



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

Monday, November 29, 2021

4:30 pm

Council Chambers and Video Conference

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Pages

**1. Adoption of Minutes**

Mover Councillor L. Dufour

Seconder Councillor M. Scott

Resolved that the Minutes of the Regular Council Meeting of November 15, 2021 be approved.

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

**3. Declaration of Pecuniary Interest**

**4. Approve Agenda as Presented**

Mover Councillor L. Vezeau-Allen

Seconder Councillor C. Gardi

Resolved that the Agenda for November 29, 2021 City Council Meeting as presented be approved.

**5. Proclamations/Delegations**

**5.1. Community Christmas for Children** 9 - 9

**5.2. World AIDS Day** 10 - 10

**5.3. Homelessness Update**

Mike Nadeau, Chief Executive Officer, District of Sault Ste. Marie Social Services Administration Board

5.3.1.	<i>Homeless System Overview</i>	11 - 28
6.	<b>Communications and Routine Reports of City Departments, Boards and Committees – Consent Agenda</b>	
	Mover Councillor L. Dufour Seconder Councillor C. Gardi Resolved that all the items listed under date November 29, 2021 – Agenda item 6 – Consent Agenda be approved as recommended.	
6.1.	<b>Reconstruction Bloor Street West from Lyons Avenue to Patrick Street</b>	29 - 30
	A report of the Manager of Purchasing is attached for the consideration of Council.	
	Mover Councillor L. Dufour Seconder Councillor M. Scott Resolved that the report of the Manager of Purchasing dated November 29, 2021 be received and that the proposal submitted by AECOM Canada Inc., for the provision of Engineering Services Reconstruction Bloor Street West with proposed fees of \$234,500 plus HST as outlined in their proposal as submitted (as required by Public Works and Engineering Services) be approved.	
	A By-law authorizing signature of the Agreement for this project will appear on a future Council Agenda.	
6.2.	<b>Tender for Supply and Delivery of Petroleum Fuel Products</b>	31 - 33
	A report of the Manger of Purchasing is attached for the consideration of Council.	
	Mover Councillor L. Dufour Seconder Councillor M. Scott Resolved that the report of the Manager of Purchasing dated November 29, 2021 be received and that the tender submitted by McDougall Energy Inc. for the supply and delivery of Petroleum Fuel Products be awarded on an as-required basis for the three year period commencing January 3, 2022 with the option for two additional one year extensions by mutual agreement.	
6.3.	<b>2022 User Fees</b>	34 - 59
	A report of the Manager of Finance is attached for the consideration of Council.	
	The relevant By-law 2021-224 is listed under Agenda item 11 and will be read with all by-laws under that item.	
	Mover Councillor L. Dufour	

Seconder Councillor M. Scott

Resolved that the report of the Manager of Finance dated November 29, 2021 concerning 2022 User Fees be received and that the recommendation to maintain the current sanitary sewer fee rate of 70% of the full water charge be approved and that the rate continue to be reviewed and updated on an annual basis.

#### 6.3.1.

#### *Tipping Fees – Prince/Rankin*

Mover Councillor M. Shoemaker

Seconder Councillor M. Scott

Whereas in December 2016 Council passed a resolution seeking to charge users of the Sault Ste. Marie landfill who live outside the Sault's municipal boundaries more in tipping fees than residents of Sault Ste. Marie are charged; and

Whereas the 2021 User Fee By-law, Schedule I, shows users from outside of Sault Ste. Marie paying the same tipping fee as users who are residents of Sault Ste. Marie; and

Whereas there are benefits to living within the City of Sault Ste. Marie that only residents of Sault Ste. Marie should have

Now Therefore Be It Resolved that Schedule I of By-Law 2021-224 be amended to increase the out-of-own tipping fee to \$100 per tonne from the current \$77 per tonne that Sault Ste. Marie residents pay.

#### 6.4.

#### **Property Tax Appeals**

60 - 61

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

Mover Councillor L. Dufour

Seconder Councillor C. Gardi

Resolved that the report of the Manager of Taxation dated November 29, 2021 concerning Property Tax Appeals be received and the recommendation that the tax records be amended pursuant to sections 354 and 357 of the *Municipal Act* be approved.

#### 6.5.

#### **Multi-Year Accessibility Plan**

62 - 79

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

Mover Councillor L. Vezeau-Allen

Seconder Councillor C. Gardi

Resolved that the report of the Accessibility Coordinator dated November 29, 2021 concerning Multi-year Accessibility Plan 2022 be received and that Council approve the 2022-2025 Multi-year Accessibility Plan.

6.6.

**CommunityPass Pilot Results**

80 - 87

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

The relevant By-law 2021-220 is listed under Agenda item 11 and will be read with all by-laws under that item.

Mover Councillor L. Dufour

Seconder Councillor M. Scott

Resolved that the report of the Director of Community Services dated November 29, 2021 concerning CommunityPass Pilot Results be received and that the pilot with CommunityPass be extended for one (1) year; further that staff report on results at the end of the pilot and provide any future recommendations.

6.7.

**Twin Pad Electric Ice Resurfacer**

88 - 91

A report of the Sustainability Coordinator and the Director of Community Services is attached for the information of Council.

Mover Councillor L. Dufour

Seconder Councillor M. Scott

Resolved that the report of the Sustainability Coordinator and the Director of Community Services – Community Development and Enterprise Services dated November 29, 2021 concerning Twin Pad Electric Ice Resurfacer be received as information.

6.8.

**Pointe des Chenes Park – Water Treatment Upgrade – Provision of Potable Water**

92 - 94

A report of the Director of Public Works is attached for the consideration of Council.

Mover Councillor L. Vezeau-Allen

Seconder Councillor M. Scott

Resolved that the report of the Director of Public Works dated November 29, 2021 concerning Pointe des Chenes Park Water Treatment Upgrade be received as information.

6.8.1.

***Pointe des Chenes Update on Servicing***

95 - 96

Mover Councillor L. Dufour

Seconder Councillor M. Scott

Resolved that the report of the Director, Public Works be received as information and that the expenditure of \$150,000 to service the daypark and campground be referred to the 2022 budget deliberations.

7.

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

- 7.1. Administration**
- 7.2. Corporate Services**
- 7.3. Community Development and Enterprise Services**
- 7.4. Public Works and Engineering Services**
- 7.5. Fire Services**
- 7.6. Legal**
- 7.7. Planning**
- 7.8. Boards and Committees**
- 8. Unfinished Business, Notice of Motions and Resolutions Placed on Agenda by Members of Council**
  - 8.1. Municipal Revenue Generating Tools**

Mover Councillor S. Hollingsworth  
Seconder Councillor P. Christian  
Whereas Canada's municipalities are at the forefront of delivering a growing array of vital services to citizens, ranging from affordable housing, transit and child care to managing more than a trillion dollars of infrastructure; and

Whereas municipalities have limited revenue-generating options which are largely property taxes, user fees, intergovernmental transfers and development charges; and

Whereas the Provincial government must begin to modernize the tax system to allow municipalities new revenue generating tools that will support the rising costs facing all municipalities in Ontario; and

Whereas the Association of Municipalities of Ontario (AMO) estimates the annual province-wide municipal infrastructure deficit to be \$6 billion dollars; and

Whereas the *City of Toronto Act, 2006* granted Toronto broader municipal revenue tools than the other 443 municipalities in Ontario; and

Whereas AMO has long lobbied for its members the right to access the same revenue tools permitted by the *City of Toronto Act*; and

Whereas one of the revenue tools the City of Toronto charges is a Municipal Land Transfer Tax parallel with the Province of Ontario on all property sales, except for first-time homebuyers; and

Whereas this revenue tool would generate nearly \$2.68 billion dollars for the

other Ontario municipalities, which would help municipalities' growing infrastructure deficit; and

Now Therefore Be It Resolved that the City of Sault Ste. Marie endorses the Federation of Northern Ontario Municipalities resolution requesting AMO to lobby the Premier of Ontario to grant Ontario municipalities the same municipal revenue tools as the City of Toronto;

Further Be It Resolved that this resolution be shared with the Provincial Minister of Finance Peter Bethlenfalvy, NDP leader Andrea Horwath (leader of the Provincial Opposition), Steven Del Duca, leader of the Provincial Liberal party, Mike Schreiner, leader of the Provincial Green Party, MPP Ross Romano, Ontario's Big City Mayors, the Rural Ontario Municipal Association, Ontario Small Urban Municipalities, the Northwestern Ontario Municipal Association and the Algoma District Municipal Association.

**8.2.**

**Capital Road Reconstruction and Resurfacing Expenses**

Mover Councillor P. Christian

Seconder Councillor S. Hollingsworth

Whereas Sault Ste. Marie has approximately 1,200 road sections within City boundaries that must be maintained; and

Whereas the City's capital transportation budget is approximately \$4.5 million per year; and

Whereas this amount has not increased over the last two decades; and

Whereas the overall condition of City roads continues to deteriorate as a result of an underfunded capital budget; and

Whereas City staff is currently conducting a provincially mandated asset management update of city roads maintenance requirements; and

Whereas Council should investigate and compare capital road expenditures in other northern communities so that it has a benchmark of current practices and expenditures throughout the north

Now Therefore Be It Resolved that Council ask staff to prepare a report that compares capital reconstruction and resurfacing expenditures with other northern communities;

Further that the report attempt to include metrics related to length of roads, total lane kilometres, surface type, relative lengths of arterials, collectors and local roads to help frame the results and add the necessary context for comparison, and that the report be presented to council by June 2022.

**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. Vezeau-Allen  
 Seconder Councillor M. Scott  
 Resolved that all By-laws under item 11 of the Agenda under date November 29, 2021 be approved.
- 11.1. By-laws before Council to be passed which do not require more than a simple majority**
- 11.1.1. By-law 2021-220 (Agreement) CommunityPass Pilot** 97 - 99  
 A report from the Director of Community Services is on the Agenda.  
 Mover Councillor L. Vezeau-Allen  
 Seconder Councillor M. Scott  
 Resolved that By-law 2021-220 being a by-law to authorize the execution of the Amending Agreement between the City and My Community Health Inc. for the CommunityPass app be passed in open Council this 29th day of November, 2021.
- 11.1.2. By-law 2021-224 Finance (User Fees 2022)** 100 - 124  
 Mover Councillor L. Vezeau-Allen  
 Seconder Councillor M. Scott  
 Resolved that By-law 2021-224 being a by-law to establish user fees and service changes be passed in open Council this 29th day of November, 2021.
- 11.1.3. By-law 2021-225 (Agreement) IDEA Inc. Downtown Transit Terminal 111 Huron Street Relocation** 125 - 146  
 Council Report was passed by Council resolution on November 15, 2021.  
 Mover Councillor L. Vezeau-Allen  
 Seconder Councillor M. Scott  
 Resolved that By-law 2021-225 being a by-law to authorize the execution of the Agreement between the City and IDEA Inc. Integrated Design Engineering and Architecture for the relocation of the downtown transit terminal construction and design located at 111 Huron Street be passed in open Council this 29th day of November, 2021.
- 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**

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

13. Closed Session

14. Adjournment

Mover Councillor L. Vezeau-Allen

Seconder Councillor M. Scott

Resolved that this Council now adjourn.



## OFFICE OF THE MAYOR

## PROCLAMATION

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**WHEREAS** Children are important members of our community and the holiday season is a particularly special time of year for them; and

**WHEREAS** Community Christmas for Children, consisting of local businesses, agencies and organizations, plan “no cost” activities for children and their families during the month of December and the school winter break; and

**WHEREAS** The goal of the initiative is bringing the community together to support families and brighten the holidays for children:

**NOW THEREFORE**, I, Christian Provenzano, as Mayor of the City of Sault Ste. Marie, do hereby proclaim **December 1, 2021 through to January 2, 2022 as “Community Christmas for Children”** in Sault Ste. Marie and urge all citizens to take advantage of the many activities available for children and their families.

Signed,

Christian Provenzano  
MAYOR



## OFFICE OF THE MAYOR

## PROCLAMATION

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**WHEREAS** It has been forty years since the first AIDS cases were reported and HIV still threatens the world with more than 60,000 people are living with it in Canada; and

**WHEREAS** Local health responses continue to work toward the elimination of systemic barriers, stigma and social inequities; with HIV Awareness Week, Indigenous AIDS Awareness Week and World AIDS Day providing opportunities to further efforts to address the challenges impeding treatment and prevention; and

**WHEREAS** The theme for World AIDS Day 2021 is “**End Inequalities. End AIDS. End Pandemics**”, highlighting the urgent need to combat the inequalities that drive AIDS; and

**NOW THEREFORE**, I, Christian Provenzano, as Mayor of Sault Ste. Marie, do hereby proclaim **December 1<sup>st</sup>, 2021** as “**World AIDS Day**” in Sault Ste. Marie and encourage all citizens to learn more about the initiatives of local organizations that are committed to increasing awareness and support people living with HIV/AIDS, including the upcoming “**HIV Awareness Week**” and “**Aboriginal AIDS Awareness Week**”.

Signed,

Christian Provenzano  
MAYOR

# *Housing & Homeless System Overview*

Presentation to Sault Ste. Marie City Council  
November 29, 2021



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District of Sault Ste. Marie Social Services Administration  
Board

# Background

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- Social Housing in Ontario is managed by 47 “**Service Managers**” as determined by Ontario,
- Northern Ontario is comprised of 11 Service Managers; 10 DSSABs and the City of Greater Sudbury,
- Each DSSAB is responsible for service delivery over multiple municipalities/townships over thousands of square kilometers.
- All federal, provincial and municipal funding related to social housing is provided to the applicable Service Manager/DSSAB.



The DSSMSSAB supports/funds the following:

- 15 Social Housing Providers
- 2,221 Social Housing Units  
(26 new units in 2021)
- Homelessness and Homelessness Prevention Services
- Food Security

# Housing Services Budget



TOTAL EXPENDITURES	BUDGET - 2020	BUDGET - 2021	DRAFT BUDGET - 2022
Program Administration (salaries, rent, etc.)	2,207,529.00	2,362,770.00	2,564,241.00
Housing Providers	8,820,615.00	8,880,874.00	7,375,670.00
Rent Supp/Strong Communities	2,933,000.00	2,920,000.00	2,783,532.00
Investing in Change Fund	231,975.00	-	304,050.00
100% Programs (prov/fed)	1,769,653.00	1,804,015.00	3,433,245.00
Internal Support Services	648,169.00	686,162.00	739,707.00
<b>GRAND TOTAL</b>	<b>16,610,941.00</b>	<b>16,653,821.00</b>	<b>17,200,445.00</b>



TOTAL INCOME	BUDGET - 2020	BUDGET - 2021	BUDGET - 2022
Federal Funding	2,475,900.00	2,273,283.00	2,210,721.00
Rent Supp/Strong Communities	165,332.00	165,332.00	165,532.00
100% Programs (prov/fed)	2,631,262.00	2,978,135.00	3,433,245.00
Other Income	-	-	-
GRAND TOTAL	5,272,494.00	5,416,750.00	5,809,498.00
<b>Municipal Levy</b>	<b>\$ 11,338,447.00</b>	<b>\$ 11,237,071.00</b>	<b>\$ 11,390,947.00</b>

# Homelessness & Prevention

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- Service Managers/DSSABs are also responsible for homeless and are mandated to have a 10-year housing and homelessness plan.
- Our plan includes the use of shelters, outreach workers and a housing stability bank.

# Homelessness & Prevention

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- Shelters offer a temporary bed and safe place to stay.
- Outreach workers assist people staying in shelters, people sleeping rough and community members placed in a housing unit from the Chronic Homeless Waitlist.
- The Housing Stability Bank offers funds for people behind in rent and/or PUC.

# Homelessness & Prevention

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Shelters are open 24/7 and our System currently consists of:

- 20 beds at Pauline's Place (Women, youth, families and accessible)
- 14 Beds at St. Vincent Place (reduced to 7 during Covid); however we added a temporary overflow shelter to serve the community.
- Use of motels/hotels when required,
- When someone enters the shelter they are accessed using a triaged approach and the most acute people are eligible to be placed on our Chronic Housing Waitlist and receive high intensity supports (SSMDSSAB was the first to develop a Chronic Housing category in northern Ontario in 2015/16). Others are assisted to find accommodation and offered light supports.
- Approximately 25 people from multiple community agencies work together as part of our Homelessness Prevention Team.

# System Enhancements since 2019



1. Secured \$900,000 from Ontario to implement the Low Income Home Ownership Program (2019),
2. Purchased the Steelton Centre from the City for \$1.00 and allocated approximately \$600,000 to renovate the space to operate as a shelter for Pauline's Place (2020),
3. Purchased the former Sacred Heart School to operate as a shelter, transition rooms and the NRC (2020) at a cost of \$500,000,
4. Increased shelter worker wages to a minimum of \$20.00 per hour (2020/21),
5. Implemented the Community Wellness Bus (2020/21),
6. Opened the Covid isolation shelter (2021),
7. Leased and renovated the Verdi Hall to operate as a temporary low barrier

# Current Plans

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- Renovated eight (8) transition units at the Steelton Centre at a cost of \$355,000 (open in December).
- Renovating the former Sacred Heart School to operate a minimum of 14 shelter beds, a minimum of 22 transition units and the NRC (2022). The cost for this will be in the millions of dollars. CMHA will operate the shelter.
- Purchased a new asset that will be renovated to accommodate a minimum of 14 affordable housing units/rooms (2022).
- *44 new affordable units coming on-line in late by late 2022 total.*

# Homelessness Related Budget



	2019	2020	2021
EXPENSE			
Shelter Operations (Direct)	\$447,497.00	\$674,188.63	\$1,017,260.45
Homelessness (Supports & Capital)	\$1,603,757.00	\$3,107,457.14	\$3,926,051.55
Food Security		106,945.00	81,044.00
<b>Total</b>	<b>\$2,051,254.00</b>	<b>\$3,888,590.77</b>	<b>\$5,024,356.00</b>

# 2021 Point In Time Count

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- Our third PIT count was held the week of October 25<sup>th</sup>,
- This year we expanded the scope and included the hidden homeless (ie. couch surfing)

# PIT Results



Surveyed Population – Where are you staying?	2016 Count	2018 Count	2021 Count	Change (2018 vs 2021)
<b>Unsheltered – Surveyed</b>	0	2	27	+25
<b>Unsheltered – Observed / Did not Answer</b>	2	9	7	-2
<b>Emergency Shelter and Violence Against Women (VAW)</b>	28	17	42	+25
<b>Systems (Health and/or Corrections)</b>	44	65	55	-10
<b>Someone Else's Place (New in 2021)</b>	0	0	94	No Data
<b>Transitional Housing, Hotel / Motel (Funded by City or Homeless Program) (New in 2021)</b>	0	0	20	No Data
<b>Vehicle (Car, Van, RV, etc.) (New in 2021)</b>	0	0	4	No Data
<b>Total</b>	<b>74</b>	<b>93</b>	<b>244</b>	<b>+151*</b>

# PIT Results



Demographics			
	% 2016	% 2018	% 2021
<b>Population</b>			
Male	70.8	56.3	56
Female	29.2	28.1	40
Other (ie. Two-Spirit, Non Binary)	0	3.1	1
Did Not Answer	0	12.5	3
<b>Aboriginal identity</b>			
Aboriginal identity	42.3	37.5	65
Veterans	3.9	6.3	3
<b>Length of Homelessness</b>			
Chronic (6+ months/ past year)	42.3	37.5	52

# Shelter Nights



<b>Shelter</b>	<b>2020</b>	<b>2021 (Oct 31, 2021)</b>
Pauline's Place	2,027	3,338
St. Vincent Place & Overflow	2,852	4,021

# Supportive Housing

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- The need for additional supportive housing is urgent.
- We only have ten (10) 24-7 supportive housing units. Have an additional 13 units that are provide with semi-supports for eight (8) hours a day.
- There is a need for up to 60 supportive housing units in the community.
  - Supports needed include:
    - Health,
    - Mental Health & Addiction Services
    - Medication,
    - Harm reduction,
    - Cultural Services,
    - Meals,
    - Room cleaning,

# Currently Need More Supportive Housing (cont')

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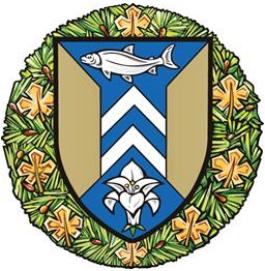
Supportive Housing requires three items at a cost of approximately \$50,000 per year per bed:

1. New Capital Investment (DSSAB can provide),
2. Rent Subsidy (DSSAB can assist),
3. Health and Personal Supports.
  1. This requires new investment from Ontario and/or Canada.
  2. A 60 unit supportive housing complex requires approximately \$3M in new annual funding over a 20 year period (\$60,000,000) total investment.



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# Thank You



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

### C O U N C I L   R E P O R T

November 29, 2021

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Karen Marlow, Manager of Purchasing  
DEPARTMENT: Corporate Services  
RE: Reconstruction Bloor St. West from Lyons Ave-Patrick St.-  
Consultant Selection

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#### **Purpose**

This report has been prepared for your information and consideration, on behalf of the Evaluation Committee, concerning proposals received to retain a consultant for the provision of engineering services for the design, contract administration and field inspection including the associated storm sewers, sanitary sewers and watermain of the reconstruction of Bloor Street West from Lyons Ave-Patrick St, which is planned for 2022 as required by Public Works and Engineering Services (PWE). Staff is seeking Council approval of the Evaluation Committee's recommendation.

#### **Background**

At the 2021 09 13 meeting, Council accepted as information the 2022 Capital Transportation Program which includes the Bloor Street West reconstruction in 2022.

A Request for Proposal for the provision of engineering associated with the planning, design, tendering and contract administration of the reconstruction on Bloor St. West was issued to Vendors of Record (VOR) within the Linear Municipal Infrastructure Category. Proposals were required to be submitted for consideration no later than 4:00 p.m. on November 5, 2021.

#### **Analysis**

Proposals from five (5) proponents were submitted prior to closing deadline

Kresin Engineering Corporation, Sault Ste. Marie, ON  
AECOM Canada Ltd., Sault Ste. Marie, ON  
WSP Canada Inc., Sault Ste. Marie, ON  
Tulloch, Sault Ste. Marie, ON  
Cenlo Engineering, Sault Ste. Marie, ON

The proposals received have been evaluated by a committee comprised of city staff from Public Works and Engineering, with oversite by Procurement.

Reconstruction Bloor St. West from Lyons Ave-Patrick St.- Consultant Selection

November 29, 2021

Page 2.

It is the consensus of the Evaluation Committee that the Proponent scoring the highest in the evaluation process is AECOM Canada Ltd., Sault Ste. Marie, ON.

**Financial Implications**

AECOM Canada Inc. proposed fees of \$234,500.00 will result in a total expenditure of \$238,627.00 including the non-rebatable portion of HST.

As part of the 2021 budget process, \$200,000 was approved for engineering work related to the 2022 Capital road projects. AECOM's 2021 work can be accommodated with the \$200,000 previously approved. The remainder of the engineering work will not commence until such time that Council approves the 2022 Capital budget.

**Strategic Plan / Policy Impact**

This Project is included in the Infrastructure focus area of the Corporate Strategic Plan.

**Recommendation**

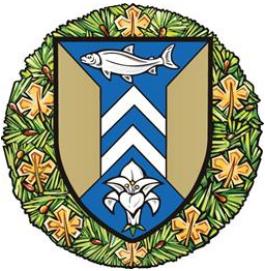
It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Purchasing dated 2021 11 29 be received and the recommendation that acceptance of the Proposal submitted by AECOM Canada Inc., for the provision of Engineering Services Reconstruction Bloor St West with proposed fees of \$234,500.00 plus HST as outlined in their Proposal as submitted, as required by PWE, be approved.

A By-law authorizing signature of the Agreement for this project will appear on a future Council Agenda.

Respectfully submitted,

Karen Marlow  
Manager of Purchasing  
705-759-5298  
[k.marlow@cityssm.on.ca](mailto:k.marlow@cityssm.on.ca)



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

### C O U N C I L   R E P O R T

November 29, 2021

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

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

**DEPARTMENT:** Finance Department

**RE:** Tender for Supply & Delivery of Petroleum Fuel Products

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#### PURPOSE

Attached hereto for your information and consideration is a summary of the tenders received for the supply and delivery of Petroleum Fuel Products as required by various City departments for a three (3) year period commencing January 3, 2022 with the option of two (2) further one (1) year extensions by mutual agreement. Staff is seeking Council approval of the tender recommendation.

#### BACKGROUND

The tender was publicly advertised and tender documents forwarded to all firms on our bidders list. An opening of the tenders was held October 28, with the Deputy City Clerk in attendance.

#### ANALYSIS

Submission from one (1) bidder was received prior to closing deadline:

McDougall Energy Inc.

The tender received has been thoroughly evaluated and reviewed by City Staff representation from Public Works & Transportation (PWT), taking into consideration, availability of supply (local storage facility and delivery vehicles), dependability of vendor and price. The tendered price meeting specifications has been identified on the attached summary. Although only one bid was received it is deemed fair and equitable.

#### FINANCIAL IMPLICATIONS

Funding for purchase of Petroleum Fuel as required will be drawn from various department operational accounts.

#### STRATEGIC PLAN / POLICY IMPACT

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

Tender for Supply & Delivery of Petroleum Fuel Products

November 29, 2021

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**RECOMMENDATION**

Resolved that the report of the Manager of Purchasing dated November 29, 2021 be received and that the tender submitted by McDougall Energy Inc. for the supply and delivery of Petroleum Fuel Products be awarded on an as required basis for the three (3) year period commencing January 3, 2022 with the option for two (2) additional one (1) year extensions by mutual agreement, be approved.

Respectfully submitted,

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

SUMMARY OF TENDERS  
PETROLEUM PRODUCTS

Description	Annual Consumption (L) Estimated	McDougall Energy Inc. Sault Ste. Marie, ON	Total
		Price/Litre (inc.fuel taxes)	HST Extra
Unleaded Gasoline	565,000	\$1.1531	\$651,501.50
Clear Diesel Fuel	1,500,000	\$1.0716	\$1,607,400.00
Coloured Diesel Fuel	380,000	\$0.9286	\$352,868.00
<b>Estimated Yr. 1 Annual Cost</b>			<b><u>\$2,611,769.50</u></b>
<b>Remarks</b>		Meets Specifications Admin Charges fixed for 3 yrs	

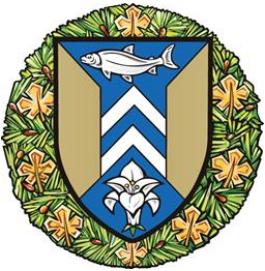
Note: The low tendered prices are boxed above and will be adjusted bi-weekly beginning January 3, 2022.

Comparison Pricing shown above is based on published pricing for Sept. 10, 2021

Although only one bid was received it is deemed fair and equitable.

It is my recommendation that the low tendered prices, meeting specifications, submitted by McDougall Energy be accepted for a 3-year period; allowing for 2 additional years by mutual agreement.

Karen Marlow  
Manager of Purchasing



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

### COUNCIL REPORT

November 29, 2021

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

**AUTHOR:** Jacob Bruzas, CPA, CA Manager of Finance

**DEPARTMENT:** Corporate Services

**RE:** 2022 User Fees

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#### PURPOSE

Under the Municipal Act, section 391(1) municipalities have the authority to impose fees or charges for any activity or service that they provide. Staff is seeking Council approval of the user fees included in the schedules of By-law 2021-224 found elsewhere on the agenda, with the effective date of January 1, 2022.

#### BACKGROUND

User fees are one of the few controllable sources of revenue that can reduce the reliance on property taxes. The rationale for user fees is that those who clearly benefit from the service should be the ones to pay for it. Constraints exist that prevent full cost recovery for some activities and services, such as market pricing.

All departments have reviewed their applicable user fees taking into consideration the recommended benchmark for cost recovery and the plan to achieve. Appendix A provides the budget impact for 2022 based upon the fee increases. Service level changes are not reflected in the analysis and thus the total budget impact may be more or less than shown.

Where applicable, departments applied a 2% inflationary increase.

#### ANALYSIS

Increasingly municipalities are looking at user fees to help offset the impact of municipal services on property taxes. Services funded through taxation result in the general tax base funding whether or not they receive any direct benefit. There is also a range of services that are provided to benefit the common good of the community which would be funded through all or in part through taxation.

### **Sanitary Sewer Revenue**

In addition, Staff reviewed the Sanitary Sewer rate currently set at 70% of the full water rate (amounts to 62 per cent of the water bill for residential customers and 82 per cent for non-residential customers).

The forecast was updated for the 10-year period of 2022-2031 using updated capital and operating expense projections, as well as updated water consumption trends from Public Utilities Commission's Financial Plan for Water Supply Services, dated October 11, 2019.

Funding Forecast 2022-2031 (\$ Millions)

	<b>TOTAL</b>
Capital Infrastructure	<b>79.20</b>
Operating & Maintenance	<b>93.60</b>
Debt Servicing	<b>9.21</b>
<b>Total</b>	<b>182.01</b>

The forecast includes major capital infrastructure upgrades to the West End Plant for \$37.1 million and a BioSolids Management Facility for \$31.7 million (Sanitary Sewer Revenue Portion being \$21.2 million).

Based on the updated sewer surcharge forecast, staff reviewed several different sanitary rate change scenarios. The only scenario in which the City would avoid long-term debt is by increasing the rate to 86.0% of the full water rate.

In light of the ongoing financial implications surrounding COVID-19, staff is recommending maintaining status quo of 70% for 2022, with the rate being reviewed annually.

This funding option will provide a sustainable level of revenue considering operating and capital requirements, but will require long term debt of an estimated \$10 million. Debt servicing costs are estimated at \$11.5 million over the life of the debt (\$9.2 million over the forecast period), however, they will be funded through the sanitary sewer fee, and not the levy. At the end of the 10-year period, the sanitary reserve is projected to be in a positive balance of approximately \$14.3 million.

Based on this model, total revenue expected over the 10-year period is approximately \$191.6 million.

### **FINANCIAL IMPLICATIONS**

The change in the User Fees as recommended reflects an estimated increase in revenue of approximately \$105,660. New user fees are reflected in the 2022 Preliminary Operating Budget.

Maintaining status quo of 70% of water rates for the sanitary sewer fee will require long term debt of an estimated \$10 million, with debt servicing costs over a 10-year period of \$11.5 million, funded through sanitary sewer revenues.

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

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

### **RECOMMENDATION**

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Finance dated November 29, 2021 concerning 2022 User Fees be received and that the recommendation to maintain the current sanitary sewer fee rate of 70% of the full water charge be approved and that the rate continue to be reviewed and updated on an annual basis be approved.

By-law 2021-224 authorizing the user fees can be found elsewhere on the Agenda.

Respectfully submitted,



Jacob Bruzas, CPA, CA  
Manager of Finance  
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**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "A"**  
**CLERK'S DEPARTMENT**

Services Offered	2021 Current Fee	2022 Proposed Fee	GST/HST Included or Added
<b>MARRIAGE LICENSES</b>			
- Sale of Marriage Licenses - per license	\$130.00	\$135.00	Exempt
<b>MAP SALES</b>			
- Sale of City Maps - per map	\$2.00	\$2.00	Included
<b>OTHER</b>			
- Photocopying - per page	\$0.50	\$0.50	Included
<b>LOTTERY LICENCES</b>			
- Raffle under \$50,000 value	\$10.00 or 3% of prize value	\$10.00 or 3% of prize value	Exempt
- Raffle over \$50,000 value	to province	to province	Exempt
- Bingo - prize under \$5,500	\$10.00 or 3% of prize value	\$10.00 or 3% of prize value	Exempt
- Bingo - prize over \$5,500	to province	to province	Exempt
- Bazaar (maximum 3 wheels)	\$10.00/wheel	\$10.00/wheel	Exempt
- Nevada Tickets	3% of prize value	3% of prize value	Exempt
<b>GENERAL LICENCES</b>			
Pawnbroker – annual	\$278.00	\$285.00	Exempt
Pawnbroker – additional late fee	\$138.00	\$140.00	Exempt
Pawnbroker – lost licence fee	\$20.00	\$20.00	Exempt
Pawnbroker – re-inspection fee	\$100.00	\$100.00	Exempt
Plumber – Master – annual	\$30.00	\$30.00	Exempt
Plumber – Master – additional late fee	\$15.00	\$15.00	Exempt
Plumber – Master – lost licence fee	\$20.00	\$20.00	Exempt
Adult Entertainment Parlour – Owner / Operator – annual	\$2,020.00	\$2,050.00	Exempt
Adult Entertainment Parlour – Burlesque Attendant – annual	\$106.00	\$110.00	Exempt
Adult Entertainment Parlour – Owner / Operator – additional late fee	\$1,000.00	\$1,020.00	Exempt
Adult Entertainment Parlour – Burlesque Attendant – additional late fee	\$53.00	\$55.00	Exempt
Adult Entertainment Parlour – lost licence fee	\$20.00	\$20.00	Exempt
Adult Entertainment Parlour – re-inspection fee	\$100.00	\$100.00	Exempt
Amusement Arcade – annual	\$283.00	\$290.00	Exempt
Transfer of Ownership of Licence for Amusement Arcade	\$51.00	\$52.00	Exempt
Amusement Arcade – additional late fee	\$140.00	\$145.00	Exempt
Amusement Arcade – lost licence fee	\$20.00	\$20.00	Exempt
Amusement Arcade – re-inspection fee	\$100.00	\$100.00	Exempt
Vehicle for Hire Driver (initial)	\$40.00	\$40.00	Exempt
Vehicle for Hire Driver (renewal)	\$25.00	\$25.00	Exempt
Vehicle for Hire Driver (replacement)	\$15.00	\$15.00	Exempt
Owner – initial (includes 1 vehicle)	\$400.00	\$400.00	Exempt
Owner – renewal	\$100.00	\$100.00	Exempt
Vehicle for Hire – initial additional vehicle to fleet	\$100.00	\$100.00	Exempt
Vehicle for Hire – renewal per vehicle	\$50.00	\$50.00	Exempt
Vehicle for Hire – replacement licence	\$25.00	\$25.00	Exempt
Broker – initial (includes 1 vehicle)	\$400.00	\$400.00	Exempt
Broker – renewal per vehicle	\$100.00	\$100.00	Exempt
Hotel Shuttle Bus Owner – initial	\$200.00	\$200.00	Exempt
Hotel Shuttle Bus Owner – renewal per vehicle	\$50.00	\$50.00	Exempt
Rideshare Owner – initial (includes 1 vehicle)	\$400.00	\$400.00	Exempt
Rideshare Owner – renewal	\$100.00	\$100.00	Exempt
Rideshare Driver for Hire – initial	\$40.00	\$40.00	Exempt
Rideshare Driver for Hire – renewal	\$25.00	\$25.00	Exempt
Rideshare Driver for Hire – replacement	\$15.00	\$15.00	Exempt
Rideshare vehicle – initial	\$100.00	\$100.00	Exempt
Rideshare vehicle – renewal	\$50.00	\$50.00	Exempt
Rideshare vehicle – replacement	\$25.00	\$25.00	Exempt
Payday Loan annual licensing fee	\$1,000.00	\$1,020.00	Exempt
Payday Loan – additional late licence fee	\$500.00	\$510.00	Exempt
Payday Loan re-inspection fee	\$100.00	\$100.00	Exempt

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "A"**  
**CLERK'S DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
Payday Loan lost licence fee	\$50.00	\$50.00	Exempt
Food Vendor and Peddler – re-inspection fee	\$100.00	\$100.00	Exempt
Food Vendor and Peddler – lost licence fee	\$20.00	\$20.00	Exempt
<b>PART III - FOOD VENDOR - RESIDENT</b>			
Class 1 – Stationary day sales (maximum of 7 day licence)	\$76.00	\$78.00	Exempt
Class 2 – Stationary temporary sales (maximum of 3 month licence)	\$152.00	\$155.00	Exempt
Class 3 – Mobile day sales (maximum of 7 day licence)	\$76.00	\$78.00	Exempt
Class 4 – Mobile temporary sales (maximum of 3 month licence)	\$152.00	\$155.00	Exempt
Class 5 – Ice cream or hotdog cart (seasonal)	\$247.00	\$250.00	Exempt
Class 6 - Annual Sales (valid only in the calendar year issued)	\$273.00	\$280.00	Exempt
<b>PART III - FOOD VENDOR - RESIDENT - ADDITIONAL LATE FEES/ PENALTY</b>			
		\$100.00	Exempt
<b>PART III - FOOD VENDOR - NON-RESIDENT</b>			
Class 1 – Stationary day sales (maximum of 7 day licence)	\$152.00	\$155.00	Exempt
Class 2 – Stationary temporary sales (maximum of 3 month licence)	\$303.00	\$310.00	Exempt
Class 3 – Mobile day sales (maximum of 7 day licence)	\$152.00	\$155.00	Exempt
Class 4 – Mobile temporary sales (maximum of 3 month licence)	\$303.00	\$310.00	Exempt
Class 5 – Ice-cream or hotdog cart (seasonal)	\$303.00	\$310.00	Exempt
<b>PART III - FOOD VENDOR - NON-RESIDENT - ADDITIONAL LATE FEES / PENALTY</b>			
		\$150.00	Exempt
<b>PART IV – PEDDLER – NON-RESIDENT</b>			
Class 1 – Stationary day sales (maximum of 7 day licence)	\$152.00	\$155.00	Exempt
Class 2 – Stationary temporary sales (maximum of 3 month licence)	\$303.00	\$310.00	Exempt
Class 3 – Door-to-door day sales (maximum of 7 day licence)	\$152.00	\$155.00	Exempt
Class 4 – Door-to-door temporary sales (maximum of 3 month licence)	\$303.00	\$310.00	Exempt
<b>PART IV – PEDDLER – NON-RESIDENT – ADDITIONAL LATE FEES / PENALTY</b>			
		\$150.00	Exempt

NOTE: Licence Fees for Taxis, Limousines etc are Governed by Police Services By-law 154 but Administered by the Clerk's Department.

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>BONDAR PAVILION</b>			
- Full Day Rental - Non Profit Group	\$208.35	\$212.52	Added
- Part Day Rental - Non Profit Group	\$129.95	\$132.55	Added
- Full Day Rental - Commercial	\$792.85	\$808.71	Added
- Part Day Rental - Commercial	\$412.50	\$420.75	Added
- Wedding Receptions	\$1,023.35	\$1,043.82	Added
- Wedding Ceremony Only - Base Fee	\$264.60	\$269.89	Added
- Wedding Ceremony and Reception	\$1,369.05	\$1,396.43	Added
- Clean Up - Minor	\$66.75	\$68.00	Added
- Clean Up - Major	\$266.90	\$270.00	Added
- Barriers	\$1.35	\$1.35	Added
- Tables	\$5.00	\$5.00	Added
- Chairs	\$0.60	\$0.60	Added
- Sound System (per day)	\$33.75	\$34.43	Added
- SOCAN (Society of Composers, Authors and Music Publishers of Canada)			
- Without dancing 1 to 100	\$20.56	\$20.56	Added
101 to 300	\$29.56	\$29.56	Added
301 to 500	\$61.69	\$61.69	Added
500 +	\$87.40	\$87.40	Added
- With dancing 1 to 100	\$41.13	\$41.13	Added
101 to 300	\$59.17	\$59.17	Added
301 to 500	\$123.38	\$123.38	Added
500 +	\$174.79	\$174.79	Added
- Kitchen (per day)	\$59.94	\$61.14	Added
- Supervision of Volunteers (per hour)	\$20.44	\$20.85	Added
- Alcohol event admin fee per event per day	\$33.06	\$35.00	Added
- Facility Booking - per booking	\$33.06	\$35.00	Added
- Waste Removal (Additional Bin)	\$182.43	\$186.08	Added
- Electrical Surcharge per day (film productions) connected to special events panel	\$100.00/day	\$100.00/day	Added
<b>MARINA FEES</b>			
- Fuels	Road Price + \$ 0.05	Road Price + \$ 0.05	
- Sewage Pumpouts - per service (single tank)	\$11.90	\$11.95	Added
- Cruise Ship Dockage Fee - rate per meter	\$6.25	\$6.25	Added
- Cruise Ship Pumpout fee - rate per 10 cubic meters	\$16.90	\$16.90	Added
- Cruise Ship set-up fee	\$165.15	\$165.15	Added
- Bondar - Slip Rental - Daily - per foot	\$1.80	\$1.85	Added
- Bondar - Slip Rental - Weekly - per foot	\$8.10	\$8.26	Added
- Bondar - Slip Rental - Monthly - per foot	\$23.80	\$24.28	Added
- Bondar Dock - Ship/Barge Dockage (per metre) - per hour	\$0.20/hour	\$0.20/hour	Added
- Bondar Dock - Ship/Barge Dockage (per metre) - per day	\$1.75/day	\$1.75/day	Added
- Bellevue - Slip Rental - Weekly - Non Serviced per foot	\$5.20	\$5.30	Added
- Bellevue - Slip Rental - Weekly - Serviced per foot	\$6.55	\$6.68	Added
- Bellevue - Slip Rental - Bi - Monthly - Non Serviced per foot	\$23.45	\$23.92	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Bellevue - Slip Rental - Bi - Monthly - Serviced per foot	\$26.80	\$27.34	Added
- Bellevue - Slip Rental - Monthly - Non Serviced per foot	\$15.80	\$16.12	Added
- Bellevue - Slip Rental - Monthly - Serviced per foot	\$18.70	\$19.07	Added
- Bellevue - Slip Rental - Seasonal - Non Serviced per foot	\$30.45	\$31.06	Added
- Bellevue - Slip Rental - Seasonal - Serviced per foot	\$35.15	\$35.85	Added
- Bellevue - Slip Rental - Daily - Serviced per foot	\$1.80	\$1.84	Added
- Bellevue - Slip Rental - Daily - Non Serviced per foot	\$1.40	\$1.43	Added
- Launch Ramp Fee - Daily	\$7.00	\$7.00	Included
- Launch Ramp Fee - Seasonal	\$58.45	\$58.41	Added
- Winter Storage - Monthly per foot	\$1.90	\$1.94	Added
- Slip Cancellation Fee	\$25.80	\$26.00	Included
- September Special	50% fee discount	50% fee discount	Added
Bike Rentals			
- Hourly		\$6.50	Included
- Half Day (4 hours)		\$14.00	Included
- Full Day (8 hours)		\$24.00	Included
<b>SENIORS 55+ PROGRAMMING</b>			
- Supervision (outside normal operating hours) - per hour	\$20.00	\$20.40	Added
- Main Hall - Half day rental	\$55.00	\$56.00	Included
- Main Hall - Full Day Rental	\$120.00	\$122.00	Included
- Large Meeting Room - Half Day rental	\$55.00	\$57.00	Included
- Large Meeting Room - Full Day rental	\$100.00	\$102.00	Included
- Small Meeting Room - Half Day rental	\$30.00	\$31.00	Included
- Small Meeting Room - Full Day rental	\$55.00	\$56.00	Included
- Kitchen (per use)	\$30.00	\$31.00	Included
- AV Equipment (Laptop/Projector/Screen) - per use	\$20.00	\$20.00	Included
- Drop-In Fee(per visit per general program)	\$2.00	\$2.00	Included
- Noon Lunch(DIC)/Soup&Sandwich Lunch(NCC)	\$6.00	\$6.00	Included
- Tea Event	\$7.00	\$7.00	Included
- Dinner & Dance	\$15.00	\$16.00	Included
- Special Event Fee	Cost recovery	Cost recovery	Included
- Coffee/Tea Pot 10 cup	\$12.00	\$12.00	Included
- Coffee/Tea Airpot 25 cup	\$18.00	\$18.00	Included
- Coffee Urn 50 cup	\$25.00	\$25.00	Included
- Coffee Urn 100 cup	\$50.00	\$50.00	Included
<b>ARENA FEES (John Rhodes and McMeeken Centre)</b>			
- Admission - High school Hockey - Adults	\$4.75	\$4.75	Included
- Admission - High school Hockey - Students & Seniors	\$4.25	\$4.25	Included
- Admission - High school Hockey - Children	\$3.75	\$3.75	Included
- Rental of McMeeken or Rhodes Centre - each pad / per day	\$1,031.00	\$1,052.00	Included
- Ice/Complex Rentals - per hour - Prime Time - Adult	\$186.00	\$190.00	Included
- Ice/Complex Rentals - per hour - Prime Time - Youth	\$172.00	\$175.00	Included
- Ice/Complex Rentals - per hour - Prime Time - Organized	\$151.00	\$154.00	Included

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Ice/Complex Rentals - per hour - Non Ice (Lacrosse)	\$67.00	\$68.00	Included
- Ice/Complex Rentals - online bookings	\$181.00	\$185.00	Included
- Ice Skating - Admission - Adult	\$4.25	\$4.25	Included
- Ice Skating - Admission - Student	\$3.75	\$3.75	Included
- Ice Skating - Admission - Senior	\$3.75	\$3.75	Included
- Ice Skating - Admission - Child	\$3.25	\$3.25	Included
<b>ARENA FEES (GFL Memorial Gardens)</b>			
- Ice Rentals - per hour Adult	\$200.00	\$204.00	Included
- Ice Rentals - per hour Youth	\$179.00	\$183.00	Included
- Ice Rentals - per hour - Youth Organized	\$160.00	\$163.00	Included
- GFL Memorial Gardens Angelo Bumbacco Room - Full Day	\$194.00	\$198.00	Included
- GFL Memorial Gardens Multi Purpose Room - hourly rate	\$30.00	\$31.00	Included
- GFL Memorial Gardens Multi Purpose Room - Full Day	\$129.00	\$132.00	Included
<b>POOL FEES</b>			
- Public Swim Admission - Adult	\$4.75	\$4.78	Added
- Public Swim Admission - Senior	\$3.60	\$3.63	Added
- Public Swim Admission - Child	\$3.25	\$3.32	Added
- Public Swim Admission - Group	\$13.05	\$13.27	Added
- Swim Card 10 Visits 15 % off Reg Admission - Adult	\$40.45	\$40.63	Added
- Swim Card 25 Visits 25% off Reg Admission - Adult	\$89.20	\$89.62	Added
- Swim Card 10 Visits 15 % off Reg Admission - Senior	\$30.60	\$30.85	Added
- Swim Card 25 Visits 25% off Reg Admission - Senior	\$67.45	\$68.06	Added
- Swim Card 10 Visits 15 % off Reg Admission - Child	\$27.80	\$28.22	Added
- Swim Card 25 Visits 25% off Reg Admission - Child	\$61.30	\$62.25	Added
- Pool Rental - per hour - Competitive Teams	\$53.10	\$54.16	Added
- Pool Rental - per hour - School Boards	\$84.40	\$86.09	Exempt
- Pool Rental - per hour - Public - includes lifeguards	\$118.00	\$120.36	Added
- Public Lessons - per lesson + surcharge	\$8.05	\$8.21	Exempt
- Lifeguard Fee (per hour)	\$17.65	\$18.00	Added
- John Rhodes meeting room rental (per hour)	\$16.15	\$17.00	Added
- John Rhodes meeting room rental daily rates	\$121.40	\$123.83	Added
<b>NORTHERN COMMUNITY CENTRE</b>			
- Single Turf Field Rental Per Hour-Prime Time	\$130.00	\$132.60	Added
- Single Turf Field Rental Per Hour-Non-Prime Time	\$80.70	\$82.32	Added
- Off Season Tournament rate per hour	\$80.71	\$82.32	Added
- Coaching/Referring Clinics	\$100.00	\$102.00	Added
- Community Room Rental per hour	\$16.50	\$17.00	Added
- Single turf prime-time rental per hour - organized SASA	\$124.00	\$124.00	Added
- Community Room Rental per hour		\$75.00	Added
<b>ATHLETIC FIELDS</b>			
- Slowpitch Fields - Adult per diamond per evening	\$68.25	\$69.62	Added
- Youth Ball - per diamond per evening	\$34.05	\$34.73	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Slowpitch (Ball) Fields - Tournaments per diamond per day	\$43.80	\$44.68	Added
- Sault Amateur Soccer Association - Adult per field per night	\$68.25	\$69.62	Added
- Sault Youth Soccer Association - per field per night	\$34.05	\$34.73	Added
- Soccer Tournaments - per field per day	\$43.75	\$44.63	Added
- Cricket - Practice field per day	\$68.25	\$69.62	Added
- Cricket - per field per day	\$273.10	\$278.56	Added
- High School Soccer - per field per day	\$34.15	\$34.83	Added
- High School Soccer Tournament- per field per day	\$43.75	\$44.63	Added
- Elementary School- Track and Field Meet	\$136.50	\$139.23	Added
- Highschool Track and Field Meet	\$273.15	\$278.61	Added
- Steeler Football - per game	\$546.25	\$557.18	Added
- Touch Football - Rocky DiPietro Field per weekend per day	\$273.10	\$278.56	Added
- Touch Football - Rocky DiPietro Field per weeknight per day	\$68.25	\$69.62	Added
- Touch Football - fee for Queen E., B Field perevening/day	\$34.05	\$34.73	Added
- High School; Football - per game	\$398.85	\$406.83	Added
- Dressing Room Rental per event	\$34.15	\$34.83	Added
- Public Address System - per event	\$34.15	\$34.83	Added
- Beer Garden - per event per day	\$34.15	\$35.00	Added
- Sabercats Football - per game	\$273.25	\$278.72	Added
- Soo Minor Football - per evening (practice)	\$34.15	\$34.83	Added
- Soo Minor Football - per day game fee (QE "B")	\$136.50	\$139.23	Added
- Soo Minor Football - fee for Rocky DiPietro Field per day	\$273.10	\$278.56	Added
- Speed Skating Club - per competition	\$682.75	\$696.41	Added
- Special Event Booking - Event more than 500 people	\$663.25	\$676.52	Added
- Special Event Booking - Event more than 200 people	\$331.60	\$338.23	Added
- Special Event - Garbage Pick-up and Recycling	\$252.70	\$257.75	Added
- Ultimate Frisbee - per field per night	\$34.15	\$34.83	Added
- Sport field lining - special request	\$325.10	\$331.60	Added
- Soccer - Rocky D Fall per weeknight per game	\$68.25	\$69.62	Added
- Soccer - Rocky D Fall per day for weekend usage	\$273.10	\$278.56	Added
- Soccer Queen E. Mini Complex League Play per night	\$68.25	\$69.62	Added
- Soccer Queen E. Mini Complex Weekend Tournament	\$136.50	\$139.23	Added
<b>BELLEVUE PARK</b>			
- Facility Booking - per booking	\$34.15	\$35.00	Added
- Special Event Booking - Event more than 250 people	\$649.80	\$662.80	Added
- Special Event Booking - Event less than 250 people	\$325.10	\$331.60	Added
- Bandshell part day	\$129.90	\$132.50	Added
- Bandshell full day	\$208.35	\$212.52	Added
- Supervision	\$21.05	\$21.47	Added
- Sound System (per day)	\$34.05	\$34.73	Added
- Premier Flower Bed Design (Seasonal) Bay and Pim Street Beds	\$154.85	\$157.95	Added
<b>HISTORIC SITES BOARD</b>			
ADMISSIONS:			
- Admission - Adult	\$12.50	\$12.50	Included

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Admission - Senior/Child/Student	\$11.00	\$11.00	Included
- Admission - Children 5 & under	\$0.00	\$0.00	Included
- Admission - Family	\$30.00	\$30.00	Included
- Admission - Adult Group Rate (10 or more)	\$11.00	\$11.00	Included
- Admission - Senior Group Rate (10 or more)	\$10.00	\$10.00	Included
- Admission - Bus Tours (50 or more)	\$10.00	\$10.00	Included
- Punch Cards: for Fridays by the Fire, Teas, Admissions (5 visits)	\$60.00	\$60.00	Included
- Audio Tour - Wand Rental	\$5.00	\$5.00	Included
- Admission - 2 Adults with Audio Wands	\$30.00	\$30.00	Included
EDUCATIONAL TOURS:			
- 1.5 hour tours	\$4.00	\$4.00	Exempt
- 2 hour tours	\$6.00	\$6.00	Exempt
- 3 hour tours (lunch included)	\$10.00	\$10.00	Exempt
- After hours - Brownies/Scouts	\$10.00	\$10.00	Exempt
- Brownie/Guide sleepover badge program	\$40.00	\$75.00	Exempt
- Workshops - fees & supplies	\$20.00	\$20.00	Exempt
- Outreach programs (minimum 2 hour fee)	\$75.00	\$75.00	Added
- Virtual Curriculum Engagement - 1 hour session	\$75.00	\$75.00	Exempt
Virtual Curriculum kits (per class) in addition to above fee		\$10.00	Exempt
EVENTS:			
- Bracelet Days - Adults	\$10.00	\$10.00	Included
- Bracelet Days - Youth	\$5.00	\$5.00	Included
- Heritage Tea (desserts & tea)	\$12.00	\$12.00	Added
- Heritage Fridays by the Fire (soup, biscuit, desserts, beverage)	\$15.00	\$15.00	Included
- Heritage High Tea (fancy sandwiches & desserts, beverage)	\$25.00	\$25.00	Added
- Virtual & Curbside Tea kits - small		\$20.00	Included
- Virtual & Curbside Tea kits - medium		\$40.00	Included
- Virtual & Curbside Tea kits - large		\$60.00	Included
- Heritage Culinary Lunch (soup, main, dessert, beverage)	\$25.00	\$25.00	Included
- Heritage Culinary Dinner (apps, soup, main, dessert, beverage, demo)	\$40.00	\$40.00	Included
- Heritage Dinner Group of 7 menu, theatrical, & program (group rate)	\$55.00	\$55.00	Added
- Heritage Dinner Group of 7 menu, theatrical, & program (individual)	\$70.00	\$70.00	Added
- Evening in the Summer Kitchen	\$55.00	\$55.00	Included
- Birthday Parties (up to 10 people) (hearth baking, games, craft)	\$150.00	\$150.00	Included
- Extra attendees for Birthday Party	\$10.00	\$10.00	Included
RESEARCH FEES:			
- Individual research fee - daily	\$25.00	\$25.00	Added
- Individual research fee - yearly	\$100.00	\$100.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Reproduction fees, photocopying	\$0.50	\$0.50	Added
- Reproduction fees, digital for exhibit or education (for each)	\$25.00	\$25.00	Added
- Reproduction fees, digital for other uses (following copyright laws)	\$100.00	\$100.00	Added
SITE USE:			
- Summer Kitchen / Theatre Only / Grounds (rental of a space)			
- Basic Rental - Not for Profit - half day	\$200.00	\$200.00	Added
- Basic Rental - Not for Profit - 8 hour day	\$300.00	\$300.00	Added
- Basic Rental - Commercial - half day	\$300.00	\$400.00	Added
- Basic Rental - Commercial - up to 8 hours	\$500.00	\$800.00	Added
- Wedding Ceremony and/or Photographs	\$200.00	\$350.00	Added
- Wedding Ceremony and Rehearsal	\$400.00	\$500.00	Added
- Wedding Ceremony only		\$250.00	Added
- Wedding Photographs only or professional photography request		\$200.00	Added
- Basic rental Film Crew - hourly (min. 3 hours) ** This is for Complete Site Rental - HOURLY **	\$500.00	\$500.00	Added
- Supervisory Fees - hourly for after hours	\$50.00	\$50.00	Added
Theatre for meeting added, if Heritage menu ordered		\$100.00	Added
ADDITIONAL FEES:			
- Non refundable deposit on Site Rentals, Events, Weddings, etc. ** Applicable to total invoice**	\$50.00	\$50.00	Added
- Non refundable deposit for Commercial bookings (i.e. film companies) ** Applicable to total invoice**	\$250.00	\$250.00	Added
- Cleaning Fees	\$75.00	\$75.00	Added
- Tables - per table (after the original 36 on site)	\$5.00	\$5.00	Added
- Chairs - per chair (after what is available on site)	\$2.00	\$2.00	Added
- Waste Disposal	\$200.00	\$300.00	Added
- AV equipment	\$50.00	\$50.00	Added
- Security fees - once tents are set up on lawn (hourly)	\$30.00	\$30.00	Added
- Auxiliary Kitchen for caterer	\$200.00	\$250.00	Added
- Damage fees will apply depending on damage to the site and cost of repair			
Refreshments:			
- Coffee, Tea, Water & all condiments (cream & stir)	\$20.00	\$30.00	Added
- Coffee Big Urn 50 cup	\$30.00	\$40.00	Added
- Coffee Big Urn 100 cup	\$40.00	\$50.00	Added
- Coffee, Muffins & Fruit - only for meetings booked - per person	\$10.00	\$10.00	Added
Historic Sites Trust - Walkway Brick	\$60.00	\$60.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>TRANSIT CASH FARES</b>			
- Adults	\$3.00	\$3.05	Exempt
- Students	N/A	N/A	Exempt
- Seniors	\$3.00	\$3.05	Exempt
- Children (Youth)	\$3.00	\$3.05	Exempt
- Children (12 and under free when with an adult)	Free	Free	Exempt
<b>TRANSIT BUS PASSES</b>			
- Monthly Pass - Adult	\$69.00	\$70.40	Exempt
- Monthly Pass - School Board	\$47.50	\$48.45	Exempt
- Monthly Pass - Senior	\$59.00	\$60.20	Exempt
- Monthly Pass - Child (Youth)	\$30.00	\$30.60	Exempt
- Punch Pass - 20 Rides	\$47.50	\$48.45	Exempt
- Senior Multi 6 Ride Pass (60 years and over)	\$9.50	\$9.70	Exempt
- Senior Multi 12 Ride Pass (60 years and over)	\$19.00	\$19.40	Exempt
- Community Living Algoma	\$54.50	\$55.60	Exempt
- Single Bus Pass	\$3.00	\$3.05	Exempt
- Semester Pass ( one semester)	\$190.00	\$193.80	Exempt
<b>TRANSIT PHOTO I.D. CARD</b>	\$5.00/card	\$5.00/card	Exempt
<b>TRANSIT CHARTERS - LOCAL</b>			
- Weekdays per hour (minimum 2 hour)	\$161.00	\$164.20	Added
- Sundays per hour (minimum 2 hour)	\$161.00	\$164.20	Added
- Statutory Holidays per hour (minimum 1 hour)	\$178.00	\$181.55	Added
<b>TRANSIT BUS ADVERTISING</b>			
- Governed by Agreement			
<b>COMMUNITY BUS CASH FARES</b>			
- Cash Fare	\$3.00	\$3.05	Exempt
- Punch Pass - 20 Rides	\$47.50	\$48.45	Exempt
<b>PARA BUS FARES</b>			
- Cash Fare	\$3.00	\$3.05	Exempt
- Ambulatory Cash Fare	\$3.00	\$3.05	Exempt
- Attendant Cash Fare	\$3.00	\$3.05	Exempt
- 40 Ride Pass	\$83.00	\$84.65	Exempt
- Out of Zone	\$15.00	\$15.30	Exempt
<b>PARKING METERS</b>			
- Queenstown Area per hour	\$1.40	\$1.45	Included
- City Centre Area per hour	\$1.40	\$1.45	Included
<b>HOODING OF PARKING METERS</b>			
- Single Meter per day	\$5.35	\$5.45	Included

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"**  
**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Double Meter per day	\$10.75	\$10.95	Included
<b>PARKING LOTS</b>			
- Rental - Monthly	\$47.45	\$48.40	Included
- Yearly Rate - Non Refundable	\$485.50	\$495.20	Included
- Daily Rate	\$5.35	\$5.45	Included

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<i>Services Offered</i>	<i>2021 Current Fee</i>	<i>2022 Proposed Fee</i>	<i>GST/HST Included or Added</i>
<b>CEMETERY</b>			
<b>Lots</b>			
Adult			
1 grave lot – minimum 4.0' x 10.0'	\$981.00	\$1,001.00	Added
2 grave lot – minimum 8.0' x 10.0'	\$1,961.00	\$2,000.00	Added
Child (6-10 years)	\$336.00	\$361.00	Added
Infant (5 years and under)	\$150.00	\$175.00	Added
Care and maintenance fund – lots on which care and maintenance charges have not been paid.	\$250.00	\$290.00	Added
This only pertains to lots purchased prior to January 1, 1955. This is a one-time charge (per lot).			
<b>Cremation Lots (Urn Garden)</b>			
1 grave lot (2.0' x 4.0')	\$340.00	\$372.00	Added
2 grave lot (4.0' x 4.0')	\$682.00	\$744.00	Added
<b>New Greenwood Columbarium</b>			
Sections L-M-N			
<b>Companion niches</b>	\$1,646.00	\$1,646.00	Added
<b>Single niches</b>	\$999.00	\$1,014.00	Added
<b>Holy Sepulchre Columbarium</b>			
Section S			
<b>Companion niches</b>	\$1,646.00	\$1,646.00	Added
<b>Holy Sepulchre Columbarium</b>			
Section T-U			
<b>Companion niches</b>	\$1,646.00	\$1,646.00	Added
<b>Holy Sepulchre Columbarium</b>			
Section W			
<b>Single niches</b>	\$1,200.00	\$1,200.00	Added
<b>Wall Niches (Mausoleum Phase VII)</b>			
Section MJ			
<b>Single Niche</b>			
Row 7	\$735.00	\$790.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<i>Services Offered</i>	<i>2021 Current Fee</i>	<i>2022 Proposed Fee</i>	<i>GST/HST Included or Added</i>
<b>Wall Niches (Mausoleum Phase VIII)</b>			
Section ML			
<b>Single Niches</b>			
Rows 1, 2, 7 & 8	\$777.00	\$826.00	Added
Sections MN-L and MN-M			
<b>Single Niches</b>			
Rows 1 & 2	\$777.00	\$826.00	Added
<b>Mausoleum crypts</b>			
<b>Section MU</b>			
Row 1 (single)	\$8,281.00	\$8,447.00	Added
Rows 2 & 3 (single)	\$9,750.00	\$9,945.00	Added
Row 4 (single)	\$7,869.00	\$8,026.00	Added
Row 1 (companion)	\$13,981.00	\$14,261.00	Added
Rows 2 & 3 (companion)	\$16,475.00	\$16,805.00	Added
Row 4 (companion)	\$13,302.00	\$13,568.00	Added
<b>Interment Charges</b>			
<i>With committal service in the chapel</i>			
Adult			
Single depth	\$873.00	\$890.00	Added
Double depth	\$1,079.00	\$1,101.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years			
Single depth	\$411.00	\$419.00	Added
Double depth	\$518.00	\$528.00	Added
Cremated remains	\$212.00	\$216.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years	\$101.00	\$103.00	Added
Entombment in mausoleum	\$728.00	\$743.00	Added
<i>With committal service at the gravesite</i>			
Adult			
Single depth	\$1,424.00	\$1,452.00	Added
Double depth	\$1,580.00	\$1,612.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years			
Single depth	\$620.00	\$632.00	Added
Double depth	\$776.00	\$792.00	Added
Cremated remains	\$418.00	\$426.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years	\$206.00	\$210.00	Added
Cremated remains (columbarium or mausoleum niches)	\$418.00	\$426.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years	\$206.00	\$210.00	Added
Entombment in mausoleum	\$936.00	\$955.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<i>Services Offered</i>	<i>2021 Current Fee</i>	<i>2022 Proposed Fee</i>	<i>GST/HST Included or Added</i>
<b>Cremation</b>			
Adult	\$572.00	\$572.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years	\$330.00	\$330.00	Added
<b>Disinterment Charges</b>			
Another gravesite in a municipal gravesite			
Adult	\$2,426.00	\$2,475.00	Added
From single depth to double depth	\$2,632.00	\$2,685.00	Added
Child 5 years and under	\$620.00	\$632.00	Added
Child 6-10 years	\$1,037.00	\$1,058.00	Added
Cremated remains	\$408.00	\$416.00	Added
Niche to niche	\$232.00	\$237.00	Added
Same gravesite or removal from a municipal cemetery			
Adult	\$1,708.00	\$1,742.00	Added
Child under 5 years	\$345.00	\$352.00	Added
Child 5-10 years	\$698.00	\$712.00	Added
Cremated remains	\$222.00	\$226.00	Added
Niche to niche	\$206.00	\$210.00	Added
From inground burial to mausoleum	\$3,669.00	\$3,742.00	Added
Extra charge if not in concrete container	\$732.00	\$747.00	Added
Extra charge for a container and shipment of a removal from a Sault Ste. Marie cemetery to another location shall be the responsibility of the deceased person's legal representative.			
Double depth disinterments are not permitted.			
<b>Additional Miscellaneous Charges</b>			
Funerals arriving after 4 p.m. – for each half hour or portion thereof	\$139.00	\$142.00	Added
<i>Saturday Funeral Surcharge</i>			
Casket	\$129.00	\$132.00	Added
Cremains	\$103.00	\$105.00	Added
Saturday funerals entering the ceremony after 1 p.m. – for each half hour or portion thereof	\$139.00	\$142.00	Added
Niche plate (including installation)	\$220.00	\$224.00	Added
Removal of crypt plate or niche plate from the mausoleum for vase installation or extra engraving	\$113.00	\$115.00	Added
Removal of niche plate from the columbarium for vase installation or extra engraving	\$52.00	\$53.00	Added
<i>Mailing of cremains</i>			
Inside Canada (insured)	\$83.00	\$85.00	Added
To USA (insured)	\$100.00	\$102.00	Added
Outside Canada or USA (insured)	\$219.00	\$223.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<i>Services Offered</i>	<i>2021 Current Fee</i>	<i>2022 Proposed Fee</i>	<i>GST/HST Included or Added</i>
Removal of trees or shrubs from lots – per tree	\$72.00	\$73.00	Added
Handling of wooden shells	\$125.00	\$128.00	Added
Transfer fee	\$52.00	\$53.00	Added
Rental of temporary storage facility (per month)	\$68.00	\$69.00	Added
Monument cleaning	\$57.00	\$58.00	Added
Tree trimming (1-2 trees)	\$57.00	\$58.00	Added
Flat marker less than 1,116.3 sq m (173 sq in)	\$0.00	\$0.00	
Flat marker over 1,116.3 sq m (173 sq in)	\$51.00	\$100.00	Added
Upright monument measuring more than 1.22 m (4 ft) or less in height or length, including base	\$101.00	\$200.00	Added
Upright monument measuring more than 1.22 m (4 ft) either in height or length, including base	\$202.00	\$400.00	Added
Memorial bench plates	\$155.00	\$158.00	Added
Commemorative tree	\$516.00	\$526.00	Added

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "C"**  
**ENGINEERING DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>		<b>GST/HST Included or Added</b>
<b>SEWER CONNECTIONS</b>				
- 100 mm diameter lateral per connection	\$4,166.00	\$4,249.00		Exempt
- 150 mm diameter lateral per connection	\$4,535.00	\$4,626.00		Exempt
- Additional Connection Charges	\$2,161.00	\$2,204.00		Exempt
- Class A Pavement - Additional Charge	\$2,636.00	\$2,689.00		Exempt
- Class B Pavement or Surface Treatment- Additional Charge	\$2,212.00	\$2,256.00		Exempt
- Curb and Gutter - Additional Charge	\$1,212.00	\$1,236.00		Exempt
- Concrete Sidewalk - Additional Charge	\$1,475.00	\$1,505.00		Exempt
- Oversized Excavation for Separate Utilities	\$2,161.00	\$2,204.00		Exempt
- Class A Pavement for Separate Utilities - Additional Charge	\$1,586.00	\$1,618.00		Exempt
- Class B Pavement for Separate Utilities - Additional Charge	\$1,374.00	\$1,401.00		Exempt
- Curb and Gutter for Separate Utilities- Additional Charge	\$687.00	\$701.00		Exempt
- Concrete Sidewalk for Separate Utilities - Additional Charge	\$848.00	\$865.00		Exempt
- CCTV Mainline Sewer Inspection	\$212.00	\$216.00	/hour	Included
<b>CULVERTS</b>				
- Single Driveway	\$3,161.00	\$3,224.00	/driveway	Exempt
- Double Entrance Driveway	\$5,272.00	\$5,377.00	/driveway	Exempt
<i>Additional Charges</i>				
- Culvert Couplings	\$263.00	\$268.00	/coupling	Included
- Additional Culvert length	\$1,050.00	\$1,071.00	/meter	Included
<b>DIGITAL DATA FEES</b>				
- Info Light (Vector) customized to user needs	\$101.00	\$103.00		Included
- Full data Extract	\$263.00	\$268.00		Included
- Raster Image	\$136.00	\$139.00		Included
- Customized Hardcopy/pdf Mapping Products - 11" x 17"	\$25.00	\$26.00		Included
- Customized Hardcopy/pdf Mapping Products - large format	\$51.00	\$52.00		Included
- Plan and Profile Drawings	\$10.00	\$10.00	/sheet	Included
- Lawyer Requests for Sanitary/Lateral Services	\$25.00	\$26.00		Included

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "D"  
**PLANNING DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>		<b>GST/HST Included or Added</b>
<b>REZONING FEES</b>				
- Official Plan Amendment	\$2,250.00	\$2,295.00	/amendment	Exempt
- Rezoning Application Fee	\$2,250.00	\$2,295.00	/application	Exempt
- Combined Official Plan & Rezoning Application	\$3,430.00	\$3,500.00	/application	Exempt
- Subdivision/Condominium Approval Fee	\$4,290.00	\$4,375.00	/application	Exempt
- Condominium Conversion Fee	\$3,320.00	\$3,390.00	/application	Exempt
- Site Plan Review (Development Control)	\$920.00	\$940.00	/application	Exempt
- Signs - Minor Amendment	\$350.00	\$355.00	/sign	Exempt
- Deferred Application	\$80.00	\$80.00	/application	Exempt
- Deferred Application if new Notice is Required	\$330.00	\$335.00	/application	Exempt
- Preparation of a Subdivision Agreement	\$4,399.00	\$4,485.00	/application	Exempt
- Staff Attendance at LPAT Hearings	\$550.00	\$560.00	/hearing day	Exempt
- Telecommunication Tower Review	\$540.00	\$550.00	/review	Exempt
- Site Plan amendments	\$350.00	\$355.00	/application	Exempt
<b>COMMITTEE OF ADJUSTMENT FEES</b>				
- Minor Variance Application (Single Unit Residential)	\$540.00	\$550.00	/application	Exempt
- Minor Variance Application (Multiple Unit <5 RA /R1 Zone)	\$750.00	\$765.00	/application	Exempt
- All Other Zones	\$870.00	\$885.00	/application	Exempt
- Fence in All Zones	\$430.00	\$440.00	/application	Exempt
- Deferred Minor Variance Application	\$80.00	\$80.00	/application	Exempt
- Patio Agreement Application	\$253.00	\$260.00	/application	Exempt
- Consent Application (Base fee)	\$630.00	\$640.00	/application	Exempt
- Consent Application (Plus per lot/Lot Addition)	\$420.00	\$425.00	plus per lot	Exempt
- Consent Application (Plus - per easement)	\$320.00	\$325.00	plus per easement	Exempt
- Final Consent Application	\$210.00	\$215.00	/deed	Exempt
- Deferred Application Fee - No New Notice	\$80.00	\$80.00	/application	Exempt
- Deferred Application Fee if New Notice Required	1/2 Application Fee	1/2 Application Fee		Exempt
- Property Standards Appeal Fee	\$210.00	\$215.00	/application	Exempt
- Records Retrieval/Decision Search	\$80.00	\$80.00		Added
- Special Hearing	\$530.00 + Application Fee	\$530.00 + Application Fee		Exempt
- Appeal (Minister of Finance)	Flat fee established by MOF	Flat fee established by MOF		Exempt
- Appeal (Sault Ste. Marie)	\$150.00	\$153.00		Added

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "E"  
**BUILDING SERVICES DEPARTMENT**

1. Permit fee shall be based on the formula given below unless otherwise specified in this schedule or a fixed fee (ff) will apply.

Permit fee - SI x A

Where SI = Service Index for class of proposed work

A = floor area in m<sup>2</sup> of work involved

2. A minimum fee of \$121.95 shall be charged for all work or if not described below as a Fixed Fee (FF).

3. For Building Classifications that are not described in sections 5 - 9 permit fees shall be based on the value of the proposed construction as determined by the Chief Building Official at a rate of 1% of the determined construction value.

4. Penalties for construction without a permit will be based on percentage of the equivalent permit fee. Where construction has commenced, the penalty shall be an additional 50%.

Where framing has commenced the penalty shall be an additional 100%.

Services Offered	2021 Current Fee	2022 Proposed Fee	Service Index (SI)	GST/HST Included or Added
<b>BUILDING / BYLAW ENFORCEMENT</b>				
Administration fee	15% of cost	15% of cost		Added
<b>New Construction / Alterations and Renovations</b>			\$ x 1m <sup>2</sup> unless otherwise indicated	
Group A – (assembly occupancies)				
School, churches – New Construction	\$31.87	\$32.51		Exempt
Restaurants – New Construction	\$31.87	\$32.51		Exempt
All other assembly – New Construction	\$31.87	\$32.51		Exempt
Alterations and Renovations (includes decks & roof structures)	\$8.79	\$8.97		Exempt
Air supported structure	\$8.79	\$8.97		Exempt
Emergency lighting	\$343.83	\$350.71 ff per storey		Exempt
Fire alarms	\$343.83	\$350.71 ff per storey		Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Portable classrooms foundations	\$8.79	\$8.97		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71 ff plus \$0.57/m <sup>2</sup>		Exempt
Tents - less than 225m <sup>2</sup>	\$123.79	\$126.27 ff		Exempt
Tents - greater than 225m <sup>2</sup>	\$412.60	\$420.85 ff		Exempt
Window / Door replacement	\$4.92	\$5.02 /opening + \$123.79 ff		Exempt
Group B - (institutional occupancies)				
All types – New Construction	\$31.87	\$32.51		Exempt
Alterations and Renovations (includes decks & roof structures)	\$8.79	\$8.97		Exempt
Emergency lighting	\$343.83	\$350.71 ff per storey		Exempt
Fire alarms	\$343.83	\$350.71 ff per storey		Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71 ff plus \$0.57/m <sup>2</sup>		Exempt
Window/door replacement	\$4.92	\$5.02 /opening + \$123.79 ff		Exempt
Group C – (residential occupancies)				
Single Dwelling (SFD, townhouse, semi, duplex) – New Construction	\$26.23	\$26.75		Exempt
Single Dwelling Modular Units – New Construction	\$22.89	\$23.35		Exempt
<b>All other multiple units – New Construction</b>				
Hotels, motels – New Construction	\$28.17	\$28.73		Exempt
Alterations and Renovations (includes decks & roof structures)	\$7.03	\$7.17		Exempt
Balcony repairs	\$123.79	\$126.27 ff + \$8.79/unit		Exempt
Basement finishing	\$6.24	\$6.36		Exempt
Basement new under existing dwelling	\$7.03	\$7.17		Exempt
Canopy, carport	\$13.02	\$13.28		Exempt
Emergency lighting	\$343.83	\$350.71 ff per storey		Exempt
Fire alarms	\$343.83	\$350.71 ff per storey		Exempt
<i>Foundation water / damp proofing &amp; tile, pools, fencing, residing, reroofing, decks</i>				
Single Family Dwelling up to a 4 plex (including accessory buildings)	\$123.79	\$126.27 ff		Exempt
All others	\$1.07	\$1.09 m <sup>2</sup>		Exempt
Attached garage and accessory buildings	\$6.24	\$6.36		Exempt
Detached garage	\$6.24	\$6.36		Exempt
Shed < 25 m <sup>2</sup>	\$123.79	\$126.27		Exempt
Sprinkler, standpipes	\$343.83	\$350.71 ff plus \$0.57/m <sup>2</sup>		Exempt
<b>Window / Door replacement</b>				
Single Family Dwelling up to a 4 plex (including accessory buildings)	\$123.79	\$126.27 ff		Exempt
All others	\$4.92	\$5.02 /opening + \$123.79 ff		Exempt
Group D – (business & personal services occupancies)				
Offices and all others – shell only – New Construction	\$24.21	\$24.69		Exempt
Interior tenant finishing – New Construction	\$6.60	\$6.73		Exempt
Alterations and Renovations (includes decks & roof structures)	\$7.03	\$7.17		Exempt
Emergency lighting	\$343.83	\$350.71 ff per storey		Exempt
Fire alarms	\$343.83	\$350.71 ff per storey		Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71 ff plus \$0.57/m <sup>2</sup>		Exempt
Window / Door replacement	\$4.92	\$5.02 /opening + \$123.79 ff		Exempt

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "E"  
**BUILDING SERVICES DEPARTMENT**

1. Permit fee shall be based on the formula given below unless otherwise specified in this schedule or a fixed fee (ff) will apply.

Permit fee - SI x A

Where SI = Service Index for class of proposed work

A = floor area in m<sup>2</sup> of work involved

2. A minimum fee of \$121.95 shall be charged for all work or if not described below as a Fixed Fee (FF).

3. For Building Classifications that are not described in sections 5 - 9 permit fees shall be based on the value of the proposed construction as determined by the Chief Building Official at a rate of 1% of the determined construction value.

4. Penalties for construction without a permit will be based on percentage of the equivalent permit fee. Where construction has commenced, the penalty shall be an additional 50%. Where framing has commenced the penalty shall be an additional 100%.

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>Service Index (SI)</b>	<b>GST/HST Included or Added</b>
<b>Group E – (mercantile occupancies)</b>				
Retail store shell, department store, supermarkets, all other Group E – New Construction	\$18.16	\$18.52		Exempt
Interior tenant finishing	\$6.60	\$6.73		Exempt
Alterations and Renovations (includes decks & roof structures)	\$7.03	\$7.17		Exempt
Emergency lighting	\$343.83	\$350.71	ff per storey	Exempt
Fire alarms	\$343.83	\$350.71	ff per storey	Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71	ff plus \$0.57/m <sup>2</sup>	Exempt
Window/door replacement	\$4.92	\$5.02	/opening + \$123.79 ff	Exempt
<b>Group F – (industries occupancies)</b>				
Industrial building shell less than 7500 m <sup>2</sup> – New Construction	\$14.08	\$14.36		Exempt
Industrial building shell greater than 7500 m <sup>2</sup> – New Construction	\$11.44	\$11.67		Exempt
Pre Manufactured Personal Storage Buildings (single storey with direct exterior access to each unit - no interior corridors)	\$8.79	\$8.97		
Parking garage – New Construction	\$9.05	\$9.23		Exempt
All other F occupancies – New Construction	\$14.08	\$14.36		Exempt
Interior tenant finishing	\$6.60	\$6.73		Exempt
Alterations and Renovations (includes decks & roof structures)	\$7.03	\$7.17		Exempt
Emergency lighting	\$343.83	\$350.71	ff per storey	Exempt
Fire alarms	\$343.83	\$350.71	ff per storey	Exempt
Farm buildings	\$6.07	\$6.19		Exempt
Industrial Equipment Foundations	1% of construction value	1% of construction value		Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71	ff plus \$0.56/m <sup>2</sup>	Exempt
Window / Door replacement	\$4.92	\$5.02	/opening + \$123.79 ff	Exempt
<b>Demolition</b>				
Single Family Dwelling up to a 4 plex (including accessory buildings)	\$123.79	\$126.27	ff	Exempt
All other Part 9 Buildings (up to 3 storeys and 600 m <sup>2</sup> )	\$264.05	\$269.33	ff	Exempt
Part 3 Buildings (greater than 3 storeys or 600 m <sup>2</sup> )	\$123.79	\$126.27	ff plus \$0.57/m <sup>2</sup>	Exempt
<b>Designated Structures OBC Subsection 1.3.1.1.</b>				
Crane runway	\$994.65	\$1,014.54	ff/structure	Exempt
Exterior tanks	\$994.65	\$1,014.54	ff/structure	Exempt
Outdoor pool and spa	\$33.09	\$33.75		Exempt
Wind power towers	\$994.65	\$1,014.54	ff/structure	Exempt
All other structures	\$457.70	\$466.85	ff/structure	Exempt
<b>Standalone Mechanical</b>				
New ductwork or piping	\$20.36	\$20.77	per diffuser, radiator, or unit	Exempt
Group C residential Single Family Dwelling (unit and ductwork)	\$193.65	\$197.52	ff	Exempt
New unit	\$193.65	\$197.52	/unit	Exempt
Special mechanical system (exhaust hoods, solar panels etc.)	\$413.70	\$421.97	ff	Exempt
Plumbing & drainage	\$19.00	\$19.38	/fixture	Exempt
Water Distribution Piping (including fire stopping)	\$340.43	\$347.24	ff plus \$0.57/m <sup>2</sup>	Exempt
Sewer installation & capping (single residential unit)	\$123.79	\$126.27	ff	Exempt
Site services (water, sewer servicing for all other buildings) \$	\$413.70	\$421.97	ff	Exempt

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "E"  
**BUILDING SERVICES DEPARTMENT**

- Permit fee shall be based on the formula given below unless otherwise specified in this schedule or a fixed fee (ff) will apply.

Permit fee - SI x A

Where SI = Service Index for class of proposed work

A = floor area in m<sup>2</sup> of work involved

- A minimum fee of \$121.95 shall be charged for all work or if not described below as a Fixed Fee (FF).

- For Building Classifications that are not described in sections 5 - 9 permit fees shall be based on the value of the proposed construction as determined by the Chief Building Official at a rate of 1% of the determined construction value.

- Penalties for construction without a permit will be based on percentage of the equivalent permit fee. Where construction has commenced, the penalty shall be an additional 50%. Where framing has commenced the penalty shall be an additional 100%.

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>Service Index (SI)</b>	<b>GST/HST Included or Added</b>
Additional Charges				
Occupancy permit	\$21.11	\$21.53 ff/unit		Exempt
Conditional permit	10% of applicable building permit fees (\$193.97 ff min)	10% of applicable building permit fees (\$197.85 ff min)		Exempt
Change of use permit	\$422.49	\$430.94 ff		Exempt
Foundation for Portable Structures	\$8.79	\$8.97		
Change of plans	\$225.46	\$229.97		Exempt
Permit renewal/transfer	\$215.47	\$219.78 ff		Exempt
Moving permit	\$123.79	\$126.27 ff		Exempt
Re-inspection	\$123.79	\$126.27 ff		Exempt
Sign permit (as regulated by Sign By-Law 2005-166)	\$123.79	\$126.27 ff each		Exempt
Portable signs	\$123.79	\$126.27 ff each		Exempt
<i>Culvert as determined by Public Works Department</i>				
Curb or sidewalk depression	\$44.02	\$44.90 ff		Exempt
Certificate of zoning conformity Single Family Dwelling	\$52.81	\$53.87 ff + HST		Added
Certificate of zoning conformity Other	\$105.63	\$107.74 ff + HST		Added
File Inquiry and plans inquiry Single Family Dwelling	\$52.81	\$53.87 /SFD + HST		Added
Other	\$105.63	\$107.74 /others + HST		Added
Annual Fee	\$880.22	\$897.82 /year + HST		Added
Removal of work order (By-Law)	\$184.84	\$188.54 ff		Exempt
Work order appeal (By-Law)	\$184.84	\$188.54 ff		Exempt
Removal of Order (Building Code)	\$184.84	\$188.54 ff		Exempt
Liquor License Application - all data provided by applicant	\$105.63	\$107.74 ff + HST		Added
Liquor License Application - no data provided by applicant	\$602.53	\$614.58 ff + HST		Added
Alternative Solution Proposal (per application)	\$687.67	\$701.42 ff		Exempt

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "F"

**FINANCE DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>PENALTIES &amp; INTEREST ON TAXES</b>			
- On the first day after the due date	1.25%/month	1.25%/month	Exempt
- On the first day of each month that the taxes remain unpaid			
- On January 1 of the following year and each month thereafter			
<b>LIBRARY ACCOUNTING FEES</b>			
- Accounting/data processing fees - Library Board	\$12,433.00	\$12,680.00	Exempt
<b>INTEREST - ACCOUNTS RECEIVABLE</b>			
- On all accounts more than 30 days old	1.25%/month	1.25%/month	Exempt
<b>TAX CERTIFICATES</b>			
- Tax certificate (Certified Statement of Tax Account Status)	\$60.00	\$60.00	Exempt
<b>TAX ACCOUNT TITLE SEARCHES</b>			
- Title searches for property in arrears	\$50.00	\$50.00	Exempt
<b>TAX ARREARS NOTICES</b>			
- Fee for each tax arrears notice issued	\$5.00	\$5.00	Exempt
<b>OFFICIAL PROPERTY TAX RECEIPT/TAX BILL REPRINT</b>			
- Fee for official receipt for income tax purposes (per account/per year)	\$10.00	\$10.00	Exempt
<b>PAYROLL GARNISHEE</b>			
- Fee for garnishee of payroll cheque per pay per cheque	\$10.00	\$10.00	Exempt
<b>NSF CHEQUE FEE</b>			
- Fee for a cheque being returned per cheque	\$40.00	\$40.00	Exempt

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "G"**  
**FIRE SERVICES**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>INSPECTION CHARGES</b>			
- File Search	\$68.00	\$69.36	Added
- Request Inspections	\$118.50	\$120.87	Added
- Report Requests	\$101.00	\$103.02	Added
* NEW Rush Fee - 72 hours or less add \$50			
<b>AIR BOTTLE REFILLS</b>			
- Refill per bottle	\$7.50	\$7.65	Included
<b>TRAINING</b>			
- Fire Extinguisher Training (30 person maximum)	\$116.00	\$118.32	Added
<b>BURNING PERMITS</b>			
- New (First) Burning Permit - Valid for 3 years	\$75.00	\$75.00	Exempt
- Burning Permit - Renewal 4 year	\$60.00	\$60.00	Exempt
- Burning Permit - Annual	\$30.00	\$30.00	Exempt
<b>APPROVALS</b>			
- Approvals - Fireworks - Consumer/Family	\$75.75	\$77.27	Added
- Approvals - Fireworks - Exhibition	\$252.50	\$257.55	Added

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "H"

**LEGAL DEPARTMENT**

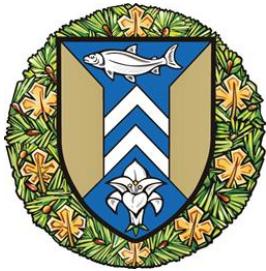
Services Offered	2021 Current Fee	2022 Proposed Fee			GST/HST Included or Added	By-Law or Resolution Reference
<b>RENTAL AGREEMENTS COVERED BY SPECIFIC BY-LAWS</b>						
S. & T. Electrical Contractors Limited (AG39)	\$200.00	\$200.00	/month		Added	2013-104
Lyon's Building Centre (Lyons Avenue & Wellington) (L-14)	\$85.00	\$85.00	/month		Added	3807
Hydro One (AG38)	\$250.00	\$250.00	/year		Added	Resolution
Rogers - 363 Second Line West (at Third Avenue) (AG79)	\$833.33	\$833.33	/month		Added	2009-203
Part 65 Old Garden River Road (DSSAB) (AG74)	\$154,329.41	\$151,451.83	/year	2021 fee subject to CPI at December 2020	Added	2019-170
Part 65 Old Garden River Road (Sault Area Hospital) (AG69)	\$78,183.60	\$77,102.40	/year	May to December fee subject to CPI at December 2020	Added	2008-32
Bell Mobility Cathcart Street - West Street (AG67)	\$6,100.00	\$6,100.00	/year		Added	2007-24
Bell Mobility Part 57 Des Chenes Drive (AG131)	\$5,500.00	\$5,500.00	/year		Added	2014-32
Bell Mobility - Site W3952 - GFL Memorial Gardens (AG145)	\$3,500.00	\$3,500.00	/year		Added	2015-182
Rogers Communications Inc. - 638 Cathcart Street (AG132)	\$770.00	\$770.00	/month		Added	2014-58
POA rent - Civic Centre	\$4,714.50	\$4,714.50	/month		Added	No agreement
Sault Ste. Marie Innovation Centre rent - Civic Centre	\$6,209.50	\$6,209.50	/month		Added	Agreement
Superior 7 Signs - 331 Queen Street East (AG65)	\$900.00	\$900.00	/year		Added	Agreement
Algo Signs - 723 Great Northern Road (2 signs) (AG48)	\$2,400.00	\$2,400.00	/year		Added	2001-195
Superior 7 Advertising Ltd. - Sign - Lake Street (AG50)	\$950.00	\$950.00	/year		Added	2002-80
Sault Ste. Marie Model Aircraft Radio Control Club (AG73)	\$400.00	\$400.00	/year		Added	2018-31
Kevin Belsito (AG150)	\$500.00	\$500.00	/year		Added	2015-133
Algoma Sailing Club	\$100.00		/year		Added	2012-64
<b>ANNUAL ENCROACHMENTS</b>						
Kelly - Cuglietta Retail Inc. (274 North Street)	\$25.00	\$25.00	/year		Added	4263
Lyon's Building - 625 Queen Street East (Feifel, Marta Rose)	\$25.00	\$25.00	/year		Added	3945
Cambrion Nissan - 460-468 Pim Street	\$25.00	\$25.00	/year		Added	83-265
Flomor Automotive - 53,59 Great Northern Road & 7 Champlain	\$25.00	\$25.00	/year		Added	
Skyline Retail Real Estate Holdings Inc. - 31 Trunk Road (EN)	\$100.00	\$100.00	/year		Added	2018-141
Sault Scuba (formerly Church, Donald & Cyr, Luci) 102 Northern Ave	\$25.00	\$25.00	/year		Added	
Gugula, Smedley, Barban (123 East Street)	\$25.00	\$20.00	/year		Added	77-335
Pozzo, Doreen Elizabeth (2 Strand Avenue)	\$20.00	\$20.00	/year		Added	3685
Dusanjh, Manjit and Gurwinder & Jaswinder (622 Albert Street West)		\$50.00	/year		Added	
<b>CIVIC CENTRE - MEETING ROOMS (Full Day)</b>						
Council Chambers	\$280.00	\$283.00	/day		Included	
Russ Ramsay Board Room	\$111.00	\$112.00	/day		Included	
Biggings Meeting Room	\$111.00	\$112.00	/day		Included	
Thompson Meeting Room	\$111.00	\$112.00	/day		Included	
Plummer Meeting Room	\$56.00	\$56.00	/day		Included	
Korah Meeting Room	\$56.00	\$56.00	/day		Included	
Tarentorus Meeting Room	\$56.00	\$56.00	/day		Included	
Steelton Meeting Room	\$56.00	\$56.00	/day		Included	

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "I"

**PUBLIC WORKS DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>SEWER RODDING</b>			
- Calls during regular hours	\$154.65	\$157.52	Added
- Calls outside regular hours	\$310.15	\$315.93	Added
- CCTV Lateral Inspection	\$221.20	\$226.00	Included
<b>LANDFILL FEES (established by by-law 2003-140)</b>			
- Tipping Fee per tonne	\$77.00	\$77.00	Exempt
- Gate Fee	\$11.00	\$11.00	Exempt
- Out of town (Prince/Rankin) Tipping Fee per tonne	\$77.00	\$77.00	Exempt
- Asbestos per bag following MOE Regulations (up to 4 bags)	\$50.00	\$50.00	Exempt
- Asbestos bulk load - MOE Regulations per tonne after 4 bags	\$200.00	\$200.00	Exempt
- Bio-Medical Waste per tonne per MOE Guideline	\$200.00	\$200.00	Exempt
- Refrigerator/Freezer Disposal (untagged)	\$25.00	\$25.00	Exempt
- Non Hazardous Industrial Solid Waste (for cover material)	\$38.50	\$38.50	Exempt
- Non Hazardous Industrial Solid Waste (non useable)	\$77.00	\$77.00	Exempt
- Residential pick up excess bag tag	\$2.00	\$2.00	Exempt
- Absbestos processing flat fee for bulk load (after 4 bags) Commercial	\$150.00	\$150.00	Exempt
- Container Washing (pressure washer not supplied)	\$65.00	\$65.00	Exempt
- 240 Litre Waste Cart Replacement Purchase (65 gallon) delivery NOT included	\$95.00	\$95.00	Exempt
- 360 Litre Waste Cart Replacement Purchase (95 gallon) delivery NOT included	\$110.00	\$110.00	Exempt



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

### C O U N C I L   R E P O R T

November 29, 2021

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Lisa Petrocco, CPA, CGA Manager of Taxation  
DEPARTMENT: Corporate Services  
RE: Property Tax Appeals

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#### **Purpose**

Staff is seeking Council approval of property tax appeals as required pursuant to Sections 354 and 357 of the Municipal Act.

#### **Background**

A listing of applications received for adjustment of realty taxes pursuant to Sections 354 and 357 of the Municipal Act is attached to this report.

#### **Analysis**

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

#### **Financial Implications**

There is an annual budget allocation for tax write-offs. The decreased revenue of \$12,042.46 can be accommodated within the existing budget allocation.

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

Not applicable.

#### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Taxation dated November 29, 2021 concerning Property Tax Appeals be received and the recommendation that the tax records be amended pursuant to Sections 354 and 357 of the Municipal Act be approved.

Respectfully submitted,

Lisa Petrocco, CPA, CGA  
Manager of Taxation  
705.541.7065  
[l.petrocco@cityssm.on.ca](mailto:l.petrocco@cityssm.on.ca)

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

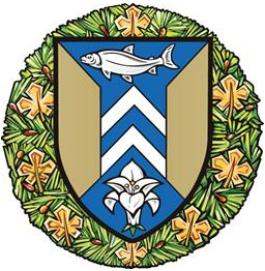
THE CORPORATION OF THE CITY OF SAULT STE. MARIE  
PROPERTY TAX APPEALS

DATE: 2021 11 29  
PAGE: 1 of 1

ROLL #	PROPERTY ADDRESS	PERSON ASSESSED	TAX CLASS	REASON	APPEAL NO.	TAXES	INTEREST	TOTAL
010-018-039-02	00625 TRUNK RD	ETCO INVESTMENTS LTD	CT/ST	(G)	20-056	Assessment Reduced through PRAN		
010-033-021-00	01905 QUEEN ST E	MILLER, COLIN	RT	D(i)	21-032	(2,747.36)	-	(2,747.36)
010-080-003-00	01715 TRUNK RD	ZAYET, KEVIN ROBERT	CX>RT	A	21-033	(1,228.01)	-	(1,228.01)
040-023-011-00	00065 WELLINGTON ST E	2530163 ONTARIO INC	RT	D(i)	21-034	(804.04)	-	(804.04)
040-023-011-00	00065 WELLINGTON ST E	2530163 ONTARIO INC	RT	D(i)	21-035	(607.82)	-	(607.82)
040-027-002-00	00289 NORTH ST	TUCCiarone, Silvio	RT	D(i)	21-036	(222.02)	-	(222.02)
060-001-006-10	00000 LEIGHS BAY RD	SAULT STE. MARIE CITY	CT/E	F	21-037	(360.02)	-	(360.02)
060-016-008-37	00000 CENTRAL CREEK DR	SAULT STE. MARIE CITY	RT>E	C	21-038	(55.59)	-	(55.59)
060-016-008-38	00000 CENTRAL CREEK DR	SAULT STE. MARIE CITY	RT>E	C	21-039	(55.59)	-	(55.59)
060-085-013-00	00161 PT DES CHENE CRES	MARSHALL, KATHERINE	RT	D(i)	21-040	(3,225.60)	-	(3,225.60)
060-085-021-00	00295 PT DES CHENE CRES	PALOMBI, KATHRYN MARY	RT	D(i)	21-041	(2,736.41)	-	(2,736.41)
<b>REPORT TOTAL \$ (12,042.46) \$ - \$ (12,042.46)</b>								

- A. CEASES TO BE LIABLE FOR TAX AT RATE IT WAS TAXED
- B. BECAME VACANT OR EXCESS LAND
- C. BECAME EXEMPT
- D. SICKNESS OR EXTREME POVERTY

- D(i). RAZED BY FIRE, DEMOLITION OR OTHERWISE
- D(ii). DAMAGED AND SUBSTANTIALLY UNUSABLE
- E. MOBILE UNIT REMOVED
- F. GROSS OR MANIFEST CLERICAL/FACTUAL ERROR
- G. REPAIRS/RENO'S PREVENTING NORMAL USE (MIN 3 MONTHS)



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

### C O U N C I L   R E P O R T

November 29, 2021

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Nancie Scott, Accessibility Coordinator  
DEPARTMENT: Community Development and Enterprise Services  
RE: Multi Year Accessibility Plan

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#### **Purpose**

The *Accessibility for Ontarians with Disabilities Act, 2005*, Ontario Regulation 191/11, Integrated Accessibility Standards, Part 1 General, Accessibility Plans **4.(1)** states designated public sector organizations shall, (a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation.

#### **Background**

The Accessibility Coordinator, after consultation with the Accessibility Advisory Committee (AAC) and City of Sault Ste. Marie staff, has developed the attached Multi Year Accessibility Plan. In addition to outlining a plan for significant barrier removal projects in the coming years, it also documents City of Sault Ste. Marie barrier removal and prevention successes.

#### **Analysis**

To be able to live, work and play in your community becomes possible with the identification, removal and prevention of barriers. The City of Sault Ste. Marie strives to create an inclusive environment where citizens of all abilities are able to participate fully.

#### **Financial Implications**

The annual barrier removal budget of \$85,000 is approved by City Council each year as a part of the annual budget to remove barriers reported by community members.

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

The Corporation of the City of Sault Ste. Marie Multi Year Accessibility Plan is in keeping with the Strategic Plan Framework Focus areas of delivering excellent services and enhancing quality of life.

#### **Recommendation**

It is therefore recommended that Council take the following action:

Multi Year Accessibility Plan

November 29, 2021

Page 2.

Resolved that the report of the Accessibility Coordinator dated November 29, 2021 concerning Multi Year Accessibility Plan 2022 be received and that Council approve this multi year plan, as the Corporation of the City of Sault Ste. Marie is guided by the four core principles of dignity, independence, integration and equality of opportunity.

Respectfully submitted,

Nancie Scott  
Accessibility Coordinator  
705.541.7310  
[n.scott@cityssm.on.ca](mailto:n.scott@cityssm.on.ca)



# **SAULT STE. MARIE**

## **Multi-year Accessibility Plan**

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**2022-2025**

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This multi-year accessibility plan and all documents referenced within will be made available in alternate formats upon request.

## **Message from Mayor Christian Provenzano**

The City of Sault Ste. Marie is committed to being an exceptional community where everyone can live, work, play, and participate in civic life to the fullest.

From accessing city buildings to finding information online, we are going to do our utmost to ensure that we meet the differing accessibility needs of our employees, residents and visitors. When barriers come down, everyone benefits.

This Multi-year Accessibility Plan outlines our City's approach to being an accessible and inclusive workplace and community in the years ahead. It describes how we will prevent and remove barriers to accessibility and also fulfill our obligations under the *Accessibility for Ontarians with Disabilities Act*.

Ensuring equality of opportunity is an on-going job. For the City of Sault Ste. Marie, this plan is the guiding document that will lead us forward. I commend the work of Accessibility Coordinator Nancie Scott, the Accessibility Advisory Committee and everyone who has contributed to its development.

Sincerely,

A handwritten signature in black ink, appearing to read "Christian Provenzano".

Christian Provenzano, Mayor

## **Message from CAO Malcolm White**

Sault Ste. Marie is an inclusive community that honours diversity, dignity and respect.

Through our Strategic Plan focus areas of Infrastructure, Service Delivery, Community Development and Quality of Life, the City utilizes tools like the Multi-year Accessibility Plan to remove barriers to all employees, residents and visitors while also fulfilling its obligations under the *Accessibility for Ontarians Disability Act*.

Congratulations to Nancie Scott, the Accessibility Advisory Committee and everyone who has contributed to this plan.



Malcolm White, CAO

## **Corporate Commitment Statement**

The City is committed and guided by the four core principles of **Dignity, Independence, Integration and Equality of Opportunity**. The City is also committed to providing quality goods, services and facilities that are accessible to all persons we serve and in a manner, that respects the dignity and independence of persons with disabilities. The City is committed to meeting the needs of persons with disabilities in a timely manner and shall do so by preventing and removing barriers to accessibility in customer service, information and communication, employment, the built environment and transportation. The City is further committed to meeting the requirements of applicable legislation, including the *Accessibility for Ontarians Disability Act* and the Human Rights Code.

The City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act, 2005*.

The City of Sault Ste. Marie in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide for work-related accommodations for employees with disabilities, upon request.

[City of Sault Ste. Marie Accessibility Policy](#)

## Introduction

According to new findings from the 2017 Canadian Survey on Disability (CSD), “an estimated one in five Canadians (or 6.2 million) aged 15 years and over had one or more disabilities that limited them in their daily activities.<sup>1</sup>”

The population of the City of Sault Ste. Marie according to the Statistics Canada 2016 Census is 73,400.<sup>2</sup>

With 1 in 5 Canadians having a disability, there would be at minimum 14,670 residents of the City of Sault Ste. Marie living with disability. This number is likely considerably more due to our community’s aging population.

In 2005, the Ontario Government passed the *Accessibility for Ontarians with Disabilities Act* (AODA) to make Ontario accessible by 2025.

Currently, there are five AODA standards: The Information and Communications Standards, The Employment Standards, The Transportation Standards, The Design of Public Spaces Standards, The Customer Service Standards.

In addition, two new AODA standards are currently being developed: The Health Care Standards and The Education Standards

These standards are rules that businesses and organizations in Ontario must follow to identify, remove and prevent barriers so people with disabilities have more opportunities to participate in everyday life.

With every barrier eliminated, our community becomes more inclusive. Accessibility is about social inclusion and the City of Sault Ste. Marie works diligently to remove barriers to people with disabilities within our community.

The City has an ongoing financial commitment of \$85,000 to remove reported barriers within the community. Barriers are identified through public input sessions\* that are held annually, input from the Accessibility Advisory Committee, the barrier removal tool on the City of Sault Ste. Marie website and regular reporting of barriers from citizens to various City of Sault Ste. Marie departments.

The City reports every two years to the Ministry for Seniors and Accessibility on the status of compliance of Accessibility Standards implementation. The Ministry ensures compliance through this reporting process and at times audits organizations to check compliance.

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<sup>1</sup> Statistics Canada Canadian Survey on Disability, 2017

<sup>2</sup> Statistics Canada Census Profile, 2016

\*no public input sessions have been held 2020 and 2021 due to Covid -19 Pandemic

## **Accessibility Advisory Committee**

The AODA PART VII section 29 requires municipalities with a population of 10,000 or more to have an Accessibility Advisory Committee (AAC). The majority of the committee members shall be persons with disabilities.

The City of Sault Ste. Marie AAC is a committee of council. Members are appointed by City Council every two years, following an application process.

The Accessibility Advisory Committee may advise Council and potentially City agencies, boards and commissions, in promoting and facilitating a barrier-free Sault Ste. Marie for citizens of all abilities.

The AAC meets the second Wednesday of the month with the exception of July and August. The meetings are open to the public and the Agenda and Minutes are posted on the City of Sault Ste. Marie's website corporate calendar.

For more information on the AAC visit:

[Accessibility Advisory Committee \(AAC\)](#)

The Accessibility Coordinator is available to guide staff and community members concerning Accessibility Legislation and will respond and assist community members concerns regarding barriers and accessibility.

## **Accessibility Standards Compliance**

### **Accessibility for Ontarians with Disabilities Act**

#### **General – Part 1**

##### **Establishment of accessibility policies**

The City of Sault Ste. Marie's Accessibility policies and statement of commitment on accessibility can be found on the City's website.

[City of Sault Ste. Marie Accessibility Policies](#)

##### **Accessibility plans**

The City of Sault Ste. Marie maintains a multi-year Accessibility Plan.

##### **Procuring or acquiring goods, services or facilities**

Goods, services and construction purchased by the City of Sault Ste. Marie shall be procured with regard to accessibility for persons with disabilities in compliance with the *Ontarians with Disabilities Act, 2001* S.O. 2001, c32; and the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c.11. (INFORMATION MANUAL F-III-11).

##### **Training**

The City of Sault Ste. Marie provides training to all City employees, volunteers and boards regarding the Accessibility Standards and the Ontario Human Rights Code as it pertains to persons with disabilities.

## **Information and Communication Standards – Part II**

##### **Feedback**

Upon request, departments of the City of Sault Ste. Marie that have a process for receiving feedback will provide accommodation for persons with disabilities to enable all persons the opportunity to provide feedback.

##### **Accessible formats and communication supports**

Upon request, the City of Sault Ste. Marie departments will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities. This will be done in a timely manner and at a cost that is no more than the regular cost charged to other persons.

##### **Emergency procedure, plans, or public safety information**

Upon request, the City of Sault Ste. Marie departments will provide such materials in alternate format as soon as is practicable.

## **Accessible websites and web content**

The City of Sault Ste. Marie's website complies with the requirement of World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, Level AA. City staff responsible for creating content for the corporate website attended Creating Accessible Documents training.

## **Employment Standards – Part III**

### **Recruitment, assessment, selection process and notice to successful applicants**

The City shall notify employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

### **Informing Employees of Supports**

The City includes a statement in the newsletter that reminds employees that workplace accommodation is provided upon request.

### **Accessible formats and communication supports for employees**

Upon request by an employee with a disability, the City shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- information that is required in order to perform the employee's job
- information that is generally available to employees in the workplace

The City shall consult with the employee making the request in determining the suitability of an accessible format or communication support.

### **Workplace emergency response information**

The City shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.

### **Documented individual accommodation plans**

The City has developed and has in place a written process for the development of documented individual accommodation plans for employees with a disability (Early and Safe Return to Work letter).

H.R. Policy 5-18 – Guidelines for Accommodating Employees With Disabilities

## **Design or Public Spaces Standards – Part IV.1**

The City shall comply with the AODA Design or Public Spaces Standards when undertaking new construction and redevelopment of public spaces in the following areas:

- Recreational trails and beach access routes;
- Outdoor public use eating areas;

- Outdoor play spaces;
- Exterior paths of travel;
- Accessible Parking;
- Obtaining Services; and
- Maintenance of accessible elements.

## **Accessible Customer Service Standard – Part IV.2**

All City of Sault Ste. Marie employees are trained on the Accessible Customer Service Standard

## **Transportation Standard – Part IV**

The City of Sault Ste. Marie Transit Division of Community Development and Enterprise Services Department reports on the compliance of the transportation standard regulations with the exception of the On Demand Accessible Taxicab regulations outlined below.

The City of Sault Ste. Marie Transit Division will prepare a multi-year plan for transit regulations. This plan will posted on the City of Sault Ste. Marie Website

## **Duties of Municipalities – Accessible Taxicabs**

The City of Sault Ste. Marie Police Service licenses and monitors the taxicab companies for compliance of the IASR transportation Standard requirements.

- Taxicabs will display their vehicle registration and identification information and make it available in accessible formats when requested
- Taxicabs owners and operators will have vehicle identification information on the rear bumper of the taxicab
- Taxicabs owners and operators are prohibited from charging a higher fare or an additional fee for persons with disabilities
- On demand taxi company owners and brokers with 35 or fewer vehicles shall have a minimum of 1 wheelchair accessible vehicle available for hire 24 hours per day for hire
- On demand taxi company owners and brokers more than 35 vehicles shall have a minimum of 21 wheelchair accessible vehicle available for hire 24 hours per day for hire

### Taxi Bylaw

## **Corporate Accomplishments**

### **Vulnerable Persons Registry (VPR) An Initiative in Memory of Lewis Wheelan**

Following the tragic death of Lewis Wheelan, it was recognized that the most vulnerable in our community were at risk during major emergencies. The Vulnerable Persons Registry (VPR) is a free, voluntary and confidential service

aimed at improving the safety of residents living at home who would be at greater risk during emergencies. The City supports the VPR with an annual financial commitment.

#### [Vulnerable persons registry](#)

#### **Stop Gap Ramp Initiative**

The City of Sault Ste. Marie and the District of Sault Ste. Marie Social Services Administration Board partnered to bring the StopGap Foundation's Community Ramp project to Sault Ste. Marie in 2019. The City and Social Services offered businesses the opportunity to order a custom-built, safe and portable ramp, free of charge. Eighteen (18) ramps were constructed and donated to one-step businesses in the city, making these businesses accessible.

See link below for more information on StopGap and on StopGap's YouTube channel.

#### [Stopgap.ca](#)

#### **Municipal Autism Strategy Development**

An autism strategy working group was developed to provide input in the creation of roadmaps and autism services inventory. The roadmaps are to assist community members in navigating the many steps when moving towards an autism diagnosis. Created were a birth – 16 years of age roadmap and an over 16 years of age roadmap.

In addition, planning staff created “Sensory Spaces – Design guidelines for the spatial and perceptual needs of individuals with autism”. This document will assist city staff when developing public spaces.

#### [Municipal Autism Strategy](#)

#### **Barrier Removal Tool**

The Accessibility page on the City of Sault Ste. Marie's website, has added a link that allows people to report barriers to accessibility. These can be barriers within the City of Sault Ste. Marie offices, facilities and/or services. The barriers reported are addressed with the identified City department and feedback is provided.

#### [Report a barrier](#)

#### **Bellevue Park**

The Bellevue Park interactive outdoor sensory playground is the first of its kind available to our community. Enhanced accessible play options eliminate barriers to play, provide sensory stimulation and promote family bonding. This project was made possible through funding from Employment and Social Development Canada (Enabling Accessibility Grant) and donations from the Algoma Autism Foundation, the Rotary Club of Sault Ste. Marie, Community Living Algoma and the City.

### **Greenwood Cemetery**

The cemetery chapel doors were replaced to make the chapel barrier free so all community members can access this space independently.

### **Topsail and Prince Island Paths**

Topsail Island at Bellevue Park had a paved pathway added to encompass the island and Prince Island had a pathway replaced due to high water damage. In total 1.62 km of paved paths that are 2.5 metres wide were constructed. In addition, many benches were placed as rest spots along the paths. The barrier removal reserve account funded this project.

### **Strathclair Sports Complex**

The expansion of the Strathclair parking lot and pathways was identified by the Accessibility Advisory Committee as a priority in 2017 and 2018. This project was created through funding from Employment and Social Development Canada (Enabling Accessibility Grant), Sault Youth Soccer Club and Accessibility Advisory Committee.

### **Bellevue Marina**

Dock improvements at the Bellevue Marina took place in 2019 and 2020. The main docks are 6 feet wide with a 4.5-foot wide ramp that has a double railing leading to the 1-metre wide fingers. The surface is constructed of slip and wear resistant materials. There is a social gathering with a poured concrete surface and will contain accessible seating.

[Bellevue marina](#)

### **Parking Lots**

City operated parking lots and facility lots were upgraded to barrier free parking spaces inclusive of an access aisle. All new private lots must adhere to this standard. See section 5.5 of the City of Sault Ste. Marie Zoning Bylaw

[Zoning Bylaw](#)

### **Public Restroom Map**

The City's accessibility office assessed and researched public restrooms. An interactive Google Map was developed so that residents and visitors can access public restroom information, such as whether restrooms include barrier free facilities, hours, location and directions. This was determined to be a priority project as accessing appropriate restroom facilities is a significant barrier to people with disabilities.

[Public restroom map](#)

### **Corporate Website**

Statement on changes to the website from Information Technology Department:

The City of Sault Ste. Marie takes accessibility seriously, and strives to meet and exceed accessibility standards wherever possible. The Province of Ontario sets a

standard for information and communications to assist organizations, like the City of Sault Ste. Marie, in making their information accessible to the widest audience.

The Province of Ontario uses the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 to set its compliance requirements for websites and their content. WCAG 2.0 includes three levels of compliance, ranging in strictness, with Level A being the least strict, and Level AAA being the strictest.

The Province requires municipalities to deliver content that meets the criteria described by Level AA of WCAG 2.0. The City of Sault Ste. Marie constantly reviews its website and its content to ensure this standard is met, and works hard to reach the higher levels of compliance.

### **Curb Cuts**

The Public Works and Transportation Department consults with the Accessibility Coordinator yearly to determine the priorities for curb cut repair. The Accessibility Coordinator maintains a list from public input and provides this list to Public Works yearly.

The following is the list of repairs in the past five years because of input and the specific funding:

23 McMeeken Street, 27 McMeeken Street, 146 Heavenor Street, 20 Cunningham Road, 4 Cunningham Road, 164 Poplar Avenue, 148 Poplar Avenue, 220 Poplar Avenue, 6 Montgomery Avenue, 34 Routledge Avenue, 130 Brien Avenue, 80 Curran Drive, 208 Prentice Avenue, 416 Farwell Terrace, 424 Farwell Terrace, 706 Korah Road, 159 Wilson Avenue, 608 Lake Street, 86 Moluch Street, 134 Moluch Street, 83 Laronde Avenue, 130 Churchill Blvd (2), 560 Shannon Road, 1 Cambridge Place, 9 Texas Avenue, 1265 Queen Street East, 1235 Queen Street East, 78 Moluch Street, 43 Smale Avenue, 55 Smale Avenue, 75 Smale Avenue, 112 Wawanosh Avenue, 122 Wawanosh Avenue, 65 Poplar Avenue, 103 Poplar Avenue, 87 Campbell Avenue, 88 Campbell Avenue, 80 Wawanosh Avenue, 70 Wawanosh Avenue, 8 Van Daele Street, 5 Van Daele Street, 1025 Lake Street, 3 Charlotte Avenue, 61 Elmwood Avenue, 248 Northern Avenue-both Sides, 6 Koprash Court, 7 Koprash Court, 83 Koprash Court and 84 Koprash Court .

### **Accessible Pedestrian Signals Proximity Sensors**

All lights being replaced or new intersections have the audible feature as a standard feature. Proximity sensors will begin being added in 2022. This will enable people with vision or mobility disabilities to activate the lights without having to press the button.

### **John Rhodes Community Centre (JRCC)**

Accessible parking and sidewalk improvements were made. The curb in front of the barrier free parking on the poolside of the lot was removed. This allows people

to exit their vehicle and go straight directly to the sidewalk without having to enter the path of traffic.

### **GFL Memorial Gardens**

The GFL Memorial Gardens is a fully accessible facility. Further information can be obtained by contacting the Box Office at 705-759-5251 ext. 2. The link below outlines the accessibility features of this facility.

[GFL Memorial Gardens Accessibility](#)

### **City of Sault Ste. Marie Senior Services**

The ramp to access the [Seniors Drop in Centre](#) was repaired and accessible parking was added.

[Seniors services](#)

### **John Rhodes Community Centre Arena – Sledge Skating**

Sledges are owned and maintained by the City of Sault Ste. Marie for the purpose of Public Skating. Sledge Skating times are posted on the City's website along with other public skating times. Sledges are also available for use for other user groups upon request.

[Sledge skating information](#)

### **John Rhodes Community Centre Pool**

The JRCC pool has barrier free entry with actuators on all doors with elevator access to the second floor viewing area. Barrier free parking is conveniently located just outside the pool main entry door. An accessible family change room has a ceiling lift with high/low adult change table as well as an accessible shower station and washroom. Both the beachfront and competition pool have ramped access. Two water wheelchairs and an otter-bathing chair are available for use. Also available are portable aquatic lifts that will lift directly into the pool without the use of a water chair. Mobility device charging areas are available for use.

[Pool Accessibility](#)

### **Accessible Outdoor Seating**

Accessible seating, in the form of benches or accessible picnic tables will be added throughout the community. Locations will be chose by the Accessibility Advisory Committee considering all public input received.

### **Canadian Hearing Services – Video Remote Interpretation (CHS-VRI)**

The addition of the CHS - VRI will begin in 2022. This service enables people with deafness to interact on-site with a live sign language interpreter using a tablet screen. The locations for this service will be chosen with input from the deaf community

[CHS-VRI](#)

## **Barrier Removal Budget Spending**

### **Barrier Removal Projects 2022**

- \$20,000 – Vulnerable Persons Registry
- \$10,000 – Support to improving curb cuts
- \$10,000 – Pedestrian crossing proximity sensors
- \$10,000 – Parks, 2 accessible swings and 2 instruments
- \$10,000 – Accessible outdoor seating
- \$ 6,000 – Captioning city council meetings
- \$ 5,000 – Door actuator added at GFL main entrance interior set of doors
- \$ 5,000 – Canadian Hearing Society Video Remote Interpreting
- \$ 2,000 – John Rhodes Community Centre
- \$ 7,000 – Contingency for barrier removal as recommended by the AAC and Accessibility Coordinator

### **Barrier Removal Projects 2023**

- \$20,000 – Vulnerable Persons Registry
- \$10,000 – Support to improving curb cuts
- \$10,000 – Pedestrian crossing proximity sensors
- \$10,000 – JRCC pool change table and lift replacement
- \$10,000 – Parks, 2 accessible swings and 2 instruments
- \$10,000 – Accessible outdoor seating
- \$ 6,000 – Captioning city council meetings
- \$ 5,000 – Canadian Hearing Society Video Remote Interpreting
- \$ 2,000 – John Rhodes Community Centre
- \$ 2,000 – Contingency for barrier removal as recommended by the AAC and Accessibility Coordinator

### **Barrier Removal Projects 2024**

- \$20,000 – Vulnerable Persons Registry
- \$10,000 – Support to improving curb cuts
- \$10,000 – Pedestrian crossing proximity sensors
- \$10,000 – Parks, 2 accessible swings and 2 instruments
- \$10,000 – Accessible outdoor seating
- \$ 6,000 – Captioning city council meetings
- \$ 5,000 – Canadian Hearing Society Video Remote Interpreting
- \$ 2,000 – John Rhodes Community Centre
- \$12,000 – Contingency for barrier removal as recommended by the AAC and Accessibility Coordinator

## **Barrier Removal Projects 2025**

- \$20,000 – Vulnerable Persons Registry
- \$10,000 – Support to improving curb cuts
- \$10,000 – Pedestrian crossing proximity sensors
- \$10,000 – Parks, 2 accessible swings and 2 instruments
- \$10,000 – Accessible outdoor seating
- \$ 6,000 – Captioning city council meetings
- \$ 5,000 – Canadian Hearing Society Video Remote Interpreting
- \$ 2,000 – John Rhodes Community Centre
- \$12,000 – Contingency for barrier removal as recommended by the AAC and Accessibility Coordinator

## **Barrier Removal Reserves**

In the event that funds remain in the reserves after the planned projects, The City of Sault Ste. Marie Accessibility Coordinator, with input from City departments, the Accessibility Advisory Committee and the public will return to council to approve other barrier removal initiatives.

## **Accessibility Resources**

[Accessforward Accessibility Standards Training](#)

[Ontario Human Rights Commission - Working together: the Code and the AODA](#)

[Accessibility for Ontarians with Disabilities Act \(AODA\)](#)

[Accessible Canada Act](#)

[Rick Hansen Foundation](#)

[Employers Toolkit - conferenceboard.ca](#)

[Illustrated Technical Guide for the Design of Public Spaces](#)

**Developed and submitted by:**

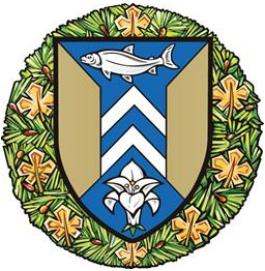
Nancie Scott

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

### C O U N C I L   R E P O R T

November 29, 2021

TO: **Mayor Christian Provenzano and Members of City Council**  
AUTHOR: **Brent Lamming, Director of Community Services**  
DEPARTMENT: **Community Development and Enterprise Services**  
RE: **CommunityPass Pilot Results**

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#### **PURPOSE**

This report has been prepared to seek Council's approval to extend the pilot with My Community Health Inc. for a further one (1) year timeframe to aid in contact tracing and vaccine screening efforts utilizing the CommunityPass app.

#### **BACKGROUND**

Earlier this year City Staff were contacted by My Community Health Inc. (Dr. Derek Garniss, Dr. Stephen Smith, Dr. Matthew Solomon and Dr. Lucas Castellani along with Ms. Wendy Doda). They developed an "all in one" app called CommunityPass for check in, screening and contact tracing.

For organizations, the app can be used to screen and check in employees and/or visitors, which is recommended as best practice by public health authorities. It also provides local public health authorities with helpful data for contact tracing in the event there is a significant exposure recognized at the business. To streamline the process, businesses can use beacons at their location for auto check in.

For general application users, in addition to the check in and screening functionality, the app can also be used to house important COVID 19 related information including COVID 19 testing results and COVID 19 vaccine proof. CommunityPass stresses that the technology helps support all the great work our public health and other community organizations continue to do to keep the community safe.

At a Council meeting dated May 31, 2021 the following resolution was passed.

Resolved that By-law 2021-108 being a by-law to authorize the execution of the Agreement and the Memorandum of Understanding between the City and My Community Health Inc. for a six month pilot project for the

CommunityPass Pilot Results  
November 29, 2021

CommunityPass app be passed in open Council this 31st day of May, 2021.

## **ANALYSIS**

The results of the pilot as at November 11, 2021 are as follows.

1. CommunityPass downloads in Ontario – 7,985
2. CommunityPass downloads in SSM – 6,734 in Algoma
3. Active users in SSM – 6,734 in Algoma, 4,521 with VaccinePass

Since the launch of the app, added functionality for vaccine screening has been made available (Appendix A). Algoma Public Health (APH) has approved the use of CommunityPass in place of sign in with paper at City Community Centres. This is for users who have downloaded and enabled auto check in or who are manually performing self-check in upon arrival. This avoids the use of paper and expedites that one step for APP users only. Individuals just need to show the ID and Vaccine proof on the APP to gain entrance. The APP traces patron location and APH can run a report for any of our facilities for contact tracing purposes that has beacons in place

The app, and it's contact tracing features, are still completely free to the user and the City. The only cost to the user, should they choose, is the addition of the optional VaccinePass feature which was an add-on after CommunityPass signed with the City, in response to the provincial order for Vaccine Receipts. The user can still show their paper Vaccine Receipt and Health Card if they wish to forgo the \$1.69 for this functionality.

In addition now live on Apple and Android devices is the ability to store multiple family members photo/vaccine info on one device (no added cost).

## **Benefits to the Community**

- Aid in contact tracing efforts with Algoma Public Health.
- City supporting local technology efforts to address COVID-19 containment efforts.
- Demonstrates leadership as a Community partner with APH and CommunityPass.
- Technology could be used for future pandemic related situations.
- Enables agile and expedient communications - Ease of use of app based technology.
- Real time information.

## **Frequently Asked Questions**

1. Will CommunityPass QR Code be replaced with Ontario QR code for ease of scanning?

## CommunityPass Pilot Results

November 29, 2021

- With the latest update CommunityPass app can scan the Ontario QR code. CommunityPass eliminated their own QR code in the app.
2. How has this been incorporated?
- Instead of having a picture of your latest proof of vaccination on the app, you can alternatively store the Ontario QR code.
3. How is information protected from a confidentiality perspective for users?
- The focus is on patient care. Collected data is hosted on a secure server with bank level type encryption, all in compliance with Personal Information Protection and Electronic Documents Act (PIPEDA). The user would provide consent on their device. Only APH would be able to access data to aid in contact tracing efforts. CommunityPass has a data sharing agreement in place with APH. Service can be used for the public or employees for a specific business.
4. Will this create confusion with APH contact tracing efforts?
- CommunityPass does not complete contact tracing, rather it supports contact tracing efforts from knowing where individuals have been within the community for a certain timeframe. For example a beacon can be placed at a Community Centre and or on a Transit buses for auto identification or self-check in options.
5. What is the upfront cost for capital, installation and ongoing licensing?
- The medical team (Derek, Steve, Matt, Wendy and Lucas) have invested in the technology but the pilot would provide the service free of charge to the Municipality in Partnership with APH.
6. Given we are well into the pandemic and vaccination process is making good progress how does this impact the potential pilot?
- Tracing efforts will continue for some time and COVID can be contracted even with one dose. Community Pass would also be available to support in any future pandemic events.
7. Has this technology been deployed elsewhere?
- Honda-Our Driving School
  - Water Tower Inn
  - West End Walk-in clinic
  - West End Pharmasave
  - A few small local restaurants
  - Sault Area Hospital pilot

## CommunityPass Pilot Results

November 29, 2021

- Temiskaming Hospital
- Small local business Barrie

### 8. How does the technology work?

- One (1) beacon at each location helps APH in bolstering contact tracing efforts. Beacon's allow for auto check in through various spots in the community. Self-check in is also available.

### **Pilot Details:**

Beacons have been placed in each location noted below and are identifiable on the CommunityPass App.

- GFL Memorial Gardens
- Transit Services
- Seniors Centres
- Northern Community Centre
- John Rhodes Community Centre

Staff are recommending the one (1) year pilot extension to continue to aid with contact tracing and vaccine screening requirements. Use of the APP is voluntary and available to all residents.

### **FINANCIAL IMPLICATIONS**

The pilot extension for 2022 will be conducted at no cost to the Municipality.

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

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

- Under Community Development and Partnerships, this demonstrates our commitment to developing partnerships with our key stakeholders.
- Furthermore it aligns with the value of commitment to our citizens and community where we will work together to provide inclusive and accessible services to our diverse community. We will strive to improve productivity and achieve excellence in customer service.

### **RECOMMENDATION**

It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Community Services dated November 29, 2021 concerning CommunityPass Pilot Results be received and that the pilot with CommunityPass be extended for one (1) year; further that staff report on results at the end of the pilot and provide any future recommendations.

By-law 2021-220 and amending agreement(s) appear elsewhere on the agenda for Council approval.

CommunityPass Pilot Results

November 29, 2021

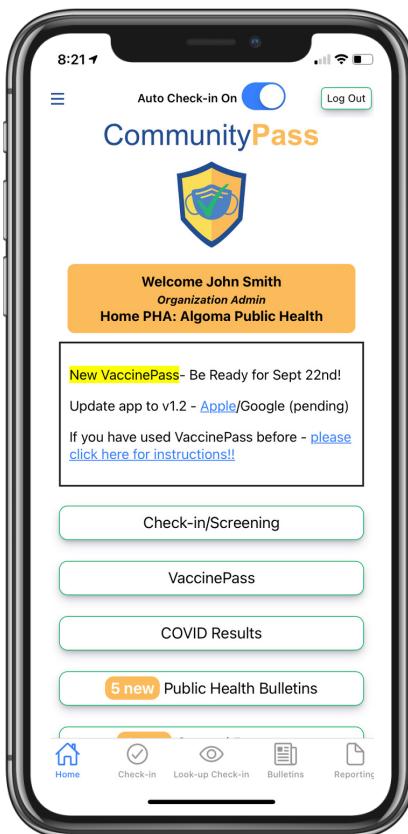
Respectfully submitted,

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



# CommunityPass

- ✓ Secure storage of vaccination and photo ID.
- ✓ Automated check-in.\*
- ✓ Secure storage of test results for work & travel.



Open your camera to scan the QR code  
and download the app today!



# CommunityPass

Automatically check-in,  
and skip the pen and paper line!

This location uses beacon technology.

**NEW**

Securely store the family's photo ID and  
Vaccine Receipts.

**NEW**



Open your camera to  
scan the QR code.

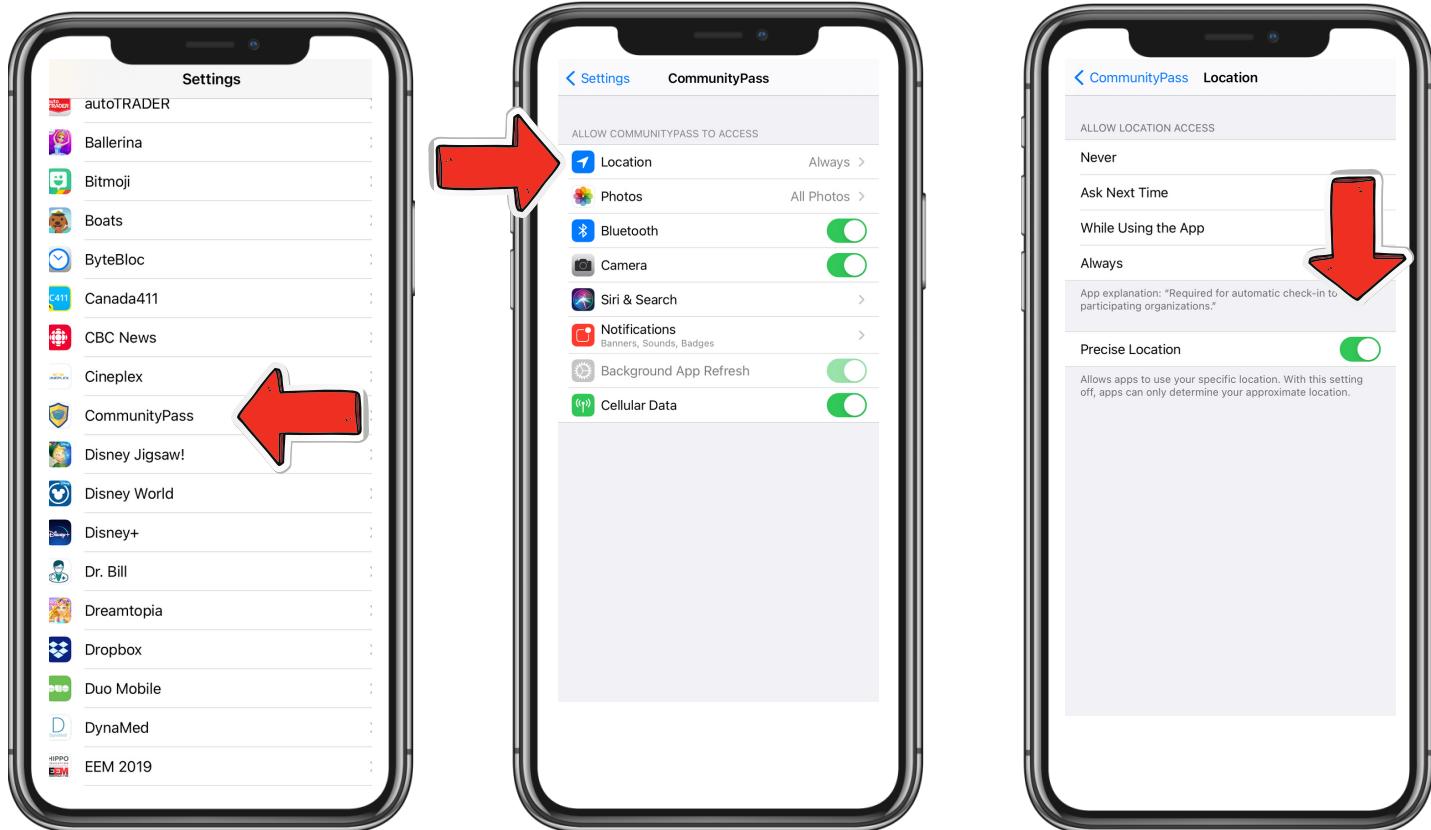




# CommunityPass

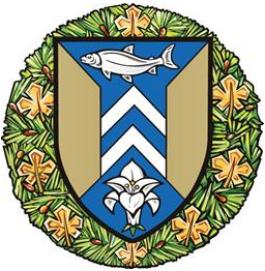
This location uses beacon technology.

In your phone's settings "always" allow location services, and automatically check-in!



Open your  
camera to scan  
the QR code.





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

### C O U N C I L   R E P O R T

November 29, 2021

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

**AUTHOR:** Emily Cormier, Sustainability Coordinator  
Brent Lamming, Director Community Services

**DEPARTMENT:** Community Development and Enterprise Services

**RE:** Twin Pad Ice Electric Ice Resurfacer

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#### PURPOSE

The purpose of this report is to inform Council about the opportunities associated with incorporating an electric ice resurfacer (Zamboni) and associated charging infrastructure at the Twin Pad Arena. This report also outlines some of the anticipated emissions and cost savings opportunities from a fuel consumption and maintenance perspective.

#### BACKGROUND

The City of Sault Ste. Marie (the City) is currently expanding the Northern Community Centre to include a Twin Pad Arena. The building will incorporate energy efficiency within its design including LED lighting and a heat recovery unit. In addition, the facility will include the City's first electric ice resurfacer, which will be one of the first fully electric vehicles within the City fleet. The electric ice resurfacer will help reduce greenhouse gas emissions and improve air quality in the arena.

#### ANALYSIS

On June 29, 2021, Transport Canada "announced that the Government of Canada is setting a mandatory target for all new light-duty cars and passenger truck sales to be zero-emission by 2035"<sup>1</sup>. This has, and will continue to impact and encourage other fleet manufacturers to transition to zero-emission fuel sources, including off-road vehicles such as ice resurfacers. There are a variety of benefits that come from converting internal combustion engine ice resurfacer to electric. Specifically,

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<sup>1</sup> Transport Canada. (2021). *Building a green economy: Government of Canada to require 100% of car and passenger truck sales be zero-emission by 2035 in Canada*. Retrieved from: [https://www.canada.ca/en/transport-canada/news/2021/06/building-a-green-economy-government-of-canada-to-require-100-of-car-and-passenger-truck-sales-bezero-emission-by-2035-in-canada.html](https://www.canada.ca/en/transport-canada/news/2021/06/building-a-green-economy-government-of-canada-to-require-100-of-car-and-passenger-truck-sales-be-zero-emission-by-2035-in-canada.html)

## Twin Pad Ice Electric Ice Resurfacer

November 29, 2021

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they offer lower maintenance and fueling costs, as well as lower air pollution while in use.

The City currently owns five (5) ice resurfacers (internal combustion units) which all operate on gasoline. City staff are proposing a multi-year replacement plan of the internal combustion units when they reach end of useful life with EV Units per below.

Location	Year	Model - S/N	Fuel	Hours-October 2021	Proposed Replacement Year
McMeeken	2015	11073	Gasoline	1626	2030
GFL 1	2018	12008	Gasoline	508	2033
GFL 2	1997	6064	Gasoline	6206	2024
JR 1	2010	9758	Gasoline	7852	2025
JR 2	2004	7739	Gasoline	7375	2023

Any equipment that burns fossil fuel (e.g. gasoline, diesel, propane, or natural gas) contributes to higher GHGs, which can be avoided by pursuing a lower emission alternative<sup>2</sup>. Fuel consumption estimates obtained for the ice resurfacer at the John Rhodes Community Centre indicate that current fuel usage equates to emissions valued at approximately 15.41 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) per year. This is based on its consumption of 5,980 litres of gasoline purchased in one year, which costs approximately \$6,936.80<sup>3</sup>. By comparison, an electric ice resurfacer, is estimated to cost approximately \$1,000 in electricity costs<sup>4</sup>. Based on the lower emissions factor associated to using electricity, switching to electricity to charge one ice resurfacer will reduce emissions by approximately 13.86 tCO<sub>2</sub>e or around 90%. Further to this, annual maintenance for the internal combustion engine ice resurfacer can cost \$5,000, whereas for an electric machine can run to about \$3,000<sup>5</sup>. Another cost to consider is the cost of battery replacement for electric resurfacers which will be required to be replaced every five to seven years, and are estimated to cost approximately \$12,000 per resurfacer<sup>6</sup>.

Further to the operating costs, current information indicates that electric ice resurfacer actual equipment costs are estimated to cost 30 – 40% more than a fossil fuel machine; but have the benefits of lesser maintenance and fuel cost. For example, the City of Medicine Hat chose to purchase an electric ice resurfacer due to an estimate of 80% reduction in fuel costs compared to gasoline units. In addition, they are expecting 30% savings in the cost of maintenance<sup>7</sup>. In addition,

<sup>2</sup> Rink Magazine. (2019). *Indoor Air Quality*. Retrieved from: [https://zamboni.com/wp-content/uploads/2017/04/USIRA\\_Indoor-Air-Quality.pdf](https://zamboni.com/wp-content/uploads/2017/04/USIRA_Indoor-Air-Quality.pdf)

<sup>3</sup> Based on the average cost of gasoline in Northern Ontario in 2020 \$1.16.

<sup>4</sup> Arena Guide. (2020). *Invest in an electric ice resurfacer*. Retrieved from: <https://arena-guide.com/portfolio-item/electric-ice-resurfacer/>

<sup>5</sup> Arena Guide. (2020). *Invest in an electric ice resurfacer*. Retrieved from: <https://arena-guide.com/portfolio-item/electric-ice-resurfacer/>

<sup>6</sup> The rapid pace of battery development and the savings accruing from high volume production for the automotive industry, this cost might decline sharply before the need for a first replacement in perhaps six years' time.

<sup>7</sup> Municipal Climate Change Action Centre. (2020). *Medicine Hat Electric Zamboni 450s*. Retrieved from: <https://mccac.ca/project-showcase/medicine-hat-electric-zamboni-450s/>

seeing as this will be new technology for the City, it is important to consider the time required to train staff to both operate and maintain the machine. Uncertainties with charging cost, load power variations, battery types and ventilation requirements as well as the costs for electric ice resurfacers and infrastructure should be addressed in the RFP process to ensure that the payback aligns with the City's procurement best practices and facility requirements. Actual equipment cost and emissions reduction comparison will need to be conducted once the City receives information from future proponents on electric ice resurfacing models that meet the Twin Pad ice resurfacing requirements.

Furthermore, staff from CDES and Purchasing are exploring a group procurement opportunity for ice resurfacers through the Association of Municipalities of Ontario Local Authority Services (AMO LAS) Business Services. They offer members cooperative procurement through the Canoe Procurement Group. This can assist municipalities with securing better prices through there over 5,000 member organizations participating in Canada.

The timing for transition to battery electric ice resurfacers has never been better. The savings in fuel consumption will aid in the City's strategy of GHG emission reduction and aligns well with the commissioning of a new Twin Pad arena facility. There is a significant lead-time to order one of these units and staff will return at a future Council meeting with the results of the RFP process.

## **FINANCIAL IMPLICATIONS**

The cost of the electric ice resurfacer is covered under the Twin Pad Furnishing, Fixture and Equipment (FFE) budget for the Twin Pad which was approved as part of the total approved project cost at the May 31, 2021 Council meeting.

The projected cost of an electric ice resurfacer is between \$126,000 - \$162,000 including charging infrastructure. An internal combustion unit is estimated at \$100,000-\$110,000.

## **STRATEGIC PLAN / POLICY IMPACT**

The recommendation supports the focus area of the Community Strategic Plan for 2021 – 2024 in a number of ways:

- **Environmental Stewardship:** We will use resources wisely to maintain and create a sustainable city for future generations
- **Infrastructure.** Managing infrastructure in a responsible and sustainable way.
- Demonstrates **Fiscal** responsibility in managing municipal finances in a responsible and prudent manner.

In addition, the reduction of emissions aligns with the Sault Ste. Marie Community GHG Reduction plan: 2020 – 2030, which recommends supporting electrification infrastructure opportunities, including infrastructure. The City has set a GHG

Twin Pad Ice Electric Ice Resurfacer

November 29, 2021

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reduction target for the city to achieve 10% corporate and 5% community emissions by 2030 and net zero by 2050. In order to achieve these targets, the City needs to take greater action to address GHG emissions from fleet vehicles.

**RECOMMENDATION**

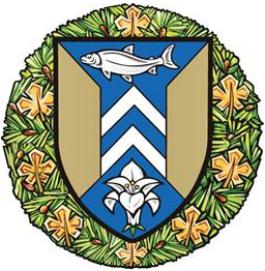
It is therefore recommended that Council take the following action:

Resolved that the report of the Sustainability Coordinator and the Director of Community Services – Community Development & Enterprise Services dated November 29, 2021 be received as information.

Respectfully submitted,

Emily Cormier  
Sustainability Coordinator  
Community Development &  
Enterprise Services  
(705) 989-8748  
[e.cormier2@cityssm.on.ca](mailto:e.cormier2@cityssm.on.ca)

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



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

### C O U N C I L   R E P O R T

November 29, 2021

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Susan Hamilton Beach, P. Eng.  
DEPARTMENT: Public Works and Engineering Services  
RE: Pointe Des Chenes Park – Water Treatment Upgrade –  
Provision of Potable Water

---

#### **Purpose**

The purpose of this report is to provide Council with an update regarding the actions and steps taken by Transport Canada to address the water contamination issue and provide potable water to the Pointe Des Chenes day park and campground.

#### **Background**

At the April 12, 2021 meeting of Council, the report of the CAO was accepted as information with the following resolution:

*"Resolved that the report of the CAO dated April 12, 2021 concerning Pointe des Chenes Campground Update and Next Steps be received and that staff be directed to continue to work with Transport Canada, the Ministry of the Environment, Conservation and Parks and Algoma Public Health to ensure the timely and sustainable provision of potable water for the campground and day park and to report further to Council on recommendations for the future of the campground once the provision of potable water has been established."*

Several meetings were held with the Ministry of Environment, Conservation and Parks ('MECP') and Algoma Public Health (APH), Transport Canada ('TC') and City representatives. City representatives clearly expressed Council's desire to have potable water to the site. It is our understanding that Transport Canada has been working with its consultant Arcadis to meet the objective of enhancing the operations of the operating well (known as PW1) and to restore a potable water supply to the day park and campground.

#### **Analysis**

Within the report "PW1 Water Well Treatment System: Benzene/PFAS Filtration Upgrade 66% Design Brief" Arcadis described the issue and the preferred solution was summarized and included here. The issues that were identified in the existing water treatment system were the insufficient removal of per- and

## Pointe Des Chenes – Water Treatment Plant Upgrade

November 29, 2021

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polyfluoroalkyl substances ('PFAS'). In order to address these issues, Arcadis completed a treatment optimization study (originally written in February 2020) which provided an overview of the options for improving treatment at PW1. The options were developed based on the optimization study and site investigations and were presented to Public Services and Procurement Canada ('PSPC'), TC and the City of Sault Ste. Marie. The selected option involves granular activated carbon ('GAC') filters and ion exchange ('IX') filters for reducing the target contaminants in the raw water as well as a similar small system for treating the backwash waste water treatment system ('BWWTS').

The proposed filtration upgrade includes the following components:

- Two (2) duty and two (2) standby GAC filters for benzene removal; and
- Two (2) duty lead-lag IX filters for PFAS removal.

The BWWTS will be used to treat the process liquid waste such that it can be disposed as non-hazardous waste and includes the following components:

- One (1) new buried concrete tank or above ground steel tank to store BWW.
- One (1) 5-micron bag filter for removing particulate in the BWW.
- One (1) duty GAC filter for benzene removal.
- One (1) duty ion exchange filter for PFAS removal; and
- One (1) new buried concrete tank or above ground steel tank (and one optional) to store treated BWW before disposal.

The new water treatment GAC and IX filters will replace the existing pilot GAC filters; however, due to space limitations and potential of vandalism, it was determined that additional equipment will be installed as a packaged system inside a shipping container (seacan) along with the BWWTS located adjacent to the existing building.

In association with this project, the City understands Transport Canada's work plan has included:

- Geotechnical work in the areas of the proposed above ground storage tanks and the seacan treatment plant;
- Additional groundwater and surface water sampling program;
- Completed the design and tendered for the treatment facility upgrade;
- Awarded the tender to Milestone Environmental Contracting Inc. (November 3, 2021)

The construction schedule has been provided by TC and is as follows:

- November-December 2021: Excavation, Installation of the Concrete Pad and Underground Storage Tank
- December – March 2022: Assembly of the System (ie. seacan – constructed offsite)
- March 2022: Delivery of the seacan treatment system to the site
- April/May 2022: commissioning of the system and training
- Completion date is *before* the May long weekend.

## Pointe Des Chenes – Water Treatment Plant Upgrade

November 29, 2021

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Based on the above noted schedule, it is intended that potable water will be provided to the site before the long weekend in May, 2022. Testing and proof that the water is potable will be ongoing once installed.

Separate to the design of the enhanced water treatment plant, City staff have discussed the design and installation of a pressure tank adequate for the servicing of the day park facility as the future of this area is determined. As the treatment plant is designed by Arcadis they have been asked to provide a cost estimate for the provision of a tank to serve the day park.

As Council is yet to determine the future operation of the campground, the inclusion of a pressure tank to serve the campground portion of the site is yet to be cost or specified. The necessity to provide a pressure tank to the campground development may be worked into future plans.

### **Financial Implications**

The upgraded treatment plant facility is the responsibility of Transport Canada with no financial responsibility of the City. In order to provide a pressure tank for the day park, a supplementary item has been included in the 2022 budget deliberations at a value of \$75,000. This includes the installation of two (2) pressure tanks and SCADA upgrade as well as consultation, decommissioning, etc. The PUC operates the water treatment plant for the City.

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

This report ties to the improvement of existing infrastructure as well as may positively impact quality of life advantages as the Pointe Des Chenes Park is the only beach facility located within the municipal boundary along the shore of Lake Superior.

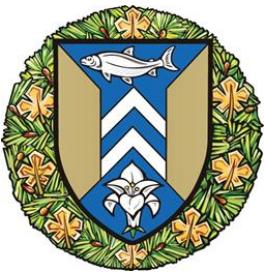
### **Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Director of Public Works dated November 29, 2021 be received as information.

Respectfully submitted,

Susan Hamilton Beach, P. Eng.  
Director, Public Works  
705.759.5207  
[s.hamiltonbeach@cityssm.on.ca](mailto:s.hamiltonbeach@cityssm.on.ca)



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

### C O U N C I L   R E P O R T

November 29, 2021

TO: Mayor Christian Provenzano and Members of City Council  
AUTHOR: Susan Hamilton Beach, P. Eng.  
DEPARTMENT: Public Works and Engineering Services  
RE: Pointe Des Chenes – Update on Servicing

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#### **Purpose**

The purpose of this report is to update Council on the option of servicing both the daypark and campground with potable water for the 2021-2022 camping season should Council decide to do so.

#### **Background**

Found elsewhere on the agenda for tonight's meeting is an update on the water treatment system project at Pointe Des Chenes Park by Transport Canada. In the original report a cost has been provided to provide the pressure tank(s) installation required by the City to service the daypark only. The existing underground pressure tank does not meet TSSA standards and requires decommissioning, removal and replacement. City staff have asked Arcadis to consider an alternative design that would service the campground portion of the property, as well.

#### **Analysis**

A proposal of a preliminary design has been received by Arcadis and includes the following key components (subject to change upon final design):

- Two (2) or Three (3) 100gallon pressure tanks to be installed within the existing treatment plant building;
- A 30,000 – 40,000 L above ground storage tank to be located exterior to the existing building on a concrete pad with high lift pumps and a liner;

Arcadis has assumed all installation would be completed by the PUC and that all decommissioning and removal of the existing tank would be done by Public Works staff.

#### **Financial Implications**

The purchase of all tanks and appurtenances, installation labour and equipment, removal and decommissioning of existing tank and the design of this portion of the system by Arcadis is estimated to cost \$150,000 in comparison to the estimate of \$75,000 to service the daypark only. There are synergies if

Pointe Des Chenes – Update on Servicing

November 29, 2021

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accomplishing the service designs of the 2 areas at the same time as well as the other treatment plant project by Arcadis.

**Strategic Plan / Policy Impact**

This report is of an operational nature, however, the Pointe Des Chenes enhances the quality of life for the citizens of Sault Ste. Marie and is a unique recreational property along the St. Marys River providing the only beach within the municipal property limits.

**Recommendation**

It is therefore recommended that Council take the following action:

Resolved that the report of the Director, Public Works be received as information and that the expenditure of \$150,000 to service the daypark and campground be referred to the 2022 budget deliberations.

Respectfully submitted,

Susan Hamilton Beach, P. Eng.

Director, Public Works

705.759.5207

[s.hamiltonbeach@cityssm.on.ca](mailto:s.hamiltonbeach@cityssm.on.ca)

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**BY-LAW 2021-220**

**AGREEMENT:** A by-law to authorize the execution of the Amending Agreement between the City and My Community Health Inc. for the CommunityPass app.

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

**1. EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Amending Agreement dated November 29, 2021 between the City and My Community Health Inc., a copy of which are attached as Schedule "A" hereto. This Amending Agreement is for the CommunityPass app.

**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 29th day of November, 2021.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK - RACHEL TYCZINSKI**

Schedule "A"

This Amending Agreement is made effective the 29<sup>th</sup> day of November, 2021.

**BETWEEN:**

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

(hereinafter referred to as the "City")

– and –

**MY COMMUNITY HEALTH INC.**

(Hereinafter referred to as "MCHI")

(Each a "Party" and collectively, the "Parties")

**WHEREAS** the City and My Community Health Inc. ("MCHI") entered into a Data Sharing Agreement and a Memorandum of Understanding ("MOU") on May 31, 2021 pursuant to By-law 2021-108;

**AND WHEREAS** the agreements are set to expire on November 30, 2021;

**AND WHEREAS** the parties wish to extend the expiration date now to November 30, 2022;

**NOW THEREFORE** the parties agree as follows:

1. That paragraph 3(a) of the Data Sharing Agreement 2021-108 be amended to read as follows:

"This Agreement commenced on May 31, 2021 will remain in force until November 20, 2022, unless terminated by a Party in accordance with Subsection 3(b) below or the term is altered by mutual agreement of the Parties in accordance with the Subsection 6 (c) below."

2. The remaining paragraphs, terms and conditions and the Memorandum of Agreement remain the same.

**IN WITNESS WHEREOF**, the Parties have executed this Amending Agreement effective as of the date written above.

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

Per:

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**MAYOR – CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

**MY COMMUNITY HEALTH INC.**

Per:

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NAME:  
TITLE:

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NAME:  
TITLE:

I/We have the authority to bind the Corporation

# THE CORPORATION OF THE CITY OF SAULT STE. MARIE

## BY-LAW 2021-224

**FINANCE:** A by-law to establish user fees and service charges.

**WHEREAS** Section 391(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, states that despite any Act, a municipality and local board may pass by-laws imposing fees or charges on any class of persons, for services or activities provided or done by or on behalf of it, and, for the use of its property including property under its control;

**AND WHEREAS** it is deemed necessary to charge user fees and service charges;

**NOW THEREFORE** the Council of the Corporation of the City of Sault Ste. Marie hereby pursuant to Section 391(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended **ENACTS** as follows:

### 1. **USER FEES ADOPTED**

That Council does confirm and ratify the user fees and service charges described in Schedules “A” to “I” attached to and forming part of this By-law and are outlined as follows:

Schedule A - Clerk’s Department  
Schedule B - Community Development & Enterprise Services Department  
Schedule C - Engineering Department  
Schedule D - Planning Department  
Schedule E - Building Services Department  
Schedule F - Finance Department  
Schedule G - Fire Services  
Schedule H - Legal Department  
Schedule I - Public Works Department

### 2. **BY-LAW 2020-218 REPEALED**

By-laws 2020-218 is hereby repealed.

### 3. **EFFECTIVE DATE**

This By-law is effective on January 1, 2022.

By-law 2021-224

Page 2

**PASSED** in open Council this 29<sup>th</sup> day November, 2021.

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**MAYOR – CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

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**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "A"**  
**CLERK'S DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>MARRIAGE LICENSES</b>			
- Sale of Marriage Licenses - per license	\$130.00	\$135.00	Exempt
<b>MAP SALES</b>			
- Sale of City Maps - per map	\$2.00	\$2.00	Included
<b>OTHER</b>			
- Photocopying - per page	\$0.50	\$0.50	Included
<b>LOTTERY LICENCES</b>			
- Raffle under \$50,000 value	\$10.00 or 3% of prize value	\$10.00 or 3% of prize value	Exempt
- Raffle over \$50,000 value	to province	to province	Exempt
- Bingo - prize under \$5,500	\$10.00 or 3% of prize value	\$10.00 or 3% of prize value	Exempt
- Bingo - prize over \$5,500	to province	to province	Exempt
- Bazaar (maximum 3 wheels)	\$10.00/wheel	\$10.00/wheel	Exempt
- Nevada Tickets	3% of prize value	3% of prize value	Exempt
<b>GENERAL LICENCES</b>			
Pawnbroker – annual	\$278.00	\$285.00	Exempt
Pawnbroker – additional late fee	\$138.00	\$140.00	Exempt
Pawnbroker – lost licence fee	\$20.00	\$20.00	Exempt
Pawnbroker – re-inspection fee	\$100.00	\$100.00	Exempt
Plumber – Master – annual	\$30.00	\$30.00	Exempt
Plumber – Master – additional late fee	\$15.00	\$15.00	Exempt
Plumber – Master – lost licence fee	\$20.00	\$20.00	Exempt
Adult Entertainment Parlour – Owner / Operator – annual	\$2,020.00	\$2,050.00	Exempt
Adult Entertainment Parlour – Burlesque Attendant – annual	\$106.00	\$110.00	Exempt
Adult Entertainment Parlour – Owner / Operator – additional late fee	\$1,000.00	\$1,020.00	Exempt
Adult Entertainment Parlour – Burlesque Attendant – additional late fee	\$53.00	\$55.00	Exempt
Adult Entertainment Parlour – lost licence fee	\$20.00	\$20.00	Exempt
Adult Entertainment Parlour – re-inspection fee	\$100.00	\$100.00	Exempt
Amusement Arcade – annual	\$283.00	\$290.00	Exempt
Transfer of Ownership of Licence for Amusement Arcade	\$51.00	\$52.00	Exempt
Amusement Arcade – additional late fee	\$140.00	\$145.00	Exempt
Amusement Arcade – lost licence fee	\$20.00	\$20.00	Exempt
Amusement Arcade – re-inspection fee	\$100.00	\$100.00	Exempt
Vehicle for Hire Driver (initial)	\$40.00	\$40.00	Exempt
Vehicle for Hire Driver (renewal)	\$25.00	\$25.00	Exempt
Vehicle for Hire Driver (replacement)	\$15.00	\$15.00	Exempt
Owner – initial (includes 1 vehicle)	\$400.00	\$400.00	Exempt
Owner – renewal	\$100.00	\$100.00	Exempt
Vehicle for Hire – initial additional vehicle to fleet	\$100.00	\$100.00	Exempt
Vehicle for Hire – renewal per vehicle	\$50.00	\$50.00	Exempt
Vehicle for Hire – replacement licence	\$25.00	\$25.00	Exempt
Broker – initial (includes 1 vehicle)	\$400.00	\$400.00	Exempt
Broker – renewal per vehicle	\$100.00	\$100.00	Exempt
Hotel Shuttle Bus Owner – initial	\$200.00	\$200.00	Exempt
Hotel Shuttle Bus Owner – renewal per vehicle	\$50.00	\$50.00	Exempt
Rideshare Owner – initial (includes 1 vehicle)	\$400.00	\$400.00	Exempt
Rideshare Owner – renewal	\$100.00	\$100.00	Exempt
Rideshare Driver for Hire – initial	\$40.00	\$40.00	Exempt
Rideshare Driver for Hire – renewal	\$25.00	\$25.00	Exempt
Rideshare Driver for Hire – replacement	\$15.00	\$15.00	Exempt
Rideshare vehicle – initial	\$100.00	\$100.00	Exempt
Rideshare vehicle – renewal	\$50.00	\$50.00	Exempt
Rideshare vehicle – replacement	\$25.00	\$25.00	Exempt
Payday Loan annual licensing fee	\$1,000.00	\$1,020.00	Exempt
Payday Loan – additional late licence fee	\$500.00	\$510.00	Exempt
Payday Loan re-inspection fee	\$100.00	\$100.00	Exempt

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "A"**  
**CLERK'S DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
Payday Loan lost licence fee	\$50.00	\$50.00	Exempt
Food Vendor and Peddler – re-inspection fee	\$100.00	\$100.00	Exempt
Food Vendor and Peddler – lost licence fee	\$20.00	\$20.00	Exempt
<b>PART III - FOOD VENDOR - RESIDENT</b>			
Class 1 – Stationary day sales (maximum of 7 day licence)	\$76.00	\$78.00	Exempt
Class 2 – Stationary temporary sales (maximum of 3 month licence)	\$152.00	\$155.00	Exempt
Class 3 – Mobile day sales (maximum of 7 day licence)	\$76.00	\$78.00	Exempt
Class 4 – Mobile temporary sales (maximum of 3 month licence)	\$152.00	\$155.00	Exempt
Class 5 – Ice cream or hotdog cart (seasonal)	\$247.00	\$250.00	Exempt
Class 6 - Annual Sales (valid only in the calendar year issued)	\$273.00	\$280.00	Exempt
<b>PART III - FOOD VENDOR - RESIDENT - ADDITIONAL LATE FEES/ PENALTY</b>			
		\$100.00	Exempt
<b>PART III - FOOD VENDOR - NON-RESIDENT</b>			
Class 1 – Stationary day sales (maximum of 7 day licence)	\$152.00	\$155.00	Exempt
Class 2 – Stationary temporary sales (maximum of 3 month licence)	\$303.00	\$310.00	Exempt
Class 3 – Mobile day sales (maximum of 7 day licence)	\$152.00	\$155.00	Exempt
Class 4 – Mobile temporary sales (maximum of 3 month licence)	\$303.00	\$310.00	Exempt
Class 5 – Ice-cream or hotdog cart (seasonal)	\$303.00	\$310.00	Exempt
<b>PART III - FOOD VENDOR - NON-RESIDENT - ADDITIONAL LATE FEES / PENALTY</b>			
		\$150.00	Exempt
<b>PART IV – PEDDLER – NON-RESIDENT</b>			
Class 1 – Stationary day sales (maximum of 7 day licence)	\$152.00	\$155.00	Exempt
Class 2 – Stationary temporary sales (maximum of 3 month licence)	\$303.00	\$310.00	Exempt
Class 3 – Door-to-door day sales (maximum of 7 day licence)	\$152.00	\$155.00	Exempt
Class 4 – Door-to-door temporary sales (maximum of 3 month licence)	\$303.00	\$310.00	Exempt
<b>PART IV – PEDDLER – NON-RESIDENT – ADDITIONAL LATE FEES / PENALTY</b>			
		\$150.00	Exempt

NOTE: Licence Fees for Taxis, Limousines etc are Governed by Police Services By-law 154 but Administered by the Clerk's Department.

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>BONDAR PAVILION</b>			
- Full Day Rental - Non Profit Group	\$208.35	\$212.52	Added
- Part Day Rental - Non Profit Group	\$129.95	\$132.55	Added
- Full Day Rental - Commercial	\$792.85	\$808.71	Added
- Part Day Rental - Commercial	\$412.50	\$420.75	Added
- Wedding Receptions	\$1,023.35	\$1,043.82	Added
- Wedding Ceremony Only - Base Fee	\$264.60	\$269.89	Added
- Wedding Ceremony and Reception	\$1,369.05	\$1,396.43	Added
- Clean Up - Minor	\$66.75	\$68.00	Added
- Clean Up - Major	\$266.90	\$270.00	Added
- Barriers	\$1.35	\$1.35	Added
- Tables	\$5.00	\$5.00	Added
- Chairs	\$0.60	\$0.60	Added
- Sound System (per day)	\$33.75	\$34.43	Added
- SOCAN (Society of Composers, Authors and Music Publishers of Canada)			
- Without dancing 1 to 100	\$20.56	\$20.56	Added
101 to 300	\$29.56	\$29.56	Added
301 to 500	\$61.69	\$61.69	Added
500 +	\$87.40	\$87.40	Added
- With dancing 1 to 100	\$41.13	\$41.13	Added
101 to 300	\$59.17	\$59.17	Added
301 to 500	\$123.38	\$123.38	Added
500 +	\$174.79	\$174.79	Added
- Kitchen (per day)	\$59.94	\$61.14	Added
- Supervision of Volunteers (per hour)	\$20.44	\$20.85	Added
- Alcohol event admin fee per event per day	\$33.06	\$35.00	Added
- Facility Booking - per booking	\$33.06	\$35.00	Added
- Waste Removal (Additional Bin)	\$182.43	\$186.08	Added
- Electrical Surcharge per day (film productions) connected to special events panel	\$100.00/day	\$100.00/day	Added
<b>MARINA FEES</b>			
- Fuels	Road Price + \$ 0.05	Road Price + \$ 0.05	
- Sewage Pumpouts - per service (single tank)	\$11.90	\$11.95	Added
- Cruise Ship Dockage Fee - rate per meter	\$6.25	\$6.25	Added
- Cruise Ship Pumpout fee - rate per 10 cubic meters	\$16.90	\$16.90	Added
- Cruise Ship set-up fee	\$165.15	\$165.15	Added
- Bondar - Slip Rental - Daily - per foot	\$1.80	\$1.85	Added
- Bondar - Slip Rental - Weekly - per foot	\$8.10	\$8.26	Added
- Bondar - Slip Rental - Monthly - per foot	\$23.80	\$24.28	Added
- Bondar Dock - Ship/Barge Dockage (per metre) - per hour	\$0.20/hour	\$0.20/hour	Added
- Bondar Dock - Ship/Barge Dockage (per metre) - per day	\$1.75/day	\$1.75/day	Added
- Bellevue - Slip Rental - Weekly - Non Serviced per foot	\$5.20	\$5.30	Added
- Bellevue - Slip Rental - Weekly - Serviced per foot	\$6.55	\$6.68	Added
- Bellevue - Slip Rental - Bi - Monthly - Non Serviced per foot	\$23.45	\$23.92	Added
- Bellevue - Slip Rental - Bi - Monthly - Serviced per foot	\$26.80	\$27.34	Added
- Bellevue - Slip Rental - Monthly - Non Serviced per foot	\$15.80	\$16.12	Added
- Bellevue - Slip Rental - Monthly - Serviced per foot	\$18.70	\$19.07	Added
- Bellevue - Slip Rental - Seasonal - Non Serviced per foot	\$30.45	\$31.06	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Bellevue - Slip Rental - Seasonal - Serviced per foot	\$35.15	\$35.85	Added
- Bellevue - Slip Rental - Daily - Serviced per foot	\$1.80	\$1.84	Added
- Bellevue - Slip Rental - Daily - Non Serviced per foot	\$1.40	\$1.43	Added
- Launch Ramp Fee - Daily	\$7.00	\$7.00	Included
- Launch Ramp Fee - Seasonal	\$58.45	\$58.41	Added
- Winter Storage - Monthly per foot	\$1.90	\$1.94	Added
- Slip Cancellation Fee	\$25.80	\$26.00	Included
- September Special	50% fee discount	50% fee discount	Added
Bike Rentals			
- Hourly		\$6.50	Included
- Half Day (4 hours)		\$14.00	Included
- Full Day (8 hours)		\$24.00	Included
<b>SENIORS 55+ PROGRAMMING</b>			
- Supervision (outside normal operating hours) - per hour	\$20.00	\$20.40	Added
- Main Hall - Half day rental	\$55.00	\$56.00	Included
- Main Hall - Full Day Rental	\$120.00	\$122.00	Included
- Large Meeting Room - Half Day rental	\$55.00	\$57.00	Included
- Large Meeting Room - Full Day rental	\$100.00	\$102.00	Included
- Small Meeting Room - Half Day rental	\$30.00	\$31.00	Included
- Small Meeting Room - Full Day rental	\$55.00	\$56.00	Included
- Kitchen (per use)	\$30.00	\$31.00	Included
- AV Equipment (Laptop/Projector/Screen) - per use	\$20.00	\$20.00	Included
- Drop-In Fee(per visit per general program)	\$2.00	\$2.00	Included
- Noon Lunch(DIC)/Soup&Sandwich Lunch(NCC)	\$6.00	\$6.00	Included
- Tea Event	\$7.00	\$7.00	Included
- Dinner & Dance	\$15.00	\$16.00	Included
- Special Event Fee	Cost recovery	Cost recovery	Included
- Coffee/Tea Pot 10 cup	\$12.00	\$12.00	Included
- Coffee/Tea Airpot 25 cup	\$18.00	\$18.00	Included
- Coffee Urn 50 cup	\$25.00	\$25.00	Included
- Coffee Urn 100 cup	\$50.00	\$50.00	Included
ARENA FEES (John Rhodes and McMeeken Centre)			
- Admission - High school Hockey - Adults	\$4.75	\$4.75	Included
- Admission - High school Hockey - Students & Seniors	\$4.25	\$4.25	Included
- Admission - High school Hockey - Children	\$3.75	\$3.75	Included
- Rental of McMeeken or Rhodes Centre - each pad / per day	\$1,031.00	\$1,052.00	Included
- Ice/Complex Rentals - per hour - Prime Time - Adult	\$186.00	\$190.00	Included
- Ice/Complex Rentals - per hour - Prime Time - Youth	\$172.00	\$175.00	Included
- Ice/Complex Rentals - per hour - Prime Time - Organized	\$151.00	\$154.00	Included
- Ice/Complex Rentals - per hour - Non Ice (Lacrosse)	\$67.00	\$68.00	Included
- Ice/Complex Rentals - online bookings	\$181.00	\$185.00	Included
- Ice Skating - Admission - Adult	\$4.25	\$4.25	Included
- Ice Skating - Admission - Student	\$3.75	\$3.75	Included
- Ice Skating - Admission - Senior	\$3.75	\$3.75	Included
- Ice Skating - Admission - Child	\$3.25	\$3.25	Included
ARENA FEES (GFL Memorial Gardens)			

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Ice Rentals - per hour Adult	\$200.00	\$204.00	Included
- Ice Rentals - per hour Youth	\$179.00	\$183.00	Included
- Ice Rentals - per hour - Youth Organized	\$160.00	\$163.00	Included
- GFL Memorial Gardens Angelo Bumbacco Room - Full Day	\$194.00	\$198.00	Included
- GFL Memorial Gardens Multi Purpose Room - hourly rate	\$30.00	\$31.00	Included
- GFL Memorial Gardens Multi Purpose Room - Full Day	\$129.00	\$132.00	Included
<b>POOL FEES</b>			
- Public Swim Admission - Adult	\$4.75	\$4.78	Added
- Public Swim Admission - Senior	\$3.60	\$3.63	Added
- Public Swim Admission - Child	\$3.25	\$3.32	Added
- Public Swim Admission - Group	\$13.05	\$13.27	Added
- Swim Card 10 Visits 15 % off Reg Admission - Adult	\$40.45	\$40.63	Added
- Swim Card 25 Visits 25% off Reg Admission - Adult	\$89.20	\$89.62	Added
- Swim Card 10 Visits 15 % off Reg Admission - Senior	\$30.60	\$30.85	Added
- Swim Card 25 Visits 25% off Reg Admission - Senior	\$67.45	\$68.06	Added
- Swim Card 10 Visits 15 % off Reg Admission - Child	\$27.80	\$28.22	Added
- Swim Card 25 Visits 25% off Reg Admission - Child	\$61.30	\$62.25	Added
- Pool Rental - per hour - Competitive Teams	\$53.10	\$54.16	Added
- Pool Rental - per hour - School Boards	\$84.40	\$86.09	Exempt
- Pool Rental - per hour - Public - includes lifeguards	\$118.00	\$120.36	Added
- Public Lessons - per lesson + surcharge	\$8.05	\$8.21	Exempt
- Lifeguard Fee (per hour)	\$17.65	\$18.00	Added
- John Rhodes meeting room rental (per hour)	\$16.15	\$17.00	Added
- John Rhodes meeting room rental daily rates	\$121.40	\$123.83	Added
<b>NORTHERN COMMUNITY CENTRE</b>			
- Single Turf Field Rental Per Hour-Prime Time	\$130.00	\$132.60	Added
- Single Turf Field Rental Per Hour-Non-Prime Time	\$80.70	\$82.32	Added
- Off Season Tournament rate per hour	\$80.71	\$82.32	Added
- Coaching/Referring Clinics	\$100.00	\$102.00	Added
- Community Room Rental per hour	\$16.50	\$17.00	Added
- Single turf prime-time rental per hour - organized SASA	\$124.00	\$124.00	Added
- Community Room Rental per hour		\$75.00	Added
<b>ATHLETIC FIELDS</b>			
- Slowpitch Fields - Adult per diamond per evening	\$68.25	\$69.62	Added
- Youth Ball - per diamond per evening	\$34.05	\$34.73	Added
- Slowpitch (Ball) Fields - Tournaments per diamond per day	\$43.80	\$44.68	Added
- Sault Amateur Soccer Association - Adult per field per night	\$68.25	\$69.62	Added
- Sault Youth Soccer Association - per field per night	\$34.05	\$34.73	Added
- Soccer Tournaments - per field per day	\$43.75	\$44.63	Added
- Cricket - Practice field per day	\$68.25	\$69.62	Added
- Cricket - per field per day	\$273.10	\$278.56	Added
- High School Soccer - per field per day	\$34.15	\$34.83	Added
- High School Soccer Tournament- per field per day	\$43.75	\$44.63	Added
- Elementary School- Track and Field Meet	\$136.50	\$139.23	Added
- Highschool Track and Field Meet	\$273.15	\$278.61	Added
- Steeler Football - per game	\$546.25	\$557.18	Added
- Touch Football - Rocky DiPietro Field per weekend per day	\$273.10	\$278.56	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Touch Football - Rocky DiPietro Field per weeknight per day	\$68.25	\$69.62	Added
- Touch Football - fee for Queen E., B Field perevening/day	\$34.05	\$34.73	Added
- High School; Football - per game	\$398.85	\$406.83	Added
- Dressing Room Rental per event	\$34.15	\$34.83	Added
- Public Address System - per event	\$34.15	\$34.83	Added
- Beer Garden - per event per day	\$34.15	\$35.00	Added
- Sabercats Football - per game	\$273.25	\$278.72	Added
- Soo Minor Football - per evening (practice)	\$34.15	\$34.83	Added
- Soo Minor Football - per day game fee (QE "B")	\$136.50	\$139.23	Added
- Soo Minor Football - fee for Rocky DiPietro Field per day	\$273.10	\$278.56	Added
- Speed Skating Club - per competition	\$682.75	\$696.41	Added
- Special Event Booking - Event more than 500 people	\$663.25	\$676.52	Added
- Special Event Booking - Event more than 200 people	\$331.60	\$338.23	Added
- Special Event - Garbage Pick-up and Recycling	\$252.70	\$257.75	Added
- Ultimate Frisbee - per field per night	\$34.15	\$34.83	Added
- Sport field lining - special request	\$325.10	\$331.60	Added
- Soccer - Rocky D Fall per weeknight per game	\$68.25	\$69.62	Added
- Soccer - Rocky D Fall per day for weekend usage	\$273.10	\$278.56	Added
- Soccer Queen E. Mini Complex League Play per night	\$68.25	\$69.62	Added
- Soccer Queen E. Mini Complex Weekend Tournament	\$136.50	\$139.23	Added
<b>BELLEVUE PARK</b>			
- Facility Booking - per booking	\$34.15	\$35.00	Added
- Special Event Booking - Event more than 250 people	\$649.80	\$662.80	Added
- Special Event Booking - Event less than 250 people	\$325.10	\$331.60	Added
- Bandshell part day	\$129.90	\$132.50	Added
- Bandshell full day	\$208.35	\$212.52	Added
- Supervision	\$21.05	\$21.47	Added
- Sound System (per day)	\$34.05	\$34.73	Added
- Premier Flower Bed Design (Seasonal) Bay and Pim Street Beds	\$154.85	\$157.95	Added
<b>HISTORIC SITES BOARD</b>			
ADMISSIONS:			
- Admission - Adult	\$12.50	\$12.50	Included
- Admission - Senior/Child/Student	\$11.00	\$11.00	Included
- Admission - Children 5 & under	\$0.00	\$0.00	Included
- Admission - Family	\$30.00	\$30.00	Included
- Admission - Adult Group Rate (10 or more)	\$11.00	\$11.00	Included
- Admission - Senior Group Rate (10 or more)	\$10.00	\$10.00	Included
- Admission - Bus Tours (50 or more)	\$10.00	\$10.00	Included
- Punch Cards: for Fridays by the Fire, Teas, Admissions (5 visits)	\$60.00	\$60.00	Included
- Audio Tour - Wand Rental	\$5.00	\$5.00	Included
- Admission - 2 Adults with Audio Wands	\$30.00	\$30.00	Included
<b>EDUCATIONAL TOURS:</b>			
- 1.5 hour tours	\$4.00	\$4.00	Exempt
- 2 hour tours	\$6.00	\$6.00	Exempt
- 3 hour tours (lunch included)	\$10.00	\$10.00	Exempt
- After hours - Brownies/Scouts	\$10.00	\$10.00	Exempt

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Brownie/Guide sleepover badge program	\$40.00	\$75.00	Exempt
- Workshops - fees & supplies	\$20.00	\$20.00	Exempt
- Outreach programs (minimum 2 hour fee)	\$75.00	\$75.00	Added
- Virtual Curriculum Engagement - 1 hour session	\$75.00	\$75.00	Exempt
Virtual Curriculum kits (per class) in addition to above fee		\$10.00	Exempt
*new			
EVENTS:			
- Bracelet Days - Adults	\$10.00	\$10.00	Included
- Bracelet Days - Youth	\$5.00	\$5.00	Included
- Heritage Tea (desserts & tea)	\$12.00	\$12.00	Added
- Heritage Fridays by the Fire (soup, biscuit, desserts, beverage)	\$15.00	\$15.00	Included
- Heritage High Tea (fancy sandwiches & desserts, beverage)	\$25.00	\$25.00	Added
- Virtual & Curbside Tea kits - small		\$20.00	Included
- Virtual & Curbside Tea kits - medium		\$40.00	Included
- Virtual & Curbside Tea kits - large		\$60.00	Included
- Heritage Culinary Lunch (soup, main, dessert, beverage)	\$25.00	\$25.00	Included
- Heritage Culinary Dinner (apps, soup, main, dessert, beverage, demo)	\$40.00	\$40.00	Included
- Heritage Dinner Group of 7 menu, theatrical, & program (group rate)	\$55.00	\$55.00	Added
- Heritage Dinner Group of 7 menu, theatrical, & program (individual)	\$70.00	\$70.00	Added
- Evening in the Summer Kitchen	\$55.00	\$55.00	Included
- Birthday Parties (up to 10 people) (hearth baking, games, craft)	\$150.00	\$150.00	Included
- Extra attendees for Birthday Party	\$10.00	\$10.00	Included
*new			
*new			
*new			
RESEARCH FEES:			
- Individual research fee - daily	\$25.00	\$25.00	Added
- Individual research fee - yearly	\$100.00	\$100.00	Added
- Reproduction fees, photocopying	\$0.50	\$0.50	Added
- Reproduction fees, digital for exhibit or education (for each)	\$25.00	\$25.00	Added
- Reproduction fees, digital for other uses (following copyright laws)	\$100.00	\$100.00	Added
SITE USE:			
- Summer Kitchen / Theatre Only / Grounds (rental of a space)			
- Basic Rental - Not for Profit - half day	\$200.00	\$200.00	Added
- Basic Rental - Not for Profit - 8 hour day	\$300.00	\$300.00	Added
- Basic Rental - Commercial - half day	\$300.00	\$400.00	Added
- Basic Rental - Commercial - up to 8 hours	\$500.00	\$800.00	Added
- Wedding Ceremony and/or Photographs	\$200.00	\$350.00	Added
- Wedding Ceremony and Rehearsal	\$400.00	\$500.00	Added
- Wedding Ceremony only		\$250.00	Added
- Wedding Photographs only or professional photography request		\$200.00	Added
- Basic rental Film Crew - hourly (min. 3 hours) ** This is for Complete Site Rental - HOURLY **	\$500.00	\$500.00	Added
- Supervisory Fees - hourly for after hours	\$50.00	\$50.00	Added
Theatre for meeting added, if Heritage menu ordered		\$100.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
ADDITIONAL FEES:			
- Non refundable deposit on Site Rentals, Events, Weddings, etc. ** Applicable to total invoice**	\$50.00	\$50.00	Added
- Non refundable deposit for Commercial bookings (i.e. film companies) ** Applicable to total invoice**	\$250.00	\$250.00	Added
- Cleaning Fees	\$75.00	\$75.00	Added
- Tables - per table (after the original 36 on site)	\$5.00	\$5.00	Added
- Chairs - per chair (after what is available on site)	\$2.00	\$2.00	Added
- Waste Disposal	\$200.00	\$300.00	Added
- AV equipment	\$50.00	\$50.00	Added
- Security fees - once tents are set up on lawn (hourly)	\$30.00	\$30.00	Added
- Auxiliary Kitchen for caterer	\$200.00	\$250.00	Added
- Damage fees will apply depending on damage to the site and cost of repair			
Refreshments:			
- Coffee, Tea, Water & all condiments (cream & stir)	\$20.00	\$30.00	Added
- Coffee Big Urn 50 cup	\$30.00	\$40.00	Added
- Coffee Big Urn 100 cup	\$40.00	\$50.00	Added
- Coffee, Muffins & Fruit - only for meetings booked - per person	\$10.00	\$10.00	Added
Historic Sites Trust - Walkway Brick	\$60.00	\$60.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>TRANSIT CASH FARES</b>			
- Adults	\$3.00	\$3.05	Exempt
- Students	N/A	N/A	Exempt
- Seniors	\$3.00	\$3.05	Exempt
- Children (Youth)	\$3.00	\$3.05	Exempt
- Children (12 and under free when with an adult)	Free	Free	Exempt
<b>TRANSIT BUS PASSES</b>			
- Monthly Pass - Adult	\$69.00	\$70.40	Exempt
- Monthly Pass - School Board	\$47.50	\$48.45	Exempt
- Monthly Pass - Senior	\$59.00	\$60.20	Exempt
- Monthly Pass - Child (Youth)	\$30.00	\$30.60	Exempt
- Punch Pass - 20 Rides	\$47.50	\$48.45	Exempt
- Senior Multi 6 Ride Pass (60 years and over)	\$9.50	\$9.70	Exempt
- Senior Multi 12 Ride Pass (60 years and over)	\$19.00	\$19.40	Exempt
- Community Living Algoma	\$54.50	\$55.60	Exempt
- Single Bus Pass	\$3.00	\$3.05	Exempt
- Semester Pass ( one semester)	\$190.00	\$193.80	Exempt
<b>TRANSIT PHOTO I.D. CARD</b>	\$5.00/card	\$5.00/card	Exempt
<b>TRANSIT CHARTERS - LOCAL</b>			
- Weekdays per hour (minimum 2 hour)	\$161.00	\$164.20	Added
- Sundays per hour (minimum 2 hour)	\$161.00	\$164.20	Added
- Statutory Holidays per hour (minimum 1 hour)	\$178.00	\$181.55	Added
<b>TRANSIT BUS ADVERTISING</b>			
- Governed by Agreement			
<b>COMMUNITY BUS CASH FARES</b>			
- Cash Fare	\$3.00	\$3.05	Exempt
- Punch Pass - 20 Rides	\$47.50	\$48.45	Exempt
<b>PARA BUS FARES</b>			
- Cash Fare	\$3.00	\$3.05	Exempt
- Ambulatory Cash Fare	\$3.00	\$3.05	Exempt
- Attendant Cash Fare	\$3.00	\$3.05	Exempt
- 40 Ride Pass	\$83.00	\$84.65	Exempt
- Out of Zone	\$15.00	\$15.30	Exempt
<b>PARKING METERS</b>			
- Queenstown Area per hour	\$1.40	\$1.45	Included
- City Centre Area per hour	\$1.40	\$1.45	Included
<b>HOODING OF PARKING METERS</b>			
- Single Meter per day	\$5.35	\$5.45	Included

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"**  
**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
- Double Meter per day	\$10.75	\$10.95	Included
<b>PARKING LOTS</b>			
- Rental - Monthly	\$47.45	\$48.40	Included
- Yearly Rate - Non Refundable	\$485.50	\$495.20	Included
- Daily Rate	\$5.35	\$5.45	Included
<b>HOLIDAY PARKING</b>			
- 2 Week Downtown Holiday Parking December 20-31, 2021	\$0.00	\$0.00	Included

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<i>Services Offered</i>	<i>2021 Current Fee</i>	<i>2022 Proposed Fee</i>	<i>GST/HST Included or Added</i>
<b>CEMETERY</b>			
<b>Lots</b>			
Adult			
1 grave lot – minimum 4.0' x 10.0'	\$981.00	\$1,001.00	Added
2 grave lot – minimum 8.0' x 10.0'	\$1,961.00	\$2,000.00	Added
Child (6-10 years)	\$336.00	\$361.00	Added
Infant (5 years and under)	\$150.00	\$175.00	Added
Care and maintenance fund – lots on which care and maintenance charges have not been paid.	\$250.00	\$290.00	Added
This only pertains to lots purchased prior to January 1, 1955. This is a one-time charge (per lot).			
<b>Cremation Lots (Urn Garden)</b>			
1 grave lot (2.0' x 4.0')	\$340.00	\$372.00	Added
2 grave lot (4.0' x 4.0')	\$682.00	\$744.00	Added
<b>New Greenwood Columbarium</b>			
Sections L-M-N			
<b>Companion niches</b>	\$1,646.00	\$1,646.00	Added
<b>Single niches</b>	\$999.00	\$1,014.00	Added
<b>Holy Sepulchre Columbarium</b>			
Section S			
<b>Companion niches</b>	\$1,646.00	\$1,646.00	Added
<b>Holy Sepulchre Columbarium</b>			
Section T-U			
<b>Companion niches</b>	\$1,646.00	\$1,646.00	Added
<b>Holy Sepulchre Columbarium</b>			
Section W			
<b>Single niches</b>	\$1,200.00	\$1,200.00	Added
<b>Wall Niches (Mausoleum Phase VII)</b>			
Section MJ			
<b>Single Niche</b>			
Row 7	\$735.00	\$790.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<i>Services Offered</i>	<i>2021 Current Fee</i>	<i>2022 Proposed Fee</i>	<i>GST/HST Included or Added</i>
<b>Wall Niches (Mausoleum Phase VIII)</b>			
Section ML			
<b>Single Niches</b>			
Rows 1, 2, 7 & 8	\$777.00	\$826.00	Added
Sections MN-L and MN-M			
<b>Single Niches</b>			
Rows 1 & 2	\$777.00	\$826.00	Added
<b>Mausoleum crypts</b>			
<b>Section MU</b>			
Row 1 (single)	\$8,281.00	\$8,447.00	Added
Rows 2 & 3 (single)	\$9,750.00	\$9,945.00	Added
Row 4 (single)	\$7,869.00	\$8,026.00	Added
Row 1 (companion)	\$13,981.00	\$14,261.00	Added
Rows 2 & 3 (companion)	\$16,475.00	\$16,805.00	Added
Row 4 (companion)	\$13,302.00	\$13,568.00	Added
<b>Interment Charges</b>			
<i>With committal service in the chapel</i>			
Adult			
Single depth	\$873.00	\$890.00	Added
Double depth	\$1,079.00	\$1,101.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years			
Single depth	\$411.00	\$419.00	Added
Double depth	\$518.00	\$528.00	Added
Cremated remains	\$212.00	\$216.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years	\$101.00	\$103.00	Added
Entombment in mausoleum	\$728.00	\$743.00	Added
<i>With committal service at the gravesite</i>			
Adult			
Single depth	\$1,424.00	\$1,452.00	Added
Double depth	\$1,580.00	\$1,612.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years			
Single depth	\$620.00	\$632.00	Added
Double depth	\$776.00	\$792.00	Added
Cremated remains	\$418.00	\$426.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years	\$206.00	\$210.00	Added
Cremated remains (columbarium or mausoleum niches)	\$418.00	\$426.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years	\$206.00	\$210.00	Added
Entombment in mausoleum	\$936.00	\$955.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<i>Services Offered</i>	<i>2021 Current Fee</i>	<i>2022 Proposed Fee</i>	<i>GST/HST Included or Added</i>
<b>Cremation</b>			
Adult	\$572.00	\$572.00	Added
Child 5 years and under	\$0.00	\$0.00	
Child 6-10 years	\$330.00	\$330.00	Added
<b>Disinterment Charges</b>			
Another gravesite in a municipal gravesite			
Adult	\$2,426.00	\$2,475.00	Added
From single depth to double depth	\$2,632.00	\$2,685.00	Added
Child 5 years and under	\$620.00	\$632.00	Added
Child 6-10 years	\$1,037.00	\$1,058.00	Added
Cremated remains	\$408.00	\$416.00	Added
Niche to niche	\$232.00	\$237.00	Added
Same gravesite or removal from a municipal cemetery			
Adult	\$1,708.00	\$1,742.00	Added
Child under 5 years	\$345.00	\$352.00	Added
Child 5-10 years	\$698.00	\$712.00	Added
Cremated remains	\$222.00	\$226.00	Added
Niche to niche	\$206.00	\$210.00	Added
From inground burial to mausoleum	\$3,669.00	\$3,742.00	Added
Extra charge if not in concrete container	\$732.00	\$747.00	Added
Extra charge for a container and shipment of a removal from a Sault Ste. Marie cemetery to another location shall be the responsibility of the deceased person's legal representative.			
Double depth disinterments are not permitted.			
<b>Additional Miscellaneous Charges</b>			
Funerals arriving after 4 p.m. – for each half hour or portion thereof	\$139.00	\$142.00	Added
<b>Saturday Funeral Surcharge</b>			
Casket	\$129.00	\$132.00	Added
Cremains	\$103.00	\$105.00	Added
Saturday funerals entering the ceremony after 1 p.m. – for each half hour or portion thereof	\$139.00	\$142.00	Added
Niche plate (including installation)	\$220.00	\$224.00	Added
Removal of crypt plate or niche plate from the mausoleum for vase installation or extra engraving	\$113.00	\$115.00	Added
Removal of niche plate from the columbarium for vase installation or extra engraving	\$52.00	\$53.00	Added
<b>Mailing of cremains</b>			
Inside Canada (insured)	\$83.00	\$85.00	Added
To USA (insured)	\$100.00	\$102.00	Added
Outside Canada or USA (insured)	\$219.00	\$223.00	Added

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "B"

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES DEPARTMENT**

<i>Services Offered</i>	<i>2021 Current Fee</i>	<i>2022 Proposed Fee</i>	<i>GST/HST Included or Added</i>
Removal of trees or shrubs from lots – per tree	\$72.00	\$73.00	Added
Handling of wooden shells	\$125.00	\$128.00	Added
Transfer fee	\$52.00	\$53.00	Added
Rental of temporary storage facility (per month)	\$68.00	\$69.00	Added
Monument cleaning	\$57.00	\$58.00	Added
Tree trimming (1-2 trees)	\$57.00	\$58.00	Added
Flat marker less than 1,116.3 sq m (173 sq in)	\$0.00	\$0.00	
Flat marker over 1,116.3 sq m (173 sq in)	\$51.00	\$100.00	Added
Upright monument measuring more than 1.22 m (4 ft) or less in height or length, including base	\$101.00	\$200.00	Added
Upright monument measuring more than 1.22 m (4 ft) either in height or length, including base	\$202.00	\$400.00	Added
Memorial bench plates	\$155.00	\$158.00	Added
Commemorative tree	\$516.00	\$526.00	Added

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "C"**  
**ENGINEERING DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>		<b>GST/HST Included or Added</b>
<b>SEWER CONNECTIONS</b>				
- 100 mm diameter lateral per connection	\$4,166.00	\$4,249.00		Exempt
- 150 mm diameter lateral per connection	\$4,535.00	\$4,626.00		Exempt
- Additional Connection Charges	\$2,161.00	\$2,204.00		Exempt
- Class A Pavement - Additional Charge	\$2,636.00	\$2,689.00		Exempt
- Class B Pavement or Surface Treatment- Additional Charge	\$2,212.00	\$2,256.00		Exempt
- Curb and Gutter - Additional Charge	\$1,212.00	\$1,236.00		Exempt
- Concrete Sidewalk - Additional Charge	\$1,475.00	\$1,505.00		Exempt
- Oversized Excavation for Separate Utilities	\$2,161.00	\$2,204.00		Exempt
- Class A Pavement for Separate Utilities - Additional Charge	\$1,586.00	\$1,618.00		Exempt
- Class B Pavement for Separate Utilities - Additional Charge	\$1,374.00	\$1,401.00		Exempt
- Curb and Gutter for Separate Utilities- Additional Charge	\$687.00	\$701.00		Exempt
- Concrete Sidewalk for Separate Utilities - Additional Charge	\$848.00	\$865.00		Exempt
- CCTV Mainline Sewer Inspection	\$212.00	\$216.00	/hour	Included
<b>CULVERTS</b>				
- Single Driveway	\$3,161.00	\$3,224.00	/driveway	Exempt
- Double Entrance Driveway	\$5,272.00	\$5,377.00	/driveway	Exempt
<i>Additional Charges</i>				
- Culvert Couplings	\$263.00	\$268.00	/coupling	Included
- Additional Culvert length	\$1,050.00	\$1,071.00	/meter	Included
<b>DIGITAL DATA FEES</b>				
- Info Light (Vector) customized to user needs	\$101.00	\$103.00		Included
- Full data Extract	\$263.00	\$268.00		Included
- Raster Image	\$136.00	\$139.00		Included
- Customized Hardcopy/pdf Mapping Products - 11" x 17"	\$25.00	\$26.00		Included
- Customized Hardcopy/pdf Mapping Products - large format	\$51.00	\$52.00		Included
- Plan and Profile Drawings	\$10.00	\$10.00	/sheet	Included
- Lawyer Requests for Sanitary/Lateral Services	\$25.00	\$26.00		Included
<b>MUNICIPAL CONSENT FEE</b>				
- Permit Application Fee	\$51.00	\$52.00		Added
<b>PAVEMENT DEGRADATION FEE</b> (cost per square metre of road cut)				
- Roads Reconstructed or Resurfaced in the past 0-10 years	\$20.00	\$20.00		Added
- Roads Reconstructed or Resurfaced in the past 11-20 years	\$15.00	\$15.00		Added
- Roads Reconstructed or Resurfaced in the past 21-25 years	\$10.00	\$10.00		Added

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "D"  
**PLANNING DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>		<b>GST/HST Included or Added</b>
<b>REZONING FEES</b>				
- Official Plan Amendment	\$2,250.00	\$2,295.00	/amendment	Exempt
- Rezoning Application Fee	\$2,250.00	\$2,295.00	/application	Exempt
- Combined Official Plan & Rezoning Application	\$3,430.00	\$3,500.00	/application	Exempt
- Subdivision/Condominium Approval Fee	\$4,290.00	\$4,375.00	/application	Exempt
- Condominium Conversion Fee	\$3,320.00	\$3,390.00	/application	Exempt
- Site Plan Review (Development Control)	\$920.00	\$940.00	/application	Exempt
- Signs - Minor Amendment	\$350.00	\$355.00	/sign	Exempt
- Deferred Application	\$80.00	\$80.00	/application	Exempt
- Deferred Application if new Notice is Required	\$330.00	\$335.00	/application	Exempt
- Preparation of a Subdivision Agreement	\$4,399.00	\$4,485.00	/application	Exempt
- Staff Attendance at LPAT Hearings	\$550.00	\$560.00	/hearing day	Exempt
- Telecommunication Tower Review	\$540.00	\$550.00	/review	Exempt
- Site Plan amendments	\$350.00	\$355.00	/application	Exempt
<b>COMMITTEE OF ADJUSTMENT FEES</b>				
- Minor Variance Application (Single Unit Residential)	\$540.00	\$550.00	/application	Exempt
- Minor Variance Application (Multiple Unit <5 RA /R1 Zone)	\$750.00	\$765.00	/application	Exempt
- All Other Zones	\$870.00	\$885.00	/application	Exempt
- Fence in All Zones	\$430.00	\$440.00	/application	Exempt
- Deferred Minor Variance Application	\$80.00	\$80.00	/application	Exempt
- Patio Agreement Application	\$253.00	\$260.00	/application	Exempt
- Consent Application (Base fee)	\$630.00	\$640.00	/application	Exempt
- Consent Application (Plus per lot/Lot Addition)	\$420.00	\$425.00	plus per lot	Exempt
- Consent Application (Plus - per easement)	\$320.00	\$325.00	plus per easement	Exempt
- Final Consent Application	\$210.00	\$215.00	/deed	Exempt
- Deferred Application Fee - No New Notice	\$80.00	\$80.00	/application	Exempt
- Deferred Application Fee if New Notice Required	1/2 Application Fee	1/2 Application Fee		Exempt
- Property Standards Appeal Fee	\$210.00	\$215.00	/application	Exempt
- Records Retrieval/Decision Search	\$80.00	\$80.00		Added
- Special Hearing	\$530.00 + Application Fee	\$530.00 + Application Fee		Exempt
- Appeal (Minister of Finance)	Flat fee established by MOF	Flat fee established by MOF		Exempt
- Appeal (Sault Ste. Marie)	\$150.00	\$153.00		Added

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "E"  
**BUILDING SERVICES DEPARTMENT**

1. Permit fee shall be based on the formula given below unless otherwise specified in this schedule or a fixed fee (ff) will apply.

Permit fee - SI x A

Where SI = Service Index for class of proposed work

A = floor area in m<sup>2</sup> of work involved

2. A minimum fee of \$121.95 shall be charged for all work or if not described below as a Fixed Fee (FF).

3. For Building Classifications that are not described in sections 5 - 9 permit fees shall be based on the value of the proposed construction as determined by the Chief Building Official at a rate of 1% of the determined construction value.

4. Penalties for construction without a permit will be based on percentage of the equivalent permit fee. Where construction has commenced, the penalty shall be an additional 50%.

Where framing has commenced the penalty shall be an additional 100%.

Services Offered	2021 Current Fee	2022 Proposed Fee	Service Index (SI)	GST/HST Included or Added
<b>BUILDING / BYLAW ENFORCEMENT</b>				
Administration fee	15% of cost	15% of cost		Added
<b>New Construction / Alterations and Renovations</b>			\$ x 1m <sup>2</sup> unless otherwise indicated	
Group A – (assembly occupancies)				
School, churches – New Construction	\$31.87	\$32.51		Exempt
Restaurants – New Construction	\$31.87	\$32.51		Exempt
All other assembly – New Construction	\$31.87	\$32.51		Exempt
Alterations and Renovations (includes decks & roof structures)	\$8.79	\$8.97		Exempt
Air supported structure	\$8.79	\$8.97		Exempt
Emergency lighting	\$343.83	\$350.71 ff per storey		Exempt
Fire alarms	\$343.83	\$350.71 ff per storey		Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Portable classrooms foundations	\$8.79	\$8.97		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71 ff plus \$0.57/m <sup>2</sup>		Exempt
Tents - less than 225m <sup>2</sup>	\$123.79	\$126.27 ff		Exempt
Tents - greater than 225m <sup>2</sup>	\$412.60	\$420.85 ff		Exempt
Window / Door replacement	\$4.92	\$5.02 /opening + \$123.79 ff		Exempt
Group B - (institutional occupancies)				
All types – New Construction	\$31.87	\$32.51		Exempt
Alterations and Renovations (includes decks & roof structures)	\$8.79	\$8.97		Exempt
Emergency lighting	\$343.83	\$350.71 ff per storey		Exempt
Fire alarms	\$343.83	\$350.71 ff per storey		Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71 ff plus \$0.57/m <sup>2</sup>		Exempt
Window/door replacement	\$4.92	\$5.02 /opening + \$123.79 ff		Exempt
Group C – (residential occupancies)				
Single Dwelling (SFD, townhouse, semi, duplex) – New Construction	\$26.23	\$26.75		Exempt
Single Dwelling Modular Units – New Construction	\$22.89	\$23.35		Exempt
<b>All other multiple units – New Construction</b>				
Hotels, motels – New Construction	\$21.11	\$21.53		Exempt
Alterations and Renovations (includes decks & roof structures)	\$28.17	\$28.73		Exempt
Balcony repairs	\$7.03	\$7.17		Exempt
Basement finishing	\$123.79	\$126.27 ff + \$8.79/unit		Exempt
Basement new under existing dwelling	\$6.24	\$6.36		Exempt
Canopy, carport	\$7.03	\$7.17		Exempt
Emergency lighting	\$343.83	\$350.71 ff per storey		Exempt
Fire alarms	\$343.83	\$350.71 ff per storey		Exempt
<b>Foundation water / damp proofing &amp; tile, pools, fencing, residing, reroofing, decks</b>				
Single Family Dwelling up to a 4 plex (including accessory buildings)	\$123.79	\$126.27 ff		Exempt
All others	\$1.07	\$1.09 m <sup>2</sup>		Exempt
Attached garage and accessory buildings	\$6.24	\$6.36		Exempt
Detached garage	\$6.24	\$6.36		Exempt
Shed < 25 m <sup>2</sup>	\$123.79	\$126.27		Exempt
Sprinkler, standpipes	\$343.83	\$350.71 ff plus \$0.57/m <sup>2</sup>		Exempt
<b>Window / Door replacement</b>				
Single Family Dwelling up to a 4 plex (including accessory buildings)	\$4.92	\$5.02 /opening + \$123.79 ff		Exempt
All others				
Group D – (business & personal services occupancies)				
Offices and all others – shell only – New Construction	\$24.21	\$24.69		Exempt
Interior tenant finishing – New Construction	\$6.60	\$6.73		Exempt
Alterations and Renovations (includes decks & roof structures)	\$7.03	\$7.17		Exempt
Emergency lighting	\$343.83	\$350.71 ff per storey		Exempt
Fire alarms	\$343.83	\$350.71 ff per storey		Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71 ff plus \$0.57/m <sup>2</sup>		Exempt
Window / Door replacement	\$4.92	\$5.02 /opening + \$123.79 ff		Exempt

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "E"  
**BUILDING SERVICES DEPARTMENT**

1. Permit fee shall be based on the formula given below unless otherwise specified in this schedule or a fixed fee (ff) will apply.

Permit fee - SI x A

Where SI = Service Index for class of proposed work

A = floor area in m<sup>2</sup> of work involved

2. A minimum fee of \$121.95 shall be charged for all work or if not described below as a Fixed Fee (FF).

3. For Building Classifications that are not described in sections 5 - 9 permit fees shall be based on the value of the proposed construction as determined by the Chief Building Official at a rate of 1% of the determined construction value.

4. Penalties for construction without a permit will be based on percentage of the equivalent permit fee. Where construction has commenced, the penalty shall be an additional 50%. Where framing has commenced the penalty shall be an additional 100%.

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>Service Index (SI)</b>	<b>GST/HST Included or Added</b>
<b>Group E – (mercantile occupancies)</b>				
Retail store shell, department store, supermarkets, all other Group E – New Construction	\$18.16	\$18.52		Exempt
Interior tenant finishing	\$6.60	\$6.73		Exempt
Alterations and Renovations (includes decks & roof structures)	\$7.03	\$7.17		Exempt
Emergency lighting	\$343.83	\$350.71	ff per storey	Exempt
Fire alarms	\$343.83	\$350.71	ff per storey	Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71	ff plus \$0.57/m <sup>2</sup>	Exempt
Window/door replacement	\$4.92	\$5.02	/opening + \$123.79 ff	Exempt
<b>Group F – (industries occupancies)</b>				
Industrial building shell less than 7500 m <sup>2</sup> – New Construction	\$14.08	\$14.36		Exempt
Industrial building shell greater than 7500 m <sup>2</sup> – New Construction	\$11.44	\$11.67		Exempt
Pre Manufactured Personal Storage Buildings (single storey with direct exterior access to each unit - no interior corridors)	\$8.79	\$8.97		
Parking garage – New Construction	\$9.05	\$9.23		Exempt
All other F occupancies – New Construction	\$14.08	\$14.36		Exempt
Interior tenant finishing	\$6.60	\$6.73		Exempt
Alterations and Renovations (includes decks & roof structures)	\$7.03	\$7.17		Exempt
Emergency lighting	\$343.83	\$350.71	ff per storey	Exempt
Fire alarms	\$343.83	\$350.71	ff per storey	Exempt
Farm buildings	\$6.07	\$6.19		Exempt
Industrial Equipment Foundations	1% of construction value	1% of construction value		Exempt
Parking garage repairs	\$6.08	\$6.20		Exempt
Residing, re-roofing	\$1.07	\$1.09		Exempt
Sprinkler, standpipes	\$343.83	\$350.71	ff plus \$0.56/m <sup>2</sup>	Exempt
Window / Door replacement	\$4.92	\$5.02	/opening + \$123.79 ff	Exempt
<b>Demolition</b>				
Single Family Dwelling up to a 4 plex (including accessory buildings)	\$123.79	\$126.27	ff	Exempt
All other Part 9 Buildings (up to 3 storeys and 600 m <sup>2</sup> )	\$264.05	\$269.33	ff	Exempt
Part 3 Buildings (greater than 3 storeys or 600 m <sup>2</sup> )	\$123.79	\$126.27	ff plus \$0.57/m <sup>2</sup>	Exempt
<b>Designated Structures OBC Subsection 1.3.1.1.</b>				
Crane runway	\$994.65	\$1,014.54	ff/structure	Exempt
Exterior tanks	\$994.65	\$1,014.54	ff/structure	Exempt
Outdoor pool and spa	\$33.09	\$33.75		Exempt
Wind power towers	\$994.65	\$1,014.54	ff/structure	Exempt
All other structures	\$457.70	\$466.85	ff/structure	Exempt
<b>Standalone Mechanical</b>				
New ductwork or piping	\$20.36	\$20.77	per diffuser, radiator, or unit	Exempt
Group C residential Single Family Dwelling (unit and ductwork)	\$193.65	\$197.52	ff	Exempt
New unit	\$193.65	\$197.52	/unit	Exempt
Special mechanical system (exhaust hoods, solar panels etc.)	\$413.70	\$421.97	ff	Exempt
Plumbing & drainage	\$19.00	\$19.38	/fixture	Exempt
Water Distribution Piping (including fire stopping)	\$340.43	\$347.24	ff plus \$0.57/m <sup>2</sup>	Exempt
Sewer installation & capping (single residential unit)	\$123.79	\$126.27	ff	Exempt
Site services (water, sewer servicing for all other buildings) \$	\$413.70	\$421.97	ff	Exempt

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "E"  
**BUILDING SERVICES DEPARTMENT**

- Permit fee shall be based on the formula given below unless otherwise specified in this schedule or a fixed fee (ff) will apply.

Permit fee - SI x A

Where SI = Service Index for class of proposed work

A = floor area in m<sup>2</sup> of work involved

- A minimum fee of \$121.95 shall be charged for all work or if not described below as a Fixed Fee (FF).

- For Building Classifications that are not described in sections 5 - 9 permit fees shall be based on the value of the proposed construction as determined by the Chief Building Official at a rate of 1% of the determined construction value.

- Penalties for construction without a permit will be based on percentage of the equivalent permit fee. Where construction has commenced, the penalty shall be an additional 50%. Where framing has commenced the penalty shall be an additional 100%.

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>Service Index (SI)</b>	<b>GST/HST Included or Added</b>
Additional Charges				
Occupancy permit	\$21.11	\$21.53 ff/unit		Exempt
Conditional permit	10% of applicable building permit fees (\$193.97 ff min)	10% of applicable building permit fees (\$197.85 ff min)		Exempt
Change of use permit	\$422.49	\$430.94 ff		Exempt
Foundation for Portable Structures	\$8.79	\$8.97		
Change of plans	\$225.46	\$229.97		Exempt
Permit renewal/transfer	\$215.47	\$219.78 ff		Exempt
Moving permit	\$123.79	\$126.27 ff		Exempt
Re-inspection	\$123.79	\$126.27 ff		Exempt
Sign permit (as regulated by Sign By-Law 2005-166)	\$123.79	\$126.27 ff each		Exempt
Portable signs	\$123.79	\$126.27 ff each		Exempt
<i>Culvert as determined by Public Works Department</i>				
Curb or sidewalk depression	\$44.02	\$44.90 ff		Exempt
Certificate of zoning conformity Single Family Dwelling	\$52.81	\$53.87 ff + HST		Added
Certificate of zoning conformity Other	\$105.63	\$107.74 ff + HST		Added
File Inquiry and plans inquiry Single Family Dwelling	\$52.81	\$53.87 /SFD + HST		Added
Other	\$105.63	\$107.74 /others + HST		Added
Annual Fee	\$880.22	\$897.82 /year + HST		Added
Removal of work order (By-Law)	\$184.84	\$188.54 ff		Exempt
Work order appeal (By-Law)	\$184.84	\$188.54 ff		Exempt
Removal of Order (Building Code)	\$184.84	\$188.54 ff		Exempt
Liquor License Application - all data provided by applicant	\$105.63	\$107.74 ff + HST		Added
Liquor License Application - no data provided by applicant	\$602.53	\$614.58 ff + HST		Added
Alternative Solution Proposal (per application)	\$687.67	\$701.42 ff		Exempt

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "F"**  
**FINANCE DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>PENALTIES &amp; INTEREST ON TAXES</b>			
- On the first day after the due date	1.25%/month	1.25%/month	Exempt
- On the first day of each month that the taxes remain unpaid			
- On January 1 of the following year and each month thereafter			
<b>LIBRARY ACCOUNTING FEES</b>			
- Accounting/data processing fees - Library Board	\$12,433.00	\$12,680.00	Exempt
<b>INTEREST - ACCOUNTS RECEIVABLE</b>			
- On all accounts more than 30 days old	1.25%/month	1.25%/month	Exempt
<b>TAX CERTIFICATES</b>			
- Tax certificate (Certified Statement of Tax Account Status)	\$60.00	\$60.00	Exempt
<b>TAX ACCOUNT TITLE SEARCHES</b>			
- Title searches for property in arrears	\$50.00	\$50.00	Exempt
<b>TAX ARREARS NOTICES</b>			
- Fee for each tax arrears notice issued	\$5.00	\$5.00	Exempt
<b>OFFICIAL PROPERTY TAX RECEIPT/TAX BILL REPRINT</b>			
- Fee for official receipt for income tax purposes (per account/per year)	\$10.00	\$10.00	Exempt
<b>PAYROLL GARNISHEE</b>			
- Fee for garnishee of payroll cheque per pay per cheque	\$10.00	\$10.00	Exempt
<b>NSF CHEQUE FEE</b>			
- Fee for a cheque being returned per cheque	\$40.00	\$40.00	Exempt

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "G"**  
**FIRE SERVICES**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>INSPECTION CHARGES</b>			
- File Search	\$68.00	\$69.36	Added
- Request Inspections	\$118.50	\$120.87	Added
- Report Requests	\$101.00	\$103.02	Added
* NEW Rush Fee - 72 hours or less add \$50			
<b>AIR BOTTLE REFILLS</b>			
- Refill per bottle	\$7.50	\$7.65	Included
<b>TRAINING</b>			
- Fire Extinguisher Training (30 person maximum)	\$116.00	\$118.32	Added
<b>BURNING PERMITS</b>			
- New (First) Burning Permit - Valid for 3 years	\$75.00	\$75.00	Exempt
- Burning Permit - Renewal 4 year	\$60.00	\$60.00	Exempt
- Burning Permit - Annual	\$30.00	\$30.00	Exempt
<b>APPROVALS</b>			
- Approvals - Fireworks - Consumer/Family	\$75.75	\$77.27	Added
- Approvals - Fireworks - Exhibition	\$252.50	\$257.55	Added
* NEW Rush Fee - 72 hours or less add \$50			
<b>COST RECOVERY FEES</b>			
<b>False Alarms - current MTO rates will apply</b>			
Malfunction, System Maintenance - not notified, Malicious			
- 1st Call Recovery Fee - no charge	\$0.00	\$0.00	Added
- 2nd Call Recovery Fee - per truck per call	\$485.00	\$488.40	Added
- 3rd Call Recovery Fee - per truck per call	\$970.00	\$976.80	Added
- 4 or more calls - # of calls x \$485.00 per truck per call			Added
<b>Natural Gas Leaks - caused by no locate</b>			
- per truck per call	\$485.00	\$488.40	Added
<b>Grow Operation/ Clandestine Labs</b>			
- per truck per call	\$485.00	\$488.40	Added
- plus any additional costs incurred			Added
<b>All Cost Recovery Fees are subject to an Administration Fee - 10% of costs billed.</b>			

**CORPORATION OF THE CITY OF SAULT STE. MARIE**  
 USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "H"

**LEGAL DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>			<b>GST/HST Included or Added</b>	<b>By-Law or Resolution Reference</b>
<b>RENTAL AGREEMENTS COVERED BY SPECIFIC BY-LAWS</b>						
S. & T. Electrical Contractors Limited (AG39)	\$200.00	\$200.00	/month		Added	2013-104
Lyon's Building Centre (Lyons Avenue & Wellington) (L-14)	\$85.00	\$85.00	/month		Added	3807
Hydro One (AG38)	\$250.00	\$250.00	/year		Added	Resolution
Rogers - 363 Second Line West (at Third Avenue) (AG79)	\$833.33	\$833.33	/month		Added	2009-203
Part 65 Old Garden River Road (DSSAB) (AG74)	\$154,329.41	\$151,451.83	/year	2021 fee subject to CPI at December 2020	Added	2019-170
Part 65 Old Garden River Road (Sault Area Hospital) (AG69)	\$78,183.60	\$77,102.40	/year	May to December fee subject to CPI at December 2020	Added	2008-32
Bell Mobility Cathcart Street - West Street (AG67)	\$6,100.00	\$6,100.00	/year		Added	2007-24
Bell Mobility Part 57 Des Chenes Drive (AG131)	\$5,500.00	\$5,500.00	/year		Added	2014-32
Bell Mobility - Site W3952 - GFL Memorial Gardens (AG145)	\$3,500.00	\$3,500.00	/year		Added	2015-182
Rogers Communications Inc. - 638 Cathcart Street (AG132)	\$770.00	\$770.00	/month		Added	2014-58
POA rent - Civic Centre	\$4,714.50	\$4,714.50	/month		Added	No agreement
Sault Ste. Marie Innovation Centre rent - Civic Centre	\$6,209.50	\$6,209.50	/month		Added	Agreement
Superior 7 Signs - 331 Queen Street East (AG65)	\$900.00	\$900.00	/year		Added	Agreement
Algo Signs - 723 Great Northern Road (2 signs) (AG48)	\$2,400.00	\$2,400.00	/year		Added	2001-195
Superior 7 Advertising Ltd. - Sign - Lake Street (AG50)	\$950.00	\$950.00	/year		Added	2002-80
Sault Ste. Marie Model Aircraft Radio Control Club (AG73)	\$400.00	\$400.00	/year		Added	2018-31
Kevin Belsito (AG150)	\$500.00	\$500.00	/year		Added	2015-133
Algoma Sailing Club	\$100.00		/year		Added	2012-64
<b>ANNUAL ENCROACHMENTS</b>						
Kelly - Cuglietta Retail Inc. (274 North Street)	\$25.00	\$25.00	/year		Added	4263
Lyon's Building - 625 Queen Street East (Feifel, Marta Rose)	\$25.00	\$25.00	/year		Added	3945
Cambrian Nissan - 460-468 Pim Street	\$25.00	\$25.00	/year		Added	83-265
Flomor Automotive - 53,59 Great Northern Road & 7 Champlain	\$25.00	\$25.00	/year		Added	
Skyline Retail Real Estate Holdings Inc. - 31 Trunk Road (EN)	\$100.00	\$100.00	/year		Added	2018-141
Sault Scuba (formerly Church, Donald & Cyr, Luci) 102 Northern Ave	\$25.00	\$25.00	/year		Added	
Gugula, Smedley, Barban (123 East Street)	\$25.00	\$25.00	/year		Added	77-335
Pozzo, Doreen Elizabeth (2 Strand Avenue)	\$20.00	\$20.00	/year		Added	3685
Dusanjh, Manjit and Gurwinder & Jaswinder (622 Albert Street West)		\$50.00	/year		Added	
<b>CIVIC CENTRE - MEETING ROOMS (Full Day)</b>						
Council Chambers	\$280.00	\$283.00	/day		Included	
Russ Ramsay Board Room	\$111.00	\$112.00	/day		Included	
Biggings Meeting Room	\$111.00	\$112.00	/day		Included	
Thompson Meeting Room	\$111.00	\$112.00	/day		Included	
Plummer Meeting Room	\$56.00	\$56.00	/day		Included	
Korah Meeting Room	\$56.00	\$56.00	/day		Included	
Tarentorus Meeting Room	\$56.00	\$56.00	/day		Included	
Steelton Meeting Room	\$56.00	\$56.00	/day		Included	

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

USER FEE & SERVICE CHARGES - BY-LAW 2021-224 - Schedule "I"

**PUBLIC WORKS DEPARTMENT**

<b>Services Offered</b>	<b>2021 Current Fee</b>	<b>2022 Proposed Fee</b>	<b>GST/HST Included or Added</b>
<b>SEWER RODDING</b>			
- Calls during regular hours	\$154.65	\$157.52	Added
- Calls outside regular hours	\$310.15	\$315.93	Added
- CCTV Lateral Inspection	\$221.20	\$226.00	Included
<b>LANDFILL FEES (established by by-law 2003-140)</b>			
- Tipping Fee per tonne	\$77.00	\$77.00	Exempt
- Gate Fee	\$11.00	\$11.00	Exempt
- Out of town (Prince/Rankin) Tipping Fee per tonne	\$77.00	\$77.00	Exempt
- Asbestos per bag following MOE Regulations (up to 4 bags)	\$50.00	\$50.00	Exempt
- Asbestos bulk load - MOE Regulations per tonne after 4 bags	\$200.00	\$200.00	Exempt
- Bio-Medical Waste per tonne per MOE Guideline	\$200.00	\$200.00	Exempt
- Refrigerator/Freezer Disposal (untagged)	\$25.00	\$25.00	Exempt
- Non Hazardous Industrial Solid Waste (for cover material)	\$38.50	\$38.50	Exempt
- Non Hazardous Industrial Solid Waste (non useable)	\$77.00	\$77.00	Exempt
- Residential pick up excess bag tag	\$2.00	\$2.00	Exempt
- Abestos processing flat fee for bulk load (after 4 bags) Commercial	\$150.00	\$150.00	Exempt
- Container Washing (pressure washer not supplied)	\$65.00	\$65.00	Exempt
- 240 Litre Waste Cart Replacement Purchase (65 gallon) delivery NOT included	\$95.00	\$95.00	Exempt
- 360 Litre Waste Cart Replacement Purchase (95 gallon) delivery NOT included	\$110.00	\$110.00	Exempt

**THE CORPORATION OF THE CITY OF SAULT STE. MARIE**  
**BY-LAW 2021-225**

**AGREEMENT:** A by-law to authorize the execution of the Agreement between the City and IDEA Inc. Integrated Design Engineering and Architecture for the relocation of the downtown transit terminal construction and design located at 111 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. EXECUTION OF DOCUMENT**

The Mayor and City Clerk are hereby authorized for and in the name of the Corporation to execute and affix the seal of the Corporation to the Agreement dated November 29, 2021 between the City and IDEA Inc. Integrated Design Engineering and Architecture, a copy of which is attached as Schedule "A" hereto. This Agreement is for the relocation of the downtown transit terminal construction and design located at 111 Huron Street.

**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 29<sup>th</sup> day of November, 2021.

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**MAYOR - CHRISTIAN PROVENZANO**

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**CITY CLERK – RACHEL TYCZINSKI**

Schedule "A"



**Ontario Association of Architects**

**Standard Form of Contract for Architect's Services**

**OAA 600-2013**

FOR

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

**ARCHITECTURAL & ENGINEERING  
SERVICES - Relocation of the Downtown  
Bus Terminal, Sault Ste. Marie, ON**

**File # 2021CDE-CS-TR-11-P**

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\* List any documents attached to and forming part of this contract in GC13 Other Terms of Contract.

## AGREEMENT

A1 This contract made as of the 29 day of the month of November in the year 2021.

A2 between the *Client*:

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

A3 and the *Architect*:

IDEA Inc. Integrated Design Engineering and Architecture,  
421 Bay Street East, Suite 507, Sault Ste. Marie, ON.  
P6A 1X3

A4 for the following *Project*:

**Relocation of the Downtown Bus Terminal, Sault Ste. Marie, ON**

**File # 2021CDE-CS-TR-11-P**

A5 The owner, if other than the *Client*, is:

A6 The *Client's* budget for *Construction Cost* is: \$ 2,000,000.00

A7 The *Client's* anticipated dates for construction are as follows:

.1 Commencement of construction: May 2022

.2 Substantial Performance of the Work: January 2023

A8 The anticipated construction delivery type and anticipated construction contract between the owner and the contractor are:

.1 Delivery type: Design / Bid / Build

.2 Construction contract: Stipulated Sum CCDC 2 -

A9 The *Client* and the *Architect* may rely on the initial information contained in A6 to A8. In the event that this information changes materially, or is altered by conditions beyond the control of the *Architect*, the *Client* and *Architect* shall appropriately adjust the schedule, the *Architect's* services and the *Architect's* compensation.

A10 The *Architect* shall coordinate the services of the following *Consultants*:

.1 engaged by the *Architect*

Structural Engineering

Civil Engineering

Mechanical Engineering,

Electrical Engineering

.2 engaged by the *Client*

Pre-Engineering Surveying Topo / Legal

Geotechnical Survey

Designated Substance Survey (DSS)

Environmental

A11 For the *Architect*'s services the fee shall be computed as follows: (*refer also to GC11*)

#### **A11.1 Fees for Basic Architectural and Engineering Services**

Fees for the provision of Architectural and Engineering Services as described in GC 2 of this Agreement (noted "Y") shall be a "Fixed Fee" of \$235,995 plus HST. This fee was derived based upon the scope and complexity of project described in clauses A6, A7 and A8 of this Agreement and as described in the Client's RFP document Section 2 - Terms of Reference. Should an alternate project scope and budget be requested and approved by the City than IDEA Inc. reserves the right to adjust the fee accordingly. For reference purposes, refer to IDEA proposal dated October 19, 2021 for the derivation of fee.

#### **A11.2 Fees for Additional Services**

Fees for the provision of Architectural and Engineering Services as described in GC 3 of this Agreement (noted "N") shall be calculated based on the hourly rates described below and only applicable if requested and approved by the Client, and subject to the provision of article GC 3.2. Performance of any such Additional Services are to be approved in advance in writing by the City. Services contained within GC 3 (noted "Y") shall be included as part of the Fees for Basic Architectural and Engineering Services forming part of A 11.1 above. The following hourly rates will be applied for Additional Services:

<b>Management</b>	<b>\$/hr</b>
Prinicipal In Charge	\$175.00
Associate	\$165.00
Senior Arch. Technologist (OAAAS, MAATO)	\$165.00
<b>Architectural</b>	
Project Architect	\$130.00
Intern Architect	\$110.00
Architectural Technician (C.Tech)	\$90.00
<b>Engineering</b>	
Senior Project Engineer (P.Eng)	\$165.00
Project Engineer (P.Eng)	\$150.00
Engineering In Training	\$100.00
Engineering Technician / Technologist	\$90.00
<b>Support</b>	
Clerical	\$75.00

- A12 Where fees are based on a lump sum or percentage of the *Construction Cost* the compensation and invoicing for each phase of services shall be based on the following apportionment of the total fees:

Schematic design phase	( <u>15.00</u> %)
Design development phase	( <u>10.00</u> %)
Construction documents phase	( <u>50.00</u> %)
Bidding or negotiating phase	( <u>5.00</u> %)
Construction phase	( <u>20.00</u> %)
Total	( <u>100.00</u> %)

- A13 An administrative charge of 0.00 % shall be added to the reimbursable expenses as noted in GC11.2.

- A14 The rate for calculating automobile travel costs shall be \$ 0.00 per kilometre.

- A15 The *Client* shall pay to the *Architect*, upon execution of this contract, a retaining fee in the amount of \$ 0.00. This retaining fee shall be credited against the *Architect's* last invoice and is the minimum payment that the *Client* must pay the *Architect* under this contract.

- A16 The *Client* shall pay the *Architect* upon receipt of invoices on account of the *Architect's* fee and reimbursable expenses plus applicable taxes. Invoices shall be issued and submitted monthly unless otherwise agreed.

- A17 An unpaid invoice shall bear interest, calculated monthly at the rate of 2.00 % per annum, commencing 45 days after the date that the *Architect* submits the invoice.

## DEFINITIONS

The following Definitions apply to this contract. References to the singular shall be considered to include the plural as the context requires.

**Architect** is the entity identified in Article A3 which is the holder of a Certificate of Practice issued by the OAA.

**Client** is the person or entity identified in Article A2.

**Construction Cost** is the total cost of the *Work* to the *Client* to construct all elements of the *Project* designed or specified by, or on behalf of, or as a result of, the coordination by the *Architect*, including construction contract price(s), cash allowances included in the construction contracts, building permit fees, changes during construction, contractors general conditions costs, overhead and profit, construction management fees or other fees for the coordination and procurement of construction services, and all applicable taxes, including the full amount of value-added taxes, whether recoverable or not. The *Construction Cost* does not include the compensation of the *Architect* and the *Consultants*, land cost, land development charges or other professional fees, which are the responsibility of the *Client*.

**Construction Documents** consist of drawings, specifications and other documents appropriate to the size and complexity of the *Project*, to describe the size and character of the *Project* including architectural and where applicable structural, mechanical, and electrical systems, materials and such other elements setting forth in detail the requirements for the construction, enlargement or alteration of the building or buildings and any related components comprising the *Project*.

**Consultant** is a person or an entity engaged by the *Client* or the *Architect* to provide services supplementary to those provided by the *Architect*.

**Consultant Coordination** consists of:

- managing the communications between *Consultants* and with the *Client*, and
- providing direction as necessary to give effect to any design decisions taken, and
- reviewing the product of the *Work* to assist in identifying conflicts and to monitor compliance with directions.

**Contingency** means an amount calculated as a percentage of the *Construction Cost* to cover unknowns or changing factors of cost and include: (1) escalation *Contingency* to cover price escalation from the time of an estimate to the time of bidding, (2) design *Contingency* for design development factors prior to construction and (3) construction *Contingency* to cover unforeseen changes during construction.

**Electronic Documents** are one of the formats in which *Instruments of Service* may be provided by the *Architect*. *Electronic Documents* refer to portable document files (PDF - non-editable) but do not include computer-aided design documents (e.g. CAD or BIM – editable files) unless otherwise agreed in writing.

**Estimate of Construction Cost** is a statement of the approximate total *Construction Cost* as defined, based on current area, volume or similar conceptual techniques and includes *Contingencies* as defined.

**General Review** means review during visits to the *Place of the Work* (and where applicable, at locations where building components are fabricated for use at the *Project* site) at intervals appropriate to the stage of the construction that the *Architect* in its professional discretion, considers necessary to become familiar with the progress and quality of the *Work* and to determine that the *Work* is in general conformity with the construction contract documents, and to report, in writing, to the *Client*, contractor and chief building official.

**Instruments of Service** are the paper or non-editable *Electronic Documents* which comprise the design, drawings, specifications and reports prepared by or on behalf of the *Architect* or *Consultant*, including but not limited to plans, sketches, drawings, graphic representations and specifications and materials which are prepared for the approval of the *Client* and the authorities having jurisdiction and for construction, but do not include software systems, databases, computer programs, or computer-aided design documents (e.g. CAD or BIM – editable files) unless otherwise agreed in writing.

**Place of the Work** is the designated site or location of the *Work* identified in the construction contract documents.

**Project** as described in this contract means the total enterprise or endeavour contemplated of which the *Work* may be the whole or a part.

**Substantial Performance of the Work** means substantial performance of the contract as defined under the Construction Lien Act. Where the *Place of the Work* is located outside of Ontario, *Substantial Performance of the Work* shall be as defined in the lien legislation applicable to the *Place of the Work*, or in the absence of such legislation it shall mean the date the *Work* is ready for the purpose intended.

**Toxic or Hazardous Substances or Materials** means any solid, liquid, gaseous, thermal or electromagnetic irritant or contaminant, and includes, without limitation, pollutants, moulds, asbestos, bio-contaminants, biohazards and nuclear, and hazardous and special wastes whether or not defined in any federal, provincial, territorial or municipal laws, statutes or regulations.

**Work** means the total construction and related services required by the construction contract documents.

## GENERAL CONDITIONS

### GC1 ARCHITECT'S RESPONSIBILITIES

1.1 The *Architect* shall provide professional services as identified in this contract and shall:

- .1 exercise such professional skill and care as would be provided by *Architects* practising in the same area in the same or similar locality under similar circumstances,
- .2 perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the *Project*,
- .3 identify a representative authorized to act on behalf of the *Architect* with respect to the *Project*,
- .4 include the *Consultant Coordination* of all *Consultants* engaged by the *Architect* and those other *Consultants* engaged by the *Client* listed in Article A10.2,
- .5 maintain records of reimbursable expenses, and for any services for which the fee is computed as a multiple of hourly rates. These records shall be maintained in accordance with generally acceptable accounting standards and made available to the *Client* for review upon request at mutually convenient times,
- .6 utilize key personnel where so identified and request the *Client's* approval of any change, which approval shall not unreasonably be withheld,
- .7 maintain the confidentiality of information so identified and provided by the *Client*, and
- .8 except with the *Client's* knowledge and consent, neither engage in any activity, nor accept any employment, interest or contribution that would unreasonably compromise the *Architect's* professional judgment with respect to the *Project*.

### GC2 ARCHITECT'S SCOPE OF BASIC SERVICES

2.1 The *Architect's* basic services consist of those services performed by the *Architect*, the *Architect's* employees, and the *Architect's* *Consultants* set forth herein or otherwise mutually agreed in writing. They include the provision of basic structural, mechanical and electrical engineering services by professional engineers when these *Consultants* are engaged by the *Architect*.

(Indicate in the table below each basic service to be provided by the *Architect* and the manner of compensation as indicated in Fee Reference for each as identified in Article A11.

2.1	ITEM	Service Provided:	Fee Reference:	Comments
<b>SCHEMATIC DESIGN PHASE</b>				
.1	<b>Review Program</b> - Review the <i>Client's</i> Program of Requirements and other information furnished by the <i>Client</i> and the characteristics of the site.	Y	A11.1	
.2	<b>Review Applicable Codes</b> - Review applicable statutes, regulations, codes and by-laws and where necessary review the same with the authorities having jurisdiction.	Y	A11.1	
.3	<b>Prepare Initial Evaluation</b> - Prepare an initial evaluation of the <i>Client's</i> Program of Requirements, schedule, budget for the <i>Construction Cost</i> , <i>Project</i> site and the proposed procurement or delivery method and other initial information provided by the <i>Client</i> each in terms of the other, to ascertain the requirements of the <i>Project</i> . The <i>Architect</i> shall notify the <i>Client</i> of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the <i>Project</i> .	Y	A11.1	
.4	<b>Review Initial Evaluation</b> - Present and review with the <i>Client</i> the initial evaluation and discuss alternative approaches to design and construction of the <i>Project</i> . The <i>Architect</i> shall reach an understanding with the <i>Client</i> regarding the requirements of the <i>Project</i> .	Y	A11.1	

2.1	ITEM	Service Provided:	Fee Reference:	Comments
.5	<b>Preliminary Concept Design</b> - Based on the <i>Project's</i> requirements agreed upon with the <i>Client</i> , the <i>Architect</i> shall prepare for the <i>Client's</i> approval a preliminary concept design illustrating the scale and relationship of the <i>Project</i> components.	Y	A11.1	
.6	<b>Schematic Design Documents</b> - Based on the <i>Client's</i> approval of the preliminary concept design, mutually agreed upon Program of Requirements, schedule and budget for the <i>Construction Cost</i> , prepare for the <i>Client's</i> review and approval, schematic design documents to illustrate the scale and character of the <i>Project</i> and how the parts of the <i>Project</i> functionally relate to each other including as appropriate:	Y	A11.1	
	<ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Spatial Relationship diagrams</li> <li>• Floor Plans</li> <li>• Elevations</li> <li>• Building Sections</li> <li>• Outline Specifications</li> </ul>			
.7	<b>Estimate of Construction Cost</b> - Prepare and submit to the <i>Client</i> an <i>Estimate of Construction Cost</i> based on current area or volume unit cost prepared in accordance with GC5.3.	Y	A11.1	
.8	<b>Submit Schematic Design</b> - Submit the schematic design documents to the <i>Client</i> and request the <i>Client's</i> approval.	Y	A11.1	
<b>DESIGN DEVELOPMENT PHASE</b>				
.9	<b>Design Development Documents</b> - Based on the <i>Client's</i> approved schematic design documents and agreed <i>Estimate of Construction Cost</i> , and any <i>Client's</i> authorization of adjustments in the <i>Project</i> requirements and the budget for the <i>Construction Cost</i> prepare for the <i>Client's</i> review and approval, design development documents, drawings and other documents to describe the size and character of the <i>Project</i> including as appropriate the architectural, structural, mechanical, and electrical systems, materials and such other elements:	Y	A11.1	
	<ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Floor Plans</li> <li>• Elevations</li> <li>• Building Sections</li> <li>• <i>Project</i> brief detailing area calculations, building systems and outline specifications</li> </ul>			
.10	<b>Continue Review of Applicable Codes</b> - Continue to review applicable statutes, regulations codes and by-laws as the design of the <i>Project</i> is developed and where necessary review the same with the authorities having jurisdiction.	Y	A11.1	
.11	<b>Update Estimate of Construction Cost</b> - Prepare and submit to the <i>Client</i> for approval an updated <i>Estimate of Construction Cost</i> .	Y	A11.1	
.12	<b>Submit Design Development</b> - Submit the design development documents to the <i>Client</i> , advise the <i>Client</i> of any adjustments to the <i>Estimate of Construction Cost</i> and request the <i>Client's</i> approval.	Y	A11.1	
<b>CONSTRUCTION DOCUMENTS PHASE</b>				
.13	<b>Drawings and Specifications</b> - Based on the <i>Client's</i> approved design development documents and agreed updated <i>Estimate of Construction Cost</i> , prepare for <i>Client's</i> review and approval, <i>Construction Documents</i> consisting of drawings and specifications setting forth in detail the requirements for the construction of the <i>Project</i> .	Y	A11.1	

2.1	ITEM	Service Provided:	Fee Reference:	Comments
.14	<b>Review Applicable Codes</b> - Review statutes, regulations, codes and by-laws applicable to the design and, where necessary, review the same with the authorities having jurisdiction in order that the consents, approvals, licences and permits necessary for the <i>Project</i> may be obtained.	Y	A11.1	
.15	<b>Bidding Information</b> - Obtain instructions from and advise the <i>Client</i> on the preparation of the bidding information, bidding forms, conditions of the construction contract and the form of construction contract between <i>Client</i> and contractor.	Y	A11.1	
.16	<b>Update Estimate of Construction Cost</b> - Update the <i>Estimate of Construction Cost</i> .	Y	A11.1	
.17	<b>Submit Construction Documents</b> - Submit the <i>Construction Documents</i> to the <i>Client</i> , advise the <i>Client</i> of any adjustments to the <i>Estimate of Construction Cost</i> , including adjustments indicated by changes in requirements and general market conditions; take any action required under GC 5.2 and request the <i>Client</i> 's approval.	Y	A11.1	
<b>PERMITS AND APPROVALS</b>				
.18	<b>Building Permit Application</b> - Prepare documents for building permit application, for owner's signature as applicant and assist with submission of the application.	N	A11.2	By Contractor
<b>BIDDING/NEGOTIATION PHASE</b>				
.19	<b>Bidding/Negotiation</b> - Following the <i>Client</i> 's approval of the <i>Construction Documents</i> and the latest agreed <i>Estimate of Construction Cost</i> : assemble and provide bid documents to bidders, monitor and respond to enquiries regarding bid requirements, prepare and process addenda during bidding, arrange for receipt of bids, opening of bids, comparative review and report results for <i>Client</i> 's direction on award. Assist the <i>Client</i> with construction contract negotiations, prepare construction contracts and assemble construction contract documents for signature by the contracting parties.	Y	A11.1	
<b>CONSTRUCTION PHASE</b>				
.20	<b>General Review</b> - Provide <i>General Review</i> services during construction; examine, evaluate and report upon representative samples of the <i>Work</i> ; keep the <i>Client</i> informed of the progress and quality of the <i>Work</i> ; report defects and deficiencies in the <i>Work</i> observed during the course of the site reviews; and report in writing to the <i>Client</i> , contractor and chief building official.	Y	A11.1	
.21	<b>Site Meetings</b> - Attend site meetings with contractor, major sub-contractors and <i>Consultants</i> , where appropriate, to review the progress of the <i>Work</i> .	Y		
.22	<b>WSIB Certificates, Bonds and Insurance Policies</b> - Arrange to receive from the contractor, as required under the construction contract, WSIB certificates, bonds and insurance policies and deliver to <i>Client</i> for <i>Client</i> 's bond and insurance advisors to review.	Y	A11.1	
.23	<b>Construction Schedule</b> - Receive construction schedule from contractor, review and forward to <i>Client</i> .	Y	A11.1	
.24	<b>Schedule of Values</b> - Receive schedule of values from contractor, review and adjust, if required. Advise both <i>Client</i> and contractor that the agreed schedule of values will form the basis for factoring percentage of <i>Work</i> completed into certificates for payment.	Y	A11.1	

2.1	ITEM	Service Provided:	Fee Reference:	Comments
.25	<b>Payment Certification</b> - When engaged to provide <i>General Review</i> , receive and assess contractor's applications for payment; determine the amounts owing to the contractor under the construction contract based on the <i>Architect's</i> observations and evaluation of the contractor's applications for payment having factored percentage of completeness against the contractor's schedule of values and issue certificates of payment to the <i>Client</i> in the value proportionate to the amount of the construction contract, of work performed and products delivered to the <i>Place of the Work</i> .	Y	A11.1	
.26	<b>Construction Contract Documentation Interpretation</b> - On the written request of either the <i>Client</i> or the contractor, render written interpretations and findings within a reasonable time, consistent with the intent of and reasonably inferable from the construction contract documents, showing partiality to neither the <i>Client</i> nor the contractor, on claims, disputes and other matters in question between the <i>Client</i> and the contractor relating to the execution or performance of the <i>Work</i> or the interpretation of the construction contract documents.	Y	A11.1	
.27	<b>Shop Drawings and Submittals</b> - Review and take other appropriate action with reasonable promptness upon such contractor's submittals as shop drawings, product data, and samples for conformance with the general design concept of the <i>Work</i> as provided in the construction contract documents.	Y	A11.1	
.28	<b>Supplemental Details and Instructions</b> - Prepare and issue additional documents and supplemental instructions to the contractor, as required for clarification of the requirements of the contract documents, with reasonable promptness or in accordance with a schedule for such instructions agreed to by the <i>Architect</i> and the contractor.	Y	A11.1	
.29	<b>Requests for information (RFI's)</b> - Receive requests for information (RFI's) from the contractor and process accordingly.	Y	A11.1	
.30	<b>Proposed Change Notices/Change Orders and Change Directives</b> - Prepare proposed change notices, drawings, specifications and supporting data, evaluate contractor's proposals, prepare change orders and change directives for the <i>Client's</i> approval and signature in accordance with the construction contract documents.	Y	A11.1	
.31	<b>Inspection &amp; Testing Services</b> - Provide assistance in having inspection and testing companies perform services as required by the construction contract documents, receive and review their reports and report to <i>Client</i> .	Y	A11.1	
.32	<b>Substantial Performance and Completion</b> - As payment certifier prepare and issue at the appropriate time, a certificate of <i>Substantial Performance of the Work</i> and a statement of construction contract deemed completion in accordance with the provisions of the <i>Construction Lien Act</i> .	Y	A11.1	
.33	<b>Contractor's Documentation at Completion</b> - Receive from the contractor and forward to the <i>Client</i> for the <i>Client's</i> acceptance the written warranties and related documents as required under the construction contract.	Y	A11.1	
.34	<b>Takeover Procedure</b> - Arrange for takeover of the <i>Project</i> by the <i>Client</i> , including demonstration of operating equipment, handover of operating and maintenance manuals and replacement parts as specified.	Y	A11.1	
.35	<b>Twelve Month Warranty Review</b> - Prior to the end of the period of one year following the date of <i>Substantial Performance of the Work</i> , review any defects or deficiencies which have been reported or observed during that period, and notify the contractor in writing of those items requiring attention by the contractor to complete the <i>Work</i> in accordance with the construction contract between the owner and contractor.	Y	A11.1	

### GC3 PROVISION OF ADDITIONAL SERVICES

- 3.1 The Additional Services listed below are not included in the *Architect's* basic services. The *Architect* shall provide the Additional Services indicated in the table below and the *Client* shall compensate the *Architect* in the manner indicated by Fee Reference and Article A11.

*(Indicate in the table below Additional Services to be provided by the Architect and the manner of compensation as indicated in Fee Reference for each identified in Article A11.)*

3.1	ITEM	Service Provided:	Fee Reference:	Comments
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#### PRE-DESIGN SERVICES

- .1 **Pre-Design Study** - Provide pre-design study or services such as: to assist with analyzing the reasonable probability of the *Client's* objectives for the *Project* being reached within the *Client's* budget and advise on measures to align the *Project* requirements with the budget, assess the suitability of the *Client's* site to accommodate the *Project* taking into account known site constraints, ability to support future additions, and potential impact of known proposed developments in the vicinity.      Y      A11.1
- .2 **Multiple Sites** – Provide pre-design site evaluations, planning surveys, or comparative studies of a number of multiple prospective sites.      N      A11.2
- .3 **Programming** – Provide analyses of the *Client's* needs and prepare a written Program of Requirements as described in GC4.1.      Y      A11.1
- .4 **Verifying Drawings** - Review drawings furnished by the *Client*, visit site and take measurements to satisfy that drawings are reasonably accurate in their representation of the premises.      Y      A11.1
- .5 **Measured Drawings** - Confirm with the *Client* the purpose of the measured drawings and the accuracy required, make measurements, augment with photographs and field notes as appropriate and prepare drawings.      N      A11.2
- .6 **Survey, Geotechnical or Hazardous Materials** - Assist the *Client* in the engagement of a *Consultant* to obtain survey, geotechnical or hazardous materials reports referred to in GC4.3      Y      A11.1      assist only - cost by owner

#### GENERAL SERVICES, ALL APPLICABLE PHASES

- .7 **Detailed Estimates of Construction Cost** - Provide detailed *Estimates of Construction Costs*.      N      A11.2
- .8 **Detailed Quantity Surveys, Inventories, Operating Costs** - Provide detailed quantity surveys, inventories of material and equipment, or analyses of owning and operating costs.      N      A11.2
- .9 **Future Facilities** - Provide services relating to future facilities, systems and equipment not included in the *Construction Cost*.      N      A11.2
- .10 **Provision of Interior Design Services** - Provide or engage the services of an interior designer to provide interior design services commensurate with other architectural services under this contract.      Y      A11.1
- .11 **FF&E** - Provide services for the selection and installation of furniture, fixtures and equipment (FF&E), including re-use of *Client's* inventoried FF&E.      N      A11.2

3.1	ITEM	Service Provided:	Fee Reference:	Comments
.12	<b>Signage</b> - Provide services for design, selection, procurement and installation of graphics, signage and similar elements for interior or exterior application.	N	A11.2	
.13	<b>Tenant Related Services</b> – Provide tenant layout and design services or documents not otherwise included in fees.	N	A11.2	
.14	<b>Marketing</b> - Prepare promotional presentations or special marketing materials.	N	A11.2	
.15	<b>Model/Rendering/Video</b> - Provide specifically commissioned physical model (maquette), architectural rendering, computer rendering or video, which become the property of the <i>Client</i> .	N	A11.2	
.16	<b>Photography</b> - Provide specially commissioned photography or photographic records of site, existing conditions, construction or other.	N	A11.2	
.17	<b>Language Translation</b> - Provide language translation services for <i>Construction Documents</i> or other documents.	N	A11.2	
.18	<b>Value Engineering</b> - Provide services in connection with value engineering or analysis.	Y	A11.1	
<b>PERMITS AND APPROVALS</b>				
.19	<b>Special Approvals of Authorities</b> - Provide studies, prepare drawings and other documents, attend meetings or public hearings, arrange for engagement of specialist <i>Consultants</i> if required and assist <i>Client</i> in submission of application for:			
.1	<b>Zoning or Land Use Amendment:</b>	N	A11.2	
.2	<b>Committee of Adjustment or variance from by-laws:</b>	N	A11.2	
.3	<b>Site Plan Approval:</b>	Y	A11.1	
.4	<b>Other Approvals:</b> (list and describe)			
<b>BIDDING/NEGOTIATION PHASE</b>				
.20	<b>Pre-qualification of Bidders</b> - Prepare parameters of pre-qualification process, advise participants of rating criteria, receive responses from interested parties, prepare analysis spreadsheet and report results to <i>Client</i> for <i>Client</i> 's decision.	Y	A11.1	
.21	<b>Multiple Bid Packages</b> - Provide services and prepare multiple bid document packages in connection with alternative, separate or sequential bidding or negotiation of trade contracts.	N	A11.2	
.22	<b>Issued for Construction Drawings</b> - Prepare Issued for Construction drawings incorporating relevant addenda or negotiated changes during bid/negotiation phase.	N	A11.2	
<b>CONSTRUCTION PHASE</b>				
.23	<b>Additional On-Site Representation</b> – Provide extensive or full-time on-site review or representation.	N	A11.2	

3.1	ITEM	Service provided:	Fee Reference:	Comments
.24	<b>Multiple Contracts</b> - Provide additional construction contract administration services in connection with Construction Management, Fast track or Design Build delivery.	N	A11.2	
.25	<b>Multiple Phases</b> - Provide services in connection with multiple phased occupancies.	N	A11.2	
.26	<b>Client's Own Forces</b> - Coordinate work performed by the <i>Client's</i> own forces and coordinate the services required in connection with construction performed and equipment supplied by the <i>Client</i> .	N	A11.2	
.27	<b>Updated Drawings</b> - Prepare Updated Drawings incorporating supplemental instructions, change orders and other changes issued during construction.	N	A11.2	
.28	<b>Record Drawings</b> - Prepare Record Drawings incorporating changes in the <i>Work</i> made during construction based on as-built drawings (marked-up prints), drawings, and other data furnished by the contractor to the <i>Architect</i> ; the accuracy of the information supplied by the contractor shall not be the responsibility of the <i>Architect</i> .	N	A11.2	
.29	<b>Commissioning</b> - Provide services related to commissioning in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training operation or maintenance personnel for operation and maintenance and consultation during operation	N	A11.2	
3.2	Upon recognizing the need to perform the following unforeseen Additional Services the <i>Architect</i> shall notify the <i>Client</i> with reasonable promptness explaining the facts and circumstances. The <i>Architect</i> shall not proceed to provide the following services until the <i>Architect</i> receives the <i>Client's</i> written authorization. Compensation shall be at hourly rates identified in Article A11 unless mutually agreed otherwise. This shall include providing services, reviewing, evaluating, revising or providing additional drawings or specifications including proposed change notices, change orders, change directives or other documents which are:			
.1	caused by instructions that are inconsistent with instructions or written approvals previously given by the <i>Client</i> , including revisions made necessary by adjustments in the <i>Client's</i> Program of Requirements or budget for <i>Construction Cost</i> ;			
.2	required because of significant changes to the <i>Project</i> , including size, quality, complexity, the <i>Client's</i> schedule, or the method of bidding or negotiating and contracting for construction;			
.3	caused by the enactment or revisions of statutes, regulations, codes or by-laws, subsequent to the preparation of such documents;			
.4	caused by an interpretation by the authorities having jurisdiction which differs from the <i>Architect's</i> interpretation of statutes, regulations, codes and by-laws, which difference the <i>Architect</i> could not have reasonably anticipated;			
.5	due to changes required as a result of the <i>Client's</i> failure to render decisions in a timely manner;			
.6	in connection with evaluating substitutions proposed by the contractor and making subsequent revisions to the drawings, specifications and other documentation resulting from them;			
.7	required to evaluate an extensive or unreasonable number or size of claims or requests for information (RFI's) submitted by the contractor or others in connection with the <i>Work</i> ;			
.8	due to replacement of any of the <i>Work</i> damaged by fire or other cause during construction and furnishing services as may be required in connection with the replacement of such work;			

- .9 made necessary by the default of the contractor, by major defects or deficiencies in the *Work* of the contractor, by failure of performance by either the *Client* or the contractor under the construction contract;
- .10 requested by the *Client* in connection with any mediation, arbitration proceeding, or legal proceeding; or
- .11 made necessary by the extension of the anticipated dates for construction described in Article A7.

#### **GC4 CLIENT'S RESPONSIBILITIES**

- 4.1 The *Client* shall provide full information regarding the requirements for the *Project* including the *Client's Project* objectives, constraints and criteria and a written Program of Requirements including spatial and functional requirements and relationships, flexibility, expandability, special equipment, systems, and site requirements.
- 4.2 The *Client* shall initially establish and periodically update a budget for the *Construction Cost* of the *Project* which includes *Contingencies* for (1) escalation, (2) design and (3) unforeseen changes during construction. If the *Client* significantly increases or decreases the budget for the *Construction Cost* the *Client* shall notify the *Architect*. The *Client* and *Architect* shall thereafter agree to a corresponding change in the *Project's* size and quality.
- 4.3 The *Client* shall provide information, surveys, reports and services as set out below, the accuracy and completeness of which the *Architect* shall be entitled to rely upon and such contracts for the provision of information, surveys, reports and services, whether arranged by the *Client* or the *Architect*, shall be considered direct contracts with *Client* unless explicitly provided otherwise:
  - .1 surveys describing physical characteristics, legal limitations and utility locations for the *Project* site, and a written legal description of the site and adjoining properties as necessary showing the following survey and legal information, as applicable: grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights of way; restrictions; easements; encroachments; zoning; deed restrictions; boundaries and contours of the site; locations, dimensions and data pertaining to existing buildings, other improvements, and trees; and information concerning utility services, both public and private, above and below grade, including invert and depths;
  - .2 subsurface investigation and reports which include but are not limited to test borings, test pits, determination of soil bearing values, percolation tests, a list of and evaluations of *Toxic or Hazardous Substances or Materials* present at the *Place of the Work*, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate professional recommendations; and
  - .3 air and water pollution tests, tests for *Toxic or Hazardous Substances or Materials*, structural, mechanical, chemical, and other laboratory and environmental tests, inspections, laboratory and field tests and reports as required by the *Architect*, the *Architect's Consultants*, the authorities having jurisdiction or the construction contract documents.
- 4.4 The *Client* shall:
  - .1 authorize in writing a person to act on the *Client's* behalf and define that person's scope of authority with respect to the *Project* when necessary. In the absence of such naming of an authorized representative, the signatory to this contract is deemed to be the representative;
  - .2 review documents submitted by the *Architect* and give the *Architect* timely decisions for the orderly progress of the *Architect's* services;
  - .3 sign applications for permits as the owner, or if the *Client* is not the owner arrange for the owner to sign, and pay for the building permit and all other permits and development costs;
  - .4 immediately notify the *Architect* in writing if the *Client* observes or otherwise becomes aware of any fault or defect in the *Project* or any nonconformity with the requirements of the construction contract;
  - .5 engage *Consultants* identified in Article A10.2 of this contract under terms and conditions of other contracts that are compatible with this contract;

- .6 ensure that all *Consultants* engaged by the *Client* under other contracts carry professional liability insurance coverage;
  - .7 provide any legal, accounting and insurance counselling services as may be necessary at any time for the *Project*, including such auditing services as the *Client* may require to verify the contractor's applications for payment or to ascertain how or for what purpose the contractor uses the monies paid by or on behalf of the *Client*; and
  - .8 provide reports and appropriate professional recommendations of specialist *Consultants* if required by the *Architect*.
- 4.5 The *Client* agrees that, should the construction contract include provision that any dispute between the *Client* and the contractor may be finally resolved by arbitration, the construction contract shall include provisions satisfactory to the *Architect* that:
- .1 require the *Client* and contractor to notify the *Architect* in writing of any arbitration and of any matters in dispute that affect the *Architect*;
  - .2 provide that, upon receipt of the notice in GC4.5.1 above, the *Architect* shall have the option to participate in the arbitration as a party;
  - .3 provide that, in the event that GC4.5.1 and GC 4.5.2 above are not complied with, the *Client* and contractor agree to not pursue any claim against the *Architect* arising from matters resolved by the arbitration.

#### **GC5 BUDGET, ESTIMATES AND CONSTRUCTION COST**

- 5.1 The *Client*'s budget for the *Construction Cost* is provided initially and may be adjusted throughout the *Project* as required under GC 4.2. Initial evaluations of the *Client*'s budget for the *Construction Cost*, the preliminary *Estimate of Construction Cost* and updated *Estimates of Construction Cost* where prepared by the *Architect*, represent the *Architect*'s judgement as a design professional. It is recognized however that neither the *Architect* nor the *Client* has control over the cost of labour, materials or equipment, over the *Contractor*'s methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly the *Architect* cannot and does not warrant or represent that bids or negotiated prices will not vary from the *Client*'s budget for the *Construction Cost* or from any *Estimate of Construction Cost* or evaluation prepared or agreed to by the *Architect*.
- 5.2 If at any time the *Architect*'s *Estimate of Construction Cost* exceeds the *Client*'s budget for the *Construction Cost*, the *Architect* shall make appropriate recommendations to the *Client* to adjust the *Project*'s size, quality or budget for the *Construction Cost*, and the *Client* shall cooperate with the *Architect* in making such adjustments.
- 5.3 When engaged to provide *Estimates of Construction Cost*, the *Architect* shall be permitted to include *Contingencies* for (1) escalation (2) design and (3) unforeseen changes during construction. The *Architect*'s *Estimate of Construction Cost* shall be based on current area, volume or similar conceptual techniques. If the *Client* requests detailed cost estimating services, the *Architect* shall provide such services as an Additional Service.
- 5.4 If the bidding or negotiation phase has not commenced within three months after the *Architect* submits the *Construction Documents* to the *Client*, the agreed *Estimate of Construction Cost* shall be adjusted to reflect changes in the general level of prices in the construction industry between the date of submission of the *Construction Documents* to the *Client* and the date on which bids or proposals are sought.
- 5.5 If the lowest compliant bid or lowest negotiated proposal exceeds the latest agreed *Estimate of Construction Cost* the *Client* shall provide:
- .1 written approval of an increase in the budget for the *Construction Cost*, or
  - .2 authorization for re-bidding or re-negotiating of the proposal, or
  - .3 co-operation with the *Architect* in revising the *Project* size or quality as necessary to reduce the *Construction Cost*, or
  - .4 termination of this contract in accordance with GC 10 if the *Project* is abandoned.
- 5.6 If the *Client* proceeds under GC5.5.3, and the extent to which the lowest compliant bid or lowest negotiated proposal exceeds the latest agreed *Estimate of Construction Cost* by more than 15% and is not due to extraordinary market conditions or other factors not reasonably foreseeable by or under the control of the

*Architect*, then the *Client* may require the *Architect* to modify the *Construction Documents* or provide other services necessary to reduce the *Construction Cost* to within 15% of the latest agreed *Estimate of Construction Cost* for no additional fee. Such modification of the *Construction Documents* to that extent shall be the limit of the *Architect's* responsibility under GC5.5.3, and having made such modifications, the *Architect* shall be entitled to compensation in accordance with this contract, for all other services performed, whether or not the construction phase is commenced.

- 5.7 Where the latest agreed *Estimates of Construction Cost* referred to in GC 5.6 is provided by a *Consultant* engaged by the *Client*, modifications to the *Construction Documents* described in GC 5.6 shall be an Additional Service.

#### **GC6 CONSTRUCTION PHASE SERVICES**

- 6.1 The extent of the duties, responsibilities and limitations of authority of the *Architect* as the *Client's* representative during construction shall be modified or extended only with the written consent of the *Client* and the *Architect*.
- 6.2 When engaged for services during the construction phase the *Architect* shall:
- .1 be a representative of the *Client*;
  - .2 advise and consult with the *Client*;
  - .3 have the authority to act on the *Client's* behalf to the extent provided in this contract, have access to the *Work* at all times wherever it is in preparation or progress;
  - .4 forward all instructions from the *Client* to the contractor;
  - .5 have the authority to reject *Work* which does not conform to the construction contract documents, and whenever, in the *Architect's* opinion, it is necessary or advisable for the implementation of the intent of the construction contract documents, have the authority to require special inspection or testing of *Work*, whether or not such *Work* has been fabricated, installed or completed; and
  - .6 have the authority to order minor adjustments in the *Work* which are consistent with the intent of the construction contract documents, when these do not involve an adjustment in the construction contract price or an extension of the construction contract time.
- 6.3 When engaged to provide payment certification, the issuance of a certificate for payment shall constitute a representation by the *Architect* to the *Client*, based on the *Architect's General Review* and on review of the contractor's schedule of values and application for payment, that the *Work* has progressed to the value indicated; that to the best of the *Architect's* knowledge, information and belief, the *Work* observed during the course of *General Review* is in general conformity with the construction contract documents and that the contractor is entitled to payment in the amount certified. Such certification is subject to:
- .1 review and evaluation of the *Work* as it progresses for general conformity as provided in the services described in this contract;
  - .2 the results of any subsequent tests required by or performed under the construction contract documents;
  - .3 minor deviations from the construction contract documents being corrected prior to completion; and
  - .4 any specific qualifications stated in the certificate for payment.
- 6.4 The issuance of the certificate for payment shall not be a representation that the *Architect* has made any examination to ascertain how and for what purpose the contractor has used the monies paid on account of the contract price, or that the contractor has discharged the obligations imposed on the contractor by law, or requirements of the Workplace Safety Insurance Board, or other applicable statute, non-compliance with which may render the *Client* personally liable for the contractor's default.

#### **GC7 COPYRIGHT AND USE OF DOCUMENTS**

- 7.1 Copyright for the *Architect's Instruments of Service* belongs to the *Architect*. The *Architect's Instruments of Service* shall remain the property of the *Architect* whether the *Project* for which they are made is executed or not, and whether or not the *Architect* has been paid for the services. Alteration of the *Architect's Instruments of Service* by the *Client* or any other person is prohibited without a written license from the *Architect*.

- 7.2 Submissions or distribution of the *Architect's Instruments of Service*, including all *Electronic Documents*, to meet official regulatory requirements or for other purposes in connection with the *Project* is not to be construed as publication in derogation of the *Architect's* reserved rights.
- 7.3 The *Client* may retain copies of the *Architect's Instruments of Service*, including non-editable *Electronic Documents*, for information and reference in connection with the *Client's* use and occupancy of the *Project*.
- 7.4 Copies of the *Architect's Instruments of Service* may be used only for the purposes intended and for a one-time use, on the same site, and for the same *Project*, by this *Client* only and may not be offered for sale or transfer without the express written consent of the *Architect*. The *Architect's Instruments of Service*, including non-editable *Electronic Documents*, may be used for renovations, additions or alterations to this *Project*, but shall not be used for renovations, additions or alterations to any other project without a written licence from the *Architect* permitting the use of the *Instruments of Service* for such additional purposes.
- 7.5 As a condition precedent to the use of the *Architect's Instruments of Service* for the *Project*, all fees and reimbursable expenses, including all fees and expenses of suspension or termination, due to the *Architect*, are required to be paid in full.

#### **GC8 LIABILITY OF THE ARCHITECT**

- 8.1 The *Architect* carries professional errors and omissions liability coverage, and the policy is available for inspection by the *Client* upon request.
- 8.2 The *Client* agrees that any and all claims, whether in contract or tort, which the *Client* has or hereafter may have against the *Architect* in any way arising out of or related to the *Architect's* duties and responsibilities pursuant to this contract, shall be limited to coverage and amount of professional liability insurance carried and available to the *Architect* for the payment of such claims at the time the claim is made. Prior to the date of execution of this contract, if the *Client* wishes to increase the amount of the coverage of such policy or to obtain other special insurance coverage, then the *Architect* shall cooperate with the *Client* to obtain such increased or special insurance at the *Client's* expense.
- 8.3 The *Architect* shall be entitled to rely upon software and product information published by manufacturers and shall not be held liable for relying on information or representation which it reasonably believes to be accurate.
- 8.4 The *Architect* shall not:
- .1 be required to make exhaustive or continuous on-site reviews;
  - .2 be responsible for acts or omissions of the contractor, subcontractors, suppliers or any other persons performing any of the *Work*, or for failure of any of them to carry out the *Work* in accordance with the construction contract documents;
  - .3 have control, charge, or supervision, or responsibility for construction means, methods, techniques, schedules, sequences or procedures, or, for safety precautions and programs required in connection with the *Work*,
  - .4 be responsible for any and all matters arising from *Toxic or Hazardous Substances or Materials*, and
  - .5 be liable for the result of any interpretation or finding rendered in good faith in accordance with the construction contract documents.
- 8.5 The *Client* acknowledges that either the *Architect* or the *Client* may engage *Consultants* on behalf of and for the benefit and convenience of the *Client*; and agrees that the *Architect* shall not be liable to the *Client*, in contract or in tort, for the acts, omissions or errors of *Consultants* engaged by the *Client* identified in Article A10.2 or the *Consultants* described in GC 4.3 engaged on behalf of the *Client*. Nothing in this clause shall derogate from the *Architect's* duty of *Consultant Coordination*.
- 8.6 The *Client* shall not commence any claim or proceeding in contract, tort, breach of statutory duty or otherwise against any current or former employee, officer or director of the *Architect* arising out of negligent, wrongful or intentional acts, omissions or errors of such person pursuant to this contract.
- 8.7 The *Client* agrees that the *Architect* shall not be responsible in contract or in tort for any changes made by others to the *Architect's* design or the *Construction Documents*.

**GC9 SUSPENSION OF SERVICES**

- 9.1 If the *Client* lacks the financial ability or authority to proceed, the *Client* may give seven (7) days written notice to the *Architect* that the *Client* elects to suspend the *Architect's* services.
- 9.2 If any invoice submitted by the *Architect* remains unpaid by the *Client* for forty-five (45) days or more from the date the invoice was submitted, then the *Architect* may give seven (7) days written notice to the *Client* that the *Architect* will suspend services.
- 9.3 The *Architect* may suspend services on the *Project*:
- .1 if within seven (7) days of delivery of the notice in GC9.2, the *Client* has not paid the *Architect's* invoice, or the *Architect* and the *Client* have not agreed in writing on terms for payment of the invoice, or
  - .2 if construction of the *Work* proceeds in the absence of a building permit and without the chief building official dispatching building officials to the site or, if the *Architect* becomes aware of an action taken by the *Client* which violates applicable building codes or regulations.
- 9.4 In either of the events of GC9.3 the *Client* shall not have any claim whatsoever against the *Architect* for any loss, cost, damage, or expense incurred or anticipated to be incurred by the *Client* as a result of the suspended services.
- 9.5 The rights of the *Architect* given by GC9.3 are in addition to and not in substitution for any other rights the *Architect* may have under this contract or otherwise for non-payment of the *Architect's* invoices by the *Client*.
- 9.6 In the event of a suspension of services, the *Architect* shall not be liable for delay or damage as a result of the suspension of services. Upon suspension, the *Architect* shall submit an invoice for all services performed to the effective suspension date, together with reimbursable expenses and applicable taxes then due. Before resuming services, the *Architect* shall be entitled to payment, within thirty (30) days of the date that the invoice for suspension of services is submitted, for all suspension expenses as defined in GC9.7 and for all expenses for recommencement of services. The *Architect's* fees for the remaining services and time schedules shall be adjusted accordingly.
- 9.7 Suspension expenses include expenses directly attributable to suspension of the *Project* for which the *Architect* is not otherwise compensated, including costs attributed to suspending the *Architect's* contractual and employee commitments.

**GC10 TERMINATION OF SERVICES**

10.1 This contract is terminated on the earliest of:

- .1 completion of the services
  - .2 termination in accordance with GC10.
  - .3 one year from the date of certification of *Substantial Performance of the Work*; or
  - .4 one year from the date of completion of the *Work*.
- 10.2 This contract may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
- 10.3 This contract may be terminated by the *Client* upon at least seven (7) days written notice to the *Architect* in the event that the *Project* is abandoned.
- 10.4 If the *Project* is suspended or abandoned in whole or in part for more than a total of sixty (60) days, it shall be deemed to be abandoned and treated in accordance with Article GC10.2.
- 10.5 In the event of termination, the *Architect* shall be paid, within thirty (30) days of the date that an invoice is submitted, for all services performed to the effective termination date, together with reimbursable expenses and applicable taxes then due, and for all termination expenses as defined in GC10.6.
- 10.6 Termination expenses are in addition to compensation for the *Architect's* services and include expenses directly attributable to termination for which the *Architect* is not otherwise compensated, plus an amount for the *Architect's* anticipated profit calculated as 10% of the value of the services remaining to be performed by the *Architect* or such other amount as may be mutually agreed.

**GC11 PAYMENTS TO THE ARCHITECT**

- 11.1 An invoice submitted by the *Architect* under this contract is due and payable when submitted to the *Client*. Payments for the *Architect's* services shall be made on account for invoices as described in Article A11 of this contract and, where applicable, shall be in proportion to services performed within each phase of the service.
- 11.2 The *Client* shall pay the *Architect* for all reimbursable expenses plus an administrative charge as identified in Article A13 of this contract.
- 11.3 Reimbursable expenses include the following actual expenditures, supported by receipts or invoices, incurred by the *Architect*, and the *Architect's Consultants* in the interest of the *Project*:
- .1 transportation in connection with the *Project* for authorized travel, e.g. for transportation, lodging and meals;
  - .2 communication and shipping, e.g. for long distance telephone calls and facsimile messages, courier service, postage and electronic conveyances;
  - .3 reproduction of *Instruments of Service*, photographs, and other documents;
  - .4 web-based project management services, specifically requested by the *Client*;
  - .5 fees, levies, duties or taxes for permits, licences or approvals from authorities having jurisdiction;
  - .6 premiums for additional insurance coverage or limits, including that of professional liability insurance, requested by the *Client* in excess of that normally carried by the *Architect* and the *Architect's Consultants*; and
  - .7 other *Project* related expenses approved by the *Client* prior to expenditure.
- 11.4 No deductions shall be made by the *Client* from amounts payable to the *Architect* on account of penalty, liquidated damages, or other sums withheld from payments to contractors, or on account of the cost of changes in the *Work* other than those for which the *Architect* is proven to be legally responsible or has agreed to pay.
- 11.5 Variance from the *Client's* budget for the *Construction Cost* established under this contract shall not constitute grounds for the *Client* to withhold fees due to the *Architect*.
- 11.6 When a percentage-based fee is used as the method for determining the *Architect's* fee, the basis for calculating the applicable portion of the fee for each phase of the *Architect's* services shall be based on Article A12 of this contract.
- 11.7 When a percentage-based fee is used and any parts of the *Project* are deleted or otherwise not constructed the *Construction Cost* shall be the *Estimate of Construction Cost* as determined by the *Architect*, or as agreed by the *Architect* if a cost *Consultant* is engaged, at market rates at the anticipated time of construction.
- 11.8 If and to the extent that the contract time initially established in the construction contract is exceeded or extended through no fault of the *Architect*, fees for services required for such extended period of the construction contract administration shall be adjusted and computed as set forth in Article A11 of this contract or as otherwise mutually agreed with the *Client*.
- 11.9 The *Client* shall pay to the *Architect*, together with, and in addition to, any fees and reimbursable expenses, value added taxes that are, or become, payable as required by legislation.
- 11.10 If this contract requires the *Architect* to provide services both before and after the commencement of the *Work* and the *Client* is retaining holdback pursuant to the Construction Lien Act (Ontario) from payments to the *Architect*, then, for purposes of the Construction Lien Act (Ontario), this contract shall be deemed to be divided into two (2) contracts, with the terms and conditions of this contract applying with necessary modifications to both deemed contracts as follows, with:
- .1 a contract for the provision of the *Architect's* services up to and including the commencement of the *Work*; and
  - .2 a contract for the provision of the *Architect's* services after the commencement of the *Work*.

## **GC12 MISCELLANEOUS CONDITIONS**

- 12.1 The addresses for official notice shall be as stated in Article A2 and A3. Notices in writing between the parties shall be considered to have been received by the addressee on the date of delivery if delivered to the individual, or to a member of the firm, or to an officer of the corporation for whom they are intended, by hand or by registered post; or if sent by regular post, to have been delivered five (5) working days from the date of mailing; or if sent by electronic conveyance during the transmission of which no indication of failure of receipt is communicated to the sender, deemed to have been received on the date of its transmission provided that if such day is not a working day or if it is received after the end of normal business hours on the date of its transmission at the place of receipt, then it shall be deemed to have been received at the opening of business at the place of receipt on the first working day next following the transmission thereof.
- 12.2 The *Architect* shall be entitled to sign the building by inscription, or otherwise, on a permanent, suitable and reasonably visible part of the building.
- 12.3 The *Architect* shall be entitled to include as part of the construction contract documents a provision to erect a sign identifying the *Architect* and the *Architect's Consultants* at the *Place of the Work*. In some instances the *Client* may also be represented on the sign. Graphics on the sign may also include a reproduction of a rendering of the *Project*.
- 12.4 If any provision of this contract is declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be severed from this contract and the other provisions shall remain in full force and effect.
- 12.5 This contract shall be governed by the law of the Province of Ontario.
- 12.6 The *Client* and the *Architect* respectively bind themselves, their partners, successors, assigns and legal representatives to the other party to this contract and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this contract. Except as otherwise provided herein, neither the *Client* nor the *Architect* shall assign, sublet, or transfer an interest in this contract without the written consent of the other. Consent to such assignment or transference shall not be unreasonably withheld.
- 12.7 This contract represents the entire and integrated contract between the *Client* and the *Architect* and supersedes all prior negotiations, representations, or contracts, either written or oral. This contract may be amended only in writing signed by both the *Client* and the *Architect*.

**GC13 OTHER TERMS OF CONTRACT:**

The *Client* and the *Architect* agree as set forth in the following other terms:

*This Agreement is to be read in conjunction with the Request for Proposal Document issued by the Corporation of the City of Sault Ste. Marie dated September 15, 2021 : File #2021CDE-CS-TR-11-P; Addendums numbered 1 and the Proposal response submitted by IDEA Inc on October 18, 2021, all of which are attached as reference documents to this Agreement.*

This contract is entered into as of the day and year first written above.

.....  
**CLIENT (Signature)**

**Mayor - Christian Provenzano**  
(Printed name and title)

**City Clerk - Rachel Tyczinski**

.....  
**ARCHITECT (Signature)**

Franco Pastore  
.....  
(Printed name and title)