualitative approach was developed to evaluate each of the alternatives relative to each other. Ratings ranging from +1 to +3 were assigned to each alternative under each criterion to rank alternatives relative to each other with higher values assigned to alternatives that were clearly superior under a given criterion.

The detailed evaluation matrix is included in Appendix D and a summary of the scoring assigned to each alternative under each criterion is provided in Table 4.1(b).

Table 4.1(b) SUMMARY OF EVALUATION RESULTS FACILITY LOCATION OPTIONS			
Criterion	EEWPCP	WEWPCP	Landfill
Transportation	+2	+1	+3
Adjacent Land Use	+1	+2	+3
Future Land Use	+1	+1	+2
Current Operations	+1	+1	+2
Processing Plant Upset	+1	+2	+3
TOTALS	+6	+7	+13

The landfill site received the highest overall scoring and is the preliminary preferred location for the short listed alternatives.

4.2 Alkaline Stabilization

In this section, alkaline stabilization is discussed in more detail and a conceptual design and lifecycle costs are presented. For the purposes of comparison to other technologies, the NViro process is referenced to provide estimated area requirements and costing.

Alkaline stabilization involves the mixture of biosolids with an alkaline material, such as lime, cement kiln dust and fly ash. When the pH value of the mixture is maintained at or about 12 for at least 72 hours, and a temperature of 52°C is maintained for at least 12 hours of this period, the resulting material will meet relevant regulatory requirements in Ontario for agricultural and non-agricultural land applications or Class A US EPA quality criteria.

Figure 4.2(a) presents a general schematic of an alkaline stabilization process. In Sault Ste. Marie mechanical dewatering is completed at each of the waste water treatment plants and would not be required in the Biosolids processing facility. In addition, the proposed principle end use (landfill cover) will not require off-site hauling for land application.

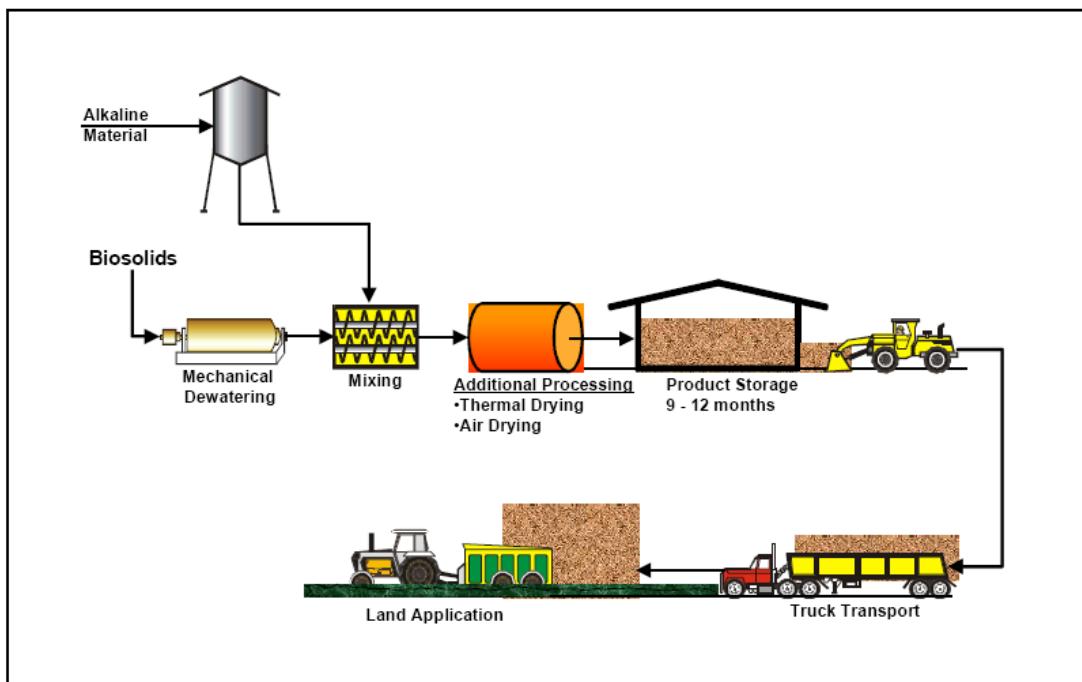


Figure 4.2(a) Schematic of Alkaline Stabilization and Distribution of Biosolids

The equipment necessary for alkaline stabilization is relatively simple, and includes feed conveyance equipment, an alkaline material storage and conveyance system and mixer. Some proprietary technologies include drying to obtain a drier finished material. Air emission and odour control equipment is required to minimize dust and odours.

The alkaline stabilized material can be stored in covered facilities for extended periods; however, extended storage can result in odour generation. Extensive storage requirements can be costly and may require significant odour control equipment. For end-use as a landfill cover, the storage requirements can be reduced relative to the requirements for agricultural land application.

The alkaline stabilized material is suitable for landfill cover, agricultural and non-agricultural land application, a lime substitute, source of organic matter or specialty fertilizer. The material offers the benefits of improving soil properties such as pH, texture and water holding capacity.

4.2.1 Experience Elsewhere

In Ontario, alkaline stabilization using the N-Viro™ process has been practised for several years at smaller facilities in Leamington and Sarnia. The resulting material is used primarily for agricultural land application in south western Ontario, an area with acidic sandy soils suited to an alkaline product. Both of these facilities process less than 20 dry tonnes per day. A new facility has recently been approved in the Region of Niagara, Ontario, to process a portion of biosolids generated in the Region and construction of a new facility has also been initiated in Sudbury, Ontario.

The process has also been widely used in North America for more than 20 years. These facilities tend to be smaller in size (i.e., <20 dry tonnes per day), but several large facilities are in operation. Two of the larger plants include Middlesex County, New Jersey at 130 dry tonnes per day, and Toledo, Ohio, at 30 dry tonnes per day. Middlesex County has experienced problems with agricultural outlets for the product as a result of odours and other operational problems that caused negative public perception.

The mixing paddles first used at Middlesex to blend the alkaline dust with the sludge were found to be inadequate, resulting in some odours. Blending units were modified, curing areas were enclosed, and an odour control system was added, effectively ending odour problems at the facility.

The alkaline stabilized material typically has the ability to buffer acidic soils, and therefore, the market demand is generally in geographic areas with acidic soils, or in areas where the material can be applied without adversely affecting the soil's properties.

4.2.2 The Process

The dewatered cake from the east and west plants will be trucked to the alkaline stabilization facility at the landfill. The dewatered cake will be received in the underground bin.

Once the sludge is received in the hopper of the mixing system, the alkaline admixture is mixed with the dewatered sludge cake. The amount of alkaline admixture varies according to the amount of heat required in the process, the type of sludge, the characteristics of the alkaline admixture, and the intended beneficial reuse market. Blending takes place in the mixer.

The product is then dried to the desirable 60-65% solids content utilizing a single-pass, rotary-drum dryer. The dryer discharges to a "heat-pulse" cell. A combination of heat from the dryer and a chemical reaction between the alkaline materials and the moisture in the sludge cake raises the temperature to a controlled

range of between 52° C and 62° C and the pH to slightly above 12. The material is held in the heat-pulse cell(s) in the controlled temperature range for a period of 12 hours.

The soil product is ready for distribution as soon as the heat pulse phase is complete or it can be stored right on-site. The soil amendment product meets the requirements of applicable Agriculture and Agri-Food Canada (Ag Canada), Fertilizers Act and Regulations, and Provincial guidelines for its use in the agricultural sector. It will also be suitable for use as daily or interim cover when mixed with native sands at the landfill site.

4.2.3 Odour Control

A venturi scrubber is used for particulate removal, and is followed by a biofilter for odour control. Air from the mixer area, the heat-pulse, product storage area and the exhaust from the dryer, are all treated. There is no need for an acid scrubber system since sludge is not digested, however, if in the future sludge digestion is expected then an additional acid scrubber may be added to remove ammonia.

4.2.4 Building Layout

A conceptual layout of the Alkaline Stabilization Building is illustrated in Figure 4.2(b).



Figure 4.2(b) Conceptual Layout of Alkaline Stabilization Facility

4.2.5 Conceptual Site Plan

A conceptual site plan for the new Alkaline Stabilization facility is illustrated in Figure 4.2(c). In total, an area of approximately 130m x 87m will be required, assuming that a buffer area of 30m is provided around the perimeter of the site.

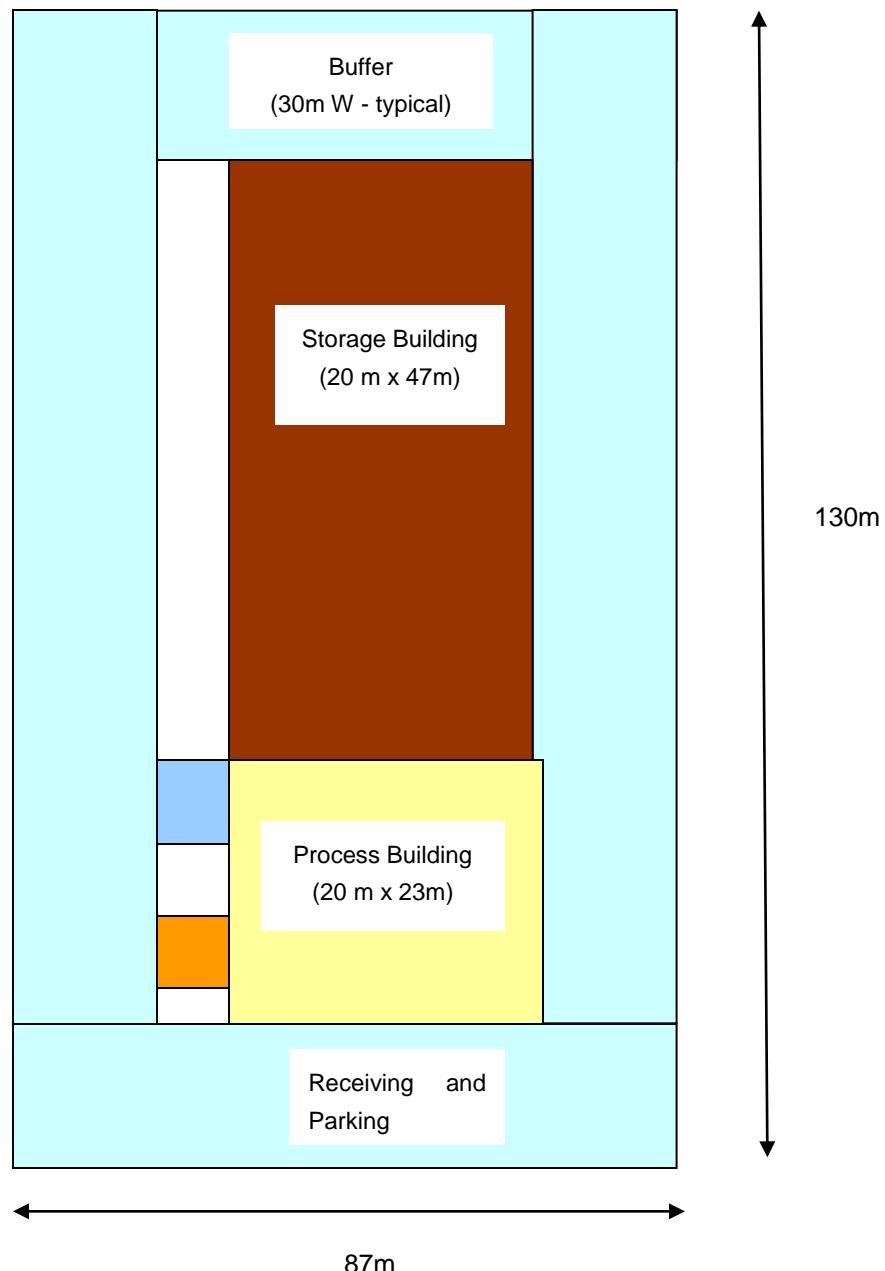


Figure 4.2(c) Conceptual Site Plan of Alkaline Stabilization Facility

4.2.6 Preliminary Lifecycle Costs

Capital and operating cost estimates were prepared based on information obtained from vendors and other operating examples. The capital and operating cost estimates were then used to develop a lifecycle cost estimate. The parameters used in developing the lifecycle costs are summarized below:

Analysis Period = 20 years

Interest rate = 4%

Rate of Return = 2%

General Inflation Rate = 2.7% (average of 1, 3 and 5 years – source Bank of Canada)

Energy Inflation = 7.5%

Commodity Inflation = 5%

The latter two figures were developed based on consideration of the recent and longer term historical inflation rates for industrial commodities and energy available through the Bank of Canada and Statistics Canada. A sensitivity analysis was also completed for the “Energy Inflation” rate. Analyses were completed with an Energy Inflation Rate of 5%, 7.5% and 12.5%.

The capital, operating and lifecycle cost estimates are included in Appendix E and the lifecycle costs are summarized in the table below.

Table 4.2(a) ESTIMATED LIFECYCLE COST PER WET TONNE ALKALINE STABILIZATION	
Energy Inflation Rate	Cost per Wet Tonne in Year 1
5%	\$166
7.5%	\$174
12.5%	\$201

4.3 Conventional Tunnel Composting

The regulatory requirements for compost stabilization in Ontario are set out in revised Ontario Compost Quality Standards (July 2012). For the purposes of the conceptual design it is assumed that a conventional tunnel composting process would be used in Sault Ste. Marie, which requires minimum 3 day retention at a minimum temperature of 55°C to meet pathogen destruction requirements. The composting facility would be designed to meet the temperature and oxygen monitoring requirements set out in the standards.

Based on a review of select available dewatered sewage sludge data it appears the quality of the biosolids generated at both plants are suitable to produce at least category “B” compost and potentially category “A” compost. Therefore, the compost produced is suitable for landfill cover and likely suitable for agricultural and non-agricultural land applications (ie. compost and alkaline stabilized material can likely be used in similar capacities).

4.3.1 Overview of Composting Facility

The conceptual design of the composting facility has been developed for Sault Ste. Marie based on a conventional tunnel composting technology, which is essentially aerated (forced air) static pile performed inside an enclosed vessel (tunnel). Similar sludge composting facilities have been constructed and are in operation in Western Canada in Prince Albert SK, Banff AB and Fort McMurray AB. All three facilities have been designed to meet CCME requirements for pathogen destruction.

The following paragraphs provide the conceptual design of an indoor sludge composting facility for Sault Ste. Marie which is intended to process 10,000 wet tonnes per year of dewatered sludge cake at 25% dry solids by weight. The following discussion on the conceptual design of the composting system is organized in accordance with the seven-step composting model recommended by the Composting Council of Canada:

1. Sludge delivery, receiving, unloading and quality control (Feedstock Recovery);
2. Mixing and blending of dewatered sludge with woodchips (Feedstock Preparation);
3. Compost stabilization (Composting);
4. Odour and Leachate Treatment;
5. Compost Screening;
6. Compost Curing; and
7. Compost Storing, Marketing and Distribution.

The discussion on the seven-step model is followed by a discussion on the building and site development concepts and estimated lifecycle costs.

4.3.2 Feedstock Recovery

The purpose of the Feedstock Recovery step is to ensure that the feedstock (dewatered sludge) entering the composting process is properly handled and controlled to ensure compliance with the finished product standards. The only organic feedstock that will be composted at this facility is wastewater sludge generated by the two WPCPs.

Sludges generated from the East End and West End WPCPs will be dewatered at their respective sites and transported to a centralized composting facility located at the municipal landfill.

The primary sludge/WAS blended feedstock from the East End WPCP will be generated by a BNR process and as such will have a high phosphorus concentration, which is typically in the range of 4 to 6% by weight. With an elevated concentration of phosphorus the feedstock is particularly well-suited for composting and beneficial re-use, because of its high nutrient value. The feedstock from the West End WPCP will be blended primary sludge and WAS but alum is used for chemical P removal.

Both feedstocks, either by themselves, or in combination are amenable to stabilization by composting and beneficial re-use. In practice, it would be desirable to mix the sludges from each WPCP to ensure that a consistent feedstock is provided in each tunnel.

The dewatered cake from the wastewater treatment facilities will be transported to the composting facility and discharged to a live bottom hopper in the mixing room. For the purposes of the conceptual design, it is

assumed that the dry solids concentration of the dewatered cake will be reduced to 20% (from current content of approximately 25%) thereby increasing the annual wet weight tonnage to 12,500 (from current tonnage of 10,000), as experience has shown that a slightly wetter cake is more suitable for composting.

The mixing room will be completely enclosed with concrete floor and walls, and a steel roofing system. The room will be equipped with a ventilation system to provide six air changes/hour and the exhaust air from the room will be used as supply air for the compost process air blowers. The building will also be insulated to minimize the potential for condensation and “fogging” to occur inside the building during the winter months and to minimize energy losses.

Wood amendment will be obtained from local and area sources and delivered to site and stored outside the compost building. Batches of amendment will be moved inside the building and stored in the mixing area, as required.

Segregated clean wood waste is accepted at the municipal landfill. The average annual quantity of wood chips produced is typically in the range of 1000 to 2500 tonnes. A significant quantity of wood amendment would have to be sourced externally to meet the annual tonnage required (ie. approximately 25,000t – this quantity may be reduced moderately with some re-use of the amendment – refer to Section 4.3.6).

4.3.3 Feedstock Preparation

The purpose of the Feedstock Preparation step is to ensure that the characteristics of the feedstock are suitable for the composting process and subsequent steps. The parameters of particular interest include porosity, microbial diversity, nutrient balance, pH, and moisture content. Of these, moisture content and porosity will be the most critical for wastewater sludge composting.

Moisture Content and Porosity

Experience has shown that an initial raw compost solids content of 40% (or 60% moisture content) is optimum as this provides a balance between the need to ensure that there is sufficient free air space in the pile for air to pass through the pile with minimal restriction, sufficient moisture for the biological stabilization process, and sufficient moisture for evaporative cooling to control the temperature in the pile during the composting process.

If the moisture content of either the sludge or amendment changes, it will be necessary to adjust the ratio in order to get the proper mix. For example, a reduction in the solids concentration will require additional amendment and/or final product to attain a final moisture content of 60% prior to composting.

Microbial Diversity

Recycling about 10% to 20% of the finished compost product will improve microbial diversity, because the finished compost already has the microbial flora necessary to seed the composting process.

Nutrient Balance

Nutrient balance, as expressed by the ratio of carbon to nitrogen (C/N), is achieved by mixing the nitrogen rich sludge with the carbon rich wood chips. Table 4.3.3(a) illustrates the C/N ratio for a typical municipal sludge/wood chip blend, based on the characteristics of the blended sludge feedstock that is expected to be generated in Sault Ste. Marie.

Parameter	NUTRIENT BALANCE FOR COMPOST MIX				
	Raw Dewatered Sludge Cake	Amendment	Recycle	Raw Compost Mix	Finished Compost
Dry Solids, kg/d	6,840	25,029	3,360	35,229	21,200
VSS/TSS, %	85	85	85	85	
Solids Content, %	20	54	60	40	60
Moisture Content, %	80	46	40	60	40
Wet Weight, kg/d	34,200	46,350	5,600	86,150	35,300
Moisture, kg/d	27,360	27,820	2,240	57,420	14,100
Nitrogen Weight, kg/d	581	43	34	658	592
Carbon Weight, kg/d	5,810	10,879	510	17,199	10,300
C/N Ratio	10	253	15	26.1	17
TKN, %	10	.2	1	0.8	2.8
Bulk Weight, kg/m ³	1,000	450	800	600	500
Volume, m ³ /d	34.2	103.0	7.0	144	71

The acceptable range of C:N ratios is from 25:1 to 40:1, and the proposed conceptual mix design for Sault Ste. Marie will provide a C:N ratio of 26:1 at the start of the composting process.

The dewatered cake in the live bottom hopper will be transferred to a mixer, and combined with amendment and compost recycle. As part of a typical mix cycle, amendment and recycle will be added to the mixer in proportions prescribed by the compost mix. The mass of products in the mixer will be recorded using load cells on the base of the mixer, then dewatered cake will be added automatically to the mixer using a conveyor to transport cake from the live bottom hopper. When an appropriate mass of dewatered cake has been added to the mixer, the transfer conveyor will stop, and a mix sequence will be initiated.

The mix sequence will take approximately five to six minutes, and when complete, the raw compost product will be discharged to the floor of the Compost Building. The product will then be loaded into the compost tunnels using a front-end loader, and once the tunnel is full, the compost process will be initiated by Operations Staff.

4.3.4 Compost Stabilization

The purpose of the composting step is to stabilize the wastewater sludge through aerobic biological degradation and pathogen destruction. During the process, a diverse population of microbes consumes

simple sugars, starches, fats and proteins to produce heat. The elevated temperature of compost stabilization destroys pathogens and stabilizes the organic material.

The process is designed to provide a total of 21 days within the composting process. Of the 21 days, 2 days are allowed for an initial temperature rise, a minimum of 3 days above a temperature of 55°C, and 16 days above a temperature of 45°C. The compost pile will be allowed to cool before it is removed from a tunnel.

The basis of sizing the tunnels is summarized in Table 4.3(b).

Table 4.3(b) COMPOST TUNNEL SIZING	
Parameter	
Annual Feedstock Wet Weight, t/y	12,500
Daily Feedstock Wet Weight, t/d	34.2
Dewatered Cake Solids, %	20
Density, kg/m ³ (dewatered cake)	1,000
Raw Sludge Dry Solids, kg/d	6,840
Raw Sludge Volume, m ³ /d	34.2
Amendment and Recycle Ratio	3.2
Volume Reduction Factor, %	0
Total Volume/day, m ³ /d	144
Batch Cycle Time, d	21
Total Number of Tunnels	7
Total Number of Active Tunnels	5
Number of Days to Fill Tunnel,	4.2
Total Required Volume/Batch, m ³	605
Width of each Tunnel, m	6.0
Length of Each Tunnel, m	27.0
Fill Height of Raw Compost in Tunnel, m	3.8
Height of Tunnel, m	5.0
Working Volume of each Tunnel, m ³	616

Oxygen and Temperature Control

The oxygen supply system consists of seven process air blowers (one dedicated to each tunnel), which will be centrifugal design and constructed of 316 SS. The blowers will provide air to the composting process under positive pressure. Air is distributed under the compost piles using a series of perforated pipes in the floor slab. Prior to building a compost pile, a layer of coarse wood chips is placed over the floor to ensure uniform distribution of air throughout the pile and prevent the 'spigots' in the floor slab from plugging. The wood chip layer will be approximately 300 mm thick at the center of the tunnel, and taper near the walls to prevent air from short-circuiting up the walls.

Air will be withdrawn from the headspace between the compost pile and the roof and will be either recycled and mixed with fresh air and returned to the compost pile, or allowed to exhaust from the building. Each tunnel will be operated independently under positive pressure at varying airflow rates. A minimum of four temperature probes will be inserted into each pile and will be used to monitor the temperature of the piles. The computer control system will use the temperature as a parameter to automatically adjust the volume of fresh and recycled air to be delivered to each pile.

The basis of sizing the blowers is summarized in Table 4.3(c).

Table 4.3(c) BLOWER SIZING	
Number	7
Flow, m ³ /min	322
Pressure, kPa	5
Power, kW	40

4.3.5 Odour Control and Leachate Treatment

The primary source of odour from the compost facility will be exhaust air from the compost tunnels. The exhaust air will have high concentrations of ammonia ranging from 200 ppm to 800 ppm. Based on operating experience in Prince Albert and Banff, the average ammonia concentration is expected to be approximately 200 ppm. In addition to ammonia, the exhaust air will contain low concentrations of H₂S, amines, volatile organic compounds, and other reduced sulphur compounds.

The exhaust air from the composting system will be treated in a two-stage treatment process. In the first stage, a wet scrubber will be used to reduce the ammonia concentration to below 50ppm. After scrubbing, the exhaust gas will be treated using synthetic media biofiltration.

The composting process will generate leachate that will need to be treated at the wastewater treatment facilities. The leachate will be directed to the existing pump station at the landfill. The leachate will have elevated levels of ammonia and a high pH, therefore corrosion protection will need to be considered in the design of the conveyance system.

4.3.6 Compost Screening

The compost product may be screened before or after curing. The advantage of screening before curing is that it reduces the amount of material that needs to be handled during the curing process, which is a consideration if an aerated floor is to be used for curing. Furthermore, screening allows some portion of the amendment to be re-used, but 60 to 80% of the biodegradable matter from the wood is lost in each compost cycle, therefore new amendment is required for its heating value during the composting process.

4.3.7 Compost Curing

The purpose of the compost-curing step is to complete the decomposition of the more chemically complex substances such as cellulose lignins. These substances decompose very slowly, primarily by actinomycetes and fungi. If compost is not cured, this continuing biological activity can cause odours and/or plant growth problems, such as toxicity and nitrogen deficiency caused by the nitrogen used in the continuing decomposition process.

Curing is not necessary for all compost applications, such as agricultural applications, where the compost will be spread immediately and no crops will be grown for some time. However, for many beneficial re-use applications a minimum curing time of 30 days should be provided and at least six months is recommended.

For the purposes of the conceptual design, it is assumed that the compost product will be cured by windrowing on the pad immediately adjacent to the Compost Building.

4.3.8 Compost Storage and Distribution

It is assumed that the final product will be used for landfill cover. In the future, the City could choose to develop other value-add markets for the finished compost product provided the relevant regulatory requirements can be met. As these new markets are developed, the compost storage and distribution operating procedures will need to be revised to suit the requirements of the end-market.

4.3.9 Building Layout

A conceptual layout of the Compost Building is illustrated in Figure 4.3(a).

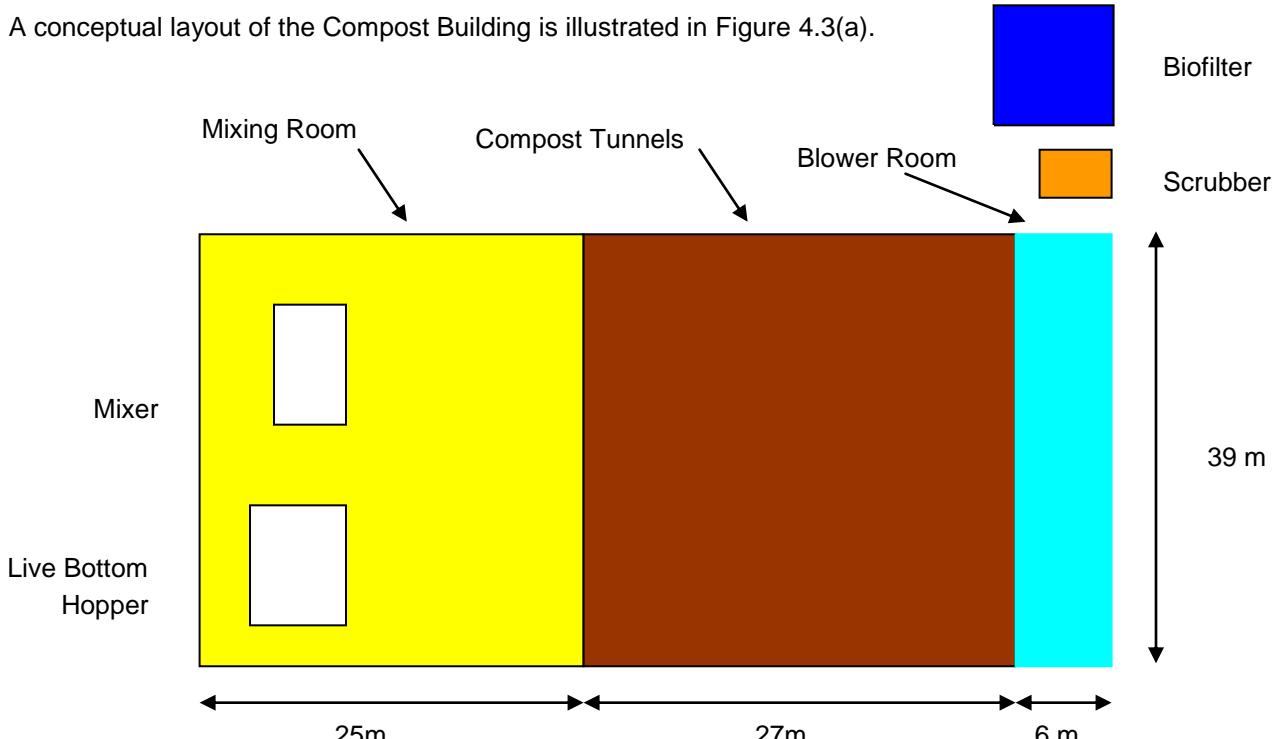


Figure 4.3(a) Conceptual Layout of Composting Facility

4.3.10 Conceptual Site Plan

A conceptual site plan for the new composting facility is illustrated in Figure 4.3(b). In total, an area of approximately 200m x 160m will be required, assuming that a buffer area of 30m is provided around the perimeter of the site.

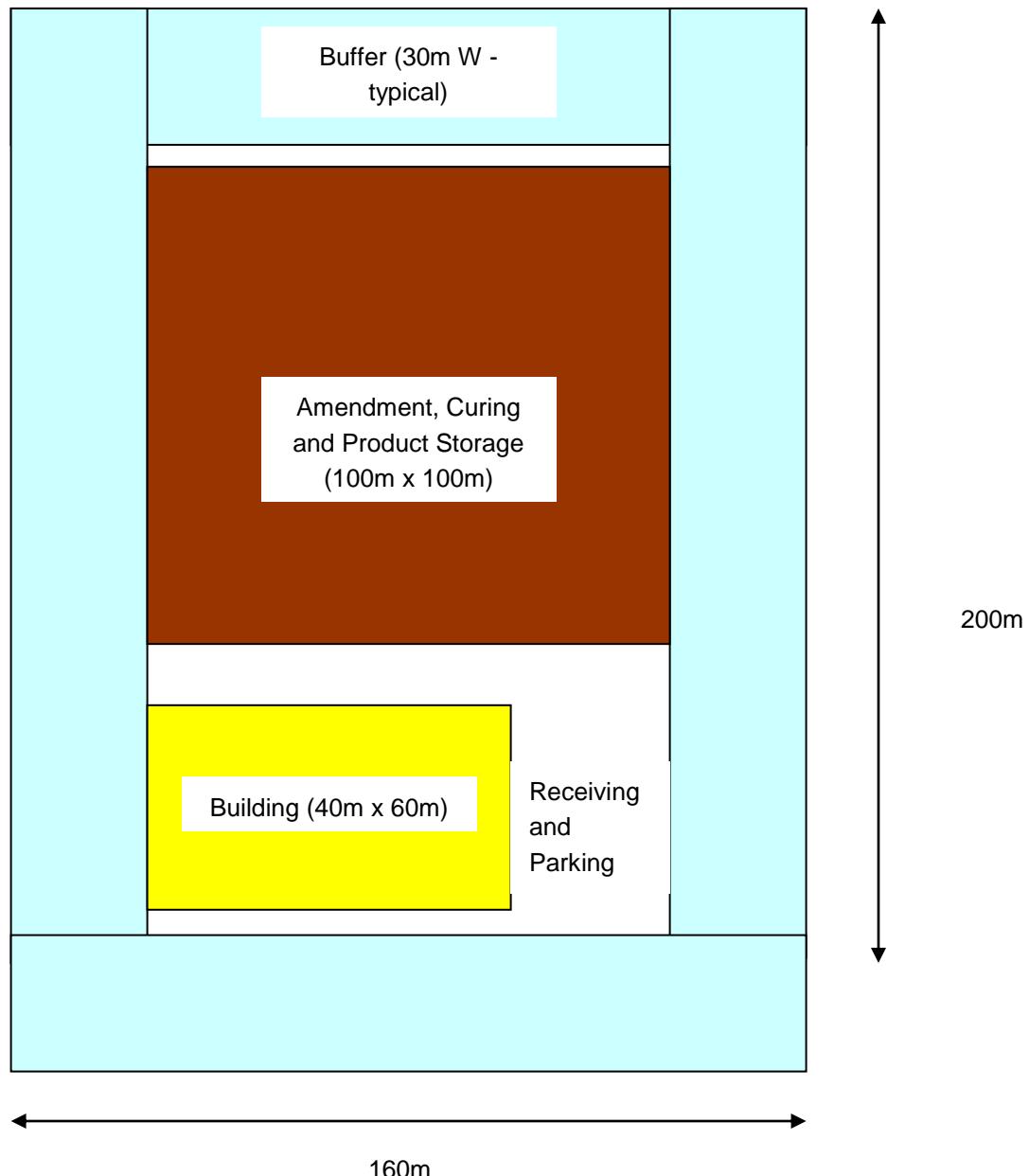


Figure 4.3(b) Conceptual Site Plan of Composting Facility

4.3.11 Preliminary Lifecycle Costs

Capital and operating cost estimates were developed based on information obtained from other operating examples. The capital and operating cost estimates were then used to develop a lifecycle cost estimate. The parameters used in developing the lifecycle costs are summarized below:

Analysis Period = 20 years

Interest rate = 4%

Rate of Return = 2%

General Inflation Rate = 2.7% (average of 1, 3 and 5 years – source Bank of Canada)

Energy Inflation = 7.5%

Commodity Inflation = 5%

The latter two figures were developed based on consideration of the recent and longer term historical inflation rates for industrial commodities and energy available through the Bank of Canada and Statistics Canada. A sensitivity analysis was also completed for the “Energy Inflation” rate. Analyses were completed with an Energy Inflation Rate of 5%, 7.5% and 12.5%.

The capital, operating and lifecycle cost estimates are included in Appendix F and the lifecycle costs are summarized in the table below.

Table 4.3(d) ESTIMATED LIFECYCLE COST PER WET TONNE TUNNEL COMPOSTING	
Energy Inflation Rate	Cost per Wet Tonne in Year 1
5%	\$168
7.5%	\$173
12.5%	\$188

4.4 Transportation of Dewatered Sludge

An integral consideration in the overall preferred design concept is the transportation of the dewatered biosolids to the proposed processing plant site (ie. the City Landfill on Fifth Line). Biosolids are currently transported using City-owned and City-leased trailers that are covered with impermeable tarps. There are a total of two trailers in use at the WEWPCP and two trailers at the EEWPCP. The transportation services are contracted to a private hauling company.

The reduction of odours in transit was identified as a key objective of the study. The existing trailer units are covered by tarps and are not sealed to contain odours. Odour mitigation can be achieved through the implementation of better containment of foul air during transportation.

Alternatives to mitigate current odour problems during transit comprise of custom built dump trailers or roll-off bins with openings specially designed to reduce the emission of foul air during transit. Custom built units could be incorporated into a tender or request for proposals for the biosolids hauling (i.e. supplied by the hauler) in which case the hauler would be responsible for care and maintenance of the units. Alternatively the City could purchase the necessary transportation units (trailers or roll-off bins) and commission the services of a hauler only.

The hauling contract should also incorporate the services required to jockey the roll-off bins or dump trailers at each facility to make more efficient use of dewatering equipment when individual transportation units are enroute to the landfill. This would require the provision of three units at the EEWPCP and three units at the WEWPCP. The additional units would improve the efficiency of the dewatering operations (i.e. make better use of dewatering equipment during normal shift times) and allow individual units to be removed from service for short periods of time for maintenance and repair. The contract specifications or RFP document would also require very strict hauler response times to maintain efficiency with the dewatering operations.

Hauling of biosolids is currently procured through an annual purchase order (i.e. January to December) issued by the plant operators (i.e. PUC). It is recommended that the City/PUC consider a Request for Proposal (RFP) process to secure future hauling services using sealed containers (roll-off bins or dump trailers). An RFP process will allow the City to evaluate various elements of the proposed service in addition to cost.

4.5 Selection of Preliminary Preferred Design Option

A preferred preliminary design option was selected by the project team for presentation to the public. The preferred design concept was developed based on the results of the evaluations completed. The preliminary preferred design concept proposed was as follows:

- Construct an alkaline stabilization facility at the City landfill site on Fifth Line;
- Use the processed material for daily, interim and final cover at the City landfill;
- Consider other beneficial options for the processed material in the future including agricultural land application, forestry applications, land reclamation, cover at other landfills and blending with SSO or compost – these other options will be a function of the capacity to utilize all of the processed material at the landfill, market demand, financial viability, regulatory requirements, and potential liability; and
- Commission the use of custom made transportation units (dump trailers or roll-off bins) to mitigate nuisance odours during transit.

The rationale for the selection of this design concept is summarized below:

- Alkaline stabilization scored the highest in the evaluation process and is a proven and reliable process;
- The estimated life cycle costs for alkaline stabilization are lower in comparison to tunnel composting;
- There will be no changes required in transporting the dewatered biosolids (continue to use the same routes) – no additional impacts;
- There is a deficit of cover material at the landfill site;

- The processed material is used on-site at the landfill resulting in significantly reduced transportation costs and associated impacts;
- Potential future liability is reduced with use as landfill cover (City owned property with leachate controls and ground water monitoring);
- There are several other possible end use options for the processed material if it can not be fully consumed as landfill cover; and
- Custom-made transportation units will mitigate nuisance odours during transit.

5. PUBLIC CONSULTATION – December 2008

A public input session was conducted on Thursday December 11, 2008 in the Biggins Room of the Sault Ste. Marie Civic Centre. The session provided a forum for interested individuals, agency representatives, and property owners, to review and discuss the alternatives, the evaluation criteria and preliminary preferred alternative.

Representatives of AECOM and the City of Sault Ste. Marie were in attendance throughout the session to provide information, address questions, and facilitate discussions. The information session was open from 3:30 p.m. to 7:30 p.m. with a total of ten individuals recording their names on the sign-in sheet (Appendix G).

5.1 Notification of the Open House

Notification of the Open House was advertised as follows:

- Sault Star on November 22, 2008 and December 6, 2008;
- Sault This Week on December 3, 2008;
- Individual notices were mailed to property owners situated within 500 m of the landfill site;
- Digital copies were emailed to all members of Council and to individuals that expressed an interest in serving on the Environmental Monitoring Committee.

5.2 Information Available to Participants

Comment sheets and an Information Bulletin, summarizing the completed tasks and activities were available at the Open House. Displays were also posted on the walls to disseminate information to any individuals that attended. The following displays were posted on the walls are included in Appendix G and summarized below:

- A display welcoming residents;
- A display instructing residents what they should do;
- A schematic outlining the steps involved in the Class EA Process;
- Introductory slide reflecting the City's commitment to diverting waste;
- Biosolids definition;

- Problems/opportunities being addressed;
- Alternative management strategies considered;
- Criteria used to evaluate the management alternatives (2 slides);
- Scoring approach used in the evaluation;
- Summary of the results of the management alternatives evaluation(2 slides);
- Process schematic for the Alkaline Stabilization alternative;
- Process schematic for the Composting alternative;
- Lifecycle costs for Alkaline Stabilization and Composting alternatives;
- Aerial photos of the three alternative sites considered to host the proposed facility (3 slides);
- Criteria used to evaluate the alternative sites;
- Summary of the results of the alternative sites evaluation;
- Description of preliminary preferred solution;
- Next steps in the process.

5.3 Comments and Questions

Comments and questions were received before, during and following the open house. The questions/comments together with the responses are summarized in Table 5.3(a).

Table 5.3(a) Questions/Comments and Responses		
Person/Agency	Question/Comment	Response
Ministry of Municipal Affairs and Housing	Requested to be included on the contact list to facilitate additional comments.	Included on contact list.
	Identified that the project should be consistent with Provincial Policy Statement 2005 as the facility will be sized to accommodate present and future requirements. Furthermore the preferred option results in a beneficial use of the biosolids. The project will be designed in accordance with Provincial legislation and standards.	The preferred option is consistent with Provincial Policy Statement 2005 as the facility will be sized to accommodate present and future requirements. Furthermore the preferred option results in a beneficial use of the biosolids. The project will be designed in accordance with Provincial legislation and standards.
	Consider Official Plan policies in Section 2.5 (S.1, S.2 and S.3)	In relation to Section 2.5 of the Official Plan the City is presently undertaking an Environmental Assessment to address future long term waste disposal needs and this project is consistent with the Municipal objective of diverting solid waste from disposal.
Rosina MacDonald	What are the options being considered?	There were a total of 11 alternatives considered. The alternatives were evaluated based on technical criteria, possible natural and social environmental impacts and costs. Details of the alternatives and the evaluation were also forwarded to Mrs. MacDonald.
	Will these options create any more odour than we already	One of the key considerations in the study process is the mitigation of odours in the vicinity of the landfill. Presently the biosolids are transported to

Table 5.3(a)
Questions/Comments and Responses

Person/Agency	Question/Comment	Response
	experience?	<p>the landfill and disposed of in the active disposal area. Under the preliminary preferred alternative the biosolids would be transported into an enclosed building on the landfill site. Once in the building the biosolids will be dumped, mixed with lime and heated/dried. An odour control system will also be incorporated as part of the project to treat the air from the facility prior to its release to the atmosphere. The processed material will be stored inside the building for a period of time to facilitate curing. Ultimately the material will be blended with native soils and used as landfill cover. At the site itself, the proposed processing will result in a significant reduction in odours from the biosolids. The biosolids will continue to be transported from the two wastewater treatment plants to the landfill site as they are now. The City is however investigating the possibility of upgrading the trailers that are used to transport the biosolids with the intent of mitigating odours during transport as well.</p>
	Will these options create less negative impact on the environment? (or more?)	<p>This process will mitigate odours associated with the current disposal of the biosolids in the active disposal area and will also result in the beneficial use for this resource (ie. landfill cover). This process is being used extensively elsewhere. Sarnia is a good example.....it has been visited by City staff and ourselves. The process currently used in Sarnia is being proposed here. In Sarnia, the processed material is in high demand and is being land applied to farmer's fields.</p>
	Will there be any other activities that neighbours in the surrounding area should be concerned about?	<p>One of the principle reasons the City is proposing to undertake this project is to reduce odours associated with the landfill. The project will include the construction of a facility on the landfill site to accommodate the proposed process. There will be no change in the transportation of biosolids to the site other than the possible upgrading of the trailers. The biosolids will now be dumped indoors and processed to reduce odours prior to being incorporated into the landfill as cover material. Air from the facility will be treated prior to release to the atmosphere. In addition to the proposed biosolids treatment facility, other ongoing additional mitigating measures include a planned extension of the purge well system, and the installation of an <u>active</u> landfill gas collection system which will replace the <u>passive</u> flares and reduce methane gas release and odours.</p>

Table 5.3(a) Questions/Comments and Responses		
Person/Agency	Question/Comment	Response
Source Water Protection Committee	Requested to be included on the distribution list for any projects/work related to the landfill.	Included on contact list.
Fred Haavisto	<p>The projected 10,000 tonnes per year of sewage sludge, amounts to an average 27.4 tonnes per day. Is this tonnage based on the wet weight of 75% moisture content?</p> <p>Is the sewage sludge taken out on a regular daily basis or periodically?</p> <p>Is this material conventionally trucked to the landfill using some kind of tanker?</p> <p>Has a chemical analysis of the sewage sludge been completed? If so, I would appreciate receiving same.</p>	<p>Yes it is the wet tonnage at approximately 75% moisture.</p> <p>The sludge is trucked to the landfill 5 days per week (i.e. Monday to Friday).</p> <p>The material is trucked in covered water tight trailers.</p> <p>Data was provided for influent, effluent and sludge from both wastewater treatment plants.</p>
Sault Ste. Marie District MOECC Office	What impact will the lime have on the leachate generated at the landfill?	Although no meaningful data could be sourced to identify direct impacts to leachate, lime stabilized biosolids are being utilized extensively in agricultural applications and other landfill sites. Input received based on the Sarnia experience is that the lime stabilized material will not release significant alkalinity. In addition the landfill site has a fairly rigorous leachate collection and management system. There is an extensive groundwater monitoring program in place at the landfill to facilitate timely response to leachate impacts.

In addition to the questions raised at and following the open house, several individuals requested information via email. Information disseminated via email included the Information Bulletin, the slides that were posted at the open house and biosolids quality data.

6. Class EA Deferral

Following the December 2008 open house, and over a period of several years, several technology vendors approached the City with presentations and demonstrations to showcase capabilities in processing municipal biosolids. In some cases the vendors requested significant time periods to pilot test the biosolids and/or to develop cost proposals. In order to ensure the Class EA process was considering all relevant processing

alternatives the City delayed the completion of this Class EA pending receipt of relevant proposals and information from various vendors.

The information obtained through the various demonstrations and presentations was subsequently considered relative to the various alternatives presented in Section 3 of this report. Through that process it became apparent that the proprietary technologies that were showcased by various vendors were ultimately represented by the alternatives documented in Section 3. It was concluded that no specific additions were required to the processing alternatives identified and considered in Section 3 of this report.

Although changes to the alternatives included in Section 3 were not warranted, the introduction of the revised Ontario Compost Quality Standards in 2012 impacted the evaluation of the composting alternative. The standards were modified, in part, to provide enhanced flexibility in composting sewage biosolids. Relevant sections of this report have been updated to reflect the regulatory changes that occurred in 2012. In addition to that, the evaluation of the alternative solutions and design concepts has also been modified to reflect those regulatory changes. The primary impact of those changes was a moderate improvement in the ratings assigned to the composting alternative under several criteria. The ranking of the alternatives did not change but the overall conclusions have been modified accordingly.

With the passage of time, it was also necessary to revisit the estimated costs for the various alternatives. Throughout the report the costs have been updated to reflect the current cost environment.

As a result of the study changes described in the preceding paragraphs, the preferred preliminary design option has been modified relative to what is presented in Section 4.5. Both composting and alkaline stabilization rated similarly in the alternative solutions evaluation and the design concepts evaluation. Both alternatives are capable of addressing the principle study objectives included in Section 1.2 of this report. Both alternatives also require similar mitigation strategies and provide flexibility in the potential end use of the processed product. Based on the results of the revised evaluations completed, the preliminary preferred design concept consists of the following:

- Construct an alkaline stabilization or composting facility at the City landfill site on Fifth Line;
- Use the processed material for daily, interim and final cover at the City landfill;
- Consider other beneficial options for the processed material in the future including agricultural land application, forestry applications, land reclamation, cover at other landfills and blending with SSO or compost – these other options will be a function of the capacity to utilize all of the processed material at the landfill, market demand, financial viability, regulatory requirements, and potential liability; and
- Use of custom made transportation units (dump trailers or roll-off bins) to mitigate nuisance odours during transit.

The rationale for the selection of this design concept is summarized below:

- Alkaline stabilization and composting scored the highest and equal in the evaluation process and are both proven and reliable processes;
- The true life cycle costs for alkaline stabilization versus composting are best established through a request for proposal process;

- There will be no changes required in transporting the dewatered biosolids (continue to use the same routes) – no additional impacts;
- There is a deficit of cover material at the landfill site;
- The processed material is used on-site at the landfill resulting in significantly reduced transportation costs and related impacts;
- Potential future liability is reduced with use as landfill cover (City owned property with leachate controls and ground water monitoring);
- There are several other possible end use options for the processed material if it can not be consumed as landfill cover;
- Custom-made transportation units will mitigate nuisance odours during transit; and
- Public acceptance/support.

7. Public Consultation – December 2014

A public input session was conducted on Tuesday, December 2, 2014 in the Russ Ramsay Room of the Sault Ste. Marie Civic Centre. The session provided a forum for interested individuals, agency representatives, and property owners, to review and discuss the alternatives, the evaluation criteria and preliminary preferred alternatives and design concepts.

Representatives of AECOM and the City of Sault Ste. Marie were in attendance throughout the session to provide information, address questions, and facilitate discussions. The information session was open from 3:30 p.m. to 7:30 p.m. with a total of 16 individuals recording their names on the sign-in sheet (Appendix H).

7.1 Notification of the Open House

Notification of the Open House was advertised as follows:

- Sault Star on November 22, 2014;
- Sault This Week on November 20, 2014 and November 27, 2014;
- Individual notices were mailed to relevant agencies, First nations, property owners situated within 500 m of the landfill site and all individuals that had previously expressed an interest in the study; and
- Digital copies were emailed to all members of Council and to Environmental Monitoring Committee members.

7.2 Information Available to Participants

Comment sheets and an Information Bulletin, summarizing the completed tasks and activities and highlighting the recent study progress, were available at the Open House. The following displays were also posted on the walls to disseminate information to any individuals that attended (copies included in Appendix H):

- A display welcoming residents;

- A display instructing residents what they should do;
- A schematic outlining the steps involved in the Class EA Process;
- Biosolids definition;
- Problems/opportunities being addressed;
- Project history;
- Alternative management strategies considered;
- Criteria used to evaluate the management alternatives (2 slides);
- Scoring approach used in the evaluation;
- Summary of the results of the management alternatives evaluation(2 slides);
- Alternative management strategies evaluation conclusions;
- Criteria used to evaluate the alternative sites;
- Aerial photos of the three alternative sites considered to host the proposed facility (3 slides);
- Summary of the results of the alternative sites evaluation;
- Alternative facility locations evaluation conclusions;
- Process schematic for the Alkaline Stabilization alternative;
- Process schematic for the Composting alternative;
- Lifecycle costs for alkaline Stabilization and Composting alternatives;
- Description of preliminary preferred design concept;
- Rationale for selection of preliminary preferred;
- Next steps in the process.

7.3 Comments and Questions

A limited number of written comments and questions were received during and following the open house. The questions together with the responses are summarized in Table 7.3(a). In addition to the written comments received, we have also included in the Table, the principle comments received verbally from the open house participants if they were not otherwise included in the written comments from others.

Table 7.3(a)
Questions/Comments and Responses

Question/Comment	Response
The odours have been getting worse in recent years and are evident when the biosolids pass our house in transit to the site and also from the landfill site itself.	<p>One of the key reasons for initiating the biosolids management project was to mitigate odours in transit to the site and also at the site itself. The City has been working to reduce odours associated with the landfill site activities over time and various steps have been taken as outlined below.</p> <p>In October 2003, the City initiated an odour study in response to an increased number of complaints concerning odour from the landfill. At the time, there were several suspected sources, including receipt of sewage sludge, receipt of other wastes, wastes exposed by bears, surface emissions from the landfill (ie. landfill gas), and leachate seeps. While the study was underway, the City initiated several activities to reduce odour from suspected sources. These initiatives included:</p> <ul style="list-style-type: none">• Changes to sludge handling;• Purchase and deployment of odour control granules to neutralize surface emissions;• Application of clay cover to an inactive but uncompleted area (due to settlement) of the landfill in the northeast corner.

Table 7.3(a)
Questions/Comments and Responses

Question/Comment	Response
	<p>Complaints continued through the winter of 2003/2004 in spite of these efforts, but the number of complaints declined into the spring of 2004. A formalized complaint recording procedure was adopted and complaints were analysed to assist in the determination of the source of the odour and factors contributing to odour complaint incidents (eg. weather conditions).</p> <p>An odour study was completed in July 2004 (Dillon, 2004). It concluded that landfill gas emissions were the likely source of odours. Based on observation of odour and measurements of surface emissions of methane gas, the northeast corner of the landfill was identified as the primary location of odorous emissions. The study evaluated control alternatives and recommended installation of passive gas wells equipped with individual gas flares as the preferred method of control.</p> <p>Twenty-four vent flares were installed on gas wells in the northeast portion of the landfill. All flares were operational in late December, 2004. The flares were inspected on a regular basis and necessary maintenance was undertaken to ensure continuous combustion. Regular maintenance and upgrades included moving the igniters to a lower position on the flare head, installing shrouds to shield the flare heads from wind, and thawing blockages of frozen condensate in the flame arrestors. Six additional vent flares were installed in the summer of 2007 bringing the total number of vent flares to 30. The vent flares were effective in mitigating off-site odour impacts from landfill gas emissions. The vent flares were decommissioned in the fall of 2010 in conjunction with the construction of an active landfill gas collection system as described later in this section.</p> <p>In December 2006 an odour control spray system was also installed along a portion of the south fence line. The system included four spray nozzles mounted directly on the fence. The system ran 24/7 approximately nine months of the year (ie. April to November). This system was decommissioned in the summer of 2010 when excavation activities related to the active landfill gas collection system required the removal of the fence. Throughout the construction period a portable deodorizing system was employed to mitigate off-site odours.</p> <p>In the summer of 2008 the Provincial government introduced new regulations mandating the installation of landfill gas collection systems for sites larger than 1.5 million cubic metres which included the City of Sault Ste. Marie landfill. In 2010 the City completed an upgrade from a "passive" system to an "active" landfill gas collection system over a portion of the site. The "active" system includes many of the existing gas wells in combination with a series of new gas wells. Each of the wells is connected to an underground pipe network and a blower station. The blowers generate a vacuum within the well/pipeline network and draw gas from the landfill mass and burn it at a central enclosed flare. The system reduces the quantity of methane released to the atmosphere (ie: reduces the carbon footprint of the site) and also reduces odours generated at the site. The active landfill gas collection system was commissioned in December 2010 and has been continuously active with the exception of occasional shutdowns required for system maintenance and repairs.</p> <p>In addition to landfill gas, biosolids (ie: sewage sludge) delivered to the site for disposal may also contribute to off-site odours. The City continues to be proactive in its efforts to manage and mitigate odours associated with the transport, management and disposal of biosolids.</p> <p>An odour neutralizing agent (ie. Benzaco Odour Armour) is applied to the biosolids at the water pollution control plants prior to delivery to the landfill site. Once the biosolids are tipped at the working face they are mixed with other wastes and cover is applied promptly. A hand held sprayer is used by the vehicle operators to apply a Benzaco supplied odour neutralizing agent to the empty trailers before they leave the site.</p>

Table 7.3(a)
Questions/Comments and Responses

Question/Comment	Response
	<p>Early in 2013, mesh tarps were replaced with impermeable, waterproof tarps on one biosolids trailer at the west plant and two biosolids trailers at the east plant to mitigate odour release in transit to the landfill.</p> <p>Regular trailer washing was also initiated in 2013 to remove residual biosolids from the outside faces and wheels of the trailers.</p> <p>The operation of a portable fogging machine was initiated in September 2013. The machine effectively distributes an odour neutralizing agent (ie. "Odour Armour") in the form of a light mist. The fogging machine typically runs from the time the first load of biosolids arrives until after the last load has been received, tipped and covered.</p> <p>The spraying of empty trailers with odour neutralizer is completed year round and trailer washing and use of the odour fogger is completed throughout the spring, summer and fall.</p> <p>The intent of this Biosolids Management study was in large part initiated to look for further opportunities to mitigate odour concerns. The processing of the biosolids, either through composting or alkaline stabilization will significantly reduce pathogens and odour generation from the biosolids. These processes have both been successfully implemented elsewhere in Canada. The processing will be completed entirely within an indoor facility in a controlled environment and will include a biofilter to treat odorous air from the facility. The final product that is produced elsewhere through these processes is being sold and used as a nutrient rich product for use in agricultural and horticultural applications.</p> <p>In addition the study includes a recommendation to implement improved, air tight trailer units for transport of the biosolids from the two plants to the landfill to further mitigate odours in transit to the site.</p>
Concerned with heavy metal content if the final product is to be used for agriculture.	<p>The intent is to primarily use the processed product to cover waste in the landfill (ie. landfill cover). However the City may allow perspective operators to market/sell the processed product for other beneficial uses including agricultural applications. There are strict policies in place for maximum metals content and allowable application rates that operators must comply with.</p>
Concern was expressed with well water quality. Some residents suggested the City should be testing their well supplies to confirm potability while others felt the municipal water distribution system should be extended to their house to ensure long term safety.	<p>There are approximately 97 active groundwater monitors on and adjacent to the city landfill and the City undertakes an extensive groundwater quality monitoring program annually that typically includes the sampling of 30 to 40 wells three times each year in accordance with the site certificate of approval issued by the MOE. The program is designed to assess compliance with MOE's reasonable use policy which dictates that the discharge of groundwater to a neighbouring property must have no more than a negligible or trivial effect on the existing or potential reasonable use of a property. More specifically the reasonable use criteria are in place to ensure groundwater on adjacent properties can be used for drinking water. The results of the monitoring program are included in a comprehensive annual monitoring report that is submitted to the MOE.</p> <p>The City is also undertaking a separate individual environmental assessment to address a possible expansion of the disposal footprint to the west and north. The City will also consider the property owner requests in conjunction with the site expansion environmental assessment.</p>

8. Final Conceptual Design

Following the evaluation of alternative solutions and design concepts, including careful consideration of the input received through the public consultation process, the preferred design concept consists of the following:

- Construct an alkaline stabilization or composting facility at the City landfill site on Fifth Line;
- Use the processed material for daily, interim and final cover at the City landfill;
- Consider other beneficial use options for the processed material including agricultural land application, forestry applications, land reclamation, and blending with SSO or compost – these other options will be a function of the capacity to utilize all of the processed material at the landfill, market demand, financial viability, regulatory requirements, and potential liability; and
- Use of custom made transportation units (dump trailers or roll-off bins) to mitigate nuisance odours during transit.

The rationale for the selection of this design concept is summarized below:

- Alkaline stabilization and composting scored the highest and were generally equivalent in the evaluation process and both are proven and reliable processes;
- The true life cycle costs for alkaline stabilization versus composting are best established through a request for proposal process;
- There will be no changes required in transporting the dewatered biosolids (continue to use the same routes) – no additional impacts;
- There is a deficit of cover material at the landfill site;
- The processed material is used on-site at the landfill resulting in significantly reduced transportation costs and related impacts;
- Potential future liability is reduced with use as landfill cover (City owned property with leachate controls and ground water monitoring);
- There are several other possible end use options for the processed material if it cannot be consumed as landfill cover;
- Custom-made transportation units will further mitigate nuisance odours during transit; and
- Public acceptance/support.

An active landfill gas collection system was constructed in 2010. The collected gas is currently being flared. There may be an opportunity to utilize waste heat generated through the landfill gas project in the drying/heating of the biosolids. This should be considered in the design phase.

9. Conclusions and Recommendations

This project has been planned as a Schedule B undertaking under the Municipal Class EA process. A number of processing alternatives and facility locations were considered and evaluated. Two processing technologies – alkaline stabilization and composting received similar scoring and are capable of addressing the objectives that were established at the onset of the study. The City is encouraged to consider the following conclusions and recommendations:

- Construct a biosolids processing/management facility at the landfill site using a request for proposal process (RFP);
- The RFP should allow vendors that are capable of processing dewatered biosolids using composting or alkaline stabilization technologies;
- The Terms of Reference (TOR) for the RFP should be developed to allow consideration of key performance criteria with particular emphasis on managing odours at the site and long term costs;
- The City should consider including, in the TOR, the service of transporting the biosolids to the landfill site from the two WPCPs with significant emphasis on managing odours enroute;
- Although the preferred end use of the processed biosolids is landfill cover, the TOR should provide adequate opportunity for qualified vendors to provide other end use management options;
- The on-site processed material storage facilities should consider a range of possible end use alternatives;
- The City should consider financing options for project implementation including potential funding from higher levels of government; and
- The City should consider various alternatives for implementation including conventional design and tender, design/build, design/build/operate and design/build/operate/finance.

It is recognized that implementation of the preferred design option may take some time due to budgetary challenges and other factors. The conclusions and recommendation presented above should be revisited in the event of any material changes to the assumptions made or if there are any significant technological advances in biosolids management.

Appendix A

Historical Biosolids Quality Data

City of Sault Ste. Marie
 East End and West End Water Treatment Control Plant
 Dewatered Sludge Quality Data (updated Aug. 2014)

Parameter (Heavy Metals in Final Product)	MOE Prior to 2012 (for finished compost and feedstock)	MOE 2012 Standards				East End Plant								West End Plant							
		AA	A	B (and feed for Category AA compost)	Feed for Categories A and B Compost	Jan 29 2009	Feb 23 2010	Mar 29 2011	Feb 16 2012	Oct 25 2012	Oct 22 2013	Average	Maximum	Jan 29 2009	Feb 24 2010	Mar 29 2011	Feb 16 2012	Oct 25 2012	Oct 22 2013	Average	Maximum
Arsenic (As)	13	13	13	75	170	<0.48	2.3	2.5	2.2	3.25	4.1	2.47	4.1	<0.5	2.9	2.5	2.8	2.83	4.8	2.72	4.8
Cadmium (Cd)	3	3	3	20	34	0.566	0.927	1.41	1.14	0.760	0.73	0.92	1.41	1.28	0.683	0.43	0.685	0.483	0.852	0.74	1.28
Cobalt (Co)	34	34	34	150	340	2.52	2.2	2.2	2.53	2.08	3.61	2.52	3.61	1.41	1.98	1.93	3.49	3.64	4.25	2.78	4.25
Chromium (Cr)	210	210	210	1060	2800	10.3	35	18.9	21.2	16.3	24	20.95	35	19.4	21	14.9	17.7	18.7	23.7	19.23	23.7
Copper (Cu)	100	100	400	760	1700	167	356	349	372	279	307	305	372	434	224	179	174	160	242	236	434
Mercury (Hg)	0.8	0.8	0.8	5	11	<0.048	0.664	0.29	0.39	0.770	<0.05	0.37	0.77	<0.05	<0.05	0.15	0.095	0.140	<0.05	0.09	0.15
Molybdenum (Mo)	5	5	5	20	94	8.89	4.8	4.5	4.5	6.00	5.11	5.63	8.89	5.28	4.3	2.7	5.96	6.36	5.99	5.10	6.36
Nickel (Ni)	62	62	62	180	420	5.85	12.5	14.3	13.3	9.96	18.6	12.42	18.6	13.2	9.41	8.63	10.3	6.28	10.8	9.77	13.2
Lead (Pb)	150	150	150	500	1100	28.6	76.5	191	61.9	33.5	62.8	75.72	191	60.3	12.4	13.5	10.3	13.2	7.35	19.51	60.3
Selenium (Se)	2	2	2	14	34	<0.48	3.1	3.2	1.9	2.40	1.5	2.10	3.2	<0.5	<0.5	1.3	0.84	2.02	4.8	1.66	4.8
Zinc (Zn)	500	500	700	1850	4200	199	480	528	399	355	381	390	528	432	232	183	155	243	282	255	432

Note: the most onerous exceedance has been highlighted for each parameter.

Appendix B

Land Area Requirements Calculations



City of SSM - Dewatered and Processed Solids
Calculation for Land Application
(Maximum Application rates)

Client:	City of Sault Ste.Marie		Prepared:	JAA
Project:	Biosolids Master Plan		Checked:	RET
TSH Project No:	38-60455		Date:	29-Aug-14

Aerobic Digestion

Use the dewatered suspended solids concentration 280000 mg/L From histrocial record
or 280 g/L
or 28 %
or* 280 kg/m³

Lime Stabilization

Use the dewatered and stabilized Suspended solids Concentration** 625000 mg/L from N-Viro Process
or 625 g/L
or 62.5 %
or 625 kg/m³

Stabilization Method	Estimated Annual Quantity of Stabilized Biosolids (in m ³)	Estimated Annual Quantity of Stabilized Biosolids (in dry tonnes)	Application Rate (DryTonnes /ha/ 5 years)	Land Area Required Annually (ha)	Total Land Area Required (ha)
Aerobic Digestion	6,200	1736	8	217.0	1085
Lime Stabilization***	9,400	5875	25	235.0	1175

Note: *In dry tonnes

**Typically dried product will have 60 - 65 percent solid concentration

***Recommended application rate for Sarnia Soil Amendment. The same application rate is used here.

Appendix C

Landfill Cover Calculations



**City of SSM - Dewatered and Processed Solids
Calculation for Landfill Cover**

Client:	City of Sault Ste.Marie	Prepared:	RET
Project:	Biosolids Master Plan	Checked:	JAA
TSH Project No:	38-60455	Date:	29-Aug-14

a.Appproximate annual waste disposal quantity (tonnes)	50,000 (excludes landfilled biosolids)
b.In-place waste density (tonnes/cu.m)	0.70 from annual report
c.Annual watse disposal quantity (cu.m)	71,429 (a/b)
d.Annual volume of daily/interim cover (cu.m)	17,857 (4 parts waste:1 part cover)
e.Total cover requirements (cu.m)	261,092 from annual report
f.Available native soil	0.00 from annual report (excludes borrow pit)
g.Cover deficit	261,092 (e-f)
h.Contaminated soil/sweeepings available for cover	11,416 tonnes (estimated from 2009-2013 historical records)
i.Estimated density of soil/sweepings in landfill	1.70 tonnes/cu.m
j.Contaminated soil/sweepings available for cover	6,716 cu.m (h/i)
k.Proportion of native available for cover	0.00 cu.m native/cu.m (f/e)
l.Annual biosloids required to meet cover needs	11,142 cu.m (d-j)*(1-k)
m.Loose density of final processed biosolids	0.93 tonnes/cu.m (from N-Viro)
n.Assumed density of processed biosolids in landfill	1.20 tonnes/cu.m
o.Estimated annual tonnage of biosolids required for cover	13,370 tonnes (l*n)

Note: there will also be a large quantity of processed biosolids required to address the final cover requirements.

Appendix D

Evaluation Matrices

City of Sault Ste. Marie – Biosolids Management Study
Evaluation of Alternative Solutions

Alternative Solutions	Technical								
	Flexibility - Biosolids Quality	Flexibility - Biosolids Quantities	Flexibility - Regulatory Changes	Approvals	Proven & Reliable Technology	Compatibility with Current WPCP Processes	O&M Requirements	Potential for Use as Landfill Cover	Odour Mitigation
Criteria Weighting	X 1	X 1	X 1	X 1	X 1	X 1	X 1	X 3	X 3
Anaerobic Digestion	It can handle a relatively narrow range of sludge quality	It may take several days until the digester can be acclimated to increased loads	Will meet present and will likely meet anticipated regulations	Standard, well proven process and allows for potential beneficial uses of processed material.	Well proven, decades of experience. Reliable for municipal applications	Requires pretreatment of decant and centrate before rework in treatment plant.	More complex system to operate relative to existing system	Digested sludge could be used for land application as a fertilizer. Not likely suitable for landfill cover due to residual odour.	Potential odour during sludge digestion and transfer of digested sludge. Odour mitigation can be engineered. Reduced odour for digested and dewatered sludge during shipping and landfilling/land application but potential exists for odour reformation.
	-2	-2	+2	+2	0	-1	-1	0	+3
Aerobic Digestion	It can handle a wide range of sludge quality	The process can handle variable loads as long the system design considers these variations	Will meet present and will likely meet anticipated regulations	Standard, well proven process and allows for potential beneficial uses of processed material.	Well proven, decades of experience. Reliable for municipal applications	Existing plant processes could accommodate this process without any modifications	More complex system to operate relative to existing system	Digested sludge could be used for land application as a fertilizer. Not likely suitable for landfill cover due to reformation of odour over a short time.	Potential odour during sludge digestion and transfer of digested sludge. Odour mitigation can be engineered. Reduced odour for digested and dewatered sludge during shipping and landfilling/land application but potential exists for odour reformation.
	0	-1	+2	+2	0	0	-1	0	+3
Alkaline Stabilization	It can handle a wide range of sludge quality. Quality does not significantly affect process, only final use of end product	The process can handle variable loads as long the system design considers these variations	Will meet present and will likely meet anticipated regulations	Standard, well proven process and allows for potential beneficial uses of processed material.	Well proven, decades of experience. Reliable for municipal applications	Existing plant processes could accommodate this process without any modifications	More complex system to operate relative to existing system	Processed sludge could be used for land application as a fertilizer. Sludge could be used as a day cover in landfill	Potential odour during sludge processing and transferring. Odour mitigation can be engineered. Reduced odour formation for processed and dewatered sludge during shipping and landfilling/land application. No odour reformation for significant time periods.
	0	0	+2	+2	0	0	-1	+6	+5

City of Sault Ste. Marie – Biosolids Management Study
Evaluation of Alternative Solutions

Alternative Solutions	Technical								
	Flexibility - Biosolids Quality	Flexibility - Biosolids Quantities	Flexibility - Regulatory Changes	Approvals	Proven & Reliable Technology	Compatibility with Current WPCP Processes	O&M Requirements	Potential for Use as Landfill Cover	Odour Mitigation
Criteria Weighting	X 1	X 1	X 1	X 1	X 1	X 1	X 1	X 3	X 3
Geotube freeze and thaw	It can handle a wide range of sludge quality. Quality does not affect process.	The process can handle variable loads as long the system design considers these variations.	Will meet present but may not meet future regulations (eg. Landfill ban on biosolids).	Simple process but limited MOE experience and limited potential for beneficial use of processed material.	Limited experience with this system	Geotubes to replace existing dewatering system	Similar operational requirements relative to existing system	No change relative to existing biosolids.	No change – odours will continue to be generated from the processed biosolids.
	0	0	0	0	-1	0	0	0	0
Chemical and heat treatment	It can handle a wide range of sludge quality. Quality does not significantly affect process, only final use of end product	The process can handle variable loads as long the system design considers these variations	Will meet present and will likely meet anticipated regulations	Limited MOE experience, but processed material has potential for beneficial use.	Only pilot operation exists	Existing plant processes could accommodate this process without any modifications	More complex system to operate relative to existing system	Processed sludge could be used for land application as a fertilizer. Sludge not likely suitable as a day cover in landfill	Potential odour during process. Odour mitigation can be engineered. Chemically treated and dewatered sludge will provide minimum odour during transportation and disposal. Odour formation potential if sludge exposed to moisture without proper cover.
	0	0	+2	-1	-1	0	-1	0	+3
Enhanced Dewatering	It can handle a relatively narrow range of sludge quality without system adjustment	The process can handle variable loads as long the system design considers these variations	Will meet present but may not meet future regulations (eg. Landfill ban on biosolids).	Standard, well proven process but limited potential for beneficial use of processed material.	As a dewatering device it is a proven technology but cannot be used as treatment for land application	Existing plant processes could accommodate this process without any modifications	More complex system to operate relative to existing system	Processed sludge not suitable for land application and not likely suitable for use as a day cover due to the potential for odour reformation with moisture.	Potential odour during process. Odour mitigation can be engineered. Reduced odour during transportation and disposal. Odour formation potential if sludge exposed to moisture without proper cover.
	-1	0	0	0	0	0	-1	0	-3
Thermal Process (Incineration) Gasification and pyrolysis	It can handle a wide range of sludge quantity. Quality does not significantly affect process, only final use of end product. Water content on feed has a major impact on process.	The process can handle a variable loads as long as the system design considers this variations.	Will meet present but future regulations may be more onerous (e.g. Multiple hearth incinerators)	Proven process but limited MOE experience.	Incineration is well proven but others are in the pilot and demonstration phases.	Existing plant processes could accommodate this process without any modifications	More complex system to operate relative to existing system - most complex system	Some residual may be suitable for landfill cover. Significant reduction in solids volume.	Potential odour during process and transfer of sludge. Odour mitigation can be engineered. Limited odour in residual ash during shipping and landfilling.

City of Sault Ste. Marie – Biosolids Management Study
Evaluation of Alternative Solutions

Alternative Solutions	Technical								
	Flexibility - Biosolids Quality	Flexibility - Biosolids Quantities	Flexibility - Regulatory Changes	Approvals	Proven & Reliable Technology	Compatibility with Current WPCP Processes	O&M Requirements	Potential for Use as Landfill Cover	Odour Mitigation
Criteria Weighting	X 1	X 1	X 1	X 1	X 1	X 1	X 1	X 3	X 3
	0	0	+1	0	-1	0	-2	+3	+6
Composting (assumed to be in vessel or indoor)	Sludge quality may impact the process. The revised Ontario Compost Quality Standards introduced in 2012 are more flexible. The sludge is suitable as a feedstock and is suitable to produce a category B and likely a category A compost.	The process can handle a variable loads as long as the system design considers variations. The production of category "B" and likely a category "A" compost can only incorporate a maximum of 25% biosolids on a dry weight basis.	The new 2012 regulations are less stringent and the biosolids can be used to produce a category "B" and likely a category "A" compost.	Approvals agencies are familiar with composting however biosolids composting is generally new in Ontario. Need to demonstrate appropriate controls for environmental impacts.	Biosolids composting is well proven with a significant operating history in other parts of Canada.	Existing plant processes could accommodate this process without any modifications.	There are some complexities associated with composting due to sensitivities to C:N ratios, moisture content, etc. City has experience with leaf and yard waste composting and can adapt to biosolids.	Can produce a category "B" and likely a category "A" compost that can likely be land applied. Otherwise suitable for daily and final cover at landfill.	Potential odour during composting and transfer of sludge. Odour mitigation can be engineered. Reduced odour formation for composted sludge during shipping and landfilling/land application.
	0	0	+2	+1	0	0	-1	+6	+5

City of Sault Ste. Marie – Biosolids Management Study
Evaluation of Alternative Solutions

Alternative Solutions	Natural Environment			Social Environment			Financial
	Air	Water	Land	Public Health	Land Use - Processing	Land Use - Disposal	Lifecycle Costs
Criteria Weighting	X 1	X 1	X 1	X 1	X 1	X 1	X 3
Anaerobic Digestion	No significant difference	No significant difference	No significant difference – additional facilities likely to be installed in already developed areas	Stabilized sludge would reduce the potential for exposure to pathogenic microorganisms	Moderate site size and suitable municipal sites likely available.	Reduced volume to dispose of and some flexibility for disposal/use of stabilized product.	High as a result of high capital cost. Some potential to generate electricity and heat from biogas which could provide some revenue to offset high costs.
	0	0	0	+2	-1	+2	-5
Aerobic Digestion	No significant difference	No significant difference	No significant difference – additional facilities likely to be installed in already developed areas	Stabilized sludge would reduce the potential for exposure to pathogenic microorganisms	Moderate site size and suitable municipal sites likely available.	Reduced volume to dispose of and greater flexibility for disposal/use of stabilized product.	As a result of high operating cost, the lifecycle cost of this option is very high despite the relatively low capital cost when compared to anaerobic digestion
	0	0	0	+2	-1	+2	-4
Alkaline Stabilization	Some potential for dust nuisance from alkaline admixture.	No significant difference	No significant difference – additional facilities likely to be installed in already developed areas	Stabilized sludge would reduce the potential for exposure to pathogenic microorganisms	Moderate site size and suitable municipal sites likely available.	Greater flexibility for disposal/use of stabilized product including use as landfill cover.	Medium capital and operating costs.
	-1	0	0	+2	-1	+1	-3
Geotube freeze and thaw	No significant difference	Some increased potential for release of leachate to the ground/surface water system	No significant difference – additional facilities likely to be installed in already developed areas	Somewhat reduced pathogenic count if sludge went through freeze/thaw process but similar to existing.	More significant land area requirements – site availability would have to be confirmed.	No significant difference	Lifecycle costs are expected to be similar to existing.
	0	-1	0	0	-2	0	0
Chemical and heat treatment	No significant difference	No significant difference	No significant difference – additional facilities likely to be installed in already developed areas	Stabilized sludge would reduce the potential for exposure to pathogenic microorganisms +2	Moderate site size and suitable municipal sites likely available. -1	Greater flexibility for disposal/use of stabilized product. +1	Medium capital and operating costs. -3
	0	0	0	+2	-1	+1	-3
Enhanced Dewatering	No significant difference	No significant difference	No significant difference – additional facilities likely to be installed in already developed areas	Heat conditioning reduces pathogen content somewhat.	Can likely be accommodated within the existing plant footprints	Some reduction in the quantity to disposed of and limited flexibility for disposal/use of final product.	Medium/low capital and operating costs.

City of Sault Ste. Marie – Biosolids Management Study
Evaluation of Alternative Solutions

Alternative Solutions	Natural Environment			Social Environment			Financial
	Air	Water	Land	Public Health	Land Use - Processing	Land Use - Disposal	Lifecycle Costs
Criteria Weighting	X 1	X 1	X 1	X 1	X 1	X 1	X 3
	0	0	0	+1	0	+1	-2
Incineration High Temperature Fluidized Bed Incineration	Some potential for increased air emissions.	No significant difference	No significant difference – additional facilities likely to be installed in already developed areas	Complete destruction of pathogens and organic portion of the feed Some increased exposure to reduced air quality.	Moderate site size and suitable municipal sites may be available. Typically this process is more difficult to site.	Significant volume reduction but limited flexibility with the disposal/use of the residual ash.	High as a result of high capital and operating costs. At the same time heat recovery could be used in other areas of the plant. BTU value of biosolids is of a concern. Auxiliary fuel might be needed for optimal operating conditions.
	-1	0	0	+1	-2	+1	-6
Composting (assumed to be in vessel or indoor)	No significant difference	No significant difference	No significant difference – additional facilities likely to be installed in already developed areas	Final product would be stabilized with reduced exposure for pathogenic microorganisms.	Fairly significant land area requirements for processing and suitable municipal sites likely available.	Some volume reduction and greater flexibility with the disposal/use of processed material.	Medium to high capital cost with reasonable operating costs.
	0	0	0	+2	-1	+1	-5

Alternative Solution	Land Area Requirements	Net Costs	Timing Restrictions / Storage Requirements	Potential Future Liability	Administrative Requirements	Environmental Benefits
Agricultural Land Application	<ul style="list-style-type: none"> Significant land area required based on allowable application rates. 	<ul style="list-style-type: none"> Revenue potential from sale of product. High transportation costs to gain access to disposal lands. Costs for spreading. 	<ul style="list-style-type: none"> Significant storage requirements may be regulated (i.e.: 240 days). Must be applied to suit crop harvesting. Cannot be applied on frozen ground. 	<ul style="list-style-type: none"> Disposal occurring on privately owned lands – liability could be traced back to the City. No controls or monitoring at sites. 	<ul style="list-style-type: none"> Requires a Nutrient Management strategy. Each receiver of processed biosolids requires an acceptable Nutrient Management Plan. Ongoing sampling and analysis required to confirm compliance with standards. 	<ul style="list-style-type: none"> Additional transportation impacts. Serves as a nutrient source. May improve soil properties.
	-2	-2	-2	-2	-2	+2
Forest and Non-Agricultural Land Application	<ul style="list-style-type: none"> Significant land area required based on allowable application rates. 	<ul style="list-style-type: none"> Revenue potential from sale of product. High transportation costs to gain access to disposal lands. Costs for spreading. 	<ul style="list-style-type: none"> Similar restrictions are expected to apply as noted for agricultural land application but are expected to be less onerous. 	<ul style="list-style-type: none"> Disposal occurring on non-City owned lands – liability could be traced back to the City. No controls or monitoring at sites. 	<ul style="list-style-type: none"> Requires a Nutrient Management strategy. Each receiver of processed biosolids requires an acceptable Nutrient Management Plan. Ongoing sampling and analysis required to confirm compliance with standards. 	<ul style="list-style-type: none"> Additional transportation impacts. Serves as a nutrient source. May improve soil properties.
	-2	-2	-1	-2	-2	+2
Landfill Cover	<ul style="list-style-type: none"> Managed within the landfill footprint – small area of land required. No restrictions on application rates anticipated. 	<ul style="list-style-type: none"> Limited cost for blending with native soil. Low transportation costs. 	<ul style="list-style-type: none"> Timing restrictions limited only by the volume of waste disposed of – this could become a factor in the future with the planned implementation of a demonstration EFW facility and possible enhancement in diversion programs. 	<ul style="list-style-type: none"> Disposal occurring within a City owned landfill site with leachate management and monitoring infrastructure. 	<ul style="list-style-type: none"> No significant administrative requirements. 	<ul style="list-style-type: none"> Limited use of nutrient value. No additional transportation impacts.
	0	-1	+1	0	0	+1

Appendix E

Lime Stabilization – Cost Estimates

	Project Life -->		20	yrs	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Costs:																									
Capital Construction Costs			\$14,475,625																						
Operating Costs:																									
Labour																									
1 full time equivalent employee			\$80,000	\$82,160	\$84,378	\$86,657	\$88,996	\$91,399	\$93,867	\$96,401	\$99,004	\$101,677	\$104,423	\$107,242	\$110,138	\$113,111	\$116,165	\$119,302	\$122,523	\$125,831	\$129,228	\$132,718			
Supplies																									
Alkaline Admixture			\$170,000	\$178,500	\$187,425	\$196,796	\$206,636	\$216,968	\$227,816	\$239,207	\$251,167	\$263,726	\$276,912	\$290,758	\$305,296	\$320,560	\$336,588	\$353,418	\$371,089	\$389,643	\$409,125	\$429,582			
Energy																									
Electricity			\$59,889	\$64,381	\$69,209	\$74,400	\$79,980	\$85,978	\$92,427	\$99,359	\$106,810	\$114,821	\$123,433	\$132,690	\$142,642	\$153,340	\$164,841	\$177,204	\$190,494	\$204,781	\$220,140	\$236,650			
Natural Gas			\$154,867	\$166,482	\$178,968	\$192,391	\$206,820	\$222,331	\$239,006	\$256,932	\$276,202	\$296,917	\$319,185	\$343,124	\$368,859	\$396,523	\$426,262	\$458,232	\$492,599	\$529,544	\$569,260	\$611,955			
Rolling Stock Fuel			\$15,000	\$16,125	\$17,334	\$18,634	\$20,032	\$21,534	\$23,150	\$24,886	\$26,752	\$28,759	\$30,915	\$33,234	\$35,727	\$38,406	\$41,287	\$44,383	\$47,712	\$51,290	\$55,137	\$59,272			
QA/QC			\$23,000	\$23,621	\$24,259	\$24,914	\$25,586	\$26,277	\$26,987	\$27,715	\$28,464	\$29,232	\$30,021	\$30,832	\$31,665	\$32,519	\$33,398	\$34,299	\$35,225	\$36,176	\$37,153	\$38,156			
Maintenance Allowance			\$23,000	\$23,621	\$24,259	\$24,914	\$25,586	\$26,277	\$26,987	\$27,715	\$28,464	\$29,232	\$30,021	\$30,832	\$31,665	\$32,519	\$33,398	\$34,299	\$35,225	\$36,176	\$37,153	\$38,156			
Vendor Services			\$85,000	\$87,295	\$89,652	\$92,073	\$94,559	\$97,112	\$99,734	\$102,426	\$105,192	\$108,032	\$110,949	\$113,945	\$117,021	\$120,181	\$123,426	\$126,758	\$130,181	\$133,695	\$137,305	\$141,012			
Administration and Contingency			\$115,000	\$118,105	\$121,294	\$124,569	\$127,932	\$131,386	\$134,934	\$138,577	\$142,319	\$146,161	\$150,107	\$154,160	\$158,323	\$162,597	\$166,988	\$171,496	\$176,127	\$180,882	\$185,766	\$190,782			
Totals	Year -->	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
Capital Construction Amortized over 20 yrs at Interest Rate		\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142			
Operating Costs		\$725,756	\$760,289	\$796,778	\$835,346	\$876,127	\$919,263	\$964,906	\$1,013,218	\$1,064,374	\$1,118,557	\$1,175,968	\$1,236,817	\$1,301,333	\$1,369,758	\$1,442,351	\$1,519,391	\$1,601,175	\$1,688,020	\$1,780,268	\$1,878,283				
Total capital amortized + operating(with inflation)		\$1,790,897	\$1,825,431	\$1,861,920	\$1,900,488	\$1,941,269	\$1,984,405	\$2,030,048	\$2,078,360	\$2,129,515	\$2,183,699	\$2,241,110	\$2,301,959	\$2,366,475	\$2,434,900	\$2,507,493	\$2,584,533	\$2,666,316	\$2,753,162	\$2,845,410	\$2,943,425				
PV Total capital amortized + operating		\$36,459,276	\$1,755,782	\$1,754,547	\$1,754,529	\$1,755,757	\$1,758,267	\$1,762,095	\$1,767,279	\$1,773,861	\$1,781,883	\$1,791,394	\$1,802,442	\$1,815,079	\$1,829,362	\$1,845,350	\$1,863,104	\$1,882,692	\$1,904,183	\$1,927,652	\$1,953,177	\$1,980,840			
Total capital + operating cost over 20 years		\$45,370,816																							
Average cost per wet tonne (with inflation)		\$174	\$179	\$184	\$189	\$194	\$199	\$204	\$210	\$215	\$221	\$227	\$233	\$240	\$246	\$253	\$260	\$267	\$274	\$281	\$289				
Total average cost (with inflation)		\$1,741,100	\$1,788,110	\$1,836,389	\$1,885,971	\$1,936,892	\$1,989,188	\$2,042,897	\$2,098,055	\$2,154,702	\$2,212,879	\$2,272,627	\$2,333,988	\$2,397,066	\$2,461,725	\$2,528,191	\$2,596,452	\$2,666,557	\$2,738,554	\$2,812,495	\$2,888,432				
PV Total average cost		\$36,459,340	\$1,706,961	\$1,718,675	\$1,730,470	\$1,742,346	\$1,754,303	\$1,766,342	\$1,778,464	\$1,790,670	\$1,802,958	\$1,815,332	\$1,827,790	\$1,840,334	\$1,852,963	\$1,865,680	\$1,878,483	\$1,891,375	\$1,904,355	\$1,917,424	\$1,930,583	\$1,943,832			
Notes																									
Interest Rate		4 %																							
Rate of Return		2 %																							
General Inflation		2.7 % average for one three and five years, source Bank of Canada																							
Energy Inflation		7.5 %																							
Commodity Inflation		5 %																							
10 000 tonnes/yr at 25% solids concentration																									

* Note This opinion on probable cost is based on an assumed scope of work only. Actual costs can only be established following further investigation, detailed design, and tendering. Costs exclude taxes.

Prepared By: Hector Sanchez, Dillon
Checked By: Rick Talvitie, AECOM

**Alkaline Stabilization System
City of Sault Ste. Marie**

LIFE CYCLE COST

	Project Life -->		20	yrs	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Costs:					0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Construction Costs					\$14,475,625																				
Operating Costs:																									
Labour																									
1 full time equivalent employee					\$80,000	\$82,160	\$84,378	\$86,657	\$88,996	\$91,399	\$93,867	\$96,401	\$99,004	\$101,677	\$104,423	\$107,242	\$110,138	\$113,111	\$116,165	\$119,302	\$122,523	\$125,831	\$129,228	\$132,718	
Supplies																									
Alkaline Admixture					\$170,000	\$178,500	\$187,425	\$196,796	\$206,636	\$216,968	\$227,816	\$239,207	\$251,167	\$263,726	\$276,912	\$290,758	\$305,296	\$320,560	\$336,588	\$353,418	\$371,089	\$389,643	\$409,125	\$429,582	
Energy																									
Electricity					\$59,889	\$62,883	\$66,027	\$69,329	\$72,795	\$76,435	\$80,257	\$84,270	\$88,483	\$92,907	\$97,553	\$102,430	\$107,552	\$112,929	\$118,576	\$124,505	\$130,730	\$137,266	\$144,130	\$151,336	
Natural Gas					\$154,867	\$162,610	\$170,741	\$179,278	\$188,242	\$197,654	\$207,536	\$217,913	\$228,809	\$240,249	\$252,262	\$264,875	\$278,119	\$292,024	\$306,626	\$321,957	\$338,055	\$354,958	\$372,705	\$391,341	
Rolling Stock Fuel					\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162	\$23,270	\$24,433	\$25,655	\$26,938	\$28,285	\$29,699	\$31,184	\$32,743	\$34,380	\$36,099	\$37,904	
QA/QC					\$23,000	\$23,621	\$24,259	\$24,914	\$25,586	\$26,277	\$26,987	\$27,715	\$28,464	\$29,232	\$30,021	\$30,832	\$31,665	\$32,519	\$33,398	\$34,299	\$35,225	\$36,176	\$37,153	\$38,156	
Maintenance Allowance					\$23,000	\$23,621	\$24,259	\$24,914	\$25,586	\$26,277	\$26,987	\$27,715	\$28,464	\$29,232	\$30,021	\$30,832	\$31,665	\$32,519	\$33,398	\$34,299	\$35,225	\$36,176	\$37,153	\$38,156	
Vendor Services					\$85,000	\$87,295	\$89,652	\$92,073	\$94,559	\$97,112	\$99,734	\$102,426	\$105,192	\$108,032	\$110,949	\$113,945	\$117,021	\$120,181	\$123,426	\$126,758	\$130,181	\$133,695	\$137,305	\$141,012	
Administration and Contingency					\$115,000	\$118,105	\$121,294	\$124,569	\$127,932	\$131,386	\$134,934	\$138,577	\$142,319	\$146,161	\$150,107	\$154,160	\$158,323	\$162,597	\$166,988	\$171,496	\$176,127	\$180,882	\$185,766	\$190,782	

Totals	Year -->	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Capital Construction Amortized over 20 yrs at Interest Rate		\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142		
Operating Costs		\$725,756	\$754,545	\$784,572	\$815,893	\$848,565	\$882,652	\$918,219	\$955,332	\$994,063	\$1,034,487	\$1,076,682	\$1,120,729	\$1,166,714	\$1,214,727	\$1,264,862	\$1,317,218	\$1,371,897	\$1,429,008	\$1,488,665	\$1,550,987		
Total capital amortized + operating (with inflation)		\$1,790,897	\$1,819,687	\$1,849,714	\$1,881,034	\$1,913,707	\$1,947,794	\$1,983,360	\$2,020,474	\$2,059,205	\$2,099,629	\$2,141,824	\$2,185,871	\$2,231,856	\$2,279,869	\$2,330,004	\$2,382,360	\$2,437,039	\$2,494,150	\$2,553,807	\$2,616,129		
PV Total capital amortized + operating		\$34,711,347	\$1,755,782	\$1,749,027	\$1,743,027	\$1,737,785	\$1,733,303	\$1,729,585	\$1,726,635	\$1,724,455	\$1,723,051	\$1,722,427	\$1,722,590	\$1,723,544	\$1,725,297	\$1,727,856	\$1,731,227	\$1,735,420	\$1,740,442	\$1,746,303	\$1,753,012	\$1,760,580	
Total capital + operating cost over 20 years		\$43,018,411																					

Average cost per wet tonne (with inflation)	\$166	\$170	\$175	\$180	\$184	\$189	\$194	\$200	\$205	\$211	\$216	\$222	\$228	\$234	\$241	\$247	\$254	\$261	\$268	\$275	
Total average cost (with inflation)	\$1,657,600	\$1,702,355	\$1,748,319	\$1,795,523	\$1,844,003	\$1,893,791	\$1,944,923	\$1,997,436	\$2,051,367	\$2,106,754	\$2,163,636	\$2,222,054	\$2,282,050	\$2,343,665	\$2,406,944	\$2,471,931	\$2,538,673	\$2,607,218	\$2,677,612	\$2,749,908	
PV Total average cost	\$34,710,816	\$1,625,098	\$1,636,251	\$1,647,480	\$1,658,786	\$1,670,170	\$1,681,632	\$1,693,172	\$1,704,792	\$1,716,492	\$1,728,272	\$1,740,132	\$1,752,074	\$1,764,098	\$1,776,205	\$1,788,395	\$1,800,668	\$1,813,026	\$1,825,468	\$1,837,996	\$1,850,609

Notes

Interest Rate	4 %
Rate of Return	2 %
General Inflation	2.7 % average for one three and five years, source Bank of Canada
Energy Inflation	5 %
Commodity Inflation	5 %
10 000 tonnes/yr at 25% solids concentration	

* Note This opinion on probable cost is based on an assumed scope of work only. Actual costs can only be established following further investigation, detailed design, and tendering. Costs exclude taxes.

**Alkaline Stabilization System
City of Sault Ste. Marie**

LIFE CYCLE COST

	Project Life -->		20	yrs	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Costs:					0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Construction Costs					\$14,475,625																				
Operating Costs:																									
Labour																									
1 full time equivalent employee					\$80,000	\$82,160	\$84,378	\$86,657	\$88,996	\$91,399	\$93,867	\$96,401	\$99,004	\$101,677	\$104,423	\$107,242	\$110,138	\$113,111	\$116,165	\$119,302	\$122,523	\$125,831	\$129,228	\$132,718	
Supplies																									
Alkaline Admixture					\$170,000	\$178,500	\$187,425	\$196,796	\$206,636	\$216,968	\$227,816	\$239,207	\$251,167	\$263,726	\$276,912	\$290,758	\$305,296	\$320,560	\$336,588	\$353,418	\$371,089	\$389,643	\$409,125	\$429,582	
Energy																									
Electricity					\$59,889	\$67,375	\$75,797	\$85,271	\$95,930	\$107,922	\$121,412	\$136,588	\$153,662	\$172,870	\$194,478	\$218,788	\$246,137	\$276,904	\$311,517	\$350,456	\$394,263	\$443,546	\$498,989	\$561,363	
Natural Gas					\$154,867	\$174,225	\$196,003	\$220,504	\$248,067	\$279,075	\$313,959	\$353,204	\$397,355	\$447,024	\$502,902	\$565,765	\$636,486	\$716,046	\$805,552	\$906,246	\$1,019,527	\$1,146,968	\$1,290,339	\$1,451,631	
Rolling Stock Fuel					\$15,000	\$16,875	\$18,984	\$21,357	\$24,027	\$27,030	\$30,409	\$34,210	\$38,487	\$43,298	\$48,710	\$54,799	\$61,648	\$69,354	\$78,024	\$87,777	\$98,749	\$111,092	\$124,979	\$140,601	
QA/QC					\$23,000	\$23,621	\$24,259	\$24,914	\$25,586	\$26,277	\$26,987	\$27,715	\$28,464	\$29,232	\$30,021	\$30,832	\$31,665	\$32,519	\$33,398	\$34,299	\$35,225	\$36,176	\$37,153	\$38,156	
Maintenance Allowance					\$23,000	\$23,621	\$24,259	\$24,914	\$25,586	\$26,277	\$26,987	\$27,715	\$28,464	\$29,232	\$30,021	\$30,832	\$31,665	\$32,519	\$33,398	\$34,299	\$35,225	\$36,176	\$37,153	\$38,156	
Vendor Services					\$85,000	\$87,295	\$89,652	\$92,073	\$94,559	\$97,112	\$99,734	\$102,426	\$105,192	\$108,032	\$110,949	\$113,945	\$117,021	\$120,181	\$123,426	\$126,758	\$130,181	\$133,695	\$137,305	\$141,012	
Administration and Contingency					\$115,000	\$118,105	\$121,294	\$124,569	\$127,932	\$131,386	\$134,934	\$138,577	\$142,319	\$146,161	\$150,107	\$154,160	\$158,323	\$162,597	\$166,988	\$171,496	\$176,127	\$180,882	\$185,766	\$190,782	

Totals	Year -->	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Capital Construction Amortized over 20 yrs at Interest Rate		\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142	\$1,065,142		
Operating Costs		\$725,756	\$771,777	\$822,051	\$877,054	\$937,320	\$1,003,447	\$1,076,105	\$1,156,046	\$1,244,113	\$1,341,252	\$1,448,524	\$1,567,120	\$1,698,377	\$1,843,793	\$2,005,054	\$2,184,051	\$2,382,908	\$2,604,011	\$2,850,038	\$3,124,001		
Total capital amortized + operating (with inflation)		\$1,790,897	\$1,836,919	\$1,887,193	\$1,942,196	\$2,002,462	\$2,068,588	\$2,141,246	\$2,221,188	\$2,309,255	\$2,406,394	\$2,513,666	\$2,632,262	\$2,763,518	\$2,908,935	\$3,070,196	\$3,249,193	\$3,448,050	\$3,669,152	\$3,915,180	\$4,189,143		
PV Total capital amortized + operating		\$42,035,015	\$1,755,782	\$1,765,589	\$1,778,344	\$1,794,289	\$1,813,691	\$1,836,847	\$1,864,084	\$1,895,762	\$1,932,281	\$1,974,081	\$2,021,649	\$2,075,521	\$2,136,290	\$2,204,609	\$2,281,201	\$2,366,861	\$2,462,468	\$2,568,992	\$2,687,500	\$2,819,173	
Total capital + operating cost over 20 years		\$52,965,635																					

Average cost per wet tonne (with inflation)	\$201	\$206	\$212	\$217	\$223	\$229	\$236	\$242	\$248	\$255	\$262	\$269	\$276	\$284	\$291	\$299	\$307	\$316	\$324	\$332	
Total average cost (with inflation)	\$2,007,400	\$2,061,600	\$2,117,263	\$2,174,429	\$2,233,139	\$2,293,433	\$2,355,356	\$2,418,951	\$2,484,262	\$2,551,337	\$2,620,224	\$2,690,970	\$2,763,626	\$2,838,244	\$2,914,876	\$2,993,578	\$3,074,405	\$3,157,413	\$3,242,664	\$3,330,216	
PV Total average cost	\$42,035,770	\$1,968,039	\$1,981,545	\$1,995,144	\$2,008,836	\$2,022,623	\$2,036,503	\$2,050,479	\$2,064,551	\$2,078,720	\$2,092,985	\$2,107,349	\$2,121,811	\$2,136,373	\$2,151,034	\$2,165,796	\$2,180,659	\$2,195,625	\$2,210,693	\$2,225,864	\$2,241,140

Notes

Interest Rate	4 %
Rate of Return	2 %
General Inflation	2.7 % average for one three and five years, source Bank of Canada
Energy Inflation	12.5 %
Commodity Inflation	5 %
10 000 tonnes/yr at 25% solids concentration	

* Note This opinion on probable cost is based on an assumed scope of work only. Actual costs can only be established following further investigation, detailed design, and tendering. Costs exclude taxes.



**Alkaline Stabilization
Construction Cost Estimate**

Client:	City of Sault Ste.Marie	Prepared:	HS
Project:	Biosolids Master Plan	Checked:	RET
Project No:	38-60455	Date:	30-Oct-14

Description	Unit	Unit Cost	Quantity	Amount
General Items and Site Development	LS	\$1,000,000	1	\$1,000,000
Process Building	sq.m.	\$2,500	420	\$1,050,000
Product Storage Building	sq.m.	\$2,000	860	\$1,720,000
Equipment	LS	\$3,950,000	1	\$3,950,000
HVAC and Plumbing	LS	\$600,000	1	\$600,000
Electrical	LS	\$600,000	1	\$600,000
Instrumentation	LS	\$250,000	1	\$250,000
Miscellaneous	LS	\$900,000	1	\$900,000
Subtotal				\$10,070,000
Estimating Allowance (25%)				\$2,517,500
Subtotal Construction				\$12,587,500
Engineering and Approvals (15%)				\$1,888,125
Total				\$14,475,625



Alkaline Stabilization Operating Cost Estimate

Client:	City of Sault Ste.Marie	Prepared:	HS
Project:	Biosolids Master Plan	Checked:	RET
Project No:	38-60455	Date:	30-Oct-14

Description	Unit	Unit Cost	Quantity	Amount
Labour				
1 full time equivalent employee	fte	\$80,000.00	1	\$80,000
Supplies				
Alkaline admixture	tonne	\$50.00	3400	\$170,000
Energy				
Electricity	kWh	\$0.11	544444	\$59,889
Natural Gas	cu.m.	\$0.46	336667	\$154,867
Rolling Stock Fuel	litres	\$1.50	10000	\$15,000
QA/QC	LS	\$23,000.00	1	\$23,000
Maintenance Allowance	LS	\$23,000.00	1	\$23,000
Vendor Services	LS	\$85,000.00	1	\$85,000
Administration and Contingency	LS	\$115,000.00	1	\$115,000
Total				\$725,800

Appendix F

Tunnel Composting – Cost Estimates

	Project Life -->		20	yrs	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Costs:																									
Capital Construction Costs																									
Operating Costs:																									
Labour																									
1 full time equivalent employee		\$80,000	\$82,160	\$84,378	\$86,657	\$88,996	\$91,399	\$93,867	\$96,401	\$99,004	\$101,677	\$104,423	\$107,242	\$110,138	\$113,111	\$116,165	\$119,302	\$122,523	\$125,831	\$129,228	\$132,718				
Supplies																									
Wood		\$86,250	\$90,563	\$95,091	\$99,845	\$104,837	\$110,079	\$115,583	\$121,362	\$127,431	\$133,802	\$140,492	\$147,517	\$154,893	\$162,637	\$170,769	\$179,308	\$188,273	\$197,687	\$207,571	\$217,949				
Sulphuric Acid		\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684	\$21,719	\$22,805	\$23,945	\$25,142	\$26,399	\$27,719	\$29,105	\$30,560	\$32,088	\$33,693	\$35,377				
Energy																									
Electricity		\$96,360	\$103,587	\$111,356	\$119,708	\$128,686	\$138,337	\$148,713	\$159,866	\$171,856	\$184,745	\$198,601	\$213,496	\$229,508	\$246,721	\$265,226	\$285,117	\$306,501	\$329,489	\$354,200	\$380,766				
Natural Gas		\$17,250	\$18,544	\$19,935	\$21,430	\$23,037	\$24,765	\$26,622	\$28,619	\$30,765	\$33,072	\$35,553	\$38,219	\$41,086	\$44,167	\$47,480	\$51,041	\$54,869	\$58,984	\$63,408	\$68,163				
Rolling Stock Fuel		\$15,000	\$16,125	\$17,334	\$18,634	\$20,032	\$21,534	\$23,150	\$24,886	\$26,752	\$28,759	\$30,915	\$33,234	\$35,727	\$38,406	\$41,287	\$44,383	\$47,712	\$51,290	\$55,137	\$59,272				
QA/QC		\$23,000	\$23,621	\$24,259	\$24,914	\$25,586	\$26,277	\$26,987	\$27,715	\$28,464	\$29,232	\$30,021	\$30,832	\$31,665	\$32,519	\$33,398	\$34,299	\$35,225	\$36,176	\$37,153	\$38,156				
Maintenance Allowance		\$46,000	\$47,242	\$48,518	\$49,828	\$51,173	\$52,555	\$53,973	\$55,431	\$56,927	\$58,464	\$60,043	\$61,664	\$63,329	\$65,039	\$66,795	\$68,598	\$70,451	\$72,353	\$74,306	\$76,313				
Administration and Contingency		\$115,000	\$118,105	\$121,294	\$124,569	\$127,932	\$131,386	\$134,934	\$138,577	\$142,319	\$146,161	\$150,107	\$154,160	\$158,323	\$162,597	\$166,988	\$171,496	\$176,127	\$180,882	\$185,766	\$190,782				
Totals	Year -->	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
Capital Construction Amortized over 20 yrs at Interest Rate		\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038		
Operating Costs		\$492,860	\$514,646	\$537,599	\$561,790	\$587,297	\$614,201	\$642,589	\$672,557	\$704,202	\$737,632	\$772,960	\$810,310	\$849,809	\$891,598	\$935,825	\$982,649	\$1,032,240	\$1,084,780	\$1,140,462	\$1,199,496				
Total capital amortized + operating(with inflation)		\$1,939,898	\$1,961,684	\$1,984,637	\$2,008,828	\$2,034,335	\$2,061,239	\$2,089,627	\$2,119,595	\$2,151,240	\$2,184,670	\$2,219,998	\$2,257,348	\$2,296,847	\$2,338,636	\$2,382,863	\$2,429,687	\$2,479,278	\$2,531,818	\$2,587,500	\$2,646,534				
PV Total capital amortized + operating		\$36,160,878	\$1,901,861	\$1,885,510	\$1,870,168	\$1,855,847	\$1,842,560	\$1,830,321	\$1,819,146	\$1,809,054	\$1,800,061	\$1,792,190	\$1,785,463	\$1,779,903	\$1,775,538	\$1,772,394	\$1,770,503	\$1,769,896	\$1,770,608	\$1,772,676	\$1,776,140	\$1,781,041			
Total capital + operating cost over 20 years		\$44,706,263																							
Average cost per wet tonne (with inflation)		\$173	\$177	\$182	\$187	\$192	\$197	\$203	\$208	\$214	\$219	\$225	\$231	\$238	\$244	\$251	\$258	\$264	\$272	\$279	\$286				
Total average cost (with inflation)		\$1,726,850	\$1,773,475	\$1,821,359	\$1,870,535	\$1,921,040	\$1,972,908	\$2,026,177	\$2,080,883	\$2,137,067	\$2,194,768	\$2,254,027	\$2,314,885	\$2,377,387	\$2,441,577	\$2,507,499	\$2,575,202	\$2,644,732	\$2,716,140	\$2,789,476	\$2,864,792				
PV Total average cost		\$36,160,939	\$1,692,990	\$1,704,609	\$1,716,307	\$1,728,086	\$1,739,945	\$1,751,886	\$1,763,909	\$1,776,014	\$1,788,202	\$1,800,474	\$1,812,830	\$1,825,271	\$1,837,798	\$1,850,410	\$1,863,109	\$1,875,895	\$1,888,769	\$1,901,731	\$1,914,782	\$1,927,923			
Notes																									
Interest Rate		4 %																							
Rate of Return		2 %																							
General Inflation		2.7 % average for one three and five years, source Bank of Canada																							
Energy Inflation		7.5 %																							
Commodity Inflation		5 %																							
10 000 tonnes/yr at 25% solids concentration																									

* Note This opinion on probable cost is based on an assumed scope of work only. Actual costs can only be established following further investigation, detailed design, and tendering. Costs excludes taxes.

Prepared By: Hector Sanchez, Dillon
Checked By: Rick Talvitie, AECOM

Tunnel Composting System
City of Sault Ste. Marie

LIFE CYCLE COST

	Project Life -->		20	yrs	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Costs:					0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Construction Costs					\$19,665,719																				
Operating Costs:																									
Labour																									
1 full time equivalent employee					\$80,000	\$82,160	\$84,378	\$86,657	\$88,996	\$91,399	\$93,867	\$96,401	\$99,004	\$101,677	\$104,423	\$107,242	\$110,138	\$113,111	\$116,165	\$119,302	\$122,523	\$125,831	\$129,228	\$132,718	
Supplies																									
Wood					\$86,250	\$90,563	\$95,091	\$99,845	\$104,837	\$110,079	\$115,583	\$121,362	\$127,431	\$133,802	\$140,492	\$147,517	\$154,893	\$162,637	\$170,769	\$179,308	\$188,273	\$197,687	\$207,571	\$217,949	
Sulphuric Acid					\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684	\$21,719	\$22,805	\$23,945	\$25,142	\$26,399	\$27,719	\$29,105	\$30,560	\$32,088	\$33,693	\$35,377	
Energy																									
Electricity					\$96,360	\$101,178	\$106,237	\$111,549	\$117,126	\$122,982	\$129,132	\$135,588	\$142,368	\$149,486	\$156,960	\$164,808	\$173,049	\$181,701	\$190,786	\$200,326	\$210,342	\$220,859	\$231,902	\$243,497	
Natural Gas					\$17,250	\$18,113	\$19,018	\$19,969	\$20,967	\$22,016	\$23,117	\$24,272	\$25,486	\$26,760	\$28,098	\$29,503	\$30,979	\$32,527	\$34,154	\$35,862	\$37,655	\$39,537	\$41,514	\$43,590	
Rolling Stock Fuel					\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162	\$23,270	\$24,433	\$25,655	\$26,938	\$28,285	\$29,699	\$31,184	\$32,743	\$34,380	\$36,099	\$37,904	
QA/QC					\$23,000	\$23,621	\$24,259	\$24,914	\$25,586	\$26,277	\$26,987	\$27,715	\$28,464	\$29,232	\$30,021	\$30,832	\$31,665	\$32,519	\$33,398	\$34,299	\$35,225	\$36,176	\$37,153	\$38,156	
Maintenance Allowance					\$46,000	\$47,242	\$48,518	\$49,828	\$51,173	\$52,555	\$53,973	\$55,431	\$56,927	\$58,464	\$60,043	\$61,664	\$63,329	\$65,039	\$66,795	\$68,598	\$70,451	\$72,353	\$74,306	\$76,313	
Administration and Contingency					\$115,000	\$118,105	\$121,294	\$124,569	\$127,932	\$131,386	\$134,934	\$138,577	\$142,319	\$146,161	\$150,107	\$154,160	\$158,323	\$162,597	\$166,988	\$171,496	\$176,127	\$180,882	\$185,766	\$190,782	

Totals	Year -->	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Capital Construction Amortized over 20 yrs at Interest Rate		\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038		
Operating Costs		\$492,860	\$511,431	\$530,767	\$550,901	\$571,868	\$593,707	\$616,455	\$640,153	\$664,844	\$690,572	\$717,383	\$745,327	\$774,454	\$804,817	\$836,472	\$869,479	\$903,898	\$939,793	\$977,233	\$1,016,286		
Total capital amortized + operating (with inflation)		\$1,939,898	\$1,958,469	\$1,977,805	\$1,997,939	\$2,018,906	\$2,040,745	\$2,063,493	\$2,087,191	\$2,111,882	\$2,137,610	\$2,164,421	\$2,192,365	\$2,221,492	\$2,251,855	\$2,283,510	\$2,316,517	\$2,350,936	\$2,386,832	\$2,424,271	\$2,463,324		
PV Total capital amortized + operating		\$35,182,442	\$1,901,861	\$1,882,419	\$1,863,729	\$1,845,786	\$1,828,586	\$1,812,123	\$1,796,395	\$1,781,398	\$1,767,129	\$1,753,585	\$1,740,764	\$1,728,665	\$1,717,285	\$1,706,624	\$1,696,682	\$1,687,457	\$1,678,951	\$1,671,162	\$1,664,094	\$1,657,746	
Total capital + operating cost over 20 years		\$43,389,461																					

Average cost per wet tonne (with inflation)	\$168	\$173	\$177	\$182	\$187	\$192	\$197	\$202	\$208	\$214	\$219	\$225	\$231	\$238	\$244	\$251	\$257	\$264	\$271	\$279	
Total average cost (with inflation)	\$1,680,100	\$1,725,463	\$1,772,050	\$1,819,896	\$1,869,033	\$1,919,497	\$1,971,323	\$2,024,549	\$2,079,212	\$2,135,350	\$2,193,005	\$2,252,216	\$2,313,026	\$2,375,477	\$2,439,615	\$2,505,485	\$2,573,133	\$2,642,608	\$2,713,958	\$2,787,235	
PV Total average cost	\$35,181,975	\$1,647,157	\$1,658,461	\$1,669,842	\$1,681,302	\$1,692,841	\$1,704,458	\$1,716,155	\$1,727,933	\$1,739,791	\$1,751,731	\$1,763,753	\$1,775,857	\$1,788,044	\$1,800,315	\$1,812,670	\$1,825,110	\$1,837,635	\$1,850,246	\$1,862,944	\$1,875,729

Notes
 Interest Rate 4 %
 Rate of Return 2 %
 General Inflation 2.7 % average for one three and five years, source Bank of Canada
 Energy Inflation 5 %
 Commodity Inflation 5 %
 10 000 tonnes/yr at 25% solids concentration

* Note This opinion on probable cost is based on an assumed scope of work only. Actual costs can only be established following further investigation, detailed design, and tendering. Costs excludes taxes.

Tunnel Composting System
City of Sault Ste. Marie

LIFE CYCLE COST

	Project Life -->		20	yrs	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Costs:					0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Capital Construction Costs					\$19,665,719																				
Operating Costs:																									
Labour																									
1 full time equivalent employee					\$80,000	\$82,160	\$84,378	\$86,657	\$88,996	\$91,399	\$93,867	\$96,401	\$99,004	\$101,677	\$104,423	\$107,242	\$110,138	\$113,111	\$116,165	\$119,302	\$122,523	\$125,831	\$129,228	\$132,718	
Supplies																									
Wood					\$86,250	\$90,563	\$95,091	\$99,845	\$104,837	\$110,079	\$115,583	\$121,362	\$127,431	\$133,802	\$140,492	\$147,517	\$154,893	\$162,637	\$170,769	\$179,308	\$188,273	\$197,687	\$207,571	\$217,949	
Sulphuric Acid					\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684	\$21,719	\$22,805	\$23,945	\$25,142	\$26,399	\$27,719	\$29,105	\$30,560	\$32,088	\$33,693	\$35,377	
Energy																									
Electricity					\$96,360	\$108,405	\$121,956	\$137,200	\$154,350	\$173,644	\$195,349	\$219,768	\$247,239	\$278,144	\$312,912	\$352,026	\$396,029	\$445,533	\$501,224	\$563,877	\$634,362	\$713,657	\$802,864	\$903,222	
Natural Gas					\$17,250	\$19,406	\$21,832	\$24,561	\$27,631	\$31,085	\$34,971	\$39,342	\$44,260	\$49,792	\$56,016	\$63,018	\$70,896	\$79,758	\$89,727	\$100,943	\$113,561	\$127,756	\$143,726	\$161,691	
Rolling Stock Fuel					\$15,000	\$16,875	\$18,984	\$21,357	\$24,027	\$27,030	\$30,409	\$34,210	\$38,487	\$43,298	\$48,710	\$54,799	\$61,648	\$69,354	\$78,024	\$87,777	\$98,749	\$111,092	\$124,979	\$140,601	
QA/QC					\$23,000	\$23,621	\$24,259	\$24,914	\$25,586	\$26,277	\$26,987	\$27,715	\$28,464	\$29,232	\$30,021	\$30,832	\$31,665	\$32,519	\$33,398	\$34,299	\$35,225	\$36,176	\$37,153	\$38,156	
Maintenance Allowance					\$46,000	\$47,242	\$48,518	\$49,828	\$51,173	\$52,555	\$53,973	\$55,431	\$56,927	\$58,464	\$60,043	\$61,664	\$63,329	\$65,039	\$66,795	\$68,598	\$70,451	\$72,353	\$74,306	\$76,313	
Administration and Contingency					\$115,000	\$118,105	\$121,294	\$124,569	\$127,932	\$131,386	\$134,934	\$138,577	\$142,319	\$146,161	\$150,107	\$154,160	\$158,323	\$162,597	\$166,988	\$171,496	\$176,127	\$180,882	\$185,766	\$190,782	

Totals	Year -->	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Capital Construction Amortized over 20 yrs at Interest Rate		\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038	\$1,447,038		
Operating Costs		\$492,860	\$521,077	\$551,746	\$585,137	\$621,551	\$661,324	\$704,835	\$752,507	\$804,814	\$862,289	\$925,529	\$995,203	\$1,072,061	\$1,156,948	\$1,250,809	\$1,354,705	\$1,469,830	\$1,597,523	\$1,739,286	\$1,896,810		
Total capital amortized + operating (with inflation)		\$1,939,898	\$1,968,115	\$1,998,784	\$2,032,175	\$2,068,589	\$2,108,362	\$2,151,873	\$2,199,545	\$2,251,852	\$2,309,327	\$2,372,567	\$2,442,241	\$2,519,099	\$2,603,986	\$2,697,847	\$2,801,743	\$2,916,868	\$3,044,561	\$3,186,324	\$3,343,848		
PV Total capital amortized + operating		\$39,282,001	\$1,901,861	\$1,891,690	\$1,883,499	\$1,877,416	\$1,873,584	\$1,872,165	\$1,873,335	\$1,877,290	\$1,884,249	\$1,894,453	\$1,908,168	\$1,925,690	\$1,947,346	\$1,973,496	\$2,004,540	\$2,040,918	\$2,083,118	\$2,131,678	\$2,187,191	\$2,250,314	
Total capital + operating cost over 20 years		\$48,957,604																					

Average cost per wet tonne (with inflation)	\$188	\$193	\$198	\$203	\$209	\$214	\$220	\$226	\$232	\$238	\$245	\$251	\$258	\$265	\$272	\$278	\$280	\$287	\$295	\$303	\$311
Total average cost (with inflation)	\$1,875,900	\$1,926,549	\$1,978,566	\$2,031,987	\$2,086,851	\$2,143,196	\$2,201,062	\$2,260,491	\$2,321,524	\$2,384,205	\$2,448,579	\$2,514,691	\$2,582,587	\$2,652,317	\$2,723,930	\$2,797,476	\$2,873,008	\$2,950,579	\$3,030,244	\$3,112,061	
PV Total average cost	\$39,282,106	\$1,839,118	\$1,851,739	\$1,864,447	\$1,877,242	\$1,890,125	\$1,903,097	\$1,916,157	\$1,929,307	\$1,942,548	\$1,955,879	\$1,969,302	\$1,982,816	\$1,996,424	\$2,010,125	\$2,023,920	\$2,037,810	\$2,051,794	\$2,065,875	\$2,080,053	\$2,094,328

Notes
 Interest Rate 4 %
 Rate of Return 2 %
 General Inflation 2.7 % average for one three and five years, source Bank of Canada
 Energy Inflation 12.5 %
 Commodity Inflation 5 %
 10 000 tonnes/yr at 25% solids concentration

* Note This opinion on probable cost is based on an assumed scope of work only. Actual costs can only be established following further investigation, detailed design, and tendering. Costs excludes taxes.



Tunnel Composting Construction Cost Estimate

Client:	City of Sault Ste. Marie	Prepared:	HS
Project:	Biosolids Master Plan	Checked:	RET
Project No:	38-60455	Date:	30-Oct-14

Description	Unit	Unit Cost	Quantity	Amount
General Items and Site Development	LS	\$1,000,000	1	\$1,000,000
Mixing and Blower Rooms	sq.m.	\$2,500	1209	\$3,022,500
Tunnels	LS	\$3,858,000	1	\$3,858,000
Equipment	LS	\$4,900,000	1	\$4,900,000
Miscellaneous	LS	\$900,000	1	\$900,000
Subtotal				\$13,680,500
Estimating Allowance (25%)				\$3,420,125
Subtotal Construction				\$17,100,625
Engineering and Approvals (15%)				\$2,565,094
Total				\$19,665,719



Tunnel Composting Operating Cost Estimate

Client:	City of Sault Ste.Marie	Prepared:	HS
Project:	Biosolids Master Plan	Checked:	RET
Project No:	38-60455	Date:	30-Oct-14

Description	Unit	Unit Cost	Quantity	Amount
Labour				
1 full time equivalent employee	fte	\$80,000.00	1	\$80,000
Supplies				
Wood	cu.m.	\$2.30	37500	\$86,250
Sulphuric Acid	Allowance	\$14,000.00	1	\$14,000
Energy				
Electricity	kWh	\$0.11	876000	\$96,360
Natural Gas	cu.m.	\$0.46	37500	\$17,250
Rolling Stock Fuel	litres	\$1.50	10000	\$15,000
QA/QC	LS	\$23,000.00	1	\$23,000
Maintenance Allowance	LS	\$46,000.00	1	\$46,000
Administration and Contingency	LS	\$115,000.00	1	\$115,000
Total				\$492,860

Appendix G

December 2008 Public Open House

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office
Northeastern
159 Cedar Street, Suite 401
Sudbury ON P3E 6A5
Telephone: 705-564-0120
Toll Free: 1-800-461-1193
Fax: 705-564-6863
Web : www.mah.gov.on.ca/onramp-ne

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux municipalités
Région du Nord-est
159 rue Cedar, Local 401
Sudbury ON P3E 6A5
Téléphone: 705-564-0120
Sans frais: 1-800-461-1193
Télécopieur: 705-564-6863
Site Web: www.mah.gov.on.ca/onramp-ne



DEC 19 2008

OTTEN SIMS HUBICKI ASSOCIATES
Sault Ste. Marie, Ontario

December 16, 2008

BY MAIL and E-MAIL

R. Talvitie, P.Eng
Project Manager
AECOM.
523 Wellington Street East
Sault Ste. Marie, Ontario

P6A 2M4

60455
Publ. c Inpt

RE: CITY OF SAULT STE. MARIE BIOSOLIDS MANAGEMENT PLAN

The Ministry of Municipal Affairs and Housing has been circulated as a member of your Government Review Team, this letter outlines our preliminary comments. We request to be circulated throughout this process; providing our Ministry with the opportunity to comment and review future documentation. Further, we wish to request a copy of the Class Environmental Assessment Terms of Reference when this document is available.

Provincial Policy Statement 2005

Any development proposal for a Waste Management Facility must be consistent with the Provincial Policy Statement 2005; specifically Section 1.6.8 Waste Management.

Sault Ste. Marie Official Plan (1996)

The City of Sault Ste. Marie Official Plan contains policies within Section 2.5 (S.1, S.2 and S.3) which must be considered in the creation of a new Biosolids Management Plan. Please note that the City Planning Department is currently working to update the existing Official Plan; it may be useful to have discussions with their staff regarding your proposal. Communication with their staff will ensure future land use planning takes into consideration land use compatibility surrounding the proposed Biosolids Management Area at the landfill, transportation routes and any proposed expansion(s) or alteration(s).

Thank you for providing our office with the opportunity to participate in your Biosolids Management Plan Class Environmental Assessment. If you have any questions regarding the above comments please contact Charlsey White, Planner Algoma District, at (705) 564-6855.

Sincerely;

A handwritten signature in black ink that reads "Heather Robertson".

Heather Robertson, M.C.I.P., R.P.P.
Manager, Community Planning and Development
Northeastern Municipal Services Office

Talvitie, Rick

*60455
Public Input.*

From: Talvitie, Rick
Sent: December 9, 2008 11:01 AM
To: 'Fred Haavisto'
Cc: 'Susan Hamilton Beach'
Subject: RE: Biosolids Mgmt Plan
Attachments: Revised - West NPRI Analytical Results 2006.pdf; c_L369333 West Plant Report.pdf; c_L369653 East Plant Report.pdf; Revised - East Plant Sludge cake NPRI Analytical Results 2006.pdf; Information Bulletin.pdf

Hi Fred,

Thank you for the interest in this project. I have attached an Information Bulletin which provides some additional information.

I have embedded below, my responses to your questions.

Let me know if you have any other questions or comments.

We hope to see you at the open house.

Regards,

Rick Talvitie, P. Eng.
 Branch Manager
rick.talvitie@aecom.com

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 Sault Ste. Marie, Ontario Canada P6A 2M4
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My email has changed to rick.talvitie@aecom.com. Please update your address books accordingly.

Effective October 2008, Earth Tech, Gartner Lee, TSH and UMA are known collectively as AECOM. AECOM provides a blend of global reach, local knowledge, innovation and technical excellence in delivering solutions that enhance and sustain the world's built, natural, and social environments.

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Please consider the environment before printing this page.

From: Fred Haavisto [mailto:haavisto@soonet.ca]
Sent: December 9, 2008 12:22 AM
To: Talvitie, Rick
Cc: Fred Haavisto

Subject: Biosolids Mgmt Plan

Rick Talvitie:

I saw the notice in the Sault Star and thought I would like to attend, but would like a few details.

- 1) The projected 10,000 tonnes per year of sewage sludge, amounts to an average 27.4 tonnes per day. Is this tonnage based on the wet weight of 75% moisture content? Yes it is the wet tonnage at approximately 75% moisture.
- 2) Is the sewage sludge taken out on a regular daily basis or periodically? The sludge is trucked to the landfill 5 days per week (ie. Monday to Friday).
- 3) Is this material conventionally trucked to the landfill using some kind of tanker? The material is trucked in covered water tight trailers.
- 4) Has a chemical analysis of the sewage sludge been completed. If so, I would appreciate receiving same. I have attached some analytical results. The data provided includes influent, effluent and sludge from both waste water treatment plants.

Possibly these queries would be answered during the Open House on Thursday, but in case I don't have the opportunity to come down, I thought I would ask.

Thanks for now

Fred Haavisto

V.F. Haavisto "Community Forester"
15 Grace Street
Sault Ste. Marie, Ontario P6A 2S7
Tel./Fax 705-946-6328
E-mail: haavisto@soonet.ca

Talvitie, Rick

From: Talvitie, Rick
Sent: December 9, 2008 10:30 AM
To: 'Rosina MacDonald'
Cc: 'Susan Hamilton Beach'
Subject: RE: letter Dated Nov. 17, 2008
Attachments: evaluation matrix.pdf; Information Bulletin.pdf

60455 Publ:u
 Input

Hi Rosina,

Attached are some additional details for your consideration. Later this week I will also forward a copy of the display panels that will be posted at the open house. I have embedded my responses to your questions below. I hope these responses are helpful.

In addition, I would be happy to review the project with you in our office at a time that is more convenient for you.

Let me know if I can be of any further assistance.

Regards,

Rick Talvitie, P. Eng.
 Branch Manager
rick.talvitie@aecom.com

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Please consider the environment before printing this page.

From: Rosina MacDonald [mailto:macrosina@shaw.ca]
Sent: December 8, 2008 4:42 PM
To: Talvitie, Rick
Subject: letter Dated Nov. 17, 2008

Dear Rick,

Project Number: 60455

I will be unable to attend the open house about the Class Environmental Assessment-Biosolids (Sewage Sludge) Management Plan, but if circumstances change I would like to attend.

I have read your letter and can't find any information in it to inquire about.

What are the options being considered? There were a total of 11 alternatives considered (refer to the attached Information Bulletin). The alternatives were evaluated based on technical issues, possible natural and social environmental impacts and costs. A summary of the evaluations is attached for your information and reference.

My questions would be:

Will these options create any more odour than we already experience? One of the key considerations in the study process is the mitigation of odours in the vicinity of the landfill. Presently the biosolids are transported to the landfill and disposed of in the active disposal area. Under the preliminary preferred alternative the biosolids would be transported into an enclosed building on the landfill site. Once in the building the biosolids will be dumped, mixed with lime and heated/dried. An odour control system will also be incorporated as part of the project to treat the air from the facility prior to its release to the atmosphere. The processed material will be stored inside the building for a period of time to facilitate curing. Ultimately the material will be blended with native soils and used as landfill cover.

Will these options create less negative impact on the environment? (or more?) This process will mitigate odours associated with the current disposal of the biosolids in the active disposal area and will also result in the beneficial use for this resource (ie. landfill cover). This process is being used extensively elsewhere. Sarnia is a good example.....it has been visited by City staff and ourselves. The process currently used in Sarnia is being proposed here.

In Sarnia, the processed material is in high demand and is being land applied to farmer's fields. Will there be any other activities that neighbours in the surrounding area should be concerned about? One of the principle reasons the City is proposing to undertake this project is to reduce odours associated with the landfill.

The project will include the construction of a facility on the landfill site to accommodate the proposed process.

There will be no change in the transportation of biosolids to the site other than the possible upgrading of the trailers. The biosolids will now be dumped indoors and processed to reduce odours prior to being incorporated into the landfill as cover material. Air from the facility will be treated prior to release to the atmosphere. In addition to the proposed biosolids treatment facility, other ongoing additional mitigating measures include a planned extension of the purge well system, and the installation of an active landfill gas collection system which will replace the passive flares and reduce methane gas release and odours.

I can only hope that this is not just a case of moving the noxious odour from one area of the city (i.e. the vicinity of the waste water treatment plant and along the transportation routes) to another. At the site itself, the proposed processing will result in a significant reduction in odours from the biosolids. The biosolids will continue to be transported from the two waste water treatment plants to the landfill site as they are now. The City is however investigating the possibility of upgrading the trailers that are used to transport the biosolids with the intent of mitigating odours during transport as well.

I hope this helps!.....Let me know if you would like to discuss further....thx

Rosina MacDonald
165 Old Hwy. 17 North,
Sault Ste. Marie,
Ontario, P6A5K7
(705)-759-8640

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Communication Record

Date: December 5, 2008 Project Number: 60455

Time:

Between: Frank Manzo and Rick Talvitie

Re: Biosolids Management Plan Class EA

PLEASE NOTE: If this communication record does not agree with your records of the meeting, or if there are any omissions, please advise. Otherwise it will assumed that the contents of this record are correct.

Comments:

FM suggested that the preferred management strategy is incineration or cremation.

RT explained that incineration was an option considered in the process but has not been identified as the preliminary preferred due primarily to its high cost.

RT cited the Liberty Energy example in Hamilton which will process 600 t/day. In Sault Ste. Marie we generate 25 to 30 t/day.

Appendix H

December 2014 Public Open House

ATTENDANCE RECORD PUBLIC INPUT SESSION

Project Name: Biosolids Management Class EA
Meeting Description: Public Open House No. 2

Date: December 2, 2014
Time: 3:30 p.m. to 7:30 pm

Location:Civic Centre

Introduction

Waste water in the City of Sault Ste. Marie is treated at two separate sewage treatment plants; the East End and West End plants. The biosolids or sludge that is generated at these plants is dewatered and transported to the City of Sault Ste. Marie landfill for disposal. Historically approximately 10,000 tonnes of biosolids have been disposed of each year. The biosolids accounted for approximately 17% of the overall waste disposed of in 2013. The existing landfill is projected to have approximately 7.5 years of remaining disposal capacity (at the end of 2013).

Background

This Study was initiated in 2008, a public open house was conducted in December 2008 and a final Draft report was prepared in September 2009. The study completion was subsequently deferred at the request of technology vendors to allow them to make presentations and submissions to the City regarding the capabilities of their respective technologies. In addition the province of Ontario introduced new compost standards in July 2012 which impacted the evaluation of one of the alternatives. The evaluations and report have been updated to reflect the passage of time.

Problem/Opportunity

The City initiated this project to address the following problems/opportunities:

- The diversion of biosolids from disposal would enhance the projected longevity of the existing landfill.
- There may be an opportunity to further mitigate odours in transporting and managing the biosolids.
- There are challenges in managing the biosolids at the landfill due to its poor workability and high liquid content. This problem has been exacerbated with the significant reduction in fibrous materials landfilled (ie: increased diversion of paper type products) and the disposal of commercial waste in other sites.
- There is a shortage of earthen cover materials available at the landfill to meet future operational needs.

What is a Class Environmental Assessment?

Municipal infrastructure projects must be undertaken in accordance with the Environmental Assessment ("EA") Act. Municipal infrastructure projects of this type are not subject to a complete environmental assessment but are subject to a "Class" Environmental Assessment ("Class EA"). The Class EA process was developed to ensure that environmental concerns and public input are considered in the implementation of municipal infrastructure projects.

Under this process it is mandatory to consult with the public and relevant review agencies. A public open house is being conducted to provide an opportunity for agencies, area residents and the general public to review and comment on the alternative solutions and design concepts being considered.

Any input or comments received through the public consultation process will be considered in the planning and design of this project. Individuals are encouraged to submit comments, in writing, to the project team.

Biosolids Processing Alternatives

Alternative processing solutions were identified and assessed to address the identified problems/opportunities. The biosolids processing alternatives consist of:

1. Do nothing – provides a basis for comparing the other alternatives.
2. Anaerobic Digestion – bacteria convert solids to a biogas (methane, carbon dioxide, hydrogen sulfide) in the absence of air.
3. Aerobic Digestion – air is introduced and dissolved oxygen and bacteria breakdown the solids and produce carbon dioxide and water.
4. Lime Stabilization – introduce an alkaline material and in some cases heat to raise the pH and reduce the microbiological population.
5. Geotube Freeze-Thaw – place biosolids in a geosynthetic "sock" and add polymers to allow water to drain by gravity over time.
6. Chemical and Heat Treatment – add chemicals and heat to lower the pH and reduce the microbiological population.
7. Enhanced Sludge Dewatering – reduced the liquid content through enhanced filtration and the introduction of heat.
8. Composting – an aerobic, self heating stabilization process requiring the introduction of an amendment to produce a suitable C:N ratio and improve porosity.
9. Pelletization – mixed with dust which coats the sludge granules and air dried to 80% solids content.
10. Incineration – combustion at temperatures in the range of 760°C to 870°C producing carbon dioxide and water.
11. Gasification – a high heat process (>700°C) in the absence of air to create a syngas.

A detailed evaluation of the alternatives was completed with due consideration of technical issues, natural and social environmental impacts and costs.

Preliminary Preferred Processing Alternative

There was a clear preference for **composting and alkaline stabilization**. Design concepts were subsequently developed for both of these alternatives.

The principle reasons for selecting both processing alternatives are as follows:

- Both processes scored similarly in the evaluation and both eliminate the need for disposal of biosolids in the landfill.
- The processed material properties are similar to soil and are suitable for use as landfill cover or for other land application (eg. agriculture or forestry).

- The processed material is less odorous and safer to handle.
- No time of use restrictions as landfill cover resulting in reduced storage requirements.
- No impacts to existing waste water treatment processes.
- Both are well established and reliable processes.

In addition to these processing alternatives, consideration was also given to the end use of the processed product and the location of a processing facility.

End Use Alternatives

Following the selection of a preferred processing strategy, three alternative end use applications were considered for the processing material:

1. Disposal in landfill.
2. Land application (agriculture or forestry).
3. Landfill cover.

An evaluation of these end uses was completed with due consideration of technical criteria, environmental benefits and costs.

Preliminary Preferred End Use Alternative

Based on the results of the evaluation, the preliminary preferred end use for the processed material is landfill cover. The principle reasons for the selection of this alternative are as follows:

- Reduced land area requirements for application.
- No timing restrictions for application resulting in reduced storage area requirements.
- Less onerous administrative requirements.
- Lower costs and less potential for future liability.

The City also recognizes that Vendors may have an interest in marketing and distributing the processed material. Consideration of other end use alternatives will be permitted during the implementation phase.

Alternative Sites

Following the selection of preliminary preferred processing and end use alternatives, three alternative locations were considered for the proposed processing facility:

1. East End Sewage Treatment Plant;
2. West End Sewage Treatment Plant; and
3. The Municipal Landfill Site.

An evaluation of these sites was completed with due consideration of potential land use, transportation and nuisance impacts.

Preliminary Preferred Site

Based on the results of the evaluation the preliminary preferred site selected to host the facility is the landfill.

The principle reasons for the selection of this site are as follows:

- Minimizes the total travel distance/time and related impacts.
- Will provide a means of mitigating biosolids odour issues at the landfill.
- Can be integrated with current operations.
- Vacant land is available on site.
- Lower density of sensitive uses in proximity to

the site.

The City is also investigating upgrades to the trailers that are used to transport biosolids to the landfill site with the intent of mitigating odours during transport.

Your Involvement

You are encouraged to review the project plans and documentation and to ask any questions of the Engineering Consultant or City Officials. Comment sheets have been provided for you to record your opinions, comments and concerns. The Engineering Consultant will accept comments relating to the planning and design of this project until January 9, 2015. Comments can be left with the Consultant at the Public Information Centre or mailed, emailed or delivered to:

AECOM Canada Ltd.
523 Wellington Street East,
Sault Ste. Marie ON P6A 2M4

Attention: Rick Talvitie, P.Eng.
Project Manager
rick.talvitie@aecom.com

Next Steps in the Class EA Process

Once the comments have been received (ie: after January 9, 2015), the Engineering Consultant will compile the information and finalize the preferred solution/design concept. All of the comments received will be considered and incorporated into the planning for this project.

Once the preferred solution/design concept is finalized the project documentation will be finalized and a Notice of Completion will be advertised and issued to all individuals that expressed an interest in the project. The public will be given an opportunity to review the final project documentation over a period of 30 calendar days.

Provided no significant concerns or objections to the proposed undertaking are received during the 30 day review period the City may proceed with the project design and construction subject to the receipt of all necessary technical approvals.

In some cases concerns regarding a project cannot be resolved through discussions with the project Consulting Engineer and/or City Officials. In this unlikely event a person / agency may request that the Minister of Environment make an order for the project to comply with Part II of the Environmental Assessment Act (referred to as a Part II Order). A Part II Order addresses individual Environmental Assessments. Requests for a Part II Order must clearly identify the rationale for the objection and ultimately the Minister will decide based on the process followed and the rationale for the decisions reached.

Thank-you....we appreciate the time you have taken to review the preliminary project documentation!

City of Sault Ste. Marie

***Biosolids Management Class EA
Public Open House (December 2, 2014)***

COMMENT SHEET

Name (print)

Address

Phone No.

I/We have the following comments:

Thank you for your comment(s). Please indicate whether you would like to be notified to provide comments on the Final Report.

- Yes I would like to be notified to allow comment on the Final Report.
- NO I would not like to be notified regarding the Final Report.

Please leave the completed form in the drop box or mail or deliver it to:

AECOM
523 Wellington Street East
Sault Ste. Marie, Ontario P6A 2M4
FAX: 705-942-3642
Email: rick.talvitie@aecom.com

Attention: Mr. Rick Talvitie, P.Eng.

Welcome



City of Sault Ste. Marie Biosolids Management Class Environmental Assessment

Public Information Session
December 2, 2014 – 3:30 pm to 7:30 pm



AECOM

What am I supposed to do?

1. Sign the attendance register.
2. Pick up an information package.
3. View the displays.
4. Ask questions.
5. Complete a comment sheet.

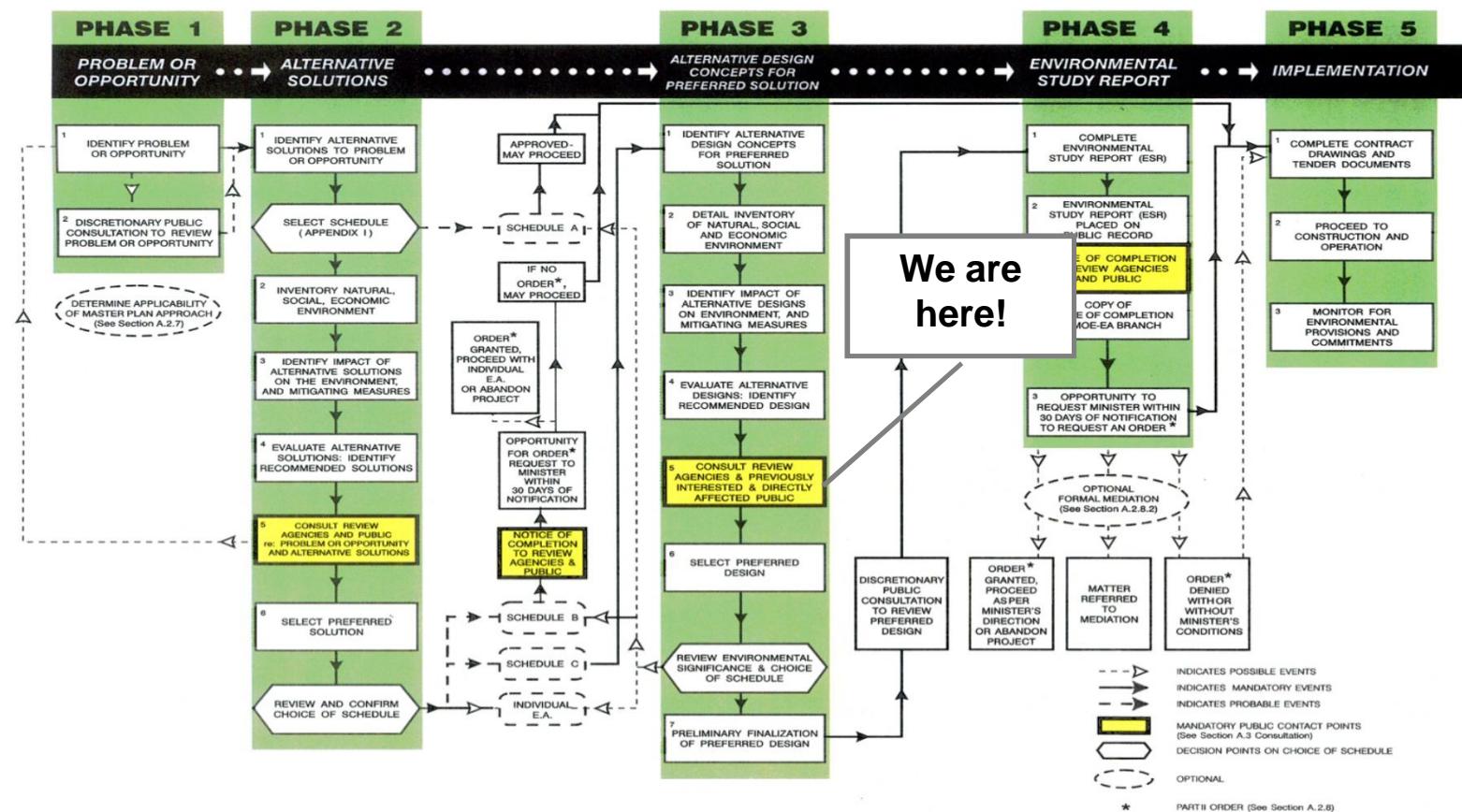
Representatives from the City of Sault Ste. Marie and the Engineering Consultant (AECOM) are present to answer your questions.

Biosolids Management Plan – Class EA



AECOM

Class Environmental Assessment Process



Biosolids Management Plan – Class EA



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What are Biosolids?

Biosolids are a nutrient-rich organic materials resulting from the treatment of domestic sewage at a waste water treatment facility.

Biosolids Management Plan – Class EA



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Problem/Opportunities Being Addressed

- Approximately 10,000 tonnes of biosolids are landfilled annually....this represents approximately 17% of the total waste landfilled.
- There may be an opportunity to further mitigate odour generated in transporting and managing the biosolids.
- Biosolids are difficult to work with within the landfill due to their high liquid content (75% moisture).
- There is a shortage of earthen cover material available for future operations at the landfill site.

Biosolids Management Plan – Class EA



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Project History

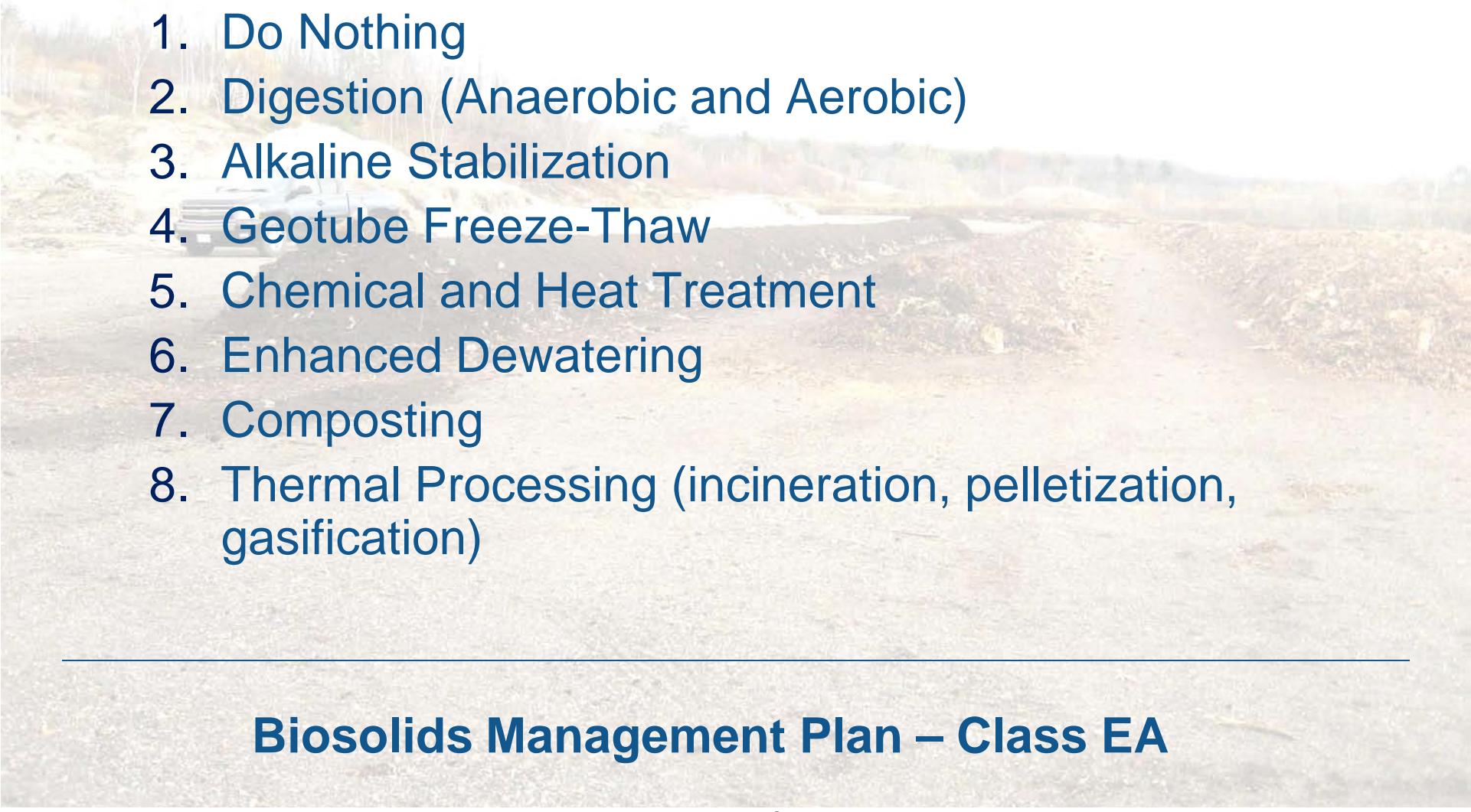
- Study initiated in 2008 and a Final Draft report was issued in September 2009.
- Final completion delayed to allow consideration of unsolicited proposals from technology vendors.
- Vendor submissions received and assessed.
- Concluded various vendors appropriately considered within the processing alternatives evaluation.
- New provincial composting regulations released July/12.
- Reporting updated to reflect new composting regulations and various other changes over time.
- Modest changes to recommendations.

Biosolids Management Plan – Class EA



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Alternative Management Strategies

- 
- The background of the slide shows a large, sprawling mound of brownish-brown material, likely biosolids or compost, with some green vegetation and trees in the distance under a clear sky.
1. Do Nothing
 2. Digestion (Anaerobic and Aerobic)
 3. Alkaline Stabilization
 4. Geotube Freeze-Thaw
 5. Chemical and Heat Treatment
 6. Enhanced Dewatering
 7. Composting
 8. Thermal Processing (incineration, pelletization, gasification)

Biosolids Management Plan – Class EA



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Evaluation of Alternative Management Strategies

EVALUATION CRITERIA	
Criterion	Description
Technical	
Flexibility – Biosolids Quality	Sensitivity of the Alternative to the biosolids quality – ability to meet performance objectives for a range of feedstock compositions
Flexibility – Biosolids Quantities	Sensitivity of the Alternative to the quantity of biosolids – ability to accommodate variations in quantity
Flexibility – Regulatory Changes	Anticipated ability to meet future changes in regulations.
Approvals Requirements	Anticipated degree of difficulty in gaining system approval including EA requirements.
Proven and Reliable Technology	Proven track record operating in North America for similarly sized installations.
Compatibility with Current WPCP Processes	Changes required to existing waste water infrastructure to accommodate the Alternative.
O&M Requirements	Complexity of the Alternative and level of operator skill and attention required.
Potential for Use as Landfill Cover	Potential to use the processed material or by-products of the process for landfill cover.
Odour Mitigation	Potential to mitigate odour impacts at the facilities and along transportation routes.

Biosolids Management Plan – Class EA



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Evaluation of Alternative Management Strategies

EVALUATION CRITERIA	
Criterion	Description
Natural Environment	
Air	Potential for impacts to the air in the form of emissions (odour excluded evaluated separately).
Water	Potential for impacts to surface and ground water quality.
Land	Potential for impacts to land.
Social Environment	
Public Health	Potential for impacts to public health.
Land Use-Processing	Site size requirements and the availability of suitable lands.
Land Use-Disposal	Availability of sites for the use/disposal of the processed material.
Financial	
Lifecycle Costs	A qualitative comparison of the lifecycle cost expectations for each alternative.

Biosolids Management Plan – Class EA



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Evaluation of Alternative Management Strategies

- Scoring ranges from -2 to +2.
- Zero is equivalent to Do Nothing.
- A score above zero indicates the alternative is preferable to Doing Nothing under a given criterion.
- A score below zero indicates Doing Nothing is preferable to the Alternative under a given criterion.
- Weightings range from 1 to 3.
- Higher weightings assigned to criteria that reflect the principle objectives of the study.

Biosolids Management Plan – Class EA



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Evaluation of Alternative Management Strategies

Alternative Solution	Technical								
	Flexibility – Biosolids Quality	Flexibility – Biosolids Quantities	Flexibility – Regulatory Changes	Approvals	Proven & Reliable Technology	Compatibility With Current WPCP Processes	O&M Requirements	Potential for Use as Landfill Cover	Odour Mitigation
Criteria Weighting	x 1	x 1	x 1	x 1	x 1	x 1	x 1	x 3	x 3
Anaerobic Digestion	-2	-2	2	2	0	-1	-1	0	3
Aerobic Digestion	0	-1	2	2	0	0	-1	0	3
Alkaline Stabilization	0	0	2	2	0	0	-1	6	5
Geotube Freeze and Thaw	0	0	0	0	-1	0	0	0	0
Chemical and Heat Treatment	0	0	2	-1	-1	0	-1	0	3
Enhanced Dewatering	-1	0	0	0	0	0	-1	0	3
Thermal	0	0	1	0	-1	0	-2	3	6
Composting	0	0	2	1	0	0	-1	6	5

Biosolids Management Plan – Class EA



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Evaluation of Alternative Management Strategies

Alternative Solution	Natural Environment			Social Environment			Financial	Total
	Air	Water	Land	Public Health	Land Use – Processing	Land Use – Disposal		
Criteria Weighting	x 1	x 1	x 1	x 1	x 1	x 1	x 3	
Anaerobic Digestion	0	0	0	2	-1	2	-5	-1
Aerobic Digestion	0	0	0	2	-1	2	-4	4
Alkaline Stabilization	-1	0	0	2	-1	1	-3	12
Geotube Freeze and Thaw	0	-1	0	0	-2	0	0	-4
Chemical and Heat Treatment	0	0	0	2	-1	1	-3	1
Enhanced Dewatering	0	0	0	1	0	1	-2	1
Thermal	-1	0	0	1	-2	1	-6	0
Composting	0	0	0	2	-1	1	-5	10

Biosolids Management Plan – Class EA



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Evaluation of Alternative Management Strategies Conclusions Reached

Two alternatives received more favourable scoring relative to the other alternatives. The following alternatives were carried forward for further consideration in the next phase of the study process:

- Alkaline Stabilization; and
- Composting.

Biosolids Management Plan – Class EA



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Alternative Sites Evaluation

EVALUATION CRITERIA	
Criterion	Description
Transportation	Potential impacts associated with the transportation of biosolids and the processed material (noise, vibrations, emissions).
Adjacent Land Use	Potential nuisance impacts to adjacent land uses (odour, dust, noise, vibrations).
Future Land Use	Potential impact of the proposed facilities on the future anticipated land uses on the site.
Operations	Potential impact of the proposed processing operations on the existing site operations and the ability to integrate the new operations.
Processing Plant Upset	Potential impact of a processing plant upset.

Biosolids Management Plan – Class EA



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East End Waste Water Treatment Plant



Biosolids Management Plan – Class EA



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West End Waste Water Treatment Plant



Biosolids Management Plan – Class EA



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Landfill Site



Biosolids Management Plan – Class EA



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Alternative Sites Evaluation

SUMMARY OF EVALUATION RESULTS			
Criterion	EEWPCP	WEWPCP	Landfill
Transportation	+2	+1	+3
Adjacent Land Use	+1	+2	+2
Future Land Use	+1	+1	+1
Current Operations	+1	+1	+2
Processing Plant Upset	+1	+2	+2
TOTALS	+6	+7	+10

Biosolids Management Plan – Class EA



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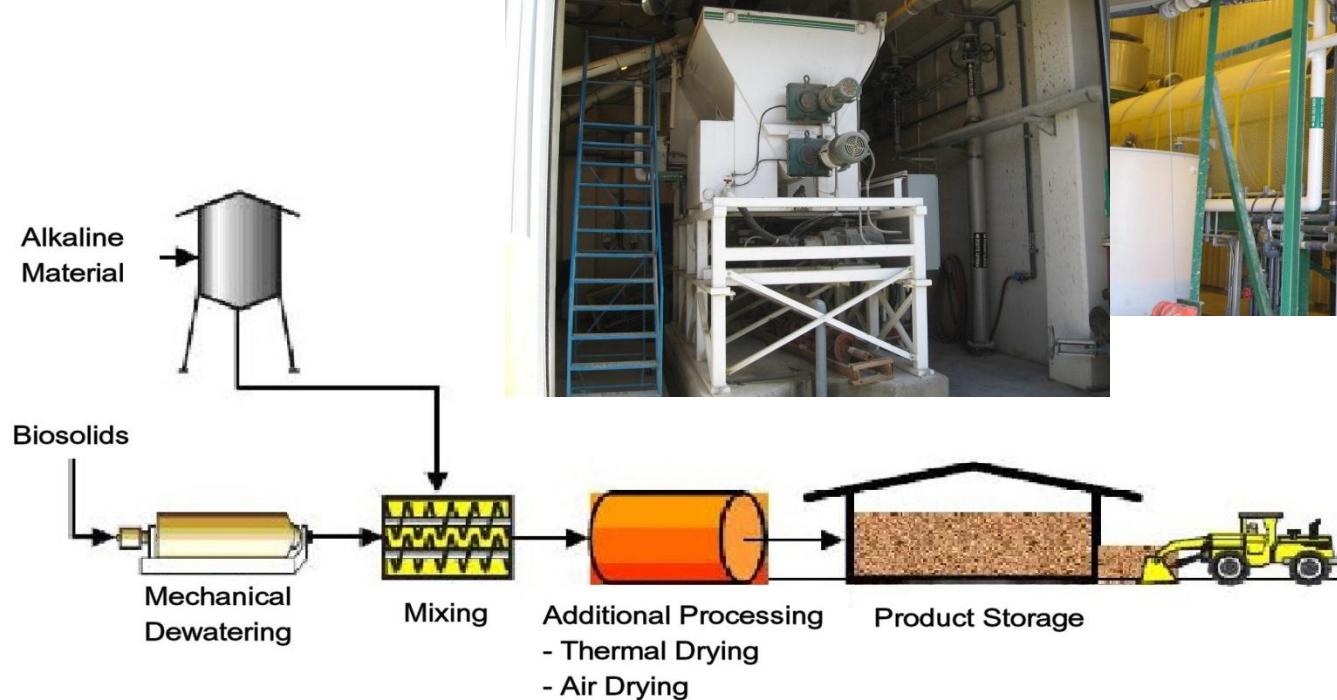
Evaluation of Alternative Facility Locations Conclusions Reached

The landfill site received the highest overall scoring and is the preliminary preferred location to host a processing facility.

Biosolids Management Plan – Class EA

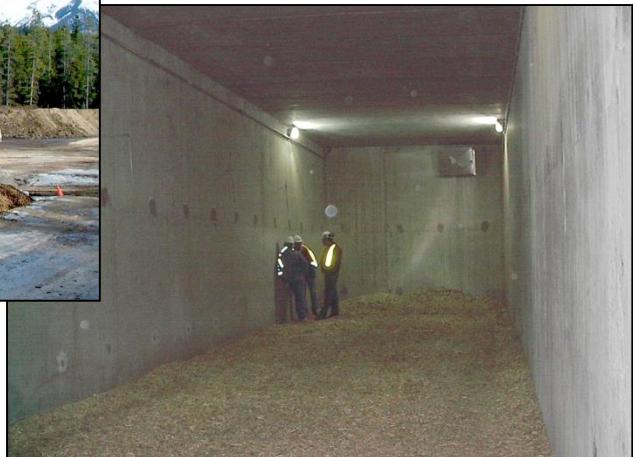


Alkaline Stabilization



Biosolids Management Plan – Class EA

Composting



Biosolids Management Plan – Class EA



AECOM

Lifecycle Cost Comparison: Lime Stabilization vs. Composting

- Lime Stabilization estimated cost = \$166 to \$201 per wet tonne
- Composting estimated cost = \$168 to \$188 per wet tonne

Biosolids Management Plan – Class EA



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Preliminary Preferred Solution

- Process the dewatered biosolids from both waste water treatment plants in an alkaline stabilization or composting facility to be constructed at the landfill site. The facility will include odour control and the processed material will be combined with native fill and used as landfill cover.
- Consider other beneficial uses (eg. land application – agriculture, forest, etc.) for the processed material.
- Consider upgrading the trailers used to transport biosolids to the landfill site with the intent of enhancing existing odour mitigation.

Biosolids Management Plan – Class EA



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Rationale for Selection of the Preliminary Preferred

- Alternatives scored similarly;
- Mitigates odours at the landfill and in transit;
- Removes biosolids from the waste stream (beneficial use);
- Addresses the shortage of cover material at the landfill;
- Limited storage requirements;
- No impacts to existing waste water treatment process;
- Both are well established and simple processes.

Biosolids Management Plan – Class EA



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Next Steps

- Summarize the public and agency input received;
- Identify any changes required to the preliminary preferred design concept based on input received;
- Issue a Notice of Completion and allow for further input over a 30 day period; and
- Proceed with a Request for Proposal provided there are no requests for a Part II Order (subject to Council approval) - true capital costs are best established through a request for proposal process.

Biosolids Management Plan – Class EA



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Daniel Perri, EIT, Engineering Intern
DEPARTMENT: Engineering and Planning Department
RE: Miscellaneous Flood Prone Areas – Ontario Avenue/
Summit Avenue, Bianchi Estates, Morrison Avenue, and
925 Peoples Road

PURPOSE

This report is in response to a Council resolution dated 2014 06 23:

Whereas the area of Ontario Avenue east from Pim Street to Simpson Street has been identified as prone to severe flooding; and Whereas storm water runoff flowing south from MacDonald Avenue to Summit Avenue and downhill to Ontario Avenue has been identified as the major contributor to this problem; Now Therefore Be It Resolved that the Engineering Department be requested to pursue further investigation into the issues around storm water runoff from Summit Avenue to Ontario Avenue and report back to City Council on those findings.

This report also addresses other minor flood prone areas, including Bianchi Estates, Morrison Avenue, and 925 Peoples Road.

BACKGROUND

Engineering staff have investigated the flood prone area on Ontario Avenue along with several other areas that are problematic, but minor in scope. The intention is to prepare a single contract for construction of remedial works to address the worst problems.

ANALYSIS

Outlined below is a short summary of each of the problematic areas along with recommended solutions.

Miscellaneous Flood Prone Areas – Ontario Avenue/ Summit Avenue, Bianchi

Estates, Morrison Avenue, and 925 Peoples Road

2015 04 27

Page 2

Ontario Avenue/ Summit Avenue Flooding:

The Engineering Department performed a storm sewer capacity analysis for the Summit Avenue drainage area. This area is approximately 5.5ha and outlets to a 450mm diameter storm sewer on Pim Street. All storm sewers in this area were analyzed but the 300mm diameter storm sewer on Summit Avenue was the focus as that is the location where we anticipate storm water to surcharge over the embankment and onto Ontario Avenue.

It was determined that the 300mm diameter storm sewer on Summit Avenue is undersized. Under moderate to severe rain, it is likely that the storm sewer will surcharge, resulting in surface flooding downstream. The storm sewer on Summit Avenue should be upgraded to a 675mm diameter pipe to convey the 1 in 10 year storm.

Further analysis of the storm sewer on Pim Street revealed that it is undersized. The City currently plans to widen Pim Street in the near future and has been waiting to purchase property in order to widen the road. When property issues are resolved, and Pim Street has been budgeted for, the storm sewer on Pim Street can be upgraded to carry the 1 in 10 year storm flows. In the interim, upgrading the Summit Avenue storm sewer will provide some drainage improvements for the Ontario Avenue residents.

Bianchi Estates Flooding:

The southeast section of the Bianchi Estates Subdivision experiences localized flooding under moderate to severe rainfall events, impacting properties from 147 Millcreek Drive to 167 Millcreek Drive.

The Engineering Department performed a capacity analysis of the storm system on Millcreek Drive. It was determined that the system is slightly undersized, but well within an acceptable range, not warranting an upgrade to the storm sewer. Storm water systems are designed to surcharge under severe flooding events and flow overland to a suitable outlet. The overland flow path for this area does not currently reach a suitable outlet, which causes flooding to the above noted properties.

It is proposed to create a suitable overland flow outlet by re-grading the walkway between 156 Millcreek Drive and 160 Millcreek Drive, directing surface water to the storm water management pond to the east.

Morrison Avenue:

An existing catchbasin is located on Morrison Avenue between civics 525 and 530. This catchbasin discharges storm water over private property to the ravine land to the south. The property owner of 530 Morrison Avenue has experienced property damage as a result of this discharge, which City forces have repaired.

In order to prevent further property damage and potential downstream flooding, it is proposed to install a catchbasin lead northerly, connecting to the storm sewer in front of 546 Morrison Avenue.

925 Peoples Road Flooding:

A 1200mm diameter culvert located at 925 Peoples Road conveys storm water from a 220ha drainage area extending north of Fifth Line. This culvert is prone to blockages, which results in flooding.

During the September 2013 flood, the culvert became blocked with debris resulting in significant flooding downstream. The affected area was from Peoples Road west to Farewell Terrace and from Elliott Road south to Second Line.

In order to prevent further flooding due to blockage of this culvert, it is proposed to install a concrete headwall with a grate at the inlet of the culvert. This will prevent debris from blocking the culvert, allow for additional response time to clear debris, and will prevent erosion of the channel bank.

IMPACT

The construction cost estimate for the above noted projects are as follows:

- Upgrade Summit Avenue Storm Sewer - \$280,000
- Re-grade walkway at Bianchi Estates Subdivision - \$55,000
- Re-route catchbasin lead on Morrison Avenue - \$90,000
- Install concrete headwall and grate at 925 Peoples Road - \$25,000

The Finance Department has confirmed that there are sufficient uncommitted funds in the Urban Only Capital account for these works.

STRATEGIC PLAN

Ensuring storm water conveyance is not compromised, is consistent with Strategic Direction 1: Developing Solid Infrastructure. In particular Objective 1A, Environmental Leadership touching on the rehabilitation of aqueducts/open channels is being partially met.

Miscellaneous Flood Prone Areas – Ontario Avenue/ Summit Avenue, Bianchi Estates, Morrison Avenue, and 925 Peoples Road
2015 04 27
Page 4

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Engineering Intern dated 2015 04 27 concerning Miscellaneous Flood Prone Areas be received, and that a contract be prepared for work to remediate the flood prone areas.

Respectfully submitted,



Daniel Perri, EIT
Engineering Intern

Recommended for approval,



Jerry D. Dolcetti, RPP
Commissioner



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano & Members of City Council
AUTHOR: Catherine Taddo, P. Eng., Land Development and Environmental Engineer
DEPARTMENT: Engineering and Planning Department
RE: Wastewater Facility Designated Substance Surveys

PURPOSE

The purpose of the report is to request Council approval for a budget allocation relating to a Wastewater Facility Designated Substance Survey. In addition, Council approval is being requested to issue the associated Request for Proposal.

BACKGROUND

Regulations of the Ontario Health and Safety Act require that the City maintains an Asbestos Inventory and Hazard Assessment for City-owned buildings. Subsequent to a request for proposal issued by the Health and Safety Department, Council approved retaining D. Harris and Associates for the purposes of an Asbestos Inventory and Hazard Assessment for City-owned buildings on December 10, 2007. The assessment was completed in 2008 for all City buildings listed in the Location List included in the Request for Proposal.

ANALYSIS

In 2014 a request for information related to the assessment was submitted by the PUC in relation to the City wastewater facilities operated by their forces. Upon further review it was noted that the treatment plants and pump stations were omitted from the original list of City owned buildings. As a result, a new request for proposal pertaining to the asbestos inventory and hazard assessment for outstanding buildings is required.

The City owns the following wastewater pump station and treatment plant assets:

- Two treatment plants (east and west), and seven large pump stations operated by the PUC, and;

Wastewater Facility Designated Substance Surveys

2015 04 27

Page 2

- Eighteen small sanitary pump stations and one small storm pump station operated by PWT.

A report meeting the requirements of the Ministry of Labour Regulation 278/05 will be required.

In addition to the above requirements PWT has expressed a need for a full Designated Substance Survey for the small pump stations. This survey will review the presence of eleven additional hazardous building materials. It is anticipated that the RFP will include the additional scope of work.

IMPACT

A budget of approximately \$150,000 is requested for purposes of the Designated Substance Survey to be funded from the 2015 sanitary sewer surcharge account. The budget is contingent upon the number of samples required per site, to meet the regulatory requirements. The number of required samples will be unknown until the site assessment is completed and materials are identified.

STRATEGIC PLAN

Although not specifically identified, the Designated Substance Survey is linked to Strategic Direction 1: Developing Solid Infrastructure, Objective 1C – Property Management and Development.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Land Development and Environmental Engineer concerning the Wastewater Facility Designated Substance Survey be received, and the recommendation that a Request for Proposal and associated \$150,000 budget to be funded from the 2015 sanitary sewer surcharge budget be approved.

Respectfully submitted,



Catherine Taddo, P.Eng.

Land Development and Environmental Engineer

Recommended for approval,



Jerry Dolcetti, RPP

Commissioner



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Carl Rumieli, P. Eng., Design & Construction Engineer
DEPARTMENT: Engineering and Planning Department
RE: Reconstruction of Upton Road (Queen Street to Wellington Street) – Contract 2015-1E

PURPOSE

The purpose of this report is to obtain approval to award Contract 2015-1E. The project includes the Reconstruction of Upton Road from Queen Street to Wellington Street.

BACKGROUND

In the current Five Year Capital Road Reconstruction Plan, the reconstruction of Upton Road is planned for 2015.

Tenders received for Contract 2015-1E were opened at a public meeting Thursday, April 16, 2015 in the Korah Room of the Civic Centre. Present at the opening was Councilor Marchy Bruni 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 WSP. The low tender of **\$3,036,711.72** (including HST) was received from Avery Construction Limited. This is above the consultant's pre-tender estimate of \$3,010,648.83.

IMPACT

When recoverable HST and PUC costs are removed and an allowance for engineering is added, the City's cost to complete this project is projected to be **\$2,223,697**. Within this amount we are over on the overall capital budget by \$138,592, over on the urban only budget by \$54,527 and over on the sanitary sewer surcharge budget by \$43,445.

Reconstruction of Upton Road

2015 04 27

Page 2

When we compare the reconstruction of Upton Road and McMeeken/ Elizabeth (being awarded on a separate report), we are tracking over budget on the 2015 reconstruction program at this time. On our three accounts, we are over budget by \$160,721 on the Overall Capital, over budget by \$260,079 on the Urban Only, and over budget by \$43,020 on the Sanitary Sewer Surcharge at this time. However, our projects all carry healthy contingency allowances built into the contracts that often are not spent. As subsequent tenders come in for the other projects, we will monitor the 2015 Construction Program to ensure that we come in on or near budget. We will continue to keep Council informed.

STRATEGIC PLAN

This is linked to the Strategic Plan through Objective 1B – Transportation Network Improvements.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Design & Construction Engineer dated 2015 04 27 concerning the Reconstruction of Upton Road be received and the recommendation that Contract 2015-1E be awarded to Avery Construction Limited, be approved.

By-law **2015-75** authorizing execution of Contract 2015-1E the Reconstruction of Upton Road and By-law **2015-76** authorizing the road closure of Upton Road (Queen Street to Wellington Street) from May 1, 2015 until October 31, 2015 appear elsewhere on the Agenda and are recommended for approval.

Respectfully submitted,



Carl Rumiel, P. Eng.
Design & Construction Engineer

Recommended for approval



Jerry Dolcetti, RPP
Commissioner

/bb
Attach.



April 17, 2015

Carl.rumiel@cityssm.on.ca
141-2108-00

Mr. Carl Rumiel, P.Eng.
City Engineering Department
City of Sault Ste. Marie
99 Foster Drive, Civic Centre
Sault Ste. Marie, ON P6A 5N1

Dear Mr. Rumiel

**RE: City Contract № 2015-1E
Upton Road Reconstruction -- TENDER REPORT**

We are pleased to provide our Tender Evaluation Report and recommendation for the tenders received for the reconstruction of Upton Road.

Project Description

The work generally consists of the reconstruction of Upton Road, from Queen Street East to Wellington Street East, including storm and sanitary sewers, watermains and appurtenances, and a sidewalk on both sides of Upton Road.

Tendering of the Works

The call for tenders was advertised in the City Information Column of the Sault Daily Star on March 21, 2015. Copies of the contract documents were also made available for review at the Sault Ste. Marie and Sudbury Construction Associations.

Two Addenda were issued to the contract on April 9, and April 15, 2015 respectively.

Tenders closed at the Civic Centre on April 16, 2015 at 3:00 p.m. and were opened publicly in the Korah Room by representatives of the City and WSP Canada Inc. at approximately 3:15 p.m. on the same day.

Tender Prices

Four tenders were received for the works. The tender prices, as read at the tender opening, were as follows:

Contractor	Total Tender Price (including HST)
Palmer Construction Group	\$3,146,798.16
Ellwood Robinson Limited	\$3,279,897.15
R. M. Belanger Limited	\$4,465,565.08
Avery Construction Ltd.	\$3,036,711.72

The tenders were checked for arithmetic accuracy, and two errors were encountered. The corrected tender prices and ranking of the tenders received are as listed below:

Contractor	Total Tender Price (including HST)	Ranking
Avery Construction Ltd.	\$3,042,361.72	1
Palmer Construction Group	\$3,146,798.16	2
Ellwood Robinson Limited	\$3,279,897.15	3
R. M. Belanger Limited	\$4,548,733.08	4

The corrected tender prices did not affect the ranking of the four tenders received.



All of the tenders were submitted with the appropriate Tender Deposit cheques in the amount of \$100,000, 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 \$100,000.

A breakdown of the Tender Items is attached.

The Pre-Tender Estimate for the work was \$3,010,648.83 (including HST).

WSP's Experience with the Low Bidder

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

Completion Date

The contract documents required that all work be Complete by October 23, 2015. Final paving and restoration must be completed by June 30, 2016.

Tender Validity

The contract documents stipulated that tenders be open for acceptance for a period of 60 days following the closing date, or until June 15, 2015.

Approvals

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

Recommendation

WSP recommends that the City award the tender to Avery Construction Ltd. for a Total Tender Price of \$3,042,361.72 (inclusive of HST), subject to receipt of the Environmental Compliance Approval for the sewage works from the Ministry of the Environment.



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 Ltd. The remaining tender deposit cheques from Ellwood Robinson and R. M. Belanger Limited can be returned.

Original copies of the submitted Tenders will be hand delivered today.

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

Yours very truly

WSP

A handwritten signature in blue ink that reads "Monte Lucas".

Monte Lucas,
Project Manager

ML:jc
Encl. (4)



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Don Elliott, P. Eng. – Director of Engineering Services
DEPARTMENT: Engineering and Planning Department
RE: Resurfacing of City Streets – 2015

PURPOSE

The purpose of this report is to obtain Council approval of the planned 2015 road resurfacing program.

BACKGROUND

Each year, the majority of the \$1M miscellaneous construction budget is allocated to road resurfacing. As noted in previous reports, miscellaneous construction funds allocated to resurfacing are rapidly becoming insufficient to meet the needs as the budget is not keeping pace with rising construction costs. The Engineering Division foresees several road sections on arterial roads which will require resurfacing within the next few years.

The Engineering Division will once again be administering the annual \$300,000 surface treatment program. This program is for resurfacing class C roadways. The City has many class C road sections that do not have a proper asphalt surface, but rather a surface treatment of tar and gravel. It is an inexpensive means of putting a hard surface on low volume roads, but it does not work well on higher volume roads, especially when they are bus routes, or when they are near schools.

As reported to Council at the 2014 02 18 meeting, the Engineering Division sees merit in converting high volume class C surface treated roads to asphalt surfaced class B roads. A portion of the resurfacing budget will once again be used for this purpose in 2015.

ANALYSIS

The resurfacing program for the 2015 construction season will include the following streets:

Resurfacing of City Streets

2015 04 27

Page 2

Class A:

These street sections will be resurfaced using an asphalt recycling technique, including a 50 mm layer of new surface asphalt, or mill and overlay as noted. The pavement recycling method employed will provide recycled asphalt that can be donated as a base course to class B streets listed below, or stockpiled for future resurfacing projects.

- Second Line from CN Rail to Peoples Road – cold in place recycling and new asphalt surface;
- Peoples Road from Second Line to Everett – cold in place recycling and new asphalt surface;
- Sackville Road from Northern Ave to Second Line – cold in place recycling and new asphalt surface.

Class B:

These streets will be pulverized and paved with donated asphalt from other projects, followed by a layer of new surface asphalt. Several of these roads are bus routes, and a class B surface will provide more longevity.

- Base Line from Town Line to Carpin Beach Road – pulverize and re-pave;
- Fourth Line West from Civic 887 to Goulais Ave – pulverize and re-pave;
- Frontenac Street from Adeline to west limit of Rankin First Nation – convert from surface treatment to class B;
- Kerr Drive from Weeks to Chambers – convert from surface treatment to class B;
- Lawson Avenue from Manitou Drive to Anna Street - convert from surface treatment to class B;
- Misc. class B patches.

Class C:

The following streets are due for replacement of surface treatment. They will all be completed if the project budget allows:

- Moss Road from Third Line to Fourth Line:
- Brule Road from Civic 708 to north limit.

Essar Center Queen Street Drop off/Pick-up Area:

At the 2015 02 09 meeting of Council, approval was given to extend the auxiliary drop off lane on the south side of Queen Street at the ESSAR Centre. That work will be included in the miscellaneous paving contracts.

IMPACT

Each year, the Engineering and Finance departments attempt to find additional funding for resurfacing. At the 2015 04 20 budget meeting, Council approved \$1,116,644 of the 2014 surplus, and \$221,000 from miscellaneous construction carry-over reserves be used for asphalt resurfacing. There is a small portion of 2015 capital road funds identified for resurfacing. These are all construction funds as the contracts are administered and inspected in-house by engineering technical staff.

The following amounts contribute to the resurfacing budget:

2015 misc. construction resurfacing allowance	\$ 590,000
2015 surface treatment allowance	\$ 300,000
Resurfacing allowance in 2012 capital budget	\$ 200,000
Miscellaneous Construction carry-over reserves	\$ 221,000
Surplus from 2014 budget (approved 2015 04 20)	\$1,116,644
Total	\$2,427,644

STRATEGIC PLAN

Road resurfacing is linked to the Transportation Network Improvements objective under the Developing Solid Infrastructure strategic direction.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Engineering Services dated 2015 04 27 concerning the 2015 road resurfacing program be received, and that the program be approved with funding from the 2015 miscellaneous construction budget, miscellaneous construction carry-over reserves, the 2015 capital construction program, and a portion of the 2014 city budget surplus.

Respectfully submitted,



Don Elliott, P. Eng
Director of Engineering Services

Recommended for approval



Jerry Dolcetti, RPP
Commissioner

/bb



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Paul Milosevich – Assistant Fire Chief – Inspection Division
DEPARTMENT: Fire Services
RE: Memorandum of Understanding – Fire Investigation

PURPOSE

The purpose of this report is to designate a City representative the authority to sign, legally binding the Sault Ste. Marie Fire Services procedural agreement concerning Fire Investigations.

BACKGROUND

A three way procedural agreement currently exists between; Sault Ste. Marie Fire Services (SSMFS), Sault Ste. Marie Police Services (SSMPS), and the Office of the Fire Marshal / Emergency Management (OFMEM). The agreement describes the roles and responsibilities of each agency, should a fire investigation be required meeting certain determined thresholds. Due to changes in OFMEM threshold criteria, the existing procedural agreement required amendments, reflecting new benchmarks.

The new procedural agreement requires the signature of a “City Representative” having the authority to legally bind the document.

RECOMMENDATION

By-law 2015-69 appears elsewhere on the agenda and is recommended for approval.

Respectfully submitted,

Paul Milosevich
Assistant Fire Chief

Recommended for approval

Mike Figliola
Fire Chief



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Matthew Caputo, Solicitor/Prosecutor
DEPARTMENT: Legal Department
RE: Accessible Taxis

PURPOSE

The purpose of this report is to advise City Council of the current status of Accessible Taxicabs within the City of Sault Ste. Marie, and to request that City Council approve By-law 2015-72, which will amend Taxicab By-law 2011-161.

BACKGROUND

In accordance with Section 156 of the *Municipal Act, 2001*, S.O. 2001, c.25, City Council passed By-law 2011-161 on September 12, 2011. This by-law permits Police Services to regulate who may operate a taxicab within the City of Sault Ste. Marie, and provides regulations for those with licences. Companies can apply to Police Services for a licence to operate a taxicab and in doing so they agree to follow the rules and regulations outlined in the by-law. Further, it provides the authority for Police Services to shut down or otherwise restrict improper behaviour by those operating taxicabs.

On July 1, 2011, Ontario Regulation 191/11, the Integrated Accessibility Standards regulation under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, was passed by the Ontario Legislature. The Integrated Accessibility Standards include the Transportation Standards for municipalities. Section 79 of these standards requires all municipalities to consult with their municipal Accessibility Advisory Committee, along with the public and persons with disabilities within the community, to determine the proportion of on-demand accessible taxicabs that are required for the municipality. The required public consultation session occurred on February 20, 2013, and was hosted by the Accessibility Advisory Committee (AAC). Further consultation with the AAC took place on April 10, 2013 and the AAC thereafter passed a motion recommending the number of on-demand accessible taxicabs which should be available to the public.

ANALYSIS

On November 13, 2014, the AAC, with the assistance of the Legal Department, provided a presentation to the Police Services Board regarding accessible taxicabs. The presentation recommended that amendments to By-law 2011-161 are necessary to ensure that adequate accessible on-demand taxicabs are available to the public. The Police Services Board unanimously approved the suggested amendments, and requested that a draft by-law be prepared for their consideration and approval. On February 26, 2015 a draft by-law was presented to the Police Services Board which unanimously approved same.

The amendments to By-law 2011-161 ensure that all taxicab companies who are licenced to operate within the City of Sault Ste. Marie must provide at least one (1) accessible taxicab available to the public twenty-four hours a day, seven days a week. If the company holds more than thirty-five (35) licences, they will be required to provide at least two (2) accessible taxicabs available to the public twenty-four hours a day, seven days a week. The amendments further require that all licenced entities comply with the new sections of the by-law by July 1, 2015, and if they fail to provide the accessible taxicabs as required, their licences may be revoked by the Police Services Board. The companies affected by these amendments have been aware of this potential change since the initial consultation period on February 20, 2013.

As a result of these by-law amendments moving forward and being implemented by our current local licence holders, the City of Sault Ste. Marie will have approximately three (3) accessible taxicabs available to the public. The current number of accessible taxicabs available to the public is zero (0). Other northern municipalities have a number of accessible taxicabs available for service; Sudbury currently has seven (7), Thunder Bay has twenty-one (21), North Bay has one (1) and Timmins has two (2).

Finally, in accordance with the legislation, the by-law ensures that individuals who use an accessible or a traditional taxicab are charged the same fare.

IMPACT

The proposed changes may result in a slight increase in the number of taxicab licences issued, and therefore a slight increase in revenue from same.

STRATEGIC PLAN

The proposed changes shall result in an increase in the amount of accessible services available to the public, which is an important aspect of the City's Strategic Plan.

RECOMMENDATION

It is therefore recommended that Council take the following action:

By-law 2015-72, being a by-law to amend By-law 2011-161, be passed in open Council this 27th day of April, 2015.

Respectfully submitted,



Matthew Caputo
Solicitor/Prosecutor

Recommended for approval,



Nuala Kenny
City Solicitor

MC/da

LEGAL\STAFF\COUNCIL REPORTS\2015\ACCESSIBLE TAXICABS.DOCX

April 27/15

Members of Council:

I am concerned/still about the impact that this bylaw will have on the Drivers of taxis that are being paid straight Commission. They will be asked (told) to pick up persons who will require more time for pick up and drop off. The taxi companies make no attempt to insure that commission drivers are paid at least the Employment Standard Minimum and drivers usually (almost always) make less than minimum wage now. This would not be a problem if they were being paid minimum wage, but that is not the case.

Ray Dawson

392 John St
Sault Ste Marie ON
P6C 3J9

RECEIVED
CITY CLERK
APR 27 2015
NO.: 52831
DIST:



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Nuala Kenny, City Solicitor
DEPARTMENT: Legal Department
RE: Requested Easement to PUC – Part 186 Huron Street

PURPOSE

The purpose of this report is to recommend to Council that it authorize an easement for a small transformer to be acquired by PUC Inc. (PUC) on a portion of City owned property, namely part of 186 Huron Street (the “Subject Property”), the terms of which shall be negotiated through the City Legal Department.

BACKGROUND

PUC contacted the City to request an easement for a small transformer on the Subject Property. In meetings with Planning regarding a review of the reconstruction of Huron Street it was noted that the PUC required an easement on the Subject Property.

ATTACHMENT

Attached to this report is a copy of a drawing received from PUC, setting out the location of the required easement.

ANALYSIS

The request was circulated to relevant City departments. There were no concerns or issues raised with respect to this request. A reference plan would be required and approved accordingly by the City.

IMPACT

There is no financial impact to the easement referenced herein. PUC would be responsible for the costs related to this easement.

STRATEGIC PLAN

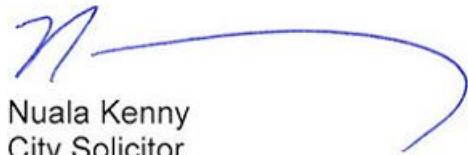
Not applicable.

RECOMMENDATION

It is therefore recommended that Council take the following action:

By-law 2015-78 which appears elsewhere on the Agenda authorizes the easement from the City to PUC and is recommended for your approval.

Respectfully submitted,



Nuala Kenny
City Solicitor

NK/da

Attachment

LEGAL\STAFF\COUNCIL REPORTS\2015\EASEMENT TO PUC PART 186 HURON STREET.DOCX



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Melanie Borowicz-Sibenik, Assistant City Solicitor
DEPARTMENT: Legal Department
RE: Acquisition of Property – A Portion of 1105 Goulais Avenue

PURPOSE

The purpose of this report is to request Council's authorization to purchase a portion of property located at 1105 Goulais Avenue. The property is owned by Michael Naccarato and Tammy Naccarato.

BACKGROUND

In the fall of 2014, Mike Naccarato contacted the City Legal Department as it came to his attention that a portion of Goulais Avenue had been constructed on his property. Mr. Naccarato advised that he would be prepared to sell the lands occupied by the road to the City to correct this issue.

ATTACHMENT

Attached to this report is the drawing which identifies the portion of 1105 Goulais Avenue to be acquired as the "Subject Property".

ANALYSIS

Relevant City staff were circulated with respect to this matter. The City Engineering Department determined the necessary dimensions of the Subject Property to be acquired from Mr. and Mrs. Naccarato. Both the parties have agreed that the City's offer to purchase the Subject Property will be Three Thousand (\$3,000.00) dollars.

IMPACT

The City will be responsible for the costs associated with the acquisition of the Subject Property.

STRATEGIC PLAN

Not applicable.

2015 04 27

Page 2.

RECOMMENDATION

It is therefore recommended that Council take the following action:

That City Council authorize the acquisition of property from Michael Naccarato and Tammy Naccarato and all costs related thereto.

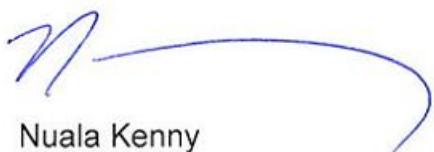
By-law 2015-79 authorizing same appears elsewhere on the Agenda and is recommended for approval.

Respectfully submitted,



Melanie Borowicz-Sibenik
Assistant City Solicitor

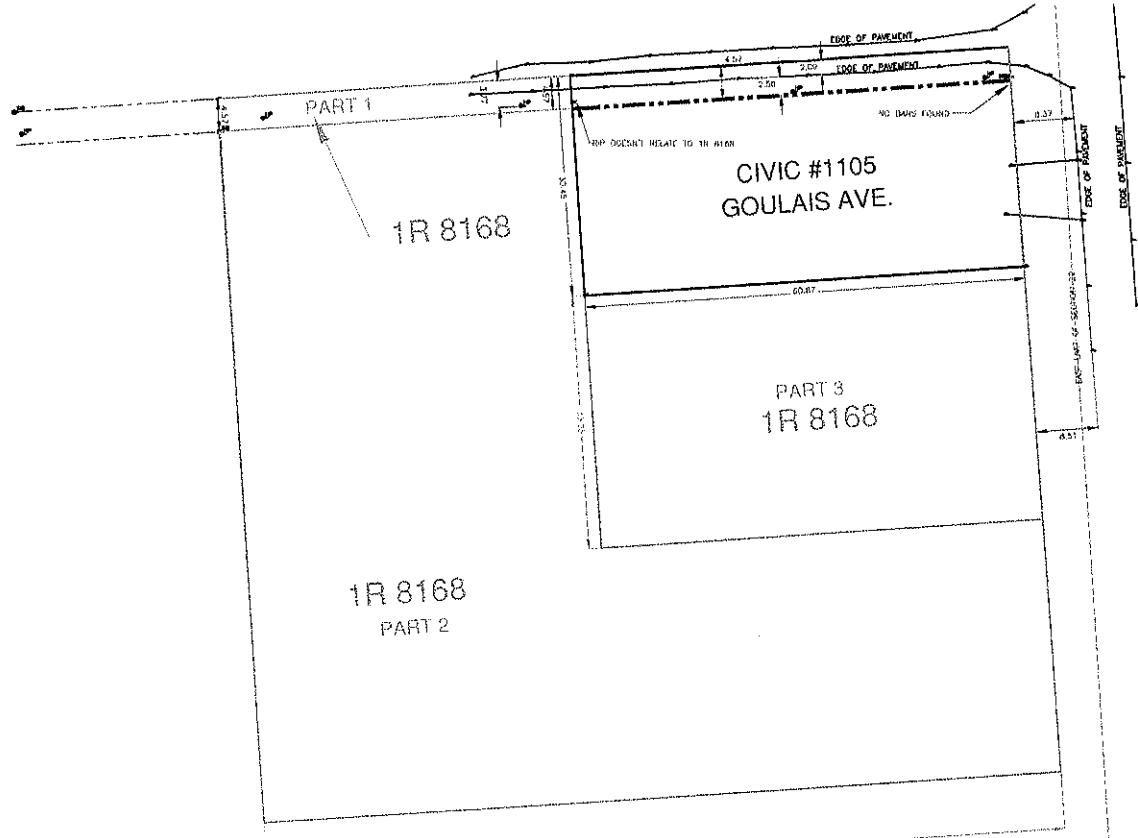
Recommended for approval,



Nuala Kenny
City Solicitor

MBS/da
Attachment

LEGAL\STAFF\COUNCIL REPORTS\2015\ACQUISITION OF PROPERTY - PART 1105 GOULAI S AVENUE.DOCX



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



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

2015 04 27

Mayor Christian Provenzano and
Members of City Council

RE: STAFF TRAVEL REQUESTS

Dear Council:

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

1. **Peter Liepa – Finance – Tax & Licence Division**
Municipal Liaison Group (MPAC)
June 24, 2015
Pickering, ON
Estimated total cost to the City - \$ 714.92
Estimated net cost to the City - \$ 714.92
2. **Mike Nadeau – Social Services Department**
Expert Panel on Homelessness & OMSSA
May 5 – 6, 2015
Toronto, ON
Estimated total cost to the City - \$ 822.68
Estimated net cost to the City - \$ 0.00
3. **Mike Nadeau – Social Services Department**
Expert Panel on Homelessness & OMSSA
May 28, 2015
Toronto, ON
Estimated total cost to the City - \$ 414.59
Estimated net cost to the City - \$ 0.00

Yours truly,

A handwritten signature in black ink, appearing to read "J. Fratesi".

JMF: bb

Joseph M. Fratesi
Chief Administrative Officer



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Peter Niro, Commissioner
DEPARTMENT: Human Resources Department
RE: Memorandum of Settlement 2015 – 2019 – CUPE Local 3 CSD

PURPOSE

The purpose of this report is to recommend the approval of the attached Memorandum of Settlement with CUPE Local 3 CSD.

BACKGROUND

The City and CUPE Local 3 CSD, through the collective bargaining process, have reached a Memorandum of Settlement which was ratified by the Union on April 16, 2015.

ANALYSIS

The highlights of the settlement are as follows:

- Wage increases of 1.75%, effective February 1 2015, 1.75% for 2016, 1.75% for 2017 and 2.0% for 2018.
- Benefit cost reductions of .30% resulting in a net average cost to the City of 1.51% per year.
- Improvements to contract language with respect to job postings and vacation scheduling.

IMPACT

As noted above, the net impact of this settlement is an average increase in compensation of 1.51% per year for the four year period of the contract.

STRATEGIC PLAN

This item is not linked to a current item in the Strategic Plan.

Memorandum of Settlement 2015 – 2019 – CUPE Local 3 CSD

2015 04 27

Page 2.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Commissioner of Human Resources dated 2015 04 27 concerning Memorandum of Settlement 2015 – 2019 – CUPE Local 3 CSD be received and the recommendation that City Council ratify the Memorandum of Settlement be approved.

Respectfully submitted,



Peter Niro
Commissioner of Human Resources

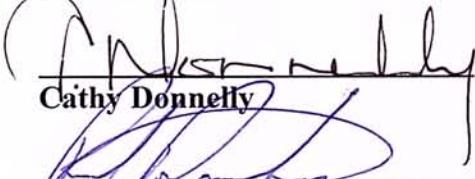
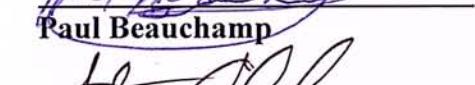
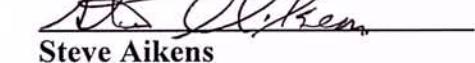
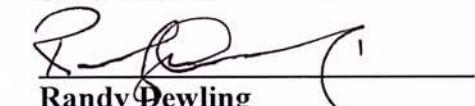
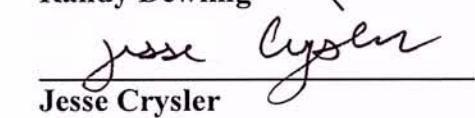
MEMORANDUM OF SETTLEMENT

THE CORPORATION OF THE CITY OF SAULT STE. MARIE & C.U.P.E. LOCAL 3 COMMUNITY SERVICES DEPARTMENT

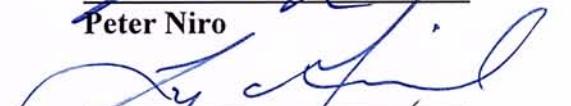
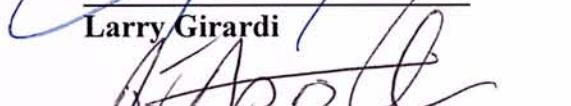
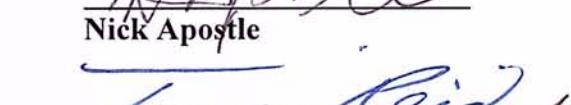
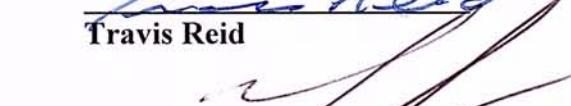
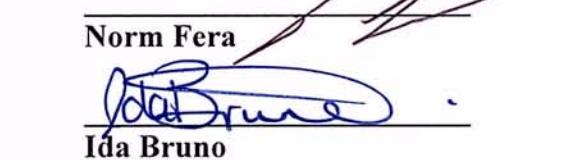
1. The parties herein agree to the terms of the memorandum as constituting full and final settlement of all matters in dispute.
2. The undersigned representatives of the parties do hereby agree to recommend complete acceptance of all the terms of this memorandum to their respective principals.
3. The parties herein agree that the term of the collective agreement shall be from February 1, 2015 to January 31, 2019.
4. The parties herein agree that the said collective agreement shall include the terms of the previous collective agreement which expired on January 31, 2015 provided, however, that the following amendments are incorporated in Appendix 1.
5. Appendix 2 will include all changes that appear in the Memorandum of Settlement only and will be deleted from the Collective Agreement

Signed this 1st day of April, 2015.

For the Union


Cathy Donnelly

Paul Beauchamp

Steve Aikens

Randy Dewling

Jesse Crysler

For the Employer


Peter Niro

Larry Girardi

Nick Apostle

Travis Reid

Norm Fera

Ida Bruno

Collective Bargaining

**City of Sault Ste. Marie
&
CUPE
Local 3 CSD**

Appendix 1 – Final Sign-off Sheet

ARTICLE 12:00 PROMOTIONS, VACANCIES AND NEW POSITIONS

Letter D moved to body of agreement

12:04 (paragraph 2)

The parties agree to the following method to assign a Group Leader for temporary vacancies.

For the purpose of assigning a Group Leader for holiday/sick replacements, the senior permanent crew member has first option to the relief position.

Failing filling the position from within the crew, then go the general area for an incumbent, and failing this, go to the General Seniority List.

ARTICLE 13:00 LAYOFFS AND REHIRING

Letter A move to 13:07

The following represents the understanding of the parties regarding the exercise of Division and/or department seniority rights in respect to posted positions:

- 1) In the exercise of seniority rights for the purpose of job opportunity where there is no layoff, an employee may exercise his right to a job where he is senior on the Division seniority list and has the ability to perform the job but cannot displace an employee on a post job.
- 2) In the exercise of seniority rights in the event of a layoff resulting in a reduction in the work force, an employee may bump into any position at the same job class or a lower job class where such an employee is senior on the Division seniority list and has the ability to perform the job.
- 3) In the exercise of seniority rights in the Pool Jobs (Job Class 1) in the event of a layoff, it is an employee's Department seniority that shall govern.

Article 15:00 LEAVE OF ABSENCE

15:05

Add Aunt and Uncle for one (1) day coverage similar to brother-in –law and sister-in-law..

ARTICLE 17:00

LETTER J & S→move to article 17:02

(a) Notwithstanding the provisions of Article 17 the parties agree that in the Community Centres Division on a trial basis, employees may be scheduled to work eight (8), ten (10), or twelve (12) hour shifts. Scheduling will not include split shifts. The Employer will advise the Union prior to implementation.

The hours of work shall be:

8 hour shifts (40 hours per week) – 10 shifts = 80 hours pay biweekly

10 hour shifts (40 hours per week) – 8 shifts = 80 hours pay biweekly

12 hours shifts 80 hours pay biweekly and adjusted on a 160 hours cycle

Where possible, the Employer will provide a schedule with two (2) consecutive days off and comply with Article 17:02 when changing schedules.

Should the Employer find it necessary to propose alternate shift arrangements in the Parks or Cemetery Divisions during the term of the agreement, the Employer will meet with the Union to discuss and agree upon such arrangements.

(b) PART – TIME FACILITY OPERATORS

- Employees hired to be a part-time facility operator shall be subject to the following conditions:
- Shall be eligible for overtime pay after eight (8) hours work in a day or forty (40) hours in a week.
- Seniority shall be recorded separately by hours worked. Also, it is understood that 2,080 hours worked is equivalent to one (1) year of employment.
- Vacation pay will be paid with each bi-weekly pay at 4% and increasing to 6% upon the hourly equivalent of five (5) years service, 8% upon the hourly equivalent of 10 years service, 10% at the hourly equivalent of 15 years service, 12% at the hourly equivalent of 20 years service and 14% at the hourly equivalent of 30 years service.
- Part Time Facility Operators are members of the bargaining unit and have the right to apply to Job Postings. Posting rights are limited to positions within Community Centre Division, Essar Centre Division, & Lock.
- Part Time Facility Operators will be entitled to 50% of the full time safety footwear allowance.
- This is to confirm that the City's Financial Assistance policy for training and education courses is applicable to Part Time Facility Operators.

Article 18:00 OVERTIME

LETTER O → move to article 18:00

Time off In Lieu of Overtime

Employees may request time off in lieu of overtime with the following conditions:

- Maximum Time Off in Lieu shall not exceed - 40 hours (i.e. 5 work days) (Lieu time cannot be taken from May 1st to September 30th)
- Requests for lieu time off will be considered on an individual basis at the time of request.
- Approval at the sole discretion of the respective Divisional Manager based upon the operational requirements of the Division.
- If not utilized, will be paid out.

18:06

Change the amount of allowance to 12.75 effective the first month following ratification and said amount shall increase by twenty five cents (.25\$) for each year of the collective agreement thereafter. Further for an employee required to work five (5) consecutive hours on a callout.

ARTICLE 19:00 PREMIUMS

19:01&19:02 All shift premiums will be \$1.00 per hour.

ARTICLE 20:00 –VACATION

Existing language but add in the 25th year one day for every year between 25 and 29 years of service

Vacation at 25 year's (one day per year between 26 and 29 years of service)

All employees who have completed 25 calendar years of service and are in their 26th year shall be allowed six (6) weeks plus one (1) day

All employees who have completed 25 calendar years of service and are in their 27th year shall be allowed six (6) weeks plus two (2) days

All employees who have completed 25 calendar years of service and are in their 28th year shall be allowed six (6) weeks plus three (3) days

All employees who have completed 25 calendar years of service and are in their 29th year shall be allowed six (6) weeks plus four (four) (4) days

ARTICLE 20:08 – Vacations

*Clarify that the application has always been calendar days

LETTER M → move to ARTICLE 20:09

Vacation selection commencing in the year 2006 to operate as follows:

- First Pick - 2 calendar week selection (2 consecutive weeks or 2 x 1 week blocks) any time of year; by seniority
- Second Pick – Select balance of vacation by seniority (Calendar week blocks)
- Once selected, vacation cannot be changed except by approval of the Department.
- Single day vacation selections permitted only by approval of the Department Head.
- Employees by seniority will make vacation selections at a predetermined date and time from a Master Vacation Board.
- Selections to be completed by February 1st of the immediately preceding year of vacation selection. The Department will confirm vacation selections by March 1st.

ARTICLE 20:12 Housekeeping – Vacation Carryover

The vacation year shall be from January 1st to December 31st. Vacation requests to carry over vacation from one vacation year to the next, must be approved in advance by special written permission from the appropriate Commissioner.

Balance of article remains unchanged.

ARTICLE 22:00 - GROUP WELFARE PLAN

22:01

No change except the following

- **Private to Ward Hospital Coverage**
- **Extended Health Care**
 - **Vision Care – First of the month following ratification \$325 to \$375. In Year 2017 from \$375 to \$400.**

NEW ITEM

- **Hearing Aides up to a maximum of \$300.00.**
- Dental Plan #9, with Rider #3, (Orthodontic, effective 1st of the month following ratification of the Memorandum of Settlement by the parties increase to two thousand five hundred (\$2,500 **\$3,000** limit), at current ODA rates minus one year.)

23:00 SICK LEAVE PROVISIONS

23:02 Consistent with PWT and Local 67 – 255 cap....balance of article unchanged

23:06 *Housekeeping -- Existing Clause

An employee in receipt of Workers' Compensation payments for injuries or illness suffered during the course of employment, shall receive full salary and benefits during such period, provided that the difference between the amount of such compensation and their normal salary or wages is deducted from their unused sick leave credit and the payments shall cease when the credit is exhausted. All wage payments by the Compensation Board shall be deposited with the Employer.

**** change Workers' Compensation & Compensation Board to WSIB**

LETTER H → becomes part of the body of the agreement.

ARTICLE 23:06

An employee absent on Workers' Compensation shall receive a further payment, in addition to any W.S.I.B. payments that will provide a total payment to the Employee that will approximate but not exceed such Employee's net pay.

It is agreed that this amendment is subject to a review of the actual method of calculation and in the event both Parties agree to such calculation, the matter will be finalized by a letter of agreement.

ARTICLE 26:00 - TOOLS, EQUIPMENT & CLOTHING

26:03 Boot Allowance

\$180 for the life of the agreement.

Change date to first pay in June.

26:04 MECHANIC TOOL ALLOWANCE

NEW:

One time payment of \$225 for repairperson at cemetery for life of agreement.

ARTICLE 28:00 – WAGES

28:00

City proposes same “concept” to wage increase as PWT

Year 1 → 1.75%

Year 2 → 1.75%

Year 3 → 1.75%

Year 4 → 2.00%

Less benefit savings cost as true cost to Corporation

Student wages consistent across all agreements

29:00 TERM OF AGREEMENT

29:01 Four (4) year agreement

APPENDIX A - LIST OF THE JOBS COVERED BY THIS AGREEMENT

- *Gardener, JC 8 to JC9 - therefore Group Leader up from JC 10 to JC 11*
- *Mechanical Repair Person (Cemetery) JC 10 to JC 12*
- Delete classifications → Gardener Trainee (JC 4 – 6 months)
- Housekeeping: Work Group Leader Cemetery should read JC 14
- Group Leader:
 - Operations (Grass)
 - Sportsfield
 - Forestry
 - Horticulture
 - Repair/Maintenance
 - Cemetery
- Remove * beside Horticulture

LETTERS OF UNDERSTANDING

Letter A	Division/Department Seniority	Delete
Letter B	Subsidized Work Programs	Delete
Letter C	Labour Pool Assignment	Delete
Letter D	Group Leader Assignment	Move to Article 12:04
Letter E	Facility Operator	Renew with change in MOS
Letter F	Retroactivity	Appear in MOS only.
Letter G	Riding Mower Rate of Pay	Practice to continue & appear in MOS only
Letter H	WSIB Top Up	Move to Article 23:06
Letter I	Absenteeism	Delete letter
Letter J	Shift Schedules - Comm Ctr.	Move to Article 17:02
Letter K	Locks Operation	Renew #1 to appear in M/S. Balance unchanged
Letter L	Mechanics	Renew for term of agreement.
Letter M	Vacation Scheduling	Move to Article 20:09
Letter N	Arenas and Pools	Renew for term of agreement.
Letter O	Time off in lieu of overtime	Move to Article 18:00
Letter P	Duty to Accommodate	Renew for term of agreement.
Letter Q	Consolidation of Agreement	Renew and add Facilities
Letter R	Paid Approved Union Leave	Renew for term of agreement With new admin rate of 1.5 hrs.
Letter S	Part-time Facility Operators	Move to Article 17:02

LETTER Q

LETTER OF UNDERSTANDING

Between

THE CITY OF SAULT STE. MARIE

and

LOCAL 3, C.U.P.E. – C.S.D.

CONSOLIDATION OF THE LOCAL 3 CSD COLLECTIVE AGREEMENT

Whereas the parties agree that it is beneficial to consolidate the Local 3 Community Services Collective Agreement in whole or in part into the Local 3 Public Works and Transportation Collective Agreement the parties agree to form a Committee consisting of Union representatives from Local 3 CSD (3 representatives - one (1) from each of Cemeteries, Parks and Facilities), Local 3 PWT (3 representatives) and representatives of the City for this purpose.

The parties will meet to discuss the possibility of the movement of the **Facilities**, Parks and Cemeteries Divisions from the CSD agreement into the jurisdiction of the Local 3 PWT collective agreement. Furthermore, that the parties commit to hold the meeting to discuss this proposal prior to December 31, 2012.

LETTER R

LETTER OF UNDERSTANDING

Between

THE CITY OF SAULT STE. MARIE

AND

LOCAL 3 C.U.P.E. – C.S.D.

The City agrees to maintain the wages of an employee on Paid Approved Union Leave subject to the following conditions:

This Letter of Understanding will provide for a trial period for this process until December 31st, 2013 at which time such agreement shall be null and void unless renewed by mutual agreement of the parties.

The Union has confirmed that it will provide WSIB coverage for members on Leave for Union Business. The Union shall provide to the City initially and at any time upon request thereafter its WSIB Clearance Certificate to verify it has such valid coverage. The Union shall also provide to the City its WSIB account number. It is the responsibility of the Union to maintain such coverage. Failure of the Union to maintain such coverage shall make this agreement null and void. The City will not be responsible for WSIB coverage when an employee is on such leave.

The parties agree to meet during the term of the collective agreement prior to December 31, 2013 to discuss how the agreement is progressing and address any problems or concerns that may have arisen.

The agreement shall state that the Union will promptly reimburse the City within thirty (30) days of the date of the invoice for the amounts owing for such leaves.

The City will issue such invoices on a frequency of no greater than once per month.

For each employee granted such leave, it will appear as a separate code (Paid Approved Union Leave – P.A.U.L.) on the employee's pay stub and the City shall invoice for reimbursement from the respective Union the amount of wages, Employer Health Tax, City OMERS share, City share of CPP and City share of EI.

For approved leaves of twenty (20) working days or more, the Union shall also reimburse the City the monthly benefit premiums for Extended Health Care, Dental Plan, Life & ADD, and LTD. Also, the City will invoice for the applicable vacation entitlement percentage (2% per week of vacation entitlement) for the period of absence plus a Sick Leave reimbursement amount of 1.5 day's pay for each twenty (20) working days absence.

In addition to the previously noted amounts, the City shall bill the Union on each invoice the amount of **one and one-half (1 1/2)** hour at the CUPE 67 Civic JC 10 Level 4 rate for the preparation of such invoice.

The City shall send the invoice for such reimbursement to the address designated by the Union. The Union has confirmed that invoices for all CUPE Locals will be sent to the one (1) identified address.

Requests for Leave for Union Business approved by a representative of the Union shall be on a form provided by the City for approval by the respective Department Head and distributed to Accounting Division with a copy to the Human Resources Department.

The commencement date of this process shall be on the first of a month as soon as practicable following ratification of the Memorandum of Settlement by the parties.

The following represents the balance of Letters to remain in the Collective Agreement:

Letter E is now Letter A → #1
Letter K is now Letter B → #2
Letter L is now Letter C → #3
Letter N is now Letter D → #4
Letter P is now Letter E → #5
Letter Q is now Letter F → #6
Letter R is now Letter G → #7

** Changing these Letters to Number would make this agreement consistent with all other CUPE agreements

Appendix 2

Removed from Letter E – only to appear in Memorandum of Settlement

- Mr. P. Sarlo: Possesses Class B but not CPO. Grandfathered into JC 11 but will not be permitted to work in Pools unless CPO Certificate successfully obtained.

Letter F removed from agreement and only appear in Memorandum of Settlement

- The payment of retroactive wage increases shall not apply to students or persons employed under government sponsored programs such as Local Initiative Programs, except by mutual consent.

Letter G – removed, practice to continue and only appear in MOS

The City agrees to pay all employees hired prior to September 1, 1986, Job Class 8 while operating the riding mower provided such employees operate other equipment as assigned.

All employees hired after September 1, 1986 will be paid Job Class 1 when operating a riding mower.

A riding lawnmower shall be defined as a traction unit twenty-eight (28) hp and under with primary function to cut grass. When used with other attachments the same rates of pay apply.

Letter K

Point #1

1. Mr. Steve Aikens will continue as a Lockmaster, J.C. 11 and will be utilized in this classification as may be required during the period the Locks are in operation. It is to be understood Mr. Aikens may be returned to his former classification in the Arenas operation on or after September 1st of any given year.
 - If Mr. Aikens at anytime chooses not to fill the position of Lockmaster Job Class 10, this Letter of Understanding will become null and void. The Lockmaster classification will be deleted from the collective agreement.
 - It is understood by the Parties that Mr. Aikens when in the position of Lockmaster can be called upon from time to time to perform the duties of Facilities Operator.

Balance of letter is renewed.



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Peter Niro, Commissioner
DEPARTMENT: Human Resources Department
RE: Memorandum of Settlement 2015 – 2019 CUPE Local 3
Public Works and Transportation

PURPOSE

The purpose of this report is to recommend the approval of the attached Memorandum of Settlement with CUPE Local 3 Public Works and Transportation.

BACKGROUND

The City and CUPE Local 3 PWT, through the collective bargaining process, have reached a Memorandum of Settlement which was ratified by the Union on April 16th, 2015.

ANALYSIS

The highlights of the settlement are as follows:

- Wage increases of 1.75%, effective February 1, 2015, 1.75% for 2016, 1.75% for 2017 and 2.0% for 2018.
- Benefit cost reductions of .28% resulting in a net average cost to the City of 1.53% per year.
- Improvements to contract language with respect to recall language, staffing and grievance procedure.

IMPACT

As noted above, the net impact of this settlement is an average increase in compensation of 1.53% per year for the four year period of the contract.

Memorandum of Settlement 2015 – 2019 CUPE Local 3 Public Works and Transportation
2015 04 27
Page 2.

STRATEGIC PLAN

This item is not linked to a current item in the Strategic Plan.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Commissioner of Human Resources dated 2015 04 27 concerning Memorandum of Settlement 2015 – 2019 CUPE Local 3 Public Works and Transportation be received and the recommendation that City Council ratify the Memorandum of Settlement be approved.

Respectfully submitted,



Peter Niro
Commissioner of Human Resources

MEMORANDUM OF SETTLEMENT
THE CORPORATION OF THE CITY OF SAULT STE. MARIE
&
C.U.P.E. LOCAL 3 PUBLIC WORKS & TRANSPORTATION

- 1. The parties herein agree to the terms of the memorandum as constituting full and final settlement of all matters in dispute.**
- 2. The undersigned representatives of the parties do hereby agree to recommend complete acceptance of all the terms of this memorandum to their respective principals.**
- 3. The parties herein agree that the term of the collective agreement shall be from February 1, 2015 to January 31, 2019.**
- 4. The parties herein agree that the said collective agreement shall include the terms of the previous collective agreement which expired on January 31, 2015 provided, however, that the following amendments are incorporated in Appendix 1.**

Signed this 31st day of March, 2015.

For the Union

Cathy Donnelly

Paul Beauchamp

Mark Harrington

Ron Olar

Martin Shaule

For the City

Peter Niro

Larry Girardi

Mike Lebel

Ida Bruno

Collective Bargaining

**City of Sault Ste. Marie
&
CUPE
Local 3 PWT**

Appendix 1 – Final Sign-off Sheet

ARTICLE 11: SENIORITY

Amend clause to read as follows

11:06 In this Agreement:

- (a) "Probationary Employee" means an employee who has not completed the probationary period.
- (b) "Seasonal Employee" means an employee who has completed the probationary period but who has not been employed for twelve (12) consecutive months.
- (c) "Permanent Employee" means an employee who has completed twelve (12) consecutive months of employment.
- (d) **"Student"** means an employee who is in full time attendance of a recognized post-secondary educational institution and
 - (i) Has completed their first year of post-secondary education and
 - (ii) Be returning on a full-time basis for the following school term. Proof of attendance and/or proof of returning may be required by the City. Students are employed only:
 - (a) for the typical summer vacation period (ending the Friday following Labour Day)

ARTICLE 12:00 JOB SENIORITY LISTS

Change as per below and replace with...

12:26

Where work of a temporary nature necessitates the transfer of an employee from one position to another, the transfer shall be authorized by a completed temporary transfer form of which copies shall be sent to the Union.

ARTICLE 13:00 LEAVE OF ABSENCE

13:04 – last paragraph

Add Aunt and Uncle – one day only. Remove common law reference. Balance of Article remains unchanged

ARTICLE 14:00 HOUR OF WORK & OVERTIME

14:02 Overtime - change "d" as below. Existing language remains unchanged

(d) Employees may request time off in lieu of overtime with the following conditions:

- Maximum Time Off in Lieu – 40 hours lieu time **at any given time** (i.e. 5 work days) in a calendar year. Requests for lieu time off will be considered on an individual basis at the time of request.
- Lieu time cannot be taken from May 1st to September 30th.

Balance of bullet remains unchanged.

**NOTICE PIECE

14:01 (b)

- All lunch breaks will be adhered to (time allotted) as contained in collective agreement

14:03

- All shift premiums will be increased by .05 cents per year of collective agreement, balance of article remains unchanged

14:05

- When employees are called from home they shall receive a minimum of three (3) hours pay at the overtime rate.

14:09

- All coffee breaks will be adhered (time allotted) to as contained in collective agreement

14:08 Meal Allowance

Change the amount of allowance to ***12.75 effective the first month following ratification and said amount shall increase by twenty five cents (.25\$) for each year of the collective agreement thereafter. Further*** for an employee required to work five (5) consecutive hours on a callout.

Balance of article remains unchanged.

ARTICLE 15:00 VACATION

15:07 (i, ii, iii)

Vacation at 25 year's (one day per year between 26 and 29 years of service)

New (15:06 (b) – based on 12% of previous years pay...

All employees who have completed 25 calendar years of service and are in their 26th year shall be allowed six (6) weeks plus one (1) day

All employees who have completed 25 calendar years of service and are in their 27th year shall be allowed six (6) weeks plus two (2) days

All employees who have completed 25 calendar years of service and are in their 28th year shall be allowed six (6) weeks plus three (3) days

All employees who have completed 25 calendar years of service and are in their 29th year shall be allowed six (6) weeks plus four (four) (4) days

**NOTICE PIECE

ARTICLE 16:00 PAID HOLIDAYS

16:01

Change in practice – we may run sweepers on Easter Sunday

17:00 WELFARE PLAN

17:01 Group Welfare Plan for Permanent and Seasonal employees:

- Vision Care - \$375 for 2015, \$400 for 2017
- Hearing Aides, \$300.00
- Delete Private Coverage – ward coverage only

17:02

Permanent and Seasonal employees covered by this agreement will be provided with the Green Shield Dental Plan #9 with Rider #3, Orthodontic **\$3,000.00** (effective 1st of the month following ratification of the Memorandum of Settlement by the parties) maximum (50% co-pay), including Overage Dependent Coverage, at current ODA rates minus one year. The City shall pay one hundred (100%) percent of the cost of the premiums.

ARTICLE 18:00 SICK LEAVE

18:05

Such sick leave to be cumulative but in no case shall exceed a period of two hundred and fifty five days (255).

18:08(b) **Add WSIB language – same as 19:08 in CUPE Local 67

An employee in receipt of W.S.I.B. payments for injuries or illness suffered during the course of employment, shall receive full salary and benefits during such period, provided that the difference between the amount of such compensation and their normal salary or wages is deducted from their unused sick leave credit and the payments shall cease when the credit is exhausted. All wage payments by the Workplace Safety & Insurance Board shall be deposited with the City.

ARTICLE 20:00 Boot Allowance

20:01

Annual Boot Allowance – change to \$180 for the life of the agreement. Balance of Article remains unchanged.

*Change date to first pay in June

Mechanic tool allowance increase to \$250 first month following ratification and \$275 February 1st 2017.

ARTICLE 23:00 Wage Schedule

23:01

Refer to Schedule A

ARTICLE 24:00 Term of Agreement

24:01

February 1st, 2015 to January 31, 2019

Schedule A

Year 1 → 1.75%

Year 2 → 1.75%

Year 3 → 1.75%

Year 4 → 2.0%

Student Wage

1st Year → \$11.87

2nd Year → \$12.15

3rd Year → \$12.60

Schedule B

WAGE ADJUSTMENTS FOR THE FOLLOWING CLASSIFICATIONS;

- SKILLED LABOURER = JC 7
- ASPHALT RECYCLER= JC 7
- ASPHALT SPREADER= JC 7
- TRADES HELPER - Waste Water = JC 7
- Hazardous Waste Depot – JC7 at Landfill
- Scale Operator = JC 3
- Name change for Mechanic to Automotive Service and Truck and Coach Technician

Line of Sequence & Posted Position Chart

- Delete Job Class 5 Trades Helper Mechanical
- Move the Job Class 9 Paving Stone & Cement Finisher box directly under Job Class 10 Carpenter box and move Cement Finisher into the Job Class 10 box. All arrows pointing down.
- Move Job Class 5 Trades Helper Maintenance box directly under Job Class 10 Boiler Operator/Handyperson box

**Discussing Apprenticeship Programs in Labour/Management Meetings.

Letters:

#13 - change amount charged for processing invoice to 1.5 hours. Balance of letter unchanged.

Signed this 31st day of March, 2015 at Sault Ste. Marie

For the Union

For the City

Cathy Donnelly

Peter Niro

Paul Beauchamp

Larry Girardi

Mark Harrington

Mike Lebel

Ron Olar

Ida Bruno

Martin Shaule

Collective Bargaining

**City of Sault Ste. Marie
&
CUPE
Local 3 PWT**

Notice – that paid lunch break will be taken at the worksite. ** understood by all parties

Article 8:02

City Proposal – Insert after Complaint Stage the following

STEP I The employee assisted by a Steward or an officer of the Union shall first take the matter up with the Commissioner of Public Works. The Commissioner of Public Works & Transportation shall render a decision within five (5) working days of the hearing.

STEP II If the Grievance Committee considers that a satisfactory settlement was not reached at Step I, it may within five working days of receipt of the Step I reply request a hearing by the Commissioner of Human Resources or their representative. The City will arrange a hearing at Step II within fifteen (15) days of the receipt of the grievance. The Commissioner of Human Resources or their representative shall render a decision within five (5) working days of the hearing.

STEP III If the Grievance Committee considers that a satisfactory settlement was not reached at Step II, it may within five working days of receipt of the Step II reply request a hearing by the Chief Administrative Officer or their representative. The Chief Administrative Officer or their representative shall render a decision within five (5) working days of the hearing.

Article 11:03 (3) – Changing 10 days to 5 days

The employee fails to report for work within five (5) days after being notified by registered mail to return to work following a layoff. The City will consider sickness as an extenuating circumstance. Other extenuating circumstances will be considered on a case by case basis.

Schedule B

Hazardous Waste → job class 6 will go to job class 7 when re-located to landfill.

City Proposal:

3. JC 6 Line Painting Operator to Painting Applicator

~~Line of Sequence~~

~~City Proposal: Move JC 9 Paving Stone/Cement Finisher directly under JC 10~~

~~Carpenter~~

R.O.

CH

Signed this 18th day of February, 2015 at Sault Ste. Marie

For the Union

Cathy Dornelly

Paul Beauchamp

Mark Harrington

Ron Olar

Martin Shaule

For the City

Peter Niro

Larry Girardi

Mike Lebel

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Collective Bargaining

City of Sault Ste. Marie & CUPE Local 3 PWT

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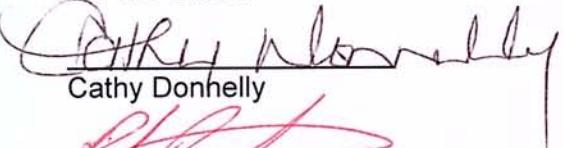
~~City Proposal: Move JC 9 Paving Stone/Cement Finisher directly under JC 10 Carpenter~~

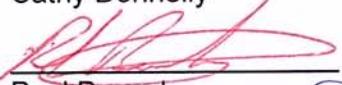
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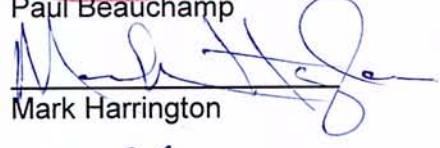
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Page 338 of 471

Signed this 18th day of February, 2015 at Sault Ste. Marie

For the Union


Cathy Donnelly

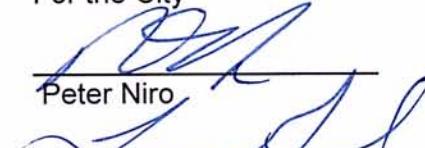

Paul Beauchamp


Mark Harrington

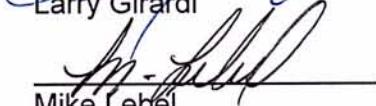

Ron Olar

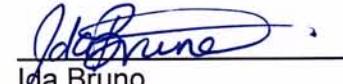

Martin Shaule

For the City


Peter Niro


Larry Girardi


Mike Lebel


Ida Bruno

Collective Bargaining

City of Sault Ste. Marie & CUPE Local 3 PWT

Article 14:07 – Spelling Correction

The work week shall be a period of seven (7) work days beginning at 12:01 a.m. Sunday or the shift starting time closest thereto.

Should read

The work week shall be a period of seven (7) work days beginning at 12:01 a.m. Sunday or the shift starting time closest thereto.

Letter of Understanding

#1 Subsidized Work Programs – Renew

#2 Loss of Drivers' License – Renew

#3 Labour Management Committee Terms & Conditions – Renew

#5 Lead Hand – Renew

#6 Absenteeism – Renew

#7 Group Vice President – Day Shift – Renew

#8 Vacation Scheduling – Renew

BD #10 Article 2:03 – Renew *BD* *RD*

Cust 10 #11 Return to Work Coordinator – Renew *BD* *RD*

Signed this 11th day of February, 2015 at Sault Ste. Marie

For the Union

Cathy Donnelly

Paul Beauchamp

Mark Harrington

Ron Olar

Martin Shaule

For the City

Peter Niro

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For the Union

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Paul Beauchamp

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Ron Olar

Martin Shaule

For the City

Peter Niro

Larry Girardi

Mike Lebel

Ida Brune



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Peter Niro, Commissioner
DEPARTMENT: Human Resources Department
RE: Memorandum of Settlement 2015 – 2019 CUPE Local 67 Civic Centre Group

PURPOSE

The purpose of this report is to recommend the approval of the attached Memorandum of Settlement with CUPE Local 67 Civic Centre Group.

BACKGROUND

The City and CUPE Local 67 Civic Centre Group, through the collective bargaining process, have reached a Memorandum of Settlement which was ratified by the Union on April 23, 2015.

ANALYSIS

The highlights of the settlement are as follows:

- Wage increases of 1.75%, effective February 1, 2015, 1.85% for 2016, 1.95% for 2017 and 2.0% for 2018.
- Benefit cost reductions of .29% resulting in a net average cost to the City of 1.59% per year.
- Improvements to contract language with respect to temporary vacancies, union leave, allowance payouts and vacation scheduling.

IMPACT

As noted above, the net impact of this settlement is an average increase in compensation of 1.59% per year for the four year period of the contract.

STRATEGIC PLAN

This item is not linked to a current item in the Strategic Plan.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the report of the Commissioner of Human Resources dated 2015 04 27 concerning Memorandum of Settlement 2015 – 2019 – CUPE Local 67 Civic Centre Group be received and the recommendation that City Council ratify the Memorandum of Settlement be approved.

Respectfully submitted,



Peter Niro
Commissioner of Human Resources

MEMORANDUM OF SETTLEMENT

THE CORPORATION OF THE CITY OF SAULT STE. MARIE & C.U.P.E. LOCAL 67 CIVIC CENTRE

1. The parties herein agree to the terms of the memorandum as constituting full and final settlement of all matters in dispute.
2. The undersigned representatives of the parties do hereby to recommend complete acceptance of all the terms of this memorandum to their respective principals.
3. The parties herein agree that the term of the collective agreement shall be from February 1, 2015 to January 31, 2019.
4. The parties herein agree that the said collective agreement shall include the terms of the previous collective agreement which expired on January 31, 2015 provided, however, that the following amendments are incorporated:

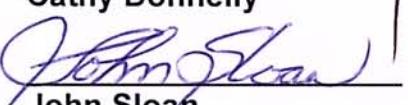
Appendix 1

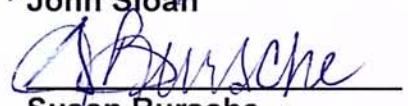
Appendix 2

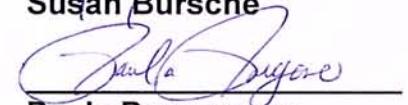
Signed this 9th day of April 2015.

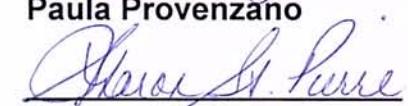
For the Union

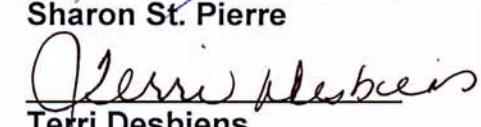


Cathy Donnelly


John Sloan


Susan Bursche


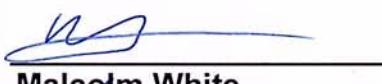
Paula Provenzano


Sharon St. Pierre


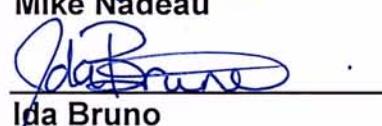
Terri Desbiens

For the Employer



Peter Niro


Malcolm White


Mike Nadeau


Ida Bruno

COLLECTIVE BARGAINING

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

&

C.U.P.E. LOCAL 67 CIVIC CENTRE

APPENDIX 1

CITY of SSM And CUPE LOCAL 67-CIVIC Centre
TERMS OF AGREEMENT

14:00 LEAVE OF ABSENCE

Amend existing clause to read - Third Paragraph add Aunt and Uncle – balance of article remains unchanged

"Leave of absence without loss of pay for one (1) working day shall be grantedto attend the funeral of the employees....., aunt and uncle.

15:00 REGULAR HOURS OF WORK AND WORKING CONDITIONS

Existing Language prevails but change cap from **40** to **70** hours.

15:04 (b) Effective commencing February 1, 2014, employees selecting time off in lieu of overtime payment shall be permitted to accumulate a maximum bank of **Seventy (70)** lieu time hours at any given time.

15:00 REGULAR HOURS OF WORK AND WORKING CONDITIONS

15:05

Existing language to prevail. Change amount to \$12.50 effective the first month following Ratification and...

said amount shall increase by twenty-five (25¢) cents for each year of the collective agreement thereafter (on February 1st), for an employee required to work ten (10) hours or more and an additional meal allowance for every five (5) hours he is required to work."

**CITY of SSM And CUPE LOCAL 67-CIVIC Centre
TERMS OF AGREEMENT**

16:00 VACATIONS WITH PAY

16:06 (b) NEW

Existing language to prevail however add new

All employees completed 25 calendar years of service and are in their 26th year but less than 30 years shall be granted one (1) additional day of vacation at their regular rate of pay. Each year an additional one (1) day will be added until the 30th year of service (basically one day each year from 26 to 29 years of service)

To appear in Collective Agreement based on the aforementioned:

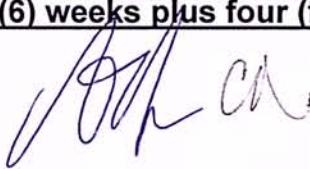
All employees who have completed 25 calendar years of service and are in their 26th year shall be allowed six (6) weeks plus one (1) day

All employees who have completed 25 calendar years of service and are in their 27th year shall be allowed six (6) weeks plus two (2) days

All employees who have completed 25 calendar years of service and are in their 28th year shall be allowed six (6) weeks plus three (3) days

All employees who have completed 25 calendar years of service and are in their 29th year shall be allowed six (6) weeks plus four (four) (4) days

16:00 VACATIONS WITH PAY



Amend existing clause to read as follows:

16:11

Delete: Applications for vacations during the year must be submitted in writing to the head of the Department on or before November 1st of the year preceding the vacation request with approval on or before December 1st in each year.

Add: Applications for vacation during the year must be submitted in writing to the head of the Department before November 15th of the year preceding the vacation request with approval on or before December 1st in each year

Employees shall be given the opportunity of stating their preference for their vacation period according to length of service.

**CITY of SSM And CUPE LOCAL 67-CIVIC Centre
TERMS OF AGREEMENT**

18:00 WELFARE PLAN

18:01 Vision Care

Amend existing clause to read as follows:

Effective 1st of the month following ratification of the Memorandum of Settlement increase Vision Care amount to \$375.00/ 24 month and effective February 1, 2017, increase to \$400/24 month. (Note – this amount can be used for laser eye surgery.)

Dental Plan #9 – change 2500 to 3000 lifetime balance of language remains.

Delete Private and Semi Private Coverage. Ward only.

Benefits for Active Employees over 65 years of age.

Existing language to prevail with the following changes"

Change item #2 value from \$750 to \$800 for paramedical
Change item #3 value from \$250 to \$280 for vision care

19:00 SICK LEAVE

Amend total number of working days from 250 to 255

19:05

Such sick leave to be cumulative but in no case shall such sick leave exceed a period of two hundred and fifty-five (255) working days.

19:07 Amend last line to read form..."up to fifty \$50" balance of article remains

CITY of SSM And CUPE LOCAL 67-CIVIC Centre
TERMS OF AGREEMENT

21:00 SAFETY PROVISIONS

21:02 Safety Provisions

City Proposal

Safety Boot Allowance \$180 annually for the life of the agreement. For inside office (PWT Support Staff) workers they will be eligible for a one time allowance for the life of the agreement. Balance of Article Remains Unchanged

23:00 WAGES

23:02 STANDARD SALARY SCALE

Effective on February 1, 2015 - general wage increase of	1.75%	<i>percent</i>
Effective on February 1, 2016 - general wage increase of	1.85%	<i>percent</i>
Effective on February 1, 2017 - general wage increase of	1.85%	<i>percent</i>
Effective on February 1, 2018 - general wage increase of	2.00%	<i>percent</i>

26:00 TERM OF AGREEMENT

26:01

26:01 This agreement shall be effective from February 1, 2015 and shall remain in effect until January 31, 2019 and unless either party gives to the other party a written notice of termination or of a desire to amend this agreement, then it shall continue in effect for a further year without change and so on from year to year thereafter.

(rest of Article from 2012 to 2015 agreement remains the same)

**CITY of SSM And CUPE LOCAL 67-CIVIC Centre
TERMS OF AGREEMENT**

APPENDIX "B"

(List of jobs covered by this Agreement)

LEGAL	Delete	Property Clerk	Replace With	Legal Clerk
LEGAL	Delete	Secretarial Receptionist	Replace With	Legal Clerk
FINANCE	Delete	Secretary to Commissioner		
FINANCE	Delete	Accounting and Purchasing Control Coordinator		
Engineering and Planning	ADD	Coordinator Building Inspections		

APPENDIX "C" – STUDENT PAY SCALE

Year 1 – 11:87 Year 2 12:15 Year 3 12:60

For the Union

Date: _____

For the City

Date: _____

**CITY of SSM And CUPE LOCAL 67-CIVIC Centre
TERMS OF AGREEMENT**

**LETTER #10 - SOCIAL HOUSING-STANDBY AND CALLOUT: PROPERTY
MANAGERS AND CUSTODIANS**

Amend provisions to read as follows:

A.

Existing language to prevail with addition of the following Stand By list:

- Property Manager
- Tenant Support Worker
- Three (3) Non-Union Employees at the discretion of the Commissioner of Social Services

B. Custodians

55% to 65% in a three year deal (5 % a year) with a max cap of 67%

Balance of Article remains unchanged

For the Union

Date: _____

For the City

Date: _____

**CITY of SSM And CUPE LOCAL 67-CIVIC Centre
TERMS OF AGREEMENT**

LETTER #11 – JOB EVALUATION (Title Change - Job Evaluation System Review)

Amend existing clause to read

The parties agree to meet **at a minimum once per year** during the term of the collective agreement to review jobs **under the** Job Evaluation system as well as any other system(s) the parties may wish to discuss.

The parties may by mutual agreement during the course of the collective agreement agree to replace the existing Job Evaluation System with a new system.

DELETE The parties agree to meet to discuss this matter before December 31, 2012.

For the Union

Date: _____

For the City

Date: _____

COLLECTIVE BARGAINING

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

&

C.U.P.E. LOCAL 67 CIVIC CENTRE

APPENDIX 2

Corporation of City of Sault Ste. Marie and CUPE Local 67(Civic Centre)
Bargaining 2015

11:00 SENIORITY

Amend existing clause to read

- 11:06 A temporary vacancy is defined as a vacancy scheduled to be up to eight (8) months in duration. **Twelve (12) month temporary absences will only apply to Maternity, Paternity and Sick Leave absences and the related "domino" or cascade vacancies.**

For the Union

John Sloan
D. Bawden
Paula Bryant
T. Connolly

For the City

Chris Neeson
P.M.
M.W.

Date: Feb. 19, 2015

Date: MARCH 2, 2015

**Corporation of City of Sault Ste. Marie and CUPE Local 67(Civic Centre)
Bargaining 2015**

12:00 JOB POSTINGS

Amend existing clause to read

- 12:02** The City agrees to forward to the **Recording Secretary** of the Union, copies of all job postings.

For the Union

John Sloan
Adrianne
Paula Brugare
P. McConnell

For the City

Chuck Nelson
John
Mr.

Date: Feb. 19, 2015

Date: MARCH 03/2015

Corporation of City of Sault Ste. Marie and CUPE Local 67(Civic Centre)
Bargaining 2015

LETTERS

LETTER #1 Subsidized Work Programs	Renew for term of agreement
LETTER #5 Application of Article 11:02-Layoffs	Renew for term of agreement
LETTER #6 Absenteeism	Renew for term of agreement
LETTER #7 Temporary Transfer Opportunities	Renew for term of agreement
LETTER #8 Welfare Benefits	Renew for term of agreement
LETTER #9 Disability Accommodation	Amend Disability Manager to Return to Work where applicable
LETTER #12 Paid Approved Union Leave	Renew for term of agreement
LETTER #13 Status Change Process (Perm P/T to Perm F/T)	Renew for term of agreement

For the Union

John Sloan
Shawnne
Paula Joyce
Connally

date Feb. 19 2015

For the City

Chris Renner
DR
DR

Date: March 03/2015



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Peter Tonazzo, MCIP, RPP
DEPARTMENT: Engineering and Planning Department
RE: A-9-15-Z – 297 McNabb Street

PURPOSE

The applicant, Brent Grossett, is seeking a rezoning to permit a second dwelling unit to be located within the basement of the existing home.

PROPOSED CHANGE

The applicant is requesting a rezoning from “R2” (Single Detached Residential Zone) to “R2.S” (Single Detached Residential Zone with a Special Exception) to permit a duplex dwelling, in addition to the uses permitted in an “R2” Zone.

Subject Property:

- Location – The subject property is located on the south side of McNabb St., approximately 54m west of its intersection with Campbell Avenue, civic no. 297 McNabb Street.
- Size – 15.2m (50') frontage by 38.9m (128') depth totalling 591m²
- Present Use – Illegal Duplex
- Owner – Brent Grossett

BACKGROUND

There are no previous applications on the subject property. This application is the result of a complaint.

ANALYSIS

The applicant's agent, Mrs. Sullivan has requested that this application be deferred to a later date, likely this fall. The applicant wishes to address a number of neighbour concerns and property standards issues.

A-9-15-Z – 297 McNabb Street
2015 04 27
Page 2.

Once the applicant decides when to bring this application forward, Planning staff will provide a new public notice to neighbours.

It is recommended that Council postpone this application to a later date, to be determined by the applicant.

IMPACT

Deferring this application will not result in financial impacts to the municipality.

STRATEGIC PLAN

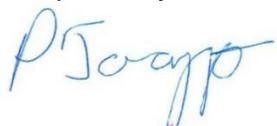
Deferring this application is not linked to any specific policies contained within the Corporate Strategic Plan.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the Report of the Planner dated 2015 04 27 be accepted as information and that Council postpone this application to a later, yet to be determined date.

Respectfully submitted,



Peter Tonazzo, MCIP, RPP
Planner

Recommended for approval



Donald B. McConnell, MCIP, RPP
Planning Director

Recommended for approval



Jerry Dolcetti, RPP
Commissioner Engineering & Planning

PT:ps
Attachment(s)

Peter Tonazzo

From: Anna [REDACTED]
Sent: Friday, April 17, 2015 9:43 AM
To: Peter Tonazzo
Subject: 297 McNabb Street - Brent Grossett Owner

Good Morning Peter:

Please note that Brent Grossett is withdrawing his application to request approval for a duplex for the above noted address. We would prefer it possibly in the fall as we would like to address the neighbors concerns at this time.

Thanking you in advance for your attention to this matter.

Anna Sullivan
705-759-8434



2012 ORTHO PHOTO

297 MCNABB STREET

Planning Application: A-9-15-Z



METRIC SCALE
1 : 2000

ROLL NUMBER
020-027-011-00

MAIL LABEL ID
A-9-15-Z

MAP NUMBERS
28 & 1-131

Legend



Subject Property = 297 McNabb Street

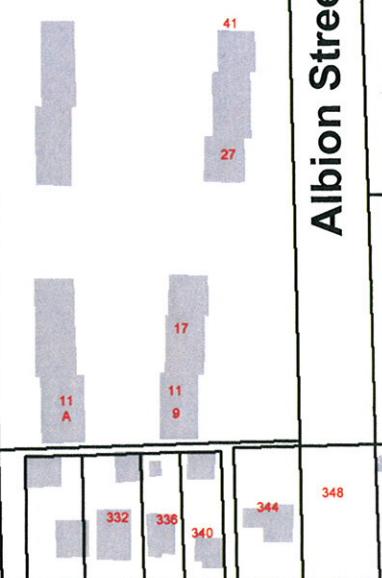
Page 201 of 471

Willow Avenue

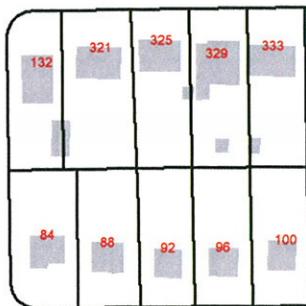
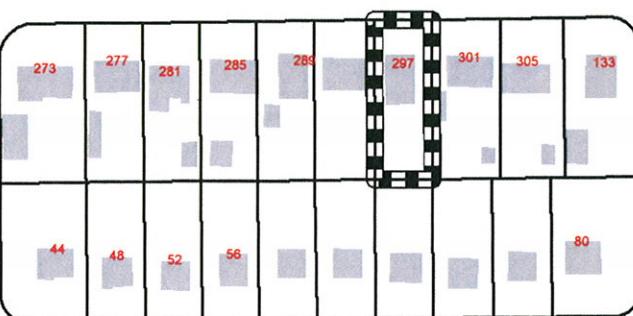


73 7577 79 85 87 93
A A A A A A

Albion Street

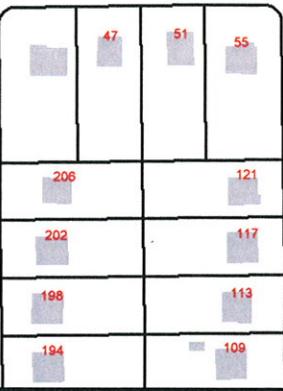


McNabb Street

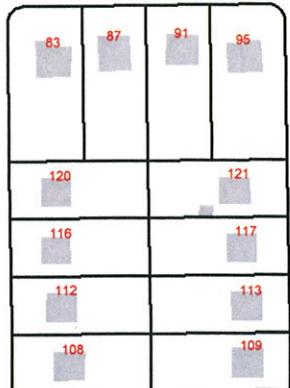
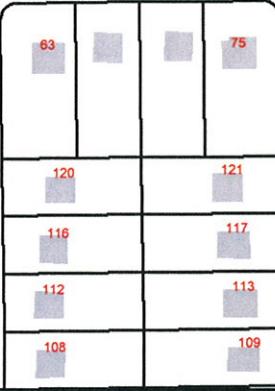


Poplar Avenue

Brien Avenue



Smale Avenue



SUBJECT PROPERTY MAP

297 MCNABB STREET

Planning Application: A-9-15-Z



METRIC SCALE
1 : 2000

ROLL NUMBER
020-027-011-00

MAIL LABEL ID
A-9-15-Z

MAP NUMBERS
28 & 1-131

Legend



Subject Property = 297 McNabb Street

Page 202 of 471



EXISTING ZONING MAP

297 MCNABB STREET

Planning Application: A-9-15-Z

MAP NUMBERS
28 & 1-131



METRIC SCALE
1 : 2000



Subject Property = 297 McNabb Street

R2 - Single Detached Residential Zone; R2hp

R4 - Medium Density Residential Zone



C4 - General Commercial Zone

I - Institutional Zone

S-# = Special Exception Zoning



COUNCIL REPORT

April 27, 2015

TO: Mayor Christian Provenzano and Members of City Council
AUTHOR: Peter Tonazzo, MCIP, RPP, Planner
DEPARTMENT: Engineering and Planning Department
RE: A-7-15-Z(2) – 104 Rankin Road

PURPOSE

To rezone the subject property to permit up to twenty (20) dwelling units within the existing building. The applicant is also seeking a rezoning to permit the existing gymnasium to be rented to groups engaged in sporting and cultural activities.

BACKGROUND

At its regular meeting on April 13, 2015, Council passed the following Resolution:

'Resolved that agenda item 7.6.1 (A-7-15-Z) be postponed to the April 27, 2015 Council meeting.'

ANALYSIS

The applicant, Paul Finck has requested (attached) an additional deferral to a date to be determined, so that he can organize a neighbourhood meeting to answer any neighbourhood questions that neighbours may have.

Once the applicant has determined when this application will be brought back to Council, Planning Staff will proceed with a new public notice, in accordance with the Planning Act.

IMPACT

Postponing this application will not have any financial impacts upon the Municipality.

STRATEGIC PLAN

Postponing this application is not directly linked to any specific policies contained within the City's Corporate Strategic Plan.

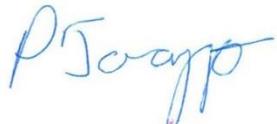
A-7-15-Z(2) – 104 Rankin Road
2015 04 28
Page 2.

RECOMMENDATION

It is therefore recommended that Council take the following action:

Resolved that the Report of the Planner dated 2015 04 28 be accepted as information, and that Council postpones this application to a later date.

Respectfully submitted,



Peter Tonazzo, MCIP, RPP
Planner

Recommended for approval



Donald B. McConnell, MCIP, RPP
Planning Director

Recommended for approval



Jerry Dolcetti, RPP
Commissioner Engineering & Planning

PT/ps

Attachment(s)

Peter Tonazzo

From: Paul Finck [REDACTED]
Sent: Monday, April 20, 2015 10:14 AM
To: Peter Tonazzo
Subject: 104 Rankin Rd.

Peter Tonazzo, Planner
99 Foster Drive, Sault Ste Marie, ON.
P6A 5X6

April 20th, 2015

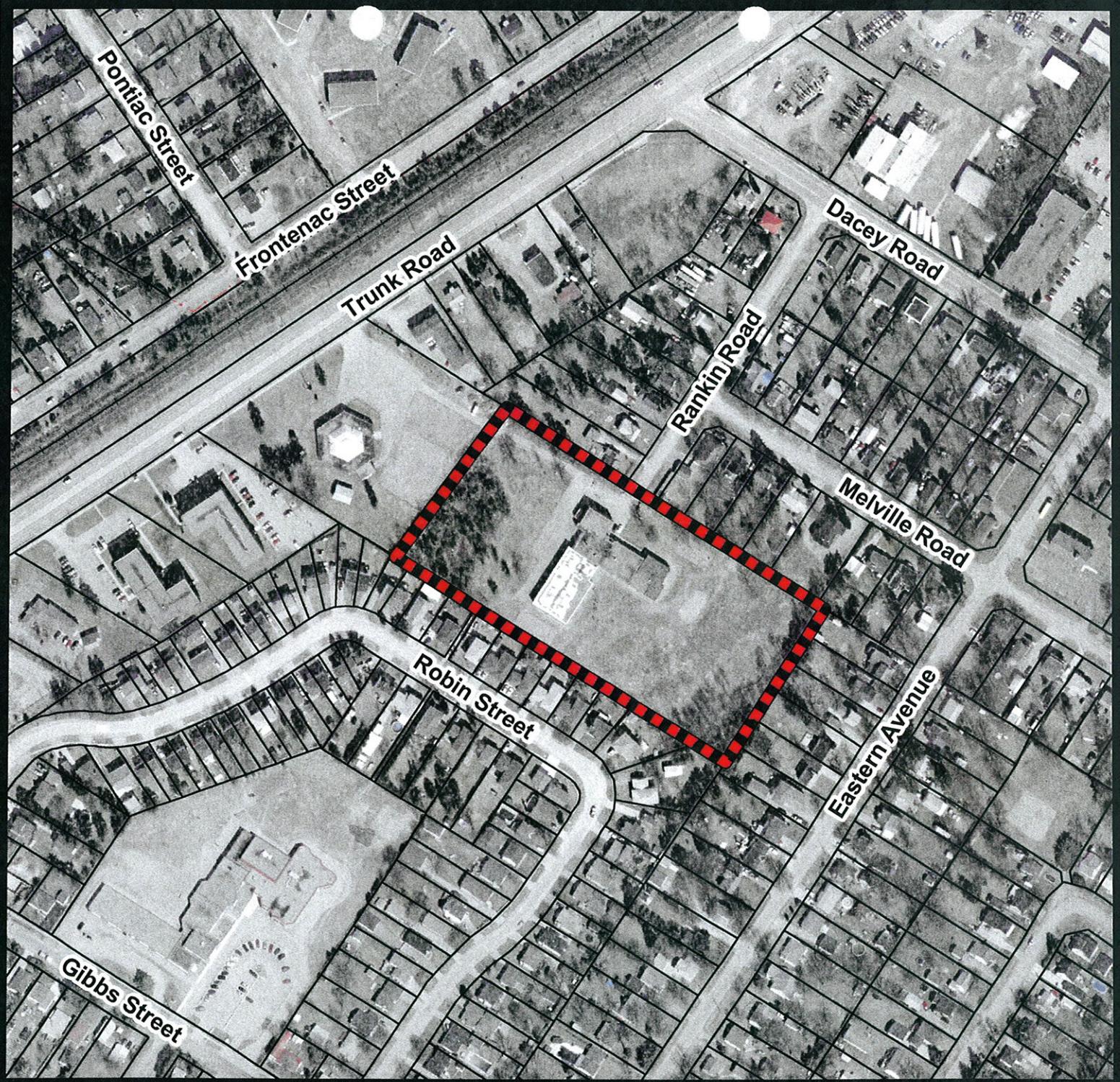
I would like to extend the date for review of my rezoning application with City Council that is to be held on April 27th, 2015 to a later date.

After speaking to you on the phone this morning, it would be a good idea to have any questions answered by neighbors of any uncertainties that they may have.

I will set up a meeting at the school in the next few weeks to answer anyone's questions at this time.

Thank-you,

Paul Finck



2012 ORTHO PHOTO

104 RANKIN ROAD

Planning Application: A-7-15-Z



METRIC SCALE
1 : 3200

ROLL NUMBER
010-050-053-00

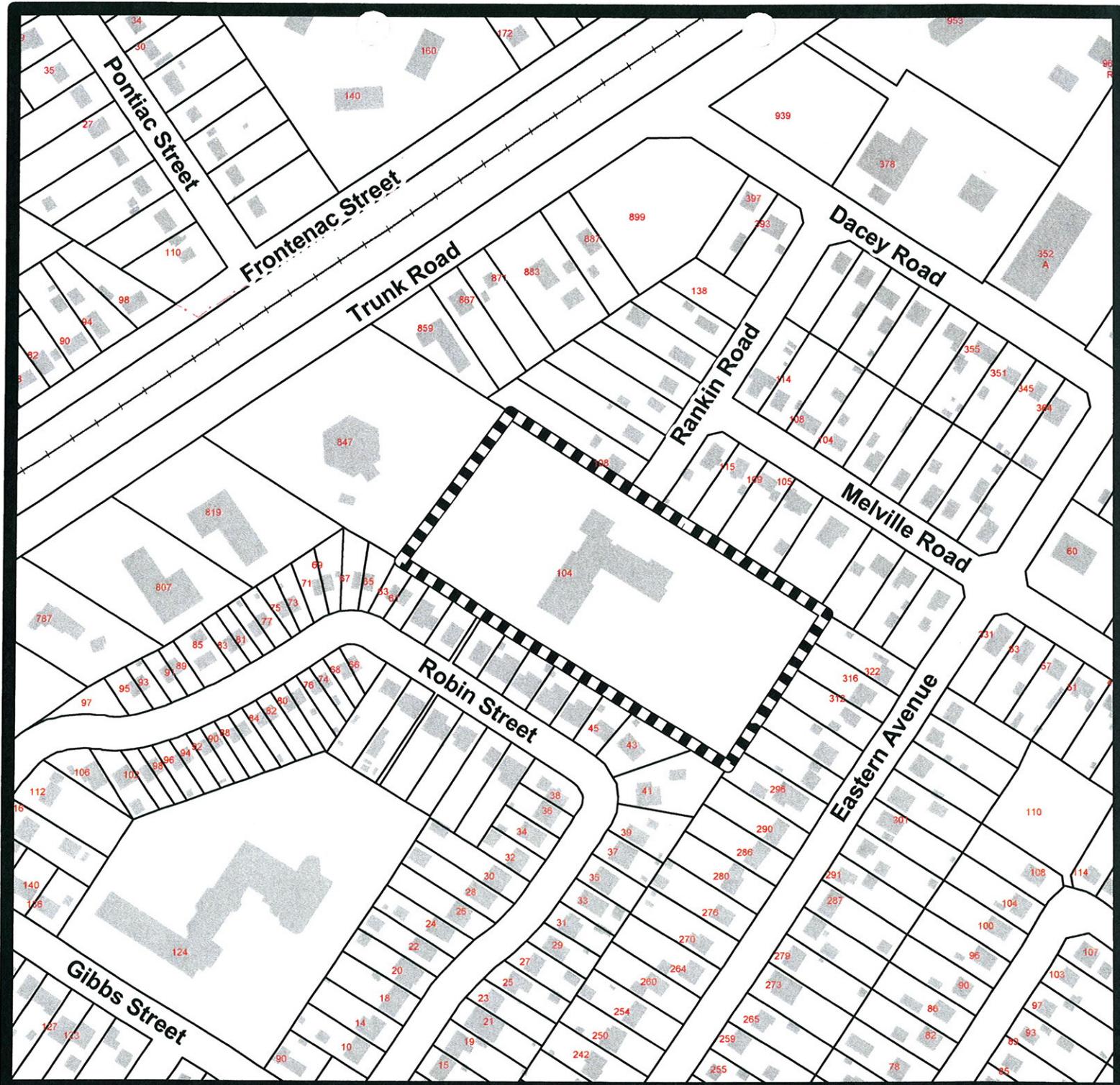
MAIL LABEL ID
A-7-15-Z

MAP NUMBERS
47 & 1-39

Legend



SUBJECT PROPERTY = 104 RANKIN ROAD



SUBJECT PROPERTY MAP

104 RANKIN ROAD

Planning Application: A-7-15-Z



METRIC SCALE
1 : 3200

ROLL NUMBER
010-050-053-00

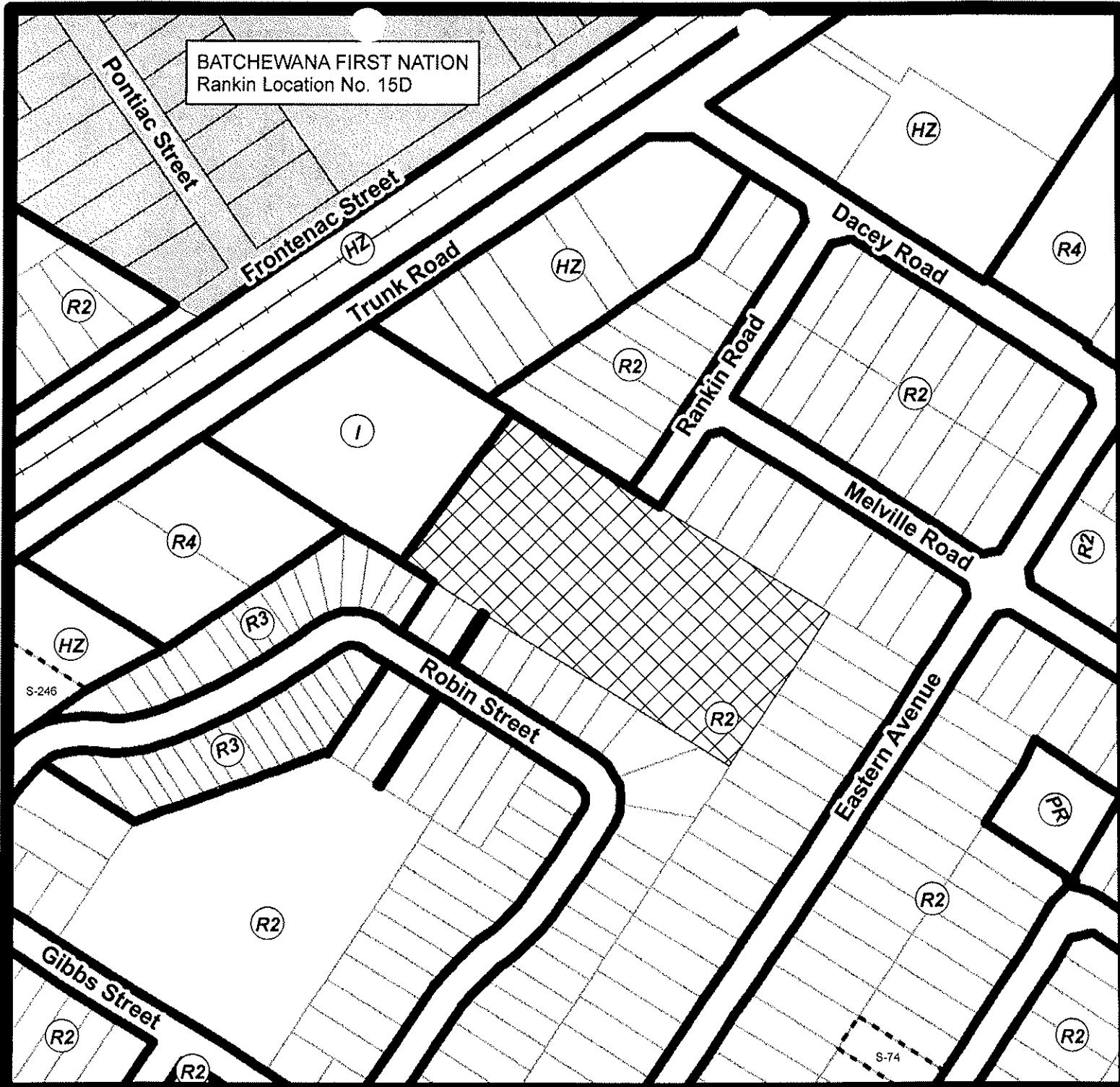
Legend



Subject Property = 104 Rankin Road Page 368 of 471

MAIL LABEL ID
A-7-15-Z

**MAP NUMBERS
47 & 1-39**



EXISTING ZONING MAP

104 RANKIN ROAD

Planning Application: A-7-15-Z



METRIC SCALE
1 : 3200

SUBJECT PROPERTY = 104 RANKIN ROAD

ZONE CATEGORIES

NCZBYLAWCLASS

	R2
	R3

	R4
	Hz
	I
	PR

ROLL NUMBER
010-050-053-00

MAIL LABEL ID
A-7-15-Z

MAP NUMBERS
47 & 1-39

Brierbid

sault ste marie 2017

My Home Town

OUR HOUSE YOUR BRIER

Brierbid

sault ste marie 2017

- Date: **March 3rd - 11th, 2017**
- Economic Impact: **\$15M**
- GDP: **\$6.1M**
- Visitor Days: **2,500**
- TSN Viewership - Total event - **12M**
- Event Budget = **\$3M** (Curling Canada's budget)
 - Ticket Drive: **1,213 deposits**
 - Local Committee hosting financial requirement \$850K
 - Government Funding = \$600K
 - TSSM = \$100K
 - City of SSM = \$150K



OUR HOUSE YOUR BRIER

Brierbid

sault ste marie 2017

Economic Impact

The Economic Impact is derived from the Sport Tourism Economic Assessment Model (STEAM), which has become the standard throughout Canada. The methodology for the STEAM, which was created by Canadian Sport Tourism Alliance (CSTA), combines two key components that act to standardize the results, thereby allowing for comparability of the economic impacts of different events in different locations across Canada.

Our STEAM projection is based off the STEAM PRO results from the 2004 Nokia Brier held in Saskatoon, Saskatchewan and from Ottawa's projections for the 2016 Brier. Many of the aspects involved will actually be the same for the Brier, regardless of location. This includes the impact of Curling Canada's staff, media, TSN crew, all the teams, coaches, sponsors, etc. So, while fan attendance and thereby also accommodations or food expenditures will positively impact Economic Impact, many of the constants and other important factors do not change. Ottawa for their Brier has projected an \$18M impact based on projected attendance of 140k, whereas the results from the 2004 Brier held in Saskatoon, Saskatchewan had a total event attendance of 238k people.

Based off projections from the 2004 Nokia Brier (as pictured below), we are projecting event attendance of 100K people, a total economic impact of \$15M; 84% will be retained within the City of Sault Ste. Marie, equating to \$12.6M. It is expected based off the total impact; the Brier will output \$6M in GDP.

City	Year	Attendance	EI
Saskatoon	2004	238,000	\$23,200,000
Kamloops	2014	65,005	na
Calgary	2015	151,835	na
Sault Ste. Marie	2017	100,000	\$15,000,000

Table 5.1 Potential Provincial Economic Impact by Source (\$000s)

Category	Operations	Capital	Visitors	Total
Initial Expenditure	\$6,363	\$402	\$6,520	\$13,285
Industry Output	\$10,662	\$662	\$11,852	\$23,176
GDP	\$5,742	\$250	\$5,028	\$11,020
Wages & Salaries	\$1,675	\$122	\$2,744	\$4,542
Taxes - Total	\$910	\$80	\$2,083	\$3,073
Federal	\$448	\$40	\$965	\$1,453
Provincial	\$342	\$32	\$899	\$1,273
Municipal	\$120	\$8	\$219	\$347
Jobs	67.4	5.1	165.9	238.4

The combined expenditures of visitors, along with event operations, and capital expenditures were estimated to reach nearly \$13.3 million in the province of Saskatchewan. This spending generated an estimated \$23.2 million in economic activity, of which nearly \$19.5 million occurred within the city of Saskatoon. More than \$3.7 million in wages and salaries were paid in Saskatoon, with an additional \$0.8 million paid throughout the rest of the province. The event supported an estimated 205 jobs in Saskatoon, increasing to 238 when considering the province as a whole. In sum, the event contributed more than \$11.0 million to the provincial GDP, including \$9.2 million in Saskatoon. Hosting the event is estimated to have garnered an additional \$3.1 million in taxes; almost \$1.5 million for the federal government. Nearly \$1.3 million was collected by the province and \$347,000 by local governments, including \$298,000 by the city of Saskatoon.

Brier Hosting Financials

The implementation and fiscally responsibility, whether profitable or if there is a loss, of the 2017 Tim Hortons Brier, rests solely with Curling Canada. In order to secure the event, Curling Canada requests a hosting fee guarantee of which, we are looking to provide at \$850,000 dollars. The letter of guarantee would contain this wording:

"On behalf of the City of Sault Ste. Marie, I would like to officially confirm our \$150,000 contribution towards the event budget of the 2017 Tim Hortons Brier. The \$150,000 contribution is part of a total contribution of \$850,000, submitted by five partners and our bid dated April 29th, 2015. We understand that this financial guarantee is solely for the direct contribution to the 2017 Tim Hortons Brier event budget."

We have secured \$300K in funding from Celebrate Ontario and we have an acknowledgement from Northern Ontario Heritage Fund Corporation for funding of \$150,000. We will apply for \$150,000 to FedNor closer to 14 months away from the event, as per their application procedures. In the past, we have been successful in securing the three levels of government funding for events like: 2013 TELUS Cup, 2012 and the CARHA Hockey World Cup to name a few.

**Ministry of Tourism,
Culture and Sport**

Minister

9th Floor, Hearst Block
900 Bay Street
Toronto, ON M7A 2E1
Tel: (416) 326-9326
Fax: (416) 326-9338

**Ministère du Tourisme,
de la Culture et du Sport**

Ministre

9^e étage, Édifice Hearst
900, rue Bay
Toronto, ON M7A 2E1
Tél.: (416) 326-9326
Téléc.: (416) 326-9338



Ontario

APR 15 2015

Tom Dodds
CEO
Sault Ste. Marie Economic Development Corporation
99 Foster Drive, Level 1
Sault Ste. Marie, ON P6A 5X6
Email: t.dodds@ssmedc.ca

Dear Mr. Dodds:

On behalf of the Province of Ontario, it gives me great pleasure to confirm our support of Sault Ste. Marie Economic Development Corporation's bid to host the *2017 Tim Hortons Brier*.

The Government of Ontario appreciates the importance of initiatives such as the *2017 Tim Hortons Brier* to Ontario's prosperity, culture and quality of life, and we are pleased to do our part to help renew, revitalize and promote our province's tourism industry. Festivals and events invigorate local economies — they support jobs, enhance tourism and increase visitor spending in communities across Ontario.

Sault Ste. Marie and Ontario are well-suited to stage such a prestigious event, and a gathering of this stature provides a great vehicle to showcase the variety of attractions and experiences that Sault Ste. Marie and Ontario have to offer. Bringing this event to the province and Sault Ste. Marie would result in significant national broadcast exposure and important economic activity. It would also enhance the recognition of your city as a venue for future sporting events.

In the event that the Sault Ste. Marie Economic Development Corporation is chosen to host the *2017 Tim Hortons Brier*, I am pleased to advise you that our government will commit \$300,000 (payable in fiscal year 2015-16) to support the event.

I wish the Sault Ste. Marie Economic Development Corporation great success in its endeavours.

Yours truly,

A handwritten signature in black ink, appearing to read "Michael Coteau".

Michael Coteau
Minister

c: The Honourable David Orazietti, MPP, Sault Ste. Marie



Suite 200, Roberta Bondar Place, 70 Foster Drive, Sault Ste. Marie, Ontario P6A 6V8
Tel: (705) 945-6700 or 1-800-461-8329, Fax: (705) 945-6701 www.nohfc.com

Place Roberta Bondar, 70, promenade Foster, bureau 200, Sault Ste. Marie (Ontario) P6A 6V8
Tél: 705 945-6700 ou 1 800-461-8329, Téléc. 705 945-6701 www.nohfc.com

NOHFC File No: 8230003

April 20, 2015

Mr. John Pucci
Manager, Sport Tourism
Sault Ste. Marie Economic Development Corp.
99 Foster Drive
Sault Ste. Marie ON P6A 5N1

Dear Mr. Pucci:

This is to acknowledge your application requesting funding from the Northern Ontario Heritage Fund Corporation (NOHFC) toward the 2017 Tim Horton's Brier. Please quote the above file number in future correspondence.

The NOHFC has determined that the project is potentially eligible and will proceed for further review and assessment. Please note that although your application is proceeding for further review and assessment, it does not mean that it will be approved for funding. The NOHFC's programs are non-entitlement, discretionary programs and not all projects meeting the program eligibility criteria will be approved for funding.

You will be asked to develop a detailed proposal. When doing so, please note the amount of NOHFC assistance will generally not exceed the lesser of 30% of eligible costs to a maximum of \$100,000. As you are requesting more than the allowable published guidelines, please demonstrate the significant regional and/or Growth Plan-oriented benefits of the project to the communities, region and Northern Ontario.

The proposal will be reviewed by the Ministry of Northern Development and Mines (MNDM). A member of MNDM's Sault Ste. Marie Area Team, whose Manager is Glen Vine at (705) 945-5839, will be contacting you to discuss this proposal further.

Please note that you are required to submit your full proposal, including supporting documentation, to your assigned project officer within 60 business days from receipt of this letter. If your proposal is not received, your file will be closed.

Sincerely,

John Barbeau
A/Manager, Program Services

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2015-86

COUNCIL PROCEDURE: (A1.6) A by-law to amend Council Procedure By-law 2013-100.

THE COUNCIL of the Corporation of the City of Sault Ste. Marie, pursuant to section 238 of the *Municipal Act, 2001*, S.O. 2001, c. 25 and amendments thereto, **ENACTS** as follows:

1. BY-LAW 2013-100 AMENDED

- (a) By-law 2013-100 is amended by adding the following title and section:

“5.3 Recording Closed Sessions”

Closed sessions of Council shall be recorded using digital audio-video recording technology. The City Clerk’s department shall be responsible for the care and retention of the resulting records. This provision is not intended to apply to local boards and committees of Council.”

- (b) By-law 2013-100 is further amended by adding the following title and section:

“27.8 Committee Appointments”

Appointments to Boards and Committees will be made in accordance with the appointment policy attached hereto as Schedule “A”.

City Council will meet in open session, either at a regular meeting or a special meeting called for that purpose to make appointments to Boards and Committees by way of simultaneous recorded vote as described below.

Where Number of Applicants Exceeds Positions

Where the number of applicants exceeds the number of positions available, the following procedure shall be followed, for as many voting rounds as necessary:

- a) Each member may cast a vote for each position available;
- b) Applicants receiving a majority vote of members present shall be recommended for appointment;
- c) Applicants receiving no votes shall be excluded from further consideration;
- d) In addition to those applicants receiving no votes, applicants receiving the least amount of votes shall be excluded from further consideration, unless this would result in insufficient applicants to fill the positions available;
- e) If two or more applicants are tied with the least number of votes and their exclusion would result in insufficient applicants to fill the positions available:
 - i. Council shall decide by majority vote which of the tied applicants shall remain eligible for further consideration; however
 - ii. If the vote still results in too few applicants to fill the remaining position(s), then the Clerk shall choose the person(s) to remain eligible by lot;
- f) If it becomes apparent by reason of an equality of votes that no applicant can achieve sufficient votes to be appointed, then the Clerk shall make the selection by lot.

Method – Simultaneous Recorded Vote

- g) Each member present, unless otherwise prohibited by statute or this by-law, shall on a sheet of paper provided by the Clerk, simultaneously indicate the names the applicants they are voting for and sign the same; and
- h) The Clerk shall:
 - i. collect the sheets of paper;
 - ii. announce the name and vote of each member and the vote result; and
 - iii. record the result, including how each member voted.”

2. BY-LAW 2013-100 FURTHER AMENDED BY ADDING SCHEDULE “A”

By-law 2013-100 is amended by adding Schedule “A” as attached to this by-law.

3. **SCHEDULE "A"**

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

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CLERK – MALCOLM WHITE

MC \LEGAL\STAFF\BYLAWS\1. 2015\2015-86 - PROCEDURAL BY-LAW AMENDMENT.DOC



SCHEDULE "A" TO BY-LAW 2013-100

A-III-1

INFORMATION MANUAL

Subject:	APPOINTMENTS
Department/Division:	Boards and Committees
Source:	City Council
Date:	2015 04 13

Page: 1 of 3

DEFINITIONS

Interested Persons: Any eligible person who submits an Application Form and who is not a member of Council.

Applicants: Are both members of Council and Interested Persons who wish to be appointed to any Boards or Committees.

Boards and Committees: Boards and committees of Council, other boards and committees, or boards and committees to which Council nominates or recommends members for consideration.

Application Form: Refers to the document that is pre-approved by Council for the purpose of an Interested Person making application to be appointed to Boards and Committees.

PURPOSE

The City of Sault Ste. Marie is committed to ensuring the appointment of qualified candidates to Boards and Committees in a manner that is open, transparent, fair and equitable and strives for representation that is consistent with the makeup of the community.

This policy outlines the process by which Applicants are appointed to Boards and Committees.

As a matter of policy, Council shall not nominate or recommend any person to be appointed to the board of any share-capital corporation.

PUBLIC NOTICE

The Clerk's Department shall issue public notice to all media and post said public notice to the corporate website concerning upcoming vacancies on Boards and Committees including the Application Form and the timeline for receipt of the completed Application Form.

APPLICATIONS

Interested persons must submit the Application Form if they want to be considered for an appointment to Boards and Committees. Members of Council must provide written notice of their wish to be appointed to Boards and Committees to the City Clerk according to the deadline established by the City Clerk.



SCHEDULE "A" TO BY-LAW 2013-100

A-III-1

INFORMATION MANUAL

Subject:	APPOINTMENTS
Department/Division:	Boards and Committees
Source:	City Council
Date:	2015 04 13

Page: 2 of 3

Notwithstanding the above, where there are an insufficient number of members of Council to fill the available vacancies on Boards and Committees, a member of Council may indicate their wish to be appointed at the meeting where the appointments are being considered.

ELIGIBILITY OF CITIZENS

Council may make appointments at their discretion and are not limited to only eligible electors. No Interested Persons shall be appointed to more than four (4) Boards and Committees.

ELIGIBILITY OF CITY EMPLOYEES

City employees are not eligible for appointment to the following Boards and Committees:

- Committee of Adjustment
- Committee of Revision
- Fence Viewers Committee
- Police Services Board
- Property Standards Appeal Committee

APPOINTMENTS

City Council will meet in open session, either at a regular meeting or a special meeting called for that purpose to make appointments to Boards and Committees.

The agenda for such meetings shall contain only the names of the Applicants. Further to the Municipal Freedom of Information and Protection of Privacy Act the Application Form and supporting material of Applicants shall be circulated only to Council and will not be disclosed for use by any 3rd party and will only be disclosed, as required, through the open discussions of Council, when considering Applicants.

Council may request further information concerning an Applicant, either in writing or by personal attendance at the meeting.

When considering appointments to any particular Boards or Committees, the members of Council may nominate other members of Council or Interested Persons, as the case may be, from the pool of Applicants for other Boards and Committees.



SCHEDULE "A" TO BY-LAW 2013-100

A-III-1

INFORMATION MANUAL

Subject:	APPOINTMENTS
Department/Division:	Boards and Committees
Source:	City Council
Date:	2015 04 13

Page: 3 of 3

Should the number of nominees exceed the number of vacancies for any Board and Committee, balloting will take place in accordance with the provisions for simultaneous recorded vote in the procedure by-law.

Every appointment made by Council to Boards and Committees shall be at the pleasure of Council, whether or not the appointment is for a specified time period.

APPOINTEES NOTIFIED The City Clerk notifies all appointees in writing of their appointments following the meeting.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2015-65

AGREEMENT: (C2.12(2)) A by-law to authorize the execution of an Agreement between the City and 1372055 Ontario Limited O/A Pro North Roofing for the partial roof replacement and building improvements at the Steelton Seniors Centre (235 Wellington Street West).

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 DOCUMENTS

The Mayor and the City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to an agreement dated the 14th day of April, 2015 and made between the City and 1372055 Ontario Limited O/A Pro North Roofing for the partial replacement and building improvements at the Steelton Seniors Centre (235 Wellington Street West).

2. SCHEDULE "A"

Due to its size and volume, Schedule "A" is available for viewing in the City Clerk's Office and 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 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2015-69

AGREEMENT: (F2) A by-law to authorize the execution of a Procedural Agreement concerning Fire Investigations between the Sault Ste. Marie Police Service, Her Majesty the Queen in Right of Ontario as represented by the Ministry of Community Safety and Correctional Services operating through the Office of the Fire Marshal & Emergency Management and Sault Ste. Marie Fire Services.

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 an agreement in the form of Schedule "A" attached hereto, dated April 27, 2015 and made between the Sault Ste. Marie Police Service, Her Majesty the Queen in Right of Ontario as represented by the Ministry of Community Safety and Correctional Services operating through the Office of the Fire Marshal & Emergency Management and Sault Ste. Marie Fire Services. This agreement authorizes a Procedural Agreement concerning Fire Investigations.

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 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

Schedule "A"

Procedural Agreement ("Agreement")

Between

SAULT STE. MARIE POLICE SERVICE
(Hereinafter referred to as "the Police Service")

AND

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY
THE MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES
OPERATING THROUGH THE OFFICE OF THE FIRE MARSHAL & EMERGENCY
MANAGEMENT**

(Hereinafter referred to as "the Office of the Fire Marshal & Emergency Management")

AND

SAULT STE. MARIE FIRE SERVICES
(Hereinafter referred to as "the Fire Service")

WHEREAS the Chief of Police of the Police Service shall develop and maintain procedures for undertaking and managing criminal investigation(s), pursuant to subsection 12(1) of the *Adequacy and Effectiveness Police Services Regulations*, Ontario Regulation 3/99; as amended ("Adequacy Regulations") under the *Police Services Act*, R.S.O. 1990, CHAPTER P.15, as amended and as it exists from time to time ("Police Services Act");

WHEREAS the Chief of Police of the Police Service shall develop and maintain procedures for undertaking and managing death related investigations, pursuant to section 9 (1) of the *Coroners Act*, R.S.O. 1990, CHAPTER C.37; as amended and as it exists from time to time ("Coroners Act");

WHEREAS the Chief of Police of the Police Service shall establish procedures and processes in respect of obtaining, when required, expert or specialized assistance from another police force, government agency or other organization or individual, in relation to a criminal investigation being undertaken by its police force, pursuant to subsection 14(1) (c) of the *Adequacy Regulations* under the *Police Act*;

WHEREAS the Office of the Fire Marshal & Emergency Management has the duty to investigate the cause, origin and circumstance of any fire or of any explosion or condition that in the opinion of the Office of the Fire Marshal & Emergency Management might have caused a fire, explosion, loss of life or damage to property, pursuant to subsection 9(2)(a) of the *Fire Protection and Prevention Act*, 1997 S.O. 1997, CHAPTER 4; as amended and as it exists from time to time ("FPPA");

WHEREAS the Office of the Fire Marshal & Emergency Management may delegate any of its powers or duties to any person or class of persons, pursuant to subsection 10(1) of the *FPPA*;

AND WHEREAS the Fire Service shall provide fire suppression and may provide other fire protection in a municipality, group of municipalities or territory without municipal organization, pursuant to subsection 5(1) of the *FPPA*;

NOW THEREFORE the Police Service, Fire Service and the Office of the Fire Marshal & Emergency Management hereby subscribe to this Procedural Agreement ("Agreement") to provide for consultation and co-operation with respect to fire/explosion investigations occurring within the Fire Service (hereinafter referred to as "the municipality").

1.0 PURPOSE

- 1.1 The purpose of this Agreement is to define the respective roles and responsibilities of the Police Service, Fire Service, and the Office of the Fire Marshal & Emergency Management in relation to fire/explosion investigations occurring within the municipality that require the involvement of the Police Service, the Office of the Fire Marshal & Emergency Management, and Fire Service.
- 1.2 It is not the intent of this Agreement to vary, amend or detract from the roles and responsibilities of the Fire Service with respect to fires/explosions not falling within the scope of this Agreement.
- 1.3 For the purposes of this Agreement, the term "joint investigation" means an investigation of a fire or explosion incident that requires the involvement of the Police Service, the Office of the Fire Marshal & Emergency Management and/or Fire Service having jurisdiction.
- 1.4 For the purpose of this Agreement the term "reasonable grounds" means: a set of facts or circumstances that would lead an ordinary and cautious person to believe, and which goes beyond a mere suspicion.

2.0 PROCEDURE

- 2.1 The Office of the Fire Marshal & Emergency Management shall be notified and may be responsible to investigate the following:
 - (a) All fatal fires or serious injuries requiring a person(s) to be admitted as in-patient(s) to a hospital incidents;
 - (b) Gaseous explosions;
 - (c) All fires and/or explosions occurring at marijuana grow operations and clandestine drug laboratories;
 - (d) Suspected incendiary fires;
 - (e) Large loss fires (\$500,000 and over);
 - (f) Fires of unusual origin or circumstance, unusual fire/smoke spread, or involves circumstances that may result in widespread public concern (i.e. environmental hazard); and
 - (g) Multi-unit residential occupancies - where fire spread is beyond unit of origin.
- 2.2 The Office of the Fire Marshal & Emergency Management is not responsible to investigate non-fatal Vehicle or boat fires or obvious single minor arsons.
- 2.3 The availability of the Office of the Fire Marshal & Emergency Management to respond to reported fires/explosions shall be governed by the following guidelines:
 - (a) The Office of the Fire Marshal & Emergency Management investigates all reported fatal fires, Incidents involving serious injuries requiring a person(s) to be admitted as in-patient(s) to a hospital and gaseous explosions. The remaining categories may or may not be investigated all of the time depending upon the nature of the incident and/or the

availability of the Office of the Fire Marshal & Emergency Management investigators.

- (b) Requests for investigators will be dealt with in order of priority and subject to the availability of resources.
- (c) Fatal fires/incidents involving serious injury requiring a person(s) to be admitted as in-patient(s) to a hospital and explosions should be reported immediately so that an investigator can be assigned to respond as quickly as possible to the scene. All other incidents identified in the established criteria will be handled during regular business hours.
- (d) Upon receipt of a notification, an evaluation in reference to the established criteria for notification will be made to determine the urgency of response and level of investigation to be conducted by the Office of the Fire Marshal & Emergency Management. The evaluation will include a consideration of the potential benefits for improved fire safety resulting from the investigation. Depending on the circumstances and the time of the notification, the Office of the Fire Marshal & Emergency Management will either assign an investigator for immediate response or defer the response to the next normal work period or may refer the investigation to the Fire Service.
- (e) Occurrences that require an after hour response will be assigned to one of the investigators situated throughout the Province who are on call. The assignment will be based on the quickest possible response given the distance that must be travelled and the response time expected from the investigator.
- (f) Notification of the Office of the Fire Marshal and Emergency Management shall be the responsibility of the Fire Service or the Office of the Fire Marshal and Emergency Management contact information, see Appendix "A".

3.0 RESPONSIBILITIES

- 3.1 This Agreement acknowledges that it is the duty of the Office of the Fire Marshal & Emergency Management to investigate the cause, origin and circumstances of any fire or of any explosion or condition that in the opinion of the Office of the Fire Marshal & Emergency Management may have caused a fire, explosion, loss of life or damage to property. The Office of the Fire Marshal & Emergency Management only investigates fires where it determines there is a fire of a provincial interest. The Fire Service has the authority to investigate all other fire occurrences within their jurisdiction. The Fire Service may investigate fires without notifying the Office of the Fire Marshal, suspected incendiary fires of \$20,000.00 or less in value, where none of the criteria listed in 2.1 apply.

Dependent on the type of fire investigated by the Fire Service, this may be a joint investigation with the Police Service. Serial fires defined as a series of fires set in a similar manner or in a geographic area will be the responsibility of the Office of the Fire Marshal & Emergency Management, which will coordinate the appropriate response with the Police Service and the Fire Service.

- 3.2 (a) This Agreement acknowledges that the Police Service is responsible for all criminal or suspected criminal investigations and all fire death investigations.
(b) Upon forming reasonable grounds that a criminal offence may have been committed, or that there may have been a death, The Fire Service shall suspend any cause determination investigation and contact the Police Service to determine if a joint investigation should be initiated.
- 3.3 Where officials from the Police Service or Fire Service and/or the Office of the Fire Marshal & Emergency Management are involved in a joint investigation, the parties will work together and will determine which specific areas of the investigation each party will take.
- 3.4 (a) The Office of the Fire Marshal & Emergency Management will be the lead agency, or the Fire Service in the absence of the Office of the Fire Marshal & Emergency Management will be the lead agency, when a joint investigation for the purposes of investigating the cause, origin and circumstances of the fire/explosion incident occurs. As such, the Office of the Fire Marshal & Emergency Management or the Fire Service will be responsible for collecting, handling, preserving and documenting of all evidence relating to the cause, origin and circumstances of a non-criminal fire or explosion.
(b) Where the Office of the Fire Marshal is the lead agency, the Office of the Fire Marshal will determine and co-ordinate the role of the Fire Service in the fire investigation.
- 3.5 In the case of a joint investigation, the Police Service will be the lead agency for the purposes of the criminal investigation. The Police Service will be responsible for the collection, handling, preservation and documentation of all evidence relating to the criminal investigation as directed by the Police Service primary investigator on scene. It is understood that fire and explosion scenes offer unique and specialized challenges to investigators and as such decisions will be made using the expertise of staff of the Office of the Fire Marshal & Emergency Management or the Fire Service and/or such specialized units within the Police Service as are available, as appropriate.

4.0 CONTROL OF SCENE

- 4.1 The Fire Service Fire shall maintain control and security of the fire/explosion scene following the fire suppression.
- 4.2 At any point where reasonable grounds exists to believe that the fire/explosion may be a criminal act or a death has occurred, the Police Service shall assume responsibility for control and security of the scene.
- 4.3 During suppression, should there exist reasonable grounds to believe that the fire may be due to a criminal act or a death has occurred, the Fire Service will endeavour to limit the potential destruction or loss of evidence while still fulfilling their mandate to preserve and protect life.
- 4.4 The Police Service shall ensure that evidence at a fire and/or explosion scene at a marijuana grow operation or clandestine drug laboratory is not removed until such time that the Office of the Fire Marshal& Emergency Management or the Fire Service has inspected the scene and collected any

evidence that may be relevant to judicial proceedings under the jurisdiction of the Office of the Fire Marshal.

- 4.5 These measures in this part of the Agreement could include measures such as avoiding the exposure of evidence items and areas of significance to unnecessary fire suppressants, vehicle or foot traffic and having one crew member designated to identify and secure potential evidence until it can be brought to the attention of the Office of the Fire Marshal & Emergency Management or the Police Service.
- 4.6 In the case of an investigation conducted under the authority of a *Criminal Code*, R.S.C. 1985, c.C-46; as amended and as it exists from time to time ("Criminal Code") search warrant or the *Coroners Act* the release of the scene will be the responsibility of the Police .
- 4.7 In the case of a fire investigation conducted under the authority of the *FPPA* the release of the scene shall be the responsibility of the Fire Service , or in a joint investigation the Office of the Fire Marshal & Emergency Management as the case may be; and
- 4.8 Upon termination of the investigation, in accordance with the provisions of Article 2.4.7.1 of the *Fire Code*, ONTARIO REGULATION 213/07 ("Fire Code") the Fire Service shall ensure that a vacant building is secured against unauthorized entry.

5.0 SEARCH WARRANTS

- 5.1 At any point of the investigation where in the opinion of the Fire Service, reasonable grounds to believe that the fire/ explosion is a criminal act, the Fire Service shall consult Police Service. The Police Service in consultation with the Fire Service will determine if responsible grounds exist to obtain a *Criminal Code* search warrant for the scene.

6.0 REPORTS - Exchange Disclosure / Limitations

- 6.1 (a) The parties undertake to maintain, respect and protect the confidentiality of the information received under this Agreement.
- (b) The sharing/exchange of records relative to this Agreement **DOES NOT APPLY** to records that are created or kept pursuant to or come within the jurisdiction of the *Youth Criminal Justice Act*, S.C. 2002, c. I; as amended and as it exists from time to time ("YCJA"). It is recognized that records of young persons, as defined by that Act may only be disclosed in accordance with the provisions of the YCJA.
- (c) The sharing of information concerning joint investigations as shall be limited to the following type of records released by the Police Service:

*Police Occurrence Report
Laboratory reports
Witness Statements
Exhibit Reports
Crown Brief Synopsis
Notes*

- (d) The sharing of information concerning joint investigations shall be limited to the following type of records released by the Fire Service and/or the Office of the Fire Marshal:

Fire Investigative Reports

Witness Statements

Laboratory reports

Reports from Experts

Fire Incident Reports

Crown Briefs

Notes

- (e) The parties shall collect, use and disclose information under this Agreement only as provided for and permitted under the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CHAPTER M.56*; as amended and as it exists from time to time ("MFIPPA") and the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CHAPTER F.31*; as amended and as it exists from time to time ("FIPPA") or as otherwise authorized by law. However, it is specifically recognized that the reports of all parties will be subject to disclosure by the Police Service in the course of the criminal trial process. It is further recognized that these records are subject to release through judicial order and third party applications.

- (f) Where a joint investigation is undertaken, the parties agree to exchange copies of their investigation and follow-up reports, subject to such terms and conditions as may be imposed by any party in accordance with the legal obligations upon it and/or any third party or organization originally providing the information. The parties are cognizant of the limitations upon information disclosure to which each is subject, and reserve the right to sever information contained in the records maintained by each of them, prior to production thereof, to protect the privacy interests of third parties and confidential informants, and to prevent any interference with, or revelation of, law enforcement techniques or that may compromise an on-going criminal investigation. In the case of FIPPA access requests, the agency it is requested from must inform the other agency whose records form part of the requested investigation.

- (g) All reports shall be maintained by the parties in accordance with their retention regulations and schedules.

- (h) The parties shall develop and implement any policies and practices, which are necessary to ensure that the terms of this Agreement are respected.

- (i) Each of the respective parties will be responsible for any administrative costs incurred as a result of information provision and maintenance in accordance with the provisions of this Agreement.

- 6.2 For joint investigations, reports prepared by the Police Service shall be forwarded upon written request to the investigator to the attention of:
(All reports will be stamped with the F.O.I. stamp prior to release).

Office of the Fire Marshal & Emergency Management
Fire Investigation Supervisor
2284 Nursery Road
Midhurst, Ontario

LOL 1X0

OR

Fire Chief
Sault Ste. Marie Fire Services
72 Tancred Street
Sault Ste. Marie, On
P6A 2W1

Tel: 705-949-3335 Fax: 705-949-2341

- 6.3 (a) For joint investigations, reports prepared by the Office of the Fire Marshal & Emergency Management shall be forwarded to the attention of the Fire Chief, Sault Ste. Marie Fire Services

AND

Chief of Police and the Investigating Officer
Sault Ste. Marie Police Services
580 Second Line
Sault Ste. Marie, On
P6B 4K1

Tel: 705-949-6300 Fax: 705-949-3440

- (b) For joint investigations, reports prepared by the Fire Service shall be forwarded to the Office of the Fire Marshal & Emergency Management and the Police Service.

- 6.4 The reports referred to in paragraphs 6.2 and 6.3 may be forwarded by personal or by courier.

7.0 EXHIBITS AND TESTING

- 7.1 For the purposes of continuity and documentation of evidence, the primary investigators for each agency shall, in consultation, determine what processes are to be implemented in the collection and testing of exhibits of mutual interest from an incident scene.
- 7.2 The Police Service shall be responsible for the care and control of all exhibits deemed necessary for a criminal investigation.
- 7.3 The Office of the Fire Marshal & Emergency Management shall be responsible for the submission of all fire related exhibits in criminal and death investigations and will supply the Police Service with a list of said exhibits to satisfy the return on the warrant.
- 7.4 The Office of the Fire Marshal & Emergency Management shall be responsible for the care and control of any items collected by its investigators.
- 7.5 The Fire Service shall be responsible for the care and control of any items collected by their investigative staff.

7.6 The Office of the Fire Marshal & Emergency Management shall assist in the testing of items collected by either the Police Service or Fire Service, workload permitting.

7.7 Required testing of any exhibit shall be determined by mutual agreement of the involved agencies.

8.0 CONFIDENTIALITY

8.1 During the term of this Agreement and after the termination or other dissolution thereof for any reason, the parties shall treat all information that they may have acquired hereunder as strictly confidential, and such information shall not be disclosed or produced except as required or permitted by law. Each party shall use the same degree of care to avoid the inappropriate disclosure of confidential data and information of the other parties as it uses to protect its own confidential data and information. For greater certainty, but not limiting the generality of the foregoing, the provisions of section 6 and section 8 shall survive the expiry or early termination of this Agreement.

8.2 The Police Service reserves the right to sever, in its discretion any information prior to its release to the Office of the Fire Marshal & Emergency Management and/or The Fire Service to protect the privacy interest of third parties and confidential informants, and to prevent any interference with law enforcement or revelation of law enforcement techniques or that may compromise an on-going criminal investigation, in accordance with the principles contained in *MFIPPA*, and to protect the integrity of ongoing investigations and outstanding charges.

8.3 Where information is released in written form to all parties named in this Agreement, these parties undertake that such information shall be maintained and stored in a secure location.

8.4 Where a Freedom of Information request is received by any of the parties to this Agreement in relation to a joint investigation, the agency receiving the request will advise the other agencies involved in the investigation.

9.0 MEDIA CONTACT

9.1 All parties to this Agreement agree that any written or verbal reports to the media or the public on any aspect of a joint investigation shall be done in consultation with all involved parties and shall include all involved parties.

9.2 For investigations involving criminal matters it will be the responsibility of the Police Services Media Relations person to coordinate media contacts and releases.

9.3 For investigations involving the Office of the Fire Marshal and the Fire Service it will be the responsibility of the investigator from the Office of the Fire Marshal & Emergency Management to coordinate media contacts and releases.

9.4 For fires investigated by the Police Service it will be the responsibility of Fire Service investigating officer to coordinate media contacts and press releases.

9.5 All media releases shall be deferred to the Coroner concerning investigations involving death with the exception of homicide.

10.0 EVALUATION

10.1 The parties agree to maintain records of services provided and received pursuant to this Agreement and to summarize, on an annual basis, the results and their concerns or issues, for the purpose of analyzing and evaluating the operation of this Agreement.

11.0 DISPUTE RESOLUTION

11.1 If a dispute arises between any of the parties regarding the interpretation, application or administration of this Agreement the parties agree to meet at the earliest available opportunity to discuss the dispute and use their best efforts to come to a resolution.

11.2 In the event that the parties are not able to resolve the dispute by discussions between or among them, they may mutually agree upon a third party to act as a mediator in the dispute. If the matter remains unresolved following mediation, the parties may exercise any remedy available to them in law or equity.

12.0 GOVERNING LAW

12.1 This Agreement shall be governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein.

12.2 Nothing in this Agreement detracts from the Office of the Fire Marshal & Emergency Management rights or duties to enter, or to obtain warrants for entry, onto land or premises as authorized by common law or by the *FPPA*, Part 5.

13.0 SEVERABILITY

13.1 If any of the provisions of this Agreement, or the application of such provision to any person or in any circumstance, shall be determined to be invalid, illegal or unenforceable, the remaining provisions of this Agreement, and the application of such provision to any person or in any circumstance other than that to which it is held to be invalid, illegal or unenforceable, shall not be affected thereby.

14.0 ENTIRE AGREEMENT

14.1 This Agreement is the entire agreement between the Police Service, Fire Service and the Office of the Fire Marshal & Emergency Management with respect to the protocol, roles and responsibilities during a joint investigation and supersedes any prior agreements whether written or oral.

15.0 TERM

15.1 This Agreement shall come into effect on the date on which it is signed by the last signatory, and will remain in effect until terminated by any

party under paragraph 16.1.

16.0 TERMINATION

- 16.1 Any party may terminate this Agreement at any time, upon thirty (30) days written notification to the other parties. Such notification shall be made to the Office of the Fire Marshal & Emergency Management, Operations Manager, Fire Investigations; the Chief of Police, Police Services; and the Fire Chief, Fire Services, respectively.

17.0 AMENDMENT

- 17.1 This Agreement may be amended only by written agreement signed by authorized representatives of the parties.

18.0 SUCCESSORS

- 18.1 This Agreement is for the benefit of and is binding upon the parties hereto and their successors.

19.0. SIGNED

OFFICE OF THE FIRE MARSHAL

Dated at _____

**Fire Marshal, T. Wieclawek
Office of the Fire Marshal**

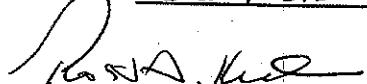
Date

Witness

Name of Witness (Please print)

SAULT STE. MARIE POLICE SERVICE

Dated at Sault Ste. Marie



**Police Chief, Robert A. Keetch
Sault Ste. Marie Police Service**

Date

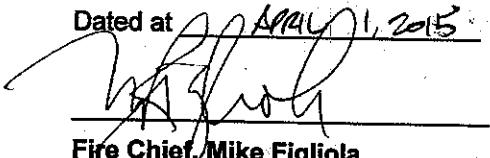
04 April 2015

Witness

Name of Witness (Please print)

SAULT STE. MARIE FIRE SERVICES

Dated at April 1, 2015


Fire Chief, Mike Figliola

Sault Ste. Marie Fire Services

Date

April 1, 2015

Witness

PAUL MILASZICK

Name of Witness (Please print)

Title of Representative - Representative of the Municipality and/or Corporation having authority _____ to legally bind the City of Sault Ste. Marie Fire Service to this agreement.

Dated at _____

**Title of Representative
City of Sault Ste. Marie**

Witness

Date

Name of Witness (please print)

APPENDIX "A"

The Office of the Fire Marshal Operation Managershall be contacted in the following manner:

- (a) During weekday office hours (Monday – Friday 8:30 – 17:00) contact the supervisor at the Midhurst Office, telephone number 1-800-565-1842 (toll free).
- (b) After hours (between 17:00 hours and 08:30 hours) Monday to Friday, or on weekends and statutory holidays, contact the EMO Duty Officer at 1-800-461-2281.

The availability of the Office of the Fire Marshal to respond to reported fires/explosions shall be governed by the following guidelines:

Type of Incident	OFM Response Criteria
All fatal fires and incidents involving injuries requiring hospitalization	24 hours per day
Gaseous Explosions	24 hours per day
All fires and/or explosions occurring at marijuana grow operations and clandestine drug laboratories	24 hours per day for explosions, 08:30 – 17:00 for fires
Incendiary fires	08:30 - 17:00
Large Loss fires (\$500,000 and over)	08:30 - 17:00
Fires of unusual origin or circumstance, e.g. Unusual fire/smoke spread or circumstance that may result in widespread public concern	08:30 - 17:00
Multi-Unit Residential Occupancies where fire spread is beyond unit of origin.	08:30 - 17:00

Notification of the Office of the Fire Marshal Operation Manager of a fire/explosion incident within the municipality meeting any of the criteria in 2.1 shall be the responsibility of the Fire Service, Fire Chief or designate.

THE CORPORATION OF THE CITY OF SAULT STE MARIE

TAX RATE (LEVY) BY-LAW FOR 2015
BY-LAW 2015-70

TAXES: (T1.2) A by-law to provide for the adoption of property tax rates for 2015.

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 2015 municipal tax levy for all purposes including debenture principal and interest payments has been set at \$101,939,966 comprised of \$ 98,059,717 for the overall (rural) area and an additional \$3,880,249 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 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

Schedule "A"

CITY OF SAULT STE. MARIE 2015 PROPERTY TAX RATES

URBAN AREA

Property Class	RTC/RTQ	Municipal
Residential	RT/RH	.01416000
Multi-Residential	MT	.01832786
Commercial Occupied - New Construction	CT/CH/XT/XH	.03031999
Commercial-New Construction-Excess Land	CU/XU	.02122399
Commercial - Vacant Land-Parking Lots	CX/CJ/GT	.02241650
General Rate Only (International Bridge Plaza)	CM	.03031999
Shopping Centres Occupied- New Construction	ST/ZT	.03218665
Shopping Centre - Excess Land	SU	.02253066
Office Buildings Occupied-New Construction	DT/YH	.04428381
Office Building - Excess Land	DU	.03099867
Industrial Occupied- New Construction	IT/IH/JT	.04196436
Industrial - New Construction - Excess Land-Vacant Land	JU/IU/IX/IJ	.02727684
Large Industrial - Occupied	LT	.07452978
Lg Industrial - Excess Land	LU	.04844436
Pipeline	PT	.02839911
Farm -Managed Forests	FT/TT	.00354001

RURAL AREA

Property Class	RTC/RTQ	Municipal
Residential	RT/RH	.01356605
Multi-Residential	MT	.01755909
Commercial Occupied - New Construction	CT/CH/XT/XH	.02903689
Commercial-New Construction-Excess Land	CU/XU	.02032582
Commercial - Vacant Land-Parking Lots	CX/CJ/GT	.02146786
Shopping Centres Occupied- New Construction	ST/ZT	.03082455
Shopping Centre - Excess Land	SU	.02157719
Office Buildings Occupied-New Construction	DT/YH	.04240978
Office Building - Excess Land	DU	.02968685
Industrial Occupied- New Construction	IT/IH/JT	.04018848
Industrial - New Construction - Excess Land-Vacant Land	JU/IU/IX/IJ	.02612252
Large Industrial - Occupied	LT	.07137578
Lg Industrial - Excess Land	LU	.04639426
Pipeline	PT	.02720790
Farm -Managed Forests	FT/TT	.00339152

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2015-71

APPOINTMENT: (A1.3) A by-law to appoint Nuala Kenny as interim Chief Administrative Officer (CAO) until such time as a permanent CAO is selected and in place.

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

1. APPOINTMENT – INTERIM CAO

Nuala Kenny is hereby appointed Interim CAO.

2. EFFECTIVE DATE

This by-law becomes effective on the day of its final passing.

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2015-72

TAXIS: (P2.4) A by-law to amend Schedule “A” to By-law 2011-161 (A by-law to regulate, licence and govern vehicles used for hire to convey passengers, including brokers, owners, and drivers of taxicabs, limousines, wheelchair accessible vehicles and hotel shuttles).

WHEREAS on July 1, 2011, Ontario Regulation 191/11, the Integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 was passed by the Ontario Legislature which required municipalities to review the proportion of on-demand accessible taxicabs available for the public;

AND WHEREAS the Accessibility Advisory Committee met with representatives from the public and local businesses and determined what an appropriate proportion of on-demand accessible taxicabs available for the public would be;

AND WHEREAS the Accessibility Advisory Committee presented their recommendation to the Police Service Board on November 13, 2014, which was unanimously supported;

NOW THEREFORE THE COUNCIL of The Corporation of the City of Sault Ste. Marie pursuant to section 156 of the *Municipal Act, 2001*, S.O. 2001, c. 25, and amendments thereto, **ENACTS AS FOLLOWS:**

1. SCHEDULE “A” TO BY-LAW 2011-161 AMENDED

Schedule “A” to By-law 2011-161 is hereby repealed and replaced with Schedule “A” attached to this by-law.

2. EFFECTIVE DATE

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

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CLERK – MALCOLM WHITE

da \LEGAL\STAFF\BYLAWS\1. 2015\2015-72 AMEND TAXI BY-LAW 2011-161.DOC

Schedule "A"

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PART I

DEFINITIONS

- 2.1 (a) **"Accessible Taxicab"** means a passenger vehicle that is an accessible vehicle and that is licensed as a taxicab by a municipality, as described in the *Highway Traffic Act*, R.S.O. 1990, c. H.8 and regulations and amendments thereto
- (b) **"Accessible Vehicle"** means a passenger vehicle or a bus, other than a school bus,
- (i) that is designed or modified to be used for the purpose of transporting persons with disabilities and is used for that purpose, whether or not the vehicle is also used to transport persons without disabilities; and
- (ii) that is operated:
- (1) for compensation by, for or on behalf of any person, club, agency or organization; or
- (2) not for compensation by, for or on behalf of any person, club, agency or organization that holds itself out as providing a transportation service to persons with disabilities;
- as described in the *Highway Traffic Act* and regulations and amendments thereto
- (c) **"Board"** means the Sault Ste. Marie Police Services **Board**
- (d) **"Broker"** means a **person** who owns a **vehicle for hire** business and operates his/her own vehicles and dispatches for other **vehicle owners** operating under that **broker's license**
- (e) **"Broker's License"** means a **license** issued under the provisions of this bylaw, authorizing a **person** to operate a **vehicle for hire** business as a **Broker**
- (f) **"Chief of Police"** means the **Chief of Police** of the City of Sault Ste. Marie or his/her designate
- (g) **"City"** means the City of Sault Ste. Marie
- (h) **"Corporation"** means the Corporation of the City of Sault Ste. Marie

- (i) **"Council"** means the Council of the Corporation of the City of Sault Ste. Marie
- (j) **"Courtesy Shuttle"** means a vehicle operated by a hotel or motel to transport registered guests of the hotel free of charge
- (k) **"Driver"** means an operator or person with control of a **vehicle for hire**, who is **licensed** under this by-law as such, or who is required to be **licensed** under this by-law
- (l) **"Licensed"** means **licensed** under the provisions of this by-law
- (m) **"Licensed premises"** means the premises where the **licensee** carries on his/her **licensed** operation
- (n) **"Licensee"** means a person **licensed** under this by-law
- (o) **"Ontario Driver's License"** means a **license** issued under the authority of the *Highway Traffic Act* and regulations and amendments thereto
- (p) **"Owner"** means any **person** owning, leasing or otherwise having carriage or control of a **vehicle for hire** business, who is **licensed** as such, or required to be **licensed** as such, under this by-law
- (q) **"Owner's License"** means a **license** issued under the provisions of this bylaw, authorizing a **person** operate a **vehicle for hire** business as an **Owner**
- (r) **"Passenger"** means any person in a **licensed** vehicle, other than the **driver**
- (s) **"Person"** includes not only an individual, but also a partnership and body corporate and any association and the heirs, executors, administrators, successors and assigns or other legal representatives thereof to whom the context may apply, and words importing the singular shall include the plural and words importing the masculine gender shall include the feminine
- (t) **"Sale"** means the sale of one or more vehicles in respect of which **licenses** are issued by the **Board**, accompanied by an application to the **Board** for the issue of a new **license**

- (u) **"Vehicle for Hire"** means any motor vehicle kept or used for the conveyance of **passengers** for a fee, or as a benefit to a service for which a fee is charged. Vehicles for hire shall be classified as one of the following: a **taxicab, limousine, or wheelchair accessible vehicle, or hotel shuttle**
- (i) **"Limousine"** means a motor vehicle that is kept or used for hire for hire for the conveyance of passengers for a fee and is not equipped with a taximeter or a roof light
- (ii) **"Taxicab"** means a motor vehicle that is kept or used for hire for the conveyance of passengers for a fee and is equipped with a taximeter and a roof light, and includes a Wheelchair Accessible Vehicle when that vehicle is being used to provide Basic Wheelchair or Ambulatory Service under a broker or owner's licence ("Wheelchair Accessible Taxicab")
- (iii) **"Wheelchair Accessible Vehicle"** means a vehicle kept or used for hire which is able to provide Wheelchair Service for persons with mobility disabilities. The Wheelchair Accessible Vehicle shall be able to pick up, transport and drop off a person with a mobility disability without requiring them to alight from their wheelchair
- (iv) **"Hotel Shuttle"** means a motor vehicle, owned or contracted by the hotel, which transports hotel guests for a fare to and from the airport to or from the hotel
- (v) **"Vehicle for Hire Licence"** means a **license** issued under the provisions of this bylaw, authorizing a specific **motor vehicle** to be used for the conveyance of **passengers** and driven or operated for a fee, or as a benefit to a service for which a fee is charged. This by-law will refer to "**vehicle licence**" which will mean the same as **Vehicle for Hire Licence**
- (w) **"Vehicle for Hire Driver's Licence"** means a **licence** issued under the provisions of this bylaw, authorizing a **person** operate a **vehicle for hire** as a **driver**. This by-law will refer to "**driver's licence**" which will mean the same as **Vehicle for Hire Driver's Licence**

- (x) **"Wheelchair Service"** means a service established to provide accessible transportation for persons with mobility disabilities, and may be either:
- (i) **"Basic Wheelchair or Ambulatory Service"** which means that the client is able to meet the vehicle in the driveway of the pick-up location and able to manoeuvre at the drop off location both without the assistance of the driver; or
 - (ii) **"Enhanced Wheelchair or Ambulatory Service"** which means that the client must be assisted from an area other than the driveway of the pick up location or the entrance of the drop off location

PART II

Requirements and Issuance of Licenses

GENERAL

- 3.0 Every application required by this by-law, to be made to the Sault Ste. Marie Police Services **Board**, shall be submitted to the **Chief of Police** to be dealt with according to this by-law.
- 3.1 Every **person** acting in the capacity of a "**vehicle for hire**" **driver**, **owner or broker** shall obtain the appropriate **licence or licenses** issued by the **Board** by completing the requisite application and paying to the **Board** the required fees.
- 3.2 Section 3.1 shall apply to every **vehicle for hire driver**, **vehicle for hire owner**, and **vehicle for hire broker** engaged in the conveyance of **passengers** from any point within the **City** to any point outside the **City**.
- 3.3 Every **person** who keeps a **vehicle for hire** shall obtain a **licence** issued by the **Board** authorizing the use of the vehicle for the purpose indicated on such **licence** and shall pay, at the time of taking out such **licence**, the fee prescribed by this by-law. There shall be a separate **licence** taken out for every vehicle operated by the **owner**.
- 3.4 Every application for a **licence** under this by-law shall be in writing, signed by the applicant, on forms prescribed and supplied by the **Chief of Police**, and:
 - (i) shall be filed with the **Chief of Police**; and
 - (ii) shall be accompanied by such information and material as may reasonably be required by the **Chief of Police**.
- 3.5 The **Chief of Police** shall upon receipt of an application for a **licence**, make or cause to be made all examinations and investigations required to be made by this by-law or by the **Board** relative to such application and shall forward the results of such application and investigations to the **Board**, except as hereinafter provided.
- 3.6 Any member of the public, with the permission of the **Board**, may attend and may make submissions to the **Board** concerning the granting of a **licence**.

- 3.7 The **Board** shall consider any application forwarded to it and, if satisfied, that the issue of the **licence** would not result in a breach of the law or be adverse to the public interest, and that the application is complete, the **Board** shall direct the **Chief of Police** to issue the **licence** to the applicant and the **Chief of Police** shall forthwith issue the **licence** to the applicant.
- 3.8 The **Board** may refuse to grant a **licence** applied for or may grant a conditional **licence** if the applicant signifies he/she is prepared to accept the conditions imposed on his/her **licence** and to make no objection to those conditions imposed by the **Board** and endorsed on his/her **licence**. The **Board** shall, if requested, give any reason, in writing, for refusing any license.
- 3.9 An applicant who has been refused a **licence** by the **Board** may apply to the **Board** requesting it to hold a public hearing and such hearing will be held in accordance with the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22, as amended.
- 3.10 All **licenses** issued under this by-law shall be issued by the **Chief of Police** in the name of the **Board** on forms supplied by the **Board** and, if any **license** is issued subject to conditions, such conditions, shall be set forth on or attached to the **licence**. All **licenses** are property of the **Board**.
- 3.11 No **licence** issued under this by-law is transferable, except with the written permission of the **Board**.
- 3.12 No **person** shall enjoy a vested right in the continuance of a **license** and upon the issue, renewal, transfer, cancellation or suspension thereof, the value of a **licence** shall be the property of the **Board**.
- 3.13 The **Chief of Police** may replace any **licence** that is defaced, lost, stolen or destroyed. The new **license** shall be granted provided the **license** holder conforms to the conditions of this by-law. The replacement of any **licence** is subject to a fee listed in Tariff "A".
- 3.14 In the event of the death of the holder of a **broker** or **owner licence**, an authorized estate representative shall report the death, in writing to the **Chief of Police** within 30 days of the death. The authorized estate representative shall have a period of six months to arrange for the appropriate licensing and continuance of the business without the existing **licence** being suspended or cancelled.

- 3.15 The **Board**, in the case of transfer being applied for pursuant to paragraph 3.14, shall require the applicant, at his/her own expense, to provide the **Board** with **proof of death and the applicant's ability to** comply with all the provisions of this by-law respect to the transfer in the same manner as though applying for the issuance of an original **license**.
- 3.16 If the **Board** approves the transfer pursuant to subsection 3.15, the **Board** shall provide written approval to the transferee. The **Chief of Police** shall endorse the **license**, once the transfer fee has been made.
- 3.17 In the event of a **sale** of a business or change of control in the corporation referred to in paragraph 3.14 without the approval of the **Board**, all **licenses** issued to such **broker** or **owner** shall become null and void and shall be returned immediately to the **Chief of Police**.

Renewal/Expiry of Licenses - General

- 3.18 Every application for a renewal of a **licence** issued under this by-law shall be in writing, signed by the applicant, on the prescribed form and shall be:
- (i) filed with the **Chief of Police** by the date requested,
 - (ii) shall be accompanied by the **license** fee in accordance with Tariff "A"; and
 - (iii) shall be accompanied by such information and material as may be required by the **Chief of Police**.
- 3.19 Any **licence** issued under this by-law shall be in effect on the day of issue and shall expire on the 30th day of March following the year of issue.
- 3.20 Where a **licensee** has not renewed his/her **licence** in accordance with this by-law, such **licence** is null and void and of no further force or effect.
- 3.21 If a **licence** has been issued under this by-law and, prior to the expiration of the **licence**, an application for renewal of the **licence** is received as herein provided; the **Chief of Police** may issue a new **licence** in accordance with the application.
- 3.22 Any **licence** issued under this by-law which is not renewed prior to March 30th, may be renewed prior to April 15th, subject to payment of a late fee **as set out in Tariff "A"**

- 3.23 Any request for renewal of a **licence**, which is received after April 15th, will be referred to the next regular meeting of the **Board** for consideration.
- 3.24 The **Board** may, upon written application by the holder of a **licence** issued under this by-law, grant an extension of the deadline for renewal of the **licence**.
- 3.25 The annual fee for **licence applications and issued licence** is as set out in Tariff "A".

Suspension / Revocation of Licenses - General

- 3.26 The Board may revoke any licence issued under this by-law in its discretion subject to the *Statutory Powers Procedure Act*, as amended. The **Board** shall, if requested, give any reason, in writing, for suspending or revoking any licence.
- 3.27 The **Chief of Police** may temporarily suspend any **licence** until the next meeting of the **Board** for contraventions or safety concerns relative to the type of licence in question.
- 3.28 The **Chief of Police** shall, if requested, give any reason, in writing, for suspending any licence.
- 3.29 The Board may, in its discretion, continue the suspension of a licence which has been suspended under paragraph 3.27 until the Board is satisfied that the licence should be reinstated, revoked, or until the completion of any investigation into the suspension of the licence.
- 3.30 In the event of any **licence** being suspended or revoked, the previous holder thereof shall not be entitled to a new **licence** unless the **Board** approves the granting of such new **licence**.
- 3.30 A **person** whose **licence** is suspended or revoked is deemed not to hold a **licence** under this By-law and is subject to the General Penalty Section 11.2 of this by-law.
- 3.31 The holder of any **licence** that has been suspended or revoked shall forthwith surrender such **licence** to the **Chief of Police**.

BROKER'S / OWNER'S LICENSES

- 4.0 Every application for a **broker** or **owner's licence** shall be in writing, signed by the applicant, on forms prescribed and supplied by the **Chief of Police** and
- (i) shall be filed with the **Chief of Police**; and
 - (ii) shall be accompanied by such information and material as may reasonably be required by the **Chief of Police**.
- 4.1 The **Chief of Police** shall, upon receipt of an application for a **broker** or **owner's licence**, make or cause to be made all examinations and investigations required to be made by this by-law or by the **Board** relative to such application and shall forward the results of such application and investigations to the **Board**.
- 4.2 The **Board** shall consider any application forwarded to it and, if satisfied, that the issue of the **licence** would not result in a breach of the law or be adverse to the public interest, and that the application is complete, the **Board** shall direct the **Chief of Police** to issue the **licence** to the applicant and the **Chief of Police** shall forthwith issue the **licence** to the applicant.
- 4.3 The **Board** shall, upon receiving an application for a **broker** or **owner's licence**, **cause the applicant to, at the applicant's expense**, place an advertisement in the local newspaper stating such application has been made and giving the date of the next meeting of the **Board**. Such advertisement shall be in a form as specified by the **Board**.
- 4.4 An application for a **broker** or **owner's licence** shall indicate the number of vehicles for hire that will be operated under the **licence** and such number shall include:
- (i) the **broker's** own vehicles;
 - (ii) any vehicles operated by other **owners**; and
 - (iii) the number of Accessible Taxicabs included in the number of vehicles.
- 4.5 In the event that a **licence** is granted to an **owner**, the **broker** shall not operate, or allow to be operated, any vehicles for hire in excess of the number indicated by his/her application and approved by the **Board**.
- 4.6 No **broker** shall be issued any **licence** in excess of the number of vehicles he owns plus the number of vehicles operated by independent **owners** conducting business under the authority of that **broker's licence**.

- 4.7 Notwithstanding any other provision of this by-law, the **Chief of Police** may issue an **owner's licence** to an applicant who will be operating under another **person's broker's licence**, provided that the number of **licenses** allotted by said **broker's licence** has not been filled. Such **owner's license** will be issued on the condition the **owner** continues to operate under the **broker's licence** indicated in the application. If the **owner** discontinues operating under said **broker**, the **licence** shall become void and of no effect.
- 4.8 No owner or **broker's** licence shall be issued to any broker or owner who does not conform to Section 8.18 of this by-law.

Renewal/Expiry

- 4.8 Every application for a renewal of a **broker** or **owner's licence** shall be in writing, signed by the applicant, on forms prescribed and supplied by the **Chief of Police**, and:
- (i) shall be filed with the **Chief of Police** by the date requested; and
 - (ii) shall be accompanied by such information and material as may reasonably be required by the **Chief of Police**.
- 4.9 Prior to the expiry of the **broker** or **owner's licence**, at a time designated by the **Chief of Police**, the **broker** or **owner** shall submit, at no expense to the **Board** such information and material as may be required by the **Chief of Police** to conduct or cause to be made all examinations and investigations required to be made by this by-law or by the **Board** relative to a **broker or owner' licence** renewal application.

Suspension/Revocation

- 4.10 The **Chief of Police** may temporarily suspend a **broker** or **owner's licence** until the next meeting of the **Board** for:
- (i) for a contravention of this by-law;
 - (i) any contravention of the *Criminal Code*, R.S.C., 1985, c. C-46, as amended;
 - (ii) any contravention of the *Controlled Drugs and Substances Act*, S.C. 1996, c. 19, as amended;
 - (iii) any contravention of the *Liquor Licence Act*, R.S.O. 1990, c. L.19, as amended, pertaining to the illegal sale or purchase of liquor; or

- (iv) circumstances, where in the opinion of the Chief of Police, there is concern for public safety.
- 4.11 The suspension of the owner or broker's licence in accordance with Section 4.10 will cause the suspension of all "vehicle for hire" licenses issued to that owner or any vehicle for hire licenses that are issued to independent vehicle owners operating under such broker.
- 4.12 The **Board** may, in its discretion, continue the suspension of a **broker** or **owner's licence**, which has been suspended under paragraph 4.10, until the **Board** is satisfied that the **licence** should be reinstated, revoked, or until the completion of any investigation into the suspension of the **licence**.
- 4.13 In the event that the holder of an owner or **broker's** licence does not comply with Section 8.18 of this by-law by July 1, 2015, the Chief of Police shall suspend said **of owner or broker's** licence in accordance with Section 4.10 of this by-law.

VEHICLE LICENSES

5.0 An applicant for a **vehicle licence**:

- (i) shall provide evidence that the vehicle is currently **licensed** under the authority of the *Highway Traffic Act* and regulations and amendments thereto;
- (ii) shall provide a valid Safety Standards certificate for the said vehicle;
- (iii) shall procure, in respect to each vehicle **licensed** under this by-law, a policy of insurance endorsed to the effect that the **Board** will be given fifteen days notice, in writing, of any cancellation, expiry or change in the amount of the policy, and shall deposit a copy or certificate thereof with the **Board**, and such policy shall be kept in force as long as the vehicle remains **licensed** under this by-law; and
- (iv) shall insure the owner and driver of any such vehicle against loss or damage resulting from bodily injury or death to **passengers** as well as others and against damage to property to a minimum of one million dollars (\$1,000,000.00) for all claims in any one accident, exclusive of interests and costs.

- 5.1 If the vehicle **licence** is not purchased within 36 days from the date the application is granted, the **licensee** shall, at the time the **licence** is purchased provide proof that the vehicle is mechanically fit.
- 5.2 If required investigations and examinations into an application for a vehicle **licence** do not disclose any reason why the application should not be granted the **Chief of Police** shall issue such **licence**, unless in his/her opinion, the granting of the **licence** shall be contrary to public interest.
- 5.3 If the **Chief of Police** determines that such vehicle **licence** should not be granted, he may refer the application and any results of any investigation or examination to the **Board** for final decision.
- 5.4 The **Chief of Police** shall, upon issuing a **vehicle licence**, furnish to the **licensee**, the **vehicle licence**, which shall be numbered and will set forth the name of the licensee, the make, model, style, Ontario Licence Plate number and the vehicle identification number or the vehicle.
- 5.5 A **vehicle licence** issued hereunder shall contain a description of the particular vehicle to which it applies and it may not be altered or otherwise made to apply to more than one specific vehicle.
- 5.6 Notwithstanding paragraph 3.11, where a vehicle for which a **licence** has been issued, is replaced by another vehicle during the period for which the **licence** was issued, a new **licence** shall not be necessary. A transfer of the **licence** shall be granted provided the **licence** holder conforms to the conditions of this by-law.

Renewal/ Expiry

- 5.7 Every application for a renewal of a vehicle **licence** shall be accompanied by:
 - (i) evidence that the vehicle is currently **licensed** under the authority of the *Highway Traffic Act* and regulations and amendments thereto;
 - (ii) a valid Safety Standards certificate for the said vehicle; and
 - (iii) evidence that the vehicle is insured according to this by-law.
- 5.8 Prior to the expiry of a vehicle **licence**, at a time designated by the **Chief of Police**, the **broker** or **owner** shall submit, at no expense to the **Board**, such information and material as may be required by the **Chief of Police**, to conduct or cause to be made all examinations and

investigations required to be made by this by-law or by the **Board** relative to a **vehicle licence** renewal application.

Suspension/ Revocation

- 5.9 The **Chief of Police** may temporarily suspend any **vehicle licence** until the next meeting of the **Board** for any contravention of this by-law; or where in the opinion of the **Chief of Police**, there is concern for public safety as evidenced by the condition of the vehicle or defects that have not been corrected.
- 5.10 The **Board** may, in its discretion, continue the suspension of a **vehicle licence**, which has been suspended under paragraph 5.9 until the **Board** is satisfied that the **licence** should be reinstated, revoked, or until the completion of any investigation into the suspension of the **licence**.

DRIVER'S LICENSES

- 6.0 No person shall be granted a **driver's licence** under this by-law unless they are the holder of a current minimum of an Ontario class "G" driver's license issued under the authority of the, *Highway Traffic Act* and regulations and amendments thereto.
- 6.1 The **Board** shall not grant a **licence** to any person:
 - (i) who has a criminal record for which a pardon has not been granted;
 - (ii) who has accumulated more than 9 demerit points under the *Highway Traffic Act* and regulations and amendments thereto;
 - (iii) who has been found guilty within the preceding three years of an offence under the *Liquor Licence Act*, as amended, which offence pertains to the unlawful sale or purchase of liquor; or
 - (iv) where circumstances exist such that the **Chief of Police** is of the opinion that it would be contrary to public interest.
- 6.2 Any person who holds a current **driver's licence** on the day that this by-law becomes effective shall not be prohibited from holding or renewing such **licence** by virtue of section 6.1(i) relative to any past criminal proceedings.
- 6.3 Any **person**, however, applying for a **driver's licence** other than a renewal, or replacement for a current lost, stolen or destroyed license

shall be subject to section 6.1(i) regardless if he or she has held a **licence** under any previous by-law.

6.4 In addition to the foregoing, an applicant for a "**vehicle for hire**" **driver's licence**:

- (i) shall be in possession of a current Ontario class "G" or higher **driver's licence** issued under the authority of the *Highway Traffic Act* and regulations and amendments thereto; and
- (ii) shall provide a letter from his/her potential employer, or business **with whom he has contracted, stating the employer's, or business', name, address and owner's licence** number and that the applicant will be employed or contracted by him/her on a full-time or a part-time basis, as the case may be.

6.5 Every application for a **driver's licence** shall be accompanied by:

- (i) two satisfactory photographs of the applicant;
- (ii) a certificate showing the date of birth of the applicant;
- (iii) proof that the applicant holds a valid Ontario **driver's licence**, class "G" or higher issued under the *Highway Traffic Act* and regulations and amendments thereto; and
- (iv) the application fee **in accordance with Tariff "A"**

6.6 Every applicant other than those applying for a renewal, or replacement for lost, stolen or destroyed licence shall submit himself/herself to a written examination. The applicant must attain a minimum of 80% (eighty) in the examination before he or she can be licensed.

6.7 An applicant that fails the examination or fails to show for the examination without proper excuse, or without 48 hours notification prior to the appointed time for the test, must commence a new application process including the appropriate fees.

6.8 If required investigations and examinations into an application for a **driver's licence** do not disclose any reason why the application should not be granted, the **Chief of Police** shall issue such **licence**, unless in opinion of the **Chief of Police**, the granting of the **licence** shall be contrary to public interest.

6.9 If the **Chief of Police** determines the granting of such **licence** should not be granted, he may refer the application and any results of any investigation or examination to the **Board** for final decision.

6.10 Upon being licensed, the **licensee** shall be furnished with a **vehicle for hire driver's licence**, in the form of an identification card, signed by the **licensee** in the presence of the issuer.

Renewal/ Expiry

6.11 Every application for a renewal of a **driver's licence** shall be accompanied by:

- (i) proof that the applicant continues to hold a valid **Ontario Driver's Licence Class "G" or higher issued under the Highway Traffic Act** and regulations and amendments thereto;
- (ii) two satisfactory photographs of the applicant; and
- (iii) an application **fee according to Tariff "A"**.

6.12 Prior to the expiry of the **driver's licence**, at a time designated by the **Chief of Police**, the **broker/owner** shall submit such information and material as may be required by the **Chief of Police** to conduct or cause to be made all examinations and investigations required to be made by this by-law or by the **Board** relative to a "**vehicle for hire" driver's licence** renewal application.

6.13 If required investigations and examinations into a renewal application for a **driver's licence** do not disclose any reason why the application should not be granted, the **Chief of Police** shall issue such **licence**, unless in his/her opinion, the granting of the **licence** shall be contrary to public interest.

6.14 If the **Chief of Police** determines the granting of such **licence** should not be granted, he may refer the application and any results of any investigation or examination to the **Board** for final decision.

Lost, Destroyed or Stolen Driver's License

6.15 The **Chief of Police** may re-issue a **driver's licence** that has been reported lost, stolen or destroyed. Prior to any **driver's licence** being re-issued, the **driver** must continue to meet the conditions of this by-law, including the conditions in section 6.1.

6.16 If required investigations and examinations into an application for a lost, stolen or destroyed **driver's licence** do not disclose any reason why the application should not be granted, the **Chief of Police** shall issue such

licence, unless in his/her opinion, the granting of the **licence** shall be contrary to public interest.

- 6.17 If the **Chief of Police** determines the granting of such **licence** should not be granted, he may refer the application and any results of any investigation or examination to the **Board** for final decision.
- 6.18 Every application for a replacement of a **driver's licence** shall be accompanied by:
 - (i) proof that the applicant continues to hold a valid **Ontario driver's licence** (minimum **Class "G"**) issued under the *Highway Traffic Act* and regulations and amendments thereto;
 - (ii) two satisfactory photographs of the applicant; and
 - (iii) a replacement **fee according to Tariff "A"**.

Revocation / Suspension of a Licence

- 6.19 The **Chief of Police** may temporarily suspend any "**vehicle for hire**" **driver's licence** until the next meeting of the **Board** for:
 - (i) any contravention of the *Criminal Code*, R.S.C., 1985, c. C-46, as amended;
 - (ii) any contravention of the *Controlled Drugs and Substances Act*, S.C. 1996, c. 19, as amended;
 - (iii) the accumulation of more than nine demerit points under the *Highway Traffic Act* and regulations and amendments thereto, for any contravention of this by-law; or
 - (iv) in the opinion of the **Chief of Police** there is concern for public safety as evidenced by driving history and record.
- 6.20 The **Board** may, in its discretion, continue the suspension of a **driver's licence**, which has been suspended under paragraph 6.22 until the **Board** is satisfied that the **licence** should be reinstated, revoked, or until the completion of any investigation into the suspension of the **licence**.
- 6.21 The holder of any licence issued pursuant to this by-law and which has been revoked or suspended shall forthwith surrender such licence to the Chief of Police.

PART III

DUTIES OF CHIEF OF POLICE

- 7.0 The Chief of Police shall be charged with the enforcement of the by-law, and in connection therewith shall do or cause to be done the following:
- (i) shall, if requested, give any reason, in writing, for not granting, suspending, or revoking any **licence**;
 - (ii) report to the **Board** whenever he/she shall be required to do so;
 - (iii) submit to the **Board** applications for **broker/owner licenses** and necessary reports pertaining thereto;
 - (iv) make all necessary inquiries in connection with the issuance of a **license** or the suspension and revocation of **licenses**, as may be required by this by-law;
 - (v) ensure that a register of all **licenses** granted by the **Board** is kept containing the name and address of the applicant and the number of vehicles kept by the applicant, the amount paid for and the date of the **license**, and such further records as the **Board** may order;
 - (vi) furnish each person taking out a **broker's licence** or **owner's licence** with a copy of this by-law;
 - (vii) furnish, to every successful applicant, a certificate indicating the application has been approved, such certificate to be presented to the **licence** issuing office of the Civic Centre where the **licence** is purchased;
 - (viii) cause investigations to be carried out in regards to violations of this by-law;
 - (ix) consider charges against persons who have violated any of the provisions of this by-law;
 - (x) cause inspections to be made of all **vehicles for hire** to ensure the vehicle meets the requirements of this by-law;
 - (xi) cause inspections to be made of all taxicab meters to ensure they are properly sealed and register accurately;
 - (xii) take such other precautions as may be necessary to prevent interference or tampering with the said meters or their registration; and
 - (xiii) Receive all inspection reports required to be submitted regarding **Accessible Taxicabs**, and ensure that all **licence** holders are complying with the requirements herein.

PART IV

DUTIES OF BROKERS AND OWNERS

- 8.0 Every **broker** or **owner**, after he/she has received the **licence** approval from the **Board**, shall report to the office of the **Chief of Police** and shall provide any required information to complete the register.
- 8.1 Every **broker** or **owner** shall advise the **Chief of Police** of any change of information that has been recorded in the register, within six days of such change occurring. Such change shall include any "**vehicle for hire**" that has begun or ceased to operate under the **broker/owner licence**.
- 8.2 Upon removing a vehicle from service that will not be replaced, the **broker** or **owner** shall, within six days, attend at the office of the **Chief of Police** and surrender the **license** held by him/her in respect of such vehicle. If the said vehicle is a **Wheelchair Accessible Vehicle**, the broker or owner shall ensure that the broker or owner complies with Section 8.18 of this by-law. In the event the broker or owner does not comply with Section 8.18 of this by-law, the Chief of Police shall suspend the said **broker or owner's licence in accordance with Section 4.10 of this by-law**.
- 8.3 Every **broker** or **owner** shall advise the **Chief of Police** within 6 days of the hiring or terminating of any **driver** who holds a current **licence** under this by-law.
- 8.4 Every **broker** and **owner** shall keep a record in the **licensed premise** of the date, time, origin and destination of each trip, name of **driver**, number of the **vehicle for hire**, and such records shall be retained for at least twelve (12) months. Full information shall be given by the **licence** holder to any police officer, upon request, with reference to the address of house, or place, to and from which he has driven any passenger or with reference to all matters within his/her knowledge relating to such passenger.
- 8.5 Every **broker** or **owner** shall, to the best of his/her ability, ensure that all requirements of this by-law **relating to vehicle equipment, driver's responsibilities, and licensing requirements** are adhered to.
- 8.6 No **broker** or **owner** shall permit or allow any **unlicensed vehicle for hire**, or **driver** not **licensed** under this by-law to operate under his/her **licence**.

- 8.7 Every **broker** or **owner** shall ensure that vehicles operating under his/her **licence** are operated in accordance with this by-law.
- 8.8 No **broker** or **owner**, **licensed** under this by-law, shall use another **broker's** or **owner's** radio dispatch system.
- 8.9 Every **broker** or **owner** shall submit any vehicle **licensed** under this by-law for any inspection required by the **Chief of Police**.
- 8.10 Every **person** obtaining a **broker** or **owner's license** under this by-law shall keep his/her **license** or a copy thereof posted in some conspicuous place in the **licensed premises**, and every **person** so **licensed** shall, when requested by any **person** authorized by the **Board**, produce the **license** for inspection.
- 8.11 Every **licensee** shall notify the **Chief of Police** within six days, in writing, of any change of address or telephone number of the **licensee**, which has previously been given to the **Chief of Police**.
- 8.12 Notwithstanding the previous section, no **broker** or **owner licensed** under this by-law shall change the address of his/her business premises without first obtaining approval from the **Board**. The request for approval shall include written documentation as outlined in section 4.0 of this by-law.
- 8.13 Notwithstanding Section 8.14 of this by-law, every **broker/owner**, **licensed** under this by-law, shall:
- (i) have a telephone system;
 - (ii) have its own radio system; and
 - (iii) provide twenty-four hour per day service.
- 8.14 Clauses (ii), and (iii) of section 8.13 do not apply to the holder of a **broker** or **owner's licence**, who only operates **limousines** or a **hotel shuttle** under their **licence**.
- 8.15 **Owners** and **Brokers** are prohibited from charging higher fares or additional fees for persons with disabilities than persons without disabilities for the same trip and from charging a fee for the storage of mobility aids or mobility assistive devices.
- 8.16 **Owners** and **Brokers** of taxi cabs place vehicle registration and identification information on the rear bumper of the taxi cab.

- 8.17 **Owners** and **Brokers** of taxi cabs make available vehicle registration and identification information in an accessible format to persons with disabilities who are passengers.
- 8.18 (i) Owners and Brokers whose business operates or contracts thirty-five (35) or fewer vehicles under **the owner or broker's licence** shall have a minimum of one (1) Wheelchair Accessible Taxicab available for hire twenty-four hours per day for Basic Wheelchair or Ambulatory Service.
- (ii) Owners and Brokers whose business operates or contracts more than thirty-five (35) vehicles under **the owner or broker's licence** shall have a minimum of two (2) Wheelchair Accessible Taxicabs available for hire twenty-four hours per day for Basic Wheelchair or Ambulatory Service.

PART V

DRIVER'S DUTIES AND RESPONSIBILITIES

9.0 No **driver, licensed** under this by-law, shall, while in charge of a vehicle for hire:

- (i) operate a "**vehicle for hire**" while any condition referred to in this by-law is not fulfilled, or while any **licence** required by this by-law has not been obtained;
- (ii) solicit a person to take or use his/her **vehicle for hire** by calling out or shouting or otherwise personally canvassing members of the general public;
- (iii) employ or allow any runner or other person to assist or act in concert with him/her in obtaining any **passenger** or baggage. (**Owners** or **Brokers** may allow another employee to assist a **driver** while he/she accompanies the driver for training purposes.);
- (iv) induce any **passenger** to employ him/her by knowingly deceiving, misinforming, or misleading such **passenger** as to the time or place of arrival or departure of any public conveyance, or the location or distance to any building or place;
- (v) permit any person, other than the **owner**, an employee or person contracted by the **owner**, to drive his/her vehicle; or
- (vi) take on any additional passenger after the "**vehicle for hire**" has departed with one or more **passengers** from any starting point, except at the request or permission of the passenger already in the vehicle, or in the case of an emergency, or the "**vehicle for hire**" is under contract being used to transport children to or from school.

9.1 Every **driver license** under this by-law shall:

- (i) make available his/her trip record and give full information thereof to any police officer on being required so to do;
- (ii) upon the request of any passenger, give in writing, his/her name, number of license issued to him/her and the Ontario license plate number of his/her vehicle and the business address of the company for which the driver is employed;
- (iii) upon request of any police officer, provide full information as to any passengers transported;
- (iv) take due care of all property delivered or entrusted to him/her and accepted by him/her for conveyance or safekeeping;
- (v) shall immediately on termination of any hiring or engagement, search his/her vehicle for any property lost or left therein and all

- such property shall be forthwith delivered over to the person owning the same, or if the **owner** cannot be found, then to the officer in charge at the police station, with all information in his/her possession regarding such property;
- (vi) travel by the most direct route to the point of destination, unless otherwise directed by the passenger;
 - (vii) constantly display clearly visible to any passenger, the **driver** licence identification card as furnished by the **Board** under the provisions of this by-law, and permit any person to note the driver's **licence** number shown therein upon being requested so to do;
 - (viii) report forthwith to the dispatcher or the **owner** any accident in which he was involved or any damage caused while operating the vehicle and forthwith to the police as required by the *Highway Traffic Act* and regulations and amendments thereto;
 - (ix) while on duty, and upon request, surrender the "**vehicle for hire driver's licence**" to any police officer;
 - (x) give his/her name, and the name of the **owner** of the vehicle, if other than the **driver**, upon request by a passenger, or by any person to whom or to whose property damage has been caused by him/herself or his/her vehicle;
 - (xi) serve the first person offering to hire him/her, unless such person owes him/her a fare for services or unless there is a justifiable reason to do otherwise; and
 - (xii) use his/her vehicle only for one specific trip for the transportation exclusively of one person or group of persons, one fare or charge only being charged and collected for the trip, unless all passengers have agreed to share the taxi and fares.
- 9.2 Every **driver** shall, on each work shift before commencing driving, examine for mechanical defects any **vehicle for hire** which he is to drive during the shift, and shall similarly examine the same at the end of each shift, and if he is not the **owner** of the **vehicle for hire**, shall forthwith report to the **owner**, any mechanical defect of which he is or becomes aware.
- 9.3 No **driver** of a "**vehicle for hire**" shall charge a fare other than in accordance with this bylaw as set out in the Tariff "B" for **taxicabs** or Tariff "C" for **limousines**, Tariff 'D" for **Enhanced Wheelchair or Ambulatory Service**, or Tariff "E" for **hotel shuttle service**.
- 9.4 No **driver** or **owner** shall make any charge for the time lost through defects or inefficiency of his/her **vehicle for hire**, or the incompetence of the **driver** thereof, or for time consumed by early arrival of the vehicle for

hire in advance of the time requested by the person calling to request the service.

- 9.5 Any person hiring a vehicle **licensed** under this by-law may require the **driver** thereof to furnish him/her with a receipt for the cash amount of the fare. Such receipt shall include, in addition to the cash amount:
 - (i) the driver's name and "vehicle for hire" driver's licence number;
 - (ii) the number of the driver's vehicle;
 - (iii) the name of the **owner or company**; and
 - (iv) the date of the transaction.
- 9.6 Every **licensee** shall notify the **Chief of Police** within six days, in writing, of any change of address or telephone number of the **licensee**, which has previously been given to the **Chief of Police**.
- 9.7 Every **licensee** shall notify the **Chief of Police** within six days, in writing, of lost or destroyed "**vehicle for hire" driver's licence**".
- 9.8 **Drivers** are prohibited from charging higher fares or additional fees for persons with disabilities than persons without disabilities for the same trip and from charging a fee for the storage of mobility aids or mobility assistive devices.
- 9.9 **Drivers** must place vehicle registration and identification information on the rear bumper of the taxi cab.
- 9.10 **Drivers** must make available vehicle registration and identification information in an accessible format to persons with disabilities who are passengers.
- 9.11 While operating a Wheelchair Accessible Taxicab and transporting a person with a mobility disability, all Drivers shall:
 - (i) set up and operate any ramp, lift or other device to assist in the ingress and egress of the person with a mobility disability to the Wheelchair Accessible Taxicab;
 - (ii) ensure that any passenger with a mobility disability is securely fastened into the vehicle prior to travel; and
 - (iii) shall remove the fasteners from the wheelchair to permit the passenger to egress from the vehicle upon reaching the destination.

9.12 While operating a Wheelchair Accessible Taxicab and transporting a person with a mobility disability, Drivers are not responsible to:

- (i) lift any person from a wheelchair;
- (ii) reposition a person in a wheelchair;
- (iii) ensure that a person is properly secured to a wheelchair; or
- (iv) provide any additional assistance other than as outlined in Section 9.11 of this by-law.

PART VI

VEHICLE CONDITION AND EQUIPMENT

General

- 10.0 Every **driver** shall, on each work shift before commencing driving, examine for mechanical defects any **vehicle for hire** which he is to drive during the shift, and shall similarly examine the same at the end of each shift, and if he is not the **owner** of the **vehicle for hire**, shall forthwith report to the **owner**, any mechanical defect of which he is or becomes aware.
- 10.1 Every **broker** or **owner** shall check immediately any mechanical defect in his/her **vehicle for hire** reported to him/her by a **driver** and shall not, in any case, operate or permit to be operated any **vehicle for hire** that is not in good mechanical condition.
- 10.2 Every **broker** or **owner** shall maintain his/her vehicle in a clean and sanitary condition and in good repair. The **Chief of Police** may suspend the **licence**, upon breach of this provision, and notify the **owner** to cease operating his/her vehicle under the provisions of this by-law until such time as the vehicle has been put in a clean and sanitary condition and in good repair. The **owner** shall, upon receipt of such notice, cease to operate his/her vehicle; provided, however, that an **owner** be allowed twenty-one (21) days to repair damage to the body of the vehicle as long as such damage does not render the vehicle unsafe or unsightly. In the event the **owner** is unable to repair the vehicle within the 21-day period due to unavailability of time or materials, the **owner** may apply, in writing, to the **Chief of Police** for an extension of time to repair the vehicle.
- 10.3 Where the **Chief of Police** has made an appointment for the inspection of a vehicle and if such vehicle is not produced at the time and place appointed for such inspection, the **Chief of Police** may, notwithstanding anything else contained in this by-law, suspend the vehicle **license** in respect of such **vehicle for hire** until such time as the **vehicle for hire** has been tested, inspected and approved.
- 10.4 No **taxicab**, for which the model year is more than five years old from the date of manufacture, may be **licensed** as a **vehicle for hire**.
- 10.5 Notwithstanding section 10.4, a **broker** or **owner** may make application to the **Chief of Police** to allow for the licensing of a vehicle of which the

model year exceeds the limits in section 10.4. Upon such application the **Chief of Police** shall inspect, independent of the mechanical safety inspection, the vehicle at a cost set out in Tariff "A", payable to the Police Service and cause a motor vehicle safety inspection certificate in regards to such vehicle be surrendered at the expense of the **broker** or **owner**,

- 10.6 No **owner** or **broker** shall use or permit to be used a "**vehicle for hire**" owned by him/her which has a colour scheme or emblem that simulates an emergency vehicle.
- 10.7 **Vehicles for hire** shall not be equipped with a radio or other device capable of monitoring calls from other companies.

Taxicabs

- 10.8 Every **taxicab** shall be equipped by the **broker** or **owner** thereof with a taximeter of a type approved by the **Chief of Police** and so located in the **taxicab** as to be clearly visible to the **passengers** at all times.
- 10.9 All taximeters shall be:
 - (i) numbered;
 - (ii) attached to the vehicle in a location and manner as approved by the **Chief of Police**;
 - (iii) adjusted in accordance with the tariff provided by this by-law;
 - (iv) tested by running the **taxicab** in which it is attached over a measured track or distance before being sealed, or by such other mechanical means as approved by the **Chief of Police**;
 - (v) submitted to the **Chief of Police** whenever he deems it necessary for testing, inspection and further sealing;
 - (vi) kept in good working condition at all times with its seal intact,
 - (vii) used for no longer than twelve months without re-testing and re-sealing unless permitted by the **Chief of Police**; and
 - (viii) clearly illuminated so as to easily be visible by **passengers** in the taxicab between dusk and dawn.
- 10.10 No **taxicab** shall be operated when the taximeter is out of order, defective in any way, or where the seal has been broken or tampered with in any manner.
- 10.11 Notwithstanding section 10.11, a **taxicab** may be operated with the meter unsealed if repairs have been made to the meter by a **person** who carries on the trade of repairing such meters, or by an **broker** or owner

who customarily repairs his/her own meters, subject to the following conditions:

- (i) the **owner** must notify the **Chief of Police** within 6 days of the meter being unsealed;
- (ii) the meter has been repaired or replaced and is working properly; and
- (iii) the **owner** has requested the **Chief of Police** to test and seal the meter.

10.12 Every **taxicab** shall be equipped with an electric sign securely fastened to the roof of the **taxicab**. The electric sign shall indicate that the vehicle is a **taxicab** and display the trade name under which it operates or the name of the **broker** or **owner** under whose **licence** the **taxicab** is being operated.

10.13 Every electric sign indicated in paragraph 10.12 shall be illuminated to indicate that it is available unless the **taxicab** has been hired. Upon hire, dependent on the design of the electric sign, either the sign shall be extinguished and the in-service light shall come on or the electric sign shall change colour.

10.14 Notwithstanding the foregoing, the electric sign and in-service lights may be removed when the **taxicab** has been hired for a wedding or a funeral, or the vehicle is being operated by an **owner** or a member of the **owner's** immediate family for personal use.

10.15 Notwithstanding section 10.12 where a vehicle is of such design that the lights cannot be securely attached to the roof, the lights may be displayed in a manner approved by the **Chief of Police**.

10.16 Every **taxicab** shall have:

- (i) the name of the **broker** or **owner** under whose **licence** the **taxicab** is being operated or the trade name under which it operates, prominently displayed on both sides and the rear of the exterior of the vehicle;
- (ii) the number of the **taxicab** prominently displayed on the dash and on the exterior of the vehicle on both sides and on the rear;
- (iii) the rate of fare posted in a prominent place clearly visible to all passengers; and
- (iv) no-smoking signs posted in a prominent place and clearly visible to all **passengers**.

Limousines

10.17 Every **limousine** shall have:

- (i) the name of the **broker** or **owner** under whose **license** the **limousine** is being operated or the trade name under which it operates, prominently displayed on the exterior of the vehicle;
- (ii) the rate of fare posted in a prominent place which is clearly visible to all **passengers**; and
- (iii) no smoking signs shall be posted in a prominent place and clearly visible to all passengers.

Wheelchair Accessible Service Vehicles

10.18 Every Wheelchair Accessible Vehicle shall conform with the requirements in the *Highway Traffic Act* and regulations and amendments thereto.

10.19 In addition to Section 10.18, every Wheelchair Accessible Vehicle shall have:

- (i) Approved wheelchair tie-downs;
- (ii) No-smoking signs posted in a prominent place and clearly visible to all passengers;
- (iii) The name of the owner or broker under whose licence the vehicle is being operated clearly displayed on the exterior of the vehicle; and
- (iv) The number of the vehicle clearly displayed both on the inside and exterior of the vehicle.

Hotel Shuttles

10.20 Every **Hotel Shuttle** Vehicle shall have:

- (i) the hotel insignia clearly displayed on the vehicle;
- (ii) the fare to or from the airport clearly displayed
- (iii) no smoking signs posted in a prominent position and clearly visible to all passengers

PART VII

PENALTIES AND GENERAL

- 11.0 **Brokers** and **owners** shall conduct their businesses in full accordance with this and all municipal, provincial, and federal by-laws, rules, regulations, and codes.
- 11.1 Every **licensee** may be charged with and convicted of an offence under this by-law for which he him/herself, an employee, or agent is subject to be charged and upon conviction the **licensee** is liable to the penalty prescribed for the offence.
- 11.2 Every **person** who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a penalty in accordance with the provisions of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.
- 11.3 By-law No. 154-2005 of the **Board** is hereby repealed.
- 11.4 The repeal of by-law 2005-154, as amended, shall not affect any offence committed against the provisions of said by-law, prior to the enactment of this by-law, or any penalty incurred in respect thereof or any investigative proceedings thereunder.
- 11.5 If any section of this by-law is found by any court of law to be defective, illegal or beyond the powers of the **Board** to enact, such section thereof shall be deemed to be separate and independent therefrom and to be enacted as such.
- 11.6 **Tariffs "A", "B", "C", "D" and "E"** are hereby adopted and declared to form part of this by-law.
- 11.7 This by-law takes effect on the day of its final passing.

PART VIII

TARIFFS

General

- 12.0 The **Police Services Board** will review all tariffs every 24 months.
- 12.1 The rate or fares to be charged by the **brokers, owners or drivers of taxicabs, limousines, Enhanced Wheelchair or Ambulatory Service or hotel shuttles** shall be exactly as shown in Tariff "B", Tariff "C", Tariff "D", or Tariff "E" respectively and no greater or lesser amount shall be demanded or received.
- 12.2 No **broker, owner or driver** shall be entitled to recover or receive any fare or charge from any person that is not authorized by this by-law.
- 12.3 A **broker or owner** may request in writing to the **Chief of Police**, for an **exemption to Tariff "B", "C", D" or "E"** to perform charity work within the community. The **Chief of Police** may approve such a request after all investigations have been completed. The **Chief of Police** shall, if requested, give any reason, in writing, for not granting such a request.
- 12.4 No **owner or driver** shall publish or use a tariff that is not authorized by this by-law, whether such rates and charges are determined by distance or by time.
- 12.5 The tariff or rates authorized herein shall be computed from the time the passenger(s) first enters the **vehicle for hire** until the passenger(s) discharges the vehicle for hire.

Taxicabs

- 12.6 When operating on a meter basis, the rate of the fare shall be posted and clearly visible to any passenger in the vehicle and charged exactly as **shown by the taximeter authorized by Tariff "B"**.
- 12.7 The drop rate and meter rate shall be within the range authorized in Tariff "B", and shall be consistent for all **taxicabs** and shall be in effect for a minimum of three (3) months.
- 12.8 **Brokers or owners** who choose to change the drop rate or meter rate as authorized in Tariff "B" shall first provide two (2) weeks written notice to the **Chief of Police**.

12.9 At the conclusion of a trip, the **driver** of a **taxicab** shall call the **passenger's attention** to the amount of the fare registered on the meter.

Limousines

12.10 The rate increase allowable **authorized in Tariff "C"** shall be consistent for each **limousine** and shall be in effect for a minimum of three (3) months.

12.11 **Brokers** or **owners** who choose to change the hourly rate authorized in Tariff "C" shall first provide two (2) weeks written notice to the **Chief of Police**.

Enhanced Wheelchair or Ambulatory Service

12.12 Drivers shall advise the passenger of the fee as established by Tariff "D" at the commencement of the trip.

12.13 Wheelchair accessible vehicles used for Enhanced Wheelchair or Ambulatory Service shall not be used to transport persons for a fare other than those who have a disability and their companions.

Exceptions to Tariffs

12.14 Tariff "B", Tariff "C", Tariff "D", or Tariff "E" shall not apply where the **vehicle for hire broker** or **owner** is operating under a valid contract between the **broker** or **owner** and a recognized school board or an organization which handles the transportation of people with disabilities.

12.15 Tariff "B", Tariff "C", Tariff "D", or Tariff "E" outlined in this by-law shall not apply to **vehicles** for hire operating under a valid contract with a municipal, provincial or federal government agency or a bona fide limited or incorporated company.

12.16 No such exemption as stated in Section 12.14 and 12.15 shall be allowed prior to copies of dually executed contracts, or other proof of contract suitable to the Chief of Police, have been filed and approved by the Chief of Police.

12.17 Vehicles for hire being used for the transportation of **passengers** with a destination of more than 5 kilometres outside of the city limits of Sault Ste. Marie, may agree with the **driver**, before the start of the trip to a flat rate, but the flat rate trip must be recorded on the trip sheet prior to the start of the trip.

12.18 Nothing in this by-law prohibits the use of a licensed hotel shuttle vehicle from being used as a "**Courtesy Shuttle**" provided it complies with the definition of courtesy vehicle in Part 1 of this by-law.

Services That Are Exempt from This By-law

12.19 Vehicles operated by the following organizations are exempt from this bylaw:

- (i) Emergency Medical Services (Ambulance);
- (ii) Funeral Homes when using vehicles as part of funeral proceedings;
- (iii) Retirement Homes providing transportation for their own clients in vehicles leased or owned by the organization;
- (iv) Charter services as set out in Sault Ste. Marie By-law 85-93, as amended;
- (v) School buses;
- (vi) Community Living Algoma providing transportation for their own clients in vehicles leased or owned by the organization; and
- (vii) Sault Ste. Marie Transit.

12.20 The **Board** may consider an application from another organization not listed above for an exemption from this bylaw.

12.21 The **Board** may exempt any organization from this by-law where after all investigations and examinations have been completed it is the opinion of the **Board, it** is not contrary to public interest to do so.

PART IX

TARIFF "A"

SCHEDULE OF LICENSE FEES

1.	*New Owner Licence / Owner Licence Late Renewal	\$400.00
2.	*Owner Licence Renewal	\$100.00
3.	*New Broker Licence / Broker Licence Late Renewal	\$400.00
4.	*Broker Licence Renewal	\$100.00
5.	New Hotel Shuttle Owner / Hotel Shuttle Owner Late Renewal	\$200.00
6.	Hotel Shuttle Owner Renewal	\$50.00
7.	New Vehicle Licence / Vehicle Licence Late Renewal (All owner's licenses includes first vehicle)	\$100.00
8.	Vehicle Licence Renewal	\$50.00
9.	Vehicle Licence Transfer Application (Vehicle for vehicle)	\$25.00
10.	Driver Licence Application and Examination Fee (Due prior to processing and is non-refundable)	\$15.00
11.	Driver Licence Renewal	\$25.00
12.	Driver New Licence – Late Renewal	\$40.00
13.	Inspection Fee for Taxicab Where Model Year Exceeds 5 Years	\$50.00
14.	Replacement of any lost/defaced licence	\$15.00
15.	Copy of By-Law (Every owner entitled to a copy inclusive with licence)	15.00

* Rates 1-4 apply to All Vehicles for Hire except Hotel Shuttles

TARIFF "B"

RATES AND FARES FOR TAXICABS, INCLUDING BASIC WHEELCHAIR OR AMBULATORY SERVICE

For conveyance of goods or **passengers** by **taxicabs** within the City of Sault Ste. Marie or to any point not more than 5 kilometres beyond its limits.

BY METER – TAXICABS

For the first one-tenth of a kilometre or part thereof..... Minimum \$3.90
A range of each additional one-fifteenth to one-twenty-fifth kilometre... \$0.10

For waiting time, while under engagement, for each 15 seconds including time that the vehicle is stopped in traffic, but not to include a three minute grace period while waiting on a call at a private residence\$0.125

There will be no charge for hand luggage or for other parcels that are carried inside the vehicle with the passenger.

Such rates and fares under this part shall include applicable taxes at the current rate.

Notice Regarding Included Taxes

The **broker/owner** and **driver** shall ensure that all vehicles **licensed** under this by-law and **subject to rates and fares under Tariff "B"**, display a notice informing the passenger that the tariff includes ALL applicable taxes.

TARIFF "C"

RATES AND FARES FOR LIMOUSINES

For conveyance of goods or **passengers** by **limousine** within the City of Sault Ste. Marie or to any point not more than 5 kilometres beyond its limits.

LIMOUSINE:

Limousine drivers or operators shall charge an hourly minimum of \$90.00 at a minimum of one half hour service.

FLAT RATES:

Flat rates may be charged for trips to a destination more than 5 kilometres beyond the city limits of Sault Ste. Marie, Ontario.

NOTICE REGARDING INCLUDED TAXES:

ALL rates and fares under Tariff "C" are to include all applicable taxes at the current rate.

The **broker/owner** and **driver** shall ensure that all vehicles **licensed** under this by-law and subject to rates and fares under Tariff "C", display a notice informing the passenger that the tariff includes ALL applicable taxes.

TARIFF "D"

RATES AND FARES FOR ENHANCED WHEELCHAIR OR AMBULATORY SERVICE

The following fares shall apply only when transporting persons who require Enhanced Wheelchair or Ambulatory Service. All fares are for one way travel and are inclusive of all applicable taxes.

ENHANCED WHEELCHAIR OR AMBULATORY SERVICE

WITHIN MUNICIPAL BOUNDARIES	\$30.00
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TO/FROM SAULT STE MARIE AIRPORT AND WITHIN MUNICIPAL LIMITS	\$30.00
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The **broker/owner** and **driver** shall ensure that all vehicles **licensed** under this by-law and subject to rates and fares under Tariff "D", display a notice informing the passenger that the tariff includes ALL applicable taxes.

TARIFF "E"

HOTEL SHUTTLE SERVICE

HOTEL SHUTTLE SERVICE IS ALLOWED TO TRANSPORT HOTEL GUESTS TO AND FROM THE HOTEL TO AND FROM THE SAULT STE MARIE AIRPORT.

The fee charged FOR THE ABOVE SERVICE may be determined by the owner of the hotel shuttle service.

The **owner** and **driver** shall ensure that all vehicles **licensed** under this by-law and subject to rates and fares under Tariff "E", display a notice informing the passenger that the tariff includes ALL applicable taxes.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2015-73

AGREEMENT: (E2.2) A by-law to authorize execution of a contract between the City and Ellwood Robinson Ltd. for the reconstruction of McMeeken and Elizabeth Street from Churchill Boulevard to Queen Street. (Contract 2015-3E)

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 the City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to a contract in the form of Schedule "A" attached hereto, dated April 27, 2015 and made between the City and Ellwood Robinson Ltd. for the reconstruction of McMeeken and Elizabeth Street from Churchill Boulevard to Queen Street. (Contract 2015-3E)

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 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

SCHEDULE A

CORPORATION OF THE CITY OF SAULT STE. MARIE

CONTRACT 2015-3E

FORM OF AGREEMENT

This Agreement made (in triplicate) this 27th day of April in the year 2015 by and between
Ellwood Robinson Ltd. hereinafter called the "Contractor"

AND

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

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

1. The Contractor will provide all the materials and all the works shown and described in the contract documents entitled:

**RECONSTRUCTION OF ELIZABETH STREET/ MCMEEKEN STREET
CONTRACT 2015-3E**

Which have been signed in triplicate by both parties and which were prepared under the supervision of Jerry D. Dolcetti, RPP, Commissioner of Engineering & Planning 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 indemnify and save harmless the Corporation, its officers, employees and agents, from all loss, damages, costs, charges and expenses of every nature and kind whatsoever which may be made or brought against the Corporation, its officers, employees and agents, by reason or in consequence of the execution and performance or maintenance of the work by the Contractor, its employees, agents or officers.

7. 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
P.O. Box 580
Civic Centre
99 Foster Drive
Sault Ste. Marie, ON P6A 5N1

THE CONTRACTOR: Ellwood Robinson Ltd.
2075 Great Northern Road
Sault Ste. Marie, ON P6A 5K7

THE OWNER: Mr. Jerry D. Dolcetti, RPP
Commissioner, Engineering & Planning
P.O. Box 580
99 Foster Drive
Sault Ste. Marie, ON P6A 5N1
Facsimile 705-541-7165

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

Signed, Sealed and Delivered
in the presence of

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

MAYOR – CHRISTIAN PROVENZANO

(seal)

CITY CLERK – MALCOLM WHITE

THE CONTRACTOR

ELLWOOD ROBINSON LTD.

(seal)

SIGNATURE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2015-74

TEMPORARY STREET CLOSING: (S4.1) A by-law to permit the temporary closing of McMeeken and Elizabeth Streets from Churchill Boulevard to Queen Street from May 1, 2015 until October 31, 2015 to facilitate the reconstruction of McMeeken and Elizabeth Streets.

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 QUEEN STREET EAST

The Council of the Corporation of the City of Sault Ste. Marie hereby authorizes the closing to vehicular traffic of McMeeken and Elizabeth Streets from Churchill Boulevard to Queen Street from May 1, 2015 until October 31, 2015 to facilitate the reconstruction of McMeeken and Elizabeth Streets.

2. EFFECTIVE DATE

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

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2015-75

AGREEMENT: (E2.2) A by-law to authorize execution of a contract between the City and Avery Construction Limited for the reconstruction of Upton Road. (Contract 2015-1E)

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 the City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to a contract in the form of Schedule "A" attached hereto, dated April 27, 2015 and made between the City and Avery Construction Limited for the reconstruction of Upton Road. (Contract 2015-1E)

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 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

CORPORATION OF THE CITY OF SAULT STE. MARIE

**Contract m 2015-1E
Reconstruction of Upton Road
FORM OF AGREEMENT**

This Agreement, made (in triplicate) this 27th day of **April** in the year **2015**, 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:

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

**Corporation of the
City of Sault Ste. Marie
Contract m 2015-1E
Reconstruction of Upton Road**

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

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

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

The Contractor: Avery Construction Limited
940 Second Line West
Sault Ste. Marie, Ontario P6C 2L3

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

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

Signed, Sealed and Delivered
in the presence of

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

MAYOR – Christian Provenzano

(seal)

CITY CLERK – Malcolm White

THE CONTRACTOR

AVERY CONSTRUCTION LIMITED

(seal)

SIGNATURE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2015-76

TEMPORARY STREET CLOSING: (S4.1) A by-law to permit the temporary closing of Upton Road from Queen Street to Wellington Street from May 1, 2015 until October 31, 2015 to facilitate the reconstruction of Upton Road.

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 QUEEN STREET EAST

The Council of the Corporation of the City of Sault Ste. Marie hereby authorizes the closing to vehicular traffic of Upton Road from May 1, 2015 until October 31, 2015 to facilitate the reconstruction of Upon Road.

2. EFFECTIVE DATE

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

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2015-77

AGREEMENT: (E2.1) A by-law to authorize the execution of a Sponsorship Agreement between the City and CTV Television Inc. for the promotion of the 20 Minute Sault Ste. Marie Makeover.

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 DOCUMENTS

The Mayor and the City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to a Sponsorship Agreement in the form of Schedule "A" hereto dated the 9th day of April, 2015 and made between the City and CTV Television Inc. for the promotion of the 20 Minute Sault Ste. Marie Makeover.

2. SCHEDULE "A"

Schedule "A" hereto 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 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

Schedule "A"



**20 – Minute Sault Ste Marie Makeover 2015
Sponsorship Agreement 2015**

This agreement, dated the 9th day of April 2015, between the Corporation of the City of Sault Ste. Marie, an organization duly incorporated under the laws of the province of Ontario, hereinafter called **20 – Minute Sault Ste. Marie Makeover**.

and

CTV Television Inc., a company duly incorporated under the laws of the Province of Ontario, hereinafter called **CTV**. In consideration of the mutual promises contained herein, the Parties agree as follows:

Event Date: Tuesday, May, 12, 2015 CTV Rep: Brett Lund
Contact: Madison Zuppa
 Environmental Initiatives Coordinator
 City of Sault Ste. Marie
 705-541-7175
Website: www.cityssm.on.ca

CTV AGREES TO GIVE 20 – MINUTE SAULT STE MARIE MAKEOVER:

Note: *Regional* - refers to broadcast/coverage throughout Northeastern Ontario on CTV stations Sudbury, Timmins, North Bay, and Sault Ste. Marie. Population: 639,866. *Local* - refers to broadcast coverage in the Sault Ste. Marie area. Population: 118,665. **CTV donated airtime is not to be brokered out to any other party; only the Event and CTV will be acknowledged.**

1. Commercial airtime:
Based on an investment of **\$1,000**, CTV agrees to promote the **20 MINUTE SAULT STE MARIE MAKEOVER** through the donation of **\$4,000** in television advertising. Airtime will run LOCAL. Production costs will be \$200 for a 30 second spot or \$100 for a 5 or 10 sec. tag. In airtime sell out situations, some spots may be pre-empted. **In the event there are any further advertising dollars spent, CTV will be entitled to a fair and equitable share based on its contribution.**
2. A CTV Sponsorship does not guarantee news coverage. Delivery of News Releases to CTV newsroom and contact with the News Producer are the responsibility of **20 MINUTE SAULT STE MARIE MAKEOVER**. **Send Release to: Rick Wyman at rick.wyman@bellmedia.ca or fax to 705-673-0730 or Phone 705-674-0110**
3. Community Calendar announcements promoting the event and associated activities will be made available on air and online. Information to be provided by event organizers and sent directly to the attention of Angela Pepin angelapepin@bellmedia.ca. (Required 2 weeks in advance)

20 MINUTE SAULT STE MARIE MAKEOVER AGREES TO GIVE CTV: Yes

1. Invest \$1,000 in television advertising.
2. Audio Visual acknowledgement of CTV in all TV ads
3. CTV Logo to be included on all printed materials (including but not limited to posters, programs, newsletters) Size and Positioning of logo to be negotiated. **CTV MUST approve use of our logo on all materials PRIOR to printing with a minimum of 2 weeks lead time for approvals.**
4. FREE Ad in any programs produced. Outside back cover preferred.
5. CTV recognition in associated radio/print campaigns.
6. CTV sponsorship status highlighted at news conferences/news releases.
7. CTV to have prominent positioning in Event Signage created.
8. Event agrees to provide banner/signage opportunities at event, news conferences, or promotional events. (Event organizers will be responsible to pick up and return banners to CTV).
9. Website recognition.
10. CTV to be given the opportunity to sponsor the event the following year.

CTV SIGNING REPRESENTATIVE

DATE

THE CORPORATION OF THE
CITY OF SAULT STE. MARIE
SIGNING OFFICER

DATE

WITNESS

DATE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2015-78

EASEMENT: (PR1.68) A by-law to authorize an easement with PUC Inc. for a small transformer to be acquired by PUC Inc. on a portion of City owned property, namely part of 186 Huron Street.

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. CONDITION OF EASEMENT

The Council of the Corporation of the City of Sault Ste. Marie hereby authorizes the Mayor and City Clerk to sign any documents required to provide an easement to PUC Inc. for a small transformer on a portion of City owned property, namely part of 186 Huron Street. A copy of a sketch showing the location of the required easement is attached as Schedule "A".

2. SCHEDULE "A"

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

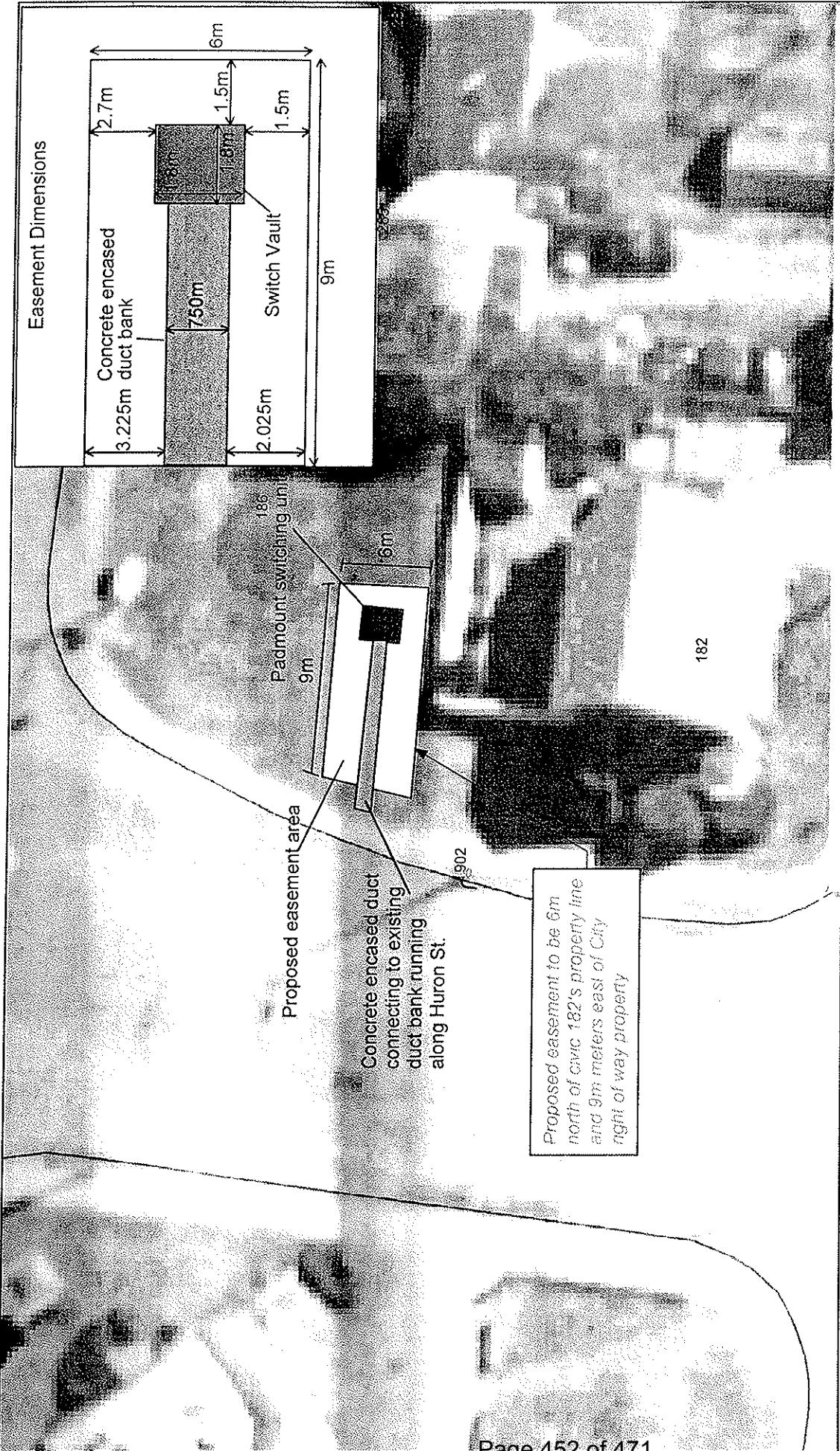
3. EFFECTIVE DATE

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

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE



THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2015-79

PROPERTY ACQUISITION: (Map 120) A by-law to authorize the City's purchase of a portion of property located at 1105 Goulais Avenue (Naccarato) to be acquired to improve the geometry of this intersection.

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 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

SCHEDULE "A" TO BY-LAW 2015-79

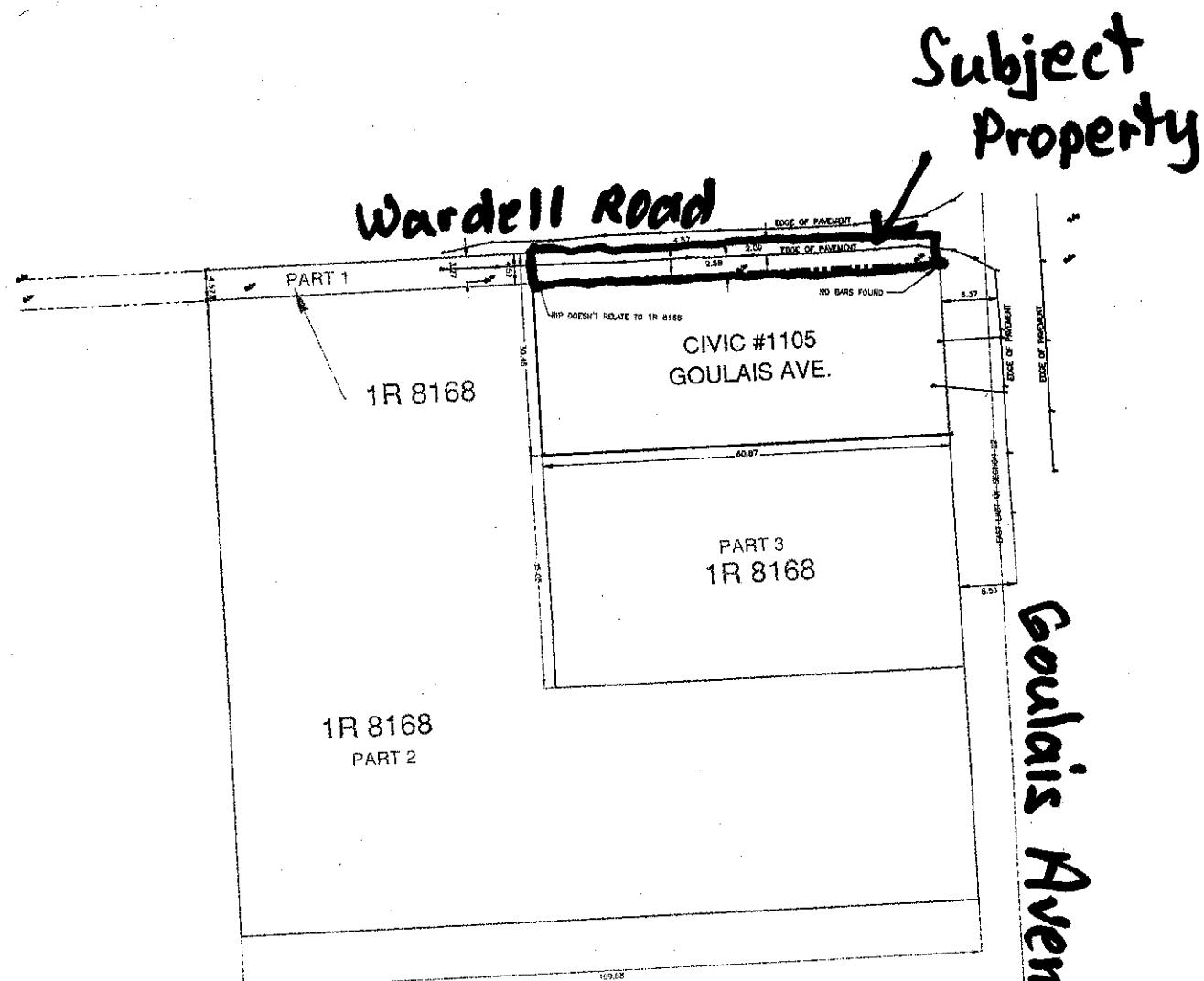
PURCHASER: The Corporation of the City of Sault Ste. Marie

VENDOR: Michael Naccarato and Tammy Naccarato

ADDRESS: Part 1105 Goulais Avenue, Sault Ste. Marie, Ontario

CONSIDERATION: \$3,000.00
(subject to usual adjustments)

CONDITIONS: All costs associated with the acquisition of the subject property will be the responsibility of the City.



THE CORPORATION OF THE CITY OF SAULT STE.MARIE
BY-LAW 2015-80

OFFICIAL PLAN AMENDMENT: A by-law to adopt Amendment No. 213 to the Official Plan for the City of Sault Ste. Marie (Mogg – 235 Old Goulais Bay Road).

THE COUNCIL of The Corporation of the City of Sault Ste. Marie, pursuant to section 21 of the *Planning Act*, R.S.O. 1990, c. P.13 and amendments thereto, **ENACTS** as follows:

1. The Council hereby adopts Amendment No. 213 to the Official Plan for the Sault Ste. Marie planning area in the form attached hereto.
2. Subject to any referrals under the Planning Act, this by-law shall come into force on the date of its final passing.

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

**AMENDMENT NO. 213
TO THE
SAULT STE. MARIE OFFICIAL PLAN**

PURPOSE

This Amendment is an amendment to the Text of the Official Plan as it relates to the Rural Area policies.

LOCATION

Section 24 NE 1/4PT, located on the west side of Old Goulais Bay Road, approximately 785m north of its intersection with Third Line East. Civic No. 235 Old Goulais Bay Road.

BASIS

This Amendment is necessary in view of a request to create five (5) additional serviced rural residential lots, plus the remnant.

The proposal does not conform to Rural Area Policy 11 which permits the creation of two (2) new lots, plus the remnant.

Council now considers it desirable to amend the Official Plan.

DETAILS OF THE ACTUAL AMENDMENT & POLICIES RELATED THERETO

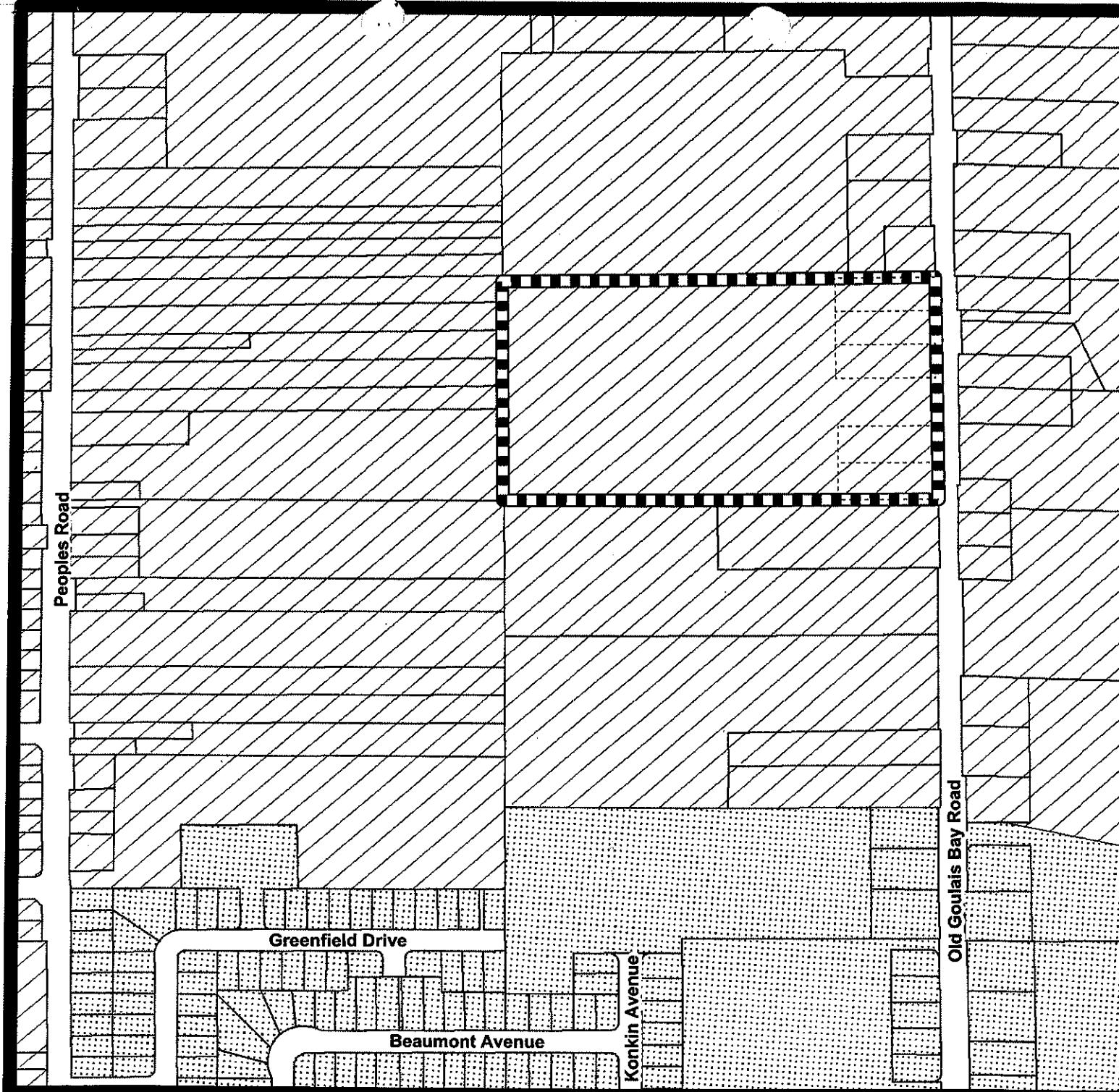
The Official Plan for the City of Sault Ste. Marie is hereby amended by adding the following paragraph to the Special Exceptions Section:

"Special Exceptions"

142. Notwithstanding the Rural Area Policy 11 of the Official Plan, lands described as Section 24 NE 1/4PT, located on the west side of Old Goulais Bay Road, approximately 785m north of its intersection with Third Line East, having Civic No. 235 Old Goulais Bay Road may be permitted to apply to the Committee of Adjustment to create five (5) fully serviced rural residential properties, plus the remnant.

INTERPRETATION

The provisions of the Official Plan as amended from time to time will be applied to this Amendment.



OFFICIAL PLAN Schedule "C" Land Use

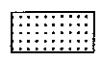
235 OLD GOULAIS BAY ROAD

Planning Application: A-8-15-Z-OP

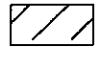


SUBJECT PROPERTY = 235 Old Goulais Bay Road

Official Plan_LAND USE DESIGNATION



Residential



Rural Area

OFFICIAL PLAN
AMENDMENT
NUMBER

213



METRIC SCALE
1 : 5000

ROLL NUMBER
050-070-052-00

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW NO. 2015-81

ZONING: A by-law to amend Sault Ste. Marie Zoning By-laws 2005-150 and 2005-151 concerning lands located at 235 Old Goulais Bay Road (Mogg).

THE COUNCIL of The Corporation of the City of Sault Ste. Marie, pursuant to section 34 of the *Planning Act*, R.S.O. 1990, c. P.13 and amendments thereto, **ENACTS** as follows:

1. **235 OLD GOULAIS BAY ROAD; THE EASTERN 91.44M OF THE PROPERTY LOCATED ON THE WEST SIDE OF OLD GOULAIS BAY ROAD, APPROXIMATELY 785M NORTH OF ITS INTERSECTION WITH THIRD LINE EAST; CHANGE FROM RA TO R1.S WITH A "SPECIAL EXCEPTION"**

The zone designation on the lands described in section 2 of this by-law, which lands are shown on Map 1-139 of Schedule "A" to By-law 2005-150, is changed from RA (Rural Area) zone to R1.S (Estate Residential) zone with a "Special Exception".

2. **BY-LAW 2005-151 AMENDED**

Section 2 of By-law 2005-151 is amended by adding the following subsection 2(352) and heading as follows:

"2(352) 235 Old Goulais Bay Road

Despite the provisions of By-law 2005-150, the zone designation on the eastern 91.44m of the lands located on the west side of Old Goulais Bay Road, approximately 785m north of its intersection with Third Line East and having civic no. 235 Old Goulais Bay Road and outlined and marked "Subject Property" on the map attached as Schedule 352 hereto is changed from RA (Rural Area) zone to R1.S (Estate Residential) zone with a "Special Exception" which, in addition to those uses permitted in an R1 zone:

1. Reduces the required lot frontages from 45m to 30.48m and the required lot areas from 0.4ha to 0.28ha; and
2. Requires the new lots to connect to city water and sewer services."

3. **SCHEDULE "A"**

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

4. **CERTIFICATE OF CONFORMITY**

It is hereby certified that this by-law is in conformity with the Official Plan for the City of Sault Ste. Marie authorized and in force on the day of the passing of this by-law as amended by Official Plan Amendment No. 213.

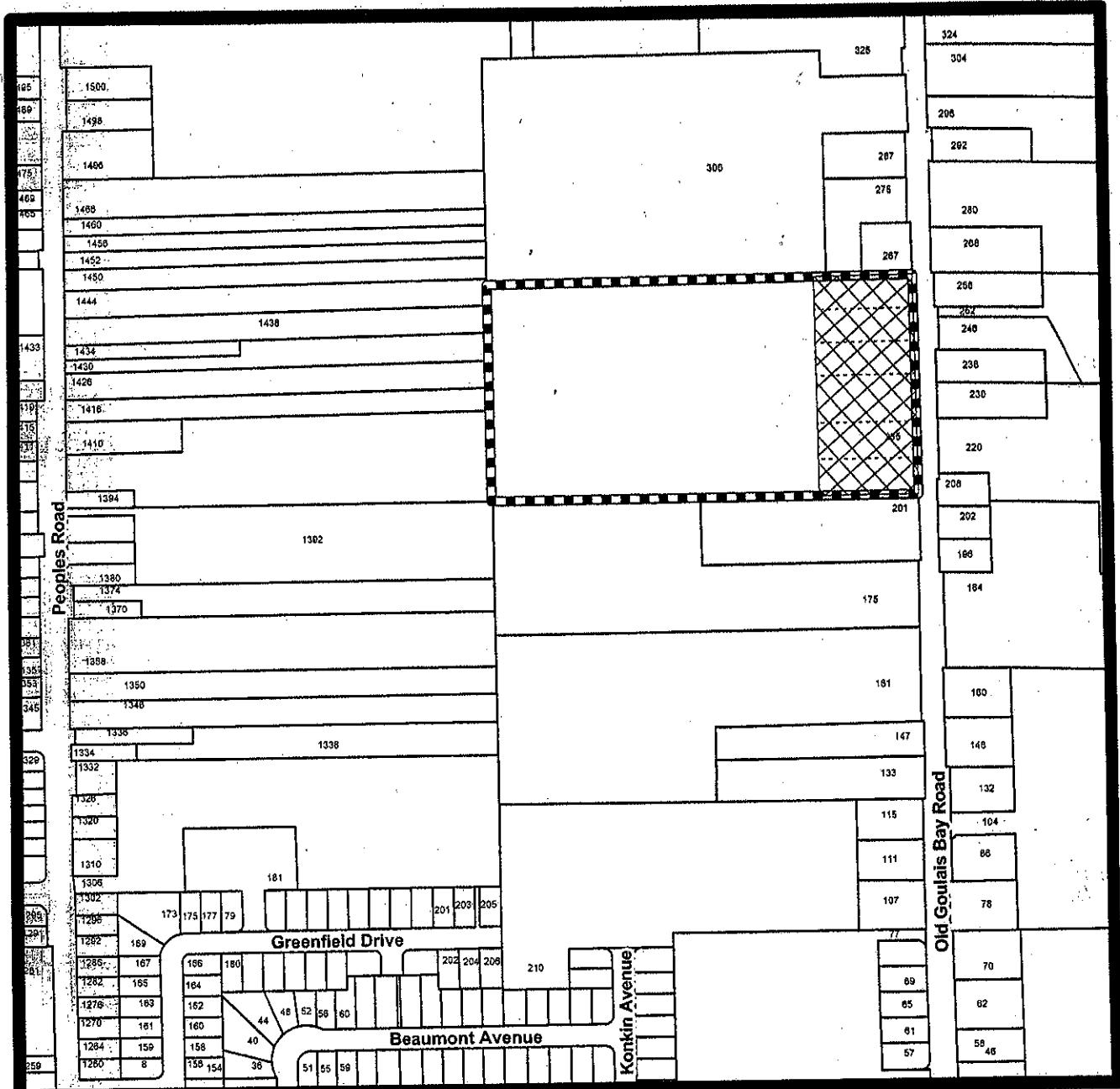
PASSED in Open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

da\legal\Staff\LEGAL\ZONING\2015\2015-80 81 235 Old Goulais Bay Rd\By-law 2015-81.doc

SCHEDULE "A" TO BY-LAW 2015-81 AND
SCHEDULE 352 TO BY-LAW 2005-151



SUBJECT PROPERTY MAP
235 OLD GOULAIS BAY ROAD
Planning Application: A-8-15-Z-OP



**METRIC SCALE
1 : 5000**

ROLL NUMBER
050-070-052-00

**MAP NUMBERS
124 & 1-139**

MAIL LABEL ID
A-8-15-Z

SUBJECT PROPERTY



SUBJECT PROPERTY (Area subject to rezoning)

Original Parcel = 235 Old Goulais Bay Road.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2015-82

TAXES: (T1.2) A by-law to provide for the adoption of recovery percentage for the 2015 taxation year.

WHEREAS Section 330 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended provides that the Council of a local municipality may pass a by-law to establish recovery percentages for the 2015 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. RECOVERY PERCENTAGES

The Municipal recovery percentages set out below are hereby adopted.

<u>Property Tax Class</u>	<u>Tax Recovery Percentage</u>	<u>Retained Percentage</u>
<u>Retained</u>		
Commercial	68.7095%	31.2905%
Industrial	77.9466%	22.0534%
Multi-Residential	40.4028%	59.5972%

2. EFFECTIVE DATE

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

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK - MALCOLM WHITE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2015-83

TAXES: (T1.2(1)) A by-law to provide for the adoption of taxation transition 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 2015 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. TAXATION TRANSITION RATIOS

The Municipal Taxation Transition Ratios set out below are hereby adopted:

Residential & Farm	1.000000
Multi-Residential	1.29434015
Commercial - Occupied	2.16029383
Commercial - New Construction	2.16029383
Commercial - Excess Land	1.51220568
Shopping Centres	2.29329257
Shopping - Excess Land	1.60530480
Office Building	3.15521345
Office Buildings - Excess Land	2.20864942
Parking Lots & Commercial Vacant Land	1.59717150
Industrial - Occupied	2.98995271
Industrial - New Construction	2.98995271
Industrial - Excess Land	1.94346926
Industrial - Vacant Land	1.94346926
Large Industrial	5.31023264
Large Industrial - Excess Land	3.45165122
Pipeline	2.00558717
Farmland	0.250000
Managed Forests	0.250000

2. EFFECTIVE DATE

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

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

I:\LEGAL\STAFF\BYLAWS\2015\2015-83 Transition Ratios

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW NO. 2015-84

TAXES: (T1.2(2)) A by-Law to provide for 2015 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 rateable 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 2015 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 2015.
5. Following December 31, 2015, 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 6th day of July, 2015
 - 6.2 One-half (1/2) thereof on the 8th day of September, 2015.

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 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CITY CLERK – MALCOLM WHITE

THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2015-86

COUNCIL PROCEDURE: (A1.6) A by-law to amend Council Procedure By-law 2013-100.

THE COUNCIL of the Corporation of the City of Sault Ste. Marie, pursuant to section 238 of the *Municipal Act, 2001*, S.O. 2001, c. 25 and amendments thereto, **ENACTS** as follows:

1. BY-LAW 2013-100 AMENDED

- (a) By-law 2013-100 is amended by adding the following title and section:

“5.3 Recording Closed Sessions”

Closed sessions of Council shall be recorded using digital audio-video recording technology. The City Clerk’s department shall be responsible for the care and retention of the resulting records. This provision is not intended to apply to local boards and committees of Council.”

- (b) By-law 2013-100 is further amended by adding the following title and section:

“27.8 Committee Appointments”

Appointments to Boards and Committees will be made in accordance with the appointment policy attached hereto as Schedule “A”.

City Council will meet in open session, either at a regular meeting or a special meeting called for that purpose to make appointments to Boards and Committees by way of simultaneous recorded vote as described below.

Where Number of Applicants Exceeds Positions

Where the number of applicants exceeds the number of positions available, the following procedure shall be followed, for as many voting rounds as necessary:

- a) Each member may cast a vote for each position available;
- b) Applicants receiving a majority vote of members present shall be recommended for appointment;
- c) Applicants receiving no votes shall be excluded from further consideration;
- d) In addition to those applicants receiving no votes, applicants receiving the least amount of votes shall be excluded from further consideration, unless this would result in insufficient applicants to fill the positions available;
- e) If two or more applicants are tied with the least number of votes and their exclusion would result in insufficient applicants to fill the positions available:
 - i. Council shall decide by majority vote which of the tied applicants shall remain eligible for further consideration; however
 - ii. If the vote still results in too few applicants to fill the remaining position(s), then the Clerk shall choose the person(s) to remain eligible by lot;
- f) If it becomes apparent by reason of an equality of votes that no applicant can achieve sufficient votes to be appointed, then the Clerk shall make the selection by lot.

Method – Simultaneous Recorded Vote

- g) Each member present, unless otherwise prohibited by statute or this by-law, shall on a sheet of paper provided by the Clerk, simultaneously indicate the names the applicants they are voting for and sign the same; and
- h) The Clerk shall:
 - i. collect the sheets of paper;
 - ii. announce the name and vote of each member and the vote result; and
 - iii. record the result, including how each member voted.”

2. BY-LAW 2013-100 FURTHER AMENDED BY ADDING SCHEDULE “A”

By-law 2013-100 is amended by adding Schedule “A” as attached to this by-law.

3. **SCHEDULE "A"**

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

PASSED in open Council this 27th day of April, 2015.

MAYOR – CHRISTIAN PROVENZANO

CLERK – MALCOLM WHITE

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SCHEDULE "A" TO BY-LAW 2013-100

A-III-1

INFORMATION MANUAL

Subject:	APPOINTMENTS
Department/Division:	Boards and Committees
Source:	City Council
Date:	2015 04 13

Page: 1 of 3

DEFINITIONS

Interested Persons: Any eligible person who submits an Application Form and who is not a member of Council.

Applicants: Are both members of Council and Interested Persons who wish to be appointed to any Boards or Committees.

Boards and Committees: Boards and committees of Council, other boards and committees, or boards and committees to which Council nominates or recommends members for consideration.

Application Form: Refers to the document that is pre-approved by Council for the purpose of an Interested Person making application to be appointed to Boards and Committees.

PURPOSE

The City of Sault Ste. Marie is committed to ensuring the appointment of qualified candidates to Boards and Committees in a manner that is open, transparent, fair and equitable and strives for representation that is consistent with the makeup of the community.

This policy outlines the process by which Applicants are appointed to Boards and Committees.

As a matter of policy, Council shall not nominate or recommend any person to be appointed to the board of any share-capital corporation.

PUBLIC NOTICE

The Clerk's Department shall issue public notice to all media and post said public notice to the corporate website concerning upcoming vacancies on Boards and Committees including the Application Form and the timeline for receipt of the completed Application Form.

APPLICATIONS

Interested persons must submit the Application Form if they want to be considered for an appointment to Boards and Committees. Members of Council must provide written notice of their wish to be appointed to Boards and Committees to the City Clerk according to the deadline established by the City Clerk.



SCHEDULE "A" TO BY-LAW 2013-100

A-III-1

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Notwithstanding the above, where there are an insufficient number of members of Council to fill the available vacancies on Boards and Committees, a member of Council may indicate their wish to be appointed at the meeting where the appointments are being considered.

ELIGIBILITY OF CITIZENS

Council may make appointments at their discretion and are not limited to only eligible electors. No Interested Persons shall be appointed to more than four (4) Boards and Committees.

ELIGIBILITY OF CITY EMPLOYEES

City employees are not eligible for appointment to the following Boards and Committees:

- Committee of Adjustment
- Committee of Revision
- Fence Viewers Committee
- Police Services Board
- Property Standards Appeal Committee

APPOINTMENTS

City Council will meet in open session, either at a regular meeting or a special meeting called for that purpose to make appointments to Boards and Committees.

The agenda for such meetings shall contain only the names of the Applicants. Further to the Municipal Freedom of Information and Protection of Privacy Act the Application Form and supporting material of Applicants shall be circulated only to Council and will not be disclosed for use by any 3rd party and will only be disclosed, as required, through the open discussions of Council, when considering Applicants.

Council may request further information concerning an Applicant, either in writing or by personal attendance at the meeting.

When considering appointments to any particular Boards or Committees, the members of Council may nominate other members of Council or Interested Persons, as the case may be, from the pool of Applicants for other Boards and Committees.



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Should the number of nominees exceed the number of vacancies for any Board and Committee, balloting will take place in accordance with the provisions for simultaneous recorded vote in the procedure by-law.

Every appointment made by Council to Boards and Committees shall be at the pleasure of Council, whether or not the appointment is for a specified time period.

APPOINTEES NOTIFIED The City Clerk notifies all appointees in writing of their appointments following the meeting.